

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

June 17, 2021 | 7 p.m.

300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and

Zoom Online Meeting

<https://us02web.zoom.us/j/85942643718> | Phone Number: 1 312 626 6799 | Meeting ID: 859 4264 3718

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually.

Public comment may be emailed to Executive Director Paul Mills (pmills@fountaindale.org) at least two hours prior to the scheduled meeting. Said email will be read by a representative of the Board at said meeting or otherwise placed into the record.

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – May 20, 2021
5. Employee Recognition
 - a. Christopher Halverson – 20 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Updated Salary Structure for Fiscal Year 2022
 - b. Approval of Merit Increase for Fiscal Year 2022
 - c. Approval of Working Budget for Fiscal Year 2022
 - d. Approval of Ordinance 2021-1 – Ordinance Transferring Funds to Special Reserve Fund
 - e. Approval of Resolution 2021-2 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box
 - f. Approval of Bee Liner Lean Services, Inc. Bid for Lower Level Renovations
 - g. Approval of Tria Architecture Proposal for Professional Services – Exterior Lighting Replacement
 - h. Approval of Revised Fountaindale Public Library District Trustee Ethics Policy
 - i. Review of Ordinance 2021-2 – An Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District
 - j. Approval of Revised Board Liaison Descriptions
 - k. Approval of Appointment of Secretary Audit Liaisons
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – Post May, 2021
 - b. Bills Paid Report – June, 2021
 - c. Bills Payable Report – June, 2021
13. Director's Report – May, 2021
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Agenda Building for the Next Meeting
17. Announcements
18. Adjournment

June 2021 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Updated Salary Structure for Fiscal Year 2022

Please see the memo include in the Board Packet for information regarding this recommendation.

Suggested Motion: Motion to approve the salary structure for Fiscal Year 2022 with implementation to be effective as of July 1, 2021.

b. Approval of Merit Increase for Fiscal Year 2022

Please see the memo include in the Board Packet for information regarding this recommendation.

Suggested Motion: Motion to approve a standard merit increase of 2% or 85 cents per hour, whichever is greater, to 3% or \$1.00 per hour, whichever is greater, for Fiscal Year 2022 and to approve a standard merit bonus of 2% or 85 cents per hour, whichever is greater, to 3% or \$1.00 per hour, whichever is greater, for Fiscal Year 2022 for staff at or over their position's maximum salary. The level of the merit increase and the merit bonus require reaching the appropriate score in performance evaluation system in order to be granted.

c. Approval of Working Budget for Fiscal Year 2022

Please see the memo included in the Board Packet for information regarding the proposed Working Budget for Fiscal Year 2022.

Suggested Motion: Motion to approve the Working Budget for Fiscal Year 2022.

- d. Approval of Ordinance 2021-1 – Ordinance Transferring Funds to Special Reserve Fund

This ordinance authorizes the transfer of \$1,000,000 from the General Fund to the Special Reserve Fund. We would have sufficient funding in the General Fund to meet the levels recommended by our Fund Balance Policy.

Suggested Motion: Motion to approve Ordinance 2021-1 – Ordinance Transferring Funds to Special Reserve Fund.

- e. Approval of Resolution 2021-2 – Resolution Approving Authorized Signers For the Naperville Bank & Trust Safe Deposit Box

This resolution updates the names for the Board President and Board Vice President for access to the safe deposit box for the District.

Suggested Motion: Motion to approve Resolution 2021-2 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box.

- f. Approval of Bee Liner Lean Services, Inc. Bid for Lower Level Renovations

We received two bids for the Lower Level Renovations project. Tria Architecture managed the process for us and evaluated the bids.

Tria Architecture recommends Bee Liner Lean Services, Inc. as the lowest responsible bidder. Please see the recommendation letter included in the Board Packet.

The amount is \$62,498.

Suggested Motion: Motion to approve Bee Liner Lean Services, Inc. Bid for Lower Level Renovations

- g. Approval of Tria Architecture Proposal for Professional Services – Exterior Lighting Replacement

This proposal from Tria Architecture will provide design, bidding, and construction observation services for replacement of our exterior lighting.

The cost of this proposal is \$21,400.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – Exterior Lighting Replacement

- h. Approval of Revised Fountaindale Public Library District Trustee Ethics Policy

Trustee Newell and retired Trustee Peggy Danhof reviewed this policy earlier this year. The suggested changes are highlighted in yellow. The larger changes are in the “therefore” and the “compliance” sections.

Suggested Motion: Motion to approve revised Fountaindale Public Library District Ethics Policy.

- i. Review of Ordinance 2021-2 – An Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District

Trustee Newell and retired Trustee Peggy Danhof reviewed the Bylaws earlier this year. The proposed changes are highlighted in yellow. The Bylaws were also copyedited to match the style guide we plan to use for policies going forward. The Bylaws were also reviewed by our attorney as well.

Per the Bylaws, revisions may not be approved until a succeeding meeting.

Suggested Motion: No motion at this time.

j. Approval of Revised Board Liaison Descriptions

Trustee Newell and retired Trustee Peggy Danhof reviewed these descriptions earlier this year. The Board Liaison descriptions reflect one change. Personnel did not work very well as a description for the work the two Trustees did. Internal Board Operations seemed to be the best description.

Suggested Motion: Motion to approve revised Board Liaison Descriptions

k. 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, 2021.

With approval by the Board, President Kalnicky has named Trustee Marcelo Valencia and Trustee Jennifer Korb Waldorf as the 2021 Secretary Audit Liaisons.

Suggested Motion: Motion to name Trustee Marcelo Valencia and Trustee Jennifer Korb Waldorf as the 2021 Secretary Audit Liaisons.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD MAY 20, 2021
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, May 20, 2021 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

The roll was called by recorder, Jennie Mills, and a quorum was established.

PRESENT

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

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills.

Nancy Korczak and John Hopkins were present via Zoom.

PUBLIC PRESENT

The following public was present: Jody Hargett, Jennie Mills, Bobby Armstrong, Shirley Armstrong, Diana Armstrong, Ben Armstrong, Abby Armstrong, Jennifer Korb Waldorf, Bruce Korb, Carol Korb, Dennis Bermejo, Glenn Bermejo, John O'Driscoll, Elizabeth Wagman, Carol S. Penning, Ron Oestreich, Meredith Walker, Macey Walker, Aaliyah Walker, Ron Spindel, Steven Michelsen, Laura Michelsen, Sue Vastalo and Stacey Sanichi.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – April 15, 2021

The minutes of the board meeting held April 15, 2021 were presented. A motion to approve the minutes was made by Spindel, seconded by Newell. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – April 15, 2021

The minutes of the Executive Session held April 15, 2021 were presented. A motion to approve the minutes was made by Newell, seconded by Valencia. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett updated the Board. The Friends Board will be meeting the week of May 24 for the first time since early last year. The Friends are looking forward to reopening the Book Cellar sometime in June. Meanwhile, the First Floor Nook continues to do well. On behalf of the Friends, Hargett thanked President Danhof and Trustee Prodehl for their longtime membership and support.

NEW BUSINESS

Acceptance of Election Results of the April 6, 2021 Consolidated Election

A motion to accept the election results of the April 6, 2021 Consolidated Election was made by Kalnicky, seconded by Newell.

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

Administration of Oath of Office for Robert “Bobby” N. Armstrong

Trustee Steven Prodehl administered the Oath of Office for Robert “Bobby” N. Armstrong. Armstrong took his seat with the Board.

Administration of Oath of Office for Celeste M. Bermejo

Trustee Steven Prodehl administered the Oath of Office for Celeste M. Bermejo. Bermejo took her seat with the Board.

Administration of Oath of Office for Jennifer Korb Waldorf

Trustee Steven Prodehl administered the Oath of Office for Jennifer Korb Waldorf. Korb Waldorf took her seat with the Board.

Nominations for and Election of President Pro Tempore

A motion to approve Ruth Newell for the position of President Pro Tempore was made by Kalnicky, seconded by Spindel.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Election of Board President

The President Pro Tempore, Ruth Newell accepted nominations for the position of President. A motion to nominate Robert A. Kalnicky for the position of President was made by Spindel, seconded by Bermejo.

A motion to close the nominations for President was made by Spindel, seconded by Bermejo.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Election of Board Officers

The President, Robert A. Kalnicky presented a slate for the three officers. Celeste M. Bermejo for the position of Vice President, Marcelo Valencia for the position of Secretary and Kathryn J. Spindel for the position of Treasurer.

Kalnicky asked for any other nominations. No other nominations were made. A motion to accept the three nominations for Vice President, Secretary and Treasurer was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

President Kalnicky congratulated the new officers. Kalnicky also welcomed Trustee Armstrong and Trustee Korb Waldorf to the Board.

Approval of Proclamation Honoring Steven J. Prodehl’s Years of Service as a Library Trustee

A motion to approve the Proclamation Honoring Steven J. Prodehl’s years of service as a Library Trustee was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of Resolution 2021-1 – Resolution of the Board of Trustees of the Fountaindale Public Library District Dedicating the Board Room to Margaret J. “Peggy” Danhof

A motion to approve the Resolution 2021-1 – Resolution of the Board of Trustees of the Fountaindale Public Library District dedicating the Board Room to Margaret J. “Peggy” Danhof was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Recess

A motion for a short recess at 7:49 p.m. was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Return from Recess

A motion to return from recess at 8:02 p.m. was made by Spindel, seconded by Bermejo.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of Health Insurance for Fiscal Year 2021/2022

A motion to approve for the funding the allocation for insurance at \$6,750 per eligible employee for those employees selecting health insurance and to fund an allocation of \$500 for those employees who do not select health insurance but wish to select dental, vision, life or AFLAC products was made by Newell, seconded by Armstrong.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

LIBRARY PROJECTS

Executive Director Mills reported that the staff workroom project is underway. The Children's Services floor will be finished overnight on May 21.

Mills reported that the bid for the lower level project has been published. Tria Architecture advised that it was best to get the bid out as soon as possible in order to get on the summer schedule for contractors. Mills anticipates bringing a recommendation to the Board at the June Board Meeting.

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report for April, 2021 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – Post April, 2021

Bills paid for the month for post April in the amount of \$4,506 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Bills Paid Report – May, 2021

Bills paid for the month of May in the amount of \$118,192.13 was presented for approval. Motion to approve was made by Newell, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Bills Payable Report – May 20, 2021

Bills payable for the month of May in the amount of \$327,558.08 was presented for approval. Motion to approve was made by Valencia, seconded by Korb Waldorf.

AYES: Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES: None
ABSENT: None

DIRECTOR'S REPORT – April, 2021

Executive Director Mills discussed the changes in the Will County tax distribution schedule and the impact on revenue for units of local government.

Mills announced that LIMRiCC, a health insurance pool for libraries, has opened their membership for the first time in many years. Fountaindale will investigate this option in the future.

Mills mentioned that the Ribbon Cutting for the new bookmobile is Monday June 7. Invitations were emailed and distributed.

Lastly, Mills also discussed that an Amazon TV series is interested in doing location shooting at the library. This may impact library operations and Mills will provide more information if the conversations proceed.

UNFINISHED BUSINESS

None.

REPORTS

President Kalnicky informed the Board that Liaison positions will be reorganized. Trustees who are interested should inform Director Mills.

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – Trustee Newell will bring recommendations at the June Board Meeting.

ANNOUNCEMENTS

Trustee Newell congratulated Director Mills on winning the Illinois Library Association election for the American Library Association Councilor position.

Trustee Armstrong reported that community events are coming back this summer such as the Village Picnic.

ADJOURNMENT

A motion to adjourn the meeting at 8:18 p.m. was made by Newell, seconded by Valencia.

AYES:	Valencia, Bermejo, Spindel, Newell, Korb Waldorf, Armstrong, Kalnicky
NAYES:	None
ABSENT:	None

Approved: _____
Marcelo Valencia, Secretary

Robert A. Kalnicky, President

Date: June 17, 2021
From: Paul D. Mills
To: Board of Trustees
Subj: Salary Structure for Fiscal Year 2022

The updated salary structure with an effective date of July 1, 2021 is attached. With the required change to the minimum wage in the State of Illinois, the District implemented a compensation plan beginning July 1, 2019, adjusting merit increases accordingly. In order to keep the Salary Structure competitive, the mid-point and maximum have been increased by 2%. No adjustment is being made to the minimum in order to eliminate compression of the structure.

There are no exempt or non-exempt employees who fall below the minimum for their position grade in the Fiscal Year 2022. There is no cost to the District for this change in the Salary Structure.

2021-2022

+2%

Annualized Salary Scale for Non-Exempt Employees

Grade	Minimum	Minimum	Minimum	Minimum	Midpoint	Midpoint	Adjust	Midpoint	Midpoint	Maximum	Maximum	Maximum	Maximum
10	\$9.26	\$18,062	\$9.26	\$18,062	\$11.93	\$23,255	\$465.09	\$12.16	\$23,720	\$14.60	\$28,464	\$14.31	\$27,906
15	\$10.21	\$19,918	\$10.21	\$19,918	\$13.15	\$25,644	\$512.88	\$13.41	\$26,157	\$16.10	\$31,388	\$15.78	\$30,773
20	\$11.26	\$21,963	\$11.26	\$21,963	\$14.50	\$28,277	\$565.54	\$14.79	\$28,842	\$17.75	\$34,611	\$17.40	\$33,932
25	\$12.42	\$24,218	\$12.42	\$24,218	\$15.99	\$31,181	\$623.62	\$16.31	\$31,805	\$19.57	\$38,166	\$19.19	\$37,417
30	\$13.69	\$26,705	\$13.69	\$26,705	\$17.63	\$34,383	\$687.66	\$17.98	\$35,071	\$21.58	\$42,085	\$21.16	\$41,259
35	\$15.10	\$29,448	\$15.10	\$29,448	\$19.44	\$37,914	\$758.27	\$19.83	\$38,672	\$23.80	\$46,406	\$23.33	\$45,496
40	\$16.65	\$32,473	\$16.65	\$32,473	\$21.44	\$41,809	\$836.18	\$21.87	\$42,645	\$26.24	\$51,174	\$25.73	\$50,171
45	\$18.36	\$35,807	\$18.36	\$35,807	\$23.64	\$46,102	\$922.04	\$24.11	\$47,024	\$28.94	\$56,429	\$28.37	\$55,323
50	\$20.25	\$39,485	\$20.25	\$39,485	\$26.07	\$50,837	\$1,016.73	\$26.59	\$51,853	\$31.91	\$62,224	\$31.28	\$61,004
55	\$22.33	\$43,541	\$22.33	\$43,541	\$28.75	\$56,059	\$1,121.17	\$29.32	\$57,180	\$35.19	\$68,616	\$34.50	\$67,270
60	\$24.62	\$48,012	\$24.62	\$48,012	\$31.70	\$61,815	\$1,236.30	\$32.33	\$63,051	\$38.80	\$75,662	\$38.04	\$74,178
65	\$27.15	\$52,943	\$27.15	\$52,943	\$34.96	\$68,164	\$1,363.28	\$35.65	\$69,527	\$42.79	\$83,433	\$41.95	\$81,797

Annualized Salary Scale for Exempt Employees

Grade	Minimum	Minimum	Minimum	Minimum	Midpoint	Midpoint	Adjust	Midpoint	Midpoint	Maximum	Maximum	Maximum	Maximum
65	\$27.15	\$52,943	\$27.15	\$52,943	\$34.96	\$68,164	\$1,363.28	\$35.65	\$69,527	\$42.79	\$83,433	\$41.95	\$81,797
70	\$29.94	\$58,379	\$29.94	\$58,379	\$38.55	\$75,164	\$1,503.27	\$39.32	\$76,667	\$47.18	\$92,000	\$46.25	\$90,196
75	\$33.01	\$64,375	\$33.01	\$64,375	\$42.50	\$82,883	\$1,657.65	\$43.35	\$84,540	\$52.02	\$101,448	\$51.00	\$99,459
80	\$36.40	\$70,986	\$36.40	\$70,986	\$46.87	\$91,395	\$1,827.90	\$47.81	\$93,223	\$57.37	\$111,868	\$56.24	\$109,674
85-Deputy Dir	\$40.14	\$78,276	\$40.14	\$78,276	\$51.68	\$100,781	\$2,015.61	\$52.72	\$102,796	\$63.26	\$123,356	\$62.02	\$120,937
90	\$44.26	\$86,315	\$44.26	\$86,315	\$56.99	\$111,131	\$2,222.61	\$58.13	\$113,353	\$69.76	\$136,024	\$68.39	\$133,357
95	\$48.81	\$95,181	\$48.81	\$95,181	\$62.84	\$122,545	\$2,450.91	\$64.10	\$124,996	\$76.92	\$149,995	\$75.41	\$147,054
100-Exec Director	\$53.82	\$104,955	\$53.82	\$104,955	\$69.30	\$135,129	\$2,702.59	\$70.68	\$137,832	\$84.82	\$165,398	\$83.16	\$162,155

Green is current
Black is proposed

Date: June 17, 2021
From: Paul D. Mills
To: Board of Trustees
Subj: Merit Increase and Minimum Wage Memo for Fiscal Year 2022

The District's base starting salary is currently \$11.00 per hour. This was instituted 7/1/2020 so that the District would be compliant with the State of Illinois' minimum wage regulations as of 1/1/2021.

The chart below shows the annual increases to the minimum wage that must be met over the next four years:

January 2022 \$12.00
January 2023 \$13.00
January 2024 \$14.00
January 2025 \$15.00

To maintain the appropriate separation of pay grades on the District's salary structure, and to remain competitive for recruiting purposes, it is recommended that current staff continue to be evaluated annually and those eligible for merit increases receive pay adjustments upon their anniversary date.

For the fiscal year 2021-2022, based upon overall performance evaluation scores, merit increases will generally be awarded in the amounts of:

\$0.85 per hour, or 2% of current salary, whichever is greater; or
\$1.00 per hour, or 3% of current salary, whichever is greater

It is possible for staff members to earn more or less than these amounts depending upon their evaluation score.

It is also recommended that staff who are over their maximum salary be eligible for a merit bonus, equivalent to the merit increase earned, as listed above. It is possible for staff members to earn more or less than this standard bonus amount depending upon their evaluation. This bonus would not be added to their salary.

Date: June 17, 2021
From: Paul D. Mills
To: Board of Trustees
Subj: Working Budget for Fiscal Year 2022

The proposed working budget for Fiscal Year 2022 (July 1, 2021 to June 30, 2022) is included in the Board Packet and I would like to highlight several areas.

Revenue for the forthcoming fiscal year is projected to be \$9,492,546. This is broken down into these categories

\$9,131,922	Property Taxes
\$360,624	(Interest, Personal Property Replacement Tax, Fees for Copying, Faxing, Printing, and Per Capita Grant)

Interest income in particular is something we will be watching closely this coming year and we may need to make adjustments based on how that goes. We may use our fund balances for the capital projects in both the IT and Building budget lines below if needed.

Our salaries line shows a 6.2% increase from the original Fiscal Year 2020-2021 Budget. It is important to note that the increase also includes merit increases the Board approved midway through the current fiscal year as well as requested ones for the upcoming fiscal year. At this time we currently have two positions open in our Circulation Department and we do not plan to fill them immediately. We have also made one now vacant position in Administration part time that previously had been full time.

The minimum wage increases will continue through 2025, and the requested merit increase plan is designed to ensure that we minimize salary compression in our scale by moving everyone up. Lea and I anticipate conducting a salary study once the minimum wage increases are completed in 2025. We do have an excellent staff and this effort to move the entire scale up helps us to retain our staff and recognize their work.

I would continue to note that in previous years our staffing levels compare favorably to peer libraries in terms of population served, budget, and square footage.

The Professional Development and Training line has been partially restored. I am anticipating more opportunities for our staff to participate in in-person training this coming fiscal year.

The Equipment Maintenance line is reduced as we have eliminated a network appliance that is no longer needed. Building Operations has also assumed responsibility for the UPS in the server room.

Our Legal Expense – Attorney line is reduced. This should be more in line with expenditures we have seen this past fiscal year and anticipate for the coming fiscal year.

The Professional Services line has an increase in order for our District to embark on a new planning process in the coming fiscal year. I believe we have an opportunity to create a new strategic plan with an emphasis on how our spaces should be configured to best serve our community in a post-pandemic world.

The Office Supplies line shows a significant decline as we have a significant supply of PPE (Personal Protective Equipment) in stock and will not need to buy in quantity in the coming fiscal year.

The Programs – Children line shows a decrease as we are shifting funding to supplies. Our staff are focusing on making kits for our patrons and doing more of the programs ourselves.

The Donations Expended line is a significant decrease as our Friends have not had many opportunities to fundraise due to the pandemic.

The Outreach Equipment – Capital line is reduced as our new bookmobile has been fully paid for.

The PC Equipment line remains very significant as we anticipate replacing our core network switches throughout the library. We will also be replacing our network servers as well. The latter project was scheduled to happen this current fiscal year, but issues with a vendor have delayed this project to the coming fiscal year. Both of these projects were identified in our long term Capital Replacement Plan.

The Buildings – Capital line will cover the lower level project to address the back hallway issue identified in our last building analysis. It will also cover work to replace all of our exterior lighting and convert to LED. Both of these projects were identified in our Capital Replacement Plan, and we are hopeful that the latter will also result in electricity savings as well. In the future we plan to tackle replacing the interior lighting.

The IMRF line will be decreasing for the second half of our fiscal year as our employer rate will be declining from 10.3% to 8%.

**Working Budget
Fiscal Year 2021 - 2022**

Description	2021 - 2022	2020 - 2021	Difference	
			Over/-Under	%
<i>Estimated Expenditures</i>				
Salaries	\$4,374,000.00	\$4,120,000.00	\$254,000.00	6.2%
Total Salaries	\$4,374,000.00	\$4,120,000.00	\$254,000.00	6.2%
Prof. Dev. & Training	\$27,000.00	\$12,000.00	\$15,000.00	125.0%
Employee Recognition	\$4,500.00	\$4,000.00	\$500.00	12.5%
Membership Dues	\$9,000.00	\$9,000.00	\$0.00	0.0%
Dues - Institutional	\$1,500.00	\$1,500.00	\$0.00	0.0%
Mileage & Transportation	\$27,500.00	\$30,000.00	(\$2,500.00)	-8.3%
Room/Board / Meals	\$16,500.00	\$19,000.00	(\$2,500.00)	-13.2%
Hiring and Placement	\$2,000.00	\$800.00	\$1,200.00	150.0%
Cafeteria Plan	\$395,000.00	\$390,000.00	\$5,000.00	1.3%
EAP	\$2,000.00	\$2,000.00	\$0.00	0.0%
Total Personnel	\$485,000.00	\$468,300.00	\$16,700.00	3.6%
Building Security	\$3,000.00	\$3,000.00	\$0.00	0.0%
Equipment Rental	\$6,000.00	\$6,000.00	\$0.00	0.0%
Equipment Maintenance	\$115,000.00	\$145,000.00	(\$30,000.00)	-20.7%
Leased Equipment	\$50,000.00	\$55,000.00	(\$5,000.00)	-9.1%
Bookmobile Maintenance	\$21,000.00	\$21,000.00	\$0.00	0.0%
Legal Expense - Attorney	\$42,000.00	\$60,000.00	(\$18,000.00)	-30.0%
Legal Expense - Publication	\$2,500.00	\$2,500.00	\$0.00	0.0%
Bank Service Fees	\$7,100.00	\$6,040.00	\$1,060.00	17.5%
Payroll Service	\$21,000.00	\$18,000.00	\$3,000.00	16.7%
Professional Services	\$76,000.00	\$50,000.00	\$26,000.00	52.0%
Communication Contractual Services	\$59,500.00	\$59,500.00	\$0.00	0.0%
Collection Services	\$5,000.00	\$5,000.00	\$0.00	0.0%
Internet Services	\$38,000.00	\$37,000.00	\$1,000.00	2.7%
Cable TV Services	\$1,500.00	\$1,500.00	\$0.00	0.0%
Catalog Management	\$30,000.00	\$30,000.00	\$0.00	0.0%
Computer Circulation Expense	\$113,000.00	\$115,000.00	(\$2,000.00)	-1.7%
Total Contractual Services	\$590,600.00	\$614,540.00	(\$23,940.00)	-3.9%
Telephone Service	\$11,000.00	\$10,000.00	\$1,000.00	10.0%
Telephone Data	\$13,000.00	\$9,500.00	\$3,500.00	36.8%
Electricity	\$171,000.00	\$181,000.00	(\$10,000.00)	-5.5%
Gas	\$32,000.00	\$42,000.00	(\$10,000.00)	-23.8%
Water & Sewer	\$25,000.00	\$30,000.00	(\$5,000.00)	-16.7%
Minor Library Equipment	\$10,500.00	\$12,000.00	(\$1,500.00)	-12.5%
Minor Office Equipment	\$5,000.00	\$5,000.00	\$0.00	0.0%
Minor Library Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Minor Office Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Office Supplies	\$40,000.00	\$100,000.00	(\$60,000.00)	-60.0%
Program Supplies	\$60,000.00	\$54,950.00	\$5,050.00	9.2%

**Working Budget
Fiscal Year 2021 - 2022**

Computer Supplies	\$7,000.00	\$7,500.00	(\$500.00)	-6.7%
Board Supplies	\$2,000.00	\$2,000.00	\$0.00	0.0%
Fuel Expense Bookmobile/Vehicles	\$7,500.00	\$7,500.00	\$0.00	0.0%
Library Supplies	\$63,100.00	\$62,700.00	\$400.00	0.6%
Postage	\$12,000.00	\$12,000.00	\$0.00	0.0%
Shipping	\$10,000.00	\$10,000.00	\$0.00	0.0%
Buildings	\$20,000.00	\$20,000.00	\$0.00	0.0%
Grounds	\$50,000.00	\$50,000.00	\$0.00	0.0%
Total Supplies & Utilities	\$544,100.00	\$621,150.00	(\$77,050.00)	-12.4%
Books and AV	\$818,500.00	\$812,500.00	\$6,000.00	0.7%
Programs - Adult	\$41,500.00	\$41,950.00	(\$450.00)	-1.1%
Programs - Children	\$9,000.00	\$14,000.00	(\$5,000.00)	-35.7%
Programs - Young Adult	\$20,000.00	\$20,000.00	\$0.00	0.0%
Donations Expended	\$4,000.00	\$10,550.00	(\$6,550.00)	-62.1%
Computer Software	\$364,500.00	\$374,500.00	(\$10,000.00)	-2.7%
Special Services/Events	\$6,000.00	\$6,000.00	\$0.00	0.0%
Total Library Materials	\$1,263,500.00	\$1,279,500.00	(\$16,000.00)	-1.3%
Library Equipment - Capital	\$2,000.00	\$1,000.00	\$1,000.00	100.0%
Office Equipment - Capital	\$2,000.00	\$1,000.00	\$1,000.00	100.0%
Library Furniture - Capital	\$2,000.00	\$1,000.00	\$1,000.00	100.0%
Office Furniture - Capital	\$2,000.00	\$1,000.00	\$1,000.00	100.0%
Outreach Equipment - Capital	\$0.00	\$250,000.00	(\$250,000.00)	-100.0%
Special Projects	\$20,322.00	\$20,360.00	(\$38.00)	-0.2%
Automated Systems	\$75,000.00	\$80,000.00	(\$5,000.00)	-6.3%
PC Computer Equipment	\$310,000.00	\$350,000.00	(\$40,000.00)	-11.4%
Buildings - Capital	\$420,000.00	\$20,000.00	\$400,000.00	2000.0%
Grounds - Capital	\$20,000.00	\$20,000.00	\$0.00	0.0%
Total Capital Expenditures	\$853,322.00	\$744,360.00	\$108,962.00	14.6%
Miscellaneous	\$20,000.00	\$20,000.00	\$0.00	0.0%
Public Relations	\$48,000.00	\$48,000.00	\$0.00	0.0%
Total Miscellaneous	\$68,000.00	\$68,000.00	\$0.00	0.0%
Per Capita Grant	\$84,604.00	\$84,604.00	\$0.00	0.0%
Total Per Capita Grant	\$84,604.00	\$84,604.00	\$0.00	0.0%
Total General Fund	\$8,263,126.00	\$8,000,454.00	\$262,672.00	3.3%
Audit Expense	\$12,100.00	\$12,100.00	\$0.00	0.0%
Total Audit Fund	\$12,100.00	\$12,100.00	\$0.00	0.0%
Unemployment Insurance	\$30,000.00	\$20,000.00	\$10,000.00	50.0%
Workmen's Compensation	\$30,000.00	\$30,000.00	\$0.00	0.0%
Liability Insurance	\$35,000.00	\$40,000.00	(\$5,000.00)	-12.5%
Umbrella Policy	\$50,000.00	\$30,000.00	\$20,000.00	66.7%

**Working Budget
Fiscal Year 2021 - 2022**

Treasurer's Bond	\$7,500.00	\$7,500.00	\$0.00	0.0%
Total Liability Insurance	\$152,500.00	\$127,500.00	\$25,000.00	19.6%
FICA	\$348,320.00	\$328,000.00	\$20,320.00	6.2%
IMRF	\$380,000.00	\$432,550.00	(\$52,550.00)	-12.1%
Total Social Security	\$728,320.00	\$760,550.00	(\$32,230.00)	-4.2%
Building Maintenance	\$300,500.00	\$290,000.00	\$10,500.00	3.6%
Building Supplies	\$36,000.00	\$36,000.00	\$0.00	0.0%
Total Maintenance	\$336,500.00	\$326,000.00	\$10,500.00	3.2%
Total Operating Funds	\$9,492,546.00	\$9,226,604.00	\$265,942.00	2.9%
Bond Principal & Interest Pymts.	\$2,988,350.00	\$2,879,450.00	\$108,900.00	3.8%
Total Bond P&I Payments	\$2,988,350.00	\$2,879,450.00	\$108,900.00	3.8%
Total Estimated Expenditures	\$12,480,896.00	\$12,106,054.00	\$374,842.00	3.1%

Working Budget and Monthly Expenditure Report Overview

The working budget comparison report is comprised of the difference between the expenditure budget from the previous fiscal year and the proposed budget for the upcoming new fiscal year. The report shows the balances for different account ranges. Some budget line totals reflect the combination of departmental budgets which falls under the same overall account descriptions - see examples below. The approved working budget is entered and implemented into the accounting system which is reflected in the monthly board expenditure report. The budget is entered according to the account numbers in the system.

Each of the account numbers is made up of 7 numbers which reflects the fund type, account class type, account category; and the department.

For example,

1-4351-10 1= General Fund; 4351= Office supplies; and 10= Administration

8-4357-30 8= Maintenance Fund; 4357= Building Supplies; and 30= Building Expenses

1. The *operating fund expenditures* are further categorized into expenditure types:
 - Personnel Expenses
 - Contractual Services
 - Supplies & Utilities
 - Library Materials
 - Capital Expenditures
 - Miscellaneous
 - Grants
2. **Current Month** – sum amounts of the actual transactions based on the expenditure category for the month the report is run (listed in number 1).
3. **Year to Date** – sum amounts of the actual transactions for each account per category for the time span starting at the beginning of the fiscal year.
4. **% Expended** – ratio of Actual to Date over the Budget for each category. In other words, the percentage of budget used to date.
5. **Working Budget** – sum amount of the budget approved per category.
6. **Unexpended Budget** – the difference between budget and actual amounts for each category. This difference is Working Budget – Year to Date which results in overspending being highlighted as a negative variance.
7. **Fund Expenditure Total** – the reports reflects total expenditures per fund type which at the end reflects the total expenditure for the month for all funds.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT DEPARTMENT CODE IDENTIFIER

DEPARTMENT	CODE	PERSON IN CHARGE OF ACCOUNTS
Administration	10	Finance Manager
Public Relations: 1-4256-10, 1-4731-10, 1-4735-10	10	Communications Manager
Technical Services	12	Collections Management and Technical Services Manager
Automation Services	14	Information Technologies Manager
Board Expenses	16	Finance Manager
Children Services	20	Children Services Manager
Adult/YA Services	24	Adult and Teen Services Manager
Collection Management	26	Collections Management and Technical Services Manager
Online Databases: 1-4521-26	26	Deputy Director
Studio 300	27	Studio 300 Manager
Outreach Services	28	Outreach Manager
Collection Management	29	Collections Management and Technical Services Manager
Bookmobile Services: 1-4235-29, 1-4359-29	29	Outreach Manager
Building Operations	30	Building Operations Manager

Note: The department code is the last 2 digits of the account number. For example: account number 1-4353-**20** is Program Supplies for the Children Services Department.

Total Operating Fund Expenditures

General Fund Expenditures

1-4100-10	Salaries
1-4125-10	Salaries - Contracted Staff
1-4151-10	Prof. Dev. & Trng. - Staff
1-4153-10	Employee Recognition
1-4161-10	Membership Dues
1-4162-10	Dues - Institutional
1-4171-10	Travel - Mileage/Transportation Exp.
1-4173-10	Travel - Room&Board/Meals Exp.
1-4191-10	Hiring and Placement
1-4192-10	Insurance Benefit Plan
1-4193-10	Employee Assistance Program
1-4151-16	Prof. Dev. & Trng. - Board
1-4161-16	Membership Dues - Board
1-4171-16	Travel - Mileage/Transportation Exp. - Board
1-4173-16	Travel - Room&Board/Meals Exp. - Board

Total Personnel Expense

1-4231-10	Equipment Rental
1-4233-10	Equipment Maintenance
1-4241-10	Legal Expense - Attorney
1-4243-10	Legal Expense - Publication
1-4245-10	Collection Expense
1-4247-10	Bank Service Fees
1-4252-10	Payroll Service
1-4253-10	Professional Services
1-4256-10	Communication Contractual Services
1-4272-12	Catalog Management
1-4274-12	Computer Circulation Expense
1-4233-14	Equipment Maintenance
1-4234-14	Leased Equipment
1-4253-14	Professional Services
1-4276-14	Computer Systems Maintenance
1-4235-29	Bookmobile Maintenance
1-4221-30	Building Security

Total Contractual Services

1-4341-10	Minor Library Equipment
1-4342-10	Minor Office Equipment
1-4343-10	Minor Library Furniture
1-4344-10	Minor Office Furniture
1-4351-10	Office Supplies

1-4353-10	Program Supplies
1-4371-10	Library Supplies
1-4381-10	Postage
1-4382-10	Shipping
1-4383-10	Postage - Passport
1-4371-12	Library Supplies
1-4311-14	Telephone Services
1-4312-14	Telephone Data
1-4314-14	Internet Services
1-4316-14	Cable TV Services
1-4348-14	E-Reader/Tablet Hardware/Supplies
1-4354-14	Computer Supplies
1-4355-16	Board Supplies
1-4353-20	Program Supplies
1-4371-20	Library Supplies
1-4353-24	Program Supplies
1-4371-24	Library Supplies
1-4353-27	Program Supplies
1-4371-27	Library Supplies
1-4359-29	Fuel Expense - BKM
1-4353-28	Program Supplies
1-4371-28	Library Supplies
1-4321-30	Electricity
1-4322-30	Gas
1-4331-30	Water & Sewer
1-4391-30	Buildings
1-4392-30	Grounds

Total Supplies & Utilities

1-4575-10	Donations Expended
1-4584-10	Special Services/Events
1-4522-14	Computer Software
1-4524-14	E-Reader/Tablet Software
1-4572-20	Programs - Children
1-4571-24	Programs - Adult
1-4573-24	Programs - Young Adult
1-4511-26	Periodicals
1-4512-26	Microform Periodicals
1-4513-26	Electronic Periodicals
1-4518-26	Library Materials - Processing Costs
1-4519-26	Library Materials - Shipping Costs
1-4520-26	Electronic Audio Book & Books
1-4521-26	Electronic Database Subscriptions
1-4523-26	Electronic Audio Visual
1-4527-26	Electronic Devices & Equipment
1-4525-26	Books - Adult World Languages

1-4526-26	Books - Juvenile World Languages
1-4529-26	Leased Materials
1-4531-26	Adult Ref/NF Standing Order
1-4538-26	Professional Books
1-4540-26	Books - Adult Fiction
1-4541-26	Books - Adult Non-Fiction
1-4542-26	Books - Adult Reference
1-4543-26	Books - Adult Large Print
1-4544-26	Books - Juvenile Fiction
1-4545-26	Books - Juvenile Non-Fiction
1-4546-26	Books - Easy
1-4547-26	Books - Juvenile Storytime & Professional Reference
1-4548-26	Books - Young Adult/Fiction
1-4549-26	Books - Young Adult/Non-Fiction
1-4528-26	STEAM Boxes
1-4550-26	CD - Music/Adult
1-4551-26	Audiobooks - Adult
1-4553-26	Audiobooks - Juvenile
1-4554-26	CD Music - Juvenile
1-4555-26	Audiobooks - YA
1-4557-26	DVD - Adult
1-4558-26	Juvenile DVD
1-4560-26	Playaway - Adult
1-4561-26	Playaway - YA
1-4562-26	Playaway - Juvenile
1-4563-26	Video Games - YA
1-4564-26	Video Games - Juvenile
1-4565-26	Video Games - Adult
1-4566-26	Launchpads - Juvenile
1-4569-26	Realia - Juvenile
1-4568-27	Audio Visual Collection
1-4571-27	Programs - Adult
1-4572-28	Programs - Children
1-4511-29	Periodicals
1-4518-29	Library Materials - Processing Costs
1-4519-29	Library Materials - Shipping Costs
1-4525-29	Books - Adult World Languages
1-4526-29	Books - Juvenile World Languages
1-4540-29	Books - Adult Fiction
1-4541-29	Books - Adult Non-Fiction
1-4543-29	Books - Adult Large Print
1-4544-29	Books - Juvenile Fiction
1-4545-29	Books - Juvenile Non-Fiction
1-4546-29	Books - Juvenile Easy
1-4547-29	Books - Juvenile Storytime & Professional Reference
1-4548-29	Books - Young Adult/Fiction
1-4527-29	STEAM Boxes

1-4550-29 CD - Music/Adult
1-4551-29 Audiobooks - Adult
1-4554-29 CD Music - Juvenile
1-4557-29 Adult DVD
1-4558-29 Juvenile DVD
1-4562-29 Juvenile Playaway
1-4564-29 Video Games - Juvenile
1-4569-29 Realia
1-4570-29 Opening Day Collection - Bookmobile

Total Library Materials

1-4611-10 Library Equipment - Capital
1-4612-10 Office Equipment - Capital
1-4613-10 Outreach Equipment - Capital
1-4621-10 Library Furniture - Capital
1-4622-10 Office Furniture - Capital
1-4691-10 Special Projects
1-4631-14 Automated Systems
1-4641-14 PC Computer Equipment
1-4651-30 Buildings - Capital
1-4661-30 Grounds - Capital

Total Capital Expenditures

1-4711-10 Miscellaneous
1-4715-10 Meeting Events
1-4720-10 Sponsorships
1-4731-10 Public Relations
1-4735-10 Promotional Giveaways

Total Miscellaneous

1-4805-10 Library Materials/State Grant/2018

Total Per Capita Grant

1-4845-10 Other Grant Expenditures

Total Other Grants

1-4259-10 Escrow Expenditures

Total Escrow Expenditures

TOTAL GENERAL FUND EXPENDITURES

2-4251-10 Audit Expense

Total Audit Fund Expenditures

3-4143-10	Unemployment Insurance
3-4144-10	Workmen's Compensation
3-4411-10	Liability Insurance
3-4421-10	Umbrella Policy
3-4422-10	Treasurer's Bond

Total Liability Insurance Fund Expenditures

5-4141-10	FICA
5-4142-10	IMRF

Total FICA/IMRF Expenditures

6-4247-10	Bank Service Fees
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Total Special Reserve Fund Expenditures

8-4211-30	Building Maintenance
8-4215-30	Building Maintenance Contracts
8-4357-30	Building Supplies

Total Maintenance Fund Expenditures

TOTAL OTHER FUND EXPENDITURES

TOTAL OPERATING FUND EXPENDITURES

4-2120-40	Bond Principle Payable - Abatement from General Fund
4-4259-40	Escrow Expense - From General Fund
4-4283-40	Principal Payment - Bond 2016A
4-4284-40	Principal Payment - Bond 2018
4-4284-40	Principal Payment - Bond 2019
4-4295-40	Interest Payment - Bond 2016A
4-4289-40	Interest Payment - Bond 2018
4-4296-40	Interest Payment - Bond 2019
	Total Contractual Services

Total Bond Fund Expenditures

TOTAL EXPENDITURES - ALL FUNDS

ORDINANCE 2021-1
ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND

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

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

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

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

WHEREAS, the General Fund/Operating Fund surplus account has a legal appropriation for transfer to the Special Reserve Fund for fiscal year 2021; and

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

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

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

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

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

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

PASSED THIS 17th day of June, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS 17th day of June, 2021.

Robert A. Kalnicky
President, Board of Trustees

ATTEST:

Marcelo Valencia
Secretary, Board of Trustees

State of Illinois)
)
Counties of Will)
and DuPage)

SECRETARY'S CERTIFICATE

I, Marcelo Valencia, do hereby certify that I am Secretary of the Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Library District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2021-1:

**AN ORDINANCE APPROVING TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND
OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT**

adopted at a duly called Regular Meeting of the Board of Library Trustees of the Fountaindale Public Library District, held at 300 W. Briarcliff Road, Bolingbrook, Illinois, in said Library District at 7 p.m. on the 17th day of June, 2021.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Library District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Library District in Bolingbrook, Illinois, this 17th day of June, 2021.

Marcelo Valencia
Secretary, Board of Trustees
Fountaindale Public Library District

(SEAL)

A PLAN FOR THE SPECIAL RESERVE FUND
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
2018-2022

The following represents our next five year plan for the accumulation and use of funds in the Special Reserve Fund for the Fountaindale Public Library District:

The Special Reserve Fund may fund capital improvement projects for the library building.

The Special Reserve Fund may fund the Capital Assets Replacement Plan.

The Special Reserve Fund may fund the purchase of new technology for the library, including upgrades and enhancements to the network, software purchase, phased replacement of computers, printers, copiers and other equipment, and upgrades to the library systems and information software.

The Special Reserve Fund may fund the repair and replacement of major building systems in the library facility including heating, air conditioning, fire protection, and necessary electrical upgrades.

The Special Reserve Fund may fund capital improvements for the library property as necessary to insure for a safe and attractive and functional building environment.

The Special Reserve Fund may be used to purchase new vehicles for library service.

The Special Reserve Fund may be used for the acquisition of property for potential development of a branch library.

RESOLUTION NO. 2021-2

**RESOLUTION APPROVING AUTHORIZED SIGNERS FOR THE
NAPERVILLE BANK & TRUST SAFE DEPOSIT BOX**

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

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

WHEREAS, the Library District finds that in order to accurately list those with authority to access a certain safe deposit box, it is in the best interest of the District to henceforth designate Board President Robert A. Kalnicky, Board Vice President Celeste M. Bermejo, Executive Director Paul Mills and Finance Manager Jennie Nguyen as the only authorized signators with access to the safe deposit box number 5000 which is located at the Naperville Bank & Trust, 555 Fort Hill Drive, Naperville, Illinois; and

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

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

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

SECTION TWO: President Robert A. Kalnicky, Vice President Celeste M. Bermejo, Executive Director Paul Mills and Finance Manager Jennie Nguyen are designated as the only authorized signators with access to the safe deposit box number 5000 which is located at the Naperville Bank & Trust, 555 Fort Hill Drive, Naperville, Illinois; and

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

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

PASSED THIS 17th day of June, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS 17th day of June, 2021.

Robert A. Kalnicky
President, Board of Trustees

ATTEST:

Marcelo Valencia
Secretary, Board of Trustees



June 10, 2021

VIA EMAIL
(3) 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
2021 Lower Level Renovations
Architect's Project Number: 21-004
Letter of Recommendation

Dear Mr. Mills:

Bids were received on the above referenced project at Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, Illinois 60440 at 1:30 p.m. on June 3, 2021. Four (4) bidders were Bidders of Record, and two (2) bids were received.

Tria Architecture, Inc. has reviewed the qualifications and references of the low bid contractor, BEE LINER LEAN SERVICES, INC., and has found no evidence which would disqualify them from being awarded the contract for this work.

Tria Architecture, therefore, recommends that the Board of Trustees consider awarding the contract for construction, inclusive of the base bid only, to **BEE LINER LEAN SERVICES, INC.**, 8401 South Thomas Avenue, A2, Bridgeview, Illinois 60455 for the total contract amount of \$62,498.00. Tria Architecture recommends not accepting alternate 1. Work to be substantially complete by August 31, 2021.

Also, please find the attached Bid Tabulation Form for your review.

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

Mr. Paul Mills, Executive Director
Fountaindale Public Library District
2021 Lower Level Renovations
Project Number: 21-004
Letter of Recommendation
June 10, 2021
Page 2 of 2

If you have any questions concerning the bidding of the 2021 Lower Level Renovations, please do not hesitate to call. Tria Architecture, and myself specifically, look forward to working with the Library District. toward a successful completion of this project.

Sincerely,



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

REM/ab

Attachments: Bid Tabulation, Dated June 3, 2021, 1 Page(s)

cc: Mr. Tasos Priovolos, Fountaindale Public Library District

File Name: 21004LOR.docx

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

BID TABULATION

Owner: Fountaindale Public Library District
 Project Name: 2021 Lower Level Renovations
 Architect's Project #: 21-004
 Bid Due Date: June 3, 2021



Bidder	Addenda		Base Bid	Alternates #1	Comp. Date	Subst.	Bid Bond	Bid Forms	Comments
	#1	#2							
Bee Liner Lean Services	Y	N	\$62,498	\$0	8/31/21	N	Y	Y	
KM Holly	Y	N	\$69,880	\$0	8/31/21	N			
C & C Systems LLC			NO BID						
Romaas Inc			NO BID						



May 11, 2021

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 -
Exterior Lighting Replacement**

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 replacement of existing exterior light fixtures with LED light fixtures.
- 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 propose the replacement light fixtures to the owner for review.
 - 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. An estimate of construction cost will be provided.
- IV. TRIA will design the Electrical (E.) systems as required to accommodate the new design, including:
 - A. TRIA will design the one-for-one replacement of exterior light fixtures.
 1. Exterior light fixtures to be replaced include:
 - a. Parking Lot Pole Lights

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Mr. Paul Mills, Executive Director

Proposal for Professional Services – Exterior Lighting Replacement

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 11, 2021

Page 2 of 5

- b. Light Bollards
 - c. Exterior Wall Mounted Light Fixtures
 - d. Recessed Light Fixtures in the Canopies
 - e. In-ground Uplights on the Flag Pole and Sign.
 - 2. Integrate new exterior light fixtures into the existing Lutron lighting system including any updates to the existing system to accommodate the new fixtures.
 - 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.
- II. No Alternate Bid Designs are included in this proposal.
- III. This proposal is based upon attendance at up to two (2) OWNER/design meetings, one (1) pre-bid meeting, one (1) bid opening, one (1) Board meeting, construction observation field visits/meetings every two (2) weeks, and two (2) punch list walk-throughs.
 - A. Because of the undetermined length and amount of additional meetings the OWNER

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Fountaindale Public Library District

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May 11, 2021

Page 3 of 5

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.

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FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above for exterior fixtures only **for a Lump Sum Fee of \$12,750.**

POTENTIAL ADDITIONAL SERVICES:

- [REDACTED] (Initial) To provide Bidding and Negotiations services as described above **for a Lump Sum Fee of \$2,400.00.**
- [REDACTED] (Initial) To provide Construction Observation services as described above **for a Lump Sum Fee of \$6,250.00.**

2020 HOURLY RATES

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

Principal Architect	\$205.00
Associate Architect	\$175.00
Architectural Associate	\$165.00
Senior Staff Architect / Senior Interior Designer	\$155.00
Staff Architect II / Interior Designer II	\$145.00
Staff Architect I / Interior Designer I	\$135.00
Architectural Staff	\$125.00
Graphic Designer	\$120.00
Architectural Intern / Interiors Intern	\$115.00
Administrative Assistant	\$95.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



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

REM/AB

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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.

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Fountaindale Public Library District Trustee Ethics Policy

The Fountaindale Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all board members conduct business on behalf of the Fountaindale Public Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

~Board members should uphold the integrity of the Fountaindale Public Library and should perform their duties impartially and diligently.

~Board members should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, **gender identity**, or belief system.

~Board members should protect and uphold library patrons' right to privacy in their use of the library's resources.

~Board members should avoid situations in which their personal interests, activities, or financial affairs are likely to be perceived as being in conflict with the best interests of Fountaindale Public Library.

~Board members should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.

~Board members should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as board members.

~Board members should not use or attempt to use their position with the Fountaindale Public Library to obtain unwarranted privileges or advantages for themselves or others.

~Board members should not be swayed by partisan interests, public pressure, or fear of criticism.

~Board members should not denigrate the organization or fellow board members or employees in any public arena.

Therefore:

Fountaindale Public Library's reputation as an organization of unimpeachable integrity, each board member will sign ~~a conflict of interest statement and~~ ~~an~~ this ethics policy **at every biennial board reorganization** during their tenure **as a board member** with the Fountaindale Public Library **District**.

Compliance:

If any board member appears to be in conflict with the Guiding Principles above, he or she will be asked to meet with the ~~executive committee~~ Board of Trustees to discuss the issue. The ~~executive committee~~ Board of Trustees will ~~take action~~ make a recommendation to the full board based on their findings.

DRAFT APRIL 8, 2021

ORDINANCE 2021-2

AN ORDINANCE APPROVING AMENDMENTS TO THE BYLAWS OF THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT

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

WHEREAS, the Fountaindale Public Library District desires to make certain amendments to its Bylaws; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois find that approving the Bylaws of the Board of Trustees of the Fountaindale Public Library District attached as Exhibit A is in the best interest of the District;

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

Section 1: The foregoing recitals are incorporated in and made a part of this Ordinance as though fully set forth herein.

Section 2: The Bylaws of Fountaindale Public Library District attached as Exhibit A are hereby approved.

Section 3: The Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois are authorized to take such further actions as may be necessary to carry out the purpose of this Ordinance.

Section 4: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 5: This Ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this 17th day of June, 2021.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Robert A. Kalnicky
President, Board of Trustees

ATTEST:

Marcelo Valencia
Secretary, Board of Trustees

State of Illinois)
)
Counties of Will)
and DuPage)

SECRETARY'S CERTIFICATE

I, Marcelo Valencia, do hereby certify that I am Secretary of the Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Library District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2021-2:

**AN ORDINANCE APPROVING AMENDMENTS TO THE BYLAWS OF
THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT**

adopted at a duly called Regular Meeting of the Board of Library Trustees of the Fountaindale Public Library District, held at 300 W. Briarcliff Road, Bolingbrook, Illinois, in said Library District at 7 p.m. on the 17th day of June, 2021.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Library District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Library District in Bolingbrook, Illinois, this 17th day of June, 2021.

Marcelo Valencia
Secretary, Board of Trustees
Fountaindale Public Library District

(SEAL)

BYLAWS OF THE BOARD OF TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT

ARTICLE I OFFICE

The principal office of Fountaindale Public Library District shall be located at the Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, Illinois, 60440. The District may have such other offices within the boundaries of the District as the business of the District may require from time to time.

ARTICLE II BOARD OF TRUSTEES

SECTION 1. The Board of Trustees shall consist of seven (7) members unless otherwise prescribed by law, such as if a vacancy occurs.

SECTION 2. The term of office for Trustees shall be six (6) years.

SECTION 3. Trustees shall be nominated and elected in accordance with the current Illinois Election Code (10 ILCS 5/1-1 et. seq.) and Public Library District Act of 1991, as amended from time to time (the "Act") (75 ILCS 16/1 et seq.).

SECTION 4. The Trustees shall take their oath of office as prescribed in Illinois law.

SECTION 5. RESIGNATION. Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall take place effective when the notice is delivered unless the notice specifies a future date; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the Board President or designee will notify the Board of the resignation. A vacancy will be declared by the Board pursuant to 75 ILCS 16/30-25.

SECTION 6. CONFLICT OF INTEREST. Subject to the limitations listed in the gift ban section of the State Officials and Employees Ethics Act, 5 ILCS 430/10-10 et seq., Board members and officers will not solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, or services. Trustees who must take an official action that may be construed as conflicting with personal, family, monetary, or employment interests should abstain from official action if there is no reasonable way to eliminate the conflict. Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties, in addition to any applicable provisions of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.

SECTION 7. RIGHT TO INDEMNIFICATION. The Library will indemnify any present or former Trustees, officers, employees or agents to the fullest extent possible under applicable law against expenses, including attorneys' fees, judgments, fines, settlements and reasonable expenses, actually incurred by such persons relating to their conduct as a Trustee, officer, employee, member or agent of the Library, except that indemnification shall not apply to a breach of the duty of loyalty to the Library; for acts or omissions not in good faith or that involve intentional misconduct or knowing violation of the law; for a transaction from which any such person derived an improper personal benefit; or against judgments, penalties, fines and settlements arising from any proceeding by or in the right of the Library, or against expenses in any such case, where such person shall be adjudged liable to the Library.

SECTION 8. INSURANCE. The Library may purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.

SECTION 9. Trustees shall serve without compensation but shall be reimbursed with District funds for their actual and necessary expenses incurred in the performance of their duties.

SECTION 10. The Trustees acknowledge that the Bylaws and library policies must comply with all applicable laws.

ARTICLE III MEETINGS

SECTION 1. REGULAR MEETINGS. The Board of Trustees shall hold regular monthly meetings, which shall normally be held on the third Thursday of each month at 7 p.m.

SECTION 2. SPECIAL MEETINGS. Special meetings of the Board of Trustees may be called by the President, the Vice President, or by any four (4) Trustees.

SECTION 3. PLACE OF MEETING. The Board of Trustees may designate any place convenient and open to the public as the place of meeting for the regular meeting. The Board of Trustees shall annually prepare a schedule of meetings showing date, time, and place; shall publish this schedule prior to January 1 of each year; and shall post it in the library. The person or persons authorized to call special meetings of the Board of Trustees may designate any place convenient and open to the public as the place for holding any special meeting called by them. If no designation is made, the place of meeting shall be in the 2nd Floor Board Room, 300 West Briarcliff Road, Bolingbrook, Illinois, 60440.

SECTION 4. CONDUCT OF MEETINGS. All meetings of the Board of Trustees, whether regular or special, shall be open to the public and shall be conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120/1-1 et seq.).

SECTION 5. NOTICE OF SPECIAL MEETINGS. In addition to the notice required by the Illinois Open Meetings Act, written or printed notice, stating the place, day, and hour of the special meeting and the purpose or purposes for which the meeting is called, shall be delivered to each Trustee, either personally or by email. If by email, such notice shall be deemed to be delivered when sent to the Trustee's formal Library District email address.

SECTION 6. QUORUM. A quorum at any meeting of the Board of Trustees of this District shall consist of four (4) Trustees. If a quorum is present, the affirmative vote of the majority of Trustees in attendance at the meeting shall be the act of the Board of Trustees, unless a vote of greater number is otherwise required by law.

SECTION 7. VOTING. Each Trustee, including the President of the Board of Trustees, present at a meeting of the Board of Trustees shall be entitled to one (1) vote upon each matter submitted for a vote at the meeting.

SECTION 8. REMOTE ATTENDANCE. If a quorum of the members of the Board is physically present as required by Section 2.01 of the Open Meetings Act, 5 ICLS 120/2.01, the Board may allow a physically absent Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of personal illness or disability, employment purposes or the business of the public body, or a family or other emergency. However, no Trustee may attend a Board meeting by other means more than five times in any calendar year. "Other means," as used in these regulations, shall mean by video or audio conference. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary of the Library District before the meeting unless advance notice is impractical. A Trustee may participate by other means at either an open meeting or a closed meeting of the Board. Written minutes of all Board meetings, whether open or closed, shall include whether the Trustee was physically present or present by means of audio or video conference. As the first item of business, the Trustees who are physically in attendance at a Library Board meeting shall determine, by majority vote, whether a Trustee who is not physically in attendance may participate in that meeting by other means. After such a vote in favor of participation, the remote Trustee may vote on matters before the Board.

SECTION 9. MANNER OF VOTING. All votes on any questions shall be by roll call.

ARTICLE IV OFFICERS

SECTION 1. NUMBER. The officers of the Board of Trustees of the District shall be President, Vice-President, Treasurer, and Secretary. Each office shall be held by a different Trustee.

SECTION 2. ELECTION AND TERM OF OFFICE. Officers of the Board of Trustees shall be elected at the regular May meeting of the Board of Trustees following each biennial election. The term of office shall be two (2) years, ending on April 30 of each odd-numbered year. Each officer shall hold office until a successor shall have been duly elected or appointed.

SECTION 3. VACANCIES. Pursuant to the Public Library District Act of 1991, 75 ILCS 16/30-25, vacancies shall be declared in the office of Trustee by the Board when an elected or appointed Trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the District, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Act, or (iv) has failed to pay the library taxes levied by the District. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy. Vacancies shall be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held.

ARTICLE V DUTIES OF THE PRESIDENT

SECTION 1. The President shall be the principal officer of the Board of Trustees.

SECTION 2. The President may sign, with the Secretary or any other proper officer of the Board of Trustees or person authorized by the Board of Trustees, any deeds, mortgages, bonds, contracts, or other instruments that the Board of Trustees has authorized to be executed.

SECTION 3. The President shall preside over all meetings of the Board of Trustees.

SECTION 4. The President shall appoint the chairs and members of any committees deemed necessary by the Board of Trustees.

SECTION 5. The President shall be the ex officio member of any committee established by the Board of Trustees.

SECTION 6. The President shall appoint liaisons to other groups as needed.

SECTION 7. The President shall recommend to the Board an attorney to be retained by the Board for the District.

SECTION 8. With assistance from the Vice President, the President shall prepare an agenda for every meeting of the Board of Trustees.

SECTION 9. The President shall not have nor exercise veto powers.

SECTION 10. When there is a vacancy on the Board of Trustees, the President along with the advice and consent of the Board shall recommend a successor Trustee to be appointed in accordance with the Act.

SECTION 11. The President shall, in general, perform all such other duties as may be prescribed by law, by ordinance, or by resolution of the Board of Trustees and shall take care that such laws, ordinances, and resolutions are faithfully executed.

ARTICLE VI **DUTIES OF THE VICE PRESIDENT**

SECTION 1. The Vice President shall preside at all meetings of the Board of Trustees during which the President is absent.

SECTION 2. The Vice President shall assist the President in preparing agendas for meetings of the Board of Trustees.

SECTION 3. The Vice President shall be responsible for organizing workshops, retreats, and in-service days that may be conducted by the Board of Trustees.

SECTION 4. The Vice President shall be responsible for coordinating the long-range planning efforts of the Board of Trustees.

ARTICLE VII **DUTIES OF THE SECRETARY**

SECTION 1. The Secretary shall keep the corporate seal and all papers belonging to the District.

SECTION 2. The Secretary shall attend all meetings of the Board of Trustees and keep minutes of such meetings. The minutes shall include the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and a record of all other pertinent matters that affect the operation of the District. Copies of all papers filed with the Secretary, transcripts from journals and other records and files of the Secretary's office, certified under the corporate seal of the District, shall be evidence in all courts in like manner as if the original were produced.

SECTION 3. The Secretary shall ensure that all notices are duly given as required by law.

SECTION 4. The Secretary shall ensure that the corporate seal of the District is affixed to all documents, the execution of which on behalf of the District under its seal is duly authorized by law.

SECTION 5. The Secretary shall keep a register of the names, home addresses, mailing addresses, and telephone numbers of the Trustees of this District, which information shall be furnished to the Secretary by the several Trustees.

SECTION 6. The Secretary shall record, in a book to be kept for that purpose, all ordinances adopted by the Board of Trustees. At the foot of the record of each ordinance so recorded, a memorandum shall be made showing the date of passage and the date of publication or posting of such ordinance. This record and memorandum, or a certified copy thereof, shall be prima facie evidence of the passing and legal publishing or posting of such ordinances for all purposes whatsoever.

SECTION 7. The records of the Secretary shall be subject to an audit by two (2) other Trustees, appointed by the President, as prescribed in the Act.

SECTION 8. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act.

SECTION 9. The Secretary may designate a District employee or employees to assist with the aforementioned duties as appropriate.

ARTICLE VIII DUTIES OF THE TREASURER

SECTION 1. The Treasurer of the District shall give bond to the District to faithfully discharge the duties of the office and to account to the District for all District funds coming into the hands of the Treasurer; the bond shall be in such amount and with such sureties as shall be approved by the Board. The amount of the bond shall be based upon a minimum of fifty percent (50%) of the total funds received by the District in the last previous fiscal year. The cost of any surety bond shall be borne by the District. If a bond is not possible, the Treasurer shall ensure that commensurate insurance coverage is provided.

SECTION 2. The Treasurer shall receive all monies belonging to the District and shall keep and maintain accounts and records of the District that reflect all receipts, disbursements, and balances in any of the District funds. These accounts and records shall always be subject to inspection by any member of the Board of Trustees.

SECTION 3. The Treasurer shall promptly deposit or cause to be deposited all monies belonging to the District; such deposits shall be made in the name of the District in such banks or other depositories as shall be selected by the Board of Trustees and pursuant to 75 ILCS 16/35-25.

SECTION 4. The Treasurer shall insure that District funds are fully invested at all times in interest-bearing accounts as shall be approved by the Board of Trustees.

SECTION 5. The Treasurer shall at the end of each and every month, and more often if required by the Board of Trustees, submit an accounting to the Board of Trustees showing the status of the District treasury at the date of such accounting and the balance of funds in the treasury. This accounting shall be accompanied by a statement of all receipts into the treasury and all expenditures made by the treasury on behalf of the District. This accounting and statement shall be filed with the Secretary.

SECTION 6. An audit for each fiscal year shall be conducted by an accountant authorized to practice public accounting under the laws of the State of Illinois.

SECTION 7. In the absence of both the President and the Vice President, the Treasurer shall preside at the Board meeting.

SECTION 8. The Treasurer may designate a District employee or employees to assist with the aforementioned duties as appropriate.

ARTICLE IX COMMITTEES AND LIAISONS

The Board of Trustees shall meet as a committee of the whole for those activities that require committee action. However, the President may appoint separate committees and/or liaisons to other groups as may be determined by the Board of Trustees.

ARTICLE X CONTRACTS, CHECKS AND DEPOSITS

SECTION 1. The Board of Trustees may authorize any one or more officers or employees of the District to enter into any contract or execute and deliver any instrument in the name of and on behalf of the District; such authority may be general or confined to specific instances.

SECTION 2. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the District shall be signed by such officer or officers of the Board of Trustees or employee or employees of the District and in such manner as shall from time to time be determined by resolution of the Board of Trustees.

SECTION 3. All funds of the District not otherwise employed shall be deposited in a timely manner to the credit of the District in interest-bearing accounts in such banks or other depositories as the Board of Trustees may select.

ARTICLE XI BOOKS AND RECORDS

The District shall keep correct and complete books and records of account, shall keep minutes of the proceedings of the Board of Trustees, and shall keep a record of the names, addresses, and telephone numbers of the Trustees. To the extent required by law and subject to the Library Records Confidentiality Act (75 ILCS 70/1) and other applicable laws, books and records of the District are open to inspection by any person residing in the District at all reasonable and proper times.

**ARTICLE XII
FISCAL YEAR**

The fiscal year of the District shall commence on July 1 and close on June 30 of each and every year.

**ARTICLE XIII
CORPORATE SEAL**

SECTION 1. The Corporate Seal of the District shall be in circular form and so constructed as to impress upon paper around the outer edge of said seal the words “THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT” and in the interior or center of said circle the words “CORPORATE SEAL ILLINOIS”; such seal is hereby adopted and declared to be a seal of the District. Said seal shall be used in all cases where it shall be required by the laws of the United States of America, the law or laws of any of the several States, or in the ordinances of the District.

SECTION 2. Said seal shall be kept in the District office.

**ARTICLE XIV
RULES OF PROCEDURE AND ORDER OF BUSINESS**

The current edition of *Robert's Rules of Order* shall govern the proceedings of the Board of Trustees except when in conflict with the foregoing rules.

**ARTICLE XV
AMENDMENTS**

These Bylaws may be amended by an ordinance proposed at any regular meeting of the Board of Trustees which is adopted at the next succeeding meeting.

Board Liaison Descriptions

Building

The Building Liaisons oversee significant building and grounds issues for the District.

Finance

The Finance Liaisons oversee the financial position of the District.

Strategic

The Strategic Plan Liaisons oversee the Strategic Plan for the District.

Personnel **Internal Board**

The ~~Personnel~~ **Internal Board** Liaisons oversee internal operations of the Board of Trustees.

Fountaindale Public Library District

Cash and Investment

May 31, 2021

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$577,705.16	\$577,705.16
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	(\$6,734.04)	\$179,910.36
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	(\$212,123.55)	\$760,347.61
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$2,218,317.91)	\$4,459,070.69
Investment - IL Funds/General	\$70,052.78	\$1,181.44	\$71,234.22
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$8,748.20	\$66,494.51
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$36,490.29	\$2,078,898.88
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,172.17)	\$1,072,497.28
Investment - Special Reserve/PMA	\$15,260,952.35	\$336,279.70	\$15,597,232.05
Total Investments	\$25,183,218.08	(\$1,837,790.45)	\$23,345,427.63
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,244,526.20)	\$203,070.84
Total Bond Fund	\$1,447,597.04	(\$1,244,526.20)	\$203,070.84
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,613.02)	\$0.00
Total Building Project Fund	\$10,613.02	(\$10,613.02)	\$0.00
Total Cash and Investments	\$27,613,899.30	(\$3,305,053.22)	\$24,308,846.08

Special Res. PMA - 0.67%
 General - IL Fund - 0.035%
 Money Market Wintrust - 0.079%

Fountaindale Public Library District

Revenue Report

May 31, 2021

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020 Est.	\$74,595.46	\$74,595.46	1.71%	\$4,371,495.00	\$4,296,899.54
Property Tax Dupage 2020 Est.	\$9,481.73	\$9,481.73	10.63%	\$89,214.00	\$79,732.27
Property Tax Will - 2019	\$0.00	\$4,422,395.61	100.04%	\$4,420,765.00	(\$1,630.61)
Property Tax Dupage - 2019	\$0.00	\$85,847.92	95.15%	\$90,220.00	\$4,372.08
Other Tax	\$50,780.23	\$181,025.92	241.30%	\$75,020.00	(\$106,005.92)
Interest	\$1,499.21	\$134,854.00	103.73%	\$130,000.00	(\$4,854.00)
Circulation Fees	\$710.25	\$10,586.14	105.86%	\$10,000.00	(\$586.14)
Copy Machines	\$303.05	\$3,990.96	79.82%	\$5,000.00	\$1,009.04
Fax Machine	\$684.80	\$5,006.70	100.13%	\$5,000.00	(\$6.70)
Printing	\$1,327.05	\$14,605.07	97.37%	\$15,000.00	\$394.93
Miscellaneous	\$715.97	\$5,183.30	0.00%	\$0.00	(\$5,183.30)
Reimbursements	\$294.80	\$18,820.26	0.00%	\$0.00	(\$18,820.26)
Board Reimbursements	\$0.00	\$87.50	0.00%	\$0.00	(\$87.50)
Leases	\$0.00	\$0.00	0.00%	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	100.00%	\$84,604.00	\$0.25
Total Operating Funds	\$140,392.55	\$5,051,084.32	54.33%	\$9,296,618.00	\$4,245,533.68
Building Project Fund Revenue					
Interest Building Project Fund	\$0.00	\$0.06	0.00%	\$0.00	(\$0.06)
Total Building Project Fund	\$0.00	\$0.06	0.00%	\$0.00	(\$0.06)
Bond Fund					
Property Tax - Will 2020 Est.	\$24,418.01	\$24,418.01	1.28%	\$1,907,637.00	\$1,883,218.99
Property Tax - Dupage 2020 Est.	\$3,134.11	\$3,134.11	8.05%	\$38,931.00	\$35,796.89
Property Tax - Will 2019	\$0.00	\$1,437,790.87	100.02%	\$1,437,529.00	(\$261.87)
Property Tax - Dupage 2019	\$0.00	\$28,182.98	96.07%	\$29,337.00	\$1,154.02
Interest Bond Fund	\$4.82	\$1,689.94	16.90%	\$10,000.00	\$8,310.06
Total Bond Fund	\$27,556.94	\$1,495,215.91	43.68%	\$3,423,434.00	\$1,928,218.09
Total Revenue	\$167,949.49	\$6,546,300.29	51.46%	\$12,720,052.00	\$6,173,751.71

Fountaindale Public Library District

Expenditure Report

May 31, 2021

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$336,010.20	\$4,011,471.90	84.11%	\$4,769,512.00	\$758,040.10
Contractual Services	\$10,592.52	\$363,543.64	65.35%	\$556,297.71	\$192,754.07
Supplies & Utilities	\$43,175.95	\$379,456.46	57.79%	\$656,650.00	\$277,193.54
Library Materials	\$122,584.03	\$858,141.32	65.96%	\$1,301,002.29	\$442,860.97
Capital Expenditures	\$110,084.20	\$383,323.15	36.46%	\$1,051,360.00	\$668,036.85
Miscellaneous	\$8,086.82	\$27,470.96	36.63%	\$75,000.00	\$47,529.04
Per Capita Grant	\$49,702.57	\$49,702.57	58.75%	\$84,604.00	\$34,901.43
Total General Fund Expenditures	<u>\$680,236.29</u>	<u>\$6,073,110.00</u>	<u>71.50%</u>	<u>\$8,494,426.00</u>	<u>\$2,421,316.00</u>
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$9,100.00	75.21%	\$12,100.00	\$3,000.00
Liability Insurance Fund Expenditures	\$4,510.13	\$93,548.93	73.37%	\$127,500.00	\$33,951.07
Soc Sec/IMRF Fund Expenditures	\$53,142.65	\$606,980.93	76.37%	\$794,769.38	\$187,788.45
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00%	\$40.00	\$40.00
Maintenance Fund Expenditures	\$30,860.92	\$311,554.91	95.57%	\$326,000.00	\$14,445.09
Total Other Fund Expenditures	<u>\$88,513.70</u>	<u>\$1,021,184.77</u>	<u>81.02%</u>	<u>\$1,260,409.38</u>	<u>\$239,224.61</u>
Total Expenditures - Operating Funds	<u>\$768,749.99</u>	<u>\$7,094,294.77</u>	<u>72.73%</u>	<u>\$9,754,835.38</u>	<u>\$2,660,540.61</u>
Building Project Fund Expenditures					
	\$0.00	\$143.22	100.00%	\$143.22	\$0.00
Total Building Project Fund Expenditures	<u>\$0.00</u>	<u>\$143.22</u>	<u>100.00%</u>	<u>\$143.22</u>	<u>\$0.00</u>
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Principal Payment - 2016A	\$0.00	\$890,000.00	100.00%	\$890,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$187,600.00	100.00%	\$187,600.00	\$0.00
Principal Payment - 2018	\$0.00	\$1,050,000.00	100.00%	\$1,050,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$440,250.00	100.00%	\$440,250.00	\$0.00
Principal Payment - 2019	\$0.00	\$20,000.00	100.00%	\$20,000.00	\$0.00
Interest Payment - 2019	\$0.00	\$291,600.00	100.00%	\$291,600.00	\$0.00
Total Bond Fund Expenditures	<u>\$0.00</u>	<u>\$2,879,450.00</u>	<u>100.00%</u>	<u>\$2,879,450.00</u>	<u>\$0.00</u>
Total	<u>\$0.00</u>	<u>\$2,879,593.22</u>	<u>100.00%</u>	<u>\$2,879,593.22</u>	<u>\$0.00</u>
Total Expenditures - All Funds	<u>\$768,749.99</u>	<u>\$9,973,887.99</u>	<u>78.94%</u>	<u>\$12,634,428.60</u>	<u>\$2,660,540.61</u>

Fountaindale Public Library District

Bills Paid - Operating Account

May 2021

<u>Payee Name</u>	<u>Description</u>	<u>Payment Date</u>	<u>Check/Draft Number</u>	<u>Account Number</u>	<u>Payment Amount</u>
Alicia Gozum	May 2021 Board Meeting - Assorted Cupcakes	5/21/2021	55484	1-4355-16	\$132.00
Carolyn Boyer	Reimbursement - New BKM Title & Plate Fee	05/21/201	55483	1-4235-29	\$163.00
					<u>\$295.00</u>



Jennie Nguyen, Finance Manager

Fountaindale Public Library District
Bills Paid - Operating Account
June 2021

<u>Payee Name</u>	<u>Description</u>	<u>Payment Date</u>	<u>Check/Draft Number</u>	<u>Account Number</u>	<u>Payment Amount</u>
AFLAC	Employer Insurance Contribution - May 2021	6/1/2021	868	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - June 2021	6/1/2021	55485	1-4192-10	\$26,486.84
Dearborn National Life Insurance Company	Employer Insurance Contribution - June 2021	6/1/2021	55486	1-4192-10	\$512.95
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - June 2021	6/1/2021	55487	1-4192-10	\$141.29
Home Depot	Outreach Program - Puppet Show Frame PVC	6/1/2021	55488	1-4371-28	\$44.04
	Building Supplies - Sink Disposal Cleaner & Compact Blower	6/1/2021	55488	8-4357-30	\$56.94
Illinois Municipal Retirement Fund	Employer Insurance Contribution - May 2021	6/1/2021	870	5-4142-10	\$29,543.46
Unique Management Services , Inc	Collection Services - March 2021	6/1/2021	55489	1-4245-10	\$214.80
United States Treasury	Amended Return 941- as of 06/30/2020 FFCRA Credits	6/1/2021	55490	1-2212-10	\$499.98
					\$57,512.39



 Jennie Nguyen, Finance Manager

<u>Gross Payroll & FICA Expense - May 2021</u>	
Gross Payroll	\$302,640.10
FICA	\$22,379.33
Total Gross Payroll & FICA	\$325,019.43

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.	Comm. - Various 2021 Summer Adventure Prizes	8934428	1-4735-10	\$ 4,479.15
	Comm. - 2021 Summer Adventure Bento Box Prizes	8949179	1-4735-10	3,185.10
	Comm. - Vaccination Card Holders	21152156	1-4735-10	634.89
	<i>Totals for 4imprint, Inc.</i>			\$ 8,299.14

Amazon

Studio - Oscars Program Supplies	A91-2021	1-4353-27	65.93
Studio - Various Maker Lab Supplies	A95-2021	1-4371-27	238.21
Video Games - YA	0660346-JUN21	1-4563-26	59.99
Materials Checkout Backpacks	0660346-JUN21	1-4569-26	318.89
CSD - 2021 Summer Adventure Grand Prizes	A113-2021	1-4575-10	9.98
CSD - 2021 Summer Adventure Grand Prizes	A113-2021	1-4575-10	89.42
FPLD - 2021 Summer Adventure Grand Prize	A112-2021	1-4575-10	299.00
ATSD - 2021 Summer Adventure Teen Grand Prizes	A111-2021	1-4575-10	107.72
Music - Adult	0660346-JUN21	1-4550-26	6,205.19
Library Materials - Shipping Costs	0660346-JUN21	1-4519-26	238.05
Outreach - Various Program Supplies	A92-2021	1-4353-28	63.05
Outreach - Various Program Supplies	A92-2021	1-4353-28	24.87
Outreach - Fire Tablet Prize	A108-2021	1-4353-28	85.49
Outreach - Various Program Supplies	A108-2021	1-4353-28	232.69
Outreach - Various Program Supplies	A114-2021	1-4353-28	13.99
Outreach - Various Program Supplies	A114-2021	1-4353-28	90.37
Outreach - Binder Supplies	A105-2021	1-4371-28	10.90
Outreach - Sheet Protectors	A108-2021	1-4371-28	12.70
Outreach - Laminating Pouches	A108-2021	1-4371-28	10.24
Outreach - Various Library Supplies	A114-2021	1-4371-28	72.54
Finance - New Employee Desk Supplies	A88-2021	1-4351-10	30.52
District Closet Restock - April 2021	A101-2021	1-4351-10	30.40
Deputy Director - Various Office Supplies	A100-2021	1-4351-10	54.93
Finance - Various Office Supplies	A94-2021	1-4351-10	65.87
Finance - Various Office Supplies	A99-2021	1-4351-10	37.23
Circ - Rubber Bands & Cotton Swabs	A97-2021	1-4351-10	23.98
Finance - Key Ring Labels	A98-2021	1-4351-10	4.19
Finance - Various Office Supplies	A107-2021	1-4351-10	7.99
District Closet Restock - April 2021	A101-2021	1-4351-10	118.06
Finance - Various Office Supplies	A107-2021	1-4351-10	121.54
Finance - Various Office Supplies	A107-2021	1-4351-10	15.98
Library Supplies - Record Player Screws	0660346-JUN21	1-4371-12	7.60

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon	(Cont'd)			
	CSD - Various Program Supplies	A93-2021	1-4353-20	\$ 9.66
	CSD - Various Program Supplies	A93-2021	1-4353-20	770.85
	CSD - Various Program Supplies	A109-2021	1-4353-20	976.06
	CSD - Various Program Supplies	A110-2021	1-4353-20	512.48
	CSD - 2021 Summer Adventure Grand Prizes	A113-2021	1-4353-20	133.79
	CSD - Various Program Supplies	A110-2021	1-4353-20	71.76
	CSD - Various Program Supplies	A109-2021	1-4353-20	15.92
	CSD - Various Program Supplies	A109-2021	1-4353-20	16.88
	CSD - Portable Table	A93-2021	1-4371-20	74.98
	CSD - Folding Table	A109-2021	1-4371-20	102.00
	ATSD - Teen Program Supplies	A103-2021	1-4353-24	59.97
	ATSD - Various Program Supplies	A102-2021	1-4353-24	22.50
	ATSD - Teen Program Supplies	A103-2021	1-4353-24	10.69
	ATSD - Various Program Supplies	A102-2021	1-4353-24	329.99
	ATSD - Teen Program Supplies	A103-2021	1-4353-24	198.32
	ATSD - Summer 2021 Kpop Party Supplies	A106-2021	1-4353-24	21.98
	ATSD - Summer Craft on the Go/Make-It, Take it Supplies	A104-2021	1-4353-24	133.89
	ATSD - Various Program Supplies	A102-2021	1-4353-24	838.66
	ATSD - Summer 2021 Kpop Party Supplies	A106-2021	1-4353-24	70.43
	ATSD - Summer 2021 Kpop Party Supplies	A106-2021	1-4353-24	5.99
	ATSD - Summer 2021 Kpop Party Supplies	A106-2021	1-4353-24	31.94
	Board - ILA Trustee Facts File	A90-2021	1-4355-16	59.97
	Books - Adult Fiction	0660346-JUN21	1-4540-26	154.17
	IT - Various Screwdrivers	A96-2021	1-4354-14	32.72
	Books - Professional Reference	0660346-JUN21	1-4547-26	22.88
		<i>Totals for Amazon</i>		\$ 13,445.99
American Button Machines				
	ATSD - Button Program Supplies	200620	1-4353-24	1,837.05
		<i>Totals for American Button Machines</i>		\$ 1,837.05
American Library Association				
	Mills Membership - 7/1/2020-6/30/2021	0223754	1-4151-10	225.00
		<i>Totals for American Library Association</i>		\$ 225.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - June 2021	INv414777	1-4253-10	189.55
		<i>Totals for AmeriFlex Business Solutions</i>		\$ 189.55

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Apple Inc.	IT - ATSD MacBook Pro	AF04514533	1-4641-14	\$ 4,040.44
		<i>Totals for Apple Inc.</i>		\$ 4,040.44
AT & T	Internet Agreement - May 2021	5503961600	1-4314-14	978.87
		<i>Totals for AT & T</i>		\$ 978.87
AT & T Mobility - National Business Services	Telephone - 4/22/21-5/21/21	17946401	1-4311-14	233.13
		<i>Totals for AT & T Mobility - National Business Services</i>		\$ 233.13
B&H Photo-Video	ATSD - Vortex Replacement TV's	188767026	1-4353-24	5,587.96
	Studio - Various Camera & Sound Equipment	188675953	1-4568-27	1,406.58
	Studio - Various Camera Equipment	188513112	1-4371-27	166.29
		<i>Totals for B&H Photo-Video</i>		\$ 7,160.83
Baker & Taylor	Book Dedication: Postellon	2035943074	1-4575-10	33.75
		<i>Totals for Baker & Taylor</i>		\$ 33.75
Baker & Taylor - C009233	Library Materials - Processing Costs	5016957234	1-4518-26	3.45
	Library Materials - Shipping Costs	5016957234	1-4519-26	0.26
	Books - Adult Non-Fiction	5016957234	1-4541-26	52.67
		<i>Totals for Baker & Taylor - C009233</i>		\$ 56.38

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Library Materials - Shipping Costs	2035947285	1-4519-29	\$ 1.27
	Library Materials - Shipping Costs	2035935616	1-4519-29	0.67
	Library Materials - Shipping Costs	2035935586	1-4519-29	1.74
	Library Materials - Shipping Costs	2035935240	1-4519-29	4.09
	Library Materials - Shipping Costs	2035928382	1-4519-29	3.26
	Library Materials - Shipping Costs	2035940686	1-4519-29	1.69
	Library Materials - Shipping Costs	2035935610	1-4519-29	0.32
	Library Materials - Shipping Costs	2035922450	1-4519-29	1.90
	Library Materials - Shipping Costs	2035938222	1-4519-29	1.14
	Library Materials - Shipping Costs	2035935614	1-4519-29	0.57
	Library Materials - Shipping Costs	2035915093	1-4519-29	1.86
	Library Materials - Shipping Costs	2035919344	1-4519-29	2.25
	Library Materials - Shipping Costs	2035954182	1-4519-29	1.93
	Opening Day Collection	2035954182	1-4570-29	160.19
	Library Materials - Processing Costs	2035947285	1-4518-29	14.73
	Library Materials - Processing Costs	2035935616	1-4518-29	13.08
	Library Materials - Processing Costs	2035935586	1-4518-29	9.99
	Library Materials - Processing Costs	2035935240	1-4518-29	31.95
	Library Materials - Processing Costs	2035928382	1-4518-29	29.55
	Library Materials - Processing Costs	2035940686	1-4518-29	12.66
	Library Materials - Processing Costs	2035935610	1-4518-29	2.76
	Library Materials - Processing Costs	2035922450	1-4518-29	18.87
	Library Materials - Processing Costs	2035938222	1-4518-29	10.26
	Library Materials - Processing Costs	2035935614	1-4518-29	6.81
	Library Materials - Processing Costs	2035915093	1-4518-29	18.09
	Library Materials - Processing Costs	2035919344	1-4518-29	21.21
	Library Materials - Processing Costs	2035954182	1-4518-29	14.22
	Opening Day Collection	2035947285	1-4570-29	93.60
	Opening Day Collection	2035935240	1-4570-29	223.89
	Opening Day Collection	2035928382	1-4570-29	244.15
	Opening Day Collection	2035940686	1-4570-29	168.63
	Opening Day Collection	2035922450	1-4570-29	231.79
	Opening Day Collection	2035938222	1-4570-29	100.90
	Opening Day Collection	2035915093	1-4570-29	233.65
	Opening Day Collection	2035919344	1-4570-29	311.74
	Books - Juvenile World Languages	2035947285	1-4526-29	8.04
	Books - Juvenile World Languages	2035935240	1-4526-29	5.39
	Books - Juvenile World Languages	2035928382	1-4526-29	70.11

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Juvenile World Languages	2035922450	1-4526-29	\$ 13.99
	Books - Adult Fiction	2035935586	1-4540-29	99.81
	Books - Adult Fiction	2035928382	1-4540-29	16.65
	Books - Adult Fiction	2035938222	1-4540-29	16.10
	Books - Adult Non-Fiction	2035947285	1-4541-29	75.75
	Books - Adult Non-Fiction	2035935240	1-4541-29	424.68
	Books - Adult Non-Fiction	2035935610	1-4541-29	64.69
	Books - Adult Non-Fiction	2035954182	1-4541-29	31.05
	Books - Adult Large Print	2035935586	1-4543-29	248.82
	Books - Adult Large Print	2035935240	1-4543-29	89.38
	Books - Adult Large Print	2035928382	1-4543-29	71.98
	Books - Adult Large Print	2035940686	1-4543-29	103.76
	Books - Adult Large Print	2035922450	1-4543-29	34.19
	Books - Adult Large Print	2035915093	1-4543-29	108.50
	Books - Adult Large Print	2035954182	1-4543-29	107.97
	Books - Juvenile Fiction	2035947285	1-4544-29	9.77
	Books - Juvenile Fiction	2035935616	1-4544-29	133.89
	Books - Juvenile Fiction	2035935240	1-4544-29	30.62
	Books - Juvenile Fiction	2035928382	1-4544-29	5.74
	Books - Juvenile Fiction	2035940686	1-4544-29	9.77
	Books - Juvenile Fiction	2035922450	1-4544-29	28.72
	Books - Juvenile Fiction	2035938222	1-4544-29	58.61
	Books - Juvenile Fiction	2035935614	1-4544-29	113.38
	Books - Juvenile Fiction	2035915093	1-4544-29	17.52
	Books - Juvenile Fiction	2035919344	1-4544-29	47.69
	Books - Juvenile Fiction	2035954182	1-4544-29	42.89
	Books - Juvenile Easy	2035947285	1-4546-29	67.13
	Books - Juvenile Easy	2035935240	1-4546-29	43.76
	Books - Juvenile Easy	2035928382	1-4546-29	244.33
	Books - Juvenile Easy	2035940686	1-4546-29	56.14
	Books - Juvenile Easy	2035922450	1-4546-29	71.74
	Books - Juvenile Easy	2035938222	1-4546-29	53.14
	Books - Juvenile Easy	2035915093	1-4546-29	11.89
	Books - Juvenile Easy	2035919344	1-4546-29	90.32
	Books - Juvenile Easy	2035954182	1-4546-29	44.44
<i>Totals for Baker & Taylor - L420685</i>				\$ 4,767.76

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Young Adult Fiction	2035935613	1-4548-26	\$ 134.06
	Books - Young Adult Fiction	2035947322	1-4548-26	18.71
	Books - Young Adult Fiction	2035950975	1-4548-26	67.20
	Books - Young Adult Fiction	2035943528	1-4548-26	80.67
	Books - Young Adult Fiction	2035953969	1-4548-26	35.61
	Books - Juvenile World Languages	2035935613	1-4526-26	5.39
	Books - Juvenile World Languages	2035950975	1-4526-26	10.49
	Books - Juvenile World Languages	2035943528	1-4526-26	16.08
	Books - Juvenile World Languages	2035953969	1-4526-26	9.57
	Books - Adult World Languages	2035894194	1-4525-26	775.56
	Books - Adult World Languages	2035922451	1-4525-26	30.57
	Books - Adult World Languages	2035938164	1-4525-26	11.37
	Books - Adult World Languages	2035930550	1-4525-26	10.17
	Books - Adult World Languages	2035940685	1-4525-26	11.97
	Books - Adult World Languages	2035896889	1-4525-26	23.34
	Books - Adult World Languages	2035914935	1-4525-26	11.37
	Books - Adult World Languages	2035912035	1-4525-26	11.97
	Books - Adult World Languages	2035935613	1-4525-26	275.28
	Books - Adult World Languages	2035953969	1-4525-26	89.88
	Books - Juvenile World Languages	2035922451	1-4526-26	40.57
	Books - Juvenile World Languages	2035928437	1-4526-26	132.37
	Books - Juvenile World Languages	2035930550	1-4526-26	26.58
	Books - Juvenile World Languages	2035940685	1-4526-26	33.58
	Library Materials - Processing Costs	2035894194	1-4518-26	139.47
	Library Materials - Processing Costs	2035922451	1-4518-26	72.82
	Library Materials - Processing Costs	2035904182	1-4518-26	179.37
	Library Materials - Processing Costs	2035928437	1-4518-26	111.75
	Library Materials - Processing Costs	2035935780	1-4518-26	46.14
	Library Materials - Processing Costs	2035938164	1-4518-26	111.30
	Library Materials - Processing Costs	2035930550	1-4518-26	46.83
	Library Materials - Processing Costs	2035926415	1-4518-26	391.11
	Library Materials - Processing Costs	2035940685	1-4518-26	77.94
	Library Materials - Processing Costs	2035896889	1-4518-26	192.14
	Library Materials - Processing Costs	2035919619	1-4518-26	119.37
	Library Materials - Processing Costs	2035914935	1-4518-26	49.95
	Library Materials - Processing Costs	2035912035	1-4518-26	94.74
	Library Materials - Shipping Costs	2035919619	1-4519-26	10.28
	Library Materials - Shipping Costs	2035914935	1-4519-26	3.92

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Shipping Costs	2035912035	1-4519-26	\$ 4.00
	Library Materials - Shipping Costs	2035935613	1-4519-26	25.00
	Library Materials - Shipping Costs	2035947322	1-4519-26	7.07
	Library Materials - Shipping Costs	2035950975	1-4519-26	5.65
	Library Materials - Shipping Costs	2035943528	1-4519-26	5.98
	Library Materials - Shipping Costs	2035953969	1-4519-26	6.31
	Library Materials - Shipping Costs	2035894194	1-4519-26	9.51
	Library Materials - Shipping Costs	2035922451	1-4519-26	5.87
	Library Materials - Shipping Costs	2035904182	1-4519-26	13.29
	Library Materials - Shipping Costs	2035928437	1-4519-26	12.83
	Library Materials - Shipping Costs	2035935780	1-4519-26	3.86
	Library Materials - Shipping Costs	2035938164	1-4519-26	9.29
	Library Materials - Shipping Costs	2035930550	1-4519-26	4.76
	Library Materials - Shipping Costs	2035926415	1-4519-26	25.00
	Library Materials - Shipping Costs	2035940685	1-4519-26	6.89
	Library Materials - Shipping Costs	2035896889	1-4519-26	11.93
	Library Materials - Processing Costs	2035935613	1-4518-26	1,023.33
	Library Materials - Processing Costs	2035947322	1-4518-26	86.94
	Library Materials - Processing Costs	2035950975	1-4518-26	74.82
	Library Materials - Processing Costs	2035943528	1-4518-26	82.47
	Library Materials - Processing Costs	2035953969	1-4518-26	73.80
	Books - Adult Non-Fiction	2035919619	1-4541-26	276.27
	Books - Adult Non-Fiction	2035914935	1-4541-26	188.27
	Books - Adult Non-Fiction	2035912035	1-4541-26	310.88
	Books - Adult Fiction	2035894194	1-4540-26	90.33
	Books - Adult Fiction	2035922451	1-4540-26	358.25
	Books - Adult Fiction	2035904182	1-4540-26	1,502.67
	Books - Adult Fiction	2035928437	1-4540-26	256.54
	Books - Adult Fiction	2035938164	1-4540-26	608.95
	Books - Adult Fiction	2035930550	1-4540-26	59.43
	Books - Adult Fiction	2035926415	1-4540-26	1,716.71
	Books - Adult Fiction	2035940685	1-4540-26	393.35
	Books - Adult Fiction	2035896889	1-4540-26	688.99
	Books - Adult Fiction	2035919619	1-4540-26	534.07
	Books - Adult Fiction	2035914935	1-4540-26	249.50
	Books - Adult Fiction	2035912035	1-4540-26	359.28
	Books - Adult Fiction	2035935613	1-4540-26	8,610.04
	Books - Adult Fiction	2035947322	1-4540-26	717.75

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Fiction	2035950975	1-4540-26	\$ 319.42
	Books - Adult Fiction	2035943528	1-4540-26	304.86
	Books - Adult Fiction	2035953969	1-4540-26	366.10
	Books - Adult Non-Fiction	2035894194	1-4541-26	625.90
	Books - Adult Non-Fiction	2035922451	1-4541-26	247.96
	Books - Adult Non-Fiction	2035904182	1-4541-26	289.36
	Books - Adult Non-Fiction	2035928437	1-4541-26	291.32
	Books - Adult Non-Fiction	2035938164	1-4541-26	375.31
	Books - Adult Non-Fiction	2035930550	1-4541-26	227.36
	Books - Adult Non-Fiction	2035926415	1-4541-26	3,119.73
	Books - Adult Non-Fiction	2035940685	1-4541-26	265.26
	Books - Adult Non-Fiction	2035896889	1-4541-26	966.15
	Books - Professional Reference	2035935780	1-4547-26	262.03
	Books - Professional Reference	2035938164	1-4547-26	11.19
	Books - Professional Reference	2035947322	1-4547-26	12.59
	Books - Professional Reference	2035950975	1-4547-26	12.59
	Books - Professional Reference	2035943528	1-4547-26	12.03
	Books - Young Adult Fiction	2035894194	1-4548-26	18.13
	Books - Young Adult Fiction	2035922451	1-4548-26	93.29
	Books - Young Adult Fiction	2035904182	1-4548-26	61.67
	Books - Young Adult Fiction	2035928437	1-4548-26	16.91
	Books - Young Adult Fiction	2035938164	1-4548-26	70.47
	Books - Young Adult Fiction	2035930550	1-4548-26	27.57
	Books - Young Adult Fiction	2035926415	1-4548-26	364.56
	Books - Young Adult Fiction	2035940685	1-4548-26	101.56
	Books - Young Adult Fiction	2035896889	1-4548-26	253.87
	Books - Young Adult Fiction	2035919619	1-4548-26	84.08
	Books - Young Adult Fiction	2035914935	1-4548-26	71.34
	Books - Young Adult Fiction	2035912035	1-4548-26	33.66
	Books - Young Adult Non-Fiction	2035894194	1-4549-26	25.82
	Books - Young Adult Non-Fiction	2035928437	1-4549-26	224.27
	Books - Young Adult Non-Fiction	2035938164	1-4549-26	14.35
	Books - Young Adult Non-Fiction	2035930550	1-4549-26	44.19
	Books - Young Adult Non-Fiction	2035940685	1-4549-26	11.47
	Books - Young Adult Non-Fiction	2035896889	1-4549-26	39.30
	Books - Young Adult Non-Fiction	2035919619	1-4549-26	18.11
	Books - Young Adult Non-Fiction	2035914935	1-4549-26	21.56
	Books - Young Adult Non-Fiction	2035912035	1-4549-26	14.24

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Young Adult Non-Fiction	2035935613	1-4549-26	\$ 60.83
	Books - Young Adult Non-Fiction	2035947322	1-4549-26	20.34
	Books - Young Adult Non-Fiction	2035943528	1-4549-26	11.99
	Books - Young Adult Non-Fiction	2035953969	1-4549-26	9.00
	Books - Adult Large Print	2035894194	1-4543-26	18.00
	Books - Adult Large Print	2035922451	1-4543-26	16.80
	Books - Adult Large Print	2035904182	1-4543-26	80.96
	Books - Adult Large Print	2035928437	1-4543-26	127.22
	Books - Adult Large Print	2035938164	1-4543-26	35.40
	Books - Adult Large Print	2035930550	1-4543-26	142.96
	Books - Adult Large Print	2035926415	1-4543-26	388.41
	Books - Adult Large Print	2035940685	1-4543-26	88.16
	Books - Adult Large Print	2035919619	1-4543-26	18.60
	Books - Juvenile Fiction	2035894194	1-4544-26	126.16
	Books - Juvenile Fiction	2035922451	1-4544-26	141.24
	Books - Juvenile Fiction	2035904182	1-4544-26	146.31
	Books - Juvenile Fiction	2035928437	1-4544-26	116.10
	Books - Juvenile Fiction	2035935780	1-4544-26	509.91
	Books - Juvenile Fiction	2035938164	1-4544-26	320.47
	Books - Juvenile Fiction	2035930550	1-4544-26	143.30
	Books - Juvenile Fiction	2035926415	1-4544-26	86.81
	Books - Juvenile Fiction	2035940685	1-4544-26	54.75
	Books - Juvenile Fiction	2035896889	1-4544-26	86.02
	Books - Juvenile Fiction	2035919619	1-4544-26	557.26
	Books - Juvenile Fiction	2035914935	1-4544-26	115.06
	Books - Juvenile Fiction	2035935613	1-4544-26	2,209.89
	Books - Juvenile Fiction	2035947322	1-4544-26	90.10
	Books - Juvenile Fiction	2035950975	1-4544-26	236.95
	Books - Juvenile Fiction	2035943528	1-4544-26	184.16
	Books - Juvenile Fiction	2035953969	1-4544-26	222.41
	Books - Adult Large Print	2035935613	1-4543-26	417.08
	Books - Adult Large Print	2035947322	1-4543-26	29.39
	Books - Adult Large Print	2035950975	1-4543-26	11.99
	Books - Adult Large Print	2035953969	1-4543-26	100.97
	Books - Adult Non-Fiction	2035935613	1-4541-26	161.34
	Books - Adult Non-Fiction	2035947322	1-4541-26	250.06
	Books - Adult Non-Fiction	2035950975	1-4541-26	253.59
	Books - Adult Non-Fiction	2035943528	1-4541-26	317.67

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 10

Vendor name	Invoice Description	Invoice #	Account #	Amount
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2035953969	1-4541-26	\$ 171.46
	Books - Juvenile Non-Fiction	2035928437	1-4545-26	58.50
	Books - Juvenile Non-Fiction	2035935613	1-4545-26	43.98
	Books - Juvenile Easy	2035894194	1-4546-26	222.54
	Books - Juvenile Easy	2035922451	1-4546-26	244.96
	Books - Juvenile Easy	2035904182	1-4546-26	577.87
	Books - Juvenile Easy	2035928437	1-4546-26	1,342.23
	Books - Juvenile Easy	2035938164	1-4546-26	410.45
	Books - Juvenile Easy	2035930550	1-4546-26	269.63
	Books - Juvenile Easy	2035926415	1-4546-26	209.12
	Books - Juvenile Easy	2035940685	1-4546-26	417.85
	Books - Juvenile Easy	2035896889	1-4546-26	328.45
	Books - Juvenile Easy	2035919619	1-4546-26	567.22
	Books - Juvenile Easy	2035914935	1-4546-26	127.48
	Books - Juvenile Easy	2035912035	1-4546-26	70.77
	Books - Juvenile Easy	2035935613	1-4546-26	232.08
	Books - Juvenile Easy	2035947322	1-4546-26	275.61
	Books - Juvenile Easy	2035950975	1-4546-26	217.91
	Books - Juvenile Easy	2035943528	1-4546-26	269.29
	Books - Juvenile Easy	2035953969	1-4546-26	256.41
		<i>Totals for Baker & Taylor - L420686</i>		<u>\$ 45,470.42</u>
Beantown Collectibles				
	Program - Sports Card & Toy Collecting - 6/1/21	BC060121	1-4571-24	150.00
		<i>Totals for Beantown Collectibles</i>		<u>\$ 150.00</u>
Belynda Head				
	Program - R&B Line Dancing - 6/27/21	BH062721	1-4571-24	125.00
		<i>Totals for Belynda Head</i>		<u>\$ 125.00</u>
Better Containers Mfg. Co., Inc.				
	Essential Supplies: Circ. - Watch Patch Handle Poly Bags	235812	1-4351-10	1,102.70
		<i>Totals for Better Containers Mfg. Co., Inc.</i>		<u>\$ 1,102.70</u>
Blackstone Publishing				
	Audiobooks - Adult	1221643	1-4551-26	307.48
		<i>Totals for Blackstone Publishing</i>		<u>\$ 307.48</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2021

General Fund

Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blue Outdoor	Comm. - Bolingbrook Promenade Directory Ads	2021-5-9377	1-4731-10	\$ 6,000.00
		<i>Totals for Blue Outdoor</i>		<u>\$ 6,000.00</u>
Bradford Systems Corporation	Collections - Record Players & Collection Shelves	35315-2	1-4341-10	6,960.00
		<i>Totals for Bradford Systems Corporation</i>		<u>\$ 6,960.00</u>
Business Office Systems	Info/Circ Chairs & Circ Pad Replacements	35228	1-4651-30	1,580.45
		<i>Totals for Business Office Systems</i>		<u>\$ 1,580.45</u>
Call One	Telephone & Internet - 5/15/21-6/15/21	409251	1-4314-14	1,968.00
	Telephone & Internet - 5/15/21-6/15/21	409251	1-4312-14	1,086.81
		<i>Totals for Call One</i>		<u>\$ 3,054.81</u>
Carolyn Boyer	Mileage - 5/12/21-5/14/21	CB060121	1-4171-10	11.98
		<i>Totals for Carolyn Boyer</i>		<u>\$ 11.98</u>
Center Point Large Print	Books - Adult Large Print	1847910	1-4543-26	179.16
	Books - Adult Large Print	1849997	1-4543-26	44.94
	Books - Adult Large Print	1844411	1-4543-26	318.78
		<i>Totals for Center Point Large Print</i>		<u>\$ 542.88</u>
Chicago Tribune	Periodicals	40172770	1-4511-26	291.34
		<i>Totals for Chicago Tribune</i>		<u>\$ 291.34</u>
Comcast Cable	Cable - 3/3/21-7/2/21	0367494-JUNE21	1-4316-14	103.03
		<i>Totals for Comcast Cable</i>		<u>\$ 103.03</u>
Compsych	Guidance Resources - 7/1/21-6/30/22	21070177	1-4193-10	1,735.68
		<i>Totals for Compsych</i>		<u>\$ 1,735.68</u>
Constellation NewEnergy, Inc.	Electricity - 4/29/21-5/28/21	20305663201	1-4321-30	13,193.46
		<i>Totals for Constellation NewEnergy, Inc.</i>		<u>\$ 13,193.46</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 12

Vendor name	Invoice Description	Invoice #	Account #	Amount
Daily Southtown	Periodicals	74033238	1-4511-26	\$ 131.50
		<i>Totals for Daily Southtown</i>		\$ 131.50
Demco, Inc.	Collections - Labels & Label Protectors	6951752	1-4371-12	259.46
	Collections - Coding Labels & Label Protectors	6955990	1-4371-12	261.75
		<i>Totals for Demco, Inc.</i>		\$ 521.21
Diesel Service Center	BKM - Repair Broken Engine Plug	D067543	1-4235-29	172.71
	Van - Repair Parking Brake Cable	D067841	1-4235-29	265.20
	Van - Oil Change & Preventive Maintenance 5/14/21	D067806	1-4235-29	368.88
	BKM - Oil Change & Preventive Maintenance 5/12/21	D067795	1-4235-29	503.88
		<i>Totals for Diesel Service Center</i>		\$ 1,310.67
Discount School Supply	CSD - Various Program Supplies	P40245900103	1-4353-20	402.16
	CSD - Various Program Supplies	P40460450101	1-4353-20	429.08
		<i>Totals for Discount School Supply</i>		\$ 831.24
Elite Detailing Services, Inc.	BKM & Van Exterior Wash - 5/21/21	943H127CMC	1-4235-29	320.00
		<i>Totals for Elite Detailing Services, Inc.</i>		\$ 320.00
ELM USA	Library Materials - Processing Costs	39606	1-4518-26	1,780.00
		<i>Totals for ELM USA</i>		\$ 1,780.00
Findaway World, LLC	Audiobooks - Adult	351299	1-4551-26	431.31
	Audiobooks - Adult	622556267	1-4551-26	480.69
	Playaway - Juvenile	349739	1-4562-29	385.79
	Playaway - Juvenile	622656072	1-4562-29	429.14
	Audiobooks - Juvenile	351296	1-4553-26	471.70
	Audiobooks - Juvenile	622656734	1-4553-26	572.38
		<i>Totals for Findaway World, LLC</i>		\$ 2,771.01

Fountaindale Public Library District
Bills Payable Report
June 17, 2021

General Fund

Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard	Weathertech - Outreach - New BKM Floor Liners	N7148-JUNE21	1-4235-29	\$ 137.29
	Larry's Lock Serv. - New BKM Spare Keys	N7148-JUNE21	1-4235-29	37.75
	Cupcakery Bakery - 5/20/21 Board Gluten Free Cupcakes	M4566-JUNE21	1-4355-16	32.40
	Alonti Cafe - May 2021 Board Dinners	N7148-JUNE21	1-4355-16	131.00
	Panera - ATSD - Gift Card Prizes	N7148-JUNE21	1-4353-24	100.00
	Target - ATSD - Summer 2021 Teen Contest Gift Card Prizes	N7148-JUNE21	1-4353-24	205.00
	Barnes & Noble - ATSD - Gift Card Prizes	N7148-JUNE21	1-4353-24	150.00
	Yearbook - Collections - 2 Bolingbrook High School	T7148-JUNE21	1-4541-26	130.00
	BB Signs & Apparel - CSD - Kindness Day Background & Decor	N7148-JUNE21	1-4353-20	313.00
	American Assoc. Notaries - Jansen - Notary Bond & Supplies	N7148-JUNE21	1-4351-10	19.90
	GFOA - Nguyen - Cash Flow Forecasting - 5/27/21	N7148-JUNE21	1-4151-10	85.00
	Mgmt Assoc - Korczak - Mgr Harrass Prevent Training - 6/2/21	N7148-JUNE21	1-4151-10	49.00
	Folkmanis - Outreach - Puppets	N7148-JUNE21	1-4353-28	87.61
	American Assoc. Notaries - Jansen - Notary Bond & Supplies	N7148-JUNE21	1-4253-10	30.00
	Lia P - Outreach - BKM Ribbon Cutting Gluten Free Cupcakes	N7148-JUNE21	1-4711-10	32.45
	Rentals Unlimited - BKM Ribbon Cutting Tent Deposit	N7148-JUNE21	1-4711-10	155.44
	Michaels - 2021 Summer Adventure Prizes	N7148-JUNE21	1-4575-10	50.00
	Michaels - 2021 Summer Adventure Prizes	N7148-JUNE21	1-4575-10	150.00
	FirstBankCard - Bank Service Fee	N7148-JUNE21	1-4247-10	39.00
	Target - Coll. - Exclusive Vinyl Records & Record Player	T7148-JUNE21	1-4550-26	778.20
	Facebook - Monthly Ads	M4566-JUNE21	1-4731-10	119.35
	MailChimp - Monthly Subscription	M4566-JUNE21	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-JUNE21	1-4731-10	29.00
	VistaPrint - Comm. - Social Distancing Signs	N7148-JUNE21	1-4731-10	64.48
	XYZDISPLAYS.com - Comm. - A-Frame Banner Holder	N7148-JUNE21	1-4731-10	224.28
	Shutterstock - Comm. - 5 Image Download	N7148-JUNE21	1-4731-10	49.00
	QR-Code - Comm. - Marketing QR Code Annual Subscription	N7148-JUNE21	1-4731-10	183.46
	Spotify - Comm. - Libby Promo Ads	N7148-JUNE21	1-4731-10	226.74
	APSTYLEBOOK.com - Comm. - Annual Online Subs. Renewal	T7148-JUNE21	1-4520-26	27.00
	Owl Labs - Studio - Owl Meeting Pro	N7148-JUNE21	1-4568-27	999.00
	Owl Labs - Studio - Whiteboard Owl	N7148-JUNE21	1-4568-27	599.00
	Netflix - 4/12 Additional Roku Monthly Subscriptions	M4566-JUNE21	1-4523-26	17.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	17.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	17.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	17.99
	HBO - 3/12 Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	14.99
	HBO - 3/12 Roku Monhtly Subscription	T7148-JUNE21	1-4523-26	14.99
	HBO - 3/12 Roku Monhtly Subscription	T7148-JUNE21	1-4523-26	14.99

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 14

Vendor name	Invoice Description	Invoice #	Account #	Amount
First Bankcard	(Cont'd)			
	HBO - 3/12 Roku Monhtly Subscription	T7148-JUNE21	1-4523-26	\$ 14.99
	HBO - 3/12 Additional Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	14.99
	HBO - 3/12 Additional Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	14.99
	HBO - 3/12 Additional Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	14.99
	HBO - 3/12 Additional Roku Monthly Subscriptions	T7148-JUNE21	1-4523-26	14.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N7148-JUNE21	1-4523-26	13.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N7148-JUNE21	1-4523-26	17.99
	<i>Totals for First Bankcard</i>			\$ 5,546.20
Forward Space				
	1st, 2nd, 3rd Fl. Workrooms - Cubicle Partition Install	800333	1-4651-30	52,581.04
	Collections, Admin Workrooms - Cubicle Partition Install	800334	1-4651-30	54,225.20
	<i>Totals for Forward Space</i>			\$ 106,806.24
Foundation for Bolingbrook Parks				
	Annual Glow Golf Outing Dessert Sponsor - 6/19/21	2021-5	1-4731-10	300.00
	<i>Totals for Foundation for Bolingbrook Parks</i>			\$ 300.00
Fun Express LLC				
	CSD - Various Program Supplies	709765741-01	1-4353-20	325.58
	<i>Totals for Fun Express LLC</i>			\$ 325.58
Gale/Cengage Learning				
	Books - Adult Large Print	74233936	1-4543-26	83.22
	Books - Adult Large Print	74258529	1-4543-26	28.49
	Books - Adult Large Print	74249952	1-4543-26	49.48
	Books - Adult Large Print	74234265	1-4543-26	193.43
	Books - Adult Large Print	74249328	1-4543-26	69.72
	Books - Adult Large Print	74239080	1-4543-26	113.21
	Books - Adult Large Print	74248721	1-4543-26	74.22
	<i>Totals for Gale/Cengage Learning</i>			\$ 611.77
Grace DuMelle				
	Program - Gen Club - Virt Service Newberry Library - 6/26/21	GD062321	1-4571-24	200.00
	<i>Totals for Grace DuMelle</i>			\$ 200.00
Grasso Graphics, Inc.				
	Comm. - 2021 Summer Adventure Reading Logs	31297	1-4731-10	540.58
	<i>Totals for Grasso Graphics, Inc.</i>			\$ 540.58

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Holly Sine-Ramsdell	Program - Ageless Grace - 6/19/21	HSR061921	1-4571-24	\$ 75.00
		<i>Totals for Holly Sine-Ramsdell</i>		\$ 75.00
Illinois American Water	Irrigation - 4/20/21-5/19/21	1025-21000308991E	1-4331-30	171.94
	Fire Protection - 5/20/21-6/17/21	1025-21000308946E	1-4331-30	45.65
		<i>Totals for Illinois American Water</i>		\$ 217.59
Illinois American Water/Bolingbrook	Water & Sewer - 4/20/21-5/19/21	1025-21000308831E	1-4331-30	849.00
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 849.00
Illinois Library Association	Lennon Membership - 7/1/21-6/30/22	196439	1-4161-10	75.00
	Spindel Membership - 7/1/21-6/30/22	196459	1-4161-16	75.00
		<i>Totals for Illinois Library Association</i>		\$ 150.00
Ilya Kabirov	Program - Great Reads Book Club - 6/23/21	IK062321	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		\$ 75.00
Info Grooming	Copyediting FPLD Policies and Bylaws	34	1-4253-10	1,008.33
		<i>Totals for Info Grooming</i>		\$ 1,008.33

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	Book Dedication: Postellon	52720223	1-4575-10	\$ 10.73
	CSD - 2021 Summer Adventure Prizes	52993870	1-4575-10	500.01
	Book Dedication: Postellon	52682557	1-4575-10	53.01
	Video Games - YA	52907876	1-4563-26	56.99
	Video Games - YA	52889333	1-4563-26	275.45
	Video Games - YA	52720222	1-4563-26	189.96
	Video Games - YA	52720229	1-4563-26	265.94
	Video Games - YA	53085760	1-4563-26	23.74
	Video Games - YA	53085768	1-4563-26	37.99
	Video Games - Juvenile	52907873	1-4564-26	37.99
	Video Games - Juvenile	52907877	1-4564-26	56.99
	Video Games - Juvenile	52821603	1-4564-26	75.98
	Video Games - Juvenile	52889330	1-4564-26	170.97
	Video Games - Juvenile	52720225	1-4564-26	246.96
	Video Games - Juvenile	52720227	1-4564-26	56.98
	Video Games - Adult	52907875	1-4565-26	94.98
	Video Games - Adult	52941372	1-4565-26	47.49
	Video Games - Adult	52720228	1-4565-26	85.48
	Video Games - Adult	53085764	1-4565-26	151.97
	Video Games - Adult	53085767	1-4565-26	664.88
	Opening Day Collection	52720224	1-4570-29	37.99
	Video Games - Juvenile	52907874	1-4564-29	37.99
	Video Games - Juvenile	52821604	1-4564-29	75.98
	Video Games - Juvenile	52889331	1-4564-29	56.99
	Video Games - Juvenile	52720226	1-4564-29	123.48
	Video Games - Juvenile	53085761	1-4564-29	23.74
	ATSD - 2021 Teen Summer Adventure Prizes	52814947	1-4353-24	1,096.09
	ATSD - 2021 Teen Summer Adventure Prizes	52881935	1-4353-24	209.71
	ATSD - 2021 Teen Summer Adventure Prizes	52889332	1-4353-24	112.08
	ATSD - 2021 Young Adult Book Club Prizes	52993869	1-4353-24	149.75
	ATSD - 2021 Teen Summer Adventure Prizes	52993871	1-4353-24	33.51
	Books - Juvenile Fiction	53085763	1-4544-26	12.42
	Books - Juvenile Non-Fiction	52773249	1-4545-26	16.92
	Books - Juvenile Non-Fiction	52756180	1-4545-26	11.98
	Books - Juvenile Non-Fiction	53085765	1-4545-26	21.58
	Books - Juvenile Fiction	52941371	1-4544-26	249.46
	Books - Juvenile Fiction	52793023	1-4544-26	19.24
	Books - Juvenile Fiction	52821605	1-4544-26	344.43

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Books - Juvenile Fiction	52881932	1-4544-26	\$ 7.18
	Books - Juvenile Fiction	52881933	1-4544-26	81.52
	Books - Juvenile Fiction	52773249	1-4544-26	150.40
	Books - Juvenile Easy	53085762	1-4546-26	5.39
	Books - Juvenile Easy	53085766	1-4546-26	67.68
	Books - Juvenile Easy	52993868	1-4546-26	27.18
	Books - Juvenile Easy	52793022	1-4546-26	12.98
	Books - Juvenile Easy	52821606	1-4546-26	53.05
	Books - Juvenile Easy	52881934	1-4546-26	30.42
	Books - Juvenile Easy	52756179	1-4546-26	48.29
	Books - Juvenile Easy	52704025	1-4546-26	206.54
	Books - Adult Fiction	52704024	1-4548-26	224.67
	<i>Totals for Ingram Library Services</i>			<u>\$ 6,653.13</u>
It's A Sign, Inc.	Summer Adventure 2021 Elevator Wraps	8111	1-4731-10	4,680.00
	<i>Totals for It's A Sign, Inc.</i>			<u>\$ 4,680.00</u>
ITsavvy LLC	IT - Collections Zebra Label Printer	01271506	1-4641-14	523.98
	IT - Outreach Briefcase Replacements	01267508	1-4354-14	81.04
	IT - Comm. Poster Printer Supplies	01271116	1-4354-14	1,411.00
	<i>Totals for ITsavvy LLC</i>			<u>\$ 2,016.02</u>
Jack Gordon	Mileage - 5/24/21-5/25/21	JG060121	1-4171-10	10.75
	<i>Totals for Jack Gordon</i>			<u>\$ 10.75</u>
Jacob M. Luce	Tuition Advancement - Web Design - 6/1/21-7/29/21	JML052821-01	1-4151-10	2,325.00
	Tuition Reimburse - Metadata - 8/19/20-11/24/20	JML052821-02	1-4151-10	2,325.00
	Tuition Reimburse - Resource Service Adult - 1/20/21-4/28/21	JML052821-03	1-4151-10	2,325.00
	<i>Totals for Jacob M. Luce</i>			<u>\$ 6,975.00</u>
Jennifer Burisek	Refund - Chasing Lincoln's Killer	JB2310	1-3310-10	17.00
	<i>Totals for Jennifer Burisek</i>			<u>\$ 17.00</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
John Matysek	Reimbursement - Bkm Phone Cases	JM060221	1-4641-14	\$ 35.58
	Reimbursement - Network Switches	JM052421	1-4641-14	151.18
	<i>Totals for John Matysek</i>			\$ 186.76
Kanopy	Electronic Audio Visual - PPU Credits	KDEP-8487	1-4523-26	10,000.00
	<i>Totals for Kanopy</i>			\$ 10,000.00
Kellie Chase	Program - Sewing with Kellie Chase - 6/28/21	KC062821	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 175.00
Kelsey Schaefflein	Tuition Reimburse - Organization Knowledge - 1/11/21-5/7/21	KS060121	1-4151-10	2,500.00
	<i>Totals for Kelsey Schaefflein</i>			\$ 2,500.00
Konica Minolta Business Solutions U.S.A., Inc.	July Contract: Maintenance - 4/1/21-4/30/21	9007726877	1-4234-14	52.86
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 52.86
Konica Minolta Premier Finance	Leased Equipment - May 2021	443692595	1-4234-14	1,550.18
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,550.18
Laura Didier	Mileage - 1/26/21-5/18/21	LD060121	1-4171-10	18.46
	<i>Totals for Laura Didier</i>			\$ 18.46
Leah D. Moon	Program - Coloring Tips & Tricks - 6/18/21	LDM061821	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 165.00
LibrariesFirst	Brainfuse Subscription - 7/1/21-6/30/22	7928	1-4521-26	15,000.00
	<i>Totals for LibrariesFirst</i>			\$ 15,000.00
Library Ideas LLC	Electronic Audio Visual	81479	1-4523-26	14,500.00
	Books - Juvenile Easy	82486	1-4546-26	389.50
	Books - Juvenile Easy	82440	1-4546-26	1,282.40
	<i>Totals for Library Ideas LLC</i>			\$ 16,171.90

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Melissa Luce	Mileage - 5/13/21-5/14/21	ML060121	1-4171-10	\$ 11.09
		<i>Totals for Melissa Luce</i>		<u>\$ 11.09</u>
Michelle Ameyaw	Refund - Bigfoot Boy	MA4669	1-3310-30	17.95
		<i>Totals for Michelle Ameyaw</i>		<u>\$ 17.95</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Audiobooks - Adult	500482777	1-4551-26	\$ 40.29
	Audiobooks - Adult	500482754	1-4551-26	40.29
	Audiobooks - Adult	500482741	1-4551-26	45.29
	Audiobooks - Adult	500482750	1-4551-26	1,076.67
	Books - Young Adult Fiction	500482773	1-4548-26	105.87
	Music - Adult	500461549	1-4550-26	26.24
	Music - Adult	500482762	1-4550-26	147.12
	Music - Adult	500482746	1-4550-26	97.08
	Music - Adult	500482744	1-4550-26	421.10
	Music - Adult	500494042	1-4550-26	26.99
	Music - Adult	500377596	1-4550-26	2,144.23
	Music - Adult	500395156	1-4550-26	266.37
	Music - Adult	500409872	1-4550-26	1,397.05
	Music - Adult	500409879	1-4550-26	103.38
	Audiobooks - Adult	500409905	1-4551-29	45.29
	Audiobooks - Adult	500482786	1-4551-29	221.45
	DVD - Adult	500409906	1-4557-29	27.23
	DVD - Adult	500482782	1-4557-29	22.98
	DVD - Adult	500482792	1-4557-29	18.23
	DVD - Adult	500482785	1-4557-29	124.90
	DVD - Adult	500482799	1-4557-29	71.48
	DVD - Juvenile	500482788	1-4558-29	35.81
	DVD - Juvenile	500482789	1-4558-29	26.48
	DVD - Juvenile	500482787	1-4558-29	45.41
	DVD - Juvenile	500482784	1-4558-29	27.23
	Electronic Audio Visual	500471338	1-4523-26	45,000.00
	Books - Juvenile World Languages	500482763	1-4526-26	30.98
	Books - Juvenile World Languages	500482771	1-4526-26	19.73
	Books - Juvenile World Languages	500409903	1-4526-26	88.44
	Opening Day Collection	500482793	1-4570-29	27.98
	Opening Day Collection	500482791	1-4570-29	24.23
	Opening Day Collection	500482783	1-4570-29	161.16
	Opening Day Collection	500482790	1-4570-29	19.73
	Opening Day Collection	500482800	1-4570-29	52.73
	Opening Day Collection	500409923	1-4570-29	55.73
	Opening Day Collection	500409904	1-4570-29	135.87
	Audiobooks - Adult	500409902	1-4551-26	90.58
	Audiobooks - Adult	500409876	1-4551-26	186.16

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Audiobooks - Adult	500409870	1-4551-26	\$ 135.87
	Music - Juvenile	500482774	1-4554-26	54.92
	Audiobooks - Young Adult	500467248	1-4555-26	163.16
	DVD - Adult	500482743	1-4557-26	39.46
	DVD - Adult	500467247	1-4557-26	155.88
	DVD - Adult	500467249	1-4557-26	165.34
	DVD - Adult	500409922	1-4557-26	246.40
	DVD - Adult	500409907	1-4557-26	46.31
	DVD - Adult	500409909	1-4557-26	442.00
	DVD - Adult	500409921	1-4557-26	104.49
	DVD - Adult	500409920	1-4557-26	27.23
	DVD - Adult	500409875	1-4557-26	37.48
	DVD - Adult	500409777	1-4557-26	348.89
	DVD - Adult	500409878	1-4557-26	102.92
	DVD - Adult	500409874	1-4557-26	173.07
	DVD - Adult	500409775	1-4557-26	152.13
	DVD - Adult	500409779	1-4557-26	79.44
	DVD - Adult	500409901	1-4557-26	252.04
	DVD - Adult	500409908	1-4557-26	52.96
	DVD - Adult	500409778	1-4557-26	230.34
	DVD - Adult	500409900	1-4557-26	139.88
	DVD - Adult	500409776	1-4557-26	165.34
	DVD - Adult	500482778	1-4557-26	116.20
	DVD - Adult	500482779	1-4557-26	121.15
	DVD - Adult	500482752	1-4557-26	1,131.82
	DVD - Adult	500482749	1-4557-26	46.96
	DVD - Adult	500482755	1-4557-26	121.90
	DVD - Adult	500482740	1-4557-26	346.46
	DVD - Adult	500482742	1-4557-26	29.58
	DVD - Adult	500482756	1-4557-26	40.96
	DVD - Adult	500482767	1-4557-26	180.34
	DVD - Adult	500482764	1-4557-26	44.97
	DVD - Adult	500482760	1-4557-26	135.11
	DVD - Adult	500482761	1-4557-26	55.96
	DVD - Adult	500482768	1-4557-26	703.16
	DVD - Adult	500482796	1-4557-26	25.58
	DVD - Adult	500482795	1-4557-26	60.46
	DVD - Adult	500482794	1-4557-26	110.57

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	500482772	1-4557-26	\$ 27.33
	DVD - Adult	500482797	1-4557-26	34.83
	DVD - Adult	500482798	1-4557-26	151.96
	DVD - Adult	500482751	1-4557-26	447.39
	DVD - Adult	500482745	1-4557-26	160.41
	DVD - Adult	500482757	1-4557-26	185.07
	DVD - Adult	500482759	1-4557-26	222.80
	DVD - Juvenile	500409877	1-4558-26	69.66
	DVD - Juvenile	500409871	1-4558-26	419.84
	DVD - Juvenile	500482753	1-4558-26	213.57
	DVD - Juvenile	500482769	1-4558-26	132.40
	DVD - Juvenile	500482747	1-4558-26	81.69
	DVD - Juvenile	500482766	1-4558-26	92.94
	DVD - Juvenile	500482765	1-4558-26	231.80
	DVD - Juvenile	500482770	1-4558-26	154.90
	DVD - Juvenile	500482781	1-4558-26	33.95
	DVD - Juvenile	500482758	1-4558-26	198.05
	DVD - Juvenile	500482775	1-4558-26	68.96
	DVD - Juvenile	500482780	1-4558-26	125.88
	DVD - Juvenile	500482748	1-4558-26	104.91
		<i>Totals for Midwest Tape</i>		\$ 62,242.85
Naperville Sun				
	Periodicals	26701857	1-4511-26	67.24
		<i>Totals for Naperville Sun</i>		\$ 67.24
Nova Driving School				
	Outreach - New Bkm 2 Staff Trainings	2794197000026194	1-4151-10	3,200.00
		<i>Totals for Nova Driving School</i>		\$ 3,200.00
Otaku USA				
	Periodicals	73578895	1-4511-26	16.95
		<i>Totals for Otaku USA</i>		\$ 16.95
OverDrive, Inc.				
	Content Purchase - Acct Deposit	CD0447421215683	1-4805-10	34,902.00
		<i>Totals for OverDrive, Inc.</i>		\$ 34,902.00

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Pace Systems, Inc.	Building - Collections Cubicle Data Circuits	211051	1-4651-30	\$ 4,261.74
		<i>Totals for Pace Systems, Inc.</i>		<u>\$ 4,261.74</u>
Paul Mills	Reimbursement - May 2021 Donuts w/Director - Donuts	PM052521	1-4715-10	11.79
		<i>Totals for Paul Mills</i>		<u>\$ 11.79</u>
PeopleFacts	New Hire Background Checks - May 2021	33754-052021	1-4253-10	152.54
		<i>Totals for PeopleFacts</i>		<u>\$ 152.54</u>
Pitney Bowes	Equipment Lease - 6/30/21-9/29/2021	3104755994	1-4231-10	628.59
		<i>Totals for Pitney Bowes</i>		<u>\$ 628.59</u>
POS Supply Solutions	Finance - TBS Tower Printer Paper Rolls	188265	1-4351-10	67.77
		<i>Totals for POS Supply Solutions</i>		<u>\$ 67.77</u>
Quill, LLC	Board Supplies - Minute Binders	16487830	1-4355-16	73.92
	Board Supplies - Minute Binders	16487055	1-4355-16	222.00
	Board Supplies - Minute Binders	16486968	1-4355-16	192.82
		<i>Totals for Quill, LLC</i>		<u>\$ 488.74</u>
Robert Pennor	Program - Watercolor Paintings - 6/22/21	RP062221	1-4571-24	75.00
	Program - Watercolor Paintings - 6/29/21	RP062921	1-4571-24	75.00
		<i>Totals for Robert Pennor</i>		<u>\$ 150.00</u>
S & S Worldwide, Inc.	ATSD - Various Program Supplies	IN100762030	1-4371-24	80.80
		<i>Totals for S & S Worldwide, Inc.</i>		<u>\$ 80.80</u>
Sarah Ann Saltzman	Mileage - 5/14/21	SS060121	1-4171-10	5.38
		<i>Totals for Sarah Ann Saltzman</i>		<u>\$ 5.38</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Scholastic Inc.	ATSD - 2021 Summer Adventure Prize Books	30200945	1-4353-24	\$ 33.00
	ATSD - 2021 Summer Adventure Prize Books	29991272	1-4353-24	3,104.43
	ATSD - 2021 Summer Adventure Prize Books	29978039	1-4353-24	13.65
	ATSD - 2021 Summer Adventure Prize Books	29991272	1-4575-10	473.00
	<i>Totals for Scholastic Inc.</i>			<u>\$ 3,624.08</u>
Sebert Landscaping Inc.	Lawn Maintenance - May 2021	220885	1-4392-30	1,580.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 1,580.00</u>
Shaw Media	2021 Bolingbrook Chamber of Commerce Spring Newsletter Ad	052110107117	1-4731-10	640.00
	<i>Totals for Shaw Media</i>			<u>\$ 640.00</u>
Swank Movie Licensing USA	ATSD - Movie Licensing 2021	3016115	1-4571-24	1,224.00
	<i>Totals for Swank Movie Licensing USA</i>			<u>\$ 1,224.00</u>
Terryberry	Didier 15 Year Recognition Item	J89527	1-4153-10	163.89
	<i>Totals for Terryberry</i>			<u>\$ 163.89</u>
The Shop Bolingbrook	Communications - 2021 Summer Adventure Banners	24846	1-4731-10	480.00
	<i>Totals for The Shop Bolingbrook</i>			<u>\$ 480.00</u>
Tidal Construction Service Inc.	Rm 221 Collections - Mud Drywall	12826	1-4651-30	888.00
	<i>Totals for Tidal Construction Service Inc.</i>			<u>\$ 888.00</u>
Titan Image Group, Inc	Communicatons - Summer 2021 Newsletter	57746	1-4256-10	8,240.00
	<i>Totals for Titan Image Group, Inc</i>			<u>\$ 8,240.00</u>
Today's Business Solutions, Inc.	IT - Scan Station Equipment	12005	1-4641-14	5,480.00
	<i>Totals for Today's Business Solutions, Inc.</i>			<u>\$ 5,480.00</u>
Tressler LLP	Legal Expense - Attorney - May 2021	430724	1-4241-10	1,292.00
	<i>Totals for Tressler LLP</i>			<u>\$ 1,292.00</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

General Fund

Page 25

Vendor name	Invoice Description	Invoice #	Account #	Amount
TruSeal	Building - Replace & Install New Bollard	FDPL-0521	1-4392-30	\$ 1,500.00
<i>Totals for TruSeal</i>				<u>\$ 1,500.00</u>
Unique Management Services, Inc.	Collection Expense - May 2021	602266	1-4245-10	295.35
<i>Totals for Unique Management Services, Inc.</i>				<u>\$ 295.35</u>
USCutter	Studio - Vinyl Supplies	167898	1-4371-27	242.07
<i>Totals for USCutter</i>				<u>\$ 242.07</u>
Vanguard Energy Services, LLC	Gas Service - 5/1/21-5/31/21	G404408060721	1-4322-30	837.76
<i>Totals for Vanguard Energy Services, LLC</i>				<u>\$ 837.76</u>
Verizon Wireless	Telephone - 4/17/21-5/16/21	9879980276	1-4311-14	540.06
<i>Totals for Verizon Wireless</i>				<u>\$ 540.06</u>
Village of Bolingbrook	Vehicle Fuel - FY 2020-2021	67528	1-4359-29	991.48
<i>Totals for Village of Bolingbrook</i>				<u>\$ 991.48</u>
Warehouse Direct	CSD - Various Program Supplies	4966912-0	1-4353-20	99.43
	CSD - Various Program Supplies	4966912-1	1-4353-20	7.19
	District Inventory Restock - May 2021	4973193-0	1-4351-10	409.49
	Essential Supplies - Disinfect Wipe Bucket Program May 2021	4972679-0	1-4351-10	919.80
	Collections - Packing Tape	4961165-0	1-4371-12	218.70
	Outreach - Water	4961175-0	1-4351-10	43.95
	Finance - FY Folders & Labels	4966929-0	1-4351-10	201.52
	HR - New Hire Staff Apparel	4958500-0	1-4711-10	359.18
<i>Totals for Warehouse Direct</i>				<u>\$ 2,259.26</u>
Wisconsin-Illinois Innovative Users Group	Theobald Membership - 2021-2022	6801-2021	1-4161-10	40.00
<i>Totals for Wisconsin-Illinois Innovative Users Group (WILIUG)</i>				<u>\$ 40.00</u>
Total for Fund 1				<u>\$ 449,063.48</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

Maintenance Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Wooden Chair Gliders	A89-2021	8-4357-30	\$ 15.99
	District Closet Restock - April 2021	A101-2021	8-4357-30	48.54
		<i>Totals for Amazon</i>		<u>\$ 64.53</u>
American Building Services, LLC				
	Building - Keys	4038900	8-4357-30	54.54
	Building - Circ Wkrm Double Door Replacement Hinge	4039075	8-4211-30	223.87
		<i>Totals for American Building Services, LLC</i>		<u>\$ 278.41</u>
Award Emblem Mfg. Co., Inc.				
	Board Room Dedication Plaque & Time Capsule Plaque	413310	8-4211-30	891.74
		<i>Totals for Award Emblem Mfg. Co., Inc.</i>		<u>\$ 891.74</u>
Best Quality Cleaning, Inc.				
	Cleaning Service - June 2021	37542	8-4215-30	6,921.00
	Saturday Porter Service - June 2021	37635	8-4215-30	475.00
	Saturday Porter Service - December 2020	37677	8-4215-30	475.00
	Sunday Porter Service - December 2020	37634	8-4215-30	475.00
	Refinish 1st Floor - CSD	37696	8-4211-30	5,900.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		<u>\$ 14,246.00</u>
Calumet Decorating Services, Inc.				
	Paint & Patch Various Library Walls	22873	8-4211-30	1,880.00
	Patch & Paint Rm 221 - Collections	22926	8-4211-30	1,829.00
		<i>Totals for Calumet Decorating Services, Inc.</i>		<u>\$ 3,709.00</u>
Cintas Corporation				
	First Aid Restock - June 2021	8405137894	8-4215-30	337.89
		<i>Totals for Cintas Corporation</i>		<u>\$ 337.89</u>
Cintas Corporation #344				
	Weekly Mat Service - 5/13/21	4084281711	8-4215-30	35.97
		<i>Totals for Cintas Corporation #344</i>		<u>\$ 35.97</u>
First Bankcard				
	Kully Supply - Restroom Toilet Parts	P7810-JUNE21	8-4357-30	268.30
	Pureland Supply - Meeting Room A Stock Projector Bulb	P7810-JUNE21	8-4211-30	213.60
	Menards - Fire Caulk	P7810-JUNE21	8-4211-30	11.47
		<i>Totals for First Bankcard</i>		<u>\$ 493.37</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2021**

Maintenance Fund

Page 27

Vendor name	Invoice Description	Invoice #	Account #	Amount
Groot Industries, Inc.	Garbage & Recycling - 6/1/21-6/30/21	7144515	8-4215-30	\$ 413.14
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 413.14</u>
Hansen Services, Inc.	Monthly Pest Control - June 2021	3935444	8-4215-30	110.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 110.00</u>
It's A Sign, Inc.	Elevator Wrap Removal	8156	8-4211-30	230.00
		<i>Totals for It's A Sign, Inc.</i>		<u>\$ 230.00</u>
Otis Elevator Company	Fire Alarm Inspection Elevator Shaft Access - 5/5/21	CYS22630001	8-4211-30	754.00
		<i>Totals for Otis Elevator Company</i>		<u>\$ 754.00</u>
Poblocki Sign Company, LLC	Board Room Recognition Lettering	104965	8-4211-30	1,937.00
		<i>Totals for Poblocki Sign Company, LLC</i>		<u>\$ 1,937.00</u>
ULINE	Building - Ejector Pump Materials	133335252	8-4211-30	274.19
		<i>Totals for ULINE</i>		<u>\$ 274.19</u>
Warehouse Direct	District Inventory Restock - May 2021	4973193-0	8-4357-30	105.11
	Building - Wypall Wipes	4961169-0	8-4357-30	283.08
	Building Inventory Restock - May 2021	4957683-0	8-4357-30	2,156.33
	District Inventory Restock - Additional Tissue - Feb. 2021	4883142-0	8-4357-30	49.29
	Building Inventory Restock - May 2021	4957683-1	8-4357-30	251.37
		<i>Totals for Warehouse Direct</i>		<u>\$ 2,845.18</u>
Total for Fund 8				<u>\$ 26,620.42</u>
Grand Total				<u><u>\$ 475,683.90</u></u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2021

Maintenance Fund

Page 28

Vendor name

Invoice Description

Invoice #

Account #

Amount



Jennie Nguyen/Finance Manager

Director

Bookmobile Ribbon Cutting

We had a wonderful bookmobile ribbon cutting event on Monday, June 7! A rainy day could not keep 40+ guests away, and we heard great speeches from our Board President, our Mayor, two State Senators, and one of our State Representatives.

RAILS Board Meeting

The RAILS Board of Directors met in May, and here are two key highlights.

– Budget

The RAILS Board approved the RAILS Budget for Fiscal Year 2022 (July 1, 2021 to June 30, 2022). The budget will be a deficit one (i.e. expenditures will exceed income) initially. The State Library advised that this is acceptable for this year.

– Statewide Database Proposal

The RAILS Board learned that the statewide database plan had been stuck in committee, so its future at this time is uncertain. This is a plan to create a statewide database service for every citizen of Illinois. Illinois is one of two states in our country that do not provide such access (Colorado is the other state).

– RAILS Election Update

The RAILS Board learned of the election results for the open seats on the RAILS Board. Karen Voitik, a trustee for the Shorewood-Troy Public Library District, was elected and will serve a 3-year term, and thus Pinnacle will continue to be well represented on the RAILS Board.

Restore Illinois Phase 5

The State plans to enter Phase 5 of the Restore Illinois on Friday, June 11. At this time, our understanding is that capacity limits and other restrictions will be lifted.

For us, Phase 5 will mean that we will be placing just about all of our furniture back on the public floors. Our Studio will resume walk-in service as well. Meeting Room B and the Board Room will once again be available for patron and staff use. Study Rooms will resume normal operations as well.

The Friends Book Cellar and Brooks Cafe will remain closed at this time. I will be sure to update you when we learn that those services and spaces will resume.

The Vortex will not be available right away. We plan to move some of the collection back into the Vortex and re-arrange the existing collections in front of the Vortex. Meeting Room C will serve as a staging area for some of this work.

Our plexiglass shields will be staying for now, and we will re-evaluate later.

Mask guidance will stay the same. Fully vaccinated staff and patrons will not be required to wear masks, though everyone is welcome to continue wearing masks if they wish to do so.

It's been a long road to get to Phase 5, and everyone has done a fabulous job navigating this past year and serving our community so well.

Agenda Items By Month

President Kalnicky, Vice President Bermejo, and I discussed having a calendar of standard agenda items by month readily available for the Board, and I have included it in the packet. Many of the items are in the months they need to be in order to meet external deadlines, but there is some flexibility. I would be happy to answer any questions you may have about them.

Deputy Director (Nancy Korczak)

Our Summer Adventure program has begun and has been greatly received by our community. We had 285 patrons register on the first day and 574 registrations by the end of the first week. We have received great feedback from patrons and many have mentioned how they really like this year's prizes. Our Studio and Adult Services staff have also worked hard this year to create small book nook scenes which patrons can find through the library, our first two have been incredibly popular.

This month I had the opportunity to take a digital class through Library Journal titled Designing for a Flexible Future. I was able to view great webinars on how libraries across the country are designing spaces for multi-use. Examples ranged from outdoor spaces with wifi access to large meeting spaces which easily converted to smaller study areas. It really highlighted the changing needs on how patrons use our space.

From Amina Ali's report

Circulation Services

Auto renewal of library materials began back in April and so far have been running smoothly. Circulation has been getting less calls to manually renew patron items since last year. With the auto renewal of library cards and going fines free as well, Circulation has streamlined to address patrons who have blocks and other library account issues. Our aim is to get almost every library account back into good standing and get new library card sign ups.

In May, LACONI hosted another "Circulation Catch-Up" titled *Fines Free during a Pandemic*. It was a great success, and other libraries shared what they currently do to offset the loss of fines income. We also opened the discussion to current events, one of which was the recent lifting of the Illinois mask mandate. The LACONI Circulation chapter will start planning for fall programs during the summer.

On May 7, Circulation staff also made up a majority of the Reaching Forward attendees from Fountaindale, which staff enjoyed being a part of.

Kate, Assistant Manager

This month I met with Melissa and Steven to discuss an idea I had to highlight our AMH system. Since the AMH has reopened on the patron side and we have many new patrons, I thought it would be a great idea to have a quick “how to” for returning materials. The reel turned out perfectly and it had over 2,000 views!

Circulation Statistics

New Patrons Registered	124
Holds Pulled From Shelves	7,309

Drive Up Statistics

Total Visits (May 2021) 774	Previous Month (April 2021) 827
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Outreach Overview and General Updates

May 2021 Statistics Snapshot:

- 2255 students were provided with virtual booktalks by Mrs. C
- 1,205 items were picked up from our remote bookdrops
- 561 reference questions were answered by Outreach staff
- 408 kids were provided with a storytime/ puppet show by Miss Laura
- 136 patrons visited our Bookmobile and/or Library Express Van stops
- 25 patrons participated in our “Flower Fun” program at the Bookmobile
- 25 patrons were provided with books and book club discussion materials
- 15 patrons were provided with craft kits
- 10 patrons were provided with Home Delivery Service

During the month of May, the Outreach team was busy transitioning services into the new Bookmobile. We organized the shelves and materials inside the Bookmobile, spent time learning about the Odyne system, communicated with Summit Bodyworks and local vendors about repairs and maintenance of the vehicles, and received training from our IT Department on the use of Bookmobile equipment, such as laptops and TVs. Tana wrote a

[blog post](#) introducing the new Bookmobile to the community.



Jack acquired his class C driver’s license, becoming the newest Bookmobile driver. Congratulations, Jack!

We plan to put the new Bookmobile in use in June with the Cavalcade of Planes being our first event. We have a busy summer ahead with the formal Ribbon Cutting Ceremony for the new Bookmobile in June, and then, the reveal of the Bookmobile to the community in July. We also have planned and prepared for several Bookmobile events, Park District summer concerts, Wednesdays at Winston Woods programs with three virtual and three in-person MOPs shows and two outside performers. Tana and Carolyn have been planning several pop-up Bookmobile stops to introduce the Bookmobile to the community. Some of the locations are: The Promenade of Bolingbrook, Culver's, several elementary schools and local parks. Carolyn began working on a "Spot the Bookmobile" program that will debut in the Fall.



Services for Preschools

Laura had a successful Virtual Preschool Round Up with several patrons completing the survey and sending positive feedback to Laura, which will help her with future planning. The blog post had more than 250 views - quite impressive!

Services for Schools

During her booktalks, Cindy promoted Kindness Day, Take It and Make It, DIY Tween box kits, Travel Bags, and many more. More than 20 students participated in the Rave Review program. Cindy also worked on her displays at CSD.

Services for Adults/ Seniors

- Jack provided 3 staff recommendations for movies, music, and video games; his reviews were featured in the library's various social media channels
- Dennis' Movie Review: Parasite
<https://www.youtube.com/watch?v=MxGkcVsuDdY>
- Book club discussions for Atria and Heritage Woods. Sarah requested books and prepared materials for the titles *Squeeze Me*, *Nickel Boys* and *This Tender Land*
- Melissa created and dropped off crafts for the residents at Revere Court. This month they made a 3D flower vase.

From Jack Gonzalez's report

Studio 300

Here are our May 2021 key stats:

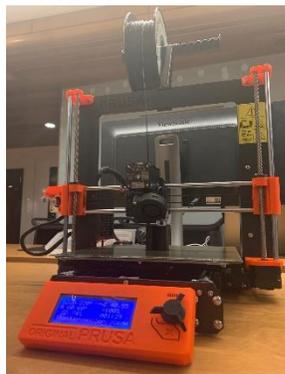
- 162 patrons actively used our lab.
 - 17 were Non District Users.
- 960 items were checked out
 - 77 of that total circulated out of the lab.
- 51 patrons attended our virtual programs.
 - Total programming hours came to 4.
- 23 patrons completed our online classes:
 - 18 Orientation
 - 5 Maker Training



McKayla

This month, McKayla and Patrick completed final edits for Peggy Danhof's retirement video. They filmed interviews with all the board members about their memories with Peggy and edited it into a 10-minute video. McKayla has also worked her way through the Graphic Design Foundations course taught by Ina Saltz on LinkedIn Learning. Saltz is an excellent instructor who is enthusiastic about graphic design and gives loads of real-world examples when explaining typography terms. McKayla has also been working with Monica on filming and editing tutorial videos for our new embroidery machine. She is also creating the June display, which will be all about roses. June is the month of the rose because that is when they bloom. She suggests gardening and photography tips for capturing the beauty of the blooms.

Patrick



Early in the month, Patrick captured and recorded the first four parts of the iMovie Niche training videos. He aims to have the training wholly edited and uploaded to Niche by the end of June. He and McKayla finished the Peggy Danhof retirement video and delivered that to communications before the Trustee Board Meeting. In the middle of the month, the Prusa MK3S+ kit arrived, and Patrick spent several days assembling the basic kit. So far, the printer has surpassed expectations, printing quick, very smooth 3D models. The quality of the prints on the removable magnetic plate led Patrick to recommend the Studio get one for the CR-10 as well. He is currently preparing a queue for parts to print before adding the MMU2s, the multi-material upgrade, to the printer. Additionally, he updated the Cura/3D Printing niche training, lowering the quiz questions to 5. He met with the Vinyl Task Force again, where they discussed final plans for the collection, blog, and promo ideas, and shared a second video Patrick prepared for Instareels to debut the day the vinyl collection goes live.

Ariah

In May, Ariah set up the wall display for the first time. After doing research, she discovered that it was National Photography Month and Personal History Month. She highlighted the library's Genealogy club and resources. She also showcased photography LinkedIn Learning courses. Besides that, Ariah has largely been preparing for her

programs coming up in mid June. To prepare, she has been watching various youtube videos about outdoor photography techniques and InDesign. She completed the “Designing a Resume in InDesign” by Steve Harris in LinkedIn Learning to prepare for her class on the subject. Ariaah has also been exploring the 3D printer a bit more this month. She helped a patron see a multi-piece print through, and is now more comfortable with the 3D printing process and troubleshooting any issues with the CR-10. Lastly, Ariaah completed her 90 day review with Adriana and Jack this month.



Adriana

In May Adriana worked on a variety of projects. She put together the paperwork and images for the upcoming equipment auction. Adriana also worked on and edited the May K-talk and Budget Portrait photography videos. Adriana had the opportunity to meet our new board members and take their portraits that will be displayed in front of Administration. Throughout May Adriana hosted the zoom programs and assisted staff as they taught the various programs scheduled. The Studio received a variety of equipment in May Adriana coordinated with staff to tag and kit the equipment and also added to our equipment spreadsheet for Collection Services.

The Maker lab recently underwent an upgrade in a variety of machines. Adriana coordinated with staff to generate new virtual training for each machine. Late in May Adriana spent time reviewing the courses ensuring staff made adjustments where necessary. The two new courses for the Sparrow X2 and Silhouette Vinyl Cameo are now live and available to patrons.

Adriana also continued to attend and participate in the programming, collection usage, and summer adventure committees.

Jack

In May, Jack reached out to Glowforge to get information on their laser cutter. He did a virtual orientation and talked to one of their representatives to ensure he understood what the machine could do. Afterward, he went to the Aurora public library to see and try it out for himself. Jack also began to reach out to local creatives from the surrounding area who work in multimedia fields. He intends to show what it is like to work with the applications available in the Studio. So far, he has reached out to a photographer, application designer, publisher, and audio engineer.

Alongside Adriana, Jack took part of the month to prepare the Studio and team for Illinois Phase 5 and complete inventory check to order end-of-the-year materials to restock for summer and fall events.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

May continued to be a month of recruiting and staff training, as we conducted interviews for two vacant positions and completed the onboarding process for the newest hire. Amber R. has completed her orientation checklist and has completed several solo shifts at the Vortex, 2nd Floor Desk, and 3rd Floor Reference Desk. Our new staff are looking forward to completing in-depth safety training and Studio 300 video training classes. As most of our staff are out of date with First Aid and CPR certification, we look forward to the opportunity to attend these sessions when they become available with the goal to ensure as many of our staff are certified within our department.

Randi C. met one-on-one with our new staff members for Summer Adventure Orientation. She also scheduled sessions with current team members to address any questions or concerns using the BeanStack software. Most of our department is planning to participate in the library staff adventure program, as this is usually a great opportunity to add new and interesting book recommendations and blog posts to the library's website.

Teen Virtual Programming

Teen "Among Us" Digital Escape Room

Before he left for full-time employment, Adult & Teen Services Specialist Brad planned to create and present a digital escape room. Adult & Teen Services Specialist Ben Jansen took the lead on this project and created a wonderful digital escape room based on the game "Among Us". Teens could access the game through our website and followed along to solve the various puzzles. We had 15 teens participate. These teens were entered into a random drawing for a \$10 Domino's gift card. The winner has been contacted.

Craft on the Go: Take It, Make It Kits

We are bringing back our popular Craft on the Go projects for teens in grades 6–12. Each month, teens can stop by the 2nd Floor Service Desk or the Vortex table to pick up one of our Take-It Make-It kits, while supplies last! Each kit contains materials, instructions and a list of supplies needed to complete your craft. Some kits will have an instructional video available on our YouTube channel.



Computer Classes:

Christopher completed a new Microsoft Word video for our YouTube page. He will release a new class for the page in June and we have more staff members signed up to create one video class per month.

Career Online High School: Statistics

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 2

Graduate: 25

Programming:

From Nick Mitchell's Report

Swedish Death Cleaning (5/6)

12 Attendees/33 views in 3 days

For this event, I invited Jeanne Roppolo back for her presentation of "Swedish Death Cleaning". This is a pretty interesting event that looks at cleaning your home to ensure that the items that you are leaving behind at the end of your life are truly the items you want your loved ones to have.

Swedish Death Cleaning has been a topic that has been gaining in popularity, despite the rather morbid way of thinking of it. Jeanne was compelling on the topic, but I will have to say that she often worked more through anecdote than what she would have on her PowerPoint. I would think that patrons would want more specific details about the process itself, instead of how the presenter had examples of people who were working through the process of "Death Cleaning".

From Nutrition to Sleep (5/15)

5 Attendees

Initially, this was a program that was set up by our Business Librarian, Jay Purrazzo. We had received a request to present that had caught his attention and he asked if he could coordinate it. Unfortunately, the date of the presentation fell on a weekend that Jay was not in-house, so I offered to host the program for him.

The overall presentation had quite a bit of information focusing on different avenues of a person's overall health. Nutrition and proper sleep hygiene were the main focuses of the presentation due to how influential those particular factors are in a person's life. Dr. Pamudurthy, who is a Doctor of Osteopathy, is an effective presenter and even with the digital format seemed comfortable presenting.

Specialist Highlight

Ben J.



Christopher requested help with editing his Excel tutorial video. I removed some of the longer pauses from the video file he sent me, added some background music, and added a title page and section titles.

I've also been preparing for my D&D program on June 12th, writing out outlines on the topics I want to cover during the webinar and pre-making character

Specialist Highlight

Roy H.

On May 20th, I attended a Bolingbrook Chamber of Commerce gathering at the Bolingbrook Promenade from 4p-5p with Jay Purazzo. Together we met other chamber members and were able to help speak to and promote Fountaindale Library in the community.

Specialist Highlight

Jason P.

Early in the month, a senior patron who had recently returned to school needed help getting some documents sent out to complete her semester. While I was assisting her, she told me that the previous day, Becca had helped her at length to prepare the documents, and offered effusive praise at the service that she and I offered when she really needed the help. After we got her documents sorted, the patron, Becca, and I had a short conversation about how school was going for her, and wished her well. Not only did we assist her with her issues, but it seems like the chat with us really made her day.

From Joyce Arellano's report

Children's Services

Monthly Overview of Children's Services:

Rain did not stop us from celebrating Kindness Day with the community, and the results of our efforts were featured on ABC 7 news. We hosted our first in-person programs outdoors and welcomed back several happy families. We also celebrated diversity in children's literature with our Inspirations and *Rick Riordan Presents* kits, an abundant display of Eid books and a beautiful Asian American Heritage Month display.

COLORS CHA! CHA! CHA! (19)

In our last outdoor program for the month, Andreea led families in a paint-to-music activity. The windy day made this program extra messy, but families did not let it stop them from having a great time.



LET'S CREATE: Bubble Painting (16)

"Really hot but so much fun. It was so fun to finally have an in-person program. The patrons, too, were excited to finally be back in person. I was smiling from ear to ear under my mask! It was a little windy, but the kids still had fun and made some fantastic art on the paper and on themselves!" *Chris Z.*



READING, WRITING & PUBLISHING

CURSIVE WORKSHOP (YouTube, 10 kits)

<https://youtu.be/iyEOvflfBvY>

“Planning the Cursive Workshop was very fun. I have never taught anyone how to write in cursive before, but I do believe it is an important skill. In the kit, I provided three fun activities that will be a great starting point. The first activity was a pre-writing line packet. The second activity was alphabet letter tracing. I made copies of the uppercase and lowercase letters on a transparency sheet that the children could trace over with a dry erase marker. For the third activity, each child received a packet with many different words that they can practice writing. I also threw in some fun toys from our prize drawer to make the bags a little extra fun.” *Marta M.*

KINDNESS DAY

We partnered with the community to celebrate Kindness Day 2021! This year we launched the very first Kindness Day eBook, featuring stories written and illustrated by students in the community. We gave away 200 Kindness Day Kits that included crafts and activities promoting kindness as well as free gifts from community partners. We also hosted a number of special guests including Mayor Mary Alexander-Basta and several Village Trustees and a 3-year-old “Cancer Warrior” who participated in Kindness Day as part of his day of Make-a-Wish activities. Our event was featured on ABC 7 News! <https://abc7chicago.com/kindness-day-bolingbrook-of-acts/10639724/>

- **MINI MOVIN’ & GROOVIN’: Kindness Day (34)** “May 15 was Kindness Day with Mini Movin & Groovin’ planned for outside. In the end it was raining, but several pieces falling into place, quite unexpectedly, we were able to move it inside and have a host of families show up. This day was something incredibly special, with everyone participating and showing love all around.” *Kathy B.*
- **RECORD YOUR KINDNESS STORY (15)**
- **KINDNESS DAY KITS (200 kits)**
- **KINDNESS DAY EBOOK** <https://library.biblioboard.com/viewer/c60970da-0cf9-4983-b59b-27a2719979f4>



Building Operations (Tasos Priovolos)

Our cubicle project was successfully completed. This project included a complete reorganizing of the Collection Services workroom and adding glass on cubicles in other workrooms. The Collection Services reorganization provided this department the ability to have all staff work in the same workroom and have the desk space needed for their workflow. This project involved adding electric and data to the workroom, adding shelving against the walls, and patch/paint the room. We are currently working with our cubicle vendor for estimating and completing a few punch-list items which came up during the construction.

Our public elevator hydraulic pumps were removed and sent out to be serviced and resealed. Both pumps had a small leak of hydraulic fluid at the main pumps. This work was covered under our current elevator contract.

Our parking lot was crack-filled, seal coated, and re-striped. This was completed as part of our on-going parking lot maintenance. Bollards and fire hydrants will be painted soon.

We completed our annual fire alarm inspection. This inspection verified proper operation of all fire alarm peripherals including pull stations, control panels, etc.

We completed our annual state mandated elevator inspections. This inspection is supervised by a representative of the state to assure the elevators are safe to operate and all safety features are in working order.

Travelers Insurance completed a walk-thru of our building and checked for any safety concerns. They recommended creating procedures to cover safety of our fire protection system and when contractors use open flame or electric welders during their work in our mechanical areas. We will be reviewing all of their recommendations and work on creating the needed procedures.

Worked with Tria Architecture to finalize the drawings and requirements for the changes in the Lower Level rear hall. Two doors in the rear hall will need to be repositioned due to current emergency egress and ADA requirements. Public bid was published and a pre-bid conference was held for contractors that are interested in bidding. Bid opening will be held in the beginning of June.

Security Report From John Hopkins (Security Supervisor)

Staffing

Alec Carlson joined the security team, bringing both his sunny disposition and experience working effectively with Bolingbrook teens and tweens. We look forward to working with him as he learns how our team supports the library's mission.

Interviews for the one remaining part-time vacancy have continued and we expect to fill that position soon.

Staff Safety Training

Security Supervisor John Hopkins held two staff safety training sessions in Meeting Room A during May to accommodate as many staff to attend as possible. Most recently-hired staff members were able to attend, and several other staff were able to join for refresher training.

Hopkins is continuing to refine the slideshow he created to increase the retention of the safety training material. While no topics have been excluded from the safety training session, adding visual aids and evaluating carefully the order in which the topics are presented seems to be helping pace the training sessions, which cover material that alternates between dull (how to use a walkie-talkie) and intense (such as active shooter awareness) with almost no middle ground.

With the recent, beneficial streamlining of several emergency procedures, such as building evacuation, Hopkins required less time to explain these procedures and gained some leeway to elaborate on policy enforcement procedures, and report writing tips.

Bridge to Phase 5

Following CDC guidelines to no longer require vaccinated patrons to wear face coverings, the security team has shifted its focus at the lobby podium to reflect these changes. We have not been keeping count of the number of patrons in the building as of this change either, as even during the most restrictive occupancy constraints (197), and the highest noted occupancy levels since reopening (during early voting for the general election last fall) we never exceeded 100 patrons at a given time.

The podium will remain in the lobby indefinitely, however, as it has been noted that there are benefits to this security post beyond mask enforcement and tallying patron occupancy. Greeting patrons as they enter the library, and helping Circulation staff field questions have enabled our team to get, as Ryan Dowd calls it, “pennies in the cup.”

ZENDESK -

In May, 45 new maintenance tickets were created, and 48 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

May 2021 Statistics Snapshot

- **3,618 new items** added to collection
- **1,034 new materials** selected, processed and cataloged for **new Bookmobile**
- **3,909** old & worn items were **withdrawn**
- **22% increase** in **OverDrive** digital usage
- 320 interlibrary loans processed for our patrons
- 174 purchase orders submitted
- 170 boxes opened and received

Collection Services Department Workroom Remodel

For several months, we have been preparing for a remodel of the Collection Services workroom. Tasos and I developed a layout that accomplishes key functions to optimize department workflows and improve safety. This includes physically grouping staff together into their respective divisions: Acquisitions/Processing, Selection and Cataloging, so that each division supervisor sits near the staff they supervise. The new workroom design also facilitates a better workflow and enables Acquisitions and Cataloging staff to utilize the vertical space and shelving along the walls, as well as a dedicated area for incoming and outgoing shipments. The reconfigured workspaces equipped with new partitions and frosted glass provides more safety, focus, privacy and a sense of staff's own personal space. Most importantly, the layout allows for all of my department staff to be housed in our workroom at once and have a genuine workspace. Implementing this design required the desks to be slightly reduced and completely reconfigured. We're also still in the process of installing shelving along almost every available wall. Leading up to the major cubicle work, my staff dedicated time to clean and purge unnecessary items from the workroom and diligently organized their desks and files. For sixteen days, my staff were relocated to three different temporary spaces within the library. Staff were required to pack up everything from their desks and empty the entire workroom of collection materials, supplies, weeded items, carts, filing cabinets, chairs and even recycle bins. While they were displaced, hired workers reconfigured the cubicles, erected the glass participations, patched and painted the walls of our workroom.

Despite sixteen days of displacement, my staff **continued to provide our patrons** with **3,618 new collection materials**, **320 interlibrary loans** and **responded to over 100 patron requests** in the month of May. I am very appreciative for my staff's flexibility, patience, hard work and positive attitudes throughout this process. I am also grateful to our Director Paul Mills and the Library Board for approving the remodel. Additionally, I want to thank Tasos Priovolos, John Hodur and our IT department for all of their help to make this happen.



*Chris Castle cataloging like the wind in the Board Room.
Lynnette Hopwood's temporary desk in Meeting Room B.
Staff getting situated in Meeting Room C.
The work begins in the Collection Services workroom.*





Collection Services Staff Updates

From Lynnette Hopwood, *Adult Collection Librarian*

Our collection [weeding and maintenance] statistics continue to improve each month with our emphasis on removing items that have not gone out in three years. We are also removing outdated informational books and replacing them with updated items. CollectionHQ has decided to retroactively suppress all materials that were purchased while we were closed to the public (or less than 75% capacity) from our Dead On Arrival statistics. This has helped tremendously. I am anxiously awaiting the workroom completion. I am very excited to be moving to a desk instead of stuck in a corner. Our departmental staff will be all in one room in June, and everyone will have a desk with a desktop computer! Our manager, Christina has worked hard to see this come to fruition. I appreciate everyone's hard work and perseverance while the changes were being completed. The staff members who were in Meeting Room B were able to move into the meeting room and then back into the new workroom in 20 minutes each time!

From Brett Luminais, *Children's Collection Librarian*

This month's work focus was on spending down the budget fundlines so they can be zeroed out. All Juvenile Main Branch and Outreach fundlines were spent down to between 96% and 99%, putting us in an excellent position for the fiscal year rollover in the next two months. I also spent time preparing for the new YA selection material responsibilities I will be taking on in the new year. To do this, I attended meetings with colleagues in ATSD. I reviewed teen items in the collection to familiarize myself with the current collection. Additionally, I began selecting materials and building carts with popular teen materials, such as Nic Stone titles to prepare for her visit in September.

From Chris Castle, *Cataloging Supervisor*

During May, I cataloged a total of 162 vinyl records for the starter collection, 51 of which required original cataloging. Vinyl cataloging will continue into June. I also finalized the procedures for vinyl cataloging to be approved by PinTech this month. Additionally, the new stat code "Adult Music Vinyl" was created to differentiate vinyls from music CDs. Music CDs now receive the new stat codes "Adult Music CD," "Juvenile Music CD," or "Young Adult Music CD." I recataloged the genres American, Big Band, Folk, Reggae, Opera, and Vocal into other current genres such as Classical and Rock for easier access to these materials. Reggae became a subgenre of World, now with call number prefixes WORLD REGGAE, where Reggae is used in place of the country of origin of the music. Polka CDs were similarly recataloged. The total number of recataloged CDs from these eliminated genres was 130. Additionally, Jazz Instrumental and Jazz Vocal were combined to form one Jazz genre with genre prefix JAZZ. At the monthly Selectors meeting, Lucky Day items were discussed. Since we are changing vendors for our AV Lucky Day materials, and the current stat codes of "Leased Book" and "Leased Movies and TV" will not be accurate, new stat code options were discussed. I presented several options, and also brought up Lucky Day call numbers. Decisions on these topics will be forthcoming. I coordinated with Jake and his team to create a consistent schedule of backup Collections staff to process the daily newspapers in the case the regularly scheduled staff member is not in that day. I was interviewed by an LTA candidate from College of DuPage this month concerning a tech services interview assignment. This involved learning the day-to-day operations and systems used in the tech services department of a particular library. This student lives in Bolingbrook, so decided to contact her home library of Fountaindale for this assignment. I met with her virtually and walked her through the path of a new book as it makes its way through the department, describing the roles of each staff member along the way. Karina and I finished cataloging the awards books at the beginning of the month. I coordinated with Jake to get them processed, then coordinated with Brett to get them all put on the

Award Books display on May 5th. At the end of the month, renovations on the Collections workroom began. The cataloging team and I temporarily set up in the Board Room so we could continue our daily activities. Karina focused on cataloging as much as possible. They helped rearrange items on carts so that we could condense the amount moved in and out of the workroom while we were relocating. They continued to keep up with cataloging holds, dated items, and other priority items, while still cataloging backlog items. I also filled in checking in magazines this month while our periodicals specialist had some time off.

From Karina Andrus, *Cataloger*

This month, my workstation was moved to the board room while construction work took place in the collections work room, then I moved back to my new cubicle on June 1st. With the construction of the new work room, I focused on cataloging as much as possible. I helped rearrange items on carts so that we could condense the amount moved in and out of the workroom while we were relocating. I continued to keep up with cataloging holds, dated items, and other priority items, while still cataloging backlog items.

From Jacob Luce, *Acquisitions Supervisor*

For the month of May I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Librarians. Throughout the month we have received and process more of the Outreach Opening Day collection. The vinyl records for our new vinyl collection are in the last stages of processing by the Cataloger’s and Acquisition’s Team. Along with the circulation of the vinyl records we are also circulating portable vinyl record players, these are cataloged in Polaris and are in the final stages of processing. The backpacks that were processed by the Acquisition’s team were made available to our patrons on June 1st, to coincide with the summer reading kick off. Last, we have finally made the move into our newly renovated Collections Department. The renovation was a much needed change to improve the workflow of the room. I have been looking forward to moving back into our department and being in the same area with all of my co-workers again.

From Christine Jason, *Interlibrary Loan Specialist*

Interlibrary Loan remained active with the large number of returns I had, especially at the beginning of the month. I continued to work on the Hold Not Owned Reports, converting holds into ILL requests. I did have quite a number of requests that were for the recently pulled Dr. Seuss titles. In these cases, I notified the patron that we are not able to fill their hold and that due to the material, we are unable to Interlibrary Loan such titles. The last few months, I have noticed ILL requests for materials that are owned (and on shelf) in Pinnacle. For example, I had a request for Black Panther. If I question any request or I see a large number of libraries own a title in WorldShare, I check the catalog. Finally, our desks and workspace were remodeled. Christina sent us some pictures for a sneak peek and I love how it looks. I am very anxious to “move in”.

Circulation by Branch

Branch	2020	2021	Change	% Change
Building	11,017	46173	35156	319.11%
Outreach	370	1121	751	202.97%
Studio 300	34	960	926	2723.53%
Digital	10475	8,489	-1986	-18.96%
Totals	21896	56743	34847	159.15%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	1,813	vs.	DVD	8,184
CD Audiobook	535	vs.	Playaway Audiobook	369

Special Collections

Collection	Circs
Dolls	58
Hotspots	31
Laptops	120
Lucky Day	743
Rokus	34
STEAMboxes	55
Tween Book Boxes	10

Physical Collection Circulation

In May 2020, the library's building was closed to the public due to the COVID-19 pandemic. The majority of circulations yielded in May 2020 were due to renewals initiated in the public catalog.

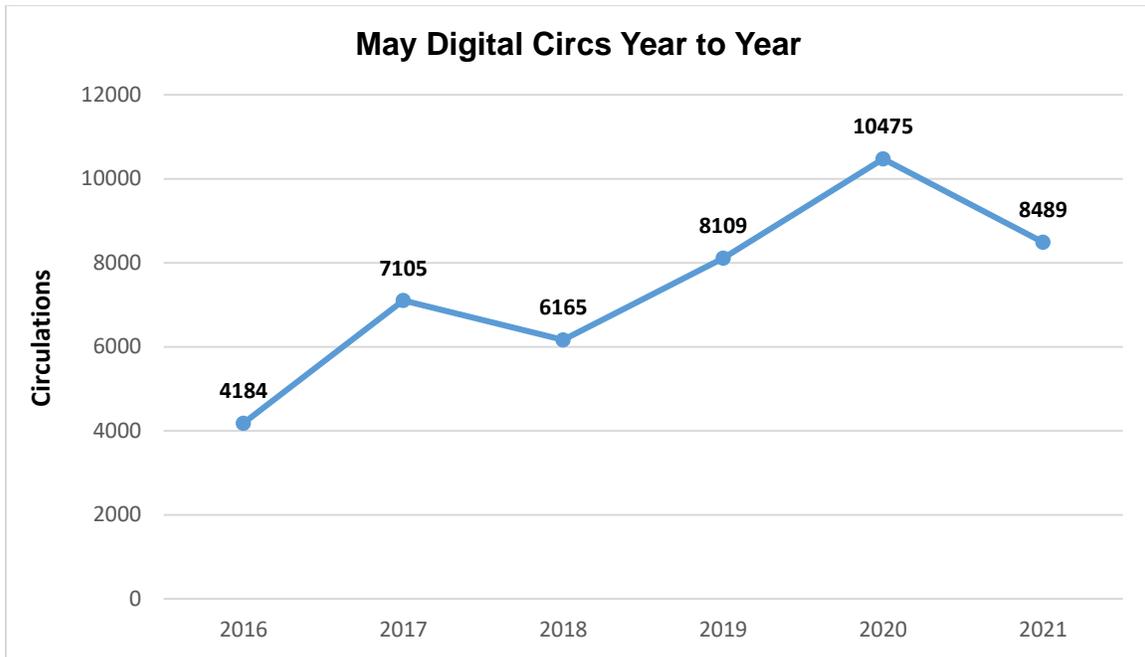
**Sorted alphabetically by collection*

Collections	May 2020 Circs	May 2021 Circs	Change	% Change
Adult Audiobooks	193	578	385	199%
Adult Fiction	1652	4645	2993	181%
Adult Graphic Novels	55	737	682	1240%
Adult Nonfiction	1121	4545	3424	305%
Adult Video Games	24	279	255	1063%
Beginning Readers	351	2252	1901	542%
Interlibrary Loan	47	288	241	513%
Juvenile Audiobooks	130	575	445	342%
Juvenile Fiction	1265	3863	2598	205%
Juvenile Graphic Novels	263	1725	1462	556%
Juvenile Kits	0	116	116	
Juvenile Movies & TV	467	2585	2118	454%
Juvenile Nonfiction	636	2430	1794	282%
Juvenile Technology & Equipment	2	116	114	5700%
Juvenile Video Games	90	818	728	809%
Large Print	251	641	390	155%
Local Authors	0	15	15	
Local History & Genealogy	0	0	0	
Magazines	42	471	429	1021%
Movies & TV	2416	7330	4914	203%

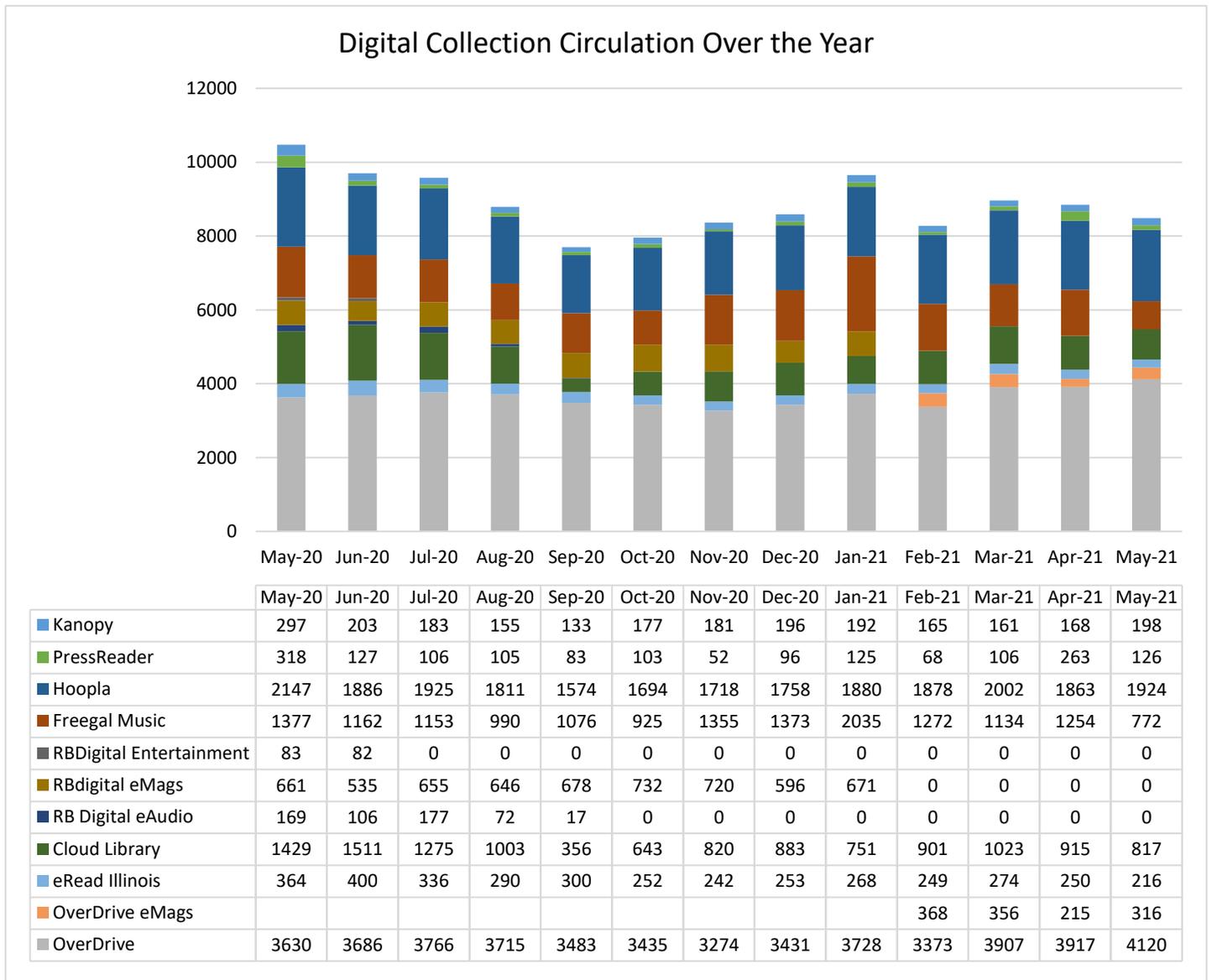
Music	246	971	725	295%
On-the-Fly	2	14	12	600%
Picture Books	1256	7827	6571	523%
Studio 300	20	960	940	4700%
Technology & Equipment	26	347	321	1235%
World Languages Adult	12	200	188	1567%
World Languages Juvenile	46	488	442	961%
World Languages Young Adult	2	9	7	350%
Young Adult Audiobooks	23	37	14	61%
Young Adult Fiction	509	1223	714	140%
Young Adult Graphic Novels	90	1348	1258	1398%
Young Adult Kits	0	7	7	
Young Adult Nonfiction	77	257	180	234%
Young Adult Technology & Equipment	0	2	2	
Young Adult Video Games	107	555	448	419%
TOTALS	11421	48254	36833	323%

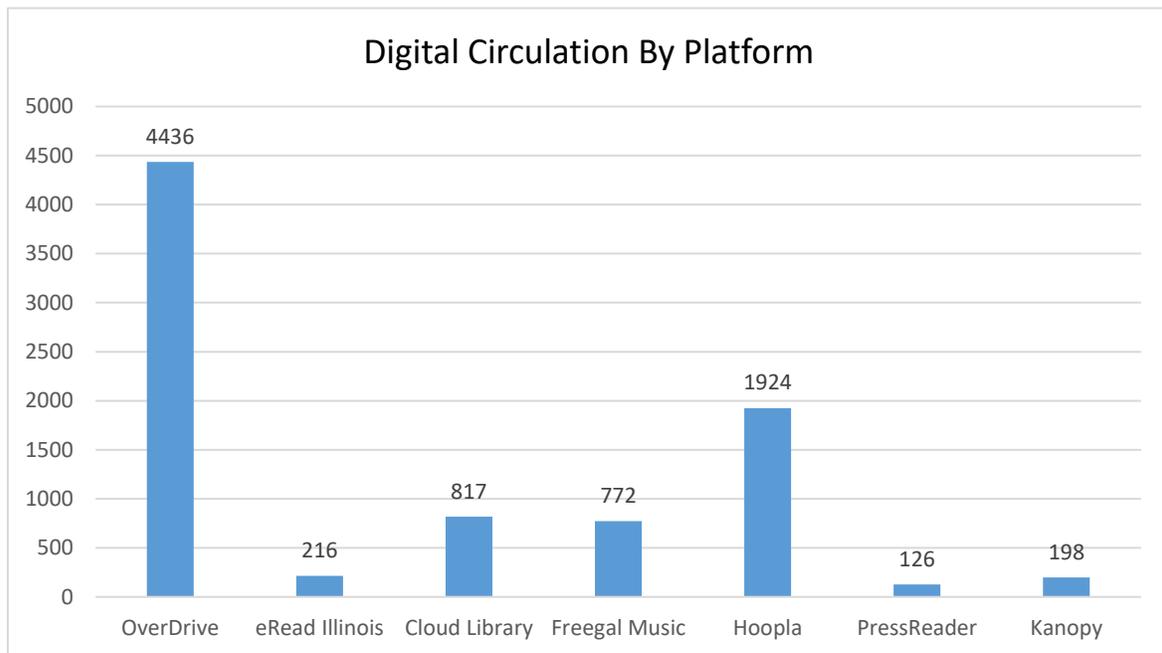
Digital Collection Usage

Digital Platform	May 2020	May 2021	Change	% Changed
OverDrive	3630	4436	806	22.20%
Rbdigital Entertainment <i>*app discontinued</i>	83	0	-83	-100.00%
Kanopy	297	198	-99	-33.33%
eRead Illinois	364	216	-148	-40.66%
Rbdigital eAudio <i>*app discontinued</i>	169	0	-169	-100.00%
PressReader	318	126	-192	-60.38%
Hoopla	2147	1924	-223	-10.39%
cloudLibrary	552	300	-252	-45.65%
cloudLibrary Shared	877	517	-360	-41.05%
Freegal	1377	772	-605	-43.94%
Rbdigital eMags <i>*app discontinued</i>	661	0	-661	-100.00%
Totals	10475	8489	-1986	-18.96%



For **May**, digital circulation was **15%** of the library's total circulation.





Digital Content Fast Facts

Overdrive

- There were **5,098 unique Pinnacle users**, which is a **-11.6% growth** from last year. Of those, **Fountaindale had 828 unique users** in the month, **53** of which are **new users**
- During the month, PLC yielded **25,712 total checkouts**; of those, **4,436 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 55%, audio: 37.6%, eMagazines: 7.3%
- Checkouts by Audience: Adults: 88.2%; Young Adults: 6.3%; Juvenile: 5.5%

eRead Illinois/Axis 360

- There were **88 active users** for the month, **19** of which are **new users**
- During the month, there were **123 eBook circs** and **99 eAudio circs**
- **eBooks** accounted for **57%** of checkouts, while **eAudio** accounted for **43%**.

cloudLibrary

- There were **75 active users** for the month, **16** of which are **new users**
- During the month, there were **271 eBook circs** and **29 eAudio circs**
- There were **517 circs from cloudLink patrons**
- There were **108 instances of Pay-per-use** titles used

Hoopla

- The **top trending titles** were Leverage Season 2, Death in Paradise, Inspector Lewis 2 and Coupling Season 4
- There were **1,924 circs** borrowed by **396 patrons**
- There were **396 unique patrons**, of which **28 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **48%** of all circs, followed by **eBooks with 35%**, **Movies/TV with 13%**

Kanopy

- The **most popular videos** were *Election*, *The Odd Couple* and *Potiche (Trophy Wife)*
- Patrons played **198 distinct video titles** and **447 video plays**
- There were **63 active users**

Freegal

- This month yielded **557 songs streamed** and **215 music downloads**
- Top **streaming music genres**: Rock, Pop, Soundtracks
- Top **downloaded music genres**: Rock, Pop, Classical, Folk

Physical Items Added and Withdrawn

Items	May 2021 Added	May 2021 Withdrawn
Adult Audiobooks	35	1008
Adult Fiction	441	307
Adult Graphic Novels	32	7
Adult Nonfiction	532	44
Adult Video Games	6	0
Beginning Readers	61	11
Juvenile Audiobooks	79	35
Juvenile Fiction	497	1153
Juvenile Graphic Novels	154	70
Juvenile Kits	0	1
Juvenile Movies & TV	68	17
Juvenile Nonfiction	250	71
Juvenile Technology & Equipment	0	0
Juvenile Video Games	61	2
Large Print	93	165
Local Authors	0	0
Local History & Genealogy	0	2
Magazines	169	0
Movies & TV	352	407
Music	131	262
Picture Books	469	221
Studio 300	0	0
Technology & Equipment	1	3
World Languages Adult	0	3
World Languages Juvenile	31	103
World Languages Young Adult	0	0
Young Adult Audiobooks	2	1
Young Adult Fiction	51	9
Young Adult Nonfiction	31	2
Young Adult Technology & Equipment	0	0
Young Adult Video Games	12	0
TOTALS	3618 Added	3909 Withdrawn

Acquisitions & Processing

- Purchase Orders created and released: 174
- Invoices Paid: 227
- Boxes Received and Opened: 170
- Items Repaired: 231

Cataloging

- Items Cataloged and made available: 3618
- Original bibliographic records created: 67
- Magazines & Newspapers processed: 168

Interlibrary Loan

320	Items Received for our patrons <ul style="list-style-type: none">• 245 items from IL libraries• 75 items from out of state libraries
146	Items Sent out to other libraries <ul style="list-style-type: none">• 73 to IL libraries• 60 to out of state libraries• 13 to XYZ libraries
258	Items requested by our patrons this month <ul style="list-style-type: none">• 230 submitted in OCLC• 16 items were too new to request• 12 were available in Pinnacle• 6 were out of country only
277	Items requested by OCLC libraries this month <ul style="list-style-type: none">• 106 from IL libraries• 171 from out of state libraries• 2 out of country

Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	2,278 Down 5,064 Items 1.97%	109 Down 530 Items 0.84%	7,029 Down 6,213 Items 0.79%	15,010 Down 11,807 Items 1.38%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	72 Down 119 Items 3.16%	11 Down 4 items 10.09%	64 Down 92 Items 7.84%	147 Down 215 Items 4.59%
Grubby - Items that have circulated <u>75 times or more</u> <i>CHQ Recommendation: less than 10%</i>	9,689 Down 50 Items 8.37%	590 Up 11 Items 4.54%	10,038 Down 50 Items 9.85%	20,417 Up 11 Items 8.81%
DOA* Items that have been added to the collection in the last <u>6-18 months</u> , and only circulated <u>1 or less times</u> . <i>US average 16%</i>	26 2.81%	0 0.0%	48 12.90%	74 5.51%
Turnover <i>May 2020 to May 2021</i>	2.15	2.21	2.13	2.14

*DOA items have been reduced due to closures for COVID. Items purchased during closure to patrons (closed to patrons less than 75% of library capacity) do not count towards DOA.

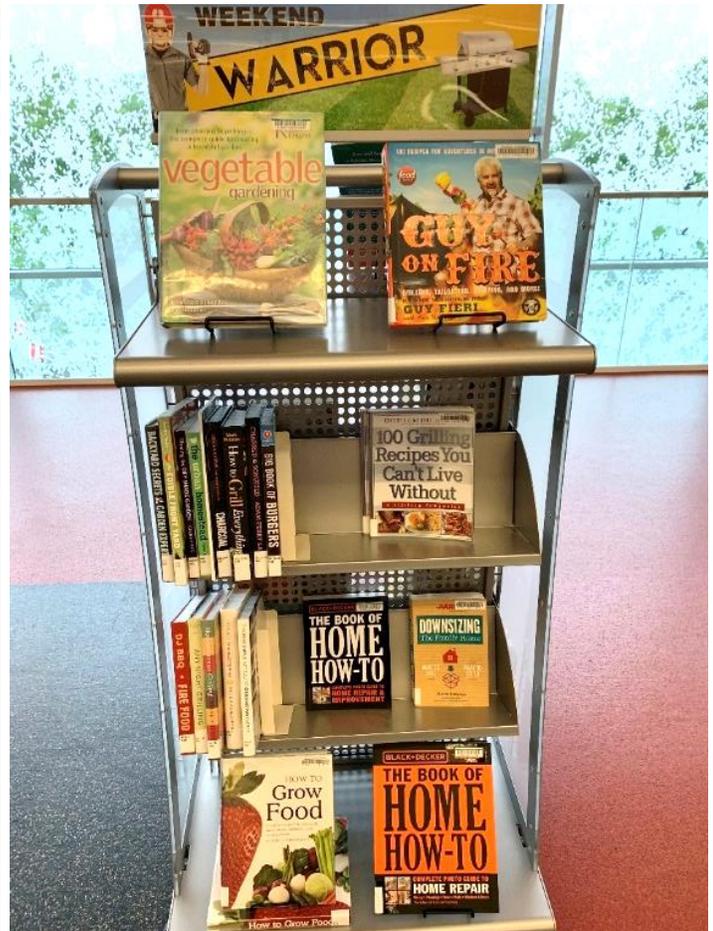
Displays

<p><u>1st Floor:</u> Lobby Cart: Those Who Served – 5 Lobby Cart: Conversations – 30 Lobby Tree: Staff Picks – 50 Lobby Cart: Homeschool – 62 Lobby Cart: Fantastic Finds – 34 (only up for 7 days in May)</p> <p><u>2nd Floor</u> 2nd Floor Desk Table – 13 2nd floor cart: Patriotic Movies – 35 2nd floor cart: Explore Servicios en español – 16 (only up for 7 days in May)</p> <p><u>3rd Floor</u> Self-Check: Travel – 14 3rd Floor Desk Table – 31 3rd Floor Cart: Cinco de Mayo – 15 (only up 6 days) 3rd Floor Cart: AAPI – 43 3rd Floor Cart: Ordinary Lives – 6 3rd Floor Cart: Get Outdoors – 46 3rd Floor Cart: Funny Families – 11 3rd Floor Cart: Weekend Warriors – 7</p>	<p><u>Children's</u></p> <ul style="list-style-type: none"> • Cinco de Mayo – 20 • Mother's Day – 29 • Star Wars – 5 • Kindness is Magic – 34 • Buddy Movies – 8 • 1000 Books Before Kindergarten – 101 • Step Into Reading – 87 • Here comes the sun – 44 • Friendship – 23 • Classics – 3 • Turtle Tales – 14 • Old Movies – 11 • Find and Search books – 3 • Eric Carle – 10 • Lois Ehlert - 8
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2022 Awards Books

Asian American Pacific Islander Heritage



In Memory of author Eric Carle



Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 52,156 impressions and 6,579 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 36,100 impressions; 4,029 clicks
 - YouTube Channel: 12,566 impressions; 2,091 clicks
 - Digital Collection: 1,065 impressions; 73 clicks
- We auto renewed 265 library cards with Patron Point.
- Melissa and Steven scheduled, wrote/edited and published 24 blog posts.

- Melissa and Steven edited/posted 44 YouTube videos.
- Melissa and Steven created three [Instagram reels](#) which have 5,699 views combined.
- Melissa worked with Patrick, McKayla and Adriana from Studio 300 to create a very special [retirement video](#) for Peggy Danhof. It has 174 views.
- Our team spent a bulk of the month preparing for Summer Adventure.
 - Melissa and Steven filmed and edited a [Summer Adventure testimonial video](#) featuring our patrons. The video has 496 views across YouTube, Facebook and Instagram.
 - Steven updated the “How-To” videos, logging instructions and set up the Beanstack platform.
 - Sabrina created all of the promotional materials, including elevator wraps, reading logs, the book nook clue sheet, TV slides, poster and ads.



- Our team also spent much of the month promoting Libby and OverDrive.
 - Our Spotify ads began May 23. In the first week, we had 30,970 impressions and 43 clicks to our Libby webpage.
 - Our billboard ads at The Promenade launched May 24.
 - We ran a full in-house marketing suite of promotions in April and May.
 - We took out Libby ads in Theatre on the Hill’s spring musical playbill, on Bolingbrook Park District’s summer digital programming catalog, on Bolingbrook Park District’s TVs, in the Chamber’s spring newsletter and in *The Fountain*.
 - We emailed RBdigital users telling them to make the switch to Libby for magazines. It had a 46% open rate and a 6% click rate.
 - We posted a promotional Libby video to YouTube, which has 77 views.
 - Christina reported a 22% increase in OverDrive usage for May. I think we can safely conclude that our increased marketing efforts were responsible for the increase in usage.

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- Sabrina designed the full marketing campaigns for both Summer Adventure and Libby. In addition to all of that, she also worked on our new welcome brochure and designed new sign toppers for our backpacks and canvas bags displays.

Media

- [ABC7](#) was onsite to cover Kindness Day. We were featured both on TV and on their website.
- Valley View included a blurb about Summer Adventure in their weekly press release.
- [The Patch](#) posts all of our blog posts in their Community Corner section.

Social Media Metrics

- Facebook Metrics
 - 11 new followers
 - 672 page views
 - 37,603 people viewed our content (reach)
 - 8,641 people saw our content because a friend shared, liked or engaged with it
 - 1,298 people engaged with our content (clicked, liked, commented or shared)

- Twitter Metrics
 - 0 new followers
 - 209 page views
 - 6,752 tweet impressions
- Instagram Metrics
 - 13 new followers
 - 332 post likes
 - 11,161 people viewed our content (reach)
- YouTube
 - 23 new subscribers (805 total)
 - 4,234 views
 - 178 hours of watch time
 - 64,108 impressions (How many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp:
 - 29 emails sent (This includes weekly blog roundup emails)
 - 2 new subscribers (This includes blog subscribers)
 - Average open rate: 26.05% (industry average is 21.33%)
 - Average click rate: 5.13% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 39.38%

Finance (Jennie Nguyen)

- **Working Budget:** This month, I completed the draft for the 2021/2022 District Working Budget. It has been passed on to the Executive Director for review and adjustments. When all of the numbers are adjusted and finalized, an updated draft will go to the Board in June for approval. In addition, I completed the Other Income Sources worksheet estimate for 2021/2022.
- **Konica Minolta:** Konica Minolta, our copier leasing company, recently had a billing system update which changed their billing parameter. This had caused some billing errors which resulted in multiple maintenance invoices being issued for January, February, and March 2021. We were able to get in contact with a representative to confirm what had happened. It appears that they had billing issues beginning in 2021 whereby their system was charging a tenth of what it should have been. Allyse and Marlen worked together to piece together the invoices which they determined were duplicates due to some rebilling, on Konica part. A spreadsheet was created to help reconcile all of the invoices. The credit memos were requested in order for the invoices to be processed in our system and paid out.
- **Financial Institution Account Update:** With the recent changes in the Board of Trustees' members and officers, I had started the process of obtaining the necessary documents from all of our bank and investment institutions in order to update the authorized personnel information.

- **WebPurchasing System:** Blackbaud recently had an update to their purchasing software which affected the user login section. After reviewing the update information, all of the users on our account were notified by Finance to reset their password which would correct the login issue.
- **Budget Adjustments Deadline:** In preparation for the upcoming FY2021 audit in August, a deadline was set for adjustment to the FY2021 working budget. This will allow the closing of the fiscal year to be finalized and reports to be completed for the auditors.
- **Bid Publication:** The bid publication for the lower level renovation was advertised in the Bugle newspaper.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist (Candidate Selected, hire date: 6/7/21)
- Adult & Teen Services Specialist- Readers Advisory
- Building Security Monitor
- Human Resources Specialist (Candidate Selected, hire date: 6/21/21)
- Teen Services Specialist

New Hires:

- Rolando Banda, Circulation Services Aide, 5/10
- Reina Nicolas, Circulation Services Aide, 5/10
- Alec Carlson, Building Security Monitor, 5/24

Departures:

- Julia Dziadus, Adult and Teen Services Specialist, 5/2
- Jacob Rosa, Building Security Monitor, 5/10
- Matthew Cummins, Circulation Services Aide, 5/15

Training and Development

- Ryan Dowd- How to Reduce Police Calls, Webinar; Lea
- How to Improve Employee Mental Health, SHRM Webinar; Lea
- Unemployment Update, HR Source Webinar; Lea

Annual Medical Insurance Renewal

- Continued preparation for open enrollment.
- Renewed/updated FSA, DCA, COBRA with Ameriflex
- Discussed renewal of AFLAC policies with Russ Nowak
- Updated retiree records for benefit renewal through IMRF pension deductions.

Grundy Will Human Resources Association (GWHRA)

Selected to serve a three year term as association Secretary for GWHRA.

Human Resources Specialist

Along with Paul Mills, we interviewed candidates for the open Human Resources Specialist position. We have selected and offered the position to Andrea Rodriguez. Andrea has accepted the position with a hire date of June 21. We're excited to have her join our team!

Information Technology (John Matysek)

- During the month of May 45 new help desk tickets were created by FPLD staff, and 48 new or existing tickets were solved by IT staff.
- Updated Microsoft Windows on all library servers as well as the most popular utility software on the patron computers.
- Updated the underlying VMware vSphere system software on the main network server.
- Attended a webinar from vendor Hewlett Packard Enterprise (HPE) announcing new hyper-converged infrastructure hardware.
- Met with the new Studio Services Manager to discuss the role Information Technology plays in the library and how it interacts with Studio 300.
- Worked with Finance Department staff to create and transition their login credentials for the Financial Edge accounting system as required by vendor Blackbaud.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor Konica Minolta to replace the malfunctioning multi-function device (MFD) in the Collections Services staff workroom with a new unit.
- Along with Randall Hildebrandt, met with Tana Petrov and Carolyn Boyer on the new Bookmobile to configure and test the Chromebox and inside/outside televisions for displaying promotional messages.
- Worked with vendor Vertiv for onsite maintenance of the uninterruptable power supply (UPS) and its batteries in the main server room.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, moved all Collection Services staff workstation equipment from their workroom to temporary locations in the Board Room, Meeting Room B, and Meeting Room C while the Collection Services workroom is being reconfigured.

BOARD MEETING AGENDA ITEMS BY MONTH

January	<ul style="list-style-type: none"> • Request to Travel for Trustees to ALA Annual Conference in June • Request to Travel for Executive Director to ALA Annual Conference in June
February	<ul style="list-style-type: none"> • Appointment of Executive Director Evaluation Liaisons
March	<ul style="list-style-type: none"> • Café Agreement Extension
April	<ul style="list-style-type: none"> • Executive Session Director Evaluation
May	<ul style="list-style-type: none"> • Health Insurance for upcoming Fiscal Year starting July 1 • Administration of Oath of Office (if election occurred) • Election of Board Officers (if election occurred)
June	<ul style="list-style-type: none"> • Working Budget for upcoming Fiscal Year starting July 1 • Salary Schedule Review • Merit Increase Review
July	<ul style="list-style-type: none"> • Tentative Budget & Appropriation Ordinance • Notice of Public Hearing for Budget & Appropriation Ordinance in September • Library Closing for Pathways Parade • Request to Travel for Trustees to ILA Annual Conference in October • Executive Session Minutes Review
August	<ul style="list-style-type: none"> • Resolution to Determine Estimate of Funds • Illinois Public Library Annual Report (IPLAR) • Resolution Designating Open Meeting Act Officers • Resolution Designating Freedom of Information Act Officers
September	<ul style="list-style-type: none"> • Public Hearing for Budget & Appropriation (B&A) Ordinance • Budget & Appropriation (B&A) Ordinance for next Fiscal Year • Chief Fiscal Officer's Statement of Revenues by Source
October	<ul style="list-style-type: none"> • Financial Report for previous Fiscal Year that ended June 30 • Resolution regarding Truth in Taxation Act • Library Closing Schedule for next Calendar Year • Board Meeting Schedule for next Calendar Year
November	<ul style="list-style-type: none"> • Tax Levy Ordinance • Maintenance Ordinance • Non-Resident Fee for next Calendar Year • Statement of Receipts and Disbursements Fiscal Year • Certified List of Trustees & Staff for Statement of Economic Interest
December	<ul style="list-style-type: none"> • Per Capita Grant Application • Executive Session Minutes Review

May 2021 District Statistics							Population Total	67683	
Total Circulation Statistics	56,743	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	47,133	Reading Programs Offered	0	0	2	0	2	18,778	4,716
Bookmobile	1,121	Reading Members	0	0	378	0	378	Proctoring	Total Twitter Followers
Digital	8,489	Summer Reading	0	0	0	0	0	0	882
Collection Databases	705	Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	434	1,234
Interlibrary Loan Requests		New Physical Items	3,618	Total Visits	13,445	144	14,363	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	320			New Cardholders	124	0	124	4,636	7,587
Items Sent to other Libraries	146			Active Cardholders	26,067	47	26,114	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	42,459	Drive through visits	774	16,206	5
In-house checkins (Not part of total circ)	N/A	Active cardholders	38.58%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	62.73%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks	
				107	135	0	1,843	15	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Rooms	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	32	18	7	20	218	Building Front	Building Rear	Church	Ashbury's
Attendance	37	20	17	210	297	4,240	6,087	1,081	124
Programs	Programs Adults				Programs Teens				Mobile App Downloads
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,544
Numbered offered	20	0	4	4	3	0	0	3	Android: 862
Attendance	264	0	27	27	65	0	0	65	
Programming hours	32	0	4	4	5	0	0	5	
Programs	Programs Children				Passive Programs for Teens/Adults				Total Offered
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	175
Numbered offered	11	90	0	101	2	4	1	7	Total Attendance
Attendance	162	2,663	0	2825	63	40	24	127	7,174
Programming Hours	7.5	86	0	93.5	X	X	0.25	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				292
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total	
Numbered offered	43	1	0	44	0	23	44	67	
Attendance	1,709	25	0	1734	0	23	4,234	4,257	
Programming hours	X	X	0	X	0	12	178	190	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	185	29	932	561	867	0	74	2,648	
Directional	13	89	547	0	244	0	0	893	
One on One Assistance	2	16	48	0	47	0	0	113	
Comparison to Previous Year	This Year	Last Year	% change		This Year	Last Year	% change		
Circulation	56,743	22,835	148.49%	Reference Questions	2,648	893	196.53%	*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	14,363	2,443	487.92%	Computer Usage	2,100	0			
Card Holders	26,067	25,669	1.55%	Wireless Sessions	6,880	6,033	14.04%		
Room Bookings	295	0		Program Attendance*	7,174	5,126	39.95%		