

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
December 20, 2018 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Public Hearing – November 15, 2018
 - b. Board Meeting – November 15, 2018
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Ordinance 2018-7 – Ordinance Transferring Funds to the Special Reserve Fund
 - b. Approval of Accidents and Emergencies Section for the Employee Handbook
 - c. Approval of Appearance and Dress Code Policy Section for the Employee Handbook
 - d. Approval of Bulletin Boards Section for the Employee Handbook
 - e. Approval of Contest and Program Prizes Section for the Employee Handbook
 - f. Approval of Education Assistance Section for the Employee Handbook
 - g. Approval of Emergency Closings Policy Section for the Employee Handbook
 - h. Approval of Visitors in the Workplace Section for the Employee Handbook
 - i. Approval of Workplace Violence Policy Section for the Employee Handbook
 - j. Approval of Request to Travel for Trustees to 2019 Illinois Library Association Trustee Forum Workshop – March 16, 2019
 - k. Approval of Permanent Polling Place Agreement with Will County
8. Library Projects
9. Correspondence
10. Treasurer’s Report
11. Bills for Approval
 - a. Bills Paid Report – December, 2018
 - b. Bills Payable Report – December, 2018
12. Director’s Report – November, 2018
13. Unfinished Business
 - a. Final Approval of Request to Travel for Trustees to 2019 American Library Association Midwinter Meeting in Seattle, WA – January 25-29, 2019
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Executive Session
 - a. 5 ILCS 120/2 (c) (21) “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”
 - b. Litigation 5 ILCS 120/2 (c) (11) “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”
17. Approval of Report on Review of Closed Meeting Minutes
18. Adjournment

December 2018 Agenda Background

Paul Mills

7. New Business – Action Items

- a. Approval of Ordinance 2018-7 – Ordinance Transferring Funds to the Special Reserve Fund

This ordinance authorizes the transfer of \$1,000,000 from the General Fund to the Special Reserve Fund. We would have sufficient funding in the General Fund to meet the levels recommended by our Fund Balance Policy and to make the contribution to achieve levy goals the Board has approved.

Suggested Motion: Motion to approve Ordinance 2018-7 – Ordinance Transferring Funds to the Special Reserve Fund.

- b. Approval of Accidents and Emergencies Section for the Employee Handbook

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

1. Allows accidents or unsafe conditions to be reported to the Person in Charge (PIC) should a member of management not be available.
2. Adds that an Employee Accident Report must be completed when an accident occurs or injury is sustained while working.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Accidents and Emergencies Section in the Employee Handbook and to approve the revised Accidents and Emergencies Section for the Employee Handbook.

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

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

1. Adds exceptions to the policy to reflect current practice; Fountaindale Public Library apparel, Aide positions, Outreach Services Department, District sponsored events.
2. Adds clarification for acceptable tattoos, piercings and facial hair.
3. Adds staff may request a reasonable accommodation based upon his/her sincerely held religious belief.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Appearance and Conduct/Dress Code Policy Section in the Employee Handbook and to approve the revised Appearance and Dress Code Policy Section for the Employee Handbook

d. Approval of Bulletin Boards Section for the Employee Handbook

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

1. Clarified that the Bulletin Boards are located in the staff lounge.
2. Disallows staff to post personal notices (sale of a car, rental of an apartment, etc.) on the staff bulletin board

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Bulletin Boards Section in the Employee Handbook and to approve the revised Bulletin Boards Section for the Employee Handbook

e. Approval of Contest and Program Prizes Section for the Employee Handbook

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

1. Excludes programs and contests designed specifically for staff participation

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Contest and Program Prizes Section in the Employee Handbook and to approve the revised Contest and Program Prizes Section for the Employee Handbook

f. Approval of Education Assistance Section for the Employee Handbook

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

1. For budgeting purposes, priority will be given to employees who have provided six months or more notice of intent to seek educational assistance.
2. Priority will be given for LTA certification and graduate level library school program classes.
3. Assistance for classes and certifications related to a staff member's current position will be considered on a case by case basis.
4. Class attendance and completion of study assignments must be accomplished outside of the employee's working hours.
5. Employees required to take classes or a program of study as a condition of employment will have their educational expenses prepaid by the District.
6. Employees must agree to, and sign, an Educational Expense agreement when expenses are pre-paid.

Our attorney was consulted with this draft as well.

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

g. Approval of Emergency Closings Policy Section for the Employee Handbook

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

1. Staff will be paid for full day or partial day closings when scheduled to work during that time.
2. Employees electing not to work when the library is open are required to use available time off benefits.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Emergency Closings Section in the Employee Handbook and to approve the revised Emergency Closings Section for the Employee Handbook

h. Approval of Visitors in the Workplace Section for the Employee Handbook

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

1. Personal visitors are not allowed in the library outside of regular business hours.
2. Visitors are not permitted in designated staff only areas without prior supervisor approval.
3. Visitors must be accompanied by the employee at all times.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Visitors at the Workplace Section in the Employee Handbook and to approve the revised Visitors at the Workplace Section for the Employee Handbook

- i. Approval of Workplace Violence Policy Section for the Employee Handbook

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

1. Zero tolerance policy towards workplace violence or the threat of violence; complies with local, state and federal laws.
2. Examples of violent acts or threats was added for clarification.
4. Employees who obtain a protective or restraining order, which name the District as a protected area, must be provided the District with a copy of the order that was granted.

Suggested Motion: Motion to repeal the existing Violence in the Workplace Section in the Employee Handbook and to approve the revised Workplace Violence Policy Section for the Employee Handbook

- j. Approval of Request to Travel for Trustees to 2019 Illinois Library Association Trustee Forum Workshop – March 16, 2019

The ILA Library Trustee Forum will be offering their annual workshop on March 16, 2019 in Oak Brook.

Suggested Motion: Motion to approve the request to travel for trustees to 2019 Illinois Library Association Trustee Forum Workshop on March 16, 2019.

- k. Approval of Permanent Polling Place Agreement with Will County

Lauren Staley Ferry, Will County Clerk, has sent us an updated agreement to serve as an early voting site. Previously the Board has approved the 2019 dates and the two sets of 2020 dates. This proposed agreement would add 2021 dates.

Suggested Motion: Motion to approve Permanent Polling Place Agreement with Will County.

MINUTES OF A PUBLIC HEARING
OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD NOVEMBER 15, 2018
BOLINGBROOK, ILLINOIS

A Public Hearing for the Truth in Taxation Act – Proposed Property Tax Increase for Fiscal Year 2017/2018 of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, was held pursuant to notice at the Bolingbrook Library, 300 W. Briarcliff Road, Bolingbrook, Illinois on Thursday, November 15, 2018 at 6:30 p.m.

CALL TO ORDER

The Public Hearing was called to order at 6:30 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, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustee Marcelo Valencia
Trustee Valencia entered at 6:34 p.m.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett, Debi Savage, Ryan Harter and Otis Gatlin.

President Danhof read the Truth in Taxation Notice for fiscal year 2018/2019.

COMMENTS FROM THE PUBLIC

Trustee Valencia entered at 6:34 p.m.

Ryan Harter asked what the additional .02% was used for that approved the previous board meeting and what was the purpose of the tax increase. President Danhof responded that the additional .02% was used for the maintenance of the building. President Danhof and Director Mills discussed the inclusion of new construction, recapturing TIF areas and the CPI. Vice President Kalnicky said that the County makes the final determination. President Danhof said that our tax rate has been going down. President Danhof discussed the abatement of property taxes for the bonds in past years. Otis Gatlin asked when final information will be available from the county. Mills replied that the county supplies final information typically in April. Otis Gatlin asked what the funding would go far. President Danhof replied for operations and running the library.

ADJOURNMENT

A consensus was taken and the Board adjourned at 6:59 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) J. Danhof, President

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD NOVEMBER 15, 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, November 15, 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, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Castellanos, Jeffrey Fisher, Lea Pottle, Chris Zahorcik, Jessica Granados, Wendy Birkemeier, Maureen Gazaro and Debra Dudek.

PUBLIC PRESENT

The following public was present: Jody Hargett, Debi Savage, Ryan Harter, Otis Gatlin, Andrew Kim and Saud Gazanfer.

AGENDA APPROVAL

Following the Pledge of Allegiance, Danhof asked for a motion to approve the agenda. Kalnicky made a motion to approve the agenda with the addition of a special report under New Business by Andrew Kim from PMA Securities. Spindel seconded the motion.

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

MINUTES OF THE BOARD MEETING – October 18, 2018

The minutes of the board meeting held October 18, 2018 were presented. A motion to approve the minutes was made by Spindel, seconded by Valencia. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Danhof recognized Christine Zahorcik for her 15 years of service and presented her with a certificate and keychain.

President Danhof also recognized Jessica Granados for her 10 years of service with a certificate and keychain.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Spring Friends book sale has been scheduled for April 5-7, 2019. The Friends plan to reorganize the store after the holidays. Hargett noted that a new customer from Lombard came into the store and bought \$90 of books.

NEW BUSINESS

PMA SECURITIES REPORT ON SERIES 2018 BOND SALE

Andrew Kim reported that the recent bond sale went well. 7 bids were received and Morgan Stanley had the best bid. This financing has resulted in a \$1,500,000 reduction in debt service.

Approval of Ordinance 2018-6 – Tax Levy Ordinance

A motion to approve Ordinance 2018-6 – Tax Levy Ordinance was made by Kalnicky, seconded by Valencia.

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

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

A motion to approve Resolution 2018-5 – Resolution regarding the issuance of non-resident library card was made by Prodehl, seconded by Bermejo.

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

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

Trustee Newell said that the Board President and Board Secretary would be better instead of the Board President and the Board Vice President. Trustee Newell said she had ethical concerns.

A motion to approve Resolution 2018-6 – Approving a revision to authorized signers for the BMO Harris safe deposit box was made by Valencia, seconded by Bermejo.

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

Approval of 2019 Per Capita Grant Application

A motion to approve the 2019 Per Capita Grant application was made by Kalnicky, seconded by Prodehl.

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

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

A motion to approve Tria Architecture Proposal for infrastructure plan and schedule request for proposals was made by Prodehl, seconded by Newell.

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

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

A motion to approve the Statement of Receipts and Disbursements fiscal year 2017/2018 was made by Spindel, seconded by Kalnicky.

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

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

A motion to approve the certified list of Trustees and staff for filing with Will and DuPage Counties for the Statements of Economic Interest was made by Valencia, seconded by Spindel.

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

Approval of Revised Studio 300 Policy

A motion to repeal the existing Studio 300 Policy and approve the revised Studio 300 Policy was made by Newell, seconded by Prodehl.

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

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

A motion to repeal the existing Break Time for Nursing Mothers section in the Employee Handbook and approve the revised Break Time for Nursing Mothers section for the Employee Handbook was made by Kalnicky, seconded by Spindel.

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

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

A motion to repeal the existing Background and Motor Vehicles Records Check section in the Employee Handbook and approve the revised Background and Motor Vehicles Records Check section for the Employee Handbook was made by Spindel, seconded by Valencia.

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

Approval of Reference Checks Section for the Employee Handbook

A motion to approve the Reference Checks section for the Employee Handbook was made by Valencia, seconded by Spindel.

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

Approval of Employment Information and Verification Section for the Employee Handbook

A motion to repeal the existing Employment Information and Verification section in the Employee Handbook and approve the revised Employment Information and Verification section for the Employee Handbook was made by Kalnicky, seconded by Prodehl.

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

Approval of Holidays and Supplemental Floating Holidays Sections for the Employee Handbook

A motion to repeal the existing Holidays and Supplemental Floating Holidays sections in the Employee Handbook and approve the revised Holidays and Supplemental Floating Holidays sections for the Employee Handbook was made by Valencia, seconded by Spindel.

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

Approval of Personal Time Section for the Employee Handbook

A motion to repeal the existing Personal Time section in the Employee Handbook and approve the revised Personal Time section for the Employee Handbook was made by Prodehl, seconded by Spindel.

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

Approval of Vacation Section for the Employee Handbook

A motion to repeal the existing Vacation section in the Employee Handbook and approve the revised Vacation section for the Employee Handbook was made by Valencia, seconded by Kalnicky.

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

LIBRARY PROJECTS

The library continues to work with Sheehan Nagle Hartray on converting the 2nd floor Computer Lab into a modular meeting room space.

CORRESPONDENCE

The library received two notices from the Village of Bolingbrook regarding the termination of two TIF districts.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – November 2018

Bills paid for the month of November in the amount of \$82,485.83 was presented for approval. Motion to approve was made by Spindel, seconded by Kalnicky.

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

Bills Payable Report – November 2018

Bills payable for the month of November in the amount of \$252,106.91 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

DIRECTOR'S REPORT – October, 2018

Mills reported on Standard & Poor's AA rating for the District and Library Journal naming the Fountaindale Public Library District a Star Library.

Mills commented that Collection Management and Technical Services Manager Christina Theobald researched recent DVD sales and compared them to our DVD circulation numbers. The library is outperforming the decline in sales for this format.

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.

Trustee Newell commented that there will be Coretta Scott King Award programming all throughout 2019 for the 50th anniversary celebration.

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:25 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

ORDINANCE 2018-7
ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND

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

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

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

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

WHEREAS, the General Fund/Operating Fund surplus account has a legal appropriation for transfer to the Special Reserve Fund for fiscal year 2018; and

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

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

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

SECTION TWO: The unexpended balances of the proceeds received from annual public library taxes (General Fund/Operating Fund), the sum of \$1,000,000 shall be transferred to the Library District's Special Reserve Fund to fund future Capital Needs as defined in the Special Reserve Plan.

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

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

PASSED THIS 20th day of December, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 20th day of December, 2018.

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

ATTEST:

Steven J. Prodehl
Secretary
Board of Library Trustees

Accidents and Emergencies- DRAFT

Maintaining a safe work environment requires the continuous cooperation of all employees. All accidents or unsafe conditions must immediately be reported to a member of management or the person in charge (PIC). Failure to do so in a timely manner may be grounds for discipline, up to and including termination. Employees should immediately contact their supervisors, the PIC, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the District provides coverage and protection in accordance with the Workers' Compensation Act. When an accident or injury occurs that arises out of and is within the course of an employee's employment, the accident or injury must be reported immediately to the employee's supervisor or the PIC, including the date, time and place of the accident or injury and the names of any witnesses. An Employee Accident Report form must be completed and given to the Human Resources Manager as soon as possible.

Failure to report accidents or injuries is a serious matter because it may delay or preclude an employee's benefits under the Workers' Compensation Act.

Appearance and Dress Code Policy- DRAFT

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

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

Business casual attire includes the following:

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

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

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

Exceptions:

Fountaindale Public Library apparel:

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

Aides:

Acquisition Aides, Circulation Services Aides, Collection Development Aides, Technical Services Aides

- Jeans may be worn every day that are not frayed, tattered, or with holes
- Business casual, Friday casual, and Fountaindale Public Library apparel as outlined above may also be worn
- Closed toed shoes at all times
- Head covers that are required as part of a Library program, for religious purposes or to honor cultural traditions and those for medical reasons

Outreach Services Staff:

- Fountaindale Public Library apparel, attire that is embroidered or imprinted with the District's logo, or promoting a current District program, must be worn at all times when participating in outreach events with the District-owned bookmobile or express van
- Outreach staff working at schools or community locations, without the bookmobile or express van, shall wear business casual attire or Fountaindale Public Library apparel. Outreach staff working on District property shall wear business casual attire, Fountaindale Public Library apparel and/or Friday casual attire as outlined above
- Closed toed shoes at all times
- Knee-length shorts may be worn on the bookmobile or express van from June 1 through August 31
- Head covers that are required as part of a Library program, for religious purposes or to honor cultural traditions and those for medical reasons

District-sponsored events, special events or time periods:

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

Unacceptable attire on business casual and Friday casual days include:

- Torn, patched or excessively faded clothing
- T-Shirts with writing or images, with the exception of those promoting the District or District programs, may not be worn alone or be visible under Fountaindale Public Library apparel
- Spandex or Lycra clothing
- Leggings unless worn with a dress or long tunic
- Halter tops, tube tops, or tank tops
- Clothing that shows a bare back, bare midriff, or off-the-shoulder tops
- Drooping pants that expose undergarments or that require constant repositioning
- Underwear should not be showing
- Sweat suits, athletic apparel
- Shower shoes, including rubber flip flops
- Caps, hats, hoods, or beanies may not be worn except as part of a Library program, for religious purposes, to honor cultural traditions, or for medical reasons

Tattoos and Piercings:

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

Fragrances:

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

Hygiene:

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

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

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

Reasonable Accommodations:

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

Bulletin Boards- DRAFT

To maintain an effective avenue for communication, the District maintains bulletin boards for both the District and staff use respectively.

The District's bulletin board, located in the staff lounge, is used to communicate official District or legal information on equal employment opportunity, wage and hour, health and safety, and other issues. It is also used to communicate information regarding District policy and its business and announcements, including, but not limited to, job postings, safety rules, health items, benefit programs and notices regarding special events. Employees may not post, tape, tack or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on District bulletin boards, on the walls, or anywhere else on District property. Violation of this policy will be grounds for disciplinary action, up to and including discharge.

The staff bulletin board, located in the staff lounge is specifically designated for employee use. Any employee, department, or committee wishing to post information should contact human resources for approval. Approved postings will be dated and will remain posted for 30 days before removal.

Contest and Program Prizes- DRAFT

Staff members, members of the Board of Trustees, and the members of their households, shall not be eligible to win any prize or award that may be given in any program or contest sponsored by the District.

This policy excludes programs and contests designed specifically for staff participation.

Education Assistance- DRAFT

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

Who is Eligible?

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

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

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

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

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

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

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

Reimbursement

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

Full-time \$10,000.00

Part-time \$2,500.00

The District will reimburse employees for the actual cost of the coursework and any applicable fees. Total reimbursement to be made per calendar year is 100% with a grade of "B" or above, or upon receiving or renewing certification.

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

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

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

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

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

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

Repayments

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

Meetings, Workshops, and Conferences

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

[See: Appendix B]

Emergency Closings Policy- DRAFT

Although the Library will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, a declared state of emergency, utility disruptions, and natural disasters. In all cases, employee safety will be the primary consideration.

In the event of an emergency closing of the library, the Executive Director (or, if unavailable, the Deputy Director) shall have the option to curtail Library service. The Executive Director will notify department managers who will notify their supervisors and staff. The Human Resources Manager or a designated manager shall activate the mass notification system to notify staff of the closure.

For full day or partial day closing compensation, all exempt employees will be paid for such time off. Non-exempt employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

The Executive Director (or, if unavailable, the Deputy Director) may elect to reopen the Library later, and employees scheduled to work will be notified to report to work at their scheduled hours.

If the Library remains open, employees are expected to work their regular hours.

Employees electing not to report to work when the Library is open are required to use available time off benefits for his or her entire shift.

Any changes will be at the discretion of the Executive Director.

Visitors at the Workplace- DRAFT

The policy of the District is to provide a workplace for all employees that is professional and free from distraction. All visitors, including relatives of employees, who do not have official business with the District may not visit an employee for a prolonged period of time while the employee is working. Time spent attending to a personal visitor, especially a child, detracts from work and as such should be kept to a minimum.

Personal visitors are not allowed in the library outside of regular business hours.

Visitors who are studying and using the library during the time that the employee is working should not interrupt library operations, should follow all library policies, and should remain in public areas.

Visitors are not permitted in designated staff only areas without prior supervisor approval. Visitors must be accompanied by the employee at all times.

Workplace Violence Policy- DRAFT

The District maintains a zero tolerance policy towards workplace violence, or the threat of violence, by any of its employees or towards any of its employees. All employees must be afforded a safe and comfortable environment that is free from all types of violence or threats of violence, and one which complies with local, state and federal laws.

Any acts or threats of violence must be reported to the employee's supervisor, the person in charge, and/or the Human Resources Manager, including, but not limited to, the following acts or threats:

1. Threatening remarks made to an individual specifically or towards the Library generally;
2. Causing injury to an individual, regardless of the severity;
3. Aggressive or hostile behavior that creates a reasonable fear of injury or harm to an individual;
4. Causing property damage on Library premises, regardless of the severity; or
5. Possessing a weapon on Library property or while conducting Library business, except for authorized law enforcement officials.

All complaints will be fully investigated. The District will promptly respond to any incident or suggestion of violence.

An employee who has been found in violation of this policy will be subject to disciplinary action, up to and including immediate termination, and will be reported to law enforcement as appropriate.

An employee who applies for or obtains a protective or restraining order that lists the District as a protected area must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted.



Lauren Staley Ferry

W I L L C O U N T Y C L E R K

Will County Clerk's Office • 302 N. Chicago Street • Joliet, Illinois 60432
815 • 740 • 4615 • Fax: 815 • 740 • 4699
Website: www.thewillcountyclerk.com • E-mail: coclrk@willcountyillinois.com

PERMANENT POLLING PLACE AGREEMENT Consolidated Election – April 2, 2019

Location: Fountaindale Public Library, 300 W. Briarcliff Rd., Bolingbrook, IL 60440

Current and Future Elections Room Reservation & Important Dates:

Year	Room Reservation	Dates	Election Name	Equipment Delivery	Equipment Pickup
2019	Meeting Room B	Mar 13, 2019 – Apr 1, 2019	Consolidated Election	3/13/2019	4/1/2019
2020	Meeting Room B	Feb 26, 2020 – Mar 17, 2020	General Primary	2/26/2020	3/17/2020
2020	Meeting Room A	Oct 14, 2020 – Nov 3, 2020	General Election	10/14/2020	11/3/2020
2021	Meeting Room B	Mar 22, 2021 – Apr 5, 2021	Consolidated Election	3/17/2021	4/5/2021

Fountaindale Public Library Early Voting Dates and Hours:

Monday – Friday, March 18 – 22, 2019	9:00 a.m. to 4:00 p.m.
Monday – Friday, March 25 – 29, 2019	9:00 a.m. to 4:00 p.m.

The Will County Clerk will be responsible for the following:

- Delivery of Election equipment and supplies on **Wednesday, March 13, 2019**.
- Set up of room, booths, signs by Will County Clerk Staff **Thursday, March 14, 2019 at 10:00 a.m.**
- Set up of Election equipment by ES&S on **Thursday, March, 14 at 1:00 p.m.**
- Provide personnel to manage Election equipment and conduct Early Voting.
- Pick up of Election equipment and supplies on **Monday, April 1, 2019**, in the morning.

Fountaindale Public Library will be responsible for the following:

- Have a representative available during Election equipment delivery to receive the equipment and have it placed in the designated room.
- Provide 4 tables and 7 chairs available to be used for conducting Early Voting.
- Have your IT staff available to work with your internet provider should issues arise on the date the ES&S tech sets up the Election equipment and during Early Voting.

IT Contact Name: _____

Email: _____ Cell Phone #: _____

Internet Provider: _____

Alert Message 1st Contact: _____

Email: _____ Cell Phone #: _____

Alert Message 2nd Contact: _____

Email: _____ Cell Phone #: _____

An agreement is hereby made between the Will County Clerk and Fountaindale Public Library to conduct Early Voting per the above guidelines.

Signature: _____ Date: _____
(Clerk or Deputy Clerk)

Signature: _____ Date: _____
(Lauren Staley Ferry, Will County Clerk)



Fountaindale receives high accolades for performance

Posted on [December 5, 2018](#) by [Ryan Ostry](#)

Ryan Ostry

Bugle Reporter

@RyanOstry_BR18

rostry@buglenewspapers.com

Fountaindale Public Library District achieved high regards from two respected institutions, which put them as one of just 257 libraries across the nation to receive a star rating.

“It means a lot to our staff because we have all worked so hard,” said Melissa Bradley, Communications Manager. “Our motto is to surprise and delight our attendance, and to be ranked up there with the best of the best really is something special.”

The rankings cover 7,361 public libraries from across the United States and broke the libraries into nine different brackets based on budget expenditures.

Fountaindale was grouped in the \$5–\$9.9 million bracket.

The rankings were based on circulation of materials per capita, visits per capita, program attendance per capita and Internet terminal uses per capita.

The library’s three-star rating was a result of its overall score as compared to other libraries in its bracket.

Fountaindale’s strongest showing came in program attendance per capita, placing 10th out of the 220 libraries in its bracket.

This library, which has been around for 52 years, has a collection of nearly 350,000 items, a state-of-the-art digital media studio and a variety of programs, services and resources.

With Fountaindale receiving a star ranking, they were one of very few to receive the honor.

Ratings of three, four and five stars were disseminated to the libraries that received the honors, with Fountaindale receiving a three.

“Only 21 libraries in Illinois were named star libraries which is pretty incredible,” said Paul Mills Executive Director. “There’s about 500 or 600 public libraries in the state of Illinois, so for us to be named with those other libraries was very special to all of us.”

The library received more good news when they were informed that Standard & Poor’s (S & P) Global Ratings assigned its ‘AA’ long-term rating to Fountaindale’s series 2018 general obligation (GO) refunding library bonds.

Proceeds will be used to refund and refinance a portion of the district series 2009 GO library building bonds for savings for taxpayers.

The refinancing is the first step in a larger plan to lower the taxes for the voter approved building bonds over the long term.

“10 years ago, the voters approved the building of our new library where bonds were sold after voter approval,” Mills said. “The ‘AA’ rating is one of the highest ratings a library district in Illinois have received, that enabled us to save taxpayers money on the refinancing.”

Both Bradley and Mills also said that in order to receive the accolade Fountaindale did, they needed to connect with the community as well as have structure from top to bottom.

“Books, movies, programs, classes and how your space is designed are just some of the many things that go into running a successful library,” Mills said. “We want to make it a welcoming environment, and for our attendees to know that we take our jobs seriously, we want to make it a pleasurable experience when coming into Fountaindale and with the help of our wonderful staff top to bottom that’s why we aim for, everyone is wonderful here.”

With the recent success of Fountaindale, both Bradley and Mills are pleased with the recognition, but both know there is a lot more work to be done.

“Our next goal in mind is to start looking for a new strategic plan,” Bradley said. “We started a five-year strategic plan back in 2013, so we’re just finishing all the goals from that, but pretty soon here we will be looking for another plan to carry us over for the next five years.”

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Fountaindale Public Library District

Cash and Investment

November 30, 2018

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$281,618.23	\$365,319.43
Cash Checking/Payroll	\$31,492.47	\$160,164.91	\$191,657.38
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$441,912.39	\$559,406.06
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	\$1,879,458.84	\$9,988,778.40
Investment - General/IL Funds/MM	\$67,203.39	\$1,870.89	\$69,074.28
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$22,943.74	\$51,937.40
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$54,420.97	\$2,013,419.29
Investment - Working Cash/BMO Harris MM	\$878.27	\$24.41	\$902.68
Investments - Working Cash/Madison	\$629,365.30	(\$7,500.76)	\$621,864.54
Investment - Working Cash/MM	\$22,179.12	(\$10,934.84)	\$11,244.28
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$6,184.41	\$422,805.67
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,312,307.39	\$12,570,947.44
Total Investments	\$22,492,198.93	\$3,258,775.05	\$25,750,973.98
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	\$989,380.03	\$2,094,523.06
Total Bond Fund	\$1,105,143.03	\$989,380.03	\$2,094,523.06
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 Account	\$6,135.82	\$33,798.98	\$39,934.80
Total Building Project Fund	\$553,719.45	(\$513,784.65)	\$39,934.80
Total Cash and Investments	\$24,268,555.08	\$4,176,282.82	\$28,444,837.90

Special Res. PMA - 1.635%
 General - IL Fund - 2.228%
 Money Market BMO Harris - 2.237%

Bonds:
 Working Cash/Madison Bond Value/Rate: 10/2018 \$621,865 @ 2.01%

Fountaindale Public Library District

Revenue Report

November 30, 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	\$60,429.67	\$3,949,637.42	97.91 %	\$4,033,911.00	\$84,273.58
Property Tax Dupage - 2017	\$1,390.91	\$78,216.65	95.01 %	\$82,325.00	\$4,108.35
Other Tax	\$0.00	\$40,324.36	12.07 %	\$334,070.00	\$293,745.64
Interest	\$44,253.42	\$257,608.93	148.79 %	\$173,131.00	(\$84,477.93)
Fines	\$5,768.15	\$28,646.93	114.59 %	\$25,000.00	(\$3,646.93)
Copy Machines	\$811.10	\$3,724.62	62.08 %	\$6,000.00	\$2,275.38
Fax Machine	\$663.64	\$3,233.49	64.67 %	\$5,000.00	\$1,766.51
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,991.42	\$10,315.59	64.47 %	\$16,000.00	\$5,684.41
Miscellaneous	\$246.99	\$11,418.12	91.35 %	\$12,500.00	\$1,081.88
Reimbursements	\$2,495.86	\$4,257.16	94.60 %	\$4,500.00	\$242.84
Board Reimbursements	\$48.80	\$48.80	9.76 %	\$500.00	\$451.20
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	\$118,099.96	\$4,387,432.07	48.94 %	\$8,965,211.00	\$4,577,778.93
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$72.73	\$430.28	0.00 %	\$0.00	(\$430.28)
Total Building Project Fund	\$72.73	\$430.28	0.00 %	\$0.00	(\$430.28)
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	\$19,403.13	\$1,268,173.23	97.89 %	\$1,295,466.00	\$27,292.77
Property Tax - Dupage 2017	\$450.83	\$25,352.32	95.89 %	\$26,438.00	\$1,085.68
Interest Bond Fund	\$3,631.84	\$11,074.23	110.74 %	\$10,000.00	(\$1,074.23)
Interest Rebate Payment - BAB	\$0.00	\$82,701.61	50.00 %	\$165,403.00	\$82,701.39
Total Bond Fund	\$23,485.80	\$1,387,301.39	47.50 %	\$2,920,735.00	\$1,533,433.61
Total Revenue	\$141,658.49	\$5,775,163.74	48.59 %	\$11,885,946.00	\$6,110,782.26

Fountaindale Public Library District

Expenditure Report

November 30, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$319,651.96	\$1,725,239.55	37.08 %	\$4,652,400.00	\$2,927,160.45
Contractual Services	\$92,349.70	\$248,790.98	42.18 %	\$589,815.00	\$341,024.02
Supplies & Utilities	\$27,883.38	\$187,517.41	31.70 %	\$591,500.00	\$403,982.59
Library Materials	\$84,967.85	\$316,157.86	27.15 %	\$1,164,285.00	\$848,127.14
Capital Expenditures	\$15,493.85	\$40,447.11	9.33 %	\$433,662.00	\$393,214.89
Miscellaneous	\$1,446.34	\$20,940.06	29.91 %	\$70,000.00	\$49,059.94
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	\$541,793.08	\$2,539,342.97	33.47 %	\$7,586,766.00	\$5,047,423.03
Other Fund Expenditures					
Audit Fund Expenditures	\$8,650.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$559.45	\$7,615.88	5.75 %	\$132,500.00	\$124,884.12
Soc Sec/IMRF Fund Expenditures	\$71,526.92	\$393,000.41	42.14 %	\$932,501.00	\$539,500.59
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$20,738.14	\$74,733.06	23.72 %	\$315,000.00	\$240,266.94
Total Other Fund Expenditures	\$101,474.51	\$483,999.35	34.82 %	\$1,390,041.00	\$906,041.65
Total Expenditures - Operating Funds	\$643,267.59	\$3,023,342.32	33.68 %	\$8,976,807.00	\$5,953,464.68
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	\$643,267.59	\$3,666,429.82	31.01 %	\$11,822,982.00	\$8,156,552.18

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
Rental's, Inc.	BKM Maintenance - Brake & Speedometer - 10/03-10/25/2018	11/16/2018	50724	1-4235-29	\$3,830.06

\$3,830.06



Jennie Nguyen, Finance Manager

Fountaindale Public Library District
Bills Paid - Operating Account
 DECEMBER - 2018

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Aflac	Employer Insurance Contribution - November 2018	12/01/2018	737	1-4192-10	\$36.29
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - December 2018	12/01/2018	50726	1-4192-10	\$28,013.26
Dearborn National Life Insurance Company	Employer Insurance Contribution - December 2018	12/01/2018	50727	1-4192-10	\$448.51
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - December 2018	12/01/2018	50728	1-4192-10	\$139.97
Illinois Municipal Retirement Fund	Employer Insurance Contribution - November 2018	12/01/2018	739	5-4142-10	\$50,535.31
Shirley Williams	Financial Consulting Services - Installment #5	12/01/2018	50729	1-4253-10	\$675.00
					<u>\$79,848.34</u>



 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - November 2018
 Gross Payroll \$281,840.16
 FICA \$20,949.46
 Total Gross Payroll & FICA **\$302,789.62**

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.	Hang In There Lanyards - PO5601-1819	6823828	1-4735-10	\$ 252.19
		<i>Totals for 4imprint, Inc.</i>		<u>\$ 252.19</u>
Allyse Schiller	Mileage - 11/12/18-11/30/18	AS120318	1-4171-10	5.23
		<i>Totals for Allyse Schiller</i>		<u>\$ 5.23</u>
Amazon	Admin - Off. Supp. Ink Cartridges	A12-1819	1-4351-10	11.90
	Admin - Off. Supp. Expanding File Folders	A12-1819	1-4351-10	21.98
	Admin - Off. Supp. Coffee Creamer	A17-1819	1-4351-10	9.89
	Admin - Off. Supp. Coffee Creamer	A17-1819	1-4351-10	39.20
	Admin - Off. Supp. Coffee Creamer	A17-1819	1-4351-10	34.58
	Admin - Off. Supp. Mayo Packets	A16-1819	1-4351-10	10.20
	Admin - Off. Supp. Supply Closet	A16-1819	1-4351-10	203.10
	Bkm Rockin' Reading Race Prizes	6045787810108122	1-4371-28	35.19
	CMTSD Library Supplies - Binder & Sheet Protectors	6045787810108122	1-4371-12	33.64
	CSD - Program Supplies Gauze & Easter Eggs	A10-1819	1-4353-20	113.93
	ATSD - Prog. Supp. Wizard Escape & Movie Marathon	A11-1819	1-4353-24	57.10
	ATSD - Prog. Supp. Acrylic Felt Sheet	A15-1819	1-4353-24	15.99
	ATSD - Prog. Supp. Snowflakes Confetti	A14-1819	1-4353-24	12.68
	ATSD - Prog. Supp. Bells & Plastic Table Cover	A15-1819	1-4353-24	99.41
	ATSD - Prog. Supp. Craft Jewels	A14-1819	1-4353-24	6.39
	ATSD - Prog. Supp. Decorations & Crafts	A14-1819	1-4353-24	215.03
	ATSD - Prog. Supp. Felt	A15-1819	1-4353-24	22.68
	ATSD - Prog. Supp. Wooden Snowflakes	A14-1819	1-4353-24	11.99
	Video Games - Adult	6045787810108122	1-4565-26	59.96
	Studio - Lib. Supp. Dry Erase Markers	A13-1819	1-4371-27	18.00
	Studio - Lib. Supp. Felt Sheets	A13-1819	1-4371-27	7.99
	Studio - USB Wired Mouse	A13-1819	1-4568-27	41.94
	Studio - Extruder Drive Feed CR-10	A13-1819	1-4568-27	17.99
	Video Games - YA	6045787810108122	1-4563-26	118.40
		<i>Totals for Amazon</i>		<u>\$ 1,219.16</u>
American Building Services, LLC	Replace Emergency Exit #6 Door & Frame - PO5528-1819	4027157	1-4391-30	2,352.38
		<i>Totals for American Building Services, LLC</i>		<u>\$ 2,352.38</u>

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
American Library Association	Kalnicky - Membership Renewal - 12/31/18-12/31/19	1271086	1-4161-16	\$ 135.00
<i>Totals for American Library Association</i>				<u>\$ 135.00</u>
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - December 2018	INV195256	1-4253-10	193.05
<i>Totals for AmeriFlex Business Solutions</i>				<u>\$ 193.05</u>
Ann Burkiewicz	Refund Lost Book - Ready for Marriage	AB120318	1-3310-10	21.00
<i>Totals for Ann Burkiewicz</i>				<u>\$ 21.00</u>
AT & T	Internet - November 2018	4408425406	1-4314-14	1,358.54
<i>Totals for AT & T</i>				<u>\$ 1,358.54</u>
ATLAS	Dudek - Crossing the Line Workshop - 11/14/18	5649-1819	1-4151-10	20.00
<i>Totals for ATLAS</i>				<u>\$ 20.00</u>
Award Emblem Mfg. Co., Inc.	Hubert H. Humphrey Engraving - PO5634-1819	406132	1-4353-24	16.95
<i>Totals for Award Emblem Mfg. Co., Inc.</i>				<u>\$ 16.95</u>
B&H Photo-Video	Rip-Tie Ripwrap Tape - PO5650-1819	151081994	1-4354-14	44.50
<i>Totals for B&H Photo-Video</i>				<u>\$ 44.50</u>
Baker & Taylor - C009233	Adult Ref/NF Standing Order	C0092333	1-4531-26	662.52
<i>Totals for Baker & Taylor - C009233</i>				<u>\$ 662.52</u>
Baker & Taylor - L030107	Donations - Rockin' Reading Race Prizes	L0301072	1-4575-10	267.34
	ATSD - Great Page Race Prizes	L0301072	1-4353-24	112.31
<i>Totals for Baker & Taylor - L030107</i>				<u>\$ 379.65</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Adult Fiction	L4206852	1-4540-29	\$ 192.26
	Books - Adult Non-Fiction	L4206852	1-4541-29	182.60
	Books - Juvenile Easy	L4206852	1-4546-29	115.68
	Books - Young Adult Fiction	L4206852	1-4548-29	60.30
	Professional Books	L4206852	1-4538-26	54.99
	Books - Adult Large Print	L4206852	1-4543-29	108.97
	Books - Juvenile Fiction	L4206852	1-4544-29	448.00
	<i>Totals for Baker & Taylor - L420685</i>			\$ 1,162.80
Baker & Taylor - L420686				
	Books - Adult World Languages	L4206862	1-4525-26	423.78
	Books - Juvenile World Languages	L4206862	1-4526-26	116.16
	Professional Books	L4206862	1-4538-26	267.00
	Books - Adult Large Print	L4206862	1-4543-26	463.64
	Books - Juvenile Fiction	L4206862	1-4544-26	3,260.19
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	1,029.48
	Books - Juvenile Easy	L4206862	1-4546-26	333.44
	Books - Young Adult Fiction	L4206862	1-4548-26	1,222.63
	Books - Young Adult Non-Fiction	L4206862	1-4549-26	882.55
	Books - Adult Fiction	L4206862	1-4540-26	5,620.89
	Books - Adult Non-Fiction	L4206862	1-4541-26	6,564.80
	<i>Totals for Baker & Taylor - L420686</i>			\$ 20,184.56
Baker & Taylor - L420691				
	Books - Adult Fiction	L4206912	1-4540-26	16.86
	Books - Juvenile Fiction	L4206912	1-4544-26	7.59
	<i>Totals for Baker & Taylor - L420691</i>			\$ 24.45
Belynda Head				
	Program - R&B Line Dancing - 12/16/18	BH121618	1-4571-24	125.00
	Program - R&B Line Dancing - 01/06/19	BH010619	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 250.00
Blackbaud				
	Profess. Services - FE NXT Add On Offer - 12/19/18-12/18/19	91583091	1-4253-10	1,920.00
	Equip. Maint. - FE NXT Essentials Offer - 12/19/18-12/18/19	91583091	1-4233-10	9,734.40
	<i>Totals for Blackbaud</i>			\$ 11,654.40

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	CD Audiobooks - Adult	1064158	1-4551-26	\$ 45.00
	CD Audiobooks -Adult	1063689	1-4551-26	45.00
	CD Audiobooks - Adult	1062694	1-4551-26	45.00
	Adult DVD	1060898	1-4557-26	194.99
	<i>Totals for Blackstone Publishing</i>			\$ 329.99
Bolingbrook Area Chamber of Commerce				
	2018 Bolingbrook COC Membership Directory Ad - PO5615-1819	COC2018	1-4731-10	529.00
	<i>Totals for Bolingbrook Area Chamber of Commerce</i>			\$ 529.00
Bolingbrook Park District				
	Program - Conquer Your Core - 12/19/18	BPD121918	1-4571-24	50.00
	Program - Zumba - 12/08/18	BPD120818	1-4571-24	75.00
	Program - Zumba - 01/12/19	BPD011218	1-4571-24	75.00
	Program - Yoga - 12/13/18	BPD121318	1-4571-24	50.00
	Program - Yoga - 12/27/18	BPD122718	1-4571-24	50.00
	Program - Yoga - 01/03/19	BPD010319	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			\$ 350.00
Brian Smallwood				
	Mileage - The Great Read - 11/14/18	BS111918	1-4171-10	9.81
	<i>Totals for Brian Smallwood</i>			\$ 9.81
Business Office Systems				
	6 Tables & 12 Chairs Deliver & Install - PO5375-1718	70395	1-4651-30	1,098.20
	<i>Totals for Business Office Systems</i>			\$ 1,098.20
C&S Sales Inc.				
	STEAM Boxes	230124	1-4528-26	43.25
	<i>Totals for C&S Sales Inc.</i>			\$ 43.25
Call One				
	Telephone & Internet - 11/15/18-12/14/18	1214291-1139282	1-4314-14	1,968.00
	Telephone & Internet - 11/15/18-12/14/18	1214291-1139282	1-4312-14	821.88
	<i>Totals for Call One</i>			\$ 2,789.88
Cathryn Stanek-Whisler				
	Program - DIY: Yam Ornaments - 12/06/18	CSW120618	1-4571-24	200.00
	Program - No Sew Snow People - 1/17/19	CSW011719	1-4573-24	193.75
	Program - DIY: Mason Jar Snow Globes - 01/10/19	CSW011019	1-4571-24	250.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 643.75

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Center Point Large Print				
	Books - Adult Large Print	1639098	1-4543-29	\$ 206.73
	Books - Adult Large Print	1638948	1-4543-26	133.62
	Books - Adult Large Print	1636053	1-4543-26	318.78
	Books - Adult Large Print	1634034	1-4543-26	22.77
		<i>Totals for Center Point Large Print</i>		\$ 681.90

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	ALA - Spindel - 2019 Midwinter Adv. Intel. Bootcamp, Gala	N3698-DEC18	1-4151-16	\$ 85.00
	ALA - Danhof - 2019 Midwinter Gala Author Tea	N3698-DEC18	1-4151-16	60.00
	Adafruit - Circuit Playgrounds for Teen Programs	N3698-DEC18	1-4353-24	626.45
	Meijer - ATSD Program Supplies	N3698-DEC18	1-4353-24	92.09
	Walmart - ATSD Program Supplies	N3698-DEC18	1-4353-24	126.83
	Dollar Tree - ATSD Program Supplies	N3698-DEC18	1-4353-24	25.00
	GFS - T-Rex Tea & November S'Mores Snacks	N3698-DEC18	1-4353-20	28.47
	Meijer - T-Rex Tea & November S'Mores Snacks	N3698-DEC18	1-4353-20	21.74
	Walmart - Tween DIY Cocoa Mix Program Supplies	N3698-DEC18	1-4353-20	5.30
	Walmart - Tween DIY Cocoa Mix Program Supplies	N3698-DEC18	1-4353-20	27.87
	Party City - Dino Fest Program Supplies	N3698-DEC18	1-4353-20	109.60
	SHRM - Pottle - 2019 Annual Membership	N3698-DEC18	1-4161-10	209.00
	Hyatt St. Louis - Bradley - Com Conf Parking - 11/13-11/15	N3698-DEC18	1-4171-10	81.90
	Container Store - Cable Ties & Shelving	N3698-DEC18	1-4351-10	63.54
	GovDocs - IL & Federal Laminated Combo Law Poster	N3698-DEC18	1-4351-10	33.88
	Hyatt St. Louis - Bradley, S. Smallwood Com Conf 11/13-11/15	N3698-DEC18	1-4173-10	351.44
	Hyatt St. Louis - Steven Ford - Com Conf 11/13-11/15	N3698-DEC18	1-4173-10	410.40
	Alonti - 2018 Staff Thanksgiving Dinner - 11/15/18	N3698-DEC18	1-4353-10	1,074.65
	Alonti - 2018 Staff Thanksgiving Lunch - 11/15/18	N3698-DEC18	1-4353-10	1,124.15
	COD - Schiller Spring 2019 Tuition - Bookkeep Cert.	N3698-DEC18	1-4151-10	408.00
	Dupage SHRM - Frias - Investigative Interview & Workplace	N3698-DEC18	1-4151-10	30.00
	GFOA - J. Nguyen - Note Disclosure Webinar - 1/31/19	N3698-DEC18	1-4151-10	85.00
	GFOA - J. Nguyen - Disclosure Changes Webinar - 1/9/19	N3698-DEC18	1-4151-10	25.00
	ALA - Theobald - 2019 Midwinter Conf - 1/25/19-1/28/19	N3698-DEC18	1-4151-10	290.00
	FedEx - Overnighted Bond Ordinance	M3664-DEC18	1-4381-10	35.63
	Beggars Pizza - Shifting Party Dinner	N3698-DEC18	1-4711-10	118.21
	Jewel - November Birthday Cake	N3698-DEC18	1-4711-10	35.99
	Mailchimp - Monthly Subscription	N3698-DEC18	1-4731-10	50.00
	Flicker Pro - Monthly Subscription	N3698-DEC18	1-4731-10	49.99
	Woobox - Monthly Subscription	N3698-DEC18	1-4731-10	29.00
	CrazyEgg - Monthly Subscription After April Plan Change	N3698-DEC18	1-4731-10	29.00
	Facebook - Promotional Ads	N3698-DEC18	1-4731-10	60.38
	American Girl - Friends Donation - 3 Doll Hairbrushes	N3698-DEC18	1-4575-10	17.85
	Meijer - Indie Filmmaker/NaNoWriMo Snacks & Drinks	N3698-DEC18	1-4353-27	75.12
	Michaels - Frames & Cork for Studio Program Supplies	N3698-DEC18	1-4353-27	51.16
	Menards - Nails for Studio Program Supplies	N3698-DEC18	1-4353-27	5.34
	Panera - RAILS Facilities Meeting Catering	N3698-DEC18	1-4715-10	121.96

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
		<i>Totals for Chase Card Services</i>		\$ 6,074.94
Chicago Sun Times				
	Periodicals - 1/7/2019-1/6/2020	27468	1-4511-26	\$ 416.00
		<i>Totals for Chicago Sun Times</i>		\$ 416.00
Christopher Castle				
	Mileage - Pin Tech Meeting - 11/14/18	CC111518	1-4171-10	11.23
		<i>Totals for Christopher Castle</i>		\$ 11.23
Cindy Consalvo				
	Mileage - 9/4/18-11/29/18	CC120518	1-4171-10	86.41
		<i>Totals for Cindy Consalvo</i>		\$ 86.41
Clayton Public Library District				
	Lost Item - HESI Admission Assessment Exam Review	CPLD110618	1-3310-30	47.00
		<i>Totals for Clayton Public Library District</i>		\$ 47.00
Comcast Cable				
	Cable TV - 12/3/18-1/2/19	8771 20 143 036749	1-4316-14	103.34
		<i>Totals for Comcast Cable</i>		\$ 103.34
Creekside Printing				
	Winter Newsletter - Dec. 2018-Feb. 2019 - PO5653-1819	11281804	1-4256-10	7,587.00
		<i>Totals for Creekside Printing</i>		\$ 7,587.00
Daily Southtown				
	Periodicals	74033238	1-4511-26	156.00
		<i>Totals for Daily Southtown</i>		\$ 156.00
Debra Dudek				
	Mileage - Crossing The Line Workshop - 11/14/18	DD111918	1-4171-10	33.90
		<i>Totals for Debra Dudek</i>		\$ 33.90
Demco, Inc.				
	CMTSD - Book Tape & Metal Label Peeler	6493944	1-4351-10	40.55
	CMTSD - Book Tape & Metal Label Peeler	6493944	1-4371-12	588.34
	CMTSD - Packing Tape & Label Protector Sheets	6499873	1-4371-12	633.75
		<i>Totals for Demco, Inc.</i>		\$ 1,262.64
Dennis Raleigh				
	Mileage - 10/15/18-11/14/18	DR120518	1-4171-10	7.14
		<i>Totals for Dennis Raleigh</i>		\$ 7.14

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Dynergy Energy Services	Electricity - 10/26/18-11/27/18	270493918121	1-4321-30	\$ 11,962.12
<i>Totals for Dynergy Energy Services</i>				<u>\$ 11,962.12</u>
EBSCO Subscription Services	Library Aware Renewal - 1/1/19-12/31/19 - PO5661-1819	1000092326-1	1-4272-12	2,315.00
<i>Totals for EBSCO Subscription Services</i>				<u>\$ 2,315.00</u>
Elite Detailing Services, Inc.	Bookmobile & Van Wash - 9/30/18 - PO5523-1819	3E6N8G26	1-4235-29	195.00
	Bookmobile & Van Wash - 11/16/18 - PO5654-1819	4LRYG19BV	1-4235-29	195.00
<i>Totals for Elite Detailing Services, Inc.</i>				<u>\$ 390.00</u>
Elizabeth Portillo	Program - Conversational ESL for Adults - 01/07/19	EP010719	1-4571-24	80.00
	Program - Conversational ESL for Adults - 01/14/19	EP011419	1-4571-24	80.00
	Program - Conversational ESL for Adults - 01/08/19	EP010819	1-4571-24	40.00
	Program - Conversational ESL for Adults - 01/15/19	EP011519	1-4571-24	40.00
<i>Totals for Elizabeth Portillo</i>				<u>\$ 240.00</u>
Findaway World, LLC	Playaway - Juvenile	271977	1-4562-26	379.69
	Playaway - Juvenile	271162	1-4562-26	37.48
	Playaway - Adult	272906	1-4560-26	503.94
	Launchpads - Juvenile	271823	1-4566-26	699.95
	Playaway - Juvenile	272721	1-4562-29	308.16
	Playaway - Juvenile	270792	1-4562-29	637.87
<i>Totals for Findaway World, LLC</i>				<u>\$ 2,567.09</u>
Gale/Cengage Learning	Electronic Books & Audiobooks	65596586	1-4520-26	258.40
	Books - Adult Fiction	65539250	1-4540-26	19.46
	Books - Adult Large Print	65569567	1-4543-26	101.21
	Books - Adult Large Print	65569127	1-4543-26	69.72
	Books - Adult Large Print	65568216	1-4543-26	48.73
	Books - Adult Large Print	65555171	1-4543-26	113.21
	Books - Adult Large Print	65554849	1-4543-26	242.91
	Books - Adult Large Print	65554373	1-4543-26	170.94
<i>Totals for Gale/Cengage Learning</i>				<u>\$ 1,024.58</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gateway Community College				
	Damaged Item - Respiratory Care Exam Review	189274310	1-3310-30	\$ 20.00
<i>Totals for Gateway Community College</i>				\$ 20.00
Government Finance Office Association				
	Ultreras - 1/17/19 Intro Govern Account - PO5636-1819	2905663	1-4151-10	160.00
	Schiller - 1/17/19 Intro Govern Account - PO5631-1819	2905567	1-4151-10	85.00
	Membership - Schiller - 1/1/2019-12/31/19	0128265	1-4161-10	150.00
<i>Totals for Government Finance Office Association</i>				\$ 395.00
Harris Khan				
	Mileage - 7/28/18-10/20/18	HK113018	1-4171-10	21.36
<i>Totals for Harris Khan</i>				\$ 21.36
HR Source				
	Benchmark for Acquisitions Supervisor - PO5616-1819	8236	1-4253-10	200.00
<i>Totals for HR Source</i>				\$ 200.00
Illinois American Water				
	Irrigation - 10/18/18-11/19/18	1025-210003089915	1-4331-30	153.96
	Fire Protection - 10/19/18-12/19/18	1025-210003089465	1-4331-30	42.66
<i>Totals for Illinois American Water</i>				\$ 196.62
Illinois American Water/Bolingbrook				
	Water & Sewer - 10/18/18-11/19/18	1025-210003088318	1-4331-30	872.69
<i>Totals for Illinois American Water/Bolingbrook</i>				\$ 872.69
Illinois Government Finance Officers Association				
	Ultreras - Basic Govern Account Seminar - 2/12/19	5635-1819	1-4151-10	115.00
	Schiller - Basic Govern Account Seminar - 2/12/19	5630-1819	1-4151-10	110.00
<i>Totals for Illinois Government Finance Officers Association</i>				\$ 225.00
Illinois Library Association				
	Membership - Birkemeier - 2018-2019	155109	1-4161-10	200.00
<i>Totals for Illinois Library Association</i>				\$ 200.00
Imaging Office Systems, Inc.				
	Equip. Maint. - ScanPro 2000 Main Unit - 1/26/19-1/25/20	CONT015031	1-4233-14	750.00
<i>Totals for Imaging Office Systems, Inc.</i>				\$ 750.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	Books - Adult Large Print	37504342	1-4543-26	\$ 18.00
	Books - Adult Large Print	37089884	1-4543-26	35.04
	Patron Donation	37415384	1-4575-10	24.78
	Patron Donation	37390295	1-4575-10	35.13
	Video Games - YA	37511749	1-4563-26	237.40
	Video Games - YA	37511745	1-4563-26	56.99
	Video Games - YA	37511744	1-4563-26	75.98
	Video Games - YA	37511743	1-4563-26	61.73
	Video Games - YA	37397625	1-4563-26	142.47
	Video Games - YA	37357225	1-4563-26	28.49
	Video Games - YA	37300143	1-4563-26	37.99
	Video Games - YA	37300142	1-4563-26	170.85
	Video Games - YA	37223989	1-4563-26	949.79
	Video Games - YA	37223988	1-4563-26	417.84
	Video Games - YA	37223985	1-4563-26	56.98
	Books - Adult Fiction	37511750	1-4540-26	9.89
	Books - Adult Fiction	37357227	1-4540-26	11.69
	Books - Adult Fiction	37300145	1-4540-26	23.38
	Video Games - Juvenile	37511747	1-4564-26	265.94
	Video Games - Juvenile	37511746	1-4564-26	18.99
	Video Games - Juvenile	37511742	1-4564-26	75.98
	Video Games - Juvenile	37357226	1-4564-26	85.48
	Video Games - Juvenile	37223990	1-4564-26	47.49
	Video Games - Juvenile	37223987	1-4564-26	37.99
	Books - Adult Large Print	37504342	1-4543-29	18.00
	Video Games - Adult	37511748	1-4565-26	113.98
	Video Games - Adult	37511741	1-4565-26	113.98
	Video Games - Adult	37357224	1-4565-26	208.96
	Video Games - Adult	37357223	1-4565-26	123.46
	Video Games - Adult	37300144	1-4565-26	56.99
	Video Games - Adult	37223991	1-4565-26	142.46
	Video Games - Adult	37223986	1-4565-26	37.99
<i>Totals for Ingram Library Services</i>				\$ 3,742.11

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ITsavvy LLC	Computer Supplies - PO5604-1819	01068796	1-4641-14	\$ 546.00
	Graphics Printer Repair Carriage Belt - PO5652-1819	05037261	1-4253-14	757.50
	Graphics Printer Repair Power Supply - PO5652-1819	01071919	1-4253-14	20.00
	Graphics Printer Repair Formatter Logic Board - PO5652-1819	01071915	1-4253-14	12.00
	Computer Supplies - PO5604-1819	01068796	1-4354-14	165.00
	Graphics Printer Repair Carriage Belt - PO5652-1819	05037261	1-4354-14	59.00
	Graphics Printer Repair Power Supply - PO5652-1819	01071919	1-4354-14	195.00
	Graphics Printer Repair Formatter Logic Board - PO5652-1819	01071915	1-4354-14	245.00
	Toast Titanium CoreISure Maint-1 Year-Qty 33	01069035	1-4631-14	481.80
	<i>Totals for ITsavvy LLC</i>			\$ 2,481.30
Jennie Nguyen	Mileage - Bank Deposit - 10/6/17-11/17/17	JN111518	1-4171-10	6.69
	Mileage - 8/30/18-11/29/18 - IGFOA Trainings 11/15 & 11/29	JN120418	1-4171-10	127.54
	<i>Totals for Jennie Nguyen</i>			\$ 134.23
Juanita Lennon	Reimburse - Donuts w/Director Food & Drink - 11/19/18	JL120318	1-4715-10	13.49
	<i>Totals for Juanita Lennon</i>			\$ 13.49
Kellie Chase	Program - 4 Sewing Classes - 01/08/19	KC010819	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 175.00
Konica Minolta Business Solutions U.S.A., Inc.	Copy Overage - 10/15/18-11/14/18	9005141980	1-4234-14	1,738.87
	Maintenance - 11/15/18-12/14/18	9005145232	1-4234-14	391.82
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 2,130.69
Konica Minolta Premier Finance	Leased Equipment - December 2018	372708404	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,616.00
Laura Didier	Mileage - 11/15/18-11/30/18	LD120518	1-4171-10	23.61
	<i>Totals for Laura Didier</i>			\$ 23.61
LibrariesFirst	Museum Adventure Pass - 2019 Annual Access	7064	1-4521-26	500.00
	<i>Totals for LibrariesFirst</i>			\$ 500.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Library Journals LLC	Gillespie - Build Sustain Coding - 9/19/18 - PO5543-1819	2018-36710	1-4151-10	\$ 179.00
	<i>Totals for Library Journals LLC</i>			<u>\$ 179.00</u>
Magic Dragon	Periodicals - 1 Year Subscription	110918	1-4511-26	22.00
	<i>Totals for Magic Dragon</i>			<u>\$ 22.00</u>
MakerBot Industries LLC	Active Cooling Mount - PO5619-1819	INV152264	1-4568-27	23.18
	<i>Totals for MakerBot Industries LLC</i>			<u>\$ 23.18</u>
Margaret J. Danhof	2018-2019 ALA Conference Committee Mileage - 10/18-10/20/18	MD110618	1-4171-16	63.91
	<i>Totals for Margaret J. Danhof</i>			<u>\$ 63.91</u>
Marilyn A. Burt	Program - Parent & Child DIY: Paint on Pine - 1/4/19	MAB010419	1-4572-20	450.00
	<i>Totals for Marilyn A. Burt</i>			<u>\$ 450.00</u>
Melissa Bradley	Travel Reimb./Gas - Market. & Com. Conf. - 11/13/18-11/15/18	MB112018	1-4171-10	278.54
	<i>Totals for Melissa Bradley</i>			<u>\$ 278.54</u>
Michael Mucha Racing	Program - Michael Mucha Super Cup Racecar Driver - 1/3/19	MMR010319	1-4572-20	100.00
	<i>Totals for Michael Mucha Racing</i>			<u>\$ 100.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	DVD - Adult	96624098	1-4557-26	\$ 77.66
	DVD - Adult	96624097	1-4557-26	25.79
	DVD - Adult	96624094	1-4557-26	35.08
	DVD - Adult	96624554	1-4557-26	123.24
	DVD - Adult	96624551	1-4557-26	25.79
	DVD - Adult	96624550	1-4557-26	19.34
	DVD - Adult	96624549	1-4557-26	25.34
	DVD - Adult	96624548	1-4557-26	36.58
	DVD - Adult	96624547	1-4557-26	59.08
	DVD - Adult	96624545	1-4557-26	47.08
	DVD - Adult	96624544	1-4557-26	25.34
	DVD - Adult	96624543	1-4557-26	36.58
	DVD - Adult	96624541	1-4557-26	102.70
	DVD - Adult	96624540	1-4557-26	18.29
	DVD - Adult	96612398	1-4557-26	36.58
	DVD - Adult	96612396	1-4557-26	21.58
	DVD - Adult	96605831	1-4557-26	77.37
	DVD - Adult	96605830	1-4557-26	59.08
	DVD - Adult	96605515	1-4557-26	27.39
	DVD - Adult	96605514	1-4557-26	42.39
	DVD - Adult	96605513	1-4557-26	45.39
	DVD - Adult	96605512	1-4557-26	42.39
	DVD - Adult	96605478	1-4557-26	20.54
	DVD - Adult	96605477	1-4557-26	36.58
	Adult DVD	96668977	1-4557-26	202.74
	DVD - Adult	96605476	1-4557-26	22.04
	DVD - Adult	96600964	1-4557-26	66.78
	Adult DVD	96668975	1-4557-26	110.52
	Adult DVD	96668973	1-4557-26	117.76
	Adult DVD	96668972	1-4557-26	18.29
	Adult DVD	96668971	1-4557-26	25.79
	Adult DVD	96668970	1-4557-26	77.37
	Adult DVD	96668965	1-4557-26	148.20
	Adult DVD	96668964	1-4557-26	27.39
	DVD - Adult	96600871	1-4557-26	44.08
	Adult DVD	96668963	1-4557-26	42.39
	Adult DVD	96668959	1-4557-26	66.12
	Adult DVD	96668958	1-4557-26	22.04

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	96668957	1-4557-26	\$ 110.52
	Adult DVD	96668956	1-4557-26	128.95
	Adult DVD	96668954	1-4557-26	25.79
	DVD - Adult	96600867	1-4557-26	39.58
	Adult DVD	96668953	1-4557-26	22.04
	DVD - Adult	96600866	1-4557-26	44.08
	DVD - Adult	96600865	1-4557-26	102.70
	Adult DVD	96668951	1-4557-26	22.04
	DVD - Adult	96600863	1-4557-26	22.04
	DVD - Adult	96600862	1-4557-26	92.26
	DVD - Adult	96600849	1-4557-26	16.04
	DVD - Adult	96600848	1-4557-26	134.49
	DVD - Adult	96600847	1-4557-26	22.79
	DVD - Adult	96600845	1-4557-26	14.54
	DVD - Adult	96600844	1-4557-26	22.04
	Adult DVD	96656655	1-4557-26	41.08
	DVD - Adult	96600843	1-4557-26	24.29
	Adult DVD	96656653	1-4557-26	22.04
	Adult DVD	96656652	1-4557-26	25.79
	DVD - Adult	96580422	1-4557-26	133.56
	DVD - Adult	96580421	1-4557-26	27.39
	Adult DVD	96656651	1-4557-26	22.04
	DVD - Adult	96580420	1-4557-26	42.39
	Adult DVD	96656650	1-4557-26	59.08
	Adult DVD	96656426	1-4557-26	52.89
	Adult DVD	96656425	1-4557-26	42.39
	Adult DVD	96656424	1-4557-26	42.39
	DVD - Adult	96580370	1-4557-26	20.54
	DVD - Adult	96580369	1-4557-26	67.08
	DVD - Adult	96580368	1-4557-26	36.58
	DVD - Adult	96580367	1-4557-26	66.12
	Adult DVD	96646781	1-4557-26	28.14
	Adult DVD	96646709	1-4557-26	65.68
	Adult DVD	96646708	1-4557-26	93.70
	Adult DVD	96646707	1-4557-26	25.79
	Adult DVD	96646705	1-4557-26	79.62
	Adult DVD	96646704	1-4557-26	14.54
	Adult DVD	96640311	1-4557-26	88.62

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	96579998	1-4557-26	\$ 66.12
	Adult DVD	96639876	1-4557-26	48.12
	Adult DVD	96639874	1-4557-26	19.04
	Adult DVD	96627973	1-4557-26	44.34
	Adult DVD	96627971	1-4557-26	47.28
	DVD - Adult	96579995	1-4557-26	23.54
	Adult DVD	96627966	1-4557-26	154.28
	DVD - Adult	96579993	1-4557-26	18.29
	Adult DVD	96627965	1-4557-26	23.54
	DVD - Adult	96579992	1-4557-26	43.62
	DVD - Adult	96579991	1-4557-26	40.33
	DVD - Adult	96576919	1-4557-26	39.39
	Adult DVD	96626839	1-4557-26	77.37
	Adult DVD	96626837	1-4557-26	54.87
	Adult DVD	96626836	1-4557-26	18.29
	DVD - Adult	96575431	1-4557-26	44.08
	DVD - Adult	96575430	1-4557-26	41.08
	Adult DVD	96624573	1-4557-26	28.89
	Adult DVD	96624572	1-4557-26	19.89
	Adult DVD	96613078	1-4557-26	33.39
	Adult DVD	96613077	1-4557-26	27.39
	DVD - Adult	96575424	1-4557-26	22.04
	DVD - Adult	96575422	1-4557-26	23.84
	DVD - Adult	96575420	1-4557-26	77.37
	DVD - Adult	96575419	1-4557-26	77.37
	DVD - Adult	96575418	1-4557-26	109.77
	DVD - Adult	96575417	1-4557-26	128.95
	DVD - Adult	96575416	1-4557-26	24.29
	DVD - Adult	96575415	1-4557-26	17.54
	DVD - Adult	96575414	1-4557-26	18.29
	DVD - Adult	96575410	1-4557-26	14.54
	DVD - Adult	96575359	1-4557-26	34.89
	DVD - Adult	96575358	1-4557-26	40.89
	DVD - Adult	96574783	1-4557-26	39.78
	DVD - Adult	96574734	1-4557-26	16.04
	DVD - Adult	96574731	1-4557-26	96.79
	DVD - Adult	96574730	1-4557-26	14.54
	DVD - Adult	96574128	1-4557-26	88.62

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	96574127	1-4557-26	\$ 19.79
	DVD - Adult	96574125	1-4557-26	22.04
	DVD - Adult	96574124	1-4557-26	18.29
	DVD - Adult	96573039	1-4557-26	14.54
	DVD - Adult	96558212	1-4557-26	82.45
	DVD - Adult	96558208	1-4557-26	36.58
	DVD - Adult	96558207	1-4557-26	22.04
	DVD - Adult	96558204	1-4557-26	29.08
	DVD - Adult	96558202	1-4557-26	22.79
	DVD - Adult	96558138	1-4557-26	95.66
	DVD - Adult	96558137	1-4557-26	51.58
	DVD - Adult	96558135	1-4557-26	23.89
	DVD - Adult	96564710	1-4557-26	25.14
	DVD - Adult	96564666	1-4557-26	31.14
	DVD - Adult	96564665	1-4557-26	57.87
	DVD - Adult	96564664	1-4557-26	14.54
	DVD - Adult	96564663	1-4557-26	54.41
	DVD - Adult	96564478	1-4557-26	13.89
	DVD - Juvenile	96624553	1-4558-26	110.52
	DVD - Juvenile	96624552	1-4558-26	51.58
	DVD - Juvenile	96624546	1-4558-26	10.79
	DVD - Juvenile	96624542	1-4558-26	32.54
	DVD - Juvenile	96613159	1-4558-26	37.62
	DVD - Juvenile	96613157	1-4558-26	51.58
	DVD - Juvenile	96612392	1-4558-26	737.35
	DVD - Juvenile	96612391	1-4558-26	110.88
	DVD - Juvenile	96605832	1-4558-26	127.17
	DVD - Juvenile	96600870	1-4558-26	36.84
	DVD - Juvenile	96600869	1-4558-26	29.08
	Juvenile DVD	96668955	1-4558-26	32.54
	DVD - Juvenile	96600868	1-4558-26	110.52
	Juvenile DVD	96668952	1-4558-26	33.64
	DVD - Juvenile	96600864	1-4558-26	110.52
	Juvenile DVD	96668748	1-4558-26	43.62
	Juvenile DVD	96653488	1-4558-26	35.08
	Juvenile DVD	96653487	1-4558-26	53.01
	DVD - Juvenile	96580363	1-4558-26	18.29
	DVD - Juvenile	96580362	1-4558-26	22.04

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Juvenile DVD	96646706	1-4558-26	\$ 18.29
	DVD - Juvenile	96579997	1-4558-26	22.04
	Juvenile DVD	96639873	1-4558-26	25.79
	DVD - Juvenile	96579996	1-4558-26	18.29
	Juvenile DVD	96627961	1-4558-26	16.04
	Juvenile DVD	96626838	1-4558-26	32.54
	DVD - Juvenile	96575427	1-4558-26	13.04
	DVD - Juvenile	96575423	1-4558-26	69.42
	DVD - Juvenile	96575413	1-4558-26	128.95
	DVD - Juvenile	96574733	1-4558-26	103.30
	DVD - Juvenile	96574123	1-4558-26	36.58
	DVD - Juvenile	96558215	1-4558-26	14.54
	DVD - Juvenile	96558209	1-4558-26	75.70
	DVD - Juvenile	96558203	1-4558-26	29.08
	DVD - Juvenile	96558200	1-4558-26	14.89
	DVD - Juvenile	96564690	1-4558-26	40.04
	DVD - Juvenile	96564669	1-4558-26	31.33
	DVD - Juvenile	96564667	1-4558-26	38.59
	DVD - Juvenile	96564662	1-4558-26	85.55
	DVD - Juvenile	96564661	1-4558-26	28.04
	CD Music - Juvenile	96564691	1-4554-29	17.49
	CD Audiobooks - Adult	96558217	1-4551-29	30.29
	DVD - Adult	96624555	1-4557-29	20.54
	Adult DVD	96668978	1-4557-29	25.79
	DVD - Adult	96600874	1-4557-29	26.54
	DVD - Adult	96580371	1-4557-29	14.54
	DVD - Adult	96575435	1-4557-29	47.83
	DVD - Adult	96575434	1-4557-29	25.79
	DVD - Adult	96558216	1-4557-29	29.08
	DVD - Juvenile	96580372	1-4558-29	18.29
	DVD - Juvenile	96575433	1-4558-29	25.79
	DVD - Juvenile	96575432	1-4558-29	18.29
	CD Audiobooks - Adult	96600876	1-4551-29	50.29
	CD Audiobooks - Adult	96600875	1-4551-29	45.29
	CD Audiobooks - Adult	96575436	1-4551-29	34.29
	CD Music - Adult	96624095	1-4550-26	42.42
	CD Music - Adult	96612393	1-4550-26	13.49
	CD Music - Adult	96605834	1-4550-26	53.21

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Music - Adult	96605833	1-4550-26	\$ 27.73
	CD Music - Adult	96600872	1-4550-26	41.97
	CD Music - Adult	96668749	1-4550-26	51.22
	CD Music - Adult	96656656	1-4550-26	25.03
	CD Music - Adult	96600841	1-4550-26	31.33
	CD Music - Adult	96656428	1-4550-26	81.54
	CD Music - Adult	96646792	1-4550-26	14.84
	CD Music - Adult	96646790	1-4550-26	13.94
	CD Music - Adult	96580364	1-4550-26	42.57
	CD Music - Adult	96580361	1-4550-26	12.74
	CD Music - Adult	96580360	1-4550-26	26.23
	CD Music - Adult	96646703	1-4550-26	56.06
	CD Music - Adult	96627967	1-4550-26	26.98
	CD Music - Adult	96627962	1-4550-26	28.93
	CD Music - Adult	96575425	1-4550-26	12.74
	CD Music - Adult	96575421	1-4550-26	12.74
	CD Music - Adult	96575411	1-4550-26	78.75
	CD Music - Adult	96558213	1-4550-26	76.55
	CD Music - Adult	96558210	1-4550-26	27.88
	CD Music - Adult	96558205	1-4550-26	14.84
	CD Music - Adult	96558201	1-4550-26	14.84
	CD Music - Adult	96558136	1-4550-26	71.51
	CD Music - Adult	96558134	1-4550-26	17.24
	CD Music - Juvenile	96612394	1-4554-26	13.49
	CD Music - Juvenile	96668976	1-4554-26	41.97
	CD Music - Juvenile	96656654	1-4554-26	36.27
	CD Music - Juvenile	96653489	1-4554-26	13.49
	CD Music - Juvenile	96646793	1-4554-26	26.08
	CD Music - Juvenile	96627969	1-4554-26	5.99
	CD Music - Juvenile	96574126	1-4554-26	5.99
	CD Music - Juvenile	96558139	1-4554-26	13.49
	CD Music - Juvenile	96564668	1-4554-26	17.49
	CD Audiobooks - Young Adult	96579999	1-4555-26	45.29
	CD Audiobooks - Young Adult	96627960	1-4555-26	45.29
	CD Audiobooks - Adult	96624099	1-4551-26	45.29
	CD Audiobooks - Adult	96668974	1-4551-26	45.29
	CD Audiobooks - Adult	96600873	1-4551-26	50.29
	CD Audiobooks - Adult	96600861	1-4551-26	20.29

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Audiobooks - Adult	96600860	1-4551-26	\$ 34.29
	CD Audiobooks - Adult	96600846	1-4551-26	90.58
	CD Audiobooks - Adult	96580366	1-4551-26	45.29
	CD Audiobooks - Adult	96579994	1-4551-26	45.29
	CD Audiobooks - Adult	96627964	1-4551-26	56.29
	CD Audiobooks - Adult	96627963	1-4551-26	63.29
	CD Audiobooks - Adult	96575429	1-4551-26	65.58
	CD Audiobooks - Adult	96575428	1-4551-26	135.87
	Playaway - Adult	96612397	1-4560-26	63.49
	Playaway - Adult	96573038	1-4560-26	75.49
	CD Audiobooks - Adult	96575412	1-4551-26	131.87
	CD Audiobooks - Adult	96574129	1-4551-26	35.29
	CD Audiobooks - Adult	96558214	1-4551-26	216.45
	CD Audiobooks - Adult	96558206	1-4551-26	30.29
	CD Audiobooks - Juvenile	96605479	1-4553-26	20.29
	Playaway - Juvenile	96653486	1-4562-26	47.49
				\$ 11,962.58
	<i>Totals for Midwest Tape</i>			
Morningstar Inc.	Online Databases Renewal - 1/1/19-1/1/20	8748202-19	1-4521-26	4,670.00
				\$ 4,670.00
	<i>Totals for Morningstar Inc.</i>			
Multicultural Books & Videos	Books - Juvenile World Languages	18-1414B	1-4526-26	147.02
				\$ 147.02
	<i>Totals for Multicultural Books & Videos</i>			
Nancy Castellanos	Mileage - Using Notaries at Your Library - 11/13/18	NC111918	1-4171-10	15.81
				\$ 15.81
	<i>Totals for Nancy Castellanos</i>			
Netrix, LLC	Redsky E911 Annual Service - 12/1/18-12/31/19	415289	1-4631-14	1,595.58
				\$ 1,595.58
	<i>Totals for Netrix, LLC</i>			
Ollis Book Corporation	Books - Juvenile Non-Fiction	245835	1-4545-29	12.95
	Books - Juvenile Non-Fiction	245835	1-4545-26	29.90
				\$ 42.85
	<i>Totals for Ollis Book Corporation</i>			

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Oriental Trading Company Inc.	CSD Program Supplies - PO5620-1819	693124246-01	1-4353-20	\$ 354.59
	CSD Program Supplies - PO5620-1819	693124246-02	1-4353-20	341.37
		<i>Totals for Oriental Trading Company Inc.</i>		\$ 695.96
Patricia Seban	Refund - Lost Item Credit on Account	21967002969298	1-3310-10	35.75
		<i>Totals for Patricia Seban</i>		\$ 35.75
Paul Mills	Reimburse - Donuts w/Director - 11/19/18	PM111918	1-4715-10	10.16
	Mileage - LIRA - 11/7/18	PM111518	1-4171-10	34.32
		<i>Totals for Paul Mills</i>		\$ 44.48
Petty Cash - District	Dobrescu - 12/1/18 Imagineers Club Fresh Supplies	1469	1-4353-20	12.98
		<i>Totals for Petty Cash - District</i>		\$ 12.98
Pitney Bowes	Equipment Lease - 9/30/18-12/29/18	3102654698	1-4231-10	639.51
		<i>Totals for Pitney Bowes</i>		\$ 639.51
ProQuest LLC	Microform Periodicals	61694354	1-4512-26	324.00
		<i>Totals for ProQuest LLC</i>		\$ 324.00
ProServ Business Products, LLC	CMTSD - Yellow & Purple Library Labels - PO5617-1819	96492	1-4371-12	602.60
		<i>Totals for ProServ Business Products, LLC</i>		\$ 602.60
Rainmakers Irrigation	Winterization Turn Off - PO5251-1718	10182018-36	1-4392-30	815.20
		<i>Totals for Rainmakers Irrigation</i>		\$ 815.20
Reaching Across Illinois Library System (RAILS)	Communico Cloud Annual Renewal - 10/15/18-10/14/19	5515	1-4631-14	15,000.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		\$ 15,000.00

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Recorded Books, Inc.				
	CD Audiobooks - Juvenile	76034132	1-4553-26	\$ 85.00
	CD Audiobooks - Juvenile	76032847	1-4553-26	332.30
	CD Audiobooks - Young Adult	76032847	1-4555-26	474.30
	CD Audiobooks - Adult	76038389	1-4551-26	68.10
	CD Audiobooks - Adult	76033507	1-4551-26	290.70
	CD Audiobooks - Adult	76034950	1-4551-26	205.00
	CD Audiobooks - Adult	76034930	1-4551-26	118.50
	CD Audiobooks - Adult	76032309	1-4551-26	102.50
	CD Audiobooks - Adult	76023947	1-4551-26	51.92
	CD Audiobooks - Adult	76029147	1-4551-26	166.72
	CD Audiobooks - Adult	76020481	1-4551-26	6.95
	CD Audiobooks - Adult	76027335	1-4551-26	303.68
	CD Audiobooks - Adult	76033149	1-4551-29	71.80
	Electronic Audiobooks & Books	76037748	1-4520-26	33.93
	Electronic Audiobooks & Books	76036502	1-4520-26	48.02
	Electronic Audiobooks & Books	76034476	1-4520-26	43.33
	Electronic Audiobooks & Books	76030932	1-4520-26	104.92
		<i>Totals for Recorded Books, Inc.</i>		\$ 2,507.67
Ronald Goldie				
	Program - Monthly Dungeons & Dragons Nights - 1/15/19	RG011519	1-4573-24	60.00
		<i>Totals for Ronald Goldie</i>		\$ 60.00
Rowman & Littlefield				
	Adult Ref/NF Standing Order	10975760	1-4531-26	195.71
	Adult Ref/NF Standing Order	10964162	1-4531-26	146.07
		<i>Totals for Rowman & Littlefield</i>		\$ 341.78
Sarah Ann Saltzman				
	Mileage - 10/9/18-11/16/18	SS120518	1-4171-10	87.74
		<i>Totals for Sarah Ann Saltzman</i>		\$ 87.74
Scholastic Library Publishing				
	Online Databases	18057207	1-4521-26	9,647.00
	Electronic Audiobooks & Books	18057207	1-4520-26	15,767.00
		<i>Totals for Scholastic Library Publishing</i>		\$ 25,414.00

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Sebert Landscaping Inc.				
	Snow & Ice Removal - 11/25-11/27/18 - PO5638-1819	173573	1-4392-30	\$ 3,705.00
	De-Icer Sidewalks & Parking Lot - PO5626-1819	172969	1-4392-30	912.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 4,617.00
Sidecar Publications				
	Annual Gimlet Subscription - 12/1/18-11/30/19 - PO5628-1819	INV-1542	1-4568-27	240.00
	<i>Totals for Sidecar Publications</i>			\$ 240.00
St. Dominic School				
	Refund Lost Book - Beavers	SDS120118	1-3310-10	11.00
	<i>Totals for St. Dominic School</i>			\$ 11.00
Stefanie Rock				
	Program - How to Begin Your Healthier Lifestyle - 01/09/19	SR010919	1-4571-24	100.00
	<i>Totals for Stefanie Rock</i>			\$ 100.00
Susan K. Maddox				
	Program - Cooking Demonstrations with Chef Maddox - 01/16/19	SKM011619	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			\$ 300.00
Susan Wachowski				
	Refund Lost Item - Kickoff Blitz	SW111718	1-3310-10	22.02
	<i>Totals for Susan Wachowski</i>			\$ 22.02
Swank Movie Licensing USA				
	Movie Licensing - 2019 - PO5614-1819	2606547	1-4571-24	941.50
	Movie Licensing - 2019 - PO5614-1819	2606547	1-4573-24	941.50
	Movie Licensing - 2019 - PO5614-1819	2606547	1-4572-20	942.00
	<i>Totals for Swank Movie Licensing USA</i>			\$ 2,825.00
Taste of Home				
	Adult Ref/NF Standing Order	01045	1-4531-26	33.98
	<i>Totals for Taste of Home</i>			\$ 33.98
Terryberry				
	Zahorcik 15 Year Staff Recognition - PO5618-1819	F46437	1-4153-10	131.37
	<i>Totals for Terryberry</i>			\$ 131.37
The Bugle Newspapers				
	Bolingbrook Legal Ad - Property Tax Increase - PO5609-1819	123691	1-4243-10	146.30
	Publication - Statement of Revenue & Expenditures FY2018	124091	1-4243-10	526.20
	<i>Totals for The Bugle Newspapers</i>			\$ 672.50

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

General Fund Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Thomas MacEntee	Program - Genealogy Club - 1/9/19	TM010919	1-4571-24	\$ 125.00
		<i>Totals for Thomas MacEntee</i>		\$ 125.00
Tressler LLP	Leagl Expense - Attorney - 2018 Tax Appeals	398190	1-4241-10	2,000.00
	Legal Expense - Attorney - Tax Obj. & Tax Rate Obj.	398483	1-4241-10	1,881.00
	Legal Expense - Attorney - November 2018	398484	1-4241-10	1,444.00
		<i>Totals for Tressler LLP</i>		\$ 5,325.00
U.S. Toy Co./Constructive Playthings	CSD - Puzzles, Tiles, Puppets - PO5647-1819	5163277300	1-4569-26	497.85
		<i>Totals for U.S. Toy Co./Constructive Playthings</i>		\$ 497.85
Unique Management Services, Inc.	Collection Services - November 2018	480567	1-4245-10	554.90
		<i>Totals for Unique Management Services, Inc.</i>		\$ 554.90
USA TODAY	Periodicals	4177294	1-4511-26	340.55
		<i>Totals for USA TODAY</i>		\$ 340.55
Valley View School District	Diesel Fuel - 10/9/18-10/26/18	VVSD120518	1-4359-29	74.28
	Diesel Fuel - 11/1/18-11/30/18	VVSD120418	1-4359-29	405.73
		<i>Totals for Valley View School District</i>		\$ 480.01
Vanguard Energy Services, LLC	Gas Service - Dates 11/1/18-11/30/18	G404408120618	1-4322-30	2,591.95
		<i>Totals for Vanguard Energy Services, LLC</i>		\$ 2,591.95
Verizon Wireless	Telephone Service 11/17/18-12/16/18	9818569265	1-4311-14	510.58
		<i>Totals for Verizon Wireless</i>		\$ 510.58

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	Admin Supply Closet October 2018 Restock	4088753-0	1-4351-10	\$ 848.64
	Admin Supply Closet October 2018 Restock	4088753-0	1-4371-10	74.66
	Admin Supply Closet November 2018 Restock	4120535-0	1-4371-10	216.96
	Outreach - Water, Labels, File Pockets	4107815-0	1-4351-10	61.64
	CSD Planner - PO5632-1819	4110103-0	1-4351-10	20.39
	Admin Supply Closet - Copier Paper	4109125-0	1-4351-10	196.44
	Circ - Self-Inking Refill & Black Ink Pad - PO5640-1819	4115233-0	1-4351-10	16.55
	CMTSD - 6x10 Golden Brown Mailer Envelopes	4096583-0	1-4371-12	20.37
	Admin Supply Closet November 2018 Restock	4120535-0	1-4351-10	503.83
		<i>Totals for Warehouse Direct</i>		\$ 1,959.48
World Book, Inc.				
	Books - Juvenile Non-Fiction	0001586423	1-4545-26	999.00
		<i>Totals for World Book, Inc.</i>		\$ 999.00
		Total for Fund 1		\$ 182,862.98

**Fountaindale Public Library District
Bills Payable Report
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Audit Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lauterbach & Amen, LLP	Prof Services - GASB 74-75 Actuarial Report FY End 6/30/18	31259	2-4251-10	\$ 2,450.00
		<i>Totals for Lauterbach & Amen, LLP</i>		\$ 2,450.00
		Total for Fund 2		\$ 2,450.00

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

Maintenance Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Walkie-Talkies	A09-1819	8-4211-30	\$ 385.32
	Admin - Building Supp. Kleenex	A16-1819	8-4357-30	53.76
		<i>Totals for Amazon</i>		\$ 439.08
Best Quality Cleaning, Inc.				
	Cleaning Service - December 2018	27023	8-4215-30	6,921.00
	2nd FI Men's Washroom - 10/28/18 - PO5597-1819	26784	8-4211-30	75.00
	2nd FI Window Area- 11/6/18 - PO5607-1819	26794	8-4211-30	75.00
	1st FI Men's Washroom - 11/4/18 - PO5608-1819	26795	8-4211-30	75.00
	1st FI Women Washroom Clean - 11/26/18 - PO5637-1819	27159	8-4211-30	75.00
	1st FI Girl 11/17 & 2nd FI Men 11/24 Washrooms - PO5641-1819	27158	8-4211-30	150.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		\$ 7,371.00
Cintas Corporation				
	Replace Expiring AED Pads - PO5610-1819	8403920319	8-4357-30	549.80
	First Aid Restock - November 2018	8403920319	8-4215-30	651.05
		<i>Totals for Cintas Corporation</i>		\$ 1,200.85
Cintas Corporation #344				
	Weekly Mat Service - 11/29/18	344845572	8-4215-30	30.00
	Mat Service - 11/15/18	344838583	8-4215-30	30.00
	Weekly Mat Service - 11/22/18	344842065	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		\$ 90.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - 11/21/18	0086861	8-4211-30	138.59
		<i>Totals for Culligan Bolingbrook, IL</i>		\$ 138.59
Cutting Edge Document Destruction, LLC				
	Records Shred - 11/14/18	71591	8-4215-30	30.00
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		\$ 30.00
Filter Services Inc.				
	M8 Perfect Pleat Filters (various sizes) - PO5605-1819	INV196386	8-4357-30	360.21
		<i>Totals for Filter Services Inc.</i>		\$ 360.21
Gill Reprographics, Inc.				
	Basement Addendum - Studio Millwork Prints - PO5621-1819	CHI 35473	8-4211-30	35.75
	2nd FI Mtg Room Prints - PO5639-1819	CHI 35538	8-4211-30	56.00
		<i>Totals for Gill Reprographics, Inc.</i>		\$ 91.75

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Graybar				
	Building Lighting Supplies - PO5590-1819	9307116678	8-4357-30	\$ 314.26
	Building Lighting Supplies - PO5590-1819	9307079152	8-4357-30	148.47
		<i>Totals for Graybar</i>		<u>\$ 462.73</u>
Groot Industries, Inc.				
	Garbage/Recycling - 12/1/18-12/31/18	2670765	8-4215-30	357.70
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 357.70</u>
Hansen Services, Inc.				
	Monthly Pest Control - November 2018	3900548	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 103.00</u>
H-O-H Water Technology				
	Quarterly Water Treatment - Oct, Nov, Dec 2018 - 5919-1718	541796	8-4215-30	250.00
		<i>Totals for H-O-H Water Technology</i>		<u>\$ 250.00</u>
Intrinsic Landscaping, Inc.				
	Green Roof Maintenance - October 2018	18-0561	8-4215-30	733.65
		<i>Totals for Intrinsic Landscaping, Inc.</i>		<u>\$ 733.65</u>
Magic Pure LLC				
	1 Addn'l Cooler Rental - 12/31/18-12/31/19 - PO5171-1718	2397	8-4215-30	480.00
		<i>Totals for Magic Pure LLC</i>		<u>\$ 480.00</u>
Otis Elevator Company				
	Elevator Light Service Call - 8/24/18 - PO5660-1819	CYS17032001	8-4211-30	604.25
		<i>Totals for Otis Elevator Company</i>		<u>\$ 604.25</u>
Superior Service Solutions, Inc.				
	Int/Ext Power Washing/Sidewalks/Dumpster Area-PO5573-1819	3049	8-4215-30	3,630.00
		<i>Totals for Superior Service Solutions, Inc.</i>		<u>\$ 3,630.00</u>
Top Secret Studios				
	Replace Vinyl Graphics on Lobby Chg. Tower - PO5503-1819	1100	8-4211-30	66.40
		<i>Totals for Top Secret Studios</i>		<u>\$ 66.40</u>
Trane U.S. Inc.				
	Repair Parts for Liebert Unit - PO5651-1819	5446327	8-4211-30	853.65
		<i>Totals for Trane U.S. Inc.</i>		<u>\$ 853.65</u>

**Fountaindale Public Library District
Bills Payable Report
December 20, 2018**

Maintenance Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	Building Supplies - Lysol Air Freshners	4120532-0	8-4357-30	\$ 79.96
	Admin Supply Closet November 2018 Restock	4120535-0	8-4357-30	289.48
	Admin Supply Closet October 2018 Restock	4088753-0	8-4357-30	241.84
	Building Supplies - Toilet Tissue, Hand Towel, Liners, Etc.	4101470-0	8-4357-30	2,156.79
				<u>\$ 2,768.07</u>
	<i>Totals for Warehouse Direct</i>			
			Total for Fund 8	<u>\$ 20,030.93</u>
			Grand Total	<u><u>\$ 205,343.91</u></u>



 Jennie Nguyen/Finance Manager

Fountaindale Public Library District

Board Reimbursement Report

As of November 30, 2018

Payee	Description	Date	Account Number	Amount
Margaret (Peggy) Danhof	2018 ILA Annual Conference Expense Reimbursement	11/30/2018	1-3616-10	\$48.80
				\$48.80

December 2018 Monthly Board Report
Paul Mills
December 20, 2018

Director

RAILS Standards

RAILS, the Reaching Across Illinois Library System, has released their standards for system membership. This year will be a year of data collection and analysis. Our library was a beta tester for these standards and I am happy to see them released.

The standards address content and collections, customers, facilities, funding, professional leadership and training for board and staff.

The goal of these standards has been to provide a pathway for excellence for all RAILS members, and I believe they will offer opportunities for our library to strive for exemplary status in all of the categories.

I have included a copy of the standards in the Board Packet as well.

IMRF

The IMRF Board of Directors will be considering a change to their assumed rate of return on their investments this month. It has been recommended to the IMRF Board that the current assumed rate of 7.5% is too aggressive at this point. At a minimum the recommendation is to bring this rate to 7.25% and perhaps reduce it as much as 75 basis points – thus bringing the assumed rate of return to 6.75%. This will have an impact on our budget and the budget of all IMRF institutions as the average contribution rate from each institution will need to go up to make up the difference. The IMRF Board of Directors is expected to make a decision this month and Lea Pottle, our HR Manager and I will be monitoring this and will update the Board as more information becomes available.

HR Source article on Minimum Wage

HR Source, our Human Resources consulting firm, recently published an article on an anticipated increase in Illinois's minimum wage in 2019. I have included a copy of the article. Lea Pottle and I will be monitoring this as well and we will bring more information to the Board as it becomes available.

Deputy Director (Nancy Castellanos)

Fountaindale will once again participate in The Great Read initiative. The Great Read is planned by several libraries in the area along with the Plainfield School District to encourage the different communities to come together to read and attend programs. During the month of November the committee met to put together the final plans for the series of events that will take place in February 2019, the theme will be The Wizard of Oz. All information about the Great Read can be found on our website and the Great Read website greatread.org. Our Communications team has been working hard to produce promotional material and advertise the art contest that is part

of program, last year Fountaindale received many entries and the adult Fountaindale entry won the grand prize.

At the end of November the library went live using Unique Chat. The chat widget is available anywhere on our website, public catalog and OverDrive page. So far questions that have been coming in have been easily answered by Unique staff. The majority of our questions are coming in through the catalog interface and range anywhere from placing holds to help resetting a PIN to general library information such as hours and location. Our patrons seem happy to be getting immediate answers and staff has been great at following up on the questions Unique hasn't been able to answer right away.

From Wendy Birkemeier's Report

Children's Services Department Highlights of the Month



Last year Sarah D. included this comment in her 2017 November report. "A patron saw the DiNovember display in the lobby and asked if there was a program to go with it. I think this would be fun for the future." I added this comment to the CSD monthly report, "Note from WB. We have put this on the CSD calendar for 2018!" Did we ever bring DiNovember to life!

Children's staff members added dinosaurs to almost every program. Dinosaur cut-outs, inflatables, and silhouettes (made by Kathy B.) took over our department. Rosemary created a Dinosaur joke-of-the-day board. Marta M. and Andreea D. created two scavenger hunts for kids to go on when there was no school. Marta M. created four special bibliographies featuring dinosaurs.



CMTSD made a huge display of material for the yellow wall display area. Joyce A. took pictures of our toy dinosaurs in action, and Melissa B. posted them on social media. Sarah D. included posts about dinosaurs on the blog.

We held a photo contest for families to upload pictures of their toy dinosaurs in action. We got six entries and gave a gift basket of dino-goodies to the family whose photo got the most votes.

Photo Contest Entries



Winning Photo

Program Highlights

T-Rexplorers (111) I hosted T-Rex Explorers. We had many patrons come out on a cold Wednesday night! We started in the parking lot greeting guests with the huge dinosaur puppet and then moved inside to meeting room A. The presentation lasted an hour, and the presenter had the room engaged the entire time. He had fossils and engaging stories. He passed many of artifacts through the crowd. He stayed after for questions and had two young patrons discussing paleontology until about 8:20. I thoroughly enjoyed the evening along with our patrons. *Debbie S.*



T-Rex Tea (40 children/30 adults = 70 total) Our T-Rex Tea Party was a smash, Marta donned our T-Rex costume and headed in for fun with the kids. We sang a couple of dinosaur songs and as they sat down to have their tea, we read *Tea Rex* from the screen on the wall. Marta acted out the behavior of the dino in the book. Afterwards, we danced and took pictures with our new friend, Rex. *Kathy B.*



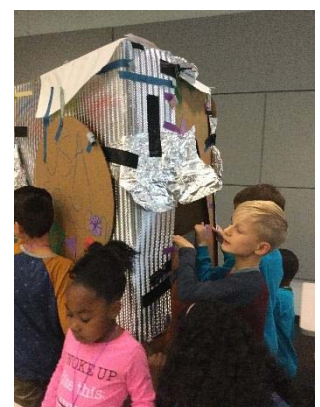
We had a full room for the T-Rex Tea...Tables were set with cardboard dinosaurs to color, party hats and prepackaged snacks. There were also shaker eggs for them to find, as in an Easter egg hunt. Kids congregated at the front of the room to dance with Ms. Kathy and the dinosaur, who was played by Ms. Marta. Her son thought this was wonderful. Parents and I took photos with the dinosaur in the far corner near the window. The teen volunteers did a good job setting up and cleaning up, but they didn't want to wear the dinosaur costume. It was a fun if slightly cramped and chaotic time.

Scavenger Hunts (2 hunts, 125 participants) The children seemed very excited about the scavenger hunts. Some kids, as soon as they walked into the library, were asking about them. The kids that could read did the scavenger hunt quickly and even figured out the secret word on the bottom, without finishing the scavenger hunt. Two girls from kindergarten were trying to sound out the words on their own to read the clues with a little of mom's help. The kids were so proud and excited when they finished the scavenger hunts and would come running to our desk saying, "Look, I finished, I finished." *Marta M.*



Dino Forest (80) The kids had a great time searching for raptor eggs so that we could take them back to the lab to hatch. The littler kids were a little apprehensive at first but had so much fun once they realized the T-Rex would not eat them. One little boy told me he had a talk with the T-Rex and the dino had promised to behave 😊 *Chris Z.*

Adventures in Homeschooling: Russia (2 programs, 83 children/32 adults = 125 total) Homeschool Russia was intense. Rich in arts, culture, history and technology we briefly explored the largest country in the world. Our time together included our typical talk time which engaged both groups for over 25 minutes (most teachers don't get that kind of attention), our group project explored the similarities and differences of Sputnik 1 vs Freedom 7, as the children used simple boxes and paper-crafts to design their version of each. We had a traditional Russian fairy tale using "Nesting Dolls" to help tell the story and after looking at a replica of a Faberge Egg, the children crafted their own. We had an exciting group of children and made lasting memories working together to complete the projects. *Kathy B.*





Russia has such a rich culture that we tried to touch upon multiple things in the slide presentation. For our group activity, we focused on the space race between the United States and Russia...The kids were amazing and worked together so well! They really enjoyed the activity. I enjoyed reading many picture books relating to Russian stories and folktales trying to select one for our story. I decided on the *Magic Nesting Doll* primarily because Kathy had the nesting dolls used in the story, and it is always great to have a prop! It was a long story but the kids stayed with me. Our craft was for the kids to create their very own design for a Faberge egg. The kids loved the big eggs to decorate and did a great job. Faberge would have been proud. *Debbie S.*

Rosemary B's preschoolers had books to read, dinosaurs, puzzles, puppets, cars, coloring pages, a bear craft and a dinosaur puzzle craft.

Storytimes (44 programs, 1358 attendance)

The first Monday of DiNovember, I greeted the children at the door with the dinosaur mask on my face. At first, the children seemed kind of surprised and uncertain of who was under the mask. But after I showed them my face, they were like "ohhh it's just Ms. Marta".

Polish Storytime: Dinosaurs and Giving Thanks (11) went really well this month... I noticed that the children really enjoyed the songs that I played and playing with the different instruments. I could see the excitement on their faces and how proud they were to be making music. When I turned on the special lights and the disco ball and started blowing the bubbles, they kids were so amazed they didn't know what to look at ... the bubbles or the lights. A few of the parents were shocked how many instruments we have available here at the library. And they were amazed with the changing lights and the disco ball. As the families were leaving to go home a few families stopped me and personally thanked me for the great program that I had presented. They said that it's really nice that I'm willing to do a Polish Program for our Polish Community, because it is very important to teach our kids about our Polish traditions. *Marta M.*

Romanian Storytime (47) The mom that organizes the group made a nice program announcement on FB. She encouraged the families to participate, announced the theme and the activities we have planned... We were surprised when we saw that a lot more families came... [Dinosaurs dominated the program in story, song, and craft. Miss Andreea made an appearance as T-Rex.]

At the end of the program I gave a library tour to four moms that are Bolingbrook residents and were new to the library. I also explained to them how to get a library card and gave them the calendar for the next month. Overall I got lots of nice comments about the program from the families. *Andreea D.*



Program Type	Number	Attendance
Storytimes	44	1358
Active Programs	20	735
Passive Programs	10	314
Games played in the library	104	185
TOTAL	178	2592

We had lots of positive feedback from families about DiNovember. Compared to last year we doubled our passive programs. Children played 60% more games this year. We went from 119 programs in 2017 to 178. Attendance went from 2461 to 2592. We canceled three Storytimes because of our delayed opening on the snowy Monday after Thanksgiving.

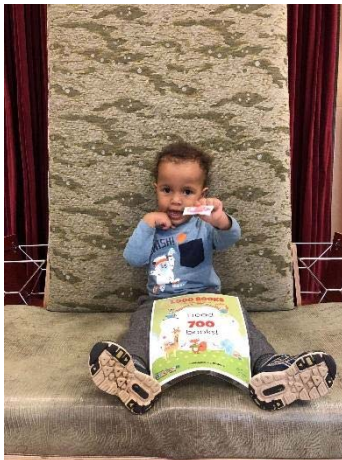
Public Service

Early Voting: On 11/4 the Early Voting line was the longest I have seen since the presidential election. The line made its way to the World Languages Collection. *Joyce A.*

CSD Blog (from Sarah D.): The blog's 9 posts had 416 views by 257 visitors and 5 likes for the month of November. Homepage/Archives was viewed 118 times. Five posts presented library programs, two from Susan F. featured the Ellison die collection, and two featured resources. Melissa posted 5 stories to Facebook.



Ellison Dies: Susan F. finished revising the Ellison Die collection documents. The updated list that includes pictures has been posted to the CSD page on the intranet. Communications is working on an entire Ellison page for the webpage.



Thousand Books Before Kindergarten: 4 Children signed up, bringing the total to 303.

Reference: Spanish teacher asked for various versions for the story la Gallinita roja. I placed some holds for her. She wanted to dedicate a whole week to the story, reading various versions and connect that with making bread and the life cycle of wheat. *Andreea D.*

A mother and son asked for books on the sarcastic fringehead. Susan and I had no idea what this was, but after a quick internet search, we discovered this is a type of fish. The boy is doing a report and presentation on the fringehead that is due next month. We did not have any books about the fish, and sadly, we found very little information from our databases. Susan and I were able to find information on the fish from two aquariums in California. I informed the mother that an aquarium in Long Beach actually houses these fish in one of their exhibits and the mother exclaimed, "Oh my gosh, we're going to Long Beach for vacation in a few weeks! We can go and see it!" The boy was so excited. I invited the family to come back when they return from vacation to let us know how their aquarium visit went. *Joyce A.*

Stories of the Month: I met a patron who just moved to Bolingbrook from Turkey. She was in awe of our library! She told me that libraries in Turkey resemble an academic library, and she had never seen a library like ours before. She was so happy her neighbor told her about Fountaindale! *Joyce A.*

One family who has been attending Lapsit regularly are moving away. The mom said that one of the hardest things to leave behind from this town is the library. She said that while they are looking for a house in New Jersey they are also checking what kind of libraries they have there. She said, "Whatever library they have it can be as good as this one. Here the librarians know us and give us personal attention. When Eden sees the library from the car she almost wants to jump out of her seat to come here." *Andreea D.*

Circulation Services Report

Staff Updates

- We are pleased to announce our new Circulation Services Associate Manager, Danny Bedoya. Danny has been part of the Fountaindale team for five years and we congratulate him on his promotion. Danny brings a wealth of experiences and knowledge from working as an Aide and Specialist in the Circulation Department. His first day in his new position is Monday December 3rd.
- Jenny Cuevas, Circulation Services Manager has resigned from her position. She will be taking on a position as Head of Guest Services at Addison Public Library. Her last was Friday, November 30th. Kate Thurston, Circulation Services Assistant Manager, along with Deputy Director, Nancy Castellanos, will oversee the Circulation Department until a new manager has been hired.
- Three positions are open in the Circulation Department: Circulation Services Manager, Circulation Services Lead Specialist, and Circulation Services Aide. Applications will be reviewed for potential candidates soon.
- Mary Sincic provided desk coverage at the Children's Services Department on Thursday, November 29th for their staff monthly meeting.

Shifting Party

On Friday November 9th a Shifting Party was held after library hours to shift and weed with the help of Circulation, CMTSD, and CSD staff. In the Children's Department displays were created on all middle shelves of the non-fiction section, to create browsing more interactive. On the third floor weeding was done to create more space for books on the shelves. Thank you to Circulation staff who assisted: Jenny Cuevas, Kate Thurston, Carol Henderson, Harris Khan, Becca Falasz and Babs Olszanowski.

RAILS Count

RAILS library members were required to count all items that were placed in delivery bins from Monday November 12th to Friday November 16th.

STEAM Kit Tracking Spread Sheet

Jenny Cuevas and Brett Luminais, Children's Collection Development Librarian, worked together on creating a spread sheet for STEAM kits. This spread sheet will be used among Circulation staff and Brett to log parts and pieces in the kits that need to be replaced or any other information that would benefit staff.

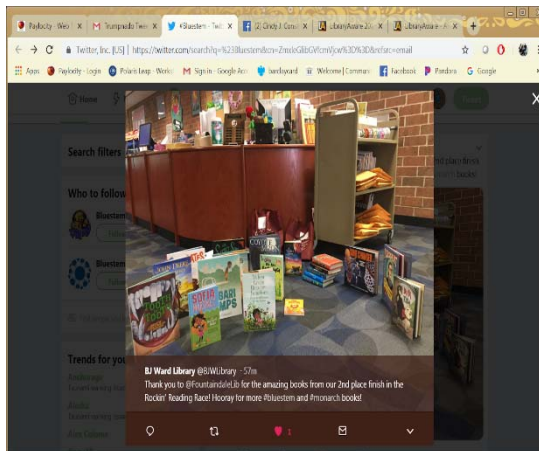
From Marianne Thompson's Report

Outreach Services

Rockin' Reading Race Winners for 2018! FIRST PLACE: ST. DOMINIC SCHOOL



SECOND PLACE: BJ WARD



I am pleased to announce that St. Dominic School won first prize for the 2018 Rockin' Reading Race. The results are as follows:

School	#Students completed	# Minutes read
St. Dominic School	147	131,940
BJ Ward	265	74,280
Independence	154	64,168
Salk	135	50,117
Pioneer	71	23,090
McGee	52	15,830
Oak View	37	11,723
Tibbott	29	7,775
Wood View	24	6,912
Midwest Christian Montessori	8	2,250
TOTAL:	922	388,085

St. Dominic's won a full set of Bluestem & Monarch Award nominees for 2019. BJ Ward & Independence received a mix of the two award nominees. All participating schools received a small collection of STEM books for their school libraries. All of the books were purchased with funds from Friends of Fountainsdale Library. Sister Marie (Principal) and Sue Meifert (Librarian) were so surprised they had won – their reaction was priceless!

We had a 26.65% increase in student participation and 21.58% increase in minutes read comparing 2017 & 2018! In 2017 we had 728 students finish, reading 319,211 minutes. We believe the students & teachers like the new mix of books as their prizes. Katie Thomas (BJ Ward) sent me a thank you email, saying the students were excited with their prizes. She also posted a thank you to Fountainsdale on Twitter, along with a picture of the books. Heather Hernandez (Independence) sent me a great thank you email for her prize books, and for our partnership. Sharon Peterson (Oak View) sent a thank you email for the awesome collection of STEM books.

Family Support Day: Marleigha represented Fountaindale at the annual Family Support Day: a Housing, Health and Education Expo, held at BHS. Area social service organizations and other vendors come together to provide services to assist families on site. Our Library table was next to Head Start, one of our community partners. Marleigha promoted library services, focusing on the temporary library cards we provide. She recognized people from our school and community stops. Attendees were able to get food from the Food Pantry, winter coats, and other giveaways from vendors. She was glad to be there to help at the event.



Festival of Lights Story Time: We were invited again to provide story time for the Festival of Lights at the Promenade. This year we were asked to provide story time for all 3 hours of the event! I think they liked us last year! Kathy provided the story time, dressed appropriately like an elf wearing reindeer antlers. Several students from Kathy's book talks attended. One child did not want to leave when her older sister did, so her Mom stayed with her for almost an hour! IKEA sponsored the storefront where storytime was held, which also included cookies for attendees.

Cindy: Cindy promoted CSD's Dinovember to her classes, and showed them how to look up programs in the Fountain that comes to their homes. She provided the "Dinosaur Stomp" activity to K-2 grades – students really liked that. Wendy told Cindy about a child who came into the library for the "dinosaur stuff that Mrs. C talked about in school!" She continues to add teachers to her list of visits in the schools.



Marleigha: Marleigha has completed 1 year in Outreach. It is a lot to learn in one year, and Outreach is always moving forward to accommodate the needs of our patrons. At Greenleaf Apartments, one of our regular patrons thanked her for providing the Outreach service to the residents of the complex. At Levy, she reports that our patrons had requested craft magazines at a previous visit, and at this one, they were very happy with the selection we brought. Marleigha also reports that our patrons still comment how much they like our Van carts! Marleigha went to First Friends Preschool with the Van. The students enjoy the "Paw Patrol" and "PJ Masks" books to check out.



Dennis: Dennis did his first solo Game Day at Heritage Woods. Four residents came down to play pinochle. Dennis provided a storytime at Annerino, filling in for Laura. He followed the "truck" theme, providing great stories and songs. He received positive feedback from students and teachers. Dennis also works with Rosemary in CSD for the Adventures in Homeschooling. He provided games and crafts for the "Faraway Places at your fingertips – Russia."



Melissa: Melissa visited residents at Autumn Leaves. She read from *The Giving Tree* by Shel Silverstein, and provided a turkey craft. One of the workers asked if she could leave supplies for them to use after lunch. Melissa asked them what their favorite foods are for Thanksgiving which led to a nice discussion. Melissa attended the Head Start Family Literacy Night. Students learned about different cultures and each classroom was based on a different country. Melissa brought books as giveaways for the students – thanks to extras left over from Summer Adventure in CSD! Melissa also subbed for Laura at several preschools.

Sarah: Sarah attended the Adult Reading Roundtable on Nov 7, 2018. They discussed the book *The Leavers* by Lisa Ko. The last part of the meeting was devoted to how to start/run a book club. She came back with several new resources to help with our book club at Heritage Woods. Sarah works on requests for our Home Delivery patrons, and delivers materials to them.

Kathy: Kathy & Marianne attended St. Dominic Catholic School's Early Childhood Open House on Nov 9, 2018. We did not have a lot of visitors, but those who came on the Bookmobile did checkout materials.

Van visits to the middle schools continue to grow. This month Jane Addams had the most attendees. Students browse books more often, due to moving more of the books in the face-out position on our carts. Kathy's book talks at McGee covered voting/elections. A popular book she read was *Vote for Me* by Ben Clanton, using puppets. This was well received and led to some interesting conversations with students in grades 4-5.

Marianne: There were no Adult Volunteer opportunities for November. There are several coming up in December!

I spent time talking on the phone with William O'Hearn, director of the Springfield Public Library, about his plans for a new Sprinter Van. We had a great conversation about our usage of the Library Express Van, and I sent him a copy of our specs, which he greatly appreciated!

Repairs & Maintenance of Outreach Vehicles:

I am very happy to report it has been a **quiet** month for any repairs/maintenance on either vehicle! I had the opportunity to work on the newly repaired Bookmobile, and it has a much smoother ride with the new brakes and the more secured floor. The fuel tank reads the correct amount of fuel, and the speedometer works! Our biggest challenge was to keep the windows free from fog during the very snowy week of Nov 26. We did have the 6 month vehicle inspection completed for the Van on Nov 21. Rendel's completed this inspection in October when the Bookmobile was out of service. Elite came out to clean both vehicles inside & out on November 16. We have set up an appointment for generator maintenance in mid-December.

From Jeffrey Fisher's Report

Studio Services



During November, Studio 300 accrued these stats:

- 883 patrons actively used our spaces.
- 2494 items were checked out.
 - 96 of that total circulated out of the lab.
- 48 patrons attended our 9 Orientations.
- 80 patrons came to our 17 other Adult/T(w)een programs.
 - Total programming hours came to 45
- 39 Non-FPLD people used Studio 300.
- Maker-related: 9 people created 22 items plus an additional 483* 3D prints.
 - * The 483 items is a *new record* for 3D prints made in one month!
- And there were about 2486 blog page views.

November is *National Novel Writing Month* and Studio 300 endeavors to support our local authors in the annual contest. At this year's first NaNoWriMo *Come Write In* event a small group of five dedicated, budding novelists talked writing and participated in various word wars, and by the end of the night the group had written a fresh 4138 words toward their collective novels. As the month progressed, two patrons who participated reached their 50k-word goal. Several other patrons may not have won, but they did generate fresh words, spent time editing existing works, and otherwise focused on their personal writing goals. That said, three staff members: Allyse S., Debra D., and Jeffrey **did** win this year's contest. Related to this topic, Jeffrey also gave a talk at Joliet Junior College about his NaNoWriMo experiences.

Alongside NaNoWriMo, the *Soon to Be Famous* committee launched their new Manuscript Contest on November 1. Jeffrey finished his work with BiblioBoard (and on the STBF website) to make sure the librarian nomination and author submission process went smoothly. To-date, Jeffrey has nominated three FPLD patrons to compete in the contest. Details about this initiative are available on the [STBF website](#).

Jeremy L. put together an amazing *Indie Filmmaker's Day* attended by 24 dedicated film enthusiasts. The day consisted of numerous presentations from industry professionals in MRA and a screening of the works made by the presenters in MRB including the winner of the *Teen Trailer Contest*, Ethan Delwood, for his "*The Lock In*" entry.

Adriana A. led a lengthy *Photoshop Bootcamp* that gave patrons an in-depth look at the popular photo editing software. The *Homeschool Teens* learned about TV production and took turns making short TV interview shows using the Tricaster system in Studio 300. Similarly, the *S'Mores Book Club* produced a bevy of book reviews during their monthly meeting. Watch for their finished projects in the months ahead.

Our popular *Animation Bootcamp* returned this year the Wednesday before Thanksgiving. The Tween and Teen patrons experimented with two different animation styles, cutout stop-motion and computer-based animation, and their work appears on [our YouTube channel](#).

Anna G. and **Joe P.** continue to serve our patrons with their **Maker** needs as we prepare for the lab construction. Jeffrey met with Tasos to go over the final electrical and data requirements for the new area. Initial construction is slated to start in early December. CMTSD removed our book collection and integrated the materials with the third floor collection and Building relocated our display case.

Studio 300 gained two new additions to our staff: **Patrick Clemens** brings his audio and other media experience and extensive customer service skills to the team as a new Studio Services Specialist. Another media pro with extensive production and supervisory experience, **Wil Cox**, arrived at the end of the month as our new Studio Services Assistant Manager. Welcome!

Our Board approved the new [Studio 300 Policy](#) mid-month. In addition to language updates, clarifying certain sections, and adding our new Maker functions into the mix, the key differences include: 1) Extended the times for Non-District Users (NDUs) to 4 p.m., Monday-Friday. 2) Added a section about completing new online forms acknowledging patron completed Orientation and Teen Waivers. 3) Changed Circulating equipment checkout from 3 to 5 days. And 4) Changed the requirement for checkout of equipment valued at \$750 or more from a CC authorization to a credit card charge with refunds when the equipment's returned. Jeffrey presented to the Board and answered several questions about the policy before its approval.

Jeffrey met with Paul M., Nancy C., Christina T., and Melissa B. to discuss the "White Paper" proposal submitted by Lewis University students as part of their advanced writing class. The group made several suggestions and returned their critique to the students. Later in the month, the team met by phone with the students to discuss the next step: preparing the materials they highlighted in their proposal. Finished content is expected in early December.

From Debra Dudek's Report

Adult and Teen Services

General Comments on the Month

November was a big database month for our department. With the weather turning colder, more patrons are turning to indoor activities to keep themselves occupied. ATSD was busy introducing patrons to our Kanopy and Hoopla streaming services which have been met with positive reception. Where these services do not necessarily provide the newest up-to-date theatre releases found in our DVD and Blu Ray collections, the array of titles on both these sites have proven to be a good draw for patrons, especially those who may be looking for new and interesting documentaries and or classic cinema titles.

I attended the ATLAS 'Crossing the Line' training on Wednesday, November 14. The legal case studies presented by the lawyer in the session was particularly interesting, as I don't believe I've had such a thorough explanation of legal precedent made available at this type of program. Many of the concerns voiced in the seminar were centered on empowering female staff in being more assertive when encountering with unwanted patron behavior. This could have been an entire seminar on its own, which I hope this type of topic will be made available in the future.

In Career Online High School News, Raymont G. completed his coursework on November 30th to become the 20th graduate of our COHS program. During the 2018 calendar year, six people have completed our program, and we have an up and coming group of three students who are over 75% through their coursework. I'm very proud of all the hard work our students have accomplished during the year, and I'm looking forward to helping the larger group of students who are progressing in their studies complete their diplomas before their deadlines.



Programming (includes):

YA Programs:

Programming Statistics	2018	2017	Percent Increase/Decrease
November Teen Programming	586	448	31%

Randi's Observations: The Wizard Escape Room was a huge program for us this month. It's the type of program which attracts teens and tweens who enjoy puzzles or Harry Potter type adventures. The board room was a great place to host this activity, as the lack of windows helps to keep the atmosphere in the room in par with the group activity occurring in the session. There was a lot of setup involved with our escape room, and the kids really enjoyed it.

Teen Programming

- Ashe reports: "We had a good turnout this month for Anime Night with 13 teens in attendance! I showed them the best anime of the winter season: That Time I Got Reincarnated as a Slime. It's wonderfully hilarious and wholesome. They definitely got a kick out of it! At the end as a treat, I also showed a few episodes of My Hero Academia, the current popular shounen anime!"
- Ashe also reports "Ahh! We had so many teens for the Naruto Tournament! Randi and I were half-expecting to have most of them no-show, and they proved us wrong! We had 7 teens for our Naruto tournament and they had a blast. While waiting for their turns, they played games such as Just Dance on the wii u and Arms on the Nintendo Switch. Everyone was a good sport, but it was very intense. When matches were occurring, they were so quiet and fixated on the screen to get all those combos. It was entrancing to witness. Angel was our winner! Congrats Angel!"
- Tara writes, "The Harry Potter Escape Room was such an amazing program! Randi definitely did the vast majority of the work for this one and she deserves a huge congratulations for how well it turned out! There were so many great, little details in the puzzles, the "red herrings," and the décor of the room itself! I helped by bringing in some witchy props, creating potion ingredients out of (mostly) everyday items, and finding and printing a Book of Potions. On the day of the event, I helped set up (again mostly Randi),



clean up afterward, and run the 6 rounds of the program in between. Some of the puzzles were a little abstract for the younger or less escape-experienced of our participants. When that happened, we offered gentle hints to help them find the right path. It was great to see how exciting all the teen patrons were over the props and print-outs and all the details that Randi put into the program. Definitely a huge success!"

- Cathy Stanek-Whisler talked to the teens a little bit about what resist art is and how she got the results she did when she made her example painting. Resist Art involves some time of barrier between the canvas or surface and the paint that results in blank space on the canvas when the barrier is removed. In this case, we used yarn wrapped many, many times around the canvas to create stripes that might be trees or any number of things. Then she let them loose with their own ideas and inspiration! Some teens chose to stick closely to original idea of birch trees, while others took their projects in very different directions creating sunsets, galaxies, and abstract dot art.

Computer Classes:

This month we had four computer classes for 16 patrons.

Career Online High School:

Currently Enrolled: 9

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 3

Graduate: 20

Adult Programming:

Maureen's Observations: November is usually when we start winding down and offering a lighter programming schedule because of the holidays.

Jessica Granados celebrated her 10 year anniversary on November 19 and she also tendered her resignation to spend more time with her family. I'm very sad to see her go but wish her the best.

Programs

11/7/18- Pinecone Christmas Trees -This was another successful and creative program. Cathryn Stanek-Whisler of Plentiful Programs came in and taught patrons how to make festive Christmas trees with pinecones. This program had full registration at 20 and 18 showed up.





11/8/18 - How to Draw Mexican Sugar Skulls - Christine Thornton showed our patrons how to draw these fun Mexican Sugar Skull. I wasn't able to stay for the whole program so my pictures are not very good. There were 10 in attendance.

From Jessica Granados' Report:

Wine Cork Pumpkins

Tuesday, November 13, 7— 8:30 pm

This was my first fall inspired craft program. I was able to repurpose wine corks donated by one of our regular patrons. I found this craft all over Pinterest and had to try it. It was simple yet fun and entertaining. Our patrons gave their personal touch to their pumpkin by selecting different colors to paint it and other items to decorate. I had a class of nineteen patrons.

Specialist Highlight

Jason Peters

Dungeons and Dragons went well, although we still struggle with some attendance issues- while our numbers are comparable to and sometimes better than the program has been in the past, the specific attendants are less reliable this school year, which has led to some difficult complications with the planning for presenters. However, players who previously played with the other presenter (whose players trend younger) transferred to my group (whose players trend older) this month, and fit in wonderfully.

Some preparation and organization work has been done for the January sessions of Dyrkoth's Tower, and discussions with Debra have combined with slightly more board games in my free time to get ideas flowing for future rules variants, or other games set in the same milieu.

Jay Purrazzo

I was happily able to take over for Maureen this month for the Cooking Demo. Chef Maddox was a pleasure to work with and helped me to run the program smoothly. It was my first time running the program, but Maureen was able to walk me through it. I was even able to use one of her recipes during my family gathering to great success. There were two customers who claimed they had previously signed up and were not on the list, but I was able to get them in after the appropriate waiting time. We had a full sign up with several on the wait list, but only 42 people attended to the class.

I completed Speed Spanish II through Gale Courses. A blog post detailing my experience with the program will be posted later this week. I will be taking Speed Spanish III later this month, concluding Gale Course's Spanish course line. This excludes the specialty course such as Medical Terminology, which from the syllabus appear to stress vocabulary over of grammar.

From the Computer Commons

Nabil Alvarez

This month I helped a patron make an excel document to show all her expenses she made while in California. She had no real experience with excel so I walked her through the process on how to type in her expenses in the correct formula so it can be calculated in the end. She

then told me she had no real experience with computers and needed help with printing out the document as well as saving it in her email to update it once she returns to California. She was grateful for the help and told me that she was back in Illinois because of the forest fires in California. She was staying with her sister's family but in the end they all came back to Illinois due to the fires being so close to where they were. I was happy to hear they all made it out safe and that I could assist this patron and make her life a little bit easier.

Building Operations (Tasos Priovolos)

Adeel Bhatti joined our team as a Building Security Monitor on November 13th. We are happy to have him join our team!!

We hosted the quarterly RAILS facilities meeting on November 14th. This was a great opportunity to showcase our building to other facility managers and supporting staff while discussing topics revolving around general facilities.

Reviewed the architect's design prints for the work needed to move the maker lab out to the main studio space. Reviewed the proposed changes with several staff members and recommended changes to the architect.

The initial design sketch was sent to us for the proposed 2nd Floor computer lab conversion to a meeting space. Reviewed the proposed changes with several staff members and recommended changes to the architect. These changes will allow patrons to reserve this additional room while keeping the existing programs in the same space.

Tasos, along with Paul, reviewed the proposals received for the Infrastructure Plan and Schedule and Facilities Assessment RFP which was recently issued. Contracts were sent to Tria Architecture who was selected to complete this work.

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.



ZENDESK -

In November, 55 new maintenance tickets were created, and 51 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

Staff Updates

- Danette Gatz, Acquisitions Supervisor, announced her retirement from Fountaindale Public Library. Her last day will be January 25, 2019. We wish Danette the best as she enters an exciting new chapter in her life!
- Jacob Luce, Acquisitions Specialist, will be promoted to Acquisitions Supervisor effective January 2019. Congratulations, Jake!

- Chris Castle, our Fiction Cataloger, has transitioned from part-time to full-time employment. Congratulations, Chris!
- Lauren Jagiel was hired as a Collection Development Aide, reporting to Lynnette. She has replaced Nathan's position and officially started in her new role on November 19th. Lauren is a welcome addition to CMTSD!
- We are now advertising for a part time Acquisitions Aide. This position will be responsible for opening packages, receiving and processing new materials. Interviews for this position will be conducted in December.

Shifting/Windowing Party

A shifting, weeding, and windowing event was held after-hours on November 9th. Staff from CMTSD, Admin, Circulation, and Children's rolled up their sleeves and worked to shift materials in the Juvenile Non-Fiction, Juvenile Biography, Adult Non-Fiction and Adult Fiction collections.

Great job to *Team Adults* Leader Lynnette Hopwood! Lynnette and *Team Adults* were able to weed over 3,800 titles in the Adult Non-Fiction area and significantly shift in both the Adult Non-Fiction and Fiction collections.

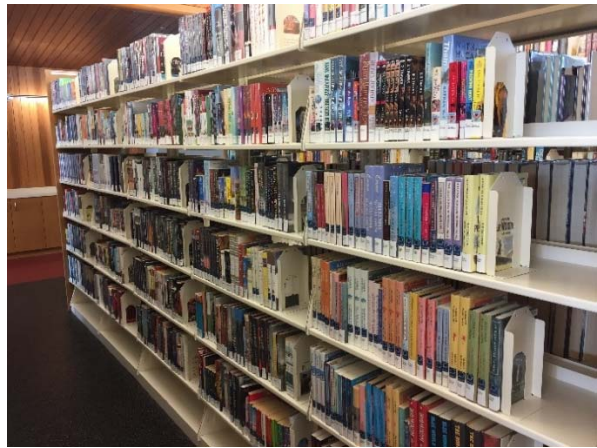
Great job to *Team Kids* Leader Brett Luminais! Brett and *Team Kids* shifted and created a "windowing" effect within the Juvenile Nonfiction and Biography collections. The second shelf within each range has been transformed with books that are displayed face-out on easels. This technique better showcases our materials and their vibrant covers and also creates a sight line throughout the collection to entice patrons to browse further.

The windowing has already proven successful, as we have yielded a **3% increase in circulation** for Juvenile Nonfiction and Biography materials since last November! We will soon be working to "window" the Juvenile Fiction and Adult Non-Fiction collections.





Adult Non-Fiction Before



Adult Non-Fiction After



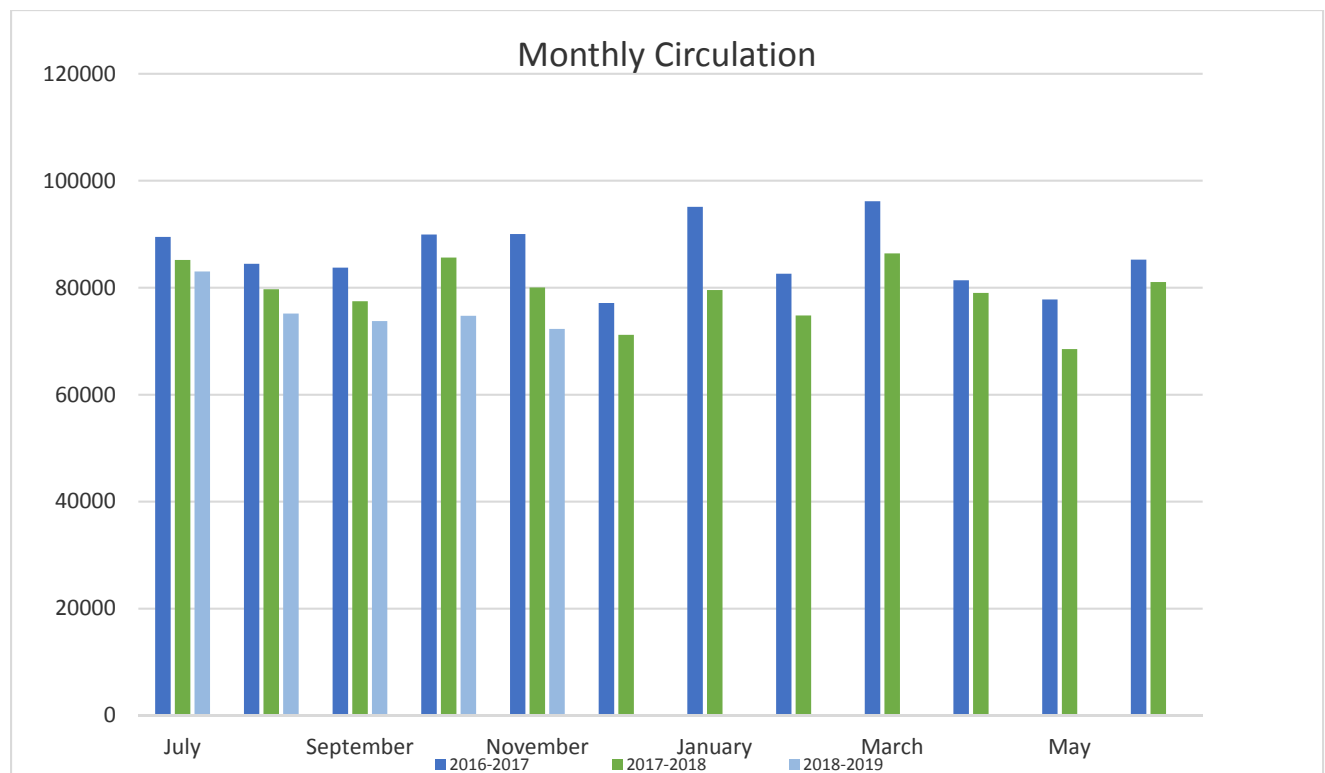
I would like to recognize and thank the following people who participated in this successful shifting/windowing event: Babs Olszanowski, Brett Luminais, Carol Henderson, Chris Castle, Harris Khan, Jenny Cuevas, Kate Thurston, Lauren Jagiel, Lynnette Hopwood, Mary Anderson, Nancy Castellanos, Paul Mills, Rebecca Falasz, and Susan Ford.

Communications-CMTSD Committee

The Communications and Collection Management & Technical Services Departments have teamed up to form a committee to brainstorm and implement ways to better advertise our collections and increase circulation. We had our first meeting this month and discussed creating new release patron hold slips, videos of new releases, and blog posts.

Amazon Business Account Setup

I worked with an Amazon representative this month to establish CMTSD’s own Amazon Business Account. Now, both Finance and CMTSD have separate Amazon Business accounts that will help provide delineation between regular orders and those specifically for collection materials.



Battle of the AV Formats

Format	Circs		Format	Circs
Blu-Ray	3,245	vs.	DVD	14,163
CD Audiobook	1,026	vs.	Playaway Audiobook	647

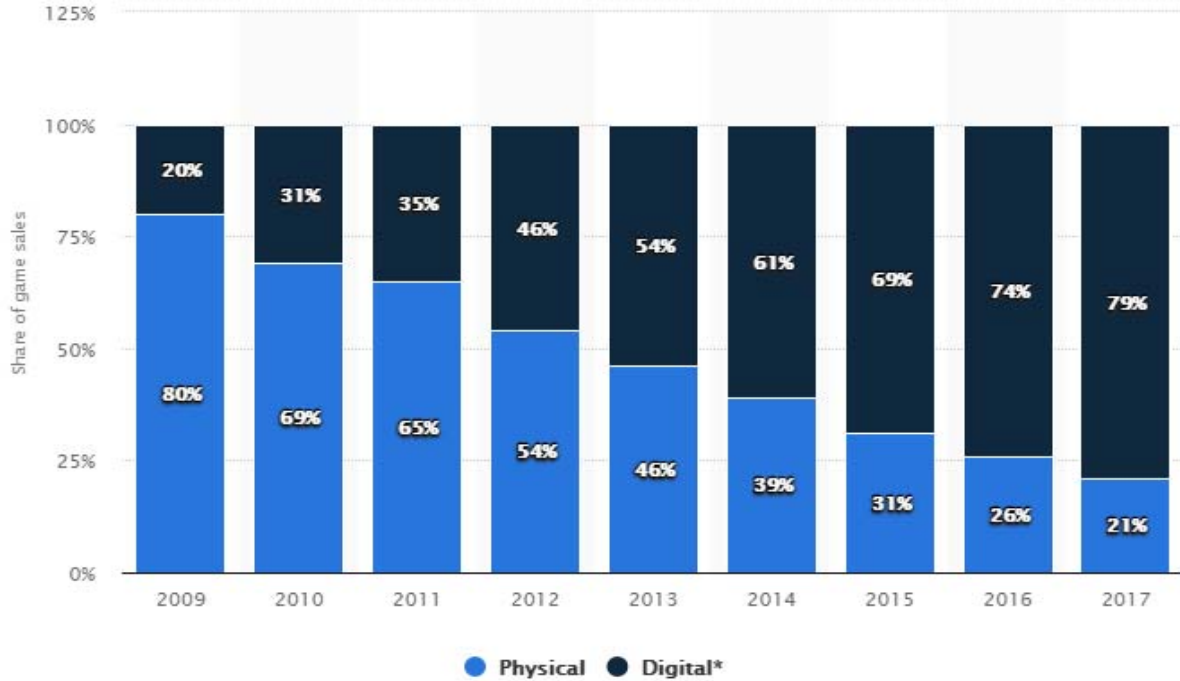
Comparison of Physical Collection Circulation

November 2017 to November 2018

	Nov 2017 Circs	Nov 2018 Circs	Change	% Change
Adult Audiobooks	1255	992	-263	-21%
Adult Bookmobile Collection	368	272	-96	-26%
Adult Fiction	4536	4175	-361	-8%
Adult Non-Fiction	4877	4505	-372	-8%
Foreign Language Adult	133	181	48	36%
Foreign Language Juvenile	735	595	-140	-19%
Foreign Language Young Adult	15	19	4	27%
Graphic Novels	2840	2285	-555	-20%
Interlibrary Loan	245	301	56	23%
Juvenile Audiobooks	516	397	-119	-23%
Juvenile Bookmobile Collection	3647	2426	-1221	-33%
Juvenile Fiction	5492	4868	-624	-11%
Juvenile Non-Fiction	4244	4386	142	3%
Large Print	688	729	41	6%
Local Author Collection	7	6	-1	-14%
Magazines	833	977	144	17%
Movies	12979	11462	-1517	-12%
Movies - Juvenile	7194	5312	-1882	-26%
Music CDs	2516	2021	-495	-20%
On-The-Fly	18	12	-6	-33%
Picture Books	11013	10066	-947	-9%
Reference	8	10	2	25%
STEAMboxes	49	32	-17	-35%
Studio 300 Collection	2641	2494	-147	-6%
Technology & Equipment	1128	1060	-68	-6%
Technology & Equipment - Juvenile	179	171	-8	-4%
Toys	156	110	-46	-29%
Videogames	2190	1879	-311	-14%
Young Adult Audiobooks	164	92	-72	-44%
Young Adult Bookmobile Collection	31	13	-18	-58%
Young Adult Fiction	1055	1122	67	6%
Young Adult Non-Fiction	269	260	-9	-3%
TOTALS	72021	63230	-8791	-12%

Video Game Retail Sales vs. Library Circulation

U.S. Video and Computer Game Market Share

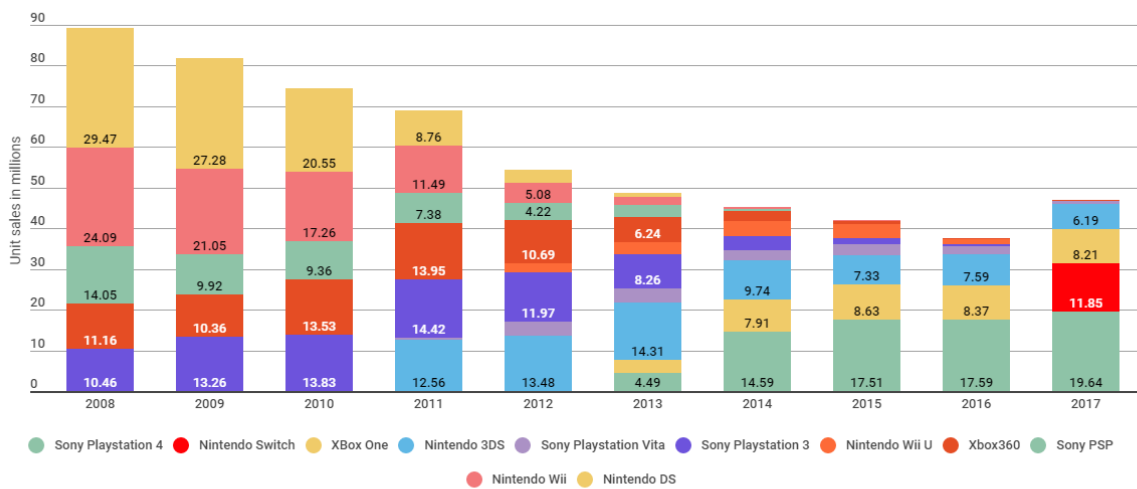


Source: Statista

<https://www.statista.com/statistics/190225/digital-and-physical-game-sales-in-the-us-since-2009/>

Console Gaming

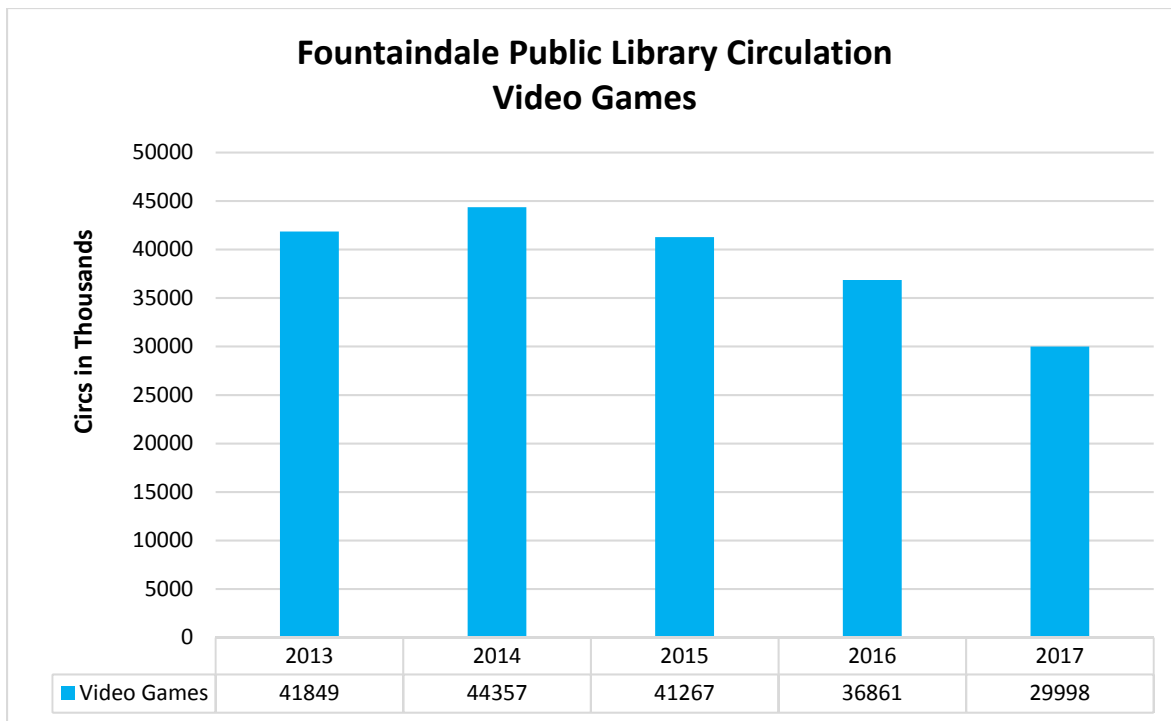
The Global Unit Sales of Current Generation Video Game Console in million units (2008 to 2017)



Source: VGChartz

Created by WePC.com

Source: WePC: <https://www.wepc.com/news/video-game-statistics/#console-gaming>

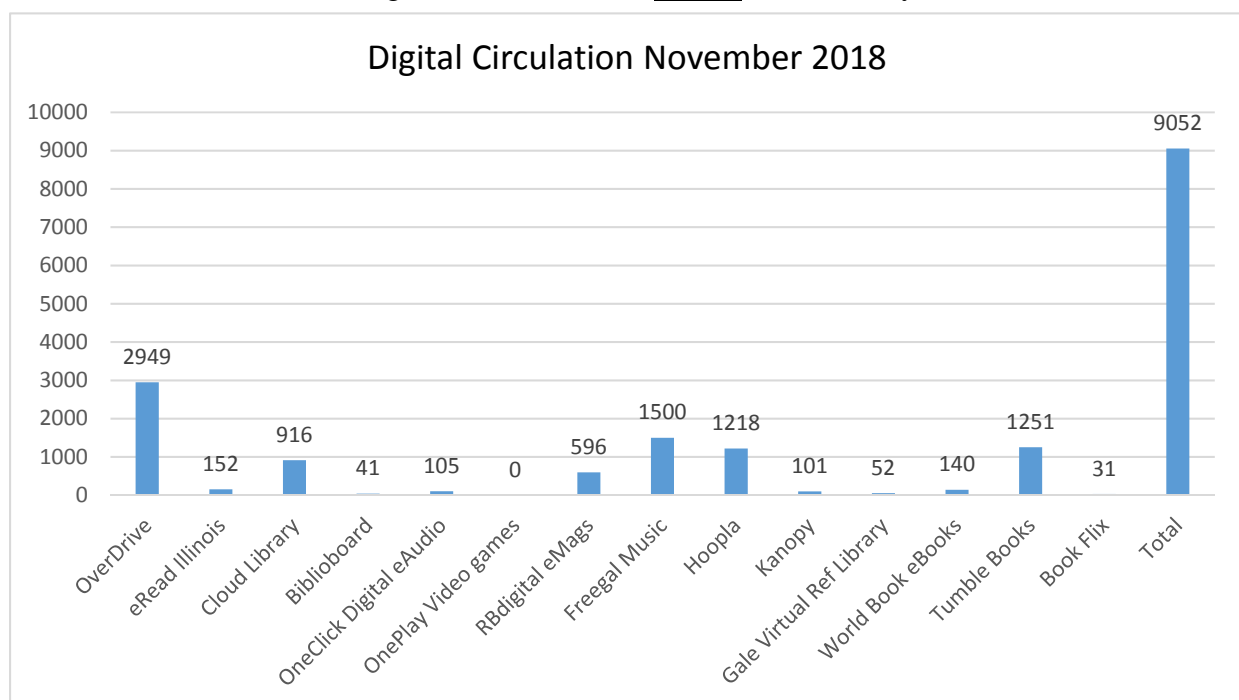


Year to Year Percentage Change Comparison – Video Games

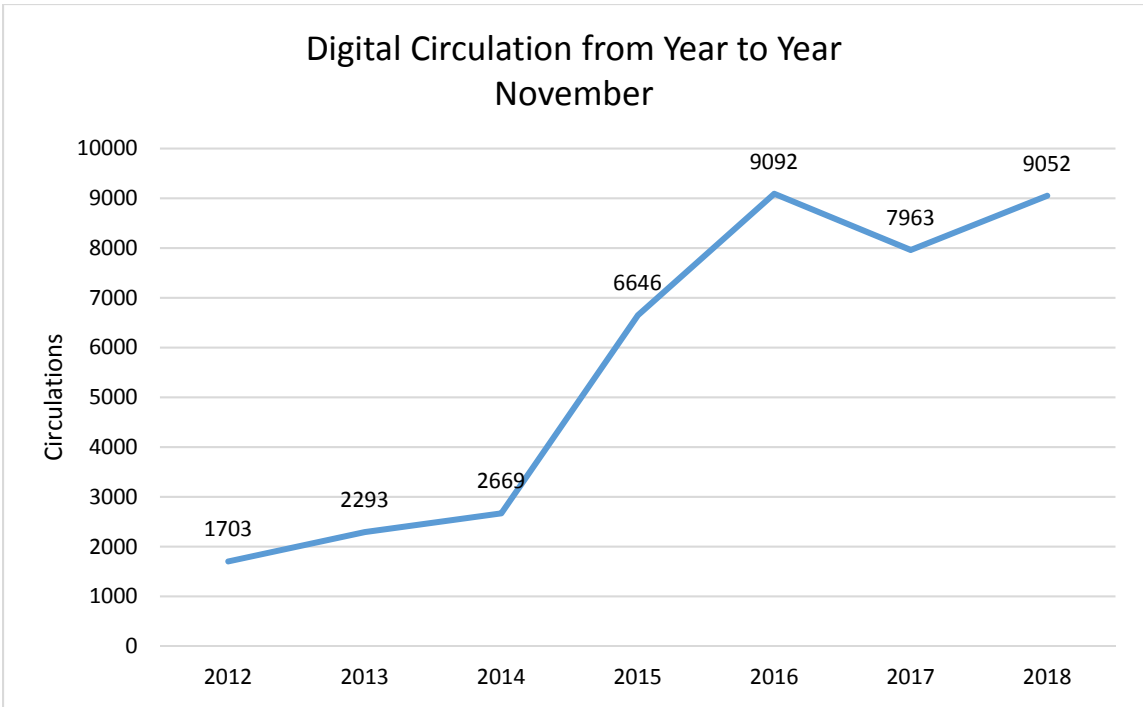
	U.S. Consumer Market	Library Circulation
2014	-6.9%	6%
2015	-9.3%	-7.0%
2016	-9.5%	-10.7%
2017	25.7%	-18.6%

The increase in sales from 2016 and 2017 is in large part due to the new Nintendo Switch format, which has garnered 25.4% of the physical video game market share in 2017.

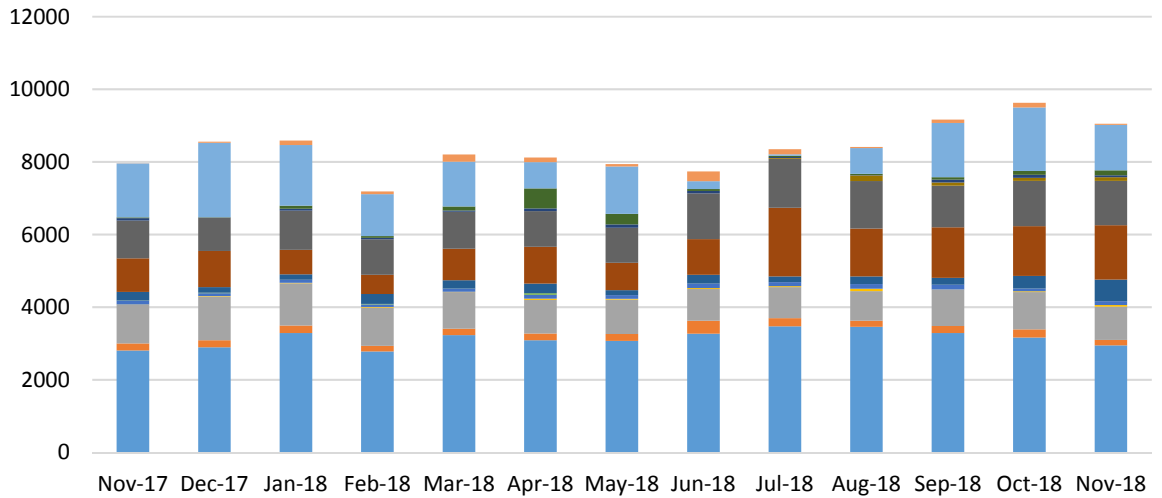
For November 2018, digital circulation was **12.5%** of the library's total circulation.



Digital Circulation from Year to Year November



Digital Collection Circulation



	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
Book Flix	4	28	122	76	197	129	66	270	141	27	91	128	31
Tumble Books	1484	2049	1672	1155	1233	719	1306	216	37	711	1494	1748	1251
World Book eBooks	23	8	83	47	110	555	289	51	36	34	64	108	140
Gale Virtual Ref Library	68	11	51	41	38	72	93	66	28	9	80	82	52
Kanopy									18	156	91	83	101
Hoopla	1039	912	1080	978	1017	981	963	1261	1349	1307	1145	1248	1218
Freegal Music	924	996	673	526	865	1015	756	984	1893	1320	1389	1372	1500
RBdigital eMags	238	155	152	274	220	266	136	239	157	211	192	344	596
OnePlay Video games	3	12	0	13	2	41	0	0	0	0	0	0	0
OneClick Digital eAudio	108	77	81	70	95	109	101	125	109	125	131	78	105
Biblioboard	8	17	13	21	9	34	22	25	29	67	5	23	41
Cloud Library	1061	1200	1166	1049	1011	923	949	874	853	814	998	1024	916
eRead Illinois	196	195	207	154	175	186	189	357	225	170	196	223	152
OverDrive	2807	2896	3287	2784	3232	3091	3071	3270	3473	3459	3288	3167	2949

Digital Content Fast Facts – November 2018

Overdrive

- There were **4,098 unique users**, which is a **11% growth** from last November
- **eBooks** accounted for **61.9%** of checkouts, while **eAudio** accounted for **38.1%** of the month's usage.
- **87.3%** of checkouts were for **Adult** titles, **6.5%** were for **Young Adult** titles, and **6.2 %** were for **Juvenile** titles.

cloudLibrary

- In November, there were **183 active users**. **Of those, 26 are new patrons**.
- **98 titles** were purchased through our eAudio Pay Per Use: 30 from Fountaindale and 68 from Lemont.

eRead Illinois/Axis 360

- In September, there were **69 active users**, **21** of which are **new users**
- The top 4 best circulating subjects include **general fiction**, **children's fiction** and **social sciences**.

Hoopla

- **Audiobooks** were the most borrowed format, accounting for **46%** of all circs.
- There were **1,218 total circs** borrowed by **302 patrons**. The average number of circs was 4 circs per patron, with **41** individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for **44%** of all circs, followed by **Adult Non-Fiction** with **27%**.

Kanopy

- Our patrons played **101 specific video titles** and **161 video plays**.
- The site was **visited 907 times** and received **1,102 page hits**.
- **Televisions accounted for 36% of plays by device**. **Desktop computers** accounted for **34.2%** of all plays by device, followed by **Mobile Devices** with **28.6%**.
- There were 39 active users in November, with **2 users** capping off at **all 10 plays**.

Freegal

- November's top **streaming music genres**: Holiday, Pop, Classical, Rock, Country, Alternative, Jazz and R&B
- November's top **downloaded music genres**: Pop, Classical, Holiday, Rock, Country
- There were **5 new active users** in November

Physical Items Added and Withdrawn

Physical Items	Nov 2018 Added	Nov 2018 Withdrawn
Adult Audiobooks	56	3
Adult Bookmobile Collection	109	25
Adult Fiction	406	306
Adult Non-Fiction	463	3826
Foreign Language Adult	6	0
Foreign Language Juvenile	21	2
Foreign Language Young Adult	0	0
Graphic Novels	208	84
Juvenile Audiobooks	19	2
Juvenile Bookmobile Collection	104	11
Juvenile Fiction	264	13
Juvenile Non-Fiction	56	666
Large Print	82	3
Local Author Collection	2	0
Magazines	271	1011
Movies	236	4
Movies - Juvenile	95	8
Music CDs	100	1
Picture Books	83	26
Reference	2	0
STEAMboxes	0	1
Studio 300 Collection	0	0
Technology & Equipment	5	10
Technology & Equipment - Juvenile	16	1
Toys	0	7
Videogames	76	1
Young Adult Audiobooks	10	0
Young Adult Bookmobile Collection	7	0
Young Adult Fiction	68	2
Young Adult Non-Fiction	1	22
TOTALS	2766	6035

Processing & Repair

- New cases: 106
- RFIDs/Stingrays: 51
- Repairs: 41
- New artwork: 14
- Stolen: 2
- Disc repairs: 87
- Processed (spine & pocket): 2018
- New stickers: 870
- Discard & de-processing: 4035 (LC-129 DT-1309 ; AG-2597)**
- Playaway battery covers: 7
- A total of 329 EBKD were re-labeled READALONG CD (Cutter)

Interlibrary Loan

330	Items Received for our patrons <ul style="list-style-type: none"> • 269 items from IL libraries • 61 items from out of state libraries
157	Items Sent out to other libraries <ul style="list-style-type: none"> • 83 to IL libraries • 69 to out of state libraries • 5 to XYZ libraries
433	Items requested by our patrons this month <ul style="list-style-type: none"> • 408 submitted in OCLC • 18 items were too new to request • 2 were available in Pinnacle • 5 were out of country only • 1 videogame request out of state • 1 videogame request in state • 1 kit
285	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 166 from IL libraries • 118 from out of state libraries

NextReads Newsletters

Subscribers	3 New	0 Unsubscribed	0 Bounced
Newsletters	<ul style="list-style-type: none"> • 371 Items clicked open • November New Movies highest clicks (294) 	19.3% Mobile Views	80.7% Desktop Views
Emails	<ul style="list-style-type: none"> • 1,146 Sent • 39.97% opened 	Highest Subscribers - New York Times Fiction Bestsellers (74)	New York Times Fiction Bestsellers 11.11.2018 issue Highest Unique Opens (29 emails opened)

Displays

Lobby Tree

- Native Authors (Sarah) DiNovember (Brian): 16
- Fantastic Beasts (Sarah): 5
 - One week circs

Lobby Display

- Those Who Served: 48
- Thanksgiving: 44
- Christmas DVD and CD: 186
 - One week circs

Popular Picks: 104

3rd floor self-check

- Military Thrillers: 3
 - One week circs
- Black Friday Deals: 5
 - One week circs

CSD Yellow Wall

- Dinovember: 65
- Christmas: 6

Holiday

- Farm Animals: 19
- Stars/Moon: 14
- Dinovember: 214
- Thanksgiving: 249
- Picture Books: 115
- Christmas DVDs: 423
- Christmas: 158

Picture Book Bin Display Themes

- 1000 Books
- DiNovember
- Farm Animals
- Spongebob Squarepants
- Stars/Moon/Night Sky





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.
- Melissa worked with Juanita and the Staff Committee to plan the annual Staff Thanksgiving lunch & dinner.

- The Communications team attended the Library Marketing & Communications Conference in St. Louis. They attended several very informative sessions and are excited to bring their ideas back to Fountaindale.
- Communications met with Collection Management & Tech Services to discuss ways to better promote the collection, enhance signage and create a better user experience for our patrons.
- Melissa attended a RAILS/ILA marketing meet and an ILA Marketing Forum meeting.
- Communications switched Fountaindale's Basecamp account from Basecamp 2 to Basecamp 3 to allow for more projects and file storage.
- Sabrina worked with Jeremy and Jeffrey to create really nice collateral for Indie Filmmaker's Day.



Media Coverage

- [The Herald-News covered our Library Journal and Standard & Poor's High Marks press release.](#)

Strategic Planning

- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,817 completed surveys.
 - The most frequent way people hear about our programs is via the website (44.66%) and *The Fountain* newsletter (35.26%).

Social Media Paid Ads

- The How to Draw Mexican Sugar Skulls paid event ended. The ad ran November 1–8. We spent \$10, which reached 837 people and had 27 event responses.
- The DiNovember Photo Contest paid ad ended. The ad ran November 6–26. We spent \$20, which reached 1,208 people and had 215 engagements.
- The DiNovember ad ended. The ad ran November 1–30. We spent \$29, which reached 2,544 people and had 92 link clicks.

Social Media Metrics

- Facebook Metrics
 - 49 new people liked our page
 - 394 people viewed our page
 - 54,366 people saw our content
 - 20,525 people saw our content because a friend shared, liked or engaged with it
 - 3,120 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - -1 new followers
 - 435 page views
 - 1 tweet impressions
- Instagram Metrics
 - 26 new followers
 - 221 post likes

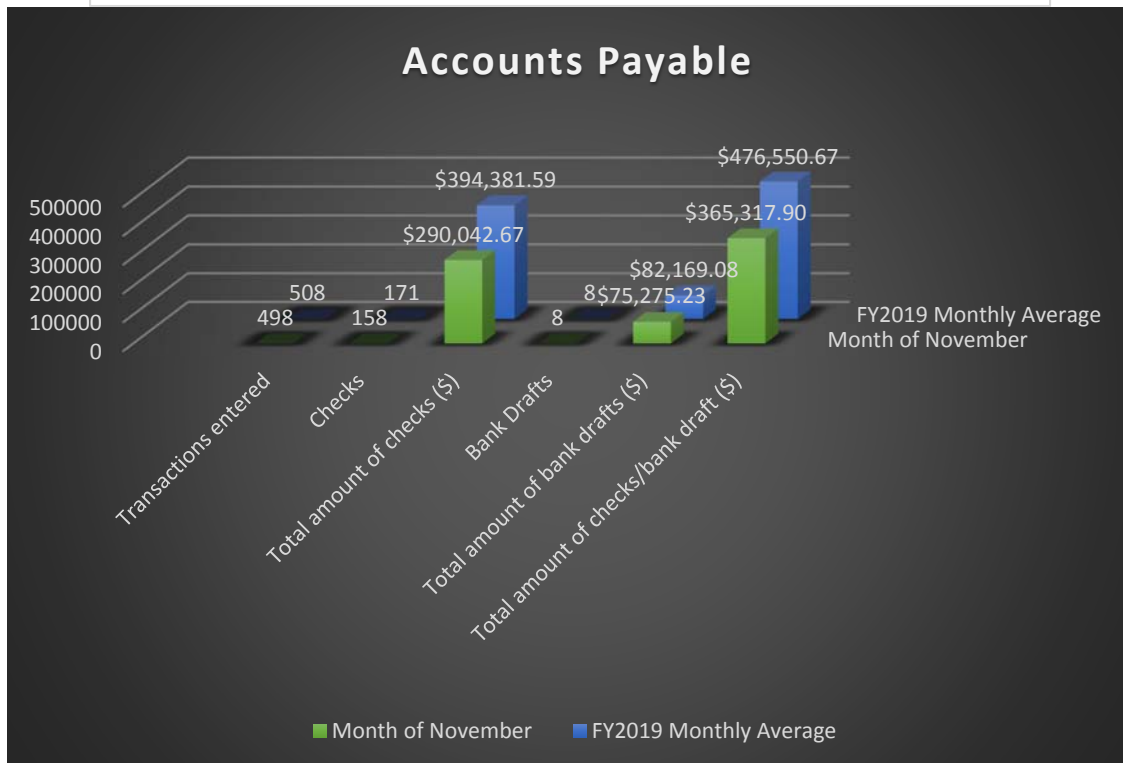
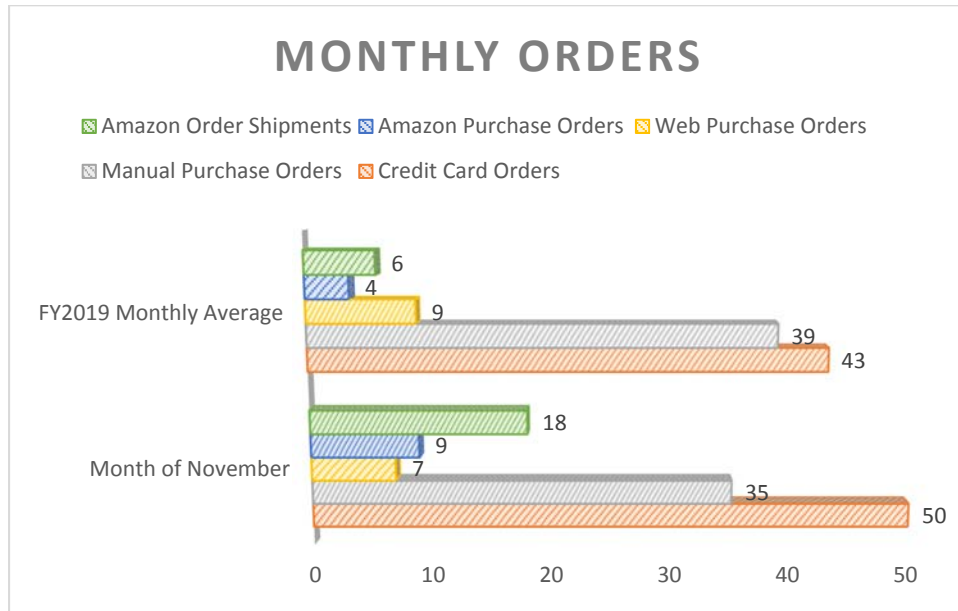
Email Marketing Metrics

- 6 emails sent
- 73 new subscribers
- Average open rate: 52.33% (industry average is 19.85%)
- Average click rate: 19.58%

Finance (Jennie Nguyen)

- **BMO Harris Bank Safe Deposit Box** – Updated the list with the Bank branch manager of authorized Library representatives on the account to have access to the safe deposit box located at the BMO Harris Bank on Lily Cache Bank. Resolution 2018-6 was approved at the November 2018 board meeting for the revision of the authorized signers for this account.
- **Legal Notice Publication** – The Statement of Receipts and Expenditures for Fiscal year 2018 was in for publication in the Bugle Newspaper to meet legal requirements.
- **Accident Forms** - Reviewed patron accident reports procedures and requirements with our insurance company, LIRA. I had forwarded all accident reports that the insurance company does not have on file in order to bring our files up to date.
- **PNC Bank** – I had met with the representative of PNC bank. They were here to discuss about their bank portfolio and benefits which they could offer to the library.
- **GT5 Meeting** – I had met with Lea Pottle to discuss the Finance department's current status and my outlook for the department.
- **JetPay Implementation** – I have been working with the representative of the State Treasurer's office and the library staff to gather the necessary information to formalize the agreement. The State Treasurer's will soon remove the Forte payment system and implement the new JetPay payment system.
- **Appraisal Proposal** – I have been working to review the current appraisal proposal for the library's asset inventory in order to new perspective of our assets.
- **PMA** – Paul and I had a phone conference with our PMA representative, Andrew Kim, to go over the checklist and notifications of any documentation/payment requirements for our Bond Refunding of the 2018 series.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations

- Monthly Finance Activities:



Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Acquisitions Aide
- Adult & Teen Services Specialist
- Circulation Services Aide
- Circulation Services Lead Specialist
- Circulation Services Manager

New Employees:

- Patrick Clemens, Studio Services Specialist, 11/5/18
- Christina Koutsogiannis, Circulation Services Specialist, 11/12/18
- Adeel Bhatti, Building Security Monitor, 11/13/18
- Wil Cox, Studio Services Assistant Manager, 11/26/18

Employee Transfer / Change in Status:

- Chris Castle, Cataloger, changed status from Part-time to Full-time, 11/5/18
- Lauren Jagiel, Circulation Services Aide, transferred to Collection Development Aide, 11/19/18

Departures:

- Marianna Barner, Finance Specialist, 11/28/18
- Jenny Cuevas, Circulation Services Manager, 11/30/18

Training and Development; Lea and Noey

- FMLA/ADA upcoming changes webinar, presented by ComPsych- Lea and Noey
- HR Source Roundtable for Libraries- Lea
- Rotary Presentation; Secure Choice Retirement Savings- Lea
- Grundy Will Human Resources Association Conference- Lea

Meetings; Lea

- LTA Practicum Student; met with Marcy to discuss a LTA practicum at Fountaindale
- In-Service Planning Meeting for February 8, 2019 event
- Manager's Meeting
- Board Meeting; attended meeting to present employment policy changes for Board approval.

Anti-Harassment and Anti-Discrimination Training; Lea

- Held training session for Children's Services Department; 10 Staff members trained

Strategic Plan- Goal Team 5; Lea

- Work on a Staffing Analysis and Staffing Plan is continuing. Met with District Managers to discuss the needs of their departments. Information is being compiled for the staffing analysis.

Policy Revisions; Lea

The project of reviewing the Employee Handbook is continuing. Policies were reviewed and edited for presentation to the Board.

Information Technology (John Matysek)

- During the month of November, 96 new help desk tickets were created by FPLD staff, and 98 new or existing tickets were solved by IT staff.
- Worked with vendor Who Is On My Wi-Fi to upgrade the Cisco Meraki software agent for improved performance.
- Continued working with vendor Dell EMC to troubleshoot a communication issue with main network storage device (NAS).
- Attended a webinar with vendor Cisco Systems to discuss the unused capabilities of the current network Firepower firewall.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, assisted vendor ITSavvy with onsite and remote access as they conducted follow up information gathering for a network assessment project.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor ITSavvy to troubleshoot and repair the large format poster printer in the Communications Workroom.
- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.
- Worked with vendor Cisco to replace a backup battery and upgrade the software on the IronPort Web Security appliance.
- Along with Paul Mills, met with vendor Konica Minolta to meet our new account representative and review the library account.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, finalized the software image and hardware configuration for the new patron computers in the 2nd floor Vortex area, and are coordinating with Tasos Privolos on the installation of needed additional electrical outlets.
- Along with Paul Mills, Nancy Castellanos, Tasos Priovolos, and Debra Dudek, met to discuss the latest architects proposal for the conversion of the 2nd floor Computer Lab into multipurpose meeting room space.

November 2018 District Statistics							Population Total	67683		
Total Circulation Statistics	72,282	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup	58,424	Reading Clubs Offered	0	0	0	0	0	26,161	3,972	
Bookmobile	4,806	Reading Clubs Members	0	0	0	0	0	Proctoring	Total Twitter Followers	
Digital	9,052	Summer Reading Clubs	0	0	0	0	0	18	767	
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers	
		Collections Totals		Population Served	Building	Outreach	Total	556	732	
Interlibrary Loan Requests		New Physical Items	2,766	Total Visits	33,020	1,660	34,680	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons	330	New Digital Items	1,203	New Cardholders	251	0	251	2,870	3,790	
Items Sent to other Libraries	157	Collection Total	425,167	Active Cardholders	25,012	177	25,189	Pages Printed	COHS Students Enrolled	
		% Served		All cardholders **	49,645	Drive through visits	814	15,682	10	
		Active cardholders	37.22%	Computer and Internet Sessions					Monthly Wireless Sessions	
		All cardholders	73.35%	Studio 300	Children's	Vortex	Lab/Commons	3rd Floor Lab	18,037	
				253	971	263	3,519	n/a		
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B & Board Room	Study Rooms	Free Standing Book Drop Return Totals				
Number of events/uses	162	36	23	31	375	Building Front	Building Rear	Church	Ashbury's	
Attendance	264	96	56	361	678	3,215	3,628	1,310	328	
Programs	Programs and Tours for Adults				Programs and Tours for Teens				Mobile App Downloads	
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,387	
Numbered offered	40	4	24	68	43	0	1	44	Android: 726	
Attendance	456	114	114	684	586	0	5	591		
Programming hours	58	6	41	105	60	0	1	61		
Programs	Programs and Tours for Children				Passive Programs for Teens				Total Offered	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	307	
Numbered offered	64	114	1	179	13	0	0	13	Total Attendance	
Attendance	2,093	3,564	9	5666	211	0	0	211	10,620	
Programming Hours	46	89	3	138	X	X	X	X	Total Programming Hours	
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				304	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total		
Numbered offered	10	0	0	10	15	0	1	16		
Attendance	314	0	0	314	2,819	0	860	3,679		
Programming hours	X	X	X	X	89	0	42	131		
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total		
Reference Total	388	49	556	132	657	966	938	3,686		
Library Information	63	1,388	661	157	573	92	1,971	4,905		
One on One Assistance (Scheduled)	21	0	26	0	29	0	0	76		
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change			
Circulation	72,282	80,033	-9.68%	Reference Questions	3,686	4,554	-19.06%	*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		
Visitors	34,680	33,805	2.59%	Computer Usage	5,006	5,925	-15.51%			
Card Holders	25,012	27,979	-10.60%	Wireless Sessions	18,037	18,991	-5.02%			
Room Bookings	627	778	-19.41%	Program Attendance*	10,620	8,879	19.61%			

Content/ Collections

The content/collections standard ensures that libraries offer a wide range of materials in multiple formats that are current, accessible, and relevant to community needs. Libraries that meet these core standards have relevant collection development policies and fully participate in resource sharing.

Core	Accomplished	Exemplary
<ol style="list-style-type: none"> 1. A minimum of 8% of the library’s operating budget is spent on collections and content. 2. The collection provides materials in a variety of formats, including electronic, for all ages and abilities served by the library. 3. The library conducts ongoing evaluation and weeding of the collection. 4. The library participates in resource sharing by making collections discoverable and available to other Illinois library system members. 5. The library has formal policies on intellectual freedom, circulation/borrowing/use of materials, and collection development and management. 6. The library abides by the Illinois Library Laws & Rules, ILLINET Interlibrary Loan Code, ALA Interlibrary Loan Code for the United States, and the RAILS Resource Sharing Plan. 7. The library has an online catalog available to customers. 	<ol style="list-style-type: none"> 1. A minimum of 12% of the library’s operating budget is spent on collections and content. 2. The library makes digital collections available to library customers. (examples: ebooks, databases) 	<ol style="list-style-type: none"> 1. A minimum of 16% of the library’s operating budget is spent on collections and content. 2. The library uses statistical tools to assist in collection development and management. 3. The library provides access to unique materials such as local history, digital collections, and customer-created content. 4. The library offers mobile access to discovery methods for the collections.

Customers

This standard requires that libraries provide timely and reliable service to all users with policies that support equitable access and routine evaluation of service.

Core	Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The library, or its parent organization, has policies that ensure consistent, courteous, and equitable customer service. 2. The library, or its parent organization, has policies that ensure reasonable accommodations are made to provide access to its collections and services to persons with disabilities, and that it meets relevant requirements of the Americans with Disabilities Act. 3. The library uses processes to regularly gather input from the community on customer service needs and customer satisfaction with library services. (examples: suggestion box or board, surveys) 	<ol style="list-style-type: none"> 1. The library has an online presence to serve customers (examples: Facebook page, website). 2. Customers have access to computers, internet, Wi-Fi, and other relevant technologies. 3. The library uses strategies to attract new customers. 4. The library uses online and in-person processes to regularly gather input from the community on customer service needs and customer satisfaction with library services. 5. The library provides outreach services for customers who are unable to visit the library in person. (examples: homebound delivery, visits to schools, nursing homes, day care centers; partnering with cultural community organizations, embedded librarians). 	<ol style="list-style-type: none"> 1. The library provides self-service options for customers. (examples: self-check-out, hold pick up, web-based options)

Facilities

The facilities standard provides that a library is located in a facility that is designed for library purposes, follows all applicable codes, and is responsive to the needs of its customers.

Core			
<ol style="list-style-type: none"> 1. Given possible restraints related to facility age and design, the library facility provides sufficient, clean physical space that is safe and secure with appropriate furnishings and equipment and convenient hours for all types of users. 2. To the best of the knowledge of the library administrator the facility is compliant with all applicable local, state, and federal requirements. 3. The facility provides Internet access. 4. The library is open at least 15 hours per week. <p>PUBLICS ONLY: Minimum Hours Open Requirement-per typical week, Labor Day to Memorial Day (agency wide—If the library has multiple branches, figure from earliest opening time to latest closing time across all branches.)</p>			
Population Size	Number of Hours	Number of Days	Portion of Day
Under 2,000	15	not specified	including some evening and weekend hours
2,001–4,999	20	not specified	including some evening and weekend hours
5,000–9,999	30	not specified	including some evening and weekend hours
10,000–14,999	40	5	including some evening and weekend hours
15,000–24,999	50	5	including some evening and weekend hours
25,000–49,999	59	6	including some morning, afternoon, evening and weekend hours
50,000 and over	63	6	including some morning, afternoon, evening and weekend hours

Facilities

Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The facility provides meeting space for the community it serves, if applicable. 2. The facility provides the right amount and type of space to meet the provisions of its long-range/strategic plan. 3. The organization develops a plan and annual budget for the maintenance of buildings and grounds and asset replacement. 4. The organization has a capital budget for facility upgrades. 5. The facility provides free Wi-Fi. 6. The organization has an emergency preparedness plan. 	<ol style="list-style-type: none"> 1. The facility provides flexible space for creative and collaborative activities and work. 2. The facility provides enough space for multiple programs to occur simultaneously. 3. Innovative technologies are available to use and borrow. 4. The library may provide services at multiple locations to serve a diverse or widespread population, or take services where needed to enhance convenience to customers. 5. The organization is environmentally conscious and undertakes activities such as recycling, energy audits, and the purchase of green supplies.

Funding

The funding standard requires that a library practice responsible budgeting which supports the services and resources required by its customers.

Core	Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the core level. 2. The library practices good stewardship and is accountable to its funders through regular budget monitoring, evaluation, and reporting. 3. The library has adequate, dedicated funding to provide services and resources that meet the reasonable expectations of library customers. 4. The library has an annual budget approved by the governing authority. 	<ol style="list-style-type: none"> 1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the accomplished level. 2. The library seeks out and applies for additional revenue through grants and fundraising. <p style="text-align: center;">PUBLICS ONLY:</p> <ol style="list-style-type: none"> 3. The library has a reserve fund and regularly adds to the reserve as possible if allowed by its funding agency. 	<ol style="list-style-type: none"> 1. The library budget provides appropriate financial support for the library to meet other relevant system membership standards at the exemplary level. 2. When appropriate, the library has a long-range or strategic plan that includes goals for gaining alternative revenues. <p style="text-align: center;">SCHOOLS & SPECIALS ONLY:</p> <ol style="list-style-type: none"> 3. School and special librarians define the budgetary needs and manage the annual program budget to maximize impact. 4. Funding supports a collection of resources in multiple formats and access to resources outside the school/special library. 5. Funding ensures upgrades of resources, equipment, and facilities. 6. School and special librarians regularly consult with administrators about budgetary needs and are proactive in seeking additional funding sources for library program enhancements.

Professional Leadership & Training

The professional leadership and training standard sets specific educational benchmarks based on population size or library type for the library director. These requirements ensure a minimum understanding of core library principles.

Core	
<p>At the date of implementation of these standards, all incumbent library directors will be considered in compliance with this standard.</p> <ol style="list-style-type: none"> 1. Library staff are trained in the library’s mission, services, and policies. 2. The library has a permanent paid library administrator who meets the qualifications for its population group or library type. 3. A first-time library administrator has two years after starting a job to be compliant with this standard through system training or Directors University. (Directors University applies only to public libraries) 4. Experienced directors attend 6 hours of training on an annual basis. 	
Public libraries	
Criteria	Required training
Population Under 15,000	Provided by system (list of topics below)
Population Over 15,000	MLS degree
<p>School libraries</p> <ol style="list-style-type: none"> 1. Valid Illinois teaching certificate. 2. Meets current library information specialist certification standards of the Illinois State Board of Education (one library information specialist per district.) <p>Academic, public and special libraries</p> <ol style="list-style-type: none"> 1. Library administrator has an MLS degree or meets the requirements of the accrediting body or professional association standards, where applicable. 	

Training Topics

underlined items are required

*included in Directors University curriculum

- | | |
|--|--|
| <ul style="list-style-type: none"> ● <u>budgeting and finance</u>* ● <u>cataloging</u> ● <u>collection development</u> ● communications ● <u>fundamentals of library science</u> ● history of Illinois library systems* ● human resources training or access to human resource department or expertise* | <ul style="list-style-type: none"> ● Illinois Library Laws* ● intellectual freedom ● <u>management</u> ● <u>reference and information services</u> ● resource sharing ● technology ● teamwork |
|--|--|

Professional Leadership & Training

Accomplished	Exemplary
<ol style="list-style-type: none"> 1. The library administrator’s performance is evaluated at least annually by the appropriate body or individual. 2. Each management staff member (as defined by the library’s organizational chart) attends six continuing education hours annually. 3. The library has a continuing education budget for staff and trustees. 4. The library has a strategic plan and implements it. <p>PUBLICS ONLY:</p> <ol style="list-style-type: none"> 5. The public library meets the “established” staffing level in <i>Serving Our Public</i>. 6. The public library has staff trained in adult, children’s, teen, and senior services. 7. The public library board of trustees follows written bylaws and evaluates their performance as a board annually. 8. Each member of the board of trustees attends two continuing education hours annually, virtually or in person. (board development topics including per capita grant chapters at regular board meetings, RAILS Trustee Short Takes, Trustee Academy, ILA conferences or events, legislative meetings, etc.) <p>SCHOOLS ONLY:</p> <ol style="list-style-type: none"> 9. At least one school librarian employed by a district meets the “accomplished” criteria in the current version of <i>Linking for Learning</i>: 10. The school library provides training opportunities to library staff. 11. The school librarian meets the performance requirements of their district or institution. 12. The school librarian’s performance is evaluated per the district schedule. 	<ol style="list-style-type: none"> 1. Librarians share knowledge and attend networking events. 2. Each management staff member (as defined by the library’s organization chart) attends twelve hours of continuing education annually. <p>PUBLICS ONLY:</p> <ol style="list-style-type: none"> 3. The public library meets the “advanced” staffing level in <i>Serving Our Public</i>. 4. Each trustee attends four hours of continuing education annually. (board development at regular board meetings, RAILS Trustee Short Takes, Trustee Academy, ILA conferences or events, legislative meetings, etc.) <p>SCHOOLS ONLY:</p> <ol style="list-style-type: none"> 5. At least one school librarian employed by the district meets the “exemplary” criteria in the current edition of <i>Linking for Learning</i> 6. The school has an “effective school library program” as defined by the American Association of School Librarians (AASL). 7. Management staff members attend training such as networking meetings, workshops, etc. 8. The school librarian’s performance is evaluated per the district schedule.



Minimum Wage Increase Anticipated in 2019

By [Sally Weldin](#), Sr. Human Resource Specialist

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When Governor-elect J.B. Pritzker takes office in January, one of his priorities will be to increase Illinois' minimum wage.

During his campaign, Pritzker advocated for a minimum wage of \$15.00 an hour, which is nearly double the current state minimum wage of \$8.25. Fifteen dollars as an hourly wage is also higher than Chicago's current minimum wage of \$12.00 an hour and Cook County at \$11.00 an hour. Both will increase in 2019.

Governor-elect Pritzker plans to meet with labor unions, retail merchants, and entrepreneurs to discuss minimum wage and develop a plan for increases. He is also concerned about how small businesses will be affected by any increases.

Illinois' last minimum wage increase was in 2011. In 2017, the Illinois House and Senate approved a proposal that would have increased the state's minimum wage to \$15.00 an hour by the year 2022. The proposed legislation was vetoed by Governor Rauner, who cited economic hardship for businesses and job reduction.

On January 1, 2019, seventeen states will increase minimum wage: Alaska, Arizona, Arkansas, California, Colorado, Florida, Maine, Massachusetts, Minnesota, Missouri, Montana, New Jersey, Ohio, Rhode Island, South Dakota, Vermont, and Washington. Washington D.C., Oregon, and Delaware will increase minimum wages later in the year.

We'll be closely monitoring progress on this initiative. HR Source members can contact the HR Hotline with minimum wage questions at 800-448-4584 or hotline@hrsource.org.

