

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
March 19, 2020 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | 1st 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 – February 20, 2020
5. Employee Recognition
 - a. Melissa Bradley – 5 Years
 - b. Ashe Kolalis – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Brooks Café Agreement Addendum (April 2020 – March 2021)
 - b. Approval of Appointment of Executive Director Evaluation Liaisons
 - c. Approval of Appointment of Secretary Audit Liaisons
 - d. Approval of Resolution 2020-1 – Resolution Approving Agreement with Contractor Re Multi-Function Duplicating Devices and Services
 - e. Approval of Resolution 2020-2 – Resolution Approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District
 - f. Approval of Tria Architecture Proposal for Professional Services – Lower Level Corridor Renovations
 - g. Approval of Revised Investment Policy
 - h. Approval of Quote for New MacBook Pro Laptops for Studio 300
9. Library Projects
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – March, 2020
 - b. Bills Payable Report – March, 2020
13. Director’s Report – March, 2020
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

March 2020 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Brooks Café Agreement Addendum (April 2020 – March 2021)

Our café agreement is up for its annual extension. The current contract provides an option for four one-year extensions of the agreement. If approved, this addendum would be the second of those four one-year extensions.

Suggested Motion: Motion to approve the Brooks Café Agreement Addendum (April 2020 – March 2021) with Ms. Jan Peterson.

b. Approval of Appointment of Executive Director Evaluation Liaisons

My anniversary is in July, and it is time to start preparing for my annual evaluation. The Evaluation Liaisons will be charged with organizing the evaluation process.

With approval by the Board, President Danhof has named Kathryn Spindel and Celeste Bermejo as the 2020 Executive Director Evaluation Liaisons.

Suggested Motion: Motion to appoint Trustee Kathryn Spindel and Trustee Celeste Bermejo as the 2020 Executive Director Evaluation Liaisons.

c. Approval of Appointment of Secretary Audit Liaisons

Each year the Board needs to approve appointments to be Secretary Audit Liaisons. The liaisons will review the minutes of the board meetings for the previous year, and certify that the records of the Board of Trustees are in order. This certification is a requirement of the Illinois Public Library Annual Report (IPLAR).

The review must be completed by August 1, 2020.

With approval by the Board, President Danhof has named Marcelo Valencia and Ruth Newell as the 2020 Secretary Audit Liaisons.

Suggested Motion: Motion to appoint Trustee Marcelo Valencia and Trustee Ruth Newell as the 2020 Secretary Audit Liaisons.

- d. Approval of Resolution 2020-1 Resolution Approving Agreement with Contractor Re Multi-Function Duplicating Devices and Services

John Matysek and I reviewed the responses from our Multi-Function Duplicating Devices and Services RFP, and it is our recommendation to move forward with Konica Minolta's proposal. Konica Minolta's proposal was the one that satisfactorily met our RFP requirements at the lowest lowest 48 month lease price.

Suggested Motion: Motion to approve Resolution 2020-1 Resolution Approving Agreement with Contractor Re Multi-Function Duplicating Devices and Services.

- e. Approval of Resolution 2020-2 – Resolution Approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District

State legislation requires that we have an anti-harassment and anti-discrimination policy for elected officials. Lea Pottle and I worked with our attorney to convert our employee policy to this draft version that is applicable to the Board of Trustees.

Suggested Motion: Motion to approve Resolution 2020-2 Resolution Approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District.

- f. Approval of Tria Architecture Proposal for Professional Services – Lower Level Corridor Renovations

As part of our facilities review last year, three immediate needs were identified. Two of the three have been completed – extending the concrete area outside an emergency exit and adjusting the movable shelves in our Outreach Department to make them ADA compliant. The third issue is relocating two doors and storage areas in our back hallway by our Friends area for safety reasons. This a larger project, and we are recommending utilizing Tria's expertise in completing this project.

Tria's proposal includes design, bidding, and construction observations services. The cost of these services from Tria would be \$13,700.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – Lower Level Corridor Renovations.

g. Approval of Revised Investment Policy

This draft revision of our Investment Policy features the following suggested addition under the Investment Parameters section of our policy –

C. Sustainability Factors

When evaluating potential investments, the Chief Investment Officer shall consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

A new state law requires inclusion of such language in investment policies for units of local government. PMA brought this to our attention and we review it with our attorney.

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

h. Approval of Quote for New MacBook Pro Laptops for Studio 300

Our Apple computers in Studio 300 are original to the Studio's opening, and it is my recommendation that now is a good time to replace them. The first replacement cycle I am proposing is for the MacBook Pro laptops. We solicited quotes from two vendors and from Apple directly. Not surprisingly, the Apple quote was the lowest price.

The Apple Store quote for 12 MacBook Pro laptops is \$46,992.

Suggested Motion: Motion to approve quote for new MacBook Pro laptops for Studio 300.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD FEBRUARY 20, 2020
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, February 20, 2020 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by Vice President Robert Kalnicky.

ROLL CALL

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

PRESENT

Present at roll call were Steven Prodehl, Kathryn Spindel, Ruth Newell, Celeste Bermejo and Robert Kalnicky.

ABSENT

President Margaret (Peggy) Danhof and Trustee Marcelo Valencia.

President Danhof was out of state this month and Trustee Valencia had a community commitment.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jennie Mills.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – January 16, 2020

The minutes of the board meeting held January 16, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Bermejo. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett is still recovering and was unable to attend the meeting.

NEW BUSINESS

Approval of Intergovernmental Agreement for Library Service with Valley View School District

The intergovernmental agreement is the formal agreement between the Fountaindale Public Library District and Valley View School District for the provision of teacher and faculty cards.

A motion to approve the Intergovernmental Agreement for library service with Valley View School District was made by Newell, seconded by Prodehl.

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

Approval of Seek Requests for Proposals for Staff Use Computers

Mills reported that the staff computers are original to the construction of the new library in 2011 and are ready to be replaced.

A motion to approve seeking requests for proposals for staff use computers was made by Spindel, seconded by Newell.

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

Approval of Home Delivery Policy

Mills reported that this new policy for Home Delivery includes guidelines for service and regulations for staff safety. The policy has been reviewed by our attorney.

A motion to approve the Home Delivery Policy was made by Spindel, seconded by Newell.

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

LIBRARY PROJECTS

Executive Director Mills and Building Operations Manager Tasos Priovolos are discussing professional services options with Tria Architecture for several projects.

CORRESPONDENCE

The Bugle posted an online article about the new library card designs announced at the Winter Carnival, the library's 50th anniversary kickoff event.

TREASURER'S REPORT

The Treasurer's Report for January, 2020 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – February, 2020

Bills paid for the month of February in the amount of \$72,188.53 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

Bills Payable Report – February, 2020

Bills payable for the month of February in the amount of \$246,650.10 was presented for approval. Motion to approve was made by Spindel, seconded by Bermejo.

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

DIRECTOR'S REPORT – February, 2020

Trustee Newell asked about the postage for mailing this month's Board Packets. Mills discussed the issue with the postage machine.

Trustee Prodehl asked about the Bookmobile's stop at Target. Mills reported that the Target location is attracting more patrons than the Kohl's location did.

Trustee Prodehl commented about being mentioned in Tony Nguyen's report regarding the Chef Maddox cooking demonstration program.

Mills reported that he was re-elected as Chair of the Libraries of Illinois Risk Agency (LIRA).

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

The Bolingbrook Rotary Club is hosting their annual Mac & Cheese Cook-off on Saturday, March 14 at New Life Lutheran Church.

The Bolingbrook Lions Club will host their annual Meat Raffle on Saturday, February 22 at 1 p.m. at Tailgaters.

The Lions are also hosting a St. Patrick's Dinner Dance on Friday, March 13 at 6 p.m. at the Levy Center.

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:24 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Robert A. Kalnicky, Vice President

Margaret J. (Peggy) Danhof, President

Addendum to Agreement between
Fountaindale Public Library District and Brooks Café

dated _____ This ADDENDUM is attached to and forms part of the Agreement between Fountaindale Public Library District and Brooks Cafe as of April 1, 2020. To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement.

The Licensee's monthly fee payment will be \$25 effective April 1, 2020. Fee payment is due on or before the first day of each month, a \$50 late fee will be imposed if the payment is not made by the 10th.

The licensor shall have the sole and exclusive right to amend this with regard to fees payable by Licensee after review and inspection of the Licensee's financial records, which records shall be produced to Licensor by Licensee upon written notice.

Signed

Licensee

Date

Licensor

Date

RESOLUTION 2020-1
RESOLUTION APPROVING AGREEMENT WITH CONTRACTOR
RE MULTI FUNCTION DUPLICATING DEVICES AND SERVICES

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

WHEREAS, the Board of Library Trustees believe and hereby declare that it is in the best interests of the Library District and its residents to enter into a Lease Agreement with Konica Minolta Business Solutions as lowest responsible responder to the Request For Proposal for Multi Function Duplicating Devices and Services, which is attached hereto as Exhibit 1 and made part hereof (the “Agreement”); and

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

SECTION ONE: The foregoing recitals shall be and are hereby adopted as findings of fact as if said recitals were fully set forth within this Section One.

SECTION TWO: The Agreement attached hereto as Exhibit 1 shall be and is hereby approved in a monthly lease amount not to exceed \$1,823.68 for a total of 48 months for the base equipment, services, and copies/prints and with additional copies/prints beyond the included quantities set at the rates specified, and the President and Secretary of the Board of Library Trustees are hereby authorized and directed to execute said agreement in substantially the form attached hereto.

SECTION THREE: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

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

PASSED THIS 19th day of March, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of March, 2020.

ATTEST:

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

Steven J. Prodehl
Secretary, Board of Library Trustees

RESOLUTION NO. 2020-2
RESOLUTION APPROVING A BOARD OF TRUSTEES ANTI-HARASSMENT AND ANTI-DISCRIMINATION
POLICY FOR THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT.

WHEREAS, the Fountaindale Public Library District (the "Library District") is a library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Library District derives its rights, power and authority from the various sections of The Public Library District Code (the "Code"); and

WHEREAS, given recent legislation, the Board finds it in the best interest of the Library District to approve the Board of Trustees Anti-Harassment and Anti-Discrimination Policy, attached to and incorporated herein as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

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

SECTION TWO: The Library Board hereby shall approve an Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Library District, attached to and incorporated herein as Exhibit A.

SECTION THREE: Any and all policies or resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 19th day of March, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of March, 2020.

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

ATTEST:

Steven J. Prodehl
Secretary, Board of Library Trustees

Fountaindale Public Library District

Board of Trustees Anti-Harassment and Anti-Discrimination Policy

The Board of Trustees of the Fountaindale Public Library District is committed to a collaborative environment in which all individuals are treated with dignity, respect and courtesy.

This policy applies to all trustees, and prohibits harassment, discrimination and retaliation whether engaged in by a trustee on fellow trustees, employees, patrons or vendors.

Conduct prohibited by these policies is unacceptable on Library District property and in any Library District-related setting outside the library property, such as during library-sponsored trips, meetings and related social events.

Any trustee's behavior that fits the definition of harassment is a form of misconduct. Harassment also could subject the District and, in some cases, an individual trustee to civil proceedings as well as review and censure by the Board.

Discrimination

Discrimination consists of actions taken against an individual based on a characteristic protected by law, such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, political affiliation or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, political affiliation, or any other category protected by applicable law. The District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to a fellow trustee, an employee, patron or vendor where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
4. Such conduct has the purpose or effect of substantially interfering with an individual's performance of board duties or creating an intimidating, hostile or offensive environment in which to perform board duties.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee or Trustee or patron or vendor, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
6. Electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Even if two or more trustees or a trustee and an individual covered by this policy are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another who witness or overhear the conduct.

Investigation Procedure

All District trustees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. Trustees should not assume the District is aware of the conduct. If there are no witnesses and the victim fails to notify the Board President or other responsible trustee, the District will not be presumed to have knowledge of the harassment.

Alleged harassment by a trustee against another trustee can be reported to the Board of Trustees President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other board member. Any report under this section must be referred to the district's legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and subject to the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant may be subject to appropriate discipline.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status. Any form of retaliation against a trustee who legitimately reports harassment or discrimination or participates in an investigation is strictly prohibited. Any trustee who retaliates against another for exercising his or her rights under this policy may subject the District and the individual trustee to civil proceedings and review and censure by the Board.

Resolution Outside District

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, a complainant has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed

within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact information for the Illinois Department of Human Rights (IDHR), Illinois Human Rights Commission (IHRC), and the United States Equal Employment Opportunity Commission (EEOC) can be found online.

Individuals who have questions or concerns about these policies should talk with the Board President.



January 10, 2020

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

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

Re: Fountaindale Public Library District
**Proposal for Professional Services -
Lower Level Corridor Renovations**

Dear Mr. Mills:

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

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. Design of the renovations to the lower level corridor including:
 1. Relocation of two door locations including new wall construction around said doors.
 - II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the site is included in this proposal.
- II. TRIA will meet with the OWNER to review the scope of the renovation.
 - A. We will provide one (1) rounds of Schematic Design (SD), before proceeding to CD phase.
 - B. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal.
- III. A Schematic Design estimate of construction cost will be provided for the final Schematic Design option.
 - A. All estimates based on the drawings will be schematic or based on general s.f. costs for the purposes of master planning.

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

INIT.

Mr. Paul Mills, Executive Director

Proposal for Professional Services – Lower Level Corridor Renovations

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

January 10, 2020

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- IV. TRIA will design the Mechanical, Electrical, Plumbing and Fire Protection (M.E.P.FP.) systems as required to accommodate the new design, including:
 - A. TRIA will design the relocation of the transfer ducts above the door openings as necessary to accommodate the renovations..
 - B. TRIA will design the renovations to the electrical system to accommodate the design including:
 - 1. Relocating and adding lighting and controls as necessary.
 - 2. Renovations to the existing fire alarm system as necessary.
 - 3. No specialized engineering such as security, intelligent lighting, voice, data, etc. design is included in this proposal.
 - C. TRIA will design the renovations to the plumbing fire sprinkler system to accommodate the design.
- V. TRIA will provide permit drawings for review from the Authorities Having Jurisdiction (AHJ's).
 - A. The OWNER will apply for the permit.
 - B. The OWNER will be responsible for all required permitting fees.
 - C. TRIA will provide all drawing revisions for any permit re-submissions requested by the AHJ's, within our scope of work.

BIDDING PHASE:

- I. If requested, TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, and evaluation of the lowest apparent bidder.
- II. TRIA will process the AIA contract for the general contractor.
- III. No value engineering services are included in this proposal.

CONSTRUCTION OBSERVATION PHASE:

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

GENERAL ITEMS:

- I. The OWNER shall provide the following existing information to TRIA:
 - A. An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 - 1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.

TRIA ARCHITECTURE

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Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

January 10, 2020

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- II. No Alternate Bid Designs are included in this proposal.
- III. This proposal is based upon attendance at up to one (1) OWNER/design meetings, one (1) pre-bid meeting, one (1) bid opening, two (2) construction observation field visits/meetings, and one (1) punch list walk-through.
 - A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

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

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

TRIA ARCHITECTURE

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

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FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of \$9,250.**

POTENTIAL ADDITIONAL SERVICES:

- [REDACTED] (Initial) To provide Bidding and Negotiations services as described above **for a Lump Sum Fee of \$1,700.00.**
- [REDACTED] (Initial) To provide Construction Observation services as described above **for a Lump Sum Fee of \$2,750.00.**

2020 HOURLY RATES

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

Principal Architect	\$200.00
Associate Architect	\$170.00
Architectural Associate	\$160.00
Senior Staff Architect / Senior Interior Designer	\$150.00
Staff Architect II / Interior Designer II	\$140.00
Staff Architect I / Interior Designer I	\$130.00
Architectural Staff	\$120.00
Graphic Designer	\$115.00
Architectural Intern / Interiors Intern	\$110.00
Administrative Assistant	\$90.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



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

REM/AB

File Name: Proposal Public MST 15 yr.docx

TRIA ARCHITECTURE

West Suburban Office: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527
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INIT. [REDACTED]

TERMS AND CONDITIONS

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

TRIA ARCHITECTURE

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 INVESTMENT POLICY

I. PURPOSE

The Fountaindale Library District's Board of Trustees ("Board") recognizes the need for the prudent management of the public funds. This Investment Policy ("Policy") is adopted in accordance with the requirements of the Public Funds Investment Act (30 ILCS 235/0.01, *et seq.*), to establish investment guidelines for officials, officers, and employees of the Fountaindale Library District ("District") who are responsible for the financial management of District funds. All financial assets of the District not needed for immediate disbursement shall be administered and invested in accordance with the provisions of this Policy.

II. OBJECTIVES

This Policy is intended to assure the maximum security of the principal of District investments, to comply with all legal requirements for the investment of District funds, and to maintain sufficient liquidity to meet the cash flow demands of the District. The primary objectives of investment activities, in priority order, shall be safety, liquidity, and yield. Cash balances from various funds, which are not restricted, may be pooled to maximize investment earnings. Investment will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

A. Safety of Principal

The safety of principal is the foremost objective of the District's Investment Policy. All investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective shall be to mitigate credit risk and interest rate risk.

1. Credit Risk

The District will minimize credit risk, or the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the types of securities listed in this policy;
- b. Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with whom the District will do business; and
- c. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

2. Interest Rate Risk

The District will minimize the risk that the market value of securities in the portfolio will fall, due to changes in the general interest rates, by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
- b. Investing operating funds primarily in shorter-term securities, money-market mutual funds, or similar investment pools.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

C. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal;
2. A security swap would improve the quality, yield or target duration in the portfolio; or
3. Liquidity needs of the portfolio require that the security be sold.

III. STANDARD OF CARE

A. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment,

considering the probable safety of their capital as well as the probable income to be derived."

B. Ethics and Conflicts of Interest

Officials, officers, and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Such individuals shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Officials, officers, and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

C. Responsibility for the Investment Program/Delegation of Authority

The investment policy shall be administered in accordance with the Public Funds Investment Act (30 ILCS 235/0.01, *et seq.*) and all applicable Illinois Statutes as well as relevant District Codes and ordinances. The establishment of investment policies is the responsibility of the Board. Management and administrative responsibility for the investment program of the District is hereby delegated to the Chief Investment Officer of the District. The Chief Investment Officer for each fiscal year shall be the District's Finance Manager. The Chief Investment Officer shall prepare and act in accordance with written procedures and internal controls for the operation of the investment program consistent with this Policy. Procedures include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Chief Investment Officer and approved by the Executive Director. The Chief Investment Officer will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Chief Investment Officer may from time to time amend the written procedures as approved by the Executive Director in a manner not inconsistent with this Policy or with State law.

IV. SAFEKEEPING AND CUSTODY

A. Financial Institutions

The Board shall from time to time, upon the request of the Chief Investment Officer, designate one or more banks in which the funds and moneys of the District shall be kept. The District shall select financial institutions on the following basis:

1. Security

The District will not maintain funds in any financial institution that is not a member of the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Association (NCUA) system. Furthermore, the District will not maintain funds in any financial institution not willing to post, or not capable of posting, required collateral for funds in excess of the FDIC or NCUA insurable limits.

2. Size

The District will not maintain deposits in any financial institution in which the District funds on deposit will exceed 75% of the institution's capital stock and surplus.

3. Location

The District shall encourage investment in financial institutions within the District's boundaries whenever possible. However, the Board may approve qualified depositories regardless of location. Financial institutions, regardless of location, shall in all cases be required to comply with this Policy and applicable law.

4. Statement of Condition

The District will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Chief Investment Officer to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of District funds.

5. Qualifications

Any financial institution which desires to handle the District's investments shall provide the District's Chief Investment Officer with audited financial statements, including copies of the last two sworn statements of resources and liabilities which the bank is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency, proof of qualification under State law for acceptance of investments of public funds, and certification of having read this Investment Policy. The Chief Investment Officer shall review the information provided, shall provide copies of said information to the Board as and if appropriate, and shall make a recommendation to the Board concerning use of such institution for deposit and investment of District funds.

All broker/dealers who desire to become qualified for investment transactions must supply the following:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of FINRA certification
- Proof of Securities Investor Protection Corporation (SIPC) membership
- Proof of state registration
- Evidence of adequate insurance coverage.

6. Affirmation

All authorized financial dealers and institutions shall, prior to receiving District funds, provide the District's Chief Investment Officer with an affirmative statement that they have read the District's investment policy and agree to conform to its requirements. These institutions shall comply with all qualifications and requirements as set forth in Illinois Compiled Statutes, 30 ILCS 235/6, as well as any and all other laws, statutes, and fiduciary responsibilities not mentioned within this policy.

B. Internal Controls

The Chief Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from losses of arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Chief Investment Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

1. Control of collusion;
2. Separation of transaction authority from accounting and recordkeeping;
3. Custodial safekeeping;
4. Avoidance of physical-delivery securities;
5. Clear delegation of authority to subordinate staff members;
6. Written confirmation of telephone transactions for investments and wire transfers; and
7. Development of a wire transfer agreement with the lead bank or third party custodian.

In addition to the foregoing, the internal controls shall include the following minimum requirements:

1. The Chief Investment Officer shall reconcile all investment activity through the general ledger monthly;
2. Outside auditors shall confirm the ending balance of all investments each year;
3. The Executive Director shall be notified of all investments.

C. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

V. **AUTHORIZED INVESTMENTS**

A. Investment Types

Consistent with the Government Finance Officers Association (GFOA) Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this Policy unless prohibited by applicable federal, state or local law:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities;
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
4. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations;
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations;
6. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the District or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Any other investment authorized by the Illinois Compiled Statutes.

B. Collateralization

Collateralization of all funds in excess of FDIC or NCUA limits is required. The District will accept any of the following assets as collateral:

1. U.S. Government Securities;
2. Obligations of Federal Agencies;
3. Obligations of Federal Instrumentalities;
4. Obligations of the State of Illinois;
5. General Obligation Municipal Bonds rated “A” or better by a nationally recognized rating agency;
6. Insurance Bond;
7. Letters of credit issued by a Federal Home Loan Bank; and
8. Any other asset authorized by the Illinois Compiled Statutes.

The amount of collateral provided will be not less than 102 percent of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third party depository designated by the District. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the District.

C. Repurchase Agreement

Repurchase agreements shall be consistent with applicable state law and GFOA Recommended Practices on Repurchase Agreements.

VI. INVESTMENT PARAMETERS

A. Diversification

To avoid unreasonable risks, investments shall be diversified by:

1. Limiting investments to avoid overconcentration of securities from a specific issuer or business sector (excluding U.S. Treasury securities);
2. Limiting investment in securities that have higher credit risks;

3. Investing in securities with varying maturities; and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

B. Maximum Maturities

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest operating funds in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. (The District shall adopt weighted average maturity limitations, consistent with the investment objectives.)

C. Sustainability Factors

When evaluating potential investments, the Chief Investment Officer shall consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

VII. REPORTING

A. Methods

The Chief Investment Officer shall provide a quarterly written report to the Board and the Executive Director. This report shall include, at a minimum, the following:

1. Listing of individual investments including both maturity date and purchase date held at the end of the reporting period by fund;
2. Book yield to maturity of each investment;
3. Amortized book value of each investment;
4. Par value of each investment;
5. Credit ratings of each investment, if applicable;
6. Yield to maturity as compared to the established benchmark, including income earned and market value;
7. Total amount of funds invested, including the checking account balances; as of the report date; and

8. A comparison of year to date earnings to the proposed budget;
9. Asset allocation; and
10. Any deviations from the standards established in this policy.

B. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this Policy. The Chief Investment Officer shall, at reasonable intervals, assess the performance of the District's investment program in compliance with established industry reporting standards in compliance with established industry reporting standards, comparing yield to maturity to benchmark. Such reporting standards should include those sanctioned by the Association of Investment Management Research (AIMR) in accordance with Generally Accepted Accounting Principles (GAAP). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

C. Marking to Market

The market value of the portfolio shall be calculated at least annually.

VIII. SELECTION OF INVESTMENT ADVISORS, MONEY MANAGERS

To the extent the District requires advice concerning its investments, the District's Chief Investment Officer may, from time to time, recommend contracting with investment advisors or money managers. Any such investment advisor or money manager shall provide the Chief Investment Officer with audited financial statements, proof of state registration, certification of having read this Policy, and references of previous clients. The Chief Investment Officer shall review the proposals of such individuals or firms, and shall make a recommendation to the Board concerning a contract.

No investment advisor or money manager shall be retained except by contract approved by the Board.

IX. SEVERABILITY

The provisions of this Policy shall be deemed severable. Should any section or part of this Policy be declared invalid by a court of competent jurisdiction, or conflict with any applicable state or federal statute, the remainder of the Policy nevertheless shall be valid, binding and subsisting. This Policy shall remain in full force and effect until repealed or amended by the Board. If after adoption of this Policy, there is any conflict with the Public Funds Investment Act, the Investment of Municipal Funds Act, or any other applicable statute, current law shall control. If any existing investments at the time of adoption of this policy do not conform with this policy, they do not need to be sold or liquidated. However, at maturity the funds will be reinvested in conformity with this policy.

X. REVIEW AND AMENDMENT

The District's Chief Investment Officer shall review this Policy on an annual basis, and make any recommendations for amendments to the Executive Director. No amendment shall be effective unless approved by the Board.

APPROVED MARCH 17, 2016

**Quote:**

2206128381 –
18000003701743

Date:

Thursday, February 27, 2020

Valid until:

Saturday, March 28, 2020

Prepared for:

John Matysek

FONTAINDALE PUBLIC LIBRARY
DIST

300 W BRIARCLIFF RD

BOLINGBROOK, IL 60440-2844

16306854275

jmatysek@fountaindale.org

Customer ID: 26429998242286

Ship to:

John Matysek

FONTAINDALE PUBLIC
LIBRARY DIST

300 W BRIARCLIFF RD

BOLINGBROOK, IL 60440-2844

16306854275

Prepared by:

Michelle DePompeis

Apple Business Team

16305365403

mainplacebusiness@apple.com

Product / Description	Qty	Price	Total
16-inch MacBook Pro with Touch Bar – Space Gray Z0Y0 Configuration: <ul style="list-style-type: none"> • 2.4GHz 8-core Intel Core i9, Turbo Boost up to 5.0GHz • AMD Radeon Pro 5500M with 8GB of GDDR6 memory • 64GB 2666MHz DDR4 memory • 1TB SSD storage • Retina display with True Tone • Four Thunderbolt 3 ports • Touch Bar and Touch ID • Backlit Keyboard – US English 	12	\$3,559.00	\$42,708.00
3-Year AppleCare+ for Schools – 16-inch MacBook Pro S7734LL/A	12	\$259.00	\$3,108.00
USB-C Charge Cable (2m) MLL82AM/A	12	\$19.00	\$228.00

96W USB-C Power Adapter MXOJ2AM/A	12	\$79.00	\$948.00
		Subtotal	\$46,992.00
		Estimated Total (USD)	\$46,992.00

Terms and Conditions

This is a quote invoice, not a receipt of purchase. The applicable sales tax and any additional surcharges (such as recycling fees) are subject to verification and will be reflected on your final invoice.

Product availability and pricing are subject to change without notification. The configurations and pricing noted in this quote are generally valid for up to 30 days, and are specifically intended for purchase by the entity indicated above. Quotes that reflect promotional or special sales event discounts are valid only for the duration of the promotion or special sales event.

Consideration for business pricing is made based on the type of product, the quantity and the availability of the products ordered. For further information regarding this proposal, please contact your Apple Business Team. Our full sales and refund terms and conditions can be found at <http://www.apple.com/legal/sales-support/>.

<http://www.apple.com/retail/business/>



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

February 19, 2020

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

Dear Mr. Mills:

This is a reminder that public library districts are statutorily required to inform the State Librarian of board member changes and vacancies. As stipulated in the Public Library District Act of 1991, 75 ILCS 16/30-40(d), the secretary of the board of trustees shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

Please submit the information by email to: ISL_districtboards@ilsos.gov including the name of your library district. Information to be included when a vacancy occurs and when a vacancy is filled: board member name, address, office held and term expiration date.

Thank you for continuing to provide outstanding public service to your library patrons.

Sincerely,

A handwritten signature in blue ink that reads "Greg McCormick".

Greg McCormick, Director
Illinois State Library

cc: Margaret Danhof, Board President

GM:ldg

Fountaindale Public Library District

Cash and Investment

February 29, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$646,372.80	\$646,372.80
Cash Checking/BMO Operating	\$783,397.51	(\$494,364.52)	\$289,032.99
Cash Checking/Payroll	\$186,644.40	(\$13,269.84)	\$173,374.56
Petty Cash	\$2,429.25	\$36.90	\$2,466.15
Total Cash	\$972,471.16	\$138,775.34	\$1,111,246.50
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$1,871,977.65)	\$4,805,410.95
Investment - IL Funds/General	\$70,052.78	\$911.31	\$70,964.09
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$4,936.81	\$62,683.12
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$28,489.60	\$2,070,898.19
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$6,299.70)	\$1,068,369.75
Investment - Special Reserve/PMA	\$15,260,952.35	\$143,157.12	\$15,404,109.47
Total Investments	\$25,183,218.08	(\$1,700,782.51)	\$23,482,435.57
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,274,892.06)	\$172,704.98
Total Bond Fund	\$1,447,597.04	(\$1,274,892.06)	\$172,704.98
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$7,512.48)	\$3,100.54
Total Building Project Fund	\$10,613.02	(\$7,512.48)	\$3,100.54
Total Cash and Investments	\$27,613,899.30	(\$2,844,411.71)	\$24,769,487.59

Special Res. PMA - 2.16%
 General - IL Fund - 1.658%
 Money Market Wintrust - 1.74%

Fountaindale Public Library District

Revenue Report

February 29, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$0.00	\$4,137,715.51	99.49 %	\$4,158,849.00	\$21,133.49
Property Tax Dupage 2018	\$0.00	\$83,059.36	97.86 %	\$84,874.00	\$1,814.64
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	\$88,351.95	78.86 %	\$112,040.00	\$23,688.05
Interest	\$20,965.94	\$287,372.76	71.48 %	\$402,030.00	\$114,657.24
Fines	(\$863.65)	\$29,483.08	45.36 %	\$65,000.00	\$35,516.92
Copy Machines	\$579.75	\$4,694.55	58.68 %	\$8,000.00	\$3,305.45
Fax Machine	\$387.45	\$4,593.56	65.62 %	\$7,000.00	\$2,406.44
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,938.61	\$16,728.24	83.64 %	\$20,000.00	\$3,271.76
Miscellaneous	\$1,233.23	\$13,700.27	119.13 %	\$11,500.00	(\$2,200.27)
Reimbursements	\$30.00	\$5,473.36	121.63 %	\$4,500.00	(\$973.36)
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	\$24,271.33	\$4,755,776.39	47.76 %	\$9,956,707.00	\$5,200,930.61
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$3.98	\$134.49	0.00 %	\$0.00	(\$134.49)
Total Building Project Fund	\$3.98	\$134.49	0.00 %	\$0.00	(\$134.49)
Bond Fund					
Property Tax - Will 2018	\$0.00	\$1,108,691.82	99.48 %	\$1,114,516.00	\$5,824.18
Property Tax - Dupage 2018	\$0.00	\$22,417.90	98.56 %	\$22,745.00	\$327.10
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	\$221.17	\$20,379.64	203.80 %	\$10,000.00	(\$10,379.64)
Interest Rebate Payment - BAB	\$0.00	\$166,377.22	100.16 %	\$166,112.00	(\$265.22)
General Fund Balance Contrib. to Escrow	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total Bond Fund	\$221.17	\$1,972,866.58	31.52 %	\$6,259,941.00	\$4,287,074.42
Total Revenue	\$24,496.48	\$6,728,777.46	41.49 %	\$16,216,648.00	\$9,487,870.54

Fountaindale Public Library District

Expenditure Report

February 29, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$338,699.41	\$2,930,646.88	60.44 %	\$4,848,800.00	\$1,918,153.12
Contractual Services	\$41,915.28	\$297,254.07	49.67 %	\$598,500.00	\$301,245.93
Supplies & Utilities	\$39,484.97	\$306,509.97	51.35 %	\$596,900.00	\$290,390.03
Library Materials	\$107,221.02	\$604,876.31	48.82 %	\$1,238,967.00	\$634,090.69
Capital Expenditures	\$13,333.20	\$448,044.15	38.69 %	\$1,157,900.00	\$709,855.85
Miscellaneous	\$5,040.39	\$26,940.29	35.92 %	\$75,000.00	\$48,059.71
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	\$545,694.27	\$5,269,271.67	45.42 %	\$11,601,171.00	\$6,331,899.33
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,800.00	73.33 %	\$12,000.00	\$3,200.00
Liability Insurance Fund Expenditures	\$386.27	\$84,192.95	85.04 %	\$99,000.00	\$14,807.05
Soc Sec/IMRF Fund Expenditures	\$68,073.48	\$420,710.80	54.64 %	\$770,000.00	\$349,289.20
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$18,819.84	\$173,384.99	54.01 %	\$321,000.00	\$147,615.01
Total Other Fund Expenditures	\$87,279.59	\$687,088.74	57.16 %	\$1,202,040.00	\$514,951.26
Total Expenditures - Operating Funds	\$632,973.86	\$5,956,360.41	46.52 %	\$12,803,211.00	\$6,846,850.59
Building Project Fund Expenditures					
	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Total Building Project Fund Expenditures	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Bond Fund Expenditures					
Principal Payment - 2008	(\$465,784.00)	\$334,216.00	41.78 %	\$800,000.00	\$465,784.00
Interest Payment - 2008	\$0.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2009B	\$0.00	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$90,000.00	100.00 %	\$90,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$189,400.00	100.00 %	\$189,400.00	\$0.00
Principal Payment - 2018	\$0.00	\$870,000.00	100.00 %	\$870,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$475,050.00	100.00 %	\$475,050.00	\$0.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2019	\$0.00	\$53,460.00	0.00 %	\$0.00	(\$53,460.00)
Bond - Abatement from General Fund	\$465,784.00	\$465,784.00	100.00 %	\$465,784.00	\$0.00
Escrow Expense - From General Fund	\$0.00	\$629,481.88	20.98 %	\$3,000,000.00	\$2,370,518.12
Total Bond Fund Expenditures	\$0.00	\$3,393,979.38	52.79 %	\$6,429,809.00	\$3,035,829.62


Fountaindale Public Library District Expenditure Report

February 29, 2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Total	\$0.00	\$3,401,626.35	52.82 %	\$6,440,422.00	\$3,038,795.65
Total Expenditures - All Funds	\$632,973.86	\$9,357,986.76	48.63 %	\$19,243,633.00	\$9,885,646.24

INTEROFFICE MEMORANDUM

TO: PAUL MILLS, BOARD OF TRUSTEES

FROM: FINANCE TEAM 

SUBJECT: CHECK NUMBER REVISION FOR 2/1/2020 PAYMENTS

DATE: 2/17/2020

In regards to the revised paperwork for the 2/1/2020 payments issued, we had to re-number our check register. Due to computer glitches from switching from BMO Harris Bank to Bolingbrook Wintrust Bank & Trust, our check numbers in the Board Packet dated for 2/1/2020 payment were listed as 55335, 55336, 55337, and 55338. These checks should've been 53335, 53336, 53337, and 53338, as these were the actual check numbers issued to the vendors paid. This was discovered, and rectified, on 2/17/2020. In order to ensure proper documentation between checks sent and our bank register, we re-numbered the checks correctly upon discovery of the discrepancy.

Fountaindale Public Library District

Bills Paid - Operating Account

MARCH 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - February 2020	3/1/2020	797	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - March 2020	3/1/2020	53518	1-4192-10	\$31,004.47
Dearborn National Life Insurance Company	Employer Insurance Contribution - March 2020	3/1/2020	53519	1-4192-10	\$561.35
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - March 2020	3/1/2020	53520	1-4192-10	\$174.13
Home Depot	Building Operation Supplies	3/1/2020	53521	8-4357-30	\$344.19
Illinois Municipal Retirement Fund	Employer Insurance Contribution - February 2020	3/1/2020	799	5-4142-10	\$30,051.03
					<u>\$62,147.26</u>



Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - FEBRUARY 2020

Gross Payroll	\$302,492.52
FICA	\$22,448.74
Total Gross Payroll & FICA	\$324,941.26

**Fountaindale Public Library District
Bills Payable Report
March 19, 2020**

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.				
	Friends Appreciation Dinner Totes	8208469	1-4353-10	\$ 363.09
	Summer Adventure 2020 Aluminum Bottle Giveaways	8143468	1-4735-10	1,566.79
	<i>Totals for 4imprint, Inc.</i>			\$ 1,929.88
Allegra Print & Imaging				
	Bookmobile Sign - Fine Free	15459	1-4731-10	152.00
	<i>Totals for Allegra Print & Imaging</i>			\$ 152.00
Allyse Schiller				
	Mileage - 1/10/2020-2/28/2020	AS030220	1-4171-10	14.03
	<i>Totals for Allyse Schiller</i>			\$ 14.03
Amazon				
	District Restock - January 2020	A77-1920	1-4371-10	44.98
	CMTSD - Library Supplies	0660346-MAR20	1-4371-12	118.40
	District Restock - January 2020	A77-1920	1-4351-10	260.78
	Library Events - Name Badges	A80-1920	1-4351-10	35.15
	Outreach - Various Program Supplies	A81-1920	1-4353-28	64.94
	CSD - Various Program Supplies	A76-1920	1-4353-20	83.49
	CSD - Cricut Vinyl	A76-1920	1-4353-20	30.42
	Vortex - Program/Craft Supplies	A75-1920	1-4353-24	100.16
	ATSD - Various Program Supplies	A74-1920	1-4353-24	60.73
	ATSD - Various Program Supplies	A74-1920	1-4353-24	11.50
	Vortex - Craft Tape	A75-1920	1-4353-24	21.95
	CSD - Various Program Supplies	A76-1920	1-4371-20	21.49
	Bookmobile - Connector Panels	A78-1920	1-4235-29	17.48
	Bookmobile - Corner Brace	A78-1920	1-4235-29	24.98
	IT - Infodesk Webcam & Cable	A69-1920	1-4354-14	20.28
	IT - Circ Desk Webcam & Cable	A73-1920	1-4354-14	32.25
	Books - Adult Fiction	0660346-MAR20	1-4540-26	217.68
	DVD - Adult	0660346-MAR20	1-4557-26	88.77
	IT - Infodesk Webcam & Cable	A69-1920	1-4641-14	31.99
	IT - Circ Desk Webcam & Cable	A73-1920	1-4641-14	63.98
	Studio - Sticker Paper	A70-1920	1-4353-27	17.90
	Studio - Various Program/Maker Items	A70-1920	1-4353-27	48.17
	Studio - After Hours Oscars Giveaways	A71-1920	1-4353-27	88.96
	Studio - 16GB Memory Cards	A70-1920	1-4371-27	39.88
	Studio - Various Program/Maker Items	A70-1920	1-4371-27	55.37
	Studio - Various Program/Maker Items	A70-1920	1-4568-27	25.96

**Fountaindale Public Library District
Bills Payable Report
March 19, 2020**

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<i>Totals for Amazon</i>				\$ 1,627.64
American Library Association				
	Purrazzo Membership - 2/19/2020-2/18/2021	M2075217	1-4161-10	\$ 151.00
	Spindel Membership - 4/30/2020-4/29/2021	1204723	1-4161-16	122.00
<i>Totals for American Library Association</i>				\$ 273.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - March 2020	INV318682	1-4253-10	189.55
<i>Totals for AmeriFlex Business Solutions</i>				\$ 189.55
Amina Ali				
	Mileage - 2/12 Circ Roundtable & 2/19 PIRC Mtg	AA021920	1-4171-10	29.33
	Mileage - Networking/LACONI - 1/31/2020	AA021820	1-4171-10	38.53
<i>Totals for Amina Ali</i>				\$ 67.86
Arkadin, Inc.				
	Conference Calls - 2/1/2020-2/29/2020	C243674022020	1-4311-14	0.52
<i>Totals for Arkadin, Inc.</i>				\$ 0.52
AT & T				
	Internet - February 2020	9600462503	1-4314-14	1,357.20
<i>Totals for AT & T</i>				\$ 1,357.20
AT & T Mobility - National Business Services				
	Telephone Service - 1/10/2020-2/9/2020	16033120	1-4311-14	254.47
<i>Totals for AT & T Mobility - National Business Services</i>				\$ 254.47
B&H Photo-Video				
	Studio - Various Camera Equipment	168179610	1-4568-27	1,610.38
	Studio - Various Equipment	167970097	1-4568-27	186.98
	Studio - Cold Shoe Adapter & CEntrance MicPort Pro 2	167726339	1-4568-27	269.67
<i>Totals for B&H Photo-Video</i>				\$ 2,067.03
Baker & Taylor - C009233				
	Library Materials - Processing Costs	5016025936	1-4518-26	2.30
	Library Materials - Processing Costs	5015993983	1-4518-26	4.60
	Library Materials - Shipping Costs	5015993983	1-4519-26	0.31
	Library Materials - Shipping Costs	5016025936	1-4519-26	0.11
	Books - Adult Non-Fiction	5015993983	1-4541-26	61.94
	Books - Adult Non-Fiction	5016025936	1-4541-26	21.69
<i>Totals for Baker & Taylor - C009233</i>				\$ 90.95

**Fountaindale Public Library District
Bills Payable Report
March 19, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Juvenile Fiction	2035073972	1-4544-26	\$ 22.39
	Books - Juvenile Fiction	2035093194	1-4544-26	15.65
	Library Materials - Shipping Costs	2035073972	1-4519-29	0.80
	Library Materials - Shipping Costs	2035102452	1-4519-29	0.56
	Library Materials - Shipping Costs	2035117154	1-4519-29	4.54
	Library Materials - Shipping Costs	2035093194	1-4519-26	0.55
	Library Materials - Processing Costs	2035073972	1-4518-29	4.90
	Library Materials - Processing Costs	2035102452	1-4518-29	3.75
	Library Materials - Processing Costs	2035117154	1-4518-29	23.80
	Books - Juvenile World Languages	2035117154	1-4526-29	7.79
	Library Materials - Processing Costs	2035093194	1-4518-26	4.10
	Books - Adult Fiction	2035073972	1-4540-29	46.55
	Books - Adult Fiction	2035102452	1-4540-29	45.99
	Books - Adult Fiction	2035117154	1-4540-29	15.53
	Books - Adult Non-Fiction	2035117154	1-4541-29	15.52
	Books - Adult Large Print	2035073972	1-4543-29	37.19
	Books - Adult Large Print	2035093194	1-4543-29	35.39
	Books - Adult Large Print	2035102452	1-4543-29	18.00
	Books - Adult Large Print	2035117154	1-4543-29	83.88
	Books - Juvenile Fiction	2035073972	1-4544-29	31.98
	Books - Juvenile Fiction	2035093194	1-4544-29	33.98
	Books - Juvenile Fiction	2035102452	1-4544-29	20.99
	Books - Juvenile Fiction	2035117154	1-4544-29	562.20
	Books - Juvenile Non-Fiction	2035093194	1-4545-29	25.21
	Books - Juvenile Non-Fiction	2035102452	1-4545-29	14.99
	Books - Juvenile Non-Fiction	2035117154	1-4545-29	7.17
	Books - Juvenile Easy	2035073972	1-4546-29	22.34
	Books - Juvenile Easy	2035102452	1-4546-29	12.59
	Books - Juvenile Easy	2035117154	1-4546-29	216.84
<i>Totals for Baker & Taylor - L420685</i>				\$ 1,335.17

**Fountaindale Public Library District
Bills Payable Report
March 19, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult Large Print	2035114354	1-4543-26	\$ 124.06
	Books - Adult Large Print	2035108826	1-4543-26	47.79
	Books - Adult Large Print	2035123718	1-4543-26	18.00
	Books - Juvenile Fiction	2035094256	1-4544-26	140.10
	Books - Juvenile Fiction	2035085650	1-4544-26	187.69
	Books - Juvenile Fiction	2035091479	1-4544-26	74.43
	Books - Juvenile Fiction	2035101399	1-4544-26	172.76
	Books - Juvenile Fiction	2035073830	1-4544-26	144.89
	Books - Juvenile Fiction	2035087345	1-4544-26	63.50
	Books - Juvenile Fiction	2035080448	1-4544-26	205.92
	Library Materials - Processing Costs	2035132256	1-4518-26	13.70
	Library Materials - Processing Costs	2035114354	1-4518-26	79.80
	Library Materials - Processing Costs	2035108826	1-4518-26	93.75
	Library Materials - Processing Costs	2035116719	1-4518-26	54.55
	Library Materials - Processing Costs	2035099068	1-4518-26	28.75
	Library Materials - Processing Costs	2035105335	1-4518-26	53.20
	Library Materials - Processing Costs	2035123718	1-4518-26	51.60
	Library Materials - Processing Costs	2035094256	1-4518-26	68.30
	Library Materials - Processing Costs	2035096777	1-4518-26	19.15
	Library Materials - Processing Costs	2035085650	1-4518-26	122.90
	Library Materials - Processing Costs	2035091479	1-4518-26	49.30
	Library Materials - Processing Costs	2035101399	1-4518-26	23.50
	Books - Adult World Languages	2035080448	1-4525-26	2.99
	Books - Juvenile World Languages	2035101399	1-4526-26	28.95
	Books - Juvenile World Languages	2035116719	1-4526-26	10.90
	Library Materials - Shipping Costs	2035094256	1-4519-26	5.20
	Library Materials - Shipping Costs	2035096777	1-4519-26	1.50
	Library Materials - Shipping Costs	2035085650	1-4519-26	11.40
	Library Materials - Shipping Costs	2035091479	1-4519-26	4.04
	Library Materials - Shipping Costs	2035101399	1-4519-26	4.08
	Library Materials - Shipping Costs	2035073830	1-4519-26	5.23
	Library Materials - Shipping Costs	2035087345	1-4519-26	3.84
	Library Materials - Shipping Costs	2035080448	1-4519-26	6.89
	Library Materials - Processing Costs	2035073830	1-4518-26	39.75
	Library Materials - Processing Costs	2035087345	1-4518-26	44.25
	Library Materials - Processing Costs	2035080448	1-4518-26	62.15
	Library Materials - Shipping Costs	2035132256	1-4519-26	2.21
	Library Materials - Shipping Costs	2035114354	1-4519-26	6.65

Fountaindale Public Library District
Bills Payable Report
March 19, 2020

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Shipping Costs	2035108826	1-4519-26	\$ 6.74
	Library Materials - Shipping Costs	2035116719	1-4519-26	5.90
	Library Materials - Shipping Costs	2035099068	1-4519-26	2.81
	Library Materials - Shipping Costs	2035105335	1-4519-26	6.04
	Library Materials - Shipping Costs	2035123718	1-4519-26	5.23
	Books - Juvenile Fiction	2035132256	1-4544-26	88.70
	Books - Juvenile Fiction	2035114354	1-4544-26	165.82
	Books - Juvenile Fiction	2035108826	1-4544-26	134.15
	Books - Juvenile Fiction	2035116719	1-4544-26	423.09
	Books - Juvenile Fiction	2035099068	1-4544-26	124.18
	Books - Juvenile Fiction	2035105335	1-4544-26	110.33
	Books - Juvenile Fiction	2035123718	1-4544-26	60.66
	Books - Juvenile Non-Fiction	2035094256	1-4545-26	47.22
	Books - Juvenile Non-Fiction	2035073830	1-4545-26	60.69
	Books - Juvenile Non-Fiction	2035080448	1-4545-26	12.64
	Books - Juvenile Non-Fiction	2035132256	1-4545-26	124.08
	Books - Juvenile Non-Fiction	2035114354	1-4545-26	10.92
	Books - Juvenile Non-Fiction	2035108826	1-4545-26	19.54
	Books - Juvenile Non-Fiction	2035116719	1-4545-26	415.15
	Books - Juvenile Non-Fiction	2035123718	1-4545-26	51.72
	Books - Juvenile Easy	2035094256	1-4546-26	201.59
	Books - Juvenile Easy	2035096777	1-4546-26	39.16
	Books - Juvenile Easy	2035085650	1-4546-26	328.16
	Books - Juvenile Easy	2035091479	1-4546-26	238.71
	Books - Juvenile Easy	2035101399	1-4546-26	102.82
	Books - Juvenile Easy	2035073830	1-4546-26	352.40
	Books - Juvenile Easy	2035087345	1-4546-26	48.12
	Books - Juvenile Easy	2035080448	1-4546-26	314.24
	Books - Juvenile Easy	2035132256	1-4546-26	119.45
	Books - Juvenile Easy	2035114354	1-4546-26	111.06
	Books - Juvenile Easy	2035108826	1-4546-26	188.46
	Books - Juvenile Easy	2035116719	1-4546-26	158.43
	Books - Juvenile Easy	2035099068	1-4546-26	125.50
	Books - Juvenile Easy	2035105335	1-4546-26	177.67
	Books - Juvenile Easy	2035123718	1-4546-26	277.11
	Books - Adult Large Print	2035094256	1-4543-26	19.20
	Books - Adult Large Print	2035085650	1-4543-26	65.19
	Books - Adult Large Print	2035091479	1-4543-26	16.80

**Fountaindale Public Library District
Bills Payable Report
March 19, 2020**

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 Large Print	2035101399	1-4543-26	\$ 50.20
	Books - Adult Large Print	2035073830	1-4543-26	18.59
	Books - Adult Large Print	2035087345	1-4543-26	35.82
	Books - Adult Large Print	2035080448	1-4543-26	17.99
	Books - Juvenile Storytime & Professional Reference	2035132256	1-4547-26	11.89
	Books - Young Adult Fiction	2035094256	1-4548-26	31.60
	Books - Young Adult Fiction	2035096777	1-4548-26	19.36
	Books - Young Adult Fiction	2035085650	1-4548-26	80.76
	Books - Young Adult Fiction	2035091479	1-4548-26	58.60
	Books - Young Adult Fiction	2035101399	1-4548-26	29.05
	Books - Young Adult Fiction	2035073830	1-4548-26	29.00
	Books - Young Adult Fiction	2035087345	1-4548-26	31.60
	Books - Young Adult Fiction	2035080448	1-4548-26	49.08
	Books - Young Adult Fiction	2035132256	1-4548-26	9.77
	Books - Young Adult Fiction	2035114354	1-4548-26	82.58
	Books - Young Adult Fiction	2035108826	1-4548-26	31.60
	Books - Young Adult Fiction	2035116719	1-4548-26	32.76
	Books - Young Adult Fiction	2035099068	1-4548-26	37.59
	Books - Young Adult Fiction	2035105335	1-4548-26	10.92
	Books - Young Adult Fiction	2035123718	1-4548-26	65.42
	Books - Young Adult Non-Fiction	2035132256	1-4549-26	6.27
	Books - Adult Non-Fiction	2035073830	1-4541-26	43.13
	Books - Adult Non-Fiction	2035087345	1-4541-26	251.13
	Books - Adult Non-Fiction	2035080448	1-4541-26	256.65
	Books - Adult Non-Fiction	2035132256	1-4541-26	20.53
	Books - Adult Non-Fiction	2035114354	1-4541-26	474.35
	Books - Adult Non-Fiction	2035108826	1-4541-26	319.58
	Books - Adult Non-Fiction	2035116719	1-4541-26	78.04
	Books - Adult Non-Fiction	2035099068	1-4541-26	80.39
	Books - Adult Non-Fiction	2035105335	1-4541-26	333.62
	Books - Adult Non-Fiction	2035123718	1-4541-26	310.76
	Books - Adult Fiction	2035132256	1-4540-26	60.96
	Books - Adult Fiction	2035114354	1-4540-26	360.95
	Books - Adult Fiction	2035108826	1-4540-26	605.98
	Books - Adult Fiction	2035116719	1-4540-26	62.17
	Books - Adult Fiction	2035099068	1-4540-26	183.80
	Books - Adult Fiction	2035105335	1-4540-26	574.55
	Books - Adult Fiction	2035123718	1-4540-26	262.77

**Fountaindale Public Library District
Bills Payable Report
March 19, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2035094256	1-4541-26	\$ 282.35
	Books - Adult Non-Fiction	2035096777	1-4541-26	45.99
	Books - Adult Non-Fiction	2035085650	1-4541-26	834.30
	Books - Adult Non-Fiction	2035091479	1-4541-26	157.14
	Books - Adult Non-Fiction	2035101399	1-4541-26	263.27
	Books - Adult Fiction	2035094256	1-4540-26	317.62
	Books - Adult Fiction	2035096777	1-4540-26	195.45
	Books - Adult Fiction	2035085650	1-4540-26	783.50
	Books - Adult Fiction	2035091479	1-4540-26	262.96
	Books - Adult Fiction	2035101399	1-4540-26	169.01
	Books - Adult Fiction	2035073830	1-4540-26	396.40
	Books - Adult Fiction	2035087345	1-4540-26	337.72
	Books - Adult Fiction	2035080448	1-4540-26	518.81
	<i>Totals for Baker & Taylor - L420686</i>			\$ 16,421.68
Beaver Shredding, Inc.				
	Program - Free Paper Shredding - 4/4/2020	BS040420	1-4584-10	750.00
	<i>Totals for Beaver Shredding, Inc.</i>			\$ 750.00
Belynda Head				
	Program - R&B Line Dancing - 3/22/2020	BH032220	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Bibliotheca, LLC				
	RFID Staff Pads, Library Connect License, Lyngosoe Renewal	INV-US27873	1-4276-14	32,034.99
	Heartland Terminal Maintenance - 1/1/2020-12/31/2020	INV-US29906	1-4233-14	21,206.89
	<i>Totals for Bibliotheca, LLC</i>			\$ 53,241.88
Bini Issac				
	Mileage - 3/7/2020	BI030920	1-4171-10	5.69
	<i>Totals for Bini Issac</i>			\$ 5.69
Bolingbrook High School				
	Leading Role Sponsorship - 8"x5" Full Page Ad	6342-1920	1-4731-10	250.00
	<i>Totals for Bolingbrook High School</i>			\$ 250.00

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Bolingbrook Park District				
	Program - Yoga - 3/26/2020	BPD032620	1-4571-24	\$ 50.00
	Program - Yoga - 4/16/2020	BPD041620	1-4571-24	50.00
	Program - Zumba - 3/28/2020	BPD032820	1-4571-24	75.00
	Program - Zumba - 4/11/2020	BPD041120	1-4571-24	75.00
	<i>Totals for Bolingbrook Park District</i>			\$ 250.00
Bolingbrook Rotary Club				
	Mills Membership - Third Quarter Dues 2019-2020	996-1436	1-4161-10	57.00
	<i>Totals for Bolingbrook Rotary Club</i>			\$ 57.00
Bolingbrook Rotary Club Top Ten				
	2020 Gold Division Sponsorship	6341-1920	1-4731-10	500.00
	<i>Totals for Bolingbrook Rotary Club Top Ten</i>			\$ 500.00
Bolingbrook Signs + Apparel				
	50th Anniversary Podium Seals	12354	1-4731-10	180.00
	Signs - Book Return Out of Order & Bike Locks	11596	1-4731-10	155.00
	<i>Totals for Bolingbrook Signs + Apparel</i>			\$ 335.00
BRT Outdoor LLC				
	Digital Billboard - 3/2/2020-3/29/2020	7726	1-4731-10	1,000.00
	<i>Totals for BRT Outdoor LLC</i>			\$ 1,000.00
Bruce Troyer				
	Program - Gen. Day: Expert Photo Identification - 3/28/2020	BT032820	1-4571-24	125.00
	<i>Totals for Bruce Troyer</i>			\$ 125.00
Call One				
	Internet & Telephone - 2/15/2020-3/14/2020	206858	1-4314-14	1,968.00
	Internet & Telephone - 3/15/2020-4/14/2020	221567	1-4314-14	1,968.00
	Internet & Telephone - 2/15/2020-3/14/2020	206858	1-4312-14	950.94
	Internet & Telephone - 3/15/2020-4/14/2020	221567	1-4312-14	1,061.59
	<i>Totals for Call One</i>			\$ 5,948.53
Carolyn Boyer				
	Mileage - 2/8/2020-2/29/2020	CB030320	1-4171-10	50.60
	<i>Totals for Carolyn Boyer</i>			\$ 50.60
Carrie Bohanan				
	Refund - The American Colonies	CB7461	1-3310-30	10.00
	<i>Totals for Carrie Bohanan</i>			\$ 10.00

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Cathryn Stanek-Whisler	Program - Wooden Spring Wreaths - 4/2/2020	CSW040220	1-4571-24	\$ 220.00
	Program - Yarn Wristband - 4/1/2020	CSW040120	1-4573-24	175.00
	<i>Totals for Cathryn Stanek-Whisler</i>			<u>\$ 395.00</u>
Center Point Large Print	Books - Adult Large Print	1761093	1-4543-26	154.59
	Books - Adult Large Print	1761735	1-4543-26	22.77
	Books - Adult Large Print	1761585	1-4543-26	22.17
	Books - Adult Large Print	1757170	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			<u>\$ 518.31</u>
Christina Beaird	Program - Gen. Day: FamilySearch Strategies - 3/28/2020	CT032820	1-4571-24	250.00
	<i>Totals for Christina Beaird</i>			<u>\$ 250.00</u>
Christina Theobald	2020 PLA Transportation Reimbursement - 2/25/2020-2/29/2020	CT030420	1-4171-10	23.54
	<i>Totals for Christina Theobald</i>			<u>\$ 23.54</u>
Christine Thornton	Program - Peaceful Mountain Landscape - 4/14/2020	CT041420	1-4571-24	325.00
	<i>Totals for Christine Thornton</i>			<u>\$ 325.00</u>
Coal City Public Library District	Lost Item - Think Like a Pancreas	CCPLD4893	1-3310-30	15.20
	<i>Totals for Coal City Public Library District</i>			<u>\$ 15.20</u>
Colin Langenderfer	Program - 2020 Maker Faire - 3/21/2020	CL032120	1-4573-24	450.00
	<i>Totals for Colin Langenderfer</i>			<u>\$ 450.00</u>
Comcast Cable	Cable - 3/3/2020-4/2/2020	0367494-MAR20	1-4316-14	124.44
	<i>Totals for Comcast Cable</i>			<u>\$ 124.44</u>
Costco Membership	4 Membership Dues - April 2020	5845-APR20	1-4162-10	120.00
	<i>Totals for Costco Membership</i>			<u>\$ 120.00</u>
Daniel Bedoya	Mileage - Circ Roundtable - 2/12/2020	DB022020	1-4171-10	8.91
	<i>Totals for Daniel Bedoya</i>			<u>\$ 8.91</u>

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Daniel T. Jungclas	Program - Gen. Day: German Genealogy Consult - 3/28/2020	DTJ032820	1-4571-24	\$ 100.00
	<i>Totals for Daniel T. Jungclas</i>			<u>\$ 100.00</u>
Demco, Inc.	CMTSD - Display Items, Holders, Shelves, Book Trucks, etc.	6778632	1-4691-10	19,302.81
	CMTSD - St. Patrick's Classification Labels	6779445	1-4371-12	21.62
	<i>Totals for Demco, Inc.</i>			<u>\$ 19,324.43</u>
Dianne Gibson	Refund - The Giver of Stars	DG4373	1-3310-10	18.00
	Refund - Someone We Know	DG4373	1-3310-10	15.53
	<i>Totals for Dianne Gibson</i>			<u>\$ 33.53</u>
Dynergy Energy Services	Electricity - 1/31/2020-3/1/2020	270493920031	1-4321-30	11,315.31
	<i>Totals for Dynergy Energy Services</i>			<u>\$ 11,315.31</u>
EBSCO Subscription Services	Periodicals	2004025	1-4511-26	31.90
	Periodicals	2005163	1-4511-26	3.30
	Periodicals	1593831	1-4511-26	41.90
	<i>Totals for EBSCO Subscription Services</i>			<u>\$ 77.10</u>
Elite Chess Inc	Program - Chess Club for Adults and Teens - 3/24/2020	EC032420	1-4571-24	90.00
	<i>Totals for Elite Chess Inc</i>			<u>\$ 90.00</u>
Elizabeth Portillo	Program - Conversational ESL for Adults - 3/24/2020	EP032420	1-4571-24	40.00
	Program - Conversational ESL for Adults - 3/31/2020	EP033120	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/7/2020	EP040720	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/14/2020	EP041420	1-4571-24	40.00
	Program - Conversational ESL for Adults - 3/23/2020	EP032320	1-4571-24	80.00
	Program - Conversational ESL for Adults - 3/30/2020	EP033020	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/6/2020	EP040620	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/13/2020	EP041320	1-4571-24	80.00
	<i>Totals for Elizabeth Portillo</i>			<u>\$ 480.00</u>

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Erika Doyle	Program - 50% Artist in Residence - April-May 2020	ED040120	1-4575-10	\$ 500.00
	Program - 50% Artist in Residence - April-May 2020	ED040120	1-4571-27	125.00
	<i>Totals for Erika Doyle</i>			<u>\$ 625.00</u>
Findaway World, LLC	Playaway - Juvenile	315852	1-4562-29	378.09
	Playaway - Juvenile	314945	1-4562-29	41.13
	Audiobooks - Adult	315838	1-4551-26	19.99
	Audiobooks - Adult	314009	1-4551-26	471.39
	Audiobooks - Juvenile	315868	1-4553-26	389.04
	<i>Totals for Findaway World, LLC</i>			<u>\$ 1,299.64</u>

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First Bankcard				
	Meijer - CSD Tween Tea Party Program Supplies	N7231-MAR20	1-4353-20	\$ 42.50
	American Button - CSD Tween Tea Party Program Supplies	N7231-MAR20	1-4353-20	46.96
	Marriott PA - Spindel 2020 ALA Midwinter Hotel	N7231-MAR20	1-4173-16	1,379.10
	Bolingbrook - 2020 Best Business Award 5 Trustees, 3 Staff	N7231-MAR20	1-4173-16	468.75
	GoDaddy.com - SSL Cert. Staff Remote VPN Access Renewal	N7231-MAR20	1-4253-14	159.98
	Meijer - ATSD Various Program Supplies	N7231-MAR20	1-4353-24	59.01
	Menards - Van Vehicle Coolant	N7231-MAR20	1-4235-29	11.98
	Mercedes-Benz Westmont - Library Van Battery Replacement	N7231-MAR20	1-4235-29	601.39
	Phillips - 2020 PLA Vehicle Gas	M4566-MAR20	1-4171-10	32.00
	Shell Oil - 2020 PLA Vehicle Gas	M4566-MAR20	1-4171-10	22.50
	ALA - Purrazzo - Business Outreach for Public Librarians Reg	N7231-MAR20	1-4151-10	157.50
	ABOS - Petrov Membership - 2/5/2020-2/5/2021	N7231-MAR20	1-4161-10	49.00
	Bolingbrook - 2020 Best Business Award 5 Trustees, 3 Staff	N7231-MAR20	1-4173-10	281.25
	Meijer - 2/7/2020 Staff In Service Food Supplies	N7231-MAR20	1-4353-10	80.92
	The Patio - 2/7/2020 Staff In Service Lunch Tip	N7231-MAR20	1-4353-10	100.00
	Panera - 2/7/2020 Staff In Service Breakfast	N7231-MAR20	1-4353-10	457.40
	The Patio - 2/7/2020 Staff In Service Lunch	N7231-MAR20	1-4353-10	1,339.76
	Jewel - February Birthday Cake	N7231-MAR20	1-4711-10	38.99
	Facebook - Monthly Event Promo Ads	N7231-MAR20	1-4731-10	77.78
	Mailchimp - Monthly Subscription	N7231-MAR20	1-4731-10	74.99
	Woobox - Monthly Subscription	N7231-MAR20	1-4731-10	29.00
	Envira Gallery Pro - Annual Subscription	N7231-MAR20	1-4731-10	99.00
	USPS - 2020 Feb. Board Packet Mailing	M4566-MAR20	1-4381-10	45.00
	Your Media - ATSD Black History Month Movie Week License	N7231-MAR20	1-4571-24	295.00
	Storyblocks - Studio Patron Use Media	N7231-MAR20	1-4568-27	99.00
	Hobby Lobby - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4568-27	66.93
	Purebuttons - Board of Trustees 50th Anni. Pins	N7231-MAR20	1-4735-10	31.20
	PureButtons - Staff Fine Free Buttons	N7231-MAR20	1-4735-10	202.72
	Silhouette America - Studio Classes & Program Supplies	N7231-MAR20	1-4353-27	24.92
	Scrapbook - Studio Classes & Program Supplies	N7231-MAR20	1-4353-27	83.91
	Dollar Tree - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4353-27	17.00
	Michaels - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4353-27	89.00
	Hobby Lobby - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4353-27	14.95
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	15.99
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	14.99

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First Bankcard		(Cont'd)		
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	\$ 14.99
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	14.99
		<i>Totals for First Bankcard</i>		\$ 6,687.32
Fun Express LLC				
	Outreach - Program Supplies	701340625-01	1-4353-28	35.44
		<i>Totals for Fun Express LLC</i>		\$ 35.44
Gale/Cengage Learning				
	Books - Adult Large Print	69810003	1-4543-26	99.71
	Books - Adult Large Print	69810762	1-4543-26	69.72
	Books - Adult Large Print	69811127	1-4543-26	76.47
	Books - Adult Large Print	69766087	1-4543-26	185.18
	Books - Adult Large Print	69766391	1-4543-26	85.47
	Books - Adult Large Print	69765750	1-4543-26	55.48
		<i>Totals for Gale/Cengage Learning</i>		\$ 572.03
Gladiator Brazilian Jiu Jitsu Academy				
	Program - Jiu Jitsu Gentle Art - 4/11/2020	GBJJA041120	1-4571-24	125.00
		<i>Totals for Gladiator Brazilian Jiu Jitsu Academy</i>		\$ 125.00
Glen Carbon Centennial Library District				
	Lost Item - Slave Uprisings and Runaways	0004200459735	1-3310-30	23.95
		<i>Totals for Glen Carbon Centennial Library District</i>		\$ 23.95
Illinois American Water				
	Irrigation - 1/22/2020-2/20/2020	1025-210003089915	1-4331-30	109.88
	Fire Protection - 2/19/2020-3/17/2020	1025-210003089465	1-4331-30	44.02
		<i>Totals for Illinois American Water</i>		\$ 153.90
Illinois American Water/Bolingbrook				
	Water & Sewer - 1/22/2020-2/20/2020	1025-210003088318	1-4331-30	982.43
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 982.43
Ilya Kabirov				
	Program - Great Reads Book Club - 3/25/2020	IK032520	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		\$ 75.00

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Ingram Library Services				
	Video Games - Adult	43835610	1-4565-26	\$ 113.98
	Video Games - Adult	44001468	1-4565-26	94.98
	Video Games - Adult	44001464	1-4565-26	75.98
	Video Games - Juvenile	43835605	1-4564-26	28.49
	Video Games - Juvenile	43835607	1-4564-26	104.47
	Video Games - Juvenile	44001467	1-4564-26	256.43
	Video Games - Juvenile	44001466	1-4564-26	28.49
	Video Games - YA	43835606	1-4563-26	56.99
	Video Games - YA	43835608	1-4563-26	56.99
	Video Games - YA	43835609	1-4563-26	227.80
	Video Games - YA	44001465	1-4563-26	37.99
	CSD - Program Supplies	44070427	1-4353-20	43.92
	Books - Adult Non-Fiction	44001469	1-4541-26	8.99
	Books - Adult Fiction	43835612	1-4540-26	28.72
	Books - Professional Reference	43835611	1-4547-26	16.02
		<i>Totals for Ingram Library Services</i>		\$ 1,180.24
ITsavvy LLC				
	Server Upgrades	05049372	1-4253-14	6,377.00
	IronPort S370 Removal, Cisco FTD Threat & URL 1 Year	05050029	1-4641-14	5,605.94
	Server Upgrades	05049372	1-4522-14	4,140.00
		<i>Totals for ITsavvy LLC</i>		\$ 16,122.94
Jeffrey P. Fisher				
	Mileage - Soon to be Famous - 3/5/2020	JF030620	1-4171-10	13.80
		<i>Totals for Jeffrey P. Fisher</i>		\$ 13.80
Jennie Nguyen				
	Mileage - 1/21/2020-1/22/2020 & IGFOA Wksp - 2/7/2020	JN030520	1-4171-10	30.18
	Mileage - 8/28/2019-12/2/2019	JN030520	1-4171-10	25.64
	Mileage - IGFOA Downstate Conf. - 2/27/2020-2/28/2020	JN030520	1-4171-10	187.49
		<i>Totals for Jennie Nguyen</i>		\$ 243.31
Jennifer A. Warner				
	Program - Gen. Day: Browse & Break Down - 3/28/2020	JAW032820	1-4571-24	250.00
	Program - Gen. Club: Join the Mayflower Society - 4/8/2020	JAW040820	1-4571-24	200.00
		<i>Totals for Jennifer A. Warner</i>		\$ 450.00

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Joseph Dascola	Refund - John Wick: Parabellum	JD4941	1-3310-10	\$ 22.49
		<i>Totals for Joseph Dascola</i>		<u>\$ 22.49</u>
Juanita Lennon	Reimburse - Pastries, CMTSD Distilled Water, Cert. Mail	JL030620	1-4715-10	11.24
	Reimburse - Pastries, CMTSD Distilled Water, Cert. Mail	JL030620	1-4381-10	6.95
	Reimburse - Pastries, CMTSD Distilled Water, Cert. Mail	JL030620	1-4371-12	3.56
		<i>Totals for Juanita Lennon</i>		<u>\$ 21.75</u>
Kanopy	Electronic Audio Visual	186375-PPU	1-4523-26	335.00
		<i>Totals for Kanopy</i>		<u>\$ 335.00</u>
Kate Thurston	Mileage - Circ Roundtable - 2/12/2020 & PIRC Mtg - 2/19/2020	KT022020	1-4171-10	28.18
		<i>Totals for Kate Thurston</i>		<u>\$ 28.18</u>
Kathryn Spindel	Mileage - ILA Legislative Meetup - 2/21/2020	KS022920	1-4171-10	33.45
		<i>Totals for Kathryn Spindel</i>		<u>\$ 33.45</u>
Kellie Chase	Program - 6 Sewing Classes - 3/24/2020	KC032420	1-4571-24	175.00
	Program - 6 Sewing Classes - 4/8/2020	KC040820	1-4571-24	175.00
		<i>Totals for Kellie Chase</i>		<u>\$ 350.00</u>
Kelly A Cygan	Refund - 3 Different Titles	KAC7432	1-3310-10	38.55
		<i>Totals for Kelly A Cygan</i>		<u>\$ 38.55</u>
Konica Minolta Business Solutions U.S.A., Inc.	Overage - 1/15/2020-2/14/2020	9006511524	1-4234-14	1,069.54
	Maintenance - 2/15/2020-3/7/2020	9006513496	1-4234-14	280.36
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		<u>\$ 1,349.90</u>
Konica Minolta Premier Finance	Leased Equipment - March 2020	408913143	1-4234-14	1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		<u>\$ 1,616.00</u>
Lands' End Business Outfitters	Board 50th Anniversary Replacement Polo	SIN8323492	1-4355-16	57.85
		<i>Totals for Lands' End Business Outfitters</i>		<u>\$ 57.85</u>

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Laura Didier	Mileage - 2/3/2020-2/28/2020	LD030320	1-4171-10	\$ 89.02
		<i>Totals for Laura Didier</i>		<u>\$ 89.02</u>
Matthew Bender & Co., Inc.	Books - Adult Non-Fiction	17315999	1-4541-26	159.43
		<i>Totals for Matthew Bender & Co., Inc.</i>		<u>\$ 159.43</u>
Maureen Brady	Program - Gen. Day: FamilySearch Wiki & Memories - 3/28/2020	MB032820	1-4571-24	300.00
		<i>Totals for Maureen Brady</i>		<u>\$ 300.00</u>
McKula, Inc.	Incident Tracker - 4/1/2020-3/31/2021	3023	1-4631-14	1,200.00
		<i>Totals for McKula, Inc.</i>		<u>\$ 1,200.00</u>

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Midwest Tape	Audiobooks - Adult	98661854	1-4551-26	\$ 61.29
	Audiobooks - Adult	98669804	1-4551-26	30.29
	Audiobooks - Adult	98661853	1-4551-26	40.29
	Audiobooks - Adult	98661841	1-4551-26	58.29
	Audiobooks - Adult	98636273	1-4551-26	45.29
	Audiobooks - Adult	98636272	1-4551-26	93.58
	Audiobooks - Adult	98636271	1-4551-26	45.29
	Audiobooks - Adult	98634954	1-4551-26	9.99
	Audiobooks - Adult	98638598	1-4551-26	35.29
	Audiobooks - Adult	98697552	1-4551-26	35.29
	Audiobooks - Adult	98698930	1-4551-26	130.87
	Audiobooks - Juvenile	98597534	1-4553-26	31.29
	Audiobooks - Juvenile	98579332	1-4553-26	20.29
	CD Music - Adult	98611266	1-4550-26	18.08
	CD Music - Adult	98597037	1-4550-26	15.83
	CD Music - Adult	98597038	1-4550-26	11.33
	CD Music - Adult	98597535	1-4550-26	21.08
	CD Music - Adult	98579324	1-4550-26	13.58
	CD Music - Adult	98661849	1-4550-26	37.66
	CD Music - Adult	98661843	1-4550-26	24.08
	CD Music - Adult	98661842	1-4550-26	48.24
	CD Music - Adult	98661840	1-4550-26	16.43
	CD Music - Adult	98671656	1-4550-26	13.58
	CD Music - Adult	98634939	1-4550-26	14.33
	CD Music - Adult	98641963	1-4550-26	60.77
	CD Music - Adult	98638593	1-4550-26	12.83
	CD Music - Adult	98699003	1-4550-26	51.24
	CD Music - Adult	98699789	1-4550-26	17.33
	CD Music - Adult	98698939	1-4550-26	18.83
	Audiobooks - Adult	98611269	1-4551-29	45.29
	Audiobooks - Adult	98634937	1-4551-29	166.16
	Audiobooks - Adult	98634936	1-4551-29	45.29
	Audiobooks - Adult	98698968	1-4551-29	95.58
	DVD - Adult	98597545	1-4557-29	22.49
	DVD - Adult	98597546	1-4557-29	27.23
	DVD - Adult	98579334	1-4557-29	27.23
	DVD - Adult	98579335	1-4557-29	27.98
	DVD - Adult	98669809	1-4557-29	27.98

**Fountaindale Public Library District
Bills Payable Report
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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98635724	1-4557-29	\$ 27.23
	DVD - Adult	98641965	1-4557-29	54.46
	DVD - Adult	98699793	1-4557-29	27.23
	DVD - Adult	98699792	1-4557-29	27.23
	DVD - Juvenile	98611460	1-4558-29	54.46
	DVD - Juvenile	98694394	1-4558-29	57.53
	DVD - Juvenile	98661855	1-4558-29	37.96
	DVD - Juvenile	98699791	1-4558-29	62.94
	CD Music - Juvenile	98661856	1-4554-29	15.53
	Audiobooks - Adult	98597039	1-4551-26	75.58
	Audiobooks - Adult	98597533	1-4551-26	45.29
	Audiobooks - Adult	98597542	1-4551-26	30.29
	Audiobooks - Adult	98579328	1-4551-26	45.29
	Audiobooks - Adult	98579333	1-4551-26	40.29
	Audiobooks - Juvenile	98661851	1-4553-26	45.29
	Audiobooks - Juvenile	98669447	1-4553-26	51.29
	Audiobooks - Juvenile	98636274	1-4553-26	30.29
	Audiobooks - Juvenile	98638594	1-4553-26	28.29
	CD Music - Juvenile	98669806	1-4554-26	15.08
	CD Music - Juvenile	98699009	1-4554-26	75.40
	DVD - Adult	98579059	1-4557-26	23.64
	DVD - Adult	98579341	1-4557-26	34.89
	DVD - Adult	98611268	1-4557-26	392.20
	DVD - Adult	98611262	1-4557-26	34.96
	DVD - Adult	98611261	1-4557-26	31.96
	DVD - Adult	98611265	1-4557-26	66.44
	DVD - Adult	98597531	1-4557-26	39.46
	DVD - Adult	98597532	1-4557-26	39.46
	DVD - Adult	98597530	1-4557-26	66.20
	DVD - Adult	98597537	1-4557-26	27.23
	DVD - Adult	98597543	1-4557-26	81.69
	DVD - Adult	98597541	1-4557-26	68.96
	DVD - Adult	98597540	1-4557-26	129.40
	DVD - Adult	98597544	1-4557-26	98.94
	DVD - Adult	98597538	1-4557-26	34.48
	DVD - Adult	98597539	1-4557-26	196.10
	DVD - Adult	98575567	1-4557-26	12.23
	DVD - Adult	98579327	1-4557-26	51.46

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98579326	1-4557-26	\$ 37.76
	DVD - Adult	98579330	1-4557-26	569.55
	DVD - Adult	98579331	1-4557-26	279.80
	DVD - Adult	98579329	1-4557-26	83.94
	DVD - Adult	98570432	1-4557-26	31.14
	DVD - Adult	98570433	1-4557-26	34.89
	DVD - Adult	98579323	1-4557-26	23.48
	DVD - Adult	98669777	1-4557-26	52.89
	DVD - Adult	98669776	1-4557-26	19.89
	DVD - Adult	98694393	1-4557-26	23.48
	DVD - Adult	98694391	1-4557-26	26.88
	DVD - Adult	98661847	1-4557-26	74.42
	DVD - Adult	98669803	1-4557-26	313.76
	DVD - Adult	98669802	1-4557-26	55.96
	DVD - Adult	98661852	1-4557-26	19.83
	DVD - Adult	98669805	1-4557-26	39.46
	DVD - Adult	98661850	1-4557-26	66.69
	DVD - Adult	98660539	1-4557-26	133.20
	DVD - Adult	98669801	1-4557-26	122.00
	DVD - Adult	98669448	1-4557-26	172.40
	DVD - Adult	98665249	1-4557-26	69.03
	DVD - Adult	98665247	1-4557-26	38.64
	DVD - Adult	98667882	1-4557-26	21.98
	DVD - Adult	98667880	1-4557-26	14.08
	DVD - Adult	98666639	1-4557-26	12.23
	DVD - Adult	98669800	1-4557-26	51.20
	DVD - Adult	98669808	1-4557-26	37.21
	DVD - Adult	98669449	1-4557-26	27.23
	DVD - Adult	98661848	1-4557-26	54.46
	DVD - Adult	98661846	1-4557-26	478.06
	DVD - Adult	98636230	1-4557-26	102.42
	DVD - Adult	98636214	1-4557-26	136.15
	DVD - Adult	98636216	1-4557-26	255.28
	DVD - Adult	98636215	1-4557-26	455.93
	DVD - Adult	98636213	1-4557-26	117.66
	DVD - Adult	98636212	1-4557-26	78.44
	DVD - Adult	98636210	1-4557-26	48.96
	DVD - Adult	98639344	1-4557-26	17.64

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98639346	1-4557-26	\$ 115.56
	DVD - Adult	98641962	1-4557-26	37.21
	DVD - Adult	98641961	1-4557-26	42.71
	DVD - Adult	98638595	1-4557-26	136.15
	DVD - Adult	98638597	1-4557-26	54.46
	DVD - Adult	98638599	1-4557-26	127.39
	DVD - Adult	98641960	1-4557-26	198.80
	DVD - Adult	98699735	1-4557-26	27.23
	DVD - Adult	98699736	1-4557-26	60.71
	DVD - Adult	98699738	1-4557-26	19.73
	DVD - Adult	98699737	1-4557-26	109.62
	DVD - Adult	98699780	1-4557-26	78.44
	DVD - Adult	98699739	1-4557-26	54.46
	DVD - Adult	98699781	1-4557-26	74.94
	DVD - Adult	98699783	1-4557-26	196.10
	DVD - Adult	98699788	1-4557-26	27.23
	DVD - Juvenile	98611263	1-4558-26	136.15
	DVD - Juvenile	98611264	1-4558-26	392.20
	DVD - Juvenile	98579322	1-4558-26	12.23
	DVD - Juvenile	98661845	1-4558-26	21.98
	DVD - Juvenile	98638596	1-4558-26	19.73
	DVD - Juvenile	98699786	1-4558-26	81.69
		<i>Totals for Midwest Tape</i>		\$ 10,017.18
Mobility Works				
	Bkm Lift Inspection/Repair - 3/4/2020	SE-044460	1-4235-29	1,745.09
		<i>Totals for Mobility Works</i>		\$ 1,745.09
Naperville Sun				
	Periodicals	26701857	1-4511-26	156.00
		<i>Totals for Naperville Sun</i>		\$ 156.00
Netrix, LLC				
	Cisco SMARTnet Co-Term Renewal 5/2/2020-3/14/2021	441189	1-4233-14	26,806.46
		<i>Totals for Netrix, LLC</i>		\$ 26,806.46

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Paul Mills	Mileage - ILA Legislative Mtg - 2/21/2020	PM022220	1-4171-10	\$ 28.75
	Reimburse - Donuts w/Director Donuts	PM030320	1-4715-10	10.85
		<i>Totals for Paul Mills</i>		<u>\$ 39.60</u>
PeopleFacts	New Hire Background Checks - February 2020	33754-022020	1-4253-10	51.50
		<i>Totals for PeopleFacts</i>		<u>\$ 51.50</u>
Peter A. James	Program - Small Businesses & Start Ups - 3/24/2020	PAJ032420	1-4571-24	125.00
		<i>Totals for Peter A. James</i>		<u>\$ 125.00</u>
Petty Cash - District	CMTSD - Distilled Water	DT022620	1-4371-12	1.61
		<i>Totals for Petty Cash - District</i>		<u>\$ 1.61</u>
Pitney Bowes	Equipment Lease - 12/30/19-3/29/2020	3103773639	1-4231-10	639.51
		<i>Totals for Pitney Bowes</i>		<u>\$ 639.51</u>
Pitney Bowes Inc.	Postage Red Ink Cartridge & Postage Tape Sheets	1015135046	1-4381-10	169.56
		<i>Totals for Pitney Bowes Inc.</i>		<u>\$ 169.56</u>
PMA Securities LLC	Dissemination Agent Fee	INV10050	1-4253-10	500.00
		<i>Totals for PMA Securities LLC</i>		<u>\$ 500.00</u>
Rentals Unlimited	Staff In Service Rentals - 2/7/2020	01-121457-04	1-4584-10	189.75
		<i>Totals for Rentals Unlimited</i>		<u>\$ 189.75</u>
Robert Pennor	Program - Drawing with Pencils & Charcoals - 3/24/2020	RP032420	1-4571-24	60.00
	Program - Drawing with Pencils & Charcoals - 3/31/2020	RP033120	1-4571-24	60.00
		<i>Totals for Robert Pennor</i>		<u>\$ 120.00</u>
Sarah Dolley	Mileage - TWILL Mtg - 2/14/2020	SD022220	1-4171-10	44.45
		<i>Totals for Sarah Dolley</i>		<u>\$ 44.45</u>

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Sebert Landscaping Inc.	Snow Maintenance - March 2020	199032	1-4392-30	\$ 2,625.00
		<i>Totals for Sebert Landscaping Inc.</i>		<u>\$ 2,625.00</u>
Shafeen Fatima	Refund - The Woman in the Window	SF5242	1-3310-10	26.99
		<i>Totals for Shafeen Fatima</i>		<u>\$ 26.99</u>
Showcases	CMTSD - CD & DVD Cases	316098	1-4371-12	344.52
		<i>Totals for Showcases</i>		<u>\$ 344.52</u>
Susan K. Maddox	Program - Cooking Demonstrations w/Chef Maddox - 4/9/2020	SKM040920	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 300.00</u>
Tana Petrov	Mileage - 2/10/2020-2/29/2020	TP030320	1-4171-10	38.35
		<i>Totals for Tana Petrov</i>		<u>\$ 38.35</u>
Taste of Home	Books - Adult Non-Fiction	01050	1-4541-26	34.98
		<i>Totals for Taste of Home</i>		<u>\$ 34.98</u>
Team One Repair, Inc.	MAXStick Receipt Paper	935338	1-4351-10	957.60
		<i>Totals for Team One Repair, Inc.</i>		<u>\$ 957.60</u>
Terryberry	Burkiewicz 20 Year Recognition Items	H17539	1-4153-10	244.36
		<i>Totals for Terryberry</i>		<u>\$ 244.36</u>
The Bugle Newspapers	Legal Ad - Computer Proposals	1175129	1-4243-10	13.30
	Bolingbrook & Romeoville Valentine Coloring Page	1174966	1-4731-10	200.00
		<i>Totals for The Bugle Newspapers</i>		<u>\$ 213.30</u>
Theatre-on-the-Hill	Ads - Tempest 1/31-2/9/2020 & Peter Pan Jr 2/14-2/16/2020	200217	1-4731-10	600.00
		<i>Totals for Theatre-on-the-Hill</i>		<u>\$ 600.00</u>
Titan Image Group, Inc	Spring 2020 Newsletter - Mar-May 2020	56553	1-4256-10	8,250.00
		<i>Totals for Titan Image Group, Inc</i>		<u>\$ 8,250.00</u>

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tracy Bergacker	Refund - Who Was Franklin Roosevelt?	TB8470	1-3310-10	\$ 14.95
	Refund - Matter	TB8470	1-3310-10	19.70
		<i>Totals for Tracy Bergacker</i>		\$ 34.65
Trane U.S. Inc.	Tracer ES+ Web Based BacNet Control System	310658549	1-4651-30	49,873.00
		<i>Totals for Trane U.S. Inc.</i>		\$ 49,873.00
Tressler LLP	Legal Expense - Attorney - February 2020	414080	1-4241-10	627.00
	Legal Expense - Attorney - Tax Objection - February 2020	414083	1-4241-10	399.00
		<i>Totals for Tressler LLP</i>		\$ 1,026.00
Unique Management Services, Inc.	Collection Expense - February 2020	592545	1-4245-10	259.55
		<i>Totals for Unique Management Services, Inc.</i>		\$ 259.55
Valley View School District	Bkm & Van Fuel - February 2020	VVSD030320	1-4359-29	196.70
		<i>Totals for Valley View School District</i>		\$ 196.70
Vanguard Energy Services, LLC	Gas Service - 2/1/2020-2/29/2020	G404408030420	1-4322-30	2,074.35
		<i>Totals for Vanguard Energy Services, LLC</i>		\$ 2,074.35
Verizon Wireless	Telephone - 1/17/2020-2/16/2020	9848573524	1-4311-14	546.76
		<i>Totals for Verizon Wireless</i>		\$ 546.76
Walter Daniels Construction Company	Meeting Room C - Draw #2 - Job ID 119-6000	298	1-4651-30	41,037.80
	Meeting Room C - Draw #3 - Job ID 119-6000	328	1-4651-30	12,396.22
		<i>Totals for Walter Daniels Construction Company</i>		\$ 53,434.02

**Fountaindale Public Library District
Bills Payable Report
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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	District Monthly Supplies - Building, Office and Library	4597110-0	1-4371-12	\$ 59.02
	Library Supplies - Colored Paper	4603454-0	1-4371-12	80.64
	Office Supplies - District - 11x17 Paper supplies	4588823-0	1-4351-10	106.38
	Bottled Water for Bookmobile Staff Members - Off-site use	4593630-0	1-4351-10	35.16
	Inter-library Loan Office Supplies - Bubble Mailers	4593660-0	1-4351-10	121.71
	District Monthly Supplies - Building, Office and Library	4597110-0	1-4351-10	844.50
	District Monthly Supplies - Building and Office Supplies	4603447-0	1-4351-10	60.05
	Computer Supplies - Wrist Rest Support	4588828-0	1-4354-14	9.93
	J. Nguyen Notary Stamp	4582289-0	1-4351-10	37.95
	Program Supplies - Bottled Water	4588825-0	1-4353-24	87.90
				\$ 1,443.24
				\$ 319,401.15

Totals for Warehouse Direct

Total for Fund 1

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Liability Insurance

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Libraries of Illinois Risk Agency (LIRA)	Crisis Response Protection Program - 1/16/2020-12/31/2020	LIRA-CRISIS2020	3-4411-10	\$ 1,490.00
		<i>Totals for Libraries of Illinois Risk Agency (LIRA)</i>		<u>\$ 1,490.00</u>
		Total for Fund 3		<u>\$ 1,490.00</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Ball End Key Kit	A72-1920	8-4357-30	\$ 51.64
	Building - 24" Screwdriver	A72-1920	8-4357-30	30.00
	Building Restock - Mayo	A77-1920	8-4357-30	18.50
	Building - Staff Lounge Ice Scoops	A79-1920	8-4357-30	13.98
	Mtg Room C - Dry Erase Board	A82-1920	8-4357-30	189.99
		<i>Totals for Amazon</i>		\$ 304.11
American Building Services, LLC				
	Storytime Room Lock Cylinders	4033760	8-4211-30	162.96
	Vortex to Back Hall Exit Device	4033916	8-4211-30	2,036.96
		<i>Totals for American Building Services, LLC</i>		\$ 2,199.92
Best Quality Cleaning, Inc.				
	Cleaning Service - March 2020	32428	8-4215-30	6,321.00
	Special Clean - 2/13 1st Fl. Women, 2/18 1st Fl. Staff	32534	8-4211-30	150.00
	Special Clean - 2/20 2nd Fl. Women	32533	8-4211-30	75.00
	Special Clean - 3/2 1st Fl. Men	32564	8-4211-30	75.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		\$ 6,621.00
Boilersource				
	Boiler Plant Temp Sensor Replacement	75330	8-4211-30	256.42
		<i>Totals for Boilersource</i>		\$ 256.42
Cintas Corporation				
	First Aid Restock - February 2020	8404521652	8-4215-30	246.10
		<i>Totals for Cintas Corporation</i>		\$ 246.10
Cintas Corporation #344				
	Weekly Mat Service - 2/13/2020	4042674586	8-4215-30	30.00
	Weekly Mat Service - 2/20/2020	4043313965	8-4215-30	30.00
	Weekly Mat Service - 3/5/2020	4044511674	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		\$ 90.00
Covers Unlimited Corp.				
	Reupholster 2nd & 3rd Floor Chairs	20200219E	8-4211-30	3,558.00
		<i>Totals for Covers Unlimited Corp.</i>		\$ 3,558.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - 2/27/2020	0104804	8-4215-30	130.24
		<i>Totals for Culligan Bolingbrook, IL</i>		\$ 130.24

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Kully Supply - Toilet Repair Parts	P7810-MAR20	8-4357-30	\$ 220.81
	Batteries Plus - 1 & 3 Fl. AED Battery Replacements	P7810-MAR20	8-4211-30	79.98
	Organized Living - CMTSD Future Shelving	P7810-MAR20	8-4211-30	15.20
	EasyKeys - Service Desks Cash Boxes Replacement Keys	P7810-MAR20	8-4211-30	53.22
	<i>Totals for First Bankcard</i>			<u>\$ 369.21</u>
Groot Industries, Inc.				
	Garbage & Recycling - 3/1/2020-3/31/2020	5194886	8-4215-30	393.47
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 393.47</u>
Hansen Services, Inc.				
	Monthly Pest Control - Februray 2020	3917973	8-4215-30	103.00
	Monthly Pest Control - January 2020	3917401	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 206.00</u>
Steiner Electric Company				
	Annual Kohler Generator Maintenance 2020	S006582535.001	8-4215-30	1,937.37
	<i>Totals for Steiner Electric Company</i>			<u>\$ 1,937.37</u>
Trane U.S. Inc.				
	BAS & HVAC Equipment Agreement 2/1/2020-1/31/2021	310607951	8-4215-30	47,500.00
	<i>Totals for Trane U.S. Inc.</i>			<u>\$ 47,500.00</u>
Truax Patient Services				
	Narcan Nasal Spray	5191	8-4357-30	225.00
	<i>Totals for Truax Patient Services</i>			<u>\$ 225.00</u>
Village of Bolingbrook				
	Semi-Annual Elevator Inspection	64370	8-4211-30	225.00
	<i>Totals for Village of Bolingbrook</i>			<u>\$ 225.00</u>
Warehouse Direct				
	District Monthly Supplies - Building, Office and Library	4597110-0	8-4357-30	454.75
	District Building Supplies - Hand Sanitizer	4597110-1	8-4357-30	66.09
	District Monthly Supplies - Building and Office Supplies	4603447-0	8-4357-30	180.35
	Building Supplies - Paper and Cleaning Products	4606397-0	8-4357-30	1,646.70
	Building Supplies - Paper and Cleaning Products	4586654-0	8-4357-30	2,110.08
	<i>Totals for Warehouse Direct</i>			<u>\$ 4,457.97</u>
Total for Fund 8				<u>\$ 68,719.81</u>

**Fountaindale Public Library District
Bills Payable Report
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Maintenance Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
			Grand Total	<u><u>\$ 389,610.96</u></u>



Jennie Nguyen/Finance Manager

March 2020 Monthly Board Report
Paul Mills

Director

Public Library Association Conference

The Public Library Association (PLA) Conference was a good one. It is always helpful to be at a conference geared specifically towards public libraries and this one did not disappoint.

A theme of the programs I attended focused on access to resources and circulation in general. The Edmonton Public Library did a study several years ago and they discussed five key areas that can impact patrons' ability to use the library. The quick summary of those areas is –

Library Policies – People have difficulty understanding and navigating public library policies;

Fees – People are afraid of, cannot always afford, and do not feel like they have options for paying fees;

Transportation – People have difficulty travelling to the library;

Service Awareness – People do not understand what library services exist and how those services can benefit their lives; and

Literacies – People lack literacy and digital literacy skills.

These are all areas we have discussed and worked on in the past, and we will continue to do so going forward.

Staff from the Calgary Public Library presented on their moonshot initiative to boost circulation. They provided an entertaining program and we saw a lot of the work we have done and are doing in our Collection Use Committee mirrored there. The program also highlighted the very low percentage of patrons at Calgary that place holds, which immediately led us to review the numbers for Pinnacle. This will be a topic at future Collection Use Committee and Governing Board meetings as well.

One of the other programs I would like to highlight was entitled “The Internet is Dark and Full of Terrors.” This program was a sobering review of some of the terrible things that have occurred, and highlighted the importance of digital literacy skills for people of all ages.

I and our staff that attended PLA this year greatly appreciated the opportunity, and thank you very much for it.

Deputy Director (Nancy Korczak)

February began with our full day In-Service Day. Deborah Caldwell-Stone from ALA's Intellectual Freedom Office gave a presentation on patron privacy and laws that affect meeting room usage. Our second presentation included Debra Dudek and Elizabeth Cervantes from SSIP to speak about the 2020 Census and how it will affect the Bolingbrook Community. Staff also had time for department meetings. Overall the comments we received from staff about the In-Service Day were positive.

Continuing the 50th anniversary celebration, this month Studio 300 worked hard to launch Fountaindale's Community Page on Storycorp (<https://archive.storycorps.org/communities/fountaindale-public-library-district/>). We will be uploading our patron's stories throughout the year.

At the end of February, I was able to attend the Public Library Association's biannual conference. The conference had a lot of great sessions and I focused on attended sessions based on collection promotion and circulation increase. The presentation done by the Calgary library in Canada was very informative, they spoke about the many ways they managed to increase their circulation in a period of nine months.

From Amina Ali's report

Circulation Services Department Report

Department Summary

- In the month of February, Circulation continued to work on clearing patron accounts. By the end of the month, all Specialists had cleared accounts that had overdue fines.
- On February 7th, Circulation Staff attended the library wide Staff In-Service Day. It was a nice break to take time to learn about Meeting Room Policies (Legal), 2020 Census, and have a department meeting.
- At PIRC, Amina and Kate discussed with the rest of the Pinnacle Circulation Managers, about running the National Change of Address report before the end of the fiscal year. In addition, PIRC will be gathering data about automatic renewals to present to the Pinnacle Governing Board.
- Aides are beginning thoroughly tested on their shelving skills. Danny and Carol have compiled a test for each Aide to complete.

Circulation Statistics

New Patrons Registered	226
Holds Pulled From Shelves	7,801

Drive Up Statistics		
Total Visits (February 2020)	Previous Month (January 2020)	Previous Year (February 2019)
790	882	887

Total In-House Circulation (February 2020)	2,083
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From Tana Petrov's report

Outreach Services

Activities

- 2/8/2020: Winterfest at Annerino Center with collaboration with the Park District - Laura and Cindy did a storytime on the theme *winter/snow*. Dennis and Carolyn also attended with the Bookmobile. From Carolyn's report: "We were very visible in front of the building and it was a beautiful day out. I think this helped us have a steady flow of patrons coming on the vehicle during the event."
- 2/17/2020: Carolyn provided orientation and tour of Outreach Services for the LTA Intern. After that, Carolyn took her to the Kids Fair event where the LTA intern observed Tana manning a table.
- 2/17/2020: Kids Fair event: Tana reports that this was a successful event during which she was able to promote the library services, programs, and Bookmobile stops to more than 100 people.
- 2/22/2020: Laura (with Tana's assistance) hosted a highly successful Preschool Round Up event again this year with attendance of 144. Comment from a patron: "Well organized, great event, great opportunity to network. Hope they all get an invitation for next year."
- Throughout the month, Laura performed storytimes on the themes *sad/ happy/ Valentine's Day/ Pakistan*.
- Melissa was busy with her monthly programs (Atria and Revere Court) and storytimes (Head Start Preschool and Westbrook Christian Church Homeschool). Melissa's storytimes themes this month were *Native American Language* and *pets*. From Melissa's report on her visit to Revere Court: "I brought a variety of activities to do with the residents. I read to them about the tragic death of Buddy Holly, The Big Bopper and Ritchie Valens. I showed them some old videos of them performing some of their hit songs. I also read to them some trivia for the month of February. After that we made bunnies out of craft rolls."
- Marleigha pulled Black History books from the main library to have on the Bookmobile about important events and people in Black History.
- Sarah had a nice interaction with patrons. From Sarah's report: "I spoke with two gentlemen who are regular patrons at Greenleaf. They told me how happy they were that we were there and they had someone to talk with even if it is about book recommendations and grocery shopping."

- Tana began her training lessons with Eagle Training Services for the Bookmobile.

Special Projects

- 2/26/2020: Cindy served as a judge again this year for the finals of the Battle of the Books that took place at Lukancic Middle School.
- National Bookmobile Day: Marleigha reports that “the planning is completed for National Bookmobile Day. Melissa Bradley has ordered us new and improved giveaways. Everyone has been participating and doing their parts. We have the supplies for the crafts, we have pictures for the button maker and I feel we are in a really good place. We have also ordered the prizes for National Bookmobile Day. I look forward to this being a very successful event.”
- Sarah did her Red Books Display at Heritage Woods. Sarah reports: “18 books were checked out for the 1st visit at Heritage Woods. 26 books were checked out the 2nd time we visited with this cart. March 9th will be the last day to turn in a ballot to win a prize for checking out one of these books.”

Repairs and Maintenance of Outreach Vehicles

From Carolyn’s report:

- 2/14/2020 - Van would not start. Towed from the parking lot to Mercedes of Westmont on 2/17. Battery was replaced. Vehicle picked up on 2/19.
- 2/10/2020 - BKM both headlights replaced.
- 2/20/2020 - BKM left 2 different leaks in the parking lot. Driven to Diesel Services. Fuel Leak was repaired. Coolant leak needs parts and we were advised its drivable until parts are received. Picked up 2/21.
- 2/24/2020 - BKM stalled. It would not move forward or backwards. After allowing the vehicle to rest, it started and was driven to Diesel Services. Transmission fluid was added to the vehicle.
- 2/25/2020 - BKM stalled again. Taken to Diesel Services for further diagnostics. Transmission Flush.

Preschool Round Up



Battle of the Books



Revere Court craft



From Jeffrey Fisher's report

Studio 300

February 2020 generated the following basic Studio 300 stats:

- 896 patrons actively used our spaces.
- 3562 items were checked out.
 - 107 of that total circulated out of the lab.
- 174 patrons attended our 38 Orientations, Adult/T(w)een programs, tours, and offsite events.
 - Total programming hours came to 48.
- And 20 Non-FPLD people used Studio 300.



Key events for Studio 300 included our annual *Oscars After Hours* program with patrons enjoying the TV show on the big screen in MRA. We had two winners this year who picked the most winning categories. They took home prize packages with DVDs, movie tickets, and a custom tote bag.

The Girl Scouts continue to use Studio 300 in a big way. This month brought the second half of the custom embroidery

project and a separate group who earned their Photography badge by taking, editing, and sharing photos.

Read on for reports from the Studio 300 staff about everything else we supported during February.

Adriana: Adriana and Jeffrey planned and executed a successful staff meeting during the Staff In-Service on February 7th. Adriana, with the help of Patrick, put together and

hosted the *Oscars After Hours* event on February 9th. Our patrons once again participated in the trivia challenges and the Oscar ballot contest with two top winners this year. Adriana also worked with Randi C. from ATSD on February's *K-pop meetup*. Teens came in and created photo card magnets while listening to music. She also traveled off-site to the Des Plaines Public Library to attend the quarterly AMS meeting. This month's focus was on annual reviews and she was able to tour the CIRC department after the meeting. Adriana also continued to work on the *Pillars of the Community* project by editing posters and portraits for the individuals selected to participate in this year-long event.

Anna: I taught another two great Maker classes for both Adults (Vinyl decorated pillowcases) and Teens (Pop up Valentines Card). I also helped create prizes for the Oscars program and set aside time to prepare for the Maker Faire coming in March. Also on my plate was to gear up for all the upcoming spring programs by ordering supplies and creating demos of the projects.

McKayla: I created fliers for our promotional 'tree' to notify patrons of upcoming events. I also lead vinyl and video editing one-on-one sessions this month. We held a Valentine's Day Photoshop class for our homeschooled teens, too. During the class, I photographed the teens in front of our green screen and then showed them how to use Photoshop to composite themselves into different backgrounds.

Monica: In addition to leading Orientation and tours and participating in the all-staff day, I began working on a new design for our Maker Bucks giveaway. I learned how to train patrons on using the 3D printer and the Rodecaster. I made a demo of custom bottle labels to use for my class in March. To make it easier for our patrons, I split the Silhouette Cameo Machine Training outline into a Beginner and Advanced outline and made demo files for each outline. I attended my first *one book, one community* committee and am keeping up to date via Basecamp.

Patrick: I helped prepare for and co-hosted the Oscars After Hours. I taught several classes and 1-on-1s on 3D printing and modified and adjusted the 3D printing guide as needed to help other staff who are teaching the subject. As a result, this led to numerous patrons using the CR-10 throughout the month. I also co-hosted the Open Mic night with Justin and hosted the Acoustic Musician Meetup. Lastly, I began uploading interviews from the Winter Carnival and our Holiday Memories to [Fountaindale's Community Page on Storycorps](#).

Justin: For Record Production Month (RPM) we had patrons drop-in for "What's RPM All About" and attend the first workshop. Attendance at other programs was unfortunately low. Along with Patrick C., I co-hosted an exciting Open Mic which featured two brothers performing selections from the Rat Pack while two regulars, Michael and Carey, sang a beautiful duet. I also assisted the Girl Scouts with learning how to make custom badges on the embroidery machine.

Nikki: Having started my *Travel Photography Learning Circle* in January, we concluded our sessions on February 27th. This learning circle was different from before with the content and material presented more specific to certain situations rather than all around basic knowledge of photography. I think the patrons who participated did retain a lot of

good information, but some were confused on exact technical aspects of working the cameras and functions being presented in the material. For the next learning circle, *Mastering your Digital SLR Camera*, patrons are going to be learning hands-on techniques and equipment and combine this with what they learned in the *Travel* program to use when they're shooting.

Jeffrey: Met with Paul M., Nancy K., and John M. to further refine our needs for next fiscal year's planned update to Studio 300's computer technology. Met with Jay P. to plan our upcoming *Small Business Learning Circle* and Randi C. to finalize plans for the upcoming *Teen Journal*. Helped set up A/V for the staff in-service day, too. He led an extended tour for Woodridge Community Television. Assisted Debra D. with videotaping her latest Genealogy program. Finished helping a patron turn her memoir into a paperback book and two other patrons publish their books to Amazon. Jeffrey, along with Paul M. and Nancy K. met with the Village of Bolingbrook IT Commission to discuss and plan programming partnerships for the fall and beyond. And Adriana A joined him for a long interview with Dominican student Katie P. as she prepared a paper on leading change in the library. Coordinating with Tasos P., we had the vendor come in and adjust the audio and video room doors to maintain their excellent soundproof capabilities.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

February was a preparation month for our library's Census 2020 initiative. I attended several organizational census meetings with community partners, distributed informational materials to staff members, wrote an informational census blog, and presented a Census 2020 program at this year's Staff In-service Day. I am looking forward to ensuring our census initiatives are executed with a high caliber of customer service, and to see our partnership opportunities for this project continue to grow in the future.

Erica Edwards, our Readers Services Librarian, held interviews for a new specialist to assist her with programs, services, and large scale projects. The position was offered and accepted by Ashe Kolalis, who will be transferring from Randi's Vortex team to Erica's specialist position.

All our staff completed the online Goodbye Harassment course. The feedback on this module has been positive.

LTA student Sarah Lemke joined our department in February for programs such as Karaoke Dance Party and Black History Month Movie Week. Sarah excelled in the tasks she performed, and everyone enjoyed working with her.

Programming (includes):

YA Programs:

Randi's Observations: Ashe hosted several programs in February including Dungeons & Dragons, a Super Smash Bros. Tournament and Soap Forming with outside presenter Cathryn Stanek-Whisler. Ashe writes, "D&D was very successful this month

with a full house of 12 teens! Our DMs can handle roughly 6 max and each had 6 kids! It was a super joyous time in the Vortex with many adventures to be had.”

I am finalizing our summer slate of teen programs. We plan to have a bevy of craft programs, Studio 300 boot camps, movies and more. We are hoping to have an afterhour’s laser tag event in July. I wrote two blog posts with one post to be published in March. The first post was written to promote a Studio 300/Teen Services collaboration. We are creating a Teen Journal, much like our existing Nemo Journal. The post gives a little bit of background, submission guidelines and the links to the submission forms. The second post discussed the popular K-Pop group BTS, our eResource Freegal and will feature an album review from Studio 300’s Adriana and Patrick. This post will also promote our monthly K-Pop club.

Teen Programming

- Cathryn Stanek-Whisler was back again in February for a fun craft program, Soap Forming. Ashe was on hand in the Vortex to help out. She writes, “Soap Forming was such a cool program! It was led by Cathy Stanek-Whisler who had everything ready for all 10 teens that participated. I learned that you can crumble up existing soap with a hand mixer, and with a little bit of water, reform it into new shapes with your hands or a mold. How cool is that! The kids made some amazing shapes all on their own.”



- Studio 300’s Anna prepped the project for February’s Teen Makers class. Participants made their own pop-up cards with pieces cut on the Silhouette Cameo. The cards were Valentine themed and the teens really enjoyed the 3D elements. They all had plans to give their finished projects to their moms and grandparents.



- Christine Thornton presented a drawing workshop for the month of February, How to Draw Cartoon Dogs. Teens learned how to draw several different types of dog breeds and then chose their favorite to turn into a finished piece. The results are fantastic!



Computer Classes:

We taught seven classes for 31 attendees.

Career Online High School:

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:1

Students 75% Through Program: 0

Graduate: 23

Programming:

From Nick Mitchell's Report

For February, I continued with some training that I would need in my role with finishing the PIC training with Tasos and Nancy. This helped me with understanding and eventual execution of many of the different responsibilities that this will entail. I continued to reach out to different presenters for events in the June through August cycle, including Jeanne Ropollo's Travelogue of her time working at the McMurdo Station in Antarctica.

We also offered a diversity of different programs for the month of February. Tony continued to have Yoga and Zumba (also popular programs) as well as having a presenter discuss the history of the maids and porters Pullman Car Company. This was well received and even had a patron wish that we could have the presentation as a standing exhibit in the library. Becca continued to host successful craft programs with DIY Tote Bags and Watercolor snowflakes.

From Tony Nguyen's Report

Pullman Maids and Porters: A Walking Exhibit Wednesday, February 05 2020, 7:00pm - 8:00pm

At the start of this month we kicked off Black History Month with a historical display by Tammy Gibson of Sankofa TravelHer. This presentation was about the maids and porters of the Pullman Company located in Pullman, Chicago. Our patrons were interested in listening to Tammy, dressed as a Pullman Maid, as she described the routines and unfair work conditions that the all black maids and porters had to endure on the Pullman train cars during their height in the 1920s. 13 patrons attended this program.



Live Soap Making Demonstration Thursday, February 13 2020, 7:00pm - 8:30pm

Twelve patrons joined this program as Brittany Hogan demonstrated how to make your own soap! They even had a little give away to see if folks got to take some organic soap home with them. The patrons seemed to be intrigued and interested as Brittany showed them how with some raw materials and a stove, one could make their own bar of soap.



Drawing with Pencils and Charcoals

Tuesday, February 25 2020, 6:30pm - 8:30pm

As always, the Tuesday night art program series with Robert Pennor continues to prove to be a consistent hit with our patrons. The full 20 patrons attended that night and they enjoyed each other's company as they worked on their current project that Robert had brought with him that night.



From Rebecca Falasz's Report



For crafts this month Christine Thornton did a snowflake watercolor class, and Cathryn came in and did DIY painted tote bags. Down below are some of the bags patrons painted! I personally loved the baby Yoda!

Librarian Highlight

Jay Purrazzo

I met with the Chamber Speakers group at the Bolingbrook chamber to discuss future speakers at chamber events. This may in the future involve me and several other members of the community grading potential speakers to find the best ones that meet the needs of the chamber. I will also skim from this group for our own programs.

For professional development I attended a 20s/30s Programming Meeting at Naperville - Naper Boulevard Branch. While adults 20s/30s is not entirely business related, I have had to book and host several programs for that demographic. The group expressed the difficulty in attracting this group, but external events (such as bar trivia) that bring the library to people or nostalgia based activities are usually successful. I brought back a stack of programming newsletters, which I have been looking through for programming ideas.

As of today the Toastmasters group at the Bolingbrook Chamber of Commerce has been disbanded due to lack of attendance. I only missed one session, but we have been hemorrhaging members since July. I did not give as many formal speeches as I would have liked, but the table topics exercises were very helpful for training to speak on the fly. There are other clubs in the area and I will try to attend several until I can find a healthy group.

Librarian Highlight

Erica Edwards

We had 10 people attend our Coffee & Conversations Book club for February. A lot of our regulars are either snowbirds or are on vacation currently, but we still had a strong turnout! We have had two new people join in recent months and they fit into the book club really well. We read "The Great Alone" by Kristin Hannah. Everybody agreed that

this was one of the best discussions that we have ever had for a book! I printed out discussion questions for everybody but we didn't even need them because the discussion just flowed really well and easily.

I spoke with a lady at the 3rd floor desk who said that she was looking for a happy/hopeful book to read while she recovers from surgery. She says that she enjoys romance, but wants something with a good plot too. I recommended "Evvie Drake Starts Over" and after I explained what it was about she said "yes! That's exactly the kind of book that I'm looking for". She was excited to get home to read it and said that having a good book will be a great help as she recovers.

Specialist Highlight

Agnes Babinski

This month I unveiled an ATSD staff landing site that contains links to the various workbooks used each month. This makes it easier to get to, and easier to update and share with the department.

This month was also the second month of completely digital stat collecting. It has significantly reduced the time it takes to compile everything. There is an uptick in stats compared to last year, and I'm hoping part of it is staff being more diligent in marking interactions. I have noticed coworkers using the workbooks more often than the clipboard sheets.

As for February notarizations, I emailed the notaries of the department and asked for their total for the month. Overall we've had 25 successful notarizations.

From Joyce Arellano's report

Children's Services

Monthly Overview of Children's Services: We celebrated Black History Month with special events and displays. Readers were delighted to find the books in the *Who Is?/Who Was?* series in one location. Joss, our newest American Girl doll, made her debut this month.



Programming

Program	Number of Programs	Attendance/Participants
Active	65	1,694
Passive	180	614
Total	245	2,308

ARTS & CRAFTS

Make-It Take-It (2 programs, 54 attendance)



"I provided two crafts this day, one for Groundhog Day and one for Black History Month. I did a pop-up groundhog and a peace quilt." *Susan F.* "I put together a slinky dog craft [from the movie *Toy Story*] on 2/22 and the patrons liked it a lot. I heard a patron say 'Look it! It's a slinky dog.'" *Melisa M.*

READING & WRITING

Graphic Novel Book Club: *Lunch Lady* & other space stories (6) After talking about their books, children decorated jars to take home.

Paws to Read (33) "We had 33 readers, family members wanted to read together so I was able to add more readers and didn't have to turn anyone away. What a fun time!!! Our dogs were Lily, Spirit, Charlotte, and Hazel." *Rosemary B.*



HOLIDAYS & CELEBRATIONS

Black History Month Scavenger Hunt (3 programs, 43 attendance) We offered a scavenger hunt 3 out of the 4 Fridays this month. Children earned a prize from our treasure box for completing the hunt and could earn an extra prize for checking out the books they found. “I chose to do mine a little different than the way scavenger hunts have traditionally been done. I had pictures of prominent African Americans located in areas of the library that related to the person (Barack Obama by Illinois books, Maya Angelou by the story time room, etc). One letter in each word was highlighted, and those letters formed the phrase ‘I have a dream.’” *Jen F.*

The Stuff of Stars Story & Craft (20) In celebration of Black History Month, children listened to this Coretta Scott King award-winning book and created a craft inspired by illustrator and artist Ekoa Holmes. “After watching a video made from the book, they made marbled paper with shaving cream and food coloring. It was very messy and everyone enjoyed it.” *Sarah D.*



MOVIES, MUSIC & ENTERTAINMENT

Mini Movin' and Groovin': Africa (3 programs, 126 attendance) “It was more than just a music program, but a true cultural trip around AFRICA. Children and adults, together, created a beautiful experience by engaging with their children, recognizing that African music has influenced music all around the world.” *Kathy B.*



STEAM & LEARNING FUN



Adventures in Homeschooling: Pakistan (2 programs, 102 attendance)

“For such a big crowd, they were very attentive during Kathy’s presentation. The presentation was even more interactive this month because Laura had a friend that grew up in Pakistan come to the program that morning. She brought some of her personal items and left them for us so the kids could look at them. The carpet relay was a little hectic with that big of a crowd. We used garbage bags and it was a lot of fun to see how the kids got them to move across the room. I read a book about Besant day. It is an annual kite flying challenge that is held in Pakistan. The goal is to bring down as many other kites as you can. We had two crafts, a good deeds tree and a valentine owl. We were very happy to see a smaller crowd in the afternoon so our supply of materials were enough to cover both sessions.” *Debbie S.*

“Wow!!! While we have come to expect a certain crowd at homeschool, we were blown away today. Our morning group showed up in full with 62 children, all eager to engage in information about Pakistan. Our slide show consisted of so much information, highlighting its short history, the glaciers and textiles. A Pakistani friend of Laura’s came in to help me pronounce Urdu words and brought several items to share with our families. The children and adults poured over the items, interested in the details.” *Kathy*

Mini Adventures Around the World: Pakistan (2 programs, 27 attendance) “Asma Khan brought in some items from Pakistan to show everyone: beaded purses, embroidered shoes, and jewelry. There were books to read, puppets show, and we decorated a pine cone with glitter glue, pom poms, and snow.” *Rosemary B.*





Mini Math Monsters (3 programs, 24 attendance)

Children participated in activities related to money, maps, and building. During *Give Me the Moola*, children were amazed by an

experiment they conducted using a dollar bill. “Rosemary showed the kids a trick with a dollar bill and paperclips. I then showed the kids that I could make a dollar bill move with a magnet. So I took a blender with some water in it and then tore up a dollar bill and ground it up in the blender. The liquid was then poured into a small ziploc bag, sealed, turned over and a strong magnet was placed underneath. We swished the liquid around and then I flipped the bag and the magnet over at the same time. When the magnet was removed you could see the metal stuck to the top of the bag, where the magnet had been.” *Susan F.*

Roots: Miles Davis & Ella Fitzgerald (26) Children learned all about these jazz legends and listened to a few songs. They also learned how to scat after watching a video of Fitzgerald’s performance of “It Don’t Mean a Thing.” After Judith and Ernie’s presentation, the group made their own music, using CSD’s storytime instruments.



TechnoKids: Hovercrafts (14) “Each team was provided with a kit that they used to build their vehicles. On the 2nd part of the program we raced the hovercrafts on land and on water. In Creativity park teams lined up their vehicles and they started them at the signal. Each member of the teams took turns in launching the hovercrafts. There was a lot of cheering and jumping up and down with excitement. In the end one mom commented ‘My daughter thinks she is not good with engineering because she compares herself to her older brother. Look, I think she did very well today and she enjoyed working in an all girls team and winning the race.’” *Andreea D.*

GAMING & PLAY

Preschool Activity Time: Leap! (63) “Today's Preschool Activity Time had a party themed on leap year. We had four crafts and a scavenger hunt. The crafts were a 3D Cat, Craft Stick Ballerina, Bunny Paper Bag Puppet & a Clothespin Cricket. There were lots of young kids today and even some new faces. One mother came into the library for the first time and visited with her twin boys. She loved it and her boys had a good time too.” *Susan F.*



JUST FOR TWEENS

Tween DIY: Tapetricity Cards (4) “A few tweens who registered for the Tapetricity program on 2/12 ended up cancelling due to colds and flu. However the two who were registered came and an additional 2 attended for a total of four. We also had a helpful teen volunteer.” *Sarah D.*



STORYTIMES

All Together Storytime “I brought my ukulele to play a few songs for the first time this morning. The kids really liked it when I let them each strum it a few times before we started to sing.” *Jen F.*

Romanian Storytime (28) “This storytime took an unexpected fun turn when 4 Spanish speaking kids and their families wanted to stay and participate. I made it very clear that this is Romanian Storytime but the mom said they want to stay because they like Mrs. Andreea’s Storytime. I translated *Pete the Cat* stories and I used the flannel board. The Spanish-speaking kids mixed right in with the Romanians in front of the chair learning words from each other. We used musical instruments for several songs about cats and mice. And last we did a craft, a Valentine necklace. Everyone had a great time and the Spanish-speaking family stayed until the end.” *Andreea D.*

Sensory Storytime (14) “Our theme this month was colors. I began storytime with the book that many children know very well *Pete the Cat: I Love my White Shoes*. This month, we used the Creativity Park for our sensory activities. For the first activity, we used the light table. I set up the light table with the crystal colored Legos and the Connectagons, periodically I changed the color on the table so the children could play in different color hues. The children absolutely loved the light table and were very interested in exploring the toys in the different color lights. For the second activity, the children painted with watercolors. As I walked around, I hear the children saying ‘Painting is so much fun.’” *Marta M.*



Public Service

Children’s Services Desk: We answered **1,378** reference questions and **1,194** directional questions this month. We assisted patrons in 1 scheduled one-on-one and 10 unscheduled one-on-one appointments. Our busiest day was Monday, February 24; we assisted with 144 reference and directional questions, 5 unscheduled one-on-one appointments, and 1 teacher request.

1000 Books Before Kindergarten (354): 1 new child signed up in February. There were no completions this month, but several children should be finishing soon!

Winter Reading Program: Read to Succeed (130) The program ends on Monday, March 2. 49 children have completed one reading log and 26 children have completed 2 reading logs. Each log represents 10 books read.

Baby Packs: We gave away 1 pack and sent out 4 birthday cards this month.

Notary: Melisa M. and Andreea D. served as backup notaries for ATSD. They notarized 2 documents this month.

Milkweed Seed Packets: We have a small collection of milkweed seed packets at the Children's Services desk to give to interested patrons courtesy of Cindy Hennessy, our local Monarch Butterfly advocate.

Imagination Station: The puppet theater/imagination station included veterinary toys and accessories so children could be animal doctors!

Stories of the Month:

"After the afternoon class, a mom came up to me and asked, 'Do you know you [me and Debbie] are famous.' She went on to tell me that they were at another library program where moms were talking to one another, looking to be involved in a homeschool group. She started to talk about our program and was interrupted by several other moms in the group, who all said, 'Go to Fountaindale, in Bolingbrook, they have the best program ever.' With a blush on my cheeks, I reminded her that we are nothing without great patrons who join us and want to be in this with us." *Kathy B.*



"A patron came in looking for videos for her daughter to learn Spanish. As I was showing her the collection, we talked about the additional language resources on the 3rd floor, as well as some of the online resources for learning languages. She had no idea all that the library had to offer as she had not been to the library since she was a child. I was able to provide her with several brochures explaining the different programs and online resources. She was absolutely thrilled and excited to sign up for classes and activities for both herself and her daughter." *Jen F.*



Who Is? Who Was? et al. "Bobble Head" Series

CMTSD created a new collection that puts these books face out in one location, near the CSD restrooms and comfort room. The patron response has been very positive, and CSD has seen higher traffic in this area due to readers browsing.

Building Operations (Tasos Priovolos)

The main controller of our building automation system was replaced. The old unit was no longer supported and parts were no longer available. The integration of this controller requires creating/debugging new control logic since the new controller has different communication protocols. We continue to work with Trane to test the new system.

The entire department assisted during the very successful staff in-service day. This included preparing for the early morning setup and preparing the building for the following day.

The annual load test was completed on our emergency power generator. This load test simulates an actual power outage on the generator and verifies that it is capable of producing the electricity needed to power our emergency systems.

Tasos met with representatives from Huff Company to discuss the acoustical challenges we have noticed on the 3rd Floor study rooms. Huff Company is the vendor that services our soundproof booths in Studio 300.

The Studio 300 acoustical doors were serviced and several seals were replaced. This is part of the ongoing maintenance needed on these doors.

Worked with Bibliotheca to find a solution to cover up exposed pipes next to the RFID gates by the front entrance. This included working with their management to discuss future expectations and safety standards when working in our building.

Assisted John Matysek in opening the responses received for the Request For Proposal for an upgrade on our multi-function devices.

We had 15 soft seating in the 2nd and 3rd floors reupholstered and refinished. This work is part of the ongoing maintenance on our furniture.

SECURITY SUPERVISOR REPORT –

LTA student Sarah Lemke shadowed Building Security Supervisor John Hopkins on the early release day 2/26. Sarah has been working as a middle school librarian and got to see and discuss how building operations at FPLD work with the Brooks students. She was also able to see a diverse sample of the various tasks and responsibilities within building ops.



ZENDESK -

In February, 42 new maintenance tickets were created, and 39 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

Staff Updates

- Christy Oestreich was hired as a CMTSD Aide, reporting to Jacob Luce. Christy is a welcome addition to our department!

New Local Author Books

We added two new books to our Local Author Collection this month:

- *A Night to Remember* by Chankisa Mims
- *Examining Social Determinants by Locale to Inform Community Linkages* by Dr. Judith Davis. Davis' response to our addition of her book to our collection:
"Thanks much for the support and having this program. I do believe making copies of this book available in the Fountaindale circulation will help patrons in our community!"

Changes to ILL Processing to Aide Patron Privacy

Applying the principles learned about patron privacy at our Staff In-Service Day, Christine Jason was able to re-configure the ILL Labels that are applied to interlibrary loan materials placed on the holds shelf. Instead of printing out the patron's entire last name, they now only print the first four letters of the last name, thus helping to safeguard the patron's privacy and security.



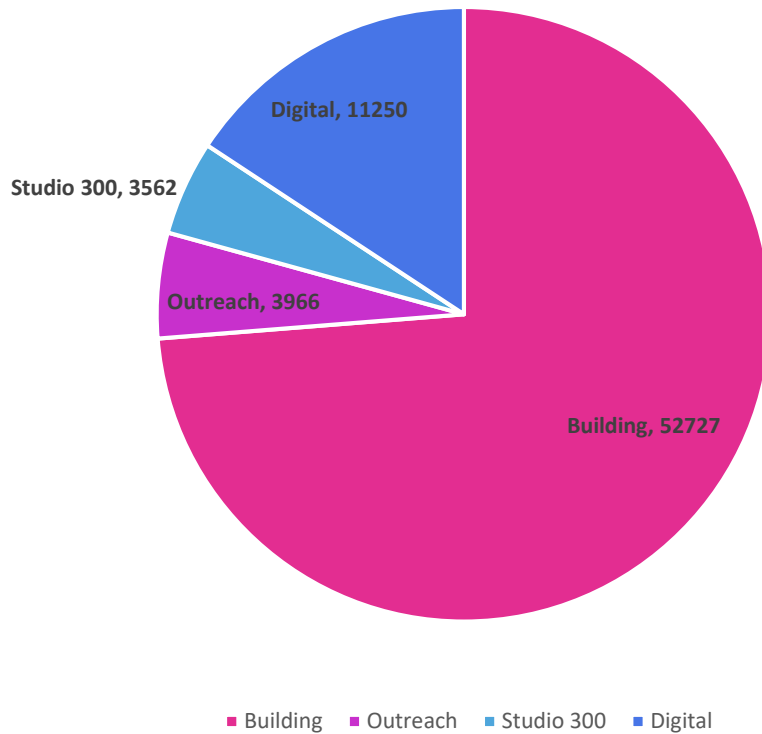
Auxiliary Cables

We've added auxiliary cables to our collection for circulation. The cables are located near the audiobooks and can connect audio devices to car stereos or home entertainment systems. Thank you to Susan Jagiel for the idea and to Jake Luce, Linda Ciucci and Adwoa Appiah for implementation.

Circulation by Branch

Branches	Feb 2019	Feb 2020	Change	% Change
Building	52983	52727	-256	-.48%
Outreach	5351	3966	-1385	-25.9%
Studio 300	3445	3562	117	3.4%
Digital	8743	11250	2507	28.67%
TOTALS	70522	71505	983	1.4%

Circs By Branch



Comparison of Physical Collection Circulation

Collection Categories	Feb 2019 Circs	Feb 2020 Circs	Change	% Change
Adult Audiobooks	1048	838	-210	-20%
Adult Fiction	5035	4472	-563	-11%
Adult Graphic Novels	433	430	-3	-1%
Adult Nonfiction	4649	4977	328	7%
Adult Video Games	246	343	97	39%
Beginning Readers	1367	2076	709	52%
Interlibrary Loan	290	237	-53	-18%
Juvenile Audiobooks	382	780	398	104%
Juvenile Fiction	6497	4546	-1951	-30%
Juvenile Graphic Novels	1503	1744	241	16%
Juvenile Kits	107	123	16	15%

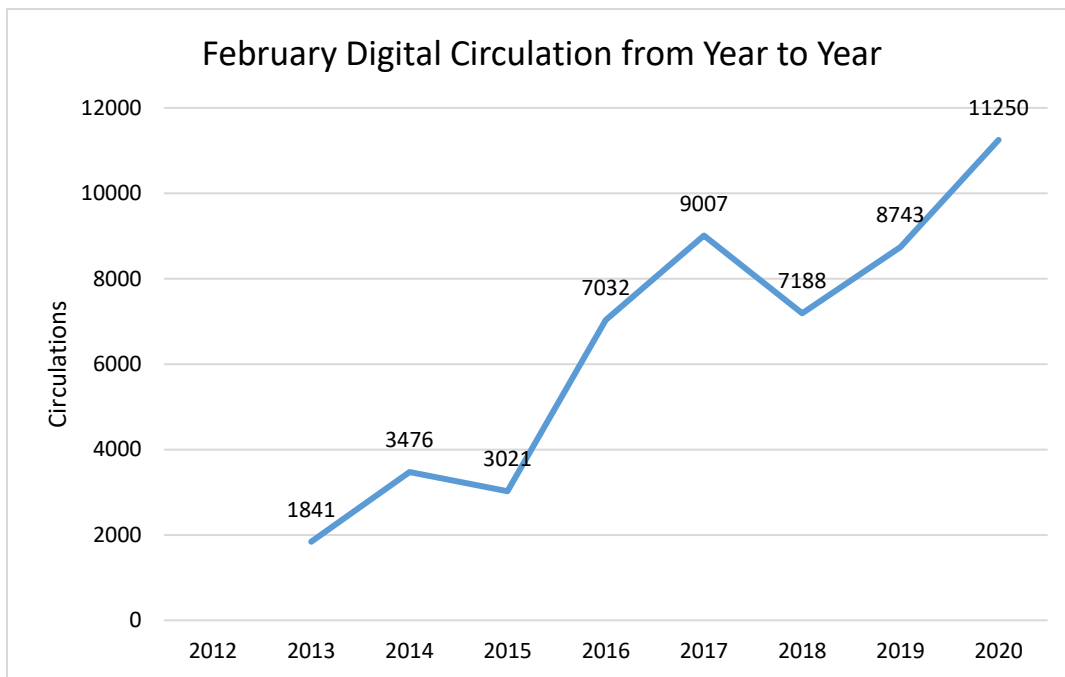
Juvenile Movies & TV	4531	4082	-449	-10%
Juvenile Nonfiction	4284	3853	-431	-10%
Juvenile Technology & Equipment	159	81	-78	-49%
Juvenile Video Games	865	681	-184	-21%
Large Print	761	712	-49	-6%
Local Authors	1	6	5	500%
Local History & Genealogy	0	16	16	
Magazines	781	702	-79	-10%
Movies & TV	11067	12683	1616	15%
Music	1507	1569	62	4%
On-the-Fly	16	14	-2	-12%
Picture Books	8150	7391	-759	-9%
Studio 300	3447	3559	112	3%
Technology & Equipment	947	987	40	4%
World Languages Adult	184	182	-2	-1%
World Languages Juvenile	581	673	92	16%
World Languages Young Adult	9	14	5	56%
Young Adult Audiobooks	72	57	-15	-21%
Young Adult Fiction	1085	765	-320	-29%
Young Adult Graphic Novels	582	605	23	4%
Young Adult Kits	4	8	4	100%
Young Adult Nonfiction	251	264	13	5%
Young Adult Technology & Equipment	0	4	4	
Young Adult Video Games	938	781	-157	-17%
TOTALS	61779	60255	-1524	-2%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,845	vs.	DVD	13,056
CD Audiobook	826	vs.	Playaway Audiobook	608

Special Collections

Collection	Circs
Lucky Day	1,746
Mobile Hotspots	42
Roku Media Players	22
Dolls	41
STEAMboxes	29

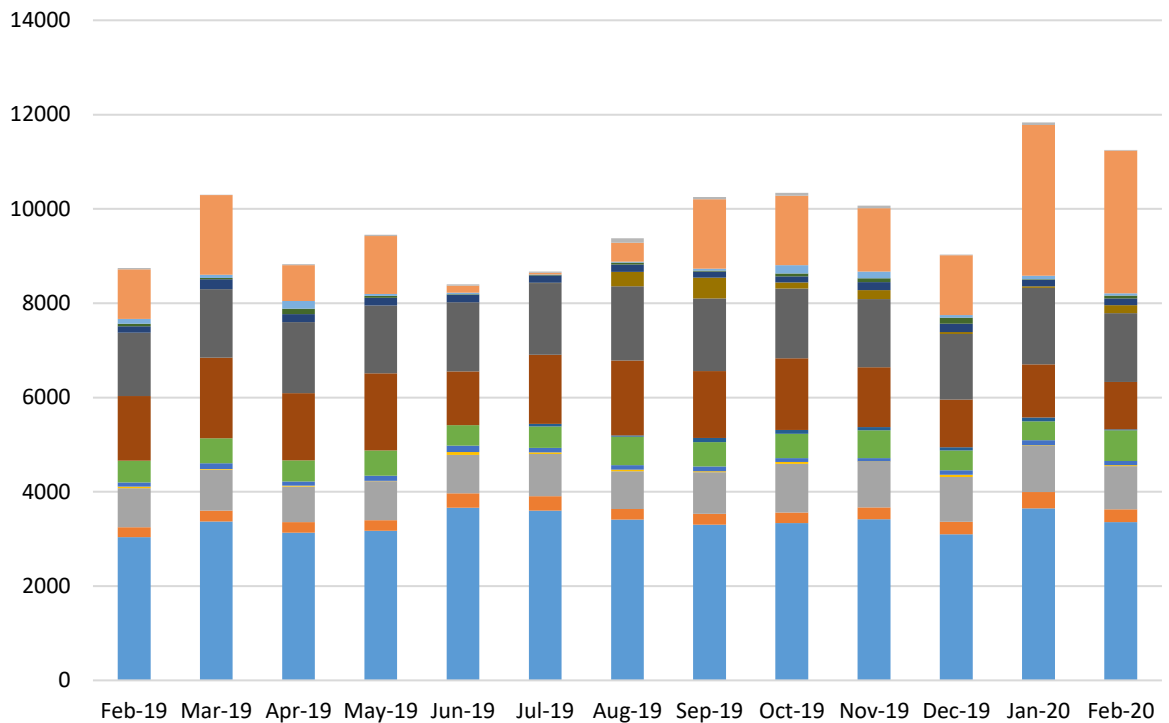


Comparison of Digital Collection Usage

Digital Platform	Feb 2019	Feb 2020	Change	% Changed
Tumblebooks	1052	3023	1971	187.36%
OverDrive eAudio	1231	1500	269	21.85%
Rbdigital eMags	456	653	197	43.20%
Hoopla	1339	1459	120	8.96%
Freegal Music Downloads	209	310	101	48.33%
Rbdigital Entertainment	0	70	70	
eRead Illinois eAudio	65	124	59	90.77%
OverDrive eBooks	1810	1859	49	2.71%
PressReader	0	44	44	
cloudLibrary eBooks	282	323	41	14.54%
cloudLibrary eAudio	123	161	38	30.89%
GVRL eBooks	55	66	11	20.00%
cloudLibrary Shared	425	434	9	2.12%
Kanopy	134	142	8	5.97%
eRead Illinois eBooks	142	146	4	2.82%
Rbdigital eAudio	91	86	-5	-5.49%
BookFlix	23	15	-8	-34.78%
Biblioboards	32	17	-15	-46.88%
World Book eBooks	106	47	-59	-55.66%
Freegal Music Streaming	1168	698	-470	-40.24%
Totals	8743	11177	2434	27.84%

For **February 2020**, digital circulation was 15.7% of the library's total circulation.

Digital Collection Circulation



	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
Book Flix	23	11	21	29	30	26	89	49	61	54	15	54	15
Tumble Books	1052	1687	762	1231	146	39	404	1474	1477	1345	1270	3196	3023
World Book eBooks	106	71	160	36	33	7	17	39	174	143	54	80	47
Gale Virtual Ref Library	55	25	117	44	13	12	45	21	60	78	132	11	66
Kanopy	134	212	172	164	159	153	154	128	132	168	173	136	142
PressReader						8	307	443	129	196	44	34	167
Hoopla	1339	1449	1506	1440	1467	1520	1573	1536	1478	1444	1390	1620	1459
Freegal Music	1377	1712	1423	1636	1140	1469	1591	1421	1523	1268	1010	1126	1008
RBDigital Entertainment						49	27	88	78	67	70	85	20
RBdigital eMags	456	529	449	533	432	460	599	517	515	594	416	401	653
RB Digital eAudio	91	126	86	112	137	91	98	98	82	62	98	107	86
Biblioboard	32	14	22	5	62	36	34	22	41	4	49	11	17
Cloud Library	830	865	752	825	811	893	800	882	1033	978	950	977	918
eRead Illinois	207	231	223	224	306	311	223	235	222	252	261	350	270
OverDrive	3041	3371	3136	3175	3663	3598	3413	3299	3338	3415	3101	3647	3359

Digital Content Fast Facts – February 2020

Overdrive

- There were **4,946 unique users**, which is a **14.5% growth** from last year.
- **eBooks** accounted for **58.6%** of checkouts, while **eAudio** accounted for **41.4%**.
- **87.8%** of checkouts were for **Adult** titles, **6.4%** were for **Young Adult** titles, and **5.8%** made up **Juvenile** titles.
- During the month, PLC yielded **9,695 active holds** and **21,484 total checkouts**.

cloudLibrary

- There were **221 active users** in the month. **Of those, 23 are new patrons**.
- **86.1%** of checkouts were **Adult titles**, **5.76%** were **Young Adult** titles and **8.14%** were **Juvenile** titles.
- **Pay Per Use eAudio** program yielded **45 circs** from FPLD and **42 circs** from LMPL.

eRead Illinois/Axis 360

- There were **104 active users** for the month, **37** of which are **new users**.
- **eBooks** accounted for **54%** of checkouts, while **eAudio** accounted for **46%**.

Hoopla

- There were **1,459 total circs** borrowed by **381 patrons**. The **average number of circs was 3.80 circs** per patron, with 41 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **50%** of all circs, followed by **eBooks with 22%**, **Movies/TV with 17%**, **Comics with 7%** and **Music with 3%**.
- **Adult Fiction** was the most borrowed category, accounting for **53%** of all circs, followed by **Adult Non-Fiction with 28%** and **Juvenile Fiction with 15%**.

Kanopy

- The **most popular videos** in February were: *The Mid-90's*, *Moses and Aaron*, *Pass The Mic!: Latin Hip-Hop Culture*, *Once Upon A Time in Anatolia*, *The Art Institute of Chicago*, *Thug Immortal: Tupac Shakur*
- Our patrons played **142 distinct video titles** and **292 video plays**.
- The site was **visited 1,078 times** and received **1,378 page hits**.
- There were **41 active users**, of which 3 used all 10 video plays.

Freegal

- This month yielded **698 songs streamed** and **310 songs downloaded**.
- The month's top **streaming music genres**: Classical, Pop, Rock, World Music, Alternative
- The month's top **downloaded music genres**: Classical, Alternative, World Music, Jazz

Physical Items Added and Withdrawn

Physical Items	Feb 2020 Added	Feb 2020 Withdrawn
Adult Audiobooks	45	5
Adult Fiction	683	156
Adult Graphic Novels	11	2
Adult Nonfiction	373	298
Adult Video Games	5	3
Beginning Readers	56	31
Juvenile Audiobooks	47	33
Juvenile Fiction	244	1242
Juvenile Graphic Novels	94	112
Juvenile Kits	2	0
Juvenile Movies & TV	90	266
Juvenile Nonfiction	108	63
Juvenile Technology & Equipment	0	0
Juvenile Video Games	4	14
Large Print	55	15
Local Authors	3	0
Local History & Genealogy	11	0
Magazines	307	6
Movies & TV	501	273
Music	50	130
Picture Books	391	80
Studio 300	11	4
Technology & Equipment	1	4
World Languages Adult	27	1
World Languages Juvenile	14	126
World Languages Young Adult	0	0
Young Adult Audiobooks	8	1
Young Adult Fiction	88	12
Young Adult Graphic Novels	15	3
Young Adult Technology & Equipment	0	0
Young Adult Video Games	8	1
TOTALS	3259	2884

Acquisitions

- Purchase Orders created and released: 51
- Purchase Orders closed out and received: 59
- Invoices Paid: 189

Processing & Repairs

- New cases: 138
- RFIDs/Stingrays: 40
- Repairs: 16
- New artwork: 18
- Stolen: 4 reports
- Disc repairs: 197
- Processed (spine & pocket): 2040
- Discard & de-processing: 2735
- Playaway battery covers: 7

Interlibrary Loan

262	Items Received for our patrons <ul style="list-style-type: none"> • 215 items from IL libraries • 47 items from out of state libraries
222	Items Sent out to other libraries <ul style="list-style-type: none"> • 125 to IL libraries • 94 to out of state libraries • 3 to XYZ libraries
348	Items requested by our patrons this month <ul style="list-style-type: none"> • 327 submitted in OCLC • 10 items were too new to request • 7 were available in Pinnacle • 4 were out of country only
347	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 195 from IL libraries • 152 from out of state libraries

CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	11,258 Up 131 Items 9.39%	1,182 Up 186 Items 7.33%	11,651 Down 679 Items 11.03%	24,091 Down 362 Items 9.97%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	150 Down 43 Items 1.33%	66 Up 6 Items 5.58%	1,334 Down 61 Items 11.41%	1,550 Down 98 Items 6.43%

Grubby - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	14,274 Down 47 Items 11.91%	892 Up 17 Items 5.53%	9,118 Down 261 Items 8.63%	24,284 Down 291 Items 10.05%
DOA Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months. US average 16%	3,234 Up 231 Items 20.69%	681 Down 13 Items 34.99%	1,776 Up 80 Items 19.61%	5691 Up 298 Items 21.37%
Turnover February 26, 2019 to February 24, 2020	2.06	2.06	2.68	2.33

Displays

<p>Lobby Tree</p> <ul style="list-style-type: none"> • Audiobooks (15) • Fiction You Can Count On (84) <p>Lobby Display</p> <ul style="list-style-type: none"> • Staff Picks (96) • Fantastic Finds (38) (DOA Titles) • Black History Month (56) <p>2nd Floor</p> <ul style="list-style-type: none"> • Black History Month (450) <p>3rd floor self-check</p> <ul style="list-style-type: none"> • Book Club Picks (24) • Have You Seen My Shirt? (8) 	<p>Children's</p> <ul style="list-style-type: none"> • Valentine's Day (123) • Read to Succeed (117) • Hoppy Creatures (30) • Readalongs (20) • Staff Picks (3) • Rhyme Time (36) • Spring (11) • Baby Animals (9) • Step Into Reading (131) • Blind Playdate with a Book (64) • Black History Month (53)
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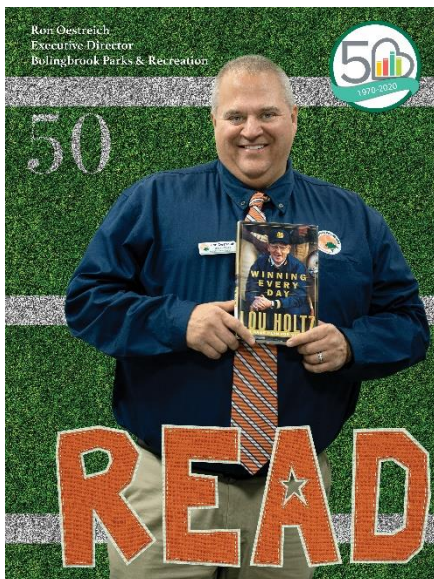




Communications (Melissa Bradley)

Communications General Updates

- During the month of February, our collection-focused Google ads had 10,276 impressions and 1,455 clicks to our collection subpages.
- We released our February [Pillars of the Community](#) interview and READ poster featuring Ron Oestreich, Executive Director at Bolingbrook Park District.
- Steven joined the Personalized Suggestions task force to help develop an online system for patrons to request suggested materials.
- Sabrina joined the One Book, One Community committee to help launch our new reading program in the fall.
- Sabrina designed our “50 & Fine Free” staircase wrap, which was installed March 2.



Media

- Melissa wrote a [Marketing Plans 101 blog post](#) for RAILS' My Library Is blog.
- [The Bugle](#) and [The Herald-News](#) picked up our press release about our new library card designs and 50th anniversary.
- [The Patch](#) mentioned us in their story about what's open and closed on President's Day.
- [The Patch](#) mentioned us in their early voting coverage.

Social Media Metrics

- Facebook Metrics
 - 17 new people liked our page
 - 1,004 people viewed our page
 - 37,611 people viewed our content (reach)
 - 14,975 people saw our content because a friend shared, liked or engaged with it
 - 1,655 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 4 new followers
 - 36 page views
 - 7,772 tweet impressions
- Instagram Metrics
 - 11 new followers
 - 367 post likes
 - 5,858 people viewed our content (reach)

Email Marketing Metrics

- 24 emails sent (This includes weekly blog roundup emails)
- 116 new subscribers (This includes blog subscribers)
- Average open rate: 48.56% (industry average is 19.85%)
- Average click rate: 16.62%

Finance (Jennie Nguyen)

- **Elavon** – Continue to work with the Elavon Representative, Craig Peterson, to move the Library towards a credit card system that would improve our services to our patrons.
- **Bolingbrook Bank & Trust** – Continue to work with our Bolingbrook Bank representatives to review all of the components of the monthly analysis statement to get a better understand our interest and fee options for the Operating accounts.
- **ACH Deposits and Payment Accounts** – Worked to update the bank account information for several of our accounts which includes several of our third party vendors – Nayax, Pitney Bowes, United States Postal Services and others.
- **FOIA Request** – The Library received one FOIA request for information in the month of February.
- **Bond Fund Cash Flow Analysis** – Reviewed application of the General Fund cash contribution and Ordinance 2019-4 abatement in determines of the February bond principal and interest payments. The Bond Fund account was reviewed to determine if the total monetary contribution were fully applied and balance amount, if any.

- **Audit Services RFP** – The Audit RFP was approved by the Board of Trustees at the January 16, 2020 board meeting. In February, the Library had received three proposal submission and one decline submission. One firm had submitted list of questions regarding the RFP which the answers were posted on our website in February.
- **Legal Publications** – The legal notice for the Computer RFP was placed in the February 21, 2020 newspaper publication.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations

Training:

- **02/07/2020** – IGFOA Workshop: Accounting for TIFs – **Nguyen**
- **02/27-02/28/2020** – IGFOA Downstate Chapter Conference – **Nguyen**



MARLEN SOTO

The Finance Team welcomes Marlen Soto as our newest member of our team on February 17, 2020. Marlen has join the Finance Department as the Finance Aide.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Specialist-Teens

New Employee:

- Christy Oestreich, CMTSD Aide, February 10, 2020
- Marlen Soto, Finance Aide, February 17, 2020

Transfer:

- Ashe Kolalis, Adult and Teen Services Specialist-teens, will take on the duties of Adult and Teen Services Specialist with a change in supervisor, April 6, 2020

Training and Development

- Staff In-Service Day; Noey and Lea
- ACA Reporting, Penalties and General Updates, Alliant Webinar; Lea
- Beyond Salary: Must haves for New Professionals, SHRM Webinar; Lea
- Sexual Harassment-What's New, LIRA Webinar, Lea
- Grundy Will Human Resources Association Meeting; Lea

Anti-Harassment and Anti-Discrimination Training for Staff

- 100% of staff were trained as of February 28, 2020; meeting our regulatory requirement.

LTA Practicum Student

- Sarah L. started her LTA practicum at Fountaindale. She has met with Human Resources, and worked with Adult and Teen Services, Outreach, and Building Operations.

Policy Development

Worked with Paul to draft a Anti-Harassment and Anti-Discrimination policy that would be applicable to the Board of Trustees.

Information Technology (John Matysek)

- During the month of February, 96 new help desk tickets were created by FPLD staff, and 92 new or existing tickets were solved by IT staff.
- Met with Paul Mills, Nancy Korczak, and Jeffrey Fisher to discuss specifications for replacement Mac computers for Studio 300.
- Worked with vendor ITsavvy to implement enhancements to the existing Firewall appliance configuration, which allows the library to replace the existing, and out of support, Cisco IronPort Web Security appliance.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, provided IT support for Staff In-Service day.
- Continued working with vendor Bibliotheca to troubleshoot various issues relating to the new Windows 10 self-check units, RFID security gates, and libraryconnect service.
- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.
- Worked with vendor FatPipe to troubleshoot a startup issue with the library's Warp network appliance.
- Updated all library phones and patron PC's with the 50th anniversary logo.
- Attended a webinar by vendor Bibliotheca on using their RFID security gates.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, attended a training webinar by vendor ITsavvy on the recently completed VMware and Windows Server upgrades.
- Worked with vendor Blackbaud to troubleshoot and resolve an issue with new user account creation.
- Worked with vendor ITsavvy and HP to troubleshoot and resolve an issue with one of the library's blade servers.
- Met with Chuck Taylor to discuss his suggestion for self-check operations.
- Worked with vendor Netrix, LLC on gathering network information for a forthcoming proposal for replacing network infrastructure.
- Worked with vendor Cisco on converting an SSL certificate for VPN usage on the library's firewall appliance.
- Along with Tasos Priovolos, conducted the public opening of responses received for the library's Request for Proposal (RFP) for Multi-Function Devices, which will yield new printers/copiers for the library in mid-2020.

District Statistics							Population Total	67683	
Total Circulation Statistics	71,505	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	56,289	Reading Programs Offered	0	0	2	0	2	27,762	4,421
Bookmobile	3,966	Reading Members	0	0	484	0	484	Proctoring	Total Twitter Followers
Digital	11,250	Summer Reading	0	0	0	0	0	14	838
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	493	1,011
Interlibrary Loan Requests		New Physical Items	3,259	Total Visits	27,650	1,210	29,650	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	262	New Digital Items	1,567	New Cardholders	226	0	226	4,130	5,310
Items Sent to other Libraries	222	Collection Total	432,301	Active Cardholders	24,078	93	24,171	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	48,215	Drive through visits	790	20,216	5
In-house checkins (Not part of total circ)	2083	Active cardholders	35.71%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	71.24%	Studio 300	Children's	Vortex	Lab/Commons	Total	18,546
				175	930	371	3,454	4,930	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	219	52	22	44	447	Building Front	Building Rear	Church	Ashbury's
Attendance	317	73	45	712	708	3,255	3,171	1,235	485
	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: 4,010
Numbered offered	51	2	37	90	34	0	1	35	Android: 973
Attendance	762	18	164	944	719	0	10	729	
Programming hours	75	2.5	47	124.5	77	0	1	78	
	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	337
Numbered offered	65	138	0	203	19	0	0	19	Total Attendance
Attendance	1,694	4,541	0	6235	616	0	0	616	8,985
Programming Hours	43.75	122	0	165.75	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				422
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	180	0	0	180	4	0	5	9	
Attendance	614	0	0	614	29	0	1,048	1,077	
Programming hours		0	0	X	6	0	48	54	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	403	170	1,377	778	1,378	13	87	4,206	
Directional	21	730	1,558	0	1,194	0	0	3,503	
One on One Assistance	46	41	33	0	11	0	0	131	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change		
Circulation	71,505	70,522	1.39%	Reference Questions	4,206	2,943	42.92%	*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	29,650	34,856	-14.94%	Computer Usage	4,930	5,616	-12.22%		
Card Holders	24,171	24,380	-0.86%	Wireless Sessions	18,546	17,517	5.87%		
Room Bookings	784	702	11.68%	Program Attendance*	8,985	10,431	-13.86%		

Conference/Event Report Form

Kathryn J Spindel

Trustee

Legislative Meet-Up – South Suburban Library Legislative Breakfast

Illinois Library Association

February 21, 2020

Tinley Park Library – Tinley Park, IL

Discussion on “Illinois Libraries Transform”

Discussion on the 101st Illinois General Assembly 2020 Spring Session

Discussion on the 116th U.S. Congress Second Session

There were introductions and updates from local State Representatives and local State Senators.

We were updated on our Legislators interests and their support on libraries.

Thank you for the opportunity to attend this event. I very much enjoy it and recommend it to our trustees and staff.

Respectfully submitted,

Kathryn J Spindel

2/25/2020