

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

December 21, 2023 | 7 p.m.

300 West Briarcliff Road | Bolingbrook | Margaret J. “Peggy” Danhof Board Room

View the meeting online via YouTube: <https://www.youtube.com/watch?v=fyXBp3dN0MM>

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Local Government Efficiency Act Decennial Committee Meeting – November 16, 2023
 - b. Board Meeting – November 16, 2023
5. Employee Recognition
 - a. Patrick Clemens – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Revised Vacation Policy Section in Employee Handbook
 - b. Approval of Revised Personal Time Policy Section in Employee Handbook
 - c. Approval of Resolution 2023-10 – Resolution Adopting the American Library Association Library Bill of Rights Pursuant to Public Act 103-100
 - d. Approval of Intergovernmental Agreement Between the Bolingbrook Park District and the Fountaindale Public Library District for the Installation of Book Lockers on Bolingbrook Park District Property
 - e. Approval of 2024 Per Capita Grant Application
 - f. Approval of Resolution 2023-11 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box
 - g. Review of Ordinance 2024-2 – An Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District
9. Library Projects
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – December, 2023
 - b. Bills Payable Report – December, 2023
13. Director’s Report – November, 2023
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Internal Board Operations
16. Agenda Building for the Next Meeting
17. Announcements
18. Adjournment

December 2023 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Revised Vacation Policy Section in Employee Handbook

In March of 2023, the Paid Leave for All Workers Act (PLAWA) was signed into law, effective January 1, 2024. This legislation provides employees with up to 40 hours of paid leave during a 12-month period. The amount of leave is dependent upon the number of hours an employee works annually, and can be prorated accordingly. The District is not exempt from this legislation. Our full-time, exempt and non-exempt, employees are currently granted leave that exceeds the requirements of this legislation. However, in order to meet the leave requirements for our part-time staff, additional paid time off benefits must be granted. These changes in conjunction with Personal Time changes will meet and exceed the requirements.

The District's Vacation policy has been changed to reflect the following:

- Vacation time can be used for any purpose.
- Non-exempt part-time staff, working 19 hours per week, shall receive the following vacation hours:
 - 1-3 years of service 20 hours
 - 4-10 years of service 40 hours
 - 11 years and over 60 hours
- Non-exempt part-time staff, working 25 hours per week shall receive the following vacation hours:
 - 1-3 years of service 30 hours
 - 4-10 years of service 55 hours
 - 11 years and over 80 hours
- Non-exempt part-time staff, working less than 19 hours per week, shall have their hours prorated accordingly.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the Vacation Policy section in the Employee Handbook and to approve the revised Vacation Policy section in the Employee Handbook with an effective date of December 24, 2023.

b. Approval of Revised Personal Time Policy Section in Employee Handbook

The District's Personal Time policy has been changed to reflect the following:

- Personal time will now be granted to part-time staff.
- Upon date of hire, and annually thereafter on their anniversary, employees working 19 hours per week, shall receive 15 hours of personal time.
- Upon date of hire, and annually thereafter on their anniversary, employees working 25 hours per week, shall receive 20 hours of personal time.
- Staff working below 19 hours per week shall receive a prorated amount of personal time.
- Personal time may be used at the employee's discretion.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the Personal Time Policy section in the Employee Handbook and to approve the revised Personal Time Policy section in the Employee Handbook with an effective date of December 31, 2023.

c. Approval of Resolution 2023-10 – Resolution Adopting the American Library Association Library Bill of Rights Pursuant to Public Act 103-100

This resolution adopting the ALA Bill of Rights meets the compliance requirements of Public Act 103-100. Our Collection Management Policy already commits us to the Bill of Rights in our collection activities, and this resolution would solidify that commitment.

Suggested Motion: Motion to approve Resolution 2023-10 – Resolution Adopting the American Library Association Library Bill of Rights Pursuant to Public Act 103-100.

d. Approval of Intergovernmental Agreement Between the Bolingbrook Park District and the Fountaindale Public Library District for the Installation of Book Lockers on Bolingbrook Park District Property

This Intergovernmental Agreement is needed for us to place book lockers at the Bolingbrook Recreation and Aquatic Center. The funding for the lockers would come from the ARPA Grant from Will County.

Suggested Motion: Motion to approve Intergovernmental Agreement Between the Bolingbrook Park District and the Fountaindale Public Library District for the Installation of Book Lockers on Bolingbrook Park District Property.

e. Approval of 2024 Per Capita Grant Application

The 2024 Illinois Per Capita Grant Application is complete. This year the application is once again focused exclusively on Serving Our Public 4.0. As noted in the review earlier this year, the District meets all of the checklist items.

If approved, grant funding would be used to expand access to electronic resources.

Suggested Motion: Motion to approve the 2024 Illinois Per Capita Grant application.

f. Approval of Resolution 2023-11 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box

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

Suggested Motion: Motion to approve Resolution 2023-11 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box.

g. Review of Ordinance 2024-2 – An Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District

Trustee Spindel and Trustee Alam reviewed the Bylaws earlier this year. The proposed changes are highlighted in yellow.

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

Suggested Motion: No motion at this time.

MINUTES OF THE
LOCAL GOVERNMENT EFFICIENCY ACT DECENNIAL COMMITTEE MEETING
OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD NOVEMBER 16, 2023
BOLINGBROOK, ILLINOIS

A meeting of the Local Government Efficiency Act Decennial Committee Meeting 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, November 16, 2023 at 6:30 p.m.

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by President Celeste Bermejo.

ROLL CALL OF COMMITTEE MEMBERS

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

PRESENT

Present at roll call were Bobby Armstrong, Marcelo Valencia, Kathryn Spindel, Sarah Siska, Meraj Alam, Jim Daunis Jr., Margaret J. (Peggy) Danhof, Jody Hargett, Paul Mills and Celeste Bermejo.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Juanita Lennon.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jennie Mills.

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, Spindel, Siska, Alam, Daunis, Danhof, Hargett,
Mills, Bermejo
NAYES: None
ABSENT: None

MINUTES FOR APPROVAL

The minutes of the Local Government Efficiency Act Decennial Committee meeting held July 20, 2023 were presented. A motion to approve the minutes was made by Spindel, seconded by Valencia. Minutes were approved as read.

AYES: Armstrong, Valencia, Spindel, Siska, Alam, Daunis, Danhof, Hargett,
Mills, Bermejo
NAYES: None
ABSENT: None

NEW BUSINESS

Review of Draft Decennial Committee Report

The draft Decennial Committee Report was reviewed by the committee.

Resident Danhof recommended adding “to” to the first sentence to answer X. on page 6.

Trustee Siska recommended adding the Intergovernmental Agreement between the library and the Will County Clerk hosting an Election Center for the 2024 Elections to answer VI. on page 4.

A motion to approve the draft Decennial Committee Report with revisions was made by Daunis, seconded by Valencia.

AYES: Armstrong, Valencia, Spindel, Siska, Alam, Daunis, Danhof, Hargett,
Mills, Bermejo
NAYES: None
ABSENT: None

CORRESPONDENCE

None.

COMMENTS FROM THE PUBLIC

No comments were made.

AGENDA BUILDING FOR THE NEXT MEETING

None.

SURVEY OF RESIDENTS IN ATTENDANCE

No comments were made.

ANNOUNCEMENTS

No announcements were made.

ADJOURNMENT

A motion to adjourn the meeting at 6:35 p.m. was made by Valencia, seconded by Alam.

AYES: Armstrong, Valencia, Spindel, Siska, Alam, Daunis, Danhof, Hargett,
Mills, Bermejo
NAYES: None
ABSENT: None

Approved: _____
Robert Armstrong, Secretary

Celeste M. Bermejo, President

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD NOVEMBER 16, 2023
BOLINGBROOK, ILLINOIS

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, November 16, 2023 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by President Celeste Bermejo.

ROLL CALL

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

PRESENT

Present at roll call were Bobby Armstrong, Marcelo Valencia, Kathryn Spindel, Sarah Siska, Meraj Alam, Jim Daunis Jr. and Celeste Bermejo.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jody Hargett, Margaret (Peggy) Danhof, Jennie Mills, Carl Crooks and Jamie Wilkey.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – October 19, 2023

The minutes of the board meeting held October 19, 2023 were presented. A motion to approve the minutes was made by Daunis, seconded by Valencia. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

Patrick Clemens was unable to attend the Board Meeting.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett provided an update for the Board. Sixty-five of the adult Summer Adventure free book coupons were redeemed. The Friends are no longer doing online book sales on eBay. These books will now be sold at slightly higher prices in the Book Cellar. Christmas books are being promoted on Facebook.

NEW BUSINESS

Acceptance of Financial Report for Fiscal Year 2022/2023

Jamie Wilkey from Lauterbach & Amen, LLP went over the Financial Report for Fiscal Year 2022/2023 and answered questions from the Board.

A motion to accept the Financial Report for Fiscal Year 2022/2023 was made by Spindel, seconded by Valencia.

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

Approval of Ordinance 2023-5 – Tax Levy Ordinance

Mills reviewed the ordinance and the levies within.

A motion to approve Ordinance 2023-5 – Tax Levy Ordinance was made by Armstrong, seconded by Valencia.

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

Approval of Statement of Receipts and Disbursements Fiscal Year 2022/2023

Mills reported that this document is a summary of income and expenditures from the last fiscal year. It is prepared by our Finance Department with information from our auditors and other sources.

A motion to approve the Statement of Receipts and Disbursements Fiscal Year 2022/2023 was made by Daunis, seconded by Spindel.

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

Approval of Titanium Technologies Quote for the Phone System Replacement

Mills reported that Information Technologies Manager John Matysek obtained three quotes and our recommendation is to go with the proposal from Titanium Technologies as they were the lowest proposal that met our requirements. The quote from Titanium Technologies is for \$128,736.55.

A motion to approve the Titanium Technologies quote for the phone system replacement was made by Spindel, seconded by Valencia.

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

Approval of Forward Space Quote and BOS Quote for 3rd Floor Rooms Renovation Project

Mills reported that both quotes were part of the 3rd Floor Rooms project and were part of joint purchasing agreements. The Forward Space Quote is in the amount of \$144,495.19, and the BOS Quote is in the amount of \$3,708.95.

A motion to approve the Forward Space quote and the BOS quote for the 3rd Floor Rooms renovation project was made by Spindel, seconded by Armstrong.

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

Approval of Resolution 2023-9 – Resolution Regarding the Issuance of Non-Resident Library Cards

Mills reported that the decision for the District to participate or not participate needs to be made annually. Mills noted that the fee per the mathematical formula would be \$562.14.

A motion to approve Resolution 2023-9 – Resolution regarding the issuance of non-resident library cards was made by Valencia, seconded by Spindel.

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

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

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

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

Approval of Building Liaisons

A motion to approve naming Bobby Armstrong and Jim Daunis Jr. as the Building Liaisons was made by Siska, seconded by Valencia.

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

Approval of Finance Liaisons

A motion to approve naming Kathryn Spindel and Celeste Bermejo as the Finance Liaisons was made by Valencia, seconded by Armstrong.

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

Approval of Strategic Liaisons

A motion to approve naming Marcelo Valencia and Sarah Siska as the Strategic Liaisons was made by Armstrong, seconded by Daunis.

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

Approval of Internal Board Operations Liaisons

A motion to approve naming Kathryn Spindel and Meraj Alam as the Internal Board Operations Liaisons was made by Spindel, seconded by Siska.

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

LIBRARY PROJECTS

Mills reported that Facilities Manager Tasos Priovolos will be working with Trane to install a needed part to restore internal lighting controls to full capability.

CORRESPONDENCE

Jody Hargett from the Friends sent a thank you card to Executive Director Paul Mills for providing a library tour for the Friendship Church.

TREASURER'S REPORT

The Treasurer's Report for October, 2023 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – November, 2023

Bills paid for the month of November in the amount of \$55,787.99 was presented for approval. Motion to approve was made by Spindel, seconded by Siska.

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

Bills Payable Report – November, 2023

Bills payable for the month of November in the amount of \$220,209.75 was presented for approval. Motion to approve was made by Spindel, seconded by Daunis.

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

DIRECTOR'S REPORT – October, 2023

Mills commented that this year's ILA Conference in Springfield went really well with an excellent focus on the First Amendment as it relates to public libraries.

Mills was asked to speak to the Schaumburg Township District Library regarding the Illinois Municipal Retirement Fund. STDL is currently not a member and is considering enrolling.

Mills was also asked to speak to a few libraries in Michigan regarding starting a new consortium, similar to Pinnacle.

Mills discussed the Pinnacle Library Cooperative Strategic Plan and our interest in adding a sixth day of delivery. Initial discussions with RAILS have begun on this concept.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Internal Board Operations – None.

AGENDA BUILDING FOR THE NEXT MEETING

Mills discussed several potential items for the December Board Meeting.

ANNOUNCEMENTS

None.

ADJOURNMENT

A motion to adjourn the meeting at 7:41 p.m. was made by Valencia, seconded by Alam.

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

Approved: _____
Robert Armstrong, Secretary

Celeste M. Bermejo, President

Vacation – DRAFT 12072023

Annually, employees need time away from the workplace. The Fountaindale Public Library District encourages staff to take time away from work to rest, relax and recharge.

All full-time and regular part-time employees of the District shall receive annual vacation time off with pay. The Vacation time can be used for any purpose.

Vacations for all employees are subject to prior approval by the employee's supervisor/manager. When an employee is requesting a full work week of vacation, the department manager's approval must be obtained as well. Requests should be submitted and approved as far in advance as possible. Due to the District's needs, approved employee vacation requests may be canceled.

Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Employees who have no vacation, personal time, or supplemental floating holiday accruals available may request time off without pay. Please refer to the Leave of Absence without Pay policy.

Sick leave accruals may only be used for reasons stated in the Absence Due to Illness/Sick policy and may not be used for vacation.

No vacation will be earned when an employee is on an unpaid leave of absence.

Employees who change employment status from part-time to full-time or full-time to part-time will receive a pro-rated vacation allowance on their employment anniversary date. When determining the amount of vacation allowance to be given, years of service is calculated from the date an employee changes status from part-time to full-time or full-time to part-time.

Employees are required to substitute vacation time during any period of unpaid leave under the Family and Medical Leave Act.

Accrued but unused vacation allowance shall be paid out to an employee upon termination of employment.

Exempt Full-Time

Employees in exempt full-time positions shall be granted 180 hours of annual vacation with pay.

The annual vacation allowance shall be made available to each employee on their employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, exempt full-time employees may take up to 90 hours of vacation time. On their first year anniversary, employees are granted the remaining time off from the first year's vacation allowance earned to be used during their second year of employment.

Non-Exempt Full-Time

Employees in non-exempt full-time positions shall have the following vacation schedule:

Employment Anniversary Date	Vacation Hours with Pay
1 year - 3 years	120
4 years - 10 years	150
11 years and over	180

The annual vacation allowance shall be made available to each employee on their employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt full-time employees may take up to 60 hours of vacation time. On the first year anniversary, employees are granted the remaining time off from their first year's vacation allowance earned to be used during their second year of employment.

Non-Exempt Part-Time

Employees in non-exempt part-time positions, working 19 hours per week, shall have the following vacation schedule:

Employment Anniversary Date	Vacation Hours with Pay
1 year - 3 years	20 hours
4 years - 10 years	40 hours
11 years and over	60 hours

Employees in non-exempt part-time positions, working 25 hours per week, shall have the following vacation schedule:

Employment Anniversary Date	Vacation Hours with Pay
1 year - 3 years	30 hours
4 years - 10 years	55 hours
11 years and over	80 hours

Employees in non-exempt part-time positions, working less than 19 hours per week, shall have their hours pro-rated accordingly.

The annual vacation allowance shall be made available to each employee on their employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt part-time employees may take up to one half of the annual accrual hours of vacation time; 10 hours for employees working 19 hours per week, 15 hours for employees working 25 hours per week. On the first year anniversary, employees are granted the remaining time off from their first year's vacation allowance earned to be used during their second year of employment.

Personal Time - DRAFT-12072023

Each full-time employee shall receive 15 hours of personal time per year, which will be credited to the employee starting on their hire date and annually thereafter on their anniversary date.

Each part-time employee, working 25 hours per week, shall receive 20 hours of personal time per year. Part-time employees, working 19 hours per week, shall receive 15 hours of personal time per year. These hours will be credited to the employee starting on their hire date and annually thereafter on their anniversary date.

Part-time employees working less than 19 hours per week, shall have their personal time prorated accordingly.

Personal time may be used at the employee's discretion with the approval of the employee's supervisor.

Personal time not used prior to the next employment anniversary date will be forfeited.

If an employee changes status from part-time to full-time, personal time will be prorated from the date of the change in status to their anniversary date. Upon their anniversary date, an employee will receive the accrual amount that reflects their full-time status.

Employees are required to substitute personal time during any period of unpaid leave.

RESOLUTION 2023-10
RESOLUTION ADOPTING THE AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS
PURSUANT TO PUBLIC ACT 103-100

WHEREAS, the Fountaindale Public Library District is a public library district existing and operating pursuant to the Public Library District Act of 1991, 75 ILCS 16 et seq.; and

WHEREAS, on June 12, 2023, the Illinois General Assembly passed Public Act 103-100 (“**Act**”) to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials; and

WHEREAS, the Act provides that in order to be eligible for State of Illinois grants, Illinois libraries must either (i) adopt the American Library Association (ALA) Library Bill of Rights or, in the alternative, (ii) develop a written policy prohibiting the practice of banning books or other materials within the library or library system; and

WHEREAS, the Fountaindale Public Library District Board of Trustees finds and determines that adopting the ALA Library Bill of Rights, in conformance with the Act, is in the best interests of the public and its member libraries.

NOW THEREFORE, BE IT RESOLVED by the Fountaindale Public Library District Board of Trustees, as follows:

Section 1. Recitals. The above stated recitals are incorporated herein by reference.

Section 2. Adopting the ALA Library Bill of Rights. In furtherance of and in conformance with Public Act 103-100, the Fountaindale Public Library District Board of Trustees hereby adopts the ALA Library Bill of Rights (attached as Exhibit A), as it may be amended from time-to-time.

Section 3. Severability. In the event that any section, clause, provision, or part of this Resolution is found to be invalid by a court of competent jurisdiction, all remaining provisions will continue in full force and effect.

Section 4. Repeal and Savings Clause. All ordinances or resolutions, or parts thereof, in conflict with this Resolution are hereby repealed to the extent of the conflict.

Section 5. Effective Date. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

PASSED THIS 21st day of December, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS 21st day of December, 2023.

Celeste M. Bermejo
President, Board of Trustees

Robert Armstrong
Secretary, Board of Trustees

Exhibit A

ALA Bill of Rights

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Citation: "Library Bill of Rights", American Library Association, June 30, 2006.

<https://www.ala.org/advocacy/intfreedom/librarybill> (Accessed November 7, 2023)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOLINGBROOK PARK DISTRICT AND THE
FOUNTAINDALE PUBLIC LIBRARY DISTRICT FOR THE INSTALLATION OF BOOK LOCKERS ON
BOLINGBROOK PARK DISTRICT PROPERTY**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into this 21st day of December, 2023, by and between **BOLINGBROOK PARK DISTRICT**, Will County, Illinois (the "Park District") a unit of local government organized and existing under the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.*, and the **FOUNTAINDALE PUBLIC LIBRARY DISTRICT**, Will County, Illinois (the "Library District") a unit of local government organized and existing under the Illinois Public Library District Act, 75 ILCS 16/1-1 *et seq.* Together, the Park District and the Library District may be referred to as the “Parties” and each individually as a “Party.”

WITNESSETH:

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorize units of local government and school districts to contract or otherwise associate among themselves to obtain or share services, to exercise, combine, or transfer any power or function, in any manner not prohibited by law, to use their credit, revenues and other reserves to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, the Park District and the Library District are public agencies as that term is defined in the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, the Park District and Library District mutually desire to have a book locker installed and maintained on Park District property at the Bolingbrook Recreation and Aquatic

Complex on the site visually depicted on Exhibit A attached hereto and made a part hereof (the “Book Locker Site”), subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Parties have determined that it is in the best interests of their respective communities to enter into this Agreement and provide the services hereunder.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Library District and the Park District District, it is agreed by and between the parties hereto as follows:

1. The recitals hereinabove set forth are hereby incorporated as findings of fact in this Paragraph 1 as if said recitals were fully set forth herein.

2. The initial term of this Agreement shall be five (5) years. Thereafter, the Agreement shall be deemed automatically renewed for subsequent five (5) year periods, unless either party shall, at least six months prior to the next succeeding renewal date, notify the other party of its intent to terminate the Agreement. Notice of termination shall be sent by certified mail, return receipt requested, or by personal delivery.

3. The Library District shall be solely responsible for all costs and expenses associated with the initial installation of the book lockers (the “Initial Installation”) at the Book Locker Site.

4. Upon completion of the Initial Installation of the book lockers, the Library District shall be the sole and exclusive owner of said book lockers (the “book lockers”).

5. In the event the book lockers require replacement or repair during the term of this Agreement, the Library District shall pay for the repair or replacement of the book lockers.

6. This Agreement and the rights and responsibilities of the parties hereto shall be governed by the laws of the State of Illinois.

7. This Agreement incorporates the full and complete understanding of the parties to the exclusion of any terms or provisions not expressly set forth herein.

8. Any notice required to be provided hereunder shall be in writing and shall be sent, *via* overnight delivery by a nationally recognized delivery service with proof of service or by personal service, to the addresses set forth below:

Park District:

Bolingbrook Park District
201 Recreation Drive
Bolingbrook, Illinois 60440
Attn: Mike Selep, Executive Director

Library District:

Fountaindale Public Library District
300 W Briarcliff Rd
Bolingbrook, Illinois 60440
Attn: Paul Mills, Executive Director

All notices provided shall be deemed to have been received upon deposit with the overnight carrier or upon personal delivery.

9. If there is any term or provision of this Agreement, or the application thereof is prohibited by law, which shall be prohibited by law or invalid under applicable law, such provision shall be ineffective to the minimal extent of such prohibition or invalidity without invalidating the remainder of such provision or this Agreement.

10. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

11. This Agreement may be executed in multiple counterparts and a set of counterparts bearing the signatures of each party hereto shall constitute the Agreement as fully as if the parties had signed a single document. The Parties agree to accept copies of this Agreement as if originals.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first set forth hereinabove.

BOLINGBROOK PARK DISTRICT

Jerry Hix

President, Board of Commissioners

ATTEST:

Dorothy Andrews

Secretary, Board of Commissioners

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

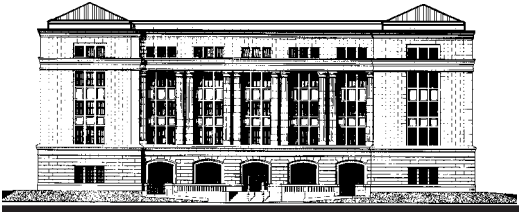
Celeste M. Bermejo

President, Board of Trustees

ATTEST:

Robert Armstrong

Secretary, Board of Trustees



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

RESOLUTION 2023-11

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

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

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

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

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

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

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

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

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

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

PASSED THIS 21st day of December 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS 21st day of December, 2023.

Celeste M. Bermejo
President, Board of Trustees

ATTEST:

Robert Armstrong
Secretary, Board of Trustees

ORDINANCE 2024-2

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

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

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

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

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

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

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

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

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

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

Adopted by roll call vote this 18th day of January, 2024.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Celeste M. Bermejo
President, Board of Trustees

ATTEST:

Robert Armstrong
Secretary, Board of Trustees

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

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2024-2:

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

adopted at a duly called Regular Meeting of the Board of Library Trustees of the Fountaindale Public Library District, held at 300 W. Briarcliff Road, Bolingbrook, Illinois, in said Library District at 7 p.m. on the 18th day of January, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Library District in Bolingbrook, Illinois, this 18th day of January, 2024.

Robert Armstrong
Secretary, Board of Trustees
Fountaindale Public Library District

(SEAL)

BYLAWS OF THE BOARD OF TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT

ARTICLE I OFFICE

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

ARTICLE II BOARD OF TRUSTEES

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

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

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

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

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

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

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

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

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

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

ARTICLE III MEETINGS

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

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

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

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

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

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

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

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

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

ARTICLE IV OFFICERS

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

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

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

ARTICLE V DUTIES OF THE PRESIDENT

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

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

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

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

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

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

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

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

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

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

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

ARTICLE VI
DUTIES OF THE VICE PRESIDENT

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

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

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

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

ARTICLE VII
DUTIES OF THE SECRETARY

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

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

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

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

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

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

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

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

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

ARTICLE VIII

DUTIES OF THE TREASURER

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

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

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

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

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

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

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

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

ARTICLE IX COMMITTEES AND LIAISONS

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

ARTICLE X CONTRACTS, CHECKS AND DEPOSITS

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

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

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

ARTICLE XI BOOKS AND RECORDS

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

**ARTICLE XII
FISCAL YEAR**

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

**ARTICLE XIII
CORPORATE SEAL**

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

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

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

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

**ARTICLE XV
AMENDMENTS**

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

DRAFT DECEMBER 21, 2023



LIRA COVER LETTER

LIRA (Libraries of Illinois Risk Agency) is built around the concept of Public Entity Cooperation, and helps our members sleep well at night knowing they have the best library insurance available in the marketplace. LIRA is a community-like program that specializes in providing proper coverage for Illinois libraries, enabling the exchanging of library-specific information, and community connections with the idea that “No one is on an island by themselves but rather overcoming obstacles with the support of each other”. The 2023-2024 policy year will be LIRA’s 11th year of service to Illinois Libraries.

LIRA is owned and operated by its Illinois library members, who make decisions that are in the best interest of libraries, for libraries. Throughout the history of the program, LIRA has deepened its coverages to include additional lines such as crisis protection coverage and cyber liability coverage. We now have over 60 members (from our original 23). One can simply compare LIRA’s program limits to their expiring programs to get an idea of how strong the coverage is within LIRA. This comparison can also help you make an informed decision that goes beyond the premium cost, and really takes a deep dive into coverages and limits that you are receiving.

Benefits of Pooling:

Ever since the 1980s, pooling has been the living embodiment of inter-governmental cooperation, providing premium stability to public entities. While leveraging high purchasing power in the marketplace through buying insurance as a group, pools are able to obtain coverages and services that public entities are not able to obtain through stand-alone policies. In addition to greater insurance coverage and limits, pools also provide greater control over claims through a third-party claims administrator (TPA). TPA’s work on behalf of the pool to help members resolve their claims efficiently and effectively to lower reserves and costs overall to the pool. Surplus is another major advantage to members. In good performing years, we have the ability to retain the funds not used within the loss fund to then disburse to members in form of a check or reinvest into the program for what is best for the membership. Over the years, LIRA has utilized these funds by purchasing loss control products like water sensor pucks, and have returned a significant amount of funds to its members to use towards what is best for each library member.

Libraries of Illinois Risk Agency Executive Committee:

Paul Mills, Chair Julie Milavec, Vice-Chair Monica Harris, Treasurer
Tina Hubert, Officer Richard Kong, Officer Samantha Johnson, Officer Annie Miskowitch, Officer



Value Added Resources:

In addition to strong coverages and limits, our program also offers a significant advantage to members through the additional vendors that work in part to make LIRA the premiere Library insurance program through **value added resources**.

These resources include:

1. Loss Control Services – Library specific training, safety webinars, as well as annual in-person risk assessments.
2. LIRA Water Sensor Monitoring System – Paid by LIRA through surplus funds and a carrier grant program, providing every member library with water detection technology to alert your admin team as well as LIRA’s administration team via text and email of potential water claims before the loss becomes significant.
 - LIRA has experienced tremendous success with our Monnit water sensors, helping our members avoid 2 potential catastrophic losses within the first month of implementation.
 - LIRA has distributed a total of 120+ water sensors to our members, working to help mitigate their water risks and minimize large losses to keep renewal pricing stable.
3. Ice Alert Signage – A nationally award winning program, where each member is provided weather temperature related signage that signals potential ice hazard to library customers and staff when the weather changes and the temperatures drop to freezing.
4. Unbundled Third Party Administrators that works on the pool’s behalf when a claim occurs to help our members maximize their coverage on property claims and minimize their losses on liability claims. Our TPA also specializes / devotes their career in both property and casualty, making them the expert in dealing with those particular claims when they arise within LIRA.
5. LIRA Claims Kit & Claims Directory helps provide a hand-holding process for our members when a claim occurs, making the process efficient, intuitive and straight-forward.

All existing members of LIRA are libraries dedicated to risk management and loss control. Our members not only see LIRA as an insurance program, but rather a community-like risk management solution that provides them with stability, confidence and, more importantly, long-term benefits.

Libraries of Illinois Risk Agency Executive Committee:

Paul Mills, Chair Julie Milavec, Vice-Chair Monica Harris, Treasurer
Tina Hubert, Officer Richard Kong, Officer Samantha Johnson, Officer Annie Miskowitch, Officer

Fountaindale Public Library District

Cash and Investment

November 30, 2023

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$1,074,369.97	\$129,009.27	\$1,203,379.24
Cash Checking/Payroll	\$251,609.42	(\$24,326.95)	\$227,282.47
Petty Cash	\$3,232.09	\$0.00	\$3,232.09
Total Cash	<u>\$1,329,211.48</u>	<u>\$104,682.32</u>	<u>\$1,433,893.80</u>
Investments			
Investment - General Fund/Wintrust MM	\$5,039,046.64	\$1,242,309.67	\$6,281,356.31
Investment - IL Funds/General	\$74,159.07	\$1,714.41	\$75,873.48
Investment - IL Funds/INB/E-Pay	\$75,449.56	\$3,047.61	\$78,497.17
Investment - Special Reserve/Wintrust MM	\$3,204,714.76	\$74,776.27	\$3,279,491.03
Investment - Working Cash/Wintrust MM	\$1,116,481.87	\$25,812.77	\$1,142,294.64
Investment - Special Reserve/PMA	\$19,052,019.03	\$351,950.45	\$19,403,969.48
Total Investments	<u>\$28,561,870.93</u>	<u>\$1,699,611.18</u>	<u>\$30,261,482.11</u>
Bond Fund			
04-1211-40 Invest/Wintrust MM Account	\$1,926,426.62	\$1,225,559.26	\$3,151,985.88
Total Bond Fund	<u>\$1,926,426.62</u>	<u>\$1,225,559.26</u>	<u>\$3,151,985.88</u>
Total Cash and Investments	<u>\$31,817,509.03</u>	<u>\$3,029,852.76</u>	<u>\$34,847,361.79</u>

Special Res. PMA - 3.157%
General - IL Fund - 5.519%
Money Market Wintrust - 5.585%

Fountaindale Public Library District

Revenue Report

November 30, 2023

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2022	\$40,632.78	\$4,876,629.09	90.05%	\$5,415,442.81	\$538,813.72
Property Tax Dupage 2022	\$877.18	\$88,571.74	80.14%	\$110,519.24	\$21,947.50
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	\$52.19	\$146,289.62	33.52%	\$436,400.00	\$290,110.38
Interest	\$179,690.08	\$613,424.60	68.16%	\$900,000.00	\$286,575.40
Circulation Fees	\$1,353.62	\$6,115.74	40.77%	\$15,000.00	\$8,884.26
Copy Machines	\$310.95	\$2,053.85	41.08%	\$5,000.00	\$2,946.15
Fax Machine	\$206.38	\$1,418.82	28.38%	\$5,000.00	\$3,581.18
Printing	\$1,081.74	\$6,781.36	45.21%	\$15,000.00	\$8,218.64
Miscellaneous	\$834.62	\$6,059.70	55.09%	\$11,000.00	\$4,940.30
Reimbursements	(\$7,145.00)	\$1,598.74	53.29%	\$3,000.00	\$1,401.26
Board Reimbursements	\$0.00	\$93.64	46.82%	\$200.00	\$106.36
Leases	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Grant Income	\$7,145.00	\$106,042.28	48.44%	\$218,897.00	\$112,854.72
Total Operating Funds	\$225,039.54	\$5,855,079.18	48.46%	\$12,082,687.17	\$6,227,607.99
Bond Fund					
Property Tax - Will 2022	\$12,410.78	\$1,489,505.32	84.46%	\$1,763,662.11	\$274,156.79
Property Tax - Dupage 2022	\$270.54	\$27,317.13	75.90%	\$35,993.10	\$8,675.97
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	\$14,305.10	\$53,911.81	89.85%	\$60,000.00	\$6,088.19
Total Bond Fund	\$26,986.42	\$1,570,734.26	45.96%	\$3,417,423.21	\$1,846,688.95
Total Revenue	\$252,025.96	\$7,425,813.44	47.91%	\$15,500,110.38	\$8,074,296.94

Fountaindale Public Library District

Expenditure Report

November 30, 2023

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$429,795.16	\$2,100,162.21	33.94%	\$6,187,600.00	\$4,087,437.79
Contractual Services	\$8,284.38	\$176,940.44	26.99%	\$655,500.00	\$478,559.56
Supplies & Utilities	\$18,193.10	\$186,368.87	28.39%	\$656,500.00	\$470,131.13
Library Materials	\$65,128.70	\$337,592.44	24.03%	\$1,404,700.00	\$1,067,107.56
Capital Expenditures	\$66,190.25	\$188,202.90	5.85%	\$3,215,000.00	\$3,026,797.10
Miscellaneous	\$3,605.36	\$20,449.00	26.91%	\$76,000.00	\$55,551.00
Per Capita Grant	\$0.00	\$0.00	0.00%	\$98,897.00	\$98,897.00
Total General Fund Expenditures	\$591,196.95	\$3,009,715.86	24.48%	\$12,294,197.00	\$9,284,481.14
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$950.00	3.80%	\$25,000.00	\$24,050.00
Liability Insurance Fund Expendi	\$500.96	\$1,787.48	1.25%	\$142,500.00	\$140,712.52
Social Security Fund Expenditure	\$28,875.46	\$141,304.14	31.67%	\$446,240.00	\$304,935.86
IMRF Fund Expenditures	\$17,336.78	\$92,917.16	30.29%	\$306,790.00	\$213,872.84
Special Reserve Fund Expenditur	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$58,147.74	\$147,151.38	33.18%	\$443,500.00	\$296,348.62
Total Other Fund Expenditures	\$104,860.94	\$384,110.16	28.16%	\$1,364,130.00	\$980,019.84
Total Expenditures - Operating Funds	\$696,057.89	\$3,393,826.02	24.85%	\$13,658,327.00	\$10,264,500.98
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	\$696,057.89	\$3,739,001.02	22.12%	\$16,903,677.00	\$13,164,675.98

Fountaindale Pubic Library District
 Bills Paid - Operating Account
 DECEMBER 2023

PAYEE NAME	DESCRIPTION	PAYMENT DATE	CHECK/DRAFT NUMBER	PAYMENT AMOUNT
Aflac	Employer Contribution - November 2023	12/01/2023	1030	\$5.80
Blue Cross Blue Shield of Illinois	Employer Contribution - December 2023	12/01/2023	59985	\$34,329.60
Dearborn National Life Insurance Company	Employer Contribution - December 2023	12/01/2023	59986	\$609.60
Fidelity Security Life Insurance/EYEMED	Employer Contribution - December 2023	12/01/2023	59988	\$173.05
Illinois Municipal Retirement Fund	Employer Contribution - November 2023	12/01/2023	1032	\$17,483.64
Illinois State Treasurer	Unclaimed Properties - Patron Refunds	12/01/2023	59987	\$35.53
				<u>\$52,637.22</u>



 Jennie Nguyen, Finance Manager

Gross Payroll & FICA - November 2023	
Gross Payroll	\$387,581.06
FICA	\$28,875.46
Total Gross Payroll & FICA	<u>\$416,456.52</u>

Fountaindale Public Library District
Bills Payables Report
December 21, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
4imprint, Inc.	FPLD Branded Lanyards	11915307	01-4735-10	\$451.64
		<i>Subtotal for Vendor</i>		\$451.64
Accurate Truck & Bus Repairs, Inc.	Bookmobile Stair Repairs - 11/6/23	2444	01-4235-29	\$487.95
		<i>Subtotal for Vendor</i>		\$487.95
Allyse Schiller	Finance Mileage - 11/10/23-11/30/23	AS120423	01-4171-10	\$17.29
	Reimbursement - Staff Thanksgiving Supplies - 11/16/23	AS111423	01-4353-10	\$19.02
		<i>Subtotal for Vendor</i>		\$36.31
Alsip-Merrionette Park Public Library District	Lost/Damaged Item: "Mosby's Pharmacy Tech Exam Review"	221692757	01-3310-30	\$48.00
		<i>Subtotal for Vendor</i>		\$48.00
Amazon Capital Services	One Book, One Brook Program Books	1DVR-94NR-WRFK	01-4353-24	\$386.40
	Processing & Repair Materials	19H9-V7R1-CDYM	01-4371-12	\$46.83
	Processing & Repair Materials	1YTJ-WWJX-JTT6	01-4371-12	\$12.99
	DVD - Adult & Processing/Shipping	17XF-H9HT-9R1T	01-4518-26	\$6.99
	Music - Adult & Processing/Shipping	1FQL-JVVH-C6RN	01-4518-26	\$3.99
	Books - Adult Fiction & Processing/Shipping	1WD9-W3Y3-9VYD	01-4518-26	\$6.99
	Books - Juvenile Fiction & Processing/Shipping	1YFF-JL49-XR3K	01-4518-26	\$6.99
	Books - Adult World Languages	1K7N-9C7L-QPJY	01-4525-26	\$38.79
	Books - Electronic Devices & Equipment	174W-1WF6-31MV	01-4527-26	\$117.66
	Electronic Devices & Equipment	1QYJ-MYQF-JT9T	01-4527-26	\$29.07
	Books - Adult Fiction	11JY-N4W9-WRQR	01-4540-26	\$42.98
	Books - Adult Fiction	136J-N776-NJFX	01-4540-26	\$253.21
	Books - Adult Fiction	1F6C-C173-MQCW	01-4540-26	\$111.47
	Books - Adult Fiction	1M4Q-GPH4-1CG9	01-4540-26	\$62.66
	Books - Adult Fiction	1NNR-D4JV-31V6	01-4540-26	\$29.99
	Books - Adult Fiction	1NP7-GRDG-NVYD	01-4540-26	\$44.97
	Books - Adult Fiction	1QGN-FRKJ-167L	01-4540-26	\$40.44
	Books - Adult Fiction	1R4K-MC63-WWWG	01-4540-26	\$169.08
	Books - Adult Fiction & Processing/Shipping	1WD9-W3Y3-9VYD	01-4540-26	\$8.99

Fountaindale Public Library District
Bills Payables Report
December 21, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Non-Fiction	16FL-GV4J-6H4N	01-4541-26	\$46.95
	Books - Adult Non-Fiction	17Y4-PC9M-C4D1	01-4541-26	\$158.25
	Books - Adult Non-Fiction	1P3K-TK3R-7R4L	01-4541-26	\$56.75
	Books - Adult Non-Fiction	1QTY-3HQR-3RDM	01-4541-26	\$37.42
	Books - Adult Non-Fiction	1RLK-9F47-3PNK	01-4541-26	\$46.25
	Books - Adult Non-Fiction	1WLD-36RP-CNDM	01-4541-26	\$71.97
	Books - Adult Non-Fiction	1WW6-XDNL-RKDD	01-4541-26	\$46.95
	Books - Adult Non-Fiction	13H6-K63C-GRW9	01-4541-29	\$54.83
	Books - Juvenile Fiction & Processing/Shipping	1YFF-JL49-XR3K	01-4544-26	\$17.12
	Books - Juvenile Non-Fiction	14RH-6RT6-M19M	01-4545-26	\$55.48
	Music - Adult & Processing/Shipping	1FQL-JVVH-C6RN	01-4550-26	\$38.76
	Music - Adult	1R1D-GCDL-V6LW	01-4550-26	\$133.90
	DVD - Adult & Processing/Shipping	17XF-H9HT-9R1T	01-4557-26	\$33.21
	DVD - Adult	1DV4-DV7N-TM47	01-4557-26	\$26.98
	DVD - Adult	1FN9-C7GY-DJG1	01-4557-26	\$98.77
	DVD - Juvenile	1D4L-H97P-1WLY	01-4558-26	\$88.21
	DVD - Juvenile	1F3J-GV7J-D1GH	01-4558-26	\$69.10
	DVD - Juvenile	1KG9-JQ1V-YHLM	01-4558-26	\$41.39
	Video Games - YA	17VY-6VP1-64HL	01-4563-26	\$179.97
	Video Games - YA	1FXQ-3WJC-47VX	01-4563-26	\$69.99
	Video Games - YA	1HDC-QRH4-XLYC	01-4563-26	\$49.99
	Video Games - YA	1KRP-Q4FP-JRKQ	01-4563-26	\$119.98
	Video Games - YA	1KRP-Q4FP-XD37	01-4563-26	\$179.64
	Video Games - YA	1LJJ-6C7N-Q9X4	01-4563-26	\$49.99
	Video Games - YA	1LKW-P6JT-3QVV	01-4563-26	\$79.98
	Video Games - YA	1P3K-TK3R-DWQW	01-4563-26	\$39.99
	Video Games - YA	1P4R-QVKP-4L6J	01-4563-26	\$119.98
	Video Games - YA	1P4R-QVKP-WYD4	01-4563-26	\$169.81
	Video Games - YA	1PJ1-3VKN-WHNF	01-4563-26	\$119.87
	Video Games - YA	1WDP-YG6V-KLH3	01-4563-26	\$49.99
	Video Games - Juvenile	174F-XYMK-PG6T	01-4564-26	\$269.93
	Video Games - Juvenile	17VY-RLFX-TGHP	01-4564-26	\$89.98
	Video Games - Juvenile	191G-97K4-3CXX	01-4564-26	\$99.97

Fountaindale Public Library District
Bills Payables Report
December 21, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Video Games - Juvenile	199X-16WH-Y711	01-4564-26	\$50.31
	Video Games - Juvenile	1FTP-L6MY-G911	01-4564-26	\$39.99
	Video Games - Juvenile	1FTP-L6MY-G94V	01-4564-26	\$39.99
	Video Games - Juvenile	1GQL-VMKF-QPCF	01-4564-26	\$114.74
	Video Games - Juvenile	1M4Q-GPH4-67F6	01-4564-26	\$259.84
	Video Games - Juvenile	1MFW-W66C-MDPM	01-4564-26	\$39.94
	Video Games - Juvenile	1P6N-HVMJ-93PD	01-4564-26	\$39.99
	Video Games - Juvenile	1QRG-L9Y6-WX9V	01-4564-26	\$89.98
	Video Games - Juvenile	1W73-X7KC-TRDJ	01-4564-26	\$89.98
	Video Games - Juvenile	1FYF-617H-96DC	01-4564-29	\$79.98
	Video Games - Juvenile	1H1W-HJFK-1XYG	01-4564-29	\$49.94
	Video Games - Juvenile	1THR-6W4P-TFHW	01-4564-29	\$109.97
	Video Games - Adult	17TD-D6GH-3JVT	01-4565-26	\$59.99
	Video Games - Adult	1C4M-R1K3-TW9J	01-4565-26	\$59.99
	Video Games - Adult	1DGK-71CX-76XG	01-4565-26	\$139.98
	Video Games - Adult	1J69-JM3Y-VGYK	01-4565-26	\$99.98
	Video Games - Adult	1JKP-QFQ4-G7P9	01-4565-26	\$139.98
	Video Games - Adult	1KRP-Q4FP-WW1R	01-4565-26	\$49.99
	Video Games - Adult	1MWK-X7KG-7R6F	01-4565-26	\$69.98
	Video Games - Adult	1NQJ-JJXX-6TDP	01-4565-26	\$139.98
	Video Games - Adult	1PGY-49J6-3WFM	01-4565-26	\$59.99
	Video Games - Adult	1TNJ-DDMP-H33R	01-4565-26	\$49.99
	Video Games - Adult	1WHK-YNVC-4H4K	01-4565-26	\$59.99
	Video Games - Adult	1WNJ-MJM1-4C7R	01-4565-26	\$59.99
	Juvenile Realia - STEAMbox Kits	1VX3-HMTY-TVXX	01-4569-26	\$1,119.92
		<i>Subtotal for Vendor</i>		<u>\$7,346.24</u>
American Button Machines				
	Button Maker & Sets	242269	01-4353-24	\$768.28
		<i>Subtotal for Vendor</i>		<u>\$768.28</u>
American Library Association				
	Dolley Membership - 1/1/24-12/31/24	1111327	01-4161-10	\$230.00
	Luminais Membership - 1/1/24-12/31/24	2260152	01-4161-10	\$162.00
		<i>Subtotal for Vendor</i>		<u>\$392.00</u>

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Apple Inc.				
	Communications Mgr MacBook Pro & AppleCare+ Replacement	MA41385836	01-4641-14	\$2,422.00
		<i>Subtotal for Vendor</i>		<u>\$2,422.00</u>
AT & T				
	Telephone - 11/7/23-12/6/23	2720783809	01-4312-14	\$246.12
	Internet - 11/7/23-12/6/23	6724204803	01-4314-14	\$1,213.36
	VOIP 11/7/23-12/6/23 & Upgraded Internet 10/7/23-11/6/23	7515174809	01-4314-14	\$1,206.72
		<i>Subtotal for Vendor</i>		<u>\$2,666.20</u>
AT & T Mobility - National Business Services				
	Telephone Service - 10/22/23-11/21/23	22268555	01-4311-14	\$259.88
		<i>Subtotal for Vendor</i>		<u>\$259.88</u>
Award Emblem Mfg. Co., Inc.				
	Trustee Daunis Jr. Name Tag	422531	01-4355-16	\$13.26
		<i>Subtotal for Vendor</i>		<u>\$13.26</u>
B&H Photo-Video				
	Various Audio & Visual Supplies	218560073	01-4568-27	\$4,468.88
	Camera & Pelican Case	218564858	01-4568-27	\$556.13
	Various Audio & Visual Supplies	218576759	01-4568-27	\$2,354.94
	Multifunction Adapter	219189894	01-4568-27	\$29.84
		<i>Subtotal for Vendor</i>		<u>\$7,409.79</u>
Baker & Taylor - C009233				
	Books - Adult Non-Fiction & Processing/Shipping	2037914227	01-4518-26	\$8.93
	Books - Adult Non-Fiction & Processing/Shipping	2037935467	01-4518-26	\$12.68
	Books - Adult Non-Fiction & Processing/Shipping	2037914227	01-4541-26	\$158.77
	Books - Adult Non-Fiction & Processing/Shipping	2037935467	01-4541-26	\$174.04
		<i>Subtotal for Vendor</i>		<u>\$354.42</u>
Baker & Taylor - L315193				
	Audiobooks - Adult & Processing/Shipping	2037840888	01-4518-26	\$8.39
	Audiobooks - Adult & Processing/Shipping	2037931003	01-4518-26	\$9.76
	Audiobooks - Adult & Processing/Shipping	2037840888	01-4551-26	\$24.75
	Audiobooks - Adult & Processing/Shipping	2037931003	01-4551-26	\$19.24
		<i>Subtotal for Vendor</i>		<u>\$62.14</u>
Baker & Taylor - L420685				

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Library Materials - Processing/Shipping	2037907732	01-4518-26	\$14.56
	Library Materials - Processing/Shipping	2037923438	01-4518-26	\$17.89
	Library Materials - Processing/Shipping	2037936491	01-4518-26	\$12.93
	Books - Adult Non-Fiction & Processing/Shipping	2037940496	01-4518-26	\$0.57
	Library Materials - Processing/Shipping	2037951985	01-4518-26	\$16.42
	Books - Adult Fiction	2037907732	01-4540-29	\$77.53
	Books - Adult Fiction	2037923438	01-4540-29	\$67.81
	Books - Adult Fiction	2037936491	01-4540-29	\$67.28
	Books - Adult Fiction	2037951985	01-4540-29	\$28.04
	Books - Adult Non-Fiction	2037907732	01-4541-29	\$58.37
	Books - Adult Non-Fiction	2037923438	01-4541-29	\$127.15
	Books - Adult Non-Fiction & Processing/Shipping	2037940496	01-4541-29	\$28.49
	Books - Adult Non-Fiction	2037951985	01-4541-29	\$51.75
	Books - Adult Large Print	2037907732	01-4543-29	\$73.27
	Books - Adult Large Print	2037923438	01-4543-29	\$18.60
	Books - Adult Large Print	2037936491	01-4543-29	\$136.08
	Books - Adult Large Print	2037951985	01-4543-29	\$195.76
		<i>Subtotal for Vendor</i>		\$992.50

Baker & Taylor - L420686

	Library Materials - Processing/Shipping	2037890258	01-4518-26	\$212.68
	Library Materials - Processing/Shipping	2037897993	01-4518-26	\$154.53
	Library Materials - Processing/Shipping	2037901286	01-4518-26	\$79.27
	Library Materials - Processing/Shipping	2037904513	01-4518-26	\$46.35
	Library Materials - Processing/Shipping	2037907332	01-4518-26	\$68.69
	Library Materials - Processing/Shipping	2037912430	01-4518-26	\$81.77
	Library Materials - Processing/Shipping	2037915725	01-4518-26	\$48.41
	Library Materials - Processing/Shipping	2037918355	01-4518-26	\$105.52
	Library Materials - Processing/Shipping	2037923142	01-4518-26	\$59.51
	Books - Adult Large Print & Processing/Shipping	2037924559	01-4518-26	\$5.06
	Library Materials - Processing/Shipping	2037929812	01-4518-26	\$96.31
	Library Materials - Processing/Shipping	2037932512	01-4518-26	\$85.11
	Library Materials - Processing/Shipping	2037934560	01-4518-26	\$27.55
	Library Materials - Processing/Shipping	2037936296	01-4518-26	\$64.43

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Library Materials - Processing/Shipping	2037940566	01-4518-26	\$78.60
	Library Materials - Processing/Shipping	2037943050	01-4518-26	\$83.63
	Library Materials - Processing/Shipping	2037948172	01-4518-26	\$115.61
	Library Materials - Processing/Shipping	2037950799	01-4518-26	\$87.47
	Library Materials - Processing/Shipping	2037955942	01-4518-26	\$109.52
	Books - Adult Non-Fiction & Processing/Shipping	2037960025	01-4518-26	\$0.30
	Books - Adult World Languages	2037912430	01-4525-26	\$11.39
	Books - Adult World Languages	2037915725	01-4525-26	\$11.99
	Books - Adult World Languages	2037932512	01-4525-26	\$10.77
	Books - Adult World Languages	2037934560	01-4525-26	\$11.97
	Books - Adult World Languages	2037940566	01-4525-26	\$25.14
	Books - Adult World Languages	2037948172	01-4525-26	\$47.94
	Books - Adult World Languages	2037950799	01-4525-26	\$63.36
	Books - Adult Fiction	2037890258	01-4540-26	\$878.53
	Books - Adult Fiction	2037897993	01-4540-26	\$779.09
	Books - Adult Fiction	2037901286	01-4540-26	\$350.73
	Books - Adult Fiction	2037904513	01-4540-26	\$128.36
	Books - Adult Fiction	2037907332	01-4540-26	\$323.01
	Books - Adult Fiction	2037912430	01-4540-26	\$356.51
	Books - Adult Fiction	2037915725	01-4540-26	\$310.83
	Books - Adult Fiction	2037918355	01-4540-26	\$724.36
	Books - Adult Fiction	2037923142	01-4540-26	\$174.23
	Books - Adult Fiction	2037929812	01-4540-26	\$543.67
	Books - Adult Fiction	2037932512	01-4540-26	\$418.16
	Books - Adult Fiction	2037934560	01-4540-26	\$29.97
	Books - Adult Fiction	2037936296	01-4540-26	\$468.66
	Books - Adult Fiction	2037940566	01-4540-26	\$274.18
	Books - Adult Fiction	2037943050	01-4540-26	\$501.06
	Books - Adult Fiction	2037948172	01-4540-26	\$408.64
	Books - Adult Fiction	2037950799	01-4540-26	\$257.18
	Books - Adult Fiction	2037955942	01-4540-26	\$489.30
	Books - Adult Non-Fiction	2037890258	01-4541-26	\$881.48
	Books - Adult Non-Fiction	2037897993	01-4541-26	\$692.53

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Non-Fiction	2037901286	01-4541-26	\$393.68
	Books - Adult Non-Fiction	2037904513	01-4541-26	\$292.30
	Books - Adult Non-Fiction	2037907332	01-4541-26	\$285.47
	Books - Adult Non-Fiction	2037912430	01-4541-26	\$297.54
	Books - Adult Non-Fiction	2037915725	01-4541-26	\$259.57
	Books - Adult Non-Fiction	2037918355	01-4541-26	\$260.59
	Books - Adult Non-Fiction	2037923142	01-4541-26	\$457.45
	Books - Adult Non-Fiction	2037929812	01-4541-26	\$238.63
	Books - Adult Non-Fiction	2037932512	01-4541-26	\$182.83
	Books - Adult Non-Fiction	2037934560	01-4541-26	\$175.29
	Books - Adult Non-Fiction	2037936296	01-4541-26	\$112.49
	Books - Adult Non-Fiction	2037940566	01-4541-26	\$280.97
	Books - Adult Non-Fiction	2037943050	01-4541-26	\$160.03
	Books - Adult Non-Fiction	2037948172	01-4541-26	\$295.84
	Books - Adult Non-Fiction	2037950799	01-4541-26	\$503.89
	Books - Adult Non-Fiction	2037955942	01-4541-26	\$525.30
	Books - Adult Non-Fiction & Processing/Shipping	2037960025	01-4541-26	\$14.95
	Books - Adult Large Print	2037890258	01-4543-26	\$125.96
	Books - Adult Large Print	2037897993	01-4543-26	\$155.36
	Books - Adult Large Print	2037901286	01-4543-26	\$48.39
	Books - Adult Large Print	2037904513	01-4543-26	\$38.99
	Books - Adult Large Print	2037907332	01-4543-26	\$39.09
	Books - Adult Large Print	2037912430	01-4543-26	\$113.40
	Books - Adult Large Print & Processing/Shipping	2037924559	01-4543-26	\$48.04
	Books - Adult Large Print	2037929812	01-4543-26	\$55.80
	Books - Adult Large Print	2037936296	01-4543-26	\$91.16
	Books - Adult Large Print	2037940566	01-4543-26	\$126.21
	Books - Adult Large Print	2037943050	01-4543-26	\$45.98
	Books - Adult Large Print	2037948172	01-4543-26	\$88.78
	Books - Adult Large Print	2037950799	01-4543-26	\$103.97
	Books - Adult Large Print	2037955942	01-4543-26	\$93.68
		<i>Subtotal for Vendor</i>		\$16,694.99

Belynda Head

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Program - R&B Line Dancing - 1/14/24	BH011424	01-4571-24	\$145.00
		<i>Subtotal for Vendor</i>		<u>\$145.00</u>
Better Containers Mfg. Co., Inc.	District Inventory Restock - I Heart My Library Bags	239467	01-4371-10	\$2,285.10
		<i>Subtotal for Vendor</i>		<u>\$2,285.10</u>
Bibliotheca, LLC	Annual Support & Maintenance - 1/1/24-12/31/24	INV-US70528	01-4233-14	\$34,458.50
		<i>Subtotal for Vendor</i>		<u>\$34,458.50</u>
Blackbaud	FE NXT Essentials & Add Ons - 12/19/23-12/18/24	INV-0000331276	01-4233-10	\$2,786.40
	FE NXT Essentials & Add Ons - 12/19/23-12/18/24	INV-0000331276	01-4253-10	\$14,127.05
		<i>Subtotal for Vendor</i>		<u>\$16,913.45</u>
Blackstone Publishing	Audiobooks - Adult	2126466	01-4551-26	\$385.39
	Audiobooks - Adult	2128349	01-4551-26	\$45.00
		<i>Subtotal for Vendor</i>		<u>\$430.39</u>
Bolingbrook Area Chamber of Commerce	Purrazzo Toastmasters Membership Renewal	11189625	01-4161-10	\$100.00
	FPLD Chamber Membership 2024	11189568	01-4162-10	\$400.00
		<i>Subtotal for Vendor</i>		<u>\$500.00</u>
Brown Dog Gadgets	Sewing Circuit Kits & Slide Switch Chips	13435	01-4353-24	\$159.88
		<i>Subtotal for Vendor</i>		<u>\$159.88</u>
Carahsoft Technology Corporation	LinkedIn Learning for Library - 4/3/24-4/2/25	38475853INV	01-4521-26	\$13,125.00
		<i>Subtotal for Vendor</i>		<u>\$13,125.00</u>
Center Point Large Print	Books - Adult Large Print	2052198	01-4543-26	\$147.42
	Books - Adult Large Print	2056352	01-4543-26	\$51.94
	Books - Adult Large Print	2056358	01-4543-29	\$53.24
		<i>Subtotal for Vendor</i>		<u>\$252.60</u>
Children's Plus Inc.	Books - Juvenile Non-Fiction	236874	01-4545-26	\$71.97

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Non-Fiction	236884	01-4545-26	\$521.44
	Books - Juvenile Non-Fiction	237652	01-4545-26	\$59.97
	Books - Juvenile Non-Fiction	237670	01-4545-26	\$127.90
	Books - Juvenile Non-Fiction	237703	01-4545-26	\$141.92
	Books - Juvenile Non-Fiction	237923	01-4545-26	\$49.98
	Books - Juvenile Non-Fiction	236877	01-4545-29	\$107.77
	Books - Juvenile Non-Fiction	237006	01-4545-29	\$66.97
	Books - Juvenile Non-Fiction	237616	01-4545-29	\$17.95
	Books - Juvenile Non-Fiction	237924	01-4545-29	\$61.93
	Books - Young Adult Non-Fiction	237922	01-4549-26	\$21.20
	Books - Young Adult Non-Fiction	238111	01-4549-26	\$268.17
		<i>Subtotal for Vendor</i>		\$1,517.17
Christina Theobald				
	Mileage - 7/20 & 9/28 PinDigital & 11/8 PinTech Meetings	CT120623	01-4171-10	\$25.81
		<i>Subtotal for Vendor</i>		\$25.81
Comcast Cable				
	Cable - 12/3/23-1/2/24	0367494-DEC23	01-4316-14	\$103.27
		<i>Subtotal for Vendor</i>		\$103.27
Costco				
	Costco Cash Card Fund Refillment	8063-2324	01-1430-10	\$500.00
		<i>Subtotal for Vendor</i>		\$500.00
Debra Dudek				
	Reimbursement - ATSD Staff Library Appreciation Lunch	DD110923	01-4711-10	\$150.64
		<i>Subtotal for Vendor</i>		\$150.64
Demco, Inc.				
	Opto Flare Frame Display Island	7399506	01-4341-10	\$4,008.67
	Processing & Repair Materials	7394322	01-4371-12	\$549.64
		<i>Subtotal for Vendor</i>		\$4,558.31
Discount School Supply				
	Various Program Supplies	P42508590101	01-4353-20	\$220.91
	Various Program Supplies	P42576820101	01-4353-20	\$869.65
	Various Program Supplies	P42607060101	01-4353-20	\$269.81
		<i>Subtotal for Vendor</i>		\$1,360.37

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
DuPage Children's Museum				
	Program - Sound All Around! Remainder - 1/17/24	DCM011724-02	01-4572-20	\$250.00
		<i>Subtotal for Vendor</i>		<u>\$250.00</u>
Dynegy Energy Services				
	Electricity - 9/27/23-10/25/23	270493923111	01-4321-30	\$15,207.70
	Electricity - 10/26/23-11/27/23	270493923121	01-4321-30	\$15,298.30
		<i>Subtotal for Vendor</i>		<u>\$30,506.00</u>
EBSCO Subscription Services				
	LibraryAware - 1/1/24-12/31/24	1000220996-1	01-4272-12	\$2,071.00
	Periodicals - Multiple Annual Subscriptions 2023-2024	1716652	01-4511-26	\$12,194.99
	Periodicals - Multiple Annual Subscriptions 2023-2024	1716652	01-4511-29	\$392.14
		<i>Subtotal for Vendor</i>		<u>\$14,658.13</u>
ELM USA				
	Processing & Repair Materials w/ Processing/Shipping	63145	01-4371-12	\$190.02
	Processing & Repair Materials w/ Processing/Shipping	63145	01-4518-26	\$14.95
		<i>Subtotal for Vendor</i>		<u>\$204.97</u>
First Bankcard				
	ILA - Mills - Nov. & Dec. 2023 Legislative Meetups	M4566-DEC23	01-4151-10	\$45.00
	ALA - McCormack - Personal Productivity for Library Webinar	N8770-DEC23	01-4151-10	\$71.10
	Andersons - Boyer - Children's Lit Breakfast Conf. - 2/24/24	P9444-DEC23	01-4151-10	\$75.64
	Christmas Walk, Various Program Supplies & Bkm Supplies	A80-2324	01-4235-29	\$14.04
	ROD Baker - Transit - Preventative Maintenance - 11/1/23	P9444-DEC23	01-4235-29	\$61.51
	Summit - Bkm Striker Plates	P9444-DEC23	01-4235-29	\$78.05
	American Assoc Notaries - Halvorsen - Notary Renewal	N8770-DEC23	01-4253-10	\$30.00
	American Assoc Notaries - Dudek - Notary Renewal	N8770-DEC23	01-4253-10	\$30.00
	American Assoc Notaries - Peters - Notary Renewal	N8770-DEC23	01-4253-10	\$30.00
	GotPrint - Family Photo Download Instructions	N8770-DEC23	01-4256-10	\$38.15
	GotPrint - Holds Pickup Lockers Bookmarks	N8770-DEC23	01-4256-10	\$33.74
	Lib of Congress - Classification Web Account Renewal	T7780-DEC23	01-4272-12	\$375.00
	District Restock - Oct. 2023	A78-2324	01-4351-10	\$151.67
	Finance Cash Collection Supplies	A83-2324	01-4351-10	\$30.86
	American Assoc Notaries - Peters - Notary Renewal	N8770-DEC23	01-4351-10	\$32.45
	American Assoc Notaries - Dudek - Notary Renewal	N8770-DEC23	01-4351-10	\$49.62

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	American Assoc Notaries - Halvorsen - Notary Renewal	N8770-DEC23	01-4351-10	\$32.45
	Alonti - Staff Thanksgiving Day Dinner - 11/16/23	M4566-DEC23	01-4353-10	\$1,498.54
	Alonti - Staff Thanksgiving Day Lunch - 11/16/23	M4566-DEC23	01-4353-10	\$1,654.63
	The Patio - Staff Thanksgiving Sides - 11/16/23	N8770-DEC23	01-4353-10	\$93.98
	Various Winter Program Supplies	A84-2324	01-4353-20	\$97.72
	Various Dec. Program Supplies	A86-2324	01-4353-20	\$676.50
	Walmart - Dia de los Muertos & Diwali Program Supplies	N8770-DEC23	01-4353-20	\$64.96
	Fiesta Market - Dia de los Muertos & Diwali Program Supplies	N8770-DEC23	01-4353-20	\$13.46
	Target - Tea-Rex Tea Party Supplies	N8770-DEC23	01-4353-20	\$13.76
	Walmart - Various Program Supplies	N8770-DEC23	01-4353-20	\$19.10
	Costco - Nov. & Dec. 2023 Program Supplies	N8770-DEC23	01-4353-20	\$78.11
	Winter Program Supplies	A79-2324	01-4353-24	\$36.43
	Costco - Nov. 2023 Senior Social Programming Supplies	N8770-DEC23	01-4353-24	\$33.98
	Beggars Pizza - Lego Day Lunch - 11/4/23	N8770-DEC23	01-4353-24	\$198.24
	Target - International Game Day Prizes	N8770-DEC23	01-4353-24	\$25.00
	Walmart - International Game Day Supplies	N8770-DEC23	01-4353-24	\$58.95
	Michaels - Teen School Visits & Craft Program Supplies	N8770-DEC23	01-4353-24	\$127.08
	Costco - Nov. 2023 Senior Social Programming Supplies	N8770-DEC23	01-4353-24	\$153.93
	Tony's Fresh Market - Senior Social Lunch - 11/9/23	N8770-DEC23	01-4353-24	\$99.98
	Meijer - Coffee & Conversation Snacks	N8770-DEC23	01-4353-24	\$11.47
	Hobby Lobby - Various Program Supplies	N8770-DEC23	01-4353-27	\$45.59
	Fabric & Felt Program Supplies	A76-2324	01-4353-28	\$54.77
	Various Program Supplies	A77-2324	01-4353-28	\$133.98
	Christmas Walk, Various Program Supplies & Bkm Supplies	A80-2324	01-4353-28	\$53.27
	Puppet Program Supplies	A82-2324	01-4353-28	\$117.63
	Fiesta Market - Spice Program Supplies	P9444-DEC23	01-4353-28	\$6.02
	Screen Cleaning Wipes	A70-2324Reorder	01-4354-14	\$59.40
	Various Computer Supplies	A85-2324	01-4354-14	\$228.25
	Alonti - Special Board Meeting Dinners - 10/12/23	M4566-DEC23	01-4355-16	\$143.00
	Proserv - Interlibrary Loan Labels	T7780-DEC23	01-4371-12	\$926.38
	Makerspace Supplies	A81-2324	01-4371-27	\$112.76
	Makerspace Supplies	A88-2324	01-4371-27	\$109.49
	Various Program Supplies	A77-2324	01-4371-28	\$42.98

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Hulu - 4/12 Additional Roku Monthly Subscriptions	M4566-DEC23	01-4523-26	\$17.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	M4566-DEC23	01-4523-26	\$19.99
	Disney Plus - 4/12 Additional Roku Annual Subscriptions	M4566-DEC23	01-4523-26	\$139.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-DEC23	01-4523-26	\$19.99
	DisneyPlus - 4/12 Additional Roku Annual Subscriptions	N8770-DEC23	01-4523-26	\$139.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	N8770-DEC23	01-4523-26	\$17.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-DEC23	01-4523-26	\$19.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$24.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$24.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$24.99
	Netflix - 4/8 Outreach Roku Monthly Subscriptions	P9444-DEC23	01-4523-26	\$19.99
	Hulu Bundle - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$24.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$17.99
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-DEC23	01-4523-26	\$19.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$17.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$17.99
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-DEC23	01-4523-26	\$19.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	P9444-DEC23	01-4523-26	\$9.99
	Disney - 4/12 Additional Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$139.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-DEC23	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-DEC23	01-4523-26	\$9.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$17.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$17.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$17.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$17.99

**Fountaindale Public Library District
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General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Hulu - 1/8 Outreach Roku Monthly Subscription	T7780-DEC23	01-4523-26	\$17.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$19.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-DEC23	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-DEC23	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-DEC23	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	T7780-DEC23	01-4523-26	\$9.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$19.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-DEC23	01-4523-26	\$15.99
	Domestika - Annual Subscription	N8770-DEC23	01-4568-27	\$83.88
	Glowforge - Lid Cables & LED Strips	N8770-DEC23	01-4568-27	\$122.96
	Walmart - 2023 Great Reading Race Prizes	N8770-DEC23	01-4575-10	\$100.00
	Dunkin - 2023 Great Reading Race Prizes	N8770-DEC23	01-4575-10	\$150.00
	Walmart - 2023 Great Reading Race Prizes	N8770-DEC23	01-4575-10	\$200.00
	Cleaner Piriform - Director Annual License	M4566-DEC23	01-4631-14	\$79.95
	Spotify - Monthly Patron Storytime Music Subscription	N8770-DEC23	01-4631-14	\$16.99
	Christmas Walk, Various Program Supplies & Bkm Supplies	A80-2324	01-4711-10	\$56.53
	Alonti - Collection Appreciation Lunch - 10/31/23	M4566-DEC23	01-4711-10	\$260.00
	Panera - Lawyers in the Library Pastries & Coffee - 11/11/23	N8770-DEC23	01-4711-10	\$49.08
	Jewel - Ali Farewell Cupcakes	N8770-DEC23	01-4711-10	\$37.98
	Home Cut - Nov. Agenda Mtg. Refreshments & Coffee - 11/7/23	M4566-DEC23	01-4715-10	\$21.53
	Donut Den - Director Refreshments - 10/31/23	M4566-DEC23	01-4715-10	\$14.76
	Donut Den - Director Refreshments - 11/20/23	M4566-DEC23	01-4715-10	\$14.76
	Panera - Donuts & Pastries Coffee & Refreshments - 11/20/23	N8770-DEC23	01-4715-10	\$21.48
	Panera - Donuts & Pastries Coffee & Refreshments - 10/31/23	N8770-DEC23	01-4715-10	\$32.78
	Facebook - Monthly Ads	N8770-DEC23	01-4731-10	\$20.00
	Shutterstock - Promotional Stock Images	N8770-DEC23	01-4731-10	\$49.00
	Shutterstock - Promotional Stock Images	N8770-DEC23	01-4731-10	\$49.00
	Woobox - Monthly Subscription	N8770-DEC23	01-4731-10	\$29.00
	MailChimp - Monthly Subscription	N8770-DEC23	01-4731-10	\$69.00
		<i>Subtotal for Vendor</i>		\$10,734.88
Fun Express LLC				
	Money Smart Week Craft Program Supplies	72834487301	01-4353-24	\$57.93

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$57.93
Gale/Cengage Learning				
	Books - Adult Large Print	82956441	01-4543-26	\$313.50
	Books - Adult Large Print	82979413	01-4543-26	\$72.72
		<i>Subtotal for Vendor</i>		\$386.22
Government Finance Office Association				
	Schiller Membership - 1/1/24-12/31/24	2373588	01-4161-10	\$160.00
		<i>Subtotal for Vendor</i>		\$160.00
Illinois American Water				
	Fire Protection - 11/18/23-12/19/23	1025-210003089465	01-4331-30	\$45.49
	Irrigation - 10/19/23-11/3/23	1025-210003089915	01-4331-30	\$23.97
		<i>Subtotal for Vendor</i>		\$69.46
Illinois American Water/Bolingbrook				
	Water & Sewer - 10/19/23-11/17/23	1025-210003088318	01-4331-30	\$784.60
		<i>Subtotal for Vendor</i>		\$784.60
Illinois Secretary of State				
	FPLD Staff: Pellecer - Notary Application	8091-2324	01-4351-10	\$15.00
		<i>Subtotal for Vendor</i>		\$15.00
Ingram Library Services				
	Library Materials - Processing/Shipping	78630353	01-4518-26	\$31.04
	Library Materials - Processing/Shipping	78651170	01-4518-26	\$16.03
	Library Materials - Processing/Shipping	78670851	01-4518-26	\$12.07
	Library Materials - Processing/Shipping	78670852	01-4518-26	\$16.19
	Library Materials - Processing/Shipping	78677960	01-4518-26	\$25.42
	Library Materials - Processing/Shipping	78735761	01-4518-26	\$85.94
	Library Materials - Processing/Shipping	78735762	01-4518-26	\$18.84
	Library Materials - Processing/Shipping	78735763	01-4518-26	\$51.90
	Library Materials - Processing/Shipping	78777238	01-4518-26	\$44.98
	Library Materials - Processing/Shipping	78784347	01-4518-26	\$31.28
	Library Materials - Processing/Shipping	78795322	01-4518-26	\$45.01
	Library Materials - Processing/Shipping	78804779	01-4518-26	\$77.12
	Library Materials - Processing/Shipping	78821573	01-4518-26	\$34.33
	Library Materials - Processing/Shipping	78843868	01-4518-26	\$13.16

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Library Materials - Processing/Shipping	78865276	01-4518-26	\$61.62
	Library Materials - Processing/Shipping	78865277	01-4518-26	\$22.29
	Library Materials - Processing/Shipping	78869467	01-4518-26	\$13.14
	Library Materials - Processing/Shipping	78917503	01-4518-26	\$28.15
	Library Materials - Processing/Shipping	78961557	01-4518-26	\$26.09
	Library Materials - Processing/Shipping	78969547	01-4518-26	\$11.16
	Library Materials - Processing/Shipping	78982809	01-4518-26	\$23.95
	Library Materials - Processing/Shipping	78982810	01-4518-26	\$54.90
	Library Materials - Processing/Shipping	78991805	01-4518-26	\$16.20
	Library Materials - Processing/Shipping	79023483	01-4518-26	\$50.42
	Library Materials - Processing/Shipping	79046451	01-4518-26	\$22.80
	Library Materials - Processing/Shipping	79074431	01-4518-26	\$30.29
	Library Materials - Processing/Shipping	79074432	01-4518-26	\$54.54
	Library Materials - Processing/Shipping	79098300	01-4518-26	\$23.52
	Library Materials - Processing/Shipping	79108092	01-4518-26	\$23.60
	Library Materials - Processing/Shipping	79159475	01-4518-26	\$63.72
	Library Materials - Processing/Shipping	79187303	01-4518-26	\$54.06
	Books - Juvenile World Languages	78630353	01-4526-26	\$11.29
	Books - Juvenile World Languages	78670851	01-4526-26	\$17.94
	Books - Juvenile World Languages	78670852	01-4526-26	\$8.97
	Books - Juvenile World Languages	78677960	01-4526-26	\$62.37
	Books - Juvenile World Languages	78735761	01-4526-26	\$28.24
	Books - Juvenile World Languages	78735762	01-4526-26	\$9.04
	Books - Juvenile World Languages	78777238	01-4526-26	\$7.79
	Books - Juvenile World Languages	78784347	01-4526-26	\$9.57
	Books - Juvenile World Languages	78865277	01-4526-26	\$11.29
	Books - Juvenile World Languages	78869467	01-4526-26	\$23.34
	Books - Juvenile World Languages	78917503	01-4526-26	\$9.03
	Books - Juvenile World Languages	78961557	01-4526-26	\$81.47
	Books - Juvenile World Languages	78969547	01-4526-26	\$330.69
	Books - Juvenile World Languages	79074431	01-4526-26	\$49.52
	Books - Juvenile World Languages	79108092	01-4526-26	\$45.38
	Books - Juvenile World Languages	78677960	01-4526-29	\$22.46

**Fountaindale Public Library District
Bills Payables Report
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General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile World Languages	78735761	01-4526-29	\$28.24
	Books - Juvenile World Languages	78735762	01-4526-29	\$9.04
	Books - Juvenile World Languages	78865277	01-4526-29	\$11.29
	Books - Juvenile World Languages	78917503	01-4526-29	\$9.03
	Books - Juvenile World Languages	79074431	01-4526-29	\$10.16
	Books - Juvenile World Languages	79108092	01-4526-29	\$11.27
	Books - Adult Fiction	78784347	01-4540-26	\$24.29
	Books - Adult Fiction	78917503	01-4540-26	\$6.49
	Books - Juvenile Fiction	78630353	01-4544-26	\$174.77
	Books - Juvenile Fiction	78651170	01-4544-26	\$95.38
	Books - Juvenile Fiction	78670851	01-4544-26	\$80.18
	Books - Juvenile Fiction	78670852	01-4544-26	\$66.05
	Books - Juvenile Fiction	78677960	01-4544-26	\$111.25
	Books - Juvenile Fiction	78735761	01-4544-26	\$505.78
	Books - Juvenile Fiction	78735762	01-4544-26	\$108.84
	Books - Juvenile Fiction	78777238	01-4544-26	\$95.70
	Books - Juvenile Fiction	78784347	01-4544-26	\$11.04
	Books - Juvenile Fiction	78821573	01-4544-26	\$250.33
	Books - Juvenile Fiction	78865276	01-4544-26	\$166.58
	Books - Juvenile Fiction	78865277	01-4544-26	\$62.94
	Books - Juvenile Fiction	78869467	01-4544-26	\$169.10
	Books - Juvenile Fiction	78917503	01-4544-26	\$219.28
	Books - Juvenile Fiction	78961557	01-4544-26	\$164.60
	Books - Juvenile Fiction	78969547	01-4544-26	\$16.88
	Books - Juvenile Fiction	78982809	01-4544-26	\$99.52
	Books - Juvenile Fiction	79046451	01-4544-26	\$9.60
	Books - Juvenile Fiction	79074431	01-4544-26	\$34.94
	Books - Juvenile Fiction	79108092	01-4544-26	\$59.50
	Books - Juvenile Fiction	78630353	01-4544-29	\$36.73
	Books - Juvenile Fiction	78670851	01-4544-29	\$16.94
	Books - Juvenile Fiction	78677960	01-4544-29	\$8.38
	Books - Juvenile Fiction	78735761	01-4544-29	\$37.26
	Books - Juvenile Fiction	78735762	01-4544-29	\$20.89

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Fiction	78865276	01-4544-29	\$267.49
	Books - Juvenile Fiction	78869467	01-4544-29	\$48.05
	Books - Juvenile Fiction	78917503	01-4544-29	\$61.44
	Books - Juvenile Fiction	78961557	01-4544-29	\$10.16
	Books - Juvenile Fiction	78982809	01-4544-29	\$20.32
	Books - Juvenile Non-Fiction	78630353	01-4545-26	\$25.98
	Books - Juvenile Non-Fiction	78735761	01-4545-26	\$57.76
	Books - Juvenile Non-Fiction	78735762	01-4545-26	\$45.16
	Books - Juvenile Non-Fiction	79023483	01-4545-26	\$105.18
	Books - Juvenile Non-Fiction	79046451	01-4545-26	\$45.16
	Books - Juvenile Non-Fiction	79074431	01-4545-26	\$11.29
	Books - Juvenile Non-Fiction	78735761	01-4545-29	\$28.88
	Books - Juvenile Easy	78630353	01-4546-26	\$110.11
	Books - Juvenile Easy	78651170	01-4546-26	\$14.68
	Books - Juvenile Easy	78670852	01-4546-26	\$57.56
	Books - Juvenile Easy	78677960	01-4546-26	\$42.92
	Books - Juvenile Easy	78735761	01-4546-26	\$263.99
	Books - Juvenile Easy	78735762	01-4546-26	\$141.54
	Books - Juvenile Easy	78735763	01-4546-26	\$54.20
	Books - Juvenile Easy	78777238	01-4546-26	\$599.01
	Books - Juvenile Easy	78784347	01-4546-26	\$360.55
	Books - Juvenile Easy	78795322	01-4546-26	\$155.77
	Books - Juvenile Easy	78804779	01-4546-26	\$62.10
	Books - Juvenile Easy	78821573	01-4546-26	\$44.04
	Books - Juvenile Easy	78843868	01-4546-26	\$27.67
	Books - Juvenile Easy	78865276	01-4546-26	\$114.58
	Books - Juvenile Easy	78865277	01-4546-26	\$32.19
	Books - Juvenile Easy	78869467	01-4546-26	\$34.41
	Books - Juvenile Easy	78917503	01-4546-26	\$83.05
	Books - Juvenile Easy	78961557	01-4546-26	\$123.71
	Books - Juvenile Easy	78969547	01-4546-26	\$22.54
	Books - Juvenile Easy	78982809	01-4546-26	\$64.38
	Books - Juvenile Easy	78982810	01-4546-26	\$85.82

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Easy	79046451	01-4546-26	\$262.55
	Books - Juvenile Easy	79074431	01-4546-26	\$94.29
	Books - Juvenile Easy	79074432	01-4546-26	\$80.02
	Books - Juvenile Easy	79108092	01-4546-26	\$34.45
	Books - Juvenile Easy	79159475	01-4546-26	\$77.28
	Books - Juvenile Easy	79187303	01-4546-26	\$107.82
	Books - Juvenile Easy	78735762	01-4546-29	\$22.08
	Books - Juvenile Easy	78865276	01-4546-29	\$32.16
	Books - Juvenile Easy	78917503	01-4546-29	\$64.98
	Books - Juvenile Easy	78961557	01-4546-29	\$10.73
	Books - Juvenile Easy	78991805	01-4546-29	\$11.28
	Books - Juvenile Easy	79046451	01-4546-29	\$41.78
	Books - Juvenile Easy	79074431	01-4546-29	\$10.73
	Books - Juvenile Easy	79098300	01-4546-29	\$51.89
	Books - Young Adult Fiction	78630353	01-4548-26	\$54.65
	Books - Young Adult Fiction	78651170	01-4548-26	\$23.71
	Books - Young Adult Fiction	78670851	01-4548-26	\$13.56
	Books - Young Adult Fiction	78670852	01-4548-26	\$14.12
	Books - Young Adult Fiction	78735761	01-4548-26	\$105.27
	Books - Young Adult Fiction	78735763	01-4548-26	\$92.47
	Books - Young Adult Fiction	78795322	01-4548-26	\$36.43
	Books - Young Adult Fiction	78804779	01-4548-26	\$247.79
	Books - Young Adult Fiction	78843868	01-4548-26	\$41.64
	Books - Young Adult Fiction	78865276	01-4548-26	\$76.62
	Books - Young Adult Fiction	78869467	01-4548-26	\$22.08
	Books - Young Adult Fiction	78917503	01-4548-26	\$41.46
	Books - Young Adult Fiction	78961557	01-4548-26	\$12.99
	Books - Young Adult Fiction	78969547	01-4548-26	\$16.24
	Books - Young Adult Fiction	78982809	01-4548-26	\$50.02
	Books - Young Adult Fiction	78982810	01-4548-26	\$108.54
	Books - Young Adult Fiction	79023483	01-4548-26	\$21.46
	Books - Young Adult Fiction	79046451	01-4548-26	\$45.72
	Books - Young Adult Fiction	79074431	01-4548-26	\$23.37

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Young Adult Fiction	79074432	01-4548-26	\$141.02
	Books - Young Adult Fiction	79108092	01-4548-26	\$21.42
	Books - Young Adult Fiction	79159475	01-4548-26	\$135.31
	Books - Young Adult Fiction	79187303	01-4548-26	\$22.17
	Books - Young Adult Fiction	78991805	01-4548-29	\$54.91
	Books - Young Adult Fiction	79098300	01-4548-29	\$32.18
		<i>Subtotal for Vendor</i>		\$10,123.30
ITsavvy LLC				
	Roxio Toast Titanium Maintenance 1 Yr	01463963	01-4631-14	\$481.80
		<i>Subtotal for Vendor</i>		\$481.80
Jacqueline Kohn				
	Outreach Services Mileage - 11/1/23-11/30/23	JK120523	01-4171-10	\$57.97
		<i>Subtotal for Vendor</i>		\$57.97
Jami Jacobsen				
	Refund - "The Importance of Being Wicked"	JJ9678	01-3310-30	\$30.30
		<i>Subtotal for Vendor</i>		\$30.30
JanWay Company USA, Inc.				
	2024 Staff In-Service Tote Bags	144287	01-4711-10	\$832.50
		<i>Subtotal for Vendor</i>		\$832.50
Jeremy E. Christian				
	Refund - "The Martian"	JEC8526	01-3310-10	\$15.00
		<i>Subtotal for Vendor</i>		\$15.00
Jorie Karum				
	Mileage - Atlas Multi-Library Staff Day - 12/1/23	JK120523	01-4171-10	\$28.56
		<i>Subtotal for Vendor</i>		\$28.56
Kellie Chase				
	Program - Sewing with Kellie Chase - 1/12/24	KC011224	01-4571-24	\$210.00
	Program - Sewing with Kellie Chase - 1/15/24	KC011524	01-4571-24	\$210.00
		<i>Subtotal for Vendor</i>		\$420.00
Koios, LLC				
	Google Ad Grant Tier 7 - 12/29/23-12/28/24	1257	01-4256-10	\$6,912.00
		<i>Subtotal for Vendor</i>		\$6,912.00
Konica Minolta Business Solutions U.S.A., Inc.				

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	March Contract: Maintenance - 10/15/23-11/14/23	9009643893	01-4234-14	\$1.76
	July 20 - June 24 Contract: Overage - 11/1/23-11/30/23	9009669999	01-4234-14	\$884.18
		<i>Subtotal for Vendor</i>		\$885.94
Konica Minolta Premier Finance				
	License Plate Sticker Printer Lease - December 2023	515488575	01-4234-14	\$15.66
	Leased Equipment - December 2023	516007242	01-4234-14	\$1,627.69
		<i>Subtotal for Vendor</i>		\$1,643.35
Kramer Tree Specialists, Inc.				
	Holiday Light Decorations	10122	01-4392-30	\$7,813.00
		<i>Subtotal for Vendor</i>		\$7,813.00
Leah D Moon				
	Program - Pin Display Banner - 1/17/24	LDM011724	01-4573-24	\$275.00
		<i>Subtotal for Vendor</i>		\$275.00
Library Ideas LLC				
	Books - Juvenile World Languages	103770	01-4526-26	\$519.00
	Books - Juvenile Easy	103769	01-4546-26	\$1,475.28
		<i>Subtotal for Vendor</i>		\$1,994.28
Library Market				
	Pickup Lockers & Book Drop Custom Designs	3013	01-4256-10	\$2,400.00
		<i>Subtotal for Vendor</i>		\$2,400.00
Linda Ciucci				
	Mileage & Tolls - Laconi Repair Workshop - 11/3/23	LC110723	01-4171-10	\$39.24
		<i>Subtotal for Vendor</i>		\$39.24
Literacy DuPage				
	Program - Conversational ESL - 1/3/24	LD010324	01-4571-24	\$25.00
	Program - Conversational ESL - 1/10/24	LD011024	01-4571-24	\$25.00
	Program - Conversational ESL - 1/17/24	LD011724	01-4571-24	\$25.00
		<i>Subtotal for Vendor</i>		\$75.00
Lyngsoe Systems, Inc.				
	AMHS Service Agreement - 1/1/24-12/31/24	006400	01-4276-14	\$43,300.00
		<i>Subtotal for Vendor</i>		\$43,300.00
Marlene Vazquez				
	Mileage & Tolls - HR Conference - 11/2/23	MV110723	01-4171-10	\$22.00

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$22.00
Mary Vicich				
	Refund - "Saga"	MV9311	01-3310-10	\$14.99
		<i>Subtotal for Vendor</i>		\$14.99
Midwest Tape				
	Music - Adult & Processing/Shipping	504717576	01-4518-26	\$74.83
	Music - Adult	504580149	01-4550-26	\$16.93
	Music - Adult	504584600	01-4550-26	\$15.13
	Music - Adult	504584601	01-4550-26	\$88.70
	Music - Adult	504584603	01-4550-26	\$15.58
	Music - Adult	504584624	01-4550-26	\$49.89
	Music - Adult	504618812	01-4550-26	\$21.43
	Music - Adult	504618813	01-4550-26	\$101.88
	Music - Adult	504646615	01-4550-26	\$20.53
	Music - Adult	504646616	01-4550-26	\$207.96
	Music - Adult	504652134	01-4550-26	\$46.59
	Music - Adult	504672209	01-4550-26	\$26.24
	Music - Adult	504717574	01-4550-26	\$27.18
	Music - Adult	504717575	01-4550-26	\$38.71
	Music - Adult & Processing/Shipping	504717576	01-4550-26	\$252.73
	Music - Adult	504717578	01-4550-26	\$34.76
	Music - Adult	504717593	01-4550-29	\$21.43
	Audiobooks - Adult	504584608	01-4551-26	\$39.98
	Audiobooks - Adult	504584613	01-4551-26	\$49.98
	Audiobooks - Adult	504618805	01-4551-26	\$113.96
	Audiobooks - Adult	504618815	01-4551-26	\$39.98
	Audiobooks - Adult	504646617	01-4551-26	\$94.96
	Audiobooks - Adult	504646618	01-4551-26	\$174.94
	Audiobooks - Adult	504717573	01-4551-26	\$128.96
	Audiobooks - Adult	504717577	01-4551-26	\$99.96
	Audiobooks - Adult	504717583	01-4551-26	\$37.98
	Audiobooks - Adult	504584627	01-4551-29	\$49.98
	Audiobooks - Adult	504652150	01-4551-29	\$49.98

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December 21, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Audiobooks - Adult	504717594	01-4551-29	\$99.96
	Music - Juvenile	504618800	01-4554-26	\$11.08
	Music - Juvenile	504618801	01-4554-26	\$17.08
	Music - Juvenile	504717579	01-4554-26	\$16.33
	Music - Juvenile	504717591	01-4554-26	\$18.18
	DVD - Adult	504584604	01-4557-26	\$63.32
	DVD - Adult	504584605	01-4557-26	\$167.90
	DVD - Adult	504584606	01-4557-26	\$167.90
	DVD - Adult	504584609	01-4557-26	\$94.98
	DVD - Adult	504584610	01-4557-26	\$94.98
	DVD - Adult	504584611	01-4557-26	\$89.49
	DVD - Adult	504584612	01-4557-26	\$89.49
	DVD - Adult	504584614	01-4557-26	\$56.73
	DVD - Adult	504584615	01-4557-26	\$101.65
	DVD - Adult	504584616	01-4557-26	\$98.30
	DVD - Adult	504584617	01-4557-26	\$15.91
	DVD - Adult	504584618	01-4557-26	\$46.17
	DVD - Adult	504584619	01-4557-26	\$128.30
	DVD - Adult	504584620	01-4557-26	\$76.98
	DVD - Adult	504584621	01-4557-26	\$24.16
	DVD - Adult	504584630	01-4557-26	\$23.13
	DVD - Adult	504584631	01-4557-26	\$23.13
	DVD - Adult	504618803	01-4557-26	\$75.01
	DVD - Adult	504618806	01-4557-26	\$86.34
	DVD - Adult	504618807	01-4557-26	\$167.90
	DVD - Adult	504618808	01-4557-26	\$167.90
	DVD - Adult	504618809	01-4557-26	\$227.03
	DVD - Adult	504618810	01-4557-26	\$108.00
	DVD - Adult	504618811	01-4557-26	\$158.30
	DVD - Adult	504618816	01-4557-26	\$103.39
	DVD - Adult	504618817	01-4557-26	\$152.90
	DVD - Adult	504618818	01-4557-26	\$83.73
	DVD - Adult	504618819	01-4557-26	\$152.90

Fountaindale Public Library District
Bills Payables Report
December 21, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	504618821	01-4557-26	\$55.82
	DVD - Adult	504618822	01-4557-26	\$55.82
	DVD - Adult	504618828	01-4557-26	\$72.35
	DVD - Adult	504618829	01-4557-26	\$44.98
	DVD - Adult	504646619	01-4557-26	\$27.91
	DVD - Adult	504652130	01-4557-26	\$198.75
	DVD - Adult	504652131	01-4557-26	\$40.33
	DVD - Adult	504652132	01-4557-26	\$83.73
	DVD - Adult	504652133	01-4557-26	\$83.73
	DVD - Adult	504652135	01-4557-26	\$48.32
	DVD - Adult	504652136	01-4557-26	\$40.67
	DVD - Adult	504652137	01-4557-26	\$159.70
	DVD - Adult	504652138	01-4557-26	\$211.75
	DVD - Adult	504652139	01-4557-26	\$338.80
	DVD - Adult	504652140	01-4557-26	\$99.36
	DVD - Adult	504652141	01-4557-26	\$83.73
	DVD - Adult	504652142	01-4557-26	\$83.73
	DVD - Adult	504652143	01-4557-26	\$198.75
	DVD - Adult	504652144	01-4557-26	\$198.75
	DVD - Adult	504652145	01-4557-26	\$198.75
	DVD - Adult	504652146	01-4557-26	\$18.91
	DVD - Adult	504652147	01-4557-26	\$21.16
	DVD - Adult	504652148	01-4557-26	\$73.16
	DVD - Adult	504652149	01-4557-26	\$119.14
	DVD - Adult	504652154	01-4557-26	\$99.36
	DVD - Adult	504652155	01-4557-26	\$66.10
	DVD - Adult	504652156	01-4557-26	\$38.30
	DVD - Adult	504682715	01-4557-26	\$236.35
	DVD - Adult	504682716	01-4557-26	\$46.52
	DVD - Adult	504682717	01-4557-26	\$46.52
	DVD - Adult	504682718	01-4557-26	\$139.55
	DVD - Adult	504682719	01-4557-26	\$171.65
	DVD - Adult	504696550	01-4557-26	\$171.65

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	504696551	01-4557-26	\$139.55
	DVD - Adult	504696552	01-4557-26	\$72.48
	DVD - Adult	504696553	01-4557-26	\$194.62
	DVD - Adult	504696555	01-4557-26	\$20.41
	DVD - Adult	504696558	01-4557-26	\$46.17
	DVD - Adult	504696562	01-4557-26	\$111.28
	DVD - Adult	504696563	01-4557-26	\$43.05
	DVD - Adult	504696564	01-4557-26	\$66.10
	DVD - Adult	504696565	01-4557-26	\$86.40
	DVD - Adult	504696566	01-4557-26	\$34.55
	DVD - Adult	504696567	01-4557-26	\$43.80
	DVD - Adult	504696568	01-4557-26	\$219.69
	DVD - Adult	504717581	01-4557-26	\$21.91
	DVD - Adult	504717582	01-4557-26	\$25.93
	DVD - Adult	504717584	01-4557-26	\$139.55
	DVD - Adult	504717585	01-4557-26	\$171.65
	DVD - Adult	504717586	01-4557-26	\$43.92
	DVD - Adult	504717587	01-4557-26	\$139.55
	DVD - Adult	504717588	01-4557-26	\$171.65
	DVD - Adult	504717589	01-4557-26	\$34.82
	DVD - Adult	504717590	01-4557-26	\$20.41
	DVD - Adult	504717592	01-4557-26	\$20.41
	DVD - Adult	504717596	01-4557-26	\$39.30
	DVD - Adult	504717597	01-4557-26	\$78.98
	DVD - Adult	504584625	01-4557-29	\$31.66
	DVD - Adult	504584626	01-4557-29	\$25.66
	DVD - Adult	504584628	01-4557-29	\$18.91
	DVD - Adult	504618824	01-4557-29	\$31.66
	DVD - Adult	504618825	01-4557-29	\$55.82
	DVD - Adult	504618826	01-4557-29	\$27.91
	DVD - Adult	504652151	01-4557-29	\$27.91
	DVD - Adult	504652152	01-4557-29	\$55.82
	DVD - Adult	504652153	01-4557-29	\$31.94

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	504696560	01-4557-29	\$27.91
	DVD - Adult	504717595	01-4557-29	\$55.82
	DVD - Juvenile	504584607	01-4558-26	\$105.72
	DVD - Juvenile	504584622	01-4558-26	\$105.80
	DVD - Juvenile	504584623	01-4558-26	\$20.41
	DVD - Juvenile	504618802	01-4558-26	\$263.67
	DVD - Juvenile	504618804	01-4558-26	\$48.32
	DVD - Juvenile	504618820	01-4558-26	\$21.32
	DVD - Juvenile	504618823	01-4558-26	\$27.91
	DVD - Juvenile	504696554	01-4558-26	\$28.82
	DVD - Juvenile	504696556	01-4558-26	\$10.66
	DVD - Juvenile	504696557	01-4558-26	\$68.73
	DVD - Juvenile	504584629	01-4558-29	\$47.16
	DVD - Juvenile	504618827	01-4558-29	\$10.66
	DVD - Juvenile	504696561	01-4558-29	\$28.82
		<i>Subtotal for Vendor</i>		\$11,689.01
Morningstar Inc.				
	Online Databases Renewal - 12/31/23-12/31/24	36386144	01-4521-26	\$4,286.00
		<i>Subtotal for Vendor</i>		\$4,286.00
OverDrive, Inc.				
	Content Purchase Credits	CD0447423443692	01-4520-26	\$60,050.00
		<i>Subtotal for Vendor</i>		\$60,050.00
Patron Point, Inc.				
	Verify Transaction Fees - 7/1/23-9/30/23	2308	01-4256-10	\$375.60
		<i>Subtotal for Vendor</i>		\$375.60
Paul Mills				
	Mileage - LIRA Full Meeting - 11/29/23	PM112923	01-4171-10	\$40.48
	Mileage - ILA Legislative Meetup - 11/29/23	PM120723	01-4171-10	\$30.13
		<i>Subtotal for Vendor</i>		\$70.61
Peerless Network, Inc.				
	Telephone - 11/15/23-12/14/23	37730	01-4312-14	\$530.34
		<i>Subtotal for Vendor</i>		\$530.34
Penworthy Company				

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Easy	0594950-IN	01-4546-26	\$762.84
		<i>Subtotal for Vendor</i>		<u>\$762.84</u>
PeopleFacts				
	New Hire Background Checks - November 2023	33754-112023	01-4253-10	\$82.45
		<i>Subtotal for Vendor</i>		<u>\$82.45</u>
Pitney Bowes Global Financial Services				
	SendPro C Auto Equipment Lease - 12/30/23-3/29/24	3106397815	01-4231-10	\$628.59
		<i>Subtotal for Vendor</i>		<u>\$628.59</u>
Playaway Products LLC				
	Books - Juvenile Easy	447084	01-4546-26	\$824.44
	Audiobooks - Adult	446469	01-4551-26	\$572.39
	Audiobooks - Juvenile	446476	01-4553-26	\$816.63
	Audiobooks - Young Adult	447348	01-4555-26	\$289.60
	Playaway - Juvenile	446474	01-4562-29	\$398.39
	Launchpads - Juvenile	446091	01-4566-26	\$74.99
	Launchpads - Juvenile	446249	01-4566-26	\$807.45
		<i>Subtotal for Vendor</i>		<u>\$3,783.89</u>
Reaching Across Illinois Library System (RAILS)				
	CreativeBug - 12/1/23-11/30/24	11783	01-4521-26	\$1,650.00
		<i>Subtotal for Vendor</i>		<u>\$1,650.00</u>
Ronald Goldie				
	Program - Dungeons & Dragons - 1/18/24	RG011824	01-4573-24	\$100.00
		<i>Subtotal for Vendor</i>		<u>\$100.00</u>
Scarlett E Sindelar				
	Refund - "Measuring Up"	SES2932	01-3310-30	\$13.22
		<i>Subtotal for Vendor</i>		<u>\$13.22</u>
Sebert Landscaping Inc.				
	Snow Maintenance - December 2023	266609	01-4392-30	\$3,019.00
	Sidewalk Deicing - 11/26/23	266809	01-4392-30	\$445.00
		<i>Subtotal for Vendor</i>		<u>\$3,464.00</u>
Stephen Szabados				
	Program - Gen. Club: Writing Family History - 1/10/24	SS011024	01-4571-24	\$275.00
		<i>Subtotal for Vendor</i>		<u>\$275.00</u>

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Susan K Maddox				
	Program - Cooking with Chef Maddox - 1/18/24	SKM011824	01-4571-24	\$375.00
		<i>Subtotal for Vendor</i>		\$375.00
Tana Petrov				
	Mileage - LACONI Networking Event - 11/17/23	TP112723	01-4171-10	\$33.67
		<i>Subtotal for Vendor</i>		\$33.67
Taste of Home				
	Books - Adult Non-Fiction & Processing/Shipping	01065	01-4518-26	\$4.99
	Books - Adult Non-Fiction & Processing/Shipping	01065	01-4541-26	\$33.99
		<i>Subtotal for Vendor</i>		\$38.98
The Shop Bolingbrook				
	Bermejo, Valencia, Armstrong, Baker, Kohn Business Cards	86236	01-4351-10	\$90.00
	CSD & Daunis Jr. Business Cards	87699	01-4351-10	\$45.00
	Bermejo, Valencia, Armstrong, Baker, Kohn Business Cards	86236	01-4355-16	\$135.00
	CSD & Daunis Jr. Business Cards	87699	01-4355-16	\$45.00
		<i>Subtotal for Vendor</i>		\$315.00
Theatre-on-the-Hill				
	Ads - Shrek Jr & Beauty and the Beast - 9/22/23-10/8/23	231110	01-4731-10	\$600.00
		<i>Subtotal for Vendor</i>		\$600.00
Titan Image Group, Inc				
	Paper Prepayment - Spring 2024 Newsletter	60975	01-4256-10	\$7,460.00
		<i>Subtotal for Vendor</i>		\$7,460.00
Titanium Technologies				
	Fiber Circuit Cutovers Repair	IN8354-1	01-4253-14	\$1,560.00
		<i>Subtotal for Vendor</i>		\$1,560.00
Today's Business Solutions, Inc.				
	Fax Program - 3rd Quarter July-Sept 2023	112723-194	01-4234-14	\$204.32
		<i>Subtotal for Vendor</i>		\$204.32
Tressler LLP				
	Legal Expense - Attorney - October 2023	476376	01-4241-10	\$2,079.00
	Legal Expense - Board of Review Hearings - October 2023	476377	01-4241-10	\$930.50
	Legal Expense - Attorney - November 2023	478226	01-4241-10	\$819.00
	Legal Expense - Promenade Tax Appeal - November 2023	478227	01-4241-10	\$147.00

Fountaindale Public Library District
Bills Payables Report
December 21, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Legal Expense - Board of Review Hearings - November 2023	478228	01-4241-10	\$441.00
		<i>Subtotal for Vendor</i>		<u>\$4,416.50</u>
Tria Architecture, Inc.	Third Floor Interior Renovation Construction Documents	4800	01-4651-30	\$8,925.00
		<i>Subtotal for Vendor</i>		<u>\$8,925.00</u>
Trinity Sanchez	Refund - "The Girl Who Smiled Beads"	TS2509	01-3310-10	\$21.89
		<i>Subtotal for Vendor</i>		<u>\$21.89</u>
U.S. Postal Service	USPS Marketing Mail 2024 Fee Renewal	Permit PI 74	01-4381-10	\$310.00
		<i>Subtotal for Vendor</i>		<u>\$310.00</u>
Unique Management Services, Inc.	Collection Expense - November 2023	6119887	01-4245-10	\$384.15
	New Mover Postcards - Sept. 2023	6119505	01-4256-10	\$330.00
		<i>Subtotal for Vendor</i>		<u>\$714.15</u>
UPS	Shipping - Account Refill	0000603951463	01-4382-10	\$1,000.00
	Shipping - Account Refill	0000603951493	01-4382-10	\$1,500.00
		<i>Subtotal for Vendor</i>		<u>\$2,500.00</u>
USA TODAY	Newspaper Subscription - 12/1/23-11/30/24	4177294	01-4511-26	\$793.79
		<i>Subtotal for Vendor</i>		<u>\$793.79</u>
Vanguard Energy Services, LLC	Gas Service - 10/1/23-10/31/23	G404408111423	01-4322-30	\$1,100.70
	Gas Service - 11/1/23-11/30/23	G404408121223	01-4322-30	\$1,783.23
		<i>Subtotal for Vendor</i>		<u>\$2,883.93</u>
Verizon Wireless	Telephone - 10/17/23-11/16/23	9949507841	01-4311-14	\$539.82
		<i>Subtotal for Vendor</i>		<u>\$539.82</u>
Warehouse Direct	District Restock Paper - November 2023	5620520-0	01-4351-10	\$407.92
	Various Program & Library Supplies	5625615-0	01-4353-20	\$513.85
	Various Program & Library Supplies	5625615-0	01-4371-10	\$271.20

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Processing & Repair Materials	5606256-0	01-4371-12	\$89.08
		<i>Subtotal for Vendor</i>		<u>\$1,282.05</u>
World Book, Inc.				
	Books - Juvenile Non-Fiction	SF-0022287	01-4545-26	\$1,199.00
		<i>Subtotal for Vendor</i>		<u>\$1,199.00</u>
			Totals for Fund 1	<u>\$374,017.16</u>

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

Maintenance Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
American Building Services, LLC				
	Room 318 Metal Door Installation	4053719	08-4211-30	\$1,127.20
		<i>Subtotal for Vendor</i>		<u>\$1,127.20</u>
Best Quality Cleaning, Inc.				
	Special Cleaning - 1st Fl Womens Restroom - 11/19/23	48231	08-4211-30	\$75.00
	Cleaning Service - December 2023	48076	08-4215-30	\$9,429.00
	Saturday Day Porter - December 2023	48202	08-4215-30	\$498.75
		<i>Subtotal for Vendor</i>		<u>\$10,002.75</u>
C. Acitelli Heating & Piping Contractors, Inc				
	Replaced 7 Chiller Pump Gauges	0000037377	08-4211-30	\$1,049.80
	Server Room Liebert Compressor Repairs	0000037487	08-4211-30	\$4,575.11
	Water Softner Union Leak Replacement	0000037579	08-4211-30	\$275.32
	Leaking Boiler Piping Replacements & Repairs	0000037615	08-4211-30	\$6,080.00
		<i>Subtotal for Vendor</i>		<u>\$11,980.23</u>
Cintas Corporation				
	First Aid Restock - 11/29/23	8406549950	08-4215-30	\$265.65
		<i>Subtotal for Vendor</i>		<u>\$265.65</u>
Cintas Corporation #344				
	Weekly Mat Service - 11/10/23	4173630777	08-4215-30	\$31.97
	Weekly Mat Service - 11/16/23	4174280927	08-4215-30	\$31.97
	Weekly Mat Service - 11/22/23	4174980165	08-4215-30	\$31.97
	Weekly Mat Service - 12/1/23	4175730458	08-4215-30	\$31.97
	Weekly Mat Service - 12/8/23	4176502474	08-4215-30	\$30.00
		<i>Subtotal for Vendor</i>		<u>\$157.88</u>
Cutting Edge Document Destruction, LLC				
	Records Shred - 12/6/23	m27454	08-4215-30	\$30.00
		<i>Subtotal for Vendor</i>		<u>\$30.00</u>
First Bankcard				
	District Restock - Oct. 2023	A78-2324	08-4357-30	\$42.60
	Napkin Distict Restock - Nov. 2023	A89-2324	08-4357-30	\$38.19
	American Sale - Lobby Christmas Tree	P7810-DEC23	08-4357-30	\$899.99
		<i>Subtotal for Vendor</i>		<u>\$980.78</u>
Flood Bros Disposal Co				

**Fountaindale Public Library District
Bills Payables Report
December 21, 2023**

Maintenance Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Garbage & Recycling - November 2023	7140394	08-4215-30	\$326.00
		<i>Subtotal for Vendor</i>		<u>\$326.00</u>
Graybar	Emergency Lighting Bulbs	9334837103	08-4211-30	\$451.20
		<i>Subtotal for Vendor</i>		<u>\$451.20</u>
Intrinsic Landscaping, Inc.	Green Roof Maintenance - November 2023	23-0733	08-4215-30	\$672.94
		<i>Subtotal for Vendor</i>		<u>\$672.94</u>
Johnson Controls Fire Protection	State Inspection Elevator FAID Testing	51444922	08-4211-30	\$1,706.54
	Fire Alarm Service - 1/1/24-12/31/24	23869377	08-4215-30	\$13,786.01
		<i>Subtotal for Vendor</i>		<u>\$15,492.55</u>
Plunkett's	Monthly Pest Control - 11/27/23	8337191	08-4215-30	\$114.40
		<i>Subtotal for Vendor</i>		<u>\$114.40</u>
Tee Jay Service Company, Inc.	Replace Front/Auto Door Parts	202439	08-4211-30	\$296.00
	Slide/Auto Doors Prevent Maint. - November 2023	202461	08-4215-30	\$3,360.00
		<i>Subtotal for Vendor</i>		<u>\$3,656.00</u>
Top Secret Studios	Board of Trustee Entrance Decal	1693	08-4211-30	\$94.00
		<i>Subtotal for Vendor</i>		<u>\$94.00</u>
Vertiv Corporation	Server Room Equipment Prevent. Maint. - 11/24/23-11/23/24	13268293	08-4215-30	\$11,911.73
		<i>Subtotal for Vendor</i>		<u>\$11,911.73</u>
Warehouse Direct	Facilities Restock - November 2023	5612928-0	08-4357-30	\$801.06
	Facilities Restock - December 2023	5625760-0	08-4357-30	\$2,642.22
		<i>Subtotal for Vendor</i>		<u>\$3,443.28</u>
			Totals for Fund 8	<u>\$60,706.59</u>
			Grand Total	<u>\$434,723.75</u>

Fountaindale Public Library District
Bills Payables Report
December 21, 2023

Maintenance Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
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Jennie Nguyen/Finance Manager

Director

LIRA (Libraries of Illinois Risk Agency)

The full LIRA Board met in November to review and approve our property/casualty and workers compensation insurance for 2024. It continues to be a hard market with very large claims driving the property market. January 2023 to October 2023 saw 25 separate billion dollar weather disaster in our country, and this has a big influence on our premiums. Our team worked hard and spoke to many, many carriers to get the best rates with the best coverage. We did put together a good package and the overall premium increase was about 12%, though that number varies from library to library depending on a variety of factors.

The Executive Board of LIRA approved utilizing LIRA funds to have appraisals done of each building to ensure that we are insuring our libraries for the right amounts.

ALA Council Special Meeting

The American Library Association (ALA) Council held a special meeting on Thursday, November 30, 2023. The primary agenda item was approval of revised standards for accreditation of master's programs in library and information studies. The last revisions to the standards were approved in 2015, and work on the current revisions started in 2021. Per the committee charged with this work, the goals of this process were to reduce redundancy, increase clarity, and increase inclusion and diversity. Originally these standards were to be considered at the regular ALA Council meeting in January 2024, but it was discovered that more time would be needed for schools to prepare for the coming round of accreditations in the Spring of 2025. The Council approved the standards.

ALA President Emily Drabinski provided an update on the search process for a new ALA Executive Director. The Executive Board of ALA Council will be selecting members to serve on a search committee and ALA will be retaining the services of an executive search firm. The search process will begin this month (December 2023). The desired goal is to have a new Executive Director in place by June 2024.

Our last item on the agenda was approving election rules for ALA Council Executive Board positions. The new Bylaws that were approved by the membership in the Spring of 2023 necessitated new rules.

Deputy Director (Nancy Korczak)

During November the library hosted Lego Day, it was very popular with our patrons and we had several stations that patrons could visit throughout the first floor. We also brought back the popular program Lawyers in the Library, this is a great partnership between the library and the lawyers who volunteer their time for the library.

Our outdoor lockers are up and running and staff spend November training on how to fill holds placed for the lockers and using it themselves to familiarize themselves with the process. Our Communications team has started promoting them and they have been well received by our patrons.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Lego Day was held on Saturday, November 4 from 10 a.m. to 1 p.m. This was a collaborative program between the Adult and Teen Services and Children's Services departments. This was our last large-scale event for the calendar year, and the event ran smoothly and efficiently. Our program included open Lego play, a Lego challenge room, storytime, crafts, a scavenger hunt, prize drawings, and static displays hosted by WindyCity Lego Group and the Northern Illinois Lego Train Club. The program included the assistance of seven teen volunteers, all of whom were very helpful. There were a variety of Legos used during the event, from traditional bricks and Duplos to large toddler-friendly bricks for small children. The event attendance estimate was 352, just above our 150-300 attendance estimation. Overall, a very successful program with positive patron feedback. There were several takeaways from this event we will use for next year's Star Wars Day on Saturday, November 9, 2024.

Our temporary traveling exhibit Renaissance Science, Magic & Medicine in Harry Potter's World continued to be a successful passive attraction for our patrons. A condition report for this exhibit was submitted on November 2, and the exhibit we received was in good condition. I continued to fill the custom cut glowforge pins for our exhibit book display, which continued to be popular. Our traveling exhibits are a great way for patrons to enjoy a unique experience on their own time during library operating hours. Our next exhibit *Fire and Freedom: Food and Enslavement in Early America* will run from January 16, 2024 - February 24, 2024 as part of our Black History Month celebrations.

Randi, Teen Services Librarian

Teen Programming

We had a lot of fun on International Games Day with all of us in attendance and that continued throughout the month. Based on my observations, we have seen a great response to our drop-in programming with more teens becoming "regulars" in the Vortex and at events. The teens are even staying later into the day to hang out, play games (UNO has become popular again) and craft in the space. We are also seeing an uptick in study room usage but I attribute that to the first semester drawing to a close.

Our November **STEAM Lab: Diorama Photography** was well attended. The teens had a lot of fun using the photography equipment in the studio. Monica set up three dioramas; these tiny sets had moveable items and figurines that teens could stage. The space set was very popular, particularly the space monkeys. These cute little guys made their way over to the fantasy diorama set as well. A couple of the teens were interested in stop motion so they used the dioramas to create a photographic story. They were all very enthusiastic and requested more photography classes.



School Services

Once again, we visited Brooks, Humphrey and Jane Addams middle schools for our regularly scheduled lunch time visits. This month, Hayley went to all three middle schools and I just went to Humphrey. We were very busy at all three schools with our foam acorn magnet craft and awarding Great Reading Race prizes. We awarded coupons and prize books at each school with Humphrey and Jane Addams being the busiest. We had originally planned to have only one of us go to Humphrey but the huge response at Jane Addams made us quickly change our plans. It was a good thing that we did because we had huge lines at Humphrey which in turn prompted the lunchroom aides to start releasing students by table. As Hayley mentions in her report, we had 170 students visit at Jane Addams and 147 at Humphrey with most of them claiming prizes. We did manage to give away 156 craft kits during those three busy visits.

I went to Bolingbrook High School with Outreach in November. The BHS librarian had encouraged students to pre-register for the craft. Swiftie bracelets were super popular. I brought along various pony beads, alphabet beads and different types of jewelry cord for the craft. The librarian played Taylor Swift songs and the teens bonded over their mutual love of Taylor Swift and her music. When I returned from the successful visit, Hayley and I discussed our December project. I was able to come up with two projects: button art on canvas and a holiday scrabble ornament. I made examples and sent them to the BHS librarian. We did not have any checkouts so next month we do not plan to bring any books with us.

Adult Programming

Computer Classes:

Christopher taught one Introduction to Excel class this month. Seven participants attended.

Test Proctoring: Brian proctored two exams this month.

Career Online High School:

Currently Enrolled: 3

Currently Enrolled 30 Day Probation: 1

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 1

Graduate: 30

From Nic Mitchel's Report

Senior Social: Broadway, Bebop, and the Boobtube (11-9-23)

Attendees: 36

For this Senior Social, I wanted to bring a presenter that we had had a few times, but never in person. I reached out to historian, musician and storyteller Clarence Goodman



to present. Working with Clarence is always a great experience. He has such a passion for the material he is talking about and thinks quickly on his feet to keep an audience engaged, either through ad-libbed quips or specifically looking for audience feedback. There also weren't many added aspects to the presentation that he needed. Just the computer and the screen.

Specialist Highlight Audrey

Crafting Herb Blends (11/1/23)

Attendees: 24

Marcy, from Backyard Patch Herbs, led an incredible herb class. 20 years ago, she started her herb journey with her love for gardening and then became obsessed with herbs. Now, she grows, hand harvests, and air dries all organic herbs.

Her class entailed so many different activities, which included her powerpoint and description of different herbs, passing around a variety of herbs to smell, tasting food and beverages, creating recipes to try, and offering patrons a chance to make their own herbal blends from her recipes.



Librarian Highlight Aysha

Book Clubs:

Chills & Thrills: *Code 6* by James Grippando. 16 attended.

Coffee & Conversation: *The Fortunes of Jaded Women* by Carolyn Huynh, 14 attended. We had two new members join, which was great to see. We've had several new members join us this year.

Fall Crafts and Reading: DIY acorn art. 19 patrons attended. A big thank you to Jay for helping me with this program. I booktalked cozy mysteries and 3 were checked out.

Winter Reading for Adults and Staff will be running January 8-February 19. Randi and I met with Steven to work out details on how the programs will run with our new software, ReadSquared.

Circulation Services

Amina Ali had her last day as Circulation Manager on November 20th, the position is currently posted. In November, the Circulation department spent time getting to know the workflow for using our pickup lockers. Everyone in the department went through training and I encouraged staff library-wide to place holds so they could get familiar with the lockers. We had some patrons discover the lockers organically and place holds. In the background, our Communications team worked on a promotional campaign to launch on Dec. 1st. During the month of November, 136 items were picked up at the lockers.

Kate, Assistant Manager

From October 27th through November 3rd, we had our quarterly RAILS count. We sent out 1,850 items and 64 bins.

In the month of November we renewed 128 license plate stickers which is a 6% increase from last year.

I was able to have a part-time Specialist meeting and also attend the Lead Specialist meeting. The Vega Discover Committee also met this month.

We had our Specialist Kendra retire at the end of the month, so I conducted interviews to also fill her position. We are looking forward to having 2 new Specialists start in December.

I attended a Library Journal course called *Creating Safer Libraries: Foundations for Librarians and Frontline Staff*. There were several great speakers but I recommend the Trauma Informed Practices session.

On November 1st we started the soft launch of our holds pickup lockers. I wrote a FAQ for staff so we can better help promote it to our patrons and answer any questions they may have. Circulation Specialists have all been trained and are already getting into the habit of placing items inside the lockers. During the soft launch this month, we had 136 items checked out.

Drive Through Report

	CURRENT MONTH	SAME MONTH LY	INCREASE/DECREASE %
TOTAL VISITS	613	634	-3%
	CURRENT YEAR	YTD LY	
VISITS YTD	2903	3364	-14%
	CURRENT MONTH	LAST YEAR	
BUSIEST DAY/S	11/11 36 visits	11/4, 11/23 34 visits	+6%
BUSIEST TIME PERIOD	3pm-6pm 211 visits	3pm-6pm 232 visits	-9%
TOTAL VISITS	CURRENT YEAR	LY	
9AM-12PM	155	141	+7%
12PM-3PM	175	180	-3%
3PM-6PM	211	232	-9%
6PM-9PM	53	51	+4%

From Joyce Arellano's report

Children Services Department

Monthly Overview of Children's Services:

The Children's Services team had one word in common to describe our November: FUN! The month was filled with exciting events and activities, and patrons and staff had fun at every event. We offered a special family program with stories and crafts to celebrate Diwali. Throughout the month we highlighted DiNovember and hosted a scavenger hunt, family "tea"-rex tea party and a special presentation from the T-Rexplorers. The day after Thanksgiving we offered a craft that tied into a new movie popular with our tweens. We worked with Adult & Teen Services to present a successful LEGO Day event for over 300 patrons. We celebrated Native American Heritage Month with a special exhibit on the Creativity Park bulletin board. Feedback from the community has been overwhelmingly kind, and it is especially nice to hear patrons responding so enthusiastically to new programs and activities that we offered this month.

LEGO DAY

LEGO DAY BUILDING CHALLENGE in Meeting Room B (199 participants)

I decided to jump in and plan and lead this activity. I used Andreea's previous LEGO Masters programs as inspiration and a guide and added a timer element to build some excitement. Everyone who participated earned a prize. Prize options included pop-it fidget spinners and books that were left over from Summer Adventure.

The patrons were so energetic and had a lot of fun. I was very surprised at how engaged the grownups were. In some challenges, particularly the tallest tower challenge, the grownups were much more competitive than the children! I heard lots of positive comments and feedback. One grownup said, "This room was my daughters' favorite part of the whole event." Another grownup said, "This was so much fun! When will you offer this again?" I was pulled in so many directions by children who wanted me to look at their LEGO libraries and bookmobiles, and I celebrated each and every accomplishment. The teen volunteers that helped me were fantastic.



ARTS & CRAFTS



CLAY CREATIONS (20 attendees)

“Only three of the families came, but it was super fun. They worked together to create some amazing creations. The families worked together, and they worked with other families. One family brought grandma and grandpa with. There were dinosaurs, snakes, corgis, owls, a cat, some bread and much more! I showed them a few of mine that worked and some that didn't so they could see how to do it right. We talked about how they could paint them and seal them with mod podge after baking. They were excited to go home and bake them right away.”

Chris Z.

FIVE NIGHTS AT FREDDY'S FUN (18 attendees)

“I was so happy to get the crowd we got for this program. This drop-in program was two hours long; I had four kids who stayed the whole two hours and multiple who came and went throughout the time period. I had several different activities for the attendees to try. The magic flashlight, 'Leave the Lights On,' craft was the most popular, with children making two or three versions of the craft. The other large craft was to make a puppet of one of the main characters. The kids loved making their own versions of the characters, and it was fun to remind them that their cutting didn't have to be perfect because that made the puppet look creepier. I also had several different coloring pages and a word search, along with special *Five Nights at Freddy's* bookmarks for them to take home. The day after Thanksgiving can be really quiet or really busy, and I am happy that we were able to provide a fun program for children and their adults to enjoy.” *Christina M.*



TEA-REX TEA PARTY (25 attendees)

“The Tea-Rex Tea Party was a huge hit and a fantastic example of a family event! We (myself and Jordan) started the program by reading the inspiration book, [Tea Rex](#), and then dove right into making fancy hats for our party. We had a buffet of craft supplies available for the children to choose from and because they had their adults helping them, we were able to encourage more complicated techniques than we would have the children do by themselves. It was fantastic to see the creativity this inspired and how unique each hat turned out!



STEAM & LEARNING FUN

DINO EXPLORATION: T-REXPLORES (32 attendees)

“We celebrated Dinovember with our homeschool families during the Dino Exploration: T-Rexplorers program. Dinosaur expert [David Howe from T-Rexplorers](#) brought authentic fossils and an entire T-Rex puppet to the library. Kids and families were able to meet and take photos with Ranger the T-Rex before the program, which was a huge hit. Storytime toddlers and even adult patrons also stopped to see this amazing animatronic dinosaur. During the program, kids were mesmerized by David’s tales of discovering real fossils. At the end of the program, the kids (and staff) were able to get up close and personal with the fossils. Including our former CSD staff member Marta who is pictured here holding fossilized poop!” *Melissa F.*



READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (394)

One new child signed up for the program, and one child completed the program!

PUBLIC SERVICE

We answered **573** reference questions and **621** directional questions. We also assisted with 19 one-on-one appointments. Topics that patrons asked us for included [Diary of a Wimpy Kid](#), [Dog Man](#), [Tonieboxes](#) and [Wings of Fire](#). Grownups also asked for fall, harvest, Thanksgiving and holiday books this month.

RECOMMENDATIONS/READERS' ADVISORY

"I helped Jen with a reference question, 'for suggestions for children's books about Black cowboys and westward expansion but from the Black or Native perspective. Picture books preferred, generally suitable for 7–8 year olds.' I came up with 28 titles." *Sarah D.*

BLOG POSTS

- [New Children's Books \(November 2023\)](#) by Sarah D.
- [Family Events in the Children's Department \(December 2023\)](#) by Christina M.

NEWS & OTHER PROJECTS

CSD staff began preparing the copy for the Spring Fountain. We have an amazing lineup of spring programs planned!

We are excited to begin a new collaboration with Bolingbrook STEM Association! Our first program together will be a snap circuits program in spring 2024 for grades 3–5. Thank you to Randi in ATSD for connecting us with this organization!

A big thank you to the Facilities team (especially Nick S. and Mya) and so many staff members across the library (Jaci in Outreach, Brett in Collection Services and Paul and Nancy!) for their help in responding to the hazardous bug lights in Baby Park on the day before Thanksgiving. These staff members helped the CSD team make sure our patrons stayed safe and cleared out the baby house of furniture and toys. The bug lights above the playhouse had gotten tangled up and overheated, and the entire fixture had to be removed.

We celebrated one anniversary this month. Congratulations to Children's Services Librarian, Sarah, on 19 years of service!

Children's Services Specialist, Marta, announced she will leave Fountaindale to pursue a new opportunity at a school. We wish her all the best on her next adventure!

Monthly Overview of Outreach Services:

Here are our most notable accomplishments and projects for November 2023:

- **Read-A-Palooza**
 - **From Carolyn's report:** *We once again had a good turn out with 1047 students participating. BJWard was the winning school with the highest percentage of students turning in sheets. They won a complete set of Monarch and Bluestem books that Tana and I will present to them on Dec.8th. The student who won the Kindle Fire drawing was Nathan Martinez from Oak View. We heard many positive comments from families at events we visited, as well as teachers and LMC Directors that their students love doing all the different literacy activities on the Bingo sheet. Some classes even do their sheets together as a fun reading activity. One student at an event saw the Read-A-Palooza slide on the screen of the Bookmobile and shouted to me with a smile "Hey, I'm doing that!"*
- **Winter Walk - Village of Bolingbrook**
 - Outreach is participating in the Village of Bolingbrook Winter Walk behind the Town Center. Staff decorated ornaments for the library's tree and decorated the library's spot.
- **New work station in the Outreach Office**
 - **From Carolyn's report:** *The Outreach office added a workstation this month to accommodate our newest Outreach Specialist, Jen. We were able to reorganize materials and storage thanks to Outreach's teamwork.*
- **Cabinets in Children's Department**
 - Sarah, Melissa and Jaci did a great job organizing the filing cabinets in the Children's department that are used by Outreach.
- **Staff Recommendations Bookmark**
 - **From Carolyn's report:** *Finished the staff recommendations bookmark for the Bookmobile and printed some to hand out.*
- **Bookmobile Fun for the month of November: Everything Pickles.**
 - **From Sarah's report:** *I had this idea to celebrate pickles for National Pickle Day which happens November 14th. We had voting for your favorite type of pickle, guess how many are in the jar, pickle activity sheets, pickle related prizes, and a display of pickle books for checkout available all month long.*

Everything Pickles on BKM



Winter Walk Town Center



Services for Seniors

- **Home-Delivery Services**
- **Programming**
 - Outreach staff provided programming and brought materials for checkout to our senior facilities: Atria at River Trail, Encore, Heritage Woods, Greenleaf and Meadowbrook Manor
 - **From Melissa's report:** *On 11/15, I did programming for the residents of Encore. Bertha, one of the activities coordinators, informed me that some of the residents had been waiting for my arrival and had been asking about me. That made me so happy. I must be doing something right! I talked to the group about Thanksgiving and we discussed family traditions. We talked about our favorite Thanksgiving foods and I asked if anyone had a special dish that they made for the holiday.*
- **Book clubs for seniors**
 - **From Sarah's report:** *For November, Atria Book Club discussed the Litigators by John Grisham. I provided copies of the book and discussion materials. For December's book club I have placed holds for the book called, "Alternate Side" by Anna Quindlen. I will also provide discussion materials. Heritage Woods Book Club, had some sad news to share as one of the group members passed away this month. The group member was an advocate for the library and pushed for Outreach to restart the book club inside the facility once again. She will be greatly missed by the group! Ramon came with me to shadow me during this book club meeting. We discussed the book, "Harlem Shuffle" by Colson Whitehead. We also picked out book titles for the future meetings. I answered questions about books available at the library and some of the services we provide as well.*

Services for Preschools

From Jaci's report:

- **Storytime Overview:** *This month I finally got to visit all of the school's I provide storytimes for. A lot of the kids remembered me and it was nice to see them so excited for storytime. This month's storytime centered around food. We had lots of fun discussing our favorite foods, what we can buy at the grocery store and what some of our favorite animals like to eat.*

Services for Schools

Outreach staff visited elementary schools with the Bookmobile, middle schools and high school with the Library Express Van in collaboration with Teen Services staff.

- **From Jen's report:**
 - **Van Driver JAMS.** *This was my first time going to Jane Addams. They have the multi needs program for middle schoolers in the district, so I got to see a lot of kids that I worked with when I worked at RC Hill. That was really fun. We saw about 170 kids. Most of them were there to pick up their Great Reading Race prizes or the craft, but I did get a few checkouts.*
 - **BKM Driver Oak View.** *A teacher came onto the Bookmobile by herself. She said she hasn't ever been to the library, she's just come on the Bookmobile. We told her if there was something specific she was looking for but couldn't find it here, she could put in a teacher request and we could deliver it. She had only tried putting books on hold online and said she had problems doing that. I pulled up the website and showed her where the teacher request form was. She was so excited to know we could do this for them.*

From Jacinto Gonzalez's report

Studio 300

Here are our **November 2023 key stats**:

- 583 patrons actively **used** our lab.
 - **11** were Non-District Users.
- 1707 items were **checked out**
 - **183** of that total circulated out of the lab
- 42 patrons **attended** our programs.
 - Total programming hours came to **10**
- 56 patrons **completed** our online classes:
 - **30** Orientation
 - **26** Maker Training



Studio Space Usage:

Rooms	Attendance	Events/Uses
Television	52	32
GCR	179	102
Audio	100	69
MakerSpace	37	38
Total	368	241



November was Native American Heritage Month. The Studio decided to showcase contemporary artists from this community with the line "We are still here." People often talk about Natives as long-gone cultures that disappeared during the expansion of this country. Monica decided to highlight books written by Native Americans and visual artists in the library collection.

Studio Month Summary:

In November, the Studio Team evaluated the current equipment in the studio and used the information from usage and guest feedback to make decisions about replacing and upgrading equipment. One of the main decisions came down to replacing the studio monitors. They have been in the studio since 2013 and had visible wear and tear. All monitors should be replaced by December. Ruth also wrote the blog for Ridley Scott to promote ShortHaus and the library's collection featuring the director.

Monica hosted a diorama photography program and created all the dioramas themselves. The program showed how to use lighting and angles to switch the perspective and make items seem more significant than they are. They also dedicated time to learning the Embrilliance embroidery software. Monica also spent time redesigning and creating guides for all the digitizing equipment in the studio. This will aid guests in digitizing VHS, DVD, Pictures, and Cassetts.

Justin also spent time doing embroidery training and crafted a Fountaindale Logo that he placed on a polo shirt. He had a program that broke down TV production and showed guests what could be done with our Blackmagic system in studio rooms B/C. Ruth led the ShortHaus meeting, which discussed director Ridley Scott and his work. It was a successful meeting, and more patrons attended than usual. It may be because of the recognizable name and director. Ruth also ran the photo club and showed them how to do photomontages in Photoshop.

Adriana collaborated with ATSD/Teens and helped develop the December DIY Steamlabs for teens to do winter holiday-themed decorations. They also began to plan more events for the upcoming year. She produced a Gameplay series video to be posted on YouTube. She also hosted the monthly film club, which discussed the Italian film "Paradiso." The film was well received and gave material for an excellent critical discussion on the film.

Patrick worked on next month's ShortHaus to feature Jim Henson. He worked on updating the Niche academy training for 3D printing and making it more condensed and more accessible to follow. Patrick spent time troubleshooting the Prussa printer and finally got it going again.

Jack worked on his upcoming program, which will be the first program he does for the library. It is about product photography. He also began to plan how to display different items that can be done with the MakerSpace machines, hoping that it would spark an interest in the guests who come to the studio. Jack spent time familiarizing himself with 3D modeling and took some tutorials on Blender. He hopes to feel confident enough to host a program around the software.

Lastly, Jacinto spent time troubleshooting the Glowforge and had it operational until the LED light burned out. This makes it impossible for the built-in camera to capture the image and prevents the machine from working correctly. He also started some tutorials for Maxon and AI. As more patrons ask questions about artificial intelligence, keeping up to date with that technology is crucial. Jacinto had to troubleshoot the Ender 3D printer, which had trouble heating the bed. The problem appears to have been solved, and the printer has been printing correctly. Finally, Jacinto got the team together, and they have been reevaluating the Niche Academy trainings to figure out how to make them more accessible and easier to follow. They are also currently working on the procedures to ensure no ambiguity or confusion on any of them.

Building Operations (Tasos Priovolos)

We are excited to have Mya Scott join our security team!! Mya joined our team on November 20th.

We completed interviewing candidates for the Building Technician position and extended an offer to a candidate.

Trane started the controller upgrade project for the air handler unit for the 3rd floor. The automated controllers on our mechanical systems are no longer supported by Trane and parts are no longer available. We have been replacing one main controller per year in order to keep our mechanical systems current and operational.

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 and LED lighting project design phase and have worked with the designers and architects for material selections. We have also been discussing the lighting control system options and what will be required for the new lighting fixtures.

We had a small cubicle reconfiguration project completed in the Outreach workroom. This project will allow staff to have their own work area while completing tasks in the office.

We had our Fire Alarm Initiating Devices testing completed which is a state mandated testing and is required every five years. This testing, which is also witnessed by the elevator inspector, assures that all elevator recall functions work properly in case of an emergency.

Our server room cooling system recently failed due to a failed fitting. We had all the fittings in that area replaced in order to prevent any future issues with this equipment.

Worked in diagnosing issues with streaming videos in the group collaboration rooms in the studio. Worked with our a/v contractor and hardware manufacturers to find a solution.

The entire department assisted during the Thanksgiving lunch/dinner. This included setting up and taking down the special setups required. It was a great event and all staff enjoyed the festivities!!

ZENDESK -

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

Collection Management & Technical Services (Christina Theobald)

November 2023 Statistics Snapshot

- 38% increase in digital circs
- 1.65% increase in overall circulation
- 3,418 new items added to collection, including 42 original records created
- 4,588 old & worn items were withdrawn
- 290 interlibrary loans and Find More IL requests received for our patrons

Staff News

In November we said goodbye to our cataloger, Karina Andrus. We appreciate Karina's wonderful contributions to the library, including their diligent efforts to catalog and provide access to new materials, and their dedicated participation in Fountaindale's IDEA Committee. We wish Karina the very best in their future endeavors! This month we conducted interviews to fill the open Cataloger position and hope to have the selected candidate start in early December.

Presentation for Outreach Staff

I was honored to be invited to this month's Outreach staff meeting, where I presented slides on intellectual freedom and the challenges to library materials. We had a good discussion about our library's internal process and the steps that front-line staff should take when addressing concerns.

Pinnacle Meetings

The month of November was rich with meetings and trainings. My staff and I participated in several Pinnacle meetings, including the Vega Task Force, Fountaindale-Pinnacle meeting, PinTech and PinDigital committee meetings.

At the **Vega Task Force meeting**, we reviewed recent updates and demonstration of new features, including the new series search feature and a search function added to two new areas of the Vega catalog. We also discussed the default icons for the grid view and made decisions to change many of the material type icons to improve the user recognition of what each format represents.

At the **Fountaindale-Pinnacle meeting**, the Fountaindale committee representatives gathered to update Managers on the committees' activities. Pinnacle Director Matt Hammermeister and new Member Services Librarian Brittany Smith provided Pinnacle system reports.

Plainfield Public Library hosted the large **PinTech meeting**, where Jake, Chris, Bini and myself attended on behalf of Fountaindale. At the meeting, we discussed a new cataloging cleanup project, and revisited ongoing database maintenance. We also reviewed the acquisitions title cancelation process and the item deletion schedule.

Lily, Lynnette and I attended the **PinDigital Committee meeting**. We discussed the recently released magazine feature called one-tap magazine and its effect on increased circulation usage. When a patron subscribes to a magazine title, each new issue is now automatically counted as a circ. We also discussed the newer Libby features deep search and "notify me" tags.

Collection Services Staff Reports

From Jacob Luce, *Collection Services Assistant Manager*

For the month of November, I assisted with interviewing and hiring for the Cataloger position that was open. We decided on a candidate, extended the offer and they accepted. I worked with my manager to determine the processing that we would want for a new leased account for our Book Club Kits. Once that was determined we reached out to Baker & Taylor about setting up a new leased account for the Book Club Kit materials as well as the processing criteria that we had discussed. In addition to that I also worked with my Manager and the Children's Collection Librarian to help determine what space in the Children's Collection could be utilized for the new Holiday Collection as well as the logistics of adding the Holiday Collection to the shelves. Furthermore, I was tasked with contacting ELM USA to inquire about having the ELM EcoMaster Disc repair machine serviced. After the inquiry, Facilities Maintenance contacted ELM USA and with their help was able to determine what parts needed to be replaced. I assisted with ordering the proper parts for the ELM EcoMaster Disc repair machine. Moreover, at this month's PinTech Meeting we discussed the process of the OCLC holdings and purging schedule, we also discussed cataloging cleanup projects, such as the item record public notes field. The weeding approval process, which is a new functionality that will be released in Polaris update 7.5, was also discussed. In addition to the PinTech meeting the Cataloging Supervisor and I utilized Simply Reports to find all materials that had notes in the Public Notes field of the item records. This report will be utilized to clean up and standardize the Public Notes field of item records in anticipation of the release of Vega. Last but not least, I assisted my manager with the November 2023 new movies carousel for Library Aware, I also started working on the December 2023 new movies carousel.

From Brett Luminais, *Children's Collection Librarian*

In November, I focused on bringing the funds I oversee to 55% expended and encumbered. I prepared my spending targets for December so that I will hit at least 60% expended and encumbered for each fund line before the end of the month. I built and gridded carts for December. I continued ordering resources for readers with Dyslexia and provided an update at the Collection Usage Committee meeting on my research and selections. I began compiling resources on Dyslexia and writing a blog post to help patrons and staff identify and locate these materials more easily. I continue to research resources for Dyslexia to ensure we are acquiring up to date materials for our patrons. I also researched homeschool curricula. I focused my research on topics such as accreditation, cost, number of curricula available, and homeschooling method. I compiled my notes and provided them to the Collection Services Manager, but am continuing to research and evaluate. I worked with the Collection Services Assistant Manager to come up with a plan for providing training to two staff members on LibraryAware Newsletter and website carousel creation. I drafted detailed procedures and am preparing to provide the training in early December. I reviewed the circulation performance of our Toniebox STEAMboxes and, noting that they were often checked out and on hold, proposed that we expand our Toniebox holdings. I received approval and designed and purchased materials for five additional kits, including a seasonal Christmas-themed kit. I completed the preprocessing on five new STEAMboxes. This included four of the new Toniebox kits and an astronomy themed kit. Three of the new Toniebox STEAMboxes have already been cataloged and should become available in

early December. I also reviewed and repaired five STEAMboxes. I collaborated with CSD staff to repair a small number of American Girl Dolls. I reviewed nineteen dolls in person, then prepared and provided the updated inventory sheets for each doll. I continued weeding processes this month, pulling three carts myself and reviewing eight carts total. I created four additional weeding lists. I created pull lists for multiple children's displays throughout the month, most notably for a display that ties into VVSD's 2024 Battle of the Books programs. I provided titles from the main list as well as read-alikes, prequels, and sequels. I notified Outreach staff about the display and collaborated with them to provide flyers from VVSD with the list of titles. I identified children's programs in January and February and planned displays to correspond with them and notified the Collections Leads team.

From Lynnette Hopwood, *Adult Collection Librarian*

I can't believe that November has also come and gone and that we are less than four weeks away from Christmas. My team has switched the displays from Halloween to Veteran's day and then to Thanksgiving. Now they are putting up Christmas displays all over and in every department. The Christmas movies have been very popular on our Lucky Day cart. Two sad things to note in the publishing world - Hachette Audio will cease releasing audiobooks on CD as of January 1, 2024. I am not sure if they will be releasing audiobooks on Playaways as I couldn't find any to order after December. Some of their authors include James Patterson, Patricia Cornwell, Debbie Macomber and David Baldacci. The other sad note is that Harlequin Publishing is ceasing publication of the Harlequin Desires which has been in print for several decades. I have purchased the last two books that they are publishing. I have been very busy this month purchasing titles for both fiction and nonfiction. I have been choosing titles through the month of May to ensure that I have all of the big titles on order. I am also making sure that we have the big titles for our Lucky Day Collection as well as for our Outreach Department. On the flip side, I have been busy weeding our adult collections to not only make room for all of the new materials, but also to make sure our nonfiction books are current with up-to-date information.

From Lily Reardon, *Digital & AV Collection Librarian*

I met November head on with some more training and more firsts. Christina and I met with Hoopla at the beginning of the month. This was my first vendor visit at Fountaindale! This month, I was trained on the database ordering procedures by Nancy and Christina. I am now the point person for databases which also kicked off with a vendor meeting. I met with World Book on November 15. We discussed training features and the services World Book offers and I learned how to navigate to our usage stats on each database. Starting in December, I will be gathering those statistics. Later on in the month, Christina sent over an issue that a patron was having with our Gale courses. After looking into the backend of Gale courses, I managed to find solutions to the patron's issue as well as a possibility of why those issues were occurring. I was also trained to do Advantage orders on Overdrive. Since I've completed this training, I'm fully trained on purchasing on Overdrive! I put my blogger training from October to good use! My blog entry "A Digital Library for All Ages" went live on Friday, November 10. This blog entry focused on parental controls of our Digital Library. I hope that this could be a valuable resource to our patrons and the staff in the Children's Department. I'm also glad that I have the knowledge of these features. I went to my second PinDigital Meeting this month as well. I contributed to several conversations. Notably, mentioning the lack of parental controls on Libby when a school

district wanted to link up to our digital collection via SORA. I was also interested in the conversation centered around the functionality of the “Notify Me” tags in Libby. As I move towards training on the digital aspects of my position, I’m finding some comfort in my orders for physical materials. I completed more physical AV materials this month for all of my sections. In particular, I’ve placed a sizable order of Juvenile CDs that I hope our patrons enjoy. Disney did not release a soundtrack for “Elemental” so I was glad to see the soundtrack for “Wish” available to purchase. November is a time to be thankful and I certainly have a lot to be thankful for. I’ve learned a lot in the short amount of time I’ve been here and I’m excited to continue to learn.

From Chris Castle, *Cataloging Supervisor*

Our cataloger, Karina, departed the library this month. I wish them well in their future endeavors! Before they left, they updated the cataloging procedures for their assigned collections so we could have the most up-to-date information. To prepare for the search for a new cataloger, I offered suggestions and edited the interview questions for the position. I also created a new cataloging test to be administered during the interview to assess the current cataloging knowledge of the interviewees. We conducted several interviews this month, and Jake, Christina, and I selected an applicant who then accepted our offer. At the PinTech meeting this month, we discussed more ways in which Vega will display our cataloging data that differ from the current layout. Vega will display public notes and bib TOMs in item records more prominently. Therefore, we will need to clean up our information in these areas so it will be clear to patrons. Christina tasked Jake and I with compiling a list of public notes in our item records to assess how much and what we need to clean up. We ran reports in SimplyReports to collect this data. We will also check the bib TOM cleanup report that was created previously. Matt also informed us at this meeting that we will be upgrading to Polaris 7.5 in January. This release adds the option for multiple pickup locations without creating branches, declaring items damaged, a weeding workflow, and volume level holds for non-integrated serials, among other features. We discussed possible workflows for recataloging the Holiday Picture Book collection this month. Due to the size of the collection, the amount of space in our workroom, and the areas that they will be reshelfed in, we think that recataloging one or a few holidays at a time will be the best plan. Other logistics are being worked on. Finally, I was asked to review the Baker & Taylor leased processing info for Book Club Kits. I checked this against my cataloging procedures for the collection and made notes.

From Bini Issac, *Acquisitions Supervisor*

This month I got to make a purchase order for the items ordered and also received and paid from the vendor, Penworthy. I attended a Pintech meeting at Plainfield library on November 8. I am training Joseph on creating record sets and entering details in the shipment spreadsheet. I processed the newspaper with Jake. Linda and I trained Joseph on processing newspapers. I also wrote down procedures for him. Jake trained me on how to do vendor statistics. I will be doing them quarterly from now on. I re-trained one of my staff to place orders from our vendor, Baker and Taylor. I gave one of my staff their yearly evaluation.

From Christine Jason, *Interlibrary Loan Specialist*

I created a blog this month for the *Netflix Cookbook* and made sure to mention that if you would like to see the shows these recipes are inspired from and you don't have Netflix, that we have Rokus available for check out. I attended a webinar for the revised Interlibrary Loan Code for the United States. We are hoping to meet to discuss things that we might change and other things we are doing right. I had a "puzzler" this month, a patron request come thru as Jenůf. If was a 2022 DVD. When I did a title search (that was all the information I had), nothing came up. I tried googling it as often I am able to locate the correct spelling or more information but this time struck out. I reached out to the patron but thought I would do one more google search. I found the correct item spelled Jenůfa, which I could locate in WorldShare. Often foreign titles are a real challenge as they show up in WorldShare with some creative results and one has to do some research and know what their patron likes to borrow. Finally, I made an outreach patron very happy. They had requested a book on Charlie Parker (Bird). I wasn't sure that I could get it but one day a huge box came in and there it was. When I talked to outreach later, they told me how happy the patron is as they did own this book at one time, but when they moved to assisted living, they had to get rid of it as they didn't have the room for it. I also submitted 8 replacement requests for Lynnette to review.

Circulation by Branch

Branch	2022	2023	Change	% Change
Building	45760	43639	-2121	-4.64%
Outreach	5987	5754	-233	-3.89%
Studio	1776	1707	-69	-3.89%
Digital	9043	12500	3457	38.23%
Totals	62566	63600	1034	1.65%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2219	vs.	DVD	6469
CD Audiobook	295	vs.	Playaway Audiobook	582
Vinyl Record	265	vs.	Music CD	824

Special Collections

Collection	Circs
Backpacks	173
Bluetooth Transmitters	6
Boomboses	7
Dolls	116
Hotspots	61
Laptops	214
Lucky Day	1176
Portable CD Players	21
Portable Record Players	34
Rokus	40
STEAMboxes	219
Tween Book Boxes	9
Vinyl Records & Cases	317

Physical Collection Circulation

**Sorted alphabetically by collection*

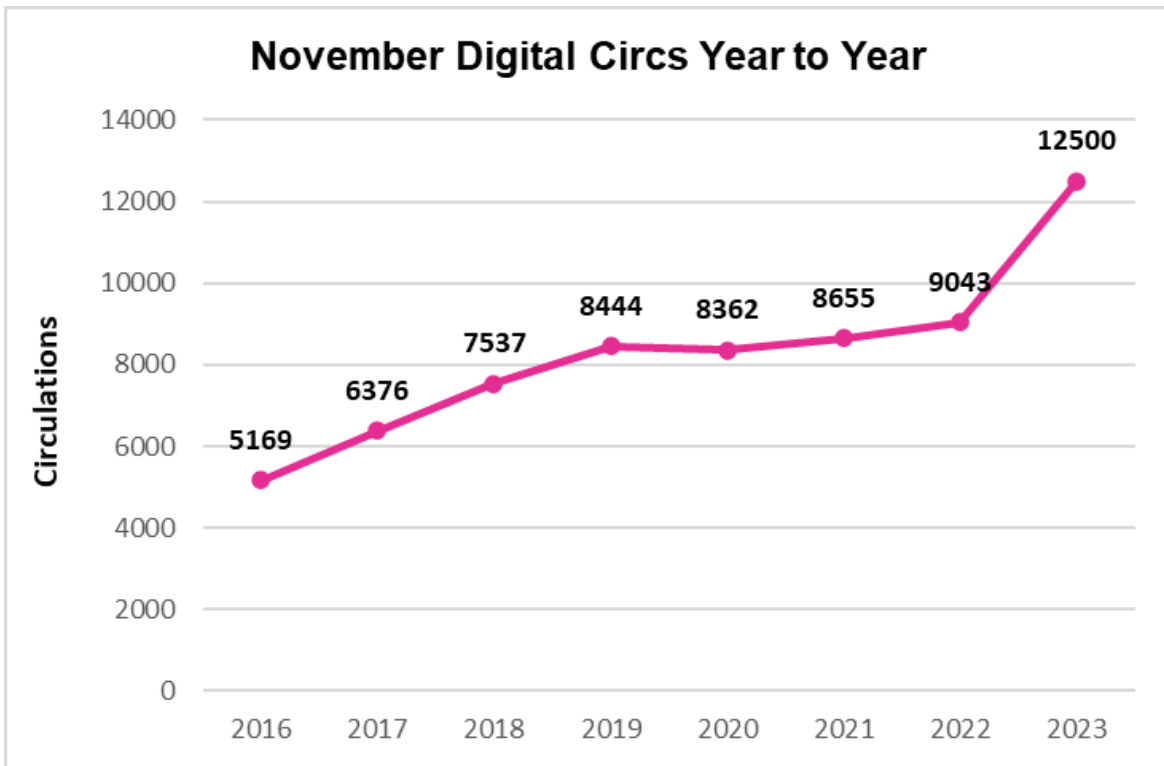
Collection	Nov 2022 Circs	Nov 2023 Circs	Change	% Change
Adult Audiobooks	442	353	-89	-20%
Adult Fiction	4419	4295	-124	-3%
Adult Graphic Novels	494	486	-8	-2%
Adult Nonfiction	4095	4292	197	5%
Adult Video Games	536	458	-78	-15%
Beginning Readers	2366	2035	-331	-14%
Interlibrary Loan	215	240	25	12%
Juvenile Audiobooks	1225	1096	-129	-11%
Juvenile Fiction	3898	3905	7	0%
Juvenile Graphic Novels	3072	3131	59	2%
Juvenile Kits	226	257	31	14%
Juvenile Movies & TV	2793	2398	-395	-14%
Juvenile Nonfiction	3240	2936	-304	-9%
Juvenile Technology & Equipment	317	279	-38	-12%
Juvenile Video Games	1269	1137	-132	-10%
Large Print	815	872	57	7%
Local Authors	10	9	-1	-10%
Local History & Genealogy	0	3	3	
Magazines	509	349	-160	-31%

Movies & TV	6672	6254	-418	-6%
Music	1069	1096	27	3%
On-the-Fly	19	11	-8	-42%
Picture Books	10051	9443	-608	-6%
Studio 300	1770	1708	-62	-4%
Technology & Equipment	425	615	190	45%
World Languages Adult	158	196	38	24%
World Languages Juvenile	725	512	-213	-29%
World Languages Young Adult	2	6	4	200%
Young Adult Audiobooks	18	23	5	28%
Young Adult Fiction	771	683	-88	-11%
Young Adult Graphic Novels	936	1070	134	14%
Young Adult Kits	14	13	-1	-7%
Young Adult Nonfiction	168	159	-9	-5%
Young Adult Technology & Equipment	1	2	1	100%
Young Adult Video Games	783	778	-5	-1%
Totals	53523	51100	-2423	-5%

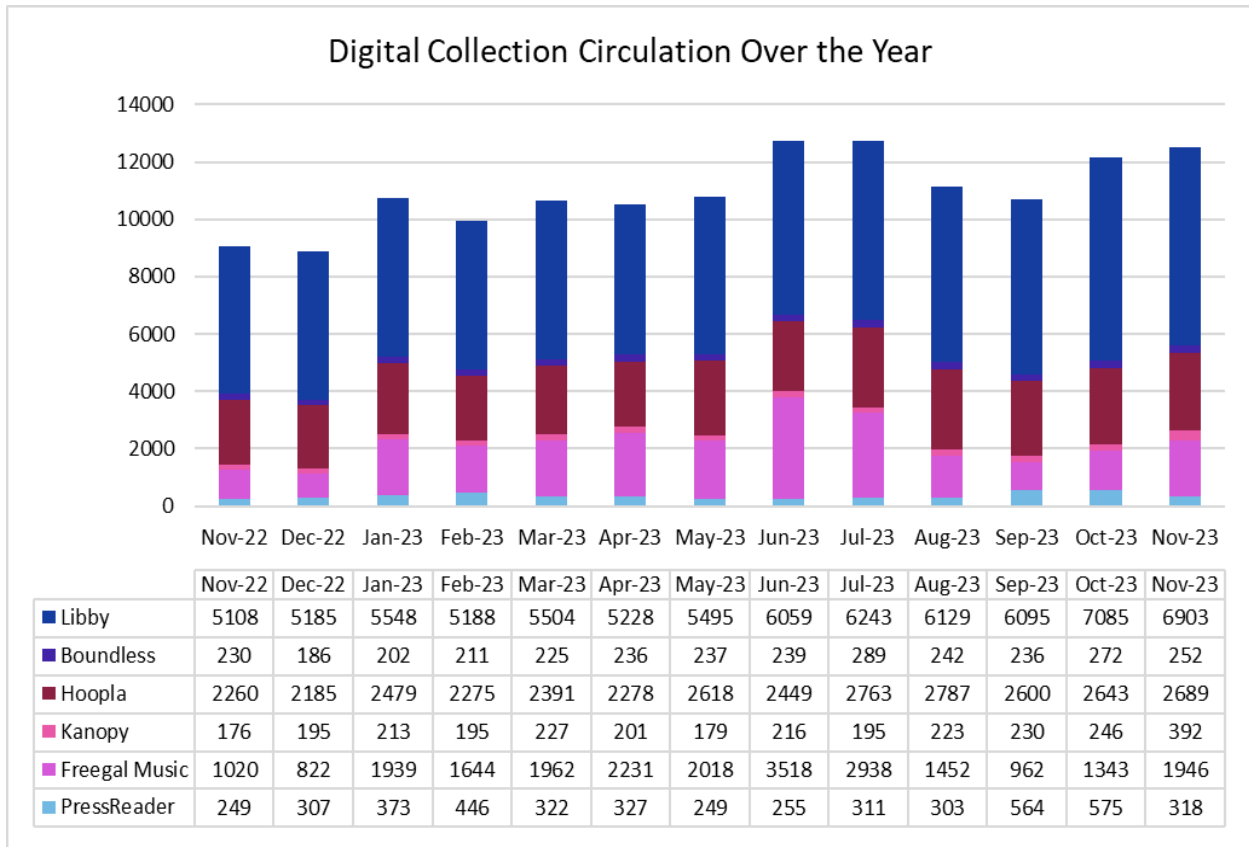
Digital Collection Usage

**Sorted by positive circulation change*

Digital Platform	Nov 2022	Nov 2023	Change	% Changed
Libby by OverDrive	5108	6903	1795	35.14%
Freegal	1020	1946	926	90.78%
Hoopla	2260	2689	429	18.98%
Kanopy	176	392	216	122.73%
PressReader	249	318	69	27.71%
Boundless <i>*formerly Axis 360</i>	230	252	22	9.57%
Totals	9043	12500	3457	38.23%



For **November**, digital circulation was **20%** of the library's total circulation.



Digital Content Fast Facts - November 2023

Libby by OverDrive

- There were **7,343 active Pinnacle patrons in the month**. Of those, **Fountaindale had 1,350 active patrons**, **74** of which are **new users**.
- During the month, PLC yielded **38,995 total checkouts**; of those, **6,905 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 41.2%, Audio: 40.3%, eMagazines: 18.5%
- Checkouts by Audience: Adults: 88.7%; Young Adults: 6.3%; Juvenile: 4.9%

Boundless (Previously Axis 360)

- There were **151 active patrons** for the month, **39** of which are **new users**
- During the month, there were **139 eBook circs** and **113 eAudio circs**
- Checkouts by Format: eBooks: 55%; eAudio: 45%

Hoopla

- There were **2,689 circs** borrowed by **550 patrons**
- There were **550 active patrons**, **32** of which are **new users**
- **Audiobooks** were the most borrowed format, accounting for **56%** of all circs, followed by **eBooks with 27%**, **Movies/TV with 13%** and **Music with 4%**.
- The top trending titles were *Harry Potter and the Sorcerer's Stone* by J.K Rowling on eAudiobook and *Just the Nicest Couple* by Mary Kubica on eAudiobook

Kanopy

- Patrons played **392 video plays**
- There were **60 active patrons**
- The **most popular videos** were *Donna Leon's Brunetti Mysteries* and *Agatha's Christie's Criminal Games: S3*

Freegal

- This month yielded **1,796 songs streamed** and **150 songs downloaded**
- There were 20 active patrons streaming and 12 patrons downloading
- Top **streaming music genres**: Pop, Holiday, Rock
- Top **downloaded music genres**: Pop, Christmas: Pop, Classical

Physical Items Added and Withdrawn

Physical Items	Nov 2023 Added	Nov 2023 Withdrawn
Adult Audiobooks	41	58
Adult Fiction	587	466
Adult Graphic Novels	43	9
Adult Nonfiction	474	773
Adult Video Games	19	35
Beginning Readers	84	0
Juvenile Audiobooks	21	2
Juvenile Fiction	278	19
Juvenile Graphic Novels	148	512
Juvenile Kits	2	0
Juvenile Movies & TV	50	461
Juvenile Nonfiction	119	17
Juvenile Video Games	22	1
Large Print	78	115
Local History & Genealogy	1	0
Magazines	247	0
Movies & TV	282	809
Music	93	0
Picture Books	505	712
Technology & Equipment	2	4
World Languages Adult	45	510
World Languages Juvenile	87	6
World Languages Young Adult	5	0
Young Adult Audiobooks	4	0
Young Adult Fiction	83	27
Young Adult Graphic Novels	66	3
Young Adult Nonfiction	8	1
Young Adult Technology & Equipment	0	1
Young Adult Video Games	24	47
Totals	3418	4588

Cataloging

- Items Cataloged and made available: 3418
- Original bibliographic records created: 42
- Magazines & Newspapers processed: 247

Acquisitions & Processing

- Purchase Orders created: 182
- Invoices Paid: 293
- Boxes Received and Opened: 236
- Items Repaired: 234

Interlibrary Loan through OCLC

277	Items Received for our patrons <ul style="list-style-type: none"> • 239 items from IL libraries • 38 items from out of state libraries
192	Items Sent out to other libraries <ul style="list-style-type: none"> • 86 to IL libraries • 102 to out of state libraries • 4 ALA
363	Items requested by our patrons this month <ul style="list-style-type: none"> • 340 submitted in OCLC • 10 items were too new to request • 2 were available in Pinnacle. • 11 were out of country only
278	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 119 from IL libraries • 155 from out of state libraries • 0 outside the US • 4 ALA (one out of state)

Find More Illinois

13	FMI Items Received for Our Patrons
53	FMI Items Sent Out to Other Libraries
13	FMI Items Requested by Our Patrons
55	FMI Items Requested by Other Libraries

Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	10,005 8.80%	1,757 13.50%	6,158 6.37%	17,920 8.02%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	140 1.40%	14 0.80%	205 3.33%	359 2.00%
Grubby - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	8,530 7.76%	452 3.56%	7,350 8.31%	16,332 7.74%
DOA* Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.	5,161 29.59%	970 41.83%	3,271 25.78%	9,402 28.98%
Turnover Nov 22, 2022 to Nov 23, 2023	2.47	2.56	3.30	2.83

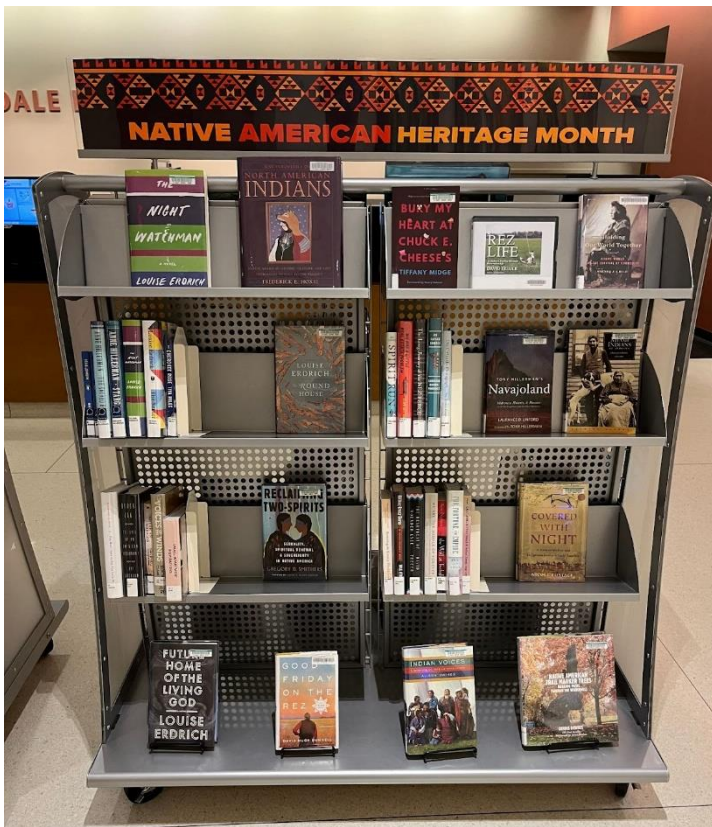
Display Circs

<p><u>1st Floor:</u> Lobby Tree: Staff Picks - 47 Lobby Cart: What's Cooking? - 42 Lobby Cart: Native American Heritage Mo - 93 Lobby Cart: Fun With Families - 53 Lobby Cart: Veteran's Day - 19</p> <p><u>2nd Floor</u> 2nd floor cart: Military Thrillers - 30 2nd floor cart: Christmas - 103</p> <p><u>3rd Floor</u> Self-Check: No Shave November - 18 3rd Floor Desk Table: For Fans of The Crown - 1 3rd Floor Desk Table: Staff Picks - 9 3rd Floor Cart: Military Thrillers - 3 3rd Floor Cart: Comfort Foods - 30 3rd Floor Cart: As Seen on TV - 12 3rd Floor Cart: Gratitude - 8 3rd Floor Cart: Harry Potter Exhibit - 10 3rd Floor Cart: Baking Spirits Bright - 46 3rd Floor Cart: NaNoWriMo - 11</p>	<p><u>Children's and Teens</u> 1000 Books Before Kindergarten - 173 Battle of the Bands VVSD Tie-In - 3 Christmas DVDs - 184 Dinovember - 77 Diwali - 20 Holidays Around the World - 12 Holiday Crafts - 10 Lego Day - 37 Step into Reading - 101 Thanksgiving - 193 Winter Holidays - 80 Anime Movies - 81 (133095) Teen Reads - 12 Teen Vortex Display - 1 Teen Pop - 54 (130403) YA Create - 17 (134170)</p>
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Children's Displays



Adult Displays

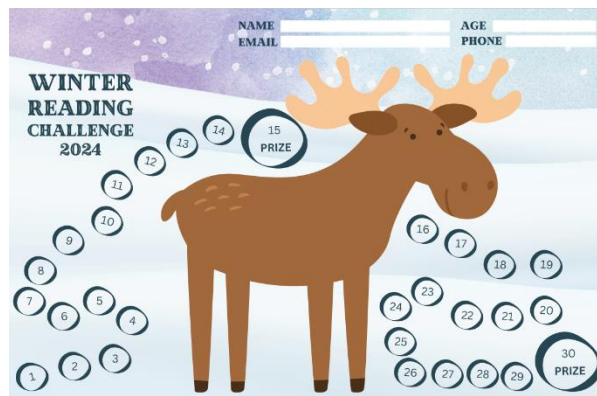


Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 44,605 impressions and 5,280 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 32,483 impressions; 3,841 clicks
 - Digital Media: 6,375 impressions; 681 clicks
 - Kanopy: 3,374 impressions; 328 clicks
- We auto-renewed 112 library cards with Patron Point.
- We scheduled, wrote/edited and published 15 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.
- Steven met with Adriana to discuss photo-sharing options for Holiday Family Photo Day.
- Steven met with ATSD to plan out the upcoming winter reading program and met with Kate to go over our new Holds Pickup Lockers.
- Melissa met with Eric Feinstein from Otocast to discuss more options to promote our art tour.
- Steven provided WordPress and Communico training for Jordan Baker.
- Melissa helped plan and set up the staff Thanksgiving luncheon.
- Melissa created the webpage and marketing collateral for the new Holds Pickup Lockers. She and Steven also filmed two promotional videos as part of the promotional rollout.
- Sabrina created new endcap signage for Outreach's internal shelves as well as display signs for a few schools. She also created the annual report and promotional collateral for Holiday Family Photo Day, Preschool Round-Up, Mrs. C's Checkout Challenge and Kanopy. Lastly, she created the winter reading logs for adults, teens and children.





Media

- [The Patch](#), [WGN TV](#) and [The Times Weekly](#) mentioned us as a partner for West Suburban Community Pantry's Harvest Week.
- [The Patch](#) mentioned us as a drop-off location for West Suburban Community Pantry's Harvest Week.
- [The Chicago Sun-Times](#) mentioned us in Alexander Todd Jr.'s obituary.

Social Media Metrics

- Facebook Metrics
 - 19 new followers
 - 1,653 page views
 - 11,319 people viewed our content (reach)
 - 809 engagements (likes, clicks, shares & comments)
- Instagram Metrics
 - 6 new followers
 - 425 post engagements (likes, comments & shares)
 - 8,432 people viewed our content (reach)
 - 11,176 reels views
- TikTok Metrics
 - 31 new followers
 - 335 post engagements (likes, comments & shares)
 - 4,321 views
- YouTube
 - 7 videos published
 - 22 new subscribers (1,415 total)
 - 6,479 views
 - 287.9 hours of watch time
 - 48,601 impressions (how many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp Blogs:
 - 3,147 subscribers
 - Average open rate: 46.96% (industry average is 21.33%)
 - Average click rate: 3.07% (industry average is 2.62%)
- Patron Point
 - Average open rate: 65.64% (industry average is 21.33%)
 - Average click rate: 12.45% (industry average is 2.62%)

Finance (Jennie Nguyen)

Annual Financial Report - FY2023

Our Board accepted the Financial Report for the fiscal year 2023 at the November 16th board meeting. The independent auditor from Lauterbach & Amen reported that our financial records are in great shape. The Finance Team was given a compliment for their thoroughness and accuracy of records as well as providing great assistance.

BS&A Accounting System

Finance continues to build our template and security protocol for the accounting system conversion. The team is currently working with the BS&A team directly to ensure all of the data, templates and security are in place for the upcoming launch date in January 2024.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Cataloger, Candidate Selected
- Children's Services Specialist
- Circulation Services Specialist, Candidates Selected
- Circulation Services Manager
- Facilities Technician, Candidate Selected
- Studio Services Specialist

New Hires:

- Mary Sprengnether, Circulation Services Aide, 11/6
- Mya Scott, Security Guard-Customer Services, 11/20

Departures:

- Julie Wail, Studio Services Specialist, 11/6
- Karina Andrus, Cataloger, 11/17
- Amina Ali, Circulation Services Manager, 11/20
- Andrea Marshall, Teen Services Specialist, 11/25
- Kendra Fitzer, Circulation Services Specialist, 11/29
- Marta Makowski, Children's Services Specialist, 11/30

Training/Meetings

- Employment Law Update 2023, HR Source Conference, Marlene
- Paid Leave for All Workers, IDOL webinar, Lea
- Transforming Social Security into a Winning Retirement Strategy, Conner & Gallagher webinar, Lea
- LIMRiCC Board Meeting, Lea

Vacation Policy

Along with the Executive Director, we reviewed our current vacation policy to determine if it meets the requirements of the Paid Leave for All Workers Act. Revisions were sent to the attorney for review. Discussions on how best to implement changes were had.

Information Technology (John Matysek)

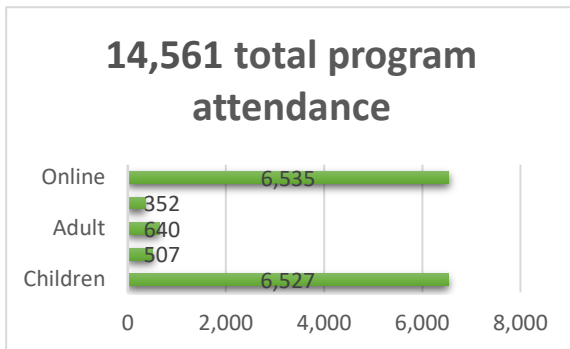
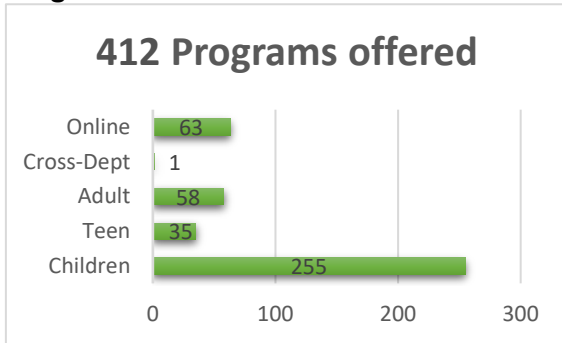
- During the month of November 75 new help desk tickets were created by FPLD staff, and 68 new or existing tickets were solved by IT staff.
- Updated Microsoft Windows on all library servers.
- Updated the underlying VMware vSphere system software on the main network server.
- Updated the most popular utility software on all Windows based patron computers.
- Met with vendor WhoFi to discuss ongoing Wi-Fi usage statistics issue.
- Worked with vendors Lyngsoe and Trane to update their peering VPN connection with new IP addressing resulting from Fountaindale's recent conversion to an AT&T fiber circuit.
- Met with vendor Backupify to discuss billing issues with the library's subscription to their Google Workspace backup service.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, completed updating all of the Windows based patron PCs to the latest, and last, supported version of Windows 10.
- Along with Paul Mills, configured and deployed USB security keys to all Board Members for multi factor authentication (MFA) with their library provided Google Workspace accounts.
- Worked with vendor Netrix onsite to integrate Cisco DUO multi factor authentication into all of the recently installed Cisco network switches.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, configured and deployed a new replacement Apple MacBook Pro laptop for the Communications Manager.

Fountaindale Public Library November 2023 Statistics

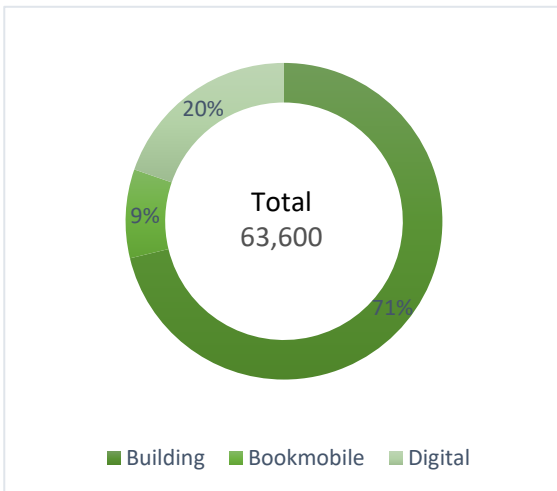
Membership

32,495 active cardholders 215 new cardholders

Programs



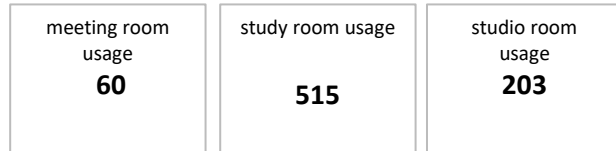
Circulation



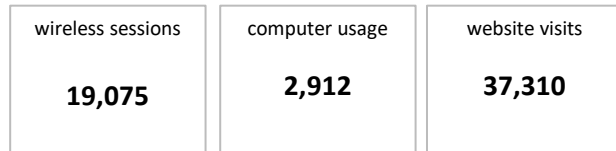
Total physical items owed: 233,959
 New physical items added : 3,418
 Interlibrary loans received : 277
 Interlibrary loans sent: 192

Space

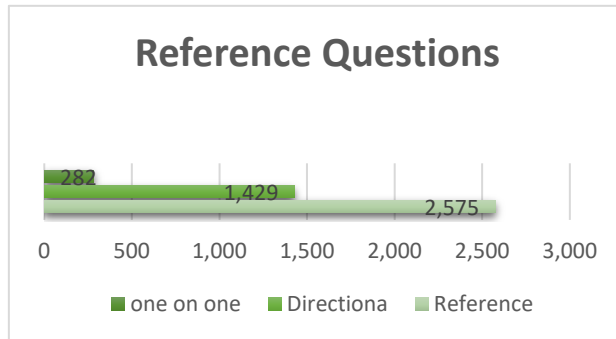
22,986 library visits



Technology



Social Media



Comparison	This year	last year	%change
Circulation	63,600	62,566	1.65%
Visitors	22,986	25,521	-9.93%
Card holders	32,495	27,684	17.38%
Room bookings	778	602	29.24%
Reference questions	2,575	4,043	-36.31%
computer usage	2,912	2,087	39.53%
wi-fi	19,075	20,623	-7.51%
programs	14,561	15,525	-6.21%