

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
November 15, 2018 | 6:30 p.m.  
300 West Briarcliff Road | Bolingbrook | Board Room (2<sup>nd</sup> Floor)

**Hearing for Truth in Taxation Act – 2018 Proposed Property Tax Increase  
(Fiscal Year 2018/2019)**

1. Call to Order
2. Roll Call of Trustees
3. Comments from the Public
4. Adjournment

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
November 15, 2018 | 7:00 p.m.  
300 West Briarcliff Road | Bolingbrook | Board Room (2<sup>nd</sup> Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – October 18, 2018
5. Employee Recognition
  - a. Christine Zahorcik – 15 Years
  - b. Jessica Granados – 10 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
  - a. Approval of Ordinance 2018-6 – Tax Levy Ordinance
  - b. Approval of Resolution 2018-5 – Resolution Regarding the Issuance of Non-Resident Library Cards
  - c. Approval of Resolution 2018-6 – Approving a Revision to Authorized Signers for the BMO Harris Safe Deposit Box
  - d. Approval of 2019 Per Capita Grant Application
  - e. Approval of Tria Architecture Proposal for Infrastructure Plan and Schedule Request for Proposals
  - f. Approval of Statement of Receipts and Disbursements Fiscal Year 2017/2018
  - g. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest
  - h. Approval of Revised Studio 300 Policy
  - i. Approval of Break Time for Nursing Mothers Section for the Employee Handbook
  - j. Approval of Background and Motor Vehicles Records Check Section for the Employee Handbook
  - k. Approval of Reference Checks Section for the Employee Handbook
  - l. Approval of Employment Information and Verification Section for the Employee Handbook
  - m. Approval of Holidays and Supplemental Floating Holidays Sections for the Employee Handbook
  - n. Approval of Personal Time Section for the Employee Handbook
  - o. Approval of Vacation Section for the Employee Handbook
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
  - a. Bills Paid Report – November, 2018
  - b. Bills Payable Report – November, 2018
13. Director's Report – October, 2018
14. Unfinished Business
15. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
16. Announcements
17. Adjournment

## November 2018 Agenda Background

Paul Mills

### 8. New Business – Action Items

#### a. Approval of Ordinance 2018-6 – Tax Levy Ordinance

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

*Suggested Motion: Motion to approve Ordinance 2018-6 – Tax Levy Ordinance.*

#### b. Approval of Resolution 2018-5 – Resolution Regarding the Issuance of Non-Resident Library Cards

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

*Suggested Motion: Motion to approve Resolution 2018-5 – Resolution Regarding the Issuance of Non-Resident Library Cards.*

#### c. Approval of Resolution 2018-6 – Approving a Revision to Authorized Signers for the BMO Harris Safe Deposit Box

This resolution updates the list of individuals who may access the District's safe deposit box at BMO Harris Bank. The updated list is Board President Margaret (Peggy) Danhof, Vice President Robert Kalnicky, Executive Director Paul Mills and Finance Manager Jennie Nguyen.

*Suggested Motion: Motion to approve Resolution 2018-6 – Approving a Revision To Authorized Signers for the BMO Harris Safe Deposit Box.*

d. Approval of 2019 Per Capita Grant Application

The 2019 Illinois Per Capita Grant Application is complete. At this time we do not have a timetable for when the funds may be disbursed or if we will receive one this fiscal year. We have not yet received the funds for last year.

*Suggested Motion: Motion to approve the 2019 Illinois Per Capita Grant Application.*

e. Approval of Tria Architecture Proposal for Infrastructure Plan and Schedule Request for Proposals.

2 proposals were received in response to the Infrastructure Plan and Schedule Request for Proposals that we published. Tasos Priovolos, our Building Operations Manager and I reviewed them. Tria's proposal was the lower cost proposal. I also spoke with five references for Tria and they were all good. We have also worked with Tria in the past on two projects and they were both done well.

The cost to the library is \$29,850 for the proposal from Tria Architecture.

*Suggested Motion: Approval of Tria Architecture Proposal for Infrastructure Plan and Schedule Request for Proposals.*

f. Approval of Statement of Receipts and Disbursements Fiscal Year 2017/2018

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

*Suggested Motion: Motion to approve the Statement of Receipts and Disbursements Fiscal Year 2017/2018.*



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

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

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

- h. Approval of Revised Studio 300 Policy

This draft revision of our Studio 300 Policy features the following suggested changes:

- Added specific references to Maker technology (i.e. desktop fabrication) throughout document.
- Extended times for Non-District Users (NDU) to 4 p.m. Monday-Friday (was 2 p.m.)
- Clarified note about requiring an email address at Orientation.
- Added section about completing a new online form acknowledging patron completed Orientation.
- Changed Circulating equipment checkout from 3 to 5 days.
- Clarified section about only one room, per day, per cardholder.
- Reduced NDU required advance reservation from 72 to 24 hours.
- Added a large section to clarify Maker functions.
- Clarified NDU access to 1-on-1 training.
- Changed the requirement for checkout of equipment valued at \$750 or more from an authorization to a charge.
- Updated printing section to reflect equipment available.
- Maintained the fines as before.

This draft policy has been reviewed by our attorney and he had no recommended changes.

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

i. Approval of Break Time for Nursing Mothers Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

- Added reference to the Nursing Mothers in the Workplace Act.
- Policy was edited to provide employees who are nursing with reasonable paid break time to express milk for up to one year after the child's birth.

Our attorney has reviewed this draft. The changes to this policy are due to the amendment of the Nursing Mothers in the Workplace Act.

*Suggested Motion: Motion to repeal the existing Break Time for Nursing Mothers Section in the Employee Handbook and to approve the revised Break Time for Nursing Mothers Section for the Employee Handbook*

j. Approval of Background and Motor Vehicles Records Check Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

- Removed duplicate language regarding the Fair Credit Reporting Act (FCRA) requirements.
- While conducting prior employment verification, salary/wages will not be asked.
- Removed language stating files will be kept a minimum of five years. Following best practices, Background Check information shall be maintained a minimum of three years after separation of employment or according to record retention regulations.

Our attorney has reviewed this draft and made the above recommendations.

*Suggested Motion: Motion to repeal the existing Background and Motor Vehicles Records Check Section in the Employee Handbook and to approve the revised Background and Motor Vehicles Records Check Section for the Employee Handbook*

k. Approval of Reference Checks Section for the Employee Handbook

This draft revision of this section of the employee handbook includes no changes. Our attorney has reviewed it again.

*Suggested Motion: Motion to approve the Reference Checks Section for the Employee Handbook.*

l. Approval of Employment Information and Verification Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

- Allows for either the Human Resources Manager or Human Resources Representative to respond to requests for employment information.
- Restricts the information Fountaindale Public Library may provide to other employers regarding staff. We will no longer provide wage and salary information.
- The District will furnish employment information without employee's consent upon receipt of a subpoena, court order, or otherwise required by law.

Our attorney has reviewed this draft and made the last two recommendations.

*Suggested Motion: Motion to repeal the existing Employment Information and Verification Section in the Employee Handbook and to approve the revised Employment Information and Verification Section for the Employee Handbook.*

- m. Approval of Holidays and Supplemental Floating Holidays sections for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

- Content of the Holidays section did not change.
- Restriction that supplemental floating holidays need to be used in full day increments was removed.
- Clarified that supplemental floating holiday time must be used by December 31 of the calendar year in which it was granted or it will be forfeited.

Our attorney has reviewed this draft.

*Suggested Motion: Motion to repeal the existing Holidays section and Floating Holidays and Supplemental Floating Holidays section in the Employee Handbook and to approve the revised Holidays Section and Supplemental Floating Holidays Section for the Employee Handbook.*

n. Approval of Personal Time Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

- Clarified the policy to reflect the actual number of hours a full-time employee is entitled to, 15 hours, instead of two days.
- Removed the restriction that personal time must be used in half day increments.
- Added that if an employee changes status from part-time to full-time personal time benefits will be prorated from the date of that change.
- If an employee changes status from full-time to part-time, unused personal time will be forfeited.
- Employees will be required to substitute personal time during any period of unpaid leave under the Family and Medical Leave Act.

Our attorney has reviewed this draft.

*Suggested Motion: Motion to repeal the existing Personal Time Section in the Employee Handbook and to approve the revised Personal Time Section for the Employee Handbook*

o. Approval of Vacation Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

- Allows for all regular full-time and regular part-time employees to be eligible for annual vacation benefits. Seasonal employees do not receive vacation benefits.
- Removed the references to pay grades as they are no longer accurate. Eliminated reference to being hired prior to January 1, 2008.
- Employees will be required to substitute vacation time during any period of unpaid leave under the Family and Medical Leave Act.
- Vacation hours have increased by 30 hours for all full-time employees to reflect the elimination of Floating Holiday time.
- During an employee's first year of employment, they may take up to one-half of their vacation time after 90 days of employment. On their first year anniversary, employees are granted the remaining time off from the first year's vacation allowance earned to be used during their second year of employment.
- Non-exempt part-time employees will receive either 1, 2, or 3 weeks of vacation time with pay depending on their years of service. Hours per week are equal to the number of weekly hours hired for and regularly scheduled; such as 19 or 25.
- With the exception of an employee's first year of employment, annual vacation time made available to an employee on their anniversary date shall be used prior to the next anniversary date or it shall be forfeited. Vacation time may not be carried over.

Our attorney has reviewed this draft.

*Suggested Motion: Motion to repeal the existing Vacation Section in the Employee Handbook and to approve the revised Vacation Section for the Employee Handbook*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD OCTOBER 18, 2018  
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, October 18, 2018 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by President Margaret (Peggy) Danhof.

ROLL CALL

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

PRESENT

Present at roll call were Steven Prodehl, Robert Kalnicky, Kathryn Spindel, Ruth Newell, Marcelo Valencia and Margaret (Peggy) Danhof.

ABSENT

Trustee Celeste Bermejo

President Danhof left at 8:30 p.m. to attend an early ALA meeting in Chicago.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Castellanos and Jennie Nguyen.

PUBLIC PRESENT

The following public was present: Jody Hargett, Sean Hickey, Lia Lopez, Andrew Kim, Kyle Harding, John O'Driscoll and Ryan Harter.



## AGENDA APPROVAL

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

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

## MINUTES OF THE PUBLIC HEARING – September 20, 2018

The minutes of the Public Hearing held September 20, 2018 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

## MINUTES OF THE BOARD MEETING – September 20, 2018

The minutes of the board meeting held September 20, 2018 were presented. A motion to approve the minutes was made by Kalnicky, seconded by Prodehl. Minutes were approved as read.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

## COMMENTS FROM THE PUBLIC

No comments were made.

## FRIENDS OF THE LIBRARY

Jody Hargett reported about the recent Friends Fall Book Sale. The members-only sale on Friday, October 5 was very successful and grossed \$498.75. During the sale, the Friends received seven new members and had 16 membership renewals. Sunday's bag sale went over very well. The Friends did a \$100 paid Facebook ad which greatly helped to advertise the book sale throughout Chicagoland. Many customers found out about the book sale through Facebook. Lastly, local Bolingbrook organization African Spectrum once again picked up more books after the sale which grossed \$920. The total for the Fall Book Sale was \$2,615.38.

## NEW BUSINESS

### Approval of Financial Report for Fiscal Year 2017/2018

Sean Hickey from Lauterbach & Amen gave the Board an overview of the Financial Report. A motion to approve the Financial Report for fiscal year 2017/2018 was made by Spindel, seconded by Newell.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

### Approval of 2018 Truth in Taxation Notice

A motion to approve the 2018 Truth in Taxation Notice was made by Newell, seconded by Valencia.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

### Approval of Ordinance 2018-3 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2019/2020

A motion to approve Ordinance 2018-3 – Ordinance to levy an additional tax of .02% for fiscal year 2019/2020 was made by Kalnicky, seconded by Spindel.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

### Presentation on Bond Refinancing Scenarios

Andrew Kim from PMA Securities discussed the four available refinancing scenarios. Kyle Harding from Chapman & Cutler discussed their firm's role in the bond refinancing process. John O'Driscoll from Tressler also discussed his role as the library attorney in the process. All three firms will work together during the bond refinancing process.

### Approval of PMA Securities Agreement and Estimated Bond Issuance Costs

A motion to approve the PMA Securities agreement and estimated bond issuance costs was made by Prodehl, seconded by Valencia.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

Approval of Ordinance 2018-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2018/2019 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act

There was a discussion of the scenarios available and the consensus was to move forward with the option the includes an \$800,000 contribution this year.

A motion to approve Ordinance 2018-4 – An ordinance authorizing certain appropriation transfers in the fiscal year 2018/2019 Budget and Appropriation Ordinance pursuant to Section 30-90 of the Public Library District Act was made by Spindel, seconded by Valencia.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

Approval of Ordinance 2018-5 – Ordinance providing for the issue of not to exceed \$12,000,000 General Obligation Refunding Library Bonds of the District, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

President Danhof stated that the next item for consideration is the issuance of not to exceed \$12,000,000 general obligation refunding bonds to be issued by the District for the purpose of refunding certain of the District's outstanding bonds and that the Board of Library Trustees will now consider the adoption of an ordinance providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon.

This ordinance sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

A motion to approve Ordinance 2018-5 – An Ordinance providing for the issue of not to exceed \$12,000,000 General Obligation Refunding Library Bonds of the District, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof was made by Spindel, seconded by Valencia.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

### Approval of 2019 Library Closing Schedule

A motion to approve the 2019 Library Closing Schedule was made by Kalnicky, seconded by Prodehl.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

### Approval of 2019 Board Meeting Schedule

A motion to approve the 2019 Board Meeting Schedule was made by Valencia, seconded by Spindel.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

### LIBRARY PROJECTS

Mills reported that two firms responded to the request for proposals for an infrastructure plan and schedule. The responses are being reviewed and Mills anticipates bringing a recommendation to the Board in November.

Mills also reported that some initial plans for the Studio 300 work and the 2<sup>nd</sup> floor Computer lab work have been received and are being reviewed. Mills also reported that we will be adding an electrical scope to the Studio 300 work, which will add \$500 in fees for Sheehan Nagle Hartray.

President Danhof left at 8:30 p.m. to attend an early ALA meeting in Chicago. Vice President Kalnicky continued on to conduct the board meeting.

### CORRESPONDENCE

Both The Bugle and the Herald-News reported about the library's new My Library Rewards program.

### TREASURER'S REPORT

The Treasurer's Report for September, 2018 was presented by Treasurer Spindel and will be filed for audit.

## BILLS FOR APPROVAL

### Bills Paid Report – October, 2018

Bills paid for the month of October in the amount of \$81,850.66 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia,  
NAYES: None  
ABSENT: Bermejo, Danhof

### Bills Payable Report – October, 2018

Bills payable for the month of October in the amount of \$117,223.24 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia,  
NAYES: None  
ABSENT: Bermejo, Danhof

## DIRECTOR'S REPORT – September, 2018

Mills provided an update on the bookmobile, which is in for repairs. Mills also reported that bid specifications for a new bookmobile continue to be developed.

Mills provided an update on the Libraries of Illinois Risk Agency (LIRA) meeting he attended. Mills reported that the insurance renewal looks to be good. Mills also discussed a new type of insurance that is available regarding coverage for violent acts.

Trustee Prodehl asked about the rental of bike locks. Mills responded that we do lend them out as part of our effort to be a LEED Gold building. Lending out bike locks makes it easier for our patrons to bike to the library.

Trustee Newell asked if patrons are using the new Quiet Study Room on the 3<sup>rd</sup> floor. Mills reported that we are advertising the new space and helping patrons discover it.

Trustee Valencia asked about some declining circulation numbers. Mills discussed the decline in physical media (DVDs and CDs) and also childrens materials. Mills reported that work is being done to make childrens materials more accessible to help with these numbers.

## UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

The Bolingbrook Clergy will be holding their Thanksgiving Service on November 20 at 7 p.m. at Highpoint Church.

On November 14, the Bolingbrook Clergy will be holding a Narcan training session at Highpoint Church.

Community Service Council will hold their annual Take Back the Night event on October 25 at 6 p.m. in their parking lot.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 8:51 p.m.

Approved: \_\_\_\_\_  
Steven J. Prodehl, Secretary

\_\_\_\_\_  
Margaret J. (Peggy) Danhof, President

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

STATE OF ILLINOIS )  
 ) SS  
COUNTIES OF WILL )  
AND DU PAGE )

CERTIFICATION

The undersigned, STEVEN J. PRODEHL, hereby certifies that he is the Secretary of the Board of Library Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, that he was duly elected, has qualified and is now acting Secretary, that he is the keeper of the records and seal of said District, and that the document attached hereto as Exhibit A is a true, complete and correct copy of Ordinance 2018-6 entitled, TAX LEVY ORDINANCE OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, FOR FISCAL YEAR JULY 1, 2018 TO JUNE 30, 2019, which Ordinance was duly passed by the Board of Library Trustees of said District on the 15<sup>th</sup> of November, 2018, approved by the President of said District on the 15<sup>th</sup> day of November, 2018, and which Ordinance has been duly filed with the undersigned as Secretary of said District and is now in full force and effect.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and affixed the corporate seal of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 15<sup>th</sup> of November, 2018.

(SEAL)

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Steven J. Prodehl, Secretary  
FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DU PAGE COUNTIES, ILLINOIS

Ordinance 2018-6  
Tax Levy Ordinance  
Fountaindale Public Library District  
Will and Du Page Counties, Illinois

AN ORDINANCE for the levy of taxes for the general corporate purposes of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2018 and ending June 30, 2019; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special social security retirement expense tax levy, for a special Illinois Municipal Retirement Fund expense tax levy and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. By Ordinance 2018-2 entitled “Budget and Appropriation Ordinance of the Fountaindale Public Library District, Will and Du Page Counties, Illinois for Fiscal Year July 1, 2018 to June 30, 2019, passed on September 20, 2018, the Board of Library Trustees did appropriate TEN MILLION EIGHT HUNDRED TWENTY-EIGHT THOUSAND SEVEN HUNDRED SIXTY-EIGHT DOLLARS (\$10,828,768.00) for the corporate purposes of said District and that said Budget and Appropriation Ordinance is incorporated herein by reference.

SECTION 2. Of the total amount of TEN MILLION EIGHT HUNDRED TWENTY-EIGHT THOUSAND SEVEN HUNDRED SIXTY-EIGHT DOLLARS (\$10,828,768.00) appropriated, the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, requires to be raised by taxation the sum of EIGHT MILLION SIX HUNDRED SIXTY-FOUR THOUSAND FOUR HUNDRED FORTY-ONE DOLLARS (\$8,664,441) for the following purpose:

**Estimated Expenditures**

Salaries	\$3,416,267
<b>Total Salaries</b>	<b>\$3,416,267</b>

Prof. Dev. & Training	\$40,000
Employee Recognition	\$4,000
Membership Dues	\$9,200
Dues - Institutional	\$2,100
Mileage & Transportation	\$24,000
Room/Board / Meals	\$37,000
Hiring and Placement	\$500
Cafeteria Plan	\$469,680
EAP	\$2,000
<b>Total Personnel</b>	<b>\$588,480</b>

Building Security	\$2,400
Equipment Rental	\$7,200
Equipment Maintenance	\$174,000
Leased Equipment	\$66,000
Bookmobile Maintenance	\$25,200
Legal Expense - Attorney	\$30,000



Legal Expense - Publication	\$3,000
Bank Service Fees	\$4,500
Payroll Service	\$21,600
Professional Services	\$169,200
Printing	\$51,600
Catalog Management	\$28,800
Computer Circulation Expense	\$120,000
<b>Total Contractual Services</b>	<b>\$703,500</b>

Telephone Service	\$9,600
Telephone Data/Internet/Cable	\$58,800
Electricity	\$228,000
Gas	\$60,000
Water & Sewer	\$36,000
Minor Library Equipment	\$18,000
Minor Office Equipment	\$6,000
Minor Library Furniture	\$3,000
Minor Office Furniture	\$3,000
Office Supplies	\$36,000
Program Supplies	\$58,800
Computer Supplies	\$9,600
Board Supplies	\$2,000
Fuel Expense Bookmobile	\$9,000
Library Supplies	\$31,200
Postage	\$15,000
Shipping	\$12,000
Buildings	\$18,000
Grounds	\$60,000
<b>Total Supplies &amp; Utilities</b>	<b>\$674,000</b>

Books and AV	\$929,400
Programs - Adult	\$42,720
Programs - Children	\$19,200
Programs - Young Adult	\$18,000
Special Services/Events	\$8,400
Donations Expended	\$15,600
Computer Software	\$375,000
<b>Total Library Materials</b>	<b>\$1,408,320</b>

Library Equipment - Capital	\$30,000
Office Equipment - Capital	\$6,000
Library Furniture - Capital	\$6,000
Office Furniture - Capital	\$6,000
Special Projects	\$24,794
Automated Systems	\$94,200
PC Computer Equipment	\$48,000
Buildings - Capital	\$350,000
Grounds - Capital	\$12,000
<b>Total Capital Expenditures</b>	<b>\$576,994</b>

Miscellaneous	\$24,000
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Public Relations	\$51,600
<b>Total Miscellaneous</b>	<b>\$75,600</b>

<b>Total General Fund</b>	<b>\$7,443,161</b>
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Audit Expense	\$10,000
<b>Total Audit Fund</b>	<b>\$10,000</b>

Unemployment Insurance	\$9,000
Workmen's Compensation	\$14,000
Liability Insurance	\$19,000
Umbrella Policy	\$10,000
Treasurer's Bond	\$8,000
<b>Total Liability Insurance</b>	<b>\$60,000</b>

FICA	\$253,308
IMRF	\$590,000
<b>Total Social Security</b>	<b>\$843,308</b>

Building Maintenance	\$277,572
Building Supplies	\$30,400
<b>Total Maintenance</b>	<b>\$307,972</b>

**Total Operating Fund Expenditures    \$8,664,441**

SECTION 3. NOW, THEREFORE, there be and hereby is levied upon all the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year 2018/2019 for general corporate purposes the sum SEVEN MILLION FOUR HUNDRED FORTY-THREE THOUSAND ONE HUNDRED SIXTY-ONE DOLLARS (\$7,443,161.00).

SECTION 4. In addition to the foregoing general corporate levy, there is herein specially levied a sum of TEN THOUSAND DOLLARS (\$10,000.00) for the audit expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 50 ILCS 310/9.

SECTION 5. In addition to the foregoing, there is hereby specially levied a sum of SIXTY THOUSAND DOLLARS (\$60,000.00) for liability insurance expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 745 ILCS 10/9-107.

SECTION 6. In addition to the foregoing, there is hereby specially levied a sum of TWO HUNDRED FIFTY-THREE THOUSAND THREE HUNDRED EIGHT DOLLARS (\$253,3080.00) for social security retirement expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 7. In addition to the foregoing, there is hereby specially levied a sum of FIVE HUNDRED NINETY THOUSAND DOLLARS (\$590,000.00) for Illinois Municipal Retirement Fund expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 8. In addition to the foregoing, there is hereby specially levied a sum of THREE HUNDRED SEVEN THOUSAND NINE HUNDRED SEVENTY-TWO DOLLARS (\$307,972.00) for special equipping and maintenance expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 75 ILCS 16/35-5.

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

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

SECTION 11. The Secretary of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, is directed to file with the County Clerk of Will County, Illinois and the county Clerk of Du Page County, Illinois a certified copy of this Ordinance, and said County Clerks are hereby directed to cause the sum of SEVEN MILLION FOUR HUNDRED FORTY-THREE THOUSAND ONE HUNDRED SIXTY-ONE DOLLARS (\$7,443,161) for general corporate levy of this District; the sum of TEN THOUSAND DOLLARS (\$10,000.00) as a special audit expense tax levy of this District; the sum of SIXTY THOUSAND DOLLARS (\$60,000.00) as a special liability insurance tax levy of this District; the sum of TWO HUNDRED FIFTY-THREE THOUSAND THREE HUNDRED EIGHT DOLLARS (\$253,308) as a special social security expense tax levy of this District; the sum of FIVE HUNDRED NINETY THOUSAND DOLLARS (\$590,000.00) as a special Illinois Municipal Retirement Fund expense tax levy of this District and the sum of THREE HUNDRED SEVEN THOUSAND NINE HUNDRED SEVENTY-TWO DOLLARS (\$307,972.00) as a special equipping and maintenance tax levy of this District to be extended up and against the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, in accordance with the laws and statutes of the State of Illinois.

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

Passed by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 15<sup>th</sup> day of November, 2018.

Approved this 15<sup>th</sup> day of November, 2018.

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Margaret J. (Peggy) Danhof  
President of the Board of Library Trustees of  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DU PAGE COUNTIES, ILLINOIS

ATTEST:

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Steven J. Prodehl  
Secretary

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

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the Will County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for year 2018.

Check One

- X   The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.
- The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met. Said hearing was held on November 15, 2018.

\_\_\_\_\_  
Margaret J. Danhof, President  
Board of Trustees  
Fountaindale Public Library District  
Will and DuPage Counties, Illinois

Date: November 15, 2018

Attach this Certificate to Tax Levy

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

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the Du Page County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for 2018.

Check One

  X   The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.

       The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **applicable** and have been met. Said hearing was held on November 15, 2018.

\_\_\_\_\_  
Margaret J. Danhof, President  
Board of Trustees  
Fountaindale Public Library District  
Will and Du Page Counties, Illinois

Date: November 15, 2018

Attach this Certificate to Tax Levy

**RESOLUTION NO. 2018-5**  
**RESOLUTION REGARDING THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS**

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

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

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

WHEREAS, the Board of Trustees of the Fountaindale Public Library District has determined for the 2019 calendar year, commencing January 1, 2019 and ending December 31, 2019, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

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

SECTION 1: That the Fountaindale Public Library District shall participate in the reciprocal borrowing program of its region's library system and the non-resident library card program for the 2019 calendar year.

SECTION 2: From and after January 1, 2019, the non-resident fee card price will be \$547.24 calculated according to the General Mathematical Formula.

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

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

PASSED THIS 15<sup>th</sup> day of November, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15<sup>th</sup> day of November, 2018

ATTEST:

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Margaret J. (Peggy) Danhof  
President, Board of Library Trustees

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Steven J. Prodehl  
Secretary, Board of Library Trustees

**RESOLUTION NO. 2018-6**

**RESOLUTION APPROVING A REVISION TO AUTHORIZED SIGNERS FOR THE  
BMO HARRIS SAFE DEPOSIT BOX**

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

WHEREAS, the Library District derives its rights, power and authority from the various sections of the Illinois Public Library District Act; and

WHEREAS, the Library District finds that in order to accurately update those with authority to access a certain safe deposit box, it is in the best interest of the District to revoke the authority of all previously authorized signers and, further, to henceforth designate Board President Margaret J. "Peggy" Danhof, Board Vice President Robert A. Kalnicky, Executive Director Paul Mills and Finance Manager Jennie Nguyen as the only authorized signators with access to the safe deposit box number 436 which is located at the BMO Harris Bank, 225 Lily Cache Lane, Bolingbrook, Illinois; and

WHEREAS, the Library District approves that the Board President, Board Vice President, Executive Director, and/or Finance Manager shall assume responsibility for the safe deposit box; and

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

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

SECTION TWO: President Margaret J. "Peggy" Danhof, Vice President Robert A. Kalnicky, Executive Director Paul Mills and Finance Manager Jennie Nguyen are designated as the only



authorized signators with access to the safe deposit box number 436 which is located at the BMO Harris Bank, 225 Lily Cache Lane, Bolingbrook, Illinois; and

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

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

PASSED THIS 15<sup>th</sup> day of November, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15<sup>th</sup> day of November, 2018.

---

Margaret J. "Peggy" Danhof  
President, Board of Library Trustees

ATTEST:

---

Steven J. Prodehl  
Secretary, Board of Library Trustees



**JESSE WHITE • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

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

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, 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 statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

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

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

☒ 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 statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Fountaindale Public Library District

2. Library's control number: 30285 Branch number: 00

3. Contact information of person completing this grant application:

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

Preparer's title: Executive Director

Preparer's telephone number: (630) 685-4157

Preparer's email: pmills@fountaindale.org

4. **Population Served:** 67,683

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of 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 include appropriate and substantial supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The Fountaindale Public Library District Board of Trustees reviewed Chapter 8, Public Services: Reference and Reader's Advisory Services, of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. The check list was reviewed and all items were checked. The Board also passed a revised Reference and Reader's Advisory Policy.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

The Fountaindale Public Library District Board of Trustees did review these chapters. The Board is also currently undertaking a complete review of the Employee Handbook with an expected completion date of June 2019.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

The Board and select District staff reviewed "Beyond Assistive Technology: Improving Library Services to People with Disabilities" which is a recorded webinar made available through the Reaching Across Illinois Library System.

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes ☐ No ☒  
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please describe how the library connects with, serves and supports veterans and military families in your community.

The District participates in several events in our community that are designed to serve our veterans. Though we do not have a program geared specifically for our veterans, our Studio does offer a space for all community members to record their memories and experiences.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please ☒ Not at this time ☐

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

The District plans to use these funds to expand access to electronic resources for patrons of the District.



September 27, 2018

Fountaindale Public Library District

# STATEMENT OF INTEREST, PROPOSAL & QUALIFICATIONS

Submitted By:  
James A. Petrakos, AIA, LEED AP

Tria Architecture  
901 McClintock Drive, Suite 100  
Burr Ridge, Illinois 60527

630.455.4500  
[TriaArchitecture.com](http://TriaArchitecture.com)







## OUR FIRM



### THREE OFFICE LOCATIONS

BURR RIDGE, IL  
HOMWOOD, IL  
CHESTERTON, IN



### OVER FOURTEEN YEARS IN BUSINESS

TRIA HAS BEEN PROUDLY SERVING OUR CLIENTS SINCE 2004



# \$315M

OVER \$315,000,000  
IN CONSTRUCTION PROJECTS



### OVER 65 YEARS EXPERIENCE

TRIA'S THREE PARTNERS COLLECTIVELY HAVE OVER 65 YEARS OF EXPERIENCE IN THE PUBLIC MARKET



## OUR STAFF

# 10

ARCHITECTURAL STAFF



# 1

INTERIOR DESIGNER



# 1

GRAPHIC DESIGNER

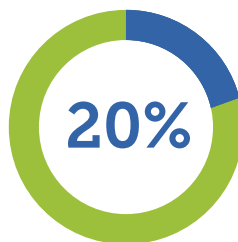


# 1

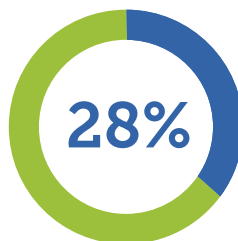
ADMIN STAFF



TRIA IS AN  
EQUAL OPPORTUNITY  
EMPLOYER



MINORITY STAFF MEMBERS



FEMALE STAFF MEMBERS



## OUR PHILOSOPHY



### TAILORED SERVICES

AS A MID-SIZED FIRM, WE ARE AWARDED THE FLEXIBILITY TO ADDRESS NOT ONLY THE DIVERSE NEEDS OF BOTH LARGE AND SMALL PROJECTS BUT ARE SIZED TO DO BOTH WELL



### CREATIVE SOLUTIONS

IT IS OUR GOAL TO UNDERSTAND YOUR PROBLEMS AND FACILITATE SOLUTIONS. THE CORNERSTONE OF OUR DESIGN PHILOSOPHY CONSISTS OF A COLLABORATIVE EFFORT PUT FORTH BY OUR TEAM AND YOUR KEY STAKEHOLDERS.



### PERSONAL ATTENTION

THE MAJORITY OF OUR FIRM'S WORK COMES FROM REPEAT BUSINESS AND CLIENT REFERRALS. WE BELIEVE THIS DEMONSTRATES OUR LEVEL OF SERVICE AND ABILITY TO FOSTER MEANINGFUL, PROFESSIONAL RELATIONSHIPS.

TAILORED SERVICES. CREATIVE SOLUTIONS. PERSONAL ATTENTION.



September 27, 2018

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

**Re: Statement of Interest & Qualifications for Architectural Services for Fountaindale Public Library**

Members of the Selection Committee:

With great enthusiasm I submit Tria Architecture's team qualifications for this exciting opportunity TO CONTINUE to work with the Fountaindale Public Library District. As the smaller firm, my staff and I believe in building strong personal relationships with our clients and their communities in which we do so through three pivotal value points: **Tailored Services, Creative Solutions, and Personal Attention.**

**Tailored Services.** While always placing an emphasis on service, we know that no client's needs are the same, and although projects may be similar in scope, every project is unique. Apart from the normal project work, we will also provide assistance to your staff by facilitating in-house projects through code reviews, quick design sketches, and contractor back-ground checks.

**Creative Solutions.** As your Architect, we will become your advisor, your construction cohort, and above all else, your creative solution provider. The cornerstone of our design philosophy consists of a collaborative effort put forth by our team and key stakeholders. We are here to support and accommodate you with creative solutions that facilitate your needs and stay well within your budget.

**Personal Attention.** Of our three pivotal value points, we believe our personal attention to the client is truly the core value from which the other values are influenced. With a majority of our firm's work coming from repeat business and client referrals, we believe our level of service and ability to foster meaningful, professional relationships is clearly demonstrated in our history of work. Our team is there from beginning until the end, from the first nut to the last bolt, wearing the dust proudly along the way as we meet each milestone.

On behalf of Tria Architecture, we greatly appreciate the time taken to review our qualifications as we would very much like to continue our relationship and assist with Fountaindale Public Library District's ongoing development.

Sincerely,

**TRIA ARCHITECTURE**

James A. Petrakos, AIA, LEED AP  
Managing Principal

**TAILORED SERVICES. CREATIVE SOLUTIONS. PERSONAL ATTENTION.**

## A: Contact Information

### Primary Contact:

James A. Petrakos, AIA, LEED AP  
Managing Principal  
P. 630.455.4500  
F. 630.455.4040  
E. JPetrakos@Tria-Arch.com  
W. www.TriaArchitecture.com



## B: Corporate Profile

### Principals & Staff:

Tria Architecture was formed and is managed by three Principal Architects:

James A. Petrakos, AIA, LEED AP  
Thomas R. Szurgot, AIA, LEED AP  
Ronald E. McGrath, AIA, LEED AP

Tria Architecture has a staff of thirteen, consisting of ten architects, one interior designer, one graphic designer, and one administrative staff member. We also have strong relationships with consultants in all disciplines, giving us the ability to tailor the most qualified team for each project.

### Number of Years in Business:

Tria Architecture has been proudly serving our clients for over fourteen years under the same name (our organization has not been known by any other name).

### Type of Organization:

Tria Architecture is an S-Type Corporation.

### Number of Offices:

Tria Architecture has three offices. Your projects will be managed by our Burr Ridge Office.

#### West Suburban Office (Headquarters)

901 McClintock Drive  
Suite 100  
Burr Ridge, IL 60527

#### Northwest Indiana Office

436 Sand Creek Drive N  
Suite 105  
Chesterton, IN 46304

#### South Suburban Office

1820 Ridge Road  
Suite 209  
Homewood, IL 60430

### Professional Affiliations:

*Illinois Association of  
School Boards (IASB)*

*Association for Learning  
Environments (A4LE)*

*Illinois Association of  
School Administrators  
(IASA)*

*American Institute of  
Architects - Chicago,  
Northeastern Illinois  
Chapters*

*Illinois Association  
of School Business  
Officials (IASBO)*

*National Council of  
Architectural Registration  
Boards (NCARB)*

*South Suburban School  
Business Officials  
(SSSBO)*

*U.S. Green Building Council  
(USGBC)*

*Will County School  
Business Officials  
(WilCo)*

*Leadership in Energy and  
Environmental Design (LEED)*

*Roofing Consultants Institute  
(RCI)*

TAILORED SERVICES. CREATIVE SOLUTIONS. PERSONAL ATTENTION.



## **C: Key Personnel: Project Team**



**James A. Petrakos**  
**AIA, LEED AP**

**Managing Principal**

**20+ Years of Experience**

**Master of Architecture /  
Master of Science  
(Civil Engineering)**

As Co-Founder and Managing Principal, Jim will provide assistance with the project start-up procedures, by coordinating and negotiating Owner contracts and assisting in the selection of sub-consultants. Providing a constant resource for clients to address any questions or issues throughout a project, Jim will oversee the progress of any project to maintain a consistent time line that stays within budget. Jim has over twenty years of public and private architecture experience with a specialization in project management as well as a dedication to client commitment.



**Ronald E. McGrath**  
**AIA, LEED AP**

**Project Principal /  
Facility Assessment  
Administrator**

**20+ Years of Experience**

**Master of Architecture**

One of three Co-Founders and Principal Architect of Tria Architecture, From the initial walk-through to completion, Ron will provide constant coordination between himself, key stakeholders, and any in-house staff involved with the project. With over twenty years of public and private architectural experience, Ron has a strong understanding of the importance of providing exceptional service that stays well within a client's budget.



**Nicholas T. Graal**  
**AIA, LEED AP BD+C**

**Project Manager**

**10+ Years of  
Experience**

**Bachelors of Arts in  
Architectural Studies**

Nick has over ten years experience in managing projects large and small. As the "boots on the ground", Nick will provide daily coordination for any potential project that may need to be addressed. His services include proposing solutions and producing potential drawings for bidding and construction. Through the coordination of sub-consultants as well as in-house staff, Nick will provide consistent construction observation with assistance and direction from the Project Principal when his services are required.

## **C: Key Personnel: Resumes**

(As Follows)



### Experience:

14 Years with Tria Architecture  
8 Years with Other

### Education:

Bachelor of Science in  
Architectural Studies, 1993,  
University of Illinois at  
Urbana-Champaign

Masters of Architecture /  
Master of Science  
(Civil Engineering), 1997,  
University of Illinois at  
Urbana-Champaign

### License:

Illinois

### Affiliations:

American Institute of Architects  
(AIA)

U.S. Green Building Council  
(USGBC) - LEED AP

Illinois Association of School Boards  
(IASB)

Illinois Association of School  
Administrators (IASA)

Illinois Association School Business  
Officials (IASBO)

Illinois City/Council Management  
Association (ILCMA)

Illinois Public Transportation  
Association (IPTA)

Illinois Fire Chief's Association  
(IFCA)

### Community Involvement:

City of Lockport Alderman

Former AIA, Northeastern Illinois  
Chapter Board Member

Former IASBO Service Associate  
Advisory Committee Member

Former Boy Scouts of America  
Rainbow Council Board Member

## James A. Petrakos, AIA, LEED AP

### Managing Principal

Jim has over twenty years of public and private architectural experience managing projects ranging from \$7,400,000 outdoor amphitheaters to \$22,000,000 additions and renovations. With a dedication to client commitment he is the client liaison and assists clients with project start-up procedures, the selection of subconsultants, and the overall coordination and negotiation of Owner contracts. Apart from his role with Tria Architecture, Jim has also served as an Alderman for the City of Lockport since 2015.

### Highlighted Projects

#### Worth Public Library District

- Facility Wide - Master Plan
- Facility Wide - Interior Renovations

#### Summit Hill School District 161

- District Wide Facility Assessment, Master Plan & Renovations

#### Homer Community Consolidated School District 33C

- District Wide Facility Assessment, Master Plan & Renovations
- District Wide Security Assessment

#### Midlothian School District 143

- District Wide Facility Assessment, Master Plan & Renovations

#### Indian Springs School District 109

- District Wide Facility Assessment, Master Plan & Renovations

#### Alsip, Hazelgreen, & Oak Lawn Elementary School District 126

- District Wide Facility Assessment, Master Plan & Renovations

#### Village of Schiller Park

- Campus Wide Facility Assessment & Master Plan



Fountaindale Public Library District

"The Fountaindale Public Library District worked with Tria on two separate projects simultaneously, and Tria did a wonderful job administering both of them."

Mr. Paul Mills  
Executive Director  
Fountaindale Public Library District



## Ronald E. McGrath, AIA, LEED AP

### Project Principal/Facility Assessment Administrator

With over twenty years of architectural experience managing projects ranging from \$4,000,000 public works buildings to \$20,000,000 new manufacturing facilities, Ron has a strong understanding of the architectural process and its importance when developing a successful project. Apart from being one of three Co-Founders and Principal Architects, Ron is also Tria Architecture's in-house roofing expert and primary facility assessment administrator.

### Highlighted Projects

#### Fountaindale Public Library District

- Additional Sump Pit Installation
- Boiler Renovations

#### Worth Public Library District

- Facility Wide - Master Plan
- Facility Wide - Interior Renovations

#### Summit Hill School District 161

- District Wide Facility Assessment, Master Plan & Renovations

#### Homer Community Consolidated School District 33C

- District Wide Facility Assessment, Master Plan & Renovations
- District Wide Security Assessment

#### Midlothian School District 143

- District Wide Facility Assessment, Master Plan & Renovations

#### Indian Springs School District 109

- District Wide Facility Assessment, Master Plan & Renovations

#### Alsip, Hazelgreen, & Oak Lawn Elementary School District 126

- District Wide Facility Assessment, Master Plan & Renovations

#### Village of Schiller Park

- Campus Wide Facility Assessment & Master Plan

#### Experience:

14 Years with Tria Architecture  
8 Years with Other

#### Education:

Bachelor of Science in Architectural Studies, 1995,  
University of Illinois at Urbana-Champaign

Masters of Architecture, 1998,  
Illinois Institute of Technology,  
Chicago, Illinois

#### License:

Illinois, Indiana

#### Affiliations:

American Institute of Architects (AIA)

U.S. Green Building Council (USGBC) - LEED AP

Illinois Association of School Boards (IASB)

Roofing Consultants Institute (RCI)

Illinois Association of School Administrators (IASA)

Illinois Association School Business Officials (IASBO)

Illinois City/Council Management Association (ILCMA)

Illinois Public Transportation Association (IPTA)

Illinois Fire Chief's Association (IFCA)



Alsip, Hazelgreen, Oak Lawn School District 126:  
Stony Creek Gym Addition (Rendering)

"As a School District using public funds we don't want luxury and grandeur; we want practical space that is up to code and will have a long useful life. Tria's designs provided us with great functional space within our budget."

Mr. Steve Gress  
Director of Business Services  
Alsip, Hazelgreen, Oak Lawn School District 126





### Experience:

5 Years with Tria Architecture  
7 Years with Other

### Education:

Bachelor of Arts in  
Architectural Studies, 2005,  
University of Illinois at  
Chicago

### License:

Illinois

### Affiliations:

American Institute of Architects  
(AIA)

U.S. Green Building Council  
(USGBC) - LEED AP

Illinois Association of School Boards  
(IASB)

Illinois Association of School  
Administrators (IASA)

Illinois Association School Business  
Officials (IASBO)

Illinois City/Council Management  
Association (ILCMA)

Illinois Public Transportation  
Association (IPTA)

Illinois Fire Chief's Association  
(IFCA)

### Community Involvement:

Consolidated High School  
District 230 - Building & Finance  
Committee Member

## Nicholas T. Graal, AIA, LEED AP BD+C

### Project Manager

Working as an architect for over ten years, Nick has a wide range of experience working on various project including renovations, additions, and new buildings. Putting the client's needs first he is always readily available as project manager to assist with any issues that may arise throughout a project. Under supervision of the project principal, Nick provides constant coordination with in-house staff throughout the life cycle of a project.

### Highlighted Projects

#### Fountaindale Public Library District

- Additional Sump Pit Installation
- Boiler Renovations

#### Summit Hill School District 161

- District Wide Facility Assessment, Master Plan & Renovations

#### Homer Community Consolidated School District 33C

- District Wide Facility Assessment, Master Plan & Renovations
- District Wide Security Assessment

#### Midlothian School District 143

- District Wide Facility Assessment, Master Plan & Renovations

#### Indian Springs School District 109

- District Wide Facility Assessment, Master Plan & Renovations

#### Alsip, Hazelgreen, & Oak Lawn Elementary School District 126

- District Wide Facility Assessment, Master Plan & Renovations

#### Village of Schiller Park

- Campus Wide Facility Assessment & Master Plan

#### Village of Oak Lawn

- Fire Station #8 - Facility Assessment
- Village Hall Campus - Master Plan



Fountaindale Public Library District

"Nick Graal was always available to answer our questions and made sure the projects were completed to our satisfaction."

Mr. Paul Mills  
Executive Director  
Fountaindale Public Library District

## **C: Key Personnel: Sub-Consultants**

*Tria Architecture, Inc. is fortunate to have the ability to select the consultants that best fit our client's needs. All engineering components will be completed by qualified outside firms as needed. Additionally, we are happy to work with any engineer you may be currently working with. Below is a list of consultants we have worked with on similar projects.*

### **Mechanical, Electrical, Plumbing Engineering:**

#### **CS2 Design Group, LLC**

837 Oakton Street  
Elk Grove, Illinois 60007  
847.981.1880  
www.cs2designgroup.com

**CS2 Design Group, LLC** is a mid-sized consulting firm licensed to practice mechanical and electrical engineering. Since our start in 1995, the firm has grown into an industry leader specializing in engineering for learning environments. CS2 has grown into an industry leader in the markets that it serves. We are able to hear the needs of our customers and translate them into systems required to achieve a successful project. CS2 continually provides cost effective, high quality design solutions for their clientele.

#### **W-T Engineering, Inc.**

2675 Pratum Avenue  
Hoffman Estates, Illinois 60192  
224.293.6333  
www.wtengineering.com

**W-T Engineering, Inc.** is a family of companies that comprise a full-service consulting engineering firm. For over forty years, we have been serving school districts, municipalities, park districts, architects and corporate clients with innovative and economical design solutions for their developments. We provide clients with a one-stop company to help maintain the integrity of all projects from start to finish. By incorporating all needed engineering disciplines, each customer receives the most efficient and cost effective solution for each respective project.

#### **O'Higgins and Arnold Sustainability, LLC**

769 Heartland Drive  
Sugar Grove, Illinois  
60554  
630.538.1996

**O'Higgins and Arnold Sustainability, LLC** has provided professional consulting and engineering services to a vast array of clients for the past 8 years. Our work ethic is a reflection of the quality of work and the dedication of the staff to each and every project from start to finish. Our firm is dedicated to quality, innovation in design, ability to meet schedules, completeness and thoroughness of our designs, industry involvement, community involvement and customer satisfaction. It is this philosophy of service and the privilege to work with our distinguished clientele that keeps OAS, LLC at the head of the engineering community.

#### **KJWW Engineering Consultants**

623 26th Avenue  
Rock Island, Illinois 61201  
309.788.0673  
www.kjww.com

**KJWW Engineering Consultants** is an international engineering consulting firm providing innovative engineering solutions for building systems planning and design. KJWW's education specialists can provide the flexibility and safety schools desire. Our goal is to create the best education environment for students, teachers and administrators, while working within the appropriate budget. Our award-winning designs have included geothermal, ice storage, solar arrays, daylight harvesting and heat recovery to name a few. We have served nearly 75 school districts within the past five years, with more than \$1.2 billion in construction.

## Structural Engineering:

### **Larson Engineering**

1488 Bond Street  
Naperville, Illinois 60563  
630.357.0540  
[www.larsonengr.com](http://www.larsonengr.com)

**Larson Engineering** is an internationally recognized, full service engineering firm with clients and projects spanning the globe. Educational facility design is our forte, and represents the largest sector of our company's projects in our 32 year history. We have been involved with an array of educational project types, from press box designs at school stadiums, to the design of student centers, classrooms, libraries, performing arts centers and dormitories. It is our collaborative approach and attention to detail that has allowed us to enjoy these ongoing and rewarding relationships with the education community

## Civil Engineering:

### **Eriksson Engineering Associates, Ltd.**

601 West Randolph #500  
Chicago, Illinois 60661  
312.463.0551  
[www.eea-ltd.com](http://www.eea-ltd.com)

**Eriksson Engineering Associates, LTD.** was founded in 1995 and is a creative resource for civil engineering. On educational projects, realistic site budgets must be established up front, schedules must be maintained, and strong relationships with reviewing agencies can be leveraged. EEA has worked with many school districts throughout the Chicagoland area, providing intelligent, cost-effective solutions for long-term flexibility and low-maintenance designs that allow for future expansion. Additionally, EEA's creative, multi-functional site plans offer additional instruction opportunities to enhance learning without compromising site safety or aesthetics.

### **Landmark Engineering**

7808 West 103rd St.  
Palos Hills, Illinois 60465  
708.599.3737  
[www.landmark80.com](http://www.landmark80.com)

**Landmark Engineering** has been providing Land Surveying and Civil Engineering services in the Chicagoland and Northwest Indiana markets since 1980. Throughout their 35 years in business, Landmark has put together a team of employees whom have perfected their skills in all aspects of their fields. From providing mortgage surveys to developing new subdivisions, Landmark has worked to build relationships with local, state and federal agencies allowing us to provide the best quality work for our client in the most time efficient manner.

## Landscape Architect:

### **GreenbergFarrow**

21 South Evergreen Avenue  
Suite 200  
Arlington Heights, Illinois 60005  
847.788.0913

**GreenbergFarrow** is a fully integrated landscape architecture, engineering and development services firm offering a comprehensive range of services to the public and private sectors. Strategically located in fourteen offices nationwide, as well as China and Mexico, GreenbergFarrow employs over 340 staff. With a pragmatic approach to meeting our clients' needs, GreenbergFarrow treats every project as though we were an equity partner, and offers solutions that reflect a thorough understanding of our clients' vision and objectives.

### **Planning Resources, Inc.**

402 W. Liberty Drive  
Wheaton, Illinois 60187  
630.668.3788  
[www.planres.com](http://www.planres.com)

**Planning Resources** Inc. is a MBE Chicago-area firm that specializes in community planning, landscape architecture, transportation planning and natural resources protection and management. They are based in Wheaton, Illinois, and since its founding in 1982, Planning Resources has offered an interdisciplinary approach to projects, focusing on creating and maintaining livable communities

**TAILORED SERVICES. CREATIVE SOLUTIONS. PERSONAL ATTENTION.**

## C: Statement of Qualifications: Similar Project Experience

In showcasing our experience in performing similar scopes of services for clients, we chose to provide details regarding three recently completed Facility Assessments and Master Facility Plans. Between these three districts, we have provided assessment and planning services where we observed over 1,500,000 g.s.f. across twenty different facilities, and identified over 2,300 facility issues estimated at over \$88,000,000.

### Homer Community Consolidated School District 33c

We were contracted to assist the school district with all seven of their facilities estimated at approximately 500,000 g.s.f. with the largest of the facilities being approximately 102,000 g.s.f. and the smallest approximately 10,000 g.s.f.. Our team identified over 1,000 code violations and deficiencies, estimated at approximately \$36,000,000 in construction costs. The School Board has since integrated many of the projects into their Capital Improvement Plan and we have been assisting with the design, bidding, and construction oversight services within the district since. Provided is the general breakdown of a Master Facility Plan for one facility, we also provide a complete general breakdown for a district or municipal campus.



Hadley Middle School  
15731 Bell Road  
Homer Glen, Illinois 60491  
Grades: 5<sup>th</sup> and 6<sup>th</sup>  
Original Year built: 1987  
Addition built: 2003

District Administration Office  
15733 S. Bell Road  
Homer Glen, Illinois 60491  
Original Year built: 1988 (addition to Hadley)

Size: (1) Story with partial walk-out basement, 97,366 g.s.f. (est.)(combined)  
Estimated building replacement cost / asset value: \$28,722,970.00.  
(based on a cost of \$295.00 per s.f. and does not include land value)

#### Facility Assessment Cost Summary

##### **Hadley Middle School/District Office Priority**

1	2017-2019	\$1,955,150.00
2	2019-2021	\$2,022,400.00
3	2021-2026	\$1,826,650.00
M	Maintenance	\$41,150.00
<b>Total - Hadley Middle School/District Office</b>		<b>\$5,845,350.00</b>

### Ridgeland School District 122

We were contracted to assist the school district with all six of their facilities estimated at approximately 385,000 g.s.f. with the largest of the facilities being approximately 106,000 g.s.f. and the smallest being approximately 5,000 g.s.f.. Our team identified over 750 code violations and deficiencies, estimated at approximately \$12,000,000 in construction costs. The School Board has since integrated many of the projects into their Capital Improvement Plan and we have been assisting with the design, bidding, and construction oversight services within the district since.

### Summit Hill School District 161

We were contracted to assist the school district with all seven of their facilities estimated at approximately 615,000 g.s.f. with the largest of the facilities being approximately 135,000 g.s.f. and the smallest being approximately 40,000 g.s.f.. Our team identified over 600 code violations and deficiencies, estimated at approximately \$14,500,000 in construction costs. The School Board has since integrated many of the projects into their Capital Improvement Plan and we have been assisting with the design, bidding, and construction oversight services within their district since.

## C: Statement of Qualifications: Project Approach

Provided is a brief summary of our Project Approach towards Facility Assessments and Master Facility Plans. Having provided similar services for clients varying in size we have a strong understanding of gauging how long it takes our team to complete these specific services. As your architect, our initial objective would be to provide a tentative schedule that transitions through seven general phases.

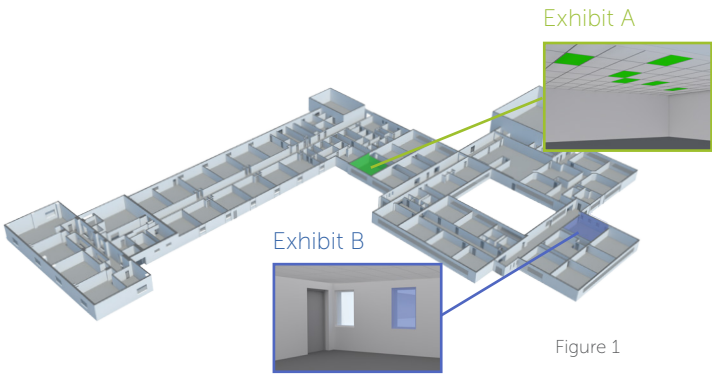


### Kick-Off Meeting:

Once a contract for services has been initiated, we will schedule a Kick-Off Meeting to further discuss the project scope, schedule, and any special concerns.

### Facility Survey(s):

During this process our team will thoroughly investigate a facility and document any current or potential issues. As shown on Figure 1, we will document the small issues, such as damaged ceiling tiles (Exhibit A) and window leaks (Exhibit B), but will also document the more serious issues such as failing boilers or HVAC systems. We are capable of observing approximately 50,000 g.s.f. of space per day (\*weather depending for roofing or site portions) which typically makes this phase the least time consuming portion.



### Compile Data:

Once our Team has completed the Facility Survey(s) phase we will begin working to compile and organize the data while working on accurate estimations for the cost of repairs or renovations which will provide the initial ground work for the Facility Report and Master Facility Plan. Photos like the example above of the damaged ceiling tile found in Figure 1 – Exhibit A will be included to better portray the narrative of each issue, along with key details that will include:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Item/Picture ID</li><li>• Location of Building Issue</li><li>• Location within Building where issue is located</li><li>• Brief Description of the Issue</li><li>• Priority Code of Issue (Urgent or Recommended)</li><li>• Completion Target Dates</li></ul> | <ul style="list-style-type: none"><li>• The "Construction Division" Number</li><li>• Who initially identified the issue in question (Architect, Staff, Administration, or Engineer)</li><li>• Action ID (Abandon in Place, Remove, Repair, Relocate, Rebuild, or Improve)</li></ul> | <ul style="list-style-type: none"><li>• Type of Issue</li><li>• Potential Cause of Issue</li><li>• Units of Measurement (Sq Ft, By Unit, etc.) and Estimate Quantity</li><li>• Estimated Cost</li><li>• Additional Notes</li></ul> |
|--|---|--|

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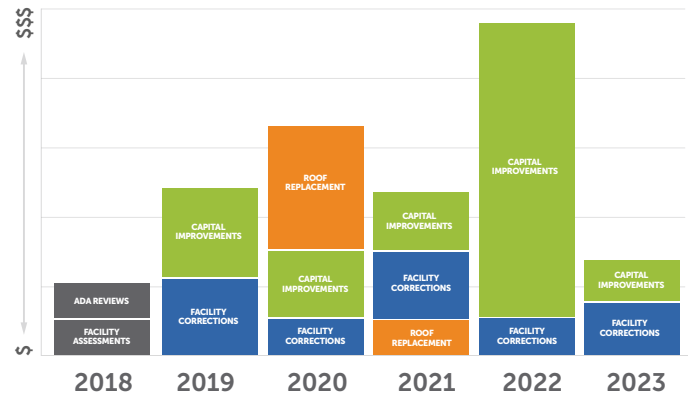
## Client Review & Revisions:

During the initial Kick-Off Meeting we will establish a date for Client Review Meetings where we will present a preliminary draft to Administrative staff followed by a meeting with the Board for their input. We take the initial opportunity to work with Administration to review our documents in order to provide any revisions or suggestions that will assist in the preparation of a draft submittal for the Board. We will typically schedule our meeting with Administrative staff two weeks prior to the next schedule Board meeting to allow time to make any detailed revisions.

## Facility Report & Master Planning:

After we have received input and direction from the Board and Administration, we will proceed to make any additional site visits in order to complete any revisions and refine other portions of the report. Once our report has been completed we will then organize all of our data into a Master Facility Plan based upon items of urgency, levels of priority, and estimated costs of repair.

The final step of this process consists of assembling all reports, photos, and additional documents into a tabloid sized booklet(s) as well as a digital format. This will serve as the final deliverable which will then be presented to the board at their next scheduled meeting. As an additional benefit of using our firm, the digital format **is not proprietary**. Unlike other firms, this item will not require any additional fees or subscriptions to access or edit the document in-house making it true living document.



*Every Master Facility plan will be different depending on the Client and their needs. This chart shows an example for a basis for the completion of various Capital Improvement projects along a five year period.*

Following is a brief description of an envelope issue that was documented during an assessment and how it would be documented within our assessment. The image below is a matrix sheet from the overall assessment with the documented item highlighted in the red box.

## C: Statement of Qualifications: Sample

1								2								3							
Item/Photo ID	Photo (Y/N)	School	Location	Description	Priority Code (Urgent, Request, Recommended)	Priority (M, 1, 2, 3)	Recommendation to Correct	Construction Division 1995	List Generated From: Architect, Engineer, Admin, Staff	Action ID (a-abandon in place, b-remove, c-repair, d-replace, e-rebuild, f-improve)	Type (a-Safety Standards b-Energy Conservation c-Handicapped Access d-School Security e-Address Treatment f-Paving Improvements g-Replacements h-Other Improvements)	Cause (a-improper operation or use, b-inadequate maintenance, c-defective design, d-defective materials or workmanship, e-required component or system missing, f-accidental damage, g-ventilation, h-work beyond normal life, i-other specify)	Notes	Units of Measure	Estimated Quantity	Estimated cost (in 2017 dollars)	Funding Type: (1-Life Safety, 2-Capital Improvements, 3-Maintenance)	Year to Complete by					
HW 96	N	Hamew Elementary School	Room 135, Roof	Roof leak	Recommended	1	Investigate leak. Repair or replace components as required.	7	Admin	C	H	B, H	Further investigation by the design team is required.	LS	1	\$3,500.00	2	2017					
HW 107	Y	Hamew Elementary School	Rooms 101, 131, 135, Vestibule	Stained ceiling (leak) are present	Recommended	1	Investigate the cause of the leak. Repair and replace items as required.	9	Architect	C	H	B	Further investigation by the design team may be necessary.	LS	1	\$6,000.00	2	2018					
HW 119	N	Hamew Elementary School	School	Pipe leaks in east hall and north hall	Recommended	1	Investigate the leak. Repair and replace components as required.	9, 15	Staff	C	H	D, H	Further investigation is needed.	ALW	1	\$5,500.00	2	2017					
HW 121	N	Hamew Elementary School	School	Provide 1 or 2 dedicated special education classrooms with accessible toilet with cut area for changing and sink	Recommended	1	Provide room(s)	Multiple	Staff	F	c	i-Need for curriculum goals	Further investigation is required.	SP	Per*	\$295.00	2	2019					
HW 122	N	Hamew Elementary School	School	Provide sensory / therapy room	Recommended	1	Provide room	Multiple	Staff	F	H	i-Need for curriculum goals	Further investigation is required.	SP	Per*	\$295.00	2	2019					
HW 124	Y	Hamew Elementary School	School	Mice traps are present	Recommended	1	Provide extermination services	N/A	Architect	F	H	B		ALW	1	\$6,000.00	3	2018					
HW 138	N	Hamew Elementary School	Throughout Building	Operational issues with the unit ventilators in the building maintaining temperatures	Recommended	1	Replace unit ventilators with new	15	Engineer	B, F	B, H	H		EA	32	\$400,000.00	2	2019					
HW 21	Y	Hamew Elementary School	Envelope	Tuckpointing needed	Required	2	Tuckpoint joints	4	Architect	C	H	H		LS	1	\$1,200.00	3	2021					
HW 24	Y	Hamew Elementary School	Envelope	Crack in masonry	Required	2	Replace masonry	4	Architect	C	H	H		LS	1	\$2,500.00	3	2021					
HW 26	N	Hamew Elementary School	Envelope	Tuckpointing needed	Required	2	Tuckpoint joints	4	Architect	C	H	H		LS	1	\$1,500.00	3	2021					

1

Item/Picture ID	Photo (Y/N)	School	Location	Description	Priority Code (Urgent, Required, Recommended)	Priority (M, 1, 2, 3)	Recommendation to Correct
HW 96	N	Harnew Elementary School	Room 135, Roof	Roof leak	Recommended	1	Investigate leak. Repair or replace components as required.
HW 107	Y	Harnew Elementary School	Rooms 101, 131, 135, Vestibule	Stained ceiling tile(s) are present.	Recommended	1	Investigate the cause of the leak. Repair and replace items as required.
HW 119	N	Harnew Elementary School	School	Pipe leaks in east hall and north hall	Recommended	1	Investigate the leak. Repair and replace components as required.
HW 121	N	Harnew Elementary School	School	Provide 1 or 2 dedicated special education classrooms with accessible toilet with cot area for changing, and sink	Recommended	1	Provide room(s)
HW 122	N	Harnew Elementary School	School	Provide sensory / therapy room	Recommended	1	Provide room
HW 124	Y	Harnew Elementary School	School	Mice traps are present	Recommended	1	Provide extermination services
HW 138	N	Harnew Elementary School	Throughout Building	Operational issues with the unit ventilators in the building maintaining temperatures.	Recommended	1	Replace unit ventilators with new
HW 21	Y	Harnew Elementary School	Envelope	Tuckpointing needed	Required	2	Tuckpoint joints

The first portion of the matrix describes the most basic information that identifies what the issue is, where its located, whether there is a photo of the issue, a description of the photo, it's priority level, and the suggested recommendation to correct the issue.

2

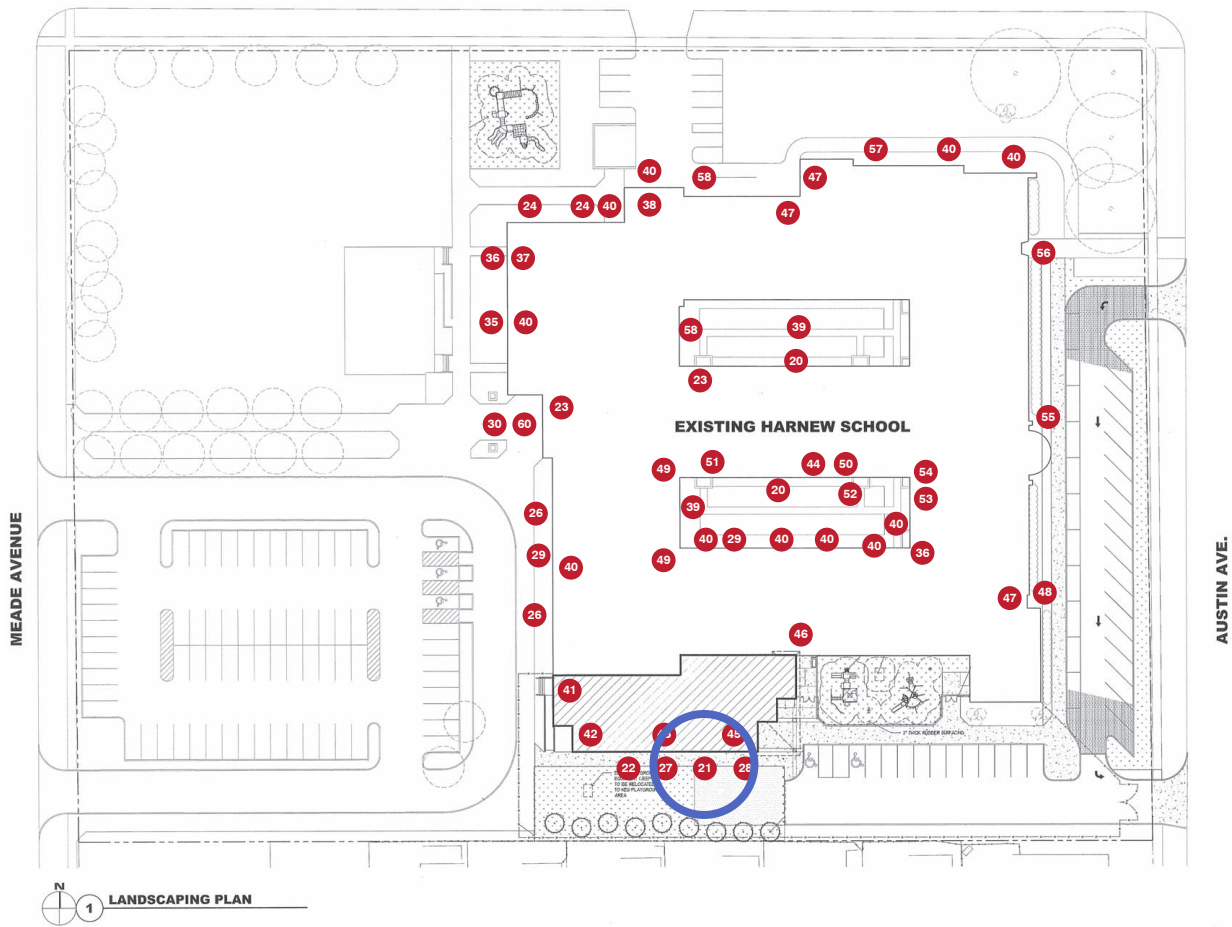
Construction Division 1995	List Generated From: Architect, Engineer, Admin, Staff	Action ID (a-abandon in place, b-remove, c-repair, d-relocate, e-rebuild, f-improve)	Type (a-Safety Standards b-Energy Conservation c-Handicapped Access d-School Security e-Asbestos Treatment f-Paving Improvements g-Replacements h-Other Improvements)	Cause (a-improper operation or use, b-inadequate maintenance, c-defective design, d-defective materials or workmanship, e-required component or system missing, f-accidental damage, g-vandalism, h-worn beyond normal life, i-other-specify)	Notes
7	Admin	C	H	B, H	Further investigation by the design team is required.
9	Architect	C	H	B	Further investigation by the design team may be necessary.
9, 15	Staff	C	H	D, H	Further investigation is needed.
Multiple	Staff	F	c	I-Need for curriculum goals	Further investigation is required.
Multiple	Staff	F	H	I-Need for curriculum goals	Further investigation is required.
N/A	Architect	F	H	B	
15	Engineer	B, F	B, H	H	
4	Architect	C	H	H	

The second portion of the matrix describes more detailed information regarding the construction division of an issue, who initially identified the issue, the type of issue, potential cause, and any additional notes that our team would feel necessary to accompany with the other information.

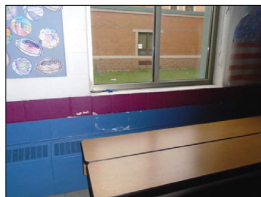
3

Units of Measure	Estimated Quantity	Estimated cost (in 2017 dollars)	Funding Type: (1-Life Safety; 2-Capital Improvements; 3-Maintenance)	Year to Complete by
LS	1	\$3,500.00	2	2017
LS	1	\$6,000.00	2	2018
ALW	1	\$5,500.00	2	2017
SF	Per*	\$295.00	2	2019
SF	Per*	\$295.00	2	2019
ALW	1	\$6,500.00	3	2018
EA	32	\$400,000.00	2	2019
LS	1	\$1,200.00	3	2021

The final portion of the matrix provides the final and probably most essential information - the cost. Apart from the estimated cost of the projects, the units of measurement and quantity as well as year to potentially complete are provided.



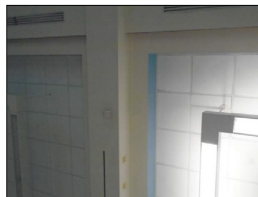
*To coincide with the matrix we will identify the issue on a floor or site plan for easy identification.*



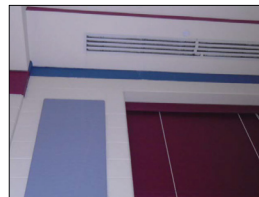
HW 07



HW 07



HW 08



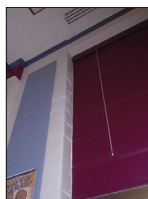
HW 09



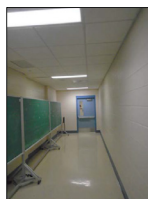
HW 09



HW 10



HW 10



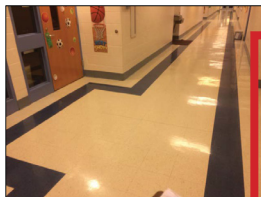
HW 13



HW 13



HW 14



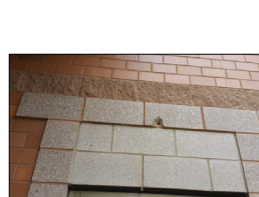
HW 15



HW 21



HW 24



HW 25



HW 32

*Not all issues will require or need a photograph, but when an issue is easily seen and can be photo documented our team will make sure to provide that documentation that will coincide with the photo identification number as well.*

**TAILORED SERVICES. CREATIVE SOLUTIONS. PERSONAL ATTENTION.**

## D: References

### Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440



Fountaindale Public Library District

#### Mr. Paul Mills

Executive Director  
630.685.4157

#### Mr. Tasos Priovolos

Building Operations Manager  
630.685.4209

"The Fountaindale Public Library District worked with Tria on two separate projects simultaneously, and Tria did a wonderful job administering both of them."

Mr. Paul Mills

### Worth Public Library District

6917 West 111th Street, Worth, Illinois 60482



Worth Public Library District Interior Renovations

#### Ms. Carol Hall

Administrative Librarian  
708.448.2855

"Our experience with Tria Architecture has been very pleasant and positive..."

Ms. Carol Hall

### Kirby School District 140

16931 S. Grissom Drive, Tinley Park, Illinois 60477



Helen Keller Elementary School Media Center Addition

#### Mr. Michael Andreshak

Director of Business Services  
708.532.6462

#### Mr. Bob Prost

Supervisor of Operations & Maintenance  
708.429.2671

"Tria Architecture have made our building projects much easier to budget and maintain. They are easy to work with and make great presentations to our Board of Education. I would highly recommend having Tria Architecture as your architect."

Mr. Michael Andreshak

**TAILORED SERVICES. CREATIVE SOLUTIONS. PERSONAL ATTENTION.**



## Midlothian School District 143

14959 Pulaski Road, Midlothian, Illinois 60445



Central Park Elementary School Front Canopy Addition and Multi-Purpose Room Renovation (Exterior)

### Dr. Angela Crotty

Chief School Business Official  
708.388.6444

Tria has proved to be talented in the process of value engineering; and, have been an asset to our team at District # 143. It is without any hesitation that I highly recommend Tria Architecture for your architectural needs."

Dr. Angela M. Crotty

## Alsip, Hazelgreen, and Oak Lawn Elementary School District 126

11900 South Kostner Avenue, Alsip, Illinois 60803



Stony Creek Elementary School Gym Addition (Rendering)

### Mr. Craig Gwaltney

Superintendent  
708.293.3576

### Mr. Steve Gress

Assistant Superintendent for  
Finance & Operations  
708.293.3577

"As a school district using public funds we don't want luxury and grandeur; we want practical space that is up to code and will have a long useful life. Tria's design provided us with great functional space within our budget."

Mr. Steve Gress

## E: Price Sheet

### Appendix A Price Sheet

Fountaindale Public Library District

Request for Proposal

Infrastructure Plan and Schedule

Total Cost: \_\_\_\_\_ (Refer to Attached Proposal)

**TAILORED SERVICES. CREATIVE SOLUTIONS. PERSONAL ATTENTION.**



September 27, 2018

**VIA E-MAIL**

(4) Page(s) Inclusive  
[pmills@fountaindale.org](mailto:pmills@fountaindale.org)

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

Re: Fountaindale Public Library District  
**Proposal for Professional Services – Facility Assessment**

Dear Mr. Mills:

We are in receipt of your RFP to complete your facility assessment. We thank you for the opportunity to work with you again. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

**PROJECT UNDERSTANDING:**

- I. Tria Architecture (TRIA) will complete all Assessment Services for you (OWNER), as described herein.
  - A. This proposal is based on an assessment of:
    1. Fountaindale Public Library District  
300 West Briarcliff Road  
Bolingbrook, Illinois 60440  
114,000 g.s.f. (Est.)
  - B. All additional Survey areas requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

**ASSESSMENT SERVICES:**

- I. The OWNER shall provide the following existing information to TRIA:
  - A. An electronic (AutoCAD) copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes).
    1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
  - B. An electronic (AutoCAD) copy of the Plat of Survey and Topographic Survey of the property (also showing all utility locations and sizes).
    1. All site restraints such as deed restrictions and covenants, if any, are to be provided to TRIA prior to the start of services.

**TRIA ARCHITECTURE**

**West Suburban Office:** 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527  
**South Suburban Office:** 1820 Ridge Road, Suite 209, Homewood, Illinois 60430  
**Indiana Office:** 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304  
Company Main: 630.455.4500 Fax: 630.455.4040  
[www.TriaArchitecture.com](http://www.TriaArchitecture.com)

INIT.

- II. TRIA will complete the Facility Assessment services for the OWNER, as described herein.
- A. The Survey of the Facility will include:
1. Meet with key personnel (Identified by Administration) to discuss any operational concerns.
  2. Review of Mechanical, Electrical, Structural, Plumbing and Fire Protection systems, including:
    - a. Review of CCTV and Access Control Systems.
    - b. Electrical backup power systems and uninterrupted power systems.
  3. Review of the interior of the facility including:
    - a. Review of walls, doors, floors and ceilings.
    - b. Review of furniture, fixtures, and standard equipment.
    - c. Review of elevators.
  4. Review of building envelope including exterior walls, windows, doors and roofing.
  5. Identify architectural barriers that impede access within the Facility by people with physical disabilities based on the Illinois Environmental Barriers Act, referencing the Department of Justice's ADA Title II regulations for existing facilities.
  6. Review of the site including drives, walks, parking lots, lighting and detention systems.
  7. All assessments are based on visual reviews of readily accessible existing conditions and do not include any disassembly, entering of closed areas, destructive or other form of testing.
- B. The Facility Assessment Report will include:
1. Identification of potential major issues or major deficiencies in building components listed above that may need repair/replacement within the next 20 years.
  2. List of basic recommendations to correct the major identified issues or deficiencies.
  3. Schematic construction cost estimate range for each item.
  4. Provide generic life cycle analysis of applicable items.
  5. Prioritizing all items into a multi-year plan.
- III. Attendance at one (1) kick-off meeting, one (1) site survey, and two (2) survey review meetings are included in this proposal.
- A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

### **TRIA ARCHITECTURE**

**West Suburban Office:** 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

**South Suburban Office:** 1820 Ridge Road, Suite 209, Homewood, Illinois 60430

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Company Main: 630.455.4500 Fax: 630.455.4040

[www.TriaArchitecture.com](http://www.TriaArchitecture.com)

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Mr. Paul Mills, Executive Director  
**Proposal for Professional Services – Facility Assessment**  
Fountaindale Public Library District  
300 West Briarcliff Road, Bolingbrook, Illinois 60440  
September 27, 2018  
Page 3 of 5

**SCHEMATIC DESIGN, DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENT SERVICES:**

- I. Not Applicable (Under Separate Contract)

**BIDDING PHASE SERVICES:**

- I. Not Applicable (Under Separate Contract)

**CONSTRUCTION OBSERVATION PHASE SERVICES:**

- I. Not Applicable (Under Separate Contract)

This proposal references and includes the AIA Document B101 (2007 edition) - Standard Form of Agreement Between Owner and Architect, Articles five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

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

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## **FEE SCHEDULE**

**BASE BID PROPOSAL:** Assessment Services as described above **for a Lump Sum Fee of \$29,850.00.**

### **2018 HOURLY RATES**

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

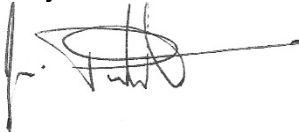
Principal Architect	\$190.00
Architectural Associate	\$150.00
Senior Staff Architect / Senior Interior Designer	\$140.00
Staff Architect II / Interior Designer II	\$130.00
Staff Architect I / Interior Designer I	\$120.00
Architectural Staff	\$110.00
Graphic Designer	\$105.00
Architectural Intern / Interiors Intern	\$100.00
Administrative Assistant	\$80.00

Approved by (Sign / Print):

Title:

Date:

Sincerely,



**TRIA ARCHITECTURE, INC.**

James A. Petrakos, AIA, **LEED AP**  
Principal Architect

JAP/rm

Attachments: None

cc: Ronald McGrath, Tria Architecture

File Name: MRK.PRP.092718.FountaindaleLibrary.FA.docx

## **TRIA ARCHITECTURE**

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**TERMS AND CONDITIONS**

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
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- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
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- IX. If the services covered by this proposal have not been completed within 12 months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA.
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of Tria Architecture, Inc. and Tria Architecture, Inc.'s officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's net fee received at the time of the claim.
- XII. The Architect and OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2007 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. Tria Architecture, Inc. reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor.
- XVI. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVII. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

**(Initial) The Terms and Conditions have each been individually read and agreed upon.**

**TRIA ARCHITECTURE**

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**West Suburban Office**

901 McClintock Drive, Suite 100  
Burr Ridge, Illinois 60527

**South Suburban Office**

1820 Ridge Road, Suite 209  
Homewood, Illinois 60430

**Northwest Indiana Office**

436 Sand Creek Drive N, Suite 205  
Chesterton, Indiana 46304

**630.455.4500**

**[TriaArchitecture.com](http://TriaArchitecture.com)**





October 19, 2018

**VIA E-MAIL**  
(9) Page(s) Inclusive  
[pmills@fountaindale.org](mailto:pmills@fountaindale.org)

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

Re: Fountaindale Public Library District – Request For Proposal  
**Proposal Clarification**

Dear Mr. Mills:

I am writing you in response to your email (dated October 19, 2018) seeking further clarification on our proposal submission. I offer the following responses:

- 1) *Question: List your FEIN Number.*
  - a. 20-1031324
- 2) *Question: Legal issues. Listing of any lawsuits or claims that the consultant or its senior staff has been involved in during the last 5 years.*
  - a. Tria Architecture is proud to disclose that we have never had a lawsuit brought against us until a few months ago. In the first time of our existence, we had to terminate our relationship with a Library client for cause in 2016. In response, they have recently filed a frivolous lawsuit, requesting the return of all of the fees they have paid us. We hope to have this dismissed by next week.
  - b. Tria Architecture is proud to disclose that neither Tria Architecture, nor anyone on our staff, has a history of judgements brought against us from any past or current clients or consultants.
  - c. Tria Architecture is proud to disclose that we have never had any Errors & Omission claims arise on any project.
- 3) *Question: Clarify the scope of services.*
  - a. Attached please find a revised proposal with the requested services listed. Even though we have copied each of the service requests into the document, we have tracked the changes, so you can easily identify them.

Sincerely,

**TRIA ARCHITECTURE, INC.**  
James A. Petrakos, AIA, **LEED AP**  
Principal Architect

**TRIA ARCHITECTURE**

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Mr. Paul Mills, Executive Director  
Fountaindale Public Library District – Request For Proposal  
**Proposal Clarification**  
October 19, 2018  
Page 2 of 2

JAP/rm

Attachments: Proposal for Professional Services – Facility Assessment  
- REVISED, Seven (7) pages, Dated October 19, 2018

cc: Ronald McGrath, Tria Architecture

File Name: Letter MST.doc

## **TRIA ARCHITECTURE**

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~~September 27~~October 19, 2018

**VIA E-MAIL**  
(47) Page(s) Inclusive  
[pmills@fountaindale.org](mailto:pmills@fountaindale.org)

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

Re: Fountaindale Public Library District  
**Proposal for Professional Services – Facility Assessment**  
**- REVISED**

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Dear Mr. Mills:

We are in receipt of your RFP to complete your facility assessment. We thank you for the opportunity to work with you again. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

**PROJECT UNDERSTANDING:**

- I. Tria Architecture (TRIA) will complete all Assessment Services for you (OWNER), as described herein.
  - A. This proposal is based on an assessment of:
    1. Fountaindale Public Library District  
300 West Briarcliff Road  
Bolingbrook, Illinois 60440  
114,000 g.s.f. (Est.)
  - B. All additional Survey areas requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

**ASSESSMENT SERVICES:**

- I. The OWNER shall provide the following existing information to TRIA:
  - A. An electronic (AutoCAD) copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes).
    1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
  - B. An electronic (AutoCAD) copy of the Plat of Survey and Topographic Survey of the property (also showing all utility locations and sizes).
    1. All site restraints such as deed restrictions and covenants, if any, are to be provided to TRIA prior to the start of services.

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INIT.

Mr. Paul Mills, Executive Director

**Proposal for Professional Services – Facility Assessment - REVISED**

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~September 27~~October 19, 2018

Page 2 of 7

- II. TRIA will complete the Facility Assessment services for the OWNER, as described herein.

**A. The Survey of the Facility will include:**

1. Meet with key personnel (Identified by Administration) to discuss any operational concerns.
2. Review of Mechanical, Electrical, Structural, Plumbing and Fire Protection systems, including:
  - a. Review of CCTV and Access Control Systems.
  - b. Electrical backup power systems and uninterrupted power systems.
3. Review of the interior of the facility including:
  - a. Review of walls, doors, floors and ceilings.
  - b. Review of furniture, fixtures, and standard equipment.
  - c. Review of elevators.
4. Review of building envelope including exterior walls, windows, doors and roofing.
5. Identify architectural barriers that impede access within the Facility by people with physical disabilities based on the Illinois Environmental Barriers Act, referencing the Department of Justice's ADA Title II regulations for existing facilities.
6. Review of the site including drives, walks, parking lots, lighting and detention systems.
7. All assessments are based on visual reviews of readily accessible existing conditions and do not include any disassembly, entering of closed areas, destructive or other form of testing.

**B. The Facility Assessment Report will include:**

1. Identification of potential major issues or major deficiencies in building components listed above that may need repair/replacement within the next 20 years.
2. List of basic recommendations to correct the major identified issues or deficiencies.
3. Schematic construction cost estimate range for each item.
4. Provide generic life cycle analysis of applicable items.
5. Prioritizing all items into a multi-year plan.
6. The Facility Condition Analysis will focus on distinct building systems and should be categorized as follows:
  - a. Site including grounds, utilities and paving systems
  - b. Exterior Structure including roofs, walls, window systems, exterior doors and structural components
  - c. Interior Structure including walls, doors, floors and ceilings
  - d. Health Life/Fire Safety including fire protection
  - e. Heating, Ventilation, and Air Conditioning
  - f. Plumbing
  - g. Electrical including backup power systems and uninterrupted power systems

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Mr. Paul Mills, Executive Director

**Proposal for Professional Services – Facility Assessment - REVISED**

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~September 27~~ October 19, 2018

Page 3 of 7

h. Low Voltage Electrical including CCTV, access control systems

i. Elevator systems

j. Fixed Equipment

k. Furniture, Fixtures, & Equipment

Each project will be identified within one of these categories. All reporting, summaries, totals, and models will illustrate each of the categories individually.

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7. The results of this analysis will categorize each cited deficiency within one of the following classifications according to the definition provided below:

a. Routine Maintenance: Means the day-to-day efforts to control deterioration of facilities (keep up expenses) through scheduled repetitive activities (e.g. cleaning), periodic scheduled work (e.g., inspections and equipment adjustments) and minor repairs made on an as-needed basis.

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b. Deferred Maintenance: Refers to expenditures for repairs which were not accomplished as a part of normal maintenance or capital repair which have accumulated to the point that facility deterioration is evident and could impair the proper functioning of the facility. Costs estimated for deferred maintenance projects should include compliance with applicable codes even if such compliance requires expenditures additional to those essential to affect needed repairs. Deferred maintenance projects represent catch up expenses.

c. Capital Repair and Capital Renewal: A subset of regular or normal facility maintenance which refers to major repairs or the replacement/rebuilding of major facility components (e.g., roof replacement at the end of its normal useful life is capital repair; roof replacement several years after its normal useful life is deferred maintenance).

All reporting, summaries, totals, and models will illustrate these types of backlog individually.

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8. The Facility Condition Analysis will identify all code violations, i.e. disabled accessibility, fire protection, etc. All applicable national and local codes will be utilized to determine these problems. Each project will identify the particular code/chapter/section of the building standard being violated. This is to include code issues that surface because of major building renovations.

9. In addition to building systems, fixed equipment will be inventoried and assessed including but not limited to chillers, air-handling units, boilers / heating systems, exhaust fans, rooftop air-conditioning units, compressors, fire sprinkler pumps, elevator motors, main switchgear, circulation pumps, fire alarms, fire

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**Proposal for Professional Services – Facility Assessment - REVISED**

Fountaindale Public Library District

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~~September 27~~ October 19, 2018

Page 4 of 7

suppression systems, uninterrupted power supplies, transfer switches, generators, building automation control systems, and sump pumps.

**10.** Each correction project identified will be assigned to one of the following categories:

- a. Life-safety code compliance
- b. Building code compliance including ADA
- c. Building integrity
- d. Appearance

**11.** Each detailed project will include the following information:

- a. Unique title
- b. Location (Specific Location, Room Number, etc.)
- c. Project priority classification
- d. Building System Category (Site, Exterior Structure, etc.)
- e. Specific Building Code violation or application
- f. Specific project extent (entire building, specific floor or item only, etc.)
- g. Detailed narrative description of each project describing the condition needing to be corrected, the corrective action required, and the consequences of effect of this project on the building occupancy, maintainability, and reasons the original condition occurred.
- h. Cost estimate for each project identified by industry standards, published construction and facilities maintenance, construction and repair cost estimate data, reflecting appropriate location and labor types. Costs will be appropriately adjusted to reflect the Illinois Prevailing Wage Act. Cost will include customary soft cost such as A/E., PM, and Inspection fees.

**12.** Because long-range funding for facilities is accomplished by identifying the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable, the assessment data will analyze and model the rates of depreciation and report on the annual reinvestment rate to replace components as they become unusable, determine approximate replacement cost of each building component where cumulating of components will equal the replacement value of the buildings, have the ability to analyze multiple year outlooks and various combinations of building type reinvestment rates and project and analyze costs for deferred maintenance and capital renewal including identification of the Current Replacement Value (CVR) and the Facility Condition Index (FCI) of the facility.

**13.** Provide digital photographs for each piece of equipment inventoried and include these in the final report. Exterior photographs will be used for documentation of structural problems, major site deficiencies or special conditions. Interior

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**Proposal for Professional Services – Facility Assessment - REVISED**

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~September 27~~October 19, 2018

Page 5 of 7

photographs will be used to document critical or unusual conditions. Photographs will be used to explain and / or justify the prioritization of corrective actions.

5.14. Deliverables will include a final report, project schedule, schedule of values for partial progress payments, and any meeting minutes. The final reports will include an executive summary, methodology description, summary reports on data and detailed building and deficiency data including cost data. The methodology description will include written documentation of processes and inspection methods.

- III. Attendance at one (1) kick-off meeting, one (1) site survey, and two (2) survey review meetings are included in this proposal.
  - A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

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**Proposal for Professional Services – Facility Assessment - REVISED**

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~September 27~~ October 19, 2018

Page 6 of 7

**FEE SCHEDULE**

**BASE BID PROPOSAL:** Assessment Services as described above **for a Lump Sum Fee of \$29,850.00.**

**2018 HOURLY RATES**

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

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Architectural Associate	\$150.00
Senior Staff Architect / Senior Interior Designer	\$140.00
Staff Architect II / Interior Designer II	\$130.00
Staff Architect I / Interior Designer I	\$120.00
Architectural Staff	\$110.00
Graphic Designer	\$105.00
Architectural Intern / Interiors Intern	\$100.00
Administrative Assistant	\$80.00

Approved by (Sign / Print):

Title:

Date:

Sincerely,



**TRIA ARCHITECTURE, INC.**

James A. Petrakos, AIA, **LEED AP**

Principal Architect

JAP/rm

Attachments: None

cc: Ronald McGrath, Tria Architecture

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Mr. Paul Mills, Executive Director

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300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~September 27~~October 19, 2018

Page 7 of 7

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- IX. If the services covered by this proposal have not been completed within 12 months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA.
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of Tria Architecture, Inc. and Tria Architecture, Inc.'s officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's net fee received at the time of the claim.
- XII. The Architect and OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2007 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. Tria Architecture, Inc. reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor.
- XVI. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVII. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

**(Initial) The Terms and Conditions have each been individually read and agreed upon.**

**TRIA ARCHITECTURE**

**West Suburban Office:** 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

**South Suburban Office:** 1820 Ridge Road, Suite 209, Homewood, Illinois 60430

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

Company Main: 630.455.4500 Fax: 630.455.4040

[www.TriaArchitecture.com](http://www.TriaArchitecture.com)

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# **FOUNTAINDALE PUBLIC LIBRARY DISTRICT DISBURSEMENTS BY VENDOR AS OF 06/30/18 \$1,000 MIN.**

1000Bulbs.com 2,140.16; 4imprint, Inc. 10,619.93; ABCO Electrical Construction & Design LLC 4,977.00; Accurate Truck & Bus Repairs, Inc. 1,590.00; Acore Shelving and Products, Inc. 3,990.00; AFLAC 6,247.32; Allegra Print & Imaging 15,409.00; All-Tech Decorating Co. 3,410.00; Amazon 30,901.33; American Building Services, LLC 1,665.76; American Floor Mats 1,019.64; American Library Association 2,676.35; AmeriFlex Business Solutions 2,779.65; ArchiveSocial, Inc. 2,388.00; Arthur J. Gallagher Risk Management Services, Inc. 6,200.00; AT&T 20,357.20; B&H Photo-Video 10,893.65; Backupify, Inc. 1,920.00; Baker & Taylor 289,065.19; Bankers Advertising Company 1,748.66; Belynda Head 1,500.00; Best Quality Cleaning, Inc. 86,992.00; Better Containers Mfg. Co., Inc. 1,395.95; BiblioLabs, LLC 7,237.00; Bibliotheca, LLC 128,534.04; Blackbaud 15,370.60; Blackstone Publishing 4,735.93; Blue Cross Blue Shield of Illinois 398,657.58; Bolingbrook Area Chamber of Commerce 1,875.00; Bolingbrook Park District 3,075.00; Bolingbrook Signs + Apparel 2,030.42; Bond Trust Services Corporation 2,713,575.00; BookPage 1,800.00; Bradford Systems Corporation 4,223.00; Bridgeall Libraries Limited 14,900.00; Brooks Cafe 1,556.23; BRT Outdoor, LLC 6,000.00; Business Office Systems 17,005.62; C. Acitelli Heating & Piping Contractors, Inc. 6,543.88; Call One 33,383.63; Calumet Decorating Services, Inc. 32,640.00; Cathryn Stanek-Whisler 4,544.56; Center Point Large Print 7,546.04; Chase Card Services 89,764.01; Christine Thornton 3,600.00; Christopher Glass & Aluminum, Inc. 13,731.00; Cintas Corporation 9,808.42; Combined Roofing Service 5,035.00; Comcast 30,572.19; Compsych 3,287.04; Corporate Artworks, Ltd. 4,025.00; Costco 1,000.00; Covers Unlimited Corp. 10,346.00; Creekside Printing 24,509.00; Dearborn National Life Insurance Company 6,009.14; Demco, Inc. 9,596.81; Diane McAroy 12,087.50; Diesel Service Center 4,044.68; Digital River, Inc. 14,511.60; Discount School Supply 2,200.13; Dynegy Energy Services 175,938.09; E.T. Paddock Enterprises, Inc. 2,650.00; Eagle Training Services Inc. 1,860.00; EBSCO Subscription Services 4,305.00; Ehlers & Associates, Inc. 2,800.00; Elite Detailing Services, Inc. 1,070.00; Elizabeth Portillo 2,400.00; Elva Ambriz 2,250.00; Farber Specialty Vehicles 63,578.76; Fidelity Security Life Insurance/EYEMED 8,171.15; Filter Services, Inc. 5,739.54; Findaway World, LLC 26,948.15; Flooring Resources Corporation 1,252.00; Forward Space 17,027.33; Gale/Cengage Learning 25,444.95; Grasso Graphics, Inc. 5,922.94; Graybar 8,254.01; Grey House Publishing, Inc. 1,446.65; Groot Industries, Inc. 3,535.64; Hallett & Sons Expert Movers, Inc. 2,068.50; Hansen Services, Inc. 1,320.10; Home Depot Credit Services 1,560.17; Huff Company 1,728.00; IHLS-OCCLC 8,338.09; Illinois American Water 21,733.73; Illinois Library Association 6,960.00; Illinois Municipal Retirement Fund 809,843.28; Imprint Enterprises, Inc. 3,846.00; Ingram Library Services 20,087.48; Instant360 1,079.10; Intrinsic Landscaping, Inc. 4,483.65; Inventables 3,134.53; It's A Sign, Inc. 5,752.46; ITSavvy, LLC 67,520.70; iZotope, Inc. 6,270.00; J. W. Kramer Co., Inc. 6,500.00; Janson Industries 1,150.00; Jeffrey DiOrio 1,080.00; Jim Gill, Inc. 1,200.00; Johnson Controls Security Solutions 1,027.37; Kathryn Spindel 1,630.74; Kathy Welko 6,675.66; kd Repair 4,807.71; Kellie Chase 3,800.00; Konica Minolta 42,932.40; Lands' End Business Outfitters 9,141.74; Landscape Forms, Inc. 1,250.00; Lauterbach & Amen, LLP 13,412.50; Leandra Pottle 1,366.91; Libraries of Illinois Risk Agency (LIRA) 44,115.00; LibrariesFirst 11,000.00; Library Journals, LLC 1,760.00; LIMRiCC Unemployment Compensation Group Account 4,068.16; LinkedIn Corporation 13,125.00; Louvers Lane Blind & Drapery Cleaning 3,143.55; Lutron Services Co., Inc. 6,245.00; Lyngsoe Systems, Inc. 1,905.00; Magic Pure, LLC 1,949.00; Mango Languages 6,537.30; McKula, Inc. 1,200.00; Mergent, Inc. 4,613.00; Merkel Woodworking, Inc. 2,400.00; Midwest Tape 114,036.62; Morningstar, Inc. 4,534.00; Mosio, Inc. 1,199.00; Movie Licensing USA 2,690.00; My Heritage USA, Inc. 1,680.00; National Lift Truck, Inc. 1,200.00; NCPERS Group Life Ins. 2,752.00; Netrix, LLC 122,056.98; Niche Academy 2,040.00; Office Team 3,582.39; Old Town School of Folk Music 1,000.00; Ollis Book Corporation 11,625.67; OPTO International, Inc. 13,912.33; Oriental Trading Company, Inc. 1,947.86; Otis Elevator Company 27,337.09; Pace Systems, Inc. 235,688.28; Paul Mills 1,620.81; PeopleFacts 1,645.18; Pinnacle Library Cooperative 126,335.14; Pitney Bowes 5,785.62; Poblacki Sign Company, LLC 3,751.00; POS Supply Solutions 1,606.40; ProQuest, LLC 25,452.12; Rainmakers Irrigation 2,952.75; Ramcorp, Inc. 2,212.47; Reaching Across Illinois Library System (RAILS) 15,107.50; Recorded Books, Inc. 41,727.27; Red Giant, LLC 4,577.00; Rentals Unlimited 2,548.00; Robert Pennor 1,260.00; Rowman & Littlefield 1,331.48; Ruth Newell 1,667.05; S&S Worldwide, Inc. 3,694.97; Scholastic, Inc. 29,380.25; Sebert Landscaping, Inc. 44,210.00; Shirley Williams 6,250.00; Showcases 4,856.33; SimplexGrinnell LP 14,725.00; SmithGear 1,074.00; Steiner Electric Company 2,432.37; Superior Service Solutions, Inc. 13,543.33; Susan K. Maddox 2,700.00; Team One Repair, Inc. 1,116.40; Tee Jay Service Company, Inc. 2,204.00; Terryberry 3,166.32; The Bugle Newspapers 4,376.91; The Hartford 31,850.00; The Management Association of Illinois 2,940.00; ThirdWay, Inc. 3,729.23; Tidal Construction Service, Inc. 2,289.00; Today's Business Solutions, Inc. 20,073.56; Top Secret Studios 1,001.50; Trane U.S., Inc. 62,300.49; Tressler, LLP 21,249.00; TruSeal 12,815.90; Tumbleweed Press, Inc. 1,435.33; ULINE 1,899.16; Unique Management Services, Inc. 4,850.90; UPS 6,038.23; US-Yellow Pages 1,295.00; VALIC 24,450.00; Valley View School District 2,881.55; Value Line Publishing, LLC 5,925.00; Vanguard Energy Services, LLC 21,724.82; Verizon Wireless 8,498.50; Vertiv Services, Inc. 18,300.00; Village of Bolingbrook 1,427.00; Warehouse Direct 41,998.87; Warren Greeley 4,170.00; Watson Label Products 1,517.18; Welcome Wagon, LLC 1,392.00; Windy City Ice Cream, LLC 1,242.00; World Book, Inc. 6,808.99; Zoobean, Inc. 2,525.00; **All other vendors \$71,267.03 TOTAL \$6,992,091.01**

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

PAYROLL 2017-2018

PAYROLL: UNDER \$15,000

Anderson, David; Anderson, Mary; Appiah, Adwoa; Barner, Marianna; Burton, Tanya; Castaneda, Ivette; Castle, Christopher; Ciucci, Linda; Colacion, Stella Marie; Collins, Dylon; Compton, John; Cortez, Uriel; Criss, Kara; Degner, Jean; Drury, Bridget; Falasz, Rebecca; Ford, Sarah; Fuller, Eric; Gogliotti, Anna; Gonsowski, Catherine; Gottlick, James; Henderson, Kaitlin; Izumi, Elise; Jagiel, Colin; Jagiel, Lauren; Kabirov, Ilya; Koshy, Rahul; LaHa, Brent; Luminais, Brett; McCammack, Devan; Naponiello, Patricia; Nguyen, Anthony; Oestreich, Nathan; Okain, Donna; Olszanowski, Babs; Palomo, Cristina; Perez, Jeofrey; Pierce, Vincent; Raleigh, Dennis; Reyes, Deyanira; Roman, Aldo; Sarna, Erika; Schneidman, Diana; Scott, Karli; Sikora, Nicole; Sniegowski, Emily; Tavares, Olivia; Tucker, Maria; Ultreras, Brian; Vasser, Angela; Walker, Julie; Washington, Jamie; Williams, Shirley

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

Alvarez, Adriana; Alvarez, Nabil; Ambriz, Nelly; Babinski, Agnieszka; Bauer, Rosemary; Bedoya, Daniel; Bennett, Kathy; Blazek, Steven; Burton, Kirsten-Andre; Clash, Justin; Cobb, Tara; Consalvo, Cindy; Crookham, Joseph; Cuevas, Jennifer; De Leon, Remu; Dobrescu, Andreea; Evans, Marleigha; Ford, Rachel; Ford, Susan; Frias, Noelia; Gatz, Danette; Gillespie, Anna; Granados, Jessica; Hasse, Kathryn; Henderson, Carol; Hildebrand, Theresa; Hodur, John; Hostert, Annalyn; Jagiel, Susan; Khan, Harris; Kolalis, Ashley; Lennon, Juanita; Luce, Jacob; Luce, Melissa; Lynch, Jeremy; Makowski, Marta; McCaig, Cheryl; McCurrie, Thomas; Mekeel, Daniel; Peddicord, Nathan; Peters, Jason; Petrick, Joseph; Purrazzo, Jay; Rachal, Mary; Robles, Jose; Saltzman, Sarah; Schiller, Allyse; Schmidt, Kathy; Schroeder, Debra; Sincic, Mary; Taylor, Charles; Zahorcik, Christine

PAYROLL: \$40,000 and OVER

Arellano, Joyce; Birkemeier, Wendy; Bradley, Melissa; Burkiewicz, Ann; Carreno, Randi; Castellanos, Nancy; Degutis, Thomas; Didier, Laura; Dolley, Sarah; Dudek, Debra; Fisher, Jeffrey; Ford, Steven; Garzaro, Maureen; Halvorsen, Christopher; Hildebrandt, Randall; Hopwood, Katherine; Jason, Christine; Matysek, John; Mills, Paul; Mukukenow, Therese; Nguyen, Jennie; Pottle, Leandra; Priovolos, Tasos; Sauskojus, Penny; Smallwood, Brian; Smallwood, Sabrina; Theobald, Christina; Thompson, Marianne; Tuitman, Dawne; Waters-Thurston, Katherine; Welko, Kathryn

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

## Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2017 through June 30, 2018 (by Funds)**GENERAL FUND**

Fund Balance - July 1, 2017	\$	8,498,825
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## REVENUES &amp; OTHER FINANCIAL SOURCES

Taxes	6,994,688
Interest	122,992
Fines	115,711
Others	24,098
State Grant	52,552

TOTAL REVENUES	7,310,041
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## PERSONNEL SERVICES

Salaries	3,585,864
Employee Hospitalization and Medical Insurance	315,903
Hiring and Placement Expenditures	595
Dues	9,416
Professional Development and Training	30,313
Mileage and Travel	22,087
Employee Recognition	3,166
EAP	3,287

## CONTRACTUAL SERVICES

Equipment Rental and Maintenance	202,892
Legal Fees and Expenditures	21,145
Bookmobile Maintenance	12,565
Circulation Control	94,488
Payroll Services	16,169
Professional Services	37,929
Printing	41,857
Catalog Management	23,206
Bank Service Fees	3,891
Security	1,806

## SUPPLIES &amp; UTILITIES

Telephone	13,859
Electricity	175,938
Cable TV	1,213
Internet Services	70,229
Gas	19,938
Water and Sewerage	19,120
Buildings and Grounds	64,341
Office Supplies	24,424
Library Supplies	29,355
Postage and Shipping	15,053
Computer Supplies	8,776
Program Supplies	31,415
Board Supplies	1,464
Fuel Expenditures - Bookmobile	2,763
Minor Furniture and Equipment	5,454

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2017 through June 30, 2018 (by Funds)

LIBRARY MATERIALS	
Library Materials	<u>768,541</u>
STATE GRANT	
Office & Library Equipment	<u>52,852</u>
MISCELLANEOUS	
Public Relations	48,477
Other	<u>26,303</u>
	<u>74,780</u>
CAPITAL OUTLAY	<u>273,246</u>
TOTAL EXPENDITURES	<u>6,079,340</u>
TRANSFER OUT	975,000
Fund Balance - June 30, 2018	<u>\$ 8,754,526</u>
<b><u>AUDIT FUND</u></b>	
Fund Balance - July 1, 2017	\$ 1,518
REVENUES	
Taxes	<u>12,700</u>
EXPENDITURES	
CONTRACTUAL SERVICES	
Audit Expenses	<u>8,650</u>
Fund Balance - June 30, 2018	<u>\$ 5,568</u>



**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2017 through June 30, 2018 (by Funds)

**LIABILITY INSURANCE FUND**

Fund Balance - July 1, 2017	81,822
REVENUES	
Taxes	<u>106,068</u>
EXPENDITURES	
Insurance	
Unemployment Insurance	4,069
Workmen's Compensation	29,893
Liability Insurance	33,416
Umbrella Policy	10,699
Treasurer's Bond	<u>6,200</u>
TOTAL EXPENDITURES	<u>84,277</u>
Fund Balance - June 30, 2018	<u>\$ 103,613</u>

**ILLINOIS MUNICIPAL RETIREMENT FUND**

Fund Balance - July 1, 2017	\$ 570,771
REVENUES	
Taxes	<u>646,379</u>
EXPENDITURES	
Personnel Services	
IMRF	<u>628,725</u>
Fund Balance - June 30, 2018	<u>\$ 588,425</u>

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2017 through June 30, 2018 (by Funds)

**SOCIAL SECURITY FUND**

Fund Balance - July 1, 2017	\$	194,323
REVENUES		
Taxes		<u>275,237</u>
EXPENDITURES		
Personnel Services		
FICA Tax		<u>264,605</u>
Fund Balance - June 30, 2018	\$	<u>204,955</u>

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2017 through June 30, 2018 (by Funds)

**SPECIAL RESERVE FUND**

Fund Balance - July 1, 2017	\$ 13,284,198
REVENUES	
Interest	<u>157,007</u>
EXPENDITURES	<u>33</u>
TRANSFER IN	975,107
Fund Balance - June 30, 2018	<u>\$ 14,416,279</u>

**EQUIPPING & MAINTENANCE FUND**

Fund Balance - July 1, 2017	\$ 218,615
REVENUES	
Taxes	<u>288,984</u>
EXPENDITURES	
Building Maintenance	<u>329,168</u>
Fund Balance - June 30, 2018	<u>\$ 178,431</u>

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2017 through June 30, 2018 (by Funds)

**WORKING CASH FUND**

Fund Balance - July 1, 2017	\$ 642,615
REVENUES	
Investment Interest	<u>38,666</u>
EXPENDITURES	
Investment Loss	<u>50,781</u>
Fund Balance - June 30, 2018	<u>\$ 630,500</u>

**DEBT SERVICE FUND**

Fund Balance - July 1, 2017	\$ 1,106,270
REVENUES	
Taxes	2,610,208
Interest	8,856
Other	165,138
OTHER FINANCING SOURCES	
Debt Issuance	-
Premium on Debt Issuance	<u>-</u>
TOTAL REVENUES	<u>2,784,202</u>
OTHER FINANCING USES	
Bond Payments	1,385,000
Payment to Escrow Agent	<u>1,326,875</u>
TOTAL EXPENDITURES	<u>2,711,875</u>
Fund Balance - June 30, 2018	<u>\$ 1,178,597</u>

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2017 through June 30, 2018 (by Funds)

**CAPITAL PROJECT FUND**

Fund Balance - July 1, 2017	<u>\$ 274,546</u>
REVENUES	
Interest	<u>2,713</u>
EXPENDITURES	
Capital Outlay	<u>237,648</u>
TRANSFER OUT	107
Fund Balance - June 30, 2018	<u>\$ 39,504</u>

## **FOUNTAINDALE PUBLIC LIBRARY STUDIO 300 POLICY**

Studio 300, Fountaindale Public Library District' digital media creation center, 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 is intended for small groups or individuals who seek to create media projects involving, but not limited to, video, audio, music, photography, graphic design, digitization, coding, desktop fabrication (e.g. 3D printing) and illustration.

Studio 300 computers are available for patrons working on digital media projects. General computing activities such as word processing, web browsing, email, social networking or gaming are not priorities in Studio 300.

Group collaboration rooms are designed for patrons to host or participate in videoconferences, virtual meetings or trainings, or for media project development.

### **LIMITS OF USE**

Priority for reserving the use of Studio 300 audio/video production spaces and group collaboration rooms is given in accordance with Fountaindale Public Library District's Meeting Room Policy. Studio 300 computers and audiovisual equipment are available to

Fountaindale library cardholders and access cardholders in good standing on a first come, first served basis.

For non-resident library cardholders who have not purchased an access card, but who are Reciprocal Borrowers as outlined in the Fountaindale Public Library District Circulation Policy, Studio 300 non-circulating resources, computers and spaces are available for limited use Monday–Friday from 10 a.m.–4 p.m. Circulating resources are available for general check out during Studio 300 open hours. Studio 300 reserves the right to prioritize Fountaindale Public Library District cardholders.

All use of the audio/video production spaces and group collaboration rooms must be in compliance with the Fountaindale Public Library District Library Conduct Policy, the Fountaindale Public Library District Unattended Child Policy, and other applicable policies.

A person's own valid public library card or access card is required to use and reserve Studio 300 computers, spaces and equipment. Additional photo identification will be sought in accordance with the Library's Circulation Policy, and as an identity theft precaution, the Library will photograph cardholders for the sole purpose of including the photo as an identifying piece in our cardholder database.

The library requires that all persons completing orientation provide a valid email address for the purpose of notifications for reservations, equipment due dates and overdue items.

With the exception of the computers, all library cardholders and access cardholders in good standing who wish to use Studio 300 equipment and production spaces must attend a previously scheduled group orientation. Upon completion of the orientation, cardholders will be required to complete an acknowledgement form signifying their understanding of the Studio 300 policy and procedures.

Children ages 17 and younger may attend Studio 300 orientations. Parents or guardians who, along with their children ages 12–17, have attended Studio 300 orientation may elect a parental waiver for their 12–17 year old to use Studio 300 without an adult present. Children under age 11 must be accompanied by an adult, guardian, or caregiver 14 years or older who has completed the orientation.

## **GUIDELINES FOR STUDIO 300 COMPUTER ACCESS**

Studio 300 computer use is governed by Fountaindale Public Library District's Computer Use Policy.

## **USE OF STUDIO 300 SPACES**

Reservations are encouraged for library cardholders and access cardholders, and required for non-resident cardholders, for the use of Studio 300's production spaces and group collaboration rooms up to 90 days from the current date in session lengths of up to four hours, with a maximum of eight hours per month per cardholder depending on room and equipment availability. A cardholder is only allowed one room per day whether or not they use their entire four hour session. Individual members of a group may not ask for use of the room as a new group to gain extra time when the group is substantially the same as the original group.

A patron booking a Studio 300 production space or collaboration room must present his or her own library card or access card in order to sign into the reserved room. The library card or access card presented upon check-in must match the account which was initially used to book the room, or must be produced within ten minutes of the reservation start time to avoid a forfeited reservation.

Fountaindale library cardholders and access cardholders are also invited to contact or visit Studio 300 to request drop in use of dedicated equipment, computers, production spaces and collaboration rooms, where availability will be reviewed. Non-resident



cardholders are not permitted drop in use of Studio 300 spaces and must reserve spaces a minimum of 24 hours in advance.

Rooms may not be left unattended while reserved and in use. If the responsible cardholder leaves a reserved space unattended without notifying Studio 300 staff (even if others are present in their group), the reservation will be immediately forfeited and future reservations may be denied.

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

Reservations must be cancelled at least 24 hours prior to the scheduled use. Failure to provide 24 hours notice of a cancellation, or regularly cancelling room reservation requests, will be grounds for suspension of privileges. Patrons who have not arrived within 15 minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Patrons who show up late will not have extended reservations.

Depending on the circumstances, individuals or groups who do not cancel appointments may receive one warning. A second occurrence will result in a 1 month suspension of Studio 300 collaboration room and space reservations. Repeated violations may result in a longer suspension.

## **USE OF STUDIO 300 EQUIPMENT**

An extensive collection of digital media equipment is available for use by all library cardholders and access cardholders. Some hardware must remain in Studio 300, designated as reference (non-circulating) items, while other hardware items are intended for use off site, designated as circulating equipment.

A credit card charge will be required for circulating equipment checkouts totaling \$750.00 or more. Upon return of all equipment in good condition the charge will be refunded. Studio 300 will accept the use of debit cards but cannot guarantee immediate release of funds once materials are returned.

Patrons 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; patrons are required to be present during this evaluation.

Certain advanced equipment and software will require additional training and practical demonstration by the patron before it will be checked out.

Equipment intended for use within Studio 300 is loaned for a period of 4 hours. Equipment intended for checkout and use outside of Studio 300 is loaned for a period of 5 days. In all cases, grace periods and renewals are not allowed on any equipment loaned by Studio 300.

Individual library cardholders and access cardholders will be limited to five pieces of circulating equipment at any one time.

The cardholder will be asked to sign a checkout form upon each individual use of circulating equipment.

Availability of equipment is not guaranteed and reservations are encouraged. Reserved items will be placed on 24-hour hold only and returned to general availability if not checked out during this hold period. Availability is contingent on patrons returning equipment in a timely manner.

## **USE OF STUDIO 300 MAKER EQUIPMENT**

The guidelines detailed in this policy also fully apply to equipment and resources designated as Maker items (3D printing/cutting, Vinyl cutting, CNC desktop fabrication, etc.) with the following additions:

Cardholders must participate in mandatory safety and use training in order to use certain tools and machinery and may not use these tools unsupervised until training has been completed, as confirmed by Fountaindale staff. This training is in addition to the Studio 300 orientation.

Only certain materials supplied by and purchased from Studio 300 may be used on the maker machinery and must be paid for when item is completed. Costs for these materials are detailed on the [Fountaindale Public Library District website](#).

The Library reserves the right to refuse access to Maker equipment at the discretion of library staff. Staff does not create, modify, or correct designs for cardholders. The Library is not responsible for machine accuracy or errors and can't guarantee quality or stability of any item.

Cardholders must be able to complete jobs before lab closing time and are responsible for cleaning up after each equipment use.

In the event of any injury, cardholders need to report it to staff immediately.

## **STUDIO 300 INSTRUCTION**

Studio Services staff are available during all hours of operation and will attempt to assist patrons at the point of need as time and staff knowledge permits. Studio 300 offers many classes that cover the computer software, production equipment, and project workflow techniques used in the lab. Comprehensive online training, eBook and book resources are available.

Advance scheduled one-on-one training sessions with the Studio 300 staff are highly encouraged for assistance with Studio 300 supported software and equipment. Non-resident library cardholders may schedule one-on-one training Mondays–Fridays from 10 a.m.–4 p.m. only.

Appointments will not be accepted for extensive artistic or graphic design consultation or general computing questions.

## **GENERAL STUDIO 300 GUIDELINES**

**Food and Drink:** Food is not allowed in Studio 300, and drinks are not allowed in audio booths. Covered drinks are allowed in the computer lab, video studios and collaboration spaces.

**Noise:** Due to the creative and collaborative nature of Studio 300, there is no guarantee of a silent atmosphere. All Studio 300 visitors are asked to be respectful of each other and of the Library's Conduct Policy regarding noise. Studios are intended to be actively used with doors shut.

**Conduct:** The Library Conduct Policy applies to activities in the Studio. Any violations of this policy may result in loss of Studio privileges and/or full library privileges. Treat your group, our staff, and other artists respectfully.

**Personal Belongings:** Your personal items are your responsibility to monitor. Other people's personal items are to be respected.

**Content Creation and Copyright:** Studio 300 created content must conform to acceptable community and legal standards.

**Collaboration:** Media computers in Studio 300 are designed for collaboration. There is a maximum of two people at any single computer station and three people at a dual monitor station. There are group collaboration rooms available for small groups up to six

to collaborate. Studio staff will determine the maximum number of people allowed in audio and video production spaces. The cardholder who signed out the space, equipment or computer, must be present at all times. Actions of each individual in the cardholder's group will be viewed as actions performed by the whole group. Any patron who is not an active part of the creative process, may enjoy another area of the library. Loitering is not permitted in Studio 300.

Free access: Library personnel must have free access to the Studio 300 production spaces at all times. The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations.

Privacy: The Library cannot guarantee complete patron privacy while using Studio 300 equipment and creative spaces as projects may be done in a public space.

Media Conversion: Studio 300 staff will not convert media or finalize projects in the absence of the content owner. Studio 300 patrons must be present at all times while projects are digitizing and/or rendering. Exceptions may be made at the Studio Services Manager's discretion.

Use of Personal Devices: Studio 300 visitors are encouraged to connect personal devices to Studio 300 equipment; however, support for such equipment may not necessarily be available. Library staff may disconnect personal devices which interfere with the operation of Library equipment or ability of other users to complete projects. Compatibility of personal devices with Studio 300 hardware and software is never guaranteed.

Content ownership: The Library reserves the right to erase user files left on Library owned hard drives, flash drives, and SD cards without prior notice.

Printing: A color laser printer, 3D printing and 3D cutting/vinyl cutting machines are available. Costs can be found on the Library's website. Studio 300 will not 3D print or

3D cut sharp edged items or individual pieces which could be used for, or assembled as, a dangerous object, such as weapon.

## **DAMAGES AND LIABILITY**

The library cardholder or access card holder who reserves the production spaces or collaboration rooms and their dedicated equipment will be considered the main user and will bear responsibility for any damage or misuse of the equipment. It is the user's responsibility to report any and all faulty equipment or room concerns immediately. Cardholders are responsible for returning and restoring all rooms and equipment to their originally checked out condition.

Equipment may not be returned to the library drive-up, automatic returns, or book drops; it must be brought directly to the Studio 300 service desk with no exceptions. Items returned through Automated Material Handlers, book drops or to another library will be fined.

Fines shall be charged for each day equipment is overdue at the rate of \$5.00 per day. Fines will not be waived for lost items. Circulating equipment that is checked out for more than 9 days (held overdue for four days) or is returned damaged will be either billed to the cardholder for the full replacement cost for the overdue or damaged item plus any overdue fines, or charged to the patron's credit card. Damaged items will not be discharged from the cardholder's account.

Cardholders who have outstanding charges for lost or damaged equipment will be denied Studio 300 privileges and other library privileges until the charges are reconciled.

The Library does not assume responsibility for personal items or personal equipment left behind or checked out to cardholders. Equipment usage privileges will be revoked due to careless handling of library owned equipment, repeated overdue or damaged

returns of library owned equipment. Please note that unattended library equipment is considered careless handling.

## **FAIR USE AND COPYRIGHT**

Fair Use: U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in digital media and maker projects. Numerous resources exist for fair use media materials.

Illegal downloading, file sharing and duplication: Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial products is not permitted.

Scanning, digitization and media conversion: Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using equipment in the library.

Copyright and Maker Equipment: Objects created using equipment designated as Maker must not infringe upon any third party's intellectual property rights. These objects must not be illegal nor can they be construed as having the intent to harm.

## **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. Patrons 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 study rooms. 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 November 1, 2018



## **Break Time for Nursing Mothers- DRAFT**

In accordance with the Fair Labor Standards Act and the Nursing Mothers in the Workplace Act, the District shall provide reasonable break time to an employee who needs to express breast milk for her nursing infant child each time the employee has the need to express milk for one year after the child's birth.

The break time may, but is not required to, run concurrently with any break time already provided to the employee. The District shall not reduce an employee's compensation for the time used for expressing milk or nursing a baby.

The District will provide a room or location in close proximity to the nursing mother's work area, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public where the employee may express her breast milk or nurse her baby.

The District will not retaliate against any employees for exercising their rights under this policy or the law.

## **Background and Motor Vehicle Records Checks- DRAFT**

In order to uphold our commitment to providing a safe environment for staff and patrons, and to protect our assets, the Fountaindale Public Library District makes every effort to hire and retain trustworthy individuals. To aid in this process, the Fountaindale Public Library District conducts background checks on all final applicants being considered for employment.

All offers of employment at the Fountaindale Public Library District are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates who will be new employees and on all current employees who are finalists for promotion to a position where a background check is applicable, as stated below.

Background checks will include:

- Social Security Verification: validates the applicant's Social Security number, date of birth and former addresses.
- Prior Employment Verification: confirms the applicant's employment with the listed companies, including dates of employment, positions held and additional information available pertaining to performance ratings, reasons for departure and eligibility for rehire.
- Personal and Professional References: calls will be placed to the individuals listed as references by the applicant.
- Sex Offender Registry: search of the National Sex Offender Public Registry, including verification.
- Criminal History: includes a review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature and gravity of the offense or conduct;
  - The time that has passed since the offense or conduct and/or completion of the sentence; and
  - The nature of the job held or sought.

The following additional background searches will be required for those applicants seeking, and current employees in, the following positions:

- Motor Vehicle Record Check: provides a report on an individual's driving history and license check in the state requested. This search will be performed at the time of hire or promotion, and annually thereafter, when driving a Fountaindale Public Library District owned vehicle is an essential requirement of the position.
- Credit Report: confirms the candidate's credit history. This search will be performed for positions that involve management of the Fountaindale Public Library District funds.

Final candidates will be required to provide accurate and sufficient information necessary to conduct a thorough background check. The applicant should not disclose any information regarding arrests or conviction records that have been expunged or sealed.

A signed employment application and disclosure and authorization form authorizing the background check and the release of factual information by former employers or other organizations is part of the reference and background investigation process and should be returned to the Human Resources department of the Fountaindale Public Library District. In the case that the applicant is a minor, those persons under the age of 18, parental or legal guardian consent will be obtained. Refusal to sign such a release eliminates the applicant from further consideration for employment.

Human Resources will order the background check upon receipt of the signed release form. Either internal Human Resources staff or a designated agent, and/or an employment screening service will conduct the checks. All application fees related to the background checks will be at the expense of the Fountaindale Public Library District.

The Human Resources Manager will review all results and will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the Human Resources Manager and the Executive Director of the Fountaindale Public Library District will assess the potential risks and liabilities related to the job's requirements.

Should an applicant's background check confirm the existence of a conviction(s), the applicant may be informed that he/she is subject to exclusion from the position due to a conviction and provided with an opportunity to submit further information regarding the conviction. The applicant may be asked to provide additional information including, but not limited to, the following:

- Confirmation that the conviction does, in fact, belong to the applicant;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- The applicant's age at the time of conviction, or release from prison;
- Rehabilitation efforts, e.g., education/training.

If the applicant does not respond to the organization's fact-finding, the employment decision will be based on the information gathered by the organization via the original background check.

If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service, if applicable.

The Fountaindale Public Library District will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her job application, resume, during an interview or during a background check process. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including discharge.

Current employees seeking promotion to a position where driving is an essential requirement of the position, or the position involves the management of the Fountaindale Public Library District funds, are subject to the same policy stated above concerning background checks.

Employees must report to the Executive Director in writing, within five business days, any criminal convictions, excluding misdemeanor offenses punishable only by fine. Failure to do so is a violation of policy and may lead to disciplinary action as appropriate.

Background check information will be maintained in a file separate from employees' personnel files.

## **Reference Checks- DRAFT**

On occasion employees may be asked to provide references for former or current District employees and/or temporary contract workers who are seeking employment outside of the District. References may not be written on the District's letterhead and/or stationary and/or official District digital communication tools. Any employee giving a personal reference is personally responsible for anything said in that reference. Such references must state that they are personal references and do not represent the views of the District.

## **Employment Information and Verification- DRAFT**

### Furnishing of Certain Employment Information by Consent

Information regarding any current or former District employee, or his/her employment with the District, will not be furnished unless the employee authorizes the District in writing to furnish this information to the specifically named organization. To be acceptable, this consent form must indicate the general and specific types of information that can be released and release the District from all potential liability related to the authorized disclosure.

The Human Resources Department will normally handle these types of requests. Compliance with such a request will be subject to the discretion of the District.

### Furnishing of Information to Other Employers

Absent a written consent as referenced above, the District will only disclose the following information when responding to requests from other employers regarding current and former employees:

- The individual's start and end dates of employment.
- Title of last position held.

### Furnishing of Employment Information Pursuant to Subpoena, Court Order of Legal Requirement

The District will furnish employment information without an employee's consent upon receipt of a duly authorized subpoena, pursuant to court order or when otherwise required by law.

## **Holidays - DRAFT**

The Fountaindale Public Library District will be closed on the following holidays:

- 1) New Year's Day
- 2) Memorial Day
- 3) Fourth of July
- 4) Labor Day
- 5) Thanksgiving Day
- 6) Christmas Eve
- 7) Christmas Day
- 8) New Year's Eve

The Board will review the list of holidays on an annual basis.

If a holiday falls on a Saturday or Sunday, the Board will determine if the holiday will be observed on a different day and/or whether a supplemental floating holiday will be granted. The Board is under no obligation to choose either option.

All full-time employees shall be paid for 7.5 hours and part-time employees shall be paid for 4 hours for the above official holidays. Employees will not receive holiday pay if they are in an unpaid status.

Days other than official holidays when the District is closed shall be termed administrative days. Administrative days are unpaid for non-exempt employees.

## **Supplemental Floating Holidays**

Supplemental floating holiday time may be granted by the Board in some cases.

Supplemental floating holidays may be used at the employee's discretion with the approval of the employee's supervisor. Supplemental floating holiday time not used by December 31 of the calendar year in which it is granted will be forfeited.

## **Personal Time - DRAFT**

Each full-time employee shall receive 15 hours of personal time per year, which will be credited to the employee starting on his or her hire date and annually thereafter on his or her anniversary date. Personal time may be used at the employee's discretion with the approval of the employee's supervisor.

Personal time not used prior to the next employment anniversary date will be forfeited.

If an employee changes status from part-time to full-time, personal time will be prorated from the date of the change in status to his or her anniversary date. Upon his or her anniversary date, an employee will receive the accrual amount that reflects his or her full-time status.

If an employee changes status from full-time to part-time, unused personal time will be forfeited.

Employees are required to substitute personal time during any period of unpaid leave under the Family and Medical Leave Act.

## **Vacation - DRAFT**

Annually, employees need time away from the workplace. The Fountaindale Public Library District encourages staff to take time away from work to rest, relax and recharge.

All full-time and regular part-time employees of the District shall receive an annual vacation with pay. Seasonal employees are not eligible for this benefit.

Vacations for all employees are subject to prior approval by the employee's supervisor/manager. When an employee is requesting a full work week of vacation, the department manager's approval must be obtained as well. Requests should be submitted and approved as far in advance as possible. Due to the District's needs, approved employee vacation requests may be cancelled.

Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Employees who have no vacation allowance or other paid time-off benefits available may request time off without pay. Please refer to the Leave of Absence without Pay policy.

No vacation will be earned when an employee is on an unpaid leave of absence.

Employees who change employment status from part-time to full-time or full-time to part-time will receive a pro-rated vacation allowance on his or her employment anniversary date. When determining the amount of vacation allowance to be given, years of service is calculated from the date an employee changes status from part-time to full-time or full-time to part-time.

Employees are required to substitute vacation time during any period of unpaid leave under the Family and Medical Leave Act.

Accrued but unused vacation allowance shall be paid out to an employee upon termination of employment.

### **Exempt Full-Time**

Employees in exempt full-time positions shall be granted 180 hours of annual vacation with pay.

The annual vacation allowance shall be made available to each employee on his or her employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, exempt full-time employees may take up to 90 hours of vacation time. On his or her first year anniversary, employees are granted the remaining time off from the first year's vacation allowance earned to be used during his or her second year of employment.



### Non-Exempt Full-Time

Employees in non-exempt full-time positions shall have the following vacation schedule:

<u>Employment Anniversary Date</u>	<u>Vacation Hours with Pay</u>
1 year - 3 years	120
4 years - 10 years	150
11 years and over	180

The annual vacation allowance shall be made available to each employee on his or her employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt full-time employees may take up to 60 hours of vacation time. On the first year anniversary, employees are granted the remaining time off from his or her first year's vacation allowance earned to be used during his or her second year of employment.

### Non-Exempt Part-Time

Employees in non-exempt part-time positions shall have the following vacation schedule:

<u>Employment Anniversary Date</u>	<u>Vacation Time with Pay(*)</u>
1 year - 3 years	1 week
4 years - 10 years	2 weeks
11 years and over	3 weeks

(\*) Hours per week are equal to the number of weekly hours hired for and regularly scheduled; such as 19 or 25 hours.

The annual vacation allowance shall be made available to each employee on his or her employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt part-time employees may take up to one half of the annual accrual hours of vacation time; 10 hours for staff working 19 hours per week, and 15 hours for staff working 25 hours per week. On the first year anniversary, employees are granted the remaining time off from his or her first year's vacation allowance earned to be used during his or her second year of employment.



# Bolingbrook

a place to grow



**Roger C. Claar**  
Mayor

**Carol S. Penning**  
Village Clerk

**Michael T. Lawler**  
Deputy Mayor  
& Village Trustee

Village Trustees  
**Ricardo Morales**  
**Maria A. Zarate**  
**Jeresa A. Hoogland**  
**Robert M. Jaskiewicz**  
**Sheldon L. Watts**

**James S. Boan**  
Village Attorney



375 W. Briarcliff Road  
Bolingbrook, Illinois  
60440-3829

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(630) 226-8400  
FAX: (630) 226-8409  
TDD: (630) 226-8402

Recycled For A Better Environment



October 26, 2018

Fountaindale Public Library  
Peggy Danhof, President  
300 W. Briarcliff Road  
Bolingbrook, IL 60440

RE: Termination of the Beaconridge Tax Increment Financing District

Dear Sir or Madam:

As you know, the Village of Bolingbrook has previously utilized its authority under 65 ILCS 5/11-74.4-1 (the "TIF Act") to establish the Beaconridge Tax Increment Financing District (the "Beaconridge TIF District"). The Beaconridge TIF District was established by virtue of Ordinance No. 95-024 on February 28, 1995. The Village has determined that, on or before December 30, 2018, all redevelopment costs and all Village financial obligations associated with the Beaconridge TIF District have been paid, as stated in Ordinance No. 17-068 attached.

Pursuant to 65 ILCS 5/11-74.4-8, this letter shall serve as notice to your taxing body that as of December 31, 2018, the Beaconridge TIF District will be terminated as a redevelopment project area and the taxes extended by taxing districts for properties located in the Beaconridge TIF District shall thereafter be levied, collected and distributed in the manner applicable in the absence of the adoption of tax increment financing.

Should you have any questions, please call.

Sincerely,

Rosa N. Cojulun  
Finance Director  
Village of Bolingbrook  
630-226-8431

Enclosures

cc: Will County Collector



TREE CITY USA

A Community of 76,000

PUBLISHED IN PAMPHLET FORM FOR THE FOLLOWING:

ORDINANCE 17-068

TERMINATING THE VILLAGE OF BOLINGBROOK BEACONRIDGE TIF  
REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL  
TAX ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS

VILLAGE CLERK

VILLAGE OF BOLINGBROOK

ORDINANCE 17-068

**ORDINANCE TERMINATING THE VILLAGE OF BOLINGBROOK BEACONRIDGE  
TIF REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL TAX  
ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS**

WHEREAS, the Tax Increment Allocation Redevelopment Act found at 65 ILCS 5/11-74.4-1 (the "TIF Act") authorizes cities and villages to designate redevelopment project areas, approve redevelopment plans and projects and adopt tax increment financing; and

WHEREAS, on February 28, 1995, the Mayor and Board of Trustees (the "Board") of the Village of Bolingbrook, Will and DuPage Counties, Illinois (the "Village") utilized the authority provided by the TIF Act to adopt Ordinance No. 95-024, styled "Ordinance Approving the Bolingbrook Beaconridge Tax Increment Development Plan and Project"; and

WHEREAS, the goals and objectives of the Beaconridge TIF Redevelopment Plan and Project have now been fulfilled; and

WHEREAS, all redevelopment project costs, including without limitation all municipal obligations financing redevelopment project costs, incurred by the Village in accordance with the TIF Act, will be paid, designated and/or pledged on or before December 31, 2018; and

WHEREAS, the Village is required to complete and retire all obligations for the redevelopment costs incurred for the Beaconridge TIF Redevelopment Project Area not later than December 31<sup>st</sup> of the year in which the Village, pursuant to the Act, receives payment with respect to ad valorem taxes levied in the twenty-third (23<sup>rd</sup>) year calendar year after the ordinance approving the TIF is adopted (such calendar year also being tax year 2018, with payment due in calendar year 2019; and

WHEREAS, the Village Treasurer will distribute and pay the Village General Fund and the Will County Treasurer for further distribution to property tax levying jurisdictions affected by the Redevelopment Project Area all surplus funds remaining in the Special Tax Allocation Fund after all project costs and all obligations issued to finance such costs have been paid and/or pledged in accordance with the provisions of 65 ILCS 5/11-74.4-7 and 8 of the Illinois Compiled Statutes; and

WHEREAS, the Mayor and Board of Trustees hereby declare a current surplus of funds in the Beaconridge TIF account in the amount of \$4,650,576.45, said funds to be distributed in the manner prescribed by law;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSEES OF THE VILLAGE OF BOLINGBROOK, WILL AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION TWO: The Village, on or before December 30, 2018, will pay and/or pledge all redevelopment project costs incurred by the Village, retire all obligations issued by the Village to finance such costs and distribute any excess monies in accordance with law.

SECTION THREE: The Village hereby terminates the designation of the Beaconridge TIF Redevelopment Project Area as a redevelopment project area effective December 31, 2018.

SECTION FOUR: The Mayor and Board of Trustees hereby declare a current surplus of funds in the Beaconridge TIF account in the amount of \$4,650,576.45, and direct the Finance Director to distribute said funds in the manner prescribed by law.

SECTION FIVE: The Mayor and Board of Trustees further declare that any additional funds for the Beaconridge TIF special tax allocation fund, which are received after the date of this Ordinance, shall be deemed surplus funds and that the Finance Director shall distribute such surplus funds in the manner provided by law. The Beaconridge TIF special tax allocation fund shall be dissolved upon the fund's distribution, as hereinabove provided, of the last incremental real estate tax payment attributable to the Beaconridge TIF.

SECTION SIX: After termination of the TIF redevelopment project area, the rates of the taxing districts shall be extended and taxes levied, collected and distributed in the manner applicable in the absence of the adoption of tax increment financing.

SECTION SEVEN: That, pursuant to 65 ILCS 5/11-74.4-8, a copy of this Ordinance shall be forwarded, by the Village Clerk, to each taxing district impacted by the Beaconridge TIF, to the Will County Clerk and the Will County Collector.

SECTION EIGHT: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect the other provisions of this Ordinance.

SECTION NINE: All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION TEN: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

PASSED THIS 19<sup>TH</sup> DAY DECEMBER, 2017.

AYES:	6	Zarate, Lawler, Watts Hoogland, Morales, Jaskiewicz
NAYS:	0	None
ABSENT:	0	None

APPROVED THIS 19<sup>TH</sup> DAY OF DECEMBER, 2017.

  
MAYOR

ATTEST:

  
VILLAGE CLERK

PUBLISHED BY THE VILLAGE CLERK, IN PAMPHLET FORM, BY AUTHORITY OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF BOLINGBROOK ON DECEMBER 20, 2017.

JM\725593\REV12/12/17

STATE OF ILLINOIS)  
COUNTIES OF WILL) SS  
AND DU PAGE )

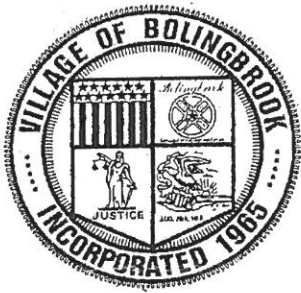
I, Carol S. Penning, certify that I am the duly elected and acting Village Clerk of the Village of Bolingbrook, Will and DuPage Counties, Illinois.

I further certify that on December 19<sup>th</sup>, 2017, the Corporate Authorities of such municipality passed and approved Ordinance 17-068 entitled:

**TERMINATING THE VILLAGE OF BOLINGBROOK BEASCONRIDGE TIF  
REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL TAX  
ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS**

The pamphlet form of Ordinance 17-068 including the Ordinance and a cover sheet, thereof, was prepared on December 19<sup>th</sup>, 2017. Copies of such Ordinance are available for public inspection upon request in the office of the Village Clerk.

DATED at Bolingbrook, Illinois, this 20<sup>th</sup> day of December, 2017.



*Carol S. Penning*  
\_\_\_\_\_  
Carol S. Penning, CMC  
VILLAGE CLERK





# Bolingbrook

a place to grow



October 31, 2018

**Roger C. Claar**  
Mayor

**Carol S. Penning**  
Village Clerk

**Michael T. Lawler**  
Deputy Mayor  
& Village Trustee

Village Trustees  
**Ricardo Morales**  
**Maria A. Zarate**  
**Jeresa A. Hoogland**  
**Robert M. Jaskiewicz**  
**Sheldon L. Watts**

**James S. Boan**  
Village Attorney



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TDD: (630) 226-8402

Recycled For A Better Environment



Fountaindale Public Library  
Peggy Danhof, President  
300 W. Briarcliff Road  
Bolingbrook, IL 60440

RE: Termination of the Weber Road Tax Increment Financing District

Dear Sir or Madam:

As you know, the Village of Bolingbrook has previously utilized its authority under 65 ILCS 5/11-74.4-1 (the "TIF Act") to establish the Weber Road Tax Increment Financing District (the "Weber Road TIF District"). The Weber Road TIF District was established by virtue of Ordinance No. 04-131 on September 28, 2004. The Village has determined that, on or before December 30, 2018, all redevelopment costs and all Village financial obligations associated with the Weber Road TIF District have been paid, as stated in Ordinance No. 17-068 attached.

Pursuant to 65 ILCS 5/11-74.4-8, this letter shall serve as notice to your taxing body that as of December 31, 2018, the Weber Road TIF District will be terminated as a redevelopment project area and the taxes extended by taxing districts for properties located in the Weber Road TIF District shall thereafter be levied, collected and distributed in the manner applicable in the absence of the adoption of tax increment financing.

Should you have any questions, please call.

Sincerely,

Rosa N. Cojulun  
Finance Director  
Village of Bolingbrook  
630-226-8431

Enclosures

cc: Will County Collector  
Will County Clerk



TREE CITY USA

A Community of 76,000

PUBLISHED IN PAMPHLET FORM FOR THE FOLLOWING:

ORDINANCE 18-067

TERMINATING THE VILLAGE OF BOLINGBROOK WEBER ROAD TIF  
REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL  
TAX ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS

VILLAGE CLERK

VILLAGE OF BOLINGBROOK



**ORDINANCE TERMINATING THE VILLAGE OF BOLINGBROOK WEBER  
ROAD TIF REDEVELOPMENT PROJECT AREA AND DISSOLVING  
THE SPECIAL TAX ALLOCATION FUND AND DECLARATION OF  
SURPLUS FUNDS**

WHEREAS, Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Bolingbrook, Will and DuPage counties, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, the Tax Increment Allocation Redevelopment Act found at 65 ILCS 5/11-74.4.4-1 (the "TIF Act") authorizes cities and villages to designate redevelopment project areas, approve redevelopment plans and projects and adopt tax increment financing; and

WHEREAS, on September 28, 2004, the Mayor and Board of Trustees (the "Board") of the Village of Bolingbrook, Will and DuPage Counties, Illinois (the "Village") utilized the authority provided by the TIF Act to adopt Ordinance No. 04-131, styled "An Ordinance of the Village of Bolingbrook, Will and DuPage Counties, Illinois Adopting Tax Increment Financing for the Weber Road Tax Increment Redevelopment Project Area" and

WHEREAS, the goals and objectives of the Weber Road TIF Redevelopment Plan and Project have now been fulfilled; and

WHEREAS, all redevelopment project costs, including without limitation all municipal obligations financing redevelopment project costs, incurred by the Village in accordance with the TIF Act, will be paid, designated and/or pledged on or before December 31, 2018; and

WHEREAS, the Village Treasurer will distribute and pay the Village General Fund and the Will County Treasurer for further distribution to property tax levying jurisdictions affected by the Redevelopment Project Area all surplus funds remaining in the Special Tax Allocation Fund after all project costs and all obligations issued to finance such costs have been paid and/or pledged in accordance with the provisions of 65 ILCS 5/11-74.4-7 and 8 of the Illinois Compiled Statutes; and

WHEREAS, the Mayor and Board of Trustees hereby declare a current surplus of funds in the Weber Road TIF account in the amount of \$388,666.63, said funds to be distributed in the manner prescribed by law;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF BOLINGBROOK, WILL AND DU PAGE COUNTIES, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION TWO: The Village, on or before December 30, 2018, will pay and/or pledge all redevelopment project costs incurred by the Village, retire all obligations issued by the Village to finance such costs and distribute any excess monies in accordance with law.

SECTION THREE: The Village hereby terminates the designation of the Weber Road TIF Redevelopment Project Area as a redevelopment project area effective December 31, 2018.

SECTION FOUR: The Mayor and Board of Trustees hereby declare a current surplus of funds in the Weber Road TIF account in the amount of \$388,666.63, and direct the Finance Director to distribute said funds in the manner prescribed by law.

SECTION FIVE: The Mayor and Board of Trustees further declare that any additional funds for the Weber Road TIF special tax allocation fund, which are received after the date of this Ordinance, shall be deemed surplus funds in the manner provided by law. The Weber Road TIF special tax allocation fund shall be dissolved upon the fund's distribution, as hereinabove provided, of the last incremental real estate tax payment attributable to the Weber Road TIF.

SECTION SIX: After termination of the TIF redevelopment project area, the rates of the taxing districts shall be extended and taxes levied, collected and distributed in the manner applicable in the absence of the adoption of tax increment financing.

SECTION SEVEN: That, pursuant to 65 ILCS 5/11-74.4-8, a copy of this Ordinance shall be forwarded, by the Village Clerk, to each taxing district impacted by the Beaconridge TIF, to the Will County Clerk and the Will County Collector, together with the notice of termination of the Weber Road TIF District, which is attached to this Ordinance.

SECTION EIGHT: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect the other provisions of this Ordinance.

SECTION NINE: All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION TEN: This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 23<sup>RD</sup> DAY OF OCTOBER, 2018.

AYES:	6	Zarate, Lawler, Watts, Morales, Jaskiewicz
NAYS:	0	None
ABSENT:	1	Hoogland

APPROVED THIS 23<sup>RD</sup> DAY OF OCTOBER, 2018.

  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
VILLAGE CLERK

PUBLISHED BY THE VILLAGE CLERK, IN PAMPHLET FORM, BY AUTHORITY OF THIS CORPORATE AUTHORITIES OF THE VILLAGE OF BOLINGBROOK ON OCTOBER 24, 2018.

JM\797173\10/15/18

STATE OF ILLINOIS)  
COUNTIES OF WILL) SS  
AND DU PAGE )

I, Carol S. Penning, certify that I am the duly elected and acting Village Clerk of the Village of Bolingbrook, Will and DuPage Counties, Illinois.

I further certify that on October 23<sup>rd</sup>, 2018, the Corporate Authorities of such municipality passed and approved Ordinance 18-067 entitled:

**TERMINATING THE VILLAGE OF BOLINGBROOK WEBER ROAD TIF REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL TAX ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS**

The pamphlet form of Ordinance 18-067 including the Ordinance and a cover sheet, thereof, was prepared on October 23<sup>rd</sup>, 2018. Copies of such Ordinance are available for public inspection upon request in the office of the Village Clerk.

DATED at Bolingbrook, Illinois, this 24<sup>th</sup> day of October, 2018.



  
\_\_\_\_\_  
Carol S. Penning, CMC  
VILLAGE CLERK

# Fountaindale Public Library District

## Cash and Investment

October 31, 2018

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$274,501.32	\$358,202.52
Cash Checking/Payroll	\$31,492.47	\$160,840.25	\$192,332.72
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$435,470.82	\$552,964.49
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	\$2,436,811.05	\$10,546,130.61
Investment - General/IL Funds/MM	\$67,203.39	\$1,744.63	\$68,948.02
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$22,120.03	\$51,113.69
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$50,754.26	\$2,009,752.58
Investment - Working Cash/BMO Harris MM	\$878.27	\$22.77	\$901.04
Investments - Working Cash/Madison	\$629,365.30	(\$13,155.68)	\$616,209.62
Investment - Working Cash/MM	\$22,179.12	(\$9,118.53)	\$13,060.59
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$6,097.64	\$422,718.90
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,294,743.52	\$12,553,383.57
Total Investments	\$22,492,198.93	\$3,790,019.69	\$26,282,218.62
Bond Fund			
4-1211-40 Invest/BMO Harris MM Accou	\$1,105,143.03	\$754,994.23	\$1,860,137.26
Total Bond Fund	\$1,105,143.03	\$754,994.23	\$1,860,137.26
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	\$547,583.63	(\$547,583.63)	\$0.00
9-1211-90 Invest/BMO Harris MM Accou	\$6,135.82	\$33,726.25	\$39,862.07
Total Building Project Fund	\$553,719.45	(\$513,857.38)	\$39,862.07
Total Cash and Investments	\$24,268,555.08	\$4,466,627.36	\$28,735,182.44

Special Res. PMA - 1.612%  
General - IL Fund - 2.167%  
Money Market BMO Harris - 2.093%

### Bonds:

Working Cash/Madison Bond Value/Rate: 10/2018 \$616,210 @ 2.15%

# Fountaindale Public Library District

## Revenue Report

October 31, 2018

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	\$0.00	\$0.00	0.00 %	\$4,103,133.00	\$4,103,133.00
Property Tax Dupage 2018 - Est.	\$0.00	\$0.00	0.00 %	\$83,737.00	\$83,737.00
Property Tax Will - 2017	\$42,279.90	\$3,889,207.75	96.41 %	\$4,033,911.00	\$144,703.25
Property Tax Dupage - 2017	\$2,534.62	\$76,825.74	93.32 %	\$82,325.00	\$5,499.26
Other Tax	\$18,191.21	\$40,324.36	12.07 %	\$334,070.00	\$293,745.64
Interest	\$54,519.43	\$201,592.57	116.44 %	\$173,131.00	(\$28,461.57)
Fines	\$5,663.54	\$22,878.78	91.52 %	\$25,000.00	\$2,121.22
Copy Machines	\$857.30	\$2,913.52	48.56 %	\$6,000.00	\$3,086.48
Fax Machine	\$585.03	\$2,569.85	51.40 %	\$5,000.00	\$2,430.15
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,137.63	\$8,324.17	52.03 %	\$16,000.00	\$7,675.83
Miscellaneous	\$245.97	\$11,171.13	89.37 %	\$12,500.00	\$1,328.87
Reimbursements	\$0.00	\$1,761.30	39.14 %	\$4,500.00	\$2,738.70
Board Reimbursements	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$0.00	0.00 %	\$85,104.00	\$85,104.00
Total Operating Funds	\$127,014.63	\$4,257,569.17	47.49 %	\$8,965,211.00	\$4,707,641.83
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$70.66	\$357.55	0.00 %	\$0.00	(\$357.55)
Total Building Project Fund	\$70.66	\$357.55	0.00 %	\$0.00	(\$357.55)
Bond Fund					
Property Tax - Will 2018 - Est.	\$0.00	\$0.00	0.00 %	\$1,394,959.00	\$1,394,959.00
Property Tax - Dupage 2018 - Est.	\$0.00	\$0.00	0.00 %	\$28,469.00	\$28,469.00
Property Tax - Will 2017	\$13,575.47	\$1,248,770.10	96.40 %	\$1,295,466.00	\$46,695.90
Property Tax - Dupage 2017	\$821.54	\$24,901.49	94.19 %	\$26,438.00	\$1,536.51
Interest Bond Fund	\$3,274.32	\$7,442.39	74.42 %	\$10,000.00	\$2,557.61
Interest Rebate Payment - BAB	\$0.00	\$82,701.61	50.00 %	\$165,403.00	\$82,701.39
Total Bond Fund	\$17,671.33	\$1,363,815.59	46.69 %	\$2,920,735.00	\$1,556,919.41
Total Revenue	\$144,756.62	\$5,621,742.31	47.30 %	\$11,885,946.00	\$6,264,203.69

# Fountaindale Public Library District

## Expenditure Report

October 31, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$315,357.24	\$1,405,587.59	30.21 %	\$4,652,400.00	\$3,246,812.41
Contractual Services	\$14,933.26	\$156,441.28	26.63 %	\$587,500.00	\$431,058.72
Supplies & Utilities	\$45,198.00	\$159,634.03	26.99 %	\$591,500.00	\$431,865.97
Library Materials	\$37,736.77	\$231,190.01	19.82 %	\$1,166,600.00	\$935,409.99
Capital Expenditures	\$1,440.00	\$24,953.26	5.75 %	\$433,662.00	\$408,708.74
Miscellaneous	\$4,083.01	\$19,493.72	27.85 %	\$70,000.00	\$50,506.28
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$0.00	\$250.00	50.00 %	\$500.00	\$250.00
Total General Fund Expenditures	\$418,748.28	\$1,997,549.89	26.33 %	\$7,586,766.00	\$5,589,216.11
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00 %	\$10,000.00	\$10,000.00
Liability Insurance Fund Expenditures	\$0.00	\$7,056.43	5.33 %	\$132,500.00	\$125,443.57
Soc Sec/IMRF Fund Expenditures	\$71,736.19	\$321,473.49	34.47 %	\$932,501.00	\$611,027.51
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$10,861.30	\$53,994.92	17.14 %	\$315,000.00	\$261,005.08
Total Other Fund Expenditures	\$82,597.49	\$382,524.84	27.52 %	\$1,390,041.00	\$1,007,516.16
Total Expenditures - Operating Funds	\$501,345.77	\$2,380,074.73	26.51 %	\$8,976,807.00	\$6,596,732.27
Building Project Fund Expenditures					
	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Total Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$16,800.00	50.00 %	\$33,600.00	\$16,800.00
Principal Payment - 2009	\$0.00	\$0.00	0.00 %	\$1,475,000.00	\$1,475,000.00
Interest Payment - 2009	\$0.00	\$277,750.00	50.00 %	\$555,500.00	\$277,750.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - Bond 2009B	\$0.00	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$85,000.00	\$85,000.00
Interest Payment - 2016A	\$0.00	\$95,550.00	50.00 %	\$191,100.00	\$95,550.00
Total Bond Fund Expenditures	\$0.00	\$643,087.50	22.59 %	\$2,846,175.00	\$2,203,087.50
Total	\$0.00	\$643,087.50	22.59 %	\$2,846,175.00	\$2,203,087.50
Total Expenditures - All Funds	\$501,345.77	\$3,023,162.23	25.57 %	\$11,822,982.00	\$8,799,819.77

Kathryn J. Spindel/Treasurer

# Fountaindale Public Library District

## Bills Paid - Operating Account

NOVEMBER - 2018

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Aflac	Employer Insurance Contribution - October 2018	11/01/2018	733	1-4192-10	\$36.83
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - November 2018	11/01/2018	50570	1-4192-10	\$29,755.29
Dearborn National Life Insurance Company	Employer Insurance Contribution - November 2018	11/01/2018	50571	1-4192-10	\$493.51
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - November 2018	11/01/2018	50572	1-4192-10	\$158.71
Home Depot	Building Maintenance Supplies	11/01/2018	50573	8-4211-30	\$15.04
	Building Supplies	11/01/2018	50573	8-4357-30	\$52.04
Illinois Municipal Retirement Fund	Employer Insurance Contribution - October 2018	11/01/2018	735	5-4142-10	\$50,557.46
LIMRiCC Unemployment Fund	Unemployment Insurance - 3rd Quarter Ending 09/30/2018	11/01/2018	50574	3-4143-10	\$559.45
Sabrina Smallwood	Per Diem - Library Marketing & Comm. Conference	11/01/2018	50575	1-4173-10	\$91.25
Shirley Williams	Financial Consulting Services - Installment #4	11/01/2018	50576	1-4253-10	\$675.00
Steven Ford	Per Diem - Library Marketing & Comm. Conference	11/01/2018	50577	1-4173-10	\$91.25
					<u>\$82,485.83</u>

  
 Jennie Nguyen, Finance Manager

### Gross Payroll & FICA Expense - October 2018

Gross Payroll	\$282,366.50
FICA	\$20,987.79
Total Gross Payroll & FICA	<u>\$303,354.29</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

**General Fund**

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Acore Shelving and Products, Inc.</b>				
	Replacement Bkmb Caster Assemblies - PO5595-1819	81031	1-4235-29	\$ 103.00
	<i>Totals for Acore Shelving and Products, Inc.</i>			<b>\$ 103.00</b>
<b>Allegra Print &amp; Imaging</b>				
	Bookmobile Sign - Reward Yourself - PO5529-1819	14113	1-4731-10	129.00
	DiNovember Bookmobile Sign - PO5585-1819	14235	1-4731-10	136.00
	<i>Totals for Allegra Print &amp; Imaging</i>			<b>\$ 265.00</b>
<b>Allyse Schiller</b>				
	Mileage - 10/5/18-10/31/18	AS103118	1-4171-10	37.78
	<i>Totals for Allyse Schiller</i>			<b>\$ 37.78</b>
<b>Alsip-Merrionette Park Public Library District</b>				
	Lost Item - Dutch III	AMPPLD101018	1-3310-30	20.00
	<i>Totals for Alsip-Merrionette Park Public Library District</i>			<b>\$ 20.00</b>
<b>Amazon</b>				
	Video Games - YA	6045787810108122	1-4563-26	39.60
	CD Music - Adult	6045787810108122	1-4550-26	43.21
	Admin Supply Closet Notepads & Finance Folders - PO A08-1819	6045787810655296	1-4351-10	28.96
	ATSD STEM Programming Sets - PO A07-1819	6045787810655296	1-4353-24	259.85
	ATSD STEM Programming Sets - PO A07-1819	6045787810655296	1-4353-24	186.53
	Periodicals	6045787810108122	1-4511-26	45.90
	Books - Adult Non-Fiction	6045787810108122	1-4541-26	28.14
	Printer Filament Supplies - Studio 300 - PO A06-1819	6045787810655296	1-4371-27	69.42
	STEAM Boxes	6045787810108122	1-4528-26	55.47
	<i>Totals for Amazon</i>			<b>\$ 757.08</b>
<b>American Building Services, LLC</b>				
	Replace Room 324 Door - PO5352-1718	4025988	1-4391-30	538.33
	<i>Totals for American Building Services, LLC</i>			<b>\$ 538.33</b>
<b>American Library Association</b>				
	Membership - Thompson - 1/1/19 - 12/31/19	0062634	1-4161-10	275.00
	Membership - Nguyen - 1/1/19-12/31/19	2218495	1-4161-10	110.00
	<i>Totals for American Library Association</i>			<b>\$ 385.00</b>
<b>AmeriFlex Business Solutions</b>				
	Benefit/Cobra Administration Fees - November 2018	INV189600	1-4253-10	193.05
	<i>Totals for AmeriFlex Business Solutions</i>			<b>\$ 193.05</b>



# Fountaindale Public Library District

## Bills Payable Report

### November 15, 2018

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>AT &amp; T</b>				
	Internet Service - October 2018	4500704400	1-4314-14	\$ 1,359.19
		<i>Totals for AT &amp; T</i>		<u>\$ 1,359.19</u>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 9/10/18-10/9/18	14205880	1-4311-14	308.70
		<i>Totals for AT &amp; T Mobility - National Business Services</i>		<u>\$ 308.70</u>
<b>B&amp;H Photo-Video</b>				
	Audio Visual Collection - Studio 300 - PO5584-1819	148466998	1-4568-27	1,209.34
	Audio Visual Collection - Studio 300 - PO5584-1819	148526591	1-4568-27	13.99
	Stereo Mini M/F Extension Cable - IT - PO5580-1819	148443900	1-4354-14	126.75
		<i>Totals for B&amp;H Photo-Video</i>		<u>\$ 1,350.08</u>
<b>Baker &amp; Taylor - C009233</b>				
	Adult Ref/NF Standing Order	C0092333	1-4531-26	595.95
		<i>Totals for Baker &amp; Taylor - C009233</i>		<u>\$ 595.95</u>
<b>Baker &amp; Taylor - L030107</b>				
	Library Supplies - Rockin' Reading Race Prizes	L0301072	1-4371-28	184.96
	Friends Donation - Rockin' Reading Race Prizes	L0301072	1-4575-10	1,167.59
		<i>Totals for Baker &amp; Taylor - L030107</i>		<u>\$ 1,352.55</u>
<b>Baker &amp; Taylor - L420685</b>				
	Books - Juvenile World Languages	L4206852	1-4526-29	16.14
	Books - Juvenile Fiction	L4206852	1-4544-29	159.98
	Books - Juvenile Non-Fiction	L4206852	1-4545-29	34.28
	Books - Juvenile Easy	L4206852	1-4546-29	28.37
	Books - Young Adult/Fiction	L4206852	1-4548-29	138.81
	Books - Adult Fiction	L4206852	1-4540-29	581.58
	Books - Adult Non-Fiction	L4206852	1-4541-29	254.24
	Books - Adult Large Print	L4206852	1-4543-29	160.62
		<i>Totals for Baker &amp; Taylor - L420685</i>		<u>\$ 1,374.02</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Adult World Languages	L4206862	1-4525-26	\$ 194.92
	Books - Juvenile World Languages	L4206862	1-4526-26	23.36
	Books - Young Adult/Fiction	L4206862	1-4548-26	2,379.37
	Books - Young Adult/Non-Fiction	L4206862	1-4549-26	281.34
	Books - Adult Large Print	L4206862	1-4543-26	364.75
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	768.16
	Books - Juvenile Easy	L4206862	1-4546-26	1,373.00
	Books - Adult Fiction	L4206862	1-4540-26	6,493.11
	Books - Adult Non-Fiction	L4206862	1-4541-26	7,382.34
	Books - Juvenile Fiction	L4206862	1-4544-26	5,991.91
	<i>Totals for Baker &amp; Taylor - L420686</i>			<b>\$ 25,252.26</b>
<b>Baker &amp; Taylor - L420691</b>				
	Books - Juvenile Fiction	L4206912	1-4544-26	45.34
	Books - Adult Fiction	L4206912	1-4540-26	15.60
	<i>Totals for Baker &amp; Taylor - L420691</i>			<b>\$ 60.94</b>
<b>Belynda Head</b>				
	Program - R&B Line Dancing - 11/18/18	BH111818	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			<b>\$ 125.00</b>
<b>Bibliotheca, LLC</b>				
	Annual Support & Maintenance - 1/1/19-12/31/19	SI0045142-US	1-4276-14	33,174.89
	Annual Support & Maintenance - 1/1/19-12/31/19	SI0045142-US	1-4233-14	54,134.61
	<i>Totals for Bibliotheca, LLC</i>			<b>\$ 87,309.50</b>
<b>Blackstone Publishing</b>				
	CD Audiobooks - Adult	1048533	1-4551-26	45.00
	CD Audiobooks - Adult	1047042	1-4551-26	45.00
	CD Audiobooks - Adult	1045917	1-4551-26	254.97
	CD Audiobooks - Adult	1043325	1-4551-26	45.00
	CD Audiobooks - Adult	1043328	1-4551-26	45.00
	<i>Totals for Blackstone Publishing</i>			<b>\$ 434.97</b>
<b>Bolingbrook Park District</b>				
	Program - Yoga - 11/29/18	BPD112918	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			<b>\$ 50.00</b>

**Fountaindale Public Library District  
Bills Payable Report  
November 15, 2018**

**General Fund**

Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Bolingbrook Rotary Club</b>				
	2nd Quarter Membership Dues	996-1267	1-4161-10	\$ 175.00
	4th Quarter Membership Dues	996-1238	1-4161-10	175.00
	<i>Totals for Bolingbrook Rotary Club</i>			<b>\$ 350.00</b>
<b>Bolingbrook Signs + Apparel</b>				
	My Library Rewards Banners - PO5524-1819	6599	1-4731-10	1,065.00
	Ice Cream Social Portable Sign - PO5436-1819	6033	1-4731-10	90.00
	<i>Totals for Bolingbrook Signs + Apparel</i>			<b>\$ 1,155.00</b>
<b>Brooks Cafe</b>				
	Friends Book Sale Coffee - 10/6/18 & 10/7/18 - PO5557-1819	13279	1-4711-10	90.00
	Board Meeting Sandwiches & Cookies - 10/18/18 - PO5558-1819	13280	1-4355-16	46.00
	Donuts w/Director Coffee - 10/22/18 - PO5559-1819	13281	1-4715-10	12.00
	<i>Totals for Brooks Cafe</i>			<b>\$ 148.00</b>
<b>Carl Sandburg College Library</b>				
	Lost Item - Dutch	230	1-3310-30	33.00
	<i>Totals for Carl Sandburg College Library</i>			<b>\$ 33.00</b>
<b>Cathryn Stanek-Whisler</b>				
	Program - DIY: Pinecone Christmas Trees - 11/7/18	CSW110718	1-4571-24	195.00
	Program - Graham Cracker Gingerbread Houses - 12/05/18	CSW120518	1-4573-24	193.75
	<i>Totals for Cathryn Stanek-Whisler</i>			<b>\$ 388.75</b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1630044	1-4543-29	180.96
	Books - Adult Large Print	1629726	1-4543-26	66.51
	Books - Adult Large Print	1626303	1-4543-26	296.01
	<i>Totals for Center Point Large Print</i>			<b>\$ 543.48</b>

# Fountaindale Public Library District

## Bills Payable Report

### November 15, 2018

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	WeatherTech - Library Express Van Floor Mats	N3698-NOV18	1-4235-29	\$ 199.90
	Mosio - Austin Plan 10 Logins 25k Messages	N3698-NOV18	1-4631-14	1,199.00
	Blackbaud Forms - Finance A/P Checks	N3698-NOV18	1-4351-10	378.00
	Danhof - 2018 ILA Annual Conf. & Parking - 10/8/18-10/11/18	N3698-NOV18	1-4173-16	431.25
	Danhof - 2018 ILA Annual Conf. & Parking - 10/8/18-10/11/18	N3698-NOV18	1-4171-16	36.00
	Meijer - CSD 10/22/18 Tween DIY Dips Program Supplies	N3698-NOV18	1-4353-20	56.10
	Hampton Inn - Irish Gen. Wksp Programmer Hotel - 10/11-10/13	N3698-NOV18	1-4353-24	121.68
	Hampton Inn - Irish Gen. Wksp Programmer Hotel - 10/11-10/13	N3698-NOV18	1-4353-24	121.68
	Jimmy Johns - Irish Gen. Wksp Lunch	N3698-NOV18	1-4353-24	70.99
	Target - ATSD Program Supplies	N3698-NOV18	1-4353-24	50.00
	Meijer - ATSD Program Supplies	N3698-NOV18	1-4353-24	68.31
	Dollar Tree - ATSD Program Supplies	N3698-NOV18	1-4353-24	33.00
	Costco - Additional Prorated Library Memberships	N3698-NOV18	1-4161-10	30.00
	WILIUG - Theobald - Annual Membership	N3698-NOV18	1-4161-10	41.46
	Grundy Will HR Assoc - Pottle - Annual Membership 2018-2019	N3698-NOV18	1-4161-10	40.00
	LibraryWorks - J. Nguyen, Schiller - Up or Out Webinar Reg.	N3698-NOV18	1-4151-10	98.00
	Grundy Will HR Assoc - Pottle - GWHRA Summit - 11/28/18	N3698-NOV18	1-4151-10	35.00
	IGFOA - J. Nguyen - Best Practices Capital Assets	N3698-NOV18	1-4151-10	20.00
	IGFOA - Schiller, Ultreras - Best Practices Capital Assets	N3698-NOV18	1-4151-10	40.00
	IGFOA - J. Nguyen - Turn Soft Skills Hard Assets - 11/15/18	N3698-NOV18	1-4151-10	30.00
	IGFOA - J. Nguyen - Debt Institute Wksp - 10/11/18	N3698-NOV18	1-4151-10	125.00
	Dolley - 2018 ILA Annual Conf. - 10/8/18-10/11/18	N3698-NOV18	1-4173-10	431.25
	Cuevas - 2018 ILA Annual Conf. - 10/9/18-10/11/18	N3698-NOV18	1-4173-10	287.50
	R. Ford - 2018 ILA Annual Conf. - 10/9/18-10/11/18	N3698-NOV18	1-4173-10	287.50
	Castellanos - 2018 ILA Annual Conf. - 10/9/18-10/11/18	N3698-NOV18	1-4173-10	300.16
	Hilton Raleigh - Thompson - ABOS Conf. - 10/8/18-10/11/18	N3698-NOV18	1-4173-10	489.24
	Hilton Raleigh - Welko - ABOS Conf. - 10/8/18-10/11/18	N3698-NOV18	1-4173-10	489.24
	Jewel - October Birthday Cake	N3698-NOV18	1-4711-10	36.62
	Basecamp - Monthly Subscription	N3698-NOV18	1-4522-14	65.00
	Mailchimp - Monthly Subscription	N3698-NOV18	1-4731-10	50.00
	Woobox - Monthly Subscription	N3698-NOV18	1-4731-10	29.00
	CrazyEgg - Oct. Charge Due to Plan Change From April	N3698-NOV18	1-4731-10	29.00
	Facebook - Promotional Ads	N3698-NOV18	1-4731-10	1.82
	Facebook - Promotional Ads	N3698-NOV18	1-4731-10	39.75
	Panera - Pastries for Pastries w/Paul - 10/22/18	N3698-NOV18	1-4715-10	8.99
	VideoBlocks - Patron Use Stock Video Access	N3698-NOV18	1-4568-27	199.00
	KNK - Studio Vinyl Cutter Repair/Maint. Parts	N3698-NOV18	1-4568-27	73.38
	Inventables - Carvey/Maker Lab Supplies	N3698-NOV18	1-4568-27	26.59

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

Page 6

**General Fund**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Chase Card Services</b>		(Cont'd)		
	Full Compass - Mackie Monitor Repair Speaker Woofer	N3698-NOV18	1-4568-27	\$ 58.24
		<i>Totals for Chase Card Services</i>		<u>\$ 6,127.65</u>
<b>Christine Thornton</b>				
	Program - Cardinals: A Painting Workshop - 12/20/18	CT122018	1-4571-24	300.00
	Program - Tangled Winter Cards - 12/13/18	CT121318	1-4573-24	300.00
		<i>Totals for Christine Thornton</i>		<u>\$ 600.00</u>
<b>Cindy Consalvo</b>				
	Mileage - 5/1/18-8/2/18	CC092618	1-4171-10	61.95
		<i>Totals for Cindy Consalvo</i>		<u>\$ 61.95</u>
<b>Comcast Cable</b>				
	Cable TV - 11/3/18-12/2/18	8771 20 143003674	1-4316-14	103.34
		<i>Totals for Comcast Cable</i>		<u>\$ 103.34</u>
<b>Dans EnterPrize</b>				
	Program - Wilbur the Elephasaurus - 12/18/18	DE121818	1-4572-20	100.00
		<i>Totals for Dans EnterPrize</i>		<u>\$ 100.00</u>
<b>Demco, Inc.</b>				
	Office Supplies - Outreach - Fluor. Yellow Coding Labels	6468406	1-4351-10	15.44
	Library Supplies - CMTSD - Jacket Tape/Paper Tape	6473608	1-4371-12	283.03
	Library Supplies - CMTSD - Labels - PO5574-1819	6478827	1-4371-12	327.50
	Library Supplies - CMTSD - Labels	6481395	1-4371-12	125.33
	Special Projects - CMTSD - Easels - PO5574-1819	6478827	1-4691-10	1,779.79
		<i>Totals for Demco, Inc.</i>		<u>\$ 2,531.09</u>
<b>Dynegy Energy Services</b>				
	Electricity - 9/27/18-10/25/18	270493918111	1-4321-30	12,536.89
		<i>Totals for Dynegy Energy Services</i>		<u>\$ 12,536.89</u>
<b>EBSCO Subscription Services</b>				
	Periodicals - Yearly Subscription - 1/1/19-12/31/19	P1572377	1-4511-26	14,642.56
	Periodicals - Yearly Subscription - 1/1/19-12/31/19	P1572377	1-4511-29	1,131.72
		<i>Totals for EBSCO Subscription Services</i>		<u>\$ 15,774.28</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

**General Fund**

Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Elizabeth Portillo</b>				
	Program - Conversational ESL for Adults - 11/19/18	EP111918	1-4571-24	\$ 80.00
	Program - Conversational ESL for Adults - 11/26/18	EP112618	1-4571-24	80.00
	Program - Conversational ESL for Adults - 12/03/18	EP120318	1-4571-24	80.00
	Program - Conversational ESL for Adults - 12/10/18	EP121018	1-4571-24	80.00
	Program - Conversational ESL for Adults - 12/17/18	EP121718	1-4571-24	80.00
	Program - Conversational ESL for Adults - 11/20/18	EP112018	1-4571-24	40.00
	Program - Conversational ESL for Adults - 11/27/18	EP112718	1-4571-24	40.00
	Program - Conversational ESL for Adults - 12/04/18	EP120418	1-4571-24	40.00
	Program - Conversational ESL for Adults - 12/11/18	EP121118	1-4571-24	40.00
	Program - Conversational ESL for Adults - 12/18/18	EP121818	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			<b>\$ 600.00</b>
<b>ELM USA</b>				
	Library Supplies - CMTSD - Polishing Pads	15989	1-4371-12	177.95
	<i>Totals for ELM USA</i>			<b>\$ 177.95</b>
<b>Elva Ambriz</b>				
	Program - Club de Tejido - 11/28/18	EA112818	1-4571-24	50.00
	<i>Totals for Elva Ambriz</i>			<b>\$ 50.00</b>
<b>Findaway World, LLC</b>				
	Playaway - Juvenile	268906	1-4562-29	37.48
	Playaway - Juvenile	269912	1-4562-26	372.84
	Playaway - Adult	269936	1-4560-26	500.59
	Playaway - Adult	268919	1-4560-26	52.08
	<i>Totals for Findaway World, LLC</i>			<b>\$ 962.99</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

Page 8

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Gale/Cengage Learning</b>	Books - Adult Large Print	65333174	1-4543-26	\$ 195.68
	Books - Adult Large Print	65379370	1-4543-26	28.49
	Books - Adult Large Print	65377942	1-4543-26	28.49
	Books - Adult Large Print	65377480	1-4543-26	28.49
	Books - Adult Large Print	65355336	1-4543-26	101.96
	Books - Adult Large Print	65354646	1-4543-26	69.72
	Books - Adult Large Print	65354146	1-4543-26	148.44
	Books - Adult Large Print	65333851	1-4543-26	56.23
	Books - Adult Large Print	65333573	1-4543-26	160.44
	Books - Adult Fiction	65332633	1-4540-26	19.46
	Books - Adult Large Print	65461720	1-4543-29	65.00
	Books - Adult Large Print	65398947	1-4543-29	27.99
	Books - Adult Large Print	65342689	1-4543-29	30.39
	Electronic Audiobooks & Books	65407151	1-4520-26	516.80
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 1,477.58</b>
<b>Illinois American Water</b>	Irrigation - 9/21/18-10/17/18	1025-210003089915	1-4331-30	1,023.59
	Fire Protection - 9/21/18-11/19/18	1025-210003089465	1-4331-30	42.66
	<i>Totals for Illinois American Water</i>			<b>\$ 1,066.25</b>
<b>Illinois American Water/Bolingbrook</b>	Water & Sewer - 9/21/18-10/17/18	1025-210003088318	1-4331-30	773.03
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 773.03</b>
<b>Illinois Library Association</b>	Membership - Danhof - 2018-2019	155000	1-4161-16	75.00
	<i>Totals for Illinois Library Association</i>			<b>\$ 75.00</b>
<b>Ilya Kabirov</b>	Program - Great Reads Book Club - 11/28/18	IK112818	1-4571-24	75.00
	Program - Great Reads Book Club - 12/19/18	IK121918	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<b>\$ 150.00</b>
<b>Industrial Appraisal Company</b>	Professional Services - FY1718 Valuation	2-693-075	1-4253-10	315.00
	<i>Totals for Industrial Appraisal Company</i>			<b>\$ 315.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

**General Fund**

Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Friends Donation - Rockin' Reading Race Prizes	37057174	1-4575-10	\$ 4.19
	Friends Donation - Rockin' Reading Race Prizes	37018444	1-4575-10	13.17
	Miscellaneous - Staff Summer Reading Prizes	36948677	1-4711-10	11.29
	Miscellaneous - Staff Summer Reading Prizes	36790431	1-4711-10	33.89
	Video Games - YA	37057173	1-4563-26	28.49
	Video Games - YA	36923163	1-4563-26	474.91
	Video Games - YA	36923162	1-4563-26	446.36
	Video Games - YA	36923160	1-4563-26	474.87
	Video Games - YA	36752660	1-4563-26	56.99
	Video Games - YA	36704931	1-4563-26	47.49
	Video Games - YA	36704930	1-4563-26	113.98
	Video Games - YA	36704929	1-4563-26	113.98
	Video Games - YA	36704928	1-4563-26	417.91
	Video Games - YA	36704924	1-4563-26	550.90
	Books - Adult Fiction	36752661	1-4540-26	40.48
	Books - Juvenile Easy	36720463	1-4546-26	10.19
	Books - Juvenile Easy	36704932	1-4546-26	10.19
	Books - Adult Non-Fiction	36956072	1-4541-26	15.80
	Books - Adult Large Print	36948678	1-4543-26	13.20
	Books - Adult Large Print	36948676	1-4543-26	16.79
	Books - Adult Large Print	36889840	1-4543-26	17.99
	Books - Adult Large Print	36790430	1-4543-26	16.95
	Library Supplies - Rockin' Reading Race Prizes	37018444	1-4371-28	2.39
	Library Supplies - Rockin' Reading Race Prizes	37057174	1-4371-28	7.16
	Books - Adult Large Print	36948678	1-4543-29	13.20
	Books - Adult Large Print	36790430	1-4543-29	33.90
	Video Games - Adult	37057172	1-4565-26	113.98
	Video Games - Adult	36956071	1-4565-26	142.47
	Video Games - Adult	36923164	1-4565-26	56.99
	Video Games - Adult	36704926	1-4565-26	313.33
	Video Games - Adult	36704923	1-4565-26	47.49
	Video Games - Juvenile	36923165	1-4564-26	47.49
	Video Games - Juvenile	36923161	1-4564-26	56.98
	Video Games - Juvenile	36752659	1-4564-26	56.99
	Video Games - Juvenile	36704927	1-4564-26	265.95
	Video Games - Juvenile	36704925	1-4564-26	579.33
<i>Totals for Ingram Library Services</i>				<b>\$ 4,667.66</b>



# Fountaindale Public Library District

## Bills Payable Report

### November 15, 2018

Page 10

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ITsavvy LLC	50% Dep. Netwrk Assess. ASG Prof Svc/Proj Mgmt - PO5568-1819	3132770-M	1-4253-14	\$ 1,475.00
	<i>Totals for ITsavvy LLC</i>			<u>\$ 1,475.00</u>
Jeanne Weaver	Refund Lost Item - A Boy and a Jaguar	JW102918	1-3310-10	11.99
	<i>Totals for Jeanne Weaver</i>			<u>\$ 11.99</u>
Jeffrey P. Fisher	Mileage - Soon To Be Famous Meeting - 10/4/18	JF101118	1-4171-10	37.79
	Mileage - RAILS Maker Group - 10/19/18	JF102518	1-4171-10	44.21
	<i>Totals for Jeffrey P. Fisher</i>			<u>\$ 82.00</u>
Jennie Nguyen	Mileage - 10/11/18 IGFOA & 10/16/18 Lauterbach Training	JN101718	1-4171-10	56.67
	Mileage - 10/12/18-10/15/18	JN101518	1-4171-10	8.07
	<i>Totals for Jennie Nguyen</i>			<u>\$ 64.74</u>
Jennifer Cuevas	Mileage - 2018 ILA Conference - 10/9/18	JC101518	1-4171-10	151.51
	Mileage - 10/23/18 SQL Basics & 10/24/18 PIRC Mtg	JC110518	1-4171-10	24.53
	<i>Totals for Jennifer Cuevas</i>			<u>\$ 176.04</u>
Jim's Truck Inspection	Bi-Annual State Insp - Library Van - PO5598-1819	JT103018	1-4235-29	30.00
	<i>Totals for Jim's Truck Inspection</i>			<u>\$ 30.00</u>
Juanita Lennon	Reimburse - Admin Fridge Distilled Water Restock	JL102318	1-4371-12	3.56
	Reimburse - Donuts w/Director Orange Juice - 10/22/18	JL102318	1-4715-10	2.99
	<i>Totals for Juanita Lennon</i>			<u>\$ 6.55</u>
Kanopy	Electronic Audio Visual	138796-PPU	1-4523-26	166.00
	<i>Totals for Kanopy</i>			<u>\$ 166.00</u>
Karen's Floral Expressions	Gatz Sympathy Arrangement - PO5596-1819	2437	1-4711-10	69.95
	Filla Sympathy Arrangement - PO5586-1819	2431	1-4711-10	90.95
	<i>Totals for Karen's Floral Expressions</i>			<u>\$ 160.90</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

Page 11

**General Fund**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Kate Thurston</b>	Mileage - 10/22/18 SQL Basics & 10/23/18 PIRC Mtg	KT102918	1-4171-10	\$ 19.84
	<i>Totals for Kate Thurston</i>			<u>\$ 19.84</u>
<b>Kathryn Spindel</b>	2019 ALA Midwinter Per Diem - 1/24/19-1/29/19	KS102318	1-4173-16	418.00
	2019 ALA Midwinter Per Diem - 1/24/19-1/29/19	KS102318	1-4171-16	340.00
	<i>Totals for Kathryn Spindel</i>			<u>\$ 758.00</u>
<b>Kellie Chase</b>	Program - 4 Sewing Classes - 11/19/18	KC111918	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<u>\$ 175.00</u>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>	Copy Overage - 9/15/18-10/14/18	9005050564	1-4234-14	1,596.41
	Maintenance - 10/15/18-11/14/18	9005053203	1-4234-14	391.82
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<u>\$ 1,988.23</u>
<b>Konica Minolta Premier Finance</b>	Leased Equipment - November 2018	370542540	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			<u>\$ 1,616.00</u>
<b>LACONI, Inc.</b>	Annual Library Membership - January-December 2019	LACONI - 2019	1-4162-10	100.00
	<i>Totals for LACONI, Inc.</i>			<u>\$ 100.00</u>
<b>Laura Didier</b>	Mileage - 10/1/18-10/26/18	LD110218	1-4171-10	50.20
	<i>Totals for Laura Didier</i>			<u>\$ 50.20</u>
<b>LinkedIn Corporation</b>	Lynda Library Subscription - 10/31/18-10/31/19	10110597739	1-4521-26	13,125.00
	<i>Totals for LinkedIn Corporation</i>			<u>\$ 13,125.00</u>
<b>Margaret J. Danhof</b>	2019 ALA Midwinter Per Diem - 1/24/19-1/29/19	MD102318	1-4171-16	340.00
	2019 ALA Midwinter Per Diem - 1/24/19-1/29/19	MD102318	1-4173-16	418.00
	<i>Totals for Margaret J. Danhof</i>			<u>\$ 758.00</u>
<b>Marianne Thompson</b>	ABOS 2018 Conference - To/From Airport Transport.	MT102518	1-4171-10	155.00
	<i>Totals for Marianne Thompson</i>			<u>\$ 155.00</u>

**Fountaindale Public Library District  
Bills Payable Report  
November 15, 2018**

Page 12

**General Fund**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Melissa Bradley</b>	Lunch Reimburse - Kiwanis Meeting - 10/17/18	MB101718	1-4173-10	\$ 9.91
	Mileage - Kiwanis Meeting - 10/17/18	MB101718	1-4171-10	2.99
	<i>Totals for Melissa Bradley</i>			<u>\$ 12.90</u>
<b>Meredith Books</b>	Adult Ref/NF Standing Order	37405-1198	1-4531-26	33.91
	<i>Totals for Meredith Books</i>			<u>\$ 33.91</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

General Fund

Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	CD Music - Adult	96512395	1-4550-26	\$ 39.57
	CD Music - Adult	96513544	1-4550-26	50.96
	CD Music - Adult	96495482	1-4550-26	15.09
	CD Music - Adult	96495481	1-4550-26	14.84
	CD Music - Adult	96495480	1-4550-26	28.48
	CD Music - Adult	96495465	1-4550-26	14.84
	CD Music - Adult	96495463	1-4550-26	15.99
	CD Music - Adult	96487372	1-4550-26	18.99
	CD Music - Adult	96487371	1-4550-26	11.99
	CD Music - Adult	96487370	1-4550-26	13.94
	CD Music - Adult	96487364	1-4550-26	18.24
	CD Music - Adult	96487187	1-4550-26	58.16
	CD Music - Adult	96522604	1-4550-26	11.24
	CD Music - Adult	96522598	1-4550-26	14.99
	CD Music - Adult	96522594	1-4550-26	16.49
	CD Music - Adult	96522591	1-4550-26	44.22
	CD Music - Adult	96535005	1-4550-26	30.73
	CD Music - Adult	96535006	1-4550-26	27.58
	CD Music - Adult	96535875	1-4550-26	14.84
	CD Music - Adult	96535876	1-4550-26	47.63
	CD Music - Adult	96535877	1-4550-26	58.31
	CD Music - Adult	96535880	1-4550-26	12.74
	CD Music - Adult	96544840	1-4550-26	46.88
	CD Music - Adult	96549211	1-4550-26	11.99
	CD Music - Adult	96549215	1-4550-26	12.74
	Playaway - YA	96487188	1-4561-26	59.49
	Playaway - YA	96487186	1-4561-26	122.98
	CD Audiobooks - Adult	96513541	1-4551-26	176.16
	CD Audiobooks - Adult	96495483	1-4551-26	45.29
	CD Audiobooks - Adult	96487376	1-4551-26	295.74
	CD Audiobooks - Adult	96522609	1-4551-26	259.74
	CD Audiobooks - Adult	96535004	1-4551-26	130.87
	CD Audiobooks - Adult	96535874	1-4551-26	40.29
	CD Audiobooks - Adult	96548908	1-4551-26	70.58
	CD Audiobooks - Adult	96549221	1-4551-26	265.74
	CD Audiobooks - Juvenile	96513540	1-4553-26	25.29
	CD Audiobooks - Juvenile	96510880	1-4553-26	9.99
	CD Audiobooks - Juvenile	96487360	1-4553-26	30.29

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

General Fund

Page 14

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Audiobooks - Juvenile	96548904	1-4553-26	\$ 34.29
	CD Music - Juvenile	96495461	1-4554-26	13.49
	CD Music - Juvenile	96487182	1-4554-26	13.49
	CD Music - Juvenile	96522519	1-4554-26	17.24
	CD Music - Juvenile	96535881	1-4554-26	31.60
	CD Audiobooks - Young Adult	96513546	1-4555-26	75.29
	CD Audiobooks - Young Adult	96522611	1-4555-26	60.29
	DVD - Adult	96512398	1-4557-26	66.58
	DVD - Adult	96512397	1-4557-26	99.87
	DVD - Adult	96512396	1-4557-26	128.95
	DVD - Adult	96513543	1-4557-26	36.58
	DVD - Adult	96513542	1-4557-26	16.04
	DVD - Adult	96513067	1-4557-26	109.17
	DVD - Adult	96512399	1-4557-26	54.87
	DVD - Adult	96495485	1-4557-26	60.87
	DVD - Adult	96495484	1-4557-26	39.08
	DVD - Adult	96495469	1-4557-26	45.58
	DVD - Adult	96495467	1-4557-26	164.20
	DVD - Adult	96495462	1-4557-26	29.08
	DVD - Adult	96495228	1-4557-26	23.64
	DVD - Adult	96495227	1-4557-26	21.39
	DVD - Adult	96495622	1-4557-26	51.78
	DVD - Adult	96495621	1-4557-26	27.39
	DVD - Adult	96495620	1-4557-26	19.89
	DVD - Adult	96487374	1-4557-26	18.29
	DVD - Adult	96487369	1-4557-26	19.79
	DVD - Adult	96487366	1-4557-26	22.04
	DVD - Adult	96487365	1-4557-26	165.07
	DVD - Adult	96487363	1-4557-26	29.69
	DVD - Adult	96487362	1-4557-26	41.08
	DVD - Adult	96487361	1-4557-26	53.08
	DVD - Adult	96487189	1-4557-26	29.08
	DVD - Adult	96487185	1-4557-26	95.22
	DVD - Adult	96487183	1-4557-26	127.74
	DVD - Adult	96485208	1-4557-26	23.64
	DVD - Adult	96485207	1-4557-26	27.39
	DVD - Adult	96522610	1-4557-26	65.68
	DVD - Adult	96522608	1-4557-26	19.79

# Fountaindale Public Library District

## Bills Payable Report

### November 15, 2018

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	96522607	1-4557-26	\$ 186.65
	DVD - Adult	96522606	1-4557-26	33.29
	DVD - Adult	96522605	1-4557-26	148.28
	DVD - Adult	96522603	1-4557-26	25.79
	DVD - Adult	96522602	1-4557-26	29.54
	DVD - Adult	96522601	1-4557-26	29.54
	DVD - Adult	96522600	1-4557-26	44.08
	DVD - Adult	96522599	1-4557-26	44.08
	DVD - Adult	96522597	1-4557-26	19.79
	DVD - Adult	96522593	1-4557-26	22.04
	DVD - Adult	96522592	1-4557-26	44.08
	DVD - Adult	96522590	1-4557-26	17.54
	DVD - Adult	96522912	1-4557-26	30.58
	DVD - Adult	96522543	1-4557-26	27.39
	DVD - Adult	96522542	1-4557-26	33.39
	DVD - Adult	96522541	1-4557-26	38.64
	DVD - Adult	96534726	1-4557-26	34.89
	DVD - Adult	96534979	1-4557-26	29.08
	DVD - Adult	96535000	1-4557-26	39.58
	DVD - Adult	96535003	1-4557-26	44.08
	DVD - Adult	96535008	1-4557-26	25.79
	DVD - Adult	96535870	1-4557-26	36.58
	DVD - Adult	96535871	1-4557-26	16.04
	DVD - Adult	96535872	1-4557-26	77.37
	DVD - Adult	96535873	1-4557-26	65.68
	DVD - Adult	96544229	1-4557-26	8.54
	DVD - Adult	96544842	1-4557-26	39.58
	DVD - Adult	96544844	1-4557-26	31.33
	DVD - Adult	96544845	1-4557-26	54.87
	DVD - Adult	96544789	1-4557-26	40.17
	DVD - Adult	96548906	1-4557-26	20.54
	DVD - Adult	96548907	1-4557-26	64.62
	DVD - Adult	96548909	1-4557-26	53.08
	DVD - Adult	96549210	1-4557-26	29.54
	DVD - Adult	96549212	1-4557-26	147.24
	DVD - Adult	96549213	1-4557-26	69.43
	DVD - Adult	96549217	1-4557-26	73.18
	DVD - Adult	96549218	1-4557-26	17.54

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	96549219	1-4557-26	\$ 14.54
	DVD - Adult	96549220	1-4557-26	29.08
	DVD - Adult	96552626	1-4557-26	20.54
	DVD - Juvenile	96495468	1-4558-26	25.34
	DVD - Juvenile	96495464	1-4558-26	17.54
	DVD - Juvenile	96487375	1-4558-26	71.68
	DVD - Juvenile	96487368	1-4558-26	71.68
	DVD - Juvenile	96487367	1-4558-26	195.25
	DVD - Juvenile	96487184	1-4558-26	94.74
	DVD - Juvenile	96487181	1-4558-26	72.58
	DVD - Juvenile	96522596	1-4558-26	105.94
	DVD - Juvenile	96522914	1-4558-26	36.59
	DVD - Juvenile	96522913	1-4558-26	40.33
	DVD - Juvenile	96522911	1-4558-26	105.24
	DVD - Juvenile	96535001	1-4558-26	120.12
	DVD - Juvenile	96535002	1-4558-26	36.58
	DVD - Juvenile	96535878	1-4558-26	14.89
	DVD - Juvenile	96535879	1-4558-26	200.20
	DVD - Juvenile	96535882	1-4558-26	23.64
	DVD - Juvenile	96544228	1-4558-26	142.21
	DVD - Juvenile	96544843	1-4558-26	151.95
	DVD - Juvenile	96548905	1-4558-26	29.08
	DVD - Juvenile	96549214	1-4558-26	61.62
	CD Music - Juvenile	96535884	1-4554-29	7.64
	CD Audiobooks - Adult	96513547	1-4551-29	70.58
	CD Audiobooks - Adult	96487378	1-4551-29	80.58
	CD Audiobooks - Adult	96535009	1-4551-29	50.29
	CD Audiobooks - Adult	96549224	1-4551-29	40.29
	CD Music - Adult	96487381	1-4550-29	16.49
	DVD - Adult	96513549	1-4557-29	16.04
	DVD - Adult	96513548	1-4557-29	25.79
	DVD - Adult	96495486	1-4557-29	14.54
	DVD - Adult	96487379	1-4557-29	36.58
	DVD - Adult	96487377	1-4557-29	30.58
	DVD - Adult	96535883	1-4557-29	40.33
	DVD - Adult	96549223	1-4557-29	14.54
	DVD - Adult	96549225	1-4557-29	25.79
	DVD - Juvenile	96487380	1-4558-29	10.79

**Fountaindale Public Library District  
Bills Payable Report  
November 15, 2018**

**General Fund**

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>		(Cont'd)		
	DVD - Juvenile	96549222	1-4558-29	\$ 20.54
		<i>Totals for Midwest Tape</i>		<b>\$ 8,138.35</b>
<b>Nancy Castellanos</b>				
	Mileage - 2018 ILA Conference - 10/9/18 & 10/11/18	NC102218	1-4171-10	152.60
		<i>Totals for Nancy Castellanos</i>		<b>\$ 152.60</b>
<b>Noelia Frias</b>				
	Mileage - 7/10/18-9/20/18	NF102918	1-4171-10	26.43
		<i>Totals for Noelia Frias</i>		<b>\$ 26.43</b>
<b>Ollis Book Corporation</b>				
	Books - Juvenile Non-Fiction	245760	1-4545-26	518.05
	Books - Juvenile Easy	245760	1-4546-26	870.19
	Books - Juvenile Easy	245752	1-4546-26	682.73
	Books - Juvenile Easy	245752	1-4546-26	138.35
	Books - Juvenile Fiction	245752	1-4544-26	99.70
	Books - Young Adult/Non-Fiction	245735	1-4549-26	368.90
	Books - Juvenile World Languages	245760	1-4526-26	123.69
	Books - Juvenile World Languages	245752	1-4526-26	69.72
	Books - Juvenile World Languages	245760	1-4526-29	106.70
	Books - Juvenile World Languages	245752	1-4526-29	29.92
	Books - Juvenile Non-Fiction	245731	1-4545-29	119.70
		<i>Totals for Ollis Book Corporation</i>		<b>\$ 3,127.65</b>
<b>Oriental Trading Company Inc.</b>				
	ATSD Program Supplies - PO5583-1819	692632298-01	1-4353-24	98.27
	ATSD Program Supplies - PO5583-1819	692632298-03	1-4353-24	9.99
	ATSD Program Supplies - PO5583-1819	692632298-02	1-4353-24	78.98
		<i>Totals for Oriental Trading Company Inc.</i>		<b>\$ 187.24</b>
<b>Paul Mills</b>				
	Mileage - LIRA - 10/18/18	PM101918	1-4171-10	40.33
	2018 ILA Annual Conf. Hotel - 10/8/18-10/10/18	PM110618	1-4173-10	251.28
	Reimburse - Donuts w/Director Donuts - 10/22/18	PM102418	1-4715-10	16.32
		<i>Totals for Paul Mills</i>		<b>\$ 307.93</b>
<b>PeopleFacts</b>				
	New Hire Background Checks - October 2018	33754-102018	1-4253-10	175.71
		<i>Totals for PeopleFacts</i>		<b>\$ 175.71</b>



# Fountaindale Public Library District

## Bills Payable Report

### November 15, 2018

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Petty Cash - Tech Service</b>				
	Books - Juvenile Fiction	4377	1-4544-26	\$ 24.95
		<i>Totals for Petty Cash - Tech Service</i>		<u>\$ 24.95</u>
<b>Pitney Bowes Inc.</b>				
	EZ Seal Sealing Solution - PO5589-1819	1009873466	1-4381-10	96.89
		<i>Totals for Pitney Bowes Inc.</i>		<u>\$ 96.89</u>
<b>Rachel Ford</b>				
	Mileage - 2018 ILA Conference - 10/9/18 & 10/11/18	RF101518	1-4171-10	158.51
		<i>Totals for Rachel Ford</i>		<u>\$ 158.51</u>
<b>Reaching Across Illinois Library System (RAILS)</b>				
	Annual Platform Hosting Fee - 9/29/18 - 9/28/19	5434	1-4521-26	82.50
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		<u>\$ 82.50</u>
<b>Record Information Services, Inc.</b>				
	Public Record Display Subscription - 1/1/19-12/31/19	45749	1-4521-26	698.00
		<i>Totals for Record Information Services, Inc.</i>		<u>\$ 698.00</u>
<b>Recorded Books, Inc.</b>				
	CD Audiobooks - Adult	76020750	1-4551-26	30.50
	CD Audiobooks - Adult	76019901	1-4551-26	458.20
	CD Audiobooks - Adult	76016317	1-4551-26	270.70
	CD Audiobooks - Adult	76012565	1-4551-26	316.49
	CD Audiobooks - Adult	76012175	1-4551-26	102.50
	CD Audiobooks - Adult	76020750	1-4551-29	35.00
	CD Music - Adult	76008980	1-4550-29	114.00
	Electronic Audiobooks & Books	76026138	1-4520-26	56.90
	Electronic Audiobooks & Books	76024150	1-4520-26	48.02
	Electronic Audiobooks & Books	76023266	1-4520-26	56.90
	Electronic Audiobooks & Books	76018861	1-4520-26	48.02
	Electronic Audiobooks & Books	76015468	1-4520-26	56.90
	Electronic Audiobooks & Books	76015467	1-4520-26	43.33
	Electronic Audiobooks & Books	76013530	1-4520-26	56.90
	Electronic Audiobooks & Books	76011681	1-4520-26	150.34
	Electronic Audiobooks & Books	76010550	1-4520-26	43.33
		<i>Totals for Recorded Books, Inc.</i>		<u>\$ 1,888.03</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

General Fund

Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Rendel's Inc.</b>	BKM Steel Floor Beam/Speedometer Repair - 9/19/18	60522	1-4613-10	\$ 7,735.00
	<i>Totals for Rendel's Inc.</i>			<b>\$ 7,735.00</b>
<b>Rentals Unlimited</b>	Irish Gen. Wksp Table Rental - 10/12-10/15/18 - PO5563-1819	01-118522-05	1-4353-24	227.50
	<i>Totals for Rentals Unlimited</i>			<b>\$ 227.50</b>
<b>Repair Center LLC</b>	Acer Chromebook 15 C910 Repair - PO5594-1819	5221	1-4253-14	89.99
	<i>Totals for Repair Center LLC</i>			<b>\$ 89.99</b>
<b>Robert Pennor</b>	Program - Watercolor Pencil Drawing - 11/20/18	RP112018	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<b>\$ 60.00</b>
<b>Ronald Goldie</b>	Program - Monthly Dungeons & Dragons Nights - 11/20/18	RG112018	1-4573-24	60.00
	Program - Monthly Dungeons & Dragons Nights - 12/18/18	RG121818	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			<b>\$ 120.00</b>
<b>Ruth Newell</b>	2019 ALA Midwinter Meeting - 1/24/19-1/29/19	RN102318	1-4173-16	418.00
	2019 ALA Midwinter Meeting - 1/24/19-1/29/19	RN102318	1-4171-16	340.00
	<i>Totals for Ruth Newell</i>			<b>\$ 758.00</b>
<b>Sarah Dolley</b>	2018 ILA Annual Conf. Mileage - 10/8/18 & 10/11/18	SD101618	1-4171-10	150.97
	<i>Totals for Sarah Dolley</i>			<b>\$ 150.97</b>
<b>Scholastic Inc.</b>	2018 Summer Adventure Prize Books - PO5489-1819	18024226	1-4353-24	10.20
	<i>Totals for Scholastic Inc.</i>			<b>\$ 10.20</b>
<b>Scholastic Library Publishing</b>	Books - Juvenile Easy	17918385	1-4546-26	200.20
	Books - Juvenile Non-Fiction	17918385	1-4545-26	387.40
	<i>Totals for Scholastic Library Publishing</i>			<b>\$ 587.60</b>
<b>Sebert Landscaping Inc.</b>	Lawn Maintenance - November 2018	172230	1-4392-30	1,436.00
	Repair Damaged Sod - PO5575-1819	S487234	1-4392-30	180.00
	<i>Totals for Sebert Landscaping Inc.</i>			<b>\$ 1,616.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

Page 20

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Showcases</b>				
	Library Supplies - CMTSD - CD Cases - PO5582-1819	308759	1-4371-12	\$ 46.20
	<i>Totals for Showcases</i>			<u>\$ 46.20</u>
<b>Susan K. Maddox</b>				
	Program - Cooking Demonstrations w/ Chef Maddox - 11/20/18	SKM112018	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<u>\$ 300.00</u>
<b>Terryberry</b>				
	Frias 10 Year Staff Recognition - PO 5606-1819	F43929	1-4153-10	123.94
	<i>Totals for Terryberry</i>			<u>\$ 123.94</u>
<b>The Bugle Newspapers</b>				
	Legal Notice - Maint. Ordinance - 10/25/18 - PO5591-1819	123580	1-4243-10	189.53
	Halloween Page Ad - 10/25/18 - PO5570-1819	123545	1-4731-10	200.00
	<i>Totals for The Bugle Newspapers</i>			<u>\$ 389.53</u>
<b>Theatre-on-the-Hill</b>				
	Playbill Ad - Evil Dead 10/9-11/4 & Lion King Jr. 11/9-11/11	5577-1819	1-4731-10	600.00
	<i>Totals for Theatre-on-the-Hill</i>			<u>\$ 600.00</u>
<b>Today's Business Solutions, Inc.</b>				
	Vivid Image Enhancement Module - PO 5447-1819	8639	1-4234-14	390.00
	<i>Totals for Today's Business Solutions, Inc.</i>			<u>\$ 390.00</u>
<b>Toni Greathouse</b>				
	Program - Tuesdays With Toni - 11/20/18	TG112018	1-4571-24	75.00
	Program - Tuesdays With Toni - 12/18/18	TG121818	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			<u>\$ 150.00</u>
<b>Tressler LLP</b>				
	Legal Expense - Attorney - Tax Objection & Draft Appearance	397633	1-4241-10	57.00
	Legal Expense - Attorney - October 2018	397632	1-4241-10	4,218.00
	<i>Totals for Tressler LLP</i>			<u>\$ 4,275.00</u>
<b>Unique Management Services, Inc.</b>				
	Collection Services - October 2018	475544	1-4245-10	438.55
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 438.55</u>
<b>USCutter</b>				
	Studio 300 - Vinyl - PO5571-1819	1200265	1-4371-27	273.16
	<i>Totals for USCutter</i>			<u>\$ 273.16</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

**General Fund**

Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Valley View School District 365U</b>				
	Bkm & Bkm Van Fuel - 9/1/18-9/30/18	VVSD093018	1-4359-29	\$ 292.63
	Bkm & Bkm Van Fuel - 8/1/18-8/31/18	VVSD083018	1-4359-29	262.76
	<i>Totals for Valley View School District 365U</i>			<b>\$ 555.39</b>
<b>Vanguard Energy Services, LLC</b>				
	Gas Service - Dates 10/1/18-10/31/18	G404408110518	1-4322-30	1,224.57
	<i>Totals for Vanguard Energy Services, LLC</i>			<b>\$ 1,224.57</b>
<b>Verizon Wireless</b>				
	Telephone Service 9/17/18-10/16/18	9816680135	1-4311-14	710.50
	<i>Totals for Verizon Wireless</i>			<b>\$ 710.50</b>
<b>Warehouse Direct</b>				
	Library Supplies - CMTSD - Markers	4064663-0	1-4371-12	24.98
	Admin Supply Closet Restock - Oct 2018	4056587-0	1-4351-10	511.45
	Admin Supply Closet - Coffee Creamer & Clorox Restock	4072717-0	1-4351-10	19.19
	Outreach - Batteries	4056610-0	1-4371-10	53.56
	Admin Supply Closet Restock - Oct 2018	4056587-0	1-4371-10	89.39
	<i>Totals for Warehouse Direct</i>			<b>\$ 698.57</b>
<b>Who's On My WiFi</b>				
	Annual Business License - 11/1/18-10/31/19 PO 5602-1819	2384	1-4631-14	950.00
	<i>Totals for Who's On My WiFi</i>			<b>\$ 950.00</b>
<b>William Pack</b>				
	Program - Illinois at 200 - 12/05/18	WP120518	1-4571-24	250.00
	<i>Totals for William Pack</i>			<b>\$ 250.00</b>
	<b>Total for Fund 1</b>			<b>\$ 231,402.05</b>

# Fountaindale Public Library District

## Bills Payable Report

### November 15, 2018

Maintenance Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Best Quality Cleaning, Inc.</b>				
	Monthly Cleaning - November 2018	26648	8-4215-30	\$ 6,921.00
	Special Clean - 3rd Floor Men's Washroom - 10/12/18	26437	8-4211-30	75.00
	Special Cleaning - 3rd Floor Men's Washroom - 10/25/18	26749	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			<b>\$ 7,071.00</b>
<b>Canine Detection &amp; Inspection Services</b>				
	Bed Bugs Inspection - 10/5/18 - PO5572-1819	5486	8-4211-30	2,500.00
	<i>Totals for Canine Detection &amp; Inspection Services</i>			<b>\$ 2,500.00</b>
<b>Chase Card Services</b>				
	Batteries Plus - Lobby Scooter Batteries	P3672-NOV18	8-4211-30	259.80
	GlobalIndustrial - Replace Broken Toilet Roll Dispensers	P3672-NOV18	8-4211-30	352.72
	Batteries Plus - Panic Button Batteries	P3672-NOV18	8-4211-30	31.60
	<i>Totals for Chase Card Services</i>			<b>\$ 644.12</b>
<b>Cintas Corporation</b>				
	First Aid Refillment - October 2018	8403876348	8-4215-30	357.26
	<i>Totals for Cintas Corporation</i>			<b>\$ 357.26</b>
<b>Cintas Corporation #344</b>				
	Mat Service - 10/25/18	344828114	8-4215-30	30.00
	Mat Service - 10/18/18	344824634	8-4215-30	30.00
	Mat Service - 10/11/18	344820940	8-4215-30	30.00
	Mat Service - 11/01/18	344831674	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			<b>\$ 120.00</b>
<b>Combined Roofing Service</b>				
	Semi-Annual Roof Inspection - 10/5/18	6895	8-4215-30	1,710.00
	<i>Totals for Combined Roofing Service</i>			<b>\$ 1,710.00</b>
<b>Cutting Edge Document Destruction, LLC</b>				
	Records Shred - 10/3/18	70919	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			<b>\$ 30.00</b>
<b>Graybar</b>				
	CSD Replacement Bulbs/Switches - PO 5587-1819	9306854321	8-4211-30	304.80
	CSD Replacement Bulbs/Switches - PO5587-1819	9306818112	8-4211-30	43.43
	<i>Totals for Graybar</i>			<b>\$ 348.23</b>
<b>Groot Industries, Inc.</b>				
	Garbage/Recycling - 11/1/18-11/30/18	2567448	8-4215-30	319.38
	<i>Totals for Groot Industries, Inc.</i>			<b>\$ 319.38</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

**Maintenance Fund**

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Hansen Services, Inc.	Monthly Pest Control	3899243	8-4215-30	\$ 103.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 103.00</u>
Intrinsic Landscaping, Inc.	Green Roof Maintenance - September 2018	18-0485	8-4215-30	733.65
		<i>Totals for Intrinsic Landscaping, Inc.</i>		<u>\$ 733.65</u>
Magic Pure LLC	Annual Cooler Rental - 12/1/18-12/1/19	2332	8-4215-30	1,440.00
		<i>Totals for Magic Pure LLC</i>		<u>\$ 1,440.00</u>
National Lift Truck, Inc.	Aerial Lift Yearly Maintenance Program - 10/1/18-10/1/19	RA161110231-3	8-4215-30	1,200.00
		<i>Totals for National Lift Truck, Inc.</i>		<u>\$ 1,200.00</u>
Poblocki Sign Company, LLC	Remove Old and Install New Vinyl Signs - PO5486-1819	97909	8-4211-30	2,266.00
		<i>Totals for Poblocki Sign Company, LLC</i>		<u>\$ 2,266.00</u>
The Office of the State Fire Marshal	2018 Boiler Cert. Fees - Inspection 10/11/18 - PO5578-1819	9603279	8-4211-30	300.00
		<i>Totals for The Office of the State Fire Marshal</i>		<u>\$ 300.00</u>
Warehouse Direct	Admin Supply Closet Restock - Oct 2018	4056587-0	8-4357-30	363.96
	Building - Cleaner, Liner, Tissue, Soap, Grease Remover	4053430-0	8-4357-30	1,034.16
	Admin Supply Closet - Coffee Creamer & Clorox Restock	4072717-0	8-4357-30	44.10
	Admin Supply Closet - Clorox Buckets Restock	4072720-0	8-4357-30	120.00
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,562.22</u>
		<b>Total for Fund 8</b>		<u><b>\$ 20,704.86</b></u>
		<b>Grand Total</b>		<u><b>\$ 252,106.91</b></u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**November 15, 2018**

**Maintenance Fund**

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
				
Jennie Nguyen/Finance Manager				

November 2018 Monthly Board Report  
Paul Mills  
November 15, 2018

## **Director**

### **Bookmobile Update**

The repairs on the bookmobile were completed and returned to service on Monday, October 29. In addition to mechanical work, Rendel's reported that they welded a new support beam to anything that was not rusted underneath the vehicle. Rendel's reported that the rust is very bad and that this is not a long term fix. We will be bringing the bookmobile in for regular checks to ensure that everything is safe.

We have continued to work with our consultant and we will have finalized specifications for a new bookmobile for the Board to consider next year.

### **LIRA Annual Meeting**

I attended the Libraries of Illinois Risk Agency (LIRA) Annual Meeting to discuss and approve the insurance renewal for property/casualty and workers compensation insurance. LIRA is going into its 7<sup>th</sup> year and we will soon be up to 54 members. I serve as Chair of LIRA and I am happy to report that this year we negotiated a new agreement with the Illinois Library Association (ILA) for services, were able to return a portion of the premiums paid to members in the 2<sup>nd</sup> year of LIRA's existence, and obtained a safety grant for each LIRA member to receive an ice alert sign. Tasos Priovalos, our Building Operations Manager, is reviewing the sign and will determine the best placement for it.

Our renewal for the coming year shows a 2% increase for property/casualty and a 6% decrease for workers compensation.

### **Standard & Poor's Rating**

I am very happy to share that Standard & Poor's has assigned a AA rating for the refunding and refinancing bonds and confirmed our AA long term rating. In the interview the S & P representative spoke highly of the District's financial work.

### **Illinois Library Association Annual Conference**

The Illinois Library Association (ILA) put together another great conference. It started off with Gene Yang as the opening speaker. Mr. Yang is a well-known graphic artist who has written in the Superman universe among others. The United States Library of Congress named him Ambassador for Young People's Literature in 2016, and he also serves as a honorary board member on the We Need Diverse Books non-profit organization. Mr. Yang told a wonderful story of how writing and reading were important to him growing up, and he discussed the need to include diverse books in our collections so that our younger patrons not only recognize themselves in the pages they read but also recognize the other as well.



In particular he discussed the Reading Without Walls program. It is a neat challenge in which you

- Read a book about a character who doesn't look like you or live like you
- Read a book about a topic you don't know much about
- Read a book in a format that you don't normally read for fun

Several programs that were of particular interest include –

“The Challenge of Opportunity: Service, Space, Community & Economic Development” discussed the removal of Rockford Public Library’s main building and the multi-year plan to replace it. It was a fascinating look into what would you do if you were starting over from scratch – literally – what would you build? Through community focus groups and other engagement measures Rockford Public Library will be focusing on three “s’s” for their new library – services, spaces, and site. The most interesting theme running through all of them is connections – connecting services to other organizations, spaces that connect library patrons to the outside worlds, and a site that connects with the unique space that the library will occupy in the downtown area. I look forward to seeing the completed facility in several years.

“So You Want to be an Assistant Director” was a great program by three current assistant or deputy directors. I appreciated their discussion of how they serve their libraries and it gives Nancy and me food for thought as we think about we both can best serve our library and our community.

“Censorship: Looking in the Mirror” was the second part of a program put together by the ILA Intellectual Freedom Committee. This part looked at how internal and external factors may create pressures for self-censorship in academic libraries. The interesting takeaway from the survey is that academic libraries that serve smaller enrollment numbers (less than 5,500) were more likely to self-censor, though the variation was not large.

“Readers Advisory: Turning Ideas into Action” was a great program in which our own Nancy Castellanos was part of the panel! Four presentations, including Nancy’s discussed how training to do Readers Advisory was provided and what concrete steps were taken to bring ideas from training into action. One of the ones from our library that was discussed was the business cards we hand out at each Board Meeting that highlight upcoming programs.

“Serving Our Public 4.0: Standards for Illinois Public Libraries” was a particularly informative and useful workshop. Our library, as every public library in the state that is part of the Per Capita Grant process, uses Serving Our Public (currently version 3.0 published in 2012) as a tool for the development and sustainability of public libraries in our state. Several new chapters have been proposed for the next version of Serving Our Public –

- Building Infrastructure and Maintenance
- Youth/Young Adult Services

- Community Engagement
- Illinois Public Library Resource Sharing Responsibility

There was a spirited discussion about these standards and the coming RAILS (Reaching Across Illinois Library System) standards for all types of libraries. I am happy to see both the former standards revised to reflect our current environment of service to our community and the latter standards enter their data collection phase this year. Both sets of standards will provide us good frameworks to guide us in serving our patrons.

One of the best parts of ILA's annual conference is the opportunity to have informal conversations. I was fortunate enough to have the opportunity to discuss automated material handling (AMH) systems with a library director whose library had just replaced theirs, to discuss bookmobiles with a library that had purchased a new one in the past few years, and to discuss other topics in informal settings. The ability to communicate and share ideas in this way is one of the most invaluable things about conference attendance.

### **Deputy Director (Nancy Castellanos)**

This month I had the opportunity to attend the ILA Conference in Peoria. It was a great time to network and I was able to attend many interesting programs focused on Administration. I also attended the review of the proposed Illinois Standards for Public Libraries by the Illinois Library Association. It was very interesting to see the comments other public librarians had and how it affects libraries in Illinois in general. I also had the opportunity to be part of a panel that discussed Reader's Advisory training at different libraries.

During October I have been working with Unique Management Service to implement the chat service on our website. I have received lengthy questionnaires and have provided as much information as possible. I am working with Unique and our Management team to roll out the service on November 27th. The chat service will be available on all pages of our website, catalog and Overdrive site. We will be the first library in Pinnacle to roll out this service.

Our Bookmobile was in for maintenance for the majority of the month of October. Our Outreach staff did an excellent job at keeping services going during this period. Our Express Van saw 95 hours of use this month, staff used it to replace bookmobile stops for lobby stops at several of our schools. This mean that the collection the van carried had to be swapped constantly for when they visited the assisted living facilities and retirement facilities. Thank you the Outreach staff for such hard work!

### **From Debra Dudek's report**

#### **Adult and Teen Services**

##### **General Comments on the Month**

October marked the cumulation of our fall genealogy programming with a day-long program with the Ulster Historical Society. While we fielded full registration of 60 for the event, our total attendees for the day came out to 43. Our streaming attendance for the webinar portion of the event topped out at 25 views during the session, with additional stats rolling in from patrons who



needed to watch the recording of the sessions at a later time. The feedback from the program have been very positive.

I assisted at two Bolingbrook Historic Preservation Commission events, the Fall Open House on Tuesday, October 17 and the Boardman Cemetery Halloween Open House. We had a good stream of visitors to the Bolingbrook Museum on Briarcliff Road for the Fall Open House early in the month. The bigger event was definitely the annual Halloween open house. This

year, the BBHPC estimated around 700 people attended the event. We had a great turnout, and the weather outside was fabulous. I spent most of the evening conducting free tours of the cemetery grounds. I also designed and laminated the 'I've Been Restored' and 'Adopt Me' signs for the headstones on the property. They were a really great way to talk about the restoration projects and grants our library has hosted with the Bolingbrook Historic Preservation Commission and DuPage Township. I also completed and submitted a grant application for cemetery restoration funding for the BBHPC on October 20, 2018.



In Career Online High School News, Yvonne S. completed her coursework to become the 19<sup>th</sup> graduate of our COHS program. During the 2018 calendar year, five people have completed our program, and we are due to have one additional graduate complete their coursework before the end of November 2018.

### **Programming (includes):**

#### YA Programs:

**Randi's Observations:** The Great Page Race ended on October 29. This was our ninth year running this contest with our local Bolingbrook middle schools. Teens used Beanstack to record their reading. It was a challenge to use the new software. Steven Ford was a big help with reports and developing a new scoring system for the contest. A majority of the students registered in September (2083). We had 117 students register in October.

In total, 2200 students registered for the contest. Of those 2200, 1786 participated in the program (i.e. logged a minimum of five pages of reading). The students read 1,200,521 pages. Thanks to the Friends each school media center will receive a collection of books. Teachers/classrooms at each school will also receive a \$100 gift card for a pizza party and the 2019 Rebecca Caudill nominees.

Great Page Race Stats	Registered	Participants	Pages
Brooks Middle School	988	848	490,595
Humphrey Middle School	653	616	451,634
Jane Addams Middle School	660	322	258,292
Grand Totals	2200	1786	1,200,521

The winner of the 2018 Great Page Race is Hubert H. Humphrey Middle School. Humphrey had 94% of their LA students read 451,634 pages. Each school will receive a collection of books provided by the Friends.

### Teen Programming

- For October's STEAM Punks, teens made washer jewelry. Tara writes, "with a variety of washers, nuts, and other hardware as well as beads, wire, and silk cording, teens were encouraged to lacquer the metal pieces with colorful and glittery nail polish and create unique pieces of jewelry. They were also given pliers, wire cutters, and other tools to aid in the creation. One teen made a necklace of several washers wired together. Another teen started to make a bracelet and then decided to paint her nails instead."



- We had over 30 entries into our 3rd annual Pumpkin Decorating Contest. There was a wide variety of pumpkins to vote on including a pirate fox pumpkin, kitten pumpkin, wolf pumpkin with plushie legs, and a pumpkin with Steve Harvey peeking out from behind it. Tara writes, "there were some really creative entrants and I'm sure our voters had a hard time choosing! In the end, a pumpkin painted blue and blinged out with silver chenille stems and faux rhinestones and strongly resembling Cinderella's carriage won the big prize. It was clear that she had put a lot of time and effort into her pumpkin decorating project! Way to go, Amaleia!"





- From Tara: Christine Thornton facilitated a “How to Draw Mexican Sugar Skull” program in October, beginning with a short presentation about the history and culture of Dia de los Muertos. She shared photos from the National Museum of Mexican Art in Chicago and discussed the difference between Day of the Dead and American Halloween celebrations. Finally, she gave some tips and pointers on how to create sugar skull drawings. The drawings were widely varied but all full of complicated designs and rich colors.



#### Computer Classes:

This month we had six computer classes for 14 patrons.

#### Test Proctoring:

Proctor Analysis - As far as Proctor student needs, this month there were fourteen exams taken. Seven were for Real Estate and one was for General Studies. The ratio of students was 6:2, in favor of men. All the students were from Bolingbrook. All of the exams were online, none were paper exams.

#### Career Online High School:

Currently Enrolled: 10

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 3

Graduate: 19

#### Adult Programming:

**Maureen's Observations:** All in all, programming was steady. Due to early voting, there wasn't too much going on. But it was busy nonetheless.

Chef Maddox's program, Autumn Harvest favorites had great attendance at 40. Unfortunately, I was taking care of other programs that evening that I couldn't sit and observe like I usually do. As usual, ESL and Watercolor Pencil Drawing had steady number of attendees.

## Programs

**10/17 - DIY Parent and Child Glove Monsters** - Cathryn Stanek-Whisler showed parents and their children how to make these adorable glove monsters—perfect to have at this time to celebrate Halloween. A total of 20 attended and they had a blast! The really got creative!



From Jessica Granados' Report:

### ***Club de tejido- Spanish Knitting Club Meets every Wednesday, 6:30— 8:30 pm***

*Through October, our number of attendees stayed the same 8 to 11 patrons per class. This Club has really form a strong bond within the attendees and I am sure they will continue to attend as long as we provide a space for them here at the library.*

### ***Corona del Día de los Muertos - Day of the Dead Wreath Tuesday, October 2, 7— 8:30 pm***

*Nineteen patrons attended this program. It was fun to put together and organize all materials needed. Patrons were able to decorate their own wreath with ribbon and felt. I was able to make a sugar skull shape with left over Styrofoam disks and printed an image of a sugar skull online to glue on top of it. I also showed our patrons how to make three different types of flowers with felt and hot glue. The results were beautiful and everyone seemed happy with what they had created. A patron was kind enough to give me a thank you gift because she really appreciates every craft program that I am able to plan and offer to them.*



## From Tony Nguyen's Report:

*General Comments – In comparison to last month, October was more relaxed. Much of my activities involved directing patrons to the seasonal selection of horror related items, mostly movies. And also I've been continuing the push our points program to patrons to take advantage of our points program, where they can earn discounts and coupons on a multitude of participating local businesses. I also finalized several future programs for the winter season, featuring Michael McCann who will present the history of the samurai, St. Patrick's Day, and comic book heroes. The other presenter who I scheduled to come in sometime in the spring, on the suggestion of a patron, is one Mary Winiecki, a retired high school teacher who is well versed in the management of the popularly known cryptocurrency, Bitcoin. Lastly, I've been collaborating with my co-worker Jessica on planning future programs for the library, including one for Chinese New Year.*

## Minecraft Club Monthly Report – Agnes Babinski

Our attendance has gone down a bit, but overall has been pretty good. We get very busy days with a few slower days interspersed.

This last week we did have a bit of a Minecraft emergency. Something with the lab installations was preventing the launcher from updating and would not load the game at all. It took me about 15 minutes to find a temporary solution that got the kids playing on Tuesday, but all changes are erased when the computers restart. I tested a couple ideas on how to fix the problem, and found that uninstalling and reinstalling the game fixes all issues and requires the least effort. I submitted a ticket to IT and Nathan jumped in to fix the problem very quickly. I hope everything will work smoothly at our next session!

## From the Reference Desk of Tom Degutis

– “The type of maps that I really want are plot maps of the Des Plaines River in Will County that show if any land owners' property extends beyond the banks into the river. I want to be able to float legally (in some type of boat) down river and shoot some ducks as I go...but I don't want to be trespassing over somebody's property while I'm doing that.”

One of the assets of being a skilled librarian is to know what resources are available to tap when the ones in our own library have not yielded the results hoped for. Following my conversation with the customer above, I researched all the resources that I could think of, for about the next two weeks. Whenever I had a spare moment, I tried to find the type of maps that the customer was seeking.

I had reached a point where the extent of the search on this question exceeded what would be considered reasonable. I decided to cut my losses. I knew of a resource that would probably have an idea what the customer was looking for and would be able to let me know where such a map or maps could be obtained. It was the Map Library at the University of Illinois at Urbana-Champaign.

I used the Map Library's e-mail web form and submitted a detailed request for the type of map(s) that our customer wanted. I also explained that our library has a very limited collection of maps in our Local History / Genealogy Room and none of these were of the type that the customer was looking for. I also emailed our customer as to the next step we had taken to research his inquiry.

As of this writing, I've not heard anything back from the customer. The Map library is on my list for follow-up during the next week. This customer's inquiry and the extent to which I searched is a good example of simply remembering the cardinal tenets of the “Kenny Rogers Theory of Reference Work”...specifically...“You got to know when to hold 'em, know when to fold em.”



## Specialist Highlight

### Jason Peters

The session of Young and Geeky Ashe and I hosted was very successful, with new attendees joining in, and attendees who had first attended the previous session returning, along with returning regulars. The session was particularly lively, and I think will see patron returns.

I've made good progress in securing sessions for the Dyrkoth's Tower events. 3 sessions are currently scheduled and, when needed, cleared with their local library. Additionally, Downers Grove has expressed interest in actively collaborating on their linked event.

### Ashe Kolalis

D&D had an uptick in attendance this month with 15 teens. Quite a few were new, and plenty of regulars. Everyone had a blast learning the ropes. Kaylee told me she wasn't sure why she signed up but wanted to try it out. By the end of the night, she told me she regretted telling her mom she might not come to the November meeting. She loved it! A new convert, hooray!

## Children's Services Department

**Monthly Overview of Children's Services:** We had a full complement of programs this month, in spite of Meeting Room A being used for the Friends book sale, Irish Genealogy Day, and early voting. We held the afternoon Homeschool session in MRA for a little bit, then moved into the Creativity Park and the Baby Park. Mini Movin' and Groovin' programs, Family Movie, Preschool Activity Time and Spooky Storytime moved into the Storytime Room. Our staff was flexible, too, with many members substituting for others when illness and family emergencies kept us away from the library.

A number of new residents stopped by our desk when they came to vote, often inquiring about getting library cards. One older gentleman, who recently moved from Chicago, said that our building looked like a high school. He was very impressed.

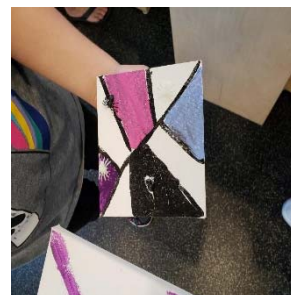
Overhead at our desk just minutes apart one evening. "I haven't been here in many moons" (an older gentleman who doesn't have a computer at home came in to renew his driver's license online). "I haven't been here in years!" (a woman who came to our computer monitoring station).



**Seasonal Happenings:** Adding a face to the Storytime Room window has become a tradition. Kathy B. reported, "On October 10, storytime M... came in, looked at our orange window and asked me where our Jack-o-lantern was. Usually I have it up October 1<sup>st</sup> but I've been a little pressed for time, so October 11, up it went."

Many of our programs offered themes of fall, pumpkins, spiders, costumes, mystery, etc.

- **Let's Create: Spider Webs (18)** Using Acrylics and some little spiders we created Spider web paintings. The group was wonderful and even experimented with watering down the acrylics and mixing to make different colors and textures. Some did abstract paintings inspired by the "spooky" music I played. The teen volunteers again were a big help. One of the volunteers Nick was actually in one my storytime in the old building in Romeoville. Wow how time flies! *Chris Z.*







**Make It Take It: Spooky Ookys** (20) Kids made friendly ghosts with cotton balls. "It was so nice to see all of the children and their parents sitting together and making crafts. The children were very proud of what they made... One of the boys from my All Together Storytime made two ghosts and came over to the desk to scare me with them ... with a loud BOO!" *Marta M.*

## STEAM and Learning Fun

### Adventures in Homeschooling: Far Away Places at Your Fingertips (2 programs, 97)

A regular homeschool mom approached me and said she didn't think Denmark would be very interesting and it turned out to be her favorite of all the ones she has been to. A big shot in the arm for us. *Kathy B.*

Usually the smaller the countries are harder but Denmark was full of great material. The Lego Company originating there made for the best material. Talk about something kids can relate to in their own lives! We built Copenhagen out of Legos. Kathy had the idea of sorting the Legos by colors so and starting the base of the buildings for the kids. It was such a good idea! The city was an amazing group project! Sometimes you wonder if putting that extra effort into the details is worth it, but usually you do get the pay off in the finished project.



Hans Christian Andersen was also from Denmark, so we used him to tie into all the fairy tales. I read *The Princess and the Pea*. The kids really enjoyed it. Andersen was known for his paper cutting art which he did while telling a story. Kathy made up a little story and created a paper chain while telling the story. My craft was cutting leaves to make a paper fall wreath. It all went really well. *Debbie S.*

### TechnoKids: Enchanted Forest Escape Room

(6) Kids were very excited to participate in this new challenge at the library. We pretended to be in an enchanted forest full of mysteries and challenges. Large cardboard trees populated with

stuffed animals decorated the dark room. Solving the mysteries in time (before "dawn" when we turned on the lights) revealed a secret exit door.... Each team received a challenge card that they had to present to be marked with a stamp for the completed tasks. We placed flash lights around the room. Among the easier challenges were: deciphering a messages under black light, weighing various toys using a scale, using their sense of touch to identify a hidden toy in a closed box, walking around wearing giant feet, reading a message in a mirror, changing the time on a clock by adding hours and minutes and using a magnetic spider to gobble up metal objects. We had a Chromebook station where kids used 3 Chromebooks to solve puzzles online. *Andreea D.*

It was such a fun program and all the kids escaped (using the back entrance into the storage area) before the lights came on. *Debbie S.*





**iMake** (25) Dot and Dash, Cord Writers, Zoobs, Duplos, Marble chutes & Gears were offered. *Debbie S.*

### Reading & Writing

**S'mores Book Club:** *The Boxcar Children* and other mysteries (10=1 kid, 9 tweens) Now that they are more familiar with iMovie, most of the group worked on editing videos. This was a huge help and resulted in 2 more finished videos that we can send to Jeffrey for publishing! 3rd grader Emily loves *The Boxcar Children* series and was so excited to film her review in the television studio. The

group was working so hard that we lost track of time and ended up staying in Studio 300 until about 5:30 p.m. I apologized to parents who came down looking for their kids, and they were very understanding. They were also very impressed with the projects their children were working on. Another big thank you to Jeffrey and the Studio 300 staff for all their help!  
*Joyce A.*

### Gaming & Play

**Preschool Activity Time** (64) Met in meeting room B. Due to the smaller space in meeting room B we did not have as many toys to play with, but everyone enjoyed themselves and a wonderful time even though it was a little cramped. *Rosemary B.*



### Just for Tweens



**DIY Food Chips** (8) Five of the nine kids registered for the Tween DIY Dips attended on 10/22 and three more joined them for a total more joined them for a total of eight. Several were coming again after previous cooking programs, and Andreea said they had also attended her TechnoKids programs. I had my hands full, but thankfully Andreea took photos! We prepared guacamole (which you can make without any sharp knives) and a pumpkin dip to eat with apple slices. The attendees had a chance to practice lots of skills, including cutting an avocado and using a manual can opener. They liked both recipes

(although I had to work pretty hard to keep them from putting the full package of sugar in the pumpkin dip). V... in particular was full of joy and enthusiasm. A parent contacted the library on Facebook praising the pumpkin dip and asking for the recipe. *Sarah D.*



## Storytimes

Everyone loves Storytimes in the Fall! Here are some highlights.



**Sensory Storytime** ((9) Marta based her program on the theme of Fall. They placed felt leaves on the board, naming the color of their leaves. They danced with scarves and streamers. Marta noticed “that there were two children with special needs ... a little girl with Down syndrome and a little girl that had trouble walking. What I also noticed is that both of the girls really enjoyed the music and rhythm, because I could see them moving to the beat in their own way. They both also really liked the bubbles, one of the little girls just sat there in awe watching the bubbles falling onto her face.” For the sensory activity kids dug into a bin of fall wonders to discover: leaves of different colors, pinecones, acorns, and chestnuts. They explored by touch and smell. They compared and counted and sorted the materials.



**Polish Storytime** (11) It seems like Polish storytime is slowing picking up numbers. This month I had three new families attend and they said that they really loved the program and will try to encourage all their friends and neighbors to come. One of the families that came last month signed up their daughter to Polish school and she is in my 3 and 4-year-old class. She was really excited and surprised to see me at the library. She said to me ... “What are you doing here ... you are supposed to be at school.” I just laughed and told her that on Fridays I am her teacher at Polish School and that the rest of the week I am a librarian here at the library. *Marta M.*

**Diez Deditos: Latino Art and Culture Series** (5 programs, 171) introduced kids to music, art and crafts from various countries from Latin America. We listened to pan flutes from Peru, carnival rhythms from Brazil, and mariachi music from Mexico. We learned about various habitats from Amazonian jungles to the cold Andeans mountains and dry deserts. We painted rocks, made crafts and tasted traditional foods. *Andreea D.*



Themes were: Toucans/Brazil, Cactus/US Southwest, Frieda Kahlo/Mexico, Tamales/Food Traditions, Dia de los Muertos

### Public Service



1000 Books Before Kindergarten: Total registration grew to 299. 4 children completed the program in October! We now have a total of 25 finishers! Joyce A.

Tour: Brownie Troop Tour on 10/4 (13=7 third grade Brownies, 4 adults, & 2 younger siblings) All of the girls have visited Fountaindale before and have library cards, so they were familiar with Children's Services. I took them to the following spaces:

Circulation Workroom. Jenny provided an overview of Circulation and showed them "Bookzilla." The girls (and the adults) were wowed by the AMH system! Jenny offered them a chance to induct items on the machine, and the girls were so eager that they began grabbing books off of reshelving carts!

Studio 300. Anna gave an overview and tour of the space, and again the group was wowed! One of the Brownies had come to S'mores in September, so she gushed to her friends how much fun she had in the program and in the television studio.

3rd floor view of the green roof and the Local History Room.

2nd floor Board Room. I explained that our Board of Trustees are the decision makers of the library and they meet monthly with Paul to discuss library business. I also told them that the meetings were open to the public, and a few girls expressed interest in attending a future meeting to see what it was all about.

Children's Services: I showed them our collections, but I am happy to report that they all had a basic knowledge of where items were. They were not familiar with the World Park board games, so when I told them about it, they were very excited! The board games may be getting more use after this!

*Giant steps visit:* When the group came in some of the kids recognized me from last time and called me by my name. It was a nice surprise. The boy with the service dog came with his mom and an assistant and another person. They went and selected some books and went to read on the pillow. The leader of the group instructed the kids first to get some books and read and then they will have some time on the computers. She told me that some kids might try to ask for computer passes instead of reading. I gave them some Sonic the Hedgehog books. After half an hour I helped three kids start a Roblox session and play together. Everybody was very quiet and enjoyed the visit. They wrote a Thank you card for me. *Andreea D.*

### *Stories of the Month:*

From Joyce A.: "All Together Storytime is a great way to start the week. 3-year-old Jocelyn's grandma told me that after several days of thinking, Jocelyn has decided what she wants to be when she grows up. When I asked, Jocelyn replied, "I want to be Miss Joyce when I grow up." It will be interesting to see if Jocelyn does become a librarian in about 25 years!"

### Activities

Happy Anniversary! Chris Z. started working at FPLD in Romeoville fifteen years ago. I remember calling to offer her the job. She was so excited! Over the years Chris has led many programs: storytimes, writing, crafts, arts, Harry Potter parties, Pokémon, Minecraft, and so much more! Readers look to her for suggestions, especially in the fantasy realm.

## **From Jenny Cuevas' report Circulation Services**

### **PIRC Meeting Updates**

- There are some libraries considering going fine free for children's materials and for this to happen the fine codes need to be restructured. PIRC committee members have agreed to change the way the fine codes are labeled. Instead of the fine code referring to the amount of money charged, we are looking into having it reflect the format of the item. By having the fine code reflect the item, the system would then be able to adjust the charge based on each library's circulation policy for that item. This proposal will be passed along to PinTech for their feedback and thoughts.
- Plainfield does not provide text message notifications for their patrons. The Pinnacle library card application will be modified to indicate that for Plainfield patrons.
- Patrons that are in collections from other libraries, need to pay their account in full before opening up a new library account.
- The loan code for Studio 300 equipment was approved for change from 3 days to 5 days.
- Polaris 6.1 upgrade looking to happen in December. A couple of features that will be made available for LEAP:
  - Item Record Bulk Change
  - Export Record Sets to Excel
  - Print current charges on patron accounts

### **Interviews for Associate Manager Position**

Nancy Castellanos (Deputy Director), Jenny Cuevas (Circulation Services Manager), and Kate Thurston (Circulation Services Assistant Manager) began interviews for the Circulation Associate Manager position in late October. More interviews will be held in the beginning of November.

### **Staff Updates**

- We are pleased to announce our new Circulation Services Specialist, Christina Koutsogiannis. Her first day will be Monday November 12<sup>th</sup>. We look forward in having her part of the team.
- We bid farewell to Lauren Jagiel (Circulation Services Aide) who will be transferring to CMTSD as their new Collection Development Aide. Best wishes to Lauren!
- Mary Sincic (Circulation Services Lead Specialist), Harris Khan (Circulation Services Specialist), and Carol Henderson (Circulation Services Lead Aide) completed maintenance on the AMH machine on Monday October 29.

### **Increase in Afternoon Pick List**

Last month, about 400 holds were processed on a weekly basis for the afternoon pick list. For the month of October, we saw an increase to about 497 holds, just short of 500. We look forward to next month and hope to hit 500.

### **Automated Materials Handling Machine (AMH) Repair**

The AMH was down for patrons to return from the inside of the building on Wednesday October 31<sup>st</sup>. Items kept stopping on the conveyor belts, and would not be pushed onto the rollers to be sorted into the bins. A ticket was opened with Bibliotheca. A technician did not service the AMH



until Friday November 2<sup>nd</sup>. A relay was changed to prevent items from stopping on the conveyor. No further issues have been reported.

### From Marianne Thompson's report Outreach Services

**Adult Volunteers:** 2 volunteers assisted Melissa Bradley with a Communications project, for 3 hours of time. 3 volunteers worked at the Irish Genealogy workshop on Oct 13 for 9 hours of time. 12 hours of volunteer time was given to Fountaindale for October.

**ABOS Conference:** I attended yet another great ABOS Conference, this time in Raleigh, NC with Kathy Welko. I still hold the title of having the MOST bookmobiles at a conference – We had 14 in 2015 at Pheasant Run in St. Charles, IL!



I presented at the Past Presidents session with Eletha Davis (2014) and Ann Plazek (2017). Eletha was the reason I ran for Vice President. We each presented our path for how we got to ABOS and why we ultimately ran for Vice President/President/Past President. I had heard Eletha's story before, but it was interesting how our stories built upon each other. Our focus was to talk about being on the board in any capacity, hoping to encourage members to consider running for a position.



I attended all of the vendor session for vehicles. Michael Swendrowski presented a great update on the status of hybrid vehicles with no generators! Something to think about! I also attended a session on working with memory care facilities, presented by two Gail Borden Outreach staff. I won a prize for Melissa Luce to use!

Kathy Welko partnered with Mike Pracht, a bookmobile driver from Aurora Public Library to present two sessions on the internal workings of our vehicles, and safety. They presented on a brand new bookmobile, going to the Durham County Library after the conference. Mike has a thorough understanding of mechanics & trucks, as he had worked in the industry prior to working at Aurora PL. Kathy discussed safety and presented the group with our in-depth checklist that was developed this year. Kathy is very passionate about her work, and it showed as she went through her part on safety. At her first session, one of the attendees asked for a copy of our department procedural manual! Many attendees sought her out throughout the rest of the conference. She made many contacts and a lot of new friends!

Kathy also covered having alternate routes, knowing which roads or specific turns in a service area should be avoided. Many attendees told Kathy that ideas were presented they had never thought about with their vehicles. The Assistant Director for Durham County Library requested a copy of our department procedural manual. She told Kathy they are not ready to start their service because the presentation gave the staff so many things to think about, especially related to safety.



We attended the author luncheon with featured North Carolina mystery writer Margaret Maron. We also attended “Bookmobile Buzz” which was our consultant Michael Swendrowski’s session on what is new in the bookmobile industry.



**Friends Book Sale:** The Friends of Fountaindale had a wonderful book sale Oct 5-7. On Sunday, people were lined up outside the library prior to noon. When the doors opened, they all came into Meeting Room A for the bag sale. This sale was steady for the full 3 hours, and was the most successful one they have had. The total amount earned at the fall book sale was \$2276.95.

Sarah received a lovely voice message from Marlene McDonough, a former resident of Heritage Woods. Marlene had to move to another facility in Naperville. She called to tell us how much she misses our service, how kind we were as a group when we provided library services to her. It was a lovely & heartfelt message that we all appreciated hearing!

**Glow Art Fair at McGee Elementary:** Kathy attended the Glow Art Fair at McGee Elementary school on October 6 and had 188 visitors to her table. Kathy noted this event was intended to be inclusive for people of all abilities. She promoted how Outreach provides services to people who can’t get to the library for any reason. Kathy’s neighbors were the Bolingbrook STEM Association and the Lions Club. Volunteers for the event were some of Kathy’s students she sees for booktalks at McGee.



**Take Back the Night Event:** Melissa and Marleigha represented the Library at this event on October 25. There were not many people from the public in attendance. One of the workers stopped by the table and told staff how much they love the library. When she found out we have a Bookmobile, she was very excited and had always wanted to see it. Melissa invited her to stop by at one of our community stops.





**Halloween Trunk or Treat Story Time: New Life Church Girl Scout Troop** – Dennis provided his first story time at this new event on October 27. He and Kathy took the Library Express Van to the event. Kathy met several students she knows from McGee, and two parents who are teachers at VVSD. The Girl Scout leader turned out to be a regular library user and Bookmobile patron! Dennis also provide a game called “SpookySpider” (hot potato with a spider) which got everyone involved.

**Independence Elementary School Bilingual Parent Tour and Story Time:** Nancy provided the tour for the parents, and Melissa held a story time in the Children’s Department on October 30 for 31 participants. Nancy had many more questions from parents than last spring when this tour was held.

**IKEA Storytime:** Laura will begin providing a story time at IKEA on December 27, 2018. We are excited to present another storytime at a retail store in Bolingbrook. Working with their Loyalty Manager, they chose the area outside the restaurant on the 2<sup>nd</sup> floor, which has couches & chairs for parents to sit. IKEA will provide individual carpet squares for the children. The store does not open until 10 am, but the restaurant opens at 9:30 am. The storytime will begin at 9:30 am, with the option to change if that does not work for the public. Children will receive juice and cookies after the storytime. The manager is a strong advocate for literacy and is very excited to work with the library. This is a great start for another Outreach Partnership!

**Rockin’ Reading Race:** Staff delivered logs to the schools for students. Kathy sent out an informational email to the LMC directors regarding the race. We had a few logs trickle in over the month. Kathy did a pick-up on Nov 1, and we will see what else comes in over the weekend, then do a final pickup on Nov 5. Kathy assisted with selecting the prize books for the participating schools. The first place prize is a complete set of Monarch & Bluestem books; second & third place receive a mixed set of the award books. Those schools who participated receive a collection of STEM books. All books are for the school libraries. Stay tuned for the November report with the list of schools who won the race!

**Bookmobile Out of Service:** The Bookmobile was taken out of service on October 1-27 due to leak, and subsequent findings of some serious safety issues for driving the vehicle. Kathy & I quickly pulled a plan together to use the Van more. 3 of the 8 elementary schools agreed to have us come with the Van to bring carts of materials into their buildings for student checkouts. Students were limited to 2 books and 1 AV item. We used the Library Express Van for 95 hours of service in October, taking on some of our Bookmobile stops.

All library materials were removed from the Bookmobile and stored on carts in the garage. IT removed our printers & scanners from the vehicle. We did take advantage of this time to revise the organization of our department collection of materials. CMTSD did some weeding, giving us more room to arrange the collection. We have new signage and a better use of the shelf space for our materials. Staff completed the project while Kathy & I were at ABOS and it looks great! Staff did a great job of pulling together as a team for the challenge of providing library service without our Bookmobile.



**Empty Bookmobile**



**Towed Bookmobile**



Marleigha & Dennis went to Pioneer with 5 carts of materials. They were set up in a room with plenty of space. The security officer helped them move carts into the building. The teachers & principal were impressed with the amount of materials brought in for checkout. Marleigha & Sarah went to BJ Ward for a Van visit. They added a Spanish cart to the mix. They set up in the lobby with limited space. Students were not happy with the limits, but it's what we had to do. Several students asked for a third book in place of the DVD! At Wood View, Marleigha & Sarah took the Van for the last visit. Some teachers liked that they were inside the school for the service; others really missed the Bookmobile. Mr. Soto thanked them for bringing the library service via the Van.

**Pioneer Van visit**



**BJ Ward Van visit**



**Wood View Van visit**



**The Bookmobile Returns!!** Patrons at the First Presbyterian Church Bookmobile stop cheered that the Bookmobile was back in service on October 30! It is apparent how much the Bookmobile was missed and is well-loved! One family said they had been out of books to read because they love to use the Bookmobile over the library.

#### **Staff notes:**

Kathy spent a lot of time finalizing the format with Communications staff for the list of titles she and Cindy book talk each month. The list is emailed to teachers each month, and is on the library's website. It provides great information and has beautiful graphics!



Cindy provided new materials to book talk along with a puppet show "Anansi and the moss covered rock" for October. Teachers and students enjoyed the puppet show. One teacher said she was presenting folktales this month, and it was a timely addition to the cases. Cindy uses the school whiteboard when she can to show students where the library calendar is located on the website. At Pioneer, Cindy's classes met in their "Tech Den", which allows Cindy to stay in one place and students come to her!



Dennis & Melissa assist CSD with the Adventures in Homeschooling program. They had two sessions on October 12. They read books, provided a puppet show, and helped with crafts. They invited a 3 year old boy to join them for the “Princess and the Pea” puppet show. After the show, the boy wanted to see the puppets. He picked one out and proceeded to make up a story, and ended up doing a puppet show with Dennis & Melissa!



### **Repairs & Maintenance of Outreach Vehicles:**

- The Library Express Van did not need any repairs this month. It was used to provide service when the Bookmobile was off the road. New mats from WeatherTech were purchased for the Van.
- 10/1: The Bookmobile removed from service due to a leak. The Bookmobile was taken to Diesel Service Center and on the way to DSC the speedometer was not working. DSC was able to repair the leak which was a transmission fluid leak due to a clogged filter, but DSC was not able to look at the speedometer due to being already being fully booked with appointments. The Bookmobile was driven back to Fountaindale Public Library using a map app on the cell phone to help estimate speed.
- Kathy & Nancy determined the vehicle needed to be towed, and Rendel's in Joliet was contacted for that. Marianne recommended the vehicle be kept at Rendel's for the speedometer issue, and added the fuel gauge issue we've had. Staff removed all of the materials and IT removed the scanners/printers from the vehicle, and then was towed to Rendel's.
- At Rendel's the mechanic had problems getting the brakes to stop. Upon inspection, they found that the front & rear brakes needed to be replacement due to improper installation and uneven wear from a previous vendor. The speedometer & fuel gauge were unable to be repaired on-site and were sent out to be refurbished. The intermittent warning light was inspected but Rendel's was unable to find an issue with the it and could not replicate the problem.
- Rendel's kept the vehicle in the repair shop a few days past the appointment for the body work to be done. It finally went in on 10/15. They completed the body work, adding an addition brace below the floor and welded the floor to the frame in as many places as possible that were not totally rusted out. This strictly a “band-aid” fix, and not a final fix. There is so much rust and corrosion under the vehicle, to even do a complete repair of the floor pulling away from the axel. They did do some rust proofing where they could to help the situation. We will be scheduling quarterly inspections underneath the vehicle with Rendel's until a new bookmobile can be secured.
- 10/26: The Bookmobile was picked up from Rendel's and the entire inside was cleaned prior to putting the material back on the Bookmobile.

### **From Jeffrey Fisher's report**

#### **Studio 300**

During October, Studio 300 accrued these stats:

- 1004 patrons actively used our spaces.
- 3054 items were checked out.
  - 124 of that total circulated out of the lab.
- 18 patrons attended our 14 Orientations.
- 104 patrons came to our 17 other Adult/T(w)een programs.
- We led 3 formal tours with 34 people attending
- 35 Non-FPLD people used Studio 300.
- Maker-related: 20 people created 58 items plus an additional 87 3D prints.
- And there were about 1234 blog page views.



**Anna G.** completed a two-part, intensive Library Journal workshop titled: *Building Sustainable Coding Programs*. She's working on her report of the work and plans to make a presentation at the next Tinker Technology Troupe meeting in November. Speaking of the Troupe, the members are busy planning the next *Maker Faire* for March 2019 and investigating holding an off-site, outside Maker event in the Summer 2019.

**Justin C.** kicked off his second year of informative *Music Business* workshops for our patrons held during the entire month of October. His work culminated in a *Roundtable* event featuring three industry professionals which we captured and made available on [YouTube](#) and our [blog](#).

**Jeremy L.** worked with two separate groups (23 people total) from LCSRA and taught them the fine art of *PhotoShop* and *Green Screen Compositing*. Jeremy also assisted ATSD-Teens with their *Teen Trailer Contest*. He's busy planning the inaugural *Indie Filmmaker's Day* for November 17 here at FPLD, too. And **Joe P.** led a tour for some area Brownies.

This month the Studio staff held a large number (22) of *pre-booked* one-on-one training sessions with patrons comprising not only the popular Maker functions with **Joe P.** and **Anna G.** but a bevy of other assistance (Photoshop, Tricaster TV Production, Music Recording, and more), too including a Spanish-language Orientation led by **Adriana A.**

IT removed the MYPC software from the lab's iMac computers which had been causing a variety of issues for staff and patrons. The result is now an overall better experience for the lab. Similarly, IT replaced our staff PCs with the two iMacs from the lab that needed to be moved to make way for the next step of the Maker Lab initiative. They also repurposed three older PCs for the maker machines that required PC interfaces.

Staff reviewed the plans for the new cabinets/workspace in the lab and the backroom and made a few suggestions to these initial SNH designs. Jeffrey met with Christina T. from CMTSD to prepare for removing the books/bookshelves from the Studio to make space for the new construction. And he attended a meeting the last day of October to review the Studio 300 plans (and 2nd floor computer lab conversion). Revisions from SNH are expected in early November and the project is slated for implementation in early 2019. Also, ForwardSpace did some warranty repair on our GCRs and they are all functioning at 100% once again.

**Joe P.** joined Jeffrey for interviews for our vacant P/T Studio Specialist position and ultimately we added a new hire who begins November 5. Paul M. and Nancy C. joined Jeffrey for the first round of interviews for the new Assistant Manager position and Lea P., Melissa B., and John M., joined him for a second round of promising candidates.

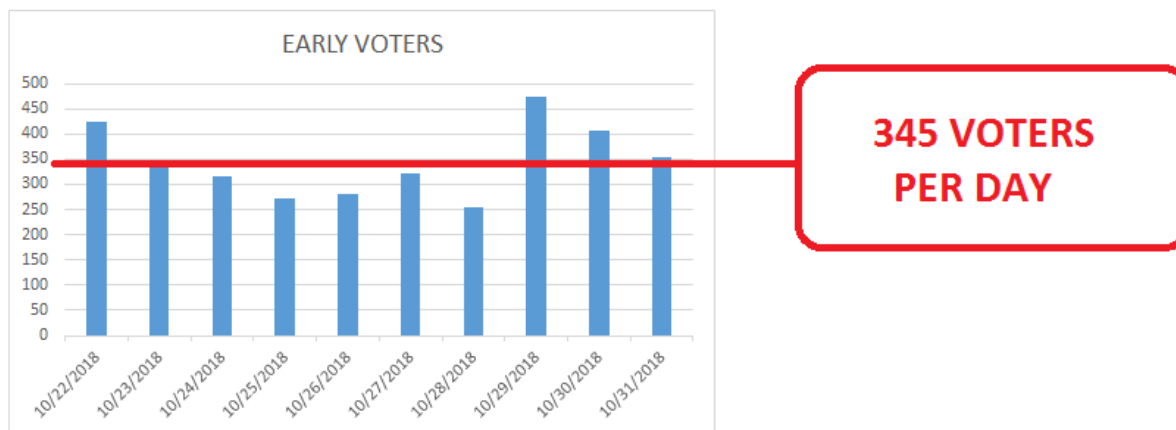
Jeffrey joined Paul M., Nancy C., Christina T., and Melissa B. for a discussion with students from Lewis University who are preparing a White Paper as part of a class that focuses on our Local Author Collection and how Studio 300 feeds into that. Jeffrey subsequently met with other members of the Lewis team for Studio 300 tours and further discussions.

Paul M., Nancy C., and Jeffrey worked on the final draft of the new Studio 300 Policy, too. Relatedly, Jeffrey worked with Steven F. in Communications who assembled online forms to support the new policy/procedure changes that affect how we implement Teen Waivers and replace our Room/Equipment paper form with an online Orientation Completed version.

Jeffrey once again led a tour and iMovie training for the Independence Elementary School Indie Filmmakers (11 tweens/adult). This club meets weekly at their school to make a short film in a semester (using Studio 300 equipment checked out by their teacher, Anthony Santana) and will hold multiple meetings in December at Studio 300 to finish editing their projects.

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

We are hosting the early elections for the 2018 General Election in Meeting Room A. This election will be from October 22<sup>nd</sup> thru November 5<sup>th</sup>. We are averaging 345 voters visiting our building on a daily basis. This is a great opportunity to showcase our building and services to potentially new patrons. Below is a daily voter chart:



Ishmael Abdullah joined our team as a Building Security Monitor on October 23rd. We are happy to have him join our team!!

We continue to accept applications for the open Building Security Monitor positions. We have also started to interview candidates.

Tasos attended two webinars in October. Conducting a Library Facility Security Assessment reviewed how to complete a thorough assessment of security measures within a public building. Energy Efficiency for Libraries was a ComEd hosted webinar to educate building managers of grants/programs for purchasing energy efficient equipment.

Tasos, along with Paul, reviewed proposals received for the Infrastructure Plan and Schedule and Facilities Assessment RFP which was recently issued. We have requested clarifications on these proposals and will make a determination on which firm will complete this work.

New tables were installed in the Quiet Reading Room and the NE corner of the 2<sup>nd</sup> Floor. These smaller two person tables will provide additional seating for patrons in various parts of the building.

Tasos, along with several other staff members met to discuss the space audit that was conducted several weeks ago in our building. This space audit provided input on best practices on layouts, displays, and service points throughout the building.

Our original building architects met with several staff to discuss the proposed design and finishes for the possibility in converting the 2<sup>nd</sup> floor computer lab to a meeting space. This will allow patrons to reserve this additional room while keeping the existing programs in the same space.





## ZENDESK -

In October, 45 new maintenance tickets were created, and 37 new or existing tickets were completed.

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

#### **Staff Updates**

- Nathan Oestreich submitted his resignation as our Collection Development Aide. His last day was October 12<sup>th</sup>. We wish him the best of luck in all of his future endeavors!
- Lynnette and Christina conducted 3 interviews in October to fill the vacant Collection Development Aide position.

#### **Pinnacle Purchase On Demand Meeting**

Fountaindale hosted a Pinnacle Purchase On Demand meeting on October 12<sup>th</sup>. Staff from Joliet, White Oak, and Plainfield attended. We discussed the expansion of POD criteria to include Adult Non-Fiction and Teen materials. Joliet aims to begin adding POD titles to the system within a few months, but are waiting to settle down from staff turnover. White Oak and Shorewood-Troy are considering adding titles. The group also discussed the need to obtain metrics and assess how successful the program is in six months' time. The next meeting is scheduled at Joliet Public Library in April 2019.

#### **STEAMbox Inventory Binders**

Brett Luminais debuted new STEAMbox inventory binders for the Public Services Desks! These new sheets detail every piece included the kits, as well as replacement costs and additional processing instructions. Brett will continue creating inventory sheets for the entire STEAMbox collection.

### **Comparison of Physical Collection Circulation October 2017 to October 2018**

*\*Sorted by Category Name – Alphabetical*

<b>Collection Categories</b>	<b>Oct 2017 Circs</b>	<b>Oct 2018 Circs</b>	<b>Change</b>	<b>% Change</b>
Adult Audiobooks	1231	1066	-165	-13%
Adult Bookmobile Collection	389	254	-135	-35%
Adult Fiction	5437	4623	-814	-15%
Adult Non-Fiction	5109	4907	-202	-4%
Foreign Language Adult	200	163	-37	-19%
Foreign Language Juvenile	974	795	-179	-18%
Foreign Language Young Adult	19	16	-3	-16%
Graphic Novels	2703	2410	-293	-11%
Interlibrary Loan	241	308	67	28%
Juvenile Audiobooks	534	444	-90	-17%
Juvenile Bookmobile Collection	3962	1543	-2419	-61%
Juvenile Fiction	6280	4790	-1490	-24%
Juvenile Non-Fiction	4523	3968	-555	-12%
Large Print	852	721	-131	-15%

Local Author Collection	11	0	-11	-100%
Magazines	871	987	116	13%
Movies	12595	11503	-1092	-9%
Movies - Juvenile	7432	5629	-1803	-24%
Music CDs	2242	2114	-128	-6%
On-The-Fly	18	18	0	0%
Picture Books	12066	10968	-1098	-9%
Reference	6	10	4	67%
STEAMboxes	56	43	-13	-23%
Studio 300 Collection	2487	3062	575	23%
Technology & Equipment	1087	1065	-22	-2%
Technology & Equipment - Juvenile	171	149	-22	-13%
Toys	170	146	-24	-14%
Videogames	2098	1727	-371	-18%
Young Adult Audiobooks	175	113	-62	-35%
Young Adult Bookmobile Collection	24	8	-16	-67%
Young Adult Fiction	1104	1235	131	12%
Young Adult Non-Fiction	346	277	-69	-20%
<b>TOTALS</b>	<b>75413</b>	<b>65062</b>	<b>-10351</b>	<b>-13.7%</b>

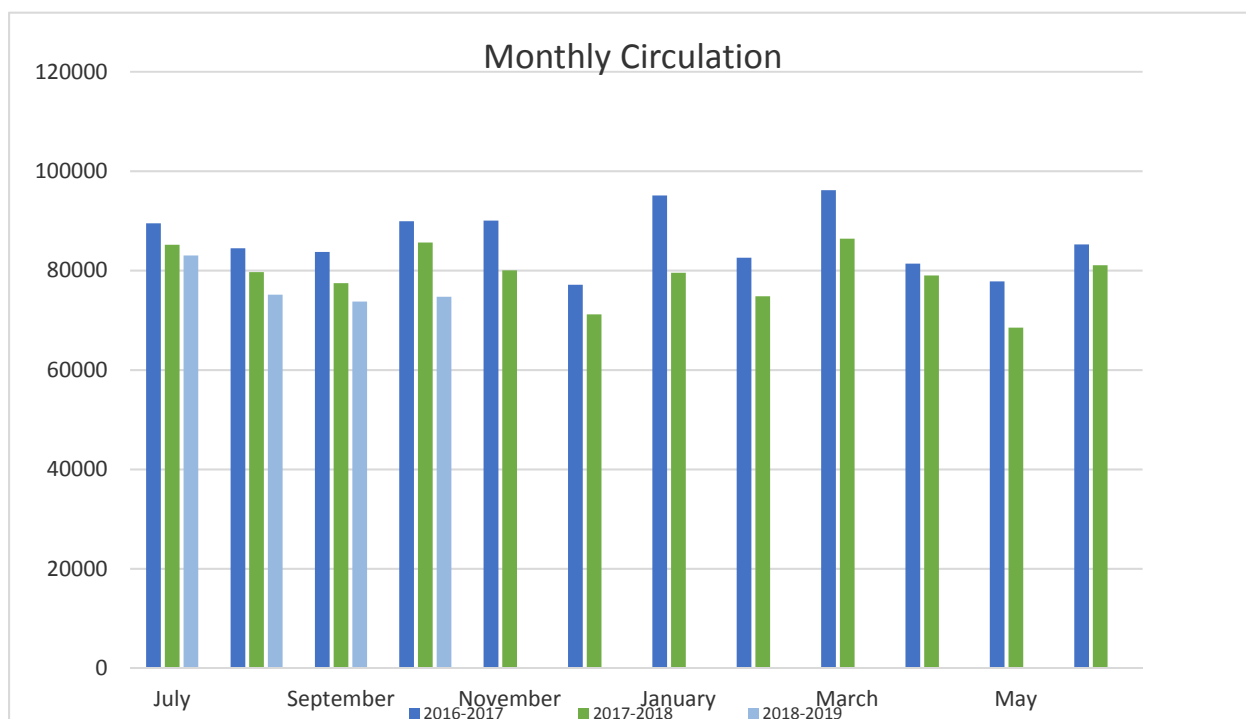
#### Battle of the AV Formats

Format	Circs
Blu-Ray	3,079
CD Audiobook	1,051

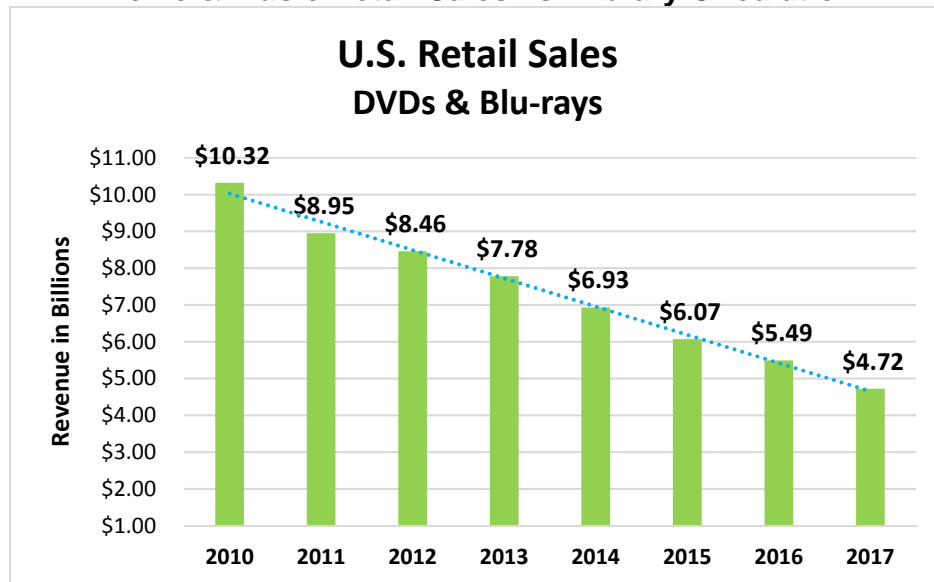
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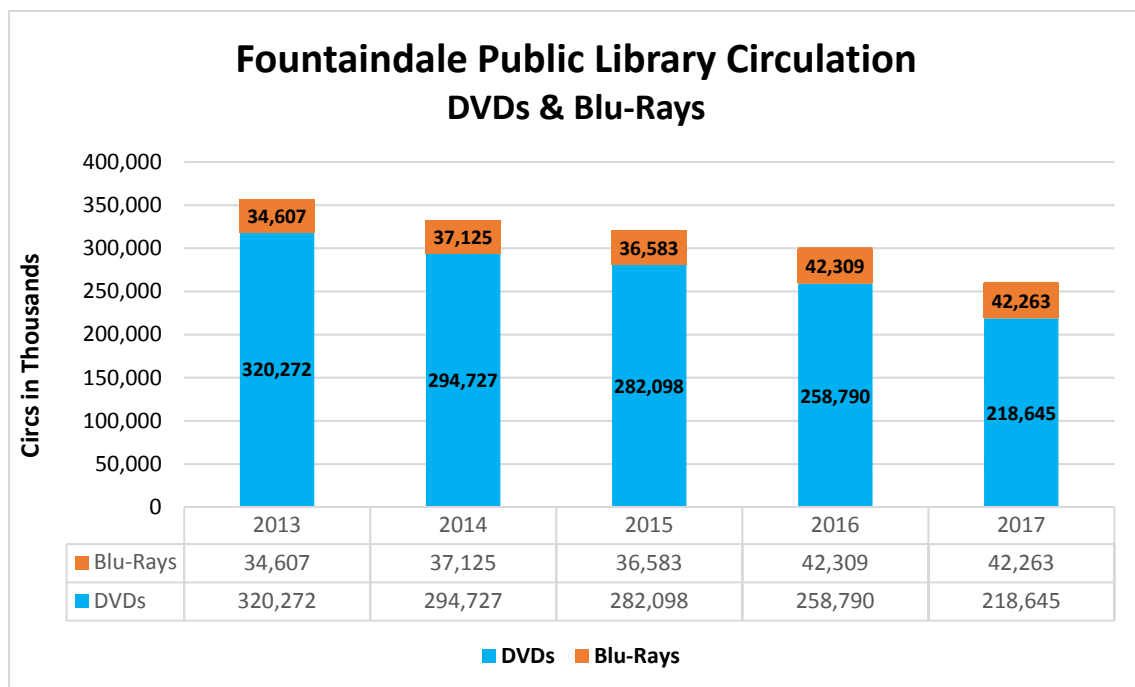
Format	Circs
DVD	14,777
Playaway Audiobook	652



## Movie & Music Retail Sales vs. Library Circulation



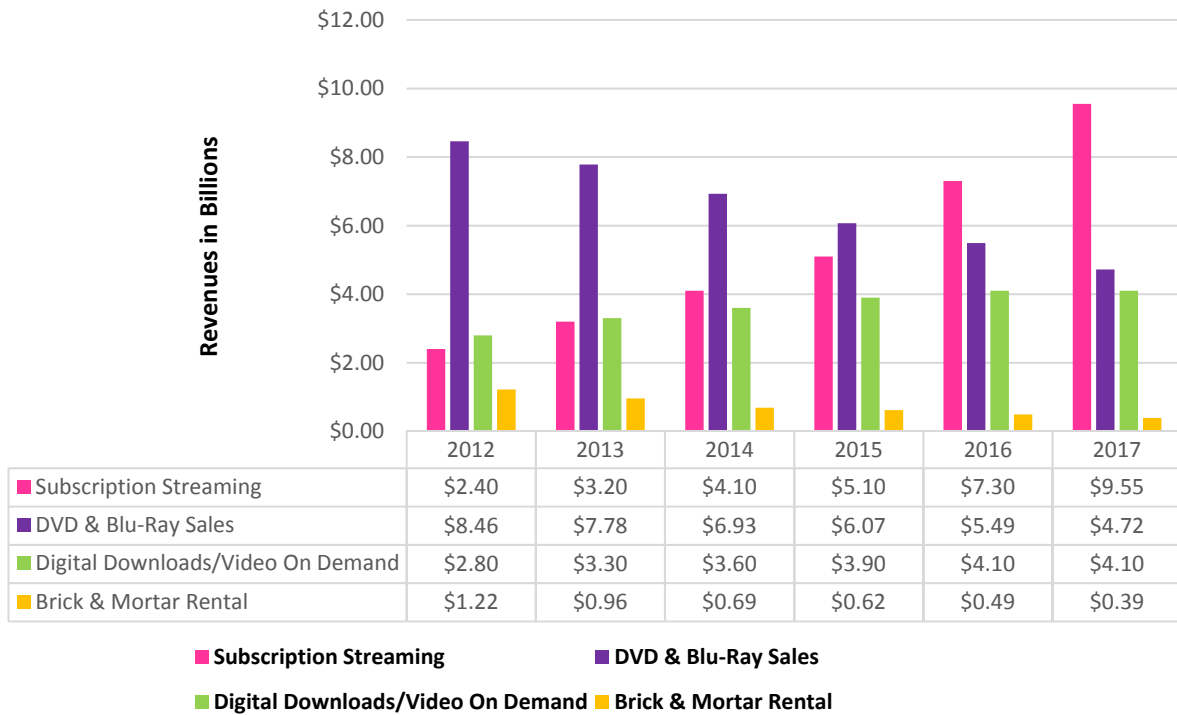
Source: The Digital Entertainment Group Year End Home Entertainment Reports  
<https://www.degonline.org/industry-data/>



## Year to Year Percentage Change Comparison DVDs & Blu-Rays

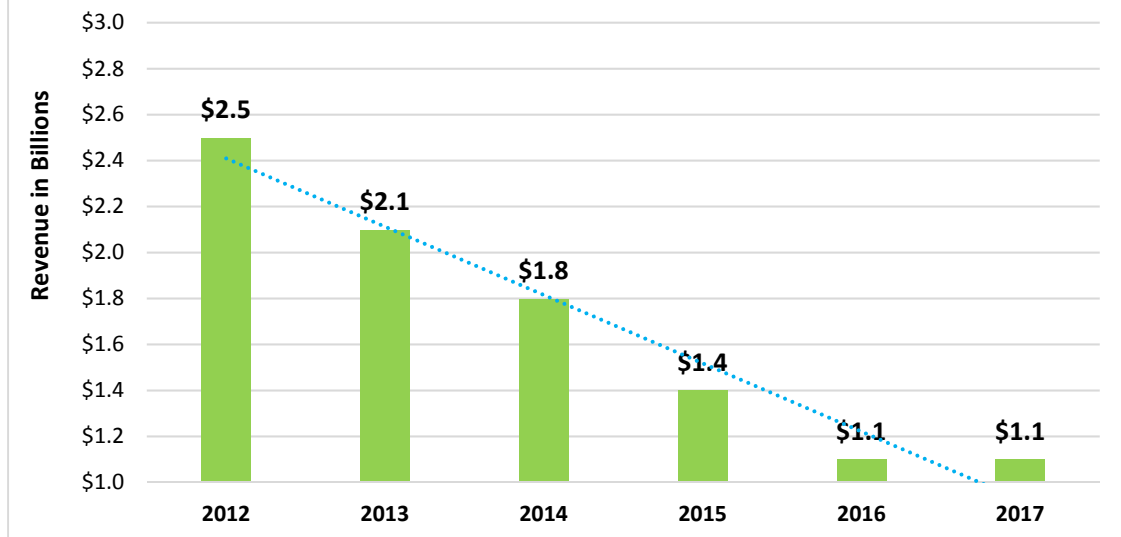
	U.S. Consumer Market	Library Circulation
2014	-11.0%	-6.5%
2015	-12.4%	-4.0%
2016	-9.6%	-5.5%
2017	-14.0%	-13.3%

## U.S. Consumer Home Entertainment Spending



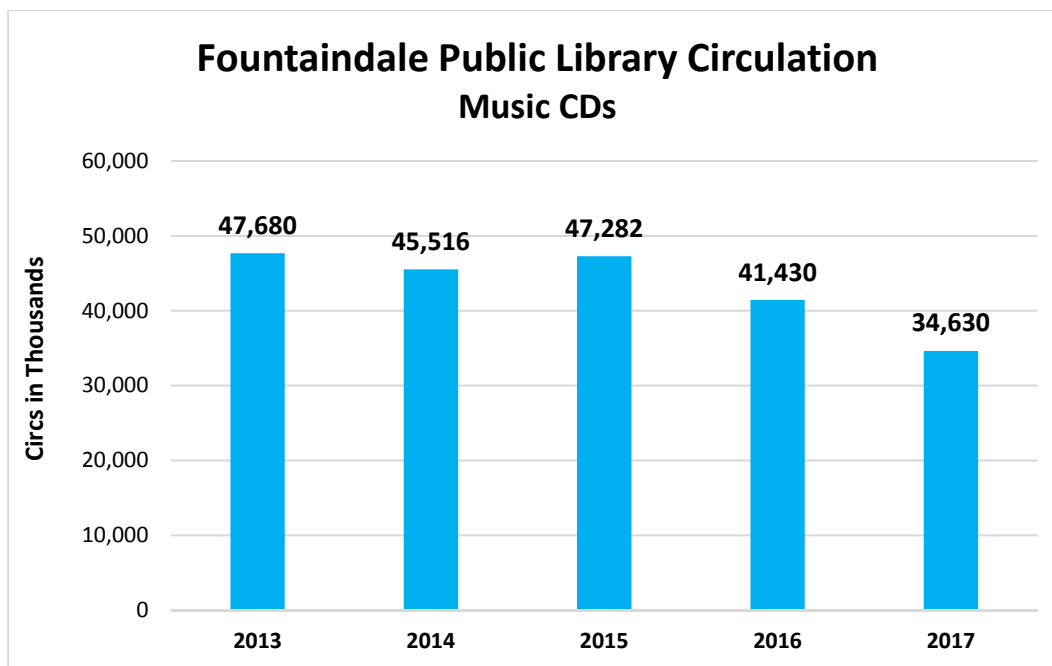
Source: The Digital Entertainment Group Year End Home Entertainment Reports  
<https://www.degonline.org/industry-data/>

## U.S. Retail Sales Music CDs



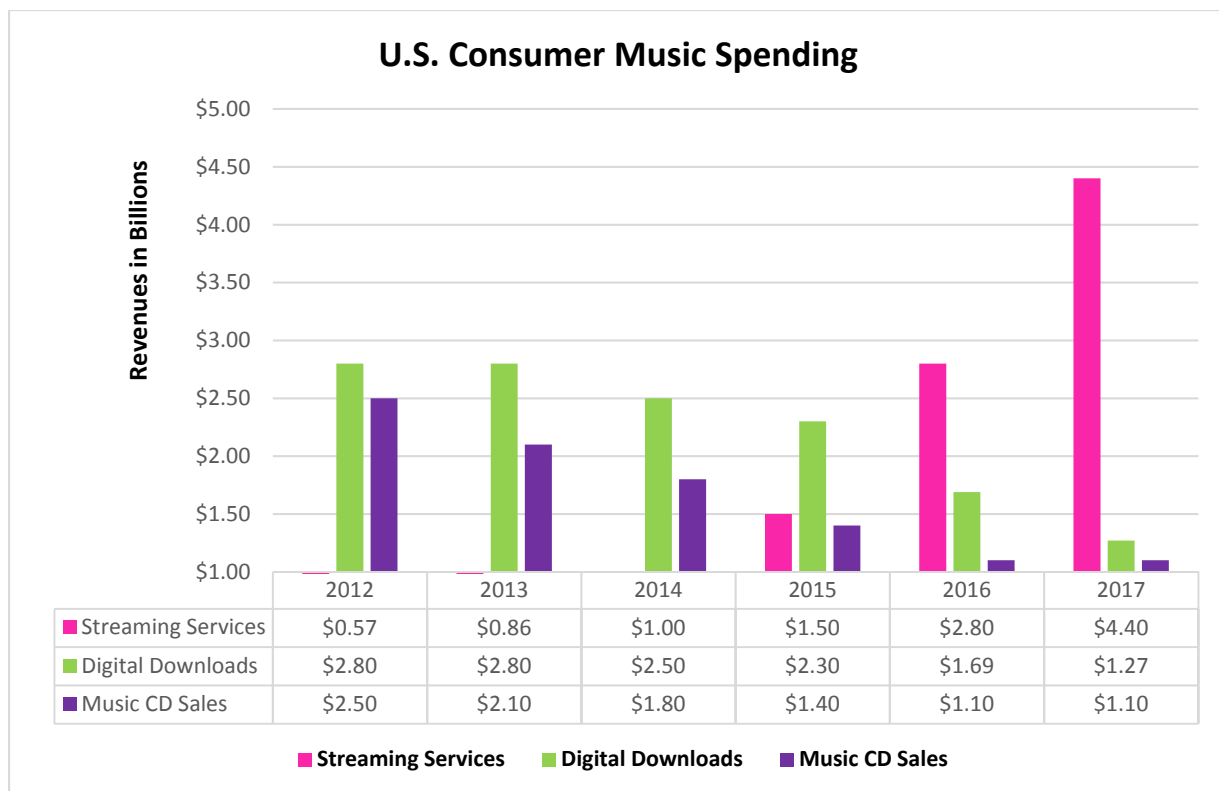
Source: The Recording Industry Association of America Sales Database  
<https://www.riaa.com/u-s-sales-database/>





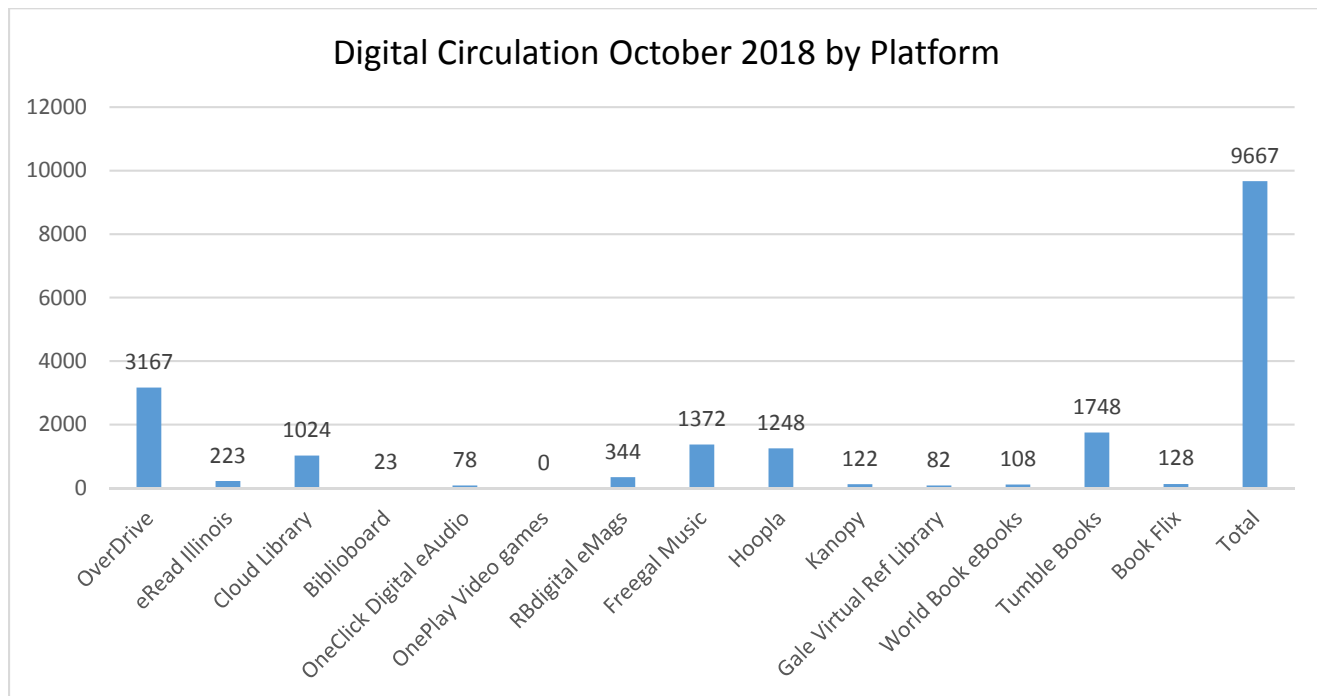
### Year to Year Percentage Change Comparison Music CDs

	U.S. Consumer Market	Library Circulation
2014	-14.00%	-4.80%
2015	-22.00%	3.90%
2016	-21.40%	-12.40%
2017	0.00%	-16.40%

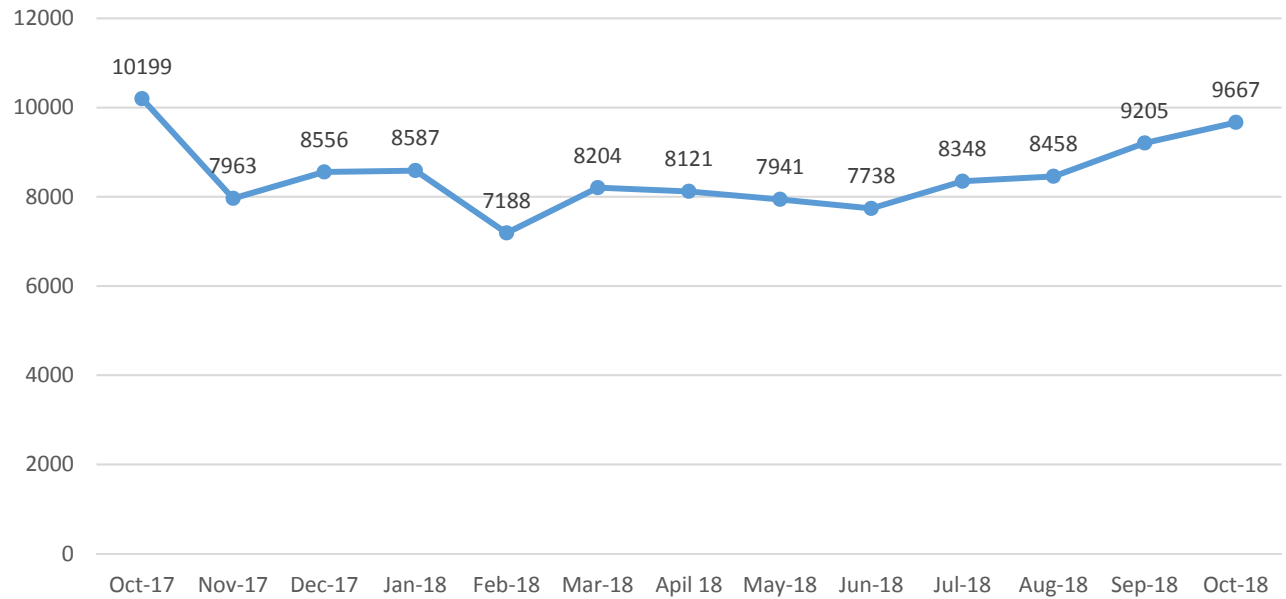


Source: The Recording Industry Association of America Sales Database  
<https://www.riaa.com/u-s-sales-database/>

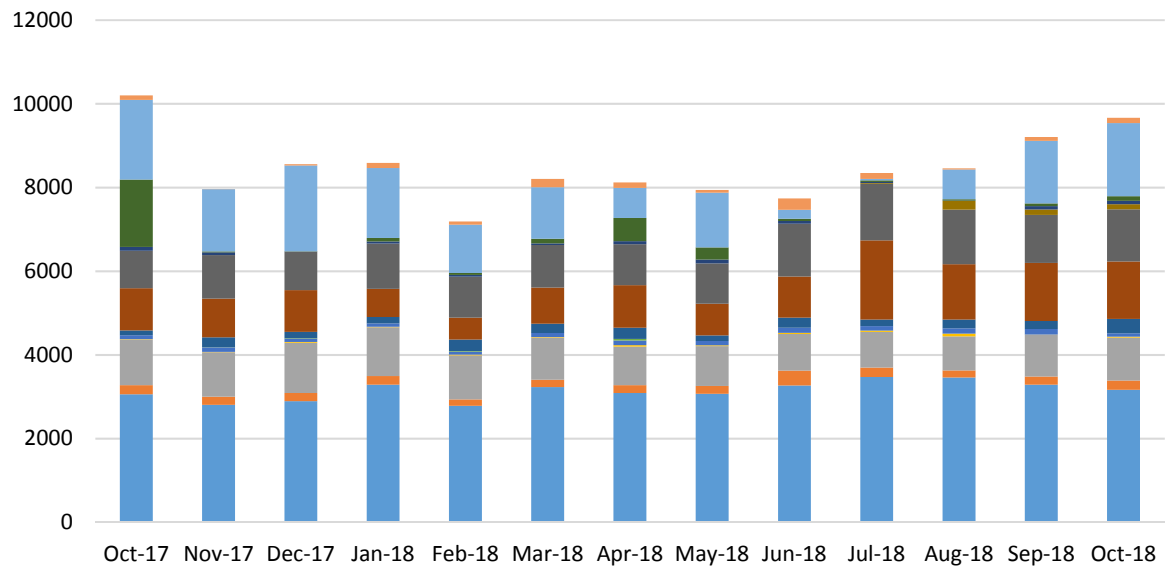
For October 2018, digital circulation was **12.9%** of the library's total circulation.



### Digital Circulation Over the Year



### Digital Collection Circulation



	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
Book Flix	105	4	28	122	76	197	129	66	270	141	27	91	128
Tumble Books	1904	1484	2049	1672	1155	1233	719	1306	216	37	711	1494	1748
World Book eBooks	1611	23	8	83	47	110	555	289	51	36	34	64	108
Gale Virtual Ref Library	90	68	11	51	41	38	72	93	66	28	9	80	82
Kanopy										18	204	132	122
Hoopla	894	1039	912	1080	978	1017	981	963	1261	1349	1307	1145	1248
Freegal Music	1010	924	996	673	526	865	1015	756	984	1893	1320	1389	1372
RBdigital eMags	115	238	155	152	274	220	266	136	239	157	211	192	344
OnePlay Video games	0	3	12	0	13	2	41	0	0	0	0	0	0
OneClick Digital eAudio	90	108	77	81	70	95	109	101	125	109	125	131	78
Biblioboard	8	8	17	13	21	9	34	22	25	29	67	5	23
Cloud Library	1093	1061	1200	1166	1049	1011	923	949	874	853	814	998	1024
eRead Illinois	218	196	195	207	154	175	186	189	357	225	170	196	223
OverDrive	3061	2807	2896	3287	2784	3232	3091	3071	3270	3473	3459	3288	3167

## Digital Content Fast Facts – October 2018

### Kanopy

- The site was **visited 974 times**, received **1,213 page hits** and **122 video plays**.
- October yielded **29 unique users**, with 5 user hitting our 8 video play threshold.
- 21 Fountaindale patrons have created new user accounts in October.

### Patron Feedback:

*“My impression of Kanopy...well, I am very happy with it. Last week after we made an account, we picked out War and Peace to watch. I was able to effortlessly get it started from my phone to our smart TV with Chromecast. Enjoyed it very much (much quicker than reading the book). I would love to see more old classics and History Channel-type stuff, but I've already got a few things on my watchlist to keep us busy when we do have a chance to watch something. I would definitely recommend it to others. It is so much easier than going out to borrow a movie from the library, and it was very easy to use!”*

*“I am quite satisfied with Kanopy. It was easy to navigate and had a varied and interesting collection. My only complaints of sorts - and they could be due to my limited exploration of the site - are awkward methods of back-paging and creating wish lists or short lists of programs / movies to watch. Those are minor, though. I'm very sure my enjoyment will increase as my use of the site increases.”*

### Overdrive

- There were **4,133 unique users**, which is a **7.7% growth** from last October
- **eBooks** accounted for **61.5%** of checkouts, while **eAudio** accounted for **38.5%** of the month's usage.
- **87.6%** of checkouts were for **Adult** titles, **7.1%** were for **Young Adult** titles, and **5.3 %** were for **Juvenile** titles.

### cloudLibrary

- In October, there were **186 active patrons**
- Of 186 active users, **28 are new patrons**
- **90 titles** were purchased through our eAudio Pay Per Use, made up of 40 from Fountaindale and 50 from Lemont.

### Hoopla

- **Audiobooks** were the most borrowed format, accounting for **49%** of all circs.
- There were **1,248 total circs** borrowed by **289 patrons**. The average number of circs was 4.3 circs per patron, with 48 individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for **47%** of all circs.

### Physical Items Added and Withdrawn

Physical Items	Oct 2018 Added	Oct 2018 Withdrawn
Adult Audiobooks	83	113
Adult Bookmobile Collection	119	0
Adult Fiction	457	127
Adult Non-Fiction	448	361
Foreign Language Adult	25	0
Foreign Language Juvenile	14	5
Foreign Language Young Adult	0	0
Graphic Novels	209	463
Juvenile Audiobooks	30	0
Juvenile Bookmobile Collection	72	128
Juvenile Fiction	367	32
Juvenile Non-Fiction	149	7
Large Print	71	161
Local Author Collection	1	0
Magazines	370	10
Movies	234	1
Movies - Juvenile	66	9
Music CDs	84	3
Picture Books	140	44
Reference	0	81
STEAMboxes	0	0
Studio 300 Collection	0	0
Technology & Equipment	7	13
Technology & Equipment - Juvenile	1	0
Toys	0	0
Videogames	63	0
Young Adult Audiobooks	11	5
Young Adult Bookmobile Collection	10	0
Young Adult Fiction	171	4
Young Adult Non-Fiction	25	7
<b>TOTALS</b>	<b>3227</b>	<b>1574</b>

## Processing & Repair

- New cases: 136
- RFIDs/Stingrays: 52
- Repairs: 92
- New artwork: 12
- Stolen: 6
- DVDs/CDs: 386
- Processed (spine & pocket): 2018
- New stickers: 1282
- Discard & de-processing: 4068 (LC-157 DT-474 ; AG-3437)
- Playaway battery covers 6
- Book bags added: 50

## Interlibrary Loan

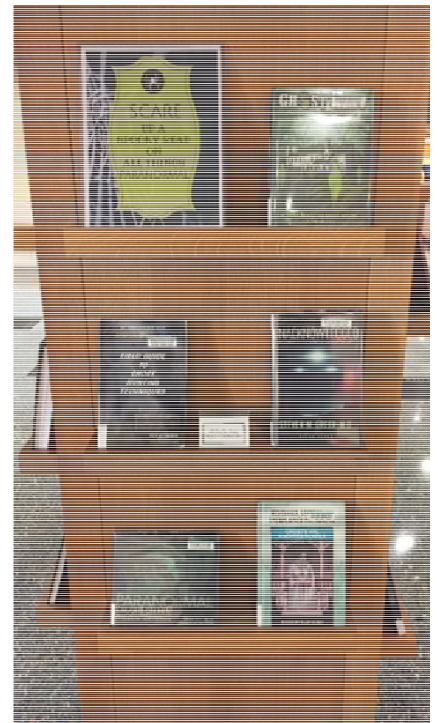
<b>346</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 285 items from IL libraries</li> <li>• 61 items from out of state libraries</li> </ul>
<b>234</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 125 to IL libraries</li> <li>• 101 to out of state libraries</li> <li>• 8 to XYZ libraries</li> </ul>
<b>424</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 405 submitted in OCLC</li> <li>• 15 items were too new to request</li> <li>• 4 were available in Pinnacle</li> <li>• 2 were out of country only</li> <li>• 2 videogame request from out of state</li> <li>• 2 Microfilm request</li> <li>• 1 eMaterials</li> </ul>
<b>386</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 200 from IL libraries</li> <li>• 186 from out of state libraries</li> </ul>

## NextReads Newsletters

<b>Subscribers</b>	6 New	0 Unsubscribed	6 Bounced
<b>Newsletters</b>	<ul style="list-style-type: none"> <li>• 371 Items clicked open</li> <li>• October New Movies highest clicks (241)</li> </ul>	24.08% Mobile Views	75.92% Desktop Views
<b>Emails</b>	<ul style="list-style-type: none"> <li>• 1,222 Sent</li> <li>• 40.3% opened</li> </ul>	Highest Subscribers - New York Times Fiction Bestsellers (87)	New York Times Fiction Bestsellers 10.21.2018 issue Highest Unique Opens (34 emails opened)



## Displays



### Lobby Tree

- Pumpkins (Sarah): 52
- Paranormal (Brian): 41

### Lobby Display

- Spooktacular Halloween: 602
  - 501 were just DVDs

### Popular Picks: 164

### 3<sup>rd</sup> floor self-check

- Halloween Decorating: 11
- Vampires and Zombies: 11

### CSD Yellow Wall

- Halloween: 74
- Dinovember: 9
- Creepy Creatures: 129

### Holiday

- Hair Raising Tales: 7
- Halloween DVDs: 587
- Farm Animals (ST): 28
- Stars/Moon (ST): 18
- Dinovember: 24
- Picture Books: 25
- Holiday CSD (bins) 1000 Books: 117





## Communications (Melissa Bradley)

### Communications General Updates

- Melissa, Paul, Nancy, Tasos, Jenny and Christina have been reviewing our space audit document and discussing where and how we can improve library signage and spaces.
- Steven attended a Polaris workshop on promoting programs in the OPAC.
- Melissa worked with Juanita and the Staff Committee to plan the annual Staff Thanksgiving lunch & dinner.
- Sabrina created a “dino-mite” graphic for DiNovember and created this year's Annual Report.



Library/Bookmobile Visits  
**435,711**



New Cardholders  
**3,712**



Event Attendance  
**102,035**



Item  
Checkouts  
**948,484**



Prints, Scans & Faxes  
**364,038**



Meeting/Study Room  
Reservations  
**9,360**



Hold Requests  
Fulfilled  
**97,546**



Teen Volunteer Hours  
**405**



Career Online  
High School Graduates  
**15**

### Significant Accomplishments



Launched our New Website



Started 1,000 Books  
Before Kindergarten



Celebrated Studio 300's 5th Anniversary  
*All statistics within the Studio 300 pie chart  
are five-year totals.*



Published our patron's  
writing in the  
*Nemo Journal, Volume 1*



Added  
Library Express Van





### Media Coverage

- [The Herald-News](#) and [The Bugle](#) covered our My Library Rewards launch.
- [WJOL](#) listed us as an early voting site.

### Strategic Planning

- Goal Team 2 worked on its newer objective to our current strategic plan. We are planning and implementing a campaign to increase the public's awareness of our services and to celebrate the library's 50<sup>th</sup> anniversary in 2020.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,775 completed surveys.
  - The most frequent way people hear about our programs is via the website (44.58%) and *The Fountain* newsletter (35.40%).

### Social Media Paid Ads

- The Friends Fall Book Sale paid event ended. The ad ran September 30–October 7. We spent \$10, which reached 1,074 people and had 35 event responses.
- The My Library Rewards paid video ad ended. The ad ran September 10–October 31. We spent \$51, which reached 2,394 people and had 76 link clicks.

### Social Media Metrics

- Facebook Metrics
  - 26 new people liked our page
  - 388 people viewed our page
  - 48,486 people saw our content
    - 21,131 people saw our content because a friend shared, liked or engaged with it
  - 2,869 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
  - 8 new followers
  - 356 page views
  - 9,266 tweet impressions
- Instagram Metrics
  - 15 new followers
  - 396 post likes

## **Email Marketing Metrics**

- 5 emails sent
- 169 new subscribers
- Average open rate: 42.99% (industry average is 19.85%)
- Average click rate: 24.01%

## **Finance (Jennie Nguyen)**

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

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

**Publication:** Submitted publications for the Maintenance Ordinance, the .02% additional tax for the library building and equipment and the TITA Notice. All publications have been published.

**Tax Levy Ordinance:** This month, time was focused on preparing the Tax Levy Ordinance and the supporting documents for approval at the November board meeting.

**S&P Bond Rating:** Paul and I had our interview for our bond rating for the library's upcoming bond refinancing. The purpose of this interview to determine whether the library is in good financial position so that they can give a good bond rating.

**BMO Safe Deposit Box:** This month, Paul and I had the safe deposit rekeyed. We reviewed and confirm the contents of the safe deposit box to our records.

**FOIA:** I had provide information on our purchasing records and a copy of our GASB 68 for 2014 and 2015 for two FOIA request in October.

**Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations.

**Finance Team:** Allyse continues to train the new Finance Specialist on the many duties of the position. Brian is the key scanning person. He is doing the actual labor of disassembling the documents, scanning them, and then reassembling the documents back into the binders. It is a process and will take some time to complete. The Finance team is working diligently toward this goal.

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

### **Staffing and Recruiting**

#### *Open Positions:*

- Building Security Monitor (Full time-1, Part time-1)
- Circulation Services Aide
- Circulation Services Associate Manager
- Studio Services Assistant Manager

#### *New Employees:*

- Ishmael Abdullah, Building Security Monitor, 10/23/18

#### *Departures:*

- Nathan Oestreich, Collection Development Aide, 10/12/18
- Rachel Ford, Circulation Services Associate Manager, 10/21/18

### **Training and Development: Lea and Noey**

- Paylocity Conference (2 Days); Noey
- Courageous Leadership Webinar Series; Noey
- Webinar; Maximize your HR Leadership Effectiveness; Lea
- Webinar; Blue Directions; Lea

### **Meetings: Lea**

- Goal Owner's Meeting
- Manager's Meeting
- S.T.E.P. Student Orientation; Lea met with a new student for a brief orientation
- Assisted with Interviews for: Building Security Monitor and Studio Services Assistant Manager

### **Anti-Harassment and Anti-Discrimination Training: Lea**

- Held 3 training sessions for staff; 11 staff members participated

### **Strategic Plan- Goal Team 5: Lea**

- Work on a Staffing Analysis and Staffing Plan is continuing. Meetings have been set up with each Manager for the first two weeks of November. These meetings will allow managers to discuss their staffing needs and wants. Results of these conversations will be compiled into a report to be reviewed by the Deputy Director and Executive Director. A final analysis will be generated.

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

- During the month of October, 118 new help desk tickets were created by FPLD staff, and 115 new or existing tickets were solved by IT staff.
- Discussed with vendor Bibliotheca the parameters for a budgeting price proposal to replace the 13 self-check stations with newer Windows 10 based versions for when Microsoft discontinues support for Windows 7.
- Attended a webinar by vendor PDQ.com on the latest features of their PDQ Inventory software.
- Worked with vendor Dell EMC to troubleshoot a communication issue with main network storage device (NAS).
- Obtained, configured, and deployed a replacement cellular phone for the Building Operations Manager.
- Along with Leandra Pottle and Melissa Bradley, assisted Jeffrey Fisher in second round interviews for a Studio 300 Assistant Manager.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured Meeting Room A for Will County IT needs for their early voting equipment.
- Met with vendor ITSavvy for a kickoff meeting to discuss the specifics of a network assessment project.
- Worked with Juanita Lennon to convert the Pitney Bowes postage meter in Administration from a telephone connection to an Ethernet connection for better reliability and faster transmission speeds.
- Worked with vendor Cisco to replace a backup battery and upgrade the software on the IronPort Web Security appliance.
- Worked with vendor FatPipe to troubleshoot the cause of an unresponsive WARP network appliance, change the configuration, and then upgrade the software on same.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, assisted vendor ITSavvy with onsite access as they conducted information gathering for a network assessment project.
- Along with Paul Mills, Nancy Castellanos, Tasos Priovolos, Jeffrey Fisher, and Debra Dudek, met with vendor Sheehan, Nagle, Hartray, and McKay to discuss details of the proposed conversion of the 2nd floor Computer Lab into multipurpose meeting room space, and Maker Space upgrades to Studio 300.

October 2018 District Statistics							Population Total	67683	
<b>Total Circulation Statistics</b>	<b>74,729</b>	<b>Reading Clubs</b>	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Outreach</b>	<b>Total</b>	<b>Website Visits</b>	<b>Total Facebook Likes</b>
Building/Driveup	61,302	Reading Clubs Offered	0	0	1	0	1	31,691	3,923
Bookmobile	3,760	Reading Clubs Members	0	0	299	0	299	<b>Proctoring</b>	<b>Total Twitter Followers</b>
Digital	9,667	Summer Reading Clubs	0	0	0	0	0	14	768
		Summer Reading Members	0	0	0	0	0	<b>Faxes Sent</b>	<b>Total Instagram Followers</b>
		<b>Collections Totals</b>		<b>Population Served</b>	<b>Building</b>	<b>Outreach</b>	<b>Total</b>	651	706
<b>Interlibrary Loan Requests</b>		New Physical Items	3,227	Total Visits	36,561	1,068	37,629	<b>Scans Sent</b>	<b>Total eNews Subscribers</b>
Items Received for our Patrons	346	New Digital Items	1,520	New Cardholders	350	0	350	3,820	3,717
Items Sent to other Libraries	234	Collection Total	427,986	Active Cardholders	25,125	177	25,302	<b>Pages Printed</b>	<b>COHS Students Enrolled</b>
<b>Circulation Holds Processing</b>		<b>% Served</b>		<b>All cardholders **</b>	46,896	Drive through visits	790	20,401	10
Share Illinois requests filled	10	Active cardholders	37.38%	<b>Computer and Internet Sessions</b>					<b>Monthly Wireless Sessions</b>
Items loaned to Pinnacle libraries	5,913	All cardholders	69.29%	<b>Studio 300</b>	<b>Children's</b>	<b>Vortex</b>	<b>Lab/Commons</b>	<b>3rd Floor Lab</b>	
Items borrowed from Pinnacle libraries	3,214			433	991	441	4,462	0	18,953
<b>Public Use of Meeting Rooms</b>	<b>S300 Audio Booths</b>	<b>Studio 300 GCRs</b>	<b>S300 Video Suites</b>	<b>Meeting Room A, B, 3rd Floor Lab &amp; Board Room</b>	<b>Study Rooms</b>	<b>Free Standing Book Drop Return Totals</b>			
Number of events/uses	186	38	22	30	437	<b>Building Front</b>	<b>Building Rear</b>	<b>Church</b>	<b>Ashbury's</b>
Attendance	310	102	53	379	749	3,632	3,528	1,452	546
<b>Programs</b>	<b>Programs and Tours for Adults</b>				<b>Programs and Tours for Teens</b>				<b>Mobile App Downloads</b>
	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	IOS: 3,362
Numbered offered	48	8	33	89	39	0	0	39	Android: 701
Attendance	741	210	149	1,100	974	0	0	974	
Programming hours	80	11.5	34.5	126	58	0	0	58	
<b>Programs</b>	<b>Programs and Tours for Children</b>				<b>Passive Programs for Teens</b>				<b>Total Offered</b>
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	424
Numbered offered	77	187	1	265	19	0	0	19	<b>Total Attendance</b>
Attendance	2,367	6,015	7	8389	716	0	0	716	16,055
Programming Hours	49	137.5	1	187.5	X	X	X	X	<b>Total Programming Hours</b>
	<b>Passive Programs for Children</b>				<b>Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages</b>				<b>372</b>
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Building</b>	<b>Offsite</b>	<b>Virtual</b>	<b>Total</b>	
Numbered offered	138	0	0	138	23	0	8	31	
Attendance	401	0	0	401	3,593	0	1,999	5,592	
Programming hours	X	X	X	X	92	0	227	319	
<b>Reference/Library Info</b>	<b>Studio 300</b>	<b>Circulation</b>	<b>2nd Flr. Media</b>	<b>Vortex</b>	<b>3rd Floor</b>	<b>Outreach</b>	<b>Children's Svcs.</b>	<b>Total</b>	
Reference Total	552	861	498	113	692	719	861	4,296	
Library Information	79	1,872	681	194	573	109	1,872	5,380	
One on One Assistance (Scheduled)	24	25	51	0	31	0	0	131	
<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older	
Circulation	74,729	85,934	-13.04%	Reference Questions	4,296	4,995	-13.99%		
Visitors	37,629	37,689	-0.16%	Computer Usage	6,327	6,820	-7.23%		
Card Holders	25,302	28,360	-10.78%	Wireless Sessions	18,953	19,973	-5.11%		
Room Bookings	713	779	-8.47%	Program Attendance*	16,055	9,911	61.99%		