

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

February 15, 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=ndG3zzSPmwk>

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – January 18, 2024
 - b. Executive Session – January 18, 2024
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 Proclamation Honoring Robert A. Kalnicky’s Years of Service as Library Trustee
 - b. Approval of Red Feather Group Bid for Interior Lighting Replacement Project
 - c. Approval of Blue Reef LLC Bid for Third Floor Interior Renovations Project
 - d. Approval to Seek Requests for Proposals for Multi-Function Duplicating Devices and Services
 - e. Approval of Employee Blood and Organ Donation Leave Section of Employee Handbook
 - f. Approval of Appointment of 2024 Executive Director Evaluation Liaisons
9. Library Projects
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – Post January, 2024
 - b. Bills Paid Report – February, 2024
 - c. Bills Payable Report – February, 2024
13. Director’s Report – January, 2024
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Internal Board Operations
16. Agenda Building for the Next Meeting
17. Announcements
18. Adjournment

February 2024 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Proclamation Honoring Robert A. Kalnicky's Years of Service as Library Trustee

This Proclamation honors Robert Kalnicky's years of dedicated service as a library trustee to the District and the community the District serves.

Suggested Motion: Motion to approve Proclamation Honoring Robert A. Kalnicky's Years of Service as Library Trustee.

- b. Approval of Red Feather Group Bid for Interior Lighting Replacement Project

We received 4 bids for the Exterior Lighting Project. Tria Architecture managed the process for us and evaluated the bids.

Tria Architecture recommends Red Feather Group as the lowest responsible bidder. Ron McGrath from Tria Architecture will be present at the meeting to discuss it further.

The Red Feather Group bid is \$418,438.

Suggested Motion: Motion to approve Red Feather Group Bid for Interior Lighting Replacement Project.

c. Approval of Blue Reef LLC Bid for Third Floor Interior Renovations Project

We received 3 bids for the Third Floor Interior Renovations Project. Tria Architecture managed the process for us and evaluated the bids.

Tria Architecture recommends Blue Reef LLC as the lowest responsible bidder. Ron McGrath from Tria Architecture will be present at the meeting to discuss it further.

The Red Feather Group bid is \$315,300.

Suggested Motion: Motion to approve Blue Reef LLC Bid for Third Interior Renovations Project.

d. Approval to Seek Requests for Proposals for Multi-Function Duplicating Devices and Services

Our current agreement with Konica Minolta for copiers and printers is coming to an end this Summer. Our recommendation is to request proposals for these services and bring back a recommendation later this Spring.

Suggested Motion: Motion to approve to seek Requests for Proposals for Multi-Function Duplicating Devices and Services.

e. Approval of Employee Blood and Organ Donation Leave Section of Employee Handbook

On August 4, 2023, the Employee Blood and Organ Donation Leave Act was signed into law. This amendment provides paid time off of blood or organ donors.

Our draft policy includes the following aspects –

- Full-time employees who have been employed with the district for at least 6 months are eligible for this leave.
- Eligible employees may take paid leave for up to one hour every 56 days to donate or attempt to donate blood.
- Eligible employees may take up to 10 days of paid leave in a 12 month period to serve or attempt to serve as a living organ donor.
- Employees are required to give reasonable notice to the District if they are requesting leave under this policy.
- Proof of blood or organ donation will be required.

Our attorney has reviewed this draft.

Suggested Motion: Motion to approve the Employee Blood and Organ Donation leave section of the Employee Handbook.

f. Approval of Appointment of Executive Director Evaluation Liaisons

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

With approval by the Board, President Bermejo has named Trustee Sarah Siska and President Celeste Bermejo to be the 2024 Executive Director Evaluation Liaisons.

Suggested Motion: Motion to approve the appointment of the Executive Director Evaluation Liaisons.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD JANUARY 18, 2024
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, January 18, 2024 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

Nancy Korczak was present online.

PUBLIC PRESENT

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

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – December 21, 2023

The minutes of the board meeting held December 21, 2023 were presented. A motion to approve the minutes was made by Spindel, seconded by Daunis. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

Christine Tucker was unable to attend the meeting.

COMMENTS FROM THE PUBLIC

Trustee Valencia introduced his brother, Damien Valencia who is visiting from San Diego. Mr. Valencia wished Trustee Valencia a very happy birthday. The Board also wished Trustee Valencia happy birthday.

FRIENDS OF THE LIBRARY

Jody Hargett updated the Board. The beginning of January was a great start to the year. The Book Cellar was doing very well. The Cellar had to close for a few days due to the weather. The Nook is also doing very well. The classic books are quite popular these days.

NEW BUSINESS

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

Mills reported that this ordinance will abate \$247,850 of the building bond levy for tax year 2023.

A 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 was made by Valencia, seconded by Daunis.

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

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

It was noted that the Board had reviewed the draft change to the Bylaws regarding the conditions for remote trustee participation in a meeting at the December 2023 board meeting. This meeting is thus the first eligible meeting for the draft change to the Bylaws to be approved via ordinance.

A motion to approve Ordinance 2024-2 – an Ordinance approving amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District was made by Spindel, seconded by Armstrong.

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

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

Milles reported that in order for our attorneys, Tressler LLP to continue to represent the library in tax appeal cases, a resolution must be approved by the Board annually.

A motion to approve Resolution 2024-1 – Resolution authorizing intervention in certain tax appeal cases was made by Valencia, seconded by Armstrong.

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

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

A motion to approve the request to travel for Trustees to attend the 2024 American Library Association Annual Conference in San Diego, California from June 27 to July 2, 2024 was made by Valencia, seconded by Spindel.

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

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

This will be Executive Director Mills’ final conference as an ILA ALA Councilor. The Illinois Library Association will be paying for travel.

A motion to approve the request to travel for Executive Director to attend the 2024 American Library Association Annual Conference in San Diego, California from June 27 to July 2, 2024 was made by Spindel, seconded by Daunis.

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

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

Mills is requesting to travel out of state for the 2024 PLA Conference.

A motion to approve the request to travel for Executive Director to attend the 2024 Public Library Association Conference in Columbus, Ohio from April 2-5, 2024 was made by Valencia, seconded by Daunis.

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

LIBRARY PROJECTS

Mills reported that bids for the 3rd Floor project and the staff area lighting projects are due next week. Bids will be reviewed by the Building Liaisons and recommendations will be brought to the February board meeting.

CORRESPONDENCE

The library received a letter from the Illinois State Library reminding all libraries to notify them of any board vacancies.

President Bermejo received a Christmas card from the Jeans for the Homeless organization.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – January, 2024

Bills paid for the month of January in the amount of \$59,560.84 was presented for approval. Motion to approve was made by Siska, seconded by Armstrong.

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

Bills Payable Report – January, 2024

Bills payable for the month of January in the amount of \$1,317,629.91 was presented for approval. Motion to approve was made by Armstrong, seconded by Valencia.

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

DIRECTOR'S REPORT – December, 2023

Mills shared that Lea Pottle, Human Resources Manager, announced that she is retiring. Pottle will remain at the library until the new manager begins.

Our next Staff In-Service Day is on February 23. Trustees Daunis and Spindel volunteered to speak at the morning session.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – Upcoming meeting on February 13.

Strategic Plan – Upcoming meeting on January 31.

Internal Board Operations – The liaisons met last month. The revised Trustee interview questions are included.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

The Bolingbrook Rotary Club Mac & Cheese fundraiser will take place on Saturday, March 9 at New Life Lutheran Church.

The 2024 State of the Village will be on Thursday, February 1 at the Bolingbrook Golf Club.

EXECUTIVE SESSION

A motion was made by Spindel, seconded by Valencia, to enter Executive Session at 7:23 p.m. for 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.”

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

A motion was made by Valencia, seconded by Siska, to return to Open Session at 7:29 p.m.

OPEN SESSION

Approval of Report on Review of Closed Meeting Minutes

Bermejo reported that the consensus was to keep all closed meeting minutes closed.

A motion to approve the report on the review of closed Executive Session Minutes and for the minutes to remain closed was made by Armstrong, seconded by Alam.

AYES: Armstrong, Valencia, Spindel, Siska, Alam, Daunis, Bermejo

NAYES: None

ABSENT: None

ADJOURNMENT

A motion to adjourn the meeting at 7:31 p.m. was made by Valencia, seconded by Alam.

Approved: _____
Robert Armstrong, Secretary

Celeste M. Bermejo, President

Proclamation
Honoring Robert A. Kalnicky's Years of Service as a Library Trustee

WHEREAS, Bob Kalnicky has recently completed over 14 years of service on the Fountaindale Public Library District Board of Trustees; and

WHEREAS, Bob Kalnicky has held the offices of President and Vice President on the Fountaindale Public Library District Board of Trustees; and

WHEREAS, Bob Kalnicky is the longest-serving Vice President in the history of the Fountaindale Public Library District; and

WHEREAS, Bob Kalnicky has led the Library Board through its most recent strategic planning process; and

WHEREAS, Bob Kalnicky has led the Library Board through a rebranding process; and

WHEREAS, Bob Kalnicky has led the Library Board as President in a collaborative and welcoming environment;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to him its sincere appreciation for his strong leadership and wise counsel; commends him for his exemplary service to it and to the Library; and congratulates him for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to him its heartfelt wishes for continued success and much happiness.

Signed this 15th day of February 2024

Celeste M. Bermejo
President, Board of Trustees

Robert Armstrong
Secretary, Board of Trustees



February 2, 2024

VIA EMAIL
(3) Page(s) Inclusive
pmills@fountaindale.org

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

Re: Fountaindale Public Library District
2024 Interior Lighting Renovations
Architect's Project Number: 23-040
Letter of Recommendation

Dear Mr. Mills:

Bids were received on the above referenced project at Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, Illinois 60440 at 2:00 p.m. on January 24, 2024. Five (5) bidders were Bidders of Record and four (4) bids were received.

TRIA Architecture, Inc. has reviewed the qualifications and references of the low bid Contractor, WIER ENERGY GROUP, and has found evidence which would disqualify them from being awarded the contract for this work.

TRIA Architecture, therefore, recommends that the Board of Trustees consider awarding the contract for construction, inclusive of the base bid only, to **RED FEATHER GROUP**, 711 Becker Road, Glenview, Illinois 60025 for the total contract amount of \$418,438.00. TRIA Architecture recommends not accepting alternate 1. Work to be substantially complete by July 31, 2024.

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

If you have any questions concerning the bidding of the 2024 Interior Lighting Renovations, please do not hesitate to call. TRIA Architecture, and myself specifically, look forward to working with the Library toward a successful completion of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ron McGrath', with a long horizontal flourish extending to the right.

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

REM/ab

TRIA ARCHITECTURE

Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527
Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304
Company Main: 630.455.4500 Fax: 630.455.4040
www.TRIAArchitecture.com

Mr. Paul Mills, Executive Director
Fountaindale Public Library District
2024 Interior Lighting Renovations
Project Number: 23-040
Letter of Recommendation
February 2, 2024
Page 2 of 2

Attachments: Bid Tabulation, Dated January 24, 2024, 1 Page(s)

cc: Mr. Tasos Priovolos, Fountaindale Public Library District

File Name: 23040LOR020224.docx

TRIA ARCHITECTURE

Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

Company Main: 630.455.4500 Fax: 630.455.4040

www.TRIAArchitecture.com

BID TABULATION

Owner: Fountaindale Public Library District
 Project Name: 2024 Interior Lighting Renovations
 Architect's Project #: 23-040
 Bid Due Date: January 24, 2024, 2:00 p.m.



Bidder	Addendum	Base Bid	Alternate	Comp. Date	Subst.	Bid Bond	Bid Forms	Comments
	#1		#1					
Wier Energy Group	Y	\$269,052.50	\$0	7/31/24	N	N	Y	Missing bid bond and A305
Red Feather Group	Y	\$418,438	\$0	7/31/24	N	Y	Y	
ABCO Electric	Y	\$540,000	\$0	8/31/04	N	Y	N	Missing required forms and A305
JB Contracting Corp.	Y	\$628,024	\$0	7/31/24	N	Y	Y	Missing A305
Krause Construction		NO BID						
Metropolitan Corp		NO BID						
Ogni Group		NO BID						

Alternate Descriptions:

#1 - Change the Substantial Completion Date (DEDUCT)

Notes:

Substantial Completion Date - July 31, 2024
 Bid Docs - 004850, 004860, 004870, 004940, 004950, 004960, 004970



February 2, 2024

VIA EMAIL
(3) Page(s) Inclusive
pmills@fountaindale.org

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

Re: Fountaindale Public Library District
Third Floor Interior Renovations
Architect's Project Number: 23-042
Letter of Recommendation

Dear Mr. Mills:

Bids were received on the above referenced project at Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, Illinois 60440 at 1:00 p.m. on January 24, 2024. Five (5) bidders were Bidders of Record and three (3) bids were received.

TRIA Architecture, Inc. has reviewed the qualifications and references of the low bid contractor, BLUE REEF, LLC, and has found no evidence which would disqualify them from being awarded the contract for this work.

TRIA Architecture, therefore, recommends that the Board of Trustees consider awarding the contract for construction, inclusive of the base bid only, to **BLUE REEF, LLC**, 939 West North Avenue, Chicago, Illinois 60642 for the total contract amount of \$315,300.00. TRIA Architecture recommends not accepting alternate 1. Work to be substantially complete by June 14, 2024.

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

If you have any questions concerning the bidding of the Third Floor Interior Renovations, please do not hesitate to call. TRIA Architecture, and myself specifically, look forward to working with the Library toward a successful completion of this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron McGrath', with a long horizontal flourish extending to the right.

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

REM/ab

TRIA ARCHITECTURE

Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527
Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304
Company Main: 630.455.4500 Fax: 630.455.4040
www.TRIAArchitecture.com

Mr. Paul Mills, Executive Director
Fountaindale Public Library District
Third Floor Interior Renovations
Project Number: 23-042
Letter of Recommendation
February 2, 2024
Page 2 of 2

Attachments: Bid Tabulation, Dated January 24, 2024, 1 Page(s)

cc: Mr. Tasos Priovolos, Fountaindale Public Library District

File Name: 23042LOR020224.docx

TRIA ARCHITECTURE

Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

Company Main: 630.455.4500 Fax: 630.455.4040

www.TRIAArchitecture.com

BID TABULATION

Owner: Fountaindale Public Library District
 Project Name: Third Floor Interior Renovations
 Architect's Project #: 23-042
 Bid Due Date: January 24, 2024, 1:00 p.m.



Bidder	Addendum	Base Bid	Alternate	Comp. Date	Subst.	Bid Bond	Bid Forms	Comments
	#1		#1					
Blue Reef LLC	y	\$315,300	\$0	6/14/24	N	Y	Y	Missing A305
Czervik Construction	Y	\$372,069	\$0	6/14/24	N	Y	Y	Missing A305
Krause Construction	Y	\$381,328	\$0	6/14/24	N	Y	Y	
Metropolitan Corp		NO BID						
Red Feather Construction		NO BID						

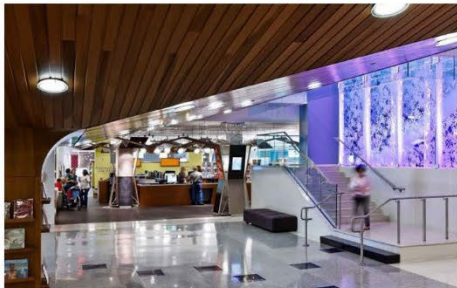
Alternate Descriptions:

#1 - Change the Substantial Completion Date (DEDUCT)

Notes:

Substantial Completion Date - June 14, 2024
 Bid Docs - 004850, 004860, 004870, 004940, 004950, 004960, 004970

2024



Multi-Function Duplicating Devices and Services Request for Proposal



Fountaindale Public Library District

300 W. Briarcliff Road, Bolingbrook, IL 60440

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Background

The Fountaindale Public Library District is seeking proposals for a lease that includes multi-function duplicating devices and services for its facility located at 300 West Briarcliff Road in Bolingbrook, Illinois. The facility is approximately 114,000 square feet and has four floors. The current duplicating devices and services are heavily used and the goal of the Fountaindale Public Library District is to have those services provide excellent operations for our patrons and staff.

Timeline

- February 21, 2024—Notice published in paper
- February 22, 2024—RFP published on website
- March 7, 2024—Last day to submit questions to RFP contact person
- March 11, 2024—Final Questions and Answers published on website
- March 18, 2024—Respondent proposals due by 4 p.m.
- March 19, 2024—Proposals opened at Fountaindale Public Library District at 9:30 a.m.
- April 18, 2024—Contract awarded at Fountaindale Public Library District Board Meeting

Instructions

RFP Contact Person:

Paul Mills
Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, IL 60440
pmills@fountaindale.org

Questions and Notifications

All inquiries, questions or notifications must be sent in writing via postal mail or email and marked “Fountaindale RFP for Multi-Function Duplicating Devices and Services.” Phone calls will not be accepted. All inquiries shall be directed only to the RFP contact person as shown above. Violations of this provision by respondent or interested parties may result in the rejection of the proposal.

Should the respondent suspect any error, omission, or discrepancy in the specifications or instructions, the respondent shall immediately notify Paul Mills in writing via postal mail or email. Paul Mills shall issue written instructions to all respondents that are to be followed by each respondent. Updated instructions will be posted on the Fountaindale Public Library District website at www.fountaindale.org.

Proposal Submission

Proposals must be received no later than 4 p.m. on March 18, 2024. Proposals must be submitted electronically in PDF or Microsoft Word format. Files may not be password-protected or copy-protected. Print copies of the proposal may be submitted in addition to the electronic version, but this is optional. Accompanying materials may be submitted in electronic or print form. Include four copies of any print materials.

It is the respondent's responsibility to ensure proposals are received by the closing date and time. Late proposals will not receive consideration.

Proposals must include the following sections in this order:

- A. Contact information: Name, address, FEIN number, phone number, and email address of the respondent.
- B. Corporate profile describing your company, including the number of employees and physical location of current operations offices. Also state whether the corporation or other entity is fully licensed and incorporated or otherwise legally qualified to do business in the State of Illinois.
- C. Key personnel: Identify persons who will assist with this contract. For each person, include the name, title, experience, and periods of service with your firm.
- D. Statement of qualifications: State your experience with similar projects.
- E. References: Three references from recent customers, including name, agency, phone number, and email address of persons to contact.
- F. Fully completed Price Sheet provided in Appendix A of this proposal.
- G. Full description, including all specifications, of devices proposed to meet this proposal's requirements. This section must also identify which device would be in which location.
- H. Full description of training plans for library staff.
- I. Full response to all service requirements of this proposal.
- J. Proposal must incorporate terms referenced in Appendix B of this proposal.

Evaluation

Although no weighted value is assigned, consideration will be given to the following issues, among others:

- Cost
- Adequacy and completeness of proposal
- Respondent's understanding of the project
- Compliance with the format, terms and conditions of the RFP
- Experience in providing like services
- Methodology to accomplish tasks
- Respondent's ability to provide the services required, including financial stability
- Respondent's qualifications and references

The Fountainsdale Public Library District reserves the right to reject any and all proposals, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional proposals, and to award a contract in the best interest of the Fountainsdale Public Library District. Submission of an offer confers on the respondent no right to an award or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the Fountainsdale Public Library District's discretion.

The Fountainsdale Public Library District reserves the right to waive any informalities or discrepancies or permit a respondent to clarify such discrepancies and so conduct discussions with all qualified respondents in any manner necessary to serve the best interests of the Fountainsdale Public Library District. The Fountainsdale Public Library District may seek clarification of the offer at any time, and failure to respond is cause for rejection. Clarification is not an opportunity to change the offer.

Respondents must be prepared for the Fountainsdale Public Library District to accept the offer as submitted without prior discussions or negotiation, but the Fountainsdale Public Library District may require contract negotiations if necessary or desirable. If negotiations do not result in an acceptable agreement, the Fountainsdale Public Library District may reject the offer or revoke the award, and may begin negotiations with another respondent or re-issue the RFP.

Conditions of the Contract

All files, records, documents, and similar items relating to the business of the Fountainsdale Public Library District whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Fountainsdale Public Library District. The respondent shall not misuse, misappropriate, or disclose any of the facts or materials described herein, directly or indirectly, either during the term of the contract or at any time thereafter.

The respondent's position is strictly contractual. The person fulfilling the specifications of this project will in no way assume an employer/employee relationship with the Fountaindale Public Library District. Benefits provided Fountaindale Public Library District employees will not be provided to the respondent for this contract.

The contents of the proposal of the successful respondent (if any) shall become contractual obligations binding on the successful respondent if a contract is issued by the Fountaindale Public Library District.

Certain conditions are unacceptable to the Fountaindale Public Library District, including, but not limited to, the following:

- Governing law other than the State of Illinois
- Clauses requiring the Fountaindale Public Library District to indemnify or hold harmless the successful respondent
- Clauses that unduly restrict or place unreasonable claims of ownership on data which are the subject of the agreement/contract
- Clauses relating to requiring the Fountaindale Public Library District to enter into reimbursement arrangements relative to attorney's fees
- Payment terms of less than thirty (30) days

Compliance with Requirements

Each respondent is responsible for the contents of its proposal and for satisfying the requirements set forth in the RFP. The respondent is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself or take advantage of any errors or omissions in the description of the proposed devices and services.

Each proposal is subject to and is governed by the Equal Employment Opportunity Clause set forth in the Rules and Regulations of the Illinois Department of Human Rights. The successful respondent must comply with the applicable provisions of the federal Occupational Safety and Health Act, and any standards and regulations issued thereunder, and shall certify that all services furnished pursuant to its proposal will conform to and comply with said standards and regulations. In addition, the successful respondent must comply with all other applicable laws.

These requirements also apply to all subcontractors hired by the primary respondent.

Cost of Preparing Proposal

The cost of developing and submitting the proposal is entirely the responsibility of the respondent. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this RFP.

Preparation of Proposal

The Fountaindale Public Library District has the right to rely on any information and price quotes provided by respondents. The respondent shall be responsible for any mathematical error in price quotes. The Fountaindale Public Library District reserves the right to reject proposals which contain errors.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other respondent, competitor or interested party.

Competition

The purpose of this RFP is to seek competition. The respondent shall advise the Fountaindale Public Library District if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the RFP contact person no later than five (5) business days prior to the response due date.

Proposal Disclosures

All information submitted is subject to the Illinois Freedom of Information Act (5 ILCS 140) and other applicable laws and rules. Respondents claiming exemption from disclosure of certain portions of the offer must do so in a separate section of the offer clearly labeled "Confidential Information."

Proposal Term

Prices, terms and conditions for the proposed services must be kept firm for at least 90 days after the deadline to submit proposals. Proposals for periods of less than 90 days may be considered nonresponsive and, therefore, may be rejected.

Devices and Services Requested

The Fountaindale Public Library District is seeking proposals for a multi-year lease of devices detailed below. Both four-year and five-year lease options must be included. The proposals must also include services and supplies specified below. All devices, services, and requests listed below must be acknowledged and included in the proposal.

Devices

The following devices with the accompanying features are required:

LOCATION: Studio 300

FEATURES:

Full-featured tabloid-size color printer with advanced capabilities for graphic-intensive environment.

- B&W and Color Printing
- Duplex Printing
- Gigabit Ethernet capability
- True 1200 x 2400 dpi resolution PANTONE® Color calibration
- Large multi-tray paper capacity
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in. 22 ppm 11 x 17 in.
- Custom Sizes: 4x6 to 11 x 17
- Weights; Single-sided printing: 20 lb. bond to 130 lb., Two-sided printing: 20 lb. bond to 98 lb. cover
- Media Types; Plain paper, Card stock, Prepunched, Letterhead, Recycled, Pre-printed Transparencies, Labels, Envelopes, Custom, Lightweight card stock, Heavyweight card stock, Extra heavyweight card stock, Lightweight glossy card stock, Glossy card stock, Heavyweight glossy card stock

OPTIONAL:

- Stapling
- 2 and 3 hole punch
- Booklet folding and center staple finishing

LOCATION: Children's Services 1st Floor Public Computer Commons

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- Duplex Copying/Printing
- Enlargement and Reduction capabilities (easy to use controls)
- Automatic Document Feeder
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in., 22 ppm 11 x 17 in.
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Children's Services Staff Desk

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Children's Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- 2 and 3 hole punch
- Booklet folding and center staple finishing
- Tri fold capability
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Outreach Services Staff Workroom

FEATURES:

- B&W Printing
 - B&W Copying
 - Automatic Document Feeder
 - Scan to Email capability
 - Gigabit Ethernet capability
- OPTIONAL: Color Printing and Copying capability

LOCATION: Circulation Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability (without phone line)
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Adult & Teen Services 2nd Floor Public Computer Commons

FEATURES:

- B&W and Color Printing
- Duplex Printing
- No document feeder (flat top)
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- True 600 x 600 dpi resolution
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Adult & Teen Services 2nd Floor Public Desk Area

FEATURES:

- B&W and Color Printing (serves as backup to 2nd Floor Public Computer Commons Printer)
- B&W and Color Copying
- Duplex Copying/Printing
- Enlargement and Reduction capabilities (easy to use controls)
- Automatic Document Feeder
- True 600 x 600 dpi resolution
- 11x14 and 11x17 paper capabilities
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in., 22 ppm 11 x 17 in.
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Adult & Teen Services 2nd Floor Staff Desk

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Adult & Teen Services Public Vortex Commons

FEATURES:

- B&W and Color Printing
- Duplex Printing
- True 600 x 600 dpi resolution
- Minimum 2 multi-tray paper capacity
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Collection Management & Technical Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability (without phone line)
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- Regularly print different size labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Administration Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability (without phone line)
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder (High Capacity)
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- 2 and 3 hole punch
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Executive Director Office

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Deputy Director Office

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Finance Manager Office

FEATURES:

- B&W and Color Printing
- Duplex Printing
- Check Printing
- Gigabit Ethernet capability

LOCATION: HR Manager Office

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Communications Workroom

FEATURES:

Heavy Duty Production capability for a large graphics production environment

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- Enlargement and Reduction capabilities
- Ability to print on special paper, envelopes, and labels
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Duplex Copying/Printing
- Automatic Document Feeder
- Top Loading Document Copying
- 2 and 3 hole punch
- Booklet folding and center staple finishing
- Tri fold capability
- True 600 x 600 dpi resolution
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- 11x14 and 11x17 paper capabilities
- Gigabit Ethernet capability

LOCATION: Adult & Teen Services 3rd Floor Staff Desk

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Adult & Teen Services 3rd Floor Public Desk Area

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- Duplex Copying/Printing
- Enlargement and Reduction capabilities (easy to use controls)
- Automatic Document Feeder
- True 600 x 600 dpi resolution
- 11x14 and 11x17 paper capabilities
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in., 22 ppm 11 x 17 in.
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Adult & Teen Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability (without phone line)
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

The following device with accompanying features is optional, please provide pricing as an add-on;

LOCATION: Studio 300

FEATURES:

Large Format Photo Quality Postscript Printer

- Max Printable Width: 44"
- Max Resolution: 2400 x 1200 dpi
- Borderless Printing
- Gigabit Ethernet capability
- BOD HP DesignJet Z9+ 44" PostScript Printer

TBS Compatibility

TBS compatibility means that the unit must have a vendor kit for hooking up to existing coin bill units supplied by Today's Business Solutions (TBS). All units requiring TBS compatibility must come with PCL and Postscript drivers and those must be delivered to the Fountainsdale Public Library District.

All devices must be compatible with and supported by PaperCut Print Management software.

Services

Return of existing leased units

The Fountainsdale Public Library District currently has 20 Konica Minolta devices that must be returned by the end of our lease on July 29, 2024. It is required that the vendor to which this proposal is awarded will assume all responsibility and liability for returning these 20 devices. The current lease ends on July 29, 2024.

Complete installation and testing of new units

The Fountainsdale Public Library District requires that complete physical and virtual installation services, including but not limited to connecting to our network, be provided. These complete installation services include all physical and virtual setup tasks required for the new units to be fully functional and ready to use by our patrons and our staff. Complete testing from all computers that will use the new devices must be completed as well.

An implementation plan that minimizes disruption to staff and patrons must be included in the RFP response. The implementation plan and schedule are subject to approval by the Fountainsdale Public Library District and will remain subject to District approval throughout the implementation process.

PaperCut Compatibility and Support

All devices must be compatible with and supported by PaperCut Print Management software.

Drivers for all devices

Both PCL and PS Drivers must be supplied in advance of installation of the devices to the District for all devices.

Supplies and Service

The Fountaindale Public Library District requires that supplies and all ongoing maintenance costs including parts and labor be included in the proposal. The supplies and service requirements must be in effect for the duration of the lease.

Our requirements for supplies are consumables including toner and staples with an automated replenishment system that does not require staff intervention.

32,000 B&W pages per month are to be included in the contract and 3,700 color pages per month are to be included in the contract.

Automated meter reads that do not require staff intervention are required.

The District will provide its own paper.

Our requirements for service are Next Business Day onsite response to service requests.

Return of proposed leased units at end of lease

The Fountaindale Public Library District requires that the cost of returning the leased units be clearly spelled out and the cost must be all inclusive. No additional costs beyond what is quoted in responses to this proposal will be accepted.

Appendix A Price Sheet

Fountaindale Public Library District Request

for Proposal

Multi-Function Duplicating Devices and Services

Total Cost including all devices, services, and supplies: _____

Total Monthly Payment of Four Year Lease Option: _____

Total Monthly Payment of Five Year Lease Option: _____

Total number of prints/copies included in proposal: _____

Cost per unit of excess prints/copies: _____

Cost to return existing Konica Minolta leased units: _____

Cost to return new RFP proposed units at end of lease: _____

If your proposal includes the optional Large Format Photo Quality Postscript Printer, please include an additional separate pricing sheet that reflects its inclusion.

Appendix B

Agreement

Terms

Article I

General Conditions

The Contractor shall employ competent supervisory personnel who have experience in all facets of the tasks to be rendered under this agreement. The Contractor's personnel shall be carefully interviewed, screened, reference-checked and covered by bond.

The Contractor shall furnish all necessary, appropriate, tested and approved implements, machinery, supplies, and materials for the satisfactory performance of all specified services. Fountaindale shall provide sufficient space in the building to the Contractor for the storage of said implements, supplies, and materials.

Communication between Fountaindale and the Contractor shall be by e-mail or by phone to communicate specific daily instructions or needs. Meetings between the Contractor and Fountaindale shall be scheduled at regular intervals on a mutually agreeable frequency.

Contractor shall insure that all personnel and/or agents shall abide by all safety rules and regulations which may be adopted from time to time by either Fountaindale or the Contractor as are relevant to multi-function duplicating devices and services.

Contractor's personnel shall not disturb papers on desks, tables, cabinets, etc., nor shall they in any way utilize Fountaindale's office or other equipment; including telephones, calculators, computers, copy machines, FAX machines, coffee makers, etc. without permission.

Contractor's paid personnel shall not be accompanied by any non-paid personnel, specifically family members or children of paid personnel.

Contractor's personnel shall not smoke within the library facility.

Contractor shall furnish Worker's Compensation Insurance in limits as prescribed by Illinois statutes, and Bodily Injury and Property Damage Insurance with coverage of \$1,000,000 each occurrence and \$2,000,000 aggregate. Contractor is required to furnish Automobile coverage and Umbrella Liability Insurance coverage in the amount of \$1,000,000.

Contractor shall pay payroll taxes and other taxes levied against payrolls by municipal, state and federal agencies when due.

Contractor shall not subcontract any portion of the services to be rendered under this Agreement, nor assign this Agreement in any manner without written approval of Fountaindale.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs for any damage for which the contractor is liable. Fountaindale shall determine if appropriate restitution is a repair or a replacement or a full reimbursement.

Contractor shall replace any unit with a new unit upon request if a unit experiences the same service issue on four (4) or more occasions within a sixty (60) day period.

Contractor shall complete and execute the Certifications attached to this Agreement prior to the Agreement becoming effective.

GOVERNING LAW AND CHOICE OF VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Any litigation arising out of or relating to this Agreement may be brought in the state courts of Will County, Illinois or, if it has or can acquire jurisdiction, in the United States District Court for the Northern District of Illinois, and each of the Parties irrevocably submits to the exclusive jurisdiction of each such court in any such litigation, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the litigation shall be heard and determined only in any such court, and agrees not to bring any litigation arising out of or relating to this Agreement in any other court. The successful party shall be entitled to recover, related expenses, and court or other costs incurred in such litigation or proceeding, in addition to such other relief as the court may award, its reasonable attorney's fees, expert witness fees, litigation.

CONFLICT OF INTEREST

Contractor represents and certifies that, to the best of its knowledge, (1) no Customer employee or agent is interested in the business of Contractor or this Agreement, (2) as of the date of this Agreement neither Contractor nor any person employed or associated with Contractor has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement, (3) and neither Contractor nor any person employed or associated with Contractor shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

NO COLLUSION

Contractor represents and certifies that (1) Contractor is not barred from contracting with a unit of state or local government as a result of (a) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, or (b) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E-1 et seq., (2) only persons, firms, or corporations interested in this Agreement as principals have been those disclosed to the Customer prior to the execution of this Agreement, and (3) this Agreement is made by the Contractor without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has, in

procuring this Agreement, colluded with any other person, firm, or corporation, then Contractor shall be liable to the Customer for all loss or damage that the Customer may suffer, and this Agreement shall, at the Customer's option, be null and void.

SEXUAL HARASSMENT POLICY

Contractor certifies that it has a written Sexual Harassment Policy in full compliance with 775 ILCS 5/3-105(A)(4).

NON-DISCRIMINATION

In all hiring or employment by the Contractor pursuant to this Agreement, there shall be no discrimination against any employee or applicant for employment because of age, race, gender, creed, national origin, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. Contractor agrees that no person shall be denied, or subjected to discrimination in receipt of the benefit of any services or activities made possible by, or resulting from, this Agreement.

NO WAIVER OF TORT IMMUNITY

Nothing contained in this Agreement shall be construed or deemed to diminish or constitute a waiver or relinquishment by the Customer of the rights, privileges, defenses and immunities available or afforded to it under the Illinois Local Governmental and Governmental Employee's Tort Immunity Act or under the State statutes affording similar protections.

INDEPENDENT CONTRACTOR

The relationship between Contractor and the Customer is that of an independent contractor. Contractor shall not be deemed to be, nor shall it represent itself as, employees, partners, or joint venturers of the Customer. Contractor is not entitled to workers' compensation benefits or other employee benefits from the Customer and is obligated to directly pay federal and state income tax on money earned under this Agreement.

Article II

Schedule of Services

Contractor shall render service as specified seven (7) days per week, Sunday through Saturday except on the following days when the Library is closed: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. Other days that the library may be closed are determined in October of each year for the next year. Fountaindale will advise Contractor of other days when the Library is closed at that time.

Services are to be rendered during normal library hours. Fountaindale will provide Contractor with a schedule of normal library hours.

Contractor shall provide Fountaindale with a schedule outlining the days and/or the weeks and/or the months when regularly scheduled periodic services shall be rendered.

Article III

Charges

Contractor shall render all services as specified to the complete satisfaction of Fountaindale for charges as detailed below:

The total and all-inclusive cost to have all existing Konica Minolta equipment removed shall be \$_____.

All devices, services, and supplies as specified for the sum of \$_____ for a _____ year contract.

Payments to be made in equal monthly payments of \$_____ for _____ months.

The total and all-inclusive cost to have all equipment removed and services ended at the end of the lease shall be \$_____.

Article IV

Special Services

Fees for other devices and/or services shall be negotiated as needed.

Article V

Hold Harmless

Contractor shall furnish Fountaindale with certification for Public Liability and Property Damage Insurance covering all of its operations in the library facility in the limits as prescribed herein. Certificates of such insurance shall be forwarded to Fountaindale upon award of the Contract.

Contractor shall indemnify and save harmless Fountaindale or its agents against all loss and expenses by reason of liability imposed by law upon Fountaindale or its agents for damages: (1) Because of bodily injuries, including death at any time resulting therefrom, sustained by any person other than employees of contractor while on or about the premises of Fountaindale caused by the willful or negligent acts or omissions of Contractor; or, (2) because of injury to or destruction of property caused or occasioned directly or indirectly by Contractor, its agents, or its employees.

Contractor agrees to defend promptly and diligently at its sole cost and expense any such claim, action or proceeding brought against Fountaindale and/or its agents, or against Fountaindale and Contractor jointly or severally (a) arising out of or connected with any of the work performed under this Agreement; or (b) by any employee or former employee of Contractor arising out of or based upon the law regulations, requiring contract or award relating to the hours of any such employment, working conditions, and/or wages or compensation of such employees.

Contractor also agrees to carry Worker's Compensation Insurance for all its employees as required by law and to furnish a certificate of such insurance. In addition, Contractor will conform to the current provision of the Occupational Safety and Health Act and any other applicable federal, state or municipal laws and regulations.

Contractor shall maintain liability insurance in the amounts required by Article I, such insurance to include both bodily injury and property damage liability. Before commencing the work, the Contractor shall furnish a certificate of insurance from its insurance carrier showing that it has complied with the foregoing provisions of this Article, and providing that the said insurance policies will not be changed or cancelled during their term after at least thirty (30) days prior notice by registered mail to Fountaindale. The form of said certificate of insurance shall be in accordance with the attached form – Certificate of Insurance and the Additional Insured Endorsement.

It is especially understood and agreed that the foregoing provisions of the Article will survive the termination of this Agreement.

Article VI
Agreement Term

This Agreement shall become effective the _____ day of _____, 2024 and will remain in effect for _____ months, subject to the terms and conditions as detailed herein.

In Witness whereof, the parties herein have caused their corporate names to be subscribed this day and year above written.

Fountaindale Public Library District

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Contractor

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Additional Required Documents

Contractor must complete in full and submit the following documents with the signed Agreement. Copies of these documents may be downloaded from the Fountaindale Public Library District website at www.fountaindale.org. Failure to submit or properly complete any of the documents can cause the bid to be incomplete. Incomplete bids may disqualify the bidder from consideration by the Library in awarding the Contract.

- Breakdown of Charges
- Contractor's Certification
- Fair Employment Practices Affidavit of Compliance
- Contractor's Drug-Free Workplace Certification
- Anti-Collusion Affidavit of Compliance
- Additional Insured Endorsement

EMPLOYEE BLOOD AND ORGAN DONATION LEAVE- DRAFT

AMOUNT OF LEAVE

Eligible employees may take paid leave for up to one hour every 56 days to donate or to attempt to donate blood and up to 10 days of paid leave in any 12-month period to serve or attempt to serve as a living organ donor.

DEFINITIONS

- "Eligible Employee" means a full-time employee who has been employed for at least 6 months and who donates or attempts to donate blood or an organ.
- "Blood Donation" means the act of donating blood in accordance with the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other blood bank.
- "Organ Donation" means the act of donating any biological tissue of the human body that may be donated by a living donor (other than blood), including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.

NOTICE , APPROVAL, AND VERIFICATION REQUIREMENT

An employee is required to give reasonable notice to the District in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank or medical/transplant facility indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood or an organ.

Upon an employee's return from an approved leave, the employee will be required to submit a written statement from the blood bank or medical/transplant facility verifying that the employee kept the appointment.

COMPLAINT PROCEDURE

Employees who believe that their leave has been improperly administered under this policy may file a complaint with the Human Resources Manager. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

Fountaindale Public Library District

Cash and Investment

January 2024

	<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	\$160,339.20	\$1,234,709.17
Cash Checking/Payroll	\$251,609.42	(\$28,160.06)	\$223,449.36
Petty Cash	\$3,232.09	\$0.00	\$3,232.09
Total Cash	<u>\$1,329,211.48</u>	<u>\$132,179.14</u>	<u>\$1,461,390.62</u>
Investments			
Investment - General Fund/Wintrust MM	\$5,039,046.64	(\$3,395,489.11)	\$1,643,557.53
Investment - IL Funds/General	\$74,159.07	\$2,415.56	\$76,574.63
Investment - IL Funds/INB/E-Pay	\$75,449.56	\$4,207.88	\$79,657.44
Investment - Special Reserve/Wintrust MM	\$3,204,714.76	\$105,356.95	\$3,310,071.71
Investment - Working Cash/Wintrust MM	\$1,116,481.87	\$36,367.00	\$1,152,848.87
Investment - Special Reserve/PMA	\$19,052,019.03	\$539,226.65	\$19,591,245.68
Total Investments	<u>\$28,561,870.93</u>	<u>(\$2,707,915.07)</u>	<u>\$25,853,955.86</u>
Bond Fund			
04-1211-40 Invest/Wintrust MM Account	\$1,926,426.62	\$1,275,658.22	\$3,202,084.84
Total Bond Fund	<u>\$1,926,426.62</u>	<u>\$1,275,658.22</u>	<u>\$3,202,084.84</u>
Total Cash and Investments	<u>\$31,817,509.03</u>	<u>(\$1,300,077.71)</u>	<u>\$30,517,431.32</u>

Special Res. PMA - 3.225%
General - IL Fund - 5.392%
Money Market Wintrust - 5.451%

Fountaindale Public Library District

Revenue Report

January 2024

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2022	\$0.00	\$4,942,457.65	106.95%	\$4,621,381.53	(\$321,076.12)
Property Tax Dupage 2022	\$0.00	\$90,110.56	95.54%	\$94,313.91	\$4,203.35
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	\$40,033.66	\$204,512.12	46.86%	\$436,400.00	\$231,887.88
Interest	\$98,098.35	\$888,670.52	98.74%	\$900,000.00	\$11,329.48
Circulation Fees	\$1,417.16	\$8,472.57	56.48%	\$15,000.00	\$6,527.43
Copy Machines	\$321.95	\$2,598.50	51.97%	\$5,000.00	\$2,401.50
Fax Machine	\$197.87	\$1,814.70	36.29%	\$5,000.00	\$3,185.30
Printing	\$937.93	\$8,611.08	57.41%	\$15,000.00	\$6,388.92
Miscellaneous	\$1,161.06	\$8,109.79	73.73%	\$11,000.00	\$2,890.21
Reimbursements	\$873.16	\$2,496.70	83.22%	\$3,000.00	\$503.30
Board Reimbursements	\$14.90	\$108.54	54.27%	\$200.00	\$91.46
Leases	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Grant Income	\$0.00	\$128,872.28	58.87%	\$218,897.00	\$90,024.72
Total Operating Funds	\$143,056.04	\$6,286,835.01	55.77%	\$11,272,420.56	\$4,985,585.55
Bond Fund					
Property Tax - Will 2022	\$0.00	\$1,509,611.83	106.97%	\$1,411,294.11	(\$98,317.72)
Property Tax - Dupage 2022	\$0.00	\$27,791.73	96.49%	\$28,801.92	\$1,010.19
Property Tax - Will 2023 Est.	\$0.00	\$0.00	0.00%	\$1,526,612.64	\$1,526,612.64
Property Tax - Dupage 2023 Est.	\$0.00	\$0.00	0.00%	\$31,155.36	\$31,155.36
Interest Bond Fund	\$15,678.78	\$83,429.66	139.05%	\$60,000.00	(\$23,429.66)
Total Bond Fund	\$15,678.78	\$1,620,833.22	53.01%	\$3,057,864.03	\$1,437,030.81
Total Revenue	\$158,734.82	\$7,907,668.23	55.18%	\$14,330,284.59	\$6,422,616.36

Fountaindale Public Library District Expenditure Report

January 2024

	<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	\$433,400.49	\$3,157,696.54	51.03%	\$6,187,600.00	\$3,029,903.46
Contractual Services	\$17,683.05	\$323,001.61	49.28%	\$655,500.00	\$332,498.39
Supplies & Utilities	\$16,008.61	\$274,706.61	41.84%	\$656,500.00	\$381,793.39
Library Materials	\$46,212.81	\$544,305.07	38.75%	\$1,404,700.00	\$860,394.93
Capital Expenditures	\$77,448.23	\$277,576.87	8.63%	\$3,215,000.00	\$2,937,423.13
Miscellaneous	\$3,108.59	\$26,317.27	34.63%	\$76,000.00	\$49,682.73
Per Capita Grant	\$0.00	\$0.00	0.00%	\$98,897.00	\$98,897.00
Total General Fund Expenditures	\$593,861.78	\$4,603,603.97	37.45%	\$12,294,197.00	\$7,690,593.03
Other Fund Expenditures					
Audit Fund Expenditures	\$8,810.00	\$9,760.00	39.04%	\$25,000.00	\$15,240.00
Liability Insurance Fund Expendi	\$100,074.77	\$101,862.25	71.48%	\$142,500.00	\$40,637.75
Social Security Fund Expenditure	\$29,093.04	\$214,355.19	48.04%	\$446,240.00	\$231,884.81
IMRF Fund Expenditures	\$26,583.29	\$136,984.09	44.65%	\$306,790.00	\$169,805.91
Special Reserve Fund Expenditur	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$31,038.23	\$238,896.20	53.87%	\$443,500.00	\$204,603.80
Total Other Fund Expenditures	\$195,599.33	\$701,857.73	51.45%	\$1,364,130.00	\$662,272.27
Total Expenditures - Operating Funds	\$789,461.11	\$5,305,461.70	38.84%	\$13,658,327.00	\$8,352,865.30
Bond Fund Expenditures					
Principal Payment - 2016A	\$940,000.00	\$940,000.00	100.00%	\$940,000.00	\$0.00
Interest Payment - 2016A	\$67,600.00	\$135,200.00	100.00%	\$135,200.00	\$0.00
Principal Payment - 2018	\$1,410,000.00	\$1,410,000.00	100.00%	\$1,410,000.00	\$0.00
Interest Payment - 2018	\$136,175.00	\$272,350.00	100.00%	\$272,350.00	\$0.00
Principal Payment - 2019	\$205,000.00	\$205,000.00	100.00%	\$205,000.00	\$0.00
Interest Payment - 2019	\$141,400.00	\$282,800.00	100.00%	\$282,800.00	\$0.00
Total Bond Fund Expenditures	\$2,900,175.00	\$3,245,350.00	100.00%	\$3,245,350.00	\$0.00
Total	\$2,900,175.00	\$3,245,350.00	100.00%	\$3,245,350.00	\$0.00
Total Expenditures - All Funds	\$3,689,636.11	\$8,550,811.70	50.59%	\$16,903,677.00	\$8,352,865.30

BILLS PAID REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BANK ACCOUNTS: WINOP - WINTRUST OPERATING FUND
AFTER BOARD MEETING: 01/24/2024

Invoice Number	Vendor Name	Description	Date Paid	Paid By Check Number	Amount Paid
2905395-JAN24	Zions Bank	BOND SERIES 2018 - INTEREST & PRINCIPAL	02/01/2024	1040	\$1,546,175.00
2905398-JAN24	Zions Bank	BOND SERIES 2019 - INTEREST & PRINCIPAL	02/01/2024	1040	\$346,400.00
Report Total:					<u>\$1,892,575.00</u>



Jennie Nguyen, Finance Manager

BILLS PAID REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BANK ACCOUNTS: WINOP - WINTRUST OPERATING FUND
 FEBRUARY 2024

Invoice Number	Vendor Name	Description	Date Paid	Paid By Check Number	Amount Paid
E00000002063476	Illinois Municipal Retirement Fund	EMPLOYER CONTRIBUTIONS - JANUARY 2024	02/01/2024	1042	\$20,698.60
616574	AFLAC	EMPLOYER CONTRIBUTIONS - JANUARY 2024	02/01/2024	1043	\$5.80
166141289	Fidelity Security Life Insurance/EY	EMPLOYER CONTRIBUTIONS - FEBRUARY 2024	02/01/2024	60264	\$188.97
FP14045-FEB24	Dearborn National Life Insurance Co	EMPLOYER CONTRIBUTIONS - FEBRUARY 2024	02/01/2024	60265	\$638.55
0806837-2023Q4	LIMRiCC Unemployment Compensation Group	UNEMPLOYMENT INSURANCE - 4TH QUARTER ENDING 12/31/2023	02/01/2024	60266	\$500.82
014045-FEB24	Blue Cross Blue Shield of Illinois	EMPLOYER CONTRIBUTIONS - FEBRUARY 2024	02/01/2024	60267	\$37,627.80
Report Total:					\$59,660.54



 Jennie Nguyen, Finance Manager

Gross Payroll & FICA - January 2024	
Gross Payroll	\$389,443.32
FICA	\$29,093.04
Total Gross Payroll & FICA	\$418,536.36

Fountaindale Public Library District
Board Reimbursements
January 2024

Payee Name	Description	Payment Date	Account Number	Payment Amount
Celeste M. Bermejo	Reimbursement - January 2024 Board Meeting Boxed Lunch	1/30/2024	1-3616-10	<u>\$14.90</u> <u>\$14.90</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 FEBRUARY 15, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Inv Amt
4imprint, Inc. 12059537	4imprint, Inc.	VARIOUS GIVEAWAYS	01-10-4735 1,524.92	<u>1,524.92</u>
Total 4imprint, Inc.:				1,524.92
Adam Selzer AS031324	Adam Selzer	PROGRAM - GENEALOGY CLUB - GRACELAND CEMETERY - 3/13/24	01-24-4571 300.00	<u>300.00</u>
Total Adam Selzer:				300.00
Allyse Schiller AS012924-01	Allyse Schiller	BS&A TRAINING LUNCH REIMBURSEMENT - 1/23/24	01-10-4711 49.59	49.59
AS012924-02	Allyse Schiller	OFFICEMAX 1099 FORMS & ENVELOPES REIMBURSEMENT	01-10-4351 88.96	<u>88.96</u>
Total Allyse Schiller:				138.55
Alonti Catering M4566-FEB24	Alonti Catering	BOARD TRUSTEE DINNERS - 1/18/24	01-16-4355 166.00	166.00
M4566-FEB24	Alonti Catering	PLC STRATEGIC MEETING LUNCHESES - 1/19/24	01-10-4715 313.36	<u>313.36</u>
Total Alonti Catering:				479.36
Amazon A90-2324	Amazon	LOST ITEM REFUND	01-20-4371 (21.79)	(21.79)
A97-2324	Amazon	PROGRAM PRIZES	01-27-4571 26.53	26.53
A107-2324	Amazon	3D PRINTER	01-27-4568 79.99	79.99
A108-2324	Amazon	LABEL TAPE	01-14-4354 13.19	13.19
A109-2324	Amazon	WASHER BRACKET	08-30-4211 48.05	48.05
A110-2324	Amazon	AUDIO ADAPTER CABLE	01-14-4354 14.98	14.98
A111-2324	Amazon	COMMUNICATIONS LAPTOP BAG	01-14-4354 30.98	30.98
A112-2324	Amazon	PATRON USE SUPPLIES	01-27-4371 76.17	76.17
A113-2324	Amazon	IN-SERVICE CRAFT SUPPLIES	01-10-4353 144.14	144.14
A114-2324	Amazon	PATRON USE SUPPLIES	01-27-4371 203.83	203.83
A116-2324	Amazon	VARIOUS DEPARTMENT & PROGRAM SUPPLIES	01-20-4371 105.65	409.35
			01-20-4353 303.70	
A117-2324	Amazon	PROGRAM STORAGE BAGS	01-28-4353 17.74	17.74
A118-2324	Amazon	CRAFT PING PONG BALLS	01-24-4353 5.29	5.29
A119-2324	Amazon	SUBLIMATION MUGS	01-27-4371 69.98	139.96
			01-27-4353 69.98	
A120-2324	Amazon	DISTRICT RESTOCK - DEC. 2023	01-10-4351 217.90	391.67
			08-30-4357 149.79	
			01-10-4371 23.98	
A121-2324	Amazon	SCREEN WIPES	01-14-4354 75.96	75.96
A122-2324	Amazon	LAPTOP CASE & CABLE	01-14-4354 241.97	241.97
A123-2324	Amazon	VARIOUS FILAMENT & ADHESIVE	01-27-4371 162.08	162.08
A124-2324	Amazon	SPRAY BOTTLES & ESSENTIAL OILS	01-24-4571 116.47	116.47
A125-2324	Amazon	MULTICHARGING CABLES	01-10-4371 22.91	22.91
A126-2324	Amazon	USB FLASHDRIVES	01-10-4371 49.95	49.95

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

BILLS PAYABLES REPORT

FEBRUARY 15, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Inv Amt
A127-2324	Amazon	VARIOUS PROGRAM SUPPLIES	01-28-4353 144.47	144.47
A128-2324	Amazon	VARIOUS TEEN PROGRAM SUPPLIES	01-24-4353 682.02	682.02
A129-2324	Amazon	LOST & FOUND SUPPLIES	01-10-4371 41.06	41.06
A130-2324	Amazon	AMH CLEANING SUPPLIES	01-10-4351 15.99	15.99
A131-2324	Amazon	PRESCHOOL ROUND-UP PRIZES	01-28-4353 46.87	46.87
A132-2324	Amazon	DRIED FLOWERS CRAFTING SUPPLIES	01-24-4353 77.50	77.50
A133-2324	Amazon	STAFF IN-SERVICE SUPPLIES - 2/23/24	01-10-4353 96.59	96.59
A134-2324	Amazon	GLUE STICKS & TABLECLOTHS	01-24-4353 67.96	67.96
Total Amazon:				3,421.88
AMAZON CAPITAL SERVICES COLLECTIONS				
17MQ-YPGF-KTXK	Amazon Capital Services	DVD - ADULT	01-26-4557 13.99	12.96
			01-26-4557 (1.03)	
1MVM-9JV1-37DQ	Amazon Capital Services	VIDEO GAMES - JUVENILE & PROCESSING/SHIPPING	01-26-4518 3.99	48.99
			01-29-4564 45.00	
1GR7-LXJP-PKLD	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 39.99	39.99
14K6-HHVG-6DPK	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 39.99	39.99
1LCM-KPDM-JD46	Amazon Capital Services	BOOKS - YOUNG ADULT FICTION & PROCESSING/SHIPPING	01-26-4548 41.87	52.85
			01-26-4518 10.98	
1743-PJ1C-CQPY	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 109.39	109.39
1MGQ-RNYC-7QWR	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 90.88	90.88
1M7W-JH1R-FVYP	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 239.95	239.95
1M7W-JH1R-HLXW	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 59.99	59.99
16LN-XPPN-KWYQ	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 74.54	74.54
1MRJ-6CRC-L6LR	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 89.98	89.98
16DJ-JWCM-KVNT	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 34.99	34.99
1MGQ-RNYC-LFWF	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 34.99	34.99
1N1H-NL3K-KXJP	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 34.99	34.99
1L3F-9KPW-4W4P	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 24.44	24.44
1VCL-FKMX-CVWQ	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 27.50	27.50
1WPK-WG69-JCYK	Amazon Capital Services	BOOKS - ADULT NON-FICTION & PROCESSING/SHIPPING	01-26-4541 289.97	293.96
			01-26-4518 3.99	
17GW-6YYG-RCPK	Amazon Capital Services	MUSIC - ADULT	01-26-4550 64.47	64.47
1D1L-JGPV-PHV7	Amazon Capital Services	DVD - ADULT	01-26-4557 69.96	69.96
1JYJ-TT4G-TCGL	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 34.99	34.99
1L3F-9KPW-THRD	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 49.99	49.99
1WXN-4J3M-TYKQ	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 39.99	39.99
196W-RYRT-XJQ3	Amazon Capital Services	DVD - ADULT	01-26-4557 19.95	19.95
1J4D-DN3M-941Q	Amazon Capital Services	DVD - ADULT & PROCESSING/SHIPPING	01-26-4557 33.98	40.97
			01-26-4518 6.99	
17PJ-43YT-9LRL	Amazon Capital Services	BOOKS - JUVENILE WORLD LANGUAGES	01-26-4526 179.92	179.92
19H9-937D-71DR	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 126.40	126.40
1JHH-G9VN-CXD1	Amazon Capital Services	PROCESSING & REPAIR MATERIALS W/ SHIPPING	01-26-4518 6.99	68.42
			01-12-4371 61.43	

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 FEBRUARY 15, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Inv Amt
1CCH-MJ14-GPQ9	Amazon Capital Services	DVD - JUVENILE & PROCESSING/SHIPPING	01-29-4558 23.20	30.19
			01-26-4518 6.99	
1K1V-CY36-K1Y1	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-29-4564 79.96	79.96
1VT1-6KNK-PCFQ	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 40.97	40.97
1FY1-1K6X-1NYJ	Amazon Capital Services	BOOKS - JUVENILE EASY	01-26-4546 47.92	47.92
1LHW-9JHK-PVCV	Amazon Capital Services	DVD - ADULT	01-26-4557 24.95	24.95
1T3J-J9HW-39GT	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 69.41	69.41
1VCF-H1L9-1KHV	Amazon Capital Services	DVD - ADULT & PROCESSING/SHIPPING	01-26-4557 21.99	28.98
			01-26-4518 6.99	
1YT9-PCTT-1RVQ	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 23.56	23.56
1XFX-9D6N-1C4K	Amazon Capital Services	BOOKS - YOUNG ADULT NON-FICTION & PROCESSING/SHIPPING	01-26-4549 10.08	14.07
			01-26-4518 3.99	
11LM-7XDD-7LYF	Amazon Capital Services	DVD - JUVENILE & PROCESSING/SHIPPING	01-26-4558 33.98	40.97
			01-26-4518 6.99	
19JM-YK33-3RF9	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 42.19	42.19
1G3F-CK7V-DQML	Amazon Capital Services	DVD - JUVENILE	01-26-4558 74.07	74.07
1K6X-KPJ1-HQHF	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-29-4564 53.00	53.00
19LK-4K7P-VDN9	Amazon Capital Services	BOOKS - JUVENILE FICTION & PROCESSING/SHIPPING	01-26-4544 25.74	32.73
			01-26-4518 6.99	
1MQT-YHNV-T1NR	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 12.49	12.49
1HKW-LXVL-YMF7	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 49.99	49.99
1KC4-Q4RN-YVKG	Amazon Capital Services	DVD - ADULT	01-26-4557 9.96	9.96
1R69-T3VG-YVNY	Amazon Capital Services	BOOKS - JUVENILE FICTION & PROCESSING/SHIPPING	01-26-4544 18.13	25.12
			01-26-4518 6.99	
1RJL-LNK4-14XY	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 106.90	106.90
1TGC-4TDC-3XYJ	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 41.65	41.65
1WG7-DN1Y-63F4	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 147.59	147.59
17L1-YC3H-T3TQ	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 49.99	49.99
1X3W-Q39M-Q6PP	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 49.99	49.99
174T-YCDM-1F7V	Amazon Capital Services	BOOKS - ADULT NON-FICTION & PROCESSING/SHIPPING	01-26-4541 29.98	36.97
			01-26-4518 6.99	
1NLH-H4HF-1C77	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 45.96	45.96
1V94-7FQ1-9KVX	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 56.99	56.99
1QK6-LWJX-HM1W	Amazon Capital Services	BOOKS - JUVENILE EASY & PROCESSING/SHIPPING	01-26-4546 21.30	32.28
			01-26-4518 10.98	
1XLF-H17T-DF7H	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 39.99	39.99
1FHF-H4V7-K47C	Amazon Capital Services	JUVENILE REALIA - STEAMBOX KITS	01-26-4569 224.46	224.46
1GFL-FACT3-LQGC	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 231.84	231.84
1MK6-HTRP-HNQG	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 29.99	29.99
1V73-L1GR-LM93	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-29-4564 189.51	189.51
1YTL-Q4MX-G7TP	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 64.27	64.27
1639-JMD4-13DT	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 29.99	29.99
1JGF-GKQ3-14HT	Amazon Capital Services	VIDEO GAMES - JUVENILE	01-26-4564 67.45	67.45
1J3F-GYN9-36T4	Amazon Capital Services	DVD - ADULT & PROCESSING/SHIPPING	01-26-4557 22.99	29.98

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 FEBRUARY 15, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Inv Amt
1PHK-3YPP-CYP4	Amazon Capital Services	VIDEO GAMES - YA & PROCESSING/SHIPPING	01-26-4518 6.99 01-26-4563 565.25 01-26-4518 0.90	566.15
1QL4-CXWY-D9NV	Amazon Capital Services	BOOKS - JUVENILE EASY	01-26-4546 75.25	75.25
1CL9-XPJX-PJK7	Amazon Capital Services	BOOKS - ADULT FICTION	01-26-4540 39.98	39.98
1PHK-3YPP-LJFP	Amazon Capital Services	BOOKS - JUVENILE EASY & PROCESSING/SHIPPING	01-26-4546 9.89 01-26-4518 6.99	16.88
1XGP-1QX1-LK1J	Amazon Capital Services	MUSIC - ADULT & PROCESSING/SHIPPING	01-26-4550 34.65 01-26-4518 6.99	41.64
1VWN-WRJQ-PKKP	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 144.96	144.96
1FK7-MQ7M-P3JD	Amazon Capital Services	CREDITED VIDEO GAMES - ADULT	01-26-4565 (19.99)	(19.99)
13DC-VRWC-4YJM	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 69.99	69.99
14N4-NXF4-9JWX	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 89.98	89.98
1Y7Q-QN93-64J9	Amazon Capital Services	DVD - ADULT	01-26-4557 18.98	18.98
1H6V-VCVF-1NDD	Amazon Capital Services	BOOKS - ADULT NON-FICTION	01-26-4541 24.95	24.95
1MR6-VT4C-3CP6	Amazon Capital Services	DVD - ADULT & PROCESSING/SHIPPING	01-26-4557 22.99 01-26-4518 7.08	30.07
13KJ-L66X-7Q4V	Amazon Capital Services	VIDEO GAMES - ADULT	01-26-4565 39.97	39.97
13LL-XFJQ-C7JW	Amazon Capital Services	DVD - ADULT	01-26-4557 49.48	49.48
1H6Y-FM6H-4RVV	Amazon Capital Services	VIDEO GAMES - YA	01-26-4563 83.14	83.14
1HXK-9XN7-FHTQ	Amazon Capital Services	BOOKS - JUVENILE EASY & PROCESSING/SHIPPING	01-26-4546 23.48 01-26-4518 6.99	30.47
Total AMAZON CAPITAL SERVICES COLLECTIONS:				<u>5,483.67</u>
American Button Machines				
248052	American Button Machines	PINBACK BUTTON SET	01-28-4353 60.06	60.06
Total American Button Machines:				<u>60.06</u>
AMERICAN LIBRARY ASSOCIATION				
1048505	American Library Association	CARRENO MEMBERSHIP - 4/1/24-3/31/25	01-10-4161 162.00	162.00
M4566-FEB24	American Library Association	MILLS - PLA CONF. REG. - 4/3/24-4/5/24	01-10-4151 347.00	347.00
T7780-FEB24	American Library Association	THEOBALD - PLA CONF. REG. - 4/3/24-4/5/24	01-10-4151 347.00	347.00
T7780-FEB24	American Library Association	J. LUCE - MEMBERSHIP W/ PLA	01-10-4161 166.00	166.00
T7780-FEB24	American Library Association	J. LUCE - PLA CONF. REG. - 4/3/24-4/5/24	01-10-4151 347.00	347.00
Total AMERICAN LIBRARY ASSOCIATION:				<u>1,369.00</u>
AT & T				
355345804	AT & T	VOIP 1/7/24-2/6/24 & UPGRADED INTERNET 12/7/23-1/6/24	01-14-4314 1,209.72	1,209.72
7954636808	AT & T	TELEPHONE - 1/7/24-2/6/24	01-14-4312 247.42	247.42
5430965808	AT & T	INTERNET - 1/7/24-2/6/24	01-14-4314 1,209.72	1,209.72
Total AT & T:				<u>2,666.86</u>
AT & T MOBILITY				
22577408	AT & T Mobility - National Business	MOBILE TELEPHONE - 12/22/23-1/21/24	01-14-4311 264.92	264.92

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Total AT & T MOBILITY:					264.92
B&H Photo-Video 220563108	B&H Photo-Video	STUDIO LIGHTBULBS	08-30-4211	107.52	<u>107.52</u>
Total B&H Photo-Video:					107.52
Baker & Taylor - C009233 2038020773	Baker & Taylor - C009233	ADULT NONFICTION BOOKS & SHIPPING	01-26-4541	107.16	112.75
			01-26-4518	5.59	
2038053038	Baker & Taylor - C009233	ADULT NONFICTION BOOKS & SHIPPING	01-26-4541	160.42	172.83
			01-26-4518	12.41	
Total Baker & Taylor - C009233:					285.58
Baker & Taylor - L420685 2038004877	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4541	17.25	23.88
			01-29-4526	2.99	
			01-26-4518	3.64	
2038019438	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540	85.10	167.27
			01-29-4541	69.56	
			01-26-4518	12.61	
2038033469	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540	103.50	136.16
			01-29-4541	22.99	
			01-26-4518	9.67	
2038043013	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540	47.72	337.99
			01-29-4541	130.02	
			01-29-4543	148.96	
			01-26-4518	11.29	
2038055792	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540	45.74	150.74
			01-29-4541	63.55	
			01-29-4543	34.99	
			01-26-4518	6.46	
Total Baker & Taylor - L420685:					816.04
Baker & Taylor - L420686 2037999627	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540	53.76	585.67
			01-26-4541	389.18	
			01-26-4543	85.98	
			01-26-4525	12.59	
			01-26-4518	44.16	
2038009142	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540	354.73	572.08
			01-26-4541	156.19	
			01-26-4525	11.37	
			01-26-4518	49.79	
2038014361	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540	422.62	741.60

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			01-26-4541 197.22	
			01-26-4543 53.39	
			01-26-4525 13.77	
			01-26-4518 54.60	
2038015525	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 238.05	671.91
			01-26-4541 344.28	
			01-26-4543 31.16	
			01-26-4518 58.42	
2038017657	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 94.20	313.92
			01-26-4541 175.18	
			01-26-4543 19.20	
			01-26-4518 25.34	
2038023828	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 578.94	1,299.93
			01-26-4541 572.48	
			01-26-4543 34.99	
			01-26-4518 113.52	
2038026244	Baker & Taylor - L420686	ADULT WORLD LANGUAGES BOOKS & SHIPPING	01-26-4525 125.79	144.71
			01-26-4518 18.92	
2038025297	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 306.64	687.37
			01-26-4541 295.42	
			01-26-4543 16.79	
			01-26-4518 68.52	
2038028301	Baker & Taylor - L420686	ADULT NONFICTION BOOKS & SHIPPING	01-26-4541 45.74	49.03
			01-26-4518 3.29	
2038028070	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 182.35	374.74
			01-26-4541 152.43	
			01-26-4518 39.96	
2038030511	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 219.67	276.55
			01-26-4541 13.79	
			01-26-4518 43.09	
2038033166	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 330.32	609.22
			01-26-4541 199.49	
			01-26-4543 18.00	
			01-26-4518 61.41	
2038035516	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 666.44	1,239.00
			01-26-4541 331.15	
			01-26-4543 90.58	
			01-26-4518 150.83	
2038045326	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 274.74	1,404.81
			01-26-4541 258.83	
			01-26-4543 599.83	
			01-26-4525 173.79	
			01-26-4518 97.62	
2038040003	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 507.22	1,374.58

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			01-26-4541 480.02	
			01-26-4543 39.60	
			01-26-4525 222.68	
			01-26-4518 125.06	
2038049445	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 368.23	1,058.73
			01-26-4541 497.92	
			01-26-4543 76.20	
			01-26-4518 116.38	
2038052311	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 106.11	219.91
			01-26-4541 61.95	
			01-26-4543 33.99	
			01-26-4518 17.86	
2038053515	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 95.90	414.33
			01-26-4541 257.03	
			01-26-4543 18.59	
			01-26-4518 42.81	
2038058297	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 572.31	1,323.73
			01-26-4541 217.23	
			01-26-4543 456.06	
			01-26-4518 78.13	
Total Baker & Taylor - L420686:				<u>13,361.82</u>
Belynda Head				
BH030324	Belynda Head	PROGRAM - R&B LINE DANCING - 3/3/24	01-24-4571 145.00	<u>145.00</u>
Total Belynda Head:				<u>145.00</u>
BENJAMIN WADINGTON				
BW5994-01	BENJMIN WADINGTON	REFUND: "THE BABYSITTERS CLUB"	01-10-3311 19.99	19.99
BW5994-02	BENJMIN WADINGTON	REFUND: "BABY-SITTERS LITTLE SISTER: A GRAPHIC NOVEL"	01-10-3311 14.94	<u>14.94</u>
Total BENJAMIN WADINGTON:				<u>34.93</u>
Best Quality Cleaning, Inc.				
48597	Best Quality Cleaning, Inc.	1/5/24 SPECIAL CLEANING: 2ND FLOOR DESK & FLOOR	08-30-4211 75.00	75.00
48894	Best Quality Cleaning, Inc.	1/24/24 SPECIAL CLEANING: 3RD FL WOMEN'S RESTROOM	08-30-4211 75.00	75.00
48691	Best Quality Cleaning, Inc.	FEB. 2024 CLEANING SERVICE	08-30-4215 9,429.00	9,429.00
48729	Best Quality Cleaning, Inc.	FEB. 2024 SAT. PORTER CLEANING SERVICE	08-30-4215 498.75	<u>498.75</u>
Total Best Quality Cleaning, Inc.:				<u>10,077.75</u>
Black History Month Awareness Club				
8135-2324	Black History Month Awareness Club	GOLD LEVEL CELEBRATION SPONSORSHIP & HALF-PAGE AD	01-10-4731 550.00	<u>550.00</u>
Total Black History Month Awareness Club:				<u>550.00</u>
Blackstone Publishing				
2135614	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 219.74	219.74

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2136483	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551	3.98	3.98
2137978	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551	90.00	<u>90.00</u>
Total Blackstone Publishing:					313.72
BOLINGBROOK AREA CHAMBER OF COMMERCE					
11189823	BOLINGBROOK AREA CHAMBER OF COMMERCE	PURRAZZO - 2024 STATE OF THE VILLAGE LUNCHEON	01-10-4173	60.00	60.00
N8770-FEB24	BOLINGBROOK AREA CHAMBER OF COMMERCE	7 TICKETS - 2024 STATE OF THE VILLAGE - 2/1/24	01-16-4173	562.50	750.00
			01-10-4173	93.75	
			01-10-4711	93.75	<u>810.00</u>
Total BOLINGBROOK AREA CHAMBER OF COMMERCE:					810.00
Bolingbrook STEM Association					
BSA031624	Bolingbrook STEM Association	PROGRAM - BOLINGBROOK STEM FOR KIDS - 3/16/24	01-20-4572	400.00	<u>400.00</u>
Total Bolingbrook STEM Association:					400.00
BS& A Software					
152235	BS& A Software	SOFTWARE SAAS FEES	01-10-4691	12,575.00	<u>12,575.00</u>
Total BS& A Software:					12,575.00
Center Point Large Print					
2059879	Center Point Large Print	ADULT LARGE PRINT BOOKS	01-26-4543	147.42	147.42
2066172	Center Point Large Print	ADULT LARGE PRINT BOOKS	01-26-4543	147.42	147.42
2067634	Center Point Large Print	ADULT LARGE PRINT BOOKS	01-26-4543	79.86	79.86
2067882	Center Point Large Print	ADULT LARGE PRINT BOOKS	01-26-4543	203.86	203.86
2072558	Center Point Large Print	ADULT LARGE PRINT BOOKS	01-26-4543	25.32	<u>25.32</u>
Total Center Point Large Print:					603.88
Children's Plus Inc.					
239331	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	313.71	313.71
239346	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	93.96	93.96
239347	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	25.49	25.49
239348	Children's Plus Inc.	YOUNG ADULT NONFICTION BOOKS	01-26-4549	191.94	191.94
239349	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-29-4545	50.98	50.98
239350	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	50.98	50.98
239351	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	50.98	50.98
239751	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	79.80	79.80
239802	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	318.33	318.33
239808	Children's Plus Inc.	YOUNG ADULT NONFICTION BOOKS	01-26-4549	85.77	85.77
239832	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	91.80	91.80
239936	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	124.75	124.75
239874	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	427.86	427.86
239875	Children's Plus Inc.	YOUNG ADULT NONFICTION BOOKS	01-26-4549	49.82	49.82
239876	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-29-4545	15.99	15.99
239877	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545	33.90	33.90

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239878	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 104.91	104.91
239879	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-29-4545 128.88	128.88
239880	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 149.87	149.87
239881	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 231.88	231.88
239890	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-29-4545 42.90	42.90
240095	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 259.40	259.40
240103	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 74.85	74.85
240204	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-29-4545 16.95	16.95
240205	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 65.89	65.89
240206	Children's Plus Inc.	YOUNG ADULT NONFICTION BOOKS	01-26-4549 19.99	19.99
240331	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 14.95	14.95
240337	Children's Plus Inc.	JUVENILE NONFICTION BOOKS	01-26-4545 38.98	38.98
240338	Children's Plus Inc.	YOUNG ADULT NONFICTION BOOKS	01-26-4549 99.80	99.80
240676	Children's Plus Inc.	YOUNG ADULT NONFICTION BOOKS	01-26-4549 19.99	19.99
Total Children's Plus Inc.:				<u>3,275.30</u>
Cindy Consalvo				
CC011024	Cindy Consalvo	OUTREACH MILEAGE - 9/5/23-11/30/23	01-10-4171 135.45	135.45
Total Cindy Consalvo:				<u>135.45</u>
Cintas Corporation				
8406639653	Cintas Corporation	FIRST AID RESTOCK - 1/23/24	08-30-4215 622.37	622.37
Total Cintas Corporation:				<u>622.37</u>
Cintas Corporation #344				
4179370314	Cintas Corporation #344	WEEKLY MAT SERVICE - 1/5/24	08-30-4215 30.00	30.00
4180092295	Cintas Corporation #344	WEEKLY MAT SERVICE - 1/12/24	08-30-4215 30.00	30.00
4180809997	Cintas Corporation #344	WEEKLY MAT SERVICE - 1/19/24	08-30-4215 30.00	30.00
4181525850	Cintas Corporation #344	WEEKLY MAT SERVICE - 1/26/24	08-30-4215 30.00	30.00
Total Cintas Corporation #344:				<u>120.00</u>
Clarence Goodman				
CG021924	Clarence Goodman	PROGRAM - IN THE BELLY OF THE BEAST - 2/19/24	01-24-4571 317.00	317.00
Total Clarence Goodman:				<u>317.00</u>
Comcast Cable				
0367494-FEB24	Comcast Cable	CABLE - 2/3/24-3/2/24	01-14-4316 103.19	103.19
Total Comcast Cable:				<u>103.19</u>
CONSTANCE L. MARTIN				
CLM022224	CONSTANCE L. MARTIN	PROGRAM - PRE-CIVIL WAR QUILTS - 2/22/24	01-24-4571 384.00	384.00
Total CONSTANCE L. MARTIN:				<u>384.00</u>
Corporate Artworks, Ltd.				

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1246	Corporate Artworks, Ltd.	BOARD OF TRUSTEE PHOTOS	08-30-4211 1,020.00	<u>1,020.00</u>
Total Corporate Artworks, Ltd.:				1,020.00
Costco				
N8770-FEB24	Costco	PROGRAM REFRESHMENTS	01-24-4353 138.22	138.22
N8870-FEB24	Costco	BS&A TRAINING REFRESHMENTS - 1/22/24-1/23/24	01-10-4711 43.41	43.41
2539	Costco	CASH CARD FUND REFILLMENT	01-10-1430 500.00	<u>500.00</u>
Total Costco:				681.63
CREATIVE PHOTOGRAPHY BY PAUL HRDLICKA				
8113-2324	CREATIVE PHOTOGRAPHY BY PAUL HRDLICKA	LIBRARY BUILDING PROMO IMAGES	01-10-4711 200.00	<u>200.00</u>
Total CREATIVE PHOTOGRAPHY BY PAUL HRDLICKA:				200.00
CUTTING EDGE DOCUMENT DESTRUCTION				
M28249	CUTTING EDGE DOCUMENT DESTRUCTION	RECORDS SHRED - 1/24/24	08-30-4215 60.00	<u>60.00</u>
Total CUTTING EDGE DOCUMENT DESTRUCTION:				60.00
DAVID C. HAMMOND				
DCH022724	DAVID C. HAMMOND	PROGRAM - ONE BOOK, ONE 'BROOK - 2/27/24	01-24-4571 250.00	<u>250.00</u>
Total DAVID C. HAMMOND:				250.00
Demco, Inc.				
7427944	Demco, Inc.	CIRCULATING MATERIALS SECURITY	01-10-4341 292.95	292.95
7418653	Demco, Inc.	PROCESSING & REPAIR ITEMS W/ SHIPPING	01-26-4518 10.95	60.94
			01-12-4371 49.99	<u>60.94</u>
Total Demco, Inc.:				353.89
Dynergy Energy Services				
270493924011	Dynergy Energy Services	ELECTRICITY - 11/28/23-12/28/23	01-30-4321 13,791.33	<u>13,791.33</u>
Total Dynergy Energy Services:				13,791.33
EBSCO Subscription Services				
1724647	EBSCO Subscription Services	HORN BOOK MAGAZINE - 1/1/24-12/31/24	01-26-4511 99.00	99.00
1724717	EBSCO Subscription Services	LIBRARY JOURNAL - 1/1/24-12/31/24	01-26-4511 179.00	<u>179.00</u>
Total EBSCO Subscription Services:				278.00
Flood Bros Disposal Co				
7261206	Flood Bros Disposal Co	GARBAGE & RECYCLING - JANUARY 2024	08-30-4215 326.00	<u>326.00</u>
Total Flood Bros Disposal Co:				326.00
Forward Space				
8471	Forward Space	3RD FL QUIET READING & MTG ROOM D FURNITURE DEPOSIT	01-30-4651 27,658.11	<u>27,658.11</u>
Total Forward Space:				27,658.11

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Fun Express LLC				
72926819201	Fun Express LLC	VARIOUS PROGRAM SUPPLIES	01-20-4353 347.09	<u>347.09</u>
Total Fun Express LLC:				<u>347.09</u>
Gale/Cengage Learning				
83185511	Gale/Cengage Learning	BOOKS - ADULT LARGE PRINT	01-26-4543 63.18	63.18
83325161	Gale/Cengage Learning	BOOKS - ADULT LARGE PRINT	01-26-4543 61.58	61.58
83362929	Gale/Cengage Learning	BOOKS - ADULT LARGE PRINT	01-26-4543 72.72	<u>72.72</u>
Total Gale/Cengage Learning:				<u>197.48</u>
Garden Gate				
132166141	Garden Gate	6 ISSUES MAGAZINE SUBSCRIPTION	01-26-4511 32.00	<u>32.00</u>
Total Garden Gate:				<u>32.00</u>
GEORGE ROBERT SOUTHGATE				
GRS022924	GEORGE ROBERT SOUTHGATE	PROGRAM - KNOW ABOUT GETTING PUBLISHED - 2/29/24	01-27-4571 250.00	<u>250.00</u>
Total GEORGE ROBERT SOUTHGATE:				<u>250.00</u>
Grainger				
9963865333	Grainger	SERVER ROOM LIEBERT PARTS	08-30-4211 164.81	<u>164.81</u>
Total Grainger:				<u>164.81</u>
Graybar				
9335584210	Graybar	REPLACEMENT OUTLET PARTS	08-30-4211 1,094.16	1,094.16
9335639978	Graybar	STOCK LIGHTBULBS	08-30-4211 99.00	<u>99.00</u>
Total Graybar:				<u>1,193.16</u>
HIGH POINT SCIENTIFIC				
1000492783	HIGH POINT SCIENTIFIC	AUDIO VISUAL ITEMS	01-27-4568 964.90	<u>964.90</u>
Total HIGH POINT SCIENTIFIC:				<u>964.90</u>
H-O-H Water Technology				
668572	H-O-H Water Technology	QUARTERLY WATER TREATMENT - JAN., FEB., MARCH 2024	08-30-4211 292.14	<u>292.14</u>
Total H-O-H Water Technology:				<u>292.14</u>
ILLINOIS AMERICAN WATER				
1025-210003089465	Illinois American Water	FIRE PROTECTION - 1/20/24-2/19/24	01-30-4331 43.43	<u>43.43</u>
Total ILLINOIS AMERICAN WATER:				<u>43.43</u>
ILLINOIS AMERICAN WATER/BOLINGBROOK				
1025-210003088318	Illinois American Water/Bolingbrook	WATER & SEWER - 12/20/23-1/18/24	01-30-4331 680.84	<u>680.84</u>
Total ILLINOIS AMERICAN WATER/BOLINGBROOK:				<u>680.84</u>
ILLINOIS LIBRARY ASSOCIATION				

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278367	Illinois Library Association	DOLLEY MEMBERSHIP - 4/1/24-3/31/25	01-10-4161 100.00	100.00
278370	Illinois Library Association	SISKA MEMBERSHIP - 4/1/24-3/31/25	01-16-4161 75.00	75.00
Total ILLINOIS LIBRARY ASSOCIATION:				175.00
Ingram Library Services				
79604863	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 494.05 01-26-4545 13.79 01-26-4546 633.20 01-26-4548 16.24 01-29-4544 75.05 01-29-4546 182.78 01-26-4526 22.54 01-29-4526 11.27 01-26-4518 100.87	1,549.79
79658486	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 65.56 01-26-4545 10.14 01-26-4546 58.92 01-26-4548 23.79 01-29-4546 7.18 01-26-4526 7.18 01-26-4518 29.70	202.47
79648971	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 37.00 01-26-4546 75.64 01-26-4548 21.44 01-29-4546 42.90 01-26-4526 22.78 01-29-4526 11.39 01-26-4518 23.36	234.51
79701403	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4546 176.29 01-26-4548 130.66 01-26-4518 82.74	389.69
79731446	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 1,552.35 01-26-4546 411.39 01-26-4548 70.31 01-29-4544 72.65 01-29-4546 66.07 01-26-4526 28.57 01-29-4526 28.57 01-26-4518 47.04	2,276.95
79731447	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-29-4545 14.44 01-29-4546 57.11 01-29-4548 16.68 01-26-4518 25.78	114.01
79759840	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 192.42	552.00

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Inv Amt
			01-26-4546 151.91	
			01-26-4548 126.74	
			01-29-4544 19.76	
			01-26-4526 21.46	
			01-29-4526 10.73	
			01-26-4518 28.98	
79759841	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4546 22.01	339.84
			01-26-4548 261.37	
79797292	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4518 56.46	564.80
			01-26-4544 296.19	
			01-26-4546 232.83	
			01-26-4548 7.79	
			01-26-4518 27.99	
79815453	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4546 27.10	131.79
			01-26-4548 77.93	
			01-26-4518 26.76	
79815454	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-29-4546 13.55	85.32
			01-29-4548 55.97	
			01-26-4518 15.80	
79879923	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 53.94	276.35
			01-26-4546 158.08	
			01-26-4548 8.45	
			01-26-4526 12.57	
			01-29-4526 8.98	
			01-26-4518 34.33	
79908971	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 35.53	168.10
			01-26-4545 10.80	
			01-26-4546 58.28	
			01-29-4544 33.25	
			01-26-4526 16.94	
			01-26-4518 13.30	
79901381	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 84.65	361.98
			01-26-4546 256.35	
			01-26-4518 20.98	
79901382	Ingram Library Services	BOOKS - YA FICTION & PROCESSING/SHIPPING	01-26-4548 33.31	44.03
			01-26-4518 10.72	
79933622	Ingram Library Services	LIBRARY COLLECTION MATERIALS & BOOK DEDICATION	01-26-4544 55.58	256.07
			01-26-4546 77.34	
			01-26-4548 17.39	
			01-26-4526 20.38	
			01-29-4526 10.19	
			01-26-4518 32.27	
			01-10-4575 42.92	
79933623	Ingram Library Services	BOOKS - YOUNG ADULT FICTION & PROCESSING/SHIPPING	01-26-4548 21.45	29.73

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Inv Amt
79953815	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4518 8.28	401.04
			01-26-4544 149.09	
			01-26-4548 96.60	
			01-26-4549 116.90	
			01-29-4544 11.29	
79977669	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4518 27.16	503.65
			01-26-4545 31.46	
			01-26-4546 312.60	
			01-26-4548 102.08	
			01-26-4518 57.51	
80002530	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 291.90	485.04
			01-26-4546 44.04	
			01-26-4548 9.75	
			01-29-4544 88.94	
			01-26-4518 50.41	
80026830	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4545 238.06	402.79
			01-26-4546 88.04	
			01-26-4548 13.00	
			01-29-4544 10.39	
			01-29-4546 22.02	
80057084	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4518 31.28	298.84
			01-26-4544 70.70	
			01-26-4546 110.09	
			01-29-4546 42.66	
			01-29-4548 10.80	
80057085	Ingram Library Services	BOOKS - YA FICTION & PROCESSING/SHIPPING	01-26-4526 18.55	207.72
			01-29-4526 13.77	
			01-26-4518 32.27	
			01-26-4548 165.55	
			01-26-4518 42.17	
80057086	Ingram Library Services	BOOKS - YA FICTION & PROCESSING/SHIPPING	01-29-4548 22.58	30.86
			01-26-4518 8.28	
80066149	Ingram Library Services	LIBRARY COLLECTION MATERIALS & BOOK DEDICATION	01-26-4546 125.59	228.77
			01-26-4548 71.47	
			01-26-4518 25.50	
			01-10-4575 6.21	
80093379	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-29-4546 9.60	180.99
			01-26-4526 129.27	
			01-29-4526 24.78	
			01-26-4518 17.34	
80093380	Ingram Library Services	BOOKS - JUVENILE EASY & PROCESSING/SHIPPING	01-29-4546 156.30	173.94
			01-26-4518 17.64	
80114756	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 76.91	264.99
			01-26-4545 11.29	

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			01-26-4546 70.59	
			01-29-4544 10.73	
			01-29-4546 21.46	
			01-26-4526 53.94	
			01-26-4518 20.07	
80114757	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4546 14.11	52.13
			01-26-4548 22.02	
			01-26-4518 16.00	
80143687	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 67.42	290.49
			01-26-4545 95.35	
			01-26-4549 25.12	
			01-29-4544 17.84	
			01-26-4526 47.56	
			01-29-4526 10.71	
			01-26-4518 26.49	
80135536	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 70.02	149.19
			01-26-4546 33.87	
			01-26-4526 22.04	
			01-29-4526 11.27	
			01-26-4518 11.99	
80180740	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 68.16	241.28
			01-26-4546 118.04	
			01-29-4544 17.84	
			01-26-4526 28.14	
			01-26-4518 9.10	
80170348	Ingram Library Services	BOOKS - YA FICTION & PROCESSING/SHIPPING	01-29-4548 11.86	17.50
			01-26-4518 5.64	
80170347	Ingram Library Services	BOOKS - YA FICTION & PROCESSING/SHIPPING	01-26-4548 76.68	100.22
			01-26-4518 23.54	
80194955	Ingram Library Services	BOOKS - YA FICTION & PROCESSING/SHIPPING	01-26-4548 80.18	101.46
			01-26-4518 21.28	
80194954	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 92.70	226.53
			01-26-4546 91.44	
			01-29-4546 30.48	
			01-26-4518 11.91	
Total Ingram Library Services:				<u>11,934.86</u>
Jacqueline Kohn				
JK020224	Jacqueline Kohn	OUTREACH MILEAGE - 12/4/23-1/31/24	01-10-4171 85.15	<u>85.15</u>
Total Jacqueline Kohn:				85.15
Jennifer A. Warner				
JAW031324	Jennifer A. Warner	PROGRAM - GENEALOGY CLUB - FINDING FAMILY BIBLE RECORDS - 3/13/24	01-24-4571 175.00	<u>175.00</u>
Total Jennifer A. Warner:				175.00

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JOLIET JUNIOR COLLEGE FOUNDATION				
JJCF022424	JOLIET JUNIOR COLLEGE FOUNDATION	STAFF IN-SERVICE PRESENTATIONS - 2/23/24	01-10-4711 500.00	<u>500.00</u>
Total JOLIET JUNIOR COLLEGE FOUNDATION:				500.00
Kellie Chase				
KC021624	Kellie Chase	PROGRAM - SEWING WITH KELLIE CHASE - 2/16/24	01-24-4571 210.00	210.00
KC021924	Kellie Chase	PROGRAM - SEWING WITH KELLIE CHASE - 2/19/24	01-24-4571 210.00	210.00
KC030824	Kellie Chase	PROGRAM - SEWING WITH KELLIE CHASE - 3/8/24	01-24-4571 210.00	210.00
KC031124	Kellie Chase	PROGRAM - SEWING WITH KELLIE CHASE - 3/11/24	01-24-4571 210.00	<u>210.00</u>
Total Kellie Chase:				840.00
KONICA MINOLTA BUSINESS SOLUTIONS				
9009746391	KONICA MINOLTA BUSINESS SOLUTIONS	MARCH CONTRACT: MAINTENANCE - 12/15/23-1/14/24	01-14-4234 1.43	<u>1.43</u>
Total KONICA MINOLTA BUSINESS SOLUTIONS:				1.43
Konica Minolta Premier Finance				
520252511	Konica Minolta Premier Finance	LEASED EQUIPMENT - FEBRUARY 2024	01-14-4234 15.66	15.66
520618042	Konica Minolta Premier Finance	LEASED EQUIPMENT - FEBRUARY 2024	01-14-4234 1,627.69	<u>1,627.69</u>
Total Konica Minolta Premier Finance:				1,643.35
Leah D Moon				
LDM022124	Leah D Moon	PROGRAM - WATERCOLOR RESIST ROSES & PLANTS - 2/21/24	01-24-4573 275.00	275.00
LDM032024	Leah D Moon	PROGRAM - MANGA FAUX STAINED GLASS - 3/20/24	01-24-4573 300.00	<u>300.00</u>
Total Leah D Moon:				575.00
Literacy DuPage				
LD022124	Literacy DuPage	PROGRAM - CONVERSATIONAL ESL - 2/21/24	01-24-4571 25.00	25.00
LD022824	Literacy DuPage	PROGRAM - CONVERSATIONAL ESL - 2/28/24	01-24-4571 25.00	25.00
LD030624	Literacy DuPage	PROGRAM - CONVERSATIONAL ESL - 3/6/24	01-24-4571 25.00	25.00
LD031324	Literacy DuPage	PROGRAM - CONVERSATIONAL ESL - 3/13/24	01-24-4571 25.00	25.00
LD032024	Literacy DuPage	PROGRAM - CONVERSATIONAL ESL - 3/20/24	01-24-4571 25.00	<u>25.00</u>
Total Literacy DuPage:				125.00
Lorena Y Carreno				
LYC030524	Lorena Y Carreno	PROGRAM - ARTESANIAS EN ESPANOL - 3/5/24	01-24-4571 200.00	<u>200.00</u>
Total Lorena Y Carreno:				200.00
Lutron Services Co., Inc.				
22728438	Lutron Services Co., Inc.	2024 PLATINUM TECHNOLOGY SUPPORT SERVICE	08-30-4215 5,588.00	<u>5,588.00</u>
Total Lutron Services Co., Inc.:				5,588.00
MARIBEL NAVA-ESQUIVEL				
MNE6025	MARIBEL NAVA-ESQUIVEL	REFUND: "CHRISTMAS TIME IN SOUTH PARK"	01-10-3311 12.99	<u>12.99</u>

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Total MARIBEL NAVA-ESQUIVEL:					12.99
Marquee Movie Presentations, LLC					
MMPO30624	Marquee Movie Presentations, LLC	PROGRAM - GREAT FEMALE DETECTIVES IN MOVIES - 3/6/24	01-24-4571	200.00	<u>200.00</u>
Total Marquee Movie Presentations, LLC:					200.00
Melisa Martinez					
MM030424	Melisa Martinez	PROGRAM - PAPER CRAFTING WITH MELISA MARTINEZ - 3/4/24	01-24-4571	250.00	<u>250.00</u>
Total Melisa Martinez:					250.00
Melissa Bradley					
MB013024	Melissa Bradley	REIMBURSEMENT: CUSTOMIZED 2024 SUMMER ADVENTURE DESIGN	01-10-4731	5.45	<u>5.45</u>
Total Melissa Bradley:					5.45
MICHAELA REYNOLDS					
MR9345	MICHAELA REYNOLDS	REFUND: "THE BRAINFOG FIX"	01-10-3311	24.99	<u>24.99</u>
Total MICHAELA REYNOLDS:					24.99
Midwest Tape					
504842175	Midwest Tape	AUDIOBOOKS - ADULT	01-26-4551	43.98	43.98
504842176	Midwest Tape	DVD - ADULT	01-26-4557	52.82	52.82
504842177	Midwest Tape	AUDIOBOOKS - ADULT	01-26-4551	44.98	44.98
504842178	Midwest Tape	DVD - JUVENILE	01-26-4558	156.49	156.49
504842179	Midwest Tape	DVD - JUVENILE	01-26-4558	20.41	20.41
504842320	Midwest Tape	DVD - ADULT	01-26-4557	53.73	53.73
504842321	Midwest Tape	MUSIC - ADULT	01-26-4550	251.85	251.85
504842323	Midwest Tape	DVD - ADULT	01-26-4557	28.33	28.33
504842324	Midwest Tape	DVD - JUVENILE	01-26-4558	89.14	89.14
504842325	Midwest Tape	DVD - JUVENILE	01-26-4558	20.41	20.41
504842326	Midwest Tape	DVD - ADULT	01-26-4557	190.28	190.28
504842327	Midwest Tape	DVD - ADULT	01-26-4557	116.43	116.43
504842328	Midwest Tape	DVD - JUVENILE	01-26-4558	126.96	126.96
504842329	Midwest Tape	DVD - ADULT	01-26-4557	120.58	120.58
504842330	Midwest Tape	DVD - ADULT	01-26-4557	40.82	40.82
504842331	Midwest Tape	DVD - ADULT	01-26-4557	180.00	180.00
504842332	Midwest Tape	DVD - ADULT	01-29-4557	96.92	96.92
504842333	Midwest Tape	DVD - JUVENILE	01-29-4558	31.07	31.07
504842334	Midwest Tape	DVD - ADULT	01-29-4557	27.91	27.91
504842335	Midwest Tape	DVD - ADULT	01-29-4557	16.66	16.66
504842336	Midwest Tape	DVD - JUVENILE	01-26-4558	198.46	198.46
504872787	Midwest Tape	DVD - ADULT	01-26-4557	27.91	27.91
504872788	Midwest Tape	DVD - JUVENILE	01-26-4558	80.42	80.42
504872789	Midwest Tape	DVD - ADULT	01-26-4557	55.82	55.82
504872950	Midwest Tape	MUSIC - ADULT	01-26-4550	178.98	178.98

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504872952	Midwest Tape	MUSIC - ADULT	01-26-4550 17.83	17.83
504872953	Midwest Tape	DVD - ADULT	01-26-4557 64.66	64.66
504872954	Midwest Tape	DVD - ADULT	01-26-4557 60.64	60.64
504872955	Midwest Tape	DVD - ADULT	01-26-4557 114.80	114.80
504872956	Midwest Tape	AUDIOBOOKS - ADULT	01-26-4551 109.96	109.96
504872957	Midwest Tape	DVD - ADULT	01-26-4557 57.00	57.00
504872958	Midwest Tape	AUDIOBOOKS - ADULT	01-26-4551 47.98	47.98
504872959	Midwest Tape	DVD - ADULT	01-26-4557 24.91	24.91
504872960	Midwest Tape	DVD - JUVENILE	01-26-4558 208.60	208.60
504872961	Midwest Tape	DVD - ADULT	01-26-4557 28.33	28.33
504872962	Midwest Tape	MUSIC - ADULT	01-26-4550 31.68	31.68
504872963	Midwest Tape	DVD - JUVENILE	01-26-4558 28.19	28.19
504872964	Midwest Tape	DVD - JUVENILE	01-26-4558 17.93	17.93
504872965	Midwest Tape	DVD - JUVENILE	01-26-4558 20.41	20.41
504872966	Midwest Tape	DVD - ADULT	01-29-4557 44.57	44.57
504872967	Midwest Tape	DVD - ADULT	01-29-4557 20.41	20.41
504872968	Midwest Tape	AUDIOBOOKS - ADULT	01-29-4551 54.98	54.98
504872969	Midwest Tape	DVD - ADULT	01-29-4557 31.66	31.66
504872970	Midwest Tape	DVD - JUVENILE	01-29-4558 16.66	16.66
504872971	Midwest Tape	DVD - JUVENILE	01-29-4558 48.32	48.32
504872972	Midwest Tape	DVD - JUVENILE	01-29-4558 20.41	20.41
504872973	Midwest Tape	DVD - ADULT	01-26-4557 27.05	27.05
504900963	Midwest Tape	MUSIC - ADULT	01-26-4550 17.08	17.08
504900965	Midwest Tape	MUSIC - ADULT	01-26-4550 20.43	20.43
504900964	Midwest Tape	DVD - JUVENILE	01-26-4558 117.05	117.05
504900967	Midwest Tape	DVD - ADULT	01-26-4557 123.21	123.21
504900968	Midwest Tape	MUSIC - ADULT	01-26-4550 124.81	124.81
504900969	Midwest Tape	DVD - ADULT	01-26-4557 24.91	24.91
504901020	Midwest Tape	DVD - ADULT	01-26-4557 31.66	31.66
504901021	Midwest Tape	DVD - JUVENILE	01-26-4558 66.64	66.64
504901022	Midwest Tape	DVD - ADULT	01-26-4557 33.32	33.32
504901023	Midwest Tape	DVD - ADULT	01-26-4557 29.93	29.93
504901024	Midwest Tape	AUDIOBOOKS - ADULT	01-29-4551 49.98	49.98
504901025	Midwest Tape	DVD - JUVENILE	01-29-4558 22.19	22.19
504901026	Midwest Tape	DVD - ADULT	01-26-4557 39.80	39.80
504901027	Midwest Tape	DVD - ADULT	01-26-4557 54.98	54.98
504901028	Midwest Tape	DVD - ADULT	01-26-4557 51.67	51.67
504934917	Midwest Tape	MUSIC - ADULT	01-26-4550 17.83	17.83
504934918	Midwest Tape	DVD - JUVENILE	01-26-4558 48.32	48.32
504934919	Midwest Tape	MUSIC - ADULT	01-26-4550 35.66	35.66
504936050	Midwest Tape	DVD - ADULT	01-26-4557 95.49	95.49
504936051	Midwest Tape	MUSIC - ADULT	01-26-4550 312.14	312.14
504936053	Midwest Tape	MUSIC - JUVENILE	01-26-4554 84.43	84.43
504936054	Midwest Tape	DVD - ADULT	01-26-4557 72.76	72.76

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504936055	Midwest Tape	MUSIC - ADULT	01-26-4550 15.58	15.58
504936056	Midwest Tape	DVD - ADULT	01-26-4557 33.58	33.58
504936057	Midwest Tape	DVD - JUVENILE	01-26-4558 94.98	94.98
504936058	Midwest Tape	DVD - JUVENILE	01-26-4558 119.25	119.25
504936059	Midwest Tape	AUDIOBOOKS - ADULT	01-26-4551 83.96	83.96
504936060	Midwest Tape	DVD - JUVENILE	01-26-4558 119.25	119.25
504936061	Midwest Tape	AUDIOBOOKS - ADULT	01-26-4551 68.98	68.98
504936062	Midwest Tape	DVD - ADULT	01-26-4557 58.16	58.16
504936063	Midwest Tape	DVD - ADULT	01-26-4557 63.32	63.32
504936064	Midwest Tape	DVD - ADULT	01-26-4557 29.58	29.58
504936065	Midwest Tape	DVD - ADULT	01-26-4557 34.33	34.33
504936066	Midwest Tape	DVD - ADULT	01-26-4557 28.33	28.33
504936067	Midwest Tape	DVD - ADULT	01-26-4557 19.66	19.66
504936069	Midwest Tape	DVD - ADULT	01-29-4557 18.91	18.91
504936068	Midwest Tape	DVD - ADULT	01-26-4557 24.16	24.16
504936070	Midwest Tape	DVD - JUVENILE	01-29-4558 63.32	63.32
504936071	Midwest Tape	AUDIOBOOKS - ADULT	01-29-4551 39.98	39.98
504936072	Midwest Tape	DVD - ADULT	01-29-4557 31.66	31.66
504936073	Midwest Tape	DVD - ADULT	01-26-4557 31.80	31.80
504936074	Midwest Tape	DVD - ADULT	01-26-4557 50.55	50.55
504962736	Midwest Tape	MUSIC - ADULT	01-26-4550 75.87	75.87
504962738	Midwest Tape	AUDIOBOOKS - ADULT	01-26-4551 44.98	44.98
504962739	Midwest Tape	DVD - ADULT	01-26-4557 27.91	27.91
504962860	Midwest Tape	DVD - ADULT	01-26-4557 63.32	63.32
504962861	Midwest Tape	DVD - ADULT	01-26-4557 18.91	18.91
504962862	Midwest Tape	MUSIC - ADULT	01-26-4550 16.03	16.03
504962863	Midwest Tape	DVD - ADULT	01-26-4557 94.98	94.98
504962864	Midwest Tape	DVD - ADULT	01-26-4557 167.90	167.90
504962865	Midwest Tape	DVD - ADULT	01-26-4557 94.98	94.98
504962866	Midwest Tape	DVD - ADULT	01-26-4557 167.90	167.90
504962867	Midwest Tape	DVD - ADULT	01-26-4557 22.66	22.66
504962868	Midwest Tape	DVD - ADULT	01-26-4557 63.32	63.32
504962869	Midwest Tape	MUSIC - JUVENILE	01-26-4554 30.26	30.26
504962870	Midwest Tape	DVD - JUVENILE	01-26-4558 12.91	12.91
504962871	Midwest Tape	DVD - ADULT	01-26-4557 198.75	198.75
504962872	Midwest Tape	DVD - ADULT	01-26-4557 198.75	198.75
504962873	Midwest Tape	DVD - ADULT	01-29-4557 31.66	31.66
504962874	Midwest Tape	AUDIOBOOKS - ADULT	01-29-4551 44.98	44.98
504962875	Midwest Tape	MUSIC - JUVENILE	01-29-4554 15.13	15.13
504962876	Midwest Tape	DVD - ADULT	01-29-4557 31.66	31.66
504962877	Midwest Tape	DVD - ADULT	01-26-4557 65.60	65.60
504962878	Midwest Tape	DVD - ADULT	01-26-4557 29.55	29.55
Total Midwest Tape:				<u>7,369.98</u>

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MISC VENDORS				
M4566-FEB24	NETFLIX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
M4566-FEB24	HULU	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	17.99
M4566-FEB24	HOME CUT DONUTS	PLC STRATEGIC MEETING REFRESHMENTS - 1/19/24	01-10-4715 44.99	44.99
M4566-FEB24	DONUT DEN	DONUTS W/DIRECTOR REFRESHMENTS - 1/22/24	01-10-4715 14.76	14.76
T7780-FEB24	NETFLIX	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
T7780-FEB24	NETFLIX	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
T7780-FEB24	NETFLIX	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
T7780-FEB24	CRUNCHYROLL	1/8 OUTREACH MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
T7780-FEB24	CRUNCHYROLL	1/8 OUTREACH MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
T7780-FEB24	CRUNCHYROLL	1/8 OUTREACH MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
T7780-FEB24	AMERICAN GIRL	CIRCULATING DOLL & ACCESSORIES	01-26-4569 140.00 01-26-4518 15.00	155.00
T7780-FEB24	CRUNCHYROLL	1/8 OUTREACH MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
T7780-FEB24	CRUNCHYROLL	1/8 OUTREACH MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
T7780-FEB24	CRUNCHYROLL	1/8 OUTREACH MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
T7780-FEB24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
T7780-FEB24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
T7780-FEB24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
T7780-FEB24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
T7780-FEB24	HULU	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	17.99
T7780-FEB24	HULU	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	17.99
T7780-FEB24	HULU	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	17.99
T7780-FEB24	HULU	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	17.99
T7780-FEB24	MILK STREET MAGAZINE	6 ISSUE SUBSCRIPTION	01-26-4511 49.95	49.95
T7780-FEB24	HULU	1/8 OUTREACH MONTHLY SUBSCRIPTION	01-26-4523 17.99	17.99
T7780-FEB24	MAX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
T7780-FEB24	MAX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
T7780-FEB24	MAX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
T7780-FEB24	MAX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 15.99	15.99
P7810-FEB24	MENARDS	VARIOUS MAINTENANCE SUPPLIES	08-30-4357 45.50	45.50
P7810-FEB24	FEDEX	BLUPRINTS & SPECIFICATION PRINTS	08-30-4211 14.94	14.94
P9444-FEB24	AMERICAN ASSOCIATION NOTARIES	BABINSKI - NOTARY BOND & SUPPLIES	01-10-4253 30.00 01-10-4351 32.45	62.45
P9444-FEB24	DISNEY PLUS	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 24.99	24.99
P9444-FEB24	DISNEY PLUS	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 24.99	24.99
P9444-FEB24	DISNEY PLUS	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 24.99	24.99
P9444-FEB24	AMERICAN BOOKMOBILE & OUTREACH SERVICES	PETROV - MEMBERSHIP RENEWAL - 2/5/24-2/5/24	01-10-4161 49.00	49.00
P9444-FEB24	NETFLIX	4/8 OUTREACH ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
P9444-FEB24	HULU BUNDLE	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 24.99	24.99
P9444-FEB24	HULU	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 17.99	17.99
P9444-FEB24	NETFLIX	2/8 OUTREACH ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
P9444-FEB24	DUNKIN	BKM PROGRAM REFRESHMENTS	01-28-4353 39.97	39.97
P9444-FEB24	HULU	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 17.99	17.99

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P9444-FEB24	HULU	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 17.99	17.99
P9444-FEB24	NETFLIX	2/8 OUTREACH ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
P9444-FEB24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
P9444-FEB24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 9.99	9.99
N8770-FEB24	NETFLIX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
N8770-FEB24	FACEBOOK	MONTHLY ADS	01-10-4731 42.79	42.79
N8770-FEB24	NETFLIX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	22.99
N8770-FEB24	CRADLEPOINT	BKM MOBILE ROUTER REMOTE ANNUAL RENEWAL - 1/29/24-1/28/24	01-14-4233 213.00	213.00
N8770-FEB24	JEWEL	WATCH PARTY PROGRAM SNACKS	01-20-4353 3.99	3.99
N8770-FEB24	WALMART	WATCH PARTY PROGRAM SNACKS	01-20-4353 28.97	28.97
N8770-FEB24	WALMART	JAN. 2024 PROGRAM SUPPLIES	01-20-4353 20.88	20.88
N8770-FEB24	WILL COUNTY HEALTH DEPARTMENT	JAN. 2024 TEMP FOOD PERMITS	01-20-4353 46.50	46.50
N8770-FEB24	MAILCHIMP	MONTHLY SUBSCRIPTION	01-10-4731 75.00	75.00
N8770-FEB24	DOLLAR TREE	FEB. 2024 CRAFT SUPPLIES	01-24-4353 22.50	22.50
N8770-FEB24	DUNKIN	ADULT WINTER READING CHALLENGE PRIZES	01-24-4353 50.00	50.00
N8770-FEB24	DUPAGE COUNTY GENEALOGICAL SOCIETY	DUDEK - CONFERENCE & VENDOR TABLE - 3/9/24	01-10-4151 20.00	20.00
N8770-FEB24	SPOTIFY	MONTHLY PATRON STREAMING MUSIC	01-14-4631 16.99	16.99
N8770-FEB24	GREENWOOD HEINEMANN	FOUNTAS & PINNELL LEVELED BOOKS RENEWAL	01-20-4371 25.00	25.00
N8770-FEB24	HOBBY LOBBY	PROGRAM CRAFT SUPPLIES	01-24-4353 35.81	35.81
N8770-FEB24	HULU	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	17.99
N8770-FEB24	WOOBX	MONTHLY SUBSCRIPTION	01-10-4731 29.00	29.00
N8770-FEB24	MICHAELS	VARIOUS CRAFT SUPPLIES	01-24-4353 65.93	65.93
N8770-FEB24	HP	CIRC MANAGER LAPTOP	01-14-4641 1,330.10	1,330.10
N8770-FEB24	UNIVERSITY OF WISCONSIN-MADISON	ARELLANO - POWER UP CONF. REG. - 3/21/24-3/22/24	01-10-4151 325.00	325.00
N8770-FEB24	UNIVERSITY OF WISCONSIN-MADISON	FUNFSINN - POWER UP CONF. REG. - 3/21/24-3/22/24	01-10-4151 325.00	325.00
N8770-FEB24	UNIVERSITY OF WISCONSIN-MADISON	MCCORMACK - POWER UP CONF. REG. - 3/21/24-3/22/24	01-10-4151 325.00	325.00
N8770-FEB24	UNIVERSITY OF WISCONSIN-MADISON	BAKER - POWER UP CONF. REG. - 3/21/24-3/22/24	01-10-4151 325.00	325.00
N8770-FEB24	WALMART	SPIDEY & HIS AMAZING FRIENDS PROGRAM SUPPLIES	01-20-4353 23.76	23.76
N8770-FEB24	ZENDESK	HELPDESK TICKETING SYSTEM RENEWAL - 1/19/24-1/18/25	01-14-4631 2,356.80	2,356.80
N8770-FEB24	PANERA BREAD	PLC STRATEGIC MEETING REFRESHMENTS - 1/19/24	01-10-4715 117.43	117.43
N8770-FEB24	ZOOM	ANNUAL RENEWAL - 1/21/24-1/20/25	01-14-4631 1,649.70	1,649.70
N8770-FEB24	JIMMY JOHNS	BS&A TRAINING LUNCH - 1/22/24	01-10-4711 55.18	55.18
N8770-FEB24	PANERA BREAD	DONUTS/PASTRIES, BS&A TRAINING REFRESHMENTS - 1/22/24	01-10-4715 45.26	86.24
			01-10-4711 40.98	
N8770-FEB24	DOLLAR TREE	SOCK PROGRAM SUPPLIES	01-24-4353 3.75	3.75
N8770-FEB24	DOLLAR TREE	VASES PROGRAM SUPPLIES	01-24-4353 6.25	6.25
N8770-FEB24	RENTALS UNLIMITED	STAFF IN-SERVICE CHAIR RENTAL DEPOSIT - 2/23/24	01-10-4353 73.00	73.00
N8770-FEB24	JIMMY JOHNS	SENIOR SOCIAL LUNCH - 1/25/24	01-24-4353 125.97	125.97
N8770-FEB24	ONLINE LABELS	HOLIDAY PICTURE BOOK LABELS	01-12-4371 416.84	416.84
N8770-FEB24	PDQ	DEPLOY & INVENTORY SOFTWARE RENEWAL - 1/30/24-1/30/25	01-14-4233 160.20	160.20
Total MISC VENDORS:				9,572.75
MONICA ENG MN022724	MONICA ENG	PROGRAM - ONE BOOK, ONE 'BROOK - 2/27/24	01-24-4571 250.00	250.00

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Total MONICA ENG:					250.00
Otis Elevator Company					
CYS16197001	Otis Elevator Company	FIRE ALARM TESTING HOISTWAY ACCESS	08-30-4211	1,538.00	<u>1,538.00</u>
Total Otis Elevator Company:					1,538.00
Pace Systems, Inc.					
IN00055295	Pace Systems, Inc.	MTG RM A, C, #219 ELECTRICAL	01-30-4651	13,519.86	13,519.86
214671	Pace Systems, Inc.	2024 CCTV PLATINUM WARRANTY	01-30-4392	5,865.00	<u>5,865.00</u>
Total Pace Systems, Inc.:					19,384.86
Patron Point, Inc.					
2462	PATRON POINT, INC.	OCT. - DEC. 2023 VERIFY TRANSACTIONS	01-10-4256	852.30	<u>852.30</u>
Total Patron Point, Inc.:					852.30
PAUL JOHNSON					
PJ8342-01	PAUL JOHNSON	REFUND: "BUCKET LIST"	01-10-3311	29.00	29.00
PJ8342-02	PAUL JOHNSON	REFUND: "JULES"	01-10-3311	26.24	<u>26.24</u>
Total PAUL JOHNSON:					55.24
Peerless Network, Inc.					
42311	Peerless Network, Inc.	TELEPHONE - 1/15/24-2/14/24	01-14-4312	530.68	<u>530.68</u>
Total Peerless Network, Inc.:					530.68
PeopleFacts					
33754-012024	PeopleFacts	NEW HIRE BACKGROUND CHECKS - JANUARY 2024	01-10-4253	120.39	<u>120.39</u>
Total PeopleFacts:					120.39
Playaway Products LLC					
450014	Playaway Products LLC	AUDIOBOOKS - YOUNG ADULT	01-26-4555	96.86	96.86
450044	Playaway Products LLC	LAUNCHPADS - JUVENILE	01-26-4566	484.47	484.47
450507	Playaway Products LLC	AUDIOBOOKS - ADULT	01-26-4551	453.14	453.14
450485	Playaway Products LLC	AUDIOBOOKS - YOUNG ADULT	01-26-4555	107.81	107.81
451899	Playaway Products LLC	LAUNCHPADS - JUVENILE	01-26-4566	74.99	<u>74.99</u>
Total Playaway Products LLC:					1,217.27
Plunkett's					
8408534	Plunkett's	PEST CONTROL - JANUARY 2024	08-30-4215	114.40	<u>114.40</u>
Total Plunkett's:					114.40
REACHING ACROSS ILLINOIS LIBRARY SYSTEMS					
12004	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS	SWANK MOVIE LICENSE - 1/1/24-12/31/24	01-24-4353	397.50	795.00
					01-20-4572 397.50
Total REACHING ACROSS ILLINOIS LIBRARY SYSTEMS:					<u>795.00</u>

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ROBERT MARTINEC					
RM3677	ROBERT MARTINEC	REFUND: "THE SPONGEBOB MOVIE"	01-10-3311	23.24	23.24
Total ROBERT MARTINEC:					<u>23.24</u>
Ronald Goldie					
RG031424	Ronald Goldie	PROGRAM - DUNGEONS & DRAGONS - 3/14/24	01-24-4573	100.00	100.00
Total Ronald Goldie:					<u>100.00</u>
Sebert Landscaping Inc.					
268391	Sebert Landscaping Inc.	1/11/24 SNOW & ICE MANAGEMENT	01-30-4392	467.00	467.00
268895	Sebert Landscaping Inc.	1/13/24 SNOW & ICE MANAGEMENT	01-30-4392	1,619.00	1,619.00
270189	Sebert Landscaping Inc.	1/22/23-1/23/24 SNOW & ICE MANAGEMENT	01-30-4392	2,388.00	2,388.00
Total Sebert Landscaping Inc.:					<u>4,474.00</u>
SUMMER KORNIEND					
SK030224	SUMMER KORNIEND	PROGRAM - ADVANCED MAKEUP FOR TEENS - 3/2/24	01-24-4573	250.00	250.00
SK031224	SUMMER KORNIEND	PROGRAM - BEGINNER MAKEUP FOR TEENS - 3/12/24	01-24-4573	250.00	250.00
Total SUMMER KORNIEND:					<u>500.00</u>
Susan K Maddox					
SKM032124	Susan K Maddox	PROGRAM - COOKING DEMO WITH CHEF MADDOX - 3/21/24	01-24-4571	375.00	375.00
Total Susan K Maddox:					<u>375.00</u>
SYSTEM WIDE AUTOMATED NETWORK (SWAN)					
10879	SYSTEM WIDE AUTOMATED NETWORK (SWAN)	RECIPROCAL BORROWING & ILL	01-10-3311	5.00	5.00
Total SYSTEM WIDE AUTOMATED NETWORK (SWAN):					<u>5.00</u>
Tee Jay Service Company, Inc.					
203212	Tee Jay Service Company, Inc.	ADA RESTROOM SWITCH REPLACEMENTS	08-30-4211	2,324.00	2,324.00
203950	Tee Jay Service Company, Inc.	1/15/24 EXTERIOR DOOR SERVICE	08-30-4211	1,580.50	1,580.50
Total Tee Jay Service Company, Inc.:					<u>3,904.50</u>
The New York Times					
88705314	The New York Times	NEWSPAPER SUBSCRIPTION - 12/25/23-12/22/24	01-26-4511	1,101.50	1,101.50
Total The New York Times:					<u>1,101.50</u>
Top Secret Studios					
1706	Top Secret Studios	NEW HIRE STAFF APPAREL	01-10-4711	180.00	180.00
Total Top Secret Studios:					<u>180.00</u>
Tressler LLP					
481323	Tressler LLP	LEGAL EXPENSE - ATTORNEY - JANUARY 2023	01-10-4241	3,654.00	3,654.00
Total Tressler LLP:					<u>3,654.00</u>

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Tria Architecture, Inc.				
4892	Tria Architecture, Inc.	3RD FL RENO CONSTRUCTION DOCS & GRI PRINTING	01-30-4651 2,403.57	2,403.57
4891	Tria Architecture, Inc.	INTERIOR LIGHT REPLACEMENT CONSTRUCTION DOCS & GRI PRINTING	01-30-4651 5,493.32	<u>5,493.32</u>
Total Tria Architecture, Inc.:				7,896.89
Unique Management Services, Inc.				
6121784	Unique Management Services, Inc.	NEW MOVER POSTCARDS - DEC. 2023	01-10-4256 322.50	<u>322.50</u>
Total Unique Management Services, Inc.:				322.50
Valerie Gugala				
VG031824	Valerie Gugala	PROGRAM - WAS MARY LINCOLN INSANE? - 3/18/24	01-24-4571 150.00	<u>150.00</u>
Total Valerie Gugala:				150.00
Vanguard Energy Services, LLC				
G404408011624	Vanguard Energy Services, LLC	GAS - 12/1/23-12/31/23	01-30-4322 2,479.45	<u>2,479.45</u>
Total Vanguard Energy Services, LLC:				2,479.45
Verizon Wireless				
9954440583	Verizon Wireless	TELEPHONE - 12/17/23-1/16/24	01-14-4311 539.82	<u>539.82</u>
Total Verizon Wireless:				539.82
Warehouse Direct				
5626073-0	Warehouse Direct	FLOOR CLEANER	08-30-4357 216.52	216.52
5641623-0	Warehouse Direct	FLOOR CLEANER	08-30-4357 216.52	216.52
5628134-0	Warehouse Direct	NEW HIRE STAFF APPAREL	01-10-4711 282.63	282.63
5648912-0	Warehouse Direct	1/22/24-1/23/24 BS&A TRAINING BEVERAGES	01-10-4711 17.58	17.58
C5626073-0	Warehouse Direct	INCORRECT FLOOR CLEANER	08-30-4357 (216.52)	(216.52)
5658898-0	Warehouse Direct	JANUARY 2024 DISTRICT RESTOCK	08-30-4357 74.78	836.32
			01-10-4351 761.54	
5658905-0	Warehouse Direct	OUTREACH WATER	01-10-4351 87.90	87.90
5658898-1	Warehouse Direct	JANUARY 2024 DISTRICT RESTOCK	01-10-4351 8.46	8.46
5643121-0	Warehouse Direct	PROCESSING & REPAIR MATERIALS	01-12-4371 161.40	<u>161.40</u>
Total Warehouse Direct:				1,610.81
WILLIAM E. COLE				
WEC022824	WILLIAM E. COLE	PROGRAM - GENEALOGY CLUB: BULLION BEND - 2/28/24	01-24-4571 250.00	<u>250.00</u>
Total WILLIAM E. COLE:				250.00
Report Total:				<u>201,236.38</u>

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JENNIE NGUYEN/FINANCE MANAGER

January 2024 Monthly Board Report Paul Mills

Director

ALA Council

I attended the ALA (American Library Association) Council as the representative for Illinois in January. I submitted a report to ILA (Illinois Library Association), and you may read it here:

[ALA Council Report - Illinois Library Association \(ila.org\)](#)

Deputy Director (Nancy Korczak)

In January I worked closely with our Circulation to prepare for our new Circulation Manager, Jacob Luce. Jacob has started his new position on Feb. 5th and the team is very excited to have him as their manager. Our lockers continue to be popular and we had 425 items checked out during the month of January.

In January I attended a meeting for the Pinnacle Strategic Plan. It was great to hear updates and how well progress in going on the plan. We also discussed a new committee relating to Pinnacle Operations which will comprise of Deputy Directors and other staff with similar responsibilities. Our first meeting will be in February.

From Joyce Arellano's report

Children's Services

Monthly Overview of Children's Services: It has been a lively start to the new year in Children's Services! In addition to kicking off the winter storytime season, our team offered a variety of exciting programs, including several events based on pop culture kid favorites, STEM events that sparked lots of curiosity, a play-based program related to One Book, One 'Brook and a family magic show! We also launched the 2024 Winter Reading Challenge and are grateful for the support from the Friends of Fountaindale. This month we also welcomed a new Children's Services Specialist to the team!

ARTS & CRAFTS

DESIGN A DOOZY DOZEN (15 attendees)

"I printed out the pages from the book [[Cultured Donuts by Chloe Tyler](#)] on each artist. Each page had an actual work by the artist and the imagined donut they would have created in their style. I then spread them all over the table so they would have examples to inspire them during the program. I brought out the markers and separated them into four cups and spread them out on the table. The kids loved the idea that the artist tried

all the different styles. They were excited to look at the picture of art from the book and compare it to how the author imagined their donut would be. One child was really taken with the Seurat donut. His family had just moved here from Arizona.

One little boy made his donut an ode to his favorite YouTuber! With Valentine's Day just around the corner there were a few hearts added. One girl had very detailed hearts and strawberries on her donut. Another girl spent a lot of time layering on the bright pink to make an amazing donut so bright!" *Chris Z.*



CRAFT KITS

TAKE-IT MAKE-IT (182 kits)

- Snowman Frame (Purchased)
- Sock Puppets (Sarah D.)
- Walrus (Rosemary B.)
- Fidget Keychain (Rachel O.)

HOLIDAY TAKE-IT MAKE-IT (69 kits)

- Tu Bishvat (Christina M.)
- Groundhog Day (Susan F.)

TWEEN DIY KIT (90 kits)

- No-Sew Pillow (Chris Z.)
- Paint-Your-Own Cactus (Christina M.)



FAMILY PROGRAMS

READING IS MAGIC! PRESENTED BY ZACK PERCELL (59 attendees)

Thank you to Paul, for passing along the contact information for magician, Zack Percell! We hosted Zack Percell's show on a cold, dreary Sunday, and we were so excited to see so many families attend! One patron wrote on the program evaluation survey, "I appreciate the variety of programming and thought the magician did a nice job of

interacting with the audience. I also noticed the shelves in the kids area with books pulled about magic (perfect for quick grabbing after the show).”



“This is a program I was slightly worried about, because it has been so long since we have done Sunday programming and we were unsure if patrons would be interested in the time. However, we quickly found that worry to be unfounded. We had 43 registrations and an overall attendance of 59! I first want to point out how lovely the presenter, Zack Percell, was to work with. He was prompt and friendly in all of our correspondence and was just as lovely to work with in person. He was completely self-sufficient in his set-up and

take-down and showed genuine excitement about being at Fountaindale to perform. Once the patrons started arriving he had a great rapport with the kids and parents. Once the show started, I honestly expected to have several of the children/families bow out early, simply because an hour can be a long time to watch a show for most children. I was pleasantly surprised at how he kept the whole crowd enticed and engaged for the entire show, even the little ones; we had only one family that needed to leave early and he kept wonderful control of the crowd the whole time! His magic show was both impressive and entertaining, not only for the children, but also the adults; we had several staff members who stopped by to see a trick or two, all of them saying they wouldn't have minded staying to see the whole show. Overall, I think this program can be summed up by a question I was asked by at least 3 children on their way out: “When is he coming back?!” *Christina M.*

SPIDEY & HIS AMAZING FRIENDS PARTY (45 attendees)

“Rachel and I had prepped and prepared a craft-evening of Spidey crafts. Kiddos got to make their own Spidey masks, whatever color and design they wanted! The second craft kiddos got to do was a Spidey handprint scene. Essentially, they had to trace their hand, decorate it as Spidey and then create a scene of their own design! We expressed to caregivers and kiddos they had 100% creative freedom as they did not have to replicate the sample. As they were doing these fun crafts, we had [Spidey and His Amazing Friends](#) playing on in the background. It was to no surprise that the kids were more captivated by the tv show than the crafts! While they crafted and watched the show, we supplied them snacks, such as Spiderman fruit snacks, organic fruit juice, pretzels, etc. As they were leaving, we gave them another Spidey craft to do at home: a little Spidey [paper] gingerbread. We received multiple compliments, including 5-star reviews. Adults said their children had a lot of fun at our program!” *Jordan B.*

“Spidey and His Amazing Friends was, well, amazing! Kids loved decorating their own Spidey masks and tracing their handprints to create Spiderman that way. Some of the designs the patrons came up with were gorgeous and pretty amazing! So many kiddos came dressed up in Spiderman attire, and they enjoyed getting to eat snacks and sit on our blankets just watching. I think it's safe to say that patrons really enjoyed this event!” *Rachel O.*

READING, WRITING & PUBLISHING LET'S BE PEN PALS (7 participants)

We received seven letters in the CSD mailbox this month. Two were addressed to Mrs. C. in Outreach.

STEAM & LEARNING FUN AROUND THE WORLD IN 5 CLUES (12 attendees)

"In this program kids were given five clues/activities to guess a country. The program is a great opportunity for kids to learn about other cultures, geography and history in a more interactive, more competitive way. Kids solved challenges like making a building that can withstand a 6-second earthquake, painting a flower tree, creating a paper sushi plate, folding origami and reading haiku and manga books. In the end they successfully guessed the country of Japan.

We talked about continents, earthquakes, tectonic plates and the Ring of Fire regions the Pacific Ocean. I went a little bit deeper into how tectonic plates move and create earthquakes. They were so interested that all the kids came closer to the screen to see what I was talking about. In the end the kids were able to guess the country although in the beginning they said that they don't know any countries outside U.S. They liked the program so much that when parents came to pick them up they didn't want to leave."
Andreea D.



STEM EXPLORATION: SOUND ALL AROUND WITH DUPAGE CHILDREN'S MUSEUM (33 attendees)

"This program was very well planned and the presenter got kids engaged in conversations and games about sound science. Kids learned about amplitude, vibrations, frequency and created their own sound making devices. In the end everyone visualized the sound vibrations with the aid of a home-made device that involved a laser beam. A few days after the program, some patrons asked me information about the program and asked if we will have more similar programs. Patron was a homeschooler. Another homeschool family suggested a similar program for older kids."
Andreea D.



NATURE STORYTIME WITH MORTON ARBORETUM (28 attendees)

“For the first item on the program, the presenter wanted to highlight animals that hibernate in winter time. She gave each child a stuffie and then she gave some clues about the animal’s behavior. When the kids guessed correctly the kid held the animal high and everyone participated in a discussion about that animal. It was interesting that even some of the adults were not familiar with some of the animals presented. One adult asked me to spell the name ‘groundhog’ and another asked me ‘opossum.’ They said they had never heard or seen these animals specific to North America.

The second book was the traditional Ukrainian story [The Mitten](#). When the kids saw the cover, they exclaimed, ‘We read this book at the library!’ And they quickly gave the presenter a summary of the story. The art project was related to *The Mitten* story. Kids observed birch bark and then created a piece of art that looked like an animal hibernating in a birch tree log.” *Andreea D.*



READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (403)

Three new children joined the program!

WINTER READING CHALLENGE (70)

Total participation so far is 70 children! This year’s program is a paper-based game board with a variety of reading and activity challenges listed on the back. Excitement around the program began well before the start of the program, with many families asking when they can begin signing up.

This year’s prizes include a sensory pen (or sensory mat for babies and toddlers) at the halfway point. The completion prize includes a Self-Reflection Art Kit and a voucher for a free book from the Book Cellar. Thank you to the Friends of Fountaindale for partnering with us again this year!

PUBLIC SERVICE

We answered **767** reference questions and **639** directional questions. We also assisted with 22 one-on-one appointments.

We answered many questions about the Winter Reading Challenge. We also helped many students find books from Valley View's Battle of the Books list.

Brooks Middle School (BMS) borrowed our department's TranslateLive device for the fall season to test out in their main office. They also used the device during Parent-Teacher conferences in October. BMS Principal, Dr. Keith Wood called the device "a game changer" and said BMS will be getting their own TranslateLive device soon. In addition to using it in the main office to bridge language gaps between staff and parents, they will also take advantage of TranslateLive's broadcast feature at Curriculum Night and graduation. The broadcast feature will allow the speeches at these events to be translated to all the attendees in their languages in real time. To show their appreciation, Dr. Wood brought our team a box of Crumbl cookies and expressed how grateful he was for our library's partnership.

From Tana Petrov's report

Outreach Services

Most notable accomplishments and projects:

- **Office Tasks**

- We finished the 2nd round of Student Success Cards for the students who have recently enrolled in VVSD and don't yet have cards. The entire department worked together on creating the cards and getting them prepared for distribution to the schools.
- We worked on teacher materials requests
- We planned Bookmobile Fun programs, Bookmobile displays and future craft programs
- Sarah made phone calls to those Home Delivery Patrons who have been inactive for a couple of years to see if they were still interested in having this service. She updated the home delivery patron spreadsheet based on the response from these phone calls.
- One of Joe's goals this year is to maintain the NY Best Seller collection on the Bookmobile. Joe keeps tabs on the list and is familiar with the most current and trending titles and switches out the older titles no longer on the list for the recently added fresh titles. The advantages of maintaining the Best Seller's collection is two-fold. First, we always have new and popular titles available for check-out on the Bookmobile. Secondly, it keeps Joe and other staff up-to-date with those titles and enables us to give detailed recommendations to our patrons.
- Jaci and Carolyn worked together on booking two summer performers and reserving our Annerino park space for our Outreach programs in the summer.
- Carolyn put together our Outreach/Bookmobile staff recommendation bookmark for the Spring. She used recommendations from several staff members and graphics from LibraryAware.
- Ramon worked on gathering materials for Black History Month in the Bookmobile
- Jen worked on preparing the craft for the Crafts and Snacks on the Bookmobile at the end of this month and the craft for Bookmobile fun in March.

Services for Seniors

- **Home-Delivery Services**
- **Programming** - Outreach staff provided programming and brought materials for checkout to our senior facilities: Atria at River Trail, Encore, Heritage Woods, Greenleaf, Meadowbrook Manor and Levy Center
 - **From Sarah's report:** *Levy Center (with Joe) 1/23/24 we saw 9 people. The senior club announced over the microphone that we were there at the table with a cart full of large print books to check out. It was great to see that we are beginning to have more regular patrons showing up to pick up holds or check out books on subjects they've requested.*
 - **From Melissa's report:** *On 1/10, I did programming for the memory care residents of Encore. When I arrived, Bertha, the activity coordinator, immediately went to wake up one of the residents. She said that Mike would be upset if he found out I was there and no one let him know. We had such a great time. I read a short story called "A Short Misunderstanding" from the book 101 Feel Good Stories. We talked about new year's resolutions, which led to a discussion on food. There was one gentleman there that said he used to be a cook. I asked what type of cuisine was his specialty. He said he liked making Italian foods, so lots of pastas. As I was asking questions one of the ladies interrupted me to say, "Do you see that man over there in the corner? He never talks. This is the most I have seen him speak since I've been living here. Keep doing what you're doing." That brought so much joy to my heart. George was the man's name and he kept responding to my questions. He said he used to do all the cooking for him and his wife so he liked talking about food. I didn't think George was going to participate because he didn't want to play any of the games I had brought with me, but as soon as I started asking trivia questions and talking about food he joined in on the conversation.*
- **Book clubs for seniors**
 - **From Sarah's report:** *Also on 1/3/24, was the Heritage Woods Book Club. We discussed The Bridge by Karen Kingsbury. February's book choice is Sweet Home Christmas by Susan Mallery. I found discussion questions and an interview video clip of the author that I plan to share with the group. There were 5 people in attendance in January's meeting. I also reached out to the StoryPoint activities coordinator, Giovanni, about the Book Club. We decided that the next book to be discussed is, "Uncommon Types" by Tom Hanks. I will provide copies of this book and discussion questions.*

Services for Preschools

- **From Jen's report:** *1/22: I covered Jaci's storytimes at Kindercare Barbers Corners. There were so many kids! But the staff was great with interacting with the kids and helping them out when needed. I did three storytimes. I did a mix of music, playing songs on my ukulele ("Wake up Feet", "If you're cold and you know it clap your mittens" and "See you later alligator") as well as recorded songs - The Snow Song by Jessica Deshong (dancing with scarves), Wiggle Like a Worm by Jessica Deshong, Winter Freeze Dance by The Kiboomers, I Live Inside a Snowglobe by The Laurie Berkner Band (with shaker eggs). This was also the first time I used a puppet in a storytime. I used a polar bear puppet while singing a song about a sleeping polar bear. At the end of the song, the lyrics are "if you wake him he'll be very MAD!" The whole song is quiet and sweet until you*

say MAD, so I made the polar bear growl at the kids. They LOVED it and requested that I repeat the song a few times.

From Jaci's report:

- **Storytime Overview:** *This month's storytime was all about bears. I made Waffles some bear ears out of felt and pipe cleaners. I had the kids guess his costume. A lot of people surprisingly thought he was a mouse.*
- **Bolingbrook Park District Library Tours:** *This month I hosted the 4-year-old preschool classes from the Park District. We had to reschedule two tours because of ice and snow, but in the end we were able to get all the 4-year-old classes in. All the outreach staff were so supportive and helpful. They helped me with the parachute, lead tours, crowd control and more. I really love our team in outreach! I received a lot of great feedback from the teachers. They said they really appreciated us for all that we do and they enjoyed learning about the library as much as the kids.*



Services for Schools

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

- **From Jen's report:** *1/10: McGee. We saw 123 patrons in the Bookmobile today. I have been so impressed with the students at McGee. They are always so polite and say please and thank you. One fifth grader had a very interesting request. She wanted historical fiction books about natural disasters, preferably with a touch of a horror element included. I told her I needed some extra time for that request and would hopefully have some books for her to look at the next time we visit. I did a little research using NoveList K-8, but everything I found were books that we do not have in our collection. I happened to be in Children's pulling books and mentioned it to Joyce and Christina and they said they would be happy to look for some books as well. When I came into work on Thursday, they sent me a spreadsheet of 11 books they found. I will make sure to grab some of those books for the next time we go to McGee. The girls that love Sarah were again disappointed not to see her. I told them that she did want to say hi to them and that hopefully the next time we go she will get to go as well.*

- **From Cindy's report:**
 - *For January I had Abraham Lincoln as a theme and did a simple science experiment. The idea was very cool and the kids enjoyed it very much, even a few teachers really liked it, but the execution was too hard in a school setting and would have been much better as a program. Live and learn, although it was not ideal, I don't want to be afraid to try new things and mix it up a bit to make things interesting.*

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.

Outreach Programs and Events

- **January 9-12: Bolingbrook Park District Library Visit and Storytimes**
- **January 13: Donuts & Downloads on the Bookmobile**
 - **From Joe's report:** *Earlier this month, Jay (ATSD) and I worked a Donuts & Downloads Day for our Bookmobile stop at Target. We were prepared with display materials and pamphlets to pass out to patrons which contained information about library e-resources and apps. Jay has extensive knowledge and expertise on the library's e-resources and was very approachable to patrons who visited the Bookmobile. He offered them his assistance and answered all their questions about the apps. We also brought along computers, an iPad, and other devices to demonstrate how to download, access, and navigate the different apps. Last, but not least, we didn't forget the donuts!*
- **January 25: BJ Ward Elementary School Literacy Night**
 - **From Carolyn's report:** *Jen and I attended the BJW Learning Night. They were celebrating the bond between working dogs and people. Author Amber Hill was there, as well as a meet and greet with 4 working dogs, including the Bolingbrook police dog, Scout. They had read alouds, a book swap and a math game area. Our table was set up in the entrance way next to the school's table for handouts and snacks. We had great visibility and nearly everyone in attendance stopped by the library table where we had promotional materials, our calendar of events, dog books and some giveaways. Comments we heard from visitors at the event were, "We have the best library in the country!" and a teacher told us that "Everyone is loving those coloring changing pencils, thank you!" and some students said "Oh look! It's Mrs. C!" when they saw Cindy's picture on the flyers. It was a good segway to discuss some upcoming programs. We also heard thank yous from the school staff for how nice our table was set up and for being part of their evening.*



From Jacinto Gonzalez's report

Studio 300

Here are our **January 2024 key stats**:

- 647 patrons actively **used** our lab.
 - **16** were Non-District Users.
- 1724 items were **checked out**
 - **100** of that total circulated out of the lab
- 40 patrons **attended** our programs.
 - Total programming hours came to **9**
- 49 patrons **completed** our online classes:
 - **34** Orientation
 - **15** Maker Training



Studio Space Usage:

Rooms	Attendance	Events/Uses
Television	62	30
GCR	124	58
Audio	141	85
MakerSpace	77	74
Total	404	247

Studio Month Summary:

In the vibrant and dynamic atmosphere of Studio 300, January unfolded with many engaging activities, community involvement, and advancements in resource enrichment.

Monica, a dedicated advocate for patron services, played a pivotal role in ensuring a seamless experience for visitors. Whether assisting in person or answering queries via phone and email, Monica's commitment to exceptional service was unwavering. Their proactive initiatives extended beyond the traditional realm, as they took the lead in organizing a comprehensive YouTube class on the Digital Background Painting Workflow. This class, meticulously crafted to generate interest in the Wacom Cintiq tablet, showcased Monica's dedication to exploring innovative ways to connect with the community. Notably, they also contributed to the broader literary landscape by completing a voluntary submission for the iREAD Reading Program 2025, emphasizing Studio 300's commitment to fostering a love for reading across all ages.

Meanwhile, Patrick and Ruth, the dynamic driving force behind ShortHaus Cinema, continued to elevate the creative ambiance within Studio 300. Their January program, featuring the works of East German visual artist Lutz Dammbeck, captivated audiences and underscored Studio 300's commitment to diverse cultural explorations. The meticulous preparation for the upcoming February showcase on Julie Dash, including Patrick's adept curation of an Instagram reel, exemplifies the team's dedication to creating immersive experiences. Patrick's multifaceted contributions extended to leadership roles in the Photography Club and Foley programs, setting the stage for the March program and the eagerly anticipated inaugural Short Film Competition. Furthermore, his foray into poster design and cutting-edge 3D printing projects, such as crafting modular lightsabers for an upcoming Star Wars day, showcased the studio's innovative spirit.

Within Studio 300, Justin emerged as a driving force for innovation. A thematic display wall adorned with New Year's resolutions showcased Fountaindale's resources and set the tone for a year of skill enhancement and community engagement. Justin's active pursuit of refining skills, particularly in sublimation designs and Adobe Premiere Pro, demonstrated a commitment to staying at the forefront of multimedia trends. His meticulous approach extended to administrative tasks, including the crucial updates of audio and inventory sheets. Beyond the studio walls, Justin was pivotal in promoting community events through diverse social media platforms, amplifying Studio 300's reach and impact.

Adriana's endeavors in photography and craft programs continued to resonate with patrons. Collaborating with T. Brem, she facilitated an insightful session on understanding Shutter and Aperture Priority, providing participants with valuable insights into the art of photography. Adriana's meticulous assembly of craft kits for an upcoming staff in-service event showcased her dedication to hands-on learning experiences. Her role as a trainer to new hire Ericka Wagner ensured a smooth integration into the team and exemplified Studio 300's commitment to fostering a supportive work environment. The month culminated in an enriching Film Club session featuring the 1993 movie adaptation of *Much Ado About Nothing*, providing patrons with an opportunity to delve into cinematic discussions and share their passion for film.



Jacinto's STEAM (Science, Technology, Engineering, Arts, and Mathematics) initiatives added an extra layer of learning opportunities within Studio 300.

Collaborating with renowned children's book author Ruth Spiro, Jacinto hosted an engaging program focusing on children's literature and creativity, highlighting the studio's commitment to nurturing local writers'. Technological advancements were not limited to the creative realm but extended to integrating and upgrading 3D printers, setting the stage for collaborative workbench environments for remote printing. The expansion of discovery boxes, featuring new additions such as a knitting machine, telescope, and coding kits, enriched patrons' exploration of STEAM-themed equipment, positioning Studio 300 as a hub for diverse and hands-on learning experiences.

In summary, January exemplified Studio 300's commitment to innovation, community enrichment, and continual improvement across its diverse programs and services. The collaborative efforts of the dedicated staff showcased the studio as a dynamic space where creativity thrives, skills are honed, and the community comes together to explore, learn, and engage.



From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

January debuted the arrival of our newest traveling exhibit *Fire and Freedom: Food of the Enslaved in Early America* which is scheduled to run through Saturday, February 24. Due to the inclement weather, the exhibit arrived on Tuesday, January 16, the day after our exhibit was scheduled to open. Two panel pins had been broken by the previous exhibit location, and new parts were ordered. The replacement parts arrived early in the morning on Friday, January 19th, and the exhibit was fully on display to our patrons. Due to the travel schedule of our current exhibit, we will not be able to hold the display longer than our agreed-upon time. However, we received a nice e-mail from the

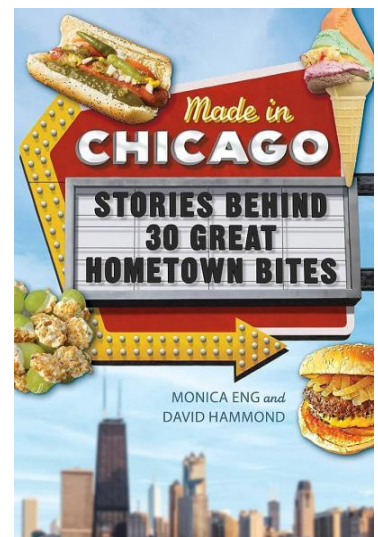


National Library of Medicine thanking us for ensuring the exhibit is in good working order and will be ready for its next assigned location.

Our Career Online High School students Chantrea R. and Cristian P. completed an outstanding amount of coursework during the month of January and are on target to achieve their high school diplomas later this year. Both students transferred a substantial amount of previous high school credits into our program, so this should reduce the amount of time spent repeating previous classes. Their academic coaches are very pleased with their progress, and I will do all I can to ensure their continued success.

January also kicked off our Winter Reading Program, as well as our year-long Genealogy Club "Write It Down!" author series. The response from both programs have been very positive. We are also looking forward to Aysha's 'One Book, One 'Brook' event next month, which will feature *Made in Chicago: Stories Behind 30 Great Hometown Bites* with local authors Monica Eng and David Hammond. We have free copies of the book ready to distribute to our patrons, and we anticipate the free food at the author event will generate a sizeable patron turnout.

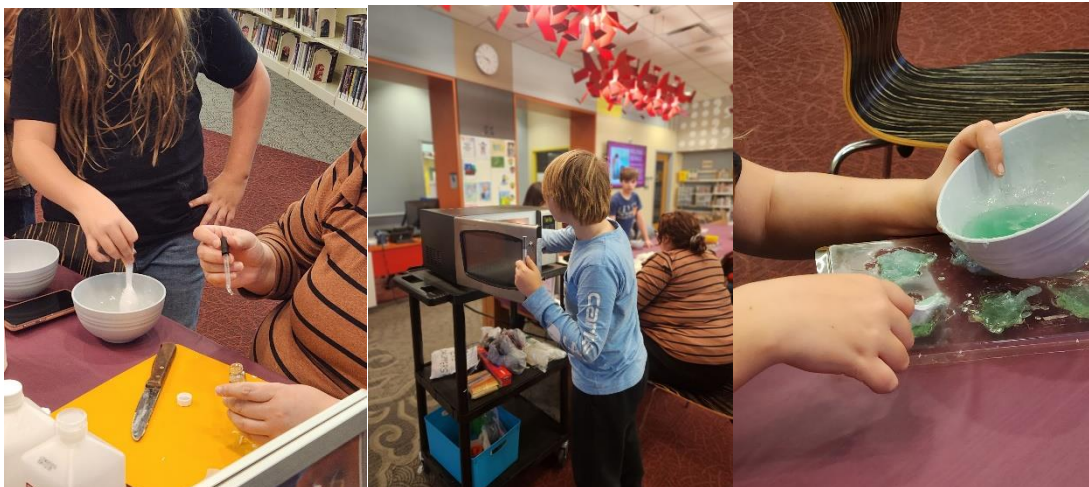
January Observations and Projects – I met with several managers & staff to work on these projects:



Teen Programming

Bad weather meant a few of our teen programs were canceled and/or rescheduled during the month of January. We still managed to get decent turnout for several programs including Alex's Do You Wanna Paint a Snowman? craft. My team and I spent a good deal of time preparing for upcoming Black History Month programming. We used Canva to create our Black Authors Scavenger Hunt author bios, a Black Superhero Scavenger Hunt, bingo cards and artist profiles for our Black Artists Take-It Make-It. More on these projects next month! A lot of my time was spent rescheduling school visits, reviewing the Spring Fountain and getting all Spring programs entered into Communico. We'll be pivoting to Summer soon as we only have a month before that content is due.

I hosted and/or presented two teen crafts in January. Teens made their own melt-and-pour soaps in our **DIY Soap Making** program. This program involved melting soap in a microwave and then adding scents and color. We used clear and white soap, soap coloring and mica powder for colorants and scents such as chamomile tea, grapefruit and lavender. The teens had a great time and were able to make at least two to three soap bars each.



[Natasha Lehrer Lewis](#) presented another felting program at the end of January, **Felted Bowls**. Teens used oranges, pantyhose, bubble wrap, wool and soapy water to wet felt bowls. They shaped their wool around the oranges, covered that with pantyhose and then dunked their project in the soapy water. They then rolled their projects on the bubble wrap to twist and bind the wool fibers. Natasha had a lot of fun colors including some neon silky fibers that added a pop of color and helped bind the fibers together. Wet felting is a bit messy but a lot of fun. I love how Natasha uses everyday objects in her projects. The final step for everyone involved cutting the oranges free and shaping the bowls before drying. Check out the finished projects below!



We have 25 teens registered for our **Teen Winter Challenge** with two weeks left. Several teens have already reached the program goal of 360 minutes and claimed their free paperback books. We have held three weekly drawings for \$10 Target gift cards. One of our teens suggested we give away a \$50 Barnes & Noble gift card instead or in addition to the Target gift cards. I think this would be a great addition to future programs including Summer Adventure.



Hayley assisted Leah Moon with her **Pin Display Banner** program. We brought out the button maker so teens could make buttons to add to the display banner if they wanted. Teens used felt, dowel rods and hot glue guns/sticks to make the banner. They then used our button maker to make custom pins.

School Services

We continue to visit the schools on a monthly basis. This includes our three middle schools as well as Bolingbrook High School. Hayley visited BHS on January 22 with our button maker, pre-made and blank templates. She mentioned that one teen spent the whole period drawing their own artwork for a single button. That's dedication! I went with Outreach to Brooks and Humphrey this month. Due to staffing issues, I was not able to go to Jane Addams but did provide Outreach with craft supplies and February calendars to pass along to the librarian. This month, teens were able to make one of three Valentine's magnets. The most popular of the three was by far the manatee. This foam project was easy to assemble and featured the manatee holding a heart saying "BE MINE-ATEE." Teens were able to add magnets if they wanted to hang them in their lockers or on their fridge.

Career Online High School:

Currently Enrolled: 3
Currently Enrolled 30 Day Probation: 0
Currently Enrolled Completed 30 Day Probation: 0
Students 75% Through Program: 2
Graduate: 30

Adult Programming:

Rock n' Roll Roadshow: a Senior Social Event (1-25-24)

Attendees: 33



The Senior Social events are easily my favorite programs to plan for, even if it can be stressful to ensure everything is accounted for. This month's event was a concert event with musician Randy Walker. Mr. Walker was touted by several different libraries to be a quality performer, and he was reasonably priced compared to other performers of his caliber. His Rock n' Roll Road Show program was touted as being a journey through the music of the 50s and 60s, which would land pretty squarely of the demographic that we aim for with these programs. Organized the program with Randy was really smooth with very minimum.

Curative Properties of Herbal Tea (1/25)

Attendees: 27



Marcy Lautanen-Raleigh of Backyard Patch Herbs led an amazing tea program!

Before the program, Marcy brought her own hot water dispensers, which I filled up with water in the kitchenette. I set-up a table by the entrance door where patrons can take

handouts, napkins, and extra pens. Marcy offered slips that patrons could fill out for a drawing, which she did at the end of the program and gave away two tea packets.

Everyone seemed to enjoy the class and expressed their enthusiasm to me as they were leaving. The class did run 15 minutes later, but it's because many patrons kept on asking questions. Marcy is filled with a wealth of knowledge about everything herbs and I'm glad we were able to host her program. Can't wait to plan other programs she offers in the future!

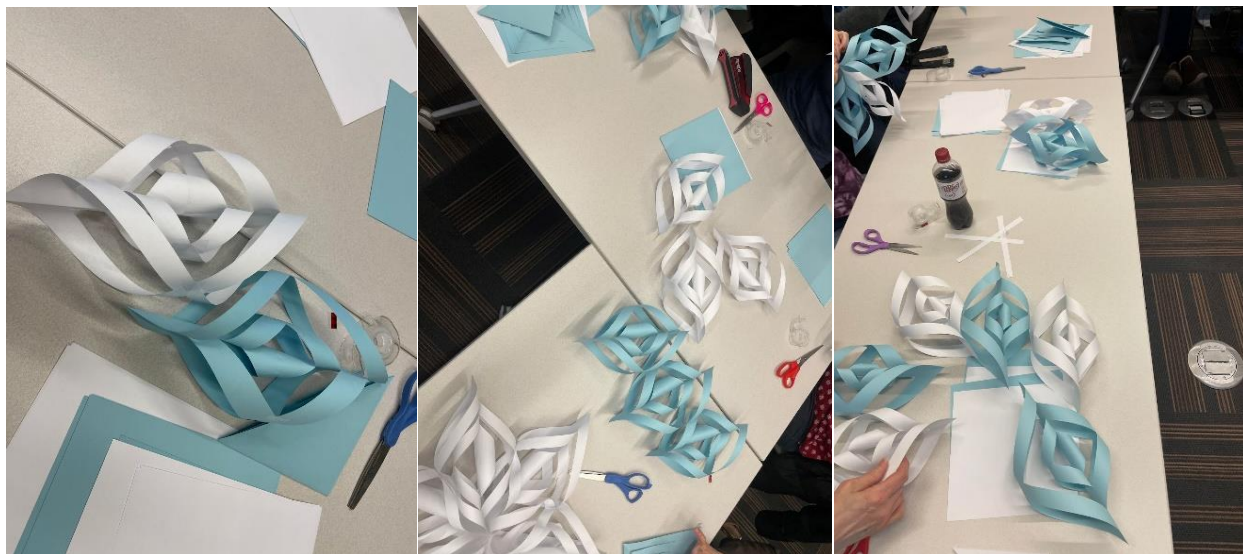
Librarian Highlight Aysha

Book Clubs:

Chills & Thrills: *The 6:20 Man* by David Baldacci. 17 attended.

Coffee & Conversation: *Anxious People* by Fredrik Backman, 12 attended. I received a lovely email from one of the members: Just a quick thanks for being such a great discussion facilitator!

Winter Crafts & Reading: DIY 3D Paper Snowflake. 11 patrons attended. I booktalked winter fiction. This was the first time I used a YouTube video to demonstrate the craft and the patrons appreciated it.



Winter Reading for Adults and Staff are ongoing. 141 patrons and 36 staff are signed up so far.

Circulation Services

Once again, the lockers proved to be very popular, and we had 425 items checked out.

Our new Circulation Manager, Jake Luce started his position on Feb. 5th, he is looking forward to learning all about the Circulation Department.

Kate, Assistant Manager

In January more patrons started using our pick up lockers and 425 items were checked out, an 18% increase from December. We also received a dual monitor in our workroom to make it more efficient for staff to assign lockers.

Lyngsoe technician Terry was out several times this month to troubleshoot our drive up, which has been down since November. Terry and the Lyngsoe team worked with our IT Team and the drive up is back up and in working order. Terry also helped resolve issues with the patron return side. He was able to switch the barcode scanners to the top and now Pinnacle items are correctly reading, which makes this more beneficial for patrons and staff.

I met with the new Children's Services Specialist, Arielle and gave her an overview of Circulation and made sure she received a staff library card.

In search of a new Circulation Specialist, Jorie and I conducted interviews. We are happy to announce that Courtney will be joining our Circ Team the second week of February.

We renewed 115 license plate stickers this month, which was an increase of 5% from last year.

Jorie, Associate Manager

The Aides finished up their refresher training this month. Feedback was very positive and everyone expressed a desire to do it again in 6 months to 1 year. I also re-did the damaged item procedures to be more up to date and include the new 'declare lost' feature in Leap. I reached out to Matt Hammermeister about implementing changes to the picklist that were discussed last summer. These changes added series and volume information to the picklists, letting the circ aides find material faster and more easily. Towards the end of the month I helped Kate with her interviews for the open Circ specialist position. One of our Circulation aides, Em resigned. Her last day was January 20th. We have already begun interviewing applicants for her position and will be choosing a candidate soon.

Meetings I attended this month were: the lead specialist meeting (1/9), PIC meeting (1/11), CUC meeting (1/16), all specialist meeting (1/17), aide meeting (1/18), met with Hillary, Tom, & Noah (1/20) and Rolando (1/24) to go over the aide meeting agenda, met with Ann (1/31) for our circ aide check in.

Mary, Lead Specialist

- Book drop: inside drop 3462, outside drop 3868, for a total of 7330 items returned at the book drops.
- Tallies at service points: 1-on-1 134, Reference 347, Direction 441 for a total of 1222.
- Claims returned: items claimed 28, items found on shelf 5, items returned by patrons 3.
- Lost & found items: 39 found items for the month, 8 items picked up by the owners.
- AMH stats: AMH Lobby 13,221, AMH Drive up 348, AMH Staff 19,775.

Building Operations (Tasos Priovolos)

During our inclement weather in January, we worked closely with our snow/ice management company and other managers to discuss the options of opening or closing. Our snow/ice management company kept in close contact with us and updated us on weather conditions overnight in our area.

During the extreme cold, we had the opportunity to test the functionality of our new logic within our building automation system. During the extreme cold last year, we worked with Trane to create new control logic which would minimize any manual intervention during extreme weather. All of our mechanical systems adjusted as needed during the extreme weather.

Completed the pre-bid walk-thru and bid opening for the 3rd Floor Renovation project and the Interior Lighting led conversion project. The walk-thrus were a great opportunity to have the bidding contractors review the scope of work in order to properly submit a bid for the projects. We are in the process of reviewing the bids and the successful bidder will be presented at the next board meeting.

We are currently reviewing applicants and interviewing for a part-time Security Guard position.

Tasos attended Responding To & Investigating Hoax Bomb Threats & Swatting provided by the FBI which discussed these types of threats towards schools and libraries. It was a great opportunity to review threats in all parts of the country and review how some of them were handled.

Several department staff attended training for the new finance software which will be used to create purchase orders, manage budget lines, and review/approve invoices. This new software will streamline the current purchasing process in our department.



ZENDESK -

In January, 43 new maintenance tickets were created, and 47 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

January 2024 Statistics Snapshot

- 38% increase in digital circulation
- 2,436 new items added to collection, including 74 original records created
- 5,708 old & worn items were withdrawn
- 316 interlibrary loans and Find More IL requests received for our patrons
- 363 items repaired, 324 invoices paid and 270 boxes were received/opened

Staff News

Congratulations to Jacob Luce, Collection Services Assistant Manager, for his promotion to Circulation Services Manager! Jake has made significant contributions to the Collections Department, in turn making a positive impact to our library collections and services for our patrons. We bid Jake farewell from the department this month, but we are all very excited to work with Jake in his new role starting in February.

Strategic Plan Meetings

Strategic planning was in the air, as I participated in two strategic plan meetings this month. The first was an annual meeting to discuss progress made on Pinnacle Library Cooperative's current strategic plan. Currently serving as Chair of the PinDigital Committee, I was honored to be invited to the meeting to discuss upcoming strategic objectives that will be activated this year. Later in the month, Lynnette and I attended the quarterly Strategic Plan Liaison Meeting, where all Objective Leads provided progress reports to Trustee Sarah Siska, Paul and Nancy. It was a great opportunity to meet and discuss the advancements achieved with our strategic plan objectives. Lynnette is the objective lead for 2.1: *Continue to develop opportunities to showcase and cross promote library collections and resources*, and I am the objective lead for 2.2: *Expand collections with high growth potential and adjust other collection areas as needed to respond to community needs*.

PinDigital Committee Meeting

Fountaindale hosted the PinDigital Committee this month, where our agenda included discussions on next fiscal year's budget requests, the process for ordering pre-order titles, and default checkout periods in Libby. I also met with Shorewood-Troy's representative to help answer questions and complete her onboarding, as Lori is relatively new to the committee.

Local History Room Meeting

Debra, Tasos, Jake and I met to discuss the Local History Room and Genealogy collections. We devised a plan for relocating the materials when construction commences, and also discussed how the new room will be arranged. I look forward to helping shape the layout and organization of the new Local History Room.

Collection Services Staff Reports

From Jacob Luce, *Collection Services Assistant Manager*

For the month of January, much of my time was spent preparing for the training and delegation of some of my duties to designated staff within the department in anticipation of starting my new role in February. This included updating and writing some of the procedures for said duties. Some of the training and delegation included 4K movie ordering with the Acquisitions and Cataloging Supervisors, the process for renewing our newspapers and direct order magazines, tween book box processing, home learning flash cards artwork creation and coordinating the pickup of the Discover Books bin and Better World Books pallet. This also included alerting the vendors that we work with that I will be assuming a new role and letting them know who in the department they should contact moving forward. In addition to training and delegating, my manager and I contacted Baker & Taylor and worked with them to finalize establishing a leased account for the Book Club Kits. Moreover, the Cataloging Supervisor and I finished the cleanup project of the item records public notes field to prepare for Vega. Last but not least, I assisted the Digital & A/V Collection Librarian with the February 2024 new movies carousel for Library Aware.

From Brett Luminais, *Children's Collection Librarian*

In January, I selected materials and placed orders bringing the fund lines I oversee to 70% expended and encumbered, successfully meeting my spending goals. I continued building carts for February and adding items to carts to order next fiscal year. I finished gathering circulation statistics on curriculum materials in our juvenile collections and compiled the results. I completed my research on homeschool and school curricula and provided the results to CSD staff to aid them in developing talking points surrounding curriculum materials in our youth collections. I was trained on the processing procedures for the Flash Card Kits and Tween Book Boxes. I finished processing the nine new Tween Book Boxes and collaborated with CSD staff and the Cataloging Supervisor to get them cataloged, then delivered them to CSD. I completed the blog post, Resources for Learners with Dyslexia, and worked with Communications staff to schedule and publish the post on the website. The materials are broken down by collection and audience, making it easier for the reader to determine which materials will be best for their needs. This will be an excellent resource for both patrons and staff. I also spent time re-familiarizing myself with Polaris and Pinnacle specific report generation options. I investigated the Pinnacle Data Studio and reviewed Web Reports, paying special attention to the "Titles Older Than...", "Popular in System, Not Owned by Library," "Top Authors," and "Multiple Copies on One Bib Record" reports. I ran reports to evaluate the Juvenile Nonfiction collection's circulation performance over the last year and compiled the results into a spreadsheet, breaking down the information by format and by Dewey Decimal class for further analysis. I reviewed eight STEAMboxes, ordered replacement parts for one of the kits and repaired the seven others. I completed pre-processing on one new STEAMbox and delivered it to the Cataloging Supervisor. I took time to inventory and consolidate STEAMbox supplies in third floor storage, and recorded the supplies and locations in a new inventory spreadsheet designed to better account for supplies on hand. I also pulled four kits with old processing from the shelf. I updated the processing for these kits then returned them to circulation. I updated the inventory sheets for four American Girl dolls, and repaired one other doll kit. I completed the pre-processing on the 2024 American Girl of the Year

and worked with the Acquisitions and Cataloging divisions to make the doll kit available, then delivered it to CSD. I reviewed a total of eight carts of materials for weeding.

From Lynnette Hopwood, *Adult Collection Librarian*

At the beginning of January, my team was very busy switching all of the displays to Great Courses (New year, Learn Something New), Gone but Not Forgotten (celebrating the lives of those we lost in the previous year), Lunar New Year (Year of the Dragon) and Now For Something Completely Different (quirky nonfiction books). I have been very busy this month purchasing titles for both fiction and nonfiction. I am now choosing titles through the end of June 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 am also making sure that we have the big titles for our Lucky Day Collection as well as for our Outreach Department. As it is the start of the new year, I am also updating the annual books (ones that are published every year) such as test preparation, travel, study guides, and pricing guides. With that also comes pulling the annual items, as well as the older Harlequin Romance books. As so many Harlequin books are published monthly, we need to make room each year. Every January we pull the older titles, only keeping the current two years. For the annual books, we keep the newest edition only, except for the travel guides. Those we keep for two years. It is a fine balance between ordering items and weeding them, but the Collections Department staff do an excellent job!

From Lily Reardon, *Digital & AV Collection Librarian*

Early this month, I was able to meet with the Children's Manager and the Adult and Teen Services Manager. I felt that having this introduction was helpful to me since my role involves collection maintenance of materials for all ages. This month, I received Weeding Training from the Collection Services Manager and the Collection Services Assistant Manager. I immediately jumped right to work with weeding Vinyl Records. I've also been reviewing duplicate DVD carts. I ordered AV materials for the main building and for outreach and met most of my spending goals for the month of January. I noticed that there were less Blockbuster movies being released this month since I've started. I'm assuming this is a result of a large amount of movies being released near Christmas and being held off for the summer so I'm hopeful to see more titles being released as we approach the warmer months. I'm focusing my attention towards missing TV show seasons as well as bulking up on newer anime for the anime cart near the Vortex. I intend to weed the collection to make room for newer, more popular materials in the next few months. I also met with the Teen Services Librarian and placed an order for YA reference video games. I was given an extra display cart to display more AV on the second floor. This month, I used the opportunity to make a display for the Grammys. I continued to research the "Metered Access Manager" for PinDigital. The tool looks like it could be useful, but the plan we have in place gave us some older titles that have expired in 2015. I weeded these from the collection at the end of January so I'm excited to see if this tool will be useful for our Metered cart process. The Collection Services Manager and I also met with Bill from EBSCO. We discussed possible additions to our EBSCO subscription as well as some possible changes we could make to our subscription as well. It was interesting to see how flexible our subscription is.

From Chris Castle, *Cataloging Supervisor*

This month, I continued our Cataloger Isabel's training with cataloging of Large Print materials and Graphic Novels and also yearly magazine weeding. She has now become the primary cataloger of Graphic Novels and Nonfiction Large Print materials. Before training her, I updated the Graphic Novels and Large Print procedures. I also trained our Cataloging Specialist, Connie, in record set creation as well as magazine weeding, which the cataloging team began this month. I devised the plan and priorities for my team. So far, Connie and Isabel have pulled all of our discontinued titles as well as most of the 2022 issues. We will continue the weeding process into February. I have updated the Periodicals List as well as added notes to item records of issues not found on the shelf. I also spent some time cleaning up periodicals in Polaris and physical issues at the Cataloging Specialists' desk. Jake and I finished up the item record public notes cleanup project. I performed a series of bulk edits to eliminate public notes that have become unnecessary and moved others to a non-public note field. There are a couple other more complex items that I will work with the Collection Librarians to find the best plan of action for. Jake, Bini, Christina, and I discussed a new workflow for 4K ordering that involves me editing new 4K On Order records to reflect that they are 4K and not Blu-ray in the bib record, and thus the PAC. I watched the training video that Matt made about creating and using macros in Polaris, created one, and determined that a macro and two other edits will be the most efficient procedure for me. We tested the new workflow with Bini, and it went well, so 4K ordering will be covered. In preparation for hiring a new Cataloging Specialist, I updated the job ad, our interview questions document, and reviewed the applications as they came in. Christina, Jake, and I agreed on the candidates that we would like to interview, and those meetings have been set up for February. Christina, Jake, and I agreed to discontinue using the Ingram enriched EDI accounts. The quality of cataloging and call number creation we were receiving did not align with our standards, so we would often have to make corrections. This did not save us time like we had hoped these accounts would. In addition to my daily cataloging duties, I spent time this month cataloging realia as well. I cataloged 9 new Tween Book Boxes, 7 items for Studio 300, an American Girl doll, 3 American Girl doll outfits, and a STEAM box.

From Bini Issac, *Acquisitions Supervisor*

This month I gave one of my staff their 90-day evaluation. I trained Joseph on windowing and display on all floors. Joseph was introduced to how to receive Midwest Tape items. I wrote procedures for him to follow. I covered the Circulation departments Main desk while they had their meeting. It was announced Jake is the new Circulation manager. I was trained on how to place 4K orders with Midwest Tapes and I also sent an order, Polaris Encumbrance Limit, paying periodicals and Newspaper invoices, Tech to Go Collection Maintenance and Polaris Invoices for Roku Streaming Services Paid with a Credit Card. I was shown where the supplies are kept for our department in the basement. I ordered audiobooks through our vendor Baker and Taylor and it is the first time I am using an audiobook account to place orders. I attended training for BS&A Pre-Go-Live Training. I contacted and updated all supplier vendor accounts to my email address.

From Isabel Schauer, *Cataloger*

I began this month by cataloging items for the Fire & Freedom traveling exhibit. I then learned how to check over the cart and catalog large print books along with graphic novels. I also assisted in the weeding of the 2022 periodicals. I concluded this month by attending the New Staff Safety Training.

From Christine Jason, *Interlibrary Loan Specialist*

For this month, I blogged a book review for *The Ultimate Comeback* by former Chicago Bears quarterback Erik Kramer. In the book, he chronicled his mental health issues, suicide attempt and his “comeback” to good mental health. I updated the horror brochure, deleting authors we no longer carry and adding new ones. I pulled old titles for the annual “Harlequin” weed. I worked with both Lily and Lynnette on numerous Suggest a Title requests, seeing which we could Interlibrary Loan. Interlibrary Loan was very busy this month. With closures due to weather and holidays, my incoming materials fell behind. At one point I had 93 items in transit to us, which I believe is a record. Out of state lending surpassed in state lending by almost 50 items. Requests from out of state libraries were 100 more than instate requests. We also received 4 requests from outside the US which is the highest we have ever gotten. Finally, we had a “hot” title for ILL, *The Sword of Kaigen*. I’m not quite sure why it got so popular but I was getting requests almost daily.

Circulation by Branch

**The Library was closed on January 12, 2024 and January 14, 2024, and opened late on January 23, 2024 due to inclement weather.*

Branch	2023	2024	Change	% Change
Building	48270	44313	-3957	-8.20%
Outreach	5653	4582	-1071	-18.95%
Studio	1760	1724	-36	-2.05%
Digital	10754	14829	4075	37.89%
Totals	66437	65448	-989	-1.49%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2599	vs.	DVD	6018
CD Audiobook	237	vs.	Playaway Audiobook	534
Vinyl Record	286	vs.	Music CD	840

Special Collections

Collection	Circs
Backpacks	160
Bluetooth Transmitters	9
Dolls	83
Hotspots	62
Laptops	201
Lucky Day	1041
Portable CD Players	7
Portable Record Players	32
Rokus	41
STEAMboxes	172
Tween Book Boxes	7
Vinyl Records & Cases	326

Physical Collection Circulation

**The Library was closed on January 12, 2024 and January 14, 2024, and opened late on January 23, 2024 due to inclement weather.*

**Sorted alphabetically by collection*

Collection	Jan 2023 Circs	Jan 2024 Circs	Change	% Change
Adult Audiobooks	386	284	-102	-26%
Adult Fiction	4629	4881	252	5%
Adult Graphic Novels	482	607	125	26%
Adult Nonfiction	4471	4415	-56	-1%
Adult Video Games	609	534	-75	-12%
Beginning Readers	2043	2251	208	10%
Interlibrary Loan	254	262	8	3%
Juvenile Audiobooks	1330	965	-365	-27%
Juvenile Fiction	3845	3409	-436	-11%
Juvenile Graphic Novels	3132	2541	-591	-19%
Juvenile Kits	221	252	31	14%
Juvenile Movies & TV	2527	2041	-486	-19%
Juvenile Nonfiction	3515	2950	-565	-16%
Juvenile Technology & Equipment	326	271	-55	-17%
Juvenile Video Games	1442	1172	-270	-19%
Large Print	803	853	50	6%
Local Authors	8	9	1	13%
Magazines	572	391	-181	-32%
Movies & TV	7612	6544	-1068	-14%
Music	1167	1123	-44	-4%
On-the-Fly	14	10	-4	-29%
Picture Books	10279	9031	-1248	-12%
Studio 300	1759	1725	-34	-2%
Technology & Equipment	504	559	55	11%
World Languages Adult	148	160	12	8%
World Languages Juvenile	748	572	-176	-24%
World Languages Young Adult	8	11	3	38%
Young Adult Audiobooks	23	22	-1	-4%
Young Adult Fiction	959	893	-66	-7%
Young Adult Graphic Novels	803	933	130	16%
Young Adult Kits	11	8	-3	-27%
Young Adult Nonfiction	205	152	-53	-26%
Young Adult Video Games	848	788	-60	-7%
Totals	55683	50619	-5064	-9%

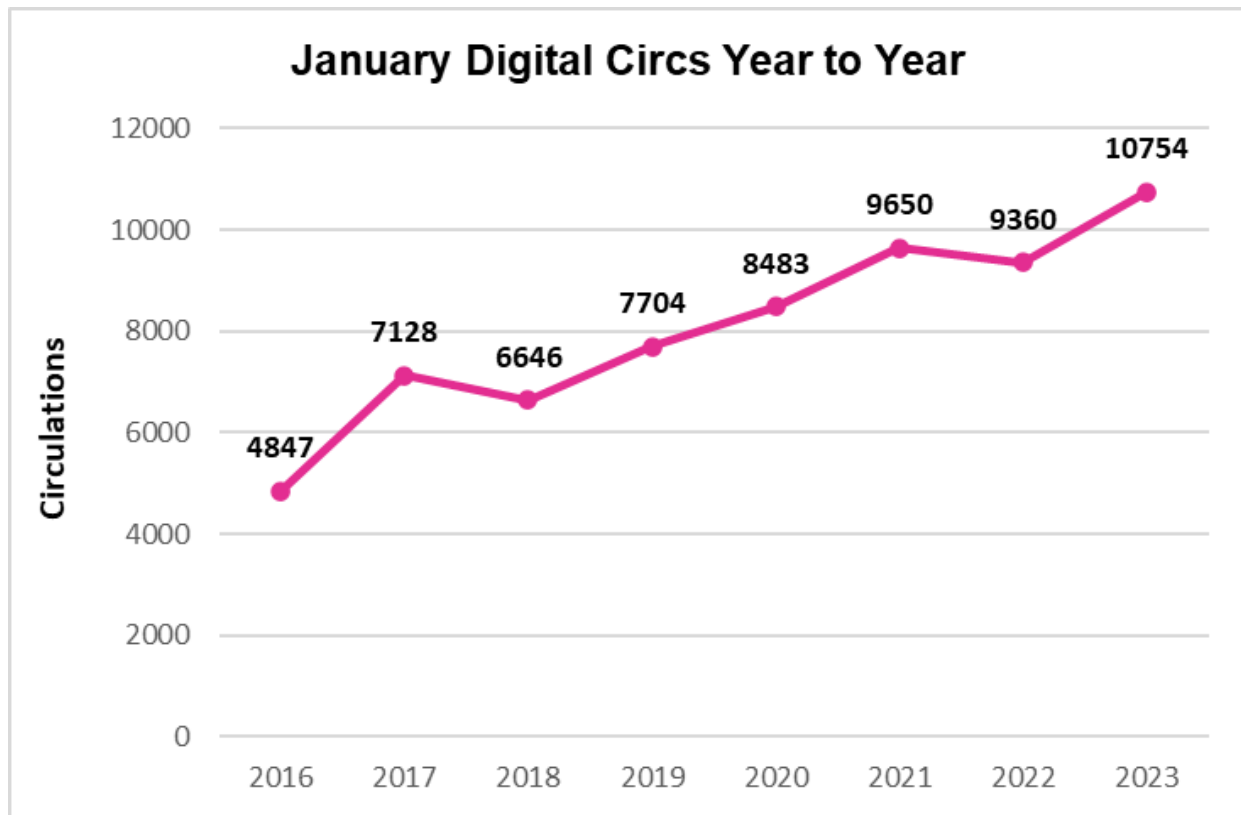
*Sorted by positive circulation change

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Picture Books	10279	9031	-1248	-12%
Totals	55683	50619	-5064	-9%

Digital Collection Usage

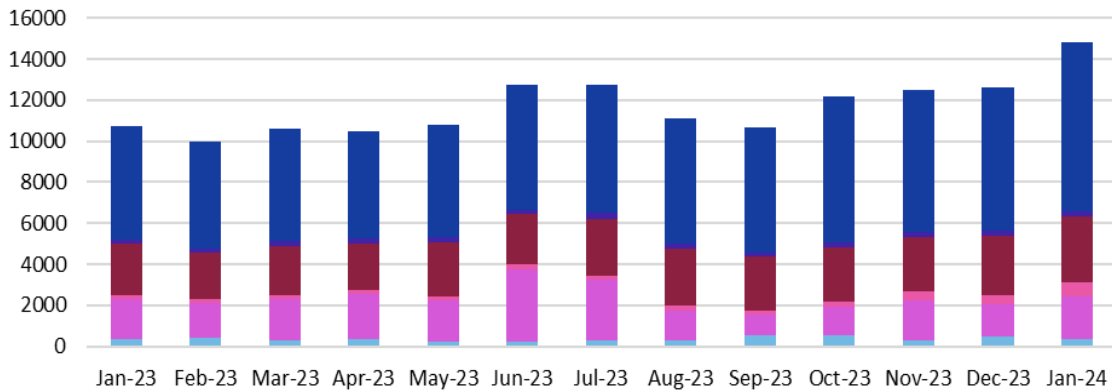
*Sorted alphabetically by platform

Digital Platform	Jan 2023	Jan 2024	Change	% Changed
Boundless <i>*formerly Axis 360</i>	202	242	40	19.80%
Freegal	1939	2120	181	9.33%
Hoopla	2479	3180	701	28.28%
Kanopy	213	701	488	229.11%
Libby by OverDrive	5548	8258	2710	48.85%
PressReader	373	328	-45	-12.06%
Totals	10754	14829	4075	37.89%



For **January**, digital circulation was **23%** of the library's total circulation.

Digital Collection Circulation Over the Year



	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Libby	5548	5188	5504	5228	5495	6059	6243	6129	6095	7085	6903	7021	8258
Boundless	202	211	225	236	237	239	289	242	236	272	252	241	242
Hoopla	2479	2275	2391	2278	2618	2449	2763	2787	2600	2643	2689	2893	3180
Kanopy	213	195	227	201	179	216	195	223	230	246	392	459	701
Freegal Music	1939	1644	1962	2231	2018	3518	2938	1452	962	1343	1946	1546	2120
PressReader	373	446	322	327	249	255	311	303	564	575	318	492	328

Digital Content Fast Facts - January 2024

Libby by OverDrive

- There were **8,195 active Pinnacle patrons in the month**. Of those, **Fountaindale had 1,494 active patrons, 100 of which are new users**.
- During the month, PLC yielded **45,783 total checkouts**; of those, **8,261 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 42.4%, Audio: 40.7%, eMagazines: 16.9%
- Checkouts by Audience: Adults: 88.0%; Young Adults: 7.1%; Juvenile: 4.9%

Boundless (Previously Axis 360)

- There were **155 active patrons** for the month, **48 of which are new users**
- During the month, there were **137 eBook circs** and **105 eAudio circs**
- Checkouts by Format: eBooks: 57%; eAudio: 43%

Hoopla

- There were **3,180 circs** borrowed by **618 patrons**
- There were **618 active patrons, 55 of which are new users**
- **Audiobooks** were the most borrowed format, accounting for **57%** of all circs, followed by **eBooks with 27%**, **Movies/TV with 14%** and **Music with 2%**.
- The top trending titles were *Jesus and Judaism* by Jodi Magness on Television and *The Magic School Bus: Blows Its Top* by Lily Tomlin on Television.

Kanopy

- Patrons played **701 video plays**
- There were **80 active patrons**
- The **most popular videos** were *Alone: Season 9* and *Happy Valley S1*.

Freegal

- This month yielded **1,976 songs streamed** and **144 songs downloaded**
- There were 15 active patrons streaming and 11 patrons downloading
- Top **streaming music genres**: R&B, Classical, and Pop
- Top **downloaded music genres**: Rock, Classical, and Pop

Physical Items Added and Withdrawn

Physical Items	Jan 2024 Added	Jan 2024 Withdrawn
Adult Audiobooks	22	0
Adult Fiction	447	704
Adult Graphic Novels	42	2
Adult Nonfiction	296	850
Adult Video Games	26	0
Beginning Readers	42	368
Interlibrary Loan	246	0
Juvenile Audiobooks	11	7
Juvenile Fiction	248	48
Juvenile Graphic Novels	132	10
Juvenile Kits	16	2
Juvenile Movies & TV	81	14
Juvenile Nonfiction	103	27
Juvenile Technology & Equipment	0	1
Juvenile Video Games	62	1
Large Print	84	2
Local Authors	4	0
Local History & Genealogy	2	0
Magazines	205	2115
Movies & TV	180	337
Music	29	7
Picture Books	192	675
Studio 300	7	9
Technology & Equipment	6	1

World Languages Adult	11	0
World Languages Juvenile	17	8
World Languages Young Adult	4	0
Young Adult Audiobooks	0	0
Young Adult Fiction	63	507
Young Adult Graphic Novels	59	11
Young Adult Nonfiction	24	2
Young Adult Video Games	21	0
Totals	2436	5708

Cataloging

- Items Cataloged and made available: 2436
- Original bibliographic records created: 74
- Magazines & Newspapers processed: 205

Acquisitions & Processing

- Purchase Orders created: 180
- Invoices Paid: 324
- Boxes Received and Opened: 270
- Items Repaired: 363

Interlibrary Loan through OCLC

307	Items Received for our patrons <ul style="list-style-type: none"> • 263 items from IL libraries • 44 items from out of state libraries
273	Items Sent out to other libraries <ul style="list-style-type: none"> • 115 to IL libraries • 157 to out of state libraries • 1 ALA
454	Items requested by our patrons this month <ul style="list-style-type: none"> • 421 submitted in OCLC • 14 items were too new to request • 10 were available in Pinnacle. • 9 were out of country only

514	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 204 from IL libraries • 304 from out of state libraries • 4 outside the US • 2 ALA (one out of state)
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Find More Illinois

9	FMI Items Received for Our Patrons
68	FMI Items Sent Out to Other Libraries
7	FMI Items Requested by Our Patrons
82	FMI Items Requested by Other Libraries

Weeding & Collection Maintenance

	Adult Book	Juvenile Book	Young Adult Book	AV	Totals
Dead <i>Items that have not circulated in 2 years</i>	6,594 8.83%	4,958 5.81%	832 7.58%	3,538 7.53%	15,922 7.3%
Collection Check <i>Items that have not circulated in 4 years.</i>	391 0.5%	522 0.6%	130 1.2%	141 0.3%	1,184 0.5%
Grubby <i>Items that have circulated 75 times or more.</i>	844 1.1%	5,906 6.9%	235 2.1%	8,517 18.1%	15,502 7.1%
Dead on Arrival <i>Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.</i>	4,779 33.5%	3,558 29.3%	994 47.4%	1,133 20.6%	10,464 30.8%
Turnover Rate 2/1/2023 - 1/31/2024	2.40	3.33	2.40	4.86	3.30

Display Circs

1st Floor:

Lobby Tree: Great Courses - 52
Lobby Cart: Curated With Love - 25
Lobby Cart: Books to Melt For - 72
Lobby Cart: Gone But Not Forgotten - 35
Lobby Cart: Holocaust Remembrance Day - 19

2nd Floor

2nd floor cart: Grammy Awards - 12
2nd floor cart: Movies to Melt For - 156

3rd Floor

Self-Check: Houseplants - 19
3rd Floor Desk Table: Book Awards 2023 - 2
3rd Floor Desk Table: Romantasy - 2
3rd Floor Cart: Snow Many Books (only up a week) - 13
3rd Floor Cart: And Now For Something Completely Different - 46
3rd Floor Cart - Here Be Dragons - 13
3rd Floor Cart: New Year, New Author - 12
3rd Floor Cart: Fire and Freedom Exhibit - 8

Children's and Teens

1000 Books Before Kindergarten - 101
Black History Month - 18
Feeling Squirrely - 13
Lunar New Year - 8
Magic and Magicians - 7
Martin Luther King Jr. - 44
Mythical Creatures - 111
Snowy Weather - 172
Step into Reading - 135
Wonderfully Wordless - 43
You Do the Math - 5
Teen Reads - 3
Teen Vortex Display - 7
Teen Pop - 43
YA Create - 7

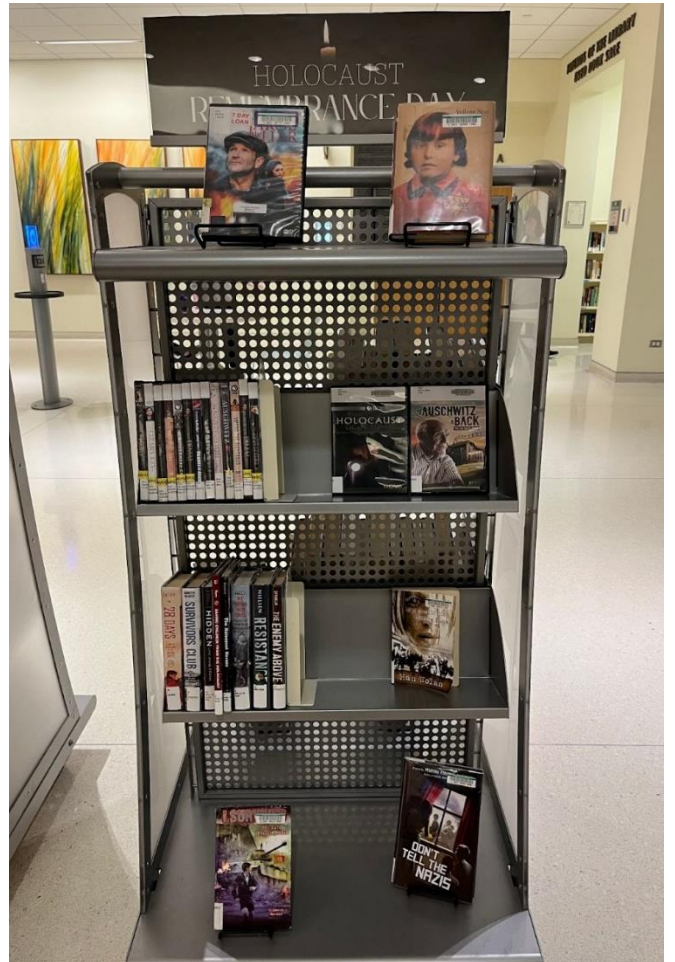
Children's and Teens AV

Anime Movies - 59
Fantastical Adventures DVDs - 23

Children's Displays



Adult Displays



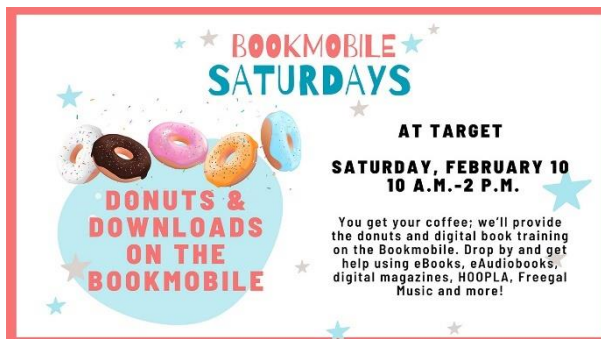
AV Displays

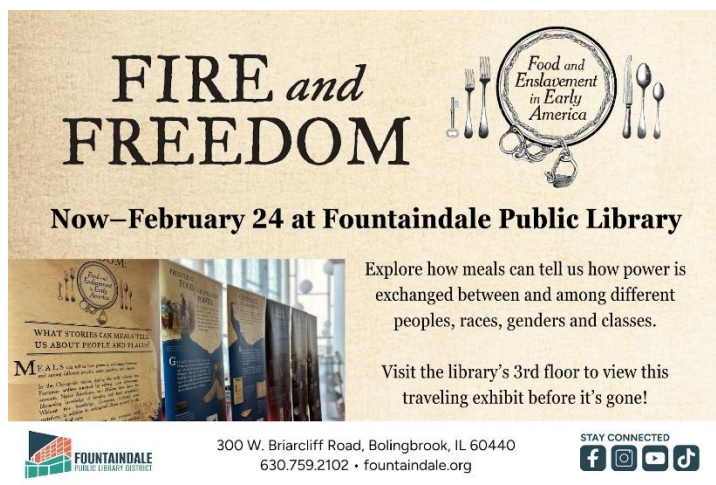


Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 43,885 impressions and 5,617 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 33,755 impressions; 4,435 clicks
 - Digital Media: 4,787 impressions; 441 clicks
 - Kanopy: 2,461 impressions; 220 clicks
- We auto-renewed 114 library cards with Patron Point.
- We scheduled, wrote/edited and published 13 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, Steven & Sabrina had two open house Staff Picks filming sessions and one additional session with Outreach.
- Melissa attended an ILA Marketing Forum board meeting.
- Sabrina and Melissa attended training for the new BS&A finance software.
- Melissa designed the Black History Month Awareness Club's program book for their community event on February 10.
- Steven, Melissa and Nancy continued working on the Communico app transition.
- Steven met with Melissa, Paul and Nancy to develop procedures for updating our vendor privacy policies on the website.
- Sabrina created several TV slides for the Bookmobile, finished work on the spring issue of *The Fountain* and updated our ads for the Chamber's directory and the Black History Month Awareness Club's program book. She also created promos for our new Love Lit Book Club, Fire & Freedom exhibit and started working on design concepts for Summer Adventure.





Media

- [The Patch](#) and [The Herald-News](#) mentioned us as the location of Senator Loughran Cappel's office hours.
- [The Patch](#) mentioned us in their Winterfest coverage.
- [The Batavian](#) mentioned Debra Dudek as a presenter for Steeped in Secrecy: The Boston Tea Party, 250 Years Later.

Social Media Metrics

- Facebook Metrics
 - 40 new followers
 - 3,530 page views
 - 26,520 people viewed our content (reach)
 - 352 engagements (likes, clicks, shares & comments)
- Instagram Metrics
 - 6 new followers
 - 656 post engagements (likes & comments)
 - 12,227 people viewed our content (reach)
 - 10,819 reels views
- TikTok Metrics
 - 23 new followers
 - 691 post engagements (likes, comments & shares)
 - 12,732 views
- YouTube
 - 5 videos published
 - 19 new subscribers (1,441 total)
 - 5,313 views
 - 253.1 hours of watch time
 - 47,950 impressions (how many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp Blogs:
 - 3,165 subscribers
 - Average open rate: 47.97% (industry average is 21.33%)
 - Average click rate: 2.48% (industry average is 2.62%)
- Patron Point
 - Average open rate: 74.9% (industry average is 21.33%)
 - Average click rate: 14.57% (industry average is 2.62%)

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Cataloging Specialist
- Circulation Services Aide, Candidate Selected
- Circulation Services Specialist, Candidate Selected
- Collection Services Assistant Manager
- Human Resources Manager, position will be reposted 2/9/24
- Security Guard-Customer Service
- Studio Services Specialist, Candidate Selected
- Teen Services Specialist (2 positions), 1 Candidate Selected

New Hires:

- Erika Wagner, Studio Services Specialist, 1/8
- Arielle Essex, Children's Services Specialist, 1/9

Promotion:

- Jake Luce, Collection Services Assistant Manager has been promoted to Circulation Services Manager, 2/5

Vacation and Personal Time Policy Revision

HR continues to verify the changes in the vacation and personal time policies. Paylocity benefit codes are applying the correct benefit hours to part-time staff.

Human Resources Department Procedures

The HR Manager and HR Specialist are reviewing departmental procedures and editing documents. These updates will assist with a smooth transition to a new HR Manager once that candidate is selected.

Information Technology (John Matysek)

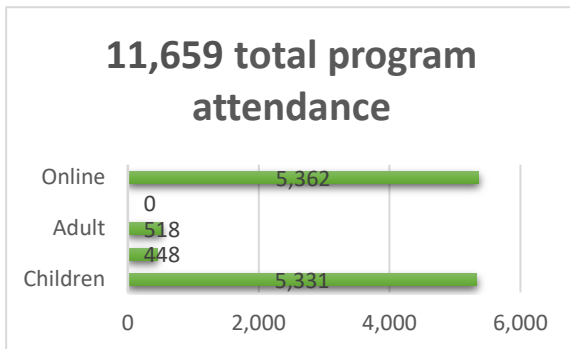
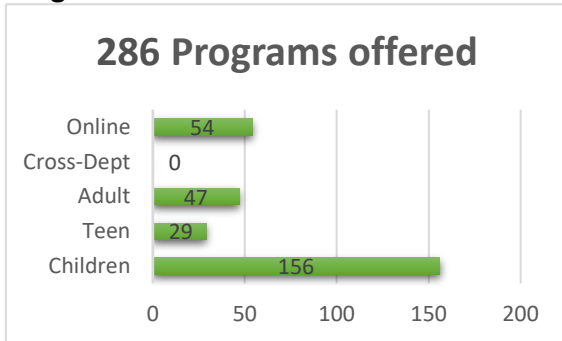
- During the month of January 80 new help desk tickets were created by FPLD staff, and 72 new or existing tickets were solved by IT staff.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, completed prep work and launched the public auction of replaced desktop/laptop PC's, tablets, receipt printers, and miscellaneous other electronics hardware.
- Met with vendors Titanium Technologies and Hewlett Packard Enterprise (HPE) to review the configuration of the library's HPE server/storage array.
- Met with potential vendor ProvenIT to discuss whether their services could be used to support the library.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, worked with vendor Lyngsoe to diagnose and correct a connectivity issue with the drive-up automated materials handling system (AMHS) station.
- Worked with Paul Mills to prepare a request for proposal (RFP) for new replacement multi-function devices (MFD), i.e., printers/copiers though out the library.
- Worked with the State of Illinois to complete a broadband survey measuring the speed and cost of the library's Internet connection.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, configured and deployed new replacement laptops for multiple department managers.
- Met with vendor Titanium Technologies for a kickoff meeting to begin the phone system upgrade project.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, began coordinating with winning bidders from the public auction to schedule and pickup their items.

Fountaindale Public Library January 2024 Statistics

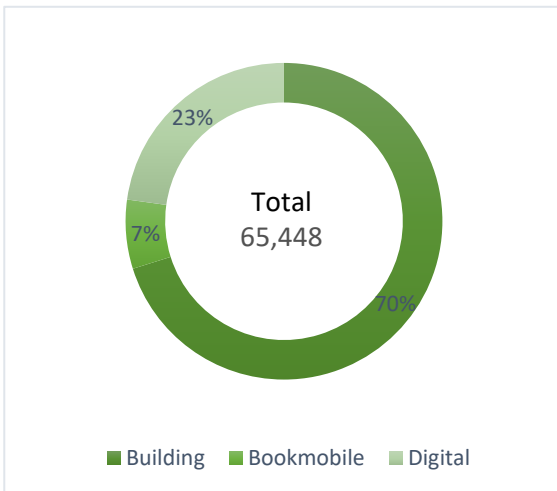
Membership

32,709 active cardholders 364 new cardholders

Programs



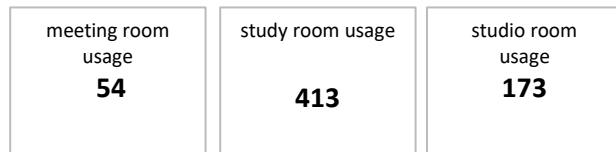
Circulation



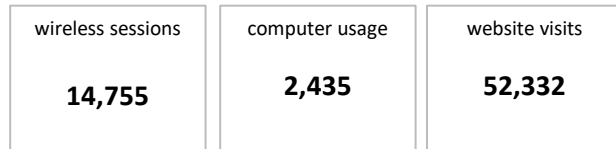
Total physical items owed: 228,592
 New physical items added : 2,436
 Interlibrary loans received : 307
 Interlibrary loans sent: 273

Space

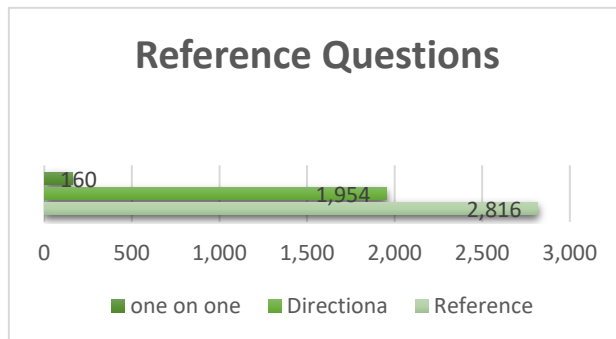
21,482 library visits



Technology



Social Media



Comparison	This year	last year	%change
Circulation	65,448	66,437	-1.49%
Visitors	21,482	21,678	-0.90%
Card holders	32,709	30,305	7.93%
Room bookings	640	682	-6.16%
Reference questions	3,274	3,735	-12.34%
computer usage	2,435	2,559	-4.85%
wi-fi	14,755	19,119	-22.83%
programs	11,659	10,346	12.69%