

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
December 19, 2019 | 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. Board Meeting – November 21, 2019
5. Employee Recognition
 - a. Juanita Lennon – 10 Years
 - b. Sarah Dolley – 15 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Proclamation Recognizing and Honoring the Career of Marianne Thompson After 30 Years of Service
 - b. Approval of Revised Capital Assets Replacement and Improvement Plan for Special Reserve Fund
 - c. Approval of Revised Circulation Policy and Revised Circulation Policy Appendix 1 and Appendix 2
 - d. Approval of Revised Studio 300 Policy
 - e. Approval of Change Order #1 for Outreach Bookmobile
 - f. Approval of Request to Travel for Trustees to 2020 Illinois Library Association Trustee Forum Workshop – March 14, 2020
9. Library Projects
 - a. Approval of Business Office Systems Proposal for Furniture for 3rd Floor
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – December, 2019
 - b. Bills Payable Report – December, 2019
13. Director’s Report – December, 2019
14. Unfinished Business
 - a. Final Approval of Request to Travel for Trustees to 2020 American Library Association Midwinter Meeting in Philadelphia, PA – January 24-28, 2020
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. 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.”
18. Approval of Report on Review of Closed Meeting Minutes
19. Adjournment

December 2019 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Proclamation Recognizing and Honoring the Career of Marianne Thompson After 30 Years of Service

This proclamation honors Marianne Thompson for her 30 years of dedicated service to our District upon her retirement.

Suggested Motion: Motion to approve Proclamation Recognizing and Honoring the Career of Marianne Thompson After 30 Years of Service

- b. Approval of Revised Capital Assets Replacement and Improvement Plan for Special Reserve Fund

Tria Architecture has completed their work and created a new capital assets replacement and improvement plan. A representative from Tria will be at the Board Meeting to discuss their work.

Suggested Motion: Motion to repeal the existing Capital Assets Replacement Plan and to approve the revised Capital Assets Replacement and Improvement Plan.

c. Approval of Revised Circulation Policy and Revised Circulation Policy Appendix 1 and Appendix 2

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

- Removes fines
- Adds that patrons with items more than 14 days overdue will have their account blocked until items are returned
- Adds that patrons using other libraries outside of the Fountaindale Public Library District are subject to their policies regarding fines and fees
- Adds that patrons who return Fountaindale Library items in good condition within 90 days of paying for them will receive a refund on the cost of the item via check in 2 to 4 weeks
- Adds that replacement copies will not be accepted in lieu of paying for damaged or lost items.

This draft revision of Appendix 1 of our Circulation Policy features the following suggested changes:

- Adds the word “any” to the first sentence under Acceptable Photo ID

This draft revision of Appendix 2 of our Circulation Policy features the following suggested changes:

- Put in this billing schedule in lieu of fine schedule

3 days prior to due date	Almost Due Notice (Email only)
--------------------------	--------------------------------

3 days past due date	1st Overdue Notice
----------------------	--------------------

14 days past due date	2nd Overdue Notice
-----------------------	--------------------

14 days past due date	Account blocked
21 days past due date	3rd Overdue Notice
28 days past due date	Billing Notice
42 days past due date	Accounts with balances above 24.99 are sent to Collections.

Suggested Motion: Motion to repeal the existing Circulation Policy and Circulation Policy Appendix 1 and Appendix 2 and approve the revised Circulation Policy and Circulation Policy Appendix 1 and Appendix 2.

d. Approval of Revised Studio 300 Policy

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

- Removes fines
- Clarifies that patrons under the age of 12 or younger than 6th grade must be accompanied by an adult
- Increases the number of circulating pieces of equipment a patron may have from 5 to 7
- Clarifies that the maker space is intended to be a Do-It-Yourself space where our patrons are trained to use the various machines and software available on their own

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

e. Approval of Change Order #1 for Outreach Bookmobile

This change order removes two carpet runners and two task chairs and adds one LED color changing strip around the interior of the bookmobile.

The cost of this change order is \$755.

Suggested Motion: Motion to approve Change Order #1 for Outreach Bookmobile.

f. Approval of Request to Travel for Trustees to 2020 Illinois Library Association Trustee Forum Workshop – March 14, 2020

The ILA Library Trustee Forum will be offering their annual workshop on March 14, 2020 in Oak Brook.

Suggested Motion: Motion to approve the request to travel for trustees to 2020 Illinois Library Association Trustee Forum Workshop on March 14, 2020.

December 2019 Agenda Background
Library Projects
Paul Mills

9. Library Projects

a. Approval of Business Office Systems Proposal for Furniture for 3rd Floor

This proposal from Business Office Systems would provide additional tables and chairs that would be used by our patrons on the 3rd Floor.

The cost of this proposal is \$15,293.93. The Building Fund has approximately \$10,700. The remainder would come from our other funds. This proposal would also close out our Building Fund.

Suggested Motion: Approval of Business Office Systems Proposal for Furniture for the 3rd Floor to be paid from the Building Fund and the remainder not covered by the Building Fund from other funds.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD NOVEMBER 21, 2019
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 21, 2019 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, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustees Kathryn Spindel and Ruth Newell.

Trustee Spindel had a family obligation and was unable to attend.

Trustee Newell had a work obligation and was unable to attend.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Korczak, Lea Pottle and Amina Ali.

PUBLIC PRESENT

The following public was present: Jody Hargett, Joseph Olsen and Andrew Kim.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – October 17, 2019

The minutes of the board meeting held October 17, 2019 were presented. Danhof noted an amendment that added the phrase “from the General Fund Balance” to the section titled “Presentation on and Approval of Bond Refinancing Scenario.” A motion to approve the minutes as amended was made by Kalnicky, seconded by Prodehl. Minutes were approved as amended.

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

COMMENTS FROM THE PUBLIC

Trustee Joseph Olsen from the Bartlett Public Library introduced himself to the Board. Mr. Olsen is a new trustee and is visiting other libraries. The Board welcomed him.

FRIENDS OF THE LIBRARY

Jody Hargett gave the Board an update on the Friends. After the Fall Book Sale, the Friends reorganized the back of the Book Cellar to make more room for donations. Currently new donations are going down, which is typical after a book sale. Sales in the Book Cellar have been going up and down. The Spring Book Sale has been scheduled for April 3-5, 2020.

NEW BUSINESS

Approval of Ordinance 2019-9 – Tax Levy Ordinance

A motion to approve Ordinance 2019-9 Tax Levy Ordinance was made by Valencia, seconded by Bermejo.

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

Report from PMA Securities on Series 2019 Bond Sale

Andrew Kim from PMA Securities delivered a report on the Series 2019 Bond Sale. Kim reported that the sale went very well and that the District's contribution from the General Fund Balance was \$375,000 for the Bond refinancing.

Approval of Resolution 2019-12 – Resolution Regarding the Issuance of Non-Resident Library Cards

Mills discussed that every public library is required to choose whether to participate or not with regards to issuing non-resident library cards.

A motion to approve Resolution 2019-12 – Resolution Regarding the Issuance of Non-Resident Library Cards was made by Kalnicky, seconded by Valencia.

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

Approval of Statement of Receipts and Disbursements Fiscal Year 2018/2019

A motion to approve the Statement of Receipts and Disbursements for Fiscal Year 2018/2019 was made by Prodehl, seconded by Valencia.

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

Approval of Revised Study Room Policy

Mills noted that the draft revision of the Study Room Policy incorporates changing the reservation time from 72 hours in advance to 24 hours in advance. This draft revision also provides for non-residents to make reservations 24 hours in advance. This suggested change brings this policy into alignment with our Studio 300 Policy.

A motion to repeal the existing Study Room Policy and to approve the revised Study Room Policy was made by Valencia, seconded by Bermejo.

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

Approval of Notary Services Policy

Mills reported that this draft policy establishes the guidelines and parameters by which our District would offer Notary Services for our patrons. This draft policy provides that notary services would be provided in accordance with the Illinois Notary Public Handbook, which is published by the Office of the Secretary of State.

A motion to approve the Notary Services Policy was made by Prodehl, seconded by Valencia.

AYES: Prodehl, Kalnicky, Valencia, Bermejo, Danhof

NAYES: None

ABSENT: Spindel, Newell

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 Kalnicky, seconded by Valencia.

AYES: Prodehl, Kalnicky, Valencia, Bermejo, Danhof

NAYES: None

ABSENT: Spindel, Newell

LIBRARY PROJECTS

Approval of Change Order #2 for 2nd Floor Meeting Room Project

Mills reported that this change order provides for changes to the acoustical panels in Meeting Room C. The change order was created after consultation with the on-site Superintendent from Walter Daniels and our architectural firm Sheehan Nagle Hartray.

The proposed cost to the library is \$2,158.20

A motion to approve Change Order #2 for the 2nd Floor Meeting Room Project was made by Prodehl seconded by Valencia.

AYES: Prodehl, Kalnicky, Valencia, Bermejo, Danhof

NAYES: None

ABSENT: Spindel, Newell

CORRESPONDENCE

State Representative John Connor sent Marianne Thompson a thank you letter for the library's participation in the annual Senior Celebration.

TREASURER'S REPORT

The Treasurer's Report for October, 2019 was presented by Vice President Kalnicky and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – November, 2019

Bills paid for the month of November in the amount of \$56,298.69 was presented for approval. Motion to approve was made by Kalnicky, seconded by Bermejo.

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

Bills Payable Report – November, 2019

Bills payable for the month of November in the amount of \$300,182.15 was presented for approval. Motion to approve was made by Prodehl, seconded by Valencia.

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

DIRECTOR'S REPORT – November, 2019

Mills reported that the full LIRA (Libraries of Illinois Risk Agency) membership met to discuss our insurance renewal for property/casualty and workers compensation for the coming year. Insurance costs for property insurance have been trending very high, particularly in the Midwest. LIRA's team spoke with approximately 50 carriers in an effort to get the best deal.

To date LIRA has returned approximately \$250,000 in surplus to its members. These funds would otherwise have stayed with the insurance carriers. LIRA has also grown 133% since inception, and we are now up to 56 member libraries. Our library is a founding member of LIRA, and Mills noted that he has served as an Executive Committee member since LIRA's inception as well.

Mills also reported that he was re-elected for a three year term to the LIRA Executive Committee.

Mills discussed the Fine Free Presentation that was included at the end of the Director's Report. Discussion ensued on the presentation. Mills will bring draft policies for consideration to the December Board Meeting.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – The Liaisons met in late October with various representatives from Wintrust Bank. Reports were distributed.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

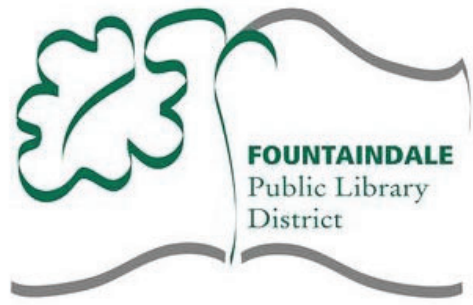
The Bolingbrook Christian Clergy Association is hosting their annual Thanksgiving event on Tuesday, November 26 at New Hope Baptist Church.

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:02 p.m.

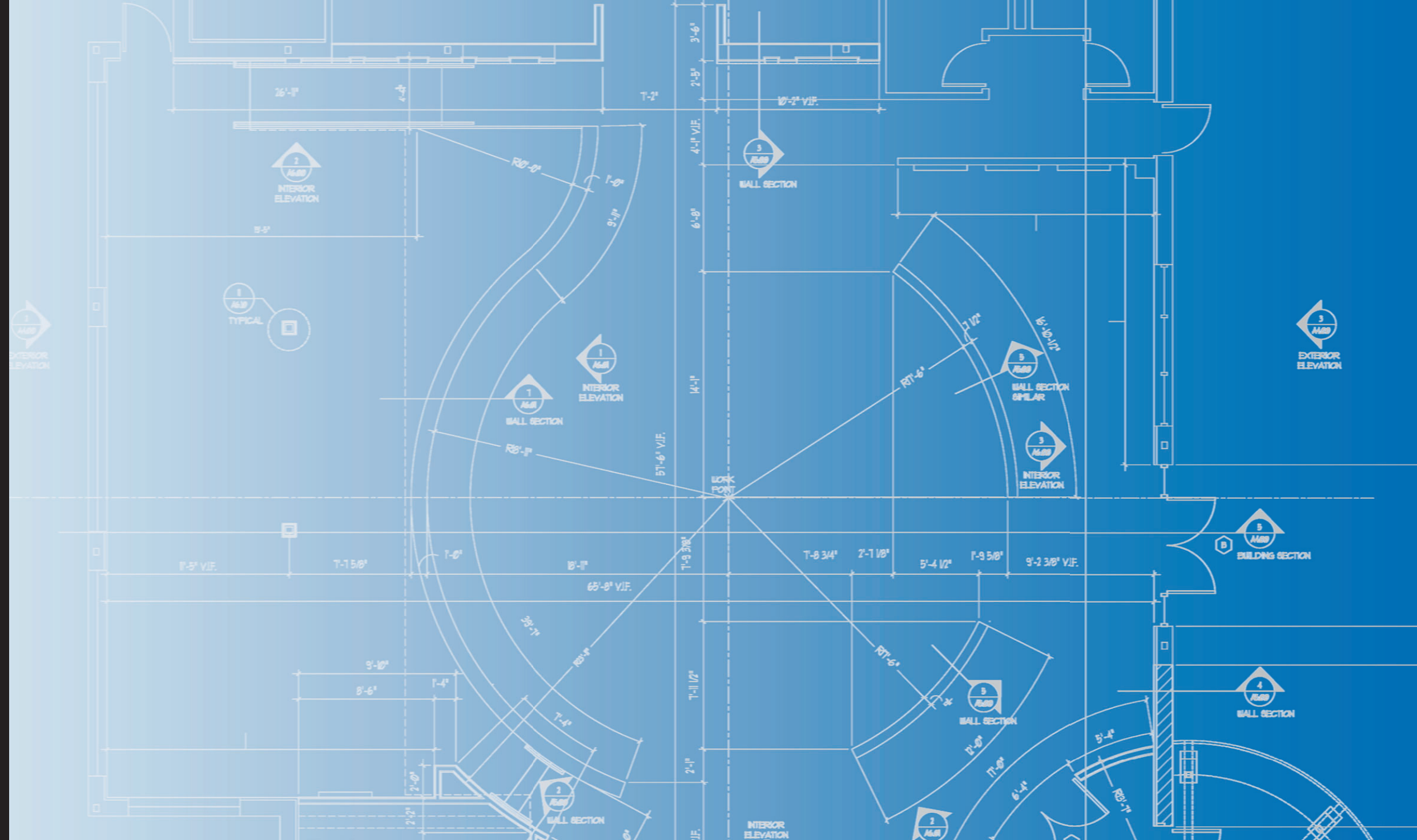
Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President



Fountaindale Public Library District

Project Number: 19-001



2019 Capital Improvements Report - FINAL

July 24, 2019



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

TABLE OF CONTENTS

Page 1	Executive Summary
Page 3	Existing Conditions Summary
Page 9	Matrix <ul style="list-style-type: none">- Building Systems- Security- Interior Systems- Furniture, Fixtures and Equipment
Page 28	Datacenter Inventory Assessment (Provided by ITSavy)
Page 49	Cost Summary by Year
Page 55	Photos
Page 67	Floor Plans



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



July 24, 2019

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

Re: Fountaindale Public Library
Capital Improvements Report
Architect's Project Number: 19-001
Executive Summary

Dear Mr. Mills:

Tria Architecture, Inc. performed a visual survey of the existing Fountaindale Public Library facility. No destructive testing or testing of materials on site was performed at this time. The results given within are based solely upon this visual survey.

Refer to the attached Matrix for major capital improvements as well as noted deficiencies and corrective measures for each item recommended to be addressed. Estimated costs listed are all in 2019 dollars as well as in estimated escalated dollars for the anticipated year of replacement or repair. Reference floor plan drawings have been included as a general guide to the facility. Photos of some conditions have also been included in this report. The report has been divided into the following categories:

BUILDING SYSTEMS:

- A. Building envelope (exterior walls, doors, windows, roofing)
- B. Mechanical, Electrical and Plumbing Performed by Larson Engineering
- C. Site conditions. Performed by Larson Engineering

SECURITY:

- A. Closed Circuit Television Systems
- B. Access Control Systems
- C. Intrusion Alarm
- D. Intercom
- E. Security LAN
- F. Radio Frequency Loss Prevention System

INTERIOR SYSTEMS:

- A. Interior Finishes (Walls, Ceilings, Floors)
- B. Millwork

FURNITURE, FIXTURES AND EQUIPMENT:

- A. Furniture, Fixtures and Equipment

DATA CENTER INVENTORY ASSESSMENT:

- A. Provided to owner by IT Savvy under separate contract

TRIA ARCHITECTURE

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

Building Summary:



300 West Briarcliff Road
Bolingbrook, Illinois 60440

Original Year built: 2011

Size: (3) Story with basement, 112,134 g.s.f. (Est.)
Estimated building replacement cost / asset value: \$44,853,600.00
(based on a cost of \$400.00 per s.f. and does not include land value)

Sincerely,

A handwritten signature in black ink, appearing to read "Ron McGrath". The signature is fluid and cursive, with a long horizontal line extending to the right.

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

REM/ab

TRIA ARCHITECTURE

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

Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

EXISTING CONDITIONS SUMMARY

Roof:

The roof consists of low slope roof systems covered with a vegetative roof system over the majority of the building including the entry canopy. The roof at the rooftop mechanical area is covered in stone pavers in lieu of the vegetative roof system.

All the roofs appear to be in good shape and are well maintained.

Building Envelope:

The building envelope is constructed of a mix of masonry, stone panels, and glass curtainwall systems. The entry canopy is supported by wood columns.

The condition of the building envelope is consistent with the age of the building and, other than a few areas noted in the report, is only in need of continued maintenance.

Air Handling and Energy Recovery Units:

The Fountaindale Library currently has four air handlers serving the three floors of the building. AHU-1 (Trane model #TCPAID054V6G3322FA) is located within Mechanical Room 005 of the basement and serves the basement and first floor spaces. AHU-2 and AHU-3 (both Trane model #TCPAID041VG3322FA) are located within the second-floor mechanical room and serve the second and third floor spaces, respectively.

RTU-1 is located within the exterior mechanical area on the third floor and serves as the energy recovery unit integrated with the AHUs and building exhaust fans EF-2 and EF-3 located in the 2nd floor mechanical room.

All three AHUs and RTU-1 are in good working condition, but are operating with limited automated integration due to an inactive building management system. All three AHUs and RTU-1 were installed ten years ago and remain within their respective life cycle. All filter racks and media appeared cleaned and maintained for all four units.

Chilled Water System:

The Fountaindale Library currently is provided with a chilled water system comprising of two chillers, CHR-1 and CHR-2 located in the 3rd floor mechanical area, and a glycol feeder and two pumps, P-4 and P5, all located in the 2nd floor mechanical room. The chilled water is distributed to all three air handler units and three fan coils within the building.

CHR-1 and CHR-2 chillers are of Trane model CGAM 090F series and were functioning as expected at the time of survey. At the time of survey, the error code log of chillers CHR-1 and CHR-2 identified a handful of error diagnostic codes related to compressor faults for compressor 2B, water loss, clock check, low refrigerant temp in Circuit #2, and compressor fault lockout for compressor 1A, 1B, and 2B. It is believed that these error codes had been addressed since and the units are functioning properly. The timeclocks for both pieces of equipment were asynchronous. This is expected with a BAS that currently does not appear to be calibrated.



Fountaindale Public Library District

2019 Capital Improvements Report

Project Number: 19-001

The chilled water pumps are Aegis model 638026 units and are in good working order. No visible deficiencies were apparent at the time of survey.

The glycol feeder located in the 2nd floor mechanical room did not appear to have any visible deficiencies at the time of survey.

Hydronic Heating System:

The Fountaindale Library currently uses a triple boiler configuration to provide hot water to radiant ceiling panels, fin-tube radiators at the perimeter, cabinet heaters, hot water unit heaters, and terminal boxes throughout the building.

The boilers installed for this building are within the 2nd floor mechanical room. These units are Aerco Benchmark 2,000 BTUH models as scheduled with condensate neutralization trays. The accompanying pumps, P-1, P-2, and P-3, are Peerless Pump, 5 HP units with model 097032447-100 and appear to be in good working order.

For all the copper fin-tube radiators, fan coil units with hydronic heat, cabinet heaters, and radiant ceiling panels were generally inaccessible due to location served. Where possible, LEI identified all local valves, strainers, and piping and could not identify any deficiencies related to the installation or operation of such units.

Server Room A/C:

The current air conditioning configuration for Server Room 217 is provided through computer room, CRU-1. This unit is a floor mounted Liebert DS042AVA001067A model unit with a remote condenser located on the third-floor mechanical area adjacent to CHR-1, CHR-2, and RTU-1. The cooling capacity of this unit is rated for 12 tons of cooling via air cooled condenser.

At the time of survey, the interior unit appeared to have been well maintained with Server Room 217 maintaining a cool temperature and 49% humidity level. No physical deficiencies appeared visible.

Sump Pumps and Sewage Ejectors:

The Fountaindale Library originally was designed to have three sump pumps and one sewage ejector located in the basement level of the building. Two sump pumps serve the elevator pits while the third serves the general building drainage. Upon arrival at the Fountaindale Library, it was conveyed that there had been flooding issues at the east end of the basement. A third sump has since been installed at the east end of the building to handle additional load and prevent future incidents of flooding.

The existing elevator sump pumps were not accessible at the time of survey. The building drainage sump pump and the sewage ejector located in the basement mechanical room are in good working order.



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

Domestic Hot Water:

All plumbing fixtures requiring hot water are served locally with instantaneous 2-stage hot water heaters. Most units are mounted at an elevation of 8 feet or above and are Eemax light commercial three phase power units in the EX model series family.

Local hot water heater units were observed in wall mounted configurations high in the custodial closets and above the lay-in ceiling of each bathroom group per floor. Upon activation of each sink or lavatory, it was identified that there was a significant delay between the hot water heater unit engaging the second stage and delivering hot water at the point of discharge. It is recommended that diagnostics be run on the hot water heaters to reduce this delay so that users are not required to wait for hot water delivery.

Exhaust Fans:

Exhaust fans are located within the 2nd floor mechanical room to serve as general exhaust in cooperation with the energy recovery system and ventilation of the building space. A fourth exhaust fan is located in the basement to serve as an exhaust booster for the laundry system.

No visible or audible deficiencies could be identified with the exhaust fans. It is recommended that the maintenance department tests each fan for fan speed performance and changes in static pressure to identify any potential issues.

Fire Pump and Sprinkler System:

The fire pump room is located at the north end of the building on the first floor of the Fountaindale Library. This space is securely locked and isolated from the remainder of the building via fire separation. Currently, the building is served by a 750 GPM fire pump with a 50 psi pressure rating. The space is accompanied with a fire pump control panel, 6" inside alarm bell, test connections for the fire department and pump, a jockey pump control panel, and a 10" alarm bell located outside of the room.

No visible or audible deficiencies could be identified with the fire pump room or the equipment within. All pieces of equipment appear to be within their life cycle and should be properly maintained to determine viability for the next 5-10 years.

BAS System:

The current BAS system installed within the Fountaindale Library is the TRANE Summit interface. This system is a legacy product that is no longer being utilized in the current offering of TRANE's building system interfaces.

At the time of survey, it was noted that the existing BAS system is not currently maintaining multiple data points across many pieces of equipment. These include, but are not limited to: chillers CHR-1 and CHR-2, AHUs, RTU-1, all exhaust fans, boilers, and computer room air conditioning units.

The existing main processing unit needs to be replaced.



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

Fire Alarm:

The current fire Alarm system is Notifier by Honeywell.

The system should be in good working order. Generally, the fire department comes through at least once per year to test the system. If system is not addressable, it should be updated.

Generator:

The Fountaindale Library currently uses a 250KW Kohler generator located in the trash enclosure outside of the building.

The generator should be started up and tested monthly for proper operation. Proper maintenance should be done regularly to ensure its integrity. Its life expectancy is 35 years, which will expire in 2045.

Site Lighting:

The Fountaindale Library site lighting was observed during the day and operation of light fixtures was not verified.

The pole lights appear to currently have metal halide or high-pressure sodium lamps. They are primarily in fair condition. There is at least one pole light that is leaning.

There are bollards around the property that appear to be compact fluorescent.

There are two (2) flagpole lights, 1 (one) is missing a lamp. The lamps appear to be metal halide.

There are compact fluorescent downlights in the canopy at the front of the building and over the drive-thru book drop.

There are wall packs around the building for security/emergency lighting. Some are metal halide or high-pressure sodium and other are compact fluorescent.

It is suggested that all light fixtures on the site be replaced with its LED counterpart. LED light fixtures will use less power and cost less to operate. ComEd offers an incentive rebate for replacing exterior lighting. The payback is \$0.50 per watt reduced.

Most LED light fixtures have a 50,000-hour life expectancy. This is the equivalent to approximately 13-15 years. Other LED light fixtures have a 100,000-hour life expectancy. This is the equivalent to approximately 26-28 years. Many exterior light fixtures are labeled at 100,000 hours.

Lighting:

The Fountaindale Library interior lighting has been observed and all lighting appears to be functional and well maintained. The majority of the existing light fixtures are fluorescent, some are incandescent and some are LED.

There is lighting control in the form of a dimming panel and many areas with scene control.



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

It is suggested that all interior light fixtures be replaced with its LED counterpart. LED light fixtures will use less power and cost less to operate. ComEd offers an incentive rebate for replacing interior lighting. The payback is \$0.50 per watt reduced.

Most LED light fixtures have a 50,000-hour life expectancy. This is the equivalent to approximately 13-15 years. Other LED light fixtures have a 100,000-hour life expectancy. This is the equivalent to approximately 26-28 years.

Dimming System:

The existing dimming system is a 24 circuit, 175A Grafik Eye by Lutron used with scene control switching. It appears to be functional, however is at the end of its intended life.

It is suggested that the dimming system be upgraded to the newest version of the Grafik Eye. It may be beneficial to upgrade the entire controls system so that all lighting can be automatically controlled with scene overrides in each space, daylighting controls in the required areas and automatic off controls for the entire building after closing.

Security Systems:

Security systems provided were professionally designed and installed and include closed circuit television (CCTV), proximity card access control, intrusion alarm and video intercom systems. The CCTV system includes 84 digital cameras covering the building floors, exterior surface parking lot, and driveway access lanes. All cameras are recorded on a state-of-the-art Milestone digital video management system. The property has a very comprehensive access control system provided by an S2 system covering 417 doors basically removing the use of standard style keys in the building. A layered Tyco/Johnson Controls intrusion alarm system is provided for after hour building coverage monitoring door contact switches, motion sensors, glass breaks, and duress call button alarms. An Aiphone video intercom system is provided to monitor locked entries and book return driveway drop-offs.

The library has a 3M Radio Frequency Identification System used for assets tracking and loss protection for theft of library property.

Observations include systems integration to allow for camera positioning and frame rate recording increase based upon alarm conditions. Access controlled doors, door position switches should be monitored to ensure doors are closed and secured upon library the library closing schedule.

Interior Systems:

Interior Structure and Finishes are well maintained and are (for the most part) wearing at a rate to be expected for a public library space. Areas to highlight:

- Recycled Rubber flooring requires regular refinishing to maintain its intended appearance (approximately 30% of entire floor every 5 years)
- The Help Desk within the Youth Services area looks to have a recess intended for front approach of a wheelchair, but the transaction surface is higher than 34" accessible transaction height.



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

Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

- 1st floor Youth Services Banquette seating is looking to be fairly worn from heavy usage and potentially was bleached out with cleaning. It would be Tria's recommendation to update the banquettes with newly upholstered cushions.
- Banquette seating within the study rooms at the Young Adult area should be updated soon as well due to existing sagging and worn looking upholstery.
- Public Toilet room mirrors are showing wear and should be replaced soon.
- Public Toilet room floor and wall tile. Tria would recommend refinishing of the grout at the existing wall and floor ceramic tile.

Furniture, Fixtures, and Equipment:

Furniture, Fixtures, and Equipment are well maintained and are wearing at a rate to be expected. Areas to highlight:

- Lounge furniture close to door into Youth Services work room looks worn from much traffic and should be reupholstered soon or replaced.
- Bean bags within the Youth Services and Young Adult Services are fairly soiled and flattened and should be replaced every five years or perhaps replaced with some other furniture type.
- Computer Area within Youth Services and Young Adult Services may need to be updated or repurposed at some point in the future as technology changes.
- Benches and chairs within the Youth Services Computer Area will need to be reupholstered, refinished or replaced in the near future. Replacement currently identified for 2025.
- Workstations and other furniture within staff areas area very well maintained (looks like new).
- Lounge seating within Young Adult Services will continue to need a percentage of seating reupholstered due to heavy usage.
- Wood frame seating (some with arms and some armless) with green pattern cushions and some solid orange will continue to need a percentage reupholstered.
- Wood tables and other furniture with wood legs show damage from moving and cleaning.
- High back lounge chairs in large pattern red fabric have a high rate of wear due to fabric that is designed to decompose. Tria would suggest finding an aesthetically comparable patterned fabric that may perform better over time. Reupholstering 50% of these have been identified with replacement 10 years after.



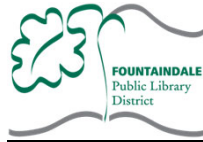


Fountaindale Public Library - Capital Improvements Report - Building Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
1	Exterior	Aluminum Windows	Window sealant at west side			2011	15	2019	\$150	1	\$150	\$150	Repair damaged window sealant
2	Exterior	Curtainwall	Replace plastic glazing			2011	25	2035	\$41,890	1	\$41,890	\$75,402	
3	1st Floor	Doors	Exit door from Children's stair			2011	30	2019	\$7,500	1	\$7,500	\$7,500	Inadequate concrete walk outside egress doorway and landscaping prevents door from fully opening - does not include heated walk
4	Exterior	Doors	Exterior door at stair on west side			2011	30	2020	\$500	1	\$500	\$525	Wire brush, prime and repaint door frame
5	Exterior	Doors	Overhead door on north side			2011	20	2020	\$250	1	\$250	\$263	Replace weather-stripping on overhead door
6	Exterior	Doors	Replace hardware			2011	25	2035	\$40,085	1	\$40,085	\$72,152	Replace hardware when replacing doors
7	Exterior	Doors	Replace metal doors			2011	25	2035	\$18,373	1	\$18,373	\$33,071	Exterior doors replaced
8	Exterior	Aluminum Curtainwall	Strip out, caulk & replace			2011	20	2030	\$38,940	1	\$38,940	\$60,357	Every twenty (20) years
9	Exterior	Steel Curtainwall	Strip out, caulk & replace			2011	20	2030	\$17,819	1	\$17,819	\$27,619	
10	Lower Level	Electric	Exit Signs			2011	30	2019	\$1,500	1	\$1,500	\$1,500	Replace and relocate exit sign in outer corridor
11	Exterior	Electric	Exterior outlets			2011	30	2019	\$100	3	\$300	\$300	Provide sealant at all exterior outlet covers
12	1st floor	Electric	175 amp, 24 circuit dimming panel	Lutron	Grafik Eye	2011	10	2020	\$7,500	1	\$7,500	\$7,875	Fair / Short-Term Cost
13	Exterior	Electric	Site Lighting	Varies	Bollards/Light poles/Wall Packs	2011	20	2020	\$76,500	1	\$76,500	\$80,325	Fair / Short-Term Cost (Replace all fixtures with integrated LED - New LED fixtures should last ~30 years)
14	Various	Electric	Fire alarm	Honeywell/Simplex		2011	10	2020	\$3,540	1	\$3,540	\$3,717	Every five (5) years *
15	Various	Electric	Floor Boxes			2011	20	2020	\$120	100	\$12,000	\$12,600	Immediate Cost for any that are damaged
16	Various	Electric	Light fixtures	Varies		2011	20	2020	\$500,000	1	\$500,000	\$525,000	Fair / Short-Term Cost (Replace all fluorescent light fixtures with integrated LED - New LED fixtures should last ~15 years)
17	Lower Level	Electric	Exit Signs			2011	20	2025	\$9,500	1	\$9,500	\$12,350	Exit signs are on generator but no battery backup
18	CCTV	Electric	Replace Televisions			2011	15	2025	\$1,800	3	\$5,400	\$7,020	Fair / Short-Term Cost
19	Various	Electric	Fire alarm			2011	15	2025	\$3,540	1	\$3,540	\$4,602	Every five (5) years *
20	Various	Electric	A/V System			2011	5	2025	\$50,000	1	\$50,000	\$65,000	Fair / Short-Term Cost
21	2nd Floor	Electric	Board Room Sound System			2018	10	2028	\$60,000	1	\$60,000	\$87,000	
22	Various	Electric	A/V System			2025	5	2030	\$50,000	1	\$50,000	\$77,500	Fair / Short-Term Cost
23	Various	Electric	Fire Alarm System	Honeywell		2011	20	2030	\$54,000	1	\$54,000	\$83,700	Complete replacement of equipment
24	Exterior	Electric	Lightning protection			2011	25	2035	\$11,800	1	\$11,800	\$21,240	Major overhaul

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

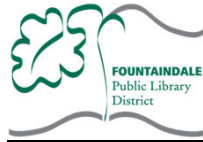


Fountaindale Public Library - Capital Improvements Report - Building Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
25	Various	Electric	Fire alarm			2011	25	2035	\$3,540	1	\$3,540	\$6,372	Every five (5) years *
26	Various	Electric	A/V System			2030	5	2035	\$50,000	1	\$50,000	\$90,000	Fair / Short-Term Cost
27	2nd Floor	Electric	Board Room Sound System			2028	10	2038	\$60,000	1	\$60,000	\$117,000	
28	Exterior	Electric	Emergency Generator	Kohler		2011	30	2040	\$90,000	1	\$90,000	\$184,500	Fair - Repair/Replacement Reserves
29	Various	Electric	Fire alarm			2011	30	2040	\$3,540	1	\$3,540	\$7,257	Every five (5) years *
30	Various	Electric	A/V System			2035	5	2040	\$50,000	1	\$50,000	\$102,500	Fair / Short-Term Cost
31	Interior	Elevator	Annual maintenance	OTIS		2011	1	2019	\$15,000	1	\$15,000	\$15,000	Service agreement
32	Interior	Elevator	Annual maintenance	OTIS		2011	1	2020	\$15,000	1	\$15,000	\$15,750	Service agreement
33	Interior	Elevator	Annual maintenance	OTIS		2011	1	2021	\$15,000	1	\$15,000	\$16,500	Service agreement
34	Interior	Elevator	Annual maintenance	OTIS		2011	1	2022	\$15,000	1	\$15,000	\$17,250	Service agreement
35	Interior	Elevator	Annual maintenance	OTIS		2011	1	2023	\$15,000	1	\$15,000	\$18,000	Service agreement
36	Interior	Elevator	Annual maintenance	OTIS		2011	1	2024	\$15,000	1	\$15,000	\$18,750	Service agreement
37	Interior	Elevator	Freight elevator - major service	OTIS		2011	15	2025	\$17,700	1	\$17,700	\$23,010	Every fifteen (15) years
38	Interior	Elevator	Public elevator - major service	OTIS		2011	15	2025	\$50,000	2	\$100,000	\$130,000	Replace pump units and door controls
39	Interior	Elevator	Freight elevator - major service	OTIS		2011	15	2025	\$50,000	1	\$50,000	\$65,000	Replace pump units and door controls
40	Interior	Elevator	Annual maintenance	OTIS		2011	1	2025	\$15,000	1	\$15,000	\$19,500	Service agreement
41	Interior	Elevator	Annual maintenance	OTIS		2011	1	2026	\$15,000	1	\$15,000	\$20,250	Service agreement
42	Interior	Elevator	Annual maintenance	OTIS		2011	1	2027	\$15,000	1	\$15,000	\$21,000	Service agreement
43	Interior	Elevator	Annual maintenance	OTIS		2011	1	2028	\$15,000	1	\$15,000	\$21,750	Service agreement
44	Interior	Elevator	Annual maintenance	OTIS		2011	1	2029	\$15,000	1	\$15,000	\$22,500	Service agreement
45	Interior	Elevator	Public elevator - major service	OTIS		2011	20	2030	\$75,000	2	\$150,000	\$232,500	Modernize elevator control systems
46	Interior	Elevator	Freight elevator - major service	OTIS		2011	20	2030	\$75,000	1	\$75,000	\$116,250	Modernize elevator control systems
47	Interior	Elevator	Annual maintenance	OTIS		2011	1	2030	\$15,000	1	\$15,000	\$23,250	Service agreement
48	Interior	Elevator	Annual maintenance	OTIS		2011	1	2031	\$15,000	1	\$15,000	\$24,000	Service agreement

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

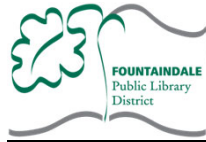


Fountaindale Public Library - Capital Improvements Report - Building Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
49	Interior	Elevator	Annual maintenance	OTIS		2011	1	2032	\$15,000	1	\$15,000	\$24,750	Service agreement
50	Interior	Elevator	Annual maintenance	OTIS		2011	1	2033	\$15,000	1	\$15,000	\$25,500	Service agreement
51	Interior	Elevator	Annual maintenance	OTIS		2011	1	2034	\$15,000	1	\$15,000	\$26,250	Service agreement
52	Interior	Elevator	Annual maintenance	OTIS		2011	1	2035	\$15,000	1	\$15,000	\$27,000	Service agreement
53	Interior	Elevator	Annual maintenance	OTIS		2011	1	2036	\$15,000	1	\$15,000	\$27,750	Service agreement
54	Interior	Elevator	Annual maintenance	OTIS		2011	1	2037	\$15,000	1	\$15,000	\$28,500	Service agreement
55	Interior	Elevator	Annual maintenance	OTIS		2011	1	2038	\$15,000	1	\$15,000	\$29,250	Service agreement
56	Interior	Elevator	Annual maintenance	OTIS		2011	1	2039	\$15,000	1	\$15,000	\$30,000	Service agreement
57	Interior	Elevator	Annual maintenance	OTIS		2011	1	2040	\$15,000	1	\$15,000	\$30,750	Service agreement
58	Lower Level	Fire Sprinkler	Fire Pumps		ITT	2011	30	2040	\$42,000	1	\$42,000	\$86,100	Good - Cost for major infrastructure upgrade/renovation
59	1st Floor	Floor Finish	Shipping/Receiving floor			2011	10	2019	\$15	936	\$14,040	\$14,040	Repair floor slab and replace floor finish
60	3rd Floor	HVAC	Reading Room			2011		2025	\$150,000	1	\$150,000	\$195,000	Very warm in reading room - install automated blinds
61	Throughout Building	HVAC	VAV Boxes w/ reheat	Titus	DESV	2011	20	2030	\$2,000	40	\$80,000	\$124,000	As-needed replacement unitary cost.
62	Lower Level	HVAC	AHU-1	Trane	TCPA1D054V6G3322FA	2011	25	2035	\$240,000	1	\$240,000	\$432,000	Good Condition - Cost for lifespan replacement
63	2nd Floor	HVAC	AHU-2	Trane	TCPAID041VG3322FA	2011	25	2035	\$240,000	1	\$240,000	\$432,000	Good Condition - Cost for lifespan replacement
64	2nd Floor	HVAC	AHU-3	Trane	TCPAID041VG3322FA	2011	25	2035	\$240,000	1	\$240,000	\$432,000	Good Condition - Cost for lifespan replacement
65	2nd Floor	HVAC	Boiler (BLR-1)	Aerco	Benchmark	2011	25	2035	\$84,000	1	\$84,000	\$151,200	Good Condition - Cost for lifespan replacement
66	2nd Floor	HVAC	Boiler (BLR-2)	Aerco	Benchmark	2011	25	2035	\$84,000	1	\$84,000	\$151,200	Good Condition - Cost for lifespan replacement
67	2nd Floor	HVAC	Boiler (BLR-3)	Aerco	Benchmark	2011	25	2035	\$84,000	1	\$84,000	\$151,200	Good Condition - Cost for lifespan replacement
68	2nd Floor	HVAC	Sever Room A/C	Liebert	DS042	2011	25	2035	\$60,000	1	\$60,000	\$108,000	Good Condition - Cost for lifespan replacement
69	3rd Floor	HVAC	Chiller (CHR-1)	Trane	DGAM 090F	2011	25	2035	\$60,000	1	\$60,000	\$108,000	Good Condition - Cost for lifespan replacement
70	3rd Floor	HVAC	Chiller (CHR-2)	Trane	DGAM 090F	2011	25	2035	\$60,000	1	\$60,000	\$108,000	Good Condition - Cost for lifespan replacement
71	Throughout Building	HVAC/ Lighting	BAS / BMS System	Trane	Summit (Obsolete)	2011	10	2020	\$50,000	1	\$50,000	\$52,500	Existing main processing unit is non-functional; replace.
72	Throughout Building	HVAC/ Lighting	BAS / BMS System	Trane	Summit	2011	25	2035	\$1,500	300	\$450,000	\$810,000	End of life replacement

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Building Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
73	Exterior	Landscaping	Irrigation pipe at east side				20	2019	\$250	1	\$250	\$250	Bury exposed irrigation piping
74	Exterior	Masonry	Misc. joints and doors / windows			2011	25	2035	\$5,030	1	\$5,030	\$9,055	Re-caulk when cleaning masonry
75	Exterior	Masonry	Reseal masonry exp. Joints			2011	15	2025	\$24,892	1	\$24,892	\$32,360	Re-caulk when cleaning masonry
76	Exterior	Masonry	Site wall / sign joints			2011	25	2035	\$2,596	1	\$2,596	\$4,673	Re-caulk when cleaning masonry
77	Exterior	Masonry	Masonry mortar joints			2011	25	2035	\$250,000	1	\$250,000	\$450,000	Tuckpoint masonry joints
78	Lower Level	Miscellaneous	Control Room			2011		2019	\$250	1	\$250	\$250	Control room is not fully accessible - remove counter
79	2nd Floor	Miscellaneous	Mechanical Room					2019	\$0	1	\$0	\$0	Remove combustible storage from mechanical room
80	3rd Floor	Miscellaneous	Office			2016		2019	\$7,500	1	\$7,500	\$7,500	Replace furniture to make office accessible
81	Lower Level	Miscellaneous	Outer corridors			2011	30	2020	\$7,500	1	\$7,500	\$7,875	Storage in egress corridor - move door and relocate storage
82	1st Floor	Miscellaneous	Men's room toilet compartments			2011	10	2020	\$1,500	1	\$1,500	\$1,575	Replace damaged components
83	1st Floor	Miscellaneous	High density storage in outreach office			2011	30	2020	\$10,000	1	\$10,000	\$10,500	File storage system encroaches on ADA clear space of entry door - Move door and remove built-in wall cabinets
84	Exterior	Miscellaneous	Bollard on north side			2011	30	2020	\$500	1	\$500	\$525	Wire brush, prime and repaint bollard
85	Exterior	Miscellaneous	Wood columns at entry canopy			2011	5	2020	\$100	27	\$2,700	\$2,835	Refinish wood columns
86	Exterior	Miscellaneous	Wood columns at entry canopy			2020	5	2025	\$100	27	\$2,700	\$3,510	Refinish wood columns
87	Exterior	Miscellaneous	Wood columns at entry canopy			2025	5	2030	\$100	27	\$2,700	\$4,185	Refinish wood columns
88	Exterior	Miscellaneous	Wood columns at entry canopy			2030	5	2035	\$100	27	\$2,700	\$4,860	Refinish wood columns
89	Exterior	Miscellaneous	Wood columns at entry canopy			2035	5	2040	\$100	27	\$2,700	\$5,535	Refinish wood columns
90	Interior	Miscellaneous	Fire extinguisher			2011	10	2020	\$5,505	1	\$5,505	\$5,780	Replace every ten (10) years
91	Interior	Miscellaneous	Fire extinguisher			2011	20	2030	\$5,505	1	\$5,505	\$8,532	Replace every ten (10) years
92	Interior	Miscellaneous	Fire extinguisher			2011	30	2040	\$5,505	1	\$5,505	\$11,285	Replace every ten (10) years
93	Interior	Miscellaneous	Defibrillators			2011	15	2025	\$5,930	1	\$5,930	\$7,708	
94	Interior	Miscellaneous	Defibrillators			2025	15	2040	\$5,930	1	\$5,930	\$12,155	
95	Exterior	Miscellaneous	Gates at trash and generator enclosure			2011	20	2030	\$5,000	3	\$15,000	\$23,250	Replace gates
96	Lower Level	Painting	Door Frames			2011	15	2025	\$250	35	\$8,750	\$11,375	Repaint door frames

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Building Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
97	1st Floor	Painting	Door Frames			2011	15	2025	\$250	45	\$11,250	\$14,625	Repaint door frames
98	2nd Floor	Painting	Door Frames			2011	15	2025	\$500	37	\$18,500	\$24,050	Repaint door frames
99	3rd Floor	Painting	Door Frames			2011	15	2025	\$500	23	\$11,500	\$14,950	Repaint door frames
100	Exterior	Painting	Exterior paint			2011	15	2025	\$9,272	1	\$9,272	\$12,054	
101	Exterior	Painting	Exterior paint			2011	30	2040	\$9,272	1	\$9,272	\$19,009	
102	Throughout Building	Plumbing	Water Hammer Arrestors	Watts / Sioux Chief	-	Planned for 2011; not incorporated	30	2019	\$800	12	\$9,600	\$9,600	Fair / Short-Term. Never installed per design drawings. To be installed at flush valve groups and laundry trays. (Completed)
103	Lower Level	Plumbing	Water Softener			2011	10	2020	\$3,600	1	\$3,600	\$3,780	Good Condition - Cost for lifespan replacement
104	Lower Level	Plumbing	Sump / sewer pump			2013	10	2023	\$16,000	3	\$48,000	\$57,600	Replace every 10 years
105	Lower Level	Plumbing	Elevator sump pump			2013	10	2023	\$3,540	2	\$7,080	\$8,496	
106	Lower Level	Plumbing	Sump / sewer pump			2020	10	2030	\$16,000	3	\$48,000	\$74,400	Replace every 10 years
107	Lower Level	Plumbing	Elevator sump pump			2020	10	2030	\$3,540	2	\$7,080	\$10,974	
108	2nd Floor	Plumbing	Single user toilet rooms			2011	30	2030	\$75,000	2	\$150,000	\$232,500	Upgrade toilet room to current ADA standards - A more detailed estimate will be needed at time of design
109	3rd Floor	Plumbing	Single user toilet rooms			2011	30	2030	\$75,000	2	\$150,000	\$232,500	Upgrade toilet room to current ADA standards - A more detailed estimate will be needed at time of design
110	1st Floor	Plumbing	Single user toilet rooms			2011	30	2040	\$75,000	3	\$225,000	\$461,250	Upgrade toilet room to current ADA standards - A more detailed estimate will be needed at time of design
111	Throughout Building	Plumbing	Hot Water Heaters	Eemax		2011	20	2030	\$3,000	6	\$18,000	\$27,900	Fair / Short-Term. Replace at end of life
112	Throughout Building	Plumbing	General Valves	Various		2011	20	2030	\$6,000	1	\$6,000	\$9,300	Fair - Repair/Replacement Reserves
113	Various	Plumbing	Hose bib			2011	20	2030	\$236	16	\$3,776	\$5,853	
114	Exterior	Plumbing	Roof drains			2011	25	2035	\$5,000	11	\$55,000	\$99,000	Ongoing maintenance not included
115	Exterior	Plumbing	Grease Interceptor			2011	30	2040	\$11,800	1	\$11,800	\$24,190	Ongoing clean-out not included
116	Exterior	Roof	Chiller roof			2011	20	2020	\$1,500	1	\$1,500	\$1,575	Repair/replace loose roof pavers
117	Exterior	Roof	Chiller roof			2011	20	2030	\$25	1,552	\$38,800	\$60,140	20 yr warranty - replace roof
118	Exterior	Roof	Level 2 roofs			2011	20	2030	\$30	8,897	\$266,910	\$413,711	20 yr warranty - replace roof
119	Exterior	Roof	Level 3 roof			2011	20	2030	\$30	5,465	\$163,950	\$254,123	20 yr warranty - replace roof
120	Exterior	Roof	Main roof			2011	20	2030	\$30	24,853	\$745,590	\$1,155,665	20 yr warranty - replace roof

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Building Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
121	Exterior	Roof	Entry canopy roof			2011	20	2030	\$30	3,500	\$105,000	\$162,750	20 yr warranty - replace roof
122	Exterior	Site	Mill & Overlay			2011	10	2020	\$18	10,641	\$191,545	\$201,122	
123	Exterior	Site	Parking Striping			2011	10	2020	\$6	10,641	\$63,848	\$67,041	Sealcoating & crack sealing (perform activity annually as needed)
124	Exterior	Site	Pavement crack sealing			2011	10	2020	\$5	50	\$250	\$263	Cold applied joint sealant between pavement gaps
125	Exterior	Site	Concrete Surface			2011	10	2020	\$1	7,500	\$7,500	\$7,875	Replace sidewalk
126	Landscape	Site	Replace trees and shrubs			2011	15	2025	\$29,500	1	\$29,500	\$38,350	Major replacement
127	Exterior	Site	Directional signage			2011	20	2030	\$5,900	1	\$5,900	\$9,145	
128	Exterior	Site	Asphalt paving/ resurface			2011	20	2030	\$35	10,641	\$372,449	\$577,296	Full Depth Reconstruction
129	Exterior	Site	Concrete Surface			2020	10	2030	\$1	7,500	\$7,500	\$11,625	Replace sidewalk
130	Exterior	Site	Concrete Surface			2030	10	2040	\$1	7,500	\$7,500	\$15,375	Replace sidewalk
131	Exterior	Site	Parking Curbs - Repair & Replace			2011	15	2025	\$1	1,200	\$1,200	\$1,560	
132	Interior	Stair	Glass handrail			2011	20	2030	\$4,720	1	\$4,720	\$7,316	Allow 10% replacement
133	Interior	Technology	Self-Check replacement				9	2019	\$90,000	1	\$90,000	\$90,000	Information provided by Owner
134	Interior	Technology	Staff PC Replacement				8	2020	\$115,000	1	\$115,000	\$120,750	Information provided by Owner
135	Interior	Technology	Studio Mac Replacement				8	2020	\$170,000	1	\$170,000	\$178,500	Information provided by Owner
136	Interior	Technology	Mobile and conference phone replacement				20	2020	\$26,000	1	\$26,000	\$27,300	Information provided by Owner
137	Interior	Technology	Desk phone replacement				20	2023	\$73,000	1	\$73,000	\$87,600	Information provided by Owner
138	Interior	Technology	Automated material handling system				15	2024	\$750,000	1	\$750,000	\$937,500	Information provided by Owner
139	Interior	Technology	Public PC replacement				8	2027	\$70,000	1	\$70,000	\$98,000	Information provided by Owner
140	Interior	Technology	Self-Check replacement				9	2028	\$90,000	1	\$90,000	\$130,500	Information provided by Owner
141	Interior	Technology	Staff PC Replacement				8	2028	\$115,000	1	\$115,000	\$166,750	Information provided by Owner
142	Interior	Technology	Studio Mac Replacement				8	2028	\$170,000	1	\$170,000	\$246,500	Information provided by Owner
143	Interior	Technology	Complete phone replacement				20	2033	\$99,000	1	\$99,000	\$168,300	Information provided by Owner
144	Interior	Technology	Public PC replacement				8	2035	\$70,000	1	\$70,000	\$126,000	Information provided by Owner

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Building Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
145	Interior	Technology	Staff PC Replacement				8	2036	\$115,000	1	\$115,000	\$212,750	Information provided by Owner
146	Interior	Technology	Studio Mac Replacement				8	2036	\$170,000	1	\$170,000	\$314,500	Information provided by Owner
147	Interior	Technology	Self-Check replacement				9	2037	\$90,000	1	\$90,000	\$171,000	Information provided by Owner
148	Interior	Technology	Automated material handling system				15	2039	\$750,000	1	\$750,000	\$1,500,000	Information provided by Owner

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Security Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
Closed Circuit Television (CCTV)													
1	Building	CCTV	CCTV Video Recorder System software	Milestone	Expert	2011	10	Maintenance Agreement		1	\$5,865 annually	5% per year	System and components must be maintained on an on going basis.
2	Building	CCTV	CCTV Video Recorder System Hardware	DELL	Live Server	2011	7	Maintenance Agreement		1	See Above		
3	Building	CCTV	CCTV Video Recorder System Hardware	ewlett Packer (HP)	Archive Server	2011	7	Maintenance Agreement		1	See Above		
4	Building	CCTV	CCTV Video Cameras	Axis	P3301 P3365 PTZ	2011	7	Maintenance Agreement		70	See Above		
5	Building	CCTV	CCTV Video Cameras	Mobotix	Q25 Series	2017-18	7	Maintenance Agreement		14	See Above		
Access Control System (AC)													
6	Building	AC	S2 NetBox Software/Server	S2	System Software and Hardware	2011	3	Add to maintenance agreement		1	Add to maintenance agreement	5% per year	System and components must be maintained on an on going basis. System software upgrades need to be added to the Maintenance Agreement for this security system
7	Building	AC	S2 Network Nodes	S2	Intelligent Field Panels	2011	8	Maintenance Agreement		5	\$2,409 Annually		
8	Building	AC	HID Proximity Card Readers	HID	Door Card Readers	2011	8	Maintenance Agreement		417	See Above		
9	Building	AC	Door Position Switches	Sentrol	Magnetic Contact Switches	2011	15	Maintenance Agreement		417	See Above		
10	Building	AC	Request to Exit Motion Sensor (RTE)	Honeywell	Request to Exit Sensor (RTE)	2011	15	Maintenance Agreement		417	See Above		
11	Building	AC	Door Electric Lock Set		Electric Lock set	2011	7	Maintenance Agreement		417	See above		
Intrusion Alarm (IA)													
12	Building	IA	Duress Alarm Call Button	Sentrol	Under desk emergency call button	2011	20	Maintenance Agreement		8	\$310.00 Annually	5% Per year	System and components must be maintained on an on going basis.
13	Building	IA	Intrusion Alarm Panel 48 Zones	CO/Johnson Contr	Intrusion Alarm Panel with off site digital dialer Central Station notifier	2011	10	Maintenance Agreement		1	See Above		
14	Building	IA	Magnetic Door Contact	Sentrol	Intrusion Alarm Door open Signal Device	2011	20	Maintenance Agreement		10	See Above		
15	Building	IA	Glass Break Detector	Sentrol	Detection Device High frequency Monitor	2011	15	Maintenance Agreement		13	See Above		
16	Building	IA	Infrared Motion Sensor	Honeywell	Movement Detection Alarm Device	2011	15	Maintenance Agreement		1	See Above		
17	Building	IA	Alarm System Monitoring and Programing Keypad	po/Johnson Contro	Alarm set and unlock keypad	2011	10	Maintenance Agreement		1	See Above		
18	Building	IA	Local Area EXIT Door Alarm	Dexter	Local Alarm crash hardware with local alarm sounder	2011	20	2031	\$345	10	\$3,450		

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

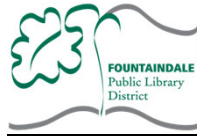


Fountaindale Public Library - Capital Improvements Report - Security Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
Intercom (IC)													
19	Building	IC	Audio Video Intercom Switch	Aiphone	Intercom Master Switch AX-084C	2011	10	2021	\$1,400	1	\$1,400	2-3% per year	
20	Building	IC	Audio Video Master Intercom	Aiphone	Desk Intercom Video Master AX-8M	2011	10	2021	\$400	1	\$400	2-3% per year	
21	Building	IC	Audio Video Master Intercom (Color Screen)	Aiphone	Desk Intercom Master AX-8MV	2011 & 2013	10	2021	\$1,000	2	\$2,000	2-3% per year	
22	Building	IC	Audio Video Door Station Intercom	Aiphone	Audio Video Door Station AX-DVF-P	2011	10	2021	\$500	1	\$500	2-3% per year	
23	Building	IC	Mullion Mount audio Intercom	Aiphone	Mullion Mount intercom AX-DM	2013	10	2023	\$75	1	\$75	2-3% per year	
24	Building	IC	Vandal Resistant Door Audio Only Station	Aiphone	Vandal Resistant Audio Only door intercom IE-SSA	2011	10	2021	\$400	1	\$400	2-3% per year	
Security LAN (SL)													
25	Building	SL	Security System Dedicated Network Switches	Dell /HP	Network Switch	2017	5	2022	\$2,010	5	\$10,050	2-3%	
Radio Frequency Loss Prevention System (RFLP)													
26	Building	RFLP	RFID Detection System	3M	Theft Detection System Model 9102 BC	2012	10	2022		1 set	\$1,625.75 Annually	2-3% per year	System and components must be maintained on an on going basis.

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Interior Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
1	1st, 2nd, 3rd floor, and Lower Level	Ceiling Finish	Acoustical Ceiling Tile (25%)			2011	20	2030	\$5.52	16,500	\$91,080	\$141,174	"Useful life" identified is 75 years
2	1st, 2nd, 3rd floor, and Lower Level	Ceiling Finish	Acoustical Ceiling Tile (25%)			2011	30	2040	\$5.52	16,500	\$91,080	\$186,714	
3	1st	Ceiling Finish, Wall finish	Wood Ceilings and wood panels			2011	30	2040	\$19.50	1,900	\$37,050	\$75,953	
4	2nd	Ceiling Finish, Wall Finish	Wood Ceilings and wood panels			2011	30	2040	\$19.50	2700	\$52,650	\$107,933	
5	3rd	Ceiling Finish, Wall finish	Wood Ceilings and wood panels			2011	30	2040	\$19.50	9500	\$185,250	\$379,763	
6	Lower Level	Ceiling Finish, Wall finish	Wood Ceilings and wood panels			2012	30	2042	\$19.50	800	\$15,600	\$33,540	
7	1st, 2nd, 3rd floor, and Lower Level	Interior Doors	Wood doors, wood doors with glass lite in painted HM			2011	25	2035	\$3,500	60	\$210,000	\$378,000	refinish doors, repaint frames
8	1st, 2nd, 3rd floor, and Lower Level	Interior Doors	Paint grade doors in painted HM			2011	25	2035	\$2,800	67	\$187,600	\$337,680	
9	2nd and 3rd floors	Interior Wood and Glass	Doors and Glass in Wood Frame			2011	30	2040	\$4,000	40	\$160,000	\$328,000	2nd floor Admin and Computer lab, 3rd floor Study Rms and Reading Rm
10	1st and 2nd floors	Interior Wood and Resin	Resin panels in Wood Frame (or painted HM)			2011	20	2030	\$2,500	14	\$35,000	\$54,250	
11	Interior	Public Elevator Cabs	Public Elevator Cab Interior Finishes and Lighting			2011	30	2040	\$15,000	2	\$30,000	\$61,500	
12	Interior	Service Elevator Cabs	Elevator Cab Interior Finishes and Lighting			2011	40	2050	\$8,000	1	\$8,000	\$20,400	
13	Interior	Carpet Tile and base	3rd Floor Reading Room			2011	20	2030	\$9	1000	\$9,000	\$13,950	
14	Interior	Carpet Tile and base	2nd Floor Young Adult			2011	15	2025	\$9	3100	\$27,900	\$36,270	
15	Interior	Carpet Tile and base	2nd Floor Boardroom			2011	20	2030	\$9	690	\$6,210	\$9,626	
16	Interior	Carpet Tile and base	2nd Floor Administration Department- Open office and hallways			2011	20	2030	\$9	1550	\$13,950	\$21,623	
17	Interior	Carpet Tile and base	2nd Floor Administration Department- Private offices			2011	25	2035	\$9	1020	\$9,180	\$16,524	
18	Interior	Carpet Tile and base	1st Floor Storytime Room			2011	12	2022	\$9	750	\$6,750	\$7,763	
19	Interior	Carpet Tile and base	Lower Level Media Lab			2012	25	2037	\$9	4305	\$38,745	\$73,616	
20	1st, 2nd, and 3rd floors	Recycled Rubber Floor	Refinish Rubber floor (30% of floor every 5 years)			2011	5	2020	\$2	19000	\$38,000	\$39,900	
21	1st, 2nd, and 3rd floors	Recycled Rubber Floor	Refinish Rubber floor (30% of floor every 5 years)			2011	5	2025	\$2	19000	\$38,000	\$49,400	
22	1st, 2nd, and 3rd floors	Recycled Rubber Floor	Refinish Rubber floor (30% of floor every 5 years)			2011	5	2030	\$2	19,000	\$38,000	\$58,900	
23	1st, 2nd, and 3rd floors	Recycled Rubber Floor	Refinish Rubber floor (30% of floor every 5 years)			2011	5	2035	\$2	19,000	\$38,000	\$68,400	
24	1st, 2nd, and 3rd floors	Recycled Rubber Floor and base	Replacement of Rubber floor and rubber base			2011	30	2040	\$14	62235	\$871,290	\$1,786,145	
25	1st, 2nd, and 3rd floors	Public Restrooms, Ceramic Tile- floor and walls	Refinish grout at tiles (every 10 years)			2011	10	2020	\$2,500	9	\$22,500	\$23,625	
26	1st, 2nd, and 3rd floors	Public Restrooms, Ceramic Tile- floor and walls	Replacement of Ceramic Tile- Floor and walls			2011	20	2030	\$18	6000	\$108,000	\$167,400	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

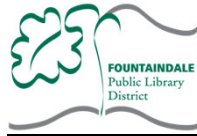


Fountaindale Public Library - Capital Improvements Report - Interior Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
27	1st, 2nd, 3rd floor, and Lower Level	Staff Restrooms, Ceramic Tile- floor and walls	Refinish grout at tiles (every 10 years)			2011	10	2020	\$1,500	8	\$12,000	\$12,600	
28	1st, 2nd, 3rd floor, and Lower Level	Staff Restrooms, Ceramic Tile- floor and walls	Replacement of Ceramic Tile- Floor and walls			2011	20	2030	\$20	3200	\$64,000	\$99,200	
29	Interior	Staff Area, Ceramic Tile- wall	2nd floor Staff Café			2011	20	2030	\$20	200	\$4,000	\$6,200	
30	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2019	1	2020	\$25,000	1	\$25,000	\$26,250	Typical yearly maintenance
31	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2020	1	2021	\$25,000	1	\$25,000	\$27,500	Typical yearly maintenance
32	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2021	1	2022	\$25,000	1	\$25,000	\$28,750	Typical yearly maintenance
33	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2022	1	2023	\$25,000	1	\$25,000	\$30,000	Typical yearly maintenance
34	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2023	1	2024	\$25,000	1	\$25,000	\$31,250	Typical yearly maintenance
35	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2024	1	2025	\$25,000	1	\$25,000	\$32,500	Typical yearly maintenance
36	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2025	1	2026	\$25,000	1	\$25,000	\$33,750	Typical yearly maintenance
37	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2026	1	2027	\$25,000	1	\$25,000	\$35,000	Typical yearly maintenance
38	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2027	1	2028	\$25,000	1	\$25,000	\$36,250	Typical yearly maintenance
39	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2028	1	2029	\$25,000	1	\$25,000	\$37,500	Typical yearly maintenance
40	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2029	1	2030	\$25,000	1	\$25,000	\$38,750	Typical yearly maintenance
41	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2030	1	2031	\$25,000	1	\$25,000	\$40,000	Typical yearly maintenance
42	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2031	1	2032	\$25,000	1	\$25,000	\$41,250	Typical yearly maintenance
43	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2032	1	2033	\$25,000	1	\$25,000	\$42,500	Typical yearly maintenance
44	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2033	1	2034	\$25,000	1	\$25,000	\$43,750	Typical yearly maintenance
45	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2034	1	2035	\$25,000	1	\$25,000	\$45,000	Typical yearly maintenance
46	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2035	1	2036	\$25,000	1	\$25,000	\$46,250	Typical yearly maintenance
47	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2036	1	2037	\$25,000	1	\$25,000	\$47,500	Typical yearly maintenance
48	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2037	1	2038	\$25,000	1	\$25,000	\$48,750	Typical yearly maintenance
49	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2038	1	2039	\$25,000	1	\$25,000	\$50,000	Typical yearly maintenance
50	1st, 2nd, 3rd floor, and Lower Level	Painted walls	Typical yearly Paint maintenance			2039	1	2040	\$25,000	1	\$25,000	\$51,250	Typical yearly maintenance
51	1st Youth and 2nd Young Adult	Wallcovering	Decorative Wallcovering			2011	15	2025	\$22	1800	\$39,600	\$51,480	1st Youth, 2nd Young adult
52	2nd and 3rd floors	Wallcovering	Markerboard Wallcovering			2011	15	2025	\$24	500	\$12,000	\$15,600	2nd floor YA Study rooms and Comp Lab, 3rd floor staff areas

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Interior Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
53	1st, 2nd, 3rd floor, and Lower Level	Wallcovering	Tackable Cork wall covering			2011	20	2030	\$25	300	\$7,500	\$11,625	1st- public display, 2nd- staff areas, 3rd- quiet reading room, Base- public
54	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2019	1	2020	\$1,500	1	\$1,500	\$1,575	Typical yearly maintenance
55	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2020	1	2021	\$1,500	1	\$1,500	\$1,650	Typical yearly maintenance
56	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2021	1	2022	\$1,500	1	\$1,500	\$1,725	Typical yearly maintenance
57	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2022	1	2023	\$1,500	1	\$1,500	\$1,800	Typical yearly maintenance
58	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2023	1	2024	\$1,500	1	\$1,500	\$1,875	Typical yearly maintenance
59	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2024	1	2025	\$1,500	1	\$1,500	\$1,950	Typical yearly maintenance
60	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2025	1	2026	\$1,500	1	\$1,500	\$2,025	Typical yearly maintenance
61	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2026	1	2027	\$1,500	1	\$1,500	\$2,100	Typical yearly maintenance
62	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2027	1	2028	\$1,500	1	\$1,500	\$2,175	Typical yearly maintenance
63	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2028	1	2029	\$1,500	1	\$1,500	\$2,250	Typical yearly maintenance
64	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2029	1	2030	\$1,500	1	\$1,500	\$2,325	Typical yearly maintenance
65	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2030	1	2031	\$1,500	1	\$1,500	\$2,400	Typical yearly maintenance
66	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2031	1	2032	\$1,500	1	\$1,500	\$2,475	Typical yearly maintenance
67	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2032	1	2033	\$1,500	1	\$1,500	\$2,550	Typical yearly maintenance
68	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2033	1	2034	\$1,500	1	\$1,500	\$2,625	Typical yearly maintenance
69	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2034	1	2035	\$1,500	1	\$1,500	\$2,700	Typical yearly maintenance
70	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2035	1	2036	\$1,500	1	\$1,500	\$2,775	Typical yearly maintenance
71	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2036	1	2037	\$1,500	1	\$1,500	\$2,850	Typical yearly maintenance
72	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2037	1	2038	\$1,500	1	\$1,500	\$2,925	Typical yearly maintenance
73	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2038	1	2039	\$1,500	1	\$1,500	\$3,000	Typical yearly maintenance
74	1st floor	Terrazzo floor and base	Refinish, Typical maintenance			2039	1	2040	\$1,500	1	\$1,500	\$3,075	Typical yearly maintenance
75	1st floor	Terrazzo floor and base	Replacement of terrazzo			2011	50	2060	\$60	5889	\$353,340	\$1,077,687	
76	Interior	VCT and rubber base				2011	20	2030	\$5	900	\$4,500	\$6,975	
77	Lower Level	Custom Millwork	Benching tables			2012	25	2037	\$4,000	4	\$16,000	\$30,400	
78	1st floor	Custom Millwork	Circulation Desk			2011	25	2035	\$30,000	1	\$30,000	\$54,000	Lots of under-utilized space

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Interior Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
79	1st floor	Custom Millwork	Help Desk, Youth Services			2011	25	2035	\$25,000	1	\$25,000	\$45,000	Desk is not Accessible
80	1st floor	Custom Millwork	Self Check-out Counter, Youth Services			2011	25	2035	\$12,000	1	\$12,000	\$21,600	
81	1st floor, Youth	Custom Millwork	Plastic Laminate with quartz countertop w/ sink + adjacent plastic laminate cabinets			2011	25	2035	\$14,000	1	\$14,000	\$25,200	Sink is not child height
82	1st floor, Youth	Custom Millwork	Wood bench with cushion + wood toy bins (Replace 25% of cushions every 5 years)			2011	10	2020	\$800	10	\$8,000	\$8,400	Reupholster bench and back cushions
83	1st floor, Youth	Custom Millwork	Wood bench with cushion + wood toy bins (Replace 25% of cushions every 5 years)			2011	10	2025	\$800	10	\$8,000	\$10,400	Reupholster bench and back cushions
84	1st floor, Youth	Custom Millwork	Wood bench with cushion + wood toy bins (Replace 25% of cushions every 5 years)			2011	10	2030	\$800	10	\$8,000	\$12,400	Reupholster bench and back cushions
85	1st floor, Youth	Custom Millwork	Wood bench with cushion + wood toy bins (Replace 25% of cushions every 5 years)			2011	10	2035	\$800	10	\$8,000	\$14,400	Reupholster bench and back cushions
86	1st floor, Youth	Custom Millwork	Wood bench with cushions + wood toy bins (Refinish toy bins)			2011	20	2030	\$42	200	\$8,400	\$13,020	
87	1st floor, Youth	Custom Millwork	Play structure			2011	20	2030	\$20,000	1	\$20,000	\$31,000	Donated Item
88	1st floor, Youth	Custom Millwork	Storytime Room, Built in bench structure with cushions			2011	10	2020	\$30,000	1	\$30,000	\$31,500	Faded, worn looking, fabric has sagged quite a bit as well, Reupholster
89	1st floor, Main Lobby and Youth	Custom Millwork	Custom Sculptural Display/ panels			2011	15	2025	\$6,000	4	\$24,000	\$31,200	Update panels or total new accent
90	1st floor, Staff Area	Custom Millwork	Plastic Laminate cabinets with plastic laminate tops			2011	20	2030	\$300	65	\$19,500	\$30,225	
91	1st, 2nd, and 3rd floors	Custom Millwork	Digital Catalog desks (at bookcase ends)- wood with quartz top			2011	25	2035	\$600	12	\$7,200	\$12,960	
92	1st floor	Custom	1st floor Meeting Rooms- Acoustical Upholstered Wall Panels			2011	15	2025	\$60	1600	\$96,000	\$124,800	Some of these are showing scuff marks and some damage
93	2nd floor	Custom Millwork	Circulation Desk			2011	25	2035	\$20,000	1	\$20,000	\$36,000	Self serve area with computers and self serve copier- tech may change
94	2nd floor	Custom Millwork	Self Check out Counter, 2nd floor			2011	25	2035	\$12,000	1	\$12,000	\$21,600	Minor scuffs at bottom face
95	2nd floor	Custom Millwork	Boardroom credenzas- wood cabinets with quartz tops			2011	25	2035	\$30,000	1	\$30,000	\$54,000	
96	2nd floor, Young Adult	Custom Millwork	Plastic Laminate cabinets AND countertops various			2011	25	2035	\$24,000	1	\$30,000	\$54,000	
97	2nd floor, Young Adult	Custom Millwork	Banquette Seating, study rooms			2011	10	2020	\$1,200	4	\$4,800	\$5,040	Fabric loose, dirty looking, frame is scratched, but solid
98	2nd floor, Young Adult	Custom Millwork	Help Desk			2011	25	2035	\$2,000	1	\$4,000	\$7,200	
99	2nd floor, Staff Area	Custom Millwork	Plastic laminate mailboxes, and open storage below			2011	25	2035	\$300	98	\$29,400	\$52,920	
100	2nd floor, Administration	Custom Millwork	Wood cabinets			2011	25	2035	\$12,000	1	\$12,000	\$21,600	
101	2nd and 3rd floor	Custom Millwork	Wood window benches- Refinish			2011	20	2030	\$40	500	\$20,000	\$31,000	
102	3rd floor	Custom Millwork	Circulation Desk			2011	25	2035	\$20,000	1	\$20,000	\$36,000	
103	3rd floor	Custom Millwork	Self Check out Counter, 3rd floor			2011	25	2035	\$14,000	1	\$14,000	\$25,200	Scuffs and scratches at bottom face
104	3rd floor	Custom Millwork	Plastic Laminate countertop on p-lam supports			2011	25	2035	\$70	60	\$4,200	\$7,560	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Interior Systems



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
105	3rd floor, Local History	Custom Millwork	Wood book cases, wood with quartz counters			2011	25	2035	\$25,000	1	\$25,000	\$45,000	
106	3rd floor, Staff Areas	Custom Millwork	Plastic Laminate cabinets with plastic laminate tops			2011	25	2035	\$300	25	\$7,500	\$13,500	
107	1st, 2nd, and 3rd floors	Toilet Rooms	Toilet Room Accessories (including mirrors)			2011	15	2025	\$20,000	1	\$20,000	\$26,000	Mirror frames showing wear (public restrooms)
108	1st, 2nd, and 3rd floors	Toilet Rooms	Toilet Partitions			2011	15	2025	\$50,000	1	\$50,000	\$65,000	
109	1st, 2nd, and 3rd floors	Windows	Window Treatments			2011	20	2030	\$60,000	1	\$60,000	\$93,000	
110	1st, 2nd, and 3rd floors	Signage/ Graphics	Interior Signage- Overall Wayfinding			2011	20	2030	\$25,000	1	\$25,000	\$38,750	
111	1st, 2nd, and 3rd floors	Signage/ Graphics	Interior Signage- Room (Replacement of 25%)			2011	10	2020	\$10,000	1	\$10,000	\$10,500	
112	1st, 2nd, and 3rd floors	Signage/ Graphics	Interior Signage- Room (Replacement of 25%)			2011	20	2030	\$10,000	1	\$10,000	\$15,500	
113	2nd floor, Young Adult	Accent	Chain Art Wall Piece			2011	20	2030	\$15,000	1	\$15,000	\$23,250	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Furniture, Fixtures, and Equipment



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
1	1st, 2nd, and 3rd floors	FFE	Miscellaneous Display Shelving- Main lobby			2015	20	2035	\$450	16	\$7,200	\$12,960	
2	1st floor, Public	FFE	Upholstered Benches- Dark blue patterned fabric	Coalesse	Await Lounge bench	2011	20	2030	\$2,800	6	\$16,800	\$26,040	
3	1st floor, Public and 3rd floor	FFE	Charging stations			2015	25	2040	\$2,000	5	\$10,000	\$20,500	
4	1st floor, Public	FFE	4 Top round plastic laminate table with metal base	Haworth		2011	30	2040	\$800	8	\$6,400	\$13,120	
5	1st floor, Public Meeting	FFE	Wire Frame stack chair- In lobby and meeting spaces	Haworth		2011	30	2040	\$200	208	\$41,600	\$85,280	
6	1st floor, Youth	FFE	Lounge sofa (2 and 3 seat) vinyl seat/ fabric back			2011	10	2020	\$4,000	1	\$4,000	\$4,200	lounge area close to door into Youth Services work room
7	1st floor, Public Meeting	FFE	Plastic laminate Flip top tables with metal base	Haworth		2011	20	2030	\$700	40	\$28,000	\$43,400	
8	1st floor, Public Meeting	FFE	Mobile Lectern	Haworth		2011	20	2030	\$600	1	\$600	\$930	
9	1st floor, Youth and 2nd floor, Young Adult	FFE	Bean Bags- Replace every 5 years	Fat Boys		2015	5 years	2020	\$250	12	\$3,000	\$3,150	Flattened and dirty, recommend ottomans in lieu of these
10	1st floor, Youth and 2nd floor, Young Adult	FFE	Bean Bags- Replace every 5 years	Fat Boys		2020	5 years	2025	\$250	12	\$3,000	\$3,900	
11	1st floor, Youth and 2nd floor, Young Adult	FFE	Bean Bags- Replace every 5 years	Fat Boys		2025	5 years	2030	\$250	12	\$3,000	\$4,650	
12	1st floor, Youth and 2nd floor, Young Adult	FFE	Bean Bags- Replace every 5 years	Fat Boys		2030	5 years	2035	\$250	12	\$3,000	\$5,400	
13	1st floor, Youth and 2nd floor, Young Adult	FFE	Bean Bags- Replace every 5 years	Fat Boys		2035	5 years	2040	\$250	12	\$3,000	\$6,150	
14	1st floor, Youth	FFE	Plastic Laminate work table with wood edge			2011	20	2030	\$3,500	4	\$14,000	\$21,700	
15	1st floor, Youth	FFE	plastic laminate tables at computer area- p-lam with wood edge, metal legs			2011	20	2030	\$2,500	6	\$15,000	\$23,250	Change in tech may change function of this area
16	1st floor, Youth	FFE	wood frame w/ cushion square stools/ benches + long cushioned benches			2011	15	2025	\$200	70	\$14,000	\$18,200	Showing dirt and worn. Base is solid
17	1st floor, Youth	FFE	Molded plywood chairs	Herman Miller	Eames molded plywood	2011	25	2035	\$1,010	6	\$6,060	\$10,908	
18	1st floor, Youth and 2nd floor, Young Adult	FFE	plastic small ottoman	Knoll	Child's Stone	2011	20	2030	\$340	6	\$2,040	\$3,162	A couple additional in Wellness Room
19	1st floor, Youth	FFE	Plastic laminate tables with metal base	Herman Miller	Eames	2011	30	2040	\$950	6	\$5,700	\$11,685	
20	1st floor, Youth	FFE	Plastic wire frame chairs	Herman Miller	Eames	2011	30	2040	\$400	64	\$25,600	\$52,480	
21	1st floor, 2nd, and 3rd floors	FFE	Metal Book Carts	Smith		2011	30	2040	\$370	36	\$13,320	\$27,306	
22	1st floor, Youth	FFE	Stools at Digital Catalog desks	Steelcase	Cushed Can Stools	2011	15	2025	\$275	4	\$1,100	\$1,430	Fabric is sagging
23	2nd floor, Boardroom Breakout	FFE	High back Lounge chair- small patterned red/ orange fabric	Coalesse	Alina (discontinued)	2011	20	2030	\$3,500	4	\$14,000	\$21,700	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Furniture, Fixtures, and Equipment



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
24	2nd floor, Boardroom Breakout	FFE	Table/ model case			2011	25	2035	\$750	1	\$750	\$1,350	
25	2nd floor, Boardroom	FFE	Wood flip top table with metal base on casters	Haworth		2011	25	2035	\$1,000	10	\$10,000	\$18,000	
26	2nd floor, Boardroom	FFE	Plastic frame upholstered chair on center base with casters	Haworth		2011	25	2035	\$600	40	\$24,000	\$43,200	
27	2nd floor, Boardroom	FFE	lectern			2011	25	2035	\$600	1	\$600	\$1,080	
28	2nd and 3rd floors	FFE	Square wood table with metal legs			2011	15	2025	\$1,200	8	\$9,600	\$12,480	
29	2nd and 3rd floors	FFE	Rectangular wood table with metal legs			2011	15	2025	\$1,400	14	\$19,600	\$25,480	
30	2nd floor, Young Adult	FFE	plastic laminate teardrop shape table in study rooms			2011	15	2025	\$800	2	\$1,600	\$2,080	Looks dated
31	2nd floor, Young Adult	FFE	2 Large wood Community tables (Refinish)			2011	15	2025	\$2,000	2	\$4,000	\$5,200	Refinish of two community tables
32	2nd floor, Young Adult	FFE	2 Large wood Community tables (Replacement)			2011	30	2040	\$3,500	2	\$7,000	\$14,350	
33	2nd floor, Young Adult	FFE	molded plywood on metal frame chair	Knoll	Sprite stacking chair	2011	20	2030	\$550	24	\$13,200	\$20,460	
34	2nd floor, Young Adult	FFE	Upholstered Lounge chairs (Reupholster 20%)	Knoll	Suzanne Lounge Chair	2011	10	2020	\$800	4	\$3,200	\$3,360	
35	2nd floor, Young Adult	FFE	Upholstered Lounge chairs (Reupholster 20%)	Knoll	Suzanne Lounge Chair	2011	15	2025	\$800	4	\$3,200	\$4,160	
36	2nd floor, Young Adult	FFE	Upholstered Lounge chairs (Reupholster 20%)	Knoll	Suzanne Lounge Chair	2011	20	2030	\$800	4	\$3,200	\$4,960	
37	2nd floor, Young Adult	FFE	Upholstered Lounge chairs (Replacement)	Knoll	Suzanne Lounge Chair	2011	25	2035	\$1,800	17	\$30,600	\$55,080	
38	2nd floor, Young Adult	FFE	Plastic Rockers		Offi Mod Lounger	2015	20	2035	\$650	6	\$3,900	\$7,020	
39	2nd floor, Computer lab and Open Area	FFE	plastic laminate ganging training tables on metal base	Ahrend	500 System	2011	25	2035	\$500	63	\$31,500	\$56,700	
40	2nd floor, Computer lab and Open Area	FFE	Molded plastic chair on pedestal base with casters (orange)	Haworth		2011	25	2035	\$550	63	\$34,650	\$62,370	
41	2nd floor, Administration	FFE	File cabinets (Maintenance at 15 years)			2011	15	2025	\$2,000	1	\$2,000	\$2,600	
42	2nd floor, Administration	FFE	File cabinets			2011	30	2040	\$900	20	\$18,000	\$36,900	
43	2nd floor, Administration	FFE	Private office furniture- wood storage with p-lam tops			2011	25	2035	\$8,000	3	\$24,000	\$43,200	
44	2nd floor, Administration	FFE	Private office furniture- guest chairs, upholstered on 4 leg metal base w/ casters			2011	25	2035	\$600	12	\$7,200	\$12,960	
45	2nd floor, Administration	FFE	Private office furniture- p-lam storage with p-lam tops			2011	25	2035	\$6,000	3	\$18,000	\$32,400	
46	2nd floor, Administration	FFE	Private office furniture- desk seating			2011	25	2035	\$800	6	\$4,800	\$8,640	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Furniture, Fixtures, and Equipment



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
47	2nd floor, Administration	FFE	Conference table- wood top with metal legs (sim as reading areas)			2011	20	2030	\$1,800	1	\$1,800	\$2,790	
48	2nd floor, Administration	FFE	Conference chairs, same a boardroom with different fabric			2011	25	2035	\$600	6	\$3,600	\$6,480	
49	2nd floor, Administration	FFE	Wood or p-lam credenzas or phone cabinet			2011	25	2035	\$500	4	\$2,000	\$3,600	
50	2nd floor, Administration	FFE	Admin work room, slat wall and low file cabinets (Maintenance at 15 years)			2011	15	2025	\$1,000	1	\$1,000	\$1,300	
51	2nd floor, Administration	FFE	Admin work room, slat wall and low file cabinets			2011	30	2040	\$3,200	1	\$3,200	\$6,560	
52	2nd floor, Administration & Miscellaneous Storage Areas	FFE	Wire Shelving on brackets and standards			2011	30	2040	\$1,000	6	\$6,000	\$12,300	
53	2nd floor, Administration	FFE	Miscellaneous plastic laminate work tables			2011	30	2040	\$500	1	\$500	\$1,025	
54	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2019	1	2020	\$764	1	\$764	\$802	
55	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2020	1	2021	\$764	1	\$764	\$840	
56	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2021	1	2022	\$764	1	\$764	\$879	
57	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2022	1	2023	\$764	1	\$764	\$917	
58	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2023	1	2024	\$764	1	\$764	\$955	
59	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2024	1	2025	\$764	1	\$764	\$993	
60	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2025	1	2026	\$764	1	\$764	\$1,031	
61	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2026	1	2027	\$764	1	\$764	\$1,070	
62	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2027	1	2028	\$764	1	\$764	\$1,108	
63	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2028	1	2029	\$764	1	\$764	\$1,146	
64	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2029	1	2030	\$764	1	\$764	\$1,184	
65	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2030	1	2031	\$764	1	\$764	\$1,222	
66	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2031	1	2032	\$764	1	\$764	\$1,261	
67	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2032	1	2033	\$764	1	\$764	\$1,299	
68	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2033	1	2034	\$764	1	\$764	\$1,337	
69	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2034	1	2035	\$764	1	\$764	\$1,375	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Furniture, Fixtures, and Equipment



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
70	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2035	1	2036	\$764	1	\$764	\$1,413	
71	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2036	1	2037	\$764	1	\$764	\$1,452	
72	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2037	1	2038	\$764	1	\$764	\$1,490	
73	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2038	1	2039	\$764	1	\$764	\$1,528	
74	1st floor, Staff Area	FFE	Motorized high density files- typical yearly inspection			2039	1	2040	\$764	1	\$764	\$1,566	
75	1st floor, Staff Area	FFE	Motorized high density files			2011	30	2040	\$45,000	1	\$45,000	\$92,250	
76	1st, 2nd, and 3rd floor Public Areas	FFE	Bookcases with wood panel ends			2011	30	2040	\$440,000	1	\$440,000	\$902,000	
77	Lower Level	FFE	Sound proof panels and doors	Noise Barriers		2012	25	2037	\$140,000	1	\$140,000	\$266,000	
78	1st, 2nd, and 3rd floor, Staff Areas	FFE	Office guest chairs	Haworth		2011	25	2035	\$600	16	\$9,600	\$17,280	
79	1st, 2nd, and 3rd floor, Staff Areas	FFE	Office desk chair	Haworth		2011	25	2035	\$800	8	\$6,400	\$11,520	
80	1st, 2nd, and 3rd floor, Staff Areas	FFE	Office furniture and storage	Steelcase	Answer	2011	30	2040	\$6,000	8	\$48,000	\$98,400	
81	1st, 2nd, and 3rd floor, Staff Areas	FFE	Workstations chairs	Haworth		2011	25	2035	\$800	68	\$54,400	\$97,920	
82	1st, 2nd, and 3rd floor, Staff Areas	FFE	Workstations, workstation storage	Steelcase		2011	30	2040	\$5,000	50	\$250,000	\$512,500	
83	2nd and 3rd floors	FFE	Wood frame chair, green patt cushion or orange solid (Reupholster 25%)	Haworth		2011	10	2020	\$300	20	\$6,000	\$6,300	Some in good shape, some to reupholster each year
84	2nd and 3rd floors	FFE	Wood frame chair, green patt cushion or orange solid (Replacement)	Haworth		2011	15	2025	\$600	80	\$48,000	\$62,400	Some in good shape, some to reupholster each year
85	2nd and 3rd floors	FFE	Bench Cushions (at wood window benches)			2011	15	2025	\$600	20	\$12,000	\$15,600	Fairly flattened and worn, replace all at once or over time
86	3rd floor	FFE	Wood round tables with metal base	Haworth		2011	15	2025	\$1,200	6	\$7,200	\$9,360	
87	3rd floor	FFE	Wood upholstered lounge	Coalesse	Shell Chair	2011	20	2030	\$2,800	14	\$39,200	\$60,760	Some showing dirt, but cushion and fabric in good shape
88	2nd and 3rd floors	FFE	Wood occasional table (eliptical or half), lounge height	Coalesse	Diekman table	2011	15	2025	\$1,200	40	\$48,000	\$62,400	Many of these are damaged- dents, chips in finish
89	2nd, 3rd, and Lower Level	FFE	Benches- wood base/ Upholstered cushion (red patterned fab)	Bernhardt	Egalite	2011	20	2030	\$800	24	\$19,200	\$29,760	Fabric and cushion in good shape, legs dinged/ damaged
90	2nd and 3rd floors	FFE	High back Lounge chair- large patterned red fabric (Reupholster 25%)	Coalesse	Alina (discontinued)	2011	5	2020	\$800	6	\$4,800	\$5,040	These are in worn condition, fabric not holdig up
91	2nd and 3rd floors	FFE	High back Lounge chair- large patterned red fabric (Reupholster 25%)	Coalesse	Alina (discontinued)	2020	5	2025	\$800	6	\$4,800	\$6,240	These are in worn condition, fabric not holdig up
92	2nd and 3rd floors	FFE	High back Lounge chair- large patterned red fabric (Replacement)	Coalesse	Alina (discontinued)	2011	20	2030	\$4,000	12	\$48,000	\$74,400	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Furniture, Fixtures, and Equipment



Item ID	Location	Building System	Component / Description	Manufacturer	Product	Installed Date (Year)	Service Life (Years)	Anticipated Replacement Date / Calendar Year	Units Cost	Quantity	Estimate of Replacement Cost	Escalated Budget	Comments
93	2nd and 3rd floors	FFE	High back Lounge chair- solid red fabric (Reupholster 50%)	Coalesse	Alina (discontinued)	2011	10	2020	\$800	6	\$4,800	\$5,040	These are in ok condition mostly
94	2nd and 3rd floors	FFE	High back Lounge chair- solid red fabric (Replacement)	Coalesse	Alina (discontinued)	2011	20	2030	\$4,000	12	\$48,000	\$74,400	
95	3rd floor, Reading Room	FFE	High back lounge chair- light green fabric (Reupholster 50%)	Coalesse	Alina (discontinued)	2011	10	2020	\$800	4	\$3,200	\$3,360	
96	3rd floor, Reading Room	FFE	High back lounge chair- light green fabric (Replacement)	Coalesse	Alina (discontinued)	2011	20	2030	\$4,000	8	\$32,000	\$49,600	
97	2nd floor, Staff Café	FFE	High back lounge chair- med black/ white pattern (Reupholster 50%)	Coalesse	Alina (discontinued)	2011	10	2020	\$800	2	\$1,600	\$1,680	
98	2nd floor, Staff Café	FFE	High back lounge chair- med black/ white pattern (Replacement)	Coalesse	Alina (discontinued)	2011	20	2030	\$4,000	4	\$16,000	\$24,800	
99	3rd floor, Reading Room	FFE	Wood occasional table (1/2 elliptical), occasional height	Coalesse	Diekman table	2011	20	2035	\$1,400	6	\$8,400	\$15,120	These are in better shape than the lounge height tables
100	3rd floor, Reading Room	FFE	Long Rectangular table with int lighting, wood top, metal legs	Haworth		2011	15	2025	\$6,000	1	\$6,000	\$7,800	
101	3rd floor, Study Rooms and Quiet Study Room	FFE	Molded plastic frame chair on pedestal base with casters (orange)	Haworth		2011	25	2035	\$550	24	\$13,200	\$23,760	Also at 2nd floor computer lab and area
102	3rd floor, Study Rooms and Quiet Study Room	FFE	plastic dividers			2019	20	2040	\$100	56	\$5,600	\$11,480	
103	3rd floor, Digital Catalog Desks	FFE	Upholstered plastic shell, metal legs w/ casters	Haworth		2011	25	2035	\$600	8	\$4,800	\$8,640	
104	2nd and 3rd floors	FFE	Blue vinyl wrapped ottoman			2011	20	2030	\$500	12	\$6,000	\$9,300	
105	1st, 2nd, and 3rd floor, Staff Areas	FFE	Metal Lockers			2011	50 years	2060	\$10,000	1	\$10,000	\$30,500	
106	Lower Level	FFE	Conference Table with conf systems (Technology Upgrade)	Steelcase	Mediascape	2016	5	2021	\$7,000	1	\$7,000	\$7,700	Technology upgrade 2016
107	Lower Level	FFE	Conference Table with conf systems (Technology Upgrade)	Steelcase	Mediascape	2021	5	2026	\$7,000	1	\$7,000	\$9,450	
108	Lower Level	FFE	Conference Table with conf systems (Replacement)	Steelcase	Mediascape	2012	20	2032	\$30,000	2	\$60,000	\$99,000	
109	Lower Level	FFE	Conference Chairs on casters	Steelcase		2012	20	2032	\$600	6	\$3,600	\$5,940	
110	Lower Level	FFE	Conference Chairs on Casters- stool height	Steelcase		2012	20	2032	\$800	6	\$4,800	\$7,920	
111	Lower Level	FFE	Molded plastic frame chair on pedestal base with casters (green)	Haworth		2012	20	2032	\$550	27	\$14,850	\$24,503	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

Advanced Solutions Group



Lifecycle Guidance

Presented to:

Fountaindale Public Library District
John Matysek
IT Manager
jmatysek@fountaindale.org
630.685.4275

Presented by:

ITsavvy
Elizabeth Kasbeer
Client Executive
kasbeer@ITsavvy.com
630.396.6332

Date Submitted

May 1, 2019

1. Table of Contents

1. Table of Contents	2
2. Executive Summary	3
3. Current Technology Situation	4
4. ITsavvy Guidance: Phase 1 (2019-2024).....	9
5. ITsavvy Guidance: Phase 2 (2025-2029).....	13
6. ITsavvy Guidance: Phase 3 (2030-2039).....	16
7. Summary and Next Steps	21

2. Executive Summary

At the request of Fountainsdale Public Library District leadership, ITsavvy was asked to perform a Datacenter inventory assessment for the purposes of building a document to provide forward looking guidance as to the refresh and IT lifecycle of critical library district assets. Upon completing that initial assessment and reviewing the findings with ITsavvy engineering, the IT Lifecycle Management team and all relevant manufacturer partners, ITsavvy is confident in providing this budget forecast that will serve to provide Fountainsdale Public Library District refresh guidance for the next 20 years.

Since 20 years is a wide window and there will likely be giant leaps forward in the intervening years, it should be noted that our recommendations are reflections of technologies as they exist today and will represent a like for like refresh across the 20 year span. We are unable to account for the emergence of new technologies that may be replacing the existing district server, networking, storage or virtualization platforms currently being utilized. Additionally, we are unable to account for shifts in FPLD IT demands and how they may affect what IT methodologies will be used to accomplish district mission over the 20-year span. Regardless of how technologies or your mission evolve in the next two decades, please know that ITsavvy will continue to provide FPLD with unbiased advice and support in order to facilitate the successful adoption of technologies that best aligns with the organization.

In order to provide Fountainsdale Public Library District a clear picture of timeframes involved in this forecast, and to adequately account for assumptions being made regarding anticipated lifecycle and costing, ITsavvy has divided the lifecycle recommendations into 3 Phases. Each phase consists of the equipment, support and warranty refresh cycles that will occur that phase. Each phase represents the timeframes below.

- Phase 1: Years 2019-2024
- Phase 2: Years 2025-2029
- Phase 3: Years 2030-2039

To reach our conclusions, ITsavvy researched manufacturer product lifecycles, historic support contract end-of-life dates and historical price trends. The recommendations contained in this document represent the aggregation of that research. While we cannot account for supply constraints, tariffs or non-typical price fluctuation this will provide a conservative forecast to Fountainsdale IT decision makers.

3. Current Technology Situation

The IT team of 4 supports a library staff of 100 and hundreds of daily users. Peak utilization times for FPLD are from 3PM - 8PM Monday thru Friday when local students access the library at the end of their school day.

Common applications supported by the IT staff are DNS, Print, File, Time Management, Security and Desktop. FPLD's main application is hosted as a Software as a Service.

FPLD has two ISP connections. One 50Mb and one 1Gb. The wireless Access Points are Cisco Meraki's MR33 purchased last year.

Any reliability or performance issues with Data Center equipment in the past have been resolved by upgrading. For instance, one 50Mb circuit was upgraded to 1Gb, a new firewall was implemented and the wireless access points were recently upgraded.

FPLD does not have a formal process or tools to regularly update firmware on the equipment. In general, firmware is updated to correct specific problems as they arise. ITsavvy provides managed services which can assist FPLD in staying up to date on firmware updates.

Networking:

FPLD has one IDF on each floor and an MDF. The Core switch is Cisco 6509E. The IDF switches are Cisco 3750X. The firewall is Cisco ASA FirePower 2120. To support wireless access, FPLD has 37 Cisco Meraki MR33 access points. Please see below for a complete list of devices with support and other details.

Backup: Currently using a Barracuda 690 appliance.

Servers and Storage:

FPLD uses four HPE BL460c Gen7 servers installed in a C7000 blade chassis. These four servers are used to support their VMware 6.5 environment running 9 Virtual Machines. The storage for their VMware environment sits on an EMC VNXe 3300 storage array. The Storage Array and servers are connected via 1Gb Ethernet. Please see below for a complete list of devices with support and other details.

Network Inventory

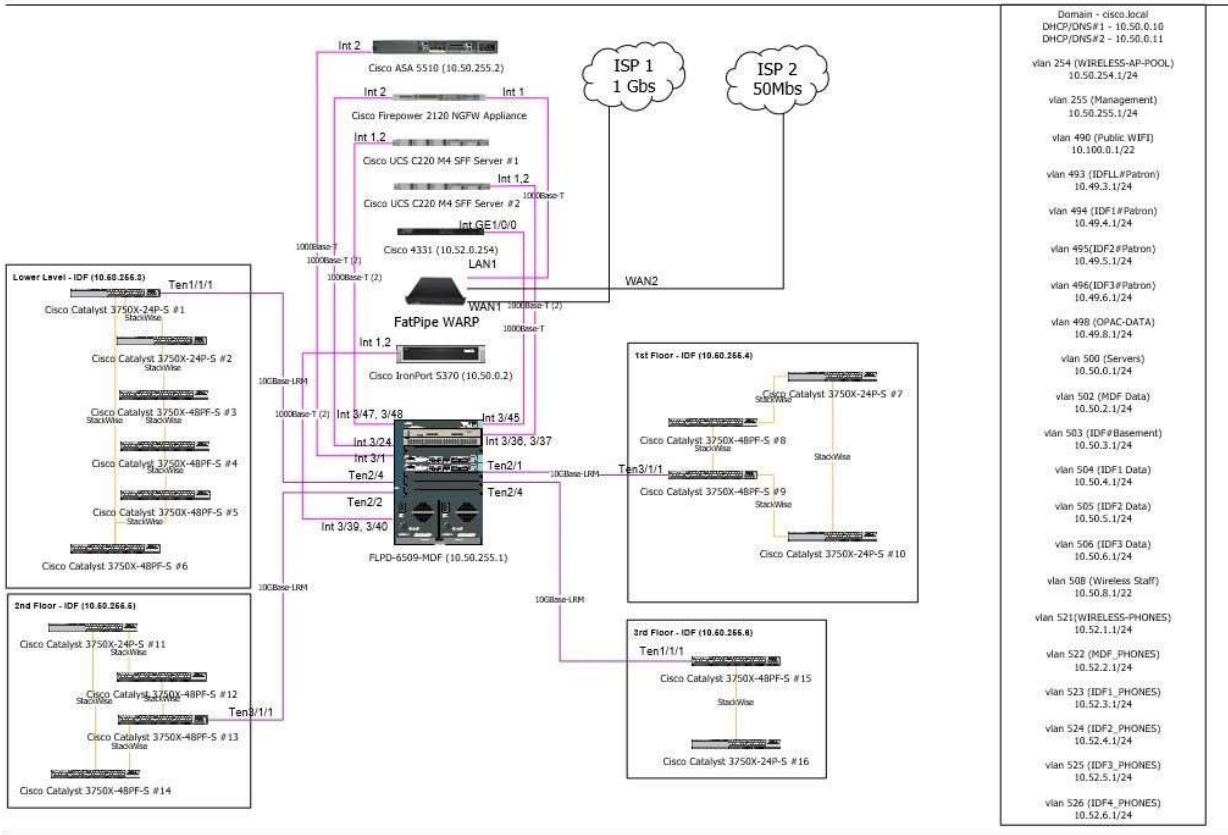
Lower Level - IDF													
Device	Make	Model	Serial Number	IP Address	Current IOS Software	Release Date	Recommended IOS Software	Release Date	Warranty Covered	End-of-Sale	End-of-Software Maintenance	End-of-Service Renewal	End of Support
IDF Switch1	Cisco	WS-C3750X-24P-S	FDO1443K1CD	10.50.255.3	15.0(2)SE	8/7/2012	15.2.4E6 (Stable version)	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch2	Cisco	WS-C3750X-24P-S	FDO1629ZFL	10.50.255.3	15.0(2)SE	8/7/2012	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch3	Cisco	WS-C3750X-48PP-S	FDO1649P25A	10.50.255.3	15.0(2)SE	8/7/2012	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch4	Cisco	WS-C3750X-48PP-S	FDO1648P2CY	10.50.255.3	15.0(2)SE	8/7/2012	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch5	Cisco	WS-C3750X-48PP-S	FDO1648P2C8	10.50.255.3	15.0(2)SE	8/7/2012	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch6	Cisco	WS-C3750X-48PP-S	FDO1648R2DH	10.50.255.3	15.0(2)SE	8/7/2012	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
1st Floor - IDF													
IDF Switch1	Cisco	WS-C3750X-24P-S	FDO1443R0B0	10.50.255.4	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch2	Cisco	WS-C3750X-48PP-S	FDO1440P1K	10.50.255.4	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch3	Cisco	WS-C3750X-48PP-S	FDO1440K1C1	10.50.255.4	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch4	Cisco	WS-C3750X-24P-S	FDO1450Z0KR	10.50.255.4	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
1st Floor IDF	Cisco	WS-C8950-48P	FCW2109C1EB	10.50.255.14	03.06.06E	12/21/2016	Denali-16.3.7	8/4/2018	Covered	Not Announced	Not Announced	Not Announced	Not Announced
2nd Floor - MDF													
Core Switch	Cisco	WS-C6509-E	SMG1428ND6H	10.50.255.1	12.2(33)SX15	10/29/2010	15.1.2-SV12	4/30/2018	2/5/2011	Not Announced	Not Announced	Not Announced	Not Announced
Firewall (NEW)	Cisco	FWP2120-NGRM-K9	BMX2139Y03B	10.50.0.18	6.2.3	4/1/2018	6.2.3.6	10/10/2018	2/4/2018	Not Announced	Not Announced	Not Announced	Not Announced
Firewall (OLD)	Cisco	ASA5510-BUN-K9	BMX1448LOB	10.50.255.2	8.4.1-K8	1/31/2011	9.1.7	9/17/2018	5/27/2011	9/16/2013	12/31/2017	9/30/2018	9/30/2018
WAN acceleration	FAT Pipe	WARP	FWRPS200110440	192.168.0.1	9.1.2R165	NA	9.1.2r169	N/A	12/27/2019	12/27/2019	N/A	N/A	1/20/2020
Router - Voice	Cisco	CI-CISCO4331/K9	FLM2029W1UC	10.52.0.254	3.13.04.5	10/5/2015	Denali-16.3.7	8/4/2018	1/20/2017	Not Announced	Not Announced	Not Announced	Not Announced
UCS-C220 Primary Call Manager	Cisco	UCS C220 M4S	FCH2021J005D	10.52.0.10	11.5.1.10000-6	10/6/2017	11.6.2.1000-7	8/17/2017	Not Covered	2/14/2019	2/14/2020	5/12/2023	2/29/2024
UCS-C220 Secondary Call Mgr	Cisco	UCS C220 M4S	FCH2021J01E7	10.52.0.15	11.5.1.10000-6	10/6/2017	11.6.2.1000-7	8/17/2017	Not Covered	2/14/2019	2/14/2020	5/12/2023	2/29/2024
IronPort	Cisco	WSA-S370-K9	FB662P1	10.50.0.2	8.5.4-038	2/16/2017	11.5.1.124	10/30/2018	12/8/2011	7/26/2014	7/26/2015	10/22/2018	7/31/2019
2nd Floor - IDF													
Switches	Make	Model	Serial Number	IP Address	Current IOS Software	Release Date	Recommended IOS Software	Release Date	Warranty Covered	End-of-Sale	End-of-Software Maintenance	End-of-Service Renewal	End of Support
IDF Switch1	Cisco	WS-C3750X-24P-S	FDO1443R0BF	10.50.255.5	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch2	Cisco	WS-C3750X-48PP-S	FDO14402168	10.50.255.5	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch3	Cisco	WS-C3750X-48PP-S	FDO1449K1T8	10.50.255.5	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch4	Cisco	WS-C3750X-48PP-S	FDO1440K1N1	10.50.255.5	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
3rd Floor - IDF													
Switches	Make	Model	Serial Number	IP Address	Current IOS Software	Release Date	Recommended IOS Software	Release Date	Warranty Covered	End-of-Sale	End-of-Software Maintenance	End-of-Service Renewal	End of Support
IDF Switch1	Cisco	WS-C3750X-48PP-S	FDO1440K1C0	10.50.255.6	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021
IDF Switch2	Cisco	WS-C3750X-24P-S	FDO1449P17U	10.50.255.6	12.2(53)SE2	12/9/2010	15.2.4E6	4/6/2018	10/30/2021	10/30/2016	10/30/2017	1/31/2021	10/30/2021

Server and Storage Inventory

HPE C7000 Blade Servers										
Server Name	Make	Model	Serial Number	ILO IP Address	Firmware Version	Recommended Firmware	End-of-Sale	End of Support	Warranty Expiration	
vmhost1.fpld.local	HPE	DL460c Gen7	USE0525JKW	10.50.255.21	I27 07/02/2013	2018.05.21	2/28/2013	2/28/2018	5/26/2019	
vmhost2.fpld.local	HPE	DL460c Gen7	USE0525JKX	10.50.255.22	I27 07/02/2013	2018.05.21	2/28/2013	2/28/2018	5/26/2019	
vmhost3.fpld.local	HPE	DL460c Gen7	USE0525JKT	10.50.255.29	I27 07/02/2013	2018.05.21	2/28/2013	2/28/2018	5/26/2019	
vmhost4.fpld.local	HPE	DL460c Gen7	USE0525JKV	10.50.255.30	I27 07/02/2013	2018.05.21	2/28/2013	2/28/2018	5/26/2019	
C7000 Blade Enclosure										
Enclosure Name	Make	Model	Serial Number	ILO IP Address	Firmware Version	Recommended Firmware	End-of-Sale	End of Support	Warranty Expiration	
FPLD	HPE	C7000 Gen2	USE0525JKS	10.50.255.20	NA	NA	1/1/2020	1/1/2025	5/26/2019	
	HPE	VC Flex-10 Enet Module	3C40430028	10.50.255.38	4.2	4.63	1/1/2020	1/1/2025	na	
	HPE	VC Flex-10 Enet Module	3C40430028	10.50.255.38	4.2	4.63	1/1/2020	1/1/2025	na	
	HPE	OnBoard Administrator with KV	OBO48K2878	10.50.255.20	4.21 (2014)	4.85	1/1/2020	1/1/2025	na	
EMC Storange										
Server Name	Make	Model	Serial Number	Management IP	Firmware Version	Recommended Firmware	End-of-Sale	End of Support	Warranty Expiration	
NA	EMC	VNXe3300	APM00141509147	10.50.0.40	2.4.4.22638	2.4.4.22638	12/31/2015	12/31/2020	5/31/2019	
Barracuda										
Server Name	Make	Model	Serial Number	Management IP	Firmware Version	Recommended Firmware	End-of-Sale	End of Support	Warranty Expiration	
NA	Barracuda		690 BAR-BS-1076162	10.10.0.241	6.4.06.10037	6.5.00.10099	na	na	2/9/2020	
LeftHand										
Server Name	Make	Model	Serial Number	Management IP	Firmware Version	Recommended Firmware	End-of-Sale	End of Support	Warranty Expiration	
FD-LH1-FPLD.Local	HPE	P4300	MXQ05202L4	10.50.255.11	2.01	12.7	4/30/2013	4/30/2018	12/31/2018	

Network Map

Fountaindale Public Library District



4. ITsavvy Guidance: Phase 1 (2019-2024)

Servers:

The four HPE DL460c Gen7 Blades should be of primary concern for FPLD. The HPE DL460 Gen7 blades went End of Sale 02/28/2013 and End of Support 02/28/2018. FPLD wisely extended support on the blades until 05/26/2019. While these assets are able to provide ample resources to meet the demands of current Fountaindale compute requirements, the lack of a support contract should spurn the refresh of those assets. HPE and ITsavvy guidance is that FPLD adopts a 6-year refresh cycle for core compute. This will ensure that warranty and support services will be available for the entirety of the asset's lifecycle within FPLD and that the future server compute and the expanded memory, through-put and processor speed will be able to scale to any unknowable future demands.

- **It's the recommendation of ITsavvy and HPE that FPLD refresh the four HPE DL460 Gen7 Blades in May of 2019. The recommended replacement model is the HPE BL460c Gen10 Blades as these will provide more compute resources such as processor speed, memory and provide backwards compatibility with the current C700 chassis. Additionally, 3-year support contracts for the HPE Blade Servers will need to be purchased along with the hardware in May of 2019 and renewed in May of 2022 in order to cover the servers for the 6-year lifecycle.**

The HPE C7000 chassis will be End of Sale 01/01/2020. It's expected that support will continue to be available for the following five years. The C7000 chassis will be compatible with the latest generation of HPE blade servers and warranty extensions should be available which would carry it through until the next suggested server refresh in 2025.

- **It's the recommendation of ITsavvy and HPE that FPLD purchase a 3-year support extension for the HPE C7000 Chassis in May of 2019 and renew in May of 2022 which will keep it under support until the suggested server refresh in 2025.**

All VMware licensing is up for renewal in March of 2022 and FPLD should continue to be renewed on a 3-year term.

Storage:

FPLD currently has an HPE StoreVirtual P4300 G2. This storage system went End of Sale in 2013, warranty expired in 2018 and goes End of Support in May of 2019. It is our understanding that the P4300 was decommissioned and is therefore not subject to any lifecycle recommendations.

FPLD currently uses an EMC VNXe 3300 Storage Array to provide storage space to the VMware environment. The VNXe went End of Life on 12/31/2015 and will go End of Support on 12/31/2020. The EMC VNXe will be eligible for additional years of support coverage, however, refreshing this asset should be regarded as urgent. Based on the results of the assessment and discovery, ITsavvy believes that the best available SAN solution for Fountaindale to

adopt as a replacement to the EMC VNXe is the HPE/Nimble HF20H. The HPE Nimble HF20H will provide higher performing disk, more raw storage and a very user-friendly admin counsel. Additionally, it will unify the Fountaindale core compute infrastructure under the HPE logo which will provide one point of contact (HPE) for support tickets.

- **It is therefore the recommendation of ITsavvy that FPLD extend support on the EMC VNXe in May of 2019 for one additional year with the goal of refreshing to an HPE/Nimble array in May of 2020. We also advise that FPLD purchase a 3-year support contract for the HPE/Nimble array and renewing on 3-year support terms in future years with the goal of establishing a 9-year refresh cycle for the SAN hardware.**

Networking & WAN:

Currently, FPLD is running an old Cisco ASA Firewall for remote user's VPN access into the network. This is a major concern due to the fact that this device is no longer covered by warranty or support.

- **It's highly recommended that FPLD move the current VPN users over to the new Cisco FPR2120 Firewall. There is no hardware cost that will be incurred by making this switch. The new Cisco FPR2120 Firewall, which is covered under a current support contract, is able to receive updated firmware to patch any security bugs that might be encountered.**

The current SMARTnet contract covers all the Cisco networking and WAN until 05/01/2020. FPLD would also benefit from annual SMARTnet contracts as it will provide a predicative cost. ITsavvy can manage FPLD's SMARTnets through our free-of-charge IT Lifecycle Management practice. This will take work off IT Department's shoulder and provide FPLD the benefit of an annual "true-up" to ensure that no assets are left over or under supported.

- **It is therefore the recommendation of ITsavvy & Cisco that FPLD renew all SMARTnet contracts for 1-year support in 2020 and continue to renew future support contracts on an annual basis.**

The Cisco Catalyst 3750 Switches in all the IDF closets have an End of Support date of 10/30/2021. While the 3750 switches currently meet the needs for library connectivity, Cisco will be unable to provide support past October of 2021. The one Cisco Catalyst 3850 Switch End of Support date has not been announced at this time.

- **It is ITsavvy's and Cisco's recommendation to refresh all 3750 Switches in 2021 as they will no longer be under support. While the lone C3850 Switch will have support options available beyond 2021, ITsavvy feels there is an operational benefit to having all network switching on a uniform refresh cycle. Additionally, the cost of refreshing the 3750 switches will be substantial enough to qualify for escalated pricing through Cisco so the acquisition cost of the 3850 will be minimal.**

FPLD currently has a FatPipe WAN Accelerator for internet connectivity and a Barracuda Backup 690 which is hosted as a virtual appliance with no hardware that would be subject to refresh. Both the FatPipe and the Barracuda are covered by manufacturer support until 2020.

- **Based on conversations with FatPipe, ITsavvy recommends that FPLD adopt a 6-year refresh cycle for the WAN acceleration hardware with the first refresh in 2023. Additionally, ITsavvy recommends purchasing 3-year support contracts for the FatPipe WAN Accelerator and Barracuda Backup 690 in**



2020 and in 2023.

The Cisco IronPort WSA S370 goes End of Support on 7/31/2019.

- **ITSavvy recommends replacing the IronPort S370 in July of 2019 since the device will no longer be under support. Cisco’s recommended replacement model for the IronPort S370 is the IronPort S390. ITSavvy and Cisco’s recommended refresh cycle is 7 years so future refresh years will be 2026 and 2033 (replacement models TBD).**

Current Meraki MR33 AP Cloud Licenses are up for renewal on 05/22/2023.

- **We recommend renewing licenses on a 3-year term in May of 2023.**

The table below will detail a year by year breakdown of cost estimates.

2019							
Asset to Decommision			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
HPE	DL460c Gen7 Blade Server	5/26/2019	HPE	BL460c Gen10 Blade Server	\$ 7,470.00	\$ 839.00	3 Year
HPE	DL460c Gen7 Blade Server	5/26/2019	HPE	BL460c Gen10 Blade Server	\$ 7,470.00	\$ 839.00	3 Year
HPE	DL460c Gen7 Blade Server	5/26/2019	HPE	BL460c Gen10 Blade Server	\$ 7,470.00	\$ 839.00	3 Year
HPE	DL460c Gen7 Blade Server	5/26/2019	HPE	BL460c Gen10 Blade Server	\$ 7,470.00	\$ 839.00	3 Year
Cisco	IronPort WSA S370	7/31/2019	Cisco	IronPort WSA S390	\$ 8,730.00		
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
HPE	C7000 Gen2	5/26/2019				\$ 2,168.00	3 Year
HPE	VC Flex-10 Enet Module						
HPE	VC Flex-10 Enet Module						
HPE	OnBoard Administrator with KVM						
EMC	VNXe3300	5/31/2019				\$ 2,770.00	1 Year
Total Cost					\$ 46,904.00		

2020							
Asset to Decommision			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
EMC	VNXe3300 Storage Array	12/31/2020	HPE	Nimble Storage Adaptive Flash HF20H	\$ 41,455.00	\$ 7,093.00	3 Year
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator Support	1/19/2020				\$ 11,630.00	3 Year
Barracuda	Barracuda Backup 690	2/8/2020				\$ 29,537.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2020				\$ 17,701.00	1 Year
Total Cost					\$107,416.00		

2021

Asset to Decommision		Recommended Refresh					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	3750 IDF Switch, 24-Port	10/30/2021	Cisco	C9300 IDF Switch, 24-Port	\$ 3,076.00		
Cisco	3750 IDF Switch, 24-Port	10/30/2021	Cisco	C9300 IDF Switch, 24-Port	\$ 3,076.00		
Cisco	3750 IDF Switch, 24-Port	10/30/2021	Cisco	C9300 IDF Switch, 24-Port	\$ 3,076.00		
Cisco	3750 IDF Switch, 24-Port	10/30/2021	Cisco	C9300 IDF Switch, 24-Port	\$ 3,076.00		
Cisco	3750 IDF Switch, 24-Port	10/30/2021	Cisco	C9300 IDF Switch, 24-Port	\$ 3,076.00		
Cisco	3750 IDF Switch, 24-Port	10/30/2021	Cisco	C9300 IDF Switch, 24-Port	\$ 3,076.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	3750 IDF Switch, 48-Port	10/30/2021	Cisco	C9300 IDF Switch, 48-Port	\$ 5,198.00		
Cisco	C4850 IDF Switch, 48-Port	10/30/2021	Cisco	Cisco Switch TBD	\$ 7,150.00		
Asset to Extend Support		Recommended Support Extension					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	SMARTnet for Switching, Security & Routing	5/1/2021				\$ 18,940.00	1 Year
Total Cost					\$ 96,526.00		

2022

Asset to Extend Support		Recommended Support Extension					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
VMWare	vSphere Enterprise Edition	3/14/2022				\$ 1,010.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2022				\$ 1,010.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2022				\$ 1,010.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2022				\$ 1,010.00	3 Year
VMWare	vCenter Server Standard	3/14/2022				\$ 2,170.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2022				\$ 20,265.00	1 Year
HPE	BL460c Gen10 Blade Server	5/26/2022				\$ 890.00	3 Year
HPE	BL460c Gen10 Blade Server	5/26/2022				\$ 890.00	3 Year
HPE	BL460c Gen10 Blade Server	5/26/2022				\$ 890.00	3 Year
HPE	BL460c Gen10 Blade Server	5/26/2022				\$ 890.00	3 Year
HPE	C7000 Gen2	5/26/2022				\$ 2,369.00	3 Year
HPE	VC Flex-10 Enet Module						
HPE	VC Flex-10 Enet Module						
HPE	OnBoard Administrator with KVM						
Total Cost					\$ 32,404.00		

2023							
Asset to Decommision			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator	1/19/2023	Fatpipe	TBD	\$ 5,530.00		
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator Support	1/19/2023				\$ 12,341.00	3 Year
Barracuda	Barracuda Backup 690	2/8/2023				\$ 31,344.00	3 Year
HPE	Nimble Storage Adaptive Flash HF20H	12/31/2023				\$ 7,528.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2023				\$ 21,684.00	1 Year
Meraki	MR33 AP Cloud Licenses	5/22/2023				\$ 7,609.00	3 Year
Total Cost					\$ 86,036.00		

2024							
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	SMARTnet for Switching, Security & Routing	5/1/2024				\$ 23,202.00	1 Year
Total Cost					\$ 23,202.00		

5. ITsavvy Guidance: Phase 2 (2025-2029)

Servers:

Year 2025 will present FPLD with the first opportunity to refresh all servers & server chassis. While the previous 5-year plan had allowed for the deferral of this expense, FPLD should plan to budget accordingly as the HPE C7000 Chassis will demand a refresh due to age, support and the likelihood that future servers will not be backwards compatible to generation 2 hardware. ITsavvy will be able to mitigate the capital impact of this reinvestment by working with our leasing partners as well as making available any future manufacturer programs that can operationalize server & chassis costs.

- **It is therefore the recommendation of ITsavvy and HPE that FPLD refresh the four HPE BL460c Gen10 Blades and the HPE C7000 Gen2 chassis in May of 2025. ITsavvy will provide recommended replacement hardware at such time that it becomes available for release. Additionally, ITsavvy recommends purchasing 3-year support for both the blade servers and the chassis in May of 2025 and renewing in May 2028 in order to cover the servers and chassis for the recommended 6-year hardware lifecycles.**

All VMware licensing will need to be renewed in March of 2025 and 2028 on a 3-year term agreement.

Storage:

Year 2029 will bring the end of usable life for the Nimble HF20H Array. HPE currently does not have a

recommended replacement model but ITsavvy expects this refresh to provide FPLD with increased speed and capacity.

- **It is therefore the recommendation of ITsavvy that FPLD budget for the replacement of the HPE Nimble Flash Array HF20H in 2029 with a model to be named at a later date dependent on HPE road maps.**

Networking & WAN:

In addition to a complete refresh of compute in 2025, FPLD will need to look at refreshing the Cisco Core WS-C6509 Switch. While End of Support information is not currently available for the 6509, based on historical patterns we can predict that this switch will reach end of support and will become ineligible for continued support. It is recommended that FPLD adopts a 6-year refresh cycle for core switching.

- **It is therefore the recommendation of ITsavvy and Cisco that FPLD refresh the Cisco Core C6509 Switch in 2025. Cisco's recommended model replacement is the C9407.**

Based on guidance from Cisco, the Cisco 4331 Router and the two Cisco UCS-C220 Call Managers may be subject to end of support within this timeframe. It is recommended that FPLD adopts a 6-year refresh cycle the routing and voice servers. **While the constraints of this document & our mission for providing this guidance only allows us to predict a like for like refresh, we recommend that the district explore moving to a cloud-based voice platform within this timeframe as you will have realized full ROI of the voice assets.** On-boarding & on-going costs of hosted VoIP platforms will likely fall at or below the acquisition cost of like for like hardware. Additionally, the availability of competitive tier one platforms will continue to grow. At such time that it is feasible for FPLD to consider, ITsavvy would be happy to provide independent guidance and arrange for evaluation of current platforms.

The Cisco FPR2120 Firewall would be in-line for a refresh during Phase 2. Firewall technologies, VPN & intrusion prevention are technologies that evolve very rapidly, ITsavvy suggests a refresh cycle of 6 years in order to stay ahead of the evolving threat landscape and to reevaluate FPLD's risk posture.

- **It is the recommendation of ITsavvy and Cisco that FPLD refresh the Cisco FPR2120 Firewall 2025 with the suggested replacement model TBD.**

Based on information from Cisco, we forecast that the IronPort S390 purchased in 2019 will reach end of support in July of 2026 and will require a hardware refresh at that time.

- **It is the recommendation of ITsavvy and Cisco that FPLD refresh the IronPort S370 in 2026 with the suggested replacement model TBD.**

Current Meraki MR33 Access Points have a suggested refresh cycle of 8 years so ITsavvy recommends hardware refresh in 2026 and in 2034. The Meraki Cloud Licenses are up for renewal on 05/22/2026. Going forward, we'll included alternating 5- and 3-year Meraki Cloud License renewals to fit with the suggested 8-year hardware refresh cycle.

- **The Meraki MR33 Access Points should be refreshed and purchase 5-year Cloud Licenses in 2026. Replacement models for the MR33 have not yet been announced.**



It is therefore the recommendation of ITsavvy & Cisco that FPLD continue to renew all SMARTnet contracts on an annual basis. This SMARTnet contract includes support for Cisco Switching, Firewall, Call Managers, Router and IronPort.

The table below will detail a year by year breakdown of cost estimates.

2025							
Asset to Decommission			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	Core 6509 MDF Switch	2/29/2025	Cisco	Core C9407 MDF Switch	\$ 13,271.00		
Cisco	FPR2120 Firewall	2/29/2025	Cisco	Cisco Firewall TBD	\$ 12,931.00		
Cisco	Cisco 4331 Voice Router	2/29/2025	Cisco	Cisco Voice Router TBD	\$ 2,569.00		
Cisco	UCS C220 M4S Call Manager	2/29/2025	Cisco	UCSC-C220-M5SX	\$ 1,898.00		
Cisco	UCS C220 M4S Call Manager	2/29/2025	Cisco	UCSC-C220-M5SX	\$ 1,898.00		
HPE	BL460c Gen10 Blade Server	5/26/2025	HPE	HPE Blade Server TBD	\$ 8,919.00	\$ 944.00	3 Year
HPE	BL460c Gen10 Blade Server	5/26/2025	HPE	HPE Blade Server TBD	\$ 8,919.00	\$ 944.00	3 Year
HPE	BL460c Gen10 Blade Server	5/26/2025	HPE	HPE Blade Server TBD	\$ 8,919.00	\$ 944.00	3 Year
HPE	BL460c Gen10 Blade Server	5/26/2025	HPE	HPE Blade Server TBD	\$ 8,919.00	\$ 944.00	3 Year
HPE	C7000 Gen2	5/26/2025	HPE	HPE Chassis TBD	\$ 58,035.00	\$ 1,238.00	3 Year
HPE	VC Flex-10 Enet Module		HPE	VC Module TBD			
HPE	VC Flex-10 Enet Module		HPE	VC Module TBD			
HPE	OnBoard Administrator with KVM		HPE	OnBoard Administrator			
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
VMWare	vSphere Enterprise Edition	3/14/2025				\$ 1,072.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2025				\$ 1,072.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2025				\$ 1,072.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2025				\$ 1,072.00	3 Year
VMWare	vCenter Server Standard	3/14/2025				\$ 2,302.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2025				\$ 24,826.00	1 Year
Total Cost					\$162,708.00		

2026							
Asset to Decommission			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Meraki	MR33 Access Points	5/22/2026	Meraki	Access Points TBD	\$ 14,470.00	\$ 12,070.00	5 Year
Cisco	IronPort WSA S390	7/31/2026	Cisco	IronPort TBD	\$ 10,737.00		
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator Support	1/19/2026				\$ 13,096.00	3 Year
Barracuda	Barracuda Backup 690	2/8/2026				\$ 33,263.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2026				\$ 26,564.00	1 Year
HPE	Nimble Storage Adaptive Flash HF20H	12/31/2026				\$ 8,226.00	3 Year
Total Cost					\$118,426.00		

2027							
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	SMARTnet for Switching, Security & Routing	5/1/2027				\$ 28,423.00	1 Year
Total Cost					\$ 28,423.00		

2028							
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
VMWare	vSphere Enterprise Edition	3/14/2028				\$ 1,206.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2028				\$ 1,206.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2028				\$ 1,206.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2028				\$ 1,206.00	3 Year
VMWare	vCenter Server Standard	3/14/2028				\$ 2,592.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2028				\$ 30,413.00	1 Year
HPE	HPE Blade Server TBD	5/26/2028				\$ 1,002.00	3 Year
HPE	HPE Blade Server TBD	5/26/2028				\$ 1,002.00	3 Year
HPE	HPE Blade Server TBD	5/26/2028				\$ 1,002.00	3 Year
HPE	HPE Blade Server TBD	5/26/2028				\$ 1,002.00	3 Year
HPE	HPE Chassis TBD	5/26/2028				\$ 1,314.00	3 Year
HPE	VC Module TBD						
HPE	VC Module TBD						
HPE	OnBoard Administrator						
Total Cost					\$ 43,151.00		

2029							
Asset to Decommission			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator	1/19/2029	Fatpipe	TBD	\$ 6,603.00		
HPE	Nimble Storage Adaptive Flash HF20H	12/31/2029	HPE	Nimble Storage Array TBD	\$ 54,089.00	\$ 8,476.00	3 Year
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator Support	1/19/2029				\$ 13,897.00	3 Year
Barracuda	Barracuda Backup 690	2/8/2029				\$ 35,299.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2029				\$ 32,542.00	1 Year
Total Cost					\$150,906.00		

6. ITsavvy Guidance: Phase 3 (2030-2039)

Servers:

FPLD should plan for the refresh of their HPE blade servers in May of 2031. Based on prior history we can assume servers will reach the end of their usable life and will be replaced with like product with improved performance. We are not recommending the replacement of the chassis hardware, but FPLD should be prepared to budget for that as well if HPE does not make the new servers backwards compatible. Based on history, we have confidence they will.

Servers purchased in 2031 will be due for refresh again in 2037, at which time FPLD should plan to replace servers

as well as chassis. Additionally, VMware licensing should be renewed for a 3-year term in March of 2031, 2034 and 2037.

- **It is therefore the recommendation of ITsavvy & HPE that Fountaindale Public Library District refresh the 4 Blade servers in 2031 and refresh both blade servers and chassis in 2036. Additionally, FPLD should also plan to continue to renew VMware licensing on the 3-year term.**

Storage:

Based on the assumptions of ITsavvy storage engineers, we do not believe that FPLD will need to make any additional hardware investments on the HPE/Nimble HF20H until 2038. Given the long lifecycle FPLD was able to achieve with the EMC VNXe, ITsavvy believes the additional resources and speed afforded by the eventual replacement of the HF20H will carry FPLD through this 9-year window and meet their storage demands. This assumes that nothing abnormal is rolled out that may affect the amount of data currently be used in the environment.

- **It is therefore the recommendation of ITsavvy that FPLD extend support on the HPE/Nimble array every 3 years with a plan to replace the hardware in December of 2038.**

Networking & WAN:

Based on projections provided by Cisco, all of the IDF switches will need to be refreshed in 2031. Replacement models for the C9300 are currently not available in the Cisco roadmap. Based on historical data, we can assume that costs will fall in line with prior year hardware pricing once adjusted for the inflation of acquisition costs. SMARTnets should continue to be renewed on an annual basis. Cisco and ITsavvy predict that in 2032, the Core 9407 MDF Switch, Firewall, Voice Router and Call Managers will reach the end of their support life and should be replaced. Based on the previously established refresh schedule, the IronPort should be replaced with its eventual descendant in 2033.

- **It is therefore the recommendation of ITsavvy & Cisco that FPLD continue to renew their SMARTnet contract on an annual basis, refresh IDF Switches in 2031, refresh Core 9407 Switch, Firewall, Voice Router and Call Managers in 2032 and refresh the IronPort in 2033.**

The FPLD FatPipe WAN accelerator will be due for a hardware refresh in January of 2035. This will be the only recommended refresh for WAN acceleration in phase 3.

- **It is therefore the recommendation of ITsavvy & FatPipe that FPLD continue to renew their FatPipe support on a three year basis with a plan to refresh hardware in 2035.**

In the following year (2034), FPLD should budget to replace the Meraki access points as per the established and recommended refresh cycles. Additionally we recommend that FPLD purchase these with a 5-year license so as to reestablish the 5-year then 3-year renewal plan in order to apply full coverage for an 8-year lifecycle span.

- **The Meraki access points should be refreshed in 2034 with the goal of a follow-on refresh in 8 years. In order to ensure all features remain available for district wireless, ITsavvy recommends that FPLD**



purchase a 5-year term licenses for the new access points in 2034 and extend the agreement by an additional 3 years in 2039

The table below will detail a year by year breakdown of cost estimates.

2030							
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	SMARTnet for Switching, Security & Routing	5/1/2030	Cisco			\$ 34,820.00	1 Year
				Total Cost	\$ 34,820.00		

2031							
Asset to Decommission			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
HPE	HPE Blade Server TBD	5/26/2031	HPE	HPE Blade Server TBD	\$ 10,649.00	\$ 1,063.00	3 Year
HPE	HPE Blade Server TBD	5/26/2031	HPE	HPE Blade Server TBD	\$ 10,649.00	\$ 1,063.00	3 Year
HPE	HPE Blade Server TBD	5/26/2031	HPE	HPE Blade Server TBD	\$ 10,649.00	\$ 1,063.00	3 Year
HPE	HPE Blade Server TBD	5/26/2031	HPE	HPE Blade Server TBD	\$ 10,649.00	\$ 1,063.00	3 Year
Cisco	C9300 IDF Switch, 24-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 4,133.00		
Cisco	C9300 IDF Switch, 24-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 4,133.00		
Cisco	C9300 IDF Switch, 24-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 4,133.00		
Cisco	C9300 IDF Switch, 24-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 4,133.00		
Cisco	C9300 IDF Switch, 24-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 4,133.00		
Cisco	C9300 IDF Switch, 24-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 4,133.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	C9300 IDF Switch, 48-Port	10/30/2031	Cisco	Cisco Switch TBD	\$ 6,985.00		
Cisco	Cisco IDF Switch TBD	10/30/2031	Cisco	Cisco Switch TBD	\$ 9,609.00		
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
VMWare	vSphere Enterprise Edition	3/14/2031				\$ 1,279.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2031				\$ 1,279.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2031				\$ 1,279.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2031				\$ 1,279.00	3 Year
VMWare	vCenter Server Standard	3/14/2031				\$ 2,750.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2031				\$ 37,258.00	1 Year
Meraki	MR33 AP Cloud Licenses	5/22/2031				\$ 8,915.00	3 Year
HPE	HPE Chassis TBD	5/26/2031				\$ 1,395.00	3 Year
HPE	VC Module TBD						
HPE	VC Module TBD						
HPE	OnBoard Administrator						
				Total Cost	\$206,539.00		

2032							
Asset to Decommision			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	Core 9407 MDF Switch	2/29/2032	Cisco	Core MDF Switch TBD	\$ 16,321.00		
Cisco	Firewall TBD	2/29/2032	Cisco	Firewall TBD	\$ 15,903.00		
Cisco	Voice Router TBD	2/29/2032	Cisco	Voice Router TBD	\$ 3,159.00		
Cisco	UCSC C220 M5SX Call Manager	2/29/2032	Cisco	Call Manager TBD	\$ 2,334.00		
Cisco	UCSC C220 M5SX Call Manager	2/29/2032	Cisco	Call Manager TBD	\$ 2,334.00		
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator Support	1/19/2032				\$ 14,748.00	3 Year
Barracuda	Barracuda Backup 690	2/8/2032				\$ 37,459.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2032				\$ 39,866.00	1 Year
HPE	Nimble Storage Array TBD	12/31/2032				\$ 8,994.00	3 Year
Total Cost					\$141,118.00		

2033							
Asset to Decommision			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	IronPort TBD	7/31/2033	Cisco	IronPort TBD	\$ 13,205.00		
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	SMARTnet for Switching, Security & Routing	5/1/2033				\$ 42,656.00	1 Year
Total Cost					\$ 55,861.00		

2034							
Asset to Decommision			Recommended Refresh				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Meraki	Access Points	5/22/2034	Meraki	Access Points TBD	\$ 18,330.00	\$ 14,141.00	5 Year
Asset to Extend Support			Recommended Support Extension				
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
VMWare	vSphere Enterprise Edition	3/14/2034				\$ 1,357.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2034				\$ 1,357.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2034				\$ 1,357.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2034				\$ 1,357.00	3 Year
VMWare	vCenter Server Standard	3/14/2034				\$ 2,918.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2034				\$ 45,642.00	1 Year
HPE	HPE Blade Server TBD	5/26/2034				\$ 1,128.00	3 Year
HPE	HPE Blade Server TBD	5/26/2034				\$ 1,128.00	3 Year
HPE	HPE Blade Server TBD	5/26/2034				\$ 1,128.00	3 Year
HPE	HPE Blade Server TBD	5/26/2034				\$ 1,128.00	3 Year
HPE	HPE Chassis TBD	5/26/2034				\$ 1,480.00	3 Year
HPE	VC Module TBD						
HPE	VC Module TBD						
HPE	OnBoard Administrator						
Total Cost					\$ 92,451.00		

2035							
Asset to Decommision		Recommended Refresh					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator	1/19/2035	Fatpipe	TBD	\$ 7,884.00		
Asset to Extend Support		Recommended Support Extension					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator Support	1/19/2035				\$ 15,650.00	3 Year
Barracuda	Barracuda Backup 690	2/8/2035				\$ 39,751.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2035				\$ 48,837.00	1 Year
HPE	Nimble Storage Array TBD	12/31/2035				\$ 9,545.00	3 Year
Total Cost					\$121,667.00		

2036							
Asset to Extend Support		Recommended Support Extension					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	SMARTnet for Switching, Security & Routing	5/1/2036				\$ 52,256.00	1 Year
Total Cost					\$ 52,256.00		

2037							
Asset to Decommision		Recommended Refresh					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
HPE	HPE Blade Server TBD	5/26/2037	HPE	HPE Blade Server TBD	\$ 12,715.00	\$ 1,197.00	3 Year
HPE	HPE Blade Server TBD	5/26/2037	HPE	HPE Blade Server TBD	\$ 12,715.00	\$ 1,197.00	3 Year
HPE	HPE Blade Server TBD	5/26/2037	HPE	HPE Blade Server TBD	\$ 12,715.00	\$ 1,197.00	3 Year
HPE	HPE Blade Server TBD	5/26/2037	HPE	HPE Blade Server TBD	\$ 12,715.00	\$ 1,197.00	3 Year
HPE	HPE Chassis TBD	5/26/2037	HPE	HPE Chassis TBD	\$ 75,722.00	\$ 1,570.00	3 Year
HPE	VC Module TBD						
HPE	VC Module TBD						
HPE	OnBoard Administrator						
Asset to Extend Support		Recommended Support Extension					
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
VMWare	vSphere Enterprise Edition	3/14/2037				\$ 1,357.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2037				\$ 1,357.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2037				\$ 1,357.00	3 Year
VMWare	vSphere Enterprise Edition	3/14/2037				\$ 1,357.00	3 Year
VMWare	vCenter Server Standard	3/14/2037				\$ 2,918.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2037				\$ 55,914.00	1 Year
Total Cost					\$197,200.00		



2038							
Asset to Decommision				Recommended Refresh			
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
HPE	Nimble Storage Array TBD	12/31/2038	HPE	Nimble Storage Array TBD	\$ 70,573.00	\$ 10,129.00	3 Year
Asset to Extend Support				Recommended Support Extension			
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
FatPipe	FatPipe WAN Accelerator Support	1/19/2038				\$ 16,607.00	3 Year
Barracuda	Barracuda Backup 690	2/8/2038				\$ 42,184.00	3 Year
Cisco	SMARTnet for Switching, Security & Routing	5/1/2038				\$ 59,828.00	1 Year
Total Cost					\$ 199,321.00		

Asset to Extend Support				Recommended Support Extension			
Make	Description	Date	Make	Description	HW Cost	Support Cost	Support Term
Cisco	SMARTnet for Switching, Security & Routing	5/1/2039	Cisco			\$ 64,016.00	1 Year
Meraki	AP Cloud Licenses	5/22/2039	Meraki			\$ 10,654.00	3 Year
Total Cost					\$ 74,670.00		

7. Summary and Next Steps

FPLD is in a very good position to support the needs of your constituents for the foreseeable future provided the critical areas of server, storage and networking are addressed in the next 1-4 years and a course is charted to regularly renew support contracts and phase in / phase out new technologies as support lifecycle demands. IT should be noted that the urgency is not born of saturation or an inability to scale to demand, but of lifecycle limitations and the inability of manufacturers to support their hardware past the established and of support dates.

The benefit to this document is that it will create a snapshot of this moment in time, from which FPLD can make decisions regarding cost savings and burdens of refreshing hardware. Additionally, as new methodologies and technologies emerge, this document can be used to measure those new methodologies and technologies against the status quo.

As a partner, ITsavvy will be leveraging the knowledge gained in this exercise to research avenues that may provide greater compliment to FPLD's mission. As refresh cycles near, we will be proactive in engaging the team at FPLD to present fresh ideas and recommendations with the goal of providing longer operation viability and cost savings.

We thank you for inviting us to provide this guidance and we look forward to a long and sustained partnership.



Fountaindale Public Library - Capital Improvements Report - Cost Summary by Year



Year	System type	Cost Total	Comments
2019	Building Systems	\$146,090	
2019	Security	\$10,209	
2019	Interior Systems	\$0	No immediate work necessary
2019	FF&E	\$0	No immediate work necessary
2019	Datacenter	\$46,904	Provided by IT Savvy under separate contract
2019 Total		\$203,203	
2020	Building Systems	\$1,335,850	
2020	Security	\$10,687	
2020	Interior Systems	\$159,390	
2020	FF&E	\$32,932	
2020	Datacenter	\$107,416	Provided by IT Savvy under separate contract
2020 Total		\$1,646,275	
2021	Building Systems	\$16,500	
2021	Security	\$16,226	
2021	Interior Systems	\$29,150	
2021	FF&E	\$8,540	
2021	Datacenter	\$96,526	Provided by IT Savvy under separate contract
2021 Total		\$166,942	
2022	Building Systems	\$17,250	
2022	Security	\$13,834	
2022	Interiors	\$38,238	
2022	FF&E	\$879	
2022	Datacenter	\$32,404	Provided by IT Savvy under separate contract
2022 Total		\$102,605	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Cost Summary by Year



Year	System type	Cost Total	Comments
2023	Building Systems	\$171,696	
2023	Security	\$12,121	
2023	Interior Systems	\$31,800	
2023	FF&E	\$917	
2023	Datacenter	\$86,036	Provided by IT Savvy under separate contract
2023 Total		\$302,570	
2024	Building Systems	\$956,250	
2024	Security	\$12,599	
2024	Interior Systems	\$33,125	
2024	FF&E	\$955	
2024	Datacenter	\$23,202	Provided by IT Savvy under separate contract
2024 Total		\$1,026,131	
2025	Building Systems	\$682,024	
2025	Security	\$13,077	
2025	Interior Systems	\$444,600	
2025	FF&E	\$241,623	
2025	Datacenter	\$162,708	Provided by IT Savvy under separate contract
2025 Total		\$1,544,032	
2026	Building Systems	\$20,250	
2026	Security	\$13,555	
2026	Interior Systems	\$35,775	
2026	FF&E	\$10,481	
2026	Datacenter	\$118,426	Provided by IT Savvy under separate contract
2026 Total		\$198,487	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

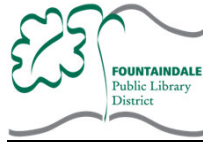


Fountaindale Public Library - Capital Improvements Report - Cost Summary by Year



Year	System type	Cost Total	Comments
2027	Building Systems	\$119,000	
2027	Security	\$14,033	
2027	Interior Systems	\$37,100	
2027	FF&E	\$1,070	
2027	Datacenter	\$28,423	Provided by IT Savvy under separate contract
2027 Total		\$199,626	
2028	Building Systems	\$652,500	
2028	Security	\$14,511	
2028	Interior Systems	\$38,425	
2028	FF&E	\$1,108	
2028	Datacenter	\$43,151	Provided by IT Savvy under separate contract
2028 Total		\$749,695	
2029	Building Systems	\$22,500	
2029	Security	\$14,989	
2029	Interior Systems	\$39,750	
2029	FF&E	\$1,146	
2029	Datacenter	\$150,906	Provided by IT Savvy under separate contract
2029 Total		\$229,291	
2030	Building Systems	\$4,026,340	
2030	Security	\$15,466	
2030	Interior Systems	\$920,142	
2030	FF&E	\$497,246	
2030	Datacenter	\$34,820	Provided by IT Savvy under separate contract
2030 Total		\$5,494,014	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Cost Summary by Year



Year	System type	Cost Total	Comments
2031	Building Systems	\$24,000	
2031	Security	\$20,636	
2031	Interior Systems	\$42,400	
2031	FF&E	\$1,222	
2031	Datacenter	\$206,539	Provided by IT Savvy under separate contract
2031 Total		\$294,797	
2032	Building Systems	\$24,750	
2032	Security	\$16,422	
2032	Interior Systems	\$43,725	
2032	FF&E	\$138,623	
2032	Datacenter	\$141,118	Provided by IT Savvy under separate contract
2032 Total		\$364,638	
2033	Building Systems	\$193,800	
2033	Security	\$16,900	
2033	Interior Systems	\$45,050	
2033	FF&E	\$1,299	
2033	Datacenter	\$55,861	Provided by IT Savvy under separate contract
2033 Total		\$312,910	
2034	Building Systems	\$26,250	
2034	Security	\$17,378	
2034	Interior Systems	\$46,375	
2034	FF&E	\$1,337	
2034	Datacenter	\$92,451	Provided by IT Savvy under separate contract
2034 Total		\$183,791	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

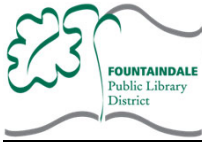


Fountaindale Public Library - Capital Improvements Report - Cost Summary by Year



Year	System type	Cost Total	Comments
2035	Building Systems	\$3,902,424	
2035	Security	\$17,856	
2035	Interior Systems	\$1,396,044	
2035	FF&E	\$556,963	
2035	Datacenter	\$121,667	Provided by IT Savvy under separate contract
2035 Total		\$5,994,954	
2036	Building Systems	\$555,000	
2036	Security	\$18,334	
2036	Interior Systems	\$49,025	
2036	FF&E	\$1,413	
2036	Datacenter	\$52,256	Provided by IT Savvy under separate contract
2036 Total		\$676,028	
2037	Building Systems	\$199,500	
2037	Security	\$18,812	
2037	Interior Systems	\$154,366	
2037	FF&E	\$267,452	
2037	Datacenter	\$197,200	Provided by IT Savvy under separate contract
2037 Total		\$837,330	
2038	Building Systems	\$146,250	
2038	Security	\$19,290	
2038	Interior Systems	\$51,675	
2038	FF&E	\$1,490	
2038	Datacenter	\$199,321	Provided by IT Savvy under separate contract
2038 Total		\$418,026	

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.



Fountaindale Public Library - Capital Improvements Report - Cost Summary by Year



Year	System type	Cost Total	Comments
2039	Building Systems	\$1,530,000	
2039	Security	\$19,768	
2039	Interior Systems	\$53,000	
2039	FF&E	\$1,528	
2039	Datacenter	\$74,670	Provided by IT Savvy under separate contract
2039 Total		\$1,678,966	
2040	Building Systems	\$959,906	
2040	Security	\$20,246	
2040	Interior Systems	\$2,980,331	
2040	FF&E	\$1,908,908	
2040	Datacenter	\$0	Last year of Datacenter report is 2039
2040 Total		\$5,869,391	

20 Year Report Total **\$28,493,702**

Note: The Interior Systems Matrix and the FFE Matrix identify items outside of the 20 year scope of this report. Interior Systems identifies \$33,540 for year 2042, \$20,400 for year 2050, and \$1,077,687 for year 2060. FFE identifies \$30,500 for year 2060.

Notes:
 1. Report does not reflect future damage to items or finishes beyond normal wear and tear.
 2. Estimated costs do not include A/E Fees.

Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

BUILDING SYSTEMS (BS)



BS 1



BS 4



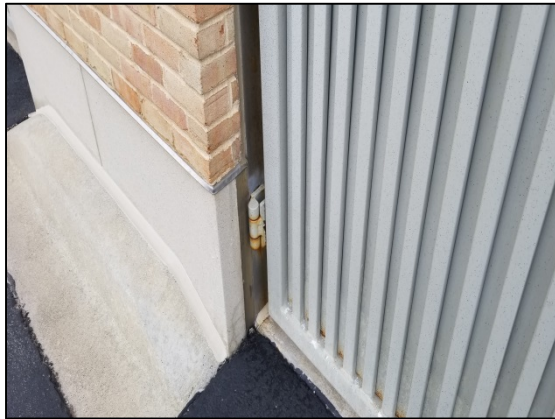
BS 73



BS 84



BS 85



BS 95



BS 120



BS 121



BS 122



BS 122



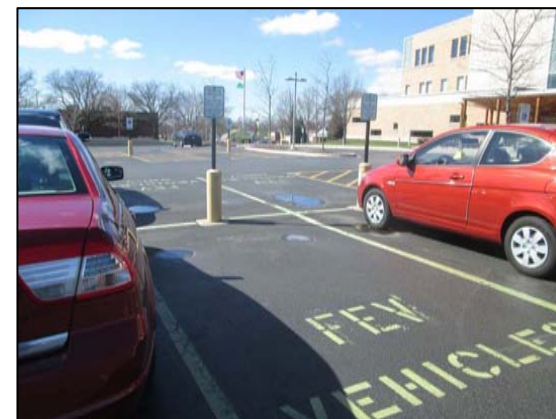
BS 122



BS 122



BS 123



BS 123



BS 124



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

Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001



BS 124



BS 124



BS 125



BS 125



BS 125



BS 131



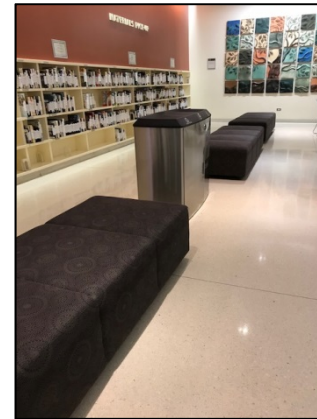
Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

FURNITURE, FIXTURES AND EQUIPMENT (FFE)



FFE 1



FFE 2



FFE 3, 4, 5



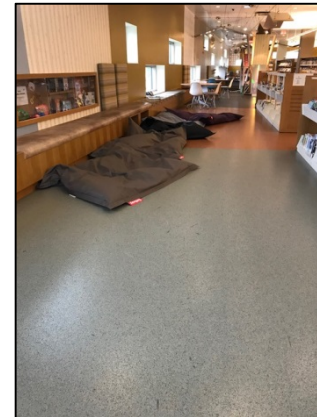
FFE 6



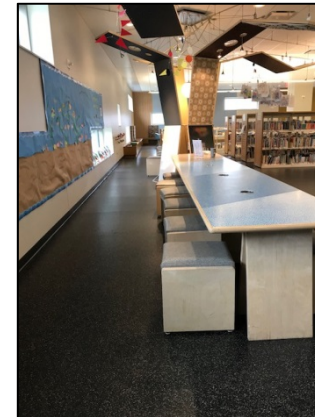
FFE 7



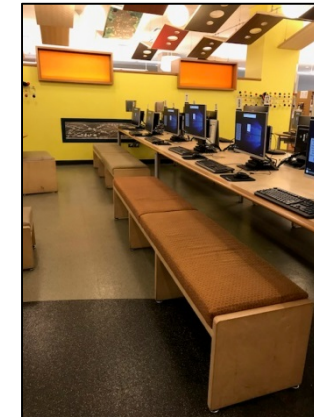
FFE 8



FFE 9-13
Flattened and soiled



FFE 14



FFE 15
Change in tech may change require
change to this area



FFE 16



FFE 17



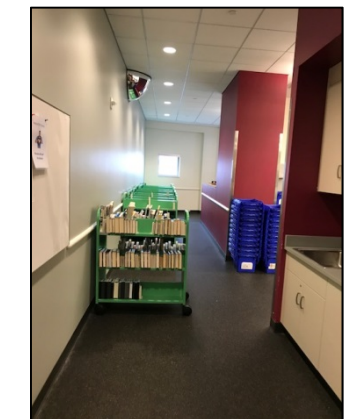
FFE 18



FFE 19, 20



FFE 21

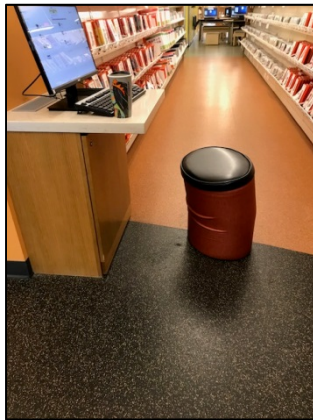


FFE 21



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001



FFE 22



FFE 23



FFE 24



FFE 25



FFE 25



FFE 26



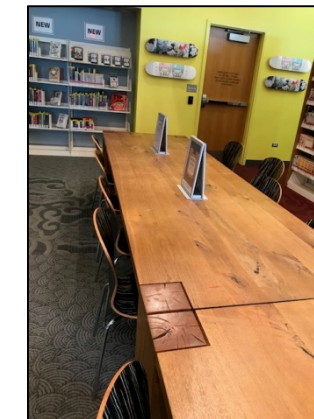
FFE 28 (29 Similar)



FFE 29



FFE 30
Dated, table is heavy and less flexible



FFE 31, 32



FFE 33



FFE 34 - 37



FFE 34 - 37



FFE 38



FFE 39



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001



FFE 40



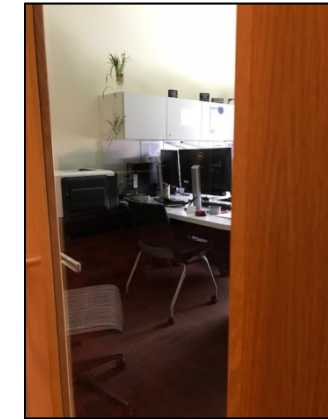
FFE 41, 42



FFE 43



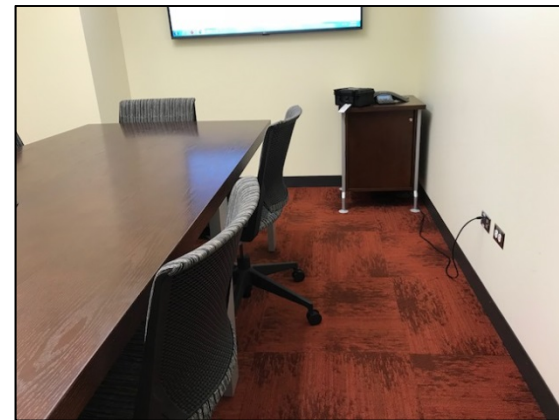
FFE 44



FFE 45



FFE 47, 48



FFE 47, 48



FFE 49



FFE 50, 51



FFE 52



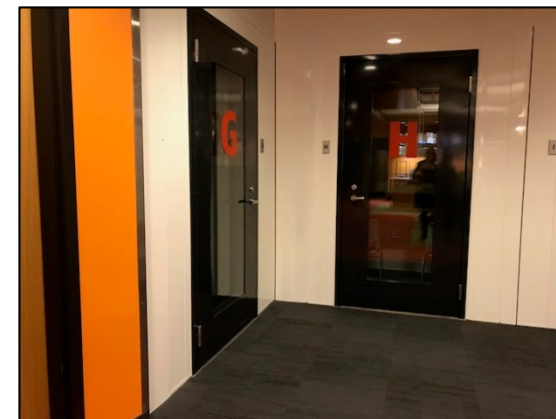
FFE 53



FFE 54-75



FFE 76



FFE 77



FFE 78



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

Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001



FFE 79, 80



FFE 81, 82



FFE 82



FFE 83, 84



FFE 83, 84



FFE 85



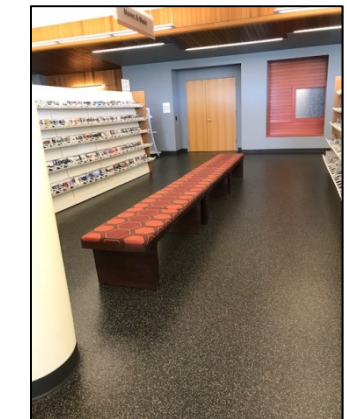
FFE 86



FFE 87



FFE 88
Many of these are chipped



FFE 89



FFE 90 – 92
This fabric is not performing well



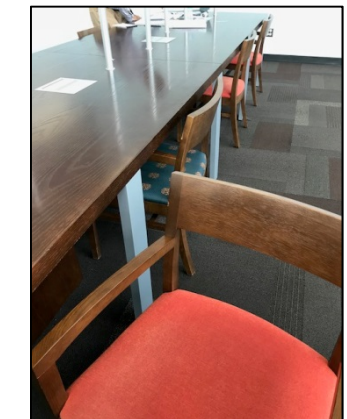
FFE 93, 94



FFE 95, 96 (97, 98 Sim)



FFE 99



FFE 100



Fountaindale Public Library District 2019 Capital Improvements Report Project Number: 19-001



FFE 111



FFE 101



FFE 102



FFE 103



FFE 104



FFE 106-108



FFE 109



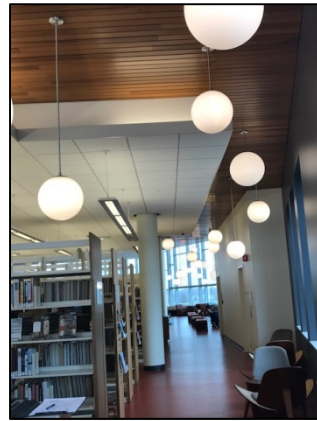
FFE 110



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001

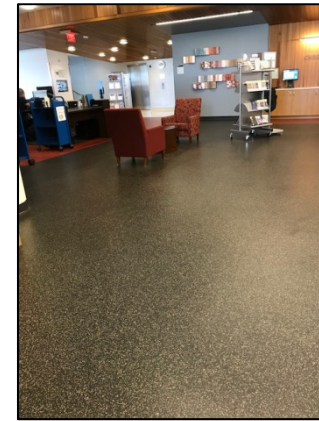
INTERIOR STRUCTURE (IS):



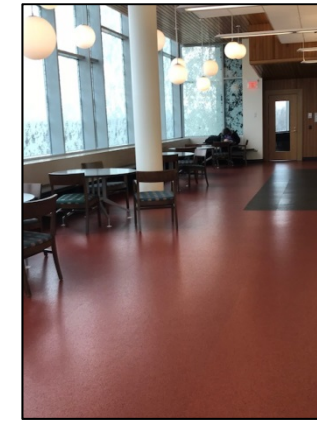
IS 1, 2 (3-6)



IS 3-6



IS 3-6



IS 3 - 6



IS 7



IS 8



IS 9



IS 10



IS 13



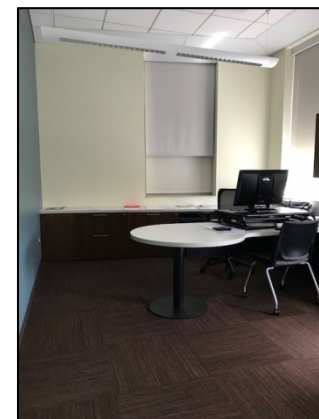
IS 14



IS 15



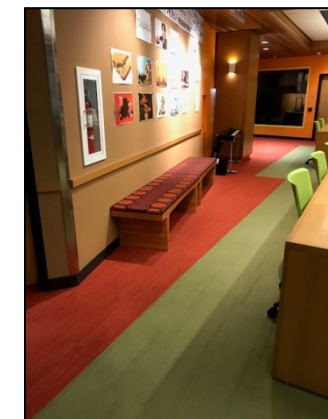
IS 16



IS 17



IS 18



IS 19



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

Fountaindale Public Library District 2019 Capital Improvements Report

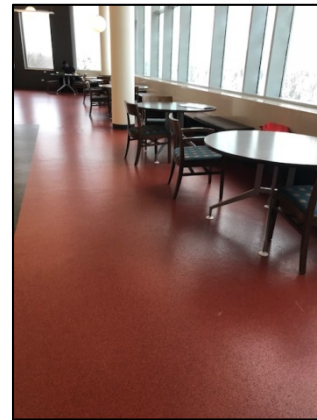
Project Number: 19-001



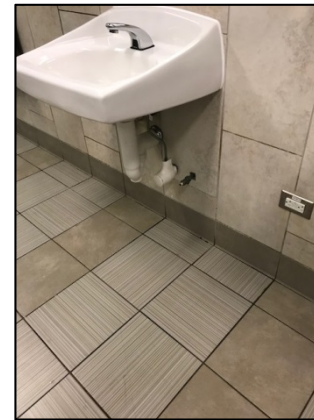
IS 20 - 24



IS 20 - 24



IS 20 - 24



IS 25 - 28



IS 25 - 28



IS 29



IS 51



IS 51



IS 51



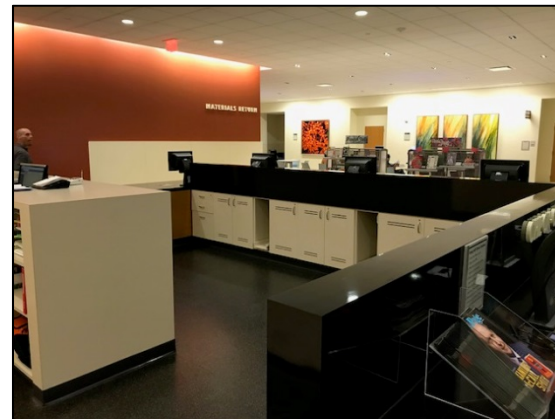
IS 52



IS 54-75



IS 77



IS 78 Lots of under-utilized space



IS 79



IS 80

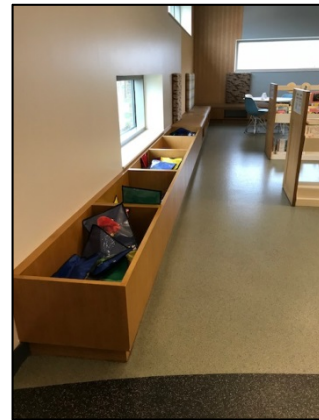


Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001



IS 81 Sink is not child height



IS 82 - 86



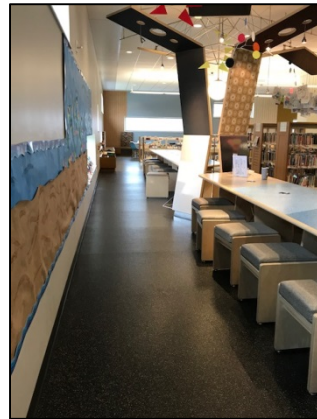
IS 82 – 86 Reupholster bench and back



IS 87 Donated item



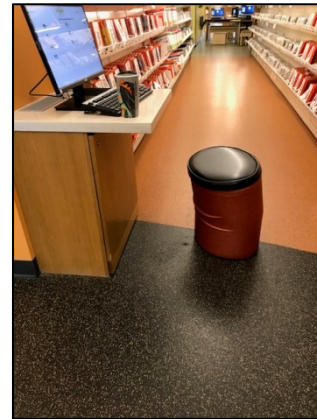
IS 88 Cushions are faded and worn



IS 89



IS 90



IS 91



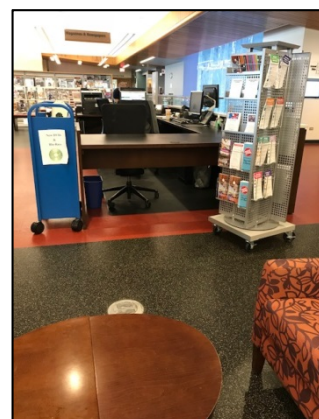
IS 92



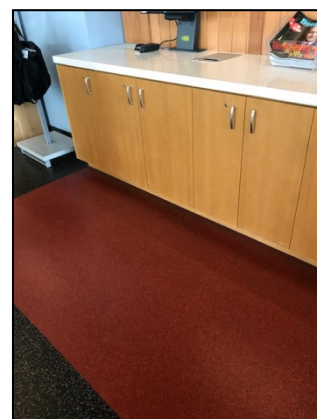
IS 92
Some of these showing scuff marks and damage



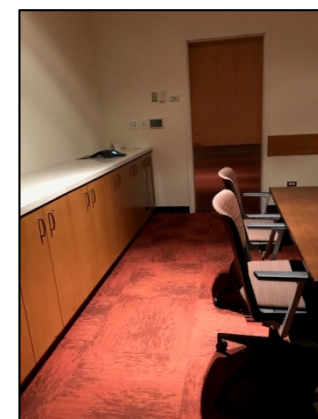
IS 92



IS 93



IS 94
Minor scuffs at bottom face



IS 95



IS 96



Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001



IS 96



IS 97
Fabric is loose and soiled, frame scratched, but solid



IS 99



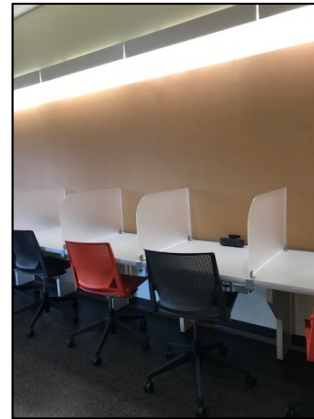
IS 100



IS 101



IS 101



IS 104



IS 105



IS 105



IS 105



IS 106



IS 108



IS 109



IS 109



IS 110



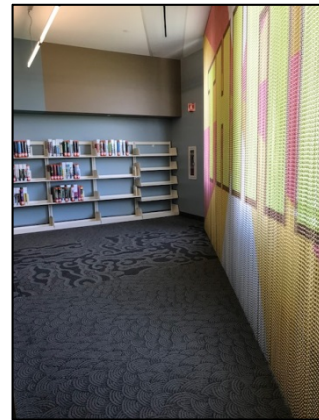
West Suburban Office: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527
 South Suburban Office: 1820 Ridge Road, Suite 209, Homewood, Illinois 60430
 Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304
 Company Main: 630.455.4500 Fax: 630.455.4040
www.TriaArchitecture.com

Fountaindale Public Library District 2019 Capital Improvements Report

Project Number: 19-001



IS 111, 112



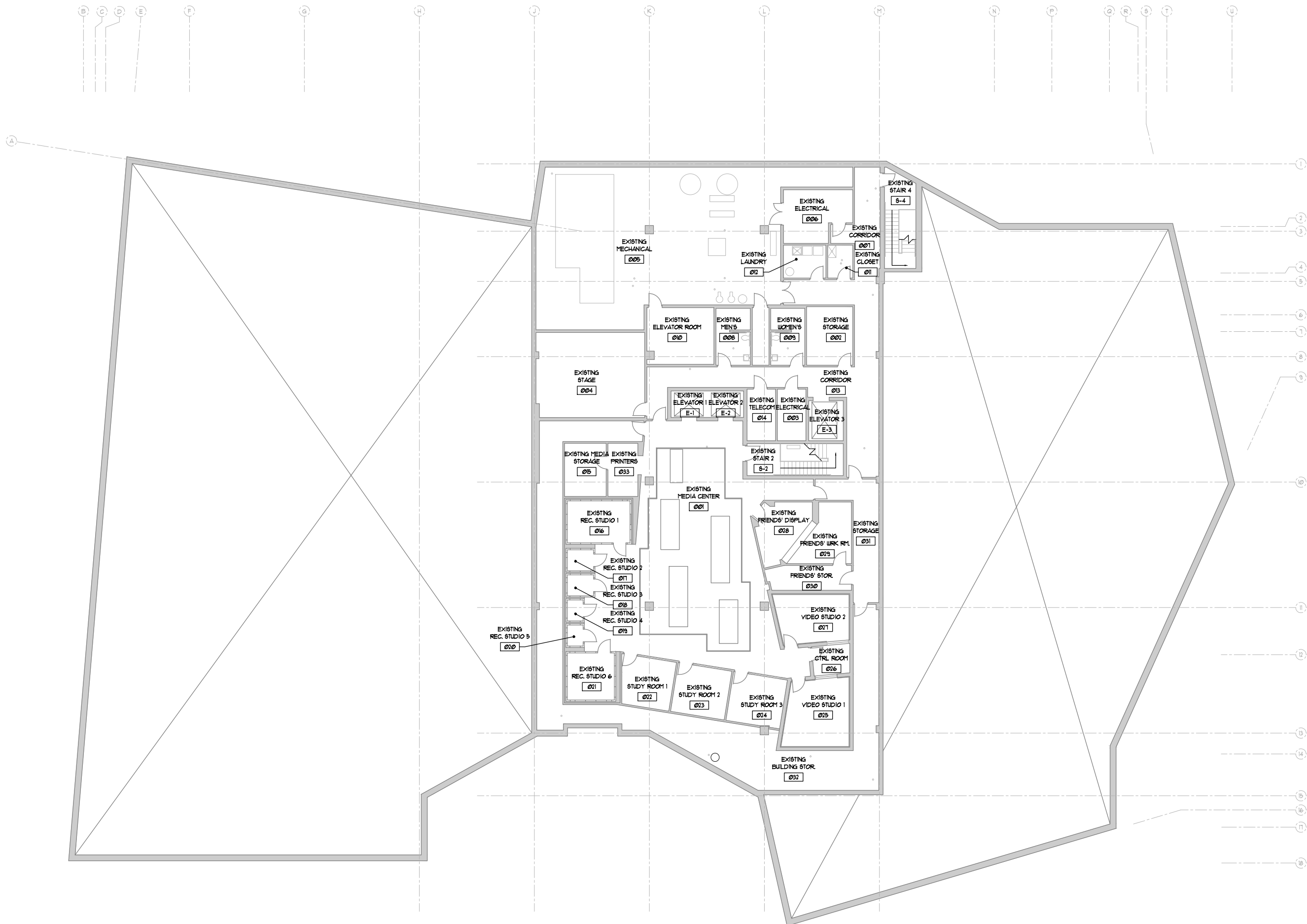
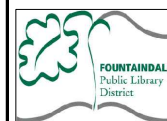
IS 113



**FOUNTAINDALE PUBLIC LIBRARY DISTRICT
2019 CAPITAL IMPROVEMENTS REPORT
300 W. BRIARCLIFF ROAD, BOLINGBROOK, ILLINOIS 60440**

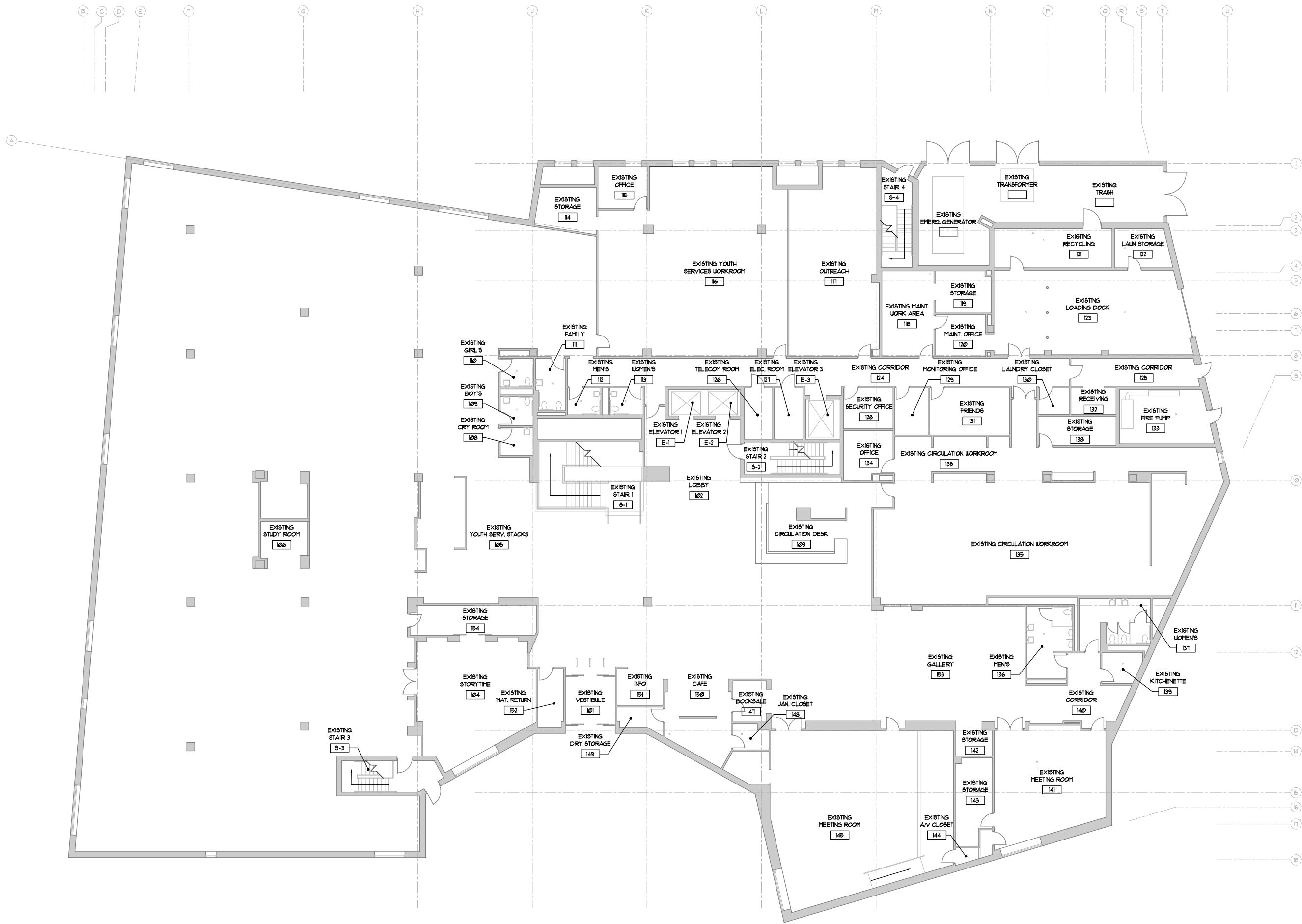
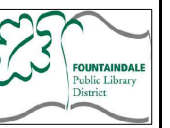
NO.	REVISIONS
1	ISSUED FOR REPORT (06/07/09)
2	
3	
4	
5	
6	
7	

PROJECT NUMBER: 19-000
 PROJECT MANAGER: REY
 DRAWN BY: FPN
 ISSUED FOR REPORT: 06/07/09
 OVERALL LOWER LEVEL FLOOR PLAN



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

REVISIONS:	
1	ISSUED FOR REPORT (06/07/09)
2	PROJECT NUMBER: 19-001
3	PROJECT MANAGER: RPT
4	DRAWN BY: FPN
5	ISSUED FOR REPORT (06/07/09)
6	OVERALL FIRST FLOOR PLAN

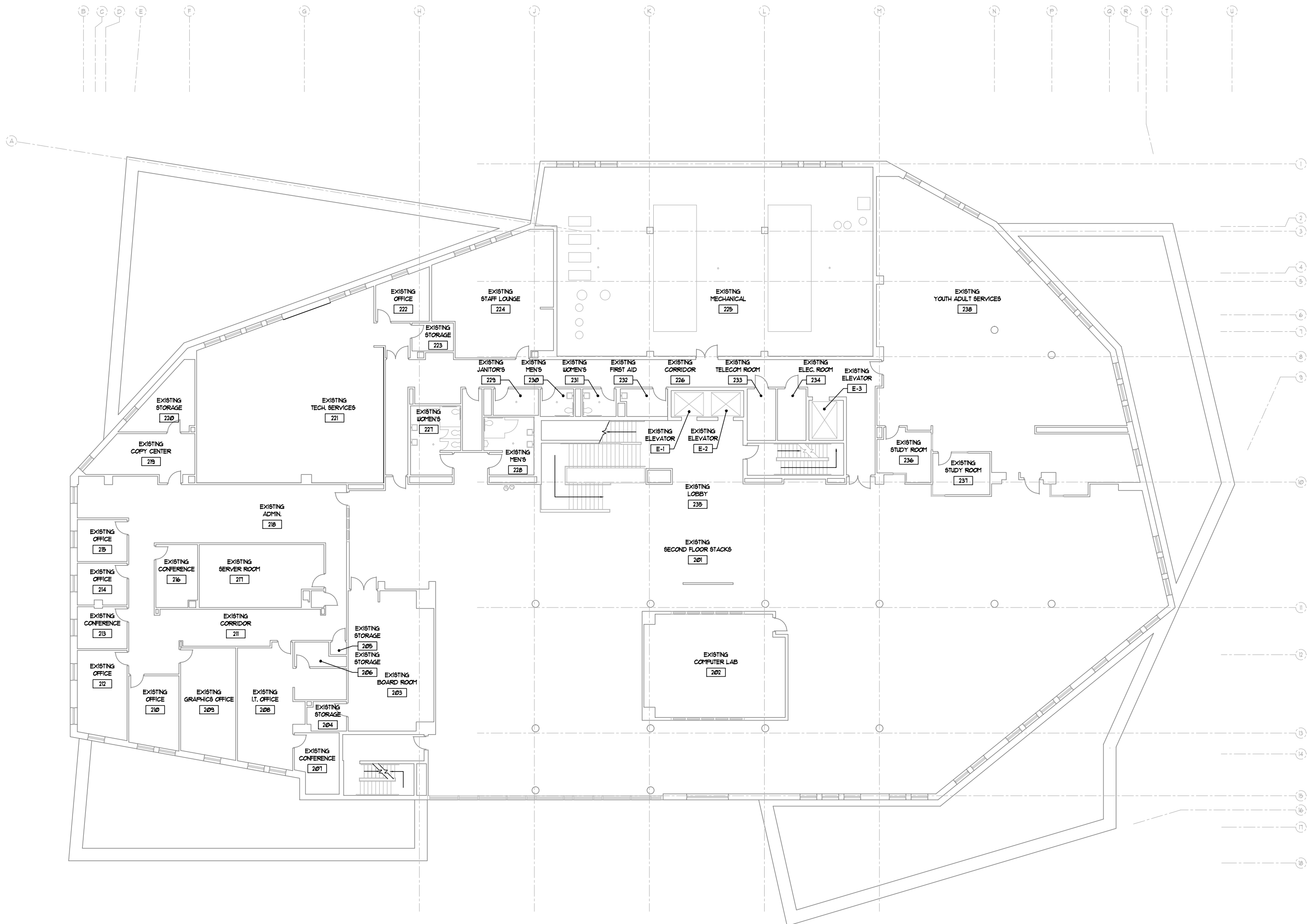
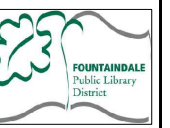


1 OVERALL FIRST FLOOR PLAN
3/32" = 1'-0"



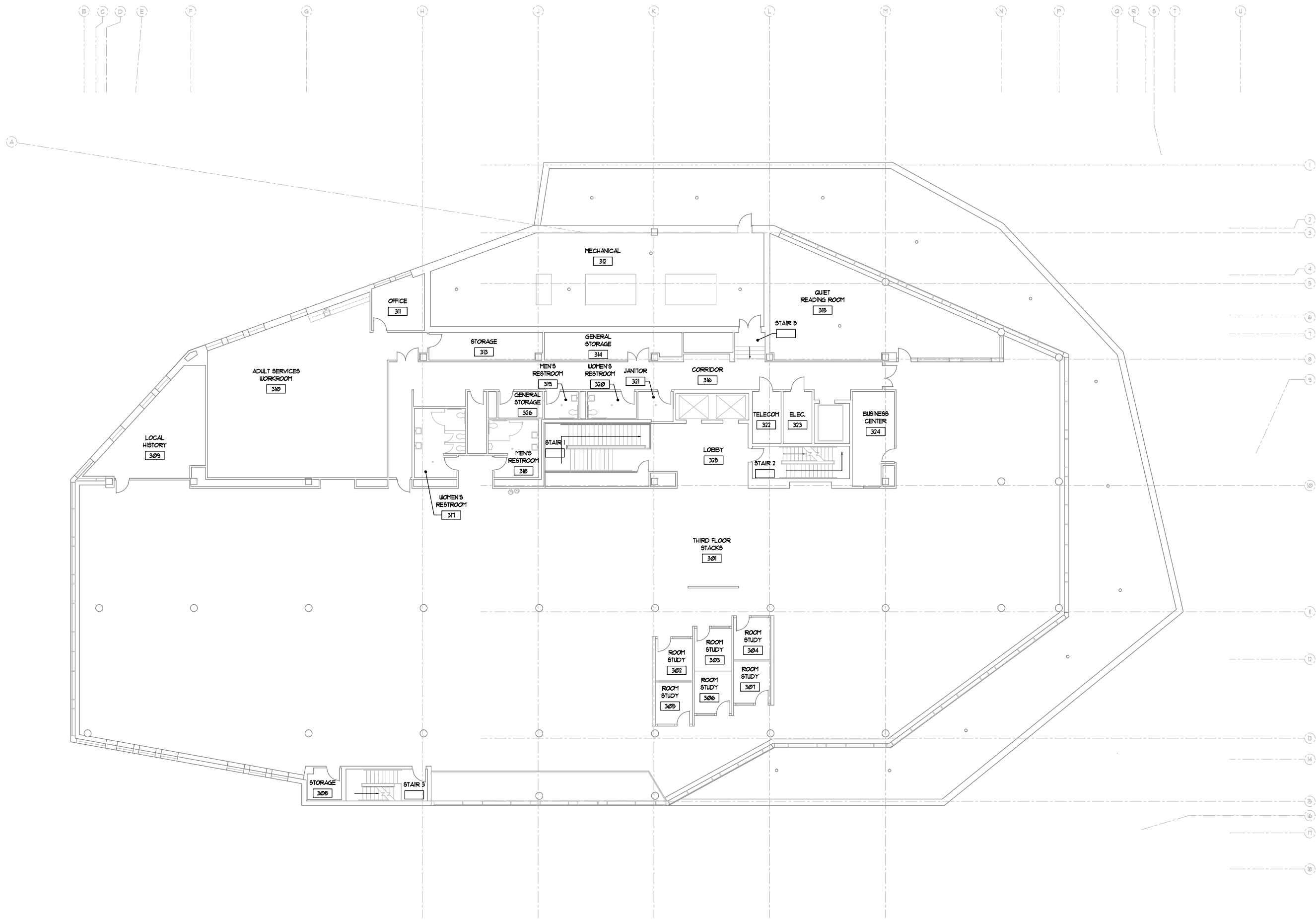
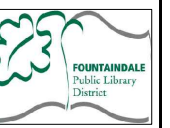
REVISIONS:	
1	ISSUED FOR REPORT (06/07/09)
2	
3	
4	
5	

PROJECT NUMBER: 18-001
 PROJECT MANAGER: REY
 DRAWN BY: FPN
 ISSUED FOR REPORT: 06/07/09
 OVERALL SECOND FLOOR PLAN



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

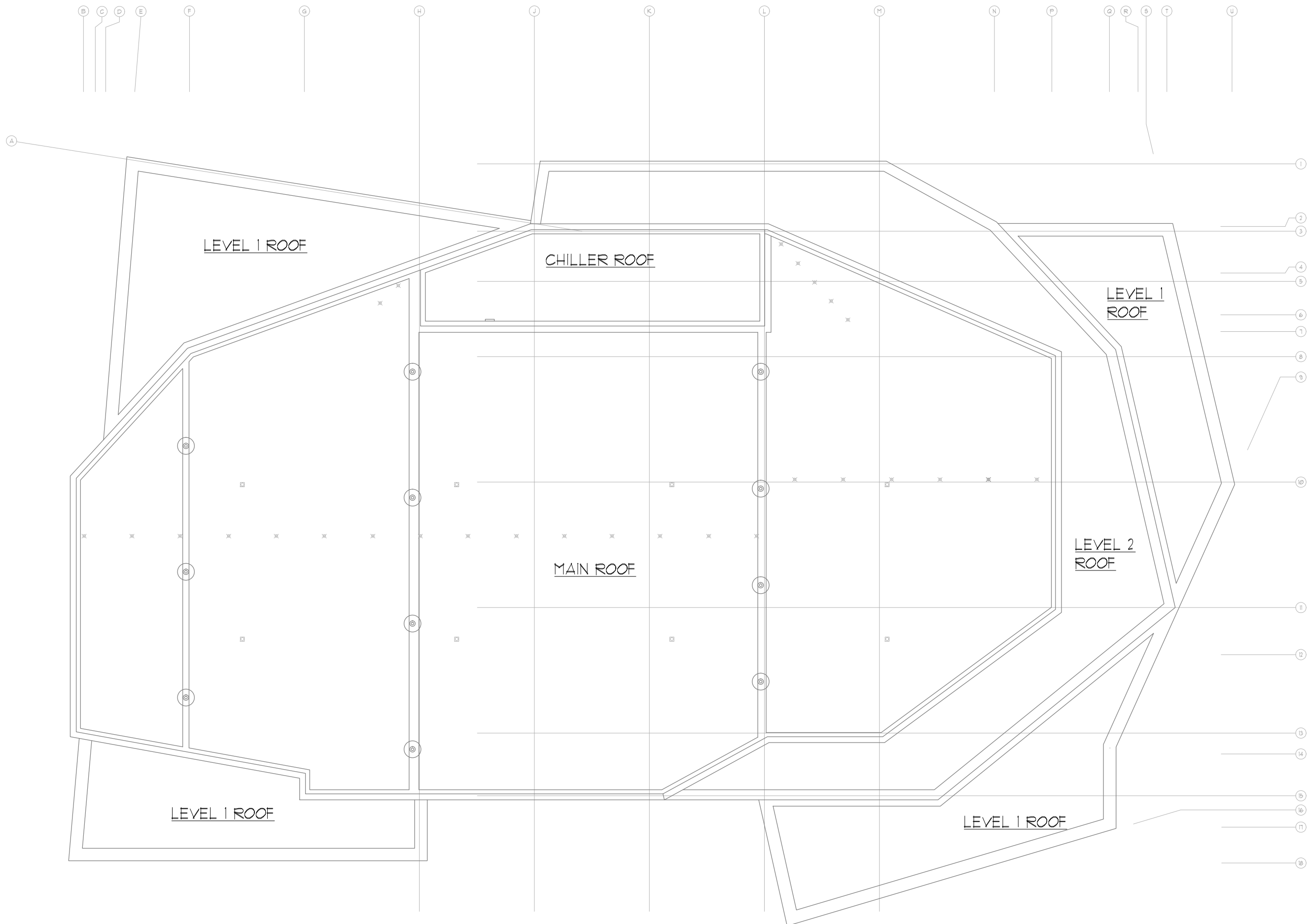
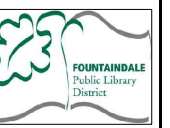
REVISIONS:	
1	ISSUED FOR REPORT (06/07/09)
2	OVERALL THIRD FLOOR PLAN
3	
4	
5	
6	
7	
8	
9	
10	



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

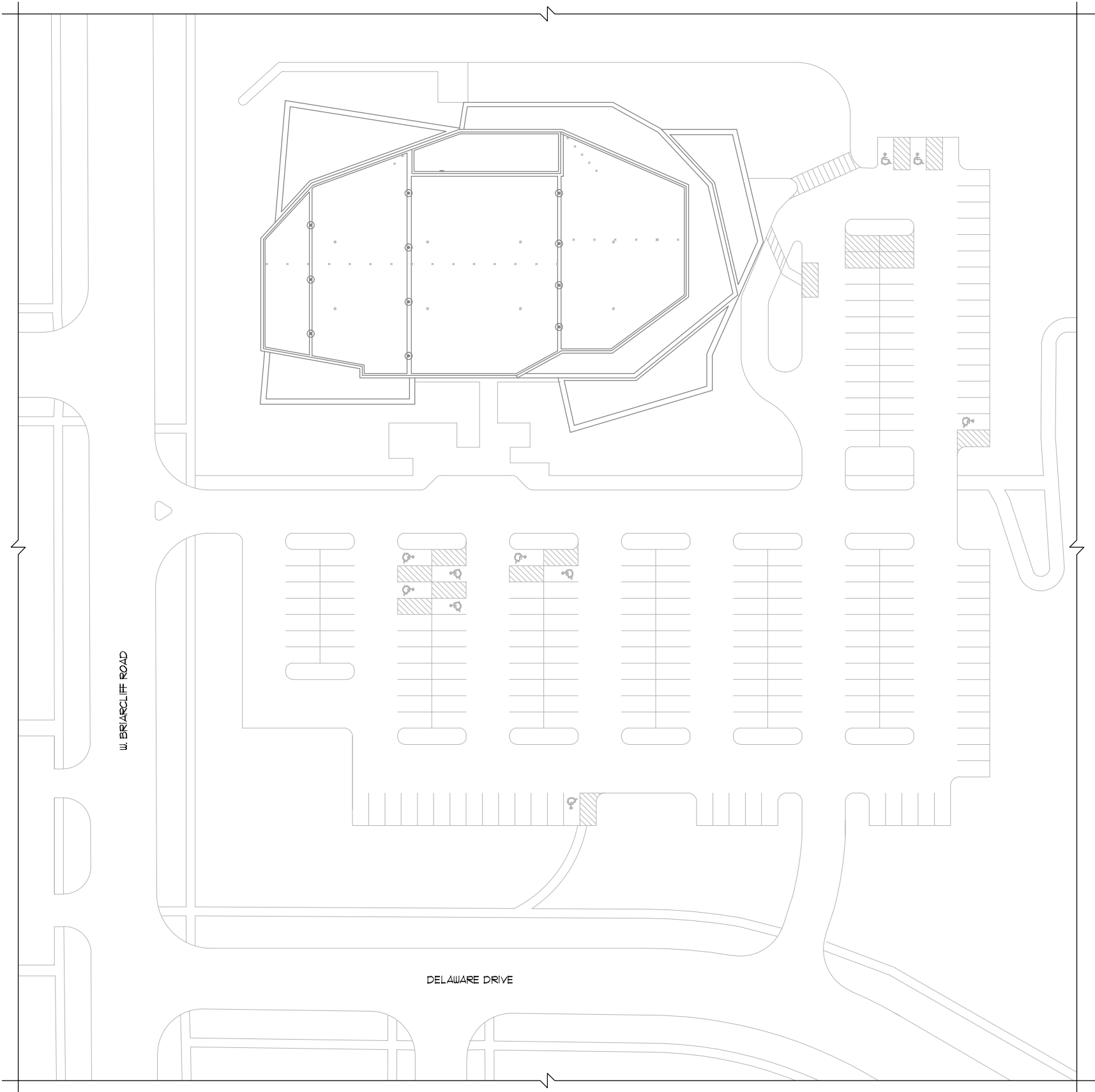
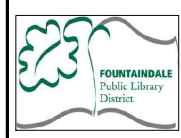


REVISIONS:	
1	ISSUED FOR REPORT 06/07/09
2	EXISTING ROOF PLAN
3	
4	
5	
6	
7	
8	
9	



1 EXISTING ROOF PLAN
 3/32" = 1'-0"

PROJECT NUMBER:	18-001										
PROJECT MANAGER:	REP1										
DRAWN BY:	FPN										
ISSUED FOR REPORT:	06/07/2019										
REVISIONS:	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> </table>	1		2		3		4		5	
1											
2											
3											
4											
5											
EXISTING ARCHITECTURAL SITE PLAN											



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



FOUNTAINDALE PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

Fountaindale Public Library District provides items on loan to serve the needs of the Fountaindale community for the purposes of education, enrichment and discovery. Use of Library items is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of circulating items by individuals whose activities interfere with Library operations, adversely affect public safety or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy as it deems necessary and appropriate.

CONFIDENTIALITY OF BORROWERS RECORDS

Fountaindale Public Library District recognizes the rights of its borrowers to freedom of access to library items. Library borrowers’ records are confidential and shall not be made available to any outside agency, group or person to the extent provided by law.

As designated in the Patron Association guidelines below, individual patrons may grant access for hold pick up to their family members or other designees. Parents/guardians will be granted access to their children’s records up to and through age 17.

Cards that are presented by anyone other than the borrower or an associated borrower may be reclaimed by Fountaindale Public Library District.

Account PINs can only be changed by the borrower when presenting a Photo ID or when the account has an accompanying patron photograph.

Cards must be in good standing in order for patrons to have full benefits. A card that is not in good standing is considered delinquent. Delinquency is defined by owing charges

over our acceptable threshold, including collection agency fees or having items more than 14 days overdue.

PATRON PHOTOGRAPHS

As an identity theft precaution, the Library will photograph residents for the sole purpose of including the photograph as an identifying piece in our borrower database.

Photographs will be taken at the time of patron registration and may be updated upon renewal of library cards. Patron photographs must be on file for select library privileges/services including, but not limited to, checking out Studio 300 and other equipment.

PATRON ASSOCIATIONS (ACCOUNT LINKING)

Parents/guardians are responsible for activity on their children's accounts. The Library reserves the right to associate (link) the accounts of parents and/or guardians to the accounts of their children under the age of 18. Children who are associated with their parents may not verify or update contact information on their parents' accounts.

Parents who are associated with children may not present the child's card for general checkout if the parent(s) card has a delinquent status.

Adult borrowers (age 18 and older) may grant the Library permission to associate their own account to the account of other designees of their own choosing. In creating these associations, adults give permission to other adults with whom they are linked to use their personal library cards for holds pickup, to check on or pay fees. General checkout on an adult's card by someone other than the cardholder is not permitted.

Associations may only be requested by adults who are both physically present and provide photo ID.

The Library reserves the right to associate and block from use all patron accounts belonging to the same address based on the delinquency of any one patron account until all accounts in the household are in good standing.

GUIDELINES FOR BORROWERS

Borrowers apply for the right to use the services and facilities of Fountaindale Public Library District and agree to abide by the rules of the Library, to pay all billed charges to their accounts (as well as all Juvenile and Young Adult accounts linked by association) and to promptly inform the library of a lost card, change of address or change of personal contact information such as email and phone number.

Borrowers understand that they are solely responsible for items checked out with their card.

A child's parent/legal guardian will assume responsibility for charges incurred while the child (age 17 and younger) is or was in their care. Parents may temporarily suspend or permanently cancel a child's account at any time, however charges remain the responsibility of the parent/legal guardian.

APPLYING FOR A LIBRARY CARD

Residents of Fountaindale Public Library District are encouraged to begin the library card application process by visiting the Library with two pieces of identification with current residency along with a valid photo ID. Acceptable pieces of identification are listed in Appendix 1. They may also choose to initiate the registration process online. Residents will be asked to visit the library to verify their application with the documentation listed in Appendix 1 within 30 days.

ANY RESIDENT AGE 18 OR OLDER of the Library District may obtain a borrower's card by completing an application and furnishing two pieces of identification with current residency along with a valid photo ID. Acceptable proof of current residency are listed in

Appendix 1. Proof of residency must contain a street address; no P.O. boxes will be accepted.

ANY RESIDENT AGE 17 AND YOUNGER may obtain a borrower's card when accompanied by a parent or legal guardian, who will provide the appropriate identification and sign the application on his or her behalf. Children of shared legal guardianship may have up to two library cards, provided that one or both addresses fall within the boundaries of the Library District.

BUSINESS, INSTITUTIONS AND/OR LOCAL ENTITIES — Owners or administrators of businesses, institutions or entities located within the Library District boundaries may obtain a business card upon furnishing appropriate documentation and showing a valid photo ID (see Appendix 1). A business library card is valid for one year. The business owner or institution shall be responsible for payment of any lost, damaged items, or fees. The library reserves the right to associate the business library card with the owner's personal library card, when applicable. If the personal card is not in good standing, the business library card will be blocked. Only one library card will be issued per business.

PROPERTY OWNERS — Individuals who own property that is not their primary residence within the Library District boundaries may obtain or renew a borrower's card annually by furnishing a valid photo ID in addition to their property tax bill. The library reserves the right to associate the property owner's library card with the individual's personal library card within the Pinnacle system. If the personal card is not in good standing, the property owner's library card will be blocked. A property owner who has already been issued a Fountaindale Public Library District resident card will not be issued a property card. Only one library card will be issued per taxable property.

SCHOOL — The Administrator or Library/Media Center Director of a public school that lies within Fountaindale Public Library District can apply for a school account, and can extend account access to teachers and faculty by providing their names on an annual

basis. The institution will be responsible for the addition/deletion of names from the approved list of users. The library will not check out to individuals whose names do not appear on said list. Institutions are responsible for all lost and damaged library items borrowed by teachers and faculty who use the card. Borrowing privileges are valid for one year from August 1st through July 31st. Teachers and faculty may check out items for educational purposes and classroom use only. Loan periods for teachers and faculty are extended to four weeks. Interlibrary loan items and select equipment may not be checked out on these accounts. Any cards issued to teachers and faculty are only valid at the Fountaindale Public Library and cannot be used to check out materials at any other library.

TEMPORARY VISITORS AND RESIDENTS IN TRANSITION — Seasonal visitors or residents in transition temporarily residing within Library District boundaries will be eligible to obtain a temporary borrower's card for all library services upon providing a photo ID or a letter from a social service agency/temporary employer. Additionally, the temporary visitor will need to bring in a piece of mail or other acceptable evidence of residency to gain library privileges or the Library will mail a postcard to confirm residency which will need to be returned by the temporary visitor. This process will need to be repeated every 90 days in order to extend privileges.

NON-RESIDENT BORROWER — Eligibility for this type of card is also subject to the appropriate provisions of Illinois State Statutes. Any person who does not already pay taxes for library service may obtain a borrower's card by completing an application and furnishing two pieces of identification along with a valid photo ID as listed in Appendix 1 and paying the non-resident fee currently in effect. All members of a non-resident borrower's household are then entitled to individual borrower cards without additional payment. Payment of the non-resident fee entitles the borrower to all library services.

RECIPROCAL BORROWER — Any person presenting a current photo ID along with a valid borrower's card from a library participating in the Illinois reciprocal borrowing

program may obtain reciprocal borrowing privileges upon completion of a Fountaindale Public Library District application. Reciprocal borrowing privileges are valid for one year, or until the expiration date on the reciprocal borrower's home library account, whichever comes first. Privileges will be denied if the patron's home library deems their card to not be in good standing. Interlibrary loan and select equipment and services will not be granted to reciprocal borrowers. Reciprocal borrowers are also eligible for an Access Card which, for an annual fee, provides the same privileges to non-residents for Fountaindale services and programs as a resident cardholder, in addition to the borrowing privileges already extended to non-residents with the use of their home library card. Details are listed in the Access Card Policy on our website.

ADDRESS CHECK

A renewal of account information is required every three years unless specified otherwise. A valid photo ID with the borrower's name and current address must be shown in person at this time. Two pieces of current mail will be needed if the photo ID address does not match the address on the account.

REPLACEMENT OF LOST AND/OR DAMAGED LIBRARY CARDS

It is the responsibility of the borrower to immediately report lost cards to the Library.

The borrower may use electronic versions of their library cards. The borrower remains responsible for the use of the card and the account with such usage.

Persons age 12 and older can replace lost or damaged Fountaindale Library cards upon presentation of a current photo ID.

Parents/legal guardians can present their own photo ID on behalf of their children up to and through age 17 to be issued a replacement card without the child present.

There is no cost for replacement cards.

LENDING POLICIES

Items from our Library collection circulate from five days to three weeks depending on type.

Items from our Outreach collection circulate for four weeks.

Special loan periods and limits on number of items are set based on demand.

Newspapers, reference and local history items do not circulate. Overnight or weekly use of items in the reference collection may be authorized by the librarian on duty. Select equipment circulates in-house only.

ITEM RENEWALS

Circulating items may be renewed by contacting the Library or online. Renewal limits are set by the library according to material type. Items that may not be renewed include those that others are actively waiting for, Studio 300 equipment and other specialty equipment and materials.

FINES & FEES

The District does not charge late fines on overdue materials. Patrons are responsible for reimbursing the library for materials that are damaged or marked as lost (see Appendix 2 for Billing Timeline). Patrons with items more than 14 days overdue will have their account blocked until items are returned. Charges may also be added to patrons account for returning special equipment through the automated materials handling machine or book drops. If charged item(s) exceed the fee threshold, patrons can be submitted to a Collections Agency and suspended from library privileges. Privileges can be reinstated when patrons pay or return billed items. All patrons sent to Collections must pay a Collections Agency fee.

Fees associated with Studio 300 equipment are governed under the Studio 300 policy.

Patrons using other libraries outside of the Fountaindale Public Library District are subject to their policies regarding fines and fees.

BILLED, LOST AND DAMAGED ITEMS

Non-equipment items that are billed or lost and have not yet been paid for may be returned.

Items that are billed or lost will be charged to the borrower according to the price stated in the item record. For items (excluding equipment and kits) owned by the district for more than 2 years, the charge will be reduced to 50% of the price stated in the item record when borrower pays in person at the Circulation Desk. Borrowers will be blocked from use with privileges suspended until the account charges are paid.

Patrons who return Fountaindale Library items in good condition within 90 days of paying for them will receive a refund on the cost of the item. All refunds shall be done by check, which typically takes 2-4 weeks to process.

The Library will determine when an item is damaged beyond repair and when damaged items are the responsibility of the borrower to pay for according to the price in the item record. The damaged item may be returned to the borrower if requested within 30 days.

Replacement copies will not be accepted in lieu of paying for damaged or lost items.

COLLECTION AGENCY

The library utilizes collection agency services for adult patron accounts with charges in excess of \$24.99. An additional non-refundable fee will be automatically added to the patron account when the account is sent to the collection agency. Non-equipment items in good condition can still be returned once an account is in collections. All library

privileges will be suspended until the account is paid in full. Payment plans may be arranged with the Circulation Manager at the Library's discretion.

FAILURE TO COMPLY

Fountaindale Public Library District staff reserves the right to invalidate a library account and to grant temporary extensions of account privileges in appropriate circumstances.

DAMAGES AND LIABILITY

Any individual shall be held responsible for willful or accidental damage to the Library collections caused by the individual and/or when checked out to their account or accounts for which they are responsible.

APPEAL AND REVIEW

The Board of Trustees of Fountaindale Public Library District will review the Circulation Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the circulation of items and procedures as related to lending and borrowing.

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

DRAFT DECEMBER 6, 2019

FOUNTAINDALE PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

APPENDIX 1 — ACCEPTABLE IDENTIFICATION FOR OBTAINING A LIBRARY CARD

Residents of Fountaindale Public Library District must present one valid photo ID and one additional piece of documentation. If valid photo ID does not have current address, two additional pieces of documentation showing current address will be needed.

ACCEPTABLE PHOTO ID

- Any Government-issued photo ID with current address
- Driver's license (traffic ticket not accepted as a replacement)
- Temporary secure paper license
- State ID card or temporary secure State ID card
- Firearms Owner Identification (FOID) Card
- Park District ID
- Pilot's License
- Passport with recent picture
- Permanent Resident or Immigration Card
- School-issued ID (current year)

ACCEPTABLE DOCUMENTATION SHOWING CURRENT ADDRESS

- AARP Card
- Bills: Cable TV, Credit card, Utility (current or last month, paper or electronic)
- Current car registration
- Driver's permit
- Insurance card (with address, paper or electronic)
- Mortgage papers or rental lease
- School registration (recent)
- Voter's identification

ACCEPTABLE DOCUMENTATION FOR A BUSINESS, INSTITUTION OR LOCAL ENTITY ACCOUNT

- Business License
- Letter of Incorporation
- Rental Agreement
- Property Tax Bill

- Photo ID that matches with individual listed on document above. When applicable, a letter written by the administrator or owner deputizing another employee to create the account may be included. The deputized person would then need a photo ID.

DRAFT DECEMBER 6, 2019

FOUNTAINDALE PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

APPENDIX 2 — Billing Schedule

Patrons will receive notifications from Fountaindale Public Library District as follows:

3 days prior to due date	Almost Due Notice (Email only)
3 days past due date	1st Overdue Notice
14 days past due date	2nd Overdue Notice
14 days past due date	Account blocked
21 days past due date	3rd Overdue Notice
28 days past due date	Billing Notice
42 days past due date	Accounts with balances above 24.99 are sent to Collections.

DRAFT DECEMBER 6, 2019

Why is Fountaindale Library removing fines?

We strive to provide excellent service to all residents in our district. Overdue fines create barriers to service and often deter people from using their library. By eliminating fines, we hope to share our collection and services with even more of our community members.

How will the library get items back without overdue fines?

We encourage you to return materials in a responsible and timely fashion so others may enjoy the shared resources we provide. If an item is 14 days overdue, your library card will be blocked and you will no longer be able to check out materials (including digital), register for events, book meeting rooms, or use our computers until the item is returned. Once an item is 28 days overdue, you will be billed the replacement fee, and your library card will be blocked until the fee is resolved. If an item reaches 42 days overdue, you will be sent to collections if the total amount you owe is more than \$24.99 and you will be assessed an additional \$10 collection fee.

What happens if I lose or damage an item I checked out?

You will be charged a fee to replace the item.

What happens if I return an item after I received a bill for it?

Return the item, and in most cases, the charges will be removed. If the item was overdue by 42 days or more, and you were sent to collections, you will only be charged a \$10 collection fee.

How do I pay a replacement fee online?

Log in to your [library account](#) and click on the 'Fines & Fees' link.

Does my library account still have a balance from my old fines?

No. Our Circulation team worked diligently to remove all old fines (but not fees) from our patrons' accounts. By doing so, we were able to unblock almost 5,000 library cards. If there is a balance on your account, it is likely a fee for an item that was lost or damaged or a collection fee. If you have questions about account fees, please contact Circulation at 630.759.2102.

Do I have to pay fines on items I check out at other Pinnacle Libraries or via Interlibrary Loan?

Items returned to Fountaindale Library will not be charged late fines. If you return a Fountaindale item to another library, that item will adhere to that library's collection policy and fines schedule.

Will eliminating overdue fines have any negative impact on library service through a decrease in revenue?

No. Overdue fines account for less than one percent of our budget.

Will library materials come back more slowly?

Research and recent experience from libraries that have eliminated fines show that overdue fines typically do not affect how fast people return materials. Return rates actually tend to stay

the same before and after libraries go fine free, and some libraries report they get better return rates because of eliminating fines.

Will I still have to pay to print, fax, and scan documents at the library?

Yes. Fees will still be charged for services, including copying, printing, faxing, and creating specialty items in our Maker Lab.

Fine Free

How Eliminating Fines Would
Benefit the Fountaindale Public
Library District Community

Fines vs. Fees

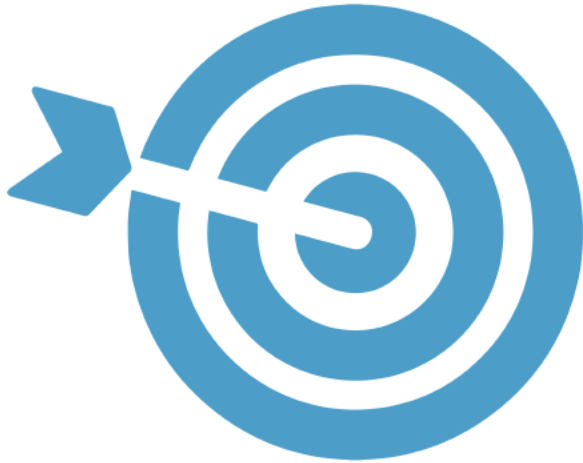
FINE

- Fines are charged for an overdue material that has been returned
- Fine conversations consume significant staff time

FEE

- Fees are charged for lost or damaged materials
- Fees are paid for services including copying, printing, faxing and Maker Lab creations

Why Eliminate Fines?



**STAY TRUE TO
OUR MISSION**



**POTENTIALLY INCREASE
CIRCULATION**



**CREATE GOODWILL
WITH PATRONS**

Less than 1%

of our annual revenues comes from collecting fines

The Impact of Fines

19,108

cardholders have
fines on their account

4,314

cardholders owe \$20 or
more and are **blocked**

"The Library eliminated overdue fines for items checked out on children's cards in 2016 and saw an increase in borrowing and library use among children."*

- Linda Devlin
Director, Camden County Library System

[In four months], 22% of customers who had fines forgiven have re-engaged with the library in some form—that's 23,000 customers being welcomed back into our spaces."*

- Michelle Jeske
Librarian, Denver Public Library

How Fines Add Up

CHILDREN MATERIALS EXAMPLE

**20 Picture Books + 1 Playaway
Launchpad @ 7 Days Overdue**

20 Books @ \$0.10/day = \$14.00

1 Launchpad @ \$1/day = \$7.00

TOTAL = \$21.00 in Fines
ACCOUNT BLOCKED

ADULT MATERIALS EXAMPLE

**10 DVDs + 3 Video Games
@ 7 Days Overdue**

10 DVDs @ \$0.10/day = \$7.00

3 Video Games @ \$1/day = \$21.00

TOTAL = \$28.00 in Fines
ACCOUNT BLOCKED

The Impact of No Fines



**HIGHER
CUSTOMER
SATISFACTION**



**INCREASED
LIBRARY ACTIVITY**



**MORE
LIBRARY
CARDS**

What Are Other Pinnacle — Libraries Doing? —

Lemont Public Library

- Made juvenile materials fine free for 2019 Summer Reading Program
- Received great feedback
- Extended fines free initiative indefinitely



Joliet Public Library

- Made all materials fine free for summer
- Received great feedback
- Some patrons donated what they would have paid for fines to the Friends of the Library



Shorewood-Troy Public Library District

- Made juvenile materials fine free in January 2018
- Noticed an **increase** in circulation numbers



White Oak Library District

- Made juvenile materials fine free in May 2019
- Received all positive feedback



Other Chicago-Area Fine Free Libraries

Addison Public Library

Algonquin Area Public Library

Chicago Public Library

Ela Area Library

Fremont Public Library

Indian Trails Public Library

Oak Park Public Library

Warren-Newport Public Library

Addressing Concerns

**Concern #1:
Will Patrons No Longer Return Materials?**

Chicago Public Library says 240% increase in book returns since Lightfoot eliminated fines, will add Sunday hours in 2020*

- When libraries move from charging fines to limiting borrowing access, materials come back quicker
- Fremont Public Library noticed the total number of days materials were out **decreased** overall

Concern #2:
Will Popular Materials Never Be Available?

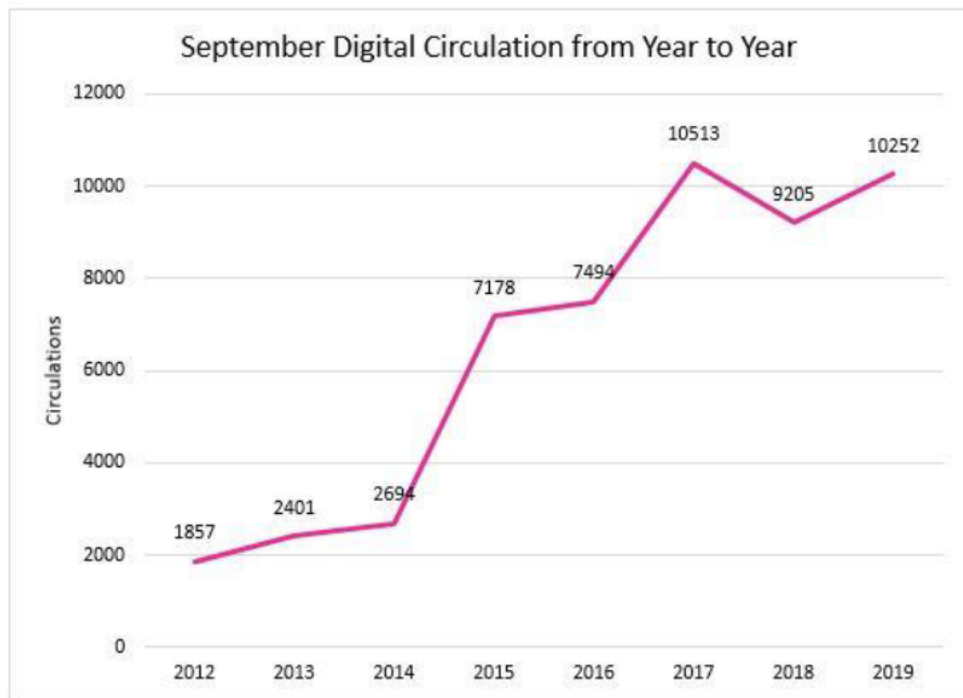
- Libraries that have gone fines free have not experienced this
- Fremont Public Library reported the number of days patrons had to wait for a hold remained the same
- Our Lucky Day Collection has introduced almost double the copies of popular materials available to our community



Let's Make Fountaindale Fine Free

Patrons Already Enjoy Fine Free Digital Materials

- Digital content has always been fine free because of automatic returns
- Digital content circulation has steadily increased since 2012
- **14%** of our total circulation in September 2019 was digital



Our Proposal

- Celebrate our 50th anniversary by **eliminating fines** for overdue materials in **2020**
- Remove all previous fines on patron accounts
- Keep in place fees for lost materials

Our Process



**CHANGE THE
CONVERSATION**



**SEND
NOTIFICATIONS**



**SUSPEND
PRIVILEGES**



**BILL OVERDUE
MATERIALS**

Our Process



CHANGE THE CONVERSATION: Engage with patrons about materials and services instead of fines



SEND NOTIFICATIONS: Notify patrons three days before/after item is due/overdue

- *Currently we notify at seven days overdue*



SUSPEND PRIVILEGES: Block patron's card after an item is 14 days overdue

- *Currently we block at 28 days*



BILL OVERDUE MATERIALS: Bill at 28 days overdue

- Send to collections at 42 days overdue if more than \$24.99 is owed

Our Timeline



SOFT ROLLOUT

Stop charging fines
for overdue
materials



SOFT ROLLOUT

Clear fines (not fees)
from accounts and
notify patrons



PUBLIC CAMPAIGN

Announce we're
fine free to the
world

FOUNTAINDALE PUBLIC LIBRARY DISTRICT STUDIO 300 POLICY

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

PRIORITY FOR USE

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

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

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

LIMITS OF USE

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

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

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

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

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

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

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

Children ages 17 and younger may attend Studio 300 orientations. Parents or guardians who, along with their children ages 12–17, have attended Studio 300 orientation may elect a parental waiver for their 12–17 year old to use Studio 300 without an adult present. Children under the age of 12 or younger than 6th grade must be accompanied by an adult, guardian, or caregiver 14 years or older who has completed the orientation.

GUIDELINES FOR STUDIO 300 COMPUTER ACCESS

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

USE OF STUDIO 300 SPACES

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

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

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

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

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

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

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

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

USE OF STUDIO 300 EQUIPMENT

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

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

Patrons are responsible for returning all equipment directly to Studio 300 staff on time and in good condition. Items will be checked in after a thorough inspection for condition; patrons are required to be present during this evaluation.

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

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

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

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

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

USE OF STUDIO 300 MAKER EQUIPMENT

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

The maker space is intended to be a DIY space where patrons are trained to use the various machines and software available on their own.

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

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

The Library reserves the right to refuse access to Maker equipment at the discretion of library staff. Staff does not create, modify, or correct designs for cardholders.

The Library is not responsible for machine accuracy or errors and cannot guarantee quality or stability or viability of any item.

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

For 3D printing, patrons must deliver their completed, machine-ready files in person and be prepared to start the machine process. However, due to the lengthy duration of 3D print jobs, Studio 300 staff will inform the patron when the job completes for later pickup.

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

STUDIO 300 INSTRUCTION

Studio Services staff are available during all hours of operation and will attempt to assist patrons at the point of need as time and staff knowledge permits. Studio 300 offers many classes that cover the computer software, production equipment, and project

workflow techniques used in the lab. Comprehensive online training, eBook and book resources are available.

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

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

GENERAL STUDIO 300 GUIDELINES

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

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

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

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

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

Collaboration: Media computers in Studio 300 are designed for collaboration. There is a maximum of two people at any single computer station and three people at a dual monitor station. There are group collaboration rooms available for small groups up to six to collaborate. Studio staff will determine the maximum number of people allowed in audio and video production spaces. The cardholder who signed out the space, equipment or computer, must be present at all times. Actions of each individual in the cardholder's group will be viewed as actions performed by the whole group. Any patron who is not an active part of the creative process may enjoy another area of the library. Loitering is not permitted in Studio 300.

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

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

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

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

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

Printing: A color laser printer, 3D printing and 3D cutting/vinyl cutting machines are available. Costs can be found on the Library's website. Studio 300 will not 3D print or 3D cut sharp edged items or individual pieces which could be used for, or assembled as, a dangerous object, such as weapon.

DAMAGES AND LIABILITY

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

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

Circulating equipment that is checked out for more than 9 days (held overdue for four days) or is returned damaged will be either billed to the cardholder for the full replacement cost or charged to the patron's credit card. Damaged items will not be discharged from the cardholder's account.

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

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

FAIR USE AND COPYRIGHT

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

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

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

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

PROPER USE OF SHARED NETWORK ENVIRONMENT

Anyone who uses the Library's computing and information resources must adhere to the Library's Computer Use Policy.

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


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

APPEAL AND REVIEW

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

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

DRAFT DECEMBER 6, 2019

		Production/Process Change Request				Doc No:	PCR-19-013
						Doc Rev	1
						Rev Date	7November19
Change requested by: Jennifer Samora				Change Request Number: PCR-19-013			
Department: Sales				Date: 11/20/2019			
Customer Name: Fountaindale Public Library District				Vehicle: M2 with Aluminum Body and Walkthrough			
Reason For Requested Change:		Customer Request		Internal Request			
Adding LED color changing light strip and removing carpet runners and task chairs for both workstations.							
Description of Requested Change:							
Cost Effects (in dollars- enter as applicable)							
Repair		Scrap		Document		Testing	
Recert		Parts		Labor		Other	
Scheduling Effects (Entry by Materials and Production)							
Delay?	Yes	FALSE	No	FALSE	Reason for delay:		
Change priority and response time limit							
Low-10 days	#####	Medium- 5 days	FALSE	High- 2 days	FALSE	Critical	FALSE
Type of Change (select as many as apply)							
Reliability		Safety		BOM		Tooling	
Assembly		Testing		Document Change		Drawing	
Materials		Other		-----		-----	
Change Effects (select as many as apply)							
In Field		Work in Progress		Delivery Schedule		New WO's	
Reliability	#####	Total Vehicle Costs	FALSE	Safety	FALSE	QVM*	FALSE
FMVSS*	#####	NHTSA*	FALSE	RVIA*	FALSE	MBMUP*	FALSE
NEC*	#####	NFPA*	FALSE	CFR*	FALSE	NTEA*	FALSE
Materials	#####	Inventory	FALSE	Other	FALSE	-----	FALSE
***** QC ONLY *****							
Authorizing signatures (N/A if not required)							
Affected Group	Signatures/Initials	Status				Date	Comment
Compliance*		Approve	FALSE	Rejected	FALSE		
Production		Approve	FALSE	Rejected	FALSE		
Engineering		Approve	FALSE	Rejected	FALSE		
Project Mgmt.		Approve	FALSE	Rejected	FALSE		
Electrical Eng.		Approve	FALSE	Rejected	FALSE		
Graphics		Approve	FALSE	Rejected	FALSE		
Purchasing		Approve	FALSE	Rejected	FALSE		
Quality Control*		Approve	FALSE	Rejected	FALSE		FALSE Doc control entry
*Changes which affect compliance in any of these regulatory sections require that an appropriate compliance analysis be performed.							
BOM Changes to be incorporated							
Item	Spec #	Item#	Description	Add, Delete, or Change	Qty From	Qty To	
1	Not in Spec	1	Adding one LED color changing light strip around the vehicle. (\$1,125.00)	A	1	1	
2	3.2.7	1	Remove two carpet runners (-\$78.00)	D	1	1	
3	3.2.13,3.2.14	1	Remove front task chair and rear task chair (-\$122.00 and -\$170.00)	D	2	2	
The customer accepts/rejects this change request:		Accept		Reject		Total Cost	\$755.00
Customer Signature:						Date:	



Proposal

Sold To: Fountaindale Public Library
300 W. Briarcliff Road
Bolingbrook, IL 60440

ATTN: Tasos C. Priovolos
Phone: 630-685-4209
Email: tpriovolos@fountaindale.org

Install At: Fountaindale Public Library
300 W. Briarcliff Road
Bolingbrook, IL 60440

ATTN: Tasos C. Priovolos
Phone: 630-685-4209
Email: tpriovolos@fountaindale.org

Quote #: 11580

Date: 11/24/2019

Customer PO #:

Salesperson: Jennifer Rappe

Terms: 50% DEP NET 15

FOUNTAINDALE TABLE AND SEATING Agati & Haworth Revised 11.24.19 - Correct Haworth Tables - 48" Round

LEAD TIME: 10-12 WEEKS

Line	Qty	Product	Unit	Extended
1	5.00	TS00-2WAC Planes,Table,Rnd,Wd,48"x48",Eb3wd,2",Co:None,Prm,Gld,29"H,No cbl Worktop Surface Color:(VJ):OAK (VJ) GRD B Worktop Surface Color:,VJ-AEM:WALNUT ON OAK Base Color 1A:,TR-LE:METALLIC SILVER GRD B	\$976.61	\$4,883.05
2	10.00	TAL-STG-1006-WO-MOD TALBOT SEATING - PANEL BACK SIDE CHAIR UPHOLSTERED SEAT - WHITE OAK COM REQUIREMENTS: .75 YARDS OF 54" WIDE PLAIN FABRIC PER TWO (2) CHAIRS 20.25W 22.25D 31.5H 17.5H SEATING WOOD MATERIAL: CUSTOM SEATING WOOD FINISH: STAIN TO MATCH SAMPLE SEATING CUSTOM SPECS: MODIFICATION: WOOD SPECIES MATCH FINISH TO J13-03259064 PRICING VALID UNTIL 01/15/20	\$676.85	\$6,768.50
3	4.00	462140/004 SEATING FABRIC REPEAT DOT PIXEL / SLATE BOLT SIZE: 65 YARDS WIDTH: 55 INCHES REPEAT:3 3/4" V, 4" H Repeat *THIS PRODUCT IS CURRENTLY DISCONTINUED. AS OF 9.18.19 WE HAVE 60.25 YARDS LEFT	\$159.00	\$636.00
4	1.00	SETUP CHARGE SETUP CHARGE - SHORT RUN CHARGE FOR CHAIR ORDERS 11 TO 99.	\$1,136.36	\$1,136.36

5	1.00	FREIGHT FREIGHT TO BE BILLED AT ACTUAL.	\$765.37	\$765.37
6	1.00	FREIGHT MAHARAM FREIGHT	\$44.65	\$44.65
7	1.00	TRUCK TRUCK	\$75.00	\$75.00
8	1.00	DRIVER DRIVER	\$200.00	\$200.00
9	1.00	LABOR LABOR TO RECEIVE, DELIVER & INSTALL (5) PLANES TABLES AND (10) TALBOT CHAIRS DURING NORMAL HOURS.	\$785.00	\$785.00



Proposal

	Total Product :	\$13,423.91
	Total Freight :	\$810.02
	Total Labor :	\$1,060.00
	Order Sub-Total :	\$15,293.93
	Project Total :	\$15,293.93
	Required Deposit 50.0% :	\$7,646.97

Thank you for allowing BOS the opportunity to present pricing. If you should have any questions, please contact me at jennifer.rappe@bos.com or (630) 228-5238

Sincerely,

Jennifer Rappe

Key Notes and Terms:

- * Quote valid for 30 days.
- * All orders are non-cancelable or returnable.
- * Payment terms as stated above include a 1.5% late payment fee after 30 days.
- * A service charge of 3% will be applied to all credit card purchases over \$3,000 where permissible by law.
- * In consideration for credit extended, customer grants BOS a security interest in the goods sold.
- * Used product is available on a first come/first serve basis.
- * BOS will invoice customer when product is received in its warehouse or at the client location.
- * Unless noted differently above, our standard installation quote is based on (1) trip or continuous phase, non-union, straight time labor. If additional trips area required additional fees may be applicable.
- * Hardware and the labor to install electrical and voice/data wiring by others.
- * Village/City Permits and Dock/Elevator fees not included in this proposal.
- * Until there is a final sign off on a drawing, pricing will be budgetary, and a final internal BOS Double Check of Specifications will occur prior to final proposal issuance.
- * **By signing this proposal, you agree to the accompanying terms and conditions.**

Approved by:

Approval Signature / Date



TERMS AND CONDITIONS OF SALE

Purchaser Name _____

Type of Entity (corporation, etc.): _____ State of Organization: _____

Entity ID No. in State of Organization _____ FEIN# _____

1. **SCOPE:** Unless otherwise agreed in writing by the parties, these Terms and Conditions will apply to all purchases of office furniture, equipment and related services ("the Merchandise") from one or more of the companies listed above) hereinafter referred to as "Dealer") by Purchaser. The quotation/purchase order from Purchaser (once accepted in writing by) and all exhibits thereto will, together with these Terms and Conditions, constitute the "Agreement."
2. **GRANT OF SECURITY INTEREST:** To secure the performance of Purchaser's obligations under the Agreement, including all payment obligations, Purchaser hereby grants Dealer a security interest in the Merchandise. Purchaser agrees that Dealer may prepare and file a UCC financing statement and other instruments necessary to perfect, maintain, defend and enforce its security interest. Purchaser will sign such documents and take such other actions as Dealer may reasonably request to perfect, maintain, defend and enforce its security interest.
3. **CREDIT/PAYMENT TERMS:**
 - a. **Credit.** This Agreement is subject to credit approval. Credit may be established upon acceptance of satisfactory credit information, including a completed credit application. In the absence of adequate credit, full or partial payment at the time of ordering and/or payment upon delivery will be required.
 - b. **Payment Terms.** The terms of sale are as indicated on the invoice. All payments will be made in U.S. dollars. Dealer will submit invoices as items are delivered or at the time of order completion. A monthly service charge of 1.5% per month (18% per annum) will be charged on all amounts not paid by Purchaser within fifteen (15) days of the invoice date and will be added to the balance outstanding.
 - c. **Deposits.** All required deposits must be received prior to the entering of any order. Dealer will apply deposits received pro rata to outstanding invoices. No interest shall accrue against such deposit. Required deposit amount is 50% of the contract amount less the amount required by manufacturers. Additionally, Purchaser shall supply any deposits required by manufacturers.
 - d. **Withholding.** Purchaser may withhold payment on an invoice only for damaged or non-conforming items of the Merchandise and only to the extent that such damage or failure to conform was expressly noted at the time of delivery, in writing, in accordance with Section 8(e) below. Such withholding shall in no way limit or impair Dealer's right to receive payment in full for all remaining items.
4. **ADDITIONAL COSTS**
 - a. **Taxes.** Purchaser shall pay all taxes, duties and tariffs applicable to any purchase or sale of the Merchandise. If Purchaser claims exemption from the payment of sales tax (or any similar tax that may be applicable to a purchase Purchaser will provide a completed certificate of resale or tax-exempt certificate upon Dealer's acceptance of a sale quotation or purchase order.
 - b. **Storage:**
 - i. **Warehouse Shipments.** Merchandise delivered via Dealer's warehouse, subject to space availability, may be held in its warehouse at the Purchaser's request at no charge for thirty (30) days. Storage charges will be invoiced for merchandise stored beyond the initial 30-day period.
 - ii. **Direct Shipments.** When merchandise is shipped directly to Purchaser from the manufacturer, Dealer will coordinate shipments to arrive at the jobsite at a reasonable time prior to the scheduled installation date. Purchaser shall make all necessary arrangements with landlords, other contractors, and other persons that Dealer can deliver the Merchandise to the jobsite without delay or disturbance. If Dealer is prevented from delivering the merchandise to the jobsite as a result of any cause or event beyond the control of Dealer, the merchandise will be rerouted to another suitable location. Purchaser will pay all additional costs associated with such rerouting, including transportation, handling, and storage charges.
5. **DISCLAIMER OF WARRANTIES:** DEALER HEREBY DISCLAIMS AND EXCLUDES ALL WARRANTIES EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
6. **CANCELLATION/RETURN/CHANGES/ADDITIONS:** All sales are final. No additions, substitutions or cancellations of any order, and no modifications or amendment of these Terms and Conditions shall be effective unless signed by duly authorized officers of Purchaser and Dealer.
7. **JOBSITE CONDITIONS**
 - a. **Jobsite Services.** Reasonable electric current, light, heat, hoisting and elevator service and reasonable access to suitable unobstructed dock space, trash disposal facilities, and secured staging/storage areas will be furnished by Purchaser without charge to Dealer.
 - b. **Condition of Jobsite.** Purchaser's jobsite shall be clean, clear, and free of debris prior to installation. Delivery and installation encumbrances that necessitate additional labor will result in extra charges. The jobsite shall also be free of interference and all trades in the work areas, and if jobsite is not free of such trade interference, the delivery and installation shall not proceed until such interference has been eliminated, or other arrangements are agreed to in writing. Subject to these conditions, Dealer shall be held harmless and shall not assume liability for job delay.
8. **DELIVERY/INSTALLATION**
 - a. **Title.** Title to the Merchandise will pass to Purchaser upon delivery to the "Ship To" address specified in the Agreement.
 - b. **Working Hours.** Delivery and installation will be made during normal working hours, unless otherwise agreed in writing. The Purchaser will pay additional labor costs resulting from overtime work performed at the Purchaser's request, at the applicable overtime rate.
 - c. **Responsibilities.** Dealer may elect to meet direct trailer shipments at the jobsite and install without rehandling.
 - d. **Erection and Assembly.** If trade regulations in force at the time of installation require employing on-site tradesmen to complete the installation, the labor cost differential will be additionally invoiced to the Purchaser.
 - e. **Receipt and Protection of Delivered Goods.** Purchaser will inspect and accept the Merchandise immediately upon delivery, subject to any exceptions for damaged or non-conforming items as noted in writing at the time of delivery. If Dealer received notice in accordance with the preceding sentence, it will take all reasonable steps to replace damaged or non-conforming items of Merchandise. After delivery, all risk of loss or damage to the items, including insurance, shall be borne by the Purchaser, and destruction or loss of or damage to the Merchandise shall not affect the obligation of the Purchasers to pay for same.
9. **LIMITATION ON CLAIMS**
 - a. **Claims.** Any action by the Purchaser for breach or enforcement of the Agreement must be filed within ten days of the time such cause of action arises, after which time the Purchaser shall be forever barred from bringing such action.
10. **GENERAL**
 - a. **Assignment.** Purchaser may not transfer or assign any of its rights or obligations under the Agreement without Dealer's prior written consent, which consent may be withheld by Dealer in its sole discretion. Any attempted transfer or assignment will be void. Any assignee of Dealer shall be entitled to all its rights under the Agreement.
 - b. **Force Majeure.** Dealer shall not be liable for any conditions resulting from any strike, lockout, work stoppage, accident, act of God, manufacturer or carrier's delay, or other delay beyond its control.
 - c. **Costs.** Purchaser shall be responsible for any costs including legal fees incurred by Dealer in connection with the enforcement of the Agreement or the collection of Purchaser's account.
 - d. **Terms and Conditions Controlling.** These Terms and Conditions are an essential part of the Agreement. Except as provided in the following sentence, these Terms and Conditions supersede all terms and conditions appearing on Purchaser's purchase order or any other document and all oral communications and understandings relating to the sale, rental or purchase of the Merchandise. To the extent, if any, that these Terms and Conditions are inconsistent with any provision or provisions of an existing agreement between dealer and Purchaser or a tripartite agreement among Purchaser, Dealer and a manufacturer, the latter agreement will control.
 - e. **Governing Law.** This Agreement will be construed and enforced under the laws of the States of Illinois, Wisconsin or Florida depending on the dealership.



Board of Directors

cordially invites you to be a part of the Annual

STATE OF THE VILLAGE LUNCHEON

Thursday, January 16, 2020

11:00 am – Registration Opens | Noon – Lunch and Program

Bolingbrook Golf Club – Reagan Ballroom
2001 Rodéo Drive, Bolingbrook, IL

Sponsored by:



Keynote Speaker and Honored Guest:

Mayor Roger C. Claar

A portion of each ticket sold will be donated in Mayor Claar's name to a non-profit organization(s) of his choice. They will be announced at the luncheon.

TICKETS

Members \$70
Future Members \$80

EXCLUSIVE SPONSORSHIP OPPORTUNITIES (see reverse side for explanation)

Platinum Table Sponsor (10 seats)Members \$1000Future Members \$1250
Gold Table Sponsor (10 seats)..... Members \$750Future Members \$1000
Silver Supporter Sponsor (2 tickets)..... Members \$300 Future Members \$550

ADVANCE RESERVATIONS REQUIRED Cash Bar Valet Parking

RESERVATION – Please respond by January 6, 2020

Name _____ Company Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Cell _____

***MEMBERS:**

Please reserve ___ seat(s) at \$70 per person
Please reserve ___ Platinum Table Sponsor(s) at \$1000
Please reserve ___ Gold Table Sponsor(s) at \$750
Please reserve ___ Silver Supporter Sponsor(s) at \$300

***FUTURE MEMBERS:**

Please reserve ___ seat(s) at \$80 per person
Please reserve ___ Platinum Table Sponsor(s) at \$1250
Please reserve ___ Gold Table Sponsor(s) at \$1000
Please reserve ___ Silver Supporter Sponsor(s) at \$550

*To guarantee your guests are seated at the same table together, you must sponsor a table. Otherwise, we make every effort, but cannot guarantee that your guests will be seated at the same table.

Please list the attending guest(s) on the reverse side — tickets will be held at registration

CREDIT CARD: VISA / MC / DISCOVER / AMEX (circle one)

Name (as it appears on card) _____ Signature _____
Card No. _____ Exp. Date _____ Amount \$ _____

Make checks payable to BACC. Mail to: BACC 201 Canterbury Lane Suite B, Bolingbrook 60440

Fountaindale Public Library District

Cash and Investment

November 30, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$783,397.51	\$129,455.05	\$912,852.56
Cash Checking/Payroll	\$186,644.40	(\$10,107.47)	\$176,536.93
Petty Cash	\$2,429.25	\$18.45	\$2,447.70
Total Cash	\$972,471.16	\$119,366.03	\$1,091,837.19
Investments			
Investment - General/BMO Harris MM	\$6,677,388.60	\$115,842.58	\$6,793,231.18
Investment - General/IL Funds/MM	\$70,052.78	\$613.49	\$70,666.27
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$3,256.42	\$61,002.73
Investment - Special Reserve/BMO Harris MM	\$2,042,408.59	\$19,755.15	\$2,062,163.74
Investment - Working Cash/BMO Harris MM	\$1,074,669.45	(\$10,812.80)	\$1,063,856.65
Investments - Working Cash/Madison	\$0.00	\$0.00	\$0.00
Investment - Working Cash/MM	\$0.00	\$0.00	\$0.00
Investment - Morgan Stanley - CD/Bond	\$0.00	\$0.00	\$0.00
Investment - Special Reserve/PMA	\$15,260,952.35	\$45,077.04	\$15,306,029.39
Total Investments	\$25,183,218.08	\$173,731.88	\$25,356,949.96
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,447,597.04	\$783,058.05	\$2,230,655.09
Total Bond Fund	\$1,447,597.04	\$783,058.05	\$2,230,655.09
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	\$0.00	\$0.00	\$0.00
9-1211-90 Invest/BMO Harris MM Account	\$10,613.02	\$102.66	\$10,715.68
Total Building Project Fund	\$10,613.02	\$102.66	\$10,715.68
Total Cash and Investments	\$27,613,899.30	\$1,076,258.62	\$28,690,157.92

Special Res. PMA - 2.25%
 General - IL Fund - 1.763%
 Money Market BMO Harris - 1.991%

Fountaindale Public Library District

Revenue Report

November 30, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$47,991.92	\$4,079,941.72	98.10 %	\$4,158,849.00	\$78,907.28
Property Tax Dupage 2018	\$1,754.45	\$82,906.42	97.68 %	\$84,874.00	\$1,967.58
Property Tax Will - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$4,278,200.00	\$4,278,200.00
Property Tax Dupage - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$87,310.00	\$87,310.00
Other Tax	\$0.00	\$60,081.79	53.63 %	\$112,040.00	\$51,958.21
Interest	\$23,608.45	\$143,455.56	35.68 %	\$402,030.00	\$258,574.44
Fines	\$4,080.08	\$19,841.81	30.53 %	\$65,000.00	\$45,158.19
Copy Machines	\$415.01	\$3,044.75	38.06 %	\$8,000.00	\$4,955.25
Fax Machine	\$540.97	\$3,218.97	45.99 %	\$7,000.00	\$3,781.03
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,925.82	\$11,154.39	55.77 %	\$20,000.00	\$8,845.61
Miscellaneous	\$1,884.10	\$12,065.52	104.92 %	\$11,500.00	(\$565.52)
Reimbursements	\$31.35	\$2,356.99	52.38 %	\$4,500.00	\$2,143.01
Board Reimbursements	\$0.00	\$0.00	0.00 %	\$250.00	\$250.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	99.71 %	\$84,854.00	\$250.25
General Fund Balance Contrib.	\$0.00	\$0.00	0.00 %	\$632,000.00	\$632,000.00
Total Operating Funds	\$82,232.15	\$4,502,671.67	45.22 %	\$9,956,707.00	\$5,454,035.33
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$17.76	\$102.66	0.00 %	\$0.00	(\$102.66)
Total Building Project Fund	\$17.76	\$102.66	0.00 %	\$0.00	(\$102.66)
Bond Fund					
Property Tax - Will 2018	\$12,859.33	\$1,093,211.45	98.09 %	\$1,114,516.00	\$21,304.55
Property Tax - Dupage 2018	\$473.52	\$22,376.63	98.38 %	\$22,745.00	\$368.37
Property Tax - Will 2019 - Est.	\$0.00	\$0.00	0.00 %	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2019 - Est.	\$0.00	\$0.00	0.00 %	\$38,931.36	\$38,931.36
Interest Bond Fund	\$4,364.24	\$14,687.82	146.88 %	\$10,000.00	(\$4,687.82)
Interest Rebate Payment - BAB	\$0.00	\$83,055.79	50.00 %	\$166,112.00	\$83,056.21
General Fund Balance Contrib. to Escrow	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total Bond Fund	\$17,697.09	\$1,868,331.69	29.85 %	\$6,259,941.00	\$4,391,609.31
Total Revenue	\$99,947.00	\$6,371,106.02	39.29 %	\$16,216,648.00	\$9,845,541.98

Fountaindale Public Library District

Expenditure Report

November 30, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$327,890.87	\$1,767,462.18	36.45 %	\$4,848,800.00	\$3,081,337.82
Contractual Services	\$13,481.20	\$156,652.25	26.17 %	\$598,500.00	\$441,847.75
Supplies & Utilities	\$37,822.07	\$194,815.30	32.45 %	\$600,400.00	\$405,584.70
Library Materials	\$108,981.04	\$368,792.44	29.77 %	\$1,238,967.00	\$870,174.56
Capital Expenditures	\$110,163.18	\$343,318.88	29.65 %	\$1,157,900.00	\$814,581.12
Miscellaneous	\$3,538.42	\$16,725.07	22.30 %	\$75,000.00	\$58,274.93
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Escrow Expenditures	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total General Fund Expenditures	\$601,876.78	\$3,502,766.12	30.18 %	\$11,604,671.00	\$8,101,904.88
Other Fund Expenditures					
Audit Fund Expenditures	\$2,000.00	\$8,800.00	73.33 %	\$12,000.00	\$3,200.00
Liability Insurance Fund Expenditures	\$684.05	\$7,926.68	8.30 %	\$95,500.00	\$87,573.32
Soc Sec/IMRF Fund Expenditures	\$45,213.47	\$248,889.35	32.32 %	\$770,000.00	\$521,110.65
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$21,623.99	\$78,891.16	24.58 %	\$321,000.00	\$242,108.84
Total Other Fund Expenditures	\$69,521.51	\$344,507.19	28.74 %	\$1,198,540.00	\$854,032.81
Total Expenditures - Operating Funds	\$671,398.29	\$3,847,273.31	30.05 %	\$12,803,211.00	\$8,955,937.69
Building Project Fund Expenditures					
	\$0.00	\$0.00	0.00 %	\$10,613.00	\$10,613.00
Total Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$10,613.00	\$10,613.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$800,000.00	\$800,000.00
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 %	\$0.00	\$0.00
Interest Payment - 2009	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
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 %	\$90,000.00	\$90,000.00
Interest Payment - 2016A	\$0.00	\$94,700.00	50.00 %	\$189,400.00	\$94,700.00
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$870,000.00	\$870,000.00
Interest Payment - 2018	\$0.00	\$237,525.00	50.00 %	\$475,050.00	\$237,525.00
Bond - Abatement from General Fund	\$0.00	\$0.00	0.00 %	\$465,784.00	\$465,784.00
Escrow Expense - From General Fund	\$629,481.88	\$629,481.88	20.98 %	\$3,000,000.00	\$2,370,518.12
Total Bond Fund Expenditures	\$629,481.88	\$1,231,494.38	19.15 %	\$6,429,809.00	\$5,198,314.62

Fountaindale Public Library District
Expenditure Report

November 30, 2019

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Total	<u>\$629,481.88</u>	<u>\$1,231,494.38</u>	<u>19.12 %</u>	<u>\$6,440,422.00</u>	<u>\$5,208,927.62</u>
Total Expenditures - All Funds	<u>\$1,300,880.17</u>	<u>\$5,078,767.69</u>	<u>26.39 %</u>	<u>\$19,243,633.00</u>	<u>\$14,164,865.31</u>

Fountaindale Public Library District

Bills Paid - Operating Account

DECEMBER 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - November 2019	12/1/2019	785	1-4192-10	\$20.15
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - December 2019	12/1/2019	52669	1-4192-10	\$30,941.88
Christine Thornton	Program - Tangled Winter Cards - Date 12/12/2019	12/1/2019	52670	1-4537-24	\$325.00
Dearborn National Life Insurance Company	Employer Insurance Contribution - December 2019	12/1/2019	52671	1-4192-10	\$550.11
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - December 2019	12/1/2019	52672	1-4192-10	\$216.48
Home Depot	Building Operation Supplies	12/1/2019	52673	8-4357-30	\$321.04
	Building Maintenance	12/1/2019		8-4211-30	\$6.80
	Ground Maintenance	12/1/2019		1-4392-30	\$1.23
	Program Supplies - Children Services	12/1/2019		1-4353-20	\$12.27
	Program Supplies - Adult/Teen Services	12/1/2019		1-4353-24	\$51.58
	Program Supplies - Studio 300	12/1/2019		1-4353-27	\$11.96
Illinois Municipal Retirement Fund	Employer Contribution - November 2019	12/1/2019	787	5-4142-10	\$23,837.99
					<u>\$56,296.49</u>



 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - November 2019

Gross Payroll	\$292,713.09
FICA	\$21,762.61
Total Gross Payroll & FICA	<u>\$314,475.70</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Adriana Alvarez	Mileage - Assist. Mgr Networking Meeting - 11/19/19	AA112019	1-4171-10	\$ 47.88
	<i>Totals for Adriana Alvarez</i>			<u>\$ 47.88</u>
Allyse Schiller	Mileage - 11/12/19-11/29/19	AS120219	1-4171-10	14.27
	<i>Totals for Allyse Schiller</i>			<u>\$ 14.27</u>
Amazon	Outreach - Foam Ball Program Supplies	A36-1920	1-4353-28	7.99
	Outreach - Book Program Supplies	A36-1920	1-4353-28	19.57
	Outreach - Paint Sticks & Wax Paper Program Supplies	A41-1920	1-4353-28	31.95
	Finance - Rubber Stamps	A33-1920	1-4351-10	19.98
	Finance - Various Desk Supplies	A33-1920	1-4351-10	95.95
	CSD - Consumable Program Supplies	A39-1920	1-4353-20	36.52
	CSD - Various Program & Library Supplies	A39-1920	1-4353-20	41.59
	ATSD - Buttons Program Supplies	A31-1920	1-4353-24	7.84
	ATSD - Ceramic Tiles Program Supplies	A32-1920	1-4353-24	95.40
	ATSD - Various Program Supplies	A32-1920	1-4353-24	30.78
	ATSD - Buttons Program Supplies	A31-1920	1-4353-24	23.60
	ATSD - Ribbon & Wire Program Supplies	A38-1920	1-4353-24	84.47
	ATSD - Craft Enamel Program Supplies	A42-1920	1-4353-24	20.75
	CSD - Laminating Pouches	A39-1920	1-4371-20	46.00
	CSD - Various Program & Library Supplies	A39-1920	1-4371-20	120.84
	IT - iPad Kids Case	A37-1920	1-4354-14	104.93
	IT - Phone Holster	A43-1920	1-4354-14	103.40
	IT - Multipurpose Cable Ties	A43-1920	1-4354-14	30.00
	IT - Cisco Phone	A44-1920	1-4641-14	149.44
	Books - Adult Fiction	066034-DEC19	1-4540-26	311.63
	Books - Adult Non-Fiction	066034-DEC19	1-4541-26	29.95
	DVD - Adult	066034-DEC19	1-4557-26	59.06
	FPLD Donation Bins for Lobby	A35-1920	1-4711-10	47.98
	A12-1920 Account Service Fee	A12-1920	1-4711-10	0.91
	Staff Summer Reading Prizes	066034-DEC19	1-4711-10	17.99
	Studio - Various Program & Maker Supplies	A40-1920	1-4353-27	60.45
	Studio - Various Program & Maker Supplies	A40-1920	1-4568-27	720.22
	Electronic Devices & Equipment	066034-DEC19	1-4527-26	559.24
	<i>Totals for Amazon</i>			<u>\$ 2,878.43</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
American Library Association				
	Membership - Bermejo - 2/1/20-1/31/20	2220250	1-4161-16	\$ 122.00
	Membership - Arellano - 10/31/19-10/31/20	1224529	1-4161-10	275.00
		<i>Totals for American Library Association</i>		\$ 397.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - December 2019	INV295414	1-4253-10	183.40
		<i>Totals for AmeriFlex Business Solutions</i>		\$ 183.40
Amina Ali				
	Mileage - Circulation Roundtable - 11/13/19	AA112019	1-4171-10	21.69
		<i>Totals for Amina Ali</i>		\$ 21.69
AT & T				
	Internet - November 2019	4767590502	1-4314-14	1,364.82
		<i>Totals for AT & T</i>		\$ 1,364.82
AT & T Mobility - National Business Services				
	Telephone Service - 10/10/19-11/9/19	15673323	1-4311-14	258.42
		<i>Totals for AT & T Mobility - National Business Services</i>		\$ 258.42
B&H Photo-Video				
	Studio - Various Photo & Sound Equipment	164585396	1-4568-27	866.70
		<i>Totals for B&H Photo-Video</i>		\$ 866.70
Baker & Taylor - C009233				
	Library Materials - Processing Costs	5015798954	1-4518-26	12.65
	Library Materials - Processing Costs	5015831286	1-4518-26	23.00
	Library Materials - Processing Costs	5015767607	1-4518-26	48.95
	Library Materials - Shipping Costs	5015798954	1-4519-26	0.75
	Library Materials - Shipping Costs	5015831286	1-4519-26	1.48
	Library Materials - Shipping Costs	5015767607	1-4519-26	5.12
	Books - Adult Non-Fiction	5015798954	1-4541-26	150.32
	Books - Adult Non-Fiction	5015831286	1-4541-26	296.01
	Books - Adult Non-Fiction	5015767607	1-4541-26	1,024.26
		<i>Totals for Baker & Taylor - C009233</i>		\$ 1,562.54
Baker & Taylor - L030107				
	Star Wars Day Prizes	2034959695	1-4353-24	14.44
		<i>Totals for Baker & Taylor - L030107</i>		\$ 14.44

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	Library Materials - Processing Costs	2034910377	1-4518-29	\$ 1.95
	Library Materials - Processing Costs	2034922998	1-4518-29	6.20
	Library Materials - Processing Costs	2034901264	1-4518-29	12.25
	Library Materials - Processing Costs	2034879324	1-4518-29	17.65
	Library Materials - Processing Costs	2034884468	1-4518-29	20.80
	Library Materials - Processing Costs	2034869017	1-4518-29	2.45
	Library Materials - Processing Costs	2034923011	1-4518-29	2.95
	Library Materials - Shipping Costs	2034910377	1-4519-29	0.73
	Library Materials - Shipping Costs	2034922998	1-4519-29	1.06
	Library Materials - Shipping Costs	2034901264	1-4519-29	2.98
	Library Materials - Shipping Costs	2034879324	1-4519-29	3.21
	Library Materials - Shipping Costs	2034884468	1-4519-29	1.62
	Library Materials - Shipping Costs	2034869017	1-4519-29	0.80
	Library Materials - Shipping Costs	2034923011	1-4519-29	1.13
	Books - Juvenile World Languages	2034910377	1-4526-29	24.76
	Books - Juvenile World Languages	2034922998	1-4526-29	9.77
	Books - Juvenile World Languages	2034901264	1-4526-29	50.52
	Books - Juvenile World Languages	2034869017	1-4526-29	149.78
	Books - Adult Fiction	2034922998	1-4540-29	32.78
	Books - Adult Fiction	2034901264	1-4540-29	59.22
	Books - Adult Fiction	2034879324	1-4540-29	46.57
	Books - Adult Fiction	2034884468	1-4540-29	43.69
	Books - Adult Fiction	2034923011	1-4540-29	37.57
	Books - Adult Non-Fiction	2034910377	1-4541-29	15.53
	Books - Adult Non-Fiction	2034901264	1-4541-29	48.87
	Books - Adult Large Print	2034910377	1-4543-29	60.72
	Books - Adult Large Print	2034922998	1-4543-29	35.83
	Books - Adult Large Print	2034901264	1-4543-29	349.64
	Books - Adult Large Print	2034879324	1-4543-29	117.77
	Books - Adult Large Print	2034884468	1-4543-29	37.80
	Books - Juvenile Fiction	2034910377	1-4544-29	39.47
	Books - Juvenile Fiction	2034922998	1-4544-29	34.02
	Books - Juvenile Fiction	2034901264	1-4544-29	47.41
	Books - Juvenile Fiction	2034879324	1-4544-29	467.32
	Books - Juvenile Fiction	2034884468	1-4544-29	219.01
	Books - Juvenile Fiction	2034869017	1-4544-29	9.77
	Books - Juvenile Fiction	2034923011	1-4544-29	188.64
	Books - Juvenile Non-Fiction	2034901264	1-4545-29	17.24

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Juvenile Non-Fiction	2034884468	1-4545-29	\$ 11.97
	Books - Juvenile Easy	2034910377	1-4546-29	6.29
	Books - Juvenile Easy	2034922998	1-4546-29	99.41
	Books - Juvenile Easy	2034901264	1-4546-29	22.36
	Books - Juvenile Easy	2034879324	1-4546-29	9.77
	Books - Young Adult Fiction	2034884468	1-4548-29	11.49
		<i>Totals for Baker & Taylor - L420685</i>		\$ 2,380.77

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Juvenile Non-Fiction	2034909022	1-4545-29	\$ 47.56
	Books - Juvenile Non-Fiction	2034910803	1-4545-29	9.59
	Books - Juvenile Non-Fiction	2034869724	1-4545-29	219.76
	Books - Juvenile Non-Fiction	2034923690	1-4545-29	10.34
	Books - Adult World Languages	2034909022	1-4525-26	33.54
	Books - Adult World Languages	2034910803	1-4525-26	13.77
	Books - Adult World Languages	2034946246	1-4525-26	22.74
	Books - Adult World Languages	2034923690	1-4525-26	23.92
	Library Materials - Shipping Costs	2034909022	1-4519-26	23.72
	Library Materials - Shipping Costs	2034861649	1-4519-26	25.00
	Library Materials - Shipping Costs	2034927261	1-4519-26	5.53
	Library Materials - Shipping Costs	2034910803	1-4519-26	2.55
	Library Materials - Shipping Costs	2034869724	1-4519-26	14.31
	Library Materials - Shipping Costs	2034930264	1-4519-26	3.47
	Library Materials - Shipping Costs	2034954975	1-4519-26	10.45
	Library Materials - Shipping Costs	2034946246	1-4519-26	12.52
	Library Materials - Shipping Costs	2034923690	1-4519-26	25.00
	Library Materials - Shipping Costs	2034867259	1-4519-26	4.28
	Library Materials - Processing Costs	2034909022	1-4518-26	206.40
	Library Materials - Processing Costs	2034861649	1-4518-26	608.20
	Library Materials - Processing Costs	2034927261	1-4518-26	40.40
	Library Materials - Processing Costs	2034910803	1-4518-26	23.35
	Library Materials - Processing Costs	2034869724	1-4518-26	54.00
	Library Materials - Processing Costs	2034930264	1-4518-26	31.25
	Library Materials - Processing Costs	2034954975	1-4518-26	99.20
	Library Materials - Processing Costs	2034946246	1-4518-26	143.00
	Library Materials - Processing Costs	2034923690	1-4518-26	366.40
	Library Materials - Processing Costs	2034867259	1-4518-26	56.80
	Books - Juvenile Non-Fiction	2034909022	1-4545-26	655.40
	Books - Juvenile Non-Fiction	2034861649	1-4545-26	478.62
	Books - Juvenile Non-Fiction	2034927261	1-4545-26	87.86
	Books - Juvenile Non-Fiction	2034910803	1-4545-26	39.86
	Books - Juvenile Non-Fiction	2034869724	1-4545-26	968.20
	Books - Juvenile Non-Fiction	2034930264	1-4545-26	62.42
	Books - Juvenile Non-Fiction	2034954975	1-4545-26	130.35
	Books - Juvenile Non-Fiction	2034946246	1-4545-26	279.33
	Books - Juvenile Non-Fiction	2034923690	1-4545-26	232.49
	Books - Juvenile Non-Fiction	2034867259	1-4545-26	5.99

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Fiction	2034909022	1-4540-26	\$ 825.36
	Books - Adult Fiction	2034861649	1-4540-26	4,357.56
	Books - Adult Fiction	2034927261	1-4540-26	171.11
	Books - Adult Fiction	2034910803	1-4540-26	201.09
	Books - Adult Fiction	2034869724	1-4540-26	92.03
	Books - Adult Fiction	2034930264	1-4540-26	280.99
	Books - Adult Fiction	2034954975	1-4540-26	659.99
	Books - Adult Fiction	2034946246	1-4540-26	685.71
	Books - Adult Fiction	2034923690	1-4540-26	1,403.13
	Books - Adult Fiction	2034867259	1-4540-26	78.98
	Books - Adult Non-Fiction	2034909022	1-4541-26	1,283.76
	Books - Adult Non-Fiction	2034861649	1-4541-26	4,115.69
	Books - Adult Non-Fiction	2034927261	1-4541-26	96.61
	Books - Adult Non-Fiction	2034910803	1-4541-26	125.78
	Books - Adult Non-Fiction	2034869724	1-4541-26	47.15
	Books - Adult Non-Fiction	2034930264	1-4541-26	199.68
	Books - Adult Non-Fiction	2034954975	1-4541-26	830.52
	Books - Adult Non-Fiction	2034946246	1-4541-26	719.77
	Books - Adult Non-Fiction	2034923690	1-4541-26	2,831.07
	Books - Adult Non-Fiction	2034867259	1-4541-26	325.02
	Books - Adult Large Print	2034909022	1-4543-26	280.61
	Books - Adult Large Print	2034861649	1-4543-26	202.87
	Books - Adult Large Print	2034869724	1-4543-26	142.64
	Books - Adult Large Print	2034930264	1-4543-26	128.92
	Books - Adult Large Print	2034954975	1-4543-26	53.49
	Books - Adult Large Print	2034946246	1-4543-26	108.43
	Books - Adult Large Print	2034923690	1-4543-26	36.00
	Books - Adult Large Print	2034867259	1-4543-26	49.16
	Books - Juvenile Fiction	2034909022	1-4544-26	449.78
	Books - Juvenile Fiction	2034861649	1-4544-26	651.61
	Books - Juvenile Fiction	2034927261	1-4544-26	675.62
	Books - Juvenile Fiction	2034910803	1-4544-26	90.65
	Books - Juvenile Fiction	2034869724	1-4544-26	774.77
	Books - Juvenile Fiction	2034954975	1-4544-26	189.31
	Books - Juvenile Fiction	2034946246	1-4544-26	476.12
	Books - Juvenile Fiction	2034923690	1-4544-26	752.28
	Books - Juvenile Fiction	2034867259	1-4544-26	33.44
	Books - Juvenile Easy	2034909022	1-4546-26	850.00

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Easy	2034861649	1-4546-26	\$ 719.40
	Books - Juvenile Easy	2034927261	1-4546-26	45.25
	Books - Juvenile Easy	2034910803	1-4546-26	19.13
	Books - Juvenile Easy	2034869724	1-4546-26	607.41
	Books - Juvenile Easy	2034930264	1-4546-26	12.58
	Books - Juvenile Easy	2034954975	1-4546-26	133.31
	Books - Juvenile Easy	2034946246	1-4546-26	119.55
	Books - Juvenile Easy	2034923690	1-4546-26	270.46
	Books - Juvenile Easy	2034867259	1-4546-26	70.57
	Books - Juvenile Storytime & Professional Reference	2034909022	1-4547-26	9.49
	Books - Juvenile Storytime & Professional Reference	2034861649	1-4547-26	148.46
	Books - Juvenile Storytime & Professional Reference	2034923690	1-4547-26	11.87
	Books - Young Adult Fiction	2034909022	1-4548-26	190.74
	Books - Young Adult Fiction	2034861649	1-4548-26	57.10
	Books - Young Adult Fiction	2034927261	1-4548-26	28.97
	Books - Young Adult Fiction	2034910803	1-4548-26	10.34
	Books - Young Adult Fiction	2034869724	1-4548-26	10.34
	Books - Young Adult Fiction	2034930264	1-4548-26	10.34
	Books - Young Adult Fiction	2034954975	1-4548-26	69.39
	Books - Young Adult Fiction	2034946246	1-4548-26	93.34
	Books - Young Adult Fiction	2034923690	1-4548-26	460.32
	Books - Young Adult Fiction	2034867259	1-4548-26	194.75
	Books - Young Adult Non-Fiction	2034909022	1-4549-26	117.13
	Books - Young Adult Non-Fiction	2034861649	1-4549-26	574.37
	Books - Young Adult Non-Fiction	2034954975	1-4549-26	22.69
	Books - Young Adult Non-Fiction	2034923690	1-4549-26	111.97
	Books - Young Adult Non-Fiction	2034867259	1-4549-26	99.02
				\$ 34,572.56
	<i>Totals for Baker & Taylor - L420686</i>			
Belynda Head				
	Program - R&B Line Dancing - 12/8/19	BH120819	1-4571-24	125.00
	Program - R&B Line Dancing - 1/12/20	BH011220	1-4571-24	125.00
				\$ 250.00
	<i>Totals for Belynda Head</i>			
Blackbaud				
	FE NXT Essentials & Add On - 12/19/19-12/18/20	91787468	1-4253-10	1,920.00
	FE NXT Essentials & Add On - 12/19/19-12/18/20	91787468	1-4233-10	9,734.40
				\$ 11,654.40
	<i>Totals for Blackbaud</i>			

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	Audiobooks - Adult	1151203	1-4551-26	\$ 221.19
	Audiobooks - Adult	1151549	1-4551-26	63.73
		<i>Totals for Blackstone Publishing</i>		\$ 284.92
Bolingbrook Area Chamber of Commerce				
	Chamber Membership - 2020	112484	1-4162-10	375.00
		<i>Totals for Bolingbrook Area Chamber of Commerce</i>		\$ 375.00
Bolingbrook Park District				
	Program - Yoga - 12/26/19	BPD122619	1-4571-24	50.00
	Program - Zumba - 12/28/19	BPD122819	1-4571-24	75.00
	Program - Zumba - 1/4/20	BPD010420	1-4571-24	75.00
		<i>Totals for Bolingbrook Park District</i>		\$ 200.00
Bolingbrook Rotary Club				
	Mills Membership - Second Quarter Dues 2019-2020	996-1421	1-4161-10	57.00
		<i>Totals for Bolingbrook Rotary Club</i>		\$ 57.00
Bolingbrook Signs + Apparel				
	Korczak, Edwards, Hopkins Business Cards	11106	1-4351-10	120.00
		<i>Totals for Bolingbrook Signs + Apparel</i>		\$ 120.00
Brittany Hogan				
	Program - Essential Oils for Your Health - 1/9/20	BH010920	1-4571-24	250.00
		<i>Totals for Brittany Hogan</i>		\$ 250.00
Brooks Cafe				
	10/12/19 Friends Book Sale Cookies & Coffee PO6110-1920	13309	1-4711-10	96.00
	August 2019 Donuts w/Director Coffee PO6020-1920	13306	1-4715-10	12.00
	Sept. 2019 Donuts w/Director Coffee PO6061-1920	13308	1-4715-10	12.00
	Oct. 2019 Donuts w/Director Coffee PO6112-1920	13311	1-4715-10	12.00
	12/3/19 Nov. 2019 Donuts w/Director Coffee PO6142-1920	13312	1-4715-10	12.00
	10/26/19 Counselors in the Library Coffee - PO6141-1920	13313	1-4353-10	36.00
	August 2019 Board Meeting Sandwiches & Cookies PO6019-1920	13305	1-4355-16	44.00
	Sept. 2019 Board Meeting Sandwiches & Cookies PO6060-1920	13307	1-4355-16	41.00
	Oct. 2019 Board Meeting Sandwiches & Cookies PO6111-1920	13310	1-4355-16	46.00
		<i>Totals for Brooks Cafe</i>		\$ 311.00

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Call One				
	Internet & Telephone - 12/15/19-1/14/20	169049	1-4314-14	\$ 1,968.00
	Internet & Telephone - 12/15/19-1/14/20	169049	1-4312-14	814.57
		<i>Totals for Call One</i>		<u>\$ 2,782.57</u>
Carol Stream Public Library				
	Lost Item - The Strangest Secret	CSPL112719	1-3310-30	29.99
		<i>Totals for Carol Stream Public Library</i>		<u>\$ 29.99</u>
Cathryn Stanek-Whisler				
	Program - Snowflake Button Art - 12/19/19	CSW121919	1-4573-24	197.50
	Program - DIY: Birdhouse Key Holders - 1/7/20	CSW010720	1-4571-24	186.25
	Program - DIY: Winter Trees - 12/10/19	CSW121019	1-4571-24	197.50
		<i>Totals for Cathryn Stanek-Whisler</i>		<u>\$ 581.25</u>
Center Point Large Print				
	Books - Adult Large Print	1734930	1-4543-26	318.78
		<i>Totals for Center Point Large Print</i>		<u>\$ 318.78</u>
Chase Card Services				
	Dollar Tree - ATSD - Wine Glasses Program Supplies	N7124-DEC19	1-4353-24	48.00
		<i>Totals for Chase Card Services</i>		<u>\$ 48.00</u>
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	178789	1-4545-26	137.70
		<i>Totals for Children's Plus Inc.</i>		<u>\$ 137.70</u>
Christopher Castle				
	Mileage - 11/13 PinTech, 11/14 Leap Basics Training	CC111519	1-4171-10	23.78
		<i>Totals for Christopher Castle</i>		<u>\$ 23.78</u>
Cindy Consalvo				
	Mileage - 10/1/19-11/15/19	CC120519	1-4171-10	49.03
		<i>Totals for Cindy Consalvo</i>		<u>\$ 49.03</u>
Comcast Cable				
	Cable - 12/3/19-1/2/20	0367494-DEC19	1-4316-14	124.03
		<i>Totals for Comcast Cable</i>		<u>\$ 124.03</u>
Cover One				
	CMTSD - Book Repair Glue Strips	18796	1-4371-12	112.90
		<i>Totals for Cover One</i>		<u>\$ 112.90</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
CyberOptik	Website Editing	3802	1-4256-10	\$ 70.00
		<i>Totals for CyberOptik</i>		<u>\$ 70.00</u>
DCGS (Dupage County Genealogical Society)	Dudek DCGS Conf Reg & Vendor Table -1/14/20	6132-1920	1-4151-10	15.00
		<i>Totals for DCGS (Dupage County Genealogical Society)</i>		<u>\$ 15.00</u>
Debra Dudek	Mileage - 10/22-10/24 ILA Conf, 10/25-10/26 ISGS Conf	DD120219	1-4171-10	113.68
	Reimburse - Selfie Museum Plates, iPic GC, Program Snacks	DD120219	1-4353-24	81.48
		<i>Totals for Debra Dudek</i>		<u>\$ 195.16</u>
Demco, Inc.	CMTSD - "NEW" Labels, Repair Tapes, Paper Spines, Book Tape	6732453	1-4371-12	1,937.83
	CMTSD - Tape & Labels	6722800	1-4351-10	319.80
		<i>Totals for Demco, Inc.</i>		<u>\$ 2,257.63</u>
Discount School Supply	CSD - Play Items	P38960240101	1-4575-10	982.43
		<i>Totals for Discount School Supply</i>		<u>\$ 982.43</u>
DuPage County Clerk	FPLD Staff - Notary	6169-1920	1-4351-10	10.00
		<i>Totals for DuPage County Clerk</i>		<u>\$ 10.00</u>
Dynegy Energy Services	Electricity - 10/28/19-11/25/19	270493919121	1-4321-30	10,432.92
		<i>Totals for Dynegy Energy Services</i>		<u>\$ 10,432.92</u>
Elite Detailing Services, Inc.	Wash Bkm & Van Inside & Out - 11/25/19	Y5SLCRLQ	1-4235-29	195.00
		<i>Totals for Elite Detailing Services, Inc.</i>		<u>\$ 195.00</u>
Elizabeth Portillo	Program - Conversational ESL for Adults - 1/6/20	EP010620	1-4571-24	80.00
	Program - Conversational ESL for Adults - 1/13/20	EP011320	1-4571-24	80.00
	Program - Conversational ESL for Adults - 1/7/20	EP010720	1-4571-24	40.00
	Program - Conversational ESL for Adults - 1/14/20	EP011420	1-4571-24	40.00
		<i>Totals for Elizabeth Portillo</i>		<u>\$ 240.00</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Faronics Technologies USA Inc.	Deep Freeze Cloud Subscriptions - 11/14/19-11/13/20	INUS0194880	1-4522-14	\$ 8,085.00
		<i>Totals for Faronics Technologies USA Inc.</i>		<u>\$ 8,085.00</u>
Findaway World, LLC	Audiobooks - Juvenile	306281	1-4553-26	577.06
	Playaway - Juvenile	306278	1-4562-29	412.54
	Launchpads - Juvenile	306264	1-4566-26	929.95
	Audiobooks - Adult	306262	1-4551-26	460.44
	Audiobooks - Adult	301820	1-4551-26	482.34
		<i>Totals for Findaway World, LLC</i>		<u>\$ 2,862.33</u>

Fountaindale Public Library District Bills Payable Report December 19, 2019

General Fund

Page 12

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	PPP Chicago - Winter Carnival Princess Character Deposit	N7231-DEC19	1-4572-20	\$ 345.00
	Meijer - ATSD Various Program Supplies	N7231-DEC19	1-4353-24	105.74
	Menards - ATSD DIY Light Saber Supplies	N7231-DEC19	1-4353-24	30.90
	Michaels - ATSD - Shirt & Pipe Cleaner Program Supplies	N7231-DEC19	1-4353-24	80.56
	Walmart - ATSD Star Wars Day Acrylic Paints	N7231-DEC19	1-4353-24	19.50
	Roman Endeavors - Notary Training Final Pay - 10/21 & 11/6	N7231-DEC19	1-4151-10	527.50
	DuPage SHRM - Frias - Master Humanity & Annual Mtg 11/21/19	N7231-DEC19	1-4151-10	35.00
	SHRM - Pottle Annual Membership	N7231-DEC19	1-4161-10	199.00
	The Patio - 2019 Staff Thanksgiving Salad	M4566-DEC19	1-4353-10	112.17
	Party City - Staff Event Tablecloths	N7231-DEC19	1-4353-10	54.25
	American Assoc Notary - Purrazzo - Notary Bond & Supplies	N7231-DEC19	1-4351-10	19.90
	American Assoc Notary - Halvorsen - Notary Bond & Supplies	N7231-DEC19	1-4351-10	19.90
	American Assoc Notary - Herman - Notary Bond & Supplies	N7231-DEC19	1-4351-10	19.90
	American Assoc Notary - Peters - Notary Bond & Supplies	N7231-DEC19	1-4351-10	19.90
	American Assoc Notary - Babinski - Notary Bond & Supplies	N7231-DEC19	1-4351-10	19.90
	American Assoc Notary - Dudek - Notary Bond & Supplies	N7231-DEC19	1-4351-10	19.90
	American Assoc Notary - Notary Stamps for Desks	N7231-DEC19	1-4351-10	138.65
	Inventables - Studio Carvey Supplies	N7231-DEC19	1-4371-27	115.57
	Michaels - MakerLab/Class Supplies	N7231-DEC19	1-4371-27	76.61
	OfficeMax - Studio Rolling Cart	N7231-DEC19	1-4371-27	41.79
	Michaels - MakerLab/Class Supplies	N7231-DEC19	1-4568-27	85.77
	Menards - MakerLab/PPE Storage & Tools	N7231-DEC19	1-4568-27	89.16
	Mobile Beacon - Replace Defective Patron Device	N7231-DEC19	1-4348-14	71.99
	Mobile Beacon - Replace Multiple Patron Defective Devices	N7231-DEC19	1-4348-14	143.98
	Michaels - MakerLab/Class Supplies	N7231-DEC19	1-4353-27	96.76
	Dollar Tree - Star Wars Day Program/Craft Supplies	N7231-DEC19	1-4353-27	6.00
	Joann - MakerLab Pillow Supplies	N7231-DEC19	1-4353-27	72.22
	Silhouette America - Studio Card Patterns for Cameo	N7231-DEC19	1-4353-27	14.75
	DisneyPlus - Subscription	M4566-DEC19	1-4523-26	69.99
	Netflix - 2/4 Screen Roku Monthly Subscription	T7780-DEC19	1-4523-26	15.99
	Netflix - 2/4 Screen Roku Monthly Subscription	T7780-DEC19	1-4523-26	15.99
	HBO Now - 1/4 Roku Monthly Subscription	T7780-DEC19	1-4523-26	14.99
	HBO Now - 2/4 Roku Monthly Subscription	T7780-DEC19	1-4523-26	14.99
	HBO Now - 3/4 Roku Monthly Subscription	T7780-DEC19	1-4523-26	14.99
	HBO Now - 4/4 Roku Monthly Subscription	T7780-DEC19	1-4523-26	14.99
	DisneyPlus - Subscription	T7780-DEC19	1-4523-26	69.99
	DisneyPlus - Subscription	N7231-DEC19	1-4523-26	69.99
	Menards - ATSD Star Wars Day Supplies	N7231-DEC19	1-4571-24	44.92

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard	(Cont'd)			
	NPO.net - Job Posting	N7231-DEC19	1-4191-10	\$ 75.00
	Facebook - 50th Anni., Artist in Residence, Library Card Ads	N7231-DEC19	1-4731-10	46.60
	Flickr Pro - 1 Year Subscription	N7231-DEC19	1-4731-10	49.99
	Mailchimp - Monthly Subscription	N7231-DEC19	1-4731-10	64.99
	Woobox - Monthly Subscription	N7231-DEC19	1-4731-10	29.00
	Jewel - Garzaro Farewell Cake	N7231-DEC19	1-4711-10	38.99
	Jewel - November Birthday Cake	N7231-DEC19	1-4711-10	38.99
	Little Caesars - \$100 Great Page Race Gift Card	N7231-DEC19	1-4575-10	100.00
	Little Caesars - \$100 Great Page Race Gift Card	N7231-DEC19	1-4575-10	100.00
	Little Caesars - \$100 Great Page Race Gift Card	N7231-DEC19	1-4575-10	100.00
	American Assoc Notary - T. Nguyen - Notary Bond	N7231-DEC19	1-4253-10	30.00
	American Assoc Notary - Purrazzo - Notary Bond & Supplies	N7231-DEC19	1-4253-10	30.00
	American Assoc Notary - Halvorsen - Notary Bond & Supplies	N7231-DEC19	1-4253-10	30.00
	American Assoc Notary - Herman - Notary Bond & Supplies	N7231-DEC19	1-4253-10	30.00
	American Assoc Notary - Peters - Notary Bond & Supplies	N7231-DEC19	1-4253-10	30.00
	American Assoc Notary - Babinski - Notary Bond & Supplies	N7231-DEC19	1-4253-10	30.00
	American Assoc Notary - Dudek - Notary Bond & Supplies	N7231-DEC19	1-4253-10	30.00
	<i>Totals for First Bankcard</i>			\$ 3,782.66
Fun Express LLC				
	CSD - Various Program Supplies	699458732-01	1-4353-20	313.28
	CSD - Cardstock Program Supplies	699458732-02	1-4353-20	28.46
	<i>Totals for Fun Express LLC</i>			\$ 341.74
Gale/Cengage Learning				
	Books - Adult Large Print	68851055	1-4543-26	85.47
	Books - Adult Large Print	68850407	1-4543-26	140.20
	Books - Adult Large Print	68850769	1-4543-26	104.96
	Books - Adult Large Print	68862883	1-4543-26	74.22
	Books - Adult Large Print	68863998	1-4543-26	103.46
	Books - Adult Large Print	68863683	1-4543-26	69.72
	<i>Totals for Gale/Cengage Learning</i>			\$ 578.03
Garden Gate				
	Periodicals	GG6141	1-4511-26	41.99
	<i>Totals for Garden Gate</i>			\$ 41.99

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gilder Lehrman Institute of American History	Traveling Exhibition Deposit for 10/22/20-11/11/20	112219.3	1-4571-24	\$ 150.00
<i>Totals for Gilder Lehrman Institute of American History</i>				<u>\$ 150.00</u>
Government Finance Office Association	Membership - Schiller - 1/1/20-12/31/20	0173588	1-4161-10	160.00
<i>Totals for Government Finance Office Association</i>				<u>\$ 160.00</u>
Illinois American Water	Fire Protection - 11/20/19-12/18/19	1025-21000308946E	1-4331-30	43.06
	Irrigation - 10/18/19-11/19/19	1025-21000308991E	1-4331-30	139.01
<i>Totals for Illinois American Water</i>				<u>\$ 182.07</u>
Illinois American Water/Bolingbrook	Water & Sewer - 10/18/19-11/19/19	1025-21000308831E	1-4331-30	998.23
<i>Totals for Illinois American Water/Bolingbrook</i>				<u>\$ 998.23</u>
Information Today, Inc.	Periodicals	3896363-R3	1-4511-26	154.95
<i>Totals for Information Today, Inc.</i>				<u>\$ 154.95</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Star Wars Day Prizes	42805309	1-4353-24	\$ 40.58
	Star Wars Day Prizes	42850409	1-4353-24	16.92
	Books - Juvenile World Languages	42754997	1-4526-26	26.64
	Books - Juvenile World Languages	42719384	1-4526-29	25.16
	Books - Juvenile World Languages	42754995	1-4526-29	42.39
	Video Games - Adult	42653382	1-4565-26	170.96
	Video Games - Adult	42755000	1-4565-26	275.45
	Video Games - Adult	42850412	1-4565-26	151.96
	2019 Great Page Race Prizes	42616125	1-4575-10	17.97
	Video Games - Juvenile	42754998	1-4564-26	113.98
	Video Games - Juvenile	42754999	1-4564-26	199.44
	Video Games - Juvenile	42850410	1-4564-26	341.94
	Video Games - Juvenile	42850411	1-4564-26	189.91
	Books - Juvenile Non-Fiction	42719385	1-4545-26	11.27
	Books - Juvenile Easy	42653384	1-4546-26	21.58
	Books - Juvenile Easy	42616126	1-4546-26	10.16
	Video Games - YA	42755002	1-4563-26	170.97
	Video Games - YA	42653383	1-4563-26	75.98
	Video Games - YA	42755001	1-4563-26	47.49
	Video Games - YA	42850413	1-4563-26	227.95
	Video Games - YA	42850414	1-4563-26	151.96
	DVD - Juvenile	42754996	1-4558-26	24.71
	DVD - Juvenile	42850408	1-4558-26	236.17
		<i>Totals for Ingram Library Services</i>		\$ 2,591.54
ITsavvy LLC				
	IT - Hard Drives, Various Length Cables	01153054	1-4354-14	727.50
	Toast Titanium CoreISure Maintenance 1 yr	01148939	1-4631-14	481.80
	IT - Various Staff Use Equipment	01148874	1-4631-14	562.84
		<i>Totals for ITsavvy LLC</i>		\$ 1,772.14
Jacob M. Luce				
	Tuition Reimbursement - Info Access & Retrieval	JL120219	1-4151-10	2,325.00
	Mileage - 11/13 PinTech, 10/22-10/24 ILA Conf	JL120219	1-4171-10	106.14
		<i>Totals for Jacob M. Luce</i>		\$ 2,431.14
Jeffrey P. Fisher				
	Mileage - Soon to be Famous - 12/5/19	JF120619	1-4171-10	13.92
		<i>Totals for Jeffrey P. Fisher</i>		\$ 13.92

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
JoAnn Stores, LLC	Creativebug Enterprise Subscription - 12/2019-11/2020	DMARVA20-275	1-4521-26	\$ 2,132.00
		<i>Totals for JoAnn Stores, LLC</i>		<u>\$ 2,132.00</u>
Juanita Lennon	Donuts w/Director & Pastries Supplies	JL120619	1-4715-10	10.50
	Board Packet/Ehler's Letter/Banning Letter Postage	JL120619	1-4381-10	40.30
		<i>Totals for Juanita Lennon</i>		<u>\$ 50.80</u>
Kanopy	Electronic Audio Visual	176124-PPU	1-4523-26	408.00
		<i>Totals for Kanopy</i>		<u>\$ 408.00</u>
Karen's Floral Expressions	C. Jason Mother Sympathy Arrangement	2651	1-4711-10	91.94
		<i>Totals for Karen's Floral Expressions</i>		<u>\$ 91.94</u>
Kathryn Spindel	2020 ALA Midwinter Meeting Per Diem - 1/23/20-1/29/20	KS120919	1-4173-16	396.50
	2020 ALA Midwinter Meeting Per Diem - 1/23/20-1/29/20	KS120919	1-4171-16	340.00
		<i>Totals for Kathryn Spindel</i>		<u>\$ 736.50</u>
Kellie Chase	Program - 4 Sewing Classes - 1/8/20	KC010820	1-4571-24	175.00
		<i>Totals for Kellie Chase</i>		<u>\$ 175.00</u>
Konica Minolta Business Solutions U.S.A., Inc.	Maintenance - 11/15/19-12/14/19	9006244437	1-4234-14	323.84
	Copy Overage - 10/15/19-11/14/19	9006240719	1-4234-14	1,278.27
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		<u>\$ 1,602.11</u>
Konica Minolta Premier Finance	Leased Equipment - December 2019	401663372	1-4234-14	1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		<u>\$ 1,616.00</u>
Laura Didier	Mileage - 11/7/19-11/26/19	LD120419	1-4171-10	79.02
		<i>Totals for Laura Didier</i>		<u>\$ 79.02</u>
LibrariesFirst	2020 Annual Museum Adventure Pass	7451	1-4521-26	500.00
		<i>Totals for LibrariesFirst</i>		<u>\$ 500.00</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Library Ideas LLC	Books - Juvenile World Languages	72636	1-4526-26	\$ 224.70
		<i>Totals for Library Ideas LLC</i>		<u>\$ 224.70</u>
Margaret J. Danhof	2020 ALA Midwinter Meeting Per Diem - 1/23/20-1/28/20	MJD120919	1-4171-16	340.00
	2020 ALA Midwinter Meeting Per Diem - 1/23/20-1/28/20	MJD120919	1-4173-16	335.50
		<i>Totals for Margaret J. Danhof</i>		<u>\$ 675.50</u>
Marianne Thompson	Mileage - 11/6/19-11/29/19	MT120419	1-4171-10	38.98
		<i>Totals for Marianne Thompson</i>		<u>\$ 38.98</u>
Marilyn A. Burt	Program - Parent & Child DIY: Paint on Pine - 1/3/20	MAB010320	1-4572-20	450.00
		<i>Totals for Marilyn A. Burt</i>		<u>\$ 450.00</u>
Marleigha Evans	Mileage - 8/13/19-12/3/19	ME120419	1-4171-10	21.69
		<i>Totals for Marleigha Evans</i>		<u>\$ 21.69</u>
Megan Deboer	Refund - Tonka Power Reading	MD4909	1-3310-30	9.00
		<i>Totals for Megan Deboer</i>		<u>\$ 9.00</u>
Melisa Martinez	Mileage - Assist Mgr Networking - 11/19/19	MM112019	1-4171-10	38.48
	Reimbursement - CSD 5 Drawer Cart	MM120319	1-4371-20	24.99
		<i>Totals for Melisa Martinez</i>		<u>\$ 63.47</u>
Meredith Books	Books - Adult Non-Fiction	CCFTHV18	1-4541-26	33.91
	Books - Adult Non-Fiction	DLVHCV10	1-4541-26	33.91
		<i>Totals for Meredith Books</i>		<u>\$ 67.82</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	Audiobooks - Adult	98264927	1-4551-26	\$ 50.29
	Audiobooks - Adult	98264925	1-4551-26	45.29
	Audiobooks - Adult	98264917	1-4551-26	40.29
	Audiobooks - Adult	98264916	1-4551-26	35.29
	Audiobooks - Adult	98268982	1-4551-26	35.29
	Audiobooks - Adult	98140194	1-4551-26	35.29
	Audiobooks - Adult	98140195	1-4551-26	45.29
	Audiobooks - Adult	98139763	1-4551-26	44.29
	Audiobooks - Adult	98165302	1-4551-26	37.29
	Audiobooks - Adult	98232208	1-4551-26	9.99
	Audiobooks - Adult	98237164	1-4551-26	71.49
	Audiobooks - Adult	98203927	1-4551-26	439.61
	Audiobooks - Adult	98199679	1-4551-26	45.29
	Audiobooks - Adult	98199675	1-4551-26	35.29
	Audiobooks - Adult	98199661	1-4551-26	20.29
	Audiobooks - Adult	98199674	1-4551-26	90.58
	Audiobooks - Adult	98199667	1-4551-26	266.74
	Audiobooks - Adult	98233659	1-4551-26	45.29
	Audiobooks - Adult	98233871	1-4551-26	44.29
	Audiobooks - Adult	98233882	1-4551-26	35.29
	Audiobooks - Adult	98233876	1-4551-26	210.16
	DVD - Adult	98264912	1-4557-26	66.12
	DVD - Adult	98264911	1-4557-26	32.08
	DVD - Adult	98264929	1-4557-26	25.34
	DVD - Adult	98264919	1-4557-26	149.95
	DVD - Adult	98237166	1-4557-26	27.38
	DVD - Adult	98264921	1-4557-26	130.14
	DVD - Adult	98264922	1-4557-26	34.33
	DVD - Adult	98264923	1-4557-26	18.74
	DVD - Adult	98264926	1-4557-26	22.04
	DVD - Adult	98264928	1-4557-26	83.20
	DVD - Adult	98264920	1-4557-26	257.90
	DVD - Adult	98264918	1-4557-26	232.40
	DVD - Adult	98264487	1-4557-26	299.34
	DVD - Adult	98264488	1-4557-26	183.42
	DVD - Adult	98264486	1-4557-26	119.67
	DVD - Adult	98264485	1-4557-26	69.78
	DVD - Adult	98264484	1-4557-26	104.67

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98268909	1-4557-26	\$ 146.20
	DVD - Adult	98268907	1-4557-26	26.54
	DVD - Adult	98268984	1-4557-26	36.58
	DVD - Adult	98268981	1-4557-26	37.48
	DVD - Adult	98268908	1-4557-26	232.40
	DVD - Adult	98268980	1-4557-26	87.72
	DVD - Adult	98237765	1-4557-26	19.89
	DVD - Adult	98237766	1-4557-26	23.64
	DVD - Adult	98290344	1-4557-26	274.56
	DVD - Adult	98290343	1-4557-26	449.12
	DVD - Adult	98290342	1-4557-26	34.89
	DVD - Adult	98288776	1-4557-26	79.89
	DVD - Adult	98164466	1-4557-26	38.64
	DVD - Adult	98164465	1-4557-26	38.64
	DVD - Adult	98165141	1-4557-26	154.56
	DVD - Adult	98139706	1-4557-26	147.81
	DVD - Adult	98139708	1-4557-26	69.78
	DVD - Adult	98139766	1-4557-26	22.04
	DVD - Adult	98139767	1-4557-26	14.54
	DVD - Adult	98140196	1-4557-26	59.37
	DVD - Adult	98164464	1-4557-26	34.89
	DVD - Adult	98164467	1-4557-26	42.39
	DVD - Adult	98164468	1-4557-26	42.39
	DVD - Adult	98165140	1-4557-26	27.39
	DVD - Adult	98165142	1-4557-26	34.89
	DVD - Adult	98140191	1-4557-26	138.36
	DVD - Adult	98139765	1-4557-26	62.37
	DVD - Adult	98139764	1-4557-26	74.66
	DVD - Adult	98165300	1-4557-26	525.09
	DVD - Adult	98165304	1-4557-26	18.64
	DVD - Adult	98165298	1-4557-26	29.54
	DVD - Adult	98165297	1-4557-26	20.54
	DVD - Adult	98165290	1-4557-26	29.08
	DVD - Adult	98165289	1-4557-26	144.69
	DVD - Adult	98165286	1-4557-26	16.79
	DVD - Adult	98165285	1-4557-26	10.79
	DVD - Adult	98165284	1-4557-26	61.62
	DVD - Adult	98165283	1-4557-26	144.82

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98165296	1-4557-26	\$ 44.08
	DVD - Adult	98165295	1-4557-26	54.87
	DVD - Adult	98165291	1-4557-26	429.55
	DVD - Adult	98165299	1-4557-26	302.44
	DVD - Adult	98165301	1-4557-26	347.15
	DVD - Adult	98175266	1-4557-26	126.45
	DVD - Adult	98174823	1-4557-26	96.24
	DVD - Adult	98174822	1-4557-26	61.88
	DVD - Adult	98174821	1-4557-26	110.78
	DVD - Adult	98174824	1-4557-26	73.16
	DVD - Adult	98175317	1-4557-26	110.44
	DVD - Adult	98175311	1-4557-26	14.54
	DVD - Adult	98175310	1-4557-26	46.33
	DVD - Adult	98175315	1-4557-26	90.87
	DVD - Adult	98175314	1-4557-26	125.20
	DVD - Adult	98175318	1-4557-26	204.21
	DVD - Adult	98233887	1-4557-26	1,100.20
	DVD - Adult	98234187	1-4557-26	42.39
	DVD - Adult	98234188	1-4557-26	37.14
	DVD - Adult	98234200	1-4557-26	79.89
	DVD - Adult	98233686	1-4557-26	23.54
	DVD - Adult	98234262	1-4557-26	25.79
	DVD - Adult	98234261	1-4557-26	44.08
	DVD - Adult	98233687	1-4557-26	233.68
	DVD - Adult	98234266	1-4557-26	25.79
	DVD - Adult	98234267	1-4557-26	40.33
	DVD - Adult	98234268	1-4557-26	116.49
	DVD - Adult	98234269	1-4557-26	93.70
	DVD - Adult	98237165	1-4557-26	32.14
	DVD - Adult	98237762	1-4557-26	207.75
	DVD - Adult	98203932	1-4557-26	33.39
	DVD - Adult	98203933	1-4557-26	69.78
	DVD - Adult	98199619	1-4557-26	119.31
	DVD - Adult	98199721	1-4557-26	27.39
	DVD - Adult	98199722	1-4557-26	38.64
	DVD - Adult	98203717	1-4557-26	101.38
	DVD - Adult	98203718	1-4557-26	44.43
	DVD - Adult	98203921	1-4557-26	257.90

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98203922	1-4557-26	\$ 182.95
	DVD - Adult	98199677	1-4557-26	58.16
	DVD - Adult	98199662	1-4557-26	32.64
	DVD - Adult	98199671	1-4557-26	80.66
	DVD - Adult	98199672	1-4557-26	34.33
	DVD - Adult	98199673	1-4557-26	47.83
	DVD - Adult	98199678	1-4557-26	31.29
	DVD - Adult	98203719	1-4557-26	208.24
	DVD - Adult	98199676	1-4557-26	111.88
	DVD - Adult	98233863	1-4557-26	49.89
	DVD - Adult	98233865	1-4557-26	38.64
	DVD - Adult	98233866	1-4557-26	23.64
	DVD - Adult	98233873	1-4557-26	41.83
	DVD - Adult	98233874	1-4557-26	257.90
	DVD - Adult	98233875	1-4557-26	147.70
	DVD - Adult	98233881	1-4557-26	147.70
	DVD - Adult	98233880	1-4557-26	102.70
	DVD - Adult	98233883	1-4557-26	54.87
	DVD - Adult	98233885	1-4557-26	36.58
	Audiobooks - Juvenile	98165282	1-4553-26	60.29
	Audiobooks - Juvenile	98234265	1-4553-26	57.58
	CD Music - Juvenile	98264888	1-4554-26	33.73
	CD Music - Juvenile	98264931	1-4554-26	15.74
	CD Music - Juvenile	98165287	1-4554-26	17.24
	CD Music - Juvenile	98139769	1-4554-26	26.98
	CD Music - Juvenile	98234263	1-4554-26	13.94
	CD Music - Juvenile	98234260	1-4554-26	24.73
	CD Music - Juvenile	98233878	1-4554-26	46.47
	DVD - Juvenile	98288779	1-4558-26	562.20
	DVD - Juvenile	98264910	1-4558-26	22.04
	DVD - Juvenile	98288777	1-4558-26	70.96
	DVD - Juvenile	98290341	1-4558-26	38.43
	DVD - Juvenile	98288778	1-4558-26	242.66
	DVD - Juvenile	98165303	1-4558-26	18.29
	DVD - Juvenile	98165294	1-4558-26	18.29
	DVD - Juvenile	98165292	1-4558-26	40.33
	DVD - Juvenile	98140193	1-4558-26	98.52
	DVD - Juvenile	98140192	1-4558-26	159.24

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	98174825	1-4558-26	\$ 17.54
	DVD - Juvenile	98174826	1-4558-26	8.54
	DVD - Juvenile	98175316	1-4558-26	113.49
	DVD - Juvenile	98233689	1-4558-26	19.79
	DVD - Juvenile	98233688	1-4558-26	173.73
	DVD - Juvenile	98237168	1-4558-26	115.74
	DVD - Juvenile	98237169	1-4558-26	86.59
	DVD - Juvenile	98237760	1-4558-26	100.95
	DVD - Juvenile	98237761	1-4558-26	134.73
	DVD - Juvenile	98203930	1-4558-26	91.45
	DVD - Juvenile	98203929	1-4558-26	32.08
	DVD - Juvenile	98203923	1-4558-26	36.58
	DVD - Juvenile	98203920	1-4558-26	96.58
	DVD - Juvenile	98203924	1-4558-26	10.49
	DVD - Juvenile	98199668	1-4558-26	182.95
	DVD - Juvenile	98199669	1-4558-26	257.90
	DVD - Juvenile	98199670	1-4558-26	32.54
	DVD - Juvenile	98199680	1-4558-26	36.84
	DVD - Juvenile	98233872	1-4558-26	114.87
	DVD - Juvenile	98233879	1-4558-26	40.33
	DVD - Juvenile	98233884	1-4558-26	18.29
	CD Music - Adult	98262708	1-4550-26	26.24
	CD Music - Adult	98164757	1-4550-26	37.49
	CD Music - Adult	98264924	1-4550-26	12.59
	CD Music - Adult	98264913	1-4550-26	12.74
	CD Music - Adult	98264930	1-4550-26	48.24
	CD Music - Adult	98264887	1-4550-26	16.49
	CD Music - Adult	98165280	1-4550-26	84.09
	CD Music - Adult	98165288	1-4550-26	33.72
	CD Music - Adult	98165293	1-4550-26	96.39
	CD Music - Adult	98165305	1-4550-26	9.44
	CD Music - Adult	98140190	1-4550-26	63.70
	CD Music - Adult	98140197	1-4550-26	71.80
	CD Music - Adult	98139768	1-4550-26	11.99
	CD Music - Adult	98174827	1-4550-26	13.49
	CD Music - Adult	98175312	1-4550-26	11.99
	CD Music - Adult	98175313	1-4550-26	52.71
	CD Music - Adult	98174828	1-4550-26	65.94

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Music - Adult	98203928	1-4550-26	\$ 10.49
	CD Music - Adult	98203925	1-4550-26	27.43
	CD Music - Adult	98199660	1-4550-26	12.74
	CD Music - Adult	98199663	1-4550-26	12.74
	CD Music - Adult	98199664	1-4550-26	21.73
	CD Music - Adult	98199666	1-4550-26	40.32
	CD Music - Adult	98233656	1-4550-26	15.74
	CD Music - Adult	98233657	1-4550-26	30.73
	CD Music - Adult	98233870	1-4550-26	13.49
	CD Music - Adult	98233886	1-4550-26	27.73
	CD Music - Adult	98233877	1-4550-26	11.99
	Audiobooks - Adult	98165102	1-4551-29	37.29
	Audiobooks - Adult	98199682	1-4551-29	55.29
	DVD - Adult	98268986	1-4557-29	16.79
	DVD - Adult	98268985	1-4557-29	23.24
	DVD - Adult	98139508	1-4557-29	26.54
	DVD - Adult	98165100	1-4557-29	52.33
	DVD - Adult	98165104	1-4557-29	64.62
	DVD - Adult	98175320	1-4557-29	25.04
	DVD - Adult	98175319	1-4557-29	19.04
	DVD - Adult	98237764	1-4557-29	7.79
	DVD - Adult	98233890	1-4557-29	20.54
	DVD - Adult	98233891	1-4557-29	18.29
	DVD - Adult	98203931	1-4557-29	25.79
	DVD - Adult	98199681	1-4557-29	25.79
	DVD - Adult	98233888	1-4557-29	25.79
	DVD - Juvenile	98264932	1-4558-29	14.54
	DVD - Juvenile	98139507	1-4558-29	17.08
	DVD - Juvenile	98165101	1-4558-29	18.29
	DVD - Juvenile	98234270	1-4558-29	289.31
	DVD - Juvenile	98237763	1-4558-29	193.54
	DVD - Juvenile	98199683	1-4558-29	14.54
	DVD - Juvenile	98233889	1-4558-29	18.29
		<i>Totals for Midwest Tape</i>		\$ 18,909.00
Moyer District Library				
	Lost Item - Chasers DVD	MDL111519	1-3310-30	22.00
		<i>Totals for Moyer District Library</i>		\$ 22.00

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Netrix, LLC	E911 Anywhere Annual Service - 12/1/19-12/31/20	437192	1-4631-14	\$ 1,595.58
	<i>Totals for Netrix, LLC</i>			<u>\$ 1,595.58</u>
Noelia Frias	Mileage - 5/15/19-8/22/19, 5/16 DuPage SHRM	NF111519	1-4171-10	45.24
	<i>Totals for Noelia Frias</i>			<u>\$ 45.24</u>
Paul Mills	Reimburse - 12/3 Donuts w/Director Donuts	PM120319	1-4715-10	10.50
	<i>Totals for Paul Mills</i>			<u>\$ 10.50</u>
PeopleFacts	New Hire Background Checks - November 2019	33754-112019	1-4253-10	355.81
	<i>Totals for PeopleFacts</i>			<u>\$ 355.81</u>
Petty Cash - Tech Service	Overpayment Check #4384	4384	1-4711-10	0.45
	Audit Related Verification of Deposit Fee	PC082919	1-4247-10	5.00
	2 Jamie McGee Elementary Yearbooks	4383	1-4544-29	16.00
	2 Jamie McGee Elementary Yearbooks	4383	1-4545-26	16.00
	<i>Totals for Petty Cash - Tech Service</i>			<u>\$ 37.45</u>
Pitney Bowes	Equipment Lease - 9/30/19-12/29/19	3103560595	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			<u>\$ 639.51</u>
Poblocki Sign Company, LLC	Change Meeting Room Signs	101126	1-4391-30	2,514.00
	<i>Totals for Poblocki Sign Company, LLC</i>			<u>\$ 2,514.00</u>
POS Supply Solutions	Thermal Roll Paper Cases	169582	1-4351-10	383.75
	<i>Totals for POS Supply Solutions</i>			<u>\$ 383.75</u>
Recorded Books, Inc.	1 Year Hoonuit Subscription	76524592	1-4521-26	6,500.00
	<i>Totals for Recorded Books, Inc.</i>			<u>\$ 6,500.00</u>
Ruth Newell	2020 ALA Midwinter Meeting Per Diem - 1/23/20-1/28/20	RN120919	1-4173-16	335.50
	2020 ALA Midwinter Meeting Per Diem - 1/23/20-1/28/20	RN120919	1-4171-16	340.00
	<i>Totals for Ruth Newell</i>			<u>\$ 675.50</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ryan Miller	Refund - Credit on Account	RM8305	1-3310-30	\$ 59.80
		<i>Totals for Ryan Miller</i>		\$ 59.80
S & S Worldwide, Inc.	CSD - Mini Craft Sticks	IN100341515	1-4353-20	4.75
		<i>Totals for S & S Worldwide, Inc.</i>		\$ 4.75
Sebert Landscaping Inc.	Snow Removal - 11/10/19-11/11/19	192912	1-4392-30	1,618.00
	Snow Removal - 10/31/19-11/1/19	192766	1-4392-30	701.00
	Sidewalk Deicer - 10/30/19	192599	1-4392-30	381.00
	10 50 lb. Salt Buckets	S512428	1-4392-30	470.00
	Snow Management - December 2019	193588	1-4392-30	2,625.00
		<i>Totals for Sebert Landscaping Inc.</i>		\$ 5,795.00
Showcases	CMTSD - Slim CD Cases, 40 CD Album Cases, Black DVD Cases	314564	1-4371-12	205.75
	CMTSD - Black DVD Cases	314829	1-4371-12	501.12
		<i>Totals for Showcases</i>		\$ 706.87
Stefanie Rock	Program - Healthy Eating 101 - 1/15/20	SR011520	1-4571-24	100.00
		<i>Totals for Stefanie Rock</i>		\$ 100.00
Susan K. Maddox	Program - Cooking Demonstrations w/Chef Maddox - 1/16/20	SKM011620	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		\$ 300.00
Tania Brenner Hess	Program - Joyas de Bisuteria Fina - 1/14/20	TBH011420	1-4571-24	150.81
		<i>Totals for Tania Brenner Hess</i>		\$ 150.81
Taste of Home	Books - Adult Non-Fiction	01049	1-4541-26	34.98
		<i>Totals for Taste of Home</i>		\$ 34.98
The Bugle Newspapers	Legal Ad - Rev & Exp, Vendors Report, Payroll Report	1179697	1-4243-10	581.88
		<i>Totals for The Bugle Newspapers</i>		\$ 581.88

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
The Herald-News	Periodicals	2901	1-4511-26	\$ 312.00
		<i>Totals for The Herald-News</i>		<u>\$ 312.00</u>
Theatre-on-the-Hill	Ads - Sweeney Todd 10/25-11/23, Addams Family Jr 11/8-11/10	191204	1-4731-10	600.00
		<i>Totals for Theatre-on-the-Hill</i>		<u>\$ 600.00</u>
Thomas MacEntee	Program - One Touch Genealogy Research - 1/8/20	TM010820	1-4571-24	125.00
		<i>Totals for Thomas MacEntee</i>		<u>\$ 125.00</u>
Titan Image Group, Inc	Winter 2019 Newsletter - Dec. 2019 - Feb. 2020	56210	1-4256-10	8,250.00
		<i>Totals for Titan Image Group, Inc</i>		<u>\$ 8,250.00</u>
Tom Jozwiak	Program - Star Wars Droid - 12/7/19	TJ120719	1-4571-24	200.00
		<i>Totals for Tom Jozwiak</i>		<u>\$ 200.00</u>
Tressler LLP	Legal Expense - Attorney - November 2019	410719	1-4241-10	1,862.00
	Legal Expense - Attorney - Tax Objection - November 2019	410720	1-4241-10	1,558.00
		<i>Totals for Tressler LLP</i>		<u>\$ 3,420.00</u>
Tria Architecture, Inc.	Electric Car Charging Schematic Design	3161	1-4253-10	2,625.00
		<i>Totals for Tria Architecture, Inc.</i>		<u>\$ 2,625.00</u>
U.S. Postal Service	Fee Renewal - 2020	PI #74	1-4381-10	235.00
		<i>Totals for U.S. Postal Service</i>		<u>\$ 235.00</u>
ULINE	ATSD - Corrugated Pads	114025002	1-4353-24	173.71
		<i>Totals for ULINE</i>		<u>\$ 173.71</u>
Unique Management Services, Inc.	Collection Expense - November 2019	569576	1-4245-10	286.40
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 286.40</u>
UPS	Shipping - Account Refillment	0000603951489	1-4382-10	300.00
		<i>Totals for UPS</i>		<u>\$ 300.00</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
USCutter	Studio - Vinyl	1431847	1-4371-27	\$ 479.97
<i>Totals for USCutter</i>				<u>\$ 479.97</u>
Valley View School District	Bkm & Van Fuel - October 2019	VVSD110419	1-4359-29	332.53
	Bkm & Van Fuel - November 2019	VVSD120319	1-4359-29	198.87
<i>Totals for Valley View School District</i>				<u>\$ 531.40</u>
Vanguard Energy Services, LLC	Gas Service - 11/1/19-11/30/19	G404408120419	1-4322-30	1,949.25
<i>Totals for Vanguard Energy Services, LLC</i>				<u>\$ 1,949.25</u>
Veray Carter	Refund - Diary of a Wimpy Kid	VC0921	1-3310-30	9.95
<i>Totals for Veray Carter</i>				<u>\$ 9.95</u>
Verizon Wireless	Telephone Service - 10/17/19-11/16/19	9842352494	1-4311-14	547.13
<i>Totals for Verizon Wireless</i>				<u>\$ 547.13</u>
Veronica Arriaga	Refund - David Beckham	VA2868	1-3310-10	16.00
<i>Totals for Veronica Arriaga</i>				<u>\$ 16.00</u>
Warehouse Direct	Outreach - Water, Label, Pouches, Sheet Protectors	4499303-0	1-4351-10	69.36
	District Supply Closet Restock - November 2019	4504503-0	1-4351-10	424.80
	CMTSD - Labels	4504508-0	1-4351-10	25.70
	District Supply Closet Restock - November 2019	4504503-0	1-4371-10	147.91
	Finance - Labels	4514835-0	1-4351-10	22.02
	ATSD - Water	4489159-0	1-4353-24	87.90
<i>Totals for Warehouse Direct</i>				<u>\$ 777.69</u>
Will County Clerk	FPLD Staff - Notary	6168-1920 1	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 2	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 3	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 4	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 5	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 6	1-4351-10	10.00
<i>Totals for Will County Clerk</i>				<u>\$ 60.00</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

General Fund

Page 28

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
World Book, Inc.	Books - Juvenile Non-Fiction	0001602538	1-4545-26	\$ 999.00
		<i>Totals for World Book, Inc.</i>		<u>\$ 999.00</u>
Zions Bank	Annual Paying Agent Fee	2905395-19	1-4253-10	300.00
		<i>Totals for Zions Bank</i>		<u>\$ 300.00</u>
Zoobean, Inc.	12 Month Beanstack Premium Service - 11/22/19-11/21/20	5810	1-4631-14	2,525.00
		<i>Totals for Zoobean, Inc.</i>		<u>\$ 2,525.00</u>
		Total for Fund 1		<u>\$ 173,904.61</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

Maintenance Fund

Page 29

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon	Building - Window Blind Repair Parts	A34-1920	8-4357-30	\$ 45.00
<i>Totals for Amazon</i>				<u>\$ 45.00</u>
Best Quality Cleaning, Inc.	Cleaning Service - December 2019	31385	8-4215-30	6,921.00
	Sp. Clean - 11/19 & 11/30 3rd FI Men, 11/19 2nd FI Men Staff	31520	8-4211-30	225.00
	Special Clean - 11/9 3rd FI Men, 11/10 1st FI Staff Women	31175	8-4211-30	150.00
<i>Totals for Best Quality Cleaning, Inc.</i>				<u>\$ 7,296.00</u>
Business Office Systems	Black Seat Cushion Replacement	10522	8-4211-30	488.69
<i>Totals for Business Office Systems</i>				<u>\$ 488.69</u>
Cintas Corporation	First Aid Restock - November 2019	8404398625	8-4215-30	298.83
<i>Totals for Cintas Corporation</i>				<u>\$ 298.83</u>
Cintas Corporation #344	Weekly Mat Service - 11/14/19	4034978591	8-4215-30	30.00
	Weekly Mat Service - 11/21/19	4035578023	8-4215-30	30.00
	Weekly Mat Service - 11/27/19	4036205901	8-4215-30	30.00
	Weekly Mat Service - 12/5/19	4036734464	8-4215-30	30.00
	Weekly Mat Service - 11/7/19	4034445220	8-4215-30	30.00
<i>Totals for Cintas Corporation #344</i>				<u>\$ 150.00</u>
First Bankcard	Contractors Acoustical - Exterior Hold Down Clips	P7810-DEC19	8-4211-30	287.50
<i>Totals for First Bankcard</i>				<u>\$ 287.50</u>
Graybar	Building - Light Bulb Stock	9313548009	8-4357-30	252.40
<i>Totals for Graybar</i>				<u>\$ 252.40</u>
Groot Industries, Inc.	Garbage & Recycling - 12/1/19-12/31/19	4791530	8-4215-30	393.47
<i>Totals for Groot Industries, Inc.</i>				<u>\$ 393.47</u>
Hansen Services, Inc.	Monthly Pest Control - November 2019	3915360	8-4215-30	103.00
	Monthly Pest Control - December 2019	3916423	8-4215-30	103.00
<i>Totals for Hansen Services, Inc.</i>				<u>\$ 206.00</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

Maintenance Fund

Page 30

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Intrinsic Landscaping, Inc.	Green Roof Maintenance - 10/21/19	19-0562	8-4215-30	\$ 726.95
		<i>Totals for Intrinsic Landscaping, Inc.</i>		<u>\$ 726.95</u>
Johnson Controls Fire Protection	Annual Fire System Contract - Dates 01/01/2020 to 12/31/2020	21324744	8-4215-30	14,100.00
		<i>Totals for Johnson Controls Fire Protection</i>		<u>\$ 14,100.00</u>
Pace Systems, Inc.	Mtg Room B Data Wire Pull	209195	8-4211-30	6,780.43
	Mtg Room A A/V Testing	209161	8-4211-30	2,070.00
		<i>Totals for Pace Systems, Inc.</i>		<u>\$ 8,850.43</u>
Superior Service Solutions, Inc.	Power Wash Under Front Canopy - 12/9/19	3832	8-4215-30	410.00
		<i>Totals for Superior Service Solutions, Inc.</i>		<u>\$ 410.00</u>
Village of Bolingbrook	Elevator Re-Inspection	63714	8-4211-30	75.00
		<i>Totals for Village of Bolingbrook</i>		<u>\$ 75.00</u>
Warehouse Direct	District Closet Restock - Clorox Wipes	4499314-0	8-4357-30	88.20
	District Supply Closet Restock - November 2019	4504503-0	8-4357-30	221.65
	Building - Changing Table Liners	4510920-0	8-4357-30	134.56
		<i>Totals for Warehouse Direct</i>		<u>\$ 444.41</u>
		Total for Fund 8		<u>\$ 34,024.68</u>

**Fountaindale Public Library District
Bills Payable Report
December 19, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Business Office Systems	50% Deposit - 3rd Floor Chairs & Tables	11580	9-4294-90	\$ 7,646.97
		<i>Totals for Business Office Systems</i>		<u>\$ 7,646.97</u>
		Total for Fund 9		<u>\$ 7,646.97</u>
			Grand Total	<u><u>\$ 215,576.26</u></u>



Jennie Nguyen/Finance Manager

Director

Marianne Thompson

This month we congratulate Marianne Thompson, our Outreach Services Manager, on her retirement. This is a bittersweet moment for our District. Marianne began working at the Fountaindale Public Library in April 1989 as the head of the Information Services Department. She came to Fountaindale an experienced librarian and has been a great fit for our library ever since. Throughout the years, Marianne has held different positions in Public Services and Administration and is currently our Outreach Services Manager. Marianne has made a lasting impact in our community, in our library, and in the larger library community. She will very much be missed.

Deputy Director (Nancy Korczak)

At the beginning of November, I had the opportunity to attend the Family Support Day at BHS hosted by Will County. This gave me a great opportunity to talk to community members about the services our library offers. I was able to promote some of our new online resources such as Press Reader to patrons and had some Spanish Speaking patrons that were very impressed by the amount of Spanish magazines available through it. One patron who is part of a Spanish book group took extra flyers and was going to distribute them at their next meeting. Patrons also asked questions about the hotspot I had on display and were very happy to hear they could check it out and have internet on the go.

This month I also attended an excellent presentation done by SSIP (South Suburban Immigrant Project) on the 2020 Census. They spoke about hard to count communities and what they are doing to help those communities here in Bolingbrook. The presentation was very informative and I am working with SSIP to do a presentation at our next In-service training.

From Jeffrey Fisher's Report

Studio Services

Here is a snapshot of the Studio 300 November 2019 stats:

- 744 patrons actively used our spaces.
- 2898 items were checked out.
 - 133 of that total circulated out of the lab.
- 120 patrons attended our 29 Orientations, Adult/T(w)een programs, tours, and offsite events.
 - Total programming hours came to 33.
- 18 Non-FPLD people used Studio 300.





The print edition of *The Nemo Journal, Volume 2* arrived and copies were added to the Local Author collection and distributed to those authors who submitted work. The [ebook version](#) continues to be available via our Biblioboard platform, too.

Similarly, our *Come Write In* supported writers pursuing the National Novel Writing Month (NaNoWriMo) challenge as did the regular meeting of the *Nameless Writer's Group*. Several patrons participated this year and many finished with a win. Writing 50,000 words in 30 days is a major accomplishment.

From Anna G. - November was a Maker month! I taught a *Scrap Vinyl Tee* class and debuted the *Silhouette Cameo 3* Cutter and received many positive patron responses. Also, I made three Silhouette demo

projects we plan to give away during our Maker Lab Open Shop programs in December. And *Star Wars Day* prep kept me busy, too.

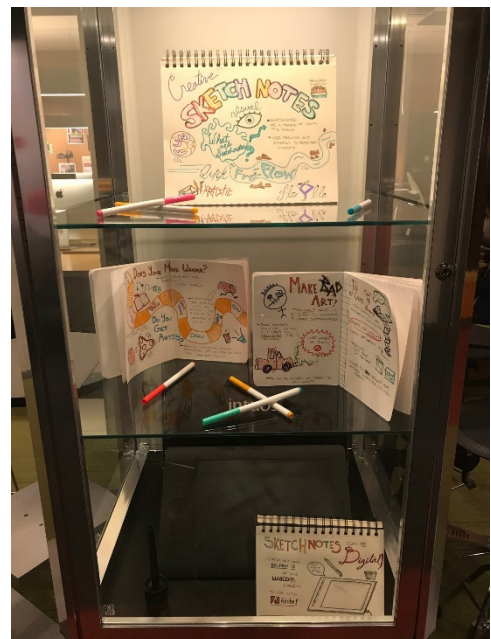
From Justin C. - I took on the task of creating a new tack wall display which incorporated a seasonal theme complete with popular media and cultural references to autumn and the Thanksgiving holiday. Along with Patrick C. and Nikki S. I updated the circulating and non-circulating audio, video, and photography equipment sheets.

From Patrick C. - I compiled materials for an updated *Video Editing with iMovie* course and led patrons through the material in a class and with 1-on-1 training. I also taught a class on our digitizing technology, and the Retro 8 film scanner proved so popular that patrons returned to convert several 8mm reels and saved them as DVDs. Other 1-on-1 sessions kept me busy teaching patrons our maker machines and advanced audio techniques. I continue to inform patrons about the upcoming RPM challenge in February including our planned events and workshops to support their efforts.

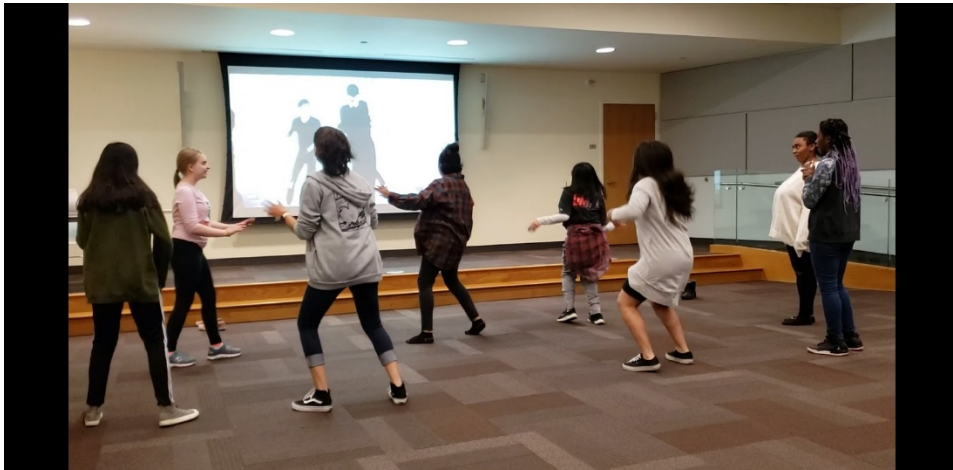
From McKayla B. - I trained on the Carvey, Silhouette and embroidery machines and also learned the basic audio/music production setup and troubleshooting. I worked on the revision to the Video Pathfinder, too. My next project is the December tack wall that I plan to feature how to document family traditions including interviewing family with suggested questions and Studio 300 equipment tips.

From Monica S. - I created and arranged a display on Sketch Notes—a visual style of note taking that I promoted alongside the Studio's digital drawing tablets. This fun way to take notes is well-suited for those who like to draw or have a hard time keeping up with a speaker during a presentation. I also helped Anna and Patrick construct the Death Star for *Star Wars Day*.

From Nikki S. - I had many more photography and editing one-on-ones this month and made a point of sharing the vast array of Studio 300 equipment choices during these sessions. Many patrons already have some equipment, so it helps to showcase the gear we have that supplements their setup such as flashes, gels, and lenses. I always share other FPLD resources and recommend Studio 300 programs for further learning and practice, too.



From Adriana A. - I spent a large portion of my time working with the Roku Task force to roll out the initiative by 11/25. This included creating both the Patron Guide and Roku clearing instructions for CMSTD. I also assisted during various training sessions to provide staff with FAQs, Leap instructions, and operational demos of the Roku devices.



The *K-pop meetup* continues to be a success the teens enjoy, and this time they let their hair down and danced along to their favorite K-pop choreography before creating K-pop inspired crafts.

Later in the month, I attended the first Assistant Managers Networking meeting and found it informative and useful for staff hiring, training, and retaining. Before month's end I prepped for the *Holiday Memories Family Photo Day* by creating backgrounds families would select for their image.

Jeffrey assisted two different libraries (Maryland and California) with their questions and planning for building their own Media/Maker labs. He led the Tinker Troupe through further plans for the upcoming *Maker Faire*. This year we [launched a new way](#) for local makers to be part of the program, too.

The full Kindness Day Committee met and began setting the plans for the program using BaseCamp, too.

Along with Adriana A., he met with CMTSD's Christina T. to complete the large circulating inventory project for the Studio, and, thanks to the Herculean efforts of everyone, this project is now complete. Our plan is to audit the non-circulating inventory in the winter.

He attended the Soon to Be Famous meeting where the group finalized plans for and launched the 2nd annual [Manuscript Contest](#) (deadline January 2, 2020). As part of a promotion, he videotaped, edited, and uploaded an interview with last year's winner, Hollie Smurthwaite (available on the [FPLD YouTube](#) channel or the [STBF website](#)).

He led yet another Girl Scout Troop through earning their Moviemaker badge. The girls worked for an entire afternoon to videotape and edit several videos based on screenplays they'd written the previous month.



Jeffrey attended Roku Training, participated in a webinar about lnkie.org, attended the Manager's, Programming, and PIC meetings and fulfilled his PIC duties, too.

From Debra Dudek's Report

Adult and Teen Services

General Comments on the Month

This month our department was focused on several winter projects. With the departure of our Programming Librarian Maureen Garzaro, our specialists and librarians have worked diligently to create a new calendar of events for the spring and summer of 2020. Teen Librarian Randi Carreno created an Adult Programming document as a place marker for Fountain newsletter copy, while Rebecca Falasz and Tony Nguyen have contacted presenters for craft and Bolingbrook Park District programming. Librarian Jay Purrazzo has contributed two new programs for the spring focusing on local bike trails and basics of kayaking. Readers Advisory Librarian Erica Edwards has accepted responsibility for the majority of our library book clubs, and is creating a new book club for young adult titles. We have several additional programming ideas to integrate into the New Year, so we are looking forward to the comments and feedback from our patrons.

The other large projects of the month focused on completing deadlines for our Star Wars Celebration on December 7 and completing final contracts for the Gilder Lehrman Institute traveling exhibit "Freedom: A History of US" which will run during our Early Voting period from October 13 – November 9, 2020. I am currently organizing several programs during this exhibit period, and have scheduled a visit from Kevin Wood, who will be presenting a program on 'Abraham Lincoln and Thanksgiving' in November 2020.

Our partnership with the local census office has continued to be very positive. We hosted two additional recruiting sessions in the lobby of our library in November, and have scheduled more visits for December 2019 and January 2020.

Randi's Observations: I have been working with Debra to make sure adult programming continues uninterrupted despite Maureen's absence. I created a Google calendar and shared this with all ATSD programmers. We added programs through February and assigned each activity to the respective staff member. I created a Google document for the Spring Fountain. I have been working with Tony, Becca, Nelly and more to make sure that we have a slate of programs ready to go for March, April and May. This was very important as our deadline is December 13. We are working hard to make sure all of our program forms are completed on time and that we are entering them in Communico. I am also organizing everything for our Spring teen programs.

Teen Programming

- We once again celebrated International Games Week in the Vortex with trivia and game tournaments. Jenna writes, "November is international games month, so I got to host trivia night and help out with the Smash Bros Tournament. I hosted the less exciting Connect 4 Tournament, but it was still good fun." Ashe also hosted two tournaments. She writes, "My Hero: One's Justice was a chill tournament with 9 participants. Our winner was Alejandro, congratulations! He must be really good at fighting games because in the past, he's won our Smash Tournaments several times in a row as well!"
- The same day, Ashe hosted a Super Smash Bros. Ultimate tournament. This tournament was very popular with 22 teens!! Everyone was kind to each other and not

too sore of winners or losers. It's a nice time for smash fans to get together and hang out as well as participating in their favorite game. Congrats to Jacob for winning!



- Jenna had the opportunity to work with Studio 300 for our DIY Tardis T-shirts. She writes, "I worked in the studio with a few tweens who shared an affinity for Doctor Who. Nicki lead the program, she taught us how to use the t-shirt press and helped the tweens make their very own Tardis shirts! It was a smaller program due to the incimate weather, but the kids had a really good time."



- Our K-Pop Fan Meetup continues to grow. Each week, we try to hold activities based on our club members suggestions. For November, they danced, danced and danced some more to all their favorite songs. Teens were also able to make K-Pop inspired keychains, pins and rings.
- In preparation for Star Wars Day, Studio 300 and Teen Services held a DIY Lightsabers program. Teens constructed their own lightsabers using flashlights, paper tubes, duct tape and more. The teens were really able to customize their creations, choosing the color of their lightsabers and designing the hilts. The results were excellent.
- Cathryn Stanek-Whisler was back in November to teach a second session of Faux Stained Glass. Even though we had a small group the kids really enjoyed themselves. First teens traced their images on the picture frame glass using a black sharpie. Then they filled in their designs with a mixture of paint and clear glue.



Career Online High School:

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 2

Graduate: 22

Adult Programming:

From Nelly Ambriz's Report

It has been a great month. I have had a chance to contribute more to the department by being responsible for the Adult Spanish Programming for spring. I have had a lot of fun planning the crafts with the two appointed presenters. I will be the presenter for a Cinco de Mayo craft and I am super excited.

The presenter I have been in contact with, Miss Tonia and Mrs. Antoineta, both hosted a craft program during the month of November. I was able to meet Miss Tonia, set up, and take pictures for the ribbon bow program. There were 13 patrons in attendance and they seemed to enjoy the craft.



From Tony Nguyen's Report

It was quite a hectic month for me with Maureen having left us. Her programs were divided among several Specialists and some notable programs like Chef Maddox's cooking demonstrations and the Yoga and Zumba programs from the Bolingbrook Park District have been assigned to me. I was a bit worried but I knew I had the whole ATSD team behind me and the other Specialists who are overseeing the programs until a new programming librarian has been found.

I had prepared the contracts and set out the dates for many programs for the spring season such as Robert Pennor's watercolor pencil drawings, Yoga, Zumba, and R&B Line Dancing as well as some new ones like Meditation for Stress Relief and once I finalize the details, The Growing Place will be presenting an Intro to Gardening program. I'm looking forward to December as the holiday season continues.

Vintage Decoupage Coasters 11/21/2019



First I had DIY vintage decoupage coasters, which involved the patrons using vintage postcards to make their own unique coasters. This idea came about a few months ago when Maureen mentioned Jessica had never done anything with a donation of postcards we received. We also had some leftover ceramic tiles from a teen program about a year ago, so I decided coasters would be a great way to utilize both items. The patrons produced some really beautiful work.

Candy Corn Button Art – 11/25/2019

Jenna DiSandro writes – “Candy Corn Button Art was the final program I did in November. I had a smaller turn out since it was on a Monday night, but the ten patrons that could be there had a positive experience!”



Minecraft Monthly Report – Agnes Babinski

Minecraft Club: While some of our sessions were a little quiet, overall the attendance to session ratio is about the same we had last year (with 4 fewer sessions.) The drop off is usually due to the holidays.

Specialist Highlight – Agnes Babinski

Work on the Star Wars event actually started late October, we went through designs and started ordering the cardboard, canvas, piping etc. The cardboard came in around the 7th, so that is when the hard work started. We enlarged the cardboard sheets by an extra half-sheet of material, and then I started cutting out shapes for the backdrops. The cutting part was probably the easiest, a lot of it was free hand and I managed to knock those out pretty quickly. By the 16th, I had all the base sheets done, and the biggest pieces already cut. There was a trip to Walmart to pick up acrylic paints to supplement our supply and the painting began. Debra was instrumental in completing the light-side/dark-side backdrops! Jay and I also spent a little time making a few selfie props, they were printed on cardstock, laminated and then glued to a wooden skewer.

I got a lot of help from Ericka, Jay and Debra in getting those backgrounds painting, and some of the pieces as well. Jay also painted the canvases once those were sewn and on their pipe frames. John Hodur was also incredibly helpful in purchasing the PVC pipes, and in getting those cut for us, I'm not sure if I would have been able to find the time to go down there to do it myself!

Librarian Highlight – Jay Purrazzo

This month I was able to lay the groundwork for several programs. I spoke to our local SCORE group about setting up a monthly workshop with speakers, starting this March. I was able to get in contact with someone from the park district about doing some outdoor awareness programs around May. In addition, I got in contact with a local dojo about doing a presentation. There is some overlap with the HEMA programs we had and we may get a similar turnout. Contracts will be sent out shortly, which should be within our December 13th deadline. I attended the South & West Suburban Business Networking Group that was held this month at the Westmont Public Library. It was good to hear what other librarians in similar positions were doing for both programming and resources awareness. I came away with many good ideas for future programming. I completed two blog posts this month, one on useful databases available to patrons and the other was a book review of the Chinese fantasy epic, *A Hero Born* by Jin Yong.

Librarian Highlight – Erika Edwards

This month, I wrote 2 blog posts - "Books Written During NaNoWriMo" and "A Librarian's Unpopular Opinion on eBooks". I am now the contact person for the adult book clubs, Communications will now contact me with anything they need regarding the book clubs. I met with Christina T. and others from CMTSD to plan for book displays for 2020. I will be contributing to several displays in 2020. I was trained on how to make record sets and change the status of books so that I can now add to book displays as needed.

Specialist Highlight – Nelly Ambriz

I was heading into unfamiliar territory with programming. I have no prior experience. Maureen was super helpful and she gave me a crash course in everything I would need to know to be successful with my task. It was a challenging subject and she answered a lot of my questions. I have also asked Tony and Becca any questions that I may have forgotten to ask Maureen.

From the Computer Commons – By Diana Schneidman

I assisted a patron who was experiencing problems with their Gmail account and smart phone. The patron could not remember how to access Gmail account and her phone was broken. She needed a document identifying her dog as an emotional support dog. I helped her create a new email account and fill out the online application.

From the Vortex – By Jenna DiSandro

School was in full swing so the Vortex was constantly busy. November is international games month, so I got to host trivia night and help out with the Smash Bros Tournament. I hosted the less exciting Connect 4 Tourey, but it was still good fun. The following week, I worked in the studio with a few tweens who shared an affinity for Doctor Who. Nicki lead the program, she taught us how to use the t-shirt press and helped the tweens make their very own Tardis shirts! It was a smaller program due to the incimate weather, but the kids had a really good time.

From Joyce Arellano’s report

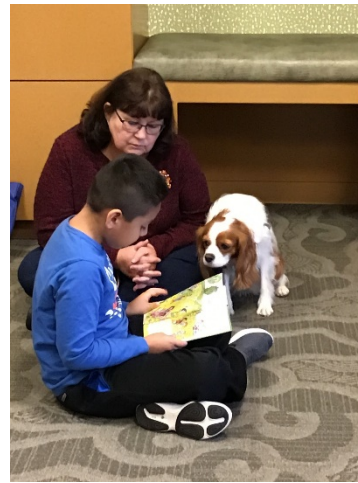
Children Services



Monthly Overview of Children’s Services: November was a big month for celebrations! We highlighted National Adoption Month with a special event and display honoring forever families. We celebrated Family Reading Night with an interactive concert featuring Grammy nominee and author Justin Roberts. In time for Thanksgiving, the new play kitchen donated by the Friends of Fountaindale made its debut in the Baby Park playhouse. Librarian Sarah D. celebrated 15 years of service at Fountaindale on November 29.

READING & WRITING

Paws to Read (51: 26 readers, 25 adults) “We had 4 dogs Charlotte, Hazel, Lilly, Spirit. With the additional dog, a few children were able to read more than once because they had such a good time. The Paws to Read handlers came in with Stuffed Dogs courtesy of PetSmart, so each child received a stuffed dog, bookmark, sticker, and a lollipop for reading. I love being involved in this program, it is wonderful watching the children interact with the dogs.” *Rosemary B.*



Writer's Club: Journals (5) "The kids and I had so much fun creating our journals. They really took to the writing prompts creating new ones of their own. We used *Wreck this Journal* as a template and the kids did not disappoint." *Chris Z.*

HOLIDAYS & CELEBRATIONS

Forever Family Celebration (29) "The families filled out hearts and hands with words that adoption means to them. Through the slideshow, I demonstrated what Fountaindale has to offer. I talked about the "lucky day" collection, the special carts, the hold shelf, the drive-thru. I brought in the adoption display and answered questions about the books in the "forever family" display. They enjoyed getting to know one another and finding out all of the things they have in common." *Kathy B.*



MOVIES, MUSIC & ENTERTAINMENT

Family Reading Night: Justin Roberts Family Concert (41) “Justin Roberts put on a great show! My favorite family was a family of five that had all of Justin’s CD’s. Grandma had purchased them all for them. They went up to him after the show, and the 5-year-old wanted to know what song would be good to learn on the ukulele. Before he left, he asked if someday he could perform with Justin when he got bigger. It was very sweet!” *Debbie S.*



Mini Movin’ and Groovin’ (3 programs, 110 attendance) “We were talkin’ TURKEY. When we sang *Down on Grandpa’s Farm* we used puppets to act out all of the sounds. *Turkey in the Straw* is an oldie but goodie, and we used tambourines for a little extra.” *Kathy B.*

STEAM & LEARNING FUN

Adventures in Homeschooling: Ecuador (2 programs, 98 attendance)

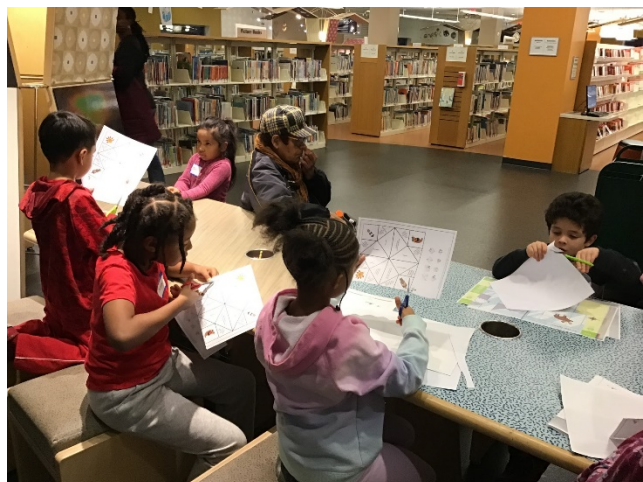


“We virtually traveled to Ecuador this month. We found out that they play a game much like our hopscotch so I made four hopscotches from the colored masking tape. It was fun to see the families rediscover this game. We had families tell us the kids went home and played at home.” *Debbie S.*

“We talked about the equator and how the hours of the days are even and make little change throughout the year. One mom approached me on Wednesday thanking us for bringing hopscotch back to us. It is a great inexpensive game that everyone can play virtually anywhere.” *Kathy B.*

A’s Tutoring Club (3 programs, 10 attendance) Amudha and the tutors have been very pleased with the turnout for this program. They have begun incorporating activity worksheets for children who have been attending each week to build upon what they have already learned. They will take a break in December and resume tutoring in January.

Mini Adventures Around the World: Ecuador (2 programs, 42 attendance) Children enjoyed “a puppet show, stories, finger puppet and butterfly craft.” *Rosemary B.*



Mini Math Monsters (3 programs, 36 attendance) This month children learned about time, word problems, and decoding & patterns. During the word problems session, “First activity was coloring each triangle on a page. Kids had to listen and remember what to do to figure out the answer to the riddle. We then did an activity called *On a Treasure Hunt*. The kids had to listen carefully to instructions to find the hidden treasure. We then did another similar activity in which they had to move a penguin along a grid to his igloo by following our directions. We then helped the kids make Thanksgiving joke cootie catchers. This activity took a little longer than planned, but the kids really had fun with it and were telling each other jokes soon after making them. We then took the kids into the storytime room where we had placed three BeeBot mats out. The kids took turns on the mats, programing the BeeBots to maneuver around. Kids went home with a themed activity packet and a treat out of our box.” *Susan F.*

Roots: Carter G. Woodson & Ida B. Wells (15) The group discussed influential journalists Carter G. Woodson and Ida B. Wells, then played a game of “Fact or Fake Headlines.” “Had a fun time with the presenters from Roots! It was such a low maintenance program for something that is informative and a great resource for the community.” *Melisa M.* “Roots went really well today. Nice crowd! The game was a hit with the kids.” *Judith Davis*

STEAM Family Workshop (28) “I once again had great volunteers to help me present this program! I put the Bee-bots out with the mats. The teens helped the kids pick a spot on the mat and program the Bee-bot to move to the destination. They made a robotic hand out of cardstock, straws and ribbon. We had them try to make the hand make the gestures for ‘okay’ and ‘I love you.’” *Debbie S.*



TechnoKids: Escape Room (14) “I had a ton of fun doing the escape room with the kids. This particular escape room did not have a theme instead I was interested in showing them the basic elements of an escape room such as time management, teamwork, and problem solving.” *Melisa M.*



JUST FOR TWEENS

Tween DIY: Tote Bags (6) We teamed up with Studio 300 to offer this fun maker program. “The tweens searched for a silhouette image online and saved it to a flash drive. The vinyl cutter produced images, and the tweens peeled off the negative space in the design with sharp tools then used the heat press to stick the images permanently with the tote bags. They were very pleased with the results!” *Sarah D.*

Tween DIY: Cocoa Mix (8) “The recipe made a little more than was needed to fill the jar. This was just about the right amount of activity to allow time for clean-up afterwards. Some of the kids made the recipe last year, so I am pleased that they wanted to come back and do it again!” *Sarah D.*

STORYTIMES

Polish Storytime (4) “I broke my storytime into three separate themes. The first part of storytime was about teddy bears. The second theme of our storytime was Family. Our last theme was Being Thankful. After the story, I had the kids share what they were thankful for. I could tell the parents were very grateful to hear what their kids are thankful for. We ended storytime with the disco ball and bubbles, which the children were super excited about.” *Marta M.*

Sensory Storytime (12) “Our theme this month was Thanksgiving/Being Thankful. After the story, I gave each child an opportunity to share something that they are thankful for. Parents really liked hearing what their children were grateful for. For our sensory activity, the children made turkey pictures. I provided the children with Ellison turkey cutouts, feathers, googly eyes, foam leaf stickers and markers. I encouraged the children to use their imagination to create their own turkey pictures. We discussed the texture of the feathers and foam leaves. The children said that the feathers were very soft and tickly, and they even went around tickling each other with them. I could hear many giggles throughout the room.” *Marta M.*

Public Service



Baby Park Play Kitchen: After receiving many requests from patrons to enhance our play space, we added a new play kitchen in the Baby Park house, courtesy of the Friends of Fountaindale. The kitchen also comes with toy plates, utensils, and food. Andreea D. brought the kitchen in the Storytime Room for one session of Diez Deditos. We’ve received many happy comments from thankful patrons.

Stories of the Month:

“Some patrons are going for the big prizes in My Library Rewards. Patron asked assistance recording her points into the system. For some reason her last check-out didn’t record the points. She said that her goal is to reach 500 points. These will give her one month of free TM Martial Arts classes for her son. The Ninja-in-training package includes one month unlimited classes, uniform, nunchucks, plus two semi-private lessons. She said it is going to be a big surprise for her son who has been asking to do martial arts for a long time.” *Andreea D.*

“Grandma comes to the library with one of the adult daughters K., who has special needs and likes to read fiction books from our collection. Last night K., and grandma were at the library selecting books in our department. I asked grandma how K is doing and her face lit up with happiness and she said: “Mrs. Andreea I am so happy to tell you that K., just started a job! This is her first job at Walmart and she is very happy and likes her job very much! Do you remember the books you recommended about how to pass a job interview? We practiced these interview questions from the book with her and she got a job! With these books we practiced at home some key questions like what are your strengths and weaknesses, why do you think you will be good for this job, etc. She finally got over her emotions and answered the questions correctly and got a job! This job does so much for her emotionally she feels useful and accomplished.” *Andreea D.*

Other

Congratulations to Children’s Services Librarian Sarah for 15 years of service! Sarah is CSD’s go-to person for reader’s advisory and help with complex reference questions. In her 15 years at Fountaindale Sarah curated the “Opening Day Collection” of the new building, offered programming for tweens, prepared and launched our American Girl & Barbie Doll Collection and more. She has created hundreds of displays to promote the collection, and on many occasions the displays have resulted in books circulating for the first time. Sarah is an advocate for literacy and inclusivity, a champion for diverse books, and she always has her finger on the pulse of youth literature and trends. Thank you, Sarah, for 15 years of service!

From Amina Ali’s report

Circulation Services Department Summary

- This month we hired two new Aides, Dawn S. and Amanda S. Circulation also hired a new Specialist, Ruth M.
- Most of the Specialist and Lead Specialist team attended the Roku Training.
- We prepared materials with the Fines Free Task Force to bring a new policy for approval to the Board in December.

Circulation Statistics

New Patrons Registered	201
Holds Pulled From Shelves	5,059
Incoming Rails Bins	236

Snags Resolved	56
Snags Retrieval Material Amount	\$1,682.98

Drive Up Statistics	
----------------------------	--

Total Visits (November 2019)	Previous Month (October)	Previous Year (November 2018)
729	743	814

Drive Up Statistics Summary

- We had **729** visits (pick-ups) at the drive through this November, which is down from **743** in October.
 - This amounts to 1.88% **decrease** from last month.
 - Also, total visits were down **10.44%**, a **decrease** from November of last year (**814**).
 - And we had an average of **24.3** visits per day this month, down from last month (**28.3**).
- The busiest day was **Tuesday the 26th** with **45** total visits.
- The busiest time period was **3-6**, with **284** total visits throughout the month.

Total In-House Circulation (November 2019)	1,885
---	--------------

From Marianne Thompson's report

Outreach Services

ADULT VOLUNTEERS: Two volunteers worked for four hours during November. We currently have 22 adult volunteers, and 1 to schedule for an interview.

ACTIVITIES:

Rockin Reading Race 2019 Results:

SCHOOL	# MINUTES READ	# STUDENTS
St Dominic School	127,950	121
Independence	102,090	208
BJ Ward	94,680	228
Jonas Salk	51,360	148
Pioneer	47,400	152
Tibbott	21,450	68
Jamie McGee	18,540	58
Wood View	10,350	33
Oak View	9,390	30
Midwest Christian Montessori	960	3
TOTALS	484,170	1049



Congratulations to St. Dominic School, first place winner; Independence Elementary School, second place winner; and BJ Ward Elementary School, third place winner.

In 2018, we had 922 students participate, reading 388,085 minutes. In 2019 we increased participation by 13.8%, and minutes by 24.7%. A huge THANK YOU to Carolyn Boyer, Melissa Luce, & Marleigha Evans for their great work to get this all compiled, packed, and completed so quickly!

Family Support Day: Normally Outreach attends this annual event at Bolingbrook High School. Due to two staff scheduling, Nancy graciously agreed to attend in our place. She had 102 visitors come to her table. The coordinator of the event sent an email to the vendors, letting us know that 123 families attended the event, serving 289 children.

Laura: Homeschool Adventures ST



**From Laura:
The Learning Experience**

My favorite event of today was when one of the new (to Learning Experience) teachers came up and gave me a hug when I arrived. I asked what that was for and she replied "if it wasn't for you, I would be at home receiving unemployment!" This was because I knew her from Creative Children and when it was closing, I let the owner of Learning Experience know that these

teachers would need jobs soon and he hired 4 of them!! Makes me so happy 😊 Also, the new director gave me her list of all of their teachers so they can get library cards.

Panera

Excellent group today! A mix of older kids (5th grader! 3rd grader!) and preschoolers who all braved the nasty weather/driving conditions to come out for storytime with Ms. Laura.

From Carolyn:

This was a very busy month. I was able to do deliveries to homebound patrons a few times both with Marianne, and on my own. I also made pre-school book visits driving the van, and Marianne introduced me to some of our preschool partners for the first time. It was great hearing all the thank-you's from our homebound patrons and how much they appreciated the service we provide.



From Cindy: At Tibbott, Cindy found these in the teacher's lounge. They are collecting donations for the library's micropantry.

Created and decorated a new bulletin board for CSD based on the puppet show I'm doing in November, Stone Soup. I have also filled a rolling cart with variations of the story, cookbooks and supplies for the kids to make their own bowl of Stone soup to share. I

drew a sheet of vegetables (see photo) with both Spanish and English for the kids to color and cut out or inspire them to do their own thing.



At the Kindness Planning Committee, I discussed what role I would take for the kindness day, find out what Outreach patrons might need for staff to prepare on kindness day in May. Contact local organizations for an area where they would set up a table at the kindness event in May where our patrons can sign up to volunteer, or if they cannot attend get materials for a table. Request a speaker from Feed My Starving Children, and also work on crafts for that day. I suggested the kindness painted rocks.

From Melissa:



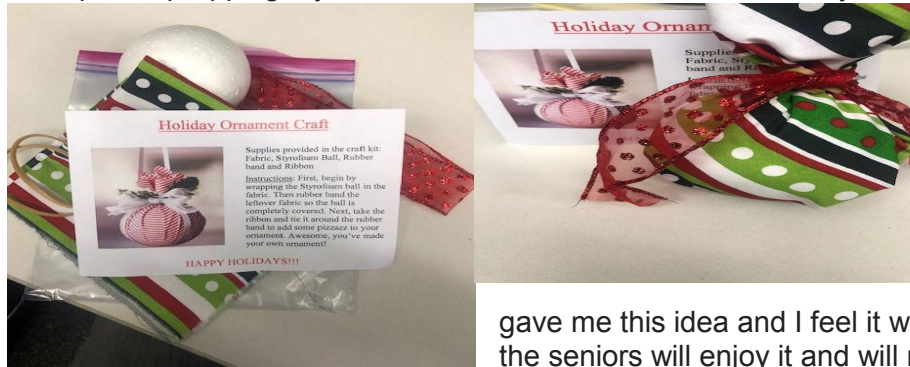
On November 4th, I went to Revere court to do programming with the residents. I talked to the residents about Dia De Los Muertos. I showed the residents pictures of sugar skulls and a woman dressed up with the day of the dead makeup. I then read the story called, *Thank You, Sarah!!!: The Woman who Saved Thanksgiving* by Laurie Halse Anderson. I then made a Thanksgiving craft with all the residents.

On November 20th, I went to Westbrook Christian Church to do a storytime for the homeschool preschoolers. The theme they gave me was Native American foods. I was able to find a book about fry bread. I brought several plastic toy foods with me and I had the children choose which food they thought the Native American's would eat. We had fun with this activity. We discussed what types of foods we eat around Thanksgiving. I used the flannel board to do a rhyme about a turkey. I handed out colored feathers to the children and when I called out a color, the children came up to put their feather on the turkey. I also read a book about the first Thanksgiving. I played a Native American drum song. I had the children tap their hands on their legs to the beat of the drum.

From Marleigha:

I tallied the minutes for the Rockin' Reading Race. This was an easy task, but it did require a lot of focus and counting. I was able to get most of the tallying done in about 3 days. The top 3 schools were: St. Dominic's, Independence and BJ Ward. Once I finished tallying the minutes, I then began working on counting and sorting the prizes for all the schools. I sorted the prizes, which included a Portillo's coupon, a pencil, a sticker, a bookmark and a certificate. Not only did each student who participated win these prizes, but the schools also won books for participating. I believe this program is awesome because many students spent a lot of time reading, which is truly fundamental.

I completed prepping my Craft #4. This is the final Home Delivery craft for the year. I really



enjoyed completing this goal and I know the patrons enjoyed receiving and completing the crafts throughout the year. The final craft was a DIY Holiday Ornament. My supervisor, Carolyn,

gave me this idea and I feel it worked out perfectly. I hope the seniors will enjoy it and will not have a hard time constructing it. I provided the seniors with instructions for this craft as well.

From Dennis:

November has been a busy month in the Outreach Department. Between the holidays and us being short staffed, everyone has been stepping up to keep things running smoothly. Luckily everyone in the department is a team player and we were able to pick up the slack. The Circulation staff have been helping out a lot with working with us at our stops along with assisting with shelving.

REPAIRS & MAINTENANCE OF OUTREACH VEHICLES:

Nov 6 – Van oil change
Nov 8 – Bkm oil change
Nov 25 – Vehicles cleaned

Building Operations (Tasos Priovolos)

We interviewed for the open Building Security Monitor position and extended an offer to a returning staff member. Andre Burton will be returning as a Building Security Monitor in the beginning of December.

Construction continued to the new 2nd Floor meeting room. Final items have been installed and a final inspection has been scheduled with the village. Final walk-thru will be scheduled the first or second week of December.

Our insurance cooperative conducted a safety walk-thru of our building. This walk-thru identifies any safety deficiencies within our building and provides recommended solutions to these deficiencies.



We have installed digital room signage throughout the building. These digital signs automatically update the scheduled events in the meeting spaces.

Tasos attended the RAILS Facilities meeting which meets quarterly. This is a great opportunity to discuss trends in facilities management with other libraries.

Met with our concrete vendor to discuss adding concrete to emergency exit #2. During our facilities assessment, this area was defined as a deficiency due to the size of the area immediately outside this exit.



ZENDESK -

In November, 54 new maintenance tickets were created, and 56 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

Staff Updates

The department welcomed two new additions this month:

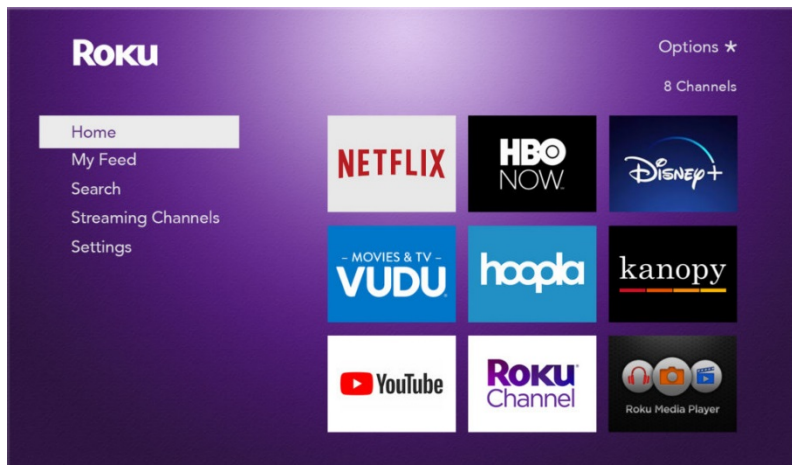
- Kate Strickland, a current FPLD employee has transferred to our department from Circulation, joins us as a CMTSD Aide reporting to Lynnette Hopwood.
- Julie Walker, a former FPLD employee previously in Circulation, joins us as a CMTSD Aide reporting to Jacob Luce.

Rokus

We launched our newest specialty collection this month, Roku Ultra Media Players! The Fountaindale Rokus are pre-loaded with Disney+, Netflix, HBO Now and Fountaindale's very own curated digital movie collection accessible through the Vudu app. The Rokus also feature Hoopla and Kanopy, two of our library subscribed digital media platforms.

A Roku Task Force was formed under the direction and charge of the Collection Usage Committee. Roku Task Force members include Adriana Alvarez (Studio 300 Assistant Manager) Nathan Peddicord (IT Technician), Jay Purrazzo (Adult Services Librarian), and myself, Christina Theobald (Collection Management & T.S. Manager).

For two months the Task Force worked to test, prepare, package and catalog the Roku for circulation. We also provided eight comprehensive training sessions for library staff. The Roku officially began circulating on November 25th. So far, all feedback from patrons and staff have been very positive.



Continuing Education, Trainings & Orientations

- Nov 4 – Polaris Record Set and Display Training for Erica Edwards, ATSD (Christina, Lynnette)
- Nov 4 – CMTSD Orientation for John Hopkins, BOD (Christina)
- Nov 6 – Find More IL Webinar (Christina)
- Nov 12, 18, 20, 21, 22 – Roku Training for ATSD and All Staff (Christina)
- Nov 14 – Polaris Workshop: Leap Basics (Dawne, Chris)
- Nov 26 – CMTSD Orientation for Gerardo Marroquin, BOD (Christina)
- Nov 26 – Webinar: Reaching New Heights: Winter/Spring Titles for Young Readers (Brett)

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,311	vs.	DVD	12,726
CD Audiobook	835	vs.	Playaway Audiobook	773

Special Collections

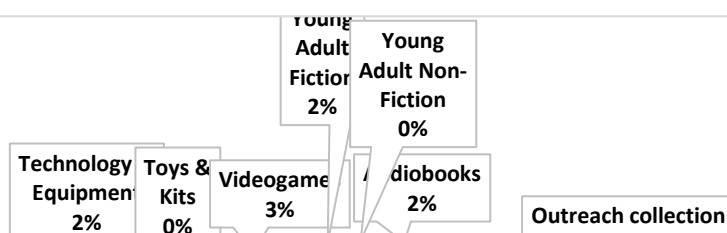
Collection	Circs
Lucky Day	830
Mobile Hotspots	56
Dolls	58
STEAMboxes	20
Roku Media Players	10

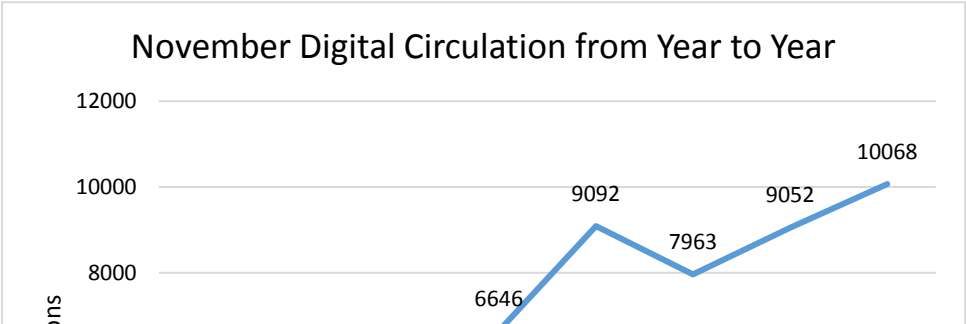
Comparison of Physical Collection Circulation

November 2018 to November 2019

Collection Categories	Nov 2018 Circs	Nov 2019 Circs	Change	% Change
Adult Audiobooks	992	772	-220	-22%
Adult Bookmobile Collection	272	279	7	3%
Adult Fiction	4175	4067	-108	-3%
Adult Non-Fiction	4505	4044	-461	-10%
Foreign Language Adult	181	145	-36	-20%
Foreign Language Juvenile	595	704	109	18%
Foreign Language Young Adult	19	9	-10	-53%
Graphic Novels	2285	2635	350	15%
Interlibrary Loan	301	302	1	0%
Juvenile Audiobooks	397	436	39	10%
Juvenile Bookmobile Collection	2426	2347	-79	-3%
Juvenile Fiction	4868	4303	-565	-12%
Juvenile Non-Fiction	4386	3706	-680	-16%
Large Print	729	590	-139	-19%
Local Author Collection	6	8	2	33%
Magazines	977	639	-338	-35%
Movies	11462	11075	-387	-3%
Movies - Juvenile	5312	4356	-956	-18%
Music CDs	2021	1320	-701	-35%
On-The-Fly	12	10	-2	-17%
Picture Books	10066	8851	-1215	-12%
Reference	10	12	2	20%
STEAMboxes	32	20	-12	-38%
Studio 300 Collection	2494	2898	404	16%
Technology & Equipment	1060	992	-68	-6%
Technology & Equipment - Juvenile	171	162	-9	-5%
Toys	110	95	-15	-14%
Videogames	1879	1691	-188	-10%
Young Adult Audiobooks	92	66	-26	-28%
Young Adult Bookmobile Collection	13	10	-3	-23%
Young Adult Fiction	1122	896	-226	-20%
Young Adult Non-Fiction	260	233	-27	-10%
TOTALS	63230	57673	-5557	-8.8%

November Circulation Physical Collection





**Comparison of Digital Collection Usage
November 2018 to November 2019**

Digital Platform	Nov 2018	Nov 2019	Change	% Changed
OverDrive eBooks	1671	1921	250	14.96%
Hoopla	1218	1444	226	18.56%
OverDrive eAudio	1278	1494	216	16.90%
PressReader	0	196	196	
Freegal Music Downloads	226	405	179	79.20%
Tumblebooks	1251	1345	94	7.51%
Kanopy	101	168	67	66.34%
Rbdigital Entertainment	0	67	67	
eRead Illinois eAudio	43	107	64	148.84%
eRead Illinois eBooks	109	145	36	33.03%
cloudLibrary eAudio	122	150	28	22.95%
GVRL eBooks	52	78	26	50.00%
cloudLibrary eBooks	322	347	25	7.76%
BookFlix	31	54	23	74.19%
cloudLibrary Shared	472	481	9	1.91%
World Book eBooks	140	143	3	2.14%
Rbdigital eMags	596	594	-2	-0.34%
Biblioboards	41	4	-37	-90.24%
Rbdigital eAudio	105	62	-43	-40.95%
Freegal Music Streaming	1274	863	-411	-32.26%
Totals	9052	10068	1016	11.22%

For **November 2019**, digital circulation was **14.9%** of the library's total circulation.

Digital Content Fast Facts - November 2019

Overdrive

- There were **4,647 unique users**, which is a **13.4% growth** from last November.
- **eBooks** accounted for **58.2%** of checkouts, while **eAudio** accounted for **41.8%**.
- **87.4%** of checkouts were for **Adult** titles, **6.8%** were for **Young Adult** titles, and **5.8%** made up **Juvenile** titles.
- During the month, PLC yielded **8,437 active holds** and **20,555 total checkouts**.

cloudLibrary

- There were **200 active users** in the month. **Of those, 18 are new patrons**.
- **86.38%** of checkouts were **Adult titles**, **8.03%** were **Young Adult** titles and **5.6%** were **Juvenile** titles.
- **Pay Per Use eAudio** program yielded **28 circs** from FPLD and **54 circs** from LMPL.

eRead Illinois/Axis 360

- There were **103 active users** for the month, **20** of which are **new users**.
- **eBooks** accounted for **57.5%** of checkouts, while **eAudio** accounted for **42.5%**.

Hoopla

- There were **1,444 total circs** borrowed by **365 patrons**. The **average number of circs was 4 circs** per patron, with 44 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **47%** of all circs, followed by **eBooks with 23%**, **Movies/TV with 15%**, and **Comics with 8%** of circs.
- **Adult Fiction** was the most borrowed category, accounting for **50%** of all circs, followed by **Adult Non-Fiction with 30%** and **Juvenile Fiction with 12%**.

Kanopy

- The **most popular videos** in November were: *Brighton Rock*, *Hip Hop*, and *The Rules of the Game*
- Our patrons played **168 distinct video titles** and **362 video plays**.
- The site was **visited 1,319 times** and received **1,690 page hits**.
- There were **50 active users**, of which 5 used all 10 video plays.

Freegal

- This month yielded **405 music downloads** and **863 songs streamed**.
- The month's top **streaming music genres**: Rock, Pop, R&B, World Music, Classical
- The month's top **downloaded music genres**: Pop, Holiday, Classical, Rock, Country

Physical Items Added and Withdrawn

Physical Items	Nov 2019 Added	Nov 2019 Withdrawn
Adult Audiobooks	43	1
Adult Bookmobile Collection	98	787
Adult Fiction	993	1019
Adult Non-Fiction	290	442
Foreign Language Adult	37	3
Foreign Language Juvenile	49	3
Foreign Language Young Adult	0	18
Graphic Novels	132	19
Juvenile Audiobooks	3	26
Juvenile Bookmobile Collection	211	331
Juvenile Fiction	176	467
Juvenile Non-Fiction	88	1177
Large Print	97	15
Local Author Collection	16	0
Magazines	190	21
Movies	704	189
Movies - Juvenile	130	83
Music CDs	90	22
Picture Books	361	43
Reference	0	0
STEAMboxes	0	0
Studio 300 Collection	0	27
Technology & Equipment	19	11
Technology & Equipment - Juvenile	6	3
Toys	0	0
Videogames	63	127
Young Adult Audiobooks	1	196
Young Adult Bookmobile Collection	1	1
Young Adult Fiction	25	833
Young Adult Non-Fiction	92	248
TOTALS	3915	6112

Acquisitions

- Purchase Orders created and released: 77
- Purchase Orders closed out and received: 57
- Invoices Paid: 284

Processing & Repair

- New cases: 164
- RFIDs/Stingrays: 41
- Repairs: 27
- New artwork: 10
- Stolen: 2 reports
- Disc repairs: 122
- Processed (spine & pocket): 1516
- New stickers: 917
- Discard & de-processing: 4813
- Playaway battery covers: 3

Total: 7613

Interlibrary Loan

262	Items Received for our patrons <ul style="list-style-type: none"> • 184 items from IL libraries • 78 items from out of state libraries
174	Items Sent out to other libraries <ul style="list-style-type: none"> • 81 to IL libraries • 92 to out of state libraries • 1 to XYZ libraries
382	Items requested by our patrons this month <ul style="list-style-type: none"> • 353 submitted in OCLC • 22 items were too new to request • 4 were available in Pinnacle • 3 were out of country only
278	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 132 from IL libraries • 146 from out of state libraries

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	12,366 Up 966 items 10.61%	1,962 Down 2,233 items 11.62%	12,842 Down 1,367 items 11.91%	27,170 Down 3,080 items 11.26%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	266 Up 15 items 2.15%	508 Down 200 items 25.89%	1,423 Up 353 items 11.08%	2,197 Down 27 items 8.09%
Grubby - Items that have circulated <u>75 times</u> or more CHQ Recommendation: less than 10%	10,419 Up 93 items 8.94%	892 Down 10 items 5.28%	11,607 Down 679 items 10.76%	22,918 Down 669 items 9.50%
DOA Items that have been added to the collection in the last 18 months, and only circulated less than 2 times. US average 16%	2,586 Up 500 items 17.25%	638 Up 45 items 31.84%	1,636 Up 388 items 18.40	4,860 Up 942 items 18.77%
Turnover November 27, 2018 to November 25, 2019	2.07 Turnover	1.98 Turnover	2.65 Turnover	2.32 Turnover

NextReads Newsletters

Subscribers	10 New	0 Unsubscribed	0 Bounced
Newsletters	<ul style="list-style-type: none"> 546 Items clicked open November 2019 Movies highest clicks (398!!) 	24.82% Mobile Views	75.18% Desktop Views
Emails	<ul style="list-style-type: none"> 1,174 Sent 36.03% opened 	Highest Subscribers - New York Times Fiction Bestsellers (72)	Highest Unique Opens – Thrillers and Suspense 29 opens

Displays

Lobby Tree

- Strange but True (54)

Lobby Display

- Staff Picks (135)
- Lucky Day (830)
- Veteran's Day (38)
- Holiday Cooking (52)

2nd Floor

- Hallmark (218)
- Christmas DVDs (392)

3rd floor self-check

- At Least One Explosion (5)
- Black Friday (9)

Holiday

- Thanksgiving (181)
- Christmas Movies (253)
- Picture Book Month (151)

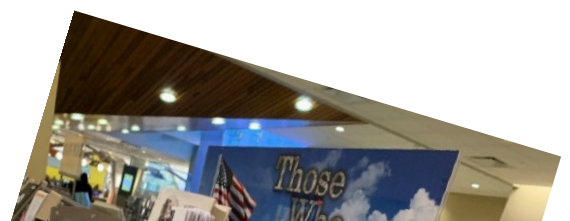
Yellow Wall

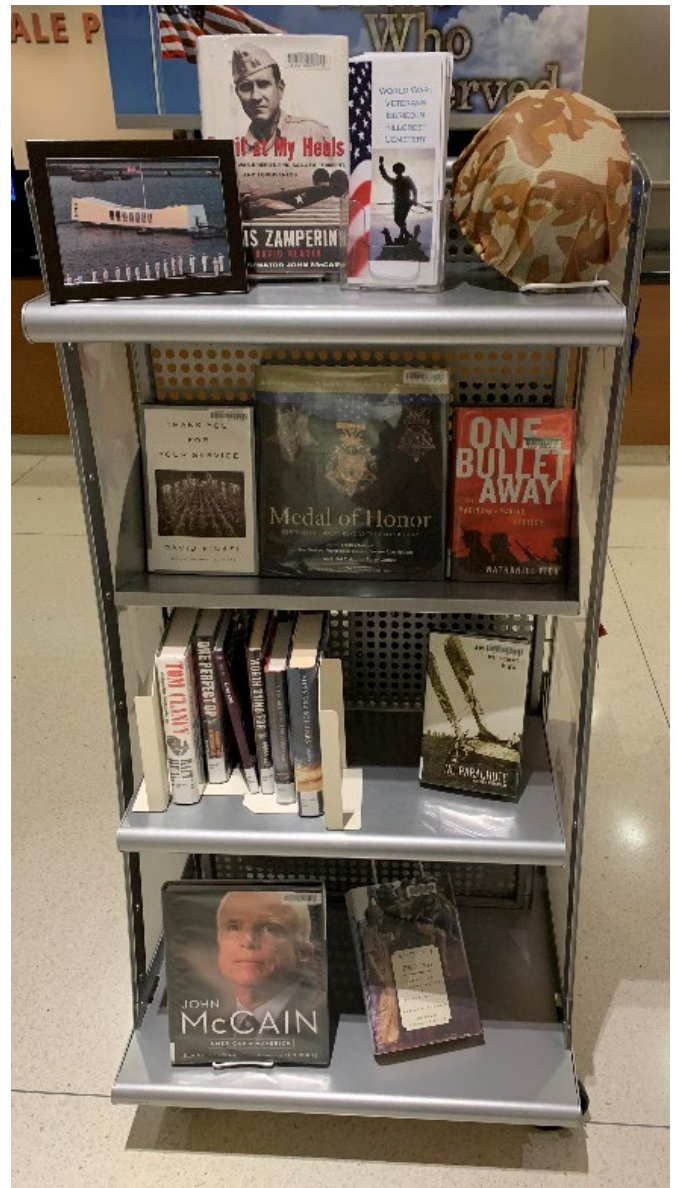
- Step Into Reading (160)

Lobby Popup

- Dinovember (39)
- Frozen 2 (62)
- Star Wars Day (18)

Star Wars and Dinovember Displays





Thanksgiving Cooking and Veteran's Day Displays

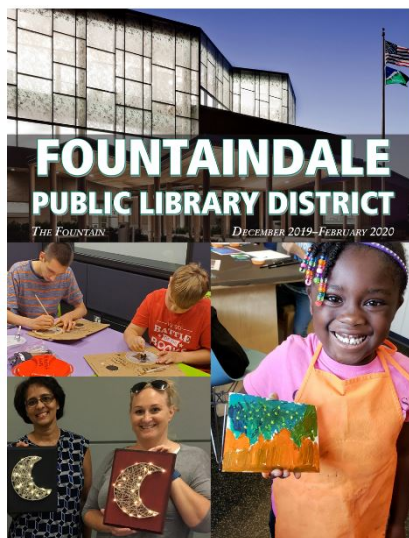
Communications (Melissa Bradley)

Communications General Updates

- In the 10 days that our collection-focused Google ads were live in November, we had 11,600 impressions and 1,010 clicks on our collection subpages.
- Melissa applied for the RAILS' My Library Is... Grant to request funds for the 2020 Bolingbrook Kindness Day event.
- Steven spent much of the month reviewing, proofreading and posting blog posts to our new [blog](#).
- Sabrina designed the collateral for our upcoming Winter Carnival, updated our eResources rack cards, comment cards and policy brochures and created this really fun Black Friday ad for social media.



- PATRON STORY: The father of the girl featured on the winter cover of *The Fountain* called Melissa to thank her team for using her photo. He said people in town have been calling them and they took several copies to give to friends and family.



Media

- We were mentioned in [The Herald-News'](#) story about local book clubs.

Social Media Paid Ads

- The November is Picture Book Month paid ad ended. The ad ran November 2–30. We spent \$30, which reached 815 people and had 18 post engagements.

Social Media Metrics

- Facebook Metrics
 - 22 new people liked our page
 - 1,024 people viewed our page
 - 49,864 people saw our content
 - 16,464 people saw our content because a friend shared, liked or engaged with it
 - 3,230 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 4 new followers
 - 163 page views
 - 10,200 tweet impressions
- Instagram Metrics
 - 31 new followers
 - 385 post likes
 - 16,600 impressions

Email Marketing Metrics

- 29 emails sent (This includes weekly blog email roundups)
- 192 new subscribers (This includes blog subscribers)
- Average open rate: 54% (industry average is 19.85%)
- Average click rate: 27.52%

Finance (Jennie Nguyen)

Highlights

- **Bond** – Worked throughout the month providing and preparing information to and from PMA to ensure bond compliance requirements.
- **Publication** – Prepare the Statement of Receipts and Disbursement, Vendor's Report and Payroll report for publication according to the legal timeline.
- **Unclaimed Properties Report** – Worked with Nancy to compile the list of unclaimed properties to be reported to the Illinois Treasurer's office. The Library had consulted with our attorney in regards to the legal requirement of the patron letter notification before the report and funds are to be sent to the State.
- **FOIA Requests** – The Library received three FOIA request within the month of November.

- **Legal Publication Certification** – Contacted the Bugle Newspaper for additional copies of the Maintenance Ordinance for 2018 and 2019 to maintain copies on file after filing Will and DuPage County. Both counties requires original copies of the publication certification and newspaper clippings.
- **Notary Services** – Allyse coordinated with Nancy to obtain notary registration, bond insurance, supplies and training for the public service department staff members. This is in preparation for the upcoming notary services that the Library is planning to offer to our community.
- **IL Tax Exemption Certificate** – I had contacted the IL Revenue Services in regards to the renewal of our IL tax exemption certificate. The State reflects that our certificate was valid until March 2020, not January 2020 as listed on the certificate. The State was willing to send us a certificate to reflect the March 2020 expiration date as they understood many of our vendors may be already requesting an updated copy of our certificate.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations.

Training

- 11/13/2019 -IAMMA/IGFOA Half-day Training – Reimagining Leadership – Nguyen
- 11/07/2019 – Wintrust Online Bank System Training – Nguyen, Schiller

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult Services Programming Librarian
- Finance Specialist (2 positions)
- Outreach Services Manager

New Employees:

- Julie Walker, CMTSD Aide, 11/25

Change in Position:

- Katie Strickland, Circulation Services Aide, changed position to CMTSD Aide, 11/18

Training and Development

- FMLA & ADA Game Changers; Compsych Webinar; Lea
- An Exercise in Empathy: Exploring and Enhancing Your Candidate Experience- Webinar; Lea
- HR Source Roundtable for Libraries; Lea
- DuPage SHRM Meeting; Noey

Youth Services Managers 1-Day Symposium

- Lea met with Lisa Haack, HR Manager, Arlington Heights Public Library to prepare for “Coaching and Counseling Staff” presentation; part of the one day Youth Managers symposium, held December 13 at Eisenhower Public Library.

Policy Review;

- Reviewed Anti-Harassment and Anti-Discrimination Policy with Paul Mills to make sure our policy is compliant with the Workplace Transparency Act (WTA) that goes into effect January 1, 2020.

Information Technology (John Matysek)

- During the month of November 83 new help desk tickets were created by FPLD staff, and 83 new or existing tickets were solved by IT staff.
- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.
- Met with vendor ITsavvy's engineer who will be performing the work to upgrade the library servers Windows operating system, VMware virtual environment, and physical server firmware/software to current versions, to discuss system access and timing.
- Along with multiple FPLD staff, attended a training session regarding the new Roku Ultra streaming devices available for circulation to patrons.
- Met with vendor ITsavvy to discuss options for replacing the library's Cisco IronPort Web Security appliance, which will no longer be supported by Cisco in the coming year.
- Worked with vendor ITsavvy to cutover the two Domain Controller servers to new Windows Server 2019 versions.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendors ITsavvy, Bibliotheca, and Heartland, to troubleshoot and correct IP related issues with the self-check units and their associated credit card readers.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, started working with vendor Bibliotheca to begin the process of replacing all existing self-check units with new Windows 10 versions.
- Along with Paul Mills, Nancy Korczak, Christina Theobald, and Amina Ali, met with vendor Bibliotheca to discuss their new Smart Shelf system.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured iPad's as digital meeting room signs and coordinated with Tasos Priovolos and John Hodur on their installation.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began work on reimaging the Mac Mini computers in the Studio 300 Group Collaboration Rooms (GCR).
- Worked with vendor ITsavvy to cutover the library file server to a new Windows Server 2019 version.

November 2019 District Statistics							Population Total	67683	
Total Circulation Statistics	67,741	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	52,922	Reading Programs Offered	0	0	1	1	2	24,557	4,354
Bookmobile	4,751	Reading Members	0	0	342	1049	1391	Proctoring	Total Twitter Followers
Digital	10,068	Summer Reading	0	0	0	0	0	6	819
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	524	979
Interlibrary Loan Requests		New Physical Items	3,915	Total Visits	31,106	1,184	33,019	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	262	New Digital Items	2,269	New Cardholders	206	0	206	10,260	5,050
Items Sent to other Libraries	174	Collection Total	435,559	Active Cardholders	24,161	107	24,268	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	47,194	Drive through visits	729	17,866	5
In-house checkins (Not part of total circ)	1,885	Active cardholders	35.86%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	69.73%	Studio 300	Children's	Vortex	Lab/Commons	Total	17,658
				131	930	355	3,285	4,701	
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	178	28	21	39	401	Building Front	Building Rear	Church	Ashbury's
Attendance	261	54	55	505	667	3,143	3,228	1,465	372
	Programs Adults				Programs Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,847
Numbered offered	45	0	28	73	38	0	0	38	Android: 958
Attendance	674	0	112	786	458	0	0	458	
Programming hours	88	0	32	120	66	0	0	66	
	Programs Children				Passive Programs for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	322
Numbered offered	66	135	1	202	20	0	0	20	Total Attendance
Attendance	1,605	3,854	8	5467	356	0	0	356	7,871
Programming Hours	47.75	102	1	150.75	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	131	0	0	131	5	0	4	9	
Attendance	410	0	0	410	33	0	1,127	1,160	
Programming hours	X	0	0	X	8	0	37	45	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	137	209	931	740	1,069	5	99	3,190	
Directional	7	839	1,080	27	1,438	0	0	3,391	
One on One Assistance	34	60	30	0	4	0	0	128	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change		
Circulation	67,741	72,282	-6.28%	Reference Questions	3,190	3,686	-13.46%	*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	33,019	34,686	-4.81%	Computer Usage	4,701	5,006	-6.09%		
Card Holders	24,268	25,012	-2.97%	Wireless Sessions	17,658	18,037	-2.10%		
Room Bookings	667	627	6.38%	Program Attendance*	7,871	10,620	-25.89%		