FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
October 19, 2023 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Margaret J. "Peggy" Danhof Board Room

View the meeting online via YouTube: https://youtube.com/live/vWQrSUwBu3A

1. Call to Order and Roll Call of Trustees
2. Approval of Trustee Participation in October 19, 2023 Board Meeting by Means Other Than Being Physically Present
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes for Approval
   a. Public Hearing – September 21, 2023
   b. Board Meeting – September 21, 2023
   c. Special Meeting – October 12, 2023
   d. Executive Session – October 12, 2023
6. Employee Recognition
   a. Chris Zahorcik – 20 Years
7. Comments from the Public
8. Friends of the Library
9. New Business – Action Items
   a. Approval of Appointment of Library Trustee
   b. Administration of Oath of Office for Library Trustee
   c. Approval of Ordinance 2023-4 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2024/2025
   d. Approval of Resolution 2023-6 – Truth in Taxation Law Resolution
   e. Approval of Resolution 2023-7 – Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to Allow for Administrative Amendments to Intergovernmental Agreement
   f. Approval of Resolution 2023-8 – Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to Allow for Substantive Amendments to Intergovernmental Agreement
   g. Approval to Seek Bids for Renovating Three 3rd Floor Rooms
   h. Approval to Seek Bids for Interior Areas Lighting Replacement Project
   i. Approval of 2024 Fountaindale Public Library District Closing Schedule
   j. Approval of 2024 Staff In-Service Day Closings
   k. Approval of 2024 Fountaindale Public Library District Board Meeting Schedule
   l. Review of Illinois Library Association's Serving Our Public 4.0
   m. Approval of Intergovernmental Agreement between Fountaindale Public Library District and Will County Clerk Regarding Hosting Election Center for 2024 Elections
   n. Approval of Revised Leave Under the Victims' Economic Security and Safety Act (VESSA) Section of Employee Handbook
10. Library Projects
11. Correspondence
12. Treasurer's Report
13. Bills for Approval
    a. Bills Paid Report – October, 2023
    b. Bills Payable Report – October, 2023
14. Director's Report – September, 2023
15. Unfinished Business
16. Reports
    a. Building
    b. Finance
    c. Strategic
    d. Internal Board Operations
17. Agenda Building for the Next Meeting
18. Announcements
19. Adjournment

For further information or for individuals with a disability who are in need of a reasonable accommodation in order to participate in the meeting, please contact Paul Mills, Executive Director at least 24 hours in advance of the meeting date at 630.685.4157 or pmills@fountaindale.org

October 2023 Agenda Background
Paul Mills

2.   Action Item

    a.   Approval of Trustee Participation in October 19, 2023 Board Meeting by Means Other Than Being Physically Present

       Per Section 7 of the Open Meetings Act, Board Secretary Bobby Armstrong and Board Recorder Juanita Lennon received a written request from Trustee _____ to attend the October 19, 2023 Special Board Meeting by means other than being physically present. Trustee TBD wrote that they had an emergency allowable under the Open Meetings Act that prevents him from attending the meeting in person. The emergency is a personal illness or disability.

       Per our Board Bylaws in Article III, Section 8, the trustees who are physically present shall determine by majority vote whether a trustee who is not physically in attendance may participate by other means – in this case, Zoom. If the vote is in favor, the trustee may vote on matters before the Board.

       Suggested Motion: Motion to approve Trustee _____ participation in the October 19, 2023 Board Meeting by means other than being physically present.

9.   New Business – Action Items

   a.   Approval of Appointment of Library Trustee

   An applicant will be appointed to serve until May 2025. This seat will be up for election in 2025.

   Suggested Motion: Motion to approve the appointment of _____
   to serve as Library Trustee.

   b.   Administration of Oath of Office for Library Trustee

   The oath of office will be administered.

   Suggested Motion: No motion required.

   c.   Approval of Ordinance 2023-4 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2024/2025

   This ordinance represents funds we request every year and the funds are used to maintain our building.

   Suggested Motion: Motion to approve Ordinance 2023-4 – Ordinance to levy an additional tax of .02% for Fiscal Year 2024/2025.

   d.   Approval of Resolution 2023-6 – Truth in Taxation Law Resolution

   This resolution represents a 4.9% increase request from the previous year's levy. This request is limited by the property tax extension limitation law.

   Suggested Motion: Motion to approve Resolution 2023-6 – Truth in Taxation Law Resolution.

e.   Approval of Resolution 2023-7 – Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in The Library Insurance Management and Risk Control Combination to Allow for Administrative Amendments to Intergovernmental Agreement

This resolution includes clerical updates such as the update of LIMRiCC's address, the removal of any reference to an Executive Director as this is outsourced by a contractual agreement with Lauterbach & Amen, LLP, and the removal of any reference to JSIP account. JSIP refers to a Joint Self Insurance Program that LIMRiCC no longer offers. The two accounts formerly referred to separately as SHIP and PHIP will be recognized going forward as the Health Insurance Program (HIP).

Suggested Motion: Motion to approve Resolution 2023-7 – Amending the amended Intergovernmental Agreement providing for risk management and authorizing membership in the library insurance management and risk control combination to allow for administrative amendments to the Intergovernmental Agreement.

f.   Approval of Resolution 2023-8 – Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to Allow for Substantive Amendments to Intergovernmental Agreement

This resolution includes new member procedures, requirements of a terminating member, mandatory LIMRiCC-sponsored meetings, and a late fee for PHIP payments.

Suggested Motion: Motion to approve Resolution 2023-8 – Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to Allow for Substantive Amendments to the Intergovernmental Agreement.

g.   Approval to Seek Bids for Renovating Three 3rd Floor Rooms

We are ready to proceed with seeking bids to renovate the three rooms on the 3rd Floor. Architect Ron McGrath from Tria will be at the board meeting to discuss.

Suggested Motion: Motion to approve seeking bids for renovating the three 3rd floor rooms.

h.   Approval to Seek Bids for Interior Areas Lighting Replacement Project

We are ready to proceed with seeking bids to replace the interior lights in staff areas. Architect Ron McGrath from Tria will be at the board meeting to discuss.

Suggested Motion: Motion to approve seeking bids for interior areas lighting replacement project.

i.   Approval of 2024 Fountaindale Public Library District Closing Schedule

The draft 2024 library closing schedule features a standard schedule of closed days for us.

Suggested Motion: Motion to approve the 2024 Fountaindale Public Library District closing schedule.

j.   Approval of 2024 Staff In-Service Day Closings

I would like to request that the library be closed on Friday, February 23 and Friday, August 2, 2024 for Staff In-Service Days. We would like to continue these great opportunities to do more in-depth and group training for our staff.

Suggested Motion: Motion to approve closing the library on Friday, February 23 and Friday, August 2, 2024 for Staff In-Service Days.

k.   Approval of 2024 Fountaindale Public Library District Board Meeting Schedule

The Board meeting schedule for 2024 is a standard one with every meeting on the third Thursday of the month.

Suggested Motion: Motion to approve the 2024 Fountaindale Public Library District Board Meeting Schedule.

l.   Review of Serving Our Public 4.0

The 2024 Illinois Per Capita Grant requires every public library board to review Serving Our Public 4.0. The management team has reviewed the checklists at the end of each chapter and found the District meeting each item.

Suggested Motion: No action is required at this time.

m.   Approval of Intergovernmental Agreement between Fountaindale Public Library District and Will County Clerk Regarding Hosting Election Center for 2024 Elections

The Will County Clerk's Office has requested that the library host an Election Center. On both Election Days in 2024, eligible residents of Will County would be able to vote at the library – similar to how early voting works. This draft agreement covers both 2024 Elections.

Suggested Motion: Motion to approve the Intergovernmental Agreement between the Fountaindale Public Library District and Will County Clerk regarding hosting an Election Center for the 2024 Elections.

n.   Approval of Revised Leave Under the Victims' Economic Security and Safety Act (VESSA) Section of Employee Handbook

On July 28, 2023, Governor Pritzker signed a bill that amended the Illinois Victims' Economic Security and Safety Act (VESSA). Our current policy needs to be changed to conform to these new amendments. The following has been added to the policy:
-   The addition of "other crimes of violence" as a reason for leave.
-   Employees may take up to two work weeks (10 days) of unpaid VESSA leave due to a death of a family or household member who is killed in a crime of violence.
-   The definition of "Family or Household Member" was amended.
-   The definition of "Crime of Violence" has been added.
-   The certification requirements for the death of a family or household member was added.
-   Explanation of how leave will be granted when an employee is eligible under VESSA, the Family and Medical Leave Act (FMLA) and the Illinois' Family Bereavement Leave Act (FBLA).
-   A confidentiality statement was added.

Suggested Motion: Motion to repeal the existing Leave Under the Victims' Economic Security and Safety Act (VESSA) section in the Employee Handbook and to approve the revised Leave Under the Victims' Economic Security and Safety Act (VESSA) of section the Employee Handbook.

MINUTES OF A PUBLIC HEARING
OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD SEPTEMBER 21, 2023
BOLINGBROOK, ILLINOIS

A Public Hearing to review the Budget & Appropriation Ordinance Fiscal Year 2023/2024 of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, was held pursuant to notice in the Margaret J. "Peggy" Danhof Board Room, 300 W. Briarcliff Road, Bolingbrook, Illinois on Thursday, September 21, 2023 at 6:30 p.m.

CALL TO ORDER

The Public Hearing was called to order at 6:30 p.m. by Vice President Marcelo Valencia.

ROLL CALL OF TRUSTEES

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

PRESENT

Present at roll call were Bobby Armstrong, Kathryn Spindel, Sarah Siska and Marcelo Valencia.

ABSENT

President Celeste Bermejo and Trustee Meraj Alam

President Bermejo was out of the country and Trustee Alam was ill and unable to attend the public hearing.

FOUNTAINDALE STAFF PRESENT

The following staff were present: Paul Mills and Juanita Lennon.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jennie Mills, Nancy Valencia and Jean Walsh.

APPROVAL OF PRESIDENT PRO TEMPORE

As President Bermejo is unable to attend the public hearing, the Board may elect a President Pro Tempore who will serve as President. Per Article 6, Section 1 of the Fountaindale Public Library District Board of Trustees Bylaws, the Vice President presides in the absence of the President.

A motion to approve Vice President Marcelo Valencia as President Pro Tempore was made by Siska, seconded by Armstrong.

        AYES: Armstrong, Spindel, Siska, Valencia
        NAYES: None
        ABSENT: Alam, Bermejo

APPROVAL OF TRUSTEE PARTICIPATION IN THE SEPTEMBER 21, 2023 PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE FISCAL YEAR 2023/2024 BY MEANS OTHER THAN BEING PHYSICALLY PRESENT

Originally, Vice President Valencia was going to be out of state and requested to attend the public hearing virtually. As things turned out, Valencia was present at the hearing therefore no action is needed for this agenda item.

APPROVAL OF PRESIDENT PRO TEM

No action is needed for this agenda item, as Vice President Valencia was previously approved as President Pro Tempore at the beginning of the public hearing.

COMMENTS FROM THE PUBLIC

No comments were made.

ADJOURNMENT

A motion to adjourn the meeting at 7 p.m. was made by Armstrong, seconded by Siska.

        AYES: Armstrong, Spindel, Siska, Valencia
        NAYES: None
        ABSENT: Alam, Bermejo

                                        Approved:_____
                                                   Bobby Armstrong, Secretary

_____
Celeste M. Bermejo, President

_____
Marcelo Valencia, Vice President

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MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD SEPTEMBER 21, 2023
BOLINGBROOK, ILLINOIS
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A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held in the Margaret J. "Peggy" Danhof Board Room, 300 West Briarcliff Road, Bolingbrook, Illinois on Thursday, September 21 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by Vice President Marcelo Valencia.

ROLL CALL OF TRUSTEES

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

PRESENT

Present at roll call were Bobby Armstrong, Kathryn Spindel, Sarah Siska and Marcelo Valencia.

ABSENT

President Celeste Bermejo and Trustee Meraj Alam

President Bermejo was out of the country and Trustee Alam was ill and unable to attend.

FOUNTAINDALE STAFF PRESENT

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

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jennie Mills, Nancy Valencia and Jean Walsh.

APPROVAL OF PRESIDENT PRO TEMPORE

As President Bermejo is unable to attend the board meeting, the Board is may elect a President Pro Tempore who will serve as President. Per Article 6, Section 1 of the Fountaindale Public Library District Board of Trustees Bylaws, the Vice President presides in the absence of the President.

A motion to approve Vice President Marcelo Valencia as President Pro Tempore was made by Spindel, seconded by Siska.

    AYES: Armstrong, Spindel, Siska, Valencia
    NAYES: None
    ABSENT: Alam, Bermejo

APPROVAL OF TRUSTEE PARTICIPATION IN THE SEPTEMBER 21, 2023 PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE FISCAL YEAR 2023/2024 BY MEANS OTHER THAN BEING PHYSICALLY PRESENT

Originally, Vice President Valencia was going to be out of state and requested to attend the board meeting virtually. As things turned out, Valencia was present at the meeting therefore no action is needed for this agenda item.

APPROVAL OF PRESIDENT PRO TEM

No action is needed for this agenda item, as Vice President Valencia was previously approved as President Pro Tempore at the beginning of the board meeting.

AGENDA APPROVAL

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

    AYES: Armstrong, Spindel, Siska, Valencia
    NAYES: None
    ABSENT: Alam, Bermejo

MINUTES OF THE BOARD MEETING – August 17, 2023

The minutes of the board meeting held August 17, 2023 were presented. A motion to approve the minutes was made by Spindel, seconded by Armstrong. Minutes were approved as read.

    AYES: Armstrong, Spindel, Siska, Valencia
    NAYES: None
    ABSENT: Alam, Bermejo

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jean Walsh, President of the Friends provided an update to the Board. Jody Hargett was unable to attend the meeting due to a family emergency. The annual Friends Appreciation Dinner was yesterday September 20. All the officers were re-elected. The Fall Book Sale will take place next weekend.

NEW BUSINESS

Approval of Ordinance 2023-3 – Budget & Appropriation Ordinance Fiscal Year 2023/2024

A motion to approve Ordinance 2023-3, the Budget & Appropriation Ordinance for Fiscal Year 2023/2024 was made by Spindel, seconded by Siska.

> AYES: Armstrong, Spindel, Siska, Valencia
> NAYES: None
> ABSENT: Alam, Bermejo

Approval of Chief Fiscal Officer's Certificate of Revenues by Source

A motion to approve the Chief Fiscal Officer's Certificate of Revenues by Source was made by Siska, seconded by Armstrong.

> AYES: Armstrong, Spindel, Siska, Valencia
> NAYES: None
> ABSENT: Alam, Bermejo

LIBRARY PROJECTS

Executive Director Mills will be scheduling a meeting with Trustee Armstrong and Tria Architecture in early October to discuss the 3rd floor renovations and the interior lighting project.

CORRESPONDENCE

Mills received a letter from the Secretary of State/State Librarian, Alexi Giannoulias regarding the recent legislation on filling the vacancy on the Board.

The Bolingbrook Bugle published the press release about the new open Trustee position on the front page.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – September, 2023

Bills paid for the month of September in the amount of $52,328.69 was presented for approval. Motion to approve was made by Spindel, seconded by Siska.

> AYES: Armstrong, Spindel, Siska, Valencia
> NAYES: None
> ABSENT: Alam, Bermejo

Bills Payable Report – September 21, 2023

Bills payable for the month of September in the amount of $240,683.25 was presented for approval. Motion to approve was made by Spindel, seconded by Siska.

> AYES: Armstrong, Spindel, Siska, Valencia
> NAYES: None
> ABSENT: Alam, Bermejo

DIRECTOR'S REPORT – August, 2023

Mills reported that it has been a very challenging time for our staff and our library. Mills commended our staff for their care and concern for our patrons and for each other. Mills also thanked our Bolingbrook Police and Fire Departments for all their help and support.

UNFINISHED BUSINESS

None.

REPORTS

Building – Armstrong reported that he will be meeting with Tria Architecture in October.

Finance – none.

Strategic Plan – none.

Internal Board Operations – none.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

The Halloween Walk at the Bolingbrook Town Center will start on October 13.

ADJOURNMENT

A motion to adjourn the meeting at 7:19 p.m. was made by Siska, seconded by Armstrong.

       AYES: Armstrong, Spindel, Siska, Valencia
       NAYES: None
       ABSENT: Alam, Bermejo

Approved:_____
                 Bobby Armstrong, Secretary

_____
Celeste M. Bermejo, President

_____
Marcelo Valencia, Vice President

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MINUTES OF A SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD OCTOBER 12, 2023
BOLINGBROOK, ILLINOIS
</div>

A special meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held in the Margaret J. "Peggy" Danhof Board Room, 300 West Briarcliff Road, Bolingbrook, Illinois on Thursday, October 12, 2023 at 6 p.m.

<u>CALL TO ORDER</u>

The meeting was called to order at 6 p.m. by President Celeste Bermejo.

<u>ROLL CALL</u>

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

<u>PRESENT</u>

Present at roll call were Bobby Armstrong, Marcelo Valencia, Sarah Siska and Celeste Bermejo.

Meraj Alam was present on Zoom.

<u>ABSENT</u>

Trustee Kathryn Spindel. Trustee Spindel was unable to attend the meeting due to illness.

<u>FOUNTAINDALE STAFF PRESENT</u>

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

<u>PUBLIC PRESENT</u>

No public were present.

APPROVAL OF TRUSTEE PARTICIPATION IN OCTOBER 12, 2023 SPECIAL BOARD
MEETING BY MEANS OTHER THAN BEING PHYSICALLY PRESENT

Board Secretary Armstrong and Board Recorder Lennon received a written request from Trustee
Meraj Alam to attend the October 12, 2023 Special Board Meeting by means other than being
physically present. Trustee Alam wrote that he has an emergency allowable under the Open
Meetings Act that prevents them from attending the meeting in person. The emergency is a
personal illness or disability.

A motion to approve Trustee Meraj Alam to participate in the October 12, 2023 Special Board
Meeting by means other than being physically present was made by Siska, seconded by
Valencia.

>   AYES: Armstrong, Valencia, Siska, Alam, Bermejo
>   NAYES: None
>   ABSENT: Spindel

AGENDA APPROVAL

Following the Pledge of Allegiance, Bermejo asked for a motion to approve the agenda. A
motion was made by Armstrong, seconded by Siska.

>   AYES: Armstrong, Valencia, Siska, Alam, Bermejo
>   NAYES: None
>   ABSENT: Spindel

COMMENTS FROM THE PUBLIC

No comments were made.

EXECUTIVE SESSION

A motion was made by Armstrong, seconded by Valencia to enter Executive Session at 6:02 p.m.
for 5 ILCS 120/2 (c) (3) "The selection of a person to fill a public office, as defined in this Act,
including a vacancy in a public office, when the public body is given power to appoint under law
or ordinance, or the discipline, performance or removal of the occupant of a public office, when
the public body is given power to remove the occupant under law or ordinance."

>   AYES: Armstrong, Valencia, Siska, Alam, Bermejo
>   NAYES: None
>   ABSENT: Spindel

A motion was made by Valencia, seconded by Siska to return to Open Session at 10:02 p.m.

OPEN SESSION

ADJOURNMENT

A motion to adjourn the meeting was made by Valencia, seconded by Armstrong at 10:05 p.m.

       AYES: Armstrong, Valencia, Siska, Alam, Bermejo
       NAYES: None
       ABSENT: Spindel

Approved:_____
                  Bobby Armstrong, Secretary

_____
Celeste M. Bermejo, President

IN THE MATTER OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT,
WILL AND DUPAGE COUNTIES, ILLINOIS

OATH OF OFFICE
AS TRUSTEE OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT,
WILL AND DUPAGE COUNTIES, ILLINOIS

I, _____, having been duly elected to the office of LIBRARY

TRUSTEE of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE

COUNTIES, ILLINOIS, do solemnly swear that I will support the Constitution of the United

States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties

of the office of Library Trustee of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT,

WILL AND DUPAGE COUNTIES, ILLINOIS according to the best of my ability.

_____

Subscribed and sworn to before me this 19th day of October, 2023.

_____
Robert Armstrong, Secretary
Fountaindale Public Library District

(DISTRICT SEAL)

STATE OF ILLINOIS)
) SS
COUNTIES OF WILL)
AND DUPAGE   )

CERTIFICATION OF AUTHENTICITY

I, Robert Armstrong, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance adopted on the 19th day of October, 2023, at a meeting of the Board of Trustees of The Fountaindale Public Library District. I further certify that the Ordinance was published on the day of the 26th of October, 2023, in The Bugle Newspaper.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, this 19th day of October, 2023

_____
Robert Armstrong, Secretary
FOUNTAINDALE PUBLIC LIBRARY DISTRICT,
WILL AND DUPAGE COUNTIES, ILLINOIS

(SEAL)

<p style="text-align: center;">PUBLIC NOTICE</p>

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 19th day of October, 2023, the Board of Trustees of The Fountaindale Public Library District determined to levy a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the 2024 – 2025 fiscal year.

The question of levying a 0.02% tax shall be submitted to the electors of the District if a petition is filed with the Board signed by 4,139 registered voters in the District asking that the question of levying said 0.02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is March 19, 2024.

A petition form may be obtained from the District Secretary.

The text of said Ordinance is set forth below.

_____
Robert Armstrong, Secretary
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL & DUPAGE COUNTIES, ILLINOIS

ORDINANCE 2023-4

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2024 – 2025 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2024 - 2025 Fiscal Year for the purposes hereinbefore set forth.

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of The Fountaindale Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the Fiscal Year 2024 – 2025.

FURTHER, a copy of this Ordinance shall be published in the Bugle Newspaper within fifteen (15) days after the date of adoption of this Ordinance in the form provided by law and shall be posted at each library operated by the District.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 19th day of October, 2023 by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS.

_____
Celeste M. Bermejo, President
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL & DUPAGE COUNTIES, ILLINOIS

ATTEST:

_____
Robert Armstrong, Secretary

RESOLUTION 2023-6

TRUTH IN TAXATION LAW RESOLUTION

RESOLVED, by the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois ("Library District") that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law":

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Library District, plus any amount abated by the Library District before extension, upon the final 2022 real estate tax levy of the Library District (2023 tax bill) is $9,825,286.

2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Library District for 2023 (2024 tax bill) is $10,306,725.

3. Based on the foregoing, the estimated percentage increase in the proposed 2023 aggregate levy over the amount of real estate taxes extended upon the final 2022 aggregate levy is 4.9%, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

AYES:

NAYS:

ABSENT:

Passed this 19th day of October, 2023.

_____
Celeste M. Bermejo
President, Board of Trustees

Attested and filed this 19th day of October, 2023.

_____
Robert Armstrong
Secretary, Board of Trustees

RESOLUTION 2023-7

**AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING
FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY
INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW
FOR ADMINISTRATIVE AMENDMENTS TO THE INTERGOVERNMENTAL
AGREEMENT**

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC") (hereinafter referred to as "Agreement") has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose administrative changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination ("LIMRiCC"), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the "Purchase of Health Insurance Plan" ("PHIP") and the "Self-Insured Health Insurance Plan ("SHIP"). These acronyms will largely be combined under the acronym "HIP" referring generally to "Health Insurance Plan." The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (B) of the Agreement (**Definitions- Article I)** shall be amended by deleting the definition of "The Previous Agreement."

SECTION 4: It is proposed that Article I (C)(8) of the Agreement (**Agreements of Members)** shall be amended to add the words "or its designee" after "LIMRiCC."

SECTION 5: It is proposed that Article I (D)(6) of the Agreement (**Powers and Duties of LIMRiCC)** shall be amended to read in full as follows:

"6. To assist in filing for a refund with the IDES."

SECTION 6: It is proposed that Article I (D)(8) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended replace the words "LIMRiCC staff" with "The LIMRiCC Board of Directors"

SECTION 7: It is proposed that Article I (F) of the Agreement (**Prior Coverage- The Previous Agreement.**) shall be deleted in its entirety.

SECTION 8: It is proposed that Article II (A) of the Agreement **(Purpose)** shall be amended to delete the words "joint self-insurance."

SECTION 9: It is proposed that Article II (C)(1) of the Agreement **(Definitions (Article II))** shall be amended to delete the words "for joint self-Insurance"

SECTION 10: It is proposed that Article II (C)(7) of the Agreement **(Definitions (Article II))** shall be deleted in its entirety.

SECTION 11: It is proposed that Article II (F) of the Agreement **(Payments by Members --Assessments)** shall be deleted in its entirety.

SECTION 12: It is proposed that Article II (G)(7) of the Agreement **(Powers and Duties of LIMRiCC)** shall be deleted in its entirety.

SECTION 13: It is proposed that Article II (H)(10) of the Agreement **(Authorization Clause and Notices)** shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 14: It is proposed that Article II (H)(11) of the Agreement **(Acceptance)** shall be amended to delete the words "relating to joint self-insurance."

SECTION 15: It is proposed that Article II (I) of the Agreement **(Cancellation)** shall be amended to delete the word "mailing" and replacing it with the word "delivering" and by replacing the word "effected" with "affected."

SECTION 16: It is proposed that Article II (M) of the Agreement **(Prior Coverage)** shall be deleted in its entirety.

SECTION 17: It is proposed that Article III (D) of the Agreement **(Administration Fee)** shall be amended to delete the words "the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs" and replace them with "all administrative costs of LIMRiCC"; and to delete the words "The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee."

SECTION 18: It is proposed that Article III (D)(1) of the Agreement **(Base Administration Fee)** shall be deleted in its entirety.

SECTION 19: It is proposed that Article III (F) of the Agreement (**SHIP Benefit Fee)** shall be amended to delete the words "For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting" and to delete the words "For all subsequent SHIP plan years" and to replace the words "shall consult with the Executive Director to" with the word "will".

SECTION 20: It is proposed that Article III (G) of the Agreement (**Program Fund)** shall be amended to add the words "for all HIP Accounts" after the words (the "Program Fund)"and further to delete the last sentence in its entirety.

SECTION 21: It is proposed that Article III (G)(1) of the Agreement **(Initial SHIP Account Balance)** shall be deleted in its entirety.

SECTION 22: It is proposed that Article III (I) of the Agreement **(Employee Qualification)** shall be amended to add a hyphen to the word "re-enroll."

SECTION 23: It is proposed that Article III (O)(1) of the Agreement **(Rights and Obligations of Members)** shall be amended to delete the words "Executive Director".

SECTION 24: It is proposed that Article III (S) of the Agreement **(Notices)** shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 25: It is proposed that Article V of the Agreement **(LIABILITY OF LIMRICC, ITS OFFICERS AND DIRECTORS)** shall be amended to delete the words "and the officers and employees" and further amended to delete the word "The" at the beginning of the second sentence and replace it with "They"

SECTION 26: It is proposed that Article VII of the Agreement **(NOTICES)** shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 27: It is proposed that Article X of the Agreement **(POWERS OF BOARD OF DIRECTORS)** shall be amended to delete the word "staff".

SECTION 28: It is proposed that the Resolution Providing for the Execution of An Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination ("LIMRICC") be amended to capitalize the word "Combination" in Section 2(A) (Findings).

SECTION 29: The proposed effective date of the amendments is November 15, 2023.

SECTION 29:   That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 30: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 31: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 32: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination the 26th day of July, 2023.

ADOPTED by the Fountaindale Public Library District this 19th day of October, 2023.

AYES:

NAYS:

ABSENT:

APPROVED this 19th day of October, 2023.

ATTEST: _____
                                                                          Celeste M. Bermejo
                                                                          President, Board of Library Trustees

_____
Robert Armstrong
Secretary, Board of Library Trustees

RESOLUTION 2023-8

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC") (hereinafter referred to as "Agreement") has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination ("LIMRiCC"), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the "Purchase of Health Insurance Plan" ("PHIP") and the "Self-Insured Health Insurance Plan ("SHIP"). These acronyms will largely be combined under the acronym "HIP" referring generally to "Health Insurance Plan." The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (C)(3) be amended by adding the words, "The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of $50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year."

SECTION 4: It is proposed that Article III (A)(2) of the Agreement (**Self-Insured Health Insurance Plan ("SHIP")** shall be amended by adding the words "and dental insurance for Insured Participants" after "prescription drug coverage."

SECTION 5: It is proposed that Article III (D)(1) of the Agreement **(Participant Administration Fee)** shall be amended to add, after the word "shall", the words "be announced at the Annual Fall Meeting for the new benefit year."

SECTION 6: It is proposed that Article III (G) of the Agreement (**Program Fund)** shall be amended to add the words "for all HIP Accounts" after the words (the "Program Fund)"and further to delete the last sentence in its entirety. In addition, Article III (G)(2.) "Initial SHIP Account Balance" will be deleted in its entirety.

SECTION 7: It is proposed that Article III (I) of the Agreement **(Employee Qualification)** shall be amended to delete the second paragraph and replace it in its entirety with the following: "Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member's Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the first of the month."

SECTION 8: It is proposed that Article III (K) of the Agreement **(Mandatory Member Meetings)** shall be modified by deleting the fourth and fifth paragraphs in their entirety and replacing it with the following: Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of $150.

SECTION 9: It is proposed that a new Article III (N) of the Agreement **(New Membership)** be added to the Agreement which reads as follows:

"In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1.   Sign the IGA; and.

2.   Pay a non-reimbursable 2-month premium that will go into LIMRiCC's reserves. The premium will be based on the new member's enrollment and will apply to PHIP and SHIP."

SECTION 10: It is proposed that Article III (N) of the Agreement **(Late Payments)** be deleted in its entirety and replaced with the following:

"If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the PHIP Account. If a Member fails to make Membership Contribution for a period of three (3)

months, the Board may vote to terminate the Member in accordance with Section Q, Term of the Program."

In addition this subsection will now be identified as subsection Article III (O) after addition of Article III (N) above.

SECTION 11: It is proposed that a new Article III (P) of the Agreement **(Refund Adjustment Policy)** be added to the Agreement which reads as follows:

In the event that an adjustment is necessary to a member's invoice, a member can obtain a refund of up to 90 days.

SECTION 12: It is proposed that Article III (Q)(5) of the Agreement **(Obligations of Terminated Members)** shall be amended by deleting it in its entirety and replacing it with the following:

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member's voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

   The exception to the 120 day notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run out period for SHIP and PHIP will be charged based on the current invoice.

SECTION 13: It is proposed that Article VIII of the Agreement **(FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)** shall be deleted in its entirety.

SECTION 14: The proposed effective date of the amendments is November 15, 2023.

SECTION 15: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90

days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 16: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 17: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 18: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination this 26th day of July, 2023.

ADOPTED by the Fountaindale Public Library District this 19th day of October, 2023.

AYES:

NAYS:

ABSENT:

APPROVED this 19th day of October, 2023.

ATTEST:

_____
Celeste M. Bermejo
President, Board of Library Trustees

_____
Robert Armstrong
Secretary, Board of Library Trustees

TRIA ARCHITECTURE

Third Floor Renovations – Interiors Presentation for Board Review

Fountaindale Public Library District
October 19, 2023

o Meeting Room D
o Local History Room
o Quiet Reading Room

QUIET
READING ROOM
313

LOCAL
HISTORY
324
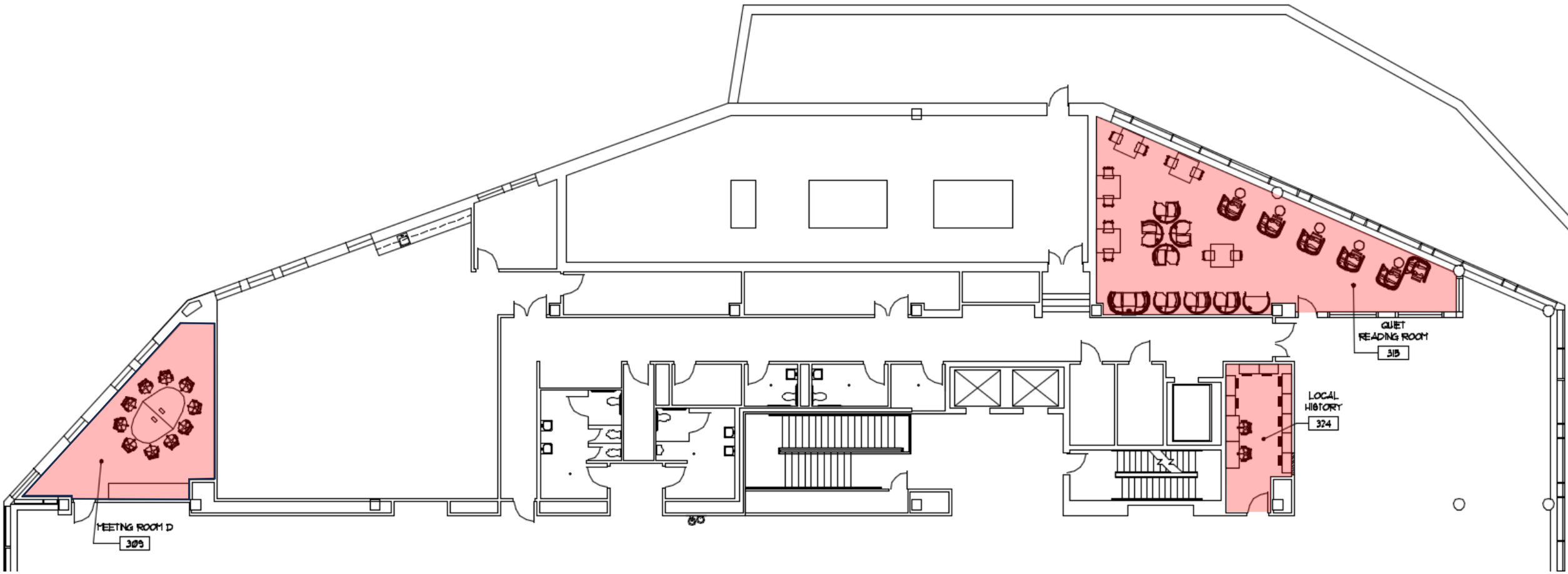
MEETING ROOM D
309

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | 3RD FLOOR
FURNITURE FLOOR PLAN

TRIA
ARCHITECTURE

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | FURNITURE
MEETING ROOM D

MEETING ROOM D

309

TRIA
ARCHITECTURE

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | FURNITURE
MEETING ROOM D
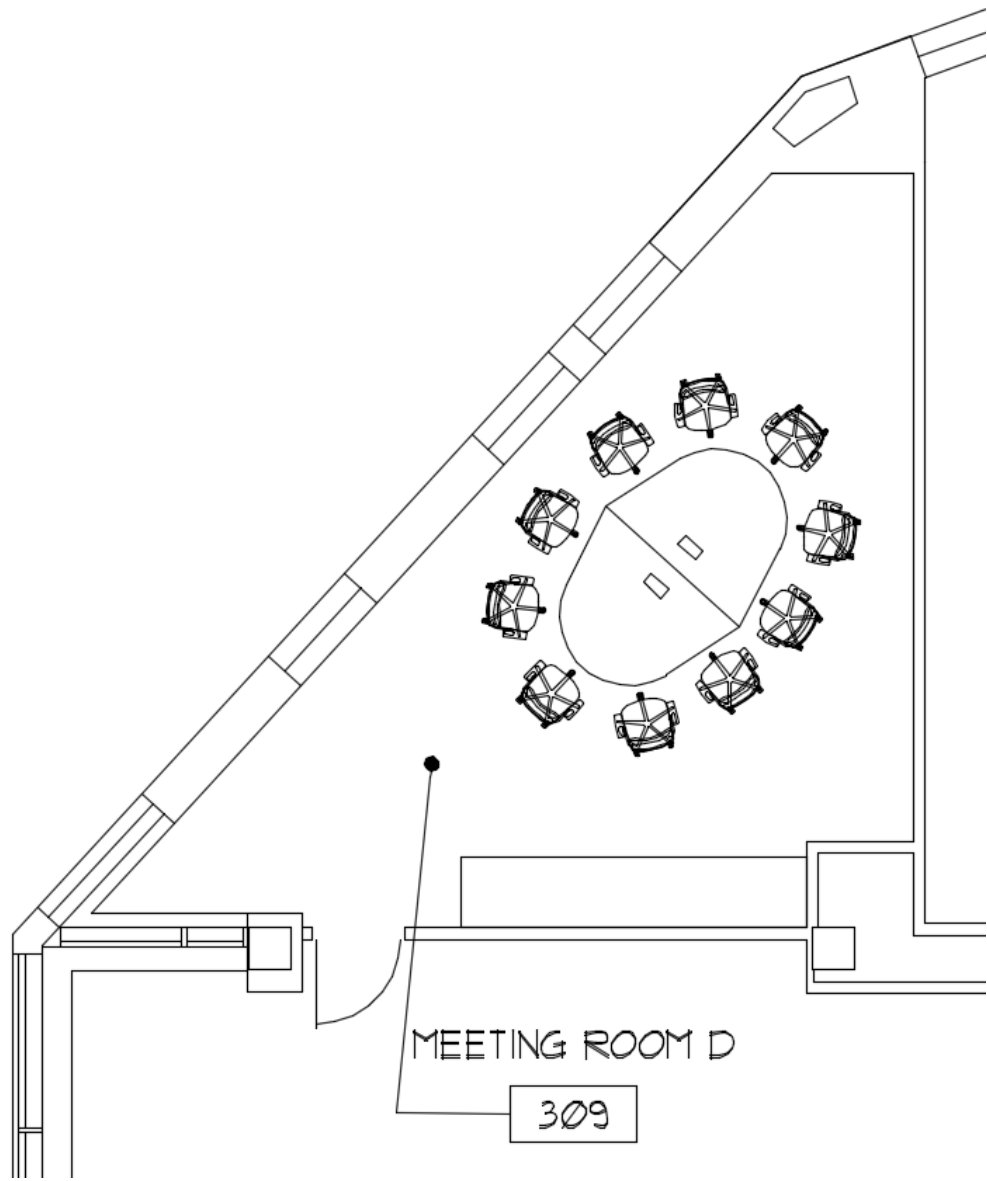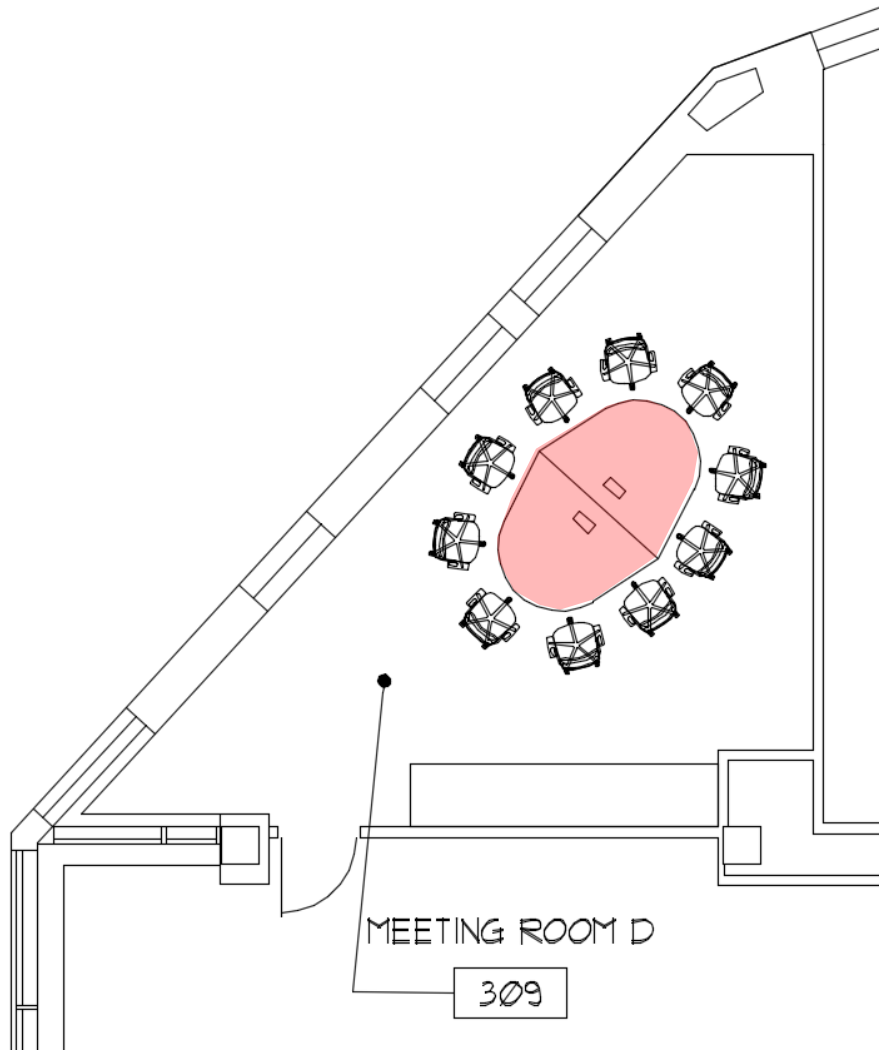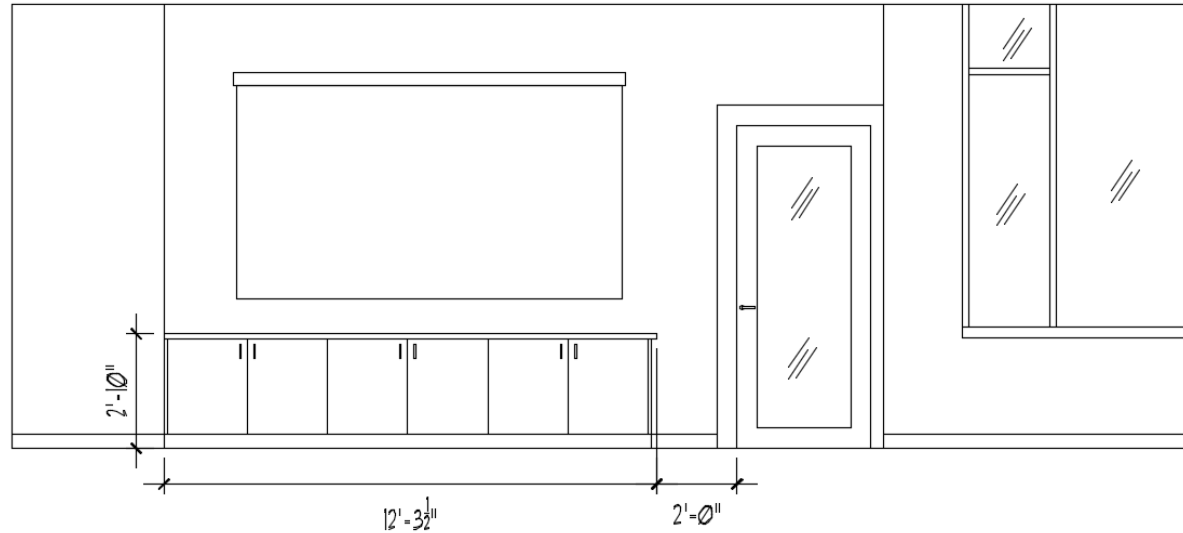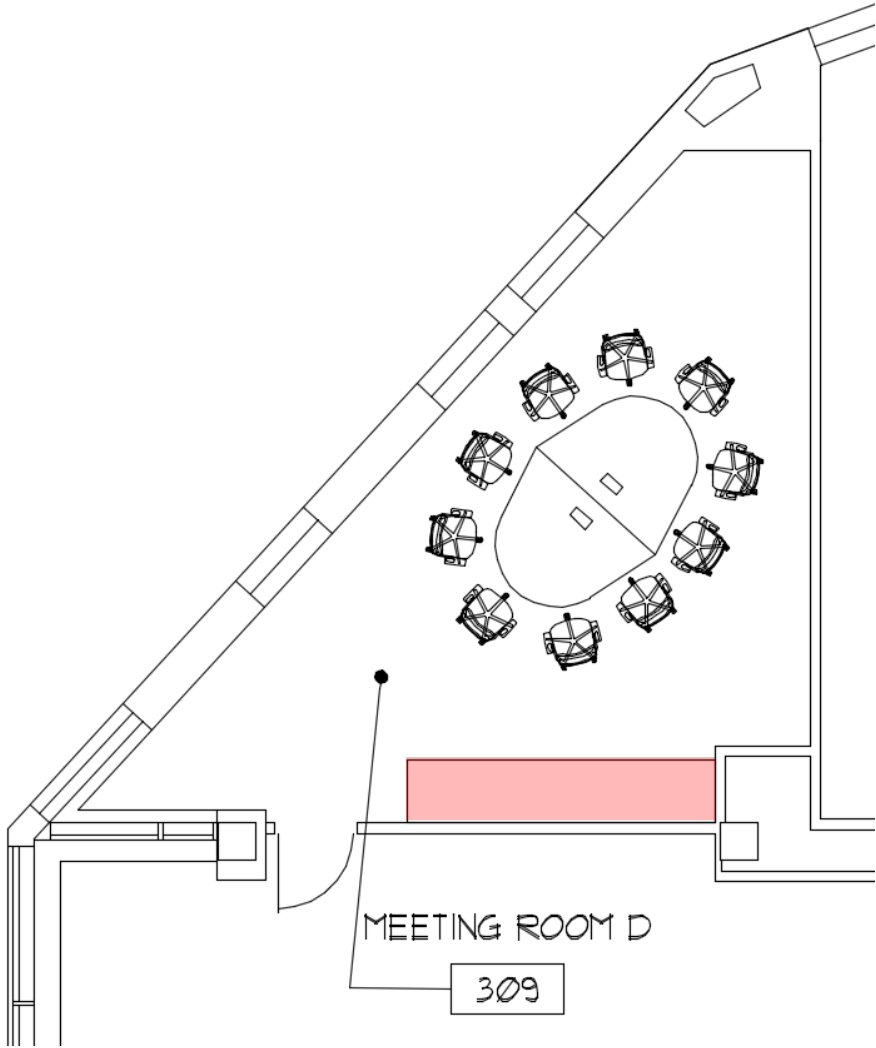
NEW CUSTOM CREDENZA ELEVATION

2'-10"

12'-3½"

2'-0"

MEETING ROOM D

309

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | FURNITURE

MEETING ROOM D

TRIA
ARCHITECTURE

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | CARPET
MEETING ROOM D

TRIA
ARCHITECTURE

MEETING ROOM D

309

23'-9¼"

20'-0"

6'-0"

2'-0"

1'-0"

1'-0"
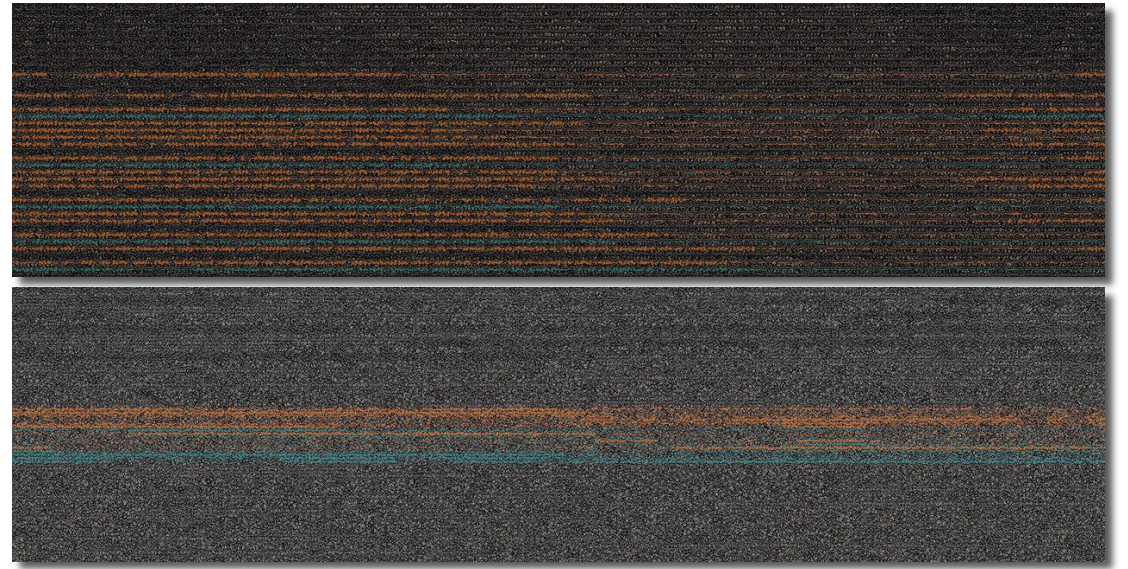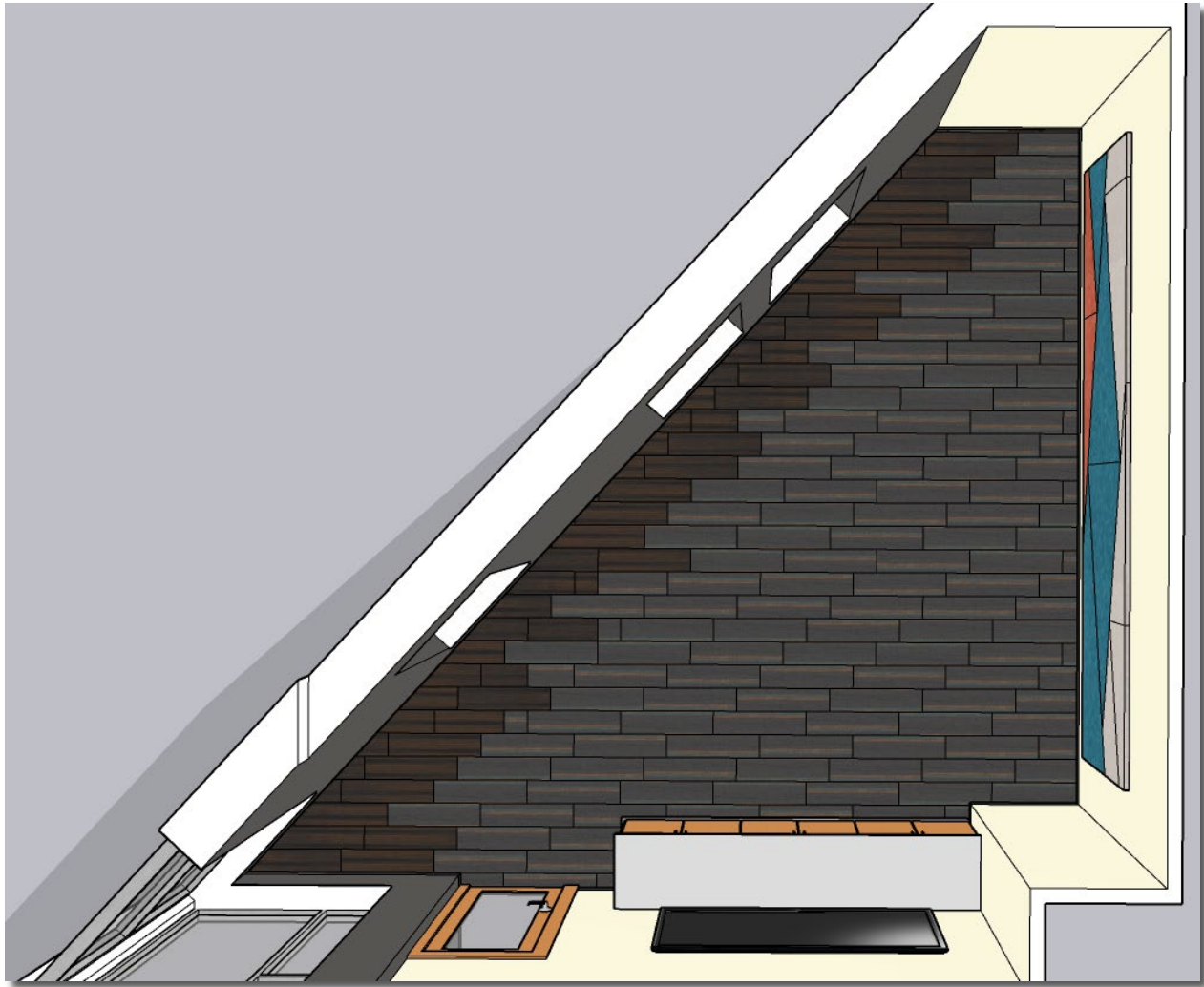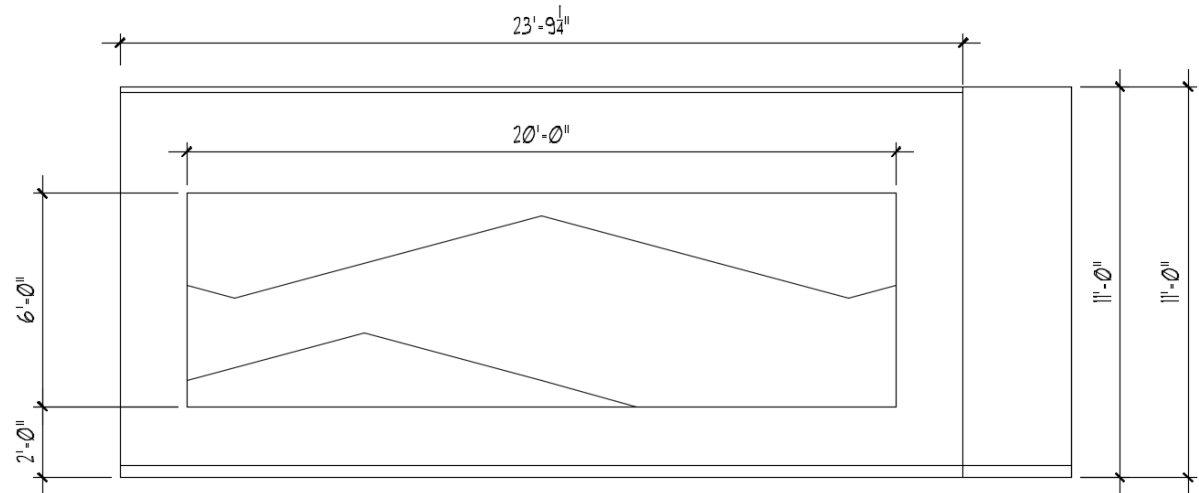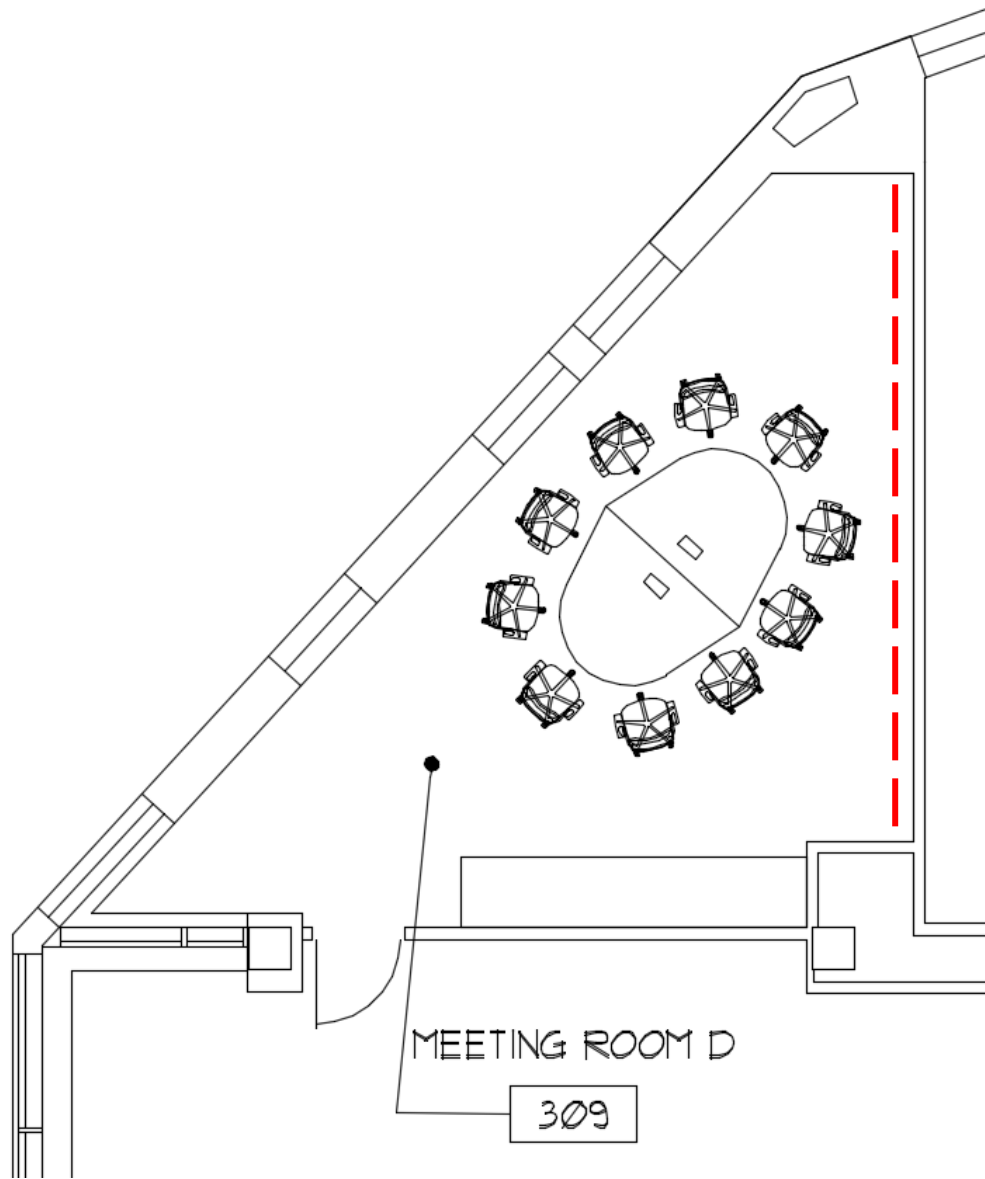
NEW ACOUTICAL PANEL ELEVATION

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | ACOUSTICAL PANEL CONCEPT
MEETING ROOM D
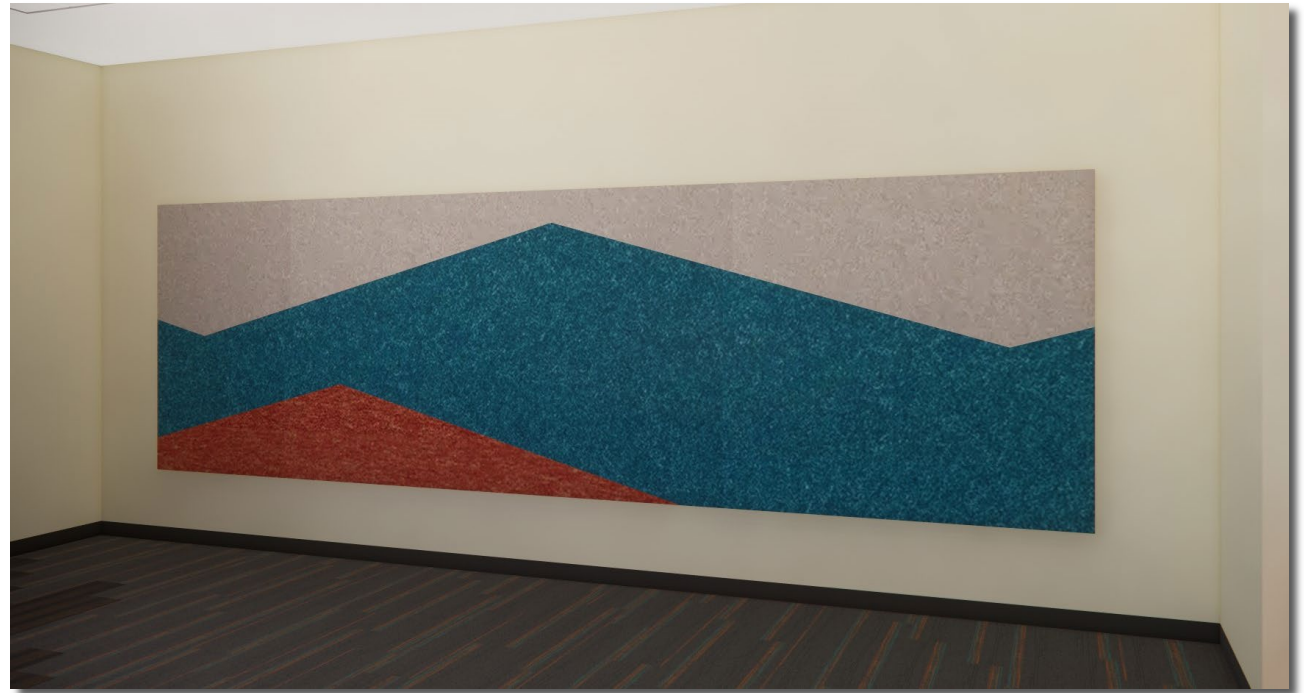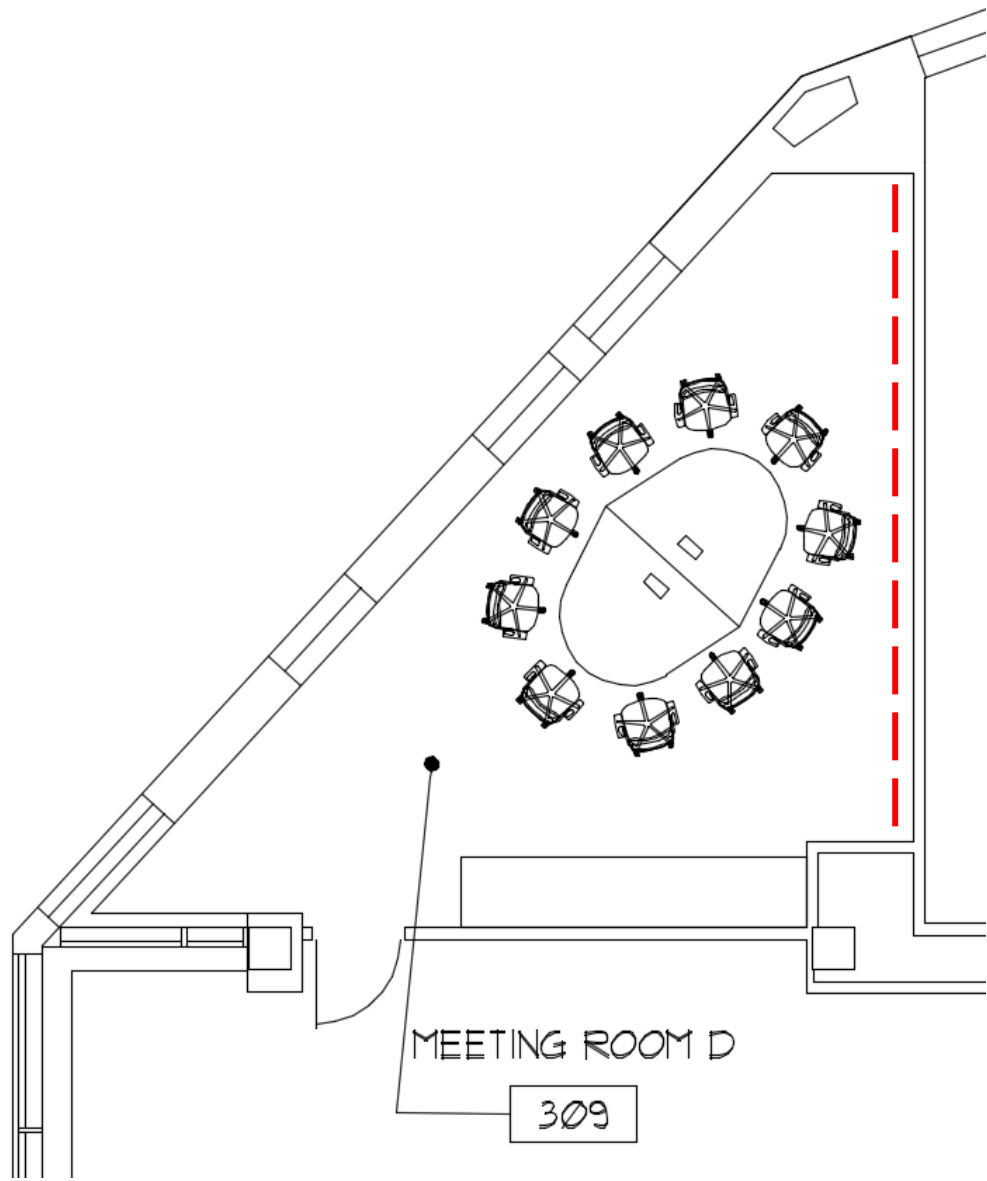
TRIA
ARCHITECTURE

NEW WALL MOUNTED ACOUSITCAL PANEL DESIGN
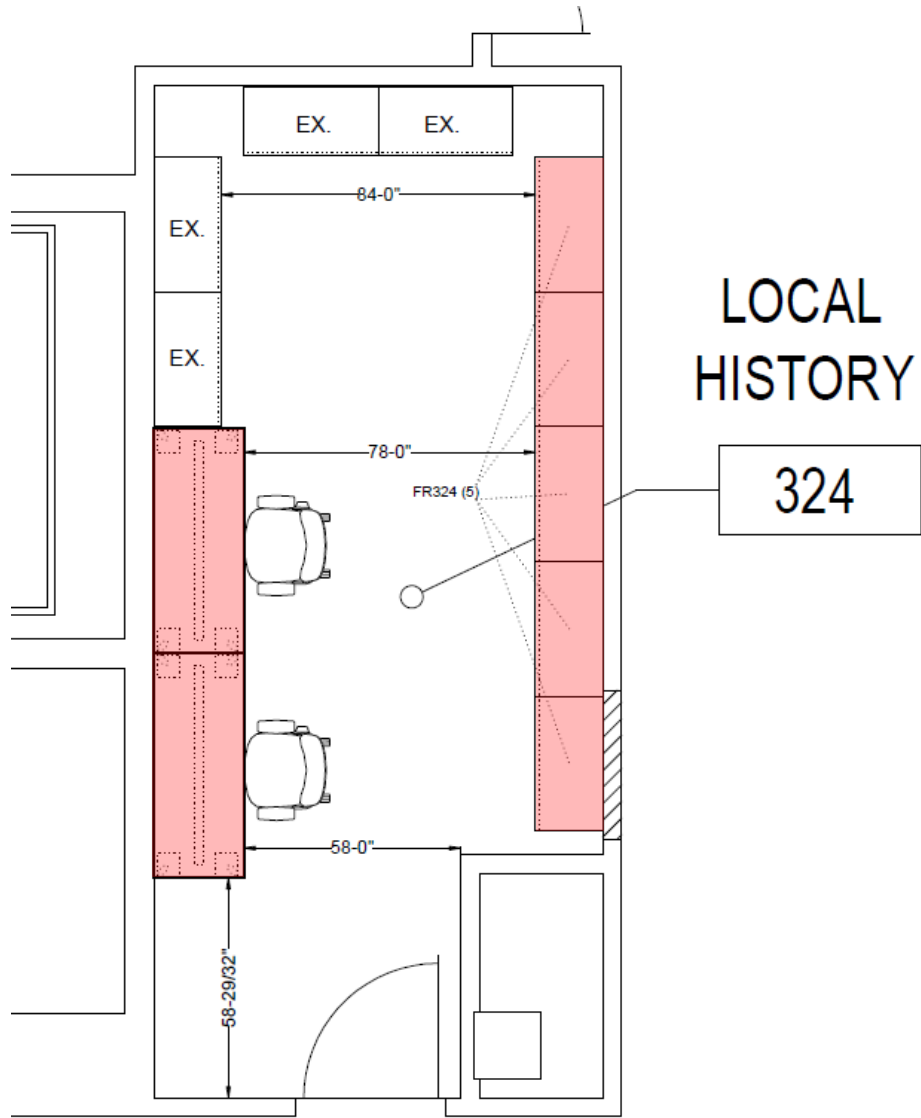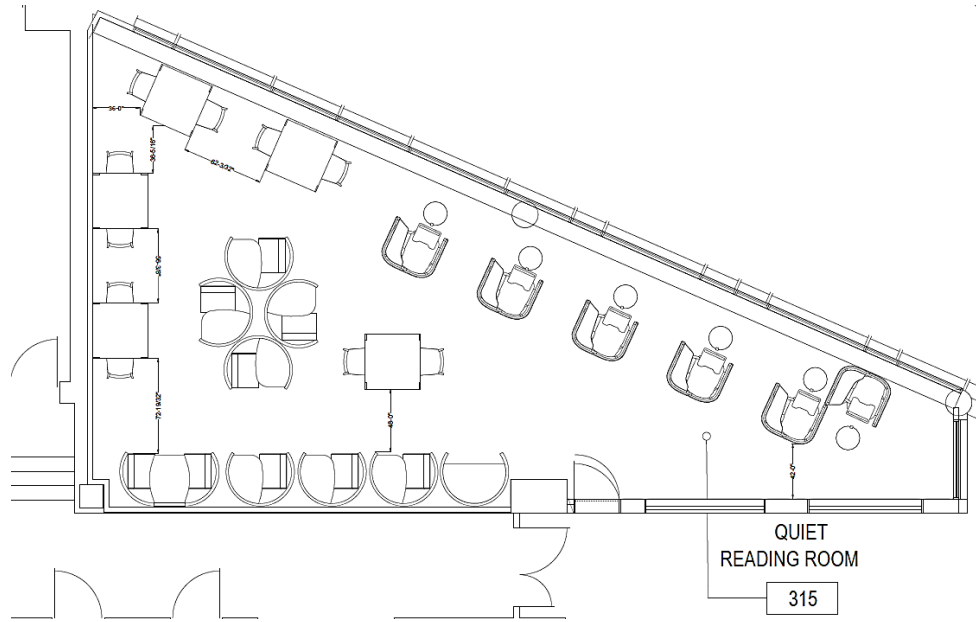
MEETING ROOM D

309

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | ACOUSTICAL PANEL CONCEPT
MEETING ROOM D

TRIA
ARCHITECTURE

LOCAL
HISTORY

324

FR324 (5)

84-0"

78-0"

58-0"

58-29/32"

EX. EX. EX. EX.

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | FURNITURE
NEW LOCAL HISTORY ROOM

TRIA
ARCHITECTURE

QUIET
READING ROOM

315

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | FURNITURE
QUIET READING ROOM

TRIA
ARCHITECTURE

ONE-DOOR LOW-PROFILE CONNECTOR COVER

TWO-DOOR LOW-PROFILE CONNECTOR COVER

NEMA MONUMENT CONNECTOR COVER provides four standard three-prong plug (NEMA 5-15) receptacles

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | FURNITURE
QUIET READING ROOM

TRIA
ARCHITECTURE
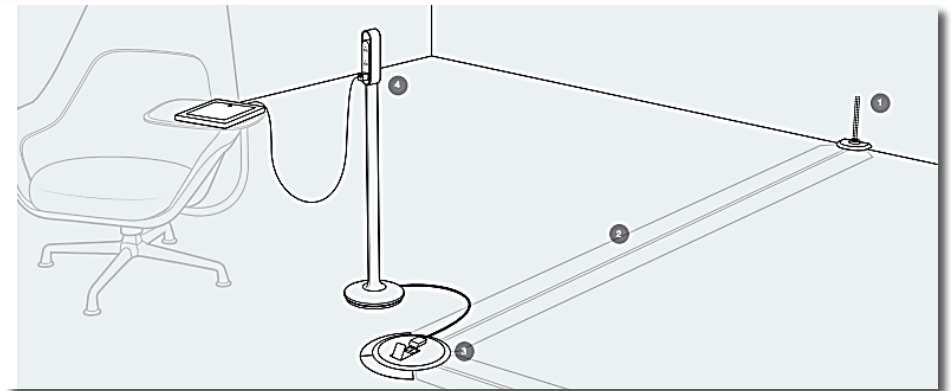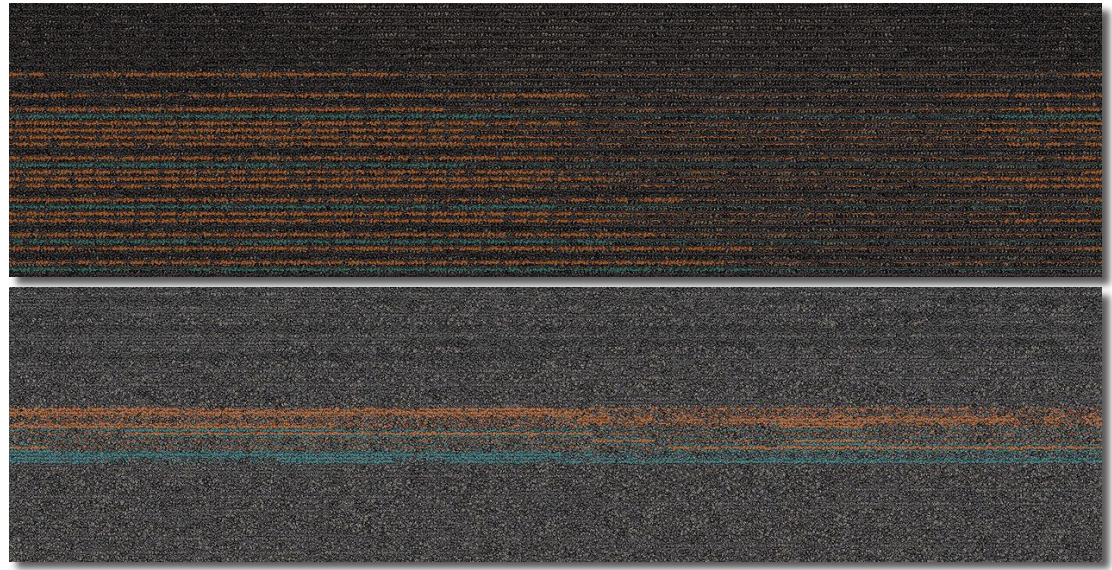
Ground Waves Verse
104902 Iron/Colors
25 x 100 cm

Harmonize & Ground Waves Collection - Ground Waves
104054 Iron Colors
25 x 100 cm
Installed Ashlar

QUIET
READING ROOM

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | CARPET
QUIET READING ROOM

TRIA
ARCHITECTURE

Interface
PRODUCT GROUND WAVES VERSE **COLOR** 104902 IRON COLORS **SIZE** 25 cm x 1 m **INSTALLED** ASHLAR
PRODUCT GROUND WAVES **COLOR** 104054 IRON COLORS **SIZE** 25 cm x 1 m **INSTALLED** ASHLAR
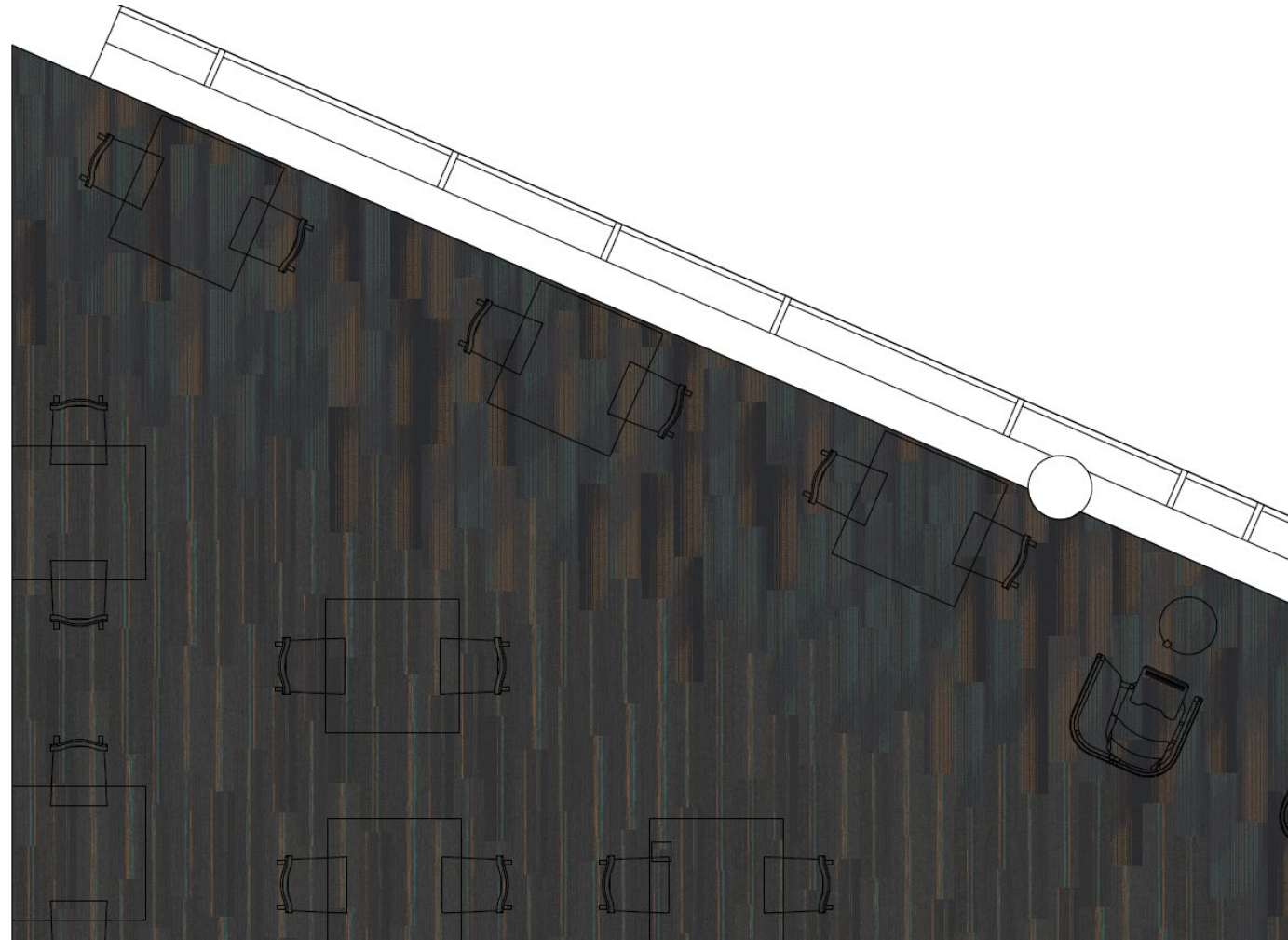
FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | CARPET
QUIET READING ROOM
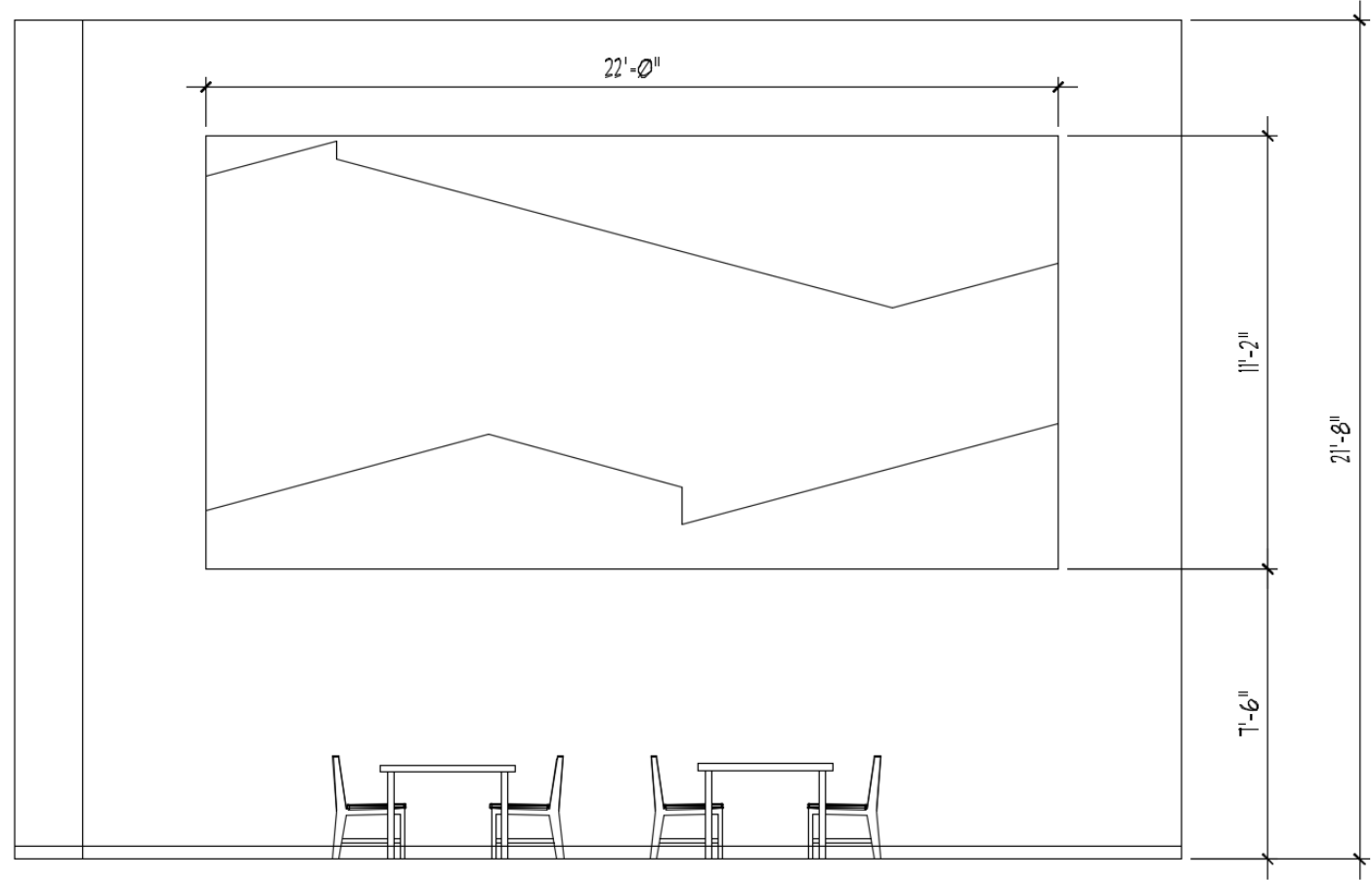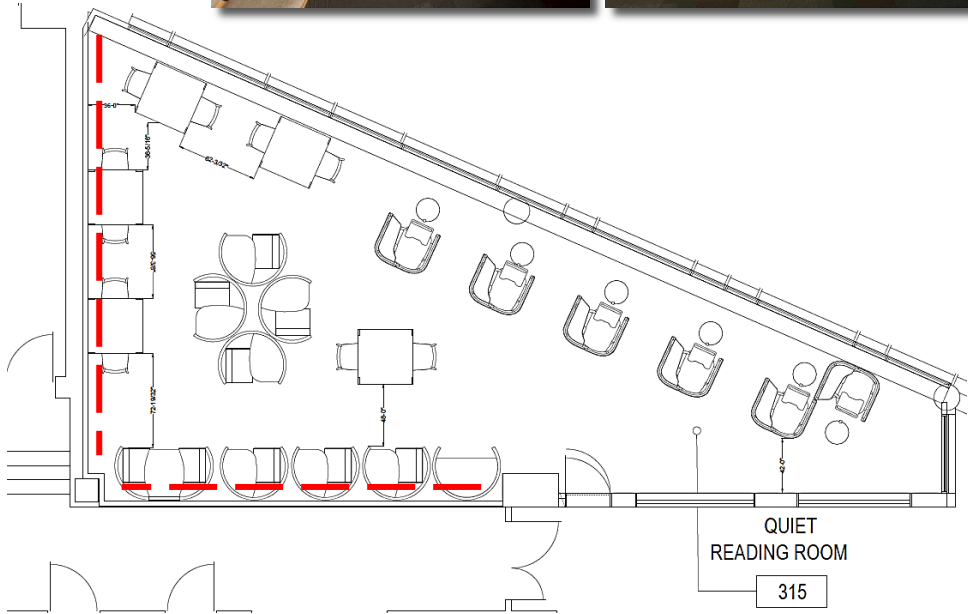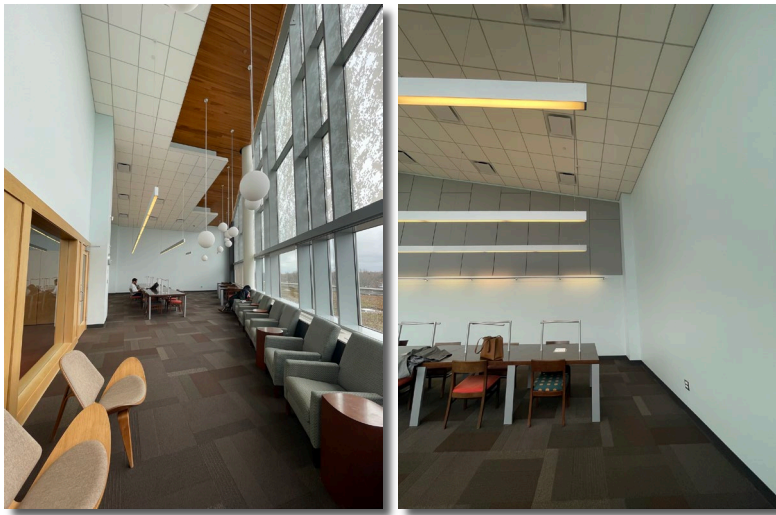
TRIA
ARCHITECTURE

22'-0"

11'-2"

21'-8"

7'-6"

NEW ACOUTICAL PANELS ELEVATION

QUIET
READING ROOM

315

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | ACOUSTICAL PANEL CONCEPT
QUIET READING ROOM

TRIA
ARCHITECTURE

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | ACOUSTICAL PANEL CONCEPT
QUIET READING ROOM

QUIET
READING ROOM
315

TRIA
ARCHITECTURE
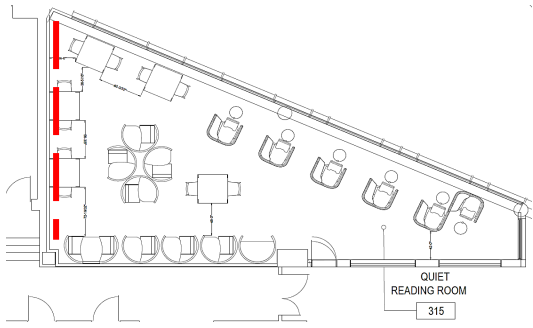
NEW LINEAR LIGHTING OPTION

FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | LIGHTING
QUIET READING ROOM

TRIA
ARCHITECTURE

Fountaindale Public Library District

Interior Lighting Replacement

October 19, 2023

TRIA
ARCHITECTURE

TRIA
ARCHITECTURE

Larson Engineering, Inc.
ELECTRICAL ENGINEER

LOWER LEVEL REFLECTED CEILING PLAN

ISSUED: XX/XX/XX
DRAWN BY:
PROJECT MANAGER: KLM
REVISIONS
PROJECT NUMBER: 23-0445

A7.00

1 LOWER LEVEL REFLECTED CEILING PLAN
   1/8" = 1'-0"

TRIA ARCHITECTURE

Larson Engineering, Inc.
ELECTRICAL ENGINEER

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
2024 INTERIOR LIGHTING RENOVATIONS
300 W BRIARCLIFF RD.
BOLINGBROOK IL, 60440

FIRST FLOOR REFLECTED CEILING PLAN

A7.10

1 FIRST FLOOR REFLECTED CEILING PLAN
   1/8" = 1'-0"

TRIA ARCHITECTURE

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
2024 INTERIOR LIGHTING RENOVATIONS
300 W BRIARCLIFF RD.
BOLINGBROOK IL, 60440

SECOND FLOOR REFLECTED CEILING PLAN

A7.20

1 SECOND FLOOR REFLECTED CEILING PLAN
1/8" = 1'-0"

Room labels:
YOUNG ADULT SERVICES
COMPUTER LAB
SECOND FLOOR STACKS
LIBRARY
ELECTRICAL ROOM
STAIR 2
MECHANICAL
CORRIDOR
TELECOM ROOM
FIRST AID STATION
STAIR 1
WOMEN'S RESTROOM
MEN'S RESTROOM
STAFF LOUNGE
JANITOR'S CLOSET
MEN'S RESTROOM
WOMEN'S RESTROOM
STORAGE
OFFICE
BOARD ROOM
STAIR 3
TECHNICAL SERVICES WORKROOM
STORAGE
CONFERENCE
STAFF ROOM
ADMINISTRATION WORKROOM
CORRIDOR
OFFICE
GRAPHICS OFFICE
OFFICE
STORAGE
CITY OFFICE
OFFICE

A7.30

THIRD FLOOR REFLECTED CEILING PLAN
XX/XXXXX
DRAWN BY:
PROJECT MANAGER: KLM
PROJECT NUMBER: 23-0426
REVISIONS

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
2024 INTERIOR LIGHTING RENOVATIONS
300 W BRIARCLIFF RD.
BOLINGBROOK IL, 60440

QUIET
READING ROOM
315

ELECTRICAL
ROOM
321

STAIR 2

STAIR 1

TELECOM
ROOM
322

LOBBY
325

THIRD FLOOR
STACKS
301

MECHANICAL
312

JANITOR'S
CLOSET
324

WOMEN'S
RESTROOM
320

STAIR 2

CROSSOVER
319

GENERAL
STORAGE
314

MEN'S
RESTROOM
323

STORAGE
313

MEN'S
RESTROOM
318

GENERAL
STORAGE
305

OFFICE
311

WOMEN'S
RESTROOM
317

ADULT SERVICES
WORKROOM
310

STAIR 3

STORAGE
309

LOCAL
HISTORY
308

THIRD FLOOR REFLECTED CEILING PLAN
1/8" = 1'-0"

Proposed Light Fixture Selections

Existing Fixture

Peerless®
Lighting for People®

SPECIFICATIONS

CERRA 10 Indirect/Direct LED

Type:

Project:

10CRM4L | LED | I/D | Suspended

Patent Pending

HIGHLIGHTS

- Total System Integration features 5-year limited warranty by Acuity Brands covering all components and construction

- 4', 8' and 12' sections

- Up to 115 lm/W

- Four lumen packages

- High performance batwing distribution using injection-molded optic

- Dual dimming options

- Flicker-free dimming to dark (0.1%) powered by eldoLED® driver

- Integrated nLight® for system networking wired and wireless (optional)

- Integrated nLight sensor for daylight dimming and/or occupancy detection (optional)

- Flat or sculptured end caps

- White, aluminum or custom color

- UGR data available on Page 4

DIMENSIONS

☐ **SSH**

☐ **SBL**

2 5/8"

10"
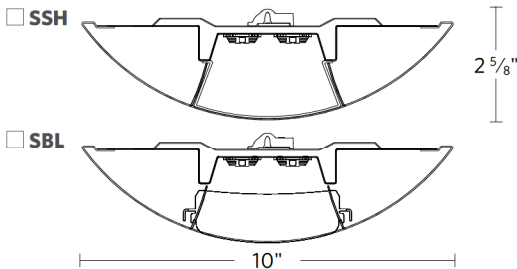
DETAILS
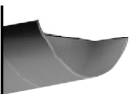
Sculptured End Cap

COMPANION LUMINAIRE(S)
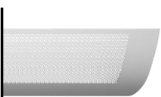
Cerra Wall CRW7L

Cerra Wall CRW4L

CUSTOMIZATION

Ask us about the following possibilities: Higher lumen outputs up to 6800 lumens, alternate distributions, alternate voltages, additional mounting options, custom colors, higher CRI and other modifications.

LUMEN PACKAGES   Based on 80CRI @ 3500K. Additional outputs and color temperatures available.

10CRM4L 35K	Indirect/Direct LED Output	Delivered Lumens Per Foot	Input Watts Per Foot	Lumens Per Watt
SBL	I1000LMF/500LMF	1431	13	108
SSH	I1000LMF/500LMF	1529	13	115

STANDARD DISTRIBUTION

I1000LMF/500LMF
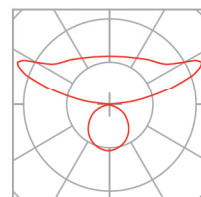
I1000LMF 500LMF 80CRI SSH 35K
6114 Delivered lumens per 4' section
115 lm/W

Existing Fixture
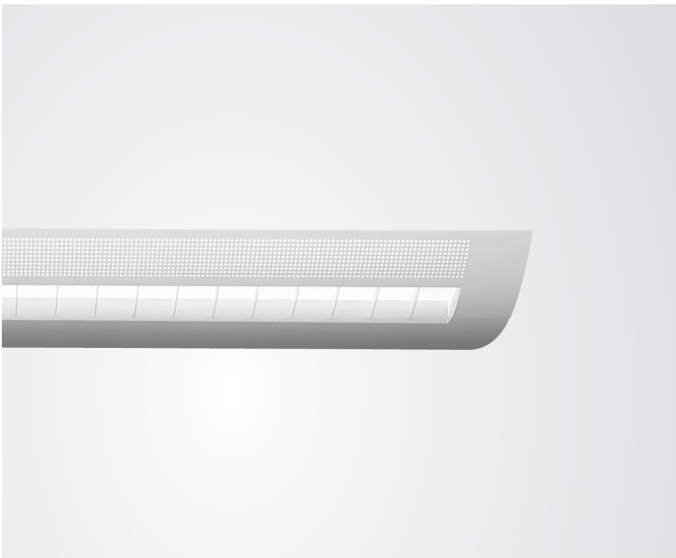
Peerless®
Lighting for People®

Cerra® Wall LED Lightvent

CRW4L | LED | Indirect | Wall

HIGHLIGHTS

- Total System Integration features 5-year limited warranty by Acuity Brands covering all components and construction

- 4' and 8' sections

- Up to 107 lm/W

- Two lumen packages

- High performance asymmetric indirect distribution using injection molded optic

- Flicker-free dimming to dark (0.1%) powered by eldoLED® driver

- Flat or sculptured end caps

- White, black, aluminum or custom color

- LED Lighting Facts® partner

DIMENSIONS

☐ CRW4L

2 ¹¹⁄₁₆"

7 ⁵⁄₈"
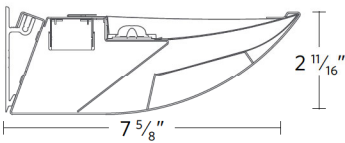
DETAILS
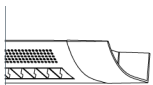
Perforation;
Sculptured End Cap
Option: PERF; SCEP

No Perforation;
Sculptured End Cap
Option: NOPERF; SCEP

COMPANION LUMINAIRE(S)

7CRM3L Cerra
LED Lightvent

LUMEN PACKAGES Based on 3500K. Additional color temperatures available.

Indirect LED Ouput	I500LMF	I900LMF
Delivered Lumens Per Foot	537	894
Input Watts Per Foot	5	9.2
Lumens Per Watt	107	97

DISTRIBUTION

97% Up | 3% Down

CUSTOMIZATION

Ask about the following possibilities: Integrated nLight module for system networking, higher lumen outputs, alternate section lengths, alternate distributions, alternate voltages, additional mounting options, custom colors, higher CRI and R9 values and other modifications.

Existing Fixture

LITHONIA LIGHTING®
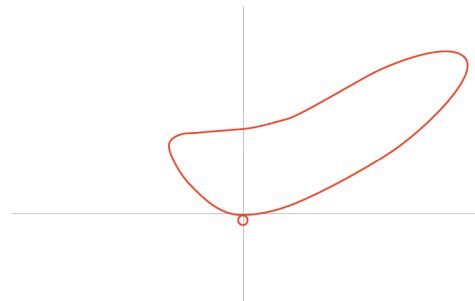
FEATURES & SPECIFICATIONS

INTENDED USE — The GTL LED recessed troffer offers a wide range of lumen packages, color temperatures, and lens options to meet the lighting needs for a wide range of applications such as schools, offices, and hospitals. The light engine delivers long life and excellent color to ensure a sound quality, low-maintenance lighting installation. **Certain airborne contaminants can diminish the integrity of acrylic and/ or polycarbonate. Click here for Acrylic-Polycarbonate Compatibility table for suitable uses.**

CONSTRUCTION — Housing formed from 22 gauge cold-rolled steel. Smooth hemmed sides and smooth inward formed end flanges for safe handling. Includes integral T-bar clips. Lighter-weight fixture allows for safe, easy installation.

OPTICS — Highly transmissive pattern #12 lens diffuses the light source without compromising output. Pattern # 19 and satin white lens options also available.

ELECTRICAL — Long-life LEDs, coupled with high-efficiency drivers, provide extended service life. 80% LED lumen maintenance at 72,000 hours (L80/72,000).

eldoLED driver options deliver choice of dimming range, and choices for control, while assuring flicker-free, low-current inrush, 89% efficiency and low EMI.

Optional nLight® embedded controls make each luminaire addressable - allowing it to digitally communicate with other nLight enabled controls such as dimmers, switches, occupancy sensors and photocontrols. Simply connect all the nLight enabled control devices and the GTL luminaires using standard Cat-5 cabling. Unique plug-and-play convenience as devices and luminaires automatically discover each other and self-commission.

Lumen Management: Unique lumen management system (option N80) provides onboard intelligence that actively manages the LED light source so that constant lumen output is maintained over the system life, preventing the energy waste created by the traditional practice of over-lighting.

The step-level dimming option (SLD) allows the system to be switched to 50% power for compliance with common energy codes while maintaining fixture appearance.

Ballast disconnect is provided where required to comply with U.S. and Canadian codes.

INSTALLATION — LED boards include plug-in connectors for easy of upgradeability. Suitable for direct insulation contact. Suitable for damp location.

LISTINGS — CSA certified to meet U.S. and Canadian standards. IC rated. DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

BUY AMERICAN ACT — Product with the BAA option is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT regulations. Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express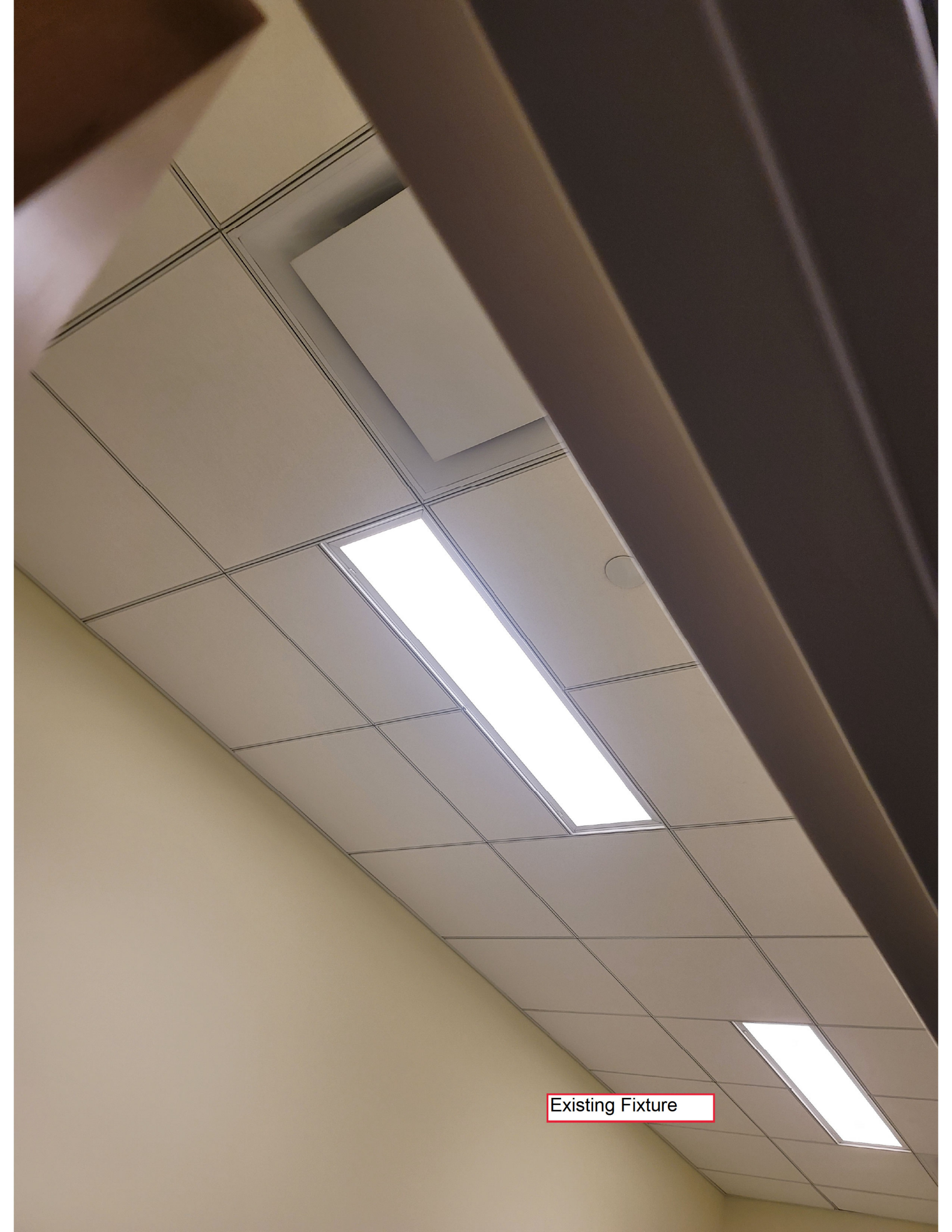 and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

GTL Series

GTL

1' x 4'
LED Recessed Troffer

BAA | CSA+ CAPABLE | DLC LISTED | LED | nLIGHT

Specifications

Length:	47.75 (121.3)
Width:	11.75 (29.8)
Depth:	4.5 (11.4)

All dimensions are inches (centimeters) unless otherwise indicated.

CSA+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning.

- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency

- This luminaire is part of an A+ Certified solution for nLight® control networks when ordered with drivers marked by a shaded background*

- This luminaire is part of an A+ Certified solution for nLight control networks, providing advanced control functionality at the luminaire level, when selection includes driver and control options marked by a shaded background*

To learn more about A+, visit www.acuitybrands.com/aplus.

*See ordering tree for details

Existing Fixture

LITHONIA LIGHTING®

Catalog Number	
Notes	
Type	

CPX LED PANEL

Configurable

1' x 4', 2' x 2' and 2' x 4'

FEATURES & SPECIFICATIONS

INTENDED USE — The CPX Series LED is a low-glare back-lit panel featuring an external driver. This cost-effective, reliable flat panel is visually comfortable and can be recessed mounted. Suitable for many applications such as schools, offices, retail, convenience stores, hospitals, healthcare facilities and other commercial spaces. A typically configured CPX features a Unified Glare Rating (UGR) starting at 17. Certain airborne contaminants can diminish the integrity of acrylic. Click here for Acrylic Environmental Compatibility table for suitable uses. U.S. Patent No. 10,681,784.

CONSTRUCTION — A metal frame with satin white lens provides excellent shielding and uniform luminance. CPX's low-profile design provides increased installation flexibility especially in restricted plenum spaces. The back plate includes integral T-bar clips for installation into T-grid ceilings.

ELECTRICAL — Direct-lit Panel with Long-Life LEDs, coupled with a high-efficiency driver, provide superior illumination for extended service life. Greater than 70% LED lumen maintenance at 60,000 hours (L80>60,000). 0-10V dimming driver. Options available for dimming to 1% or 10%. Contains non-isolated dimming leads.

Integrated Wireless Sensor (single room control) — SensorSwitch wireless dimming (JOT) or luminaire embedded occupancy sensor control (VPIR15) with JOT pairing for wall switch On/Off/Dimming control or auto off when the space is unoccupied. See page 8 for more details of the integrated wireless sensor.

Integrated Sensor (nLight® Wired Networking) — This sensor is nLight-enabled, meaning it has the ability to communicate over an nLight network. When wired, using CAT-5 cabling, with other nLight-enabled sensors, power packs, or WallPods, an nLight control zone is created. Once linked to a Gateway, directly or via a Bridge, the zone becomes capable of remote status monitoring and control via SensorView software.

Integrated Smart Sensor (nLight Air Wireless Platform) — The RES7 sensor is nLight AIR enabled, meaning it has the ability to communicate over the wireless nLight control platform. It is available with an automatic dimming photocell, and either a digital PIR or a microphonics (PDT) dual technology occupancy sensor. It pairs to other luminaires and wall switches through our mobile app, CLAIRITY+, which allows for simple sensor adjustment.

LISTINGS — CSA certified to meet US and Canadian standards. Damp location listed. IC rated. IP5X Rated. DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified. Rated for NSF/ANSI Standard 2 - Light Fixture for Splash Zone and Non-Food Zone. NOM Certified.

BUY AMERICAN ACT — Product with the BAA option is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT regulations. Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

[57 mm] 2.25 in

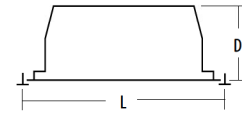† Tested in accordance with ISO 14644-14; suitable for ISO Class 5-9 positive and negative pressure clean rooms.

Embed nLight controls today. Prepare for tomorrow.

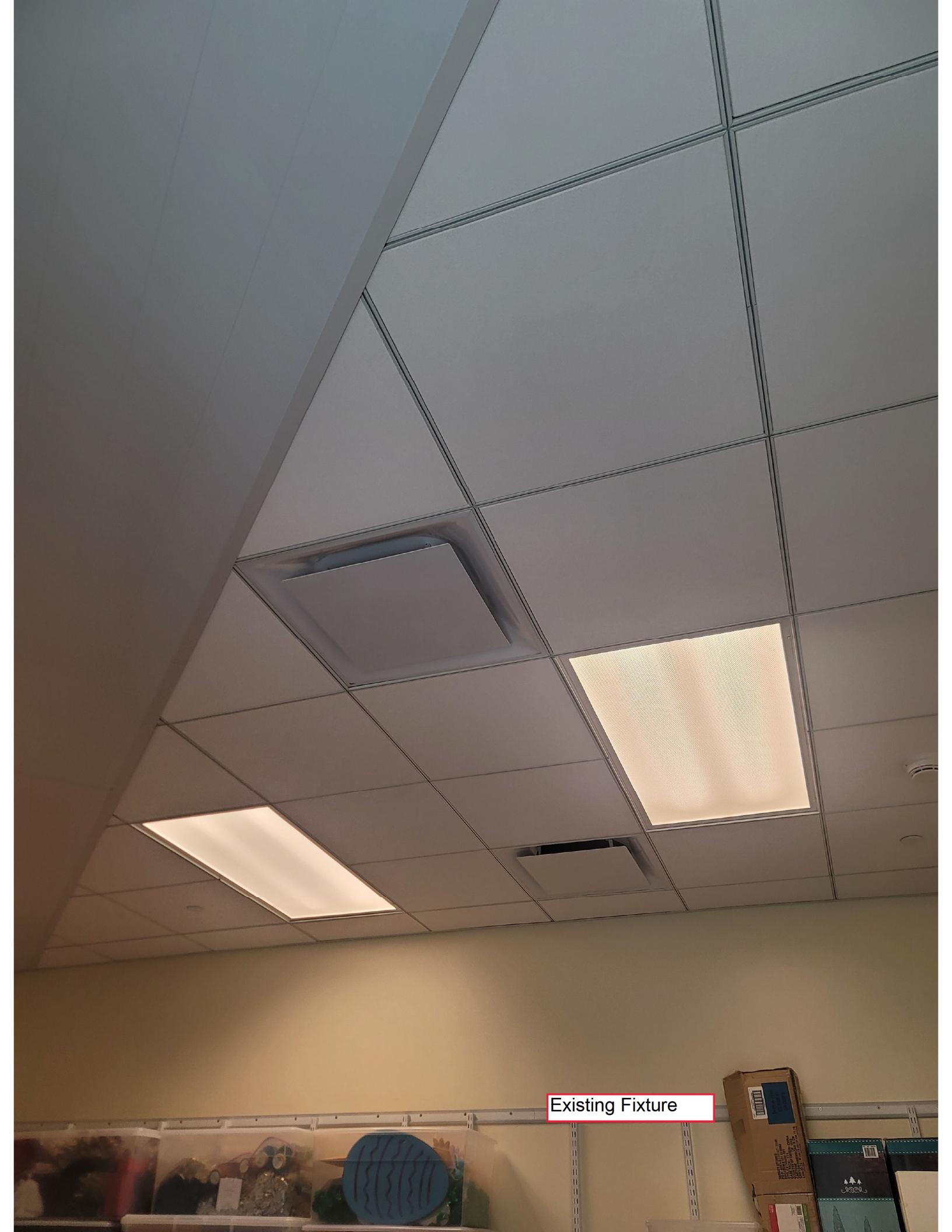| Now	Tomorrow
User-friendly install	Scalability
Enhanced energy savings	Space configuration
Code compliance	Future-ready

⊂A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning.

- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency

- This luminaire is part of an A+ Certified solution for nLight® control networks when ordered with drivers marked by a shaded background*

- This luminaire is part of an A+ Certified solution for nLight control networks, providing advanced control functionality at the luminaire level, when selection includes driver and control options marked by a shaded background*

To learn more about A+, visit www.acuitybrands.com/aplus.

*See ordering tree for details

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Existing Fixture

SPECIFICATIONS

TYPE:

PROJECT:

WHISPER
LED TROFFER

HIGHLIGHTS

- Clean, simple design with sloping side panels
- 2000 to 9000 lumen packages available
- From 114 to 143 lumens per watt (LPW), depending on size, lens, lumen combination
- 1X4, 2X2, and 2X4 sizes available
- Three center shielding options
- UGR data on page 4

DIMENSIONS

12" x 48" O.C. GRID CENTERS — 4 1/2

24" x 24" O.C. GRID CENTERS — 4 1/2

24" x 48" O.C. GRID CENTERS — 4 1/2

DISTRIBUTION

Soft White Acrylic (SWC)

Micro-Prismatic Conical De-Glaring Lens (YBC)

Hexagonal De-Glare Center (GHC)
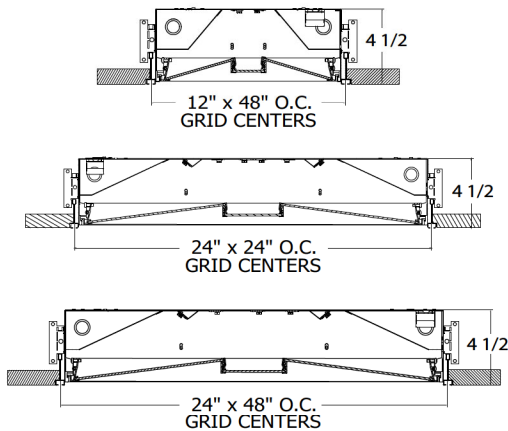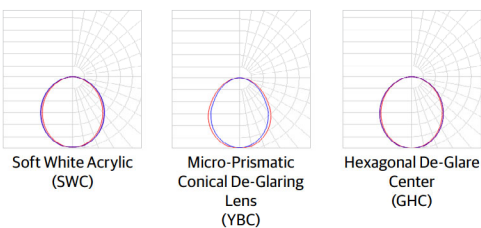
FIXTURE PERFORMANCE

Size	Nominal Lumens	Delivered Lumens	Input Watts	LPW
1x4	2000LM	1946	16	122
	2500LM	2516	21	123
	3000LM	3039	25	120
	3300LM	3327	28	119
	3500LM	3526	30	118
	4000LM	3903	33	117
	4500LM	4529	38	120
	4800LM	4812	41	119
	5000LM	5035	41	122
	5500LM	5546	46	121
	6000LM	6051	51	119
	6500LM	6550	56	118
	7000LM	7042	61	116
	7200LM	7232	63	116
	7500LM	7546	62	121
	8000LM	7808	65	120
2x2	2000LM	2013	16	129
	2500LM	2494	20	127
	3000LM	2969	24	125
	3300LM	3264	27	123
	3500LM	3468	28	123
	4000LM	3960	32	123
	4500LM	4473	38	118
	4800LM	4755	40	118
	5000LM	4951	42	119
	5500LM	5422	46	117
	6000LM	5913	52	114
	6500LM	6433	52	124
	7000LM	6912	56	123
	7200LM	7107	58	122
	7500LM	7412	61	122
	8000LM	7880	66	120
	8200LM	8098	68	120
2x4	3000LM	3014	21	143
	3300LM	3310	24	137
	3500LM	3554	26	137
	4000LM	4326	31	140
	4500LM	4546	34	132
	4800LM	4838	37	131
	5000LM	5012	38	131
	5500LM	5527	42	131
	6000LM	6033	47	129
	6500LM	6529	51	127
	7000LM	7052	56	127
	7200LM	7214	57	126
	7500LM	7535	60	125
	8000LM	8032	65	123
	8200LM	8238	67	123
	8500LM	8542	70	122
	9000LM	10106	77	131

*Based on 35K 80CRI with SWC center shielding

Declare.   ds   BAA   (wifi)   LOW UGR   eldoLED your product | our drive   nLIGHT ENABLED

AcuityBrands.

Existing Fixture

LITHONIA LIGHTING®

Catalog Number	
Notes	
Type	

BLT Series LED

BLT4

ADP Diffuser Option

1' x 4' LED

SDSM Diffuser Option

FEATURES & SPECIFICATIONS

INTENDED USE — The BLT Best-in-Value Low Profile LED luminaire features a popular center basket design that offers a clean, versatile style and volumetric distribution. High efficacy LED light engines deliver energy savings and low maintenance compared to traditional sources. An extensive selection of configurations and options make the BLT the perfect choice for many lighting applications including schools, offices and other commercial spaces, retail, hospitals and healthcare facilities. The low profile BLT design (2-3/4") also makes it an excellent choice for renovation projects.

CONSTRUCTION — Prior to fabrication, BLT components are coated with a proprietary paint blend and die-formed for dimensional consistency.

The BLT reflector is available in both smooth and ribbed finishes. Choose RB from the fixture style section below for a ribbed finish.

End plates contain easy-to-position integral T-bar clips for securely attaching the luminaire to the T-grid. For additional T-grid security, optional screw on T-bar clips are available.

Diffusers are extruded from impact modified acrylic for increased durability.

LED boards and drivers are accessible from the plenum.

OPTICS — Volumetric illumination is achieved by creating an optimal mix of light to walls, partitions and vertical and horizontal work surfaces – rendering the interior space, objects and occupants in a more balanced, complimentary luminous environment. A typically configured BLT4 features a **Unified Glare Rating (UGR)** starting at 17, UGR data available on page 8. High performance extruded acrylic diffusers conceal LEDs and efficiently deliver light in a volumetric distribution. Five diffuser choices available - curved and square designs with ribbed or a smooth frosted finish.

ELECTRICAL — Long-life LEDs, coupled with high-efficiency drivers, provide superior quantity and quality of illumination for extended service life. 80% LED lumen maintenance at 60,000 hours (L80/60,000). Color Variation within 3-step MacAdam ellipse (3SDCM).

Non-Configurable BLT: Generic 0-10 volt dimming driver. Dims to 10%

Configurable BLT: available in High Efficiency (HE) versions for applications where a lower wattage (over the standard product) is required. The High Efficiency versions deliver >130 LPW and can be specified via the Lumen Package designations in the Ordering Information below.

eldoLED driver options deliver choice of dimming range, and choices for control, while assuring flicker-free, low-current inrush, 89% efficiency and low EMI.

Optional integrated nLight®controls make each luminaire addressable - allowing them to digitally communicate with other nLight enabled controls such as dimmers, switches, occupancy sensors and photocontrols. Connection to nLight is simple. It can be accomplished with integrated nLight AIR wireless RIO, RES7 sensors, or through standard Cat-5 cabling. nLight offers unique plug-and-play convenience as devices and luminaires automatically discover each other and self-commission. nLight AIR is commissioned easily through an intuitive mobile app.

Lumen Management: Unique lumen management system (option N80) provides on board intelligence that actively manages the LED light source so that constant lumen output is maintained over the system life, preventing the energy waste created by the traditional practice of over-lighting.

Step-level dimming option allows system to be switched to 50% power for compliance with common energy codes while maintaining fixture appearance.

SENSOR — Integrated sensor (individual control): Sensor Switch MSD7ADCX ((Passive infrared (PIR)) or MSDPDT7ADCX ((PIR/Microphonics Dual Tech (PDT)) integrated occupancy sensor/automatic dimming photocell allows the luminaire to power off when the space is unoccupied or enough ambient light is entering the space. See page 4 for more details on the integrated sensor.

Integrated Sensor (nLight Wired Networking): This sensor is nLight-enabled, meaning it has the ability to communicate over an nLight network. When wired, using CAT-5 cabling, with other nLight-enabled sensors, power packs, or WallPods, an nLight control zone is created. Once linked to a Gateway, directly or via a Bridge, the zone becomes capable of remote status monitoring and control via SensorView software. See page 4 for the nLight sensor options.

Integrated Smart Sensor (nLight Air Wireless Platform): The RES7 sensor is nLight AIR enabled, meaning it has the ability to communicate over the wireless nLight control platform. It is available with an automatic dimming photocell, and either a digital PIR or microphonics (PDT) dual technology occupancy sensor. It pairs to other luminaires and wall switches through our mobile app, CLAIRITY+, which allows for simple sensor adjustment. See page 4 for more details on the Integrated Smart Sensor.

Integrated Wireless Sensor (single room control): Sensor Switch VERTEX JOT or JOTVTX15 luminaire-embedded occupancy and ambient light sensor allows the luminaire to power off when the space is unoccupied or when enough ambient light is entering the space. See page X for more details on the integrated wireless sensor.

INSTALLATION — The BLT's low profile design of only 2-3/4" provides increased installation flexibility especially in restrictive plenum applications. Designed for use in NEMA standard Type G (1" & 15/16") , NFG (9/16"), and SS (9/16") grid ceilings. Consult factory about other ceiling types.

For recessed mounting in hard ceiling applications, Drywall Grid Adapters (DGA) are available as an accessory. See Accessories section. Suitable for damp location.

LISTINGS — CSA Certified to meet U.S. and Canadian standards. IC rated. Tested in accordance with ISO 14644-1; suitable for ISO Class 5-9 positive and negative pressure clean rooms.

DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

BUY AMERICAN ACT— Product with the BAA option is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT regulations. Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

NOTE: Actual performance may differ as a result of end-user environment and application.
All values are design or typical values, measured under laboratory conditions at 25 °C.
Specifications subject to change without notice.

Specifications

Length: 47-3/4 (121.2)
Width: 11-3/4 (29.8)
Depth: 2-3/4 (6.9)
Depth with Air supply/return: 3-5/8 (9.2)

All dimensions are inches (centimeters) unless otherwise specified.

Static

Air Supply/Return
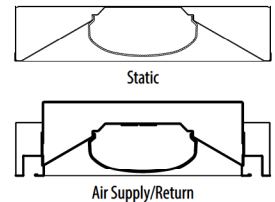
Embed nLight controls today. Prepare for tomorrow.

Now
- User-friendly install
- Enhanced energy savings
- Code compliance

Tomorrow
- Scalability
- Space configuration
- Future-ready

⬦A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning when used with Acuity Brands controls products.

All configurations of this luminaire are calibrated and tested to meet the Acuity Brands' specifications for chromatic consistency – including color rendering, color fidelity, and color temperature tolerance around standard CIE chromaticity coordinates.

To learn more about Acuity A+ standards, specifications, and testing visit www.acuitybrands.com/aplus.

ds design select™

Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect.
*See ordering tree for details

Existing Fixture

LITHONIA LIGHTING®

FEATURES & SPECIFICATIONS

INTENDED USE — Typical applications include corridors, lobbies, conference rooms and private offices.

CONSTRUCTION — Galvanized steel mounting/plaster frame; galvanized steel junction box with bottom-hinged access covers and spring latches. Reflectors are retained by torsion springs.

Vertically adjustable mounting brackets with commercial bar hangers provide 3-3/4" total adjustment.

Two combination ½"-3/4" and four ½" knockouts for straight-through conduit runs. Capacity: 8 (4 in, 4 out). No. 12 AWG conductors, rated for 90°C.

Accommodates 12"-24" joist spacing.

Passive cooling thermal management for 25°C standard; high ambient (40°C) option available. Light engine and drivers are accessible from above or below ceiling.

Max ceiling thickness 1-1/2".

OPTICS — LEDs are binned to a 3-step MacAdam Ellipse; 80 CRI minimum. 90 CRI optional.

LED light source concealed with diffusing optical lens.

General illumination lighting with 1.0 S/MH and 55° cutoff to source and source image.

Self-flanged anodized reflectors in specular, semi-specular, or matte diffuse finishes. Also available in white and black painted reflectors.

A+ CAPABLE LUMINAIRE — This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning when used with Acuity Brands controls products. All configurations of this luminaire are calibrated and tested to meet the Acuity Brands' specifications for chromatic consistency – including color rendering, color fidelity and color temperature tolerance around standard CIE chromaticity coordinates. To learn more about A+ standards, specifications, and testing visit www.acuitybrands.com/aplus.

UGR — UGR is zero for fixtures aimed at nadir with a cut-off equal to or less than 60deg, per CIE 117-1996 Discomfort Glare in Interior Lighting.

ELECTRICAL — Multi-volt (120-277V, 50/60Hz) 0-10V dimming drivers mounted to junction box, 10% or 1% minimum dimming level available.

0-10V dimming fixture requires two (2) additional low-voltage wires to be pulled.

LUMEN MAINTENANCE — 70% lumen maintenance at 60,000 hours. L70/60,000 hours

LISTINGS — Certified to US and Canadian safety standards. Wet location standard (covered ceiling). IP55 rated. ENERGY STAR® certified product. Drivers are RoHS compliant

BUY AMERICAN ACT — Product with the BAA option is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT regulations. Please refer to www.acuitybrands.com/buy-american for additional information.
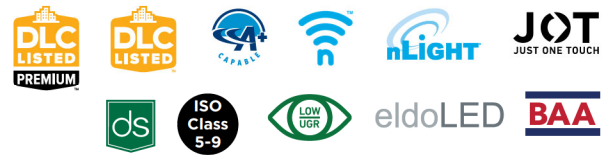
WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application.
All values are design or typical values, measured under laboratory conditions at 25 °C.
Specifications subject to change without notice.

LDN6 STATIC WHITE

6" Open and Wallwash LED
Non-IC
New Construction Downlight

Open Trim

Wallwash Trim

PERFORMANCE DATA

LDN6 3500K AR LSS 80CRI			
Nominal Lumens	Lumens	Wattage	Lm/W
500	527.9	5.8	90.5
750	758.1	8.9	85.1
1000	950.1	10.4	91.0
1500	1514	17.5	86.4
2000	2006	22.5	89.1
2500	2504	28.3	88.6
3000	3021	34.8	86.9
4000	4008	44.3	90.6
5000	4975	57.7	86.3

Notes
• Tested in accordance with IESNA LM-79-08.
• Tested to current IES and NEMA standards under stabilized laboratory conditions.
• CRI: 80 typical.

DISTRIBUTIONS

Polar Candela Distribution
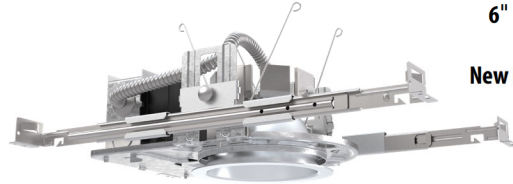
Open

Wallwash

DIMENSIONS

LDN6 500-3000 Lumens

12 5/8 [32.1]

11 3/4 [29.9]

5 11/16 [14.4]

6 7/16 [16.3]
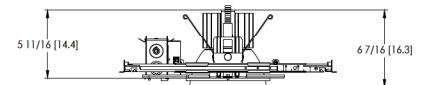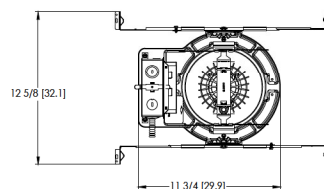
Aperture: Ø 6-1/4" [15.9]
Ceiling Cutout: Ø 7-1/8" [18.1] Self-flanged
Overlap Trim: Ø 7-1/2" [19.1]

See page 4 for other fixture dimensions

Existing Fixture

Glowstick™

PENDANT

FEATURES

- ELEGANT & CONTEMPORARY DESIGN WITH END LIT DIFFUSER
- EXCELLENT THERMAL MANAGEMENT IS ACHIEVED THROUGH AN EXTRUDED AND MACHINED ALUMINUM FIXTURE BODY
- FIXTURES CAN BE CLUSTERED TOGETHER TO CREATE LARGE SCALE INSTALLATIONS.
- AVAILABLE IN 80+ CRI AND 90+ CRI (R9>50)
- 3 STEP LED BINNING
- FIELD REPLACEABLE LEDS AND DRIVERS

CATALOG CODES

GS1	-	B	-	C	-	CR	-	E	-	LED1	F	-	UNV	-	H	-	I	-	J
SERIES		HANGING SYSTEM		SIZE		DIFFUSER		FINISH		LIGHT SOURCE			VOLTAGE		OAH		CONTROL		OPTIONS

SPECIFY CATALOG CODE

A	B		C	D		E	
SERIES	**HANGING SYSTEM**		**SIZE**	**DIFFUSER**		**FINISH**	
GS1 GLOWSTICK	**P1CF** PENDANT WITH SURFACE MOUNT CANOPY, SINGLE <u>SILVER</u> POWER CORD; MOUNTS TO 4X4 OCTAGON J-BOX (BY OTHERS) **P1FE** PENDANT WITH FLAT MATTE WHITE CANOPY, SINGLE <u>SILVER</u> POWER CORD; MOUNTS TO OCL RECESSED J-BOX (PROVIDED BY OCL)		**14** **18** **24** **30** **36**	**CR** CLEAR ACRYLIC ROD		**POWDER COAT FINISHES** **BKP** BLACK **BMP** BRASS METALLIC **BNP** BRONZE **BTP** BLACK TEXTURED **GRP** GRAPHITE **GLP** GOLDTASTIC	**MWP** MATTE WHITE **SGP** STEEL GRAY **SMP** SILVER METALLIC **SWP** SKY WHITE **WTP** WHITE TEXTURED

F			G	H	I		J	
LIGHT SOURCE			**VOLTAGE**	**OAH**	**CONTROL**		**OPTIONS**	
LED OUTPUT LED1	**COLOR TEMP** (80+ CRI) 27K 30K 35K 40K	**COLOR TEMP** (90+ CRI) 927K 930K 935K 940K	**UNV** 120-277	**48** **100** **144**	**DM1** 0-10V DIMMING 1% **DM3** LUTRON HI-LUME ECOSYSTEM 1% (LDE1)		**HCL** HEX CELL LOUVER **ULD** UL DAMP LABEL **MOD** MODIFIED LUMINAIRE (CONTACT LOCAL REP)	

SAMPLE CODE: GS1-P1CF-24-CR-WTP-LED1/35K-UNV-48-DM1

*For Minimum OAH, see hanging systems details. Fixture will ship with one of three standard OAH's (48", 100" or 144") field adjustable to the desired height.

UP TO **75** LM/W

		ALL SIZES
LED1	LUMENS DELIVERED	825
	SYSTEM WATTAGE	11

This chart was created for a 35K color temp. Multiply by 0.95 for 27k color temp, 0.97 for 30k color temp, and 1.03 for 40k color temp.

Values shown for 80+ CRI. For 90+ CRI lumens use 0.85 multiplier.

MODS, NOTES, & COMMENTS

This product meets the material restrictions of Article 4 of the RoHS Directive (2011/65/EU), including Commission Delegated Directive 2015/863

Existing Fixture

Air LED | WALL MOUNT

Project _____

Type _____

Notes _____

PERFORMANCE PER LINEAR FOOT AT 3500K AND 80 CRI

NOMINAL LUMEN OUTPUT	INPUT WATTS	EFFICACY
1000 lm/ft	8 W/ft	125 lm/W

Please consult factory for custom lumen output and wattage.

3 15/16"

3 7/16"

Axitune Tunable White **PoE** **CONTROL SENSORS** **bios** ILLUMINATED **c UL us** Listed **5 YEAR** LED BOARD & DRIVER LUMINAIRE WARRANTY
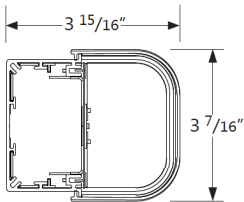
Ordering Guide

	PRODUCT ID		NOM.LUMENS/FT		CRI		COLOR TEMP. (choose one)					S SHIELDING		LENGTH/FT		FINISH
ARWLED	AIR Wall LED	**500**	500 lm/ft - Min	**80**	80 CRI	**27**	2700 K	**TW2750**	2700-5000 K - Tunable White		**S**	satin lens	**2**	2'	**AP**	aluminum paint
ARWBTLED	AIR Wall LED with wall stem mount	**1000**	1000 lm/ft - Max	**90**	90 CRI*	**30**	3000 K	**TW2765**	2700-6500 K - Tunable White				**3**	3'	**W**	white
						35	3500 K	**BTW3527**	3500-2700 K - Tunable BIOS				**4**	4'	**BLK**	black
						40	4000 K	**BTW4027**	4000-2700 K - Tunable BIOS				**6**	6'	**C**	custom
						B30	3000 K - BIOS*						**8**	8'		
						B35	3500 K - BIOS*						**12**	12'		
						B40	4000 K - BIOS*						**S(L)**	system run		
		Outputs between listed min and max are available. Consult factory for outputs outside of the listed range. Consult factory for max output with BIOS		*Not available with BIOS.		Consult Axitune technical sheet for more information of color technology *Consult BIOS guide for more information on BIOS technology							1' increment, minimum 2'			

	VOLTAGE		DRIVER		CIRCUITS		BATTERY (OPTIONAL)
120	120 V	**DP**	dimming (0-10V) 1%	**1**	1 circuit	**B(#)**	battery pack 4' sections
277	277 V	**LT**	Lutron	**2**	2 circuits		
347	347 V	**BI**	bi-level dimming	**+E(#)**	emergency circuit		
UNV	universal	**O(#)**	other**	**+NL(#)**	night light circuit		
DC	low voltage*	**DPB(STC)**	dimming (0-10V) 1% with BIOS*	**+GTD(#)**	generator transfer device		
		DPB(DYN)	Bio-dimming™ 100%-81% with BIOS*				
		TW(#)	tunable white drivers*				
		POE(#)	POE drivers*				
* Only available with POE drivers.		* See page 3 to specify system ** Please consult factory; see page 3		Specify quantity		Specify quantity Requires 120V or 277V Please consult factory	

	IC CONTROLS (OPTIONAL)		CUSTOM (OPTIONAL)
DS(#)	daylight sensor	**C**	custom
OS(#)	occupancy sensor		
DOS(#)	daylight & occupancy sensor		
EN(#)	Enlighted integral*		
ENR(#)	Enlighted remote**		
WC(#)	wireless control dimming		
* For flush option only; Please consult factory ** Please consult factory Specify quantity. Requires 8" blank See integrated controls guide for more details. Consult factory for Tunable White. Not available with DPB (DYN) driver for BIOS with Dynamic Spectrum.		Please specify	

Product design and development is an ongoing process at Axis Lighting. We reserve the right to change specifications. Contact Axis for the latest product information.

FILE NAME : ARW.LED-B3.SPEC

© 2016 Axis Lighting Inc.
1.800.263.2947
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axis
axislighting.com

Existing Fixture

LITHONIA LIGHTING®
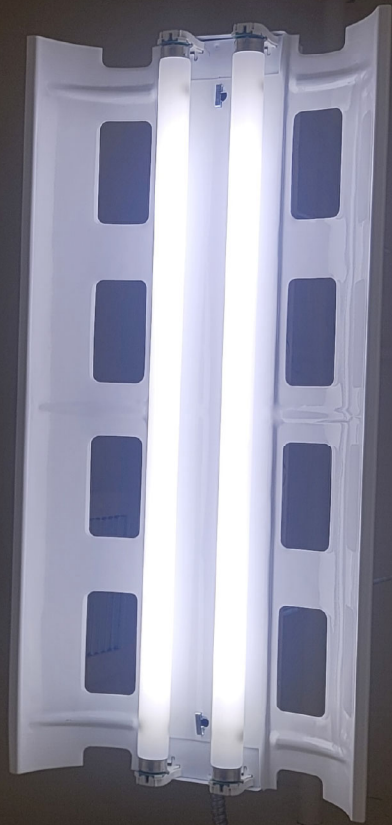
FEATURES & SPECIFICATIONS

INTENDED USE — Ideal one-for-one replacement of conventional HID and fluorescent high bay systems. Applications include warehousing, manufacturing, gymnasiums, and other large indoor spaces with mounting heights up to 60'. **Certain airborne contaminants can diminish the integrity of acrylic and/or polycarbonate. Click here for Acrylic-Polycarbonate Compatibility table for suitable uses.**

Certain airborne contaminants may adversely affect the functioning of LEDs and other electronic components, depending on various factors such as concentrations of the contaminants, ventilation, and temperature at the end-user location. Click here for a list of substances that may not be suitable for interaction with LEDs and other electronic components.

CONSTRUCTION — Structural elements such as the channel and end caps are fabricated from steel for maximum rigidity, IK ratings page 8. Wireguard attachment points provided. Lightweight aluminum heat sink designed to perform in ambient temperatures up to 55 ° C for maximum naturally convective cooling. Optional rotatable outer light modules available when ROTO option is specified, see page 4 for additional details.

OPTICS — General, narrow, wide and aisle distributions available to meet both horizontal and vertical light level requirements. Diffuse lens standard to provide glare control and LED protection. Optics are IP5X rated.

Patent-pending Acuity-exclusive Fresnel pattern molded into lens for crisp distributions and interchangeability in the field.

ELECTRICAL — L92 at 60,000 hours. Utilizes a 90°C case temperature driver for maximum life at high temperatures. 0.90 power factor. Luminaire Surge Protection Level: Designed to withstand up to 6kV/3kA per ANSI C82.77-5-2015. Luminaire Surge Protection Level: Designed to withstand up to 10kV/5kA per ANSI C82.77-5-2015, optional. Available as 120-277V or 347-480V input.

0-10V dimming standard for a dimming range of 100% to 10%.

WIRELESS NETWORKING — nLight® AIR is the ideal solution for retrofit or new construction spaces where adding additional wiring can be labor intensive and nLight AIR is available with or without an integral sensor. Integrated smart sensors or dimming and switching modules must be part of each luminaire in the nLight AIR network, which can be grouped to control multiple luminaires. The granularity of control with the digital PIR occupancy detection and daylight sensing makes this a great solution for any application.

INSTALLATION — Suitable for suspension by chain, cable, surface mounting when using compatible surface mount bracket (THUN accessory ordered separately), and hook monopoint or single (pendant) mount. To maintain ambient listing, fixture should be mounted at a minimum plenum height of 18".

LISTINGS — CSA certified to US and Canadian safety standards. Damp location listed. Suitable for ambient temperatures from -40°F (-40°C) to 131°F (55°C) when suspended 18" from ceiling. The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such marks by Acuity Brands is under license. Other trademarks and trade names are those of their respective owners.

DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

BUY AMERICAN ACT — Product with the BAA option is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT regulations. Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

LED High Bay

IBG

Embed nLight controls today. Prepare for tomorrow.

Now	Tomorrow
User-friendly install	Scalability
Enhanced energy savings	Space configuration
Code compliance	Future-ready

design select®

Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect
*See ordering tree for details

A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning when used with Acuity Brands controls products.
All configurations of this luminaire are calibrated and tested to meet the Acuity Brands' specifications for chromatic consistency — including color rendering, color fidelity, and color temperature tolerance around standard CIE chromaticity coordinates.

To learn more about Acuity A+ standards, specifications, and testing visit www.acuitybrands.com/aplus.

Stock configurations are offered for shorter lead times:

Standard Part Number	Stock Part Number	DLC QPL Product ID	DLC Premium?
IBG 12000LM SEF AFL GND MVOLT GZ10 40K 80CRI DWH	IBG 12L MVOLT	PAMMN2VX	√
IBG 15000LM SEF AFL GND MVOLT GZ10 40K 80CRI DWH	IBG 15L MVOLT	P3G6HADN	√
IBG 18000LM SEF AFL GND MVOLT GZ10 40K 80CRI DWH	IBG 18L MVOLT	P851GVEP	√
IBG 24000LM SEF AFL GND MVOLT GZ10 40K 80CRI DWH	IBG 24L MVOLT	PZBJQY5S	√
IBG 12000LM SEF AFL GND MVOLT GZ10 50K 80CRI DWH	IBG 12L MVOLT 5K	P7TZZ4ZV	√
IBG 15000LM SEF AFL GND MVOLT GZ10 50K 80CRI DWH	IBG 15L MVOLT 5K	PMXBGZJS	√
IBG 18000LM SEF AFL GND MVOLT GZ10 50K 80CRI DWH	IBG 18L MVOLT 5K	P85EZXU7	√
IBG 24000LM SEF AFL GND MVOLT GZ10 50K 80CRI DWH	IBG 24L MVOLT 5K	PQ5CSK48	√

Existing Fixture

CONDENSATE DRAIN

FIRE ALARM

LITHONIA LIGHTING®

LED Linear

CLX

24", 36", 48" and 96" Lengths

FEATURES & SPECIFICATIONS

INTENDED USE — The CLX is a linear lighting solution that is available in multiple lengths, lumen packages and distributions. Designed for versatility, the CLX can address virtually any indoor lighting need. The CLX is also offered in standard and high efficacy configurations and capable of being continuous row mounted or installed as a stand-alone fixture. Ideal for uplight and downlight in commercial, retail, manufacturing, warehouse, and display applications. **Certain airborne contaminants can diminish the integrity of acrylic and/or polycarbonate. Click here for Acrylic-Polycarbonate Compatibility table for suitable uses.**

CONSTRUCTION — Channel and cover are formed from code-gauge cold-rolled steel. Housing and lens endcaps are injection molded plastic to provide a more architectural look and feel. The endcaps come standard with a 7/8" knock out for continuous mounting but can be ordered without.

Finish: Paint options include high-gloss, baked white polyester (WH), galvanized (GALV), matte black (MB) and smoke gray (SKGY). Five-stage iron phosphate pre-treatment ensures superior paint adhesion and rust resistance.

OPTICS — Offered with acrylic lens and less lens configurations. Provides a choice of optical distributions including, wide, narrow, and aisle.

Models with wide diffuse lens provide up to 12% uplight. Please check the IES file for specific uplight value.

ELECTRICAL — Utilizes high-output LEDs integrated on a two-layer circuit board, ensuring cool-running operation. Optional internal pluggable wiring harness for reduced labor cost in row mounting applications. (See PLR_ ordering information on page 7.) Electronic LED driver is multi-volt input and 0-10V dimming standard (see Operational Data on page 6 for actual wattage consumption). This fixture is designed to withstand a maximum line surge of 2.5kV at 0.75kA combination wave for indoor locations, for applications requiring higher level of protection additional surge protection must be provided.

L70>100,000 hours at 25˚C.

LEDs provide nominal 80 CRI or 90 CRI at 3000 K, 3500 K,4000 K, or 5000 K.

Lumen output up to 2,500 lumens per foot.

INSTALLATION — Fixture may be ceiling or wall mounted (with or without THCLX hanger or angle mounted with CLXANGBRT), pendant or stem mounted with appropriate mounting options.

WARNING — Removing the lens and opening the fixture during installation exposes the LEDs, putting them at risk for damage.

If you plan to surface mount the fixture, we recommend using the THCLX. This eliminates the need to open the fixture.

If you plan to continuous row mount, we recommend using the PLR wiring harness option. This eliminates the need to open the fixture.

Damage to the LEDs caused during installation will not be covered under the warranty.

LISTINGS — CSA certified to US and Canadian safety standards. For use in damp locations between -4°F (-20°C) and 104°F (40°C). Optional High Ambient (HA) ranging to 122°F(50°C) available on certain lumen packages (See ambient temperature chart for additional information).

DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

BUY AMERICAN ACT— Product with the BAA option is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT regulations. Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application.
All values are design or typical values, measured under laboratory conditions at 25 °C.
Specifications subject to change without notice.

Flat Diffuse Lens

Round Diffuse Lens

Wide Diffuse Lens

CLX with Reflector

Stock configurations are offered for shorter lead times:

Stock Part Number	UPC
CLX L48 3000LM SEF FDL MVOLT GZ10 40K 80CRI WH	00191723525816
CLX L48 3000LM SEF FDL MVOLT GZ10 50K 80CRI WH	00191723525885
CLX L48 5000LM SEF FDL MVOLT GZ10 40K 80CRI WH	00191723525939
CLX L48 5000LM SEF FDL MVOLT GZ10 50K 80CRI WH	00191723525908
CLX L96 6000LM SEF FDL MVOLT GZ10 40K 80CRI WH	00191723525861
CLX L96 6000LM SEF FDL MVOLT GZ10 50K 80CRI WH	00191723525915
CLX L96 10000LM SEF FDL MVOLT GZ10 40K 80CRI WH	00191723525922
CLX L96 10000LM SEF FDL MVOLT GZ10 50K 80CRI WH	00191723525830
CLX L48 3000LM SEF RDL MVOLT GZ10 40K 80CRI WH	00191723525960
CLX L48 3000LM SEF RDL MVOLT GZ10 50K 80CRI WH	00191723525892
CLX L48 5000LM SEF RDL MVOLT GZ10 40K 80CRI WH	00191723525854
CLX L48 5000LM SEF RDL MVOLT GZ10 50K 80CRI WH	00191723525946
CLX L96 6000LM SEF RDL MVOLT GZ10 40K 80CRI WH	00191723525878
CLX L96 6000LM SEF RDL MVOLT GZ10 50K 80CRI WH	00191723525823
CLX L96 10000LM SEF RDL MVOLT GZ10 40K 80CRI WH	00191723525953
CLX L96 10000LM SEF RDL MVOLT GZ10 50K 80CRI WH	00191723525847

A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning when used with Acuity Brands controls products.

All configurations of this luminaire are calibrated and tested to meet the Acuity Brands' specifications for chromatic consistency – including color rendering, color fidelity, and color temperature tolerance around standard CIE chromaticity coordinates.

To learn more about Acuity A+ standards, specifications, and testing visit www.acuitybrands.com/aplus.

ds design select™

Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect.
*See ordering tree for details

2024 FOUNTAINDALE PUBLIC LIBRARY DISTRICT
CLOSING SCHEDULE

January 1, 2024	Monday	New Year's Day	Holiday
March 31, 2024	Sunday	Easter	Administrative Day
May 27, 2024	Monday	Memorial Day	Holiday
July 4, 2024	Thursday	Independence Day	Holiday
September 2, 2024	Monday	Labor Day	Holiday
November 27, 2024	Wednesday	Thanksgiving Eve	Close at 5 p.m.
November 28, 2024	Thursday	Thanksgiving	Holiday
December 24, 2024	Tuesday	Christmas Eve	Holiday
December 25, 2024	Wednesday	Christmas Day	Holiday
December 31, 2024	Tuesday	New Year's Eve	Holiday

Holidays are paid as stated in the Holiday section of the Employee Handbook. Administrative Days are days other than official holidays when the library is closed. Administrative Days are unpaid for non-exempt employees.

NOTICE OF MEETING
2024 FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD MEETING SCHEDULE

The regular meetings of the Board of Library Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS will be held at Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, Illinois 60440 at 7 p.m.

Meetings are held on the third Thursday of the month, unless otherwise indicated.

January 18, 2024	July 18, 2024
February 15, 2024	August 15, 2024
March 21, 2024	September 19, 2024
April 18, 2024	October 17, 2024
May 16, 2024	November 21, 2024
June 20, 2024	December 19, 2024

/s/ Marcelo Valencia
Secretary, Board of Library Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DU PAGE COUNTIES, ILLINOIS

Approved at the meeting of the Fountaindale Public Library District Board of Trustees held October 19, 2023.

	2020	2021	2022	2023	2024
Chapter 2: Governance and Administration					
Library has an elected or appointed board of trustees.	X	X	X	X	
Library has a qualified library administrator.	X	X	X	X	
Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.	X	X	X	X	
Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.	X	X	X	X	
Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.	X	X	X	X	
Library has a mission statement and a long-range/strategic plan.	X	X	X	X	
Library maintains an understanding of the community by surveys, hearings and other means.	X	X	X	X	
Library board reviews library policies on a regular basis.	X	X	X	X	
Library board members participate in local, state, regional, and national decision making that will benefit libraries.	X	X	X	X	
Library develops an orientation program for new board members.	X	X	X	X	
Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.	X	X	X	X	
Library keeps adequate records of library operations and follows proper procedures for disposal of records.	X	X	X	X	
Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.	X	X	X	X	
Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.	X	X	X	X	
Library maintains insurance covering property and liability, including volunteer liability.	X	X	X	X	
Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.					
Chapter 3: Personnel					
Library has a board-approved personnel policy.	X	X	X	X	
Library has staffing levels that are sufficient to carry out the library's mission.	X	X	X	X	
Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.	X	X	X	X	
Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.	X	X	X	X	
Library salaries and fringe benefits account for up to 70 percent of total operations budget.	X	X	X	X	
Library gives each new employee a thorough orientation.	X	X	X	X	
Library evaluates staff annually.	X	X	X	X	
Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.	X	X	X	X	
Library provides staff access to library literature and other professional development materials.	X	X	X	X	
Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.	X	X	X	X	

The library complies with state and federal laws that affect library operations.	X	X	X	X	
Chapter 4: Access					
The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.	X	X	X	X	
At least once every five years, the board directs a review of the library's long-term space needs.		X	X	X	
The staff are familiar with the requirements contained in the Americans with Disabilities Act (ADA) and work to address deficiencies in order to provide universal access to all patrons.	X	X	X	X	
The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.	X	X	X	X	
The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.	X	X	X	X	
The library has the minimum required number of parking spaces.	X	X	X	X	
The library's entrance is easily identified, clearly visible, and well lighted.	X	X	X	X	
The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.	X	X	X	X	
The library has adequate internal signage.	X	X	X	X	
The library's lighting levels comply with lighting standards.	X	X	X	X	
All signage is in compliance with applicable federal, state, and local regulations.	X	X	X	X	
The library building supports the implementation of current and future telecommunications and electronic information technologies.	X	X	X	X	
The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.	X	X	X	X	
Space is allocated for child and family use with furniture and equipment designed for use by children.	X	X	X	X	
The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.	X	X	X	X	
Shelving in the areas serving young children is scaled to their needs.	X	X	X	X	
Chapter 5: Facility Management					
Ongoing Building Maintenance Checklist					
The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.	X	X	X	X	
Elevators should be maintained at least annually, and should comply with applicable codes for safety.	X	X	X	X	
Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).	X	X	X	X	
The building facade should be inspected once a year.	X	X	X	X	
Parking lot resealing and restriping should be performed every one to three years.	X	X	X	X	
HVAC systems should be inspected and maintained at least twice a year (before summer and winter).	X	X	X	X	
Alarm system should be checked for proper operation at least once a year.	X	X	X	X	

Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.	X	X	X	X	
Emergency lighting should be checked once a month.	X	X	X	X	
Sprinkler systems should be inspected as required by code, but at least once per year.	X	X	X	X	
Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.	X	X	X	X	
Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.	X	X	X	X	
Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.	X	X	X	X	
Landscaping sprinklers should be checked and maintained twice a year.	X	X	X	X	
Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.	X	X	X	X	
Hard surface flooring should receive thorough cleaning and/or polishing once per year.	X	X	X	X	
Window cleaning should be performed at least once per year.	X	X	X	X	
Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	N/A	N/A	N/A	N/A	
Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.	X	X	X	X	
Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.	X	X	X	X	
Snow removal should be performed on an as-needed basis (either self-performed or contracted).	X	X	X	X	
Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	X	X	X	X	
Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	X	X	X	X	
Building Periodic Repair Checklist					
Tuck pointing of masonry: On an as-needed basis.	X	X	X	X	
Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.	X	X	X	X	
Interior painting and wall coverings: On an as-needed basis.	X	X	X	X	
Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.	X	X	X	X	
Wood and trim components: On an as-needed basis.	X	X	X	X	
Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	X	X	X	X	
Windows: Replace broken seals broken glass, caulking and glazing as needed.	X	X	X	X	
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	X	X	X	X	
Landscaping: Inspect trees and sod replacement every one to two years.	X	X	X	X	
Graffiti removal: Perform on an as-needed basis.	X	X	X	X	

Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	X	X	X	X	
Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	X	X	X	X	
Capital Project Checklist *Warranties and professional consultation should determine capital items.					
Parking lot reconstruction (not routine sealing)	X	X	X	X	
Re-roofing	X	X	X	X	
Window replacement	X	X	X	X	
HVAC equipment replacement	X	X	X	X	
Lighting replacements and upgrades	X	X	X	X	
Building additions	X	X	X	X	
Interior remodeling (carpeting, walls, furnishings, etc.)	X	X	X	X	
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	X	X	X	X	
Major facade repairs	X	X	X	X	
Major code upgrades	X	X	X	X	
Capital Asset Plan Item List *Any item that is not accounted for in library operating budget should be on this list.					
Building structure	X	X	X	X	
Site elements such as parking lots, paving, site furnishings and signs	X	X	X	X	
HVAC systems	X	X	X	X	
Plumbing	X	X	X	X	
Elevators	X	X	X	X	
Building envelope including facade, windows and roofs	X	X	X	X	
Furnishings	X	X	X	X	
Environmentally Friendly Components *The best time to upgrade for energy code conformance is when a library does replacement of library systems.	X	X	X	X	
Roof	X	X	X	X	
Mechanical systems	X	X	X	X	
Windows	X	X	X	X	
Library façade repair or replacement	X	X	X	X	
Lighting/LED	X	X	X	X	
Low-flow/water saving	X	X	X	X	
Chapter 6: Safety					
The library provides a list of emergency call numbers at all staff phones in the library.	X	X	X	X	
The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.	X	X	X	X	
The library has an emergency manual and disaster plan.	X	X	X	X	
The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.	X	X	X	X	
The library provides a call list and contact information that is reviewed biannually.		X	X	X	

Emergency medical supplies are stored in a designated location and are accessible to staff.	X	X	X	X	
Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.	X	X	X	X	
A prioritization list shows what should be salvaged in order of importance.					
A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.	X	X	X	X	
A procedure exists for letting staff know when it is unsafe to enter the building.	X	X	X	X	
The library has a designated tornado shelter.	X	X	X	X	
Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.	X	X	X	X	
The library provides adequate security for staff, users, and collections.	X	X	X	X	
The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.	X	X	X	X	
At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.	X	X	X	X	
Copies of the emergency manual and disaster plan are provided to community safety personnel.	X	X	X	X	
A policy for security camera usage has been adopted and signage is posted.	X	X	X	X	
Chapter 7: Collection Management					
The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.	X	X	X	X	
Library budgets should put priority on purchasing materials that best serve their community.	X	X	X	X	
The library has a written collection development policy approved by the board.	X	X	X	X	
Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings and RDA.	X	X	X	X	
Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.	X	X	X	X	
The library considers forming a cooperative collection plan with other libraries in close proximity to one another.	X	X	X	X	
The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.	X	X	X	X	
The library publicizes and promotes interlibrary loan to its patrons.	X	X	X	X	
Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.	X	X	X	X	
Chapter 8: System Member Responsibilities and Resource Sharing					
Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	X	X	X	X	

Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.	X	X	X	X	
The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	X	X	X	X	
The library administrator, library staff and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	X	X	X	X	
The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	X	X	X	X	
If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	X	X	X	X	
Chapter 9: Public Services: Reference and Reader's Advisory Services					
Reference Service Checklist					
All basic services are available when the library is open.	X	X	X	X	
The library has a reference service policy.	X	X	X	X	
The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language and literacy.	X	X	X	X	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.	X	X	X	X	
The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.	X		X	X	
The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.	X	X	X	X	
The library provides easy access to accurate and up-to-date community information.	X	X	X	X	
The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.	X	X	X	X	
The library provides access to local ordinances or codes of all municipalities within its service boundaries.	X	X	X	X	
The library provides access to local and state maps.	X	X	X	X	
The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.	X	X	X	X	
The library provides voter information, including precinct boundaries and location of polling places.	X	X	X	X	
The library provides information about local history and events.	X	X	X	X	
The library has at least one current reference resource for each subject area.	X	X	X	X	
Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.	X	X	X	X	

Staff members are encouraged to attend at least one relevant continuing education event each year.	X	X	X	X	
The library evaluates its reference service on an annual basis.	X	X	X	X	
Reader's Advisory Service Checklist					
All basic services are available when the library is open.	X	X	X	X	
The library has competently trained staff that has thorough knowledge of popular authors and titles.	X	X	X	X	
The library maintains a well-rounded collection of both fiction and nonfiction titles.	X	X	X	X	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	X	X	X	X	
The library maintains a basic collection of reader's advisory reference materials.	X	X	X	X	
All staff members attend at least one relevant continuing education event each year.	X	X	X	X	
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	X	X	X	X	
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	X	X	X	X	
The library accepts and responds to reader's advisory requests received in person, on the phone or electronically.	X	X	X	X	
Chapter 10: Programming					
Library programs are provided free of charge, or on a cost recovery basis.	X	X	X	X	
Library programs are located in a physically accessible location.	X	X	X	X	
Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	X	X	X	X	
The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	X	X	X	X	
The library presents educational, cultural, and recreational programs that reflect community needs and interests.	X	X	X	X	
Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	X	X	X	X	
The library provides outreach programs to specific populations who cannot visit the library.	X	X	X	X	
The library has programming that seeks to serve children and their caregivers.	X	X	X	X	
The library has programming that seeks to serve young adults.	X	X	X	X	
The library has programming that seeks to serve adults and senior citizens.	X	X	X	X	
The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	X	X	X	X	
The library is encouraged to partner with other organizations to offer programs.	X	X	X		
Chapter 11: Youth/Young Adult Services					
All basic youth services are available when the library is open.	X	X	X	X	
The library provides staff trained in serving youth.	X	X	X	X	

The library has policies towards serving youth which it reviews at least every two years and youth staff have input in these policy revisions and creations.	X	X	X	X	
The library actively promotes respect for diversity and creates an inclusive, welcoming and respectful library atmosphere for all patrons.	X	X	X	X	
The library provides staff trained in assisting youth with disabilities, language and literacy barriers.	X	X	X	X	
The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	X	X	X	X	
The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements and Internet policies.	X	X	X	X	
The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	X	X	X	X	
The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	X	X	X	X	
The library's programming is designed to reflect the needs and interests of youth in the community.	X	X	X	X	
Library programs are provided free of charge or on a cost-recovery basis.	X	X	X	X	
The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.	X	X	X	X	
The library considers community demographics, special populations and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	X	X	X	X	
The library strives to partner with youth-facing organizations in the community.	X	X	X	X	
The library provides youth with research and information literacy instruction through tours, training sessions and one-on-one interactions.	X	X	X	X	
The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	X	X	X	X	
Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	X	X	X	X	
Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	X	X	X	X	
The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	X	X	X	X	
The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	X	X	X	X	
The library provides outreach services towards youth to increase awareness of services, attract new users and reach underserved populations.	X	X	X	X	
The library strives to partner with and support local schools, including private schools and homeschoolers.	X	X	X	X	
Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	X	X	X	X	
The library provides a space specifically for use by children and families.	X	X	X	X	

The shelving used for housing children's materials is appropriately sized to allow for easier access.	X	X	X	X	
The library provides early literacy programming, including regular story time, for children and families.	X	X	X	X	
The library provides programming which facilitates play and fun for children and families.	X	X	X	X	
The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	X	X	X	X	
The library provides a summer reading opportunity to encourage reading and learning during the summer.	X	X	X	X	
The library provides a welcoming environment for young adults both individually and in groups.	X	X	X	X	
The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	X	X	X	X	
The library provides materials both physical and digital for young adults that are intended for them.	X	X	X	X	
The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	X	X	X	X	
Chapter 12: Technology					
Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	X	X	X	X	
The library has:					
a telephone, with a listing in the phone book;	X	X	X	X	
a telephone voice mail and/or answering machine;	X	X	X	X	
a fax and/or scanner;	X	X	X	X	
a photocopier;	X	X	X	X	
effective Internet access with sufficient capacity to meet the needs of both the staff and the public;	X	X	X	X	
library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);	X	X	X	X	
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	X	X	X	X	
up-to-date computers for staff and public access with sufficient capacity to meet needs;	X	X	X	X	
up-to-date printers for staff and public access with sufficient capacity to meet needs;	X	X	X	X	
up-to-date antivirus and Internet security software protection installed on every library computer;	X	X	X	X	
up-to-date Internet browsers, web applications, and plug-ins;	X	X	X	X	
a valid email address, accessible via the library's website, for the library administrator; and	X	X	X	X	
a website that includes basic library information such as hours, location, contact, official name of library and content required by the Open Meetings Act.	X	X	X	X	
The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.	X	X	X	X	

The wait time for patron workstations does not exceed 15 to 30 minutes.	X	X	X	X
The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.	X	X	X	X
The library provides 24/7 remote access to library services and resources through:				
a web-accessible library catalog;	X	X	X	X
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	X	X	X	X
appropriate regional, state, national, and international bibliographic databases;	X	X	X	X
other authenticated electronic resources that are available for direct patron use; and	X	X	X	X
virtual reference service, and/or text messaging services, and/or a library email account.	X	X	X	X
The library staff must be:				
computer literate;	X	X	X	X
trained to use and assist patrons in the use of electronic resources and materials; and	X	X	X	X
accessible via email and/or through messaging services.	X	X	X	X
The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software and the Internet.	X	X	X	X
The library provides web links and access to regional and/or statewide initiatives including:	X	X	X	X
regional library system consortial web-based catalogs;	X	X	X	X
the CARLI academic library catalog (I-Share);	X	X	X	X
Illinois State Library-sponsored databases/e-resources;	X	X	X	X
other electronic collections as available; and	X	X	X	X
virtual reference service.	X	X	X	X
As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.	X	X	X	X
The library has a board-adopted Internet acceptable use policy.	X	X	X	X
The Internet acceptable use policy is reviewed annually.	X	X	X	X
The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services and connectivity.	X	X	X	X
The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.	X	X	X	X
The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.	X	X	X	X
The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:	X	X	X	X
wireless access (Wi-Fi);	X	X	X	X
Internet connectivity upgrades sufficient for patron and staff use;	X	X	X	X
networking (local area vs. wide area);	X	X	X	X
library Intranet;	X	X	X	X

an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;	X	X	X	X
patron self-checkout functionality;	X	X	X	X
new technologies/potential services; for example, social networking, makerspace and mobile apps;	X	X	X	X
current and functional meeting room technology;	X	X	X	X
adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and	X	X	X	X
ongoing staff continuing education/training related to all aspects of technological services.	X	X	X	X
The library protects the integrity, safety, and security of its technological environment.	X	X	X	X
The library's automated catalog and its components comply with current state, national and international standards.	X	X	X	X
The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	X	X	X	X
Chapter 13: Marketing, Promotion and Collaboration				
The library has a communications plan that supports the library's long-range/strategic plan.	X	X	X	X
The library staff and trustees participate in two or more cooperative activities with other community organizations.	X	X	X	X
The library's services and programs are promoted in the community. Check the applicable publicity methods.	X	X	X	X
flyers	X	X	X	X
brochures	X	X	X	X
website	X	X	X	X
newsletter	X	X	X	X
posters	X	X	X	X
banners	X	X	X	X
displays	X	X	X	X
podcasting				
presentations	X	X	X	X
speeches	X	X	X	X
billboards	X	X	X	X
other				
The library maintains at least one social media account.	X	X	X	X
The library invites local, state, and federal officials to visit the library.	X	X	X	X
The library's website is updated at least monthly.	X	X	X	X
The board, administration, and staff conduct an annual library walk-through.	X	X	X	X
The board, administration, and appropriate staff visit other libraries.	X	X	X	X
The budget includes funds for public relations and marketing activities.	X	X	X	X

The library's promotional methods and services are ADA compliant.	X	X	X	X	
A designated staff member coordinates the library's marketing efforts.	X	X	X	X	
The library's staff receives customer service and marketing training.	X	X	X	X	
The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources and long-range/strategic plan.	X	X	X	X	
The library surveys patrons and the community to judge awareness of the library's programs and services.	X	X	X	X	

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
AND WILL COUNTY CLERK

THIS AGREEMENT made and entered into this 19th day of October, 2023 between the Fountaindale Public Library District (the "Library District"), and Will County Clerk.

WITNESSETH:

WHEREAS, the Fountaindale Public Library District (the "Library District") is a duly organized unit of local government organized and operating under the Constitution and laws of the State of Illinois; and

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

WHEREAS, Will County Clerk is a duly elected County Officer who derives her power and authority from the various sections of the Counties Code and the Election Code; and

WHEREAS, Fountaindale agrees to host an Election Center at the upcoming elections in March and November 2024 to assist Will County.

WHEREAS, the Board of Fountaindale Public Library District and Will County Clerk find and hereby declare that it is in the best interests of the Library District to assist Will County with the Voting at the upcoming 2024 General Election Cycle.

NOW, THEREFORE, pursuant to statutory authority and their powers of intergovernmental cooperation, and in consideration of the mutual promises and covenants and conditions hereinafter set forth, it is agreed by and between the parties hereto as follows:

1. Fountaindale Public Library District agrees to host an Election Center in the upcoming 2024 General Election Cycle.

2. Will County Clerk agrees to pay the Fountaindale Public Library District the standard rate for a polling place for each election.

3. This Agreement shall expire on December 1, 2024.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their respective officers pursuant to the express authorization of their respective boards, as of the date first above written.

Fountaindale Public Library District:

By: _____

Celeste Bermejo, President, Board of Library Trustees

Attest: _____

Bobby Armstrong, Secretary, Board of Library Trustees

Will County:

By: _____

Clerk, Will County

Attest: _____

Chief of Staff, Will County Clerk

Leave Under the Victims' Economic Security and Safety Act (VESSA) - DRAFT

Statement of Policy

Eligible employees may use unpaid leave for up to 12 work weeks in a 12-month period for any one or more of the following reasons:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, gender violence, or other crimes of violence to the employee or the employee's family or household member; or
2. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
3. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, gender violence, or other crimes of violence, or ensuring economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, gender violence, or other crimes of violence.

Eligible employees may also take up to two workweeks (10 days) of unpaid VESSA leave, for any one or more of the following reasons:

1. At attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
2. To make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
3. To grieve the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

Definitions

1. "12-Month Period" - means a rolling 12-month period measured forward from the date the leave is taken and continuous with each additional leave day taken.
2. "Family or Household Member" – means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, other person related by blood or by present or prior marriage or civil union, or other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household;
3. "Domestic, Sexual, or Gender Violence"- means domestic violence, sexual assault, gender violence, or stalking.

4. "Crime of Violence"- means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by the Articles of the Criminal Code of 2012. This can include sex offenses, assault, harassment and obscene communications, armed violence and other crimes.

Coverage and Eligibility
Both full and part-time employees are eligible to apply for this leave.

Intermittent or Reduced Leave
An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Time Off
An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement
An employee is required to give 48 hours' notice to the District in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification
1. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
2. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
    a. Documentation from a victim services organization, attorney, clergy, or a medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or other crimes of violence and/or its effects;
    b. A police or court record;
    c. A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that the family member was a victim of a crime of violence.
    d. Other corroborating evidence.
3. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effects on Benefits
During an approved VESSA leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late.

If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the employee's total VESSA allotment of 12 weeks.

Job Protection
If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Employees failing to provide the certification will not be permitted to resume work until it is provided.

Reasonable Accommodations
The District will provide reasonable accommodations for employees who are entitled to them under VESSA, unless such accommodations would present an undue hardship for the District.

Reasonable accommodations may be available to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, modified schedule, leave, changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, gender violence, or any other crime of violence, that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, or gender violence, or any other crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, or gender violence, or any other crime of violence, or with a family or household member who is a victim of domestic, sexual, gender violence, or any other crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you shall contact the Human Resources Manager.

<u>Confidentiality</u>
All information provided to the District pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section shall be retained in the strictest confidence by the District, except to the extent that disclosure is (1) Requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or State law.

Fountaindale Public Library District
Cash and Investment
September 30, 2023

	Begining Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	$1,074,369.97	$121,596.81	$1,195,966.78
Cash Checking/Payroll	$251,609.42	($17,754.01)	$233,855.41
Petty Cash	$3,232.09	$0.00	$3,232.09
Total Cash	$1,329,211.48	$103,842.80	$1,433,054.28
Investments			
Investment - General Fund/Wintrust MM	$5,039,046.64	$2,380,788.17	$7,419,834.81
Investment - IL Funds/General	$74,159.07	$1,018.62	$75,177.69
Investment - IL Funds/INB/E-Pay	$75,449.56	$1,544.84	$76,994.40
Investment - Special Reserve/Wintrust MM	$3,204,714.76	$43,935.49	$3,248,650.25
Investment - Working Cash/Wintrust MM	$1,116,481.87	$15,166.13	$1,131,648.00
Investment - Special Reserve/PMA	$19,514,453.03	$130,459.29	$19,644,912.32
Total Investments	$29,024,304.93	$2,572,912.54	$31,597,217.47
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	$1,926,426.62	$1,149,077.61	$3,075,504.23
Total Bond Fund	$1,926,426.62	$1,149,077.61	$3,075,504.23
Total Cash and Investments	$32,279,943.03	$3,825,832.95	$36,105,775.98

Special Res. PMA - 2.614%
General - IL Fund - 5.512%
Money Market Wintrust - 5.592%

Fountaindale Public Library District
Revenue Report
September 30, 2023

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2022	$3,807,392.50	$4,724,487.31	87.24%	$5,415,442.81	$690,955.50
Property Tax Dupage 2022	$73,768.75	$86,447.28	78.22%	$110,519.24	$24,071.96
Property Tax Will - 2023 - Est.	$0.00	$0.00	0.00%	$4,848,283.56	$4,848,283.56
Property Tax Dupage - 2023 Est.	$0.00	$0.00	0.00%	$98,944.56	$98,944.56
Other Tax	$4,872.84	$87,762.25	20.11%	$436,400.00	$348,637.75
Interest	$71,705.30	$284,981.52	43.84%	$650,110.00	$365,128.48
Circulation Fees	$782.91	$3,259.11	21.73%	$15,000.00	$11,740.89
Copy Machines	$418.15	$1,298.45	25.97%	$5,000.00	$3,701.55
Fax Machine	$241.89	$927.10	18.54%	$5,000.00	$4,072.90
Printing	$1,573.18	$4,495.81	29.97%	$15,000.00	$10,504.19
Miscellaneous	$2,551.66	$4,387.27	39.88%	$11,000.00	$6,612.73
Reimbursements	$7,282.53	$7,894.89	263.16%	$3,000.00	($4,894.89)
Board Reimbursements	$0.00	$65.00	32.50%	$200.00	$135.00
Leases	$0.00	$0.00	0.00%	$0.00	$0.00
Grant Income	$0.00	$98,897.28	45.18%	$218,897.00	$119,999.72
Total Operating Funds	$3,970,589.71	$5,304,903.27	44.83%	$11,832,797.17	$6,527,893.90
Bond Fund					
Property Tax - Will 2022	$1,162,920.39	$1,443,035.51	81.82%	$1,763,662.11	$320,626.60
Property Tax - Dupage 2022	$22,751.62	$26,661.91	74.08%	$35,993.10	$9,331.19
Property Tax - Will 2023 Est.	$0.00	$0.00	0.00%	$1,526,612.64	$1,526,612.64
Property Tax - Dupage 2023 Est.	$0.00	$0.00	0.00%	$31,155.36	$31,155.36
Interest Bond Fund	$8,423.10	$24,555.19	40.93%	$60,000.00	$35,444.81
Total Bond Fund	$1,194,095.11	$1,494,252.61	43.72%	$3,417,423.21	$1,923,170.60
Total Revenue	$5,164,684.82	$6,799,155.88	44.58%	$15,250,220.38	$8,451,064.50

Fountaindale Public Library District
Expenditure Report
September 30, 2023

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	$434,315.81	$1,249,169.39	20.19%	$6,187,600.00	$4,938,430.61
Contractual Services	$24,007.08	$141,170.29	21.54%	$655,500.00	$514,329.71
Supplies & Utilities	$53,076.64	$129,114.54	19.67%	$656,500.00	$527,385.46
Library Materials	$95,997.67	$190,506.35	13.56%	$1,404,700.00	$1,214,193.65
Capital Expenditures	$25,666.38	$52,940.12	1.65%	$3,215,000.00	$3,162,059.88
Miscellaneous	$8,457.95	$12,553.76	16.52%	$76,000.00	$63,446.24
Per Capita Grant	$0.00	$0.00	0.00%	$98,897.00	$98,897.00
Total General Fund Expenditures	$641,521.53	$1,775,454.45	14.44%	$12,294,197.00	$10,518,742.55
Other Fund Expenditures					
Audit Fund Expenditures	$0.00	$950.00	3.80%	$25,000.00	$24,050.00
Liability Insurance Fund Expendit	$0.00	$1,286.52	0.90%	$142,500.00	$141,213.48
Soc Sec/IMRF Fund Expenditures	$45,789.83	$141,792.08	18.83%	$753,030.00	$611,237.92
Special Reserve Fund Expenditur	$0.00	$0.00	0.00%	$100.00	$100.00
Maintenance Fund Expenditures	$25,591.49	$53,745.68	12.12%	$443,500.00	$389,754.32
Total Other Fund Expenditures	$71,381.32	$197,774.28	14.50%	$1,364,130.00	$1,166,355.72
Total Expenditures - Operating Funds	$712,902.85	$1,973,228.73	14.45%	$13,658,327.00	$11,685,098.27
Bond Fund Expenditures					
Principal Payment - 2016A	$0.00	$0.00	0.00%	$940,000.00	$940,000.00
Interest Payment - 2016A	$0.00	$67,600.00	50.00%	$135,200.00	$67,600.00
Principal Payment - 2018	$0.00	$0.00	0.00%	$1,410,000.00	$1,410,000.00
Interest Payment - 2018	$0.00	$136,175.00	50.00%	$272,350.00	$136,175.00
Principal Payment - 2019	$0.00	$0.00	0.00%	$205,000.00	$205,000.00
Interest Payment - 2019	$0.00	$141,400.00	50.00%	$282,800.00	$141,400.00
Total Bond Fund Expenditures	$0.00	$345,175.00	10.64%	$3,245,350.00	$2,900,175.00
Total	$0.00	$345,175.00	10.64%	$3,245,350.00	$2,900,175.00
Total Expenditures - All Funds	$712,902.85	$2,318,403.73	13.72%	$16,903,677.00	$14,585,273.27

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Kathryn J. Spindel/Treasurer

Fountaindale Pubic Library District
Bills Paid - Operating Account
OCTOBER 2023

PAYEE NAME	DESCRIPTION	PAYMENT DATE	CHECK/DRAFT NUMBER	PAYMENT AMOUNT
Aflac	Employer Contribution - September 2023	10/01/2023	1020	$1.70
Blue Cross Blue Shield of Illinois	Employer Contribution - October 2023	10/01/2023	59712	$35,780.59
Dearborn National Life Insurance Company	Employer Contribution - October 2023	10/01/2023	59713	$657.85
Illinois Municipal Retirement Fund	Employer Contribution - September 2023	10/01/2023	1022	$17,523.30
				$53,961.74

Jennie Nguyen, Finance Manager

Gross Payroll & FICA - September 2023	
Gross Payroll	$386,987.96
FICA	$28,806.75
Total Gross Payroll & FICA	$415,794.71

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

General Fund

Vendor name	Description	Invoice number	Account number	Amount
Age of Learning, Inc.				
	ABCMouse Online Curriculum Subscription - 10/16/23-10/15/24	1701	1-4521-26	$2,716.01
		Subtotal for Vendor		**$2,716.01**
Amazon Capital Services				
	Processing & Repair Materials	191J-XQ3J-KVXJ	1-4371-12	$201.85
	Circulating Record Player	13J4-HJQX-PGYM	1-4527-26	$41.99
	Books - Adult Fiction	13WY-94XH-WD64	1-4540-26	$54.77
	Books - Adult Fiction	1DMX-QM14-L7MY	1-4540-26	$58.98
	Books - Adult Fiction	1R6J-WV7P-4GTR	1-4540-26	$23.98
	Books - Adult Fiction	1YY6-XL7M-74DN	1-4540-26	$230.96
	Books - Adult Non-Fiction	1HLH-GR1T-VYWD	1-4541-26	$21.28
	Books - Juvenile Fiction	1PLT-N49D-M7MR	1-4544-26	$43.97
	Books - Juvenile Easy	1V4P-9HGW-LH71	1-4546-26	$45.94
	Books - Young Adult Fiction	1K3C-D61D-LW6X	1-4548-26	$14.98
	DVD - Adult	1YXW-3CT1-C9Q7	1-4557-26	$44.98
	Video Games - YA	1HM4-RVMN-X3XD	1-4563-26	$99.98
	Video Games - YA	1KPV-NTVN-7Q1V	1-4563-26	$39.99
	Video Games - YA	1MWM-JJT9-MGQT	1-4563-26	$299.95
	Video Games - YA	1TDP-WJKC-1N1T	1-4563-26	$68.99
	Video Games - YA	1VYN-YKK7-GXPW	1-4563-26	$79.98
	Video Games - Juvenile	11MT-FDJQ-7Q3D	1-4564-26	$99.98
	Video Games - Juvenile	1J4Q-CNJ6-PHNH	1-4564-26	$249.95
	Video Games - Juvenile	1MKJ-T7J7-WFMQ	1-4564-26	$49.99
	Video Games - Juvenile	1NJN-DWDK-3MHT	1-4564-26	$219.93
	Video Games - Juvenile	17YY-HYNP-147R	1-4564-29	$129.96
	Video Games - Juvenile	1FCF-9KFP-1CWL	1-4564-29	$199.94
	Video Games - Juvenile	1QJG-RHC4-7KNF	1-4564-29	$39.99
	Video Games - Adult	14GV-HTMP-HR61	1-4565-26	$79.98
	Video Games - Adult	1CLW-7Y7V-KG3T	1-4565-26	$69.00
	Video Games - Adult	1J4L-N1PL-V9GY	1-4565-26	$149.87
	Video Games - Adult	1JGP-VW13-7WHJ	1-4565-26	$34.99
	Video Games - Adult	1KJF-C3FQ-13QV	1-4565-26	$128.99

General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Video Games - Adult	1QPK-J4K7-1GMN	1-4565-26	$128.88
	Video Games - Adult	1RFY-RLJH-VGTK	1-4565-26	$39.99
	Video Games - Adult	1T4R-C3W6-1YDD	1-4565-26	$69.00
	Video Games - Adult	1VL3-QW6Q-VT9T	1-4565-26	$194.95
	Juvenile Realia - STEAMbox Kits	1XGM-RCGN-G3JW	1-4569-26	$249.37
	2023 Staff Summer Adventure Prizes	1HH6-PRHJ-JNVY	1-4711-10	$433.36
	Subtotal for Vendor			**$3,940.69**
Amber J Rubio				
	Program - Teen Paint Party - 10/21/23	AJR102123	1-4573-24	$200.00
	Subtotal for Vendor			**$200.00**
American Building Services, LLC				
	Replacement Fire Exit Door #3 Labor	4052662	1-4651-30	$1,080.00
	Replacement Pump Room Door Labor	4052663	1-4651-30	$1,080.00
	Replacement Staff Entrance Door #5 Labor	4052664	1-4651-30	$1,080.00
	Subtotal for Vendor			**$3,240.00**
Amina Ali				
	Per Diem - 2023 ILA Conference - 10/24/23-10/26/23	AA082323	1-4173-10	$206.50
	Subtotal for Vendor			**$206.50**
Annette Bochenek				
	Program - That's All Folks - 10/22/23	AB102223	1-4571-24	$300.00
	Subtotal for Vendor			**$300.00**
AT & T				
	Telephone - 9/7/23-10/6/23	1734052804	1-4312-14	$169.35
	Internet - 9/11/23-10/10/23	1856352801	1-4314-14	$942.32
	VOIP w/Upgraded Internet - 8/7/23-10/6/23	5463512808	1-4314-14	$1,197.74
	Additional Internet - 8/7/23-10/6/23	8768652808	1-4314-14	$1,197.74
	Subtotal for Vendor			**$3,507.15**
AT & T Mobility - National Business Services				
	Telephone Service - 8/22/23-9/21/23	21961739	1-4311-14	$259.38
	Subtotal for Vendor			**$259.38**
B&H Photo-Video				
	UV Protector Filters & Memory Cards	216386121	1-4568-27	$94.29

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

General Fund

Vendor name	Description	Invoice number	Account number	Amount
		Subtotal for Vendor		**$94.29**
Baker & Taylor - C009233				
	Books - Adult Non-Fiction & Processing/Shipping	2037764625	1-4518-26	$6.61
	Books - Adult Non-Fiction & Processing/Shipping	2037795437	1-4518-26	$8.56
	Books - Adult Non-Fiction & Processing/Shipping	2037813666	1-4518-26	$15.50
	Books - Adult Non-Fiction & Processing/Shipping	2037764625	1-4541-26	$171.51
	Books - Adult Non-Fiction & Processing/Shipping	2037795437	1-4541-26	$101.97
	Books - Adult Non-Fiction & Processing/Shipping	2037813666	1-4541-26	$339.39
		Subtotal for Vendor		**$643.54**
Baker & Taylor - L420685				
	Library Materials - Processing/Shipping	2037760000	1-4518-26	$7.86
	Library Materials - Processing/Shipping	2037772113	1-4518-26	$12.42
	Library Materials - Processing/Shipping	2037786484	1-4518-26	$11.58
	Library Materials - Processing/Shipping	2037803023	1-4518-26	$12.13
	Library Materials - Processing/Shipping	2037815188	1-4518-26	$12.80
	Library Materials - Processing/Shipping	2037826912	1-4518-26	$17.28
	Books - Adult Fiction	2037760000	1-4540-29	$50.60
	Books - Adult Fiction	2037772113	1-4540-29	$82.81
	Books - Adult Fiction	2037786484	1-4540-29	$83.38
	Books - Adult Fiction	2037803023	1-4540-29	$74.62
	Books - Adult Fiction	2037815188	1-4540-29	$98.86
	Books - Adult Fiction	2037826912	1-4540-29	$120.93
	Books - Adult Non-Fiction	2037760000	1-4541-29	$54.05
	Books - Adult Non-Fiction	2037772113	1-4541-29	$70.73
	Books - Adult Non-Fiction	2037786484	1-4541-29	$90.83
	Books - Adult Non-Fiction	2037803023	1-4541-29	$73.58
	Books - Adult Non-Fiction	2037815188	1-4541-29	$52.91
	Books - Adult Non-Fiction	2037826912	1-4541-29	$98.52
	Books - Adult Large Print	2037760000	1-4543-29	$39.99
	Books - Adult Large Print	2037772113	1-4543-29	$15.59
	Books - Adult Large Print	2037803023	1-4543-29	$20.40
	Books - Adult Large Print	2037815188	1-4543-29	$95.18

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Books - Adult Large Print	2037826912	1-4543-29	$36.00
	Books - Juvenile Fiction	2037803023	1-4544-29	$8.62
		Subtotal for Vendor		**$1,241.67**
Baker & Taylor - L420686				
	Library Materials - Processing/Shipping	2037757946	1-4518-26	$59.88
	Library Materials - Processing/Shipping	2037759876	1-4518-26	$46.75
	Library Materials - Processing/Shipping	2037762742	1-4518-26	$97.81
	Library Materials - Processing/Shipping	2037775019	1-4518-26	$161.92
	Books - Adult Non-Fiction & Processing/Shipping	2037775328	1-4518-26	$2.17
	Library Materials - Processing/Shipping	2037776971	1-4518-26	$108.56
	Library Materials - Processing/Shipping	2037780180	1-4518-26	$50.58
	Library Materials - Processing/Shipping	2037782091	1-4518-26	$78.57
	Library Materials - Processing/Shipping	2037785148	1-4518-26	$63.08
	Library Materials - Processing/Shipping	2037790604	1-4518-26	$79.49
	Library Materials - Processing/Shipping	2037796416	1-4518-26	$131.88
	Library Materials - Processing/Shipping	2037802508	1-4518-26	$154.31
	Library Materials - Processing/Shipping	2037808789	1-4518-26	$60.02
	Library Materials - Processing/Shipping	2037811934	1-4518-26	$85.71
	Library Materials - Processing/Shipping	2037816058	1-4518-26	$118.17
	Library Materials - Processing/Shipping	2037818370	1-4518-26	$56.83
	Library Materials - Processing/Shipping	2037821647	1-4518-26	$75.51
	Books - Adult World Languages	2037759876	1-4525-26	$10.79
	Books - Adult World Languages	2037775019	1-4525-26	$38.24
	Books - Adult World Languages	2037782091	1-4525-26	$58.84
	Books - Adult World Languages	2037808789	1-4525-26	$13.29
	Books - Adult World Languages	2037816058	1-4525-26	$53.05
	Books - Adult Fiction	2037757946	1-4540-26	$297.68
	Books - Adult Fiction	2037759876	1-4540-26	$361.37
	Books - Adult Fiction	2037762742	1-4540-26	$434.06
	Books - Adult Fiction	2037775019	1-4540-26	$972.04
	Books - Adult Fiction	2037776971	1-4540-26	$626.26
	Books - Adult Fiction	2037780180	1-4540-26	$144.14

General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Books - Adult Fiction	2037782091	1-4540-26	$656.54
	Books - Adult Fiction	2037785148	1-4540-26	$330.91
	Books - Adult Fiction	2037790604	1-4540-26	$521.36
	Books - Adult Fiction	2037796416	1-4540-26	$667.80
	Books - Adult Fiction	2037802508	1-4540-26	$871.25
	Books - Adult Fiction	2037808789	1-4540-26	$331.33
	Books - Adult Fiction	2037811934	1-4540-26	$650.52
	Books - Adult Fiction	2037816058	1-4540-26	$573.42
	Books - Adult Fiction	2037818370	1-4540-26	$281.75
	Books - Adult Fiction	2037821647	1-4540-26	$586.25
	Books - Adult Non-Fiction	2037757946	1-4541-26	$358.00
	Books - Adult Non-Fiction	2037759876	1-4541-26	$183.63
	Books - Adult Non-Fiction	2037762742	1-4541-26	$635.66
	Books - Adult Non-Fiction	2037775019	1-4541-26	$971.65
	Books - Adult Non-Fiction & Processing/Shipping	2037775328	1-4541-26	$24.26
	Books - Adult Non-Fiction	2037776971	1-4541-26	$482.48
	Books - Adult Non-Fiction	2037780180	1-4541-26	$383.07
	Books - Adult Non-Fiction	2037782091	1-4541-26	$478.21
	Books - Adult Non-Fiction	2037785148	1-4541-26	$472.35
	Books - Adult Non-Fiction	2037790604	1-4541-26	$348.80
	Books - Adult Non-Fiction	2037796416	1-4541-26	$682.92
	Books - Adult Non-Fiction	2037802508	1-4541-26	$876.42
	Books - Adult Non-Fiction	2037808789	1-4541-26	$351.29
	Books - Adult Non-Fiction	2037811934	1-4541-26	$403.52
	Books - Adult Non-Fiction	2037816058	1-4541-26	$473.45
	Books - Adult Non-Fiction	2037818370	1-4541-26	$357.66
	Books - Adult Non-Fiction	2037821647	1-4541-26	$150.62
	Books - Adult Large Print	2037762742	1-4543-26	$32.84
	Books - Adult Large Print	2037775019	1-4543-26	$66.40
	Books - Adult Large Print	2037785148	1-4543-26	$30.36
	Books - Adult Large Print	2037790604	1-4543-26	$58.05
	Books - Adult Large Print	2037796416	1-4543-26	$18.00

General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Books - Adult Large Print	2037802508	1-4543-26	$19.84
	Books - Adult Large Print	2037808789	1-4543-26	$93.19
	Books - Adult Large Print	2037811934	1-4543-26	$112.97
	Books - Adult Large Print	2037816058	1-4543-26	$396.88
	Books - Adult Large Print	2037818370	1-4543-26	$94.19
	Books - Adult Large Print	2037821647	1-4543-26	$18.00
	Books - Juvenile Fiction	2037796416	1-4544-26	$25.86
	Subtotal for Vendor			**$18,512.70**
Belynda Head				
	Program - R&B Line Dancing - 11/5/23	BH110523	1-4571-24	$145.00
	Subtotal for Vendor			**$145.00**
Blackstone Publishing				
	Audiobooks - Adult	2117021	1-4551-26	$44.99
	Audiobooks - Adult	2118267	1-4551-26	$224.99
	Subtotal for Vendor			**$269.98**
Bolingbrook Rotary Club				
	Mills Membership - Second Quarter Dues 2023-2024	1317	1-4161-10	$70.25
	Subtotal for Vendor			**$70.25**
Center Point Large Print				
	Books - Adult Large Print	2037497	1-4543-26	$147.42
	Subtotal for Vendor			**$147.42**
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	234782	1-4545-26	$366.76
	Books - Juvenile Non-Fiction	234784	1-4545-26	$280.67
	Books - Juvenile Non-Fiction	234786	1-4545-26	$336.62
	Books - Juvenile Non-Fiction	234992	1-4545-26	$146.86
	Books - Juvenile Non-Fiction	235193	1-4545-26	$10.99
	Books - Juvenile Non-Fiction	234787	1-4545-29	$139.76
	Books - Young Adult Non-Fiction	234390	1-4549-26	$76.96
	Books - Young Adult Non-Fiction	234991	1-4549-26	$180.85
	Subtotal for Vendor			**$1,539.47**

Clarence Goodman

Fountaindale Public Library District
Bills Payables Report
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General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Program - Senior Social - 11/9/23	CG110923	1-4571-24	$317.00
			Subtotal for Vendor	$317.00
Comcast Cable				
	Cable - 10/3/23-11/2/23	0367494-OCT23	1-4316-14	$103.27
			Subtotal for Vendor	$103.27
Dan Lachcik				
	Lego Day Program Donation - 11/4/23	8012-2324	1-4571-24	$200.00
			Subtotal for Vendor	$200.00
David Overeem				
	Program - A Day At The Fair - 10/23/23	DO102323	1-4571-24	$50.00
			Subtotal for Vendor	$50.00
Dell Marketing L.P.				
	CSD Manager Laptop Replacement	10696024146	1-4641-14	$1,327.59
			Subtotal for Vendor	$1,327.59
Demco, Inc.				
	Processing & Repair Materials	7360584	1-4371-12	$536.20
			Subtotal for Vendor	$536.20
Discount School Supply				
	Various Program Supplies	P42472390101	1-4353-20	$175.92
			Subtotal for Vendor	$175.92
Dynegy Energy Services				
	Electricity - 8/28/23-9/26/23	270493923101	1-4321-30	$17,650.49
			Subtotal for Vendor	$17,650.49
Elite Detailing Services, Inc.				
	Bkm, Van, & Ford Transit Clean Interior & Exterior - 9/28/23	14945	1-4235-29	$270.00
			Subtotal for Vendor	$270.00
First Bankcard				
	American Society Notaries - Plank - Notary Training	N8770-OCT23	1-4151-10	$25.00
	American Society Notaries - Gorski - Notary Training	N8770-OCT23	1-4151-10	$25.00
	ILA - Pottle Membership - 9/7/23-9/6/24	N8770-OCT23	1-4161-10	$200.00
	RealWheels Corp - Van Hub Cap Replacement	P9444-OCT23	1-4235-29	$157.14
	Mercedes Benz - Van Rear Differential Service & Testing	P9444-OCT23	1-4235-29	$373.33

Fountaindale Public Library District
Bills Payables Report
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General Fund

Vendor name	Description	Invoice number	Account number	Amount
	GotPrint - Branded Folders & Read-A-Palooza Cards/Cert.	M4566-OCT23	1-4256-10	$949.65
	GotPrint - Studio Orientation & Maker Training Cards	N8770-OCT23	1-4256-10	$48.49
	Canva - Circ Address Check Postcards	N8770-OCT23	1-4256-10	$33.00
	Canva - Circ Temp Library Card Postcards	N8770-OCT23	1-4256-10	$33.00
	Notice Boards & 9/20/23 Friends Appreciation Dinner Supplies	A42-2324	1-4351-10	$7.99
	Essential Supplies Restock - Sanitizer & Medium Gloves	A43-2324	1-4351-10	$102.16
	HR Onboarding Supplies	A49-2324	1-4351-10	$61.40
	Finance - 2.4" Binder Clips	A55-2324	1-4351-10	$19.99
	Notice Boards & 9/20/23 Friends Appreciation Dinner Supplies	A42-2324	1-4353-10	$36.98
	Meijer - Friends Appreciation Dinner Desserts - 9/20/23	M4566-OCT23	1-4353-10	$34.97
	Costco - Admin Restock & 9/20/23 Friends Dinner Beverages	N8770-OCT23	1-4353-10	$57.53
	The Patio - Friends Appreciation Dinner Tip - 9/20/23	N8770-OCT23	1-4353-10	$50.00
	The Patio - Friends Appreciation Dinner - 9/20/23	N8770-OCT23	1-4353-10	$624.49
	Various Program Supplies	A45-2324	1-4353-20	$265.85
	Various Program Supplies	A48-2324	1-4353-20	$137.13
	Michaels - Program Clay Supplies	N8770-OCT23	1-4353-20	$12.99
	Walmart - Various Program Supplies	N8770-OCT23	1-4353-20	$56.56
	Teen Programming Supplies	A40-2324	1-4353-24	$222.62
	Drawer Organizers & December Program Supplies	A46-2324	1-4353-24	$47.27
	Teen Crafting Jewelry & Candy	A50-2324	1-4353-24	$63.89
	Adult Canvases & Yarn	A51-2324	1-4353-24	$79.94
	Dollar Tree - Fall & Winter Program Supplies	N8770-OCT23	1-4353-24	$17.50
	Hobby Lobby - Fall & Winter Program Supplies	N8770-OCT23	1-4353-24	$12.99
	Tonys Fresh Market - Senior Social Lunch - 8/31/23	N8770-OCT23	1-4353-24	$99.98
	Will County Health - Cooking Demo Temp Food Permits	N8770-OCT23	1-4353-24	$46.50
	Tonys Fresh Market - Senior Social Lunch - 9/14/23	N8770-OCT23	1-4353-24	$99.98
	Meijer - Coffee & Convo Book Club Refreshments - 9/19/23	N8770-OCT23	1-4353-24	$30.74
	Dollar Tree - Teen Pumpkin Decorating Contest Supplies	N8770-OCT23	1-4353-24	$86.25
	Silhouette America - Various Designs	N8770-OCT23	1-4353-27	$28.01
	Lentils Program Supplies	A57-2324	1-4353-28	$8.99
	Alonti - Trustee Board Dinners - 9/21/23	M4566-OCT23	1-4355-16	$129.69
	Costco - Admin Restock & 9/20/23 Friends Dinner Beverages	N8770-OCT23	1-4355-16	$66.88

Fountaindale Public Library District
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Vendor name	Description	Invoice number	Account number	Amount
	Drawer Organizers & December Program Supplies	A46-2324	1-4371-24	$51.96
	Organizational Library Supplies	A44-2324	1-4371-27	$115.93
	Various Patron Use Supplies	A47-2324	1-4371-27	$212.44
	USCutter - Maker Vinyl Supplies	N8770-OCT23	1-4371-27	$1,481.91
	Michaels - Craft Supplies	N8770-OCT23	1-4371-27	$54.43
	Form Approvals - Contracts Annual Subs. - 8/30/23-8/30/24	N8770-OCT23	1-4521-26	$77.84
	Netflix - 4/12 Additional Roku Monthly Subscriptions	M4566-OCT23	1-4523-26	$19.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	M4566-OCT23	1-4523-26	$14.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-OCT23	1-4523-26	$19.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-OCT23	1-4523-26	$19.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	N8770-OCT23	1-4523-26	$14.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$19.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$19.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$19.99
	Netflix - 4/8 Outreach Roku Monthly Subscriptions	P9444-OCT23	1-4523-26	$19.99
	Hulu Bundle - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$19.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$14.99
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-OCT23	1-4523-26	$19.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$14.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$14.99
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-OCT23	1-4523-26	$19.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	P9444-OCT23	1-4523-26	$9.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$19.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-OCT23	1-4523-26	$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-OCT23	1-4523-26	$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-OCT23	1-4523-26	$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-OCT23	1-4523-26	$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-OCT23	1-4523-26	$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-OCT23	1-4523-26	$9.99

Fountaindale Public Library District
Bills Payables Report
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Vendor name	Description	Invoice number	Account number	Amount
	Max - 3/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$14.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$14.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$14.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$14.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	T7780-OCT23	1-4523-26	$14.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-OCT23	1-4523-26	$15.99
	Spotify - Monthly Streaming Storytime Music Subscription	N8770-OCT23	1-4631-14	$16.99
	Team Viewer - Premium Annual Subscription - 9/17/23-9/16/24	N8770-OCT23	1-4631-14	$617.00
	Jewel - Mekeel Farewell Cupcakes	N8770-OCT23	1-4711-10	$43.96
	1-800Flowers - Valencia Sympathy Arrangement	N8770-OCT23	1-4711-10	$124.97
	1-800Flowers - Alam Get Well Arrangement	N8770-OCT23	1-4711-10	$77.54
	Edible Arrangements - Spindel Get Well Arrangement	N8770-OCT23	1-4711-10	$123.63
	Michaels - Village Halloween Walk Decorations	P9444-OCT23	1-4711-10	$149.89
	Dickey's - After Hours Book Club Kit Setup Dinner - 9/8/23	T7780-OCT23	1-4711-10	$108.04
	Home Cut Donuts - Coffee w/ The Chiefs Refreshment - 9/12/23	M4566-OCT23	1-4715-10	$73.90
	Donut Den - Donuts w/Director Refreshments - 9/26/23	M4566-OCT23	1-4715-10	$14.76
	Panera - Coffee with The Chiefs Coffee Totes - 9/12/23	N8770-OCT23	1-4715-10	$143.43
	Panera - Donuts & Pastries Coffee & Refreshments - 9/26/23	N8770-OCT23	1-4715-10	$22.78
	Panera - RAILS Refreshments - 9/27/23	N8770-OCT23	1-4715-10	$107.36
	Paddle - Instagram Analytics Annual Subs. - 9/8/23-9/7/24	N8770-OCT23	1-4731-10	$263.25
	MailChimp - Monthly Subscription	N8770-OCT23	1-4731-10	$69.00
	Woobox - Monthly Subscription	N8770-OCT23	1-4731-10	$29.00
	GotPrint - Branded Folders & Read-A-Palooza Cards/Cert.	M4566-OCT23	1-4735-10	$1,117.69
	Target - 2023 Summer Adventure & Evaluation Gift Card Prizes	M4566-OCT23	1-4735-10	$350.00
	Subtotal for Vendor			**$10,419.19**

Fountaindale Public Library District
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Vendor name	Description	Invoice number	Account number	Amount
Forward Space				
	Circulation Workroom Cubicle Redesign Installation	827844	1-4651-30	$3,525.00
	Subtotal for Vendor			**$3,525.00**
Fun Express LLC				
	Various Program Supplies	72632692001	1-4353-20	$339.78
	Various Program Supplies	72632692001	1-4353-27	$19.99
	Subtotal for Vendor			**$359.77**
Gale/Cengage Learning				
	Gale Courses Unlimited - 12/18/23-12/17/24	81884965	1-4521-26	$7,445.82
	Books - Adult Large Print	82487637	1-4543-26	$344.69
	Books - Adult Large Print	82548083	1-4543-26	$30.39
	Books - Adult Large Print	82623066	1-4543-26	$73.47
	Subtotal for Vendor			**$7,894.37**
Grasso Graphics, Inc.				
	Reading & Writing eResources & DIY Book Club Kit Rack Cards	32720	1-4256-10	$431.51
	Subtotal for Vendor			**$431.51**
Heritage Books, Inc.				
	Program - Gen Club - Using Fold3 To Your Advantage - 11/8/23	HB110823	1-4571-24	$175.00
	Subtotal for Vendor			**$175.00**
Huntington Learning Centers of Greater Chicago				
	Program - Practice SAT - 10/28/23	HLCGC102823	1-4573-24	$400.00
	Subtotal for Vendor			**$400.00**
Illinois American Water				
	Fire Protection - 9/21/23-10/18/23	1025-210003089465	1-4331-30	$40.49
	Irrigation - 8/18/23-9/20/23	1025-210003089915	1-4331-30	$3,768.03
	Subtotal for Vendor			**$3,808.52**
Illinois American Water/Bolingbrook				
	Water & Sewer - 8/18/23-9/20/23	1025-210003088318	1-4331-30	$784.14
	Subtotal for Vendor			**$784.14**
Illinois Government Finance Officers Association				
	Schiller - Harnessing Energy Leadership Seminar - 11/3/23	8015-2324-01	1-4151-10	$35.00
	Nguyen - Harnessing Energy Leadership Seminar - 11/3/23	8015-2324-02	1-4151-10	$35.00

Fountaindale Public Library District
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General Fund

Vendor name	Description	Invoice number	Account number	Amount
			Subtotal for Vendor	**$70.00**
Illinois Secretary of State				
	FPLD Staff: Funfsinn - Notary Application	8016-2324	1-4351-10	$15.00
			Subtotal for Vendor	**$15.00**
Ingram Library Services				
	Library Materials - Processing/Shipping	77714740	1-4518-26	$94.85
	Library Materials - Processing/Shipping	77714741	1-4518-26	$22.54
	Books - Young Adult Fiction & Processing/Shipping	77714742	1-4518-26	$8.28
	Library Materials - Processing/Shipping	77774401	1-4518-26	$41.34
	Library Materials - Processing/Shipping	77774402	1-4518-26	$57.18
	Library Materials - Processing/Shipping	77805276	1-4518-26	$45.89
	Library Materials - Processing/Shipping	77805277	1-4518-26	$51.70
	Library Materials - Processing/Shipping	77827156	1-4518-26	$45.97
	Library Materials - Processing/Shipping	77883142	1-4518-26	$69.14
	Library Materials - Processing/Shipping	77890197	1-4518-26	$16.57
	Library Materials - Processing/Shipping	77905377	1-4518-26	$44.54
	Library Materials - Processing/Shipping	77913047	1-4518-26	$26.41
	Library Materials - Processing/Shipping	77913048	1-4518-26	$36.47
	Library Materials - Processing/Shipping	77923197	1-4518-26	$56.48
	Library Materials - Processing/Shipping	77934242	1-4518-26	$55.40
	Library Materials - Processing/Shipping	77952557	1-4518-26	$118.72
	Library Materials - Processing/Shipping	77961084	1-4518-26	$63.89
	Library Materials - Processing/Shipping	77977200	1-4518-26	$75.75
	Library Materials - Processing/Shipping	77977201	1-4518-26	$49.81
	Library Materials - Processing/Shipping	78000081	1-4518-26	$69.78
	Library Materials - Processing/Shipping	78000082	1-4518-26	$34.44
	Library Materials - Processing/Shipping	78022506	1-4518-26	$60.15
	Library Materials - Processing/Shipping	78039655	1-4518-26	$17.34
	Library Materials - Processing/Shipping	78048888	1-4518-26	$24.35
	Library Materials - Processing/Shipping	78048889	1-4518-26	$44.08
	Library Materials - Processing/Shipping	78068156	1-4518-26	$123.80
	Library Materials - Processing/Shipping	78068157	1-4518-26	$27.44

Fountaindale Public Library District
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Vendor name	Description	Invoice number	Account number	Amount
	Library Materials - Processing/Shipping	78079053	1-4518-26	$49.98
	Library Materials - Processing/Shipping	78112836	1-4518-26	$112.27
	Library Materials - Processing/Shipping	78132768	1-4518-26	$45.81
	Library Materials - Processing/Shipping	78149541	1-4518-26	$16.11
	Books - Juvenile World Languages	77774401	1-4526-26	$168.98
	Books - Juvenile World Languages	77913047	1-4526-26	$7.17
	Books - Juvenile World Languages	77913048	1-4526-26	$47.72
	Books - Juvenile World Languages	77923197	1-4526-26	$26.97
	Books - Juvenile World Languages	77952557	1-4526-26	$11.37
	Books - Juvenile World Languages	77977200	1-4526-26	$70.83
	Books - Juvenile World Languages	78000081	1-4526-26	$29.55
	Books - Juvenile World Languages	78068156	1-4526-26	$25.14
	Books - Juvenile World Languages	78079053	1-4526-26	$25.74
	Books - Juvenile World Languages	78112836	1-4526-26	$34.11
	Books - Juvenile World Languages	77913047	1-4526-29	$7.17
	Books - Juvenile World Languages	77923197	1-4526-29	$7.77
	Books - Juvenile World Languages	77977200	1-4526-29	$7.17
	Books - Juvenile World Languages	78000081	1-4526-29	$5.39
	Books - Juvenile World Languages	78079053	1-4526-29	$10.16
	Books - Adult Fiction	77714740	1-4540-26	$20.40
	Books - Adult Non-Fiction	77827156	1-4541-26	$10.17
	Books - Adult Non-Fiction	77913047	1-4541-26	$66.60
	Books - Juvenile Fiction	77714740	1-4544-26	$367.68
	Books - Juvenile Fiction	77774401	1-4544-26	$105.57
	Books - Juvenile Fiction	77774402	1-4544-26	$207.93
	Books - Juvenile Fiction	77805276	1-4544-26	$92.29
	Books - Juvenile Fiction	77827156	1-4544-26	$158.00
	Books - Juvenile Fiction	77883142	1-4544-26	$325.03
	Books - Juvenile Fiction	77913047	1-4544-26	$20.32
	Books - Juvenile Fiction	77913048	1-4544-26	$117.92
	Books - Juvenile Fiction	77923197	1-4544-26	$89.14
	Books - Juvenile Fiction	77952557	1-4544-26	$646.26

Fountaindale Public Library District
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Vendor name	Description	Invoice number	Account number	Amount
	Books - Juvenile Fiction	77977200	1-4544-26	$250.97
	Books - Juvenile Fiction	78000081	1-4544-26	$286.20
	Books - Juvenile Fiction	78022506	1-4544-26	$296.95
	Books - Juvenile Fiction	78039655	1-4544-26	$168.48
	Books - Juvenile Fiction	78048888	1-4544-26	$207.05
	Books - Juvenile Fiction	78068156	1-4544-26	$447.37
	Books - Juvenile Fiction	78079053	1-4544-26	$191.46
	Books - Juvenile Fiction	78112836	1-4544-26	$413.25
	Books - Juvenile Fiction	78132768	1-4544-26	$171.75
	Books - Juvenile Fiction	78149541	1-4544-26	$81.96
	Books - Juvenile Fiction	77714740	1-4544-29	$89.79
	Books - Juvenile Fiction	77774401	1-4544-29	$17.50
	Books - Juvenile Fiction	77774402	1-4544-29	$6.49
	Books - Juvenile Fiction	77805276	1-4544-29	$18.60
	Books - Juvenile Fiction	77883142	1-4544-29	$19.06
	Books - Juvenile Fiction	77913047	1-4544-29	$69.18
	Books - Juvenile Fiction	77913048	1-4544-29	$7.90
	Books - Juvenile Fiction	77923197	1-4544-29	$40.67
	Books - Juvenile Fiction	77952557	1-4544-29	$69.74
	Books - Juvenile Fiction	77977200	1-4544-29	$43.53
	Books - Juvenile Fiction	78000081	1-4544-29	$32.16
	Books - Juvenile Fiction	78022506	1-4544-29	$19.20
	Books - Juvenile Fiction	78048888	1-4544-29	$12.99
	Books - Juvenile Fiction	78068156	1-4544-29	$80.31
	Books - Juvenile Fiction	78079053	1-4544-29	$14.96
	Books - Juvenile Fiction	78112836	1-4544-29	$25.01
	Books - Juvenile Fiction	78132768	1-4544-29	$16.99
	Books - Juvenile Fiction	78149541	1-4544-29	$12.40
	Books - Juvenile Non-Fiction	77714740	1-4545-26	$36.61
	Books - Juvenile Non-Fiction	77774401	1-4545-26	$19.48
	Books - Juvenile Non-Fiction	77774402	1-4545-26	$10.73
	Books - Juvenile Non-Fiction	77827156	1-4545-26	$20.32

Fountaindale Public Library District
Bills Payables Report
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General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Books - Juvenile Non-Fiction	77923197	1-4545-26	$10.77
	Books - Juvenile Non-Fiction	77952557	1-4545-26	$62.10
	Books - Juvenile Non-Fiction	77977200	1-4545-26	$84.72
	Books - Juvenile Non-Fiction	78048888	1-4545-26	$32.16
	Books - Juvenile Non-Fiction	78048889	1-4545-26	$116.69
	Books - Juvenile Non-Fiction	78068156	1-4545-26	$72.91
	Books - Juvenile Non-Fiction	78112836	1-4545-26	$11.29
	Books - Juvenile Non-Fiction	78132768	1-4545-26	$45.16
	Books - Juvenile Non-Fiction	77714740	1-4545-29	$21.41
	Books - Juvenile Non-Fiction	77774401	1-4545-29	$9.74
	Books - Juvenile Non-Fiction	77827156	1-4545-29	$10.16
	Books - Juvenile Non-Fiction	77890197	1-4545-29	$17.71
	Books - Juvenile Non-Fiction	77923197	1-4545-29	$7.18
	Books - Juvenile Non-Fiction	77977200	1-4545-29	$42.36
	Books - Juvenile Non-Fiction	78000082	1-4545-29	$24.29
	Books - Juvenile Non-Fiction	78048888	1-4545-29	$24.82
	Books - Juvenile Non-Fiction	78068156	1-4545-29	$38.47
	Books - Juvenile Non-Fiction	78112836	1-4545-29	$11.29
	Books - Juvenile Easy	77714740	1-4546-26	$174.99
	Books - Juvenile Easy	77714741	1-4546-26	$33.88
	Books - Juvenile Easy	77774401	1-4546-26	$64.38
	Books - Juvenile Easy	77774402	1-4546-26	$261.47
	Books - Juvenile Easy	77805276	1-4546-26	$268.82
	Books - Juvenile Easy	77805277	1-4546-26	$35.56
	Books - Juvenile Easy	77827156	1-4546-26	$265.07
	Books - Juvenile Easy	77883142	1-4546-26	$189.72
	Books - Juvenile Easy	77905377	1-4546-26	$57.54
	Books - Juvenile Easy	77913048	1-4546-26	$90.20
	Books - Juvenile Easy	77923197	1-4546-26	$39.20
	Books - Juvenile Easy	77934242	1-4546-26	$50.80
	Books - Juvenile Easy	77952557	1-4546-26	$441.15
	Books - Juvenile Easy	77961084	1-4546-26	$26.42

Fountaindale Public Library District
Bills Payables Report
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Vendor name	Description	Invoice number	Account number	Amount
	Books - Juvenile Easy	77977200	1-4546-26	$312.73
	Books - Juvenile Easy	77977201	1-4546-26	$54.74
	Books - Juvenile Easy	78000081	1-4546-26	$78.73
	Books - Juvenile Easy	78022506	1-4546-26	$151.34
	Books - Juvenile Easy	78039655	1-4546-26	$54.26
	Books - Juvenile Easy	78048888	1-4546-26	$71.67
	Books - Juvenile Easy	78068156	1-4546-26	$331.68
	Books - Juvenile Easy	78068157	1-4546-26	$32.70
	Books - Juvenile Easy	78079053	1-4546-26	$66.66
	Books - Juvenile Easy	78112836	1-4546-26	$494.37
	Books - Juvenile Easy	78132768	1-4546-26	$283.88
	Books - Juvenile Easy	78149541	1-4546-26	$77.32
	Books - Juvenile Easy	77714740	1-4546-29	$10.16
	Books - Juvenile Easy	77774401	1-4546-29	$10.73
	Books - Juvenile Easy	77774402	1-4546-29	$50.26
	Books - Juvenile Easy	77805276	1-4546-29	$55.66
	Books - Juvenile Easy	77827156	1-4546-29	$32.72
	Books - Juvenile Easy	77883142	1-4546-29	$76.22
	Books - Juvenile Easy	77890197	1-4546-29	$14.67
	Books - Juvenile Easy	77913047	1-4546-29	$32.19
	Books - Juvenile Easy	77913048	1-4546-29	$11.27
	Books - Juvenile Easy	77923197	1-4546-29	$7.18
	Books - Juvenile Easy	77952557	1-4546-29	$73.97
	Books - Juvenile Easy	77977200	1-4546-29	$31.62
	Books - Juvenile Easy	78000081	1-4546-29	$9.58
	Books - Juvenile Easy	78000082	1-4546-29	$9.59
	Books - Juvenile Easy	78022506	1-4546-29	$32.75
	Books - Juvenile Easy	78039655	1-4546-29	$20.32
	Books - Juvenile Easy	78068156	1-4546-29	$82.70
	Books - Juvenile Easy	78079053	1-4546-29	$11.89
	Books - Juvenile Easy	78112836	1-4546-29	$64.89
	Books - Juvenile Easy	78132768	1-4546-29	$80.15

Fountaindale Public Library District
Bills Payables Report
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General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Books - Juvenile Easy	78149541	1-4546-29	$9.60
	Books - Young Adult Fiction	77714740	1-4548-26	$103.18
	Books - Young Adult Fiction	77714741	1-4548-26	$31.03
	Books - Young Adult Fiction	77774401	1-4548-26	$55.33
	Books - Young Adult Fiction	77774402	1-4548-26	$43.47
	Books - Young Adult Fiction	77805276	1-4548-26	$40.51
	Books - Young Adult Fiction	77805277	1-4548-26	$98.89
	Books - Young Adult Fiction	77827156	1-4548-26	$68.27
	Books - Young Adult Fiction	77883142	1-4548-26	$114.70
	Books - Young Adult Fiction	77905377	1-4548-26	$45.46
	Books - Young Adult Fiction	77913048	1-4548-26	$17.93
	Books - Young Adult Fiction	77923197	1-4548-26	$7.79
	Books - Young Adult Fiction	77934242	1-4548-26	$58.21
	Books - Young Adult Fiction	77952557	1-4548-26	$273.29
	Books - Young Adult Fiction	77961084	1-4548-26	$29.45
	Books - Young Adult Fiction	77977200	1-4548-26	$74.34
	Books - Young Adult Fiction	77977201	1-4548-26	$63.09
	Books - Young Adult Fiction	78000081	1-4548-26	$69.44
	Books - Young Adult Fiction	78022506	1-4548-26	$124.60
	Books - Young Adult Fiction	78039655	1-4548-26	$18.69
	Books - Young Adult Fiction	78048888	1-4548-26	$63.29
	Books - Young Adult Fiction	78048889	1-4548-26	$46.86
	Books - Young Adult Fiction	78068156	1-4548-26	$154.51
	Books - Young Adult Fiction	78068157	1-4548-26	$43.11
	Books - Young Adult Fiction	78079053	1-4548-26	$60.18
	Books - Young Adult Fiction	78112836	1-4548-26	$132.21
	Books - Young Adult Fiction	78132768	1-4548-26	$111.57
	Books - Young Adult Fiction	78149541	1-4548-26	$37.14
	Books - Young Adult Fiction & Processing/Shipping	77714742	1-4548-29	$22.59
	Books - Young Adult Fiction	77952557	1-4548-29	$10.16
	Books - Young Adult Fiction	78000082	1-4548-29	$64.39
	Books - Young Adult Fiction	78048888	1-4548-29	$18.69

General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Books - Young Adult Non-Fiction	77805276	1-4549-26	$12.99
	Books - Young Adult Non-Fiction	77934242	1-4549-26	$43.77
	Books - Young Adult Non-Fiction	77952557	1-4549-26	$9.60
	Books - Young Adult Non-Fiction	77961084	1-4549-26	$120.17
	Subtotal for Vendor			**$15,187.62**
ITsavvy LLC				
	AddOn Cisco Transceivers & Logitech Presentation Remote	01452031	1-4354-14	$565.96
	Various Computer Supplies	01453130	1-4354-14	$2,167.77
	Malwarebytes EDR & Server EDR 3 Year Renewals	01454486	1-4631-14	$20,886.45
	Subtotal for Vendor			**$23,620.18**
Jennifer Holik				
	Program - Gen. Club - Prisoners, Missing & Dead - 11/15/23	JH111523	1-4571-24	$175.00
	Subtotal for Vendor			**$175.00**
Jeremy James Lynch				
	Program - Videography Basics - 11/9/23	JJL110923	1-4571-24	$150.00
	Subtotal for Vendor			**$150.00**
Jorie Karum				
	Per Diem - 2023 ILA Conference - 10/24/23-10/26/23	JK080923	1-4173-10	$206.50
	Subtotal for Vendor			**$206.50**
Kate Thurston				
	Per Diem - 2023 ILA Conference - 10/24/23-10/26/23	KT080923	1-4173-10	$206.50
	Subtotal for Vendor			**$206.50**
Kellie Chase				
	Program - Sewing w/ Kellie Chase - 10/30/23	KC103023	1-4571-24	$210.00
	Program - Sewing w/ Kellie Chase - 11/1/23	KC110123	1-4571-24	$210.00
	Subtotal for Vendor			**$420.00**
Konica Minolta Business Solutions U.S.A., Inc.				
	March Contract: Maintenance - 8/15/23-9/14/23	9009545071	1-4234-14	$0.98
	July 20 - June 24 Contract: Overage - 9/1/23-9/30/23	9009576851	1-4234-14	$896.71
	Subtotal for Vendor			**$897.69**
Konica Minolta Premier Finance				
	License Plate Sticker Printer Lease - October 2023	510888498	1-4234-14	$15.66

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Vendor name	Description	Invoice number	Account number	Amount
	Leased Equipment - October 2023	511329450	1-4234-14	$1,550.18
	Subtotal for Vendor			**$1,565.84**
Lakeshore Learning Materials				
	Easy-Build Bricks Master Set	242587090623	1-4353-20	$458.85
	Subtotal for Vendor			**$458.85**
Leah D Moon				
	Program - Galaxy Pumpkins - 10/24/23	LDM102423	1-4573-24	$250.00
	Program - Sugar Skull Planters - 11/1/23	LDM110123	1-4573-24	$250.00
	Subtotal for Vendor			**$500.00**
Literacy DuPage				
	Program - ESL Conversation - 10/25/23	LD102523	1-4571-24	$100.00
	Program - ESL Conversation - 11/1/23	LD110123	1-4571-24	$100.00
	Program - ESL Conversation - 11/8/23	LD110823	1-4571-24	$100.00
	Program - ESL Conversation - 11/15/23	LD111523	1-4571-24	$100.00
	Subtotal for Vendor			**$400.00**
Lori Rader-Day				
	Program - Mystery Writing Bootcamp w/ Lori - 10/26/23	LRD102623	1-4571-27	$250.00
	Subtotal for Vendor			**$250.00**
Marcia Lautanen-Raleigh				
	Program - Crafting Herb Blends - 11/1/23	MLR110123	1-4571-24	$200.00
	Subtotal for Vendor			**$200.00**
Melisa Martinez				
	Program - Paper Crafting with Melisa Martinez - 11/6/23	MM110623	1-4571-24	$250.00
	Subtotal for Vendor			**$250.00**
Midwest Tape				
	Music - Adult	504319637	1-4550-26	$41.06
	Music - Adult	504323476	1-4550-26	$34.16
	Music - Adult	504352478	1-4550-26	$173.80
	Music - Adult	504352479	1-4550-26	$16.33
	Music - Adult	504352617	1-4550-26	$26.43
	Music - Adult	504352618	1-4550-26	$35.51
	Music - Adult	504388963	1-4550-26	$68.02

Fountaindale Public Library District
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Vendor name	Description	Invoice number	Account number	Amount
	Music - Adult	504388973	1-4550-26	$63.22
	Music - Adult	504388976	1-4550-26	$20.08
	Music - Adult	504416162	1-4550-26	$124.66
	Music - Adult	504416166	1-4550-26	$29.96
	Music - Adult	504416172	1-4550-26	$16.93
	Audiobooks - Adult	504323471	1-4551-26	$47.98
	Audiobooks - Adult	504323472	1-4551-26	$94.96
	Audiobooks - Adult	504388587	1-4551-26	$89.96
	Audiobooks - Adult	504388962	1-4551-26	$204.92
	Audiobooks - Adult	504416160	1-4551-26	$44.98
	Audiobooks - Adult	504416164	1-4551-26	$97.96
	Audiobooks - Adult	504416171	1-4551-26	$44.98
	Audiobooks - Adult	504416175	1-4551-26	$49.98
	Audiobooks - Adult	504416179	1-4551-26	$47.98
	Audiobooks - Adult	504323495	1-4551-29	$44.98
	Audiobooks - Adult	504388985	1-4551-29	$99.96
	Audiobooks - Adult	504416180	1-4551-29	$44.98
	Audiobooks - Adult	504416181	1-4551-29	$44.98
	DVD - Adult	504319638	1-4557-26	$432.04
	DVD - Adult	504319639	1-4557-26	$166.53
	DVD - Adult	504323470	1-4557-26	$223.40
	DVD - Adult	504323475	1-4557-26	$102.05
	DVD - Adult	504323477	1-4557-26	$276.74
	DVD - Adult	504323479	1-4557-26	$27.91
	DVD - Adult	504323480	1-4557-26	$152.90
	DVD - Adult	504323481	1-4557-26	$55.82
	DVD - Adult	504323482	1-4557-26	$152.90
	DVD - Adult	504323483	1-4557-26	$139.55
	DVD - Adult	504323484	1-4557-26	$139.55
	DVD - Adult	504323485	1-4557-26	$198.75
	DVD - Adult	504323486	1-4557-26	$198.75
	DVD - Adult	504323487	1-4557-26	$61.23

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Vendor name	Description	Invoice number	Account number	Amount
	DVD - Adult	504323489	1-4557-26	$47.51
	DVD - Adult	504323490	1-4557-26	$49.34
	DVD - Adult	504323497	1-4557-26	$89.10
	DVD - Adult	504323498	1-4557-26	$90.90
	DVD - Adult	504323499	1-4557-26	$40.80
	DVD - Adult	504323500	1-4557-26	$187.92
	DVD - Adult	504323501	1-4557-26	$62.49
	DVD - Adult	504323502	1-4557-26	$38.30
	DVD - Adult	504352475	1-4557-26	$61.23
	DVD - Adult	504352477	1-4557-26	$20.41
	DVD - Adult	504352611	1-4557-26	$198.75
	DVD - Adult	504352612	1-4557-26	$198.75
	DVD - Adult	504352614	1-4557-26	$232.17
	DVD - Adult	504352615	1-4557-26	$63.48
	DVD - Adult	504352616	1-4557-26	$247.92
	DVD - Adult	504352619	1-4557-26	$20.41
	DVD - Adult	504352620	1-4557-26	$41.66
	DVD - Adult	504352621	1-4557-26	$60.14
	DVD - Adult	504352624	1-4557-26	$63.60
	DVD - Adult	504352625	1-4557-26	$44.55
	DVD - Adult	504352626	1-4557-26	$124.38
	DVD - Adult	504352627	1-4557-26	$33.80
	DVD - Adult	504352628	1-4557-26	$72.85
	DVD - Adult	504352629	1-4557-26	$77.42
	DVD - Adult	504352630	1-4557-26	$34.05
	DVD - Adult	504388586	1-4557-26	$20.41
	DVD - Adult	504388588	1-4557-26	$216.10
	DVD - Adult	504388589	1-4557-26	$79.23
	DVD - Adult	504388960	1-4557-26	$347.90
	DVD - Adult	504388961	1-4557-26	$347.90
	DVD - Adult	504388964	1-4557-26	$309.58
	DVD - Adult	504388965	1-4557-26	$242.05

Fountaindale Public Library District
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General Fund

Vendor name	Description	Invoice number	Account number	Amount
	DVD - Adult	504388966	1-4557-26	$230.35
	DVD - Adult	504388967	1-4557-26	$242.05
	DVD - Adult	504388970	1-4557-26	$22.19
	DVD - Adult	504388975	1-4557-26	$81.48
	DVD - Adult	504388980	1-4557-26	$85.50
	DVD - Adult	504388981	1-4557-26	$99.36
	DVD - Adult	504388982	1-4557-26	$31.17
	DVD - Adult	504388989	1-4557-26	$138.20
	DVD - Adult	504388990	1-4557-26	$31.68
	DVD - Adult	504388991	1-4557-26	$38.30
	DVD - Adult	504388992	1-4557-26	$21.63
	DVD - Adult	504388993	1-4557-26	$63.60
	DVD - Adult	504388994	1-4557-26	$99.36
	DVD - Adult	504388995	1-4557-26	$40.05
	DVD - Adult	504388996	1-4557-26	$23.88
	DVD - Adult	504416163	1-4557-26	$527.34
	DVD - Adult	504416165	1-4557-26	$19.66
	DVD - Adult	504416169	1-4557-26	$198.75
	DVD - Adult	504416170	1-4557-26	$198.75
	DVD - Adult	504416173	1-4557-26	$25.66
	DVD - Adult	504416177	1-4557-26	$107.14
	DVD - Adult	504416178	1-4557-26	$167.90
	DVD - Adult	504416184	1-4557-26	$70.85
	DVD - Adult	504416185	1-4557-26	$36.05
	DVD - Adult	504416186	1-4557-26	$46.80
	DVD - Adult	504416187	1-4557-26	$38.30
	DVD - Adult	504323493	1-4557-29	$55.82
	DVD - Adult	504323494	1-4557-29	$27.91
	DVD - Adult	504323496	1-4557-29	$38.57
	DVD - Adult	504352623	1-4557-29	$55.82
	DVD - Adult	504388984	1-4557-29	$59.57
	DVD - Adult	504388987	1-4557-29	$27.16

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Vendor name	Description	Invoice number	Account number	Amount
	DVD - Adult	504416182	1-4557-29	$20.41
	DVD - Adult	504416183	1-4557-29	$20.41
	DVD - Juvenile	504323473	1-4558-26	$199.50
	DVD - Juvenile	504323474	1-4558-26	$89.14
	DVD - Juvenile	504323478	1-4558-26	$210.80
	DVD - Juvenile	504323488	1-4558-26	$158.88
	DVD - Juvenile	504352476	1-4558-26	$45.48
	DVD - Juvenile	504352610	1-4558-26	$228.53
	DVD - Juvenile	504352613	1-4558-26	$112.52
	DVD - Juvenile	504388968	1-4558-26	$119.25
	DVD - Juvenile	504388969	1-4558-26	$111.64
	DVD - Juvenile	504388971	1-4558-26	$198.75
	DVD - Juvenile	504388972	1-4558-26	$139.55
	DVD - Juvenile	504388977	1-4558-26	$83.73
	DVD - Juvenile	504388978	1-4558-26	$202.56
	DVD - Juvenile	504388979	1-4558-26	$54.36
	DVD - Juvenile	504388983	1-4558-26	$61.23
	DVD - Juvenile	504415989	1-4558-26	$27.91
	DVD - Juvenile	504416161	1-4558-26	$27.91
	DVD - Juvenile	504416168	1-4558-26	$42.84
	DVD - Juvenile	504416174	1-4558-26	$21.42
	DVD - Juvenile	504416176	1-4558-26	$109.55
	DVD - Juvenile	504323491	1-4558-29	$65.89
	DVD - Juvenile	504323492	1-4558-29	$61.51
	DVD - Juvenile	504352622	1-4558-29	$15.16
	DVD - Juvenile	504388986	1-4558-29	$83.73
	DVD - Juvenile	504388988	1-4558-29	$45.33
	Subtotal for Vendor			**$13,210.82**
Nancy Korczak				
	Reimbursement - Peru Programmer Check Postage	NK092523	1-4381-10	$22.15
	Subtotal for Vendor			**$22.15**
Natasha Lehrer Lewis Art				

General Fund

Vendor name	Description	Invoice number	Account number	Amount
	Program - Little Book Birdies - 11/8/23	NLLA110823	1-4573-24	$290.00
	Subtotal for Vendor			**$290.00**
Patron Point, Inc.				
	Patron Point, Sync, & Verify Subs. - 10/14/23-10/13/24	2228	1-4256-10	$8,500.00
	Subtotal for Vendor			**$8,500.00**
Peerless Network, Inc.				
	Telephone - 8/15/23-9/14/23	30700	1-4312-14	$1.48
	Telephone - 9/15/23-10/14/23	33025	1-4312-14	$497.22
	Subtotal for Vendor			**$498.70**
PeopleFacts				
	New Hire Background Checks - September 2023	33754-092023	1-4253-10	$140.64
	Subtotal for Vendor			**$140.64**
Playaway Products LLC				
	Books - Juvenile Easy	442185	1-4546-26	$1,577.65
	Audiobooks - Adult	440402	1-4551-26	$505.29
	Audiobooks - Adult	441326	1-4551-26	$66.68
	Audiobooks - Juvenile	442240	1-4553-26	$778.53
	Audiobooks - Young Adult	441751	1-4555-26	$226.57
	Playaway - Juvenile	441757	1-4562-29	$391.09
	Subtotal for Vendor			**$3,545.81**
Polonia Bookstore				
	Books - Adult World Languages & Processing/Shipping	74815	1-4518-26	$12.46
	Books - Juvenile World Languages & Processing/Shipping	74862	1-4518-26	$17.30
	Books - Adult World Languages & Processing/Shipping	74815	1-4525-26	$178.00
	Books - Juvenile World Languages & Processing/Shipping	74862	1-4526-26	$247.20
	Subtotal for Vendor			**$454.96**
Rainmakers Irrigation				
	Irrigation System Repairs	90623-26	1-4392-30	$235.00
	Subtotal for Vendor			**$235.00**
Reaching Across Illinois Library System (RAILS)				
	BiblioBoard Library Creator - 10/1/23-9/30/24	11444	1-4521-26	$2,800.00
	Communico Cloud Subscription - 10/16/23-10/15/24	11478	1-4631-14	$15,000.00

General Fund

Vendor name	Description	Invoice number	Account number	Amount
		Subtotal for Vendor		**$17,800.00**
Ronald Goldie				
	Program - Dungeons & Dragons - 11/9/23	RG110923	1-4573-24	$100.00
		Subtotal for Vendor		**$100.00**
Ruth Holmes				
	Reimbursement - STEAMLabs Program Supplies - 9/12/23	RH091223	1-4353-27	$21.79
		Subtotal for Vendor		**$21.79**
Sally Minor				
	Refund - "The Hive Queen"	SM1660	1-3310-10	$34.99
		Subtotal for Vendor		**$34.99**
Sara F Cochran				
	Program - Gen. Club - Let's Meet DNA Painter! - 10/25/23	SFC102523	1-4571-24	$175.00
		Subtotal for Vendor		**$175.00**
Sebert Landscaping Inc.				
	Lawn Maintenance - October 2023	264261	1-4392-30	$1,970.80
	Repair & Sod Removed Tree Ring	S573973	1-4392-30	$475.00
		Subtotal for Vendor		**$2,445.80**
Studio Nafisa				
	Program - Acrylic Painting Workshop - 11/9/23	SN110923	1-4571-24	$350.00
		Subtotal for Vendor		**$350.00**
Susan K Maddox				
	Program - Cooking Demo w/ Chef Maddox - 11/16/23	SKM111623	1-4571-24	$350.00
		Subtotal for Vendor		**$350.00**
T-Rexplorers, LLC.				
	Program - Dino Exploration: T-Rexplorers - 11/15/23	TR111523	1-4572-20	$450.00
		Subtotal for Vendor		**$450.00**
Taste of Home				
	Books - Adult Non-Fiction & Processing/Shipping	01064	1-4518-26	$4.99
	Books - Adult Non-Fiction & Processing/Shipping	01064	1-4541-26	$33.99
		Subtotal for Vendor		**$38.98**
The Bugle Newspapers				
	Legal Ads - B&A Ordinance - 9/28/23	821555	1-4243-10	$1,547.75

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

General Fund

Vendor name	Description	Invoice number	Account number	Amount
		Subtotal for Vendor		**$1,547.75**
TNA Sealants, Inc.				
	Repair Various Building Sealant Locations	23037113	1-4651-30	$20,587.00
		Subtotal for Vendor		**$20,587.00**
Today's Business Solutions, Inc.				
	Annual Licenses & Support - 10/1/23-9/30/24	15347	1-4233-14	$6,369.20
		Subtotal for Vendor		**$6,369.20**
Tressler LLP				
	Legal Expense - Attorney - September 2023	474671	1-4241-10	$1,092.00
	Legal Expense - 2023 Tax Appeals - September 2023	474672	1-4241-10	$2,100.00
		Subtotal for Vendor		**$3,192.00**
Tria Architecture, Inc.				
	2023 Interior Lighting Replace Construction Documents	4702	1-4651-30	$1,960.00
	2023 Third Floor Interior Reno Design Development	4703	1-4651-30	$1,912.50
		Subtotal for Vendor		**$3,872.50**
Tumbleweed Press, Inc.				
	TumblePlatinum & TumbleMath - 10/15/23-10/15/24	115118	1-4521-26	$2,500.00
		Subtotal for Vendor		**$2,500.00**
Unique Management Services, Inc.				
	Collection Expense - September 2023	6117619	1-4245-10	$315.20
		Subtotal for Vendor		**$315.20**
US - Yellow Pages				
	Quarterly Listing - 9/13/23-12/12/23	2489870-48-02	1-4731-10	$259.00
		Subtotal for Vendor		**$259.00**
Verizon Wireless				
	Telephone - 8/17/23-9/16/23	9944639542	1-4311-14	$539.78
		Subtotal for Vendor		**$539.78**
Warehouse Direct				
	District Inventory Restock - September 2023	5585283-0	1-4351-10	$766.45
	Outreach - Bottled Water	5587464-0	1-4351-10	$61.53
	Various Colored Cardstock	5585280-0	1-4353-20	$94.26
	White 11x17 Cardstock	5585280-1	1-4353-20	$34.62

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

General Fund

Vendor name	Description	Invoice number	Account number	Amount
	District Inventory Restock - September 2023	5585283-0	1-4371-10	$27.18
	FPLD Staff Apparel	5553555-0	1-4711-10	$503.03
	FPLD Staff Apparel	5574953-0	1-4711-10	$245.29
	Subtotal for Vendor			**$1,732.36**
			Totals for Fund 1	**$219,614.63**

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

Maintenance Fund

Vendor name	Description	Invoice number	Account number	Amount
ABCO Electrical Construction & Design LLC				
	Locker Wiring, 3rd Fl. Wire Issue, & LL Motion Sensors	15932	8-4211-30	$5,340.00
	Subtotal for Vendor			**$5,340.00**
American Building Services, LLC				
	Spare Master Keys	4052499	8-4211-30	$48.00
	Subtotal for Vendor			**$48.00**
Best Quality Cleaning, Inc.				
	Special Cleaning - 3rd Fl Mens Washroom - 9/21/23	47556	8-4211-30	$75.00
	Cleaning Service - October 2023	47401	8-4215-30	$9,429.00
	Saturday Day Porter - October 2023	47521	8-4215-30	$498.75
	Subtotal for Vendor			**$10,002.75**
Buckeye Power Sales Co., Inc.				
	Generator Service Call - 9/19/23	PSV342681	8-4215-30	$255.00
	Subtotal for Vendor			**$255.00**
Cintas Corporation				
	First Aid Restock - 10/4/23	8406471859	8-4215-30	$524.06
	Subtotal for Vendor			**$524.06**
Cintas Corporation #344				
	Weekly Mat Service - 9/13/23	4167688409	8-4215-30	$30.00
	Weekly Mat Service - 9/20/23	4168402999	8-4215-30	$30.00
	Weekly Mat Service - 9/27/23	4169112541	8-4215-30	$30.00
	Weekly Mat Service - 10/4/23	4169821880	8-4215-30	$30.00
	BKM Custom Colored Mats	1904261664	8-4357-30	$465.00
	Subtotal for Vendor			**$585.00**
First Bankcard				
	CSD Study Rooms LED Driver	A52-2324	8-4211-30	$138.00
	Mockett - Circ Workroom Wire Grommets	N8770-OCT23	8-4211-30	$167.70
	JT Commerce - Staff Entrance Corner Guards	P7810-OCT23	8-4211-30	$246.65
	Easy Keys - Circ Pedestal Lock Core	P7810-OCT23	8-4211-30	$10.62
	Maintenance Rivets	A53-2324	8-4357-30	$18.98
	Maintenance Sandpaper	A54-2324	8-4357-30	$33.11
	Menards - Various Repair Supplies	P7810-OCT23	8-4357-30	$13.80

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

Maintenance Fund

Vendor name	Description	Invoice number	Account number	Amount
	Menards - Various Repair Supplies	P7810-OCT23	8-4357-30	$70.06
	Batteries Plus - Procell Batteries	P7810-OCT23	8-4357-30	$117.00
	Menards - Sanding Sheets	P7810-OCT23	8-4357-30	$27.92
	Subtotal for Vendor			**$843.84**
Flood Bros Disposal Co				
	Garbage & Recycling - September 2023	7014207	8-4215-30	$326.00
	Subtotal for Vendor			**$326.00**
Graybar				
	Emergency Lighting Bulbs	9333842778	8-4211-30	$69.59
	Electric & Network Repair Parts	9333969837	8-4211-30	$166.46
	Subtotal for Vendor			**$236.05**
H-O-H Water Technology				
	Quarterly Water Treatment - October, November, December 2023	661942	8-4211-30	$292.14
	Subtotal for Vendor			**$292.14**
Homer Tree Care, Inc.				
	Dead Scotch Pine Tree Removal	53792	8-4211-30	$475.00
	Subtotal for Vendor			**$475.00**
Intrinsic Landscaping, Inc.				
	Green Roof Maintenance - September 2023	23-0556	8-4215-30	$672.94
	Subtotal for Vendor			**$672.94**
Johnson Controls Security Solutions				
	Quarterly Security - 10/1/23-12/31/23	39294218	8-4215-30	$415.04
	Subtotal for Vendor			**$415.04**
Pace Systems, Inc.				
	Circ Cubicle Cabling Network	214209	8-4211-30	$8,079.88
	Subtotal for Vendor			**$8,079.88**
Plunkett's				
	Monthly Pest Control - September 2023	8222367	8-4215-30	$114.40
	Subtotal for Vendor			**$114.40**
Trane U.S. Inc.				
	Trane TU Pro Controls Software 3 Year Licensing	313979834	8-4215-30	$5,720.00
	Subtotal for Vendor			**$5,720.00**

Fountaindale Public Library District
Bills Payables Report
October 19, 2023

Maintenance Fund

Vendor name	Description	Invoice number	Account number	Amount
Warehouse Direct				
	Facilities Restock- July 2023 - BO Sanitary Tampons	5552960-1	8-4357-30	$91.36
	Facilities Restock - August 2023	5573671-0	8-4357-30	$1,157.94
	District Inventory Restock - September 2023	5585283-0	8-4357-30	$78.56
		Subtotal for Vendor		**$1,327.86**
			Totals for Fund 8	**$35,257.96**
			Grand Total	**$254,872.59**

Jennie Nguyen/Finance Manager

September 2023 Monthly Board Report
Paul Mills

Director

September was a challenging month for our Staff, our Board, and our Library. The strong and powerful theme that emerged was the care and concern that everyone showed for each other.

Deputy Director (Nancy Korczak)

This September the library was able to bring back the Brooks Middle School field trips. Over a period of 2 weeks, students from 6th to 8th grade came to the library to get a tour of the Vortex, Studio and to learn a bit about our online resources. It was great to see how for some students this was their first trip to the library and for others, the library is their regular hangout spot after school. During the weeks of the tours, we saw an uptick in students requesting replacement library cards so they could use your resources.

This month the library hosted the annual Friends of the Library appreciation dinner. This is a way for the library to say thank you to members of the Friends for all their support. At the meeting, members approved funding for library programs such as the fall reading initiatives for elementary and middle schools, coupons for a free book for the Children's Winter Reading program, and sponsored the Ice Cream for next year's ice cream social.

From Tana Petrov's report

Outreach Services

Monthly Overview of Outreach Services:
September Staff News:

- Outreach Services is happy to welcome our new Outreach Services Librarian - Jaci. Jaci has been the Youth Services Supervisor at another library in the Pinnacle Library Consortium and brings experience working with patrons of all ages and various community organizations. Welcome, Jaci! We are thrilled to have you join our team!
- This September marked the completion of Sarah's 12th year working at Fountaindale Public Library. Congratulations, Sarah! You are a valuable member of our library, and we, in Outreach, are inspired and amazed by your work ethic and passion for our patrons!
- We are very proud to announce that we have a new Bookmobile driver on our team - Jen - who completed training in only a few weeks and passed her road test successfully. Way to go, Jen!

September notable activities and projects:

• We attended several community events and provided off-site programs, along with our everyday activities, such as Bookmobile community stops, home-delivery service and visits to retirement facilities.

• Bookmobile visits to our elementary schools have been going extremely well. We have been seeing more than 100 students on the Bookmobile at our school visits.

• Outreach staff attended the B'Long Round-Up event at the Gail Borden Public Library, where we provided tours of our Bookmobile. Tana and Carolyn also presented on the topic of [Youth Outreach.](#)

Services for Preschools

Various Outreach staff have been providing storytimes to our preschools, day-care centers and community locations while we are in the process of training Jaci. Our community has expressed gratitude and enthusiasm for seeing, interacting and learning from our team.

From Jen's report: *The Learning Experience storytimes. Since we only had one hour, we asked them to combine classes for the storytimes. I had 22 in the first group plus 3 teachers, and 16 in the second plus 2 teachers. Today is National Felt Hat Day so my theme was hats. I found a felt hat that I could wear during the storytimes. I started with a welcome song (It's Time for Storytime) and movement song (We Clap and Sing Hello) played on the ukulele. Next I had a felt board activity. I had five pictures of different colored hats and one small picture of a cat. The rhyme was "Little cat, little cat, are you behind the ___ hat?" The children helped guess which hat they thought the cat was under. They had a lot of fun with this activity. I read two books, [Hat Tricks](#) by Satoshi Kitamura and [Rainbow Hat](#) by Hong Hai. At one point, one child pushed his way through the group and loudly whispered "You are amazing!" and then of course, all the kids had to join in with the complements. Doing storytimes for preschoolers is always good for the self esteem.*

From Melissa's report: *On 9/28, I provided a storytime at Wholey Granoly. I read Jump! by Tatsuhide Matsuoka, Jump! by Scott M. Fischer and The Grasshopper Hopped! by Elizabeth Alexander. I handed out scarves to the children and we did a rhyme together. I also used finger puppets to tell the story of the Five Little Monkeys Jumping on the Bed. The children helped me count the monkeys. For the activity song I played* <u>The Jumping Song</u> *by Mr. Will Dupuy. I then read Is Everyone Ready for Fun! by Jan Thomas. The children stood and did the movements as I read the book. I did a puppet show called Jump Frog Jump by Robert Kalan. I had the children say "jump frog jump" since the line is repetitive in the story. For the final books I read Hop Jump by Ellen Stoll Walsh and Bounce by Doreen Cronin and Scott Menchin. The final activity song that we did was called* <u>Jumping and Counting</u> *by Jim Gill.*

From Carolyn's report: *I had so much fun presenting a Storytime at the Bolingbrook Historical Museum. We had students from the Head Start preschool come, so there were approximately 40 in attendance. The kids especially liked the shadow puppets I gave them to help with the book Night World and also roaring like a Dinosaur during the book Dinosaur vs Bedtime.*

Services for Schools
From Cindy's report:

- *Returned to schools this month, featured some back to school titles, my word of the month was empathy, and the Puppet show Boo Hoo Bird was about empathy as well. It turns out a number of teachers had been talking about empathy with their classes and it was a nice review and teachers appreciated talking about caring and kindness etc.*

- *I featured one Monarch title, Chez Bob and used a crocodile puppet and some bird puppets to tell the story to grades K-3rd. This would make a great book and puppet circulating kit.*
- *Did a program T-Shirt transformation collaborating with Sarah from CSD and Ruth from the Studio. It was a blast! We had some walk up participants that I counted, and 4 or 5 middle schoolers I knew and encouraged to join us. The kids loved making designs to iron on but the cutting was difficult for hands too small for the sharper scissors, and I did help a few with that.*

Bookmobile and Library Express Van Community and School Visits

- **From Carolyn's report:** *The Bookmobile went to a new community stop at Riverstone South. We parked near their club house and had a large crowd come on the Bookmobile. We had check outs and made library cards. There were students from the school bus, families from the complex and kids from the activity club. A great turn out!*

Outreach Programs and Events
- **Sept 10: Pathway Parade**
  - **From Ramon's report:** *I worked my first Pathways Parade with the Outreach team and the rest of the library. It was a great turnout for what turned out to be a very nice day outside. We arrived early to decorate the bookmobile and van with beach rock and roll themed stickers, guitars, and fun balloons that had lobsters and unicorns inside. We handed out so much candy to our community and we received a lot of nice compliments from them regarding the library. Many people shouted that they "love the library" and "appreciate the work we do". It was great to connect with the community at this parade and we were all very pleased with the turnout!*

- **Sept 29: Elvis Tribute Show at Levy Center**

  - **From Carolyn's report:** *Outreach sponsored Hugo's Tribute Show at Levy Center on behalf of the library as part of Healthy Aging Month. Jen, Jaqi and Carolyn attended the packed house. Hugo was an amazing Elvis impersonator and the crowd loved his performance. They sang and danced throughout the show. There were 150 people registered with a waiting list. However, everyone who came was able to get a seat and enjoy the show. Hugo even stayed after to talk with the crowd and take pictures. What a great event for the seniors!*

From Jacinto Gonzalez's report

Studio 300

Here are our **September 2023 key stats**:
- 547 patrons actively **used** our lab.
  - **10** were Non-District Users.
- 1509 items were **checked out**
  - **153** of that total circulated out of the lab
- 71 patrons **attended** our programs.
  - Total programming hours came to **11**
- 35 patrons **completed** our online classes:
  - **22** Orientation
  - **13** Maker Training

Studio Month Summary:

September was the start of Hispanic Heritage Month, and the Studio was a part of celebrating Hispanic heritage. We had a Magical Realism program that educated and talked about the authors and works of the Latin Magical Realism movement. Justin celebrated Latin music with his Sample This! program. Adriana did a YouTube video to help patrons how to use genealogy eResources. The studio monthly clubs saw a rise in their attendance. ShortHaus George Miles had the largest attendance in the club's history. Monica held a class to highlight the studio digitizing equipment. The Writers Club hosted an event with horror Author Scott Kenemor. Finally, Ruth had a program showing patrons how to do Japanese Block Printing with designs done on the Carvey.

The studio also took part in the Brooks Middle School Tours. We assisted in showing all available resources and breaking down the policies and procedures. It was a great way to connect with the school and show the teachers and students resources they could use.

Our most used rooms were GCR E (Podcast) and Video room. Our most used maker equipment was the 3D printers. Studio staff wrote five blogs and did one YouTube video.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Patrons have been very responsive to our fall programming schedule. Craft sessions, senior social, computer classes, and food programs continue to be very popular. Our staff is referring patrons to future programs should our wait lists fill up, and are looking at adding downloadable PDF instructions for craft classes so patrons can make their own crafts at home.

Our virtual classes are also continuing to pull in good attendance numbers. This month debuted our first partnership program with the Illinois State Historical Society. Our library hosted *Jolliet and Marquette: A New History of the 1673 Expedition* by Mark Walczynski. The historical society provided three copies of the speaker's new book to give away at the end of the session. Registration was high, and the program garnered

27 participants.

Teen Programming

September was a very busy month with a full schedule of programming and school visits. I hosted several programs this month including three craft programs.

My first program, **DIY Cloud Lanterns**, was well attended. Teens transformed their paper lanterns into clouds by adding Poly-fil, LED battery operated lights and ribbon. I helped each teen close up the bottom of their paper lantern with peel 'n' stick foam. Then, teens glued Poly-fil to the

outside of the lanterns using our new mild-temp hot glue guns. These glue guns have added safety features and on/off switches. Once they finished gluing, Hayley Montalvo helped teens cut and tie a ribbon to their lantern to make them hanging lanterns. We also gave each teen a bag of ten mini battery operated LEDs to light up their clouds. All in all, a successful project with big, fluffy results.

Teen Services staff planned several programs for Hispanic Heritage Month. I planned and presented a program on alebrijes, a brightly colored Mexican folk art sculpture of a fantastical creature, called **Alebrije Shadow Boxes**. For this project, teens decorated shadow boxes that were designed to showcase a small alebrije figurine using paint or paper and Modge Podge. I created a class handout in Canva explaining the history behind the figures. I also printed images reminiscent of alebrijes and Mexican artwork and culture to be used with the Modge Podge. At the start of the class, teens selected their alebrije and got to work. They were a creative bunch and already knew much about the sculptures. We also watched Coco during the program as they figure prominently in the movie.

School Services

The school year is back in swing! We have been hard at work visiting schools, facilitating field trips to the library and preparing and promoting the Great Reading Race.

Once again, Teen Services staff, namely Hayley and I, are visiting three Bolingbrook middle schools once a month. In September, Hayley visited Brooks while I went to Jane Addams and Humphrey middle schools. We decided to bring our 2.25" circle button maker and some updated fall designs. The teens had a blast making buttons until it stopped working on our last monthly visit to Humphrey.

Brooks Middle School students visited Fountaindale during the weeks of September 18 and 25. We had over 600 students tour the Vortex, Studio 300 and get overviews of our behavior policies, eResources and digital collections, the library app and more. I scheduled these visits with their school librarian and continued to be in contact with him throughout the tours. I created daily schedules for staff to follow as we split students into three groups and rotated among three group sessions. Hayley and I provided the tour and overview of the Vortex. We answered numerous questions, checked out materials and handed out many monthly calendars. I also assisted teachers in setting up library apps, renewing teacher cards and more.

The Great Reading Race has begun! This is our annual middle school reading program that included students from Brooks, Humphrey and Jane Addams. I spent some of August and much of September working with Steven and Nancy to set up our program in READsquared. This software allowed us to pre-register all of the language arts students at all three middle schools. A first! I trained my staff in using the new software. I am pleased with the start of this program. Teens are excited about the incentives and have already logged 87, 046 minutes. This program continues through most of October so I will provide a program wrap-up next month.

Career Online High School:
Currently Enrolled: 2
Currently Enrolled 30 Day Probation: 0
Currently Enrolled Completed 30 Day Probation: 0
Students 75% Through Program: 1
Graduate: 30

Programming:
From Nic Mitchel's Report
Senior Social: Elizabeth Taylor - Violet Beauty (9-14-23)
Attendees: 34

We continue to see good success with our Senior Social programs. The most response we get are from programs that look back on the pop culture of the 50s, 60s, and 70s; so I thought that a program talking about the films of Elizabeth Taylor. I reached out to Steven Frenzel from Marquee Film Talks to present for us. We have hosted Steven in the past to some positive feedback and many other organizations have also had successful talk from him and his group. The sole hiccup with getting Steven all set up for our presentation was that he would need to do the program via Zoom, despite the audience being in person. We have done this before with the Senior Social, and considering that Steven lives in North Carolina, it seemed the best option in order to get the program set.

Huichol Yarn Painting: Part of Hispanic Heritage Month (9-28-23)
Attendees: 15

This was the craft that I had planned for the month. I had seen several instances of this project and thought that it would be enjoyable to our patrons and would connect to the Hispanic Heritage Month. The supplies weren't terribly expensive and most of it we already were able to use, which was helpful. The only thing that I hadn't expected was that the patrons would have a bit of difficulty with the project. I know that when I first tried a sample, I had difficulty with the process, but I was also trying to figure out the process as a whole. While I saw many different examples of the craft, the instruction varied from very complicated to too simplistic. After the first sample, I was able to recreate another with much less difficulty and issue with the process. This was the process that I was using when I taught the craft, but it seemed that some issues arose

that I hadn't experienced or that the solution I was able to reach did not have the same success for everybody, with one of the most common being the yarn sticking to fingers after a person had pressed it onto the canvas with Mod Podge. The patrons that had attended did say that they enjoyed the craft, some even enjoying the difficulty, and enjoyed the information tied to the craft about the Huichol people of western Mexico.

Specialist Highlight
Audrey

Introduction to Liquid Watercolors (9/14/23)
Attendees 17

Shane Rotkis led an amazing Introduction to Liquid Watercolors class. She offered many art supplies to use for the class, as well as set-up each patron's seat with paper, brushes, water, salt, and paints. Before patrons began, Shane talked about the art of watercolor painting and described different paper to use, techniques to apply, and even some effects to incorporate with watercolor. Patrons started the class practicing different watercolor techniques on a smaller paper, which was taped on cardboard. Then, once everyone felt comfortable experimenting, they could start painting on a bigger sheet of paper.

Librarian Highlight
Aysha Haq

Book Clubs:
Chills & Thrills: *We Begin at the End* by Chris Whitaker. 15 attended. They are busy getting titles ready for 2024.

Coffee & Conversation: *Crying in the Bathroom* by Erika L. Sánchez, 14 attended.

Fall and Reading: Fall Ribbon Wreath. 12 patrons attended. I booktalked titles from the "Hello Fall" and "I Love NY" displays on the 3rd floor.

Book Club Kits: They are finally on the shelves! I'm excited that we were able to get multiple formats for patrons and tote bags for them to checkout, too. Looking forward to seeing how they are received by the public.

Teen Specialist Highlight
Hayley Montalvo

September has been quite a month. I'm definitely ready to move on to October.

Programs
September started with an Ink Painting class hosted by Leah Moon. We had some patrons returning from her previous classes which was nice. The kids really enjoyed using the ink to color and were really creative with how they used it. They got to use the alcohol ink on glass so they got to have framed art. They also got

to make additional paintings on paper made specifically for ink. In September, we also hosted the walking tour field trips for Brooks Middle School students. All the language arts classes came over to get a tour of the Vortex, Studio 300 and had a meeting with Tasos and Nancy to talk about behaviors and resources that the library offers. Randi gave most of the tours in the Vortex, and I just helped out. But I did get to give tours for a day. I think they went pretty well! We had a lot of students check out books and ask questions. Since then, I've recognized some of the kids coming back, and they've asked about things we talked about during the tours, which has been really nice.

Specialist Highlight

Andrew

Quite the month for notarizations. Some of them were initially confusing and I was unsure if we were able to do them but thankfully Brian and Jay were on hand to resolve any issues. I don't have my notary supplies with me at the moment but I think I did 15-20 notarizations across the month of September.

I worked on the 3rd floor more often than the 2nd and was able to field some quite interesting requests for recommendations. The highlights were a patron who wanted books about honey and holistic medicine, which we have a good amount of material on. Another patron asked for a book about the history of Puerto Rico, but because we didn't have anything that specific I was able to find a 100 page PDF online from a reputable source that had good info.

Monthly Overview of Children's Services:
Children's Services launched the fall programming season with storytimes, special events to celebrate Hispanic Heritage Month and more. Exciting new programs debuted this month, including an experience-based program aimed at homeschoolers, family-friendly programming and to the surprise and delight of our patrons, more craft kits! We welcomed a new Children's Services Librarian to the team and look forward to being fully staffed again in October. The incidents our library experienced this month were difficult, but I am very proud of the CSD team for taking care of our patrons and fellow staff and for demonstrating kindness and a positive attitude.

ARTS & CRAFTS

ART EXPLORATION: *Viva Frida:* **Part of Hispanic Heritage Month (4 attendees)**
"A super small group, but we had the most wonderful time. We read *Viva Frida* by Yuyi Morales. In fact, I read it twice by request. The girls were fascinated with the book and how [Morales] created the dolls and the animals and even her own versions of Frida's paintings. We talked about the difference in the style of the 'live' pictures of the dolls and the almost dreaminess of the illustrations. Looking at the wounded deer we compared it to Frida and how she helped it to how she helped herself with art. We talked about Casa Azul and how you can visit it virtually online. One of the girls has a trip to Mexico planned for a wedding, and she wants to see how close it is so she can visit. They were really interested in both Frida and Yuyi Morales. They did a wonderful job on their dolls, too!" *Chris Z.*

"This was our first program targeting homeschoolers this season, and I wanted to get some first hand feedback. Both of the families who attended were very positive about the experience. They emphasized the time of day (11 a.m.) as a good time for homeschool programming and also how they were looking for 'experiences' for their children, which they felt the Art Exploration was. One mentioned how important age range is to them. They have a 5-year-old and a 2-year-old; they liked our targeted program, feeling that the large age span from the previous Adventures in Homeschooling program may have been too much." *Christina M.*

COQUÍ FROG CRAFT: Part of Hispanic Heritage Month (6 attendees)
"Only four kids registered for this program, but they all came on a rainy day and two grownups attended with them. I found a coquí frog video to share so they could hear the call that gives the frog its name. I offered a couple of options for making the origami frogs: index cards and construction paper (which are stiffer and make the frog jump higher) and origami paper (which provides interesting colors and patterns). Two adult volunteers came early and learned to fold the frogs so they could provide help with the tricky bits. The 'squash fold' near the beginning was challenging, although it became easier with practice. Everyone was able to successfully make their frogs, and they really did jump! They also enjoyed decorating their frogs with markers and tiny googly eyes."
Sarah D.

CRAFT KITS

Paul once described CSD's craft kit programs as an "industry," and his description is 100% accurate. The amount of care and hard work CSD staff (and our wonderful adult and teen volunteers) put into creating these kits is amazing, and Take-it Make-it is one of CSD's most popular programs.

This month we launched two new types of craft kits. Holiday Take-it Make-it kits center around various holidays. For holidays that are not widely known, CSD staff include background information from a nonfiction book in our collection.

We started offering Tween DIY Kits as a way to offer additional passive activities for older children on Valley View School District's two early release days. These crafts are more complicated than a Take-it Make-it kit and are specifically designed for 3rd, 4th and 5th graders.
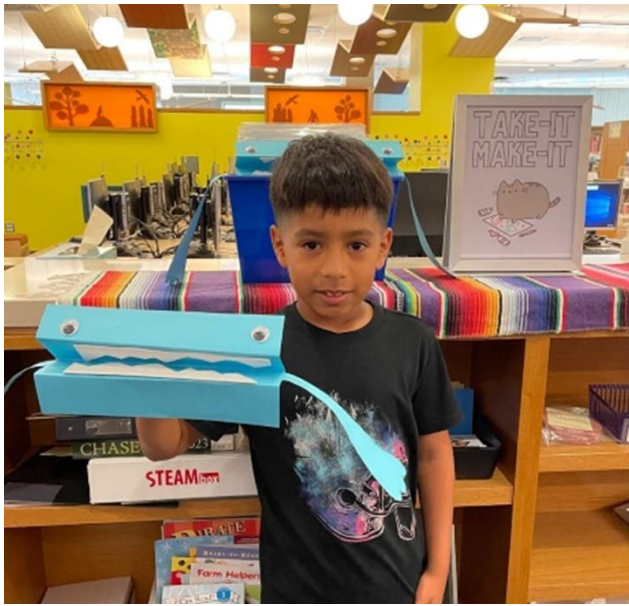
TAKE-IT MAKE-IT (295 kits)
"About a month ago, 7-year-old Armando R. came to the CSD desk and said he had a craft for us to make. Thinking he wanted a craft, the staff member at the desk went to grab one for him, but he clarified that he had designed a craft that he wanted us to make into a Take-it Make-it (TIMI) to be handed out at the library. He even had a prototype for us to look at! We told him that we would be happy to make his craft into a TIMI and that we would follow up with him soon.

Happily, this task found its way to me! I took my job very seriously and made a new sample, based as closely as possible on his prototype, and created in-depth instructions and book recommendations on it, just like I would for a regular TIMI. I then had Armando come in to inspect the sample kit and give it his stamp of approval. Once he gave it the okay (and tried out the craft kit for himself) he said that he wanted to come in on the day the craft comes out and hand it out to people. On September 23, CSD Manager, Joyce, walked around the department with Armando and handed out the craft to the patrons on the floor. Armando's craft was so creative, and we were extremely happy that we could reward his courage and innovation by making his Monster Puppet one of our official Take-it Make-it crafts for the fall season! We told him he is welcome to come back with more ideas in the future!"
Christina M.

PAWS TO READ (36 attendees)
"The dogs were Hershey, Spirit, Sofie, Flash and Elvis. We had some new friends reading to the dogs today and like everyone else that comes they did not want to leave. The therapy dogs just love being read to, petted and loved on and the handlers are fantastic with the children. This is always such a fun program." *Rosemary B.*

STEAM & LEARNING FUN

AMAZING AVIATOR SHAESTA WAIZ (15 attendees)
Rosemary B. presented a program inspired by the life of the first woman from Afghanistan to fly around the world in a single-engine aircraft and the book, *Fly Girl Fly! Shaesta Waiz Soars Around the World* by Nancy Roe Pimm.

"We made paper airplanes and then painted a wooden plane. The children got to pick 4 different colors of paint to use. This was my first program that we used paint, and it got messy! They were so creative with how they painted the planes." *Rosemary B.*

DISCOVERY TOTS (48 attendees)
"Today's program was fantastic! I was really excited to see the kids and adults interacting with each other. There were more participants than I was used to, so I would say this was a perfect day and time for the program. We had at least two babies and the rest were toddlers. Everyone was respectful of each other even though it was a bit crowded at the stations. I called out about every 10 minutes to have everyone switch stations. Towards the end of the program, I started to tell people that if there was a favorite activity that they could go back to that station. I will be setting up more stations next month as the program is becoming popular." *Susan F.*

Building Operations (Tasos Priovolos)

We hosted walking field trips from Brooks Middle School. This program included presentations and tours on e-resources, studio, Vortex, and behavior expectations. It was great to see students learn about resources that they didn't know their library offered. It was common to see students download apps during the presentation of e-resources or students continue talking about Studio 300 and Vortex while on the tour.

The entire Facilities department assisted with the very successful Friends Book Sale. This included assuring the rooms were set up for the sale, assisting during the sale, and assuring the rooms were ready for reservations following the sale.

Dan Mekeel has left our team to pursue other opportunities. We wish Dan the best in his exciting new endeavors!

We changed the table top configuration and size in the studio collaboration rooms. These changes will allow more room for patrons while using these rooms.

We are currently reviewing applications and conducting interviews for the recently posted Security Guard and Facilities Technician positions.

A new staff safety training was held for new and current staff. This is a great opportunity to review safety procedures and tour the areas of the building that are accessible during emergency evacuations.

The carpeting and base in the vestibule, elevators, and staff entrance was replaced recently. This work was completed as part of our on-going building maintenance repairs.

Three exterior metal doors and frames were replaced recently along with any security hardware that was nearing the end-of-life.

Continued working with Tria Architecture for the staff-area LED lighting project, the 3rd floor renovations, and the parking lot drainage. We are nearing the completion of the 3rd floor renovations design phase.

We had a bi-annual inspection and service completed on our emergency generator. These inspections and services complete any maintenance items that are due along with exercising the generator to assure it will operate properly during a power outage.

We have successfully completed the reconfiguration of the cubicles in the Circulation workroom. We are working on the design and coordination of the Outreach department cubicle reconfiguration.

In September, 65 new maintenance tickets were created, and 60 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

September 2023 Statistics Snapshot
- Almost **20% increase** in digital circs
- 3,939 new items added to collection
- 3,493 old & worn items were withdrawn
- 310 interlibrary loans and Find More IL requests received for our patrons
- 171 damaged items repaired; 121 purchase orders; 285 invoices paid; 113 boxes opened

Staff News
We welcomed Joseph Kiessling to our department this month, filling the open Collection Aide position. We're excited to have Joseph join the Collections team!

Book Club Kits
After almost a year of planning, we launched a brand new collection: DIY Book Club Kits! The collection provides multiple copies and formats of popular titles, including regular print, large print, audiobooks on CD, playaway audiobooks and large tote bags featuring our fabulous new logo. Patrons are able to mix and match to meet the needs of everyone in their book clubs. This collection is located on the third floor, behind the New Books section.

Tech to Go! Expansion
This month we also expanded our second floor Tech to Go! collection. Patrons can now check out portable Bluetooth speakers, external CD/DVD drives and portable DVD players! These devices help remove barriers to access and allow patrons to continue enjoying our physical AV collections.

Collection Services Staff Reports

From Jacob Luce, *Collection Services Assistant Manager*
For the month of September, we interviewed candidates for the Collection Aide position. We then determined a candidate for the position and extended the offer to the candidate. The candidate accepted and started 9/25/23. In anticipation of the new Collection Aide starting, I worked with the Acquisition's Supervisor to develop a training plan for the new Collections Aide. In addition to creating a training plan for the new aide, I partnered with the Children's Collection librarian to help produce and update the video game ordering procedures. Then I assisted with training the Digital & A/V Librarian on the ordering process for video games for the collection. I also trained the Acquisition's Supervisor on how to order A/V through Midwest Tape. Furthermore, I placed a video game test order for vendor Crimson Multimedia. This vendor was set up in response to Ingram no longer carrying video games. The month of September was also the beginning of the end for the genre stickers. I coordinated with the Cataloging and Acquisitions Supervisor to suspend the use of some of the genre stickers in the collection. Additionally, the Book Club Kit Collection debuted. I participated in the after hours event that took place to assist with the setup of the Book

Club Kit Collection. Moreover, the new devices for the Tech to Go Collection debuted. The new devices include two portable DVD players, four portable CD/DVD drives and ten portable Bluetooth speakers. I attended the September PinTech meeting where we discussed using the subfield s in the 245 field to show the language an item is written in. This pertains only to materials where the title is in English but the actual story is written in a different language. We also discussed using separate bib records for a specific graphic novel. I've also helped provide cataloging coverage and cataloged a portion of new materials. In addition to cataloging, I completed the September 2023 new movies carousel for Library Aware, I also started working on the October 2023 new movies carousel. Last but not least, I sent the September Patron Point reports to the Communications Department.

From Brett Luminais, *Children's Collection Librarian*
In September I completed ordering to meet my monthly spending goal of 35% expended and encumbered by the end of the month. I met my monthly spending goals in the first half of the month and focused on a number of other projects throughout the rest of September before I began working on carts to meet my October spending goals. I continued selecting new Holiday picture books to prepare for the upcoming Holiday Collection, leveraging my vendor contacts to put together lists of their holiday picture book titles for me to review. I researched further to identify color schemes and symbols connected to the various holidays to provide to Communications as a spine label design aid for our holiday spine label collaboration. I created record sets for each holiday and added items currently held in our collection and items in processing and on order. Sixteen of these record sets are complete. I reviewed the physical space and started drafting a proposal for the physical placement of the new collection. I reviewed children's magazines with low circulation stats and gathered information from CSD staff to determine how magazines are used in the children's areas. I then provided the information I gathered to inform decisions on which magazine subscriptions should be renewed and which should be cut. I completed drafting the new inventory sheets for both the American Girl and Barbie Doll collections. Communicating with both the Collections Department Manager and the CSD Department Manager, I developed a process to begin examining the physical doll kits to ensure the inventory sheets accurately reflect the kit contents. I prepared selection notes on Video Games and wrote expanded Launchpad selection and ordering procedures for the new DAV Librarian. I assisted the training session for the video games ordering. I prepared and provided training for the Launchpad selection and ordering processes, and on sign creation for the J DVD endcap displays. I also took time to walk the new DAV Librarian through CSD to review display locations. I created two new STEAMboxes and delivered them to the Cataloging Division. I reviewed fifteen damaged STEAMboxes and completed repairs to fourteen. Orders were placed for any necessary replacement pieces not already held. I continued weeding procedures throughout the month. I pulled two carts of materials, and reviewed eight carts of weeding for the Main building and one for Outreach. Ultimately, I identified nearly 2000 items to be withdrawn from the collection due to damage or lack of use.

From Lynnette Hopwood, *Adult Collection Librarian*
September has been busy and I can't believe that it is already October. In September, one of my staff had their anniversary. Christine Jason has just celebrated her 29th year here! What a wonderful achievement! September has also seen the debut of our Book Club Kits. They have been popular with our staff run book clubs. Several patrons have also discovered the books and have checked out a few. I was busy in September ordering books, fulfilling patron requests, and training the DAV Librarian on the many intricacies of creating and maintaining the various displays. I did not withdraw many materials as I normally do as we were very busy with changing displays throughout the library. I am very pleased that the "Get Crafty" display did so well! Over the month that it was up, 114 items were checked out. Our patrons seem to love our DIY, cooking, and craft displays. They usually have many items checked out. The people in charge of creating displays met in September to plan displays through the end of January. We made it to the middle of December when we were interrupted. We finished planning them individually through the end of December, and we will be meeting at the beginning of December to plan out the Spring displays. I am very excited to get our Fall themed displays up in the library. It is one of my favorite times of the year!

From Lily Reardon, *Digital & AV Collection Librarian*
The month of September was filled with training! I kicked off the month by attending the Circulation Orientation. I was excited to finally get a Fountaindale library card. After getting my library card, I explored the library's digital resources and learned about the checkout and hold limits of each. I was excited about Freegal Music+ since some of the music subscriptions like Pandora and Spotify can be pretty expensive so I love that Freegal is available to Bolingbrook patrons. I was trained on ordering DVDs, CDs, and video games for all ages as well as juvenile launchpads. I have since placed orders for all physical AV materials throughout the month, with the exception of video games. I learned about several of Fountaindale's report platforms including SimplyReports and Pinnacle Data Studio. I practiced using the reporting platforms by running various types of reports on my collections. Amongst all the training I've been given this month, I was also able to watch a webinar recording of the Boundless introduction in preparation for the Baker & Taylor's new digital collection application, Boundless, which 360 on Tuesday, September 26. I attended the PinDigital meeting on Thursday, September 28 where I discussed the new features of Boundless. I also was interested to be a part of the conversations surrounding the digital platforms. I also attended my first Collection Usage Committee, Collection Leads, and Display meetings this month. I was also trained on the eContent Stats and the Digital Content Fast Facts. I began updating those starting this month. I was also given the opportunity to write my first blogpost for the website, where I introduced patrons to Boundless. Overall, this month was filled with so many firsts and I'm excited to see what next month brings!

From Chris Castle, *Cataloging Supervisor*
Many book genre stickers were discontinued this month. This list includes all adult stickers except Outreach's large print and Christmas stickers and DVD and Blu-ray stickers, YA Graphic Novel stickers, Board Book color stickers, and all Juvenile genre stickers except Scary. This is in an effort to reduce the redundancy and clutter of stickers on books and make processing more efficient. Once this change took effect, I updated the appropriate cataloging documentation. The Juvenile Holiday collection was discussed more this month. We decided to mirror the Outreach Holiday collection's call number prefixes for the main building collection. This will establish consistency between

the collections and ease of location within the new collection. I have been tasked with testing call number prefixes and their label appearance for the new holidays we are adding. I will report my findings at the next Collection Leads meeting. The EBSCO magazine renewal was reviewed this month. I researched titles on the possible discontinuation list and offered my insights on why they were there or if we should unsubscribe. I also performed some cleanup during this time by deleting SHRs of magazines we no longer subscribed to. Additionally, I created a periodical change log to help me keep track of updates to the collection. At the PinTech meeting this month, we decided to utilize $s in the 245 field to denote the language an item is in if the title is only in English but the rest of the item's content is in another language. This will help patrons identify the correct item they want to place a hold on in the PAC. We will also use this field to denote the language when an item's title is only the English transliteration of the original language's script. I trained Connie on cataloging materials for the Outreach collections this month. She will begin cataloging the Outreach counterpart along with the main building items. I also continued updating cataloging procedures this month. I recognized the need for visual examples of our call number label formats, so I began adding screenshots of the labels with the proper formatting to our documentation.

From Bini Issac, *Acquisitions Supervisor*
This month we did Collection aide interviews and selected Joseph and he accepted the offer. He is being trained on how to bring boxes to our department, marking them with important information and how to receive Baker and Taylor shipments. I covered the Circulation desk for one of their monthly meetings. I attended the zoom meet for Assistant Managers & Supervisors. I was trained on how to order materials from Midwest Tapes and have started ordering. Since we were short one person and Joseph's training is ongoing, I have been processing Lucky day items and processed Ingram materials to help out my team. I learned how to create bulk change item templates in Polaris and have created a few already. I shadowed Linda while she did newspaper processing. I did the Fiscal year invoice shifting. I also learned to do invoices for books that accompany some of our magazines. I trained Lily on using RFID Pad. I learned how to create DVD bibliographic records for Blu-ray combo titles. I trained Mary and Katie on how to receive shipments. I created Baker and Taylor holiday genre grids to place orders for our holiday collection.

From Christine Jason, *Interlibrary Loan Specialist*
This month, I celebrated 29 years here at Fountaindale! Time has really flown by. I still remember, my son was 9 months old and I was looking for something part time to get me out of the house. My mother suggested applying here and I was hired right away. It's funny, when I was a teenager, I applied to work at my local library and did not get the job. If only I (and they) knew. I have enjoyed my time here, everyone is so friendly and I love the work I do. We finally started receiving some requests for our materials in Find More but the numbers are less than half of last month. Some of the larger libraries, like Helen Plum and Skokie, have been using WorldShare instead and Addison dropped out for now. I will be curious to see if our numbers bounce back this month. I attended a Booklist webinar, Eat Read Love, featuring the latest recipes as well as romance titles with reps from Hachette, Disney and others. Fall/Spring titles for both cook books and romance were discussed. This month, I had 16 items for replacement and 4 Large Print titles for Lynnette to review.

Circulation by Branch

Branch	2022	2023	Change	% Change
Building	44594	42945	-1649	-3.70%
Outreach	3645	3190	-455	-12.48%
Studio	2206	1509	-697	-31.60%
Digital	8909	10687	1778	19.96%
Totals	**59354**	**58331**	**-1023**	**-1.72%**

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2044	*vs.*	DVD	5917
CD Audiobook	228	*vs.*	Playaway Audiobook	460
Vinyl Record	222	*vs.*	Music CD	722

Special Collections

Collection	Circs
Backpacks	164
Bluetooth Transmitters	1
Dolls	86
Hotspots	58
Laptops	188
Lucky Day	957
Portable CD Players	20
Portable Record Players	23
Rokus	39
STEAMboxes	81
Tween Book Boxes	6
Vinyl Records & Cases	250

Physical Collection Circulation

*Sorted alphabetically by collection

Collection	Sep 2022 Circs	Sep 2023 Circs	Change	% Change
Adult Audiobooks	456	284	-172	-38%
Adult Fiction	4632	4648	16	0%
Adult Graphic Novels	559	448	-111	-20%
Adult Nonfiction	4001	4280	279	7%
Adult Video Games	482	460	-22	-5%
Beginning Readers	2011	1896	-115	-6%
Interlibrary Loan	332	278	-54	-16%
Juvenile Audiobooks	908	832	-76	-8%
Juvenile Fiction	3772	3404	-368	-10%
Juvenile Graphic Novels	2492	2262	-230	-9%
Juvenile Kits	215	227	12	6%
Juvenile Movies & TV	2333	1813	-520	-22%
Juvenile Nonfiction	2804	2948	144	5%
Juvenile Technology & Equipment	311	261	-50	-16%
Juvenile Video Games	999	886	-113	-11%
Large Print	908	858	-50	-6%
Local Authors	9	11	2	22%
Magazines	437	446	9	2%
Movies & TV	6221	6107	-114	-2%
Music	1050	943	-107	-10%
On-the-Fly	13	24	11	85%
Picture Books	9322	9158	-164	-2%
Studio 300	2204	1509	-695	-32%
Technology & Equipment	420	553	133	32%
World Languages Adult	136	163	27	20%
World Languages Juvenile	672	439	-233	-35%
World Languages Young Adult	9	1	-8	-89%
Young Adult Audiobooks	17	21	4	24%
Young Adult Fiction	881	814	-67	-8%
Young Adult Graphic Novels	1057	839	-218	-21%
Young Adult Kits	18	11	-7	-39%
Young Adult Nonfiction	165	155	-10	-6%
Young Adult Technology & Equipment	2	1	-1	-50%
Young Adult Video Games	597	664	67	11%
Totals	**50445**	**47644**	**-2801**	**-6%**

Digital Collection Usage

Sorted by positive circulation change

Digital Platform	Sep 2022	Sep 2023	Change	% Changed
Libby by OverDrive	5073	6095	1022	20.15%
Hoopla	2255	2600	345	15.30%
PressReader	266	564	298	112.03%
Kanopy	175	230	55	31.43%
Freegal	924	962	38	4.11%
Axis 360	216	236	20	9.26%
Totals	**8909**	**10687**	**1778**	**19.96%**

September Digital Circs Year to Year

Circulations by year:
- 2016: 4848
- 2017: 5998
- 2018: 7430
- 2019: 8647
- 2020: 7700
- 2021: 8727
- 2022: 8909
- 2023: 10687
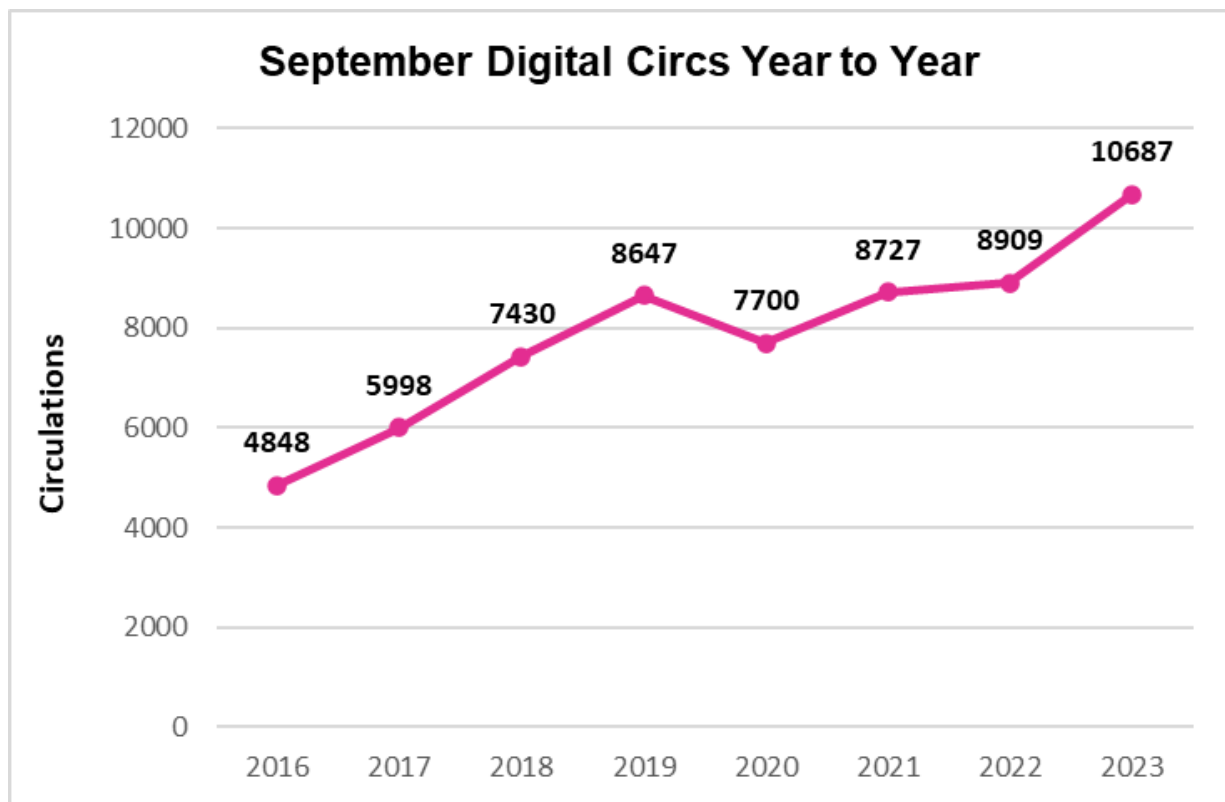
For **September,** digital circulation was **18%** of the library's total circulation.

Digital Collection Circulation Over the Year

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Libby	5073	5079	5108	5185	5548	5188	5504	5228	5495	6059	6243	6129	6095
Axis 360	216	230	230	186	202	211	225	236	237	239	289	242	236
Hoopla	2255	2186	2260	2185	2479	2275	2391	2278	2618	2449	2763	2787	2600
Kanopy	175	159	176	195	213	195	227	201	179	216	195	223	230
Freegal Music	924	2004	1020	822	1939	1644	1962	2231	2018	3518	2938	1452	962
PressReader	266	255	249	307	373	446	322	327	249	255	311	303	564

Digital Content Fast Facts - September 2023

Libby by OverDrive
- There were **6,982 active Pinnacle patrons in the month.** Of those, **Fountaindale had 1,271 active patrons**, 87 of which are **new users.**
- During the month, PLC yielded **34,970 total checkouts;** of those**, 6,095 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 46.6%, Audio: 44.2%, eMagazines: 9.2%
- Checkouts by Audience: Adults: 88.9%; Young Adults: 7%; Juvenile: 4.1%

Axis 360
- There were **119 active patrons** for the month, **40** of which are **new users**
- During the month, there were **126 eBook circs** and **110 eAudio circs**
- Checkouts by Format: eBooks: 53%; eAudio: 47%

Hoopla
- There were **2,600 circs** borrowed by **517 patrons**
- There were **517 active patrons**, **47 of which are new users**
- **Audiobooks** were the most borrowed format, accounting for **52%** of all circs, followed by **eBooks with 30%**, **Movies/TV** with **13% and Music** with **5%.**
- The top trending titles were *The Coworker* by Freida McFadden on eAudiobook and *Harry Potter and the Sorcerer's Stone* by J.K Rowling on eAudiobook

Kanopy
- Patrons played **230 distinct video titles** and **395 video plays**
- There were **66 active patrons**
- The **most popular videos** were *The Russia House* and *Everything Everywhere All at Once*

Freegal
- This month yielded **824 songs streamed** and **138 songs downloaded**
- There were 17 active patrons streaming and 11 patrons downloading
- Top **streaming music genres**: Pop, Rock, World Music
- Top **downloaded music genres**: Country, Folk/Country, Pop

Physical Items Added and Withdrawn

Physical Items	Sep 2023 Added	Sep 2023 Withdrawn
Adult Audiobooks	84	2
Adult Fiction	922	204
Adult Graphic Novels	30	139
Adult Nonfiction	501	447
Adult Video Games	48	0
Beginning Readers	44	2
Juvenile Audiobooks	144	3
Juvenile Fiction	280	216
Juvenile Graphic Novels	122	347
Juvenile Kits	1	0
Juvenile Movies & TV	104	0
Juvenile Nonfiction	104	108
Juvenile Technology & Equipment	1	3
Juvenile Video Games	28	3
Large Print	123	331
Local History & Genealogy	1	0
Magazines	243	11
Movies & TV	391	118
Music	71	268
Picture Books	389	1133
Studio 300	1	0
Technology & Equipment	20	2
World Languages Adult	43	1
World Languages Juvenile	8	1

World Languages Young Adult	17	0
Young Adult Audiobooks	0	0
Young Adult Fiction	130	152
Young Adult Nonfiction	23	1
Young Adult Video Games	48	0
Totals	**3939**	**3493**

Cataloging

- Items Cataloged and made available: 3939
- Original bibliographic records created: 21
- Magazines & Newspapers processed: 236

Acquisitions & Processing

- Purchase Orders created: 121
- Invoices Paid: 285
- Boxes Received and Opened: 113
- Items Repaired: 171

Interlibrary Loan through OCLC

305	**Items Received for our patrons**
	• 260 items from IL libraries • 45 items from out of state libraries
147	**Items Sent out to other libraries**
	• 65 to IL libraries • 79 to out of state libraries • 3 ALA
401	**Items requested by our patrons this month**
	• 393 submitted in OCLC • 3 items were too new to request • 5 were available in Pinnacle. • 4 were out of country only
216	**Items requested by OCLC libraries this month**
	• 88 from IL libraries • 124 from out of state libraries • 0 outside the US • 4 ALA

Find More Illinois

5	FMI Items Received for Our Patrons
16	FMI Items Sent Out to Other Libraries
4	FMI Items Requested by Our Patrons
21	FMI Items Requested by Other Libraries

Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in 2 years **CHQ Recommendation: less than 10%**	10,373 9.18%	1,597 12.69%	5,327 5.51%	17,297 7.78%
Collection Check - Anything that has not circulated in 4 years **CHQ Recommendation: less than 10%**	210 2.02%	14 0.88%	179 3.36%	403 2.33%
Grubby - Items that have circulated 75 times or more **CHQ Recommendation: less than 10%**	8,549 7.83%	441 3.58%	7,391 8.29%	16,381 7.78%
DOA* **Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.**	5,470 30.60%	843 40.78%	3,358 26.43%	9,671 29.62%
Turnover **Sept 27, 2022 to Sept 25, 2023**	2.48	2.65	3.34	2.87

Display Circs

1ˢᵗ Floor:
Lobby Tree: Staff Picks - 25
Lobby Tree: Patriot Day - 28 (up 1 week)
Lobby Cart: Weekend Warrior - 45
Lobby Cart: Get Crafty - 114
Lobby Cart: Football - 14
Lobby Cart: Hispanic Heritage - 97

2ⁿᵈ Floor
2ⁿᵈ floor cart: Hispanic Heritage - 105

3ʳᵈ Floor
Self-Check: Memorable Memoirs - 12
3ʳᵈ Floor Desk Table: School Daze - 3
3ʳᵈ Floor Desk Table: Pirates - 4
3rd Floor Desk Table: Magical Realism - 6
3ʳᵈ Floor Cart: I Love NY - 15
3ʳᵈ Floor Cart: It's a Crime - 7
3ʳᵈ Floor Cart: Hello Fall - 17
3ʳᵈ Floor Cart: A Day in the Life - 6

Children's and Teens
1000 Books Before Kindergarten - 116
Apples - 41
Crafts - 4
Fall Leaves - 117
Fun with Food - 14
Graphic Novels - 26
Great Books You Never Heard About - 5
Happy Halloween - 82
Halloween DVDs - 8
Hispanic Heritage Month - 37
Libraries - 32
Raining Cats and Dogs - 1
Step into Reading - 90
Teenage Mutant Ninja Turtles DVDs - 2
Video Games - 14
Video Games Lit - 26
Anime Movies – 64
Teen Book Bundles - 30
Teen Reads – 19
Teen Pop – 63
YA Create - 12

Children's Displays

Adult Displays
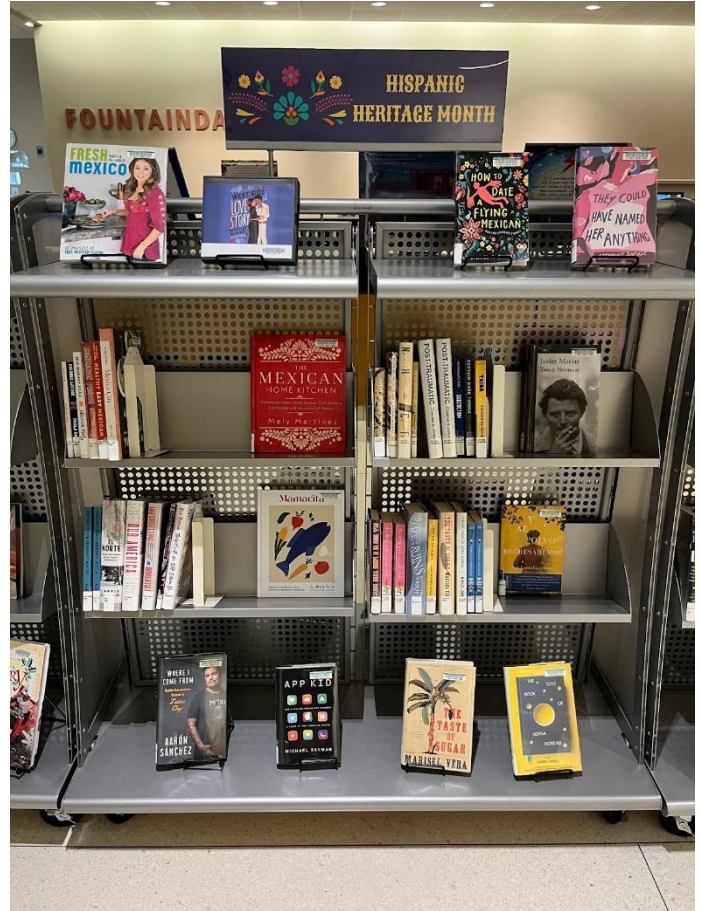
Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 83,790 impressions and 7,184 clicks.
    - Campaigns with the most impressions:
        - Catalog Items: 59,553 impressions; 5,009 clicks
        - YouTube: 9,641 impressions; 1,106 clicks
        - Instagram: 5,170 impressions; 300 clicks

- We auto-renewed 388 library cards with Patron Point.

- We scheduled, wrote/edited and published 22 blog posts.

- Sabrina continues to serve on the committee for strategic plan objective 3.2: Identify and remove barriers to access and explore additional services to increase community engagement.

- Melissa serves as the objective leader of strategic plan objective 1.4: Learn about how patrons flow through and engage with the building to inform updates to wayfinding signage.

- Melissa attended an ILA Marketing Forum board meeting and a roundtable event.

- Melissa met with Koios to review our account.

- Steven provided website and Communico training for Marlene Vazquez.

- Steven continued to work with Nancy and Randi to build and launch the Great Reading Race on READsquared.

- Sabrina and Steven updated all collateral and the website to reflect Axis 360's change to Boundless.

- Sabrina and Melissa met with Collection Services to start a holiday picture book project.

- Sabrina created several TV slides and flyers for Outreach Services. She also created a custom banner for Pioneer Elementary School where Outreach showcases our event flyers and calendars to students. She updated our Theatre-on-the-Hill ad Unique New Mover postcard. She also began working on the winter issue of *The Fountain*.
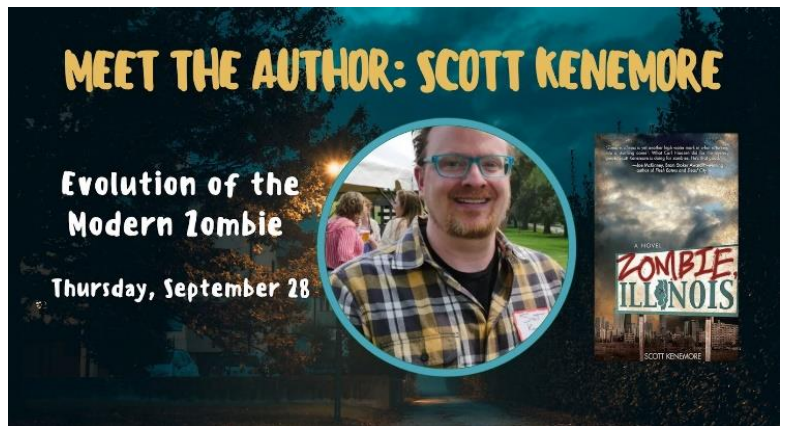
Media
- *Herald-News* covered our Museum Adventure Passes*.*

- *The Patch* covered the Friends' Book Sale.

- *NBC Chicago*, *The Patch*, *WJOL* and *Herald-News* covered the bomb threat.

- *NBC Chicago* mentioned us in their coverage of Governor Pritzker's denouncement of the threats against Illinois libraries.

- *The Patch* mentioned us in their coverage of the domestic violence incident that happened on September 18.

- *Will County* and *The Times Weekly* mentioned us in their coverage of the ARPA grant funds we received.

Social Media Metrics
- Facebook Metrics
  - 29 new followers
  - 4,254 page views
  - 14,212 people viewed our content (reach)
  - 1,040 engagements (likes, clicks, shares & comments)
- Instagram Metrics
  - 34 new followers
  - 1,051 post engagements (likes, comments & shares)
  - 16,428 people viewed our content (reach)
  - 17,521 reels views
- TikTok Metrics
  - 30 new followers
  - 544 post engagements (likes, comments & shares)
  - 6,531 views
- YouTube
  - 3 videos published
  - 23 new subscribers (1,329 total)
  - 6,184 views
  - 251.3 hours of watch time
  - 93,149 impressions (how many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics
- MailChimp Blogs:
  - 3,130 subscribers
  - Average open rate: 48.31% (industry average is 21.33%)
  - Average click rate: 1.81% (industry average is 2.62%)
- Patron Point
  - Average open rate: 68.52% (industry average is 21.33%)
  - Average click rate: 14.29% (industry average is 2.62%)

Finance (Jennie Nguyen)

BS&A Software Data Review
Conducted a virtual meeting with the BS&A representatives to work through a series of questions for how the preliminary software conversion currently looks in BS&A in comparison to the Blackbaud Financial Edge NXT. The data of the several modules were reviewed including the General Ledger, Accounts Payable, Purchase Order and Fixed Assets.

Record Retention
Finance had contracted Lauterbach & Amen to conduct our annual record retention review of the Library's records for disposal application with the State. Along with this review, Lauterbach & Amen had placed labels with eligibility disposal dates on Finance and Human Resources records. This process will assist in identifying qualifying records for the next disposal cycle date.

Annual Audit Review
I have been working with our auditing firm, Lauterbach & Amen, to review and submit all related data for the accounts payable and capital asset areas for the fiscal year 2023 audit. The previous audit firm, Brian Zabel & Associates, is no longer conducting government audits and we are working with our new firm on the transition.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:
- Circulation Services Aide
- Circulation Services Manager
- Facilities Technician
- Security Guard-Customer Service

New HIres:
- Marlene Vazquez, Human Resources Specialist, 9/18
- Jordan Baker, Children's Services Librarian, 9/18
- Jaci Kohn, Outreach Services Librarian, 9/25
- Joseph Kiessling, Collections Aide, 9/25
- Rachel Oriatti, Children's Services Specialist, 10/2

Departures:
- Laura Didier, Outreach Services Programming Specialist, 9/1
- Dan Mekeel, Security Guard, 9/5
- Jasmin Mejia, Circulation Services Aide, 9/29

Human Resources Specialist
I am happy to welcome Marlene Vazquez to the Fountaindale team. She has started her new position as the Human Resources Specialist. She has been busy learning procedures and policies for the library.

Training
- Paid Leave for All Workers, Webinar, HR Source: Marlene and Lea
- IMRF Mandatory Training for system migration, Webinar, IMRF: Lea and Paul

IMRF
In anticipation of the system migration with IMRF, I worked with Paylocity to format a report for our monthly wage reporting. The test report was sent to IMRF and was approved. Once the migration is complete, we will be ready to use the new system.

Human Resources Department Intranet Site
The HR site is being reviewed and updated with current procedures for the department. This site will be useful in training the new HR Specialist. New documentation is being added for easy referencing.

Information Technology (John Matysek)

- During the month of September 88 new help desk tickets were created by FPLD staff, and 90 new or existing tickets were solved by IT staff.
- Met with vendor Cisco multiple times to discuss options and specifications for new replacement hardware for the library's VoIP phone system.
- Worked with vendor Cisco support multiple times to troubleshoot an issue with adding the new edge and core switches into the Cisco Catalyst Cloud Monitoring program.
- Met with vendor Netrix multiple times to discuss options and specifications for new replacement hardware for the library's VoIP phone system.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, redeployed all equipment to each staff workstation in the Circulation department workroom following the completion of the workroom reconfiguration.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, moved equipment from a staff workstation in the Collection department staff workroom to the newly reconfigured Circulation department staff workroom.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, configured and deployed equipment for a completely new staff workstation in the Collection department workroom.
- Worked with vendors AT&T and Titanium Technologies to cutover to a new higher capacity voice and data fiber circuit that the library phone system uses.
- Met with vendor ITsavvy to discuss options and specifications for new replacement hardware for the library's VoIP phone system.
- Worked with vendor Maxon to troubleshoot and correct a software licensing issue.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, configured and deployed a new replacement laptop for the Children's Services department manager.
- Started working with vendor AT&T to begin the disconnection process for the recently replaced lower capacity voice and data fiber circuit.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, began working with vendor bibliotheca to troubleshoot an RFID reader issue with one of the library self-check units.
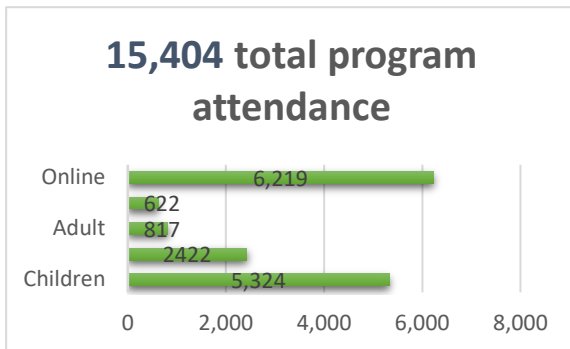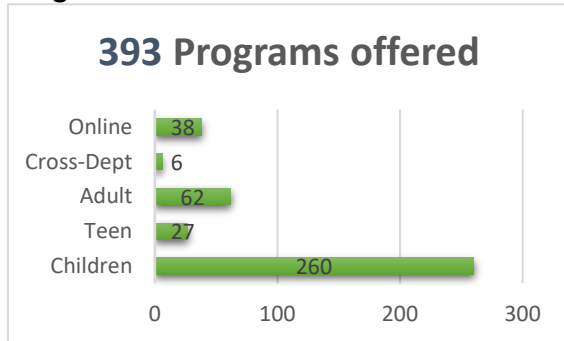
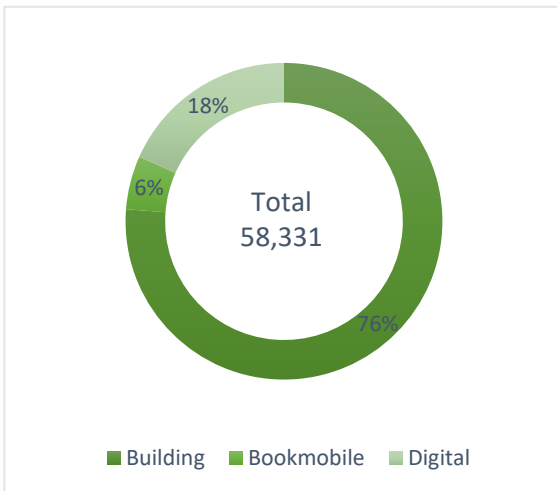# Fountaindale Public Library September 2023 Statistics

Membership

32,219

241

new cardholders

Programs

393 Programs offered

Category	Value
Online	38
Cross-Dept	6
Adult	62
Teen	27
Children	260

(scale: 0, 100, 200, 300)

15,404 total program attendance

Category	Value
Online	6,219
	622
Adult	817
	2422
Children	5,324

(scale: 0, 2,000, 4,000, 6,000, 8,000)

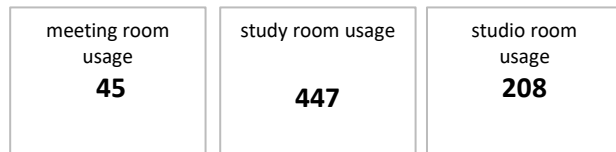## Circulation

Total
58,331

- 76% Building
- 6% Bookmobile
- 18% Digital

New physical items added : 3,393
Interlibrary loans received : 305
Interlibrary loans sent: 147

Space

23,197
library visits

meeting room usage	study room usage	studio room usage
45	447	208

Technology

wireless sessions	computer usage	website visits
20,844	2,507	35,396

Social Media

Facebook Likes	Instagram Followers	TikTok Followers
5,714	1,748	900

Reference Questions

Category	Value
one on one	160
Directiona	1,954
Reference	2,816

(scale: 0, 500, 1,000, 1,500, 2,000, 2,500, 3,000)
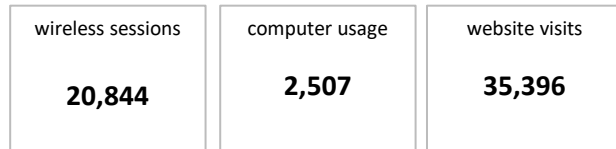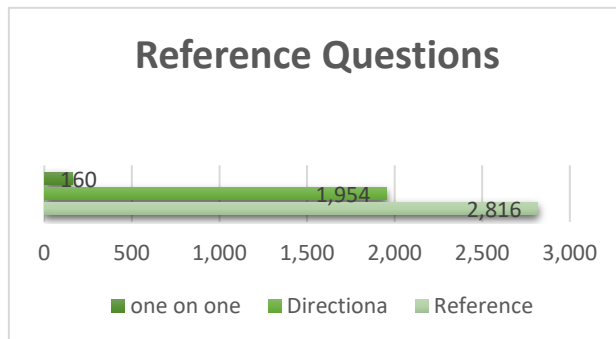
Comparison	This year	last year	%change
Circulation	58,331	59,354	-1.72%
Visitors	23,197	22,738	2.02%
Card holders	32,219	28,996	11.12%
Room bookings	700	559	25.22%
Reference questions	3,184	3,723	-14.48%
computer usage	2,507	2,632	-4.75%
wi-fi	20,844	23,277	-10.45%
programs	15,404	11,820	30.32%