

FOUNTAINDALE PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES

December 18, 2025 | 7 p.m.

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

View the meeting online via YouTube: <https://www.youtube.com/live/GIU14gzkYQ8>

- 1. Call to Order and Roll Call of Trustees**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Minutes for Approval**
 - a. Board Meeting – November 20, 2025
- 5. Comments from the Public**
- 6. Friends of the Library**
- 7. New Business – Action Items**
 - a. Approval of Children’s Services Department Shelving Project and Quotes
 - b. Approval of Executive Director Succession Plan
 - c. Review of Public Library Standards
 - d. Approval of 2026 Illinois Per Capita Grant Application
 - e. Approval of Revised Studio 300 Policy
 - f. Approval of Revised Conduct Policy
- 8. Library Projects**
- 9. Correspondence**
- 10. Treasurer’s Report**
- 11. Bills for Approval**
 - a. Bills Paid Report – December 2025
 - b. Bills Payable Report – December 2025
- 12. Director’s Report – November 2025**
- 13. Unfinished Business**
- 14. Reports**
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Internal Board Operations
- 15. Agenda Building for Next Meeting**
- 16. Announcements**
- 17. Adjournment**

December 2025 Agenda Background

Paul Mills

7. New Business – Action Items

- a. Approval of Children’s Services Department Shelving Project and Quotes

Tria Architecture prepared the Shelving Quote and includes the proposed shelving for the Children’s Services Shelving Project. The lead time for the shelving is several months, and Tria recommends that we order now.

The shelving quote from Library Furniture International (LFI) is through The Interlocal Purchasing System (TIPS), of which our District is a member. This means that TIPS has handled the competitive solicitation process for this project. The moving cost quote from Hallett Movers will include the packing, storing, and unpacking of the impacted collections while the old shelving is dismantled and the new shelving is installed.

The LFI quote is \$390,181.88. The Hallett Movers quote is \$11,775. The total cost is \$401,956.88. \$210,000 of the total cost will be funded by the DCEO Grant we received.

Suggested Motion: Motion to approve the Children’s Services Department Shelving Project and quotes from Library Furniture International and Hallett Movers.

- b. Approval of Executive Director Succession Plan

The new 2025 Public Library Standards suggest that a formal succession plan be created and adopted by all public library boards. The draft plan included in the packet outlines various scenarios in the event of the Executive Director's absence.

Suggested Motion: Motion to approve the Executive Director Succession Plan.

c. Review of Public Library Standards

The Public Library Standards are new for 2025 and replace the previous 4.0 Standards. Our management team reviewed all standards by area of expertise and responsibility, and we also reviewed them collectively.

Suggested Motion: No action required.

d. Approval of 2026 Illinois Per Capita Grant Application

The 2026 Illinois Per Capita Grant Application is complete. This year, the application is once again focused exclusively on Serving Our Public 4.0. As noted in the review earlier this year, the District meets all of the checklist items.

If approved, grant funding would be used to expand access to electronic resources.

Suggested Motion: Motion to approve the 2026 Illinois Per Capita Grant Application.

e. Approval of Revised Studio 300 Policy

The revised draft Studio 300 Policy includes numerous updates designed to make the policy easier to implement and understand. Highlights include:

- Children under 12 must be with an adult who has completed orientation.
- Reservations forfeit if spaces/equipment are left unattended.
- No renewals or grace periods are available for equipment.
- Materials must be brought in original packaging for verification for use on maker equipment.
- The library is not responsible for the success, stability, or accuracy of projects.
- Reinforced staff monitoring & no expectation of privacy.
- Staff may deny unsafe or inappropriate files for printing and content creation
- Staff will not design or modify projects for Library Cardholders.
- Explicit disclaimer that printing success is not guaranteed.
- Cardholder is responsible for all damages & misuse.
- Repeated misuse can result in loss of Studio 300 privileges.
- Strengthened disclaimer that files are erased and the Library is not responsible for data loss.

Our attorney has also reviewed the policy.

Suggested Motion: Motion to repeal the existing Studio 300 Policy and to approve the revised Studio 300 Policy.

f. Approval of Revised Conduct Policy

This revised draft of the Conduct Policy features several key changes. These include:

- Provision number 3 is broader to incorporate a variety of devices that might disturb others.
- Provision number 4 expands the areas where patrons may consume food and narrows the off-limits areas for food consumption.
- Provision number 20 is shortened to make it more succinct.
- The old Administration section is now called Enforcement, and we made this change and other edits following a review with our attorney.

Our attorney has also reviewed the policy.

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

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD NOVEMBER 20, 2025
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, November 20, 2025 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

Present at roll call were Marcelo Valencia, Kathryn Spindel, Sarah Siska, Jim Daunis Jr. and Celeste Bermejo.

ABSENT

Trustee Bobby Armstrong and Trustee Meraj Alam.

Trustee Armstrong was out of town for work and could not attend the meeting.

Trustee Alam was still at his place of employment working and could not attend the meeting in person.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Ben Jansen, Jose Robles and Jennie Nguyen.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jody Hargett, Jennie Mills, Cassidy Navigato and Aimee Paradee.

APPROVAL OF TRUSTEE PARTICIPATION IN NOVEMBER 20, 2025 BOARD MEETING BY MEANS OTHER THAN BEING PHYSICALLY PRESENT

President Bermejo reported that per Section 7 of the Open Meetings Act, she and Board Recorder Juanita Lennon received a written request from Trustee Meraj Alam to attend the November 20, 2025 Board Meeting by means other than being physically present. Trustee Alam wrote that due to his work obligations, he could not attend the Board Meeting this evening in person. Bermejo noted that employment purposes is one of the allowable reasons under the Open Meetings Act to request attendance and participation by means other than being physically present. Bermejo further reported that per Board Bylaws in Article III, Section 8, the trustees who are physically present shall determine by majority vote whether a trustee who is not physically in attendance may participate by other means – in this case, Zoom. If the vote is in favor, the trustee may vote on matters before the Board. A motion to approve the Trustee Meraj Alam’s request to participate in the November 20, 2025 minutes by other means other than being physically present was made by Spindel, seconded by Valencia.

AYES: Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

AGENDA APPROVAL

Following the Pledge of Allegiance, Bermejo asked for a motion to approve the agenda.

A motion was made by Spindel, seconded by Daunis.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

MINUTES OF THE BOARD MEETING – OCTOBER 16, 2025

The minutes of the board meeting held October 16, 2025 were presented. A motion to approve the minutes was made by Siska, seconded by Valencia. Minutes were approved as read.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

EMPLOYEE RECOGNITION

President Bermejo recognized Ben Jansen for his five years of service and presented him with a pin and certificate.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett provided an update for the Board. Hargett shared that the Friends Vice President Nahum Aragon gave his resignation. He will continue to finish his project on the Friends' new PC. Currently two new volunteers are being trained to work in Book Cellar. The Friends are receiving more large donations due to the completion of the parking lot project.

NEW BUSINESS

Acceptance of Financial Report for Fiscal Year 2024/2025

Aimee Paradee and Cassidy Navigato from Lauterbach & Amen, LLP summarized the Financial Report for Fiscal Year 2024/2025 and answered questions from the Board.

A motion to accept the Financial Report Fiscal Year 2024/2025 was made by Daunis, seconded by Valencia.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

Approval of Ordinance 2025-3 – Tax Levy Ordinance

Executive Director Mills reviewed the tax levy ordinance and reported that the levy is in the amount of \$11,262,106.

A motion to approve Ordinance 2025-3, Tax Levy Ordinance was made by Siska, seconded by Daunis.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

Approval of Statement of Receipts and Disbursements Fiscal Year 2024/2025

Mills reported that the Statement of Receipts and Disbursements is a summary of income and expenditures from the previous fiscal year. It is prepared by our Finance Department with information from our auditors and other sources.

A motion to approve the Statement of Receipts and Disbursements for Fiscal Year 2024/2025 was made by Daunis, seconded by Spindel.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

Approval of Resolution 2025-9 – Resolution Regarding the Issuance of Non-Resident Library Cards

Mills reported that the library needs to make the decision annually whether or not to participate in the non-resident reciprocal borrowing program. The proposed 2026 fee is \$646.49.

A motion to approve Resolution 2025-9, Resolution regarding the issuance of non-resident library cards was made by Daunis, seconded by Valencia.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interests

A motion to approve the certified list of Trustees and Staff for the Statements of Economic Interests for filing for both Will and DuPage Counties was made by Spindel, seconded by Daunis.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

LIBRARY PROJECTS

The parking lot project has been completed. Mills expressed his gratitude to the Village of Bolingbrook for providing extra parking for staff.

The digital sign project is paused while the existing foundation is evaluated.

The outdoor holiday lighting has been installed but will not be turned on until after Thanksgiving.

The interior lighting project is moving ahead with meetings.

The DCEO Grant project, which will provide new children's shelving and a book vending machine continues to move along as well. Staff are being trained on the vending machine before it is installed and implemented.

CORRESPONDENCE

The library received a “What do you love about your library” letter from patron Emma M.

The Board received a copy of a State of Illinois Senate Resolution that was adopted by the Senate in October 2025.

TREASURER'S REPORT

The Treasurer's Report for October, 2025 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – November 2025

Bills paid for the month of Month in the amount of \$80,667.72 was presented for approval. A motion to approve was made by Daunis, seconded by Spindel.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

Bills Payable Report – November 2025

Bills payable for the month of Month in the amount of \$231,286.80 was presented for approval. A motion to approve was made by Daunis, seconded by Spindel.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

DIRECTOR'S REPORT – October 2025

Mills thanked Jennie Nguyen and her team for their work on all of the financial documents discussed this evening.

Mills reported that the Libraries of Illinois Risk Agency met today and approved a favorable insurance renewal. Mills also shared that he was re-elected to the Executive Committee.

UNFINISHED BUSINESS

None.

REPORTS

Building

None.

Finance

The Finance Liaisons met on November 13. Treasurer Spindel reviewed the reports.

Strategic Plan

None.

Internal Board Operations

None.

AGENDA BUILDING FOR THE NEXT MEETING

A representative from Tria Architecture will present at the December Board Meeting.

ANNOUNCEMENTS

Trustee Siska shared that the library is hosting The Kids Start-Up Market on Saturday, November 22 in Meeting Room A.

Trustee Alam extended thanks to the library for the Volunteer Open House event.

ADJOURNMENT

A motion to adjourn the meeting at 7:42 p.m. was made by Spindel, seconded by Valencia.

AYES: Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong

Approved: _____
Robert Armstrong, Secretary

Celeste M. Bermejo, President



MEMO

VIA E-MAIL

(1) Page(s) Inclusive

PROJECT: FPLD – Children’s Services Department Shelving
TO: Paul Mills, Executive Director, Fountaindale Public Library District
FROM: Nancy Sander, Senior Interior Designer, Tria Architecture
DATE: December 11, 2025
PROJ. #: 25-062
RE: Children’s Services Department Shelving, Board Meeting Presentation

Attached please find the presentation illustrating the design intent and scope of work included in the renovation of the Children’s Services Department Shelving.

Included you will find the shelving types; display and signage types; design elements and finishes; and overall budget for the project.

Attachments: 25062_FPLD_Childrens Services Department Shelving_121825.pdf

cc: Paul Mills, Tasos Priovolos

File Name: 25062 Board Presentation Memo_121125.docx

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



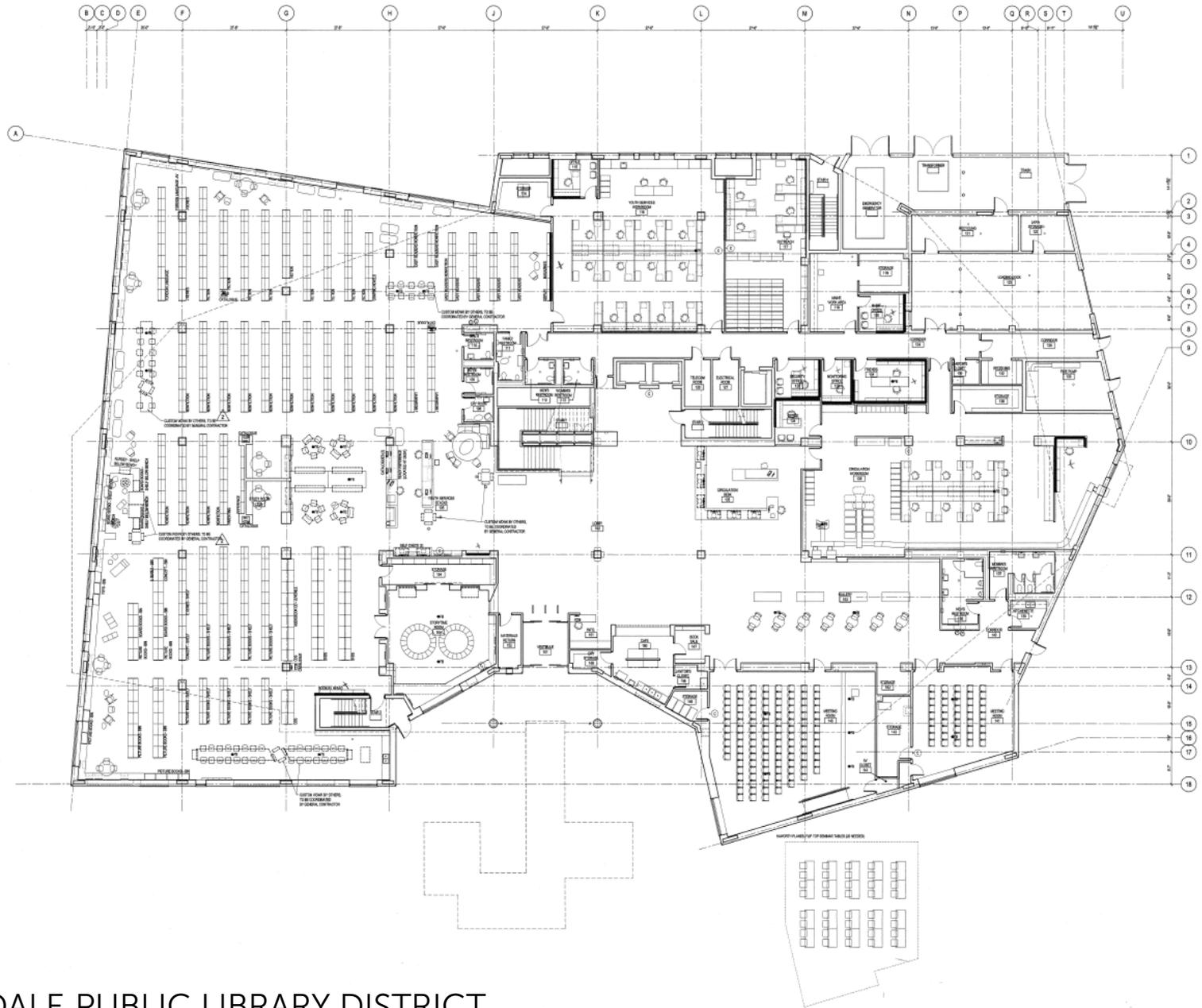
TRIA ARCHITECTURE

Fountaindale Public Library District – Children’s Services Department Shelving

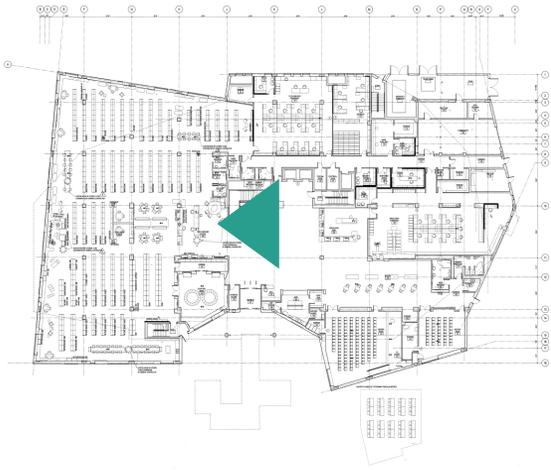
December 18, 2025

Design Concepts

- EXISTING FURNITURE FLOOR PLAN
- PROPOSED SHELVING PLAN
- SHOP DRAWINGS
- FINISHES
- END PANELS
- FURNITURE QUOTE



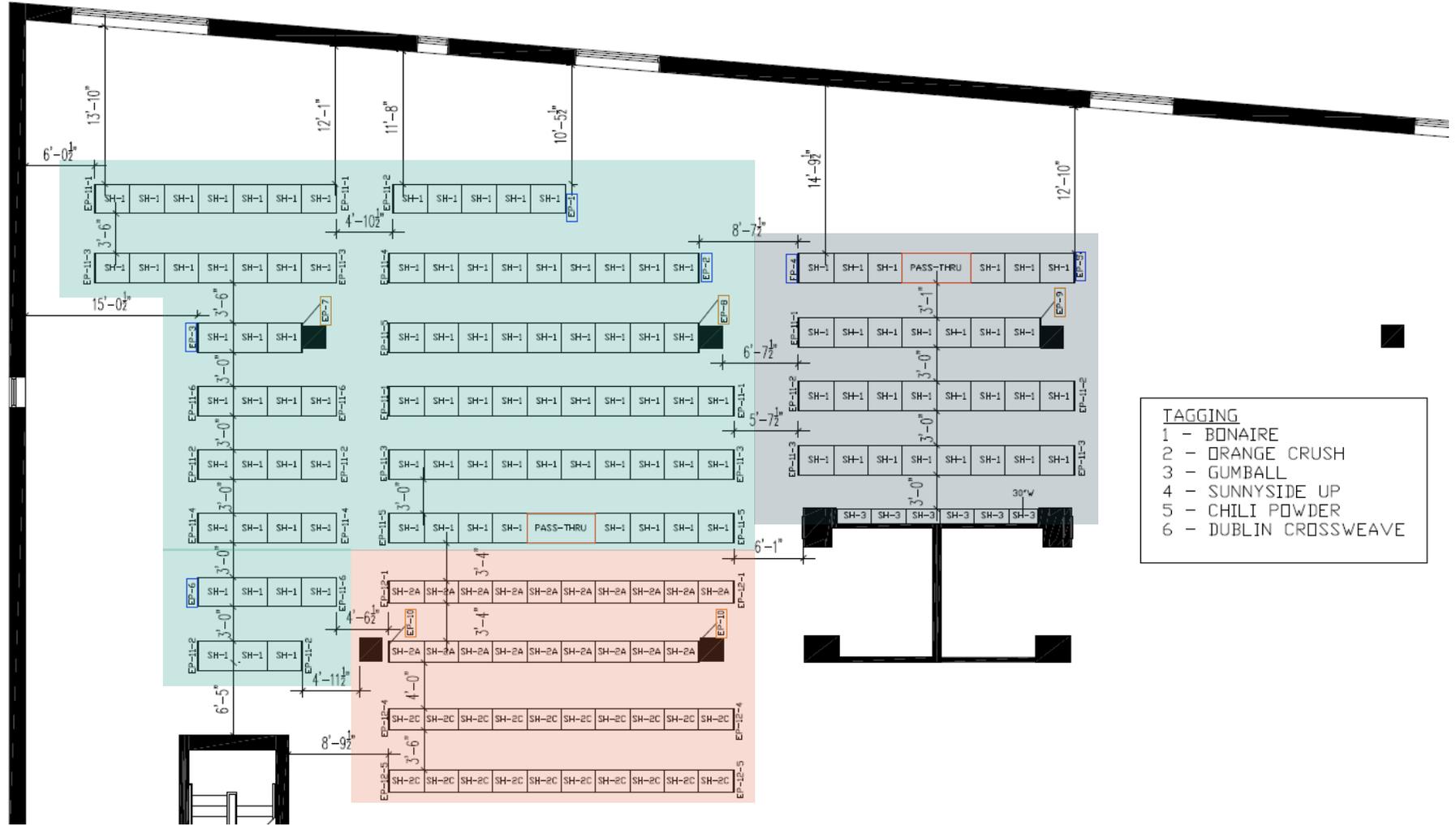
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 EXISTING FURNITURE FLOOR PLAN



PICTURE BOOK SHELVING

A/V SHELVING

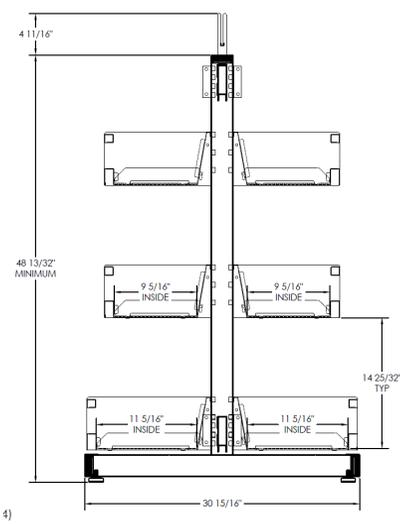
EASY READERS



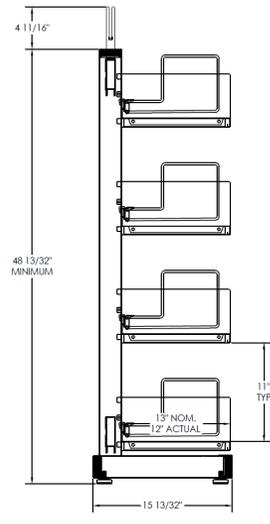
- TAGGING**
- 1 - BONAIRE
 - 2 - ORANGE CRUSH
 - 3 - GUMBALL
 - 4 - SUNNYSIDE UP
 - 5 - CHILI POWDER
 - 6 - DUBLIN CROSSWEAVE



FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 PROPOSED SHELVING PLAN



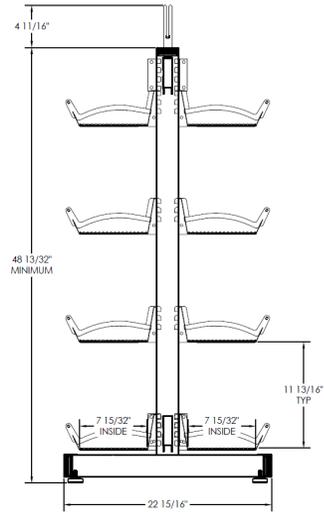
SH-1



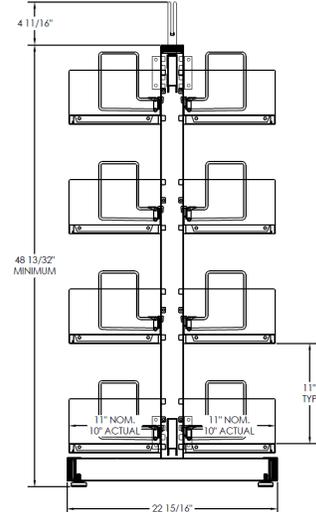
SH-3



Picture Book Shelving



SH-2A



SH-2C

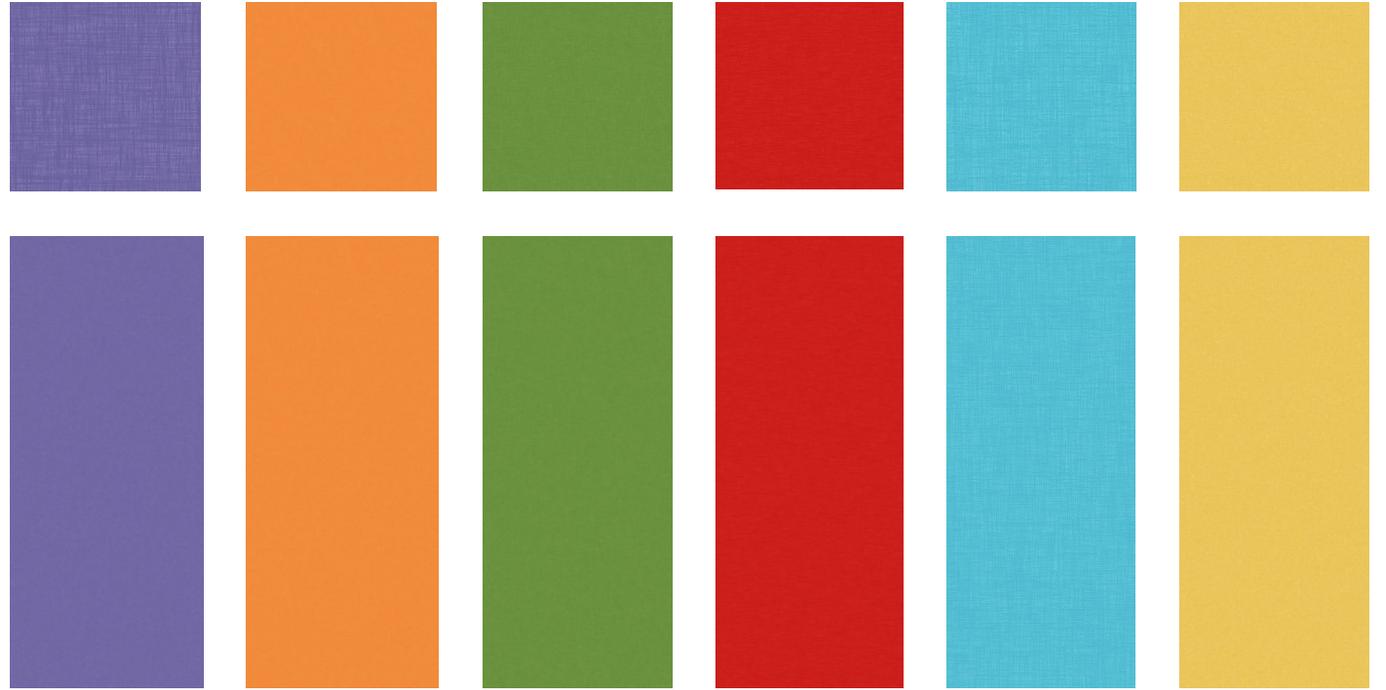


A/V Shelving





Laminate Colors:



End Panel Frame & Edgeband:



Upholstery:

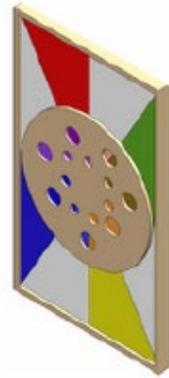




Fun House Mirror



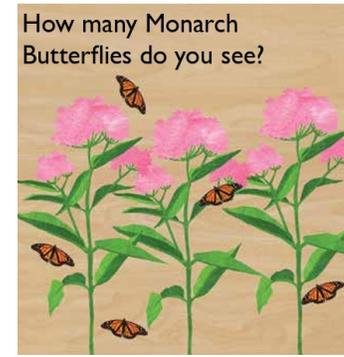
Magnetic Board



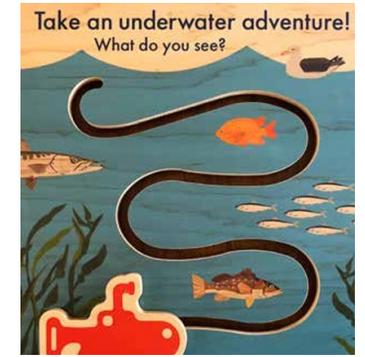
Color Wheel



Glitter Tubes



Monarch Learning Panel



Submarine Learning Panel



Pass-Thru





THE INTERLOCAL PURCHASING SYSTEM

“PURCHASING MADE PERSONAL”

Library Furniture International: \$ 390,181.88

Moving Cost: \$ 11,775.00

Grand Total: \$ 401,956.88

Note: All Labor costs are Prevailing Wage



HALLETT MOVERS



**Hallett Movers
Fountaindale Public Library District
December 8, 2025**



December 8, 2025

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

Dear Ms. Theobald.

Thank you for the opportunity to provide a quote on the pending **Fountaindale Public Library District** moving project. Please accept this letter of transmittal as our acknowledgement and understanding of the scope of work, project timelines, General Terms and Conditions as outlined during my recent walkthrough. This proposal is sent in an effort to provide all requested information and to effectively prove Hallett to be of the highest quality experience and service in library relocations.

Hallett Movers was established in 1937. We are a family owned business operated by the 2nd and 3rd generations. We provide hands-on management that reflects our pride in our family tradition and past performance. Hallett's workforce, along with our supervisory staff, is loyal to the company and dedicated to providing the finest moving service available. As nationally known Library Relocation Specialists, we know what it takes and have the experience to design, prepare and execute a smooth, successful, cost effective relocation.

Hallett are longstanding members in many professional associations including Illinois Movers' and Warehousemen's Association, as well as the American Library Association. We have long been **rated A+ with 0 complaints** with the Illinois Better Business Bureau where more information is available on their website.

If you find you need more or different information do not hesitate to call us at 708-458-8600 if we can be of further assistance. Our web site is www.hallettmovers.com. We look forward to being of service to you.

Sincerely,

A handwritten signature in blue ink that reads "Richard J. Benda". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Richard Benda

MOVE PLAN & PRICING

Measuring and Tagging

Prior to the main move, **Dick Benda from Hallett Movers**, along with the move coordinator from the **Fountaindale Public Library District** will work together to color-code and number the stack floor plan or blueprint of the final book shift. Maintaining shelf list order is of course, the primary concern. **Hallett** will maintain this order by using a color-coding and tagging method specifically designed for library materials. Each collection in the library will be assigned a distinctive color.

Each colored tag or sticker signifies a specific shelf in the new location already assigned on the blueprint. No two shelves will be assigned the same color or number. **Hallett** will use two sets of duplicate-colored numbered tapes. One sticker will be used for the first item/book of every shelf in the existing library and the other (duplicate) will be used for the physical shelf in the new location. **Dick Benda from Hallett Movers** will measure and tag the collection so that the books will be spread out evenly on the new shelving before they are shifted. This will leave the same approximate empty space on each shelf after the move is completed. All that needs to be done, if all planning and tagging is correct, is to match tags when the materials are unpacked.

Hallett Movers will pack and unpack the collection. The packing of your collection will be accomplished by off-loading your collection into our specially designed containers called “half miscs” designed for access to all aisles. This process will keep your collection in its shelf list order. The **Hallett** system of color-coding and numbering the collection allows the packing and unpacking to be done in various areas simultaneously resulting in a more expeditious relocation.

Measuring and Tagging **\$500.00**

Phase #1: Packing

Once the collection has been tagged on a day prior to the move, Hallett Movers will pack, move and store all designated book collections in the children’s area. This includes the relocation of approximately 600 shelves of library books and other materials. The book containers will remain onsite while the old shelving is removed and the new shelving is built. The crew will consist of 1 project manager, 1 driver/equipment truck and 3 movers. This phase will take one day to complete.

Phase #1 Total **\$4,900.00**

Phase #2: Packing

Once the new shelving has been assembled, Hallett Movers will unpack the collections. The crew will consist of 1 project manager, 1 driver/equipment truck and 3 movers. This phase will take one day to complete.

Phase #2 Total **\$5,400.00**

Materials

175 Book Containers (“half miscls”) @ \$5.00 Each	\$875.00
Other Moving Equipment	\$100.00

Total Cost (Prevailing Wage)	\$11,775.00
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FOUNTAINDALE PUBLIC LIBRARY DISTRICT EXECUTIVE DIRECTOR SUCCESSION PLAN

PURPOSE

This plan is designed to establish processes and contingencies for addressing the absence, disability, death, or departure of the Executive Director, and to facilitate a smooth transition to acting, interim, and/or long-term leadership.

SHORT-TERM, TEMPORARY UNPLANNED ABSENCE

A short-term, temporary, unplanned leave of absence is defined as being three months or less in length, in which it is expected that the Executive Director of the Library will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a known medical leave, vacation, or sabbatical.

In the event of an unplanned absence, the Executive Director or the Deputy Director will inform the President of the Board of Trustees of the absence. As soon as feasible, the President shall convene a meeting of the Board of Trustees to affirm the process prescribed in this plan or to make modifications as the Board deems necessary.

At the time this plan was approved, the position of Acting Executive Director would be filled by:

1. Deputy Director

Should the standing appointee to the position of Acting Executive Director be unable to serve, the Board of Trustees will choose a back-up appointee from the Management Team to serve as Acting Executive Director. The Board may also consider the option of splitting the executive duties among the designated appointees.

AUTHORITY AND COMPENSATION OF THE ACTING EXECUTIVE DIRECTOR

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director may be offered one of the following, to be determined by the Board at the time of succession:

- A temporary salary increase to the entry-level salary of the Executive Director position.
- A bi-weekly payroll bonus during the Acting Executive Director period; or
- No additional compensation

BOARD OVERSIGHT

The President will be responsible for monitoring the work of the Acting Executive Director during the leave of absence period. The Acting Executive Director may need additional support during this temporary leadership role.

COMMUNICATION PLAN

Immediately upon transferring the responsibilities to the Acting Executive Director, the President will notify all Staff of the delegation of authority.

As soon as possible after assuming the role, the Acting Executive Director will communicate the temporary leadership structure to the following key external supporters. This list is neither ranked nor exhaustive:

1. Village of Bolingbrook – Mayor and Administrators
2. Attorney
3. Banks and investment firms
4. Pinnacle Library Cooperative (PLC)
5. Reaching Across Illinois Library System (RAILS)

COMPLETION OF SHORT-TERM, TEMPORARY UNPLANNED ABSENCE

The decision on when the absent Executive Director returns to lead the Library should be made by the Board in consultation with the Executive Director. They will decide upon a mutually agreed-upon schedule and start date. A reduced schedule for a set period of time can be approved by the Board, with the intention of allowing the Executive Director to return to a full-time commitment gradually.

LONG-TERM, TEMPORARY ABSENCE

A long-term absence is one that is expected to last more than three (3) months. The process and conditions to be followed should be the same as for a short-term, temporary absence, with one addition: The Board will give immediate consideration, in consultation with the Acting Executive Director, to either temporarily fill the position left vacant by the Acting Executive Director or to hire an Interim Executive Director from outside the current staff. This step is in recognition of the fact that, for a term of more than three (3) months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced Interim Executive Director in the position.

DETERMINATION OF NEED FOR AN INTERIM EXECUTIVE DIRECTOR

The criteria that the Board and Acting Executive Director should consider when determining whether or not to hire an Interim Executive Director (or Acting Assistant Director) are as follows:

1. Time of year
2. Required fiscal responsibilities – consider the status of the budget/levy process
3. Special projects currently in progress or upcoming

Skills and experience an Interim Executive Director needs:

1. Significant experience as the director of an Illinois public library
2. Flexible schedule to allow for on-site presence and to attend board meetings
3. Prior experience as an Interim Executive Director preferred

If the Board and Acting Executive Director determine that an Interim Executive Director (or Acting Deputy Director) is necessary, the President may contact RAILS and request resources related to hiring an Interim Executive Director.

COMPLETION OF LONG-TERM, TEMPORARY ABSENCE

The decision on when the absent Executive Director will return to lead the Library will be made by the Board in consultation with the Executive Director. They will decide upon a mutually agreed-upon schedule and start date. A reduced schedule for a set period of time can be approved by the Library Board, with the intention of allowing the Executive Director to work their way back up to a full-time commitment.

The Board should pay close attention to the Library's Personnel Policy when making determinations about allowable absences of the Executive Director. Questions related to a leave of absence may be directed to the Library's attorney.

PERMANENT CHANGE IN EXECUTIVE DIRECTOR

A permanent change is one in which the Executive Director and the Library Board have agreed that the Executive Director will not return to the position. The procedures and conditions may be the same as for a long-term, temporary absence, with one addition. The President will develop a plan within forty-five (45) days to implement a transition to a new permanent Executive Director. The plan will provide direction on how to determine if there is a need for an Interim Executive Director, as well as plan for the recruitment and selection of an Interim Executive Director and/or a permanent Executive Director.

Illinois Public Library Standards – Access: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.	
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.	

4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			
6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.	

8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.		
9	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	
10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			
11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			

12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.		
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Notes/Comments:

Illinois Public Library Standards – Advocacy & Community Engagement: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	

2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	
4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	

5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.	

Notes/Comments:

Serving Our Public 5.0 – Buildings & Grounds: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Serving Our Public standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library’s operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	

3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	
4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.		
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.		

7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
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Notes/Comments:

Illinois Public Library Standards – Collection Management: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a Board-approved collection management policy that affirms of the American Library Association’s Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			
2	The library’s budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		

3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. “Library of Things”).		
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.		
9	The library has a reconsideration of materials policy and process.			

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.	
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Notes/Comments:

Illinois Public Library Standards – Finance & Budget: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			
5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	<p>The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.</p>	<p>The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.</p>		
7	<p>The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.</p>	<p>The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.</p>	<p>The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.</p>	

8	The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.	

11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

Notes/Comments:

Illinois Public Library Standards – Governance & Administration: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.	
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.			

3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.			
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).	
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.	

6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.	
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.		
8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.	
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.	

10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.	
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.		
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.			

13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.	
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i>).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.	
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.	

Notes/Comments:

Illinois Public Library Standards – Human Resources: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library’s mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.	
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.	

3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.	
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.	
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.	

7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.	
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	

9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.		
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Notes/Comments:

Illinois Public Library Standards– Information Services: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	All basic information services are available when the library is open. These include: circulation, reference, reader’s advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.		
2	Staff provide accurate, timely, and courteous service.			

3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.		
4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.	

5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).		
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.	

7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).	
8	The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.	

Notes/Comments:

Illinois Public Library Standards – Marketing & Promotion: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.	

<p>2</p>	<p>The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).</p>			
<p>3</p>	<p>The library allocates funds for marketing and promotion.</p>	<p>The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.</p>	<p>The library has one or more dedicated employees for marketing and graphic design.</p>	

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		

7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).			
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.	
9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.		

Notes/Comments:

Illinois Public Library Standards – Programming: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.		
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).	
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.			

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.			

6	<p>The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.</p>	<p>The library provides staff training in best practices for meeting the programming needs of a diverse community.</p>	<p>The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.</p>	
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Notes/Comments:

Serving Our Public 5.0 – Safety & Emergency Preparedness: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Serving Our Public standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.			
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.	

3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).	
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.	
5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.	

6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.			
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.	
8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.		

9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.		
10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.		

Notes/Comments:

Illinois Public Library Standards – Technology: Action Plan

Library Name

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

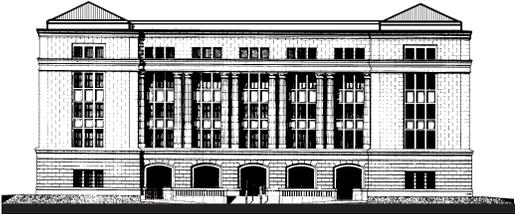
STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.	
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis		
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.	

4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.	
5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.	

6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.	
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.	

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.	
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Notes/Comments:



ALEXI GIANNOULIAS • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796
ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANT APPLICATION**

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library(s), declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: _____ **First Name:** _____ **Last Name:** _____
 (e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ **Pronouns:** _____ **Date:** _____

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

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

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

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

Legal Name of Library: _____

Library's Control Number: _____ Branch Number: _____ Today's Date: _____

Contact information of the person completing this grant application:

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Phone Number: _____

Email Address: _____

Library's mailing address to receive grant payments:

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP + 4: _____

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

Service Area Population _____

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

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

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

Part I. Review of Illinois Public Library Standards

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

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

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

2.) Advocacy and Community Engagement

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

3.) Buildings and Grounds

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

4.) Collection Management

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

5.) Finance and Budget

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

6.) Governance and Administration

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

7.) Human Resources

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

8.) Information Services

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

9.) Marketing and Promotion

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

10.) Programming

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

11.) Safety and Emergency Preparedness

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

12.) Technology

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

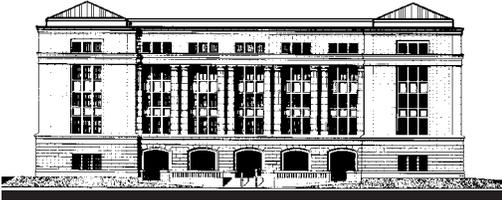
Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
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ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2024: _____

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

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

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13

STUDIO 300 POLICY

Studio 300, the digital media and maker lab of Fountaindale Public Library District, offers dedicated equipment, computers, software, production spaces, and collaboration rooms. Use of Studio 300 is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director, as the executor of the policy for the Board of Trustees, has discretion in determining what use is in the best interest of the Library and is authorized to act accordingly, including limiting the use of Studio 300 by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend, or supplement this policy, as it deems necessary and appropriate.

PRIORITY FOR USE

Studio 300 supports individuals and small groups working on media and maker projects.

Studio 300 computers are available for library cardholders working on digital media and maker projects. General computing activities such as word processing, web browsing, email, social networking, or gaming are not given priority and will not be allowed if resources are needed for Studio 300 projects.

Studio 300 spaces are designed for library cardholders to host or participate in video conferences, virtual meetings, training sessions, or for media project development.

LIMITS OF USE

Priority for reserving Studio 300 audio/video production spaces and group collaboration rooms is given in accordance with the Fountaindale Public Library District's Meeting Room Policy. Studio 300 computers and audiovisual equipment are available to Fountaindale Public Library District cardholders in good standing, as defined in the Fountaindale Public Library's Circulation Policy, on a first-come, first-served basis.

Non-resident library cardholders who are reciprocal borrowers as outlined in the Fountaindale Public Library District's Circulation Policy, may utilize Studio Use Only resources, computers,

and spaces are available for limited use Monday–Friday during open hours. Circulating resources are available for general checkout during all Studio 300 open hours. Studio 300 reserves the right to prioritize Fountaindale Public Library District cardholders.

All use of Studio 300 spaces and equipment must comply with the Library Conduct Policy and other applicable policies. A valid Fountaindale Public Library card, reciprocal borrower card, or government-issued photo ID is required to reserve or use Studio 300 computers, spaces, and equipment. For identity verification and cardholder security, the Library may photograph cardholders solely for inclusion in the Library’s secure database. If a photograph is not available in the Library’s secure database, the library cardholder will be required to present a valid government-issued photo ID for each use of Studio 300.

ORIENTATION REQUIREMENTS

- Adults: Orientation is required for the use of specialized equipment, but not for computers, GCR E and F, or non-specialized equipment.
- Teens (ages 12–17): Orientation is required for any Studio 300 use. Parents or guardians who complete orientation with their child may elect to sign a waiver permitting independent use.
- Children under 12: Must be accompanied by an adult, guardian, or caregiver age 14+ who has completed orientation.
- All persons completing orientation must provide a valid email address for communication about reservations, equipment due dates, and overdue items.

GUIDELINES FOR STUDIO 300 COMPUTER ACCESS

Computer use in Studio 300 is governed by the Library’s Computer Use Policy. Files are regularly erased and cannot be recovered; therefore, studio users are advised to use external or cloud storage.

USE OF STUDIO 300 SPACES

Studio 300's spaces may be reserved by Fountainsdale Library cardholders. Reservations may be made up to 90 days in advance for sessions of up to four hours per day, with a maximum of 12 hours per month per cardholder, depending on room and equipment availability. A cardholder may reserve up to four hours per day and must vacate the space at the end of the reserved period if another individual requires use. Individual members of a group may not attempt to extend time by booking as a new group if the participants are substantially the same as the original group.

Reciprocal borrowers are limited to walk-in use Monday through Friday. Reservations for reciprocal borrowers can be made up to seven days in advance for sessions of up to four hours, with a maximum of 12 hours per month, depending on room and equipment availability.

Library cardholders booking a Studio 300 space must present a valid library card or photo identification matching the account used to make the reservation, or present it within 10 minutes of the reservation start time, or the reservation will be forfeited.

Spaces may not be left unattended while reserved. If the responsible cardholder leaves without notifying Studio 300 staff, even if others remain in the group, the session will end, and future reservations may be limited. If a space remains vacant for more than 10 minutes, the Library may remove belongings (without assuming responsibility) and make the space available to other library cardholders. Reservations must be canceled at least 24 hours in advance. Frequent no-shows or cancellations without notice may result in the temporary suspension of privileges. Library cardholders who have not arrived within 15 minutes of the scheduled start time will be considered no-shows. Late arrivals will not be granted additional time beyond the original reservation. Depending on circumstances, individuals or groups who miss reservations may first receive a warning; repeated issues will lead to a suspension of Studio privileges.

USE OF STUDIO 300 EQUIPMENT

An extensive collection of digital media equipment is available for users. Some equipment must remain in Studio 300, designated as Studio Use Only items, while other equipment is intended for use off-site, designated as circulating equipment. A credit card authorization will be required for circulating equipment checkouts valued above a certain threshold. Upon return of all equipment in good condition, the authorization will be released. The presence of the original credit card and its owner will be required to release the hold.

Studio 300 users are responsible for returning all equipment directly to Studio 300 staff on time and in good condition. Items will be checked in after a thorough inspection for condition, and the individual who checked out the equipment is required to be present during this evaluation. Items not returned and considered lost will be billed for the full replacement cost.

Certain advanced equipment and software will require additional training and practical demonstration before checked out is allowed. Equipment intended for use within Studio 300 is loaned for four hours. Equipment designed for checkout and use outside of Studio 300 is loaned for five days. Renewals are not allowed on any equipment loaned by Studio 300. Individual library cardholders are limited to seven pieces of circulating equipment at any one time. The cardholder is required to sign a checkout form upon each individual use of circulating equipment. The Library is not responsible for media left on or corrupted while using Studio 300 equipment.

Library cardholders are responsible for all equipment in their care. Lost equipment may be returned within 30 days if it works and hasn't been replaced, with approval from a Studio 300 manager or supervisor. Equipment returned without approval will not be accepted. Three lost equipment incidents in a year may result in suspension of Studio 300 privileges.

USE OF STUDIO 300 MAKER EQUIPMENT

Maker equipment follows the general Studio 300 guidelines, with additional guidance for safe and effective use. The Maker Lab is a hands-on, DIY environment where library cardholders are encouraged to familiarize themselves with machines, software, and project workflows. Studio 300 offers training and instructional resources for those who wish to use maker equipment.

Library cardholders must plan projects to allow completion and cleanup at least 30 minutes before the Studio 300 closes, ensuring proper shutdown of equipment. Only approved or Studio-supplied materials may be used, and costs will be added to the cardholder's account upon project completion.

Maker equipment may be reserved for up to four hours per day, except for 3D printers. Staff may deny access to equipment if safety concerns arise or if projects cannot be reasonably completed within Studio 300 hours. Users are responsible for cleaning their workspace, removing materials, and returning equipment after each session.

3D print jobs must be submitted in person as machine-ready files. Due to extended print times, staff will notify the cardholder when the job is complete for pickup. Studio 300 reserves the right to deny printing of any file deemed inappropriate for a public space, including but not limited to designs that:

- Violate local, state, or federal laws
- Resemble or function as weapons, firearms, or parts thereof
- Are obscene, pornographic, or otherwise inappropriate for the Library environment
- Pose a safety risk or could harm others

Staff do not create, modify, or troubleshoot designs but may provide guidance on machine operation and safety. Users should immediately report any injuries or equipment issues to staff.

The Library does not guarantee the success or quality of any project and is not responsible for damage to personal belongings, devices, or materials. Users are expected to follow all safety guidelines, treat equipment responsibly, and work collaboratively with others in the Studio 300 space. Projects that pose a risk to safety, violate Library policies, or could damage equipment may be halted or denied access at staff discretion.

STUDIO 300 INSTRUCTION

Studio 300 staff are available during all hours of operation to provide guidance and support for Studio resources, including digital media software, production equipment, and spaces.

Studio 300 offers one-on-one assistance to support in developing skills related to media production, design, and other creative projects. These sessions are intended to provide focused guidance and instruction; however, staff will not complete projects.

While drop-ins may receive brief assistance, extended or uninterrupted help cannot be guaranteed. All studio users are expected to comply with the Library's Conduct Policy during both scheduled and drop-in interactions. Sessions may be canceled or denied if behavior is inappropriate, disruptive, or otherwise violates library policies. To ensure the most effective use of time, studio users should arrive prepared with the necessary project materials, files, or ideas.

GENERAL STUDIO 300 GUIDELINES

Food and Drink: Food is not permitted in Studio 300. Drinks are prohibited in audio suites but may be brought into the computer lab, video studios, and collaboration spaces if they are in covered containers.

Noise: Studio 300 is an active and collaborative environment. A silent atmosphere cannot be guaranteed. Studio users are expected to keep sound levels respectful and comply with the Library Conduct Policy. Doors to studios must remain closed while in use.

Conduct: All activities must comply with the Library Conduct Policy. Violations may result in loss of Studio 300 privileges and/or full library privileges. Respect for staff, other users, and the creative process is required at all times.

Personal Belongings: Users are responsible for their personal items. Studio 300 is not liable for lost, damaged, or stolen belongings. Items left unattended may be removed without assuming responsibility.

Content Creation and Copyright: All content created in Studio 300 must comply with community standards and applicable laws, including copyright. The Library reserves the right to deny or stop projects that are unlawful, infringe on copyright, or are inappropriate for a public library setting.

Collaboration and Group Use: Studio 300 computers are designed for collaborative use. Group collaboration rooms are available for small groups (up to six). Studio staff may limit the number of people allowed in production spaces. The cardholder who reserved the space or equipment must remain present and is responsible for the actions of their group. Studio users not actively participating in projects should use other areas of the Library.

Access: Library staff must have free access to Studio 300 spaces at all times. Staff may monitor activity to ensure compliance with Library rules and policies.

Privacy: The Library cannot guarantee complete privacy. Some projects may take place in shared or visible areas.

Use of Personal Devices: Studio users may connect personal devices to Studio 300 equipment at their own risk. Staff support for personal devices is limited, and compatibility is not guaranteed. Devices that interfere with library equipment or disrupt other users may be disconnected.

Content Ownership: Studio 300 users are responsible for saving and backing up their work. The Library may erase files stored on Studio 300 computers, drives, or memory cards without prior notice.

Printing and Fabrication: Studio 300 offers access to a color laser printer, 3D printing, and vinyl cutting equipment.

Studio 300 users who bring their own paper or materials must provide them in their original, unopened packaging so staff can verify compatibility. The Library will not print on paper or materials that are unsuitable for the laser printer or fabrication equipment.

The Library does not guarantee the success of any print or fabrication job and is not responsible for damage to supplied materials, equipment malfunctions, or unsuccessful results. Studio 300 users are responsible for reviewing their files and materials before printing.

The Library reserves the right to deny print or fabrication requests, including but not limited to those involving sharp-edged items, weapons or weapon parts, or any object deemed unsafe or inappropriate for a public space.

The Library does not assume responsibility for personal belongings, personal equipment, or files used in Studio 300 or left behind in Studio 300 spaces. Studio 300 users use library equipment at their own risk. The Library is not responsible for loss of data, corrupted files, or the failure of personal storage devices. Studio users are strongly encouraged to bring their own backup media and to save work frequently.

DAMAGES AND LIABILITY

The library cardholder who reserves a space or associated equipment is considered the main user and is responsible for any loss, damage, or misuse of the equipment. Users must report any faulty equipment or space concerns immediately to Studio 300 staff. Failure to do so may result in the user being held responsible for the damage.

Cardholders are responsible for returning all spaces and equipment in the same condition in which they were checked out. Equipment must be returned directly to the Studio 300 service desk. Items returned improperly will be subject to a processing fee.

Circulating equipment that is held overdue beyond four days past the due date or returned damaged will be billed to the cardholder for repair or full replacement costs, including

processing fees. Damaged items will remain on the cardholder's account until charges are paid.

Cardholders with outstanding charges for lost or damaged equipment will have their Studio 300 privileges and other library privileges suspended until the account is reconciled.

Equipment privileges may be revoked due to careless handling of library-owned equipment, repeated overdue or damaged returns, or leaving library equipment unattended.

PROPER USE OF SHARED NETWORK ENVIRONMENT

Anyone who uses the Library's computing and information resources must adhere to the Library's [Computer Use Policy](#).

For security and privacy, all computer storage is regularly erased and cannot be recovered. Equipment that uses removable media storage cards or has hard drives for media storage will be erased upon return and cannot be recovered. Studio 300 users are encouraged to use personal external storage, such as flash drives and/or cloud-based options, to back up their projects.

The Library and its staff are not liable for any loss, damage or expense sustained by any user due to or as the result of the utilization of services, equipment, software, advice or information.

APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Public Library District will review the Studio 300 Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the spaces. The Executive Director has delegated authority to approve Studio 300 usage to the Studio 300 staff.

Any appeals for changes to, or exceptions to, any portion of the Studio 300 Policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing. The Executive Director will respond in writing.

DRAFT DECEMBER 1, 2025

CONDUCT POLICY

The Fountaindale Public Library District welcomes all individuals to use resources made available to the community. The Conduct Policy is designed to protect the rights of individuals who are in the library or use library materials or services, to protect the rights of staff members to conduct library business without interference, and to preserve and protect library materials and facilities.

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

SCOPE

This policy applies to all visitors to any facility, including vehicles, of the Fountaindale Public Library and its properties.

PROVISIONS

In order to provide a secure and comfortable environment for all library patrons and staff, the Library reserves the right to respond to any and all conduct that disturbs library patrons or staff, or that hinders others from using the library or library materials.

Examples of conduct and actions that are not permitted anywhere on library property include, but are not limited to:

1. Disorderly, disruptive, or unruly conduct.
2. Improperly checking out library materials.

3. Using devices at a volume and/or location that disturbs others.
4. Consuming food near electronic equipment, Studio 300, or study rooms, or in a way that disrupts others' ability to use the library.
5. Occupying areas of the library that are age-inappropriate.
6. Sleeping, inappropriate use of library furniture, blocking aisles, exits, or entrances.
7. Having body odor or personal hygiene that disrupts others' ability to use the library.
8. Bathing, shaving, or washing clothing in public restrooms or other areas.
9. Not wearing shoes and clothing that do not provide appropriate body coverage at all times.
10. Campaigning, petitioning, proselytizing, or soliciting for any cause inside the library and/or in the immediate area surrounding the entrance or exits of the building. Placing pamphlets or other material in the library, on library property, or on vehicles in the library's parking lot is prohibited.
11. Bringing pets or animals other than service animals necessary for disabilities and animals which are part of library-sponsored programming. Please note that service animals, as defined by the Americans with Disabilities Act, the Illinois Service Animal Access Act, and White Cane Law, are allowed in accordance with federal and Illinois law.
12. Smoking and/or vaping in the library and/or within 25 feet of a library entrance or exit.
13. Being under the influence or in possession of alcohol, cannabis, or any illegal substance.
14. Public indecency.
15. Trespassing in non-public areas.
16. Remaining on library property after being asked to leave.
17. Damaging or defacing library materials or property.
18. Stealing or attempting to steal personal or library property.
19. Carrying or displaying simulated or real weapons on library property except for authorized law enforcement officials.
20. Threatening and/or violent behavior.
21. Any violation of federal, state, or local law or disregard of library procedures and policies.

ENFORCEMENT

Enforcement of the General Rules of Conduct will be conducted fairly and reasonably.

The Library reserves the right to require anyone violating the General Rules of Conduct or refusing to comply with staff instructions to leave Library property. Serious or repeated misconduct may result in the person's Library privileges being limited or suspended for a period of time, depending on the severity of the offense.

APPEAL AND REVIEW

A person who feels his or her library privileges have been wrongly limited or suspended may appeal the decision in writing to the Executive Director within 30 days of receiving notification. The decision of the Executive Director will be final.

The Board of Trustees of the Fountainsdale Library District will review the conduct policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the library. The Executive Director may delegate authority.

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

DRAFT DECEMBER 1, 2025



Illinois Library Association **LIBRARY LEGISLATIVE MEETUPS**

104th Illinois General Assembly

| 2026 Spring Session |

Fund Libraries

Fully fund Fiscal Year 2026 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

Library System Area & Per Capita Grants/Public Per Capita & School District Grants Inflationary Adjustments

PPC received a proposal to adjust library and related grants to account for inflationary economic conditions. As noted in the proposal, "without an inflation adjustment, these vital funding mechanisms lose value over time, impacting library operations and services." Grants in these areas have been held flat for the past five fiscal years; we seek appropriate adjustment of grant line funding amounts.



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Require Public Library Trustee Training

The legislative proposal submitted requires public library trustees to undergo training each year. The PPC found this to be a smart, proactive step for a representative of local government to be best prepared as a trustee. It would set a shared understanding of the role of a public library trustee.

Open Educational Resources Funding Grant

CARLI's Open Educational Resources (OER) Committee presented its proposal for funding OER to address rising textbook costs that are creating an equity gap in higher education. PPC supports the \$3 million proposal to support faculty in creating OER materials. CARLI received a \$2 million US Department of Education Open Textbooks Pilot Grant, 2021-26; and a \$300,000 grant to administer the FY24 \$3 million Secretary of State/Illinois State Library grant. By the Spring 2026 semester, 219 classes have used or will be using the no-cost learning materials created by the two grants. Impact data is still being gathered. The OER funding would be part of the Secretary of State budget, a recurring \$3 million grant, and would be available to all schools in higher education per ILLINET.

Making eBooks Equitable & Accessible

The cost of eBooks to Illinois libraries is an ongoing and growing concern as libraries respond to user demand. PPC recommends taking legislative action to help libraries address the cost and limited terms of e-content.



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Illinois Library Association



@illibraryassoc.bsky.social

The State of Illinois School Libraries

*Every student succeeds with
licensed librarians*



AISLE

Association of Illinois School
Library Educators

 www.aisled.org
 advocacy@aisled.org

RECENT LEGISLATION

- **License to Read Act** provides that the State Librarian may negotiate with publishers of eBooks and audiobooks on behalf of libraries.
- **Banning Book Bans** requires libraries to adhere to the ALA's Library Bill of Rights and to create written policies against the practice of banning books in order to qualify for state grants.
- **Media Literacy** requires every public high school to include in its curriculum a unit of instruction on media literacy; sets forth what topics the unit of instruction shall include.

STUDENTS SUCCEED WITH LICENSED LIBRARIANS

In Illinois, the majority of elementary and high schools with a physical library are not staffed by those who have earned library certification from an accredited academic institution. There are no other roles in Illinois schools where unlicensed educators teach students.

Dozens of studies across the country indicate having a licensed librarian correlates with higher test scores across the board, even when variables like demographics and economic status are taken into account. One of the easiest steps Illinois can take for student success is to require all schools to employ ISBE licensed librarians, a mandate which is currently in place but inconsistently enforced ([23ILAC1.420\(o\)\(4\)](#)).

THE SLATE PROJECT

In response to large gaps in the data representing Illinois school libraries discovered by the [SLIDE Project](#), RAILS launched the School Library Data Project in January 2022 and created the [SLATE data dashboard \(School Library Advocacy Through Education\)](#). This dashboard allows users to look at individual schools or districts and find statistics about their library programs, including the collection size, dollars spent, and number of licensed librarians employed. Visit SLATE using the QR code.



In cooperation with our state partners



Illinois Library Association



Illinois Heartland Library System

Last update 11.2025



Federal Funding for Libraries in Illinois: IMLS/LSTA

Administered through the Institute of Museum and Library Services (IMLS), the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries, provided \$5.7 million for Illinois Libraries in FY2024 under the Grants to States Program. **Please support LSTA funding in the FY2025 federal budget; over 11.8 million Illinoisans reside in public library service areas which benefit from this funding.**

In FY2024 this funding impacted Illinois libraries through:

Efficiently Sharing Resources: 11 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois. LSTA-supported resource sharing allowed for ground delivery services provided by the regional library systems and at no-charge to Illinois residents who requested the library materials. No one library can own everything; and sharing resources between libraries benefits library users across the entire state.

Additionally, through subscriptions for WorldCat Discovery/FirstSearch services Illinois libraries conducted nearly 1 million citation searches between July 1, 2023 and June 30, 2024 to serve their library patrons and support their library operations. Academic and college libraries constituted (263,379) 28% of searches; public libraries (65%) 610,099; K-12 school libraries (5%) 47,157 and special libraries such as medical, law, corporate, and government (2%) 17,254. Use of these services allows libraries to identify and access the resources that are required to meet the expectations of their patrons.



Project Next Generation Grants: This initiative is designed to educate at-risk students and bridge the digital divide. Public libraries work closely with their school districts to identify needs; since its 2000 inception, thousands of teens benefited. In FY2024, 30 libraries received more than \$500,000 in funding to enhance students' abilities to deal with life experiences, develop critical thinking skills, and prepare for the future. The program is designed to immerse students in learning while providing access to computers, software, and technologies. The Peoria Public Library received \$12,500 to implement "Project Next Generation Mini Stem Activities" at its Lincoln Branch. Other communities benefitting from this program included Normal, Highwood, Chicago Ridge, Carbondale, Evanston and Glen Carbon.

Public Library Programming: Administered by the Northbrook Public Library, the "Illinois Libraries Present" initiative allows over 200 public libraries to afford high quality online programming for their patrons that would be cost prohibitive for single libraries to hold on their own. The program affords public libraries access to nationally known speakers and authors at no cost to the public they serve.

Professional Development: The Illinois Library Association receives funding from the Illinois State Library and partners with the Reaching Across Illinois and the Illinois Heartland library systems to provide library leadership training for library directors, those who are brand new or those newer to the position, via "Directors' University." These programs enable library leaders to make the most out of local tax dollars which support the bulk of public library operations in this state.

Questions? Contact Executive Director Cynthia Robinson, crobinson@ila.org, 312-644-1897

Illinois Library Association
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Why can't my library buy more e-books and audiobooks?

e-book and digital audiobook costs are too high for libraries, and access is limited.

It's unsustainable for libraries to continue to purchase digital content this way.

Publishers put limits on library e-books & e-audiobooks



Print books are owned by the library and can be used for decades until they're worn out.

e-Books and digital audiobooks are licensed—libraries don't own them.

Plus, publishers put limits on how long the content can be used:

 1 or 2 years *or*  26 or 52 checkouts

Once that limit is reached, libraries need to re-purchase the license at the same inflated price if they want to keep offering it to their community.

e-Content usage is increasing

In 2024, a mid-size, suburban public library saw:

 **25%**

increase in e-book circulation

 **15%**

increase in audiobook circulation

Source: Warren-Newport Public Library

They're free for patrons to use, but not free for libraries to offer.

An average e-book costs a library **3.9x more** than what you would pay to buy it on your Kindle.



Source: ReadersFirst

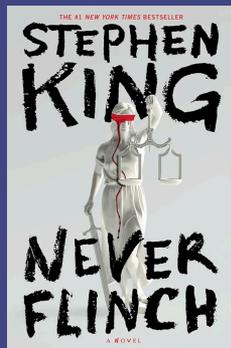
The cost per circulation of an electronic title is **3.7x higher** than a physical title.



Source: Fremont Public Library

Let's see some real-time examples:

*library costs reflect single user, 2-year limit agreement

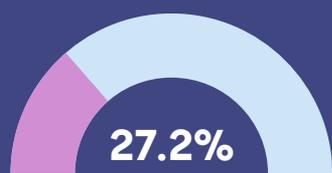


Format	Consumer Cost	Library Cost
	\$32.00	\$32.00
	\$16.99	\$67.99
	\$19.99	\$84.99



Format	Consumer Cost	Library Cost
	\$32.00	\$29.00
	\$14.99	\$55.00
	\$14.99	\$95.00

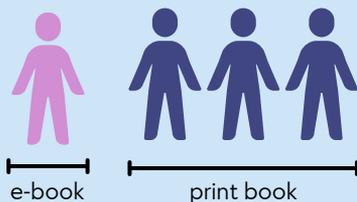
Sources: TS360, The Palace Marketplace, Amazon, and Apple Books



Source: LibraryJournal

Libraries spend nearly **one-third of their budget** on digital content so their patrons can enjoy these popular titles.

Three people could check out the same print book for **less than the cost of a single e-book checkout.**



How does this affect my community?



Hold wait lists will get even longer

Your wait times will increase



You'll have limited options

Libraries can't afford to buy the content your community wants



Libraries will reach their budget breaking point

Providing you with less for your tax dollars



Illinois is known for its leadership in support of libraries, but...

if publishers continue to control the terms of digital content for libraries, we'll see an erosion of resource sharing across the state. **We will lose one of the best things that makes Illinois stand out in the national library landscape.**

How you can help



Support future legislative efforts from the **Illinois Library Association (ILA)** to address the cost and limited terms of e-content.

www.ila.org/advocacy/legislative-issues/illinois-legislative-issues



Illinois Library Association

Open Educational Resources (OER) Legislative Proposal 2026

Open Educational Resources (OER) are teaching, learning, and research materials (like textbooks) that are either in the public domain or licensed in a manner that provides everyone with free and perpetual permission to engage in the 5Rs: retaining, remixing, revising, reusing, and redistributing. The material is free online, affordable in print, and can be saved for future use and study.

CARLI and its supporters request permanent funding for Open Educational Resources in the amount of an annual \$3 million appropriation to the Secretary of State’s budget.

Background & context



The cost of course materials has become an equity issue because students do not have equal access to courses if they are unable to afford textbooks. According to the “[National Course Materials Survey 2023](#),” more than half of college students have taken fewer courses or avoided registering for a specific course due to the cost of course materials, including textbooks.

Why is it important to provide students with no-cost learning materials?



CARLI’s “[Illinois Course Materials: Student Perspective Survey](#),” administered to Illinois higher education students in 2023, details that many students are making difficult choices between purchasing textbooks or purchasing other necessities, such as food, housing, or medication. Other comments suggested that students are experiencing significant stress due to their financial situation, and the cost of course materials adds to the stress. Members of the Illinois General Assembly have expressed strong support for reducing the cost of textbooks and other course materials. Similarly, faculty and instructors are intensely interested in promoting OER as they see firsthand the impact of textbook costs on their students.

Comprehensive solution

Open Education Resources, or OER, is a critical part of the solution for reducing the cost of higher education for Illinois students. Adopting a statewide OER initiative does not exclude other programs to reduce the cost of course materials, such as inclusive access or institutional textbook rental programs, would be abandoned. These options could be integrated to provide comprehensive coverage. **OER availability is good for ALL students in Illinois** because OER created are available at no cost for adaptation and reuse by anyone. Sharing knowledge widely is an important piece of the academic mission.

OER benefits



OER provide a number of benefits as part of a comprehensive solution to reduce the cost of course materials.

- The cost of OER to students is minimal to zero.
- Many forms of OER can be modified and therefore customized to a course.
- OER can be easily updated to remain relevant and do not require long lead times for publishing.
- OER can be accessed by students anywhere, at anytime.

Is this an adjustment to an existing statute, or is it new legislation?



Rep. Norma Hernandez introduced HB3411 in February 2025 for inclusion in the FY26 Secretary of State’s budget. The bill was ultimately not successful. The state’s academic library supporters filed 119 witness slips in support of the bill.

SYNOPSIS AS INTRODUCED:

Appropriates \$3,000,000 from the General Revenue Fund to the Secretary of State for a recurring, permanent grant program for Illinois academic libraries. These grants shall be applied toward Open Education Resources.

State funding to date for OER in Illinois

Illinois SCOERs: Support for Creation of Open Educational Resources, 2021-2026



The Fund for the Improvement of Postsecondary Education (FIPSE) in the U.S. Department of Education awarded a \$2 million grant to the University of Illinois System/CARLI for “[Illinois SCOERs: Support for Creation of Open Educational Resources.](#)”

Illinois OER: Open Educational Resources Grants, 2025-2026



The \$3 million program, “Illinois Fund for Open Educational Resource Creation,” was included in the Secretary of State’s FY24 budget. The Illinois State Library awarded \$300,000 to CARLI to support programmatic administration.

Success of OER funding in Illinois

Students enrolled in Illinois SCOERs-supported courses demonstrated success through **high pass rates, high overall course scores, low withdrawal, drop, and fail rates.** This success was supported by their self-reported perceptions of high performance and attribution to open educational resources. Based on preliminary data collection, 68% of students surveyed noticed a difference in their subject area mastery while using OER created with grant funds, and 70% of students noted their study habits changed while using the OER.

Why anchor the program at the Illinois State Library with CARLI support?

Library grant programs have been successfully administered for decades through the Office of the Illinois Secretary of State. The partnership between CARLI and the State Library has been very positive. CARLI is the manager for several grant programs from the Illinois State Library, including the Illinois Library Delivery Service and the Digital Public Library of America. CARLI is a centralized organization that is supported by the University of Illinois System and 124 institutions of higher education, about 90 percent of the not-for-profit institutions in Illinois. CARLI’s experience and established conduits to higher education point to CARLI as an administrative agent for the program.

Unique opportunity

Academic libraries are uniquely positioned to support and promote the use of OER. They understand the unique curricula of each institution, they have a physical presence on campus, they have relationships with faculty across disciplines and across the institutions, and they provide access to scholarly materials. They represent a community already in place that can provide scholarly infrastructure for a statewide OER initiative. Many libraries are already training faculty in the use and creation of OER. CARLI membership includes almost all the higher education institution libraries across the state, serving more than 90% of Illinois higher education students, and has long standing relationships with the Illinois State Library and the Office of the Secretary of State. In addition, CARLI already has a successful track record of supporting collaborative efforts among the state’s libraries.

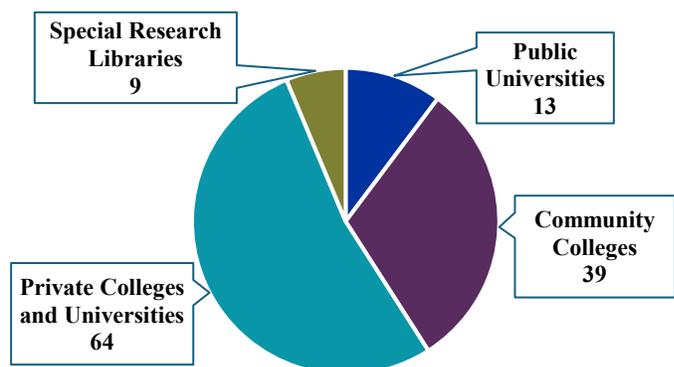
What is CARLI?

Supported by the University of Illinois System and its 124 member libraries, CARLI serves 90% of Illinois’ higher education students and faculty. Through the member libraries, CARLI serves over 630,000 higher education students, faculty, and staff, including over 121,000 across the three University of Illinois campuses.

Who are CARLI members?

- ALL Illinois’ public universities
- ALL Illinois’ community colleges
- 64 of Illinois’ not-for-profit private colleges and universities
- 9 special research libraries like the Abraham Lincoln Presidential Library, the Illinois State Library, and the Newberry Library

CARLI's 124 Member Libraries

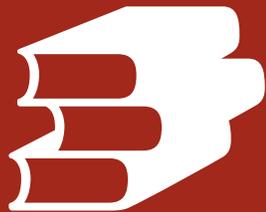


Illinois Public Libraries by the Numbers FY2024



Illinois has **640** Public libraries with a service area population of **11,807,164**.*

4,019,072 Illinois residents have library cards, about **32%**.



Illinoisans checked out **990,685,270** materials – that's **7** per resident or **23** per card holders.

E-books, e-audiobooks, and e-videos were downloaded **16,763,660** times.



Illinois residents visited libraries **36,260,689** times.

4,096,023 Illinoisans attended **218,009** library programs either in person or virtually.



Illinois residents connected to library Wi-Fi **23,703,627** times.

Illinois libraries do all this for only **\$72** per person!



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**1 Million Illinois residents do not have public library services.*

CASH AND INVESTMENT REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
Balance as of 11/30/2025

GL Number	Description	Beginning Balance	Debits	Credits	Ending Balance
CASH					
01-10-1111	Cash Checking/Wintrust Operating	285,559.19	824,560.20	817,755.64	292,363.75
	Total Operating Fund	285,559.19	824,560.20	817,755.64	292,363.75
01-10-1130	Cash Checking/Payroll	445,081.34	444,695.04	427,225.45	462,550.93
	Total Payroll Fund	445,081.34	444,695.04	427,225.45	462,550.93
01-10-1150	Petty Cash	2,732.09	0.00	0.00	2,732.09
	Total Petty Cash	2,732.09	0.00	0.00	2,732.09
	Total Cash	733,372.62	1,269,255.24	1,244,981.09	757,646.77
INVESTMENTS					
06-10-1205	Investments - Special Reserve PMA	21,193,677.77	41,688.34	0.00	21,235,366.11
	Total Special Reserve PMA	21,193,677.77	41,688.34	0.00	21,235,366.11
01-10-1210	Illinois Funds - General MM	83,339.56	280.66	0.00	83,620.22
	Total IL Fund - General	83,339.56	280.66	0.00	83,620.22
01-10-1211	Invest/Wintrust MM Account	8,628,338.35	221,049.41	791,121.46	8,058,266.30
02-10-1211	Invest/Wintrust MM Account	6,803.61	88.09	2,000.00	4,891.70
03-10-1211	Invest/Wintrust MM Account	(5,396.82)	704.72	336.70	(5,028.80)
05-10-1211	Invest/Wintrust MM Account	0.18	0.00	0.00	0.18
08-10-1211	Invest/Wintrust MM Account	77,315.92	2,730.80	48,192.86	31,853.86
10-10-1211	Invest/Money Market Account	(14,177.67)	396.41	30,890.74	(44,672.00)
11-10-1211	Invest/Money Market Account	284,279.50	3,567.66	34,970.48	252,876.68
	Total General Fund	8,977,163.07	228,537.09	907,512.24	8,298,187.92
01-10-1212	Invest/MM/IL Fund - E-Pay	92,517.23	427.67	10.76	92,934.14
	Total IL Fund - ePay	92,517.23	427.67	10.76	92,934.14
06-10-1211	Invest/Wintrust MM Account	2,701,281.52	8,588.45	0.00	2,709,869.97
	Total Special Reserve Fund	2,701,281.52	8,588.45	0.00	2,709,869.97
07-10-1211	Invest/Wintrust MM Account	1,254,701.55	3,941.07	0.00	1,258,642.62
		1,254,701.55	3,941.07	0.00	1,258,642.62
	Total Investments	34,302,680.70	283,463.28	907,523.00	33,678,620.98
BOND FUND					
04-40-1211	Invest/Wintrust MM Account	3,373,680.50	36,297.95	0.00	3,409,978.45
	Total Bond Fund	3,373,680.50	36,297.95	0.00	3,409,978.45
	TOTAL CASH AND INVESTMENTS	38,409,733.82	1,589,016.47	2,152,504.09	37,846,246.20

Special Reserve PMA -3.892%
IL Fund General - 4.098%
Money Market - Wintrust - 4.150%

REVENUE REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
Balance As Of 11/30/2025

GL Number	Description	Activity For 11/30/2025 Increase (Decrease)	YTD Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used	25-26 Amended Budget	Available Balance 11/30/2025 Normal (Abnormal)
Revenues						
01 - General Fund						
01-10-3140	Property Tax - Will Back Taxes	264.27	16,082.55	321.65	5,000.00	(11,082.55)
01-10-3141	Property Tax - Dupage Back Taxes		343.30	85.83	400.00	56.70
01-10-3150	PROPERTY TAX - WILL 2024	76,803.69	4,673,991.45	85.50	5,466,917.00	792,925.55
01-10-3151	PROPERTY TAX - DUPAGE 2024		91,883.68	82.36	111,570.00	19,686.32
01-10-3152	PROPERTY TAX - WILL 2025			0.00	5,293,657.00	5,293,657.00
01-10-3153	PROPERTY TAX - DUPAGE 2025			0.00	108,034.00	108,034.00
01-10-3190	Replacement Tax		68,640.09	49.03	140,000.00	71,359.91
01-10-3211	Interest - Invest. MM Accounts	28,179.70	145,403.61	64.62	225,000.00	79,596.39
01-10-3212	Interest - Money Market			0.00	10.00	10.00
01-10-3215	Interest on Collected Taxes		1,059.24	1,059.24	100.00	(959.24)
01-10-3310	Revenue - Circulation Fees - Epay	625.45	5,830.86	64.79	9,000.00	3,169.14
01-10-3311	Revenue - Circulation Fees	142.45	728.12	48.54	1,500.00	771.88
01-10-3410	Revenue - Copy Machines	347.95	1,920.96	64.03	3,000.00	1,079.04
01-10-3430	Revenue - Printing	1,420.56	7,443.87	74.44	10,000.00	2,556.13
01-10-3440	Revenue - Fax Machine	291.09	1,526.39	76.32	2,000.00	473.61
01-10-3511	Miscellaneous Income	44.87	457.49	22.87	2,000.00	1,542.51
01-10-3512	Auto License Plate Sticker Income	19.50	1,622.58	32.45	5,000.00	3,377.42
01-10-3515	Donations Received		5,951.06	57.22	10,400.00	4,448.94
01-10-3613	Miscellaneous Reimbursements		599.26	29.96	2,000.00	1,400.74
01-10-3614	Staff Purchases & Reimbursements	85.00	85.00	0.00	800.00	715.00
01-10-3616	Board Reimbursements	85.00	248.22	124.11	200.00	(48.22)
01-10-3910	State Grant		98,897.28	99.33	99,568.00	670.72
01-10-3930	Other Grant Income		9,854.47	3.94	250,000.00	240,145.53
Total 01 - General Fund:		108,309.53	5,132,569.48	43.70	11,746,156.00	6,613,586.52
02 - Audit Fund						
02-10-3150	PROPERTY TAX - WILL 2024	88.09	5,360.84	100.00	0.00	(5,360.84)
02-10-3151	PROPERTY TAX - DUPAGE 2024		105.63	100.00	0.00	(105.63)
Total 02 - Audit Fund:		88.09	5,466.47	100.00	0.00	(5,466.47)
03 - Liability Fund						
03-10-3150	PROPERTY TAX - WILL 2024	704.72	42,886.79	100.00	0.00	(42,886.79)

03-10-3151	PROPERTY TAX - DUPAGE 2024		845.03	100.00	0.00	(845.03)
Total 03 - Liability Fund:		704.72	43,731.82	100.00	0.00	(43,731.82)
04 - Bond Fund						
04-40-3150	PROPERTY TAX - WILL 2024	25,557.18	1,555,316.71	93.83	1,657,641.00	102,324.29
04-40-3151	PROPERTY TAX - DUPAGE 2024		30,856.77	91.21	33,829.00	2,972.23
04-40-3152	PROPERTY TAX - WILL 2025			0.00	1,527,294.00	1,527,294.00
04-40-3153	PROPERTY TAX - DUPAGE 2025			0.00	31,169.00	31,169.00
04-40-3211	Interest - Invest. MM Accounts	10,740.77	45,072.50	75.12	60,000.00	14,927.50
Total 04 - Bond Fund:		36,297.95	1,631,245.98	49.28	3,309,933.00	1,678,687.02
06 - Special Reserve Fund						
06-10-3211	Interest - Invest. MM Accounts	8,588.45	48,502.78	39.91	100,000.00	51,497.22
06-10-3222	Change In Market Value	41,688.34	401,109.23	71.88	500,000.00	98,890.77
Total 06 - Special Reserve Fund:		50,276.79	449,612.01	74.94	600,000.00	150,387.99
07 - Working Cash Fund						
07-10-3211	Interest - Invest. MM Accounts	3,941.07	22,264.88	74.22	30,000.00	7,735.12
Total 07 - Working Cash Fund		3,941.07	22,264.88	74.22	30,000.00	7,735.12
08 - Maintenance Fund						
08-10-3150	PROPERTY TAX - WILL 2024	2,730.80	166,186.37	100.00	0.00	(166,186.37)
08-10-3151	PROPERTY TAX - DUPAGE 2024		3,261.27	100.00	0.00	(3,261.27)
Total 08 - Maintenance Fund		2,730.80	169,447.64	100.00	0.00	(169,447.64)
10 - Social Security Fund						
10-10-3150	PROPERTY TAX - WILL 2024	396.41	24,123.84	100.00	0.00	(24,123.84)
10-10-3151	PROPERTY TAX - DUPAGE 2024		475.33	100.00	0.00	(475.33)
Total 10 - Social Security Fund		396.41	24,599.17	100.00	0.00	(24,599.17)

11 - IMRF Fund

11-10-3150	PROPERTY TAX - WILL 2024	3,567.66	217,114.46	100.00	0.00	(217,114.46)
11-10-3151	PROPERTY TAX - DUPAGE 2024		4,264.75	100.00	0.00	(4,264.75)
Total 11 - IMRF Fund:		<u>3,567.66</u>	<u>221,379.21</u>	<u>100.00</u>	<u>0.00</u>	<u>(221,379.21)</u>
Revenues		<u>206,313.02</u>	<u>7,700,316.66</u>	<u>49.09</u>	<u>15,686,089.00</u>	<u>7,985,772.34</u>
Report Totals:						
TOTAL REVENUES - ALL FUNDS		<u>206,313.02</u>	<u>7,700,316.66</u>	<u>49.09</u>	<u>15,686,089.00</u>	<u>7,985,772.34</u>

EXPENDITURE REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
Balance as of 11/30/2025

GL Number	Description	Activity For 11/30/2025 Increase (Decrease)	YTD Balance 11/30/2025 Normal (Abnormal)	% Bdgt Used	25-26 Amended Budget	Available Balance 11/30/2025 Normal (Abnormal)
Fund: 01 General Fund						
Account Category: Expenditures						
PR EXP	PERSONNEL EXPENSE	466,670.67	2,528,581.09	38.38	6,587,500.00	4,058,918.91
CONTRACT	CONTRACT SERVICES	10,116.70	203,409.01	31.61	643,500.00	440,090.99
SUPPLIES	SUPPLIES & UTILITIES	44,499.07	188,833.68	24.16	781,600.00	592,766.32
LIBRARY	LIBRARY MATERIALS	80,917.76	312,877.99	21.53	1,452,900.00	1,140,022.01
CAPITAL	CAPITAL EXPENDITURES	8,610.68	81,300.96	38.52	211,037.00	129,736.04
MISC	MISCELLANEOUS EXPENDITURES	1,848.36	18,069.47	22.04	82,000.00	63,930.53
GRANTPR	GRANT PROJECT	1,648.17	11,502.64	3.29	349,568.00	338,065.36
	Expenditures	614,311.41	3,344,574.84	33.09	10,108,105.00	6,763,530.16
Fund 01 - General Fund: TOTAL EXPENDITURES		614,311.41	3,344,574.84	33.09	10,108,105.00	6,763,530.16
Fund: 02 Audit Fund						
CONTRACT	CONTRACT SERVICES	2,000.00	10,380.00	41.52	25,000.00	14,620.00
	Expenditures	2,000.00	10,380.00	41.52	25,000.00	14,620.00
Fund 02 - Audit Fund: TOTAL EXPENDITURES		2,000.00	10,380.00	41.52	25,000.00	14,620.00
Fund: 03 Liability Insurance Fund						
PR EXP	PERSONNEL EXPENSE - UNEMPLOYEMENT INS.	336.70	1,344.70	3.74	36,000.00	34,655.30
INS	LIABILITY INSURANCE		1,537.00	1.37	112,500.00	110,963.00
	Expenditures	336.70	2,881.70	1.94	148,500.00	145,618.30
Fund 03 - Liability Insurance Fund: TOTAL EXPENDITURES		336.70	2,881.70	1.94	148,500.00	145,618.30
Fund: 04 Bond Fund						
BONDFUND	BOND FUND		252,475.00	7.77	3,249,950.00	2,997,475.00
	Expenditures	0.00	252,475.00	7.77	3,249,950.00	2,997,475.00
Fund 04 - Bond Fund: TOTAL EXPENDITURES		0.00	252,475.00	7.77	3,249,950.00	2,997,475.00

Fund: 06 Special Reserve Fund

CONTRACT CAPITAL	CONTRACT SERVICES CAPITAL EXPENDITURES	23,567.50	239,102.81	0.00 8.55	100.00 2,795,000.00	100.00 2,555,897.19
Expenditures		<u>23,567.50</u>	<u>239,102.81</u>	<u>8.55</u>	<u>2,795,100.00</u>	<u>2,555,997.19</u>
Fund 06 - Special Reserve Fund: TOTAL EXPENDITURES		23,567.50	239,102.81	8.55	2,795,100.00	2,555,997.19

Fund: 08 Maintenance Fund

CONTRACT SUPPLIES	CONTRACT SERVICES SUPPLIES & UTILITIES	46,097.51 2,095.35	127,586.69 12,195.31	26.58 24.39	480,000.00 50,000.00	352,413.31 37,804.69
Expenditures		<u>48,192.86</u>	<u>139,782.00</u>	<u>26.37</u>	<u>530,000.00</u>	<u>390,218.00</u>
Fund 08 - Maintenance Fund: TOTAL EXPENDITURES		48,192.86	139,782.00	26.37	530,000.00	390,218.00

Fund: 10 Social Security Fund

PR EXP	PERSONNEL EXPENSE - FICA	30,890.74	168,868.71	37.90	445,612.00	276,743.29
Expenditures		<u>30,890.74</u>	<u>168,868.71</u>	<u>37.90</u>	<u>445,612.00</u>	<u>276,743.29</u>
Fund 10 - Social Security Fund: TOTAL EXPENDITURES		30,890.74	168,868.71	37.90	445,612.00	276,743.29

Fund: 11 IMRF Fund

PR EXP	PERSONNEL EXPENSE - IMRF	34,970.48	128,096.39	31.42	407,750.00	279,653.61
Expenditures		<u>34,970.48</u>	<u>128,096.39</u>	<u>31.42</u>	<u>407,750.00</u>	<u>279,653.61</u>
Fund 11 - IMRF Fund: TOTAL EXPENDITURES		34,970.48	128,096.39	31.42	407,750.00	279,653.61

Report Totals:

TOTAL EXPENDITURES - ALL FUNDS		<u>754,269.69</u>	<u>4,286,161.45</u>	<u>13.37</u>	<u>17,710,017.00</u>	<u>13,423,855.55</u>
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BILLS PAID REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
NOVEMBER 2025

Check Date	Check Number	Payee	Description	GL Number	Amount Paid
12/01/2025	1502(E)	AFLAC	November 2025 Employer Contributions	01-10-4192	15.08
12/01/2025	1503(E)	Illinois Municipal Retirement Fund	November 2025 Employer Contributions	11-10-4142	23,427.76
12/01/2025	62999	Blue Cross Blue Shield of Illinois	December 2025 Employer Contributions	01-10-4192	47,416.85
12/01/2025	63000	Dearborn National Life Insurance Co	December 2025 Employer Contributions	01-10-4192	605.93
12/01/2025	63001	FIDELITY SECURITY LIFE INSURANCE/EYEMED	December 2025 Employer Contributions	01-10-4192	317.07
Report Total:					71,782.69

-- TOTAL BY PAYROLL & FICA --
 Gross Pay 413,804.30
 FICA 30,890.74
 Gross Pay & FICA **444,695.04**



Jennie Nguyen/Finance Manager

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
1000Bulbs.com					
INV1043683	1000Bulbs.com	HALOGEN LIGHT BULBS	08-30-4357 39.20 08-30-4357 8.00	11/29/2025	47.20
Total 1000Bulbs.com:					47.20
Addison Public Library					
232610976	Addison Public Library	LOST/DAMAGED ITEM	01-10-3311 23.00	10/27/2025	23.00
Total Addison Public Library:					23.00
Alonti Catering					
M4566-DEC25	Alonti Catering	2025 STAFF THANKSGIVING DINNER	01-10-4353 1,455.30 01-10-4353 145.53 01-10-4353 150.00	11/28/2025	1,750.83
M4566-DEC25	Alonti Catering	2025 STAFF THANKSGIVING LUNCH	01-10-4353 1,339.86 01-10-4353 384.80 01-10-4353 172.47 01-10-4353 150.00	11/28/2025	2,047.13
Total Alonti Catering:					3,797.96
Amazon					
4788	Amazon	FALL 2025 PROGRAM SUPPLIES	01-20-4353 13.49	11/28/2025	13.49
4863	Amazon	RETURNED INCOMPLETE ITEM SET	01-10-4351 (3.99)	11/28/2025	(3.99)
4866	Amazon	OCT. 2025 DISTRICT RESTOCK	08-30-4357 45.98 08-30-4357 72.08 08-30-4357 72.08 08-30-4357 22.49 01-10-4371 60.92 08-30-4357 23.88 01-10-4351 15.18 01-10-4351 15.70 01-10-4351 26.99 01-10-4351 11.19 01-10-4351 25.99	11/28/2025	392.48
4869	Amazon	NOVEMBER 2025 PROGRAM SUPPLIES	01-20-4353 51.96 01-20-4353 21.24 01-20-4353 22.99 01-20-4353 22.99 01-20-4353 22.98 01-20-4371 86.72 01-20-4353 17.98 01-20-4353 31.98 01-20-4371 14.38 01-20-4371 18.98 01-20-4353 39.96 01-20-4353 50.38 01-20-4353 15.99 01-20-4353 37.54 01-20-4353 24.99 01-20-4353 (4.16)	11/28/2025	476.90
4878	Amazon	VARIOUS CAMERA SUPPLIES	01-27-4568 7.39 01-27-4568 124.75 01-27-4568 9.96 01-27-4568 39.96	11/28/2025	182.06
4879	Amazon	WINTER 2025 CRAFT SUPPLIES	01-24-4353 7.99 01-24-4353 40.92 01-24-4353 34.62 01-24-4353 1.00 01-24-4353 (4.09)	11/28/2025	80.44

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Amazon					
4885	Amazon	STAFF PICKS FILMING PRIZE	01-10-4711 16.19	11/28/2025	16.19
4888	Amazon	"GET GARDEN EXPO" TAKE & MAKE SUPPLIES	01-24-4353 53.98 01-24-4353 35.88	11/28/2025	89.86
4891	Amazon	MAKERSPACE & AUDIO VISUAL SUPPLIES	01-27-4568 43.69 01-27-4371 59.85	11/28/2025	103.54
4900	Amazon	STEAM BOX KIT SUPPLIES	01-28-4353 27.99 01-28-4353 13.20 01-28-4353 21.33 01-28-4353 9.94 01-28-4353 12.30 01-28-4353 8.99 01-28-4353 8.99 01-28-4353 8.99 01-28-4353 10.70	11/28/2025	122.43
4905	Amazon	FINANCE DEPARTMENT SUPPLIES	01-10-4351 17.99 01-10-4351 19.36 01-10-4351 9.99 01-10-4351 10.18 01-10-4351 7.99	11/28/2025	65.51
4912	Amazon	CRAFT SUPPLIES	01-24-4353 10.18	11/28/2025	10.18
4914	Amazon	MINI PC MOUNTS & FACILITIES CALENDAR	08-30-4211 31.98 01-10-4351 5.29	11/28/2025	37.27
4915	Amazon	TIME CAPSULE ARCHIVAL BOXES	01-10-4351 73.98 01-10-4351 23.99	11/28/2025	97.97
4916	Amazon	STAFF FALL READING CHALLENGE PRIZES	01-10-4711 7.24 01-10-4711 19.06 01-10-4711 16.65	11/28/2025	42.95
4921	Amazon	KNITTING MACHINES	01-27-4568 129.99	11/28/2025	129.99

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt	
Amazon 4922	Amazon	TEEN PROGRAM SUPPLIES	01-24-4353	14.97	11/28/2025	525.68
			01-24-4353	58.41		
			01-24-4353	27.96		
			01-24-4353	6.99		
			01-24-4353	9.99		
			01-24-4353	23.99		
			01-24-4353	11.98		
			01-24-4353	11.98		
			01-24-4353	9.99		
			01-24-4353	22.79		
			01-24-4353	38.99		
			01-24-4353	63.96		
			01-24-4353	31.98		
			01-24-4353	21.99		
			01-24-4353	6.85		
			01-24-4353	6.88		
			01-24-4353	6.88		
			01-24-4353	6.88		
			01-24-4353	6.88		
			01-24-4353	6.88		
			01-24-4353	6.78		
			01-24-4353	6.99		
			01-24-4353	9.49		
			01-24-4353	4.99		
			01-24-4353	14.99		
			01-24-4353	7.99		
			01-24-4353	9.49		
			01-24-4353	25.97		
			01-24-4353	9.99		
			01-24-4353	21.99		
			01-24-4353	9.79		
4925	Amazon	SENSORY & WINTER PROGRAM SUPPLIES	01-28-4235	18.13	11/28/2025	254.53
			01-28-4371	10.42		
			01-28-4353	6.78		
			01-28-4353	8.99		
			01-28-4353	8.98		
			01-28-4353	12.98		
			01-28-4353	17.98		
			01-28-4353	7.98		
			01-28-4353	5.84		
			01-28-4353	8.98		
			01-28-4353	9.59		
			01-28-4353	15.99		
			01-28-4353	19.49		
			01-28-4353	9.89		
			01-28-4353	9.65		
			01-28-4353	9.39		
			01-28-4353	8.99		
			01-28-4353	9.31		
			01-28-4353	6.66		
			01-28-4353	9.49		
4926	Amazon	PRESCHOOL STORYTIME TOYS	01-28-4353	34.95	11/28/2025	47.87
			01-28-4353	5.87		
			01-28-4353	7.19		
			01-28-4353	(8.99)		
			01-28-4353	19.99		
			01-28-4353	6.99		
			01-28-4353	20.89		

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Amazon					
4932	Amazon	ELECTRIC SCRUBBER BRUSH	08-30-4211 69.99	11/28/2025	69.99
4936	Amazon	CASE & POWER ADAPTER	01-27-4568 22.99	11/28/2025	37.23
			01-27-4568 14.24		
4949	Amazon	DECEMBER 2025 PROGRAM SUPPLIES	01-20-4353 47.94	11/28/2025	764.27
			01-20-4371 23.74		
			01-20-4353 7.09		
			01-20-4371 33.94		
			01-20-4353 53.96		
			01-20-4353 13.38		
			01-20-4371 18.99		
			01-20-4353 31.99		
			01-20-4353 20.89		
			01-20-4353 12.99		
			01-20-4353 8.47		
			01-20-4353 39.98		
			01-20-4353 25.98		
			01-20-4353 11.98		
			01-20-4353 10.99		
			01-20-4353 10.99		
			01-20-4353 29.99		
			01-20-4353 7.59		
			01-20-4353 43.98		
			01-20-4353 16.29		
			01-20-4353 57.98		
			01-20-4353 17.62		
			01-20-4353 17.62		
			01-20-4353 25.99		
			01-20-4353 55.08		
			01-20-4353 6.68		
			01-20-4353 26.97		
			01-20-4353 13.34		
			01-20-4353 11.89		
			01-20-4353 33.96		
			01-20-4353 25.99		
4957	Amazon	REPLACEMENT SCHOOL VISIT CASE	01-24-4353 245.00	11/28/2025	245.00
4958	Amazon	LAMINATION SUPPLIES	01-24-4371 91.18	11/28/2025	153.85
			01-24-4371 29.68		
			01-24-4371 32.99		
4961	Amazon	BUILDING CLEANING SUPPLIES	08-30-4357 239.94	11/28/2025	239.94
4969	Amazon	PATRON COMPUTER SUPPLIES	01-14-4354 323.91	11/28/2025	901.41
			01-14-4354 431.28		
			01-14-4354 67.92		
			01-14-4354 78.30		
Total Amazon:					5,097.04
AMAZON CAPITAL SERVICES COLLECTIONS					
14CJ-9PK3-MCJH	Amazon Capital Services	CIRCULATING MUSIC	01-26-4550 12.89	11/07/2025	12.89
17LC-1NKK-MGHW	Amazon Capital Services	CIRCULATING MUSIC	01-26-4550 39.98	11/07/2025	39.98
1K63-THTX-M9K7	Amazon Capital Services	VIDEO GAMES	01-26-4563 126.64	11/07/2025	126.64
1L46-7V46-M11K	Amazon Capital Services	VIDEO GAMES	01-29-4564 104.14	11/07/2025	104.14
1TWC-W34P-MFCJ	Amazon Capital Services	ADULT BOOKS	01-26-4540 49.41	11/07/2025	49.41

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
AMAZON CAPITAL SERVICES COLLECTIONS					
1C6D-WP66-W7RW	Amazon Capital Services	JUVENILE BOOKS	01-26-4544 7.99	11/08/2025	7.99
1NPX-DKKL-XVF3	Amazon Capital Services	ADULT BOOKS	01-26-4540 49.41	11/08/2025	49.41
1X74-44D4-XQHF	Amazon Capital Services	ADULT BOOKS	01-29-4540 16.47	11/08/2025	16.47
1FJD-47RX-7XTT	Amazon Capital Services	CIRCULATING MOVIES	01-26-4557 34.99	11/09/2025	34.99
1GMH-CWWK-64CK	Amazon Capital Services	ADULT BOOKS	01-26-4540 16.49	11/09/2025	16.49
1R7P-RY4X-7JG6	Amazon Capital Services	ADULT BOOKS	01-26-4540 11.99	11/09/2025	11.99
1DCF-1NPH-QDYR	Amazon Capital Services	VIDEO GAMES	01-26-4563 39.99	11/11/2025	39.99
1DHN-R3KN-PYD4	Amazon Capital Services	VIDEO GAMES	01-26-4563 39.99	11/11/2025	39.99
1FVV-3D7H-PG37	Amazon Capital Services	VIDEO GAMES	01-26-4563 39.99	11/11/2025	39.99
1GTF-W7WY-QCM3	Amazon Capital Services	CIRCULATING MUSIC	01-26-4550 155.27	11/11/2025	155.27
1L6N-L9NX-R9WK	Amazon Capital Services	VIDEO GAMES	01-26-4563 69.00	11/11/2025	69.00
1313-WRRH-4NC6	Amazon Capital Services	ADULT BOOKS	01-26-4540 27.00	11/12/2025	27.00
1G9R-1T96-3C6L	Amazon Capital Services	ADULT BOOKS	01-26-4540 47.97	11/12/2025	47.97
1K3W-63VH-4K76	Amazon Capital Services	ADULT BOOKS	01-26-4540 18.14	11/12/2025	18.14
11P1-TLG1-7TKL	Amazon Capital Services	VIDEO GAMES	01-26-4563 59.99	11/12/2025	59.99
1GYV-YRY3-9RW7	Amazon Capital Services	ADULT BOOKS	01-26-4540 22.80	11/12/2025	22.80
1HJH-R39D-6MXC	Amazon Capital Services	CIRCULATING MOVIES	01-26-4557 39.97	11/12/2025	39.97
1L3G-K1NG-7FT1	Amazon Capital Services	ADULT BOOKS	01-26-4540 42.99	11/12/2025	42.99
1WMG-XRXN-76LV	Amazon Capital Services	CIRCULATING MOVIES	01-26-4557 24.95	11/13/2025	24.95
1FJX-L7J3-LG31	Amazon Capital Services	VIDEO GAMES	01-26-4563 69.00	11/14/2025	69.00
1FJX-L7J3-MDQN	Amazon Capital Services	VIDEO GAMES	01-26-4563 39.99	11/14/2025	39.99
1PNL-FGJ6-LL7H	Amazon Capital Services	JUVENILE BOOKS	01-26-4544 19.95	11/14/2025	19.95
1VGG-TKXL-W3MJ	Amazon Capital Services	VIDEO GAMES	01-26-4563 39.99	11/15/2025	39.99
1WRY-3QWM-VKVL	Amazon Capital Services	JUVENILE BOOKS	01-26-4544 26.93	11/15/2025	26.93
1XKC-H1Q4-X3TW	Amazon Capital Services	ADULT BOOKS	01-26-4540 60.73	11/15/2025	60.73
19MV-7QVV-9WKV	Amazon Capital Services	ADULT BOOKS	01-26-4540 47.95	11/17/2025	47.95
1G6D-6PVG-9GM4	Amazon Capital Services	ADULT BOOKS	01-29-4540 20.40	11/17/2025	20.40

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
AMAZON CAPITAL SERVICES COLLECTIONS					
1J3P-NXRQ-9C6H	Amazon Capital Services	CIRCULATING MUSIC	01-26-4550 78.97	11/17/2025	78.97
1JLM-NRWN-9PQV	Amazon Capital Services	ADULT BOOKS	01-26-4540 39.60	11/17/2025	39.60
1JLM-NRWN-CGXN	Amazon Capital Services	CIRCULATING MUSIC EQUIPMENT	01-26-4527 89.98	11/17/2025	89.98
1YH6-PWRV-KJMR	Amazon Capital Services	ADULT BOOKS	01-26-4540 9.03	11/17/2025	9.03
17HT-MRY6-7QMX	Amazon Capital Services	ADULT BOOKS	01-26-4540 18.60	11/18/2025	18.60
1GC9-HRWK-9XHW	Amazon Capital Services	CIRCULATING MOVIES	01-26-4557 49.22	11/18/2025	49.22
1GC9-HRWK-C4FT	Amazon Capital Services	ADULT BOOKS	01-29-4540 18.60	11/18/2025	18.60
1JQ4-R6WX-7L1R	Amazon Capital Services	ADULT BOOKS	01-26-4540 16.49	11/18/2025	16.49
16LM-TVX7-NKW4	Amazon Capital Services	VIDEO GAMES	01-26-4563 138.00	11/19/2025	138.00
1GC9-HRWK-P3WV	Amazon Capital Services	VIDEO GAMES	01-26-4563 59.99	11/19/2025	59.99
1M7Q-7R3C-NWF6	Amazon Capital Services	VIDEO GAMES	01-26-4563 138.00	11/19/2025	138.00
1PPD-4DLW-6CMK	Amazon Capital Services	CIRCULATING DEVICES POWER CORDS	01-26-4527 129.06	12/01/2025	129.06
1LRY-J9VG-C4XD	Amazon Capital Services	ADULT BOOKS	01-26-4540 9.25	11/25/2025	9.25
1DWG-YDFK-9WKT	Amazon Capital Services	JUVENILE BOOKS	01-26-4544 46.15 01-26-4518 3.99	11/05/2025	50.14
1KLJ-HJW4-KL7V	Amazon Capital Services	CREDITED ADULT BOOKS	01-26-4540 (9.25)	11/25/2025	(9.25)
14NH-PF9P-4VFR	Amazon Capital Services	CREDITED JUVENILE BOOKS	01-26-4544 (25.45)	11/26/2025	(25.45)
1K7N-WN1F-X7QD	Amazon Capital Services	ADULT BOOKS	01-26-4540 9.99	11/19/2025	9.99
1L6N-L9NX-D9HH	Amazon Capital Services	JUVENILE BOOKS	01-26-4544 309.52	11/10/2025	309.52
1XYT-MGFM-9CV6	Amazon Capital Services	ADULT BOOKS	01-26-4540 57.75	11/18/2025	57.75
1XP1-R4TJ-WR1J	Amazon Capital Services	ADULT BOOKS	01-26-4540 134.94	11/19/2025	134.94
1RRR-7MCC-71QK	Amazon Capital Services	ADULT BOOKS	01-26-4540 16.50	11/20/2025	16.50
1CNW-TTPT-776C	Amazon Capital Services	ADULT BOOKS	01-26-4540 18.97	11/20/2025	18.97
13XW-VTHQ-RV4	Amazon Capital Services	CIRCULATING MUSIC	01-26-4550 45.99	11/21/2025	45.99
19QY-76H1-FHY3	Amazon Capital Services	CIRCULATING MOVIES	01-26-4557 6.06	11/22/2025	6.06
19QY-76H1-M74L	Amazon Capital Services	ADULT BOOKS	01-26-4540 41.33	11/23/2025	41.33
1FDN-LL1X-P666	Amazon Capital Services	VIDEO GAMES	01-26-4563 69.00	11/23/2025	69.00
1GQ9-6RNP-CM4R	Amazon Capital Services	CIRCULATING MOVIES	01-26-4557 39.99	11/24/2025	39.99

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
AMAZON CAPITAL SERVICES COLLECTIONS					
1D3Q-6TMT-GKHT	Amazon Capital Services	ADULT BOOKS	01-29-4540 10.78	11/24/2025	10.78
1MWL-CFHN-GP3D	Amazon Capital Services	ADULT BOOKS	01-26-4540 57.75	11/24/2025	57.75
1LCF-QX3N-GYQG	Amazon Capital Services	ADULT BOOKS	01-26-4540 26.39	11/24/2025	26.39
1MWL-CFHN-GTPW	Amazon Capital Services	ADULT BOOKS	01-26-4540 21.56	11/24/2025	21.56
174V-PVWC-GT6T	Amazon Capital Services	ADULT BOOKS	01-26-4540 53.90	11/24/2025	53.90
1Q9X-HDC1-K9LY	Amazon Capital Services	VIDEO GAMES	01-26-4563 39.99	11/25/2025	39.99
144T-DYYD-9PCM	Amazon Capital Services	VIDEO GAMES	01-26-4563 59.99	11/25/2025	59.99
1C6F-XQVQ-RWXW	Amazon Capital Services	CIRCULATING MUSIC	01-26-4550 76.98	11/26/2025	76.98
1CGQ-GWLL-YH4J	Amazon Capital Services	ADULT BOOKS	01-26-4540 17.60	11/26/2025	17.60
166X-NG1C-6NLT	Amazon Capital Services	VIDEO GAMES	01-26-4563 59.80	11/27/2025	59.80
1FPT-3N3N-33L1	Amazon Capital Services	ADULT BOOKS	01-26-4540 69.98	11/29/2025	69.98
17JL-M7LJ-3VMD	Amazon Capital Services	JUVENILE BOOKS	01-26-4544 26.95	11/29/2025	26.95
1DYM-WR7V-XM3Q	Amazon Capital Services	ADULT BOOKS	01-26-4540 9.99	11/29/2025	9.99
1YH1-9PL1-YY14	Amazon Capital Services	JUVENILE BOOKS	01-26-4544 23.00	11/29/2025	23.00
1HVN-M61V-3FR6	Amazon Capital Services	PROCESSING & REPAIR SUPPLIES	01-12-4371 61.90	11/29/2025	61.90
1PFQ-GV16-FYFY	Amazon Capital Services	VIDEO GAMES	01-26-4563 355.77 01-26-4518 4.99	11/30/2025	360.76
1PVF-TXTL-GFDX	Amazon Capital Services	ADULT BOOKS	01-26-4540 35.20	12/01/2025	35.20
1XJJ-YDH6-7C7M	Amazon Capital Services	VIDEO GAMES	01-26-4563 139.95	12/01/2025	139.95
Total AMAZON CAPITAL SERVICES COLLECTIONS:					4,136.13
AMERICAN GIRL					
T7780-DEC25	AMERICAN GIRL	CIRCULATING DOLL COLLECTION - CINDERELLA	01-26-4569 200.86	11/28/2025	200.86
Total AMERICAN GIRL:					200.86
AMERICAN LIBRARY ASSOCIATION					
2220250	American Library Association	BERMEJO MEMBERSHIP: 2/1/26-1/31/27	01-16-4161 130.00	11/19/2025	130.00
2366625	American Library Association	J. LUCE MEMBERSHIP: 1/1/26-12/31/26	01-10-4161 125.00 01-10-4161 90.00	11/19/2025	215.00
Total AMERICAN LIBRARY ASSOCIATION:					345.00
Antioch Public Library District					
232732465	Antioch Public Library District	LOST/DAMAGED ITEM	01-10-3311 30.93	11/12/2025	30.93
Total Antioch Public Library District:					30.93

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
AT & T					
7315329018	AT & T	TELEPHONE: 11/7/25-12/6/25	01-14-4312 429.12	11/07/2025	429.12
7983078013	AT & T	VOIP: 11/7/25-12/6/25	01-14-4314 1,212.54	11/07/2025	1,212.54
9376509019	AT & T	INTERNET: 11/7/25-12/6/25	01-14-4314 1,212.54	11/07/2025	1,212.54
Total AT & T:					2,854.20
AT & T MOBILITY					
26269219	AT & T MOBILITY	WIRELESS TELEPHONE: 10/22/25-11/21/25	01-14-4311 240.35	11/21/2025	240.35
Total AT & T MOBILITY:					240.35
B&H Photo-Video					
238963211	B&H Photo-Video	NEW AUDIO VISUAL EQUIPMENT	01-27-4568 999.99 01-27-4568 814.91 01-27-4568 549.00 01-27-4568 549.00 01-27-4568 799.00 01-27-4568 29.70 01-27-4568 99.45 01-27-4568 170.84 01-27-4568 44.25 01-27-4568 93.74 01-27-4568 85.42 01-27-4568 62.20 01-27-4568 115.49	11/17/2025	4,412.99
239049634	B&H Photo-Video	VARIOUS AUDIO EQUIPMENT	01-27-4568 578.95 01-27-4568 373.50 01-27-4568 31.48 01-27-4568 59.98 01-27-4568 148.50 01-27-4568 40.42	11/19/2025	1,232.83
239112934	B&H Photo-Video	DIGITAL DRUM EQUIPMENT	01-27-4568 790.56	11/21/2025	790.56
239283381	B&H Photo-Video	AUDIO COLLECTION SUPPLIES	01-27-4568 129.30	11/26/2025	129.30
Total B&H Photo-Video:					6,565.68
Best Quality Cleaning, Inc.					
55888	Best Quality Cleaning, Inc.	TREATED DUST CLOTHS	08-30-4357 184.00	11/19/2025	184.00
55913	Best Quality Cleaning, Inc.	SPECIAL CLEANING: 11/16/25 CSD FLOOR	08-30-4211 75.00	11/20/2025	75.00
55914	Best Quality Cleaning, Inc.	SPECIAL CLEANING: 11/17/25 3RD FLOOR MENS RESTROOM	08-30-4211 75.00	11/20/2025	75.00
55915	Best Quality Cleaning, Inc.	SPECIAL CLEANING: 11/13/25 3RD FLOOR WOMENS RESTROOM	08-30-4211 75.00	11/20/2025	75.00
56096	Best Quality Cleaning, Inc.	CLEANING SERVICE: DECEMBER 2025	08-30-4215 10,395.47	12/01/2025	10,395.47
56097	Best Quality Cleaning, Inc.	SATURDAY CLEANING SERVICE: DECEMBER 2025	08-30-4215 549.87	12/01/2025	549.87
Total Best Quality Cleaning, Inc.:					11,354.34
Blackstone Publishing					
2217041	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 45.00	11/07/2025	45.00
2218278	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 45.00	11/19/2025	45.00
2218725	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 36.75	11/21/2025	36.75
2218771	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 211.73	11/24/2025	211.73
2218916	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 90.00	11/25/2025	90.00

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Blackstone Publishing					
Total Blackstone Publishing:					428.48
BOLINGBROOK AREA CHAMBER OF COMMERCE					
2041	BOLINGBROOK AREA CHAMBER OF COMMERCE	FPLD MEMBERSHIP: 12/1/25-11/30/26	01-10-4162 425.00	11/01/2025	425.00
Total BOLINGBROOK AREA CHAMBER OF COMMERCE:					425.00
CANVA					
N8770-DEC25	CANVA	SPANISH HOME DELIVERY SERVICE BROCHURES	01-10-4256 210.00	11/28/2025	210.00
Total CANVA:					210.00
Center Point Large Print					
2212222	Center Point Large Print	ADULT BOOKS	01-26-4540 154.62	11/13/2025	154.62
Total Center Point Large Print:					154.62
Chicago Sun Times					
27468	Chicago Sun Times	52 WEEKS PERIODICALS	01-26-4511 1,458.00	12/04/2025	1,458.00
Total Chicago Sun Times:					1,458.00
Christina Theobald					
4982	Christina Theobald	MEETING MILEAGE: 11/6/25 & 11/12/25	01-10-4171 7.21 01-10-4171 7.21	11/26/2025	14.42
Total Christina Theobald:					14.42
Cindy Consalvo					
CC112025	Cindy Consalvo	OUTREACH MILEAGE: 7/10/25-11/25/25	01-10-4171 86.94	11/20/2025	86.94
Total Cindy Consalvo:					86.94
Cintas Corporation					
8407927803	Cintas Corporation	FIRST AID RESTOCK: NOVEMBER 2025	08-30-4215 295.10	11/28/2025	295.10
Total Cintas Corporation:					295.10
Cintas Corporation #344					
4249946517	Cintas Corporation #344	WEEKLY MAT SERVICE: 11/14/25	08-30-4215 30.00	11/14/2025	30.00
4250647712	Cintas Corporation #344	WEEKLY MAT SERVICE: 11/20/25	08-30-4215 30.00	11/20/2025	30.00
4252161167	Cintas Corporation #344	WEEKLY MAT SERVICE: 12/5/25	08-30-4215 30.00	12/05/2025	30.00
Total Cintas Corporation #344:					90.00
Comcast Cable					
0367494-DEC25	Comcast Cable	CABLE: 12/3/25-1/2/26	01-14-4316 104.01	11/27/2025	104.01
Total Comcast Cable:					104.01
Costco					
4870	Costco	2025 STAFF THANKSGIVING DESSERT	01-10-4353 35.94 01-10-4353 51.96 01-10-4353 67.96 01-10-4353 8.99	10/27/2025	164.85

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Costco					
N8770-DEC25	Costco	2025 STAFF THANKSGIVING & NOV. ADMIN RESTOCK SUPPLIES	01-10-4353 18.12 01-10-4353 44.46 01-10-4353 40.83 01-10-4353 34.04 01-10-4353 15.00 01-10-4351 9.06 01-10-4351 22.23 01-10-4353 7.45	11/28/2025	191.19
N8770-DEC25	Costco	VARIOUS PROGRAM SUPPLIES	01-24-4353 36.24 01-24-4353 3.62 01-24-4353 15.99 01-24-4353 9.99 01-24-4353 62.97 01-24-4353 2.50 01-24-4353 (2.00)	11/28/2025	129.31
Total Costco:					485.35
CREDIT-MISC					
N8770-DEC25	BOOK DEPOT	CREDITED DAMAGED BOOKS	01-24-4353 (85.42)	11/28/2025	(85.42)
Total CREDIT-MISC:					(85.42)
CRIMSON MULTIMEDIA DISTRIBUTION, INC.					
025188	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-29-4564 167.28	11/04/2025	167.28
025189	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 80.00	11/04/2025	80.00
025190	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/04/2025	40.00
025191	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/04/2025	40.00
025192	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 80.00	11/04/2025	80.00
025193	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 80.00	11/04/2025	80.00
025194	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-29-4564 254.71	11/04/2025	254.71
025195	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 80.00	11/04/2025	80.00
025196	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 50.00	11/04/2025	50.00
025197	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 131.69	11/04/2025	131.69
025198	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/04/2025	40.00
025199	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 198.07	11/04/2025	198.07
025200	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 70.00	11/04/2025	70.00
025201	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/04/2025	40.00
025202	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 75.00	11/04/2025	75.00
025514	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/19/2025	40.00

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
CRIMSON MULTIMEDIA DISTRIBUTION, INC.					
025515	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/19/2025	40.00
025516	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 60.00	11/19/2025	60.00
025517	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 70.00	11/19/2025	70.00
025518	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 70.00	11/19/2025	70.00
025519	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-29-4564 516.44	11/19/2025	516.44
025520	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 50.00	11/19/2025	50.00
025521	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 60.00	11/19/2025	60.00
025522	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 116.13	11/19/2025	116.13
025523	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 70.00	11/19/2025	70.00
025524	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 60.00	11/19/2025	60.00
025525	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 70.00	11/19/2025	70.00
025726	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 120.00	11/25/2025	120.00
025727	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/25/2025	40.00
025728	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 136.47	11/25/2025	136.47
025729	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 40.00	11/25/2025	40.00
025730	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 144.02	11/25/2025	144.02
025731	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-26-4563 75.00	11/25/2025	75.00
025732	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	VIDEO GAMES	01-29-4564 70.00	11/25/2025	70.00
Total CRIMSON MULTIMEDIA DISTRIBUTION, INC.:					3,274.81
CRUNCHYROLL					
P9444-DEC25	CRUNCHYROLL	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 23.98	11/28/2025	23.98
T7780-DEC25	CRUNCHYROLL	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 71.94	11/28/2025	71.94
Total CRUNCHYROLL:					95.92
Culligan Bolingbrook, IL					
0176502	Culligan Bolingbrook, IL	SOLAR SALT: 11/10/25	08-30-4215 174.00	11/30/2025	174.00
Total Culligan Bolingbrook, IL:					174.00
Daily Southtown					
74033238	Daily Southtown	26 WEEKS PERIODICALS	01-26-4511 1,254.99	11/13/2025	1,254.99
Total Daily Southtown:					1,254.99
Demco, Inc.					

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Demco, Inc. 7724636	Demco, Inc.	PROCESSING & REPAIR SUPPLIES	01-12-4371 140.95 01-12-4371 109.80 01-12-4371 41.52 01-12-4371 33.36 01-12-4371 292.45 01-12-4371 17.01 01-12-4371 24.59 01-12-4371 27.29 01-12-4371 18.59 01-12-4371 239.95 01-12-4371 61.05	11/10/2025	1,006.56
Total Demco, Inc.:					1,006.56
DIRECT ENERGY BUSINESS 25310005812 1862	DIRECT ENERGY BUSINESS	ELECTRICITY: 10/3/25-11/2/25	01-30-4321 18,496.09	11/06/2025	18,496.09
Total DIRECT ENERGY BUSINESS:					18,496.09
DISNEY+ P9444-DEC25 N8770-DEC25 M4566-DEC25 T7780-DEC25	DISNEY+	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 89.97 01-26-4527 189.99 01-26-4527 189.99 01-26-4527 189.99	11/28/2025 11/28/2025 11/28/2025 11/28/2025	89.97 189.99 189.99 189.99
Total DISNEY+:					659.94
DOMESTIKA N8770-DEC25	DOMESTIKA	ANNUAL SUBSCRIPTION RENEWAL	01-27-4568 329.00	11/28/2025	329.00
Total DOMESTIKA:					329.00
EBSCO Subscription Services 1807270	EBSCO Subscription Services	VARIOUS 2026 SUBSCRIPTIONS	01-26-4511 11,386.89 01-29-4511 350.24	11/12/2025	11,737.13
Total EBSCO Subscription Services:					11,737.13
Elite Detailing Services, Inc. 15846A	Elite Detailing Services, Inc.	VEHICLE CLEANINGS: 11/19/25	01-28-4235 200.00	11/19/2025	200.00
Total Elite Detailing Services, Inc.:					200.00
FACEBOOK N8770-DEC25	FACEBOOK	MONTHLY ADS	01-10-4731 29.92	11/28/2025	29.92
Total FACEBOOK:					29.92
Filter Services Inc. INV454426	Filter Services Inc.	VARIOUS FILTERS	08-30-4357 313.74 08-30-4357 73.92 08-30-4357 48.30 08-30-4357 27.48 08-30-4357 32.04 08-30-4357 40.00	11/21/2025	535.48
Total Filter Services Inc.:					535.48
Flood Bros Disposal Co 8552353	Flood Bros Disposal Co	GARBAGE & RECYCLE: NOVEMBER 2025	08-30-4215 326.00	11/05/2025	326.00
Total Flood Bros Disposal Co:					326.00

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Forms+Surfaces					
#0000377532	Forms+Surfaces	TRANSIT RECEPTACLE PARTS	08-30-4211 30.00	11/21/2025	30.00
Total Forms+Surfaces:					30.00
Fun Express LLC					
74002641901	Fun Express LLC	WINTER READING PRIZES & PROGRAM SUPPLIES	01-20-4353 263.85 01-20-4353 391.96 01-20-4353 8.79 01-20-4353 8.79 01-20-4353 8.79 01-20-4353 13.11 01-20-4353 87.95 01-20-4353 10.79 01-20-4353 17.59	11/20/2025	811.62
74002641902	Fun Express LLC	WINTER FELT SUPPLIES	01-20-4353 33.99	11/20/2025	33.99
Total Fun Express LLC:					845.61
Gale/Cengage Learning					
99910167730	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 24.80	10/31/2025	24.80
99910169822	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 255.12	11/07/2025	255.12
99910170388	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 16.80	11/10/2025	16.80
99910170815	Gale/Cengage Learning	GALE COURSES SUBSCRIPTION: 12/18/25-12/17/26	01-26-4521 8,209.02	11/11/2025	8,209.02
99910171066	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 22.39	11/12/2025	22.39
99910128195	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 61.58	09/09/2025	61.58
99910130716	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 30.39	09/10/2025	30.39
99910134813	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 62.38	09/13/2025	62.38
99910140602	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 29.59	09/17/2025	29.59
99910140814	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 27.19	09/17/2025	27.19
99910143174	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 25.60	09/18/2025	25.60
99910169397	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 24.80	11/06/2025	24.80
99910172314	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 27.20	11/17/2025	27.20
99910173143	Gale/Cengage Learning	ADULT BOOKS	01-26-4540 74.22	11/20/2025	74.22
Total Gale/Cengage Learning:					8,891.08
GOTPRINT					
N8770-DEC25	GOTPRINT	READING DRAGONS & FRIENDS CARDS	01-10-4256 45.25 01-10-4256 45.25 01-10-4256 45.25 01-10-4256 45.25 01-10-4256 45.25 01-10-4256 60.90 01-10-4256 (39.97)	11/28/2025	247.18

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
GOTPRINT					
N8770-DEC25	GOTPRINT	READING DRAGONS & FRIENDS CARDS	01-10-4807 800.40 01-10-4807 800.40 01-10-4807 294.44 01-10-4807 (246.98)	11/28/2025	1,648.26
Total GOTPRINT:					1,895.44
GOVERNMENT FINANCE OFFICE ASSOCIATION					
300173588-2026	GOVERNMENT FINANCE OFFICE ASSOCIATION	FPLD MEMBERSHIP: 1/1/26-12/31/26	01-10-4162 500.00	12/02/2025	500.00
3125575	GOVERNMENT FINANCE OFFICE ASSOCIATION	HAMBY REGISTRATION: 2025 ANNUAL GAAP UPDATE	01-10-4151 200.00	12/02/2025	200.00
Total GOVERNMENT FINANCE OFFICE ASSOCIATION:					700.00
HULU					
K6602-DEC25	HULU	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 119.01	11/28/2025	119.01
P9444-DEC25	HULU	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 86.96	11/28/2025	86.96
N8770-DEC25	HULU	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 18.99	11/28/2025	18.99
M4566-DEC25	HULU	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 18.99	11/28/2025	18.99
T7780-DEC25	HULU	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 94.95	11/28/2025	94.95
Total HULU:					338.90
ICONOSQUARE					
N8770-DEC25	ICONOSQUARE	PRORATED NEW PLAN	01-10-4731 26.63	11/28/2025	26.63
Total ICONOSQUARE:					26.63
ILLINOIS AMERICAN WATER/BOLINGBROOK					
1025-210003088318	Illinois American Water/Bolingbrook	WATER & SEWER: 10/21/25-11/18/25	01-30-4331 1,317.87	11/20/2025	1,317.87
Total ILLINOIS AMERICAN WATER/BOLINGBROOK:					1,317.87
Ingram Library Services					
91760039	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 75.20 01-26-4544 67.38 01-26-4518 19.32	11/05/2025	161.90
91801580	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 106.89 01-26-4544 852.68 01-26-4548 170.10 01-29-4544 140.78 01-29-4548 31.05 01-26-4518 85.11	11/07/2025	1,386.61
91815185	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 8.99 01-26-4544 409.87 01-29-4544 73.40 01-26-4518 49.24	11/07/2025	541.50
91815186	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 231.09 01-26-4544 46.60 01-26-4548 27.88 01-26-4518 8.44	11/07/2025	314.01
91885722	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 349.74 01-26-4544 180.30 01-26-4548 43.05 01-29-4544 32.18 01-26-4518 50.17	11/11/2025	655.44

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Ingram Library Services					
91885723	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 537.70 01-26-4544 790.94 01-26-4548 104.68 01-29-4544 78.32 01-29-4548 10.73 01-26-4518 127.49	11/11/2025	1,649.86
91959389	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 169.21 01-26-4544 269.84 01-26-4548 22.09 01-29-4544 65.36 01-26-4518 60.12	11/13/2025	586.62
91974514	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 290.22 01-26-4544 91.64 01-26-4548 40.20 01-26-4518 41.08	11/14/2025	463.14
92013598	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 120.02 01-26-4544 92.41 01-26-4548 22.58 01-29-4544 9.03 01-26-4518 31.56	11/17/2025	275.60
92013599	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 424.98 01-26-4544 139.55 01-26-4548 25.97 01-29-4544 10.73 01-26-4518 62.84	11/17/2025	664.07
92029601	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 194.33 01-26-4544 62.52 01-29-4544 32.75 01-29-4548 10.73 01-26-4518 27.48	11/17/2025	327.81
92029602	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 246.31 01-26-4544 56.02 01-26-4518 24.76	11/17/2025	327.09
92055248	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 606.92 01-26-4544 506.36 01-26-4548 81.87 01-29-4540 49.16 01-29-4544 42.91 01-26-4518 117.24	11/18/2025	1,404.46
92092718	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 344.87 01-26-4544 322.06 01-26-4548 114.46 01-29-4540 14.13 01-29-4544 34.46 01-26-4518 95.48	11/19/2025	925.46
92077832	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 166.79 01-26-4544 7.49 01-26-4518 19.32	11/18/2025	193.60
92144107	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 155.58 01-26-4544 115.18 01-26-4548 33.32 01-29-4544 278.33 01-29-4548 21.46 01-26-4518 76.44	11/21/2025	680.31

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Ingram Library Services					
92144106	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 274.73 01-26-4544 2,055.65 01-26-4548 32.84 01-29-4544 405.82 01-26-4518 337.56	11/21/2025	3,106.60
92190296	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 86.46 01-26-4544 283.64 01-26-4548 28.83 01-29-4544 51.41 01-26-4518 49.24	11/24/2025	499.58
92211514	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 287.28 01-26-4518 26.12	11/24/2025	313.40
92275329	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 691.92 01-26-4544 196.34 01-26-4548 81.31 01-29-4540 25.43 01-29-4544 40.74 01-29-4548 11.87 01-26-4518 99.56	11/26/2025	1,147.17
92275328	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 1,018.05 01-26-4544 207.80 01-26-4548 59.28 01-29-4540 53.11 01-29-4544 57.40 01-29-4548 11.29 01-26-4518 140.36	11/26/2025	1,547.29
92285100	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 165.84 01-26-4544 105.43 01-26-4548 9.74 01-26-4518 31.56	11/26/2025	312.57
92285099	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 131.59 01-26-4544 319.40 01-26-4548 74.02 01-29-4540 66.41 01-26-4518 54.68	11/26/2025	646.10
92265557	Ingram Library Services	CREDITED LIBRARY COLLECTION MATERIALS	01-26-4544 (10.73) 01-26-4548 (11.86) 01-26-4518 (1.98)	11/25/2025	(24.57)
92293086	Ingram Library Services	CREDITED LIBRARY COLLECTION MATERIALS	01-29-4544 (21.24) 01-26-4518 (0.99)	11/26/2025	(22.23)
92293087	Ingram Library Services	CREDITED LIBRARY COLLECTION MATERIALS	01-26-4544 (11.98) 01-29-4544 (8.44) 01-26-4544 (21.46) 01-26-4518 (4.95)	11/26/2025	(46.83)
92293088	Ingram Library Services	CREDITED LIBRARY COLLECTION MATERIALS	01-26-4544 (21.46) 01-26-4518 (2.72)	11/26/2025	(24.18)
92302437	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 525.96 01-26-4544 400.79 01-26-4548 45.14 01-29-4544 140.57 01-26-4518 126.76	11/28/2025	1,239.22
92394624	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 276.55 01-26-4548 40.26 01-26-4518 35.64	12/01/2025	352.45

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Ingram Library Services					
92373495	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 247.32 01-26-4544 62.22 01-26-4548 21.03 01-29-4540 48.03 01-29-4544 22.58 01-26-4518 39.72	12/01/2025	440.90
92373496	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 570.67 01-26-4544 196.62 01-26-4548 6.74 01-29-4540 51.98 01-29-4544 11.29 01-26-4518 79.16	12/01/2025	916.46
92435508	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 33.85 01-26-4544 121.40 01-29-4544 32.69 01-26-4518 23.40	12/02/2025	211.34
92415650	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4540 524.54 01-26-4544 662.09 01-26-4548 135.84 01-29-4544 155.30 01-29-4548 10.16 01-26-4518 168.92	12/02/2025	1,656.85
92448201	Ingram Library Services	CREDITED LIBRARY COLLECTION MATERIALS	01-29-4544 (9.60) 01-26-4518 (1.36)	12/02/2025	(10.96)
92448202	Ingram Library Services	CREDITED LIBRARY COLLECTION MATERIALS	01-26-4544 (4.49) 01-26-4518 (1.36)	12/02/2025	(5.85)
Total Ingram Library Services:					22,812.79
Intrinsic Landscaping, Inc.					
25-2254	Intrinsic Landscaping, Inc.	8 OF 8 GREEN ROOF 2025 AGREEMENT	08-30-4215 713.32	11/19/2025	713.32
Total Intrinsic Landscaping, Inc.:					713.32
Jacqueline Kohn					
JK112025	Jacqueline Kohn	OUTREACH MILEAGE: 10/1/25-11/26/25	01-10-4171 116.76	11/20/2025	116.76
Total Jacqueline Kohn:					116.76
Jennifer Fredrick					
JF112025	Jennifer Fredrick	OUTREACH MILEAGE: 11/10/25	01-10-4171 4.62	11/20/2025	4.62
Total Jennifer Fredrick:					4.62
JIMMY JOHN'S					
N8770-DEC25	JIMMY JOHN'S	NOV. 2025 SENIOR SOCIAL LUNCHES	01-24-4353 125.97 01-24-4353 22.17	11/28/2025	148.14
Total JIMMY JOHN'S:					148.14
Johnson Controls Fire Protection					
25106976	Johnson Controls Fire Protection	ANNUAL FIRE PROTECTION: 1/1/26-12/31/26	08-30-4215 16,081.11	12/01/2025	16,081.11
Total Johnson Controls Fire Protection:					16,081.11
Jorie Karum					
JK112425	Jorie Karum	LIBRARY ADMIN SEMINAR MILEAGE: 11/14/25	01-10-4171 22.82	11/24/2025	22.82

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Jorie Karum					
Total Jorie Karum:					22.82
KONICA MINOLTA BUSINESS SOLUTIONS					
9010691392	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE: 11/1/25-11/30/25	01-14-4234 972.48	11/30/2025	972.48
9010696510	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE: 12/1/25-12/31/25	01-14-4234 265.85	12/01/2025	265.85
Total KONICA MINOLTA BUSINESS SOLUTIONS:					1,238.33
LIBRARIA					
268327	LIBRARIA	JUVENILE BOOKS	01-29-4544 31.18	11/06/2025	31.18
268328	LIBRARIA	JUVENILE BOOKS	01-26-4544 20.98	11/06/2025	20.98
268329	LIBRARIA	JUVENILE BOOKS	01-26-4544 756.62	11/06/2025	756.62
268330	LIBRARIA	JUVENILE BOOKS	01-26-4544 15.99	11/06/2025	15.99
268331	LIBRARIA	JUVENILE BOOKS	01-26-4544 47.17	11/06/2025	47.17
268332	LIBRARIA	JUVENILE BOOKS	01-26-4544 175.39	11/06/2025	175.39
268426	LIBRARIA	JUVENILE BOOKS	01-29-4544 477.86	11/07/2025	477.86
268427	LIBRARIA	JUVENILE BOOKS	01-26-4544 677.53	11/07/2025	677.53
268741	LIBRARIA	JUVENILE BOOKS	01-26-4544 55.75	11/13/2025	55.75
268855	LIBRARIA	YOUNG ADULT BOOKS	01-26-4548 674.85	11/14/2025	674.85
268856	LIBRARIA	JUVENILE BOOKS	01-26-4544 14.99	11/14/2025	14.99
269164	LIBRARIA	JUVENILE BOOKS	01-26-4544 29.98	11/20/2025	29.98
269165	LIBRARIA	JUVENILE BOOKS	01-26-4544 50.97	11/20/2025	50.97
269166	LIBRARIA	JUVENILE BOOKS	01-26-4544 14.99	11/20/2025	14.99
269167	LIBRARIA	JUVENILE BOOKS	01-26-4544 35.90	11/20/2025	35.90
269174	LIBRARIA	JUVENILE BOOKS	01-26-4544 12.74	11/20/2025	12.74
269251	LIBRARIA	YOUNG ADULT BOOKS	01-26-4548 26.21	11/21/2025	26.21
269426	LIBRARIA	JUVENILE BOOKS	01-29-4544 70.85	11/25/2025	70.85
Total LIBRARIA:					3,189.95
LILY REARDON					
LR111325	LILY REARDON	MEETING MILEAGE: 11/6/25 & 11/7/25	01-10-4171 34.86	11/13/2025	34.86
Total LILY REARDON :					34.86
MAILCHIMP					
N8770-DEC25	MAILCHIMP	MONTHLY ADS	01-10-4731 75.00	11/28/2025	75.00
Total MAILCHIMP:					75.00
MAX HBO MAX					
N8770-DEC25	MAX	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 36.98	11/28/2025	36.98
T7780-DEC25	MAX	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 160.41	11/28/2025	160.41
Total MAX HBO MAX:					197.39
MEIJER					
N8770-DEC25	MEIJER	HOT CHOCOLATE BAR PROGRAM SUPPLIES	01-24-4353 83.67	11/28/2025	83.67
Total MEIJER:					83.67
Melissa Bradley					

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Melissa Bradley						
4947	Melissa Bradley	LIBRARY MARKETING & COMM. CONF. REIMB.: 11/11/25-11/13/25	01-10-4171 01-10-4171 01-10-4171 01-10-4173 01-10-4173 01-10-4173 01-10-4173	259.32 36.68 36.74 21.60 28.32 482.62 (482.62)	11/18/2025	382.66
Total Melissa Bradley:						382.66
MENARDS						
P9444-DEC25	MENARDS	VEHICLE FLUID & WINTER ADDITIVE	01-28-4235 01-28-4235	23.97 23.97	11/28/2025	47.94
Total MENARDS:						47.94
Midwest Tape						
507991002	Midwest Tape	CIRCULATING MOVIES	01-26-4557	154.55	11/06/2025	154.55
507991003	Midwest Tape	CIRCULATING MOVIES	01-26-4557	154.55	11/06/2025	154.55
507991004	Midwest Tape	CIRCULATING MUSIC	01-26-4550	64.57	11/06/2025	64.57
507991006	Midwest Tape	CIRCULATING MOVIES	01-26-4557	24.16	11/06/2025	24.16
507991007	Midwest Tape	CIRCULATING MOVIES	01-26-4557	63.76	11/06/2025	63.76
507991008	Midwest Tape	ADULT AUDIOBOOKS	01-26-4551	57.98	11/06/2025	57.98
507991009	Midwest Tape	CIRCULATING MOVIES	01-26-4557	175.40	11/06/2025	175.40
507995790	Midwest Tape	CIRCULATING MOVIES	01-26-4557	175.40	11/06/2025	175.40
507995791	Midwest Tape	CIRCULATING MUSIC	01-26-4550	20.08	11/06/2025	20.08
507995792	Midwest Tape	CIRCULATING MOVIES	01-26-4557	42.16	11/06/2025	42.16
507995793	Midwest Tape	CIRCULATING MOVIES	01-26-4557	309.64	11/06/2025	309.64
507995794	Midwest Tape	CIRCULATING MOVIES	01-26-4557	144.96	11/06/2025	144.96
507995795	Midwest Tape	CIRCULATING MOVIES	01-26-4557	87.64	11/06/2025	87.64
507995796	Midwest Tape	CIRCULATING MOVIES	01-26-4557	218.19	11/06/2025	218.19
507995797	Midwest Tape	CIRCULATING MUSIC	01-26-4550	18.58	11/06/2025	18.58
507995798	Midwest Tape	CIRCULATING MOVIES	01-26-4557	210.00	11/06/2025	210.00
507995799	Midwest Tape	CIRCULATING MOVIES	01-26-4557	210.00	11/06/2025	210.00
507995800	Midwest Tape	CIRCULATING MUSIC	01-26-4550	15.58	11/06/2025	15.58
507995801	Midwest Tape	ADULT AUDIOBOOKS	01-26-4551	100.96	11/06/2025	100.96
507995802	Midwest Tape	CIRCULATING MOVIES	01-26-4557	162.05	11/06/2025	162.05
507995803	Midwest Tape	CIRCULATING MOVIES	01-26-4557	182.90	11/06/2025	182.90
507995804	Midwest Tape	CIRCULATING MOVIES	01-26-4557	182.90	11/06/2025	182.90
507995805	Midwest Tape	CIRCULATING MOVIES	01-26-4557	162.05	11/06/2025	162.05
507995806	Midwest Tape	CIRCULATING MOVIES	01-26-4557	171.65	11/06/2025	171.65
507995807	Midwest Tape	CIRCULATING MOVIES	01-26-4557	171.65	11/06/2025	171.65
507995808	Midwest Tape	CIRCULATING MOVIES	01-26-4557	61.23	11/06/2025	61.23
507995809	Midwest Tape	CIRCULATING MOVIES	01-26-4557	171.96	11/06/2025	171.96
507995810	Midwest Tape	CIRCULATING MOVIES	01-26-4557	171.96	11/06/2025	171.96
507995811	Midwest Tape	CIRCULATING MOVIES	01-26-4557	143.30	11/06/2025	143.30
507995812	Midwest Tape	CIRCULATING MOVIES	01-26-4557	171.65	11/06/2025	171.65
507995813	Midwest Tape	CIRCULATING MOVIES	01-26-4557	143.30	11/06/2025	143.30
507995814	Midwest Tape	CIRCULATING MOVIES	01-26-4557	171.65	11/06/2025	171.65
507995815	Midwest Tape	CIRCULATING MOVIES	01-26-4557	67.98	11/06/2025	67.98
507995816	Midwest Tape	CIRCULATING MOVIES	01-26-4557	84.99	11/06/2025	84.99
507995817	Midwest Tape	CIRCULATING MOVIES	01-26-4557	67.98	11/06/2025	67.98
507995818	Midwest Tape	CIRCULATING MOVIES	01-26-4557	84.99	11/06/2025	84.99

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Midwest Tape					
507995819	Midwest Tape	CIRCULATING MOVIES	01-26-4557 45.28	11/06/2025	45.28
507995820	Midwest Tape	CIRCULATING MOVIES	01-29-4557 61.82	11/06/2025	61.82
507995821	Midwest Tape	CIRCULATING MUSIC	01-26-4550 4.34	11/06/2025	18.58
			01-29-4550 14.24		
507995822	Midwest Tape	CIRCULATING MOVIES	01-29-4557 64.82	11/06/2025	64.82
507995823	Midwest Tape	CIRCULATING MOVIES	01-29-4557 64.82	11/06/2025	64.82
507995824	Midwest Tape	CIRCULATING MOVIES	01-29-4557 34.33	11/06/2025	34.33
507995825	Midwest Tape	CIRCULATING MOVIES	01-29-4557 57.32	11/06/2025	57.32
507995826	Midwest Tape	CIRCULATING MOVIES	01-29-4557 28.66	11/06/2025	28.66
507995827	Midwest Tape	ADULT AUDIOBOOKS	01-29-4551 100.96	11/06/2025	100.96
507995828	Midwest Tape	CIRCULATING MOVIES	01-29-4557 22.66	11/06/2025	22.66
507995829	Midwest Tape	CIRCULATING MOVIES	01-26-4557 55.05	11/06/2025	55.05
507995830	Midwest Tape	CIRCULATING MOVIES	01-26-4557 32.30	11/06/2025	32.30
507995831	Midwest Tape	CIRCULATING MOVIES	01-26-4557 75.60	11/06/2025	75.60
507995832	Midwest Tape	CIRCULATING MOVIES	01-26-4557 33.80	11/06/2025	33.80
507995833	Midwest Tape	CIRCULATING MOVIES	01-26-4557 20.55	11/06/2025	20.55
508029078	Midwest Tape	CIRCULATING MOVIES	01-26-4557 117.97	11/13/2025	117.97
508029079	Midwest Tape	CIRCULATING MUSIC	01-26-4550 102.75	11/13/2025	102.75
508029321	Midwest Tape	CIRCULATING MOVIES	01-26-4557 120.80	11/13/2025	120.80
508029322	Midwest Tape	CIRCULATING MOVIES	01-26-4557 133.71	11/13/2025	133.71
508029323	Midwest Tape	CIRCULATING MOVIES	01-26-4557 120.05	11/13/2025	120.05
508029324	Midwest Tape	ADULT AUDIOBOOKS	01-26-4551 39.98	11/13/2025	39.98
508029325	Midwest Tape	CIRCULATING MOVIES	01-26-4557 57.48	11/13/2025	57.48
508029326	Midwest Tape	CIRCULATING MOVIES	01-26-4557 44.67	11/13/2025	44.67
508029327	Midwest Tape	CIRCULATING MOVIES	01-26-4557 24.16	11/13/2025	24.16
508029328	Midwest Tape	CIRCULATING MOVIES	01-26-4557 67.98	11/13/2025	67.98
508029329	Midwest Tape	CIRCULATING MOVIES	01-26-4557 203.94	11/13/2025	203.94
508029330	Midwest Tape	CIRCULATING MOVIES	01-26-4557 327.90	11/13/2025	327.90
508029331	Midwest Tape	CIRCULATING MOVIES	01-26-4557 65.13	11/13/2025	65.13
508029333	Midwest Tape	CIRCULATING MOVIES	01-26-4557 182.90	11/13/2025	182.90
508029332	Midwest Tape	CIRCULATING MOVIES	01-26-4557 158.30	11/13/2025	158.30
508029334	Midwest Tape	CIRCULATING MOVIES	01-26-4557 158.30	11/13/2025	158.30
508029335	Midwest Tape	CIRCULATING MOVIES	01-26-4557 182.90	11/13/2025	182.90
508029336	Midwest Tape	CIRCULATING MOVIES	01-26-4557 23.41	11/13/2025	23.41
508029337	Midwest Tape	CIRCULATING MUSIC	01-26-4550 37.16	11/13/2025	37.16
508029339	Midwest Tape	CIRCULATING MOVIES	01-26-4557 49.98	11/13/2025	49.98
508029340	Midwest Tape	CIRCULATING MOVIES	01-26-4557 24.16	11/13/2025	24.16
508029341	Midwest Tape	CIRCULATING MOVIES	01-29-4557 41.57	11/13/2025	41.57
508029342	Midwest Tape	CIRCULATING MOVIES	01-29-4557 31.66	11/13/2025	31.66
508029343	Midwest Tape	CIRCULATING MOVIES	01-29-4557 10.66	11/13/2025	10.66
508029344	Midwest Tape	CIRCULATING MOVIES	01-26-4557 77.11	11/13/2025	77.11
508029338	Midwest Tape	CIRCULATING MUSIC	01-26-4550 113.57	11/13/2025	113.57
508061894	Midwest Tape	CIRCULATING MOVIES	01-26-4557 61.23	11/20/2025	61.23
508061895	Midwest Tape	CIRCULATING MOVIES	01-26-4557 20.41	11/20/2025	20.41
508061896	Midwest Tape	CIRCULATING MOVIES	01-26-4557 64.98	11/20/2025	64.98
508061897	Midwest Tape	CIRCULATING MUSIC	01-26-4550 54.24	11/20/2025	54.24
508061898	Midwest Tape	CIRCULATING MOVIES	01-26-4557 72.48	11/20/2025	72.48
508061899	Midwest Tape	CIRCULATING MOVIES	01-26-4557 112.55	11/20/2025	112.55
508061900	Midwest Tape	CIRCULATING MOVIES	01-26-4557 102.64	11/20/2025	102.64
508061901	Midwest Tape	ADULT AUDIOBOOKS	01-26-4551 49.98	11/20/2025	49.98

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 FOUNTAINDALE INVOICE REGISTER FOR FOUNTAINDALE PUBLIC LIBRARY DIST.
 BILLS PAYABLES REPORT
 POST DATES 12/18/2025 - 12/18/2025
 DECEMBER 18, 2025
 BANK ACCOUNTS: CHASE, WINOP

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Midwest Tape					
508061902	Midwest Tape	CIRCULATING MOVIES	01-26-4557 24.44	11/20/2025	24.44
508061903	Midwest Tape	CIRCULATING MOVIES	01-26-4557 68.73	11/20/2025	68.73
508061904	Midwest Tape	CIRCULATING MOVIES	01-26-4557 118.55	11/20/2025	118.55
508061905	Midwest Tape	CIRCULATING MUSIC	01-26-4550 126.81	11/20/2025	126.81
508061907	Midwest Tape	CIRCULATING MOVIES	01-26-4557 141.96	11/20/2025	141.96
508061908	Midwest Tape	CIRCULATING MOVIES	01-26-4557 162.05	11/20/2025	162.05
508061909	Midwest Tape	CIRCULATING MOVIES	01-26-4557 182.90	11/20/2025	182.90
508061910	Midwest Tape	CIRCULATING MOVIES	01-26-4557 162.05	11/20/2025	162.05
508061911	Midwest Tape	CIRCULATING MOVIES	01-26-4557 182.90	11/20/2025	182.90
508061912	Midwest Tape	CIRCULATING MOVIES	01-26-4557 143.30	11/20/2025	143.30
508061913	Midwest Tape	CIRCULATING MOVIES	01-26-4557 171.65	11/20/2025	171.65
508061914	Midwest Tape	CIRCULATING MOVIES	01-26-4557 143.30	11/20/2025	143.30
508061915	Midwest Tape	CIRCULATING MOVIES	01-26-4557 220.12	11/20/2025	220.12
508061916	Midwest Tape	CIRCULATING MUSIC	01-26-4550 15.13	11/20/2025	15.13
508061917	Midwest Tape	CIRCULATING MOVIES	01-26-4557 85.98	11/20/2025	85.98
508061918	Midwest Tape	CIRCULATING MOVIES	01-26-4557 102.99	11/20/2025	102.99
508061919	Midwest Tape	CIRCULATING MOVIES	01-26-4557 85.98	11/20/2025	85.98
508061920	Midwest Tape	CIRCULATING MOVIES	01-26-4557 102.99	11/20/2025	102.99
508061921	Midwest Tape	CIRCULATING MOVIES	01-26-4557 143.30	11/20/2025	143.30
508061922	Midwest Tape	CIRCULATING MOVIES	01-26-4557 171.65	11/20/2025	171.65
508061923	Midwest Tape	CIRCULATING MOVIES	01-26-4557 182.90	11/20/2025	182.90
508061924	Midwest Tape	CIRCULATING MOVIES	01-26-4557 143.30	11/20/2025	143.30
508061925	Midwest Tape	CIRCULATING MOVIES	01-26-4557 171.65	11/20/2025	171.65
508061926	Midwest Tape	CIRCULATING MOVIES	01-26-4557 182.90	11/20/2025	182.90
508061927	Midwest Tape	CIRCULATING MOVIES	01-26-4557 85.98	11/20/2025	85.98
508061928	Midwest Tape	CIRCULATING MOVIES	01-26-4557 85.98	11/20/2025	85.98
508061929	Midwest Tape	CIRCULATING MOVIES	01-26-4557 24.16	11/20/2025	24.16
508061930	Midwest Tape	CIRCULATING MOVIES	01-29-4557 32.41	11/20/2025	32.41
508061931	Midwest Tape	CIRCULATING MOVIES	01-29-4557 57.32	11/20/2025	57.32
508061932	Midwest Tape	CIRCULATING MOVIES	01-29-4557 57.32	11/20/2025	57.32
508061933	Midwest Tape	CIRCULATING MOVIES	01-29-4557 28.66	11/20/2025	28.66
508061934	Midwest Tape	CIRCULATING MOVIES	01-26-4557 98.48	11/20/2025	98.48
508061935	Midwest Tape	CIRCULATING MOVIES	01-26-4557 51.41	11/20/2025	51.41
508061936	Midwest Tape	CIRCULATING MOVIES	01-29-4557 197.71	11/20/2025	197.71
508088285	Midwest Tape	CIRCULATING MOVIES	01-26-4557 20.41	11/26/2025	20.41
508088286	Midwest Tape	CIRCULATING MUSIC	01-26-4550 34.16	11/26/2025	34.16
508088287	Midwest Tape	CIRCULATING MOVIES	01-26-4557 53.14	11/26/2025	53.14
508088288	Midwest Tape	CIRCULATING MOVIES	01-26-4557 111.48	11/26/2025	111.48
508088289	Midwest Tape	CIRCULATING MUSIC	01-26-4550 136.24	11/26/2025	136.24
508093390	Midwest Tape	CIRCULATING MOVIES	01-26-4557 20.41	11/26/2025	20.41
508093391	Midwest Tape	CIRCULATING MOVIES	01-26-4557 20.41	11/26/2025	20.41
508093392	Midwest Tape	CIRCULATING MOVIES	01-26-4557 80.66	11/26/2025	80.66
508093393	Midwest Tape	CIRCULATING MOVIES	01-26-4557 119.30	11/26/2025	119.30
508093394	Midwest Tape	CIRCULATING MOVIES	01-26-4557 81.64	11/26/2025	81.64
508093395	Midwest Tape	CIRCULATING MOVIES	01-26-4557 20.41	11/26/2025	20.41
508093396	Midwest Tape	CIRCULATING MOVIES	01-26-4557 64.98	11/26/2025	64.98
508093397	Midwest Tape	CIRCULATING MOVIES	01-26-4557 24.33	11/26/2025	24.33
508093398	Midwest Tape	CIRCULATING MOVIES	01-26-4557 121.26	11/26/2025	121.26
508093399	Midwest Tape	CIRCULATING MOVIES	01-26-4557 145.87	11/26/2025	145.87
508093400	Midwest Tape	CIRCULATING MOVIES	01-26-4557 70.23	11/26/2025	70.23

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Midwest Tape					
508093401	Midwest Tape	CIRCULATING MOVIES	01-26-4557 100.78	11/26/2025	100.78
508093402	Midwest Tape	CIRCULATING MOVIES	01-26-4557 24.16	11/26/2025	24.16
508093403	Midwest Tape	CIRCULATING MOVIES	01-26-4557 194.46	11/26/2025	194.46
508093404	Midwest Tape	CIRCULATING MOVIES	01-26-4557 219.48	11/26/2025	219.48
508093405	Midwest Tape	CIRCULATING MOVIES	01-26-4557 194.46	11/26/2025	194.46
508093406	Midwest Tape	CIRCULATING MOVIES	01-26-4557 219.48	11/26/2025	219.48
508093407	Midwest Tape	CIRCULATING MOVIES	01-26-4557 150.80	11/26/2025	150.80
508093408	Midwest Tape	CIRCULATING MOVIES	01-26-4557 150.80	11/26/2025	150.80
508093409	Midwest Tape	CIRCULATING MOVIES	01-26-4557 153.96	11/26/2025	153.96
508093410	Midwest Tape	CIRCULATING MOVIES	01-26-4557 153.96	11/26/2025	153.96
508093411	Midwest Tape	CIRCULATING MUSIC	01-26-4550 35.66	11/26/2025	35.66
508093412	Midwest Tape	CIRCULATING MUSIC	01-26-4550 73.87	11/26/2025	73.87
508093413	Midwest Tape	CIRCULATING MOVIES	01-26-4557 169.98	11/26/2025	169.98
508093414	Midwest Tape	CIRCULATING MOVIES	01-26-4557 169.98	11/26/2025	169.98
508093415	Midwest Tape	CIRCULATING MUSIC	01-26-4550 34.16	11/26/2025	34.16
508093416	Midwest Tape	CIRCULATING MOVIES	01-26-4557 98.85	11/26/2025	98.85
508093417	Midwest Tape	CIRCULATING MOVIES	01-29-4557 28.98	11/26/2025	28.98
508093418	Midwest Tape	CIRCULATING MUSIC	01-29-4550 17.83	11/26/2025	17.83
508093419	Midwest Tape	CIRCULATING MOVIES	01-29-4557 32.41	11/26/2025	32.41
508093420	Midwest Tape	CIRCULATING MOVIES	01-29-4557 50.39	11/26/2025	50.39
508093421	Midwest Tape	CIRCULATING MOVIES	01-29-4557 60.32	11/26/2025	60.32
508093422	Midwest Tape	CIRCULATING MOVIES	01-29-4557 25.66	11/26/2025	25.66
508093423	Midwest Tape	CIRCULATING MUSIC	01-29-4550 17.83	11/26/2025	17.83
508093424	Midwest Tape	CIRCULATING MOVIES	01-26-4557 37.80	11/26/2025	37.80
508093425	Midwest Tape	CIRCULATING MOVIES	01-26-4557 34.80	11/26/2025	34.80
508093426	Midwest Tape	CIRCULATING MOVIES	01-26-4557 34.80	11/26/2025	34.80
508093427	Midwest Tape	CIRCULATING MOVIES	01-26-4557 113.40	11/26/2025	113.40
508093428	Midwest Tape	CIRCULATING MOVIES	01-26-4557 37.48	11/26/2025	37.48
508093429	Midwest Tape	CIRCULATING MOVIES	01-26-4557 25.38	11/26/2025	25.38
Total Midwest Tape:					16,139.42
MISC VENDORS					
APPLICATION NO. 2	ABBEY CONSTRUCTION CO. INC.	PARKING LOT PROJECT: SITE WORK	06-10-4681 154,013.28	11/20/2025	154,013.28
N8770-DEC25	AMERICAN ASSOCIATION OF NOTARIES	H. KHAN NOTARY BOND & SUPPLIES	01-10-4253 30.00 01-10-4351 81.22 01-10-4351 (6.37)	11/28/2025	104.85
N8770-DEC25	ANGELIC KINDNESS	5TH ANNUAL GALA TICKETS	01-16-4173 425.00 01-10-4173 170.00	11/28/2025	595.00
N8770-DEC25	ANGELIC KINDNESS	5TH ANNUAL ADDITIONAL GALA TICKET	01-16-4173 85.00	11/28/2025	85.00
M4566-DEC25	CBI*CCLEANER PIRIFORM	ANNUAL SOFTWARE SUBSCRIPTION RENEWAL	01-14-4522 79.95	11/28/2025	79.95
T7780-DEC25	CHRISTOPHER KIMBALL'S MILK STREET	MAGAZINE SUBSCRIPTION	01-26-4511 49.95	11/28/2025	49.95
N8770-DEC25	COLLECTIVE EYE FILMS	FILM SERIES SCREEN LICENSING	01-24-4353 95.00 01-24-4353 11.90	11/28/2025	106.90
N8770-DEC25	CRASH CHAMPIONS COLLISION REPAIR	VAN BODY REPAIRS	01-28-4235 6,756.50	11/28/2025	6,756.50
P9444-DEC25	EASY KEYS	FILE CABINET LOCKS	08-30-4211 19.50 08-30-4211 13.50	11/28/2025	33.00
4448	ELENA FLORES	EDUCATION REIMBURSEMENT: 8/27/25-12/7/25	01-10-4152 1,400.00 01-10-4152 815.00	07/10/2025	2,215.00

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
MISC VENDORS					
5045	ELENA FLORES	EDUCATION REIMBURSEMENT ADDITIONAL FEES - 8/27/25- 12/7/25	01-10-4152 191.97	12/11/2025	191.97
FP4153	FRANCO PATANO	REFUND: MULTIPLE ITEMS	01-10-3310 100.47	11/13/2025	100.47
K6602-DEC25	FRIENDLY STITCHES	EMBROIDERY MACHINE MAINTENANCE	01-27-4568 150.90	11/28/2025	150.90
N8770-DEC25	GLOBAL VENDING GROUP	BOOK VENDING MACHINE REMAINING BALANCE	01-10-4807 8,934.50	11/28/2025	8,934.50
N8770-DEC25	HYATT	LIBRARY MARKETING & COMM. CONF.: 11/11/25-11/13/25	01-10-4173 797.24 01-10-4171 84.00	11/28/2025	881.24
JT2367	JAKE THOMAS	REFUND: MULTIPLE ITEMS	01-10-3310 39.09	11/13/2025	39.09
K6602-DEC25	KATERING BY KRISTIE	2025 STAFF THANKSGIVING SIDES	01-10-4353 95.00 01-10-4353 120.00	11/28/2025	215.00
716936	LASALLE NETWORK	HR TEMP DATE ENDING: 11/16/25	01-10-4125 843.60	11/17/2025	843.60
717239	LASALLE NETWORK	HR TEMP DATE ENDING: 11/23/25	01-10-4125 562.40	11/24/2025	562.40
717803	LASALLE NETWORK	HR TEMP DATE ENDING: 11/30/25	01-10-4125 298.78	12/01/2025	298.78
N8770-DEC25	LULU.COM	ANTHOLOGY BOOKS	01-27-4353 185.47 01-27-4353 27.94	11/28/2025	213.41
P2117-DEC25	MYPARKINGSIGN.COM	PARKING LOT SIGNS	01-30-4392 10.36 01-30-4392 398.28 08-30-4357 212.74	11/28/2025	621.38
N8770-DEC25	PORTEUS KIOSK	ANNUAL PORTEUS KIOSK LICENSES & SUPPORT	01-14-4631 300.00 01-14-4631 1,080.00	11/28/2025	1,380.00
N8770-DEC25	REPAIR CAFE	REPAIR CAFE RESOURCE ACCESS FEE	01-27-4353 56.58	11/28/2025	56.58
SA4793	SABA ARAIN	REFUND: MULTIPLE ITEMS	01-10-3310 61.60	11/19/2025	61.60
4953	SABRINA SMALLWOOD	LIBRARY MARKETING & COMM. CONF. REIMB.: 11/11/25-11/13/25	01-10-4173 17.49 01-10-4173 35.56 01-10-4173 25.87	11/18/2025	78.92
SD0402	SALMA DADAR	REFUND: MULTIPLE ITEMS	01-10-3311 18.36	11/21/2025	18.36
INV14354505	SCHOOL OUTFITTERS	BABY PARK TOY TRAIN TABLE	01-10-4575 395.99 01-10-4575 53.99 01-10-4575 103.99	11/16/2025	553.97
N8770-DEC25	SILHOUETTE AMERICA	SPRING DESIGN TEMPLATES	01-27-4353 29.86	11/28/2025	29.86
T7780-DEC25	SLAM	ANNUAL MAGAZINE SUBSCRIPTION	01-26-4511 29.94	11/28/2025	29.94
SF111725	STEVEN FORD	LIBRARY MARKETING & COMM. CONF. REIMB.: 11/11/25-11/13/25	01-10-4173 9.96 01-10-4173 24.23 01-10-4173 34.54	11/17/2025	68.73
Total MISC VENDORS:					179,370.13
National Lift Truck, Inc.					
IV251110556	National Lift Truck, Inc.	AERIAL LIFT SERVICE MAINTENANCE: 11/13/25	08-30-4215 261.10	11/18/2025	261.10
Total National Lift Truck, Inc.:					261.10
NETFLIX					
K6602-DEC25	NETFLIX	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 74.97	11/28/2025	74.97
P9444-DEC25	NETFLIX	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 74.97	11/28/2025	74.97
N8770-DEC25	NETFLIX	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 74.97	11/28/2025	74.97
M4566-DEC25	NETFLIX	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 74.97	11/28/2025	74.97
T7780-DEC25	NETFLIX	RECURRING ROKU SUBSCRIPTIONS	01-26-4527 74.97	11/28/2025	74.97

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
NETFLIX					
Total NETFLIX:					374.85
NEXTERA ENERGY SERVICES MIDWEST LLC					
64044081114 25	NEXTERA ENERGY SERVICES MIDWEST LLC	GAS SERVICE: 10/01/25-10/31/25	01-30-4322 1,361.76	11/20/2025	1,361.76
Total NEXTERA ENERGY SERVICES MIDWEST LLC:					1,361.76
Oriental Trading Company Inc.					
74014358301	Oriental Trading Company Inc.	PROGRAM CRAFT SUPPLIES	01-24-4353 39.96 01-24-4353 33.96 01-24-4353 45.78 01-24-4353 17.56 01-24-4353 10.00	11/26/2025	147.26
Total Oriental Trading Company Inc.:					147.26
Pace Systems, Inc.					
217430	Pace Systems, Inc.	2026 CCTV MAINTENANCE CONTRACT	08-30-4215 6,500.00	12/01/2025	6,500.00
Total Pace Systems, Inc.:					6,500.00
Paul Mills					
PM112025	Paul Mills	LIRA MEETING MILEAGE: 11/20/25	01-10-4171 42.70	11/20/2025	42.70
Total Paul Mills:					42.70
PeopleFacts					
33754-112025	PeopleFacts	NEW HIRE BACKGROUND CHECKS: NOVEMBER 2025	01-10-4191 214.12	12/01/2025	214.12
Total PeopleFacts:					214.12
PETTY CASH - COLLECTIONS					
4940	PETTY CASH - COLLECTIONS	JAMIE MCGEE ELEMENTARY 2025 YEARBOOKS	01-26-4540 50.00	11/17/2025	50.00
Total PETTY CASH - COLLECTIONS:					50.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES					
3107521386	PITNEY BOWES GLOBAL FINANCIAL SERVICES	SENDPRO C EQUIPMENT LEASE: 12/30/25-3/29/26	01-10-4231 628.59	11/29/2025	628.59
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:					628.59
Playaway Products LLC					
516860	Playaway Products LLC	JUVENILE AUDIOBOOKS	01-29-4562 469.85	11/06/2025	469.85
516866	Playaway Products LLC	YOUNG ADULT AUDIOBOOKS	01-26-4555 203.13	11/06/2025	203.13
516868	Playaway Products LLC	JUVENILE AUDIOBOOKS	01-26-4553 568.77	11/06/2025	568.77
516882	Playaway Products LLC	JUVENILE AUDIOBOOKS	01-29-4562 24.99	11/11/2025	24.99
518009	Playaway Products LLC	ADULT AUDIOBOOKS	01-26-4551 490.58	11/19/2025	490.58
518151	Playaway Products LLC	YOUNG ADULT AUDIOBOOKS	01-26-4555 132.94	11/21/2025	132.94
Total Playaway Products LLC:					1,890.26
Plunkett's					
10278603	Plunkett's	PEST CONTROL: NOV. 2025	08-30-4215 123.74	11/25/2025	123.74
Total Plunkett's:					123.74
Rainmakers Irrigation					

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Rainmakers Irrigation					
111725-160	Rainmakers Irrigation	IRRIGATION REPAIR & GROUND BOXES INSTALLATION	01-30-4392 1,129.00	11/17/2025	1,129.00
111825-4	Rainmakers Irrigation	IRRIGATION REPAIR & GROUND BOXES INSTALLATION	01-30-4392 2,194.00	11/18/2025	2,194.00
Total Rainmakers Irrigation:					3,323.00
Record Information Services, Inc.					
57191	Record Information Services, Inc.	PUBLIC RECORD DISPLAY SUBSCRIPTION: 1/1/26-12/31/26	01-26-4521 698.00	11/09/2025	698.00
Total Record Information Services, Inc.:					698.00
ROD BAKER FORD					
P9444-DEC25	ROD BAKER FORD	TRANSIT PREVENTATIVE MAINTENANCE	01-28-4235 91.02	11/28/2025	91.02
Total ROD BAKER FORD:					91.02
ROSATI'S					
N8770-DEC25	ROSATI'S	PARKING LOT COMPLETION PIZZA PARTY DINNER	01-10-4711 296.92 01-10-4711 5.00 01-10-4711 30.00	11/28/2025	331.92
N8770-DEC25	ROSATI'S	PARKING LOT COMPLETION PIZZA PARTY LUNCH	01-10-4711 451.37 01-10-4711 5.00 01-10-4711 50.00	11/28/2025	506.37
Total ROSATI'S:					838.29
Sebert Landscaping Inc.					
302401	Sebert Landscaping Inc.	SNOW REMOVAL: DECEMBER 2025	08-30-4215 3,019.00	12/01/2025	3,019.00
302643	Sebert Landscaping Inc.	SNOW REMOVAL: NOVEMBER 2025	08-30-4215 912.00	11/10/2025	912.00
Total Sebert Landscaping Inc.:					3,931.00
SIDECAR PUBLICATIONS GIMLET					
INV-4089	Sidecar Publications	GIMLET SUBSCRIPTION: 12/1/25-11/30/26	01-27-4568 384.00	11/17/2025	384.00
Total SIDECAR PUBLICATIONS GIMLET:					384.00
SPOTIFY					
N8770-DEC25	SPOTIFY	MONTHLY PATRON STREAMING MUSIC	01-14-4631 19.99	11/28/2025	19.99
Total SPOTIFY:					19.99
Taste of Home					
01073	Taste of Home	ADULT BOOKS	01-26-4540 34.99 01-26-4518 4.99	11/03/2025	39.98
Total Taste of Home:					39.98
TDI VERTICAL					

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TDI VERTICAL					
INV1891	TDI VERTICAL LLC	WLAN MIGRATION PROJECT HARDWARE	06-10-4681 30,800.25 06-10-4681 11,293.62 06-10-4681 20,913.75 06-10-4681 7,055.10 06-10-4681 2,586.84 06-10-4681 3,217.50 06-10-4681 146.22 06-10-4681 73.66 06-10-4681 2,625.72 06-10-4681 760.83	09/02/2025	79,473.49
Total TDI VERTICAL:					79,473.49
Tee Jay Service Company, Inc.					
221047	Tee Jay Service Company, Inc.	1ST FLOOR MENS RESTROOM REPAIR	08-30-4211 1,453.00	11/19/2025	1,453.00
Total Tee Jay Service Company, Inc.:					1,453.00
Theatre-on-the-Hill					
251126	Theatre-on-the-Hill	FALL 2025 FULL PAGE ADS	01-10-4731 600.00	12/01/2025	600.00
Total Theatre-on-the-Hill:					600.00
Titan Image Group, Inc					
63519	Titan Image Group, Inc	FOUNTAIN NEWSLETTER WINTER 2025	01-10-4256 5,205.00	11/07/2025	5,205.00
Total Titan Image Group, Inc:					5,205.00
TRANSHICAGO TRUCK GROUP					
P9444-DEC25	TRANSHICAGO TRUCK GROUP	BKM PREVENTATIVE MAITENANCE	01-28-4235 946.98	11/28/2025	946.98
Total TRANSHICAGO TRUCK GROUP:					946.98
Tressler LLP					
521647	Tressler LLP	ATTORNEY LEGAL EXPENSE: NOVEMBER 2025	01-10-4241 2,100.00	11/20/2025	2,100.00
522867	Tressler LLP	ATTORNEY LEGAL EXPENSE: DECEMBER 2025	01-10-4241 138.00	12/09/2025	138.00
522686	Tressler LLP	ATTORNEY LEGAL EXPENSE: DECEMBER 2025	01-10-4241 621.00	12/09/2025	621.00
522869	Tressler LLP	ATTORNEY LEGAL EXPENSE: DECEMBER 2025	01-10-4241 7,750.00	12/09/2025	7,750.00
Total Tressler LLP:					10,609.00
Tria Architecture, Inc.					
6195	Tria Architecture, Inc.	PARKING LOT CONSTRUCTION OBSERVATION	06-10-4681 4,625.00	11/25/2025	4,625.00
6196	Tria Architecture, Inc.	MONUMENT SIGN CONSTRUCTION OBSERVATION	06-10-4681 197.00	11/25/2025	197.00
6197	Tria Architecture, Inc.	CSD SHELIVING CONSTRUCTION DOCUMENTS	06-10-4681 3,009.38	11/25/2025	3,009.38
6198	Tria Architecture, Inc.	INTERIOR LIGHTING DESIGN CONSTRUCTION DOCUMENTS	06-10-4681 4,181.25	11/25/2025	4,181.25
6199	Tria Architecture, Inc.	LOBBY RENOVATION SCHEMATIC DESIGN	06-10-4681 1,625.00	11/25/2025	1,625.00
Total Tria Architecture, Inc.:					13,637.63

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
U.S. BANK EQUIPMENT FINANCE					
570525485	U.S. BANK EQUIPMENT FINANCE	LEASED EQUIPMENT & OVERAGE: DECEMBER 2025	01-14-4234 1,485.16 01-14-4234 1,555.42	12/06/2025	3,040.58
Total U.S. BANK EQUIPMENT FINANCE:					3,040.58
Unique Management Services, Inc.					
6146947	Unique Management Services, Inc.	NEW MOVER POSTCARDS: OCTOBER 2025	01-10-4256 225.00	11/04/2025	225.00
6147330	Unique Management Services, Inc.	COLLECTION SERVICES: NOVEMBER 2025	01-10-4245 285.65	12/01/2025	285.65
Total Unique Management Services, Inc.:					510.65
USA TODAY					
4177294	USA TODAY	PERIODICAL SUBSCRIPTION: 12/1/25-11/30/26	01-26-4511 799.13	11/10/2025	799.13
Total USA TODAY:					799.13
Verizon Wireless					
6128716055	Verizon Wireless	TELEPHONE: 10/17/25-11/16/25	01-14-4311 517.81	11/16/2025	517.81
Total Verizon Wireless:					517.81
WALMART					
N8770-DEC25	WALMART	NOVEMBER 2025 PROGRAM SUPPLIES	01-20-4353 19.84 01-20-4353 10.27 01-20-4353 8.96 01-20-4353 4.36	11/28/2025	43.43
N8770-DEC25	WALMART	"CHAPTER KIDS" BOOK CLUB SNACKS	01-20-4353 9.34 01-20-4353 17.38 01-20-4353 3.88 01-20-4353 4.48	11/28/2025	35.08
Total WALMART:					78.51
warehouse Direct					
6046594-0	warehouse Direct	PROCESSING & REPAIR SUPPLIES	01-12-4371 21.41	12/01/2025	21.41
6044563-0	warehouse Direct	RESTOCK RESTROOM & CLEANING SUPPLIES	08-30-4357 574.05 08-30-4357 43.45 08-30-4357 207.92	11/25/2025	825.42
6044563-1	warehouse Direct	RESTOCK RESTROOM SUPPLIES	08-30-4357 479.83	12/01/2025	479.83
6049140-0	warehouse Direct	DISTRICT RESTOCK: NOVEMBER 2025	01-10-4351 550.50	12/03/2025	550.50
Total Warehouse Direct:					1,877.16
WOOBX					
N8770-DEC25	WOOBX	MONTHLY SUBSCRIPTION	01-10-4731 29.00	11/28/2025	29.00
Total WOOBOX:					29.00
World Book, Inc.					
AR10012739	WORLD BOOK, INC.	JUVENILE BOOKS	01-26-4544 1,349.00	11/11/2025	1,349.00
Total World Book, Inc.:					1,349.00
XEROX IT SOLUTIONS INC.					
01607838	XEROX IT SOLUTIONS INC.	TOAST TITANIUM MAINTENANCE RENEWAL: 12/28/25-12/27/26	01-14-4631 481.80	11/19/2025	481.80
Total XEROX IT SOLUTIONS INC.:					481.80
ZORO TOOLS					

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 DECEMBER 18, 2025

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
ZORO TOOLS					
INV17703053	ZORO TOOLS	LOCK CYLINDERS	08-30-4211 46.95 08-30-4211 34.47	11/17/2025	81.42
INV17736643	ZORO TOOLS	HOT WATER HEATER PARTS	08-30-4211 200.97	11/21/2025	200.97
INV17753607	ZORO TOOLS	RESTOCK RESTROOM PRODUCTS	08-30-4357 33.79	11/24/2025	33.79
INV17755591	ZORO TOOLS	RESTOCK RESTROOM PRODUCTS	08-30-4357 28.29 08-30-4357 248.55 08-30-4357 623.96	11/24/2025	900.80
INV17755634	ZORO TOOLS	HAND SANITIZER REFILLS	08-30-4357 240.75	11/24/2025	240.75
Total ZORO TOOLS:					1,457.73
Report Total:					474,169.60



Jennie Nguyen/Finance Manager

BOARD REIMBURSEMENT REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
NOVEMBER 2025

Payee	Description	GL Number	Amount Paid
Kathryn J. Spindel	Reimbursement - 2025 Angelic Kindness Event Guest	01-10-3616	85.00
			<u>\$85.00</u>

November 2025 Monthly Board Report

Executive Director (Paul Mills)

Illinois Library Association (ILA) Public Policy Committee

The ILA Public Policy Committee and the ILA Advocacy Committee hosted legislative meetups around our State to discuss upcoming legislative issues and prospective legislation for the upcoming sessions. I have also been asked to chair a subcommittee to examine the Library Records Confidentiality Act.

Libraries of Illinois Risk Agency (LIRA)

LIRA held its annual full membership meeting, and we achieved another successful renewal for our property/casualty and workers' compensation insurance. Our current membership stands at 67 libraries, with several more considering membership. I was also re-elected for an additional three-year term.

Village of Romeoville TIF Meetings

The Village of Romeoville held its TIF (Tax Increment Financing) District meetings for 2025. Our District is part of three of the nine TIF Districts Romeoville has in operation. A TIF District is a tool used by municipalities to promote economic growth that are in need of improvement, and Romeoville has done and is doing excellent work with theirs.

Deputy Director (Nancy Korczak)

Highlights

In November, we successfully hosted several excellent programs thanks to the partnerships we have established with our community members. On November 4th, Giamanco Law Partners hosted a seminar on Power of Attorney for Property, which was well received. Lawyers presented the information in both English and Spanish and assisted attendees in fully executing the power of attorney on-site.

We continued the month with the Volunteer Open House. Our ATSD staff did a great job of reaching out to community organizations that needed volunteers and bringing them together for this program. Visitors were able to explore and speak with members of each organization to learn more about their volunteer opportunities.

Our Teen and CSD departments ended the month by hosting the Startup Academy. In partnership with Wintrust, our young entrepreneurs gained valuable insights into running their businesses and managing their finances. Their journey ended with the Market where they were able to sell their products. It is always great to see how creative our young patrons can be and how much work they put into their products.

Adult & Teen Services Report (Debra Dudek)

Department Summary

- The department hosted programs and book displays for Native American Heritage and National Veterans Month.
- ATSD staff conducted a review of mortgage assistance resources, community assistance resources, updated the Zoom training slide deck, and prepared new computer class packets.
- Patrons are requesting more assistance with computer tasks, such as getting set up for selling items online, using library databases, and requesting help to transition from cable to streaming entertainment channels.
- Staff created book displays featuring Winter Reads, Disability Rights, Wildlife Conservation, and Seasonal Cooking.
- Two staff members completed their online training and applied for notary stamps and journals.

Adult Programming Highlights

- Adult services staff assisted with the Children's Department Start-Up Market by hosting a tote bag craft and assisting with the market event.
- The department featured two programs for National Veterans Month
 - Senior Social featured a presentation of the World War I US Army Signal Corps operators known as the 'Hello Girls'
 - World War II Military Genealogy Workshop garnered strong in-person and virtual attendance
- The department hosted its first Volunteer Fair on November 8. While patron turnout was low, we received positive feedback from the groups attending the program
- Top Programs - World War II Military Genealogy Workshop (46), Senior Social: The Hello Girls (39), Cooking with Chef Maddox: Trilogy of Citrus (32), Volunteer Open House (31), R&B Line Dancing (22), and Power of Attorney for Property (17)

Teen Programming Highlights

- The Teen Services staff assisted the Children's Department with Kindness Day and Teen Start-Up Academy programming.
- Hayley and Randi visited all Bolingbrook middle schools to distribute Great Reading Race prizes and facilitate kindness bracelet crafts.
- Hayley and Randi visited Brooks Middle School to introduce our Brainfuse tutoring and database for math classes.
- Alex hosted virtual reality open play, watercolor jellyfish painting, and beaded spider craft program.
- Hayley, Alex, and Josh created book lists and displays for teen mysteries, romance, winter reads and rainbow reads.
- Take-It Make-It Be Kind Bracelets (58), Teen Volunteering Book Recommendations (49), Take-It Make-It Craft: Squirrel House (35), Question of the Week (30), Brick Specs: LEGO Glasses (16), Teen Movie Friday (13), Early Release Teen Movie: Smurfs (12).

Department Statistics

- Five students were enrolled in Career One High School
- One student completed over 97% of their COHS coursework
- Three students completed over 50% of their coursework
- One student completed their 30-day probationary period and has transferred 40% of their prior high school credits into our program

Children's Services (Joyce Arellano)

Department Summary

- This month, Children's Services worked with Adult & Teen Services and Bolingbrook Bank & Trust to plan and present Start-Up Academy for tween and teen entrepreneurs. In this program series, kids in grades 3–8 learned the basics of business planning, finance and marketing in order to start their own business. The tweens and teens then had the opportunity to "open" their businesses by selling their homemade products at the Start-Up Market. 8 tweens and 6 teens participated in the program. We had a fantastic show of support from the community at the Start-Up Market. 122 patrons came to shop! Photos from the event are below courtesy of Hayley in Adult & Teen Services.



- We celebrated one anniversary this month. Congratulations to Children’s Services Librarian, Sarah D., for 21 years of service!

Programming Highlights

- In addition to offering Start-Up Academy (Christina), Children’s Services offered a variety of programs for all ages this month including Family Reading Dragons Night (Jordan), Fairy Tales in Stop Motion (Adrienne), Preschool Art: Super Squids (Rosemary), My Dream Playground (Rachel) and Beep Bop Baby (Chris).
- Children’s Services also planned and presented Open Crafternoon (Soko) and Zootopia Party (Andi and Isabel) during Valley View School District’s Thanksgiving break.



Department Statistics

- 1,724 patrons attended CSD’s 78 active (synchronous) programs.
- 668 patrons participated in 9 passive (asynchronous) programs.
- 257 babies, toddlers and preschoolers are participating in 1000 Books Before Kindergarten. 6 new children signed up this month.
- 442 children are participating in Reading Dragons & Friends. 32 new children signed up this month!
- 808 reference questions were answered.
- 1,033 directional questions were answered.
- 24 one-on-one instruction sessions were completed.

Circulation Services (Jacob Luce)

Department Summary

- Circulation had our quarterly RAILS count this month; 70 bins were sent out with 2,011 items.
- The Department Manager attended training on operating the new book vending machine that will be placed in the Children's area.
- The Department Manager, Assistant Manager and Associate Manager attended an all day Library Administration seminar hosted by the Oak Lawn Public Library that was held at the Moraine Valley College campus.
- The Aides have been doing a great job cleaning the shelves since this task was incorporated into their workflow; shelf cleaning has continued for the month of November. The Aides continued to clean the 600s section of the Adult Nonfiction collection.
- The Associate Manager and the Aides Team assisted Collection Services with sifting and rebalancing the Juvenile World Language Collection after the shelving was expanded. Additionally, the Associate Manager and the Aides Team completed the shifting and rebalancing of the Juvenile Fiction Collection. The end cap signage for that collection was also updated.
- The Department Manager worked with Collection Services staff to help store shelving that was replaced by more effective shelving in the Juvenile collection.
- The Department Manager, Assistant Manager and Associate Manager continued to review applications for the open Specialist and Aide position.

Department Statistics

- 155 new library cards were issued in person, 18 of those being reciprocal borrower cards, 54 patrons signed up for library cards online.
- 147 license plate stickers were renewed, a 11% increase from November 2024.
- 343 patrons utilized our Drive-Thru.
- 1,942 items were checked out through Drive-Thru.
- 1,108 items were checked out through the On-site Lockers.
- 131 items were checked out through the BRAC Lockers.

Collection Services (Christina Theobald)

Department Summary

- A handful of Collections staff attended the all-staff PinTech meeting at the Plainfield Area Library, including Isabel, Bini, Chris, Liz and Christina. The group reviewed cataloging suggestions and reminders for specific MARC fields. We also discussed Baker & Taylor cancellations and alternative vendors that libraries are using. Pinnacle staff provided a presentation on new technical services features now available in Leap.
- Christina and Lily attended a PinDigital Committee meeting hosted at the Plainfield Area Library. We received a recap of topics that the Chair discussed with our OverDrive reps, discussed the changes to suspended holds and approved the magazine subscription renewal for 2026.
- The Children's Collections Task Force met this month. We discussed final tasks to wrap up the J Graphics and J Series project and talked out the workflow for ordering books to stock the vending machine. We also collaborated with Tasos to update shelving in CSD's World Languages area. We replaced the area's empty AV shelves with additional book shelves. Brett created a new shelving layout and worked with Circulation to shift the materials and rebalance the shelves. The extra book shelving provides more room for growth and space for the existing World Languages to breathe.
- Liz and Lily worked to create 5 new Roku-Hotspot kits to fulfill patron holds on these popular items. They aim to complete the last additional kit in December, for a total of 12 Roku-Hotspot kits circulating for the main library.
- Bini and Brett worked to place the first Children's World Languages order with Wepa Libros. Bini also worked with Lynnette to place the first order of Adult titles with Libraria.
- November was rich with meetings, trainings and networking opportunities. In addition to the PinDigital and PinTech meetings, staff attended the Collection Development Networking Meeting at the Wheaton Public Library and provided committee updates at the FPLD-Pinnacle

meeting. Brett, Lily and Christina also received training on the book vending machine soon to be installed in CSD.

- Chris conducted a lot of training this month within the Cataloging division. Lauren was trained on cataloging picture books; Isabel was trained on cataloging WhaZoodles and how to handle On The Fly items. Connie helped to finish the J Series project by relabeling Outreach's items.
- Liz collaborated with Allyse in Finance to move last year's invoices downstairs to the Archive Room.

Department Statistics

- 2,531 new items were added to the collection.
- 4,155 old and worn items were withdrawn from circulation.
- 190 incoming interlibrary loans were processed for our patrons.
- 175 outgoing interlibrary loans were shared with other libraries.
- 312 items were repaired, 365 invoices were paid and 231 boxes were opened.
- 6.2% of collection is considered "dead", defined as items not circulated in 2 years. We are under the standard recommendation of less than 10% dead.
- 5.9% of collection is considered "grubby", defined as having circulated 75 times or more. We are under the standard recommendation of less than 10% grubby.

Collection Highlights

- 2.5% increase in digital circulation compared to last November.
- Digital circulation was 21% of the library's total circulation.
- Studio Equipment experienced the highest positive circulation growth, with 312 more circs and a 24% increase compared to last November.
- Following in circulation growth was Juvenile Graphic Novels, garnering 266 more circs and a 8% increase, Magazines with 199 more circs and a 59% increase and Juvenile World Languages with 145 more circs and a 22% increase.
- Adult Fiction, Young Adult Nonfiction and Adult Video Games also experienced positive circulation growth.

- The most popular collections continue to be Picture Books, Movies & TV and Adult Fiction books.
- Juvenile Graphic Novels was the 4th most popular collection in November, surpassing Juvenile Fiction chapter books.
- The most popular Children’s display was *Thanksgiving* with 241 circs, followed by *1,000 Books Before Kindergarten* with 145 circs. The 2nd floor *Military Thrillers* movie display garnered 136 circs.
- The most popular adult fiction book was *The Intruder* by Freida McFadden, followed by *The Widow* by John Grisham. The most popular adult nonfiction book continued to be *107 Days* by Kamala Harris.
- The most popular Juvenile book was *Dog Man: Twenty Thousand Fleas Under the Sea* by Dav Pilkey. The most popular picture book was *I broke my trunk!* By Mo Willems. The most popular teen book continues to be *Sunrise On the Reaping* by Suzanne Collins and *Legendary Frybread Drive-in: Intertribal Stories*.
- The most popular movies were *The Fantastic 4: First Steps*, *Mission Impossible: the Final Reckoning*, *Jurassic World: Rebirth* and *The Bad Guys 2*.

Circulation by Branch

Branch	Nov 2024	Nov 2025	Change	% Changed
Building	46014	42695	-3319	-7.21%
Outreach	6694	6229	-465	-6.95%
Studio	1319	1631	312	23.65%
Digital	13070	13397	327	2.50%
Totals	67097	63952	-3145	-4.69%

Digital Collection Usage

Digital Platform	Nov 2024	Nov 2025	Change	% Changed
Boundless <i>*discontinued in November</i>	237	21	-216	-91.14%
Freemal	1265	630	-635	-50.20%
Hoopla	3317	3876	559	16.85%
Kanopy	544	635	91	16.73%
Libby	7334	7993	659	8.99%
PressReader	373	242	-131	-35.12%
Totals	13070	13397	327	2.5%

Displays



Communications (Melissa Bradley)

Department Highlights

- Our Google Ads had 20,574 impressions and 2,472 clicks.
 - Campaigns with the most impressions:
 - Kanopy: 5,396 impressions; 588 clicks
 - Facebook: 4,278 impressions; 1,145 clicks
 - Catalog: 3,743 impressions; 50 clicks
- We auto-renewed 239 library cards with Patron Point.
- We scheduled, wrote/edited and published 16 blog posts.
- Melissa attended the ILA Marketing Forum's Roundtable Lessons Learned in 2025.
- Melissa and Sabrina attended a training on Children's Services new book vending machine.
- The Communications team attended the Library Marketing & Communications Conference.
- Steven took the Patron Point training Re-engaging Lapsed Users.
- The Communications team, along with other staff members, took the Basics of PDF Accessibility training with Grackle.
- Melissa made our first fully accessible pdf for the website, the 2024–2025 [annual report](#).
- Melissa and Sabrina spent a lot of time setting up *The Fountain* design file so the spring issue will be fully accessible on our website.
- Sabrina completed work on the annual report, created promotional materials for the Start-Up Market and designed several flyers for Outreach and display cart signs for Collection Services.



Social Media Metrics

Facebook

- 10 new followers
- 2,343 page views
- 56,899 people viewed our content (reach)
- 952 engagements (likes, comments, clicks, saves & shares)

Instagram

- 17 new followers
- 6,446 people viewed our content (reach)
- 282 post engagements (likes, comments, saves & shares)
- 7,067 reel views

TikTok

- 40 new followers
- 1,659 post engagements (likes, comments, favorites & shares)
- 14,228 views

YouTube

- 3 videos & 6 shorts published
- 30 new subscribers (2,091 total)
- 12,186 views
- 320.9 hours of watch time
- 44,972 impressions (video thumbnails shown to viewers)

Email Marketing Metrics

MailChimp Blogs:

- 2,934 subscribers
- Average open rate: 45.7% (industry average is 29.5%)
- Average click rate: 1.3% (industry average is 2%)

Patron Point:

- Average open rate: 35.63% (industry average is 29.5%)
- Average click rate: 16.36% (industry average is 2%)

Facilities Operations (Tasos Priovolos)

Department Summary

- Our holiday lights have been installed!! We had the lights installed and operational by Thanksgiving weekend.
- The parking lot project was completed and we've completed our final walk-thru and punch-list review. Final punch-list items will be completed by the contractor when the weather warms up.
- The monument sign project has been postponed until the sign installer's engineering company submits a report on the existing foundation. This report is needed by the sign installers to assure the stability of the foundation for the new sign and will need to be reviewed by our architect.
- Along with other staff, met with the architects and the shelving manufacturer to review options and scheduling for the Children's department shelving replacement project.
- Met with the designers and engineers for the next phase of the LED light fixture project. Reviewed our current lighting control system and the current energy code requirements.
- Held a new-staff safety training session. This training includes reviewing our safety procedures, all safety equipment available to staff, and a tour of the emergency exits and staircases.
- Worked with IT to coordinate the installation of the new WiFi access points. This project is scheduled to begin the first week of December.

Zendesk

In November, 61 new maintenance tickets were created, and 52 new or existing tickets were completed.

Finance (Jennie Nguyen)

Highlights

Finance Liaison Meeting: The Executive Director and Finance Manager had met with two of our Board members to discuss the current financial reports, which include the budgetary and investment status as of the first quarter of the fiscal year. The Board President and Board Treasurer conducted a "mini audit" of our payment process by selecting and reviewing random payments. This process is similar to the process conducted by our auditors during the annual audit. The Finance team had passed with flying colors.

Post-Audit Review: The Finance Manager met with two of our Lauterbach & Amen to discuss adjusting journal entries for fiscal year 2025.

Finance Forms: The format and forms were reviewed and updated. The pages on the staff intranet for the Finance department and form pages were updated for better accessibility.

FPLD Roku Accounts: The AP Analyst worked with the Assistant Collection Manager to update the recurring purchase orders listed in the BS&A accounting system to ensure all information matches with Collection's records. The third party provider had placed restrictions on the number of Roku can be listed on a single payment account.

Human Resources (Elena Flores)

Recruitment

New Hires

- Alexandra Hamby - Accounts Payable Coordinator - 11/28

Open Positions

- Human Resources Specialist
- Circulation Services Specialist
- Circulation Services Aide

Information Technology (John Matysek)

Highlights

- During the month of November, 84 new help desk tickets were created by FPLD staff, and 77 new or existing tickets were solved by IT staff.
- Worked with vendor TDI Vertical to switch all network connections in the MDF (main data facility) and cutover all network traffic to the new firewall network appliance.
- Met with vendor TDI Vertical for a knowledge transfer training session on the configuration and operation of the library's new firewall network appliance.
- Met with vendor TDI Vertical and Tasos Priovolos multiple times for planning the low voltage cabling needs for the upcoming wireless network upgrade/migration project.
- Updated Microsoft Windows on all library servers.
- Updated the underlying VMware vSphere system software on the main network server.
- Updated the most popular utility software on all Windows based patron computers.
- Started configuration of the new VPN client software for designated staff to access the library network remotely.
- Attended a webinar by potential vendor Action1 on the capabilities of their software for remotely updating key software programs on staff computers.
- Started working with vendor Cisco to troubleshoot issues with the new 840 mobile phones used by staff.
- Worked with vendor TDI Vertical to conduct an on site walk through of the library with their low voltage technicians in preparation for the upcoming wireless network upgrade/migration project.
- Along with Jose Robles, Ben Jansen, and Aidan Bennett, configured a test computer with the new Interact self check software from vendor Communico for staff testing.
- Recognized Ben Jansen for his 5 year anniversary. Congratulations Ben!

Outreach Services (Tana Petrov)

Department Summary

- The Outreach team attended the library's Volunteer Open House (23 attendees at the Outreach table) and VVSD's Secondary Transition Experience Program at Brooks Middle School (60 attendees at the Outreach table).
- We reshelved all newly cataloged JF books in the Bookmobile and Outreach Office and swapped a few Bookmobile shelves for easier patron access.
- To boost Bookmobile checkouts, we launched themed Book Bundles, which we placed in Fountaindale-branded drawstring backpacks. Each bag includes 4–5 items and a small prize that patrons can keep, with bundles available for different age groups. We will start with nine themes and adjust as needed.
- Crash Champions completed the body work on the Library Express Van. The Ford Transit got preventative maintenance and oil change at Rod Baker Ford and passed emissions testing. Bookmobile went to TransChicago for oil change and preventive maintenance. All vehicles had a safety/fluids check and cleaning.

Programming Highlights

- Read-A-Palooza Reading Program concluded with 1,128 students participating across all Valley View elementary schools, Midwest Montessori and Furqaan Academy. BJ Ward had the highest participation (50% of the school participating) and received a full set of Monarch and Bluestem books for their school library. Second and third place schools each with 40% participation were Independence and Jamie McGee. Jonas Salk second grader Emma won the Kindle Fire. Thank you to the LMC Directors for partnering with us in this literacy program and to the Fountaindale's Friends for their donation to purchase the prize books for the schools.



- Dog Man Mania program on the Bookmobile was a huge success with 58 attendees. This was a fun program with several Bookmobile activities, including a Dog Man scavenger hunt, trivia, Pin the Badge on Dog Man, Arrest Petey Ring Toss, and Dog Man ISpy. Jen registered for and received a Dog Man & Friends promo kit that included six new Dav Pilkey books, posters, and an activity guide. We used these for prizes for patrons.

Department Statistics

- 3190 students attended booktalks
- 1674 visitors to the outreach vehicles
- 1046 reference questions answered
- 961 preschoolers attended storytimes
- 780 items retrieved from the off-site book drops
- 17 volunteer hours completed
- From June 2019 through November 2025, Outreach has completed 1,130 home deliveries and pickups, with this year already surpassing previous years. Thank you to Sarah for creating a chart illustrating these numbers.

Year	2019	2020	2021	2022	2023	2025	2025
Delivery Numbers	126	147	180	185	127	170	195

Studio 300 (Jacinto Gonzalez)

Department Summary

In November, we had Patrons who showed enthusiasm for maker equipment as many worked on personalized gifts, which meant there was steady traffic in the Studio and an increase in questions about sublimation, 3D printing, laser cutting, and sewing.

Staff assisted patrons, from first-time users learning the basics of designing holiday projects to returning makers who have experience using the machines. The Winter Selfie Station launched this month and has already received positive feedback from patrons who appreciated the ease of use and new backdrop.

The team also did maintenance and testing across several pieces of equipment, including the Glowforge, embroidery machines, and new Elegoo 3D printers, ensuring that the Studio remains reliable during one of the busiest creative months of the year. Studio team also engaged in professional development, equipment organization efforts, and niche training production.

Programming Highlights

Darn It! Mending Workshop (Ruth)

The “Darn It! Mending Workshop,” had patrons use sewing machines and Studio resources to learn multiple darning techniques, troubleshoot personal projects, and take home 3D-printed darning eggs created specifically for the event.

Podcasting Pop-Up (Monica)

Patrons were introduced to the fundamentals of podcasting through the Mix, Mash, Marvel pop-up program. Attendees learned about recording basics and available Studio equipment.

Penguin Take and Make (Ericka)

Patrons were able to pick up a kit to build their own penguin winter paper craft.

Maker & Media Training

- One-on-one sessions continued for sewing, embroidery, Blackmagic switcher training, and specialty maker equipment.
- Staff filmed and progressed multiple Niche Academy trainings, including embroidery, sublimation, and Cameo tutorials.

Department Statistics

- **6 programs** with **35 total attendees**
- **146** patrons used the audio booths
- **142** used the general conference rooms
- **34** used podcast studios
- **107** used video suites
- **241** Computer sessionsone

Patron Interactions & One-on-Ones

- **Monica:** Provided a sewing machine one-on-one; trained a patron on the Blackmagic switcher.
- **Connor:** Assisted patrons with sublimation.
- **Ericka:** Helped patrons with Maker Lab machines and project guidance, including personalized holiday gift projects.
- **Ryan:** Assisted Connor with videography for the sublimation training video; supported patrons during equipment usage sessions.
- **Ruth:** Provided individual guidance during the Darn It! Mending Workshop and embroidery Niche training sessions.
 - ge on Sawgrass SG500 and Glowforge equipment.

Other:

- Winter Selfie Station setup and testing, including creation of Photogrid quick-start guide. (Adriana)
- Equipment organization workflows are implemented using shared Google Sheets. (Connor)
- Seasonal and holiday displays created in the Studio glass case and office door. (Adriana)
- Preparation for Spring programming and upcoming collaborative events with Adler Planetarium and Teen Services.

Fountaindale Public Library November 2025 Statistics

Membership

- Active cardholders:
- New cardholders:
- Total visits:

Circulation

Building	Outreach	Lockers	Digital	Total
41,587(66.7%)	6,098 (9.8%)	1,239 (2%)	13,397 (21.5%)	63,952

Interlibrary Loan

- Items received for patrons: 190
- Items sent to other libraries: 175

Collection

- Total physical items owned: 212,559
- New physical items added: 2,531

Programming

Programs Offered

Children	Teens	Adults	Cross-Departmental	Online	Total
234	36	50	1	3	324

Program Attendance

Children	Teens	Adults	Cross-Departmental	Online	Total
5,957	1711	511	122	12,186	20,487

Reference

Directional Questions	Reference Questions	One-on-One Sessions
2,378	3,121	353

Spaces

Meeting Room Usage	Study Room Usage	Studio Room Usage
64	460	268

Technology

Wireless sessions	Computer usage	Website visits
18,030	3,121	28,157

Social Media

Facebook Likes	Instagram Followers	TikTok Followers
6,292	2,126	1,526

Comparisons

Comparison	This Year	Last Year	% Change
Circulation	63,952	67,097	-4.69%
Visitors	24,174	31,444	-23.12%
Cardholders	39,296	32,875	19.53%
Room Bookings	792	810	-2.22%
Reference Questions	3132	3,568	-12.22%
Computer Usage	3121	2,596	20.22%
Wi-Fi	18,030	19,627	-8.14%
Programs	20487	18,048	13.51%