

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

October 17, 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/live/63HsBroO-D0>

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Public Hearing – September 19, 2024
 - b. Board Meeting – September 19, 2024
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Ordinance 2024-4 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2025/2026
 - b. Approval of Resolution 2024-5 – Truth in Taxation Law Resolution
 - c. Approval of 2025 Fountaindale Public Library District Closing Schedule
 - d. Approval of 2025 Staff In-Service Day Closings
 - e. Approval of 2025 Fountaindale Public Library District Board Meeting Schedule
 - f. Approval of Revised Local History Room Policy
 - g. Approval of Request for Trustees to Attend 2025 American Library Association LibLearnX Conference: January 24-27, 2025 – Phoenix, AZ
 - h. Review of Illinois Library Association's Serving Our Public 4.0
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – October, 2024
 - b. Bills Payable Report – October, 2024
12. Director's Report – September, 2024
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Internal Board Operations
15. Agenda Building for the Next Meeting
16. Announcements
17. Adjournment

October 2024 Agenda Background

Paul Mills

7. New Business – Action Items

- a. Approval of Ordinance 2024-4 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2025/2026

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

Suggested Motion: Motion to approve Ordinance 2024-4 – Ordinance to levy an additional tax of .02% for Fiscal Year 2025/2026.

- b. Approval of Resolution 2024-5 – Truth in Taxation Law Resolution

This resolution represents a 4.98% increase request from the previous year's levy. This request is limited by the property tax extension limitation law.

Suggested Motion: Motion to approve Resolution 2024-5 – Truth in Taxation Law Resolution.

- c. Approval of 2025 Fountaindale Public Library District Closing Schedule

The draft 2025 library closing schedule features a standard schedule of closed days for us.

Suggested Motion: Motion to approve the 2025 Fountaindale Public Library District closing schedule.

d. Approval of 2025 Staff In-Service Day Closings

I would like to request that the library be closed on Friday, February 28, 2025 and Friday, August 1, 2025 for Staff In-Service Days. We would like to continue these great opportunities to do more in-depth and group training for our staff.

Suggested Motion: Motion to approve closing the library on Friday, February 28, 2025 and Friday, August 1, 2025 for Staff In-Service Days.

e. Approval of 2025 Fountaindale Public Library District Board Meeting Schedule

The Board meeting schedule for 2025 is a mostly standard one with every meeting on the third Thursday of the month. A potential exception would be the April 2025 Meeting. If approved, the April meeting would be the third Wednesday of the month (April 16, 2025) starting at 6 p.m. due to the Holiday.

Suggested Motion: Motion to approve the 2025 Fountaindale Public Library District Board Meeting Schedule.

f. Approval of Revised Local History Room Policy

The local history policy has been updated to fit the size of the new Local History Room. Key changes to note include:

- Limiting the use of the room for genealogy and local history research only
- Stated the room is available on a walk-in basis or by reservation
- Patrons can now request a reservation for the room up to 90 days in advance
- Removed all mention of using the computer in the room or the low-vision machine (the machine is now more widely available in our Computer Commons)
- Added that only a maximum of two people can use the space due to the size of the room
- Removed any unnecessary language that is already covered by other library policies

Our attorney reviewed the draft policy as well.

Motion to repeal the existing Local History Room Policy and to approve the revised Local History Policy.

- g. Approval of Request for Trustees to Attend 2025 American Library Association LibLearnX Conference: January 24-27, 2025 – Phoenix, AZ

The ALA LibLearnX Conference will be in January in Phoenix. Per our policy, out-of-state travel by trustees requires Board approval.

Suggested Motion: Motion to approve the request to travel for trustees to attend the 2025 American Library Association LibLearnX Conference in Phoenix, Arizona – January 24–27, 2025.

- h. Review of Serving Our Public 4.0

The 2025 Illinois Per Capita Grant requires every public library board to review Serving Our Public 4.0. The management team has reviewed the checklists at the end of each chapter and found the District meeting each item.

Suggested Motion: No action is required at this time.

MINUTES OF A PUBLIC HEARING
OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD SEPTEMBER 19, 2024
BOLINGBROOK, ILLINOIS

A Public Hearing to review the Budget & Appropriation Ordinance Fiscal Year 2023/2024 of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, was held pursuant to notice in the Margaret J. "Peggy" Danhof Board Room, 300 W. Briarcliff Road, Bolingbrook, Illinois on Thursday, September 19, 2024 at 6:30 p.m.

CALL TO ORDER

The Public Hearing was called to order at 6:30 p.m. by Celeste M. 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 and Celeste Bermejo.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jennie Mills.

COMMENTS FROM THE PUBLIC

No comments were made.

ADJOURNMENT

A motion to adjourn the meeting at 6:59 p.m. was made by Siska, seconded by Alam.

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

Approved: _____
Robert Armstrong, Secretary

Celeste M. Bermejo, President

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD SEPTEMBER 19, 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, September 19, 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, Juanita Lennon, and Tasos Priovolos.

Nancy Korczak was present online.

PUBLIC PRESENT

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

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – August 15, 2024

The minutes of the board meeting held August 15, 2024 were presented. A motion to approve the minutes was made by Armstrong, seconded by Alam. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett provided an update for the Board. Hargett thanks Tasos Priovolos for all his help. The Book Cellar has been slow and most likely because of the upcoming Fall Book Sale. The Friends held their Board Meeting last Friday, September 13. They agreed to one change for the book sale. To control the flow of customer traffic, there will be designated entry and exit doors in Meeting Room A. Once again, the Book Cellar will be open only on the Saturday of the weekend of the book sale with 10% off sales. The Friends are holding their annual Friends Dinner on Wednesday, September 25 at 6 p.m.

NEW BUSINESS

Approval of Ordinance 2024-3 – Budget & Appropriation Ordinance Fiscal Year 2024/2025

A motion to approve Ordinance 2024-3 – Budget & Appropriation Ordinance Fiscal Year 2024/2025 was made by Valencia, seconded by Daunis.

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

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

A motion to approve the Chief Officer’s Certificate of Revenues by Source was made by Spindel, seconded by Daunis.

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

Approval of Revised Education Assistance Section in Employee Handbook

Mills discussed how the draft revision of this policy clarifies how long a staff member must have worked in a 25-hour or full-time position to be eligible for education assistance.

A motion to repeal the existing Education Assistance section in the Employee Handbook and approve the revised Education Assistance section in the Employee Handbook was made by Valencia, seconded by Armstrong.

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

LIBRARY PROJECTS

Ron McGrath from Tria Architecture shared an update on the ongoing projects. The design for the new sign monument is ongoing. The third-floor renovations are continuing slowly. The interior lighting project is now progressing smoothly after a slow start. Tria’s civil engineer met with the school district and the park district to review the parking lot plan and resolve the drainage issues. McGrath went over in-depth how the excess water will be rerouted to prevent flooding.

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report for August, 2024 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – September, 2024

Bills paid for the month of September in the amount of \$66,792.93 was presented for approval. Motion to approve was made by Daunis, seconded by Valencia.

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

Bills Payable Report – September, 2024

Bills payable for the month of September in the amount of \$266,247.25 was presented for approval. Motion to approve was made by Daunis, seconded by Spindel.

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

DIRECTOR'S REPORT – August, 2024

Executive Director Mills shared that the Lawyers in the Library event on Tuesday, September 10, was well received, with 75 people attending.

State Representative Avelar, along with State Senator Meg Cappel and State Representative Natalie Manley, hosted a professional licensing event at the library on Thursday, September 12. The Illinois Department of Financial and Professional Regulation was on site to assist the public with their professional licensing inquiries. The event was so well attended that the State Representatives and Senator hope to host more events in the future.

UNFINISHED BUSINESS

None.

REPORTS

Building – Trustee Armstrong commended Tria Architecture for making safety during the parking lot design conversations.

Finance – None.

Strategic Plan – None.

Internal Board Operations – None.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

None.

ADJOURNMENT

A motion to adjourn the meeting at 7:21 p.m. was made by Daunis, seconded by Valencia.

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

NAYES: None

ABSENT: None

Approved: _____
Robert Armstrong, Secretary

Celeste M. Bermejo, President

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

CERTIFICATION OF AUTHENTICITY

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

I do further certify that the attached is a true and correct copy of an Ordinance adopted on the 17th day of October, 2024, at a meeting of the Board of Trustees of The Fountaindale Public Library District. I further certify that the Ordinance was published on the day of the 23rd of October, 2024, in The Bugle Newspaper.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, this 17th day of October, 2024

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

(SEAL)

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 17th day of October, 2024, the Board of Trustees of The Fountaindale Public Library District determined to levy a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the 2025 – 2026 fiscal year.

The question of levying a 0.02% tax shall be submitted to the electors of the District if a petition is filed with the Board signed by 3,848 registered voters in the District asking that the question of levying said 0.02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is April 1, 2025.

A petition form may be obtained from the District Secretary.

The text of said Ordinance is set forth below.

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

ORDINANCE 2024-4

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2025 – 2026 FISCAL YEAR

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

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

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2025 - 2026 Fiscal Year for the purposes hereinbefore set forth.

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of The Fountaindale Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the Fiscal Year 2025 – 2026.

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

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

ADOPTED this 17th day of October, 2024 by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS.

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

ATTEST:

Robert Armstrong, Secretary

RESOLUTION NO. 2024-5

TRUTH IN TAXATION LAW RESOLUTION

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

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Library District, plus any amount abated by the Library District before extension, upon the final 2023 real estate tax levy of the Library District (2024 tax bill) is \$10,318,588.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases, and debt service levies, proposed to be levied by the Library District for 2024 (2025 tax bill) is \$10,832,454.
3. Based on the foregoing, the estimated percentage increase in the proposed 2024 aggregate levy over the amount of real estate taxes extended upon the final 2023 aggregate levy is 4.98%, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

AYES:

NAYS:

ABSENT:

Passed this 17th day of October, 2024.

Celeste M. Bermejo
President, Board of Trustees

Attested and filed this 17th day of October, 2024.

Robert Armstrong
Secretary, Board of Trustees

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT
2025 CLOSING SCHEDULE**

January 1, 2025	Wednesday	New Year's Day	Holiday
April 20, 2025	Sunday	Easter	Administrative Day
May 26, 2024	Monday	Memorial Day	Holiday
July 4, 2025	Friday	Independence Day	Holiday
September 1, 2025	Monday	Labor Day	Holiday
November 26, 2025	Wednesday	Thanksgiving Eve	Close at 5 p.m.
November 27, 2025	Thursday	Thanksgiving	Holiday
December 24, 2025	Wednesday	Christmas Eve	Holiday
December 25, 2025	Thursday	Christmas Day	Holiday
December 31, 2025	Wednesday	New Year's Eve	Holiday

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

**NOTICE OF MEETING
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
2025 BOARD MEETING SCHEDULE**

The regular meetings of the Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois will be held at Fountaindale Public Library located at 300 West Briarcliff Road, Bolingbrook, Illinois 60440 at 7 p.m., unless otherwise indicated.

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

January 16, 2025	July 17, 2025
February 20, 2025	August 21, 2025
March 20, 2025	September 18, 2025
April 16, 2025*	October 16, 2025
May 15, 2025	November 20, 2025
June 19, 2025	December 18, 2025

* The April Board Meeting will be held at 6 p.m. on Wednesday, April 16, 2025.

/s/ Robert Armstrong
Secretary, Board of Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS

Approved at the meeting of the Fountaindale Public Library District Board of Trustees held on October 17, 2024.

Fountaindale Public Library District Local History Room Policy

The Fountaindale Public Library District provides a Local History Room to serve the needs of the Library and the Fountaindale community. Use of this room is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees, has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the Local History Room by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

PRIORITY FOR USE

The Local History Room is available on a walk-in basis or by reservation for the sole purpose of conducting research related to local history and genealogy. Due to limited space, a maximum of two people will be permitted to use the room at any time. Use of the room may be limited to two hours per day. Time extensions will be made possible only if there are no other reservations or individuals waiting for the room.

The use of the microfilm/microfiche reader in the Local History Room is limited to local history and genealogical research.

LIMITS OF USE

The Local History room may not be used as a study room or for any purpose other than genealogy or local history research.

REQUESTING A ROOM

Requests for advanced reservations of the Local History Room are accepted no more than 90 days in advance. Reservations can be made on the phone or by visiting the 3rd Floor Desk.

PROCEDURES

Upon arrival, individuals requesting the use of the Local History Room must check in at the Library's 3rd Floor Desk.

Local History Room users are asked to notify Library staff when their session is finished. The room will then be inspected for condition.

As Local History materials are often rare and irreplaceable, the Library requests that researchers use great care in handling the materials. Access to items that are in locked storage such as yearbooks, microfilm and special collections may be requested of the 3rd Floor Desk. The Library can provide basic research assistance for drop-ins. Extended one-on-one research assistance will be accommodated with an appointment.

Materials found in the Local History Room are for use within the room and are not available for general checkout or, with the exception of photocopying, for use elsewhere in the Library. Please ask for assistance with photocopying delicate materials at the 3rd Floor Desk.

Individuals and groups may not rearrange Library furniture. Signs and decorations may not be taped or stapled to walls or doors. The use of glue, crayons, paint, markers, tape and other craft supplies is prohibited. The Local History Room is to be left as it is found. No food or drinks are allowed.

Once a room has been vacated for more than 10 minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof.

EQUIPMENT

A microfilm/microfiche reader machine is available in the room.

FAILURE TO COMPLY

Not adhering to the [Library Conduct Policy](#) may result in a loss of room privileges.

DAMAGES AND LIABILITY

The Library is not responsible for possessions left in the Local History Room or moved by staff to another location.

Any individual using the Local History Room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group in accordance with the [Meeting Room Policy](#) and [Library Conduct Policy](#).

APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Public Library District will review the Local History Room Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the Local History Room.

Any appeals for changes to, or exceptions to, any portion of the Local History Room Policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing. The Executive Director will respond in writing.

DRAFT OCTOBER 17, 2024

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

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

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

Windows: Replace broken seals broken glass, caulking and glazing as needed.	X	X	X	X	X
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	X	X	X	X	X
Landscaping: Inspect trees and sod replacement every one to two years.	X	X	X	X	X
Graffiti removal: Perform on an as-needed basis.	X	X	X	X	X
Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	X	X	X	X	X
Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	X	X	X	X	X
Capital Project Checklist *Warranties and professional consultation should determine capital items.					
Parking lot reconstruction (not routine sealing)	X	X	X	X	X
Re-roofing	X	X	X	X	X
Window replacement	X	X	X	X	X
HVAC equipment replacement	X	X	X	X	X
Lighting replacements and upgrades	X	X	X	X	X
Building additions	X	X	X	X	X
Interior remodeling (carpeting, walls, furnishings, etc.)	X	X	X	X	X
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	X	X	X	X	X
Major facade repairs	X	X	X	X	X
Major code upgrades	X	X	X	X	X
Capital Asset Plan Item List *Any item that is not accounted for in library operating budget should be on this list.					
Building structure	X	X	X	X	X
Site elements such as parking lots, paving, site furnishings and signs	X	X	X	X	X
HVAC systems	X	X	X	X	X
Plumbing	X	X	X	X	X
Elevators	X	X	X	X	X
Building envelope including facade, windows and roofs	X	X	X	X	X
Furnishings	X	X	X	X	X
Environmentally Friendly Components *The best time to upgrade for energy code conformance is when a library does replacement of library systems.					
Roof	X	X	X	X	X
Mechanical systems	X	X	X	X	X
Windows	X	X	X	X	X
Library façade repair or replacement	X	X	X	X	X
Lighting/LED	X	X	X	X	X
Low-flow/water saving	X	X	X	X	X
Chapter 6: Safety					
The library provides a list of emergency call numbers at all staff phones in the library.	X	X	X	X	X

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

Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.	X	X	X	X	X
Chapter 8: System Member Responsibilities and Resource Sharing					
Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	X	X	X	X	X
Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.	X	X	X	X	X
The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	X	X	X	X	X
The library administrator, library staff and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	X	X	X	X	X
The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	X	X	X	X	X
If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	X	X	X	X	X
Chapter 9: Public Services: Reference and Reader's Advisory Services					
Reference Service Checklist					
All basic services are available when the library is open.	X	X	X	X	X
The library has a reference service policy.	X	X	X	X	X
The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language and literacy.	X	X	X	X	X
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.	X	X	X	X	X
The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.	X	X	X	X	X
The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.	X	X	X	X	X
The library provides easy access to accurate and up-to-date community information.	X	X	X	X	X
The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.	X	X	X	X	X
The library provides access to local ordinances or codes of all municipalities within its service boundaries.	X	X	X	X	X

The library provides access to local and state maps.	X	X	X	X	X
The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.	X	X	X	X	X
The library provides voter information, including precinct boundaries and location of polling places.	X	X	X	X	X
The library provides information about local history and events.	X	X	X	X	X
The library has at least one current reference resource for each subject area.	X	X	X	X	X
Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.	X	X	X	X	X
Staff members are encouraged to attend at least one relevant continuing education event each year.	X	X	X	X	X
The library evaluates its reference service on an annual basis.	X	X	X	X	X
Reader's Advisory Service Checklist					
All basic services are available when the library is open.	X	X	X	X	X
The library has competently trained staff that has thorough knowledge of popular authors and titles.	X	X	X	X	X
The library maintains a well-rounded collection of both fiction and nonfiction titles.	X	X	X	X	X
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	X	X	X	X	X
The library maintains a basic collection of reader's advisory reference materials.	X	X	X	X	X
All staff members attend at least one relevant continuing education event each year.	X	X	X	X	X
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	X	X	X	X	X
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	X	X	X	X	X
The library accepts and responds to reader's advisory requests received in person, on the phone or electronically.	X	X	X	X	X
Chapter 10: Programming					
Library programs are provided free of charge, or on a cost recovery basis.	X	X	X	X	X
Library programs are located in a physically accessible location.	X	X	X	X	X
Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	X	X	X	X	X
The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	X	X	X	X	X
The library presents educational, cultural, and recreational programs that reflect community needs and interests.	X	X	X	X	X
Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	X	X	X	X	X
The library provides outreach programs to specific populations who cannot visit the library.	X	X	X	X	X

The library has programming that seeks to serve children and their caregivers.	X	X	X	X	X
The library has programming that seeks to serve young adults.	X	X	X	X	X
The library has programming that seeks to serve adults and senior citizens.	X	X	X	X	X
The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	X	X	X	X	X
The library is encouraged to partner with other organizations to offer programs.	X	X	X	X	X
Chapter 11: Youth/Young Adult Services					
All basic youth services are available when the library is open.	X	X	X	X	X
The library provides staff trained in serving youth.	X	X	X	X	X
The library has policies towards serving youth which it reviews at least every two years and youth staff have input in these policy revisions and creations.	X	X	X	X	X
The library actively promotes respect for diversity and creates an inclusive, welcoming and respectful library atmosphere for all patrons.	X	X	X	X	X
The library provides staff trained in assisting youth with disabilities, language and literacy barriers.	X	X	X	X	X
The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	X	X	X	X	X
The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements and Internet policies.	X	X	X	X	X
The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	X	X	X	X	X
The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	X	X	X	X	X
The library's programming is designed to reflect the needs and interests of youth in the community.	X	X	X	X	X
Library programs are provided free of charge or on a cost-recovery basis.	X	X	X	X	X
The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.	X	X	X	X	X
The library considers community demographics, special populations and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	X	X	X	X	X
The library strives to partner with youth-facing organizations in the community.	X	X	X	X	X
The library provides youth with research and information literacy instruction through tours, training sessions and one-on-one interactions.	X	X	X	X	X
The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	X	X	X	X	X
Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	X	X	X	X	X

Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	X	X	X	X	X
The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	X	X	X	X	X
The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	X	X	X	X	X
The library provides outreach services towards youth to increase awareness of services, attract new users and reach underserved populations.	X	X	X	X	X
The library strives to partner with and support local schools, including private schools and homeschoolers.	X	X	X	X	X
Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	X	X	X	X	X
The library provides a space specifically for use by children and families.	X	X	X	X	X
The shelving used for housing children's materials is appropriately sized to allow for easier access.	X	X	X	X	X
The library provides early literacy programming, including regular story time, for children and families.	X	X	X	X	X
The library provides programming which facilitates play and fun for children and families.	X	X	X	X	X
The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	X	X	X	X	X
The library provides a summer reading opportunity to encourage reading and learning during the summer.	X	X	X	X	X
The library provides a welcoming environment for young adults both individually and in groups.	X	X	X	X	X
The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	X	X	X	X	X
The library provides materials both physical and digital for young adults that are intended for them.	X	X	X	X	X
The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	X	X	X	X	X
Chapter 12: Technology					
Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	X	X	X	X	X
The library has:					
a telephone, with a listing in the phone book;	X	X	X	X	X
a telephone voice mail and/or answering machine;	X	X	X	X	X
a fax and/or scanner;	X	X	X	X	X
a photocopier;	X	X	X	X	X

effective Internet access with sufficient capacity to meet the needs of both the staff and the public;	X	X	X	X	X
library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);	X	X	X	X	X
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	X	X	X	X	X
up-to-date computers for staff and public access with sufficient capacity to meet needs;	X	X	X	X	X
up-to-date printers for staff and public access with sufficient capacity to meet needs;	X	X	X	X	X
up-to-date antivirus and Internet security software protection installed on every library computer;	X	X	X	X	X
up-to-date Internet browsers, web applications, and plug-ins;	X	X	X	X	X
a valid email address, accessible via the library's website, for the library administrator; and	X	X	X	X	X
a website that includes basic library information such as hours, location, contact, official name of library and content required by the Open Meetings Act.	X	X	X	X	X
The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.	X	X	X	X	X
The wait time for patron workstations does not exceed 15 to 30 minutes.	X	X	X	X	X
The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.	X	X	X	X	X
The library provides 24/7 remote access to library services and resources through:					
a web-accessible library catalog;	X	X	X	X	X
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	X	X	X	X	X
appropriate regional, state, national, and international bibliographic databases;	X	X	X	X	X
other authenticated electronic resources that are available for direct patron use; and	X	X	X	X	X
virtual reference service, and/or text messaging services, and/or a library email account.	X	X	X	X	X
The library staff must be:					
computer literate;	X	X	X	X	X
trained to use and assist patrons in the use of electronic resources and materials; and	X	X	X	X	X
accessible via email and/or through messaging services.	X	X	X	X	X
The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software and the Internet.	X	X	X	X	X
The library provides web links and access to regional and/or statewide initiatives including:	X	X	X	X	X
regional library system consortial web-based catalogs;	X	X	X	X	X
the CARLI academic library catalog (I-Share);	X	X	X	X	X
Illinois State Library-sponsored databases/e-resources;	X	X	X	X	X
other electronic collections as available; and	X	X	X	X	X
virtual reference service.	X	X	X	X	X
As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.	X	X	X	X	X

The library has a board-adopted Internet acceptable use policy.	X	X	X	X	X
The Internet acceptable use policy is reviewed annually.	X	X	X	X	X
The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services and connectivity.	X	X	X	X	X
The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.	X	X	X	X	X
The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.	X	X	X	X	X
The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:	X	X	X	X	X
wireless access (Wi-Fi);	X	X	X	X	X
Internet connectivity upgrades sufficient for patron and staff use;	X	X	X	X	X
networking (local area vs. wide area);	X	X	X	X	X
library Intranet;	X	X	X	X	X
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;	X	X	X	X	X
patron self-checkout functionality;	X	X	X	X	X
new technologies/potential services; for example, social networking, makerspace and mobile apps;	X	X	X	X	X
current and functional meeting room technology;	X	X	X	X	X
adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and	X	X	X	X	X
ongoing staff continuing education/training related to all aspects of technological services.	X	X	X	X	X
The library protects the integrity, safety, and security of its technological environment.	X	X	X	X	X
The library's automated catalog and its components comply with current state, national and international standards.	X	X	X	X	X
The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	X	X	X	X	X
Chapter 13: Marketing, Promotion and Collaboration					
The library has a communications plan that supports the library's long-range/strategic plan.	X	X	X	X	X
The library staff and trustees participate in two or more cooperative activities with other community organizations.	X	X	X	X	X
The library's services and programs are promoted in the community. Check the applicable publicity methods.	X	X	X	X	X

flyers	X	X	X	X	X
brochures	X	X	X	X	X
website	X	X	X	X	X
newsletter	X	X	X	X	X
posters	X	X	X	X	X
banners	X	X	X	X	X
displays	X	X	X	X	X
podcasting					
presentations	X	X	X	X	X
speeches	X	X	X	X	X
billboards	X	X	X	X	X
other					
The library maintains at least one social media account.	X	X	X	X	X
The library invites local, state, and federal officials to visit the library.	X	X	X	X	X
The library's website is updated at least monthly.	X	X	X	X	X
The board, administration, and staff conduct an annual library walk-through.	X	X	X	X	X
The board, administration, and appropriate staff visit other libraries.	X	X	X	X	X
The budget includes funds for public relations and marketing activities.	X	X	X	X	X
The library's promotional methods and services are ADA compliant.	X	X	X	X	X
A designated staff member coordinates the library's marketing efforts.	X	X	X	X	X
The library's staff receives customer service and marketing training.	X	X	X	X	X
The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources and long-range/strategic plan.	X	X	X	X	X
The library surveys patrons and the community to judge awareness of the library's programs and services.	X	X	X	X	X

CASH AND INVESTMENT REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT

Balance as of 09/30/2024

GL Number	Description	Beginning Balance	Debits	Credits	Ending Balance
CASH					
01-10-1111	Cash Checking/Wintrust Operating	163,403.42	823,302.94	815,454.74	171,251.62
	Total Operating Fund	163,403.42	823,302.94	815,454.74	171,251.62
01-10-1130	Cash Checking/Payroll	348,991.71	435,733.02	415,351.30	369,373.43
	Total Payroll Fund	348,991.71	435,733.02	415,351.30	369,373.43
01-10-1150	Petty Cash	2,732.09	0.00	0.00	2,732.09
	Total Petty Cash	2,732.09	0.00	0.00	2,732.09
	Total Cash	515,127.22	1,259,035.96	1,230,806.04	543,357.14
INVESTMENTS					
06-10-1205	Investments - Special Reserve PMA	20,117,227.11	88,764.31	0.00	20,205,991.42
	Total Special Reserve PMA	20,117,227.11	88,764.31	0.00	20,205,991.42
01-10-1210	Illinois Funds - General MM	79,022.59	339.60	0.00	79,362.19
	Total IL Fund - General	79,022.59	339.60	0.00	79,362.19
01-10-1211	Invest/Wintrust MM Account	4,803,266.80	3,885,266.62	790,588.63	7,897,944.79
02-10-1211	Invest/Wintrust MM Account	(6,868.50)	3,290.88	0.00	(3,577.62)
03-10-1211	Invest/Wintrust MM Account	(28,947.80)	22,487.65	0.00	(6,460.15)
05-10-1211	Invest/Wintrust MM Account	0.18	0.00	0.00	0.18
08-10-1211	Invest/Wintrust MM Account	(114,870.99)	164,532.59	17,854.39	31,807.21
10-10-1211	Invest/Money Market Account	64,105.83	184,826.32	30,315.16	218,616.99
11-10-1211	Invest/Money Market Account	285,321.18	92,681.79	21,784.03	356,218.94
	Total General Fund	5,002,006.70	4,353,085.85	860,542.21	8,494,550.34
01-10-1212	Invest/MM/IL Fund - E-Pay	84,137.92	601.71	11.66	84,727.97
	Total IL Fund - ePay	84,137.92	601.71	11.66	84,727.97
06-10-1211	Invest/Wintrust MM Account	3,416,379.04	15,331.22	0.00	3,431,710.26
	Total Special Reserve Fund	3,416,379.04	15,331.22	0.00	3,431,710.26
07-10-1211	Invest/Wintrust MM Account	1,189,530.19	5,287.57	0.00	1,194,817.76
	Total Working Cash Fund	1,189,530.19	5,287.57	0.00	1,194,817.76
	Total Investments	29,888,303.55	4,463,410.26	860,553.87	33,491,159.94
BOND FUND					
04-40-1211	Invest/Wintrust MM Account	1,976,662.81	1,244,715.84	0.00	3,221,378.65
	Total Bond Fund	1,976,662.81	1,244,715.84	0.00	3,221,378.65
	TOTAL CASH AND INVESTMENTS	32,380,093.58	6,967,162.06	2,091,359.91	37,255,895.73

Special Reserve PMA -3.523%
 IL Fund General - 5.229%
 Money Market - Wintrust - 5.059%

REVENUE REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT

Balance As of 09/30/2024

GL Number	Description	Activity For 09/30/2024 Increase (Decrease)	YTD Balance 09/30/2024 Normal (Abnormal)	% Bdg't Used	24-25 Amended Budget	Available Balance 09/30/2024 Normal (Abnormal)
Revenues						
01 - General Fund						
01-10-3140	Property Tax - Will Back Taxes	6,447.09	7,344.63	146.89	5,000.00	(2,344.63)
01-10-3141	Property Tax - Dupage Back Taxes	392.75	412.62	103.16	400.00	(12.62)
01-10-3150	PROPERTY TAX - WILL 2024			0.00	5,089,197.00	5,089,197.00
01-10-3151	PROPERTY TAX - DUPAGE 2024			0.00	103,861.00	103,861.00
01-10-3162	Property Tax - will 2023	3,697,945.62	4,212,760.07	82.61	5,099,841.00	887,080.93
01-10-3163	Property Tax - DuPage 2023	76,878.85	80,767.44	77.60	104,078.00	23,310.56
01-10-3190	Replacement Tax		54,045.19	24.57	220,000.00	165,954.81
01-10-3211	Interest - Invest. MM Accounts	34,345.99	85,766.89	36.50	235,000.00	149,233.11
01-10-3212	Interest - Money Market			0.00	10.00	10.00
01-10-3215	Interest on Collected Taxes			0.00	100.00	100.00
01-10-3310	Revenue - Circulation Fees - Epay	1,100.65	4,378.35	48.65	9,000.00	4,621.65
01-10-3311	Revenue - Circulation Fees	182.78	720.82	48.05	1,500.00	779.18
01-10-3410	Revenue - Copy Machines	392.50	1,235.35	41.18	3,000.00	1,764.65
01-10-3430	Revenue - Printing	1,255.57	3,787.01	37.87	10,000.00	6,212.99
01-10-3440	Revenue - Fax Machine	289.40	999.82	49.99	2,000.00	1,000.18
01-10-3511	Miscellaneous Income	176.00	470.10	31.34	1,500.00	1,029.90
01-10-3512	Auto License Plate Sticker Income	4,320.25	5,854.25	117.09	5,000.00	(854.25)
01-10-3515	Donations Received			0.00	2,000.00	2,000.00
01-10-3613	Miscellaneous Reimbursements		7,694.66	384.73	2,000.00	(5,694.66)
01-10-3614	Staff Purchases & Reimbursements		2,511.32	313.92	800.00	(1,711.32)
01-10-3616	Board Reimbursements		14.90	7.45	200.00	185.10
01-10-3830	Funds Transfer In		500.00	100.00	0.00	(500.00)
01-10-3910	State Grant		99,567.77	100.00	99,568.00	0.23
01-10-3930	Other Grant Income			0.00	250,000.00	250,000.00
Total 01 - General Fund:		3,823,727.45	4,568,831.19	40.63	11,244,055.00	6,675,223.81
02 - Audit Fund						
02-10-3162	Property Tax - will 2023	3,223.55	3,672.32	100.00	0.00	(3,672.32)
02-10-3163	Property Tax - DuPage 2023	67.33	70.73	100.00	0.00	(70.73)
Total 02 - Audit Fund:		3,290.88	3,743.05	100.00	0.00	(3,743.05)
03 - Liability Fund						
03-10-3162	Property Tax - will 2023	22,027.57	25,094.16	100.00	0.00	(25,094.16)
03-10-3163	Property Tax - DuPage 2023	460.08	483.35	100.00	0.00	(483.35)
Total 03 - Liability Fund:		22,487.65	25,577.51	100.00	0.00	(25,577.51)
04 - Bond Fund						
04-40-3150	PROPERTY TAX - WILL 2024			0.00	1,526,613.00	1,526,613.00
04-40-3151	PROPERTY TAX - DUPAGE 2024			0.00	31,155.00	31,155.00
04-40-3162	Property Tax - will 2023	1,209,904.64	1,378,343.13	97.67	1,411,294.00	32,950.87
04-40-3163	Property Tax - DuPage 2023	25,405.60	26,690.63	92.67	28,802.00	2,111.37
04-40-3211	Interest - Invest. MM Accounts	9,405.60	26,383.59	43.97	60,000.00	33,616.41
Total 04 - Bond Fund:		1,244,715.84	1,431,417.35	46.81	3,057,864.00	1,626,446.65
06 - Special Reserve Fund						
06-10-3211	Interest - Invest. MM Accounts	15,331.22	47,118.77	47.12	100,000.00	52,881.23
06-10-3222	Change In Market Value	88,764.31	354,420.56	70.88	500,000.00	145,579.44
Total 06 - Special Reserve Fund:		104,095.53	401,539.33	66.92	600,000.00	198,460.67
07 - Working Cash Fund						
07-10-3211	Interest - Invest. MM Accounts	5,287.57	16,254.27	54.18	30,000.00	13,745.73

REVENUE AND EXPENDITURE REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DIST.

Balance As of 09/30/2024

GL Number	Description	Activity For 09/30/2024 Increase (Decrease)	YTD Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used	24-25 Amended Budget	Available Balance 09/30/2024 Normal (Abnormal)
Revenues						
07						
Total 07 - Working Cash Fund:		5,287.57	16,254.27	54.18	30,000.00	13,745.73
08 - Maintenance Fund						
08-10-3162	Property Tax - Will 2023	161,177.34	183,615.86	100.00	0.00	(183,615.86)
08-10-3163	Property Tax - DuPage 2023	3,355.24	3,524.95	100.00	0.00	(3,524.95)
Total 08 - Maintenance Fund:		164,532.58	187,140.81	100.00	0.00	(187,140.81)
10 - Social Security Fund						
10-10-3162	Property Tax - Will 2023	181,055.88	206,261.82	100.00	0.00	(206,261.82)
10-10-3163	Property Tax - DuPage 2023	3,770.44	3,961.15	100.00	0.00	(3,961.15)
Total 10 - Social Security Fund:		184,826.32	210,222.97	100.00	0.00	(210,222.97)
11 - IMRF Fund						
11-10-3162	Property Tax - Will 2023	90,796.57	103,436.94	100.00	0.00	(103,436.94)
11-10-3163	Property Tax - DuPage 2023	1,885.22	1,980.58	100.00	0.00	(1,980.58)
Total 11 - IMRF FUND:		92,681.79	105,417.52	100.00	0.00	(105,417.52)
Revenues		5,645,645.61	6,950,144.00	46.55	14,931,919.00	7,981,775.00
Report Totals:						
TOTAL REVENUES - ALL FUNDS		5,645,645.61	6,950,144.00		14,931,919.00	7,981,775.00

EXPENDITURE REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
Balance As of 09/30/2024

GL Number	Description	Activity For 09/30/2024 Increase (Decrease)	YTD Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used	24-25 Amended Budget	Available Balance 09/30/2024 Normal (Abnormal)
Fund: 01 General Fund						
Account Category: Expenditures						
[None]	FUND TRANSFER		500.00	100.00	0.00	(500.00)
PR EXP	PERSONNEL EXPENSE	454,936.29	1,353,786.61	20.87	6,486,950.00	5,133,163.39
CONTRACT	CONTRACT SERVICES	35,575.14	151,027.20	24.34	620,550.00	469,522.80
SUPPLIES	SUPPLIES & UTILITIES	68,803.29	119,228.88	17.04	699,600.00	580,371.12
LIBRARY	LIBRARY MATERIALS	82,864.31	194,415.56	14.43	1,347,400.00	1,152,984.44
CAPITAL	CAPITAL EXPENDITURES	18,220.16	19,135.25	6.86	279,040.00	259,904.75
MISC	MISCELLANOUS EXPENDITURES	14,259.20	16,571.36	20.46	81,000.00	64,428.64
GRANTPR	GRANT PROJECT			0.00	349,568.00	349,568.00
	Expenditures	<u>674,658.39</u>	<u>1,854,664.86</u>	<u>18.80</u>	<u>9,864,108.00</u>	<u>8,009,443.14</u>
Fund 01 - General Fund:						
	TOTAL EXPENDITURES	<u>674,658.39</u>	<u>1,854,664.86</u>		<u>9,864,108.00</u>	<u>8,009,443.14</u>
Fund: 02 Audit Fund						
Account Category: Expenditures						
CONTRACT	CONTRACT SERVICES		2,980.00	11.92	25,000.00	22,020.00
	Expenditures	<u>0.00</u>	<u>2,980.00</u>	<u>11.92</u>	<u>25,000.00</u>	<u>22,020.00</u>
Fund 02 - Audit Fund:						
	TOTAL EXPENDITURES	<u>0.00</u>	<u>2,980.00</u>		<u>25,000.00</u>	<u>22,020.00</u>
Fund: 03 Liability Insurance Fund						
Account Category: Expenditures						
PR EXP	PERSONNEL EXPENSE - UNEMPLOYMENT INS		2,304.75	5.24	44,000.00	41,695.25
INS	LIABILITY INSURANCE			0.00	108,500.00	108,500.00
	Expenditures	<u>0.00</u>	<u>2,304.75</u>	<u>1.51</u>	<u>152,500.00</u>	<u>150,195.25</u>
Fund 03 - Liability Insurance Fund:						
	TOTAL EXPENDITURES	<u>0.00</u>	<u>2,304.75</u>		<u>152,500.00</u>	<u>150,195.25</u>
Fund: 04 Bond Fund						
Account Category: Expenditures						
BONDFUND	BOND FUND		296,425.00	8.48	3,495,700.00	3,199,275.00
	Expenditures	<u>0.00</u>	<u>296,425.00</u>	<u>8.48</u>	<u>3,495,700.00</u>	<u>3,199,275.00</u>
Fund 04 - Bond Fund:						
	TOTAL EXPENDITURES	<u>0.00</u>	<u>296,425.00</u>		<u>3,495,700.00</u>	<u>3,199,275.00</u>
Fund: 06 Special Reserve Fund						
Account Category: Expenditures						
CONTRACT	CONTRACT SERVICES			0.00	100.00	100.00
CAPITAL	CAPITAL EXPENDITURES	25,680.62	237,774.33	8.82	2,695,000.00	2,457,225.67
	Expenditures	<u>25,680.62</u>	<u>237,774.33</u>	<u>8.82</u>	<u>2,695,100.00</u>	<u>2,457,325.67</u>
Fund 06 - Special Reserve Fund:						
	TOTAL EXPENDITURES	<u>25,680.62</u>	<u>237,774.33</u>		<u>2,695,100.00</u>	<u>2,457,325.67</u>

EXPENDITURE REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
Balance As of 09/30/2024

GL Number	Description	Activity For 09/30/2024 Increase (Decrease)	YTD Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used	24-25 Amended Budget	Available Balance 09/30/2024 Normal (Abnormal)
Fund: 08 Maintenance Fund						
Account Category: Expenditures						
CONTRACT	CONTRACT SERVICES	15,315.43	39,197.90	8.60	456,000.00	416,802.10
SUPPLIES	SUPPLIES & UTILITIES	2,538.95	6,433.10	14.30	45,000.00	38,566.90
	Expenditures	<u>17,854.38</u>	<u>45,631.00</u>	<u>9.11</u>	<u>501,000.00</u>	<u>455,369.00</u>
Fund 08 - Maintenance Fund:						
TOTAL EXPENDITURES		17,854.38	45,631.00		501,000.00	455,369.00
Fund: 10 Social Security Fund						
Account Category: Expenditures						
PR EXP	PERSONNEL EXPENSE - FICA	30,315.16	90,493.71	19.65	460,640.00	370,146.29
	Expenditures	<u>30,315.16</u>	<u>90,493.71</u>	<u>19.65</u>	<u>460,640.00</u>	<u>370,146.29</u>
Fund 10 - Social Security Fund:						
TOTAL EXPENDITURES		30,315.16	90,493.71		460,640.00	370,146.29
Fund: 11 IMRF Fund						
Account Category: Expenditures						
PR EXP	PERSONNEL EXPENSE - IMRF	21,784.03	65,544.02	18.97	345,480.00	279,935.98
	Expenditures	<u>21,784.03</u>	<u>65,544.02</u>	<u>18.97</u>	<u>345,480.00</u>	<u>279,935.98</u>
Fund 11 - IMRF Fund:						
TOTAL EXPENDITURES		21,784.03	65,544.02		345,480.00	279,935.98
Report Totals:						
TOTAL EXPENDITURES - ALL FUNDS		<u>770,292.58</u>	<u>2,595,817.67</u>		17,539,528.00	14,943,710.33

Kathryn J. Spindel/Treasurer

BILLS PAID REPORT FOR FOUNTAINDALE PUBLIC LIBRARY DISTRICT
OCTOBER 2024

Check Date	Check #	Payee	Description	GL Number	Amount
10/01/2024	1213(E)	AFLAC	SEPTEMBER 2024 EMPLOYER CONTRIBUTIONS	01-10-4192	15.08
10/01/2024	1214(E)	Illinois Municipal Retirement Fund	SEPTEMBER 2024 CONTRIBUTIONS	11-10-4142	21,463.00
10/01/2024	1215(E)	Illinois Municipal Retirement Fund	ADDITIONAL SEPTEMBER 2024 CONTRIBUTIONS	11-10-4142	580.93
10/01/2024	61269	Blue Cross Blue Shield of Illinois	OCTOBER 2024 EMPLOYER CONTRIBUTIONS	01-10-4192	40,989.89
10/01/2024	61270	Carolyn Boyer	10/14/24-10/17/24 ABOS CONFERENCE PER DIEM	01-10-4173	176.00
10/01/2024	61271	Dearborn National Life Insurance Co	OCTOBER 2024 EMPLOYER CONTRIBUTIONS	01-10-4192	609.45
10/01/2024	61272	FIDELITY SECURITY LIFE INSURANCE/EYEMED	OCTOBER 2024 EMPLOYER CONTRIBUTIONS	01-10-4192	276.73
10/01/2024	61273	Home Depot Credit Services	CORDLESS DRILL	08-30-4211	349.00
			REMOTE BOOKDROPS HARDWARE	01-30-4392	66.06
					<u>415.06</u>
10/01/2024	61274	Jacqueline Kohn	10/14/24-10/17/24 ABOS CONFERENCE PER DIEM	01-10-4173	176.00
				Report Total:	<u>64,702.14</u>

--- TOTALS BY PAYROLL & FICA ---
GROSS PAYROLL 405,417.86
FICA 30,315.16
435,733.02



JENNIE NGUYEN, FINANCE MANAGER

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 OCTOBER 17, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
1000Bulbs.com					
w04167274	1000Bulbs.com	STUDY ROOM BULBS	08-30-4357 130.62 08-30-4357 22.08	09/27/2024	152.70
Total 1000Bulbs.com:					152.70
4imprint, Inc.					
12966078	4imprint, Inc.	2024 FRIENDS APPRECIATION DINNER GIFTS	01-10-4711 350.50 01-10-4711 50.00 01-10-4711 42.20	09/09/2024	442.70
Total 4imprint, Inc.:					442.70
Age of Learning, Inc.					
SI0001029+	Age of Learning, Inc.	ABCMOUSE ONLINE: 10/16/24-10/15/25	01-26-4521 2,716.01	09/12/2024	2,716.01
Total Age of Learning, Inc.:					2,716.01
ALEXANDER KAMINSKI					
AK111724	ALEXANDER KAMINSKI	PROGRAM - SUNDAY FUNDAY GAME DAY - 11/17/24	01-24-4571 100.00	08/29/2024	100.00
Total ALEXANDER KAMINSKI:					100.00
Amazon					
3285	Amazon	TEEN FALL 2024 PROGRAM SUPPLIES	01-24-4353 14.97	09/30/2024	14.97
3285	Amazon	DAMAGED TEEN FALL 2024 PROGRAM SUPPLIES	01-24-4353 (6.39)	09/30/2024	(6.39)
3285	Amazon	DAMAGED TEEN FALL 2024 PROGRAM SUPPLIES	01-24-4353 (5.99)	09/30/2024	(5.99)
3287	Amazon	FALL 2024 CRAFT SUPPLIES	01-24-4353 6.85 01-24-4353 9.43 01-24-4353 5.98	09/30/2024	22.26
3287	Amazon	RETURNED FALL 2024 CRAFT SUPPLIES	01-24-4353 (9.43)	09/30/2024	(9.43)
3302	Amazon	STAR WARS DAY ADVENTURE ROOM SUPPLIES	01-24-4353 11.99 01-24-4353 9.99	09/30/2024	21.98
3320	Amazon	AUGUST 2024 DISTRICT RESTOCK	08-30-4357 28.70 08-30-4357 17.65 01-14-4354 12.95 01-10-4351 58.34 01-10-4371 21.06 01-10-4371 7.23 01-10-4371 11.37 01-10-4351 14.50 01-10-4351 (0.54)	09/30/2024	171.26
3330	Amazon	PATRON USE CHARGING CABLES	01-24-4371 19.96	09/30/2024	19.96
3335	Amazon	AUGUST 2024 DISTRICT RESTOCK	01-10-4371 105.15 01-10-4371 9.99	09/30/2024	115.14
3336	Amazon	2024 WINTER PROGRAM SUPPLIES	01-27-4353 13.99 01-27-4353 11.59 01-27-4353 10.99 01-27-4353 3.99 01-27-4353 (1.01)	09/30/2024	39.55

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 OCTOBER 17, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Amazon 3343	Amazon	MAKER SPACE SUPPLIES	01-27-4371 39.98 01-27-4371 39.98 01-27-4568 7.99 01-27-4568 (1.00) 01-27-4371 (0.88)	09/30/2024	86.07
3359	Amazon	VARIOUS PATRON USE SUPPLIES	01-27-4371 23.50 01-27-4371 4.99 01-27-4371 6.89 01-27-4371 2.87	09/30/2024	38.25
3363	Amazon	DAMAGED PROGRAM SUPPLIES	01-28-4353 (5.73)	09/30/2024	(5.73)
3363	Amazon	ORGANIZING & BKM PROGRAM SUPPLIES	01-28-4371 40.43 01-28-4371 12.99 01-28-4353 1.29 01-28-4353 9.99 01-28-4353 2.88 01-28-4353 4.96 01-28-4353 11.68 01-28-4353 8.99 01-28-4353 8.99 01-28-4371 (0.04) 01-28-4353 (4.49)	09/30/2024	97.67
3367	Amazon	FINANCE ORGANIZING SUPPLIES	01-10-4351 20.97 01-10-4351 5.09 01-10-4351 15.99 01-10-4351 6.99	09/30/2024	49.04
3380	Amazon	ADDITIONAL DISTRICT CLOSET RESTOCK	01-10-4351 24.28 01-10-4351 7.98 01-14-4354 24.95 08-30-4357 30.26 08-30-4357 51.87 08-30-4357 11.99	09/30/2024	151.33
3381	Amazon	TEEN WINTER 2024 PROGRAM SUPPLIES	01-24-4353 19.98 01-24-4353 27.99 01-24-4353 7.99 01-24-4353 15.99 01-24-4353 13.69 01-24-4353 24.76 01-24-4353 71.97 01-24-4353 17.99 01-24-4353 24.74 01-24-4353 11.98 01-24-4353 16.99 01-24-4353 14.99 01-24-4353 21.95 01-24-4353 29.50 01-24-4353 35.49 01-24-4353 29.94 01-24-4353 (11.12)	09/30/2024	374.82

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 OCTOBER 17, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Amazon					
3383	Amazon	OCTOBER 2024 PROGRAM SUPPLIES	01-20-4371 9.99 01-20-4371 8.62 01-20-4371 18.99 01-20-4353 4.03 01-20-4353 44.80 01-20-4353 8.99 01-20-4371 9.99 01-20-4371 8.89 01-20-4371 (1.72) 01-20-4353 (14.99)	09/30/2024	97.59
3393	Amazon	WIRE CONNECTORS & TAP/DIE SET	08-30-4211 10.69 08-30-4211 (0.70)	09/30/2024	9.99
3402	Amazon	FLOOR CLEANER	08-30-4357 399.96	09/30/2024	399.96
Total Amazon:					1,682.30
AMAZON CAPITAL SERVICES COLLECTIONS					
1DYT-NLXH-6LK1	Amazon Capital Services	ADULT NONFICTION BOOKS	01-26-4541 15.94	09/04/2024	15.94
1WXH-1YYG-6NR6	Amazon Capital Services	VINYL RECORD COLLECTION ITEMS	01-26-4527 57.79	09/04/2024	57.79
1DYT-NLXH-H67L	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 39.99	09/05/2024	39.99
1WXH-1YYG-9PP4	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 64.76	09/05/2024	64.76
1YTW-H767-GN4M	Amazon Capital Services	ADULT VIDEO GAMES	01-26-4565 34.99	09/05/2024	34.99
1LDV-NPP9-1FPT	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 42.88	09/08/2024	42.88
1M9X-XVYV-X6YR	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 49.99	09/08/2024	49.99
1T9V-DFW9-1X16	Amazon Capital Services	ADULT NONFICTION BOOKS	01-26-4541 72.98	09/09/2024	72.98
1X6C-441C-4R41	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 39.99	09/09/2024	39.99
11VP-RKY1-7NVY	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 128.00	09/11/2024	128.00
1CD1-9CRL-7VK9	Amazon Capital Services	JUVENILE VIDEO GAMES	01-29-4564 198.87	09/11/2024	198.87
1JVT-CRDF-9HFG	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 59.88	09/11/2024	59.88
1V1L-Q4JN-1LDH	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 19.65	08/19/2024	19.65
1F13-HGW6-PX9T	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 122.06 01-10-4711 5.52	08/24/2024	127.58
1QC1-TVHJ-QPFC	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 315.28 01-10-4711 12.18	08/24/2024	327.46
1FVD-TPKV-4TKK	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 71.08	08/30/2024	71.08
1TQK-793X-4XPC	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 24.20	08/30/2024	24.20
1WM3-NVGJ-XLPR	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 85.15	09/02/2024	85.15
1K1Y-PQ6R-CCGY	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 349.00	09/05/2024	349.00

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
 BILLS PAYABLES REPORT
 OCTOBER 17, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
AMAZON CAPITAL SERVICES COLLECTIONS					
1Q13-36YJ-W4LN	Amazon Capital Services	2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 243.90	09/08/2024	243.90
19DR-J4M4-1FV6	Amazon Capital Services	CREDITED 2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 (13.77)	08/27/2024	(13.77)
1P1R-DQLD-14G3	Amazon Capital Services	CREDITED 2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 (15.24)	08/27/2024	(15.24)
1X1J-J4ML-1V7Q	Amazon Capital Services	CREDITED 2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 (5.80)	08/27/2024	(5.80)
1JG3-JTMR-4YH6	Amazon Capital Services	CREDITED 2024 STAFF SUMMER ADVENTURE PRIZES	01-10-4711 (7.08)	08/30/2024	(7.08)
13PR-FPFH-KGJ4	Amazon Capital Services	ADULT FICTION BOOKS & SHIPPING	01-26-4540 24.34 01-26-4518 7.98	09/06/2024	32.32
1PKC-DRCT-6CPL	Amazon Capital Services	ADULT DVD	01-26-4557 54.43	09/09/2024	54.43
1XR1-71FX-3X3L	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 159.72	09/12/2024	159.72
1M1N-FQXN-DXFR	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 59.00	09/13/2024	59.00
1PX9-76HC-GCJT	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 69.98	09/13/2024	69.98
1RTH-LMCQ-7Y4V	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 45.54	09/13/2024	45.54
1GWV-7LT9-KJD9	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 159.86	09/14/2024	159.86
1MGY-KVHG-HQPQ	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 167.93	09/14/2024	167.93
1QQG-FWQH-L9MK	Amazon Capital Services	ADULT DVD	01-26-4557 63.98	09/14/2024	63.98
1WJR-WY6R-HWLW	Amazon Capital Services	ADULT VIDEO GAMES	01-26-4565 69.99	09/14/2024	69.99
1CGG-PCYP-P6H3	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 37.94	09/15/2024	37.94
1H3Q-C333-N6GY	Amazon Capital Services	ADULT NONFICTION BOOKS & SHIPPING	01-26-4541 14.99 01-26-4518 6.99	09/15/2024	21.98
1M9T-T7RD-NGQJ	Amazon Capital Services	ADULT DVD	01-26-4557 63.98	09/15/2024	63.98
1R71-17GH-NRLH	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 55.98	09/15/2024	55.98
1DWY-1VVT-NYQX	Amazon Capital Services	ADULT NONFICTION BOOKS & SHIPPING	01-26-4541 24.70 01-26-4518 6.99	09/15/2024	31.69
1XR1-71FX-TFWW	Amazon Capital Services	ADULT MUSIC	01-26-4550 24.98	09/15/2024	24.98
1JM4-XG3L-XKW9	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 34.99	09/16/2024	34.99
1LJK-CCGK-4DC4	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 29.99	09/16/2024	29.99
11LK-VWLM-FG6T	Amazon Capital Services	ADULT NONFICTION BOOKS	01-26-4541 48.03	09/17/2024	48.03
13QQ-17P4-KC7L	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 29.99	09/18/2024	29.99
1CXK-MYFR-KDWX	Amazon Capital Services	ADULT VIDEO GAMES	01-26-4565 39.99	09/18/2024	39.99
1WRJ-FGND-QCXX	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 29.99	09/18/2024	29.99

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AMAZON CAPITAL SERVICES COLLECTIONS					
11R6-HLYY-WMR6	Amazon Capital Services	ADULT VIDEO GAMES	01-26-4565 139.97	09/19/2024	139.97
1DGX-6CVJ-TWDD	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 39.99	09/19/2024	39.99
1P1D-VN16-9HKQ	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 89.98	09/20/2024	89.98
1RFW-D9D4-4HNG	Amazon Capital Services	ADULT MUSIC	01-26-4550 23.99	09/20/2024	23.99
1HXY-CGVF-G9LR	Amazon Capital Services	ADULT MUSIC	01-26-4550 13.99	09/21/2024	13.99
17Y9-3QCC-MRJC	Amazon Capital Services	ADULT VIDEO GAMES	01-26-4565 39.99	09/22/2024	39.99
143M-H7KW-R37H	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 38.95	09/23/2024	38.95
16LD-M4CR-P3N9	Amazon Capital Services	ADULT DVD	01-26-4557 45.30	09/23/2024	45.30
17Y9-3QCC-Y7LW	Amazon Capital Services	ADULT DVD	01-26-4557 65.16	09/23/2024	65.16
1FWJ-YWWJ-WGTL	Amazon Capital Services	ADULT VIDEO GAMES	01-26-4565 49.99	09/23/2024	49.99
1KDQ-W3DL-T9VQ	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 49.99	09/23/2024	49.99
1TD4-GYGW-T6YK	Amazon Capital Services	YOUNG ADULT VIDEO GAMES	01-26-4563 59.99	09/23/2024	59.99
16K4-MDWH-7XJW	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 63.96	09/24/2024	63.96
1RDX-6PNL-6HTQ	Amazon Capital Services	ADULT NONFICTION BOOKS	01-26-4541 30.88	09/25/2024	30.88
1KV3-G3KD-3MY1	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 159.97	09/26/2024	159.97
1141-XM6K-7NVY	Amazon Capital Services	YOUNG ADULT FICTION BOOKS & SHIPPING	01-26-4548 17.23 01-26-4518 6.99	09/27/2024	24.22
1HLW-RYG9-H9MW	Amazon Capital Services	ADULT NONFICTION BOOKS	01-26-4541 45.30	09/27/2024	45.30
1KV3-G3KD-DCHY	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 39.99	09/27/2024	39.99
1TNL-94F3-9RY3	Amazon Capital Services	ADULT MUSIC	01-26-4550 32.99	09/27/2024	32.99
1JRP-MP7Y-JT69	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 117.65	09/28/2024	117.65
1LGK-RCYM-NVG1	Amazon Capital Services	JUVENILE EASY BOOKS & SHIPPING	01-26-4546 23.98 01-26-4518 6.99	09/29/2024	30.97
1CXF-GGYD-41J4	Amazon Capital Services	ADULT FICTION BOOKS	01-26-4540 75.42	09/30/2024	75.42
1G3T-K6G7-1LJ9	Amazon Capital Services	JUVENILE VIDEO GAMES	01-29-4564 469.92	10/01/2024	469.92
1FM7-MY9F-1YFR	Amazon Capital Services	JUVENILE VIDEO GAMES	01-29-4564 (0.99)	10/01/2024	(0.99)
1G3T-K6G7-4NTC	Amazon Capital Services	JUVENILE VIDEO GAMES	01-29-4564 (0.99)	10/01/2024	(0.99)
1X9P-JN16-3J1T	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 279.95	10/01/2024	279.95
1XR1-NXD3-4PH3	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 (0.99)	10/01/2024	(0.99)

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AMAZON CAPITAL SERVICES COLLECTIONS					
1RFR-THGY- D6CW	Amazon Capital Services	JUVENILE VIDEO GAMES	01-26-4564 189.96	10/02/2024	189.96
Total AMAZON CAPITAL SERVICES COLLECTIONS:					5,559.97
American Building Services, LLC					
4057077	American Building Services, LLC	1ST FLOOR INTERIOR DOOR REPAIR PARTS	08-30-4211 705.30	09/25/2024	705.30
Total American Building Services, LLC:					705.30
AMERICAN LIBRARY ASSOCIATION					
M4566-OCT24	American Library Association	MILLS: INTELLECTUAL FREEDOM ROUNDTABLE MEMBERSHIP	01-10-4161 15.00	09/30/2024	15.00
N8770-OCT24	American Library Association	H. MONTALVO: EMPOWERING TOMORROW'S LEADERS	01-10-4151 79.00	09/30/2024	79.00
Total AMERICAN LIBRARY ASSOCIATION:					94.00
Anette Isaacs					
AI110624	Anette Isaacs	PROGRAM - ECHOES OF FREEDOM - 11/6/24	01-24-4571 250.00	04/24/2024	250.00
Total Anette Isaacs:					250.00
Annette Bochenek					
AB102224	Annette Bochenek	PROGRAM - COMICS TO CLASSICS - 10/22/24	01-24-4571 300.00	06/19/2024	300.00
Total Annette Bochenek:					300.00
Apple Inc.					
N8770-OCT24	Apple Inc.	STUDIO MACBOOK PRO REPAIR	01-14-4641 698.00	09/30/2024	698.00
Total Apple Inc.:					698.00
Arianne Borchert					
AB092024	Arianne Borchert	8/29/24 REGISTRAR TRAINING MILEAGE	01-10-4171 8.58	09/20/2024	8.58
Total Arianne Borchert:					8.58
ARIELLE ESSEX					
AE091824	ARIELLE ESSEX	8/27/24 STORYTIME TRAINING MILEAGE	01-10-4171 64.28	09/20/2024	64.28
Total ARIELLE ESSEX:					64.28
AT & T					
4189624905	AT & T	9/7/24-10/6/24 TELEPHONE	01-14-4312 252.79	09/07/2024	252.79
1637123900	AT & T	9/7/24-10/6/24 VOIP	01-14-4314 1,210.39	09/07/2024	1,210.39
0963284907	AT & T	9/7/24-10/6/24 INTERNET	01-14-4314 1,210.39	09/07/2024	1,210.39
Total AT & T:					2,673.57
AT & T MOBILITY					
23833670	AT & T MOBILITY	8/22/24-9/21/24 WIRELESS TELEPHONE	01-14-4311 259.20	09/21/2024	259.20
N8770-OCT24	AT & T MOBILITY	IT MGR PHONE UPGRADE	01-14-4311 65.09	09/30/2024	65.09
Total AT & T MOBILITY:					324.29
B&H Photo-Video					
227220572	B&H Photo-Video	BACKORDERED CAMERA GEAR	01-27-4568 15.12	09/09/2024	15.12

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B&H Photo-Video					
227299180	B&H Photo-Video	CAMERA GEAR	01-27-4568 242.56	09/11/2024	242.56
227747633	B&H Photo-Video	VARIOUS AUDIO VISUAL EQUIPMENT	01-27-4568 73.42 01-27-4568 26.25 01-27-4568 48.71 01-27-4568 335.67	09/27/2024	484.05
Total B&H Photo-Video:					741.73
Baker & Taylor - L420685					
2038527443	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540 17.25 01-29-4541 130.52 01-29-4543 36.99 01-26-4518 10.84	09/04/2024	195.60
2038541653	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540 68.42 01-29-4541 97.93 01-29-4543 57.19 01-26-4518 13.76	09/11/2024	237.30
0003303972	Baker & Taylor - L420685	CREDITED BOOKS	01-29-4543 (12.31) 01-29-4541 (12.31)	09/17/2024	(24.62)
2038559929	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540 127.62 01-29-4541 68.92 01-29-4543 322.44 01-26-4518 28.50	09/18/2024	547.48
2038577210	Baker & Taylor - L420685	LIBRARY COLLECTION MATERIALS	01-29-4540 52.33 01-29-4541 73.31 01-29-4543 30.58 01-26-4518 15.52	09/24/2024	171.74
Total Baker & Taylor - L420685:					1,127.50
Baker & Taylor - L420686					
2038516879	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 372.13 01-26-4541 545.29 01-26-4543 19.20 01-26-4525 46.03 01-26-4518 90.21	09/03/2024	1,072.86
2038514520	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 69.36 01-26-4541 320.61 01-26-4518 33.72	09/04/2024	423.69
2038519063	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 253.75 01-26-4541 256.18 01-26-4525 35.71 01-26-4518 51.81	09/05/2024	597.45
2038522836	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 308.40 01-26-4541 205.31 01-26-4525 147.73 01-26-4518 80.69	09/06/2024	742.13
2038525562	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 185.16 01-26-4541 329.79 01-26-4543 36.99 01-26-4525 11.37 01-26-4518 46.55	09/09/2024	609.86
2038534261	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 475.40 01-26-4541 168.65 01-26-4525 36.94 01-26-4518 72.25	09/09/2024	753.24

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Baker & Taylor - L420686					
2038531207	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 717.66 01-26-4541 850.47 01-26-4543 76.80 01-26-4525 220.21 01-26-4518 191.89	09/11/2024	2,057.03
2038535062	Baker & Taylor - L420686	ADULT FICTION BOOKS & SHIPPING	01-26-4540 89.88 01-26-4518 7.75	09/11/2024	97.63
2038540853	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 335.35 01-26-4541 293.09 01-26-4543 37.99 01-26-4525 50.90 01-26-4518 74.10	09/12/2024	791.43
2038545441	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 194.47 01-26-4541 347.78 01-26-4543 40.80 01-26-4518 55.90	09/13/2024	638.95
0003303970	Baker & Taylor - L420686	CREDITED ADULT NONFICTION BOOKS	01-26-4541 (24.45)	09/17/2024	(24.45)
2038551569	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 283.61 01-26-4541 241.20 01-26-4543 78.60 01-26-4525 14.37 01-26-4518 68.48	09/17/2024	686.26
2038553722	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 520.67 01-26-4541 393.63 01-26-4543 264.85 01-26-4525 38.00 01-26-4518 98.74	09/17/2024	1,315.89
2038556620	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 172.93 01-26-4541 332.30 01-26-4518 48.75	09/18/2024	553.98
2038560061	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 494.04 01-26-4541 366.57 01-26-4543 17.39 01-26-4525 50.01 01-26-4518 97.23	09/19/2024	1,025.24
2038567901	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 1,090.40 01-26-4541 715.56 01-26-4543 16.79 01-26-4525 11.97 01-26-4518 239.68	09/23/2024	2,074.40
2038571623	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 116.02 01-26-4541 43.12 01-26-4543 21.60 01-26-4518 23.19	09/25/2024	203.93
2038576595	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 388.25 01-26-4541 54.23 01-26-4543 32.40 01-26-4518 61.06	09/26/2024	535.94
2038585339	Baker & Taylor - L420686	LIBRARY COLLECTION MATERIALS	01-26-4540 804.79 01-26-4541 701.12 01-26-4543 60.00 01-26-4525 38.69 01-26-4518 151.09	09/27/2024	1,755.69
Total Baker & Taylor - L420686:					15,911.15

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Barnes & Noble , Inc.					
N8770-OCT24	Barnes & Noble , Inc.	9/23/24 READERS BASH GIFT CARD	01-24-4353 25.00	09/30/2024	25.00
Total Barnes & Noble , Inc.:					25.00
Belynda Head					
BH111024	Belynda Head	PROGRAM - R&B LINE DANCING - 11/10/24	01-24-4571 145.00	05/30/2024	145.00
Total Belynda Head:					145.00
Best Quality Cleaning, Inc.					
51252	Best Quality Cleaning, Inc.	9/6/24 SPECIAL CLEAN: 3RD FLOOR STAFF RESTROOM	08-30-4211 75.00	09/11/2024	75.00
51257	Best Quality Cleaning, Inc.	9/10/24 SPECIAL CLEAN: 2ND FLOOR STAFF RESTROOM	08-30-4211 75.00	09/13/2024	75.00
51265	Best Quality Cleaning, Inc.	9/17/24 SPECIAL CLEAN: 2ND FLOOR STAFF RESTROOM	08-30-4211 75.00	09/19/2024	75.00
51285	Best Quality Cleaning, Inc.	9/20/24 SPECIAL CLEAN: 3RD FLOOR STAFF RESTROOM	08-30-4211 75.00	09/24/2024	75.00
51294	Best Quality Cleaning, Inc.	OCTOBER 2024 CLEANING SERVICE	08-30-4215 9,900.45	10/01/2024	9,900.45
51543	Best Quality Cleaning, Inc.	OCTOBER 2024 SATURDAY PORTER SERVICE	08-30-4215 523.69	10/01/2024	523.69
51552	Best Quality Cleaning, Inc.	9/24/24 SPECIAL CLEAN: EAST SIDE 2ND FLOOR	08-30-4211 75.00	09/26/2024	75.00
Total Best Quality Cleaning, Inc.:					10,799.14
Blackstone Publishing					
2168765	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 182.00	09/13/2024	182.00
2170435	Blackstone Publishing	ADULT AUDIOBOOKS	01-26-4551 135.00	09/19/2024	135.00
Total Blackstone Publishing:					317.00
Bolingbrook Rotary Club					
1414	Bolingbrook Rotary Club	MILLS 2ND QUARTER 24-25 DUES	01-10-4161 70.25	09/15/2024	70.25
Total Bolingbrook Rotary Club:					70.25
Buckeye Power Sales Co., Inc.					
PSV389108	Buckeye Power Sales Co., Inc.	9/25/24 SERVICE GENERATOR INSPECTION	08-30-4215 255.00	09/26/2024	255.00
Total Buckeye Power Sales Co., Inc.:					255.00
C. ACITELLI HEATING & PIPING CONTRACTORS					
1370	C. ACITELLI HEATING & PIPING CONTRACTORS	AUG-SEPT 2024 VFD TESTING	08-30-4211 500.00 08-30-4211 2,165.90	09/23/2024	2,665.90
Total C. ACITELLI HEATING & PIPING CONTRACTORS:					2,665.90
CANVA					
N8770-OCT24	CANVA	8/23/24-8/22/25 ATSD CANVA PRO SUBSCRIPTION	01-24-4353 120.00	09/30/2024	120.00
N8770-OCT24	CANVA	OUTREACH STORYTIME STICKERS	01-10-4256 220.00	09/30/2024	220.00
Total CANVA:					340.00
Cintas Corporation					
8407060313	Cintas Corporation	10/1/24 FIRST AID RESTOCK	08-30-4215 424.74	10/04/2024	424.74
Total Cintas Corporation:					424.74

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Cintas Corporation #344					
4205205103	Cintas Corporation #344	9/13/24 WEEKLY MAT SERVICE	08-30-4215 54.87	09/13/2024	54.87
4206654412	Cintas Corporation #344	9/27/24 WEEKLY MAT SERVICE	08-30-4215 38.35	09/27/2024	38.35
4207360283	Cintas Corporation #344	10/4/24 WEEKLY MAT SERVICE	08-30-4215 30.09	10/04/2024	30.09
Total Cintas Corporation #344:					123.31
Comcast Cable					
0367494-OCT24	Comcast Cable	10/3/24-11/2/24 CABLE	01-14-4316 103.20	09/27/2024	103.20
Total Comcast Cable:					103.20
Costco					
N8770-OCT24	Costco	READERS BASH & STAR WARS DAY SNACKS	01-24-4353 17.99 01-24-4353 13.99 01-24-4353 20.00 01-24-4353 (18.87)	09/30/2024	33.11
N8770-OCT24	Costco	PROGRAM & BOOK CLUB SNACKS	01-24-4353 47.96 01-24-4353 46.74 01-24-4353 5.00 01-24-4353 (14.34)	09/30/2024	85.36
Total Costco:					118.47
CRUNCHYROLL					
P9444-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
P9444-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
T7780-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
T7780-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
T7780-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
T7780-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
T7780-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
T7780-OCT24	CRUNCHYROLL	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 11.99	09/30/2024	11.99
Total CRUNCHYROLL:					95.92
Demco, Inc.					
7529934	Demco, Inc.	PROCESSING & REPAIR SUPPLIES	01-12-4371 250.23 01-12-4371 62.71 01-12-4371 68.36 01-12-4371 88.04 01-12-4371 124.62	09/04/2024	593.96
Total Demco, Inc.:					593.96
Denyce Peyton					
DP102324	Denyce Peyton	PROGRAM - GEN CLUB: DISCOVER PROBABLE BRANCH - 10/23/24	01-24-4571 175.00	07/26/2023	175.00
Total Denyce Peyton:					175.00
DISNEY+					

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DISNEY+					
P9444-OCT24	DISNEY+	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 24.99	09/30/2024	24.99
P9444-OCT24	DISNEY+	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 24.99	09/30/2024	24.99
P9444-OCT24	DISNEY+	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 24.99	09/30/2024	24.99
Total DISNEY+:					74.97
DOLLAR TREE					
N8770-OCT24	DOLLAR TREE	TEEN PUMPKIN CONTEST SUPPLIES	01-24-4353 50.00	09/30/2024	50.00
Total DOLLAR TREE:					50.00
DONUT DEN					
M4566-OCT24	DONUT DEN	9/24/24 DONUTS W/ DIRECTOR REFRESHMENTS	01-10-4715 16.45	09/30/2024	16.45
Total DONUT DEN:					16.45
Elite Detailing Services, Inc.					
15265A	Elite Detailing Services, Inc.	10/3/24 3 VEHICLE CLEANING	01-29-4235 270.00	10/03/2024	270.00
Total Elite Detailing Services, Inc.:					270.00
FACEBOOK					
N8770-OCT24	FACEBOOK	MONTHLY ADS	01-10-4731 12.72	09/30/2024	12.72
Total FACEBOOK:					12.72
FAIR GAMES ENTERPRISES LLC					
FGE102824	FAIR GAMES ENTERPRISES LLC	PROGRAM - MONDAY MORNING MAHJONG - 10/28/24	01-24-4571 100.00	08/01/2024	100.00
FGE111124	FAIR GAMES ENTERPRISES LLC	PROGRAM - MONDAY MORNING MAHJONG - 11/11/24	01-24-4571 100.00	08/01/2024	100.00
Total FAIR GAMES ENTERPRISES LLC:					200.00
First Bankcard					
N8770-OCT24	First Bankcard	HILTON VALENCIA CANCELLATION REFUND	01-10-4711 (638.14)	09/30/2024	(638.14)
Total First Bankcard:					(638.14)
Flood Bros Disposal Co					
7713662	Flood Bros Disposal Co	SEPT. 2024 GARBAGE & RECYCLING	08-30-4215 326.00	09/06/2024	326.00
Total Flood Bros Disposal Co:					326.00
Forward Space					
839822	Forward Space	STUDIO STORAGE SHELVES	01-30-4391 270.42	09/23/2024	270.42
Total Forward Space:					270.42
Fun Express LLC					

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Fun Express LLC					
73301737701	Fun Express LLC	HIGH SCHOOL VISIT CRAFTS	01-24-4353 52.77 01-24-4353 59.97 01-24-4353 23.97 01-24-4353 35.97 01-24-4353 59.97 01-24-4353 55.17 01-24-4353 52.77 01-24-4353 11.19	09/26/2024	351.78
Total Fun Express LLC:					351.78
Gale/Cengage Learning					
85337008	Gale/Cengage Learning	ADULT LARGE PRINT BOOKS	01-26-4543 257.52	09/05/2024	257.52
85614721	Gale/Cengage Learning	ADULT LARGE PRINT BOOKS	01-26-4543 74.22	09/18/2024	74.22
85667120	Gale/Cengage Learning	ADULT LARGE PRINT BOOKS	01-26-4543 29.59	09/23/2024	29.59
85667722	Gale/Cengage Learning	GALE COURSES UNLIMITED: 12/18/24-12/17/25	01-26-4521 7,818.11	09/23/2024	7,818.11
85693311	Gale/Cengage Learning	ADULT LARGE PRINT BOOKS	01-26-4543 161.55	09/27/2024	161.55
Total Gale/Cengage Learning:					8,340.99
GAMESTOP					
T7780-OCT24	GAMESTOP	NINTENDO SWITCH VIDEO GAMES ORDER	01-26-4563 59.99 01-26-4563 3.75	09/30/2024	63.74
T7780-OCT24	GAMESTOP	NINTENDO SWITCH VIDEO GAMES ORDER TAX REFUND	01-26-4563 (3.75)	09/30/2024	(3.75)
T7780-OCT24	GAMESTOP	NINTENDO SWITCH VIDEO GAMES ORDER TAX REFUND	01-29-4564 (11.26)	09/30/2024	(11.26)
T7780-OCT24	GAMESTOP	NINTENDO SWITCH VIDEO GAMES ORDER	01-29-4564 59.99 01-26-4564 119.98 01-29-4564 11.25	09/30/2024	191.22
Total GAMESTOP:					239.95
GOVERNMENT FINANCE OFFICE ASSOCIATION					
N8770-OCT24	GOVERNMENT FINANCE OFFICE ASSOCIATION	SCHILLER: 10/3/24 CULTIVATING INNER SPIRIT WEBINAR REGISTRATION	01-10-4151 35.00	09/30/2024	35.00
Total GOVERNMENT FINANCE OFFICE ASSOCIATION:					35.00
Heritage Books, Inc.					
HB1111324	Heritage Books, Inc.	PROGRAM - GEN CLUB: PUBLISHING YOUR GENEALOGICAL MATERIAL - 11/13/24	01-24-4571 175.00	06/28/2023	175.00
Total Heritage Books, Inc.:					175.00
H-O-H Water Technology					
686281	H-O-H Water Technology	OCT, NOV, DEC 2024 WATER TREATMENT	08-30-4215 292.14	10/07/2024	292.14
Total H-O-H Water Technology:					292.14
HULU					
K6602-OCT24	HULU	2/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
K6602-OCT24	HULU	2/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
K6602-OCT24	HULU	2/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99

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HULU					
K6602-OCT24	HULU	2/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
K6602-OCT24	HULU	2/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
K6602-OCT24	HULU	2/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
M4566-OCT24	HULU	2/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
N8770-OCT24	HULU	2/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
P9444-OCT24	HULU	1/8 OUTREACH ROKU MONTHLY BUNDLE SUBSCRIPTION	01-26-4523 24.99	09/30/2024	24.99
P9444-OCT24	HULU	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 17.99	09/30/2024	17.99
P9444-OCT24	HULU	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 17.99	09/30/2024	17.99
P9444-OCT24	HULU	1/8 OUTREACH ROKU MONTHLY SUBSCRIPTION	01-26-4523 17.99	09/30/2024	17.99
T7780-OCT24	HULU	2/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
T7780-OCT24	HULU	2/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
T7780-OCT24	HULU	2/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
T7780-OCT24	HULU	2/12 OUTREACH ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
T7780-OCT24	HULU	2/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 17.99	09/30/2024	17.99
Total HULU:					312.83
ICONOSQUARE					
N8770-OCT24	ICONOSQUARE	9/8/24-9/7/24 ANNUAL RENEWAL	01-10-4731 263.25	09/30/2024	263.25
Total ICONOSQUARE:					263.25
IFAT DERIWALA					
ID102624	IFAT DERIWALA	PROGRAM - HENNA TATTOO WORKSHOP - 10/26/24	01-24-4573 325.00	06/11/2024	325.00
Total IFAT DERIWALA:					325.00
ILLINOIS AMERICAN WATER					
1025-210003089915	Illinois American Water	8/20/24-9/19/24 IRRIGATION	01-30-4331 2,892.39	09/23/2024	2,892.39
1025-210003089465	Illinois American Water	9/20/24-10/17/24 FIRE PROTECTION	01-30-4331 45.77	09/23/2024	45.77
Total ILLINOIS AMERICAN WATER:					2,938.16
ILLINOIS AMERICAN WATER/BOLINGBROOK					
1025-210003088318	Illinois American Water/Bolingbrook	8/20/24-9/19/24 WATER & SEWER	01-30-4331 837.77	09/23/2024	837.77
Total ILLINOIS AMERICAN WATER/BOLINGBROOK:					837.77

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Ingram Library Services					
83542772	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 61.72 01-26-4546 96.57 01-26-4548 127.35 01-29-4544 20.32 01-29-4546 24.21 01-29-4548 10.73 01-26-4526 20.44 01-29-4526 9.71 01-26-4518 33.93	09/04/2024	404.98
83571676	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 113.76 01-26-4546 4.49 01-26-4548 21.93 01-26-4526 83.77 01-29-4526 8.96 01-26-4518 19.48	09/05/2024	252.39
83594051	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 78.58 01-26-4546 63.57 01-26-4548 22.02 01-29-4546 24.02 01-29-4548 11.29 01-26-4526 49.22 01-29-4526 20.48 01-26-4518 28.31	09/06/2024	297.49
83625641	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 20.32 01-26-4546 75.65 01-26-4548 73.28 01-29-4548 21.45 01-26-4518 22.96	09/09/2024	213.66
83660204	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 105.02 01-26-4546 204.96 01-26-4548 16.88 01-29-4544 10.73 01-26-4526 10.73 01-26-4518 28.07	09/10/2024	376.39
83682473	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4541 18.36 01-26-4544 460.57 01-26-4546 187.07 01-26-4548 79.18 01-29-4544 30.48 01-29-4546 10.73 01-26-4526 21.00 01-29-4526 9.71 01-26-4518 77.97	09/11/2024	895.07
83687566	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4546 210.96 01-26-4548 73.70 01-26-4518 22.96	09/11/2024	307.62
83706701	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 1,915.13 01-26-4546 144.50 01-26-4548 11.29 01-29-4544 37.55 01-29-4546 31.05 01-26-4526 13.17 01-26-4518 187.69	09/12/2024	2,340.38
83711591	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 116.21 01-26-4546 69.72 01-26-4548 10.19 01-26-4518 12.15	09/12/2024	208.27

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Ingram Library Services					
83729419	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 146.81 01-26-4546 834.69 01-26-4548 171.94 01-26-4526 9.57 01-29-4526 9.57 01-26-4518 84.98	09/13/2024	1,257.56
83752008	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 30.12 01-26-4546 63.39 01-26-4548 10.73 01-26-4518 8.94	09/16/2024	113.18
83752009	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 755.28 01-26-4546 989.19 01-26-4548 120.13 01-29-4544 306.25 01-29-4546 11.29 01-29-4548 10.73 01-26-4526 25.74 01-29-4526 25.74 01-26-4518 118.64	09/16/2024	2,362.99
83760056	Ingram Library Services	JUVENILE FICTION BOOKS & PROCESSING	01-26-4544 593.01 01-26-4518 38.37	09/16/2024	631.38
83781072	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4541 16.38 01-26-4544 88.58 01-26-4546 791.12 01-26-4548 163.35 01-29-4544 9.03 01-29-4546 298.64 01-26-4526 43.06 01-29-4526 20.93 01-26-4518 123.45	09/17/2024	1,554.54
83805159	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 322.21 01-26-4546 266.64 01-26-4548 86.63 01-29-4544 31.06 01-29-4546 60.54 01-26-4518 48.78	09/18/2024	815.86
83848588	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 280.92 01-26-4546 243.86 01-26-4548 71.79 01-29-4544 10.73 01-29-4546 91.25 01-26-4526 23.36 01-29-4526 11.37 01-26-4518 74.57	09/20/2024	807.85
83863849	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4546 416.57 01-26-4548 6.74 01-29-4544 59.05 01-29-4546 49.06 01-26-4526 13.17 01-26-4518 30.88	09/22/2024	575.47

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Ingram Library Services					
83872173	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 179.59 01-26-4546 58.60 01-26-4548 52.94 01-29-4544 10.73 01-29-4548 39.29 01-26-4526 124.80 01-29-4526 63.22 01-26-4518 40.86	09/23/2024	570.03
83897181	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 479.03 01-26-4546 120.78 01-26-4548 84.66 01-26-4549 16.95 01-29-4544 19.76 01-26-4526 8.24 01-29-4526 8.24 01-26-4518 40.86	09/24/2024	778.52
83918950	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 136.37 01-26-4548 91.29 01-29-4544 21.46 01-26-4518 36.55	09/25/2024	285.67
83923311	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 21.46 01-26-4546 102.88 01-26-4548 9.09 01-26-4526 258.79 01-29-4526 23.13 01-26-4518 26.49	09/25/2024	441.84
83939640	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 93.74 01-26-4546 210.68 01-26-4548 79.61 01-29-4546 10.73 01-26-4518 24.86	09/26/2024	419.62
83944354	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 11.98 01-26-4548 171.82 01-26-4526 6.74 01-29-4526 6.74 01-26-4518 47.25	09/26/2024	244.53
84009882	Ingram Library Services	LIBRARY COLLECTION MATERIALS	01-26-4544 338.25 01-26-4546 262.30 01-26-4548 181.00 01-29-4544 29.93 01-29-4546 16.72 01-26-4518 69.97	10/01/2024	898.17
84028039	Ingram Library Services	CREDITED YOUNG ADULT FICTION BOOKS	01-26-4548 (10.51)	10/01/2024	(10.51)
Total Ingram Library Services:					17,042.95
Intrinsic Landscaping, Inc.					
24-0599	INTRINSIC LANDSCAPING, INC.	6/8 GREEN ROOF 2024 CONTRACT INSTALLMENT	08-30-4215 713.32	09/11/2024	713.32
24-0701	Intrinsic Landscaping, Inc.	7/8 GREEN ROOF 2024 CONTRACT INSTALLMENT	08-30-4215 713.32	10/02/2024	713.32
Total Intrinsic Landscaping, Inc.:					1,426.64
Jacqueline Kohn					
JK100124	Jacqueline Kohn	9/3/24-9/26/24 OUTREACH MILEAGE	01-10-4171 48.24	10/01/2024	48.24

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Jacqueline Kohn					
Total Jacqueline Kohn:					48.24
JIMMY JOHN'S					
N8770-OCT24	JIMMY JOHN'S	9/12/24 SENIOR SOCIAL SANDWICHES	01-24-4353 125.97 01-24-4353 21.57	09/30/2024	147.54
Total JIMMY JOHN'S:					147.54
Johnson Controls Security Solutions					
40562462	Johnson Controls Security Solutions	10/1/24-12/31/24 QUARTERLY SECURITY	08-30-4215 446.16	09/14/2024	446.16
Total Johnson Controls Security Solutions:					446.16
Juanita Lennon					
JL010324	Juanita Lennon	7/23/24 & 8/20/24 PASTRIES REFRESHMENTS	01-10-4715 16.27 01-10-4715 11.18	10/03/2024	27.45
Total Juanita Lennon:					27.45
Kellie Chase					
KC102524	Kellie Chase	PROGRAM - SEWING W/ KELLIE CHASE - 10/25/24	01-24-4571 210.00	06/19/2024	210.00
KC102824	Kellie Chase	PROGRAM - SEWING W/ KELLIE CHASE - 10/28/24	01-24-4571 210.00	06/19/2024	210.00
Total Kellie Chase:					420.00
KIMBERLY JEAN MCIVER					
KJM110724	KIMBERLY JEAN MCIVER	PROGRAM - A PEAK INTO THE AMERICAN INDIAN WAY OF LIFE - 11/7/24	01-24-4571 406.00	11/07/2024	406.00
Total KIMBERLY JEAN MCIVER:					406.00
KIMNECKA FERGUSON					
KF102424	KIMNECKA FERGUSON	PROGRAM - SELF-PUBLISHING 101 - 10/24/24	01-27-4571 200.00	06/05/2024	200.00
Total KIMNECKA FERGUSON:					200.00
KONICA MINOLTA BUSINESS SOLUTIONS					
9010093064	KONICA MINOLTA BUSINESS SOLUTIONS	11 DEVICES: 8/27/24-8/31/24 MAINTENANCE	01-14-4234 36.80	08/31/2024	36.80
9010093331	KONICA MINOLTA BUSINESS SOLUTIONS	11 DEVICES: 8/1/24-8/31/24 OVERAGE	01-14-4234 1,005.09	08/31/2024	1,005.09
9010110212	KONICA MINOLTA BUSINESS SOLUTIONS	1 DEVICE: 8/15/24-9/9/24 MAINTENANCE	01-14-4234 0.20	09/14/2024	0.20
9010136019	KONICA MINOLTA BUSINESS SOLUTIONS	1 DEVICE: 9/1/24-9/3/24 OVERAGE	01-14-4234 300.85	09/30/2024	300.85
9010136020	KONICA MINOLTA BUSINESS SOLUTIONS	23 DEVICES: 9/1/24-9/30/24 MAINTENANCE	01-14-4234 703.61	09/30/2024	703.61
Total KONICA MINOLTA BUSINESS SOLUTIONS:					2,046.55
Konica Minolta Premier Finance					
538053976	Konica Minolta Premier Finance	OCTOBER 2024 LEASED EQUIPMENT	01-14-4234 15.66	09/13/2024	15.66
538467523	Konica Minolta Premier Finance	JULY 2024 PREVIOUS LEASED EQUIPMENT	01-14-4234 77.51	09/19/2024	77.51
Total Konica Minolta Premier Finance:					93.17

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Lauterbach & Amen, LLP 95439	Lauterbach & Amen, LLP	FY 23-24 AUDIT PROGRESS BILLING	02-10-4251 7,075.00	09/19/2024	7,075.00
Total Lauterbach & Amen, LLP:					7,075.00
Leah D Moon LDM110424	Leah D Moon	PROGRAM - SQUEEGEE ART - 11/4/24	01-24-4573 300.00	06/26/2024	300.00
Total Leah D Moon:					300.00
LEE COUNTY BOARD OF COUNTY COMMISSIONERS 227030668	LEE COUNTY BOARD OF COUNTY COMMISSIONERS	"THE STOLEN CHILD" LOST ILL	01-10-3311 14.99	09/30/2024	14.99
Total LEE COUNTY BOARD OF COUNTY COMMISSIONERS:					14.99
Legend Tripping LT111224	Legend Tripping	PROGRAM - GHOSTS & LEGEND - 11/12/24	01-24-4571 350.00	08/28/2024	350.00
Total Legend Tripping:					350.00
LIBRARIA					
250596	LIBRARIA	YOUNG ADULT NONFICTION BOOKS	01-26-4549 29.95	08/30/2024	29.95
250600	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 174.77	08/30/2024	174.77
250601	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 89.85	08/30/2024	89.85
250688	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 43.98	09/04/2024	43.98
250689	LIBRARIA	JUVENILE NONFICTION BOOKS	01-29-4545 29.99	09/04/2024	29.99
250690	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 50.99	09/04/2024	50.99
250753	LIBRARIA	YOUNG ADULT NONFICTION BOOKS	01-26-4549 57.97	09/05/2024	57.97
250754	LIBRARIA	JUVENILE NONFICTION BOOKS	01-29-4545 17.95	09/05/2024	17.95
250777	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 19.99	09/05/2024	19.99
250778	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 14.95	09/05/2024	14.95
250808	LIBRARIA	YOUNG ADULT NONFICTION BOOKS	01-26-4549 19.99	09/09/2024	19.99
250809	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 15.99	09/09/2024	15.99
250852	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 33.98	09/10/2024	33.98
251168	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 39.98	09/17/2024	39.98
251169	LIBRARIA	JUVENILE NONFICTION BOOKS	01-29-4545 14.99	09/17/2024	14.99
251280	LIBRARIA	JUVENILE NONFICTION BOOKS	01-29-4545 19.99	09/20/2024	19.99
251281	LIBRARIA	YOUNG ADULT NONFICTION BOOKS	01-26-4549 9.99	09/20/2024	9.99
251310	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 24.95	09/23/2024	24.95
251356	LIBRARIA	YOUNG ADULT NONFICTION BOOKS	01-26-4549 41.94	09/24/2024	41.94
251377	LIBRARIA	JUVENILE NONFICTION BOOKS	01-29-4545 150.88	09/24/2024	150.88
251401	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 320.73	09/24/2024	320.73
251403	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 555.18	09/24/2024	555.18
251404	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 225.46	09/24/2024	225.46
251463	LIBRARIA	YOUNG ADULT NONFICTION BOOKS	01-26-4549 199.86	09/25/2024	199.86
251465	LIBRARIA	JUVENILE NONFICTION BOOKS	01-29-4545 24.99	09/25/2024	24.99
251509	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 18.99	09/26/2024	18.99
251558	LIBRARIA	YOUNG ADULT NONFICTION BOOKS	01-26-4549 29.99	09/27/2024	29.99
251559	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 19.99	09/27/2024	19.99
251560	LIBRARIA	JUVENILE NONFICTION BOOKS	01-26-4545 72.89	09/27/2024	72.89
Total LIBRARIA:					2,371.15

Literacy DuPage

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
Literacy DuPage					
LD102324	Literacy DuPage	PROGRAM - ENGLISH CONVERSATION - 10/23/24	01-24-4571 25.00	07/10/2024	25.00
LD103024	Literacy DuPage	PROGRAM - ENGLISH CONVERSATION - 10/30/24	01-24-4571 25.00	07/10/2024	25.00
LD110624	Literacy DuPage	PROGRAM - ENGLISH CONVERSATION - 11/6/24	01-24-4571 25.00	07/10/2024	25.00
LD111324	Literacy DuPage	PROGRAM - ENGLISH CONVERSATION - 11/13/24	01-24-4571 25.00	07/10/2024	25.00
LD112024	Literacy DuPage	PROGRAM - ENGLISH CONVERSATION - 11/20/24	01-24-4571 25.00	07/10/2024	25.00
Total Literacy DuPage:					125.00
Lorena Y Carreno					
LYC102924	Lorena Y Carreno	PROGRAM - ARTESANIAS EN ESPANOL - 10/29/24	01-24-4571 250.00	08/26/2024	250.00
Total Lorena Y Carreno:					250.00
MAILCHIMP					
N8770-OCT24	MAILCHIMP	MONTHLY SUBSCRIPTION	01-10-4731 75.00	09/30/2024	75.00
Total MAILCHIMP:					75.00
MAX HBO MAX					
T7780-OCT24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
T7780-OCT24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
T7780-OCT24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
T7780-OCT24	MAX	3/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
T7780-OCT24	MAX	3/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
T7780-OCT24	MAX	3/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
T7780-OCT24	MAX	3/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
T7780-OCT24	MAX	3/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 16.99	09/30/2024	16.99
Total MAX HBO MAX:					135.92
MEIJER					
K6602-OCT24	MEIJER	9/10/24 LAWYERS IN THE LIBRARY SNACKS	01-10-4711 25.00 01-10-4711 (6.72)	09/30/2024	18.28
K6602-OCT24	MEIJER	9/25/24 FRIENDS APPRECIATION DINNER DESSERT	01-10-4353 59.92 01-10-4353 15.98	09/30/2024	75.90
Total MEIJER:					94.18
Melisa Martinez					
MM110424	Melisa Martinez	PROGRAM - PAPER CRAFTING - 11/4/24	01-24-4571 250.00	07/02/2024	250.00
Total Melisa Martinez:					250.00

MENARDS

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MENARDS						
P9444-OCT24	MENARDS	VEHICLE FLUIDS	01-29-4235	82.90	09/30/2024	111.34
			01-29-4235	28.44		
P7810-OCT24	MENARDS	WOOD SCREWS	08-30-4357	2.56	09/30/2024	2.56
Total MENARDS:						113.90
MICHAELS						
N8770-OCT24	MICHAELS	FALL 2024 CRAFT SUPPLIES	01-24-4353	11.22	09/30/2024	7.48
			01-24-4353	(3.74)		
N8770-OCT24	MICHAELS	ART PROGRAM SUPPLIES	01-27-4353	79.45	09/30/2024	79.45
Total MICHAELS:						86.93
Midwest Tape						
506008949	Midwest Tape	ADULT MUSIC	01-26-4550	70.42	09/06/2024	70.42
506010541	Midwest Tape	ADULT DVD	01-26-4557	40.92	09/06/2024	40.92
506010542	Midwest Tape	ADULT DVD	01-26-4557	158.58	09/06/2024	158.58
506010543	Midwest Tape	ADULT DVD	01-26-4557	116.74	09/06/2024	116.74
506010544	Midwest Tape	JUVENILE DVD	01-26-4558	68.82	09/06/2024	68.82
506010545	Midwest Tape	JUVENILE DVD	01-26-4558	68.82	09/06/2024	68.82
506010546	Midwest Tape	ADULT DVD	01-26-4557	44.57	09/06/2024	44.57
506010547	Midwest Tape	JUVENILE DVD	01-26-4558	92.46	09/06/2024	92.46
506010548	Midwest Tape	ADULT DVD	01-26-4557	24.16	09/06/2024	24.16
506010549	Midwest Tape	ADULT MUSIC	01-26-4550	185.90	09/06/2024	185.90
506010550	Midwest Tape	JUVENILE DVD	01-26-4558	210.00	09/06/2024	210.00
506010551	Midwest Tape	JUVENILE DVD	01-26-4558	90.48	09/06/2024	90.48
506010552	Midwest Tape	JUVENILE DVD	01-26-4558	210.00	09/06/2024	210.00
506010553	Midwest Tape	ADULT DVD	01-26-4557	162.05	09/06/2024	162.05
506010554	Midwest Tape	ADULT DVD	01-26-4557	190.40	09/06/2024	190.40
506010555	Midwest Tape	ADULT DVD	01-26-4557	162.05	09/06/2024	162.05
506010556	Midwest Tape	ADULT DVD	01-26-4557	190.40	09/06/2024	190.40
506010557	Midwest Tape	JUVENILE DVD	01-26-4558	87.24	09/06/2024	87.24
506010558	Midwest Tape	JUVENILE DVD	01-26-4558	87.24	09/06/2024	87.24
506010559	Midwest Tape	ADULT DVD	01-26-4557	43.33	09/06/2024	43.33
506010560	Midwest Tape	JUVENILE DVD	01-26-4558	26.73	09/06/2024	26.73
506010561	Midwest Tape	ADULT DVD	01-26-4557	19.66	09/06/2024	19.66
506010562	Midwest Tape	JUVENILE DVD	01-26-4558	39.68	09/06/2024	39.68
506010563	Midwest Tape	JUVENILE DVD	01-29-4558	45.88	09/06/2024	45.88
506010564	Midwest Tape	JUVENILE DVD	01-29-4558	15.91	09/06/2024	15.91
506010565	Midwest Tape	JUVENILE DVD	01-29-4558	60.32	09/06/2024	60.32
506010566	Midwest Tape	ADULT DVD	01-29-4557	32.41	09/06/2024	32.41
506010567	Midwest Tape	JUVENILE DVD	01-29-4558	20.41	09/06/2024	20.41
506010568	Midwest Tape	ADULT DVD	01-26-4557	40.80	09/06/2024	40.80
506010569	Midwest Tape	ADULT DVD	01-26-4557	158.70	09/06/2024	158.70
506033174	Midwest Tape	ADULT MUSIC	01-26-4550	32.66	09/12/2024	32.66
506033175	Midwest Tape	ADULT MUSIC	01-26-4550	163.67	09/12/2024	163.67
506033177	Midwest Tape	JUVENILE DVD	01-26-4558	24.16	09/12/2024	24.16
506033178	Midwest Tape	ADULT DVD	01-26-4557	86.89	09/12/2024	86.89
506033179	Midwest Tape	ADULT DVD	01-26-4557	98.14	09/12/2024	98.14
506033220	Midwest Tape	ADULT DVD	01-26-4557	45.46	09/12/2024	45.46
506033221	Midwest Tape	JUVENILE DVD	01-26-4558	21.32	09/12/2024	21.32
506033222	Midwest Tape	ADULT DVD	01-26-4557	40.92	09/12/2024	40.92
506033223	Midwest Tape	ADULT DVD	01-26-4557	19.66	09/12/2024	19.66

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Midwest Tape						
506033224	Midwest Tape	JUVENILE DVD	01-29-4558	44.57	09/12/2024	44.57
506033225	Midwest Tape	JUVENILE DVD	01-29-4558	10.66	09/12/2024	10.66
506033226	Midwest Tape	ADULT DVD	01-26-4557	56.98	09/12/2024	56.98
506033227	Midwest Tape	ADULT DVD	01-26-4557	33.05	09/12/2024	33.05
506033228	Midwest Tape	ADULT DVD	01-26-4557	35.43	09/12/2024	35.43
506066742	Midwest Tape	ADULT MUSIC	01-26-4550	183.53	09/19/2024	183.53
506066743	Midwest Tape	ADULT DVD	01-26-4557	128.30	09/19/2024	128.30
506066744	Midwest Tape	ADULT DVD	01-26-4557	152.90	09/19/2024	152.90
506066745	Midwest Tape	ADULT DVD	01-26-4557	128.30	09/19/2024	128.30
506066746	Midwest Tape	ADULT DVD	01-26-4557	152.90	09/19/2024	152.90
506066747	Midwest Tape	ADULT DVD	01-26-4557	48.66	09/19/2024	48.66
506066749	Midwest Tape	ADULT DVD	01-26-4557	67.98	09/19/2024	67.98
506066750	Midwest Tape	ADULT DVD	01-26-4557	51.32	09/19/2024	51.32
506066751	Midwest Tape	ADULT DVD	01-26-4557	94.98	09/19/2024	94.98
506066752	Midwest Tape	ADULT DVD	01-26-4557	171.65	09/19/2024	171.65
506066753	Midwest Tape	ADULT DVD	01-26-4557	94.98	09/19/2024	94.98
506066754	Midwest Tape	ADULT DVD	01-26-4557	171.65	09/19/2024	171.65
506066755	Midwest Tape	JUVENILE DVD	01-26-4558	190.40	09/19/2024	190.40
506066756	Midwest Tape	JUVENILE DVD	01-26-4558	162.05	09/19/2024	162.05
506066757	Midwest Tape	JUVENILE DVD	01-26-4558	190.40	09/19/2024	190.40
506066758	Midwest Tape	JUVENILE DVD	01-26-4558	162.05	09/19/2024	162.05
506066759	Midwest Tape	ADULT DVD	01-26-4557	63.32	09/19/2024	63.32
506066760	Midwest Tape	ADULT DVD	01-26-4557	63.32	09/19/2024	63.32
506066761	Midwest Tape	ADULT DVD	01-26-4557	46.92	09/19/2024	46.92
506066762	Midwest Tape	ADULT DVD	01-26-4557	79.50	09/19/2024	79.50
506066763	Midwest Tape	ADULT DVD	01-26-4557	40.92	09/19/2024	40.92
506066764	Midwest Tape	ADULT DVD	01-26-4557	23.41	09/19/2024	23.41
506066765	Midwest Tape	ADULT MUSIC	01-26-4550	113.88	09/19/2024	113.88
506066767	Midwest Tape	ADULT MUSIC	01-26-4550	45.54	09/19/2024	45.54
506066768	Midwest Tape	JUVENILE DVD	01-26-4558	20.41	09/19/2024	20.41
506066769	Midwest Tape	JUVENILE DVD	01-26-4558	33.32	09/19/2024	33.32
506066770	Midwest Tape	ADULT MUSIC	01-29-4550	17.83	09/19/2024	17.83
506066771	Midwest Tape	ADULT DVD	01-29-4557	25.66	09/19/2024	25.66
506066772	Midwest Tape	JUVENILE DVD	01-29-4558	20.41	09/19/2024	20.41
506066773	Midwest Tape	JUVENILE DVD	01-29-4558	64.82	09/19/2024	64.82
506066774	Midwest Tape	ADULT DVD	01-29-4557	31.66	09/19/2024	31.66
506066775	Midwest Tape	ADULT DVD	01-26-4557	82.35	09/19/2024	82.35
506066776	Midwest Tape	ADULT DVD	01-26-4557	29.30	09/19/2024	29.30
506066748	Midwest Tape	JUVENILE DVD	01-26-4558	57.48	09/19/2024	57.48
506104364	Midwest Tape	JUVENILE DVD	01-26-4558	72.48	09/27/2024	72.48
506104365	Midwest Tape	JUVENILE DVD	01-26-4558	72.48	09/27/2024	72.48
506104366	Midwest Tape	JUVENILE DVD	01-26-4558	126.80	09/27/2024	126.80
506104367	Midwest Tape	ADULT MUSIC	01-26-4550	17.83	09/27/2024	17.83
506104368	Midwest Tape	ADULT MUSIC	01-26-4550	124.36	09/27/2024	124.36
506104840	Midwest Tape	ADULT MUSIC	01-26-4550	245.19	09/27/2024	245.19
506104841	Midwest Tape	ADULT MUSIC	01-26-4550	45.41	09/27/2024	45.41
506104842	Midwest Tape	JUVENILE DVD	01-26-4558	121.87	09/27/2024	121.87
506104843	Midwest Tape	JUVENILE DVD	01-26-4558	321.15	09/27/2024	321.15
506104844	Midwest Tape	ADULT DVD	01-26-4557	105.05	09/27/2024	105.05
506104845	Midwest Tape	ADULT DVD	01-26-4557	36.68	09/27/2024	36.68

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Midwest Tape					
506104846	Midwest Tape	ADULT DVD	01-26-4557 134.46	09/27/2024	134.46
506104847	Midwest Tape	ADULT DVD	01-26-4557 117.05	09/27/2024	117.05
506104848	Midwest Tape	ADULT DVD	01-26-4557 122.90	09/27/2024	122.90
506104849	Midwest Tape	ADULT DVD	01-26-4557 85.58	09/27/2024	85.58
506104850	Midwest Tape	ADULT DVD	01-26-4557 89.13	09/27/2024	89.13
506104851	Midwest Tape	ADULT DVD	01-26-4557 80.49	09/27/2024	80.49
506104852	Midwest Tape	ADULT DVD	01-26-4557 185.03	09/27/2024	185.03
506104853	Midwest Tape	ADULT DVD	01-26-4557 28.19	09/27/2024	28.19
506104854	Midwest Tape	ADULT DVD	01-26-4557 19.66	09/27/2024	19.66
506104855	Midwest Tape	ADULT DVD	01-26-4557 41.67	09/27/2024	41.67
506104856	Midwest Tape	JUVENILE DVD	01-29-4558 24.16	09/27/2024	24.16
506104857	Midwest Tape	JUVENILE DVD	01-29-4558 24.16	09/27/2024	24.16
506104858	Midwest Tape	JUVENILE DVD	01-29-4558 51.32	09/27/2024	51.32
506104859	Midwest Tape	JUVENILE DVD	01-29-4558 103.55	09/27/2024	103.55
506104860	Midwest Tape	ADULT DVD	01-29-4557 23.41	09/27/2024	23.41
506104861	Midwest Tape	ADULT DVD	01-26-4557 50.23	09/27/2024	50.23
506104862	Midwest Tape	ADULT DVD	01-26-4557 168.00	09/27/2024	168.00
506104863	Midwest Tape	ADULT DVD	01-26-4557 65.85	09/27/2024	65.85
506104864	Midwest Tape	ADULT DVD	01-26-4557 76.60	09/27/2024	76.60
Total Midwest Tape:					9,271.49
MISC VENDORS					
AK4445	ADRIENNE KAPLAR	PAPERCUT PRINTING REFUND	01-10-3430 1.15	10/01/2024	1.15
BL2005	BARBARA LINEK	PAPERCUT PRINTING REFUND	01-10-3430 1.10	10/01/2024	1.10
BR2929	BEVERLY RYAN	PAPERCUT PRINTING REFUND	01-10-3430 2.80	10/01/2024	2.80
EM0242	ERIKA MCCLAY	STUDIO PRINTING REFUND	01-10-3430 96.00	09/30/2024	96.00
EK3621	EMILY KASPER	"SNOW MUCH FUN!" REFUND	01-10-3310 12.59	09/17/2024	12.59
3434	FILIPINO FRIENDSHIP SOCIETY	FULL PAGE GALA SPONSORSHIP AD	01-10-4731 100.00	10/03/2024	100.00
HBJR1981	HOWARD C. BEAL, JR.	PAPERCUT PRINTING REFUND	01-10-3430 1.95	09/25/2024	1.95
KS6586-01	KHALA SANDERS	"BLACK GIRLS MUST BE MAGIC" REFUND	01-10-3310 15.52	09/26/2024	15.52
KS6586-02	KHALA SANDERS	"DRUNK ON LOVE" REFUND	01-10-3310 15.53	09/26/2024	15.53
LR0758	LAUREN RIBNEK	"YASMIN THE PAINTER" REFUND	01-10-3310 11.67	09/25/2024	11.67
LP0793	LISA PROVINE	PAPERCUT PRINTING REFUND	01-10-3430 1.65	10/01/2024	1.65
MJ5599	MICHELE JACKSON	PAPERCUT PRINTING REFUND	01-10-3430 2.65	10/03/2024	2.65
NME2931	NOAH MANN-ENGEL	"NECESSARY DEATH" REFUND	01-10-3310 15.15	09/26/2024	15.15
APPLICATION #1	RED FEATHER GROUP	INTERIOR LED LIGHTING PARTIAL PAYMENT	06-10-4681 103,803.75	08/30/2024	103,803.75
K6602-OCT24	FORM APPROVALS	LIBRARY CONTRACTS: ANNUAL RENEWAL SUBSCRIPTION	01-14-4522 84.00	09/30/2024	84.00
K6602-OCT24	GFS STORE	9/25/24 FRIENDS APPRECIATION DINNER STERNOS	01-10-4353 25.00 01-10-4353 (5.02)	09/30/2024	19.98
K6602-OCT24	KATERING BY KRISTIE	9/25/24 FRIENDS APPRECIATION DINNER CATERING	01-10-4353 533.00 01-10-4353 30.00	09/30/2024	563.00
K6602-OCT24	GFS STORE	9/25/24 FRIENDS APPRECIATION DINNER TABLECLOTH	01-10-4353 37.88	09/30/2024	37.88
N8770-OCT24	MOBILE BEACON	PATRON HOTSPOT 4G DATA ANNUAL RENEWAL	01-14-4233 4,200.00	09/30/2024	4,200.00
N8770-OCT24	DISPLAYS2GO	A-FRAME SANDWICH BOARD	01-10-4731 176.99 01-10-4731 14.95	09/30/2024	191.94

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MISC VENDORS					
N8770-OCT24	TEAMVIEWER	9/17/24-9/17/25 ANNUAL SUBSCRIPTION	01-14-4631 617.00	09/30/2024	617.00
N8770-OCT24	EL BURRITO LOCO	9/17/24 TEEN TACO TUESDAY MEALS	01-24-4353 132.85	09/30/2024	132.85
N8770-OCT24	FORMS APPROVAL	MEETING & TRAINING FORMS: ANNUAL RENEWAL SUBSCRIPTION	01-14-4631 81.13	09/30/2024	81.13
P9444-OCT24	SELEFINA SPICES	SPICE CLUB SUPPLIES	01-28-4353 16.00 01-28-4353 16.00 01-28-4353 16.00 01-28-4353 0.75 01-28-4353 0.75	09/30/2024	49.50
P7810-OCT24	EBAY	DUMPSTER GATE HASP	08-30-4211 32.01	09/30/2024	32.01
P7810-OCT24	UHAUL	REMOTE BOOKDROP REPLACEMENT RENTAL VEHICLE	01-10-4711 68.96	09/30/2024	68.96
P7810-OCT24	GYFORD DECOR	SIGN STANDOFF HARDWARE	08-30-4211 33.36 08-30-4211 57.12 08-30-4211 15.36	09/30/2024	105.84
P7810-OCT24	LARRY'S LOCK SERVICE	REMOTE BOOKDROP KEYS	08-30-4357 41.25	09/30/2024	41.25
Total MISC VENDORS:					110,306.85
Natasha Lehrer Lewis Art					
NLLA111124	Natasha Lehrer Lewis Art	PROGRAM - 3D WOOL DRAGON - 11/11/24	01-20-4572 265.00	09/11/2024	265.00
NLLA111124	Natasha Lehrer Lewis Art	PROGRAM - NEEDLE FELTED TWIGGY REINDEER - 11/11/24	01-24-4571 370.00	03/21/2024	370.00
Total Natasha Lehrer Lewis Art:					635.00
National Lift Truck, Inc.					
IV240910121	National Lift Truck, Inc.	REPLACE SCISSOR LIFT BATTERIES	08-30-4211 1,484.80	09/06/2024	1,484.80
Total National Lift Truck, Inc.:					1,484.80
NETFLIX					
M4566-OCT24	NETFLIX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
N8770-OCT24	NETFLIX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
N8770-OCT24	NETFLIX	4/12 ADDITIONAL ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
P9444-OCT24	NETFLIX	4/8 OUTREACH ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
P9444-OCT24	NETFLIX	2/8 OUTREACH ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
P9444-OCT24	NETFLIX	2/8 OUTREACH ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
T7780-OCT24	NETFLIX	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
T7780-OCT24	NETFLIX	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
T7780-OCT24	NETFLIX	4/12 ROKU MONTHLY SUBSCRIPTIONS	01-26-4523 22.99	09/30/2024	22.99
Total NETFLIX:					206.91
NEXTERA ENERGY SERVICES MIDWEST LLC					

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NEXTERA ENERGY SERVICES MIDWEST LLC					
G4044080910 24	NEXTERA ENERGY SERVICES MIDWEST LLC	8/1/24-8/31/24 GAS SERVICE	01-30-4322 575.51	09/13/2024	575.51
Total NEXTERA ENERGY SERVICES MIDWEST LLC:					575.51
Pace Systems, Inc.					
IN00060588	Pace Systems, Inc.	CAMERA SERVER STORAGE ENCLOSURES	06-10-4681 4,749.00	08/06/2024	4,749.00
IN00061319	Pace Systems, Inc.	PANIC BUTTON COVER REPLACEMENTS	08-30-4211 48.00	09/10/2024	48.00
Total Pace Systems, Inc.:					4,797.00
PANERA BREAD					
N8770-OCT24	PANERA BREAD	9/24/24 DONUTS W/ DIRECTOR COFFEE	01-10-4715 20.59	09/30/2024	20.59
Total PANERA BREAD:					20.59
Peerless Network, Inc.					
59813	Peerless Network, Inc.	9/15/24-10/14/24 TELEPHONE	01-14-4312 444.27	09/15/2024	444.27
Total Peerless Network, Inc.:					444.27
PeopleFacts					
33754-092024	PeopleFacts	SEPT. 2024 BACKGROUND CHECKS	01-10-4253 194.13	10/01/2024	194.13
Total PeopleFacts:					194.13
Pitney Bowes Inc.					
1026109959	Pitney Bowes Inc.	REPLACEMENT RED POSTAGE INK	01-10-4381 132.79	09/19/2024	132.79
Total Pitney Bowes Inc.:					132.79
Playaway Products LLC					
475122	Playaway Products LLC	YOUNG ADULT AUDIOBOOKS & PROCESSING	01-26-4555 164.22 01-26-4518 0.99	09/17/2024	165.21
475275	Playaway Products LLC	JUVENILE EASY BOOKS	01-26-4546 775.06	09/17/2024	775.06
475375	Playaway Products LLC	JUVENILE PLAYAWAY	01-29-4562 141.64	09/18/2024	141.64
475388	Playaway Products LLC	JUVENILE AUDIOBOOKS	01-26-4553 386.96	09/18/2024	386.96
475436	Playaway Products LLC	ADULT AUDIOBOOKS	01-26-4551 511.54	09/18/2024	511.54
475541	Playaway Products LLC	YOUNG ADULT AUDIOBOOKS	01-26-4555 61.36	09/19/2024	61.36
475653	Playaway Products LLC	JUVENILE PLAYAWAY	01-29-4562 59.38	09/19/2024	59.38
475658	Playaway Products LLC	JUVENILE AUDIOBOOKS	01-26-4553 59.38	09/19/2024	59.38
476017	Playaway Products LLC	JUVENILE LAUNCHPADS	01-26-4566 449.94	09/24/2024	449.94
476051	Playaway Products LLC	JUVENILE EASY BOOKS	01-26-4546 56.04	09/24/2024	56.04
Total Playaway Products LLC:					2,666.51
Plunkett's					
8816106	Plunkett's	9/26/24 PEST CONTROL	08-30-4215 118.98	09/26/2024	118.98
Total Plunkett's:					118.98
ProServ Business Products, LLC					
T7780-OCT24	ProServ Business Products, LLC	ILL SUPPLIES	01-12-4371 435.40 01-12-4371 435.40 01-26-4518 32.64	09/30/2024	903.44
Total ProServ Business Products, LLC:					903.44
REACHING ACROSS ILLINOIS LIBRARY SYSTEMS					

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
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 OCTOBER 17, 2024

Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
REACHING ACROSS ILLINOIS LIBRARY SYSTEMS					
13371	REACHING ACROSS ILLINOIS LIBRARY SYSTEMS	10/16/24-10/15/25 COMMUNICO RENEWAL	01-14-4631 15,000.00	09/24/2024	15,000.00
Total REACHING ACROSS ILLINOIS LIBRARY SYSTEMS:					15,000.00
ROD BAKER FORD					
P9444-OCT24	ROD BAKER FORD	9/5/24 FORD VAN FLAT TIRE & GENERAL MAINTENANCE	01-29-4235 332.51	09/30/2024	332.51
P9444-OCT24	ROD BAKER FORD	9/23/24 FORD VAN FLAT TIRE REPAIR PATCH	01-29-4235 43.19	09/30/2024	43.19
Total ROD BAKER FORD:					375.70
ROSATI'S					
N8770-OCT24	ROSATI'S	9/19/24 BOARD MEETING DINNERS	01-16-4355 17.48 01-16-4355 116.46 01-16-4355 5.00 01-16-4355 15.06	09/30/2024	154.00
Total ROSATI'S:					154.00
Sebert Landscaping Inc.					
281412	Sebert Landscaping Inc.	OCTOBER 2024 LAWN MAINTENANCE	01-30-4392 1,895.00	10/01/2024	1,895.00
Total Sebert Landscaping Inc.:					1,895.00
SPOTIFY					
N8770-OCT24	SPOTIFY	PATRON STORYTIME MUSIC MONTHLY SUBSCRIPTION	01-14-4631 19.99	09/30/2024	19.99
Total SPOTIFY:					19.99
SUMMER KORNFIEND					
SK102924	SUMMER KORNFIEND	PROGRAM - ZOMBIE MAKEUP FOR TEENS - 10/29/24	01-24-4573 250.00	06/13/2024	250.00
Total SUMMER KORNFIEND:					250.00
TANESHA THOMPSON					
TT111124	TANESHA THOMPSON	PROGRAM - DIY CANDLE MAKING - 11/11/24	01-24-4573 200.00	08/06/2024	200.00
Total TANESHA THOMPSON:					200.00
TARGET					
N8770-OCT24	TARGET	TEEN FALL 2024 CONTEST PRIZES	01-24-4353 75.00	09/30/2024	75.00
N8770-OCT24	TARGET	PROGRAM EVALUATION SURVEY GIFT CARDS	01-10-4735 300.00	09/30/2024	300.00
N8770-OCT24	TARGET	FAMILY LOTERIA NIGHT PRIZES	01-20-4353 20.00	09/30/2024	20.00
Total TARGET:					395.00
TDI VERTICAL					
1478	TDI VERTICAL LLC	SEPT. 2024 AD-HOC SUPPORT	01-14-4253 390.00	10/01/2024	390.00
Total TDI VERTICAL:					390.00
The Bugle Newspapers					
842421	The Bugle Newspapers	9/26/24 B&A ORDINANCE LEGAL NOTICE	01-10-4243 1,698.75	09/26/2024	1,698.75
Total The Bugle Newspapers:					1,698.75

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
THE LANGUAGE LABS					
TLL102124	THE LANGUAGE LABS	PROGRAM - NOCHE DE LA FAMILIA - 10/21/24	01-20-4572 195.00	08/21/2024	195.00
TLL102824	THE LANGUAGE LABS	PROGRAM - NOCHE DE LA FAMILIA - 10/28/24	01-20-4572 195.00	08/21/2024	195.00
TLL110424	THE LANGUAGE LABS	PROGRAM - NOCHE DE LA FAMILIA - 11/4/24	01-20-4572 195.00	08/21/2024	195.00
TLL111124	THE LANGUAGE LABS	PROGRAM - NOCHE DE LA FAMILIA - 11/11/24	01-20-4572 195.00	08/21/2024	195.00
TLL111824	THE LANGUAGE LABS	PROGRAM - NOCHE DE LA FAMILIA - 11/18/24	01-20-4572 195.00	08/21/2024	195.00
Total THE LANGUAGE LABS:					975.00
The Shop Bolingbrook					
103740	The Shop Bolingbrook	1,000 BOOKS & "VOTE HERE" SUPPLIES	01-10-4731 72.00 01-10-4731 125.00	09/20/2024	197.00
Total The Shop Bolingbrook:					197.00
Titan Image Group, Inc					
62079	Titan Image Group, Inc	OUTREACH POSTER LAMINATION	01-10-4731 160.00	09/09/2024	160.00
Total Titan Image Group, Inc:					160.00
Today's Business Solutions, Inc.					
17035	Today's Business Solutions, Inc.	10/1/24-9/30/25 ANNUAL LICENSES & SUPPORT	01-14-4233 6,369.20	09/17/2024	6,369.20
Total Today's Business Solutions, Inc.:					6,369.20
Tria Architecture, Inc.					
5378	Tria Architecture, Inc.	INTERIOR LIGHTING REPLACEMENT CONSTRUCTION OBSERVATION	06-10-4681 2,187.50	09/27/2024	2,187.50
5379	Tria Architecture, Inc.	3RD FLOOR RENO CONSTRUCTION OBSERVATION	06-10-4681 1,132.50	09/27/2024	1,132.50
5380	Tria Architecture, Inc.	MONUMENT SIGN RENO CONSTRUCTION DOCS	06-10-4681 1,846.88	09/27/2024	1,846.88
Total Tria Architecture, Inc.:					5,166.88
Tumbleweed Press, Inc.					
118208	Tumbleweed Press, Inc.	TUMBLEPLATINUM & TUMBLEMATH: 10/15/24-10/15/25	01-26-4521 2,500.00		2,500.00
Total Tumbleweed Press, Inc.:					2,500.00
Unique Management Services, Inc.					
6131152	Unique Management Services, Inc.	SEPT. 2024 COLLECTION SERVICES	01-10-4245 354.60	10/01/2024	354.60
Total Unique Management Services, Inc.:					354.60
Valerie Gugala					
VG102824	Valerie Gugala	PROGRAM - WHO IS BURIED IN GRANT'S TOMB? - 10/28/24	01-24-4571 150.00	03/26/2022	150.00
Total Valerie Gugala:					150.00
Verizon Wireless					
9974077293	Verizon Wireless	8/17/24-9/16/24 TELEPHONE	01-14-4311 539.89	09/16/2024	539.89
Total Verizon Wireless:					539.89

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Invoice Number	Vendor Name	Description	Distributions\Amounts	Invoice Date	Inv Amt
WALMART					
N8770-OCT24	WALMART	READERS BASH & STAR WARS DAY SNACKS	01-24-4353 32.92 01-24-4353 6.99	09/30/2024	39.91
N8770-OCT24	WALMART	STAR WARS DAY & BOOK CLUB SNACKS	01-24-4353 16.46 01-24-4353 8.72 01-24-4353 6.19	09/30/2024	31.37
T7780-OCT24	WALMART	9/26/24 PINDIGITAL COMMITTEE MEETING REFRESHMENTS	01-10-4715 38.69	09/30/2024	38.69
Total WALMART:					109.97
Warehouse Direct					
5801783-0	Warehouse Direct	SEPT. 2024 DISTRICT INVENTORY RESTOCK	01-10-4351 31.93 08-30-4357 18.22 08-30-4357 80.12 08-30-4357 131.34 08-30-4357 141.88 01-10-4351 3.37 01-10-4351 385.35 01-10-4351 6.13 01-10-4351 10.92	10/02/2024	809.26
5801925-0	Warehouse Direct	SEPT. 2024 RESTROOM SUPPLIES	08-30-4357 876.96 08-30-4357 883.20 08-30-4357 913.90	10/02/2024	2,674.06
5803033-0	Warehouse Direct	CORRECTED SEPT. 2024 RESTROOM SUPPLIES	08-30-4357 885.84	10/03/2024	885.84
C5801925-0	Warehouse Direct	CREDITED INCORRECT SEPT. 2024 RESTROOM SUPPLIES	08-30-4357 (876.96)	10/04/2024	(876.96)
Total Warehouse Direct:					3,492.20
Will County Health Department					
N8770-OCT24	Will County Health Department	TEMPORARY FOOD PERMIT	01-24-4353 46.50	09/30/2024	46.50
Total Will County Health Department:					46.50
WOOBX					
N8770-OCT24	WOOBX	MONTHLY SUBSCRIPTION	01-10-4731 29.00	09/30/2024	29.00
Total WOOBX:					29.00
Report Total:					270,271.98



September 2024 Monthly Board Report

Paul Mills

Executive Director

Early Voting, Drop Box, and Election Center

The ballot drop box was delivered at the end of September and we are receiving very frequent inquiries about it. Early Voting begins on Monday, October 21st, and Election Day voting starts at 6 pm on Tuesday, November 5th. Our blog post with all the pertinent information is something we keep handy.

<https://www.fountaindale.org/voting-for-the-general-election-fall-2024/>

Deputy Director (Nancy Korczak)

During the month of September, our Teen Librarian, Randi, coordinated to have all students from Brooks Middle School visit the library on field trips. She coordinated with our Outreach Department and Studio 300 to tailor presentations and tours for 6th, 7th, and 8th graders. The students were engaged and asked questions, and we were happy to see them after school and on weekends coming back to attend programs, update their library cards, and visit Studio 300.

In September, the library hosted the annual Friends of the Library appreciation dinner. This is a great way to say thank you for all the work and fundraising the Friends of the Library do. During the annual meeting the Friends approved funding for several library projects including the Great Reading Race, Read-a-pooloza, the purchase of a hat embroidery machine and funding for the Ice Cream Social.

From Tana Petrov's Report - Outreach Services

From Carolyn's report: *In addition to our community storytimes, community stops, lobby stops at senior facilities, and senior book clubs, and home deliveries; this month Outreach started our back to school season by returning to the elementary schools with the Bookmobile and Cindy presenting her booktalks at the schools. We are scheduling the vehicles for their fall preventative maintenance and all Read-A-Palooza logs were delivered to the schools. We attended several community events. We drove the vehicles in the Pathways Parade where we decorated the Bookmobile for the theme, "Beyond the Stars." We've also had an Outreach Open House on the Bookmobile, attended El Grito, the Park District's Fall Fest, Furqaan Literacy Night, Day of the Immigrant, First Presbyterian Garage/Bake Sale and the Garba event at Bolingbrook High School. Tana is doing presentations for the Brooks Middle School field trips and Ramon and Melissa helped with some of the tours.*

Services for Seniors

Outreach staff provided book club discussions and books, home-delivery services and programming, and brought materials for checkout to our senior facilities: StoryPoint, Encore, Heritage Woods, Greenleaf, Meadowbrook Manor and Levy Center.

From Sarah's report: *On September 25th, Heritage Woods Book Club met on the second floor. There were 4 people that came throughout the hour time block. We discussed the book called, "Mad Honey." I shared a video clip of the authors talking about why they wrote the book. The next book we will be discussing is called, "Our Missing Hearts." StoryPoint Book Club had books delivered of Black Cake that they decided to return. Then, Outreach delivered another set of books by Rebecca Connolly titled, "A brilliant night for stars and ice."*

From Melissa's report: *On 09/18, I did programming for the memory care residents of Encore. I did several mind-jogging activities with the residents. I read to them a part of a proverb and they had to finish it. I also had them guess who or what I was talking about by the clues given to them. For example, "Over the Rainbow", The Wizard of Oz, A Star is Born and Liza Minelli. The residents had to guess Judy Garland. They had lots of fun with those activities. I also played them songs that are considered one hit wonders.*



From Jaci's report and statistics: *I started back at all of my daycares and preschools, except for the Park District and First Friends. I will start up at those schools in October. It was so nice to be back in my schools. Since this was my first visit back at the schools and I had a lot of new students, I talked about who I was and what I would be doing each month. I talked about the library and all of the wonderful things the library has to offer. I also introduced my storytime mascot, Waffles, which was what the kids were most excited for. It was nice to see some familiar faces as well, but it was so weird seeing my 3-year-olds in the 4-year-old classrooms.*



Services for Schools

Cindy's report and statistics:

Met with 3368 students in their classrooms this month.

Saw 167 classes, presented 109 times and answered 175 reference questions in September.

This month's Booktalk/storytime featured a Puppet Show called Carina Felina, 7-8 children participated in the puppet show, with puppets and lines to read.

Outreach Programs and Events

Sept 8: Pathway Parade : Staff from various departments attended this event. The theme was Beyond the Stars. We decorated the outreach vehicles and gave out candy to the public.



Sept 14: El Grito Event : Tana and Joe attended with the Bookmobile. Patrons checked out materials and learned about library programs. It is always wonderful to participate in the many events that our community celebrates.

Sept 14 LEGO Club

From Ramon's report: *The first Lego Club was a great success! We had 22 patrons, 18 of which were children. The age range was from 6 to 11 years old, so it was the perfect set.*



Sept 16: 9/16: Greenleaf Crafternoon

From Jen's report: *The project for this month was decorating the beach themed frames. I had a variety of shells, small aquarium rocks, and glass stones available for them to glue on however they wanted. We had two patrons come to the event. They kept saying how much they love the crafternoons and hope we keep doing it. They had a lot of fun today and each made very different designs on their frames.*





Sept 21: Fall Fest with Bolingbrook Park District : Jen, Melissa and Sarah attended this event. They were busy checking out materials and promoting library programs. They also decorated the Bookmobile for the Fall season and it looks very welcoming for our patrons.

Sept 28: Garba Event



Outreach, Library and Vehicles Tours

- Sept 3: Brooks Middle School STEP students (Tana)
- Sept 19: Brooks Middle School students (Tana, Melissa, Ramon)
- Sept 23: Joliet Township Transition Center (Tana)

From Jacinto Gonzalez's report - Studio 300

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

- 699 patrons actively **used** our lab.
 - 9 were Non-District Users.
- 1538 items were **checked out**
 - **187** of that total circulated out of the lab
- 38 patrons **attended** our programs.
 - Total programming hours came to 8
- 46 patrons **completed** our online classes:
 - 26 Orientation
 - 20 Maker Training

August Studio Usage Highlights

- We had 21 patrons use our digitizing stations
- Our most used service was our Video Rooms with 46 sessions
- Our collection circulation went up by 7.74% from last month
- Our room usage went down by 15% from previous month
- Our orientation completion went down by 26%

Studio Specialists Highlights

Connor: This month, Connor completed and successfully hung the Death Star for the Fall Wall Display. He also took time to get acquainted with the studio equipment, learning more about the daily routines, and began familiarizing himself with the laser cutter.



Jack: At the start of September, Jack hosted the "Universal Video Editing" program, which was designed as a PowerPoint presentation and lecture-style class. This format was chosen to appeal to those who were new to video production or considering it but wanted an overview before diving in. The attendees fit this profile perfectly, with one individual ready to create videos on political analysis and another eager to showcase their confectionery creations.

Jack ensured that the program provided a comprehensive look at the video production process, focusing on the many small details that beginners might overlook. Instead of limiting the class to a specific software, the goal was to make the content universally applicable to all video editing tools, broadening its reach and accessibility.

Following the program, Jack started planning for the upcoming Spring programs and continued researching and developing Winter sessions. Additionally, Jack participated in a studio specialist assignment to create a maker/craft project for the display case, deciding to hand embroider a custom design, which would be displayed within the embroidery hoop.

Adriana: In September Adriana worked on several projects and programs. In the beginning of the month Adriana partnered up with Randi Carreno of Teen Services to run a Teen: K-pop program, teens were able to come in and listen to K-pop and create several craft projects. The program was fun and the teens enjoyed their time crafting and sharing their interest in K-pop. Then Adriana switched gears and started prepping for the Piñata Lantern program, participating patrons were able to use acrylic snow globes and tissue paper to create a unique and fun project. Overall the program was a success and patrons were very happy with their finished projects.

Adriana went on a much needed week-long vacation and was able to get ahead of projects to ensure that the department continued to run efficiently while away.

Lastly Adriana has been working on a display project that will be up to view the month of October. This project used the 3D printer and glowforge and is just about completed. The painting process was very successful and enjoyable and Adriana hopes to turn this into a future program where patrons can learn about the process of creating such projects.

Jacinto: In September, Jacinto kicked off the month by hosting a STEP program studio tour, where he led the orientation and showcased the studio's equipment and amenities. Later in the month, he conducted tours for Brooks Middle School, which were organized by Randi from ATSD. Jacinto also recorded the Studio orientation in Spanish, helping to expand the studio's reach and provide Spanish-speaking patrons the opportunity to experience the orientation in their native language, breaking down barriers within the community.

In addition to these efforts, Jacinto spent time refreshing his knowledge of JavaScript and is planning to introduce more computer coding programs in the future.

From Joyce Aerellano's Report - Children's Services

Monthly Overview of Children's Services

After a short break, the Children's Services team was excited to welcome back kids and families to storytimes and all our amazing fall events. We hosted special programs to celebrate Hispanic Heritage Month, including a wonderful performance from Chicago's first all-female mariachi band. In response to a conversation with a patron and a comment card, our team planned and presented a successful sensory night event for children with autism, neurodivergence and physical disabilities. In addition to kicking off the fall storytime season, we launched a fresh new design of 1000 Books Before Kindergarten. We also welcomed a new Children's Services Specialist to our team.

ARTS & CRAFTS

ART OF AMELIA PELÁEZ DEL CASAL: Part of Hispanic Heritage Month (17 attendees)

"This was a great program. The kids seemed really interested in this artist. I prepared a biography of the artist and copied several of her works for examples to put on the table. I supplied cardstock and paint markers for the kids to create their art. I tested out watercolor since the artist used gouache but found the markers run with the still wet paper. We talked a little about the artist and I demonstrated her technique. One child used the technique to create a mermaid. Another copied one of her works and yet another made a vase of flowers. The kids had a lot of fun." *Chris Z.*



DIY PAPEL PICADO: Part of Hispanic Heritage Month (3 attendees)

"I had a template the children could use to cut out their papel picado, and I had tissue paper cut into squares that they could cut whatever they wanted. I also had some cardstock that they could make a collage from the tissue paper scraps. The kids had fun cutting from the template, the younger one needed mom's help but together they did a wonderful job. The other child just needed to be shown how to fold the paper a few times to cut out the design and then did fantastic. Both of the children really enjoyed

making the collage from the scraps of tissue paper. They spent a lot of time on the collages and they turned out beautiful. They proudly displayed their papel picados for me! Even though it was a small group we all had a good time.” *Rosemary B.*



PAUL KLEE SCRATCH ART (8 attendees)

“I had both cardstock for the kids to make their own scratch paper and ready made scratch art paper. The kids loved learning how to create their own paper. They used markers and paint markers to color the cardstock. I showed them how they could add colors randomly or use different colors in different places if they knew what they were going to draw. Some of the kids were random with their colors, others were very intentional with what colors they used. Then they had to use a black oil pastel crayon to color every bit of the paper so that no color was showing. Last but not least, they used the scratch art tools to scratch into the layer of oil pastel and draw their masterpiece.” *Chris Z.*



MOVIES, MUSIC & ENTERTAINMENT

MARIACHI SIRENAS: Part of Hispanic Heritage Month (91 attendees)

"I have been excited for this performer since we were able to book them several months ago. The Mariachi Sirenas have become well known in Chicago as the first all-woman Mariachi band in the area. I was excited that we would be able to offer our patrons the chance to see them here in Bolingbrook. The women were professional from the start, prompt in their communication and polite and friendly on the day of their performance. There were ten women in their group and they were all beautifully dressed in complementary outfits. We had a sizable crowd waiting before I opened the program doors and as soon as the doors opened the Sirenas were playing their instruments and drawing patrons inside.

After their first song, the main voice of the group easily interacted with the crowd in both English and Spanish. In between songs, the Sirenas explained what the different instruments were, why they matter in the Mariachi genre and the origin of their use in Mariachi music. They also explained the origin of the songs they were singing and provided insight into the emotion behind them. Watching this talented group of women perform and share their stories was touching and awe-inspiring. We had a total of 91 attendees and almost all of them expressed their thanks to myself or the group for performing at Fountaindale."
Christina M.

Many thanks and high fives to Christina for coordinating this program! I had seen Mariachi Sirenas perform on television and asked Christina to look into booking them. Seeing them live and in person was an amazing experience! Their musical and vocal talent was impressive, their wardrobe looked stunning and they were great with the audience. Patrons learned a lot and had the opportunity to ask questions. The Sirenas covered songs from musical legends such as Vicente Fernandez and Selena and it sounded beautiful. At one point I noticed the patron sitting next to me in the audience was crying, wiping away tears while completely captivated by the music. After the Sirenas' final song, he gave them a standing ovation. It was an incredibly sweet moment to witness.



STORY SLEUTHS BOOK CLUB (3 attendees)

“My first session of Story Sleuths for the fall was smaller than I had hoped but still went wonderfully and left me feeling excited for the rest of the season. I had three tweens who all had read their books prior to the session. Because it was a new season, we went over rules and behavior expectations before reviewing what will be happening at each meeting. I started us off by demonstrating how to talk about a book and then kids took turns speaking about their books. I loved hearing what stood out for each of them as they shared details. The theme this month was SCIENCE FAIR so for our activity we did a small scale version of a classic science fair project: a baking soda volcano. The tweens worked together to build a volcano out of playdoh and then I poured the ‘magic mixture’ into the middle and it bubbled up, just enough to impress them. They correctly guessed the theme and we ended by sharing what books we chose for next time. Two of the tween complained that a month was too far away. I am excited to continue with these three and hopefully some more tweens at the October session.” *Christina M.*



Storytimes

NOCHE DE LA FAMILIA: Presented by The Language Labs (3 programs, 78 attendees; attendance for one session was not reported.)

Several youth manager colleagues recommended hiring The Language Labs to present storytimes in Spanish, and we decided to give them a try. The result was fantastic! Our presenter, Silvia, was wonderful with the children, and families had a great time. She also brings a simple craft each week for the kids to work on after storytime. Feedback has been overwhelmingly positive. One grownup said it was a lot of fun. Another said they were so grateful that we offered a bilingual program.



Another grownup said this program was what he expected a bilingual storytime to be. We look forward to continuing this partnership with The Language Labs for the rest of the fiscal year.

READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (153)

This month we launched a brand new design of the program. The design features different baby dragons reading. The new look allows us to refresh the program and tie it to a new reading program that CSD will launch in November for grades K–5. The new look caught the attention of many families, and CSD signed up **39** new children for the program! Many thanks to the Communications team for their wonderful work!



From Jacob Luce's Report - Circulation Services

I helped send letters to different patrons throughout the community notifying them that they have had a positive balance on their account for more than 3 years and the balance would be sent to the state in 30 days if they did not claim the balance on their account. I successfully set up the mail merge for the patrons that we had to send letters to. I also updated the old letter that we used to send to patrons with Fountaindale's new letterhead. In addition to editing the old letter, I also created a new form for patrons to fill out to claim the credit on their account that was also mailed with the letter.

Furthermore, I assisted the Lead Specialist with cleaning the AMH on 9/10. The machine was successfully cleaned and ready to go for the month. I set up one-on-one meetings with the Managers and Lead Specialists for the month of October. I held my third Circulation Orientation at the end of September and had 2 new staff members attend. In addition to my monthly one on one meetings with my Managers, I attended the all Specialist meeting. I also had a one on one meeting with one of the Lead Specialists.

Moreover, I attended the Children's Collection Task Force meetings. The meetings that were held were to wrap up the Children's Holiday and Seasonal Picture Books collection. It's great to have been a part of this project. The new collection looks very nice and is already receiving positive feedback from our patrons.

Kate Thurston, Assistant Manager

We wrapped up September by renewing 146 license plate stickers, making it a 37% increase from last year.

The lanyards we had for Library Card Sign-up month giveaway were a hit with patrons, especially the younger patrons who can't wait to put their card on the lanyard for their Bookmobile visits.

We had our All Specialist Meeting on the 18th and discussed what would be best for staff and patrons during early voting so our work flow is easier. Staff also suggested adding the PIC schedule to our daily assignment sheets making it more accessible for staff so patrons aren't kept waiting.

Our on-site lockers continue to be popular and we had 640 items checked out.

September 2024 Locker Checkouts

September 2024 - Checkouts by Time and Day (On-Site)

9/1/2024 - 9/30/2024

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
2am-3am			1					1
6am-7am				8			1	9
7am-8am	2		1				6	9
8am-9am	97	42	31	47	15	23	27	282
9am-10am				8			3	11
10am-11am	6	3		6	4		7	26
11am-12pm	2			2		5		9
12pm-1pm	2	1	1	6			7	17
1pm-2pm		3	9	11	1	1	2	27
2pm-3pm	6		7	3	6	8		30
3pm-4pm	6	1	1	9	1	10	7	35
4pm-5pm	2	9	4	2	10	2	17	46
5pm-6pm	1	14	2	12		9	4	42
6pm-7pm	1		2	3	5	4	2	17
7pm-8pm		6	2			19		27
8pm-9pm	6	4		1	2	1	5	19
9pm-10pm	1	5	2		7		5	20
10pm-11pm					2		1	3
11pm-12am				10				10
Total	132	88	63	128	53	82	94	640

September 2024 - Checkouts by Time and Day (BRAC)

9/1/2024 - 9/30/2024

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
6am-7am					1			1
7am-8am			2	1				3
8am-9am	6	6	7	2	8	5	6	40
9am-10am				1		1	1	3
11am-12pm							1	1
12pm-1pm			1			4		5
1pm-2pm			1	2				3
2pm-3pm	4						1	5
3pm-4pm	1		1	1				3
4pm-5pm			1	3		1		5
5pm-6pm			2		1			3
6pm-7pm		1	1					2
7pm-8pm		1	2	1				4
8pm-9pm						2		2
Total	11	8	18	11	10	13	9	80

September 2024 Drive-Through Report

Visits for the Current Month	Visits Last Year	% Change
474	570	-17%
Visits for Current Year (Year to Date)	Visits Last Year (Year to Date)	% Change
1505	1682	-11%
Busiest Day & Time (Current Month)	Busiest Day & Time (Last Year)	% Change
9/4/2023 30 visits	9/20/2023 31 visits	-3%
3pm-6pm 202 visits	3pm-6pm 197 visits	+3%

From Debra Dudek's Report

September marked the beginning of our middle and high school student tours, and the introduction of our fall lineup of great programs. A majority of our programs have full or nearly full registration, and there is much excitement for our drop-in crafts and take-it make-it projects.

Our department bid farewell to Alison P. this month as she accepted a full-time teen librarian position at another library. Christopher and I conducted a new round of interviews to fill this position. A candidate has been selected, and they will begin training in early October.

In Career Online High School news, Chantrea R. completed her diploma ahead of schedule and became the 32nd graduate of our program. Chantrea's mother and her son were her primary motivators to complete her diploma, and she is looking forward to moving forward to college. We are very proud of her accomplishment!

I booked two traveling exhibits for the library this month - *Making a World of Difference: Stories About Global Health* (Monday, April 6 - Saturday, May 16, 2026 on ATSD 3rd Floor), and *Becoming the United States* (Monday, June 22 - Friday, August 14, 2026 on ATSD 3rd Floor). I negotiated an eight week loan of *Becoming The United States* in the summer of 2026 as part of the country's Semiquincentennial celebrations. Our next exhibit *Frederick Douglass: Advocate for Equality* will be available for patrons from Monday, February 3 - February 28, 2025.

Many thanks to the Friends of the Library for their financial support of our Irish Genealogy Workshop which is scheduled for March 2025. Our program partners at the Plainfield Area Public Library are looking forward to hosting the event with us, and ensuring our two-day event will be a success.

I am chairing the Halloween Open House at Boardman Cemetery this year for the Bolingbrook Historic Preservation Commission. Logistical items for this year's event have been completed. We are hoping for good weather and an excellent turnout.

Teens

Programs

Randi, Teen Services Librarian



Much of my time this month was spent on school outreach activities so my team presented and/or hosted most of the teen events scheduled for September. I was able to assist with two art classes presented by two of our regular presenters, Leah Moon and Amber Rubio.

Leah was back again to present **Watercolor Painting**. Our teen patrons really enjoy all types of art classes and watercolor remains a favorite. For this class, teens created abstract art by tracing wooden coasters on watercolor paper. Leah showed them a couple of different techniques using the basic watercolor palettes, markers and water. Our teens were very creative and put their own spin on their projects.

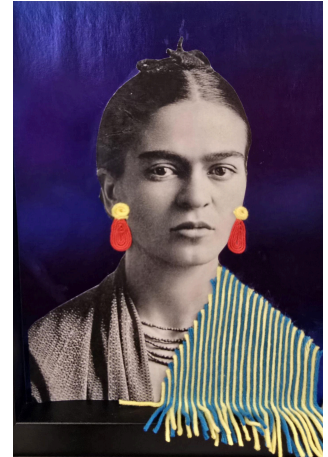
Amber Rubio showed our teens how to paint their own cactus sky for our special Hispanic Heritage Month edition of our quarterly **Teen Paint Party**. One of my favorite things about Amber's classes is how she lets the teens choose their own color scheme and customize their art pieces. She provides the basic steps and then lets their creativity shine through. Our participants also seemed to really have a good time chatting with each other. Many of them had also attended the Watercolor Painting class so they seemed really comfortable talking amongst themselves. It was wonderful to see!



Our annual Teen Pumpkin Decorating Contest will start on October 1. Craft pumpkins were purchased from the Dollar Tree. I numbered each pumpkin, set up the registration Google form and emailed the program information to staff.

We also have a Bookmark Design Contest starting in November. I created a rough draft of the entry form based on a previous contest held by our Communications staff. I also created a blog post which will include the online entry form.

Last February, my team created Take-It, Make-It kits for Black History Month. These kits highlighted three contemporary artists and included three arts & crafts projects based on their art styles. We decided to create a similar kit for Hispanic Heritage Month called **Celebrating Latine Artists**. Hayley, Alex and I selected three artists with very different art backgrounds and styles. School visits and other projects forced me to take a step back so Hayley stepped in and created the art project for my selected artist. Everyone did a wonderful job and I hope the teens enjoy the kits. We made 25 kits and will be available while supplies last. See Hayley's report for the wonderful artist profiles and



School Services

Brooks Middle School students visited the library the weeks of September 16, September 23 and September 30. I coordinated these visits with their school media specialist. We tailored our presentation schedule for each grade. We saw 600+ students over the course of six days.

I am once again running the Great Reading Race, our middle school fall reading program. I worked with Steven Ford to finalize our online program (via READsquared). I contacted each school to inquire about pre-registering all of their students. All schools agreed so I assisted Steven in getting the lists ready for that import. I also worked with the school media specialists at Brooks, Humphrey and Jane Addams to finalize the reading goals, provide promotional materials and weekly updates. The program began on Monday, September 23. I have spent the past week merging duplicate accounts, resetting passwords and compiling report data. We have 1971 students registered. In September, students logged 172,193 minutes (from September 23–30).

Adults

Computer Classes

We hosted one Microsoft Excel class this month with five attendees.

Career Online High School

Currently Enrolled: 2

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 1

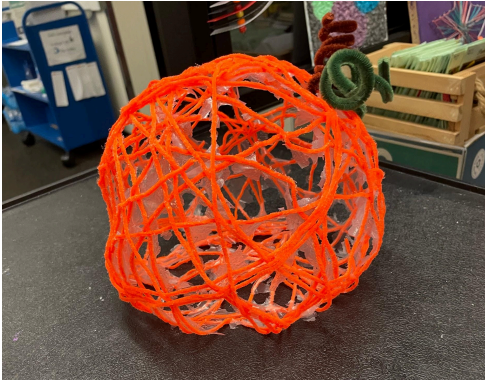
Students 75% Through Program: 0

Graduate: 32

Programs

Nic Mitchel - Adult Programming Librarian

Yarn Pumpkin (9-4)



Attendees: 12 of 12 registrants

Although it was a more last-minute addition to our Fall scheduling, I was excited to see how it went. I had been struggling to find a craft that I would be able to lead in the Fall and stumbled upon this pumpkin craft. Since we were just hitting the deadline for all of the fall programs, I tossed it onto the schedule and began to plan the logistics, like getting all of the supplies ready and working on the sample for the craft.

Making the craft starts with an inflated balloon, a skein of orange yarn, and a bowl of Mod Podge. The skein of yarn is then cut into about 20 pieces of yarn, a yard long. Each piece gets covered with the Mod Podge, making sure to wring out excess Podge, and is then wrapped around the balloon. This process would continue until you run out of yarn or you feel that there were enough pieces. After you're able to get all the yarn on, you leave it overnight and deflate the balloon the next day.

Democracy in America: A Senior Social Event (9-12)



Attendees: 35 of 36 registrants

This was another month in which I was more responsible for the hosting than the initial planning. I have to thank Daniel for finding this presenter because she was really fantastic. Betsey Means performed as Jane Addams to explain her progress and work, including the establishment of Hull House in Chicago.

However, the program itself was a very engaging experience. Betsey, now in her "Jane Addams" character, had the talent to captivate the room.

Throughout the performance, she entertainingly presented Jane Addams as a person as well as an important historical figure and brought the audience with her as she progressed through the key points of Ms. Addams's life. Patrons had many questions, including if there were other figures that she portrayed. As she named the different figures that she performed as, with Agatha Christie catching my attention, I knew that Betsey would be a great recurring performer for our Senior Social events.

All-Natural Bath Bomb Workshop (9/30)

13 Attendees

Brooke from Soapy Roads of Lombard led an amazing bath bomb workshop. She set up two tables at the front filled with all her supplies. Each participant received a mixing bowl, wooden spoon, soap mold, bag, pen, and a tray for their crafting



Aysha Haq -Reader's Advisory Librarian

Book Readers Bash program, 9/23: 24 patrons! This was my first time doing a program like this, so I didn't know what to expect. There was a line waiting outside the meeting room's door when we opened. Snacks, craft and giveaways were a big hit! I helped a few people with Libby and hoopla, and I saw many patrons leave with pathfinders and RA bookmarks. Many thanks to Cecilia and Ruby for helping out with the program, to Communications for the awesome bookmarks/signage and giveaways and to Collections for ARCs and brochure holders.

Building Operations (Tasos Priovolos)

The final light fixture for the 3rd Floor Renovation just arrived and is scheduled to be installed during the first week of October. We are hoping to get final occupancy inspections completed shortly after the light fixture is installed. Furniture will be scheduled as soon as we receive final occupancy inspections successfully completed.

The staff LED lighting project continued this month. The majority of the light fixtures have been installed and we are currently waiting for certain light fixtures for the workrooms. We are also currently working selecting motion sensors and timed switches for certain areas. The project is proceeding as scheduled and we continue working closely with the electricians and electrical engineers to keep this project on schedule.

We continue working with our architect and engineers in order to properly assess any drainage needs prior to resurfacing of our parking lot. We met with the park district and school district to discuss the options and proposed designs of the drainage system since it will impact small portions of the adjacent properties.

The security camera upgrade project continued and the majority of new cameras have been installed. We also had our new servers and storage devices installed. We are waiting for some specialty mounting hardware for a few cameras. This project will be completed shortly after we receive this hardware. We are hoping to have this project completed in the next few weeks.

The entire department assisted with the Brooks Walking Field Trips. This was a great opportunity to share what the library can offer to students.

A new-staff safety training was held this past month. This training allows new staff to review our safety policies, see what life-safety equipment the library has, and tour the emergency staircases throughout the building. This training and tour allows staff to assist patrons during an emergency.

Met with the park district to review their lockdown and evacuation plans. We discussed our building and the areas available in case the park district requires an emergency location within the community.

In September, 61 new maintenance tickets were created, and 58 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

September 2024 Statistics Snapshot

- 20% increase in digital circulation; 2.4% increase in total circulation
- 3,542 new items added to collection
- 3,579 old & worn items were withdrawn
- 260 interlibrary loans processed for our patrons
- 254 items repaired, 239 invoices paid and 266 boxes opened

New Collection: Holiday and Seasonal Picture Books

In September we completed and debuted a new collection of Holiday and Seasonal picture books! This new collection is located in the Children's area, adjacent to the Children's Activity Park. The books are physically grouped, cataloged and labeled by their assigned holiday or season. Approximately 3,000 picture books are shelved face out in browseable bins and categorized into 21 inclusive holidays and seasons. This project involved wonderful collaboration between many of our departments, including Collections, CSD, Circulation, Communications and Facilities.





Pinnacle Meetings

My staff and I attended several Pinnacle meetings this month. At the **Fountaindale-Pinnacle meeting**, all Fountaindale Committee representatives, Managers and Assistant Managers convened. Lily, Liz and I provided updates on the work being done in PinData, PinTech and the PinDigital Committees. At the **Pinnacle Vega task force** meeting, we discussed recent updates to our Vega site and reviewed the progress and improvements we have made to Vega based on three years of staff feedback. Additionally, Innovative has communicated that they are currently in development to include WorldCat interlibrary loan integration into Vega! This is exciting news, as was one of our main blockers preventing us from moving forward with the Vega Discover catalog. We hope the ILL integration is functional by early next year. Liz and Chris attended the **PinTech Committee meeting** at the White Oak Romeoville library. They continued their acquisitions discussion on refining the process of canceling titles, reviewed cataloging links on the PinTech procedures site, and talked about RDA and other training needs. This month, Lily and I hosted the **PinDigital Committee meeting** here at Fountaindale. We discussed the rising cost of digital content, as three of the Big Five publishers have recently increased eBook and eAudio costs by significant percentages. We also reviewed a new marketing tool called the Libby Newsroom Campaign Editor, which the committee may make use of in the future to advertise consortium-wide book club titles or One Book programs.

Baker & Taylor Acquisitions API

Liz, Bini and I have been meeting with Baker & Taylor, Innovative and Pinnacle staff to establish and beta test a new API that would greatly reduce the amount of time and steps spent on ordering Baker & Taylor collection materials. This is the first time this functionality is being tested in a consortial environment. So far, we have made good progress and have identified specific system issues that we are currently working to resolve. We hope to fine tune the API and begin using it by the end of this year.

Collection Services Staff Reports

From Liz Scheiner, Collection Services Assistant Manager

With the audit complete, this month I began reorganizing our invoice file cabinets to make room for invoices for FY25. I moved all invoices from FY23 (and earlier) into boxes to eventually move to the basement archive storage upon further instruction from the Finance department. This month I've settled into my new routine of working with Sue's package receiving and invoicing. I enjoy the process of getting to see our new material and preparing it for Acquisitions processing. Related to that, we are working to implement a new vendor, Crimson Multimedia, which should hopefully alleviate some issues we've been having with ordering video games from Amazon. Our first order has been placed. One of our larger projects for this month has been setting up and subsequently, problem-solving API ordering with one of our biggest vendors, Baker & Taylor. This should be a big time saver for our ordering process once we are able to set it up and get it running smoothly. I completed my Safety Training orientation, and with that, successfully completed my Green Sheet! I attended a PinTech meeting with Chris at the White Oak Romeoville library, where we fixed broken links on our shared procedures website and gave feedback for how to work around some of the quirks with Vega. Finally, at the end of the month, I received training on cataloging for Vox Books and Wonderbooks and I look forward to working more with that collection and some of our other specialty collections, such as record players and charging cords.

From Brett Luminais, Children's Collection Librarian

In September, I met my spending goal of 30% expended and encumbered on funds I oversee, and began building and sending carts to meet my October goals. I assisted with ILL coverage and provided CSD desk coverage. I continued my inventory of the Storytime collection. I reviewed items in the CSD workroom and the Storytime Room storage and updated the spreadsheet to indicate their locations or absence. I have also used CSD's internal inventory documents and collaborated with CSD Staff to help track down some of the items. I continued work on the Holiday and Seasonal Picture Book project. I created pull lists for the remaining holidays: Mother's Day, Passover, Ramadan, and St. Patrick's Day. Once they were pulled, I reviewed the titles and passed them on to be re-cataloged and re-processed. I collaborated with Circulation to have the final holidays shelved as they were completed and provided magnetic shelf labels for them. I also reviewed half a cart full of holiday and seasonal picture books that hadn't been on the shelf when we pulled for holiday sections the first time. I then passed these titles on to be re-cataloged and re-processed. As of the end of September, we completed work on the Holiday and Seasonal Picture Book project and debuted the new collection. I reviewed and repaired four STEAMboxes and began investigating materials to design new kits. I repaired two American Girl Doll outfits. I completed work on the six new Harry Potter American Girl Doll outfit kits, they were delivered to Circulation, then passed on to CSD to be made available. I updated the inventory sheets for fifteen of the older American Girl Doll outfits and provided Circulation and CSD with the sheets. I touched base with Circulation Staff and provided them with the American Girl Doll inventory sheets they were missing. I pulled two carts of materials to be reviewed and collaborated with Circulation to have additional carts pulled. I reviewed six carts of materials and had 1,406 dead and damaged items withdrawn from the collection.

From Lynnette Hopwood, Adult Collection Librarian

Ordering has really gone well, and I have been ordering the big titles through December and January for all of the collections including our Lucky Day. One of the most popular displays in the lobby was Weekend Warriors. It had a total of 72 items checked out. We always do this display in September as the weather is usually a bit cooler. The display contains books of projects that can be done in a weekend, such as home improvements, preparing your yard for fall, redecorating, etc. Our Collection Aides that I supervise have been busy keeping the displays filled, and began to put up the Halloween displays. Our collaboration with our new vendor Knowledge Exchange has been going well. They called me to see if we needed a special pickup after our Friends of the Library sale. I told him that we are set for now, but maybe this is something we can explore in the future. I have also been using some of our reports to analyze our collection and the top authors that our patrons have been checking out in Large Print both at the library and at the Bookmobile, and using the data to focus on the most requested authors. I received a phone call from our Circulation Department that a patron was in the lobby and wanted to speak to me about our Interlibrary Loan Service. When I asked him what help he needed, he started to tell me about what wonderful service we provide, and how we get his books so quickly for him. He said that he was surprised how he could get items from all over the country, and usually within a week. He wanted to thank us for all our hard work and dedication. He replied that we all deserve a raise! We also have a patron that is going to school and requests many articles and books in a variety of languages. We have been able to get most of them, with the exception of a Hebrew language article. He has been very appreciative of our assistance. The BookTok author that emailed me last month sent some goodies to me! She sent illustrations from some of her books as well as some stickers! I have ordered many of the big authors' titles and some of the bigger nonfiction titles for the Lucky Day collection, and I am experimenting with some midlist titles that might be popular. Cookbooks and biographies seem to do well on Lucky Day, so I have been adding some more of these books.

From Lily Reardon, Digital & AV Collection Librarian

I can't believe that Summer is already over and we're starting to head into the colder months. This month, I worked to spend down the physical collections I oversee to successfully hit the 30% spending goal for this month. This included working with the Collections Services Assistant Manager and the Acquisitions Supervisor to place an order with a new video game vendor, Crimson Multimedia! I'm hopeful that this new vendor will continue to offer pre-orders on popular Nintendo titles that Amazon does not. I've also kept up on weeding AV collections, specifically the Adult and Juvenile DVD collections. I worked on the October 2024 New Movies Newsletter, along with the Collection Services Manager. I also worked to weed a few of the older Halloween movies. This involved replacing some of the grubby DVDs and adding newer titles to the collection for the upcoming season. I also worked to put out Halloween DVD titles on Lucky Day. Throughout the month of September, I also received three invoices for our eResources collection: ABC Mouse, Gale Courses, and Tumbleweed. I began the payment process for all three. The Collection Services Manager and I met with the Communications Department, regarding the Statewide Database Package links for the website. After the discussion, the Collection Services Manager and I were able to consolidate the links needed for the Statewide Database Package. The databases will be added to the eResources page in the beginning of October. The Illinois State Library presented two training sessions regarding the Statewide

Database Package. I attended both. I provided an update for the Statewide Database Package at the Fountaindale Pinnacle Meeting on Monday, September 9. I also attended the PinDigital Meeting on September 28, where we were introduced to new members as well as discussed the rising cost of eContent and titles with high hold counts. I also attended the Digital Equity Networking Meeting, which proved to be a short meeting where opportunities for grants were discussed as well as the upcoming Digital Inclusion week at the beginning of October. On September 24, I also attended Pastries with Paul where I learned more about the boundary lines for the Library District and provided insight on the cost of digital content. Finally, I assisted with ILL coverage when the Interlibrary Loan Specialist was on vacation, along with the Adult Collection Librarian and the Children's Collection Librarian.

From Chris Castle, Cataloging Supervisor

Lauren's training continued this month as I trained her on Nonfiction cataloging, cataloging magazines that we treat like books, and cataloging Outreach items. She and Connie also watched a LACONI video all about Dewey Decimal classification. I helped with Liz's continued cataloging training by assisting Christina with her overview, and introducing Liz to Nonfiction and Readalong cataloging. Additionally, I helped her set up OCLC Connexion, demonstrated its use, and showed her Polaris's label manager and its settings. I trained Isabel on cataloging Picture Books this month, which include series, concepts, holidays, seasons, Board Books, and Beginning Readers. I completed recataloging for the bulk of the Children's Holiday picture book collection this month! Ramadan, Passover, Mother's Day, and St. Patrick's Day have now all been recataloged. I also recataloged a half cart of items that were not on the shelf at the time of the initial pull. I created new holiday and season sticker tags for our In Processing items, and Isabel and Connie made their own sets as well. I updated the Outreach Holiday cataloging procedures with the new holidays. Additionally, I added call label examples to this and several other procedures documents, and also updated the World Languages cataloging procedures. At the PinTech meeting this month, we assessed the links on the Wordpress site and suggested updates. We also discussed several cataloging options for the display of graphic novels in Vega, since it does not have the same interface as our current PAC. With some help from Acquisitions in cleaning up some old items, our backlog is now under 30 items! Isabel, Connie, and Lauren have been diligent in keeping new items flowing through cataloging. They have also had some time to work on recataloging projects. Lauren has helped create the Dungeons and Dragons J Series; recatalog Classic Starts, firefighters, spices, and calligraphy; remove some hyphens from Cutters; added check contents notes to items with discs that were missing notes, and made the notes more consistent; and has begun investigating authors and titles that may have been split into different collections. Connie has recataloged books on menopause, the Rise of Dragons series, vegan Christmas books, Goosebumps Playaways, Corduroy books, and Studio Ghibli movies; created a Jurassic Park/World J Series, Despicable Me series, and Minions series; and updated Minecraft graphic novel call labels. Additionally, I cataloged 7 new items for Studio 300, 1 new doll, and 6 new doll outfits, the latter two requiring 7 original bib records.

From Bini Issac, Acquisitions Supervisor

This month, I did a zoom meet for setting up API ordering for vendor, Baker and Taylor. After initial glitches, a cart was sent successfully, but still to work on some more factors. I attended the Leading and Supporting Neurodivergent employee webinar. Did staff safety training which was run by the Facility department. Attended the zoom meet for Technical Services Networking Group. I wrote an ordering procedure for vendor Libraria (previously known as Children Plus Inc). I also worked with them to avoid doing the existing marc edit step to convert FPLD to FOUT before sending Outreach carts (was a step for their previous website) tested it out and we were successful. I placed a first-time order through the video game vendor, Thomas Klise/Crimson Multimedia. Though I had the account set up last year, I had never placed an order with them.

From Isabel Schauer, Cataloger

As usual I focused on the "dated" and new items. I was also able to create records for some of the fiction and Spanish fiction backlog. Additionally, I was trained on how to catalog the picture book collection. I will now be able to provide back up or assistance when Chris is out of the office. I ended the month with a total of 64 original records.

From Christine Jason, Interlibrary Loan Specialist

After more than a year, the patron who requests extremely scholarly articles on physics reached out with some new requests. One appeared to be an article from the Journal of Experimental and Theoretical Physics (USSR), however I could only find locations overseas. If I looked for Journal of Experimental and Theoretical Physics or JTEP letters (held in the US), there were no holdings as far back as the patron requested, 1944. I reached out to the patron and unfortunately they only wanted the 1944 Russian article. I tried using google and was able to find it cited but nothing full text. This month I celebrated 30 years here at Fountaindale and the time has flown. I have enjoyed my time here which is why I have been here for so long. I appreciate my co-workers and I really enjoy what I do. ILL can be a puzzle and I find it always interesting to "solve" a puzzle.

Circulation Statistics

Circulation by Branch

Branch	2023	2024	Change	% Change
Building	42945	42203	-742	-1.73%
Outreach	3190	3180	-10	-0.31%
Studio	1509	1538	29	1.92%
Digital	10687	12807	2120	19.84%
Totals	58331	59728	1397	2.39%

*Outside Lockers included in Building circ stats; BRAC Lockers included in Outreach circ stats

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2002	vs.	DVD	5414
CD Audiobook	267	vs.	Playaway Audiobook	442
Vinyl Record	220	vs.	Music CD	696

Special Collections

Collection	Circs
Backpacks	160
Bluetooth Transmitters	4
Boomboxes	4
Dolls	165
Hotspots	68
Laptops	152
Lucky Day	858
Portable CD Players	8
Portable Record Players	31
Rokus	34
STEAMboxes	118
Tween Book Boxes	9
Vinyl Records & Cases	252

Physical Collection Circulation

**Sorted alphabetically by collection*

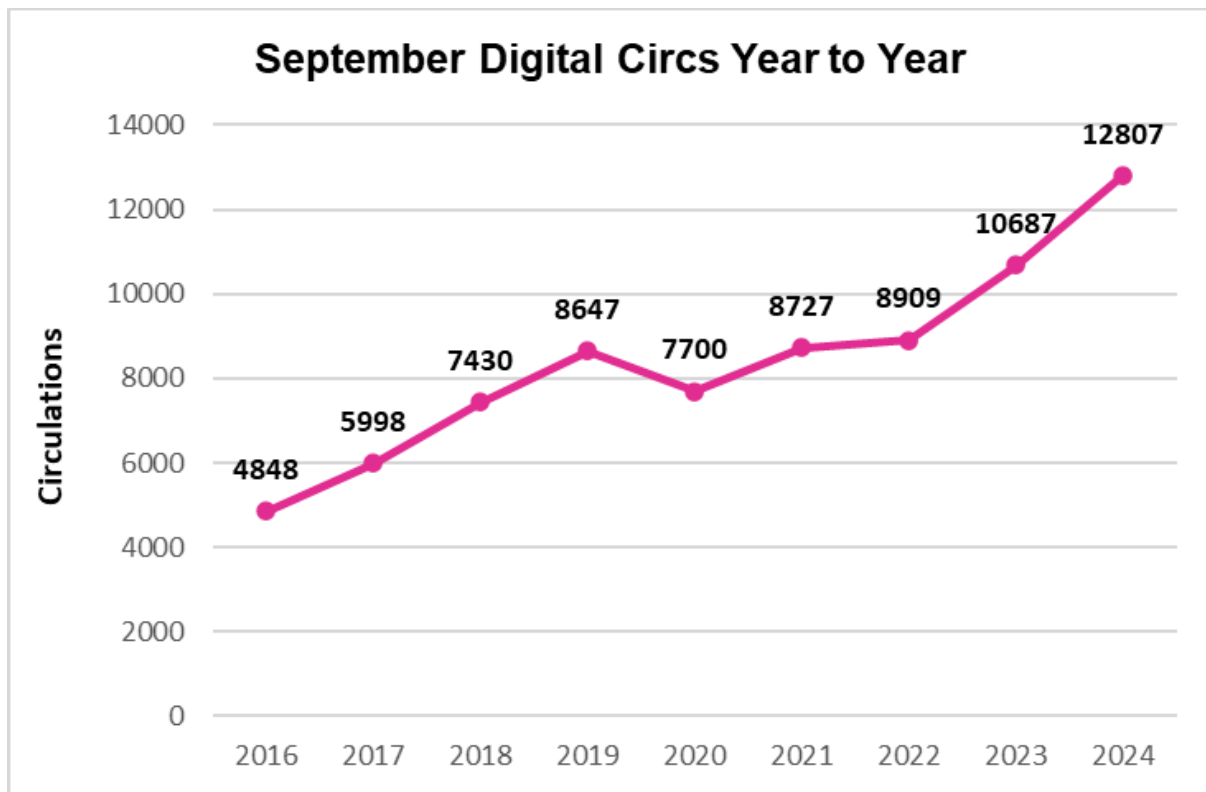
Collection	Sep 2023 Circs	Sep 2024 Circs	Change	% Change
Adult Audiobooks	284	298	14	5%
Adult Fiction	4648	4552	-96	-2%
Adult Graphic Novels	448	517	69	15%
Adult Nonfiction	4280	3776	-504	-12%
Adult Video Games	460	400	-60	-13%
Beginning Readers	1896	2299	403	21%
Interlibrary Loan	278	223	-55	-20%
Juvenile Audiobooks	832	986	154	19%
Juvenile Fiction	3404	2924	-480	-14%
Juvenile Graphic Novels	2262	2499	237	10%
Juvenile Kits	227	330	103	45%

Juvenile Movies & TV	1813	1996	183	10%
Juvenile Nonfiction	2948	2611	-337	-11%
Juvenile Technology & Equipment	261	318	57	22%
Juvenile Video Games	886	884	-2	0%
Large Print	858	872	14	2%
Local Authors	11	13	2	18%
Magazines	446	460	14	3%
Movies & TV	6107	5389	-718	-12%
Music	943	914	-29	-3%
On-the-Fly	24	9	-15	-63%
Picture Books	9158	9488	330	4%
Studio 300	1509	1532	23	2%
Technology & Equipment	553	590	37	7%
World Languages Adult	163	169	6	4%
World Languages Juvenile	439	487	48	11%
World Languages Young Adult	1	12	11	1100%
Young Adult Audiobooks	21	22	1	5%
Young Adult Fiction	814	773	-41	-5%
Young Adult Graphic Novels	839	828	-11	-1%
Young Adult Kits	11	4	-7	-64%
Young Adult Nonfiction	155	128	-27	-17%
Young Adult Technology & Equipment	1	7	6	600%
Young Adult Video Games	664	611	-53	-8%
Totals	47644	46921	-723	-1.5%

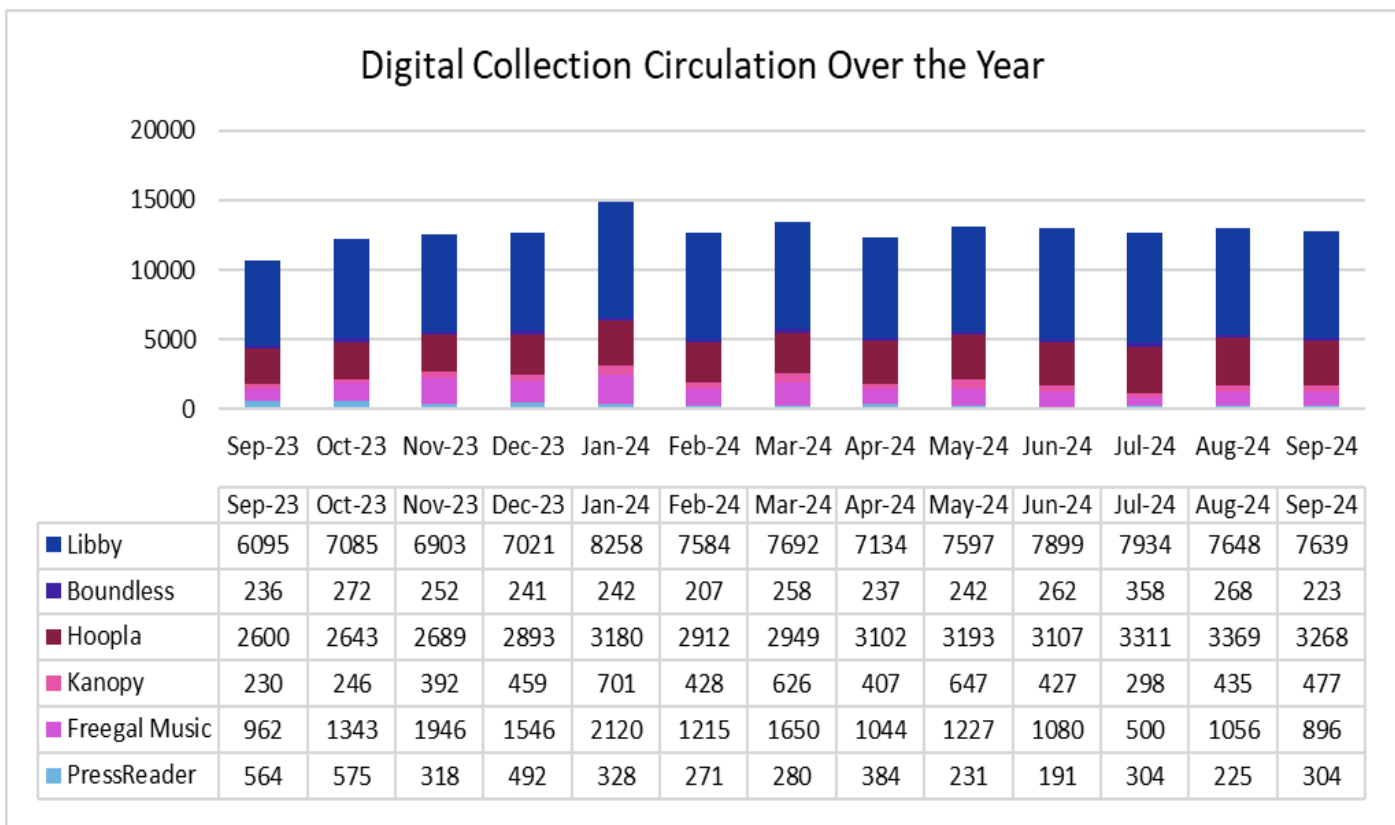
Digital Collection Usage

**Sorted by positive circulation change*

Digital Platform	Sep 2023	Sep 2024	Change	% Changed
Libby	6095	7639	1544	25.33%
Hoopla	2600	3268	668	25.69%
Kanopy	230	477	247	107.39%
Boundless	236	223	-13	-5.51%
Freegal	962	896	-66	-6.86%
PressReader	564	304	-260	-46.10%
Totals	10687	12807	2120	19.84%



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



Digital Content Fast Facts - September 2024

Libby by OverDrive

- There were 8,404 active Pinnacle patrons in the month. Of those, Fountaindale had 1,518 active patrons, 95 of which are new users.
- During the month, PLC yielded 42,910 total checkouts; of those, 7,639 circs were from Fountaindale patrons.
- Checkouts by Format: eBooks: 40.6%, Audio: 45.4%, eMagazines: 14.0%
- Checkouts by Audience: Adults: 89.7%; Young Adults: 6.5%; Juvenile: 3.8%

Boundless (Previously Axis 360)

- There were 120 active patrons for the month, 19 of which are new users
- During the month, there were 97 eBook circs and 126 eAudio circs
- Checkouts by Format: eBooks: 43%; eAudio: 57%

Hoopla

- There were 3,268 circs borrowed by 661 patrons
- There were 661 active patrons, 43 of which are new users
- Audiobooks were the most borrowed format, accounting for 55% of all circs, followed by eBooks with 28%, Movies/TV with 14% and Music with 3%.
- The top trending titles were Death Note: Season 1 on Television and History of England From the Tudors to the Stuarts on Television.

Kanopy

- Patrons played 477 video plays
- There were 61 active patrons
- The most popular videos were Big Words, Small Stories and The Melt Goes on Forever: The Art & Times of David Hammons.

Freegal

- This month yielded 765 songs streamed and 131 songs downloaded
- There were 19 active patrons streaming and 11 patrons downloading
- Top streaming music genres: Pop, Rock, Metal
- Top downloaded music genres: Pop, Electronic, Rock

Department Statistics

Physical Items Added and Withdrawn

Physical Items	Sep 2024 Added	Sep 2024 Withdrawn
Adult Audiobooks	17	111
Adult Fiction	629	655
Adult Graphic Novels	21	0
Adult Nonfiction	469	607
Adult Video Games	9	0
Beginning Readers	47	2
Juvenile Audiobooks	52	1
Juvenile Fiction	538	729
Juvenile Graphic Novels	143	121
Juvenile Kits	6	0
Juvenile Movies & TV	107	23
Juvenile Nonfiction	233	305
Juvenile Technology & Equipment	15	2
Juvenile Video Games	18	2
Large Print	47	39
Local History & Genealogy	3	0
Magazines	258	10
Movies & TV	160	499
Music	56	0
Picture Books	333	52
Studio 300	7	0
Technology & Equipment	4	4
World Languages Adult	42	141
World Languages Juvenile	93	76
World Languages Young Adult	4	28
Young Adult Audiobooks	4	0
Young Adult Fiction	148	170
Young Adult Graphic Novels	27	2
Young Adult Nonfiction	31	0
Young Adult Video Games	21	0
Totals	3542	3579

Cataloging

- Items Cataloged and made available: 3,542
- Original bibliographic records created: 80
- Magazines & Newspapers processed: 258

Acquisitions & Processing

- Purchase Orders created: 169
- Invoices Paid: 239
- Boxes Received and Opened: 266
- Items Repaired: 254

Interlibrary Loan

260	Items Received for our patrons <ul style="list-style-type: none">● 191 items from IL libraries● 69 items from out of state libraries
215	Items Sent out to other libraries <ul style="list-style-type: none">● 100 to IL libraries● 115 to out of state libraries● 0 ALA
344	Items requested by our patrons this month <ul style="list-style-type: none">● 323 submitted in OCLC● 7 items were too new to request● 8 were available in Pinnacle.● 6 outside the US only
379	Items requested by OCLC libraries this month <ul style="list-style-type: none">● 169 from IL libraries● 208 from out of state libraries● 1 outside the US● 1 ALA

Weeding & Collection Maintenance

	Adult Book	Juvenile Book	Young Adult Book	AV	Totals
Dead - Items that have not circulated in 2 years Recommendation: less than 10%	4,588 6.35%	2,641 3.20%	816 7.18%	2,388 5.33%	10,433 4.9%
Collection Check - Items that have not circulated in 4 years. Recommendation: less than 10%	210 0.3%	165 0.2%	53 0.5%	122 0.3%	550 0.3%
Grubby - Items that have circulated 75 times or more. Recommendation: less than 10%	835 1.2%	5,785 7.0%	254 2.2%	8,285 18.5%	15,159 7.2%
DOA - Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.	5,432 34.8%	3,646 30.1%	1,008 47.1%	992 19.1%	11,078 31.6%
Turnover Rate 10/1/2023 - 9/30/2024	2.45	3.49	2.38	3.73	3.12

Display Circs

1st Floor:

Lobby Tree: Patriot Day - 16
 Lobby Tree: Staff Picks - 24
 Lobby Cart: Ordinary People - 8
 Lobby Cart: Pirate Treasure Awaits - 10
 Lobby Cart: Hispanic Heritage - 59
 Lobby Cart: Books and the Readers Who Love Them - 16
 (only up 1 and ½ weeks)
 Lobby Cart: Weekend Warriors - 72

2nd Floor

2nd floor cart: Musicals - 23
 2nd floor cart: Hispanic Heritage Month - 126

3rd Floor

Self-Check: Planets/Space - 15
 3rd Floor Desk Table: Change - 4
 3rd Floor Desk Table: Hispanic Heritage Month - 4
 3rd Floor Cart: A Day In the Life - 10
 3rd Floor Cart: Hello Fall - 23
 3rd Floor Cart: Cooking Up a Storm - 28
 3rd Floor Cart: Weathering the Storm - 2
 3rd Floor Cart: Banned Books - 7

Children's and Teens

1000 Books Before Kindergarten - 133
 Back to School - 27
 Cryptids and Real Life Mysteries - 4
 CSD Staff Picks - 49
 CSD Need a Series - 9
 Fall Leaves - 263
 Grandparents - 24
 Halloween - 107
 Hispanic Heritage - 54
 Libraries - 46
 Step into Reading - 124
 Summer Scares - 2
 World Languages - 4
 Trains - 8
 Voting and Elections - 5
 Teen Book Bundles - 9
 Teen Reads - 17
 Teen Vortex Display - 2
 Teen Pop - 47
 YA Create - 10

Children's and Teens AV

Anime Movies - 62
 Pirates vs. Ninjas - 3
 Hispanic Heroes - 10

Children's Displays



Lobby Displays



AV Displays



Communications (Melissa Bradley)

Highlights

- Our Google Ads had 41,260 impressions and 4,272 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 20,856 impressions; 2,265 clicks
 - Digital Media: 9,906 impressions; 827 clicks
 - LinkedIn Learning: 3,053 impressions; 221 clicks
- We auto-renewed 254 library cards with Patron Point.
- We scheduled, wrote/edited and published 15 blog posts.
- Sabrina serves on the committee for strategic plan objective 3.2: Identify and remove barriers to access and explore additional services to increase community engagement.
- Melissa and Steven serve on the committee for strategic plan objective 2.3: Investigate additional tools that use direct marketing to connect patrons to resources based on their interests.
- Melissa and Steven created document accessibility guidelines and a template for staff to use when creating future documents so they are ADA-compliant.
- Melissa and Sabrina helped Children's Services launch the 1,000 Books Before Kindergarten redesign and to finalize the cards and reading log for season one of Reading Dragons & Friends, which launches on November 1.
- Steven created the Great Reading Race online logging portal in READSquared. Melissa secured Crumbl Cookie, Andy's Frozen Custard, Portillo's and Papa John's as GRR sponsors.
- Steven began posting our Staff Pick Sunday and Teen Book Bites Instagram & TikTok videos as [YouTube Shorts](#).
- Melissa, Steven, Nancy and Jake did a thorough test/review of our new app.
- Steven went through our Summer Adventure survey results and compiled and presented a comprehensive report for the Summer Adventure committee.
- Melissa and Sabrina created several bookmarks and promotional materials for Aysha's Book Readers Bash. The event had 24 attendees, and the materials were well received.
- Melissa attended the ILA Marketing Forum board meeting and ILA's "Develop a Plan for Increased Community Engagement" event. She also took LIRA's "Copyright Protections and Artificial Intelligence" webinar.

- Melissa and Steven updated the birthday email to inform cardholders that they can stop in to pick up a free birthday gift from us. Adults and teens will receive a bookmark, sticker, chip clip, and magnet. Children will receive a bookmark, sticker, and mini coloring book with crayons.
- Facilities purchased new book drops for Ashbury's and First Presbyterian Church. Melissa hired a new company to wrap them so they match the one in our parking lot.



- Sabrina created a new selfie finisher frame for 1,000 Books Before Kindergarten. She also made several TV slides for Outreach and ads for Theatre-on-the-Hill's fall performances. She finalized the Reading Dragons & Friends reading log, designed the Star Wars Celebration elevator wraps and began working on the winter issue of *The Fountain*.



Media

- [The Patch](#) and [Herald-News](#) mentioned us as a Harvest Week food donation drop-off site.
- [The Patch](#) included us as a voting site in their Bolingbrook Election Guide coverage.
- [The Patch](#) covered our Retirement Success event.

Social Media Metrics

Facebook Metrics

- 13 new followers
- 589 page views
- 40,759 people viewed our content (reach)
- 1,811 engagements (likes, clicks, shares & comments)

Instagram Metrics

- 14 new followers
- 352 post engagements (likes & comments)
- 5,556 people viewed our content (reach)
- 6,713 reels views

TikTok Metrics

- 17 new followers
- 701 post engagements (likes, comments & shares)
- 9,413 views

YouTube

- 4 videos & 5 shorts published
- 19 new subscribers (1,639 total)
- 7,188 views
- 286.1 hours of watch time
- 53,397 impressions (video thumbnails shown to viewers)

Email Marketing Metrics

MailChimp Blogs:

- 3,426 subscribers
- Average open rate: 45.59% (industry average is 21.33%)
- Average click rate: 1.84% (industry average is 2.62%)

Patron Point:

- Average open rate: 62% (industry average is 21.33%)
- Average click rate: 13.18% (industry average is 2.62%)

Finance (Jennie Nguyen)

Highlights

ILA and Amazon Business Partnership

I had attended a webinar hosted by ILA in which they had discussed their partnership with Amazon Business to provide institutional membership libraries a way to reduce costs on what many libraries are currently purchasing. Under the new program, Amazon Business was offering free Amazon Business Prime membership to all Illinois Public Libraries that are current ILA Institutional members. The Library currently has an Amazon Business account. Under this partnership, this option would provide Finance and Collection purchase opportunities with cost savings and timely deliveries to fit the needs of the Library. ILA will access this program in the upcoming months to determine if this program will continue to fit the needs of its members.

BS&A Report Accessibility

I had reached out to our accounting software provider, BS&A Software, to obtain information regarding the different report format options available which would meet the needs of the Library's accessibility requirements. I am currently working with them to provide the information on the different reporting templates the Library is currently using. This will help determine which reports can be customized and what reports are system created which can not be adjusted.

Identity Protection Policy

Allyse and I had attended a meeting with Elena Flores, Nancy Korczak and Paul Mills to review the current Identity Protection Policy and how it currently applies to the several procedures utilized within each of our departments and payment processing. Several areas which include program contracts, W9s and information accessibility within the BS&A software were discussed along with the onboarding process. I have reached out to BS&A software company to determine the necessary steps that need to be taken to apply stricter privileges to each of the users viewing options. It has been determined that the restrictions need to be a customized privilege due since there are currently no options to restrict access to one field of the module.

Unclaimed Properties Reporting

Finance is currently working with the Circulation Department to compile data of patron credits in order to send a letter of credit notification. All unclaimed funds over 3 years must be reported and sent to the State as unclaimed properties. The credit amounts are removed from the patron's account. Once the funds have been sent to the State, the patrons must submit their claims with the State.

FOIA Requests

The Library had received six FOIA (Freedom of Information Act) requests for the month of September 2024.

Human Resources (Elena Flores)

Staffing and Recruitment

- Departures:
 - Andreea Dobrescu - Children's Services Specialist - 9/4
 - Katie Long Piper - Studio Services Specialist - 9/5
 - Alison Pfaff - Adult and Teen Services Specialist - 9/7
 - Mya Scott - Security / Customer Service - 9/9

- New Hires:
 - Melissa Georges - Children's Services Specialist - 9/17

- Open Positions:
 - Security/Customer Service - Accepting applications
 - Children's Services Specialist - Accepting applications
 - Accounts Payable Coordinator - Accepting applications
 - Facilities Technician - Accepting applications
 - Adult and Teen Services Specialist - Candidate selected
 - Studio Services Specialist - Candidate selected
 - Human Resources Specialist - Candidate selected

- Human Resources Specialist:
 - Along with the Executive Director, interviews were held for the open Human Resources Specialist position. A candidate has been selected with a start date of October 21.

Information Technology (John Matysek)

During the month of September, 68 new help desk tickets were created by FPLD staff, and 64 new or existing tickets were solved by IT staff.

Met with potential vendor Arcoa Recycling to discuss how they might be able to help the library dispose of older, replaced network appliances.

Worked with vendor TDI Vertical to implement multiple configuration changes to the library's wireless network configuration that were recommended as a result of the recently completed wireless survey.

Met with vendor Konica Minolta for a post implementation discussion of how the recent replacement of all multi-function devices (MFD) was accomplished and to go over any outstanding issues.

Met with vendor Titanium to discuss the proposed documentation for the completed library phone system upgrade project, and specifically, the deficiencies therein that need to be addressed.

Configured and deployed a replacement cell phone for the IT Manager.

Met with vendor Peerless multiple times to discuss the difficulties in having several phone lines transferred out (ported) to a new source.

Met with vendor Today's Business Solutions (TBS) to discuss options for a staff override capability on the library's lobby SimpleScan station, and what would be involved in implementing a patron self service guest pass station in the 2nd floor computer commons.

Met with vendor TDI Vertical to discuss their assistance in reviewing the system phone server configuration for the new Cisco wireless handsets for staff usage, and the configuration of the handsets themselves.

Fountaindale Public Library

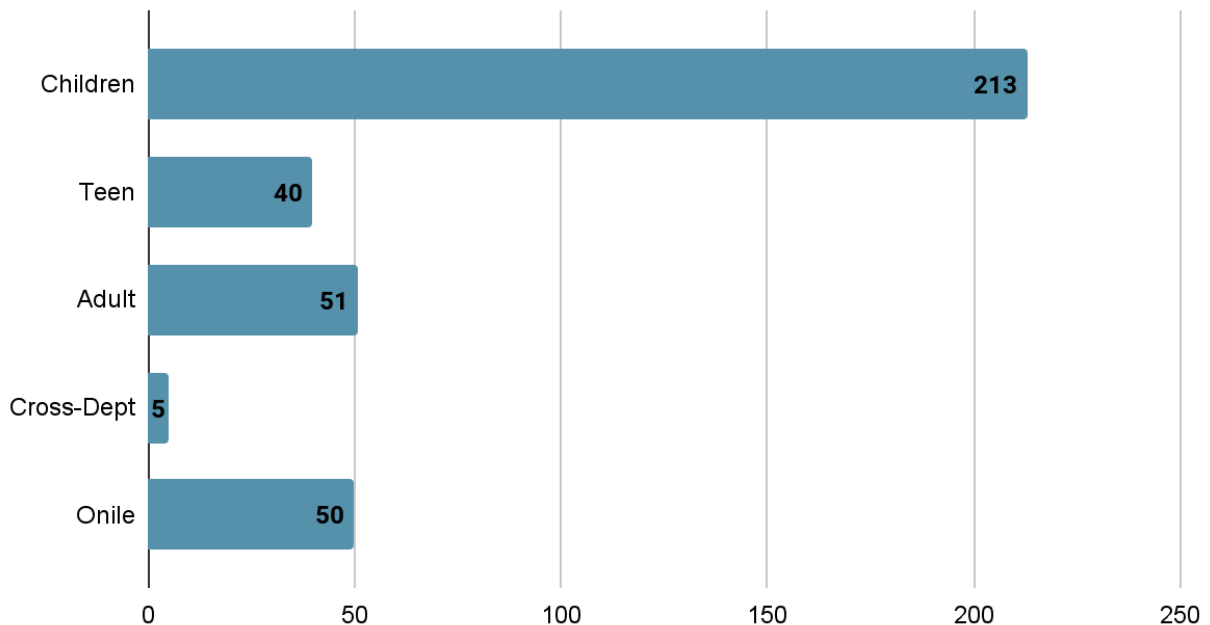
September 2024 Statistics

Membership

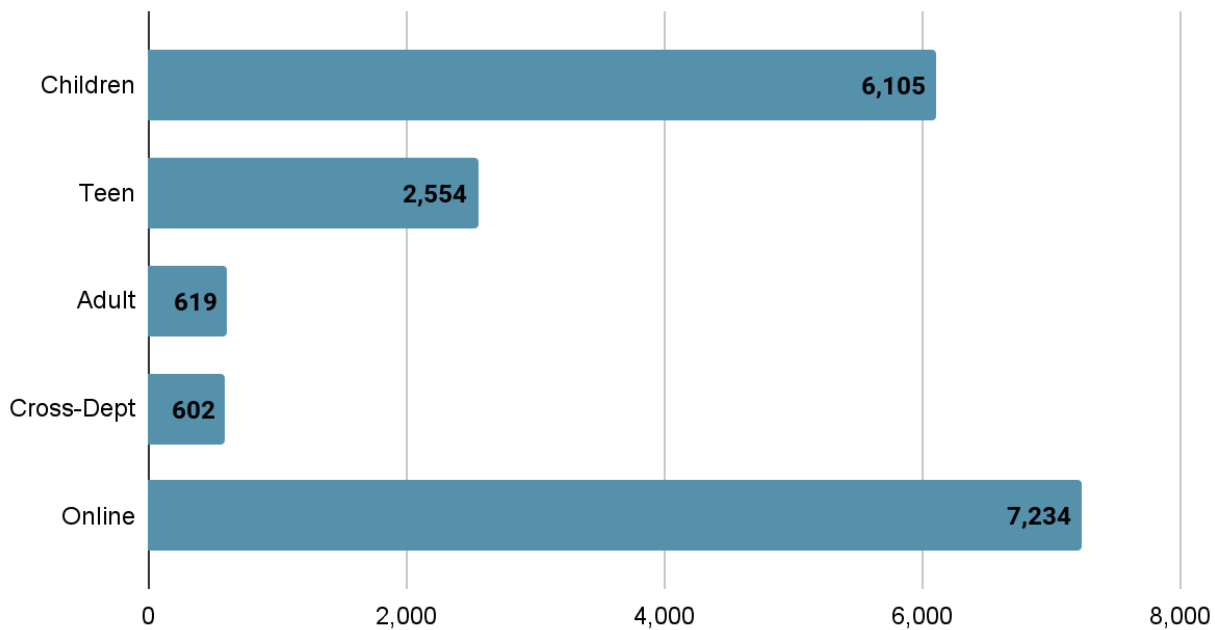
- Active Cardholders: 34,099
- New Cardholders: 305

Programs

359 programs offered

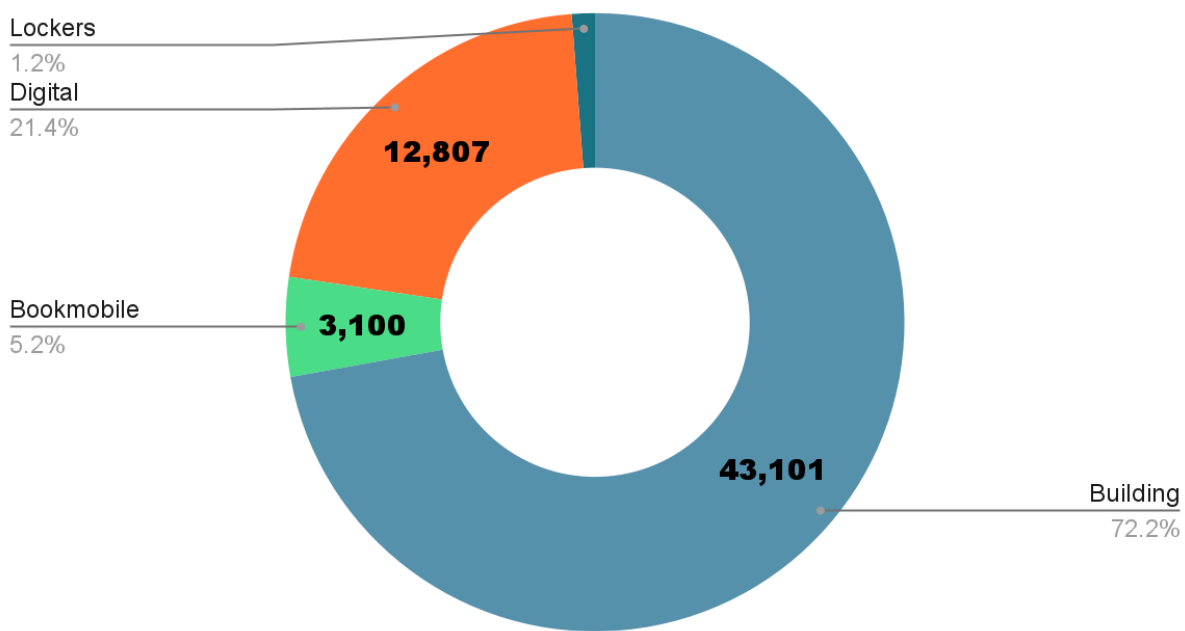


359 total program attendance



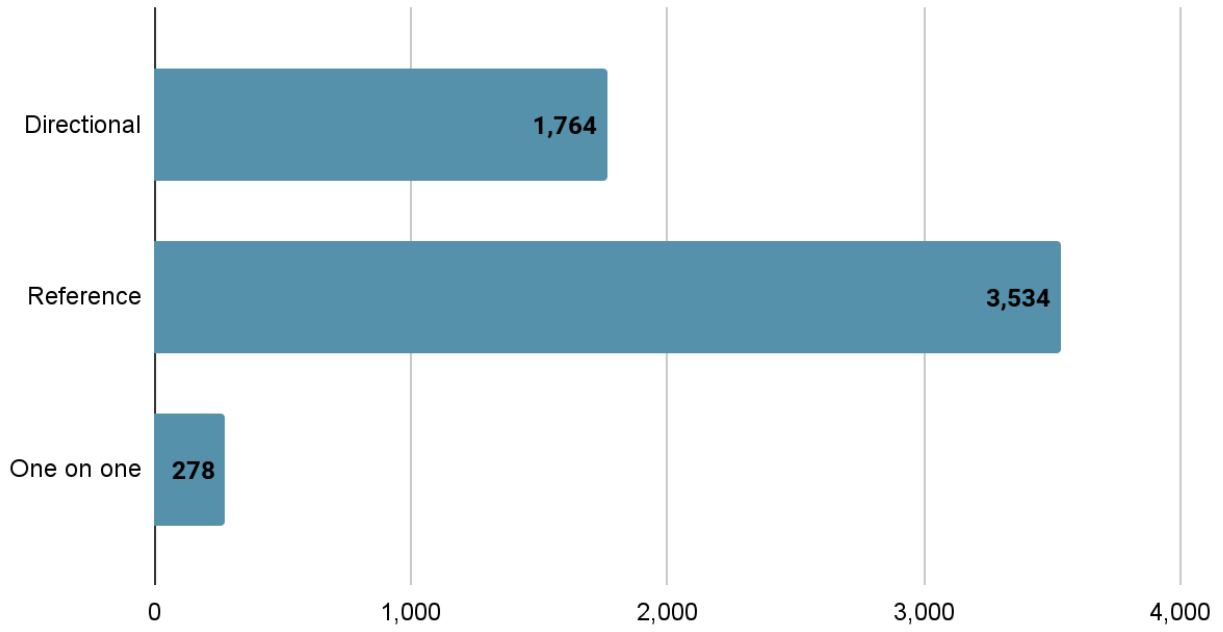
Circulation

Total circulation: 59,728



Reference

Reference questions



- Total physical items owned: 220,459
- New physical items added: 3,542
- Interlibrary loans received: 260
- Interlibrary loans sent: 215

Spaces

Total library visits:

Meeting room usage	Study room usage	Studio room usage
56	582	214

Technology

Wireless sessions	Computer usage	Website visits
18,873	2,795	34,455

Social Media

Facebook likes	Instagram followers	TikTok followers
5,948	1,971	1,126

Comparison

Comparison	This year	Last year	% change
Circulation	59,729	58,331	2.39%
Visitors	55,439	23,197	9.67%
Cardholders	34,099	32,219	5.84%
Room bookings	852	700	21.71%
Reference questions	3,534	3,184	10.99%
Computer usage	2,795	2,507	11.49%
wi-fi	18,873	20,844	-9.46%
programs	17,114	15,404	11.10%