

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
January 21, 2021 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/89543751859>
Phone Number: 1 312 626 6799 Meeting ID: 895 4375 1859

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 – December 17, 2020
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Intergovernmental Agreement with Will County Regarding Early Voting for April 2021 Election
 - b. Approval of Extension of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19
 - c. Approval of Tria Architecture Proposal for Professional Services – Lower Level Corridor Renovations
 - d. Approval to Seek Requests for Proposals for Staff Use Computers
 - e. Approval of Request for Trustees to Attend 2021 American Library Association Annual Virtual Conference – June 24-29, 2021
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – Post December, 2020
 - b. Bills Paid Report – January, 2021
 - c. Bills Payable Report – January, 2021
12. Director's Report – December, 2020
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Executive Session
 - a. 5 ILCS 120/2 (c) (21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
17. Approval of Report on Review of Closed Meeting Minutes
18. Adjournment

January 2021 Agenda Background

Paul Mills

7. New Business – Action Items

- a. Approval of Intergovernmental Agreement with Will County Regarding Early Voting for April 2021 Election

This agreement is modeled after the agreement the Board approved last year for the November 2020 Election. The hours of operation for the polling place are different for this Consolidated Election as compared to previous ones as Easter falls on Sunday, April 4. Will County has not requested any hours beyond our regular hours.

Suggested Motion: Motion to approve Intergovernmental Agreement with Will County Regarding Early Voting for April 2021 Election.

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

The FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 was initially drafted to comply with the Families First Coronavirus Response Act (FFCRA). This policy was crafted as a time specific policy beginning April 1, 2020 and ending December 31, 2020 in compliance with federal law. The most recent legislation at the federal level provided an option to extend it to March 31, 2021, and it is my recommendation that we do extend it to March 31, 2021. This policy has been very helpful as we navigate the pandemic.

Here is a summary of the policy from when the Board originally approved it --

Emergency FMLA Leave (EFMLA)

-Eligible employees must have been employed by the District for at least 30 days prior to the start of leave.

-Eligible employees who are unable to work due to a need to care for their son or daughter when the school or place of care have been closed, or their regular childcare provider is unavailable due to a health emergency with respect to COVID-19.

-Up to 12 weeks of leave to use from April 1, 2020-December 31, 2020. This is not in addition to other FMLA leave entitlement.

- Leave is unpaid for the first 10 working days. Employees may choose to use any accrued paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act. For the remainder of the leave, an employee is paid at $\frac{2}{3}$ their regular rate of pay; not to exceed \$200 per day.
- The District will continue employee's health benefits under the same conditions as if the employee continued to work. Employees are responsible for their share of premiums.
- Employees will not accrue employment benefits while on unpaid leave.
- Employees wishing to request this leave must submit a Request for Emergency Family Medical Leave form to the Executive Director.
- Leave may be taken intermittently with the agreement of the District.
- Employee is entitled to return to his/her job, or an equivalent position, without loss of benefits or pay.

Emergency Paid Sick Leave (EPSL)

- All employees are eligible for EPSL when unable to work due to:
Employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
Employee is caring for an individual who is subject to either 1 or 2 above.
Employee is caring for his/her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable due to COVID-19 precautions.
Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- Employees are entitled to emergency paid sick leave up to his or her regularly scheduled hours for a two week period.
- EPSL will be paid at the employee's regular rate of pay for reasons 1-3 above, not to exceed \$511 per day. EPSL will be paid at $\frac{2}{3}$ of the employee's regular rate of pay for reasons 4-6 above, not to exceed \$200 per day.
- Employees must use EPSL under this policy prior to using other accrued paid time off benefits.
- Employees requesting this leave must submit a Request for Emergency Paid Sick Leave form to the Executive Director.
- Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

-Emergency paid sick leave must be taken in full-day increments and must continue to take EPLS each day until the employee uses the full amount of paid sick leave or no longer has a qualifying reason for taking paid sick leave.
-Employee may take paid sick leave intermittently, with the agreement of the District, to care for a child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.
-Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

This policy is for leave requests due to COVID-19 and does not replace current District policies that pertain to other non-FFCRA leaves of absences.

Suggested Motion: Motion to approve extension of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19.

- c. Approval of Tria Architecture Proposal for Professional Services – Lower Level Corridor Renovations

This proposal from Tria Architecture will provide design, bidding, and construction observation services for the lower level corridor renovations needed to renovate this area with a safer setup.

The cost of this proposal is \$13,200.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – Lower Level Corridor Renovations

- d. Approval to Seek Requests for Proposals for Staff Use Computers

Our Windows computers for staff use are original to our library's construction and it is time to replace them. The funding to replace them is already included in this year's budget. I am recommending that we seek proposals to replace these computers.

Suggested Motion: Motion to approve seeking requests for proposals for staff use computers.

- e. Approval of Request for Trustees to Attend 2021 American Library Association Annual Virtual Conference– June 24-29, 2021

This action is required in order for trustees to attend the ALA Annual Conference this year.

Suggested Motion: Motion to approve the requests for Trustees to attend 2021 American Library Association Annual Virtual Conference– June 24-29, 2021.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD DECEMBER 17, 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, December 17, 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. Per the statutory requirements, at least one member of the body or chief administrative officer will be physically present, unless unfeasible. Further, physical attendance at the regular meeting location by the public is not feasible. Therefore, the meeting will be held virtually with contemporaneous attendance available for members of the public by the Zoom platform.

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 online via Zoom were Robert Kalnicky, Kathryn Spindel, Ruth Newell, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustee Steven Prodehl

FOUNTAINDALE STAFF PRESENT

The following staff were present online via Zoom: Paul Mills, Juanita Lennon, Nancy Korczak and Lea Pottle.

PUBLIC PRESENT

The following public were present online via Zoom: Jody Hargett.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – November 19, 2020

The minutes of the board meeting held November 19, 2020 were presented. A motion to approve the minutes was made by Valencia, seconded by Spindel. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends are keeping the Nook stocked. Cookbooks have been a popular seller.

NEW BUSINESS

Approval of Merit Increase and Minimum Wage Adjustments for Fiscal Year 2021

Mills discussed the excellent work the staff has done this year.

A motion to approve a standard merit increase of 85 cents per hour to \$1.00 per hour for Fiscal Year 2021 and to approve a standard merit bonus of 85 cents per hour to \$1.00 per hour, for Fiscal Year 2021 for staff at or over their position's maximum salary was made by Valencia, seconded by Newell.

The level of the merit increase and the merit bonus require reaching the appropriate score in the performance evaluation system in order to be granted.

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

Approval of Resolution 2020-9 – Resolution Approving Service Agreement Between Sourcewell and Fountaindale Public Library District

Mills discussed the benefits of joining Sourcewell. Mills also noted that there are no requirements to use Sourcewell's services as well.

A motion to approve Resolution 2020-9 – Resolution Approving Service Agreement between Sourcewell and the Fountaindale Public Library District was made by Spindel, seconded by Kalnicky.

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

Approval of 2021 Per Capita Grant Application

Mills noted that last month it was reported that the District meets all the requirements of Serving Our Public 4.0.

A motion to approve the 2021 Per Capita Grant application was made by Newell, seconded by Valencia.

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

LIBRARY PROJECTS

Mills reported that the District will continue working with Tria Architecture on the lower level project. It is anticipated that the project will eventually go out to bid.

CORRESPONDENCE

None.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – December, 2020

Bills paid for the month of December, 2020 in the amount of \$60,827.03 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

Bills Payable Report – December, 2020

Bills payable for the month of December, 2020 in the amount of \$132,225.09 was presented for approval. Motion to approve was made by Kalnicky, seconded by Spindel.

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

DIRECTOR'S REPORT – November, 2020

Mills discussed the power inverter for the new bookmobile. The one that is currently installed in the new vehicle's chassis is below our specifications. As a result, a second one will be installed that will, when combined with the first one, exceed our specifications.

Mills was reelected as chair of the Libraries of Illinois Risk Agency (LIRA).

Mills has also been elected to serve as President of the Bolingbrook Rotary Club for a second time.

UNFINISHED BUSINESS

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

A motion for final approval of request for Trustees to attend the 2021 American Library Association Midwinter Meeting Virtual Conference – January 22-26, 2021 was made by Spindel, seconded by Newell.

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

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

President Danhof wished everyone Merry Christmas and Happy New Year.

ADJOURNMENT

A motion to adjourn the meeting at 7:23 p.m. was made by Spindel, seconded by Valencia.

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE FOUNTAINDALE LIBRARY DISTRICT AND WILL COUNTY**

THIS AGREEMENT made and entered into this 21st day of January, 2021 between the Fountaindale Library (the "Library District"), and Will County (the "County").

WITNESSETH:

WHEREAS, the public library (the "Fountaindale Public Library") is a duly organized unit of local government organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Fountaindale Public Library derives its rights, power and authority from the various sections of the Library District Code (the "Code"); and

WHEREAS, Will County (the "County") is a local government duly organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, Will County derives its rights, power and authority from the various sections of the Counties Code (the "Counties Code"); and

WHEREAS, Fountaindale Public Library agrees to host Early Voting at the upcoming election in April 2021 to assist Will County.

WHEREAS, the Board of Fountaindale Public Library and Will County find and hereby declare that it is in the best interests of the Library to assist Will County with the Early Voting at the upcoming election in April 2021.

NOW, THEREFORE, pursuant to statutory authority and their powers of intergovernmental cooperation, and in consideration of the mutual promises and covenants and conditions hereinafter set forth, it is agreed by and between the parties hereto as follows:

1. Fountaindale Public Library agrees to host Early Voting at the upcoming election in April 2021;
2. Requirements for such an Early Voting site include that the site be open beyond hours that Fountaindale Public Library usually operates. {General Primary and General Elections only}.
3. Will County agrees to pay for additional compensation required to be paid by Fountaindale Public Library to Fountaindale Public Library employees for the extra hours that the Library will be open as stated below:

Proposed Consolidated Election - Early Voting Hours:

March 22, 2021 thru March 26, 2021

Monday thru Friday, 9:00 am to 4:30 pm

March 27, 2021

Saturday, 9:00 am to Noon

March 28, 2021

March 29, 2021 thru April 1, 2021

April 2, 2021

April 3, 2021

April 4, 2021

April 5, 2021

Sunday, 10:00 am to 4:00 pm

Monday thru Thurs., 9:00 am to 7:00 pm

Friday (Good Friday), 9:00 am to 6:00 pm

Saturday, 9:00 am to 4:00 pm

Easter Sunday, (Closed)

Monday, 9:00 am to 7:00 pm

Hours chosen by library:

Required hours for Early Voting that are outside of Fountaindale Library's normal hours are:

- Hours beyond operating hours are not required during the 2021 Consolidated Election

4. This Agreement shall expire within one year of execution.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their respective officers pursuant to the express authorization of their respective boards, as of the date first above written.

Fountaindale Library:

By: _____
President, Board of Library Trustees

Attest: _____
Secretary, Board of Library Trustees

Will County

By: _____
_____, Will County

Attest: _____
Clerk, Will County

FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 Extension-DRAFT

Purpose

The purpose of this policy is to extend the Families First Coronavirus Response Act (FFCRA) for the Fountaindale Public Library District (the District). The extension of this policy will provide eligible employees with emergency paid sick leave and/or emergency family and medical leave for specified reasons related to Coronavirus-19 (COVID-19). While the requirement for such leave under FFCRA, expired on December 30, 2020, the District has determined it is in its interest to extend leave options under FFCRA until March 31, 2021 as afforded by the Federal Government.

Employees who are seeking a leave for reasons outside of this policy may still be eligible for such leaves under the District's other leave policies such as the Family Medical Leave Act policy and/or the Leave of Absence Without Pay policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

Emergency FMLA Leave

Employee Eligibility

All employees who have been employed with the Fountaindale Public Library District for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Amount of Leave

Employees will be eligible for up to 12 weeks of leave to use from April 1, 2020, through March 31, 2021. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. Employees that utilized the entirety of this leave prior to December 31, 2020 will not be afforded additional leave time pursuant to the FFCRA extension date of March 31, 2021.

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below). For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over nor

will it pay out upon termination of employment. The employee can-use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The District will continue the employee's health benefits, for employees currently enrolled, during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the District will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, the District may discontinue coverage during the leave. If the District maintains coverage while the employee is on leave, the District may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave by submitting the Request for Emergency Family Medical Leave form to the Director as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the District and the employee if the employee is unable to work.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.

5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours, an equivalent number of regularly scheduled hours for a two-week period, of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to his or her regularly scheduled hours for a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave by submitting the Request for Emergency Paid Sick Leave form to the Executive Director as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is

receiving the leave. If the request is based on the employee's inability to work because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave granted in accordance with FFCRA prior to December 31, 2020 may be carried over for use, as deemed appropriate, through March 31, 2021. This extension allows for the use of unused leaves through March 31, 2021 but does not entitle an employee to an additional amount of leave time.

Requests for leaves under this policy will not be granted past March 31, 2021.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either: (1) uses the full amount of paid sick leave; or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the District if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.



~~January 10~~ December 16, 2020

VIA E-MAIL

(5) Page(s) Inclusive
pmills@fountaindale.org

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

Re: Fountaindale Public Library District
**Proposal for Professional Services -
Lower Level Corridor Renovations - Revised**

Dear Mr. Mills:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. Design of the renovations to the lower level corridor including:
 - 1. Relocation of two door locations including new wall construction around said doors.
 - II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the site is included in this proposal.
- II. TRIA will meet with the OWNER to review the scope of the renovation.
 - A. We will provide one (1) rounds of Schematic Design (SD), before proceeding to CD phase.
 - B. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal.
- III. A Schematic Design estimate of construction cost will be provided for the final Schematic Design option.
 - A. All estimates based on the drawings will be schematic or based on general s.f. costs for the purposes of master planning.

TRIA ARCHITECTURE

West Suburban Office: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

South Suburban Office: 1820 Ridge Road, Suite 209, Homewood, Illinois 60430

Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

Company Main: 630.455.4500 Fax: 630.455.4040

www.TriaArchitecture.com

INIT.

Proposal for Professional Services – Lower Level Corridor Renovations - Revised

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~January 10~~ December 16, 2020

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- IV.** TRIA will design the Mechanical, Electrical, Plumbing and Fire Protection (M.E.P.FP.) systems as required to accommodate the new design, including:
- A.** TRIA will design the relocation of the transfer ducts above the door openings as necessary to accommodate the renovations..
 - B.** TRIA will design the renovations to the electrical system to accommodate the design including:
 - 1. Relocating and adding lighting and controls as necessary.
 - 2. Renovations to the existing fire alarm system as necessary.
 - 3. No specialized engineering such as security, intelligent lighting, voice, data, etc. design is included in this proposal.
 - C.** TRIA will design the renovations to the plumbing fire sprinkler system to accommodate the design.
- V.** TRIA will provide permit drawings for review from the Authorities Having Jurisdiction (AHJ's).
- A.** The OWNER will apply for the permit.
 - B.** The OWNER will be responsible for all required permitting fees.
 - C.** TRIA will provide all drawing revisions for any permit re-submissions requested by the AHJ's, within our scope of work.

BIDDING PHASE:

- I.** If requested, TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, and evaluation of the lowest apparent bidder.
- II.** TRIA will process the AIA contract for the general contractor.
- III.** No value engineering services are included in this proposal.

CONSTRUCTION OBSERVATION PHASE:

- I.** If requested, TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.
- II.** TRIA will review, process and track any change order requests for OWNER review.
- III.** TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers.
- IV.** All scheduled services cease 60 days after the date of substantial completion set in the specifications.
- V.** TRIA will perform Construction Observation and punch list walk-throughs.

GENERAL ITEMS:

- I.** The OWNER shall provide the following existing information to TRIA:
 - A.** An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 - 1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.

TRIA ARCHITECTURE

West Suburban Office: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

South Suburban Office: 1820 Ridge Road, Suite 209, Homewood, Illinois 60430

Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

Company Main: 630.455.4500 Fax: 630.455.4040

www.TriaArchitecture.com

INIT.

Mr. Paul Mills, Executive Director

Proposal for Professional Services – Lower Level Corridor Renovations - Revised

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~January 10~~ December 16, 2020

Page 3 of 5

- II. No Alternate Bid Designs are included in this proposal.
- III. This proposal is based upon attendance at up to one (1) OWNER/design meetings, one (1) pre-bid meeting, one (1) bid opening, two (2) construction observation field visits/meetings, and one (1) punch list walk-through.
 - A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** Tria Architecture and I look forward to your direction and working with you.

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FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of ~~\$9,250~~ \$8,750.**

POTENTIAL ADDITIONAL SERVICES:

- ☐ [REDACTED] (Initial) To provide Bidding and Negotiations services as described above **for a Lump Sum Fee of \$1,700.00.**
- ☐ [REDACTED] (Initial) To provide Construction Observation services as described above **for a Lump Sum Fee of \$2,750.00.**

2020 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$200.00
Associate Architect	\$170.00
Architectural Associate	\$160.00
Senior Staff Architect / Senior Interior Designer	\$150.00
Staff Architect II / Interior Designer II	\$140.00
Staff Architect I / Interior Designer I	\$130.00
Architectural Staff	\$120.00
Graphic Designer	\$115.00
Architectural Intern / Interiors Intern	\$110.00
Administrative Assistant	\$90.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



TRIA ARCHITECTURE, INC.
Ronald E McGrath, AIA, **LEED AP**
Principal Architect

REM/AB

File Name: MRK.PRP.121620.FPLD-LowerLevelCorridor-R.docx

TRIA ARCHITECTURE

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INIT. [REDACTED]

Mr. Paul Mills, Executive Director

Proposal for Professional Services – Lower Level Corridor Renovations - Revised

Fountaindale Public Library District

300 West Briarcliff Road, Bolingbrook, Illinois 60440

~~January 10~~ December 16, 2020

Page 5 of 5

TERMS AND CONDITIONS

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of Tria Architecture's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within 8 months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of Tria Architecture. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA.
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

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Fountaindale Public Library District

Fountaindale Public Library District | 300 West Briarcliff Road | Bolingbrook, IL 60440 | www.fountaindale.org

Computer Request for Proposals

Fountaindale Public Library District will accept proposals for the following list of PC hardware and accessories. Visit www.fountaindale.org to view this document online.

Quantity of 95 of numbered items 1 thru 5

1. HP EliteDesk 800 G6 Desktop Mini PC 65W
 - Windows 10 Pro 64 bit
 - Intel® Core™ i7-10700 vPro™ Processor
(2.9 GHz, up to 4.8 GHz w/Boost, 16 MB cache, 8 core, 65W)+Intel® UHD Graphics 630
 - 16 GB (1 x 16 GB) DDR4-2933 SODIMM Memory
 - 512 GB PCIe NVMe TLC SSD
 - 2 DisplayPort and 1 HDMI port
 - Intel® Wi-Fi 6 AX201 (2x2) + Bluetooth® 5 (vPro™)
 - HP Wired STANDARD USB Keyboard (NOT Business Slim version)
 - HP Wired Optical USB Mouse
 - HP 90 W External Power Supply
 - HP 4 Yr Next Business Day Onsite Extended Warranty for Desktops
2. HP Desktop Mini Security Dual VESA Sleeve
3. HP Desktop Mini DVD-Writer ODD Module (comp w/HP EliteDesk 800 G6 Desktop Mini PC)
4. HP Integrated Work Center for Desktop Mini and Thin Client
5. TP-Link UH720 Black USB 3.0 7-Port Hub with Power Adapter

Quantity of 125 of numbered item 6

6. HP EliteDisplay E243 23.8-Inch Monitor

Quantity of 12 of numbered item 7

7. HP EliteDisplay E243p 23.8-Inch Monitor with Sure View Privacy Screen

Quantity of 95 of numbered item 8

8. HP S101 Speaker Bar (compatible with both E243 and E243p monitors)

Fountaindale Public Library District

Fountaindale Public Library District | 300 West Briarcliff Road | Bolingbrook, IL 60440 | www.fountaindale.org

Questions are due by 12:00 PM on Monday, February 8, 2021.

Proposals are due no later than 9:00 AM on Friday, February 19, 2021.

Submissions should be marked attention: **“FPLD Computer Proposals 2021”**

Submissions must be sent to: pmills@fountaindale.org

Late proposals shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date and time shall not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

Proposals must be submitted for all of the hardware. Proposals must include costs for each model of computer and specified accessories as well as a total cost and shipping (if any). Proposals must be held firm for 60 days. Delivery must be accomplished within 60 days of award. Please callout if any items or specifications would preclude delivery within this 60-day timeframe. Proposal documents, information, and answers to questions may be obtained by contacting pmills@fountaindale.org

Proposals will be opened on Friday, February 19, 2021 at 10:00 AM in Meeting Room A at 300 West Briarcliff Road, Bolingbrook IL 60440.

The award date will be Thursday, March 18, 2021 at the Board Meeting.

Fountaindale Public Library District reserves the right to reject all proposals or to waive any or all technicalities in any proposals in its best interest.

All guarantees and warranties should be stated in writing and submitted as part of the proposal.

The successful respondent(s) will be expected to enter into a contract with the Library pursuant to the documents that include the RFP, the vendor's proposal, the summary of negotiation, and any and all other additional materials submitted by the vendor. The only official answer or position of the Library will be the one stated in writing.

Fountaindale Public Library District

Cash and Investment

December 31, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$721,591.69	\$721,591.69
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	\$12,435.99	\$199,080.39
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	(\$49,066.99)	\$923,404.17
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	\$881,517.97	\$7,558,906.57
Investment - IL Funds/General	\$70,052.78	\$1,164.01	\$71,216.79
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$7,698.66	\$65,444.97
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$35,985.33	\$2,078,393.92
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,432.67)	\$1,072,236.78
Investment - Special Reserve/PMA	\$15,260,952.35	\$322,526.69	\$15,583,479.04
Total Investments	\$25,183,218.08	\$1,246,459.99	\$26,429,678.07
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	\$1,147,406.50	\$2,595,003.54
Total Bond Fund	\$1,447,597.04	\$1,147,406.50	\$2,595,003.54
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	\$2,334,186.48	\$29,948,085.78

Special Res. PMA - 2.06 %
General - IL Fund - 0.093%
Money Market Wintrust - 0.139%

Fountaindale Public Library District

Revenue Report

December 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	\$108,736.18	\$4,422,395.61	100.04 %	\$4,420,765.00	(\$1,630.61)
Property Tax Dupage - 2019	\$686.06	\$85,847.92	95.15 %	\$90,220.00	\$4,372.08
Other Tax	\$4,907.65	\$59,068.65	78.74 %	\$75,020.00	\$15,951.35
Interest	\$39,315.06	\$117,541.97	90.42 %	\$130,000.00	\$12,458.03
Circulation Fees	\$834.45	\$5,979.99	59.80 %	\$10,000.00	\$4,020.01
Copy Machines	\$220.55	\$2,290.46	45.81 %	\$5,000.00	\$2,709.54
Fax Machine	\$418.68	\$2,723.86	54.48 %	\$5,000.00	\$2,276.14
Printing	\$698.73	\$7,935.04	52.90 %	\$15,000.00	\$7,064.96
Miscellaneous	\$143.37	\$3,118.87	0.00 %	\$0.00	(\$3,118.87)
Reimbursements	\$12.47	\$17,600.76	0.00 %	\$0.00	(\$17,600.76)
Board Reimbursements	\$0.00	\$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	\$155,973.20	\$4,809,194.38	51.73 %	\$9,296,618.00	\$4,487,423.62
Building Project Fund Revenue					
Interest Building Poject 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	\$35,351.85	\$1,437,790.87	100.02 %	\$1,437,529.00	(\$261.87)
Property Tax - Dupage 2019	\$225.21	\$28,182.98	96.07 %	\$29,337.00	\$1,154.02
Interest Bond Fund	\$312.48	\$1,449.76	14.50 %	\$10,000.00	\$8,550.24
Total Bond Fund	\$35,889.54	\$1,467,423.61	42.86 %	\$3,423,434.00	\$1,956,010.39
Total Revenue	\$191,862.74	\$6,276,618.05	49.34 %	\$12,720,052.00	\$6,443,433.95

Fountaindale Public Library District

Expenditure Report

December 31, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$483,521.16	\$2,268,800.51	47.57 %	\$4,769,512.00	\$2,500,711.49
Contractual Services	\$36,312.35	\$193,005.40	33.58 %	\$574,800.00	\$381,794.60
Supplies & Utilities	\$17,208.74	\$187,064.15	28.36 %	\$659,650.00	\$472,585.85
Library Materials	\$51,260.55	\$436,846.90	33.67 %	\$1,297,500.00	\$860,653.10
Capital Expenditures	\$12,615.43	\$59,254.87	5.73 %	\$1,033,360.00	\$974,105.13
Miscellaneous	\$1,672.36	\$6,336.69	8.45 %	\$75,000.00	\$68,663.31
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$602,590.59	\$3,151,308.52	37.10 %	\$8,494,426.00	\$5,343,117.48
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$2,600.00	21.49 %	\$12,100.00	\$9,500.00
Liability Insurance Fund Expenditures	\$0.00	\$2,011.38	1.58 %	\$127,500.00	\$125,488.62
Soc Sec/IMRF Fund Expenditures	\$57,378.74	\$323,746.15	40.73 %	\$794,769.38	\$471,023.23
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$14,701.60	\$123,527.13	37.89 %	\$326,000.00	\$202,472.87
Total Other Fund Expenditures	\$72,080.34	\$451,884.66	35.85 %	\$1,260,409.38	\$808,524.72
Total Expenditures - Operating Funds	\$674,670.93	\$3,603,193.18	36.94 %	\$9,754,835.38	\$6,151,642.20
Building Project Fund Expenditures					
	\$0.00	\$143.22	100.00 %	\$143.22	\$0.00
Total Building Project Fund Expenditures	\$0.00	\$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	\$0.00	\$459,868.22	15.97 %	\$2,879,593.22	\$2,419,725.00
Total Expenditures - All Funds	\$674,670.93	\$4,063,061.40	32.16 %	\$12,634,428.60	\$8,571,367.20

Fountaindale Public Library District

Bills Paid - Operating Account

December 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Worldpay Merchant Services	Closing Account Balance	12/18/2020	54797	1-4247-10	\$828.85
					\$828.85


Jennie Nguyen, Finance Manager

Fountaindale Public Library District

Bills Paid - Operating Account

January 2021

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Arthur J. Gallagher Risk Management	Treasurer's Bond - Renewal Premium 08/08/20 - 08/07/2021	1/1/2021	54799	3-4144-10	\$6,197.00
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - January 2021	1/1/2021	54800	1-4192-10	\$25,892.11
Dearborn National Life Insurance Company	Employer Insurance Contribution - January 2021	1/1/2021	54801	1-4192-10	\$534.19
Illinois Municipal Retirement Fund	Employer Insurance Contribution - December 2020	1/1/2021	845	5-4142-10	\$45,092.33
U.S. Postal Service	USPS Marketing Mail 2021 Fee Renewal	1/1/2021	54802	1-4381-10	\$240.00
					\$77,955.63


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - December 2020

Gross Payroll	\$451,697.43
FICA	\$27,377.91
Total Gross Payroll & FICA	\$479,075.34

Fountaindale Public Library District
Bills Payable Report
January 21, 2021

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Adam Selzer				
	Program - The Underground Railroad in Illinois - 2/3/21	AS020321	1-4571-24	\$ 175.00
	<i>Totals for Adam Selzer</i>			\$ 175.00
Ali Baig				
	Program - Trivia Night with Baig of Tricks - 2/8/21	AB020821	1-4571-24	75.00
	<i>Totals for Ali Baig</i>			\$ 75.00
Allegra Print & Imaging				
	Bookmobile - Youtube20 Sign	16171	1-4731-10	152.00
	<i>Totals for Allegra Print & Imaging</i>			\$ 152.00
Allyse Schiller				
	Mileage - 10/27/2020 - 12/30/2020	AS010421	1-4171-10	6.90
	<i>Totals for Allyse Schiller</i>			\$ 6.90
Amazon				
	Outreach - Laminating Pouches & Cup Program Supplies	A53-2021	1-4353-28	8.99
	Outreach - Laminating Pouches & Cup Program Supplies	A53-2021	1-4371-28	12.50
	Oct. 2020 District Restock	A42-2021	1-4351-10	134.18
	Oct. 2020 District Restock	A42-2021	1-4351-10	50.29
	Nov. 2020 District Restock - Coffee Supplies & Tape	A50-2021	1-4351-10	89.08
	Nov. 2020 District Restock	A52-2021	1-4351-10	282.96
	Oct. 2020 District Restock	A42-2021	1-4371-10	30.12
	Oct. 2020 District Restock	A42-2021	1-4371-10	14.97
	BKM Locks	A49-2021	1-4235-29	50.00
	IT - Laptop Bags	A51-2021	1-4354-14	60.00
	IT - Laptop Bags	A51-2021	1-4354-14	340.00
	Books - Adult Non-Fiction	0660346-JAN21	1-4541-26	207.42
	Books - Adult Fiction	0660346-JAN21	1-4540-26	156.59
	Video Games - YA	0660346-JAN21	1-4563-26	167.95
	Music - Adult	0660346-JAN21	1-4550-26	843.94
	Studio - Canned Air	A46-2021	1-4371-27	20.80
	Electronic Devices & Equipments	0660346-JAN21	1-4527-26	940.01
	Library Materials - Shipping Costs	0660346-JAN21	1-4519-26	68.96
	<i>Totals for Amazon</i>			\$ 3,478.76
American Library Association				
	Bermejo Membership - 1/31/21-1/30/22	2220250	1-4161-16	122.00
	Kalnicky Membership - 12/31/2020-12/30/21	1271086	1-4161-16	137.00
	<i>Totals for American Library Association</i>			\$ 259.00

Fountaindale Public Library District
Bills Payable Report
January 21, 2021

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - January 2021	INV378173	1-4253-10	\$ 189.55
	<i>Totals for AmeriFlex Business Solutions</i>			\$ 189.55
ArchiveSocial, Inc.				
	ArchiveSocial Standard Package - 11/1/2020-8/10/21	13684	1-4631-14	1,858.05
	<i>Totals for ArchiveSocial, Inc.</i>			\$ 1,858.05
Association of Bookmobile and Outreach				
	Petrov Membership - 2/6/21-2/5/22	02516	1-4161-10	49.00
	<i>Totals for Association of Bookmobile and Outreach Services</i>			\$ 49.00
AT & T				
	Updated Internet Agreement - December 2020	8728759503	1-4314-14	967.92
	<i>Totals for AT & T</i>			\$ 967.92
AT & T Mobility - National Business Services				
	Telephone Service - 11/22/2020 - 12/21/2020	17289785	1-4311-14	125.20
	<i>Totals for AT & T Mobility - National Business Services</i>			\$ 125.20
B&H Photo-Video				
	Studio - Lavalier Wearable Mic	181462566	1-4568-27	79.00
	Studio - Home Office Microphone and Podcast Microphone	181716996	1-4568-27	348.00
	<i>Totals for B&H Photo-Video</i>			\$ 427.00
Baker & Taylor - C009233				
	Library Materials - Processing Costs	5016595492	1-4518-26	8.05
	Library Materials - Shipping Costs	5016649844	1-4519-26	1.68
	Library Materials - Shipping Costs	5016621799	1-4519-26	1.48
	Library Materials - Processing Costs	5016649844	1-4518-26	5.75
	Library Materials - Processing Costs	5016621799	1-4518-26	13.80
	Library Materials - Shipping Costs	5016595492	1-4519-26	1.06
	Books - Adult Non-Fiction	5016595492	1-4541-26	212.44
	Books - Adult Non-Fiction	5016649844	1-4541-26	335.67
	Books - Adult Non-Fiction	5016621799	1-4541-26	296.62
	<i>Totals for Baker & Taylor - C009233</i>			\$ 876.55

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Library Materials - Processing Costs	2035650087	1-4518-29	\$ 6.21
	Library Materials - Processing Costs	2035658787	1-4518-29	2.07
	Library Materials - Processing Costs	2035673201	1-4518-29	2.67
	Library Materials - Processing Costs	2035675205	1-4518-29	1.38
	Library Materials - Processing Costs	2035683906	1-4518-29	6.21
	Library Materials - Shipping Costs	2035650087	1-4519-29	0.75
	Library Materials - Shipping Costs	2035658787	1-4519-29	0.36
	Library Materials - Shipping Costs	2035673201	1-4519-29	0.51
	Library Materials - Shipping Costs	2035675205	1-4519-29	0.33
	Library Materials - Shipping Costs	2035683906	1-4519-29	0.91
	Opening Day Collection	2035673201	1-4570-29	19.00
	Opening Day Collection	2035675205	1-4570-29	10.48
	Opening Day Collection	2035683906	1-4570-29	54.05
	Books - Juvenile World Languages	2035673201	1-4526-29	7.47
	Books - Juvenile Fiction	2035658787	1-4544-29	26.46
	Books - Juvenile Fiction	2035673201	1-4544-29	20.69
	Books - Juvenile Fiction	2035675205	1-4544-29	20.79
	Books - Juvenile Easy	2035650087	1-4546-29	10.34
	Books - Juvenile Easy	2035658787	1-4546-29	11.19
	Books - Juvenile Easy	2035675205	1-4546-29	10.92
	Books - Young Adult Fiction	2035675205	1-4548-29	9.77
	Books - Adult Fiction	2035650087	1-4540-29	110.34
	Books - Adult Fiction	2035658787	1-4540-29	33.36
	Books - Adult Fiction	2035673201	1-4540-29	16.10
	Books - Adult Fiction	2035675205	1-4540-29	14.95
	Books - Adult Fiction	2035683906	1-4540-29	111.51
	Books - Adult Non-Fiction	2035650087	1-4541-29	28.50
	Books - Adult Non-Fiction	2035683906	1-4541-29	15.52
	Books - Adult Large Print	2035673201	1-4543-29	38.99
<i>Totals for Baker & Taylor - L420685</i>				\$ 591.83

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult World Languages	2035666156	1-4525-26	\$ 41.27
	Books - Adult World Languages	2035662045	1-4525-26	83.18
	Books - Adult World Languages	2035637738	1-4525-26	19.00
	Books - Adult World Languages	2035635436	1-4525-26	23.96
	Books - Adult World Languages	2035680395	1-4525-26	8.99
	Books - Adult World Languages	2035696022	1-4525-26	68.90
	Library Materials - Processing Costs	2035645387	1-4518-26	79.11
	Library Materials - Processing Costs	2035640799	1-4518-26	0.69
	Library Materials - Processing Costs	2035652478	1-4518-26	49.35
	Library Materials - Processing Costs	2035666156	1-4518-26	29.43
	Library Materials - Processing Costs	2035607574	1-4518-26	32.18
	Library Materials - Processing Costs	2035613936	1-4518-26	38.26
	Library Materials - Processing Costs	2035662045	1-4518-26	89.08
	Library Materials - Processing Costs	2035628103	1-4518-26	73.11
	Library Materials - Processing Costs	2035631054	1-4518-26	59.08
	Library Materials - Shipping Costs	2035667952	1-4519-26	4.81
	Library Materials - Shipping Costs	2035633313	1-4519-26	2.02
	Library Materials - Shipping Costs	2035688503	1-4519-26	6.52
	Library Materials - Shipping Costs	2035678188	1-4519-26	2.97
	Library Materials - Shipping Costs	2035682571	1-4519-26	2.26
	Library Materials - Shipping Costs	2035637738	1-4519-26	4.87
	Library Materials - Shipping Costs	2035670047	1-4519-26	1.33
	Library Materials - Shipping Costs	2035635436	1-4519-26	6.53
	Library Materials - Shipping Costs	2035680395	1-4519-26	4.42
	Library Materials - Shipping Costs	2035696022	1-4519-26	11.06
	Library Materials - Shipping Costs	2035645387	1-4519-26	7.01
	Library Materials - Shipping Costs	2035640799	1-4519-26	0.07
	Library Materials - Shipping Costs	2035652478	1-4519-26	3.60
	Library Materials - Processing Costs	2035667952	1-4518-26	34.84
	Library Materials - Processing Costs	2035633313	1-4518-26	24.09
	Library Materials - Processing Costs	2035688503	1-4518-26	52.69
	Library Materials - Processing Costs	2035678188	1-4518-26	40.75
	Library Materials - Processing Costs	2035682571	1-4518-26	12.57
	Library Materials - Processing Costs	2035637738	1-4518-26	57.47
	Library Materials - Processing Costs	2035670047	1-4518-26	19.39
	Library Materials - Processing Costs	2035635436	1-4518-26	114.45
	Library Materials - Processing Costs	2035680395	1-4518-26	80.97
	Library Materials - Processing Costs	2035696022	1-4518-26	119.59

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Shipping Costs	2035666156	1-4519-26	\$ 2.44
	Library Materials - Shipping Costs	2035607574	1-4519-26	3.21
	Library Materials - Shipping Costs	2035613936	1-4519-26	4.98
	Library Materials - Shipping Costs	2035662045	1-4519-26	6.13
	Library Materials - Shipping Costs	2035628103	1-4519-26	7.00
	Library Materials - Shipping Costs	2035631054	1-4519-26	6.64
	Books - Juvenile World Languages	2035667952	1-4526-26	14.94
	Books - Adult Non-Fiction	2035667952	1-4541-26	70.44
	Books - Adult Non-Fiction	2035633313	1-4541-26	89.56
	Books - Adult Non-Fiction	2035688503	1-4541-26	148.75
	Books - Adult Non-Fiction	2035678188	1-4541-26	100.33
	Books - Adult Non-Fiction	2035682571	1-4541-26	24.56
	Books - Adult Non-Fiction	2035637738	1-4541-26	108.32
	Books - Adult Non-Fiction	2035670047	1-4541-26	94.90
	Books - Adult Non-Fiction	2035635436	1-4541-26	538.59
	Books - Adult Non-Fiction	2035680395	1-4541-26	157.29
	Books - Adult Non-Fiction	2035696022	1-4541-26	473.20
	Books - Adult Large Print	2035645387	1-4543-26	45.57
	Books - Adult Large Print	2035613936	1-4543-26	37.20
	Books - Adult Large Print	2035631054	1-4543-26	37.80
	Books - Adult Large Print	2035688503	1-4543-26	18.00
	Books - Adult Large Print	2035678188	1-4543-26	19.20
	Books - Adult Large Print	2035637738	1-4543-26	11.99
	Books - Adult Large Print	2035670047	1-4543-26	17.40
	Books - Adult Large Print	2035635436	1-4543-26	18.59
	Books - Adult Large Print	2035696022	1-4543-26	37.79
	Books - Juvenile Fiction	2035645387	1-4544-26	50.38
	Books - Juvenile Fiction	2035652478	1-4544-26	85.98
	Books - Juvenile Fiction	2035666156	1-4544-26	141.35
	Books - Juvenile Fiction	2035607574	1-4544-26	27.57
	Books - Juvenile Fiction	2035613936	1-4544-26	10.92
	Books - Juvenile Fiction	2035662045	1-4544-26	310.22
	Books - Juvenile Fiction	2035628103	1-4544-26	966.04
	Books - Juvenile Fiction	2035631054	1-4544-26	90.96
	Books - Adult Non-Fiction	2035666156	1-4541-26	65.07
	Books - Adult Non-Fiction	2035607574	1-4541-26	167.21
	Books - Adult Non-Fiction	2035613936	1-4541-26	293.25
	Books - Adult Non-Fiction	2035662045	1-4541-26	333.46

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2035628103	1-4541-26	\$ 142.87
	Books - Adult Non-Fiction	2035631054	1-4541-26	162.22
	Professional Books	2035645387	1-4538-26	132.88
	Professional Books	2035613936	1-4538-26	62.94
	Books - Adult Fiction	2035645387	1-4540-26	293.13
	Books - Adult Fiction	2035652478	1-4540-26	234.04
	Books - Adult Fiction	2035666156	1-4540-26	99.43
	Books - Adult Fiction	2035607574	1-4540-26	386.81
	Books - Adult Fiction	2035613936	1-4540-26	34.39
	Books - Adult Fiction	2035662045	1-4540-26	213.61
	Books - Adult Fiction	2035628103	1-4540-26	145.18
	Books - Adult Fiction	2035631054	1-4540-26	186.94
	Books - Adult Fiction	2035667952	1-4540-26	18.54
	Books - Adult Fiction	2035633313	1-4540-26	242.84
	Books - Adult Fiction	2035688503	1-4540-26	700.24
	Books - Adult Fiction	2035678188	1-4540-26	376.18
	Books - Adult Fiction	2035682571	1-4540-26	84.70
	Books - Adult Fiction	2035637738	1-4540-26	364.13
	Books - Adult Fiction	2035670047	1-4540-26	73.43
	Books - Adult Fiction	2035635436	1-4540-26	597.38
	Books - Adult Fiction	2035680395	1-4540-26	449.27
	Books - Adult Fiction	2035696022	1-4540-26	607.75
	Books - Adult Non-Fiction	2035645387	1-4541-26	245.51
	Books - Adult Non-Fiction	2035640799	1-4541-26	14.95
	Books - Adult Non-Fiction	2035652478	1-4541-26	161.01
	Books - Juvenile Non-Fiction	2035688503	1-4545-26	22.98
	Books - Juvenile Non-Fiction	2035680395	1-4545-26	22.94
	Books - Juvenile Non-Fiction	2035696022	1-4545-26	32.35
	Books - Juvenile Fiction	2035667952	1-4544-26	28.74
	Books - Juvenile Fiction	2035633313	1-4544-26	9.77
	Books - Juvenile Fiction	2035688503	1-4544-26	229.15
	Books - Juvenile Fiction	2035678188	1-4544-26	5.99
	Books - Juvenile Fiction	2035682571	1-4544-26	109.89
	Books - Juvenile Fiction	2035637738	1-4544-26	75.96
	Books - Juvenile Fiction	2035670047	1-4544-26	21.63
	Books - Juvenile Fiction	2035635436	1-4544-26	41.86
	Books - Juvenile Fiction	2035680395	1-4544-26	99.87
	Books - Juvenile Fiction	2035696022	1-4544-26	455.69

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Vendor name	Invoice Description	(Cont'd)	Invoice #	Account #	Amount
Baker & Taylor - L420686					
	Books - Juvenile Non-Fiction		2035645387	1-4545-26	\$ 15.54
	Books - Juvenile Non-Fiction		2035652478	1-4545-26	15.58
	Books - Juvenile Non-Fiction		2035666156	1-4545-26	28.44
	Books - Juvenile Non-Fiction		2035631054	1-4545-26	14.34
	Books - Juvenile Easy		2035645387	1-4546-26	170.47
	Books - Juvenile Easy		2035652478	1-4546-26	147.20
	Books - Juvenile Easy		2035666156	1-4546-26	95.03
	Books - Juvenile Easy		2035607574	1-4546-26	23.97
	Books - Juvenile Easy		2035613936	1-4546-26	547.25
	Books - Juvenile Easy		2035662045	1-4546-26	189.23
	Books - Juvenile Easy		2035628103	1-4546-26	108.49
	Books - Juvenile Easy		2035631054	1-4546-26	817.26
	Books - Juvenile Easy		2035667952	1-4546-26	821.52
	Books - Juvenile Easy		2035633313	1-4546-26	50.96
	Books - Juvenile Easy		2035688503	1-4546-26	136.91
	Books - Juvenile Easy		2035678188	1-4546-26	64.02
	Books - Juvenile Easy		2035637738	1-4546-26	394.33
	Books - Juvenile Easy		2035670047	1-4546-26	28.62
	Books - Juvenile Easy		2035635436	1-4546-26	64.04
	Books - Juvenile Easy		2035680395	1-4546-26	102.69
	Books - Juvenile Easy		2035696022	1-4546-26	369.58
	Books - Young Adult Fiction		2035645387	1-4548-26	448.26
	Books - Young Adult Fiction		2035652478	1-4548-26	76.39
	Books - Young Adult Fiction		2035666156	1-4548-26	16.78
	Books - Young Adult Fiction		2035607574	1-4548-26	35.51
	Books - Young Adult Fiction		2035662045	1-4548-26	85.42
	Books - Young Adult Fiction		2035628103	1-4548-26	32.02
	Books - Young Adult Fiction		2035631054	1-4548-26	17.97
	Books - Young Adult Fiction		2035667952	1-4548-26	8.39
	Books - Young Adult Fiction		2035633313	1-4548-26	10.78
	Books - Young Adult Fiction		2035688503	1-4548-26	48.51
	Books - Young Adult Fiction		2035678188	1-4548-26	8.99
	Books - Young Adult Fiction		2035682571	1-4548-26	222.98
	Books - Young Adult Fiction		2035682571	1-4548-26	10.34
	Books - Young Adult Fiction		2035670047	1-4548-26	29.96
	Books - Young Adult Fiction		2035635436	1-4548-26	9.77
	Books - Young Adult Fiction		2035680395	1-4548-26	42.16
	Books - Young Adult Fiction		2035696022	1-4548-26	138.21

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Young Adult Non-Fiction	2035613936	1-4549-26	\$ 10.49
	Books - Young Adult Non-Fiction	2035662045	1-4549-26	11.49
	Books - Young Adult Non-Fiction	2035628103	1-4549-26	5.99
	Books - Young Adult Non-Fiction	2035678188	1-4549-26	19.53
	Books - Young Adult Non-Fiction	2035635436	1-4549-26	10.92
	Books - Young Adult Non-Fiction	2035696022	1-4549-26	28.38
	<i>Totals for Baker & Taylor - L420686</i>			\$ 18,669.00
Belynda Head				
	Program - Virtual R&B Line Dancing - 2/14/21	BH021421	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Bibliotheca, LLC				
	Heartland Terminal Maintenance - 1/1/21 - 12/31/21	INV-US38323	1-4233-14	29,020.06
	Heartland Terminal Maintenance - 1/1/21 - 12/31/21	INV-US38323	1-4276-14	35,878.49
	<i>Totals for Bibliotheca, LLC</i>			\$ 64,898.55
Bini Issac				
	Mileage - 8/22/2020 - 12/12/2020	BI011121	1-4171-10	22.18
	<i>Totals for Bini Issac</i>			\$ 22.18
Blackstone Publishing				
	Audiobooks - Adult	1193172	1-4551-26	232.44
	Audiobooks - Adult	1194964	1-4551-26	82.49
	<i>Totals for Blackstone Publishing</i>			\$ 314.93
Bolingbrook Area Chamber of Commerce				
	Institutional Membership - 2021	113737	1-4162-10	375.00
	<i>Totals for Bolingbrook Area Chamber of Commerce</i>			\$ 375.00
Bolingbrook Rotary Club				
	Mills Membership - Third Quarter Dues 2020-2021	1002	1-4161-10	57.00
	<i>Totals for Bolingbrook Rotary Club</i>			\$ 57.00
Call One				
	Telephone & Internet - 1/15/21-2/14/21	367125	1-4312-14	1,080.15
	Telephone & Internet - 12/15/2020-1/14/2021	356401	1-4312-14	1,067.13
	Telephone & Internet - 1/15/21-2/14/21	367125	1-4314-14	1,968.00
	Telephone & Internet - 12/15/2020-1/14/2021	356401	1-4314-14	1,968.00
	<i>Totals for Call One</i>			\$ 6,083.28

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cathryn Stanek-Whisler				
	Program - Make Your Own Candy - 2/8/21	CSW020821	1-4573-24	\$ 100.00
	Program - Make Your Own Candy - 2/8/21	CSW020821	1-4571-24	100.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 200.00
Center Point Large Print				
	Books - Adult Large Print	1812118	1-4543-29	156.39
	Books - Adult Large Print	1808017	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			\$ 475.17
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	192430	1-4545-26	33.63
	<i>Totals for Children's Plus Inc.</i>			\$ 33.63
Christine Thornton				
	Program - Rainbow Forest Paintings - 2/16/21	CT021621	1-4571-24	125.00
	Program - Rainbow Forest Paintings - 2/16/21	CT021621	1-4573-24	125.00
	<i>Totals for Christine Thornton</i>			\$ 250.00
Comcast Cable				
	Cable - 1/3/21-2/2/21	0367494-DEC20	1-4316-14	103.02
	<i>Totals for Comcast Cable</i>			\$ 103.02
Constellation NewEnergy, Inc.				
	Electricity - 10/28/2020-11/30/2020	18884099001	1-4321-30	11,381.78
	<i>Totals for Constellation NewEnergy, Inc.</i>			\$ 11,381.78
Demco, Inc.				
	CSD - Program Supplies	6882447	1-4353-20	69.04
	Dec. 2020 District Restock - Book Tape	6889706	1-4371-10	174.31
	Collections - Round CD Labels	6867645	1-4371-12	340.22
	Collections - Labels & Label Protectors	6878438	1-4371-12	1,257.22
	<i>Totals for Demco, Inc.</i>			\$ 1,840.79
Ehlers & Associates, Inc.				
	Professional Services - Agent Fee	61620	1-4253-10	400.00
	<i>Totals for Ehlers & Associates, Inc.</i>			\$ 400.00
Elite Chess Inc				
	Program - Chess Club - 2/16/21	EC021621	1-4571-24	60.00
	<i>Totals for Elite Chess Inc</i>			\$ 60.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Findaway World, LLC				
	Audiobooks - Adult	336903	1-4551-26	\$ 419.31
	Audiobooks - Adult	338227	1-4551-26	75.98
	Audiobooks - Adult	334994	1-4551-26	513.94
	Audiobooks - Juvenile	335931	1-4553-26	385.89
	Audiobooks - Juvenile	338191	1-4553-26	41.13
	Audiobooks - Juvenile	337768	1-4553-26	394.11
	Playaway - Juvenile	335932	1-4562-29	385.89
	Playaway - Juvenile	338193	1-4562-29	41.13
	Playaway - Juvenile	337767	1-4562-29	334.73
	Launchpads - Juvenile	336836	1-4566-26	69.99
	Launchpads - Juvenile	333916	1-4566-26	139.98
	Launchpads - Juvenile	337710	1-4566-26	759.95
<i>Totals for Findaway World, LLC</i>				<u>\$ 3,562.03</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	LULU - Studio: Nemo Journal Vol. 3 Printing	N7148-JAN21	1-4571-27	\$ 73.93
	Netflix - Monthly 4/12 Roku Subscription	T7780-JAN21	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-JAN21	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-JAN21	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-JAN21	1-4523-26	15.99
	HBO - Monthly 3/12 Roku Subscription	T7780-JAN21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-JAN21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-JAN21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-JAN21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-JAN21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-JAN21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-JAN21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-JAN21	1-4523-26	14.99
	Netflix - Monthly 4/12 Additional Roku Subscription	M4566-JAN21	1-4523-26	15.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-JAN21	1-4523-26	12.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-JAN21	1-4523-26	12.99
	Mobile Beacon - 6 Patron Mobile Hotspot 12 Month Service	N7148-JAN21	1-4348-14	720.00
	Walgreens - Communications: 2045 Time Capsule Photos	N7148-JAN21	1-4735-10	11.17
	Michaels - Communications: 2045 Time Capsule Photo Album	N7148-JAN21	1-4735-10	16.99
	CCleaner Piriform - Director Comp Software 11/30/20-11/30/21	M4566-JAN21	1-4522-14	44.04
	Grammarly - 1 Year Subscriptions - Mills, Korczak, Dolley	N7148-JAN21	1-4522-14	450.00
	Facebook - Monthly Ads	M4566-JAN21	1-4731-10	93.01
	MailChimp - Monthly Subscription	M4566-JAN21	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-JAN21	1-4731-10	29.00
	Shutterstock - Communications: The Fountain/Stock Images	N7148-JAN21	1-4731-10	49.00
	GFS Store - CSD: Various Program Supplies	N7148-JAN21	1-4353-20	23.84
	Dollar Tree - CSD: Various Program Supplies	N7148-JAN21	1-4353-20	72.00
	Michaels - CSD: Display Case Decorations	N7148-JAN21	1-4353-20	75.37
	Target - ATSD: Winter & Spring Contest Program Gift Cards	N7148-JAN21	1-4353-24	215.00
	Target - CSD: Program Gift Card Prize	N7148-JAN21	1-4572-20	13.87
	Target - CSD: Program Gift Card Prize	N7148-JAN21	1-4572-20	13.88
	Target - CSD: Program Gift Card Prize	N7148-JAN21	1-4572-20	15.00
	Target - CSD: Program Gift Card Prize	N7148-JAN21	1-4572-20	15.00
	Target - CSD: Program Gift Card Prize	N7148-JAN21	1-4572-20	15.00
	GoDaddy - IT: Public Wifi Certificate Renewal	N7148-JAN21	1-4253-14	159.98
	GoDaddy - IT: Communico Public HTTPS SSL Cert Renewal	N7148-JAN21	1-4253-14	159.98
	Basecamp - Annual Subscription	M4566-JAN21	1-4631-14	899.00
Totals for First Bankcard				\$ 3,462.91

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Fun Express LLC				
	CSD - Various Program Supplies	707133010-01	1-4353-20	\$ 125.90
		<i>Totals for Fun Express LLC</i>		\$ 125.90
Gale/Cengage Learning				
	Books - Adult Large Print	72716169	1-4543-26	69.72
	Books - Adult Large Print	72709915	1-4543-26	140.95
	Books - Adult Large Print	72716640	1-4543-26	77.22
	Books - Adult Large Print	72710570	1-4543-26	83.97
	Books - Adult Large Print	72715547	1-4543-26	74.22
	Books - Adult Large Print	72710303	1-4543-26	107.21
	Books - Adult Large Print	72721706	1-4543-26	25.60
	Books - Adult Large Print	72746381	1-4543-26	91.16
	Electronic Audiobooks & Books	72677186	1-4520-26	271.70
	Electronic Audiobooks & Books	72773995	1-4520-26	271.70
		<i>Totals for Gale/Cengage Learning</i>		\$ 1,213.45
Government Finance Office Association				
	J. Nguyen - Effective Payable Policies - 2/4/21	2982816	1-4151-10	85.00
	J. Nguyen Membership - 1/1/21-12/31/21	2015345	1-4161-10	65.00
		<i>Totals for Government Finance Office Association</i>		\$ 150.00
Holly Sine-Ramsdell				
	Program - Ageless Grace - 1/23/21	HSR012321	1-4571-24	75.00
	Program - Ageless Grace - 2/6/21	HSR020621	1-4571-24	75.00
		<i>Totals for Holly Sine-Ramsdell</i>		\$ 150.00
IHLS-OCLC				
	Catalog Management	22939	1-4272-12	745.92
		<i>Totals for IHLS-OCLC</i>		\$ 745.92
Illinois American Water				
	Fire Protection - 12/18/2020-1/21/21	1025-210003089465	1-4331-30	45.33
	Irrigation - 11/18/2020-12/17/2020	1025-210003089915	1-4331-30	129.44
		<i>Totals for Illinois American Water</i>		\$ 174.77
Illinois American Water/Bolingbrook				
	Water & Sewer - 11/18/2020-12/17/2020	1025-210003088318	1-4331-30	977.03
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 977.03

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ilya Kabirov	Program - Great Reads Book Club - 1/27/21	IK012721	1-4571-24	\$ 75.00
	<i>Totals for Ilya Kabirov</i>			<u>\$ 75.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Video Games - Juvenile	49532454	1-4564-26	\$ 113.98
	Video Games - Juvenile	49594439	1-4564-26	28.49
	Video Games - Juvenile	49594442	1-4564-26	284.94
	Video Games - Juvenile	50233892	1-4564-26	645.85
	Video Games - Juvenile	49873089	1-4564-26	47.49
	Video Games - Juvenile	49873092	1-4564-26	66.48
	Books - Juvenile Fiction	49524249	1-4544-29	7.34
	Books - Adult Non-Fiction	50233887	1-4541-29	19.95
	Video Games - Adult	49532450	1-4565-26	455.92
	Video Games - Adult	49532452	1-4565-26	626.90
	Video Games - Adult	49532456	1-4565-26	56.99
	Video Games - Adult	49594440	1-4565-26	113.98
	Video Games - Adult	50233885	1-4565-26	113.98
	Video Games - Adult	50233888	1-4565-26	132.98
	Video Games - Adult	50233891	1-4565-26	199.44
	Video Games - Adult	49873091	1-4565-26	56.99
	Video Games - Juvenile	49532455	1-4564-29	66.49
	Video Games - Juvenile	49873090	1-4564-29	47.49
	Books - Juvenile Fiction	50233886	1-4544-26	67.58
	Books - Juvenile Fiction	50150854	1-4544-26	90.24
	Books - Juvenile Easy	50150853	1-4546-26	179.53
	Books - Juvenile Easy	50150855	1-4546-26	59.25
	Books - Juvenile Easy	50150856	1-4546-26	20.28
	Books - Juvenile Easy	49805715	1-4546-26	4.51
	Video Games - YA	49532449	1-4563-26	28.49
	Video Games - YA	49532451	1-4563-26	37.99
	Video Games - YA	49532453	1-4563-26	294.44
	Video Games - YA	49594438	1-4563-26	28.49
	Video Games - YA	50233889	1-4563-26	75.98
	Video Games - YA	50233890	1-4563-26	341.92
	Video Games - YA	49873088	1-4563-26	56.99
	Books - Juvenile Easy	49524250	1-4546-26	103.76
	Books - Juvenile Easy	49594441	1-4546-26	51.94
	Books - Juvenile Storytime & Professional Reference	49805716	1-4547-26	18.61
<i>Totals for Ingram Library Services</i>				<u>\$ 4,545.68</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ITSavvy LLC	IT - Malwarebytes EDR for Servers	01233368	1-4522-14	\$ 3,944.60
		<i>Totals for ITSavvy LLC</i>		\$ 3,944.60
Jennifer A. Warner	Program - Gen. Club: Finding Newspapers - 2/10/21	JAW021021	1-4571-24	200.00
		<i>Totals for Jennifer A. Warner</i>		\$ 200.00
Johnson Controls Security Solutions	Quarterly Security - 1/1/21-3/31/21	35238186	1-4221-30	359.15
		<i>Totals for Johnson Controls Security Solutions</i>		\$ 359.15
Kellie Chase	Program - Sewing With Kellie Chase (6 Classes) - 1/25/21	KC012521	1-4571-24	175.00
	Program - Sewing With Kellie Chase (6 Classes) - 2/08/21	KC020821	1-4571-24	175.00
		<i>Totals for Kellie Chase</i>		\$ 350.00
Kendra Fitzer	Mileage - 9/19/2020-12/26/2020	KF010521	1-4171-10	17.08
		<i>Totals for Kendra Fitzer</i>		\$ 17.08
Konica Minolta Business Solutions U.S.A., Inc.	July Contract: Overage - 12/1/2020-12/31/2020	9007412112	1-4234-14	637.64
	July Contract: Maintenance - 12/1/2020-12/31/2020	9007412740	1-4234-14	61.55
	March Contract: Maintenance - 11/15/2020-12/14/2020	9007364634	1-4234-14	7.42
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		\$ 706.61
Konica Minolta Premier Finance	Leased Equipment - December 2020	431568773	1-4234-14	1,627.69
		<i>Totals for Konica Minolta Premier Finance</i>		\$ 1,627.69
Leah D. Moon	Program - Heart-Shaped Rose Wreath - 1/29/21	LDM012921	1-4573-24	165.00
		<i>Totals for Leah D. Moon</i>		\$ 165.00
Leda Meredith	Program - History of Food Canning - 2/04/21	LM020421	1-4571-24	60.00
		<i>Totals for Leda Meredith</i>		\$ 60.00
LibrariesFirst	2021 Annual Museum Adventure Pass	7715	1-4521-26	500.00
		<i>Totals for LibrariesFirst</i>		\$ 500.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Library Ideas LLC	Books - Juvenile Easy	79937	1-4546-26	\$ 83.90
		<i>Totals for Library Ideas LLC</i>		<u>\$ 83.90</u>
Matthew Bender & Co., Inc.	Books - Adult Non-Fiction	22481788	1-4541-26	163.43
		<i>Totals for Matthew Bender & Co., Inc.</i>		<u>\$ 163.43</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Audiobooks - Adult	99829283	1-4551-26	\$ 75.29
	Audiobooks - Adult	99829277	1-4551-26	40.29
	Audiobooks - Adult	99829270	1-4551-26	130.87
	Audiobooks - Adult	99824726	1-4551-26	30.29
	Audiobooks - Adult	99799422	1-4551-26	50.29
	Audiobooks - Adult	99799421	1-4551-26	50.29
	Audiobooks - Adult	99793206	1-4551-26	135.87
	Audiobooks - Adult	99793208	1-4551-26	202.16
	Audiobooks - Adult	99799420	1-4551-26	140.58
	Audiobooks - Adult	99716174	1-4551-26	159.16
	Audiobooks - Adult	99716176	1-4551-26	37.29
	Audiobooks - Adult	99758517	1-4551-26	155.58
	Audiobooks - Adult	99758527	1-4551-26	70.58
	Audiobooks - Juvenile	99793085	1-4553-26	35.29
	Music - Juvenile	99730846	1-4554-26	11.08
	Music - Juvenile	99758519	1-4554-26	46.74
	Music - Juvenile	99829271	1-4554-26	13.33
	Music - Juvenile	99799388	1-4554-26	11.08
	Music - Juvenile	99799385	1-4554-26	94.64
	Audiobooks - Young Adult	99716190	1-4555-26	115.87
	Audiobooks - Young Adult	99793209	1-4555-26	78.58
	DVD - Adult	99730841	1-4557-26	85.92
	DVD - Adult	99730847	1-4557-26	101.15
	DVD - Adult	99730830	1-4557-26	182.07
	DVD - Adult	99730833	1-4557-26	244.53
	DVD - Adult	99730851	1-4557-26	182.60
	DVD - Adult	99730840	1-4557-26	38.46
	DVD - Adult	99730836	1-4557-26	258.45
	DVD - Adult	99730839	1-4557-26	50.94
	DVD - Adult	99730835	1-4557-26	171.57
	DVD - Adult	99730832	1-4557-26	132.36
	DVD - Adult	99730834	1-4557-26	89.41
	DVD - Adult	99730842	1-4557-26	22.98
	DVD - Adult	99730843	1-4557-26	15.48
	DVD - Adult	99730850	1-4557-26	28.93
	DVD - Adult	99716192	1-4557-26	38.08
	DVD - Adult	99716193	1-4557-26	212.61
	DVD - Adult	99716201	1-4557-26	16.98

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	99716194	1-4557-26	\$ 150.09
	DVD - Adult	99716191	1-4557-26	680.07
	DVD - Adult	99716200	1-4557-26	23.46
	DVD - Adult	99716206	1-4557-26	28.93
	DVD - Adult	99716203	1-4557-26	40.49
	DVD - Adult	99716204	1-4557-26	43.91
	DVD - Adult	99716205	1-4557-26	80.36
	DVD - Adult	99716207	1-4557-26	46.93
	DVD - Adult	99716208	1-4557-26	150.46
	DVD - Adult	99716209	1-4557-26	138.46
	DVD - Adult	99758544	1-4557-26	55.73
	DVD - Adult	99758543	1-4557-26	474.11
	DVD - Adult	99758542	1-4557-26	72.86
	DVD - Adult	99758541	1-4557-26	114.90
	DVD - Adult	99758540	1-4557-26	146.82
	DVD - Adult	99758539	1-4557-26	81.69
	DVD - Adult	99758535	1-4557-26	69.42
	DVD - Adult	99758534	1-4557-26	85.92
	DVD - Adult	99758526	1-4557-26	36.21
	DVD - Adult	99758524	1-4557-26	19.23
	DVD - Adult	99758520	1-4557-26	48.96
	DVD - Adult	99758514	1-4557-26	236.49
	DVD - Adult	99758546	1-4557-26	234.03
	DVD - Adult	99758513	1-4557-26	22.98
	DVD - Adult	99758510	1-4557-26	61.18
	DVD - Adult	99758448	1-4557-26	20.73
	DVD - Adult	99758536	1-4557-26	40.46
	DVD - Adult	99758445	1-4557-26	30.96
	DVD - Adult	99758525	1-4557-26	51.96
	DVD - Adult	99758521	1-4557-26	53.46
	DVD - Adult	99758532	1-4557-26	171.84
	DVD - Adult	99758531	1-4557-26	64.44
	DVD - Adult	99758530	1-4557-26	91.44
	DVD - Adult	99758529	1-4557-26	152.40
	DVD - Adult	99758449	1-4557-26	104.92
	DVD - Adult	99758447	1-4557-26	34.06
	DVD - Adult	99758444	1-4557-26	19.23
	DVD - Adult	99829272	1-4557-26	19.23

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	99163964	1-4557-26	\$ 1,047.28
	DVD - Adult	99829276	1-4557-26	177.85
	DVD - Adult	99829275	1-4557-26	177.85
	DVD - Adult	99824728	1-4557-26	289.74
	DVD - Adult	99829288	1-4557-26	38.46
	DVD - Adult	99829291	1-4557-26	82.44
	DVD - Adult	99829294	1-4557-26	28.93
	DVD - Adult	99829290	1-4557-26	138.88
	DVD - Adult	99829284	1-4557-26	99.62
	DVD - Adult	99829282	1-4557-26	39.96
	DVD - Adult	99829280	1-4557-26	50.46
	DVD - Adult	99829274	1-4557-26	152.34
	DVD - Adult	99799400	1-4557-26	173.60
	DVD - Adult	99789539	1-4557-26	108.90
	DVD - Adult	99799392	1-4557-26	61.44
	DVD - Adult	99799390	1-4557-26	84.16
	DVD - Adult	99799415	1-4557-26	51.43
	DVD - Adult	99799414	1-4557-26	25.18
	DVD - Adult	99799413	1-4557-26	72.26
	DVD - Adult	99799412	1-4557-26	65.66
	DVD - Adult	99799404	1-4557-26	42.21
	DVD - Adult	99799397	1-4557-26	27.48
	DVD - Adult	99799396	1-4557-26	51.96
	DVD - Adult	99799395	1-4557-26	22.98
	DVD - Adult	99799408	1-4557-26	23.66
	DVD - Adult	99799398	1-4557-26	91.44
	DVD - Adult	99799393	1-4557-26	214.64
	DVD - Adult	99799407	1-4557-26	40.46
	DVD - Adult	99799403	1-4557-26	51.96
	DVD - Adult	99799402	1-4557-26	243.04
	DVD - Adult	99799401	1-4557-26	107.40
	DVD - Adult	99799394	1-4557-26	412.46
	DVD - Adult	99829287	1-4557-26	22.98
	DVD - Adult	99829293	1-4557-26	34.33
	DVD - Adult	99829295	1-4557-26	34.33
	DVD - Juvenile	99730845	1-4558-26	30.22
	DVD - Juvenile	99730844	1-4558-26	100.44
	DVD - Juvenile	99716179	1-4558-26	33.96

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Midwest Tape	(Cont'd)			
	DVD - Juvenile	99716199	1-4558-26	\$ 50.54
	DVD - Juvenile	99716198	1-4558-26	22.98
	DVD - Juvenile	99758537	1-4558-26	23.46
	DVD - Juvenile	99758528	1-4558-26	16.98
	DVD - Juvenile	99758523	1-4558-26	16.98
	DVD - Juvenile	99758446	1-4558-26	32.47
	DVD - Juvenile	99799391	1-4558-26	187.90
	DVD - Juvenile	99799409	1-4558-26	49.93
	DVD - Juvenile	99799405	1-4558-26	229.97
	DVD - Juvenile	99799406	1-4558-26	57.44
	DVD - Juvenile	99829273	1-4558-26	18.58
	DVD - Juvenile	99829286	1-4558-26	610.81
	Music - Adult	99704987	1-4550-26	22.49
	Music - Adult	99730831	1-4550-26	40.74
	Music - Adult	99730837	1-4550-26	294.54
	Music - Adult	99728069	1-4550-26	184.86
	Music - Adult	99716195	1-4550-26	44.04
	Music - Adult	99716196	1-4550-26	14.38
	Music - Adult	99716175	1-4550-26	14.38
	Music - Adult	99716197	1-4550-26	17.83
	Music - Adult	99716177	1-4550-26	398.00
	Music - Adult	99758511	1-4550-26	14.83
	Music - Adult	99758515	1-4550-26	260.66
	Music - Adult	99758512	1-4550-26	28.16
	Music - Adult	99758533	1-4550-26	13.33
	Music - Adult	99758522	1-4550-26	47.64
	Music - Adult	99758518	1-4550-26	62.02
	Music - Adult	99829289	1-4550-26	16.18
	Music - Adult	99824729	1-4550-26	14.08
	Music - Adult	99829278	1-4550-26	12.58
	Music - Adult	99829285	1-4550-26	31.16
	Music - Adult	99829281	1-4550-26	25.18
	Music - Adult	99824727	1-4550-26	14.83
	Music - Adult	99774396	1-4550-26	26.24
	Music - Adult	99799387	1-4550-26	126.72
	Music - Adult	99799383	1-4550-26	163.15
	Music - Adult	99799384	1-4550-26	28.76
	Music - Adult	99799382	1-4550-26	105.46

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Music - Adult	99799381	1-4550-26	\$ 16.33
	Music - Adult	99803893	1-4550-26	48.74
	Music - Adult	99803891	1-4550-26	29.99
	Music - Adult	99730848	1-4550-29	16.33
	Music - Adult	99793204	1-4550-29	16.33
	DVD - Adult	99730849	1-4557-29	19.23
	DVD - Adult	99716202	1-4557-29	53.46
	DVD - Adult	99758545	1-4557-29	84.23
	DVD - Adult	99758538	1-4557-29	17.73
	DVD - Adult	99799411	1-4557-29	56.19
	DVD - Adult	99799410	1-4557-29	104.97
	DVD - Adult	99829292	1-4557-29	56.19
	Books - Juvenile World Languages	99758443	1-4526-26	30.23
	<i>Totals for Midwest Tape</i>			\$ 15,999.11
Morningstar Inc.				
	Online Databases Renewal - 12/31/2020-12/31/21	1-2021	1-4521-26	3,963.00
	<i>Totals for Morningstar Inc.</i>			\$ 3,963.00
Nancy Korczak				
	Reimbursement - 12/19/2020 Mailed Election Documents	NK010421	1-4381-10	9.50
	<i>Totals for Nancy Korczak</i>			\$ 9.50
Naperville Sun				
	Periodicals	26701857	1-4511-26	182.00
	<i>Totals for Naperville Sun</i>			\$ 182.00
Netrix, LLC				
	IT - Anywhere Annual Service Fee - 1/5/21-1/4/22	457652	1-4631-14	1,624.00
	<i>Totals for Netrix, LLC</i>			\$ 1,624.00
Pam Vestal				
	Program - Genealogy Club Voting Records - 1/27/21	PV012721	1-4571-24	225.00
	<i>Totals for Pam Vestal</i>			\$ 225.00
Patricia B. Smith				
	Program - Native American Flute Virtual Class - 1/28/21	PBS012821	1-4571-24	25.00
	<i>Totals for Patricia B. Smith</i>			\$ 25.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
PeopleFacts				
	New Hire Background Checks - December 2020	33754-122020	1-4253-10	\$ 81.34
	<i>Totals for PeopleFacts</i>			\$ 81.34
Pitney Bowes				
	Equipment Lease - 12/30/2020-3/29/21	3104472861	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			\$ 639.51
Pitney Bowes Inc.				
	Equipment Maintenance - 7/1/2020-12/31/2020	1016990914	1-4231-10	429.84
	<i>Totals for Pitney Bowes Inc.</i>			\$ 429.84
Robert Pennor				
	Program - Drawing with Pencils and Charcoals - 1/26/21	RP012621	1-4571-24	75.00
	Program - Drawing with Pencils and Charcoals - 2/2/21	RP020221	1-4571-24	75.00
	Program - Drawing with Pencils and Charcoals - 2/9/21	RP020921	1-4571-24	75.00
	Program - Drawing with Pencils and Charcoals - 2/16/21	RP021621	1-4571-24	75.00
	<i>Totals for Robert Pennor</i>			\$ 300.00
Sebert Landscaping Inc.				
	Snow Maintenance - December 2020	210591	1-4392-30	2,625.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 2,625.00
Shaw Media				
	2021 Bolingbrook Chamber of Commerce Membership Ad	1836106	1-4731-10	755.00
	<i>Totals for Shaw Media</i>			\$ 755.00
Showcases				
	Collections - Single DVD Cases	318547	1-4371-12	227.88
	Collections - Amaray II DVD Cases	318451	1-4371-12	437.72
	<i>Totals for Showcases</i>			\$ 665.60
Susan K. Maddox				
	Program - Cooking Demo - 2/18/21	SKM021821	1-4571-24	100.00
	<i>Totals for Susan K. Maddox</i>			\$ 100.00
Terryberry				
	2021 Staff Recognition Kits	J20932	1-4153-10	1,536.68
	B. Smallwood 25 Year Recognition Item	J15627	1-4153-10	324.35
	<i>Totals for Terryberry</i>			\$ 1,861.03

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Bills Payable Report
January 21, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
The Bugle Newspapers				
	Legal Ad - Schedule of Revenue and Expenditures	1192255	1-4243-10	\$ 571.90
	Legal Ad - Notice of Availability of Audit	1192256	1-4243-10	39.90
	<i>Totals for The Bugle Newspapers</i>			\$ 611.80
The New York Times				
	Periodicals	088705314	1-4511-26	997.00
	<i>Totals for The New York Times</i>			\$ 997.00
Therm Flo, Inc.				
	Building - UPS Battery Replacement	T7927INV	1-4651-30	12,185.00
	<i>Totals for Therm Flo, Inc.</i>			\$ 12,185.00
Timothy S. Wilsey				
	Program - TV's Greatest Game Shows - 1/28/21	TSW012821	1-4571-24	110.00
	<i>Totals for Timothy S. Wilsey</i>			\$ 110.00
Toni Greathouse				
	Program - Tuesdays with Toni - 2/16/21	TG021621	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			\$ 75.00
Tressler LLP				
	Legal Expense - Attorney December 2020	425127	1-4241-10	2,698.00
	<i>Totals for Tressler LLP</i>			\$ 2,698.00
Unique Management Services, Inc.				
	Collection Expense - December 2020	598420	1-4245-10	286.40
	Collection Expense - November 2020	597802	1-4245-10	98.45
	Communications - New Mover Postcards	580700	1-4256-10	1,442.75
	<i>Totals for Unique Management Services, Inc.</i>			\$ 1,827.60
United Way of Will County				
	Employee Contribution - 4th Quarter Ending 12/31/2020	FPLD-4Q2020	1-2210-10	84.00
	<i>Totals for United Way of Will County</i>			\$ 84.00
UPS				
	Shipping - Account Refillment	0000603951011	1-4382-10	1,400.00
	<i>Totals for UPS</i>			\$ 1,400.00
US - Yellow Pages				
	Quarterly Listing - 12/16/2020-3/16/21	2489870-43-01	1-4731-10	259.00
	<i>Totals for US - Yellow Pages</i>			\$ 259.00

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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Vanguard Energy Services, LLC				
	Gas Service - 12/1/2020-12/31/2020	G404408010821	1-4322-30	\$ 2,187.82
	Gas Service - 11/1/2020-11/30/2020	G404408121420	1-4322-30	1,635.22
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 3,823.04</u>
Verizon Wireless				
	Telephone - 11/17/2020-12/16/2020	9869336354	1-4311-14	539.99
		<i>Totals for Verizon Wireless</i>		<u>\$ 539.99</u>
Warehouse Direct				
	Circulation - Lavender Paper	4841293-0	1-4371-12	13.34
	Dec. 2020 District Restock	4853934-0	1-4371-10	104.08
	Dec. 2020 District Restock	4853934-0	1-4351-10	182.04
	Essential Supplies - Hand Sanitizer Refills	4713782-0	1-4351-10	1,578.00
	Essential Supplies - Disinfect Wipe Bucket Program Dec. 2020	4855876-0	1-4351-10	919.80
	Dec. 2020 District Restock - Coffee Supplies	4846807-0	1-4351-10	75.99
		<i>Totals for Warehouse Direct</i>		<u>\$ 2,873.25</u>
		Total for Fund 1		<u>\$ 194,849.85</u>

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Liability Insurance

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Arthur J. Gallagher Risk Management Services,				
	Workmen's Compensation - 12/31/2020-12/31/2021	3680501	3-4144-10	\$ 13,761.00
		<i>Totals for Arthur J. Gallagher Risk Management Services, Inc.</i>		<u>\$ 13,761.00</u>
Libraries of Illinois Risk Agency (LIRA)				
	Property/Casualty Insurance - 12/31/2020-12/31/2021	LIRA-2021	3-4411-10	25,654.00
	Property/Casualty Insurance - 12/31/2020-12/31/2021	LIRA-2021	3-4421-10	41,057.00
		<i>Totals for Libraries of Illinois Risk Agency (LIRA)</i>		<u>\$ 66,711.00</u>
		Total for Fund 3		<u>\$ 80,472.00</u>

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Bills Payable Report
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ehlers & Associates, Inc.				
	Bond Series 2016A - Principal & Interest Payment	60449	4-4288-40	\$ 93,800.00
	Bond Series 2016A - Principal & Interest Payment	60449	4-4284-40	890,000.00
		<i>Totals for Ehlers & Associates, Inc.</i>		<u>\$ 983,800.00</u>
Zions Bank				
	Bond Series 2018 - Principal & Interest Due	2905395-21	4-4284-40	1,050,000.00
	Bond Series 2018 - Principal & Interest Due	2905395-21	4-4289-40	220,125.00
	Bond Series 2019 - Principal & Interest Due	2905398-21	4-4295-40	20,000.00
	Bond Series 2019 - Principal & Interest Due	2905398-21	4-4296-40	145,800.00
		<i>Totals for Zions Bank</i>		<u>\$ 1,435,925.00</u>
		Total for Fund 4		<u>\$ 2,419,725.00</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Staff Lounge - Ice Maker	A48-2021	8-4211-30	\$ 55.99
	Oct. 2020 District Restock	A42-2021	8-4357-30	16.96
		<i>Totals for Amazon</i>		\$ 72.95
Best Quality Cleaning, Inc.				
	Saturday Porter Service - January 2021	35949	8-4215-30	475.00
	Cleaning Service - January 2021	35857	8-4215-30	6,921.00
	Sunday Porter Service - January 2021	35948	8-4215-30	475.00
	Special Cleaning 2nd & 3rd Floor Men's Washrooms 12/3/2020	35656	8-4211-30	150.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		\$ 8,021.00
Cintas Corporation				
	First Aid Restock - January 2021	8404935240	8-4215-30	552.79
		<i>Totals for Cintas Corporation</i>		\$ 552.79
Cintas Corporation #344				
	Weekly Mat Service - 1/7/21	4072393713	8-4215-30	35.89
	Weekly Mat Service - 12/23/2020	4071069892	8-4215-30	30.00
	Weekly Mat & Bi-Weekly Sanitizer - 12/10/2020	4069770408	8-4215-30	89.69
	Weekly Mat & Bi-Weekly Sanitizer - 12/17/2020	4070425563	8-4215-30	109.84
	Weekly Mat & Bi-Weekly Sanitizer - 12/30/2020	4071736646	8-4215-30	89.69
		<i>Totals for Cintas Corporation #344</i>		\$ 355.11
Culligan Bolingbrook, IL				
	Solar Salt Delivery - December 2020	0115543	8-4215-30	133.99
		<i>Totals for Culligan Bolingbrook, IL</i>		\$ 133.99
Filter Services Inc.				
	Building - M8 Pleated Filters - Various Sizes	INV252757	8-4211-30	426.76
		<i>Totals for Filter Services Inc.</i>		\$ 426.76
First Bankcard				
	Albany Fasteners - Building: Trophy Case Repair Screws	P7810-JAN21	8-4211-30	12.95
	Hoover Fence - Building: Dumpster Corral Gate Lock	P7810-JAN21	8-4211-30	111.41
	Menards - Building: Hot Water Heat Boiler Fuses	P7810-JAN21	8-4211-30	1.98
	LULU - Building: Disaster Plan Printing	P7810-JAN21	8-4211-30	159.70
	Galco Industrial - Building: RTU1 Alaram Relay Replacement	P7810-JAN21	8-4211-30	91.18
	Menards - Building: Lobby Tree Skirt & Trophy Case Screws	N7148-JAN21	8-4357-30	16.91
		<i>Totals for First Bankcard</i>		\$ 394.13

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Forward Space				
	Building - Replacement Arm Caps for Monitor Office Chairs	794963	8-4211-30	\$ 68.00
	<i>Totals for Forward Space</i>			\$ 68.00
Graybar				
	Building - Ballasts for Studio 300 Lights	9319385340	8-4211-30	266.47
	Building - Lithonia Light For Meeting Room C	9319370539	8-4211-30	55.96
	Building - Ballasts For Studio 300 Lights	9319385341	8-4211-30	267.66
	<i>Totals for Graybar</i>			\$ 590.09
Groot Industries, Inc.				
	Garbage & Recycling - 1/1/21-1/31/21	6466845	8-4215-30	413.14
	<i>Totals for Groot Industries, Inc.</i>			\$ 413.14
Hansen Services, Inc.				
	Monthly Pest Control - January 2021	3929498	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			\$ 103.00
H-O-H Water Technology				
	Quarterly Water Treatment - January, February, March 2021	596241	8-4215-30	250.00
	<i>Totals for H-O-H Water Technology</i>			\$ 250.00
Johnson Controls Fire Protection				
	Annual Fire System Contract - 1/1/21-12/31/21	21979650	8-4215-30	14,100.00
	<i>Totals for Johnson Controls Fire Protection</i>			\$ 14,100.00
Otis Elevator Company				
	Yearly Elevator Service - 1/1/21-12/31/21	100400199184	8-4215-30	18,731.28
	<i>Totals for Otis Elevator Company</i>			\$ 18,731.28
Pace Systems, Inc.				
	Building - Renewal Warranty For CCTV 2021	210596	8-4215-30	5,865.00
	<i>Totals for Pace Systems, Inc.</i>			\$ 5,865.00
Tee Jay Service Company, Inc.				
	1st Floor Women's Restroom 4000 Operator Replacement	174592	8-4211-30	1,185.00
	<i>Totals for Tee Jay Service Company, Inc.</i>			\$ 1,185.00

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	Building - Floor Cleaner Oil	4838585-0	8-4357-30	\$ 145.04
	Building - Hand Sanitizer Refills	4843694-0	8-4357-30	241.06
	Building - Floor Cleaner Diversey	4843702-0	8-4357-30	154.10
	Dec. 2020 District Restock	4853934-0	8-4357-30	33.56
		<i>Totals for Warehouse Direct</i>		<u>\$ 573.76</u>
		Total for Fund 8		<u>\$ 51,836.00</u>
			Grand Total	<u><u>\$ 2,746,882.85</u></u>



Jennie Nguyen/Finance Manager

December 2020 Monthly Board Report
Paul Mills

Director

Libraries of Illinois Risk Agency (LIRA)

In December I was re-elected Chair of LIRA. I am very proud to serve in this role. LIRA has helped our library and the other 50+ member libraries secure better coverage at excellent rates.

Rotary Club of Bolingbrook

Also in December I was elected to serve as our Club President Elect. My term will begin July 1, 2022. I will be the fourth person in our Club's 45 year history to serve as President twice, and I am deeply honored and humbled to have been asked to serve again.

Deputy Director (Nancy Korczak)

Valley View students received their Fountaindale Library Cards during the month of December and our Outreach Department began receiving excellent feedback from both students and the LMC Directors at the schools. The schools did an excellent job communicating to parents how great the Student Success Card is and teachers spoke about it during class as well. Tana, our Outreach Services Managers is in contact with the school district to continue this program for the next school year.

December also saw the premier of our Yule Ball which was a great success. Our Public Services Departments like to have one large themed event to close out the year, it was very exciting to see that this year we could take it virtual and be able to host bands for our patrons to enjoy from home. It was a big team effort to coordinate the program and patrons had very positive feedback overall.

From Amina Ali's Report

Circulation Services

During the month of December, Circulation continued doing steady work. Since the launch of Patron Point's library card renewal process, we have automatically renewed over 200 library cards! ILS Manager, Matt, continued to merge student success cards in December and Circulation has done a great job fielding patron questions and concerns. On December 8, Circulation Manager Amina Ali along with Deputy Director Nancy Korczak, took part in a Unique Services panel about materials recovery after going fines free. Fountaindale received great feedback from being a part of the panel. LACONI hosted another Brown Bag Lunch on December 11. Fountaindale Circulation Manager Amina Ali moderated the discussion.

Kate T., Assistant Manager

This month I ran a report via Simply Reports for patrons who were not receiving their Almost Overdue, Account Expired, and Inactive Account notifications. There were over 500 patrons for this report and the Circulation Specialists have been doing a great job updating these accounts.

Circulation was very busy after being closed for the holidays and we all jumped in to process the lengthy pick lists, induct quarantined returns, and process our higher than usual RAILS deliveries.

Danny B., Circulation Services Associate Manager

The holidays made December a bit different than other months. The Circulation Aide team was able to keep up with shelving during the slower weeks and did a great job catching up with returns after the days we were closed. We lost one Circulation Aide at the very end of the month and will begin the process of hiring a replacement in mid-January.

The Circulation Aide team searched for 7,791 items from the 1,378 pages of the Pick List we had during the month. Approximately 30,669 items were returned through our AMH after being in quarantine for 3 days.

Mary S., Lead Specialist

We welcomed 55 new cardholders to Fountaindale Public Library during December, which is roughly two each day for the month.

There were 23 found items in the library this past month; a Catholic baptismal certificate was mailed to the Archdiocese of Chicago since no one claimed it. We work diligently to get items back to their owners, and if they're not picked up, we send them to the appropriate state or local agency. The number of unclaimed and expired held items has remained low, on average, we had fewer than five items not found on our materials holds shelf. Patrons have been coming into the building and using drive thru service to pick up requested materials.

Ann B., Lead Specialist

During December 41 Snags were generated and 34 were resolved. By reclaiming Fountaindale material through the Snag process, we saved \$1,058.68 and by reclaiming material for the other libraries in the consortium we saved \$175.89 for a total of \$1,234.57.

On Thursday, December 17, 2020, I attended the monthly Music & Vinyl Record Discussion meeting in Meeting Room C. This month we looked over the vinyl record albums that have been purchased so far and discussed the pros and cons of the different turntables available for purchase. We continued our discussion of potential artists and album titles to add to the current list and determined we need more artists and titles from the world music genre. To accommodate this request, I pulled several titles from the World Music section of our CD collection and searched for titles to add to our vinyl record collection.

Leigh Anne V., Lead Specialist

In the month of December, I continued to assess damaged materials and charged a total of 7 accounts. I also tallied the drive up numbers and we had a total of 1174 visits this month. As well, I collected the tally stats for circulation. December was a quieter month both due to the restrictions and the holidays. We answered 19 reference questions, 79 directional questions and we had 55 one on one interactions with our patrons. I continued to follow up on pick lists and look for items aides could not locate. There were a total of 31 items I had to mark as missing. I inform patrons when items cannot be located and put in ILL requests when available.

Harris K., Lead Specialist

This month had eight ILL Shared Requests, up two from last month. No ILL bills were sent out during the month of December. Normally I wait for an item to be two weeks overdue before requesting a bill, but I have been finding that most items get returned shortly after I send it out so I decided to wait longer before billing a borrowing library.

I joined a newly formed task force for new self checkout stations that we will be getting hopefully sometime this year. So far we have only had one initial meeting, but in preparation, I rounded up questions and concerns from Circ staff to discuss at the next meeting.

Circulation Statistics

New Patrons Registered	55
Holds Pulled From Shelves	7,791

Drive Up Statistics

Drive Up Statistics	
Total Visits (December 2020) 1,174	Previous Month (November 2020) 1,116

Drive Up Statistics Summary

- We had **1174** visits (pick-ups) at the drive through this December, which is up from **1116** in November.
 - This amounts to a **5% increase** from last month.
 - Also, total visits were up **82% from** December of last year (**644** last year).
 - And we had an average of **42** visits per day this month, up from last month (**37**).
- The busiest day of December was **Wednesday the 30th with 65** total visits.

From Tana Petrov's report

Outreach Services

Outreach General Updates

Here is a summary of our most important stats:

- 1635 students were provided with virtual booktalks by Mrs. C
- 987 items were picked up from our remote bookdrops
- 380 reference questions were answered by Outreach staff
- 193 kids were provided with a storytime/ puppet show by Miss Laura
- 122 patrons visited our Bookmobile and/or Library Express Van stops
- 19 patrons were provided with Home Delivery Service
- 15 patrons were provided with craft kits
- 14 patrons were provided with books and book club discussion materials

Services for Preschools

From Laura's report:

- Laura continued providing storytimes to our littlest patrons via weekly virtual videos, as well as scheduled Zoom drop-ins at KC Seneca, KAcademy, and MCMA.



- Laura had a great response to her Bolingbrook Historical Museum storytime and it received 65 views on YouTube (with a little help from Facebook promotions by the Village and our Communications department). They loved her storytime so much that they asked her to do another one for the Spring. Their programming coordinator sent Laura this note: "Laura, Just finished enjoying your presentation on line. What an awesome job. Thank you so much Laura for doing it and promoting the museum."

Services for Schools

- Cindy provided 1635 students with virtual booktalks, focusing on books on inclusion and diversity
- Cindy was able to meet with kids and parents visiting the CSD area and to show them displays and find books
- Cindy participated in CSD "Let's Be Pen Pals!" program
- VVSD picked up student success library cards and mailed them out to most of the schools. From Cindy's report: *At our Fernwood stop on Dec 22nd we had three families visit using the new student cards. It was super exciting to see that the patrons got the kids cards and want to use them right away!*

Services for Adults/ Seniors

- Home Delivery Service
- Deliveries and pick-ups of materials at senior facilities
- Melissa filmed her next video for the book review of the book "The Happy Ever After Playlist" by Abby Jimenez - that will air in January
- Dennis movie review *I, Tonya*
- Atria and Heritage Woods Book Clubs - providing materials and discussion questions. Atria added a second book club for their residents. (Sarah)
- Monthly craft kit for the memory care residents at Revere Court: gingerbread cutouts (Melissa)



Dennis working on his video



Bookmobile and Library Express Van Community Visits


- We continued our [Library Express Van](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, Meadowbrook Manor, 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; however due to the to Tier 3 Mitigation restrictions, we had to again close the doors of the Bookmobile for patrons. We were still able to provide our patrons with contact free service, such as collecting their returns, delivering their holds, and reader's advisory service.

Special Projects

- The Outreach Department started a new project this month. We are inventorying our collection in the workroom, Bookmobile and Library Express Van.
- Outreach staff has also continued to work on weeding various sections given to us by Collection Services in preparation for new materials.
- Outreach promoted “hot cocoa fun” in honor of National Cocoa Month in December. We handed out packets of hot cocoa mix, mini scratch off ornaments and coloring pages to patrons who visited the Bookmobile. From Dennis’ report: *This month was Hot Cocoa Fun Month on the Bookmobile which included us handing out hot cocoa mix to our patrons. People liked that a lot and I think these themes (and giveaways) are really helping with numbers and patron satisfaction. I have heard nothing but good feedback.*
- Memory Kits: From Melissa report: *I met with Lynnette to discuss the memory care kits. We talked about the types of themes we would like to have and what we would like to see in each kit. Lynette is going to be researching types of containers for the kits. We were thinking clear backpacks would work best. I am going to be looking for props/activities that we can use for the kits. We are hoping to have the kits ready by the time we get our new bookmobile.*
- Tinker Troupe. From Melissa’s report: *We finalized the activities we plan on presenting. I have to put together some take home kits for the boat challenge activity. I also have to create a video for that and also a video for the marble run.*
- Boredom Busters. From Marleigha’ report: *“I have been working on an activity for senior patrons and home delivery patrons called Boredom Busters. I have completed the Boredom Busters for January, February and March. Each Boredom Buster includes a word search, word unscramble, Sudoku, crossword puzzle, coloring pages and a craft that should be fairly easy for the seniors to construct. I believe the seniors will enjoy completing these tasks. Also, I believe this activity will help the seniors and their cognitive abilities. Patrons from Heritage Woods, Atria, Meadowbrook Manor, Greenleaf Apartments, and our home-delivery patrons will be benefiting from these activities. Please click on the month to see the Boredom Busters for [JANUARY](#), [FEBRUARY](#) and [MARCH](#).*
- Communico Self Check Task Force. The goal is to implement the software and hardware necessary to run a Communico based self-check station and test its capabilities at our organization. We will be evaluating if this could be implemented at the Bookmobile (Tana and Marleigha)
- Carolyn developed an easy winter reading club for our home delivery and seniors at Greenleaf apartments.
- Tana was contacted by a librarian from a library in Bulgaria to bring awareness about Bulgarian language and culture. Tana and Rosemary from CSD created a display in the World Languages Display case with books and souvenirs from Bulgaria.
- Instagram posts to promote Outreach activities (Dennis)



Winter Reading Club Bookmark (bookmark by Carolyn)

WINTER READING CLUB	WINTER READING CLUB	WINTER READING CLUB
		
It's simple and fun!	It's simple and fun!	It's simple and fun!
<ol style="list-style-type: none">1. Read any 2 books or watch any 2 movies from the library.2. Fill out the bookmark on the other side for each book or movie.3. Return your reviews between Jan. 4 — Feb. 28.	<ol style="list-style-type: none">1. Read any 2 books or watch any 2 movies from the library.2. Fill out the bookmark on the other side for each book or movie.3. Return your reviews between Jan. 4 — Feb. 28.	<ol style="list-style-type: none">1. Read any 2 books or watch any 2 movies from the library.2. Fill out the bookmark on the other side for each book or movie.3. Return your reviews between Jan. 4 — Feb. 28.
<p>We'll share the book titles and reviews with other club members.</p> <p>You'll get a special surprise for participating!</p>	<p>We'll share the book titles and reviews with other club members.</p> <p>You'll get a special surprise for participating!</p>	<p>We'll share the book titles and reviews with other club members.</p> <p>You'll get a special surprise for participating!</p>

World Languages Display (Bulgarian Language)
Photo by Tana



Vehicles Maintenance

- 12/03/20 - Bookmobile to Diesel Services for empty coolant reservoir
- 12/04/20 - Library Express Van to Diesel Services for coolant leak

Employee Training & Development

- In December, The Outreach Department viewed *Ryan Dowd's Dementia and Alzheimers: Compassionately and Effectively Working with People with Dementia* webinar. From Sarah's report: *He discussed symptoms, the different stages a person may go through who have this health issue, how someone should talk to someone with dementia that will not make that person feel bad or cause frustration/conflict and provides sources he used to gather the information he shared in his webinar.*
- 12/04/2020: Carolyn and Melissa attended a virtual meeting for Serving Patrons with Dementia. From Carolyn's report: *Some topics discussed: Boredom Buster activities, seniors prefer powerpoint presentations, not video (easier to keep up or go back to discuss), memory cafes go virtual but with a tactile element given out (or item from home), use music in programs, memory kit varieties, stress busters for caregivers, Area Agency on Aging. The ALA office for information for our group is now under the Office of Diversity, Literacy, Outreach Services.*

- 12/15/2020: Melissa, Laura and Dennis took the fancy fancy video editing training that was taught by Jeffrey. According to Melissa, it was informative and helpful. Thank you, Jeffrey!

From Jeffrey Fisher's report

Studio 300

Here are our December 2020 key stats:

- 74 patrons actively used our circulating resources or picked up Take it/Make it supplies.
 - None were Non-FPLD people.
- 152 items were checked out (to staff and patrons)
 - 37 of that total circulated out of the lab (for patrons).
- 52 patrons attended our 9 virtual programs.
 - Total programming hours came to 9.
- 4 patrons completed our online Orientation
- And views of Studio 300-specific videos posted during December were:
 - *Holiday Portrait Tips* - 20
 - *Holiday Lights Bokeh* - 22



Patrick

In December, our Maker Machine Trainings were made available to the Fountaindale Staff to explore and provide much needed feedback on the courses and videos. Patrick took notes on recommendations for the 3D Printing Training and is looking forward to the training being made available to patrons when the Studio reopens to in-person use. He put together the Studio wall display for December, bordered with a paper cutout train and stockings made by Anna, which detailed numerous board game gift ideas for the holiday season, and online alternatives for those social distancing. At the end of the month, Studio staff began the inventory. Patrick knocked out much of the audio equipment, testing the MOTUs, speakers, microphones, instruments and Rodecaster. He also began the Adobe XD training available on Lynda. Patrick met with the vinyl record task force and offered advice and feedback on their selecting several turntables for the library to circulate.

Monica

Monica has kept up with quarantine cleaning procedures. She has answered patron questions in person, over phone and through email. For December Monica has been focused mostly on helping with inventory tasks. She submitted class ideas for the spring session and has been researching material for her Best Face Forward class. She has also been learning how to use Adobe Spark through the Adobe site's tutorials. Monica has also been looking at classes about lighting for video and comparisons between camcorders and DSLR cameras. She helped distribute craft kits for Take-It-and-Make-It classes. She converted VCR tapes for the Friends of Bolingbrook to DVDs.

Anna

December was exciting for our community of makers. We taught a DIY Makers, an ornament class, a virtual craft-in, and a Bullet Journal class. Attendance was really solid for these Take it/Make It programs. Equally, our first Virtual Craft-in had terrific participation, and the attendees seemed to have a good time sharing their projects. We also held a give-away for seasonal cards and a paper village we made in the Studio. This also resulted in good participation. Our patrons really enjoyed their wrapped presents (as I wrapped all the give-aways for fun!).

McKayla

This month, I worked on putting together materials for my take-and-make ornament class. Each participant got three ornaments to decorate, along with some sticker vinyl to decorate with. I also created posters advertising online studio classes and videos. I completed training from Ryan Dowd about working with ornery teenagers and learned that teenagers are mostly motivated by social rewards. I also completed training on Lynda.com from Justin Reznick about how to shoot winter landscapes, which Reznick says is the most difficult season to photograph. I assisted with our inventory project by testing equipment, organizing our extra accessories and scrubbing our equipment shelves.

Justin

I watched Ryan Dowd's course entitled "Ornery Teenagers: Compassionately and effectively managing their problem behaviors." Since the studio is closed to the public I helped one of our patrons, Mrs Carmen Montenegro, by cutting out some foam snowman and snowflake shapes using the Ellison Die Cutter. Using the Tricaster I helped record some Christmas ornament craft videos with Randi Carreno, which I did a bit of editing for. I finally finished re-editing and doing more voiceovers for the Virtual Carvey Training Video which was uploaded to Niche Academy. Finally I taught a class called "Winter Wonder Remix" where I demonstrated how to remix classic Christmas songs using Garageband.

Adriana



During December, Adriana spent a lot of time on inventory. Studio 300 is currently working on its first inventory of all equipment, Adriana has been working with the staff to organize and process all equipment to ensure that we reconcile our inventory.

Adriana and Jeffrey set up an end of year staff meeting in which we recapped our progress in 2020, talked about future goals for the Studio, and opened the floor

for discussion. Adriana also worked on several classes including; Studio Portrait Photography, and the conclusion of Introduction to Photoshop Learning Circle. She also produced the Holiday Portrait Tips, Winter Wall art Crafternoon and polished the Christmas Lights Bokeh video which were published to YouTube. Adriana concluded the year with prepping materials for the Snowflake Macro class and producing the Cell Phone Macro Photography video that will soon be published.

Jeffrey

We remained "paused" for patron use of Studio 300 rooms, computers, and in-house equipment, though checking out resources continued. During this period we performed an extensive and complete inventory of the Studio 300 collection and consumable materials. Staff worked diligently for weeks to count, test, repair, clean/disinfect, and organize all the lab resources. Their effort generated an extensive list of errors to address, gear to dispose of, and new and replacement items to add so we may better support our community.

Jeffrey's ongoing support of our virtual programs via Zoom, Facebook Live, and YouTube video recording/editing continued along with managing the Board meeting tech. December's YouTube Statistics:

- 40 new videos posted
- 4053 unique views
- 211.5 hours viewed

- 35 new subscribers (686 overall)

Studio 300 finished up the *SQL Basics* Learning Circle and held these webinars: *Adult Makers DIY*, *Virtual Craft-in*, *Bullet Journal*, *Winter Wonder Remix*, and *Winter Ornaments*. The Take It / Make It approach proved quite popular.

From Debra Dudek's report

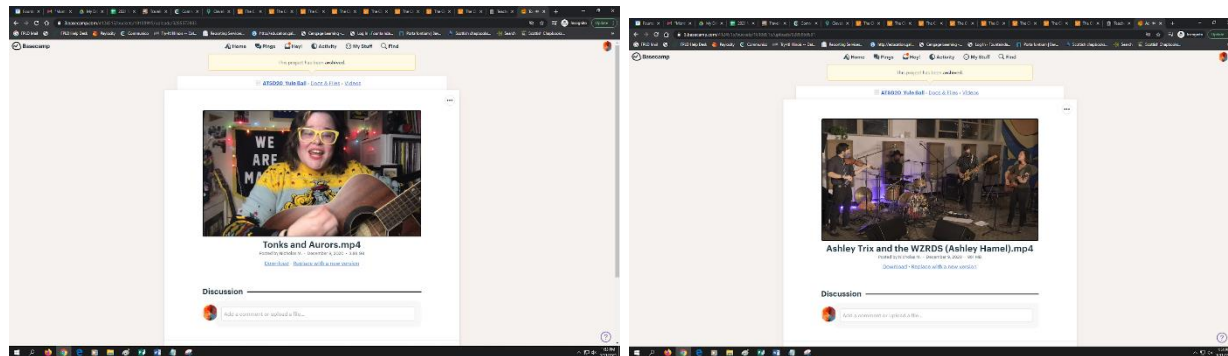
Adult and Teen Services

General Comments on the Month

As our library is still operating under Tier 3 restrictions, our staff have been vigilant to clean and sanitize service points and equipment at the end of each shift and to continue to adhere to the guidelines as stipulated by our building safety guidelines.

Jay and I have begun to work on a small digitization project in partnership with the Bolingbrook Historic Preservation Commission. The BBHC museum received a box of DuPage Township school registers and teacher contracts dating from 1875-1909, some of which are relevant to the small one-room school houses located near Royce Road. The first three books in this collection are fully digitized and are available on Internet Archive

December was the debut of our Yule Ball at Home event, which featured two wizard rock bands as well as weekly activity and craft blog posts. We had about 29 people tune in for the concert live, and we are waiting to see the viewing stats from Facebook and YouTube.



December was great month for our Career Online High School students. Naila L. completed 81% of coursework toward her diploma. Clarence L. has been in our program for four months and has completed 25% of his coursework. He is doing a great job! The rest of our students are logging in every other day to complete their assignments and are on track to graduate on time.

Programming (includes):

YA Programs:

Teen Virtual Programming

Another month of light programming. We continued to host our regular arts & crafts programs including Leah Moon's tutorial for making Paper Snowflakes. We also had a lovely comment from a patron who participated in Christine Thornton's December Art Class, Watercolor Cardinal Paintings. Christine has been working with our library for several years and made the switch over to virtual programs in April. ATSD specialist Becca Falasz and I have been working together to schedule her programs for our adult and teen patrons. Susan wrote to us to say that she really enjoyed the class and shared a picture of her finished piece. It's great to see our patrons enjoying our virtual programs.

We also posted two Teen Crafternoon videos on YouTube. In her 12/11 video, Studio 300's Adriana showed our patrons how to create some truly wonderful watercolor art. For 12/18, I recorded an Easy DIY Ornament tutorial that showed our patrons how to make three different ornaments/gift tags. The first two projects, Santa and reindeer ornaments, were made using paper, craft foam, markers and pom poms. The third, a tea light Snowperson, was made using an LED tea light, ribbon, pipe cleaner and pom poms. The Crafternoons were posted on YouTube but not Instagram as videos need to be under 15 minutes to be posted to our Instagram page. Our crafting team is working on getting our videos under that time limit. I have also been talking with Melissa about creating shorter promotional videos pointing viewers from Instagram to YouTube to increase views.

I finalized our spring programming schedule which will include more arts & craft programming, Dungeons & Dragons and three different contests planned by our new ATSD specialist Brad Bibbs. I uploaded our teen Fountain copy and several graphics to Basecamp. I made examples for two of our projects—Fun Jar Toppers and Coffee Filter Flowers. I was really pleased with the results and I think our patrons will enjoy both projects.

Teen Volunteering: Teen Book Recommendations



Our Teen Volunteering: Book Recommendation project continues to grow as more students, both middle and high schoolers, submit recommendations and reviews. I am pleased to announce that we have received over 300 recommendations since the program started in April. Communications continues to post these recommendations on Instagram for #TeenTuesday. We have included these recommendations on our Teen Reads website as digital booklists. ATSD Specialist Brad also wrote up a December blog post, Teen Volunteer Book Recommendations, that featured several (seven) teen recommendations.

Career Online High School: Statistics

Currently Enrolled: 6

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 1

Graduate: 24

Adult Programming:

From Nick M.'s Report

Sewing

Mini Stockings (12/7)

Quilt As You Go Mat (12/21)

25 Views on YouTube

25 Views on YouTube



I was excited for this month's sewing classes to air. It was the first month that we opened the classes up to no longer need a reservation to the YouTube link, but could just outright access it on the premiere date. I know that when I first brought this up to Kellie, she showed some resistance, but we were able to find a way to get the classes available for everyone and I think that it was a success.

Yule Ball @ Home (12/12)

29 Attendees Live, 118 views on YouTube

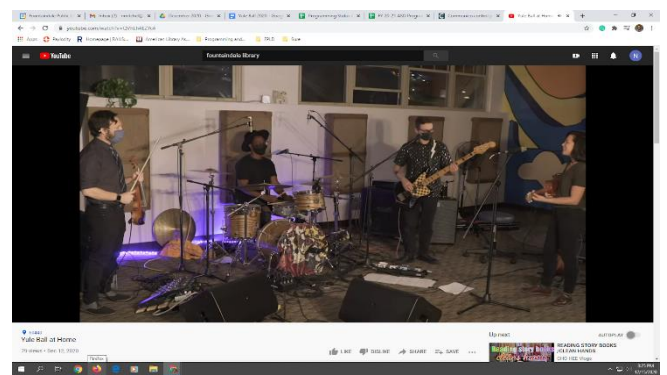


This was the big event of the programming cycle, and sort of the year with all things considered, for us. Since we began planning the event in late February, it had seen some very dramatic changes as to what we were able to do and how to do it. Of course, much of that was completely out of our control due to COVID, but we persisted. The process started when we received a request to present from Tonks and The Aurors, which lead to the idea of having a W*Rock (rock music inspired by Harry Potter) concert held in the winter and calling it Yule Ball (also from Harry

Potter). And from there we decided to reach out to some other bands that would be interested and began planning through a committee that was led by myself and Debra.

But while we began some of the planning for the event, COVID changed our ability to hold an in-person concert. Deciding to create a digital concert was the best way for us to try to present the concert, and we thought that the event would be a good morale booster for everyone after all that had happened over the year. We solidified a contract with Ashley Hamel and she gathered her band Ashley Trix and the WZRDS to fill out the last hour of the 2-hour event. For several weeks leading up to the event, we had blog posts and craft videos that were released to rev up the excitement for the event.

With recording from each of the bands, we were able to receive help from Jeffrey in the Studio to stitch the 2 performances together to get a cohesive presentation for the night of. Debra and I also filmed introductions for the performances that also discussed the Fountaindale app and a fake humorous product (Spellman's Self-Shuffling Playing Cards) that received positive reactions from those that "attended" the event. On the night of the performance, we had about 29 people attended (per the Facebook Live Stat) and for the 2 weeks we hosted a recording of the event, there were almost 120 views. With the event premiering on both Facebook Live and YouTube Live, we thought that this would be the best way for any of our patrons to have access to the performances.



From Tony Nguyen's Report

After months of organizing and hard work, we successfully launched Yule Ball at Home 2020! It was wonderful having two of the best Wizard Rock bands with us on December 12 as well as everyone else's wonderful contributions. It was really great being part of a big collaborative effort like this and I look forward to more opportunities like it! Other than that, I had been finalizing Spring 2021 programming cycle and there will be a lot to anticipate like the return regular and popular programs like Robert Pennor's art class and Belynda Head's R&B Line Dancing classes but also a few special programs like the History of Food Canning in February and Introduction to Saber: The Sword of Eastern Europe in March.

Cooking Demo with Chef Maddox - Winter Soups (Online)

Thursday, December 03 2020, 7:00pm - 8:00pm



For the last cooking demo of the year, Chef Maddox shared some fantastic soup recipes to keep us warm throughout the winter season. These were the West African Chicken and Peanut Stew, Barley and Lentil Soup, and Italian Pasta and Bean Soup. We had 15 participants with us that night and we're looking forward to seeing Chef Maddox again next month!

Update on ATSD Staff Site – Agnes Babinski

1. Staff Site:

Updated the staff website weekly with new break times and desk schedules for the week.
Added the January stats.

In preparation for the New Reference Question form, I cleaned up the site, focusing on the main page:

- moved the COVID restrictions into a subpage for INFO
- moved services from INFO to a subpage of INFO
- moved RA to a subpage of INFO

January 2021



Guest Pass Log

Vortex Stats

Media-Lab Stats

Ref Desk Stats

Study Rooms & Materials

Create a new Reference Question by filling out the form.

Reference Form

Status Key

- New** Questions have not been started yet
- Pending** Someone is waiting on it
- Waiting** Waiting for information to come in from patron or on outside source
- Ready for Pickup** Item is waiting for pickup at the Reference Desk

Please use the Status update field to track when you've contacted the patron/source and change the Status level as needed.

To add a pending submission, open the Reference Question Log, find the submission you want to add, and locate the Add Submission link column. Click on the corresponding link.

Current Reference Questions:

Status	Patron Name	Request Date	Due Date
New	Bo Kean	1/7/2021	1/9/2021
New	Donna Duck	2/9/2021	3/5/2021
New	Test Sajinon	1/7/2021	
New	New new question	1/7/2021	
Pending	Generic Library Patron 01	12/20/2020	1/15/2021
Pending	Generic Library Patron 04	1/15/2021	1/15/2022
Pending	Jack Davidson	1/1/2021	1/1/2021
Pending	11th Row	1/7/2021	
Waiting on Additional Sources	Tom Riddle	5/9/2021	6/6/2021
Ready for Pickup	New Answer	1/7/2021	

[Form](#) [New Questions](#) [Cover](#) [Details](#)

With the main page cleaned up, the focus is solely on the stats and reference question log. I created graphics (New Google Sites is very limited on how to display text, so text bubbles are made in Publisher and exported as images). Then I added the link to the Google Form, and added the Reference Question preview pane.

2. Minecraft Club:

I spoke with Randi about plans for Minecraft club during Spring break. We got Julia to join us in covering at least one of the sessions – that way we can offer Minecraft Club M-F for three hours a day which will be more enticing for the kids to join and participate. I just need to decide whether to bring a clear new map and build a hub, or to continue using the current one.

3. **Staff Intranet:**


One of my evaluation goals for this year was to create a page for ATSD on the staff intranet. I was given editing permissions and put together the page.

The information is a bit truncated at the moment due to covid restriction on practically everything.

Librarian Highlight

Jay P.

This month was crunched by the large holiday break, but everything was completed on time and I tried several new things.

- The fifth and first of my next series of Job Club videos, *Real Jobs You Can Do from Home*, was performed and uploaded. While none of these videos has done well, this one received 40 views this month, which is a vast improvement. The first series was on the job seeking process, but these will be either focusing on a related topic (remote work) or area (personal finance).
 - The first three school legers have been scanned and uploaded to the Internet Archive. Further research needs to be done to add the proper metadata to the entries. Current and future uploads can be found at: <https://archive.org/details/fountaindalepubliclibrary>
 - I contributed to the Yuleball with a video: "Make Your Own Butterbeer." It was a wonderful excuse to eat an excessive amount of whipped cream. I would like to try more cooking videos in the future. While we are limited to filming with the library, I do have enough equipment I can bring from home to make a few creative things. I found a wonderful recipe for Cheesecake made with a rice pot I would like to try this year.
- 
- During this month's SCORE meeting, a great resource was covered: *Starting Your Business Handbook* from the Illinois Department of Commerce and Economic Opportunity. I plan to include this in any future resource list or relevant blog post I have in the future. This handbook can be found at: <https://www2.illinois.gov/dceo/SmallBizAssistance/BeginHere/Pages/PublicationsAndBizGuide.aspx>

Librarian Highlight

Erica Edwards

Allyson has now officially joined my team, starting on December 27th she will report to me. We have already met to talk about projects that we can work on together and what to expect going forward. Allyson has a strong interest in blogging and is already writing great blog posts so we will continue to develop that as well as special interest projects she may be interested in.

Book Talks

I filmed, edited, and uploaded 1 book talk videos for patrons to enjoy this month! My book talk this month was called "3 short comics to read on Hoopla"! I wanted to share books available on one of our digital collections and Hoopla was perfect since they have so many comic books. I don't think that many patrons know that we have a ton of great comics on Hoopla so this was a great opportunity to highlight that. I also wanted to suggest shorter comics since folks are very busy around the holidays and may not have the time to read a long book. Many folks are also trying to complete their reading goals for the year so short books are a great way to quickly add a few books to your overall reading goal. You can find the video here: <https://www.youtube.com/user/FPLStudio300/videos>

Blog Posts

I wrote 2 blog posts this month!

My first blog post was in regards to my YouTube book talk, "Three short comics to read on Hoopla", this went live on December 3rd and can be found here:

<https://www.fountaindale.org/2020/12/03/ericas-book-talk-three-short-comics-to-read-on-hoopla/>

My second blog post is titled, "Erica's top 5 books of 2020". I hope to make this blog post a yearly tradition! I would also like to do a similar post in late June/early July highlighting my top 5 books of the year so far. I think it could be fun to even go by genre/topic, for example, "Erica's top 5 favorite horror books of the year" or "Erica's top 5 favorite new authors of the year", etc. This blog post can be found here: <https://www.fountaindale.org/2020/12/17/ericas-top-5-books-of-2020/>

Specialist Highlight Rebecca F.



This month I also had a very enjoyable experience with a patron. I seem to pick up her calls every once in a while. She always requests a lot of items, but she is so kind and patient with us on the phone. This time around she explained to me that a lot of the books she gets are for a book club that she is in, and a lot of her friends in the book club claim that they can never find the books they need here at the library. She said that they always look online themselves rather than calling. Since a lot of the books she was requesting herself were coming from other libraries in pinnacle, I told her that maybe they are seeing that the book is not available at Fountaindale, and they do not realize that they can have items shipped over from our partners. She said that might be the case, so I told her to encourage her friends to give us a call when they can't find an item, and that we would always be happy to help them get what they need. This last week of the month I also got

some additional notary practice. I was on desk with Christopher and he supervised me while I added another one to my book. The more I do the better I will feel about the process.

Another thing that went well this month is the watercolor classes with Christine Thornton. We had a total of 38 views by the end of the week. I plan on continuing to schedule these classes, our patrons really enjoy them. One patron enjoyed the class so much she emailed us a photo of her work! The patron wrote "Thank you so much for offering this class! It was great fun and while it was just my first attempt at water colors, I look forward to trying more. I hope you will consider offering more water color classes." She sent a photo of her painting and it looks great! Melissa posted it on the library's Instagram and Facebook sites.

Specialist Highlight

Ben J.

I spent some time working with Agnes to clean up the Reference Question Sheet and Form and requested a couple coworkers to test the Form to see if they had any ideas on how to improve it. There is also a ReadMe! Sheet now that provides instructions for how to use the Form and Sheet.

I've also been talking with Nic about potential programming to do here at Fountaindale. The two that came up that I started looking into were Virtual Escape Rooms and Adult D&D. For the Virtual Escape Rooms I created a quick rough draft in a Google Form for how it might be laid out and sent it to Nic to hear his thoughts. For Adult D&D I sent a request to Wizards of the Coast for one of their Digital Club Kits which, if approved, will grant us access to over \$700 worth of digital resources for D&D programming.

Specialist Highlight

Bradley B.

I worked with Randi to plan Teen programs for spring 2021. I came up with three major programs to take place between March and May of 2021. The programs were created with a virtual platform in mind, which helped us in the planning process to create programs that would especially appeal to Teens.

The first program I came up with was a Teen Digital Art Show. The art show will provide a safe and fun environment for Teens to express themselves creatively through artwork of various mediums. Teens will send us their artwork and it will be displayed on our blog and Instagram pages throughout the month of March. There will be a winner selected at the end of March who will receive a gift card which adds more incentive for Teens to participate as well.

The second major program I came up with was a Mystery DIY Challenge. The library will provide kits with craft supplies for Teens to take home and create their own unique craft during the month of April. This will be a unique program because it serves two main purposes. One is to serve as an ongoing contest which allows Teens to join at any time. The second is that it provides all materials in a convenient take home kit which makes it more accessible.

Specialist Highlight

Allyson Palagi

December brought along a lot of printing questions to the second floor desk, especially with the new limits on printing. In order to help patrons print through their email, I created a QR code that would pull up the email addresses in a blank email. Julia then helped me make sure my signs were in-line with FPLD's publication standards. I also started to work under Erica this month, and we met to discuss ways I can support her work as the readers advisory librarian. She also encouraged me to join Goodreads, which I have.

Public Services:

We had a young man on the third floor browsing for books on domestic violence for a paper he had to write for school. He needed it to be a secondary source, so we discussed how to use the catalog and limit his results to items that were currently available in our collection and how the library's call number system meant that books on a similar topic could be found nearby. I also took it as an opportunity to explain what a secondary source was and how some books (like an autobiography) would not fit that criteria.

Another day a mother came to the library near closing to print out math worksheets for her daughter. The worksheets were shared with her through Google Drive, which meant she 1) needed to use the quick print computer in the commons 2) download the needed documents 3) send each to the printer. We worked in tandem to make sure she got everything she needed and had everything she needed printed out before the computers turned off automatically before closing.

Specialist Highlight

Roy H.

For the month of December, I started back at Fountaindale on 12/22/2020. It took me a few days to re acclimate to using all systems and I am now comfortable and back to where I was skillswise before I left in September. I took an online blogging course on Lynda.com as a precursor to taking Steven Ford's blogging training on 1/22/2021. I have been helping patrons by explaining how to print under our new mitigation 3 guidelines. I have renewed old friendships and acquaintances with staff and most importantly our patrons.

From Joyce Arellano's Report

Children's Services

Monthly Overview of Children's Services:

To celebrate all the different events happening in December, the Children's Services team presented holiday-themed programs from Christmas to Kwanzaa to New Year! Families gathered around their screens as we adapted our annual *Polar Express* Storytime to a Zoom webinar. The Let's Be Pen Pals mailbox was filled with many cards and letters from our young friends. Our new book bundle display, Travel Bags, premiered this month, and it invited patrons to create their own vacation at home. One of our young friends was proud to share her doll collection in the Show & Tell Display case.

PROGRAMMING

ARTS & CRAFTS

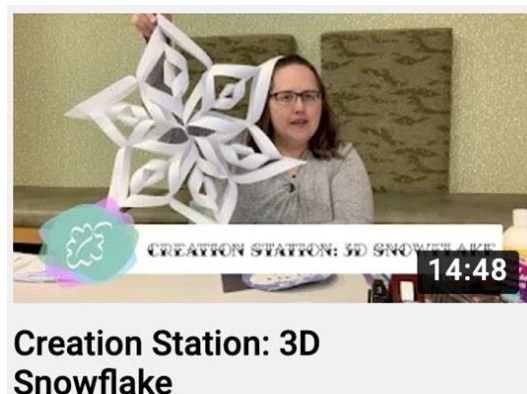
ACTIVIDADES PARA NIÑOS (YouTube)

- Adornos Navideños <https://youtu.be/5HyX9DuvJEM>
- Papa Noel en la Chimenea (55 kits)

Andreea offered two holiday-themed crafts this month. In place of a video for the second activity, we offered craft kits to make a "peek-a-boo" Santa in a chimney.

ARTS & FABLES (YouTube, 30 kits) <https://youtu.be/euAe3c18vUE>

Kathy highlighted books about holidays and celebrations with a short book talk and Debbie showed viewers how to make a holiday bell. Craft kits were available while supplies last. "The bells were gone in two days." *Debbie S.*



CREATION STATION WITH MISS JEN: 3D Snowflake & Snow Globe (YouTube, 50 kits)

<https://youtu.be/MNbQ1mVdX-0>

"For this Creation Station, I demonstrated two crafts. The first was a 3D snowflake. This snowflake looks very complicated and intricate, but it is very easy to make. The second craft was a marble painted snow globe. I had 50 kits made for this, and they were all taken by December 9." *Jen F.*

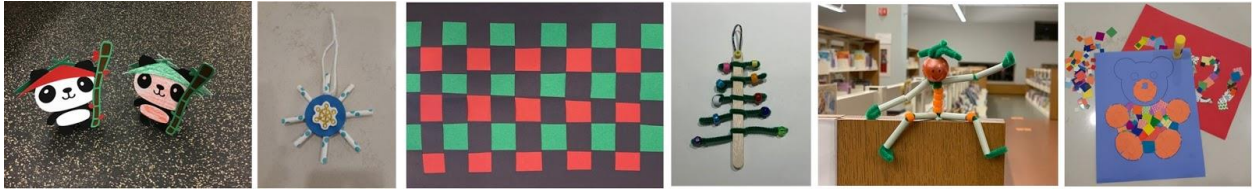
LIVE LET'S CREATE: Aurora Borealis (Zoom, 2 attendees, 45 kits, recording published to YouTube)

<https://youtu.be/owlon3mnjeQ>

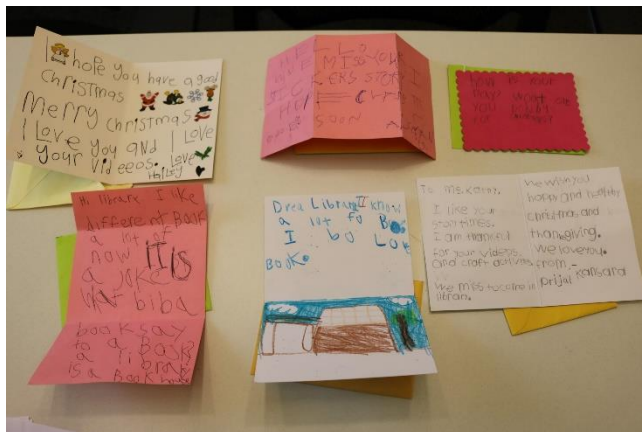
"It was great to get my first LIVE program under my belt. Andreea was a big help. All the kits went and I even made extra but only two of my regulars came. I was able to use the wall and tape the paper to it to really show them on camera how to draw with the chalk. On 12/7, [the patrons that attended the live event] stopped in to show me their drawings! They were so good. It was so sweet!" *Chris Z.*

TAKE-IT MAKE-IT (747)

Children enjoyed lots of great projects this month, including several holiday-themed crafts.



READING, WRITING & PUBLISHING



LET'S BE PEN PALS (21)

We received cards and letters filled with interesting questions, funny jokes and heartwarming messages from children.

JUST FOR TWEENS

TWEEN DIY

- **Paper Gingerbread House (YouTube, 39 kits)** <https://youtu.be/2X47wPVRdol>
- **Gift Sets (26 kits)**

"All 30 gingerbread house kits were taken home. Cutting the paper for the gingerbread houses left almost two half sheets for each house. With the Ellison dies, I was able to cut the leftovers into teddy bear finger puppets for the DIY Storytime kits and also bag some extra craft kits with paper gingerbread cookies and tiny dot stickers." *Sarah D.*

STEAM & LEARNING FUN



LIVE ROOTS: King Kamehameha & Queen Liliuokalani (Zoom, 7 attendees)

<https://youtu.be/eB1VGk0CAw>

Since the start of this program in 2018, there has been some interest from attendees to present a Roots session. The Third Institute was excited about this and encouraged and helped families put together their presentations. Last year, the Carter family presented on Jackie Robinson and Serena Williams. This month we welcomed guest presenters Shamell and Reiden Foster and learned about black monarchs, Kamehameha the Great and Queen Lilioukalani.

SENSORY EXPLORERS (YouTube)

<https://youtu.be/6Rd3zOndJMs>

"Our theme for this Sensory Explorers video was SNOW! I bundled up in my coat, hat, scarf and gloves to introduce the video. I had a tray of fake snowballs on my lap and I tossed them up in the air to celebrate snow! Then I demonstrated how to make snow that can be played with inside. All that is required is baking soda and water. Marta then did a book talk that included several books on snow." *Jen F.*

GAMING & PLAY

YULE BALL SCAVENGER HUNT (3)

Debbie created a Harry Potter-themed scavenger hunt in Children's Services in celebration of the Yule Ball at Home. Patrons were tasked with finding photos and items from the Harry Potter world hiding throughout CSD. "The highlight was the 9 ¾ platform [on the door to the comfort room]." *Debbie S.*

LIVE HAPPY NOON YEAR (Zoom, 43 attendees, 47 kits)



Our annual celebration transitioned to Zoom this year. A kit with noisemakers, hats, glow-in-the-dark glasses and resolution worksheet was available for patrons to pick up. Debbie and Kathy showed children how families all over the world ring in the new year. They also shared books and music and played a game of Disney Scene-it with families at home. Children shared their favorite books and goals they accomplished in 2020 in the chat box. After counting down to noon, we promoted some families to panelists and had the chance to celebrate face to face.

STORYTIMES

HAPPY HOLIDAYS STORYTIME STORYTIME (YouTube)

Chris, Kathy and Rosemary worked together to film a holiday-themed storytime. "Each of us read a book and sang *Jingle Bells* 'together' (we each took a verse and a turn in front of the camera.) I am pleased how it turned out and I hope the kids will enjoy it as much as I did." *Chris Z.*



LIVE STORYTIME (Zoom, 3 programs, 43 attendees)

LIVE CUENTOS EN ESPAÑOL (Zoom, 10 attendees)

"I was very excited to see my little friends. We read the book *Cuento de Nochebuena*. The illustrations are really beautiful and make it suitable for a video presentation. We concluded the program with a quiet song, *Noche de Paz*. I said goodbye and thanked my little loyal audience that followed me this year on this journey from in-person programs to Zoom programs despite their repetitive days of online school." *Andreea D.*

LIVE POLAR EXPRESS STORYTIME (Zoom, 153 attendees, 57 kits)



"I had lots of fun playing Santa and interacting with the kids. We had a huge turnout, with over 100 people watching. The kids were super excited to see Miss Kathy and listen to *The Polar Express*." *Marta M.*

"When Kathy completed her annual *Polar Express* storytime, she said it was the most normal she had felt in months. I hope continuing the tradition helped the patrons have that feeling, too!" *Sarah D.*

BABY RHYME TIME (YouTube)

- Clap Your Hands <https://youtu.be/oiiT4gXEZvI>
- Twinkle, Twinkle Little Star <https://youtu.be/tU7CYh8moZs>
- Up on the Housetop <https://youtu.be/eHTvYcF9tQg>

READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (357)

Although we did not receive any new signups or completions this month, it was nice to see 3 of our newest participants turn in their first reading log (showing 100 books read.)

WINTER READING PROGRAM (53)



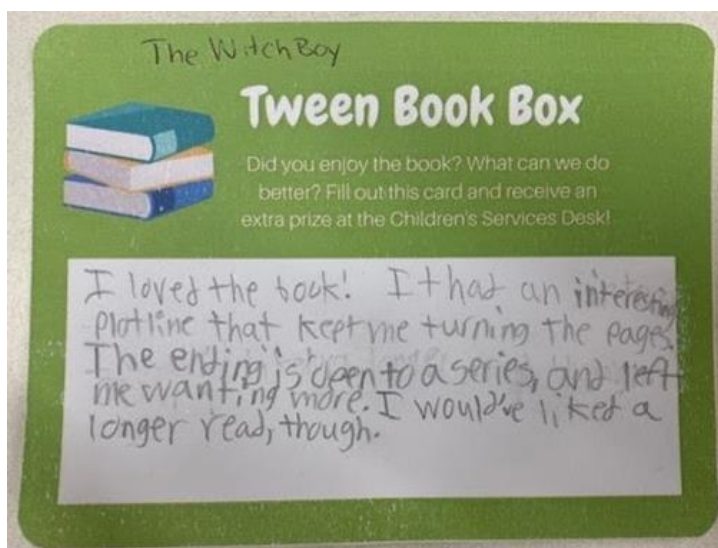
58% of participants have turned in their Bingo cards for prizes. Winter Reading sponsor The Third Institute asked if we would use their banner as a photo backdrop. "I have received lots of great feedback from parents about the Bingo game. They said that their kids really enjoy doing the different activities. The kids also keep asking if they can do another Bingo sheet." *Marta M.*

TRAVEL BAGS: England and Scotland (12)

This new book bundle display launched this month. Melisa and Marta worked together to create these fun bundles that allow families to create a vacation from home.

"Each bag contained two nonfiction books and a fun DVD. Each bag also had an exciting craft. For England the craft was a crown and for Scotland it was a thistle, the national flower. Each bag also included an informational sheet that kids could fill out after learning some new facts about each country. A fun toy and an interactive game were also part of the package." *Marta M.*

Each month a new destination will be highlighted. Patrons were drawn to the unique packaging. All of December's Travel Bags were taken by the end of the 2nd week.



TWEEN BOOK BOX (22)

Tweens have been enjoying this new service. A big thank you to Christina and the Collection Services team and Melissa B. and the Communications team for their help in launching this project. In December, the Tween Book Boxes yielded 22 cards!

STORY OF THE MONTH:

"A patron came in and checked out a lot of books. As she was leaving, she told me that she just wanted to thank us for being open. We are not her home library. Her home library is currently closed, and she said it's nice to be able to come in and actually browse the books since she doesn't always know what she wants to get." *Jen F.*

DISPLAY CASES



Show and Tell Display: Lanie L.'s Monster High Doll Collection

Lanie L. brought her collection of Monster High Dolls for show and tell. She wrote for her display description, "Monster High is a school where the children of various monsters can have fun and be themselves. I have a bunch of Monster High dolls to display and the library has lots of books and DVDs. Monster High dolls are unique and you can't find them in stores anymore. I really like everything Monster High."



World Languages Display: Bulgarian Poems & Souvenirs

In collaboration with a library in Bulgaria, Tana in Outreach set up an exhibit near World Park featuring Bulgarian poetry and souvenirs.

Winter Reading Program and Solve a Snowflake

"This month I dedicated one side of the display case to the Winter Reading Program. The other side of the display case was 'Solve a Snowflake.' On each snowflake there is a 'would you rather' question. For example, 'would you rather live in a gingerbread house or on the Polar Express?' I hope kids have fun with these questions." *Marta M.*



Star of the Month

Chris and Rosemary shared their favorite series books and invited children to share their favorites, too. Children or their parents can submit a form listing their favorite titles to the Children's Services Desk for a chance to be our Star of the Month reader.

OTHER

Susan and Melisa have worked hard to organize CSD's storage areas. While we do not have a "before" photo, this "after" photo of the CSD workroom storage shows the significant progress and improvement made.

Building Operations (Tasos Priovolos)

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

Gerardo Marroquin resigned as a Building Security Monitor on December 2nd. We wish him all the best with his future endeavors!!!!

Ryan Blackburn resigned as a Building Security Monitor on December 30th to start his new career in law enforcement. We wish him all the best with his future endeavors!!!!

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.

Worked with our Haworth furniture representative to inspect the furniture in our building for warranty claim work since the furniture is nearing the end of the 10-year manufacturer's warranty. This allowed us to repair the furniture at no cost to the library.

Continue working with our Steelcase distributor to finalize the design and parts needed in order to receive a proposal for cubicle changes in our work areas. This work will include installing permanent clear partitions and reconfiguring our Collection Services department workroom.

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

Security Report From John Hopkins (Security Supervisor)

Security Staff

Building Security Monitor Ryan Blackburn resigned his position as Building Security Monitor effective December 30th. Ryan only joined the library part time in early September, but his application with the Bolingbrook Police Department was accepted sooner than anticipated, so he will be starting at the police academy in January. We wish Ryan all the best, and will see him around town this spring wearing a BPD uniform!

The security department already has one part-time position currently open for applications and interviews have been scheduled. There are now two part time positions vacant in security; however, there are no lapses in coverage at this time.

Patron Occupancy Stats

Patron occupancy was limited to 75 patrons by Tier 3 Mitigation measures. In the absence of chairs at tables or the computer commons, typical patron occupancy was between 3 and 12 patrons at any given time. Peak occupancy was typically observed around 20-25 patrons.



ZENDESK –

In December, 29 new maintenance tickets were created, and 32 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

December 2020 Snapshot

- 2,350 new items were made available
- 6,837 old & worn items were withdrawn
- 14% increase in digital collection usage
- 64% circulation increase in Juvenile Audiobooks
- 53% circulation increase in Adult Graphic Novels
- 231 interlibrary loans processed for our patrons
- 555 items repaired
- 248 invoices paid

A Fountaindale Christmas Carol

Collection Services staff produced a short video based off of the classic story, *A Christmas Carol*. In the video, we promoted our movie Binge Boxes, Hoopla, the Lucky Day collection, Mobile Hotspots, and that Fountaindale is Fines Free. Collections staff thoroughly enjoyed participating and appreciated the opportunity to be creative, as well as the ability to promote the collections that they work so hard to maintain. Creating the video turned out to be an excellent team building exercise and morale booster during these challenging times.

So far, the video has garnered **211 views** on YouTube and **90 views** on Instagram!



From Brett Luminais, *Children's Collection Librarian*

My focus this December was on my primary duty, ordering. I continued to develop the process of diversity auditing for each order. In particular, I have begun focusing on titles with appropriate representation of Latinx and Hispanic individuals. This Latinx/Hispanic community accounts for roughly a quarter of the total population of Bolingbrook, and recent titles with appropriate representation that we do not already own or have on order are scarce. I began looking to

independent publishers and began reviewing diversity focused selection lists, as well as reviewing older titles not in our collection for selection. We have now audited nearly 900 individual print titles. This will be a continuing process. Concurrent to this process, I strove to meet the goal of expending the fund lines I manage to between 50% and 60% of the total fund. This accomplishes a number of objectives, most importantly putting ordering in a position to avoid as much rollover of expenditures into next fiscal year's budget as possible. Additionally, it puts us in a position to prevent any end of the year rush ordering, which in turn allows for more careful material selection. While my focus was on ordering, I also performed maintenance projects such as deselection. Board Books in particular was an area that required attention. After reviewing the collection and professional literature on this collection, I developed a deselection plan that focuses on keeping old and damaged titles off the shelves, maintaining space for the plethora of new board books available.

From Lynnette Hopwood, *Adult Collection Librarian*

December was a busy month. Our lobby and 2nd floor displays were very popular. We were having to fill some of them several times a day! I am still trying to find ways to make our collection easier to browse and to have more visibility for our items. One way I did this was to take our new music CDs off of the shelves and put them on a display cart by the self-check counter. They had 196 checkouts in one month! The two Christmas displays had a total combined checkouts of 462 just for the month of December!

From Chris Castle, *Cataloging Supervisor*

Karina has been continuing her cataloging training this month and is progressing well. I showed her national, consortium, and local cataloging practices for DVDs and Blu-rays, large print, audiobooks, Playaways, and Outreach materials. She now has the tools to catalog nonfiction items of these types. I also explained the label printing and editing process to her, as well as the item record creation and preprocessing procedures. Our Periodicals Specialist, Adwoa, has been testing the new serials features in Leap to determine if this would be a viable alternative or replacement to the Polaris backend. She says that, overall, she enjoyed working in Leap and experiencing a new look in processing periodicals. The only drawback was not being able to create prediction patterns when prediction patterns are off, or creating a new bib when subscription patterns change. Other than that, she says it was nice to see what Leap offers for magazine check-in. So there is still some work to be done on Leap serials features before a switch could prove beneficial. This month, I was able to finish cataloging the Studio 300 equipment backlog. All items on the Studio 300 equipment spreadsheet are now available and ready for use. I also tested printing call labels in bulk with a mail merge. This will be useful for future projects where many new labels are necessary. It was decided to change the DVD-BLU prefix for Blu-rays to BLU-RAY this month. This makes it much clearer to patrons that the item is in fact a Blu-ray disc and not a combination of DVD and Blu-ray or other misconception.

From Karina Andrus, *Cataloger*

In December, I received training from Chris on the following topics: printing labels, cataloging DVDs, Bookmobile items, Large Print, audiobooks, and Playaways. On December 4th, I attended the RAILS Technical Services Networking Group. It was interesting to hear other librarians in the area discuss what they've been doing differently because of the pandemic, such as using support staff in different ways to increase efficiency or hosting socially distanced holiday parties. I also learned what kinds of questions or concerns Tech Services librarians are asking for guidance on (such as changing job descriptions and evaluation forms, or organizing acquisition data). I was also invited to accept a 2-year appointment as a member of the RainbowRT Rainbow Book List Committee. I had applied to volunteer for this committee in October. My term begins on February 1st, and I can serve up to 2 years. This committee receives and reviews books with LGBTQ+ content for birth-18 years, and puts together a bibliography of recommended titles every year.

From Jacob Luce, *Acquisitions Supervisor*

For the month of December I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Development Librarians. Throughout the month I have been receiving the vinyl records that we have purchased for our collection. I have received over half of what has been already ordered. We have finally received our call label protectors and have begun using those to protect our call labels instead of using book tape. Everything has been going smooth with the transition from book tape to label protectors for the call labels. The spine of the books look so much nicer and cleaner than the book tape. The best part of the month of December was collaborating with my co-workers to create a video to promote the wide array of materials and resources that we offer to our patrons for the Holiday season. This was a very fun project and was based on the Christmas Carol. I had a blast and it was a great team building experience.

From Christine Jason, *Interlibrary Loan Specialist*

I continued training Sue and Brett for Interlibrary Loan back up. We have moved on from basic returns, continued with lending and started receiving materials including creating labels. With the holidays and time off, I do anticipate having a refresher in what was taught so far. After that, we will concentrate on patron borrowing requests as that is more of a challenge. I will also go over anything they feel they need more practice at. I have taken the opportunity to show both of them some of the basics of borrowing, for example, using WorldCat versus the OPAC and placing easier, basic requests. It has been a challenge to train while maintaining social distancing but we are managing.

Circulation by Branch

Branch	Dec 2019	Dec 2020	Change	% Change
Building	46,838	38990	-7848	-16.76%
Outreach	2138	828	-1310	-61.27%
Studio 300	2716	152	-2564	-94.40%
Digital	7513	8586	1073	14.28%
Totals	59205	48556	-10649	-17.99%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2,159	vs.	DVD	8,341
CD Audiobook	473	vs.	Playaway Audiobook	286

Special Collections

Collection	Circs
Lucky Day	1011
Hotspots	44
Rokus	59
Laptops	7
STEAMboxes	62

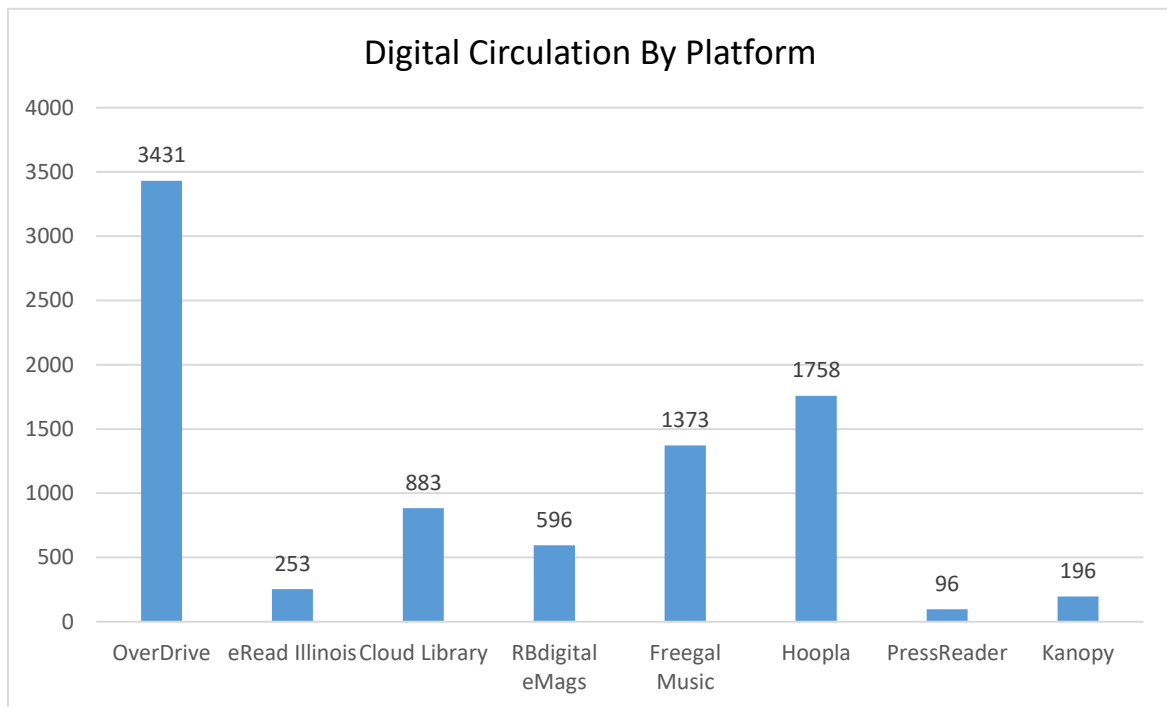
Physical Collection Circulation

**Sorted Alphabetically by Collection*

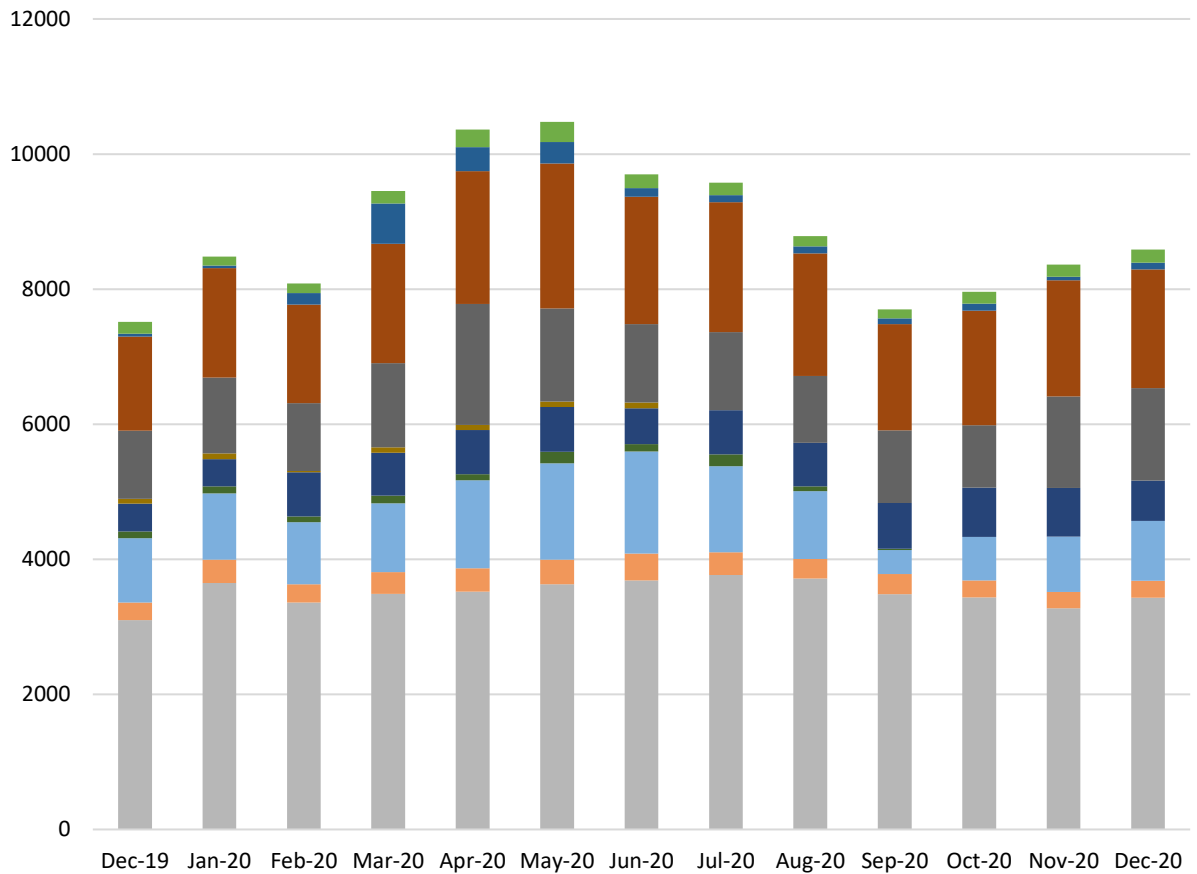
Collections	Dec 2019 Circs	Dec 2020 Circs	Change	% Change
Adult Audiobooks	722	469	-253	-35%
Adult Fiction	4424	3901	-523	-12%
Adult Graphic Novels	347	532	185	53%
Adult Nonfiction	4108	3857	-251	-6%
Adult Video Games	346	317	-29	-8%
Beginning Readers	1080	1458	378	35%
Interlibrary Loan	218	213	-5	-2%
Juvenile Audiobooks	255	419	164	64%
Juvenile Fiction	4203	3426	-777	-18%
Juvenile Graphic Novels	1355	1180	-175	-13%
Juvenile Kits	104	68	-36	-35%
Juvenile Movies & TV	3766	2273	-1493	-40%
Juvenile Nonfiction	2529	2245	-284	-11%
Juvenile Technology & Equipment	155	105	-50	-32%
Juvenile Video Games	622	590	-32	-5%
Large Print	559	524	-35	-6%
Local Authors	4	7	3	75%
Magazines	557	555	-2	0%
Movies & TV	11482	8125	-3357	-29%
Music	1323	1316	-7	-1%
On-the-Fly	6	15	9	150%
Picture Books	6749	5521	-1228	-18%
Studio 300	2716	149	-2567	-95%
Technology & Equipment	941	105	-836	-89%
World Languages Adult	153	137	-16	-10%
World Languages Juvenile	321	310	-11	-3%
World Languages Young Adult	7	14	7	100%
Young Adult Audiobooks	35	49	14	40%
Young Adult Fiction	875	965	90	10%
Young Adult Graphic Novels	656	531	-125	-19%
Young Adult Kits	2	22	20	1000%
Young Adult Nonfiction	222	150	-72	-32%
Young Adult Technology & Equipment	0	1	1	
Young Adult Video Games	846	421	-425	-50%
TOTALS	51688	39970	-11718	-23%

Digital Collection Usage

Digital Platform	Dec 2019	Dec 2020	Change	% Changed
Freegal Music Streaming	667	1059	392	58.77%
Hoopla	1390	1758	368	26.47%
Rbdigital eMags	416	596	180	43.27%
OverDrive eAudio	1260	1436	176	13.97%
OverDrive eBooks	1841	1995	154	8.37%
cloudLibrary Shared	509	602	93	18.27%
PressReader	44	96	52	118.18%
Kanopy	173	196	23	13.29%
eRead Illinois eBooks	160	177	17	10.63%
cloudLibrary eAudio	145	140	-5	-3.45%
eRead Illinois eAudio	101	76	-25	-24.75%
Freegal Music Downloads	343	314	-29	-8.45%
Rbdigital Entertainment	70	0	-70	-100.00%
Rbdigital eAudio	98	0	-98	-100.00%
cloudLibrary eBooks	296	141	-155	-52.36%
Totals	7513	8586	1073	14.28%



Digital Collection Circulation Over the Year



	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Kanopy	173	136	142	185	261	297	203	183	155	133	177	181	196
PressReader	44	34	167	596	354	318	127	106	105	83	103	52	96
Hoopla	1390	1620	1459	1766	1969	2147	1886	1925	1811	1574	1694	1718	1758
Freegal Music	1010	1126	1008	1247	1789	1377	1162	1153	990	1076	925	1355	1373
RBDigital Entertainment	70	85	20	82	77	83	82	0	0	0	0	0	0
RBDigital eMags	416	401	653	632	652	661	535	655	646	678	732	720	596
RB Digital eAudio	98	107	86	115	92	169	106	177	72	17	0	0	0
Cloud Library	950	977	918	1017	1301	1429	1511	1275	1003	356	643	820	883
eRead Illinois	261	350	270	322	348	364	400	336	290	300	252	242	253
OverDrive	3101	3647	3359	3489	3520	3630	3686	3766	3715	3483	3435	3274	3431

Digital Content Fast Facts

Overdrive

- There were **5,076 unique Pinnacle users**, which is an **8% growth** from last December. Of those, **Fountaindale had 737 unique users** in the month.
- **eBooks** accounted for **62.5%** of checkouts, while **eAudio** accounted for **37.5%**
- Checkouts by Audience: Adults: 87.4%; Young Adults: 6%; Juvenile: 6.5%
- During the month, PLC yielded **22,938 total checkouts**; of those, **3,431 circs** were from Fountaindale patrons.

eRead Illinois/Axis 360

- There were **96 active users** for the month, **28** of which are **new users**
- During the month, there were **177 eBook circs** and **76 eAudio circs**
- **eBooks** accounted for **70%** of checkouts, while **eAudio** accounted for **30%**.

Hoopla

- The **top titles** were *Murdoch Mysteries*, *60 Days in Narcoland*, *Aurthur*, *Doc Martin* (all TV Shows)
- There were **1,758 circs** borrowed by **379 patrons**
- There were **379 unique patrons** and **20 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **40%** of all circs, followed by **eBooks with 31%**, **Movies/TV with 16%** and **Comics with 9%**.

Kanopy

- The **most popular videos** were *Alone*, *The Best Years of Our Lives*, *A Pigeon Sat on a Branch Reflecting on Existence*, *Sophie's Choice*, *Stash Short Film Festival: Comedy*.
- Patrons played **196 distinct video titles** and **398 video plays**
- There were **31 active users** and a total of **267** user accounts

Freegal

- This month yielded **1,059 songs streamed** and **314 music downloads**
- Top **streaming music genres**: Holiday, Rock, Pop, Jazz, Classical
- Top **downloaded music genres**: Rock, Pop, Country, Alternative, Holiday

Physical Items Added and Withdrawn

Items	Dec 2020 Added	Dec 2020 Withdrawn
Adult Audiobooks	32	161
Adult Fiction	320	2372
Adult Graphic Novels	12	506
Adult Nonfiction	310	171
Adult Video Games	15	6
Beginning Readers	28	1
Juvenile Audiobooks	12	0
Juvenile Fiction	108	35
Juvenile Graphic Novels	103	32
Juvenile Kits	0	1
Juvenile Movies & TV	32	5
Juvenile Nonfiction	112	1366
Juvenile Technology & Equipment	0	0
Juvenile Video Games	48	0
Large Print	47	1
Local Authors	0	0

Local History & Genealogy	7	0
Magazines	242	1
Movies & TV	442	1046
Music	108	3
Picture Books	198	1083
Studio 300	22	32
Technology & Equipment	0	1
World Languages Adult	3	0
World Languages Juvenile	30	2
World Languages Young Adult	0	0
Young Adult Audiobooks	0	0
Young Adult Fiction	27	4
Young Adult Nonfiction	18	1
Young Adult Technology & Equipment	0	0
Young Adult Video Games	50	1
TOTALS	2350 Added	6837 Withdrawn

Acquisitions & Processing

- Purchase Orders created and released: 83
- Invoices Paid: 248
- Boxes Received and Opened: 65
- Items Repaired: 555

Cataloging

- Items Cataloged and made available: 2350
- Original bibliographic records created: 33
- Magazines & Newspapers processed: 236

Interlibrary Loan

231	Items Received for our patrons <ul style="list-style-type: none"> • 198 items from IL libraries • 33 items from out of state libraries
201	Items Sent out to other libraries <ul style="list-style-type: none"> • 96 to IL libraries • 94 to out of state libraries • 11 to XYZ libraries

285	Items requested by our patrons this month <ul style="list-style-type: none"> • 259 submitted in OCLC • 9 items were too new to request • 8 were available in Pinnacle • 9 were out of country only
261	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 121 from IL libraries • 139 from out of state libraries • 1 out of country

CHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - <i>Items that have not circulated in <u>2 years</u></i> <i>CHQ Recommendation: less than 10%</i>	9,863 Down 886 Items 7.96%	1,073 Up 35 Items 7.49%	5,023 Down 523 Items 4.92%	17,333 Down 1,374 Items 6.64%
Collection Check - <i>Anything that has not circulated in <u>4 years</u></i> <i>CHQ Recommendation: less than 10%</i>	166 Down 68 Items 1.68%	17 Up 2 items 1.77%	183 Up 13 Items 3.64%	368 Down 53 Items 2.31%
Grubby - <i>Items that have circulated <u>75 times</u> or more</i> <i>CHQ Recommendation: less than 10%</i>	9,951 Down 150 Items 8.03%	558 Up 2 Items 3.91%	10,102 Up 33 Items 9.90%	20,613 Down 115 Items 8.58%
DOA <i>Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months.</i> <i>US average 16%</i>	4,589 Up 764 Items 29.24%	514 Up 65 Items 37.67%	1,868 Up 172 Items 20.19%	7,800 Up 1,001 Items 26.81%
Turnover <i>Dec 24, 2019 to Dec 21, 2020</i>	2.6	1.6	1.89	2.52

NextReads Newsletters

Subscribers	0 New Subscribers	0 Unsubscribed	2 Bounced
Newsletters	<ul style="list-style-type: none"> 683 Items Clicked Open December New Movies issue had the highest Total clicks (274) 	23.49% Mobile Views	76.51% Desktop Views
Emails	<ul style="list-style-type: none"> 1228 Sent 37.85% opened 	Unique Opens – 37.35% Unique Views – 1.14%	Highest Unique Opens – Mystery December 2020 (30)

Displays

1st Floor

Lobby Cart: Christmas – 186
 Lobby Cart: Conversations – 63
 Lobby Tree: Staff Picks – 97
 Homeschool – 60

2nd Floor

Christmas – 276
 Binge Boxes – 253
 New Music – 196
 2nd Floor Desk Table – 12

3rd Floor

Conversations – 17
 Comfort Foods – 36
 3rd Floor Desk Table – 14

Children's

- Christmas DVDs – 646
- Travel the World from home – 5
- Step into reading – 73
- Tis the Seasoning – 18
- Christmas, Hanukkah, Kwanzaa – 192
- 1000 Books Before Kindergarten – 16

Holiday Movies





Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 37,096 impressions and 4,547 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 30,685 impressions; 3,553 clicks
 - Kanopy: 3,036 impressions; 445 clicks
 - Digital Collection: 1,264 impressions; 105 clicks
- In our first month since implementing library card auto renewals with Patron Point, we had 349 cards due for an address check. 277 were auto renewed, and 72 patrons received an email asking them to come into the library within the next 30 days to renew their card.
- We completed our 50th anniversary celebration with a time capsule to be opened in 2045 for our 75th anniversary. Melissa collected and curated items and photos to include in the time capsule, which was sealed on December 8.

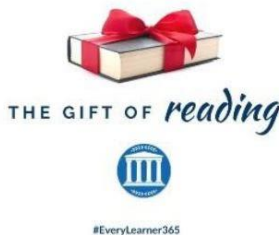
- Melissa and Steven scheduled, wrote/edited and published 26 blog posts.
- Melissa wrote titles, descriptions and tags for 40 YouTube videos.
 - Our YouTube channel gained 35 followers this month.
- Melissa and Steven recorded their first [Instagram reel](#).
- Steven joined the Communico Self Check Task Force.
- Steven attended “Promoting Your Library with Your App” webinar and our first monthly checkin with Patron Point.
- Melissa attended an ILA Marketing Forum Roundtable, had a strategy checkin with Koios and our first Patron Point monthly checkin.
- Sabrina updated all of the eResources rack cards, designed the One Book, One Brook logo, created several new display cart signs for Collections Services and began working on the spring issue of *The Fountain*.

Media

- Valley View included information about our Student Success Cards in their December 18 newsletter.



VVSD Teams Up with Local Libraries to Create Student Success Cards



Earlier this school year VVSD partnered with our public libraries White Oak (Romeoville) and Fountaindale (Bolingbrook) to create Student Success Cards to increase equity and bring access to resources for all of our VVSD students. Nearly half of the 15,185 Student Success Cards will go to students who have never had a public library card. Success Cards allow students to access both physical and electronic books, as well as a variety of additional digital resources and additional library services.

VVSD Student Success Cards are being mailed to student's homes and will arrive to all students within the next few weeks. In addition, our VVSD Library Directors are eager to inform students about the new cards and to assist them with learning how the cards can be used.

With the holiday season upon us, there is no better gift than the gift of reading!

Thank you to our Public Library Partners and all staff that contributed to making this happen for our VVSD Students.

- Author Kim Michele Richardson replied to our tweet announcing her book, *The Bookwoman of Troublesome Creek*, as our Online Book Club selection.



Social Media Ads

- Tween Book Boxes paid ad ran November 30–December 15. It cost \$20 and reached 1,752 people with 159 engagements .
- Yule Ball paid event ran December 9–12. It cost \$6 and reached 845 people with 13 event responses.
- Live Christmas Storytime paid event ran December 9–15. It cost \$6 and reached 361 people with 14 event responses .
- Winter Wonder Remix paid event ran December 9–15. It cost \$6 and reached 621 people with 12 event responses.
- Adult & Teen Chess Club paid event ran December 9–15. It cost \$6 and reached 814 people with 11 event responses.
- Harry Potter Trivia Night with Baig of Tricks paid event ran December 9–14. It cost \$6 and reached 979 people with 20 event responses.
- Roots paid event ran December 11–18. It cost \$10 and reached 721 people with 8 event responses.
- Polar Express Storytime paid event ran December 16–22. It cost \$10 and reached 1,356 people with 69 event responses.
- Happy Noon Year paid event ran December 16–29. It cost \$20 and reached 1,166 people with 68 event responses.

Social Media Metrics

- Facebook Metrics
 - 15 new people liked our page
 - 1,211 people viewed our page
 - 126,767 people viewed our content (reach)
 - 5,977 people saw our content because a friend shared, liked or engaged with it
 - 2,387 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 1 new followers
 - 203 page views
 - 6,376 tweet impressions
- Instagram Metrics
 - 4 new followers
 - 392 post likes
 - 9,062 people viewed our content (reach)

Email Marketing Metrics

- MailChimp:
 - 28 emails sent (This includes weekly blog roundup emails)
 - 7 new subscribers (This includes blog subscribers)
 - Average open rate: 24.88% (industry average is 21.33%)
 - Average click rate: 5.15% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 30.9%

Finance (Jennie Nguyen)

- **Comptroller Report:** I updated information needed for the Annual Financial Report to be filed with the State Comptroller. The auditor filed the report and a copy was provided for the file.
- **Ordinance & Certification:** Completed and coordinated information for the ordinance and certification filing with the counties for Juanita. The ordinance and certification for the tax levy, TITA and maintenance ordinance must be filed with both the Will and DuPage counties.
- **Cash Box Procedures:** Reviewed the procedures and auditing expectation of the cash box with the Public Service departments. There has been some inconsistency in the log sheets which has been determined to be counting errors and logging errors. There are several new staff members within the department. I had explained the purpose of auditing the cash box which fulfills the District internal control purpose and annual/quarterly auditing by our auditors and Finance Liaison committee members.

- **Prevailing Wage Update:** Finance worked with Paul and Tasos to update the District notification, forms and record requirements to reflect the State updated certified payroll requirements by contractors. The IDOL now requires the contractors to file directly with them on an online portal. Allyse worked with Juanita to create a fillable PDF payroll form.
- **WordPay Merchant Services:** Account balance discrepancies have been resolved and final payment has been made to finalize the closing of the merchant services account.
- **FFCRA Payroll Tax:** Worked with Lea to clarify and correct the recording of the FFCRA payroll taxes.
- **FOIA Request:** The District received a FOIA request for data for our elected board and officials. This request has been completed.
- **Working Budget:** Worked with Paul to review the District working budget in order to determine if any of the budgets will need to be updated. I had updated several budget lines to reflect the actual incoming revenue. Due to the pandemic, several budget lines have been under budget as to reflect the uncertainty of the market.
- **Invoice Cut-off Dates:** Updated the annual listing of cut-off dates for processing the monthly bills.
- **Mileage Rate:** Notified staff of the 2021 mileage reimbursement rate. All corresponding reimbursement has been updated to reflect the new 2021 rate.
- **District Supply Inventory** - Allyse and Marlen worked together to rearrange the District supply closet to display the items on the shelves for easier view and access by staff members.
- **Other:** Board payment stats
 - Bank Drafts - 10 for total of \$53,389.73
 - Checks - 118 for total of \$167,535.97
 - Invoice processed - 519 invoices
 - Voided Checks - 7 were processed
 - Stop Payment - 1 was processed

TRAINING:

- IGFOA Fraud and Mitigation Webinar - 12/02/2020 - Finance team

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist; candidate selected
- Building Security Monitor (2)
- Studio Services Specialist; candidate selected

New Employees:

- Roy Herman, Adult and Teen Services Specialist, 12/21

Departures:

- Gerardo Marroquin, Building Security Monitor, 12/2
- Matt Hammermeister, Temp Cataloger, 12/2
- Ashe Kolalis, Adult and Teen Services Specialist, 12/6
- Uriel Cortez, Adult and Teen Services Specialist, 12/16
- Ryan Blackburn, Building Security Monitor, 12/30

Payroll and Families First Coronavirus Response Act (FFCRA)

- Noey and Lea continue to work with Paylocity so that staff entitled to emergency paid sick leave and expanded FMLA are compensated correctly.
- Track the use of paid time off benefits making sure that the District is compliant with the act.
- Lea and Paul reviewed the current policy with regards to its expiration as of December 31, 2020.

Paylocity Recruiting Module

- Continue to configure the module to our specifications.
- Develop training documents for hiring managers.
- Prepare job descriptions for ease of posting on the module.

Congratulations to Noey!

She has been elected by DuPage SHRM to sit on their Board as Registration Director.

Information Technology (John Matysek)

- During the month of December, 43 new help desk tickets were created by FPLD staff, and 45 new or existing tickets were solved by IT staff.
- Met with Paul Mills, Nancy Korczak, Debra Dudek, and Christopher Halvorsen to discuss implementation of a print only computer station in the second floor Computer Commons while the library is under Illinois COVID-19 Tier 3 mitigation guidelines.
- Along with Nancy Korczak, met with vendor Lynda.com to discuss the upcoming transition to LinkedIn Learning.
- Updated the VPN software (used to access the library network remotely) installed on the network firewall to the latest version.
- Worked with Tasos Priovolos to update the IT section of Fountaindale's disaster plan.
- Met with vendor Konica Minolta to discuss specifics for replacing the printer/copier in the 3rd floor Local History room with a print only unit.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, identified and corrected a configuration issue with one of the library's Wi-Fi access points.
- Worked with Melissa Bradley, Steven Ford, and vendor Communico to correct an issue with the SSL certificate used for webpage security with our event calendar and room reservation system.
- Met with vendor ITsavvy multiple times to discuss details and issues relating to the project to replace the library's main network server and storage infrastructure hardware.

December 2020 District Statistics						Population Total		67683			
Total Circulation Statistics		48,556	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup		39,142	Reading Programs Offered	0	0	2	0	2	12,649	4,651	
Bookmobile		828	Reading Members	0	0	410	0	410	Proctoring	Total Twitter Followers	
Digital		8,586	Summer Reading	0	0	0	0	0	0	880	
Collection Databases		826	Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers	
			Collections Totals		Population Served	Building	Outreach	Total	449	1,174	
Interlibrary Loan Requests			New Physical Items	2,350	Total Visits	8,492	214	9,880	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons		231			New Cardholders	55	0	55	2,877	7,247	
Items Sent to other Libraries		201			Active Cardholders	28,849	62	28,911	Pages Printed	COHS Students Enrolled	
			% Served		All cardholders **	54,433	Drive through visits	1,174	12,474	6	
In-house checkins (Not part of total circ)		N/A	Active cardholders	42.72%	Computer and Internet Sessions						Monthly Wireless Sessions
			All cardholders	80.42%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks		
					7	0	0	258	0	6,257	
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	0	0	0	0	0	Building Front	Building Rear	Church	Ashbury's		
Attendance	0	0	0	0	0	30,669	0	874	113		
Programs	Programs Adults				Programs Teens				Mobile App Downloads		
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,378		
	Numbered offered	11	0	9	9	3	0	0	3	Android: 1,542	
	Attendance	110	0	52	52	65	0	0	65		
	Programming hours	22	0	9	9	6	0	0	6		
Programs	Programs Children				Passive Programs for Teens/Adults				Total Offered		
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	136		
	Numbered offered	8	70	0	78	2	3	0	5	Total Attendance	
	Attendance	258	1,828	0	2086	62	29	0	91	7,427	
	Programming Hours	4.75	62	0	66.75	X	X	0	X	Total Programming Hours	
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				342		
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total			
	Numbered offered	27	0	0	27	0	4	42	46		
	Attendance	1,119	0	0	1119	0	4	5,220	5,224		
	Programming hours	X	0	0	X	0	1	259	260		
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total			
Reference Total	67	19	694	380	635	0	112	1,907			
Directional	0	79	470	0	151	0	0	700			
One on One Assistance	1	55	24	0	14	0	0	94			
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	48,556	60,725	-20.04%	Reference Questions	1,907	2,962	-35.62%				
Visitors	9,880	34,891	-71.68%	Computer Usage	262	4,456	-94.12%				
Card Holders	28,849	24,230	19.06%	Wireless Sessions	6,257	16,426	-61.91%				
Room Bookings	0	636	-100.00%	Program Attendance*	7,427	8,801	-15.61%				