

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
September 17, 2020 | 6:30 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/84356817734>
Phone Number: 1 312 626 6799 Meeting ID: 843 5681 7734

Hearing for Budget and Appropriation Ordinance Fiscal Year 2020/2021

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually.

Public comment may be emailed to Executive Director Paul Mills (pmills@fountaindale.org) at least two hours prior to the scheduled meeting. Said email will be read by a representative of the Board at said meeting or otherwise placed into the record.

1. Call to Order
2. Roll Call of Trustees
3. Comments from the Public
4. Adjournment

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
September 17, 2020 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/84356817734>
Phone Number: 1 312 626 6799 Meeting ID: 843 5681 7734

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1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – August 20, 2020
5. Employee Recognition
 - a. Jacob Luce – 15 Years
 - b. Brian Smallwood – 25 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Ordinance 2020-1 – Budget & Appropriation Ordinance Fiscal Year 2020/2021
 - b. Approval of Chief Fiscal Officer's Certificate of Revenues by Source
 - c. Approval of Appointment of Local Election Official and Deputy Local Election Official
 - d. Approval of Display Case Policy
 - e. Approval of Privacy Policy
 - f. Approval of Request for Trustees to Attend 2020 Illinois Library Association Annual Virtual Conference – October 20-22, 2020
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – September, 2020
 - b. Bills Payable Report – September, 2020
13. Director's Report – August, 2020
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

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

September 2020 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Ordinance 2020-1 – Budget & Appropriation Ordinance Fiscal Year 2020/2021

This ordinance is the next step of our budget process.

Suggested Motion: Motion to approve Ordinance 2020-1 – Budget & Appropriation Ordinance Fiscal Year 2020/2021.

- b. Approval of Chief Fiscal Officer's Certificate of Revenues by Source

This statement reiterates revenue information included in the Budget and Appropriation Ordinance.

Suggested Motion: Motion to approve the Chief Fiscal Officer's Certificate of Revenues by Source.

- c. Approval of Appointment of Local Election Official and Deputy Local Election Official

There will have three seats up for election in the Spring of 2021, and a Local Election Official and a Deputy Local Election Official need to be appointed so that the election process from the District's end goes smoothly and correctly. The Secretary of the Board usually serves as the Chief Election Officer unless the Secretary is up for election.

Suggested Motion: Motion to appoint Robert Kalnicky as Local Election Official and Juanita Lennon as Deputy Local Election Official.

- d. Approval of Display Case Policy

This draft Display Case Policy is based on our Community Information Posting Policy and provides a means for patrons to do displays in two areas in our Children's Services Department. We may recommend adding other areas depending upon how these initial areas work out.

Our attorney has reviewed it as well.

Suggested Motion: Motion to approve the Display Case Policy.

e. Approval of Privacy Policy

This draft Privacy Policy provides an overview of the data that we collect and what we do not collect in a variety of settings. This draft policy also pulls together information contained in other policies and brings them together in a cohesive whole.

Our attorney has reviewed it as well.

Suggested Motion: Motion to approve the Privacy Policy.

f. Approval of Request for Trustees to Attend 2020 Illinois Library Association Annual Virtual Conference – October 20-22, 2020

The Illinois Library Association's Annual Conference will be virtual this year.

Suggested Motion: Motion to approve request to attend for trustees to attend the 2020 Illinois Library Association Annual Virtual Conference – October 20-22, 2020.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD AUGUST 20, 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, August 20, 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, Robert Kalnicky, Kathryn Spindel, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

Trustee Ruth Newell was present online via Zoom.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

Jeffrey Fisher was present online via Zoom.

PUBLIC PRESENT

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

Charles Pelkie 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 Valencia, seconded by Spindel.

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

MINUTES OF THE BOARD MEETING – July 16, 2020

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

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

MINUTES OF THE EXECUTIVE SESSION – July 16, 2020

The minutes of the Executive Session held July 16, 2020 were presented. A motion to approve the minutes was made by Bermejo, seconded by Kalnicky. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends will make an official decision regarding the Fall Book Sale soon. The Book Cellar remains closed.

NEW BUSINESS

Approval of Intergovernmental Agreement Between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site

Charles Pelkie, Chief of Staff for the Will County Clerk, discussed the proposed drop-off collection box at the Library and answered the Board's questions about safety and security.

A motion to approve the Intergovernmental Agreement between Fountaindale Public Library District and Will County regarding ballot collection box drop-off site was made by Newell, seconded by Spindel.

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

Approval of Memorandum of Agreement among Valley View School District, Fountaindale Public Library District and White Oak Library District

Mills discussed that this memorandum will facilitate the issuance of library cards to all Valley View School District students from the appropriate library.

A motion to approve the memorandum of agreement among Valley View School District, Fountaindale Public Library District and the White Oak Library District was made by Spindel, seconded by Prodehl.

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

Approval of Resolution 2020-3 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2020/2021

President Danhof discussed that the resolution restated the levy amount of \$9,293,144 identified in the Tentative Budget and Appropriation Ordinance which was passed in July.

A motion to approve Resolution 2020-3 – Resolution to Determine the Estimate of Funds Needed for Fiscal Year 2020/2021 was made by Kalnicky, seconded by Newell.

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

Approval of Resolution 2020-4 – Resolution Designating Open Meetings Act Officers

President Danhof noted that the Resolution names Juanita Lennon and Paul Mills as Open Meetings Act officers for Fountaindale Public Library District.

A motion to approve Resolution 2020-4 – Resolution Designating Open Meetings Act Officers was made by Valencia, seconded by Spindel.

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

Approval of Resolution 2020-5 – Resolution Designating Freedom of Information Act Officers

President Danhof noted that the Resolution names Jennie Nguyen and Paul Mills as Freedom of Information Act officers for Fountaindale Public Library District.

A motion to approve Resolution 2020-5 – Resolution designating Freedom of Information Act Officers was made by Kalnicky, seconded by Prodehl.

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

Approval of Resolution 2020-6 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

Mills noted that the resolution enables the library's attorney, Tressler, LLP the ability to continue to represent the library in tax appeal cases.

A motion to approve Resolution 2020-6 – Resolution authorizing intervention in certain tax appeal cases was made by Valencia, seconded by Prodehl.

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

Approval of 2020 Illinois Public Library Annual Report (IPLAR)

This report is a statutory requirement for every public library in Illinois and is due September 1.

A motion to approve the 2020 Illinois Public Library Annual Report (IPLAR) was made by Spindel, seconded by Valencia.

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

Approval of Revised Studio 300 Policy

Mills discussed the changes in the revised Studio 300 policy.

A motion to repeal the existing Studio 300 Policy and approve the revised Studio 300 Policy was made by Prodehl, seconded by Newell.

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

LIBRARY PROJECTS

Mills updated the Board regarding the work on the holds pickup area in the lobby. A broken hot water tank has been slowly dripping and damaged part of the shelves.

CORRESPONDENCE

Illinois State Senator Pat McGuire sent the Board an Illinois State Senate Certificate of Recognition for the 50th anniversary of the library. McGuire thanked the library for their service to the community, state and nation.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – Post July, 2020

Bills paid for the month of July in the amount of \$66,884.67 was presented for approval. Motion to approve was made by Spindel, seconded by Kalnicky.

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

Bills Paid Report – August, 2020

Bills paid for the month of August in the amount of \$73,390.14 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

Bills Payable Report – August, 2020

Bills payable for the month of August in the amount of \$204,073.82 was presented for approval. Motion to approve was made by Newell, seconded by Valencia.

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

DIRECTOR'S REPORT – July, 2020

Executive Director Mills informed the Board that former Human Resources Lea Pottle has returned to her position in a full-time capacity.

Mills also reported that Tasos Priovolos, Building Operations Manager, reviewed the concern about the landscapers working too early in the morning. The landscaper agreed that they would be sure not to do their work prior to 8 a.m.

Trustee Kalnicky asked about the status of BMO Harris. Mills responded that there are still a few outstanding issues that should be resolved soon so that the account can be closed.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

President Danhof announced that the Illinois Library Association Annual Conference in October will be a virtual conference.

Danhof also reported that there will be three open seats for library trustees for the April 6, 2021 election. President Danhof, Trustee Prodehl and Trustee Bermejo are the incumbents. Election packets will be available for pick up beginning Tuesday, September 22 at 9 a.m.

Trustee Kalnicky reported that Community Service Council will be holding monthly blood drives in partnership with the Red Cross. Check their website for dates and to register.

ADJOURNMENT

A motion to adjourn the meeting at 7:59 p.m. was made by Spindel, seconded by Newell.

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

Ordinance 2020-1
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
Total Estimated Cash on Hand	\$26,458,155

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

Cash to be received from 2019 levy	
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
Total Cash to be received from 2019 Levy	\$4,510,985

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

Cash to be received from 2020 levy	
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
Total 2020 Levy	\$9,293,144
To be Collected after close of Fiscal Year	\$4,832,434
To be Received during Fiscal Year	\$4,460,710

Other Income:	
Personal Property Replacement Tax	\$150,936
State Per Capita Grant	\$184,437
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
Total Other Income	\$386,703

Cash on hand July 1, 2020 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	\$35,816,696
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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
Total	\$5,343,244

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

Budget and Appropriation Ordinance

Fountaindale Public Library District

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
Total Supplies & Utilities	745,380

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
Total Library Materials	1,564,740

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
Total Capital Expenditures	949,232

Miscellaneous	24,000
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Public Relation Advertisements	57,600
Total Miscellaneous	81,600

Per Capita Grant	184,437
Total Per Capita Grant	184,437

Total General Fund	9,768,797
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Audit Expense	14,520
Total Audit Fund	14,520

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

FICA	393,600
IMRF	519,060
Total Social Security Fund	912,660

Building Maintenance	348,000
Building Supplies	43,200
Total Maintenance Fund	391,200

Total Operating Fund Expenditures	11,240,177
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Construction Project	143
Total Construction Project	143

Total Estimated Expenditures	11,240,320
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Estimated Cash on Hand at Close of Fiscal Year including Working Cash Fund, Special Reserve Fund, and Bond Proceeds	\$24,576,376
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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
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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
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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
Total Supplies & Utilities	745,380

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
Total Library Materials	1,564,740

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
Total Capital Expenditures	949,232

Miscellaneous	24,000
Public Relation Advertisements	57,600
Total Miscellaneous	81,600

Per Capita Grant	184,437
Total Per Capita Grant	184,437

Total General Fund	9,768,797
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Audit Expense	14,520
Total Audit Fund	14,520

Unemployment Insurance	24,000
Workmen's Compensation	36,000
Liability Insurance	48,000

Umbrella Policy	36,000
Treasurer's Bond	9,000
Total Liability Insurance Fund	153,000

FICA	393,600
IMRF	519,060
Total Social Security Fund	912,660

Building Maintenance	348,000
Building Supplies	43,200
Total Maintenance Fund	391,200

Total Operating Fund Expenditures	11,240,177
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Construction Project	143
Total Construction Project	143

Total Estimated Expenditures	11,240,320
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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 17th day of September, 2020.

Approved this 17th day of September, 2020.

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

ATTEST:

Steven J. Prodehl
Secretary

Budget and Appropriation Ordinance
Fountaindale Public Library District

Chief Fiscal Officer's Certificate
Of Revenues by Source
Fountaindale Public Library District
Will and Du Page Counties, Illinois
For Fiscal Year July 1, 2020 to June 30, 2021

I, Paul Mills, do hereby certify as follows:

I am the Chief Fiscal Officer of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, Will and DuPage Counties, Illinois.

I estimate the revenues by source of said District for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to be as follows:

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
Total Estimated Cash on Hand	\$26,458,155

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

Cash to be received from 2019 levy	
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Balance, Audit Tax Levy	\$3,301
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Balance, Illinois Municipal Retirement Tax Levy	\$50,411
Balance, Building Maintenance Tax Levy	\$160,751
Total Cash to be received from 2019 Levy	\$4,510,985

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

Cash to be received from 2020 levy	
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
Total 2020 Levy	\$9,293,144
To be Collected after close of Fiscal Year	\$4,832,434
To be Received during Fiscal Year	\$4,460,710

Other Income:

Personal Property Replacement Tax	\$150,936
State Per Capita Grant	\$184,437
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
Total Other Income	\$386,703

Cash on hand July 1, 2020 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 **\$35,816,696**

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
Total	\$5,343,244

Paul Mills, Executive Director

Dated: September 17, 2020

Petitions for Fountaindale Public Library District

Board Candidates Available September 22, 2020

The Fountaindale Public Library District wishes to announce that the library will have nominating petitions available on Tuesday, September 22, 2020 for persons who wish to run in the April 6, 2021 Consolidated General Election for the positions of library district trustee.

The election will fill three (3) library district trustee positions.

All three (3) library trustee positions are six (6) year terms.

Nominating petitions and all necessary forms will be available at the Fountaindale Public Library District, 300 West Briarcliff Road, Bolingbrook, Illinois in the Administration Office on the 2nd Floor on Tuesday, September 22, 2020. Office hours to pick up nominating petitions are Monday through Friday from 9 a.m. to 4:30 p.m. You may request that a petition packet be mailed to you by contacting Juanita Lennon at jlennon@fountaindale.org. A minimum of fifty (50) signatures by eligible registered voters are required on the petition in order to get one's name on the election ballot. Prospective candidates must be a registered voter and reside within the library district boundaries.

Completed petitions must be filed with the Local Election Official or Deputy Local Election Official of the library district. The first day to file for election is Monday, December 14, 2020. Candidates must file by mail or in person at the Fountaindale Public Library between 9 a.m. and 4:30 p.m. All candidates who file at 9 a.m., including those whose mailed-in petitions arrive on December 14, 2020, will be placed in a lottery drawing to determine ballot placement.

Candidates who file after 9 a.m. on Monday, December 14, 2020 will be placed on the ballot in the order in which their petitions are received. Petitions may also be turned in between 9 a.m. and 4:30 p.m. on December 15, 16, 17 and 18. The last day for filing is Monday, December 21, 2020 between 9 a.m. and 5 p.m. No petitions will be accepted after 5 p.m.

For further information, please call Deputy Local Election Official Juanita Lennon at 630.685.4204.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT DISPLAY CASE POLICY

The Fountaindale Public Library District (hereinafter the “Library” or the “District”) provides limited display cases to non-profit organizations and individuals for the display of artistic, civil, cultural, educational, community service and public information exhibits to share with members of the Library and the Fountaindale community. Use of the Library’s display cases is governed by this Display Case Policy and any applicable rules or regulations adopted by the Library. . The Library Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

Use of the Library’s display cases is subject to the following rules and regulations:

PRIORITY FOR USE

The primary purpose of the Library’s display case areas is to promote and supplement the services, activities, and programs of the Library. As such, the Library shall have first priority to the use of all display cases.

Organizations and individuals based in the District shall be given priority.

Two display cases are available in the Children’s Services Department.

All other display cases are exclusively for the Library’s use.

LIMITS OF USE

The display cases are designed and intended to provide information to the Library’s patrons or showcase to the Library’s patrons information about local events or services of an artistic, civic, cultural, educational, or community service.

The following types of items shall not be displayed in the Library’s display cases:

1. Items regarding paid services;
2. Items for sale;
3. Items that advertise or sell personal or commercial items or services (e.g. autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation, fundraising, or recruitment. Note: Promotions of fundraising by Fountaindale area non-profit organizations may be permitted.
4. Items promoting political parties or candidates, or those advocating any other issue on the election ballot;
5. Items that advocate a position on a public issue;

6. Items that violate any local, state, or federal law, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity;
7. Items that are not suitable for viewing by minors;
8. Items that incite violence or that promote hatred toward or discrimination against any individuals or groups of individuals.

PROCEDURES

A Display Case License Agreement must be completed and signed prior to any public use of the Library's display cases.

Display items must be of a reasonable size in relation to the space available and will not be accepted if they detract from the effective use of the space. No hardware, equipment, or objects that may cause damage to the Library's display cases or any of the Library's facilities will be allowed in the display or setting up of the display. If such damage occurs, the organization/individual/group shall be responsible for all costs incurred by the Library to restore, replace or fix the damaged property. The potential for any such damage may be considered grounds for denial of an organization/individual/group's display case application.

The Library's display cases are kept locked at all times except during setup and removal.

No display materials may be left at the Library in preparation for the setting up or removal of a display. Set up and removal must take place in as concise a time period as possible. If the setting up of the display would interfere with normal library activities and work, the display will not be permitted.

The display case must be restored to its original clean condition by the organization/individual/group.

The Library reserves the right to enhance displays with library books and materials that will contribute to the presentation.

No group may reassign its use of the display case and the display must appear as described in the approved application.

A short description with or without photograph(s) of the display may be included in the library web site, newsletter, e-News, local newspapers, or community newsletters, at the Library's sole and absolute discretion.

ENDORSEMENT

The Library's license to an organization/individual/group to use the Library's display cases does not constitute the Library's endorsement of any product, service, activity, policy, belief, event, or viewpoint set forth in the group/individual's display.

FAILURE TO COMPLY

Violation of this Display Case Policy may result in the loss of display case privileges.

DAMAGES AND LIABILITY

The Library assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the Library are done so at the owner's own risk.

Any individual, group or organization using the Library's display cases shall be held responsible for willful or accidental damage to the Library's display case(s), facilities or building.

APPEAL AND REVIEW

The Executive Director or his/her designee shall exercise reasonable discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of the Library's display cases by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

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

DRAFT SEPTEMBER 17, 2020

Fountaindale Public Library District Display Case Form

Name _____

Address _____ City _____ State _____

Phone # _____ E-mail _____

Nature of display or exhibit _____

Description and value of each item: _____

Requested dates for display: from _____ to _____

DISPLAY CASE LICENSE AGREEMENT

THIS DISPLAY CASE LICENSE AGREEMENT ("Agreement") is made and entered into this ____ day of _____ 20__ ("Effective Date"), by and between FOUNTAINDALE PUBLIC LIBRARY DISTRICT ("Library") and _____ (the "Exhibitor"). Exhibitor and the Library are at times referred to herein individually as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained therein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties hereto agree as follows:

1. **License**: Subject to the terms and conditions of this Agreement, the Library grants to Exhibitor a limited, non-exclusive, non-transferable license to use the Library's display case(s) from _____ to _____ to display/exhibit the items/materials/objects described in the above form.
2. **Indemnification** – For and in consideration of the use of the Library facilities for display purposes, the Exhibitor hereby agrees to indemnify, defend and hold the Library, its elected officials, staff and agents harmless from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorneys' fees and other litigation expenses), suffered or incurred by Exhibitor in connection with or related its use of the Library's display cases or facilities.
3. **Term and Cancellation/Termination**: This Agreement shall commence on the Effective Date and terminate on _____ ("Date of Termination"). The Library reserves the right to cancel any scheduled display or terminate this Agreement at any time by providing the Exhibitor with prior notice. Upon termination of this Agreement, Exhibitor will cooperate with the Library to remove all display materials, equipment, hardware and objects in a timely and efficient manner. Exhibitor also agrees to restore the Library's display case to its original clean condition upon termination of this Agreement.
4. **Limitation of Liability**: In no event shall the Library be liable to Exhibitor for any incidental, consequential, indirect, or punitive damages (including without limitation lost profits) regardless of whether such liability

is based on breach of contract, tort, strict liability, breach of warranties, failure of essential purpose or otherwise and even if advised of the possibility of such damages.

5. Amendments; Assignment. Any modifications of or amendments to this Agreement must be in writing, signed by both Parties, and dated on or subsequent to the date hereof. This Agreement may not be assigned, in whole or in part, by Exhibitor without the prior written consent of the Library.
6. Authority; Compliance: Executive Director or his/her designee and Exhibitor who have executed this Agreement represent and warrant that they have the full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards. The Parties shall comply with all applicable federal, state, county, and local statutes, ordinances, rules, regulations, and codes.
7. Governing Law; Jurisdiction; Venue: This Agreement shall be governed and interpreted in accordance with the laws of the State of Illinois without regard to its conflict of laws principles. Any litigation arising out of or relating to this Agreement may be brought in the state courts of Will County, Illinois or, if it has or can acquire jurisdiction, in the United States District Court for the Northern District of Illinois, and each of the parties irrevocably submits to the exclusive jurisdiction of each such court in any such litigation, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the litigation shall be heard and determined only in any such court, and agrees not to bring any litigation arising out of or relating to this Agreement in any other court.
8. Display Case Policy: The Library's Display Case Policy (attached) and any amendments thereto is hereby incorporated in this Agreement by reference. In the event of a conflict between the terms of this Agreement and the Library's Display Case Policy, the terms of the Library's Display Case Policy shall govern. Exhibitor has read the terms of the Display Case Policy and understands the terms the Display Case Policy and agrees to abide by the terms of the Display Case Policy.
9. Exhibitor's Display or Property: The Library shall not be held responsible for loss of, or damage to Exhibitor's display or property while it is housed in the Library. If Exhibitor's display and/or property is not removed from the Library on the Date of Termination of this Agreement, the display and Exhibitor's property will be removed and disposed of by the Library Staff, and the Library shall have no further responsibility for the display or Exhibitor's property.

If executing this Agreement on-line or via fax, your on-line signature/acceptance or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Exhibitor's signature: _____ Date _____

Print name: _____

Name of Organization/Group (if applicable):

Fountaindale Public Library District:

By: _____ Date _____

Print name: _____

Fountaindale Public Library District Privacy Policy

Patron Privacy

The Fountaindale Public Library District (the “District”) is committed to protecting patron privacy by using its best efforts to keep patron personally identifiable information confidential. The District’s commitment to patron privacy has deep roots in the law and in the ethics and practices of librarianship. The District holds true to the values of the American Library Association affirming that, “Privacy is essential to the exercise of free speech, free thought, and free association.” As such, we “protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.” Patron privacy is governed by this Privacy Policy established by the District’s Board of Trustees and any applicable rules or regulations adopted by the District. The Executive Director has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly. The Board of Trustees may modify, amend or supplement this Privacy Policy, as it deems necessary and appropriate.

The Library Records Confidentiality Act protects registration and circulation records from disclosure. Although the District does everything it can in order to protect patron privacy, there are times when the District may be required by law to provide this information. Registration and circulation records may be subject to disclosure by court order or to law enforcement officials under provisions of the Library Records Confidentiality Act, the USA PATRIOT Act, or other applicable law. The District and its staff may be prohibited from reporting to you that your records have been requested or obtained by a government agency under provisions of the USA PATRIOT Act.

Information Collected

The personal information patrons provide to the District is kept confidential in accordance with the Library Records Confidentiality Act. The District will not sell, license, or disclose it to any third-party except those working under contract or as required by law.

The District may collect the following personal information to access library services:

- Name
- Address
- Telephone Number
- Phone Carrier
- Email address

- Date of Birth
- Library barcode number
- Photo
- Grade
- School and/or Teacher
- Age
- Items currently checked-out, requested, canceled holds, and interlibrary loans
- Overdue items (until returned)
- Fine history
- Sign-up information for library classes and events

The District does not keep a record of patron reading history beyond operational requirements. Once a patron returns an item it is removed from the patron's account. A patron may choose to turn on the reading history feature in their online account to keep a log of items checked out. Items with late fees will remain on a patron's account until paid. Third-party vendors may keep a record of a patron's borrowing history.

The District uses Google Analytics to collect data about the use of the District's website. Here is a link to their [Terms of Service](#). The District uses this information to make improvements on its website and to track trends. Patron personal information (e.g. name, address, etc.) is not tracked by the District. Whenever possible, the District will not track patrons who have enabled the [Do Not Track](#) option in their browsers. The District's website collects the following data:

- Anonymized internet address
- Web address of the page from which you linked to our site
- Interaction data
- Language
- Country
- State
- City
- Browser
- Operating System (PC & Mobile)
- Screen Resolution
- Age
- Gender
- Interest Affinities
- Mobile Device

Any personal information given in email messages, chat sessions, web forms, in-person or telephone reference, or other communications is only used for the purpose for which the patron submitted it and will not be used by the District for any other purpose.

The District uses an app that collects the following information in addition to library account specific information:

- Language
- Country
- State
- City
- Browser
- Operating System (iOS or Android)
- Screen Resolution
- Type of Mobile Device
- Anonymized User ID

Radio Frequency Identification (RFID) technology is used to check out library materials, keep a record of the library collection, and secure the collection from theft. RFID tags attached to items only contain the barcode number of the item. No personal library patron or transaction information is on the RFID tag.

Information Access

All patron records are confidential. Library records may only be disclosed to:

- Library staff performing job duties;
- Cardholders upon proof of identity;
- Parents or guardians of minor children;
- Anyone with written consent of the cardholder;
- Under court order or subpoena; or
- As required under the Library Records Confidentiality Act, USA PATRIOT Act or other applicable law.

If the library cardholder is under the age of 18, the parent or guardian listed in the library record may be given information about that child's record. Proof of the parent or guardian's identity is required through photo identification. The District reserves the right to associate (link) the accounts of parents and/or guardians to the accounts of their children under the age of 18.

Adult patrons (age 18 and older) may grant the District permission to associate their own account to the account of other designees of their own choosing. In creating these associations, adults give permission to other adults with whom they are linked to use their personal library cards for holds pickup, to check on or pay fees. General checkout on an adult's card by someone other than the cardholder is not permitted.

Associations may only be requested by adults who are both physically present and provide photo ID.

All patrons can view and update their personal information. This can be done online via the catalog website or in person. Proof of identity through photo identification is required to update information in person. A username/library barcode and PIN are required to change this information online.

Website and Public Computers

HTTPS

The library's [website](https://fountaindale.org) (fountaindale.org), [catalog website](https://pinnacle.polarislibrary.com/polaris/default.aspx?ctx=3.1033.0.0.1) (https://pinnacle.polarislibrary.com/polaris/default.aspx?ctx=3.1033.0.0.1) and its [event website](https://communico.fountaindale.org/events) (communico.fountaindale.org/events) are encrypted with HTTPS. All communications between a patron's browser and the library website are private.

Cookies

A cookie is a small file sent to the browser by a website each time that site is visited. Cookies are stored on a computer and can transmit personal information. Cookies are used to remember information about preferences on the pages that are visited.

A patron can refuse to accept cookies, disable cookies, and remove cookies from their device. However, this may result in a lack of access to some library services. The library's servers use cookies to verify that a person is an authorized user. This allows a patron access to licensed third-party vendors and to customize webpages to a patron's preferences. Cookies obey the privacy settings that a patron has chosen in their browser. The District will not share cookie information with external third parties.

Data & Network Security

The District uses software programs that monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. No other attempts are made to identify individual patrons or their usage habits.

Public Computers & Connected Devices

The District does not keep a record of patron activities on any public computer or laptop. Any record of browsing history and activities are removed when a patron logs out. The next patron cannot see any of the previous patron's information.

All personally identifiable information is purged immediately upon the end of a public computer reservation. An anonymous log is created that includes only the computer terminal number, reservation time, and duration of the session. These anonymous reservation statistics remain in the system for two months.

All connected devices a patron borrows from the District (e.g. tablets, eReaders, Roku, etc.) have their history manually cleared by District staff after a patron returns the device.

Email & RSS Feeds

The District enters into agreements with third-parties to provide online services, digital collections, streaming media content, and more. When using some of these services, a patron may choose to subscribe to a variety of mailing lists and/or RSS feeds from the District. The mailing lists and RSS feeds are serviced by MailChimp. See below for information about how the District works with this and other third-party vendors.

Using Third-Party Vendors

The District enters into agreements with third-parties to provide online services, digital collections, streaming media content, and more. When using some of these services, a patron may also connect with social networks and other users.

Third-party vendors may collect and share a patron's information, including:

- Personally identifiable information a patron knowingly provides. This includes: when a patron registers for the site, provides feedback and suggestions, requests information, or creates shared content.
- Other information that could be used to identify a patron. This includes: a patron's Internet Address (IP Address), search history, location-based data, and device information.
- Non-personally identifiable information. This includes: a patron's ad views, analytics, browser information (type and language), cookie data, date/time of a request, demographic data, hardware/software type, interaction data, serving domains, page views, and the web page a patron visited immediately prior to visiting the site.

- Other data as described in the vendor's privacy policy and terms of use.

For more information on these services and the types of data that is collected and shared, refer to the [Terms of Use and Privacy Policies](#) webpage. A patron may choose not to use these third-party vendors if a patron does not accept their terms of use and privacy policies.

The District makes reasonable efforts to ensure that the District's contracts, licenses, and offsite computer service arrangements reflect its policies and legal obligations concerning patron privacy and confidentiality. The District's contracts address restrictions on the use, aggregation, sharing, and sale of information, particularly about minors.

The District expects vendors to:

- Follow all privacy related items in the vendor contract and licensing agreements.
- Conform to the District's privacy policies.
- Provide a product which complies with the [Children's Online Privacy Protection Act](#).
- Refrain from collecting or sharing additional information about patrons, other than is needed for delivery of the District services provided.
- Have a publicly posted privacy policy.

The District's patrons must understand when using remote or third-party vendor sites that there are limits to the privacy protection the library can provide.

The District also suggests links to external websites that are not under contract. A patron is not required to give these sites his/her library card or any other personally identifiable information in order to use their services.

Review

The Board of Trustees of the Fountaindale Public Library District will review this Privacy Policy and regulations periodically and reserve the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances.

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

DRAFT SEPTEMBER 17, 2020



CONFERENCE PREVIEW

2020 Illinois Library Association Virtual Conference

Conference Dates: October 20-22

For full conference information and to register online: ila.org/conference
#ILAAC20 #WeAreILA

On behalf of the 2020 ILA Conference Program Committee, we are looking forward to welcoming everyone to the first-ever ILA Virtual Conference:

Many Libraries, One State: We Are ILA

When the first stay-at-home orders took effect in Illinois, it seemed impossible to believe that things wouldn't be back to normal by Annual Conference in October. But as time went on it became clear that this year's committee would have to rethink our plans to meet together in Springfield. The thought that we would not be able to meet in person seemed almost incomprehensible. Yet, not unprecedented. The very first issue of *Illinois Libraries*, from 1919, notes that the annual statewide meeting would be cancelled due to the influenza outbreak, replaced by a series of smaller regional meetings. Who could have imagined that a century later the Illinois library community would find itself facing a similar dilemma. Much like we did in 1919, we adapted. Instead of gathering in one location, this year, we'll convene online, network electronically in real time, and visit exhibits in a virtual marketplace. While the way we meet has changed, what hasn't changed is the array of high-quality topics and content you've come to expect.

Eric Klinenberg, author of *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* (Crown, 2018), will present the keynote, focused on libraries as healers of our divided, unequal society. LaShawnda Crowe Storm and Phyllis Viola Boyd will present the President's Program. Storm is a mixed-media artist, activist, community builder, and occasionally an urban farmer. In her spare time, she is the Community Engagement Director for Spirit & Place, at Indiana University-Purdue University, which utilizes the arts, humanities and religion as a catalyst for civic engagement, critical community dialogue, collaboration and experimentation. Boyd, an artist and urban strategist, serves as the Executive Director of Groundwork Indy, a non-profit organization that employs youth to work on community-based projects that equitably enhance environmental, economic, and social well-being.

In addition to these programs, you'll have an opportunity to attend a combination of live and recorded sessions, visit your favorite exhibitors at their virtual "booths," and celebrate the ILA Award Winners on the closing evening.

In times of uncertainty, it is comforting to know that we are not alone. From large university libraries to one-person special libraries, from sprawling urban systems to rural one room storefronts, come what may, we are in it together. We are resilient, and we are strong. Many Libraries, One State: We ARE ILA.

Mark your calendars for October 12-14, 2021, currently slated to take place in Peoria. No matter what 2021 brings, we'll convene again one way or another.



Veronica De Fazio
ILA President

Darnetta Bolton
Conference Co-Chair

Sarah Sagmoen
Conference Co-Chair

Featured Speakers

Eric Klinenberg - Keynote

Tuesday, October 20, 12:00 - 1:30 P.M.



Eric Klinenberg is Helen Gould Shepard Professor of Social Science and Director of the Institute for Public Knowledge at New York University. He is the author of *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* (Crown, 2018), *Going Solo: The Extraordinary*

Rise and Surprising Appeal of Living Alone (The Penguin Press, 2012), *Fighting for Air: The Battle to Control America's Media* (Metropolitan Books, 2007), and *Heat Wave: A Social Autopsy of Disaster in Chicago* (University of Chicago Press, 2002), as well as the editor of *Cultural Production in a Digital Age*, co-editor of *Antidemocracy in America* (Columbia University Press, 2019), and co-author, with Aziz Ansari, of the New York Times #1 bestseller *Modern Romance* (The Penguin Press, 2015). His scholarly work has been published in journals including the *American Sociological Review*, *Theory and Society*, and *Ethnography*, and he has contributed to *The New Yorker*, *The New York Times Magazine*, *Rolling Stone*, and *This American Life*.

LaShawnda Crowe Storm & Phyllis Viola Boyd - President's Program

Wednesday, October 21, 12:00 - 1:30 P.M.



Phyllis Viola Boyd is an artist and urban strategist, and LaShawnda Crowe Storm is a community-based artist, community organizer and urban farmer. They are both community activists and social entrepreneurs, working to find creative solutions for the most pressing concerns in many of our communities. Their work is grounded within the context of arts-based community development, trauma-informed community building, healing historical harms, and other methodologies to guide how we work in community in order to do no harm.



Jon E. Cawthorne - IACRL President's Program

Wednesday, October 21, 3:00 - 4:00 P.M.



Jon E. Cawthorne is President of the Association of College and Research Libraries (ACRL). He serves as dean of Wayne State University Library System and the School of Information Sciences, a position he has held since 2017. Prior to this, Cawthorne served as dean of libraries at West Virginia University (2014-2017),

as associate dean of public services and assessment at Florida State University (2012-2014), and as associate university librarian for public services at Boston College (2011-2012). Cawthorne holds a M.L.S. degree from the University of Maryland, and a Ph.D. in managerial leadership in the information professions from Simmons College.

James A. Bowey - DiversiTEA

Wednesday, October 21, 4:15 - 5:15 P.M.



James A. Bowey, MFA, is a Chicago-based documentary artist whose work explores issues of human rights and social connection. He has spent his career covering a wide range of global and national stories from the war in Bosnia to Hurricane Katrina. His photography and writing have been featured in

The New York Times, *Time Magazine*, *the Associated Press*, as well as in numerous exhibitions. Building on his career as an international photojournalist, editor and professor of art and media, Bowey creates what he calls "interactivations" that combine documentary storytelling, visual art and live programs in an art form that promotes empathy and bridges social divisions. His current projects about refugees and race in America have been presented in dozens of libraries around the country.

Awards Ceremony

Thursday, October 22, 5:30 P.M.

Join us at our first Virtual Awards Ceremony. This has been a challenging year for everyone, so let's take this opportunity to celebrate our colleagues and friends within the Illinois library community at this special ceremony.

This year, as with previous years, we will honor and recognize the best in librarianship throughout the state. The ceremony will be free to attend, but space will be limited, so please look for registration details from ILA. This is an event you won't want to miss!

Program Schedule at a Glance

Tuesday, October 20

11:00 A.M. – 5:00 P.M.	Exhibits Open
NOON – 1:30 P.M.	TBS Opening Session, featuring Eric Klinenberg
1:45 – 2:45 P.M.	Program Session 1
3:00 – 4:00 P.M.	Program Session 2
4:15 – 5:15 P.M.	Program Session 3

Thursday, October 22

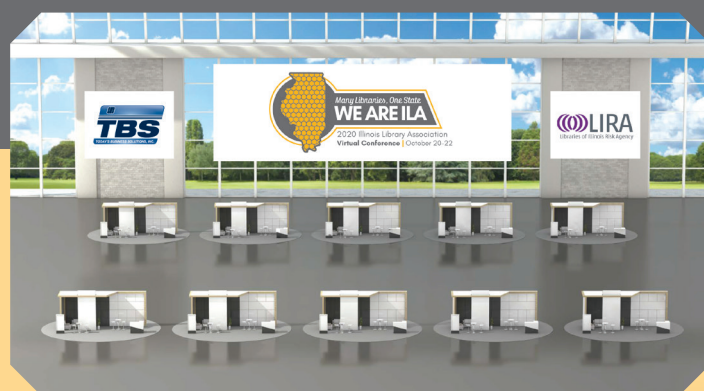
11:00 A.M. – 5:00 P.M.	Exhibits Open
NOON – 1:00 P.M.	Program Session 7
1:15 – 2:15 P.M.	Program Session 8
2:30 – 3:30 P.M.	Program Session 9
3:45 – 4:45 P.M.	Program Session 10
5:30 – 6:30 P.M.	Awards Ceremony

Wednesday, October 21

11:00 A.M. – 5:00 P.M.	Exhibits Open
NOON – 1:30 P.M.	Membership Meeting & President's Program
1:45 – 2:45 P.M.	Program Session 4
3:00 – 4:00 P.M.	Program Session 5
4:15 – 5:15 P.M.	Program Session 6

Exhibits

The Virtual Exhibit Hall will be open 11:00 A.M. – 5:00 P.M. each day of the conference. Be sure to make time to visit our exhibitors.



Registration Rates & Deadlines

Your full conference registration includes access to all sessions, the exhibit hall (virtual marketplace), and attendee lounges. The virtual conference features live and taped program sessions that will be available for viewing later; Keynote, President's Program, and Membership Meeting general sessions, and a virtual marketplace, featuring our exhibitors.

Register online at ila.org/conference. Questions?
Email ila@ila.org

	Early Bird	Advance	On-site
Full Conference Registration	by 9/21	by 10/12	after 10/12
ILA Member	\$100	\$125	\$150
Non-member	\$150	\$175	\$200
Full-time Student/ Retired/ Unemployed Member	\$50	\$75	\$75

Cancellation Policy

All refund requests must be received in writing by October 12, 2020. No telephone cancellations/refund requests can be accepted. Please email refund requests to ila@ila.org.

No refunds after October 12. All cancellations are subject to a \$15 processing fee.

If you have any questions regarding registration, please email ila@ila.org.



Illinois Library Association



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illibraryassociation

33 W. Grand Ave., Ste. 401 | Chicago, IL 60654-6799 | phone: 224-698-1728 | fax: 312-644-1899 | e-mail: ila@ila.org | www.ila.org

To: Board of Trustees

From: Jennie Nguyen, Finance Manager

RE: Corrections to the FY2021 budget

After reviewing the Treasurer's report, it was determined that there was an error in an earlier report in the working budget line for two of our expenditure accounts - the Building Project Fund owner's cost and 2018 Bond Series interest payment account. This has been corrected in this month's report. The expenditures were correct.

The Financial Edge NXT accounting system has been going through some software updates and changes we made in the system reverted to an old value.

We have contacted the vendor about these issues.

Fountaindale Public Library District

Cash and Investment

August 31, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$750,039.90	\$750,039.90
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	\$23,336.07	\$209,980.47
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	(\$9,718.70)	\$962,752.46
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$1,049,016.07)	\$5,628,372.53
Investment - IL Funds/General	\$70,052.78	\$1,139.45	\$71,192.23
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$6,426.46	\$64,172.77
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$35,269.10	\$2,077,677.69
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,802.18)	\$1,071,867.27
Investment - Special Reserve/PMA	\$15,260,952.35	\$238,669.43	\$15,499,621.78
Total Investments	\$25,183,218.08	(\$770,313.81)	\$24,412,904.27
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$220,626.66)	\$1,226,970.38
Total Bond Fund	\$1,447,597.04	(\$220,626.66)	\$1,226,970.38
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,469.81)	\$143.21
Total Building Project Fund	\$10,613.02	(\$10,469.81)	\$143.21
Total Cash and Investments	\$27,613,899.30	(\$1,011,128.98)	\$26,602,770.32

Special Res. PMA - 2.10 %
General - IL Fund - 0.161%
Money Market Wintrust - 0.200%

Fountaindale Public Library District

Revenue Report

August 31, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020 Est.	\$0.00	\$0.00	0.00 %	\$4,371,495.00	\$4,371,495.00
Property Tax Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$89,214.00	\$89,214.00
Property Tax Will - 2019	\$133,707.83	\$288,259.32	6.52 %	\$4,420,765.00	\$4,132,505.68
Property Tax Dupage - 2019	\$11,817.32	\$15,895.81	17.62 %	\$90,220.00	\$74,324.19
Other Tax	\$14,957.59	\$35,198.96	70.37 %	\$50,020.00	\$14,821.04
Interest	\$3,241.89	\$28,517.00	32.77 %	\$87,010.00	\$58,493.00
Circulation Fees	\$2,172.18	\$3,351.38	0.00 %	\$0.00	(\$3,351.38)
Copy Machines	\$395.43	\$857.96	42.90 %	\$2,000.00	\$1,142.04
Fax Machine	\$637.03	\$1,070.73	107.07 %	\$1,000.00	(\$70.73)
Printing	\$1,484.48	\$2,753.57	137.68 %	\$2,000.00	(\$753.57)
Miscellaneous	\$802.52	\$2,394.62	0.00 %	\$0.00	(\$2,394.62)
Reimbursements	\$4.25	\$966.93	0.00 %	\$0.00	(\$966.93)
Board Reimbursements	\$0.00	\$80.00	0.00 %	\$0.00	(\$80.00)
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$84,603.75	\$84,603.75	100.00 %	\$84,604.00	\$0.25
Total Operating Funds	\$253,824.27	\$463,950.03	5.04 %	\$9,198,628.00	\$8,734,677.97
Building Project Fund Revenue					
Interest Building Project Fund	\$0.02	\$0.05	0.00 %	\$0.00	(\$0.05)
Total Building Project Fund	\$0.02	\$0.05	0.00 %	\$0.00	(\$0.05)
Bond Fund					
Property Tax - Will 2020 Est.	\$0.00	\$0.00	0.00 %	\$1,907,637.00	\$1,907,637.00
Property Tax - Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$38,931.00	\$38,931.00
Property Tax - Will 2019	\$43,470.54	\$93,717.68	4.91 %	\$1,907,636.64	\$1,813,918.96
Property Tax - Dupage 2019	\$3,879.50	\$5,218.44	28.69 %	\$18,190.00	\$12,971.56
Interest Bond Fund	\$161.04	\$454.33	4.54 %	\$10,000.00	\$9,545.67
Total Bond Fund	\$47,511.08	\$99,390.45	2.56 %	\$3,882,394.64	\$3,783,004.19
Total Revenue	\$301,335.37	\$563,340.53	4.31 %	\$13,081,022.64	\$12,517,682.11

Fountaindale Public Library District

Expenditure Report

August 31, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$324,995.10	\$803,524.12	17.51 %	\$4,588,300.00	\$3,784,775.88
Contractual Services	\$17,171.76	\$93,511.16	16.23 %	\$576,000.00	\$482,488.84
Supplies & Utilities	\$43,810.50	\$47,177.34	7.15 %	\$659,650.00	\$612,472.66
Library Materials	\$112,154.27	\$125,294.57	9.66 %	\$1,297,500.00	\$1,172,205.43
Capital Expenditures	\$16,855.34	\$18,775.34	2.52 %	\$744,360.00	\$725,584.66
Miscellaneous	\$799.85	\$1,058.85	1.41 %	\$75,000.00	\$73,941.15
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$515,786.82	\$1,089,341.38	13.57 %	\$8,025,414.00	\$6,936,072.62
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00 %	\$12,100.00	\$12,100.00
Liability Insurance Fund Expenditures	\$1,323.80	\$1,323.80	1.04 %	\$127,500.00	\$126,176.20
Soc Sec/IMRF Fund Expenditures	\$64,266.79	\$127,116.72	16.71 %	\$760,550.00	\$633,433.28
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$14,354.25	\$22,143.66	6.79 %	\$326,000.00	\$303,856.34
Total Other Fund Expenditures	\$79,944.84	\$150,584.18	12.28 %	\$1,226,190.00	\$1,075,605.82
Total Expenditures - Operating Funds	\$595,731.66	\$1,239,925.56	13.40 %	\$9,251,604.00	\$8,011,678.44
Building Project Fund Expenditures					
	\$0.00	\$0.00	0.00 %	\$143.00	\$143.00
Total Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$143.00	\$143.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$890,000.00	\$890,000.00
Interest Payment - 2016A	\$0.00	\$93,800.00	50.00 %	\$187,600.00	\$93,800.00
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$1,050,000.00	\$1,050,000.00
Interest Payment - 2018	\$0.00	\$220,125.00	50.00 %	\$440,250.00	\$220,125.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$20,000.00	\$20,000.00
Interest Payment - 2019	\$0.00	\$145,800.00	50.00 %	\$291,600.00	\$145,800.00
Total Bond Fund Expenditures	\$0.00	\$459,725.00	15.97 %	\$2,879,450.00	\$2,419,725.00
Total	\$0.00	\$459,725.00	15.96 %	\$2,879,593.00	\$2,419,868.00
Total Expenditures - All Funds	\$595,731.66	\$1,699,650.56	14.01 %	\$12,131,197.00	\$10,431,546.44

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District

Bills Paid - Operating Account

September 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - August 2020	9/1/2020	824	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - September 2020	9/1/2020	54274	1-4192-10	\$29,453.89
Dearborn National Life Insurance Company	Employer Insurance Contribution - September 2020	9/1/2020	54275	1-4192-10	\$524.68
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - September 2020	9/1/2020	54276	1-4192-10	\$183.43
Home Depot	Building Supplies - Staff Lounge Keurig Supplies	9/1/2020	54277	8-4211-30	\$14.03
Illinois Municipal Retirement Fund	Employer Insurance Contribution - August 2020	9/1/2020	826	5-4142-10	\$29,311.85
					<u>\$59,499.97</u>

Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - August 2020

Gross Payroll	\$295,829.99
FICA	\$19,644.79
Total Gross Payroll & FICA	<u>\$315,474.78</u>

Fountaindale Public Library District
Bills Payable Report
September 17, 2020

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.				
	Communications - Tablecloths	8432942	1-4735-10	\$ 473.00
		<i>Totals for 4imprint, Inc.</i>		<u>\$ 473.00</u>
Ali Baig				
	Program - Virtual Trivia w/Baig of Tricks - 10/12/2020	AB101220	1-4571-24	75.00
		<i>Totals for Ali Baig</i>		<u>\$ 75.00</u>
Amazon				
	Studio - Various Program Supplies	A4-2021	1-4353-27	67.12
	Books - Juvenile Easy	0660346-SEPT20	1-4546-29	9.99
	Outreach - Plastic Lawn Sign	A10-2021	1-4353-28	35.99
	Outreach - Various Program Supplies	A11-2021	1-4353-28	9.49
	Outreach - Lawn Sign Stakes	A10-2021	1-4353-28	37.00
	Outreach - Various Program Supplies	A11-2021	1-4353-28	40.41
	Outreach - Puppet	A13-2021	1-4353-28	6.99
	Outreach - Cardstock	A7-2021	1-4371-28	11.99
	Outreach - X-Acto Trimmer	A8-2021	1-4371-28	47.99
	Deputy Director - Calculator	A9-2021	1-4351-10	7.99
	Essential Supplies - Hand Sanitizer	2 LITER HAND SAN	1-4351-10	29.58
	CSD - Various Program/Library Supplies	A6-1920	1-4353-20	463.01
	CSD - Various Program/Library Supplies	A6-1920	1-4371-20	131.96
	ATSD - Genealogy Books	A52-1920	1-4353-24	33.98
	ATSD - Multi-Charging Cables	A12-2021	1-4371-24	11.87
	IT - Patron Hotspot Cases	A5-2021	1-4354-14	117.32
	IT - USB to Micro Cord	A15-2021	1-4354-14	27.99
	Books - Adult Fiction	0660346-SEPT20	1-4540-26	123.78
	Books - Adult Non-Fiction	0660346-SEPT20	1-4541-26	13.90
	Books - Juvenile Easy	0660346-SEPT20	1-4546-26	29.97
	DVD - Adult	0660346-SEPT20	1-4557-26	44.41
	Communications - Number Stickers	A14-2021	1-4731-10	19.16
		<i>Totals for Amazon</i>		<u>\$ 1,321.89</u>
American Library Association				
	Newell Membership - 10/1/2020-9/30/2021	0082163	1-4161-16	142.00
	Mills Membership - 9/1/2020-8/31/2021	0223754	1-4161-10	225.00
		<i>Totals for American Library Association</i>		<u>\$ 367.00</u>

Fountaindale Public Library District
Bills Payable Report
September 17, 2020

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - September 2020	INV357011	1-4253-10	\$ 189.55
	<i>Totals for AmeriFlex Business Solutions</i>			\$ 189.55
Ari Wilkins				
	Program - Gen. Club - Looking for My Babies - 9/23/2020	AW092320	1-4571-24	150.00
	<i>Totals for Ari Wilkins</i>			\$ 150.00
AT & T				
	Internet - August 2020	3350746506	1-4314-14	1,386.82
	<i>Totals for AT & T</i>			\$ 1,386.82
AT & T Mobility - National Business Services				
	Telephone Service - 7/10/2020-8/9/2020	16776658	1-4311-14	210.03
	<i>Totals for AT & T Mobility - National Business Services</i>			\$ 210.03
B&H Photo-Video				
	Studio - Various Camera Equipment	176147216	1-4568-27	2,447.07
	Studio - Camera Filters	176484429	1-4568-27	53.94
	<i>Totals for B&H Photo-Video</i>			\$ 2,501.01
Baker & Taylor - C009233				
	Library Materials - Processing Costs	5016309046	1-4518-26	3.45
	Library Materials - Processing Costs	5016338971	1-4518-26	10.35
	Library Materials - Shipping Costs	5016309046	1-4519-26	0.18
	Library Materials - Shipping Costs	5016338971	1-4519-26	1.36
	Books - Adult Non-Fiction	5016338971	1-4541-26	271.99
	Books - Adult Non-Fiction	5016309046	1-4541-26	36.53
	<i>Totals for Baker & Taylor - C009233</i>			\$ 323.86
Baker & Taylor - L030107				
	Great Page Race Prizes	2035007677	1-4575-10	40.18
	<i>Totals for Baker & Taylor - L030107</i>			\$ 40.18

Fountaindale Public Library District
Bills Payable Report
September 17, 2020

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Juvenile Fiction	2035394088	1-4544-26	\$ 7.47
	Books - Juvenile Fiction	2035296311	1-4544-26	11.49
	Books - Juvenile Fiction	2035425668	1-4544-26	5.74
	Library Materials - Processing Costs	2035394088	1-4518-29	45.14
	Library Materials - Processing Costs	2035289853	1-4518-29	1.30
	Library Materials - Processing Costs	2035289859	1-4518-29	4.25
	Library Materials - Processing Costs	2035289872	1-4518-29	3.75
	Library Materials - Processing Costs	2035289900	1-4518-29	1.95
	Library Materials - Processing Costs	2035289941	1-4518-29	3.10
	Library Materials - Processing Costs	2035417454	1-4518-29	7.65
	Library Materials - Processing Costs	2035419838	1-4518-29	30.23
	Library Materials - Processing Costs	2035296256	1-4518-29	1.95
	Library Materials - Processing Costs	2035296228	1-4518-29	1.80
	Library Materials - Processing Costs	2035296311	1-4518-29	0.65
	Library Materials - Processing Costs	2035296402	1-4518-29	1.30
	Library Materials - Processing Costs	2035425668	1-4518-29	8.30
	Library Materials - Processing Costs	2035296351	1-4518-29	3.25
	Library Materials - Processing Costs	2035296391	1-4518-29	3.75
	Library Materials - Processing Costs	2035432656	1-4518-29	11.74
	Library Materials - Processing Costs	2035295535	1-4518-29	3.60
	Library Materials - Processing Costs	2035444322	1-4518-29	10.38
	Library Materials - Processing Costs	2035450470	1-4518-29	22.64
	Library Materials - Processing Costs	2035373017	1-4518-29	8.15
	Library Materials - Shipping Costs	2035417454	1-4519-29	2.02
	Library Materials - Shipping Costs	2035419838	1-4519-29	3.29
	Library Materials - Shipping Costs	2035296256	1-4519-29	0.25
	Library Materials - Shipping Costs	2035296228	1-4519-29	0.17
	Library Materials - Shipping Costs	2035296311	1-4519-29	0.20
	Library Materials - Shipping Costs	2035296402	1-4519-29	0.24
	Library Materials - Shipping Costs	2035425668	1-4519-29	1.46
	Library Materials - Shipping Costs	2035296351	1-4519-29	0.36
	Library Materials - Shipping Costs	2035296391	1-4519-29	0.40
	Library Materials - Shipping Costs	2035432656	1-4519-29	1.51
	Library Materials - Shipping Costs	2035295535	1-4519-29	0.26
	Library Materials - Shipping Costs	2035444322	1-4519-29	1.61
	Library Materials - Shipping Costs	2035450470	1-4519-29	2.82
	Library Materials - Shipping Costs	2035373017	1-4519-29	0.89
	Library Materials - Shipping Costs	2035394088	1-4519-29	4.76

Fountaindale Public Library District
Bills Payable Report
September 17, 2020

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Library Materials - Shipping Costs	2035289853	1-4519-29	\$ 0.48
	Library Materials - Shipping Costs	2035289859	1-4519-29	0.32
	Library Materials - Shipping Costs	2035289872	1-4519-29	0.43
	Library Materials - Shipping Costs	2035289900	1-4519-29	0.25
	Library Materials - Shipping Costs	2035289941	1-4519-29	0.28
	Books - Adult Large Print	2035444322	1-4543-29	106.22
	Books - Adult Large Print	2035450470	1-4543-29	87.75
	Books - Juvenile Non-Fiction	2035417454	1-4545-29	8.99
	Books - Juvenile Non-Fiction	2035296402	1-4545-29	9.77
	Books - Juvenile Non-Fiction	2035425668	1-4545-29	3.59
	Books - Juvenile Non-Fiction	2035444322	1-4545-29	14.99
	Books - Juvenile Non-Fiction	2035373017	1-4545-29	13.79
	Books - Juvenile Easy	2035394088	1-4546-29	13.29
	Books - Juvenile Easy	2035289853	1-4546-29	15.99
	Books - Juvenile Easy	2035289859	1-4546-29	4.19
	Books - Juvenile Easy	2035289872	1-4546-29	11.88
	Books - Juvenile Easy	2035289900	1-4546-29	33.85
	Books - Juvenile Easy	2035417454	1-4546-29	218.09
	Books - Juvenile Easy	2035419838	1-4546-29	206.53
	Books - Juvenile Easy	2035296311	1-4546-29	11.89
	Books - Juvenile Easy	2035296402	1-4546-29	5.74
	Books - Juvenile Easy	2035425668	1-4546-29	48.91
	Books - Juvenile Easy	2035296351	1-4546-29	13.29
	Books - Juvenile Easy	2035296391	1-4546-29	25.28
	Books - Juvenile Easy	2035432656	1-4546-29	79.52
	Books - Juvenile Easy	2035295535	1-4546-29	12.59
	Books - Juvenile Easy	2035444322	1-4546-29	102.06
	Books - Juvenile Easy	2035450470	1-4546-29	61.94
	Books - Juvenile Easy	2035373017	1-4546-29	25.18
	Books - Young Adult Fiction	2035394088	1-4548-29	32.18
	Books - Young Adult Fiction	2035450470	1-4548-29	70.10
	Books - Adult Fiction	2035417454	1-4540-29	16.65
	Books - Adult Fiction	2035419838	1-4540-29	31.60
	Books - Adult Fiction	2035296256	1-4540-29	14.35
	Books - Adult Fiction	2035296228	1-4540-29	16.68
	Books - Adult Fiction	2035296311	1-4540-29	16.65
	Books - Adult Fiction	2035296402	1-4540-29	16.10
	Books - Adult Fiction	2035425668	1-4540-29	32.76

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>
Baker & Taylor - L420685	(Cont'd)			
	Books - Adult Fiction	2035296351	1-4540-29	\$ 15.53
	Books - Adult Fiction	2035432656	1-4540-29	31.63
	Books - Adult Fiction	2035295535	1-4540-29	17.22
	Books - Adult Fiction	2035444322	1-4540-29	16.09
	Books - Adult Fiction	2035450470	1-4540-29	273.60
	Books - Adult Fiction	2035373017	1-4540-29	33.34
	Books - Adult Non-Fiction	2035394088	1-4541-29	228.39
	Books - Adult Non-Fiction	2035417454	1-4541-29	35.64
	Books - Adult Non-Fiction	2035419838	1-4541-29	41.84
	Books - Adult Non-Fiction	2035296402	1-4541-29	17.25
	Books - Adult Non-Fiction	2035296351	1-4541-29	33.33
	Books - Adult Non-Fiction	2035296391	1-4541-29	32.77
	Books - Adult Non-Fiction	2035432656	1-4541-29	17.25
	Books - Adult Non-Fiction	2035444322	1-4541-29	18.40
	Books - Adult Non-Fiction	2035450470	1-4541-29	55.76
	Books - Adult Large Print	2035394088	1-4543-29	246.26
	Books - Adult Large Print	2035289859	1-4543-29	18.00
	Books - Adult Large Print	2035289872	1-4543-29	11.99
	Books - Adult Large Print	2035289941	1-4543-29	18.00
	Books - Adult Large Print	2035417454	1-4543-29	55.43
	Books - Adult Large Print	2035296256	1-4543-29	17.83
	Books - Adult Large Print	2035296228	1-4543-29	18.00
	Books - Adult Large Print	2035425668	1-4543-29	123.29
	Books - Adult Large Print	2035296391	1-4543-29	11.99
	Books - Adult Large Print	2035432656	1-4543-29	76.14
	Books - Adult Fiction	2035394088	1-4540-29	312.01
	Books - Adult Fiction	2035289853	1-4540-29	31.05
	Books - Adult Fiction	2035289859	1-4540-29	32.19
	Books - Adult Fiction	2035289872	1-4540-29	32.78
	Books - Adult Fiction	2035289900	1-4540-29	15.50
	Books - Adult Fiction	2035289941	1-4540-29	16.68
	Books - Juvenile Fiction	2035394088	1-4544-29	98.60
	Books - Juvenile Fiction	2035289853	1-4544-29	47.97
	Books - Juvenile Fiction	2035289859	1-4544-29	9.77
	Books - Juvenile Fiction	2035289872	1-4544-29	28.73
	Books - Juvenile Fiction	2035289941	1-4544-29	20.68
	Books - Juvenile Fiction	2035417454	1-4544-29	68.50
	Books - Juvenile Fiction	2035419838	1-4544-29	378.02

**Fountaindale Public Library District
Bills Payable Report
September 17, 2020**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Juvenile Fiction	2035296256	1-4544-29	\$ 17.81
	Books - Juvenile Fiction	2035425668	1-4544-29	76.80
	Books - Juvenile Fiction	2035296351	1-4544-29	10.34
	Books - Juvenile Fiction	2035296391	1-4544-29	10.92
	Books - Juvenile Fiction	2035432656	1-4544-29	96.97
	Books - Juvenile Fiction	2035295535	1-4544-29	22.42
	Books - Juvenile Fiction	2035444322	1-4544-29	64.20
	Books - Juvenile Fiction	2035450470	1-4544-29	15.51
	Books - Juvenile Fiction	2035373017	1-4544-29	104.76
	Books - Juvenile Non-Fiction	2035394088	1-4545-29	13.27
	<i>Totals for Baker & Taylor - L420685</i>			<u>\$ 4,594.42</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Juvenile Fiction	2035407813	1-4544-29	\$ 53.08
	Books - Adult Fiction	2035407813	1-4540-29	79.91
	Books - Adult Large Print	2035407813	1-4543-29	91.79
	Books - Adult Non-Fiction	2035407813	1-4541-29	111.53
	Books - Juvenile Easy	2035407813	1-4546-29	12.59
	Library Materials - Shipping Costs	2035407813	1-4519-29	1.74
	Library Materials - Processing Costs	2035407813	1-4518-29	18.32
	Library Materials - Shipping Costs	2035392106	1-4519-26	4.75
	Library Materials - Shipping Costs	2035394544	1-4519-26	25.00
	Library Materials - Shipping Costs	2035346656	1-4519-26	2.26
	Library Materials - Shipping Costs	2035399991	1-4519-26	2.96
	Library Materials - Shipping Costs	2035405220	1-4519-26	6.46
	Library Materials - Shipping Costs	2035407742	1-4519-26	3.57
	Library Materials - Shipping Costs	2035410108	1-4519-26	3.24
	Library Materials - Shipping Costs	2035414477	1-4519-26	3.76
	Library Materials - Shipping Costs	2035422360	1-4519-26	4.79
	Library Materials - Shipping Costs	2035419758	1-4519-26	25.00
	Library Materials - Shipping Costs	2035424926	1-4519-26	6.10
	Library Materials - Shipping Costs	2035429294	1-4519-26	6.29
	Library Materials - Shipping Costs	2035432368	1-4519-26	5.67
	Library Materials - Shipping Costs	2035439764	1-4519-26	10.80
	Library Materials - Shipping Costs	2035444404	1-4519-26	2.08
	Library Materials - Shipping Costs	5016371839	1-4519-26	0.09
	Library Materials - Shipping Costs	2035450044	1-4519-26	7.20
	Library Materials - Shipping Costs	2035447173	1-4519-26	4.87
	Library Materials - Shipping Costs	2035365333	1-4519-26	10.30
	Library Materials - Shipping Costs	2035447747	1-4519-26	0.37
	Library Materials - Shipping Costs	2035375314	1-4519-26	4.02
	Library Materials - Shipping Costs	2035380890	1-4519-26	2.98
	Library Materials - Shipping Costs	2035414948	1-4519-26	5.88
	Library Materials - Shipping Costs	2035377842	1-4519-26	2.93
	Library Materials - Processing Costs	2035410108	1-4518-26	36.13
	Library Materials - Processing Costs	2035414477	1-4518-26	38.76
	Library Materials - Processing Costs	2035422360	1-4518-26	57.92
	Library Materials - Processing Costs	2035419758	1-4518-26	203.35
	Library Materials - Processing Costs	2035424926	1-4518-26	95.39
	Library Materials - Processing Costs	2035429294	1-4518-26	62.66
	Library Materials - Processing Costs	2035432368	1-4518-26	64.84

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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	2035439764	1-4518-26	\$ 103.66
	Library Materials - Processing Costs	2035444404	1-4518-26	25.22
	Library Materials - Processing Costs	5016371839	1-4518-26	2.30
	Library Materials - Processing Costs	2035450044	1-4518-26	65.90
	Library Materials - Processing Costs	2035447173	1-4518-26	45.11
	Library Materials - Processing Costs	2035365333	1-4518-26	98.55
	Library Materials - Processing Costs	2035447747	1-4518-26	1.29
	Library Materials - Processing Costs	2035375314	1-4518-26	35.85
	Library Materials - Processing Costs	2035380890	1-4518-26	34.70
	Library Materials - Processing Costs	2035414948	1-4518-26	61.77
	Library Materials - Processing Costs	2035377842	1-4518-26	28.50
	Library Materials - Processing Costs	2035392106	1-4518-26	49.50
	Library Materials - Processing Costs	2035394544	1-4518-26	445.77
	Library Materials - Processing Costs	2035346656	1-4518-26	15.20
	Library Materials - Processing Costs	2035399991	1-4518-26	27.39
	Library Materials - Processing Costs	2035405220	1-4518-26	71.27
	Library Materials - Processing Costs	2035407742	1-4518-26	39.81
	Books - Juvenile World Languages	2035419758	1-4526-26	33.48
	Books - Juvenile World Languages	2035365333	1-4526-26	6.64
	Books - Adult World Languages	2035392106	1-4525-26	18.99
	Books - Adult World Languages	2035410108	1-4525-26	7.50
	Books - Adult World Languages	2035419758	1-4525-26	34.16
	Books - Adult World Languages	2035424926	1-4525-26	26.94
	Books - Adult World Languages	2035429294	1-4525-26	7.17
	Books - Adult World Languages	2035365333	1-4525-26	11.97
	Books - Juvenile Fiction	2035410108	1-4544-26	85.48
	Books - Juvenile Fiction	2035414477	1-4544-26	193.89
	Books - Juvenile Fiction	2035422360	1-4544-26	65.46
	Books - Juvenile Fiction	2035419758	1-4544-26	1,485.89
	Books - Juvenile Fiction	2035424926	1-4544-26	245.96
	Books - Juvenile Fiction	2035429294	1-4544-26	126.52
	Books - Juvenile Fiction	2035432368	1-4544-26	152.34
	Books - Juvenile Fiction	2035439764	1-4544-26	195.47
	Books - Juvenile Fiction	2035444404	1-4544-26	17.98
	Books - Juvenile Fiction	2035450044	1-4544-26	24.71
	Books - Juvenile Fiction	2035447173	1-4544-26	16.08
	Books - Juvenile Fiction	2035365333	1-4544-26	16.08
	Books - Juvenile Fiction	2035380890	1-4544-26	66.10

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Fiction	2035377842	1-4544-26	\$ 13.34
	Books - Juvenile Non-Fiction	2035394544	1-4545-26	10.32
	Books - Juvenile Non-Fiction	2035405220	1-4545-26	12.64
	Books - Adult Non-Fiction	2035392106	1-4541-26	328.37
	Books - Adult Non-Fiction	2035394544	1-4541-26	4,038.78
	Books - Adult Non-Fiction	2035346656	1-4541-26	30.85
	Books - Adult Non-Fiction	2035399991	1-4541-26	233.02
	Books - Adult Non-Fiction	2035405220	1-4541-26	427.56
	Books - Adult Non-Fiction	2035407742	1-4541-26	274.29
	Books - Adult Large Print	2035439764	1-4543-26	184.41
	Books - Adult Large Print	2035444404	1-4543-26	26.99
	Books - Adult Large Print	2035450044	1-4543-26	165.71
	Books - Adult Large Print	2035447173	1-4543-26	73.17
	Books - Adult Large Print	2035375314	1-4543-26	49.79
	Books - Adult Large Print	2035380890	1-4543-26	52.19
	Books - Adult Non-Fiction	2035439764	1-4541-26	701.17
	Books - Adult Non-Fiction	2035444404	1-4541-26	171.78
	Books - Adult Non-Fiction	5016371839	1-4541-26	18.56
	Books - Adult Non-Fiction	2035450044	1-4541-26	417.63
	Books - Adult Non-Fiction	2035447173	1-4541-26	509.34
	Books - Adult Non-Fiction	2035365333	1-4541-26	239.96
	Books - Adult Non-Fiction	2035375314	1-4541-26	218.56
	Books - Adult Non-Fiction	2035380890	1-4541-26	167.43
	Books - Adult Non-Fiction	2035414948	1-4541-26	934.28
	Books - Adult Non-Fiction	2035410108	1-4541-26	174.50
	Books - Adult Non-Fiction	2035414477	1-4541-26	185.89
	Books - Adult Non-Fiction	2035422360	1-4541-26	230.85
	Books - Adult Non-Fiction	2035419758	1-4541-26	539.90
	Books - Adult Non-Fiction	2035424926	1-4541-26	313.40
	Books - Adult Non-Fiction	2035429294	1-4541-26	257.03
	Books - Adult Non-Fiction	2035432368	1-4541-26	441.26
	Books - Professional	2035447747	1-4538-26	74.94
	Books - Adult Fiction	2035392106	1-4540-26	501.59
	Books - Adult Fiction	2035394544	1-4540-26	1,901.54
	Books - Adult Fiction	2035346656	1-4540-26	159.91
	Books - Adult Fiction	2035399991	1-4540-26	139.70
	Books - Adult Fiction	2035405220	1-4540-26	637.17
	Books - Adult Fiction	2035407742	1-4540-26	326.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2035377842	1-4541-26	\$ 148.37
	Books - Adult Large Print	2035392106	1-4543-26	13.19
	Books - Adult Large Print	2035394544	1-4543-26	18.59
	Books - Adult Large Print	2035399991	1-4543-26	18.00
	Books - Adult Large Print	2035405220	1-4543-26	35.40
	Books - Adult Large Print	2035407742	1-4543-26	18.59
	Books - Adult Large Print	2035410108	1-4543-26	98.42
	Books - Adult Large Print	2035422360	1-4543-26	48.98
	Books - Adult Large Print	2035419758	1-4543-26	67.38
	Books - Adult Large Print	2035424926	1-4543-26	43.15
	Books - Adult Large Print	2035429294	1-4543-26	11.99
	Books - Adult Large Print	2035432368	1-4543-26	17.99
	Books - Adult Fiction	2035410108	1-4540-26	164.49
	Books - Adult Fiction	2035414477	1-4540-26	307.47
	Books - Adult Fiction	2035422360	1-4540-26	443.20
	Books - Adult Fiction	2035419758	1-4540-26	814.40
	Books - Adult Fiction	2035424926	1-4540-26	516.69
	Books - Adult Fiction	2035429294	1-4540-26	594.14
	Books - Adult Fiction	2035432368	1-4540-26	239.85
	Books - Adult Fiction	2035439764	1-4540-26	557.51
	Books - Adult Fiction	2035444404	1-4540-26	188.09
	Books - Adult Fiction	2035450044	1-4540-26	525.50
	Books - Adult Fiction	2035447173	1-4540-26	341.25
	Books - Adult Fiction	2035365333	1-4540-26	1,733.68
	Books - Adult Fiction	2035375314	1-4540-26	511.95
	Books - Adult Fiction	2035380890	1-4540-26	279.21
	Books - Adult Fiction	2035414948	1-4540-26	194.04
	Books - Juvenile Fiction	2035392106	1-4544-26	39.15
	Books - Juvenile Fiction	2035394544	1-4544-26	22.07
	Books - Juvenile Fiction	2035346656	1-4544-26	211.88
	Books - Juvenile Fiction	2035399991	1-4544-26	163.90
	Books - Juvenile Fiction	2035405220	1-4544-26	36.12
	Books - Juvenile Fiction	2035407742	1-4544-26	25.28
	Books - Adult Fiction	2035377842	1-4540-26	402.56
	Books - Juvenile Easy	2035439764	1-4546-26	342.53
	Books - Juvenile Easy	2035450044	1-4546-26	225.28
	Books - Juvenile Easy	2035365333	1-4546-26	12.59
	Books - Juvenile Easy	2035375314	1-4546-26	24.46

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Easy	2035380890	1-4546-26	\$ 14.20
	Books - Juvenile Easy	2035410108	1-4546-26	26.58
	Books - Juvenile Easy	2035414477	1-4546-26	48.53
	Books - Juvenile Easy	2035422360	1-4546-26	104.53
	Books - Juvenile Easy	2035419758	1-4546-26	2,456.22
	Books - Juvenile Easy	2035424926	1-4546-26	25.18
	Books - Juvenile Easy	2035429294	1-4546-26	205.01
	Books - Juvenile Easy	2035432368	1-4546-26	104.59
	Books - Juvenile Non-Fiction	2035422360	1-4545-26	5.74
	Books - Juvenile Non-Fiction	2035419758	1-4545-26	8.99
	Books - Juvenile Non-Fiction	2035424926	1-4545-26	3.59
	Books - Juvenile Non-Fiction	2035432368	1-4545-26	25.18
	Books - Juvenile Non-Fiction	2035380890	1-4545-26	17.24
	Books - Juvenile Easy	2035392106	1-4546-26	18.87
	Books - Juvenile Easy	2035346656	1-4546-26	37.77
	Books - Juvenile Easy	2035399991	1-4546-26	26.58
	Books - Juvenile Easy	2035405220	1-4546-26	63.40
	Books - Juvenile Easy	2035407742	1-4546-26	20.97
	Books - Juvenile Easy	2035377842	1-4546-26	21.84
	Books - Young Adult Fiction	2035392106	1-4548-26	29.65
	Books - Young Adult Fiction	2035394544	1-4548-26	75.52
	Books - Young Adult Fiction	2035399991	1-4548-26	10.92
	Books - Young Adult Fiction	2035405220	1-4548-26	79.87
	Books - Young Adult Fiction	2035407742	1-4548-26	48.35
	Books - Young Adult Fiction	2035410108	1-4548-26	90.21
	Books - Young Adult Fiction	2035414477	1-4548-26	16.33
	Books - Young Adult Fiction	2035422360	1-4548-26	59.16
	Books - Young Adult Fiction	2035419758	1-4548-26	124.83
	Books - Young Adult Fiction	2035424926	1-4548-26	45.40
	Books - Young Adult Fiction	2035429294	1-4548-26	56.27
	Books - Young Adult Fiction	2035432368	1-4548-26	152.78
	Books - Young Adult Fiction	2035439764	1-4548-26	179.80
	Books - Young Adult Fiction	2035444404	1-4548-26	10.92
	Books - Young Adult Fiction	2035450044	1-4548-26	81.29
	Books - Young Adult Fiction	2035447173	1-4548-26	33.90
	Books - Young Adult Fiction	2035365333	1-4548-26	29.05
	Books - Young Adult Fiction	2035414948	1-4548-26	48.27
	Books - Young Adult Non-Fiction	2035346656	1-4549-26	11.98

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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 Non-Fiction	2035419758	1-4549-26	\$ 51.75
	Books - Young Adult Non-Fiction	2035365333	1-4549-26	10.92
	<i>Totals for Baker & Taylor - L420686</i>			\$ 34,193.32
Baltimore County Public Library				
	Lost Item - Undeniable Breakthrough	202085721	1-3310-30	15.50
	<i>Totals for Baltimore County Public Library</i>			\$ 15.50
Belynda Head				
	Program - R&B Line Dancing - 10/4/2020	BH100420	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Bibliotheca, LLC				
	Electronic Audiobooks & Books	INV-US35132	1-4520-26	17.50
	Electronic Audiobooks & Books	INV-US35133	1-4520-26	199.89
	<i>Totals for Bibliotheca, LLC</i>			\$ 217.39
Blackstone Publishing				
	Audiobooks - Adult	1177884	1-4551-26	360.00
	<i>Totals for Blackstone Publishing</i>			\$ 360.00
Cathryn Stanek-Whisler				
	Program - DIY Bird Seed Cakes - 9/28/2020-10/11/2020	CSW092820	1-4573-24	100.00
	Program - DIY Bird Seed Cakes - 9/28/2020-10/11/2020	CSW092820	1-4571-24	100.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 200.00
Center Point Large Print				
	Books - Adult Large Print	1784247	1-4543-29	68.31
	Books - Adult Large Print	1783464	1-4543-29	179.76
	Books - Adult Large Print	1784537	1-4543-29	46.74
	Books - Adult Large Print	1779568	1-4543-26	318.78
	Books - Adult Large Print	1784247	1-4543-26	66.51
	<i>Totals for Center Point Large Print</i>			\$ 680.10
Chicago Swordplay Guild, Inc.				
	Program - Medieval Armor Chicago Swordplay Guild - 9/4/2020	CSG092420	1-4571-24	160.00
	<i>Totals for Chicago Swordplay Guild, Inc.</i>			\$ 160.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	188339	1-4545-29	\$ 209.70
	Books - Juvenile Non-Fiction	188337	1-4545-26	1,185.83
	Books - Juvenile Non-Fiction	188492	1-4545-26	333.84
	<i>Totals for Children's Plus Inc.</i>			\$ 1,729.37
Christine Thornton				
	Program - How to Draw Manga Faces - 9/22/2020-9/28/2020	CT092220	1-4573-24	250.00
	Program - Chibi Harry Potter - 10/13/2020-10/17/2020	CT101320	1-4573-24	250.00
	<i>Totals for Christine Thornton</i>			\$ 500.00
Clarence Goodman				
	Program - Emancipation to Inauguration - 9/23/2020	CG092320	1-4571-24	250.00
	<i>Totals for Clarence Goodman</i>			\$ 250.00
Comcast Cable				
	Cable - 9/3/2020-10/2/2020	0367494-SEPT20	1-4316-14	124.18
	<i>Totals for Comcast Cable</i>			\$ 124.18
Constellation NewEnergy, Inc.				
	Electricity - 7/29/2020-8/27/2020	18222096601	1-4321-30	17,016.89
	<i>Totals for Constellation NewEnergy, Inc.</i>			\$ 17,016.89
Daily Southtown				
	Periodicals	74033238	1-4511-26	390.00
	<i>Totals for Daily Southtown</i>			\$ 390.00
Daniel McGehee				
	Program - The History of Archery - 9/10/2020	DM091020	1-4571-24	75.00
	<i>Totals for Daniel McGehee</i>			\$ 75.00
Dave Rudolf				
	Program - British Invasion - 10/14/2020	DR101420	1-4571-24	300.00
	<i>Totals for Dave Rudolf</i>			\$ 300.00
Declan Moss				
	Refund - Low-Fat Lies	DM4069	1-3310-30	21.60
	<i>Totals for Declan Moss</i>			\$ 21.60
Demco, Inc.				
	Collections - Red Large Print Stickers	6828693	1-4371-12	51.11
	<i>Totals for Demco, Inc.</i>			\$ 51.11

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Dennis Raleigh				
	Mileage - 3/10-2020-3/11/2020	DR082720	1-4171-10	\$ 20.53
	Mileage - 7/7/2020	DR082720	1-4171-10	5.35
		<i>Totals for Dennis Raleigh</i>		\$ 25.88
Elite Detailing Services, Inc.				
	Bkm & Van Wash - 9/2/2020	V101RDVLOI	1-4235-29	195.00
		<i>Totals for Elite Detailing Services, Inc.</i>		\$ 195.00
ELM USA				
	Collections - Various Polishing Pads	33410	1-4371-12	142.45
		<i>Totals for ELM USA</i>		\$ 142.45
Findaway World, LLC				
	Audiobooks - Juvenile	325917	1-4553-26	59.99
	Audiobooks - Juvenile	326794	1-4553-26	537.98
	Audiobooks - Adult	326327	1-4551-26	464.09
	Playaway - Juvenile	326784	1-4562-29	417.62
	Launchpads - Juvenile	326501	1-4566-26	139.98
	Launchpads - Juvenile	327094	1-4566-26	303.98
		<i>Totals for Findaway World, LLC</i>		\$ 1,923.64

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Story Blocks - Studio Annual Content Subscription	M4566-SEPT20	1-4568-27	\$ 149.00
	Guitar Center - Studio Electric Guitar Fender Repair	N7231-SEPT20	1-4568-27	54.98
	BusyBoxx - Studio Video Composition Content	N7231-SEPT20	1-4568-27	30.00
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-SEPT20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-SEPT20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-SEPT20	1-4523-26	15.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-SEPT20	1-4523-26	14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-SEPT20	1-4523-26	14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-SEPT20	1-4523-26	14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-SEPT20	1-4523-26	14.99
	Disney Plus - 1/3 Additional Roku Annual Subscriptions	T7780-SEPT20	1-4523-26	69.99
	Disney Plus - 1/3 Additional Roku Annual Subscriptions	T7780-SEPT20	1-4523-26	69.99
	Disney Plus - 1/3 Additional Roku Annual Subscriptions	T7780-SEPT20	1-4523-26	69.99
	HBO Max - 1/4 Additional Roku Subscriptions	T7780-SEPT20	1-4523-26	14.99
	HBO Max - 1/4 Additional Roku Subscriptions	T7780-SEPT20	1-4523-26	14.99
	HBO Max - 1/4 Additional Roku Subscriptions	T7780-SEPT20	1-4523-26	14.99
	HBO Max - 1/4 Additional Roku Subscriptions	T7780-SEPT20	1-4523-26	14.99
	My Commerce - RDA Toolkit Renewal	T7780-SEPT20	1-4272-12	207.19
	Disney Plus - 1/2 2020 Summer Adventure Prize Winners	N7231-SEPT20	1-4575-10	69.99
	Disney Plus - 1/2 2020 Summer Adventure Prize Winner	N7231-SEPT20	1-4575-10	69.99
	Google - RDP License	M4566-SEPT20	1-4522-14	9.99
	Facebook - Monthly Ads	M4566-SEPT20	1-4731-10	43.04
	Mailchimp - Monthly Subscription	M4566-SEPT20	1-4731-10	84.99
	Woobox - Monthly Subscription	M4566-SEPT20	1-4731-10	29.00
	DecalGirl - Chromebook Skins	N7231-SEPT20	1-4731-10	298.79
	Target - ATSD - Fall Teen Contest & Program Prizes	N7231-SEPT20	1-4353-24	75.00
	Michaels - ATSD - Fall Teen Contest & Program Prizes	N7231-SEPT20	1-4353-24	75.00
	Panera - 8/20/2020 Board Dinner Tip	N7231-SEPT20	1-4355-16	5.82
	Panera - 8/20/2020 Board Dinner	N7231-SEPT20	1-4355-16	93.41
	Menards - Essential Supplies - Alcohol Disinfecting Wipes	M4566-SEPT20	1-4351-10	7.16
	Peterson Products - Essential Supplies - Sani-Cloth Wipes	N7231-SEPT20	1-4351-10	156.50
	LL Bean - Outreach - Canvas Bags	N7231-SEPT20	1-4371-28	185.67
	Equity In Action - Arellano Reg. - Sept.-Oct. 2020	N7231-SEPT20	1-4151-10	258.24
	Equity In Action - Bradley Registration - Sept.-Oct. 2020	N7231-SEPT20	1-4151-10	258.24
	Equity In Action - Hopwood Registration - Oct.-Nov. 2020	N7231-SEPT20	1-4151-10	237.24
	ABOS - Petrov - Virtual Conference - 10/13/2020-10/16/2020	N7231-SEPT20	1-4151-10	79.00
	ABOS - Boyer - Virtual Conference - 10/13/2020-10/16/2020	N7231-SEPT20	1-4151-10	79.00
	Equity In Action - Theobald Registration - Sept.-Oct. 2020	T7780-SEPT20	1-4151-10	258.24

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard		(Cont'd)		
	SurveyMonkey - Advantage Annual Subscription	M4566-SEPT20	1-4631-14	\$ 384.00
	<i>Totals for First Bankcard</i>			\$ 3,577.34
Gale/Cengage Learning				
	Books - Adult Large Print	71070214	1-4543-26	212.17
	Books - Adult Large Print	71070470	1-4543-26	84.72
	Books - Adult Large Print	71090748	1-4543-26	74.22
	Books - Adult Large Print	71091278	1-4543-26	69.72
	Books - Adult Large Print	71091738	1-4543-26	49.48
	Books - Adult Large Print	71069896	1-4543-26	111.71
	Books - Adult Large Print	71235348	1-4543-26	28.49
	Gale Courses Unlimited Subscription - 12/18/2020-12/17/2021	71399424	1-4521-26	6,431.98
	Books - Adult Large Print	71069896	1-4543-29	28.49
	Electronic Audiobooks & Books	71396456	1-4520-26	543.40
	<i>Totals for Gale/Cengage Learning</i>			\$ 7,634.38
Graciana Diaz				
	Refund - The Doomsday Code	GD3969	1-3310-30	16.09
	<i>Totals for Graciana Diaz</i>			\$ 16.09
Guitar Player				
	Periodicals	4821139344	1-4511-26	18.99
	<i>Totals for Guitar Player</i>			\$ 18.99
Illinois American Water				
	Irrigation - 7/19/2020-8/19/2020	1025-21000308991E	1-4331-30	2,483.51
	Fire Protection - 8/20/2020-9/18/2020	1025-21000308946E	1-4331-30	43.96
	<i>Totals for Illinois American Water</i>			\$ 2,527.47
Illinois American Water/Bolingbrook				
	Water & Sewer - 7/19/2020-8/19/2020	1025-21000308831E	1-4331-30	638.84
	<i>Totals for Illinois American Water/Bolingbrook</i>			\$ 638.84
Ilya Kabirov				
	Program - Great Reads Book Club - 9/23/2020	IK092320	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			\$ 75.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Video Games - Juvenile	47462088	1-4564-26	\$ 56.99
	Video Games - Juvenile	47462086	1-4564-26	56.99
	Video Games - Juvenile	47636273	1-4564-26	28.49
	Video Games - Juvenile	47834884	1-4564-26	113.98
	Video Games - Juvenile	47834886	1-4564-26	170.97
	Video Games - Adult	47462091	1-4565-26	113.96
	Video Games - Adult	47462087	1-4565-26	56.99
	Video Games - Adult	47834885	1-4565-26	47.49
	Video Games - Juvenile	47519069	1-4564-29	37.98
	Video Games - Juvenile	47636274	1-4564-29	18.99
	Video Games - Juvenile	47721936	1-4564-29	56.99
	Video Games - Juvenile	47834887	1-4564-29	242.18
	Video Games - Juvenile	47834889	1-4564-29	37.98
	Juvenile Summer Reading Prize	47627264	1-4584-10	50.80
	Books - Adult Fiction	47636277	1-4540-26	25.19
	Books - Adult Fiction	47834891	1-4540-26	11.91
	Books - Adult Non-Fiction	47636278	1-4541-26	15.29
	Books - Adult Non-Fiction	47721938	1-4541-26	8.06
	2020 Staff Summer Reading Prize	47710662	1-4711-10	19.78
	Video Games - YA	47462090	1-4563-26	37.99
	Video Games - YA	47462089	1-4563-26	37.99
	Video Games - YA	47636275	1-4563-26	227.96
	Video Games - YA	47636276	1-4563-26	132.97
	Video Games - YA	47721939	1-4563-26	227.96
	Video Games - YA	47721940	1-4563-26	113.98
	Video Games - YA	47834888	1-4563-26	707.58
	Video Games - YA	47834890	1-4563-26	75.97
	Books - Juvenile Easy	47627265	1-4546-26	32.73
	Books - Juvenile Easy	47710661	1-4546-26	3.38
	Books - Juvenile Easy	47721937	1-4546-26	6.29
	Books - Juvenile Easy	47421159	1-4546-26	169.43
	Books - Juvenile Easy	47519070	1-4546-26	112.31
		<i>Totals for Ingram Library Services</i>		\$ 3,057.55
ITsavvy LLC				
	IT - Coll. Replacement Zebra GX Label Printers	01205052	1-4641-14	1,520.10
	IT - Adobe Acrobat Pro License	01206654	1-4631-14	156.00
		<i>Totals for ITsavvy LLC</i>		\$ 1,676.10

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John W. Chase				
	Program - Michigan's Keweenaw Peninsula by Kayak - 9/23/2020	JC092320	1-4571-24	\$ 100.00
	Program - Biking In and Around Bolingbrook - 9/9/2020	JC090920	1-4571-24	100.00
	<i>Totals for John W. Chase</i>			\$ 200.00
Juanita Lennon				
	Reimburse - August 2020 Donuts & Pastries - Juice & Cookies	JL090220	1-4715-10	14.12
	Reimburse - 7/16/2020 Board Dinner Soup	JL090220	1-4355-16	5.67
	Reimburse - 8/20/2020 Board Beverages	JL090220	1-4355-16	10.83
	<i>Totals for Juanita Lennon</i>			\$ 30.62
kd Repair				
	Bkm Generator Preventative Maintenance - 9/4/2020	30201	1-4235-29	269.75
	<i>Totals for kd Repair</i>			\$ 269.75
Kellie Chase				
	Program - Sewing with Kellie Chase - 9/8/2020	KC090820	1-4571-24	175.00
	Program - Sewing with Kellie Chase - 9/21/2020	KC092120	1-4571-24	175.00
	Program - Sewing with Kellie Chase - 10/6/2020	KC100620	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 525.00
Konica Minolta Business Solutions U.S.A., Inc.				
	Maintenance - 7/15/2020-7/31/2020	9006995014	1-4234-14	3.81
	Maintenance & Overage for Updated Machines - 7/13-7/31/2020	9006995925	1-4234-14	273.50
	Overage - 7/15/2020-8/14/2020	9007032354	1-4234-14	77.28
	Overage - 6/15/2020-7/14/2020	9007032349	1-4234-14	73.32
	Leased Equipment - August 2020	421936766	1-4234-14	1,550.18
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,978.09
Laura E. Chaplin				
	Program - Gen. Club - Quakers Plain & Simple - 10/14/2020	LEC101420	1-4571-24	200.00
	<i>Totals for Laura E. Chaplin</i>			\$ 200.00
Law Offices of Jacob K Ehrensaft LLC				
	Program - Wills, Trusts, Estate Planning Basics - 9/26/2020	LOJKE092620	1-4571-24	150.00
	<i>Totals for Law Offices of Jacob K Ehrensaft LLC</i>			\$ 150.00
Leah D. Moon				
	Program - Art Nouveau Design Accents - 10/9/2020-10/22/2020	LDM100920	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 165.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	CD Music - Adult	99221119	1-4550-26	\$ 87.63
	CD Music - Adult	99225951	1-4550-26	16.18
	CD Music - Adult	99225971	1-4550-26	11.24
	CD Music - Adult	99258298	1-4550-26	37.95
	CD Music - Adult	99288814	1-4550-26	28.57
	CD Music - Adult	99289445	1-4550-26	15.53
	CD Music - Adult	99290023	1-4550-26	30.41
	CD Music - Adult	99325692	1-4550-26	14.83
	Audiobooks - Adult	99258299	1-4551-26	40.29
	Audiobooks - Adult	99266200	1-4551-26	45.29
	Audiobooks - Adult	99266203	1-4551-26	35.29
	Audiobooks - Adult	99290013	1-4551-26	15.29
	Audiobooks - Adult	99290018	1-4551-26	85.58
	Audiobooks - Adult	99322939	1-4551-26	55.29
	Audiobooks - Adult	99324948	1-4551-26	50.29
	Audiobooks - Juvenile	99290010	1-4553-26	30.29
	CD Music - Juvenile	99258297	1-4554-26	14.33
	CD Music - Juvenile	99266201	1-4554-26	31.16
	CD Music - Juvenile	99290020	1-4554-26	41.66
	Audiobooks - Young Adult	99225543	1-4555-26	55.49
	DVD - Adult	99224075	1-4557-26	22.98
	DVD - Adult	99224726	1-4557-26	386.85
	DVD - Adult	99225504	1-4557-26	58.44
	DVD - Adult	99225641	1-4557-26	635.39
	DVD - Adult	99225896	1-4557-26	41.46
	DVD - Adult	99225910	1-4557-26	38.22
	Audiobooks - Adult	99224749	1-4551-26	45.29
	Audiobooks - Adult	99225115	1-4551-26	101.58
	DVD - Adult	99249622	1-4557-26	371.05
	DVD - Adult	99249624	1-4557-26	37.49
	DVD - Adult	99249625	1-4557-26	39.43
	DVD - Adult	99249626	1-4557-26	55.48
	DVD - Adult	99249627	1-4557-26	121.00
	DVD - Adult	99254058	1-4557-26	177.30
	DVD - Adult	99254096	1-4557-26	46.46
	DVD - Adult	99254097	1-4557-26	91.92
	DVD - Adult	99254367	1-4557-26	23.48
	DVD - Adult	99254573	1-4557-26	82.92

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	99254575	1-4557-26	\$ 61.46
	DVD - Adult	99266055	1-4557-26	174.46
	DVD - Adult	99266230	1-4557-26	494.19
	DVD - Adult	99266232	1-4557-26	66.04
	DVD - Adult	99266261	1-4557-26	18.74
	DVD - Adult	99266330	1-4557-26	17.24
	DVD - Adult	99289449	1-4557-26	35.47
	DVD - Adult	99290014	1-4557-26	15.98
	DVD - Adult	99290016	1-4557-26	440.04
	DVD - Adult	99290017	1-4557-26	19.23
	DVD - Adult	99290019	1-4557-26	155.88
	DVD - Adult	99290022	1-4557-26	22.98
	DVD - Adult	99290024	1-4557-26	436.43
	DVD - Adult	99290025	1-4557-26	247.53
	DVD - Adult	99290026	1-4557-26	19.49
	DVD - Adult	99290033	1-4557-26	29.99
	DVD - Adult	99290034	1-4557-26	453.23
	DVD - Adult	99322935	1-4557-26	249.28
	DVD - Adult	99322936	1-4557-26	26.98
	DVD - Adult	99322937	1-4557-26	27.22
	DVD - Adult	99322938	1-4557-26	35.46
	DVD - Adult	99325634	1-4557-26	159.68
	DVD - Adult	99325636	1-4557-26	218.78
	DVD - Adult	99325637	1-4557-26	72.86
	DVD - Adult	99325638	1-4557-26	16.14
	DVD - Adult	99325639	1-4557-26	60.84
	DVD - Adult	99325640	1-4557-26	72.46
	DVD - Adult	99325641	1-4557-26	42.86
	DVD - Adult	99325690	1-4557-26	45.96
	DVD - Adult	99325691	1-4557-26	75.69
	DVD - Adult	99325694	1-4557-26	189.61
	DVD - Adult	99325695	1-4557-26	1,125.12
	DVD - Adult	99325696	1-4557-26	103.27
	DVD - Adult	99325697	1-4557-26	14.99
	DVD - Adult	99325698	1-4557-26	12.74
	DVD - Adult	99325699	1-4557-26	12.74
	DVD - Adult	99325701	1-4557-26	36.21
	DVD - Juvenile	99224858	1-4558-26	174.78

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	99225673	1-4558-26	\$ 95.40
	DVD - Juvenile	99225675	1-4558-26	30.96
	DVD - Juvenile	99225899	1-4558-26	47.22
	DVD - Juvenile	99266088	1-4558-26	117.35
	DVD - Juvenile	99290011	1-4558-26	17.58
	DVD - Juvenile	99290012	1-4558-26	31.96
	DVD - Juvenile	99290015	1-4558-26	128.64
	DVD - Juvenile	99290027	1-4558-26	23.46
	DVD - Juvenile	99322933	1-4558-26	55.19
	DVD - Juvenile	99322934	1-4558-26	15.98
	DVD - Juvenile	99325700	1-4558-26	28.44
	DVD - Juvenile	99325702	1-4558-26	64.92
	DVD - Adult	99225393	1-4557-29	15.98
	DVD - Adult	99254098	1-4557-29	50.06
	DVD - Adult	99290029	1-4557-29	31.96
	DVD - Adult	99290031	1-4557-29	25.98
	DVD - Juvenile	99225676	1-4558-29	92.88
	DVD - Juvenile	99266260	1-4558-29	46.45
	DVD - Juvenile	99290028	1-4558-29	47.94
	DVD - Juvenile	99290030	1-4558-29	56.52
	Books - Juvenile World Languages	99290032	1-4526-29	30.23
	CD Music - Juvenile	99225394	1-4554-29	60.99
	CD Music - Juvenile	99266204	1-4554-29	49.74
	Books - Juvenile World Languages	99224965	1-4526-26	30.98
	<i>Totals for Midwest Tape</i>			\$ 9,798.19
Mount Prospect Public Library				
	Lost Item - Crash: The Life and Times of Dick Allen	796.357/ALL	1-3310-30	30.00
	<i>Totals for Mount Prospect Public Library</i>			\$ 30.00
NTT Cloud Communications U.S.				
	Conference Calls - 8/1/2020-8/31/2020	C243674-08312020	1-4311-14	17.10
	<i>Totals for NTT Cloud Communications U.S.</i>			\$ 17.10
Pace Systems, Inc.				
	Building - Annual Camera Licensing	IN00032821	1-4391-30	3,230.00
	<i>Totals for Pace Systems, Inc.</i>			\$ 3,230.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Paul Mills	Reimburse - Donuts w/Director Donuts	PM082520	1-4715-10	\$ 10.96
	<i>Totals for Paul Mills</i>			<u>\$ 10.96</u>
Peter A. James	Program - Small Businesses & Start Ups - 10/13/2020	PAJ101320	1-4571-24	125.00
	<i>Totals for Peter A. James</i>			<u>\$ 125.00</u>
Petty Cash - District	Adm Cash Box Refillment - FY1920	6504-2021	1-3430-30	13.74
	<i>Totals for Petty Cash - District</i>			<u>\$ 13.74</u>
Raymond Buchanan Jr.	Program - Ghost Hunting 101 - 10/15/2020	RBK101520	1-4571-24	125.00
	<i>Totals for Raymond Buchanan Jr.</i>			<u>\$ 125.00</u>
Robert Pennor	Program - Drawing with Pencils and Charcoals - 9/22/2020	RP092220	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 9/29/2020	RP092920	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 10/6/2020	RP100620	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 10/13/2020	RP101320	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<u>\$ 240.00</u>
Rolling Meadows Library	Lost Item - Scar Tissue	462815	1-3310-30	24.95
	<i>Totals for Rolling Meadows Library</i>			<u>\$ 24.95</u>
Ronald Goldie	Program - Virtual Dungeons & Dragons - 9/19/2020	RG091920	1-4573-24	75.00
	<i>Totals for Ronald Goldie</i>			<u>\$ 75.00</u>
Rosa A. Gutierrez	Refund - Pan: Hecho En Casa Y Con El Sabor De Siempre	RG3146	1-3310-30	30.45
	<i>Totals for Rosa A. Gutierrez</i>			<u>\$ 30.45</u>
Roy Herman	Mileage - Voting Registrar Training - 8/25/2020	RH083120	1-4171-10	7.42
	<i>Totals for Roy Herman</i>			<u>\$ 7.42</u>
S & S Worldwide, Inc.	CSD - Clear Storage Containers	IN100581770	1-4371-20	50.70
	<i>Totals for S & S Worldwide, Inc.</i>			<u>\$ 50.70</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Scholastic Inc.				
	5 Subscriptions - 10/24/2020-10/23/2021	23406928	1-4521-26	\$ 10,129.00
	5 Subscriptions - 10/24/2020-10/23/2021	23406928	1-4520-26	16,202.00
		<i>Totals for Scholastic Inc.</i>		\$ 26,331.00
Scott Kenemore				
	Program - Evolution of the Modern Zombie - 10/7/2020	SK100720	1-4571-24	225.00
		<i>Totals for Scott Kenemore</i>		\$ 225.00
Sebert Landscaping Inc.				
	Lawn Maintenance - September 2020	206628	1-4392-30	1,580.00
		<i>Totals for Sebert Landscaping Inc.</i>		\$ 1,580.00
Showcases				
	Collections - Black DVD Cases	317407	1-4371-12	375.84
	Collections - Clear DVD Cases	317532	1-4371-12	648.00
		<i>Totals for Showcases</i>		\$ 1,023.84
Susan K. Maddox				
	Program - Cooking Demonstrations w/Chef Maddox - 10/8/2020	SKM100820	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		\$ 300.00
Taste of Home				
	Books - Adult Non-Fiction	01052	1-4541-26	35.98
		<i>Totals for Taste of Home</i>		\$ 35.98
Terryberry				
	Matysek 10 Year Recognition Item	H69531	1-4153-10	95.68
		<i>Totals for Terryberry</i>		\$ 95.68
Titan Image Group, Inc				
	Fall 2020 Newsletter - Sept.-Nov. 2020	56960	1-4256-10	7,850.00
		<i>Totals for Titan Image Group, Inc</i>		\$ 7,850.00
Today's Business Solutions, Inc.				
	Annual Licenses & Support 2020-2021	11013	1-4234-14	9,306.50
		<i>Totals for Today's Business Solutions, Inc.</i>		\$ 9,306.50
Tressler LLP				
	Legal Expense - Attorney - August 2020	420626	1-4241-10	2,983.00
	Legal Expense - Attorney - Tax Objection - August 2020	420627	1-4241-10	608.00
		<i>Totals for Tressler LLP</i>		\$ 3,591.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tumbleweed Press, Inc.	Electronic Audiobooks & Books	100864	1-4520-26	\$ 1,435.33
	<i>Totals for Tumbleweed Press, Inc.</i>			<u>\$ 1,435.33</u>
ULINE	Essential Supplies - Green Vinyl Basket Truck	123673004	1-4351-10	1,247.05
	<i>Totals for ULINE</i>			<u>\$ 1,247.05</u>
Unique Management Services, Inc.	Collection Expense - July 2020	595428	1-4245-10	393.80
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 393.80</u>
Verizon Wireless	Telephone - 7/17/2020-8/16/2020	9860948886	1-4311-14	539.94
	<i>Totals for Verizon Wireless</i>			<u>\$ 539.94</u>
Warehouse Direct	Essential Supplies - Disinfect Wipe Bucket Program Sept 2020	4759129-0	1-4351-10	919.80
	Outreach - Water	4752991-0	1-4351-10	43.95
	District Closet Restock - August 2020	4757983-0	1-4351-10	702.28
	Collections - Various Labels	4740005-0	1-4351-10	202.68
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,868.71</u>
	Total for Fund 1			<u>\$ 162,671.75</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com				
	Building - Study Room Light Ballast	W02306039	8-4211-30	\$ 84.76
	Building - Fluorescent Bulb Recycle Boxes	W02305288	8-4357-30	255.83
	<i>Totals for 1000Bulbs.com</i>			\$ 340.59
Best Quality Cleaning, Inc.				
	Sunday Porter Service - August 2020	34576	8-4215-30	475.00
	Saturday Porter Service - August 2020	34577	8-4215-30	475.00
	Cleaning Service - September 2020	34479	8-4215-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,871.00
Cintas Corporation				
	First Aid Restock - September 2020	8404780494	8-4215-30	330.00
	<i>Totals for Cintas Corporation</i>			\$ 330.00
Cintas Corporation #344				
	Weekly Mat & Bi-Weekly Sanitizer - 8/27/2020	4059971822	8-4215-30	87.58
	Weekly Mat - 9/3/2020	4060588205	8-4215-30	30.00
	Weekly Mat & Sanitizer - 8/13/2020	4058659945	8-4215-30	87.58
	Weekly Mat & Sanitizer - 8/20/2020	4059325749	8-4215-30	87.58
	<i>Totals for Cintas Corporation #344</i>			\$ 292.74
Culligan Bolingbrook, IL				
	Solar Salt Delivery - August 2020	0111315	8-4215-30	138.59
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 138.59
Cutting Edge Document Destruction, LLC				
	Records Shred - 8/12/2020	m10986	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			\$ 30.00
Graybar				
	Building - Hubbell Wiring Device Control Units	9315968835	8-4357-30	138.92
	<i>Totals for Graybar</i>			\$ 138.92
Groot Industries, Inc.				
	Garbage & Recycling - 9/1/2020-9/30/2020	5970197	8-4215-30	393.47
	<i>Totals for Groot Industries, Inc.</i>			\$ 393.47
Intrinsic Landscaping, Inc.				
	Green Roof Maintenance - August 2020	20-0278	8-4215-30	630.23
	<i>Totals for Intrinsic Landscaping, Inc.</i>			\$ 630.23

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Kellenberger Plumbing & Underground, Inc.	Patch & Sealed Existing Storm Sewer Manhole	2020-SRVC-60	8-4211-30	\$ 1,060.00
	<i>Totals for Kellenberger Plumbing & Underground, Inc.</i>			<u>\$ 1,060.00</u>
Library Furniture International, Inc.	Disassemble and Re-Assemble Vortex Stacks	7066	8-4211-30	1,608.00
	<i>Totals for Library Furniture International, Inc.</i>			<u>\$ 1,608.00</u>
Pace Systems, Inc.	Building - Pull & Install Network Vortex, Future Lobby CCTV	210147	8-4211-30	2,705.63
	<i>Totals for Pace Systems, Inc.</i>			<u>\$ 2,705.63</u>
Steiner Electric Company	Generator Repair Service Call Parts & Labor - 8/5/2020	S006716064.001	8-4211-30	2,496.74
	<i>Totals for Steiner Electric Company</i>			<u>\$ 2,496.74</u>
Tee Jay Service Company, Inc.	Provide & Replace Door Rollers, ADA Press, Front Door Decals	172764	8-4211-30	2,049.00
	Prevent Maint. - Horton Sliding/Swing Door 8/15/2020-8/14/21	172406	8-4215-30	840.00
	<i>Totals for Tee Jay Service Company, Inc.</i>			<u>\$ 2,889.00</u>
ULINE	Building - Oil Dry Premium 32 Qt. Bags	123299537	8-4211-30	63.00
	<i>Totals for ULINE</i>			<u>\$ 63.00</u>
Village of Bolingbrook	Semi-Annual Elevator Inspection - 5/6/2020	65724	8-4215-30	225.00
	<i>Totals for Village of Bolingbrook</i>			<u>\$ 225.00</u>
Warehouse Direct	Building - Odor Control Refill	4752993-0	8-4357-30	231.96
	District Closet Restock - August 2020	4757983-0	8-4357-30	78.28
	<i>Totals for Warehouse Direct</i>			<u>\$ 310.24</u>
	Total for Fund 8			<u>\$ 21,523.15</u>
	Grand Total			<u><u>\$ 184,194.90</u></u>

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
				Jennie Nguyen/Finance Manager

Director

Will County CARES Act Funding

The Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) provided direct allocation of approximately \$121 million dollars to Will County as our County's population exceeds 500,000. Will County created a system in which units of local government could apply for funding to offset costs incurred in mitigating the effects of the pandemic. Library Districts were eligible for up to \$15,000. We did submit an application and it was approved. Kudos to our excellent Finance Team that put together our application for us.

Per Capita Grant Funding

Our 2020 Per Capita Grant check arrived early in September. The fund were deposited and will be used for the purpose of purchasing access to electronic resources as was stated in the grant application.

Valley View School District

I spoke with Superintendent Rachel Kinder regarding our initiative to ensure every student has a library card from either our library or White Oak Library District. Plans are proceeding and we are excited to see this project move forward.

Deputy Director (Nancy Korczak)

August saw the return to school and Public Services managers along with staff from our Communications Department were able to put together a page dedicated to [Back to School Resources](#). Our Outreach Department has been busy coordinating with teachers and arranging drop-in Zoom visits to talk to students about library resources, they are also working on a consistent schedule for live Zoom talks. Outreach staff have also worked out a schedule of bookmobile visits to school parking lots so students have the opportunity to check out and drop off books, they have also added stops at the remote meal pickup locations.

In August we also had the opportunity to continue our partnership with SSIP. They have joined our Outreach team at bookmobile stops to promote the Census, set up a table outside the library to promote voter registration and conducted registration for their online Citizenship Classes in our library parking lot. It is great to see how even with all the COVID restriction in place, we continue to partner with local organizations.

General Updates

During the month of September, Outreach Team participated in the following activities:

- Provided Home Delivery Service
- Answered reference questions and provided Reader's Advisory Service
- Promoted library services and offerings
- Shifted and withdrew materials from the Outreach collection to free up space for new materials
- Rearranged the J Series on the Bookmobile and in the workroom
- Placed holds in LEAP and through Interlibrary loan
- Worked on our annual goals
- Submitted book reviews for Instagram's Staff Pick project
- Researched and got ideas for 2021 Fall Reading Program to freshen up our current program
- Discussed having patrons board the Bookmobile in October and worked with Tasos and John to install barriers between staff and patrons' area to allow for social distance
- Staff check-ins on an ongoing basis, as well as our monthly department meeting, regarding Outreach Department functions
- Virtual Outreach - Dennis, Melissa, Laura and Cindy continued to provide virtual booktalks, database reviews, puppet shows and story times for patrons of all ages. Examples of outreach team's virtual programs can be found on our [YouTube channel](#)
- Instagram posts

Services for Preschools

- We have been in communication with our preschool contacts and we hope to get more concrete plans on how to serve them depending on their programming needs, including discussions of potential early literacy packs
- Virtual storytimes and puppet shows (from Laura's report):
 - 8/3/2020 Letter of Week: A is for Armadillo
 - 8/10/2020 Mini Adventures: Mexico
 - 8/18/2020 Letter of Week: B is for Bird
 - 8/31/2020 Letter of Week: C is for Camel

Patrons' comments on Miss Laura's virtual storytimes and puppet shows:

Services for Schools

- New [Back-to-School Resources](#) page on the website
- Library Staff Zoom Drop-in form has been popular for Outreach Staff - so far we received several requests for booktalks, storytime and general review of the library, including requests for bilingual library staff doing the Zoom drop-in
- We are in the process of renewing and creating teacher library cards
- We are in the process of scheduling Mrs. C's booktalks with schools for October
- Prerecorded booktalks - From Cindy's report:
 - 8/4/2020 Cowboy and Octopus
 - 8/11/2020 Not as We Know it Booktalk by Avery
 - 8/11/2020 Why? Booktalk by Adam Rex
 - 8/25/2020 Fuzzy Mud by Sachar
 - Conejito - MOPs show with Melissa

Cindy's Baba Yaga House prop for puppet show - notice the 3D chicken feet that have been printed in our Studio 300



Services for Adults/ Seniors

- Home Delivery Service
- Blog post on [Home Delivery Service](#)
- Deliveries and pick-ups of materials at senior facilities
- Monthly craft kit for the memory care residents at Revere Court (DIY pinwheels)
- Blog post in celebration of [World Senior Citizen's Day](#) (August 21st), accompanied by a [Movie Memories Video](#)
- The binge boxes seem to be a big hit with our Bookmobile patrons. Several of them have been checked out. A few of our patrons commented that they are such a good idea.
- Several patrons at our Greenleaf apartments stop have expressed their appreciation for the service we provide to them. Melissa writes in her report: *"I delivered to a patron at Greenleaf apartments. His wife was waiting for me outside. She asked if I could please wait a minute so that she could call her husband to make sure he did not have any books to return. After she got off the phone with him, she asked me to please wait another minute because her husband wanted to come down and meet me. I have met this patron before, and he thanked me numerous times for making the delivery to him. He normally comes to our Greenleaf stop, but he was unable to make it the last time we were there. Another patron overheard our conversation and she said, "This is such a wonderful service that you provide to the seniors."*
- 8/22/2020 From Dennis' report - virtual review of the show Veep
- 8/27/2020 From Melissa's report - virtual review of the book The Family Upstairs by Lisa Jewell
- Atria and Heritage Woods Book Club - providing with materials and discussion questions

Dennis helping one of our patrons at Greenleaf Apartments with her new cellphone:



Bookmobile and Library Express Van Community Visits

- We continued our [Library Express Van monthly visits](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, and Kindercare Seneca
- We continued our [Bookmobile monthly visits](#) to First Presbyterian Church, Target, MacKenzie Falls, RiverStone Apartments, Promenade Apartments, Beconridge, and Annerino Community Center
- This month we took the Bookmobile to two new stops: IKEA and Best Buy. From Carolyn's report: *"There was a positive response from staff and the patrons who stopped by. While at the Best Buy stop with Dennis, we had a patron who said they just happened to see us and was excited to come to the Bookmobile. We also had someone who said they followed us on social media and knew we'd be there."*

Pictures below are from Sarah's report:



Special Projects

- Photo of Outreach staff and Nancy from the Ice-Cream Social in collaboration with the Park District have been published in the [ILA Reporter](#), along with Tana's article on the topic of volunteers
- Volunteers from the Southwest Suburban Immigrant Project have been joining us at some stops in order to promote the 2020 Census
- Oodles of Doodles in collaboration with CSD
- Bookmobile Fun - this is an exciting new Bookmobile program we can use to generate some extra fun and interest for visiting the Bookmobile. From Marleigha's report: *"Each month we are doing a small, fun giveaway activity on the Bookmobile. September is Cheese Pizza and we're giving away coupons from Rosati's, October is Dessert Month and we're giving away chocolate cake coupons from Portillo's, and November 8-14 is International Games Week and we're raffling three board games. I thought of some activities and giveaways for the winter. December we're giving away hot cocoa, January we're giving away popcorn and February we are planning to raffle a jar of Hershey's Kisses. I really enjoyed participating in this fun activity. I hope these fun activities will increase the number of patrons visiting the Bookmobile."*



From Jeffrey Fisher's report

Studio 300

July 2020 was our first full-month open following our revised operating procedures requiring patron appointments (and minding CDC/Illinois Guidelines). These are the stats from our endeavors:

- 496 patrons actively used our spaces.
- 756 items were checked out.
 - 80 of that total circulated out of the lab.
- 20 patrons attended our 6 virtual programs.
 - Total programming hours came to 6.5
- 28 Non-FPLD people used Studio 300.
- 20 patrons completed our new Online Orientation course

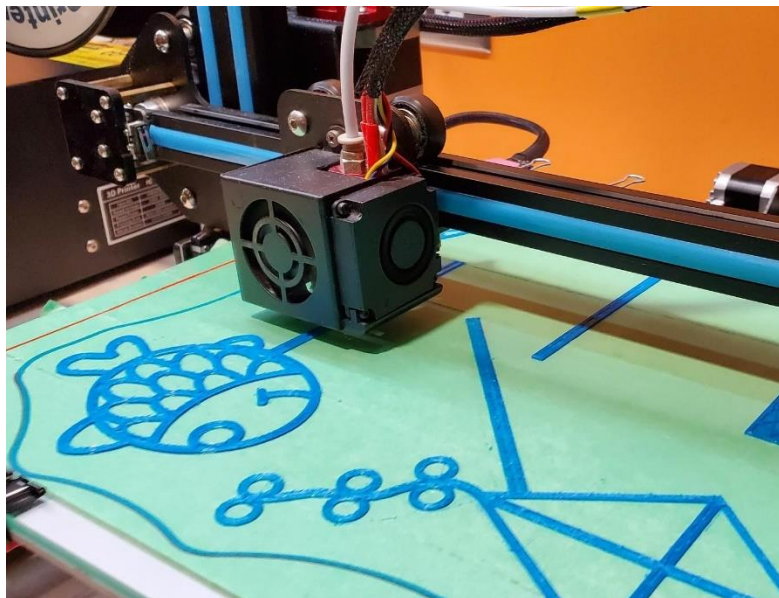
Studio
300



Staff Reports

by Adriana Alvarez

Adriana met individually with staff in August and went over an assigned customer service training video she found on Lynda. Each staff member had a different take away from the video but all found it helpful in their customer service training. Adriana will continue to assign training that is beneficial for staff and review with them during the monthly check-in meeting.



Adriana worked on the Pillars September poster which was handed off to marketing for publication. She has been continuing to oversee staff projects which include the virtual orientation and maker machine training.

Adriana has continued to work with marketing to roll out pathfinders that help patrons find resources available through our library, and we hope to roll out early in September.

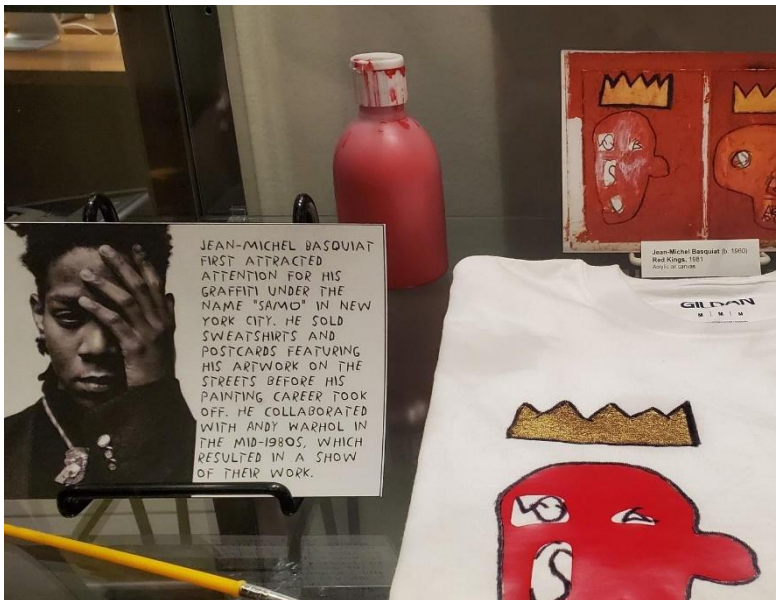
by Monica Stamper

Monica has been having a great August. She has kept up with quarantine cleaning procedures, answered patron questions in person, over phone and through email, and continued to work the lobby table. Monica watched a customer service training recommended by Adriana this month. She has already seen a significant improvement in her patron interactions and her confidence dealing with patron questions. She has been using these interactions to practice pacing with patrons and listening to their needs. One notable interaction ended with a father and daughter coming back upstairs from the Studio to thank Monica for the quality service. Monica also continued testing the new Macbook Pros for potential changes. She also made suggestions for virtual training design templates and collaborated with Nikki and McKayla on design templates to use in machine training videos. Monica scanned and compiled the *Bolingbrook Cookbook* for Biblioboard. She began making a powerpoint for the Orientation Workflow Staff training that Nikki had written. She has filmed a Teen Crafternoon video and learned techniques to edit it in Premiere. She also designed the display wall for September.



by Anna Gillespie

Had our first successful Take It-Make It DIY Adult Makers. All supplies were picked up and 7 attended the zoom class. Anna produced another Teen Crafternoon on making heart braided friendship bracelets. Anna also prepared supplies for our second Take It-Make It as well as ordering supplies for future classes.



by Patrick Clemens

Patrick attended various committees for the library, including the Vinyl Record discussion group and the Collection Usage Committee. He watched the Ryan Dowd training webinar on dealing with and preventing Covid 19 related problems. He continued to update the Studio 300 Equipment List for changes to the Studio 300 Webpage, including links for the various pieces of equipment. He completed a script for the Cura Virtual Training Module, recorded most of the audio tracks, and captured video of the 3D printer in action and some B-Roll of the printer. He tested several software applications on the new Macbook. Assisted several staff from other departments with video editing tips and advice for book talk and review videos.

by Justin Clash

Justin helped with another Tricaster session for Kellie Chase (outside presenter), which involved making four virtual sewing videos this time. One of the tutorials was on how to create a bill fold for your transaction cards. Justin also paid tribute to American Artist Appreciation month by decorating the display case with the bios and works of American artists and maker lab created designs inspired by those works. Finally, Justin created a script and videos for the Carvey/Easel edition of the Maker Lab safety training tutorials. This will help assist patrons to complete the mandatory machine training required to use maker machines

by Nikki Slivinski

Throughout the month, we have continued to update and finesse our Virtual Orientation process further. After finalizing the process, Nikki wrote a staff training document to better help other staff members in understanding and running through the Virtual Orientation process. So far, we have seen great results and improvement with even more patrons taking the time to get orientated for Studio 300. Due to this, we have seen an increase in traffic flow into Studio 300 with more appointments coming through each week. This is very exciting to see! The next step in our online adventures at Studio 300 is our Maker Lab machine trainings becoming online as well. Very excited to continue working with a patron on our virtual one on one training sessions about Lightroom, Photoshop, and learning proper file handling techniques to stay organized. After working with this patron, her skills have improved dramatically. For September, Nikki is looking forward to running the Music Made Easy Learning Circle, where patrons will learn how to read and understand music together.

by McKayla Braid

McKayla met with her supervisor and discussed the customer service training that was suggested. She found it helpful for her interactions with patrons. McKayla continued to assist patrons on desk and in the lobby. McKayla also assisted in the virtual machine training planning making suggestions and assisting Nikki and Monica in selecting motion design elements to be used in editing.

Jeffrey's August Recap

August saw the debut of two novels from long-time The Nameless Writer's Group @ FPLD members. Susan Varno's regency romance, *A Rebel and Her Rogue*, arrived August 12. And Henry Ernst's medical drama, *The Deaths of Daniel Weber*, appeared that same week. Congratulations to both of these hard-working writers on their fine work. Also, Jeffrey added the *Savoring the History of Bolingbrook* cookbook by the Historical Preservation Commission to our online local author collection. Jeffrey continued to support other departments with their virtual programming efforts including Zoom, video production and editing, and more.

Here are the FPLD YouTube channel August stats:

- 77 new videos posted 4414 unique views
- 259 hours viewed
- 36 new subscribers (499 overall)

Along with Adriana A. and Melissa B., planned a branding approach to future YouTube video thumbnails, too. Studio 300 webinars included: *Vellum for Books*, *Adult Makers DIY*, *Designing and 3D Cutting with Easel*, *Adobe Illustrator for Makers*, *Citizen Journalism*, and the monthly *Nameless Writer's Group* meeting. Our *Studio 300 Virtual Tour* video contribution to this year's Summer Adventure pulled in 107 views during the event time period.

Jeffrey also edited this month's *Pillars of the Community* video with Felix Soto and, once again, he helped with the tech for the Monthly Board meeting. Along with the STBF team, he presented a well- received webinar, *Pandemic Prose*, with award-winning authors Joanne Zienty and Daniel Rosenberg, available on YouTube and attended an STBF Zoom meeting as the committee prepares to announce the finalists for this year's contest.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

August has been a preparation period for our department, as our library services continue to focus upon assisting patrons with downloadable and streaming checkouts, one-on-one appointments, database assistance, and virtual programming services. Our department completed copy adjustments and content the Fountain newsletter, and began completing new forms and bookings for the next newsletter cycle.

All the Summer Adventure prizes were distributed to winners, and our feedback for the program was consistently positive.

The 3rd Floor Group Study Rooms reopened to the public. Due to escalations in COVID-19 outbreaks in the county, the state imposed a shift to previous phase restrictions, which has limited patron use of each space. Patrons have been very understanding of these changes, and we have seen more patrons utilize additional open areas on the 2nd and 3rd floor for studying, Zoom calls, and other work assignments.

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:

- FOR FANS OF UNSOLVED MYSTERIES, PART 1 & 2 by Erica
- JULY TEEN READS: HAMILTON, DRAGONS AND MORE, OH MY! by Jenna
- ¿NECESITA AYUDA CON LA TAREA? BRAINFUSE HELPNOW! TUTORES EN ESPANOL by Jay
- PINCHING PENNIES: FIVE BOOKS TO HELP YOU BUDGET AND SAVE by Jay
- TAKE CONTROL OF YOUR FINANCES WITH ONLINE LIBRARY COURSES by Brian

Work continues on our Yule Ball @ Home scheduled for December 12, 2020 has its own Basecamp Project Page, and tasks have been allocated to the committee members. Our committee is busy planning blog posts, crafts, and other surprises for our attendees. We are working with Studio 300 to look at live interactive options to go along with the performance, and we have a great selection of pre-concert slideshow wizarding ads coupled with Harry Potter Trivia. Our committee has developed some great ideas for an intermission, which includes pre-filmed wizarding spots featuring:

- The International Magical Consortium for Cauldron Safety
- The Chicago Cryptozoological Society
- The Tinley Park Thunderbirds

A dress rehearsal for the event is scheduled in November, which should help us put a final check on the sound quality of the bands as well as test all the pre-filmed segments. We're really excited to see this program develop!

Programming (includes):

YA Programs:

Randi's Observations:

Towards the end of July, I met with Debra, Paul, Nancy, Tasos and Christina to discuss plans for moving the Vortex collection to the main area of the 2nd floor. This was a big project! During the first week of August, I helped Collection Services shift our collection, moving the graphic novels to the shelves along the south wall and the teen fiction onto carts. All of our collections were shifted onto carts. The movers were here on Friday, August 7 to disassemble and reassemble the shelves in the main area on the 2nd floor. I helped move the rest of our graphic novels onto carts. I continued to shift and move carts all afternoon. Our teen collection was put into place by the end of day.



Teen Virtual Programming

In August, I spent time prepping for our fall programs. I created the bingo board for our Teen Reading Challenge. This program starts in September. Teens are challenged to read something new, whether that be a new author or series, a graphic novel or biography. The winner will receive a bag of books and a \$25 gift card. I also completed the entry form for our Fall Coloring Contest. Studio 300's Anna G. did a great job creating our fall themed coloring image.

I also began planning our teen programs for December, January and February. Teen Services will be running several contests, continuing our Teen Crafternoons and Book Babble recordings and working with our regular presenters like Christine Thornton, Cathryn Stanek-Whisler, Leah Moon and Ron Goldie to provide additional arts & crafts and gaming opportunities.

Virtual Arts & Crafts

We continue to schedule virtual arts & crafts programs with our core group of presenters. This includes Christine Thornton, Cathryn Stanek-Whisler of Plentiful Programs and Leah Moon. Each month, they provide a private link and/or video that is posted on our YouTube channel. We market all of these to both teen and adult audiences.

- In August, Christine presented her popular art tutorial, **Bird & Feather: A Drawing Workshop**. This program was originally scheduled to take place in March. I am glad we were able to present this virtually. Christine reported that the video (private YouTube link) had 15 views in five days.



- Leah Moon's **Teen Scratch Art** was a really big hit this month, garnering 80 views in two weeks. Our patrons really seem to enjoy her quick art tutorials. We plan to continue working with her for future virtual and in-person events.



- In Cathryn Stanek-Whisler's August video, she showed our patrons how to decorate glass vases, mugs and more using nail polish. **Nail Polish Marbling** had 24 views in two weeks. This is a fun project using materials that are easily found in the home.

Teen Crafternoons

Anna G. (Studio 300) and Jenna recorded Teen Crafternoons for August.

- Jenna's **Geometric Paper Collage** video was posted on August 7. In the video, Jenna shows our patrons how to cool collage using patterned scrapbook paper. This tutorial was based on a CreativeBug project. Her video has been viewed 15 times.
- Anna's video, **Friendship Bracelets**, premiered on August 21. In the video, Anna uses embroidery floss to create a bracelet with a fun heart pattern. The video has been viewed 11 times.

Teen Book Babble

Due to unforeseen circumstances, I was unable to participate in our August episode of Teen Book Babble. Jenna and Kelsey filmed themselves talking about some of their most recent reads. Kelsey spoke about Julie Kagawa's fantasy novel *Shadow of the Fox* while Jenna discussed the thriller *Five Midnight*s by Ann Davila Cardinal. Episode 4 debuted on August 28 and has had 13 views. We will continue to film these videos and post them once a month.

Teen Photo Scavenger Hunt

Our Teen Photography Scavenger Hunt drew to a close on August 2. Each week, we shared a photo prompt on our blog and in *Communico*. Teens then snapped a photo they thought best represented that prompt. And each week, our staff helped select the weekly winner. We had between 40-50 staff members participate in the voting. I loved that everyone was involved in the process and that we could share the winning photos on our library's Instagram. For our final week, teens were asked to take a photo of something that made them happy. We received photos of pets, flowers and more. Our final winner, Arnav, submitted this beautiful photo (pictured to the left). All in all, a successful and fun contest for our teen patrons and staff! I look forward to our next photo contest.

Summer Adventure

Summer Adventure 2020 came to a close on July 31. Shortly after, Nancy and Joyce completed the prize drawings. All of our winners were happy to win, especially the four teens who won the Bag of Book prize packs. I worked with the teens and their families to compile a list of 25 to 30 titles. Each teen reviewed the prize book list available on our website. Jenna and I then went to work filling their prize bags with as many books as possible. Here are a few pictures of our happy winners!



We also had a lovely note from the parent of one of “Bag of Books” prize winners:

Hello Randi and Jenna,

We wanted to extend our sincere appreciation again for reaching out and coordinating the Summer Adventure Prize for Ma’li. This wonderful surprise has already yielded great benefits. Ma’li is on an “adventure” to read a new book each day.

We are having family reading time in the evenings, so actually our whole family is going to benefit from learning about the new awesome stories and characters with Ma’li.

We were also fortunate to have received a donation from Bolingbrook High School. They donated over 25 t-shirts. It was a nice bonus for our teens as the t-shirts “honored the readers.”

Career Online High School:

Statistics

Currently Enrolled: 4

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 0

Graduate: 24

Adult Programming:

From Nic M.

Continuing on with what is the new normal, we closed out the last programming cycle that was planned before the library’s closure in March and the change from in-person programming to entirely virtual programming. We also had the departure of Elizabeth Portillo as our ESL instructor. She is assisting with finding another instructor for us to be able to start back up our ESL classes when we have the ability to return to in person programming or to help with creating a digital program that would reach a bit further than the Zoom classes we did earlier in the summer.

Sewing

Draw-String Bag (8-12) 5 Attendees

Pillowcase with Prairie Points 4 Attendees



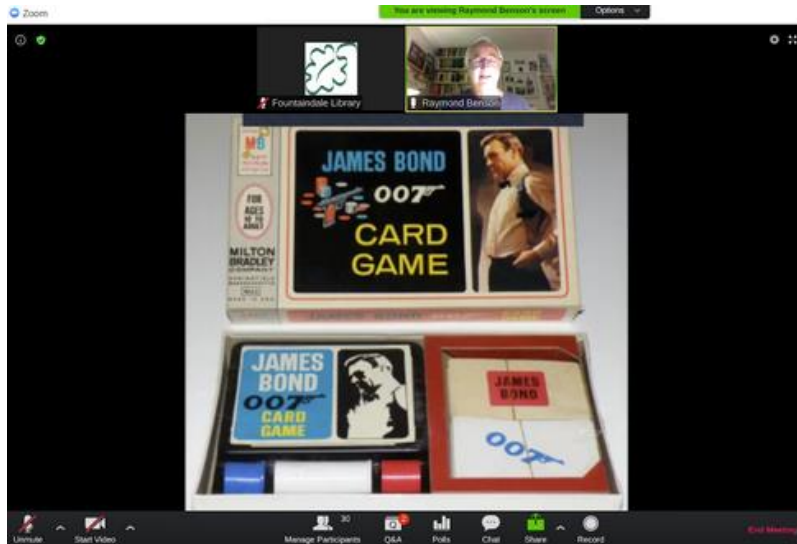
We continued on with Kellie Chase’s sewing videos. We dropped down from 3 classes a month to her typical 2 a month. There was a bit of a drop in people attending the classes. With Kellie becoming more comfortable with filming, I feel that we may be able to open the class more and allow more patrons to attend the class without having to register.

Since the switch to primarily digital programming, we have seen ebbs and flow with some of the programs and trying to find the sweet spot of if

registration or drop in is the best option and if there is overall Zoom fatigue. But I’m hoping that with opening the classes to more patrons, patrons who may not have had a chance previously to see Kellie work would have an opportunity to try and learn more about sewing.

The James Bond Phenomenon (8-13)

30 Attendees



This was a program that was planned from late February/early March. And the idea for planning this one was to have it correlate with the release of the latest James Bond film. But the best laid plans had us still keep the event despite the film's delayed release and everything happening. But we received warm thanks and appreciation for bringing the program to Fountaindale. Working with Raymond Benson to set up the event was smooth. His presentation was very informative and exciting, letting patrons and fans of the "World's Greatest Spy"

to get some insight into how Ian Fleming created the character and was able to sustain the character throughout the decades. And my favorite part of the presentation was when Raymond talked about how he wrote for the Bond series, with official permission for the Fleming estate.

From Tony N.

This month for me was all about locking down details for the winter programming cycle. I was able to get Belynda Head back for her R&B Line dancing class, as that has proven consistently popular with folks logging in from home to move and dance along with her. This is especially nice since there's plenty of people staying cooped up in their homes amid the pandemic and moving around is important for them. Folks looking to work out their minds will be happy to see the return of Chess Club. Susan Maddox and the cooking demos will be back as well, but the format will be changed to better fit the virtual presentation format. Robert Pennor's art class will also be making a return for patrons wanting to get their visual creative juices flowing under Robert's skillful guidance. And last but not least, Leda Meredith will be talking about an early form of food preservation that may be taken for granted, canning. Not only that, but she will discuss how viewers can safely can their own foods just for when you need them.

From Brian S.

Great Reads Book Club & Native American Flute Circle

Meetings with the Native American Flute and Great Reads have been very productive and positive. Pat Smith, the leader of the flute group has found the Zoom format to be a very positive experience, as it helps patrons who cannot attend in person to participate in the program. There are several patrons in the group who leave Bolingbrook in the winter months to get away from the cold, and Pat has said this virtual format will be a great way for them to continue to interact with the group while they are away.

In addition to helping patrons with library streaming services, I've been helping patrons subscribe to the new NBC Peacock service, which is free with registration.



Great Reads Book Club



Native American Flute Circle

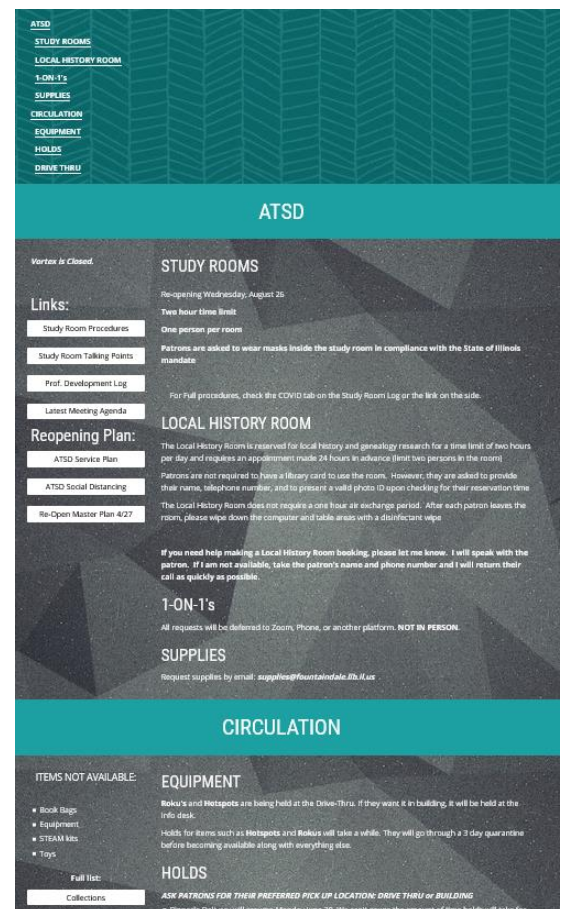
From Agnes B.

Staff Site:

I kept the ATSD landing page up to date each week with the desk and break time schedule, and the stat links on a monthly basis.

In addition to regular updates, I re-organized the Covid-info section. We now have a Circ section (with quarantine durations, drive-thru status and link to non-circulating item list). This info was already mostly present, but reorganized to make room for an ATSD specific section that cover the new study room policy. There is a table of contents that covers the major topics at the top for faster navigation.

I also offered to make a Readers' Advisory page for Erika and Ashe. We have a draft page which will be available soon. It has a quick link to the personalized RA form, some RA tips & tricks, and links to other resources.



Choose Month:		August					
		August 2020	VS	August 2019	August 2018	August 2017	August 2016
MONTH TOTALS							
Reference	1010			1711	1598	2239	2011
Title Requests	744			1298	1367	1887	1978
Reference & Reader's Advisory	266			413	231	352	33
Library Info	881			1596	1753	2212	2382
Info & Directions	850			1576	1701	2148	2296
Seasonal	31			20	52	64	86
Patron Assistance	962			1266	1130	796	983
Self-Checkouts	30			76	76	126	120
Copy/Fax	218			347	263	344	329
Printing/Scanning	311			441	446	123	0
Computer Help	340			365	298	137	534
1-on-1	27			37	47	66	0
Notary	36			0	NA	NA	NA
Material Assistance	841			1494	1633	1687	1779
DVD Checkouts	432			929	957	898	912
Video Game Checkouts	316			565	676	789	867
Materials Checkouts	93			201	344	239	71
Computer Usage							
Guest Passes Printed	533			1083	1016	1183	1070
ROOM USAGE							
Rooms							

1. Departmental Stats:

This month I had a bit of time to work on finishing the extra features of the statistics workbook. I imported data from previous years in the new format.

With the data in, I fixed the formulas on the Compare page. All that is missing is the % difference between the current year and past year.

2. **Study Rooms:**

When the study room re-opening was announced, I made some small adjustments to the regular study room log to accommodate the new system – I added more spaces for reservations, and added extra columns for an out-time and clean-at time columns to track sessions better.

Right before the re-opening however, we had some major changes to the entire process. I helped Debra revise the 3rd Floor Study-Room Procedures in the Check-in portion.

Since we were going reservation-only and Communico was not going to be available to map out our sessions, I had to make a completely new workbook.

It is a combination of the old reservation list with the time columns added, and a reservation schedule which gives us a visual indicator to when and where bookings are. The sheet was also built to accommodate some future changes, such as allowing more than one person in the room. Adjusting formulas across 31 pages can be very tedious and time consuming!

Librarian Highlight

Jay P.

Attendance/Statistics

Two blogs were posted this month, **Using JSTOR to Research from Home** and **Uplift and Optimize**. The first is a notice of JSTOR increasing their free article limit from 6 to 100 per month, which was of interest to several staff members. The other is a few book recommendations with short reviews. One thing I like to do now is only include books that have eAudio available, which (hopefully) better serves the demographic of active professionals.

Getting outside the library, I was Paul's guest to the Bolingbrook Rotary Club. When Paul was giving me an overview of the club's duties, all I remembered was about polio. Upon attending, it seems to be a good way to keep in touch with other members of the business community who may not be members of the chamber (also free lunch). I may like to join permanently, but if Paul is already a member my time may be better spent with the Lions.

I attended Voter registration training at the Joliet County Clerk's Office. This was done partially because we had no one in the department who could perform the service and I wanted to know more about the process.

Librarian Highlight

Erica E.

Book Talks

I filmed, edited, and uploaded 1 book talk video for patrons to enjoy this month! My book talk this month was "5 Bookish things to do when you're in a reading rut". This was published on August 6th. For this video, I gave 5 ideas of things that patrons can do to get out of a reading rut because I've heard from a lot of patrons and coworkers that they are struggling to read right now! This video was also a great way to cross promote a lot of our library services and collection! I tied in: our online book club, Mango Languages, audiobooks, our personalized recommendation form, and creativebug! Melissa Bradley complimented me on how much I was able to cross promote! You can find the video here: <https://www.youtube.com/user/FPLStudio300/videos>

Randi asked for assistance in making instructional videos for the Valley View School District! I made 5 videos for her on: Worldbook, Overdrive, Libby, Gale Virtual Reference Library, and NoveList. These videos took a significant amount of time this month to complete but I think they turned out very well! They will be shared with the students and staff of Valley View School district in hopes of teaching them more about our eResources.

- [NoveList](#)
- [Libby](#)
- [World Book](#)
- [Overdrive](#)
- [Gale Virtual Reference Library](#)

Blog Posts

I wrote 2 blog posts this month!

I wrote one as part of an ongoing series, "While you're waiting for..." Which highlights popular books with long hold lines and gives alternative reading recommendations to read while you wait for your copy! This month I wrote it on *The Vanishing Half* by Brit Bennett. This book has 80+ holds on it so it's very popular! I wanted to highlight especially because it's by an author of color and the book has themes of race and racism which I think is very relevant at the moment. You can find the blog post here: <https://www.fountaindale.org/2020/08/26/while-youre-waiting-for-the-vanishing-half-by-brit-bennett/>

My second blog post was tied to my book talk video for the month, 5 bookish things to do when you're in a reading rut. You can read that here: <https://www.fountaindale.org/2020/08/06/5-bookish-things-to-do-when-youre-in-a-reading-rut/>

Book Clubs/Programming

The Chills & Thrills book club met on August 5th to discuss *The Scent of Murder* by Kylie Logan. We had 11 people in total. This was the first time that the group met in person at the library! We met in Meeting Room A. We had 8 people in total in the room and then 3 others joined us via Zoom. We used the Owl Camera for this meeting and it worked wonders! Everybody was really happy with it and I received numerous compliments on the camera and how well it worked.

My coffee and conversations book club met via Zoom on August 18th! We had 11 people in total. We discussed *The Silent Patient* by Alex Michaelides. We also had a new person come! We have had so many new people lately and it's been wonderful. This new person said that she will probably only be joining us for the month of August because she has to start work again soon (she's a teacher). She shared that she wanted an outlet to keep her mind occupied this month because she's nervous about school starting again. She said that she was grateful to get to meet some new people and talk books!

I have started planning for the upcoming One Book, One Brook program which will be in February 2021! We have decided to read *How to be an antiracist* by Ibram X. Kendi. We will have two book discussions, one in the evening and one in the morning. I hope to bring somebody in from the community to help guide these book discussions. The other exciting part of this is that we are doing a book giveaway! We will be giving away 25 copies of the book to our patrons!

Readers Advisory:

Becca and Nic asked me to compile a list of RA resources for Becca. Becca wants to learn more about Readers Advisory so I sent her a list of resources so that she can get started!

This month Ashe worked creating pathfinders for adults! She created a Romance reads pathfinder. This pathfinder is now on the endcap next to the Romance section! We will update this pathfinder periodically with new titles. We are also making sure to focus on making the titles as inclusive as possible by including authors of color, LGBT authors, and more.

Specialist Highlight

Rebecca F.

I have definitely noticed a decrease in patrons coming in, compared to our usual numbers. But, even with the decrease in patrons we are still helping them out a lot! I have helped a few people sign up for the summer reading program, which they seem very excited about! Many patrons have also been stopping by to pick up their summer reading prizes. The fleece blanket was a god choice for this year. I have also helped a few people sign up for overdrive so they can access materials from home. Helping set up overdrive hasn't been as easy because of social distancing and not being able to touch their device but what I have found helpful when doing this is to pull my own phone out and log out of my account. Then I can walk them through the process using my own device and just show them through the Plexiglas. The only issue that I have observed is that things could be a little different for the patron because I have an android device. It seems like more people have iPhones than androids, the overall process is the same, but the app layout could be different.

Roy H.

I have been continuing to notarize and have completed 13 so far. I use an email from Erica Edwards on the 5step process of notarizing and also refer to the Fountaindale website on our guidelines. I always show the customer a copy of the guidelines to set expectations of what we can do before asking to see their documents.

I took a training at the Will County Clerk's Office to become a voting registrar so I can help patrons register to vote who need to. I read up on the new vortex desk procedures and fully understand them. Along with media desk duties, I have been proactively helping with computer guest passes and any computer questions.

Jason Peters

I've noticed that mask policy adherence on the 3rd floor tends to be pretty good, with most patrons wearing their masks correctly, or responding to correction. I've decided on the plot for the new Dyrkoth- an interdimensional science-fantasy technomage come to avenge the legacy of her ancestor- and some matching mechanical alterations, my review of Sakura Wars (PS4) is in the hands of my test readers and, pending some cleaning up, will be submitted next week, and my review of Fist of the North Star: Lost Paradise (PS4) has had a solid chunk prepared, awaiting a bit more play to make sure none of my points are disproven by the late game.

Kelsey S.

One of the patrons I worked with had questions about the difference between the SAT and ACT, and I was able to explain that while most colleges would accept either, the SAT was the test currently given out by Illinois schools (at no cost to the student or their family), and that if a student wished to take the ACT as well, they would have to pay a fee and schedule it on their own. I was also happy to be able to share the joys of Hoopla with multiple patrons who were looking for audiobooks in general for long drives. They seemed quite excited, especially since they won't have to pay for audible now, like one of them was considering. I had one patron looking for YA books that had to do with bullying and/or sexism, so I did a little research and was glad to put several titles on hold for the patron over the phone.

Nelly A.

August was a great month. Everything seems to be running smoothly. The new normal seems to be working for the most part. I am really glad everyone has been responsible in their contribution to keeping things safe. I worked the second floor media desk for the majority of my August shifts. I still really enjoy making recommendations for related movie titles for our patrons to watch.

Seeing the community come in and check out materials like they used to be really nice. Seems like everyone is setting a new pace. While we are not facing ideal circumstances as a community, everyone is making the best out of the whole ordeal.

Computer Commons Uriel C.

In the month of August as it came and went, more and more patrons seem to start coming in. I noticed that on the mid-day between 11am and 4pm, it seems to be our busiest. The most problems I seem to come by is people with DMV questions about getting their registration numbers or anything related to their vehicles insurance or something related to the DMV all together.

From Joyce Arellano's report

Children's Services



Monthly Overview of Children's Services:

We awarded the Summer Adventure grand prizes to very excited winners. A few of our storytime families visited the library for the first time since the stay-at-home order. Patrons still love the Take-it Make-it kits, and we met a family that asked for nonfiction books related to one of the crafts. We answered many reference and reader's advisory questions and offered encouragement and support as families prepared for their children to return to school virtually and in person.

PROGRAMMING

ARTS & CRAFTS

KIDS CRAFTERNOON WITH MISS JEN: DIY Watercolor Prints (YouTube)

<https://youtu.be/hUqsnZse83c>

"This was the last of my summer Crafternoon videos. I showed how to make a watercolor print using markers, water and a Ziploc bag. I demonstrated first with a preprinted inspirational quote and then showed how to use a silhouette of a book character for something different." *Jen F.*



Virtual Kids Crafternoon with Miss Jen: DIY Watercolor...

TAKE-IT MAKE-IT (555)

We experienced another successful month of Take-it Make-it programs. Patrons continue to enjoy these easy craft kits. "A mother came in with her preschool-aged children, looking for the Take-it Make-it craft (hatching dinosaur egg). She was so excited for this craft and said they spent the morning talking about what they already knew about dinosaurs and eggs. She then asked for books about dinosaurs, as well as books about other animals that come from eggs. They were so excited to create an entire 'lesson' around the craft that we provided." *Jen F.*

- **Hatching Dinosaur Egg** <https://youtu.be/WpWedTLWmB8>
- **Clothespin Mermaid** <https://youtu.be/IQ94h-yY6Xk>
- **Fluttering Butterfly** <https://youtu.be/0miRA6ZeRwl>
- **Adventure Binoculars** <https://youtu.be/licGhJdHK2g>
- **Emoji Corner Bookmark** <https://youtu.be/4g5z16nRfOY>
- **Dog Pop-Up Card** <https://youtu.be/XjqMHmw81zE>



VIRTUAL CRAFTING WITH MISS MELISA (YouTube)

Melisa M. wrapped up her weekly craft video series this month. "All in all, I think the videos I created this month were great and easy to do at home. I've been making these craft videos since the stay-at-home order back in April, and I am happy for the long run they had. The goal was to offer craft ideas that families can do at home with kids of all ages, and I feel like I succeeded!" *Melisa M.*

- **Paper Handprint Campfire** <https://youtu.be/-Py9iCH41r0>
- **Paper Black Cat** <https://youtu.be/mz049xyLGm8>
- **Paper Shark** <https://youtu.be/c8qJHtQXVvM>
- **Paper Fish** <https://youtu.be/eMu2vOHODm8>

ACTIVIDADES PARA NIÑOS (YouTube)

Every other Saturday, Andreea promoted books and demonstrated simple crafts in Spanish. "Patrons that visited the library told me they enjoyed making the crafts because they had all the materials handy." *Andreea D.*

- **Helado de papel** <https://youtu.be/E8297vqvls8>
- **Tiburón de papel** <https://youtu.be/fEGBR-qBX3w>
- **Tortuga con botella de plastico** <https://youtu.be/-XnWP1zE8cQ>





VIRTUAL LET'S CREATE: Fall Trees (YouTube)

<https://youtu.be/uHyQHwcAvvo>

"One of my favorite things to draw or paint is trees. I showed them examples in oil pastels and watercolor. With the oil pastels I made it a four season tree and drew the tree across the seasons. The watercolor was pretty simple, but I think that is what the kids will really like about it. I also showed some examples of pencil and acrylic work." *Chris Z.*

OODLES OF DOODLES

We received 3 requests for doodles this month. 2 were filled by the Outreach team. Andreea completed the third request for one of our storytime attendees.

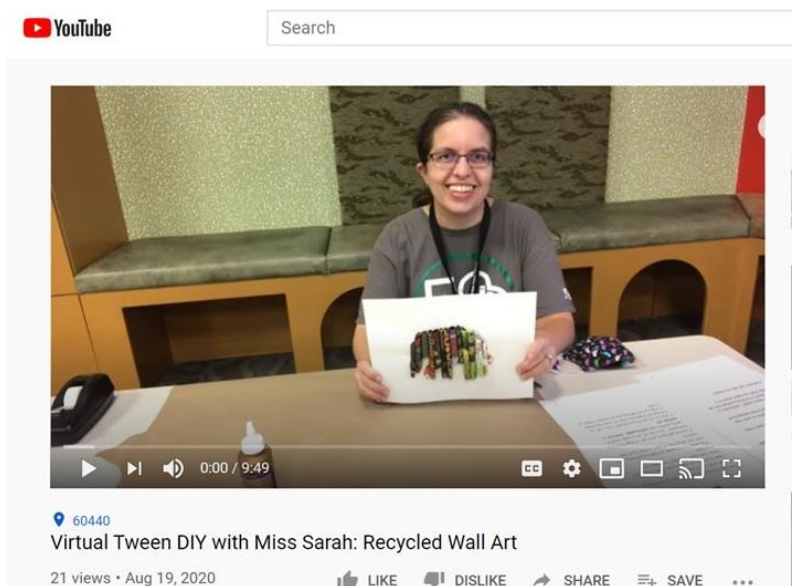
JUST FOR TWEENS

TWEEN DIY: RECYCLED WALL ART

<https://youtu.be/mHQZweeXuj0>

Sarah presented a unique art project based on the book and recent movie *The One and Only Ivan*. "Marta helped film, and I did basic editing in Studio 300 with help from Anna and Patrick." *Sarah D.*

"I helped Sarah record two videos. The second video was a crafting video where Sarah showed the kids how to make recycled art using old magazines. I really liked the concept of the recycled art, it seems like a very fun project." *Marta M.*



MOVIES, MUSIC & ENTERTAINMENT

MINI MOVIN' & GROOVIN' (YouTube)

<https://youtu.be/o1FqHdbtHf4>

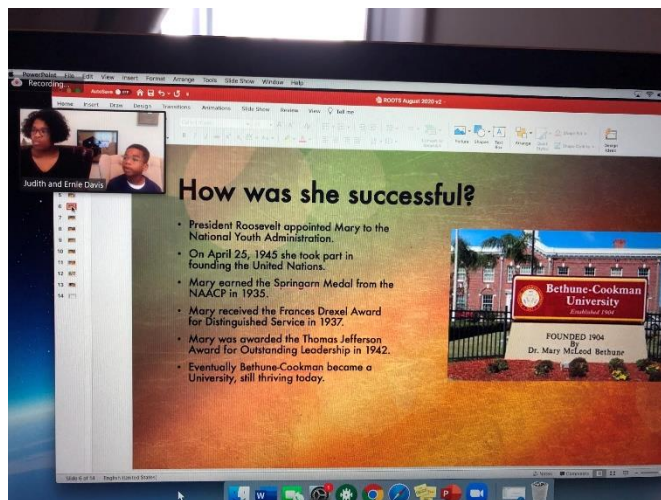
During the stay-at-home order, one of our young patrons (with the help of her parents) shared a regular video series on Facebook Live. Each video had a theme, including "Harry Potter Day" and "Sports Day," and our friend took theme requests from viewers. Kathy B. was inspired by this and asked our video star what the theme of the August Mini Movin' & Groovin' should be. The patron suggested it should be all about "rainbows!" "[A patron] commented to me how much she enjoys our Mini Movin' & Groovin' virtually. She said she would watch them whatever way as long as her girls are able to move around!" *Melisa M.*

STEAM & LEARNING FUN

KINDERGARTEN MATH ACTIVITIES (YouTube)

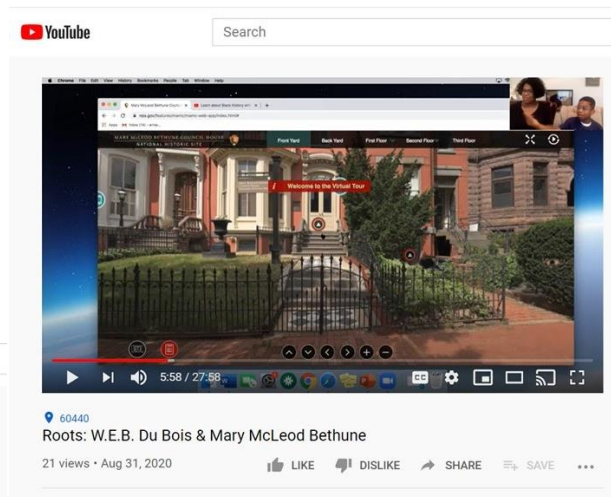
<https://youtu.be/LpKnZTrUPxk>

"This was originally planned as an in-person program with stations and teen volunteers. It is now a video where I show the activities and kindergarteners can pick up the kits at the Children's Desk. The three activities are graphing, patterns and fractions. All 36 kits were picked up by patrons. Yay!" *Rosemary B.*



LIVE ROOTS: W.E.B. DuBois & Mary McLeod Bethune (Zoom Webinar, 8 attendees)

Patrons tuned in to Zoom to learn about DuBois, one of the founders of the NAACP, and Bethune, a civil rights leader and founder of Bethune-Cookman University. Judith and Ernie also took patrons on a “virtual field trip” to visit the Mary McLeod Bethune Council House in Washington D.C.



STEM CREATIONS (YouTube)

Music Creation https://youtu.be/C9P_sLfLy0
LittleBits <https://youtu.be/AyXr0AmTIIE>

“In the first video kids learned what sound is, how it travels and mediums of propagation. To demonstrate the concept, we filled six water bottles with different amounts of water. In the first experiment we blew air on top of the bottles. The sound was produced through the

air medium. Then we had a little fun with the water bottles. We played a song. I filled them up to produce different notes and we tapped them in the rhythm of the popular YouTube video *Keyboard Cat.*” *Andreea D.*

STORM THE CASTLE CATAPULT DEMONSTRATION (YouTube)

<https://youtu.be/UKQgBmF2otw>

Susan F. showed children how to create their own catapult using craft sticks, rubber bands and a plastic bottle cap. Children also had the opportunity to pick up a supplies kit to do this fun engineering project at home.

TRUEFLIX DEMO (YouTube)

<https://youtu.be/Cye5RTjwVVg>

“TrueFlix is a wonderful database for kids that love science and social studies. It is a fun way to do research about things that you are most interested in.” *Marta M*

WELCOME BACK TO HOMESCHOOL (YouTube)

https://youtu.be/_5p4PWyiChA

"We did the video, and I spent the time getting 50 take-home packets together. The packets contained the materials to create the 3D dog and the sunflower, a welcome back flyer and the save the date card that has all the dates for 'Faraway Places at Your Fingertips' for the 2020–2021 season."

Debbie S.

GAMING & PLAY

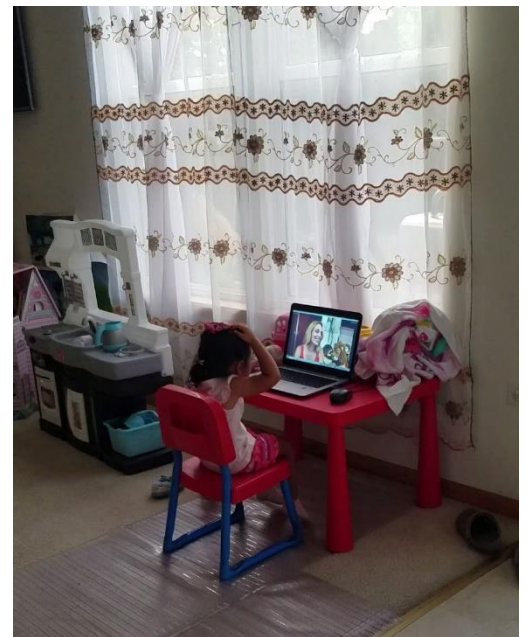
ANIMAL CROSSING ESCAPE ROOM (5)

After making its debut in May, it is nice to see patrons are still discovering this Google Form game on our blog.



I SPY DISPLAY CASE (11)

Several CSD team members have transformed our display cases into an interactive game of I Spy. After children find all the items on the list they win a prize.



STORYTIMES

LIVE DIEZ DEDITOS (Zoom Webinar, 7 attendees)

"I opened the program a little bit early and talked with the kids. This time I thought to ask them more questions like 'what is their favorite animal?' and 'what is their favorite color?'" *Andreea D.*

LIVE STORYTIME WITH MISS ANDREEA (Zoom Webinar, 9 attendees)

"This month I prepared a live storytime that would interest older babies and toddlers that can grasp and enjoy wider story concepts and infer unusual vocabulary. Our theme was pirates and gave everybody an opportunity to dress up and pretend." *Andreea D.*

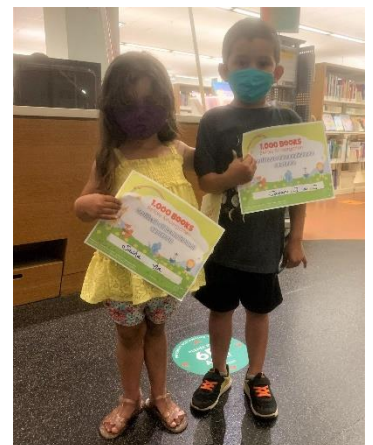
LIVE STORYTIME WITH MISS KATHY (Zoom Webinar, 13 attendees)

"Live Zoom Storytime was so fun, we had 2 brand new babies. P. who is sad her sister is off to school already is lonely and asked for more Zoom classes. This makes me happy." *Kathy B.*

READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (353)

Although we did not have any new children sign up for the program in August, 5 children finished the program this month! 2 of them finished just before the start of the first day of kindergarten.



SUMMER ADVENTURE: 50 Years of Fountaindale

Since there were leftover prize books, we decided to add a few more bags of books to the grand prize list. The most popular prize this year was the Michael's gift card, which the winner (pictured below) excitedly picked up at the desk. Many of the grand prize winners opted to pick up their prizes at the drive thru window. All the winners we spoke with were very excited to win. One parent commented, "I was worried that you weren't going to have a summer program this year, so thank you so much for continuing it."

PUBLIC SERVICE

This month we answered **955** reference questions and **690** directional questions. We also assisted with 16 one-on-one appointments and 4 teacher requests.

During the first week of Valley View's remote learning, we observed a couple of families with their Chromebooks using the tables in CSD each day. They stayed for the morning and returned home during the lunch break. After school, it was nice to see some children visit CSD to play on the computer, just as they did when they attended school in person. "It's nice to see that we are getting busier. If not back to normal, at least a little closer." *Chris Z.*

"A lot of parents have been coming in with their kids looking for chapter books for 1st, 2nd or 3rd grade. It seems that parents are preparing their kids for back to school. My favorite reference question was from a 4-year-old boy that was looking for books on planets. Each week he and his mom learn about a new planet. It was so refreshing to see such a young person be so passionate about the solar system." *Marta M.*

While at the Baby Park desk, "I've had great interactions with patrons—helping them find items, talking about our programs, showing the upcoming crafts, etc. I feel that the style of this desk allows us to be closer to the patrons and more personal. I do get up and walk around to patrons from this location to see if they need help or just to talk to them and see how they are doing." *Susan F.*

STORIES OF THE MONTH:

"I helped someone register to vote!" *Sarah D.*

A first grade patron who has been visiting the library regularly since he was in Toddler Storytime shared an audiobook that he had written and recorded, *The Atimateadventure of Paperman* (*The Animated Adventures of Paperman*.) It is an exciting story about a worker at a paper mill. When he suffers a papercut at work, he is transformed into the villain, Paperman. The audiobook is currently circulating among staff members. We are hoping to work with Jeffrey to include the audiobook on Biblioboard and have encouraged the patron's parents to fill out the consent form.

DISPLAY CASES

Melisa M., Sarah D., Jen F., Marta M. and Rosemary B. updated our display cases around the department. Display themes include:

- I Spy
- Learn to Say "Hello" in Another Language
- LIVE Programs
- Black Panther, books about African American heroes and Chadwick Boseman's other feature film roles (featuring a Black Panther action figure and our Shuri Barbie doll)



OTHER

Assistant Manager, Melisa, celebrated her first year of service at Fountaindale.

As we look ahead to September, CSD is gearing up for live storytime on Zoom every Wednesday morning, exciting programs celebrating the library's 50th anniversary and plenty more Take-it Make-it kits. We are also ready to help children and families as they navigate through remote learning.

From Amina Ali's report

Circulation Services

Department Summary

August has been a busy month for Circulation. After observing some warping of our hold shelving area early this summer, Tasos, Paul, Nancy, and Amina discussed ways on how to proceed with renovating the area. Since the damage wasn't major, our contractors are able to replace the damaged shelves and repaint the holds area. This did result in Circulation removing all the items off the hold shelves and onto green carts as the repairing project went underway.



In addition the Circulation Services staff has continued to watch and attend webinars, assist with weeding projects, cleaning up our ILS patron records, etc. We continue to focus on ways to improve customer service with COVID restrictions in place. Checkout via the Fountaindale App an idea that is being currently explored to help patrons checkout while browsing and increase physical circulation.

Kate T., Assistant Manager

This month we conducted interviews for the open Circulation Services Specialist position. Amina and I interviewed 4 applicants and we are happy to announce that Amanda, currently a Circulation Aide, will be joining the Specialist team on Tuesday, September 8th!

On August 22nd, Circulation resumed the every other weekend pick up off the off-site book drops that Outreach had been getting since we reopened. I wrote new procedures to ensure the safety of staff and went over those procedures with the Specialist Team so they were prepared.

I scheduled both full time and part time Specialists off desk time so they were able to view Ryan Dowd's COVID-19 training. I was also able to take a fantastic webinar through HR Source titled COVID-19 Q&A.

Danny B., Circulation Services Associate Manager

Although we started August down two Circulation Aides and lost another by the end of the month, our aide team was still able to work efficiently and keep up with all tasks. A job listing for a Circulation Aide position has been posted and interviews will begin in the first few weeks of September.

From the 1,401 pages we had for Pick List, they searched for 8,168 holds. A total of 45,683 items were returned through the AMH. Starting at the end of August, all returned items are being

quarantined for seven days instead of three. Aides were also able to keep up with bins, shelving, shifting, weeding and many other miscellaneous tasks.

On Monday August, 31st, I attended the Zoom meeting "COVID-19: Employer Q&A". Several Aides have taken "Covid: How to Deal With Problem Behaviors Related to COVID-19" presented by Ryan Dowd. When time allows, all Aides will get the opportunity to attend the training.

Ann B., Lead Specialist

During the month of August I completed several tasks. In regards to SNAGS, 70 were generated and 77 were resolved. In terms of money saved by the Snag process, \$1,840.77 was saved by reclaiming Fountaindale material and \$176.23 was saved by reclaiming material from the other libraries in the consortium. On August 13, 2020, I attended the Ryan Dowd webinar, "COVID Training: How to Deal with Problem Behaviors Related to COVID-19" in the morning. That afternoon I attended the monthly Vinyl Record Discussion meeting. Currently, we are discussing the best way to implement the handling of vinyl records within the library. We are looking at circulating, checking out and returning the collection safely and efficiently. Pending approval from Circulation, we would like to see how well the vinyl albums move through the AMH system by running some sample LPs through the system during our next meeting.

In addition to the completed tasks listed above, I reached out to the Will County Clerk's office to obtain updated voter registration materials with Lauren Staley Ferry's name on them and am now working with Roberta Young when questions come up regarding Voter Registration and when we need supplies. We still had quite a bit of material with Nancy Schultz Voots' name listed as Will County Clerk so obtaining updated materials was necessary. Roberta quickly responded and we now have updated materials. We are still waiting on Election Judge applications, which the Clerk's office was out of. Roberta will send them once they receive more.

Leigh Anne V., Lead Specialist

In the month of August, I continued to complete my Lead Specialist duties which includes assessing damaged material and charging the appropriate accounts. I went over pick lists daily to search for items that Aides were unable to find on the shelf. Out of those items, there were a total of 38 items I had to mark as missing in our ILS system.

Per my monthly responsibilities, I tallied the drive up number; we had a total of 1129 visits this month. I also collected the tally stats for Circulation: we answered 57 reference questions, 173 directional questions, and 262 one-on-one interactions with our patrons. Lead Specialist Mary S. and I worked on the returned mail and added notes on patron accounts with those who need to update their change of address. I also completed the Ryan Dowd COVID-19 webinar.

Mary S., Lead Specialist

In the month of August, we continue to welcome new cardholders here at Fountaindale Public Library. I verified 101 FPLD card applications, and also updated the workstations at our service desks with the new website for the Will County Supervisor of Assessments. I continue working with our patrons regarding their requested items and the change from automatic checkouts that we were able to offer while the building was not yet open to the public. Our list of unclaimed holds has come down from a high of 50+ in June to fewer than 10 for a daily average in August.

People are definitely using this time to declutter. We're getting lots of items returned- including some that were last checked out four years ago! This August we logged 11 deleted items that patrons returned. Going along with items returned to the library, I also track lost and found personal

items from our patrons. Keeping found items quarantined continues to be part of that daily process during this public health pandemic. During August, I logged 36 items found in our library.

Harris K., Lead Specialist

August was a steady month for our claims records. We had a total of 53 items that our patrons claimed to have returned. Our circulation staff was able to find 15 items on the shelves while 7 items were later found by patrons and returned. The total number of claims went down from July where we had a total of 198 items claimed, 47 found by staff, and 27 found and returned by patrons.

On the ILL front, 9 bills were sent out for unreturned FPLD items. We received only 2 bills from lending libraries. There were some interesting circ stats at this month's Collection Usage Committee. In the month of July we had a total of 48,900 print item checkouts. Frozen II and the Apple MacBook Pro were the highest circulating items. The MovieBinge Boxes are a huge success with more titles being ordered. The library also intends to purchase Amazon Fire Tablets hopefully by January or February.

Circulation Statistics

New Patrons Registered	124
Holds Pulled From Shelves	5,584

Drive Up Statistics	
Total Visits (August 2020) 1,129	Previous Month (July 2020) 1,375

Building Operations (Tasos Priovolos)

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

Jack Oestreich submitted his resignation as a Building Security Monitor. We wish the best of luck in his future endeavors.

We are continuing to interview for the two open Building Security Monitor positions.

We are in the process of repairing the holds shelf area due to damage from a malfunctioning water heater. The project required the coordination of various trades to repair the area and replace the failed hot water heater from the restroom. We are currently working with the vendors to restore the area back to it's original state.

During our last preventative maintenance on our emergency generator, a malfunctioning alarm relay board was diagnosed and replaced. This malfunctioning board was not-allowing the generator to properly self-test and run properly. Everything was tested and placed back into service.

Door handles and high touch areas continuing to be 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.

Coordinated vendors and successfully moved the stacks out from the Vortex to the open area on the 2nd Floor. This work included shifting and rearranging existing stacks to create the needed space for the new stacks. This project will now allow full access to the collection while the Vortex is closed due to the pandemic.

Worked with a sewer vendor to repair the storm sewer manhole located near the drive-thru. Soil was washed away due to a failed seal on the manhole cover and caused a sink-hole. This work was successfully completed.

We continue interviewing for the two open Building Security Monitor positions.

Worked with our parking lot maintenance vendor to review the required maintenance required on our parking lot. Restriping, crack-fill, and minor repairs will be scheduled for mid-September.

Security Report From John Hopkins (Security Supervisor)

Daily patron occupancy numbers are holding steady, with averages in the upper-30s. Typical peak occupancy was around 55-60 patrons during July. The record peak occupancy at one time was around 80 patrons, still well below the maximum occupancy of 197 patrons. Reaching or exceeding occupancy limits has not been regarded as a likely concern.

Meeting Room A re-opened for patron bookings, and has been used several times a week by patrons, and as many times or more for staff or library programs. In spite of the restrictions for use, the reopening has been well-received by patrons, and has resumed smoothly. Security and Building Operations have added the new arrangement layouts, wipedown and room setup procedures to their other responsibilities without issue.

Security continues to conduct high-touch-surface wipedowns with a commercial-grade cleaning solution, and assisting Building Operations with refilling the wipes dispensers made available to patrons, particularly in the computer commons where the wipes are used frequently.

Building Security Monitor Jack Oestreich has resigned this month. The application and interviewing process has continued as we now look to fill two vacant part-time positions.

The entire Building Ops team has pitched in to cover gaps in scheduled coverage left by Andre's and Jack's departures.

ZENDESK -

In August, 44 new maintenance tickets were created, and 44 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

August 2020 Snapshot



3,715 new materials made available



47,368 physical checkouts



26% circulation increase in Teen Graphic Novels



4,110 old & grubby items withdrawn



272 interlibrary loans for our patrons



118 shipments received



997 items repaired

Teen Collections Move

To make our Teen collections more accessible while the Vortex is closed, ATSD, Collection Services and Building Ops departments worked together to move the Teen collections out onto the open second floor area. **Within a span of 3 days, staff emptied, shifted and re-shelved over 12,000 items!** All Teen Fiction, Teen Series and Teen Graphic novels were moved and are now readily accessible to patrons. As a result, **Young Adult Graphic Novels increased in circulation by 26%** compared to last August.

In addition, Collection staff shifted and merchandised the World Languages collection, placing several books on display and faced out with easels.

A special thank you to the hardworking staff members that contributed to this successful collection move:

- Brett Luminais (Collection Services)
- Chris Castle (Collection Services)
- Christy Oestreich (Collection Services)
- Eric Fuller (Circulation)

- Jake Luce (Collection Services)
- John Hodur (Building Ops)
- Julie Walker (Collection Services)
- Katie Strickland (Collection Services)
- Lynnette Hopwood (Collection Services)
- Mary Anderson (Collection Services)
- Nancy Korczak (Admin)
- Randi Carreno (Adult & Teen Services)
- Tasos Priovolos (Building Ops)



*World Languages and
Libros en Español Collection*



*New Teen Fiction and
New Graphic Novels*

Teen Graphic Novels



Brett Luminais and Eric Fuller re-shelving Teen Fiction



Tasos and John Hodur installing shelves



*Lynnette Hopwood and Julie Walker filling up
the Graphic Novels*



Jake Luce shelving like the wind

Staff Updates & Reorganization

David Anderson, our Technical Services Aide, ended his tenure at the library this month. David has worked at Fountaindale for 19 years and has cherished the significant part the library has played in his life. We wish him the best in all of his future endeavors!

Due to a recent retirement and staff departure, the department has undergone a staff reorganization that will better facilitate our processes and improve efficiencies in all divisions. Going forward, processing and repair functions has been moved under the Acquisitions division and will be overseen by Jacob Luce, Acquisitions Supervisor. Linda Ciucci, Processing Specialist, and Anna Gogliotti, Processing Aide, will report directly to Jake. Additionally, we have advertised for a full time Cataloging Supervisor. This position will supervise the Cataloger and Periodical Specialist positions.

Physical Collection Circulation

**Sorted Alphabetically by Collection*

Collections	Aug 2019 Circs	Aug 2020 Circs	Change	% Change
Adult Audiobooks	906	597	-309	-34%
Adult Fiction	5173	4771	-402	-8%
Adult Graphic Novels	614	487	-127	-21%
Adult Nonfiction	4781	4441	-340	-7%
Adult Video Games	323	353	30	9%
Beginning Readers	1391	1685	294	21%
Interlibrary Loan	324	265	-59	-18%
Juvenile Audiobooks	484	489	5	1%
Juvenile Fiction	4832	4298	-534	-11%
Juvenile Graphic Novels	1534	1771	237	15%
Juvenile Kits	109	4	-105	-96%
Juvenile Movies & TV	5456	2786	-2670	-49%
Juvenile Nonfiction	3297	2533	-764	-23%
Juvenile Technology & Equipment	188	93	-95	-51%
Juvenile Video Games	745	798	53	7%
Large Print	861	689	-172	-20%
Local Authors	8	7	-1	-13%
Local History & Genealogy	0	0	0	
Magazines	803	908	105	13%
Movies & TV	11921	9079	-2842	-24%
Music	1576	1184	-392	-25%
On-the-Fly	20	13	-7	-35%
Picture Books	7950	5886	-2064	-26%
Studio 300	3035	758	-2277	-75%
Technology & Equipment	1034	193	-841	-81%
World Languages Adult	158	149	-9	-6%
World Languages Juvenile	408	329	-79	-19%
World Languages Young Adult	12	10	-2	-17%
Young Adult Audiobooks	88	52	-36	-41%

Young Adult Fiction	1331	965	-366	-27%
Young Adult Graphic Novels	752	944	192	26%
Young Adult Kits	16	0	-16	-100%
Young Adult Nonfiction	445	208	-237	-53%
Young Adult Technology & Equipment	0	7	7	
Young Adult Video Games	900	616	-284	-32%
TOTALS	61475	47368	-14107	-23%

Circulation by Branch

Branch	2019	2020	Change	% Change
Building	56,495	45,209	-11,286	-19.98%
Outreach	1,966	1,403	-563	-28.64%
Studio 300	3,044	756	-2,288	-75.16%
Digital	8,785	8,787	2	0.02%
Total	70,290	56,155	-14,135	-20.11%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2,569	vs.	DVD	9,402
CD Audiobook	578	vs.	Playaway Audiobook	355

Special Collections

Collection	Circs
Lucky Day	1,247
Mobile Hotspots	57
Roku Media Players	20

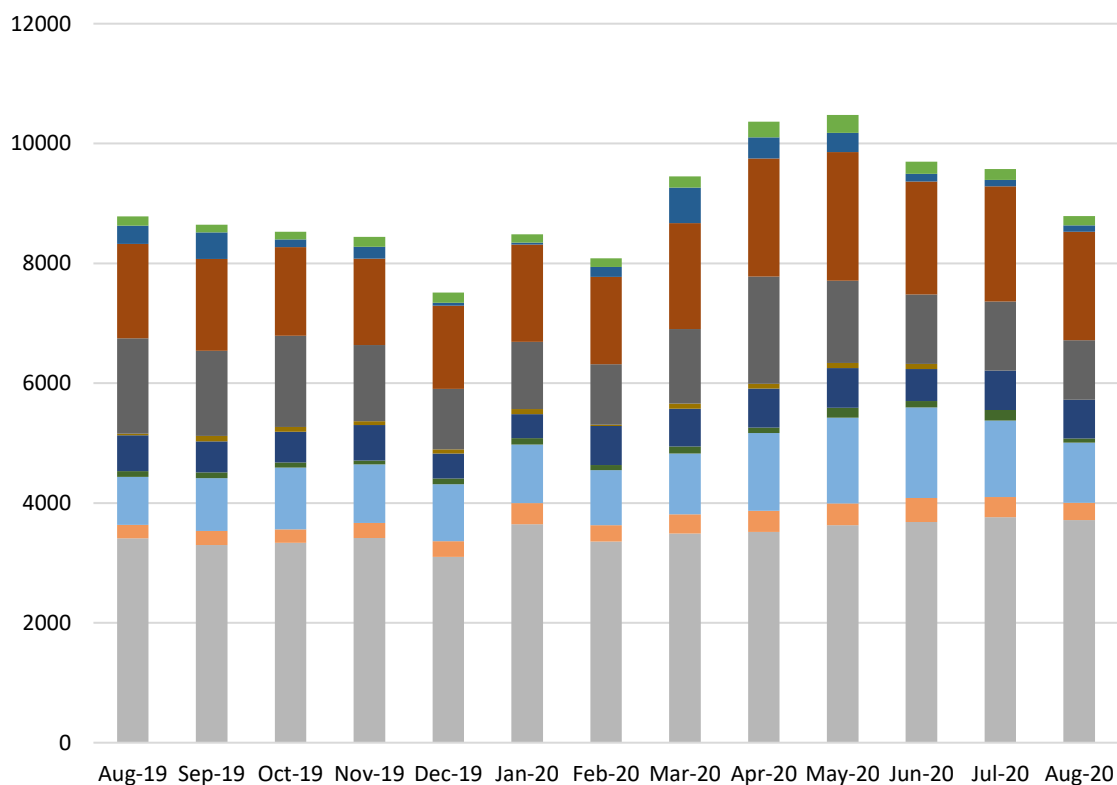
Digital Collection Usage

Digital Platform	Aug 2019	Aug 2020	Change	% Changed
Hoopla	1,573	1,811	238	15.13%
OverDrive eAudio	1,439	1,633	194	13.48%
cloudLibrary Shared	397	589	192	48.36%
OverDrive eBooks	1,974	2,082	108	5.47%
Rbdigital eMags	599	646	47	7.85%
eRead Illinois eAudio	78	120	42	53.85%

cloudLibrary eAudio	139	179	40	28.78%
eRead Illinois eBooks	145	170	25	17.24%
Kanopy	154	155	1	0.65%
Rbdigital eAudio	98	72	-26	-26.53%
Rbdigital Entertainment	27	0	-27	-100.00%
cloudLibrary eBooks	264	235	-29	-10.98%
Freegal Music Downloads	379	301	-78	-20.58%
PressReader	307	105	-202	-65.8%
Freegal Music Streaming	1212	689	-523	-43.15%
Totals	8785	8787	2	.02%

For **August 2020**, digital circulation was **15.6%** of the library's total circulation.

Digital Collection Circulation



	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
Kanopy	154	128	132	168	173	136	142	185	261	297	203	183	155
PressReader	307	443	129	196	44	34	167	596	354	318	127	106	105
Hoopla	1573	1536	1478	1444	1390	1620	1459	1766	1969	2147	1886	1925	1811
Freegal Music	1591	1421	1523	1268	1010	1126	1008	1247	1789	1377	1162	1153	990
RBDigital Entertainment	27	88	78	67	70	85	20	82	77	83	82	0	0
RBdigital eMags	599	517	515	594	416	401	653	632	652	661	535	655	646
RB Digital eAudio	98	98	82	62	98	107	86	115	92	169	106	177	72
Cloud Library	800	882	1033	978	950	977	918	1017	1301	1429	1511	1275	1003
eRead Illinois	223	235	222	252	261	350	270	322	348	364	400	336	290
OverDrive	3413	3299	3338	3415	3101	3647	3359	3489	3520	3630	3686	3766	3715

Digital Content Fast Facts – August 2020

Overdrive

- There were **5,317 unique users**, which is a **11.1% growth** from last August.
- **eBooks** accounted for **63.6%** of checkouts, while **eAudio** accounted for **36.4%**.
- Checkouts by Audience: Adults: 85.5%; Young Adults: 6.5%; Juvenile: 8%
- During the month, PLC yielded **11,054 active holds** and **25,079 total checkouts**.

cloudLibrary

- There were **210 active users** in the month. **Of those, 20 are new users.**
- **Pay Per Use eAudio** program yielded **48 circs** from FPLD and **67 circs** from LMPL, totaling **115 circs**.

eRead Illinois/Axis 360

- There were **112 active users** for the month, **24** of which are **new users**.
- **eBooks** accounted for **58.6%** of checkouts, while **eAudio** accounted for **41.4%**.

Hoopla

- The top titles in August are *The Book Woman of Troublesome Creek* (audiobook), *A People's History of the United States* (audiobook), *The One and Only Ivan* (audiobook), *The Umbrella Academy Vol. 1: Apocalypse Suite* (eComic)
- There were **1,811 total circs** borrowed by **418 patrons**. The **average number of circs was 4.30 circs** per patron, with 37 patrons using all 15 circs.
- **Audiobooks** were the most borrowed format, accounting for **47%** of all circs, followed by **eBooks with 25%**, **Movies/TV with 16%**
- **Adult Fiction** was the most borrowed category, accounting for **54%** of all circs, followed by **Adult Non-Fiction with 22%** and **Juvenile Fiction with 16%**.

Kanopy

- The **most popular videos** in August were: *Pygmalion*, *Marriage Italian Style*, *Viridiana*, *Transsiberian* and *Good People*.
- Patrons played **155 distinct video titles** and **326 video plays**.
- The site was **visited 1,487 times** and received **1,857 page hits**.
- There were **58 active users**, of which 4 used the maximum play credits.

Freegal

- This month yielded **689 songs streamed** and **301 music downloads**.
- Top **streaming music genres**: Rock, Pop, Latin Music
- Top **downloaded music genres**: Country, Pop, Rock, Electronic

Physical Items Added and Withdrawn

Physical Items	Aug 2020 Added	Aug 2020 Withdrawn
Adult Audiobooks	42	7
Adult Fiction	831	522
Adult Graphic Novels	30	3
Adult Nonfiction	775	19
Adult Video Games	3	0
Beginning Readers	12	47
Juvenile Audiobooks	17	3
Juvenile Fiction	249	277
Juvenile Graphic Novels	83	7
Juvenile Kits	0	0
Juvenile Movies & TV	133	81
Juvenile Nonfiction	56	405
Juvenile Technology & Equipment	0	1
Juvenile Video Games	18	21
Large Print	120	4
Local Authors	5	0
Local History & Genealogy	4	0
Magazines	254	0
Movies & TV	495	21
Music	71	22
Picture Books	401	2398
Studio 300	0	0
Technology & Equipment	0	0
World Languages Adult	0	3
World Languages Juvenile	0	9
World Languages Young Adult	0	1
Young Adult Audiobooks	29	0
Young Adult Fiction	46	244
Young Adult Nonfiction	16	3
Young Adult Technology & Equipment	0	0
Young Adult Video Games	4	1
TOTALS	3715	4110

Acquisitions & Processing

- Purchase Orders created and released: 84
- Invoices Paid: 207
- Boxes Received and Opened: 118
- Items Repaired: 997
- Magazines and Periodicals Processed: 253

Interlibrary Loan

272	Items Received for our patrons <ul style="list-style-type: none"> • 230 items from IL libraries • 42 items from out of state libraries
128	Items Sent out to other libraries <ul style="list-style-type: none"> • 58 to IL libraries • 65 to out of state libraries • 5 to XYZ libraries
360	Items requested by our patrons this month <ul style="list-style-type: none"> • 343 submitted in OCLC • 9 items were too new to request • 2 were available in Pinnacle • 6 were out of country only
217	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 104 from IL libraries (by phone call) • 113 from out of state libraries • 0 out of country

CHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	10,535 Up 898 Items 8.4%	871 Down 271 Items 3.16%	8,641 Down 2,083 Items 8.07%	19,776 Down 1,166 Items 7.99%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	169 Up 37 Items 1.6%	22 Down 26 Items 3.67%	763 Down 173 Items 8.83%	954 Down 162 Items 4.82%
Grubby - Items that have circulated <u>75 times</u> or more <i>CHQ Recommendation: less than 10%</i>	10,387 Down 52 Items 8.28%	621 Down 12 Items 4.1%	10,410 Down 237 Items 9.72%	21,418 Down 220 Items 8.65%
DOA 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>US average 16%</i>	4,073 Down 2,409 Items 25.87%	561 Down 318 Items 36.59%	2,015 Down 1,591 Items 21.17%	6,649 Down 2,801 Items 24.82%
Turnover Aug 27, 2019 to Aug 24, 2020	1.53	1.39	1.89	1.68

Displays

1st Floor:

Lobby Cart: Shark Week – 318
Lobby Cart: Conversations – 185
Lobby Tree: Staff Picks – 52

2nd Floor

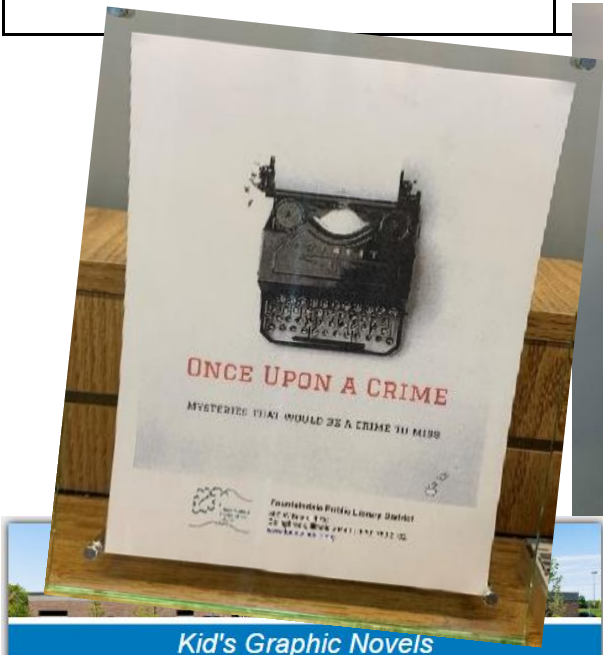
Mysteries – 57
Binge Boxes – 173
Job Hunting Skills – 19

3rd Floor

Conversations – 41
Who's Your Hero – 13
Mysteries – 13
3rd Floor Desk Table – 2

Children's

- We need diverse books – 61
- One thousand books before Kindergarten – 72
- Superheroes – 23
- Outdoor Adventures – 25
- Easy Graphic Novels – 24
- Wilderness Survival – 4
- Sci Fi Graphic Novels – 15
- Step Into Reading – 68
- Dogs – 12
- Car Racing – 31
- Sea and Ocean Animals – 22
- Animal Fantasy Adventurers – 7
- Historical Fiction - 4



Kid's Graphic Novels

September 2020



To place a hold, click on the cover and go to our online catalog.



Fountainebleau Public Library District
300 W. Brinckhoff Road
Bolingbrook, IL 60440
630.759.2102





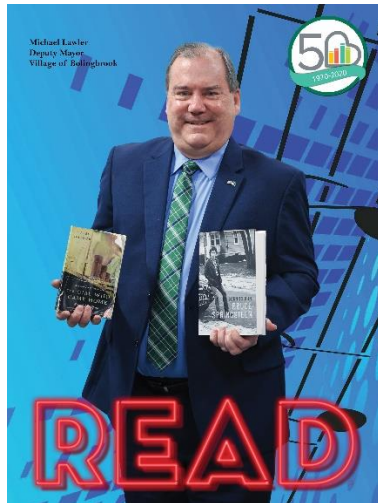
Communications (Melissa Bradley)

Communications Highlights

- During the month of August, our collection-focused Google Ads had 14,620 impressions and 2,102 clicks to our collection subpages.
- We released our August Pillar of the Community [interview](#) and READ poster featuring Deputy Mayor Michael Lawler.
- Melissa and Steven scheduled, wrote/edited and published 28 blog posts.
- Melissa wrote titles, descriptions and tags for 77 YouTube videos.
 - Our YouTube channel gained 36 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 and Steven attended demos with Patron Point and OrangeBoy.
- Melissa worked with members of the programming committee and management team to create a [back-to-school webpage](#) of resources for Valley View students.
- Melissa worked with Jeffrey and Adriana to create thumbnails for our recurring YouTube videos.
- Melissa received a Facebook message from a patron wanting to see the [History of Bolingbrook Cookbook](#) we featured in a Throwback Thursday post. Melissa gave the

book to Jeffrey to see if we could add it to our online Community Content Collection. Jeffrey was able to make this happen, and the patron was very excited when Melissa sent her the link to view the book.

- Steven worked with Paul, Nancy and Juanita to update our study room information in Communico and on our website.
- Sabrina updated our welcome back signage, created Yule Ball and Artist in Residence ads and a sign for Children's Services, among other projects.



Media

- Valley View included our reopening information in their weekly media releases.
- [The Patch](#), [The Herald-News](#) and [WCSJ News](#) mentioned us as one of Will County's mail-in ballot box locations.

Social Media Ads

We didn't run any social media ads in August.

Social Media Metrics

- Facebook Metrics
 - 18 new people liked our page
 - 930 people viewed our page
 - 32,854 people viewed our content (reach)
 - 10,746 people saw our content because a friend shared, liked or engaged with it
 - 2,003 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 8 new followers
 - 62 page views
 - 8,011 tweet impressions
- Instagram Metrics
 - 9 new followers
 - 418 post likes
 - 5,943 people viewed our content (reach)

Email Marketing Metrics

- 26 emails sent (This includes weekly blog roundup emails)
- 303 new subscribers (This includes blog subscribers)
- Average open rate: 22.19% (industry average is 21.33%)
- Average click rate: 3.13% (industry average is 2.62%)

Finance (Jennie Nguyen)

- **Annual Audit** - The official annual audit of the financial statement took place this month. This audit year was with our new audit firm, Brian Zabel & Associates. I prepared some additional schedules and provided supporting documents needed for the audit. The preliminary fieldwork has been completed. The auditors are still working on the audit and the final report should be available in a few months. I would like to extend my thanks to my staff for all of their hard work in keeping great records, which helped to make the fieldwork segment of the audit a smooth process.
- **Budget & Appropriation Ordinance** Compiled the necessary data to complete the *Chief Fiscal Officer's Estimate of Revenues by Source* document to be filed with the budget. The final document is being prepared to be presented to the Board for approval at the September Board meeting.
- **Record Retention** - Finance has started the initial process of identifying the retention cycle of each individual financial record in the Finance Department. This information is used in preparation of record retention filing with the State of Illinois. This must be done prior to scheduling a company to properly dispose of the approved records.
- **Will County Local Government Funding** - The Library was informed of our eligibility to receive \$15,000 in reimbursement for expenses related to the pandemic. A webinar was provided to explain the requirements of this program. The program was separated in multiple phases, with phase 1 being March 1, 2020 to August 1, 2020 incurred expenses. They requested that all of us complete the reimbursement request for these by 9/8/2020. There is a lot of paperwork to fill out, but part of it includes a spreadsheet detailing what the expense/item is, why it fits the requirements of the program, and a copy of receipt(s). They said that it's ideal if we can group all receipts of one type together (like all wipe receipts are together, all mask receipts together, etc.). Allyse and Marlen worked tirelessly to gather all of the required documentation and format. Marlen had scanned all of the documentation.

Allyse began filling out the worksheet with items/categories and why we needed them in relation to COVID. Some items didn't require much explanation (like hand sanitizer) while others needed more (such as the green vinyl trucks for circulated materials). There are different record retention requirements for the paperwork and communication related to the Will County CARES program. The webinar also iterated that all internal and external communication regarding the program needed to be maintained as well.

All of the expenses entered into the spreadsheet that Will County provided. Allyse organized the receipts that Marlen scanned into folders that correspond with the letter and number on the spreadsheet. The receipts were added up for each category to get the preliminary total, but once all of the receipts are in one document, Allyse rerun the totals again. On the Will County CARES website that the application is due by 8/31/2020 in order

for Will County to not consider re-allocating the funds. The 9/8/2020 deadline is when applications will stop being accepted for this round of expenditures (phase 1).

Allyse got the cover letters completed and added to the receipt PDF. She was able to send all of the documents to be checked. The signed acceptance certification document was notarized and the W-9 was completed which Will County needs for the application. A copy was made for the Library's record prior to mailing the acceptance certificate. Will County wants an electronic copy with the application and to receive the original mailed copy.

Thank you Allyse and Marlen for doing such a wonderful job on this project!

- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Specialist-Teens
- Building Security Monitor
- Cataloging Supervisor
- Circulation Services Aide

Promotions:

- Amanda Slone, Circulation Services Aide was promoted to Circulation Services Specialist, 9/6

Departures:

- Jim Gottlick, Circulation Services Aide, 8/1
- David Anderson, Technical Services Aide, 8/4
- Bonabie Espinal, Circulation Services Aide, 8/14
- Jack Oestreich, Building Security Monitor, 8/26
- Jenna DiSandro, Adult and Teen Services Specialist-Teens, 8/30

Training and Development

- COVID: How to Deal With Problem Behaviors Related to COVID-19, Webinar; Lea
- HR Ethics Series, Webinars; Lea
- RAILS Member Update, Webinar; Lea
- COVID-19: Employer Q&A, RAILS/HR Source Webinar; Lea
- Voters' Registrar Training; Will County Clerk; Lea

LTA Practicum Student

- Monica S., Studio Services Specialist, is currently enrolled in JJC's LTA program. She has been approved to complete her Practicum with Fountaindale. She will be completing 60+ hours of work in multiple departments throughout the library.

COVID-19

- Human resources has continued to monitor the changing regulations brought about by COVID-19.
- Work with Paylocity to make sure coding was available for Families First

Coronavirus Response Act; Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act.

Anniversary

- Noey celebrated her 12th Anniversary on August 25. Congratulations!

Information Technology (John Matysek)

- During the month of August, 73 new help desk tickets were created by FPLD staff, and 73 new or existing tickets were solved by IT staff.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed a new replacement Mac Pro computer for the Communications department.
- Met with vendor ITsavvy to discuss their initial recommendations for replacing the library's aging network server and network storage appliances.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began work on creating and deploying a software image for the new replacement MacBook Pro laptops for patron usage in Studio 300.
- Updated Microsoft Windows on all library servers as well as the most popular utility software on the patron computers.
- Updated the underlying VMware vSphere system on the main network server.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new replacement laptop for the Building Operations Manager.
- Met with vendors ITsavvy and Dell to discuss the specifics of their recommendation for replacing the library's aging network server and network storage appliances.
- Attended a webinar by vendor Malwarebytes regarding recent and future updates to their anti-malware software used by Fountaindale.
- Worked with vendor AT&T on the installation of a replacement router for the library's voice and data fiber circuit.
- Worked with vendor Today's Business Solutions (TBS) to resolve a licensing issue on the multiple SimpleScan/FAX stations available in the library for our patrons.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new MacBook Pro laptop for the Children's Services Department usage with their virtual programming.
- Worked with Christina Theobald on updating the various IT related accounts/services to reflect the department name change to Collection Services.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, re-configured and deployed a staff PC and portable phone for a new staff workstation outside of the Vortex entrance.
- Worked with Jennie Nguyen on completing a PCI Compliance assessment required by the library's new credit card processing merchant.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, re-configured and deployed an existing MacBook Pro laptop for the Outreach Services Department usage with their virtual programming.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began configuration of new replacement Chromebooks for patron usage in the library.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began configuration of new replacement Windows 10 department laptops for staff usage.

August 2020 District Statistics						Population Total		67683	
Total Circulation Statistics	56,155	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	45,965	Reading Programs Offered	0	0	1	0	1	19,683	4,596
Bookmobile	1,403	Reading Members	0	0	353	0	353	Proctoring	Total Twitter Followers
Digital	8,787	Summer Reading	0	0	0	0	0	0	870
Collection Databases	854	Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals	Population Served		Building	Outreach	Total	515	1,155
Interlibrary Loan Requests		New Physical Items	3,715	Total Visits	15,252	220	16,601	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	272			New Cardholders	124	0	124	6,162	6,538
Items Sent to other Libraries	217			Active Cardholders	20,934	73	21,007	Pages Printed	COHS Students Enrolled
		% Served	All cardholders **		46,018	Drive through visits	1,129	17,802	4
In-house checkins (Not part of total circ)	N/A	Active cardholders	31.04%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	67.99%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				43	469	0	2,345	2,857	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A (Only)	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	32	13	23	8	7	Building Front	Building Rear	Church	Ashbury's
Attendance	39	17	28	54	7	44,757	0	793	133
	Programs Adults				Programs Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,216
Numbered offered	13	0	6	19	5	0	0	5	Android: 1,215
Attendance	210	0	20	230	58	0	0	58	
Programming hours	22	0	6.5	28.5	9	0	0	9	
	Programs Children				Passive Programs for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	127
Numbered offered	4	0	0	4	1	0	0	1	Total Attendance
Attendance	37	0	0	37	31	0	0	31	4,815
Programming Hours	2	0	0	2	X	0	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				308
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual	Total	
Numbered offered	13	0	0	13	22	0	77	99	
Attendance	571	0	0	571	29	0	4,461	4,490	
Programming hours	X	0	X	X	9	0	259	268	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	224	57	1,010	396	955	10	136	2,788	
Directional	30	173	881	0	690	0	0	1,774	
One on One Assistance	26	262	27	0	16	0	0	331	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	% change		*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older	
Circulation	56,155	70,879	-20.77%	Reference Questions	2,788	6,018	-53.67%		
Visitors	16,601	36,614	-54.66%	Computer Usage	2,857	6,458	-55.76%		
Card Holders	20,934	24,160	-13.35%	Wireless Sessions	16,411	20,251	-18.96%		
Room Bookings	83	754	-88.99%	Program Attendance*	4,815	5,294	-9.05%		