

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

January 18, 2024 | 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=Ig-foBJqRLs>

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – December 21, 2023
5. Employee Recognition
 - a. Christine Tucker – 10 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Ordinance 2024-1 – An Ordinance abating a portion of the tax heretofore levied for the year 2023 to pay the principal of and interest on \$7,290,000 General Obligation Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois
 - b. Approval of Ordinance 2024-2 – An Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District
 - c. Approval of Resolution 2024-1 – Resolution Authorizing Intervention in Certain Tax Appeal Cases
 - d. Approval of Request to Travel for Trustees to Attend 2024 American Library Association Annual Conference in San Diego, CA – June 27–July 2, 2024
 - e. Approval of Request to Travel for Executive Director to Attend 2024 American Library Association Annual Conference in San Diego, CA – June 27–July 2, 2024
 - f. Approval of Request to Travel for Executive Director to Attend 2024 Public Library Association Conference in Columbus, OH – April 2-5, 2024
9. Library Projects
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – January, 2024
 - b. Bills Payable Report – January, 2024
13. Director’s Report – December, 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. Executive Session
 - a. 5 ILCS 120/2 (c) (21) “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”
19. Approval of Report on Review of Closed Meeting Minutes
20. Adjournment

January 2024 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Ordinance 2024-1 – An Ordinance abating a portion of the tax heretofore levied for the year 2023 to pay the principal of and interest on \$7,290,000 General Obligation Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois

This ordinance will abate \$247,850 of the building levy for tax year 2023.

Suggested Motion: Motion to approve Ordinance 2024-1 – An Ordinance abating a portion of the tax heretofore levied for the year 2023 to pay the principal of and interest on \$7,290,000 General Obligation Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois

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

This ordinance is the second step in the approval process for revisions to the Bylaws. The Board originally reviewed them at the December 2023 Board Meeting. Per the Bylaws, the approval of changes may not occur until a succeeding meeting, which would be the January 2024 Board Meeting.

Suggested Motion: Motion to approve Ordinance 2024-2 – An Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District.

- c. Approval of Resolution 2024-1 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

In order for our attorneys, Tressler LLP, to continue to represent us in tax appeal cases, Resolution 2024-1 needs to be approved by the Board.

Suggested Motion: Motion to approve Resolution 2024-1 – Resolution authorizing intervention in certain tax appeal cases.

- d. Approval of Request to Travel for Trustees to Attend 2024 American Library Association Annual Conference in San Diego, CA – June 27–July 2, 2024

This action is required in order for trustees to attend the ALA Annual Conference this year.

Suggested Motion: Motion to approve the request to travel for trustees to attend the 2024 American Library Association Annual Conference in San Diego, CA – June 27–July 2, 2024.

- e. Approval of Request to Travel for Executive Director to Attend 2024 American Library Association Annual Conference in San Diego, CA – June 27–July 2, 2024

I am requesting travel to the 2024 American Library Association Annual Conference. Per our policy out of state travel by the Executive Director requires Board approval. This will be my last conference as the ILA ALA Councilor, and ILA would pay for the travel costs.

Suggested Motion: Motion to approve the request to travel for the Executive Director to attend the 2024 American Library Association Annual Conference in San Diego, CA – June 27–July 2, 2024.

- f. Approval of Request to Travel for Executive Director to Attend 2024 Public Library Association Conference in Columbus, OH — April 2-5, 2024

I am requesting travel to the 2024 American Library Association Annual Conference. Per our policy out of state travel by the Executive Director requires Board approval.

Suggested Motion: Motion to approve the Request to Travel for Executive Director to Attend 2024 Public Library Association Conference in Columbus, OH — April 2-5, 2024

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD DECEMBER 21, 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, December 21, 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 Kathryn Spindel, Sarah Siska, Jim Daunis Jr. and Celeste Bermejo.

ABSENT

Trustee Marcelo Valencia, Trustee Meraj Alam and Trustee Bobby Armstrong

Trustee Valencia and Trustee Alam were out of state and unable to attend the meeting. Trustee Armstrong notified President Bermejo prior to the meeting that he would be unable to attend.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Patrick Clemens, Lea Pottle and Adriana Alvarez.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jody Hargett and Jennie Mills.

AGENDA APPROVAL

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

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

MINUTES OF THE LOCAL GOVERNMENT EFFICIENCY ACT DECENNIAL COMMITTEE MEETING – November 16, 2023

The minutes of the Local Government Efficiency Act Decennial Committee meeting held November 16, 2023 were presented. A motion to approve the minutes was made by Daunis, seconded by Spindel. Minutes were approved as read.

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

MINUTES OF THE BOARD MEETING – November 16, 2023

The minutes of the board meeting held November 16, 2023 were presented. A motion to approve the minutes was made by Daunis, seconded by Siska. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Bermejo recognized Patrick Clemens for his five years of service and presented him with an award. The Board congratulated Clemens.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett updated the Board. The Book Cellar has had good sales this past month. The Nook is doing well too. Hargett commented that lately, the Friends have been receiving lots of newer book donations.

NEW BUSINESS

Approval of Revised Vacation Policy Section in Employee Handbook

Mills and Pottle discussed the proposed changes to the Vacation Policy section of the Employee Handbook. They explained that the changes were designed to ensure that all of our part time staff had sufficient paid time off to meet new legislative requirements.

A motion to repeal the Vacation Policy section of the Employee Handbook and approve the revised Vacation Policy section in the Employee Handbook with an effective date of December 24, 2023 was made by Spindel, seconded by Daunis.

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

Approval of Revised Personal Time Policy Section in Employee Handbook

Mills explained that the proposed changes to the Personal Time section of the Employee Handbook were designed to work along side the proposed changes to the Vacation Policy section.

A motion to repeal the Personal Time Policy section of the Employee Handbook and approve the revised Personal Time Policy section in the Employee Handbook with an effective date of December 24, 2023 was made by Siska, seconded by Daunis.

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

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

Mills reported that 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 solidifies that commitment.

A motion to approve Resolution 2023-10 – Resolution adopting the American Library Association Library Bill of Rights pursuant to Public Act 103-100 was made by Spindel, seconded by Daunis.

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

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

Mills reported that 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.

A motion to approve the Intergovernmental Agreement between the Bolingbrook Park District and the Fountaindale Public Library District for the installation of book lockers on the Bolingbrook Park District property was made by Daunis, seconded by Siska.

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

Approval of 2024 Per Capita Grant Application

Mills noted that the grant application specifies that grant funds would be used to purchase additional electronic content.

A motion to approve the 2023 Illinois Per Capita Grant application was made by Daunis, seconded by Siska.

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

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

Mills noted that this resolution updates the names for the Board President and Board Vice President for access to the safe deposit box for the District.

A motion to approve Resolution 2023-11 – Resolution approving authorized signers for the Naperville Bank & Trust safe deposit box was made by Daunis, seconded by Spindel.

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

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

Spindel reported that the Internal Board Operations Liaisons reviewed the Bylaws and noted one potential change to bring them into compliance with recently passed legislation.

Per the Bylaws, revisions must be presented at one meeting and may only be approved at a subsequent meeting.

LIBRARY PROJECTS

Mills reported that the exterior lighting project has finally been completed and final payment will be released. Mills also reported that the interior staff area lighting bid and the 3rd Floor Renovation bid have been published. Tria Architecture anticipates bringing recommendations for both bids to the February Board Meeting.

Mills reported that the parking lot project will likely commence in late Summer 2024.

Everyone commented on how the beautiful holidays lights were.

CORRESPONDENCE

LIRA (Libraries of Illinois Risk Agency) sent all members letters describing the value of the program and how it operates.

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 – December, 2023

Bills paid for the month of December 2023 in the amount of \$52,637.22 was presented for approval. Motion to approve was made by Spindel, seconded by Siska.

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

Bills Payable Report – December 21, 2023

Bills payable for the month of December 2023 in the amount of \$434,723.75 was presented for approval. Motion to approve was made by Spindel, seconded by Siska.

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

DIRECTOR'S REPORT – November, 2023

Mills reported that the American Library Association (ALA) Council met in November to approved revised accreditation standards for library science Master's programs. Mills also reported that ALA hopes to have a new Executive Director in place by June.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – Will reconvene in early 2024.

Internal Board Operations – The Internal Board Operations Liaisons reviewed the Trustee applicant questions and asked for the Board's thoughts on several of the questions. Mills will take the feedback from today and revised the current draft of the questions.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

The State of the Village will be held on Thursday, February 1st at the Bolingbrook Golf Club.

The BOBB Awards will take place on Thursday, April 4th at the Bolingbrook Golf Club.

The VVEEF Annual Dinner & Auction will be in March.

The library is a stop on the Santa Send-off on Friday, December 22.

ADJOURNMENT

A motion to adjourn the meeting at 7:46 p.m. was made by Daunis, seconded by Siska.

AYES: Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong, Valencia, Alam

Approved: _____
Robert Armstrong, Secretary

Celeste M. Bermejo, President

ORDINANCE NUMBER 2024-1

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2023 to pay the principal of and interest on \$7,290,000 General Obligation Refunding Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

* * *

WHEREAS, The Board of Library Trustees (the “*Board*”) of the Fountaindale Public Library District, Will and DuPage Counties, Illinois (the “*District*”), by Ordinance Number 2019-8 adopted on the 17th day of October, 2019 (the “*Bond Ordinance*”), did provide for the issue of \$7,290,000 General Obligation Refunding Library Building Bonds, Series 2019 (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, on the 21st day of November, 2019, a duly certified copy of the Bond Ordinance was filed in the office of the County Clerk of Will County, Illinois (the “*Will County Clerk*”), and on the 21st day of November, 2019, a duly certified copy of the Bond Ordinance was filed in the office of the County Clerk of DuPage County, Illinois (the “*DuPage County Clerk*”); and

WHEREAS, the District has surplus funds in the “Library Bond and Interest Fund of 2019” (the “*Bond Fund*”) established pursuant to Section 10 of the Bond Ordinance for the purpose of paying the principal of and interest on the Bonds; and

WHEREAS, it is necessary and in the best interests of the District that a part of the tax heretofore levied for the year 2023 to pay the principal of and interest on the Bonds be abated:

NOW, THEREFORE, Be It Ordained by The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Abatement of Tax. A portion of the tax heretofore levied for the year 2023 in the Bond Ordinance shall be abated by that amount representing surplus funds in the Bond Fund, and the amount of the tax levied in Section 9 of the Bond Ordinance for the year 2023 to pay the principal of and interest on the Bonds, the amount of the tax to be abated for said year, and the remainder of the tax levied which is to be extended for said year to pay the principal of and interest on the Bonds are as follows:

YEAR	AMOUNT LEVIED	AMOUNT OF TAX TO BE FURTHER ABATED	REMAINDER OF TAX TO BE EXTENDED
2023	\$499,600	\$247,850	\$251,750

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the Will County Clerk and with the DuPage County Clerk (collectively, the “County Clerks”), and it shall be the duty of the County Clerks to abate said tax levied for the year 2023 in accordance with the provisions hereof and as shown hereinabove in Section 2 hereof.

Section 4. Superseder and Effective Date. All ordinances, resolutions and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded; and this Ordinance shall be in full force and effect immediately upon its adoption.

Adopted January 18, 2024.

Recorded in the District records on January 18, 2024.

Celeste M. Bermejo
President, The Board of Library Trustees

Attest:

Robert Armstrong
Secretary, The Board of Library Trustees

Library Trustee _____ moved and Library Trustee _____ seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Library Trustees voted AYE:

_____.

NAY: _____.

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Robert Armstrong
Secretary, The Board of Library Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of The Board of Library Trustees (the “*Board*”) of the Fountaindale Public Library District, Will and DuPage Counties, Illinois (the “*District*”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 18th day of January, 2024, insofar as same relates to the adoption of Ordinance Number 2024-1 entitled:

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2023 to pay the principal of and interest on \$7,290,000 General Obligation Refunding Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

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 an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, 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 Public Library District Act of 1991 of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said ordinance.

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

Robert Armstrong
Secretary, The Board of Library Trustees

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Will, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of Ordinance Number 2024-1 entitled:

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2023 to pay the principal of and interest on \$7,290,000 General Obligation Refunding Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

duly adopted by The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, on the 18th day of January, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DuPage, Illinois, and as such official I do further certify that on the ____ day of _____, 2024, there was filed in my office a duly certified copy of Ordinance Number 2024-1 entitled:

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2023 to pay the principal of and interest on \$7,290,000 General Obligation Refunding Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

duly adopted by The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, on the 18th day of January, 2024, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2024.

County Clerk

(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.

APPROVED JANUARY 18, 2024

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)

RESOLUTION 2024-1
RESOLUTION AUTHORIZING INTERVENTION IN CERTAIN TAX APPEAL CASES

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 Fountaindale Public is acutely aware of the need to provide high-quality governmental services and to have sufficient monies available through taxation in order to fund these services; and

WHEREAS, the major source of revenue for funding these governmental services is the Illinois real property tax; and

WHEREAS, certain taxpayers have sought to have the equalized assessed valuation of their properties reduced by appealing their assessments to the Board of Review and/or the State of Illinois Property Tax Appeal Board; and

WHEREAS, any reduction in equalized assessed valuation can adversely affect Fountaindale Public Library District's revenues; and

WHEREAS, the Board of Fountaindale Public Library District believes, and hereby declares, that it is in the best interest of Fountaindale Public Library District and its residents to intervene in certain tax assessment proceedings where the revenues to be received could be jeopardized or adversely affected;

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

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

SECTION TWO: The law firm of Tressler LLP ("Library Attorney") is hereby authorized to file interventions in real property tax assessment proceedings on behalf of Fountaindale Public Library

District. Fountaindale Public Library District shall only authorize intervention if (1) the taxpayer is seeking a reduction in the assessment of property equal to or greater than \$100,000; and (2) Fountaindale Public Library District, after consultation with the Library Attorney, determines that intervention is warranted in a particular case.

SECTION THREE: Tressler LLP shall report to Fountaindale Public Library District on the status of all tax assessment cases in which the Fountaindale Public Library District has intervened at such intervals as Fountaindale Public Library District may request.

SECTION FOUR: Any policy or resolution of Fountaindale Public Library District which conflicts with the provisions of this resolution shall be and is hereby repealed to the extent of such conflict.

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

PASSED THIS 18th day of January, 2024.

AYES:

NAYS:

ABSENT:

APPROVED THIS 18th day of January, 2024.

Celeste M. Bermejo
President, Board of Library Trustees

ATTEST:

Robert Armstrong
Secretary, Board of Library Trustees



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701

January 10, 2024

Dear Public Library District Director:

This letter serves as a reminder that public library districts are statutorily required to inform the Illinois State Librarian of board member vacancies and when vacancies are filled.

The Public Library District Act of 1991, 75 ILCS 16/30-40(d), stipulates that the secretary of the board of trustees shall report a vacancy on the board to the county clerk and the Illinois State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

Further, the Act indicates that vacancies shall be filled within 90 days after a vacancy has been declared. All 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 the board of trustees fails to appoint a new member within 90 days after a vacancy has been declared, the State Librarian has the authority to appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy is to be filled at the next regularly scheduled election.

Please use this [Public Library District Board Notification](#) reporting form when a vacancy occurs AND when a vacancy is filled. The form may be found at https://www.ilsos.gov/publications/pdf_publications/lda297.pdf

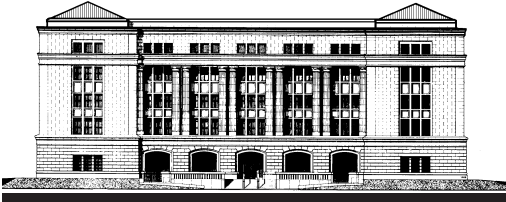
Submit the required information within the statutory timeframe to the Illinois State Librarian by email to: ISLdistrictboards@ilsos.gov.

Thank you for your cooperation.

Sincerely,

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

Greg McCormick, Director Illinois State Library
GM:ldg
Attachment



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

ilsos.gov

Public Library District Board Notifications

The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled. 75 ILCS 16/30-40 (d)

Library District Name: _____

Notification of a Vacancy

The following member is no longer serving on the library board:

Date vacancy was declared: _____

Name: _____

Office title: _____

Term expiration date: _____

Date seated: _____

Four-year term, or

Six-year term

Notification that a Vacancy has been Filled

Name of board member being replaced: _____

New board member: _____

Office title: _____

Address: _____

Email: _____

Date seated: _____ Term expiration date: _____

Submitted by: _____

Title: _____

Date: _____ Phone number: _____

Email the completed form to: ISLDistrictboards@ilsos.gov
Illinois State Library, Library Development
300 S. Second St.
Springfield, IL 62701-1796
217-524-8836

Fountaindale Public Library District

Cash and Investment

December 31, 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	\$155,473.40	\$1,229,843.37
Cash Checking/Payroll	\$251,609.42	(\$11,150.90)	\$240,458.52
Petty Cash	\$3,232.09	\$0.00	\$3,232.09
Total Cash	<u>\$1,329,211.48</u>	<u>\$144,322.50</u>	<u>\$1,473,533.98</u>
Investments			
Investment - General Fund/Wintrust MM	\$5,039,046.64	\$232,872.75	\$5,271,919.39
Investment - IL Funds/General	\$74,159.07	\$2,066.40	\$76,225.47
Investment - IL Funds/INB/E-Pay	\$75,449.56	\$3,680.36	\$79,129.92
Investment - Special Reserve/Wintrust MM	\$3,204,714.76	\$89,149.43	\$3,293,864.19
Investment - Working Cash/Wintrust MM	\$1,116,481.87	\$30,773.77	\$1,147,255.64
Investment - Special Reserve/PMA	\$19,052,019.03	\$483,693.45	\$19,535,712.48
Total Investments	<u>\$28,561,870.93</u>	<u>\$842,236.16</u>	<u>\$29,404,107.09</u>
Bond Fund			
04-1211-40 Invest/Wintrust MM Account	\$1,926,426.62	\$1,259,979.44	\$3,186,406.06
Total Bond Fund	<u>\$1,926,426.62</u>	<u>\$1,259,979.44</u>	<u>\$3,186,406.06</u>
Total Cash and Investments	<u>\$31,817,509.03</u>	<u>\$2,246,538.10</u>	<u>\$34,064,047.13</u>

Special Res. PMA - 3.190%
General - IL Fund - 5.462%
Money Market Wintrust - 5.452%

Fountaindale Public Library District

Revenue Report

December 31, 2023

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2022	\$65,828.56	\$4,942,457.65	91.27%	\$5,415,442.81	\$472,985.16
Property Tax Dupage 2022	\$1,538.82	\$90,110.56	81.53%	\$110,519.24	\$20,408.68
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	\$18,188.84	\$164,478.46	37.69%	\$436,400.00	\$271,921.54
Interest	\$177,147.57	\$790,572.17	87.84%	\$900,000.00	\$109,427.83
Circulation Fees	\$939.67	\$7,055.41	47.04%	\$15,000.00	\$7,944.59
Copy Machines	\$222.70	\$2,276.55	45.53%	\$5,000.00	\$2,723.45
Fax Machine	\$198.01	\$1,616.83	32.34%	\$5,000.00	\$3,383.17
Printing	\$891.79	\$7,673.15	51.15%	\$15,000.00	\$7,326.85
Miscellaneous	\$889.03	\$6,948.73	63.17%	\$11,000.00	\$4,051.27
Reimbursements	\$24.80	\$1,623.54	54.12%	\$3,000.00	\$1,376.46
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	\$22,830.00	\$128,872.28	58.87%	\$218,897.00	\$90,024.72
Total Operating Funds	\$288,699.79	\$6,143,778.97	50.85%	\$12,082,687.17	\$5,938,908.20
Bond Fund					
Property Tax - Will 2022	\$20,106.51	\$1,509,611.83	85.60%	\$1,763,662.11	\$254,050.28
Property Tax - Dupage 2022	\$474.60	\$27,791.73	77.21%	\$35,993.10	\$8,201.37
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	\$13,839.07	\$67,750.88	112.92%	\$60,000.00	(\$7,750.88)
Total Bond Fund	\$34,420.18	\$1,605,154.44	46.97%	\$3,417,423.21	\$1,812,268.77
Total Revenue	\$323,119.97	\$7,748,933.41	49.99%	\$15,500,110.38	\$7,751,176.97

Fountaindale Public Library District

Expenditure Report

December 31, 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	\$624,133.84	\$2,724,296.05	44.03%	\$6,187,600.00	\$3,463,303.95
Contractual Services	\$128,378.12	\$305,318.56	46.58%	\$655,500.00	\$350,181.44
Supplies & Utilities	\$72,329.13	\$258,698.00	39.41%	\$656,500.00	\$397,802.00
Library Materials	\$160,499.82	\$498,092.26	35.46%	\$1,404,700.00	\$906,607.74
Capital Expenditures	\$11,925.74	\$200,128.64	6.22%	\$3,215,000.00	\$3,014,871.36
Miscellaneous	\$2,759.68	\$23,208.68	30.54%	\$76,000.00	\$52,791.32
Per Capita Grant	\$0.00	\$0.00	0.00%	\$98,897.00	\$98,897.00
Total General Fund Expenditures	\$1,000,026.33	\$4,009,742.19	32.61%	\$12,294,197.00	\$8,284,454.81
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$950.00	3.80%	\$25,000.00	\$24,050.00
Liability Insurance Fund Expendi	\$0.00	\$1,787.48	1.25%	\$142,500.00	\$140,712.52
Social Security Fund Expenditure	\$43,958.01	\$185,262.15	41.52%	\$446,240.00	\$260,977.85
IMRF Fund Expenditures	\$17,483.64	\$110,400.80	35.99%	\$306,790.00	\$196,389.20
Special Reserve Fund Expenditur	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$60,706.59	\$207,857.97	46.87%	\$443,500.00	\$235,642.03
Total Other Fund Expenditures	\$122,148.24	\$506,258.40	37.11%	\$1,364,130.00	\$857,871.60
Total Expenditures - Operating Funds	\$1,122,174.57	\$4,516,000.59	33.06%	\$13,658,327.00	\$9,142,326.41
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	\$1,122,174.57	\$4,861,175.59	28.76%	\$16,903,677.00	\$12,042,501.41

Fountaindale Pubic Library District
 Bills Paid - Operating Account
 JANUARY 2024

PAYEE NAME	DESCRIPTION	PAYMENT DATE	CHECK/DRAFT NUMBER	PAYMENT AMOUNT
Blue Cross Blue Shield of Illinois	Employer Contribution - January 2024	01/01/2024	60132	\$32,550.10
Dearborn National Life Insurance Company	Employer Contribution - January 2024	01/01/2024	60133	\$388.40
Home Depot	Building Maintenance Supplies	01/01/2024	60134	\$39.05
Illinois Municipal Retirement Fund	Employer Contribution - December 2023	01/01/2024	1036	\$26,583.29
				<u>\$59,560.84</u>



 Jennie Nguyen, Finance Manager

Gross Payroll & FICA - DECEMBER 2023	
Gross Payroll	\$588,962.78
FICA	\$43,958.01
Total Gross Payroll & FICA	<u>\$632,920.79</u>

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Adult Reading Round Table				
	Annual Membership - Saltzman - 1/1/24-12/31/24	AART-2024	01-4161-10	\$15.00
		<i>Subtotal for Vendor</i>		<u>\$15.00</u>
Afi Technologies Inc.				
	Afi Backup Service - 12/21/23-12/21/24	340F8926-0003	01-4631-14	\$1,265.44
		<i>Subtotal for Vendor</i>		<u>\$1,265.44</u>
Alison Pfaff				
	Tuition Reimb - Info Service Diverse Users - 8/21/23-12/6/23	AP010224	01-4151-10	\$2,500.00
		<i>Subtotal for Vendor</i>		<u>\$2,500.00</u>
Amazon Capital Services				
	Processing & Repair Materials	1YPF-Y31N-C6LY	01-4371-12	\$83.81
	DVD - Adult & Processing/Shipping	13CN-LY9K-JD6G	01-4518-26	\$6.99
	Juvenile Realia - STEAMbox Kits & Processing/Shipping	161W-W79D-77DC	01-4518-26	\$9.98
	Video Games - YA & Processing/Shipping	1C1X-VK1C-K7GH	01-4518-26	\$3.99
	Books - Juvenile Non-Fiction & Processing/Shipping	1HRQ-G3VF-W43L	01-4518-26	\$6.99
	Music - Adult & Processing/Shipping	1KCF-MFFT-3NQK	01-4518-26	\$6.99
	Books - Juvenile Fiction & Processing/Shipping	1KFQ-K1JV-TYYT	01-4518-26	\$6.99
	Books - Juvenile Easy & Processing/Shipping	1L6R-MHV4-VCY6	01-4518-26	\$6.99
	Books - Juvenile Easy & Processing/Shipping	1N4X-HPKT-1CD6	01-4518-26	\$6.99
	DVD - Adult & Processing/Shipping	1NRP-69VG-4NCF	01-4518-26	\$13.95
	Books - Juvenile Easy & Processing/Shipping	1TT7-Q6PF-6Q6X	01-4518-26	\$6.99
	Books - Young Adult Fiction & Processing/Shipping	1TT7-Q6PF-TR9F	01-4518-26	\$6.99
	Video Games - Adult & Processing/Shipping	1XGP-JXPG-1FXW	01-4518-26	\$3.98
	Books - Adult Fiction	14QK-LM93-D94V	01-4540-26	\$19.80
	Books - Adult Fiction	16LX-JGCC-R3K7	01-4540-26	\$131.66
	Books - Adult Fiction	1C1T-6V6H-7JP3	01-4540-26	\$84.99
	Books - Adult Fiction	1D71-7DPF-NPPQ	01-4540-26	\$41.22
	Books - Adult Fiction	1F7D-WWNY-J4TK	01-4540-26	\$42.80
	Books - Adult Fiction	1KW3-Q1HR-4DGH	01-4540-26	\$76.14
	Books - Adult Fiction	1P11-QJ4C-RWQ6	01-4540-26	\$41.36
	Books - Adult Fiction	1QCR-VTL1-RF1L	01-4540-26	\$87.88
	Books - Adult Fiction	1QPW-46GF-HY4Q	01-4540-26	\$43.97
	Books - Adult Fiction	1WPK-WG69-MM6M	01-4540-26	\$37.00
	Books - Adult Non-Fiction	1FPV-YMV3-9K9V	01-4541-26	\$38.17
	Books - Adult Non-Fiction	1JNY-QGHV-9QPD	01-4541-26	\$53.92

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Non-Fiction	1NCG-7TMH-CPLJ	01-4541-26	\$43.98
	Books - Adult Non-Fiction	1RC6-GVQP-4TY1	01-4541-26	\$41.84
	Books - Juvenile Fiction & Processing/Shipping	1KFQ-K1JV-TYYT	01-4544-26	\$24.72
	Books - Juvenile Fiction	1YW7-M3MC-L3JD	01-4544-26	\$42.42
	Books - Juvenile Non-Fiction & Processing/Shipping	1HRQ-G3VF-W43L	01-4545-26	\$31.49
	Books - Juvenile Easy	1F9P-M1WX-WWNQ	01-4546-26	\$44.97
	Books - Juvenile Easy & Processing/Shipping	1L6R-MHV4-VCY6	01-4546-26	\$22.78
	Books - Juvenile Easy & Processing/Shipping	1TT7-Q6PF-6Q6X	01-4546-26	\$23.98
	Books - Juvenile Easy	1VNT-MWMY-F3Y7	01-4546-26	\$35.98
	Books - Juvenile Easy & Processing/Shipping	1N4X-HPKT-1CD6	01-4546-29	\$14.99
	Books - Juvenile Easy	1Q19-3CQK-DX46	01-4546-29	\$35.98
	Books - Young Adult Fiction & Processing/Shipping	1TT7-Q6PF-TR9F	01-4548-26	\$6.99
	Music - Adult & Processing/Shipping	1KCF-MFFT-3NQK	01-4550-26	\$29.80
	Music - Adult	1PN6-TV17-H1DW	01-4550-26	\$21.12
	Music - Adult	1W6L-Q3R4-N4KT	01-4550-26	\$23.99
	DVD - Adult & Processing/Shipping	13CN-LY9K-JD6G	01-4557-26	\$26.98
	DVD - Adult	13JK-C6MH-LCMQ	01-4557-26	\$19.95
	DVD - Adult	13KP-FLHM-G43Q	01-4557-26	\$19.99
	DVD - Adult	17KK-NNHJ-36CG	01-4557-26	\$146.88
	DVD - Adult	1HPD-XLMY-VMMV	01-4557-26	\$52.47
	DVD - Adult & Processing/Shipping	1NRP-69VG-4NCF	01-4557-26	\$40.73
	DVD - Juvenile	1KPT-6FC9-H631	01-4558-26	\$54.92
	DVD - Juvenile	1Y17-WDHT-RX9D	01-4558-26	\$97.83
	Video Games - YA	13PN-MMF4-73QM	01-4563-26	\$143.96
	Video Games - YA	1491-61KR-H3JP	01-4563-26	\$69.99
	Video Games - YA	16PK-FTJJ-49HY	01-4563-26	\$29.99
	Video Games - YA & Processing/Shipping	1C1X-VK1C-K7GH	01-4563-26	\$30.95
	Video Games - YA	1FNN-CMM4-L6MX	01-4563-26	\$89.98
	Video Games - YA	1FPV-YMV3-GXN9	01-4563-26	\$69.99
	Video Games - YA	1QCL-Y4L4-KXMV	01-4563-26	\$49.99
	Video Games - YA	1TFF-NC34-HNH9	01-4563-26	\$119.97
	Video Games - YA	1X99-9JQD-43KM	01-4563-26	\$29.99
	Video Games - Juvenile	11WJ-9J6C-X91D	01-4564-26	\$29.99
	Video Games - Juvenile	14JW-QJGP-C7QP	01-4564-26	\$62.53
	Video Games - Juvenile	17NJ-HMNR-74JD	01-4564-26	\$29.99

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Video Games - Juvenile	1DD1-MDCY-7D79	01-4564-26	\$159.95
	Video Games - Juvenile	1GKK-FHL6-9XYJ	01-4564-26	\$84.98
	Video Games - Juvenile	1H3T-CJCN-67RP	01-4564-26	\$24.37
	Video Games - Juvenile	1HXJ-3714-MWQG	01-4564-26	\$49.98
	Video Games - Juvenile	1K77-YDGM-TNNW	01-4564-26	\$214.94
	Video Games - Juvenile	1MFT-3DFD-GGTW	01-4564-26	\$39.99
	Video Games - Juvenile	1PDG-HHXR-4YGN	01-4564-26	\$34.99
	Video Games - Juvenile	1QWP-6XWJ-7LLH	01-4564-26	\$199.81
	Video Games - Juvenile	1T3T-4P6V-VWKT	01-4564-26	\$29.99
	Video Games - Juvenile	1V4M-1TCP-HHL4	01-4564-26	\$294.93
	Video Games - Juvenile	1VNT-MWMY-NWNG	01-4564-26	\$29.99
	Video Games - Juvenile	13KP-FLHM-HQ31	01-4564-29	\$49.94
	Video Games - Juvenile	16NN-PQRX-CCYQ	01-4564-29	\$344.56
	Video Games - Juvenile	17NJ-HMNR-R1GF	01-4564-29	\$291.85
	Video Games - Juvenile	1NCD-WKH4-1GQL	01-4564-29	\$39.99
	Video Games - Juvenile	1QRD-VGM4-DXWT	01-4564-29	\$149.92
	Video Games - Juvenile	1XRG-KFD1-FQPJ	01-4564-29	\$97.99
	Video Games - Adult	14NQ-1K31-43XC	01-4565-26	\$66.75
	Video Games - Adult	1777-YP6G-KH99	01-4565-26	\$58.99
	Video Games - Adult	17YK-RTMM-LGYT	01-4565-26	\$119.40
	Video Games - Adult	1GJW-VHYW-TFKW	01-4565-26	\$224.64
	Video Games - Adult	1QGP-J6YW-3J4D	01-4565-26	\$73.71
	Video Games - Adult & Processing/Shipping	1XGP-JXPG-1FXW	01-4565-26	\$228.42
	Juvenile Realia - STEAMbox Kits & Processing/Shipping	161W-W79D-77DC	01-4569-26	\$49.14
	Juvenile Realia - STEAMbox Kits	1GKP-TF4N-YDKW	01-4569-26	\$84.78
	Juvenile Realia - STEAMbox Kits	1RY4-NDVR-YCVC	01-4569-26	\$17.95
	Juvenile Realia - STEAMbox Kits	1T3W-FF1X-RKPX	01-4569-26	\$17.95
		<i>Subtotal for Vendor</i>		\$5,612.54
Amber J Rubio				
	Program - Teen Paint Party - 2/3/24	AJR020324	01-4573-24	\$200.00
		<i>Subtotal for Vendor</i>		\$200.00
American Library Association				
	Bermejo Membership - 1/31/24-1/30/25	2220250	01-4161-16	\$133.00
		<i>Subtotal for Vendor</i>		\$133.00
AT & T				

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Telephone - 12/7/23-1/6/24	7256106806	01-4312-14	\$246.81
	VOIP 12/7/23-1/6/24 & Upgraded Internet 11/7/23-12/6/23	0567064804	01-4314-14	\$1,206.12
	Internet - 12/7/23-1/6/24	2737335809	01-4314-14	\$1,206.16
		<i>Subtotal for Vendor</i>		\$2,659.09
AT & T Mobility - National Business Services				
	Telephone Service - 11/22/23-12/21/23	22422834	01-4311-14	\$254.88
		<i>Subtotal for Vendor</i>		\$254.88
Baker & Taylor - C009233				
	Books - Adult Non-Fiction & Processing/Shipping	2037954537	01-4518-26	\$15.59
	Books - Adult Non-Fiction & Processing/Shipping	2037993920	01-4518-26	\$34.87
	Books - Adult Non-Fiction & Processing/Shipping	2037954537	01-4541-26	\$204.35
	Books - Adult Non-Fiction & Processing/Shipping	2037993920	01-4541-26	\$535.95
		<i>Subtotal for Vendor</i>		\$790.76
Baker & Taylor - L420685				
	Library Materials - Processing/Shipping	2037964158	01-4518-26	\$10.09
	Books - Adult Non-Fiction & Processing/Shipping	2037966496	01-4518-26	\$2.95
	Books - Adult Large Print & Processing/Shipping	2037966519	01-4518-26	\$3.07
	Library Materials - Processing/Shipping	2037986278	01-4518-26	\$11.02
	Library Materials - Processing/Shipping	2038002649	01-4518-26	\$10.76
	Books - Adult Fiction	2037964158	01-4540-29	\$16.68
	Books - Adult Fiction	2037986278	01-4540-29	\$42.97
	Books - Adult Fiction	2038002649	01-4540-29	\$52.31
	Books - Adult Non-Fiction	2037964158	01-4541-29	\$66.98
	Books - Adult Non-Fiction & Processing/Shipping	2037966496	01-4541-29	\$45.24
	Books - Adult Non-Fiction	2037986278	01-4541-29	\$18.40
	Books - Adult Non-Fiction	2038002649	01-4541-29	\$34.50
	Books - Adult Large Print	2037964158	01-4543-29	\$20.70
	Books - Adult Large Print & Processing/Shipping	2037966519	01-4543-29	\$50.98
	Books - Adult Large Print	2037986278	01-4543-29	\$105.97
	Books - Adult Large Print	2038002649	01-4543-29	\$51.36
		<i>Subtotal for Vendor</i>		\$543.98
Baker & Taylor - L420686				
	Library Materials - Processing/Shipping	2037958949	01-4518-26	\$88.28
	Library Materials - Processing/Shipping	2037962264	01-4518-26	\$125.41
	Library Materials - Processing/Shipping	2037967202	01-4518-26	\$113.43

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Library Materials - Processing/Shipping	2037971430	01-4518-26	\$35.80
	Library Materials - Processing/Shipping	2037975701	01-4518-26	\$39.71
	Library Materials - Processing/Shipping	2037978939	01-4518-26	\$24.43
	Library Materials - Processing/Shipping	2037982857	01-4518-26	\$72.58
	Library Materials - Processing/Shipping	2037989855	01-4518-26	\$41.54
	Library Materials - Processing/Shipping	2037990888	01-4518-26	\$29.20
	Library Materials - Processing/Shipping	2037993415	01-4518-26	\$124.17
	Library Materials - Processing/Shipping	2037996831	01-4518-26	\$64.69
	Library Materials - Processing/Shipping	2038005005	01-4518-26	\$65.66
	Books - Adult World Languages	2037962264	01-4525-26	\$148.25
	Books - Adult World Languages	2037967202	01-4525-26	\$25.18
	Books - Adult World Languages	2037971430	01-4525-26	\$38.11
	Books - Adult World Languages	2037975701	01-4525-26	\$8.99
	Books - Adult World Languages	2037982857	01-4525-26	\$41.91
	Books - Adult World Languages	2037993415	01-4525-26	\$11.97
	Books - Adult World Languages	2037996831	01-4525-26	\$29.56
	Books - Juvenile World Languages	2038005005	01-4526-26	\$2.99
	Books - Adult Fiction	2037958949	01-4540-26	\$527.43
	Books - Adult Fiction	2037962264	01-4540-26	\$482.84
	Books - Adult Fiction	2037967202	01-4540-26	\$349.91
	Books - Adult Fiction	2037971430	01-4540-26	\$39.43
	Books - Adult Fiction	2037975701	01-4540-26	\$210.51
	Books - Adult Fiction	2037978939	01-4540-26	\$66.22
	Books - Adult Fiction	2037982857	01-4540-26	\$238.61
	Books - Adult Fiction	2037989855	01-4540-26	\$261.19
	Books - Adult Fiction	2037990888	01-4540-26	\$105.64
	Books - Adult Fiction	2037993415	01-4540-26	\$329.93
	Books - Adult Fiction	2037996831	01-4540-26	\$331.02
	Books - Adult Fiction	2038005005	01-4540-26	\$291.68
	Books - Adult Non-Fiction	2037958949	01-4541-26	\$222.02
	Books - Adult Non-Fiction	2037962264	01-4541-26	\$375.10
	Books - Adult Non-Fiction	2037967202	01-4541-26	\$505.42
	Books - Adult Non-Fiction	2037971430	01-4541-26	\$251.43
	Books - Adult Non-Fiction	2037975701	01-4541-26	\$95.06
	Books - Adult Non-Fiction	2037978939	01-4541-26	\$125.70

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Non-Fiction	2037982857	01-4541-26	\$396.10
	Books - Adult Non-Fiction	2037989855	01-4541-26	\$111.67
	Books - Adult Non-Fiction	2037990888	01-4541-26	\$97.21
	Books - Adult Non-Fiction	2037993415	01-4541-26	\$257.61
	Books - Adult Non-Fiction	2037996831	01-4541-26	\$276.09
	Books - Adult Non-Fiction	2038005005	01-4541-26	\$244.31
	Books - Adult Large Print	2037958949	01-4543-26	\$50.83
	Books - Adult Large Print	2037962264	01-4543-26	\$33.99
	Books - Adult Large Print	2037967202	01-4543-26	\$36.60
	Books - Adult Large Print	2037971430	01-4543-26	\$111.97
	Books - Adult Large Print	2037975701	01-4543-26	\$93.97
	Books - Adult Large Print	2037978939	01-4543-26	\$31.16
	Books - Adult Large Print	2037989855	01-4543-26	\$31.34
	Books - Adult Large Print	2037990888	01-4543-26	\$242.14
	Books - Adult Large Print	2037993415	01-4543-26	\$17.99
	Books - Adult Large Print	2037996831	01-4543-26	\$58.59
		<i>Subtotal for Vendor</i>		\$8,032.57
Barbara Ann Linek				
	Program - You Can't Take Back a Bad Decision! - 2/12/24	BAL021224	01-4571-24	\$120.00
		<i>Subtotal for Vendor</i>		\$120.00
Belynda Head				
	Program - R&B Line Dancing - 2/4/24	BH020424	01-4571-24	\$145.00
		<i>Subtotal for Vendor</i>		\$145.00
Blackstone Publishing				
	Audiobooks - Adult	2131289	01-4551-26	\$314.95
	Audiobooks - Adult	2133492	01-4551-26	\$45.00
	Audiobooks - Adult	2134146	01-4551-26	\$45.00
		<i>Subtotal for Vendor</i>		\$404.95
Bolingbrook Rotary Club				
	Mills Membership - Third Quarter Dues 2023-2024	1326	01-4161-10	\$70.25
	2024 Rotary Mac 'n Cheese Event Sponsorship	8103-2324	01-4731-10	\$250.00
		<i>Subtotal for Vendor</i>		\$320.25
Center Point Large Print				
	Books - Adult Large Print	2063697	01-4543-26	\$126.60
		<i>Subtotal for Vendor</i>		\$126.60

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Chicago Sun Times				
	Newspaper Subscription - 52 Weeks	27468	01-4511-26	\$1,010.80
		<i>Subtotal for Vendor</i>		<u>\$1,010.80</u>
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	238326	01-4545-26	\$14.99
	Books - Juvenile Non-Fiction	238327	01-4545-26	\$119.79
	Books - Juvenile Non-Fiction	238328	01-4545-26	\$567.01
	Books - Juvenile Non-Fiction	238329	01-4545-26	\$320.33
	Books - Juvenile Non-Fiction	238330	01-4545-26	\$109.75
	Books - Juvenile Non-Fiction	238755	01-4545-26	\$85.95
	Books - Juvenile Non-Fiction	238918	01-4545-26	\$24.95
	Books - Juvenile Non-Fiction	238919	01-4545-26	\$224.55
	Books - Juvenile Non-Fiction	238920	01-4545-26	\$49.90
	Books - Juvenile Non-Fiction	238976	01-4545-26	\$39.80
	Books - Juvenile Non-Fiction	239191	01-4545-26	\$16.99
	Books - Juvenile Non-Fiction	239192	01-4545-26	\$16.95
	Books - Juvenile Non-Fiction	239332	01-4545-26	\$35.89
	Books - Juvenile Non-Fiction	238324	01-4545-29	\$235.12
	Books - Juvenile Non-Fiction	238754	01-4545-29	\$14.99
	Books - Juvenile Non-Fiction	238977	01-4545-29	\$19.90
	Books - Young Adult Non-Fiction	238513	01-4549-26	\$213.43
	Books - Young Adult Non-Fiction	238917	01-4549-26	\$115.80
		<i>Subtotal for Vendor</i>		<u>\$2,226.09</u>
Comcast Cable				
	Cable - 1/3/24-2/2/24	0367494-JAN24	01-4316-14	\$103.19
		<i>Subtotal for Vendor</i>		<u>\$103.19</u>
Dell Marketing L.P.				
	7 Replacement Manager Laptops	10721427740	01-4641-14	\$7,558.55
		<i>Subtotal for Vendor</i>		<u>\$7,558.55</u>
Demco, Inc.				
	Long Book Jacket Covers & Classification Labels	7407496	01-4371-12	\$153.23
		<i>Subtotal for Vendor</i>		<u>\$153.23</u>
Discount School Supply				
	Various Program Supplies	P42638550101	01-4353-20	\$146.97
	Various Program Supplies	P42638550102	01-4353-20	\$381.57

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
			<i>Subtotal for Vendor</i>	\$528.54
Ehlers & Associates, Inc.				
	Professional Services - Agent Fee	84971	01-4253-10	\$400.00
			<i>Subtotal for Vendor</i>	\$400.00
First Bankcard				
	ALA - Korczak - PLA Conference Registration - 4/3/24-4/5/24	N8770-JAN24	01-4151-10	\$347.00
	Andersons - Zahorcik & Bauer - Childrens Lit Conf. - 2/24/24	N8770-JAN24	01-4151-10	\$151.28
	American Assoc Notaries - Pellecer - Notary Training Reg.	N8770-JAN24	01-4151-10	\$25.00
	Anderson's - Consalvo - Childrens Lit Registration - 2/24/24	P9444-JAN24	01-4151-10	\$75.64
	National Notary - Purrazzo Membership - 12/22/23-12/22/24	N8770-JAN24	01-4161-10	\$80.00
	ALA - Theobald Membership - 12/19/23-12/18/24	T7780-JAN24	01-4161-10	\$247.00
	Mobile Beacon - 6 Patron Hotspot 4G LTE Annual Renewals	N8770-JAN24	01-4233-14	\$720.00
	Menards - Ice Melt Salt	P9444-JAN24	01-4235-29	\$42.45
	TransChicago - Bkm Preventative Maintenance - 11/29/23	P9444-JAN24	01-4235-29	\$2,263.15
	American Assoc Notaries - Dobrescu - Notary Bond & Supplies	N8770-JAN24	01-4253-10	\$30.00
	Notary Public Assoc - Pellecer - Notary Bond & Supplies	P9444-JAN24	01-4253-10	\$30.00
	Canva - Outreach Home Delivery Brochures	N8770-JAN24	01-4256-10	\$145.00
	Sanitizer Essential Supplies Restock - December 2023	A101-2324	01-4351-10	\$180.89
	District Restock - November 2023	A89-2324	01-4351-10	\$13.98
	American Assoc Notaries - Dobrescu - Notary Bond & Supplies	N8770-JAN24	01-4351-10	\$45.47
	Notary Public Assoc - Pellecer - Notary Bond & Supplies	P9444-JAN24	01-4351-10	\$36.95
	Studio In-Service Craft Supplies	A113-2324	01-4353-10	\$42.20
	Various Winter & Spring Program Supplies	A92-2324	01-4353-20	\$720.02
	Walmart - Various Program Supplies	N8770-JAN24	01-4353-20	\$20.38
	Walmart - January Program Supplies	N8770-JAN24	01-4353-20	\$45.39
	Walmart - Fossil Program Supplies	N8770-JAN24	01-4353-20	\$12.24
	Acrylic Paint Sets	A100-2324	01-4353-24	\$49.98
	Plates & Coasters Program Supplies	A102-2324	01-4353-24	\$45.97
	Winter Program Supplies	A105-2324	01-4353-24	\$31.96
	Teen Winter Program Supplies	A115-2324	01-4353-24	\$73.95
	Teen Winter Program Supplies	A91-2324	01-4353-24	\$210.29
	Ramadan Make It-Take It Supplies	A93-2324	01-4353-24	\$48.36
	January 2024 Artesanias en Espanol Program Supplies	A98-2324	01-4353-24	\$92.57
	Tony's Fresh Market - Senior Social Lunch - 12/14/23	N8770-JAN24	01-4353-24	\$119.98
	Meijer - Coffee & Conversation Refreshments - 12/19/23	N8770-JAN24	01-4353-24	\$13.79

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Petsmart - Teen Program Gift Card Prizes	N8770-JAN24	01-4353-24	\$30.00
	Michaels - Teen Craft Supplies	N8770-JAN24	01-4353-24	\$85.52
	Target - Teen Winter Gift Card Prizes	N8770-JAN24	01-4353-24	\$100.00
	Walmart - Teen Winter Program Supplies	N8770-JAN24	01-4353-24	\$184.37
	Various Program & Maker Supplies	A87-2324	01-4353-27	\$53.60
	Dollar Tree - December 2023 Replacement Program Supplies	N8770-JAN24	01-4353-27	\$27.50
	Winter Program Supplies	A95-2324	01-4353-28	\$135.72
	Various Program & Library Supplies	A96-2324	01-4353-28	\$149.32
	Replacement Paper Tray	A108-2324	01-4354-14	\$44.00
	Laptop Battery	A85-2324	01-4354-14	\$42.74
	Various Charger Supplies	A94-2324	01-4354-14	\$92.22
	Rosatis - Board Trustee Dinners - 12/21/23	N8770-JAN24	01-4355-16	\$155.00
	District Restock - November 2023	A89-2324	01-4371-10	\$29.94
	Brochure Holders & Pockets	A90-2324	01-4371-20	\$145.20
	Maker & Patron Use Supplies	A104-2324	01-4371-27	\$47.98
	Programmable Equipment & Patron Use Supplies	A106-2324	01-4371-27	\$77.53
	Various Program & Maker Supplies	A87-2324	01-4371-27	\$63.02
	Maker & Patron Use Supplies	A99-2324	01-4371-27	\$150.18
	Silhouette America - Project Templates	N8770-JAN24	01-4371-27	\$16.91
	Various Program & Library Supplies	A96-2324	01-4371-28	\$19.15
	American Girl - Circulating Doll & Accessories	T7780-JAN24	01-4518-26	\$15.00
	Hulu - 4/12 Additional Roku Monthly Subscriptions	M4566-JAN24	01-4523-26	\$17.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	M4566-JAN24	01-4523-26	\$22.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	N8770-JAN24	01-4523-26	\$17.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-JAN24	01-4523-26	\$22.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-JAN24	01-4523-26	\$22.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$24.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$24.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$24.99
	Netflix - 4/8 Outreach Roku Monthly Subscriptions	P9444-JAN24	01-4523-26	\$22.99
	Hulu Bundle - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$24.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$17.99
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-JAN24	01-4523-26	\$22.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$17.99
	Hulu - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$17.99

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-JAN24	01-4523-26	\$22.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscription	P9444-JAN24	01-4523-26	\$9.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$22.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$22.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$22.99
	CrunchyRoll - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$9.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Max - 3/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$17.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$17.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$17.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$17.99
	Hulu - 1/8 Outreach Monthly Subscription	T7780-JAN24	01-4523-26	\$17.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JAN24	01-4523-26	\$15.99
	Maker & Patron Use Supplies	A104-2324	01-4568-27	\$241.94
	Programmable Equipment & Patron Use Supplies	A106-2324	01-4568-27	\$309.88
	Various Program & Maker Supplies	A87-2324	01-4568-27	\$348.00
	Maker & Patron Use Supplies	A99-2324	01-4568-27	\$159.27
	Westcott - Optical Spot Replacement Pieces	N8770-JAN24	01-4568-27	\$60.56
	Canva - Annual Subscription	N8770-JAN24	01-4568-27	\$119.99
	American Girl - Circulating Doll & Accessories	T7780-JAN24	01-4569-26	\$131.00
	Grammy Watch Prizes	A97-2324	01-4571-27	\$100.41
	Basecamp - Annual Subscription - 12/11/23-12/11/24	M4566-JAN24	01-4631-14	\$899.00
	Spotify - Monthly Patron Storytime Music Subscription	N8770-JAN24	01-4631-14	\$16.99

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Grammarly - 5 FPLD Staff - Annual Renewal	N8770-JAN24	01-4631-14	\$900.00
	HP.com - Executive Director Laptop	N8770-JAN24	01-4641-14	\$1,062.49
	Jimmy Johns - Admin Appreciation Lunch - 12/20/23	M4566-JAN24	01-4711-10	\$347.65
	Jewel - Makowski Farewell Cupcakes - 11/29/23	N8770-JAN24	01-4711-10	\$37.98
	1-800-Flowers - Schiller Sympathy Arrangement	N8770-JAN24	01-4711-10	\$77.54
	Home Cut - Nov. 2023 Agenda Meeting Refreshments - 12/12/23	M4566-JAN24	01-4715-10	\$23.55
	Jewel - PinTech Meeting Refreshments - 1/25/24	T7780-JAN24	01-4715-10	\$71.72
	Facebook - Monthly Ads	N8770-JAN24	01-4731-10	\$20.03
	Canva - Outreach Storytime Stickers	N8770-JAN24	01-4731-10	\$180.00
	MailChimp - Monthly Subscription	N8770-JAN24	01-4731-10	\$75.00
	Woobox - Monthly Subscription	N8770-JAN24	01-4731-10	\$29.00
	Online Labels - New Holiday Picture Book Labels	N8770-JAN24	01-4731-10	\$4.95
	Displays2Go - Acrylic Sign Holders	N8770-JAN24	01-4731-10	\$420.34
		<i>Subtotal for Vendor</i>		\$13,957.69
Forward Space				
	Outreach Workroom Cubicle Addition	831382	01-4651-30	\$7,427.59
		<i>Subtotal for Vendor</i>		\$7,427.59
Fun Express LLC				
	Various Program Supplies	72899035601	01-4353-20	\$326.84
		<i>Subtotal for Vendor</i>		\$326.84
Gale/Cengage Learning				
	Books - Adult Non-Fiction	83048197	01-4541-26	\$734.07
	Books - Adult Large Print	83038933	01-4543-26	\$187.94
	Books - Adult Large Print	83071316	01-4543-26	\$72.72
	Books - Adult Large Print	83038933	01-4543-29	\$63.18
		<i>Subtotal for Vendor</i>		\$1,057.91
Gina Horendi				
	Refund - "Titanic"	GH4647	01-3310-30	\$16.99
		<i>Subtotal for Vendor</i>		\$16.99
Government Finance Office Association				
	Nguyen Membership - 2/29/24-2/28/25	20231204	01-4161-10	\$150.00
		<i>Subtotal for Vendor</i>		\$150.00
IHLS-OCLC				
	WebDewey - 12/1/23-11/30/24	29648	01-4272-12	\$816.97
		<i>Subtotal for Vendor</i>		\$816.97

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Illinois American Water				
	Fire Protection - 12/20/23-1/19/24	1025-210003089465	01-4331-30	\$45.49
		<i>Subtotal for Vendor</i>		<u>\$45.49</u>
Illinois American Water/Bolingbrook				
	Water & Sewer - 11/18/23-12/19/23	1025-210003088318	01-4331-30	\$748.79
		<i>Subtotal for Vendor</i>		<u>\$748.79</u>
Illinois Government Finance Officers Association				
	Nguyen & Schiller - 2024 Membership Renewal	2024DUES	01-4161-10	\$500.00
		<i>Subtotal for Vendor</i>		<u>\$500.00</u>
Illinois Library Association				
	Schiller Membership - 1/1/24-12/31/24	260001	01-4161-10	\$75.00
		<i>Subtotal for Vendor</i>		<u>\$75.00</u>
Ingram Library Services				
	Library Materials - Processing/Shipping	79159474	01-4518-26	\$61.03
	Library Materials - Processing/Shipping	79187302	01-4518-26	\$58.33
	Library Materials - Processing/Shipping	79248804	01-4518-26	\$48.35
	Library Materials - Processing/Shipping	79248805	01-4518-26	\$59.12
	Library Materials - Processing/Shipping	79277398	01-4518-26	\$35.16
	Library Materials - Processing/Shipping	79333795	01-4518-26	\$80.56
	Library Materials - Processing/Shipping	79378513	01-4518-26	\$42.14
	Library Materials - Processing/Shipping	79392832	01-4518-26	\$30.13
	Library Materials - Processing/Shipping	79414195	01-4518-26	\$38.93
	Library Materials - Processing/Shipping	79463869	01-4518-26	\$50.30
	Library Materials - Processing/Shipping	79501184	01-4518-26	\$18.41
	Library Materials - Processing/Shipping	79540083	01-4518-26	\$55.49
	Library Materials - Processing/Shipping	79540084	01-4518-26	\$36.55
	Library Materials - Processing/Shipping	79555709	01-4518-26	\$44.71
	Library Materials - Processing/Shipping	79584775	01-4518-26	\$19.91
	Library Materials - Processing/Shipping	79604864	01-4518-26	\$42.71
	Books - Juvenile World Languages	79187302	01-4526-26	\$11.97
	Books - Juvenile World Languages	79248804	01-4526-26	\$22.68
	Books - Juvenile World Languages	79277398	01-4526-26	\$11.97
	Books - Juvenile World Languages	79333795	01-4526-26	\$22.75
	Books - Juvenile World Languages	79378513	01-4526-26	\$76.03
	Books - Juvenile World Languages	79540083	01-4526-26	\$9.57

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile World Languages	79555709	01-4526-26	\$15.57
	Books - Juvenile World Languages	79584775	01-4526-26	\$20.32
	Books - Juvenile World Languages	79248804	01-4526-29	\$10.71
	Books - Juvenile World Languages	79333795	01-4526-29	\$5.39
	Books - Juvenile World Languages	79584775	01-4526-29	\$10.16
	Books - Adult Fiction	79159474	01-4540-26	\$10.19
	Books - Adult Fiction	79187302	01-4540-26	\$32.48
	Books - Juvenile Fiction	79159474	01-4544-26	\$319.68
	Books - Juvenile Fiction	79187302	01-4544-26	\$194.36
	Books - Juvenile Fiction	79248804	01-4544-26	\$61.68
	Books - Juvenile Fiction	79277398	01-4544-26	\$6.48
	Books - Juvenile Fiction	79333795	01-4544-26	\$208.35
	Books - Juvenile Fiction	79378513	01-4544-26	\$20.95
	Books - Juvenile Fiction	79392832	01-4544-26	\$91.73
	Books - Juvenile Fiction	79414195	01-4544-26	\$15.58
	Books - Juvenile Fiction	79463869	01-4544-26	\$12.57
	Books - Juvenile Fiction	79501184	01-4544-26	\$129.20
	Books - Juvenile Fiction	79540083	01-4544-26	\$180.26
	Books - Juvenile Fiction	79555709	01-4544-26	\$393.30
	Books - Juvenile Fiction	79584775	01-4544-26	\$201.07
	Books - Juvenile Fiction	79159474	01-4544-29	\$94.12
	Books - Juvenile Fiction	79187302	01-4544-29	\$45.21
	Books - Juvenile Fiction	79248804	01-4544-29	\$34.43
	Books - Juvenile Fiction	79277398	01-4544-29	\$20.03
	Books - Juvenile Fiction	79333795	01-4544-29	\$42.77
	Books - Juvenile Fiction	79378513	01-4544-29	\$16.23
	Books - Juvenile Fiction	79392832	01-4544-29	\$39.79
	Books - Juvenile Fiction	79414195	01-4544-29	\$153.65
	Books - Juvenile Fiction	79501184	01-4544-29	\$18.18
	Books - Juvenile Fiction	79555709	01-4544-29	\$43.76
	Books - Juvenile Fiction	79584775	01-4544-29	\$36.71
	Books - Juvenile Non-Fiction	79463869	01-4545-26	\$170.90
	Books - Juvenile Non-Fiction	79501184	01-4545-26	\$28.88
	Books - Juvenile Easy	79159474	01-4546-26	\$156.17
	Books - Juvenile Easy	79187302	01-4546-26	\$277.06

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Easy	79248804	01-4546-26	\$285.44
	Books - Juvenile Easy	79248805	01-4546-26	\$110.70
	Books - Juvenile Easy	79277398	01-4546-26	\$397.60
	Books - Juvenile Easy	79333795	01-4546-26	\$290.25
	Books - Juvenile Easy	79378513	01-4546-26	\$10.77
	Books - Juvenile Easy	79392832	01-4546-26	\$126.49
	Books - Juvenile Easy	79463869	01-4546-26	\$94.34
	Books - Juvenile Easy	79501184	01-4546-26	\$44.10
	Books - Juvenile Easy	79540084	01-4546-26	\$63.75
	Books - Juvenile Easy	79555709	01-4546-26	\$45.28
	Books - Juvenile Easy	79584775	01-4546-26	\$246.86
	Books - Juvenile Easy	79604864	01-4546-26	\$44.80
	Books - Juvenile Easy	79159474	01-4546-29	\$32.74
	Books - Juvenile Easy	79187302	01-4546-29	\$49.03
	Books - Juvenile Easy	79248804	01-4546-29	\$70.42
	Books - Juvenile Easy	79277398	01-4546-29	\$20.32
	Books - Juvenile Easy	79333795	01-4546-29	\$31.63
	Books - Juvenile Easy	79378513	01-4546-29	\$7.18
	Books - Juvenile Easy	79392832	01-4546-29	\$33.06
	Books - Juvenile Easy	79501184	01-4546-29	\$11.28
	Books - Juvenile Easy	79540083	01-4546-29	\$30.52
	Books - Juvenile Easy	79555709	01-4546-29	\$112.55
	Books - Juvenile Easy	79584775	01-4546-29	\$74.98
	Books - Young Adult Fiction	79159474	01-4548-26	\$30.51
	Books - Young Adult Fiction	79187302	01-4548-26	\$16.24
	Books - Young Adult Fiction	79248804	01-4548-26	\$44.64
	Books - Young Adult Fiction	79248805	01-4548-26	\$48.17
	Books - Young Adult Fiction	79277398	01-4548-26	\$7.79
	Books - Young Adult Fiction	79333795	01-4548-26	\$7.17
	Books - Young Adult Fiction	79378513	01-4548-26	\$8.44
	Books - Young Adult Fiction	79392832	01-4548-26	\$55.20
	Books - Young Adult Fiction	79414195	01-4548-26	\$100.07
	Books - Young Adult Fiction	79463869	01-4548-26	\$72.14
	Books - Young Adult Fiction	79501184	01-4548-26	\$16.24
	Books - Young Adult Fiction	79540084	01-4548-26	\$67.16

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Young Adult Fiction	79555709	01-4548-26	\$16.89
	Books - Young Adult Fiction	79584775	01-4548-26	\$12.99
	Books - Young Adult Fiction	79604864	01-4548-26	\$102.35
		<i>Subtotal for Vendor</i>		\$6,834.81
Jacinto Gonzalez				
	Tuition Reimb - Lib Material for Children - 9/5/23-12/14/23	JG010824-01	01-4151-10	\$2,424.00
	Tuition Reimb - Instructional Technologies - 9/5/23-12/14/23	JG010824-02	01-4151-10	\$2,400.00
		<i>Subtotal for Vendor</i>		\$4,824.00
Joseph Crookham				
	Tuition Reimb - User Learning & Info Needs 8/28/23-12/16/23	JC122123	01-4151-10	\$2,687.70
		<i>Subtotal for Vendor</i>		\$2,687.70
Kate Thurston				
	Reimbursement - FedEx: License Sticker Supplies	KT121223	01-4351-10	\$28.47
		<i>Subtotal for Vendor</i>		\$28.47
Kingsley Companies				
	New Bookdrop w/ Additional Keys & Braille Tag	m21629	01-4651-30	\$4,620.00
		<i>Subtotal for Vendor</i>		\$4,620.00
Konica Minolta Business Solutions U.S.A., Inc.				
	March Contract: Maintenance - 11/15/23-12/14/23	9009693301	01-4234-14	\$0.88
	July 20 - Oct 24 Contract: Maintenance - 9/1/23-9/30/23	9009693756	01-4234-14	\$93.40
	Local History Room: Maintenance - 10/1/23-10/31/23	9009693757	01-4234-14	\$12.50
	July 20 - Oct 24: Maintenance - 10/1/23-10/31/23	9009702218	01-4234-14	\$89.67
	Local History Room: Maintenance - 11/1/23-11/30/23	9009702220	01-4234-14	\$12.50
	July 20 - Oct 24 Contract: Maintenance 11/1/23-11/30/23	9009706469	01-4234-14	\$71.21
	Local History Room: Maintenance - 12/1/23-12/31/23	9009706470	01-4234-14	\$12.50
	July 20 - June 24 Contract: Overage - 12/1/23-12/31/23	9009725692	01-4234-14	\$833.96
	July 20 - Oct 24 Contract: Maintenance - 12/1/23-12/31/23	9009725876	01-4234-14	\$34.83
	Local History Room: Maintenance - 1/1/24-1/31/24	9009731775	01-4234-14	\$12.32
		<i>Subtotal for Vendor</i>		\$1,173.77
Konica Minolta Premier Finance				
	License Plate Sticker Printer Lease - January 2024	517834586	01-4234-14	\$15.66
	Leased Equipment - January 2024	518269832	01-4234-14	\$1,550.18
		<i>Subtotal for Vendor</i>		\$1,565.84
Krysten Sanchez				
	Refund - "Animals"	KS6707	01-3310-10	\$11.89

Fountaindale Public Library District
Bills Payables Report
January 18, 2024

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$11.89
Lakeshore Learning Materials				
	Various Program Supplies	888253122023	01-4353-20	\$471.41
		<i>Subtotal for Vendor</i>		\$471.41
Lauterbach & Amen, LLP				
	Sept. 2023 Audit Progress Billing for FY 2022-2023	82341	01-4253-10	\$6,810.00
	Audit Final Billing for FY 2022-2023	84808	01-4253-10	\$2,000.00
		<i>Subtotal for Vendor</i>		\$8,810.00
LibrariesFirst				
	2024 Annual Museum Adventure Pass	8671	01-4521-26	\$650.00
		<i>Subtotal for Vendor</i>		\$650.00
Library Ideas LLC				
	Books - Juvenile Easy	105044	01-4546-26	\$87.92
		<i>Subtotal for Vendor</i>		\$87.92
Literacy DuPage				
	Program - Conversational ESL - 1/24/24	LD012424	01-4571-24	\$25.00
	Program - Conversational ESL - 1/31/24	LD013124	01-4571-24	\$25.00
	Program - Conversational ESL - 2/7/24	LD020724	01-4571-24	\$25.00
	Program - Conversational ESL - 2/14/24	LD021424	01-4571-24	\$25.00
		<i>Subtotal for Vendor</i>		\$100.00
Lorena Y Carreno				
	Program - Artesanias en Espanol - 1/16/24	LYC011624	01-4571-24	\$150.00
	Program - Artesanias en Espanol - 2/13/24	LYC021324	01-4571-24	\$150.00
		<i>Subtotal for Vendor</i>		\$300.00
Marcia Lautanen-Raleigh				
	Program - Curative Properties of Herbal Tea - 1/25/24	MLR012524	01-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		\$175.00
MatterHackers, Inc.				
	Crealty3D Ender Printer Kit & Crealty3D Sonic Pad	MH227314	01-4568-27	\$468.72
		<i>Subtotal for Vendor</i>		\$468.72
Melisa Martinez				
	Program - Paper Crafting with Melisa Martinez - 1/11/24	MM011124	01-4571-24	\$250.00
	Program - Paper Crafting with Melisa Martinez - 2/1/24	MM020124	01-4571-24	\$250.00
	Program - Paper Crafting with Melisa Martinez - 12/7/23	MM120723	01-4571-24	\$250.00
		<i>Subtotal for Vendor</i>		\$750.00

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Midwest Tape				
	Music - Adult	504752223	01-4550-26	\$110.28
	Music - Adult	504752229	01-4550-26	\$15.58
	Music - Adult	504786310	01-4550-26	\$95.45
	Music - Adult	504786337	01-4550-26	\$34.16
	Music - Adult	504813271	01-4550-26	\$59.69
	Music - Adult	504813290	01-4550-26	\$32.96
	Audiobooks - Adult	504752256	01-4551-26	\$49.98
	Audiobooks - Adult	504786319	01-4551-26	\$49.98
	Audiobooks - Adult	504786321	01-4551-26	\$82.96
	Audiobooks - Adult	504813291	01-4551-26	\$49.98
	Audiobooks - Adult	504813293	01-4551-26	\$44.98
	Music - Juvenile	504752227	01-4554-26	\$135.92
	DVD - Adult	504752225	01-4557-26	\$202.87
	DVD - Adult	504752226	01-4557-26	\$43.66
	DVD - Adult	504752230	01-4557-26	\$109.95
	DVD - Adult	504752231	01-4557-26	\$179.00
	DVD - Adult	504752232	01-4557-26	\$97.39
	DVD - Adult	504752233	01-4557-26	\$83.73
	DVD - Adult	504752234	01-4557-26	\$227.90
	DVD - Adult	504752236	01-4557-26	\$109.39
	DVD - Adult	504752237	01-4557-26	\$102.99
	DVD - Adult	504752238	01-4557-26	\$125.65
	DVD - Adult	504752241	01-4557-26	\$198.72
	DVD - Adult	504752242	01-4557-26	\$329.58
	DVD - Adult	504752243	01-4557-26	\$84.99
	DVD - Adult	504752248	01-4557-26	\$63.32
	DVD - Adult	504752249	01-4557-26	\$167.90
	DVD - Adult	504752251	01-4557-26	\$89.49
	DVD - Adult	504752252	01-4557-26	\$77.89
	DVD - Adult	504752253	01-4557-26	\$178.71
	DVD - Adult	504752254	01-4557-26	\$180.00
	DVD - Adult	504752255	01-4557-26	\$180.00
	DVD - Adult	504752257	01-4557-26	\$36.46
	DVD - Adult	504752265	01-4557-26	\$27.63

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	504752266	01-4557-26	\$31.68
	DVD - Adult	504752267	01-4557-26	\$51.51
	DVD - Adult	504752268	01-4557-26	\$46.80
	DVD - Adult	504752269	01-4557-26	\$50.23
	DVD - Adult	504752270	01-4557-26	\$30.30
	DVD - Adult	504752271	01-4557-26	\$46.80
	DVD - Adult	504752272	01-4557-26	\$198.72
	DVD - Adult	504786312	01-4557-26	\$171.21
	DVD - Adult	504786313	01-4557-26	\$18.91
	DVD - Adult	504786315	01-4557-26	\$77.26
	DVD - Adult	504786316	01-4557-26	\$28.33
	DVD - Adult	504786318	01-4557-26	\$42.26
	DVD - Adult	504786320	01-4557-26	\$141.21
	DVD - Adult	504786323	01-4557-26	\$180.00
	DVD - Adult	504786324	01-4557-26	\$180.00
	DVD - Adult	504786326	01-4557-26	\$20.33
	DVD - Adult	504786327	01-4557-26	\$18.91
	DVD - Adult	504786328	01-4557-26	\$37.35
	DVD - Adult	504786329	01-4557-26	\$83.83
	DVD - Adult	504786330	01-4557-26	\$175.40
	DVD - Adult	504786331	01-4557-26	\$154.55
	DVD - Adult	504786332	01-4557-26	\$175.40
	DVD - Adult	504786336	01-4557-26	\$48.33
	DVD - Adult	504786342	01-4557-26	\$66.60
	DVD - Adult	504786343	01-4557-26	\$22.80
	DVD - Adult	504786344	01-4557-26	\$49.36
	DVD - Adult	504813274	01-4557-26	\$188.31
	DVD - Adult	504813275	01-4557-26	\$27.91
	DVD - Adult	504813277	01-4557-26	\$40.82
	DVD - Adult	504813278	01-4557-26	\$24.33
	DVD - Adult	504813292	01-4557-26	\$28.66
	DVD - Adult	504813294	01-4557-26	\$48.32
	DVD - Adult	504813295	01-4557-26	\$80.34
	DVD - Adult	504813297	01-4557-26	\$34.82
	DVD - Adult	504813298	01-4557-26	\$24.16

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	504813299	01-4557-26	\$24.91
	DVD - Adult	504813300	01-4557-26	\$29.93
	DVD - Adult	504813304	01-4557-26	\$118.96
	DVD - Adult	504752261	01-4557-29	\$31.66
	DVD - Adult	504752262	01-4557-29	\$18.91
	DVD - Adult	504752263	01-4557-29	\$27.91
	DVD - Adult	504786339	01-4557-29	\$27.91
	DVD - Adult	504786340	01-4557-29	\$30.91
	DVD - Adult	504813301	01-4557-29	\$24.16
	DVD - Adult	504813302	01-4557-29	\$17.41
	DVD - Juvenile	504752222	01-4558-26	\$85.23
	DVD - Juvenile	504752228	01-4558-26	\$99.06
	DVD - Juvenile	504752235	01-4558-26	\$81.02
	DVD - Juvenile	504752239	01-4558-26	\$114.64
	DVD - Juvenile	504752240	01-4558-26	\$102.99
	DVD - Juvenile	504752244	01-4558-26	\$114.64
	DVD - Juvenile	504752245	01-4558-26	\$85.98
	DVD - Juvenile	504752246	01-4558-26	\$102.99
	DVD - Juvenile	504752247	01-4558-26	\$102.99
	DVD - Juvenile	504752250	01-4558-26	\$28.19
	DVD - Juvenile	504786314	01-4558-26	\$70.35
	DVD - Juvenile	504786317	01-4558-26	\$59.73
	DVD - Juvenile	504786322	01-4558-26	\$48.32
	DVD - Juvenile	504786325	01-4558-26	\$124.55
	DVD - Juvenile	504786333	01-4558-26	\$114.80
	DVD - Juvenile	504786334	01-4558-26	\$34.33
	DVD - Juvenile	504786335	01-4558-26	\$135.07
	DVD - Juvenile	504798636	01-4558-26	\$34.33
	DVD - Juvenile	504813273	01-4558-26	\$84.29
	DVD - Juvenile	504813276	01-4558-26	\$72.48
	DVD - Juvenile	504813279	01-4558-26	\$142.12
	DVD - Juvenile	504813296	01-4558-26	\$122.30
	DVD - Juvenile	504752258	01-4558-29	\$32.58
	DVD - Juvenile	504752259	01-4558-29	\$57.32
	DVD - Juvenile	504752260	01-4558-29	\$57.32

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Juvenile	504752264	01-4558-29	\$28.19
	DVD - Juvenile	504786338	01-4558-29	\$19.66
	DVD - Juvenile	504786341	01-4558-29	\$47.10
	DVD - Juvenile	504813303	01-4558-29	\$12.91
		<i>Subtotal for Vendor</i>		<u>\$8,873.04</u>
Naperville Public Library				
	Lost/Damaged Items: "English Grammar" & "Intermediate Eng."	20401507831770	01-3310-30	\$30.00
		<i>Subtotal for Vendor</i>		<u>\$30.00</u>
Naperville Sun				
	Newspaper Subscription - 52 Weeks	26701857	01-4511-26	\$526.99
		<i>Subtotal for Vendor</i>		<u>\$526.99</u>
Natasha Lehrer Lewis Art				
	Program - Wet Felting - 2/6/24	NLLA020624	01-4572-20	\$290.00
	Program - Felted Bowls - 1/30/24	NLLA013024	01-4573-24	\$290.00
		<i>Subtotal for Vendor</i>		<u>\$580.00</u>
Netrix, LLC				
	E911 Anywhere Annual Service - 1/5/24-1/4/25	DI-005887	01-4631-14	\$1,740.00
		<i>Subtotal for Vendor</i>		<u>\$1,740.00</u>
North Central College Coffee Lab				
	Program Giveaway Prizes - 10/5/23	2725	01-4353-24	\$96.00
		<i>Subtotal for Vendor</i>		<u>\$96.00</u>
Peerless Network, Inc.				
	Telephone - 12/15/23-1/14/24	40029	01-4312-14	\$529.94
		<i>Subtotal for Vendor</i>		<u>\$529.94</u>
PeopleFacts				
	New Hire Background Checks - December 2023	33754-122023	01-4253-10	\$140.64
		<i>Subtotal for Vendor</i>		<u>\$140.64</u>
Playaway Products LLC				
	Audiobooks - Adult	449455	01-4551-26	\$495.29
	Audiobooks - Juvenile	449438	01-4553-26	\$713.13
	Playaway - Juvenile	449443	01-4562-29	\$441.04
	Launchpads - Juvenile	448504	01-4566-26	\$74.99
		<i>Subtotal for Vendor</i>		<u>\$1,724.45</u>
Polonia Bookstore				
	Books - Adult World Languages	75669	01-4525-26	\$478.00

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$478.00
Randall D. Walker				
	Program - The Rock 'n Roll Roadshow - 1/25/24	RDW012524	01-4571-24	\$325.00
		<i>Subtotal for Vendor</i>		\$325.00
Robert Vitek				
	Refund - "Tides of Fire"	RV6561	01-3310-10	\$32.00
		<i>Subtotal for Vendor</i>		\$32.00
Ronald Goldie				
	Program - Dungeons & Dragons - 2/8/24	RG020824	01-4573-24	\$100.00
		<i>Subtotal for Vendor</i>		\$100.00
Ruth B Spiro				
	Program - Writing Children Books - 1/25/24	RBS012524	01-4571-27	\$500.00
		<i>Subtotal for Vendor</i>		\$500.00
S & S Worldwide, Inc.				
	Various Program Supplies	IN101319602	01-4353-20	\$104.52
		<i>Subtotal for Vendor</i>		\$104.52
Sandy Andes				
	Book Drop - 10/28/23	SA121823	01-4171-10	\$3.67
		<i>Subtotal for Vendor</i>		\$3.67
Sarah D Brown				
	Program - Gen Club - Regicide in the Family - 1/24/24	SDB012424	01-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		\$175.00
Sebert Landscaping Inc.				
	Snow Maintenance - January 2024	267303	01-4392-30	\$3,019.00
		<i>Subtotal for Vendor</i>		\$3,019.00
Shaw Media				
	2024 BB Chamber of Commerce Half Page Ads	2130523	01-4731-10	\$680.00
	2024 BB Chamber of Commerce Electronic Ads	2130525	01-4731-10	\$75.00
		<i>Subtotal for Vendor</i>		\$755.00
Showcases				
	Processing & Repair Materials w/ Shipping	327734	01-4371-12	\$505.00
	Processing & Repair Materials w/ Shipping	327801	01-4371-12	\$536.00
	Processing & Repair Materials w/ Shipping	327734	01-4518-26	\$40.40
	Processing & Repair Materials w/ Shipping	327801	01-4518-26	\$42.88
		<i>Subtotal for Vendor</i>		\$1,124.28

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Sidecar Publications				
	Annual Gimlet Subscription - 12/1/23-11/30/24	INV-3342	01-4568-27	\$348.00
		<i>Subtotal for Vendor</i>		<u>\$348.00</u>
Stacey Bedoya				
	Refund - "Dharma Vinyl Album"	SB7617	01-3310-10	\$20.71
		<i>Subtotal for Vendor</i>		<u>\$20.71</u>
Susan K Maddox				
	Program - Cooking w/ Chef Maddox - 2/8/24	SKM020824	01-4571-24	\$375.00
		<i>Subtotal for Vendor</i>		<u>\$375.00</u>
Suzan J Bates				
	Program - Gen Club: Cool Tools Genealogy Databases - 2/14/24	SJB021424	01-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		<u>\$175.00</u>
Terryberry				
	Recognition Kits & Service Pins	P82313	01-4153-10	\$993.12
		<i>Subtotal for Vendor</i>		<u>\$993.12</u>
The Bugle Newspapers				
	Legal Ads - Interior Lighting Replacement Bids - 12/20/23	821804	01-4243-10	\$246.00
	Legal Ads - Third Floor Interior Renovations Bids - 12/20/23	821805	01-4243-10	\$246.00
		<i>Subtotal for Vendor</i>		<u>\$492.00</u>
Theatre-on-the-Hill				
	Full Page Ad - Elf the Musical Jr - 12/8/23-12/9/23	231230	01-4731-10	\$300.00
		<i>Subtotal for Vendor</i>		<u>\$300.00</u>
Titan Image Group, Inc				
	Winter 2023-2024 Newsletter Printing	60951	01-4256-10	\$5,340.00
		<i>Subtotal for Vendor</i>		<u>\$5,340.00</u>
Todd Bremner				
	Program - Understanding Shutter & Aperture Priority - 1/9/24	TB010924	01-4571-27	\$150.00
		<i>Subtotal for Vendor</i>		<u>\$150.00</u>
Top Secret Studios				
	New Hire FPLD Staff Apparel	1699	01-4711-10	\$440.00
		<i>Subtotal for Vendor</i>		<u>\$440.00</u>
Trane U.S. Inc.				
	Obsolete Building Automation Controller Replacement	314209259	01-4651-30	\$33,775.00
		<i>Subtotal for Vendor</i>		<u>\$33,775.00</u>
Tressler LLP				

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

General Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Legal Expense - Attorney - December 2023	479763	01-4241-10	\$672.00
	Legal Expense - Tax Objection - December 2023	479764	01-4241-10	\$714.00
		<i>Subtotal for Vendor</i>		\$1,386.00
Tria Architecture, Inc.				
	Interior Lighting Replacement Construction Documents	4844	01-4651-30	\$4,900.00
	Third Floor Interior Renovations Construction Documents	4845	01-4651-30	\$2,677.50
		<i>Subtotal for Vendor</i>		\$7,577.50
Unique Management Services, Inc.				
	Collection Expense - December 2023	6121008	01-4245-10	\$236.40
		<i>Subtotal for Vendor</i>		\$236.40
Verizon Wireless				
	Telephone - 11/17/23-12/16/23	9951968675	01-4311-14	\$539.82
		<i>Subtotal for Vendor</i>		\$539.82
Warehouse Direct				
	District Inventory Restock - December 2023	5642192-0	01-4351-10	\$602.18
	Processing & Repair Materials	5624608-0	01-4371-12	\$96.66
	8 Baby Changing Stations	5618807-0	01-4651-30	\$10,784.00
		<i>Subtotal for Vendor</i>		\$11,482.84
Zachary Michael Percell				
	Program - Reading is Magic! - 1/21/24	ZMP012124	01-4572-20	\$550.00
		<i>Subtotal for Vendor</i>		\$550.00
			Totals for Fund 1	\$178,826.18

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

Liability Insurance Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Arthur J. Gallagher Risk Management Services, Inc.				
	Workers Compensation - 12/31/23-12/31/24	4951334	03-4144-10	\$17,474.00
		<i>Subtotal for Vendor</i>		<u>\$17,474.00</u>
Libraries of Illinois Risk Agency (LIRA)				
	Property/Casualty Insurance - 12/31/23-12/31/24	LIRA-2024	03-4411-10	\$29,800.23
	Property/Casualty Insurance - 12/31/23-12/31/24	LIRA-2024	03-4421-10	\$52,800.54
		<i>Subtotal for Vendor</i>		<u>\$82,600.77</u>
			Totals for Fund 3	<u>\$100,074.77</u>

**Fountaindale Public Library District
 Bills Payables Report
 January 18, 2024**

Bond Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Ehlers & Associates, Inc.				
	Bond 2016A - Interest & Principal Payment	83736	04-4283-40	\$940,000.00
	Bond 2016A - Interest & Principal Payment	83736	04-4288-40	\$67,600.00
		<i>Subtotal for Vendor</i>		<u>\$1,007,600.00</u>
			Totals for Fund 4	<u>\$1,007,600.00</u>

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

Maintenance Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Best Quality Cleaning, Inc.				
	Special Cleaning - 1st Fl Mens Restroom - 12/11/23	48259	08-4211-30	\$75.00
	Cleaning Service - January 2024	48362	08-4215-30	\$9,429.00
	Saturday Day Porter - January 2024	48399	08-4215-30	\$498.75
		<i>Subtotal for Vendor</i>		<u>\$10,002.75</u>
Boilersource				
	Outlet Boiler Hose	86082	08-4211-30	\$262.06
	Aerco Iris Air Damper	86099	08-4211-30	\$468.13
		<i>Subtotal for Vendor</i>		<u>\$730.19</u>
Calumet Decorating Services, Inc.				
	Various Repairs, Patches & Paint	25221	08-4211-30	\$1,985.00
		<i>Subtotal for Vendor</i>		<u>\$1,985.00</u>
Cintas Corporation				
	First Aid Restock - 10/31/23	8406517283	08-4215-30	\$565.01
	First Aid Restock - 12/26/23	8406593687	08-4215-30	\$746.50
		<i>Subtotal for Vendor</i>		<u>\$1,311.51</u>
Cintas Corporation #344				
	Weekly Mat Service - 12/15/23	4177226539	08-4215-30	\$31.97
	Weekly Mat Service - 12/22/23	4177968185	08-4215-30	\$30.00
	Weekly Mat Service - 12/29/23	4178659058	08-4215-30	\$30.00
		<i>Subtotal for Vendor</i>		<u>\$91.97</u>
Culligan Bolingbrook, IL				
	Solar Salt Delivery - December 2023	0152530	08-4215-30	\$131.89
		<i>Subtotal for Vendor</i>		<u>\$131.89</u>
First Bankcard				
	Ledtronics Inc. - Mechanical VFD Replacement LED Indicators	P7810-JAN24	08-4211-30	\$450.00
	Rheem Sales Company - Tankless Water Heater Heating Element	P7810-JAN24	08-4211-30	\$196.67
	Replacement Brooms	A103-2324	08-4357-30	\$36.97
	BatteriesPlus - Marine DC Batteries	P7810-JAN24	08-4357-30	\$286.10
	Menards - Maintenance Supplies	P7810-JAN24	08-4357-30	\$13.97
		<i>Subtotal for Vendor</i>		<u>\$983.71</u>
Flood Bros Disposal Co				
	Garbage & Recycling - December 2023	7191479	08-4215-30	\$326.00
		<i>Subtotal for Vendor</i>		<u>\$326.00</u>
Grainger				

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

Maintenance Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Miniature Bulbs & Fuses	9927652538	08-4211-30	\$251.41
	Various Building Supplies	9940956015	08-4211-30	\$433.72
		<i>Subtotal for Vendor</i>		\$685.13
Graybar				
	Replacement Outlet Covers & Parts	9335332598	08-4211-30	\$1,255.82
	Replacement Outlet Covers & Parts	9335361082	08-4211-30	\$264.11
	Hubbell Wiring Devices	9335371400	08-4211-30	\$325.60
		<i>Subtotal for Vendor</i>		\$1,845.53
Johnson Controls Security Solutions				
	Quarterly Security - 1/1/24-3/31/24	39622855	08-4215-30	\$415.04
		<i>Subtotal for Vendor</i>		\$415.04
National Lift Truck, Inc.				
	Aerial Lift Quarterly Maintenance	IV231210194	08-4215-30	\$239.10
		<i>Subtotal for Vendor</i>		\$239.10
Otis Elevator Company				
	Maintenance Contract - 1/1/24-12/31/24	100401394497	08-4215-30	\$7,560.12
		<i>Subtotal for Vendor</i>		\$7,560.12
Pace Systems, Inc.				
	Boardroom A/V System Diagnosis	214565	08-4211-30	\$1,548.14
		<i>Subtotal for Vendor</i>		\$1,548.14
Plunkett's				
	Monthly Pest Control - 12/15/23	8356686	08-4215-30	\$114.40
		<i>Subtotal for Vendor</i>		\$114.40
Trane U.S. Inc.				
	Chiller 1 Evaporator Heater Replacement	314184187	08-4211-30	\$1,296.00
		<i>Subtotal for Vendor</i>		\$1,296.00
ULINE				
	Carpet Protection Tape	171855910	08-4357-30	\$322.21
		<i>Subtotal for Vendor</i>		\$322.21
Warehouse Direct				
	Facilities Restock - Liners	5625760-1	08-4357-30	\$287.70
	Facilities Restock - December 2023	5628584-0	08-4357-30	\$631.26
	Facilities Restock - 1/6 Diversey Cleaner	5636777-0	08-4357-30	\$108.26
	Facilities Restock - 2/6 Diversey Cleaner	5639531-0	08-4357-30	\$216.52
	Facilities Restock - Disinfectant Spray	5640174-0	08-4357-30	\$102.94

**Fountaindale Public Library District
Bills Payables Report
January 18, 2024**

Maintenance Fund

<u>Vendor name</u>	<u>Invoice description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	District Inventory Restock - December 2023	5642192-0	08-4357-30	\$193.59
		<i>Subtotal for Vendor</i>		<u>\$1,540.27</u>
			Totals for Fund 8	<u>\$31,128.96</u>
			Grand Total	<u><u>\$1,317,629.91</u></u>



Jennie Nguyen/Finance Manager

December 2023 Monthly Board Report
Paul Mills

Director

Lea Pottle, our HR Manager

Lea Pottle, our Human Resources Manager, announced that she will be retiring. Lea is very graciously staying with us until we fill the position, and that is something we very much appreciate. Lea will be very much missed.

LIRA (Libraries of Illinois Risk Agency) Safety Visit

Our LIRA inspector visited our library for a safety inspection, and she once again noted that our building is in excellent shape and provides a safe environment for our staff and patrons. She also reported that our housekeeping in the Mechanical, Electrical, Telecom Rooms and Media Storage are excellent. These are areas that in other facilities can be cluttered, and by keeping them clear we are demonstrating a proactive commitment to a safe environment.

Deputy Director (Nancy Korczak)

In December the outdoor lockers had great usage and we had 359 items checked out through them. I worked with our ILS Manager to get a bit more data and discovered the most popular time of day for item pickup is between 8:00-9:00AM. As more and more patrons discover the convenience of our lockers, we hope to see the number of checkouts increase.

Last month we also had the opportunity to partner with the Village of Bolingbrook to be a stop for the Santa Sendoff. Staff in our Children's and Adult and Teen departments put together great giveaways for those attending that contained a take-home craft and some promotional material from the library. It was great to see how engaged our community was for the event.

Circulation Services

Kate, Assistant Manager

On December 4th we welcomed Tif to our Circulation Team as our new part time Specialist. We spent her first 2 weeks training and she is settling into her new role.

Fountaindale hosted the PIRC meeting this month. We discussed our Recently Returned status for each library and Fountaindale decided to change their timeline from 24 hours to 12 hours. The Polaris 7.5 upgrade will take place on Sunday, January 7th once Fountaindale closes and Matt and Brittany went over some of the upgrades. A few new features I am looking forward to are being able to declare an item lost, inactivity time out after 3 hours of no use, and records unlocking after 6 hours. We will meet again via Zoom in February.

In the month of December we renewed 84 stickers, which is a 22% decrease from December of 2022.

Since the lockers went live to the public on December 1st, we have had 359 items checked out! Patrons are very excited about this new service and like the convenience of being able to pick up their holds 24 hours.

Arianne

For the month of December we welcomed 188 new library card holders and 37 of those were registered online through patron point.

We had 26 snag items and resolved 22 for a total recovery of \$679.37 in materials.

December 2023 Drive Through Report

	CURRENT MONTH	SAME MONTHLY	INCREASE/DECREASE %
TOTAL VISITS	661	502	+26%
	CURRENT YEAR	YTD LY	
VISITS YTD	3564	3866	-8%
	CURRENT MONTH	LAST YEAR	
BUSIEST DAY/S	12/12/23 33	12/20/22 38	-13%
BUSIEST TIME PERIOD	3pm-6pm 227	3pm-6pm 173	+24%
TOTAL VISITS	CURRENT YEAR	LY	
9AM-12PM	142	121	+15%
12PM-3PM	222	162	+27%
3PM-6PM	227	173	+24%
6PM-9PM	47	33	+30%

From Joyce Arellano's report

Children's Services

Monthly Overview of Children's Services: Children's Services ended the year with family events, holiday programs, a party to celebrate a popular book series and more! We completed another successful storytime season and offered special Christmas, Hanukkah and Kwanzaa Storytimes to close out the year. Anticipating that families would be looking for more events to attend together, our team offered several family events, including Musical Bingo and a play-based program based on the popular tv show *Bluey*. We also teamed up with Adult & Teen Services to offer a DIY Gingerbread House program for families with tweens and teens, as well as kits to give away to patrons at the Village of Bolingbrook's Santa Sendoff event.

ARTS & CRAFTS

ART EXPLORATION: Starry Night (9 attendees)



"The program was aimed at a homeschool kindergarten to fifth grade audience, but the children who attended were aged 6 or younger. Children had the chance to make their own version of Van Gogh's painting, *The Starry Night*, with finger paint. Most of them attempted a landscape in some form, although one focused on exploring colors and created something more abstract. One mom let me know that she really enjoyed the program as a mindful crafting experience, and I think that could be a fun type of program to offer families in future seasons." *Sarah D.*



GALAXY JARS (13 attendees)

"We made our galaxy jars using cotton balls, paint, water and glitter. The kids picked four colors of paint and added that to water to pour over cotton balls. Then they added some glitter and repeated with the next three colors of paint. They made some really fun looking jars. We also used colored chalk and created galaxy drawings on black cardstock using different colors of chalk. They made really beautiful pictures." *Rosemary B.*



CRAFT KITS

SANTA SENDOFF KITS (180 kits)

Despite the rainy weather, there was still a great turnout of patrons waiting at the library to see Santa. With the help of adult and teen volunteers, CSD prepared 180 Santa-themed craft kits, along with red and green glow sticks and a Christmas book and movie list that Jordan created. Like last year, it was heartwarming to see the joy on patrons' faces when Santa's cavalcade arrived. We estimated about 50 kits were handed out at the Santa Sendoff event. We gave away the remaining kits from the CSD desk as an extra Take-it Make-it, and they were all taken by the end of the month.

TAKE-IT MAKE-IT (158 kits)

- Lotería Box (Andreea D.)
- Winter Friends (Christina M.)
- Monster Jaws (Susan F.)

HOLIDAY TAKE-IT MAKE-IT (177 kits)

"When I was getting the Kwanzaa TIMI ready, we had already received save-the-date cards from the [Bolingbrook Black History Month Awareness Club](#). Since the library is sponsoring their upcoming program, I asked for additional postcards to include in the TIMI bags since this seemed like a good target market. The club was quick to respond and provided a big stack of additional cards." *Sarah D.*

- Hanukkah (Jordan B.)
- Christmas (Chris Z.)
- Kwanzaa (Sarah D.)
- New Year (Purchased)

FAMILY PROGRAMS

BLUEY PLAY DAY (79 attendees)

"The Bluey Play Day was **so much fun!** Oh my goodness, we had 79 people come! I think it's safe to say that—for real life—this program was a hit! A lot of the books I provided for the Cozy Corner were read and checked out, patrons had a lot of fun making the Grannies Glasses and of course, Keepy Uppy was a real crowd pleaser. I'm happy Christina let me tag along for this program, and I'm glad patrons, old and young alike, loved getting to play these games and spend time together." *Rachel O.*



HOLIDAY STORYTIMES

CHRISTMAS STORYTIME (30 attendees)

“This was my first big storytime! There were so many people there (and everyone was so festive with their Christmas shirts, matching outfits and everything in between!) I tried to be more on the music-heavier side due to the varying ages throughout the storytime. Kiddos seemed to be having a blast with the jingle bells. [How Does Santa Go Down the Chimney](#) was the crowd favorite—kiddos voiced their opinions and concerns about Santa and his various ways of coming down the chimney. There was a lot of discussion and strong opinions about what they do if they saw Santa coming down the chimney in these different ways. But, my favorite part was during [Santa’s Gotta Go!](#), it was decided that they wouldn’t kick Santa out of their house if he broke their toys, BUT they would throw him out if he ate their last slices of pizza!” *Jordan B.*

HANUKKAH STORYTIME (16 attendees)

“December 12 was the Hanukkah Storytime. There were 8 children and 8 adults that attended. We read the books [A Wild, Wild Hanukkah](#) by Jo Gershman, [Happy Llamakka!](#) by Laura Gehl and [You’re My Little Latke](#) by Nicola Edwards. We had shaker eggs, scarves, tambourines and bells to use during the songs. I borrowed Christina’s menorah that she made last year to use with the book *A Wild, Wild Hanukkah*, where the children each put a candle on the menorah for each day of Hanukkah. It was a lot of fun!” *Rosemary B.*

KWANZAA STORYTIME (11 attendees)

“I volunteered to do the Kwanzaa Storytime this month, which was completely new for me. I borrowed heavily from Andreea’s monthly report from when she did Kwanzaa Storytime last year and from Jen’s Storytime Around the World Swahili resources.” *Melissa F.*

DISCOVERY TOTS (23 attendees)

“For this month’s program, I wanted to be more prepared, as the last program in October was very well attended. So I loaded up more activities and placed out two additional station areas. In total, I had the five tablecloths and two taped areas, for a total of seven stations. Each station had approximately three to four items/activities each, with most having three. The only exception to this was the Kinetic sand station, with two sand bins and one bin for tools and manipulatives.” *Susan F.*

PUBLIC SERVICE

We answered **405** reference questions and **560** directional questions. We also assisted with 24 one-on-one appointments.

Questions we received included requests for various holiday books and movies, [*Diary of a Wimpy Kid: No Brainer*](#) and ESL classes or programs for adults.

I received one comment card this month. The patron expressed gratitude that our team offered halal marshmallows at the Pajama Party, saying “We feel so seen!”

From Tana Petrov’s report

Outreach Services

Monthly Overview of Outreach Services:

Most notable accomplishments and projects for December 2023:

- **Read-A-Palooza**
 - **From Carolyn’s report:** *Tana and I went to BJWard to present them with their Read-A-Palooza prize books. We were warmly greeted by the LMC Director, Katie Thomas and principal Kathleen Nigro. The students were very excited about all their new books for the library and many were calling “dibs” on certain books as soon as they saw them! Katie Thomas told us she picked that class to be at the presentation because they were the first class to get a 100% participation in Read-A-Palooza this year! It was so exciting to see their enthusiasm.*
- **Bookmobile Fun for the Month of December:** December has been giving month on the Bookmobile and we collected non-perishable items for the library’s Micro Pantry.

Services for Seniors

- **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 12/13, I did programming for the residents of Encore. I briefly talked to them about Dick Van Dyke since it was his birthday today. We talked about the holidays. I shared some of my family’s Christmas traditions. I shared some Christmas jokes, which the residents enjoyed very much. We also did some holiday trivia. I didn’t get a chance*

to read the short stories because I had run out of time. As I was getting ready to leave, I asked Alayah, the activity director, if she would let me out. She said, "I could, but I don't want to. We want you to stay here forever." That was a nice compliment to hear from the staff of Encore.

- **Book clubs for seniors**

- **From Sarah's report:** *Atria Book Club - Outreach delivered the January book club pick on 12/22/23. This book is called, "Dear Edward" by Ann Napolitano. I was able to speak to the activities coordinator in person about the book club and gave him my business card so he can email or call the Outreach office. We later found out on 12/19/23 that Atria had a name change to StoryPoint Bolingbrook from the activities coordinator.*
- **From Sarah's report:** *Heritage Woods Book Club - The Bridge by Karen Kingsbury will be discussed in January. We are taking a break in December because of the holiday schedule. We will resume in the new year!*

Services for Preschools

From Jaci's report:

- **Storytime Overview**

- This month's storytime was all about snow and winter. I wanted something that would be suitable for all of the schools that I visited. I missed visiting the classes at the Park District. I think they would have liked the activities I planned for this month. We discussed the best ways to build a snowman, voted on mittens vs gloves, talked about their favorite activities in the winter, and wished for snow (well some of us did.)

- **Interactive Activities**

- Snowflake Streamers
 - I did an activity similar to this in October. I glued paper snowflakes to the end of streamers. I passed them out to all the kids and teachers and let them make the snowflakes dance however they wanted. Their favorite part was when they got to throw the snowflakes up in the air and try to catch them.

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 Cindy's report:**

- *December was a virtual month and I broadcast live via zoom to schools and classrooms from Studio 300 in studio booth G. I featured fractured fairy tales and stories with unexpected endings. The puppet show this month was Falling for Rapunzal. I was able to read 2 storybooks with the younger children and for the older grades featured 3 Battle of the book titles including The Floating Field, Marshmallow and Jordan, a graphic novel from Indonesia and Stunt Boy, a very appealing hybrid with illustrations by Raul the Third. I also featured the Rick Riordan Presents collection of series from other cultures and showed the kids quite a few that are available at Fountaindale, including Tristan Strong Series and the Aru Shah Series that is now available as a graphic novel. I also showed the kids how to find the Worldbook Databases on our website so if they*

can't make it to the library over break they can still access our resources. I showed them World Book Student, World Book Early World of Learning and World Ebook. I promoted many programs in the children's department and my own upcoming programs, and introduced next month's theme - Lincoln.

Bookmobile and Library Express Van Community and School Visits

- We continued our [Library Express Van](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, Meadowbrook Manor, Kindercare Seneca, etc.
- We continued our [Bookmobile monthly visits](#) to First Presbyterian Church, Target, MacKenzie Falls, RiverStone Apartments, Promenade Apartments, Beaconridge, BRAC, Annerino Community Center, IKEA, Best Buy and Promenade Mall.
- We have a new parking spot for the Bookmobile at the Promenade Mall - right by Bar Louie. On 12/2 we had to sub the Bookmobile with the Library Express Van due to the Bookmobile being at a repair facility. Tana and Carolyn report that due to another event at that time at The Promenade Mall, almost 70 kids and their families visited the vehicle to check out books and get library swag. As you can see from the photos below, we had a special visitor, a dog named Mussy. Let's hope that the new location continues to be a successful Bookmobile stop!



Outreach Programs and Events

- **Dec 14: Holiday Storytime at Levy Center**
 - **From Jen's report:** *This was a pretty neat event that they put on for the community. There were crafts, a scavenger hunt, a visit with Santa, and they had pizza and Andy's custard to eat for everyone. All the kids got a stocking with some little toys and knick knacks. I had my ukulele for some songs, and then I played other Christmas and winter songs. I brought along scarves and bells so we were able to do those for some songs. When there were no kids with me, I had a kid's Christmas singalong station playing on my phone for background music.*



From Jacinto Gonzalez's report

Studio 300

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

- 562 patrons actively **used** our lab.
 - **20** were Non-District Users.
- 1640 items were **checked out**
 - **131** of that total circulated out of the lab
- 239 patrons **attended** our programs.
 - Total programming hours came to **10**
- 47 patrons **completed** our online classes:
 - **23** Orientation
 - **24** Maker Training



Studio Space Usage:

Rooms	Attendance	Events/Uses
Television	76	37
GCR	161	72
Audio	110	70
MakerSpace	64	59
Total	411	238

Studio Month Summary:

In December, our library was buzzing with a myriad of engaging activities and initiatives. We proudly unveiled our latest offering – the STEAM-based discovery boxes, curated to provide patrons with hands-on experiences in robotics, coding, programming, and various art programs. These boxes represent our commitment to fostering education and creativity within our community.

Justin, our talented host, orchestrated one of the most successful open mic nights to date, attracting 20 guests to a festive and holiday-themed event. The vibrant atmosphere and diverse performances added a special touch to the holiday season.

Ruth took the reins in organizing a captivating event titled "How to Shoot a Short Film," drawing in 9 eager patrons. The night was a delightful blend of entertainment and education, with participants gaining valuable insights into the intricacies of short-film production. The collaborative effort extended to the creation of blog posts aimed at promoting upcoming library events and showcasing our ever-expanding collection.

Patrick spearheaded the Jim Henson ShortHaus, a delightful exploration into the world of puppetry featuring a local talent. This event not only entertained but also provided a unique learning experience about Jim Henson's remarkable contributions to the field.

The management team, Adriana and Jacinto, embarked on a quest to find the perfect candidates for open studio positions. Their efforts resulted in the successful identification of one promising individual set to join our team in January. While the search for the second candidate continues into the new year, their dedication ensures a strong and capable team for the studio.

Amidst the bustling activities, our studio underwent notable enhancements. We invested in state-of-the-art equipment, including a new 3D printer, arduino boards, breadboard, and cameras. This strategic move reflects our commitment to staying at the forefront of technological advancements, offering our patrons the best resources for their creative pursuits.

As the month drew to a close, our focus shifted to inventory replenishment, routine maintenance, and meticulous preparation for the upcoming programs in spring 2024. The collective efforts of our team underscore our dedication to providing a vibrant and enriching environment for our patrons, fostering a love for learning, creativity, and community engagement.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Our department hosted a series of top-notch programs before the winter holiday season. As our Genealogy Club was on break for the month, I coordinated the month's highly anticipated webinar "Christmas on State Street" with Dr. Leslie Goddard. Our library fielded a huge response with her previous program "Christmas at Marshall Fields," and we had numerous requests to host another session with Dr. Goddard this year. Patrons learned about the evolution of Christmas celebrations up and down State Street through photographs, ads, postcards, menus, and memorabilia. As I am not from Chicago, I learned a lot about how local department stores created characters such as Uncle Mistletoe, Aunt Holly, the Cinnamon Bear and Rudolph the Red-Nosed Reindeer. Overall, 37 patrons attended this webinar during the live session, and the recording garnered 73 views. Overall, a very successful program.

During December, I completed talking points, reviewed the blog post, and confirmed shipping details for our upcoming traveling exhibit "Fire and Freedom: Food and Enslavement in Early America." This exhibit is scheduled to arrive in January and will be available to the public during regular library hours from Monday, January 15 - Saturday, February 24, 2024. The Collection Department is creating an extensive book display with a cultivated collection of materials for checkout, and our blog post will have an extensive list of historical, culinary, and genealogical resources. We are looking forward to hosting this exhibit to supplement our many programs scheduled for Black History Month.



Our department completed a collaborative blog post entitled "Holidays from the Dustbin of History," where Christopher, Aysha, Brian, Jay, and I waxed poetic about some of the forgotten American holidays celebrated on a local, regional, or national level throughout time. It was a great project, and a fun reading experience -

<https://www.fountaindale.org/holidays-from-the-dustbin-of-history/>

Programming (includes):
YA Programs:

Randi Carreno, Teen Services Librarian Teen Programming

My team and I spent the end of November/early December finalizing our programming for the Spring 2024 newsletter cycle. Program forms were submitted and I spent time making examples for many of our craft programs. The examples were photographed and uploaded to Basecamp for Glow-in-the-Dark painting, Manga Faux Stained Glass, Money Smart Piggy Bank Contest, DIY Jewelry Pendants and more.

I hosted a **DIY Squishies** program as part of Finals Week. I had never actually painted my own squishies before so I did my own program prep before the actual event. Thankfully, we had plenty of supplies on hand for the program. I painted my own example which definitely proved helpful. During the program, a regular teen patron also provided helpful hints on how to successfully paint the squishy. This patron had watched a bunch of crafty YouTube videos that suggested using sandpaper on the squishy before painting. This helps the paint stick better. All in all, this was a pretty easy program to host. Teens picked their favorite squishy and started painting while watching *Toy Story 4*. I was there to provide support where needed. The spooky-themed squishies were the most popular choice!



I partnered with the Children's Department to present a holiday program: **Tween/Teen DIY Gingerbread Houses**. Tweens and teens in grades 4–12 and their parents could design their own gingerbread-like houses using graham crackers, icing and candy, lots and lots of candy. We had gum drops, Twizzlers, Skittles, candy canes, sprinkles and much, much more. Elizabeth Moreno and I set up the room, portioning out everything at each table. Elizabeth created a music playlist that was perfect for the event. Everyone was really creative including a two-story tower and a sleigh.



Career Online High School:

Currently Enrolled: 3

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 1

Graduate: 30

Adult Programming:

Senior Social: When You Wish Upon a Star - The History of the Disney Animation Studios (12/14)

Attendees: 37



Disney is one of those few topics, like The Beatles, where you can be confident that people will come to the library for it. We reached out to Valerie Gugala, whom we have worked with before, because she had a program that looked at the history of the Disney Animation Studios. This was a program I was really looking forward to, especially considering the 100 year anniversary of the studio being established. And with how fast the registration list filled up, I must not have been the only one that was excited about this one.

Specialist Highlight Audrey

Cooking With Chef Maddox - Holiday Canapes & Hors d'Oeuvres (12/14/23)

40 Attendees

Chef Maddox did an amazing program that featured different appetizers, which could be prepared for your Holiday events. During tonight's program, the Chef featured her Cranberry Bacon Jam Crostini, Spiced Apple Chutney, Cajun Crab Dip, and Lemon-Spiced Pecans.



She started by filling the air with bacon aromas and began describing the steps to prepare the Cranberry Bacon Jam. She prepared the final jam on a piece of whole wheat bread topped with boursin cheese. Then, she explained her Apple Chutney recipe. As she's preparing the recipe, she says "How are you going to cross the bridge?" She described how you can make this recipe different ways, saucy or thick, to accommodate different recipes. Further, she showed patrons the crab dip recipe and served it on a cucumber slice. She did explain to the audience that she does have an allergy to crab, so I'm impressed that she chose to do this recipe. While the patrons were sampling her dishes, she went over the pecan recipe, which is really easy. The pecan recipe reminded me of the nuts you get at carnivals or markets.

Teen Specialist Highlight Hayley



Reader's Advisory

In December I worked on: Staff Picks with Alex, Whodunnit?, Anthologies/Short Story Collections for end caps, ICYMI: Realistic Fiction and Rainbow Reads for the 4Way and New Books for the New Year for the Large Flare display. December was also the return of Book Bundles! They didn't seem to be as popular as they were last year, but we really didn't see a lot of teens this month.



School Visits

There were quite a few school trips in December. I went to Jane Addams, Humphrey and BHS this month! Outreach went to Brooks solo because I was sick, so thank you to them. For the middle schools, we brought a craft where students could make their own art using different colored sticky foam. At BHS, I brought two different winter crafts for them to try. They could either make a tree out of buttons or a let it snow sign that could be made into an ornament.



Specialist Highlight Andrew

Happy 2024! December was a regular month with patrons, and the second floor was quite busy. I worked on the third floor often and did a little less than ten notarizations for our patrons, half of which thanked us for making it a free service. In fact, I noticed many patrons complimenting us on the free services we offer, especially faxing and scanning. Maybe it was the holiday air, it seemed more frequent than usual though.

I fleshed out the details of the Python program I'm going to be teaching in March. It's going to be a pretty steep introduction, but I'm trying to emphasize that the only way to learn and understand how to program Python is to just start *doing it*, even if that means copying directly from a Powerpoint or a book. So I'm leaving out a lot of computer science-y details because I don't want it to be too much of a lecture.

Building Operations (Tasos Priovolos)

We are excited to have Feras join our facilities team!! Feras joined our team on 12/4 and will be working evenings and weekends as a Facilities Technician.

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.

Trane completed 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.

We had our annual safety inspection from LIRA (Libraries of Illinois Risk Agency) which inspects all areas of the building for any safety hazards. This inspection also verifies that certain protocols are in place to eliminate any potential hazards in the future.

Assisted ATSD in removing the exhibit from the 3rd floor and returning this area back to regular use. Also coordinated the shipment of the exhibit to the next location.

Coordinated our meeting room a/v integrator and our lighting control programmer to diagnose the occasional lighting unresponsiveness in our meeting rooms when using our a/v systems.

ZENDESK -

In December, 42 new maintenance tickets were created, and 38 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

December 2023 Statistics Snapshot

- 42.5% increase in digital circulation / 3.4% increase in total circulation
- 2,594 new items added to collection, including 47 original records created

Staff News

Congratulations to Cataloging Specialist Isabel Schauer, who was promoted to the full-time Cataloger position in December! We are excited to continue working with Isabel in her expanded role. We plan to advertise for the open part-time Cataloging Specialist position in January.

2023 Collection Services Year in Review

42,912 new physical materials were added to the collection.

48,472 outdated and worn materials were withdrawn from the collection.

4,294 collection items were repaired or cleaned.

3,508 interlibrary loans were received for our patrons; **3,253** interlibrary loans were lent to libraries outside of the Pinnacle consortium.

370 book and AV displays were showcased in the library.

3 new collections were launched and expanded: Book Club Kits, Home Learning Collection and the Tech to Go! Collection.

5 staff members celebrated major work anniversaries:

- Susan Jagiel - 15 years
- Mary Anderson - 10 years
- Brett Luminais - 5 years
- Chris Castle - 5 years
- Kate Strickland - 5 years

4 new staff members were welcomed to the department:

- Connie Liu, Cataloging Specialist
- Isabel Schauer, Cataloging Specialist
- Joseph Kiessling, Collection Aide
- Lily Reardon, Digital & AV Collection Librarian

Collection Services Staff Reports

From Jacob Luce, *Collection Services Assistant Manager*

For the month of December, I worked with my Manager, the Children's Collection Librarian and Communications to help review the printed proofs of the holiday genre stickers and to help establish the quantities of genre stickers we would need for the

different holidays that will be utilized for the new Holiday Collection. Furthermore, my manager and I met with the Baker & Taylor representative about setting up a new leased account for Book Club Kit materials. After speaking with the representative, we have started the process of setting up a new leased account with Baker & Taylor. In addition to meeting with Baker & Taylor, I also contacted them to have them edit our processing profile for audiobook processing for our spoken word account. The Cataloging Supervisor and I started working on the public notes field cleanup project. This has been a very interesting project; at times we have had to go grab the physical item from the shelf to ensure that the public note is relevant to the material. Moreover, I assisted with Library Aware newsletter training for the Digital & A/V Collection Librarian and the Children's Services Librarian. In addition to assisting with the Library Aware training, I assisted my manager with the December 2023 new movies carousel for Library Aware. I also assisted the Digital & A/V Collection Librarian with the January 2024 new movies carousel for Library Aware. Last but not least, I worked with the Cataloging Supervisor to determine a newspaper processing schedule and a to circ new materials schedule to provide coverage for when people are on vacation for the holidays.

From Brett Luminais, *Children's Collection Librarian*

In December, I successfully met my spending goals, selecting materials and placing orders to bring the fund lines I oversee to 55% - 60% encumbered and expended. I began working on orders to bring the fund lines I oversee to 65% - 70% encumbered and expended by the end of January. Continuing to work on the new Holiday Collection, I reviewed the spine label sticker drafts created by Communications. I also completed creating record sets for each planned holiday and season and updated the previously created record sets. I provided the Collection Services Manager with the updated total number of picture books per holiday and season. I continued work on the Dyslexia resources blog post. I expanded my research on homeschooling curriculum to include school curricula and began compiling statistics on the performance of curriculum materials in our collections. I worked with the Collection Services Assistant Manager to train the Digital and AV Collection Librarian and new CSD staff on using LibraryAware to create newsletter issues and carousels for the Fountaindale website. I completed preprocessing for one replacement American Girl doll and also finished work on fifteen American Girl doll outfits. I finished updating the two Barbie with a Disability kits and made them available again after the catalogers finished updating the records. I also physically reviewed six American Girl dolls and created updated inventory sheets. I reviewed and repaired two Home Learning flash card sets and returned them to circulation. I completed preprocessing on three new STEAMboxes and delivered them to our catalogers. We were able to make four new STEAMboxes available in December. I worked on damaged STEAMboxes, reviewing seven and repairing four. I ordered parts for the remaining three. Weeding activities continued throughout the month. I pulled and reviewed carts of duplicate Juvenile Fiction and Juvenile Graphic Novels to make room in those overcrowded sections. Another overcrowded section, Board Books, were also a focus this past month to ensure there was room for newer materials. I made sure to weed YA Graphic Novels and YA Nonfiction, bringing dead titles back under ten percent of the YA collection. Overall, I reviewed nine carts of material for weeding, identifying a total of 2246 items to be withdrawn.

From Lynnette Hopwood, *Adult Collection Librarian*

At the beginning of December, my team was very busy switching all of the displays to either winter holidays or Christmas related titles. Now we are starting to switch out the Christmas displays for the new year. I have been very busy this month purchasing titles for both fiction and nonfiction. I have been choosing titles through the end of May to ensure that I have all of the big titles on order and in the catalog so that our patrons may start placing holds. I also purchased titles for the traveling display "Fire and Freedom" that is scheduled to be here in the middle of January. This display focuses on how food was used to barter for goods and services. I am also making sure that we have the big titles for our Lucky Day Collection as well as for our Outreach Department. Now that our vendor for withdrawn books is going to be picking up a little more often, we can really weed the collection so that we have the most current information and room for all of the new books that I am ordering.

From Lily Reardon, *Digital & AV Collection Librarian*

I'm so surprised at how fast December came and went! The first day of December, The Collections Assistant Manager trained me to find the statistics for Patron Point for the Communications department. I was also trained to use Library Aware to make the New Movies Newsletter. Going forward, collecting the stats for Patron Point and The New Movies Newsletter will be monthly responsibilities that I will have. Throughout this month, I've been working on the New Movies Newsletter for January with some collaboration with the Collections Assistant Manager. I placed several sizable orders for the physical AV Collections to reach my spending goal of 55-60%. I ran a lost/missing report to replace lost or missing video games to ensure that I not only hit my spending goal, but to ensure that our patrons had access to games that they still have an interest in checking out. Mango Languages also announced they would be adding ASL to their offerings for a fee. For the first year, the price will be 20% off. Since this has been something our patrons have been asking for, I signed up for a 4 week free trial for Fountaindale. I have alerted public services staff to the new addition so they can start advertising it to patrons. This is the first major addition I have added since inheriting the database collection work from the Deputy Director. I'm hopeful that this addition will be helpful to our patrons. Lastly, I researched a new tool that was added to the Overdrive Marketplace - "Metered Access Manager" with the hope that we would be able to use the tool for our expiring metered carts. Part of my research involved comparing the cart that the Metered Access Manager produced to the current method. Unfortunately, the Collection Services Manager and I have concluded that the Metered Access Manager does not currently serve our purposes and we'll continue to purchase expired metered titles for the consortium as we have in the past. Hopefully, the functionality of the Metered Access Manager continues to develop so that one day, we could consider this tool. I'm excited to see what 2024 brings!

From Chris Castle, *Cataloging Supervisor*

Our Cataloging Specialist, Isabel Schauer, accepted the position of full-time Cataloger and began her new role this month. I have trained her on the cataloging of DVDs, Blu-rays, and 4K movies and TV shows, video games, and Outreach materials. I also trained her on original cataloging for books, creating record sets, checking the carts of new materials before they are sent to Circulation, and checking the weekly cataloging

reports. She is off to a great start with many more training opportunities ahead. Jake and I met this month to discuss staff schedules during the holidays to make sure we have coverage for our main tasks. We finalized schedules for newspaper processing and new materials cart checking while we are away. Jake and I have also been working on the item record public notes cleanup project in preparation for their greater visibility in Vega. We have looked through the list and count of public notes, and have worked with some physical materials as well. I have helped determine several items that can be combined, thus eliminating the need for a note. There are some other more complex items to look through and decide the best cataloging options for our collection. Christina and I did some research into Spanish audiobook codes as a result of the Collection Librarians inquiring about our vendor's newly offered Playaways in Spanish. We decided, and I asked Matt Hammermeister, to add the Pinnacle Collection codes Spanish Adult Audiobooks and Spanish Juvenile Audiobooks for FPLD and FOUT. We will be adding Playaways in Spanish to our collection more actively, and they will receive stat codes of World Language Adult: Spanish and World Language Juvenile: Spanish for each collection's CD and Playaway audiobooks. To make our existing Spanish audiobook item records consistent with our planned collection growth, I updated our items to display these new Collection codes. In addition to my daily cataloging duties, I spent time this month cataloging realia as well. I cataloged 1 American Girl doll and 10 American Girl doll outfits, 5 STEAM boxes, and 14 items for Studio 300. For these 30 items, I created 15 original records. I also edited the bib record and item records of two Barbies so their title in the PAC and call numbers would reflect accepted inclusive language.

From Bini Issac, *Acquisitions Supervisor*

In December, we celebrated our Christmas party and it was a fun event. I entered invoice amounts to the Invoice spreadsheet to cover for Jake's task while on vacation. I went down to the archive room to put away previous fiscal year's papers with Jake and Allyse. I shadowed one of my staff while she ordered Launchpads. I offered my help for the newspaper processing schedule to provide coverage for when people are on vacation for the holidays.

From Isabel Schauer, *Cataloger*

This month I was able to resume my pre-surgery duties such as checking in the newspapers and shelving them. I also was promoted from cataloging specialist to full time cataloger. I began this new role by training in cataloging DVDs and Blu-rays. As my confidence grew in this area I was additionally trained on original cataloging for print books, both fiction and nonfiction. I also learned how to catalog materials for outreach and video games. I look forward to the months to come and all the new things I will be learning as a full time cataloger.

From Christine Jason, *Interlibrary Loan Specialist*

I blogged about the movie Rare Exports: A Christmas Tale. It is a Finnish movie that has an interesting take on Santa. It is funny, weird and scary. I also included other "holiday horror" movies that the library carries. The Christian fiction newsletter was published this month. The theme of course was Christmas related as "Deck the Halls".

December is usually a slower month for ILL but also quite a challenging one. Many libraries both academic and public turn off lending for the holidays. I have used the notes field to add library names that we borrow from as being dark so if I do have to go back and re-request, I can check them and see if they are open again. There was even a “suggest a title” request that I have to put off until the new year. I did notify the patron regarding the delay. We also had one ILL from out of state that had a note on it to not return it until January 2nd.

Circulation by Branch

Branch	2022	2023	Change	% Change
Building	43285	41900	-1385	-3.20%
Outreach	5178	5070	-108	-2.09%
Studio	1923	1640	-283	-14.72%
Digital	8880	12652	3772	42.48%
Totals	59266	61262	1996	3.37%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2377	vs.	DVD	6566
CD Audiobook	222	vs.	Playaway Audiobook	592
Vinyl Record	230	vs.	Music CD	940

Special Collections

Collection	Circs
Backpacks	161
Bluetooth Transmitters	1
Dolls	87
Hotspots	60
Laptops	192
Lucky Day	1109
Portable CD Players	9
Portable Record Players	25
Rokus	43
STEAMboxes	194
Tween Book Boxes	9
Vinyl Records & Cases	271

Physical Collection Circulation

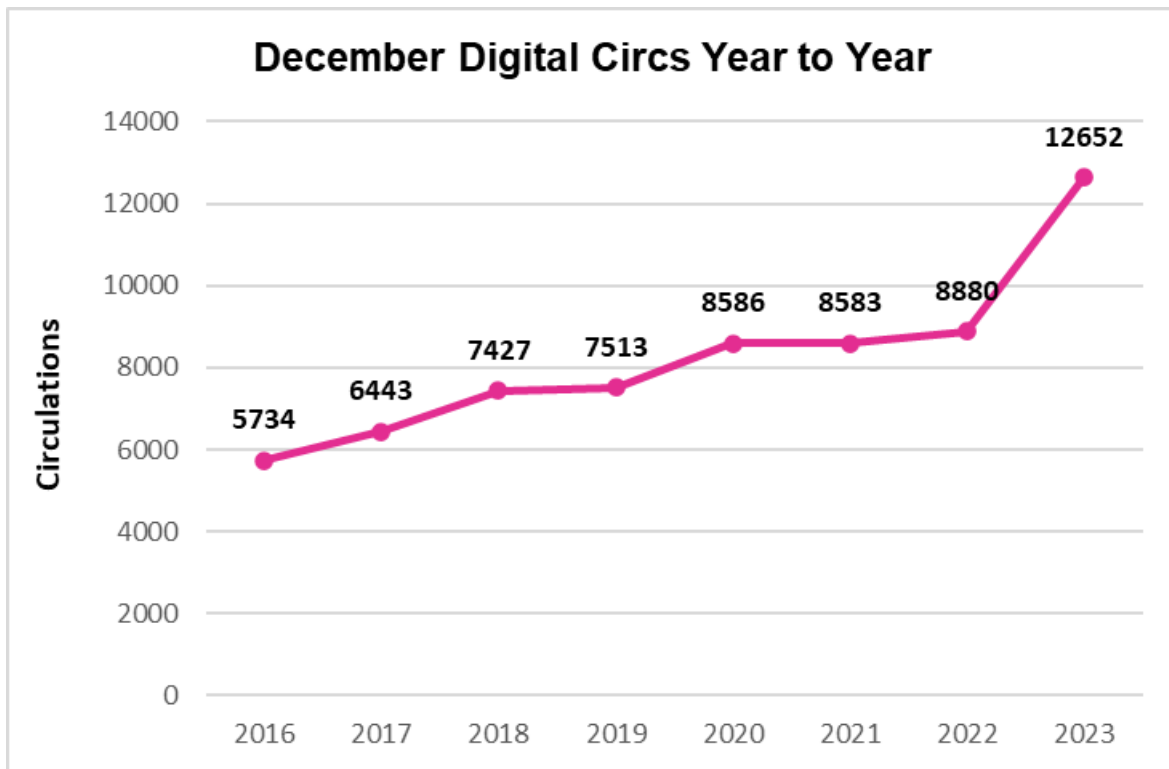
**Sorted alphabetically by collection*

Collection	Dec 2022 Circs	Dec 2023 Circs	Change	% Change
Adult Audiobooks	394	275	-119	-30%
Adult Fiction	4476	4401	-75	-2%
Adult Graphic Novels	542	473	-69	-13%
Adult Nonfiction	4044	3985	-59	-1%
Adult Video Games	475	565	90	19%
Beginning Readers	1789	1772	-17	-1%
Interlibrary Loan	197	240	43	22%
Juvenile Audiobooks	1067	980	-87	-8%
Juvenile Fiction	3787	3546	-241	-6%
Juvenile Graphic Novels	2958	2660	-298	-10%
Juvenile Kits	228	222	-6	-3%
Juvenile Movies & TV	2843	2233	-610	-21%
Juvenile Nonfiction	2663	2179	-484	-18%
Juvenile Technology & Equipment	304	309	5	2%
Juvenile Video Games	1200	1116	-84	-7%
Large Print	788	826	38	5%
Local Authors	8	4	-4	-50%
Local History & Genealogy	0	0	0	
Magazines	416	337	-79	-19%
Movies & TV	6522	6768	246	4%
Music	1086	1177	91	8%
On-the-Fly	11	10	-1	-9%
Picture Books	8776	8760	-16	0%
Studio 300	1922	1645	-277	-14%
Technology & Equipment	447	474	27	6%
World Languages Adult	172	222	50	29%
World Languages Juvenile	548	617	69	13%
World Languages Young Adult	9	6	-3	-33%
Young Adult Audiobooks	44	30	-14	-32%
Young Adult Fiction	877	800	-77	-9%
Young Adult Graphic Novels	864	1049	185	21%
Young Adult Kits	16	11	-5	-31%
Young Adult Nonfiction	168	148	-20	-12%
Young Adult Technology & Equipment	1	0	-1	-100%
Young Adult Video Games	744	770	26	3%
Totals	50386	48610	-1776	-3.5%

Digital Collection Usage

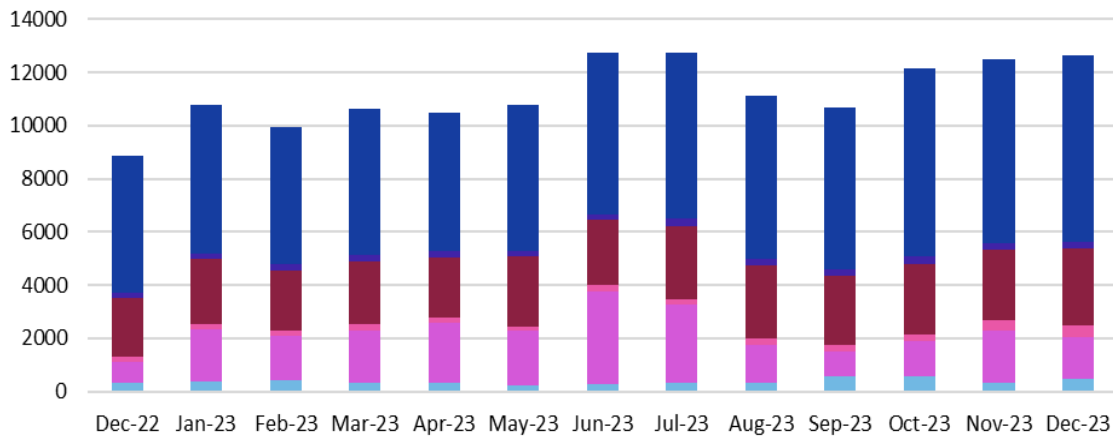
*Sorted by positive circulation change

Digital Platform	Dec 2022	Dec 2023	Change	% Changed
Libby by OverDrive	5185	7021	1836	35.41%
Freegal	822	1546	724	88.08%
Hoopla	2185	2893	708	32.40%
Kanopy	195	459	264	135.38%
PressReader	307	492	185	60.26%
Boundless <i>*formerly Axis 360</i>	186	241	55	29.57%
Totals	8880	12652	3772	42.48%



For **December**, digital circulation was **21%** of the library's total circulation.

Digital Collection Circulation Over the Year



	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Libby	5185	5548	5188	5504	5228	5495	6059	6243	6129	6095	7085	6903	7021
Boundless	186	202	211	225	236	237	239	289	242	236	272	252	241
Hoopla	2185	2479	2275	2391	2278	2618	2449	2763	2787	2600	2643	2689	2893
Kanopy	195	213	195	227	201	179	216	195	223	230	246	392	459
Freegal Music	822	1939	1644	1962	2231	2018	3518	2938	1452	962	1343	1946	1546
PressReader	307	373	446	322	327	249	255	311	303	564	575	318	492

Digital Content Fast Facts - December 2023

Libby by OverDrive

- There were **7,489 active Pinnacle patrons in the month**. Of those, **Fountaindale had 1,356 active patrons, 67 of which are new users**.
- During the month, PLC yielded **40,010 total checkouts**; of those, **7,022 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 41.7%, Audio: 40.8%, eMagazines: 17.6%
- Checkouts by Audience: Adults: 88.2%; Young Adults: 7.1%; Juvenile: 4.7%

Boundless (Previously Axis 360)

- There were **156 active patrons** for the month, **29** of which are **new users**
- During the month, there were **150 eBook circs** and **91 eAudio circs**
- Checkouts by Format: eBooks: 62%; eAudio: 38%

Hoopla

- There were **2,893 circs** borrowed by **560 patrons**
- There were **560 active patrons, 37 of which are new users**
- **Audiobooks** were the most borrowed format, accounting for **56%** of all circs, followed by **eBooks with 28%, Movies/TV with 11% and Music with 4%**.
- The top trending titles were *Faking Christmas* by Cindy Steel on eAudiobook and *The Ballad of Songbirds and Snakes* by Suzanne Collins on eAudiobook

Kanopy

- Patrons played **459 video plays**
- There were **71 active patrons**
- The **most popular videos** were *Agatha's Christie's Criminal Games: S1* and *Lutz Dammbeck: Against the Mainstream*

Freegal

- This month yielded **1,419 songs streamed** and **127 songs downloaded**
- There were 19 active patrons streaming and 9 patrons downloading
- Top **streaming music genres**: Holiday, Pop, Rock
- Top **downloaded music genres**: Classical, Rock, Christmas

Physical Items Added and Withdrawn

Physical Items	Dec 2023 Added	Dec 2023 Withdrawn
Adult Audiobooks	26	395
Adult Fiction	384	658
Adult Graphic Novels	18	0
Adult Nonfiction	281	64
Adult Video Games	25	0
Beginning Readers	68	2
Juvenile Audiobooks	101	5
Juvenile Fiction	90	311
Juvenile Graphic Novels	85	226
Juvenile Kits	15	0
Juvenile Movies & TV	151	8
Juvenile Nonfiction	87	22
Juvenile Technology & Equipment	19	2
Juvenile Video Games	32	2
Large Print	92	307
Local History & Genealogy	2	0
Magazines	178	2
Movies & TV	325	414
Music	85	117
Picture Books	298	877
Studio 300	14	1
Technology & Equipment	0	3
World Languages Adult	27	0
World Languages Juvenile	48	2
World Languages Young Adult	25	0

Young Adult Audiobooks	7	0
Young Adult Fiction	49	26
Young Adult Graphic Novels	31	386
Young Adult Kits	0	2
Young Adult Nonfiction	13	420
Young Adult Video Games	18	4
Totals	2594	4256

Cataloging

- Items Cataloged and made available: 2594
- Original bibliographic records created: 47
- Magazines & Newspapers processed: 180

Acquisitions & Processing

- Purchase Orders created: 141
- Invoices Paid: 305
- Boxes Received and Opened: 215
- Items Repaired: 326

Interlibrary Loan through OCLC

239	Items Received for our patrons <ul style="list-style-type: none"> • 196 items from IL libraries • 43 items from out of state libraries
192	Items Sent out to other libraries <ul style="list-style-type: none"> • 89 to IL libraries • 100 to out of state libraries • 3 ALA
325	Items requested by our patrons this month <ul style="list-style-type: none"> • 303 submitted in OCLC • 8 items were too new to request • 9 were available in Pinnacle. • 5 were out of country only
316	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 123 from IL libraries • 188 from out of state libraries • 0 outside the US • 3 ALA (one out of state)

Find More Illinois

13	FMI Items Received for Our Patrons
42	FMI Items Sent Out to Other Libraries
20	FMI Items Requested by Our Patrons
45	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%	8,674 7.81%	1,162 9.49%	6,791 7.09%	16,627 7.59%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	134 1.54%	16 1.38%	254 3.74%	404 2.43%
Grubby - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	8,412 7.84%	438 3.68%	7,370 8.44%	16,220 7.85%
DOA* Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.	3,727 26.79%	862 42.78%	2,692 27.30%	7,281 28.23%
Turnover Dec 27, 2022 to Dec 25, 2023	2.53	2.570	3.31	2.88

Display Circs

1st Floor:

Lobby Tree: Staff Picks - 68
Lobby Cart: Curl Up With a Cozy - 51
Lobby Cart: Festive Fiction - 108
Lobby Cart: Winter Holidays - 135

2nd Floor

2nd floor cart: Holidays - 464

3rd Floor

Self-Check: Games - 18
3rd Floor Desk Table: SciFi Day - 3
3rd Floor Desk Table: Waiting for Iron Flame - 7
3rd Floor Cart: Eat Dessert First - 59
3rd Floor Cart: Festive Fiction - 39
3rd Floor Cart - Fantastic Finds - 8
3rd Floor Cart: What's Brewing? - 4

Children's and Teens

1000 Books Before Kindergarten - 99
Baking Spirits Bright - 15
Battle of the Bands VVSD Tie-In - 34
Christmas DVDs - 459
Fantastical Adventures DVDs - 6
Snowy Weather - 21
Step into Reading - 145
Winter Holidays - 329
Wonderfully Wordless - 7
Anime Movies - 77
Teen Reads - 29
Teen Vortex Display - 24
Teen Pop - 43
YA Create - 9

Children's Displays



Adult Displays



Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 43,616 impressions and 5,292 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 31,440 impressions; 3,957 clicks
 - Digital Media: 5,630 impressions; 538 clicks
 - Kanopy: 3,703 impressions; 345 clicks
- We auto-renewed 0 library cards with Patron Point.
- We scheduled, wrote/edited and published 16 blog posts.
- Sabrina continues to serve on the committee for strategic plan objective 3.2: Identify and remove barriers to access and explore additional services to increase community engagement.

- Melissa and Steven had two open house Staff Picks filming sessions.
- Steven provided blog training for Monica Stamper.
- Melissa, Steven and Nancy met with Communico to discuss transitioning our mobile app to their new version.
- Steven started building the Winter Reading program in ReadSquared.
- Sabrina created 21 labels for the new Holiday Picture Books collection, finalized the Children's winter reading log and began working on the spring issue of *The Fountain*. She created new TV slides for the Bookmobile, new display cart signs for Collections and for Studio 300's Discovery Boxes and updated the Romance endcap signs for the 3rd floor. She created new flyers for Children's homeschool events and Outreach's Saturdays on the Bookmobile.



Media

- [The Will County Gazette](#) covered our December board meeting.
- [The Herald-News](#) mentioned us in a story about library cafes closing.
- [The Patch](#) & [WJOL](#) mentioned us in the Santa Send-Off coverage.
- [The Patch](#) mentioned us in their local holiday closings coverage.

Social Media Metrics

- Facebook Metrics
 - 14 new followers
 - 1,681 page views
 - 12,547 people viewed our content (reach)
 - 739 engagements (likes, clicks, shares & comments)
- Instagram Metrics
 - 8 new followers
 - 670 post engagements (likes & comments)
 - 11,081 people viewed our content (reach)
 - 11,176 reels views
- TikTok Metrics
 - 0 new followers
 - 360 post engagements (likes, comments & shares)
 - 6,419 views
- YouTube
 - 5 videos published
 - 7 new subscribers (1,422 total)
 - 5,103 views
 - 245.5 hours of watch time
 - 46,495 impressions (how many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp Blogs:
 - 3,150 subscribers
 - Average open rate: 46.79% (industry average is 21.33%)
 - Average click rate: 1.97% (industry average is 2.62%)
- Patron Point
 - Average open rate: 67.3% (industry average is 21.33%)
 - Average click rate: 23.9% (industry average is 2.62%)

Finance (Jennie Nguyen)

BS&A Implementation Project

Finance continued to work with the BS&A Project team to prepare for the January 2024 software conversion. Many of the security authorization was created for the District Manager and Supervisors team as well as authorized staff members. The third remote extraction of the preliminary Financial Edge software data was completed on December 21st. The on-site pre-Go Live group training is scheduled for January 22nd and 23rd, 2024. Training session schedules were listed for staff members to sign up.

DebtBook

DebtBook renewal option is up for renewal in March 2024. Paul and I plan to review our options for which version of the platform we will continue to use. A meeting has been scheduled with Jaime Wiley, Lauterbach & Amen representative, to discuss the best options to go forward with in the best interest of the Library's needs. DebtBook is used to manage all of the Library's subscriptions for the GASB 96 compliance requirements.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Circulation Services Manager, Candidate Selected

New Hires:

- Feras Yasin, Facilities Technician, 12/4
- Tiffany Dardis, Circulation Services Specialist, 12/4

Promotion:

- Isabel Schauer, Cataloging Specialist has been promoted to a Cataloger, 12/11

Departures:

- Linda Ling, Temporary Cataloger, 12/30

Vacation and Personal Time Policy Revision

At the December Board meeting, the Board approved revisions to the Vacation and Personal Time policies for our staff. Due to the Paid Leave for All Workers Act we needed to adjust the time off policies for our part-time staff so that the District would be compliant with the new legislation.

HR worked with Paylocity to revise and create paid time off codes to account for the revisions to our policies. Once revised, the new codes were applied to our part-time staff. Information was sent out to department managers and staff.

Year End Payroll verification

In preparation for the last payroll of the year, HR verified reports, reviewed preview W2s and updated our ACA records. This preparation should make for a smooth year end.

Information Technology (John Matysek)

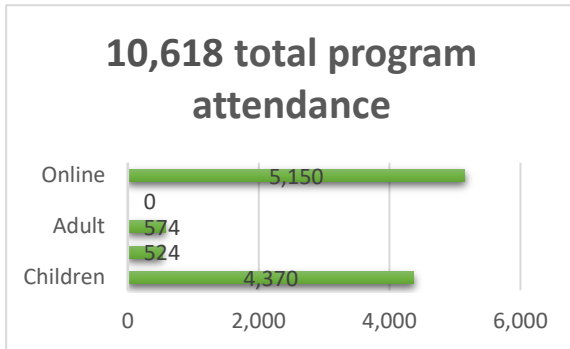
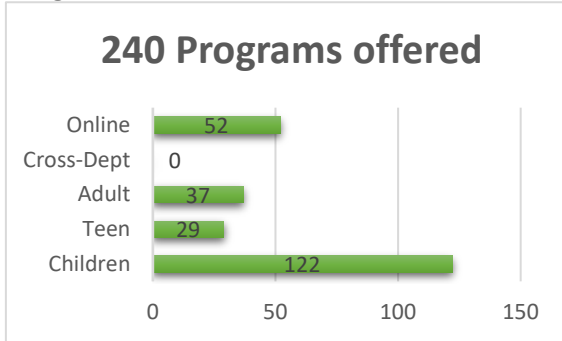
- During the month of December 52 new help desk tickets were created by FPLD staff, and 60 new or existing tickets were solved by IT staff.
- Worked with vendor Cisco Meraki to upgrade all of the Wi-Fi access points (AP's) to the latest recommended stable firmware version.
- Met with potential new vendor TDI Vertical to discuss services they offer and how they could be of benefit to Fountaindale.
- Began working with all Department Managers to identify shared email accounts and which staff members need access to them in preparation for securing them with Google Titan USB security keys for multi factor authentication (MFA).
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, configured and deployed a new Google Chromebook laptop for the Executive Director.
- Met again with vendor WhoFi to discuss ongoing Wi-Fi usage statistics issue.
- Met with vendor Titanium Technologies to discuss the upcoming phone system upgrade project.
- Met again with vendor Backupify to discuss ongoing billing issues with the library's subscription to their Google Workspace backup service.
- Worked with vendor Netrix to correct issues with Cisco DUO multi factor authentication into all of the recently installed Cisco network switches.
- Worked with new vendor AFI Technologies to setup a trial of their Google Workspace backup service.

Fountaindale Public Library December 2023 Statistics

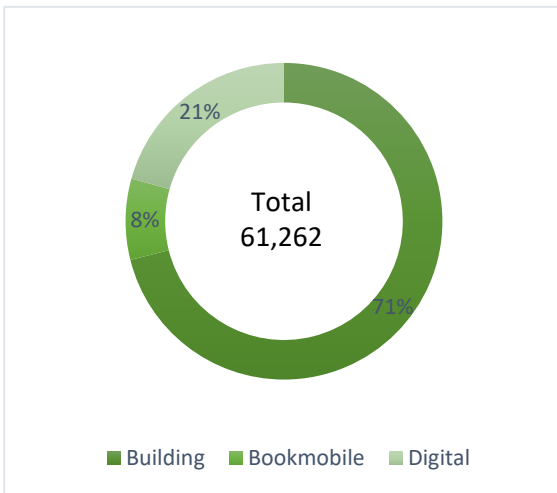
Membership

33,650 active cardholders 188 new cardholders

Programs



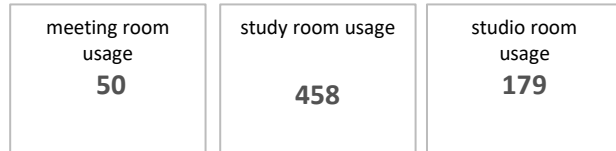
Circulation



Total physical items owed: 232,116
 New physical items added : 2594
 Interlibrary loans received : 239
 Interlibrary loans sent: 192

Space

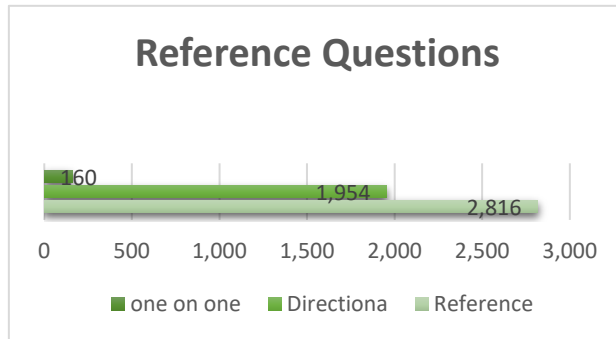
18,841 library visits



Technology



Social Media



Comparison	This year	last year	%change
Circulation	61,262	59,266	3.37%
Visitors	18,841	17,978	4.80%
Card holders	33,650	30,119	11.72%
Room bookings	687	601	14.31%
Reference questions	2,528	2,723	-7.16%
computer usage	2,264	1,600	41.50%
wi-fi	16,483	15,335	7.49%
programs	10,618	10,365	2.44%