

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

July 16, 2020 | 7 p.m.  
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1<sup>st</sup> Floor)  
and  
Zoom Online Meeting  
<https://us02web.zoom.us/j/87100632050>  
Phone Number: 1 312 626 6799 Meeting ID: 871 0063 2050

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](mailto: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 – June 18, 2020
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2020 through June 30, 2021
  - b. Approval of Notice of Public Hearing for Budget and Appropriation Ordinance – September 17, 2020 at 6:30 p.m.
  - c. Approval of Library Closing for Pathways Parade on Sunday, September 13, 2020
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – Post June, 2020
  - b. Bills Paid Report – July, 2020
  - c. Bills Payable Report – July, 2020
12. Director's Report – June, 2020
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
15. Announcements
16. Executive Session
  - a. 5 ILCS 120/2 (c) (21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
17. Approval of Report on Review of Closed Meeting Minutes
18. Adjournment

## July 2020 Agenda Background

Paul Mills

### 7. New Business – Action Items

- a. Approval of Tentative Budget and Appropriation Ordinance for Fiscal Year July 1, 2020 through June 30, 2021

Please find included in your packet the tentative Budget and Appropriation Ordinance.

*Suggested Motion: Motion to approve the Tentative Budget and Appropriation Ordinance for Fiscal Year July 1, 2020 through June 30, 2021.*

- b. Approval of Notice of Public Hearing for Budget and Appropriation Ordinance on September 17, 2020 at 6:30 p.m.

The library will have its public hearing for the Budget and Appropriation Ordinance for Fiscal Year July 1, 2020 through June 30, 2021.

*Suggested Motion: Motion to approve Notice of Public Hearing for Budget and Appropriation Ordinance to be held on September 17, 2020 at 6:30 p.m.*

- c. Approval of Library Closing for Pathways Parade on Sunday, September 13, 2020

For the past several years the library has closed for the Pathways Parade. If the Pathways Parade is held this year, I recommend that we close for the parade.

*Suggested Motion: Motion to approve closing the library on Sunday, September 13, 2020 if the Pathways Parade is held.*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD JUNE 18, 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, June 18, 2020 at 7 p.m.

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.

CALL TO ORDER

The meeting was called to order at 7 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, Celeste Bermejo and Margaret (Peggy) Danhof.

Trustee Robert Kalnicky and Trustee Ruth Newell were present online via Zoom.

ABSENT

Trustee Marcelo Valencia was out of town and unable to attend the meeting.

FOUNTAINDALE STAFF PRESENT

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

Jeffrey Fisher was present online via Zoom.

## PUBLIC PRESENT

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

Charles Pelkie, Chief of Staff for the Will County Clerk's Office, was 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, Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Valencia

## MINUTES OF THE BOARD MEETING – May 21, 2020

The minutes of the board meeting held May 21, 2020 were presented. A motion to approve the minutes was made by Prodehl, seconded by Newell. Minutes were approved as read.

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

## MINUTES OF THE EXECUTIVE SESSION – May 21, 2020

The minutes of the Executive Session held May 21, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Newell. Minutes were approved as read.

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

## EMPLOYEE RECOGNITION

President Danhof recognized John Matysek for his 10 years of service and presented him with a certificate and award.

## COMMENTS FROM THE PUBLIC

No comments were made. Director Mills received no comments via email.



## FRIENDS OF THE LIBRARY

Jody Hargett provided an update for the Board. The Friends donated \$1,500 for scholarships to attend Theatre-on-the Hill's Intro to Theatre Virtual Summer Workshop. African Spectrum purchased books from the Friends in the amount of \$400.

Hargett thanked Deputy Director, Nancy Korczak for all her help during this time. The Friends are unsure when the Book Cellar will reopen or when they will be able to receive donations. For now, the Friends are still leaving the Fall Book Sale (October 2-4) on the calendar depending on how things are in the Fall. The Friends' Annual Dinner & Meeting was canceled due the pandemic and the four current officers will hold their positions.

## NEW BUSINESS

### Approval of Permanent Polling Place Agreements with Will County

Charles Pelkie, Chief of Staff for the Will County Clerk, expressed gratitude that the library is considering being open for the additional early voting hours. Discussion ensued regarding the proposed agreements and also the mechanics and safety considerations related to Early Voting.

A motion to approve the new Permanent Polling Place Agreements with Will County contingent on the Will County State's Attorney approval was made by Prodehl, seconded by Kalnicky.

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

### Approval of Updated Salary Structure for Fiscal Year 2021

A motion to approve the updated salary structure for Fiscal Year 2021 was made by Spindel, seconded by Newell.

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

### Approval of Working Budget for Fiscal Year 2021

Trustee Prodehl inquired about merit increases. Mills responded that there are no merit increases in the working budget though there are several staff members who will need a raise to meet an upcoming minimum wage requirement. Mills noted that he would like to re-visit the possibility of some type of increase for staff later in the fiscal year if the budget allows.

Prodehl asked about what is included in the Cafeteria Plan line item. Mills discussed that it included health insurance costs. Discussion about the two Public Relations lines ensued and Mills reported that a better naming convention for the two lines will be developed.

A motion to approve the working budget for Fiscal Year 2021 was made by Spindel, seconded by Newell.

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

### Approval of Revised Absence Due to Illness/Sick Section for Employee Handbook

Mills discussed the new Illinois Healthy Workplace Act and its requirements. The proposed revisions to the Absence Due to Illness/Sick Section for the Employee Handbook incorporate the required changes. Mills also included a proposal to increase the amount of sick time our part time staff receive from the equivalent of one week to the equivalent of two weeks.

A motion to repeal the existing Absence Due to Illness/Sick Section in the Employee Handbook and approve the revised Absence Due to Illness/Sick Section for the Employee Handbook was made by Spindel, seconded by Kalnicky.

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

### LIBRARY PROJECTS

The library reopened to the public on Monday, June 15. All six Pinnacle libraries are open in some manner.

### CORRESPONDENCE

Jesse White, Secretary of State & State Librarian, sent the library a letter awarding the library a FY2021 Illinois Public Library Per Capita Grant.

## TREASURER'S REPORT

The Treasurer's Report for May, 2020 was presented by Treasurer Spindel and will be filed for audit.

## BILLS FOR APPROVAL

### Bills Paid Report – June, 2020

Bills paid for the month of June in the amount of \$61,176.64 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

### Bills Payable Report – June, 2020

Bills payable for the month of June in the amount of \$330,335.09 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

## DIRECTOR'S REPORT – May, 2020

Director Mills reported on the new Cards for Kids Act, which will provide a library card to nonresident minors who meet certain criteria. Mills does not foresee a significant impact for our library.

Mills reported on new legislation that declares November 3, 2020 a state holiday. It is unclear if the library is required to be closed that day as well. Mills expects to hear more soon.

The Board discussed a draft statement regarding current events.

Trustees Newell asked how many patrons have visited the library since we re-opened. Mills responded that at peak times we have seen approximately 50 patrons simultaneously in the library.

Newell asked about our materials. Mills reported that the library is currently quarantining items for 7 days out of an abundance of caution, which is more than the recommendation of 72 hours. Studies are being done to determine the best practices going forward. Not all collections are available at this time.

Trustee Spindel asked about Wi-Fi in our parking lot. Mills reported that both patrons and staff are utilizing this service now.

Mills reported that production had stopped on the new bookmobile because of COVID-19. Work has resumed and Outreach Services Manager Tana Petrov and bookmobile consultant Michael Swendrowski will be traveling to Wisconsin to inspect the chassis and the hybrid powertrain. The bookmobile will then be transported to Summit Body Works in Colorado for completion.

Mills distributed a draft of the new Bookmobile wrap. The trustees discussed the wrap and shared their thoughts.

### UNFINISHED BUSINESS

None.

### REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

### ANNOUNCEMENTS

Trustee Newell inquired if the Pathways Parade has been canceled. Mills reported that he believes it is still on and that the library is still investigating having a float for the Parade.

Newell also asked how was the food pantry was doing. Mills replied that it has been well stocked, maintained and utilized.

Trustee Spindel asked when Brooks Café will reopen. Mills said he spoke with Jan Peterson and they will be looking at options for sometime in Phase 4 of the State's Re-Opening Plan.

The Bolingbrook Annual Village Picnic will take place next Sunday, June 28 from noon – 6 p.m.

The American Library Association Virtual Conference will begin on Wednesday, June 24. President Danhof and Trustee Newell will be attending.

Director Mills will be on vacation June 29 – July 3.

## ADJOURNMENT

A motion to adjourn the meeting at 8:29 p.m. was made by Spindel, seconded by Bermejo.

AYES: Prodehl, Kalnicky, Spindel, Newell, Bermejo, Danhof

NAYES: None

ABSENT: Valencia

Approved: \_\_\_\_\_  
Steven J. Prodehl, Secretary

\_\_\_\_\_  
Margaret J. (Peggy) Danhof, President

Tentative  
Budget and Appropriation Ordinance  
of the  
Fountaindale Public Library District  
Will and Du Page Counties, Illinois  
for  
Fiscal Year July 1, 2020 to June 30, 2021

Whereas, Paul Mills, Library Director, has been designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, and in accordance with such designation has prepared such tentative budget and appropriation ordinance and on July 16, 2020 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation ordinance conveniently available to public inspection for at least thirty days prior to action thereon; and

Whereas, prior to final action a public hearing was held as to such budget and appropriation ordinance on September 17, 2020, notice of which hearing was given at least thirty days prior thereto by publication in The Bugle, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees, of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2020 and ending June 30, 2021.

**Estimated Available Revenue**

Estimated Cash on Hand July 1, 2020	
Cash in the Working Cash Fund	\$1,071,063
Cash in the Special Reserve Fund	\$17,521,696
Cash in the General Corporate Fund	\$6,798,754
Cash in the Audit Fund	\$8,570
Cash in the Liability Insurance Fund	\$52,759
Cash in the FICA Fund	\$100,069
Cash in the Illinois Municipal Retirement Fund	\$736,885
Cash in the Building Maintenance Fund	\$168,359
<b>Total Estimated Cash on Hand</b>	<b>\$26,458,155</b>

Cash to be received from 2019 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

<b>Cash to be received from 2019 levy</b>	
Balance, Corporate Tax Levy	\$4,167,484
Balance, Audit Tax Levy	\$3,301
Balance, Liability Insurance Tax Levy	\$15,413
Balance, FICA Tax Levy	\$113,625
Balance, Illinois Municipal Retirement Tax Levy	\$50,411
Balance, Building Maintenance Tax Levy	\$160,751
<b>Total Cash to be received from 2019 Levy</b>	<b>\$4,510,985</b>

Cash to be received from the 2020 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

<b>Cash to be received from 2020 levy</b>	
General Corporate Tax Levy	\$8,585,485
Audit Tax Levy	\$6,805
Liability Insurance Tax Levy	\$31,756
FICA Tax Levy	\$233,633
Illinois Municipal Retirement Tax Levy	\$104,296
Building Maintenance Tax Levy	\$331,169
<b>Total 2020 Levy</b>	<b>\$9,293,144</b>
To be Collected after close of Fiscal Year	\$4,832,434
<b>To be Received during Fiscal Year</b>	<b>\$4,460,710</b>

<b>Other Income:</b>	
Personal Property Replacement Tax	\$150,936
State Per Capita Grant	\$99,832
Interest	\$32,010
Fees	\$2,000
Copy Machines/Printing/Fax	\$5,000
Miscellaneous Income	\$300
Donations / Gifts / Grants	\$12,000
Back Taxes and Adjustments	\$20
<b>Total Other Income</b>	<b>\$302,098</b>

Cash on hand July 1, 2019 from the sale of Library Building Bonds on September 14, 2016, February 11, 2009, and December 15, 2009 **\$143**

Total Estimated Cash Available During the Year  
including Special Reserve Fund, Working Cash  
Fund and Bond Proceeds **\$35,732,091**

Note: In addition to the foregoing, there is presently \$1,587,070 on hand in the Library Building Bond and Interest Fund. It is estimated that the following amounts will be received during the fiscal year to pay principal and interest on the September 14, 2016 issue of \$9,775,000, December 11, 2018 issue of \$10,545,000 and the November 25, 2019 issue of \$7,290,000.

**Bond Notation**

Balance on hand July 1, 2020	\$1,587,070
Cash to be received from 2019 Tax Levy	\$909,524
Cash to be received from 2020 Tax Levy	\$2,846,650
<b>Total</b>	<b>\$5,343,244</b>

**Estimated Expenditures**

Salaries	4,944,000
<b>Total Salaries</b>	<b>4,944,000</b>

Prof. Dev. & Training	14,400
Employee Recognition	4,800
Membership Dues	10,800
Dues - Institutional	1,800
Mileage & Transportation	36,000
Room/Board/Meals	22,800
Hiring and Placement	960
Insurance Benefit Plan	468,000
EAP	2,400
<b>Total Personnel</b>	<b>561,960</b>

Building Security	3,600
Equipment Rental	7,200
Equipment Maintenance	174,000
Leased Equipment	66,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	72,000
Legal Expense - Publication	3,000
Bank Service Fees	7,248
Payroll Service	21,600
Professional Services	60,000
Communication Contractual Services	71,400
Collection Services	6,000
Internet Services	44,400
Cable TV Services	1,800
Catalog Management	36,000



Computer Circulation Expense	138,000
<b>Total Contractual Services</b>	<b>737,448</b>

Telephone Service	12,000
Telephone Data	11,400
Electricity	217,200
Gas	50,400
Water & Sewer	36,000
Minor Library Equipment	14,400
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	120,000
Program Supplies	65,940
Computer Supplies	9,000
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	75,240
Postage	14,400
Shipping	12,000
Buildings	24,000
Grounds	60,000
<b>Total Supplies &amp; Utilities</b>	<b>745,380</b>

Books and AV	975,000
Opening Day Collection - Outreach	30,000
Programs - Adult	50,340
Programs - Children	16,800
Programs - Young Adult	24,000
Special Services/Events	7,200
Donations Expended	12,000
Computer Software	449,400
<b>Total Library Materials</b>	<b>1,564,740</b>

Library Equipment - Capital	301,200
Office Equipment - Capital	1,200
Library Furniture - Capital	1,200
Office Furniture - Capital	1,200
Special Projects	24,432
Automated Systems	96,000
PC Computer Equipment	420,000
Buildings - Capital	80,000
Grounds - Capital	24,000
<b>Total Capital Expenditures</b>	<b>949,232</b>

Miscellaneous	24,000
Public Relation Advertisements	57,600
<b>Total Miscellaneous</b>	<b>81,600</b>

Per Capita Grant	100,000
<b>Total Per Capita Grant</b>	<b>100,000</b>

<b>Total General Fund</b>	<b>9,684,360</b>
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Audit Expense	14,520
<b>Total Audit Fund</b>	<b>14,520</b>

Unemployment Insurance	24,000
Workmen's Compensation	36,000
Liability Insurance	48,000
Umbrella Policy	36,000
Treasurer's Bond	9,000
<b>Total Liability Insurance Fund</b>	<b>153,000</b>

FICA	393,600
IMRF	519,060
<b>Total Social Security Fund</b>	<b>912,660</b>

Building Maintenance	348,000
Building Supplies	43,200
<b>Total Maintenance Fund</b>	<b>391,200</b>

<b>Total Operating Fund Expenditures</b>	<b>11,155,740</b>
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Construction Project	143
<b>Total Construction Project</b>	<b>143</b>

<b>Total Estimated Expenditures</b>	<b>11,155,883</b>
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Estimated Cash on Hand at Close of Fiscal Year including Working Cash Fund, Special Reserve Fund, and Bond Proceeds	<b>\$24,572,208</b>
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SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL

AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2020 and ending June 30, 2021.

**Estimated Expenditures**

Salaries 4,944,000

**Total Salaries 4,944,000**

Prof. Dev. & Training 14,400

Employee Recognition 4,800

Membership Dues 10,800

Dues - Institutional 1,800

Mileage & Transportation 36,000

Room/Board/Meals 22,800

Hiring and Placement 960

Insurance Benefit Plan 468,000

EAP 2,400

**Total Personnel 561,960**

Building Security 3,600

Equipment Rental 7,200

Equipment Maintenance 174,000

Leased Equipment 66,000

Bookmobile Maintenance 25,200

Legal Expense - Attorney 72,000

Legal Expense - Publication 3,000

Bank Service Fees 7,248

Payroll Service 21,600

Professional Services 60,000

Communication Contractual Services 71,400

Collection Services 6,000

Internet Services 44,400

Cable TV Services 1,800

Catalog Management 36,000

Computer Circulation Expense 138,000

**Total Contractual Services 737,448**

Telephone Service 12,000

Telephone Data 11,400

Electricity 217,200

Gas 50,400

Water & Sewer 36,000

Minor Library Equipment 14,400

Minor Office Equipment 6,000

Minor Library Furniture 3,000

Minor Office Furniture	3,000
Office Supplies	120,000
Program Supplies	65,940
Computer Supplies	9,000
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	75,240
Postage	14,400
Shipping	12,000
Buildings	24,000
Grounds	60,000
<b>Total Supplies &amp; Utilities</b>	<b>745,380</b>

Books and AV	975,000
Opening Day Collection - Outreach	30,000
Programs - Adult	50,340
Programs - Children	16,800
Programs - Young Adult	24,000
Special Services/Events	7,200
Donations Expended	12,000
Computer Software	449,400
<b>Total Library Materials</b>	<b>1,564,740</b>

Library Equipment - Capital	301,200
Office Equipment - Capital	1,200
Library Furniture - Capital	1,200
Office Furniture - Capital	1,200
Special Projects	24,432
Automated Systems	96,000
PC Computer Equipment	420,000
Buildings - Capital	80,000
Grounds - Capital	24,000
<b>Total Capital Expenditures</b>	<b>949,232</b>

Miscellaneous	24,000
Public Relation Advertisements	57,600
<b>Total Miscellaneous</b>	<b>81,600</b>

Per Capita Grant	100,000
<b>Total Per Capita Grant</b>	<b>100,000</b>

<b>Total General Fund</b>	<b>9,684,360</b>
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Audit Expense	14,520
<b>Total Audit Fund</b>	<b>14,520</b>
Unemployment Insurance	24,000
Workmen's Compensation	36,000
Liability Insurance	48,000
Umbrella Policy	36,000
Treasurer's Bond	9,000
<b>Total Liability Insurance Fund</b>	<b>153,000</b>
FICA	393,600
IMRF	519,060
<b>Total Social Security Fund</b>	<b>912,660</b>
Building Maintenance	348,000
Building Supplies	43,200
<b>Total Maintenance Fund</b>	<b>391,200</b>
<b>Total Operating Fund Expenditures</b>	<b>11,155,740</b>
Construction Project	143
<b>Total Construction Project</b>	<b>143</b>
<b>Total Estimated Expenditures</b>	<b>11,155,883</b>

SECTION 3. That, except for bond proceeds, all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That, except for bond proceeds, all unexpended balances not applied in the manner set forth in Section 3 of this ordinance may be transferred to the special reserve fund created by Ordinance 1981-2 of this District, said fund to accumulate as provided in said Ordinance.

SECTION 5. That a certified copy of this ordinance be published at least once after passage in a newspaper published or circulated in the District.

SECTION 6. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT,  
WILL AND DU PAGE COUNTIES, ILLINOIS, this 17<sup>th</sup> day of September, 2020.

Approved this 17<sup>th</sup> day of September, 2020.

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Margaret J. (Peggy) Danhof  
President of the Board of Trustees of  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DU PAGE COUNTIES, ILLINOIS

ATTEST:

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Steven J. Prodehl  
Secretary

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a tentative budget and appropriation ordinance for THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year beginning July 1, 2020 and ending June 30, 2021, is on file and conveniently available to public inspection at the Fountaindale Library, 300 West Briarcliff Road, Bolingbrook, Illinois; and with the Secretary of the District, and will so remain on file until final action thereon by the Board of Library Trustees.

Further notice is hereby given that a public hearing on said budget and appropriation ordinance will be held at 6:30 p.m, Thursday, September 17, 2020 at the Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook Illinois, and that final action will be taken thereon by the Board of Library Trustees at a meeting to be held immediately after said hearing at the time and place aforesaid.

Dated this 16th day of July, 2020.

THE FOUNTAINDALE PUBLIC LIBRARY  
DISTRICT, WILL AND DU PAGE  
COUNTIES, ILLINOIS

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Steven J. Prodehl  
Secretary of the Board of Library  
Trustees of Said District

# Fountaindale Public Library District

## Cash and Investment

June 30, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$655,802.97	\$655,802.97
Cash Checking/BMO Operating	\$783,397.51	(\$390,159.49)	\$393,238.02
Cash Checking/Payroll	\$186,644.40	\$28,268.12	\$214,912.52
Petty Cash	\$2,429.25	\$0.00	\$2,429.25
Total Cash	\$972,471.16	\$293,911.60	\$1,266,382.76
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$83,879.46)	\$6,593,509.14
Investment - IL Funds/General	\$70,052.78	\$1,114.78	\$71,167.56
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$5,672.96	\$63,419.27
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$34,549.22	\$2,076,957.81
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$3,173.56)	\$1,071,495.89
Investment - Special Reserve/PMA	\$15,260,952.35	\$213,919.84	\$15,474,872.19
Total Investments	\$25,183,218.08	\$168,203.78	\$25,351,421.86
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	\$139,707.89	\$1,587,304.93
Total Bond Fund	\$1,447,597.04	\$139,707.89	\$1,587,304.93
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,469.86)	\$143.16
Total Building Project Fund	\$10,613.02	(\$10,469.86)	\$143.16
Total Cash and Investments	\$27,613,899.30	\$591,353.41	\$28,205,252.71

Special Res. PMA - 2.12 %  
General - IL Fund - 0.451%  
Money Market Wintrust - 0.380%



# Fountaindale Public Library District

## Revenue Report

June 30, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
<b>Revenue</b>					
<b>Revenue Funds 1-8</b>					
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.	\$3,778,520.87	\$4,258,828.07	99.55 %	\$4,278,200.00	\$19,371.93
Property Tax Dupage - 2019 - Est.	\$87,238.42	\$89,236.77	102.21 %	\$87,310.00	(\$1,926.77)
Other Tax	\$0.00	\$142,720.12	127.38 %	\$112,040.00	(\$30,680.12)
Interest	\$33,363.25	\$380,673.81	94.69 %	\$402,030.00	\$21,356.19
Fines	\$316.23	\$29,368.21	45.18 %	\$65,000.00	\$35,631.79
Copy Machines	\$227.90	\$5,201.55	65.02 %	\$8,000.00	\$2,798.45
Fax Machine	\$159.30	\$5,116.73	73.10 %	\$7,000.00	\$1,883.27
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$686.60	\$18,609.63	93.05 %	\$20,000.00	\$1,390.37
Miscellaneous	\$902.45	\$15,225.05	132.39 %	\$11,500.00	(\$3,725.05)
Reimbursements	\$215.00	\$5,803.47	128.97 %	\$4,500.00	(\$1,303.47)
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
<b>Total Operating Funds</b>	<b>\$3,901,630.02</b>	<b>\$9,256,282.03</b>	<b>92.97 %</b>	<b>\$9,956,707.00</b>	<b>\$700,424.97</b>
<b>Building Project Fund Revenue</b>					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$0.84	\$143.14	0.00 %	\$0.00	(\$143.14)
<b>Total Building Project Fund</b>	<b>\$0.84</b>	<b>\$143.14</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>(\$143.14)</b>
<b>Bond Fund</b>					
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.	\$1,228,457.00	\$1,384,612.48	72.58 %	\$1,907,636.64	\$523,024.16
Property Tax - Dupage 2019 - Est.	\$28,639.45	\$29,295.49	75.25 %	\$38,931.36	\$9,635.87
Interest Bond Fund	\$235.38	\$21,071.62	210.72 %	\$10,000.00	(\$11,071.62)
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
<b>Total Bond Fund</b>	<b>\$1,257,331.83</b>	<b>\$3,387,466.53</b>	<b>54.11 %</b>	<b>\$6,259,941.00</b>	<b>\$2,872,474.47</b>
<b>Total Revenue</b>	<b>\$5,158,962.69</b>	<b>\$12,643,891.70</b>	<b>77.97 %</b>	<b>\$16,216,648.00</b>	<b>\$3,572,756.30</b>

# Fountaindale Public Library District

## Expenditure Report

June 30, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
<b>Expenditures</b>					
<b>Total Expenditures - Operating Funds</b>					
<b>General Fund Expenditures</b>					
Personnel Expense	\$342,091.30	\$4,287,499.60	88.78 %	\$4,829,400.00	\$541,900.40
Contractual Services	\$18,663.27	\$414,939.23	69.17 %	\$599,900.00	\$184,960.77
Supplies & Utilities	\$24,465.71	\$403,817.19	68.30 %	\$591,200.00	\$187,382.81
Library Materials	\$85,025.85	\$832,810.44	67.17 %	\$1,239,912.00	\$407,101.56
Capital Expenditures	\$133,899.07	\$690,378.21	58.23 %	\$1,185,655.00	\$495,276.79
Miscellaneous	\$3,439.44	\$41,582.70	56.58 %	\$73,500.00	\$31,917.30
Per Capita Grant	\$43,920.23	\$84,604.00	100.00 %	\$84,604.00	\$0.00
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
<b>Total General Fund Expenditures</b>	<b>\$651,504.87</b>	<b>\$7,410,631.37</b>	<b>63.86 %</b>	<b>\$11,604,671.00</b>	<b>\$4,194,039.63</b>
<b>Other Fund Expenditures</b>					
Audit Fund Expenditures	\$0.00	\$8,800.00	73.33 %	\$12,000.00	\$3,200.00
Liability Insurance Fund Expenditures	\$0.00	\$89,413.85	90.32 %	\$99,000.00	\$9,586.15
Soc Sec/IMRF Fund Expenditures	\$51,491.51	\$629,941.82	81.81 %	\$770,000.00	\$140,058.18
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$12,773.35	\$297,600.53	93.73 %	\$317,500.00	\$19,899.47
<b>Total Other Fund Expenditures</b>	<b>\$64,264.86</b>	<b>\$1,025,756.20</b>	<b>85.58 %</b>	<b>\$1,198,540.00</b>	<b>\$172,783.80</b>
<b>Total Expenditures - Operating Funds</b>	<b>\$715,769.73</b>	<b>\$8,436,387.57</b>	<b>65.89 %</b>	<b>\$12,803,211.00</b>	<b>\$4,366,823.43</b>
<b>Building Project Fund Expenditures</b>					
	\$2,966.03	\$10,613.00	100.00 %	\$10,613.00	\$0.00
<b>Total Building Project Fund Expenditures</b>	<b>\$2,966.03</b>	<b>\$10,613.00</b>	<b>100.00 %</b>	<b>\$10,613.00</b>	<b>\$0.00</b>
<b>Bond Fund Expenditures</b>					
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
<b>Total Bond Fund Expenditures</b>	<b>\$0.00</b>	<b>\$3,393,979.38</b>	<b>52.79 %</b>	<b>\$6,429,809.00</b>	<b>\$3,035,829.62</b>

# Fountaindale Public Library District

## Expenditure Report

June 30, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Total	\$2,966.03	\$3,404,592.38	52.86 %	\$6,440,422.00	\$3,035,829.62
Total Expenditures - All Funds	\$718,735.76	\$11,840,979.95	61.53 %	\$19,243,633.00	\$7,402,653.05

**Fountaindale Public Library District**  
**Bills Paid - Operating Account**  
JUNE 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Erika Doyle	Program - 50% Artist in Residence - April-May 2020	6/19/2020	53972	1-4571-27	\$125.00
				1-4575-10	\$500.00
Jacob M. Luce	Tuition Advancement - Develop & Management Collection - 05/28/2020-08/06/2020	6/19/2020	53971	1-4151-10	\$2,325.00
					<b><u>\$2,950.00</u></b>

  
Jennie Nguyen, Finance Manager

# Fountaindale Public Library District

## Bills Paid - Operating Account

JULY 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - June 2020	7/1/2020	815	1-4192-10	\$12.09
Baig of Tricks Entertainment, Incorporated	Program - Virtual Trivia w/ Baig of Tricks - Date 07/09/2020	7/1/2020	53982	1-4571-24	\$75.00
Belynda Head	Program - R&B Line Dancing - Date 07/12/2020	7/1/2020	53973	1-4571-24	\$125.00
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - July 2020	7/1/2020	53979	1-4192-10	\$29,385.39
Cathryn Stanek-Whisler	Program - Virtual DIY Terrariums - Date 07/06-07/19/2020	7/1/2020	53974	1-4571-24	\$200.00
Christine Thornton	Program - How to Draw Dragons - Date 07/14-07/18/2020	7/1/2020	53975	1-4573-24	\$250.00
Dearborn National Life Insurance Company	Employer Insurance Contribution - July 2020	7/1/2020	53980	1-4192-10	\$532.40
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - July 2020	7/1/2020	53981	1-4192-10	\$178.29
Illinois Municipal Retirement Fund	Employer Insurance Contribution - June 2020	7/1/2020	817	5-4142-10	\$30,114.38
Kellie Chase	Program - Sewing Classes - Date 07/06/2020	7/1/2020	53976	1-4571-24	\$175.00
Kellie Chase	Program - Sewing Classes - Date 07/13/2020	7/1/2020	53977	1-4571-24	\$175.00
Susan K. Maddox	Program - Cooking Demonstration - Date 07/16/2020	7/1/2020	53978	1-4571-24	\$300.00
					<b>\$61,522.55</b>

  
Jennie Nguyen, Finance Manager

### Gross Payroll & FICA Expense - June 2020

Gross Payroll	\$303,812.89
FICA	\$21,721.29
<b>Total Gross Payroll &amp; FICA</b>	<b>\$325,534.18</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 16, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>ABCO Electrical Construction &amp; Design LLC</b>	Vehicle Charging Station Install	12818	1-4392-30	\$ 1,529.50
	<i>Totals for ABCO Electrical Construction &amp; Design LLC</i>			<b>\$ 1,529.50</b>
<b>Adam Selzer</b>	Program - Flickering Empire: Silent Films Chicago - 7/7/2020	AS070620	1-4571-24	175.00
	<i>Totals for Adam Selzer</i>			<b>\$ 175.00</b>
<b>Allegra Print &amp; Imaging</b>	District Closet Supply - FPLD Window Envelopes	15758	1-4351-10	530.00
	<i>Totals for Allegra Print &amp; Imaging</i>			<b>\$ 530.00</b>
<b>Allyse Schiller</b>	Mileage - 3/12/2020-6/30/2020	AS070120	1-4171-10	3.80
	<i>Totals for Allyse Schiller</i>			<b>\$ 3.80</b>
<b>Amazon</b>	Finance - Planner Refills	A108-1920	1-4351-10	11.44
	Finance - Pens	A112-1920	1-4351-10	17.50
	Finance - Pens	A112-1920	1-4351-10	11.00
	District Closet Restock	A115-1920	1-4351-10	75.73
	Finance - Planner Refills	A112-1920	1-4351-10	33.94
	District Closet Restock	A115-1920	1-4351-10	11.93
	District Closet Restock	A121-1920	1-4351-10	32.95
	District Closet Restock	A123-1920	1-4351-10	9.95
	Studio - CC Receipt Paper	A125-1920	1-4351-10	12.98
	Outreach - Various Office Supplies	A125-1920	1-4351-10	31.86
	Outreach - Vehicle Key Batteries	A124-1920	1-4351-10	4.47
	District Closet Restock	A127-1920	1-4351-10	32.47
	District Closet Restock	A127-1920	1-4351-10	385.72
	Outreach - Cellophane Wrap	A116-1920	1-4353-28	15.99
	Outreach - Various Program Supplies	A118-1920	1-4353-28	37.06
	Outreach - Various Program Supplies	A118-1920	1-4353-28	19.91
	Outreach - Various Program Supplies	A118-1920	1-4353-28	19.31
	Outreach - Colored Pencils	A120-1920	1-4353-28	19.90
	Outreach - Coloring Books	A120-1920	1-4353-28	11.98
	Outreach - Coloring Books	A120-1920	1-4353-28	11.98
	District Closet Restock	A115-1920	1-4371-10	11.71
	District Closet Restock	A127-1920	1-4371-10	4.86
	District Closet Restock	A131-1920	1-4371-10	150.75
	CSD - Plastic Bags	A114-1920	1-4353-20	64.17



**Fountaindale Public Library District**  
**Bills Payable Report**  
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**General Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Amazon</b>	(Cont'd)			
	CSD - Labels	A122-1920	1-4353-20	\$ 38.95
	CSD - Tripod	A122-1920	1-4353-20	28.99
	ATSD - Dye Program Supplies	A119-1920	1-4353-24	18.68
	ATSD - Various Program Supplies	A132-1920	1-4353-24	187.35
	IT - Various Computer Equipment	A129-1920	1-4641-14	779.50
	Books - Adult Fiction	0660346-JULY20	1-4540-26	36.98
	Books - Adult Non-Fiction	0660346-JULY20	1-4541-26	33.12
	DVD - Adult	0660346-JULY20	1-4557-26	17.96
	Essential Supplies	Emergency Task Or	1-4691-10	143.64
	Essential Supplies	PDM Clorox 2020	1-4691-10	28.36
	Essential Supplies	Gloves 052120	1-4691-10	523.05
	Essential Supplies: Tally Counters	A117-1920	1-4691-10	79.92
	Essential Supplies	AS 06122020 Glove:	1-4691-10	207.92
	Essential Supplies	AS 06122020 Glove:	1-4691-10	49.95
	Essential Supplies	AS 06122020 Glove:	1-4691-10	162.00
	Electronic Device & Equipments	0660346-JULY20	1-4527-26	511.86
	<i>Totals for Amazon</i>			<b>\$ 3,887.79</b>
<b>American Library Association</b>				
	Boyer - 2020 ALA Virtual Conf. 6/24/2020-6/26/2020	1231299	1-4151-10	60.00
	Consalvo - 2020 ALA Virtual Conf. 6/24/2020-6/26/2020	1231646	1-4151-10	60.00
	Evans - 2020 ALA Virtual Conf. 6/24/2020-6/26/2020	1231221	1-4151-10	60.00
	Thurston - 2020 ALA Virtual Conf. 6/24/2020-6/26/2020	1238007	1-4151-10	60.00
	<i>Totals for American Library Association</i>			<b>\$ 240.00</b>
<b>AmeriFlex Business Solutions</b>				
	Benefit/Cobra Administration Fees - July 2020	INV345221	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			<b>\$ 189.55</b>
<b>Apple Inc.</b>				
	Apple MacBook Pro Accessories	AC22762630	1-4641-14	1,224.00
	Apple MacBook Pro	AC23191644	1-4641-14	2,379.00
	MacBook Pro Tower Computer	AC23430236	1-4641-14	11,179.00
	Mac Mini Computer	AC23603351	1-4641-14	1,589.00
	<i>Totals for Apple Inc.</i>			<b>\$ 16,371.00</b>
<b>AT &amp; T</b>				
	Internet - June 2020	9830594509	1-4314-14	1,357.31
	<i>Totals for AT &amp; T</i>			<b>\$ 1,357.31</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 5/10/2020-6/9/2020	16525487	1-4311-14	\$ 476.74
		<i>Totals for AT &amp; T Mobility - National Business Services</i>		<u><b>\$ 476.74</b></u>
<b>Backupify, Inc.</b>				
	Annual Google Apps - 6/30/2020-6/29/2021	INV00674006	1-4631-14	1,920.00
		<i>Totals for Backupify, Inc.</i>		<u><b>\$ 1,920.00</b></u>
<b>Baker &amp; Taylor - C009233</b>				
	Books - Adult Non-Fiction	5016056917	1-4541-26	17.35
	Books - Adult Non-Fiction	5016222574	1-4541-26	248.52
	Books - Adult Non-Fiction	5016190648	1-4541-26	153.71
	Library Materials - Shipping Costs	5016056917	1-4519-26	0.09
	Library Materials - Processing Costs	5016056917	1-4518-26	1.15
	Library Materials - Processing Costs	5016222574	1-4518-26	4.60
	Library Materials - Processing Costs	5016190648	1-4518-26	11.50
	Library Materials - Shipping Costs	5016222574	1-4519-26	1.24
	Library Materials - Shipping Costs	5016190648	1-4519-26	0.77
		<i>Totals for Baker &amp; Taylor - C009233</i>		<u><b>\$ 438.93</b></u>



**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 16, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>				
	Library Materials - Processing Costs	2035129077	1-4518-29	\$ 10.60
	Library Materials - Processing Costs	2035131185	1-4518-29	6.70
	Library Materials - Processing Costs	2035240351	1-4518-29	10.75
	Library Materials - Processing Costs	2035288715	1-4518-29	1.15
	Library Materials - Processing Costs	2035256772	1-4518-29	8.30
	Library Materials - Processing Costs	2035276339	1-4518-29	22.65
	Library Materials - Processing Costs	2035292891	1-4518-29	38.20
	Library Materials - Processing Costs	2035267867	1-4518-29	9.65
	Library Materials - Processing Costs	2035270299	1-4518-29	40.50
	Library Materials - Processing Costs	2035292781	1-4518-29	28.70
	Library Materials - Shipping Costs	2035129077	1-4519-29	1.45
	Library Materials - Shipping Costs	2035131185	1-4519-29	0.81
	Library Materials - Shipping Costs	2035240351	1-4519-29	1.50
	Library Materials - Shipping Costs	2035288715	1-4519-29	0.15
	Library Materials - Shipping Costs	2035256772	1-4519-29	1.28
	Library Materials - Shipping Costs	2035276339	1-4519-29	7.32
	Library Materials - Shipping Costs	2035292891	1-4519-29	5.58
	Library Materials - Shipping Costs	2035267867	1-4519-29	1.52
	Library Materials - Shipping Costs	2035270299	1-4519-29	4.73
	Library Materials - Shipping Costs	2035292781	1-4519-29	3.75
	Books - Juvenile Fiction	2035267867	1-4544-26	23.99
	Books - Juvenile Fiction	2035129077	1-4544-26	50.49
	Books - Adult Fiction	2035129077	1-4540-29	48.29
	Books - Adult Fiction	2035240351	1-4540-29	33.32
	Books - Adult Fiction	2035256772	1-4540-29	64.98
	Books - Adult Fiction	2035276339	1-4540-29	26.29
	Books - Adult Fiction	2035267867	1-4540-29	49.45
	Books - Adult Fiction	2035270299	1-4540-29	891.89
	Books - Adult Non-Fiction	2035129077	1-4541-29	9.75
	Books - Juvenile Non-Fiction	2035129077	1-4545-29	37.60
	Books - Juvenile Non-Fiction	2035131185	1-4545-29	150.31
	Books - Juvenile Non-Fiction	2035240351	1-4545-29	41.07
	Books - Juvenile Non-Fiction	2035288715	1-4545-29	29.29
	Books - Juvenile Non-Fiction	2035256772	1-4545-29	10.34
	Books - Juvenile Non-Fiction	2035276339	1-4545-29	269.32
	Books - Juvenile Non-Fiction	2035267867	1-4545-29	25.29
	Books - Juvenile Non-Fiction	2035292781	1-4545-29	21.84
	Books - Juvenile Easy	2035129077	1-4546-29	67.89

**Fountaindale Public Library District**  
**Bills Payable Report**  
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**General Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>	(Cont'd)			
	Books - Juvenile Easy	2035131185	1-4546-29	\$ 12.59
	Books - Juvenile Easy	2035240351	1-4546-29	126.00
	Books - Juvenile Easy	2035256772	1-4546-29	58.73
	Books - Juvenile Easy	2035276339	1-4546-29	912.79
	Books - Juvenile Easy	2035292891	1-4546-29	1,115.58
	Books - Juvenile Easy	2035267867	1-4546-29	10.34
	Books - Juvenile Easy	2035270299	1-4546-29	23.68
	Books - Adult Non-Fiction	2035240351	1-4541-29	16.09
	Books - Adult Non-Fiction	2035256772	1-4541-29	68.69
	Books - Adult Non-Fiction	2035270299	1-4541-29	11.99
	Books - Adult Non-Fiction	2035292781	1-4541-29	283.93
	Books - Adult Large Print	2035240351	1-4543-29	65.78
	Books - Adult Large Print	2035267867	1-4543-29	103.02
	Books - Adult Large Print	2035270299	1-4543-29	18.00
	Books - Adult Large Print	2035292781	1-4543-29	445.16
	Books - Juvenile Fiction	2035129077	1-4544-29	75.69
	Books - Juvenile Fiction	2035240351	1-4544-29	18.39
	Books - Juvenile Fiction	2035256772	1-4544-29	54.11
	Books - Juvenile Fiction	2035276339	1-4544-29	255.90
	Books - Juvenile Fiction	2035267867	1-4544-29	92.75
<i>Totals for Baker &amp; Taylor - L420685</i>				<b>\$ 5,825.90</b>

**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>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Juvenile Storytime & Professional Reference	2035276581	1-4547-26	\$ 667.66
	Books - Juvenile Storytime & Professional Reference	2035293443	1-4547-26	12.59
	Books - Juvenile Fiction	2035126649	1-4544-26	77.86
	Books - Juvenile Fiction	2035120684	1-4544-26	188.05
	Books - Juvenile Fiction	2035128975	1-4544-26	61.54
	Books - Juvenile Fiction	2035146508	1-4544-26	322.70
	Books - Juvenile Fiction	2035153982	1-4544-26	90.94
	Books - Young Adult Non-Fiction	2035239827	1-4549-26	5.39
	Books - Young Adult Non-Fiction	2035248299	1-4549-26	7.19
	Books - Young Adult Non-Fiction	2035250813	1-4549-26	8.37
	Books - Young Adult Non-Fiction	2035293443	1-4549-26	393.36
	Books - Juvenile Easy	2035243635	1-4546-26	15.36
	Books - Juvenile Easy	2035239827	1-4546-26	75.48
	Books - Juvenile Easy	2035248299	1-4546-26	1,771.79
	Books - Juvenile Easy	2035262109	1-4546-26	11.89
	Books - Juvenile Easy	2035260468	1-4546-26	45.82
	Books - Juvenile Easy	2035276581	1-4546-26	613.51
	Books - Juvenile Easy	2035267233	1-4546-26	129.21
	Books - Juvenile Easy	2035289928	1-4546-26	104.78
	Books - Juvenile Easy	2035289899	1-4546-26	252.69
	Books - Juvenile Easy	2035289916	1-4546-26	59.61
	Books - Juvenile Easy	2035289858	1-4546-26	80.61
	Books - Juvenile Easy	2035270321	1-4546-26	2,712.40
	Books - Juvenile Easy	2035293443	1-4546-26	1,661.20
	Books - Young Adult Fiction	2035126649	1-4548-26	58.66
	Books - Young Adult Fiction	2035120684	1-4548-26	81.78
	Books - Young Adult Fiction	2035128975	1-4548-26	19.81
	Books - Young Adult Fiction	2035146508	1-4548-26	25.52
	Books - Young Adult Fiction	2035153982	1-4548-26	11.49
	Books - Young Adult Fiction	2035243635	1-4548-26	32.76
	Books - Young Adult Fiction	2035239827	1-4548-26	77.91
	Books - Young Adult Fiction	2035248299	1-4548-26	448.69
	Books - Young Adult Fiction	2035262109	1-4548-26	35.73
	Books - Young Adult Fiction	2035250813	1-4548-26	78.49
	Books - Young Adult Fiction	2035260468	1-4548-26	96.56
	Books - Young Adult Fiction	2035256523	1-4548-26	10.34
	Books - Young Adult Fiction	2035276581	1-4548-26	250.32
	Books - Young Adult Fiction	2035267233	1-4548-26	99.36

# Fountaindale Public Library District

## Bills Payable Report

July 16, 2020

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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	2035289928	1-4548-26	\$ 64.35
	Books - Young Adult Fiction	2035289899	1-4548-26	21.26
	Books - Young Adult Fiction	2035289916	1-4548-26	32.18
	Books - Young Adult Fiction	2035289858	1-4548-26	13.18
	Books - Young Adult Fiction	2035270321	1-4548-26	296.55
	Books - Young Adult Fiction	2035293443	1-4548-26	174.49
	Books - Juvenile Fiction	2035243635	1-4544-26	39.72
	Books - Juvenile Fiction	2035239827	1-4544-26	167.39
	Books - Juvenile Fiction	2035248299	1-4544-26	3,201.10
	Books - Juvenile Fiction	2035262109	1-4544-26	218.02
	Books - Juvenile Fiction	2035250813	1-4544-26	69.65
	Books - Juvenile Fiction	2035260468	1-4544-26	660.11
	Books - Juvenile Fiction	2035256523	1-4544-26	62.82
	Books - Juvenile Fiction	2035276581	1-4544-26	150.92
	Books - Juvenile Fiction	2035267233	1-4544-26	287.35
	Books - Juvenile Fiction	2035289928	1-4544-26	91.92
	Books - Juvenile Fiction	2035289899	1-4544-26	65.50
	Books - Juvenile Fiction	2035289916	1-4544-26	27.01
	Books - Juvenile Fiction	2035289858	1-4544-26	9.77
	Books - Juvenile Fiction	2035270321	1-4544-26	1,961.73
	Books - Juvenile Fiction	2035293443	1-4544-26	1,961.25
	Books - Juvenile Non-Fiction	2035126649	1-4545-26	14.37
	Books - Juvenile Non-Fiction	2035120684	1-4545-26	37.46
	Books - Juvenile Non-Fiction	2035128975	1-4545-26	44.76
	Books - Juvenile Non-Fiction	2035146508	1-4545-26	105.25
	Books - Juvenile Non-Fiction	2035153982	1-4545-26	42.49
	Books - Juvenile Non-Fiction	2035243635	1-4545-26	52.51
	Books - Juvenile Non-Fiction	2035239827	1-4545-26	42.37
	Books - Juvenile Non-Fiction	2035248299	1-4545-26	1,164.73
	Books - Juvenile Non-Fiction	2035262109	1-4545-26	73.65
	Books - Juvenile Non-Fiction	2035250813	1-4545-26	25.28
	Books - Juvenile Non-Fiction	2035260468	1-4545-26	52.88
	Books - Juvenile Non-Fiction	2035276581	1-4545-26	33.02
	Books - Juvenile Non-Fiction	2035267233	1-4545-26	68.12
	Books - Juvenile Non-Fiction	2035289928	1-4545-26	43.04
	Books - Juvenile Non-Fiction	2035289899	1-4545-26	10.34
	Books - Juvenile Non-Fiction	2035289916	1-4545-26	38.58
	Books - Juvenile Non-Fiction	2035270321	1-4545-26	1,005.53

**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>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Juvenile Non-Fiction	2035293443	1-4545-26	\$ 1,106.67
	Books - Juvenile Easy	2035126649	1-4546-26	298.43
	Books - Juvenile Easy	2035120684	1-4546-26	184.99
	Books - Juvenile Easy	2035128975	1-4546-26	51.47
	Books - Juvenile Easy	2035146508	1-4546-26	314.07
	Books - Juvenile Easy	2035153982	1-4546-26	158.05
	Books - Adult Non-Fiction	2035243635	1-4541-26	60.94
	Books - Adult Non-Fiction	2035239827	1-4541-26	93.03
	Books - Adult Non-Fiction	2035248299	1-4541-26	29.87
	Books - Adult Non-Fiction	2035250813	1-4541-26	58.56
	Books - Adult Non-Fiction	2035260468	1-4541-26	98.40
	Books - Adult Non-Fiction	2035256523	1-4541-26	24.59
	Books - Adult Non-Fiction	2035276581	1-4541-26	696.88
	Books - Adult Non-Fiction	2035267233	1-4541-26	81.97
	Books - Adult Non-Fiction	2035289928	1-4541-26	122.87
	Books - Adult Non-Fiction	2035289899	1-4541-26	48.85
	Books - Adult Non-Fiction	2035289916	1-4541-26	84.98
	Books - Adult Non-Fiction	2035289858	1-4541-26	100.60
	Books - Adult Non-Fiction	2035270321	1-4541-26	44.19
	Books - Adult Non-Fiction	2035293443	1-4541-26	1,379.58
	Books - Adult Large Print	2035120684	1-4543-26	18.59
	Books - Adult Large Print	2035128975	1-4543-26	18.00
	Books - Adult Large Print	2035153982	1-4543-26	17.99
	Books - Adult Large Print	2035262109	1-4543-26	102.42
	Books - Adult Large Print	2035256523	1-4543-26	37.03
	Books - Adult Large Print	2035267233	1-4543-26	49.78
	Books - Adult Large Print	2035289928	1-4543-26	18.00
	Books - Adult Large Print	2035289899	1-4543-26	17.99
	Books - Adult Large Print	2035289858	1-4543-26	36.00
	Books - Adult Large Print	2035270321	1-4543-26	36.00
	Books - Adult Large Print	2035293443	1-4543-26	32.99
	Books - Adult Non-Fiction	2035126649	1-4541-26	109.03
	Books - Adult Non-Fiction	2035120684	1-4541-26	730.92
	Books - Adult Non-Fiction	2035128975	1-4541-26	71.88
	Books - Adult Non-Fiction	2035146508	1-4541-26	62.60
	Books - Adult Non-Fiction	2035153982	1-4541-26	95.28
	Books - Adult Fiction	2035153982	1-4540-26	80.39
	Books - Adult Fiction	2035146508	1-4540-26	48.27

**Fountaindale Public Library District**  
**Bills Payable Report**  
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Adult Fiction	2035128975	1-4540-26	\$ 117.91
	Books - Adult Fiction	2035120684	1-4540-26	338.87
	Books - Adult Fiction	2035126649	1-4540-26	212.85
	Books - Adult Fiction	2035289928	1-4540-26	222.58
	Books - Adult Fiction	2035267233	1-4540-26	377.77
	Books - Adult Fiction	2035276581	1-4540-26	1,272.09
	Books - Adult Fiction	2035256523	1-4540-26	187.61
	Books - Adult Fiction	2035260468	1-4540-26	224.15
	Books - Adult Fiction	2035293443	1-4540-26	4,629.06
	Books - Adult Fiction	2035270321	1-4540-26	117.85
	Books - Adult Fiction	2035289858	1-4540-26	350.78
	Books - Adult Fiction	2035289916	1-4540-26	200.19
	Books - Adult Fiction	2035289899	1-4540-26	224.94
	Books - Adult Fiction	2035250813	1-4540-26	149.25
	Books - Adult Fiction	2035262109	1-4540-26	183.07
	Books - Adult Fiction	2035248299	1-4540-26	423.73
	Books - Adult Fiction	2035239827	1-4540-26	96.40
	Books - Adult Fiction	2035243635	1-4540-26	70.33
	Library Materials - Shipping Costs	2035126649	1-4519-26	4.21
	Library Materials - Shipping Costs	2035120684	1-4519-26	8.40
	Library Materials - Shipping Costs	2035128975	1-4519-26	1.93
	Library Materials - Shipping Costs	2035146508	1-4519-26	4.39
	Library Materials - Shipping Costs	2035153982	1-4519-26	2.57
	Library Materials - Shipping Costs	2035243635	1-4519-26	1.36
	Library Materials - Shipping Costs	2035239827	1-4519-26	2.91
	Library Materials - Shipping Costs	2035248299	1-4519-26	25.00
	Library Materials - Shipping Costs	2035262109	1-4519-26	3.12
	Library Materials - Shipping Costs	2035250813	1-4519-26	1.95
	Library Materials - Shipping Costs	2035260468	1-4519-26	5.90
	Library Materials - Shipping Costs	2035256523	1-4519-26	1.72
	Library Materials - Shipping Costs	2035276581	1-4519-26	20.96
	Library Materials - Shipping Costs	2035267233	1-4519-26	5.62
	Library Materials - Shipping Costs	2035289928	1-4519-26	3.34
	Library Materials - Shipping Costs	2035289899	1-4519-26	3.21
	Library Materials - Shipping Costs	2035289916	1-4519-26	2.21
	Library Materials - Shipping Costs	2035289858	1-4519-26	2.95
	Library Materials - Shipping Costs	2035270321	1-4519-26	25.00
	Library Materials - Shipping Costs	2035293443	1-4519-26	25.00

# Fountaindale Public Library District

## Bills Payable Report

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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	2035243635	1-4518-26	\$ 10.45
	Library Materials - Processing Costs	2035239827	1-4518-26	30.90
	Library Materials - Processing Costs	2035248299	1-4518-26	226.05
	Library Materials - Processing Costs	2035262109	1-4518-26	31.25
	Library Materials - Processing Costs	2035250813	1-4518-26	31.75
	Library Materials - Processing Costs	2035260468	1-4518-26	43.75
	Library Materials - Processing Costs	2035256523	1-4518-26	41.50
	Library Materials - Processing Costs	2035276581	1-4518-26	242.05
	Library Materials - Processing Costs	2035267233	1-4518-26	56.50
	Library Materials - Processing Costs	2035289928	1-4518-26	31.60
	Library Materials - Processing Costs	2035289899	1-4518-26	29.80
	Library Materials - Processing Costs	2035289916	1-4518-26	13.20
	Library Materials - Processing Costs	2035289858	1-4518-26	43.70
	Library Materials - Processing Costs	2035270321	1-4518-26	196.10
	Library Materials - Processing Costs	2035293443	1-4518-26	643.10
	Library Materials - Processing Costs	2035126649	1-4518-26	53.35
	Library Materials - Processing Costs	2035120684	1-4518-26	87.45
	Library Materials - Processing Costs	2035128975	1-4518-26	12.90
	Library Materials - Processing Costs	2035146508	1-4518-26	21.35
	Library Materials - Processing Costs	2035153982	1-4518-26	20.35
	Books - Juvenile World Languages	2035126649	1-4526-26	45.97
	Books - Juvenile World Languages	2035153982	1-4526-26	16.62
	Books - Juvenile World Languages	2035267233	1-4526-26	17.20
	Books - Juvenile World Languages	2035270321	1-4526-26	902.69
	Books - Juvenile World Languages	2035293443	1-4526-26	27.51
	Books - Adult World Languages	2035126649	1-4525-26	23.92
	Books - Adult World Languages	2035120684	1-4525-26	99.36
	Books - Adult World Languages	2035239827	1-4525-26	23.92
	Books - Adult World Languages	2035260468	1-4525-26	2.99
	Books - Adult World Languages	2035256523	1-4525-26	20.93
	Books - Adult World Languages	2035276581	1-4525-26	506.65
	Books - Adult World Languages	2035267233	1-4525-26	13.17
	Books - Adult World Languages	2035293443	1-4525-26	14.37
	Totals for Baker & Taylor - L420686			<b>\$ 42,883.80</b>
Belynda Head	Program - R&B Line Dancing - 8/9/2020	BH080920	1-4571-24	125.00
	Totals for Belynda Head			<b>\$ 125.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Better Containers Mfg. Co., Inc.</b>				
	I (Heart) My Library Bags	234376	1-4351-10	\$ 583.45
	I (Heart) My Library Bags	234376	1-4371-10	700.00
	Essential Supplies: Watch Patch Handle Poly Bags	234288	1-4691-10	2,188.85
	<i>Totals for Better Containers Mfg. Co., Inc.</i>			<b>\$ 3,472.30</b>
<b>Blackstone Publishing</b>				
	Audiobooks - Adult	1170753	1-4551-26	270.00
	Audiobooks - Adult	1172761	1-4551-26	359.99
	<i>Totals for Blackstone Publishing</i>			<b>\$ 629.99</b>
<b>Bolingbrook Park District</b>				
	2020 Summer Catalog & 6 Mo. TV Advertising	191	1-4731-10	1,480.00
	<i>Totals for Bolingbrook Park District</i>			<b>\$ 1,480.00</b>
<b>Brooks Cafe</b>				
	Investors at the Library Coffee - 3/14/2020	13324	1-4711-10	36.00
	Census Meeting Coffee - 2/6/2020	13319	1-4715-10	24.00
	Donuts w/Director Coffee - 2/25/2020	13322	1-4715-10	12.00
	CSD Events Coffee - 3/3/2020	13323	1-4353-20	24.00
	Board Meeting Wraps & Cookies - 2/20/2020	13320	1-4355-16	46.00
	Preschool Roundup Cookies & Coffee - 2/22/2020	13321	1-4353-28	48.00
	<i>Totals for Brooks Cafe</i>			<b>\$ 190.00</b>
<b>Call One</b>				
	Internet & Telephone - 6/15/2020-7/14/2020	267614	1-4312-14	1,062.04
	Internet & Telephone - 6/15/2020-7/14/2020	267614	1-4314-14	1,968.00
	<i>Totals for Call One</i>			<b>\$ 3,030.04</b>
<b>Cathryn Stanek-Whisler</b>				
	Program - Food for Your Face - 07/20/2020-8/2/2020	CSW072020	1-4573-24	200.00
	<i>Totals for Cathryn Stanek-Whisler</i>			<b>\$ 200.00</b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1771963	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			<b>\$ 318.78</b>
<b>Christine Thornton</b>				
	Program - Bird & Feather: Online Drawing Wksp - 8/4-8/8/2020	CT080420	1-4573-24	250.00
	<i>Totals for Christine Thornton</i>			<b>\$ 250.00</b>



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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cindy Consalvo	Mileage - 6/10/2020-6/23/2020	CC070120	1-4171-10	\$ 18.08
		<i>Totals for Cindy Consalvo</i>		<u>\$ 18.08</u>
Clear Choice Photo Booths LLC	Digital & Onsite Mosaic Photo System Remainder for 50th Anni	6240-1920	1-4256-10	2,500.00
		<i>Totals for Clear Choice Photo Booths LLC</i>		<u>\$ 2,500.00</u>
Comcast Cable	Cable - 7/3/2020-8/2/2020	0367494-JULY20	1-4316-14	124.44
		<i>Totals for Comcast Cable</i>		<u>\$ 124.44</u>
Constellation NewEnergy, Inc.	Electricity - 5/29/2020-6/29/2020	795414-0	1-4321-30	16,504.92
		<i>Totals for Constellation NewEnergy, Inc.</i>		<u>\$ 16,504.92</u>
Craftways Corp.	Books - Adult Non-Fiction	293054	1-4541-26	40.91
		<i>Totals for Craftways Corp.</i>		<u>\$ 40.91</u>
Daniel T. Jungclas	Program - Gen. Club: Cultivate Family Tree - 7/22/2020	DTJ072220	1-4571-24	150.00
		<i>Totals for Daniel T. Jungclas</i>		<u>\$ 150.00</u>
Demco, Inc.	CMTSD - Clear Glossy Label Protectors	6802565	1-4371-12	504.30
	CMTSD - Various Labels, Covers, Jackets, Label Protectors	P0049480	1-4371-12	2,804.45
		<i>Totals for Demco, Inc.</i>		<u>\$ 3,308.75</u>
Elite Chess Inc	Program - Chess Club for Adults and Teens - 7/21/2020	EC072120	1-4571-24	90.00
	Program - Chess Club for Adults and Teens - 8/18/2020	EC081820	1-4571-24	90.00
		<i>Totals for Elite Chess Inc</i>		<u>\$ 180.00</u>
ELM USA	CMTSD - Eco Master Disc Repair System	31529	1-4371-12	17,270.00
		<i>Totals for ELM USA</i>		<u>\$ 17,270.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Findaway World, LLC				
	Playaway - Juvenile	321404	1-4562-29	\$ 41.13
	Audiobooks - Juvenile	321403	1-4553-26	41.13
	Launchpads - Juvenile	321930	1-4566-26	319.98
	Launchpads - Juvenile	320202	1-4566-26	959.94
	Launchpads - Juvenile	320708	1-4566-26	1,139.92
<i>Totals for Findaway World, LLC</i>				<u>\$ 2,502.10</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JULY20	1-4523-26	\$ 15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JULY20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JULY20	1-4523-26	15.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-JULY20	1-4523-26	14.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-JULY20	1-4523-26	14.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-JULY20	1-4523-26	14.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-JULY20	1-4523-26	14.99
	Patron Hotspot Renewal - 7/9/2020-7/10/2021	N7148-JULY20	1-4348-14	2,400.00
	Amazon - Essential Supply Order #Purell 2020509	M4566-JULY20	1-4691-10	480.00
	Amazon - Essential Supply Order #PDM20200523	M4566-JULY20	1-4691-10	34.99
	Amazon - Essential Supply Order #PDM Shield Masks 20200528	M4566-JULY20	1-4691-10	349.00
	Amazon - Essential Supply Order #PDM Touchless Thermometer	M4566-JULY20	1-4691-10	59.99
	Amazon - Essential Supply Order #PDM 20200529	M4566-JULY20	1-4691-10	220.50
	Amazon - Essential Supply Order #EM Supplies TC5	M4566-JULY20	1-4691-10	233.82
	Amazon - Essential Supply Order #PDM 1 Liter Hand Sanitizer	M4566-JULY20	1-4691-10	244.80
	Amazon - Essential Supply Order #PDM Food Sanitizer	M4566-JULY20	1-4691-10	139.15
	Amazon - Essential Supply Order #PDM 20200607	M4566-JULY20	1-4691-10	261.65
	Amazon - Essential Supply Order #PDM 20200607	M4566-JULY20	1-4691-10	24.56
	GFS - Essential Supplies: 6/15/2020 Order	M4566-JULY20	1-4691-10	1,038.24
	Amazon - Essential Supply Order #PDM 20200608	M4566-JULY20	1-4691-10	244.80
	Amazon - Essential Supply Order #PDM Sanitizer 20200610	M4566-JULY20	1-4691-10	1,103.70
	Amazon - Essential Supply Order #PDM 20200612	M4566-JULY20	1-4691-10	427.95
	Steady Clothing - Essential Supply Order #46496	M4566-JULY20	1-4691-10	364.95
	Amazon - Essential Supply Order #PDM 20200608	M4566-JULY20	1-4691-10	56.70
	Amazon - Essential Supply Order #PDM 20200619	M4566-JULY20	1-4691-10	80.46
	Steady Clothing - Essential Supply Order #47001	M4566-JULY20	1-4691-10	229.95
	Amazon - Essential Supply Order #PDM 20200613	M4566-JULY20	1-4691-10	522.00
	Steady Clothing - Essential Supply Order #47091	M4566-JULY20	1-4691-10	229.95
	GFS - Essential Supplies: 6/24/2020 Order	M4566-JULY20	1-4691-10	728.52
	GFS - Essential Supplies: 6/24/2020 Additional Order	M4566-JULY20	1-4691-10	24.10
	Amazon - Essential Supply Order #PDM 20200622	M4566-JULY20	1-4691-10	237.80
	Race City Steel - Essential Supplies: Sneeze Guards	P7810-JULY20	1-4691-10	1,352.50
	Zoom - Standard Pro 6/16/2020-1/20/2021	M4566-JULY20	1-4522-14	179.39
	Zoom - Webinar 100 6/16/2020-1/20/2020	M4566-JULY20	1-4522-14	478.69
	Facebook - Monthly Ads	M4566-JULY20	1-4731-10	7.59
	Woobox - Monthly Subscription	M4566-JULY20	1-4731-10	29.00
	MailChimp - Monthly Subscription	M4566-JULY20	1-4731-10	249.00
	Facebook - Monthly Ads	N7148-JULY20	1-4731-10	88.90

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<b>First Bankcard</b>	(Cont'd)			
	Outreach - Book Racks	N7148-JULY20	1-4353-28	\$ 74.96
	American Society Notary - Mitchel Notary Training	N7148-JULY20	1-4151-10	25.00
	American Society Notary - Halvorsen Notary Training	N7148-JULY20	1-4151-10	25.00
	ALA - Evans Membership - 6/2020-6/2021	M4566-JULY20	1-4161-10	53.00
	ALA - Consalvo Membership - 6/2020-6/2021	M4566-JULY20	1-4161-10	53.00
	ALA - Thurston Membership - 6/2020-6/2021	N7148-JULY20	1-4161-10	53.00
	Owl Labs - Meeting Room A Meeting Owl Pro	N7148-JULY20	1-4341-10	999.00
	Panera - Board Meeting 6/18/2020	N7148-JULY20	1-4355-16	72.53
	Target - Teen Photo Scavenger Hunt Prizes	N7148-JULY20	1-4353-24	135.00
	IT - HP Chromebooks	M4566-JULY20	1-4641-14	12,915.00
	Bolingbrook HS Yearbooks - Local Hist. & Security	T7780-JULY20	1-4541-26	152.00
	<i>Totals for First Bankcard</i>			<b>\$ 26,788.07</b>
<b>Fun Express LLC</b>				
	Outreach - Various Program Supplies	704079570-01	1-4353-28	81.22
	Outreach - Various Program Supplies	703696715-01	1-4353-28	87.08
	<i>Totals for Fun Express LLC</i>			<b>\$ 168.30</b>
<b>Gale/Cengage Learning</b>				
	Books - Adult Large Print	70632245	1-4543-26	28.49
	Books - Adult Large Print	70632109	1-4543-26	161.19
	Books - Adult Large Print	70631844	1-4543-26	225.67
	Books - Adult Large Print	70072665	1-4543-26	27.74
	Books - Adult Large Print	70072013	1-4543-26	54.73
	Books - Adult Large Print	70087840	1-4543-26	74.22
	Books - Adult Large Print	70089049	1-4543-26	103.46
	Books - Adult Large Print	70088407	1-4543-26	92.96
	Electronic Audiobooks & Books	70428948	1-4520-26	271.70
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 1,040.16</b>
<b>Grasso Graphics, Inc.</b>				
	Code of Conduct, Studio 300, Mtg Rm Brochures	30858	1-4256-10	929.96
	<i>Totals for Grasso Graphics, Inc.</i>			<b>\$ 929.96</b>
<b>Grey House Publishing, Inc.</b>				
	Books - Adult Non-Fiction	953953	1-4541-26	251.05
	<i>Totals for Grey House Publishing, Inc.</i>			<b>\$ 251.05</b>

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<b>Illinois American Water</b>	Irrigation - 5/20/2020-6/17/2020	1025-21000308991E	1-4331-30	\$ 108.81
	Fire Protection - 6/18/2020-7/20/2020	1025-21000308946E	1-4331-30	43.30
	<i>Totals for Illinois American Water</i>			<b>\$ 152.11</b>
<b>Illinois American Water/Bolingbrook</b>	Water & Sewer - 5/20/2020-6/17/2020	1025-21000308831E	1-4331-30	429.13
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 429.13</b>
<b>Illinois Secretary of State</b>	FPLD Staff: Scheflein - Notary Application Fee	6447-2021 01	1-4351-10	10.00
	FPLD Staff: Mitchel - Notary Application Fee	6447-2021 02	1-4351-10	10.00
	<i>Totals for Illinois Secretary of State</i>			<b>\$ 20.00</b>
<b>Ilya Kabirov</b>	Program - Great Reads Book Club - 7/22/2020	IK072220	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<b>\$ 75.00</b>

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Ingram Library Services				
	Video Games - Juvenile	44154638	1-4564-26	\$ 37.99
	Video Games - Juvenile	46180493	1-4564-26	721.77
	Video Games - Juvenile	45986731	1-4564-26	237.45
	Video Games - Juvenile	46370103	1-4564-26	75.98
	Video Games - Juvenile	46398288	1-4564-26	37.99
	Video Games - Juvenile	46316238	1-4564-26	588.83
	Books - Juvenile Fiction	46398289	1-4544-29	40.41
	Books - Juvenile Fiction	46285973	1-4544-29	167.64
	Books - Juvenile Fiction	46285972	1-4544-29	277.10
	Books - Juvenile Storytime & Professional Reference	46370105	1-4547-26	11.85
	Books - Juvenile Storytime & Professional Reference	46307583	1-4547-26	53.60
	Video Games - Young Adult	44154640	1-4563-26	94.97
	Video Games - Young Adult	44154636	1-4563-26	142.39
	Video Games - Young Adult	44154637	1-4563-26	47.49
	Video Games - Young Adult	46370106	1-4563-26	522.38
	Video Games - Young Adult	46370107	1-4563-26	56.99
	Video Games - Adult	44154640	1-4565-26	75.98
	Video Games - Adult	44154639	1-4565-26	75.98
	Video Games - Adult	46370108	1-4565-26	370.42
	Books - Adult Non-Fiction	44140020	1-4541-29	8.37
	Books - Young Adult Fiction	46180495	1-4548-29	44.97
	Books - Young Adult Fiction	46126520	1-4548-29	60.84
	CSD - Summer Adventure Prizes	46239131	1-4353-24	166.50
	CSD - Summer Adventure Prizes	46153861	1-4353-24	700.95
	CSD - Summer Adventure Prizes	46260958	1-4353-24	14.37
	CSD - Summer Adventure Prizes	46285971	1-4353-24	20.97
	Books - Juvenile Easy	44125350	1-4546-26	5.62
	Books - Juvenile Easy	44154634	1-4546-26	17.06
	Books - Adult Fiction	46398290	1-4540-26	10.19
	Books - Juvenile Fiction	44154635	1-4544-26	31.50
	Books - Young Adult Fiction	46180494	1-4548-26	53.90
	Books - Young Adult Fiction	46126519	1-4548-26	289.20
	Books - Juvenile Easy	46260959	1-4546-26	19.15
	Books - Juvenile Easy	46370104	1-4546-26	6.77
	Books - Juvenile Easy	46316239	1-4546-26	15.78
<i>Totals for Ingram Library Services</i>				<u>\$ 5,103.35</u>

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<b>ITsavvy LLC</b>				
	IT - Chrome OS Management Software Licenses	01191629	1-4233-14	\$ 599.97
	IT - Monitors & Mouse	01190779	1-4641-14	5,457.00
	IT - Staff Laptop Replacement Equipment	3362344M	1-4641-14	30,051.40
	IT - HP EliteDesk Stands & Desktops	01192889	1-4641-14	5,791.00
	IT - Webcams	01194567	1-4641-14	1,162.04
	IT - Infrastructure Support Retainer	05052726	1-4641-14	10,000.00
	IT - Webcams & Headsets	01192276	1-4354-14	2,293.05
	<i>Totals for ITsavvy LLC</i>			<b>\$ 55,354.46</b>
<b>Jennie Nguyen</b>				
	Mileage - 6/30/2020	JN070120	1-4171-10	12.94
	<i>Totals for Jennie Nguyen</i>			<b>\$ 12.94</b>
<b>Johnson Controls Security Solutions</b>				
	Quarterly Security - 7/1/2020-9/30/2020	34420611	1-4221-30	359.15
	<i>Totals for Johnson Controls Security Solutions</i>			<b>\$ 359.15</b>
<b>Kellie Chase</b>				
	Program - Sewing Classes - 6/29/2020	KC062920	1-4571-24	175.00
	Program - 5 Sewing Classes - 7/28/2020	KC072820	1-4571-24	175.00
	Program - 5 Sewing Classes - 8/10/2020	KC081020	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<b>\$ 525.00</b>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	Maintenance - 6/15/2020-7/14/2020	9006862413	1-4234-14	356.18
	Copy Overage - 5/15/2020-6/14/2020	9006859996	1-4234-14	416.95
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<b>\$ 773.13</b>
<b>Konica Minolta Premier Finance</b>				
	Leased Equipment - July 2020	416273928	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			<b>\$ 1,616.00</b>
<b>Laura Didier</b>				
	Mileage - 3/2/2020-6/27/2020	LD070120	1-4171-10	82.16
	<i>Totals for Laura Didier</i>			<b>\$ 82.16</b>
<b>Leah D. Moon</b>				
	Program - Watercolor Basics - 7/17/2020-7/30/2020	LDM071720	1-4573-24	165.00
	Program - Scratch Art - 8/14/2020-8/27/2020	CLDM081420	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			<b>\$ 330.00</b>

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Library Ideas LLC				
	Books - Juvenile Easy	76694	1-4546-26	\$ 157.80
	Electronic Audio Visual	75663	1-4523-26	14,500.00
		<i>Totals for Library Ideas LLC</i>		<u>\$ 14,657.80</u>
Margaret J. Danhof				
	Mileage - 2/3/2020	MJD061820	1-4171-16	16.84
		<i>Totals for Margaret J. Danhof</i>		<u>\$ 16.84</u>
Meredith Books				
	Books - Adult Non-Fiction	89793-2020	1-4541-26	33.91
		<i>Totals for Meredith Books</i>		<u>\$ 33.91</u>
Michael McCann				
	Program - Alien Conspiracies - 6/23/2020	MM062320	1-4571-24	150.00
		<i>Totals for Michael McCann</i>		<u>\$ 150.00</u>



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Midwest Tape				
	Audiobooks - Adult	98725782	1-4551-29	\$ 45.29
	Audiobooks - Adult	99026515	1-4551-29	45.29
	Audiobooks - Adult	99025239	1-4551-29	50.29
	Audiobooks - Adult	98944789	1-4551-29	45.29
	Audiobooks - Adult	98974703	1-4551-29	35.29
	Audiobooks - Adult	98999430	1-4551-29	40.29
	DVD - Adult	98705547	1-4557-29	26.48
	DVD - Adult	98727317	1-4557-29	27.98
	DVD - Adult	99026517	1-4557-29	27.23
	DVD - Adult	99025238	1-4557-29	59.94
	DVD - Adult	98994183	1-4557-29	2,906.85
	DVD - Adult	98944786	1-4557-29	54.46
	DVD - Adult	98944787	1-4557-29	130.15
	DVD - Adult	98974702	1-4557-29	98.42
	DVD - Adult	98998653	1-4557-29	27.23
	DVD - Juvenile	98705545	1-4558-29	15.98
	DVD - Juvenile	99026521	1-4558-29	49.44
	DVD - Juvenile	99025237	1-4558-29	35.71
	DVD - Juvenile	98944785	1-4558-29	29.54
	DVD - Juvenile	98944788	1-4558-29	31.96
	DVD - Juvenile	98944854	1-4558-29	21.23
	DVD - Juvenile	98974701	1-4558-29	55.96
	DVD - Juvenile	98974700	1-4558-29	43.21
	DVD - Juvenile	98998654	1-4558-29	128.36
	DVD - Juvenile	98998651	1-4558-29	39.46
	CD Music - Adult	98728370	1-4550-26	14.33
	CD Music - Adult	98728630	1-4550-26	16.43
	CD Music - Adult	98894691	1-4550-26	13.49
	CD Music - Adult	98974680	1-4550-26	16.43
	Audiobooks - Juvenile	99026607	1-4553-26	40.29
	Audiobooks - Juvenile	98944764	1-4553-26	35.29
	Audiobooks - Juvenile	98998707	1-4553-26	76.58
	CD Music - Juvenile	99026608	1-4554-26	103.31
	CD Music - Juvenile	99026665	1-4554-26	17.33
	CD Music - Juvenile	98998708	1-4554-26	46.74
	Audiobooks - Young Adult	99026670	1-4555-26	37.29
	Audiobooks - Young Adult	98944851	1-4555-26	115.87
	Audiobooks - Young Adult	98974546	1-4555-26	211.45

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<b>Midwest Tape</b>	(Cont'd)			
	Audiobooks - Young Adult	98998706	1-4555-26	\$ 199.45
	DVD - Adult	98699782	1-4557-26	161.13
	DVD - Adult	98699785	1-4557-26	136.15
	DVD - Adult	98699784	1-4557-26	78.44
	DVD - Adult	98699787	1-4557-26	54.46
	DVD - Adult	98694294	1-4557-26	40.14
	DVD - Adult	98698049	1-4557-26	34.89
	DVD - Adult	98705541	1-4557-26	21.39
	DVD - Adult	98706065	1-4557-26	31.96
	DVD - Adult	98706063	1-4557-26	182.36
	DVD - Adult	98706064	1-4557-26	98.91
	DVD - Adult	98706060	1-4557-26	19.73
	DVD - Adult	98706062	1-4557-26	165.14
	DVD - Adult	98728334	1-4557-26	17.48
	DVD - Adult	98728675	1-4557-26	32.98
	DVD - Adult	98728716	1-4557-26	24.48
	DVD - Adult	98728742	1-4557-26	25.14
	DVD - Adult	98728870	1-4557-26	46.96
	DVD - Adult	98727438	1-4557-26	83.94
	DVD - Adult	98728900	1-4557-26	225.33
	DVD - Adult	98728189	1-4557-26	167.13
	DVD - Adult	98723661	1-4557-26	35.64
	DVD - Adult	98723690	1-4557-26	49.42
	DVD - Adult	98999580	1-4557-26	34.89
	DVD - Adult	99026533	1-4557-26	180.11
	DVD - Adult	99026534	1-4557-26	177.35
	DVD - Adult	99026418	1-4557-26	49.89
	DVD - Adult	99026606	1-4557-26	62.94
	DVD - Adult	99026604	1-4557-26	97.90
	DVD - Adult	99026603	1-4557-26	70.05
	DVD - Adult	99026674	1-4557-26	19.73
	DVD - Adult	99026417	1-4557-26	53.68
	DVD - Adult	99026415	1-4557-26	450.66
	DVD - Adult	99026672	1-4557-26	118.55
	DVD - Adult	99026671	1-4557-26	141.63
	DVD - Adult	99026663	1-4557-26	59.19
	DVD - Adult	99026531	1-4557-26	172.40
	DVD - Adult	99026530	1-4557-26	72.69

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Midwest Tape	(Cont'd)			
	DVD - Adult	99026532	1-4557-26	\$ 92.94
	DVD - Adult	99026662	1-4557-26	125.13
	DVD - Adult	99026667	1-4557-26	57.46
	DVD - Adult	98944783	1-4557-26	196.10
	DVD - Adult	98944780	1-4557-26	295.01
	DVD - Adult	98944779	1-4557-26	181.10
	DVD - Adult	98944762	1-4557-26	74.42
	DVD - Adult	98944767	1-4557-26	132.40
	DVD - Adult	98944781	1-4557-26	194.36
	DVD - Adult	98944777	1-4557-26	158.60
	DVD - Adult	98944776	1-4557-26	98.65
	DVD - Adult	98944774	1-4557-26	83.94
	DVD - Adult	98944768	1-4557-26	139.90
	DVD - Adult	98944784	1-4557-26	246.05
	DVD - Adult	98944773	1-4557-26	19.73
	DVD - Adult	98944770	1-4557-26	353.45
	DVD - Adult	98944769	1-4557-26	192.35
	DVD - Adult	98944763	1-4557-26	26.98
	DVD - Adult	98944766	1-4557-26	157.40
	DVD - Adult	98944771	1-4557-26	26.48
	DVD - Adult	98944782	1-4557-26	55.96
	DVD - Adult	98944778	1-4557-26	132.90
	DVD - Adult	98944772	1-4557-26	94.44
	DVD - Adult	98944775	1-4557-26	92.19
	DVD - Adult	98944850	1-4557-26	305.80
	DVD - Adult	98915172	1-4557-26	187.28
	DVD - Adult	98915510	1-4557-26	59.67
	DVD - Adult	98915520	1-4557-26	34.89
	DVD - Adult	98915089	1-4557-26	48.46
	DVD - Adult	98915165	1-4557-26	35.47
	DVD - Adult	98974765	1-4557-26	109.17
	DVD - Adult	98974689	1-4557-26	65.94
	DVD - Adult	98974688	1-4557-26	30.73
	DVD - Adult	98974685	1-4557-26	30.73
	DVD - Adult	98974684	1-4557-26	109.90
	DVD - Adult	98974683	1-4557-26	78.44
	DVD - Adult	98974682	1-4557-26	136.15
	DVD - Adult	98974693	1-4557-26	186.57

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Midwest Tape	(Cont'd)			
	DVD - Adult	98974697	1-4557-26	\$ 157.40
	DVD - Adult	98974696	1-4557-26	309.70
	DVD - Adult	98974695	1-4557-26	140.88
	DVD - Adult	98974694	1-4557-26	134.90
	DVD - Adult	98974692	1-4557-26	19.73
	DVD - Adult	98974549	1-4557-26	27.97
	DVD - Adult	98974544	1-4557-26	551.52
	DVD - Adult	98974761	1-4557-26	125.69
	DVD - Adult	98974760	1-4557-26	102.92
	DVD - Adult	98974548	1-4557-26	34.96
	DVD - Adult	98998175	1-4557-26	34.89
	DVD - Adult	98944855	1-4557-26	160.19
	DVD - Adult	98998656	1-4557-26	374.19
	DVD - Adult	98998657	1-4557-26	41.28
	DVD - Adult	98996689	1-4557-26	177.35
	DVD - Adult	98996686	1-4557-26	153.65
	DVD - Adult	98999441	1-4557-26	217.84
	DVD - Adult	98999440	1-4557-26	54.46
	DVD - Adult	98997747	1-4557-26	30.08
	DVD - Adult	98997646	1-4557-26	105.31
	DVD - Adult	98997647	1-4557-26	103.38
	DVD - Adult	98997649	1-4557-26	109.25
	DVD - Adult	98999520	1-4557-26	206.82
	DVD - Adult	98999525	1-4557-26	271.20
	DVD - Adult	98997645	1-4557-26	235.26
	DVD - Juvenile	98705497	1-4558-26	25.48
	DVD - Juvenile	98706061	1-4558-26	16.08
	DVD - Juvenile	98728677	1-4558-26	15.98
	DVD - Juvenile	99026605	1-4558-26	35.71
	DVD - Juvenile	99026676	1-4558-26	75.73
	DVD - Juvenile	99026675	1-4558-26	30.73
	DVD - Juvenile	99026609	1-4558-26	455.32
	DVD - Juvenile	99026661	1-4558-26	86.52
	DVD - Juvenile	98974764	1-4558-26	39.46
	DVD - Juvenile	98974763	1-4558-26	135.36
	DVD - Juvenile	98974698	1-4558-26	91.67
	DVD - Juvenile	98974687	1-4558-26	78.44
	DVD - Juvenile	98974686	1-4558-26	139.90

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>	(Cont'd)			
	DVD - Juvenile	98974699	1-4558-26	\$ 78.64
	DVD - Juvenile	98997748	1-4558-26	157.28
	DVD - Juvenile	98999521	1-4558-26	321.14
	DVD - Juvenile	98997648	1-4558-26	171.57
	DVD - Juvenile	98999522	1-4558-26	75.44
	DVD - Juvenile	98999526	1-4558-26	70.44
	DVD - Juvenile	98999524	1-4558-26	44.19
	Audiobooks - Adult	98702429	1-4551-26	9.99
	Audiobooks - Adult	98705498	1-4551-26	65.58
	Audiobooks - Adult	98728826	1-4551-26	45.29
	Audiobooks - Adult	98728794	1-4551-26	45.29
	Audiobooks - Adult	98728515	1-4551-26	31.29
	Audiobooks - Adult	99026198	1-4551-26	45.29
	Audiobooks - Adult	98996687	1-4551-26	40.29
	Audiobooks - Adult	98998705	1-4551-26	445.61
	Audiobooks - Adult	98999420	1-4551-26	201.45
	Audiobooks - Adult	98974762	1-4551-26	40.29
	Audiobooks - Adult	98974691	1-4551-26	75.58
	Audiobooks - Adult	98974545	1-4551-26	282.74
	Audiobooks - Adult	98944760	1-4551-26	35.29
	Audiobooks - Adult	98944765	1-4551-26	130.87
	Audiobooks - Adult	98944853	1-4551-26	211.45
	Audiobooks - Adult	99026660	1-4551-26	357.32
	Audiobooks - Adult	99026664	1-4551-26	45.29
	Audiobooks - Adult	99026668	1-4551-26	80.58
	Audiobooks - Adult	99026673	1-4551-26	75.58
	Audiobooks - Juvenile	98705496	1-4553-26	35.29
	Books - Adult World Languages	98974690	1-4525-26	27.23
	Books - Juvenile World Languages	99026669	1-4526-26	33.98
	<i>Totals for Midwest Tape</i>			<b>\$ 21,545.08</b>
<b>Nancy Korczak</b>				
	Reimbursement - Herman Notary Payment	NK061920	1-4351-10	10.00
	Reimbursement - Essential Supplies: ATSD Laser Pointers	NK061920	1-4691-10	19.10
	<i>Totals for Nancy Korczak</i>			<b>\$ 29.10</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Netrix, LLC</b>				
	IT - HP Annual Maint. Renewal Through 6/16/2021	448529	1-4233-14	\$ 5,194.00
	IT - Various Cisco Phones	448372	1-4641-14	16,175.00
	<i>Totals for Netrix, LLC</i>			<b>\$ 21,369.00</b>
<b>NTT Cloud Communications U.S.</b>				
	Conference Calls - 6/1/2020-6/30/2020	C243674-06302020	1-4311-14	12.97
	<i>Totals for NTT Cloud Communications U.S.</i>			<b>\$ 12.97</b>
<b>OverDrive, Inc.</b>				
	Electronic Audiobooks & Books	CD0447420188412	1-4520-26	65,000.00
	<i>Totals for OverDrive, Inc.</i>			<b>\$ 65,000.00</b>
<b>PeopleFacts</b>				
	New Hire Background Checks - June 2020	33754-062020	1-4253-10	44.14
	<i>Totals for PeopleFacts</i>			<b>\$ 44.14</b>
<b>Petty Cash - Tech Service</b>				
	Woodview Elementary Yearbooks - Ck #1045	YB200601WV	1-4541-26	30.00
	<i>Totals for Petty Cash - Tech Service</i>			<b>\$ 30.00</b>
<b>Pinnacle Library Cooperative</b>				
	Pinnacle Services - FY2020-2021	21-001	1-4274-12	70,497.71
	<i>Totals for Pinnacle Library Cooperative</i>			<b>\$ 70,497.71</b>
<b>Pitney Bowes</b>				
	Equipment Lease - 6/30/2020-9/29/2020	3104065320	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			<b>\$ 639.51</b>
<b>Pitney Bowes Inc.</b>				
	Equipment Maintenance - 1/1/2020-6/30/2020	1015768868	1-4233-10	429.84
	<i>Totals for Pitney Bowes Inc.</i>			<b>\$ 429.84</b>
<b>ProQuest LLC</b>				
	Ancestry Library - 8/1/2020-7/31/2021	70631746	1-4521-26	2,880.30
	<i>Totals for ProQuest LLC</i>			<b>\$ 2,880.30</b>
<b>Rainmakers Irrigation</b>				
	2020 Spring Irrigation Turn On	062920-8	1-4392-30	1,152.40
	<i>Totals for Rainmakers Irrigation</i>			<b>\$ 1,152.40</b>
<b>Raymond Morris Benson</b>				
	Program - The James Bond Phenomenon - 8/13/2020	RMB081320	1-4571-24	250.00
	<i>Totals for Raymond Morris Benson</i>			<b>\$ 250.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Recorded Books, Inc.</b>				
	Electronic Audiobooks & Books	76658690	1-4520-26	\$ 58.50
	Electronic Audiobooks & Books	76655038	1-4520-26	89.98
	Electronic Audiobooks & Books	76654476	1-4520-26	46.00
	RBDigital Unl. Ed. - 6/1/2020-5/31/2021	76652312	1-4521-26	5,400.00
		<i>Totals for Recorded Books, Inc.</i>		<b>\$ 5,594.48</b>
<b>Ronald Goldie</b>				
	Program - Virtual Dungeons & Dragons - 8/15/2020	RG081520	1-4573-24	75.00
	Program - Virtual Dungeons & Dragons - 7/18/2020	RG071820	1-4573-24	75.00
		<i>Totals for Ronald Goldie</i>		<b>\$ 150.00</b>
<b>Scholastic Inc.</b>				
	Scholastic Teachables Subscription - 6/5/2020-6/4/2021	22717137	1-4521-26	1,234.00
	ATSD - Teen Summer Adventure Prize Books	22711086	1-4353-24	2,271.90
	ATSD - Backordered Teen Summer Adventure Prize Books	22718994	1-4353-24	19.36
	ATSD - Backordered Teen Summer Adventure Prize Books	22922344	1-4353-24	21.64
	ATSD - Backordered Teen Summer Adventure Prize Books	23131863	1-4353-24	7.92
	CSD - Replacement Summer Adventure Prize Books	21312837	1-4353-20	11.88
	CSD - Replacement Summer Adventure Prize Books	21537751	1-4353-20	7.92
		<i>Totals for Scholastic Inc.</i>		<b>\$ 3,574.62</b>
<b>Screaming Galaxy, LLC</b>				
	Program - Super Stolie Guacamole - 7/22/2020	SG072220	1-4572-28	450.00
		<i>Totals for Screaming Galaxy, LLC</i>		<b>\$ 450.00</b>
<b>Sebert Landscaping Inc.</b>				
	Lawn Maintenance - July 2020	203994	1-4392-30	1,580.00
		<i>Totals for Sebert Landscaping Inc.</i>		<b>\$ 1,580.00</b>
<b>Shaw Media</b>				
	2020 Bolingbrook Chamber of Commerce Summer Newsletter Ad	1792203	1-4731-10	450.00
		<i>Totals for Shaw Media</i>		<b>\$ 450.00</b>
<b>Susan K. Maddox</b>				
	Program - Cooking Demonstrations w/Chef Maddox - 8/20/2020	SKM082020	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		<b>\$ 300.00</b>
<b>Suzan J Bates</b>				
	Program - Vir. Gen. Club - Mind the Gap! - 8/12/2020	SJB081220	1-4571-24	175.00
	Program - Virt. Gen. Club - You've Got Gen. Mail - 7/8/2020	SJB070820	1-4571-24	175.00
		<i>Totals for Suzan J Bates</i>		<b>\$ 350.00</b>

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tana Petrov	Mileage - 5/6/2020-6/29/2020	TP063020	1-4171-10	\$ 156.86
		<i>Totals for Tana Petrov</i>		<b>\$ 156.86</b>
Terryberry	Henderson 15 Year Recognition Item	H52740	1-4153-10	163.90
		<i>Totals for Terryberry</i>		<b>\$ 163.90</b>
The Shop Bolingbrook	Drinking Fountain Signs	14152	1-4731-10	300.00
		<i>Totals for The Shop Bolingbrook</i>		<b>\$ 300.00</b>
Theatre-on-the-Hill	Summer 2020 Virtual Workshop	200611	1-4572-20	1,500.00
		<i>Totals for Theatre-on-the-Hill</i>		<b>\$ 1,500.00</b>
Titan Image Group, Inc	Summer 2020 Newsletter - June-Aug. 2020	56773	1-4256-10	7,350.00
		<i>Totals for Titan Image Group, Inc</i>		<b>\$ 7,350.00</b>
Today's Business Solutions, Inc.	1 Yr Service 3 CC Readers - 7/1/2020-6/30/2021	10633	1-4234-14	600.00
		<i>Totals for Today's Business Solutions, Inc.</i>		<b>\$ 600.00</b>
Top Secret Studios	50th Anniversary Board Shirts & MOPs Shirts	1220	1-4735-10	104.45
		<i>Totals for Top Secret Studios</i>		<b>\$ 104.45</b>
Trane U.S. Inc.	Tracer ES+ Web Based BacNet Control System Add-On	310903804	1-4661-30	3,983.00
		<i>Totals for Trane U.S. Inc.</i>		<b>\$ 3,983.00</b>
Tressler LLP	Legal Expense - Attorney - June 2020	418735	1-4241-10	2,508.00
	Legal Expense - Attorney - Tax Objection - June 2020	418739	1-4241-10	57.00
		<i>Totals for Tressler LLP</i>		<b>\$ 2,565.00</b>
ULINE	Essential Supplies: Green Vinyl Basket Trucks	121531379	1-4691-10	2,481.54
	Rectangle Picnic Table	120954812	1-4391-30	808.96
		<i>Totals for ULINE</i>		<b>\$ 3,290.50</b>



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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>US - Yellow Pages</b>	Quarterly Listing - 6/17/2020-9/15/2020	2489870-42-01	1-4731-10	\$ 259.00
		<i>Totals for US - Yellow Pages</i>		<b>\$ 259.00</b>
<b>Valley View School District</b>	Bkm & Van Fuel - June 2020	VVSD070120	1-4359-29	156.30
		<i>Totals for Valley View School District</i>		<b>\$ 156.30</b>
<b>Vanguard Energy Services, LLC</b>	Gas Service - 6/1/2020-6/30/2020	G404408070720	1-4322-30	430.32
		<i>Totals for Vanguard Energy Services, LLC</i>		<b>\$ 430.32</b>
<b>Verizon Wireless</b>	Telephone - 5/17/2020-6/16/2020	9856844466	1-4311-14	546.57
		<i>Totals for Verizon Wireless</i>		<b>\$ 546.57</b>
<b>Visiontron Corporation</b>	Building - Stanchions	674226	1-4391-30	2,031.83
		<i>Totals for Visiontron Corporation</i>		<b>\$ 2,031.83</b>
<b>Warehouse Direct</b>	District Closet Restock	4687297-0	1-4351-10	539.59
	Outreach - Water Supplies	4693101-0	1-4351-10	35.16
	District Closet Restock	4699420-0	1-4351-10	1,255.34
	CMTSD - Various Office & Library Supplies	4699443-0	1-4351-10	201.56
	Finance - Manila Folders	4699693-0	1-4351-10	46.06
	CMTSD - Various Office & Library Supplies	4699443-0	1-4371-12	346.95
	Essential Supplies - Sanitizer	4609703-1	1-4691-10	986.25
		<i>Totals for Warehouse Direct</i>		<b>\$ 3,410.91</b>
<b>Will County Clerk</b>	FPLD Staff: Scheflein - Notary	6446-2021 01	1-4351-10	10.00
	FPLD Staff: Mitchel - Notary	6446-2021 02	1-4351-10	10.00
		<i>Totals for Will County Clerk</i>		<b>\$ 20.00</b>
<b>William Tarbell</b>	Refund - A Love Made New	WT0137	1-3310-30	35.95
		<i>Totals for William Tarbell</i>		<b>\$ 35.95</b>

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Windy City Ice Cream, LLC				
	Ice Cream - 7/27/2020	1601720	1-4353-24	\$ 225.00
	Ice Cream - 7/27/2020	1601720	1-4572-20	225.00
	Ice Cream - 7/27/2020	1601720	1-4353-28	225.00
<i>Totals for Windy City Ice Cream, LLC</i>				<u>\$ 675.00</u>
<b>Total for Fund 1</b>				<u><b>\$ 460,901.89</b></u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ehlers & Associates, Inc.	Bond Series 2016A - Interest Payment	57229	4-4288-40	\$ 93,800.00
		<i>Totals for Ehlers &amp; Associates, Inc.</i>		<u>\$ 93,800.00</u>
Zions Bank	Bond Series 2018 - Interest Payment	2905395-21	4-4289-40	220,125.00
	Bond Series 2019 - Interest Payment	2905398-21	4-4296-40	145,800.00
		<i>Totals for Zions Bank</i>		<u>\$ 365,925.00</u>
		<b>Total for Fund 4</b>		<u><b>\$ 459,725.00</b></u>

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Vendor name	Invoice Description	Invoice #	Account #	Amount
ABCO Electrical Construction & Design LLC				
	Vehicle Charging Station Install	12818	8-4211-30	\$ 1,529.50
	Quiet Reading Room Work - PO5935-1819	12252	8-4211-30	3,677.00
		Totals for ABCO Electrical Construction & Design LLC		<u>\$ 5,206.50</u>
Amazon				
	District Closet Restock	A115-1920	8-4357-30	4.49
	Building - Door Stopper	A128-1920	8-4211-30	19.80
	Building - Closing Announcement Transformer	A130-1920	8-4211-30	20.51
		Totals for Amazon		<u>\$ 44.80</u>
Best Quality Cleaning, Inc.				
	Sunday Day Porter Services - June 2020	33919	8-4215-30	475.00
	Cleaning Service - July 2020	33798	8-4215-30	6,921.00
	2020 Special Cleaning - 1/27 1st Fl. Women, 1/28 1st Fl. Men	32215	8-4211-30	150.00
	Disinfecting Services - 3/23/2020 & 4/29/2020	33600	8-4211-30	1,100.00
	Saturday Porter Services - May 2020 & June 2020	33602	8-4215-30	950.00
		Totals for Best Quality Cleaning, Inc.		<u>\$ 9,596.00</u>
Business Office Systems				
	Replacement Board Room Table Tops	18241	8-4211-30	903.30
		Totals for Business Office Systems		<u>\$ 903.30</u>
Cintas Corporation				
	First Aid Restock - July 2020	8404713112	8-4215-30	444.94
		Totals for Cintas Corporation		<u>\$ 444.94</u>
Cintas Corporation #344				
	Weekly Mat Service - 7/2/2020	4054914780	8-4215-30	30.00
	Weekly Mat Service - 6/11/2020	4052960132	8-4215-30	30.00
	Weekly Mat Service - 6/18/2020	4053525762	8-4215-30	27.58
	Weekly Mat Service - 6/25/2020	4054221572	8-4215-30	27.58
		Totals for Cintas Corporation #344		<u>\$ 115.16</u>
Combined Roofing Service				
	2nd Fl. NE Corner Roof Leak Insp.	9592	8-4211-30	2,285.03
		Totals for Combined Roofing Service		<u>\$ 2,285.03</u>
Covers Unlimited Corp.				
	Reupholster Vortex & CSD Furniture	20200616	8-4211-30	8,839.00
		Totals for Covers Unlimited Corp.		<u>\$ 8,839.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Culligan Bolingbrook, IL</b>	Solar Salt Delivery - June 2020	0109111	8-4215-30	\$ 277.18
		<i>Totals for Culligan Bolingbrook, IL</i>		<u>\$ 277.18</u>
<b>Cutting Edge Document Destruction, LLC</b>	Records Shred - 6/10/2020	m10314	8-4215-30	30.00
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		<u>\$ 30.00</u>
<b>Filter Services Inc.</b>	Building - M8 Pleated Filters	INV237279	8-4211-30	45.97
	Building - Various Filters & Efficient Ashrae Cell Headers	INV236434	8-4211-30	3,109.16
		<i>Totals for Filter Services Inc.</i>		<u>\$ 3,155.13</u>
<b>First Bankcard</b>	Eberhard Mfg - Book Drop Duplicate Keys	P7810-JULY20	8-4211-30	34.19
	Kully Supply - Restroom Sink Control Modules	P7810-JULY20	8-4211-30	298.42
		<i>Totals for First Bankcard</i>		<u>\$ 332.61</u>
<b>Graybar</b>	Building - Light Bulb Supplies	9316302757	8-4357-30	80.72
	Building - Lithonia Lighting	9316301460	8-4211-30	359.68
		<i>Totals for Graybar</i>		<u>\$ 440.40</u>
<b>Groot Industries, Inc.</b>	Garbage & Recycling - 7/1/2020-7/31/2020	5692055	8-4215-30	393.47
	Garbage & Recycling - 5/1/2020-5/31/2020	5481622	8-4215-30	393.47
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 786.94</u>
<b>Hansen Services, Inc.</b>	Monthly Pest Control - July 2020	3922617	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 103.00</u>
<b>Louvers Lane Blind &amp; Drapery Cleaning</b>	ATSD Darkening Solar Shades	6248-1920	8-4211-30	706.35
		<i>Totals for Louvers Lane Blind &amp; Drapery Cleaning</i>		<u>\$ 706.35</u>
<b>Trane U.S. Inc.</b>	CSD VAV Repair Parts	8303995	8-4211-30	406.34
	VAV Air System Pressure Sensors	8340088	8-4211-30	129.14
	VAV Air System Damper Actuators	8340081	8-4211-30	274.00
		<i>Totals for Trane U.S. Inc.</i>		<u>\$ 809.48</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	District Closet Restock	4687297-0	8-4357-30	\$ 69.32
	Building - Maintenance Supply Restock	4690747-0	8-4357-30	1,215.30
	Building - Diversey Cleaner	4690804-0	8-4357-30	145.04
	Building - Replacement for Damaged Diversey Cleaner	4693006-0	8-4357-30	72.52
	District Closet Restock	4699420-0	8-4357-30	851.66
		<i>Totals for Warehouse Direct</i>		<u>\$ 2,353.84</u>
		<b>Total for Fund 8</b>		<u>\$ 36,429.66</u>
		<b>Grand Total</b>		<u><u>\$ 957,056.55</u></u>

  
\_\_\_\_\_  
Jennie Nguyen/Finance Manager

## **Director**

### **Physical Re-Opening Update**

As I write this report our front doors have been open for a bit more than 3 weeks and things are going well. Our staff are doing a wonderful job serving our community with our new normal of face masks, safety shields, and hand sanitizer. Our patrons have been very happy to be in the building again.

We are looking at safe ways to open up Meeting Room A and our study rooms for patron bookings as a next step. As our largest room, it offers the best opportunity to provide socially distanced meeting space for our patrons.

### **Pinnacle Library Cooperative Update**

The Pinnacle Library Cooperative (our consortium of six libraries that share an integrated library system, an ebook consortium, and shared databases among other services) will be considering creating an updated RFP (Request for Proposals) or RFI (Request for Information) for delivery services. We hope to never have to implement it, but we think it would be good to have it ready in case there is an interruption in statewide delivery service in the future.

### **LIRA Update**

LIRA, Libraries of Illinois Risk Agency, had its mid-year meeting this first full week of July. The property/casualty market is hardening, and public entity insurance pools are seeing significant premium increases. In some cases we are seeing carriers say that they have no interest in providing coverage to public entities at all as they feel they have enough exposure in the marketplace already.

As a result we are projecting a 30% to 40% increase in premiums at our renewal in the Fall. Entities that have struck out on their own have seen even larger increases.

### **RAILS Update**

This past month I completed my term as RAILS (Reaching Across Illinois Library System) Board President. It was an honor to serve as President and I will now complete my sixth and final year as a RAILS Board Member. Board Members of RAILS are restricted to two consecutive three year terms.

### **ILA Update**

This past month I completed my second term on ILA's Intellectual Freedom Committee as Chair. It has been a pleasure to serve as Chair for a committee's whose purpose is very important to our library and to me personally.

With the end of my tenure on the Intellectual Freedom Committee, I will now begin serving on ILA's Nominating Committee for the ILA Board.

## **Deputy Director (Nancy Korczak)**

Our Summer Adventure program is up and running and patrons have been signing up both from home and by visiting the library. At the end of week 5, we had a total enrollment of 856 patrons. Although this is a lower number than usual, those participating in the program are very enthusiastic and engaged. Thanks to the generous donations from our Gold Sponsors (Ikea, Smoothie King and Bolingbrook Bank and Trust) we were able to do a drawing for a mid-way prize. After we announced that we would be doing a drawing for a 50" TV to celebrate 50 years of Fountaindale, we saw an increased number of sign ups for the program. We were also very happy to gain a gold Sponsor in early June, The Third Institute which donated \$850 toward the purchase of children's prize books. Titles include biographies of African American heroes and sheroes presented in past Roots programs and children's books about African American history.

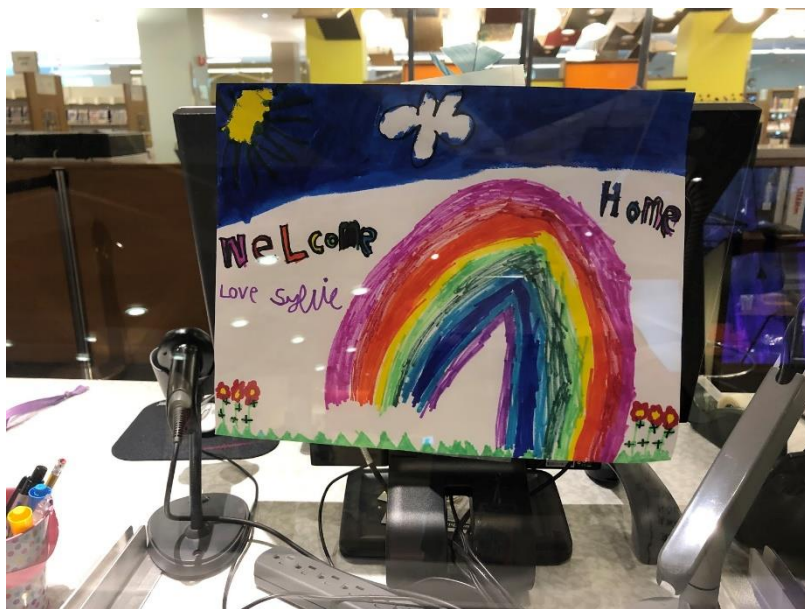
The beginning of June was spent finalizing our procedures for reopening the building. Each Public Service Manager was tasked with coming up with a social distancing plan for their department so that staff could work safely in the building. The "Person In Charge" group also met virtually to go over a few procedures and scenarios that might arise once the building opened. We reopened the building on June 15th and patrons were happy to be able to come back in and browse our shelves. Staff were excited to see patrons back and be able to help with questions and book suggestions.

During the month of June Public Service staff continued to host virtual programming by pre-recording some programs such as story time, book talks and craft programs. They also hosted outside live presenters through Zoom. In June 86 videos were posted on YouTube, which generated 4,236 views and 32 new subscribers.

**From Joyce Arellano**

### **Children's Services Department**

#### **Monthly Overview of Children's Services:**

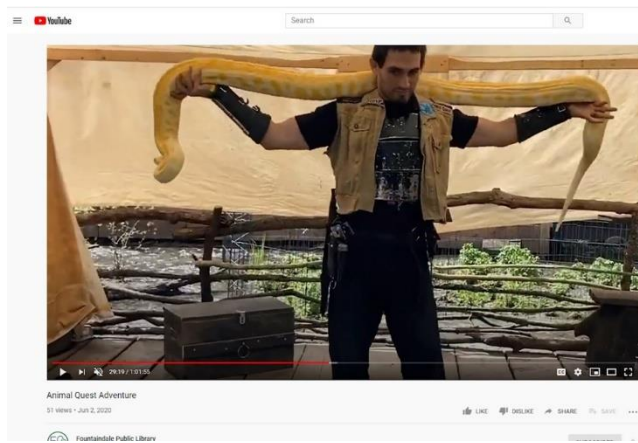


Summer Adventure: 50 Years of Fountaindale kicked off on June 1st! Opening day on June 15 brought in a few of our regular visitors. It was wonderful to reunite with some of our families! We celebrated moving forward and saw how much children have grown (a few of our Bouncy Babies are walking now!) Parents commented on how happy they were to be able to browse the collection again, and many families stocked up on more materials to take home. Children's Services continued to offer virtual programming through videos and our blog. We also began giving away Take-it Make-it craft kits for children to pick up at the desk and create at home.



## PROGRAMMING

### SPECIAL PROGRAMS



#### VIRTUAL ANIMAL QUEST ADVENTURE (YouTube)

In place of their in-person show, Animal Quest sent us a virtual show that we could host on the library's YouTube channel for the month. They highlighted several of their exotic animals, including a Burmese python!

#### BEN'S VIRTUAL BUBBLE SHOW (13, Performer's website)

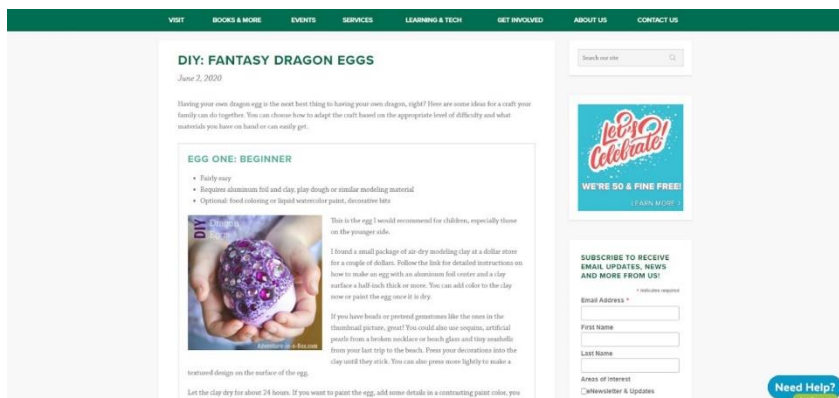
Ben Jimenez offered access to his live virtual show for two days in June. Patrons registered on Communico, then CSD staff emailed registrants the instructions on how to view the show.



## ARTS & CRAFTS

#### DIY FANTASY DRAGON EGGS (Blog post)

<https://www.fountaindale.org/2020/06/02/diy-fantasy-dragon-eggs/>



Originally planned as an in-person Parent & Child DIY, Sarah D. transitioned this event to a blog post with instructions and options for all age groups and crafting abilities.



Fountaindale Public Library

4 hrs · 🌐

Happy Thursday, everyone! Join Miss Jen in creating a DIY box using just paper! You can use these multi-purpose boxes for gifting and storing small items.



YOUTUBE.COM

Virtual Crafting with Miss Jen: DIY Paper Boxes

Join Miss Jen in creating a DIY box using just paper! You can use these...

## DIY PAPER BOXES WITH MISS JEN (YouTube)

<https://www.youtube.com/watch?v=LaS0itCRMrg>

"I showed how to make cute little storage boxes using just paper and scissors. I learned how to make these boxes when I was in third grade, and I remember making them ALL THE TIME! So I was excited to share this with our patrons. It is an origami-ish project, using a series of simple folds and a few cut lines. These boxes make great gift boxes for holidays or birthdays and make great storage for small trinkets or jewelry." *Jen F.*

## HOW TO MAKE A FLOWER-SHAPED BALLOON (YouTube)

<https://www.youtube.com/watch?v=b4YfAck29k4>

"Twisty balloons is a different medium where one can use her/his imagination to be creative. Some time ago during a library event where people were waiting in line I did some twisty balloons for kids and it was very popular. Melissa L. from Outreach was nice and let me borrow some of their balloons." *Andreea D.*



## TAKE-IT MAKE-IT (49)



This month we began offering simple craft kits that families could take and make at home. Families had the opportunity to follow along with YouTube video instructions recorded by staff members. So far we have given away 49 kits to eager children and families. Thank you to the Communications team for creating stickers for the kits to promote the corresponding YouTube video.

- Handprint crab

<https://www.youtube.com/watch?v=raq2ASRjH9c>

- 4th of July lanterns

<https://www.youtube.com/watch?v=VSYuurVxHG8>

## VIRTUAL CRAFTING WITH MISS DEBBIE: DIY FATHER'S DAY CARD (YouTube)



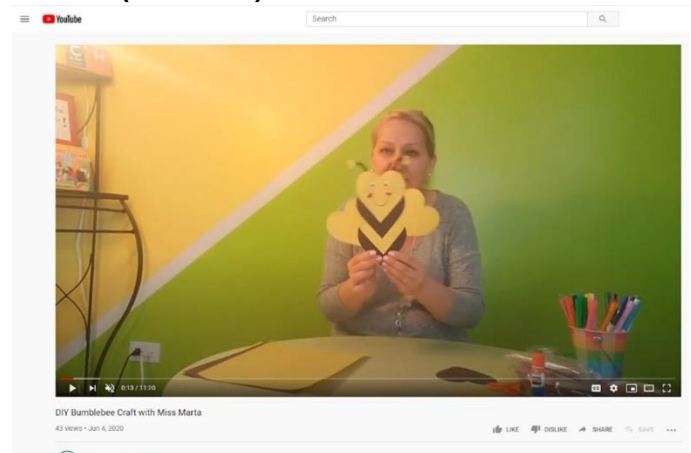
<https://www.youtube.com/watch?v=eKsBiTTiMCw>

This video premiered the week before Father's Day, allowing children to create their cards ahead of time.

## VIRTUAL CRAFTING WITH MISS MARTA: DIY BUMBLEBEE (YouTube)

<https://www.youtube.com/watch?v=0tBAc6YMJOY>

"I showed the kids how to make a bumblebee out of construction paper. I thought that this craft was cute and easy to make. At the end of the craft I encouraged the kids to sing the bumblebee song with me, because I felt like it fit the moment." *Marta M.*



## READING & WRITING

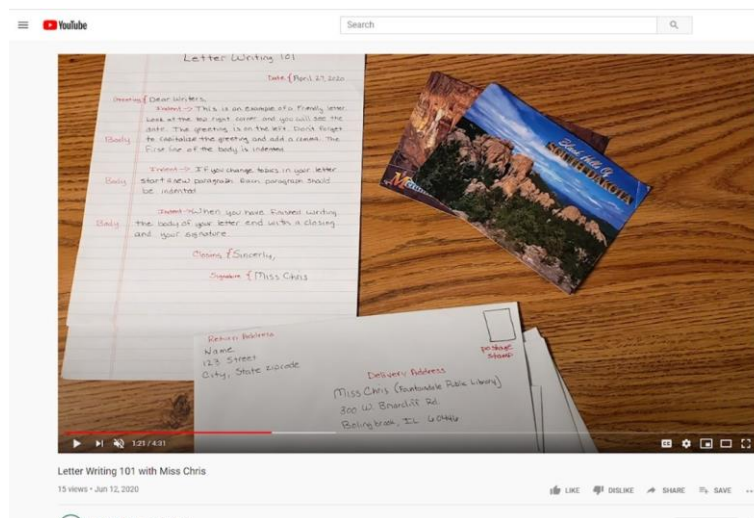
### BOOKFLIX DEMO FOR PARENTS (YouTube)

<https://www.youtube.com/watch?v=7kvkru7g3QE>

"I recorded a video summarizing the many great features of the BookFlix Database. I really went into detail about how each feature works and the content that it provides. I hope that this video will spark parents attention and encourage them to check it out with their children." *Marta M.*

## WRITERS' WORKSHOP: HOW TO WRITE A LETTER (Blog post & YouTube)

<https://www.youtube.com/watch?v=E9MwjFWsJCI>



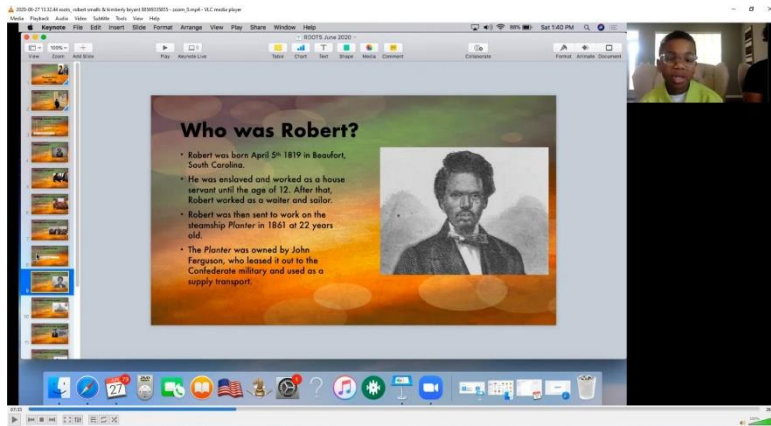
"This was fun and different from anything we have done in Writers Club. I created a sample letter with the different parts labeled along with a sample envelope with each part labeled as well. I talked a little about types of letters and showed a few postcards before explaining how to write a friendly letter. I also took some zoomed in close up shots of the samples and took some still pictures of them too. Not sure if I will ever get over my nerves on camera but I think it turned out pretty nice. I also added a blog to this activity at Melisa's suggestion that talks a little about writing a letter and has some book suggestions." *Chris Z.*



## MOVIES, MUSIC & ENTERTAINMENT

## STEAM & LEARNING FUN

### LIVE ROOTS: ROBERT SMALLS & KIMBERLY BRYANT (Zoom Webinar, 10 attendees)



Judith and Ernie Davis presented on Robert Smalls, a former slave who escaped to freedom and eventually became a sea captain and successful businessman and politician. Attendees also learned about electrical engineer, Kimberly Bryant, who founded Black Girls Code. 10 patrons logged on to Zoom to view the webinar, and at the end of the presentation, we turned on the attendee microphones so patrons could ask questions and talk with Judith and Ernie.

### LET'S GET READY FOR KINDERGARTEN: SOCIAL-EMOTIONAL DEVELOPMENT (YouTube)

<https://www.youtube.com/watch?v=5FTIDP4Gb3k>

"In this video, I talked to parents about how they can emotionally get their children ready for kindergarten. For example, by talking to them and acknowledging their feelings, making them be part of the planning process (buying school supplies, picking out their first day of school outfit, etc.) Some key points I discussed included reading books about the first day of kindergarten; starting a countdown calendar and crossing off the days; journaling and letting your child bring a family photo for the first couple of weeks so they feel more secure." *Marta M.*

## GAMING & PLAY

### SCULPT-IT: FUN WITH PLAY-DOH (Blog post)

<https://www.fountaindale.org/2020/06/16/sculpt-it-fun-with-play-doh/>

Susan F. featured an interactive app that children can use with their Play-Doh creations called Play-Doh Touch Shape to Life Studio. She also included a recipe for making homemade play dough.

A screenshot of a blog post from Fountaindale.org. The page has a green header with navigation links: VISIT, BOOKS &amp; MORE, EVENTS, SERVICES, LEARNING &amp; TECH, GET INVOLVED, ABOUT US, and CONTACT US. The main content area features a title "SCULPT-IT: FUN WITH PLAY-DOH" and a sub-header "Play-Doh Touch Shape to Life Studio". The text describes an interactive app where children can create characters from Play-Doh. It includes two images: one showing a child's hands shaping Play-Doh and another showing a completed character. The text also mentions a recipe for homemade play dough. On the right side, there is a "SUBSCRIBE TO RECEIVE EMAIL UPDATES, NEWS AND MORE FROM US!" section with a form for email address, first name, and last name. Below this is a "BLOG CATEGORIES" section with a list of categories and a "Need Help?" button.

## JUST FOR TWEENS



### HOW TO MAKE YOUR OWN SQUISHY WITH MISS MELISA (YouTube)

<https://www.youtube.com/watch?v=rXgnoP8Xt4A>

Originally planned as an in-person Tween program, Melisa decided to film an instructional video teaching tweens how to make these popular toys. Using Flex Foam-It, a baking mold and paint, Melisa showed tweens the steps to make a fun squishy!

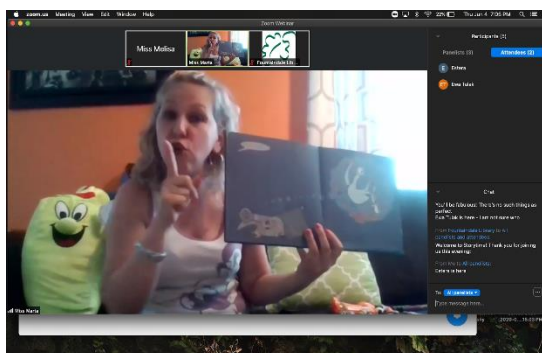
## STORYTIMES

This month we offered shorter, virtual versions of our regular storytimes in addition to a few general storytime videos.

- Virtual All Together Storytime
- Virtual Bouncy Babies Storytime
- Virtual Diez Deditos
- Virtual Family Storytime
- Virtual Ora Copiilor
- Virtual Sensory Storytime
- Virtual Toddler Storytime



### LIVE VIRTUAL BEDTIME STORYTIME WITH MISS MARTA (Zoom Webinar, 2 attendees)



"I'm going to admit, a live [virtual] storytime is definitely much different than doing a pre-recorded one. There is no place for error or editing. I was super nervous to do this live storytime at first, but then as I started to do it I felt more at ease. We started out with a song that all kids know, *Twinkle Twinkle Little Star*, and I used a star lamp that twinkles. I read two stories, and we did a fun fingerplay *Five Little Monkeys Jumping on the Bed*. I received great feedback from the two families that attended." *Marta M.*

### LIVE VIRTUAL STORYTIME WITH MISS ANDREEA: Safari Animals (Zoom Webinar, 17 attendees)

"The theme of the program allowed me to incorporate more diverse elements, and I wanted to involve the audience to try them with me. I thought it would be interesting and fun for kids to be introduced to other countries' dance moves. For the intro part of the program, I played a song from Nigeria named 'Labalaba' which means butterfly in Yoruba. We had 17 people in attendance and got very good feedback. I am glad our loyal audience was able to follow us on various platforms."

*Andreea D.*



### LIVE DIEZ DEDITOS STORYTIME WITH MISS ANDREEA (Facebook Live)

"Feedback from patrons was very positive. Pushing the Zoom format on Facebook was a great idea because it reached a broad audience. In fact, in the days after the program, several patrons that visited the library informed me that they watched the program live and enjoyed it without leaving messages in the chat. I was amused when one patron said 'Even though we don't understand the story very well in Spanish, we like the music and the dancing part.' Overall I really enjoyed presenting it and I am glad patrons followed us on this format." *Andreea D.*

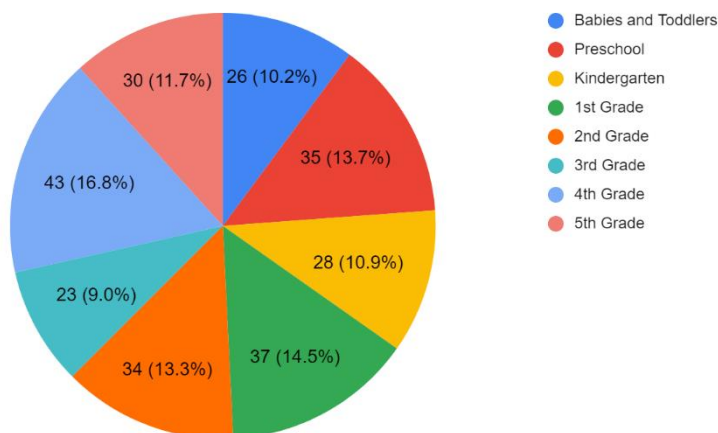
### READING PROGRAMS

#### SUMMER ADVENTURE: 50 Years of Fountaindale (256)

Summer Adventure officially kicked off on June 1st. Patrons signed up through Beanstack. If families wanted the paper materials, they could pick them up inside the building or at the drive thru. "One mom commented, 'My kids read everyday, but I don't like to go on my phone and record their reading everyday. They can do the paper by themselves. They like the coloring part and feel good when they see the points accumulating. We even practice our addition with the points.'" *Andreea D.*

<b>Total Readers</b>	256
<b>Total Minutes Read</b>	70,703
<b>Activities Completed</b>	2,528
<b>Completions</b>	39

June Total Readers Enrolled





## PUBLIC SERVICE

This month we answered **671** reference questions and **304** directional questions. We assisted with **9** one-on-one interactions and 1 teacher request. Our busiest day was June 15, the day the library building reopened to the public. We answered 64 reference questions, 26 directional questions and assisted with 2 one-on-one questions that day.

"I think patrons are appreciating our efforts to include diverse books in displays. I saw a family with mixed-race children check out *A Different Pond* from the Father's Day display, and today one of the African immigrant dads selected an early chapter book bundle that featured Sadiq, a Somali American character." *Sarah D.*

"While working in the Baby Park, a mother came in with her small children. She said she was so happy the library was open since it made looking for books so much easier. She was happy that it wasn't busy, and she said it looked like the library was doing the right things to make it safe for both patrons and staff." *Jen F.*

Debbie S. received an email from one of our Homeschool teachers saying "Thanks for all the hard work for the homeschool families! So glad the library is opening up!"

"Patrons that came into the library were pleased with our new layout and told me that they 'totally agree' with the new changes in the department." *Andreea D.*

## STORIES OF THE MONTH:

"A little girl came in with her grandma, and when I walked up, grandma said to the girl, 'Do you recognize her?? She's the lady on the storytime videos!'" *Kathy B.* Being on YouTube has turned many CSD staff members into celebrities. This little girl was moved to tears when she met Miss Kathy in person. She had been watching Virtual Storytime at home during quarantine.

## DISPLAYS

### CREATIVITY PARK BULLETIN BOARD

"The main part of the bulletin board we used the '50 Years of Fountaindale' slogan, and I created a big 50th anniversary cake. I added cake plates around the rest of the bulletin board. When patrons finish Summer Adventure we are going to have them write their name on a cupcake and add it to the bulletin board on the cake plates." *Debbie S.*



## **STAFF ACTIVITIES & PROJECTS**

### **CONTINUING EDUCATION & ONLINE TRAINING**

The Children's Services team participated in the following online webinars and training.

#### **Children's Programming**

- Creating a Playful Home Learning Environment for Children of All Abilities
- Explore and Discover: Nature-Based Spaces and Activities at Your Library
- Family Engagement and Kindergarten Readiness
- From Tots to Teens: STEAM-Powered Ideas for Programming
- Getting Started with Virtual Storytime
- How to Break Up Boredom! Interactive Events for All Ages
- iMove Training
- Libraries and COVID-19: Reimagining Programming During a Pandemic
- Maximizing and Measuring Virtual Programs
- Storytime Underground

#### **COVID-19**

- FPLD 2020 Safety Protocols

#### **Reader's Advisory & Children's Literature**

- Amazing Audiobooks for Summer and Beyond
- Fall 2020 Book Buzz
- School Library Journal Day of Dialog: Personal Narratives

#### **Productivity**

- Mindfulness: Nourishing Ourselves in Hard Times

#### **Public Service**

- Creating Accessible Online Library Experiences for All
- Mindful Emotion Regulation Strategies for Early Educators and the Children with Whom They Work
- Will County voter registrar training—Joyce and Melisa attended this training and can now help patrons register to vote.

#### **OTHER**

- The Davis family, our presenters for our monthly Roots program, have incorporated their project as a 501c3 organization named The Third Institute (TTI). Their first order of business was to become a Summer Adventure Gold Sponsor. TTI donated \$850 toward the purchase of children's prize books. Titles include biographies of African American heroes and sheroes presented in past Roots programs and children's books about African American history.
- Melisa M. and Susan F. worked on organizing the programming supplies in the Creativity Park cabinets. Susan also did some tidying up in the CSD Workroom and Storytime storage closets.
- Debbie S. added craft and maker ideas for children on the library's Summer Adventure Pinterest board.
- Staff have been using the Storytime Room to record their virtual programming videos. Melisa M. created a shared spreadsheet to keep track of the room's use.



It is great to see our patrons in the building again. Our littlest readers are happy to be back, too.



## From Amin Ali's report

### Circulation Services Department Summary

The building has remained calm and steady since reopening. Since we reopened to the public, Circulation continues to be lenient with patron accounts. Address checks/expiration dates have been extended to September 1st by ILS Manager Matt Hammermeister. The team continues to do such a fantastic job! The drive thru remains the busiest, with our daily numbers from opening week being:

Sunday, June 14: 69  
Monday, June 15: 169 (day building opened to the public)  
Tuesday, June 16: 113  
Wednesday, June 17: 102  
Thursday, June 18: 88  
Friday, June 19: 84  
Saturday, June 20: 65

Drive Thru Total for Week of June 14th: 690



**Sunday June 14th**, Danny, Harris, Amina, and Cheryl **processed over 600 items for the lobby holds shelf**. That same **weekend**, in preparation for our Pinnacle partners running their full picklist, our **Aide team pulled 1500 items!** From **Wednesday June 10-June 17**, FPLD drive-thru and building (excluding Outreach) **trigger 4,417 holds**.

*Photo left: FPLD holds shelf before opening the building to the public on June 15, 2020.*

Our return numbers each week were averaging close to over 1,200 quarantined items (including RAILS bins). Our current month is **29,453 returns**. When we switched over to decrease our quarantine period, the **Aides inducted and shelved 2,739 materials on one day**.

As we moved into Phase 4 of the library reopening to the public, Circulation began resuming collections agency submissions on July 6th. On Monday, the 29th, we also reverted back to our normal loan periods and RAILS resumed normal delivery.

### Circulation Statistics

<b>New Patrons Registered</b>	<b>68</b>
<b>Holds Pulled From Shelves</b>	<b>10,370</b>

### Drive Up Statistics Summary

- We had **2690** visits at the drive through this June.
  - And we had an average of **89.7** visits per day this month.
- The busiest day of June was **Monday the 15<sup>th</sup>** with **169** total visits.
- The busiest time period **3-6** with **951** total visits throughout the month.

## From Tana Petrov's report

### Outreach Services Department

The Outreach team is back to working in the building full time this month and resuming our regular Outreach activities, such as home delivery, Bookmobile community stops, emptying remote book drops, visiting our senior facilities, as well as to providing virtual programming. We also participated in the Pinacle's PinDrop process and provided deliveries and pickups to Plainfield, White Oak, Joliet - Black Road Branch, and Shorewood-Troy libraries while RAILS was not in service. Outreach staff, along with the help of our Library Director Paul Mills, took turns loading the Library Express Van with boxes of books for other libraries 2-3 days a week, driving to delivery/load and unload at multiple locations, and bringing back our boxes of books.

### General Projects

#### Individual Activities:

- Developed a list of each Outreach Specialists' goals from their evaluations to use as a reference/reminder during check-in meetings (Carolyn)
- Submit Outreach staff virtual programming videos to Basecamp, locate appropriate links and dates, and follow up on spreadsheets, as needed (Carolyn)
- Review Virtual Programming Calendar, Communico, Graphics weekly for Outreach content (Carolyn)
- Review Summer Reading Pinterest Board and posting activity with Marleigha (Carolyn)
- Review Outreach stickering system with Tana and Marleigha for more efficient methods, space, and consistency with the main branch (Carolyn)
- Completed July Outreach staff schedule (Carolyn)
- Enter monthly school stops for all the school visits for the Bookmobile on the Outreach schedule as a reference for the upcoming school year (Carolyn)
- Write up Dennis' annual evaluation Carolyn)
- Serving as PIC (Carolyn, Tana)
- Pulled several worn out items from the Bookmobile and office collection for the withdrawal process and to make way for new materials (Carolyn)
- Started reviewing/reading award books for possible booktalks in the fall.
- Outreach stat sheet updates (Carolyn)
- Virtually investigated the inside of various bookmobiles as part of my annual goals. Some good ideas I noticed were more seating, and stand up computer stations and printing stations that patrons can use (Carolyn)
- Worked on weeding project of Bookmobile Collection (Cindy)
- Started placing 2021 Bluestems and all the Monarch award nominees on hold to begin reading (Cindy)
- Shifted and weeded Adult Large Print books (Marleigha)
- Pinterest Summer Adventure (Marleigha)
- On June 2<sup>nd</sup>, I attended a Tinker Troupe meeting. We discussed who would be doing what for our Make-A-Mess Fest page on our website. Dennis helped me make two videos for this. I did a demo on how to make putty and a demo on how to make playdough. I also submitted some links to other activities (Melissa)
- On June 9<sup>th</sup>, I did a MOPs recording with Cindy and Laura called, *Anansi and the Moss Covered Rock*. This will be aired sometime in July (Melissa)
- On June 16<sup>th</sup>, I did a Spanish MOPs recording with Cindy called, *Conejito*. This show will be aired sometime in August (Melissa)
- On Mondays and Tuesdays, I have been going with Tana on the Bookmobile so that she can continue to practice her driving. Each time we have been picking a different location that we visit with the Bookmobile. Tana has been doing a good job with her driving and I think she will be ready once it's time for her to take her driving test (Melissa)
- Difficulties with transitioning between my production equipment/space at home (and access to my bottomless supply of props) and what we have available here at the library didn't stop me from producing another month full of puppet shows and 2 blog posts w/videos (and

currently writing the next one with Melissa for Senior Citizen Day). My Programming in June included a collaboration project (with Cindy and Melissa) on our second virtual MOPs show (Ananzi and Moss-Covered Rock) which Jeffrey edited for us; my next two attempts at blog posts, both with a 13minute video (with puppets); choosing future puppet shows/storytime themes to extend my virtual programming line-up of Monday Morning Morals (what I'm calling my Monday timeslot of fairy tales and fables) through at least November; and being invited (and planning) to present in person (but socially distant) at CampFire Adventure Day Camp later this summer. I've made some preliminary phone calls to the few preschools that are currently open to gauge interest/plans for the possibility of in-school storytimes starting this fall, but most can't get back to me with solid answers yet. I became a new member of the Programming Committee. (Laura)

- Start contacting preschools to get est. return dates - Kiddie Academy, Learning Experience (Laura)
- Write emails to Camp Fire Adventure Camp Coordinator about possible storytimes at camp in July and Aug (Laura)
- I was a part of writing for Fountaindale's Blog. As virtual programming has become more prevalent so has our blog. Although I had my own posts, other people in the department made theirs as well. Because I am the only one in the department on Fountaindale's official blogging team they had to be posted through my account. This has actually helped in my understanding of how the blog and WordPress works. Blogs were also posted along with other digital programming we did such as videos. I look forward to continuing my understanding of it (Dennis)
- Worked with Svetlana Sotak (author of the book "That Handmade touch: 20 Simple Sewing Projects for You and your Home") to create an instructional video for our patrons on a project based on her book (Tana)
- Worked with Steven on creating the information for updating the teacher page on the website (Tana)
- Worked on Home Delivery Application and Home Delivery flier (Tana)
- Scheduled repair for the wrap of the Library Express Van for July 7th (Tana)
- Contacted Mercedes-Benz for repair of Library Express Van key fob (Tana)
- Communication with Park District and Village of Bolingbrook regarding summer events and outreach programming (Tana)
- Communication with community partners for resuming Bookmobile visits during the month of July (Tana)
- The Fountain newsletter (Tana)
- Familiarized myself with the process of issuing teacher library cards (Tana)
- Created procedures for the department for Summer Adventure based on CSD and ATSD procedures; worked with Joyce and Randi for securing prizes for the Bookmobile (Tana)
- Driving lessons with melissa - Bookmobile (Laura)
- My Library Is...Grant reviewer. Reviewed 12 libraries' grant applications based on scoring rubric provided by RAILS Member Engagement Manager; participated in a virtual and email discussions (Tana)

## **Bookmobile and Library Express Van Community Visits and Stops**

The Outreach team resumed our visits to most of our senior facilities, where we provide contact-free delivery and pick up for now. We hope to be able to extend our service to them as they become more comfortable accepting outside visitors.

We also resumed most of our Bookmobile stops. Currently, patrons are not able to board the Bookmobile; however, we came up with a creative solution and display materials on a table and book racks outside of the Bookmobile. This has been received very well from the community.

On June 28<sup>th</sup>, Melissa and Tana attended the Village Picnic with the bookmobile. We saw over 270 patrons. Several patrons checked out our materials. The new movies were a big hit! Several people



from the community commented how excited they were to see us and they were glad that the library was finally open.



## Virtual Activities

Cindy, Dennis, Laura and Melissa continued to create virtual programs in the forms of book talks, movie and database reviews, storytimes and puppet shows.

From Dennis' report: *Melissa Luce and I have been helping each other out on our videos a lot. Social Distancing at work has added some challenges to shooting video but we have set up a good system to do it safely. She has been so helpful to me and I'd hope she'd say the same!"*

**Dennis also shares:** *"Something I am extremely excited about is a video I shot which will be coming out this Thursday. I was able to recruit Marleigha to do a conversation piece about our own experiences when it comes to race. It also references back to materials available at the library. I wanted to do this because of everything that has been going on with the Black Lives Matters movement. This piece definitely took a more serious tone as opposed to my other videos. I wanted it to feel natural and less structured than my others, and also longer in order to convey a conversational feel. Marleigha also did an amazing job with it! Also, thanks to Jeffrey for helping us out in the studio."* <https://youtu.be/xj9hRV7oAS/>

Marleigha adds: *"With everything going on in the world, I wanted to shed some light, knowledge and hope to those who watch the video. It is my hope that the message is clear and someone will be affected by it in a positive way."*

## Blog Posts

Anyway, when deciding which of his plays I would review here (and which version—book, audio theater performance or movie—), I finally chose the filmed scenes in *A Midsummer Night's Dream* where the woodland fairies Oberon and Puck cook up all kinds of mischief, especially since Midsummer Night falls on June 24. There are so many versions of this play, it was hard to select the sole one to base my comments on, but without MUCH ADO, here is my review of the film *A Midsummer Night's Dream* (1999; directed by Michael Hoffman).



Laura wrote a blog post accompanied by a video - A Puppetry Look at One of Shakespeare's Comedies: A Midsummer Night's Dream:

If any part of my review has grabbed your attention, if there's anything about Shakespeare and what he wrote that has made you stop and wonder (or reminisce like me), then don't leave it at that! You can stream one of the Shakespeare movies—just check out our many [digital resources](#). Perhaps you could see one of his plays at a local theater (once they reopen). Check our [catalog](#) for a book that tells the story of the play that might help you to understand it better before you go. Then you'll see that Shakespeare really wrote scripts—scenes and beautiful speeches for people to say out loud and act out—on stage or even with puppets. 😊

Happy Midsummer!

<https://www.fountaindale.org/2020/06/24/a-puppetry-look-at-one-of-shakespeares-comedies-a-midsummer-nights-dream/>

Tana and Marleigha also compiled a list of resources that provide veterans and their families with valuable information. They wrote a blog post about it that was linked to the Outreach Service page on the website:

<https://www.fountaindale.org/2020/06/11/veteran-services/>

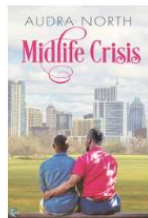


## RAINBOW BOOK MONTH

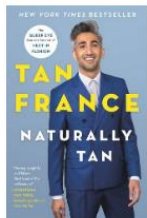
June 24, 2020

Join us as we celebrate June as a **Rainbow Book Month**! To acknowledge this initiative of the American Library Association's Office for Diversity, Literacy and Outreach Services, we have created lists with resources that patrons of all ages can enjoy.

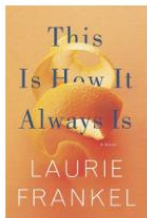
### BOOKS FOR ADULTS



"Midlife Crisis" by Audra North



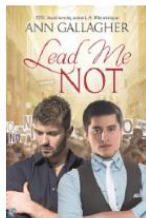
"Naturally Tan" by Tan France



"This Is How It Always Is" by Laurie Frankel

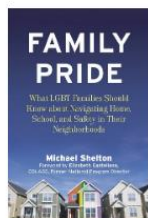


"Girl, Woman, Other" by Bernardine Evaristo

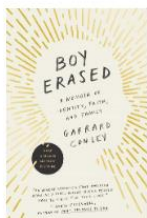


"Lead Me Not" by Ann Gallagher

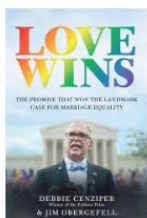
In celebration of June as a Rainbow Book Month, Marleigha and Tana created a list with resources that patrons off all ages can enjoy:



"Family Pride" by Michael Shelton



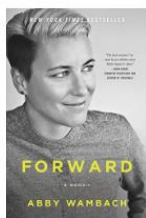
"Boy Erased" by Garrard Conley



"Love Wins" by Debbie Cenziper and Jim



"Over the Top" by Jonathan Van Ness



"Forward" by Abby Wambach

<https://www.fountaindale.org/2020/06/24/rainbow-book-month/>

### Special Projects

#### Outreach Book Bag Project

For this project we collaborated with Valley View Nutrition Services for their Free Meals for Kids program. From Carolyn's report: *"It started out as an idea to reach families before we were fully opened. It was decided to use materials the kids could keep and not worry about returning. I communicated with CMTSD about the availability of withdrawn children's books for the project to be given out to families at Valley View school lunch time. Marleigha and I gathered books that were already withdrawn from CMTSD to be used for the project. Marleigha stuffed and organized over 400 bags with a book, Summer Adventure information and a pencil! Laura also helped stuff bags with fliers. The bags were divided into K-2 materials, 3-5, and 6+. Tana arranged for drop off of the bags. We had several bins of books that were delivered to the 3 schools providing lunches. It was a real team effort and a great way to get a book into kids' hands, as well as Summer Adventure sign up information."*

From Marleigha's report: *"I prepared bags that contained a book, a Summer Adventure flyer, a maroon Fountaindale library bag and a mood changing pencil for students grades K-12. There were about 200 bags for grades K-2, 140 bags for grades 3-5 and 70 bags for grades 6+. After I finished stuffing all the bags, Dennis and I delivered them to three different food distribution sites in the district, Brooks Middle School, Humphrey Middle School and Bolingbrook High School. I believe this distribution of books was a success and many students will be able to add another book to their personal library or start a library with their book from Fountaindale."*

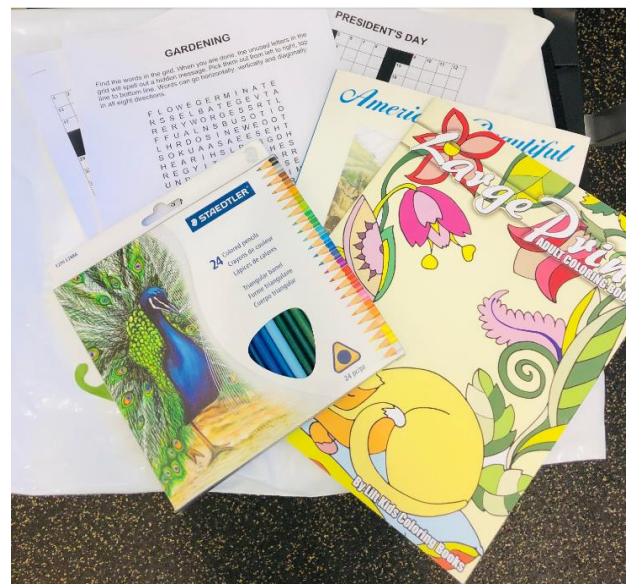


## Craft Kits for Seniors



Melissa prepared and delivered paper roll ladybug craft kits for the memory care residents at Revere Court. The staff was very appreciative that we had made these craft kits for them.

Tana prepared bags with coloring books, crossword puzzles and word searches for our patrons at Atria at River Trail and Heritage Woods of Bolingbrook to enjoy while we are not able to provide them with in-person programming at this time.



## Story Stroll:

Laura worked on our first Story Stroll (Mobile Storytime) based on "Into the Outdoors" by Susan Gal. As patrons strolled down the trail, they were able to follow from page to page and read the story. This project was in collaboration with the Park District and took place at Bulldog Park.





## New Bookmobile Visit

On June 29th, Tana met with our new Bookmobile consultant Michael Swendrowski in Pewaukee WI, where our new Bookmobile is currently located. Tana reports that this was a great visit during which she was able to see the almost completed hybrid chassis before the Bookmobile gets transferred to Colorado for installing the body and interior parts.





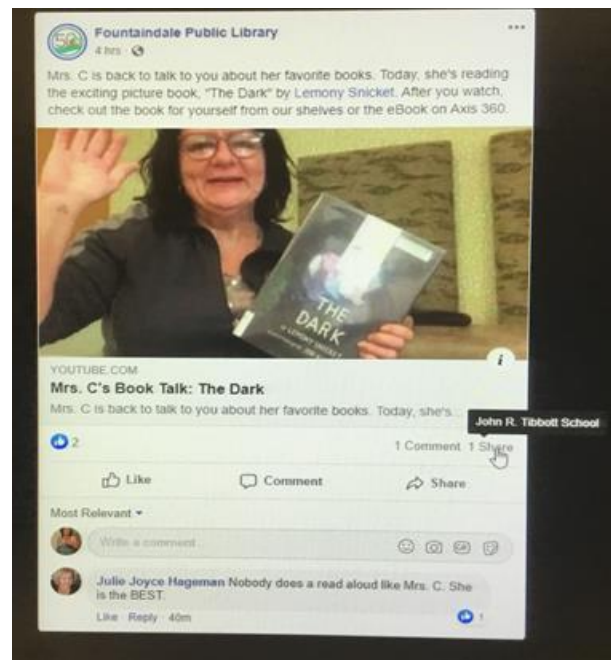
## Community Comments and Interaction:



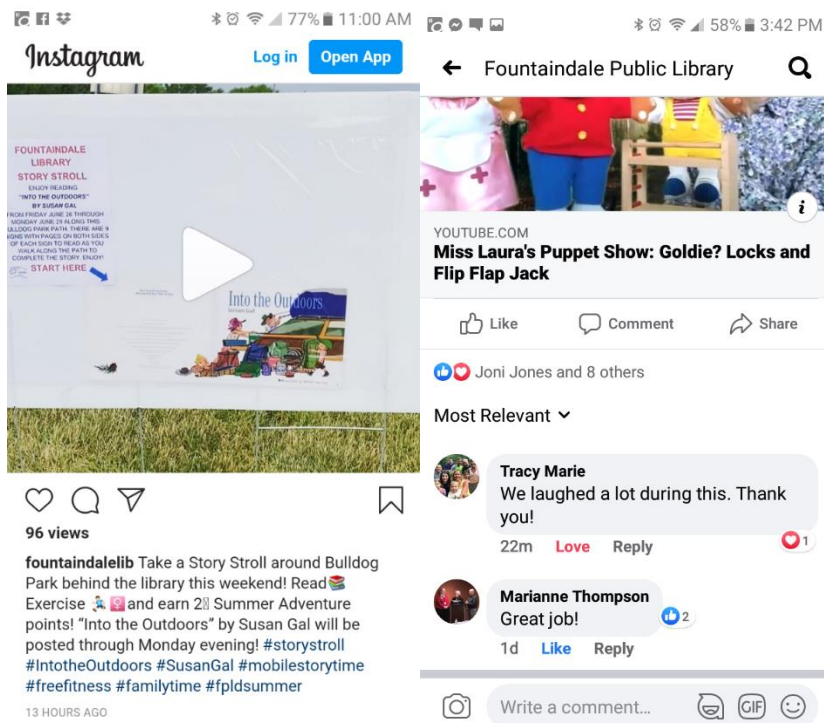
From Melissa's report: "On June 1<sup>st</sup>, Tana and I went to Greenleaf for our first visit back in service. We didn't bring any materials to check out. We just brought the holds that our patrons requested and had them already checked out and bagged for them. Our patrons said that they were so happy to see us and they missed us. Ms. Pompe said she has been going crazy not having any books to read. She said that she is so glad that we are back because it gives her something to look forward to."

From Dennis' report: This month I put together a thorough welcome packet for a new resident of Bolingbrook (The new Deacon of one of our patron's church). We received multiple phone calls of thanks about it.

From Cindy's report: "Julie Hageman, a 1<sup>st</sup> grade teacher at Oak View gave me the nicest endorsement on Facebook and Tibbott, and shared it on their School webpage"



Laura also received many compliments on her weekly puppet shows. It has been great to hear from patrons and to know that they enjoy Laura's puppet shows and that they want more!



### Outreach Beyond the Library

- Association of Bookmobile and Outreach Services (ABOS) featured our department on their Facebook page several times during the month of June
- Dennis' virtual tours of the Bookmobile and Library Express Van were posted to the My Library Is...RAILS Website at <https://www.mylibraryis.org/showcase/videos>
- Tana's article [\*When Libraries and Makers Meet: Increasing Community Engagement through Maker Activities\*](#) were published by ILA Reporter

### From Jeffrey's Fisher's Report

#### Studio 300

Staff returned fully on-site mid-June and worked to reopen Studio 300 by appointment only on Monday, June 22. These are the stats generated during the brief period.

- 127 patrons actively used our spaces.
- 334 items were checked out.
  - 17 of that total circulated out of the lab.
- 22 patrons attended our 5 virtual programs.
  - Total programming hours came to 5.
- 3 Non-FPLD people used Studio 300.
- And views of Studio 300-specific videos posted in June were:
  - [Studio 300 Photoshop Portrait Retouching Tutorial](#) = 6
  - [Maker Machines and Software In-Depth: Silhouette Cameo](#) = 39
  - [Studio 300 Photoshop Basics Tutorial](#) = 14



*The following details the work accomplished by Studio Services this June:*

## Adriana

Adriana continued to work from home during the first weeks of July, making sure to get the team and Studio ready to reopen. In an effort to reopen, Adriana worked with Jeffrey to put together a Phase 3 plan that included: sanitizing procedures, a list of equipment that should be quarantined, and a plan for room usage, sanitizing and quarantine. Adriana continued to attend virtual meetings with staff, the programming committee, Roku task force, collection usage committee, and Summer Adventure committee. Studio 300 opened on June 22nd, and we have had steady numbers of reservations since opening. Adriana also assigned several projects to staff that will be beneficial to our patrons as we continue to social distance. This includes guides on our popular equipment and projects that can be seen in the Studio 300 display case. Adriana also worked on a variety of projects and programs and a condensed list can be found below.

- Put together a test group for online Studio 300 orientation, created form for feedback and sent invite and form to group for testing.
- Assembled staff test groups for equipment guides
- Created July Pillars poster
- Created draft of new, updated Pathfinders
- Taught Photoshop Basics via Zoom



## Anna



June was a busy month getting ready for re-opening to the public. Anna taught the DIY Makers No Sew Fleece pillow and also videotaped and edited her first Teen Crafternoon making newspaper seed pots. She also edited Monica's Botanical Watercoloring Crafternoon. Anna did a machine training class on the Silhouette Cameo, recorded and posted it on YouTube. Patrick and Anna created a spreadsheet to use for reopening the studio and taking appointments allowing us to track appointments

and keep rooms/equipment quarantined and organized. She worked with McKayla to put together two virtual presentations and engineering challenges for youngsters in the H2O program. Monica and Anna created a neat display on how you can help during Covid-19. Anna helped Randi C. from the Vortex create a coloring page for our fall coloring contest. She also recorded and edited three videos for our Make-A-Mess fest in July.

## Justin



Justin helped with a Tricaster session for Kellie Chase (outside presenter), which involved making a couple of virtual sewing videos. Justin also created and edited a training video titled "*Be your own DJ*" for the teens and tweens debuting in July. The video was an introduction to DJ-ing which showcased various concepts such as mixing and scratching to name a few. Justin was also able to create an audio quick start guide for the hardware/software setup using Illustrator to help with social distancing when patrons need initial assistance. Earlier in the month, Monica, Nikki, and Justin finalized the project for the

Virtual Orientation, which will let patrons take our Orientation online through Niche Academy. The course consists of videos voiced over by Justin myself explaining information about Studio 300 and also contains short quizzes and a final quiz. Finally, Justin created laminated sheets and tags to assist with showing the expiration date for items in quarantine.



## McKayla

McKayla held an online documentary class where she gave learners an introduction on how to plan and produce a mini documentary, and showed an assortment of short documentaries to give inspiration for an array of storytelling methods. McKayla assisted with an engineering challenge in partnership with H2O where kids made cell phone holders out of materials they had around the house. McKayla found the challenge fun, and made some example cell phone holders, but it was even more fun seeing what kind of creative solutions the kids came up with! McKayla also completed copious amounts of training from Ryan Dowd and learned about how to better understand and serve patrons who are homeless, have a traumatic brain injury or those experiencing domestic violence. McKayla created a quick start guide for using our GoPro and included recommendations and best practices. McKayla also began learning Premiere Pro 2019 Essential training and learned from Ashley Kennedy about how to maximize efficiency and organization within the program.

## Monica

June was both a time of transition and productivity for Monica in Studio 300. While working from home and on site once a week Monica was able to:

- Create masks and signs for the June/July display case with Anna.
- Researched ways patrons could help others during the pandemic for the display case signs.
- Made suggestions for materials and image assets to update the Graphic Design and Maker pathfinders.
- Filmed a Teen Crafternoon video for Teen Services about Botanical Watercolor Illustration.
- Stayed up to date on Library training regarding reopening and safety protocols.
- Learned how to remote control the iMac computers.
- Created a Quickstart Guide for the Wacom Intuos 5 tablet.
- Participated in library wide staff meetings.



Transitioning to working completely on site again has been smooth thanks to teamwork and communication. It has been very gratifying to see patrons again and answer questions. It was also very helpful to be able to keep in contact with all my coworkers virtually through gmail, basecamp, zoom and google chat. It has made collaborating during this time smooth and efficient. Working with Randi and Anna on the Teen Crafternoon project was a great experience and Monica is excited to continue working on similar creative programming.

## Patrick



Patrick began the month prepping for and presenting a DIY StoryCorps class via Zoom. He continued to assist Circulation with retrieving pick list items and notifying patrons of their holds before the Phase 3 reopen. Patrick gathered new and updated resources for the Audio and Podcast/Blog Pathfinders, including Lynda.com courses. He learned numerous interpersonal skills from watching Ryan Dowd's Homelessness Webinar and its concurrent modules released every month. Patrick, along with Anna, developed an innovative spreadsheet to actively track appointments with

the Studio to be used in conjunction with Communico, and continue to troubleshoot it as needed. He attended a Maschine Studio training taught by Justin with the rest of the studio staff, and attended weekly Studio 300 meetings as well as a Tinker Technology Troupe meeting to prepare for Make A Mess Fest. Patrick and Nikki designed the wall display for June and July on proper social distancing and glove and mask wearing etiquette. Patrick continues to prepare for upcoming programs and is working his way through Lynda's Documentary Filmmaker Learning Path and has completed Learning Video Production and Editing, Introduction to Documentary Visual Storytelling, Video Foundations: Cameras and Shooting, and Learning Video Lighting.



## Nikki

The past month has been productive and informative as far as finally getting back into the Studio 300 environment with our patrons. Earlier in June, Nikki while still working remotely along with Justin and Monica finalized the audio for the videos for the Online Virtual Orientation and uploaded the final exports to Niche Academy. After that, Nikki is awaiting the course beta test results and will process the material for publication. Soon the patrons can continue to become qualified to use Studio 300 online instead of only in person. Also, Nikki finished assisting a patron with his product photography project started back in March. She also partnered with Patrick this month to create the June-July wall display for the Studio, the theme was social distancing and proper mask etiquette. After doing the research, Nikki and Patrick came up with a 3 category display: 1st category was for mask etiquette, 2nd category was for 'What 6 feet looks like?', and the 3rd category was for social distancing and why it matters. This will be displayed through the month of July.

Becoming familiar with all the different training documents for the library and Studio to reopen was also a big task this month. Collaborating with the rest of the Studio 300 team was helpful and resulted in the best possible procedures being put in place to accommodate our patrons to use our spaces and equipment. Going over Phase 3 procedures for the rest of the library was a great resource for letting patrons know what they can expect from us as library staff and moving forward what types of services might change or become available again.

## Jeffrey



A significant chunk of Jeffrey's efforts this month concerned developing and implementing a plan to reopen Studio 300. Working alongside Adriana A. and the entire Studio Services staff, we were able to reopen on June 22 with the safety of our staff and patrons a top priority. Although there are limitations to what we can offer, response from our community has been positive, and use continues to grow. Thanks to staff efforts, managing the space under our appointments-only model has been smooth as has proper sanitizing procedures of materials and rooms. One key component is staffing a lobby table to make it easier to provide customer support for

our Studio 300 users, handle equipment returns effectively, and more.

Virtual programming continued to grow and, once again, Jeffrey supported ATSD, ATSD-Teens, CSD, Outreach, and Studio 300 efforts through troubleshooting Zoom and video recording issues,

editing many videos, and posting them for our community via the FPLD YouTube channel. June's YouTube Statistics:

- 86 new videos
- 4,236 unique views
- 227.2 hours viewed
- 32 new subscribers (435 overall)

He pitched in with hosting a few Zoom projects, too, including Cooking and Genealogy webinars and the monthly Board meeting. The Studio 300 webinars included Adult Makers DIY, DIY StoryCorps, Planning & Producing a Mini-documentary, Photoshop Portrait Retouching, and the monthly Nameless Writer's Group meeting

He worked again with the MOPS to record two puppet shows that will be available on YouTube in July. A highlight was his working with Outreach's Dennis and Marleigha on their important video: [\*Does this Make You Uncomfortable? A Conversation About Race\*](#) which also debuts in July. Jeffrey also edited this month's *Pillars of the Community* video [featuring Toni Greathouse](#). And he supported Anna and McKayla for their two-part webinar/engineering challenge with H2O.

Jeffrey led virtual meetings of the Tinker Technology Troupe as they made final plans for our Virtual Make-A-Mess Fest in July and met with Studio 300 staff, and he participated in various Manager's, Programming, all staff, PIC, department, and Summer Adventure virtual meetings, too.

## **From Debra Dudek's report**

### **Adult and Teen Services**

#### **General Comments on the Month**

During the month of June, our library services focused upon continuing our previous tasks of virtual services, online content production, and recorded/streaming programming, as well as re-opening the building to the public. Our department completed all measurable and approachable projects, tasks, and staff training for the month of June, and continued to meet productivity goals leading up to the re-opening of the library building.

Our measurable and accomplishable goals were outlined during each ATSD team meeting, and our plan was divided into three sections – producing online content and programming opportunities for patrons, completing essential projects/tasks/staff training, and reviewing the building re-opening plan and departmental guidelines.

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.

Staff completed all essential tasks and duties for re-opening the building, reviewed the department social distancing plan, attended [60 training sessions](#), published 24 blog posts, registered patrons for Summer Adventure, led and administered all departmental Zoom webinars, completed programming schedules through the 2020 calendar year, and completed a first draft of the fall Fountain newsletter.

Our department staff compiled a wide range of blog posts and resources to anticipate the needs of the patrons in our community. Here is a highlight of what our staff published this month:

- [\*\*FINANCIAL HELP FOR CUSTOMERS OF BANKS AND CREDIT UNIONS DUE TO COVID-19\*\*](#)
  - Posted by Brian on June 3, 2020

- [IT'S NOT TOO LATE TO GET COUNTED IN THE CENSUS!](#)
  - Posted by Debra on June 4, 2020
- [WHAT YOU NEED TO KNOW IF YOU ARE STRUGGLING WITH YOUR MORTGAGE OR RENT PAYMENTS DUE TO COVID-19](#)
  - Posted by Brian on June 10, 2020
- [REMEMBERING THE STONEWALL UPRISING](#)
  - Posted by Ashe on June 9, 2020
- [GET HELP SAVING YOUR HOME](#)
  - Posted by Jay on June 13, 2020
- [CONVERSATIONS ABOUT RACISM AND ANTI-RACISM](#)
  - Posted by Erica on June 11, 2020
- [MORE JUNE TEEN READS: CONVERSATIONS ABOUT RACE & RACISM, LGBTQIA+ RESOURCES AND MORE](#)
  - Posted by Randi on June 17, 2020
- [REMOTE WORK AND STAY-AT-HOME GIGS](#)
  - Posted by Jay on June 27, 2020

Patron feedback for our programming has continued to be very positive. All our programmers have worked diligently to create a fantastic lineup of programs for the summer and fall. We are in the early stages of planning a virtual Yule Ball @ Home for December 12, 2020. which will be a different type of large-scale programming event for the end of the year. Our committee is busy planning blog posts, crafts, and other surprises for our attendees. This is shaping up to be a really great event, and I will provide more information as it develops.

Virtual Genealogy Club will host bi-monthly webinar programs throughout the summer and through the end of November. Attendance has surpassed our in-person sessions, and the recordings have been made available after each program. Positive feedback continues 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.

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>

### **Programming (includes):**

YA Programs:

#### **Randi's Observations:**

We spent a lot of time this month investing in teen programming opportunities, as well as preparing for prize distribution for Summer Adventure.

### ***Virtual Arts & Crafts***

#### ***How to Draw Cute (Kawaii) Characters***

Our patrons were able to participate in Christine Thornton's How to Draw Cute (Kawaii) Characters. Christine provides step-by-step instruction for drawing this adorable Kawaii (Japanese for "cute") characters. Once again, she provided a private YouTube link to the online tutorial and connected with our patrons on social media (Facebook). 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 had five days to watch the video and go at their own pace. We had 18 teens and adults register for the class. Christine reported that the video was viewed a total of 25 times within the five day period.

### ***Paper Beads***

Cathryn Stanek-Whisler recorded a craft tutorial that we marketed to our teen and adult patrons.. She sent me the completed video and a PDF instruction sheet. The video was added to the library's YouTube channel and was available for two weeks. The PDF was added to Communico. This month, Cathy taught our patrons how to create beads using magazines, newspapers and more. The video was watched 25 times in two weeks! I would call that a success as most of our craft programs are capped at 15.

### ***Pointillism: A Teen Art Tutorial***

We scheduled an additional art class, Pointillism, with Leah Moon. Leah filmed a quick, easy art tutorial for teens. The video teaches viewers how to create an art piece with different size dots. 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 32 times.

### ***Dungeons & Dragons***

One of our regular DMs (Dungeon Masters), Ronald Goldie, ran two sessions of Dungeons & Dragons in June. D&D has been our most successful teen Zoom program. The kids have a lot of fun while completing their adventures. 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.

### ***Anime Night***

Jenna and I selected and reviewed a few anime programs before our June Anime Night. Our two teens chose to watch *Dr. Stone* for this month's Anime Night. I was once again in charge of hosting the webinar and streaming the show while Jenna chatted with our participants. I had some technical difficulties and ended up using the PC at my desk and a laptop.

### ***Teen Crafternoons***

Studio 300 staff, including Anna G. and Monica S., and Jenna recorded Teen Crafternoons in June. This allowed me to take a break and focus on other projects. Anna's video taught our patrons how to create starter parts out of newspaper. Jenna and Monica demonstrated projects from our



eResource Creativebug. In Found Object Art, Jenna showed our patrons how to create wonderful abstract art using paint and objects found in the home. She used shells, a vase and more to create wonderful prints. Monica is

an artist so she decided to focus on watercolor art, specifically creating botanical artwork using watercolors. Newspaper Seed Pots (Anna) has been viewed 27 times, Found Object Art was viewed 11 times and Botanical Watercolor Art has been viewed 16 since going live on June 26.



## Teen Volunteering

Our Teen Volunteering: Book Recommendation project continues. Teens in grades 6 through 12 can submit a book review to earn service hours. These recommendations have been posted on Instagram for #TeenPickTuesday. Teens receive one service hour for every recommendation submitted. We had 14 new recommendations in June.

Each week, I download all the submissions and add them to a Google Sheet. Jenna continues to look through our catalog to see if we own these in print and as part of our digital collection. We include links to the digital record if available. Communications uses this spreadsheet when posting these recommendations on Instagram for #TeenPickTuesday. I create volunteer letters and email them to the participants.

## Photography Scavenger Hunt

Our Teen Photography Scavenger Hunt debuted June 1. For this contest, teens that participate in our fun photo scavenger hunt for a chance to win a gift card! Each week, we 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 take a photo that they think best represents that prompt.

- Week 1 (June 1–June 7): Your favorite reading spot
- Week 2 (June 8–June 14): Something colorful or rainbow
- Week 3 (June 15–June 21): Something alive
- Week 4 (June 22–June 28): Something that floats
- Week 5 (June 29–July 5): Something that lights up

We had 29 photos submitted in June. We are using Woobox to collect the photos and we had over 1000 views of the contest blog post. I (or Jenna) email the winner and arrange for prize pickup. Here are a few of the winning photos.



### ***Teen Book Babble***

Our teen services book talks, Teen Book Babble, debuted in June. Episodes one and two featured the Teen Services team and Kelsey. Each staff member takes turns talking about one of their most recent reads. Episode one debuted on June 16 and has had 19 views. Our second episode debuted on June 30 and has had 14 views. Kelsey, Jenna and I will be recording additional episodes the first week of July.

Jenna created several book lists in Libraryaware that focus on teen fiction and nonfiction. In light of recent events, we decided to create two lists focusing on race, racism and social injustice. June is Pride Month so we updated our teen fiction list and added a nonfiction list. All of the lists feature new material that have been recently added to our collection.

### ***Collection Development Projects***

I have been working with Christina Theobald and Lynnette Hopwood to promote our Vortex collections. Our first project involved creating a display of new teen materials, popular picks and more. This is housed right outside the Vortex and as of June 30, we have had 49 items checked out from this display. Jenna and I have been keeping it well stocked!

Our next project involves moving our teen nonfiction materials into the Vortex. Teen nonfiction is currently interfiled with adult nonfiction and can get lost. We want to bring teen nonfiction down into the Vortex so teen materials will be on the floor and make it more discoverable. For this project, we plan to keep the more "report-like" books in the adult nonfiction collection and create a relevant, browsable collection in the Vortex. Lynnette, Christina and I reviewed an 80 page list to determine what should move, what should stay on the 3rd floor shelves and if any materials need to be withdrawn. This is an ongoing project that I will report further on in July.

### 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:

#### **Programming:**

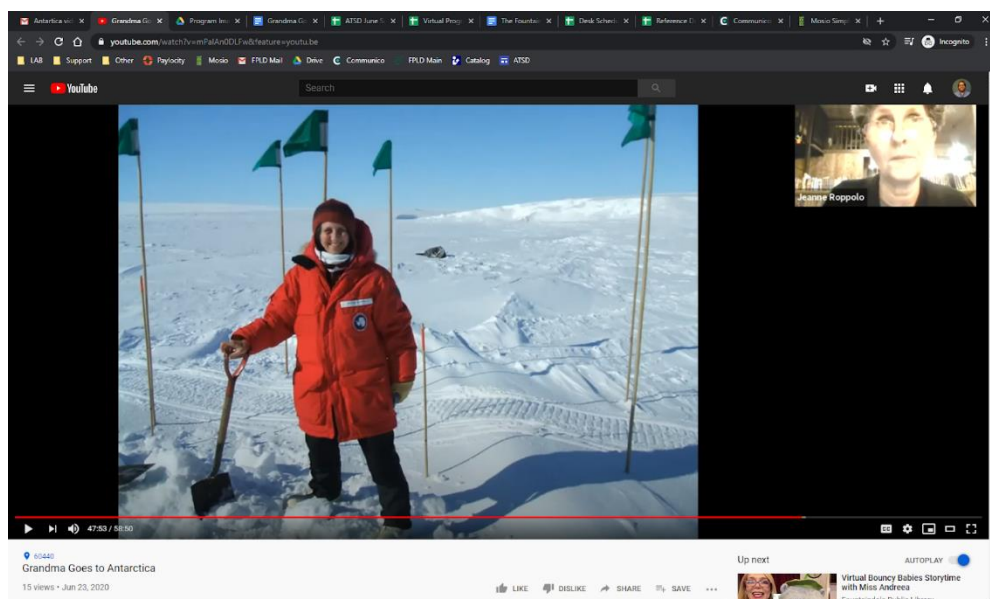
#### **From Nic's report**

It's felt really good to be back in the building, and I know that patrons are glad we are back too. Since we reopened on the 15th, I have consistently gotten comments from patrons saying they appreciate us being back open and that they had missed the library. It definitely was a morale booster in a time where everything seems a bit precarious. I know that I take pride in the service that I could provide to patrons and strive to consistently give them my best.

### **Virtual Yoga/Tai Chi**

I know that yoga was a popular activity for patrons before the Stay-In-Place Order had started in Illinois in March. Through the Body and Mind Center in Orland Park we were able to schedule two classes with them to give patrons a chance to start doing yoga with the library again. I thought that the addition of Tai Chi to the program would help with stress relief that I'm sure many people are feeling right now. Unfortunately, there weren't as many people that attended the classes that we would have hoped, especially considering that yoga was consistently attended.

## Grandma Goes to Antarctica

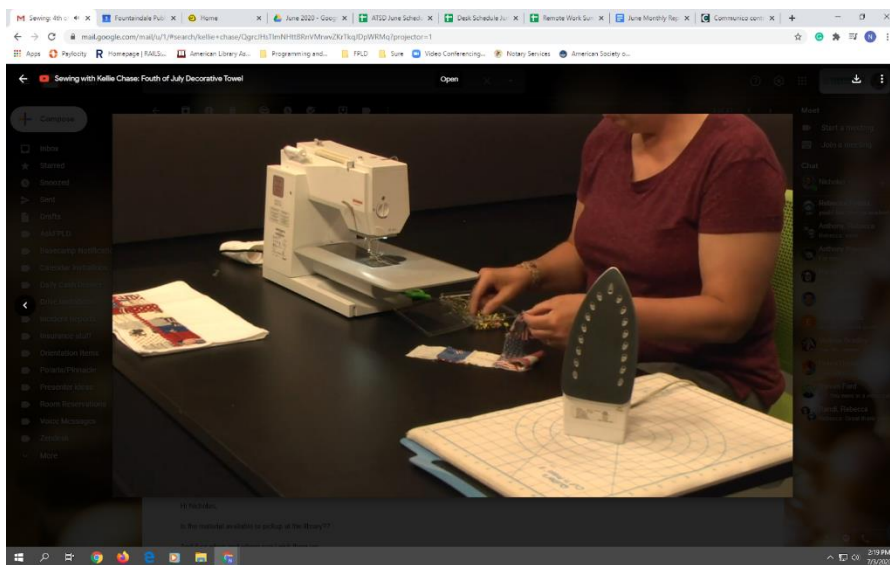


I was excited to have Jeanne Ropollo present her “Grandma Goes to Antarctica” program. I have always found the continent really interesting and I thought that that would be a cool program during the hotter part of our year here in Illinois. This was another program that had been scheduled in March that was able to make the shift to a zoom program. But while the numbers for our live program were low, the

views that we got in the three days after the program were pretty good. I think that Jeanne would be a presenter that I’d ask back again, but I do feel that her program benefits the best when there would be an audience. And I know that that was something she was leery about as well, with our event being one of the first ones she’s done through a video chat service like Zoom.

## Sewing: Decorative 4th of July Towels

This was the first month since Stay-In-Place that we were able to work again with Kellie Chase for her sewing classes. We had planned on doing a recording in the Studio for the videos. We filmed two classes with one going live on the 29th. Attendance has been low, but I’m hoping that having consistent classes again and sending out more notices to the usual patrons to Kellie’s classes will pick up attendance. These classes were also regularly attended and at capacity before we closed.



## Additional Projects for the Month:

I also began working on a Gale Virtual Courses class on Supervising and Managing. One of my goals for the year is to keep up with continuing education, especially with supervising and managing. I truly believe that in order to do the best that you can, you have to always be learning. New techniques, or at least new to me, or styles are always being examined and changed. So, while I could find that niche style to supervise the Programming team, that doesn’t necessarily mean it is the best one.

I'm also heading a committee to get the Yule Ball @ Home event for December. We have a list of crafts that we are planning to set up blog posts and videos for to spark excitement for the event, which will be a virtual concert with Tonks and Aurors and Ashley Hamel. We also plan to have a staff lead segment of the event for the enjoyment of our patrons as we get the concert rolling and when we will switch between performers. We are really looking forward to presenting this to our community.

### From Tony's report

I have to thank Jeffrey Fisher from Studio 300 has been very helpful with co-hosting some Zoom programs from last month to show me the ropes and for this month, I got plenty of firsthand experience with hosting Zoom. With the Cooking Demo program, Jeffrey handed the reins to me and stayed back for support in case anything needed to happen. In this case, we actually had some connectivity issues with Chef Maddox, but we were able to get her back within a few minutes. But other than that, the program went well.

The very first program I hosted on my own with no assistance was the Virtual Cannabis Access in Illinois program. Thanks to firsthand experience as well as the fantastic Zoom slideshow guide, I was able to host the program successfully. My own Alien Conspiracies program was the following day and that went well too. And in regards to that program, the recorded video which was uploaded onto the library's YouTube channel got 20 views!

For Fall programming, I was able to secure some interesting presenters like the Midwest Ghost Society for a Ghost Hunting 101 program and Mark Walczynski, a historian working at Starved Rock State Park, to present a program about the Native Americans who historically lived in the state. I'm also happy to report that Robert Pennor, after recovering from surgery and other medical procedures, is able to come back to lead his ever popular drawing program.

Lastly, I wanted to highlight a special interaction I had with a patron. While I was on desk, a patron called me to ask for help identifying a landmark in Venice, Italy. This was important because she had a photo of her father who served in World War II and he was standing in front of this building. This turned out to be the front of St. Mark's Basilica, which sports three distinctive and large flagpoles. After that, she wanted to know more about the patch that was on her father's sleeve. It was a bit difficult to try and track down an insignia based on description alone so she offered to email me the picture in question. I accept and thanks to its high resolution, I was able to find the insignia which denoted what unit the patron's father was a part of during his service. At the end of the lengthy exchange, she was very grateful for my help and I in turn was also grateful for an opportunity to learn new things and to build connections with our community. Moments like this are why I love working in this field.

### **From Brian Smallwood's Report**

Great Reads Book Club & Native American Flute Circle

Ilya has continued to do a great job leading the Great Reads Book Club through the Zoom software. Our club members really enjoy coming together each month to discuss their book and connect through their love of reading. The Native American Flute Circle continues to have consistent attendance.



## Minecraft Monthly Report – Agnes Babinski



Overall, we had 22 users over 5 sessions, not bad! For each of these sessions, I sent out pre-session emails with the program information. I had to rewrite the program information twice this month – to make sure that the kids were using the correct game version once the new update came out (included instructions with screenshots on how to set up an older

game version). If we get new registrants, I have to test their username ahead of time to make sure what they submitted was valid.

Once our server host had the updated files, I deleted the Nether map (the update massively changed the terrain and block generation in the nether, and I wanted the kids to have easy access to the new content). Our world has also been backed up to two places.

I also discussed with Randi our end date in August, and how we were planning to proceed in the fall. I am fine with continuing hosting the program virtually – we’ve had a consistent group, and while our numbers aren’t as high as before, it seems worth the 2 hours.

### 1. Projects:

#### a. Database Handouts

I continued on last month’s work of making samples/templates.

In order to figure out what handouts we need, and what databases should be included, I began to go through the databases and assign categories.

FPLD Database List				Genealogy	OCLC	Business&Career	eLearning	eMaterials	Encyclopedias	Research	Kids	Spanish/Lang	FOCUSED HANDOUT
Completed	Database (Most Important In Red)	Staff working on it	Link to blog										
✓	<a href="#">Auto Repair Source</a>	Christopher											
✓	<a href="#">Axis360 (eRead Illinois)</a>	Erica											
✓	<a href="#">Banco de Contenidos aulaPlaneta</a>	Agnes											
✓	<a href="#">BiblioBoard</a>	Jason											
✓	<a href="#">Biblioteca TumbleBooks (TumbleBooks in Spanish)</a>	Nelly											
✓	<a href="#">Bolingbrook: Project Music</a>	Brian											
✓	<a href="#">BookFlix</a>	Julia											
✓	<a href="#">Brainfuse Adult Learning Center</a>	Jay											
✓	<a href="#">Brainfuse Help Now!</a>	Jay											
✓	<a href="#">Brainfuse JobNow!</a>	Jay	<a href="#">Link</a>										
✓	<a href="#">Business Source Premier</a>	Jay											
✓	<a href="#">Chicago Tribune</a>	Diana											
✓	<a href="#">Chicago Tribune Historical Archive</a>	Debra											

These aren’t the end-all groupings, but made it easier to figure out how many handouts and how they should be structured.

Christopher and Jay went through the databases they thought needed a lot of detailed information (labeled “Focused Handout”), so those are ready to be worked on.

As for the other categories...

Handout	How?	Databases						
General Genealogy Handout	General Handout that lists all genealogy resources with brief collection description, contact information for 1-on-1 consults, mention of LHR resources?	<a href="#">Ancestry.com</a>	<a href="#">African American Heritage</a>	<a href="#">FamilySearch</a>	<a href="#">Findmypast – In Library Access</a>	<a href="#">Fold3</a>	<a href="#">MyHeritage</a>	
In library use Genealogy	In depth info on In library resources	<a href="#">Ancestry.com</a>	<a href="#">Findmypast – In Library Access</a>					
Genealogy: the rest?		<a href="#">African American Heritage</a>	<a href="#">FamilySearch</a>	<a href="#">Fold3</a>	<a href="#">MyHeritage</a>			
Business	Big business resources (what good are these?) Adult learning	<a href="#">Business Source Premier</a>	<a href="#">Morningstar</a>	<a href="#">ValueLine</a>	<a href="#">Wall Street Journal</a>	mention classes;	<a href="#">Brainfuse Adult Learning Center</a>	<a href="#">Brainfuse Help Now!</a>
Career Services	Job Training and Finding Jobs (BSP and RefUSA good for finding company info)	<a href="#">Brainfuse JobNow!</a>	<a href="#">Business Source Premier</a>	<a href="#">Reference USA</a>		mention classes;	<a href="#">Brainfuse Adult Learning Center</a>	<a href="#">Brainfuse Help Now!</a>
eLearning (computer classes, self development)	Learn a thing! Language Fun School Adult Learning	<a href="#">Creativebug</a>	<a href="#">Gale Courses</a>	<a href="#">Hoonuit</a>	<a href="#">Lynda.com</a>	<a href="#">Mango Languages</a>	<a href="#">Universal Class</a>	<a href="#">BookFlix</a>
eBooks, eMusic, eMagazines etc.	Split by category? eBooks/eAudio eMusic eMagazine Find your book!(Novelist) Kids	<a href="#">Axis360 (eRead Illinois)</a>	<a href="#">BiblioBoard</a>	<a href="#">Biblioteca TumbleBooks (TumbleBooks in Spanish)</a>	<a href="#">Bolingbrook: Project Music</a>	<a href="#">CloudLibrary</a>	<a href="#">Freegal</a>	<a href="#">Hoopla</a>

I started a list of the type of handout we need, how we should present the information, and what databases would be included.

I also spoke to Randi and asked if she thought there would be any use for a teen-oriented handout. She doesn't get much interest in them, and would be fine carrying the general handouts for eLearning and Encyclopedias instead.

## Reference Worksheet

I got several reference questions all at once, and realized we don't really have a good way to deal with them in a non-paper format. With email it is harder to track who is working on a question, or the status in a way that everyone can easily see.

I did a couple mock ups. I didn't like most of them. I think using a Google Doc version of the paper form would probably work best in conjunction with a Google Sheet that lists the request and the status. The Google sheet can also be posted to the ATSD site, but we would need to heavily encourage staff to use the Docs and the Sheet.

STATUS	REFERENCE ITEM	LINK
Complete	0620 - Babinski	<a href="#">Link</a>
New!	0720 - Martin	<a href="#">Link</a>
In Progress	0720 - Sanderson	<a href="#">Link</a>
Waiting for Response	0520 - Babinski	<a href="#">Link</a>

I'm not really sure where to go with this. Our reference volume may be just low enough to be able to deal with in email format alone.

## b. Vortex Video Game Usage

With the new fiscal year around the corner, I ask around to see if we need to update anything in our statistics collection process. Usually the answer is no, but Randi brought me a nice puzzle to solve. She wanted to see if there was a way to track which board games are being used (we just used checkboxes to mark how many, not which) while the Vortex is open, and which Video games are popular during Open Game Play.

We discussed addressing this in the monthly sheets as its own tab, or as part of the daily sheet. I did a mock-up of a game sheet, but ultimately decided against it to simplify the process for the staff using the sheet.

I found that Google Forms would work for the Open Play games. We have four systems running, and each system has a lengthy list of games. With Forms we can set up the first question as "Which system is the game for", and the following question would only show the games for that system. It automatically tracks date and time, and we can easily pull more data without making the collection process cumbersome.

## Video Game Usage

\* Required

Nintendo Switch

Which Switch game was requested? \*

Choose

Animal Crossing New Horizons

Luigi's Mansion

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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The other problem was the board games. I decided to integrate that into the daily stat sheet in place of the previous board game section, and one of the three program slots (they weren't using).

[illegible]

The drop down menu will feature games from a list on the last sheet, and will count them up throughout the month. The resulting list is similar to the material sign out. I adjusted all of the formulas for items moved around, and for the new sections. I am just waiting on a list of the board games from Randi.

MATERIALS		BOARDGAMES	
Braiding Kit	0	Apples to Apples	0
Calculator	0	Clue	0
Card Games - Regular Deck	0	Munchkin Treasure Hunt	0
Card Games - Uno	0	Oz Fluxx	0
Card Games - Yugioh	0	Pandemic	0
Charger - Acer	0	Revolution	0
Charger - Android Red	0	Risk	0
Charger - Android Pink	0	Sorry	0
Charger - Android Orange	0	Sushi Go	0
Charger - Android Green	0	Ticket to Ride	0

## Department Statistics:

### c. **New Fiscal Year**

In preparation for the new fiscal year, I asked around to see if we needed to make any changes to the stat sheets.

**Media & Reference** have remained the same. (slight fix to some formatting)

**Vortex** got an updated form. We added a board game tracking, and removed some unused sections.

**Lab stats** got a visual update to keep in line with the rest of the statistic forms.

### d. **Virtual Reference Stats Sheets**

Checked early in the month to make sure the formulas for the final stats were counting correctly. It's easier to check when I can still add the sums by hand!

The sheet is prepared for future usage should it be needed again.

### e. **ATSD Statistics Workbook**

I have been cleaning up and preparing a copy for July. As we add or remove services to the workbook, the formulas shift. I'm making sure that each of the month sheets start out with the same setup and everything sums correctly.

## Librarian Highlight – Jay

The schedule of business programs have finally begun to manifest. Our SCORE group met for the first time this month with a fair turnout. Ed and John were wonderful to work with and I am excited for what we can bring to patrons this coming year.

Job club was not able to garner any interest this month, but may pick up with the listing in the Fall newsletter. One patron said they would be interested in a personal finance class. This is within the ballpark of overall life stability (which is nominally the goal of anyone seeking a better position or changing careers), so it will be added to the presentation list for the Winter programming block.

### Challenging question(s) of the Month:

We had a reference question from a longtime patron about starting her own tutoring business. She has been working privately as a tutor for many years, but was seeking any way to better save revenue and find tax breaks. I was able to refer her to SCORE and provide her with some basic information to get started. This is one of the few times I have been able to advise a patron in employment/business matters and I hope it picks up in the future, as both of these services become better known.



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

At least twice a year, I like to do a program that is outside of my comfort zone. I completed filming a craft video for Paper Dalilah Wreaths, which will be edited and posted next week. Our patrons have been sorely missing their in-person craft programs so I hope they enjoy this tutorial.



## Librarian Highlight – Erica

### Book Talks

I filmed, edited, and uploaded 1 Book Talk video 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).. 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!

Now that we are back in the building, I am not able to release 1 book video a week anymore so i am now focusing on creating 1 video a month. The video for the month of June was "5 audiobooks to listen to while on a walk". I really loved this idea because I have heard from a lot of people that they recently have gotten into audiobooks because they are going on a lot of walks! I have been doing the same myself so it was great to share some of my favorites. I have heard positive feedback about including more than 1 book in my book talk videos which is why I decided to recommend 5 in total. I think I will continue doing this for some of my future videos. Another thing that I did for this video was I included a video of my screen showing how to find them as eAudiobooks on Libby! I think this helps teach patrons how to use Libby and is also a helpful promotion tool. I will continue doing this for my videos as well.

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

### Blog Posts

I worked alongside CMTSD staff to create a list of books addressing Race and Anti-Racism. This post was published to our blog on June 11th. It was a great experience working with CMTSD to create the carousels for this blog post and I think it was a great service to our patrons. I would like to make more blog posts revolving around race and anti-racism. The blog post that we worked on was very broad but it would be wonderful to make something a little more narrow and focused.

### Book Clubs/Programming

The Chills & Thrills Mystery Book Club met via Zoom again this month! We met on June 3rd and discussed the book, "Night Fall" by Nelson DeMille. We had a great turnout with 11 people in total! This book club meeting was unique because we had some people meet in person and some people meet via Zoom. One of the book club members offered to host the book club in her backyard (while social distancing) so the majority of members met in person. We are planning something similar for July.

My Coffee and Conversations book club met via Zoom on June 16th! We had a great turnout with 11 people in total! This month we read "The Book Woman of Troublesome Creek" by Kim Michele Richardson. I chose this book because it was available on Hoopla. An added benefit of picking a book from Hoopla is that now a bunch of my book club members are hooked on Hoopla! Many had never used it before, but are now really loving it! In the future I am going to try and pick more titles that also have a copy on Hoopla. The book this month was incredibly popular, everybody loved it and we had a great discussion. The book deals with a lot of themes around race and racism so it was also very relevant to our current times. We had an insightful and respectful conversation around race because of this book which was encouraging to me as I try to incorporate more books that touch on these topics in the future! Although we are missing some of our regulars, we actually had a new person join our group! This is our second new person in 2 months which has been great. The new person fit into the group perfectly and everybody was really happy to have a new voice. One interesting development that I have noticed over the last few months with the addition of new members is that they are from different backgrounds compared to our usual core group of members. In the past our typical members tend to skew to older retired women, but our new members have been younger. It's been a great help to get more diverse members!

I am still acting as an Admin in our new Online Book Club which launched in May! We will be starting a new book, I'll be gone in the dark by Michelle McNamara in late July! This month, I worked on ideas for promoting the book club. For example, I made a Book Talk Video about the "5 reasons you should join an online book club." This went live on our YouTube channel. I also created a tutorial video on how to use our online book club! This video is on YouTube and will also be linked on the website!

The Forever Young Adult Book club will officially launch in September! I've added it to the Fall newsletter, selected a time and date for meetings in September, October, and November, and I picked all three book titles. Once the club starts going we will likely be selecting books as a group, but I wanted to nail down the first three. I'm really excited about this book club and I hope that it will be successful! I know that it may take some time for it to build up so I will work on being patient while also making sure that I work with communications to promote it!

### **Readers Advisory:**

Now that we are back in the building, I'm able to talk to our patrons about books again! It's been really fun catching up with patrons and meeting new ones who are in search of a good book. I spoke with a patron recently who was in search of Spy Books. I used novelist to find him some titles and we went to the stacks and found some great titles! We then had a bit of fun talking about the process of actually becoming a spy and I told him that perhaps he needs to write a book about how to become a spy-he loved that idea so I showed him some books on writing as well to get him started on his spy novel.

Another benefit of being back in the library is filling displays again! I worked to add more authors of color to our end cap displays and to our in stack face out displays. Although it's great to have our displays on Race in the library, it's also important to include authors of color in all of our displays which is why I have been working on this.

Ashe and I have been working hard this month to create some exciting content for our patrons! One project that we want to work on is creating pathfinders similar to the ones in The Vortex. We will turn these into paper pathfinders that we can place at the Adult Services Desk or at various points in the library. Right now we are working on pathfinders for: Inspirational Reads, Nonfiction Graphic Novels, Fiction Graphic Novels (Hoopla), Fiction Graphic Novels (Print) and Staff Favorites, and Manga for Adults. You can find the planning document here:

<https://docs.google.com/spreadsheets/d/1EzKjgDtxxRqwVuu5gVgAnHB5SoNJzOzh9TVxx3LruK8/edit#gid=1106605558> We are also working to include diverse authors and making sure that we include plenty of Authors of Color in all that we create.

With June being Pride month, Ashe and I worked on many LGBT reading lists and blog posts. We previously created a list of [Trans and Nonbinary Authors](#) and a list of [LGBT Romance books](#). We also added a list of books for [parents of LGBT youth!](#) These lists have been created into Blog Posts and we may also create pathfinders using them as well.

My work on the [Personalized Recommendation Form Task Force](#) is wrapping up! This was an initiative as part of the Collection usage committee. Steven is currently putting the form on our website so it should be going live in July. I'm really excited to offer this service to our patrons. Patrons of all ages can get personalized recommendations for books and movies

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! I have been emailing back and forth with a patron fairly frequently about book recommendations! It's been a great experience to build a relationship with readers and for them to consistently come back for more recommendations!

### **Specialist Highlight – Kelsey**

The month of June could be easily delineated into two separate parts: 6/1-6/14 continued May's structure in which each week contained one shift in the building, which was still closed to the public at the time, while the rest of the week was spent working remotely. Starting the 15th of the month we reopened to patrons and ended working from home.

### **Staff I help or Worked With (Esp. From Different Departments)**

I suggested moving the Pathfinder Brochure display from the Vortex out into the 2nd floor teen book display, so the kids could use it to supplement their browsing selections, since they can't peruse the shelves with the Vortex closed off. I joined the Yule Ball program committee and, along with Nelly, screened wizard rock bands to book for the event. Ashley Hamel is the winner, by far.

### **Something I Learned**

I learned how to format and create Vortex Pathfinders! I started by updating the LGBTQ Nonfiction one, since it was a little outdated (2016, I believe) and light on content. I reformatted it to match the newer pamphlets both visual format-wise and by alphabetizing, as well as add many newer releases to the available selection. My next project on this front is creating a pathfinder for fiction that addresses racial justice issues.

### **Specialist Highlight – Roy**

During the month of June, we reopened to the public in mid-month and started working desk shifts again. I took a course called Managing Customer Expectations in Lynda.

I also took a course called An Overview Of Overwhelm. It helped with time management and other life concerns between a health work/life balance. I took another course called How To Write In Plain Language. This course helped me to be able to send out emails to share important information in a better fashion. I took a course called Dealing With Grief, Loss and Change As An Employee.

With the changing times and patrons who come in out of work and have hard luck stories, I feel this was a real benefit to help empathize and understand. I received my notary certificate in the mail and emailed Nancy, Christopher, Debra and the notary supplies company. I am now just awaiting my supplies to come in the mail.

In addition to wearing my mask at work with the Fountaindale logo on it, I wore it in public on my own time as well. I am proud of where I work and of the services we offer, so I always want the name out in the public. I partnered with the computer aide working at the desk with me each shift to share ATSD desk helpful information and made sure to pick their brain on computer aide information so we could both be more helpful with assisting our patrons.

I also made sure to greet each patron and welcome them back into the library upon reopening. This was a difficult time for many people and this helped make each person feel special upon entering the facility.

### **Specialist Highlight – Jenna**

### **Webinars & Training**

My first training video this month was *"Just One Thing": Training Staff for Community Engagement*, which I found on ALA.org. This was a detailed overview of outreach programming and how to properly serve your community through library services. Dr. Hadidi covered classes, group activities, table-top interactions, and evaluation tools that are all effective at outreach events. What I really liked about this on-demand webinar was the PowerPoint slides were included complete with the presenter's notes!

Usually, the resources given are strictly content from the webinar, so the notes were a huge bonus! I also completed the course *Understanding Networking Basics*. This webinar was about IT networking and topologies. I dabbled in IT in college where I took a few computer courses and assisted in our sound engineering studios. A lot of that work was troubleshooting IT issues and I was interested to learn more. This course is labeled as 'beginner', but I certainly have more work to do if I want to understand IT further. This was a neat course to listen to and help brush up on ASCII codes, but I was definitely a little out of my element with this one!

The last Lynda course I watched this month was *Customer Service Foundations*. I used this course as a refresher for providing the absolute best customer service to our patrons. Topics covered included how to exceed patron expectations, the definition of outstanding customer service, and enhancing likability over the phone. That last one was something I had never considered before as I always felt I understood good phone etiquette. The main tip from this section was maintaining good posture and focusing your attention towards the phone. Just because the patron cannot see you, doesn't mean these physicality don't affect the tone of your voice. I noticed I naturally do this when talking to a patron over the phone, but it is certainly a tip I won't forget.

My final webinar this month was *Virtual Content: Level Up Your Social Media*. I sought out this webinar in an attempt to improve my knowledge of social media and public libraries. Our social media and marketing team already does so fabulously, but I wanted to understand more about where they get their ideas.

### **Blog Posts & LibraryAware**

I developed a few blog posts this month for our Google Trivia Forms. Patrons can take the quizzes as many times as they like and share with friends and family! I created a Disney and Marvel edition and am currently working on more. I figured they were fun little passive things for people to distract themselves with from time to time. I started working on one about the TV show 'Friends' and a Disney part 2. I'd also like to create some video game editions, or perhaps even a Fortnite quiz. In LibraryAware this month I updated our Nonfiction and Graphic Novels lists, created a few fun one-time lists for our teen readers, and browsed for future shelving ideas.

### **In Building Work**

Now that we're back in the building full time and assisting patrons again, I've done a lot of book pulling. While it's a bummer patrons can't come in the Vortex to browse, it is still fun delivering their books because I get to see their smiling faces. People really light up when you approach them with a book they requested! I also made phone calls this month to patrons whose holds were ready for pick up. In the Vortex, I alphabetized all of our Summer Adventure prize book carts and edited our spreadsheet heavily so our patrons can see what we have to offer. We have so many great selections available; I hope people come and get em!

I filmed my first crafternoon video in the Studio and look forward to recording my next one in July. My first video was a printing project that we called 'Found Object Art'. My next video will be a dip-dye t-shirt. Kind of like tie-dye, but even easier!

I also emptied all the Vortex displays, cleaned the shelves and chose books for our big display shelf in the hall. Randi came up with the idea to create an 'I Spy' display case and I put that together, too! I also had the chance to give Erica a quick rundown of the Vortex rules and go over what we normally do in here when we're open which was a great refresher for me. It made me realize how much I miss the kids!

I also created a couple craft samples for the Fountain and helped Randi select the fall coloring contest photo. The craft samples I made were a fall mosaic and a marbled nail polish vase. Randi and I also selected a July craft project for the teens and I even got to send out the emails for our

Photo Scavenger Hunt this week! It's been fun cleaning up the Vortex and preparing for our reopening. I'm excited just thinking about it!

### **Specialist Highlight – Nelly**

Coming back to work in the building has been really nice. Months of isolation made me miss the patron integrations so very much. I am glad to be back and serving the community.

I am very pleased with how much cleaning supplies, hand sanitizer, gloves, and mask are at our disposal. I think that fact has eased my anxiety about coming to work every day. I think for the most part I have settled into the routine of the new normal. My coworkers have all been very courteous in making sure the desks are being cleaned off before switching posts.

Media holds and checkouts have changed very little. Patrons seem to appreciate being able to come in the building and browse the media selections. There are still very many calls from patrons who are placing holds for drive-thru pick up in order to minimize contact.

### **Building Operations (Tasos Priovolos)**

Security has been monitoring patron counts at the front door to assure we stay below the threshold recommended by the state for our size building.

Door handles and high touch areas are being disinfected multiple times throughout the day per the recommendations provided to us. Security has done a tremendous job in assuring we schedule and complete the disinfecting tasks in a timely fashion.

Our irrigation system was turned on and tested for the season. The system required several irrigation heads replaced and all zones were adjusted.

The vehicle charger for the new bookmobile was received and completely installed. We worked with the vendor to receive a few missing items from the kit in order to complete the installation.

Worked with the studio to create a procedure to limit access to the studio. Programmed our access control system to limit elevator access only to patrons with an access card. Along with the studio, created the needed graphic layout for the new studio access cards which are provided to patrons with studio reservations.

The entire department continued working on assuring the entire building was ready for opening and promoted social distancing. This required shifting furniture and temporarily storing furniture throughout the building, installing floor decals throughout the building, and installing additional sneeze guards at the service desks.

Installed new Trane Tracer TU software and received training from our building automation technician from Trane. This new software will allow programming and graphical changes to our main Trane controller which was recently upgraded.

Our annual preventative maintenance service was completed on the high-density shelving in the Outreach Department. This preventative maintenance assures that all safety devices are functioning properly and all mechanical devices are operating as designed.

Building Operations had several requests to adjust workspaces and alter building access in order to provide social distancing requirements. These requests were completed quickly since our building was preparing for a full staff when we opened to the public.

### **Security Report From John Hopkins (Security Supervisor)**

Security staff continued assisting Circulation with collecting and handling the materials from the book drops to quarantine up until the re-opening; at which point Circulation resumed those responsibilities. Security continues to assist Outreach staff with materials from the remote drops, receiving and marking deliveries in the garage. Security staff also continues to assist with Pin-Drop, and other interlibrary materials exchanges by receiving and loading totes. This will continue until RAILS resumes full operations.

Security used the first two weeks of June to prepare for the June 15th re-opening. This included establishing new procedures for tracking the total number of patrons in the building, as well as 10 am and 7 pm high-touch-area disinfecting procedures of high-touch areas such as hand rails, door handles, elevator buttons, bathroom push plates, and so on.

Most importantly, Security Supervisor Hopkins spent time coaching the security staff on effective methods for de-escalation of challenging situations likely to be encountered upon reopening. It was a critical focus for the department to ensure that reopening would present a welcoming atmosphere in spite of the stressors, challenges, and complications caused by the pandemic.

Within the first week of re-opening, the security staff faced many situations where patrons needed reminders, and several patrons argued the necessity of masks at all; however, there were no incidents Security was unable to resolve with a calm, empathetic approach. Supervisor Hopkins shared with all staff some tips and explanations for how and why they are effective, so that issues with patrons not wearing masks could be addressed effectively and immediately as possible by whomever encounters the situation.

One member of the Security of Building Operations staff was posted at the front entrance at all times to track patron occupancy with a handheld tally counter, and to ensure all patrons were wearing masks as required by the Illinois Department of Public Health.

Daily patron occupancy numbers average in the mid-30s. Typical peak occupancy was around 50 patrons, well below the maximum occupancy of 197 patrons as determined for Phase 3 in library operations.

### **ZENDESK -**

In June, 57 new maintenance tickets were created, and 55 new or existing tickets were completed.

## Collection Management & Technical Services (Christina Theobald)

### CMTSD June 2020 Snapshot



**5,416** new materials made available



**27,178** checkouts



**22%** increase in digital usage



**The Call of the Wild (DVD)** was the most popular title



**98** interlibrary loans for our patrons



**131** shipments received



**228** invoices paid



**874** old & grubby items withdrawn

## Physical Collection Circulation

*\*Library building reopened to public on June 15, 2020*

Collections	Jun 2019 Circs	Jun 2020 Circs	Change	% Change
Adult Audiobooks	885	431	-454	-51%
Adult Fiction	5148	3101	-2047	-40%
Adult Graphic Novels	661	190	-471	-71%
Adult Nonfiction	5045	2619	-2426	-48%
Adult Video Games	372	139	-233	-63%
Beginning Readers	1664	920	-744	-45%
Interlibrary Loan	220	87	-133	-60%
Juvenile Audiobooks	634	347	-287	-45%
Juvenile Fiction	7177	2661	-4516	-63%
Juvenile Graphic Novels	1951	855	-1096	-56%
Juvenile Kits	128	5	-123	-96%
Juvenile Movies & TV	6006	1502	-4504	-75%
Juvenile Nonfiction	4022	1624	-2398	-60%
Juvenile Technology & Equipment	305	37	-268	-88%
Juvenile Video Games	1062	311	-751	-71%
Large Print	723	431	-292	-40%
Local Authors	3	1	-2	-67%
Magazines	888	630	-258	-29%
Movies & TV	11779	5268	-6511	-55%
Music	1640	657	-983	-60%
On-the-Fly	18	6	-12	-67%
Picture Books	8751	3134	-5617	-64%
Studio 300	2790	330	-2460	-88%
Technology & Equipment	1234	59	-1175	-95%
World Languages Adult	216	73	-143	-66%
World Languages Juvenile	570	136	-434	-76%
World Languages Young Adult	17	3	-14	-82%
Young Adult Audiobooks	100	36	-64	-64%
Young Adult Fiction	1821	854	-967	-53%
Young Adult Graphic Novels	1102	211	-891	-81%
Young Adult Kits	4	0	-4	-100%
Young Adult Nonfiction	451	175	-276	-61%
Young Adult Technology & Equipment	0	3	3	
Young Adult Video Games	1193	342	-851	-71%
<b>TOTALS</b>	<b>68580</b>	<b>27178</b>	<b>-41402</b>	<b>-60%</b>



## Circulation by Branch

*\*Library building reopened to public on June 15, 2020*

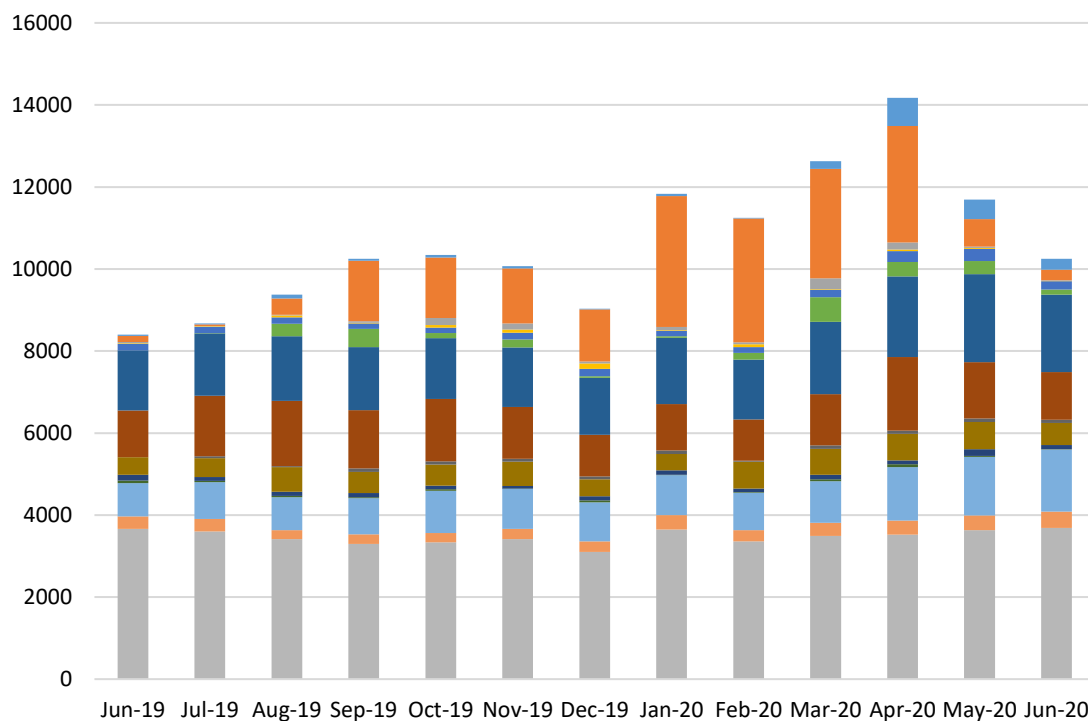
Branch	2019	2020	Change	% Change
Building	63,628	26085	-37543	-59.00%
Outreach	2189	759	-1430	-65.33%
Studio 300	2811	334	-2477	-88.12%
Digital	8399	10251	1852	22.05%
<b>Totals</b>	<b>77027</b>	<b>37429</b>	<b>-39598</b>	<b>-51.41%</b>

## Digital Collection Usage

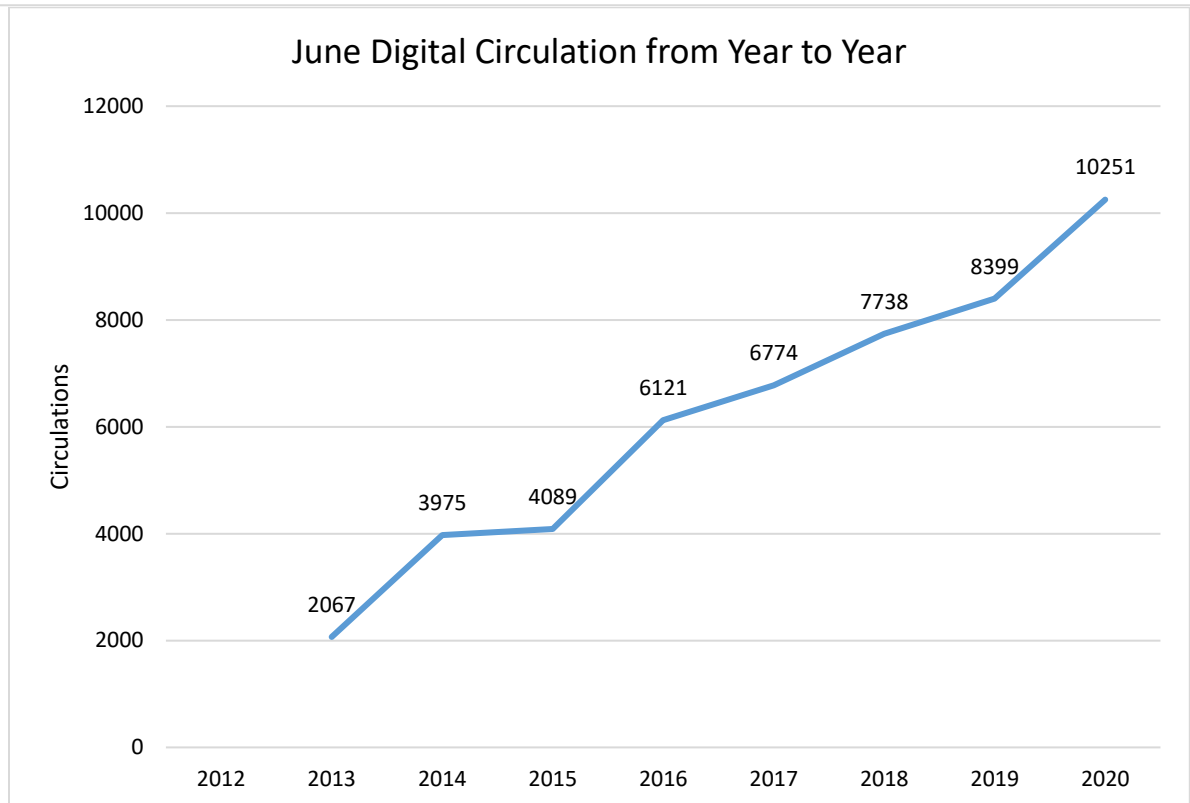
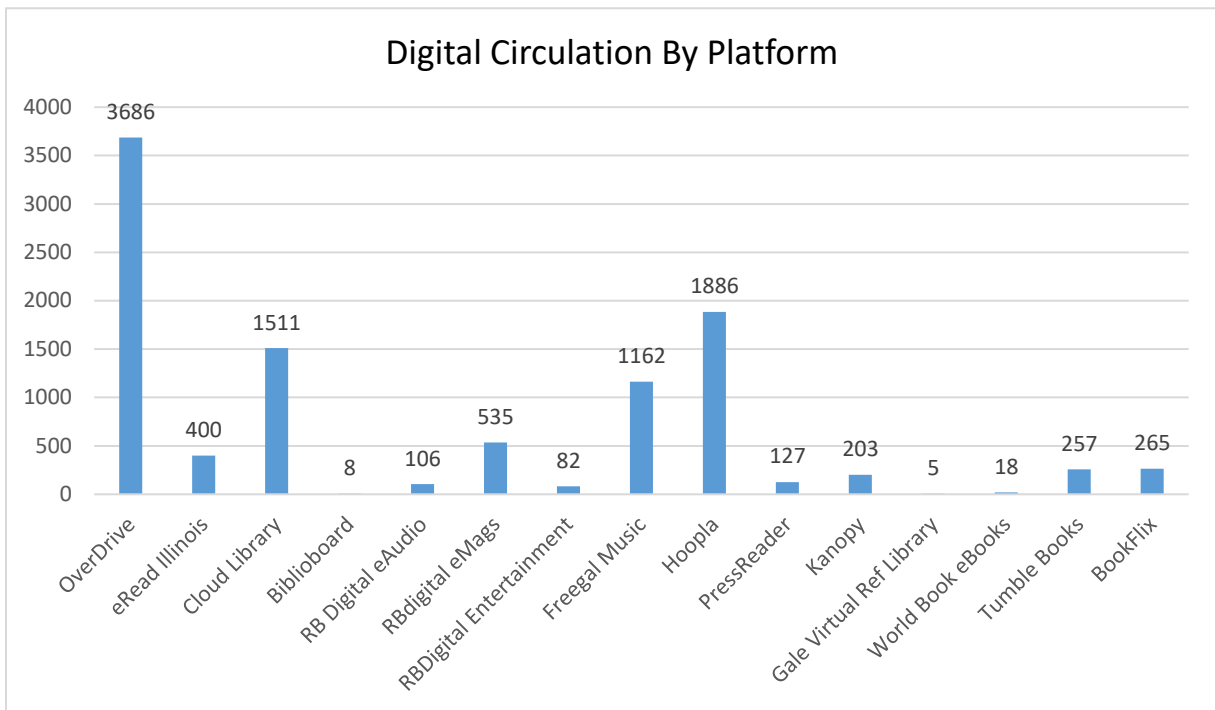
Digital Platform	Jun 2019	Jun 2020	Change	% Changed
cloudLibrary Shared	402	955	553	137.56%
Hoopla	1467	1886	419	28.56%
BookFlix	30	265	235	783.33%
PressReader	0	127	127	
Tumblebooks	146	257	111	76.03%
cloudLibrary eBooks	286	393	107	37.41%
Rbdigital eMags	432	535	103	23.84%
RBdigital Entertainment	0	82	82	
Freegal Music Streaming	725	804	79	10.90%
eRead Illinois eAudio	84	156	72	85.71%
OverDrive eAudio	1373	1438	65	4.73%
Kanopy	159	203	44	27.67%
cloudLibrary eAudio	123	163	40	32.52%
eRead Illinois eBooks	222	244	22	9.91%
GVRL eBooks	13	5	-8	-61.54%
World Book eBooks	33	18	-15	-45.45%
Rbdigital eAudio	137	106	-31	-22.63%
OverDrive eBooks	2290	2248	-42	-1.83%
Biblioboards	62	8	-54	-87.10%
Freegal Music Downloads	415	358	-57	-13.73%
<b>Totals</b>	<b>8399</b>	<b>10251</b>	<b>1852</b>	<b>22.05%</b>

For **June 2020**, digital circulation was **27.4%** of the library's total circulation.

## Digital Collection Circulation



	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Book Flix	30	26	89	49	61	54	15	54	15	189	685	473	265
Tumble Books	146	39	404	1474	1477	1345	1270	3196	3023	2669	2838	670	257
World Book eBooks	33	7	17	39	174	143	54	80	47	268	177	35	18
Gale Virtual Ref Library	13	12	45	21	60	78	132	11	66	10	38	21	5
Kanopy	159	153	154	128	132	168	173	136	142	185	261	297	203
PressReader		8	307	443	129	196	44	34	167	596	354	318	127
Hoopla	1467	1520	1573	1536	1478	1444	1390	1620	1459	1766	1969	2147	1886
Freegal Music	1140	1469	1591	1421	1523	1268	1010	1126	1008	1247	1789	1377	1162
RBDigital Entertainment		49	27	88	78	67	70	85	20	82	77	83	82
RBdigital eMags	432	460	599	517	515	594	416	401	653	632	652	661	535
RB Digital eAudio	137	91	98	98	82	62	98	107	86	115	92	169	106
Biblioboard	62	36	34	22	41	4	49	11	17	43	71	17	8
Cloud Library	811	893	800	882	1033	978	950	977	918	1017	1301	1429	1511
eRead Illinois	306	311	223	235	222	252	261	350	270	322	348	364	400
OverDrive	3663	3598	3413	3299	3338	3415	3101	3647	3359	3489	3520	3630	3686



### Digital Content Fast Facts – June 2020

#### Overdrive

- There were **5,702 unique users**, which is a **24.6% growth** from last June.
- **eBooks** accounted for **65%** of checkouts, while **eAudio** accounted for **35%**.
- Checkouts by Audience: Adults: 82%; Young Adults: 8%; Juvenile: 10%
- During the month, PLC yielded **13,221 active holds** and **25,055 total checkouts**.

### cloudLibrary

- There were **228 active users** in the month. **Of those, 12 are new patrons.**
- **Pay Per Use eAudio** program yielded **39 circs** from FPLD and **44 circs** from LMPL.

### eRead Illinois/Axis 360

- There were **152 active users** for the month, **39** of which are **new users**.
- **eBooks** accounted for **61%** of checkouts, while **eAudio** accounted for **39%**.

### Hoopla

- The most popular titles in June were: *The Ballad of Songbirds and Snakes*, *Stamped from the Beginning* and *So you Want to Talk About Race*
- There were **1,886 total circs** borrowed by **435 patrons**. The **average number of circs was 4.3 circs** per patron, with 30 patrons using all 15 circs.
- **Audiobooks** were the most borrowed format, accounting for **45%** of all circs, followed by **eBooks with 28%**, **Movies/TV with 12%**
- **Adult Fiction** was the most borrowed category, accounting for **49%** of all circs, followed by **Adult Non-Fiction with 26%** and **Juvenile Fiction with 17%**.

### Kanopy

- The **most popular videos** in June were: *The Web Junkie*, *Divided States of America*, *Paradise Hills*, *Pandora's Box*, *Intolerance* and *Breathe*.
- Patrons played **203 distinct video titles** and **512 video plays**
- The site was **visited 1,440 times** and received **1,890 page hits**.
- There were **65 active users**, of which 4 used the maximum play credits.

### Freegal

- This month yielded **804 songs streamed** and **358 music downloads**.
- Top **streaming music genres**: Rock, Pop, Country, Children's, Hip-hop, World Music, Jazz
- Top **downloaded music genres**: Pop, Rock, Jazz, Alternative, Folk

### Physical Items Added and Withdrawn

Physical Items	Jun 2020 Added	Jun 2020 Withdrawn
Adult Audiobooks	84	10
Adult Fiction	1179	38
Adult Graphic Novels	46	2
Adult Nonfiction	373	2
Adult Video Games	18	0
Beginning Readers	165	1
Juvenile Audiobooks	93	1
Juvenile Fiction	590	25
Juvenile Graphic Novels	236	10
Juvenile Kits	0	0
Juvenile Movies & TV	169	2
Juvenile Nonfiction	409	216
Juvenile Technology & Equipment	15	0

Juvenile Video Games	20	0
Large Print	109	1
Local Authors	3	0
Local History & Genealogy	2	0
Magazines	405	30
Movies & TV	545	46
Music	17	0
Picture Books	540	303
Studio 300	2	0
Technology & Equipment	0	5
World Languages Adult	1	0
World Languages Juvenile	19	0
World Languages Young Adult	0	0
Young Adult Audiobooks	12	0
Young Adult Fiction	134	97
Young Adult Nonfiction	34	85
Young Adult Technology & Equipment	0	0
Young Adult Video Games	23	0
<b>TOTALS</b>	<b>5416</b>	<b>874</b>

### Acquisitions

- Purchase Orders created and released: 72
- Invoices Paid: 228
- Boxes Received and Opened: 131
- Magazines and Periodicals Processed: 376

### Processing & Repair

- Disc repairs: 53
- Processed (spine & pocket): 3466
- Discard: 874
- Remove award and VVSD reading stickers
- Expedite materials (separate reserves etc.)

Total: 4222

### Interlibrary Loan

<b>98</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 12 items from IL libraries</li> <li>• 86 items from out of state libraries</li> </ul>
<b>0</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 0 to IL libraries</li> <li>• 0 to out of state libraries</li> </ul>

<b>204</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 191 submitted in OCLC</li> <li>• 1 items were too new to request</li> <li>• 7 were available in Pinnacle</li> <li>• 5 were out of country only</li> </ul>
<b>1</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 1 from IL libraries (by phone call)</li> <li>• 0 from out of state libraries</li> <li>• 0 out of country</li> </ul>

### CHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
<b>Dead</b> - <i>Items that have not circulated in <u>2 years</u></i> <b>CHQ Recommendation:</b> <i>less than 10%</i>	9,337 Down 3,793 Items 7.58%	871 Down 542 Items 5.61%	10,724 Down 3,160 Items 9.79%	20,932 Down 7,455 Items 8.43%
<b>Collection Check</b> - <i>Anything that has not circulated in <u>4 years</u></i> <b>CHQ Recommendation:</b> <i>less than 10%</i>	146 Down 81 Items 1.56%	63 Down 10 Items 7.23%	1,679 Down 403 Items 11.9%	1,485 Down 494 Items 7.09%
<b>Grubby</b> - <i>Items that have circulated <u>75</u> times or more</i> <b>CHQ Recommendation:</b> <i>less than 10%</i>	10,327 Up 35 Items 8.38%	637 Up 5 Items 4.10%	10,647 Up 38 Items 9.74%	21,638 Up 78 Items 8.71%
<b>DOA</b> <i>Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months.</i> <i>US average 16%</i>	5,834 Down 318 Items 27.30%	874 Down 73 Items 41.90%	3,294 Down 234 Items 24.42%	9,450 Down 625 Items 27.14%
<b>Turnover</b> <i>June 25, 2019 to June 22, 2020</i>	1.59	1.47	1.95	1.74



## CONVERSATIONS ABOUT RACISM AND ANTI-RACISM

June 11, 2020

In response to current events with the death of George Floyd, the library has compiled resources that expand on the Black Lives Matter movement. For more resources, view our [recommendations specifically for children](#) and browse a [collection of films on Kanopy](#).

### NONFICTION BOOKS AND FILMS



[Conversations about Racism and Anti-racism](#)

By Erica Edwards, Brett Luminais and Lynnette Hopwood

### FICTION BOOKS AND FILMS



### DIVERSITY IN CHILDREN'S LITERATURE

Each issue of Diversity in Kids Literature features several new items, along with some great titles from last year or classics you may have missed. All items are selected in multiple reading levels, so this newsletter for early and young readers as well as grade level and middle-grade readers. Each also features a protagonist or prominently

### Displays

<b>Lobby Tree</b> <ul style="list-style-type: none"><li>• Yoga &amp; Meditation (25)</li></ul> <b>Lobby Display</b> <ul style="list-style-type: none"><li>• Pride (28)</li><li>• Conversations About Race &amp; Racism (108)</li></ul>	<b>Children's</b> <ul style="list-style-type: none"><li>• Stuff to do at home (17)</li><li>• Summer (8)</li><li>• We need diverse books (22)</li><li>• Father's Day and Family (18)</li><li>• 1000 Diverse Books before Kindergarten (5)</li><li>• Books to tickle your funny bone (10)</li><li>• Diverse Graphic Novels (15)</li></ul>
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## 2<sup>nd</sup> Floor

- Armchair Traveler (72)
- Hallmark (60)

## 3<sup>rd</sup> floor self-check

- Conversations About Race & Racism (29)
- Hallmark (8)
- Who's your hero (5)
- Beach Reads (21)











### Meetings & Continuing Education

- June 1 – All Staff Meeting (All)
- June 2 – Paul and Nancy (Christina)
- June 2 – Tinker Technology Troupe (Brett)
- June 3 – Teen Collections Meeting with Randi (Christina, Lynnette)
- June 3 – Display Meeting (Christina, Lynnette, Brett)
- June 3 – Managers Meeting (Christina)
- June 4 – Cloud Library Meeting with Lemont (Christina)
- June 4 – AVID Networking Meeting (Christina)
- June 4 – Larger Libraries Technical Services Networking Meeting (Christina)
- June 5 – CMTSD Department Meeting (All)
- June 5 – ILL Meeting (Christina, Lynnette, Christine J.)
- June 5 - *Using Oral History to Tell Your Family Stories* webinar (Chris C.)
- June 5 - *Twitch & Discord in Public Libraries: New Opportunities for Adult Services* webinar (Chris C.)
- June 8 - Paul Mills (Christina)
- June 8 – Managers Meeting (Christina)
- June 8 – Brett Luminais – Christina
- June 8 – Chris Castle – Christina
- June 9 – Roku Task Force Meeting (Christina)
- June 9 – *Crash Course in Graphic Novels* webinar (Lynnette)
- June 10 – Cloud Library Meeting (Christina)
- June 10 – Programming Committee Meeting (Christina)

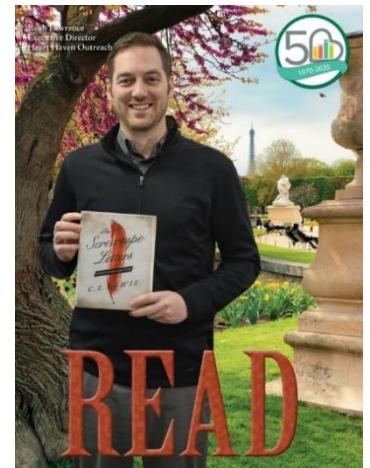
- June 10 – Collection Evaluation and Assessment Interest Group (Lynnette)
- June 11 – *Borrow, Read, Repeat* webinar (Lynnette)
- June 15 – PinDigital Committee Meeting (Christina, Lynnette)
- June 15 – Selectors Meeting (Christina, Lynnette, Brett, Jake)
- June 16 – Collection Usage Committee Meeting (Christina, Lynnette)
- June 17 – Fiscal Year Rollover Meeting (Christina, Jake)
- June 18 – Dawne Tuitman – Christina
- June 19 – LACONI TSS: COVID-19 and Reopening (Christina)
- June 22 – *Equity in Collections: Audits, Weeding, Purchasing & More* Webinar (Christina, Brett, Lynnette)
- June 22 – Eco Master Disc Machine Training (Christina, Dawne, Chris C.)
- June 23 – Outreach Meeting (Christina, Lynnette, Brett)
- June 23 – Brett Luminais – Christina
- June 23 – TOYS Networking Meeting (Brett)
- June 24 – Paul Mills (Christina)
- June 24 – Recorded Books Meeting (Christina)
- June 24 – Digital Library Task Force Meeting (Christina, Lynnette)
- June 24 – Cloud Library Meeting (Christina)
- June 24 – PinKids Forum Meeting (Brett)
- June 25 – PinCollect Forum Meeting (Christina, Lynnette, Brett)
- June 25 – Managers Meeting (Christina)
- June 26 – Cloud Library Meeting (Christina)
- June 30 – Weeding Meeting (Brett, Lynnette, Mary)

## **Communications (Melissa Bradley)**

### **Communications General Updates**

- During the month of June, our collection-focused Google Ads had 20,130 impressions and 2,699 clicks to our collection subpages.
- We released our June Pillar of the Community [interview](#) and READ poster featuring Ryan Lawrence, Executive Director of Heart Haven Outreach.
- Melissa and Steven scheduled, wrote/edited and published 48 blog posts.
- Melissa scheduled and wrote titles, descriptions and tags for 86 YouTube videos.
  - Our YouTube channel gained 32 followers this month.
- 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 worked with Theatre-on-the-Hill to create a webpage and promote their Introduction to Theatre Arts virtual camp.
- Melissa worked with Nancy and Joyce to identify a Summer Adventure halfway giveaway. We chose a 50" Westinghouse Roku 4K TV.
  - Melissa created collateral to promote the giveaway across all channels.
  - The giveaway resulted in 221 Summer Adventure signups in one week.
- Melissa and Sabrina worked with Paul, Nancy, Carolyn and Tana to review and edit the new Bookmobile wrap design.
- Melissa and Sabrina completed the Studio 300, meeting room and conduct policy (English and Spanish) brochures and sent them to the printer.
- Melissa and Sabrina began working on the fall issue of *The Fountain*.
- Sabrina created Take-It Make-It Labels for Children's Services that promote our YouTube channel.
- Sabrina created "welcome back" physical and digital signage, including a digital billboard ad, to announce our reopening.
- Sabrina created display cart signs for CMTSD.
- Sabrina created Summer Adventure physical and digital signage, the Spot the Cake clue sheet and the children's participation certificates.
- Steven designed and sent the June Beyond the Stacks eNewsletter.
- Steven designs and sends our weekly Summer Adventure Tip of the Week emails.
- Steven designed and sent our reopening email.
- Steven created a webpage for Veteran Services
- Steven updated Teen recommendation newsletters.
- Steven developed our new personalized recommendations forms.
- Steven reviewed, edited and published all July and August events in Communico.
- Steven transitioned all of our web forms over to our new NinjaForms plugin.
- Steven updated the banner on our app to inform patrons that we are open.





## Media

- [The ILA Reporter](#) included information about our STEAMbox Kits in their June issue.
- [The Patch](#) covered our reopening.
- [Rails' My Library Is... blog](#) featured our Bookmobile tour video.
- [The Patch](#) mentioned us in their Introduction to Theatre Arts Camp coverage.
- We've received a lot of positive messages from patrons on social media regarding our programs. Here are a few:



Top Fan

**Karen Seibert** Cara had so much fun clapping along with Miss Andreea! 😊



Like · Reply · Message · 1w



**ameliaeyer** • Follow  
Fountaindale Public Library



**ameliaeyer** Thank you, Fountaindale for the wonderful story adventure!

1w



**fountaindalelib** So glad you enjoyed it! We will have another one next month, too!

1w 1 like Reply

## Social Media Ads

- Our LIVE Roots paid event ended. We spent \$10 on the ad which ran June 17–27. It reached 959 people and had 35 event responses.

## Social Media Metrics

- Facebook Metrics
  - 26 new people liked our page
  - 2,354 people viewed our page
  - 45,263 people viewed our content (reach)
    - 10,257 people saw our content because a friend shared, liked or engaged with it
  - 3,530 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
  - 0 new followers
  - 94 page views
  - 10,600 tweet impressions

- Instagram Metrics
  - 23 new followers
  - 711 post likes
  - 7,439 people viewed our content (reach)

### Email Marketing Metrics

- 38 emails sent (This includes weekly blog roundup emails)
- 13 new subscribers (This includes blog subscribers)
- Average open rate: 28.26% (industry average is 21.33%)
- Average click rate: 4.81% (industry average is 2.62%)

## Finance (Jennie Nguyen)

### Manager's Report Highlights

- **Working Budget Comparison** – I have been working with Paul to finalize the Library's working budget for the new fiscal year 2021. The working budget was approved at the June 18, 2020 board meeting.
- **Auditor fieldwork location** - I have been working to find a location for our auditors to conduct their fieldwork. Due to the pandemic, several of our meeting room and workrooms have been repurpose for other uses such as furniture storage, library material quarantine as well additional work space for staff in order to maintain a safe social distance throughout the library. The location required would need room for social distancing, work environment for the financial review and of course, easily access to the Finance team and other key Library team members.
- **Studio 300 Cash Box** – Due to a change in payment procedures for the Studio 300 department, the cash box was no longer required. I was working with Jeffrey to finalize the cash box turn in. The cash box was audited and the Studio 300 cash box account was closed out.
- **Face Mask** – With the Library's opening to the public, the library decided to have face mask offered for sale to patron coming into the building without a mask. The Finance team had place orders to keep the supply at a sufficient level. A cash box was provided and instructions for sales records were given to the Circulation Department.
- **Elavon Credit Card Training** – I had made training arrangement for Jeffrey, Nancy and the Finance team for the new credit card system from Elavon. *Thanks to Jeffrey and Allyse for providing great training materials for staff reference.*
- **District Supplies** – With uncertainty of the revenue level the Library will be receiving from the state and our normal source of revenue, I have instructed the Finance team to utilize as much of our supply budget for FY2020 in order to provide the much needed supplies for FY2021 if our revenue is not what we would normally receive in the past. This is to keep the Library workflow going.
- **June Expenditure Reports** – I had processed the expenditures for June 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 fiscal year ending. This process ensure that each budget

account will have sufficient budget amount for the upcoming June's expenditures before the fiscal year 2020 ends.

- **Safe Deposit Box** – The closing of the BMO Harris safe deposit box was delayed due to the pandemic. I was able to schedule an appointment to remove all of the Library's documents and closed out the account. The documents were placed in the new safe deposit box at the Naperville location before the fiscal year had ended.
- **Finance Team In Building Work** – During the Library's closure for June, the Finance team has been in the Library 3 days per week and back to their regular work schedule 5 days a week once the Library had opened to the public. The Finance team had worked tirelessly to keep the department's workflow going in order to ensure our vendor and a program performers get their payments on time as well as keep our supply orders placed and processed once it was received. I am thankful for having such a great team members for the Finance department.  
***Thank you Allyse and Marlen!!***

### *Training:*

- Webinar: Rally and Reset – What to do when your budget gets blindsided – 06/04/2020
- Webinar: The Opportunistic Fraudster – Increased fraud risk amid COVID-19 – 06/16/2020

### **Allyse's June Report:**

- **Tally counter:** I have been working with Tasos to order a tally counter to best suit the needs of the Library to monitor the number of patrons entering/leaving the building. I had ordered the tally counters from Amazon and have been tracking them since the time the order was placed. This is so the Library would know if the tally counters would arrive in time for the Library's opening to the public. The counter arrived on June 18<sup>th</sup> which was not too bad.
- **Studio 300 Cash box** – As instructed by Jennie, I had audited the cash box which was turned into the Finance department by the Studio 300 department. Studio 300 has switched their payment procedure and no longer required a cash box.
- **Virtual ALA Conference** – Due to a short turn around for registering for the ALA Virtual Conference, I worked with Noelia and Nancy to register multiple staff members without the use of the credit card. ALA was contacted to determine our payment options. Purchase order was available which the quickest method was for us. Several staff were signed up for membership prior to registering for the conference.
- **Financial Edge Software** - Due to a Blackbaud maintenance process, the system was switching the bank default for several of our invoice payments. Blackbaud, their website said that it couldn't create tickets at this time. I reached out to our account rep and he replied that he would file a ticket from his side on my behalf.
  - 6/19 This has been escalated a few times. Our account rep was able to file a case ticket on my behalf, which allowed a rep to reach out with some questions. She wanted a team to look into the issue, and need a lot of information. I didn't have as many screenshots as she asked for, but I was able to give her the dates that I changed the vendors and invoices to Wintrust, as well as the dates that I noticed they switched back. I was also able to give her the exact vendors that changed. Scholastic was the only

vendor that was still paid out of Wintrust, but the invoice switched to being paid out of BMO. A rep from the team then reached out on 6/19 to get an administrator to approve pulling some of our back log history to try and determine where the problem occurred.

- **Summer Adventure Prizes** - Nancy got a bunch of the Summer Adventure prizes today and shared the spreadsheet she had with us. I used what she had to verify that we had the same donation amount on our worksheet. There were a few discrepancies, but after looking it over with Nancy, we figured out that the way she recorded the donations was different than what I had. She didn't include some of the donations since she wasn't spending that money (i.e. other departments used the money for books).
- **6/16 Two webinars**
  - ***The Opportunistic Fraudster: Increased Fraud Risk Amid COVID-19***
    - The presenters were having connectivity issues that made it difficult to understand some of what they said at times, but the examples I could understand were really interesting. One point that was made is that vendors don't often change the format of their invoices, and definitely be suspicious if an invoice looks different month over month. The presenters also said that check fraud is the most common type of fraud. I think they also said that altered payees was the most common type. Where the check is legitimately made out, but the payee is changed. One example that their company looked into found that checks were being made to unknown payees. When they did a quick Google search, they figured out the payee was a credit card company for a credit card the organization didn't use (a construction company's check was used to pay a Victoria's Secret credit card). The presenters also said to be checking things you might think are fine. They found that a company was losing thousands in payroll because the third party system was coding punches incorrectly. If an employee was scheduled from midnight until sometime in morning, but clocked in at 11:58pm (2 minutes before the shift started), the system was then coding the employee as coming in the day before and giving the employee 8 hours of overtime for the prior day. This wasn't exactly fraud in the sense that it wasn't intention, but it was costing them tons of money and could've been caught sooner if they'd looked more closely at everything. Another example that stuck out was about an employee who was notorious for not coming in, coming in late, and leaving early. But the employee had the most hours paid out every pay period. The presenters said they pulled the records and the supervisor clocked the employee in and out over 90% of the punches, therefore committing fraud with the employee. The presenters said that they knew something was suspicious since everyone told them that the employee was bad at his job; their point was that it was very apparent and that not all fraud is super hidden. One other point they made was with email

scams – they aren't as apparent as people think. A lot of scammers are now sitting in people's emails for a long time, learning who they email a lot, how they address people, etc. When they do send the scam email, it now looks a lot more legit because they'd spent so much time analyzing how the person communicates.

### ***7 Ways to Maximize Employee Potential Through Coaching and Feedback***

- Things I learned: “give actionable takeaways” which really means that you should take past behavior and explain what you need from an employee going forward. Employee goals should tie into team goals that tie into departmental goals that should tie into organizational goals. If you involve employees in setting their own goals, they're more likely to feel responsible to complete them. 50% of people surveyed (I forget where they said they got the survey from) said that they were only given feedback once a year. This really isn't often enough to make employees effective in accomplishing goals and getting better. The more often they're given feedback, the better employees they'll be and the more positive the feedback will be. Have one on one meetings with a clear agenda and plan; this will make the meetings go more smoothly and will often allow the employee more leeway to express what they need to succeed. One question that was asked on this webinar is whether you're identifying skill gaps and tracking progress. The presenters did state that this is a very tedious project, because it requires everyone's roles and what skills are required to be successful in those roles. Another suggestion on this webinar was to individualize everyone's goals. 43% of employees don't feel that their individual needs and expectations are being met. This affects whether someone wants to work at your organization. Lastly, they recommended being transparent with the employees at your organization. Employees tend to be happier the more they know, even if the information itself isn't positive. For example, being up front about the reduction of budgets, merit raises, etc. will create a more positive reaction if employees know about it beforehand, rather than when they would expect them.
- 6/17 FPLD Credit Card Activation (Studio credit card reader)

### **Marlen's May Report:**

- Called Scholastic for missing titles and to get replacement for our damaged books that were received for the summer adventure program. I also inquired about two missing invoices from purchase order 6332-1920. They were able to send me copies via email.
- I was taught how to tag and log assets in financial edge. I logged new equipment for IT and also logged tables and chairs for the library.

- Contacted the vendor for the tripod that was placed for our children services department, to get the tripod replaced since the one that came in was defective, the lever to tighten up the phone was not working. Vendor is going to be sending us a replacement.
- In preparation for the new fiscal year, I wrote down all the labels from the back of the cabinets in order to create the new folders for the new fiscal year 20/21.
- We brought the disinfecting wipes from the boardroom into the Admin conference room and reorganized them for easy access to check them out to other departments.
- Contacted Amazon to receive replacement for the damaged creamer that we received damaged in our order. Amazon reimbursed the account for the damaged product.
- I checked in the books for the summer adventure program – both CSD and ATSD.
- I called S & S for an update on an order we placed back in April for sidewalk chalk and was informed it was out of stock and wouldn't be back in their inventory until August and that by end of August or early September our order will be fulfilled.
- I had reviewed all the paid invoices which was issued in May to ensure all of the required documents were included with the check payment before filing them into the accounts payable file cabinet.
- 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 had reviewed all of the purchase order for any outstanding orders to follow up on the shipment date.
- I reviewed and conduct the monthly inventory count of the District supply closet.

#### Marlen's training:

- I took an online course which talked about how to identify fraud is happening within your workplace. They showed examples of a few of their clients of how one case there was a lady paying off her personal credits cards off of the business' bank account. It was millions of dollars she had used for her personal use. They talked about ways to avoid fraud happening in a business, for example to try and have a system in place where multiple people at certain times will go into the books and look at the business' financial numbers.

#### **Other:**

- June Board stats (1<sup>st</sup> payments and Board payments):
  - 7 bank drafts for \$61,332.88
  - 112 checks for \$353,100.81
  - 587 total invoices entered
  - There was 1 voided check that got reprinted as 2 checks (this wasn't included in the above totals as 2 separate checks)
  - 8 Voided checks



## **Information Technology (John Matysek)**

### **Highlights**

- During the month of June, 84 new help desk tickets were created by FPLD staff, and 92 new or existing tickets were solved by IT staff.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, implemented a software solution using VNC (virtual network computing) for staff to provide socially distanced remote support for patrons using the available public computers.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, converted all iMac computers in Studio 300 to the cloud version of the Deep Freeze security software.
- With the library reopening to patrons, reconfigured the phone system to again use the full main menu auto attendant option tree.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, assisted in testing a new virtual audio/video option for the monthly Board of Trustees meeting.
- Along with Paul Mills, met with vendor Konica Minolta to clarify details in the lease contracts relating to the recently completed RFP for multi-function devices.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new MacBook Pro laptop for the Studio Services Manager.
- Worked with vendor Zoom to upgrade the library's existing Zoom subscription to allow four simultaneous hosted web sessions for up to 100 participants each.
- Worked with vendor Webroot to troubleshoot and resolve an issue with their Anti-Virus/Malware software and the latest macOS version, Catalina.
- Met with Paul Mills, Nancy Korczak, and Tasos Priovolos, to review and decide on the best social distancing option for allowing patrons to use the Simple Scan station in the second floor Computer Commons along with regular Windows PC's.
- Reconfigured the Cisco VoIP servers to perform regular weekly backups to the new Windows Server 2019 utility server.
- Worked with vendor Today's Business Solutions (TBS) to restore customized settings and branding to the server software controlling MyPC, which is used for controlling patron usage of public computers in the library.
- Met with vendor Konica Minolta to discuss timelines for delivery and installation of the new multi-function devices from the recently completed RFP.
- Worked with vendor Faronics to update the library's account to support new enhanced communication features between the cloud server and local devices running the Deep Freeze security software.
- Met with vendor Hewlett Packard Enterprise (HPE) to discuss available options for replacing the library's aging network server and network storage appliances.
- Worked with vendor Bibliotheca to resolve an issue effecting the visual display of animated themes used on the self-check units in the Children's department.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed 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.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a Chromebook for usage by staff monitoring building capacity at the main entrance.
- Met with vendor ITsavvy to discuss details of the requirements for potential replacements of the library's aging network server and network storage appliances.
- Took delivery of the new Konica Minolta multi-function devices.

June 2020 District Statistics							Population Total		67683
Total Circulation Statistics	37,429	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	26,419	Reading Programs Offered	0	0	1	0	1	22,863	4,562
Bookmobile	759	Reading Members	0	0	354	0	354	Proctoring	Total Twitter Followers
Digital	10,251	Summer Reading	1	1	1	0	3	0	851
		Summer Reading Members	337	305	256	0	898	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	190	1,125
Interlibrary Loan Requests		New Physical Items	5,416	Total Visits	3,119	225	6,034	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	98	New Digital Items	1,314	New Cardholders	68	0	68	1,133	6,113
Items Sent to other Libraries	0	Collection Total	440,630	Active Cardholders	25,696	108	25,804	Pages Printed	OHS Students Enrolled
		% Served		All cardholders **	47,588	Drive through visits	2,690	5,340	4
In-house checkins (Not part of total circ)	N/A	Active cardholders	38.12%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	70.31%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				10	342	33	1,023	1,408	11,273
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	19	1	6	0	0	Building Front	Building Rear	Church	Ashbury's
Attendance	22	4	8	0	0	28,849	0	429	181
Programs	Programs Adults				Programs Teens				Mobile App Downloads
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,123
Numbered offered	20	0	5	25	12	0	0	12	Android: 1,016
Attendance	274	0	22	296	126	0	0	126	
Programming hours	42	0	5	47	20	0	0	20	
Programs	Programs Children				Passive Programs for Teens				Total Offered
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	153
Numbered offered	2	19	0	21		0	0	0	Total Attendance
Attendance	24	184	0	208		0	0	0	6,670
Programming Hours	2	12	0	14	X	0	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	2	0	0	2	5	1	89	95	
Attendance	49	0	0	49	22	270	5,748	6,040	
Programming hours	0	0	0	X	8	4	239	251	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	108	70	892	288	671	0	204	2,233	
Directional	24	251	475	0	304	0	0	1,054	
One on One Assistance	1	218	14	0	9	0	0	242	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change		
Circulation	37,429	77,027	-51.41%	Reference Questions	2,233	2,856	-21.81%	*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	
Visitors	6,034	48,914	-87.66%	Computer Usage	1,408	6,949	-79.74%		
Card Holders	25,696	24,489	4.93%	Wireless Sessions	11,273	19,542	-42.31%		
Room Bookings	26	765	-96.60%	Program Attendance*	6,670	11,744	-43.21%		

## Conference / Event Report Form

Name

Peggy Danhof

Position

Trustee, President of the  
Board

Conference / Event Attended

ALA Midwinter in Philadelphia,  
PA.

Date

January 24 – 28,  
2020

Location

Philadelphia,  
PA

### List of Sessions / Meetings Attended *(if applicable)*

Thursday evening, I attended the welcoming reception for the new  
ALA Executive Director, Tracie D. Hall. This was held at the Reading  
Terminal Market. Friday I first attended the TOLD Board meeting to  
greet me former board members and was able o speak to Kim  
Copenhaver, my committee chairman, who is now with Emory  
University in Atlanta. This board meeting was to prepare for the  
afternoon session for new division leaders and the importance of  
Parliamentary Procedure by Levi Mina. I then attended the Opening  
General Session with Wes Moore, an outstanding writer who wrote the  
book, Five Days about the death of Freddie Gray in Baltimore and the

subsequent aftermath of looting. Rioting, arson and murder. \_Mr. Moore grew up in a single parent family, rose above it, was a Phi Beta Kappa member and also a Rhodes Scholar. Very impactful presentation. I attended the Exhibits Opening and as usual, there was little food left! Saturday I attended United all Committee Meeting which was a open discussion on the Division and where we plan to go in the future. I then attended the ALA Conference Committee. Most of our work for scheduling Annual Programs in Chicago was already accomplished at our meeting in November in Chicago. It was still difficult to get United Programs recognized. I was not able to get to the United for Libraries program at the Philadelphia Free Library. Sunday I attended the United Board meeting headed up by President Peter Pearson. I was asked to send the resolution for Rose E Mosley to the board for inclusion in articles on her work for United for Libraries. My report for the November ALA Conference Committee was included in the packet for the board members so I did not have to speak to it during the meeting. \_\_I then attended the Gala Authors Tea with Nann Hilyard. It was excellent as always this year. Monday I attended the exhibits and also some of the book buzz sessions. I hurriedly collected books and brought them to Fed Ex to mail! I then attended the Closing Session featuring Chanel Miller. Chanel was a rape victim who was treated unfairly by the courts. This was expounded upon to shed light on almost all rape trials in the US. It was an eye opener and fabulous session. Her book is "Know My Name" because in the trial she was "Emily Doe". The point here is that sexual assault victims are real people and they have to put up with once again facing their perpetrator who is guided carefully by the court as the victim is not. "The victim caused the attack", Her book helped her move forward in life and start over. I then attended the Barnes Art Museum. They had special rates for ALA members/Conference attendees. It was absolutely fabulous. These were real art works by the real "Masters"! Thank you for the opportunity to attend this conference, \_\_\_\_\_

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## Conference / Event Report Form

**Name**

Peggy Danhof

**Position**

\_President, Board of  
Trustees

**Conference / Event Attended**

ILA Legislative Meet Up at Oak Brook Marriott. This was not my home event as I would be out of State for that one.

**Date**

\_February 3, 2020 West Suburban Library Legislative Meet  
Up

**Location**

\_Oak Brook Marriott, Oak Brook,  
Illinois

**List of Sessions / Meetings Attended (if applicable)**

\_ This was held before the Covid 19 pandemic. Welcome was given by Molly Beestrom ILA President and Diane Foote, ILA Executive Director. A short speech was given by Don Harmon, the new President of the Illinois Senate, Bill Foster, US House and Sean Kasten from the US House. All of these elected officials described how important libraries are to the Residents of the State of Illinois and the Nation. Broadband and net neutrality were top on their lists. Derek Blaida, the Illinois lobbyist for ILA spoke about new legislation coming up in the IL House and Senate this session. His remarks were limited because it was just

the start of legislative session and not much had been introduced as yet. Derek did mention the qualifications for trustees and library funding as items coming before the General Assembly this year. \_\_\_\_\_

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**Highlights of Conference / Event**

\_\_\_\_ I sat with my fellow ILA Trustee Forum Executive Board member Lynn DeSchmit. We were joined by 45 House Member Diane Pappas-D, Lynn's House Member as well as 43 House member Anna Moller – D, 49 Karina Villa-D, and 56 Michelle Mussman-D. I learned a lot from these women representatives. I was impressed by their knowledge of libraries on the State and National levels. We also talked about trustees works in the local libraries and our roles as advocates, \_\_\_\_\_

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## Conference / Event Report Form

**Name**

Ruth Newell

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**Position**

Trustee

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**Conference / Event Attended**

ALA Virtual Conference 2020

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**Date**

June 24-26,2020 and June 28,2020 (Sunday was award day)

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**Location**

Virtual

**List of Sessions / Meetings Attended (*if applicable*)**

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June 24,2020

Opening Session Listen Misty Copeland on her life and new book coming out

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Public Library respond to COVID 19

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Thursday 25,2020

ALA Presdient Program

Listen to Stacey Abrams

Her mother was a Librarian and she talk about her new book coming out

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Closing Session Listen to Natalie Portman

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### **Highlights of Conference / Event**

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\_Sunday took part in CSK Award Breakfast the committee was on Zoom And we talked after the Award winner gave there pre recorded tape speeches

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Because of Covid 19 Everything was Virtual

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I did get to listen to all the winners, in person is much better. After the committee talked on Zoom.

All of the Speakers' were pre recorded