

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
November 19, 2020 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/88993013881>
Phone Number: 1 312 626 6799 Meeting ID: 889 9301 3881

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

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

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – October 15, 2020
5. Employee Recognition
 - a. John Hodur – 5 Years
 - b. Joseph Crookham – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Ordinance 2020-3 – Tax Levy Ordinance
 - b. Approval of Ordinance 2020-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act
 - c. Approval of Resolution 2020-8 – Resolution Regarding the Issuance of Non-Resident Library Cards
 - d. Approval of Statement of Receipts and Disbursements Fiscal Year 2019/2020
 - e. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest
 - f. Review of Serving Our Public 4.0
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – November, 2020
 - b. Bills Payable Report – November, 2020
13. Director's Report – October, 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

November 2020 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Ordinance 2020-3 – Tax Levy Ordinance

This ordinance represents the total request of corporate and special purpose property taxes to be levied. The building bond levy is not included in this ordinance as it is covered by other ordinances.

Suggested Motion: Motion to approve Ordinance 2020-3 – Tax Levy Ordinance.

b. Approval of Ordinance 2020-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act

This ordinance authorizes the transfer of \$289,000 into the Buildings -- Capital to expend on multiple capital projects that have come to the fore recently. Specifically, we need to accomplish the following projects and the General Fund Balance would support them –

1. Replace the controller on Air Handler Unit Number 2. Cost estimate of \$40,000
2. Repair concrete in the floor in Childrens Services. Cost estimate of \$11,000
3. Replace the batteries in the UPS in the Server Room and service the unit. Cost estimate of \$23,000
4. Complete the safety project in the lower level back hall as identified by our building inspection. Cost estimate of \$90,000
5. Modify staff cubicles to include permanent tall partitions for safety. Cost estimate of \$125,000

The total cost estimate is \$289,000. The General Fund Balance can support these capital projects and they are needed ones.

Suggested Motion: Motion to approve Ordinance 2020-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act.

- c. Approval of Resolution 2020-8 – Resolution Regarding the Issuance of Non-Resident Library Cards

Every year we are required to choose whether to participate or not participate in the non-resident reciprocal borrowing program. It is my recommendation that we continue to participate.

Suggested Motion: Motion to approve Resolution 2020-8 – Resolution regarding the Issuance of Non-Resident Library Cards.

- d. Approval of Statement of Receipts and Disbursements Fiscal Year 2019/2020

This document is a summary of income and expenditures from the last fiscal year. It is prepared by our Finance Office with information from our auditors and other sources.

Suggested Motion: Motion to approve the Statement of Receipts and Disbursements for Fiscal Year 2019/2020.

- e. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest

This list contains the name and addresses of trustees and staff who will receive an economic interest statement that must be completed.

Suggested Motion: Motion to approve certified list of trustees and staff for filing with Will and DuPage Counties for Statements of Economic Interest.

- f. Review of Serving Our Public 4.0

This is a continuation of the review of Serving Our Public 4.0 that the Board began last month. As a reminder, the 2021 Illinois Per Capita Grant requires that every public library board review Serving Our Public 4.0.

The management team reviewed the checklists at the end of each chapter and found that we do meet the suggested requirements. Please see the completed checklist in the Board Packet with notes at the end of the document that cover checklist items that have additional information.

Suggested Motion: No action required at this time.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD OCTOBER 15, 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, October 15, 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 Korzcak.

Jeffrey Fisher and Jennie Nguyen were present online via Zoom.

PUBLIC PRESENT

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

Joe Martin 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 Kalnicky, seconded by Valencia.

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

MINUTES OF THE PUBLIC HEARING – September 17, 2020

The minutes of the Public Hearing held September 17, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

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

MINUTES OF THE BOARD MEETING – September 17, 2020

The minutes of the board meeting held September 17, 2020 were presented. A motion to approve the minutes was made by Bermejo, seconded by Spindel. 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 Nook is the only source of revenue for the Friends. Hargett is overseeing the Nook and putting out new inventory, including Halloween children's books.

NEW BUSINESS

Acceptance of Financial Report for Fiscal Year 2019/2020

Joe Martin from Brian Zabel & Associates, PC reviewed the Financial Report for Fiscal Year 2019/2020 with the Board.

The Financial Report for Fiscal Year 2019/2020 was prepared and presented by our auditing firm, Brian Zabel & Associates, PC. Discussion of the District's net position ensued.

A motion to accept the Financial Report for Fiscal Year 2019/2020 was made by Spindel, seconded by Kalnicky.

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

Approval of Resolution 2020-7 – Truth in Taxation Law Resolution

A motion to approve Resolution 2020-7 – Truth in Taxation Law Resolution was made by Valencia, seconded by Spindel.

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

Approval of Ordinance 2020-2 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2021/2022

A motion to approve Ordinance 2020-2 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2021/2022 was made by Spindel, seconded by Bermejo.

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

Approval of 2021 Fountaindale Public Library District Closing Schedule

A motion to approve the 2021 Fountaindale Public Library District Closing Schedule was made by Valencia, seconded by Spindel.

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

Approval of 2021 Staff Supplemental Floating Holidays

A motion to approve two (7.5 hour) Supplemental Floating Holidays for full time staff and two (4 hour) Supplemental Floating Holidays for part time staff which must be used by December 31, 2021 with implementation rules to be created by the Executive Director was made by Kalnicky, seconded by Spindel.

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

Approval of 2021 Fountaindale Public Library District Board Meeting Schedule

The 2021 Fountaindale Public Library District Board Meetings have been scheduled for the third Thursday of every month.

A motion to approve the 2021 Fountaindale Public Library District Board Meeting Schedule was made by Valencia, seconded by Spindel.

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

Approval of Library Closing for Election Day on Tuesday, November 3, 2020

A motion to approve the library closing for Election Day on Tuesday, November 3, 2020 if required to be closed by the State of Illinois was made by Valencia, seconded by Kalnicky.

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

Review of Serving Our Public 4.0

The 2021 Illinois Per Capita Grant requires that every public library board reviews *Serving Our Public 4.0*. The management team is reviewing each chapter checklists and will have a report to present next month.

Approval of Request for Trustees to Attend 2021 American Library Association Midwinter Meeting Virtual Conference – January 22-26, 2021

A motion to approve the request for trustees to attend the 2021 American Library Association Midwinter Meeting Virtual Conference from January 22 to 26, 2021 was made by Spindel, seconded by Valencia.

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

LIBRARY PROJECTS

Mills reported that the Holds Shelf project has been mostly completed in anticipation of early voting. Final work will be completed after early voting is complete.

CORRESPONDENCE

None.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – October, 2020

Bills paid for the month of October in the amount of \$63,238.12 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 – October, 2020

Bills payable for the month of October in the amount of \$148,658.82 was presented for approval. Motion to approve was made by Prodehl, seconded by Valencia.

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

DIRECTOR'S REPORT – September, 2020

Executive Director Mills reported that Communications Manager Melissa Bradley is coordinating the items to be put into the 2020 time capsule to be opened in 2045.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Trustee Spindel announced that she will be inducted as a new Bolingbrook Lion.

Trustee Newell is recovering from her recent surgery.

ADJOURNMENT

A motion to adjourn the meeting at 8:07 p.m. was made by Spindel, seconded by Prodehl.

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

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

CERTIFICATION

The undersigned, STEVEN J. PRODEHL, hereby certifies that he is the Secretary of the Board of Library Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, that he was duly elected, has qualified and is now acting Secretary, that he is the keeper of the records and seal of said District, and that the document attached hereto as Exhibit A is a true, complete and correct copy of Ordinance 2020-3 entitled, TAX LEVY ORDINANCE OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, FOR FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021, which Ordinance was duly passed by the Board of Library Trustees of said District on the 19th of November, 2020, approved by the President of said District on the 19th day of November, 2020, and which Ordinance has been duly filed with the undersigned as Secretary of said District and is now in full force and effect.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and affixed the corporate seal of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 19th of November, 2020.

(SEAL)

Steven J. Prodehl, Secretary
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DU PAGE COUNTIES, ILLINOIS

Ordinance 2020-3
Tax Levy Ordinance
Fountaindale Public Library District
Will and Du Page Counties, Illinois

AN ORDINANCE for the levy of taxes for the general corporate purposes 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; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special social security retirement expense tax levy, for a special Illinois Municipal Retirement Fund expense tax levy and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. By Ordinance 2020-1 entitled “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,” passed on September 17, 2020 the Board of Library Trustees did appropriate ELEVEN MILLION TWO HUNDRED FORTY THOUSAND ONE HUNDRED SEVENTY-SEVEN DOLLARS (\$11,240,177.00) for the corporate purposes of said District and that said Budget and Appropriation Ordinance is incorporated herein by reference.

SECTION 2. Of the total amount of ELEVEN MILLION TWO HUNDRED FORTY THOUSAND ONE HUNDRED SEVENTY-SEVEN DOLLARS (\$11,240,177.00) appropriated, the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, requires to be raised by taxation the sum of NINE MILLION TWO HUNDRED NINETY-THREE THOUSAND ONE HUNDRED FORTY-THREE DOLLARS (\$9,293,143.00) for the following purpose:

Estimated Expenditures	
Salaries	\$4,214,000
Total Salaries	\$4,214,000
Prof. Dev. & Training	\$10,000
Employee Recognition	\$1,500
Membership Dues	\$10,800
Dues - Institutional	\$1,000
Mileage & Transportation	\$26,000
Room/Board / Meals	\$12,000
Hiring and Placement	\$400
Insurance Benefit Plan	\$468,000
EAP	\$2,400
Total Personnel	\$532,100
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	\$66,000
Communication Contractual Services	\$71,400
Catalog Management	\$36,000
Computer Circulation Expense	\$138,000
Total Contractual Services	\$691,248

Telephone Service	\$12,000
Telephone Data/Internet/Cable	\$57,600
Electricity	\$217,200
Gas	\$50,400
Water & Sewer	\$36,000
Minor Library Equipment	\$10,000
Minor Office Equipment	\$3,000
Minor Library Furniture	\$3,000
Minor Office Furniture	\$3,000
Office Supplies	\$120,000
Program Supplies	\$58,000
Computer Supplies	\$9,000
Board Supplies	\$2,000
Fuel Expense Bookmobile	\$9,000
Library Supplies	\$50,000
Postage	\$14,400
Shipping	\$8,000
Buildings	\$24,000
Grounds	\$60,000
Total Supplies & Utilities	\$746,600

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	\$6,480
Computer Software	\$449,400
Total Library Materials	\$1,559,220

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 Relations Advertisements	\$51,600
Total Miscellaneous	\$75,600
Total General Fund	\$8,768,000
Audit Expense	\$5,143
Total Audit Fund	\$5,143
Unemployment Insurance	\$5,000
Workmen's Compensation	\$8,000
Liability Insurance	\$25,000
Umbrella Policy	\$14,800
Treasurer's Bond	\$7,200
Total Liability Insurance	\$60,000
FICA	\$150,000
IMRF	\$10,000
Total Social Security	\$160,000
Building Maintenance	\$260,000
Building Supplies	\$40,000
Total Maintenance	\$300,000
Total Estimated Expenditures	\$9,293,143

SECTION 3. NOW, THEREFORE, there be and hereby is levied upon all the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year 2020/2021 for general corporate purposes the sum EIGHT MILLION SEVEN HUNDRED SIXTY-EIGHT THOUSAND DOLLARS (\$8,768,000.00).

SECTION 4. In addition to the foregoing general corporate levy, there is herein specially levied a sum of FIVE THOUSAND ONE HUNDRED FORTY-THREE DOLLARS (\$5,143.00) for the audit expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 50 ILCS 310/9.

SECTION 5. In addition to the foregoing, there is hereby specially levied a sum of SIXTY THOUSAND DOLLARS (\$60,000.00) for liability insurance expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 745 ILCS 10/9-107.

SECTION 6. In addition to the foregoing, there is hereby specially levied a sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) for social security retirement expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 7. In addition to the foregoing, there is hereby specially levied a sum of TEN THOUSAND DOLLARS (\$10,000.00) for Illinois Municipal Retirement Fund expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 8. In addition to the foregoing, there is hereby specially levied a sum of THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) for special equipping and maintenance expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 75 ILCS 16/35-5.

SECTION 9. All unexpended balances of any item or items of the general corporate levy made by this ordinance may be expended in making up an insufficiency or deficit in any item or items in the same general corporate levy made by this ordinance.

SECTION 10. All unexpended balances not applied in the manner set forth in Section 8 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 11. The Secretary of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, is directed to file with the County Clerk of Will County, Illinois and the county Clerk of Du Page County, Illinois a certified copy of this Ordinance, and said County Clerks are hereby directed to cause the sum of EIGHT MILLION SEVEN HUNDRED SIXTY-EIGHT THOUSAND DOLLARS (\$8,768,000.00) for general corporate levy of this District; the sum of FIVE THOUSAND ONE HUNDRED FORTY-THREE DOLLARS (\$5,143.00) as a special audit expense tax levy of this District; the sum of SIXTY THOUSAND DOLLARS (\$60,000.00) as a special liability insurance tax levy of this District; the sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) as a special social security expense tax levy of this District; the sum of TEN THOUSAND DOLLARS (\$10,000.00) as a special Illinois Municipal Retirement Fund expense tax levy of this District and the sum of THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) as a special equipping and maintenance tax levy of this District to be extended up and against the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, in accordance with the laws and statutes of the State of Illinois.

SECTION 12. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 19th day of November, 2020.

Approved this 19th day of November, 2020.

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

ATTEST:

Steven J. Prodehl
Secretary

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES**

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the Will County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for year 2020.

Check One

- X The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.
- The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met. Said hearing was held on November 19, 2020.

Margaret J. Danhof, President
Board of Trustees
Fountaindale Public Library District
Will and DuPage Counties, Illinois

Date: November 19, 2020

Attach this Certificate to Tax Levy

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUES**

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the DuPage County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for 2020.

Check One

 X The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.

 The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **applicable** and have been met. Said hearing was held on November 19, 2020.

Margaret J. Danhof, President
Board of Trustees
Fountaindale Public Library District
Will and Du Page Counties, Illinois

Date: November 19, 2020

Attach this Certificate to Tax Levy

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT
ORDINANCE 2020 – 4**

**AN ORDINANCE AUTHORIZING CERTAIN APPROPRIATION TRANSFERS
IN THE FISCAL YEAR 2020/2021 BUDGET AND APPROPRIATION ORDINANCE
PURSUANT TO SECTION 30-90 OF THE PUBLIC LIBRARY DISTRICT ACT**

WHEREAS, the Fountaindale Public Library District, Will and DuPage County, Illinois, is a public body created and existing under the laws of the State of Illinois; and

WHEREAS, on September 17, 2020, the Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois (“Library Board”) adopted an ordinance entitled *Ordinance 2020-1 Budget and Appropriation Ordinance of the Fountaindale Public Library District, Will and DuPage Counties, Illinois for Fiscal Year July 1, 2020 to June 30, 2021* (the “Ordinance”) following publication, notice and public hearing in accordance with Section 30-85 of the Public Library District Act of 1991 (75 ILCS 16/30-85); and

WHEREAS, pursuant to Section 30-90 of the Public Library District Act of 1991 (75 ILCS 16/30-90), the Library Board may from time to time make transfers from appropriations of any amount specified for any object or purpose, by ordinance if approved by a 2/3 vote of all trustees present and so long as the total amount appropriated is not thereby increased; and

WHEREAS, the Library Board believes it is in the best interest of the District to make transfers of certain funds from the General Fund for Fiscal Year 2020/2021; and

WHEREAS, the Library Board desires to utilize these transferred funds for the Library District’s capital projects.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL and DUPAGE COUNTY, ILLINOIS AS FOLLOWS:

Section 1: The foregoing recitals are incorporated in and made a part of this Ordinance as though fully set forth herein.

Section 2: That the authority to expend the following sums of money is hereby transferred from and to the indicated appropriation items:

From the Library District’s General Fund in the amount of \$289,000 to expend on capital projects of the Library District:

Buildings – Capital

Section 3: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 4: Ordinance 2020–4 shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this 19th day of November, 2020.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Margaret J. “Peggy” Danhof
President, Board of Library Trustees
Fountaindale Public Library District

ATTEST:

Steven J. Prodehl
Secretary, Board of Library Trustees
Fountaindale Public Library District

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

SECRETARY'S CERTIFICATE

I, Steven J. Prodehl, do hereby certify that I am Secretary of the Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Library District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2020-4:

**AN ORDINANCE AUTHORIZING CERTAIN APPROPRIATION TRANSFERS
IN THE FISCAL YEAR 2020/2021 BUDGET AND APPROPRIATION ORDINANCE
PURSUANT TO SECTION 30-90 OF THE PUBLIC LIBRARY DISTRICT ACT**

adopted at a duly called Regular Meeting of the Board of Library Trustees for the Fountaindale Public Library District, held at 300 W. Briarcliff Road, Bolingbrook, Illinois, in said Library District at 7 p.m. on the 19th day of November, 2020.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Library District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, this 19th day of November, 2020.

Steven J. Prodehl
Secretary, Board of Library Trustees
Fountaindale Public Library District

(SEAL)

RESOLUTION 2020-8
RESOLUTION REGARDING THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS

WHEREAS, the Illinois General Assembly has passed Public Act 92-166, effective January 1, 2002, regarding the issuance of non-resident library cards; and

WHEREAS, Fountaindale Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Fountaindale Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District has determined for the 2020 calendar year, commencing January 1, 2021 and ending December 31, 2021, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: That the Fountaindale Public Library District shall participate in the reciprocal borrowing program of its region's library system and the non-resident library card program for the 2021 calendar year.

SECTION 2: From and after January 1, 2021, the non-resident fee card price will be \$572.37 calculated according to the General Mathematical Formula.

SECTION 3: The Fountaindale Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 4: A valid non-resident library card issued by the Fountaindale Public Library District shall accord a non-resident library cardholder all the services which this Library provides to its residents.

PASSED THIS 19th day of November, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of November, 2020

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
DISBURSEMENTS BY VENDOR AS OF 06/30/2020 \$1000 MIN.

1000Bulbs.com 1,099.51; 4imprint, Inc. 12,408.49; ABCO
Electrical Construction & Design LLC 7,372.00; AFLAC 2,829.68;
Allegra Print & Imaging 1,889.00; Allyse Schiller 1,656.96;
Alonti Cafe & Catering 2,529.30; Amazon 40,424.12; American
Building Services, LLC 3,910.26; American Library Association
3,573.68; AmeriFlex Business Solutions 2,607.70; Apple Inc.
70,488.00; ArchiveSocial, Inc. 2,388.00; Arthur J. Gallagher
Risk Management Services, Inc. 26,845.00; AT&T 19,398.80; B&H
Photo-Video 11,623.34; Backupify, Inc. 1,920.00; Baker & Taylor
377,799.28; Belynda Head 1,500.00; Best Quality Cleaning, Inc.
87,574.50; BiblioLabs LLC 4,330.00; Bibliotheca, LLC 93,625.88;
Blackbaud 11,654.40; Blackstone Publishing 2,769.92; Blue Cross
Blue Shield of Illinois 432,776.08; Bolingbrook Park District
1,597.00; BookPage 1,920.00; Bradford Systems Corporation
6,250.00; Bridgeall Libraries Limited 14,900.00; BRT Outdoor LLC
4,000.00; Business Office Systems 26,770.45; C. Acitelli Heating
& Piping Contractors, Inc. 27,572.45; Call One 34,767.21;
Calumet Decorating Services, Inc. 10,285.00; Carahsoft
Technology Corporation 13,125.00; Cathryn Stanek-Whisler
4,481.25; Center Point Large Print 3,697.89; Chase Card Services
31,550.92; Chicago Tribune 2,028.00; Christine Thornton
4,900.00; Cintas Corporation 6,269.63; Clear Choice Photo Booths
LLC 2,500.00; ClipperCreek, Inc. 2,345.76; Combined Roofing
Service 5,611.53; Comcast Cable 1,459.17; Compsych 1,766.40;
Constellation NewEnergy, Inc. 10,726.82; Costco 1,120.00; Covers
Unlimited Corp. 3,558.00; Creekside Printing 7,742.00;
CyberOptik 1,510.00; Dearborn National Life Insurance Company
6,709.01; Demco, Inc. 28,942.37; Diesel Service Center 4,449.47;
Discount School Supply 2,790.40; Dynegy Energy Services
145,831.12; Eagle Training Services Inc. 1,500.00; EBSCO
Subscription Services 17,634.37; Ehlers & Associates, Inc.
1,367,487.50; Elizabeth Portillo 3,440.00; Emergent Safety
1,441.30; Erika Doyle 1,250.00; Faronics Technologies USA Inc.
8,085.00; Fidelity Security Life Insurance/EYEMED 8,024.47;
Findaway World, LLC 23,136.58; First Bankcard 65,558.48;
Forms+Surfaces 2,165.00; Fun Express LLC 2,572.90; Gale/Cengage
Learning 16,176.28; Gallagher Bassett Services, Inc. 5,400.00;
Grasso Graphics, Inc. 8,966.53; Graybar 7,005.37; Groot
Industries, Inc. 4,220.86; H-O-H Water Technology 1,000.00;
Hansen Services, Inc. 1,030.00; Heartland Cabinet Supply, Inc.
1,250.00; Home Depot Credit Services 2,374.82; Homer Tree Care,
Inc. 1,100.00; HR Source 5,570.00; Huff Company 2,750.00; IHLS-
OCLC 8,194.95; Illinois American Water 19,272.92; Illinois
Library Association 2,529.00; Illinois Municipal Retirement Fund
548,381.18; Illinois State Treasurer 1,577.18; Imprint

Enterprises, Inc. 6,263.00; Ingram Library Services 26,867.37; Intrinsic Landscaping, Inc. 5,007.03; It's A Sign, Inc. 7,738.33; ITsavvy LLC 114,703.54; Jacob M. Luce 9,364.14; James Rachlin 6,737.50; JoAnn Stores, LLC 2,132.00; Johnson Controls 16,052.32; Kanopy 13,121.00; Kathryn Spindel 1,354.21; kd Repair 1,296.34; Kellie Chase 3,911.00; Koios, LLC 6,580.00; Konica Minolta 36,357.27; Lands' End Business Outfitters 1,587.64; Lauterbach & Amen, LLP 9,650.00; Libraries of Illinois Risk Agency (LIRA) 56,725.00; LibrariesFirst 11,000.00; Library Ideas LLC 22,479.75; LIMRiCC Unemployment Compensation Group Account 5,843.85; Lutron Services Co., Inc. 6,245.00; Lyngsoe Systems, Inc. 4,850.00; Magic Pure LLC 1,920.00; Mango Languages 7,100.27; Marilyn A. Burt 1,200.00; McKula, Inc. 1,200.00; Menconi Terrazzo LLC 11,980.00; Midwest Tape 207,049.98; MIR Appraisal Services, Inc. 3,700.00; Mobility Works 1,745.09; Mocavo 1,990.00; Morningstar Inc. 4,810.00; Mosio, Inc. 1,199.00; National Lift Truck, Inc. 1,200.00; Natola Concrete, Inc. 5,150.00; NCPERS Group Life Ins. 1,872.00; Netrix, LLC 38,890.04; Niche Academy 2,040.00; Otis Elevator Company 18,682.38; OverDrive, Inc. 24,000.00; Pace Systems, Inc. 68,061.24; PeopleFacts 1,707.05; Pinnacle Library Cooperative 141,360.69; Pit Stop 1,035.00; Pitney Bowes 3,573.60; Poblocki Sign Company, LLC 5,498.00; Premium Incentive Sales, Inc. 3,945.25; PressReader 11,550.00; ProQuest LLC 32,231.85; Rainmakers Irrigation 8,740.00; Reaching Across Illinois Library System (RAILS) 19,758.50; Recorded Books, Inc. 48,229.19; Rendel's Inc. 1,599.16; Rentals Unlimited 2,089.75; Robert Pennor 1,260.00; Ruth Newell 1,076.32; S&S Worldwide, Inc. 1,403.84; Scholastic Inc. 29,460.41; Sebert Landscaping Inc. 38,155.00; Second Story Promotions 1,347.57; Shaw Media 1,455.00; Showcases 4,545.24; SmithGear 1,074.00; Specialty Vehicle Services, LLC 6,575.00; Stanley Steamer International, Inc. 9,950.00; Steiner Electric Company 4,706.77; Summit Bodyworks 199,167.00; Superior Service Solutions, Inc. 9,000.00; Susan K. Maddox 3,300.00; Swank Movie Licensing USA 2,146.00; Team One Repair, Inc. 2,553.60; Terryberry 1,626.66; The Bugle Newspapers 3,574.24; The New York Times 1,105.00; The Shop Bolingbrook 1,960.00; Theatre-on-the-Hill 2,400.00; Titan Image Group, Inc. 17,367.50; Today's Business Solutions, Inc. 14,633.46; Top Secret Studios 1,190.25; Trane U.S. Inc. 98,788.39; Tressler LLP 32,210.00; Tria Architecture, Inc. 6,900.66; TruSeal 17,077.45; Tumbleweed Press, Inc. 1,435.33; ULINE 1,708.21; Unique Management Services, Inc. 2,890.85; UPS 7,350.00; US - Yellow Pages 1,036.00; USCutter 1,051.87; VALIC 12,480.00; Valley View School District 2,169.03; Value Line Publishing, LLC 6,100.00; Vanguard Energy Services, LLC 13,993.60; Verizon Wireless 6,559.24; Vidabox 1,166.26; Village

of Bolingbrook 1,557.00; Walter Daniels Construction Company
123,962.20; Warehouse Direct 38,466.78; Windy City Ice Cream,
LLC 1,644.16; World Book, Inc. 9,002.30; Zions Bank
1,398,810.00; Zoobean, Inc. 2,525.00; **All Other Vendors**
65,768.11 TOTAL \$7,061,925.07

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

PAYROLL 2019-2020

PAYROLL: UNDER \$15,000

Ahmed, Anam; Anderson, David; Anderson, Mary P; Appiah, Adwoa M; Bell, Tyrese M; Bhatti, Adeel N; Burton, Kirsten-Andre; Ciucci, Linda S; Cox, William; Cummins, Matthew; Drury, Bridget E; Dziadus, Julia A; Espinal, Bonabie F; Fredrick, Jennifer; Fuller, Eric T; Gadri, Aman; Garcia Silva, Anabel; Gogliotti, Anna K; Gottlick, James M; Jagiel, Lauren M; Johnson, Jenna M; Koutsogiannis, Christina; Marroquin, Gerardo; Mercado, Ethan E; Montes, Adam; Morales, Ruth; Oestreich, Christine N; Olszanowski, Babs L; Roman, Aldo A; Schwager, Brittany A; Siddiqi Sayeed, Sabah Z; Slone, Amanda; Smith, Dawn; Soto, Marlen; Strickland, Kate A; Suarez, Rayessa Madison C; Tucker, Maria C; Walker, Julie A

PAYROLL: \$15,000 TO \$40,000

Abdullah, Ishmael; Alvarez, Nabil; Ambriz, Nelly B; Andes, Sandra; Babinski, Agnieszka M; Bauer, Rosemary A; Bennett, Kathy E; Borchert, Arianne; Braid, McKayla A; Castle, Christopher W; Clash, Justin A; Clemens, Patrick W; Cortez, Uriel; Crookham, Joseph H; DiSandro, Jenna; Dobrescu, Andreea; Edwards, Erica; Evans, Marleigha K; Falasz, Rebecca L; Fitzer, Kendra C; Ford, Susan M; Garzaro, Maureen; Gillespie, Anna M; Henderson, Carol R; Herman, Roy A; Hopkins, John B; Issac, Bini; Jagiel, Susan E; Khan, Harris M; Kolalis, Ashley M; Makowski, Marta A; McCaig, Cheryl; Mekeel, Daniel J; Mitchel, Nicholas; Nguyen, Anthony; Oestreich, Jack D; Peddicord, Nathan J; Peters, Jason M; Petrov, Tzvetana; Raleigh, Dennis M; Robles, Jose R; Saltzman, Sarah A; Schaefflein, Kelsey J; Schiller, Allyse S; Schneidman, Diana; Schroeder, Debra S; Sincic, Mary C; Slivinski, Dominique L; Stamper, Monica; Taylor, Charles V; Voss, Leigh A; Zahorcik, Christine M

PAYROLL: \$40,000 and OVER

Ali, Amina; Alvarez, Adriana; Arellano, Joyce M; Bedoya, Daniel; Boyer, Carolyn S; Bradley, Melissa I; Burkiewicz, Ann M; Carreno, Randi; Consalvo, Cindy J; Didier, Laura; Dolley, Sarah E; Dudek, Debra M; Fisher, Jeffrey P; Ford, Steven M; Frias, Noelia; Halvorsen, Christopher R; Hildebrandt, Randall E; Hodur, John J; Hopwood, Katherine L; Jason, Christine A; Korczak, Nancy; Lennon, Juanita; Luce, Jacob M; Luce, Melissa; Luminais, Brett M; Martinez, Melisa; Matysek, John M; Mills, Paul D; Nguyen, Jennie; Pottle, Leandra E; Priovalos, Tasos C; Purrazzo, Jay; Smallwood, Brian M; Smallwood, Sabrina C; Theobald, Christina L; Thompson, Marianne M; Tuitman, Dawne J; Waters-Thurston, Katherine L

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

GENERAL FUND

Fund Balance - July 1, 2019 \$ 6,150,785

REVENUES & OTHER FINANCIAL SOURCES

Taxes	7,898,367
Interest	114,254
Fines	58,297
Others	21,148
State Grant	84,604

TOTAL REVENUES 8,176,670

PERSONNEL SERVICES

Salaries	3,860,189
Employee Hospitalization and Medical Insurance	355,311
Hiring and Placement Expenditures	150
Dues	8,670
Professional Development and Training	30,834
Mileage and Travel	24,889
Employee Recognition	1,638
EAP	1,766

4,283,447

CONTRACTUAL SERVICES

Equipment Rental and Maintenance	157,845
Legal Fees and Expenditures	29,705
Bookmobile Maintenance	11,179
Circulation Control	72,848
Payroll Services	18,287
Collection Expense	2,515
Professional Services	38,930
Communication Services	42,267
Catalog Management	26,242
Computer Systems Maintenance	32,035
Bank Service Fees	5,268
Security	2,350

439,471

SUPPLIES & UTILITIES

Telephone	19,320
Electricity	143,938
Cable TV	1,459
Internet Services	36,619
Gas	13,994
Water and Sewerage	17,410
Buildings and Grounds	70,426
Office Supplies	21,189
Library Supplies	25,455
Postage and Shipping	17,557
Computer Supplies	3,314
Program Supplies	24,432
Board Supplies	1,213
Fuel Expenditures - Bookmobile	2,169
Minor Furniture and Equipment	5,324

403,819

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

LIBRARY MATERIALS	
Library Materials	<u>879,030</u>
STATE GRANT	
Office & Library Equipment	<u>84,604</u>
MISCELLANEOUS	
Public Relations	34,533
Other	<u>8,705</u>
	<u>43,238</u>
CAPITAL OUTLAY	<u>690,378</u>
TOTAL EXPENDITURES	<u>6,823,987</u>
TRANSFER IN	-
TRANSFER OUT	(637,050)
Fund Balance - June 30, 2020	<u>\$ 6,866,418</u>
<u>AUDIT FUND</u>	
Fund Balance - July 1, 2019	\$ 9,046
REVENUES	
Taxes	<u>8,395</u>
EXPENDITURES	
CONTRACTUAL SERVICES	
Audit Expenses	<u>8,800</u>
Fund Balance - June 30, 2020	<u>\$ 8,641</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

LIABILITY INSURANCE FUND

Fund Balance - July 1, 2019	97,527
REVENUES	
Taxes	<u>44,926</u>
EXPENDITURES	
Insurance	<u>80,229</u>
TOTAL EXPENDITURES	<u>80,229</u>
Fund Balance - June 30, 2020	<u><u>\$ 62,224</u></u>

ILLINOIS MUNICIPAL RETIREMENT FUND

Fund Balance - July 1, 2019	\$ 704,187
REVENUES	
Taxes	<u>335,676</u>
EXPENDITURES	
Personnel Services	
IMRF	<u>349,464</u>
Fund Balance - June 30, 2020	<u><u>\$ 690,399</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

SOCIAL SECURITY FUND

Fund Balance - July 1, 2019	\$	192,691
REVENUES		
Taxes		<u>236,497</u>
EXPENDITURES		
Personnel Services		
FICA Tax		<u>286,428</u>
Fund Balance - June 30, 2020	\$	<u><u>142,760</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

SPECIAL RESERVE FUND

Fund Balance - July 1, 2019	\$ 17,303,361
REVENUES	
Interest	<u>248,469</u>
EXPENDITURES	<u>-</u>
TRANSFER IN	-
Fund Balance - June 30, 2020	<u><u>\$ 17,551,830</u></u>

EQUIPPING & MAINTENANCE FUND

Fund Balance - July 1, 2019	\$ 161,027
REVENUES	
Taxes	<u>309,268</u>
EXPENDITURES	
Building Maintenance	<u>273,069</u>
Fund Balance - June 30, 2020	<u><u>\$ 197,226</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

WORKING CASH FUND

Fund Balance - July 1, 2019	\$ 1,053,546
REVENUES	
Investment Interest	<u>17,950</u>
EXPENDITURES	<u>-</u>
TRANSFER IN	-
TRANSFER OUT	(17,950)
Fund Balance - June 30, 2020	<u><u>\$ 1,053,546</u></u>

DEBT SERVICE FUND

Fund Balance - July 1, 2019	\$ 1,458,275
REVENUES	
Taxes	2,586,664
Interest	187,449
Other	-
OTHER FINANCING SOURCES	
Debt Issuance	7,290,000
Premium on Debt Issuance	1,148,814
Transfer In	<u>655,000</u>
TOTAL REVENUES	<u>11,867,927</u>
EXPENDITURES	
Bond Payments	11,686,574
OTHER FINANCING USES	
Loss on Refunding	<u>-</u>
TOTAL EXPENDITURES	<u>11,686,574</u>
Fund Balance - June 30, 2020	<u><u>\$ 1,639,628</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

CAPITAL PROJECT FUND

Fund Balance - July 1, 2019	<u>\$</u> <u>10,613</u>
REVENUES	
Interest	<u>143</u>
EXPENDITURES	
Capital Outlay	<u>10,613</u>
TRANSFER OUT	-
Fund Balance - June 30, 2020	<u>\$</u> <u>143</u>

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

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

Sprinkler systems should be inspected as required by code, but at least once per year.	X				
Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.	X				
Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.	X [1]				
Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.	X				
Landscaping sprinklers should be checked and maintained twice a year.	X				
Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.	X				
Hard surface flooring should receive thorough cleaning and/or polishing once per year.	X				
Window cleaning should be performed at least once per year.	X				
Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	N/A				
Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.	X				
Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.	X				
Snow removal should be performed on an as-needed basis (either self-performed or contracted).	X				
Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	X				
Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	X				
Building Periodic Repair Checklist					
Tuck pointing of masonry: On an as-needed basis.	X				
Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.	X				
Interior painting and wall coverings: On an as-needed basis.	X				
Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.	X				
Wood and trim components: On an as-needed basis.	X				
Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	X				
Windows: Replace broken seals broken glass, caulking and glazing as needed.	X				
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	X				
Landscaping: Inspect trees and sod replacement every one to two years.	X				
Graffiti removal: Perform on an as-needed basis.	X				
Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	X				
Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	X				
Capital Project Checklist *Warranties and professional consultation should determine capital items.					
Parking lot reconstruction (not routine sealing)	X				
Re-roofing	X				

Window replacement	X				
HVAC equipment replacement	X				
Lighting replacements and upgrades	X				
Building additions	X [2]				
Interior remodeling (carpeting, walls, furnishings, etc.)	X				
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	X				
Major facade repairs	X				
Major code upgrades	X				
Capital Asset Plan Item List *Any item that is not accounted for in library operating budget should be on this list.					
Building structure	X				
Site elements such as parking lots, paving, site furnishings and signs	X				
HVAC systems	X				
Plumbing	X				
Elevators	X				
Building envelope including facade, windows and roofs	X				
Furnishings	X				
Environmentally Friendly Components *The best time to upgrade for energy code conformance is when a library does replacement of library systems.	X				
Roof	X				
Mechanical systems	X				
Windows	X				
Library façade repair or replacement	X				
Lighting/LED	X				
Low-flow/water saving	X				
Chapter 6: Safety					
The library provides a list of emergency call numbers at all staff phones in the library.	X				
The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.	X				
The library has an emergency manual and disaster plan.	X				
The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.	X				
The library provides a call list and contact information that is reviewed biannually.					
Emergency medical supplies are stored in a designated location and are accessible to staff.	X				
Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.	X				
A prioritization list shows what should be salvaged in order of importance.					
A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.	X [3]				

A procedure exists for letting staff know when it is unsafe to enter the building.	X				
The library has a designated tornado shelter.	X				
Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.	X				
The library provides adequate security for staff, users, and collections.	X				
The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.	X				
At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.	X				
Copies of the emergency manual and disaster plan are provided to community safety personnel.	X [4]				
A policy for security camera usage has been adopted and signage is posted.	X				
Chapter 7: Collection Management					
The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.	X				
Library budgets should put priority on purchasing materials that best serve their community.	X				
The library has a written collection development policy approved by the board.	X				
Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings and RDA.	X				
Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.	X				
The library considers forming a cooperative collection plan with other libraries in close proximity to one another.	X				
The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.	X				
The library publicizes and promotes interlibrary loan to its patrons.	X				
Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.	X				
Chapter 8: System Member Responsibilities and Resource Sharing					
Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	X				
Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.	X				
The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	X				
The library administrator, library staff and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	X				
The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	X				

If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	X				
Chapter 9: Public Services: Reference and Reader's Advisory Services					
Reference Service Checklist					
All basic services are available when the library is open.	X				
The library has a reference service policy.	X				
The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language and literacy.	X				
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.	X				
The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.	X				
The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.	X				
The library provides easy access to accurate and up-to-date community information.	X				
The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.	X				
The library provides access to local ordinances or codes of all municipalities within its service boundaries.	X [5]				
The library provides access to local and state maps.	X [6]				
The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.	X [7]				
The library provides voter information, including precinct boundaries and location of polling places.	X				
The library provides information about local history and events.	X				
The library has at least one current reference resource for each subject area.	X				
Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.	X				
Staff members are encouraged to attend at least one relevant continuing education event each year.	X				
The library evaluates its reference service on an annual basis.	X				
Reader's Advisory Service Checklist					
All basic services are available when the library is open.	X				
The library has competently trained staff that has thorough knowledge of popular authors and titles.	X				
The library maintains a well-rounded collection of both fiction and nonfiction titles.	X				
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	X				
The library maintains a basic collection of reader's advisory reference materials.	X				
All staff members attend at least one relevant continuing education event each year.	X				
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	X [8]				

Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	X				
The library accepts and responds to reader's advisory requests received in person, on the phone or electronically.	X				
Chapter 10: Programming					
Library programs are provided free of charge, or on a cost recovery basis.	X				
Library programs are located in a physically accessible location.	X				
Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	X				
The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	X				
The library presents educational, cultural, and recreational programs that reflect community needs and interests.	X				
Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	X				
The library provides outreach programs to specific populations who cannot visit the library.	X				
The library has programming that seeks to serve children and their caregivers.	X				
The library has programming that seeks to serve young adults.	X				
The library has programming that seeks to serve adults and senior citizens.	X				
The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	X				
The library is encouraged to partner with other organizations to offer programs.	X				
Chapter 11: Youth/Young Adult Services					
All basic youth services are available when the library is open.	X				
The library provides staff trained in serving youth.	X				
The library has policies towards serving youth which it reviews at least every two years and youth staff have input in these policy revisions and creations.	X				
The library actively promotes respect for diversity and creates an inclusive, welcoming and respectful library atmosphere for all patrons.	X				
The library provides staff trained in assisting youth with disabilities, language and literacy barriers.	X				
The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	X				
The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements and Internet policies.	X				
The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	X				
The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	X				
The library's programming is designed to reflect the needs and interests of youth in the community.	X				

Library programs are provided free of charge or on a cost-recovery basis.	X				
The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.	X [9]				
The library considers community demographics, special populations and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	X				
The library strives to partner with youth-facing organizations in the community.	X				
The library provides youth with research and information literacy instruction through tours, training sessions and one-on-one interactions.	X				
The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	X				
Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	X				
Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	X				
The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	X				
The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	X				
The library provides outreach services towards youth to increase awareness of services, attract new users and reach underserved populations.	X				
The library strives to partner with and support local schools, including private schools and homeschoolers.	X				
Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	X				
The library provides a space specifically for use by children and families.	X				
The shelving used for housing children's materials is appropriately sized to allow for easier access.	X [10]				
The library provides early literacy programming, including regular story time, for children and families.	X				
The library provides programming which facilitates play and fun for children and families.	X				
The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	X				
The library provides a summer reading opportunity to encourage reading and learning during the summer.	X				
The library provides a welcoming environment for young adults both individually and in groups.	X				
The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	X				
The library provides materials both physical and digital for young adults that are intended for them.	X				
The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	X				
Chapter 12: Technology					
Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	X				
The library has:	X				

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

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

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

[1] Drain lines rodded as needed.

[2] Not on Capital Improvement Plan but space analysis has/will be conducted to determine.

[3] Elevator inspections and fire extinguisher inspections checklists are in place. Emergency lighting and system inspections are contracted to appropriate vendors.

[4] Have not requested.

[5] Online access

[6] Online access

[7] Online access

[8] Library committees

[9] The Programming Committee plans to discuss this further in a future meeting.

[10] Overall we are doing well with this, however, we can do better with the picture book shelving. The shelving in this area is quite tall for the intended audience. Also, since the majority of the intended audience is not reading independently yet, face out shelving would be ideal to help children browse and select books. CSD & the Collection teams have talked about this before; new shelving in this area would be a huge project that requires more research, analysis and conversation.

To All of the Wonderful Staff at Fountaindale Library:

Fountaindale Library is doing everything right! I am not talking about the protocols you have set up for safe operation during this pandemic. I am referring to the staff.

I have been living in Bolingbrook for 28 years. I used the library only occasionally. Then in January of 2019, my mother, Betty Witte, moved into Atria in Bolingbrook. Since she was what I would term a voracious reader, one of the first things to take care of was getting her set up with the library. At first, when I inquired about getting her a library card, I was told the library came to Atria...once a month. Knowing that would never satisfy her needs, the next step was to actually get her a card. I was told she would have to come to the library to fill out the form for the card in person. When I explained she was 95 and it would be difficult for her to come into the library, the library sent someone out to her! I'm not quite sure if I remember her name...Rachel? Anyway, my mother was issued her own library card in the comfort of her own apartment! Not only was the paperwork completed in my mom's home, but we were assisted with setting up and obtaining computer access. At that time, the library even offered to drop off and pick up books. I declined that generous offer, knowing there would be multiple trips in any given week. And I was more than able, as well as willing, to take care of that aspect. Save your wonderful resources for someone who truly had no way to get books to and from the library. My mother diligently made her lists of books to be checked out from the library from book reviews and lists she found on the computer. Her lists consisted of only books published in 2019 with a minimum of a three-star rating!

As I had predicted, I made multiple trips to the library, to both drop off and pick up. I took advantage of the convenient drive through check out and return. Each and every time I made the phone call to pick up the books on hold, I was greeted by a pleasant, cheerful, helpful person. Each and every time. I have never had an unpleasant phone conversation. Do you realize what a feat this is? And if I had questions, they were always answered competently and politely.

My mother died November 30th of 2019. For her last 11 months of life, living here in Bolingbrook, she was never without something to read, thanks to you. And when I came into the library to cancel her card, explaining that my mother had just passed away, the woman who took care of me said, "Please don't tell me your mother was Betty." She was so kind and gentle and empathetic. People at the library recognized my mother's name and were familiar with her just by the sheer volume of books that she read. I frequently heard comments about how pleased they were to have a patron who was such an avid reader!

And now I am the one who is frequently utilizing the wonderful services at your library. I guess I have my mother to thank for really introducing me to Fountaindale Library! And again, my many encounters are ALWAYS pleasant. The people that make up the library staff are all so exceptional...because they are ALWAYS so nice, cheerful, pleasant, helpful, competent and efficient. What an amazingly rare asset Fountaindale Library has with their shining employees! I applaud the many wonderful employees at Fountaindale Library! Keep up the outstanding work!

Thank you!
Ruth Ogden

Fountaindale Public Library District

Cash and Investment

October 31, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$772,488.23	\$772,488.23
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	\$20,979.41	\$207,623.81
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	\$10,372.97	\$982,844.13
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	\$1,888,464.54	\$8,565,853.14
Investment - IL Funds/General	\$70,052.78	\$1,152.87	\$71,205.65
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$7,296.99	\$65,043.30
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$35,655.51	\$2,078,064.10
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,602.83)	\$1,072,066.62
Investment - Special Reserve/PMA	\$15,260,952.35	\$282,803.03	\$15,543,755.38
Total Investments	\$25,183,218.08	\$2,212,770.11	\$27,395,988.19
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	\$1,080,798.15	\$2,528,395.19
Total Bond Fund	\$1,447,597.04	\$1,080,798.15	\$2,528,395.19
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,613.02)	\$0.00
Total Building Project Fund	\$10,613.02	(\$10,613.02)	\$0.00
Total Cash and Investments	\$27,613,899.30	\$3,293,328.21	\$30,907,227.51

Special Res. PMA - 2.08 %
General - IL Fund - 0.099%
Money Market Wintrust - 0.145%

Fountaindale Public Library District

Revenue Report

October 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	\$142,208.69	\$4,222,281.73	95.51 %	\$4,420,765.00	\$198,483.27
Property Tax Dupage - 2019	\$4,433.49	\$83,025.55	92.03 %	\$90,220.00	\$7,194.45
Other Tax	\$18,962.04	\$54,161.00	72.20 %	\$75,020.00	\$20,859.00
Interest	\$2,659.68	\$75,334.20	86.58 %	\$87,010.00	\$11,675.80
Circulation Fees	\$2,665.99	\$4,468.83	0.00 %	\$0.00	(\$4,468.83)
Copy Machines	\$361.60	\$1,624.11	81.21 %	\$2,000.00	\$375.89
Fax Machine	\$377.67	\$1,866.98	37.34 %	\$5,000.00	\$3,133.02
Printing	\$1,497.30	\$5,904.39	39.36 %	\$15,000.00	\$9,095.61
Miscellaneous	\$148.29	\$2,860.87	0.00 %	\$0.00	(\$2,860.87)
Reimbursements	\$35.41	\$16,032.34	0.00 %	\$0.00	(\$16,032.34)
Board Reimbursements	\$7.50	\$87.50	0.00 %	\$0.00	(\$87.50)
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	100.00 %	\$84,604.00	\$0.25
Total Operating Funds	\$173,357.66	\$4,552,251.25	49.26 %	\$9,240,628.00	\$4,688,376.75
Building Project Fund Revenue					
Interest Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
Total Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
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	\$46,234.30	\$1,372,730.69	71.96 %	\$1,907,636.64	\$534,905.95
Property Tax - Dupage 2019	\$1,455.47	\$27,256.43	149.84 %	\$18,190.00	(\$9,066.43)
Interest Bond Fund	\$218.28	\$828.14	8.28 %	\$10,000.00	\$9,171.86
Total Bond Fund	\$47,908.05	\$1,400,815.26	36.08 %	\$3,882,394.64	\$2,481,579.38
Total Revenue	\$221,265.71	\$5,953,066.57	45.36 %	\$13,123,022.64	\$7,169,956.07

Fountaindale Public Library District

Expenditure Report

October 31, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$330,110.58	\$1,459,984.13	31.82 %	\$4,588,300.00	\$3,128,315.87
Contractual Services	\$10,546.84	\$129,789.53	22.53 %	\$576,000.00	\$446,210.47
Supplies & Utilities	\$39,551.12	\$120,099.33	18.21 %	\$659,650.00	\$539,550.67
Library Materials	\$58,538.37	\$284,296.56	21.91 %	\$1,297,500.00	\$1,013,203.44
Capital Expenditures	\$382.20	\$21,217.64	2.85 %	\$744,360.00	\$723,142.36
Miscellaneous	\$1,426.61	\$3,449.81	4.60 %	\$75,000.00	\$71,550.19
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$440,555.72	\$2,018,837.00	25.16 %	\$8,025,414.00	\$6,006,577.00
Other Fund Expenditures					
Audit Fund Expenditures	\$2,600.00	\$2,600.00	21.49 %	\$12,100.00	\$9,500.00
Liability Insurance Fund Expenditures	\$0.00	\$1,323.80	1.04 %	\$127,500.00	\$126,176.20
Soc Sec/IMRF Fund Expenditures	\$47,644.67	\$223,186.24	29.35 %	\$760,550.00	\$537,363.76
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$35,588.99	\$79,269.83	24.32 %	\$326,000.00	\$246,730.17
Total Other Fund Expenditures	\$85,833.66	\$306,379.87	24.99 %	\$1,226,190.00	\$919,810.13
Total Expenditures - Operating Funds	\$526,389.38	\$2,325,216.87	25.13 %	\$9,251,604.00	\$6,926,387.13
Building Project Fund Expenditures					
	\$143.22	\$143.22	100.00 %	\$143.22	\$0.00
Total Building Project Fund Expenditures	\$143.22	\$143.22	100.00 %	\$143.22	\$0.00
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	\$143.22	\$459,868.22	15.97 %	\$2,879,593.22	\$2,419,725.00
Total Expenditures - All Funds	\$526,532.60	\$2,785,085.09	22.96 %	\$12,131,197.22	\$9,346,112.13

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District
Bills Paid - Operating Account

November 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - October 2020	11/1/2020	834	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - November 2020	11/1/2020	54534	1-4192-10	\$23,326.25
Dearborn National Life Insurance Company	Employer Insurance Contribution - November 2020	11/1/2020	54535	1-4192-10	\$543.98
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - November 2020	11/1/2020	54536	1-4192-10	\$192.45
Home Depot	Building Supplies	11/1/2020	54537	8-4211-30	\$17.47
	Building Maintenance	11/1/2020		8-4357-30	\$64.52
Illinois Municipal Retirement Fund	Employer Insurance Contribution - October 2020	11/1/2020	836	5-4142-10	\$29,736.86
LIMRiCC Unemployment Compensation	Unemployment Insurance - 3rd Quarter Ending 09/30/2020	11/1/2020	54538	3-4143-10	\$687.58
Matthew Bero	FPLD Photo Shoot & HD Cover Video	11/1/2020	54539	1-4256-10	\$1,450.00
					<u>\$56,031.20</u>


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - October 2020

Gross Payroll	\$296,246.25
FICA	\$18,199.27
Total Gross Payroll & FICA	<u>\$314,445.52</u>

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ali Baig	Program - Trivia Night w/Baig of Tricks - Date 12/14/2020	AB121420	1-4571-24	\$ 75.00
	<i>Totals for Ali Baig</i>			\$ 75.00
Amazon	Video Games - Juvenile	0660346-NOV20	1-4564-26	29.99
	Video Games - Adult	0660346-NOV20	1-4565-26	39.98
	Video Games - YA	0660346-NOV20	1-4563-26	359.94
	Misc. - 2020 Staff Summer Reading Prize	0660346-NOV20	1-4711-10	20.71
	Studio - Various Maker/Program Supplies	A29-2021	1-4353-27	60.96
	Studio - Various Maker/Program Supplies	A29-2021	1-4371-27	151.94
	Studio - Wired Mouses	A32-2021	1-4568-27	142.40
	Studio - Maker Supplies	A33-2021	1-4568-27	20.00
	Studio - Maker Supplies	A33-2021	1-4568-27	34.96
	Video Games - Juvenile	0660346-NOV20	1-4564-29	49.94
	Staff Lounge Restock - Salt	A28-2021	1-4351-10	12.49
	Finance - Various Office Supplies	A28-2021	1-4351-10	31.92
	Finance Mgr - Remote Work Supplies	JN20200914	1-4351-10	91.06
	District Closet Restock - September 2020	A30-2021	1-4351-10	230.86
	Finance - Various Office Supplies	A34-2021	1-4351-10	124.14
	CSD - Various Program/Library Supplies	A21-2021	1-4353-20	134.74
	CSD - Various Program/Library Supplies	A21-2021	1-4353-20	18.59
	CSD - Various Program/Library Supplies	A21-2021	1-4353-20	20.17
	CSD - Various Program/Library Supplies	A21-2021	1-4371-20	25.72
	Books - Adult Fiction	0660346-NOV20	1-4540-26	41.17
	Books - Adult Non-Fiction	0660346-NOV20	1-4541-26	340.83
	Books - Young Adult Fiction	0660346-NOV20	1-4548-26	11.51
	DVD - Adult	0660346-NOV20	1-4557-26	190.24
	<i>Totals for Amazon</i>			\$ 2,184.26
American Library Association	Luminais Membership - 1/1/2021-12/31/2021	2260152	1-4161-10	112.00
	J. Nguyen Membership - 1/1/2021-12/31/2021	2218495	1-4161-10	148.00
	Valencia Membership - 4/30/2020-4/29/2021	2153203	1-4161-16	67.00
	<i>Totals for American Library Association</i>			\$ 327.00
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - November 2020	INV368598	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			\$ 189.55

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AT & T				
	Internet - October 2020	0413057507	1-4314-14	\$ 1,370.20
	Updated Internet Agreement - October 2020	9491367508	1-4314-14	967.37
	<i>Totals for AT & T</i>			\$ 2,337.57
AT & T Mobility - National Business Services				
	Cell Phone & Monthly Telephone Service - 9/10/2020-10/9/2020	17031267	1-4311-14	585.19
	<i>Totals for AT & T Mobility - National Business Services</i>			\$ 585.19
B&H Photo-Video				
	Studio - Various Camera Equipment	178344860	1-4568-27	2,179.58
	Studio - Lighting Kit	178820827	1-4568-27	129.00
	<i>Totals for B&H Photo-Video</i>			\$ 2,308.58
Baker & Taylor - C009233				
	Library Materials - Shipping Costs	5016435502	1-4519-26	1.02
	Library Materials - Shipping Costs	5016503536	1-4519-26	0.54
	Library Materials - Shipping Costs	5016469859	1-4519-26	0.71
	Library Materials - Processing Costs	5016469859	1-4518-26	14.95
	Library Materials - Processing Costs	5016435502	1-4518-26	6.90
	Library Materials - Processing Costs	5016503536	1-4518-26	7.55
	Books - Adult Non-Fiction	5016435502	1-4541-26	204.41
	Books - Adult Non-Fiction	5016469859	1-4541-26	142.40
	Books - Adult Non-Fiction	5016503536	1-4541-26	108.46
	<i>Totals for Baker & Taylor - C009233</i>			\$ 486.94

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Library Materials - Processing Costs	2035573513	1-4518-26	\$ 6.21
	Library Materials - Processing Costs	2035529503	1-4518-29	10.59
	Library Materials - Processing Costs	2035539878	1-4518-29	11.28
	Library Materials - Processing Costs	2035544742	1-4518-29	14.91
	Library Materials - Processing Costs	2035554092	1-4518-29	21.09
	Library Materials - Processing Costs	2035575711	1-4518-29	13.02
	Library Materials - Processing Costs	2035586029	1-4518-29	9.35
	Library Materials - Shipping Costs	2035573513	1-4519-26	0.87
	Library Materials - Shipping Costs	2035529503	1-4519-29	1.74
	Library Materials - Shipping Costs	2035539878	1-4519-29	1.40
	Library Materials - Shipping Costs	2035544742	1-4519-29	1.53
	Library Materials - Shipping Costs	2035554092	1-4519-29	1.96
	Library Materials - Shipping Costs	2035575711	1-4519-29	1.68
	Library Materials - Shipping Costs	2035586029	1-4519-29	1.23
	Books - Juvenile World Languages	2035529503	1-4526-29	31.25
	Books - Juvenile World Languages	2035554092	1-4526-29	19.99
	Books - Adult Fiction	2035529503	1-4540-29	98.05
	Books - Adult Fiction	2035539878	1-4540-29	78.18
	Books - Adult Fiction	2035544742	1-4540-29	16.10
	Books - Adult Fiction	2035554092	1-4540-29	173.41
	Books - Adult Fiction	2035573513	1-4540-29	33.35
	Books - Adult Fiction	2035575711	1-4540-29	176.46
	Books - Adult Fiction	2035586029	1-4540-29	115.56
	Books - Adult Non-Fiction	2035529503	1-4541-29	69.00
	Books - Adult Non-Fiction	2035539878	1-4541-29	34.50
	Books - Adult Non-Fiction	2035544742	1-4541-29	17.25
	Books - Adult Non-Fiction	2035554092	1-4541-29	15.53
	Books - Adult Non-Fiction	2035573513	1-4541-29	17.25
	Books - Adult Non-Fiction	2035575711	1-4541-29	145.73
	Books - Adult Non-Fiction	2035586029	1-4541-29	11.99
	Books - Adult Large Print	2035529503	1-4543-29	75.19
	Books - Adult Large Print	2035539878	1-4543-29	32.40
	Books - Adult Large Print	2035544742	1-4543-29	30.59
	Books - Adult Large Print	2035554092	1-4543-29	116.97
	Books - Adult Large Print	2035586029	1-4543-29	18.60
	Books - Juvenile Fiction	2035529503	1-4544-29	14.63
	Books - Juvenile Fiction	2035539878	1-4544-29	71.44
	Books - Juvenile Fiction	2035544742	1-4544-29	26.32

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 4

<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	2035554092	1-4544-29	\$ 33.57
	Books - Juvenile Fiction	2035573513	1-4544-29	40.22
	Books - Juvenile Fiction	2035586029	1-4544-29	61.56
	Books - Juvenile Non-Fiction	2035586029	1-4545-29	25.99
	Books - Juvenile Easy	2035529503	1-4546-29	59.59
	Books - Juvenile Easy	2035539878	1-4546-29	52.63
	Books - Juvenile Easy	2035544742	1-4546-29	215.17
	Books - Juvenile Easy	2035554092	1-4546-29	32.15
	Books - Juvenile Easy	2035573513	1-4546-29	56.65
	Books - Juvenile Easy	2035575711	1-4546-29	13.29
	Books - Juvenile Easy	2035586029	1-4546-29	12.59
	Books - Young Adult Fiction	2035539878	1-4548-29	10.34
	Books - Young Adult Fiction	2035573513	1-4548-29	25.86
<i>Totals for Baker & Taylor - L420685</i>				\$ 2,176.21

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Library Materials - Shipping Costs	2035514106	1-4519-26	\$ 3.10
	Library Materials - Shipping Costs	2035508452	1-4519-26	3.59
	Library Materials - Shipping Costs	2035511321	1-4519-26	4.36
	Library Materials - Shipping Costs	2035516853	1-4519-26	3.40
	Library Materials - Shipping Costs	2035478223	1-4519-26	1.10
	Library Materials - Shipping Costs	2035523578	1-4519-26	4.74
	Library Materials - Shipping Costs	2035526437	1-4519-26	5.38
	Library Materials - Shipping Costs	2035573272	1-4519-26	5.25
	Library Materials - Shipping Costs	2035585774	1-4519-26	2.25
	Library Materials - Shipping Costs	2035509011	1-4519-26	0.27
	Library Materials - Shipping Costs	2035588428	1-4519-26	1.72
	Library Materials - Shipping Costs	2035582510	1-4519-26	4.44
	Library Materials - Shipping Costs	2035578050	1-4519-26	3.63
	Library Materials - Shipping Costs	2035590943	1-4519-26	2.96
	Library Materials - Shipping Costs	2035557246	1-4519-26	3.11
	Library Materials - Shipping Costs	2035553855	1-4519-26	6.30
	Library Materials - Shipping Costs	2035563621	1-4519-26	0.42
	Library Materials - Shipping Costs	2035559941	1-4519-26	2.48
	Library Materials - Shipping Costs	2035567640	1-4519-26	2.51
	Library Materials - Shipping Costs	2035539833	1-4519-26	10.47
	Library Materials - Shipping Costs	2035542250	1-4519-26	8.93
	Library Materials - Shipping Costs	2035547245	1-4519-26	5.25
	Library Materials - Processing Costs	2035514106	1-4518-26	30.08
	Library Materials - Processing Costs	2035508452	1-4518-26	42.22
	Library Materials - Processing Costs	2035511321	1-4518-26	39.79
	Library Materials - Processing Costs	2035516853	1-4518-26	61.33
	Library Materials - Processing Costs	2035478223	1-4518-26	8.28
	Books - Juvenile World Languages	2035590943	1-4526-26	10.34
	Books - Juvenile World Languages	2035539833	1-4526-26	15.15
	Books - Juvenile World Languages	2035542250	1-4526-26	18.95
	Books - Juvenile World Languages	2035547245	1-4526-26	19.94
	Library Materials - Processing Costs	2035523578	1-4518-26	40.28
	Library Materials - Processing Costs	2035526437	1-4518-26	54.73
	Library Materials - Processing Costs	2035573272	1-4518-26	47.55
	Library Materials - Processing Costs	2035585774	1-4518-26	23.44
	Library Materials - Processing Costs	2035509011	1-4518-26	3.36
	Library Materials - Processing Costs	2035588428	1-4518-26	13.82
	Library Materials - Processing Costs	2035582510	1-4518-26	29.17

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 6

<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	2035578050	1-4518-26	\$ 33.95
	Library Materials - Processing Costs	2035590943	1-4518-26	55.77
	Library Materials - Processing Costs	2035557246	1-4518-26	33.68
	Library Materials - Processing Costs	2035553855	1-4518-26	61.37
	Library Materials - Processing Costs	2035559941	1-4518-26	42.64
	Library Materials - Processing Costs	2035567640	1-4518-26	26.64
	Library Materials - Processing Costs	2035539833	1-4518-26	99.01
	Library Materials - Processing Costs	2035542250	1-4518-26	92.02
	Library Materials - Processing Costs	2035547245	1-4518-26	30.99
	Books - Adult World Languages	2035516853	1-4525-26	57.45
	Books - Adult World Languages	2035573272	1-4525-26	16.68
	Books - Adult World Languages	2035578050	1-4525-26	80.22
	Books - Juvenile World Languages	2035516853	1-4526-26	32.11
	Books - Juvenile World Languages	2035523578	1-4526-26	16.10
	Books - Adult Non-Fiction	2035523578	1-4541-26	439.02
	Books - Adult Non-Fiction	2035526437	1-4541-26	444.76
	Books - Adult Large Print	2035526437	1-4543-26	73.63
	Books - Adult Large Print	2035585774	1-4543-26	36.43
	Books - Adult Large Print	2035509011	1-4543-26	17.83
	Books - Adult Large Print	2035588428	1-4543-26	13.19
	Books - Adult Large Print	2035578050	1-4543-26	16.14
	Books - Adult Large Print	2035567640	1-4543-26	18.59
	Books - Adult Large Print	2035539833	1-4543-26	122.84
	Books - Adult Large Print	2035542250	1-4543-26	48.58
	Books - Adult Large Print	2035547245	1-4543-26	18.00
	Books - Adult Non-Fiction	2035514106	1-4541-26	272.51
	Books - Adult Non-Fiction	2035508452	1-4541-26	278.50
	Books - Adult Non-Fiction	2035511321	1-4541-26	511.52
	Books - Adult Non-Fiction	2035516853	1-4541-26	191.05
	Books - Adult Fiction	2035523578	1-4540-26	375.98
	Books - Adult Fiction	2035526437	1-4540-26	316.08
	Books - Adult Non-Fiction	2035573272	1-4541-26	276.47
	Books - Adult Non-Fiction	2035585774	1-4541-26	132.37
	Books - Adult Non-Fiction	2035588428	1-4541-26	183.15
	Books - Adult Non-Fiction	2035582510	1-4541-26	280.11
	Books - Adult Non-Fiction	2035578050	1-4541-26	89.15
	Books - Adult Non-Fiction	2035590943	1-4541-26	97.91
	Books - Adult Non-Fiction	2035557246	1-4541-26	349.21

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 7

<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	2035553855	1-4541-26	\$ 325.69
	Books - Adult Non-Fiction	2035559941	1-4541-26	128.21
	Books - Adult Non-Fiction	2035567640	1-4541-26	154.13
	Books - Adult Non-Fiction	2035539833	1-4541-26	549.09
	Books - Adult Non-Fiction	2035542250	1-4541-26	256.28
	Books - Adult Non-Fiction	2035547245	1-4541-26	215.95
	Books - Adult Fiction	2035573272	1-4540-26	362.24
	Books - Adult Fiction	2035585774	1-4540-26	135.28
	Books - Adult Fiction	2035509011	1-4540-26	36.97
	Books - Adult Fiction	2035588428	1-4540-26	82.31
	Books - Adult Fiction	2035582510	1-4540-26	315.20
	Books - Adult Fiction	2035578050	1-4540-26	185.40
	Books - Adult Fiction	2035590943	1-4540-26	268.21
	Books - Adult Fiction	2035557246	1-4540-26	138.00
	Books - Adult Fiction	2035553855	1-4540-26	563.89
	Books - Adult Fiction	2035559941	1-4540-26	221.72
	Books - Adult Fiction	2035567640	1-4540-26	66.32
	Books - Adult Fiction	2035539833	1-4540-26	672.17
	Books - Adult Fiction	2035542250	1-4540-26	368.12
	Books - Adult Fiction	2035547245	1-4540-26	354.23
	Books - Adult Fiction	2035514106	1-4540-26	171.30
	Books - Adult Fiction	2035508452	1-4540-26	169.03
	Books - Adult Fiction	2035511321	1-4540-26	133.03
	Books - Adult Fiction	2035516853	1-4540-26	228.51
	Books - Young Adult Fiction	2035573272	1-4548-26	71.45
	Books - Young Adult Fiction	2035585774	1-4548-26	88.50
	Books - Young Adult Fiction	2035582510	1-4548-26	21.26
	Books - Young Adult Fiction	2035578050	1-4548-26	73.71
	Books - Young Adult Fiction	2035590943	1-4548-26	31.60
	Books - Young Adult Fiction	2035557246	1-4548-26	70.04
	Books - Young Adult Fiction	2035553855	1-4548-26	82.87
	Books - Young Adult Fiction	2035559941	1-4548-26	9.77
	Books - Young Adult Fiction	2035567640	1-4548-26	46.37
	Books - Young Adult Fiction	2035539833	1-4548-26	128.98
	Books - Young Adult Fiction	2035542250	1-4548-26	42.56
	Books - Young Adult Fiction	2035547245	1-4548-26	18.71
	Books - Young Adult Fiction	2035514106	1-4548-26	10.92
	Books - Young Adult Fiction	2035508452	1-4548-26	39.13

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Young Adult Fiction	2035511321	1-4548-26	\$ 32.18
	Books - Young Adult Fiction	2035516853	1-4548-26	21.26
	Books - Young Adult Fiction	2035523578	1-4548-26	31.60
	Books - Yound Adult Fiction	2035526437	1-4548-26	94.80
	Books - Young Adult Non-Fiction	2035553855	1-4549-26	11.49
	Books - Juvenile Easy	2035523578	1-4546-26	11.89
	Books - Juvenile Easy	2035526437	1-4546-26	125.88
	Books - Juvenile Easy	2035573272	1-4546-26	250.78
	Books - Juvenile Easy	2035585774	1-4546-26	23.07
	Books - Juvenile Easy	2035588428	1-4546-26	12.59
	Books - Juvenile Easy	2035582510	1-4546-26	115.37
	Books - Juvenile Easy	2035578050	1-4546-26	55.35
	Books - Juvenile Easy	2035590943	1-4546-26	131.29
	Books - Juvenile Easy	2035557246	1-4546-26	42.27
	Books - Juvenile Easy	2035553855	1-4546-26	166.40
	Books - Juvenile Easy	2035559941	1-4546-26	26.58
	Books - Juvenile Easy	2035567640	1-4546-26	83.19
	Books - Juvenile Easy	2035539833	1-4546-26	213.72
	Books - Juvenile Easy	2035542250	1-4546-26	930.63
	Books - Juvenile Easy	2035547245	1-4546-26	175.07
	Books - Juvenile Fiction	2035523578	1-4544-26	72.96
	Books - Juvenile Fiction	2035526437	1-4544-26	21.22
	Books - Juvenile Fiction	2035573272	1-4544-26	72.70
	Books - Juvenile Fiction	2035585774	1-4544-26	35.20
	Books - Juvenile Fiction	2035588428	1-4544-26	51.76
	Books - Juvenile Fiction	2035582510	1-4544-26	104.94
	Books - Juvenile Fiction	2035578050	1-4544-26	225.47
	Books - Juvenile Fiction	2035590943	1-4544-26	52.72
	Books - Juvenile Fiction	2035557246	1-4544-26	21.80
	Books - Juvenile Fiction	2035553855	1-4544-26	108.72
	Books - Juvenile Fiction	2035563621	1-4544-26	84.20
	Books - Juvenile Fiction	2035559941	1-4544-26	110.57
	Books - Juvenile Fiction	2035567640	1-4544-26	133.89
	Books - Juvenile Fiction	2035539833	1-4544-26	391.39
	Books - Juvenile Fiction	2035542250	1-4544-26	120.14
	Books - Juvenile Fiction	2035547245	1-4544-26	203.17
	Books - Juvenile Fiction	2035514106	1-4544-26	52.86
	Books - Juvenile Fiction	2035508452	1-4544-26	144.92

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 9

<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	2035511321	1-4544-26	\$ 91.94
	Books - Juvenile Fiction	2035516853	1-4544-26	19.54
	Books - Juvenile Fiction	2035478223	1-4544-26	220.65
	Books - Adult Large Print	2035514106	1-4543-26	14.95
	Books - Adult Large Print	2035511321	1-4543-26	18.00
	Books - Juvenile Non-Fiction	2035508452	1-4545-26	13.99
	Books - Juvenile Non-Fiction	2035582510	1-4545-26	51.98
	Books - Juvenile Non-Fiction	2035547245	1-4545-26	45.90
	Books - Juvenile Easy	2035514106	1-4546-26	98.04
	Books - Juvenile Easy	2035508452	1-4546-26	72.04
	Books - Juvenile Easy	2035511321	1-4546-26	85.81
	Books - Juvenile Easy	2035516853	1-4546-26	130.63
	<i>Totals for Baker & Taylor - L420686</i>			\$ 18,090.40
Belynda Head				
	Program - Virtual R&B Line Dancing - Date 12/06/2020	BH120620	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Bibliotheca, LLC				
	Electronic Audiobooks & Books	INV-US36595	1-4520-26	998.91
	Electronic Audiobooks & Books	INV-US36596	1-4520-26	732.03
	Electronic Audiobooks & Books	INV-US36597	1-4520-26	3,468.05
	Electronic Audiobooks & Books	INV-US36837	1-4520-26	16.99
	Electronic Audiobooks & Books	INV-US36838	1-4520-26	200.00
	Electronic Audiobooks & Books	INV-US36843	1-4520-26	2,887.56
	Electronic Audiobooks & Books - Cloud Content Refill	PREPAY-10466	1-4520-26	28,000.00
	<i>Totals for Bibliotheca, LLC</i>			\$ 36,303.54
Blackstone Publishing				
	Audiobooks - Adult	1183572	1-4551-26	134.98
	<i>Totals for Blackstone Publishing</i>			\$ 134.98
Bolingbrook Rotary Club				
	Mills Membership - Second Quarter Dues 2020-2021	996-1510	1-4161-10	57.00
	<i>Totals for Bolingbrook Rotary Club</i>			\$ 57.00
Call One				
	Telephone & Internet - 10/15/2020-11/14/2020	334948	1-4312-14	1,068.13
	Telephone & Internet - 10/15/2020-11/14/2020	334948	1-4314-14	1,968.00
	<i>Totals for Call One</i>			\$ 3,036.13

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 10

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cathryn Stanek-Whisler				
	Program - Salt Dough Tags/Ornaments - 11/30/2020-12/13/2020	CSW113020	1-4571-24	\$ 100.00
	Program - Salt Dough Tags/Ornaments - 11/30/2020-12/13/2020	CSW113020	1-4573-24	100.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 200.00
Center Point Large Print				
	Books - Adult Large Print	1793288	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			\$ 318.78
Chicago Genealogical Society				
	Periodicals	101520	1-4511-26	25.00
	<i>Totals for Chicago Genealogical Society</i>			\$ 25.00
Christine Thornton				
	Program - Watercolor Cardinal Paintings - 12/08/2020	CT120820	1-4573-24	125.00
	Program - Watercolor Cardinal Paintings - 12/08/2020	CT120820	1-4571-24	125.00
	<i>Totals for Christine Thornton</i>			\$ 250.00
Comcast Cable				
	Cable - 11/3/2020-12/2/2020	0367494-NOV20	1-4316-14	124.16
	<i>Totals for Comcast Cable</i>			\$ 124.16
Computype, Inc.				
	Collections - Call Number Labels	661074	1-4371-12	772.30
	<i>Totals for Computype, Inc.</i>			\$ 772.30
Constellation NewEnergy, Inc.				
	Electricity - 9/28/2020-10/28/2020	18669168001	1-4321-30	10,901.43
	<i>Totals for Constellation NewEnergy, Inc.</i>			\$ 10,901.43
Demco, Inc.				
	Collections - Labels & Book Tape	6859124	1-4371-12	286.46
	<i>Totals for Demco, Inc.</i>			\$ 286.46
Diesel Service Center				
	Bkm Headlight Repair - 10/26/2020	D067033	1-4235-29	81.97
	<i>Totals for Diesel Service Center</i>			\$ 81.97
EBSCO Subscription Services				
	Periodicals	0002047	1-4511-29	616.73
	Periodicals	1612435	1-4511-29	30.00
	Periodicals	0002043	1-4511-26	13,438.57
	<i>Totals for EBSCO Subscription Services</i>			\$ 14,085.30

**Fountaindale Public Library District
Bills Payable Report
November 19, 2020**

General Fund

Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Elite Chess Inc				
	Program - Chess Club - Date 12/15/2020	EC121520	1-4571-24	\$ 60.00
		<i>Totals for Elite Chess Inc</i>		<u>\$ 60.00</u>
Elite Detailing Services, Inc.				
	Bkm & Van Exterior Wash - 10/23/2020	T6MN1L37S	1-4235-29	195.00
		<i>Totals for Elite Detailing Services, Inc.</i>		<u>\$ 195.00</u>
Findaway World, LLC				
	Audiobooks - Adult	331741	1-4551-26	475.04
	Audiobooks - Juvenile	331744	1-4553-26	328.06
	Audiobooks - Juvenile	332283	1-4553-26	44.78
	Playaway - Juvenile	330006	1-4562-29	313.46
	Playaway - Juvenile	331745	1-4562-29	343.64
	Playaway - Juvenile	332282	1-4562-29	44.78
	Launchpads - Juvenile	332202	1-4566-26	455.97
		<i>Totals for Findaway World, LLC</i>		<u>\$ 2,005.73</u>

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 12

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Inventables - Studio - Fall/Winter Program Supplies	N7231-NOV20	1-4353-27	\$ 31.58
	Michaels - Studio - Fall/Winter Program Supplies	N7231-NOV20	1-4353-27	85.74
	Silhouette America - Studio - Fall/Winter Program Supplies	N7231-NOV20	1-4353-27	14.68
	Ondepot - Communications - Spiral Key Rings	N7231-NOV20	1-4735-10	1,000.00
	Storyblocks - Studio - Annual 1/3 Stock Media Subscription	M4566-NOV20	1-4568-27	199.00
	Netflix - Monthly 4/12 Additional Roku Subscription	M4566-NOV20	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-NOV20	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-NOV20	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-NOV20	1-4523-26	15.99
	HBO - Monthly 3/12 Roku Subscription	T7780-NOV20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-NOV20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-NOV20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-NOV20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-NOV20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-NOV20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-NOV20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-NOV20	1-4523-26	14.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7231-NOV20	1-4523-26	12.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7231-NOV20	1-4523-26	12.99
	Form Approval - Google Annual Subscript - Staff & Train Form	N7231-NOV20	1-4522-14	72.00
	Facebook - Monthly Ads	M4566-NOV20	1-4731-10	58.21
	MailChimp - Monthly Subscription	M4566-NOV20	1-4731-10	84.99
	Woobox - Monthly Subscription	M4566-NOV20	1-4731-10	29.00
	Packlane - CSD - Tween Book Boxes Supplies	N7231-NOV20	1-4353-20	83.25
	Meijer - Collections - ELM Disc Repair Water	T7780-NOV20	1-4371-12	12.90
	Panera - Oct. 2020 Board Dinner - Addt'l Soup	N7231-NOV20	1-4355-16	5.82
	Panera - Oct. 2020 Board Dinner	N7231-NOV20	1-4355-16	76.92
	Design Live - S. Smallwood - Virt Conf Reg 11/10/20-11/12/20	N7231-NOV20	1-4151-10	199.00
	Amigos Lib - Bradley - 2020 Market & Comm 11/4/20-11/6/20	N7231-NOV20	1-4151-10	99.00
	ALA - Bradley - Targeted Marketing 11/11/2020	N7231-NOV20	1-4151-10	65.00
		<i>Totals for First Bankcard</i>		\$ 2,326.95
Fun Express LLC				
	CSD - Various Program Supplies	705903920-01	1-4353-20	450.06
		<i>Totals for Fun Express LLC</i>		\$ 450.06

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning				
	Books - Adult Large Print	72467927	1-4543-26	\$ 25.59
	Books - Adult Large Print	72467928	1-4543-26	76.77
	Books - Adult Large Print	72510400	1-4543-26	25.59
	Books - Adult Large Print	72581830	1-4543-26	21.59
	Books - Adult Large Print	72586358	1-4543-26	21.59
	Books - Adult Large Print	72411535	1-4543-26	111.71
	Books - Adult Large Print	72411918	1-4543-26	160.44
	Books - Adult Large Print	72412170	1-4543-26	56.23
	Books - Adult Large Print	72430486	1-4543-26	69.72
	Books - Adult Large Print	72429897	1-4543-26	74.22
	Books - Adult Large Print	72430965	1-4543-26	76.47
	Electronic Audiobooks & Books	72298378	1-4520-26	543.40
	Electronic Audiobooks & Books	72522119	1-4520-26	271.70
		<i>Totals for Gale/Cengage Learning</i>		\$ 1,535.02
Government Finance Office Association				
	Finance - Accounting for Capital Assets Guide	2982592	1-4351-10	40.00
		<i>Totals for Government Finance Office Association</i>		\$ 40.00
Grasso Graphics, Inc.				
	Comm. - Valley View Student Success Card Cover Letters	31012	1-4256-10	808.96
		<i>Totals for Grasso Graphics, Inc.</i>		\$ 808.96
Illinois American Water				
	Irrigation - 9/19/2020-10/19/2020	1025-210003089915	1-4331-30	963.75
	Fire Protection - 10/20/2020-11/17/2020	1025-210003089465	1-4331-30	45.31
		<i>Totals for Illinois American Water</i>		\$ 1,009.06
Illinois American Water/Bolingbrook				
	Water & Sewer - 9/19/2020-10/19/2020	1025-210003088318	1-4331-30	354.44
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 354.44
Illinois Library Association				
	Danhof Membership - 11/1/2020-10/31/2021	185656	1-4161-16	75.00
	Bermejo Membership - 1/1/2020-12/31/2021	185511	1-4161-16	75.00
		<i>Totals for Illinois Library Association</i>		\$ 150.00
Ilya Kabirov				
	Program - Great Reads Book Club - Date 12/16/2020	IK121620	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		\$ 75.00

**Fountaindale Public Library District
Bills Payable Report
November 19, 2020**

General Fund

Page 14

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Imaging Office Systems, Inc.	Equipment Maint. - ScanPro 2000 Main Unit - 1/26/21-1/25/22	CONT016532	1-4233-14	\$ 750.00
<i>Totals for Imaging Office Systems, Inc.</i>				<u>\$ 750.00</u>

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Books - Adult Fiction	48535779	1-4540-26	\$ 26.99
	Books - Adult Fiction	48675854	1-4540-26	10.79
	Books - Adult Non-Fiction	48881952	1-4541-26	15.82
	Books - Adult Non-Fiction	48535779	1-4541-26	12.60
	Books - Adult Non-Fiction	48556791	1-4541-26	10.79
	Books - Juvenile Non-Fiction	48596151	1-4545-26	143.23
	Books - Juvenile Fiction	48596150	1-4544-26	52.81
	Books - Juvenile Fiction	48596153	1-4544-26	118.82
	Books - Juvenile Easy	48596152	1-4546-26	110.06
	Books - Juvenile Non-Fiction	48675851	1-4545-26	7.78
	Books - Juvenile Non-Fiction	48881950	1-4545-26	28.26
	Books - Juvenile Fiction	48675850	1-4544-26	55.74
	Books - Juvenile Fiction	48675853	1-4544-26	13.18
	Books - Juvenile Fiction	48805857	1-4544-26	46.02
	Books - Juvenile Fiction	48944024	1-4544-26	53.49
	Books - Juvenile Fiction	48958223	1-4544-26	37.78
	Books - Juvenile Fiction	48958224	1-4544-26	30.20
	Books - Young Adult Fiction	48805858	1-4548-26	23.36
	Books - Juvenile Easy	48675852	1-4546-26	71.35
	Books - Juvenile Easy	48881951	1-4546-26	47.37
	Books - Juvenile Easy	48881953	1-4546-26	21.42
	DVD - Adult	48838703	1-4557-26	142.98
	Video Games - Juvenile	48805859	1-4564-26	275.44
	Video Games - Juvenile	48838702	1-4564-26	170.97
	Video Games - Juvenile	48838704	1-4564-26	113.97
	Video Games - Juvenile	48535782	1-4564-26	161.46
	Video Games - Adult	48805855	1-4565-26	132.96
	Video Games - Adult	48958220	1-4565-26	56.98
	Video Games - YA	48535778	1-4563-26	341.94
	Video Games - YA	48535780	1-4563-26	113.98
	Video Games - YA	48535783	1-4563-26	151.96
	Video Games - YA	48556790	1-4563-26	54.04
	Video Games - YA	48675855	1-4563-26	227.94
	Video Games - YA	48805856	1-4563-26	113.98
	Video Games - YA	48805860	1-4563-26	56.99
	Video Games - YA	48838705	1-4563-26	75.98
	Video Games - YA	48958221	1-4563-26	313.41
	Video Games - Adult	48535781	1-4565-26	75.98

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Video Games - Juvenile	48675856	1-4564-29	\$ 113.97
	Video Games - Juvenile	48958222	1-4564-29	199.44
	Video Games - Juvenile	48535784	1-4564-29	360.93
	<i>Totals for Ingram Library Services</i>			\$ 4,193.16
ITsavvy LLC				
	IT - Monitors & Various Computer Equipment	01220355	1-4641-14	8,990.00
	IT - Phone Covers & Holsters	01218281	1-4354-14	364.76
	IT - Ethernet Adapters & Cables	01218359	1-4354-14	785.70
	IT - Monitors & Various Computer Equipment	01220355	1-4354-14	639.00
	IT - HDMI Cables	01224198	1-4354-14	118.80
	IT - Toast Titanium CoreISure 1 Year Maintenance	01224525	1-4631-14	481.80
	<i>Totals for ITsavvy LLC</i>			\$ 11,380.06
Jennifer A.S. Gullledge				
	Refund - I Will Surprise My Friend!	JG2627-1	1-3310-10	9.99
	Refund - Little Miss, Big Sis	JG2627-2	1-3310-10	5.59
	<i>Totals for Jennifer A.S. Gullledge</i>			\$ 15.58
Juanita Lennon				
	Reimbursement - Donuts & Pastries Meeting Supplies	JL102820	1-4715-10	10.65
	<i>Totals for Juanita Lennon</i>			\$ 10.65
kd Repair				
	BKM Gen. Exhaust Repair - 10/16/2020	30330	1-4235-29	201.61
	<i>Totals for kd Repair</i>			\$ 201.61
Kellie Chase				
	Program - Sewing with Kellie Chase - 11/24/2020	KC112420	1-4571-24	175.00
	Program - Sewing with Kellie Chase - 12/07/2020	KC120720	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 350.00
Koios, LLC				
	Google Paid Search Ads - 12/29/2020-12/28/2021	1118	1-4256-10	6,580.00
	<i>Totals for Koios, LLC</i>			\$ 6,580.00

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Konica Minolta Business Solutions U.S.A., Inc.				
	Maintenance - 9/1/2020-9/30/2020	9007169187	1-4234-14	\$ 873.76
	Overage - 9/1/2020-9/30/2020	9007169186	1-4234-14	73.99
	Additional Overage - 9/15/2020-10/14/2020	9007202740	1-4234-14	1.66
	Overage - 10/1/2020-10/31/2020	9007251558	1-4234-14	107.21
	Maintenance - 10/1/2020-10/31/2020	9007251847	1-4234-14	737.22
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,793.84
Konica Minolta Premier Finance				
	Leased Equipment - October 2020	426813192	1-4234-14	1,627.69
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,627.69
Leah D. Moon				
	Program - Paper Snowflakes - Date 12/04/2020	LDM120420	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 165.00
Meredith Books				
	Books - Adult Non-Fiction	CCFTHV19	1-4541-26	33.91
	<i>Totals for Meredith Books</i>			\$ 33.91

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	DVD - Adult	99586495	1-4557-26	\$ 64.92
	DVD - Adult	99586492	1-4557-26	53.46
	DVD - Adult	99586349	1-4557-26	33.96
	DVD - Adult	99586346	1-4557-26	16.98
	DVD - Adult	99586345	1-4557-26	45.96
	DVD - Adult	99586344	1-4557-26	56.05
	DVD - Adult	99586498	1-4557-26	133.65
	DVD - Adult	99586497	1-4557-26	192.35
	DVD - Adult	99586510	1-4557-26	313.67
	DVD - Adult	99586509	1-4557-26	46.55
	DVD - Adult	99586508	1-4557-26	28.93
	DVD - Adult	99586507	1-4557-26	43.93
	DVD - Adult	99586500	1-4557-26	30.07
	DVD - Adult	99523633	1-4557-26	21.48
	DVD - Adult	99523638	1-4557-26	42.96
	DVD - Adult	99526362	1-4557-26	197.34
	DVD - Adult	99526363	1-4557-26	269.96
	DVD - Adult	99526364	1-4557-26	80.69
	DVD - Adult	99526367	1-4557-26	114.42
	DVD - Adult	99526369	1-4557-26	20.23
	DVD - Adult	99526374	1-4557-26	48.96
	DVD - Adult	99526375	1-4557-26	61.94
	DVD - Adult	99526376	1-4557-26	100.38
	DVD - Adult	99526377	1-4557-26	58.39
	DVD - Adult	99526378	1-4557-26	78.91
	DVD - Adult	99526379	1-4557-26	56.46
	DVD - Adult	99526380	1-4557-26	159.84
	DVD - Adult	99526383	1-4557-26	27.96
	DVD - Adult	99526388	1-4557-26	72.26
	DVD - Adult	99526389	1-4557-26	37.93
	DVD - Adult	99526390	1-4557-26	25.18
	DVD - Adult	99526391	1-4557-26	64.91
	DVD - Adult	99526392	1-4557-26	69.98
	DVD - Adult	99557658	1-4557-26	69.79
	DVD - Adult	99557913	1-4557-26	18.48
	DVD - Adult	99557914	1-4557-26	76.92
	DVD - Adult	99557915	1-4557-26	177.30
	DVD - Adult	99557916	1-4557-26	25.98

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	99557917	1-4557-26	\$ 125.13
	DVD - Adult	99557918	1-4557-26	42.56
	DVD - Adult	99557919	1-4557-26	17.73
	DVD - Adult	99557921	1-4557-26	31.33
	DVD - Adult	99557922	1-4557-26	31.33
	DVD - Adult	99557923	1-4557-26	185.28
	DVD - Adult	99557924	1-4557-26	183.84
	DVD - Adult	99557925	1-4557-26	56.46
	DVD - Adult	99557927	1-4557-26	53.46
	DVD - Adult	99557930	1-4557-26	26.83
	DVD - Adult	99557931	1-4557-26	87.86
	DVD - Adult	99557932	1-4557-26	41.68
	DVD - Adult	99557933	1-4557-26	26.73
	DVD - Adult	99557934	1-4557-26	38.67
	DVD - Adult	99557935	1-4557-26	243.46
	DVD - Juvenile	99470452	1-4558-26	160.86
	DVD - Juvenile	99470457	1-4558-26	24.23
	DVD - Juvenile	99490270	1-4558-26	66.17
	DVD - Juvenile	99490280	1-4558-26	46.44
	DVD - Juvenile	99490282	1-4558-26	89.97
	DVD - Juvenile	99490283	1-4558-26	57.44
	DVD - Juvenile	99490286	1-4558-26	104.16
	DVD - Juvenile	99490287	1-4558-26	96.90
	DVD - Juvenile	99586491	1-4558-26	299.45
	DVD - Juvenile	99586347	1-4558-26	46.94
	DVD - Juvenile	99586499	1-4558-26	78.53
	DVD - Juvenile	99526370	1-4558-26	269.86
	DVD - Juvenile	99526371	1-4558-26	27.22
	DVD - Juvenile	99526382	1-4558-26	82.66
	DVD - Juvenile	99557912	1-4558-26	32.68
	DVD - Juvenile	99557920	1-4558-26	284.22
	DVD - Juvenile	99557926	1-4558-26	51.44
	Audiobooks - Adult	99470440	1-4551-26	315.03
	Audiobooks - Adult	99490272	1-4551-26	50.29
	Audiobooks - Adult	99490273	1-4551-26	238.74
	Audiobooks - Adult	99490278	1-4551-26	45.29
	Audiobooks - Adult	99490285	1-4551-26	35.29
	Books - Juvenile World Languages	99490288	1-4526-26	29.48

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Books - Juvenile World Languages	99526387	1-4526-29	\$ 40.31
	Books - Juvenile World Languages	99523631	1-4526-26	212.92
	Books - Juvenile World Languages	99523632	1-4526-26	57.46
	Music - Adult	99470442	1-4550-26	120.74
	Music - Adult	99470444	1-4550-26	16.18
	Music - Adult	99470447	1-4550-26	111.91
	Music - Adult	99470455	1-4550-26	14.83
	Music - Adult	99490271	1-4550-26	164.63
	Music - Adult	99490275	1-4550-26	84.33
	Music - Adult	99490276	1-4550-26	122.54
	Music - Adult	99586493	1-4550-26	37.76
	Music - Adult	99586342	1-4550-26	18.58
	Music - Adult	99586496	1-4550-26	15.28
	Music - Adult	99523634	1-4550-26	22.33
	Music - Adult	99523636	1-4550-26	148.92
	Music - Adult	99523637	1-4550-26	13.33
	Music - Adult	99523639	1-4550-26	117.91
	Music - Adult	99526361	1-4550-26	14.08
	Music - Adult	99526368	1-4550-26	59.77
	Music - Adult	99557657	1-4550-26	35.51
	Music - Adult	99557659	1-4550-26	59.92
	Audiobooks - Adult	99586490	1-4551-26	120.58
	Audiobooks - Adult	99586348	1-4551-26	71.49
	Audiobooks - Adult	99586343	1-4551-26	156.16
	Audiobooks - Adult	99557911	1-4551-26	85.58
	Audiobooks - Adult	99526381	1-4551-26	35.29
	Audiobooks - Adult	99526366	1-4551-26	45.29
	Audiobooks - Adult	99526365	1-4551-26	90.58
	Audiobooks - Adult	99526360	1-4551-26	130.87
	Audiobooks - Juvenile	99470453	1-4553-26	47.49
	Audiobooks - Juvenile	99526372	1-4553-26	51.49
	Audiobooks - Young Adult	99526373	1-4555-26	59.49
	DVD - Adult	99470441	1-4557-26	22.98
	DVD - Adult	99470445	1-4557-26	72.46
	DVD - Adult	99470446	1-4557-26	370.14
	DVD - Adult	99470448	1-4557-26	405.12
	DVD - Adult	99470449	1-4557-26	134.62
	DVD - Adult	99470450	1-4557-26	185.57

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	99470451	1-4557-26	\$ 48.46
	DVD - Adult	99470454	1-4557-26	19.23
	DVD - Adult	99470456	1-4557-26	19.23
	DVD - Adult	99470461	1-4557-26	83.51
	DVD - Adult	99470462	1-4557-26	62.51
	DVD - Adult	99470463	1-4557-26	162.25
	DVD - Adult	99490274	1-4557-26	265.46
	DVD - Adult	99490279	1-4557-26	169.80
	DVD - Adult	99490281	1-4557-26	184.86
	DVD - Adult	99490284	1-4557-26	55.18
	DVD - Adult	99490289	1-4557-26	56.46
	DVD - Adult	99490290	1-4557-26	45.96
	DVD - Adult	99490298	1-4557-26	130.17
	DVD - Adult	99490299	1-4557-26	136.02
	DVD - Adult	99490300	1-4557-26	75.56
	DVD - Adult	99490301	1-4557-26	51.43
	Music - Adult	99490292	1-4550-29	38.51
	Music - Adult	99557928	1-4550-29	20.68
	Audiobooks - Adult	99470459	1-4551-29	85.58
	Audiobooks - Adult	99490291	1-4551-29	115.87
	Audiobooks - Adult	99586501	1-4551-29	35.29
	Audiobooks - Adult	99526385	1-4551-29	45.29
	DVD - Adult	99470460	1-4557-29	33.21
	DVD - Adult	99470465	1-4557-29	140.71
	DVD - Adult	99490296	1-4557-29	16.98
	DVD - Adult	99586512	1-4557-29	589.90
	DVD - Adult	99586511	1-4557-29	127.21
	DVD - Adult	99586506	1-4557-29	16.98
	DVD - Adult	99586505	1-4557-29	21.48
	DVD - Adult	99586503	1-4557-29	19.23
	DVD - Adult	99526384	1-4557-29	68.94
	DVD - Adult	99526393	1-4557-29	69.98
	DVD - Adult	99557936	1-4557-29	121.73
	DVD - Juvenile	99470458	1-4558-29	54.71
	DVD - Juvenile	99490293	1-4558-29	15.48
	DVD - Juvenile	99490294	1-4558-29	28.72
	DVD - Juvenile	99490295	1-4558-29	19.23
	DVD - Juvenile	99490297	1-4558-29	55.44

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	99586504	1-4558-29	\$ 62.67
	DVD - Juvenile	99586502	1-4558-29	31.46
	DVD - Juvenile	99526386	1-4558-29	34.71
	DVD - Juvenile	99557929	1-4558-29	119.13
	<i>Totals for Midwest Tape</i>			\$ 13,894.42
Mississippi Valley Library District				
	Lost Items - File Folder Games & Instant File	MVLD092520	1-3310-30	28.95
	<i>Totals for Mississippi Valley Library District</i>			\$ 28.95
Nikki Eken				
	Refund - Torn Thread, The Long Walk	NE9673	1-3310-10	20.00
	<i>Totals for Nikki Eken</i>			\$ 20.00
OPTO International, Inc.				
	Remaining 50% - Tri-Fold Brochure Holders w/Acrylic Inserts	095512	1-4256-10	377.00
	<i>Totals for OPTO International, Inc.</i>			\$ 377.00
Patron Point, Inc.				
	Patron Point & Sync Subscription - 10/14/2020-10/13/2021	1127	1-4256-10	8,500.00
	<i>Totals for Patron Point, Inc.</i>			\$ 8,500.00
Paul Mills				
	Reimbursement - Donuts w/Director Donuts	PM102020	1-4715-10	10.96
	<i>Totals for Paul Mills</i>			\$ 10.96
PeopleFacts				
	New Hire Background Checks - August 2020	33754-082020	1-4253-10	43.17
	New Hire Background Checks - September 2020	33754-092020	1-4253-10	242.35
	New Hire Background Checks - October 2020	33754-102020	1-4253-10	202.25
	<i>Totals for PeopleFacts</i>			\$ 487.77
Phyllis Ann Evans				
	Refund - Power Rangers Turbo Vol. 1	PAE7733	1-3310-10	19.99
	<i>Totals for Phyllis Ann Evans</i>			\$ 19.99
ProServ Business Products, LLC				
	Collections - Yellow Library Labels	109102	1-4371-12	299.63
	<i>Totals for ProServ Business Products, LLC</i>			\$ 299.63

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Rainmakers Irrigation	Building - 2020 Fall Winterization	100520-9F	1-4392-30	\$ 750.00
		<i>Totals for Rainmakers Irrigation</i>		\$ 750.00
Reaching Across Illinois Library System (RAILS)	Communico Cloud Subscription - 10/16/2020-10/15/2021	7384	1-4631-14	15,000.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		\$ 15,000.00
Rebecca K. Vacco-Giudice	Refund - A Cake to Bake	RVG4008	1-3310-10	12.99
		<i>Totals for Rebecca K. Vacco-Giudice</i>		\$ 12.99
Ronald Goldie	Program - Dungeons & Dragons - 12/12/2020	RG121220	1-4573-24	75.00
	Program - Virtual Dungeons & Dragons - 11/21/2020	RG112120	1-4573-24	75.00
		<i>Totals for Ronald Goldie</i>		\$ 150.00
S & S Worldwide, Inc.	CSD - Various Program Supplies	IN100629783	1-4353-20	408.94
		<i>Totals for S & S Worldwide, Inc.</i>		\$ 408.94
Sebert Landscaping Inc.	Lawn Maintenance - October 2020	207939	1-4392-30	1,580.00
	Lawn Maintenance - November 2020	209268	1-4392-30	1,580.00
		<i>Totals for Sebert Landscaping Inc.</i>		\$ 3,160.00
Showcases	Collections - Slim CD Cases	318015	1-4371-12	46.00
		<i>Totals for Showcases</i>		\$ 46.00
Sidecar Publications	Annual Gimlet Subscription - 12/1/2020-11/30/2021	INV-2276	1-4568-27	348.00
		<i>Totals for Sidecar Publications</i>		\$ 348.00
Sioux City Public Library	Damaged Item - Dining On a Dime	2838	1-3310-30	30.95
		<i>Totals for Sioux City Public Library</i>		\$ 30.95
Stefanie Bramwell	Refund - Super Animals!	SB1788	1-3310-30	12.40
		<i>Totals for Stefanie Bramwell</i>		\$ 12.40

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Stephanie Anderson	Program - Yule Ball @ Home - Date 12/12/2020	SA121220	1-4571-24	\$ 300.00
	<i>Totals for Stephanie Anderson</i>			\$ 300.00
Susan K. Maddox	Program - Cooking Demonstrations w/Chef Maddox - 12/3/2020	SKM120320	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			\$ 300.00
System Wide Automated Network (SWAN)	Reciprocal Borrowing & Inter-Library Loans - October 2020	8346	1-3310-30	59.00
	<i>Totals for System Wide Automated Network (SWAN)</i>			\$ 59.00
Tana Petrov	Mileage - 10/19/2020	TP102220	1-4171-10	27.83
	<i>Totals for Tana Petrov</i>			\$ 27.83
Terrance M. Lynch	Program - Monster Mayhem of the Midwest - Date 10/21/2020	TML102120	1-4571-24	300.00
	<i>Totals for Terrance M. Lynch</i>			\$ 300.00
Terryberry	J. Luce 15 Year Recognition Item	H87135	1-4153-10	155.83
	Dudek 10 Year Recognition Item	H97885	1-4153-10	125.10
	<i>Totals for Terryberry</i>			\$ 280.93
The Bugle Newspapers	Legal Ad - Ordinance 2020-2	1192078	1-4243-10	189.53
	<i>Totals for The Bugle Newspapers</i>			\$ 189.53
Today's Business Solutions, Inc.	Fax Program - 3rd Quarter - July-Sept. 2020	102620-38	1-4234-14	222.72
	<i>Totals for Today's Business Solutions, Inc.</i>			\$ 222.72
Tracy Naa Ameley Tagoe	Refund - Sonic the Hedgehog Archives	TNAT7772	1-3310-10	8.00
	<i>Totals for Tracy Naa Ameley Tagoe</i>			\$ 8.00
Tressler LLP	Legal Expense - Attorney - October 2020	423211	1-4241-10	95.00
	<i>Totals for Tressler LLP</i>			\$ 95.00
TruSeal	Building - Parking Lot Work	FDPL-1020	1-4392-30	11,850.00
	<i>Totals for TruSeal</i>			\$ 11,850.00

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tumbleweed Press, Inc.				
	TumbleMath Subscription - 10/15/2020-10/15/2021	102520	1-4521-26	\$ 1,250.00
	<i>Totals for Tumbleweed Press, Inc.</i>			\$ 1,250.00
Unique Management Services, Inc.				
	Collection Expense - September 2020	596239	1-4245-10	930.80
	<i>Totals for Unique Management Services, Inc.</i>			\$ 930.80
UPS				
	Shipping - Account Refillment	0000603951440	1-4382-10	750.00
	<i>Totals for UPS</i>			\$ 750.00
Vanguard Energy Services, LLC				
	Gas Service - 9/1/2020-9/30/2020	G404408100720	1-4322-30	644.52
	Gas Service - 10/1/2020-10/31/2020	G404408110520	1-4322-30	1,012.42
	<i>Totals for Vanguard Energy Services, LLC</i>			\$ 1,656.94
Verizon Wireless				
	Telephone - 9/17/2020-10/16/2020	9865114720	1-4311-14	539.99
	<i>Totals for Verizon Wireless</i>			\$ 539.99
Very Smart People				
	Program - Mobile Device Safety - Date 12/17/2020	VSP121720	1-4571-24	200.00
	<i>Totals for Very Smart People</i>			\$ 200.00
Warehouse Direct				
	Collections - Book Tape & Pens	4793803-0	1-4371-12	252.45
	Finance - Replacement Ink & Hanging Folders	4790582-0	1-4351-10	92.62
	Collections - Book Tape & Pens	4793803-0	1-4351-10	51.36
	Finance - Correct Hanging Folders	4793683-0	1-4351-10	47.70
	Outreach - Labels	4799048-0	1-4351-10	118.20
	Outreach - Student Success Envelopes	4799054-0	1-4351-10	110.34
	Outreach - Student Success Labels	4805387-0	1-4351-10	278.24
	Outreach - Additional Student Success Envelopes	4805390-0	1-4351-10	257.46
	Outreach - Additional Student Success Labels	4808315-0	1-4351-10	59.10
	District Closet Restock - October 2020	4811285-0	1-4351-10	430.31
	Collections - Envelopes & Staples	4811293-0	1-4351-10	94.62
	Essential Supplies - Disinfect Wipe Bucket Program Nov. 2020	4814634-0	1-4351-10	919.80
	<i>Totals for Warehouse Direct</i>			\$ 2,712.20

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

General Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Watson Label Products				
	Collections - Barcodes	99480	1-4371-12	\$ 2,467.18
		<i>Totals for Watson Label Products</i>		<u>\$ 2,467.18</u>
WhoFi				
	Library License - 11/1/2020-10/31/2021	2491	1-4631-14	950.00
		<i>Totals for WhoFi</i>		<u>\$ 950.00</u>
Zions Bank				
	Bond Paying Agent Fee - Bond Series 2018 & 2019	2905398-20	1-4253-10	600.00
		<i>Totals for Zions Bank</i>		<u>\$ 600.00</u>
		Total for Fund 1		<u>\$ 200,822.59</u>

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

Maintenance Fund

Page 27

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC				
	Building - Vortex Quad Outlet Installation	12908	8-4211-30	\$ 616.00
		<i>Totals for ABCO Electrical Construction & Design LLC</i>		\$ 616.00
Amazon				
	District Closet Restock - September 2020	A30-2021	8-4357-30	34.25
	Building - Chair Glides	A31-2021	8-4211-30	7.99
		<i>Totals for Amazon</i>		\$ 42.24
American Building Services, LLC				
	Building - Double Workroom Door Replacement Hardware	4036573	8-4211-30	61.64
		<i>Totals for American Building Services, LLC</i>		\$ 61.64
Award Emblem Mfg. Co., Inc.				
	Building - Lobby Art Selection Committee Plaque	411762	8-4211-30	518.00
		<i>Totals for Award Emblem Mfg. Co., Inc.</i>		\$ 518.00
Best Quality Cleaning, Inc.				
	Cleaning Service - November 2020	35169	8-4215-30	6,921.00
	Sunday Porter Service - October 2020	35259	8-4215-30	475.00
	Saturday Porter Service - October 2020	35260	8-4215-30	475.00
	Special Clean - 3rd Fl. Men's - 10/6/2020	34964	8-4211-30	75.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		\$ 7,946.00
Boilersource				
	Building - Replacement Circuit Board for Boiler #1	78079	8-4211-30	1,496.63
		<i>Totals for Boilersource</i>		\$ 1,496.63
Calumet Decorating Services, Inc.				
	Building - Patch & Paint Lobby Walls	22492	8-4211-30	3,080.00
		<i>Totals for Calumet Decorating Services, Inc.</i>		\$ 3,080.00
Cintas Corporation				
	First Aid Restock - November 2020	8404863525	8-4215-30	338.76
	Building - AED Pediatric Pads II Replacements	8404857073	8-4357-30	549.80
		<i>Totals for Cintas Corporation</i>		\$ 888.56

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

Maintenance Fund

Page 28

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cintas Corporation #344				
	Weekly Mat Service - 10/1/2020	4063203909	8-4215-30	\$ 30.00
	Weekly Mat Service - 10/8/2020	4063841081	8-4215-30	30.00
	Weekly Mat Service - 10/15/2020	4064547346	8-4215-30	30.00
	Weekly Mat Service & Bi-Weekly Sanitizer - 10/22/2020	4065234830	8-4215-30	89.69
	Weekly Mat Service - 10/29/2020	4065813856	8-4215-30	30.00
	Weekly Mat Service - 11/5/2020	4066523761	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 239.69
Culligan Bolingbrook, IL				
	Solar Salt Delivery - October 2020	0113519	8-4215-30	151.19
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 151.19
First Bankcard				
	Menards - Building - Bkm Sneeze Guard Hardware	P7810-NOV20	8-4211-30	17.99
	Batteries Plus - Building - Panic Button Batteries	P7810-NOV20	8-4211-30	29.20
	Ebay - Building - Replacement Dumpster Gate Padlock Hasp	P7810-NOV20	8-4211-30	19.73
	<i>Totals for First Bankcard</i>			\$ 66.92
Forward Space				
	Building - Outreach Office Cork Board	792844	8-4211-30	282.45
	<i>Totals for Forward Space</i>			\$ 282.45
Graybar				
	Building - Studio Hanging Light Ballast	9318224587	8-4211-30	255.30
	Building - Parking Lot Light Power Transformers	9318441099	8-4211-30	763.62
	Building - Light Linear Bulb Supplies	9318058213	8-4357-30	291.28
	<i>Totals for Graybar</i>			\$ 1,310.20
Groot Industries, Inc.				
	Garbage & Recycling - 11/1/2020-11/30/2020	6262824	8-4215-30	413.14
	<i>Totals for Groot Industries, Inc.</i>			\$ 413.14
Hansen Services, Inc.				
	Monthly Pest Control - November 2020	3928010	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			\$ 103.00
Heartland Cabinet Supply, Inc.				
	Building - Hold Shelf Trim & Pieces	8341	8-4211-30	695.00
	<i>Totals for Heartland Cabinet Supply, Inc.</i>			\$ 695.00

Fountaindale Public Library District
Bills Payable Report
November 19, 2020

Maintenance Fund

Page 29

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
H-O-H Water Technology	Quarterly Water Treatment - October, November, December 2020	590178	8-4215-30	\$ 250.00
	<i>Totals for H-O-H Water Technology</i>			\$ 250.00
Intrinsic Landscaping, Inc.	Green Roof Maintenance - November 2020	20-0486	8-4215-30	630.23
	Green Roof Maintenance - October 2020	20-0413	8-4215-30	630.23
	<i>Totals for Intrinsic Landscaping, Inc.</i>			\$ 1,260.46
Kingsley Companies	Building - Replacement Circ Book Bin	m17243	8-4211-30	1,346.40
	<i>Totals for Kingsley Companies</i>			\$ 1,346.40
Magic Pure LLC	Annual 3 Coolers Rental - 12/1/2020-12/1/2021	3051	8-4215-30	1,440.00
	Annual 1 Additional Cooler Rental - 12/31/2020-12/31/2021	3052	8-4215-30	480.00
	<i>Totals for Magic Pure LLC</i>			\$ 1,920.00
National Lift Truck, Inc.	Aerial Lift Yearly Maintenance Program - 10/1/2020-10/1/2021	RA161110231-5	8-4215-30	1,200.00
	<i>Totals for National Lift Truck, Inc.</i>			\$ 1,200.00
Pace Systems, Inc.	Building - Lobby CCTV Pull & Install Network Cable	210276	8-4211-30	637.98
	<i>Totals for Pace Systems, Inc.</i>			\$ 637.98
Tidal Construction Service Inc.	Building - Remove Hold Shelves & Investigate Needed Repairs	12743	8-4211-30	4,133.00
	<i>Totals for Tidal Construction Service Inc.</i>			\$ 4,133.00
Top Secret Studios	Building - Change Hanging Sign & Charging Graphics	1292	8-4211-30	117.80
	<i>Totals for Top Secret Studios</i>			\$ 117.80
Truax Patient Services	Building - Narcan Spray	6503	8-4357-30	225.00
	<i>Totals for Truax Patient Services</i>			\$ 225.00
ULINE	Building - Event Use Cardboard Garbage Cans	124855006	8-4357-30	131.54
	<i>Totals for ULINE</i>			\$ 131.54

**Fountaindale Public Library District
Bills Payable Report
November 19, 2020**

Maintenance Fund

Page 30

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	District Closet Restock - October 2020	4811285-0	8-4357-30	\$ 340.87
		<i>Totals for Warehouse Direct</i>		<u>\$ 340.87</u>
		Total for Fund 8		<u>\$ 29,473.71</u>
			Grand Total	<u><u>\$ 230,296.30</u></u>



Jennie Nguyen/Finance Manager

Fountaindale Public Library District

Board Reimbursements

October 2020

Payee Name	Description	Payment Date	Account Number	Payment Amount
Margaret Danhof	2019 ALA Midwinter Reimbursement	10/30/2020	1-3616-10	\$7.50
				\$7.50

Director

Early Voting and Ballot Drop Box Update

Early Voting and the Ballot Drop Box at our library were well received. We once again received positive feedback from Will County staff members and Election Judges about how wonderful our staff are to work with.

Bookmobile Update

We have been consulting with our bookmobile consultant, Michael Swendrowski, and our bookmobile builder, Summit. The current estimate for completion is in the late March/early April time frame. We have also been working with Michael on possible safety enhancements for our new bookmobile in light of the pandemic.

RAILS Quarantine

RAILS, the Reaching Across Illinois Library System, reduced their quarantine period from 7 days to 3 days. The State Library of Oregon and the Department of Public Instruction in Oregon reviewed the available data and recommended a quarantine period of 1 day or less. RAILS has reached out to the Illinois Department of Public Health to see if they would be able to offer guidance.

Deputy Director (Nancy Korczak)

The last half of October saw early voting arriving at our library. It was great to get to see so many patrons lining up to vote. Staff were prepared to answer questions and direct patrons to the Clerk's office when necessary. On election day, staff at all public service departments helped look up polling places for patrons and had information ready for those who wanted to drop off their mail in the ballot at the last minute. The increase in traffic brought a lot of new patrons to our library, we saw the number of new library cards issued double from the previous month and Public Service staff report having multiple interactions with patrons who had not visited the library in a long time or were visiting for the first time.

During October our public service departments continued their partnerships with the schools. Our Outreach, Children's and Studio managers put together a great video outlining resources for teachers, the link was shared with the school and the local parent group on Facebook. We received great response from the viewers and I noticed our Brainfuse database which offers live tutoring service increase in usage (we had 1,802 users in October up from 645 in Sept.). Our bookmobile and van also continued visiting school parking lots where students had the opportunity to visit and check out items as well as received small giveaways. Currently, staff are hard at work issuing library cards to all VVSD students, we hope to deliver the cards in mid November.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

October was a training month for our department, as our ATSD supervisors were responsible for onboarding three new specialists to our department. We are also coordinating the training of our two computer specialists who are transitioning to specialists positions as well. Our staff are looking forward to having more support at the service desks, and I know our new department team members will do the best they can to deliver a high caliber of customer service as they gain more experience at our reference desks.

As the Fountaindale Public Library was an early voting site for the 2020 fall election, our service desks were flooded with election topics, polling place information, and questions regarding mail-in ballots. Our staff provided information on nonpartisan election information, as well as a full schedule of when and how to early vote at the library. The questions were steady and consistent for the first two weeks of early voting. On the last day of early voting, we received constant phone calls from patrons wishing to know how long the voting line was and a list of other locations where they could cast a mail-in ballot. Polling place questions were placed by phone the day of the election by patrons who were looking for a place to vote.

Teen Virtual Programming

In October, I finalized teen programming for December, January & February. I have been working on several projects including: finalizing the details of our Winter Reading Challenge, prepping for our Teen Pumpkin Decorating Contest and extending the deadline for our Fall Reading Challenge.

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.

- This month, Christine Thornton showed our patrons how to draw adorable Chibi Harry Potter characters. A **chibi** is a type of character **drawing** that originates in Japan and is characterized by large facial expressions. Drawings done in this style are usually very cute. A participant's mom was kind enough to share her daughter's work with us on Facebook. She wanted to let us know how much her daughter enjoys Christine's classes and that she can't wait to join us again in-person!
- This month, Leah Moon showed us how to create Art Nouveau Design Accents in her art tutorial. The video had 25 views in two weeks. Our patrons continue to enjoy her quick, but informative videos.
- Cathryn Stanek-Whisler had two craft videos up during the month of October. DIY Bird Seed Cakes debuted on September 28. In this video, Cathy showed our patrons how to make their own bird seed cakes. The video has had 25 (14 in September and 11 in October). Cathy's second project, Fall Mosaics, debuted on October 26. In this video, Cathy uses beans, seeds and grains to create fun mosaic collages that can be framed. Cathy also created a PDF instructional sheet for each program. This was added to Communico.

Teen Crafternoons

Monica S. (Studio 300), Anna, Adriana and I all recorded Teen Crafternoons for October.

- Anna showed our teens how to create **Halloween Paper Houses**. This video was posted on YouTube and Instagram. It has been viewed 20 times on YouTube and 74 times on Instagram.
- Adriana and I worked together to film our **K-Pop Picture Frame Art** project. This video premiered on October 16. In the video, we used various craft supplies, printed images and vinyl stickers to create fan art. We then put our fan art in a picture frame for display. The video was only posted on YouTube and has been viewed 13 times.
- Monica's video, **Spooky Heads in Jars**, debuted right before Halloween on October 30. This was a fun video (and project). Monica showed our teens how to create some fun Halloween decorations using a jar, laminated photo, water and food coloring. The video was posted on YouTube and was viewed 26 times in two days! This project came from our eResource CreativeBug.



Teen Book Babble

Kelsey and I recorded episode six of Teen Book Babble. We filmed ourselves talking about some of our most recent reads. Kelsey spoke about *The Name of the Star* by Maureen Johnson while I recommended *The Cuckoo Song* by Frances Hardinge. Both titles were perfect for October as they were paranormal fiction. I also included a Teen Book Recommendation for the first in zombie fiction series, *Rot & Ruin*. Episode six debuted on YouTube on October 23 and has had 8 views. This video was also posted on Instagram on October 27 and has had an additional 58 views.

Teen Volunteering: Book Recommendations

We continued to get a large number of submissions for our Teen Volunteering: Book Recommendation project. We had 49 book recommendations submitted in October. Juanita and Melissa continue to post these recommendations on Instagram for #TeenPickTuesday. We are starting to get quite a few recommendations from high school students so we should see a good mix of middle grade and teen fiction. We plan to create additional book lists in LibraryAware in December as an end of year review.

Teen Pumpkin Decorating Contest

Our Teen Pumpkin Decorating contest has been on hiatus for a few years. We felt now was the perfect time to bring it back. For this contest, teens were able to pick up a small foam craft pumpkin to take home to decorate. We had 20 teens pick up pumpkins and 11 of those teens submitted photos of their finished pieces. We had some truly wonderful and creative entries this year including a monster truck, dinosaur, cauldron, and much, much more. We narrowed it down to the top four and had our staff vote via a Google Form. Emily S. was our winner with her wonderful, bubbling witch's cauldron. Check out some of the entries.



Career Online High School: Statistics

Currently Enrolled: 6

Currently Enrolled 30 Day Probation: 2

Currently Enrolled Completed 30 Day Probation: 2

Students 75% Through Program: 0

Graduate: 24

Adult Programming:

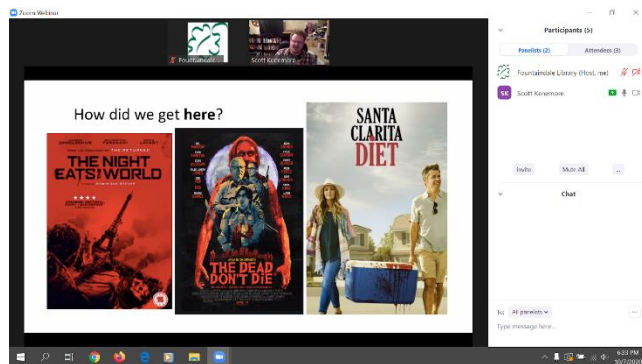
From Nick M.'s Report

Continuing on with our fall cycle, we were able to continue on with some of our more consistent programs and opened the floor to some new presenters. Overseeing edits for the Fountain for the next cycle was completed throughout the month. And with that, I continued to co-chair the Yule Ball committee with Debra to keep on task and adjust a bit of the program.

The one plus of having recordings for some programs is that we, staff and presenters, have the ability to line up several videos in a row. This is definitely helpful with organizing time to get access to the studio, working with Kellie's schedule, and making sure that the videos are ready for publishing time. So, all of the videos this month were actually filmed at the end of last month.

I was also able to work with Kellie to open the sewing program to everyone that would have access to our YouTube page. I know that overall, Kellie was nervous about being in front of the camera. But over time, I feel that she is getting really comfortable with getting the recordings finished. And while it is a surprise that she was willing to open up the class, I'm grateful that she did. We will continue to monitor the classes and see if there is an increase in participation for the class.

Evolution of the Modern Zombie (10-7)

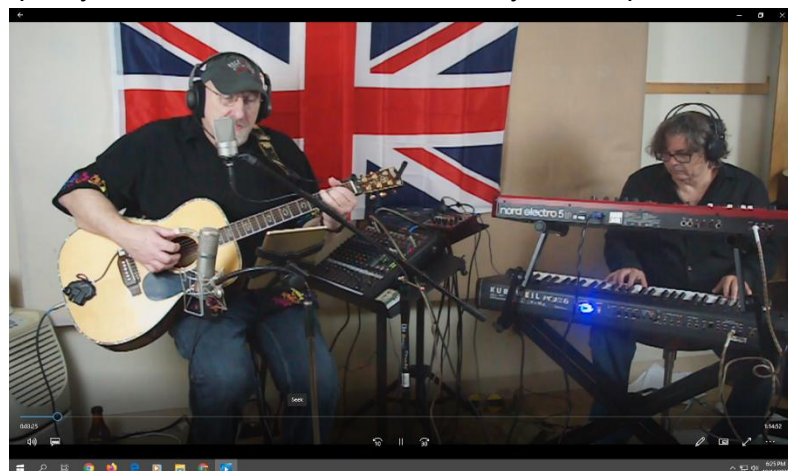


When I was planning for fall, I knew that I should have a spooky program to coincide with Halloween that would be happening later in the month. Working with Scott was smooth for the most part. I know that when we begin negotiations with having the recording for a limited amount of time, but that was something Scott was too leery about. Overall, I thought the program was informative. Scott's books were well-reviewed and he is knowledgeable about the topic, but the presentation was a bit dry as

he went through his material. And with the limited interest, I don't believe we will be asking Mr. Kenmore back.

British Invasion (10-14)

I really enjoyed working with Dave Rudolf. I had wanted to do a music presentation to try to prepare ourselves for the Yule Ball that we had been planning for December. Dave was very understanding of the limitations that we might face and how we would be able to have the best quality of performance for our patrons. Going the recorded video route with this ensured that the quality of the sound wasn't at the mercy of multiple different broadband issues. Dave was also



comfortable with allowing us to have the recording up on YouTube for a bit, which would help with people who may not have access to the original broadcast to enjoy it. I think that I would have Dave perform again for us, but I'm thinking that we could possibly do something closer to the summer so we could possibly have him perform in person and with all of the necessary health and safety conditions practiced.

From Anthony N.'s Report

As we entered autumn, the programming continues with some favorites as well as some spooky ones! Notably, I helped a man at the Computer Lab with emails and navigating a site and received thanks for it. These sorts of interactions remind me why I love working with members of our library community.

Virtual Drawing with Pencils and Charcoal - (Online)

Tuesday, October 06 & 13 2020, 6:30pm - 8:00pm

In October, we reached the conclusion of Robert Pennor's fantastic virtual drawing classes. There were only two classes left and they consistently held 10 people in attendance. Robert finished his last class of the season with a terrific rendition of one of the lions standing guard at the Art Institute of Chicago. We're looking forward to seeing Robert return in January 2021 for our winter programming cycle.

Cooking Demo with Chef Maddox - Apple Harvest (Online)
Thursday, October 08 2020, 7:00pm - 8:00pm



Chef Susan Maddox ushers the beginning of autumn with a trio of dishes that shows the versatility of apples! The names of these dishes are Spiced Apple Croissant Bread Pudding with Caramel Sauce, Rustic French Apple Tart with Goat Cheese, and Sautéed Salmon with Cider Sauce. We had 9 viewers join us that night as Chef Maddox demonstrated these recipes in her own kitchen. We had few questions on the finer details of cooking at the end as well. I'm looking forward to her next session in November.

Ghost Hunting 101 - (Online)
Thursday, October 15 2020, 7:00pm - 8:00pm

On this night, we had the Midwest Ghost Society join us as they discussed their various techniques and devices that they used to detect the presence of ghosts. They shared a bit of their group's history and that both believing and skeptic members of the Midwest Ghost Society are driven to find out more about these spectral beings after having paranormal encounters themselves. 8 viewers were watching that night and some of them may have taken up or passed along the Midwest Ghost Society's offer of an investigation.

Monster Mayhem of the Midwest - (Online)
Wednesday, October 21 2020, 7:00pm - 8:00pm

Our last ghastly presenter is Terry Lynch of Histories for Kids fame. Donning a top hat and a cloak, Terry regaled the audience with chilling tales of supernatural beings that lurk in the dark corners of Illinois! We have a headless horseman, the mudman, a seaweed covered ghost in Chicago, a masked creep spraying gas on unsuspecting folks, and many more! We had 5 viewers who listened to these creepy yarns told by Terry Lynch's spooky storytelling style.

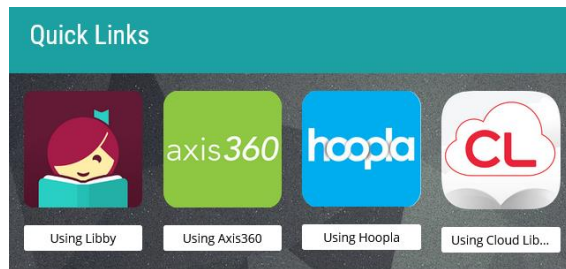
From Brian Smallwood's Report

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.

Agnes B.



I updated the staff site weekly with new schedules and break time links.

We added the Cloud Library usage handout to Information:

I also compiled all the links sent to us via email and made graphics to organize early voting information in one place:

Librarian Highlight

Jay

I had three programs this month, VMJC, SCORE, Small Businesses and Start-Ups - What You Need to Actually Get Started, with abysmal turnout. The last one was with an outside presenter from the College of DuPage who had excellent material and was very engaging. I would like to have him back when we have in person programming.

To prospect for programs, I watched "Sell Online This Holiday Season with E-Commerce Tools" with Addison Public Library and Grow with Google. The specialist who hosted the program said the turnout was decent and patrons enjoyed having something with the Google name. I may try to have an event hosted here, but even if most of the products by Google are free, it felt like an infomercial.

I also watched "Inside the Application Process" with workNet DuPage, which was of great benefit in writing this month's Job Club presentation.

For Smart Money Week 2021 (April 10-17), I booked five presenters. As no one else was doing anything big for the initiative, it was a great opportunity to plan my own block of programming. I also spoke with Children's to coordinate their contributions. While the presenter from Edward Jones has confirmed to speak, we have had difficulty setting on a talk that would be beneficial to our patrons in light of the economic impact of COVID-19.

Librarian Highlight

Erica Edwards

Book Talks

I filmed, edited, and uploaded 1 book talk video for patrons to enjoy this month! My book talk this month was on the book "The Southern Book Club's Guide to Slaying Vampires" by Grady Hendrix which premiered on Thursday, October 1st. You can find the video here:

<https://www.youtube.com/user/FPLStudio300/videos>

Blog Posts

I wrote 3 blog posts this month!

My first blog post was about my YouTube book talk, "The Southern Book Club's Guide to Slaying Vampires" by Grady Hendrix. This was published on October 1st and can be found here: <https://www.fountaindale.org/2020/10/01/ericas-book-talk-the-southern-book-clubs-guide-to-slaying-vampires-by-grady-hendrix/>

My second blog post “5 books to read ahead of election day” was published on October 20th. In this post I recommend titles to stay informed ahead of the election. I wanted to write a blog post that was informative and full of well-rounded picks. I think I accomplished that with this blog post and I’m really proud of the books that I included. Going forward I would like to do more blog posts around the topics of current affairs, etc. You can find the blog post here: <https://www.fountaindale.org/2020/10/20/5-books-to-read-ahead-of-election-day/>

Book Clubs/Programming

The Chills & Thrills book club met on Wednesday October 7th to discuss “Memory Man” by David Baldacci! This book was very well received and most everybody in the group enjoyed it. We had 12 people in total! This is the most people that we have had in a very long time which was great to see. We did another hybrid meeting so we had 8 people in person and 4 join us via Zoom thanks to the Owl Camera. One special thing about this meeting was that Robin, one of the long standing members of the group, was able to join us for the first time in a very long time. She was absolutely thrilled to be able to join us via Zoom!

The coffee and conversations book club met via zoom on October 20th! We had a smaller turn out than normal with only 6 people but we still had a great discussion! We discussed “The Last House Guest” by Megan Miranda. Most people liked the book, but didn’t love it. Thankfully we still had a really great discussion and we are excited for our book next month which will be “The Nickel Boys” by Colson Whitehead.

I am part of the new [Amazon Fire Task Force](#)! We met for the first time this month, October 15th. We also met on October 22nd. It’s been great to work with folks from other departments to get this task force up and running. So far I have helped in many ways. I’m currently working on [check in and check out procedures](#) for the Fire tablets. I also spoke with Patrick and Brian from the Vinyl Task Force to discuss storage possibilities at the 2nd floor desk. I reported my findings back to the Amazon Fire Task Force and we are currently working on a plan on where to store the devices. Additionally, I’m also working on creating a FAQ for staff to reference when we start to roll out the fire tablets.

Readers Advisory:

My displays continue to do really well! The 3rd floor desk display (this is the one right in front of the 3rd floor reference desk) had 21 total checkouts for the month! The equivalent display down on the 2nd floor had 15 total checkouts! Additionally, I continue to add to other displays throughout the library. My additions to the lobby tree this month yielded 26 total checkouts.

Ashe created an endcap display for the 3rd floor, Paranormal Romance. This was inspired from a pathfinder that she made previously. It’s great to have these types of displays for our patrons because it’s passive readers advisory. It’s also eye catching and may spark a new interest in a genre they have tried before!

I had the pleasure of helping a patron find some great Christian Fiction audiobooks this month! She approached the 3rd floor reference desk and asked me where our Christian Fiction section was. I explained to her that unfortunately we don’t have a specific section just for Christian Fiction, but that I could still give her some recommendations if she was interested. We had a great discussion about some authors and I ended up finding 4 audiobooks that she was really excited for! She shared with me that she’s recovering from a kidney transplant and that she wanted to listen to some audiobooks during her recovery. She’s slowly getting up and moving around more and the audiobooks will be perfect for her as she takes walks! She told me that she will look for me when she’s ready to listen to some more in a few weeks!

Ashe created an amazing Cloud Library guide this month! These guides were printed out and put at the 3rd floor reference desk for patrons and staff use! A link to the guide can be found here: <https://drive.google.com/drive/u/0/my-drive>



These guides that Ashe has been creating are an exceptional service to our patrons! Although we have information online about our eResources, these are the first physical guides that we are creating for our patrons. It's been really beneficial so far to have them-often when I'm in conversations with patrons I will pull one out and offer it to them to help them get started with our eResources and patrons are always really excited and grateful!

I filled in two staff picks this month. Mexican Gothic by Silvia Moreno-Garcia. Anxious People by Fredrick Backman. Mexican Gothic was featured on our Instagram page on October 11th. Mexican gothic is a #OwnVoices horror novel so it was the perfect pick for October! I make a conscious effort to include titles from authors of diverse backgrounds so I'm thankful that this one was included on our social media.

Specialist Highlight

Kelsey

I got to RA Teen Murder Mysteries, which was a blast, and I had plenty of suggestions. I also had a middle schooler looking for WWII Historical fiction, specifically military related with action and battles instead of ones about the holocaust. This was a little more challenging, but that was what made it fun!

I recorded a Teen Book Babble on The Name of the Star by Maureen Johnson. I also added to some read alike lists and started a list of diverse teen fantasy.

Specialist Highlight

Rebecca

For the month of October I helped two ladies learn how to use Overdrive. One patron was a little younger and I helped her sign into Libby on her phone, and from there she was all set. The second patron was a little older and was worried about learning how to access Overdrive because she is not tech savvy. Unfortunately since she was using a kindle fire tablet, she could not download Libby. That was a new thing I learned! Apparently to get it on your Kindle Fire tablet, you have to download Libby as a file on your computer and then copy it onto your Kindle Fire.

Another great thing about October was trivia night! Our first event in July was not too successful but this second time around went great! We had twenty players and people seemed to really enjoy it. I hope to see a consistent set of numbers as the events continue down the line. Here are some photos of what the trivia looks like if playing from your phone!

Specialist Highlight

Uriel

The month of October was another great month. It was awesome to see our patrons doing well and in good health. I was fortunate enough to help our beloved patrons with more of their questions and walk them through our technology systems to accomplish their tasks and important documents they may be dealing with.

From Joyce Arellano's report

Children's Services

Monthly Overview of Children's Services:



October was filled with exciting programs, from Halloween-themed activities to Zoom Storytimes to everyone's favorite, Take-it Make-it crafts. Bolingbrook's Philippine American Cultural Foundation offered a show and tell of artifacts in the Children's Services display cases to celebrate Filipino American History Month. We offered many one-on-one storytimes for individual families. The STEAMboxes are back on shelf, and families were so excited to check them out again! We began promoting our new eResource, TumbleMath, to families. Early voting brought new visitors to our library, and the CSD team gave tours of the department, answered questions and encouraged adults to apply for library cards.

PROGRAMMING

ARTS & CRAFTS

ACTIVIDADES PARA NIÑOS (YouTube)

- Araña de Papel <https://youtu.be/kjeux6wYzel>
- Gato Negro <https://youtu.be/4dVPBKKHDg8>
- Fantasma <https://youtu.be/a4GjpkmADjk>

"For Actividades I research Spanish websites hoping to find original ideas for the season that tie in with our collection." *Andreea D.*



CREATION STATION WITH MISS JEN: Homemade Puffy Paint Pumpkin (YouTube)

<https://youtu.be/81xZwr8rvfs>

"For this Creation Station, I showed how to make homemade puffy paint, using glue, shaving cream, and paint. Since it is October, I thought it would work perfect for making a pumpkin. I love this craft, because when it dries, it is puffy, and very silky and smooth. Since the mixture has glue in it, you can add details like the eyes and mouth, and you don't have to add extra glue." *Jen F.*

TAKE-IT MAKE-IT (667)

- Popsicle Stick Spider Web <https://youtu.be/Br97H1ozxis>
- Paper Ladybug <https://youtu.be/kLEaO-W9KEg>
- Paper Bag Scarecrow <https://youtu.be/s2EBJye8kwE>
- Monster Pal <https://youtu.be/5hGtXLfbAnc>
- Fall Puzzle Tree <https://youtu.be/Sgyy61hbKPg>
- Monster Mask <https://youtu.be/P4sfuzrT9sQ>
- Paper Baby Yoda <https://youtu.be/vR20uGQ8Ki4>
- Candy Corn <https://youtu.be/RV8RB9IGbZY>
- Fall Leaf Hedgehog <https://youtu.be/RE9C7R-1-wY>

A big thank you to the Communications team for creating a Take-it Make-it sign for the early voting stanchions! Several patrons saw the sign and visited the CSD desk after voting to ask about the kits and take them home. In time for the new season of *The Mandalorian* on Disney+, Melisa prepared a Baby Yoda/The Child craft kit. "This kit took some time to make. I started cutting the pieces from the Cricut in August and September. I also added a magnet to this craft, so that kids can hang it on the refrigerator and think of the library when they see it!" *Melisa M.*



LET'S CREATE: Pumpkins and Black Cats (YouTube)

<https://youtu.be/pMI80cL8fZw>

"I had a lot of fun with this one. I thought that the watercolors would be best and most readily available to the patrons that might watch. I tried to show the technique of pulling some of the paint out to give depth to the painting or to show shadows and color variations. The pumpkin and the cat really lent themselves to being good examples of this." *Chris Z.*



OODLES OF DOODLES (2)

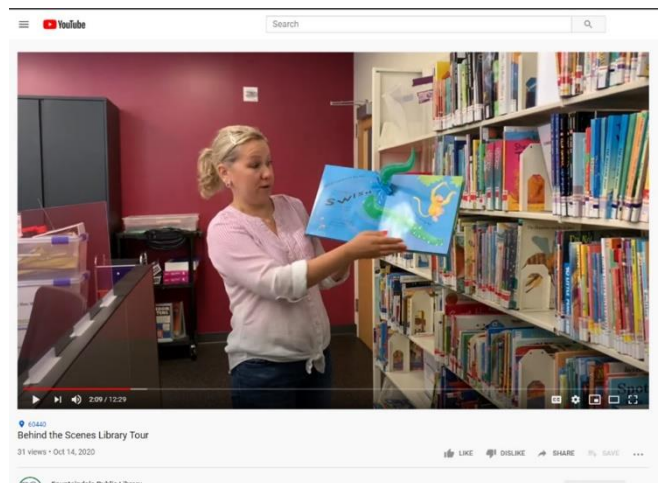
We received 2 requests this month. Andreea D. created the chalk doodles on the sidewalk in front of the library. "When the drawings were ready, mom brought the kids to the library for a surprise." *Andreea D.*

READING, WRITING & PUBLISHING

BEHIND THE SCENES LIBRARY TOUR (YouTube)

<https://youtu.be/LI0ODo3KBb4>

Marta and Jen took viewers on a behind-the-scenes tour of the CSD workroom and Outreach office. They also showed children that sometimes things don't always go as planned in the bloopers reel at the end of the video. Thank you so much to the Outreach team for helping out and making guest appearances in the video! "Jen recorded me in the workroom showing the kids our Reference Collection (with all of the cool books that have flaps or things to pull and snap). She also recorded me as I was showing the kids all of the fun projects that we can make using the Ellison Die



Machine. And I recorded Jen, as she was demonstrating our newest purchase, the Cricut.”
Marta M.

While at the Baby Park Desk, Joyce was approached by a mother and daughter who said they enjoyed watching the Behind the Scenes video. Mom said, “We borrowed the *Dancing Hands* book that you were holding in the video. It was a really good story!”

JUST FOR TWEENS

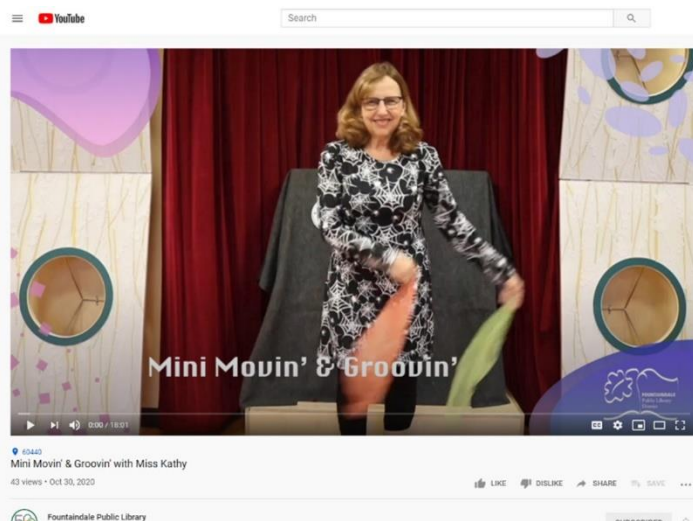
TWEEN DIY: Pet Toys (YouTube, 36 kits) <https://youtu.be/spsiQbGiCn0>

“36 crafts were picked up, and we got a puppy photo! (The cat is mine, tucked out from playing with the sample I made in the video.)” *Sarah D.*

We received a very nice email and photo from one of our patrons that said, “I wanted to send you a pic of our foster puppy Blaze enjoying her dog toy L. made from the dog craft. Both pups love to play tug but Blaze really likes snuggling with it. So cute! Thanks for fun and useful crafts the kids can do!”



MOVIES, MUSIC & ENTERTAINMENT



MINI MOVIN' & GROOVIN'
(YouTube)
<https://youtu.be/Mb-dnlf396w>

STEAM & LEARNING FUN

ADVENTURES IN HOMESCHOOLING: Philippines (YouTube, 36 kits)

<https://youtu.be/MCC9EvRFnk8>

October is Filipino American History Month, and it was wonderful to see Debbie and Kathy highlight the Philippines in Adventures in Homeschooling. They also prepared craft kits for children to create their own Filipino jeepney at home. "I created 36 kits, and all were taken. Kathy had a patron send her a text with her kids watching the video and making the craft. The patron wanted to thank us for the time and effort we put into the program." *Debbie S.*



MINI MATH KIT: Marble Maze (YouTube, 20 kits)

<https://youtu.be/rsoGgsKVbfA>

"This month's theme was measurements. The first thing we did in the video was show them how to play a game called Mirror Maze. I took one of the mazes from the kit provided to the kids and showed them how to challenge themselves to do the maze by only looking at their reflection in a mirror. Next, Rosemary showed the kids basic measuring and cut some of the straw pieces in preparation for making the Marble Mazes. I then showed them how to assemble the Marble Maze and after a break for drying, the mazes were demonstrated to the kids." *Susan F.*

LIVE ROOTS: Nannie Helen Burroughs & Percy Julian (Zoom Webinar, 15 attendees)

<https://youtu.be/PLQKmNBgGfs>



Judith and Ernie presented on educator and activist Nannie Helen Burroughs and chemist Percy Julian. We miss being able to do the activities we would do in the in-person programs, but Judith and Ernie have done a fantastic job sharing ideas that kids can do from home. This month Ernie encouraged kids to think about a person who has made a difference in their life and interview that person to talk about their experience.

RAIN IN A GLASS ART (YouTube)

https://youtu.be/76H_VgTdM-I



“Another fairly simple art/science experiment with simple ingredients that most people have at home. Create the emulsion of the food coloring and oil then add to the water and watch it rain like a rainbow. I added the alka seltzer as an option to create a lava lamp using the same ingredients.” *Chris Z.*

STEM CREATIONS (YouTube)

<https://youtu.be/JVRQgHYSrWs>

“The kirigami project appealed more to me because it was more original and I saw an opportunity to introduce math concepts, in particular geometry. I have recently read that kirigami helps improve mental imagery. This is a very important skill that one needs to have to be able to perform mental math in particular to be able to visualize a 3D object and manipulate it in their mind. Some math tests in elementary school have these types of problems that involve folding multiple layers of paper, cutting and understanding the results.” *Andreea D.*



GAMING & PLAY

ANIMAL CROSSING ESCAPE ROOM (Google Form, 5 participants)

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

ERIC CARLE MASK SCAVENGER HUNT (3)

While weeding the Storytime Collection, Sarah came across the book *The World of Eric Carle: Animal Masks*, which includes ready to wear costume masks that can be punched out of the pages. After withdrawing the book, we decided to have a fun scavenger hunt in Children's Services. Sarah placed the masks all over the department, and participants had to find each one by following the clues. Everyone received fun prizes. Each child received several masks in time for Halloween.

MINDBREAK (YouTube)

<https://youtu.be/IuDQM8L430g>

“I know everyone is doing things virtually right now, going to school using a computer. We all can use a little break, a mind break, for just a few minutes.” *Rosemary B.* A big thank you to our “library helper,” for demonstrating activities that children can do to give their minds a break from watching screens all day.

STORYTIMES

LIVE ZOOM STORYTIME (4 programs, 39 attendance)

"Two of Kathy's regulars and their families logged in for LIVE Storytime. I promoted them to panelists so Kathy was able to see them dancing along to the songs. One of the songs mentioned playing with a ball and the little girl ran and got her ball. Two more children participated in Live Storytime with Andreea. One child, seeing the Halloween theme, ran to put on her puppy costume to show us. K. repeated The Itsy Bitsy Spider back to Andreea after she sang it, and both children found noisemakers to play along with her tambourine." Sarah D.

After listening to Andreea read Lois Ehlert's *Leaf Man* in LIVE Storytime, a family created their own after-storytime activity at home.

BABY RHYME TIME (YouTube)

- Five Little Pumpkins
<https://youtu.be/lvQPC4U9yw4>
- Hickory Dickory Dock & There Was an Old Lady
<https://youtu.be/osBliSCvMwA>
- 1, 2, 3, 4, 5, Once I Caught a Fish Alive
<https://youtu.be/2OgtziuGY6Y>
- Five Little Tabby Cats
<https://youtu.be/y1VNf72YSEg>
- Leaves are Falling Down
https://youtu.be/Pq_i-omB1Lc



READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (355)

One new child signed up for the program. There are currently 355 active participants.

PUBLIC SERVICE

This month we answered 1,258 reference questions and 511 directional questions. We also assisted with 49 one-on-one appointments and 8 teacher requests. Our busiest day was Friday, October 23. We answered 116 reference questions, 29 directional questions and helped with 5 unscheduled one-on-one appointments. This month we also presented several private storytimes for families that have asked for them.

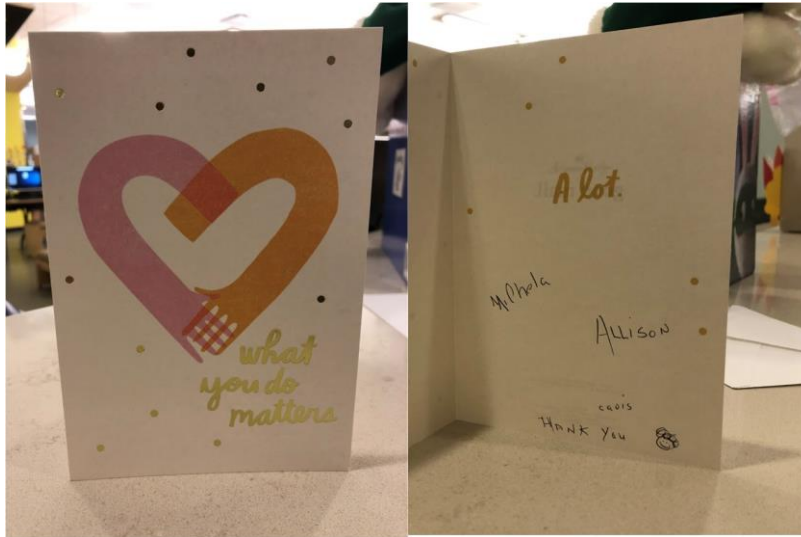


SCHOOL SERVICES

<https://youtu.be/IVKj12MgaHs>

Joyce worked with Tana and Jeffrey on a video for teachers and educators. Joyce's piece of the presentation highlighted Scholastic Go!, CultureGrams, Scholastic Teachables and Hoopla.

STORY OF THE MONTH:



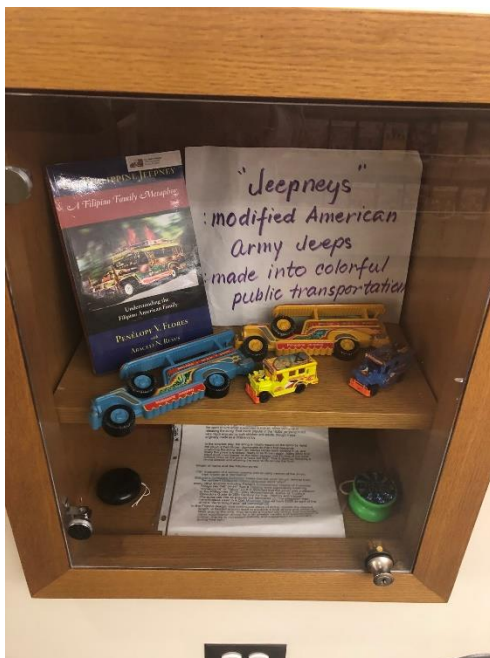
We received a lovely card from a family who visits the library every week to pick up Take-it Make-it kits. "I love the grandma that comes in every Thursday for the TIMI kits. Her grandkids remind her that it's Thursday! She says she can put grandpa at the table with the kids, and she can get some things done for herself!"
Debbie S.

DISPLAYS

DISPLAY CASES

SHOW & TELL DISPLAY CASE

Our first show & tell featured artifacts owned by the Philippine American Cultural Foundation to celebrate Filipino American History Month. The exhibit featured dolls wearing traditional Filipino clothing, decorative plates and toy jeepneys. The exhibit also included yo-yos, in honor of Pedro Flores, a Filipino immigrant, who opened the first yo-yo manufacturing factory in the United States.



The photograph shows a wooden display case filled with children's books and cultural artifacts. On the left, books include 'Frida Kahlo y sus Animalitos' by Julia Parris, 'Marisol McDonald and the Monster' by Marisol McDonald-Arriaga, and 'The Daylight Marriage' by Carlos Hernandez. In the center, a sign reads 'Hispanic Heritage Month' and '#ownvoices'. Decorative items include a colorful woven bandana, a sugar skull, and a small map of the Americas. On the right, books include 'Balam the Jungle' by Carlos Hernandez, 'Storm Runner' by Carlos Hernandez, and 'Alma' by Rumi Himmelfarb.

"I did try to get books that also spanned the entire franchise. The Star Wars Reads packet also included printable bookmarks, so I printed some out on cardstock, and made a little envelope to tape to the front of the display so patrons can take a themed-bookmark." *Jen F.*



"I put up trees of different colors. When the children come up to look at the display, they can point to the trees and name the colors. In the display case closest to Baby Park, I put up the word 'Happy Halloween' with some letters missing, and the kids have to guess the letters that are missing and try to read the words." *Marta M.*

STAFF ACTIVITIES & PROJECTS

Training & Continuing Education

Joyce attended two live sessions of Library Journal's Equity in Action course and completed a small diversity audit of the books used in CSD's virtual storytimes for the assignment. This course was extremely valuable and further motivated me to continue on the journey of fostering an equitable environment in Children's Services and the library as a whole. After this course, I will continue a diversity audit of children's programming. Melisa and I will explore revisions to our procedures and program planning process. Sarah began an audit of the Storytime Collection and identified several #ownvoices titles and books with diverse characters. I also look forward to collaborating with fellow managers, Christina and Melissa, on how we can put theory into practice throughout the entire library.

Melisa and Sarah attended the Association for Library Service to Children (ALSC) Annual Institute. This year's institute was held virtually.

Several CSD staff members also viewed Ryan Dowd's webinar on Dementia and Alzheimer's.

OTHER

Early Childhood Education student, Meghan Zeller, observed our storytimes and staff members during their planning process. She then presented a pre-recorded storytime as a guest reader.

Joyce began work on the 2022 Monarch Book Award Committee.

Children's Services Specialist, Chris Z., celebrated 17 years of service at Fountaindale!

A few CSD staff members dressed up for Halloween. One of our puppets joined in the fun, too.

From Amina Ali's report

Circulation

Department Summary

What a busy month! As Fountaindale prepared to vote, Circulation experienced a surge of voting related phone calls all month long! The Specialist staff did a great job on being prepared to answer questions as best they could. Due to voting and COVID, the Information Desk was closed and a temporary one was set up near the self checkout area. Staff loved the placement of the temporary Information Desk as they were easily visible by people walking into the library as well as aiding voters with any questions they may have.

This month, Circulation will assist Outreach in creating Student Success Cards for students in the Valley View District, in addition White Oak and Joliet Public Libraries will also be working on this as well. This was discussed at the PIRC meeting on October 28, we also discussed the Fountaindale App self-checkout feature and Polaris updates that would be happening soon.

We also worked with the Collections Services Department to create "Ok to Circulate" stickers. This will round out Circulation and Collections damaged item procedures. Lead Specialist Leigh Anne Voss will decide if returned items are deemed okay to circulate based on guidelines that were discussed. Leigh Anne will assess that if an item is 10% damaged, it will be okay to circulate, if it needs further assessment it will be routed to the Collections Department.

Paul, Nancy, Collections, and Circulation teamed up with the Communications Department to discuss Patron Point. We had previously discussed Patron Point last year as a way to personalize our outgoing emails to library patrons and move away from our MailChimp format.

As part of the LACONI programming group, we continue to meet regularly. The group members get along really well and it's very interesting to see how libraries are handling constant changes. A lot of libraries have started discussing the potentiality of shutting down again amidst the rise of COVID cases in their area. At the end of last month, LACONI hosted a virtual Brown Bag Catch Up, which encouraged participants to have a lively discussion with their lunch. It was a great success and we plan on hosting another Brown Bag Catch Up sometime in December before the holidays.

Kate T., Assistant Manager

On October 6th we had our practicum student and very own Studio Services Specialist, Monica S. join us for the afternoon to learn more about being a Circulation Specialist. Monica helped us process the afternoon pick list, assisted at the Drive-up and the Main Desk, renewed library cards for patrons, and even learned how to create a new library card.

This month I was able to virtually attend two webinars. The first was Reimagining Library Services where the hosts spoke about how their libraries were still able to help their patrons during the shut down. The other was the Circulation Brown Bag Catch Up offered by Laconi. This was a great opportunity to network with fellow Circulation staff and talk about quarantine time, social distancing/scheduling staff, and curbside pickup.

In the middle of October, we had Bibliotheca out due to the fan at our rear staff induction going bad. The technician was able to replace the motor.

To prepare for Early Voting, we created a temporary Information Desk near self check #1. A big thank you to John H., Tasos, John M., Randy, and Nathan for helping us set it up and getting things to run smoothly! All of the Specialists adjusted quickly to the temporary desk and we were still able to help patrons register for cards and field any questions.

On Wednesday, October 28th I attended the PIRC meeting virtually. We discussed the new Polaris upgrade and features coming up on Sunday, November 8th. Our Pinnacle libraries also wanted to know how we each handle online card registrations and have shared our procedures with the group.

Last but not least, the Specialist team has done an amazing job of fielding the hundreds of phone calls that we received regarding all of the questions pertaining to early voting!

Danny B., Circulation Services Associate Manager

In October, two Circulation Aide interviews were conducted and one candidate was offered a position. The new employee will start in the second week of November.

The circulation aide team searched for 7,935 items from the 1,380 pages of Pick List we had during the month. Since the Circulation Aide team is not yet fully staffed, the rest of the Circulation Department assisted with the Pick Lists and with induction items in the mornings. Approximately 43,101 items were returned through our AMH after being in quarantine for 3 days.

On Friday, October 9th I met with the Practicum student from JJC, Monica S. During her shift, we went over the duties of the Associate Manager, how to work on a Pick List, how our AMH operates, processing new carts from Collections, looking at Item Records, and how to deal with Miscellaneous items found while retrieving book drops or when working on Bins.

On Friday, October 16th, I joined the "Circulation Brown Bag Catch up" meeting organized by Laconi Circulation Services. It was a great opportunity to talk to other circulation workers and share ideas, suggestions, and experiences.

Mary S., Lead Specialist

October was a month when Will County residents came to the library to participate in the democratic process-they registered to vote! As one of the Library's voter registrars, I registered multiple new voters ahead of the November general election.

Many people casting early ballots took advantage of being in our Library, and applied for cards after they'd voted! During the month of October, we saw increased applications for library cards at Fountaindale Public Library. I verified 231 FPLD card applications (as of October 30).

As a Circulation staffer, I'm always happy to see materials coming back-even if they've been checked out for a long time. This month 15 deleted items were returned to us.

Ann B., Lead Specialist

During October we generated 61 Snags and resolved 58 Snags. The money saved by utilizing the Snag process was productive as well. By reclaiming Fountaindale materials, we saved \$1,622.91 and \$29.99 by reclaiming material from the other libraries in the consortium as well for a total of \$1,652.90. On Thursday, October 15, 2020, I attended the monthly Music & Vinyl Record Discussion meeting. This month we reviewed the tests that Christina Theobald and I ran to see what will work best for returning albums. We also discussed how the collection will be handled. Christina assigned each of us specific tasks to work on for the month. I have been asked to write up the check-out and check-in procedures for the vinyl collection. I have written the rough draft and shared it with Christina and hope to meet with Circulation management to discuss how best to handle the collection from our end.

In addition to the completed tasks listed above, I monitored the voter registration application tray, checking applications to ensure they are completed correctly, following up with the registrars as needed, and mailing out the completed applications through the last day of Voter Registration, which was October 6th. On Monday, October 26, 2020, I accessed and viewed the webinar "Dementia & Alzheimer's: Compassionately & Effectively Working with People with Dementia" with Ryan Dowd. The webinar was very informative and interesting.

Leigh Anne V., Lead Specialist

In the month of October, I continued to complete my Lead Specialist duties which included assessing damaged materials and charging the appropriate accounts. I started implementing the placement of new damaged stickers to be put in circulating damaged books. This process also includes adding damaged notes in item records. I tallied the drive up numbers and we had a total of 1130 visits this month. I also collected the tally stats for Circulation, we answered 249 reference questions, 317 directional questions, and 351 one-on-one interactions with our patrons. I worked on the change of address report and returned mail, and added notes to patron accounts.

Harris K., Lead Specialist

There were a total of 35 claims this month, nine of which we found on the shelves. One item was later found and returned by a patron. This is a significant drop from last month where we had 64 claims and found 19 on the shelves. This is good news because it means more items are getting returned properly.

Our October shared ILL request was at nine, the same as last month. Eight ILL bills were sent out this month. Three items are already in transit back to us.

Circulation Statistics

New Patrons Registered	245
Holds Pulled From Shelves	7,935

Drive Up Statistics

Total Visits (October 2020) 1130	Previous Month (September 2020) 1,109
--	---

From Tana Petrov's Report

Outreach Services

Outreach General Updates

Here is a summary of our most important stats:

- 2411 children were provided with a storytime or booktalk (via live Zoom session or in-person)
- 858 items were picked up from our remote bookdrops
- 637 reference questions were answered by Outreach staff
- 332 patrons visited our Bookmobile and Library Express Van stops
- 21 patrons were provided with Home Delivery Service
- 15 patrons were provided with "make-it-take-it" crafts
- 14 patrons were provided with books and book club discussion materials

Services for Preschools

Virtual storytimes and puppet shows (from Laura's report):

"I enjoyed my collaboration with the Park District when I did Freaky Fun Drop-In Storytimes outside at OAKS this month, although it was very cold! This month I had my first experience back in the classroom with face-to-face storytimes with MCMA and it went great! The kids were all attentive and wore their masks. We even were able to do an activity song/story".

Picture sent from OAKS preschool,
watching Miss Laura's Letter D video



Picture taken at Freaky Fun Friday
(Miss Laura)



Services for Schools

- Tana, Joyce and Jeffrey collaborated on creating a [Back-to-School Resources](#) video for teachers and students
- Tana participated in Oak View Elementary School Multicultural Reading Night via Zoom
- Cindy provided 2001 children with booktalks via live Zoom sessions

From Cindy's report: Virtual Programs/Story Times/Book Talks

Services for Adults/ Seniors

- Home Delivery Service
- Deliveries and pick-ups of materials at senior facilities
- 10/15/2020 Succession Review (Dennis)
- 10/22/2020 The Broken Girls Review by Simone St. James (Melissa)
- 10/29/2020 Melissa and Dennis [Halloween Video](#). From Dennis' report: *We planned out a pretty elaborate video that included people from other departments. Special thanks to Jake Luce, Dan Mekeel, and Sarah for helping us out! And of course, Jeffrey always does a great job.*
- Atria and Heritage Woods Book Clubs - providing with materials and discussion questions (Sarah)
- Monthly craft kit for the memory care residents at Revere Court (Melissa) - theme was tissue paper pumpkins for window decoration

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, BRAC, Annerino Community Center, Ikea and Best Buy
- During the month of October, we again began letting patrons board the Bookmobile. From Carolyn's report: *"Thanks goes to John for custom making a permanent plexiglass shield for the front desk in the Bookmobile, and installing a new touchless hand sanitizer dispenser. There is also a plexiglass shield at the back station. We have a new sign to put outside asking patrons to wear their masks and we have extra masks in case they forget to bring one (sometimes our patrons happen to see us and stop by spur of the moment). We haven't had any difficulty when patrons have to wait a bit to come on or with patrons understanding that others may be waiting. They have been very understanding and considerate during the procedures for the bookmobile during the pandemic."*
- We joined Remote Meals VVSD Nutrition Services with the Library Express Van every Tuesday and Thursday morning during the month of October
- With school being remote, we had to reorganize our Bookmobile stops at the elementary schools. We now visit schools in the afternoons, 3 - 4 pm. We have been promoting the new time via social media, blog posts, etc. From Melissa's report: *"Carolyn and I went to Jonas Salk School with the Library Express Van. When we arrived there was a student already waiting for us. We were only there for an hour, but we had a steady stream of people stop by. They checked out materials and got their coupon for a free slice of cake from Portillos. We made four new library cards for students. They were so excited to be able to get their first library card. A few of the parents thanked us for being there and bringing books to the students. Despite it being cold and a little windy, we ended up seeing 48 patrons in one hour."*

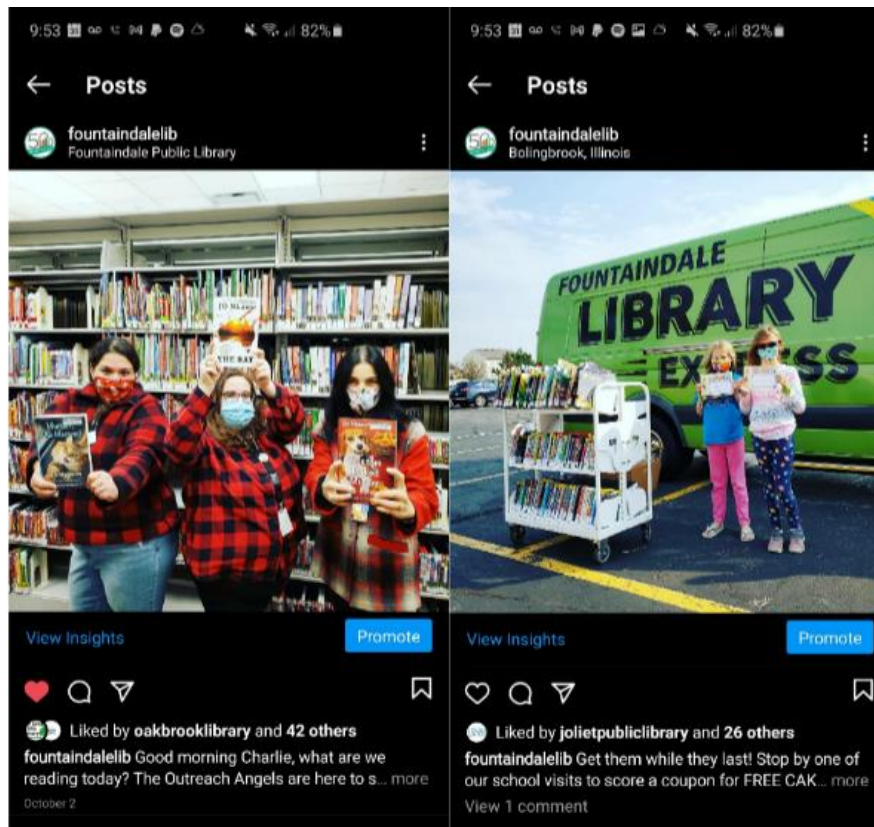
Pictures from Library Express Van stop at Jonas Salk School Salk School
Photo credit: Carolyn



Special Projects

- During the month of October, the Outreach Team began the project of creating Student Success Cards. This project is in collaboration with the White Oak Library District and Valley View School District. The goal is to issue a library card to all students in our school district, assisting them in becoming life-long learners while enjoying all of the services and programs we offer here in our library. We expect to be working on this project during the month of November, as well. From Carolyn's report: *"What a great way to provide all students the opportunity to use the library! Tana has done a lot of work behind the scenes, along with Nancy, by attending meetings, writing procedures, making spreadsheets, getting supplies ready, and communicating with school district and White Oak library personnel. We are ready to get this exciting project underway!"*
- From Carolyn's report: *"Discussed Rockin Reading Race with several staff members. Most like the BINGO idea. It is simple and will be fun for the kids to complete. Started looking at what the individual activities could be if we go with the Bingo idea. Focus on different reading activities, and not a set number of minutes or pages. Things like reading in bed, read to your family, read outside...."*
- Melissa has been researching ideas for the memory care kits that we hope to soon create and start circulating. These kits will be geared towards people with memory loss and their caregivers
- Melissa has been researching activities we can do for the virtual Maker Faire that the Tinker Troupe group plans on hosting in March
- Bookmobile Monthly Fun Events. From Marleigha's report: *"I would like to highlight our Bookmobile fun activity we did this month which was a free slice of chocolate cake or a fruit cup from Portillo's. I would say this fun activity was a huge success to the point where we came very close to running out of 100 coupons in less than two weeks. Everyone who I gave a coupon to was super excited to get it and it brought a smile to their faces. I remember giving some coupons to a family who came to our stop at Jane Addams. The mother and her two sons were smiling and the sons even started cheering and saying how much they love the Bookmobile."*

- Fall Home Delivery Craft. From Marleigha's report: *"The month of October we began giving out the fall Home Delivery craft in deliveries to home delivery patrons. This craft is a scrabble tile magnet that reads the word "Give" for the upcoming holiday, Thanksgiving. So far, I have received good feedback from Home Delivery patrons as well as from my coworkers."*
- Rave Reviews Board. From Sarah's report: *"Another special project I worked on this month was creating signage for our new "Rave Reviews" board. I used Microsoft Publisher and our laminating machine to create the sign and attach it with push pins. Tana came up with the idea to have Outreach staff tell a "rave review" on other Outreach staff members to boost morale and to keep a positive vibes in our department. This is a great fun idea for us and I am glad we all have been "raving" about each other and the good things we have done!"*
- Instagram posts (Dennis)



Vehicles Maintenance

- 10/16/2020 - Van passed annual state inspection
- 10/16/2020 - BKM to KD Repair due to broken generator exhaust
- 10/19/2020 - BKM passed annual state inspection
- 10/26/2020 - BKM to Diesel Services for headlight not working
- 10/30/2020 - Elite Cleaning both vehicles

Patrons' Comments

From Laura's report: *"While picking up my holds, a random patron (older lady I've never met before) recognized me from my videos and stopped me to tell me how much she enjoyed watching my puppet shows and storytimes (even though "she isn't a little person") and to "keep up the good work"! That was so unexpected! Goes to show that puppet shows are also for the young at heart."*

From Cindy's report: *"After school on Oct 27th quite a few children came in to visit library and asked for me to come out to say hello. I was helping two sisters find some of the books we talked about in zoom while a little second grader and her grandmother waited patiently to talk to me. I helped grandma find the easy reader section some shark books and showed them where beginning chapter series are and graphic novels. As we were perusing the library looking for all these things grandma mention to me that her granddaughter had been asking to visit the library because of my zoom visits and then said she had not been in a library for decades and this was their first time visiting Fountaindale. Of course I didn't hesitate to gush about how awesome our library is and different than her memories of the library and she said they are planning now to visit regularly. This is my goal. To draw in new families so they use our resources to the fullest and bringing in a new family who never visited us before feels like the biggest victory and one of the best aspects of my job. Help draw in a new lifelong library user."*

From Jeffrey Fisher's report

Studio 300

Here is a snapshot of key stats from October 2020:

- 371 patrons actively used our spaces.
 - 16 Non-FPLD people used Studio 300.
- 1229 items were checked out.
 - 62 of that total circulated out of the lab.
- 92 patrons attended our 23 virtual programs.
- 17 patrons completed our online Orientation
 - Total programming hours came to 25.
- And views of Studio 300-specific videos posted during October were:
 - *Women in IT* - 74
 - *Introduction to Audacity* - 8
 - *Music Business Spotlight: Charlie Coffeen* - 21
 - *Studio 300 Fall 2020 Artist in Residence Wrap Up* - 5
 - *Entry-level Opportunities in IT* - 9



Justin



For October Justin watched a video tutorial entitled "An Educator's Guide to Teaching over Zoom" instructed by Ricardo from the Zoom marketing team. Some of the features covered included breakout classes and creating polls. Justin also watched Ryan Dowd's course "Dementia and Alzheimer's: Compassionately and effectively working with people with dementia." Justin recorded more sewing videos with Kellie Chase, too.

For our annual "Music Business Month" he taught three classes which consisted of team building, marketing, and music distribution. Justin also wrapped the classes up by hosting a "Music Business Spotlight" session where he interviewed composer and keyboardist Charlie Coffeen to get an insight into the music industry. Justin also created a blog to reference the video of the interview which can currently be seen on Fountaindale's Youtube channel. In addition to that blog he also created a blog about the "Sound Bytes Vol 3" compilation and noted a new feature where patrons can submit their content to our Local Collections from within BiblioBoard itself. Justin finished up the voiceovers and music selection for the virtual Carvey Training Video. Finally, he worked on the wall display, which had a "Creepy Creatures of Cinema" theme that illustrated some horrific monsters that have appeared in movies of various genres.



Monica

Monica has answered patron questions in person, over phone and through email and continued to work at the lobby table. She gave a Custom Bottle Label class virtually over Zoom. Monica also created and delivered a Powerpoint with step-by-step instructions for the class to all the registered patrons. Six of the thirteen registered patrons participated and one sent a photo of their finished project. She filmed the remaining footage for the embroidery machine training with McKayla. She learned how to create and work with a script and shot list for these videos. Monica and McKayla have pivoted to make a video training for a new embroidery machine to be purchased soon. The work done this month was good practice to have a plan in place for this new machine. Monica also finished editing and submitted the *Halloween Teen Crafternoon* video to YouTube.

Patrick

Patrick began October troubleshooting the CR-10 3D printer and removing a clog from the feed tubing to get the printer operating correctly again. He continued to chip away at the CR-10/Cura training video course, editing most of the videos and creating a Niche Academy module for the course. He also gave feedback to training videos from other staff, including audio and video editing tips. Patrick attended Tinker, Collection Usage, and Vinyl Task force meetings, the latter of which is preparing to select vinyl records to make up the initial collection. He compiled a spreadsheet of approximately 160 titles to be considered for this and is awaiting input and feedback from the other members of the taskforce, as well as their recommendations for additional titles. He is preparing for numerous programs in November, including Podcasting with the Rodecaster Pro and the Great Thanksgiving Listen.

Anna

October started out with the display case where Anna put up a Halloween village using the Silhouette Cutter and 3D printer. Both 3D printers needed repairs this month. Parts were ordered and Patrick and Anna were able to get them running again. The Maker DIY group met and we made adorable halloween houses and popsicle stick gravestones that had been cut out on the Silhouette. Attendance was really good and Anna got a few pictures from the patrons as well as a nice note. Supplies were ordered and picked up for our November and December classes. Nearly completed the vinyl cutter virtual training as well.



Nikki

This month for Studio 300 was a busy one. Continuing to work on online training and tutorials for our Maker Lab machines has gone well and we're hoping to get those finished soon so our patrons can utilize the Maker Lab to its fullest potential. Nikki is in charge of putting together the Silhouette Cutter machine training, and I have had a lot of fun doing the video, audio, and editing work for this training. Continuing to work on recording voice over tracks and adding extra information and footage to the course videos is what she is working on currently with hopes to be finished within the next couple weeks.

The Music Made Easy learning circle that Nikki was coordinating has finally come to a close Monday (Oct 27th) with very good feedback from the patrons involved. While this class was a bit more in depth than we originally thought, it thoroughly covered everything necessary to know for music theory and the basics of reading music as well.

McKayla



During October, McKayla led an online zoom class on how to use our embroidery machine to create beautiful designs. She also helped with adding our winter programming to Communico, as well as blocking off our audio rooms to ensure they are properly quarantined and making daily bookings for staff. McKayla continued learning how to restore photos on Lyndia.com, and she really enjoyed how varied the lessons are and how a multitude of techniques are covered.

McKayla also started learning Adobe XD with Tom Green on Lyndia.com and it has been really fun learning about this tool for creating user experience online for computers, phones and tablets. October was her one year anniversary at FPLD, too.

Adriana



October for Adriana continued to be busy with ongoing projects and daily activities. Early in the month Adriana had the opportunity to collaborate with Jeffrey to live stream the Time Capsule Opening, which was a lot of fun and a great way to see all the mementos left to us from 25 years ago. Adriana continues to work with Randi from Teen Services to record and edit K-Talk videos which are then uploaded to FPLD's YouTube channel. Adriana successfully taught the Premiere Pro Basics parts 1&2 via Zoom, patrons responded very well to the program and Adriana has more video editing programming in the works. Adriana also launched the Introduction to Photoshop Learning Circle and has continued to meet with patrons on a weekly basis to discuss the course contents and answer any questions. Adriana assisted in reviewing winter programming for the Fountain as well as continued to oversee the maker machine training courses that will soon be available on Niche Academy.

Adriana also had a chance recently to assist patron Sabrina Smith with lighting on a video project for which she was very happy and grateful. Lastly Adriana continues to work on the Pillars of the community project which will conclude in December.

Jeffrey

Working with IT, we completed our MacBook Pro laptop computer update. Initial responses from patrons continue to be positive. The new computers are fast and powerful with all the latest software installed. We had planned to have dual-monitor setups, but held off until we received feedback, and that resulted in us moving ahead right away to put in seven dual-monitor setups that should be in place mid-November.

Our Fall *Artist in Residence*, Valante Grant, finished up with a pair of open lab/drop-in Zoom events and also shared her progress made during her residency (video available on YouTube).

Jeffrey continued to support our virtual programming efforts through Zoom and video recording/editing.

October's YouTube Statistics:

- 76 new videos posted
- 5583 unique views
- 274.89 hours viewed
- 57 new subscribers (613 overall)

Three new Learning Circles launched this month: *Music Made Easy*, *Music Business Fundamentals*, and *Introduction to Photoshop*. The Studio 300 webinars included: *Vinyl Cutter/Make The Cut*, *Adult Makers DIY*, *Premiere Pro CC Basics*, *Illustrator Basics*, *Embroidery*, *Custom Product and Bottle Labels*, *NaNoWriMo Kickoff*, and the *Nameless Writers Group* (twice).

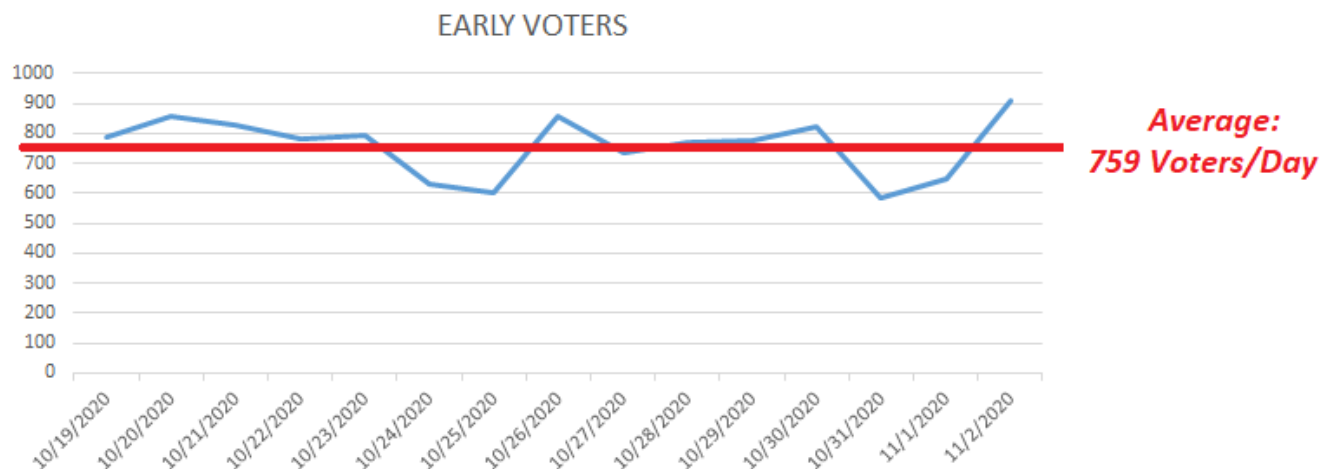
Jeffrey also worked with the Bolingbrook IT Commission on two programs, *Women in IT* and *Entry-Level Careers in IT* which both met with positive comments, the former with terrific views on YT (both videos are available on YouTube, too).

He also edited this month's *Pillars of the Community* video with Judy Bredeweg and, once again, he helped with the tech for the monthly Board meeting. He also conducted tests for a possible virtual *Lawyers in the Library* program.

November 1 launched the Soon to Be Famous third annual Manuscript contest, and Jeffrey dedicated time to preparing the website and handling other matters related to the project.

Building Operations (Tasos Priovolos)

The entire Building Operations department assisted in the early voting which was held in Meeting Room A. With the hard work from the entire team, early voting was extremely successful. Thank you to the entire team for their dedication and hard work!!! We had a total of 11,381 Will County voters visit our beautiful building.



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.

We have repaired and reinstalled the holds shelved in the lobby. Refinishing of these shelves has been placed on hold due to early voting. We will be working with our refinisher to schedule this work in the near future.

We are working with our flooring vendor to repair an expansion joint in the Children's department which has expanded and left a gap in the floor. Due to the nature of the work, we are planning on having this work completed during the overnight hours.

We have started updating our Disaster Plan for 2020/2021. Based on the disaster plan, annual updates are required in order to keep the plan updated.

Working with Trane to diagnose a controller issue on the building automation system for the 2nd floor air handler. The controller loses communication with the automation system and the control logic randomly fails. It has been determined that the hardware has failed and has recently become a legacy system and repair parts are no longer available.

Door handles and high touch areas continue 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.

Security Report From John Hopkins (Security Supervisor)

Early Voting

Security staff spent a large amount of time answering questions and providing flyers with information about early voting at the Will County Clerk's office to patrons who misunderstood the beginning of early voting as being widespread. Having the podium in the lobby to count patrons, and to enforce the face covering policy also created a point where Building Operations staff provided direction to the mail-in ballot drop box, and answered questions about early voting, among other questions. The security staff was able to provide a lot of good customer service to patrons who were looking for assistance.

Once early voting began, security staff diligently maintained the necessary line formation for voters, especially along the front walk, in the vestibule, and just inside the lobby, where those waiting in line often began to spread out, or otherwise inhibit library patrons from using the remaining space to come in and out of the building.

There was an unprecedented amount of foot traffic relating to early voting, which included continued vote-by-mail drop offs, but security was able to monitor and facilitate without incident.

Patron Occupancy Stats

Prior to early voting (in-person): Daily patron occupancy numbers held steady from last month with averages in the mid-50s. Typical peak occupancy was around 75 patrons during October. Many patrons came in exclusively to use the Will County ballot drop box in the lobby, and immediately departed again.

After early voting began: For the first time since the library reopened to patrons the number of patrons inside the building at one time exceeded 100. In the early afternoon during early voting on Wednesday the 21st, the number of patrons was noted at 102. By mid-day Thursday, again due to early voting, in addition to high volume of library patron traffic, the tally was noted at a peak of 117 patrons. Given the maximum occupancy limit of 197 patrons, security is continuing to monitor these numbers, though meeting or exceeding that limit now seems proven to be improbable.

ZENDESK -

In October, 53 new maintenance tickets were created, and 63 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

October 2020 Snapshot



3,282 new materials made available



46,477 physical checkouts



47% circulation increase in Beginning Readers



5,737 old & grubby items withdrawn



313 interlibrary loans for our patrons



243 invoices paid



435 items repaired

Amazon Fire Task Force

The Collection Usage Committee formed a new task force to implement the circulation of Amazon Fire tablets for Adults and Teens. These devices will finally fill the gap and provide an eReader option loaded with Adult Fiction and Nonfiction titles. Lynnette Hopwood, (Collection Services) is serving as Chair. Task force members include Randi Carreno, (ATSD), Erica Edwards (ATSD) and Jose Robles (IT). The team is currently working on several preliminary tasks, including setting up the devices and locking down purchasing, investigating cases and drafting check-in/checkout procedures. We are aiming to make the Amazon Fire tablets available for checkout in early 2021.

OK to Circulate Label

Collection and Circulation Services Departments collaborated on the creation of a new internal circulation label that will be applied to books that have minimal damage but are deemed still in good enough condition to circulate. Circulation Services Lead Specialists will apply labels on books that have 10% or less water damage or markings. Anything over this threshold will be routed to Collection Services for assessment. If the Selectors deem a book with more than 10% damage is okay to circulate, a label will be applied and a notation will be made in the item record. Jake Luce, Linda Ciucci (Collections), and Leigh Ann Voss (Circulation), facilitated efforts in producing the label, creating procedures and implementing the new workflow.

OK to Circulate	
<input checked="" type="radio"/>	Page/Liquid Damage
<input type="radio"/>	Worn Condition
<input type="radio"/>	Repaired-Item Note
Initial:	<u>LC</u>
Date:	<u>10/20/20</u>

Juvenile Graphic Novel Shifting

Brett Luminas collaborated with Children's Services staff to shift the Juvenile Fiction books in order to make additional room for our popular Juvenile Graphic Novel collection. The Graphic Novels are now housed in the first three ranges before Juvenile Fiction, with enough room to grow the collection and provide windowing of the books faced out on easels. Thank you to Joyce Arellano, Melisa Martinez and Susan Ford for the help in shifting!



Physical Collection Circulation

**Sorted Alphabetically by Collection*

Collections	Oct 2019 Circs	Oct 2020 Circs	Change	% Change
Adult Audiobooks	917	622	-295	-32%
Adult Fiction	4753	4310	-443	-9%
Adult Graphic Novels	561	421	-140	-25%
Adult Nonfiction	4391	4275	-116	-3%
Adult Video Games	308	291	-17	-6%
Beginning Readers	1501	2202	701	47%
Interlibrary Loan	243	283	40	16%
Juvenile Audiobooks	376	526	150	40%
Juvenile Fiction	8203	4322	-3881	-47%
Juvenile Graphic Novels	1923	1192	-731	-38%
Juvenile Kits	151	38	-113	-75%
Juvenile Movies & TV	5189	2456	-2733	-53%
Juvenile Nonfiction	4055	2440	-1615	-40%
Juvenile Technology & Equipment	191	99	-92	-48%
Juvenile Video Games	575	587	12	2%
Large Print	733	573	-160	-22%
Local Authors	3	5	2	67%
Local History & Genealogy	0	0	0	
Magazines	650	723	73	11%
Movies & TV	11668	8284	-3384	-29%
Music	1541	1204	-337	-22%
On-the-Fly	12	14	2	17%
Picture Books	8814	7326	-1488	-17%
Studio 300	3122	1230	-1892	-61%
Technology & Equipment	1098	191	-907	-83%
World Languages Adult	237	107	-130	-55%
World Languages Juvenile	833	273	-560	-67%
World Languages Young Adult	8	6	-2	-25%
Young Adult Audiobooks	67	25	-42	-63%
Young Adult Fiction	979	994	15	2%
Young Adult Graphic Novels	654	803	149	23%
Young Adult Kits	6	17	11	183%
Young Adult Nonfiction	245	188	-57	-23%
Young Adult Technology & Equipment	0	1	1	
Young Adult Video Games	769	449	-320	-42%
TOTALS	64776	46477	-18299	-28%

Circulation by Branch

Branch	2019	2020	Change	% Change
Building	55,181	43732	-11449	-20.75%
Outreach	6496	1516	-4980	-76.66%
Studio 300	3122	1229	-1893	-60.63%
Digital	8530	7961	-569	-6.67%
Totals	75142	54438	-20704	-27.55%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2,172	vs.	DVD	8,662
CD Audiobook	606	vs.	Playaway Audiobook	287

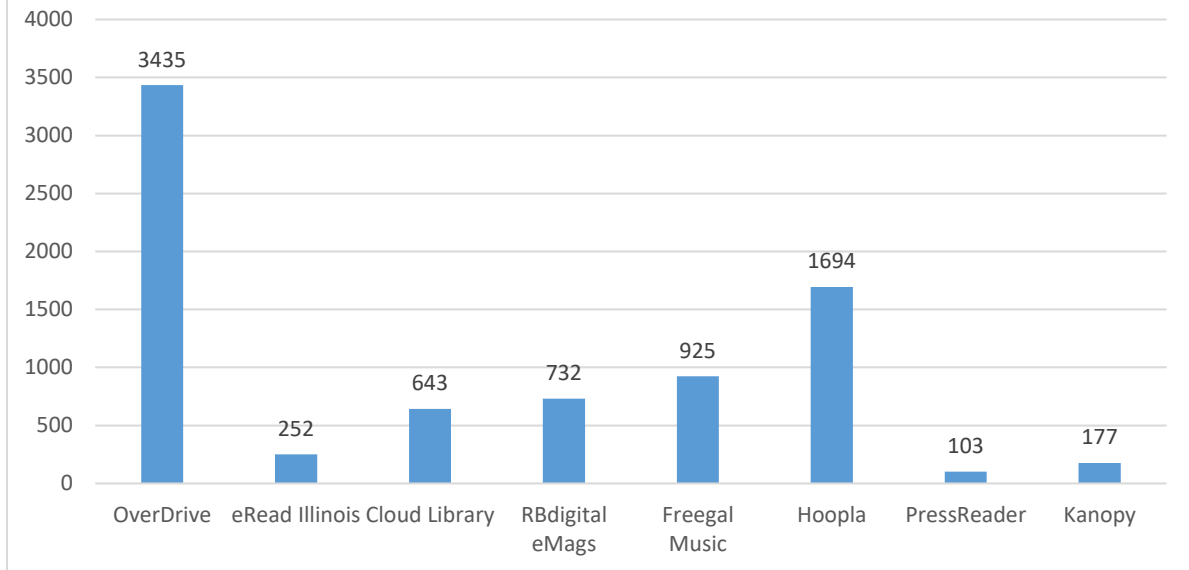
Special Collections

Collection	Circs
Lucky Day	788
Mobile Hotspots	62
Roku Media Players	56
Laptops	191
STEAMboxes	53

Digital Collection Usage

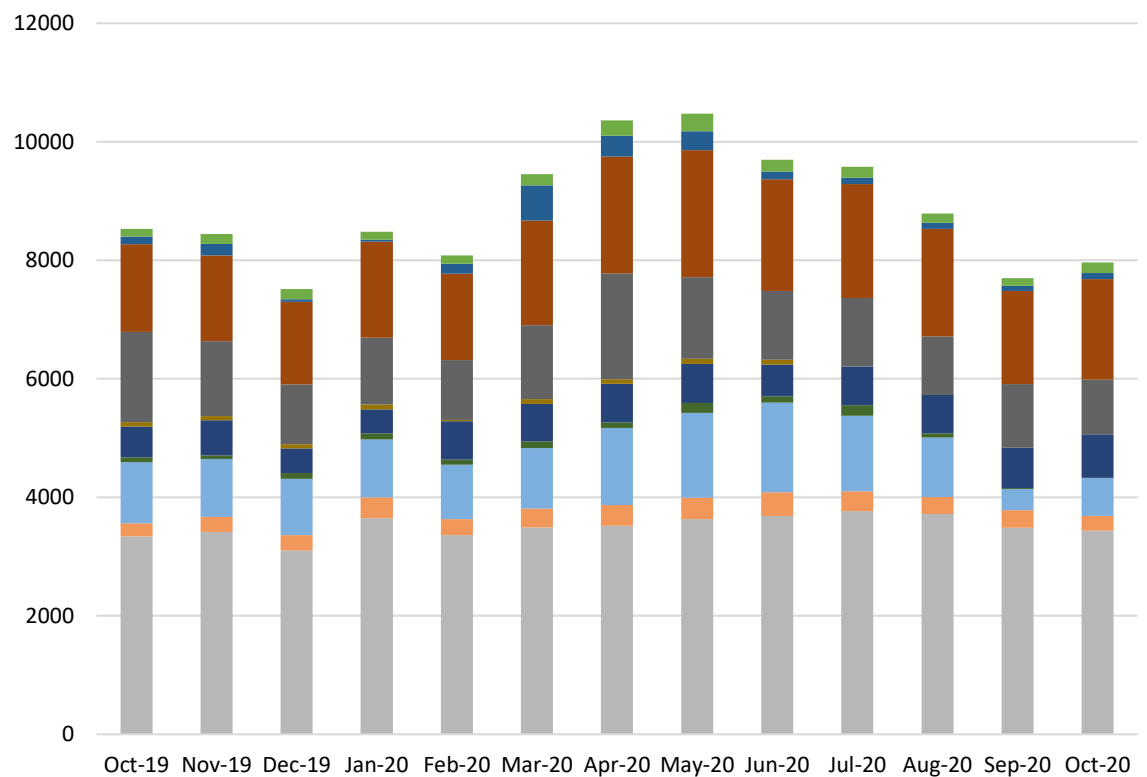
Digital Platform	Oct 2019	Oct 2020	Change	% Changed
Rbdigital eMags	515	732	217	42.14%
Hoopla	1478	1694	216	14.61%
OverDrive eBooks	1851	1953	102	5.51%
Kanopy	132	177	45	34.09%
eRead Illinois eBooks	153	169	16	10.46%
eRead Illinois eAudio	69	83	14	20.29%
OverDrive eAudio	1487	1482	-5	-0.34%
PressReader	129	103	-26	-20.16%
cloudLibrary Shared	580	528	-52	-8.97%
Rbdigital Entertainment	78	0	-78	-100.00%
Rbdigital eAudio	82	0	-82	-100.00%
cloudLibrary eAudio	119	28	-91	-76.47%
Freegal Music Downloads	405	248	-157	-38.77%
cloudLibrary eBooks	334	87	-247	-73.95%
Freegal Music Streaming	1118	677	-441	-39.45%
Totals	8530	7961	-569	-6.67%

Monthly Digital Circulation By Platform



For **October 2020**, digital circulation was **14.6%** of the library's total circulation.

Digital Collection Circulation Over the Year



	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20
Kanopy	132	168	173	136	142	185	261	297	203	183	155	133	177
PressReader	129	196	44	34	167	596	354	318	127	106	105	83	103
Hoopla	1478	1444	1390	1620	1459	1766	1969	2147	1886	1925	1811	1574	1694
Freegal Music	1523	1268	1010	1126	1008	1247	1789	1377	1162	1153	990	1076	925
RBDigital Entertainment	78	67	70	85	20	82	77	83	82	0	0	0	0
RBDigital eMags	515	594	416	401	653	632	652	661	535	655	646	678	732
RB Digital eAudio	82	62	98	107	86	115	92	169	106	177	72	17	0
Cloud Library	1033	978	950	977	918	1017	1301	1429	1511	1275	1003	356	643
eRead Illinois	222	252	261	350	270	322	348	364	400	336	290	300	252
OverDrive	3338	3415	3101	3647	3359	3489	3520	3630	3686	3766	3715	3483	3435

Digital Content Fast Facts

Overdrive

- There were **5,003 unique Pinnacle users**, which is a **3.8% growth** from last October. Of those, **Fountaindale had 719 unique users** in the month.
- **eBooks** accounted for **61.8%** of checkouts, while **eAudio** accounted for **38.2%**
- Checkouts by Audience: Adults: 86.2%; Young Adults: 6.6%; Juvenile: 7.2%
- During the month, PLC yielded **23,467 total checkouts**; of those, **3,435 circs** were from Fountaindale patrons.

eRead Illinois/Axis 360

- There were **97 active users** for the month, **22** of which are **new users**
- **eBooks** accounted for **67%** of checkouts, while **eAudio** accounted for **33%**.

Hoopla

- The **top titles** were *Murdoch Mysteries, Season 2 and 3, Jim Gaffigan Show, The Librarians Season 3, Hidden Season 1, Disappearance Season 1* (TV Episodes)
- There were **1,694 circs** borrowed by **367 patrons**
- There were **367 unique patrons** and **26 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **47%** of all circs, followed by **eBooks with 24%, Movies/TV with 16%**
- **Adult Fiction** was the most borrowed category, accounting for **57%** of all circs, followed by **Adult Non-Fiction with 20%** and **Juvenile Fiction with 17%**.

Kanopy

- The **most popular videos** were *Don't Let the Pigeon Stay Up Late, Goldilocks and the Three Dinosaurs, Da Sweet Blood of Jesus*
- Patrons played **177 distinct video titles** and **526 video plays**
- There were **63 active users** and a total of **280** user accounts

Freegal

- This month yielded **677 songs streamed** and **248 music downloads**
- Top **streaming music genres**: Pop, Rock, Classical, Holiday
- Top **downloaded music genres**: Classical, Country, Pop, Soundtracks

Physical Items Added and Withdrawn

Items	Oct 2020 Added	Oct 2020 Withdrawn
Adult Audiobooks	72	5
Adult Fiction	373	964
Adult Graphic Novels	19	6
Adult Nonfiction	412	145
Adult Video Games	10	0
Beginning Readers	128	116
Juvenile Audiobooks	36	24

Juvenile Fiction	163	204
Juvenile Graphic Novels	102	147
Juvenile Kits	0	4
Juvenile Movies & TV	131	202
Juvenile Nonfiction	109	2363
Juvenile Technology & Equipment	0	1
Juvenile Video Games	12	2
Large Print	97	118
Local Authors	0	0
Local History & Genealogy	3	0
Magazines	311	188
Movies & TV	747	697
Music	121	0
Picture Books	302	361
Studio 300	18	0
Technology & Equipment	0	0
World Languages Adult	2	61
World Languages Juvenile	2	111
World Languages Young Adult	0	0
Young Adult Audiobooks	9	0
Young Adult Fiction	46	10
Young Adult Nonfiction	13	0
Young Adult Technology & Equipment	0	0
Young Adult Video Games	32	1
TOTALS	3282 Added	5737 Withdrawn

Acquisitions & Processing

- Purchase Orders created and released: 103
- Invoices Paid: 243
- Boxes Received and Opened: 58
- Items Repaired: 435

Cataloging

- Items Cataloged and made available: 3282
- Original bibliographic records created: 34
- Magazines processed: 307

Interlibrary Loan

313	Items Received for our patrons <ul style="list-style-type: none"> • 266 items from IL libraries • 47 items from out of state libraries
205	Items Sent out to other libraries <ul style="list-style-type: none"> • 88 to IL libraries • 112 to out of state libraries • 5 to XYZ libraries
362	Items requested by our patrons this month <ul style="list-style-type: none"> • 322 submitted in OCLC • 15 items were too new to request • 19 were available in Pinnacle • 6 were out of country only
305	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 132 from IL libraries • 173 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>	11,101 Up 566 Items 8.8%	892 Up 21 Items 6.16%	5,196 Down 3,445 Items 5.08%	17,189 Down 2,587 Items 7.08%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	201 Up 32 Items 1.81%	17 Down 5 Items 1.91%	154 Down 209 Items 2.96%	954 Down 572 Items 2.16%
Grubby - Items that have circulated <u>75 times</u> or more <i>CHQ Recommendation: less than 10%</i>	10,450 Up 63 Items 8.28%	621 Up 3 Items 4.31%	9,968 Down 442 Items 9.74%	21,042 Down 376 Items 8.66%
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>	3,682 Down 391 Items 26.01%	561 Down 46 Items 36.65%	1,679 Down 336 Items 20.47%	5,876 Down 773 Items 24.73%
Turnover Oct 22, 2019 to Oct 26, 2020	1.53	1.47	1.94	1.70

Blogs and Videos

Jake Luce worked with Outreach staff to promote our Lucky Day collection

YouTube



60440
Dennis and Melissa's Halloween Movie Review

128 views • Oct 28, 2020

LIKE DISLIKE SHARE SAVE ...

YouTube



60440
Christina's Movie Review: Scary Movies on Hoopla and Kanopy

75 views

LIKE DISLIKE SHARE SAVE ...

Christina Theobald
demonstrated how to stream
scary movies on Hoopla and
Kanopy

Display Statistics

1st Floor

Lobby Cart: Halloween – 232
Lobby Cart: Conversations – 110
Lobby Tree: Staff Picks – 63
Homeschool – 79

2nd Floor

Horror – 137
Binge Boxes – 190
Music – 10

3rd Floor

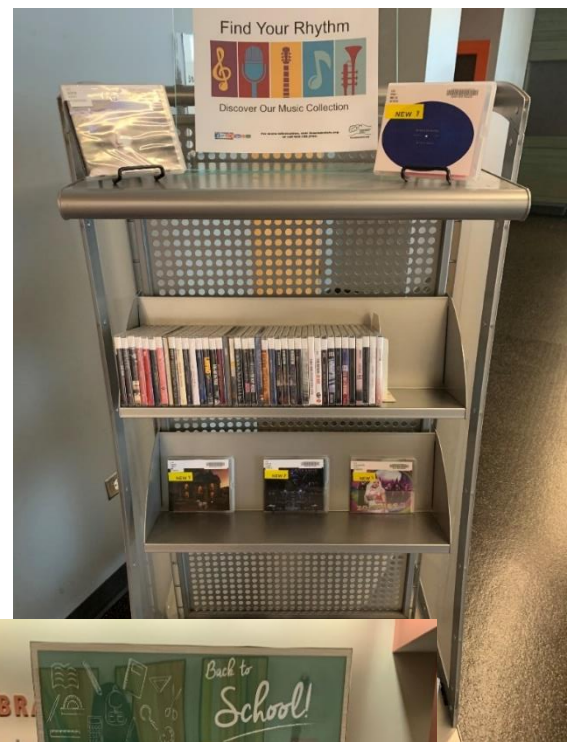
Conversations – 39
Who's Your Hero – 5
Grave Reminders (self check) – 3
Oh the Horror! – 42
Paranormal (self check) – 12
3rd Floor Desk Table – 2

Children's

- Halloween Books – 410
- Halloween DVDs - 293
- Horror Juvenile Fiction – 14
- Fall Colors – 208
- 1000 Books Before Kindergarten – 70
- Travel the World from Home – 16
- Historical Fiction – 7
- Paranormal Juvenile Fiction – 2
- Step Into Reading – 124



Music Display



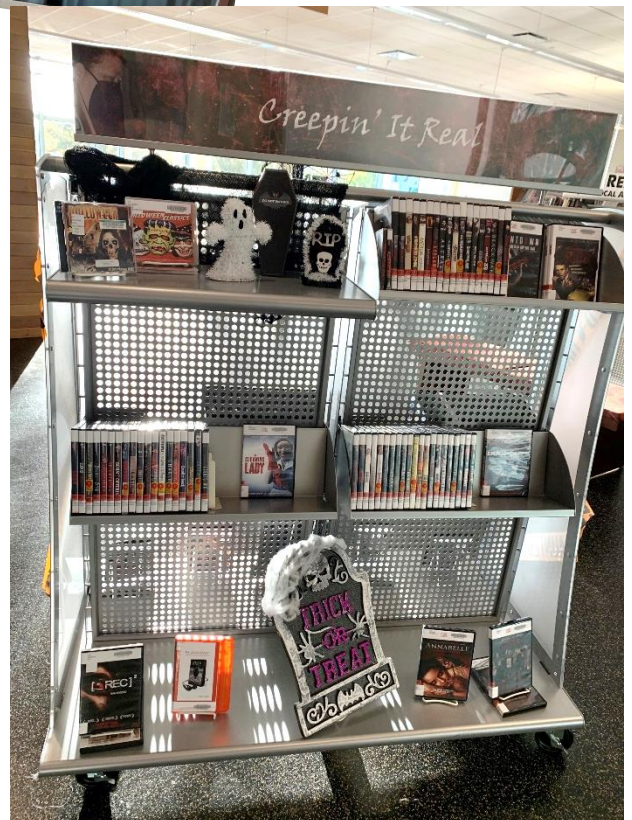
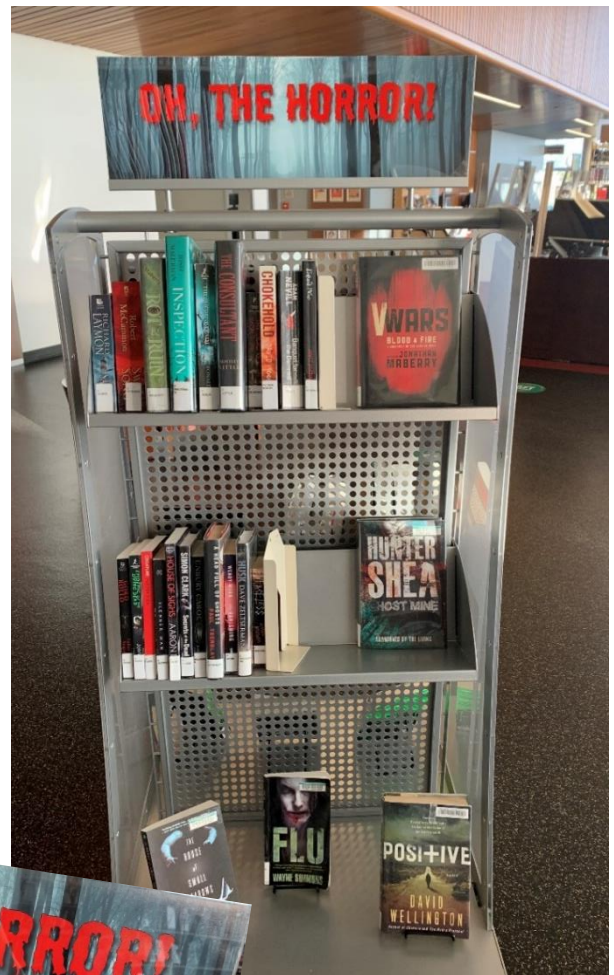
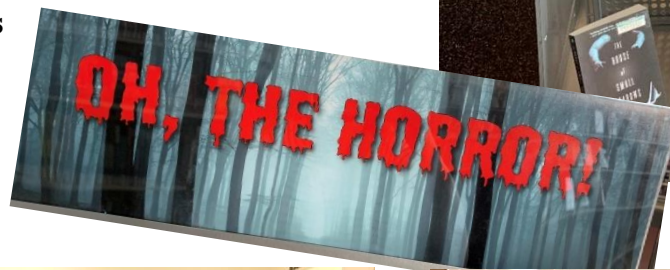
Back to School/ Homeschool Display



Ruth Bader Ginsburg Memorial Display



Halloween Displays



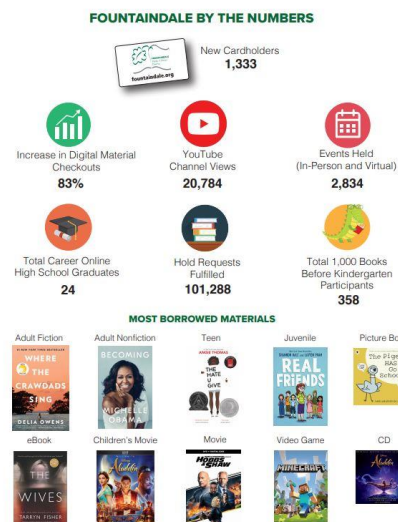
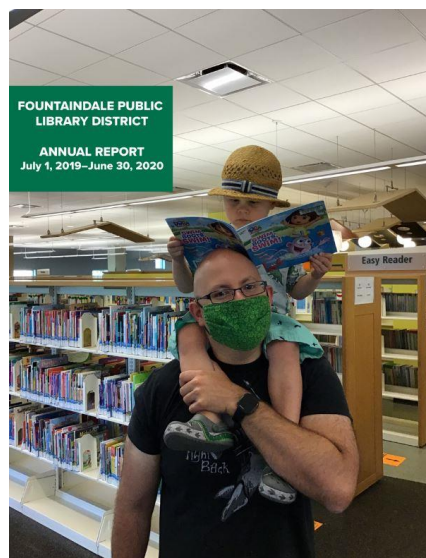
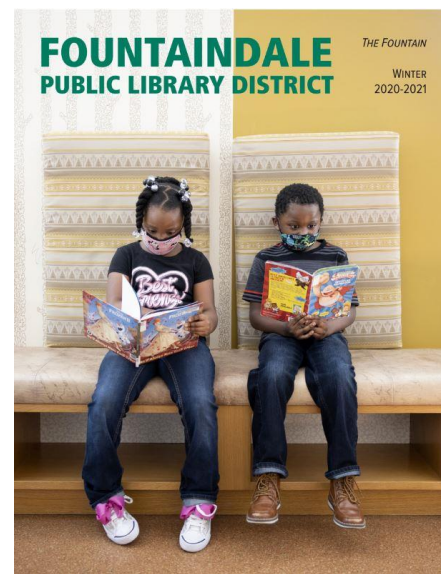
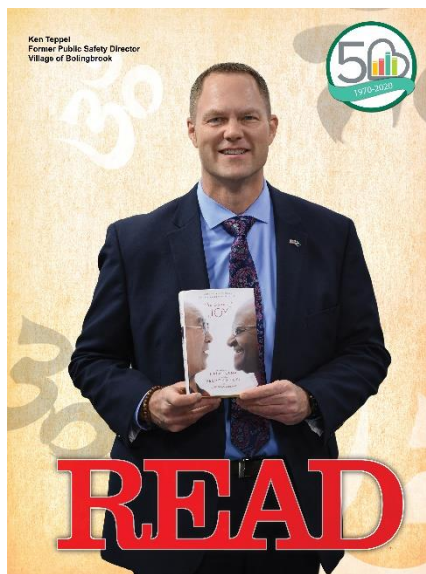
Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 17,396 impressions and 2,595 clicks.
 - Our new Kanopy movie ads had great results with 1,487 impressions and 292 clicks.
- We released our October Pillar of the Community interview and READ poster featuring Former Public Safety Director, Ken Teppel.
- Melissa and Steven scheduled, wrote/edited and published 34 blog posts.
- Melissa wrote titles, descriptions and tags for 76 YouTube videos.
 - Our YouTube channel gained 57 followers this month.
- Steven worked with Randi to set up the Teen Winter Reading Challenge in Beanstack.
- Melissa worked with Paul, Nancy, Jeffrey and Tasos to coordinate the 25th anniversary time capsule opening on October 9.
 - Melissa and Juanita (with the help of Tasos and John Hodur) then emptied the display case outside of Admin to display the time capsule's contents.



- Melissa and Steven began the implementation process with Patron Point, our new targeted email marketing system.
- Sabrina's major achievements this month were redesigning the cover of *The Fountain* (in addition to designing the entire issue), creating a beautiful 2019–2020 annual report and developing a logo for our upcoming One Book, One 'Brook community read.



Media

- [The Chicago Tribune](#) mentioned us as a mail-in-ballot drop box location.
- [WJOL](#) mentioned that our mail-in-ballot drop box would be closed on Election Day.
- [Evanston RoundTable](#) mentioned us in their coverage of Evanston Public Library's pursuit of a new Bookmobile.

Social Media Ads

- No social media ads ran in October.

Social Media Metrics

- Facebook Metrics
 - 19 new people liked our page
 - 1,211 people viewed our page
 - 73,847 people viewed our content (reach)
 - 56,100 people saw our content because a friend shared, liked or engaged with it
 - 3,405 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 7 new followers
 - 74 page views
 - 9,638 tweet impressions
- Instagram Metrics
 - 13 new followers
 - 492 post likes
 - 8,518 people viewed our content (reach)

Email Marketing Metrics

- 32 emails sent (This includes weekly blog roundup emails)
- 2 new subscribers (This includes blog subscribers)
- Average open rate: 25.89% (industry average is 21.33%)
- Average click rate: 4.48% (industry average is 2.62%)

Finance (Jennie Nguyen)

- **Audit:** The Annual Financial Report was approved at the October board meeting. According to Generally Accepted Accounting Principles (GAAP), “in a government audit, an auditor determines whether the financial statements of an entity are presented fairly in all material respects and in accordance with accounting standards by reviewing the underlying information and processes that went into preparing the financial statements. Audit reports include an opinion as to whether there is a reasonable assurance that the financial statements are free from material misstatements.”
The auditor concluded that the financial statements of Fountaindale Public Library District were presented fairly, in all material respects, in accordance with generally accepted accounting principles. The auditor stated that this is the highest opinion that is given. Again, congratulations to the Finance team.
- **Maintenance Ordinance:** I prepared the Maintenance Ordinance and certifications for approval at the October Board Meeting. This is an additional .02% ordinance the District can levy for the purpose of building maintenance and repairs, and etc. The Maintenance Ordinance was approved at the October’s Board meeting and published in the local newspaper as required.
- **TITA Resolution:** The TITA resolution was approved by the board trustees at the October board meeting.
- **Publications:** Prepared and provided documents to our local newspaper to meet legal publication requirements.
- **Vendor’s Report:** Allyse worked with her staff to complete the annual Vendor’s report. This report along with the Payroll report and the Statement of Receipts and Expenditure will be included in the November meeting agenda.

- **Fax Revenue:** I had research and compiled a comparison of the average monthly fax revenue and expenditures for the past few fiscal years. This was in response for information for a staff suggestion/comment during a previous District Manager's meeting.
- **FFCRA Credits:** In response to the notification from Lea regarding the webinar she and Noelia had attended regarding payroll credits in regards to the FFCRA credits, I had contacted our auditors regarding the Library's eligibility for the credits. I was notified that it would be unlikely that the Library would be eligible for these types of payroll credits due to the type of government entity we fall under.
- **Disaster Plan:** Allyse and I worked to review and update the Finance Department's information for the District's disaster plan report.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations.
- **Finance Team:** Marlen was promoted to the Finance Specialist position on October 19th. Allyse continues to train Marlen on the many duties of the position. In order to better centralize the essential products, Marlen had moved some of the other products into the administration for easier access when other employees requested supplies.

Department Stats:

- ***Board Payments Stats: (1st and Board meeting)***
- *7 bank drafts \$49,203.70 total*
- *131 checks \$187,412.08 total*
- *585 invoices processed total*

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Cataloger
- Finance Aide

New Employees:

- Olivia Elliott, Circulation Services Aide, 10/5
- Emily McKeever, Circulation Services Aide, 10/5
- Allyson Palagi, Adult and Teen Services Specialist, 10/12
- Claudia Brozan, Circulation Services Aide, 10/19

Promotions:

- Marlen Soto, Finance Aide was promoted Finance Specialist, 10/19

Departures:

- Nabil Alvarez, Adult Computer Aide, 10/8

Training and Development

- IMRF-Wage Reporting, Webinar; Noey
- HR 2020 Virtual Summit, Webinar; Noey
- Advancing the conversation Around Diversity, Equity and Inclusion Summit, Webinar; Lea
- Paylocity: Year-End & ACA, Webinar; Lea & Noey
- Paylocity: Year-End & COVID-19, Webinar; Lea & Noey
- Transforming Social Security into a Winning Retirement Strategy, Webinar; Lea & Noey
- Dementia & Alzheimers: Compassionately & Effectively Working with People with Dementia, Ryan Dowd Webinar; Lea

LTA Practicum Student

- Monica S., Studio Services Specialist, completed her LTA Practicum hours this month. She spent time in Circulation Services, Adult & Teen Services, and Collection Services. We wish her the best as she completes her LTA!

Staff Development and Training Procedures

- Worked with Nancy, Noey, Allyse, and Jennie in creating a new google form and procedures for staff to submit requests for training and development opportunities.
- Shared the information with the District Managers and then with the entire staff.
- The form eliminates the need for paper requests and has increased the efficiency of the process.

Applicant Tracking System - Recruitment

- Noey and Lea continued the process of reviewing multiple recruiting/applicant tracking platforms for increasing the efficiency of our process.
- Presented the findings to Paul for approval.
- Selected Paylocity as our provider for a recruiting module. Paylocity is the most cost effective for our needs and will work well since our current payroll and timekeeping systems are handled by Paylocity as well.
- This process will be ongoing as we install the module, edit it's capabilities, and train staff in its use.

Information Technology (John Matysek)

- During the month of October, 88 new help desk tickets were created by FPLD staff, and 84 new or existing tickets were solved by IT staff.
- Worked with vendors AT&T and ITsavvy to configure and migrate the library's voice and data connection from one AT&T fiber circuit to another, and perform testing post migration.
- Met with Paul Mills and Tasos Priovolos to discuss maintenance contracts for the UPS in the second floor server room.
- Along with Melissa Bradley, Steven Ford, and Matt Hammermeister, met with vendor Patron Point to discuss implementation of their platform for new patron email notices.
- Worked with vendor bibliotheca to install a new model RFID pad at one of the self-check stations on the second floor for help in troubleshooting an ongoing media checkout issue.
- Along with Randall Hildebrandt, Jose Robles, Nathan Peddicord, and Matt Hammermeister, configured and deployed new replacement label printers in the Collection Services Department workroom.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor Today's Business Solutions (TBS) to replace the existing coin tower credit card readers with new 4G models.
- Along with Jose Robles, and Nathan Peddicord, reconfigured the television in the second floor staff lounge to prevent excessive volume from interfering with staff in the Collection Services workroom.
- Investigated and corrected an issue with the Cisco Emergency Responder System that was preventing email and text notifications being sent to designated staff when a 911 call is placed from a library phone.

Population Total							67683				
Total Circulation Statistics		54,438	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup		44,961	Reading Programs Offered	0	1	1	0	2	17,753	4,617	
Bookmobile		1,516	Reading Members	0	14	355	0	369	Proctoring	Total Twitter Followers	
Digital		7,961	Summer Reading	0	0	0	0	0	0	876	
Collection Databases		1,222	Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers	
			Collections Totals		Population Served	Building	Outreach	Total	362	1,166	
Interlibrary Loan Requests			New Physical Items	3,282	Total Visits	39,967	220	41,317	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons		313			New Cardholders	245	0	245	3,902	7,054	
Items Sent to other Libraries		205			Active Cardholders	20,416	69	20,485	Pages Printed	COHS Students Enrolled	
			% Served		All cardholders **	45,506	Drive through visits	1,130	17,301	6	
In-house checkins (Not part of total circ)		N/A	Active cardholders	30.27%	Computer and Internet Sessions						Monthly Wireless Sessions
			All cardholders	67.23%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks		
					149	282	0	2,009	42		
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Rooms	Study Rooms	Free Standing Book Drop Return Totals					
Number of events/uses		57	19	17	9	159	Building Front	Building Rear	Church	Ashbury's	
Attendance		61	21	27	94	199	42,246	0	759	142	
		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: 4,282		
Numbered offered		22	0	23	45	7	0	0	7	Android: 1,292	
Attendance		171	0	92	263	104	0	0	104		
Programming hours		30	0	25	55	10	0	0	10		
		Programs Children				Passive Programs for Teens/Adults				Total Offered	
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	259		
Numbered offered		5	92	0	97	2	3	0	5	Total Attendance	
Attendance		54	2,411	0	2465	63	29	0	92	19,358	
Programming Hours		2.5	84	0	86.5	X	X	X	X	Total Programming Hours	
		Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				582	
		Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total		
Numbered offered		24	0	0	24	15	17	78	110		
Attendance		853	0	0	853	9,829	17	6,680	16,526		
Programming hours		X	X	0	X	132	6	292	430		
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total			
Reference Total		233	249	993	637	1,258	4	129	3,503		
Directional		24	317	830	0	511	0	0	1,682		
One on One Assistance		4	351	42	0	49	0	0	446		
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		54,438	75,142	-27.55%	Reference Questions	3,503	-22.52%				
Visitors		39,967	36,865	8.41%	Computer Usage	2,482	-50.17%				
Card Holders		20,416	24,375	-16.24%	Wireless Sessions	16,159	-21.95%				
Room Bookings		261	748	-65.11%	Program Attendance*	19,358	107.64%				