

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

June 18, 2020 | 7 p.m.

300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and

Zoom Online Meeting

<https://us02web.zoom.us/j/88323389672>

Phone Number 1 312 626 6799 Webinar ID: 883 2338 9672

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually. Public comment may be emailed to Executive Director Paul Mills (pmills@fountaindale.org) at least two hours prior to the scheduled meeting. Said email will be read by a representative of the Board at said meeting or otherwise placed into the record.

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – May 21, 2020
 - b. Executive Session – May 21, 2020
5. Employee Recognition
 - a. John Matysek – 10 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Permanent Polling Place Agreements with Will County
 - b. Approval of Updated Salary Structure for Fiscal Year 2021
 - c. Approval of Working Budget for Fiscal Year 2021
 - d. Approval of Revised Absence Due to Illness/Sick Section for Employee Handbook
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – June, 2020
 - b. Bills Payable Report – June, 2020
13. Director's Report – June, 2020
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

For further information regarding this meeting agenda, please contact:
Paul Mills, Executive Director | Fountaindale Public Library District
(630) 685-4157 | pmills@fountaindale.org

June 2020 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Permanent Polling Place Agreements with Will County

I spoke with the Will County Clerk's Office regarding a new requirement that they must meet. The legislature passed a law that extends the hours that an early voting place must be open. This law features hours that extend both before and after our usual opening hours.

Specifically, an early voting site must now be open from

8:30 AM to 7:00 PM Monday through Friday for the two weeks prior to the election

9:00 AM to 5:00 PM on Saturdays for the two weeks prior to the election

9:00 AM to 5:00 PM on Sundays for the two weeks prior to the election

The times that are outside of our normal hours are

8:30 AM to 9:00 AM Monday through Friday

6:00 PM to 7:00 PM Friday

9:00 AM to 12:00 PM Sunday

I have been communicating with Will County about providing compensation for the additional costs that would be incurred. I have included the original draft agreement that Will County has provided regarding the revised hours.

I did speak with Will County and they do plan to attend the Board Meeting to answer any questions the Board may have. Will County has agreed to pay for additional staffing costs we would incur with the additional hours if the Board approves the agreement. Will County will also be sending along a proposed agreement to formalize that they would pay for the additional staffing costs. Once I receive it, I will review it with our attorney.

Suggested Motion: Motion to approve Permanent Polling Place Agreements with Will County.

b. Approval of Updated Salary Structure for Fiscal Year 2021

Please see the memo include in the Board Packet for information regarding this recommendation.

Suggested Motion: Motion to approve the salary structure for Fiscal Year 2021 with implementation to be effective as of July 1, 2020.

c. Approval of Working Budget for Fiscal Year 2021

Please see the memo included in the Board Packet for information regarding the proposed Working Budget for Fiscal Year 2021.

Suggested Motion: Motion to approve the Working Budget for Fiscal Year 2021.

d. Approval of Absence Due to Illness/Sick Section for the Employee Handbook

The Illinois Healthy Workplace Act (HWA) provides a minimum time-off standard of 5 paid sick days (40 hours), or the pro-rata number of sick days/hours, within 12 months for all employees. Though the District does provide sick leave already, it was determined that the District's current Absence Due to Illness/Sick policy needed to be amended in several areas in order to meet these new requirements.

Here are the key changes to the revised section

1. Sick leave is granted to a part-time employee on their hire date and annually thereafter on his or her anniversary date. Previously there was a delay for part-time employees.
2. The reasons an employee can request this sick leave have been updated.
3. If the need for sick leave is unforeseeable, the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.
4. Referenced that an employee may have additional leave available to them under the Victims' Economic Security and Safety Act (VESSA) policy.
5. The District prohibits retaliation against employees for the use of the right of paid sick time.
6. Aggrieved Employees may file a claim under the Illinois Healthy Workplace Act with the Illinois Department of Labor or a lawsuit in an appropriate state circuit court. Previously the requirement was that a claim must be filed with the Illinois Department of Labor first.
7. Finally, it is my recommendation that we increase the amount of sick time that part-time staff receive to the equivalent of two weeks so that they can stay at home when sick and not worry about missing a paycheck.

Our attorney has reviewed this draft and it was edited accordingly.

Suggested Motion: Motion to repeal the existing Absence Due to Illness/Sick Section in the Employee Handbook and to approve the revised Absence Due to Illness/Sick Section for the Employee Handbook.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD MAY 21, 2020
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, May 21, 2020 at 7 p.m.

Pursuant to Governor Pritzker Executive Order 2020-07 which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, some of the Fountaindale Trustees participated in the meeting through a video and audio access using the virtual meeting platform, Zoom.

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Margaret (Peggy) Danhof.

ROLL CALL

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

PRESENT

Present at roll call were Steven Prodehl, Kathryn Spindel, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

Ruth Newell was present online via Zoom.

ABSENT

Trustee Robert Kalnicky.

Trustee Kalnicky had a family emergency that prevented his attendance.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Korczak and Jose Robles.

Jeffrey Fisher, Melissa Bradley, Debra Schroeder, Rosemary Bauer, Joyce Arellano, Melisa Martinez, Dan Mekeel, Jennifer Fredrick, Susan Ford, Sabrina Smallwood, Steven Ford, Tasos Priovolos and Harris Khan were present online via Zoom.

PUBLIC PRESENT

The following public was present: Jennie Mills.

Jody Hargett, Kimberly and Guest were present online via Zoom.

AGENDA APPROVAL

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

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

MINUTES OF THE BOARD MEETING – April 16, 2020

The minutes of the board meeting held April 16, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

EMPLOYEE RECOGNITION

President Danhof recognized Melissa Bradley, Communications Manager for her five years of service and virtually presented her with a certificate and keychain. Danhof also recognized Debra Schroder, Children's Services Specialist for her five years of service and virtually presented her with a certificate and keychain.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett was unable to communicate via Zoom during the meeting and could not give an update.

NEW BUSINESS

Approval of Health Insurance for Fiscal Year 2020/2021

A motion to approve funding the allocation for health insurance for Fiscal Year 2020/2021 at \$6,700 per eligible employee for those employees selecting health insurance and to fund the allocation of \$500 for those employees who do not select insurance was made by Newell, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

Approval of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

The Family Medical Leave Act Leave Expansion and Emergency Paid Sick Leave Policy is a time specific policy which will begin April 1, 2020 and end December 31, 2020. The policy is for leave requests due to COVID-19 and does not replace district policies that pertain to other non-FFCRA leaves of absences.

A motion to approve the Family Medical Leave Act (FMLA) Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 was made by Newell, seconded by Bermejo.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

Approval of Resolution 2020-2 – Resolution Approving Agreement with Contractor Re Multi-Function Duplicating Devices and Services

Director Mills and IT Manager John Matysek reviewed the Multi-Function Duplicating Devices and Service request for proposals responses and recommended accepting the Konica Minolta lease proposal.

A motion to approve Resolution 2020-2 – Resolution approving agreement with contractor re multi-function duplicating devices and services was made by Prodehl, seconded by Valencia.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

Approval of Quote for New MacBook Pro Laptops for Studio 300

The Apple Store quote of \$70,488 is for 18 new MacBook Pro Laptops to replace the current desktops and laptops in Studio 300.

A motion to approve the quote for New MacBook Pro laptops for Studio 300 was made by Newell, seconded by Valencia.

AYES:	Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES:	None
ABSENT:	Kalnicky

Approval of ITsavvy LLC Proposal for Computer Request for Proposals

Director Mills and IT Manager John Matysek also reviewed the staff computer request for proposals responses and recommended accepting ITsavvy LLC proposal for laptops and accessories. This quote is for \$30,051.40.

The desktop replacement will be deferred until a later time.

A motion to approve the ITsavvy LLC proposal for computer requests for proposals was made by Bermejo, seconded by Spindel.

AYES:	Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES:	None
ABSENT:	Kalnicky

LIBRARY PROJECTS

Executive Director Mills reports that any library projects have been deferred to a later time. Efforts are instead being concentrated on making modifications to prepare the library for a physical re-opening.

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report as of April 30, 2020 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – Post April, 2020

Bills paid for the month of post April in the amount of \$17,693.03 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

Bills Paid Report – May, 2020

Bills paid for the month of May in the amount of \$64,770.66 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

Bills Payable Report – May, 2020

Bills payable for the month of May in the amount of \$203,847.72 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

DIRECTOR'S REPORT – May, 2020

Executive Director Mills commented that while the report is very long, he felt it was important to highlight all the work that staff have completed in April. Our virtual program attendance numbers have been very strong.

Mills reported that the library began patron drive-thru services on Monday, May 4. Fountaindale was one of two libraries to begin such services on May 4. The drive-thru hours expanded on Monday, May 18 to Monday-Thursday: noon – 9 p.m. and Friday-Saturday: noon – 6 p.m. Beginning in June, the drive-thru open hours will resume to their normal 72 hours per week.

RAILS delivery is still on hold so Fountaindale and Shorewood-Troy Public Libraries are currently sharing materials.

Mills and the management team have revised the reopening plan to mirror the State of Illinois' 5 Phase Plan.

Mills and Deputy Director Korczak have met with the Bolingbrook Park District to brainstorm ideas for this year's Ice Cream Social.

Mills complimented Deputy Director Korczak for all her work during this time.

Trustee Valencia asked how many staff are physically working in the library. Mills responded that it varies by department and every department is in the library at least one day a week.

Trustee Newell commented that patrons have said great things about the extended Wi-Fi in the parking lot. President Danhof agreed about the Wi-Fi. She also asked what is happening with Summer Adventure. Mills replied that Summer Adventure is moving forward though we will not have an in-person kickoff event this year.

Mills reported that this week the Outreach Department has begun collecting materials from the First Presbyterian Church of DuPage bookdrop and the Ashbury's bookdrop. Contactless delivery for homebound patrons will also resume this week.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Mills reported that he was the moderator for the *Everything Library Trustees Need to Know During COVID-19* Webinar. Over 750 people attended the webinar.

President Danhof shared the schedule for the virtual American Library Association Annual Conference. Danhof reported that the Illinois Library Association has canceled their Annual Conference scheduled for October 2020.

Trustee Newell shared that the Coretta Scott King Book Award winners and other winners will be accepting their awards virtually.

EXECUTIVE SESSION

A motion was made by Spindel, seconded by Valencia, to enter Executive Session at 8:10 p.m. for Personnel 5 ILCS 120/2 (c) (1).

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

A motion was made by Spindel, seconded by Bermejo, to return to Open Session at 8:36 p.m.

OPEN SESSION

APPROVAL OF EXECUTIVE DIRECTOR COMPENSATION ADJUSTMENT

President Danhof commented that in light of current circumstances, the Board opted to not give Executive Director Mills a salary increase. Trustee Spindel thanked Mills for all his hard work and noted how much the Board appreciated him.

A motion to approve a 0% increase and with paid time off to remain the same per policy for Executive Director Paul Mills was made by Spindel, seconded by Bermejo.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof
NAYES: None
ABSENT: Kalnicky

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:47 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President



PERMANENT POLLING PLACE AGREEMENT
General Election – November 3, 2020

Location: Fountaindale Public Library, 300 W Briarcliff Rd, Bolingbrook, IL 60440

Current and Future Elections Room Reservation & Important Dates:

Year	Room Reservation	Dates	Election Name	Equipment Delivery	Equipment Pickup
2020	Meeting Room B	Feb 26, 2020 – Mar 17, 2020	General Primary Election	2/26/2020	3/17/2020
2020	Meeting Room A	Oct 14, 2020 – Nov 3, 2020	General Election	10/14/2020	11/3/2020
2021	Meeting Room B	Mar 22, 2021 – Apr 5, 2021	Consolidated Election	3/17/2021	4/5/2021
2022	Meeting Room B	Feb 23, 2022 – Mar 16, 2022	General Primary Election	2/23/2022	3/16/2022
2022	Meeting Room A	Oct 12, 2022 – Nov 2, 2022	General Election	10/12/2022	11/1/2022

Fountaindale Public Library's Early & Grace Period Voting Dates and Hours:

Monday – Friday, October 19 – 23, 2020	8:30 a.m. to 7:00 p.m.
Saturday, October 24, 2020	9:00 a.m. to 5:00 p.m.
Sunday, October 25, 2020	9:00 a.m. to 5:00 p.m.
Monday – Friday, October 26 – October 30, 2020	8:30 a.m. to 7:00 p.m.
Saturday, October 31, 2020	9:00 a.m. to 5:00 p.m.
Sunday, November 1, 2020	9:00 a.m. to 5:00 p.m.
Monday, November 2, 2020	8:30 a.m. to 7:00 p.m.

The Will County Clerk Office will be responsible for the following:

- Delivery of Election equipment and supplies on Wednesday, October 14, 2020.
- Set up of room, booths, signs, and equipment on Thursday, October 15, 2020 between 9:00 – Noon.
- Provide personnel to manage Election equipment and conduct Early & Grace Period Voting.
- Pick up of Election equipment and supplies on Tuesday, November 3, 2020, in the morning.

Fountaindale Public Library will be responsible for the following:

- Have a representative available during Election equipment delivery to receive the equipment and have it placed in the designated room.
- Provide 5 tables and 9 chairs available to be used for conducting Early & Grace Period Voting.
- Have your IT staff available to work with your internet provider should issues arise on the date the technician will sets up the Election equipment and during Early Voting.

IT Contact Name: ✓

Email: ✓ Cell Phone #: ✓

Internet Provider: ✓

- Critical reminders via texts and emails from the Will County Clerk's Office will be accepted by:

Alert Message 1st Contact: ✓

Email: ✓ Cell Phone #: ✓

Alert Message 2nd Contact: ✓

Email: ✓ Cell Phone #: ✓

An agreement is hereby made between the Will County Clerk and Fountaindale Public Library to conduct Early & Grace Period Voting per the above guidelines.

Signature: ✓ Date: ✓
(Clerk or Deputy Clerk)

Signature: Date:
(Lauren Staley Ferry, Will County Clerk)

Date: June 18, 2020
From: Paul D. Mills
To: Board of Trustees
Subj: Salary Structure for Fiscal Year 2021

The updated salary structure with an effective date of July 1, 2020 is attached. With the required change to the minimum wage in the State of Illinois, the District implemented a compensation plan beginning July 1, 2019, adjusting merit increases accordingly. In order to keep the Salary Structure competitive, the mid-point and maximum have been increased by 3%. No adjustment is being made to the minimum in order to eliminate compression of the structure.

There are no exempt or non-exempt employees who fall below the minimum for their position grade in the Fiscal Year 2021. There is no cost to the District for this change in the Salary Structure.

Date: June 18, 2020
From: Paul D. Mills
To: Board of Trustees
Subj: Working Budget for Fiscal Year 2021

The proposed working budget for Fiscal Year 2021 (July 1, 2020 to June 30, 2021) features several distinct departures from previous years.

I am anticipated that our revenue will be sharply decreased this fiscal year. Property taxes make up the majority of the District's revenue, but we do have other sources that will likely be all depressed this year. In particular I am anticipating minimal revenue from interest, personal property replacement tax, and the state per capita grant. I am also anticipating significantly lower revenue from sources such as charges for printing, copying, and faxing.

Our staff budget lines are based on not filling currently open and projected to be open positions and no staff increases other than the ones that will be mandated by the state of Illinois. We do have 7 staff members that will need to have their salary increased to meet the next step of Illinois' minimum wage law. We will need to evaluate the open positions and other positions that may become open during the year based on available funding and the needs of our District. In particular filling the HR Manager position will be a priority if it is financially feasible to do so.

The minimum wage increases will continue through 2025. We are OK at this point but we will need to address this in each subsequent budget year across our entire salary range. I would also recommend that we re-visit the possibility of staff wage increases later in the fiscal year if finances allow. This is both for maintaining our momentum in staying ahead of the minimum wage requirements and continuing to recognize the excellent staff that we have.

It is important to note that in previous years our staffing levels compare favorably to peer libraries in terms of population served, budget, and square footage.

Funding for staff and board travel and continuing educations has been significantly reduced. We do have funding to pay for mileage for our staff that travel in their own vehicles to provide services in our community and for other low cost continuing education opportunities. There is an increase for local mileage in anticipation of patrons who are unable to come to our library wish to utilize services through our Outreach Department. I do not see conference attendance as a possibility this year for our staff unless there are low cost virtual conference opportunities.

The Office Supplies line shows a significant increase as I am anticipating the need to purchase needed personal protective equipment throughout the year.

The Outreach Capital line will cover the remaining payments on the bookmobile and also a starter collection for the new vehicle as well. This funding would come from our General Fund Balance.

The PC Computer Equipment line will cover a needed network upgrade and also a replacement of staff computers. This funding would come from our General Fund Balance.

The Umbrella Policy line is up based on anticipated increases for this type of coverage.

Unemployment Insurance is also up based on anticipated increase from our insurance pool. Our pool has already informed us that rates will be higher but we do not know the final amounts yet.

This working budget does not anticipate us doing any of the capital building projects identified in our building plan. We can re-evaluate as the fiscal year progresses, however.

**Working Budget
Fiscal Year 2020 - 2021**

Description	2020 - 2021	2019 -2020	Difference Over/-Under	%
<i>Estimated Expenditures</i>				
Salaries	\$4,120,000.00	\$4,343,000.00	-\$223,000.00	-5.1%
Total Salaries	\$4,120,000.00	\$4,343,000.00	-\$223,000.00	-5.1%
Prof. Dev. & Training	\$12,000.00	\$38,000.00	-\$26,000.00	-68.4%
Employee Recognition	\$4,000.00	\$4,000.00	\$0.00	0.0%
Membership Dues	\$9,000.00	\$9,000.00	\$0.00	0.0%
Dues - Institutional	\$1,500.00	\$2,000.00	-\$500.00	-25.0%
Mileage & Transportation	\$25,000.00	\$24,000.00	\$1,000.00	4.2%
Room/Board / Meals	\$9,000.00	\$31,000.00	-\$22,000.00	-71.0%
Hiring and Placement	\$800.00	\$800.00	\$0.00	0.0%
Cafeteria Plan	\$390,000.00	\$395,000.00	-\$5,000.00	-1.3%
EAP	\$2,000.00	\$2,000.00	\$0.00	0.0%
Total Personnel	\$453,300.00	\$505,800.00	-\$52,500.00	-10.4%
Building Security	\$3,000.00	\$2,000.00	\$1,000.00	50.0%
Equipment Rental	\$6,000.00	\$6,000.00	\$0.00	0.0%
Equipment Maintenance	\$145,000.00	\$155,000.00	-\$10,000.00	-6.5%
Leased Equipment	\$55,000.00	\$60,000.00	-\$5,000.00	-8.3%
Bookmobile Maintenance	\$21,000.00	\$21,000.00	\$0.00	0.0%
Legal Expense - Attorney	\$60,000.00	\$55,000.00	\$5,000.00	9.1%
Legal Expense - Publication	\$2,500.00	\$2,500.00	\$0.00	0.0%
Bank Service Fees	\$6,040.00	\$5,040.00	\$1,000.00	19.8%
Payroll Service	\$18,000.00	\$18,000.00	\$0.00	0.0%
Professional Services	\$50,000.00	\$80,000.00	-\$30,000.00	-37.5%
Contractual Services - Public Relations	\$59,500.00	\$53,000.00	\$6,500.00	12.3%
Collection Services	\$5,000.00	\$6,000.00	-\$1,000.00	-16.7%
Internet Services	\$37,000.00	\$40,000.00	-\$3,000.00	-7.5%
Cable TV Services	\$1,500.00	\$1,500.00	\$0.00	0.0%
Catalog Management	\$30,000.00	\$25,000.00	\$5,000.00	20.0%
Computer Circulation Expense	\$115,000.00	\$110,000.00	\$5,000.00	4.5%
Total Contractual Services	\$614,540.00	\$640,040.00	-\$25,500.00	-4.0%
Telephone Service	\$10,000.00	\$11,000.00	-\$1,000.00	-9.1%
Telephone Data	\$9,500.00	\$7,000.00	\$2,500.00	35.7%
Electricity	\$181,000.00	\$187,000.00	-\$6,000.00	-3.2%
Gas	\$42,000.00	\$47,000.00	-\$5,000.00	-10.6%
Water & Sewer	\$30,000.00	\$30,000.00	\$0.00	0.0%
Minor Library Equipment	\$12,000.00	\$13,500.00	-\$1,500.00	-11.1%
Minor Office Equipment	\$5,000.00	\$5,000.00	\$0.00	0.0%
Minor Library Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Minor Office Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Office Supplies	\$100,000.00	\$30,000.00	\$70,000.00	233.3%
Program Supplies	\$54,950.00	\$53,200.00	\$1,750.00	3.3%

**Working Budget
Fiscal Year 2020 - 2021**

Description	2020 - 2021	2019 -2020	Difference Over/-Under	%
Computer Supplies	\$7,500.00	\$8,000.00	-\$500.00	-6.3%
Board Supplies	\$2,000.00	\$2,000.00	\$0.00	0.0%
Fuel Expense Bookmobile/Vehicles	\$7,500.00	\$7,500.00	\$0.00	0.0%
Library Supplies	\$62,700.00	\$62,200.00	\$500.00	0.8%
Postage	\$12,000.00	\$15,500.00	-\$3,500.00	-22.6%
Shipping	\$10,000.00	\$10,000.00	\$0.00	0.0%
Buildings	\$20,000.00	\$15,000.00	\$5,000.00	33.3%
Grounds	\$50,000.00	\$50,000.00	\$0.00	0.0%
Total Supplies & Utilities	\$621,150.00	\$558,900.00	\$62,250.00	11.1%
Books and AV	\$812,500.00	\$761,500.00	\$51,000.00	6.7%
Bookmobile Opening Day Collection	\$0.00	\$60,000.00	-\$60,000.00	-100.0%
Programs - Adult	\$41,950.00	\$41,700.00	\$250.00	0.6%
Programs - Children	\$14,000.00	\$16,000.00	-\$2,000.00	-12.5%
Programs - Young Adult	\$20,000.00	\$20,000.00	\$0.00	0.0%
Donations Expended	\$10,550.00	\$10,767.00	-\$217.00	-2.0%
Computer Software	\$374,500.00	\$329,000.00	\$45,500.00	13.8%
Special Services/Events	\$6,000.00	\$7,000.00	-\$1,000.00	-14.3%
Total Library Materials	\$1,279,500.00	\$1,245,967.00	\$33,533.00	2.7%
Library Equipment - Capital	\$1,000.00	\$5,000.00	-\$4,000.00	-80.0%
Office Equipment - Capital	\$1,000.00	\$5,000.00	-\$4,000.00	-80.0%
Library Furniture - Capital	\$1,000.00	\$5,000.00	-\$4,000.00	-80.0%
Office Furniture - Capital	\$1,000.00	\$5,000.00	-\$4,000.00	-80.0%
Outreach Equipment - Capital	\$250,000.00	\$370,000.00	-\$120,000.00	-32.4%
Special Projects	\$35,360.00	\$72,900.00	-\$37,540.00	-51.5%
Automated Systems	\$80,000.00	\$75,000.00	\$5,000.00	6.7%
PC Computer Equipment	\$350,000.00	\$275,000.00	\$75,000.00	27.3%
Buildings - Capital	\$20,000.00	\$335,000.00	-\$315,000.00	-94.0%
Grounds - Capital	\$20,000.00	\$10,000.00	\$10,000.00	100.0%
Total Capital Expenditures	\$759,360.00	\$1,157,900.00	-\$398,540.00	-34.4%
Miscellaneous	\$20,000.00	\$20,000.00	\$0.00	0.0%
Public Relations	\$48,000.00	\$48,000.00	\$0.00	0.0%
Total Miscellaneous	\$68,000.00	\$68,000.00	\$0.00	0.0%
Per Capita Grant	\$0.00	\$84,604.00	-\$84,604.00	-100.0%
Total Per Capita Grant	\$0.00	\$84,604.00	-\$84,604.00	-100.0%
Other Grants	\$0.00	\$500.00	-\$500.00	-100.0%
Total Other Grants	\$0.00	\$500.00	-\$500.00	-100.0%
Total General Fund	\$7,915,850.00	\$8,604,711.00	-\$688,861.00	-8.0%
Audit Expense	\$12,100.00	\$12,000.00	\$100.00	0.8%

**Working Budget
Fiscal Year 2020 - 2021**

Description	2020 - 2021	2019 -2020	Difference Over/-Under	%
Total Audit Fund	\$12,100.00	\$12,000.00	\$100.00	0.8%
Unemployment Insurance	\$20,000.00	\$5,000.00	\$15,000.00	300.0%
Workmen's Compensation	\$30,000.00	\$30,000.00	\$0.00	0.0%
Liability Insurance	\$40,000.00	\$40,000.00	\$0.00	0.0%
Umbrella Policy	\$30,000.00	\$13,000.00	\$17,000.00	130.8%
Treasurer's Bond	\$7,500.00	\$7,500.00	\$0.00	0.0%
Total Liability Insurance	\$127,500.00	\$95,500.00	\$32,000.00	33.5%
FICA	\$328,000.00	\$335,000.00	-\$7,000.00	-2.1%
IMRF	\$432,550.00	\$435,000.00	-\$2,450.00	-0.6%
Total Social Security	\$760,550.00	\$770,000.00	-\$9,450.00	-1.2%
Building Maintenance	\$290,000.00	\$285,000.00	\$5,000.00	1.8%
Building Supplies	\$36,000.00	\$36,000.00	\$0.00	0.0%
Total Maintenance	\$326,000.00	\$321,000.00	\$5,000.00	1.6%
Total Operating Funds	\$9,142,000.00	\$9,803,211.00	-\$661,211.00	-6.7%
Escrow Expense (To Be Paid from the General Fund Balance)	\$0.00	\$3,000,000.00	-\$3,000,000.00	-100.0%
Bond Principal Payable - Abatement (To Be Paid from the General Fund Balance)	\$0.00	\$465,784.00	-\$465,784.00	-100.0%
Bond Principal & Interest Pymts.	\$2,387,850.00	\$2,964,025.00	-\$576,175.00	-19.4%
Total Bond P&I Payments	\$2,387,850.00	\$6,429,809.00	-\$4,041,959.00	-62.9%
Total Estimated Expenditures	\$11,529,850.00	\$16,233,020.00	-\$4,703,170.00	-29.0%

Absence Due to Illness/Sick Policy- DRAFT

Each full-time employee shall be entitled to 90 hours of sick leave per year, which will be credited to the employee starting on his or her hire date and annually thereafter on his or her anniversary date. Sick leave may accrue to a maximum of 1,350 hours. Any sick leave earned over 1,350 hours may only be used for IMRF service credit purposes, up to the maximum of 1,800 hours, as regulated by IMRF.

Each part-time employee shall be entitled to two week's total hours of sick leave per year. The two week's total hours are equal to the number of two weekly hours hired for and regularly scheduled; such as 19 or 25 hours per week. A part-time employee hired for and regularly scheduled for 19 hours per week would thus have 38 hours of sick leave per year; a part-time employee hired for and regularly scheduled for 25 hours per week would thus have 50 hours of sick leave per year. Sick leave shall be credited to eligible employees starting on his or her hire date and annually thereafter on his or her anniversary date. Part-time sick leave may be accumulated to a maximum of 900 hours. Any sick leave earned over 900 hours may only be used for IMRF service credit purposes, up to the maximum of 1,200 hours, as regulated by IMRF.

When an employee changes status from full-time to part-time or from part-time to full-time, accrued sick leave shall be prorated from the date of the change in status to his or her anniversary date. Upon his or her anniversary date, an employee will receive the accrual amount that reflects his or her new status.

Unused sick leave will not be paid to employees upon termination of employment.

Sick leave may be used by an employee for the following reasons:

- Care for their health;
- Care for the health of a family member;
- Attend a medical appointment for themselves or a family member;
- Care for a child out of school or a place of care;
- Care for themselves or their family member as a result of domestic violence; or
- Absent from work to visit family in jail or prison, or family member's appointment for court sentencing, probation, conditional discharge, parole, or mandatory supervised release.

For purposes of this policy, a family member is defined as: employee's spouse, child, step-child, sibling, parent, civil union partner, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

If the necessity for leave is not foreseeable, the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.

This does not, however, extend the maximum period of leave to which an eligible employee is entitled under the Family and Medical Leave Act (FMLA), regardless of whether the employee receives sick leave compensation during that leave.

If sick leave has been exhausted, the absences shall be charged against vacation hours, and other available paid time off benefits. Time off without pay shall not be granted to any employee who has a balance of paid time off benefits.

A doctor's certificate may be requested at the discretion of the manager at any time during an employee's absence on sick leave or prior to return to work.

For purposes of showing domestic violence, the following documents may be submitted: police report, court document, signed statement from an attorney, clergy member, or victim services advocate. An employee may be eligible for additional protections provided by the Leave Under the Victims' Economic Security and Safety Act (VESSA) for instances of domestic, sexual, or gender violence against an employee, employee's family, or household member.

The District prohibits retaliation against employees for the use of the right of paid sick time.

An aggrieved employee may file a claim under the Illinois Healthy Workplace Act with the Illinois Department of Labor or a lawsuit in an appropriate state circuit court.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 4, 2020

Mr. Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440-2844

Dear Mr. Mills:

I am pleased to award the Fountaindale Public Library District a FY2020 Illinois Public Library Per Capita Grant in the amount of \$84,603.75. Over \$15 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to COVID-19 and associated social distancing guidelines, these funds may be significantly delayed. With that in mind, libraries have until December 31, 2021 to expend FY2020 per capita funds. The FY2020 expenditures report must be submitted with the FY2022 application, due January 15, 2022.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White, Secretary of State
and State Librarian

cc: Margaret Danhof, Fountaindale Public Library District Board President

JW:isl

Fountaindale Public Library District

Cash and Investment

May 30, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$652,745.19	\$652,745.19
Cash Checking/BMO Operating	\$783,397.51	(\$390,111.87)	\$393,285.64
Cash Checking/Payroll	\$186,644.40	\$30,104.33	\$216,748.73
Petty Cash	\$2,429.25	\$0.00	\$2,429.25
Total Cash	\$972,471.16	\$292,737.65	\$1,265,208.81
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$3,238,127.53)	\$3,439,261.07
Investment - IL Funds/General	\$70,052.78	\$1,088.43	\$71,141.21
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$5,533.78	\$63,280.09
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$33,709.67	\$2,076,118.26
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$3,606.68)	\$1,071,062.77
Investment - Special Reserve/PMA	\$15,260,952.35	\$184,624.97	\$15,445,577.32
Total Investments	\$25,183,218.08	(\$3,016,777.36)	\$22,166,440.72
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,117,623.94)	\$329,973.10
Total Bond Fund	\$1,447,597.04	(\$1,117,623.94)	\$329,973.10
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$7,504.67)	\$3,108.35
Total Building Project Fund	\$10,613.02	(\$7,504.67)	\$3,108.35
Total Cash and Investments	\$27,613,899.30	(\$3,849,168.32)	\$23,764,730.98

Special Res. PMA - 2.13. %
General - IL Fund - 0.735%
Money Market Wintrust - 0.650%

Fountaindale Public Library District

Revenue Report

May 31, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$0.00	\$4,137,715.51	99.49 %	\$4,158,849.00	\$21,133.49
Property Tax Dupage 2018	\$0.00	\$83,059.36	97.86 %	\$84,874.00	\$1,814.64
Property Tax Will - 2019 - Est.	\$480,307.20	\$480,307.20	11.23 %	\$4,278,200.00	\$3,797,892.80
Property Tax Dupage - 2019 - Est.	\$1,998.35	\$1,998.35	2.29 %	\$87,310.00	\$85,311.65
Other Tax	\$19,482.07	\$142,720.12	127.38 %	\$112,040.00	(\$30,680.12)
Interest	\$9,123.84	\$347,310.56	86.39 %	\$402,030.00	\$54,719.44
Fines	\$110.04	\$29,051.98	44.70 %	\$65,000.00	\$35,948.02
Copy Machines	\$0.00	\$4,973.65	62.17 %	\$8,000.00	\$3,026.35
Fax Machine	\$0.00	\$4,957.43	70.82 %	\$7,000.00	\$2,042.57
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$0.00	\$17,923.03	89.62 %	\$20,000.00	\$2,076.97
Miscellaneous	\$0.00	\$14,322.60	124.54 %	\$11,500.00	(\$2,822.60)
Reimbursements	\$0.00	\$5,588.47	124.19 %	\$4,500.00	(\$1,088.47)
Board Reimbursements	\$0.00	\$120.00	48.00 %	\$250.00	\$130.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	99.71 %	\$84,854.00	\$250.25
General Fund Balance Contrib.	\$0.00	\$0.00	0.00 %	\$632,000.00	\$632,000.00
Total Operating Funds	\$511,021.50	\$5,354,652.01	53.78 %	\$9,956,707.00	\$4,602,054.99
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$1.82	\$142.30	0.00 %	\$0.00	(\$142.30)
Total Building Project Fund	\$1.82	\$142.30	0.00 %	\$0.00	(\$142.30)
Bond Fund					
Property Tax - Will 2018	\$0.00	\$1,108,691.82	99.48 %	\$1,114,516.00	\$5,824.18
Property Tax - Dupage 2018	\$0.00	\$22,417.90	98.56 %	\$22,745.00	\$327.10
Property Tax - Will 2019 - Est.	\$156,155.48	\$156,155.48	8.19 %	\$1,907,636.64	\$1,751,481.16
Property Tax - Dupage 2019 - Est.	\$656.04	\$656.04	1.69 %	\$38,931.36	\$38,275.32
Interest Bond Fund	\$123.67	\$20,836.24	208.36 %	\$10,000.00	(\$10,836.24)
Interest Rebate Payment - BAB	\$0.00	\$166,377.22	100.16 %	\$166,112.00	(\$265.22)
General Fund Balance Contrib. to Escrow	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total Bond Fund	\$156,935.19	\$2,130,134.70	34.03 %	\$6,259,941.00	\$4,129,806.30
Total Revenue	\$667,958.51	\$7,484,929.01	46.16 %	\$16,216,648.00	\$8,731,718.99

Fountaindale Public Library District

Expenditure Report

May 31, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$334,475.47	\$3,945,408.30	81.70 %	\$4,829,400.00	\$883,991.70
Contractual Services	\$11,269.45	\$396,275.96	66.11 %	\$599,400.00	\$203,124.04
Supplies & Utilities	\$20,259.81	\$379,351.48	64.00 %	\$592,700.00	\$213,348.52
Library Materials	\$56,382.20	\$747,784.59	60.11 %	\$1,243,967.00	\$496,182.41
Capital Expenditures	\$36,909.99	\$556,479.14	47.28 %	\$1,177,100.00	\$620,620.86
Miscellaneous	\$1,387.72	\$38,143.26	51.90 %	\$73,500.00	\$35,356.74
Per Capita Grant	\$40,683.77	\$40,683.77	48.09 %	\$84,604.00	\$43,920.23
Other Grant Expenditures	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Escrow Expenditures	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total General Fund Expenditures	\$501,368.41	\$6,759,126.50	58.26 %	\$11,601,171.00	\$4,842,044.50
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,800.00	73.33 %	\$12,000.00	\$3,200.00
Liability Insurance Fund Expenditures	\$3,730.90	\$89,413.85	90.32 %	\$99,000.00	\$9,586.15
Soc Sec/IMRF Fund Expenditures	\$52,361.41	\$578,450.31	75.12 %	\$770,000.00	\$191,549.69
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$32,985.82	\$284,827.18	88.73 %	\$321,000.00	\$36,172.82
Total Other Fund Expenditures	\$89,078.13	\$961,491.34	79.99 %	\$1,202,040.00	\$240,548.66
Total Expenditures - Operating Funds	\$590,446.54	\$7,720,617.84	60.30 %	\$12,803,211.00	\$5,082,593.16
Building Project Fund Expenditures					
	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Total Building Project Fund Expenditures	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$334,216.00	41.78 %	\$800,000.00	\$465,784.00
Interest Payment - 2008	\$0.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2009B	\$0.00	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$90,000.00	100.00 %	\$90,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$189,400.00	100.00 %	\$189,400.00	\$0.00
Principal Payment - 2018	\$0.00	\$870,000.00	100.00 %	\$870,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$475,050.00	100.00 %	\$475,050.00	\$0.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2019	\$0.00	\$53,460.00	0.00 %	\$0.00	(\$53,460.00)
Bond - Abatement from General Fund	\$0.00	\$465,784.00	100.00 %	\$465,784.00	\$0.00
Escrow Expense - From General Fund	\$0.00	\$629,481.88	20.98 %	\$3,000,000.00	\$2,370,518.12
Total Bond Fund Expenditures	\$0.00	\$3,393,979.38	52.79 %	\$6,429,809.00	\$3,035,829.62

Fountaindale Public Library District

Expenditure Report

May 31, 2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Total	\$0.00	\$3,401,626.35	52.82 %	\$6,440,422.00	\$3,038,795.65
Total Expenditures - All Funds	\$590,446.54	\$11,122,244.19	57.80 %	\$19,243,633.00	\$8,121,388.81

Fountaindale Public Library District
Bills Paid - Operating Account
JUNE 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - May 2020	6/1/2020	810	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - June 2020	6/1/2020	53861	1-4192-10	\$30,516.28
Dearborn National Life Insurance Company	Employer Insurance Contribution - June 2020	6/1/2020	53862	1-4192-10	\$551.70
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - June 2020	6/1/2020	53863	1-4192-10	\$174.13
Home Depot	Acrylic Partitions Supplies - Saw Blades/Sand Papers	6/1/2020	53864	1-4691-10	\$152.22
Illinois Municipal Retirement Fund	Employer Contribution- April 2020	6/1/2020	812	5-4142-10	\$29,770.22
					<u>\$61,176.64</u>


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense -May 2020
Gross Payroll \$300,449.64
FICA \$22,312.59
Total Gross Payroll & FICA **\$322,762.23**

Fountaindale Public Library District
Bills Payable Report
June 18, 2020

General Fund				Page 1
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.	Emergency Supplies - Canvas Face Masks for Staff	8310886	1-4691-10	\$ 763.35
	<i>Totals for 4imprint, Inc.</i>			<u>\$ 763.35</u>
Allegra Print & Imaging	Bookmobile - Summer Adventure Sign	15725	1-4731-10	152.00
	<i>Totals for Allegra Print & Imaging</i>			<u>\$ 152.00</u>
Amazon	Emergency Supplies	Emergency Supplies	1-4691-10	453.60
	Emergency Supplies - Disposal Face Masks for Staff	Emergency Supplies	1-4691-10	229.80
	<i>Totals for Amazon</i>			<u>\$ 683.40</u>
American Library Association	Martinez Membership - June 2020-June 2021	M2054655	1-4161-10	88.00
	<i>Totals for American Library Association</i>			<u>\$ 88.00</u>
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - June 2020	INV340026	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			<u>\$ 189.55</u>
Apple Inc.	IT - MacBook Pro AC+	AC16167317	1-4641-14	4,662.00
	IT - USB Charging Cables & Power Adapters	AC16212247	1-4641-14	1,764.00
	IT - MacBook Pro Laptops	AC16985699	1-4641-14	46,267.00
	IT - MacBook Pro Laptops	AC16988343	1-4641-14	17,795.00
	<i>Totals for Apple Inc.</i>			<u>\$ 70,488.00</u>
AT & T	Internet - May 2020	2153934508	1-4314-14	1,353.96
	<i>Totals for AT & T</i>			<u>\$ 1,353.96</u>
AT & T Mobility - National Business Services	Telephone Service - 04/10/2020-05/09/2020	16401066	1-4311-14	233.37
	Telephone Service - 03/10/2020-04/9/2020	827143957X041720	1-4311-14	233.37
	<i>Totals for AT & T Mobility - National Business Services</i>			<u>\$ 466.74</u>

Fountaindale Public Library District
Bills Payable Report
June 18, 2020

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - C009233				
	Library Materials - Shipping Costs	5016145560	1-4519-26	\$ 5.31
	Library Materials - Shipping Costs	5016146522	1-4519-26	0.46
	Library Materials - Shipping Costs	5016088354	1-4519-26	0.50
	Library Materials - Shipping Costs	5016145563	1-4519-26	0.41
	Library Materials - Shipping Costs	5016145558	1-4519-26	0.38
	Library Materials - Shipping Costs	5016168466	1-4519-26	1.13
	Library Materials - Processing Costs	5016145560	1-4518-26	11.50
	Library Materials - Processing Costs	5016146522	1-4518-26	5.75
	Library Materials - Processing Costs	5016088354	1-4518-26	4.60
	Library Materials - Processing Costs	5016145563	1-4518-26	6.90
	Library Materials - Processing Costs	5016145558	1-4518-26	4.60
	Library Materials - Processing Costs	5016168466	1-4518-26	12.65
	Books - Adult Non-Fiction	5016145560	1-4541-26	1,062.34
	Books - Adult Non-Fiction	5016146522	1-4541-26	92.82
	Books - Adult Non-Fiction	5016088354	1-4541-26	99.25
	Books - Adult Non-Fiction	5016145563	1-4541-26	81.74
	Books - Adult Non-Fiction	5016145558	1-4541-26	75.58
	Books - Adult Non-Fiction	5016168466	1-4541-26	225.57
<i>Totals for Baker & Taylor - C009233</i>				\$ 1,691.49

Fountaindale Public Library District
Bills Payable Report
June 18, 2020

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Adult Fiction	2035176108	1-4540-26	\$ 198.68
	Books - Juvenile Fiction	2035144138	1-4544-26	22.31
	Books - Juvenile Fiction	2035176108	1-4544-26	5.74
	Books - Juvenile Fiction	2035158980	1-4544-26	53.98
	Books - Juvenile Fiction	2035173855	1-4544-26	62.76
	Books - Adult Non-Fiction	2035176108	1-4541-26	91.41
	Books - Juvenile Non-Fiction	2035176108	1-4545-26	41.98
	Books - Juvenile Easy	2035176108	1-4546-26	68.42
	Books - Young Adult Fiction	2035176108	1-4548-26	10.34
	Books - Juvenile Non-Fiction	2035144138	1-4545-29	51.18
	Books - Juvenile Non-Fiction	2035158980	1-4545-29	95.69
	Books - Juvenile Non-Fiction	2035222196	1-4545-29	252.91
	Books - Juvenile Non-Fiction	2035221513	1-4545-29	41.50
	Books - Juvenile Non-Fiction	2035173855	1-4545-29	18.39
	Books - Juvenile Non-Fiction	2035229781	1-4545-29	55.15
	Books - Juvenile Easy	2035144138	1-4546-29	43.99
	Books - Juvenile Easy	2035221453	1-4546-29	799.38
	Books - Juvenile Easy	2035221502	1-4546-29	38.45
	Books - Juvenile Easy	2035158980	1-4546-29	62.91
	Books - Juvenile Easy	2035222196	1-4546-29	7.69
	Books - Juvenile Easy	2035221513	1-4546-29	328.38
	Books - Juvenile Easy	2035229781	1-4546-29	101.48
	Books - Adult Fiction	2035144138	1-4540-29	76.28
	Books - Adult Fiction	2035221965	1-4540-29	16.07
	Books - Adult Fiction	2035222044	1-4540-29	31.62
	Books - Adult Fiction	2035158980	1-4540-29	63.22
	Books - Adult Fiction	2035222196	1-4540-29	29.32
	Books - Adult Fiction	2035222096	1-4540-29	50.02
	Books - Adult Fiction	2035173855	1-4540-29	16.09
	Books - Adult Fiction	2035229781	1-4540-29	48.86
	Books - Adult Non-Fiction	2035221457	1-4541-29	447.03
	Books - Adult Non-Fiction	2035221502	1-4541-29	30.47
	Books - Adult Non-Fiction	2035222196	1-4541-29	29.89
	Books - Adult Non-Fiction	2035221513	1-4541-29	23.58
	Books - Adult Non-Fiction	2035229781	1-4541-29	33.34
	Books - Adult Large Print	2035144138	1-4543-29	49.19
	Books - Adult Large Print	2035222044	1-4543-29	18.60
	Books - Adult Large Print	2035158980	1-4543-29	18.00

Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Adult Large Print	2035222196	1-4543-29	\$ 169.39
	Books - Adult Large Print	2035173855	1-4543-29	18.00
	Books - Adult Large Print	2035229781	1-4543-29	10.93
	Books - Juvenile Fiction	2035144138	1-4544-29	42.34
	Books - Juvenile Fiction	2035221502	1-4544-29	23.80
	Books - Juvenile Fiction	2035158980	1-4544-29	26.99
	Books - Juvenile Fiction	2035221513	1-4544-29	5.99
	Books - Juvenile Fiction	2035222096	1-4544-29	152.31
	Books - Juvenile Fiction	2035173855	1-4544-29	397.87
	Books - Juvenile Fiction	2035229781	1-4544-29	31.43
	Library Materials - Processing Costs	2035144138	1-4518-29	13.25
	Library Materials - Processing Costs	2035221453	1-4518-29	11.05
	Library Materials - Processing Costs	2035221965	1-4518-29	0.65
	Library Materials - Processing Costs	2035221457	1-4518-29	17.30
	Library Materials - Processing Costs	2035221502	1-4518-29	4.40
	Library Materials - Processing Costs	2035222044	1-4518-29	2.45
	Library Materials - Processing Costs	2035158980	1-4518-29	5.55
	Library Materials - Processing Costs	2035222196	1-4518-29	8.95
	Library Materials - Processing Costs	2035221513	1-4518-29	13.50
	Library Materials - Processing Costs	2035222096	1-4518-29	5.05
	Library Materials - Processing Costs	2035173855	1-4518-29	12.90
	Library Materials - Processing Costs	2035229781	1-4518-29	9.75
	Library Materials - Shipping Costs	2035144138	1-4519-29	1.43
	Library Materials - Shipping Costs	2035221453	1-4519-29	4.00
	Library Materials - Shipping Costs	2035221965	1-4519-29	0.08
	Library Materials - Shipping Costs	2035221457	1-4519-29	2.24
	Library Materials - Shipping Costs	2035221502	1-4519-29	0.46
	Library Materials - Shipping Costs	2035222044	1-4519-29	0.25
	Library Materials - Shipping Costs	2035158980	1-4519-29	1.60
	Library Materials - Shipping Costs	2035222196	1-4519-29	2.45
	Library Materials - Shipping Costs	2035221513	1-4519-29	2.00
	Library Materials - Shipping Costs	2035222096	1-4519-29	1.01
	Library Materials - Shipping Costs	2035173855	1-4519-29	2.57
	Library Materials - Shipping Costs	2035229781	1-4519-29	1.41
	Library Materials - Processing Costs	2035176108	1-4518-26	19.90
	Library Materials - Shipping Costs	2035176108	1-4519-26	2.08

Totals for Baker & Taylor - L420685

\$ 4,459.63

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Library Materials - Shipping Costs	2035222034	1-4519-29	\$ 0.09
	Library Materials - Shipping Costs	2035222172	1-4519-29	0.08
	Library Materials - Processing Costs	2035222034	1-4518-29	0.65
	Library Materials - Processing Costs	2035222172	1-4518-29	0.65
	Books - Adult World Languages	2035246932	1-4525-26	258.54
	Books - Adult World Languages	2035173636	1-4525-26	11.97
	Books - Adult World Languages	2035222151	1-4525-26	23.92
	Library Materials - Shipping Costs	2035144105	1-4519-26	1.63
	Library Materials - Shipping Costs	2035151067	1-4519-26	2.18
	Library Materials - Shipping Costs	2035221482	1-4519-26	10.22
	Library Materials - Shipping Costs	2035221487	1-4519-26	2.58
	Library Materials - Shipping Costs	2035221455	1-4519-26	1.85
	Library Materials - Shipping Costs	2035158752	1-4519-26	3.23
	Library Materials - Shipping Costs	2035221902	1-4519-26	2.12
	Library Materials - Shipping Costs	2035222092	1-4519-26	3.93
	Library Materials - Shipping Costs	2035171443	1-4519-26	13.96
	Library Materials - Shipping Costs	2035222232	1-4519-26	14.65
	Library Materials - Shipping Costs	2035222197	1-4519-26	6.59
	Library Materials - Shipping Costs	2035232952	1-4519-26	2.05
	Library Materials - Shipping Costs	2035229421	1-4519-26	4.36
	Library Materials - Shipping Costs	2035246932	1-4519-26	2.70
	Library Materials - Shipping Costs	2035222125	1-4519-26	1.45
	Library Materials - Shipping Costs	2035235591	1-4519-26	4.24
	Library Materials - Shipping Costs	2035237762	1-4519-26	3.28
	Library Materials - Shipping Costs	2035254114	1-4519-26	4.38
	Library Materials - Shipping Costs	2035173636	1-4519-26	2.94
	Library Materials - Shipping Costs	2035219584	1-4519-26	7.99
	Library Materials - Shipping Costs	2035221501	1-4519-26	6.89
	Library Materials - Shipping Costs	2035166230	1-4519-26	2.96
	Library Materials - Shipping Costs	2035161550	1-4519-26	4.10
	Library Materials - Shipping Costs	2035222151	1-4519-26	10.73
	Library Materials - Shipping Costs	2035227424	1-4519-26	3.10
	Library Materials - Shipping Costs	2035223594	1-4519-26	1.86
	Books - Adult Fiction	2035222034	1-4540-29	17.25
	Books - Adult Fiction	2035222172	1-4540-29	15.53
	Library Materials - Processing Costs	2035144105	1-4518-26	13.85
	Library Materials - Processing Costs	2035151067	1-4518-26	9.95
	Library Materials - Processing Costs	2035221482	1-4518-26	64.90

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Processing Costs	2035221487	1-4518-26	\$ 16.50
	Library Materials - Processing Costs	2035221455	1-4518-26	11.90
	Library Materials - Processing Costs	2035158752	1-4518-26	21.65
	Library Materials - Processing Costs	2035221902	1-4518-26	27.30
	Library Materials - Processing Costs	2035222092	1-4518-26	55.30
	Library Materials - Processing Costs	2035171443	1-4518-26	196.00
	Library Materials - Processing Costs	2035222232	1-4518-26	215.35
	Library Materials - Processing Costs	2035222197	1-4518-26	54.55
	Library Materials - Processing Costs	2035232952	1-4518-26	24.40
	Library Materials - Processing Costs	2035229421	1-4518-26	69.25
	Library Materials - Processing Costs	2035246932	1-4518-26	37.55
	Library Materials - Processing Costs	2035222125	1-4518-26	9.10
	Library Materials - Processing Costs	2035235591	1-4518-26	44.40
	Library Materials - Processing Costs	2035237762	1-4518-26	39.00
	Library Materials - Processing Costs	2035254114	1-4518-26	49.15
	Library Materials - Processing Costs	2035173636	1-4518-26	45.70
	Library Materials - Processing Costs	2035219584	1-4518-26	101.15
	Library Materials - Processing Costs	2035221501	1-4518-26	69.40
	Library Materials - Processing Costs	2035166230	1-4518-26	24.45
	Library Materials - Processing Costs	2035161550	1-4518-26	67.00
	Library Materials - Processing Costs	2035222151	1-4518-26	98.55
	Library Materials - Processing Costs	2035227424	1-4518-26	49.70
	Library Materials - Processing Costs	2035223594	1-4518-26	17.60
	Books - Young Adult Fiction	2035144105	1-4548-26	10.92
	Books - Young Adult Fiction	2035221482	1-4548-26	32.03
	Books - Young Adult Fiction	2035221455	1-4548-26	149.40
	Books - Young Adult Fiction	2035158752	1-4548-26	20.66
	Books - Young Adult Fiction	2035221902	1-4548-26	12.58
	Books - Young Adult Fiction	2035222092	1-4548-26	242.94
	Books - Young Adult Fiction	2035171443	1-4548-26	31.02
	Books - Young Adult Fiction	2035222232	1-4548-26	16.33
	Books - Young Adult Fiction	2035222197	1-4548-26	64.36
	Books - Young Adult Fiction	2035232952	1-4548-26	22.65
	Books - Young Adult Fiction	2035229421	1-4548-26	34.44
	Books - Young Adult Fiction	2035246932	1-4548-26	32.18
	Books - Young Adult Fiction	2035235591	1-4548-26	47.94
	Books - Young Adult Fiction	2035237762	1-4548-26	42.48
	Books - Young Adult Fiction	2035254114	1-4548-26	122.41

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Young Adult Fiction	2035219584	1-4548-26	\$ 255.48
	Books - Young Adult Fiction	2035221501	1-4548-26	53.16
	Books - Young Adult Fiction	2035166230	1-4548-26	48.25
	Books - Young Adult Fiction	2035222151	1-4548-26	96.81
	Books - Young Adult Fiction	2035227424	1-4548-26	22.91
	Books - Young Adult Fiction	2035223594	1-4548-26	37.59
	Books - Young Adult Non-Fiction	2035222232	1-4549-26	138.27
	Books - Young Adult Non-Fiction	2035237762	1-4549-26	10.92
	Books - Young Adult Non-Fiction	2035222151	1-4549-26	91.18
	Books - Young Adult Non-Fiction	2035223594	1-4549-26	4.79
	Books - Juvenile Easy	2035144105	1-4546-26	32.71
	Books - Juvenile Easy	2035151067	1-4546-26	126.92
	Books - Juvenile Easy	2035158752	1-4546-26	95.15
	Books - Juvenile Easy	2035222092	1-4546-26	26.58
	Books - Juvenile Easy	2035171443	1-4546-26	118.58
	Books - Juvenile Easy	2035222232	1-4546-26	113.34
	Books - Juvenile Easy	2035222197	1-4546-26	278.02
	Books - Juvenile Easy	2035232952	1-4546-26	74.43
	Books - Juvenile Easy	2035229421	1-4546-26	90.07
	Books - Juvenile Easy	2035246932	1-4546-26	62.80
	Books - Juvenile Easy	2035235591	1-4546-26	104.20
	Books - Juvenile Easy	2035237762	1-4546-26	251.07
	Books - Juvenile Easy	2035254114	1-4546-26	277.11
	Books - Juvenile Easy	2035173636	1-4546-26	83.93
	Books - Juvenile Easy	2035219584	1-4546-26	309.54
	Books - Juvenile Easy	2035221501	1-4546-26	47.48
	Books - Juvenile Easy	2035166230	1-4546-26	164.62
	Books - Juvenile Easy	2035161550	1-4546-26	36.32
	Books - Juvenile Easy	2035222151	1-4546-26	1,140.59
	Books - Juvenile Easy	2035227424	1-4546-26	125.72
	Books - Juvenile Easy	2035223594	1-4546-26	11.18
	Books - Juvenile Non-Fiction	2035151067	1-4545-26	88.99
	Books - Juvenile Non-Fiction	2035221482	1-4545-26	52.80
	Books - Juvenile Non-Fiction	2035221487	1-4545-26	491.67
	Books - Juvenile Non-Fiction	2035158752	1-4545-26	124.82
	Books - Juvenile Non-Fiction	2035221902	1-4545-26	46.68
	Books - Juvenile Non-Fiction	2035222092	1-4545-26	10.34
	Books - Juvenile Non-Fiction	2035222232	1-4545-26	294.89

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Non-Fiction	2035222197	1-4545-26	\$ 95.30
	Books - Juvenile Non-Fiction	2035232952	1-4545-26	11.49
	Books - Juvenile Non-Fiction	2035229421	1-4545-26	81.88
	Books - Juvenile Non-Fiction	2035235591	1-4545-26	91.79
	Books - Juvenile Non-Fiction	2035254114	1-4545-26	18.63
	Books - Juvenile Non-Fiction	2035173636	1-4545-26	11.49
	Books - Juvenile Non-Fiction	2035219584	1-4545-26	11.50
	Books - Juvenile Non-Fiction	2035221501	1-4545-26	92.72
	Books - Juvenile Non-Fiction	2035166230	1-4545-26	11.49
	Books - Juvenile Non-Fiction	2035161550	1-4545-26	30.24
	Books - Juvenile Non-Fiction	2035222151	1-4545-26	85.29
	Books - Juvenile Non-Fiction	2035227424	1-4545-26	55.12
	Books - Juvenile Non-Fiction	2035223594	1-4545-26	38.91
	Books - Juvenile Fiction	2035144105	1-4544-26	14.94
	Books - Juvenile Fiction	2035151067	1-4544-26	71.69
	Books - Juvenile Fiction	2035221482	1-4544-26	82.44
	Books - Juvenile Fiction	2035158752	1-4544-26	37.92
	Books - Juvenile Fiction	2035221902	1-4544-26	20.68
	Books - Juvenile Fiction	2035222092	1-4544-26	29.31
	Books - Juvenile Fiction	2035171443	1-4544-26	51.23
	Books - Juvenile Fiction	2035222232	1-4544-26	163.61
	Books - Juvenile Fiction	2035222197	1-4544-26	125.43
	Books - Juvenile Fiction	2035232952	1-4544-26	169.92
	Books - Juvenile Fiction	2035229421	1-4544-26	276.76
	Books - Juvenile Fiction	2035246932	1-4544-26	9.77
	Books - Juvenile Fiction	2035222125	1-4544-26	65.56
	Books - Juvenile Fiction	2035235591	1-4544-26	126.29
	Books - Juvenile Fiction	2035237762	1-4544-26	134.21
	Books - Juvenile Fiction	2035254114	1-4544-26	148.48
	Books - Juvenile Fiction	2035173636	1-4544-26	45.40
	Books - Juvenile Fiction	2035219584	1-4544-26	805.28
	Books - Juvenile Fiction	2035221501	1-4544-26	299.95
	Books - Juvenile Fiction	2035166230	1-4544-26	115.47
	Books - Juvenile Fiction	2035161550	1-4544-26	56.36
	Books - Juvenile Fiction	2035222151	1-4544-26	358.56
	Books - Juvenile Fiction	2035227424	1-4544-26	47.25
	Books - Juvenile Fiction	2035223594	1-4544-26	9.77
	Books - Adult Fiction	2035144105	1-4540-26	142.78

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Fiction	2035151067	1-4540-26	\$ 93.16
	Books - Adult Fiction	2035221482	1-4540-26	152.03
	Books - Adult Fiction	2035221487	1-4540-26	9.59
	Books - Adult Fiction	2035221455	1-4540-26	10.77
	Books - Adult Fiction	2035158752	1-4540-26	251.47
	Books - Adult Fiction	2035221902	1-4540-26	300.06
	Books - Adult Fiction	2035222092	1-4540-26	305.84
	Books - Adult Fiction	2035171443	1-4540-26	2,567.01
	Books - Adult Fiction	2035222232	1-4540-26	1,507.71
	Books - Adult Fiction	2035222197	1-4540-26	315.45
	Books - Adult Fiction	2035232952	1-4540-26	114.75
	Books - Adult Fiction	2035229421	1-4540-26	279.41
	Books - Adult Fiction	2035246932	1-4540-26	64.00
	Books - Adult Fiction	2035222125	1-4540-26	161.88
	Books - Adult Fiction	2035235591	1-4540-26	390.46
	Books - Adult Fiction	2035237762	1-4540-26	177.19
	Books - Adult Fiction	2035254114	1-4540-26	219.83
	Books - Adult Fiction	2035173636	1-4540-26	327.94
	Books - Adult Fiction	2035219584	1-4540-26	199.97
	Books - Adult Fiction	2035221501	1-4540-26	798.03
	Books - Adult Fiction	2035166230	1-4540-26	146.61
	Books - Adult Fiction	2035161550	1-4540-26	403.49
	Books - Adult Fiction	2035222151	1-4540-26	162.95
	Books - Adult Fiction	2035227424	1-4540-26	325.84
	Books - Adult Fiction	2035223594	1-4540-26	237.67
	Books - Adult Large Print	2035144105	1-4543-26	18.60
	Books - Adult Large Print	2035221455	1-4543-26	210.24
	Books - Adult Large Print	2035158752	1-4543-26	18.00
	Books - Adult Large Print	2035222092	1-4543-26	13.19
	Books - Adult Large Print	2035222197	1-4543-26	73.02
	Books - Adult Large Print	2035246932	1-4543-26	18.59
	Books - Adult Large Print	2035235591	1-4543-26	33.99
	Books - Adult Large Print	2035237762	1-4543-26	13.19
	Books - Adult Large Print	2035161550	1-4543-26	36.00
	Books - Adult Large Print	2035222151	1-4543-26	16.80
	Books - Adult Non-Fiction	2035144105	1-4541-26	105.22
	Books - Adult Non-Fiction	2035151067	1-4541-26	55.94
	Books - Adult Non-Fiction	2035221482	1-4541-26	1,724.04

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2035221487	1-4541-26	\$ 14.37
	Books - Adult Non-Fiction	2035158752	1-4541-26	98.63
	Books - Adult Non-Fiction	2035221902	1-4541-26	44.25
	Books - Adult Non-Fiction	2035222092	1-4541-26	157.83
	Books - Adult Non-Fiction	2035171443	1-4541-26	23.96
	Books - Adult Non-Fiction	2035222232	1-4541-26	694.97
	Books - Adult Non-Fiction	2035222197	1-4541-26	366.81
	Books - Adult Non-Fiction	2035232952	1-4541-26	16.10
	Books - Adult Non-Fiction	2035229421	1-4541-26	109.64
	Books - Adult Non-Fiction	2035246932	1-4541-26	93.38
	Books - Adult Non-Fiction	2035222125	1-4541-26	63.25
	Books - Adult Non-Fiction	2035235591	1-4541-26	53.23
	Books - Adult Non-Fiction	2035237762	1-4541-26	27.59
	Books - Adult Non-Fiction	2035254114	1-4541-26	88.67
	Books - Adult Non-Fiction	2035173636	1-4541-26	106.93
	Books - Adult Non-Fiction	2035219584	1-4541-26	16.67
	Books - Adult Non-Fiction	2035221501	1-4541-26	87.00
	Books - Adult Non-Fiction	2035166230	1-4541-26	105.91
	Books - Adult Non-Fiction	2035161550	1-4541-26	258.11
	Books - Adult Non-Fiction	2035222151	1-4541-26	169.75
	Books - Adult Non-Fiction	2035227424	1-4541-26	42.41
	Books - Adult Non-Fiction	2035223594	1-4541-26	32.78
	<i>Totals for Baker & Taylor - L420686</i>			\$ 26,787.63
Benjamin Jimenez	Program - Ben's Bubble Show - Date 6/24/2020	BJ062420	1-4572-20	250.00
	<i>Totals for Benjamin Jimenez</i>			\$ 250.00
Better Containers Mfg. Co., Inc.	Emergency Supplies - White Handle Plastic Bags	234087	1-4691-10	981.30
	<i>Totals for Better Containers Mfg. Co., Inc.</i>			\$ 981.30
Blackstone Publishing	Audiobooks - Adult	1170826	1-4551-26	90.00
	<i>Totals for Blackstone Publishing</i>			\$ 90.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Body & Brain Health Centers				
	Program - Virtual Yoga and Tai-Chi - Date 6/6/2020	BBHC060620	1-4571-24	\$ 150.00
	Program - Virtual Yoga and Tai-Chi - Date 6/20/2020	BBHC062020	1-4571-24	150.00
		<i>Totals for Body & Brain Health Centers</i>		\$ 300.00
Bolingbrook Rotary Club				
	Mills Membership - Fourth Quarter Dues 2019-2020	996-1448	1-4161-10	57.00
		<i>Totals for Bolingbrook Rotary Club</i>		\$ 57.00
BRT Outdoor LLC				
	Digital Billboard - 6/1/2020-6/28/2020	8024	1-4731-10	1,000.00
	Digital Billboard - 6/29/2020-7/26/2020	8025	1-4731-10	1,000.00
		<i>Totals for BRT Outdoor LLC</i>		\$ 2,000.00
Business Office Systems				
	Building - 50% Remaining - 3rd Floor Chairs & Tables	15022	1-4391-30	4,680.93
		<i>Totals for Business Office Systems</i>		\$ 4,680.93
Cathryn Stanek-Whisler				
	Program - Paper Beads - Date 6/8/2020-6/21/2020	CSW060820	1-4573-24	200.00
		<i>Totals for Cathryn Stanek-Whisler</i>		\$ 200.00
Christine Thornton				
	Program - Draw Kawaii Characters - Date 6/23-6/27/2020	CT062320	1-4573-24	250.00
		<i>Totals for Christine Thornton</i>		\$ 250.00
ClipperCreek, Inc.				
	Vehicle Charging Station Equipment	95204	1-4661-30	2,345.76
		<i>Totals for ClipperCreek, Inc.</i>		\$ 2,345.76
Comcast Cable				
	Cable - 6/3/2020-7/2/2020	0367494-JUNE20	1-4316-14	124.44
		<i>Totals for Comcast Cable</i>		\$ 124.44
Compsych				
	Employee Assistance Program - 7/1/2020-6/30/2021	20070176	1-4193-10	1,766.40
		<i>Totals for Compsych</i>		\$ 1,766.40
Constellation NewEnergy, Inc.				
	Electricity - 5/1/2020-5/29/2020	17554951201	1-4321-30	10,726.82
		<i>Totals for Constellation NewEnergy, Inc.</i>		\$ 10,726.82

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Elite Detailing Services, Inc.				
	Bkm & Van - Wash & Steam	8KV6F4EH	1-4235-29	\$ 345.00
		<i>Totals for Elite Detailing Services, Inc.</i>		\$ 345.00
Emergent Safety				
	Emergency Supplies - A Frame Barricade Set	1902699773	1-4691-10	1,441.30
		<i>Totals for Emergent Safety</i>		\$ 1,441.30
Findaway World, LLC				
	Audiobooks - Juvenile	318929	1-4553-26	350.95
	Audiobooks - Juvenile	318930	1-4553-26	485.89
	Audiobooks - Juvenile	319516	1-4553-26	97.93
	Audiobooks - Adult	318952	1-4551-26	59.97
	Audiobooks - Adult	318931	1-4551-26	496.64
	Audiobooks - Adult	318970	1-4551-26	456.79
	Launchpads - Juvenile	318953	1-4566-26	69.99
	Launchpads - Juvenile	319519	1-4566-26	139.99
	Launchpads - Juvenile	319626	1-4566-26	69.99
	Playaway - Juvenile	318932	1-4562-29	408.09
		<i>Totals for Findaway World, LLC</i>		\$ 2,636.23

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	AP Stylebook - Communications Subscription Renewal	N7231-JUNE20	1-4520-26	\$ 22.00
	Netflix - 4/12 Roku Monthly Subscription	T7780-JUNE20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscription	T7780-JUNE20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscription	T7780-JUNE20	1-4523-26	15.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-JUNE20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-JUNE20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-JUNE20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-JUNE20	1-4523-26	14.99
	Facebook - Monthly Ads	N7231-JUNE20	1-4731-10	60.15
	Mailchimp - Monthly Subscription	N7231-JUNE20	1-4731-10	269.00
	Woobox - Monthly Subscription	N7231-JUNE20	1-4731-10	29.00
	Custom Ink - Essential Supplies - Staff Face Masks	M4566-JUNE20	1-4691-10	47.81
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	850.80
	Steady Clothing - Essential Supplies - Staff Face Masks	M4566-JUNE20	1-4691-10	49.95
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	124.80
	Amazon - Essential Supplies - Circ Dry Erase Boards	M4566-JUNE20	1-4691-10	28.40
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	279.80
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	38.59
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	279.80
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	129.10
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	147.20
	Steady Clothing - Essential Supplies - Staff Face Masks	M4566-JUNE20	1-4691-10	274.95
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	201.81
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	33.03
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	86.49
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	194.85
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	402.69
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	115.59
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	9.87
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	56.08
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	519.60
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	96.00
	Amazon - Essential Supplies	M4566-JUNE20	1-4691-10	519.60
	Race City Steel - Essential Supplies: Public Service Shields	P7810-JUNE20	1-4691-10	2,835.00
	Global Industrial - Essential Supplies: Sanitizing Stands	P7810-JUNE20	1-4691-10	2,192.39
	Juke Box Print - Essential Supplies: Social Dist. Signage	P7810-JUNE20	1-4691-10	3,343.99
	Zepole - Essential Supplies - Sanitizing Wipes Buckets	N7231-JUNE20	1-4691-10	956.00
	Panera - May 2020 Board Dinner	N7231-JUNE20	1-4355-16	63.32

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard	(Cont'd)			
	Wordpress - Studio Blog Renewal	N7231-JUNE20	1-4631-14	\$ 99.00
	ABOS - Boyer Membership - May 2020-May 2021	N7231-JUNE20	1-4161-10	49.00
	Amazon - Outreach Bkm/Program Supplies	M4566-JUNE20	1-4353-28	14.99
	Amazon - Outreach Bkm/Program Supplies	M4566-JUNE20	1-4353-28	15.96
	Mgmt Assoc IL - Frias Return to Work Webinar - 5/12/2020	M4566-JUNE20	1-4151-10	25.00
	GFOA - J. Nguyen Balance Budget Webinar - 5/14/2020	N7231-JUNE20	1-4151-10	35.00
	ALA - Petrov ALA Virtual Conference - 6/24/2020-6/26/2020	N7231-JUNE20	1-4151-10	60.00
	<i>Totals for First Bankcard</i>			\$ 14,664.54
Fun Express LLC				
	Outreach - Program Supplies	703399357-01	1-4353-28	59.18
	<i>Totals for Fun Express LLC</i>			\$ 59.18
Gale/Cengage Learning				
	Books - Adult Large Print	70316479	1-4543-26	83.97
	Books - Adult Large Print	70316495	1-4543-26	56.23
	Books - Adult Large Print	70316483	1-4543-26	54.73
	Books - Adult Large Print	70316512	1-4543-26	52.48
	Books - Adult Large Print	70360741	1-4543-26	218.17
	Books - Adult Large Print	70360590	1-4543-26	112.46
	Books - Adult Large Print	70360899	1-4543-26	110.96
	Books - Adult Large Print	70316502	1-4543-26	49.48
	Books - Adult Large Print	70316509	1-4543-26	77.22
	Books - Adult Large Print	70316487	1-4543-26	28.49
	Books - Adult Large Print	70316505	1-4543-26	45.73
	<i>Totals for Gale/Cengage Learning</i>			\$ 889.92
Grasso Graphics, Inc.				
	Summer Adventure Logs 2020	30810	1-4256-10	382.21
	<i>Totals for Grasso Graphics, Inc.</i>			\$ 382.21
Illinois American Water				
	Irrigation - 4/18/2020-5/19/2020	1025-210003089915	1-4331-30	108.81
	<i>Totals for Illinois American Water</i>			\$ 108.81

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois Library Association				
	Newell Membership - 5/1/2020-4/30/2021	101456	1-4161-16	\$ 75.00
	Prodehl Membership - 5/1/2020-4/30/2021	124702	1-4161-16	75.00
	Spindel Membership - 7/1/2020-6/30/2021	121636	1-4161-16	75.00
	Valencia Membership - 5/1/2020-4/30/2021	837206	1-4161-16	75.00
	Lennon Membership - 7/1/2020-6/30/2021	176532	1-4161-10	75.00
	FPLD Membership - 6/1/2020-5/31/2021	O100806	1-4162-10	500.00
	<i>Totals for Illinois Library Association</i>			<u>\$ 875.00</u>
Illinois State Genealogical Society (ISGS)				
	Dudek Membership - One Year June 2020-May 2021	6399-1920	1-4161-10	40.00
	<i>Totals for Illinois State Genealogical Society (ISGS)</i>			<u>\$ 40.00</u>
Ilya Kabirov				
	Program - Great Reads Book Club - Date 6/24/2020	IK06242020	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<u>\$ 75.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Books - Juvenile Fiction	45740847	1-4544-29	\$ 10.16
	Books - Juvenile Fiction	45740848	1-4544-29	10.73
	Books - Juvenile Fiction	44360957	1-4544-29	46.26
	Books - Juvenile Fiction	45460355	1-4544-29	16.94
	Books - Juvenile Fiction	45460356	1-4544-29	149.64
	Books - Juvenile Easy	45460354	1-4546-26	50.80
	Video Games - Juvenile	45533057	1-4564-26	56.99
	Video Games - Adult	45533053	1-4565-26	199.45
	Video Games - Adult	45533055	1-4565-26	94.97
	Video Games - Adult	45533058	1-4565-26	132.97
	Books - Juvenile Non-Fiction	45460355	1-4545-29	33.31
	Books - Juvenile Non-Fiction	45460356	1-4545-29	35.54
	Books - Juvenile Non-Fiction	45460357	1-4545-29	40.64
	Books - Juvenile Non-Fiction	45533061	1-4545-29	19.76
	Books - Juvenile Easy	45460357	1-4546-29	10.16
	Books - Juvenile Fiction	45740845	1-4544-26	101.60
	Books - Juvenile Fiction	45740846	1-4544-26	32.19
	Books - Juvenile Fiction	45460353	1-4544-26	429.72
	Books - Juvenile Fiction	45460352	1-4544-26	198.20
	CSD Program Supplies - Summer Adventure 2020 Prizes	45460358	1-4353-20	102.48
	Video Games - YA	44360960	1-4563-26	56.99
	Video Games - YA	44360959	1-4563-26	237.45
	Video Games - YA	44360958	1-4563-26	180.46
	Video Games - YA	45533052	1-4563-26	284.95
	Video Games - YA	45533054	1-4563-26	731.36
	Video Games - YA	45533056	1-4563-26	56.99
	Video Games - YA	45533059	1-4563-26	607.88
	Books - Juvenile Non-Fiction	45460353	1-4545-26	106.62
	Books - Juvenile Non-Fiction	45460352	1-4545-26	333.10
	Books - Juvenile Non-Fiction	45533060	1-4545-26	178.40
	Books - Juvenile Non-Fiction	45460354	1-4545-26	203.20
	Books - Juvenile Easy	45533051	1-4546-26	4.51
		<i>Totals for Ingram Library Services</i>		\$ 4,754.42
It's A Sign, Inc.				
	50th & Fine Free Staircase Wraps	7674	1-4731-10	718.33
		<i>Totals for It's A Sign, Inc.</i>		\$ 718.33

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Jacob M. Luce	Tuition Reimbursement - Cataloging & Classification	JL051920	1-4151-10	\$ 2,325.00
	<i>Totals for Jacob M. Luce</i>			\$ 2,325.00
JR Media Group, LLC	Program - Grandma Goes to Antarctica - Date 6/22/2020	JRMG062220	1-4571-24	225.00
	<i>Totals for JR Media Group, LLC</i>			\$ 225.00
Kanopy	Electronic Audio Visual	196392-PPU	1-4523-26	598.00
	Electronic Audio Visual	199891-PPU	1-4523-26	663.00
	<i>Totals for Kanopy</i>			\$ 1,261.00
Kirsten Velasco	Program - Cannabis Access in Illinois - Date 6/17/2020	KV061720	1-4571-24	150.00
	<i>Totals for Kirsten Velasco</i>			\$ 150.00
Konica Minolta Business Solutions U.S.A., Inc.	Maintenance - 5/15/2020-6/14/2020	9006777549	1-4234-14	356.18
	Copy Overage - 4/15/2020-5/14/2020	9006774091	1-4234-14	100.55
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 456.73
Konica Minolta Premier Finance	Leased Equipment - June 2020	413797713	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,616.00
Leah D. Moon	Program - Pointilism: A Teen Art Class - Date 6/19-7/2/2020	LDM061920	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 165.00
Library Ideas LLC	Books - Juvenile Easy	76165	1-4546-29	641.20
	Books - Juvenile Easy	76165	1-4546-26	641.20
	<i>Totals for Library Ideas LLC</i>			\$ 1,282.40
Matthew T. Galik	Program - Virtual Gen. Club: 1926 Orland Park - Date 6/19/20	MTG061920	1-4571-24	100.00
	<i>Totals for Matthew T. Galik</i>			\$ 100.00
Meredith Books	Books - Adult Non-Fiction	DLVECV11	1-4541-26	33.91
	<i>Totals for Meredith Books</i>			\$ 33.91

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Audiobooks - Adult	98915094	1-4551-26	\$ 145.87
	Audiobooks - Adult	98914964	1-4551-26	50.29
	Audiobooks - Adult	98914966	1-4551-26	553.48
	Audiobooks - Adult	98914969	1-4551-26	40.29
	Audiobooks - Adult	98873410	1-4551-26	45.29
	Audiobooks - Adult	98873411	1-4551-26	50.29
	Audiobooks - Adult	98873412	1-4551-26	45.29
	Audiobooks - Adult	98873413	1-4551-26	45.29
	Audiobooks - Adult	98873443	1-4551-26	40.29
	Audiobooks - Adult	98873441	1-4551-26	45.29
	Audiobooks - Juvenile	98914965	1-4553-26	35.29
	Audiobooks - Juvenile	98914968	1-4553-26	35.29
	Audiobooks - Juvenile	98873442	1-4553-26	25.29
	Audiobooks - Juvenile	98873440	1-4553-26	35.29
	CD Music - Juvenile	98871538	1-4554-26	15.08
	Audiobooks - Young Adult	98914995	1-4555-26	85.58
	DVD - Adult	98946974	1-4557-26	8,383.39
	DVD - Adult	98915551	1-4557-26	206.82
	DVD - Adult	98915177	1-4557-26	159.63
	DVD - Adult	98915176	1-4557-26	139.90
	DVD - Adult	98915175	1-4557-26	177.35
	DVD - Adult	98915174	1-4557-26	177.35
	DVD - Adult	98915173	1-4557-26	15.98
	DVD - Adult	98915170	1-4557-26	19.48
	DVD - Adult	98915179	1-4557-26	117.40
	DVD - Adult	98915178	1-4557-26	177.35
	DVD - Adult	98894033	1-4557-26	63.24
	DVD - Adult	98894035	1-4557-26	232.49
	DVD - Adult	98873390	1-4557-26	69.78
	DVD - Adult	98873238	1-4557-26	93.92
	DVD - Adult	98873447	1-4557-26	17.48
	DVD - Adult	98873448	1-4557-26	23.48
	DVD - Adult	98873444	1-4557-26	190.61
	DVD - Adult	98873445	1-4557-26	172.90
	DVD - Adult	98873449	1-4557-26	136.15
	DVD - Adult	98873450	1-4557-26	106.41
	DVD - Adult	98873452	1-4557-26	52.94
	DVD - Adult	98873451	1-4557-26	33.46

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98873392	1-4557-26	\$ 34.89
	DVD - Adult	98871539	1-4557-26	20.98
	DVD - Adult	98873414	1-4557-26	177.35
	DVD - Adult	98873416	1-4557-26	70.94
	DVD - Adult	98873415	1-4557-26	185.88
	DVD - Adult	98873417	1-4557-26	65.94
	DVD - Adult	98873446	1-4557-26	345.80
	DVD - Juvenile	98915181	1-4558-26	63.96
	DVD - Juvenile	98915180	1-4558-26	23.48
	DVD - Juvenile	98894032	1-4558-26	74.54
	DVD - Juvenile	98894036	1-4558-26	47.44
	CD Music - Adult	98915008	1-4550-26	14.33
	CD Music - Adult	98915007	1-4550-26	14.33
	CD Music - Adult	98915005	1-4550-26	59.42
	CD Music - Adult	98915004	1-4550-26	15.53
	CD Music - Adult	98873236	1-4550-26	24.83
	CD Music - Adult	98871536	1-4550-26	16.43
	Hoopla - Advance Digital Payment	98891873	1-4805-10	20,000.00
	Audiobooks - Adult	98915030	1-4551-29	176.16
	Audiobooks - Adult	98873239	1-4551-29	45.29
	Audiobooks - Adult	98873453	1-4551-29	40.29
	DVD - Adult	98915184	1-4557-29	27.98
	DVD - Adult	98915183	1-4557-29	27.23
	DVD - Adult	98894039	1-4557-29	24.42
	DVD - Adult	98873454	1-4557-29	54.46
	DVD - Adult	98873455	1-4557-29	105.92
	DVD - Adult	98873418	1-4557-29	30.98
	DVD - Juvenile	98915185	1-4558-29	70.44
	DVD - Juvenile	98915182	1-4558-29	19.73
	DVD - Juvenile	98894037	1-4558-29	28.79
	DVD - Juvenile	98894038	1-4558-29	19.83
	CD Music - Juvenile	98915009	1-4554-29	13.73
	Books - Juvenile World Languages	98894031	1-4526-26	27.23
	<i>Totals for Midwest Tape</i>			\$ 34,029.55
Mocavo				
	Find My Past Subscription - 6/7/2020-7/6/2021	5637227830	1-4521-26	995.00
	<i>Totals for Mocavo</i>			\$ 995.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Netrix, LLC				
	EMC VNXe ProSupport 1 Year Renewal	446882	1-4233-14	\$ 2,948.00
	Outdoor Wi-Fi Install	762526	1-4253-14	2,150.00
	<i>Totals for Netrix, LLC</i>			<u>\$ 5,098.00</u>
NTT Cloud Communications U.S.				
	Conference Calls - 5/1/2020-5/31/2020	C243674-05312020	1-4311-14	8.19
	<i>Totals for NTT Cloud Communications U.S.</i>			<u>\$ 8.19</u>
OverDrive, Inc.				
	Content Purchase - Acct Deposit	CD0447420150022	1-4805-10	24,000.00
	<i>Totals for OverDrive, Inc.</i>			<u>\$ 24,000.00</u>
Pace Systems, Inc.				
	2nd FI Mtg Rm C Reno	209564	1-4651-30	42,998.80
	<i>Totals for Pace Systems, Inc.</i>			<u>\$ 42,998.80</u>
PeopleFacts				
	New Hire Background Checks - May 2020	33754-052020	1-4253-10	44.14
	<i>Totals for PeopleFacts</i>			<u>\$ 44.14</u>
Peterson Products				
	Essential Supplies - Sanitizing Wipes	82068	1-4691-10	195.00
	<i>Totals for Peterson Products</i>			<u>\$ 195.00</u>
ProQuest LLC				
	Fold3 - 6/1/2020-5/31/2021	70626760	1-4521-26	2,371.95
	HNP Chicago Tribune Origin Yrs & Global News 6/1/20-5/31/21	70626165	1-4521-26	16,548.48
	African American Heritage & Culturegrams 6/1/2020-5/31/2021	70626759	1-4521-26	5,374.30
	<i>Totals for ProQuest LLC</i>			<u>\$ 24,294.73</u>
Randall Hildebrandt				
	Reimbursement - USB-C Adapters	RH052920	1-4354-14	43.38
	<i>Totals for Randall Hildebrandt</i>			<u>\$ 43.38</u>
Recorded Books, Inc.				
	Electronic Audiobooks & Books	76650304	1-4520-26	169.14
	Electronic Audiobooks & Books	76649218	1-4520-26	447.67
	<i>Totals for Recorded Books, Inc.</i>			<u>\$ 616.81</u>
Ronald Goldie				
	Program - Virtual Dungeons and Dragons - Date 6/27/2020	RG062720	1-4573-24	75.00
	<i>Totals for Ronald Goldie</i>			<u>\$ 75.00</u>

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General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Rowman & Littlefield	Books - Adult Non-Fiction	11393961	1-4541-26	\$ 152.91
		<i>Totals for Rowman & Littlefield</i>		\$ 152.91
S & S Worldwide, Inc.	CSD - Program Supplies	IN100521456	1-4353-20	78.55
		<i>Totals for S & S Worldwide, Inc.</i>		\$ 78.55
Sarah Potter	Program - Virt. Gen. Club Hidden Plain Sight - Date 6/5/2020	SP060520	1-4571-24	100.00
		<i>Totals for Sarah Potter</i>		\$ 100.00
Scholastic Inc.	CSD - Summer Adventure Prize Books	21302011	1-4353-20	3,098.17
		<i>Totals for Scholastic Inc.</i>		\$ 3,098.17
Sebert Landscaping Inc.	Lawn Maintenance - June 2020	202616	1-4392-30	1,580.00
		<i>Totals for Sebert Landscaping Inc.</i>		\$ 1,580.00
Showcases	CMTSD - Single Clear DVD Cases	316637	1-4371-12	648.00
		<i>Totals for Showcases</i>		\$ 648.00
Specialty Vehicle Services, LLC	Outreach Program Consulting Services Balance	11877	1-4253-10	6,575.00
		<i>Totals for Specialty Vehicle Services, LLC</i>		\$ 6,575.00
Tressler LLP	Legal Expense - Attorney - May 2020	417474	1-4241-10	1,292.00
	Legal Expense - Attorney - Tax Objection - May 2020	417478	1-4241-10	57.00
		<i>Totals for Tressler LLP</i>		\$ 1,349.00
VALIC	Annuity Withholding for Payroll - 5/22/2020	05247-052220	1-2217-10	230.00
		<i>Totals for VALIC</i>		\$ 230.00
Vanguard Energy Services, LLC	Gas Service - 5/1/2020-5/31/2020	G404408060320	1-4322-30	551.93
		<i>Totals for Vanguard Energy Services, LLC</i>		\$ 551.93
Verizon Wireless	Telephone - 4/17/2020-5/16/2020	9854802759	1-4311-14	546.59
		<i>Totals for Verizon Wireless</i>		\$ 546.59

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General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Village of Bolingbrook	Wireless Alarm Monitoring - 5/1/2020-4/30/2021	64985	1-4221-30	\$ 1,032.00
	<i>Totals for Village of Bolingbrook</i>			<u>\$ 1,032.00</u>
Warehouse Direct	CMTSD - Scotch Tape & Packing Tape	4668993-0	1-4351-10	87.80
	CMTSD - Scotch Tape & Packing Tape	4668993-0	1-4371-12	85.47
	Bottle Water for Staff	4683035-0	1-4711-10	210.96
	<i>Totals for Warehouse Direct</i>			<u>\$ 384.23</u>
Winzer Corporation	Emergency Supplies - L & XL Gloves	6626701	1-4691-10	369.35
	<i>Totals for Winzer Corporation</i>			<u>\$ 369.35</u>
	Total for Fund 1			<u>\$ 314,595.71</u>

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Bills Payable Report
June 18, 2020

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com	Building - Florescent Bulbs	W02189315	8-4357-30	\$ 291.07
		<i>Totals for 1000Bulbs.com</i>		\$ 291.07
Best Quality Cleaning, Inc.	Cleaning Service - June 2020	33458	8-4215-30	6,921.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		\$ 6,921.00
Cintas Corporation	First Aid Restock - June 2020	8404674017	8-4215-30	550.79
		<i>Totals for Cintas Corporation</i>		\$ 550.79
Cintas Corporation #344	Weekly Mat Service - 5/14/2020	4050478937	8-4215-30	30.00
	Weekly Mat Service - 6/4/2020	4052327722	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		\$ 60.00
Graybar	Building - Ballast & Control Unit	9316133065	8-4211-30	255.30
		<i>Totals for Graybar</i>		\$ 255.30
Groot Industries, Inc.	Garbage & Recycling - 5/1/2020-5/31/2020	5578240	8-4215-30	393.47
		<i>Totals for Groot Industries, Inc.</i>		\$ 393.47
Hansen Services, Inc.	Monthly Pest Control - June 2020	3920935	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		\$ 103.00
Huff Company	Lot Sound Booth Seal Adjustment/Replacement	4900 TM	8-4211-30	2,750.00
		<i>Totals for Huff Company</i>		\$ 2,750.00
Interior Investments LLC	CSD Chair Repair Delivery	167234	8-4211-30	125.00
		<i>Totals for Interior Investments LLC</i>		\$ 125.00
Intrinsic Landscaping, Inc.	Green Roof Maintenance - June 2020	20-0137	8-4215-30	630.23
		<i>Totals for Intrinsic Landscaping, Inc.</i>		\$ 630.23

Fountaindale Public Library District
Bills Payable Report
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Pace Systems, Inc.	Building - Rare Earth Magnet 10 Pack	IN00031613	8-4211-30	\$ 25.00
	Building - Replacement Projector Bulbs	IN00031741	8-4211-30	362.00
	Totals for Pace Systems, Inc.			<u>\$ 387.00</u>
Warehouse Direct	Building - Batteries	4679902-0	8-4357-30	109.80
	Building - Floor Cleaner	4683031-0	8-4357-30	154.10
	Building - Lemon Pine Sol	4683031-1	8-4357-30	42.59
	Totals for Warehouse Direct			<u>\$ 306.49</u>
Total for Fund 8			<u>\$ 12,773.35</u>	

Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Business Office Systems	Building - 50% Remaining - 3rd Floor Chairs & Tables	15022	9-4294-90	\$ 2,966.03
		<i>Totals for Business Office Systems</i>		<u>\$ 2,966.03</u>
		Total for Fund 9		<u>\$ 2,966.03</u>
		Grand Total		<u><u>\$ 330,335.09</u></u>



Jennie Nguyen/Finance Manager

May 2020 Monthly Board Report
Paul Mills

Director

We have another wonderful (and, once again, long!) report here about the tremendous work our staff is doing to serve our community both virtually and physically! Virtual programming is running strong with high quality content for our patrons. May saw the return of our drive thru services which have been very much appreciated by our patrons.

As I write this all Pinnacle libraries are offering either drive thru or curbside service. By the end of the month I anticipate that 4 of the 6 Pinnacle libraries will be open for our patrons as well.

Statewide delivery service is looking to resume the last week of June. In the interim the Pinnacle Library Cooperative has formed "Pin Drop" to provide a basic level of delivery service. Our Express van and vehicles from White Oak and Joliet are working to move items around. There are also other vehicles involved as well.



Deputy Director (Nancy Korczak)

The month of May saw the return of our staff to the building. Staff from all Public Services Departments came back to work some of their shifts in the building to help get our drive-thru service started. The Circulation Department did a great job setting up their workroom to allow for a safe work environment for staff and spent the first few days back pulling the backlog of holds for our patrons that had accumulated during our closure. Staff from all Public Services Departments have done an excellent job jumping in and helping with pulling books, checking out items and calling our patrons to notify them about holds.

Our drive-thru reopening has been well received by our patrons and during the month of May we had 2,443 patrons picking up items. Patrons have also been happy to be able to return the items they had at home. In mid-May our Outreach Department was able to begin contactless delivery to our home delivery patrons. Staff in Outreach had kept in contact with our patrons by doing wellness calls and were able easily restart deliveries.

Now that summer is here, it also means the beginning of our Summer Adventure Program. Our Summer Adventure Committee finalized the program and conducted training for all Public Services Staff. Our Communications Department has been heavily advertising the program on our website and social media platforms. We were all happy to see that our patrons were eager to sign up. We had 352 sign ups during the first week.

Our programmers continued with a full set of digital programs that were once again well received by our patrons. This month we uploaded 7 new videos to youtube, which had 4,602 views. This included Story times, Genealogy lectures, craft programs, book talks and ESL classes.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

During the month of May, our library services continued to focus on virtual services, online content production, and recorded/streaming programming. Our department completed all measurable and approachable projects, tasks, and staff training for the month of April, and continued to meet productivity goals during the month of May.

ATSD's content creation team produced one or two items each week, ranging from blog posts, to craft videos, and book talks. With new content being submitted by a staff member each day, the library's communication team had a steady flow of new items to share with patrons on a daily basis.

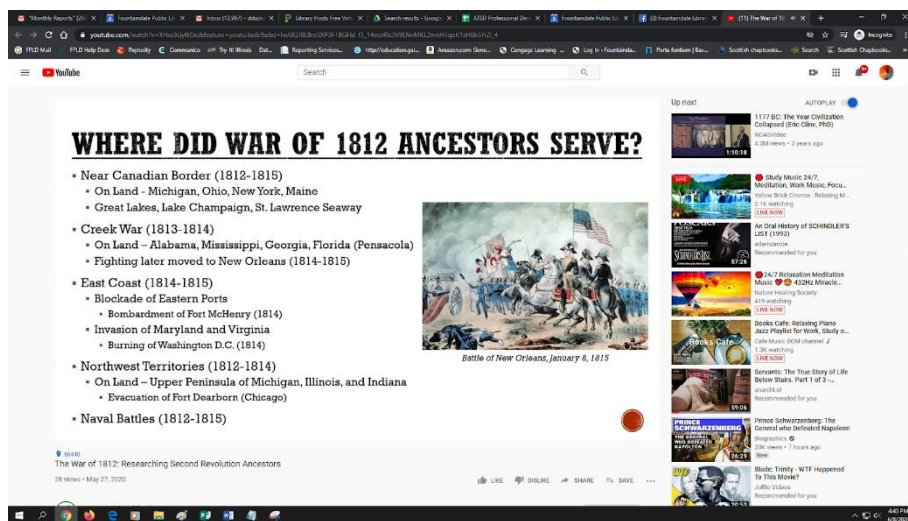
Essential Departmental Projects and Tasks (2-3 per week of each item)

- Creation of Library Database Sheets
- Re-writing of the Departmental Procedure Manual
- Library Policy & Procedures Review
- Continuing Education/Staff Training

During the month, our team completed all their measurable and achievable goals in this essential projects and tasks category. Staff completed formatting 50 database sheets, reviewing the library's re-opening plan, reviewing the department social distancing plan, [141 training sessions](#), attending Beanstack Training for Summer Adventure, as well as learning how to administer Zoom meetings courtesy of a fantastic guide authored by Jeffrey Fisher.

Programming: Our ATSD programming team has continued to schedule virtual events under a very compressed set of deadlines. Our team has negotiated with presenters, rescheduled some in-person programs for fall/winter dates, accommodated others for one-on-one recorded sessions for the summer, and produced contracts and agreements for a new schedule of virtual/streaming programs through September 2020. Our librarians have also stepped into the roles of webinar administrators, allowing Studio 300 staff to step back into their regular work flow and away from scheduling, administering, and overseeing the logistics of ATSD programming. I am very proud of what our team accomplished during the month, as this transition was under a very challenging deadline with shifting dates and statuses for future programs.

Positive feedback continued to flow in through our Genealogy Club Facebook page, which continued to be a great place to post links, handouts, and other information for patrons to access quickly and easily. I presented one webinar session on May 27 entitled 'The War of 1812 – Researching Second Revolution Ancestors' which was a presentation I created last year just in case a regular genealogy club presenter cancelled unexpectedly. This was part of the five backup lectures I have on hand, and this is the first time I've presented this topic for a public library.



This presentation complimented the 'Using Fold3 Library Edition' lecture I used last month, as many of the War of 1812 resources highlighted in my program are accessible from home by FPLD cardholders. This program also features many of our library databases such as Ancestry Library Edition and FamilySearch, as well as some governmental and nonprofit resources.

June's Genealogy Club programs were featured in the Bolingbrook Patch, which was a great compliment to our slate of monthly programs! You can read the article online here: <https://bit.ly/2AiFHKr>

ATSD continued to work within a virtual reference schedule which assigns team members a two or three hour time slot in which to answer phone calls and e-mails received through our asd@fountaindale.org and help@fountaindale.org addresses. This delegation of tasks has allowed us to respond to patrons in a proactive and effective manner, ensuring the team

member assigned can focus on assisting patrons, while other staff are able to complete essential tasks at the same time. Our department also began working at the 2nd and 3rd floor service desks to answer questions and respond to inquiries Monday through Saturday in six hour shifts – 12 Noon to 6 pm.

Programming (includes):

YA Programs:

Randi's Observations:

Teen Services: Working from Home & at the Library

We continued to use our [Covid-19 Service Plan: Teen Services](#). We used it to plan out blog posts, virtual programming and other services. In May, I continued planning virtual programming, worked with outside presenters to schedule programs in June and July, updated Communico, wrote blog posts, read and wrote book reviews for our new Teen Book Babble programming, filmed four Teen Crafternoon videos, created content for Kindness Day, communicated with school media specialist, attended virtual meetings and completed several projects related to Summer Adventure.

Our department began doing virtual reference from home as well as at the library. At home, I set up a workstation that includes my personal laptop, microphone and headphones. I was able to log into LEAP, Mosio, Communico and all of the other services we use to provide reference and reader's advisory services in the building. IT provided access to Google Voice which has come in handy when needed to contact patrons over the phone. At the library, I mainly worked the third floor service desk answering questions about our eResources, Digital Collection and placing holds. Many of our patrons were interested in checking out eBooks using one or more of the services available to them.

Teen Virtual Programming

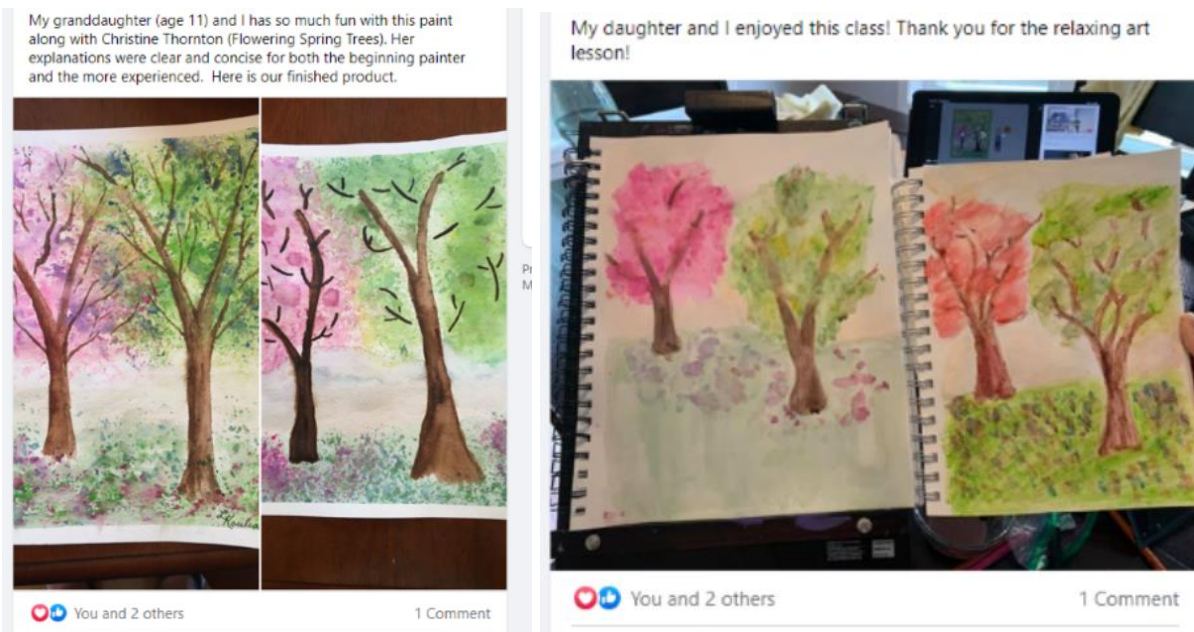
In April, I completed negotiations with our regular outside presenters to reschedule several teen activities. Ron Goldie, our Dungeons & Dragons DM, Christine Thornton, artist, Cathryn Stanek-Whisler, artist and crafter, and Leah Moon, artist, held virtual programs in May.

Celebrate Spring & Flowering Springs Trees: Virtual Art Classes

Our patrons were able to participate in two online art classes this month. Christine Thornton of Hello Art Studio typically visits our library once a month to present drawing and/or painting classes. Fortunately, she was able to quickly transition several of her in-person programs into virtual programs. Christine provides a private YouTube link to the online tutorials and uses social media (Facebook) to connect with students, provide feedback and answer any questions. Patrons (adults and teens) registered in advance. Before the start of each class, I drafted an email that included links to the class, our Facebook post where registrants can connect with Christine and a suggested supply list. I created the suggested supply list in Publisher and then saved the file as a PDF. Patrons then have five days to watch the video so they can go at their own pace.

In our first class, **Celebrate Spring**, adults and teens started by drawing a wildflower, then zoomed in on a rabbit's face for their final piece. In **Flowering Spring Trees**, adults and

teens learned to paint beautiful flowering spring trees using some fun, easy watercolor painting techniques. Some patrons shared their projects on Facebook.



No-Sew T-Shirt Bags

Cathryn Stanek-Whisler recorded two craft tutorials—one for adults, Upcycled Wind Chimes, and one for teens, No-Sew T-shirt Bags. She sent me the completed videos and a PDF instruction sheet for these classes. The videos were added to the library's YouTube channel and were available for two weeks. The PDF was added to Communico. Our No-Sew T-Shirt project was really simple and used supplies that most people would have at home. Cathy taught our patrons how to transform an old t-shirt into a cute, reusable bag. The video was watched 42 times in two weeks! I would call that a success as most of our teen craft programs are capped at 15.

Drawing Manga Style

We scheduled an additional art class, Drawing Manga Style, with new presenter Leah Moon. Leah filmed a quick, easy drawing tutorial for teens. The video teaches viewers how to draw a bust view of a character in manga style. Teens were able to learn the basics of how the pros do it, and useful terms for creating their own manga. Leah sent me the completed video which was then added to the library YouTube channel. The video was up for two weeks and was viewed 121 times. Wow! Leah will be creating two more tutorials for our teens that are scheduled to go live in June and July.

Dungeons & Dragons

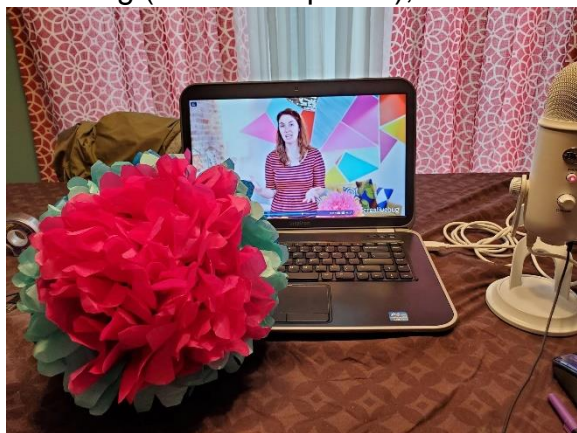
One of our regular DMs (Dungeon Masters), Ronald Goldie, agreed to run two sessions of Dungeons & Dragons. We decided to use the library's Zoom account so that participants will be able to interact with Ron and each other as they play the game. These programs were our most successful Zoom programs in April and May. The kids were very excited for this program. Within one day of emailing our regulars, our May 2 program was full! I was there for both programs as the host and as someone who has never played D&D, it was such an interesting experience. Ron created a campaign and some fantastic maps and images. The kids really enjoyed the program and were also impressed with the visuals.

Anime Night

Ashe selected two different animes, *One Punch Man* and *Fruits Basket*, for our this month's Anime Night. We had three teens join us on Zoom as we watched four episodes of *One Punch Man*. I was once again in charge of hosting the webinar and streaming the show. The teens enjoyed themselves and had fun chatting about the show and all things Anime with Ashe. They are excited to join us next month as we watch more of the latest subbed anime on Crunchyroll.

Teen Crafternoons

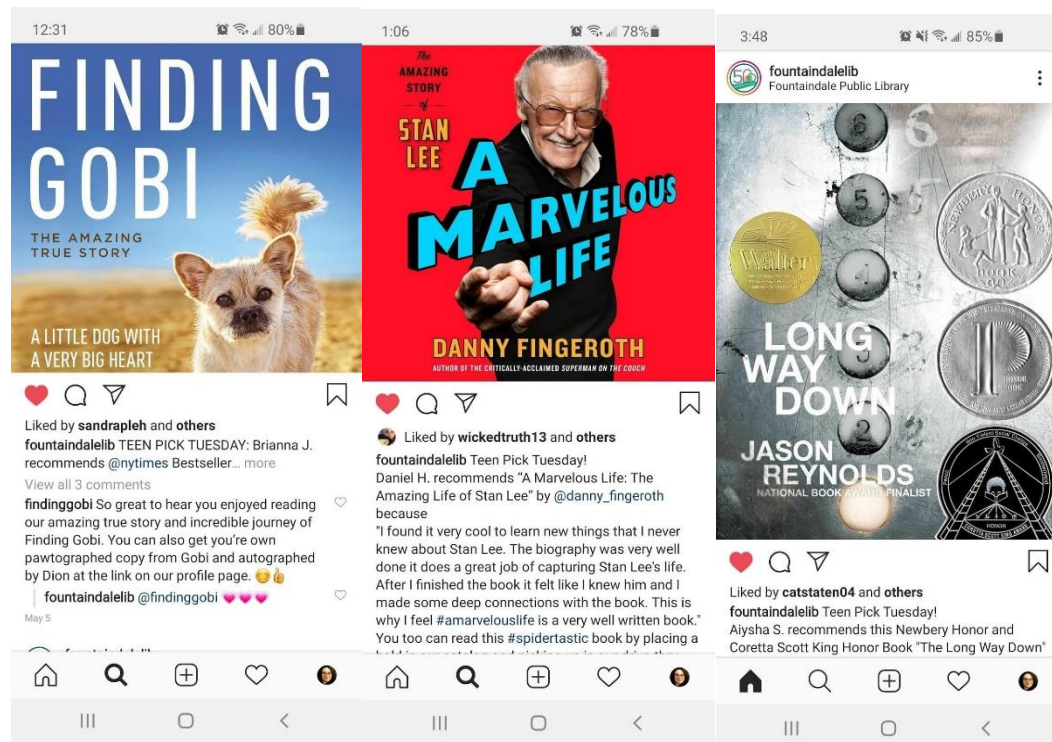
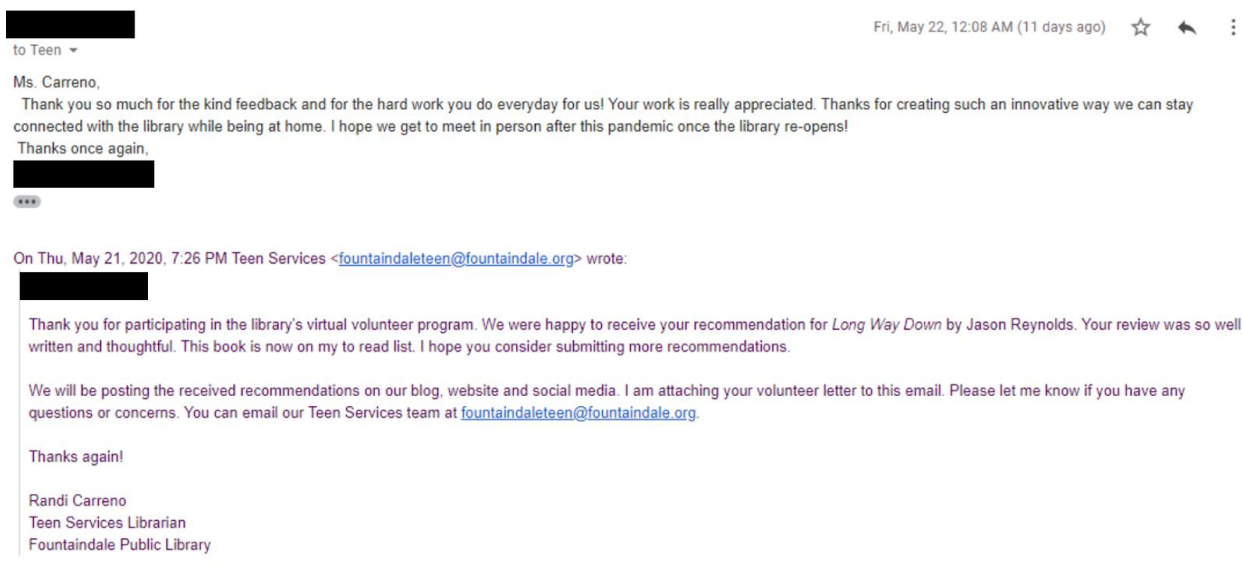
I recorded four additional craft tutorials in May including: DIY Pipe Cleaner Flower Rings, DIY Suncatchers, Tissue Paper PomPoms and Bubble Prints. Our Teen Services team did some research to find projects that would appeal to our patrons, wouldn't require a lot of specialized supplies and could be filmed while working from home. Two of our projects were found in Creativebug while the others were Pinterest finds. These recordings require quite a bit of prep—making multiple examples as I prepare for each stage of the project. This is mainly done so that I can keep the recordings under 15 minutes and get an idea of what I will say during the filming. I have been pleased with the results when you take into context how many teens are normally able to attend an in-person craft program. Typically, we can accommodate between 8 and 15 teens in our monthly Teen Maker DIY and stand-alone crafting events. DIY Pipe Cleaner Flower Rings (released May 1) had 37 views, DIY Suncatchers (released May 8) had 47 views, Tissue Paper PomPoms (released May 22) had 16 views and Bubble Prints (released 5/29) had 19 views. Our first video, Paper Marbling (released April 24), had 10 additional views in May.



Teen Volunteering

Our Teen Volunteering: Book Recommendation project was extended into April and will continue throughout the summer and potentially through the fall. As a reminder, teens in grades 6 through 12 can submit a book review to earn service hours. These recommendations have been posted on Instagram for #TeenPickTuesday, my team created a LibraryAware newsletter that can be found on our website at fountaindale.org/teenreads and was included in our Teen Book Babble recording. Teens receive one service hour for every recommendation submitted. We had 14 new recommendations in May.

I had a lovely note from one of our participants.



Here are a few screenshots from Instagram. One of the authors actually commented back on our post. How fun!

Photography Scavenger Hunt

Jenna and I built our Teen Photography Scavenger Hunt list. Starting June 1, teens can take part in our fun photo scavenger hunt for a chance to win a gift card! Each week, we'll share a photo prompt on our blog and in Communico, and whether it's taken from the comfort of their own home, backyard or the greater Bolingbrook community, they can take a photo that you think best represents that prompt.

Teen Coloring Contest

Our annual coloring contest returns in June. In the past, teens were able to come to the Vortex to pick up an entry form. I worked with the Communications team to make sure that teens can participate virtually. I worked with Steven to add the contest to Communico, created a PDF version of our coloring sheet and entry form and then worked with Melissa to get this up on the website. Teens will be able to submit their completed entries via our blog at fountaindale.org/teencoloring.

Teen Book Babble



We are introducing group book talks in June. The Teen Services team and Kelsey are recording videos to promote our teen collection—both print and digital. We decided to use the library's Zoom account to record. Each staff member takes turns talking about one of their most recent reads. I read and wrote up reviews of *Eliza and her Monsters* by Francesca Zappia and *The Cruel Prince* by Holly Black.

Blog Posts:

Our teen services plan included writing blogs that promoted programming, our digital collection and resources. This month, I wrote several blog posts for Kindness Day.

Spread Kindness with Good Vibe Cards & Window Displays

- Our Kindness Day committee came up with several project ideas including note cards and window displays. Before quarantine, I and a few BHS students made examples of our Good Vibe cards. Studio 300's Anna and I worked together on the window display project. The blog post just explains how our patrons can spread kindness and make their own cards and window displays. I created my own window display using the templates Anna put together and then wrote everything up for Kindness Day.



Kindness Rocks

- Another project for Kindness. In the blog post, I give a little background on The Kindness Rocks Project and provide detailed instructions on what you need to make your own Kindness Rocks. I did make a few examples. I ended up photographing these and adding the picture to the blog post.

Book Recommendation: *Stargirl* by Jerry Spinelli

- This was my final blog post for Kindness Day—a synopsis and commentary on *Stargirl* by Jerry Spinelli.

School Services:

I continued my school outreach efforts during the month of May. I emailed my contacts at Brooks, Humphrey and Janes Addams Middle Schools and Bolingbrook High School to promote our drive thru service, programming and Summer Adventure. I also emailed several volunteer letters to the NJHS coordinator at Brooks Middle School. This was because some students used their VVSD email address when submitting book recommendations. These email addresses are not set up to receive emails.

The BHS librarian and I emailed back and forth several times to discuss their school's summer reading challenge and to promote our Summer Adventure. During the course of our conversations, she let me know that BHS planned on donating t-shirts for our summer reading program. These shirts are great! I sent a thank you email to Jen Pizzuto, BHS school media specialist, and Thomas Demos, Content Core Administrator. We plan on holding a random drawing to award these shirts to teens that complete our Summer Adventure.



As May drew to a close, I started thinking about our teens—our seniors that are graduating from high school and the eighth grade students transitioning to high school. I wanted to do something special for them so I reached out to my team and Melissa Bradley to see if we could recognize their accomplishments in some way. We decided to create an Instagram post wishing “Congrats Class of 2020.” Jenna, Ashe and I each took a part of that phrase and created word art. Melissa put it all together in a wonderful post!

Staying Connected: Meetings & Check-ins

Teen Weekly Meetings

The Teen Services team continued to meet on a weekly basis throughout the month of May. We discussed booklists, programming, Summer Adventure and more.

Adult Services Meetings

Debra scheduled two weekly check-ins with all ATSD staff to discuss current projects, training and provide updates on the library, virtual reference and our phased opening plan.

Summer Adventure

Our Summer Adventure committee met several times this month to discuss our summer program. I finished two prize book orders and finalized our teen grand prizes. I unboxed the prize books leftover from last summer. I also used our current inventory document to create a prize book list. This list will be available on our website for patrons to use when selecting their level prizes. Ashe is hard at work editing this document. Jenna took the lead on adding links to the library's Summer Adventure Pinterest boards.

Tinker Troupe: Mess Fest

The Tinker Troupe met to discuss our virtual Mess Fest (scheduled for July 9). Our team will be recording demonstrations, creating book lists and writing up blog posts. I have been assigned two projects: Spaghetti Messy Spaghetti Painting and String Art Painting.

Collection Usage Committee

At our May meeting, Christina went over digital circulation statistics and restricted collections during quarantine. We also discussed the personal recommendations form.

Career Online High School:

Statistics

Currently Enrolled: 4

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 0

Graduate: 24

Adult Programming:

From Nick Mitchell's Report

With the same plan that was adopted last month, we continued with virtual services with the addition of adding hours in house to better serve our community during the Stay at Home the state is under. With the time on desk, I was able to assist patrons with accessing many of eResources as well as finding and placing items on hold. Throughout the month, I often received grateful phone calls from patrons with how the library was doing as much as we were during the pandemic. Many responses from patrons stating that they also miss coming to the library as well. But the gratitude for all the work we were doing was important.

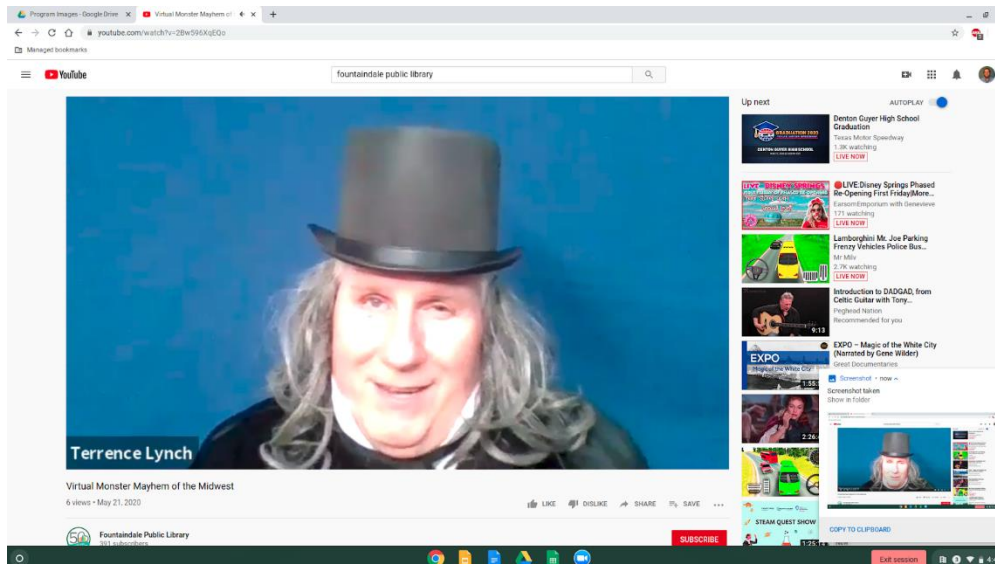
Great Mothers in History 5/10 (33 views in 2 weeks):

This was a video that we had received from Martins Mathisen. She had sent out an email about hosting the video that she had filmed that explained some of the Great Mothers that have shaped world history. The video was posted on the library's social media and was hosted for 2 weeks. In that time, 33 patrons had viewed the video. This is a great response to some of our self service programming. I would like to keep thinking about doing things like even beyond the events that are currently happening to be a showcase of some of the programming the library can host. It will keep the community engaged.

Virtual ESL Classes 5/5 (4 Attendees), 5/12 (5 Attendees) 5/19 (5 Attendees), 5/26:

This was the last month of our ESL for adults classes with Elizabeth Portillo for the summer. We had switched the time for the program from the afternoon in April to the evening at the typical time it would have happened. We hoped that that would increase the number of people who would be able to attend. Unfortunately, the numbers did lower for the month, but there was consistency of who participated. Each class had the same participants and that allowed Elizabeth to build a rapport with the class as they progress with the material. The plan for the ESL classes is that they will resume in September.

Monster Mayhem in the Midwest 5/19 (2 Live, 27 views on Youtube in a week):



I was very excited to have Terry Lynch to present his Monsters Mayhem in the Midwest. I had always heard many of the stories that Terry was going to present and I thought that that would be something that patrons would enjoy. Unfortunately, when I was about to begin setting up hosting the program, my computer had crashed. This

delayed the start of the presentation until almost 10 minutes past the start time. Up until this moment, I was grateful that I had not run into many instances of tech problems, until then. I do feel that may have been the reason for the low attendance for the live event, because the views that the video had received during it's week on our Youtube page was encouraging.

Additional Projects for the Month:

As we continue on with the summer, we are also preparing for Summer Adventure. It will be my first Summer Adventure with Fountaindale, so some other projects that I worked on during the month was training on how to use Beanstack and finalizing some of the prizes that we would be giving away during the program. I also had started Mango Languages classes to learn Spanish to better assist our patrons. I know that this is going to be a long term project, but I really feel like this is important so that it increases patrons' accessibility to staff and materials. I have also signed up for Gale Courses: Fundamentals of Supervision and Management as well as begin Management Essentials in Universal Classroom.

From Tony Nguyen's Report

On May 12th, we held our first Cooking Demo with Chef Maddox since the statewide closure. Susan shared four delicious recipes that are ideal during those times due to the ease of finding the ingredients necessary for them. They were Greek Chicken Bowls, Authentic Greek Tzatziki, and Nut & Herb Crusted Pork Tenderloin with Basil Cream. While missing the fun of trying out samples, the virtual format allows Chef Maddox to demonstrate more recipes that wouldn't be possible with the in-person format as well as allow viewers to

enjoy the program with a glass of wine. At the conclusion of the program, Susan stayed for a little while to answer several questions that the patrons had, which I communicated to her via Zoom's Q&A function. Jeffrey Fisher helped me out with this particular presentation by showing how Zoom functioned from the host's side.

Then on the 17th, we had another session of the R&B Line Dancing program. 44 patrons virtually tuned in to get their groove on with Belynda Head via live YouTube sessions on her channel. From what I saw in the comments, viewers were having fun despite not being together physically and until we can have everyone back in the building as it was prior to the pandemic, we will keep this virtual arrangement going.

For webinars, I started off with Ryan Dowd's presentation on Traumatic Brain Injury and that was a great addition to his extensive Librarian's Guide to Homelessness training. By understanding this physical condition that can occur in some individuals, it helps increase our empathy so we can help and provide better service to these particular patrons. And getting back into using Lynda.com, I explored their course called, "Supporting Your Well-Being during Times of Change and Uncertainty." It tapped into many topics like how to adjust one's mode of thinking to better absorb change, mindfulness methods to reduce anxiety, meditation techniques for after work, etc.

From Rebecca Falasz's Report

May seems to have been a very educational month for me. With all of the issues of COVID still going around we have still been working at home for the most part. A lot of us have been using this time to educate ourselves and watch webinars to develop some extra skills!

I myself have watched various videos on a few subjects. Through Lynda I was able to complete three learning paths that I found very helpful for work. The major one I did was "Supporting your well-being during times of change and uncertainty." This learning path was 16 hours long and earned me a total of twenty course credits! It was filled with lots of information and direction in being mindful of yourself and others around you. There were also a lot of breathing exercises that I know will help me out in the future when I feel anxious or stressed out because of a situation at work. I also did a seven hour long path, "Improving your teamwork skills" and I really loved this one. I feel as if this is something everyone in the library should watch. It covers a lot of important topics such as communication, managing conflict, and improving your conflict response. I found all of the videos helpful and I was able to take many, many things away from this learning path.

And as I stated before I think this is a great learning path and many people would benefit from taking the time to watch this. The last learning path I completed was "Develop your customer service skills." This one also has helped me a lot, especially since I am typically on desk to help patrons all the time. One of my struggles has always been dealing with a patron that has a problem. I always get very nervous and sometimes if they are attacking me directly I can get very defensive. But in this learning path there are three separate videos that educate you on dealing with patrons when there is an issue, and how to turn the situation around. This is another learning path that I think others would benefit from as well. Everyone can get nervous or upset in challenging situations and these courses have really helped me learn!

Along with all of these webinars, I have also been working on some programming! In May we had Cathryn Stanek-Whisler do an online craft program for Upcycled Wind Chimes. This video has gotten 25 views, has a total of 1.6482 hours of watchtime, and received 439 impressions.

Randi and I also worked together with Christine Thornton and had two different watercolor workshops up that were available for teens and adults. The “Celebrate Spring” workshop was viewed 24 times and the “Flowering Spring Trees” workshop was viewed 45 times! I’m happy that those got some views for us and it seems like the patrons enjoyed the class. I know the watercolor class is a favorite and I’m really glad we could bring this to them even at home.

Nic and I have also been working together to start trivia nights! So far for right now we are in the process of scheduling a virtual event for the summer, but if all goes well I am hoping to make this a recurring event.

Minecraft Monthly Report – Agnes Babinski

We have had three sessions this month.

5/5 4 registrants, 4 attendees

5/12 6 registrants, 4 attendees (1 registrant did not have a Java account)

5/19 4 registrants, 6 attendees (brothers forgot to register, and I had added them to the whitelist just in case, very busy day!)

Overall	Total Sessions	Attendance				Grade Distribution			Guest Account Use		Attendance to Session Ratio
		Total	Total Avg	Tuesday Avg	Thurs Avg	Elem.	Middle	H.S.	Avg Accts. Used	% Using Guest Accts.	
August 2014 - May 2015	74	832	11	11	11	50%	44%	7%	3.0	24%	11.24
August 2015 - May 2016	80	932	13	13	13	72%	26%	3%	3.5	26%	11.65
August 2016 - May 2017	62	536	8	9	7	80%	19%	3%	4.5	56%	8.65
September 2017 - May 2018	70	652	9	10	9	57%	42%	2%	6.4	68%	9.31
September 2018 - May 2019	46	341	7	7	9	49%	49%	4%	4.9	72%	7.41
September 2019 - May 2020	30	215	7	7	NA	62%	37%	17%	3.4	44%	7.17
Monthly Breakdown		Attendance				Age Group			Guest Account Use		Attendance to Session Ratio
	Sessions per month	Total	Overall Avg	Tuesday Avg	Thurs Avg	Elem.	Middle	H.S.	Average Per Session	% of Total	
April 2019	4	18	5	5	N/A	39%	61%	0%	3.5	78%	4.50
May 2019	2	11	6	6	N/A	82%	18%	0%	4.0	73%	5.50
April 2020 (Virtual)	2	6	3	3	N/A	133%	17%	0%	0.0	0%	3.00
May 2020 (Virtual)	3	14	5	5	N/A	79%	21%	0%	0.0	0%	4.67

I have also been updating the ATSD landing page regularly since we began working in the building again. The updates include new links to current projects, and updated hours of operation and services as they have been changing.

Training Opportunities:

I spent a lot more time this month on training webinars than before, it’s extremely rare to be able to spend this much time on professional training! (I think I’ve reached my evaluation goal)

a. ***AL Live: Libraries and COVID-19: Managing Strategies and Stress (80m)***

This webinar covered several topics in relation to Covid-19. They offered recommendations for services and things to think about when looking for ways to help the community, some of which we have implemented. Offering virtual services such as read-a-longs, connecting patrons to eResources and materials, sources for financial assistance for those in need. We also need to consider those older patrons who use the library for a bit of human contact and may be facing increased loneliness. Things like phone call check-ins and reading to these patrons could help them immensely. Libraries should also be helping their patrons access accurate information and learn how to assess news sources.

b. ***AL Live: Grow & Nurture Your Patron Base While Driving Down Costs: Introducing a Collection of 30,000 Unlimited Access Audiobooks. (30m)***

This was essentially a sales pitch.

Their introduction however did have some interesting points regarding the consumption of audiobooks and promoting the audiobook services we do have. Audiobook consumption has gone up with the easy access of smart phones. Libraries are an important source of these for many people. No wait audiobooks would be ideal (and it is what they were pushing) as people can be discouraged by wait times. No-wait audiobooks could be used by library programs like reading clubs and after school programs without having to worry about limited copies. This would be great for GenZ-Millennial age range that is tech savvy and grew up on friction-less binge watching & streaming.

The actual interesting portion of this presentation was the suggestions they had for reaching new users:

- Partner with businesses (offer professional development, book clubs)
- Partner with schools – All ages can benefit, continuing education through summer programs
- *Commuters* - Target those driving and using public transport – kiosks or posters at travel points. Personally a lot of those I help with attaining audiobooks are usually looking for something they can consume while driving – it's great!

c. ***AL Live: Libraries and COVID-19: Considering Copyright (60m)***

This was a fairly dry topic, and doesn't really apply to public libraries as much as it would for educational libraries, but it was interesting nonetheless. Due to the nature and upheaval of normality from Covid-19, we're trying to fulfill the needs of patrons in any way possible.

Resources should be more readily available in digital format, but it's not. Controlled lending is very much a barrier to this – 1 copy to 1 patron as with books. Some vendors have opened up their policies for a short time, but it is unknown how long, and how we can advocate for a change in this system.

d. ***Libraries and COVID-19 Providing Virtual Services (60m)***

This webinar offered some suggestions on how to approach virtual services. Don't worry about replicating usual services, anything you offer will be appreciated! This is new territory for everyone. Simple things are better, offer what is accessible and do-able from home, and don't expect people to learn completely new things in order to participate.

e. ***Novelist: Crash Course in Horror (75m)***

Continuing on my journey through genre discovery, I watched the Crash Course in Horror webinar. Horror is a very popular genre in all formats – TV, book, games etc. and explores the possibility of our nightmares being real. It's a visceral form of fiction that appeals to emotions and the guts, and really gets its hooks into the reader. There have always been elements of horror in stories that are passed down, but the genre really started developing in the 18th century with gothic horror.

f. ***Niche Academy: Advanced Body Language (1hr)***

This was a continuation of the Homelessness webinar series and applicable for dealing with all patrons.

Nonverbal cues are more important than the words you are using

Those you are talking to can have vocabulary issues, 60-90% of communication is non-verbal. Meaning of words can be changed completely based on inflection and body language

People tend to believe non-verbal cues over words.

g. ***Niche Academy: Body Odor: The Most Dreaded Conversation of All Time (1.4h)***

This was a continuation of the Homelessness webinar series.

Use empathy & coin in the cup tools to make it easier

Have a strategy:

Start - Raise the Issue - Address Objections - Goal (Inform or ask to leave)

Legal issues: Best if library conduct policy has phrasing regarding disruptive behaviors (which include odors) and make sure that these rules are objective and equally enforced.

**Assistant Manager
Christopher Halvorsen**

I virtually helped 9 patrons with 12 questions during this time. Several came in on Sunday before Memorial Day because the Fountain had just come out and they had questions about programs. And of course, I was at home and did not have a copy of the Fountain. For one of the questions, about crafts on the go with Becca, I called and reached Rebecca to get an answer for a patron.

Another patron had a question about the painting workshop class that was listed for Tuesday morning. She was hoping we could have the class in the evening. I looked up the program in Communico and discovered that she could watch the presentation at any time for up to 5 days. So, she was able to register for the program and watch it in the evening.

This month I had seven one-on-one meetings with staff I supervise. These meetings never last much longer than 15 minutes but it gives my staff an opportunity to ask me any questions they might have.

We might not be hiring for a while, but I did work on a training checklist for our department to go along with the training checklist HR provides so that everything is covered and recovered that get done in our department. I'll be revising it in the month of June and will share it with staff to see if I forgot anything.

As far as educational opportunities go, I watched the Excel basic class in Lyndia.com. I started taking a Universal class on Customer services which I'm about half way done with. I also continued with the homeless training and webinars by watching the one for May. I also watched the webinar for the presentation called Online Reference and the Open Web: Boosting Strategies and Sources.

In the library I consulted with Agnes about how to complete the database sheets. We decided on a format and determined that Google Docs was not able to format the sheets correctly so they would be done in publisher. Agnes and Jay would do the ones for their areas and we would go from there to get the rest of the staff involved.

John in IT showed me a new computer commons software package for computer assistants to help patrons without being present at the desk. It's called VNC and it lets computer aides take over the desktop of computers so they can work with patrons on their computers. The software is fairly straight forward and I created a brief sheet so that computer aides can work with it before we re-open.

Finally, with the help of Randi and Kelsey, I did a practice computer class in Zoom on Excel. The session went really well and I was able to come up with a process by which we can first briefly instruct patrons on how to ask questions before going into the class.

Librarian Highlight **Brian Smallwood**

During the month of April, I created content, completed my assigned tasks and projects, and attended staff training sessions.

Blogs

1. *Some Financial Help for Customers of Banks and Credit Unions due to COVID-19*
2. *Protect Your Stimulus Check from Garnishment during COVID-19*
3. *Protect Yourself from Debt Collectors During COVID-19*
4. *What You Need To Know If You Are Struggling With Your Mortgage or Rent Payments due to COVID-1*

ATSD Professional Development Log

- Traumatic Brain Injury: Invisible Cause of Homelessness (and Staff Frustration!)
- Libraries and COVID-19: Using 3D Printing to Make Personal Protective Equipment
- Libraries and COVID-19: Considering Copyright during a Crisis, Part 2
- Using Social Media Listening to Adapt Your Library for COVID-19
- Virtual Platform Possibilities: Providing Digital Skilling Resources for Patrons
- Libraries and the Census
- PPE Use For Library Staff
- Maximizing and Measuring Virtual Programs
- Recharge Your Energy For Peak Performance
- How to Manage Feeling Overwhelmed
- Managing Stress For Positive Change

- How To Be An Adaptable Employee During Change and Uncertainty
- Beanstack Training
- Tools for Building Digital Skills with Your Patrons and Staff
- Time Management Tips

Virtual Programming for May

1. Spirits in the Wind Flute Circle via Zoom Webinar - Monday, May 4, 2020 from 7:00 - 8:30 pm
2. X-Meets-Y Book Club via Zoom Webinar - Saturday, May 16, 2020 from 2:00 - 3:00 pm
3. Spirits in the Wind Flute Circle via Zoom Webinar - Monday, May 18, 2020 from 7:00 - 8:30 pm
4. The Great Reads Book Club via Zoom Webinar - Wednesday, May 27, 2020 from 7:00 - 8:30 pm



Librarian Highlight **Jay Purrazzo**

Fountaindale Library's Job Club began this month. I tried the resource overview presentation twice to no success. Session on interviews set for this Thursday. I have set some dates in the Fall and will try the club again on a monthly basis. Hopefully having a section in the newsletter will help. Ideally, I would like to have in-person meetings in Meeting Room C because A) visual advertising and B) good lighting. I was suggested to cover a series of topics, but I think it would be better to focus on a few "core" classes before branching out.

1. Job Hunt Tips
2. Resume Workshop
3. Cover Letter Workshop
4. Interview Practice

This would hit the needs of 80% of job seekers. I have high hopes for the last three as they would involve patrons working with each other, providing more value than a presentation.

For professional development, 15 webinars or other resources were viewed, taking up around 12-15 hours of view time. One highlight of this month has been the Virtual Power Hours with several of the local chambers. It was great learning about the other professionals in the area and their needs. It also gave me the chance to scope out for potential presenters and I found one that could work for the library.

Something I learned (or figured out) that I didn't know before:

A lot of job skills. Many of the resources I viewed with Lynda and DuPage were on job hunting and interviews. One thing I did not do enough during my own job search is drill common questions. At the very least I should shore up my own holes before lecturing anyone on the right thing to do during an interview.

Other Staff I assisted this month and how I helped them:

Assisted Agnes with formatting options on Database templates. I'm hesitant to add more paper to the services desk, though the project has been great for reviewing our resources. We both agreed to use Publisher for formatting even if everyone doesn't have the software at home.

Librarian Highlight **Erica Edwards**

Book Talks

I filmed, edited, and uploaded 4 Book Talk videos for patrons to enjoy! Patrons are able to view these videos through our YouTube channel as well as on our social media sites (Facebook, Instagram). When deciding what videos to film this month, I spoke with CMTSD to gain some insight into what types of books are popular right now. Self Help is really popular right now and so I wanted to focus a bit more on that in my videos! I also experimented with different formats more to see how people respond and to see what does well! I've also heard that many people are getting "screen fatigue" and I think that switching up the format might help with shaking things up a bit for those who need some excitement in their day. I continue to hear so many positive things about these videos and I'm so happy that I get to make them to connect with our community!

5 Feel Good Books on CloudLibrary

I heard from Christina T. that CloudLibrary always needs some extra promotion so I thought that this would be a great chance to do that. I decided to focus on feel good books because that's what we all need right now! I included a variety of fiction and nonfiction and included an audiobook recommendation as well! The great thing about this video was that I also inserted a video of me actually using the app, I did this by recording the screen on my iPhone. I think this was great because patrons can actually see me using the app and finding the books so they can easily replicate it when they go to search.

My Sister, The Serial Killer by Oyinkan Braithwaite

I wanted to highlight this book since it's by an Nigerian Author and the book revolves around two Nigerians sisters, one of whom happens to be a serial killer. It's a short read and it is one of the most unique books that I have ever read! It's full of wit and dark humor which I really enjoyed and is something that I think a lot of patrons will like too!

The Year of Less by Cait Flanders

This was a suggestion to appeal to those who are interested in self-help and decluttering! I know that's something that a lot of our patrons are interested in right now and I think this book is a lesser known self-help that would appeal to a lot of people! It's also great as an audiobook so I recommended that patrons listen to it as they clean!

Reading Recommendations from a Librarian's Bookshelf

I wanted to try something a bit different with this video! Instead of just sitting in front of the camera, I took patrons on a mini tour of my bookshelves while also giving recommendations along the way! I highlighted a variety of books, including some books on creative writing, one on dinosaurs, and a few others. It was really fun to share my bookshelf and I hope to inspire some other staff members to do the same!

You can find the videos here: <https://www.youtube.com/user/FPLStudio300/videos>

Blog Posts

I wrote 2 blog posts this month! While reading an otherwise great book where the dog unexpectedly died, I was inspired to write a blog post asking Authors to stop killing off dogs in their books! I can't tell you the number of conversations I've had with patrons and book clubs discussing this phenomenon so I thought that it would make for a tongue-in-cheek blog post. I included some feel good books where no dogs harmed!

My second blog post is in reference to the popular *The Last Dance* documentary series on ESPN. I started by creating a [read a likes list](#) that I hope to turn into a display in the library. I think this would be a good mini pop up display in the lobby. I think a lot of teens/young people might gravitate to this display. I decided to make a blog post about it as well with the intention of appealing to people who may not regularly read but may be tempted to by their already established interest in this pop culture reference. P.S. this was also inspired by the fact that my Dad hasn't read a book in his life, but recently read an entire Arnold Palmer biography. It made me think that sports fans might be a demographic that we need to start appealing to!

Book Clubs/Programming

The Chills & Thrills Mystery Book Club met on Zoom this month! Our meeting on May 6th went really well. We were only missing one person (that person doesn't have a computer) so Zoom was very popular with everybody! Everybody was very appreciative to be able to see each other and the meeting went very smoothly with little to no technical problems or hiccups. Attendance was 11 people in total! We read "Kill Your Lawyers" by David Housewright for this meeting which was a well-received read overall.

My Coffee and Conversations Book Club met via Zoom on May 19th! We discussed "Things You Save in a Fire" by Katherine Center. Thankfully most people were able to attend, we only had a few people missing and this was mostly due to technology issues! We actually had a new member come to this meeting! She said that she wanted to join a book club because she is trying to encourage her middle schooler to read and thought that if she wants her middle schooler to read she better be reading too! She was a great addition to our group and I hope that she joins us again next month.

On Sunday, May 24th we had the first ever Forever Young Adult Book Club! This book club was originally slated to start in September 2020, but we decided to do a trial run on Zoom. We only had 2 people in attendance, but the discussion still went really well! We read "With the Fire on High" by Elizabeth Acevedo. It was a lot of fun to talk to fellow YA lovers and even though there were only 3 of us we still had plenty to talk about and even went over the 1 hour time.

I am officially an Admin in our new Online Book Club which launched in May! I promoted the Online Book Club to members of my book club group! It's been great to log on to the platform and see the conversations that are happening. I contribute to the conversations as well in an effort to keep things moving. We are now voting for the July book which is really great! I think having the ability to vote on a book is a big draw and something that people really like so this might help us leverage more patrons joining. I'm also working on creating a video about joining the Online Book Club so that might help us reach more people as well!

Readers Advisory:

In the most recent newsletter, there was a small section dedicated to readers advisory. It listed my contact information for people who are looking for some reading recommendations! Lo and behold I've actually been receiving emails from patrons because of this ad! It's been so great to hear from our patrons because I've missed them so much! I miss talking to people about books! I spoke with a young man who doesn't read much but wants to get back into reading since he has more time on his hands. He likes to read mostly historical fiction and some occasional sci fi. I recommended about 5 books to him in total which he greatly appreciated! I told him to get back to me after reading to let me know what he thought of them so that I can provide even better recommendations based on his feedback. We also talked about some other eResources that he can use to keep busy like Lynda.com and Mango languages.

Although Ashe is still heavily involved with helping Randi in Teen, she has started to work on some projects with me as well! She has aided me in creating a list of Read-A-Likes for my book club book, creating a list of [Trans and Non Binary Author List](#), and a "[Take Your Reading Further, American Dirt by Jeanine Cummins](#)" It's been great to have this extra assistance, and I think that our Readers Advisory services are really going to expand thanks to her help.

One initiative we are working on is the "Take Your Reading Further" lists. Essentially, the idea is to offer reading alternatives for titles that may lack diversity and inclusion. *American Dirt* by Jeanine Cummins was our first example as it's had a lot of media attention lately after it was selected as an Oprah Book Club pick. I think these lists will really help Ashe and I focus on creating a more diverse collection and also highlighting voices that may have not otherwise been heard. I want us to continue this work and then hopefully transfer into a bigger scale i.e. setting up a book display on the end caps on the 3rd floor, creating content for the blog/YouTube, etc. I'm excited to see where this goes and I think that this work is very relevant right now.

My work on the [Personalized Recommendation Form Task Force](#) is wrapping up! This was an initiative as part of the Collection usage committee. This month I finalized the canned responses that will be used when patrons submit a form, this was approved by the Collection usage committee and communications staff. Steven is now working on getting the form on our website so that patrons can start using it! I'm really excited for this task force to wrap up so that patrons can get personalized reading and movie recommendations from us!

Webinars:

"Building Your Readers Advisory Culture"

"Form-based readers advisory when your readers (and staff) are at home!"

“NoveList: Promote your collection to increase circulation and engage readers”

“Novelist: Unlocking pop culture to improve your readers advisory”

“HarperCollins Adult Fall Faves”

Specialist Highlight

Kelsey Schaefflein

This month, for the staff blog and social media pages I created my first ever video book talk. On the YA novel *Spin the Dawn* by Elizabeth Lim. I had a lot of fun making this (Even coordinating my makeup and outfit to match the cover and themes of the book.) For the blog, I have been doing weekly “Meet the Pets of Fountaindale” posts. Staff members from all departments have sent me their photos and descriptions for the project. I got to (virtually) interact and collaborate with folks I normally never really run into and it has been awesome.

In addition to social content creation, our department had several goals for the month for reviewing and creating instructional content for both patrons and staff. For our database project I explored and summarized our in library access to public government records and record sets. For our procedure project, I created written procedures for sign in of the local history room and use of chromebooks/computer mouse from the third floor reference desk. I also went through reviewed all policies listed on the Fountaindale web page over the course of the month.

This whole experience was one giant learning curve. During this time I was able to attend multiple virtual trainings and webinars. These included “The Librarian’s Guide to Homelessness” multi part training, “Hottest Graphic Novels of 2020” webinar, as well as “Virtual Programming on the Fly” Webinar.

Specialist Highlight

Roy Herman

During the month of May, I worked three desk shifts answering calls and emails from patrons for orders or other library information. During those shifts I also had call lists from Nancy to contact patrons to inform them that their materials were on hold at the drive-thru. I instructed them that the drive-thru was for pick-ups only and to use the drop off bins out front and on the side of the building to return materials. I also informed them of drive-thru hours.

During this time I kept abreast on emails daily from the library at home to make sure I was up to date on all policy and procedures and what new programs or other information was available. I worked one shift for circulation with lists to pick orders and bring them to the drive-thru so the customers can pick them up. During this time which was stressful for me personally and professionally, I took a course online that was offered through our library services called Anxiety 101. I didn’t get the chance to do it live, but did log into Steven Ford’s Beanstack informational video and watched it.

I attended a couple of ATSD staff Zoom calls to discuss department and library information and was also on the all staff meeting with Paul. I studied Nabil Alvarez’s email on how to add a reservation to MyPc. That is one of the great things in our department is we shared detailed information to help each other so we can be of great service to our patrons. I made sure to keep the desk stats updated on our department spreadsheet when I worked my desk hours.

I studied up on our Summer Adventure program that was sent out by Randi and others in the library to be able to better answer questions from our patrons about it.

Specialist Highlight **Jenna DiSandro**

The first webinar I completed in May was “Social Work Students and Public Library Partnerships”. This webinar was extremely helpful in understanding patron needs around the country and how some libraries are assessing those needs through social work. I learned a lot about how libraries can assist homeless patrons and become a resource center for *all* patrons, not just those who need to send a fax or browse for video games. Libraries have a unique opportunity to reach people from all walks of life, and I think as time goes on it will be our responsibility to learn how to serve differently. It was neat to see that the ALA Core Values are incredibly similar to the NASW (National Association of Social Workers) Code of Ethics. There is certainly a lot we can learn from social workers and I believe it will soon be implemented into our jobs even more than it already is.

My next webinar in May was “All of Us: Dementia Awareness in Public Libraries”, which was informative and helpful. We all know there are certain library patrons that require a bit more patience and active listening skills. I have personally seen dementia play out in quite a few of my grandparents’ brains and it can be a jarring experience. I wish more of my coworkers looked at this webinar, because I think it can help people understand what’s going on with a patron who might seem ‘odd’ to them. This webinar did a wonderful job explaining what dementia is, what dementia patients want, and how to talk to them. “M.E.S.S.A.G.E.” is an acronym created to help library workers communicate effectively with people experiencing dementia:

I appreciated the way this webinar highlighted that dementia patrons want to be heard and helped just like anyone else in our library.

My next training video I watched for May was “Quickstart: Blogging” presented by WordPress. This was a relatively quick webinar and I was slightly underwhelmed by it. I assumed that because it was put on by WordPress that it would be informative, but it was a lot of info I already knew. There were some helpful tidbits about media uploading and formatting, but luckily our wonderful Steven Ford is great at formatting my blog posts for me! Still cool to know what goes on behind the scenes.

After that, I watched YASLA’s “Teen Growth and Development” webinar. This was a great reminder of what we’ll be walking into once our doors reopen to our youngsters. I can’t imagine what an impact this pandemic and the current climate of our nation has had on Bolingbrook’s teens. I am hoping to be able to assist with an open mind and heart.

Next, I watched “Answers & Updates: COVID-19 and Census Outreach for Our Immigrant Communities”. I think it’s unfortunate that COVID has put an end to so many things before they could even start this summer, but it’s especially unfortunate to see its effect on the census. Although most people that submitted their census last year completed it before the pandemic, there is an even larger portion of most communities that remain unspoken. And now people from all communities are feeling more hesitant, so I was curious to attend a webinar that would reveal what’s going on.

I then attended a webinar about how to assist patrons with virtual programming, “Virtual Platform Possibilities: Providing Digital Skilling Resources for Patrons”. This webinar mainly covered different types of softwares but it seems most of our patrons just need to know where the links are at all times or all chaos will break loose. I think they’re getting the hang of things, though. And hopefully it won’t be much longer.

I attended a Lynda.com class called Information Literacy which was all about maximizing your reading and research abilities. There were a lot of things I was doing correctly in my library research and resourcefulness, but there is always room for improvement. The copyrights and fair use section was one segment I enjoyed because I realized just how little I knew about those laws.

Next I attended an ALA webinar called “Improving the Quality of Youth Programs”. This webinar was from last year, so it was a bit sad to watch considering our limited abilities now. But it definitely gave me some ideas for future programming and even programming that can be modified for virtual service. It was modeled on the ol’ “Assess, Plan, Improve” cycle of programming that we all know and love.

I then watched two more Lynda courses, “How to Manage Feeling Overwhelmed” and “Being an Adaptable Employee During Change and Uncertainty” but that was back in mid May when I thought the only overwhelm, change and uncertainty had to do with the pandemic.

I also attended a PLA webinar called “Maximizing and Measuring Virtual Programs”. I liked this one because I don’t often think about the outcomes of programming and how to measure those data. I am usually focused on program goals, but the strategy used in this webinar was ‘1. Program goals. 2. Desired Outcomes. 3. Outcome Measures.’ So it gave me some great strategies for more in depth reflection after finishing a program.

“Conflict as Opportunity: Library Restorative Practices for Youth” was another webinar I watched as a refresher on teens just to prepare for our inevitable opening. I wanted to make sure I brushed up on patron interaction with an effort to minimize confrontation and maximize assisting these kids as best I could.

Lynda.com made a few more appearances with “Improving Your Thinking”, “Recharge Your Energy to Peak Performance”, and “Behavioral Science: How to Have a Great Day, Every Day”. As I go back into working two jobs, I am looking to improve my mental state during long days and nights. I want to be as effective as I can be without being destructive to myself or unhelpful to our library’s cause. So I took these courses and certainly hope I gleaned some ideas that will stick with me for these next couple months of transition. For instance, taking a step back when needed, being more patient with patrons and even *more* patient with yourself and your coworkers.

Finally, my last webinar of May was “Census 2020: Libraries Engaging Communities”. This was another debriefing of the 2020 census I wanted to review in case we were opening soon. Turns out, I was right, and I’m glad I ran through it again just to be able to answer any questions patrons may have about receiving mail about the census, etc.

Blog Posts & LibraryAware

In May, I wrote less blogs than in April, because I did struggle going back to working two jobs. However, I aim to continue my productivity and increase my blog numbers in June. I wrote a couple book reviews that would have previously been used in a blog post but was reverted into Book Babble form in May! I also wrote a Universal Class blog on the Writing Women's Fiction course I took. My aim was to help our patrons see just how educational Universal Class can be and what a great opportunity we have during this pandemic to embrace our free time and educate ourselves!

I updated our nonfiction teen list on LibraryAware this month as well as created a list called Graduation Reads, Summer Vacation Reads, Musical Reads, and Killer Teen Thrillers. I enjoyed this because I've really missed creating displays in the Vortex so this was a nice little taste of what we used to do each month.

Programs & Meetings

The overarching theme of May seemed to be BOOK BABBLE REDOS! We had quite a few attempts at recording our book recommendations for teens in order to get them just right. I actually grew to really enjoy this process and I am looking forward to completing our June Book Babble. I attended several Teen Meetings as well as ATSD Meetings and debriefings for those I missed. I worked on program planning for June which will involve my first two crafternoon videos, another Animal Crossing Meetup, and completion of our Photo Scavenger Hunt List.

In Building Work

The best part of being back in the building: happy patrons excited to hear from us!! I spend a lot of my on desk time making phone calls and I often am met with voicemail boxes. However, one patron I spoke to was positively giddy when I informed her that her holds were ready for pick up. I have really missed interacting with our patrons on a daily basis. I also spend on desk time checking out holds for patrons and fielding phone calls and Mosios. Though I haven't received many of the latter, it is nice to be helping our circulation staff as they need it the most right now. When I wasn't helping out in other ways, I spent my most recent desk time completing our Teen Summer Adventure craft suggestions on Pinterest. Hopefully the teens will enjoy what's there and give them a try, I might even have to try some for myself!

Specialist Highlight Jason Peters

For the month of May, most of my work from home time was spent working on staff development. Of particular interest was some work on writing and game design to assist my video game reviews, of which more are forthcoming, and to potentially spur some ideas for the board game project, once this whole scenario has resolved.

From the Computer Commons By Nabil Alvarez

May I will say was not as bad because I had more hope that once we got through this month we might get back to some normalcy and so far, it has been the case. I hope the month of June will only get better and we will soon be able to open up to the public again. Keeping in mind that we must maintain a safe workplace for not only our staff but to our patrons as well. This month I was allowed to come back to work in the building to help with curbside and being more accessible to our patrons. Of course, I didn't come back to do my regular job since we are not open to the public so this past month I have been helping out with

retrieving holds for patrons. At first, this was a whole new world to me and it took me a while to find certain items that I don't go usually looking for myself but after a while you do start to get the hang of it. I actually enjoyed this because it gave me a firsthand look into what circulation does and found a whole new respect for the department. It definitely is a bit of a workout going all around grabbing holds.

Another thing I have done this month is utilize Lynda.com to learn new skills. I Sought out webinars that would be especially helpful to our patrons here at Fountaindale as well as helpful for me to grow and potentially become a better computer aide or maybe down the road to be part of IT.

More Lynda training: The first one I watched was GarageBand Essential Training to learn the basics of the program but it also goes through creating and editing a track. In the webinar They show you that you can create a whole music track using the instruments provided in the program. It has a vast list of different sounds from all types of musical instruments to choose. Once you select an instrument and choose the sound you like you can also edit the melody of the instrument.

Another webinar I watched for Garageband was how to create a podcast. Podcasting has become quite popular and many people have been creating their own. It's a great way to get your voice heard especially if there is a particular topic that interest you that you can create a podcast about. The same thing applies for podcasting if you wish to have multiple people join you then you have to have multiple audio inputs to connect. It also goes over what kind of microphones would be great to purchase which is great especially for someone who doesn't know much about microphones.

The last thing I have watched is about Social media marketing foundations. I teach a lot of social media classes at Fountaindale and I try to stay on top of changes or trends happening so I can update my class packets and patrons of what's going on in the world of social media. Social Media has become one of the best ways to promote ones business and spread the word a lot quicker. In this webinar, it goes through the basics and asks you questions you might not have thought of when deciding which social media platform to choose. After selecting which social media outlet to post on you have to come up with messages or posts that are inviting to the consumer. Many businesses are constantly posting and you have to make your posts stand out. You can also use a paid advertiser to help you come up with posts or even have them posting for you on certain days and times while you can focus on other things for your business.

I am happy to say this past month I have learned a lot and I plan to continue with the CompTIA cert prep webinars and look up different webinars that will be beneficial for me working here at the library.

From the Computer Commons **By Diana Schneidman**

In May it has been delightful to return to work in the library, working on the premises. My duties have been pulling books, DVDs and other materials from the shelves for drive-through lending to patrons. This has strengthened my knowledge of the second floor collections and has introduced me to movies and CDs that I would otherwise not have been aware of. I took a variety of materials home and have enjoyed them. I also have had the opportunity to get in touch with fellow staffers I have not seen since March.

Administrative

During the month we have had several ATSD staff meetings, approximately weekly. This has kept us up-to-date on COVID-19 and how our library is responding to it. I feel confident that the library is implementing sound procedures to safeguard the health of our staff and patrons.

During the month I reviewed library policies to gain a fuller understanding of the policies under which we operate and to make any suggestions for their improvement. This month I reviewed the following policies: Meeting Room Policy, Notary Services Policy, Photography and Filming, Reference and Readers Advisory Policy, Study Room Policy, Unattended Child Policy, Access Card Policy, and Accessibility Policy.

Librarianship Coursework and Development

I especially studied library-specific topics. These included:

Traumatic Brain Injury: Invisible Cause of Homelessness

Traumatic brain injury is a blow or jolt to the head or penetrating head injury that disrupts the function of the brain. It is a physical injury, yet it is invisible. We don't know who has it; we cannot see it. Problems include lower comprehension of rules, reduced capacity for empathy, communication problems, disinhibition, increased aggression, and lack of awareness.

Library Marketing Basics: Promoting on a Shoestring Budget

The presentation is an overview of marketing starting with the 4 Ps: place, product, promotion, price. The marketing umbrella is more relevant: communications, advertising, promotion, advocacy, outreach, and publicity. It also covers branding, campaigns, and more.

Hey, Siri, What Does the Future of Public Libraries Look Like?

The webinar covered two topics. First, Collection HQ and ESP library products have helped libraries develop their collections more effectively. Evidence-based selection reduces the percentage of collections that are DOA, meaning books that have not circulated more than once during their first year. Second, King County Library is conducting a multi-phase research project to assess, develop, and implement voice assistance, such as Alexa, Google and Siri.

Crash Course on Science Fiction

A brief history of science fiction, starting with Frankenstein, followed by an overview of genres and subgenres. The genre is broader than books alone, including movies and other media as well as cosplay (costume play). The most important awards in the genre are the Hugo and Nebula. Six important novels are introduced, with explanations of which types of readers prefer each. The presentation was followed by a demonstration of how to use NoveList effectively. I then experimented with NoveList on the library website. Primary presenters were Stephen Sposato, Manager of Content Curation, Chicago Public Library, and Gillian Speace, Readers' Advisory Librarian, NoveList.

Crash Course in Historical Fiction

Definitions of historical fiction vary, but a favorite definition is a story that takes place before the author's lifetime. So by that definition, the novels of Jane Austen are not historical fiction although readers of this genre may enjoy them. Historical fiction often has elements from other genres. This presentation was followed by a webinar on how to use NoveList to research historical fiction specifically.

Online Reference and the Open Web

Gary Price of Library Journal's InfoDocket teaches proactive librarianship, in other words, that librarians should share relevant information with users before they request it. Curation is the bringing together of information; selective dissemination is passing it on to the right users. Price brought to our attention such resources as Website Crawler, which alerts the user to the smallest updates on websites of interest; TV News Archive, which enables researching the number of times a keyword is used by the media and capturing brief broadcast snippets from Fox, CNN, and other outlets; C-SPAN Video Library, which enables searching and video capture of almost anything that has ever been broadcast on the network; and the American Archive of Private Broadcasting, which includes NPR and PBS.

Unlocking Pop Culture to Improve Your Readers Advisory

Kathy Stewart, Rebecca Honeycutt and Autumn Winters from NoveList did a presentation on how to involve fans of all ages in developing library programs, marketing materials, and collections to serve these fans. "Let your fandom flag fly," they say. Patrons are "fandom barometers," they add.

Virtual Round Table: A Conversation about Resources and Solutions with SLA's Industry Partners

Sales executives from the Institute of Electrical and Electronics, Lucidea (knowledge management and library automation solutions), and Springer Nature (research publisher) discussed the challenges they face in serving client libraries and expanding their reach in the era of C-19. Sales has become more personal and more efficient as sales representatives communicate online with individuals "in various stages of attire."

In Addition . . .

During May I continued to read a wide variety of emails and articles about library and information trends. I fund my own memberships in the American Library Association, the Special Libraries Association, and the Association of Independent Information Professionals, and I continue to learn a great deal from their emails, publications, and webinars.

Computer Training

During this time while working in the Computer Commons, I have continued to strengthen my skills on the Mac. Of course I don't have a Mac at home and they were introduced in the Commons only a few months ago, so I have become much more comfortable with the fundamentals of saving documents and printing them.

As a Computer Aide, I also study diverse software and online business tools and processes that can benefit patrons while I work in the Commons. These include:

Mastering Google Analytics

If you can't measure it, you can't improve it. Therefore, the purpose of this course is to demonstrate what can be measured through Google Analytics and what to document in monthly reports.

Learning Canva with Marley Jaxx

Canva is versatile—and generally free—graphic design software that is available from an internet website. It enables users to easily create and customize diverse materials, such as resumes, flyers, business cards, announcements, and book covers, by choosing a template and working with a choice of colors, fonts, layouts, photos, etc. It even enables animation of text.

From Joyce Arellano's report

Children's Services



Monthly Overview of Children's Services:

The Children's Services team began working a hybrid of onsite and remote shifts. We assisted with the opening of the drive-thru by helping Circulation pull items from the pick list, make phone calls and check out items. Our team continued to offer virtual programming, using YouTube, Zoom and our blog to deliver content to our patrons. We successfully transitioned 2 of our large events, Ramadan READY and Adventures in Homeschool, to a virtual format and collaborated with district staff members to celebrate Kindness Day virtually. Together with Outreach Services, we began Oodles of Doodles, which provided a wonderful new way to connect with our patrons. We offered reference and readers' advisory to families over the phone and online.

PROGRAMMING

SPECIAL PROGRAMS

OODLES OF DOODLES (26; 13-CSD, 13-Outreach)

<https://www.fountaindale.org/2020/05/03/oodles-of-doodles-personalized-chalk-messages/>



Oodles of Doodles launched on May 4. This socially distant program offered an opportunity for CSD and Outreach to personally connect with our patrons. Parents filled out the form on our blog, telling us their children's names, grades and some of their favorite things. CSD and Outreach staff then created personalized chalk art messages at home, took photos of their work and emailed them back to patrons. It was nice to see staff try something new to reach children at home. "I had some trial and error with different mediums and finally found what worked for me." *Susan F.*

We received wonderful messages back from families. One mom responded, "She will LOVE this! Thank you so much - and thanks for the kind words about her videos. I will read your email to her 😊 We miss the library so much!"

Another mom emailed, "Omg these are soooo good!! The kids just loved it!! Noah said wow they really know what I like!! Lanie was very impressed with Scooby and the monster high just amazed her!! You guys are all so sweet and extremely creative! This was such an awesome idea and really made their day. Thank you so much for all you do. We miss you terribly and can't wait to see you all again!!! Stay safe!!"

ARTS & CRAFTS

VIRTUAL CRAFTING WITH MISS MELISA (YouTube)



"I try to choose crafts that are not too difficult and that require items found at home. I also researched how to do a time lapse segment for my video which is something I have always wanted to do to make them look more professional." *Melisa M.*

DIY Accordion Paper Snake Craft:

<https://youtu.be/VTcclFwi-F0>

Tween DIY Custom Tin Box:

<https://youtu.be/o7In7D06N3o>

DIY Paper Plate Turtle:

<https://youtu.be/BruyEUD0bzl>

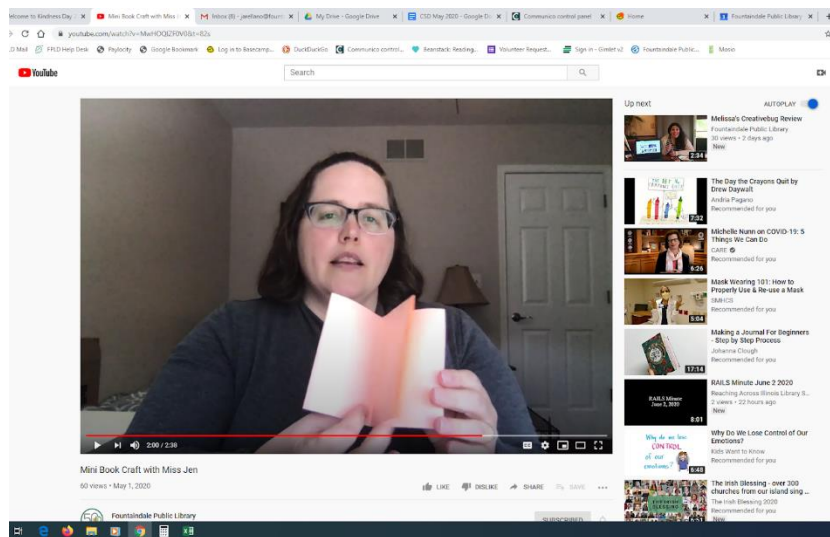
DIY Paper Plate Jellyfish:

<https://youtu.be/CfDox1HQ7Lo>

DIY MINI BOOK CRAFT WITH MISS JEN (YouTube)

<https://youtu.be/MwHQIZF0V0>

Jen F. showed patrons how to make a simple book using a piece of paper and scissors.



VIRTUAL LET'S CREATE: WATERCOLOR FLOWERS (YouTube)

https://youtu.be/P40Gtcsf_lg



Miss Chris' Virtual Let's Create:
Watercolor Flowers

45 views · 1 day ago

"The prep work while time consuming was far easier than the recording. I can teach 50 screaming kids but get tongue tied and nervous in front of the camera. I did my best not to let my nerves get the better of me. I showed first how the kids can make their own watercolor paints with cornstarch, food coloring and water. Then I painted two simple paintings as examples of dry canvas and wet canvas techniques. Again in front of the camera nerves struck. I am a pretty good painter (she said modestly) but found that my examples were shaky literally as my hand shook from nerves. Perhaps it's good for the kids to see

that Miss Chris' paintings are not perfect. I am hopeful that the more virtual programs I do the less nervous I will be. I hope the kids will enjoy it." *Chris Z.*

CREATIVEBUG & GRATITUDE ART JOURNAL (Blog post)

<https://www.fountaindale.org/2020/05/21/creativebug-and-gratitude-art-journal/>

Melisa M. wrote an article on art journaling as a way to express thoughts and relieve stress. "I wanted to highlight a class I found on Creativebug about a Gratitude Art Journal. I had a lot of fun creating it!" *Melisa M.*

CREATIVEBUG AND GRATITUDE ART JOURNAL
May 21, 2020

Using creativity to express feelings and thoughts is such a great way to release stress, especially during this pandemic, where we should document our observations, feelings and thoughts to paper for the next generation. Personally, I have never been much of a person to write in a journal. However, I partially changed my mind on it after viewing some classes on Creativebug. Creativebug is a great creative resource the library currently offers. It has a variety of art-related courses, ranging from sewing to painting and more.

One class that really struck me was a *Meditative Art Journal* class. The class goes through how to create a mini journal out of paper, thread and a needle. It then goes into showing you ways to incorporate artistic elements into everyday journaling. The class as a whole is less than twenty minutes, and it's reproducible in whatever creative materials you may have at home.

After viewing the whole class, I was interested in putting together a mini journal out of paper like they did in the video. I didn't have a needle and thread to put the pages together, but I did have a mostly blank journal that I hardly used. (I tried to use this journal to collect recipes, but that didn't turn out as well as I hoped.) So I tested out some watercolor paint on the paper to see how it would hold with this type of paint. It wasn't the best, but it would do!

As you may have realized from my previous posts, I love inspirational mantras. I come across them every day on

Share Your Memories

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Areas of Interest
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☐ Books & More
☐ Children & Tweens
☐ En Español

Need Help?
chat live now

READING & WRITING

WRITE KINDNESS LETTERS (Blog post)

<https://www.fountaindale.org/2020/05/13/write-kindness-letters/>

WRITE KINDNESS LETTERS
May 13, 2020

Writing a letter to a friend, family member or even to someone you really admire is a fun way to connect. Now that I think of it, writing letters was a thing even before the telephone was created. It took weeks to receive a letter from someone that lived across town from you—much more for someone that lives across the country from you! Given the current situation with the pandemic, it's even more important to connect with people, especially people you haven't seen in a long time. It's also a creative way to show admiration and appreciation for those that keep you safe and healthy. On this day of showing kindness, I hope you will join me in creating a postcard.

For this craft, you will need:

- **Paper:** It doesn't matter what kind, shape, size or color you have.
- **Something to write with:** You can use a crayon, pencil, pen, marker, gel pen or whatever you have to write with.
- **Craft supplies:** For this example, I am going to use watercolor paints, but you can use anything you have at home.

The first thing I did was cut my paper into a 5.9" x 4.1" size card. It's kind of hard to do these measurements by hand, so a ruler is helpful. I did this odd measurement because it's the universal standard around the world. The United States Postal Service sets the requirements between 5.0 x 3.5 inches and 6.0 x 4.25 inches. This means that whatever postcard you decide to send has to fall in this range. I am going to use this measurement to guide the creation of an envelope too.

A card size would also be a useful measurement for this project. The size of a typical card is around 4" x 6". It's also important to note that if you want to send the postcard without an envelope, you will want to use something sturdier than regular copier paper. There's such a thing as postcard paper, and some vendors even sell them pre-cut.

After I cut my paper, I started to think of ideas for my postcard. I wanted one side to have a design and a quote. I also wanted the back portion of the postcard to be blank for the message. I chose two quotes: "be kind to you, too," and "powerful things happen when we come together." I used watercolor for my example, but you can use anything you have available. I kept my message on the back relatively simple because the front mattered the most, since it was the most creative part of the postcard. You can draw whatever puts a smile on your face or your recipient's favorite things! I know if I were to send the watermelon to my mom, she would really appreciate it because she loves watermelon!

Share Your Memories

SUBSCRIBE TO RECEIVE EMAIL UPDATES, NEWS AND MORE FROM US!

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Areas of Interest
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☐ Books & More
☐ Children & Tweens
☐ En Español
☐ Events
☐ Genealogy
☐ Movies, Music & Entertainment
☐ News & Notices
☐ Resources & Services
☐ Studio 360
☐ Teens

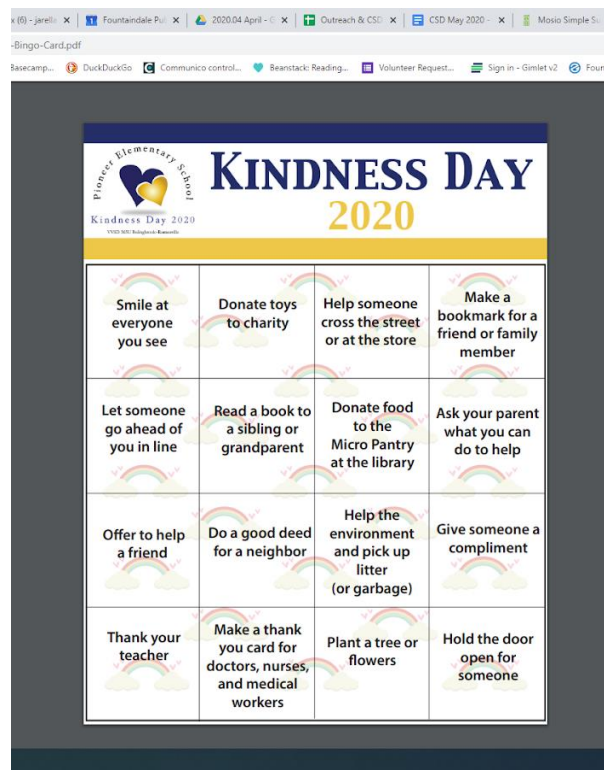
Need Help?
chat live now

Melisa M. wrote this article as part of the library's virtual Kindness Day celebration. She also included the email address for Lurie Children's Hospital, so patrons can send kindness letters and cards to patients.

HOLIDAYS & CELEBRATIONS

KINDNESS DAY (Blog post)

<https://www.fountaindale.org/2020/05/13/welcome-to-kindness-day-2020/>



We adjusted our plans to a virtual format. We also changed our Kindness Bingo card to include activities that are post-COVID-19 appropriate. For example, we changed “give someone a hug” to “hold the door open for someone.” We also added the activity “make a thank you card for doctors, nurses and medical workers.”

Melisa also wrote an article on kindness letters that invited patrons to create letters for family, friends and others.

Kathy B. presented a kindness theme for Mini Movin' & Groovin'.

The *Be Kind* books we had purchased as prize giveaways will be saved for next year. Author Naomi Shulman sent autographed bookplates that we will include in the books. They will be great gifts for next year's event!

RAMADAN READY (Blog post)



Facebook

RamadanREADY mentioned you in a comment.



RamadanREADY
May 7 at 1:39 PM

Sarah Dolley thank you for still recognizing the month of Ramadan, and making books and resources available to the general public during these times. It's greatly appreciated and we are honored we could still be helpful

[View on Facebook](#)

<https://www.fountaindale.org/2020/05/06/ramadan-books-crafts-for-kids-and-families/>

In place of our annual event, Sarah D. wrote a blog post featuring books and music from our digital collection. She also included craft ideas and a link to templates that patrons can download and print at home. Our partner organization, Ramadan READY, sent the kit of books and resources. Our liaison, Sana Mohsin, will deliver them to the library after we reopen. Ramadan READY also posted a very nice comment on their Facebook page thanking Sarah for her work.

MOVIES, MUSIC & ENTERTAINMENT

MINI MOVIN' & GROOVIN': KINDNESS DAY (YouTube)

<https://youtu.be/UP3nEQ60CNs>

In celebration of Kindness Day, Kathy B. created a special Mini Movin' and Groovin' all about being kind. Using all Jim Gill songs and the Children's Creativity Park, Kathy presented an energetic program that included themes such as sharing and celebrating community helpers and essential workers.

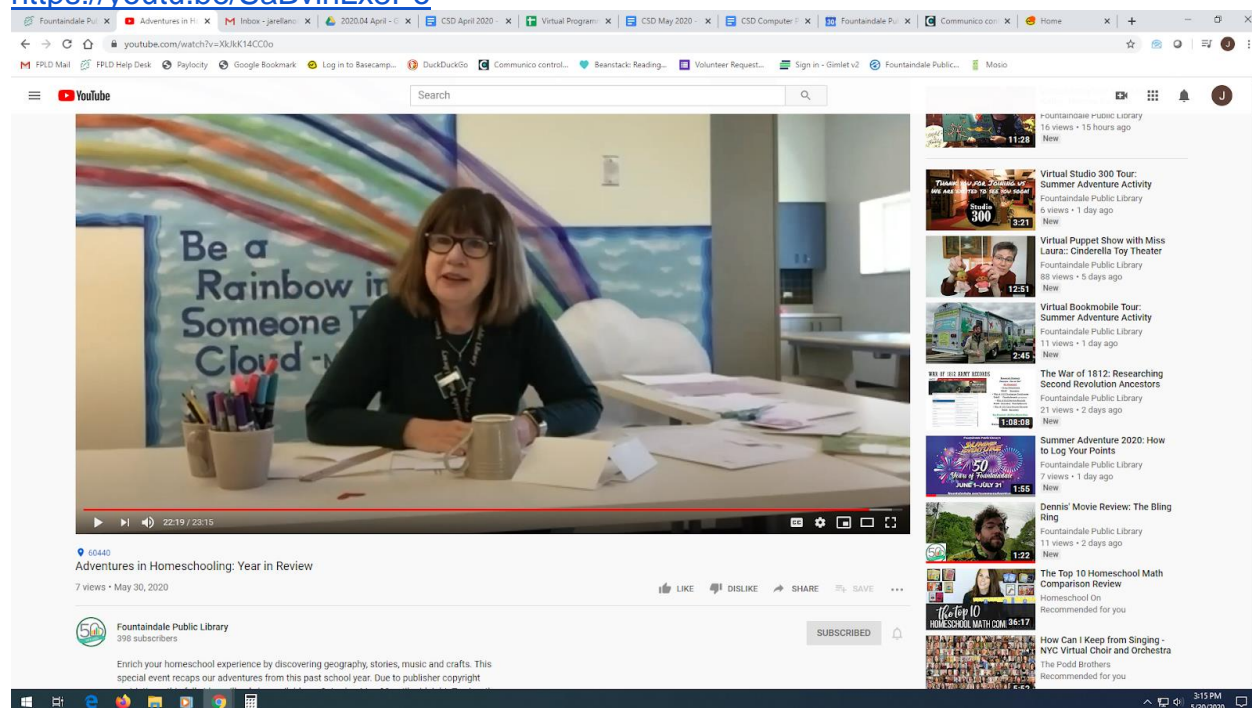
STEAM & LEARNING FUN

A'S TUTORING CLUB (Google Meet, 2 students)

Our tutors, Sam and Han, continued to provide virtual tutoring through Google Meet. They provided 20 hours of tutoring in May for 2 elementary students in math and English language arts (ELA). Coordinator, Amudha Madhan, shared a message from one of the parents. "I really appreciate Sam and all her help this spring! She was such a help with the e-learning and I am so grateful for her!"

ADVENTURES IN HOMESCHOOLING: YEAR IN REVIEW

<https://youtu.be/SaBvIhLx8Po>



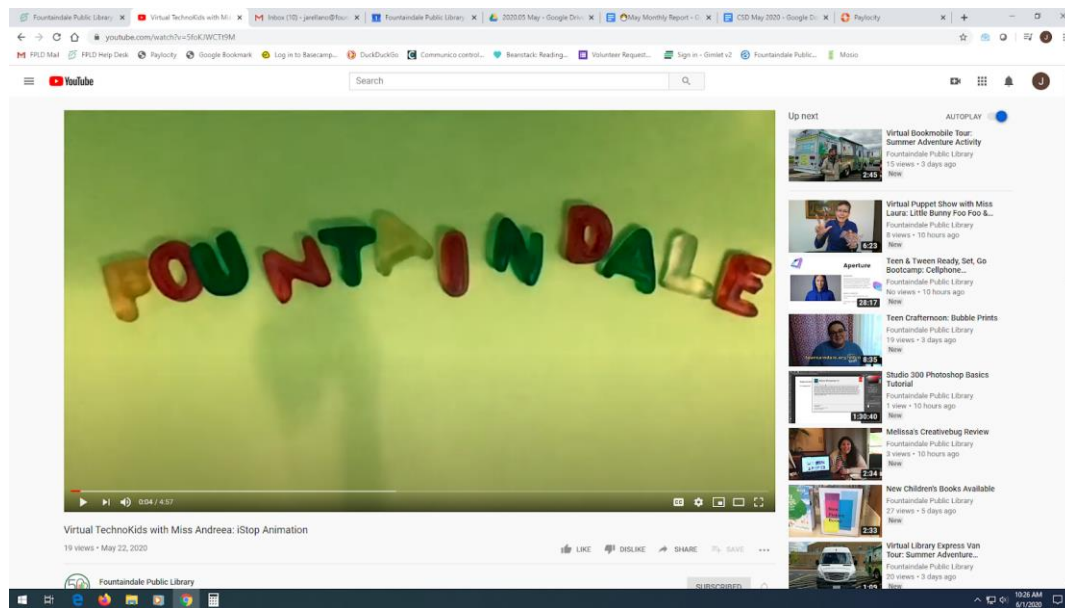
Kathy and Debbie created a virtual presentation highlighting the homeschool year and filmed in Creativity Park. The YouTube video premiered on May 30.

"Delaying the airing of the presentation worked to our advantage because we had time to formulate a more detailed plan. Kathy and I looked at this as a chance to see what our program would look like virtually in case we have to do it like this in the fall. We decided to keep it as close to the format that we would do in person as we could and then critique what we liked best. We would look at what worked and what didn't so we could make more informed decisions as we moved forward. Our theme for the end of the year is a celebration, so I found a story on my daughter's bookshelf called *Just for You!* It was a cute story about a mouse family's birthday present for their mother. It was great because they had one plan

that went wrong and had to improvise and come up with another one. Kind of like the world we are living in right now!" *Debbie S.*

TECHNOKIDS:STOP MOTION ANIMATION (YouTube)

<https://youtu.be/5foKJWCTt9M>



Andreea D. used gummy candy to show children how to make their own animated film. "Everyone likes to play with food. In this tutorial, kids learned how to make an animated movie using stop motion animation. I used iMovie to make the actual tutorial. In the tutorial I answered several questions, 'what is [the app] iStop Animation?' 'What materials do you need?' 'How do you do it?' I enjoyed making the video, and I hope the kids will like it."

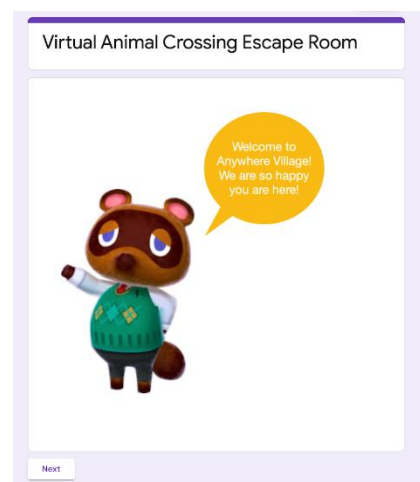
JUST FOR TWEENS

VIRTUAL ESCAPE ROOM: ANIMAL CROSSING! (Blog post/Google Form, 24 participants)

<https://www.fountaindale.org/2020/05/05/virtual-animal-crossing-escape-room/>

"It went live on Monday, May 4!" *Melisa M.* The escape room (created with Google Forms) is live and available for patrons to play on our blog.

"Most of the people answered the questions correctly except for 'what is Easter called in Anywhere Village?' and 'What happens at the end of this adventure?' I think Melisa and I did a good job with this escape room, and I had fun making it!" *Rosemary B.*



STORYTIMES

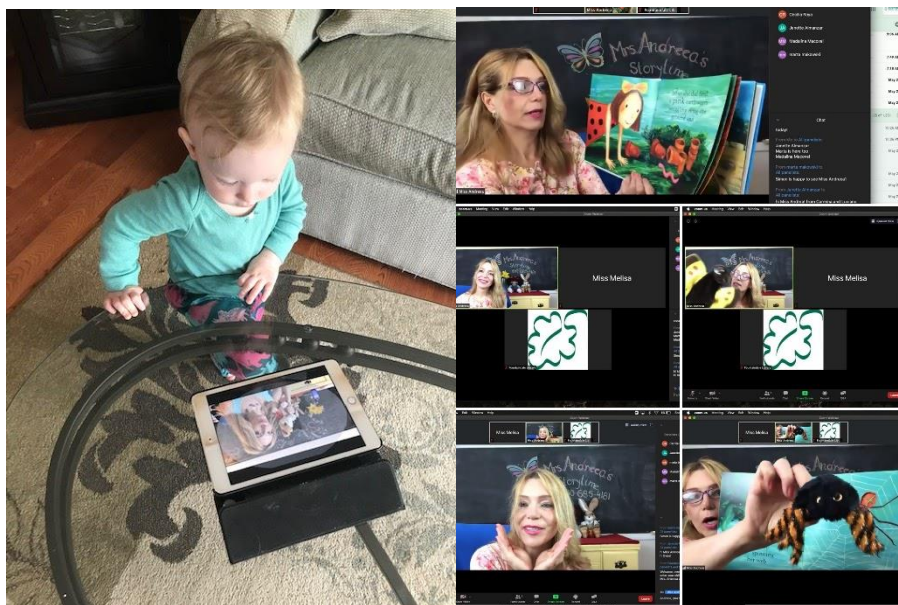


LIVE VIRTUAL STORYTIME WITH MISS JEN: Celebrate Spring (Zoom Webinar, 3 attendees)

"I read two stories. I used my ukulele to play a hello song and a goodbye song. And I created a prop to sing *Five Pigs so Squeaky Clean*. I had lyrics and images on slides that were shared when I sang songs." *Jen F.*

LIVE VIRTUAL STORYTIME WITH MISS ANDREEA: Butterfly Garden (Zoom Webinar, 5 attendees)

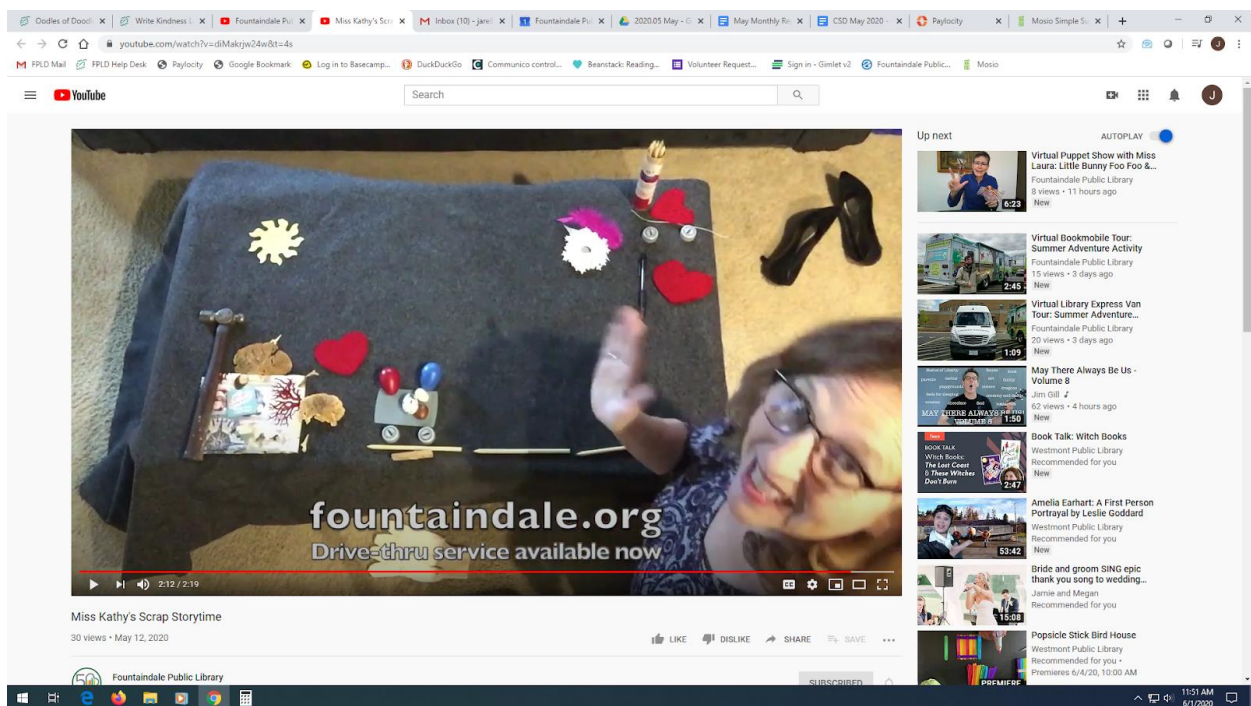
Families enjoyed a fun spring-themed storytime. After the last song, we turned on the attendee microphones so children could say hello. "We had an international viewer from Romania. She is a friend of a library patron who invited her to log in. I told her I appreciate that she made the effort to log in despite the time zone difference. In Romania it was 6:30 p.m. She said her boy enjoyed the storytime a lot and would like to see more. Another patron said 'My daughter watched the program very attentively until the end. She didn't move away from the table until the end! We would love to attend more programs like this!'" *Andreea D.*



MISS KATHY'S SCRAPS STORYTIME (YouTube)

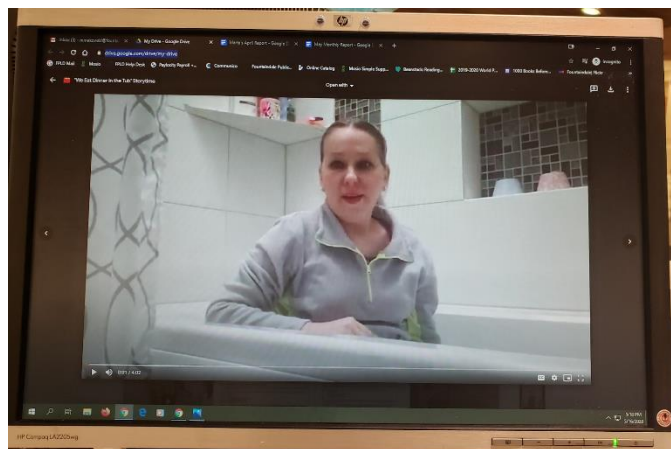
<https://youtu.be/diMakrjw24w>

At the end of the virtual *Celebrate Lois Ehlert* storytime, Kathy B. showed children how to create their own stories inspired by author/illustrator Lois Ehlert. A big thank you to Jeffrey for taking out this piece to make it a stand alone video! Using felt scraps, tools, toys and other common household items, Kathy told the story of a library that loves its patrons so much that it opened its drive-thru window so families could pick up their favorite books.



The following pre-recorded videos were available for viewing for 24 hours.

- **Virtual Storytime with Miss Kathy: *Reading Makes You Feel Good* by Todd Parr**
- **Virtual Ora Copiilor**
- **Virtual Storytime with Miss Marta: *Bird Hugs* by Ged Adamson**
- **Virtual Storytime with Miss Kathy: *The Feelings Book* by Todd Parr**
- **Virtual Storytime with Miss Andreea: *Curious Cat* by Roger Priddy**
- **Virtual Storytime with Miss Kathy: Celebrate Lois Ehlert**
- **Virtual Storytime with Miss Marta: *We Eat Dinner in the Bathtub* by Angela Shelf Medearis:** To tie in to the story, Marta recorded this storytime from her bathtub at home. "A few people commented that this was such a creative way to do a storytime. A friend of mine said that after her son watched my video he wanted to read in the bathtub, too." *Marta M.*



- **Virtual Sensory Storytime**
- **Virtual Storytime with Miss Kathy: *Hooray for Fish* by Lucy Cousins**

Sarah D. continued to work on the Storytime Collection weeding project. Working with the CSD team, Outreach and CMTSD teams, Sarah facilitated the selection of brand new titles and identified books that can be removed from the collection to make room for the new books. "There is still a long way to go, but clearing about 200 books feels like a significant start." *Sarah D.*

PUBLIC SERVICE

We received questions and requests via phone, email and social media. Our patrons continued to keep in touch and ask for help finding books to place on hold for the drive thru and how to use our eResources. Parents have sent us pictures of their growing children, shared kind messages and even invited us to virtual birthday parties!

"I handled an extensive reader's advisory question for a teacher in late April and early May. She asked for 'must-read' books for the summer for a range of grades, preschool through grade 5 and up, at least 10 for each grade. When I asked if she wanted classics or newer books she mentioned that she would like titles that reflected the African American and Latinx students at her school. I was able to recommend lots of great new books, some of which had not circulated much yet." *Sarah D.*

Melisa shared an email she received from a patron. "We miss you all so much and have been enjoying your craft videos and the story times on You Tube. Your caterpillar rocked! ☐☐☐❤❤❤❤ We can't wait for this to be over so we can visit the BEST children's department librarians again. ☐☐☐"

Sprint

23% 6:30 PM



I hope this email finds you well. We are doing well, but miss the library, story time, and you. Of course, we have continued reading. Francis wants to know how to spell all the words and has memorized most of our books. After we completed sheet six for John, we stopped counting, but continued reading. I am sure we have read well over 1,000 books by now!

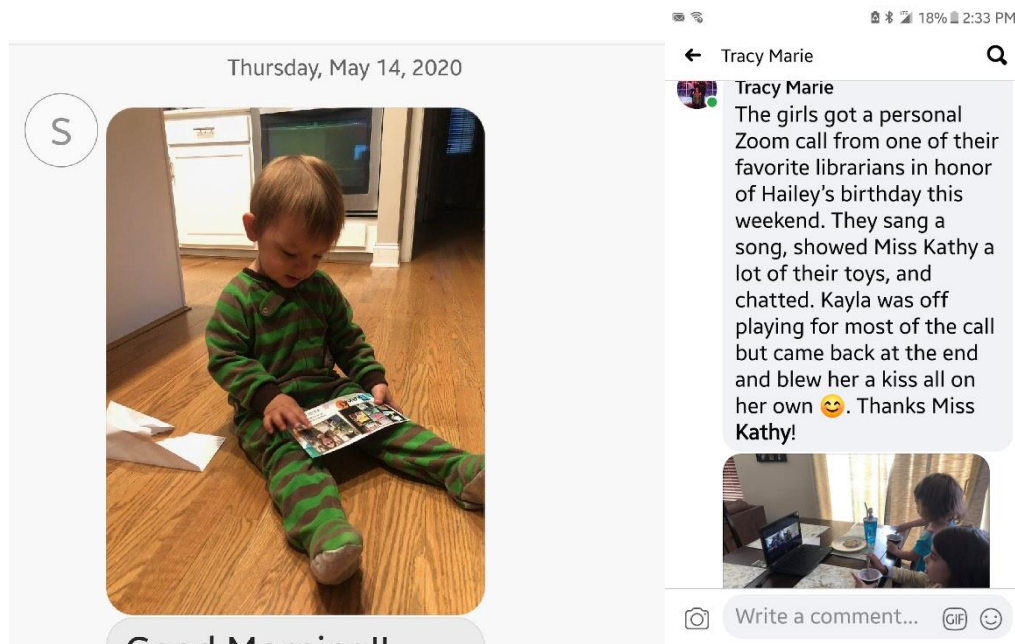
We are looking forward to returning to the library!

Wednesday, May 13, 2020

A



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Returning to the library

Our staff was eager to return to working in the library. Here are several excerpts from staff reports about their first shifts back in the building.

From Jen F.: “First shift back to the library! It was nice to have a change of environment and to get out of the house for something other than grocery shopping. And it was nice to be able to have conversations in person with people again.”

From Debbie S.: “I was kept busy during all the shifts I had in the library! I have done pages upon pages of pick lists, carts of books to check out and fun phone calls letting patrons know their materials were ready. We are also stuffing our folders for Summer Adventure. It was great to be back in the building and doing things that help our patrons. I can’t wait for the next step for reopening! I am really impressed with how our management was ready with a plan at the first sign of us being able to move forward.”

From Andreea D.: “Sometimes when patrons respond directly to the call they have very positive reactions when they hear from us. They say ‘We are so happy to hear from you again!’ They are also happy to hear that we are fines free.”

From Rosemary B.: “May 5, I went to work at the library, WOOHOO!”

From Chris Z.: “It was so nice to finally get back in the building and see some of the staff even if it was from a distance. Not too many calls but did have a question on homeschool resources which I was able to answer with Kathy’s help and some searching. Lots of DVD holds checked out. I recognized some of the names as regular patrons, and it made me miss them even more.”

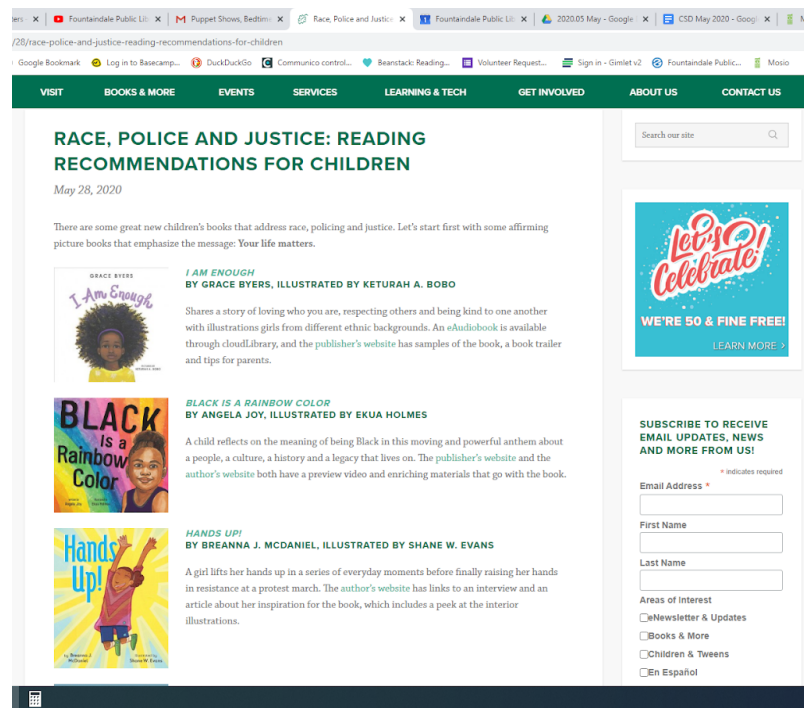
From Susan F.: “This is my first day back!! It is definitely different being here while there are no patrons. Too quiet. One of the patrons I talked to on the phone today was so excited to

hear my voice and thrilled that we were beginning to start our services again. She expressed how much she missed us all and wished us well.”

We created a temporary public service desk in the back of Children’s Services in Baby Park. It allows for social distancing for the staff, and we hope it will be helpful for patrons browsing in the picture book and easy reader sections. A big thank you to Tasos and the Building Operations team for their help and to Paul, Nancy, and John M. for their feedback!

Race, Police and Justice: Reading Recommendations for Children (Blog post)

<https://www.fountaindale.org/2020/05/28/race-police-and-justice-reading-recommendations-for-children>



Sarah D. wrote a very thoughtful and heartfelt article that features picture books and chapter books about race, police and justice. The post was published on May 28 and has been shared on social media.

Sarah also contributed to a collaborative article on mental health. The article was published on May 20.

Stories of the Month:

“My favorite comment was a video a mom shared with me with her twins hopping and running around the room with butterflies wings on their backs while having Mrs. Andreea’s storytime on the TV screen.”



“Grandma called. ‘I’m 82 years old, I’ve had my 8-year-old and 10-year-old grandsons for 10 weeks, and if I watch *SpongeBob* one more time, I’m gonna hurt someone. I need HELP with some movies.’ We got several movies on hold for her, so she could pick them up at the drive-thru. No injured boys/happy Grandma.” *Kathy B.*

After their mom submitted an Oodles of Doodles request, two of our regular patrons created their own chalk messages for the staff.



STAFF ACTIVITIES & PROJECTS

CONTINUING EDUCATION & ONLINE TRAINING

The Children’s Services team participated in a number of online webinars and training. We look forward to being able to put many of the theories into practice.

Children’s Programming

- ALSC Chat on New Adventures in School Aged Programs
- Escape This: Creating DIY Escape Roms for Your Library
- Fun Factor Math Activities: Gaga Over Graphs
- Fun Factor Math Activities: Glow in the Dark Geometry
- Fun Factor Math Activities: Pirate Treasure Hunt
- Getting Started with Zoom Meetings
- Honoring Infancy: Beyond Baby Storytime
- Laurie Berkner Presents: Music in the Classroom
- Pop Up Storytimes
- Supercharged Storytime
- Virtual Programs for Preschoolers: How to Encourage Wellness, Movement, and Creativity
- We’re Not Closed, We’re Live: How to Conduct a Live Social Media Session for Your Library
- Youth Services and the Holidays

COVID-19

- Adapting Your Talking is Teaching Campaign During COVID-19
- COVID-19: Safety Tips for Reopening Your Library

- PPE Use for Library Staff
- Public Libraries Respond to COVID-19: Successful Ways to Work Remotely

Reader's Advisory & Children's Literature

- Booklist's Book Buzz Junior
- HarperCollins Fall 2020 Book Preview
- Mental and Emotional Wellness: Books for Young Readers
- Must Have Middle Grade
- Our World: Global Citizenship in Kid Lit
- RA for All: The School Library Edition
- Why Diverse Literature Matters for Youth Services

Productivity

- Productivity Tips and Tricks to Help You Find More Time and Manage Your Days
- Tactics for Time Management and Organizational Skills

Public Service

- Accessible to All: Serving Youth and Young Adults with Disabilities
- Beanstack Training
- Beyond Assistive Technology: Improving Library Services to People with Disabilities
- Creative Spaces and Family Engagement in Libraries
- Dealing with Angry Customer Behaviors
- Effective Communication
- Foundations of Early Childhood Development
- Handling Difficult Customers
- How to Help Your Kids in Stressful Times
- Keeping Patrons Safe: Our Responsibilities During High Risk Situations
- School Library's Journal's Day of Dialog
- Strategies to Engage Reluctant Readers & Minimize an Elongated Summer Slide
- Connecting to Your Environment During Remote Learning
- Thinking Sideways: Computational Thinking and Early Literacy
- Traumatic Brain Injury

OTHER

- Congratulations to Debbie for 5 years of service! We celebrated Debbie at the May Board Meeting. From her bio read by Board President Danhof, "Debbie is such a great asset to the Children's Services Department. In the five years that Debbie has been at Fountaindale, she has created and delivered a variety of programming for toddler to elementary school aged children and their families. Debbie is also known to be a caring and thoughtful team member, offering guidance and helping new staff members ease into their new roles. CSD staff members frequently turn to her for feedback and advice."

JUNE PROJECT PLAN

- Promote Summer Adventure and register patrons for the program.
- Virtual Storytimes
 - We are going to try our regular weekly storytimes (All Together, Bouncy Babies, Diez Deditos, Family and Toddler) in a virtual format. Most storytimes will be pre-recorded videos.

- We are preparing to present our first Facebook Live Diez Deditos Storytime on June 15.
 - We also have 2 Zoom Storytimes planned for June.
- Virtual Programs for Children
 - Craft videos
 - LIVE Roots Zoom webinar on June 27
 - Let's Get Ready for Kindergarten weekly video series
- Write articles for the blog
- Participate in online training and webinars
- Prepare lesson plans and outlines for July and August programs
- Reopen the Children's Services Department when the library opens and offer in-person public service. We are excited to reunite with our library families!

Amina Ali

Circulation

In May, Circulation Staff were one of the first departments back in the building. Our team came in four days prior to work and pulled over 500 patron holds, checked those items out to patrons, and called patrons to let them know that we would resume drive thru service only on May 4, 2020. While we were closed in the month of April and some of March, patrons placed over 1,000 holds in the PAC.



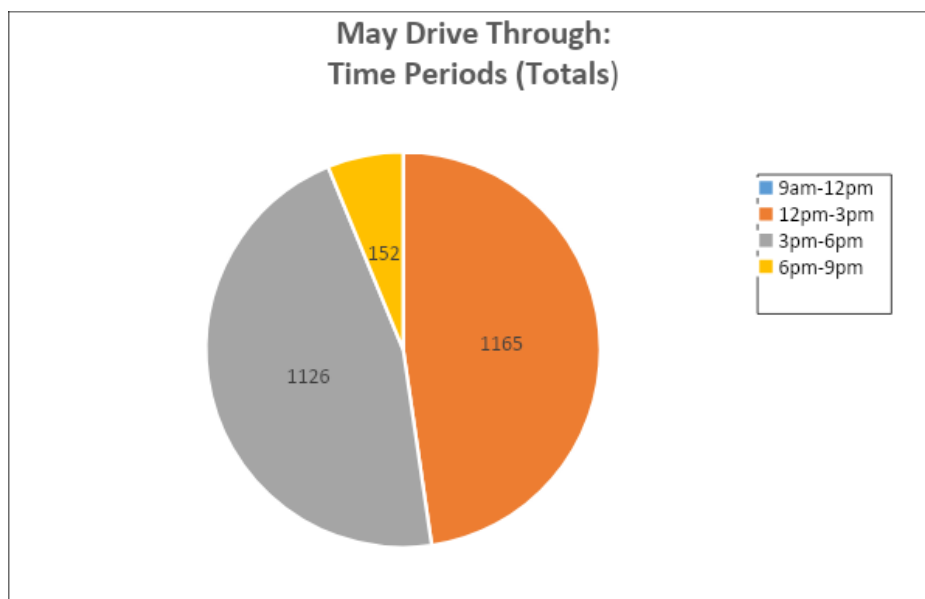
Starting May 4th the library began drive thru service, and opened the on-site book drop in the employee parking lot. Our hours from May 4-16 were 12 PM-6 PM Monday to Saturday. May 18th to May 30th, our drive thru hours increased: 12 PM-9 PM Monday to Friday and 12 PM-6 PM Saturday.

Photo left: Items from book drops that were quarantined for 7 days were kept in Meeting Room A and are now kept in Meeting Room B. Once items were quarantined, Aides inducted materials through the AMH and shelved materials in their original location.

Over 11,400 physical materials were previously checked out to patrons and were kept ready at the drive thru for easy pick up. Due to the nature of our drive thru window, we were able to provide “touchless” service to our patrons. Once a patron came through the drive thru, items would be placed in a plastic bag, and pushed through the drive thru drawer to them.

May Drive through Report Summary

- We had **2,443** visits at the drive through this May.
 - And we had an average of **96.8** visits per day this month.
- The busiest day of May was Tuesday the 19th with 136 total visits.
- The busiest time period 12-3 with 1165 total visits throughout the month.



Circulation Aides, as well as help from Studio 300, ATSD, and CSD staff, we were able to pull over 7,000 patron holds for Fountaindale this month and check them out to patron accounts.

All patron returns were quarantined for seven days before being checked in. In the month of May, we had close to 12,000 total material returns. By the end of May, the Outreach Department opened the off-site book drops and collected materials dropped off.

Lead Specialists/Managers answered our busy drive thru service; Specialists answered phone calls, Mosio, and help desk questions, in addition to checking materials out and calling patrons for materials pickup; Aides checked in about 1,000 returns everyday and assisted with the PICK List, they did an excellent job clearing out carts and shelving materials everyday. This plan was shared with and used by many LACONI Circulation Managers as well as conveying additional information regarding opening of drive thru service.



Photo above: Before we opened drive thru service, 300 items that were on the holds shelf since March 15, 2020 were checked out to patron accounts and put at the drive thru for the May 4th reopening.



Photo left: Lovely signage made by the Communications Department to direct patrons to the drive thru window. The window service was for materials pick up only, returns were only permitted through the on-site book drops until the last week of May; the off-site book drops were opened and collected by the Outreach Department.

Photo right: Circulation created an area near the drive thru window, with the help of Deputy Director Nancy Korczak, to place checked out items to patrons. Any patron that comes to the window is to give their last and first name. Their items are placed in a plastic bag and then put in the drive thru drawer for “touchless” service.

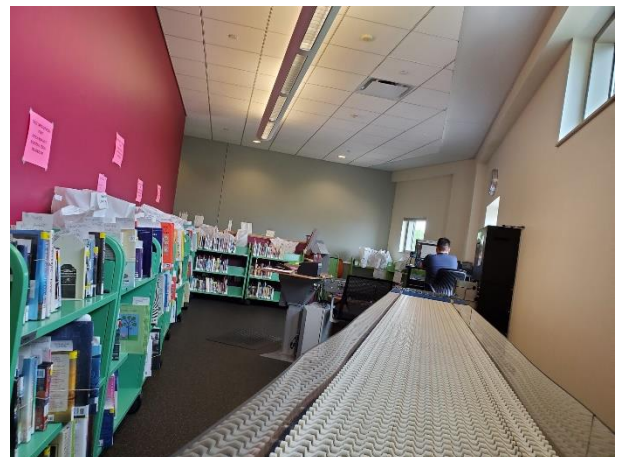




Photo left: An additional view of Circulation's "checked out" shelves.

Remote Work from Home

Managers, Lead Specialists, Specialists, and Aides continued to do work from home to fulfill weekly hours. As their hours in the building increased, the Circulation staff work from home hours decreased. The Associate and Assistant Manager continued to work on future reopening plans, including preparing staff for interacting with the patrons with social distancing practices in place. Lead Specialists continued to work on projects from home such as serving on task forces and working on reports. In the beginning of May, Specialist staff worked from home to answer Mosio questions, help emails, and voicemails left after hours by patrons. The Aide staff continued to complete webinars, work related training, courses, etc. All staff also actively participated in all staff meetings. All staff meetings consisted of drive thru updates, new workflow, changes in hours, planning for library reopening to the public, etc.

Meetings

May 5, 2020: LACONI Circulation Programming Group Meeting
 May 11, 2020: FPLD Pinnacle Meeting
 May 11, 2020: Manager's Meeting
 May 12, 2020: LACONI Circulation Programming Group Meeting
 May 15, 2020: Circulation Department Meeting
 May 18, 2020: Manager's Meeting
 May 19, 2020: LACONI Circulation Programming Group Meeting
 May 28, 2020: Manager's Meeting
 May 29, 2020: Circulation Department Meeting

From Tana Petrov's report

Outreach Services Department

During the month of May, outreach staff continued working from home, creating virtual programming and activities for patrons and participating in training and professional development opportunities. In addition, we partially resumed our shifts onsite, and we were able to resume some of our regular tasks, such as home delivery, emptying the remote book drops, answering patron calls, starting vehicles/Bookmobile generator, placing holds,

checking in materials, shelving, helping Circulation Department with various tasks, and answering reference requests for patrons. Outreach staff also continued with our work being involved in library committees and participated in meetings and virtual discussions related to our individual responsibilities.

From Marleigha's report: *I still enjoy meeting with my department whenever we can. I enjoy seeing everyone and talking with the team. We encourage each other and applaud each other for all the hard work we are all accomplishing. It is good to have a time where we can all be together and work together even though we are physically apart.*

From Carolyn's report: *This month Tana and I had several discussions about the logistics and processes for starting our Outreach services to patrons again. Some of the topics we discussed included contacting patrons, helping Circulation, our own circulation functions, contactless deliveries and pickups, social distancing at community stops, scheduling staff in building, staff office responsibilities, programming for the department, and more.*

Overall, for the Outreach Team the month of May has been a very productive month. We were able to create lots of virtual programming for our community; we stayed in touch with our outreach patrons; and we were able to come out stronger than ever as a team. A special thank you to our Studio Services Manager - Jeffrey - and our Communications Department! Without their amazing collaboration, skills and patience we wouldn't be able to accomplish all that we accomplished this past month! We are also very grateful to our leadership team, especially Nancy and Paul, for their guidance and support during this uncertain time!

General Projects

Individual Activities:

- Put together a list of program supplies for possible pop-up craft programs (Carolyn)
- Purchase orders (Tana)
- Communico (Tana, Carolyn, Marleigha)
- Basecamp (Tana, Carolyn, Marleigha)
- Virtual Programming calendar (Tana, Carolyn, Marleigha)
- Reopen plan for Outreach Department (Tana)
- Communicated with activity coordinators of senior facilities to resume contact-free outreach deliveries (Tana)
- Weekly/ by-weekly staff phone check ins (Tana, Carolyn)
- Self-evaluations/ evaluations (Tana, Laura, Dennis, Carolyn, Melissa)
- Monthly schedule (Tana, Carolyn)
- MOPs shows virtual meetings and recordings (Laura, Cindy and Melissa)
- Script for *The Boy Who Cried Wolf* and *The Ugly Duckling* for future MOPs shows (Melissa)
- Compiled a list of supplies needed for Make-A-Mess Fest virtual activity videos (Melissa)
- Wellness Calls (Marleigha and Sarah). From Marleigha's report: *Informed patrons we were starting contactless home deliveries on May 18th. The two patrons I spoke with were ecstatic about getting deliveries. They said they had run out of books to read, and they were so happy that we were able to restart this service.*
- Compiled a list with Senior Services Resources for blog and website (Marleigha, Carolyn and Tana)
- Compiled a list with Veteran Resources for blog and website (Marleigha)

- Compiled a list of books, movies and other materials and resources that are directly related to the LGBTQ+ community. This list has been emailed to the Bolingbrook Pride organization as we are not going to be able to attend their Pride Parade this summer due to its cancelation (Marleigha and Tana)
- Story Stroll proposal for crowdless type of program this Summer and communication with Park District (Laura and Tana)
- College of DuPage Student - Outreach Services Project Interview (Tana)
- My Library Is ...Grant Reviewer (Tana)
- Bookmobile signage (Tana, Nancy, Melissa B.)
- Mail Delivery Process for Home Delivery Inventory & Pictures (Sarah)
- Outreach Playaway project (Sarah)

Services/ Programming for preschools and schools:

- Cindy continued to provide virtual booktalks to schools via Zoom on a regular basis. She shares that her experience has been really positive providing virtual book talks to students. She has provided booktalks on the following dates: April 29th, May 6th, May 13th, May 18th, May 21 with 72 viewers attending. From Cindy's report: *"I communicated with Mr. Mertes a few times per week and met with/Zoomed Middle grade classes at Tibbott once a week through May. Mr. Mertes and I cowrote and together we presented a puppet show to the classes on our last meeting for the year on May 21st."*
- Cindy began researching books to be used for next years booktalks and placed holds
- Cindy created doc for monthly outlining of books and puppet shows to be used for booktalks
- Tana emailed Summer Adventure Reading Program promotional materials to VVSD schools
- Tana has been in touch with school librarians making sure to let them know the library provides various digital resources that students can utilize for educational and recreational purposes

Outreach Collection:

- Tana has been in communication with Christina (our Collection Management & Technical Services Manager) about Outreach Adult Fiction being cataloged in genres to resemble the Main Branch
- Carolyn shifted the Outreach Adult Fiction Collection to make space for new genre books
- Carolyn and Tana have met to discuss simplifying the stickering process of Outreach Collection; moving forward, they will be discussing this with Christina in order to mirror stickering process in the Main Branch
- Marleigha weeded Children's Collection based on weeding criteria of books that have not circulated since March 2017

Virtual Activities

Laura, Cindy, Melissa and Dennis have done a great job creating virtual puppet shows, booktalks, movie and database reviews for patrons of all ages to replace our in-person programs. Our virtual programmers have become very creative; for example, for his review of the movie *The Little Hours*, Dennis used a drone to film some of his shots. Dennis also created entertaining virtual tours of the Bookmobile and the Library Express Van. Viewing

the videos is one of the activities that patrons can complete for Summer Reading Adventure Program.

From Laura's report: *My Programming in May included a collaboration project (with Cindy and Melissa) on our first virtual MOPs show (Wizard of Oz) which Jeffrey edited for us (2 more planned in coming weeks); my first attempt at a blog post with a 14minute book talk video (with puppets); planning a collaboration with Melissa on some virtual options for Senior Programming; a special Patriotic storytime with surprise puppet guests; a line-up of Monday Morning Morals (what I'm calling my Monday timeslot of fairy tales and fables) already planned out through the end of July; and ideas for 3 more blog posts this summer.*

Here are some of the virtual programs that outreach staff created this month:

[Mrs C's Virtual Book Talk: Bob](#)

[Virtual Bookmobile Tour: Summer Adventure Activity](#)

[Virtual Library Express Van Tour: Summer Adventure Activity](#)

[Virtual Puppet Show with Miss Laura.: Cinderella Toy Theater](#)

From Dennis' Report: Booktalks and movie reviews

Pgm Date	Pgm Name	Pgm Attendance
• 5/7/2020	Bossypants Booktalk	39
• 5/14/2020	Life Itself Booktalk	23
• 5/21/2020	Amy Booktalk	37
• 5/28/2020	The Bling Ring Booktalk	14
• 5/29/2020	Virtual Bookmobile Tour	11
• 5/29/2020	Virtual Express Van Tour	11

From Laura's Report:

Programming Statistics for School Visits and Other Outreach Events:

Recorded	Puppet Show/Storytime	Air Date	Views on YouTube, day of*
4/10/20	Dog's Colorful Day/Emma Dodd #8 w/ASL #s	5/4/20	55
4/10/20	Magic Fish/Fable #9	5/18/20	50/now 75
4/10/20	Bearly Neighbors/Peter & Ellen Allard #10/Hunting	5/11/20	46
4/16/20	Cinderella/ Toy Theater #11	5/25/20	52/now 78
4/20/20	Lion and the Mouse/Monkey Business #12	6/8/20	
4/21/20	Little Bunny Foo Foo #13/Cat and Mouse song	6/1/20	
4/27/20	Too Noisy #14/Sound Effects Song	6/15/20	
5/5 to 5/12/20	Blog post w/Book Review Video: A is for Audra	5/17/20	45/now 98
5/19/20	Wizard of Oz MOPs show w/CC & ML	6/5/20	
5/21/20	Goldie? Locks/Fractured Fairy Tale #15/Flip Flap Jack	6/22/20	
5/28/20	Hooray for the USA! Patriotic ST w/Jim Gill songs	6/29/20	

*Not official YouTube stats but observed the night of airing

From Cindy's Report:

4 Videos for YouTube

- Wrote script for Ms. Bixby's Last Day
- Mrs Bixby's Last Day Booktalk Recorded for Kindness day
- 5/21 Recorded The Kings Pizza Puppet show downloaded and shared
- Recorded The Three Questions Storytime for YouTube
- Wrote potential scripts for Edward Tulane, Kate DiCamillo, Adventure stories includes 3 books but barely crafted
- Wrote and practiced script for Bob Booktalk
- Recorded storytime with The Totally Secret Secret (may redo)

From Melissa's Report:

Booktalks and eResources videos

- 5/4/2020 Universal Class
- 5/11/2020 Mango Languages
- 5/18/2020 The Woman in the Window by A.J. Finn
- 6/1/2020 Creative Bug
- 6/8/2020 The Last Letter by Rebecca Yarros
- 6/15/2020 Pressreader

Virtual Activity Kits

Our blog post about Virtual Activity Kits for Seniors has been added to the website under Senior Services: <https://www.fountaindale.org/2020/05/06/virtual-activity-kits-for-seniors/> Carolyn, Dennis, Laura and Tana worked on creating additional virtual activity kits on the following themes:

- Old Hollywood (Dennis)
- Tales and Travel: National Parks (Laura)
- Chicago: My Kind of Town (Carolyn)
- I Love a Good Yarn: Knit and Crochet (Carolyn)

Blog Posts

- <https://www.fountaindale.org/2020/05/19/movie-night-featuring-the-young-at-heart/>

- Carolyn wrote a blog post for the website called "Movie Night Featuring the Young at Heart." This post was geared towards our older patrons who may want to see people like themselves in movies

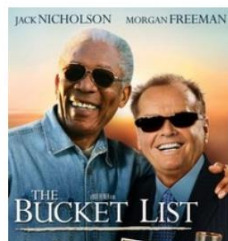
MOVIE NIGHT FEATURING THE YOUNG AT HEART

May 19, 2020

There are so many great movies to watch, but what makes the best movies are those stories that touch us in a personal way and help us identify with the characters we see on the silver screen. Hollywood is finally catching up with the demographics in America and producing more and more movies featuring older adults. Here's a list of some of my favorite movies that feature characters that are (mostly) young at heart.

Re-watch classics like *Driving Miss Daisy* and *Fried Green Tomatoes* or check out a newer one from the list. Some of these movies will make you cry, some will make you think and some will make you laugh. You're sure to find one you'll enjoy, no matter your age.

Click the links to place a hold through our catalog or give us a call and we can help. When your movie is ready, pick it up at our drive-thru. Then, all you'll need is the popcorn!



THE BUCKET LIST (2007)

Genre/ Rating: Comedy/ PG13

Summary: Corporate billionaire Edward Cole and working class mechanic Carter Chambers have nothing in common, except they both have been diagnosed with terminal illnesses. While sharing a hospital room together, they decide to make a bucket list of all the things they have ever wanted to do before they die. In the process of completing the list, both of them heal each other, become unlikely friends, and ultimately find the joy in life.

- Carolyn, Marleigha and Tana researched and utilized several senior resources available in our community, as well as nationally for a blog post. This blog post has been also added to our Senior Services page as an ongoing resource guide: <https://www.fountaindale.org/2020/05/28/senior-resources-beyond-the-library/>

SENIOR RESOURCES BEYOND THE LIBRARY

May 28, 2020

Are you a senior who needs assistance with taxes, transportation, housing, finances or legal advice? Do you need help finding the right caregiver service or knowing what government benefits you might be eligible for? Our Outreach Department compiled a list of resources that can provide you with valuable information. Browse a variety of companies and organizations who offer services that can assist you with getting the help you need. Don't see what you need? Reach out to Outreach Services at 630.685.4230.

HEALTH AND WELLNESS SERVICES

- Will County Health Department and Community Health Center
- Dementia Friendly America
- Medicare
- Alzheimer's Association
- Alzheimer's Disease and Healthy Aging
- National Institute on Aging
- Crisis Line of Will and Grundy Counties

LOCAL, STATE AND FEDERAL RESOURCES

- Senior Service of Will County
 - DuPage Township (Levy Center)
 - Illinois Department on Aging
 - Will County Center for Community Concerns
- In honor of Mental Health Awareness Month, Carolyn contributed to another blog post with staff members from different departments. They provided resources available at the library for patrons of various ages. The materials Carolyn submitted were for the older adults. Carolyn says in her report: *It was a great team effort and kudos to Steven from Communications for putting it all together:* <https://www.fountaindale.org/2020/05/20/mental-health-awareness-month/>

Special Projects

eResource Scavenger Hunt

The Outreach team completed the eResource scavenger hunt. From Carolyn's report: *It was a great way to be a little more familiar with the eResources and where to find ones we may not use all the time. I believe this activity would be useful as a training tool for new hires.*

Kindness Day

From Cindy's report: *At the beginning of May, I continued working in Basecamp with the team for Kindness Day on May 16th. My original idea was to have local non-profit organizations represented at a table offering Volunteer Opportunities. I had originally scheduled three organizations to set up tables and have speakers. Instead, I contacted*

them and some were able to send us videos or information virtually about what they do and volunteer possibilities which we posted as part of the event. I also recorded a Kindness Book review on Ms. Bixby's Last Day which is still available to watch on YouTube. Wrote introductions for two bullet items for kindness day web page and sent it to Basecamp for publication.

Genre Project:

From Carolyn's report: *Our Outreach Genre Project is really coming together with many different genres being completed this month. It will be great to get these made into bookmarks for patrons, and as a readers advisory tool for staff. So far we have 18 genres and/or themes with 8-12 books for each. Genres added this month are Senior Living materials (Carolyn), Dragons (Marleigha), Graphic Novels (Marleigha), Popular Series (Marleigha)*

Oodles for Doodles Program:

From Carolyn's report: *This joint program between Outreach and Childrens' Services has been a great way to connect with our patrons. Communications has been featuring all the drawings on our Instagram page and the response from patrons has been great. Here are some of the samples that outreach staff have done:*

Sarah's drawing



Carolyn's drawing



Laura's drawing



Craft Kits for Seniors

Tana communicated with Atria and Revere Court the idea of creating craft kits to replace our in-person visits. Revere Court residents were very excited that we will be able to provide them with this service. Melissa researched some easy and inexpensive crafts that we could use for craft kits. From Melissa's report: *The plan is to give these to the memory care residents at Atria and Revere Court. For the first craft, I found an easy to do paper roll ladybug. I cut out the pieces for 15 kits and created step-by-step instructions with photos. Each kit will include a paper roll, cut out construction paper pieces, a glue stick and photo instructions.*



Employee Training & Development (Webinars, Articles, and Professional Journals):

Outreach staff were able to attend many training opportunities during the month of May. From Marleigha's report: *"I watched a total of 10 webinars this month. I watched webinars on many different topics ranging from creating community partnerships to rainbow families in the library to mindfulness. I have enjoyed watching these webinars and learning from them. I watched a webinar that directly related to a goal I was assigned this year and that was "Expanding the Library's Reach Through A Literacy Partners Program." I enjoyed this webinar because it was insightful on ways I could accomplish my goal of trying to find and build literacy partners throughout the Bolingbrook community. Another webinar topic that stood out for me focused on Rainbow families, or LGBTQ+ families. I think it is very important to support and welcome these families into the library as a safe space and I think Fountaindale does a good job of doing this, but we can always be open to improving our services."*

Carolyn:

- 5/5/2020 RAILS Webinar: Recharge Your Book Club
- 5/6 /2020 "Getting Started Guide" from PBC Guru for new Fountaindale Online Book Club
- 5/7/2020 Linkin business article "4 ways to give your remote workforce a sense of togetherness"
- 5/7/2020 Read Listservs for ideas/best practices for Outreach/Home Delivery
- 5/11/ 2020 RAILS Webinar: PPE Use for Library Staff
- 5/15/2020 ALA Webinar: Expanding the Library's Reach Through a Literacy Partner's Program
- 5/19/2020 Attended AM (Asst.Mgr/Supervisor) RAILS Virtual Networking Meeting: Topics - Managing in the Middle and Managing in COVID19
- 5/20/2020 Listen to podcast from NPR: Making Art is Good for Your Health (self-care) for Mental Health Awareness Month and ideas for staff

- 5/20/2020 Read article: Mindfulness in Times of Extreme Stress by Katie Scherrer (Public Libraries Online)
- 5/21/2020 Attended Well Being at Work and Beyond LACONI Readers Adult Services Section Virtual Networking Meeting
- 5/22/2020 Watch Jeffrey's Zoom training/presentation
- 5/22/2020 Read article from Webjunction for various gardening programs in libraries
- 5/26/2020 Beanstack training for Summer Adventure

Cindy:

- 5/4/2020 New Middle Grade Series Webinar
- 5/29/2020 Using Zoom Webinar
- Viewed colleagues videos posted on Youtube regularly
- Library Journal Sept 2017
- The Horn Book April 2018

Laura:

- Attend 90min virtual Preschool Outreach Programmers Group meeting;
- 1hr practice Zoom call in morning to help practice how to work chat rooms
- Watched Laurie Berkner LIVE FB - how to incorporate her music in play; receive certificate of completion
- Zoom webinar: Hosting Large Events: Webinars vs. Meetings
- LOTS of reading about COVID best practices, virtual programming and Zoom

Marleisha:

- 05/04/2020 Public and School Libraries Creative Ways to Build Successful Partnerships
- 05/05/2020 Rainbow Family Connections: Embracing LGBTQ Families at your Library
- 05/06/2020 You Belong at Your Library: Serving the LGBTQIA Community (RAILS)
- 05/11/2020 Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion
- 05/12/2020 PPE Use for Library Staff
- 05/15/2020 Expanding the Library's Reach Through A Literacy Partners Program
- 05/18/2020 Library Programming for Adult From Start to Finish
- 05/18/2020 Read article *Mindfulness in Times of Extreme Stress*
- 05/19/2020 Read article *Engaging with Patrons via Social Media*
- 05/20/2020 Multicultural Picture Books: A Deeper Look at Your Collection
- 05/21/2020 Serving Patrons with Dementia Group Top 20 of 2016
- 05/26/2020 Read article *Understanding the Community as a Librarian and a Neighbor*
- 05/28/2020 Read article *Collaborative Resource Sharing in Difficult Times*
- 05/28/2020 Mindful Breath and Movement (RAILS)

Melissa:

- I created an account for Pressreader
- I created an account for Mango Languages and took a few lessons on speaking Italian.
- Reviewed Auto Repair Source
- Beanstack training
- Recharge Your Book Club – RAILS – Submitted activity report
- PPE Use for Library Staff – RAILS – Submitted activity report
- Community Engagements: Break from Tradition – WebJunction – Currently writing activity report

- All of Us Dementia Awareness for Public Libraries – RAILS – Currently writing activity report
- Revamping Strategies for Success – RAILS – Currently writing activity report
- Creativity Creates for Summer Reading
<https://programminglibrarian.org/programs/reading-creativity-crates-summer-reading>
- Virtual Book Clubs: A Learning Experience
<https://programminglibrarian.org/articles/virtual-book-clubs-learning-experience>
- Old-Fashioned Connection: Phone Programming in a Pandemic
<https://programminglibrarian.org/articles/old-fashioned-connection-phone-programming-pandemic>
- Curbside Kids' Activity Kits
<https://programminglibrarian.org/programs/curbside-kids-activity-kits>

Tana:

- 5/26/2020 Beanstack training for Summer Adventure
- Programming Librarian newsletter - various articles
- ALA newsletter - various articles
- ILA newsletter - various articles
- PPE Use for Library Staff – RAILS

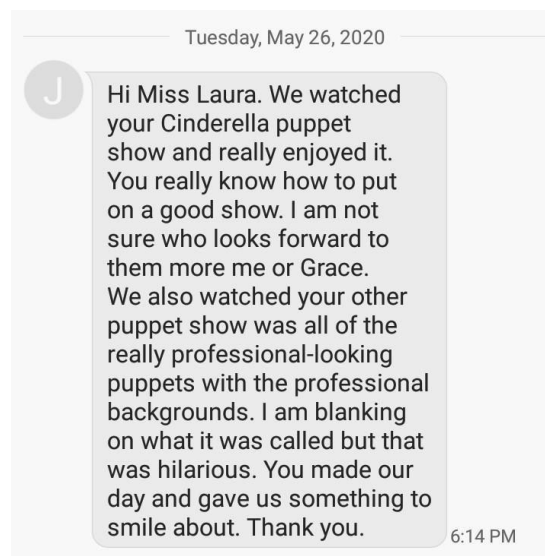
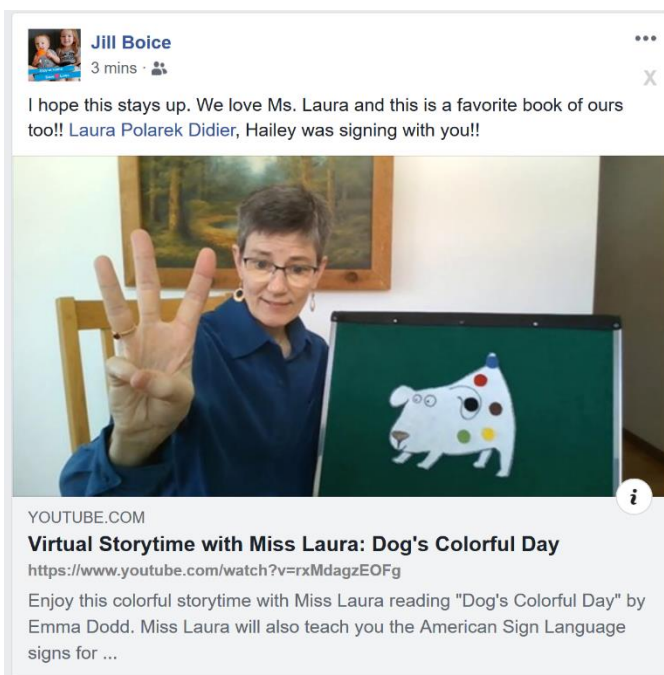
Repair/ Maintenance of Outreach Vehicles:

- 5/6/2020 Bookmobile picked up from Diesel Services
- 5/6/2020 Van towed to Mercedes for dead battery
- 5/11/2020 Van picked up from Mercedes
- 5/14/2020 Elite Detailing/Cleaning Service for both vehicles

Community Comments and Interaction:

Miss Laura has many fans who have been enjoying her puppet shows from home:





From Jeffrey Fisher's report Studio 300



This month we continued to support a number of activities and other departments while still under the extended Stay-At-Home order including staff returning to FPLD under a limited schedule to both help Circulation and handle Studio 300 matters. Once again, Studio Services staff promoted virtual services via blog posts, videos, and Zoom webinars, assisted patrons via email, social media, Text-a-Librarian, and one-on-one virtual meetings, reevaluated summer programs, planned future service and program offerings, and continued with individual staff professional development. The Studio 300 staff met virtually every week to discuss departmental matters and plan current and pending endeavors. These meetings connect us, allow updates on task assignments, the ability to share accomplishments, and also impart important information and news.

Despite being closed, Studio 300 circulated 34 items during May—entirely to staff as they borrowed equipment to support their virtual programming endeavors. Attendance at the 11 Studio 300 virtual programs came to 35 total and views of Studio 300-specific videos were:

- [Arts & Entrepreneurship](#) = 53
- [Young Author Workshop](#) = 57 (14 more watched this live)
- [Studio 300 Virtual Tour](#) = 18

The following are the details of the work accomplished by Studio Services this May:

Adriana

During May Adriana continued to work from home and onsite once per week maintaining communication with the department and offering other support. She continued to expand her education by attending webinars and meetings that are beneficial with assisting patrons and

managing staff. Adriana worked closely with her manager to put together a plan for Phase 3 of Studio 300 reopening including procedures, staff scheduling, and other details with the focus on ensuring both patron and staff safety. A more detailed list of Adriana's work activities during the month of May can be found below.

- Approved payroll during the month of May
- Reviewed staff weekly reports during the month of May
- Attended Project Lemonade: How to Choose the Perfect Tripod Head, webinar about the differences in tripod heads and their uses
- Attended weekly staff meetings
- Attended regular programing meetings
- Attended programming meetings with CSD and Teen services to consider virtual programing offerings
- Hosted virtual K-pop meetup, we had no attendees; we will keep material for next offering
- Put together a draft of Phase 3 Studio Services Model, shared with staff for review and suggestions.
- Put together Equipment list for disinfection or quarantine measures, added to Phase 3 model
- Developed proposed social distancing schedule for staff and added to Phase 3 model
- Worked and met with Jeffrey virtually several times to review Phase 3 model and have it ready to discuss with staff during weekly meeting
- Updated due dates for projects to have everything in place once patrons return
- Assigned projects to set up wall, display case and tree
- Researched cell phone photography on iphones
- Put together video for [Teen & Tween Ready, Set, Go Bootcamp: Cellphone Photography](#)
 - Put together presentation
 - Recorded VO
 - Edited video
 - Submitted to be posted on YouTube
- Assigned new pathfinders to staff in Glip, assigned quick start guides to Monica and McKayla, assigned Studio 300 web page review to Patrick
- Completed [Try NOT to React Challenge](#) for K-pop Meetup May, completed the rest of the activities for the virtual meetup.
- Attended AMs virtual meeting, focus on management and organizational structure and managing during this time. How to keep open communication, updating staff and managing virtual programs.
 - Budget concerns for the next fiscal year
 - Staffing and returning to work full time
 - Managing angry patrons and their expectations vs. reality of services available.
 - Passed on information to Jeff and Nancy
- Reviewed and gave feedback on the ongoing virtual orientation project
- Drafted portrait retouching class outline
- Researched current brochure layout trends and submitted 2 for marketing to review
- Sent an email to the Manhattan Short Film Festival organization regarding plans for this year's festival amid possible restrictions or cancellations to help decide if we want to submit our application to be a screening venue.



- Assisted patron one-on-one with work from home workstation set up and connection troubleshooting (2 - 1 hour sessions)
- Watched up to Mindset tools in Librarian's Guide to Homlessness
- Reviewed and edited some images from my outdoor portrait practice
- Submitted reports for Seeing Landscapes the Creative Process and Focus Stacking
- Attended virtual Pinnacle meeting, overview of what libraries are doing and how it is impacting patrons, and our interfaces with patrons
- Completed outline for Photoshop Basics virtual class
- Presented Photoshop Basics online. All registrants viewed the class; it was a success and was recorded and posted to YouTube in early June.
- Followed up with class participants emailing them a PDF of my class hand out and links to several resources including Lynda
- Received a nice compliment from a participant in the Photoshop class last night.



Chris B.
to me ▾

Thanks so much, Adriana, for the class last night. I also appreciate the handouts you sent. You sure are very talented with Photoshop!
Thanks again,
Chris Breier

- Drafted a Social Distancing staff schedule, met with Jeffrey virtually to go over schedule and measures to ensure social distancing practices.
- Finalized Nikki's annual review to submit to HR when next on site
- Wrote and submitted blog post for Photoshop virtual program video and online resources available to patrons.
- Was on site Monday 5/4/20, grabbed the staff Mac and put it on my side return to work from. Disinfected desks and surfaces.
 - Reviewed payroll
 - Drafted the April Monthly report adding staff's activity reports and summarizing their work from home tasks.
 - Revised final draft of May Pillars poster and sent on to marketing
 - Attended weekly staff meeting reviewed and assigned tasks to be completed by staff, talked about June programming
 - Met with Nikki and Anna to make a decision on the P3 grant and whether the studio should apply or suggest to ATSD.
 - Final review of Monica's Affinity blog post
 - Research for activities to do during virtual K-Pop meetup
- Submitted development activity report for The Magic of Mirrorless webinar
- Watched Seeing Landscapes - the creative process, webinar on landscape photography
- Watched Focus Stacking webinar on the process of focus stacking images to render a sharp image throughout

Justin

During May Justin continued to work from home and be on site once a week where he was able to pull materials for patrons and work on projects. Justin continued to focus on his educational development watching online courses and then putting what he learned into practice. Justin is also part of the team that is putting together the online orientation for Studio 300. A more detailed list of Justin's work activities is listed below.

- This past Tuesday while on site, pulled my longest list yet of patron holds from the third floor and also called the patrons to let them know that their items were ready for pickup.
- While down in the Studio I assisted a patron over the phone who previously had an issue with joining her church's Zoom meeting. So I set up a quick test meeting through my account and successfully walked her through joining a Zoom meeting. She sent a nice thank you later.
- I watched more of The Great Courses' Fundamentals of Photography II course. In one of the latest videos I learned how to create compositions and moods with black-and-white photography which looks good in just about any light.
- I also reviewed the checkpoint/quiz questions as well as the videos for the virtual orientation and provided comments and suggestions
- For the week of 5/17 I was able to record a voiceover for the Studio 300 Virtual Orientation for Niche Academy while I was in the Studio on Tuesday.
- I watched more of The Great Courses' Fundamentals of Photography II course. In one of the latest videos I learned how to both find and create beautiful lighting in shadowy scenes. I also learned about different Macgyver-like strategies for capturing great photographs above and below the water.
- I also viewed Ryan Dowd's webinar, Traumatic Brain Injury: Invisible Cause of Homelessness. In it he discusses the two "red flags" to help you identify someone suffering from TBI, as well as various tools to help compassionately manage problem behavior of people suffering from TBI.
- Finally I watched the B&H Learning Center: Audio for Video Youtube Tutorials. The tutorials went over information such as choosing a microphone for video production, recording audio to a camera or an audio recorder, editing audio etc.
- For the week of 5/10 I watched more of The Great Courses' Fundamentals of Photography II course. In one of the latest videos I learned different approaches you can take in regards to various light sources, techniques, and effects-including back lighting, side lighting, floor lighting (also known as ghost lighting), and colored lighting.
- While in Studio 300 I also had a chance to take a look at Google's Tour Creator app which would allow us to import 180° and 360° photos of the Studio. This led me to experiment with the DJI Osmo Pocket since it has a 180° photo feature.
- Finally I worked on the Virtual Orientation storyboard outline for the Maker Lab, Multimedia Rooms, and Circulating/Non-Circulating Equipment. This also allowed me to start building a structured outline in the Niche Academy Course.
- For the week of 5/3 I watched the "Creating a Tutorial" series of videos from the Niche Academy's help section. The tutorial covers everything from creating a tutorial tile to going live with the publish button.
- While watching the tutorial I began to create the structure for the Studio 300 Virtual orientation.
- I also viewed the Niche Academy webinar "Creating Video Tutorials for Digital Resources" which demonstrated all the essential elements of tutorial creation including planning, tutorial structure, scripting the audio and video recording.
- Tuesday was my first day back onsite and I started out the day by pulling items that were on hold for patrons. With that said I am now very familiar with the 3rd floor.



- Finally I started watching The Great Courses' Fundamentals of Photography II course. In the "Find the Picture" tutorial I learned how to find perfect shots in the midst of crowded areas and limited environments

Nikki

Nikki has continued to work closely with patrons, assisting them one-one-one virtually with their photography questions. During May Nikki focused on creating and editing all the videos for the Studio 300 online orientation modules. Nikki has continued to work closely with Monica and Justin on this project. Nikki also worked on site once a week and assisted the Circ department in pulling materials for patrons and fielding calls coming in. A list of detailed information of Nikki's work activity during May follows.

- Attended weekly Studio 300 meetings
- Continuing work on Studio 300 Virtual Orientation videos
 - Equipment video
 - Start first edits
- Virtual One on One (May 26)
 - With patron Mimi H.
 - Working in Photoshop to replace backgrounds of images
 - Reviewing proper export procedures for sharing via email
- Continuing work on Studio 300 Virtual Orientation videos
 - Who May Use Studio 300 video
 - Finished first edits
 - Uploaded to Basecamp for review
 - Revised and finished second edits
 - Reuploaded to Basecamp for review
 - Computers video
 - Finished first edits
 - Uploaded to Basecamp for review
 - Revised and finished second edits
 - Reupload to Basecamp for review
 - Multimedia Rooms
 - Finish first edits
 - Uploaded to Basecamp for review
 - Revised and finished second edits
 - Reupload to Basecamp for review
 - Brainstorm checkpoint questions/final quiz questions
 - Review and revise
 - Finalize and upload to Niche
- Virtual One on One (May 19)
 - With Mimi H.
 - Working in Photoshop to replace backgrounds of images
- Final Learning Circle Webinar (May 20)
 - Course Mastering your Digital SLR Camera
- Capturing more footage and media for Virtual Orientation/Tour videos
 - Worked on editing videos
 - Helped make Hold Pickup calls to patrons
- Edited together the Studio 300 Virtual Tour video
 - Reviewed with Jeffrey and Adriana
 - Revised video and reuploaded for 2nd review

- Revised video and reuploaded for 3rd review
 - Finalized edits and shared for upload to YouTube
- Edited together multiple Studio 300 Virtual Orientation videos
 - Welcome video
 - Revised and added voice over track
 - Reuploaded to Basecamp for review
 - General Information video
 - Finished first edits
 - Uploaded to Basecamp for review
 - Getting Started video
 - Finished first edits
 - Uploaded to Basecamp for review
 - Finished second round of edits
 - Uploaded to Basecamp for review
 - Started editing Who May Use Studio 300 video
- Niche Academy: Creating a Course Tutorial
- Studio 300 Virtual Orientation
 - Outline Virtual Orientation script
 - Storyboard script for videos
 - Welcome video
 - Finished first edits
 - Uploaded to Basecamp for review
- Virtual Orientation Meeting (May 11)
- Virtual One on One with Mimi H. (May 12)
- Photography Pathfinder
 - Research resources
 - Writeup recommended resources document
 - References
 - Summaries
 - Collect image assets
- P3 Application Meeting
 - Reviewing if program is good for Studio 300 or ATSD
- Virtual One on One meeting with Mimi Harris
 - Lightroom workflow procedures
 - Editing tips and tricks
- Digital Transitions: Seeing Landscapes Webinar
- Communico Social Distancing Webinar
- Makerbot Webinar: Accelerated Development with Reduced Budgets 3D Printing

Monica

During May Monica continued to work from home and working on site once a week supporting the Circ department by pulling materials for patrons and fielding calls from patrons. Monica has also worked closely with Justin and Nikki to put together the online Studio 300 Orientation. Monica also continued to attend and participate in the weekly staff meetings. Listed below is an account for Monica's work activities during the month of May.

- Corrected Orientation quiz questions. Took suggestions to have a 3 choice answer instead of a 4 choice answer. Added a question about food and drink to the final quiz.
- Added quiz questions in the Niche Academy course.

- Worked on Maker Pathfinder. Looked up suitable classes on Lynda and made a document with links to the course.
- Worked on Graphic Design Pathfinder. Looked up suitable classes on Lynda and made a document with links to the course.
- Stayed connected to Basecamp.
- Collaborated with Anna on display case.
- Finished storyboarding Virtual Orientation videos
- Attended Teen Crafternoon meeting
- Wrote Virtual Orientation questions
- Watched Homlessness Webinar: Compassion Fatigue and Burnout
- Called patrons to update them on their holds
- Watched Affinity Creative Sessions Playlist
- Watched WebJunction Webinar, Innovation on a Shoestring: Free and Cheap Tools. This was a very informative resource on free online programs and software that the library can use to provide photo, video, and graphic design options to patrons. It also gives staff resources for polls, office tools and managing social media. Learned a lot to use in a future blog post.
- Prepared a powerpoint and presentation for Virtual Graphic Design Elements class.
- Gave Graphic Design Elements class on Zoom to solid reviews from patrons..
- Finished Affinity Designer Lynda course.
- Watched 2 videos from the Affinity Creative Sessions Youtube playlist.
- Worked on storyboarding Virtual Orientation videos.
- Worked on a Graphic Design Elements class. Researched articles for beginning graphic design.
- Watched Running Webinars webinar from WebJunction. Learned good basics for how to design a good webinar session.
- Watched two YouTube videos on how to use Zoom.
- Looked over virtual tour creation tools from google.
- Replied to emails for the Virtual Orientation project.

Anna



During May, Anna attended and participated in the weekly staff meetings, and worked on site to pull materials for patrons and field calls. Anna worked closely with Teen services to put together material for Crafternoons. Anna continued to work on her Udemy training to complete her goal. A more detailed description of Anna's work accomplishments during May can be found below.

- Completed Java Learning Circle, multi-week program.
- Completed C# Udemy Training this week created two games: a fruit ninja clone and zigzag clone for a total of 4hrs and 18 mins.
- Tested Teen Crafternoon project seedling newspaper pots.
- Added Lynda Links and reviewed previous resources for Maker and Web Pathfinder.
- Worked in Studio pulled materials from 3rd Floor and 2nd Floor, made phone calls for holds with updated hours script

- Udemy C# training did Unity training for 4hrs and 2mins learning basic Unity and video games with it
- Meeting on Friday 5/22 for Crafternoons with Randi. Agreed to do seedling pots for June 5 and project to be determined in July
- Java Learning Circle Lesson 10
- Java Learning Circle Lesson 7 Completed
- Java Learning Circle Lesson 8 Completed
- Java Learning Circle Lesson 9 Completed
- Created Brief for H2O Zoom Cellphone Holder Challenge
- Java Learning Circle did not meet. One patron emailed to let me know and the other patron was a no show.
- Udemy C# training did LINQ training and learned threading basics for a total of 3hrs 23mins. I downloaded Unity to prep for next weeks course to finish out the C# training.
- Java Learning Circle Lesson 7 Completed
- Java Learning Circle Lesson 8 Completed
- Java Learning Circle Lesson 9 Completed
- Created Brief for H2O Zoom Cellphone Holder Challenge
- Java Learning Circle did not meet. One patron emailed to let me know and the other patron was a no show.
- Udemy C# training did LINQ training and learned threading basics for a total of 3hrs 23mins. I downloaded Unity to prep for next weeks course to finish out the C# training.
- Tinker Troupe meeting 5/5
- Java Learning Circle Lesson 5 Completed
- Java Learning Circle Lesson 6 Completed
- Sent No Sew Pillow Supply List
- Created revised flower templates for class 5%
- Created Java resource sheet
- Java Learning Circle Training 5% discussed resources and lesson 5 mostly.
- DIY Makers Group 3 patrons and showed a good demo. Discovered a two camera setup within Zoom using webcams.
- Udemy C# Training 2hrs 27mins training (not counting pauses and software installation time) Worked on SQL databases within C# built a small zoo manager application.
- Answered Facebook question about vinyl—Siser Metal Gold

Patrick

Patrick continued to work from home on projects and self development during the month of May. Patrick also worked on site once a week to assist the Circ department in pulling materials and fielding phone calls from patrons. Patrick worked closely with Jeffrey on this year's virtual Kindness Day. He attended and participated in the weekly staff meetings and took on the challenge to review our website for information that requires an update. The details of Patrick's contributions during the month of May are as follows;

- Watch several Zencast tutorials and reviews
- Retrieve books and other items for patron hold requests for drive-thru pickup
- Review Summer Adventure Talking Points
- Logic Pro Continued Training
 - Bass Compression Techniques
 - Amp Designer
- Re-edited Kindness Day 2020 video with new footage and submitted.
- Review Updated Library Reopen Plan

- Attended Beanstack Training
- Watch Ryan Dowd's Q&A Module
- Work on Studio 300 Webpage Edits Document
 - Notated numerous items to add and remove in the equipment pages
 - Recommend addition of Studio Room A to Creative spaces page
 - Addition of Musician Meetup to Writing, Film, and Maker Group Page
- Watched Maximizing and Measuring Virtual Programs Webinar
 - Benefits of Virtual Programming: Live or pre recorded, flexible scheduling, time flexibility, tech
 - Barriers: external interruptions, attention span, bandwidth, tech
 - Developing Outcomes:
 - Program Goals: Intended result of program
 - Desired Outcomes: Benefits to patrons based on program goals
 - Outcome Measures: Did the program have an effect on desired outcomes for the community
 - Provide survey to attendees to fill complete and address why at the beginning of the program
 - Or incorporate measurements into the program/virtual chat/interaction
- Edited Kindness Day 2020 Video
- Watch Ryan Dowd Module: Body Odor
- Attended Vinyl Discussion Meeting
- Tinkercad Training
 - Putting Details on Curved Objects
 - Create base object
 - Add shapes to outside
 - Duplicate and scale up base object by desired detail width > Make Hole
 - Create wide box to cover all details and group with above Hole
 - Make box a hole and group all shapes
 - Imprint Details in a curved object
 - Duplicate and drag down base object
 - Shrink duplicate by desired imprint depth
 - Duplicate and return base object to original position
 - Make inner and outer object holes and raise height of outer object
 - Create material box encompassing all details and group with outer object
 - Group details with inner box
 - Group remaining details with material box as a hole
 - Return base object to original position and group with details as a hole
- Logic Pro X Training
 - Saving projects for sharing
 - Save as folders, not packages
 - Check all boxes for copying entire project
 - Compress folder for sending project to another
 - Full Focus Setting Compression
 - Parallel Compression in Logic, Copy Channel or Bus Send
 - Highlight Regions > Function > Normalize Regions
 - Set settings to: Individual Regions, Loudness, -23 LUFS
 - Marquee Tool > Key T, Command Click Marquee Tool
 - Great for deleting dead space
 - Double click = split

- Select and listen
 - Automation > creates 4 nodes by default
 - Selection based processing
- Tinkercad Training
- Watched Ryan Dowd's February Module: Homelessness 201
- Finished Blog - A24 On Kanopy: The Joy of Discovering Independent Film and submitted for review
- Completed a staff pick for I'm Your Man: The Life of Leonard Cohen by Sylvie Simmons
- Attended Tinker Technology Troupe Meeting 5/5/2020
- Watched Ryan Dowd's January Module for Homelessness Training: Domestic Violence and Abuse
- Emailed shift summary and lessons to studio staff
- Discussed July program of how to do a podcast or zoom webinar using zencast with studio management
- Researched zencast platform
- Watched PLA Webinar: Virtual Platform Possibilities – Providing Digital Skilling Resources for Patrons
 - Digitallearn.org - virtual class training
 - Digital literacy and project outcome tools via PLA
 - Digital Skill Resource Criteria:
 - Ease of use, are downloads required, audio microphone, video camera?
 - Audience, Audience size, Duration, how long sessions will go
 - Staffing, how many, testing software available for staff training, practice
 - Patron Tech, tech specific requirements
 - Privacy, are names public or hidden
 - Accessibility, captioning and transcription available after the class
 - Session type, live, pre-recorded, archived
 - Interactive or passive viewing, Registration required or drop in
 - Languages available
 - Communications and promotion of event
 - Cost of platform use
 - Successful programming, what does it look like?
- Continued Printing PPE Headbands - Total Count 62

McKayla

McKayla has continued to work on her professional development from home. McKayla has taken full advantage of the resources that the library has available and completed many courses to expand her knowledge base which will benefit our patrons. McKayla attended and participated in the weekly staff meetings. McKayla continued to work from home on projects and was on site once a week as well. A detailed account of McKayla's work activities is listed below.

- Completed Ryan Dowd's burnout, vicarious trauma, & compassion fatigue webinar. I found it very helpful to hear that even Dowd suffers from these issues and how he handles them.
- Continued learning for intermediate Photoshop on Gale Courses and learned about masking techniques, clipping masks and layer groups. I love how the teacher shows how she works in photoshop and also writes out steps she takes.

- Completed blog post about Mango Languages, it is a really great resource I hope patrons will take advantage of.
- Continued working on materials for my June documentary class. I'm really excited to share all the wonderful short documentaries I've been finding and all my recommendations for further learning.
- Completed Premiere Pro basics from Hoonuit and learned from Michael Zolnoski about working in Premiere Pro. I like how he really focused on setting up the workspace and adding effects.
- Completed Learning Premiere Pro and learned from Ashley Kennedy about the basics of the program. I really liked how she included shortcut keys in her training.
- Continued learning on intermediate Photoshop and learned about retouching, restoration, greyscale and gradient masking.
- Continued prepping materials, doing research and finding resources for my documentary class to debut in June.
- Continued learning on Mango Languages and learned about currency, counting and reviewing previous lessons.
- Continued learning on Mango Languages and reviewed the previous lessons, and started learning how to communicate places and directions.
- Continued working on materials for documentary class and finding short documentaries.
- Continued learning on intermediate photoshop and learned about adjustment layers and layer masks. The lessons so far have covered various methods of nondestructive editing, which will save you time and frustration.
- Completed Premiere Pro: Advanced, I thought the training was good for an introduction to the topic, but I would recommend additional materials to give tips and explain concepts in-depth.
- Started working on my blog post about Mango Languages. I hope it will pique interest about a wonderful resource we offer.
- Started working on a startup guide for our GoPro. There are many helpful YouTube videos and blog posts to give advice about usage.
- Started Learning Premiere Pro and learned from Ashley Kennedy about the basics of the program. I like the personal advice she gives from her years of working with the program.
- Completed Premiere Pro: Documentary Editing and learned from Jason Osder about how to work with A, B-roll clips and stills to create a captivating documentary. He also gave a lot of advice for working with clients in tough situations and how to keep them informed through the process.
- Continued working on materials for documentary class and researching for resources and examples.
- Continued Intermediate Photoshop training on Gale Learning and learned more about smart objects, like how to free transform, wrap and filter.
- Continued practicing Spanish with Mango Languages, going over what I've already learned and practicing conjugations and vocab words, as well as learning how to communicate personal information and preferences.
- Attended zoom training (5/8) and learned how to utilize zoom and learn about features that make teaching classes easier.
- Continued Premiere Pro: Advanced training and learned about color correction and color grading. I really like how the instructor shares his screen and how I can look at the transcribed text if I get stuck.

Jeffrey

This month witnessed a substantial increase in virtual programming, and Jeffrey continued to support the fine work produced by ATSD, ATSD-Teens, CSD, Outreach, CMTSD, and, of course, Studio 300 through troubleshooting Zoom and video recording issues, editing many videos, and posting them for our community via the FPLD YouTube channel. May's YouTube Statistics:

- 77 new videos
- 4,602 unique views
- 223.2 hours viewed
- 34 new subscribers (*almost* 400 overall)

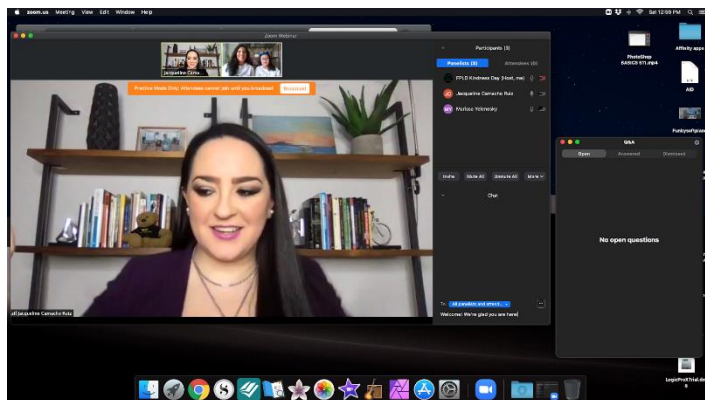
After developing and leading training, his role as technical host for our Zoom-based initiatives decreased as other staff became self-sufficient. He continues to assist as needed and updates the training document regularly. That said, he assisted with the following programs: Virtual Storytimes, Virtual D&D, Morning Job Club, Spirits of the Wind Flute Circle, several Genealogy webinars, MOPS practice/recording, Quarantine Cooking, STBF webinar, May Board Meeting, and more.

One highlight included assisting with recording and editing Outreach's MOPS production of *The Wizard of Oz* which debuts on YouTube in early June. He's slated to help with their next production, too



Studio 300 webinars included Adult Makers DIY, Learning Circles (DSLR, Java, for three weeks), Photoshop Basics, Graphic Design Elements, and the Nameless Writer's Group. We recorded the Photoshop training and [its video debuts online in June](#).

Many staff from several departments pulled together our Virtual Kindness Day which resulted in [an amazingly detailed webpage loaded with resources](#), videos, and more for our



patron community. As part of the day's activities, patrons submitted videos sharing messages of Kindness. Patrick C. edited the piece and you can [watch the completed video on YouTube](#). One program featured author Jacqueline Camacho Ruiz sharing tips for Young Authors to write, illustrate, and publish their own stories. Watch her video (made from the live Zoom presentation) [also on YouTube](#).

Our Artist-in-Residence, Erika Doyle, pivoted away from our planned in-person programs and classes to produce an in-depth video (53 views so far) for our community: [Art & Entrepreneurship: Adapting to our New Normal with Erika Doyle](#). This is not to be missed and you can watch it [on YouTube](#).

Rounding out our video projects this month, the team, led by Nikki S., completed a [Virtual Studio 300 Tour: Summer Adventure Activity](#) for patrons to watch and earn points for this year's Summer Adventure program.

Jeffrey also edited this month's *Pillars of the Community* videos featuring Executive Director of the Southwest Suburban Immigrant Project José Eduardo Vera, one in [English](#) and the other in [Spanish](#).

Jeffrey led virtual meetings of the Tinker Technology Troupe, Kindness Day Committee, T(w)een summer program alternatives (with Randi C. and Melisa M.) and weekly Studio 300 staff meetings. Also, he participated in various Manager's, Programming, all staff, and Summer Adventure virtual meetings, too.

Jeffrey hosted another Soon to Be Famous webinar called [What Award-Winning Authors Write About During the Pandemic](#). While live on Zoom, 38 people tuned in and an additional 12 watched the video later. Even more watched via the RAILS Facebook page. Handling the extreme technical demands of a live Soon to Be Famous webinar streaming via Zoom and Facebook Live simultaneously required three devices (two computers and a phone). [Watch the finished video here](#) and on the STBF website. Also, he attended two STBF virtual meetings earlier in the month as well.



There was little time left for any professional development, but he squeezed in a program about the 2019 Indie Author Project winner.

Finally, after helping with the tech matters for Adriana A.'s Photoshop webinar, Jeffrey received this delightful email from one of the patron attendees:

"I just wanted to send you a quick e-mail to let you know that you are so darn helpful. I really appreciate your work. When I was on the Photoshop webinar, you were so efficient at hosting/fielding questions and responding ... When I was making my diligent attempt to tackle Photoshop in your lab about a year ago or so, you were helpful and even had another resource that I might try ... Today I got the e-mail where you let us know about that new "Affinity" product. I very much appreciate how you keep your finger on the pulse of what's going on out there so that you could let us know of this resource.... the purpose of this e-mail was simply to let you know that I appreciate your sharing your knowledge and resourcefulness. Thank you, Jeffrey." -Christine B.

Building Operations (Tasos Priovolos)

Electricians installed exterior access points at various locations on the building. This work required installing new cabling to these locations in order to attach these devices to our network. These exterior access points will provide internet access to patrons throughout the entire parking.

Continued assembling and installing temporary sneeze guard partitions on public service desks and workrooms throughout the building. These guards will protect staff while working in these areas.

Our semi-annual elevator inspection was successfully completed. These inspections are required to assure that all equipment is in working order and all safety devices are operating correctly. These inspections are required by state and local authorities.

New tables and chairs were installed on the north elevation of the third floor. This area was a perfect area to install tables and chairs since it mimics the south elevation which has become a popular area for patrons throughout the day.

Worked with our roofing vendor to inspect the flashing on the roof and repair any penetrations that were found. This required the landscaping rocks to be removed in order to access the areas of concern. Repairs were made at two locations of the flashing and tested for leaks.

Worked with the Communication department to create and order floor decals which display one-way direction and social distancing. These decals will help with social distancing by providing reminders while walking throughout our building.

The entire department worked to make the entire building ready for opening and promote social distancing. This required shifting furniture and temporarily storing furniture throughout the building.

Inspected all furniture in our library and defined a few pieces of furniture with badly worn fabric. Disassembled these pieces of furniture and prepared them for shipment to our furniture vendor.

Met with our landscaping vendor to discuss which shrubs and trees did not survive this winter.

Security Report From John Hopkins (Security Supervisor)

Working from home- Training:

Universal Class- available through Fountaindale's eResources, these courses cover a wide variety of topics.

Communicating with Diplomacy and Tact. This course was packed with an overview of verbal and nonverbal communication concepts, the importance of being diplomatic, and tools for using tact beyond politeness, but as a de-escalation tool for conflict management.

Middle- and High School Bullying. This course was intended to provide practical tips and tools for the security staff to use with the student demographic of patrons. However, it did not have substantial content beside making a point of the seriousness of bullying as an issue, which as a viewer, we felt was already understood and appreciated. Security Supervisor Hopkins is continuing to seek training that will assist the Building Security Monitors with expanding their range of empathy-based tools to help this demographic, among others.

FEMA Independent Study Program modules. Free, online, topical courses with testing at the end of each. These *Emergency Management Institute* courses were intended to serve as a change of pace for the security staff, adding some traditional public safety topics as a contrast to the customer-service-heavy topics previously assigned.

Decision Making and Problem Solving. This module is one of the courses within a set to

complete a larger Emergency Management certification through FEMA. Building Security Supervisor John Hopkins completed this program in the past and chose this module as valuable to the public safety role of the security staff at the library.

Workplace Security Awareness. Our security staff are not traditional security officers who have completed the 20-Hour Basic Training program for certification, and while it is preferable that our security monitors be more “customer service” minded than security-minded, I thought an awareness-level course in security basics would be warranted.

Active Shooter: What You Can Do. This module expands on content touched upon in the library’s regular building safety training. It goes into greater detail of what to expect, and what to do or not do in the event this tragic incident should ever occur at the library. As with all risk management and disaster training, the idea is that we should be ready, but hopefully never need to make use of it.

Retail Security Awareness. While the primary audience for this module is retail management, loss prevention specialists, and risk management professionals, the topic is useful to help the library security staff become aware of potential threats of loss, not just in materials, but how certain non-library materials at the facility could be a target for theft and misused by sufficiently motivated individuals for dangerous and harmful purposes.

ZENDESK -

In May, 18 new maintenance tickets were created, and 24 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

CMTSD May 2020 Snapshot



3,007 new materials made available



11,421 checkouts



23.7% increase in digital usage

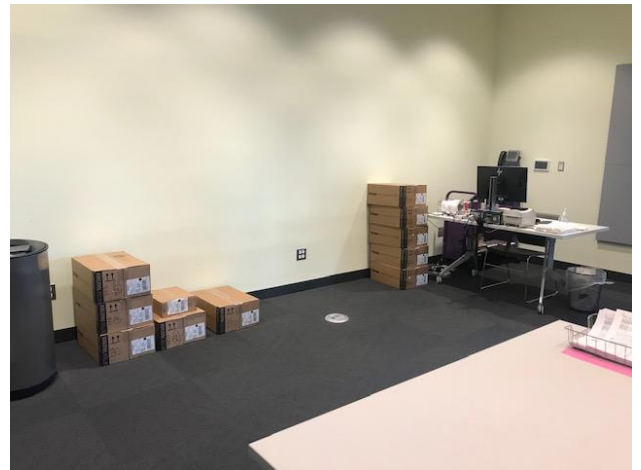


125 purchase orders released

CMTSD Back In the Building

On May 1, 2020, CMTSD staff began to return to work in the library building on a limited basis. We contacted all of our vendors to resume shipments and began working on our backlog of materials. CMTSD's primary goal in May was to process and make available as many new items for our patrons as possible. Despite CMTSD staff working a cumulative 41% of their hours in the building (excluding myself), our department was able to select, order, catalog, process and make **3,007 new items available** for our patrons to check out.

Progress on New Material Shipments



By the end of May, we were able to open and receive **over 150 boxes** of new materials. We enjoyed one day of an empty room until the next shipment arrived. 😊



Physical Collection Circulation

Collections	May 2020 Circs
Adult Audiobooks	193
Adult Fiction	1652
Adult Graphic Novels	55
Adult Nonfiction	1121
Adult Video Games	24
Beginning Readers	351
Interlibrary Loan	47
Juvenile Audiobooks	130
Juvenile Fiction	1265
Juvenile Graphic Novels	263
Juvenile Kits	0
Juvenile Movies & TV	467
Juvenile Nonfiction	636
Juvenile Technology & Equipment	2
Juvenile Video Games	90
Large Print	251
Magazines	42
Movies & TV	2416
Music	246
On-the-Fly	2
Picture Books	1256
Studio 300	20
Technology & Equipment	26
World Languages Adult	12
World Languages Juvenile	46
World Languages Young Adult	2
Young Adult Audiobooks	23
Young Adult Fiction	509
Young Adult Graphic Novels	90
Young Adult Nonfiction	77
Young Adult Video Games	107
Circulation TOTAL	11421

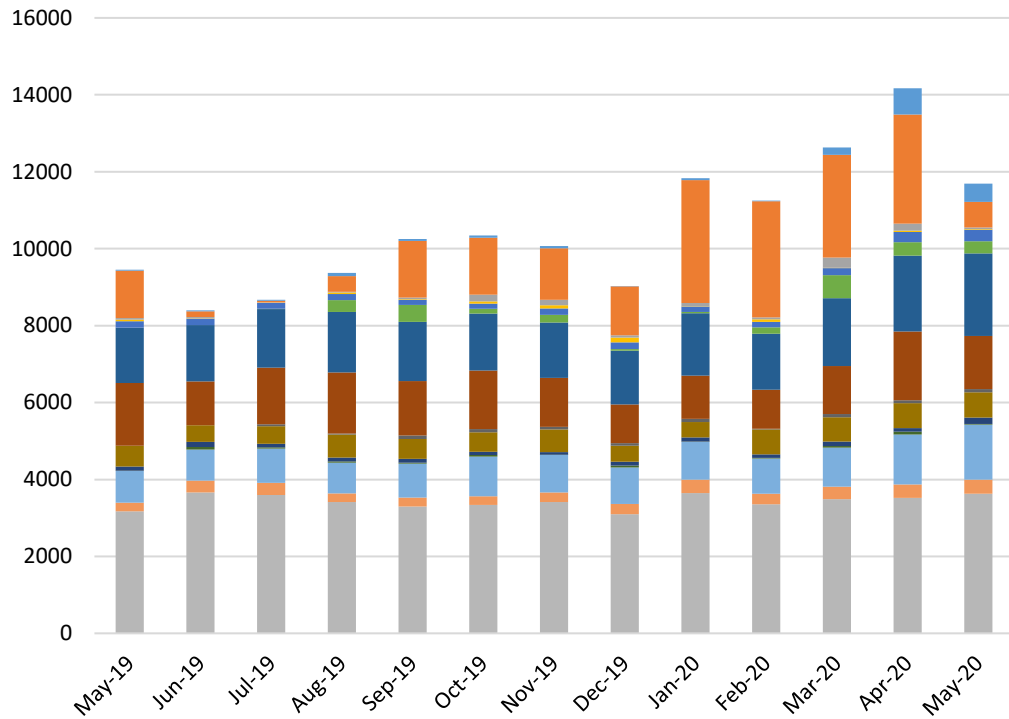
Circulation by Branch

Branches	May 2020
Building	11017
Outreach	370
Studio 300	34
Digital	11691
TOTAL	23,112

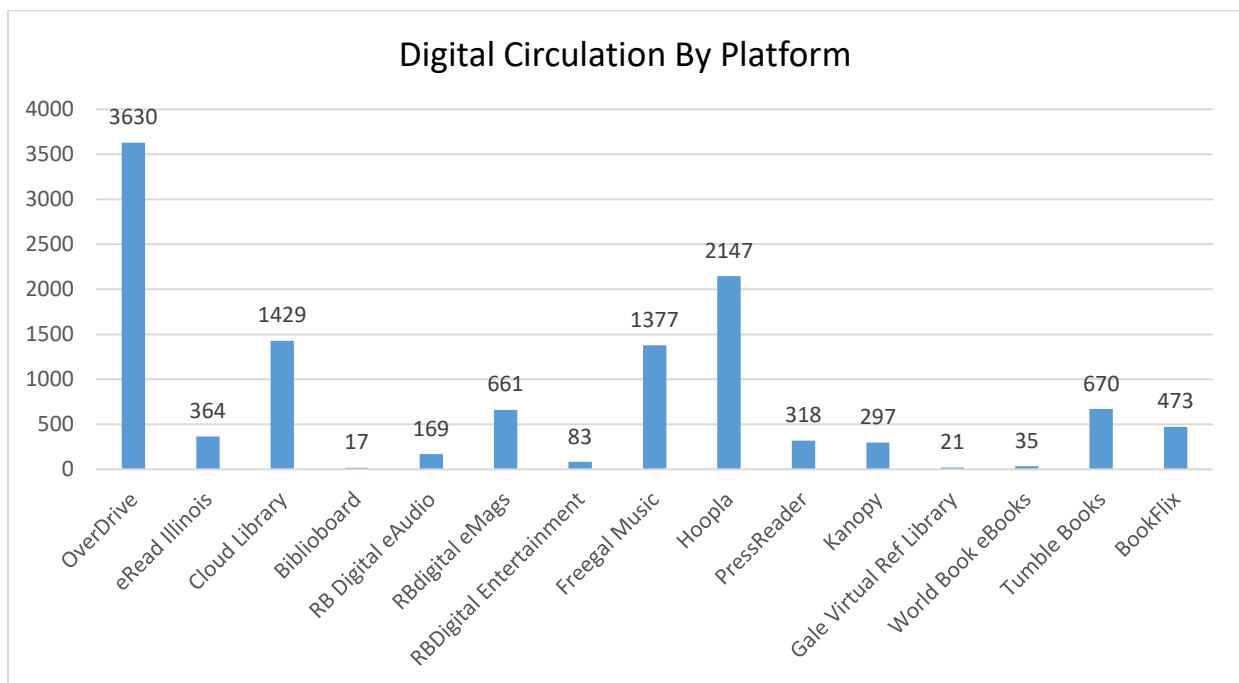
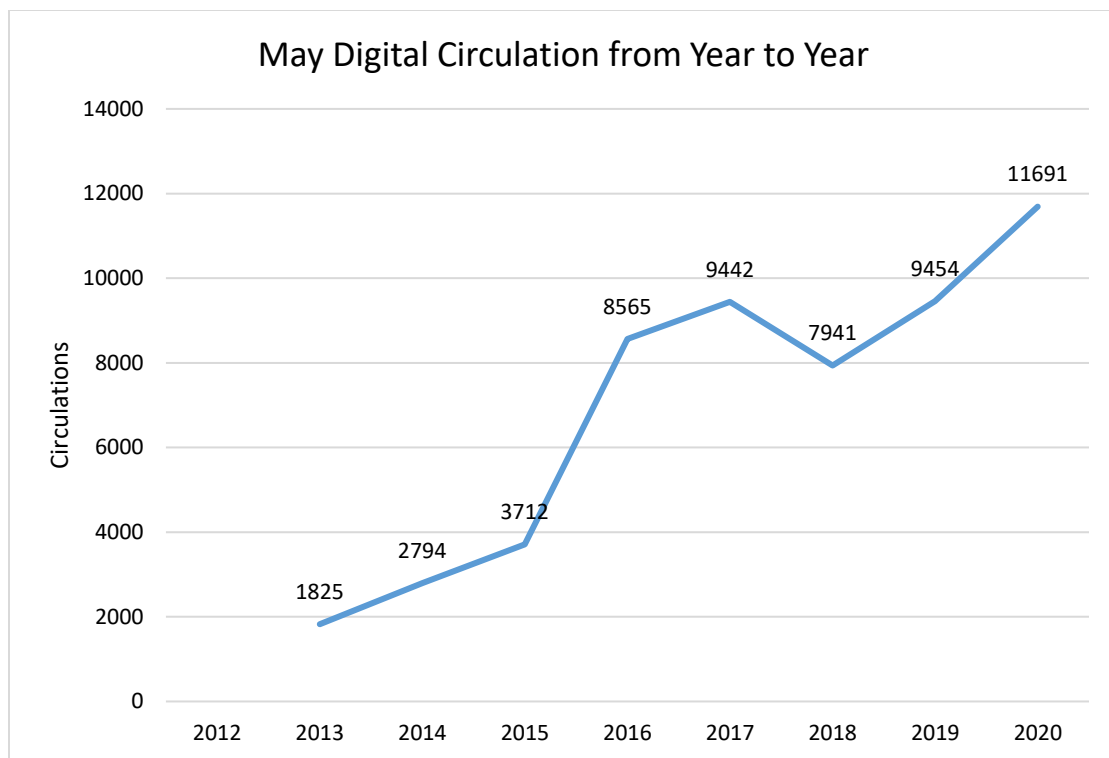
Comparison of Digital Collection Usage

Digital Platform	May 2019	May 2020	Change	% Changed
Hoopla	1440	2147	707	49.10%
OverDrive eBooks	1822	2366	544	29.86%
cloudLibrary Shared	421	877	456	108.31%
BookFlix	29	473	444	1531.03%
PressReader	0	318	318	
cloudLibrary eBooks	268	415	147	54.85%
Kanopy	164	297	133	81.10%
Rbdigital eMags	533	661	128	24.02%
Rbdigital Entertainment	0	83	83	
eRead Illinois eAudio	69	150	81	117.39%
eRead Illinois eBooks	155	214	59	38.06%
Rbdigital eAudio	112	169	57	50.89%
Biblioboard	5	17	12	240.00%
cloudLibrary eAudio	136	137	1	0.74%
World Book eBooks	36	35	-1	-2.78%
GVRL eBooks	44	21	-23	-52.27%
Freegal Music Streaming	1196	1136	-60	-5.02%
OverDrive eAudio	1353	1264	-89	-6.58%
Freegal Music Downloads	440	241	-199	-45.23%
Tumblebooks	1231	670	-561	-45.57%
Totals	9454	11691	2237	23.66%

Digital Collection Circulation



	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Book Flix	29	30	26	89	49	61	54	15	54	15	189	685	473
Tumble Books	1231	146	39	404	1474	1477	1345	1270	3196	3023	2669	2838	670
World Book eBooks	36	33	7	17	39	174	143	54	80	47	268	177	35
Gale Virtual Ref Library	44	13	12	45	21	60	78	132	11	66	10	38	21
Kanopy	164	159	153	154	128	132	168	173	136	142	185	261	297
PressReader			8	307	443	129	196	44	34	167	596	354	318
Hoopla	1440	1467	1520	1573	1536	1478	1444	1390	1620	1459	1766	1969	2147
Freegal Music	1636	1140	1469	1591	1421	1523	1268	1010	1126	1008	1247	1789	1377
RBDigital Entertainment			49	27	88	78	67	70	85	20	82	77	83
RBdigital eMags	533	432	460	599	517	515	594	416	401	653	632	652	661
RB Digital eAudio	112	137	91	98	98	82	62	98	107	86	115	92	169
Biblioboard	5	62	36	34	22	41	4	49	11	17	43	71	17
Cloud Library	825	811	893	800	882	1033	978	950	977	918	1017	1301	1429
eRead Illinois	224	306	311	223	235	222	252	261	350	270	322	348	364
OverDrive	3175	3663	3598	3413	3299	3338	3415	3101	3647	3359	3489	3520	3630



Digital Content Fast Facts – May 2020

Overdrive

- There were **5,764 unique users**, which is a **30.6% growth** from last May.
- **eBooks** accounted for **67.8%** of checkouts, while **eAudio** accounted for **32.2%**.
- Checkouts by Audience: Adults: 81.9%; Young Adults: 7.7%; Juvenile: 10.3%

- During the month, PLC yielded **14,093 active holds** and **26,173 total checkouts**.

cloudLibrary

- There were **245 active users** in the month. **Of those, 53 are new patrons.**
- **Pay Per Use eAudio** program yielded **31 circs** from FPLD and **46 circs** from LMPL.

eRead Illinois/Axis 360

- There were **176 active users** for the month, **65** of which are **new users**.
- **eBooks** accounted for **58.8%** of checkouts, while **eAudio** accounted for **41.2%**.

Hoopla

- There were **2,147 total circs** borrowed by **478 patrons**. The **average number of circs was 4.5 circs** per patron, with 32 patrons using all 15 circs.
- **Audiobooks** were the most borrowed format, accounting for **40%** of all circs, followed by **eBooks with 26%**, **Movies/TV with 17%**
- **Adult Fiction** was the most borrowed category, accounting for **50%** of all circs, followed by **Adult Non-Fiction with 23%** and **Juvenile Fiction with 19%**.

Kanopy

- The **most popular videos** in May were: *The Farewell*, *What We Do In The Shadows*, *Disobedience*, *The Professor and the Madman*, *Lady Bird* and *The Italian Job*.
- Patrons played **297 distinct video titles** and **581 video plays**
- The site was **visited 2,792 times** and received **3,397 page hits**.
- There were **102 active users**, of which 3 used the maximum play credits.

Freegal

- This month yielded **1,136 songs streamed** and **241 music downloads**.
- Top **streaming music genres**: Rock, Pop, Classical, Jaz, Singer-Songwriter
- Top **downloaded music genres**: Country, Rock, Pop, Jazz

Physical Items Added and Withdrawn

Physical Items	May 2020 Added	May 2020 Withdrawn
Adult Audiobooks	30	0
Adult Fiction	489	27
Adult Graphic Novels	0	1
Adult Nonfiction	360	12
Adult Video Games	7	13
Beginning Readers	60	4
Juvenile Audiobooks	17	1
Juvenile Fiction	242	40
Juvenile Graphic Novels	89	13

Juvenile Movies & TV	21	0
Juvenile Nonfiction	175	65
Juvenile Video Games	8	0
Large Print	97	2
Local History & Genealogy	9	0
Magazines	585	0
Movies & TV	353	124
Music	4	0
Picture Books	315	19
World Languages Adult	29	11
World Languages Juvenile	30	15
World Languages Young Adult	1	0
Young Adult Fiction	52	3
Young Adult Nonfiction	11	2
Young Adult Video Games	4	0
Items Added / Withdrawn TOTAL	3007	354

Acquisitions

- Purchase Orders created and released: 125
- Invoices Paid: 177
- Boxes Received and Opened: 154
- Magazines and Periodicals Processed: 570

Interlibrary Loan

16	Items Received for our patrons <ul style="list-style-type: none"> • 1 items from IL libraries • 15 items from out of state libraries
0	Items Sent out to other libraries <ul style="list-style-type: none"> • 0 to IL libraries • 0 to out of state libraries • 0 to XYZ libraries
66	Items requested by our patrons this month <ul style="list-style-type: none"> • 52 submitted in OCLC • 4 items were too new to request • 6 were available in Pinnacle • 4 were out of country only
0	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 0 from IL libraries • 0 from out of state libraries • 0 out of country

NextRead Newsletters

Subscribers Newsletters

10 New Subscribers

- 106 Items Clicked Open
- Mystery had the highest Unique Opens (29)

0 Unsubscribed

25.88% Mobile Views

9 Bounced

74.12% Desktop Views

Emails

- 1,069 Sent
- 37.27% opened

Highest Subscribers - New York Times Fiction Bestsellers (70)

Highest Unique Opens – May 24 NYT Best Sellers (12) and Home, Garden, and DIY (12)

Content Creation - Blog Posts

HALLMARK: READ, WATCH AND LISTEN TO THE VERY BEST

June 5, 2020



You know them, and you love them. You watch the Christmas in July movie marathons and can't get enough of them. But did you know that the library has not only the Christmas movies but also the popular mystery series? My favorite is the Murder She Baked Mysteries. The show is based on the Hannah Swensen Mysteries by Joanne Fluke. What's not to love? A sweet cozy mystery, a love triangle and delicious recipes for cookies. Yum!

But did you know that Hallmark also publishes books and audiobooks? Some of them are based on the movies, and some are sweet romances or cozy mysteries. How do you find these, you might ask? They are all in [our catalog](#). On the catalog home page, I did a simple keyword search for "Hallmark" and found that Fountaindale Library owns 461 titles, not to mention a few hundred more at our neighboring libraries! That is a huge list for me to read and watch!

BROWSE HALLMARK MOVIES

MURDER, SHE BAKED SERIES

BROWSE ALL HALLMARK ITEMS

Do you need help finding the Hallmark items? Call us at 630.685.4176, and we would be happy to help you!



Posted by Lynnette

[Hallmark – When You Care Enough To Read/Watch/Listen To The Very Best](#)

By Lynnette Hopwood

You know them, and you love them. You watch the Christmas in July movie marathons and can't get enough of them. But did you know that the library has not only the Christmas movies but also the popular mystery series? My favorite is the Murder She Baked Mysteries.

Review: "The Southern Book Club's Guide to Slaying Vampires" by Grady Hendrix

REVIEW: "THE SOUTHERN BOOK CLUB'S GUIDE TO SLAYING VAMPIRES" BY GRADY HENDRIX

May 21, 2020

Patricia Campbell is bored with her life. Sure, she's busy. She's constantly worried about her two kids, her son is obsessed with Nazis and her husband is always working. To top it all off, her mother-in-law with dementia is moving in with their family. But Patricia feels neglected. She's a former nurse turned housewife who's capable of so much more, but she doesn't have a purpose beyond the daily needs of her family.



Her only outlet is a book club with her friends. It's her turn to lead the discussion, but she hasn't read the book. Can she bluff her way through it? It seems the other members aren't that much into reading the "classics" either. So what do they do? True crime to the rescue! Soon they will all find themselves in a real-life true-crime beyond anything they have ever read about.

The book starts out light and somewhat humorous, but that fades away one night when Patricia comes across her elderly neighbor, Mrs. Savage, eating a raccoon. Mrs. Savage attacks Patricia and even bites off her earlobe! Patricia quickly heals up, but Mrs. Savage soon passes away.

Shortly afterward, the old woman's great (or is it great-great?) nephew, James Harris, moves into her home. James is a handsome, mysterious man who can't be out in the sunlight due to a medical condition, or so he says. He quickly befriends Patricia, and she helps him get settled into town. Patricia finds herself charmed by James and even helps him open a bank account. Her boring life suddenly has a bit of excitement in it!

By Christine Jason

Patricia Campbell is bored with her life. She's a former nurse turned housewife who's capable of so much more, but she doesn't have a purpose beyond the daily needs of her family. Her only outlet is a book club with her friends. It's her turn to lead the discussion, but she hasn't read the book. Can she bluff her way through it? It seems the other members aren't that much into reading the "classics" either. So what do they do? True crime to the rescue! Soon they will all find themselves in a real-life true-crime beyond anything they have ever read about.

Content Creation - Videos

Lynnette Hopwood and **Brett Lumianis** starred in videos showcasing the abundance of new materials CMTSD has processed for patrons to checkout.



Fountaindale Public Library

May 27 at 8:12 AM · 🌐

Looking for your next great read? Check out all of the great adult fiction and nonfiction books that are ready and waiting for you! See something you like? Place it on hold using our online catalog at fountaindale.org or call us at 630.759.2102 and our staff can assist you. Once your hold is ready, you can pick it up from our drive-thru.



YOUTUBE.COM

New Adult Books Available

Looking for your next great read? Check out all of the great adult fiction an...



13

1 Comment 2 Shares



Fountaindale Public Library

May 28 at 11:39 AM · 🌐

Kids, are you looking for your next favorite book? Check out all of the exciting juvenile fiction and picture books that are ready and waiting for you! See something you like? Place it on hold using our online catalog at fountaindale.org or call us at 630.759.2102 and our staff can assist you. Once your hold is ready, you can pick it up from our drive-thru.



YOUTUBE.COM

New Children's Books Available

Looking for your next favorite book? Check out all of the exciting juvenile...



1

1 Share



Brett also shared with us his new song, *Passing*, which is about persistence and light in dark times.

Jacob Luce continued his collaboration with Outreach Services Specialist Melissa Luce. Together they created the following videos in May:

- Universal Class Review 5/4/2020
This was a brief overview of our Universal Class virtual resource.
<https://www.youtube.com/watch?v=5BuKTYzGxg8>
- eResource Review: Mango Languages 5/11/2020
This was a brief overview of our Mango Languages virtual resource.
<https://www.youtube.com/watch?v=i8-7e5gLB64>

- Virtual Book Talk: The Woman in the Window 5/18/2020
Fun video giving a book talk about the title *The Woman in the Window* by A.J. Finn.
https://www.youtube.com/watch?v=SAC_sYtQWtg
- Creativebug Review 5/31/2020
This was a brief overview of our Creativebug virtual resource.
<https://www.youtube.com/watch?v=h8Nfety4PXY>



KINDNESS COLLECTION

Explore our kindness-themed physical and digital resource display. We've curated a list of great titles and turned them into a carousel that you can view from the comfort of your living room. If you see something you like in the display, click the cover art. We'll link you directly to the eBook so you can check it out. For any physical items, you'll have to place a hold and pick it up from our drive-thru once we call to say it's ready.



Looking for more books to read focused on kindness and compassion? Browse our full lists using the links below.

Kindness Day Collection Carousels

Brett Luminais served on the Kindness Day Committee and curated book and movie carousels related to kindness, compassion and empathy.

Online Learning Highlights

CMTSD continued to work on continuing education and online learning when they were not working in the library building. CMTSD completed **226 online learning sessions** in the month of May!

Below are selected quotes from my staff's online learning summaries:

Lynnette Hopwood, A Novel Re-Opening: Reader's Advisory after Coronavirus

"A panel of both readers' advisory and collection development librarians talked about how readers' tastes and their ways to find new books changed during the pandemic. They also discussed how we might see the trend continue after things start opening up again."

Dawne Tuitman, Cataloging gender and RDA 9.7

"This provided intriguing insight concerning gender sensitive issues when creating an authority record for an individual. I also learned of an approved nomenclature for gender identifiers."

Adwoa Appiah, Why Wikipedia Matters for Health and Medical Information

"This webinar was immensely informative; especially due to the pandemic. I learned that over 200 million page views, view Wikipedia per day and that's the 5th most visited website in the world....librarians are taking the initiative to get more knowledge into Wikipedia so that this source can be used by patrons."

Jake Luce, Safely Deliver Physical Materials and Apply Grants Towards Innovation provided by Bibliotheca

"It's a pretty interesting concept, basically a librarian puts the holds in what is essentially a locker and then a patron can come and pick it up anytime without having to be in contact with a librarian. Essentially another tool for libraries who are doing contactless materials pickup."

Julie Walker, Universal Class on Healing Affirmations

"This class was about "how common physical, mental and emotional ailments can be helped with conscious thought correction" and included that "it is my belief that when we help ourselves, we are in a better place, which benefits those around us. Also when we gain this type of knowledge, we may also be able to help others."

Susan Jagiel, Feel the Need to Weed by RAILS

"The presenter gave great explanations on why it's so important to weed. She gave multiple examples on what to look for when weeding, what to say to patrons and staff when weeding. She offered ways to even donate books, I'm surprised some libraries didn't do this."

Christy Oestreich, The Library of the Future- Learning with ALA's New Center for the Future of Libraries

The presenter "talked about the importance of identifying emerging trends that shape libraries and the communities they serve. One trend that was focused on is the space design and how it is used as a quiet room/study area is shifting towards that area being used as no digital use area which is what customers want, without realizing that what they want is to have a break from technology."

Linda Ciucci, What is a MARC Record, and why is it important?

"It detailed how to read, understand, and use a MARC record. It described the relationship between fields, the three-digit tags, indicators, and sub fields. An interesting fact presented was that "In the MARC record, 10% of the tags are used over and over, and the other 90% are seen only occasionally or rarely".

Brett Luminais, Critical Thinking in the Age of Fake News

"Journalism has changed because of the widespread belief that information should be free. There are now 40% less journalist outlets, and methods of payment have changed to clicks because clicks now equal currency. And, now news have to be more tempting, and so posts and articles and headlines are all designed to trigger an emotional reaction."

Lynnette Hopwood, Audiobooks and Consumer Behavior

"This provided insights into where and how people are listening as audiobook usage continues to increase. They took a look at key data points from the 2020 Survey and several publishers discussed how this data is impacting their approach to the market. Books that might not be put onto audiobooks are being considered for the format."

Mary Anderson, 21st Century Librarians for the 21st Century

"Some changes are moving from the sage advisor to a partner in discovery, moving from a collector to a promoter, and not be so attached to old ways and to embrace innovation & change. Jobs need to be flexible, too, so people can see how their future/career can fit into their library."

Katie Strickland, Reaching out of your comfort zone

"Many successful people reach outside of their comfort zone in spite of fear. Many different people experience roadblocks in different situations. Three tools that the presenter noticed across all cases is conviction, clarity and customization."

Ancestry Research

Two CMTSD staff members utilized the library's ancestry databases Ancestry and Family Search do conduct comprehensive family research. Below are their results:

Christine Jason

Parent	Ancestry.com	Family Search	Misc
Mother-Maiden Name	No listings	No listings	I tried various spellings on her first name.
Mother Married Name	<u>US Public Records</u> - listed 3 past residences and one phone number	<u>US Public Records</u> - two past residences (including last), last phone number only.	
	<u>US Phone and Address</u> - Last residence and phone		

	<u>US Obituary Collection</u> - name is listed, and spouse. No other information		
Father-Americanized First Name	<u>US Public Records</u> - 3 past residences but no phone. My dad's year of birth was listed as 1939, not 1938.	US Public Records - 2 residences listed but not the last. Phone from old address. Spouse listed as an "alias".	Used range of birth years for both
	<u>US Obituary Collection</u> - last residence, place of death, parents, spouse and child.	No obituary	In FS, I tried adding date of death, date of birth but nothing came up. I did find someone in Dallas with the same name, different birth date but died same month and year!
Father-Original First Name	<u>New York Passenger and Crew List (Ellis Island)</u> - Arrival Date in Ellis Island, Port of Departure, Bremerhaven, Germany and name of ship, <i>General W C Langfitt</i> . There was an image of the passenger list that listed him, my grandparents, their nationalities (German) and their US sponsor.	<u>New York Passenger and Crew List (Ellis Island)</u> - there is no indication if it is my dad or my grandfather who had the same name in the record, however the image is the same.	I knew what year they immigrated so that was a big help.
	<u>Africa, Asia and Europe Passenger List of Displaced Persons</u> - I was unable to find anything under Germany, I tried Yugoslavia and found him. Information included occupation, DOB, city of departure, ship. There was an image of the list which included him, and my grandparents. This had dates of birth, ages, occupations and nationality.		Borders changed quite a bit before and after WWI and WWII. I knew that my dad said he was born in a part of Yugoslavia that was almost all German.

Chris Castle

For three sessions of my online learning this month (because I had to keep searching once I found promising hints) I researched family history on Ancestry Library. I had begun family research six years ago when I got a free one-month trial of the regular home edition of Ancestry.com, but did not renew it when it was over. I had created some family trees based on information I found then, but lost access to many of the resources when the trial lapsed. But now, with Ancestry Library, I was able to find that information again along with some brand-new insights into my family history. My main discovery was that of information on my great-grandfather, my mother's father's father. Before, I had only found from someone else's family tree on Ancestry the name of a place in Poland that was linked to this person and nothing more. Searching the census section on Ancestry Library, I found the 1930 census that he appeared on, but with his last name spelled incorrectly. It was indeed him, because his wife and children's names all matched what we know to be correct. This census was a wealth of information about him.

parents. If born in urth, give country in Distinguish Canada- Northern Ireland	MOTHER TONGUE (OR NATIVE LANGUAGE) OF FOREIGN BORN				CITIZENSHIP, ETC.				OCCUPATION AND INDUSTRY				EMPLOYMENT				VETERANS	
	Language spoken in home before coming to the United States	CODE (For office use only; Do not write in these columns)	Year of immigra- tion to U.S.	Naturalized Citizen	Whether a U.S. citizen at birth	OCCUPATION Trade, profession, or particular kind of work, as spinner, salesman, riveter, teach- er, etc.	INDUSTRY Industry or business, as cot- ton mill, dry-goods store, shipyard, public school, etc.	CODE (For office use only; Do not write in this column)	Class of worker	Whether actually at work yesterday (or the last regu- lar working day)	Whether a re- served of U. S. military or naval forces	Number of years served						
													State or M. T.	Country	No. in column	Yes or No	If not, line number on Unem- ployment Schedule	What war or expedien- tial
MOTHER																		
20	21	A	B	C	22	23	24	25	26	27	28	29	30	31	32			
Poland	Polish	112	14	V	1904	NA	yes	Patcher	Car Shops	7725	W	yes	no					
Poland	Polish	112	14	V	1909	NA	yes	none										
Poland		61	14	C			yes	Truck Repair	Car Shops	4 X 25	W	yes	no					
Poland		61	14	C			yes	Truck										
Poland		61	14	C			yes	none										
								none										
Poland	Polish	112	14	V	1913	NA	no	Car Repairman	Car Shops	7725	W	yes	no					
Poland	Polish	112	14	V	1909	NA	yes	none										
Poland		61	14	C				none										

He and his wife were from Poland and came to the US in 1913 and 1909 respectively. Both of their parents were Polish as well. They got married in the US. He was a "car repairer" at a car shop in Chicago as of 1930 and was still in the profession in 1940 as per the 1940 census that I also found him in (his name spelled differently again). With this new information, and an alternate spelling of his name, I was able to find the passenger list he was on from 1913 when he immigrated.

13111111, Galicia.
mother: Anna Madon
Lusanne
father: Anna Madon, Galicia..

Also on this list was the mysterious Polish village I had learned years ago. It was spelled incorrectly before and on the passenger list, but I found the correct spelling with a simple Google search. In addition to the village name, it gives his mother's name (I'm still trying to decipher what it says) and the region of Poland the village is in. This region was also where his future wife was from, after doing some Ancestry research on her. If my information is correct, their hometowns were potentially only ten miles from each other, possibly closer.

Overall, Ancestry Library is an invaluable tool for genealogists and very easy to use. Searches are performed based on broadening and narrowing of names and dates, casting a wide net to hopefully catch that elusive bit of information about a distant relative. A wide variety of sources is searchable for even more family tracing. I highly recommend it to

anyone beginning their genealogical research that doesn't want to pay for the home edition of Ancestry.com.

Meetings

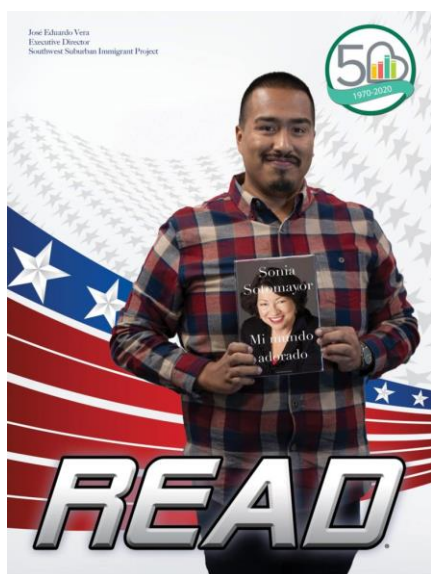
- May 5 - Tinker Technology Troupe (Brett)
- May 6 – Packages Meeting with Paul, Jennie and Allyse (Christina)
- May 6 – Midwest Tape Conference Call (Christina)
- May 6 – International Library Services Vendor Meeting (Christina)
- May 8 – Collection Development Networking Group Meeting (Christina, Lynnette)
- May 11 – Paul Mills (Christina)
- May 11 – Fountaindale-Pinnacle Meeting (Christina, Lynnette)
- May 11 – Managers Meeting (Christina)
- May 13 – TOYS Spring Meeting (Lynnette)
- May 13 – CMTSD Supervisors Meeting (Christina, Dawne, Lynnette, Jake)
- May 13 – PinTech Meeting (Christina)
- May 15 – CMTSD Staff Meeting (All)
- May 18 – Managers Meeting (Christina)
- May 19 – Collection Usage Committee Meeting (Christina, Lynnette)
- May 20 – Advantage Plus Planning (Christina, Lynnette)
- May 21 – Recorded Books Ordering (Christina, Lynnette)
- May 21 – Music & Vinyl Discussion (Christina)
- May 26 – Manager's Meeting (Christina)
- May 26 – Lemont-Fountaindale Cloud Library Call (Christina, Lynnette)
- May 27 – Digital Library Task Force (Christina, Lynnette)
- May 27 – Programming Committee (Christina)
- May 28 – Cloud Library Vendor Meeting (Christina)
- May 28 – Managers Meeting (Christina)
- May 28 – PinDigital Meeting (Lynnette)
- May 29 – Scholastic Teachables Demo (Christina, Brett)

Communications (Melissa Bradley)

Communications General Updates

- During the month of April, our collection-focused Google ads had 20,651 impressions and 2,921 clicks to our collection subpages.
- We released our May Pillar of the Community interview in [English](#) and [Spanish](#) and READ poster featuring José Eduardo Vera, Executive Director of Southwest Suburban Immigrant Project.
- Melissa updated lobby and drive-thru signage as needed

- Melissa and Steven scheduled, wrote/edited and published 50 blog posts.
- Melissa scheduled and wrote titles, descriptions and tags for 77 YouTube videos.
 - Our YouTube channel gained 34 followers this month.
- Melissa and Steven updated closing dates on Google, Communico and website
- Melissa and Sabrina write and design weekly virtual programming social media images. Steven then creates and sends this information in a new weekly email.
- Melissa updated library from home and drive-thru webpages and notification banner.
- Melissa set up Woobox platforms for Kindness Day, Teen Crafternoons, Teen Coloring Contest
- Melissa worked with our web developer to get new copy on website header, fix notification banners and add 50th anniversary logo to header
- Melissa and Nancy participated in a video interview with Mango Languages about how we've adapted in these new times
- Melissa approved pathfinders for Children's Services
- Melissa and Sabrina designed and ordered 'do not enter' car magnets and social distancing posters for the Bookmobile.
- Sabrina created social distancing signage for our reopening, including: 11x17" posters in English and Spanish, 8.5x11" posters, one way floor decals and water fountains unavailable signs.
- Sabrina created the Kindness Day web banner, website promo square and the Young Author Workshop social media graphic
- Sabrina created the Teen Photo Scavenger Hunt web banner, web promo square and an 11x17.
- Sabrina created designs for the Tween Book Boxes that will launch in the fall.
- Sabrina printed Summer Adventure activity logs, Beanstack instruction sheets in English and Spanish and delivered registration folders to Children's Services. She also created the Summer Adventure Beanstack header graphic, Bookmobile sign, full screen video graphics, patron-facing monitor display, the website banner, digital billboard ad and 18x24" posters.
- Sabrina created the drive-thru digital billboard ad and updated the OPAC banner.
- Sabrina Memorial Day closing signage.
- Steven designed and sent the May Beyond the Stacks eNewsletter.
- Steven reviewed, edited and published all May and June events in Communico.
- Steven updated web page for My Library Rewards.
- Steven updated COVID-19 banner on our app.
- Steven set up Beanstack the platform for Summer Adventure, including new grand prize redemption features.
- Steven updated Beanstack materials for staff training and Beanstack videos ([How to Log](#) & [How to Register](#)) for patrons.
- Steven published new Teen Reads newsletter on website and created an archive of all previous newsletter editions for patrons to view.
- Steven built the Kindness Day web page.
- Steven wrote and facilitated content for a Mental Health Awareness Month blog post.



Staff Trainings & Meetings

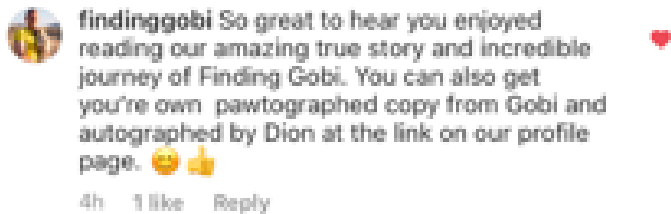
- Melissa and Steven attended Communico Tools for Creating Social Distancing Webinar on May 6.
- Steven scheduled and provided Beanstack training sessions for new staff and all public service staff.
- Melissa and Sabrina attended Kindness Day committee meetings.
- Our entire team attended all programming committee and Summer Adventure committee meetings.

Media

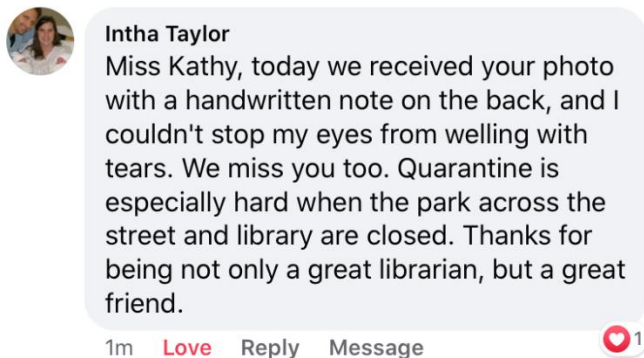
- [Valley View](#) included our eResources in their weekly media release.
- [The Patch](#) mentioned our Micro Pantry in an article.
- [The Patch](#) covered Kindness Day.
- [The Patch](#) covered our genealogy webinars.
- The Bolingbrook Park District posted a photo of Parkie holding their summer catalog. You can see our Summer Adventure ad in the photo.



- We had another author interaction on Instagram in response to a Teen Pick Tuesday highlight of *Finding Gobi*.



- We've received a lot of positive messages from patrons via email and on social media. Here are just a few:



Hello Friends,

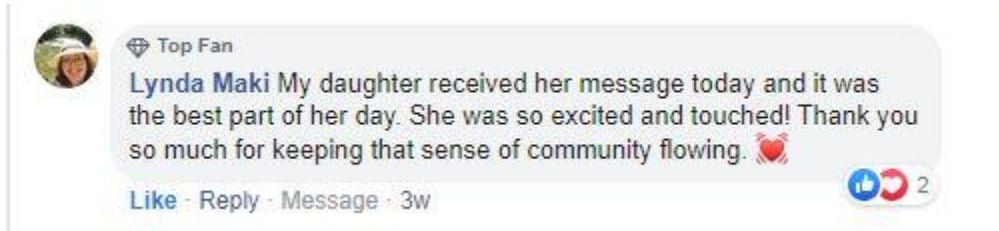
Hey, just dropping a note to say that I miss you all, too. Our library is awesome, not just because of the fantastic resources, but also because of the wonderful people who work there. I hope you all are finding a way to cope with the limitations we are forced to live under, and I look forward to being able to visit my favorite hangout again!

Blessings.
Vic Rivera
Bolingbrook resident and big fan of Studio 300

In response to opening the drive-thru:



In response to our Oodles of Doodles program:



Social Media Ads

- Our Virtual Storytime Kits ad ended. We spent \$25 on the ad which ran from April 30 to May 25. It reached 2,313 people and had 59 link clicks.
- Our Celebrate Spring Drawing Workshop paid event ended. We spent \$8 on the ad which ran from May 7 to May 12. It reached 1,700 people and had 27 responses.

Social Media Metrics

- Facebook Metrics
 - 37 new people liked our page
 - 2,654 people viewed our page
 - 50,448 people viewed our content (reach)
 - 12,098 people saw our content because a friend shared, liked or engaged with it
 - 3,526 people engaged with our content (clicked, liked, commented or shared)

Likes, page views and engagement remain close to double our normal numbers this month.

- Twitter Metrics
 - 11 new followers
 - 98 page views
 - 11,300 tweet impressions
- Instagram Metrics
 - 33 new followers
 - 800 post likes (5.4% increase from last month)
 - 8,435 people viewed our content (reach)

Email Marketing Metrics

- 36 emails sent (This includes weekly blog roundup emails)
- 156 new subscribers (This includes blog subscribers)
- Average open rate: 31.40% (industry average is 21.33%)
- Average click rate: 4.87% (industry average is 2.62%)

Finance (Jennie Nguyen)

Manager's Report Highlights

- **Elavon Credit Card Processing Company** – I have been working with both the Elavon and Wintrust representatives to obtain a more effective credit card processing system for our Studio 300 department to use for the Library's equipment check outs. With the previous credit card system, the patron's credit card was charged for the equipment checkout and refunded when the equipment was returned. Their system did not allow a "hold" to be placed on the patron's credit card. In order to better serve our patron community, I had reached out to several organizations and was able to find a system that would allow us to place a holds instead of charge the patron's credit card. This system will better serve our patron community at a reasonable price for this option. Elavon has worked with our current bank servicing company for many years. Therefore allowing us to working closely with both financial companies.
- **Fund Balance Analysis of Revenue and Expenditures** - I have been working to analyze the revenue and expenditures for all of the Library's fund balances for April and May. Many of the information required were dependent on the data from both Will and DuPage counties alongside with the financial information from our banks and investment companies. Many information were processed early in order for reports to be ran to be used for the fund analysis. This report is similar to the reports that would be included in the Library's annual financial reports from the auditors. This year, the 2019 bond sale information was included into this analysis which was relative new process since it is normally done by the auditors. A preliminary report for June was also created which required a more indepth research to determine the Library's potential revenue and expenditures. This is a difficult aspect when there is so much uncertainty due to the pandemic.
- **Actuarial data research** - I have been working with Lea and Noelia to obtain the information for the GASB 74/75 OPEB valuation for actuarial report as it is required to be part of the Library's annual financial reports. The information required for this valuation includes a census data and premium information for fiscal year 2019, 2020 and 2021. The eligibility and plan provision statement was reviewed and confirmed the firm's understanding of the Library's benefits prior to the statement is to be signed. The data of total paid out was also gathered. *Thank you Lea and Noelia for providing the necessary information to complete this report.*
- **Essential Products** – As Paul, Tasos, Allyse and myself continue to search and order essential products from Clorox wipes, hand sanitizers and gloves of many sizes possible, the orders and shipment of the products must be tracked. Many of the orders were placed while we were working remotely from home as well while we were at the Library. The orders were emailed to group of four to ensure everyone has been kept informed of what was ordered and what was received. Many of the orders were shipped to Paul's house as it has become our "temporary" Library headquarters for shipment. This was done in order to prevent our orders from being shipped back to the vendor and charged a restocking fee as a result of the Library's closure. The Finance team came in mid-May to organize and create a centralize area for each essential products for easier inventory process and supply request fulfillment. An email was created for the Library staff to place supply request for the essential products - supplies@fountaindale.org. This allows us to maintain the recommended social distancing as well keep a better data of how much of these supplies are being

used. This is to ensure that we will keep up with the demand for the products during the closure and when the Library opens.

- **May Expenditure Reports** – I had processed the expenditures for May early in order to provide the Departmental Managers an opportunity to review their budgets early. This gave the managers time to review their budgets and put in a budget adjustment form prior to June's board meeting. This process ensure that each budget account will have sufficient budget amount for the upcoming June's expenditures before the fiscal year 2020 ends.

Training:

- Webinar: The Illinois Sustainable Investing Act: A Conversation with Treasurer Michael Frerichs
- IGFOA Webinar: Balancing the Budget in Bad Times: Evaluating and Managing Risk in Cutback
- Blackbaud Webinar: Accounts Payable Tips for Efficiency and Customizing Your Data Entry
- Financial Edge NXT Webinar: Refocusing your Budget
- Blackbaud Webinar: Charting a Course to Success – Navigating the Basics of the Chart Organizer
- Blackbaud Webinar: Create More Informative Reports – Understanding Financial Statement Column Creation

Allyse's May Report:

- Purchase Orders: processed, logged in the Excel worksheet and the digital saved copy, sent/coordinated sending.
- I had Marlen organize and file the paid invoices for March and April.
- I had Marlen inventory what we have for emergency supplies.
- Programs for May
 - This has been a week long project, but programs that need to be paid are finally reconciled. Most of the reason this has taken a few hours every day is that programs were getting added and cancelled due to the nature of the state at the moment. I found the best method has been to create a shared Sheet that programmers can comment on and that only I can edit. Some of the tedious aspects have been reconciling what paperwork we have, updating the Sheet based off emails and comments, and then updating the regular program log as well.
- I organized Amazon for this month and last month's payments. Like the programs, this took longer than normal, because we had some paperwork printed and some digital. Organizing the packing slips also took some time, but June's invoice will be where the bulk of the emergency orders will show up.
- I had Marlen prepare the cash deposit that was left from before we closed and I prepared the reimbursement check for Shorewood-Troy for PLA. I double checked Marlen's deposit.
- I ran reports for various people in various departments, mostly with questions about budgets.
- I sent out the manager approval forms via email once all the invoices were organized (today).

- I began entering invoices for May and will likely enter some while at home as well since today is the cutoff date
- Printed 195 Board Checks for \$190,006.97 total
- Fixed Amazon orders that we rejected from our overdrawn credit line account. These were put on Paul's credit card.
- I contacted Zepole about the buckets of wipes we received. There was no identifying information whatsoever on either the buckets or the wipes. There wasn't even a label or anything of what was inside (the buckets were completely white). Zepole was able to send some information that allowed Tasos to find the label online. John Hodur was still trying to figure out the best method of attaching the label though.
- I called/emailed some vendors back who were asking about the status of their invoices. Most were delayed because of us closing, which I let them know that as well. It appears we've caught up with past invoices in the May Board from what I can tell.
- I took home the program payments from March and April to update our master program list. I also went through and attached the payments to the contracts, since the contracts were partial paper and partial electronic due to the closure.
- I also took home the May program payments to work on at home as one of my remote work days. I updated the spreadsheet and put the payments in envelopes to give to Nancy.
- I reconciled Amazon since we made a payment early to get our credit line back down.
- I passed out employee checks and the patron pick up check. I also made sure the checks went out in the mail that needed to go out.
- I created another tab on our essentials worksheet for Paul's credit card. Per my manager's suggestion, I included a section where he could sign once it was printed out. If we already had a physical signature, I noted that on the worksheet as well.
- I followed up with CSD about the CleanSmart that was ordered from Amazon. They know that it isn't COVID approved, but they also use it often enough that they would like the stock that's coming in.
- I updated the essential orders worksheet as needed.
- I read the February GFOA magazine as my training for this week. I logged a training summary in the shared Word document on the drive that I started in March.
- I had processed and prepared deposit batch for the Shorewood-Troy reimbursement checks and the employee 50th Anniversary Shirts.
- I sent some PO's out and made sure Marlen sent some while she was here (the ones I sent were received after her shift ended and/or PO's purchasers asked me to send asap).
- There was an Amazon order that IT wanted for Chromebooks. Due to the amount, we were going to have to put the order on a credit card. Due to the dollar amount Paul and Jennie suggested waiting on processing the order until both of them is available for a call from the credit card company since it would likely get flagged. While I was in Amazon, I requested a discount on bulk ordering. Got the 21 Chromebook laptops that IT wanted from Amazon. I had to request a bulk order price, which also meant Amazon had to look for that many for us. By Wednesday, Amazon had found 21 that were \$400 more overall and would arrive a few days after the date IT put, but Paul and IT thought it was still the best way for us to get that quantity. And IT said that the date wasn't a huge deal.
- Amazon had refunded Paul's face shields for staff. The issue was it had listed this order as being refunded but at the same time shipped. I had to contact Amazon and the seller due to this confusion. The seller reached out to Paul to let us know that

they had received defective items in and that was the reason they didn't feel comfortable sending them out.

Allyse's Training:

- I attended a webinar about Illinois Sustainable Act
- I took a really good webinar through IGFOA and Sikich called "Having Robust Information Security Controls is Only Half the Battle". Some major points I got out of it are:
 - New scams include emails relating to false COVID information. The hackers will send an email about COVID updates and then have the person "login" to read more.
 - Online meetings are being hacked as well, since many people are using these. The free software isn't always the safest to use. Having closed/invite only meetings is ideal, but governments have to have open meetings as well. They suggested keep in mind that literally anyone can listen, including hackers.
 - The example given was about a city in Florida. The city had been hacked and the hackers demanded a ransom. The city then posted on *all* of their social media about the meeting. The auditors on the webinar said that they probably should've just posted about it once on their website, not on every platform. Then, on the meeting call, the officials discussed how they were hacked, what they did do already about it, what they were going to do about it, and that the "good news to end the call on" was that they had insurance to cover cyber-attacks and the insurance policy was for a lot more than what was being asked. A few minutes after the meeting ended, the hackers emailed that they wanted more money and thanked the city for letting them know in the public call the exact amount.
 - Employees that are working remotely should be aware that printers can also be hacked if used via Wi-Fi. Cord only printing is best.
 - Employees should keep in mind that personal computers might not be as secure as a work computer and remote access can be gained through a personal computer if caution isn't used.
 - Example they gave was an employee somewhere got tired of entering his password every time to remote in. So he turned it off. Then his computer was hacked and the hacker was able to get into the company since the password was there.
 - Another scam we knew about was hackers presenting false vendor information (like an ACH/remittance change) that isn't true. There's another new one where the vendors *do* change their profile, but the hackers intercept the email notification to input their information instead. Then, you call and verify that there's a change, the person at the vendor will say yes they did change banks/remittance, but the payment will go to the hacker. The take away is verify the specific information.
 - The Finance has a form in place which was created by our Manager for this situation. When we send our form, I already use the information we have on file. I've instructed Marlen to do the same. When we get the signed paper back, I do cross reference the information against

what we know (old info matches our records, if we have a rep, did that rep sign or someone else who's actually at the company, etc.)

Marlen's May Report:

- I had reviewed all the paid invoices which was issued in March and April to ensure all of the required documents were included with the check payment before filing them into our the accounts payable file cabinet.
- I spent majority of the month checking in all of the orders which was placed prior to and during the Library closure. Many of the orders were placed remotely by both the Jennie and Allyse as well as by Paul and Tasos. These were for our essential products such as Clorox wipes, hand sanitizers, gloves and other products in preparation for the Library's pending opening. These order were on top of large summer adventure orders that were received and was required to be checked in and match to our purchasing orders.
- The Scholastic summer adventure books, over 8 large boxes, were checked but several books were damaged and some books listed on the packing slips were missing. I had contacted the Scholastic company to get replacements for the damaged books and the missing books to be sent to us.
- I had processed purchase orders as well as placed orders for essential products.
- As essential products are shipped and received by the Library, I have been inventory them and giving weekly counts to Paul, Tasos, Allyse and Jennie. This is to give them an idea as to which product needs to be ordered.
- I helped Allyse and Jennie organized the essential products in key areas so that it will allow us to inventory it as well fulfill supply requests from other department for these products.
- I reviewed and conduct the monthly inventory count of the District supply closet.

Marlen's training:

- Universal Class *Intro to Ethic* – It explains ethics in an overall perspective – human behaviors. This class explains the moral principles or values on how people act and treat others
- Universal Class *Purchasing and Vendor Management* – I learned in this training was that for any business, it is essential to purchase goods from its vendors and to create a good relationship with them. This is a key to obtaining the best possible pricing for your orders as well either to come to them when there is a problem with an order or your account.
- Universal Class *Personal Finance* – I learned that there's three steps into being able to execute a plan to be able to save towards a goal.
- Universal Class *How to Improve Your Concentration* – This training talked about the different parts of the brain that helps us concentrate on a certain object. I took this training because for any job a key role is our ability to concentrate when completing our tasks.
- Universal Class *Debt Reduction* – I took this class and learned that it is best not to have too much debt and it starts at an early age. But it's never too late to start saving.

Information Technology (John Matysek)

Highlights

- During the month of May, 51 new help desk tickets were created by FPLD staff, and 75 new or existing tickets were solved by IT staff.
- Discussed with vendor AT&T available options for; renewing the existing 50 MB voice/data fiber circuit, and replacing the existing 1 GB data circuit from vendor Call One with a new 1 GB AT&T data circuit.
- Along with Paul Mills, discussed with vendor Call One the available options for renewing the existing 1 GB data circuit.
- Met with vendor ITsavvy for a knowledge transfer/training session for the completed network upgrade project involving VMware and Microsoft Windows Server 2019 upgrades.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed additional Cisco desk phone handsets to public desks in the library so that shared phones can have a clean and disinfected handset available at shift change.
- Sent inoperable computer equipment such as computers, monitors, etc. to electronics recycling.
- Worked with vendor Cisco to troubleshoot an issue effecting Apple iOS devices not automatically displaying the policy acceptance “splash” page on the public Wi-Fi network.
- Reconfigured the public Wi-Fi network, which is now accessible in the parking lot, to be available daily from 6 AM until Midnight.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, prepared and deployed additional laptops for home use by Finance and CMTSD staff.
- Met with vendor ITsavvy for final closeout of the completed network upgrade project involving VMware and Microsoft Windows Server 2019 upgrades.
- Adjusted IT staff schedules in library to match the expanded drive thru evening hours to ensure onsite support coverage.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, provided Chromebook setup and support for the May Board of Trustees meeting.
- Updated Microsoft Windows on all library servers as well as the most popular utility software on the patron computers.
- Updated the underlying VMware vSphere system on the network server.
- Checked operational status and restarted all of the Cisco VoIP phone system servers in sequence to maintain primary/secondary server roles.
- Along with Paul Mills, met with vendor Konica Minolta to clarify and finalize details relating to the recently completed RFP for multi-function devices.
- Attended a webinar by vendor Faronics discussing new enhancements to their Deep Freeze software program, which is used for security on all patron computers.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, researched software options for staff to provide socially distant remote support for patrons using the available in library computers.
- Researched, sourced, and ordered replacement Chromebooks for in library patron usage.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, relocated the RFID pad and receipt printer for staff social distancing at the CSD public desk,

- and the second and third floor ATSD public desks, along with the counter top staff printer at the second floor ATSD public desk.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began updating all Windows based patron computers in the first floor Children's department, second floor Computer Commons, and second floor Vortex areas to the latest version of the Windows 10 operating system.
 - Researched, sourced, and ordered USB microphone headsets and some computer webcams for staff remote meeting usage.
 - Upon approval by the Board of Trustees, ordered replacement staff laptops and accessories, and replacement MacBook Pro laptops for Studio 300 patron usage.
 - Met with Christopher Halvorsen to demonstrate and discuss the VNC software option for staff to provide socially distant remote support for patrons using the available in-library computers.
 - Met with Randy Hildebrandt, Jose Robles, and Nathan Peddicord to discuss the expanded drive-up hours of operation, the anticipated reopening of the library building to patrons, and the role IT will play in supporting staff.
 - With drive-up hours of operation returning to the regular daily library schedule, reconfigured the library phone system back to its regular schedule and settings.
 - IT staff reimaged an additional 18 old patron PC's in preparation for future auction.
 - Along with Paul Mills, agreed to renewal pricing for the library's two voice and data fiber circuits resulting in annual savings of over \$11,500.
 - IT staff completed the following online training courses/webinars; macOS for IT Administrators; Using Apple Remote Desktop and VNC for Mac Administration, ITsavvy training video for the VMware upgrade to v6.0/6.7 and upgrade to Microsoft Windows Server 2019.
 - At the end of May, all IT staff resumed their regular daily work schedules in the library.

District Statistics					Population Total		67683		
Total Circulation Statistics	23,112	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	11,051	Reading Programs Offered	0	0	1	0	1	18,106	4,535
Bookmobile	370	Reading Members	0	0	355	0	355	Proctoring	Total Twitter Followers
Digital	11,691	Summer Reading	0	0	0	0	0	0	854
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	0	1,102
Interlibrary Loan Requests		New Physical Items	3,007	Total Visits	0	0	2,443	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	1	New Digital Items	1,152	New Cardholders	45	0	45	74	6,100
Items Sent to other Libraries	0	Collection Total	435,141	Active Cardholders	25,561	108	25,669	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	47,548	Drive through visits	2,443	8	4
In-house checkins (Not part of total circ)	N/A	Active cardholders	37.93%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	70.25%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				0	0	0	0	0	6,033
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	0	0	0	0	0	Building Front	Building Rear	Church	Ashbury's
Attendance	0	0	0	0	0	11,952	0	198	36
	Programs Adults				Programs Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,092
Numbered offered	20	0	11	31	7	0	0	7	Android: 983
Attendance	320	0	35	355	43	0	0	43	
Programming hours	33	0	11	44	19	0	0	19	
	Programs Children				Passive Programs for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	128
Numbered offered	4	5	1	10	0	0	0	0	Total Attendance
Attendance	36	62	14	112	0	0	0	0	5,126
Programming Hours	14	17	1	32	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				322
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	1	0	0	1	0	0	80	80	
Attendance	24	0	0	24	0	0	4,616	4,616	
Programming hours	0	0	0	X	0	0	227	227	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	0	55	259	149	141	56	227	887	
Directional	0	125	111	0	0	0	0	236	
One on One Assistance	5	247	15	0	3	2	0	272	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older	
Circulation	22,835	64,279	-64.48%	Reference Questions	887	2,844	-68.81%		
Visitors	2,443	34,708	-92.96%	Computer Usage	0	5,745	-100.00%		
Card Holders	25,669	24,403	5.19%	Wireless Sessions	6,033	19,490	-69.05%		
Room Bookings	0	646	-100.00%	Program Attendance*	5,126	8,739	-41.34%		