

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
February 18, 2021 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/84075755549>
Phone Number: 1 312 626 6799 Meeting ID: 840 7575 5549

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 – January 21, 2021
 - b. Executive Session – January 21, 2021
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Intergovernmental Agreement Between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site
 - b. Approval of Revised Circulation Policy
 - c. Approval of Appointment of Executive Director Evaluation Liaisons
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – February, 2021
 - b. Bills Payable Report – February, 2021
12. Director's Report – January, 2021
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

February 2021 Agenda Background

Paul Mills

7. New Business – Action Items

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

Will County has asked us if the County may place a ballot collection box at the library for the April 2021 Consolidated Election. This intergovernmental agreement is essentially the same one the Board approved in August 2020. The legislative status of ballot collection boxes for the 2021 Consolidated Election is not known at this time, and that may preclude the placement of the box.

Suggested Motion: Motion to approve Intergovernmental Agreement between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site.

b. Approval of Revised Circulation Policy

This draft revision of our Circulation Policy features the following suggested changes:

- Modifies the ID requirement for an initial library card, a renewed library card, and a non-resident card to all match
- Adds that the Library may use automated means to verify an address
- Adds language that states the Library is not liable for any damage to personal property that may have been caused by materials borrowed from the library

Suggested Motion: Motion to repeal the existing Circulation Policy and approve the revised Circulation Policy.

c. Approval of Appointment of Executive Director Evaluation Liaisons

My anniversary is in July, and it is time to start preparing for my annual evaluation. The Evaluation Liaisons will be charged with organizing the evaluation process.

With approval by the Board, President Danhof has named Robert Kalnický and Margaret “Peggy” Danhof to be the 2021 Executive Director Evaluation Liaisons.

Suggested Motion: Motion to appoint Margaret “Peggy” Danhof and Robert Kalnický as the 2021 Executive Director Evaluation Liaisons.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD JANUARY 20, 2021
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, January 20, 2021 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

Present at roll call were Steven Prodehl, Robert Kalnicky and Margaret (Peggy) Danhof.

Trustees Kathryn Spindel, Ruth Newell, Marcelo Valencia and Celeste Bermejo were present via Zoom.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

Jeffrey Fisher and Tasos Priovolos were present via Zoom.

PUBLIC PRESENT

The following public was present: Jennie Mills.

Jody Hargett was present via Zoom.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – December 17, 2020

The minutes of the board meeting held December 17, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Newell. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett was not present at this time. President Danhof stated that if Hargett joins the meeting, the Friends of the Library update can commence later in the meeting.

NEW BUSINESS

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

Director Mills noted that early voting hours will be different this year because of when Easter occurs. Mills also noted that Will County is not requesting hours outside of the library's regular operating hours.

A motion to approve the Intergovernmental Agreement with Will County regarding Early Voting for the April 6, 2021 Election was made by Prodehl, seconded by Valencia.

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

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

Mills reported that recent federal legislation provided an option to extend this policy to March 31, 2021. Mills also reported that this has been a very helpful policy for the library's staff.

A motion to approve the extension of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy to COVID-19 was made by Kalnicky, seconded by Valencia.

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

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

Mills reported that this proposal from Tria Architecture will provide design, bidding, and construction observation services for the lower level corridor renovations. Mills noted that Tria has successfully completed several projects for the library.

A motion to approve the Tria Architecture Proposal for Professional Services for the Lower Level corridor renovations was made by Spindel, seconded by Prodehl.

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

Approval of Seek Requests for Proposals for Staff Use Computers

Mills reported that the 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.

A motion to approve seeking requests for proposals for staff use computers was made by Kalnicky, seconded by Newell.

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

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

A motion to approve the request for Trustees to attend the 2021 American Library Association Annual Virtual Conference, June 24-29, 2021 was made by Kalnicky, seconded by Prodehl.

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

FRIENDS OF THE LIBRARY

Jody Hargett had an update for the Board. The Cellar remains closed but the Nook is being maintained and fully stocked. While there will not be a Spring Book Sale, the Friends are hoping to have their Fall Book Sale.

LIBRARY PROJECTS

Mills reported that a floor crack in the Children's Services area will be repaired. The work will be done overnight and Building Operations Manager Tasos Priovolos will be present to oversee the work.

CORRESPONDENCE

None.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – Post December, 2020

Bills paid for the month of December in the amount of \$828.85 was presented for approval. Motion to approve was made by Kalnicky, seconded by Prodehl.

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

Bills Paid Report – January, 2021

Bills paid for the month of January in the amount of 77,955.63 was presented for approval. Motion to approve was made by Prodehl, seconded by Spindel.

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

Bills Payable Report – January, 2021

Bills payable for the month of January in the amount of \$2,746,882.85 was presented for approval. Motion to approve was made by Kalnicky, seconded by Spindel.

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

Director's Report – December, 2020

Mills announced that he is a candidate running for ALA Councilor for the Illinois Library Association.

Mills wrote a letter to the Will County Health Department on half of the Pinnacle Library Cooperative to advocate for library staff to be in Phase 1b to receive the COVID-19 vaccine.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

President Danhof announced that she will be out of town and unable to attend the February board meeting. Vice President Kalnicky will facilitate the February's meeting.

EXECUTIVE SESSION

A motion was made by Kalnicky, seconded by Newell, to enter Executive Session at 7:38 p.m. for 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."

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

A motion was made by Kalnicky, seconded by Prodehl, to return to Open Session at 7:45 p.m.

OPEN SESSION

Approval of Report on Review of Closed Meeting Minutes

President Danhof reported that the consensus is to keep all closed meeting minutes closed.

A motion to approve the Review of Closed Meeting Minutes Report was made by Kalnicky, seconded by Valencia.

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

ADJOURNMENT

A motion to adjourn the meeting at 7:47 p.m. was made by Newell, seconded by Valencia.

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

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

THIS AGREEMENT made and entered into this 18th day of February, 2021 between the Fountaindale Public Library District (the "Library District"), and Will County (the "County"). The Library District and the County are at times referred to herein individually as a "Party" and collectively as the "Parties."

WITNESSETH:

WHEREAS, the Library District is a duly organized unit of local government organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Library District derives its rights, power and authority from the various sections of the Library District Code; and

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

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

WHEREAS, the Library District agrees to host a Ballot Collection Box for the upcoming election in April, 2021 to assist the County; and

WHEREAS, the Parties find and hereby declare that it is in the best interests of the Library District to assist the County with the collection of ballots for the upcoming election in November, 2020.

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. Ballot Collection Box Drop-Off Site: The Library District agrees to serve as a Ballot Collection Box Drop-Off Site for the upcoming election in April, 2021. The Ballot Collection Box Site will be located inside the Fountaindale Public Library located at 300 W. Briarcliff Rd., Bolingbrook, IL 60440 (the "Site Location").
2. Description of the Ballot Collection Box:
Make and Model: _____
Serial No: _____
No of Keys: _____
Additional Description: _____

3. Set Up and Removal of Ballot Collection Box: The Library District agrees that the Ballot Collection Box is the property of the County. The Ballot Collection Box shall be set up by the County during the week of March ____, 2021 and removed by the County after April 6, 2021 and prior to the end of business _____.
4. Use of the Ballot Collection Box: The Library District agrees that the Ballot Collection Box is to be used solely for election purposes.
5. Reporting Obligations: The Library District agrees to report problems and/or damage to the Ballot Collection Box immediately to the Will County Clerk's Office via email.
6. Purchase and Maintenance of the Ballot Collection Box: The County agrees that the Ballot Collection Box will be purchased and maintained by the County. County agrees that the Ballot Collection Box will be emptied on a daily basis by the County during normal business hours of the Library District and at the close of business of the County election authority.
7. Indemnification of the Library District: The County agrees to absolve the Library District of any liability regarding the Ballot Collection Box at the Site Location, including, but not limited to, the use, maintenance, set-up, removal, supervision, and security of the Ballot Collection Box. Further, to the fullest extent permitted by law, the County shall indemnify, defend, and hold harmless the Library District, and its respective governing board, board members individually, officers, officials, administrators, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorneys' fees and other litigation expenses), to the extent arising from: (i) the negligence or the willful or intentional conduct of the County; (ii) a breach of this Agreement by the County; (iii) any injuries caused to invitees in connection with the Ballot Collection Box. For purposes of clarification and not by way of limitation, the County's indemnification obligation under this Section shall specifically extend to tort claims made by third parties alleging injury to persons or property.
8. Limitation of Liability: In no event shall Library District be liable to the County for any incidental, consequential, indirect, or punitive damages (including without limitation lost profits) regardless of whether such liability is based on breach of contract, tort, strict liability, breach of warranties, failure of essential purpose or otherwise and even if advised of the possibility of such damages.
9. Term and Termination: Subject to the terms and conditions herein, this Agreement shall commence upon execution of both parties (the "Effective Date") and shall expire within one year of the Effective Date. Either Party may terminate this Agreement immediately upon written notice to the other Party in the event the other Party breaches any of the provisions of this Agreement.

10. Notices: Notice or other writings which either Party is required to, or may wish to, serve upon the other Party in connection with this Agreement shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the Library District:

Fountaindale Public Library District
Attn: Paul Mills, Executive Director
300 W. Briarcliff Road
Bolingbrook, IL 60440

If to the County:

Will County
Attn: _____
302 N. Chicago Street
Joliet, IL 60432

or to such other address, or additional parties, as either Party may from time to time designate in a written notice to the other Party. Service by certified mail shall be deemed given on the third day following the mailing of said notice, and service by personal delivery shall be deemed given upon actual delivery.

11. No Waiver of Tort Immunity Defenses: Nothing contained in this Agreement shall constitute a waiver by the Library District of any right, privilege or defense available to the Library District under statutory or common law, including, but not limited to, the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*, as amended.
12. Governing Law; Jurisdiction; Venue: This Agreement shall be governed and interpreted in accordance with the laws of the State of Illinois without regard to its conflict of laws principles. Any litigation arising out of or relating to this Agreement may be brought in the state courts of Will County, Illinois or, if it has or can acquire jurisdiction, in the United States District Court for the Northern District of Illinois, and each of the parties irrevocably submits to the exclusive jurisdiction of each such court in any such litigation, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the litigation shall be heard and determined only in any such court, and agrees not to bring any litigation arising out of or relating to this Agreement in any other court.
13. Survivorship: The indemnifications, representations, warranties, remedies, covenants and agreements contained herein shall survive the termination or expiration of this Agreement and it is hereby understood and agreed between the Parties that said indemnifications, warranties, remedies, covenants and agreements shall not cease to

be in full force and effect upon the termination or expiration of this Agreement but shall survive and be contractually enforceable between the Parties hereto, their grantees, nominees, successors in interest, assignees, heirs, executors or lessors, at all times for a period of two (2) years from the date of termination or expiration of this Agreement.

14. Counterparts; Entire Agreement: This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them regarding the within subject matter. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.
15. Authority; Compliance with Laws: The individual officers of the Library District and County who have executed this Agreement represent and warrant that they have the full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards. The Parties shall comply with all applicable federal, state, county, and local statutes, ordinances, rules, regulations, and codes.
16. Amendments; Assignment: Any modifications of or amendments to this Agreement must be in writing, signed by both Parties, and dated on or subsequent to the date hereof. This Agreement may not be assigned, in whole or in part, by either Party without the prior written consent of the other Party.
17. No Third-Party Beneficiaries: Notwithstanding any provision herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a Party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against County and/or the Library District.

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.

[Signature page to follow]

Fountaindale Public Library District:

By: _____

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

Attest: _____

Steven J. Prodehl
Secretary, Board of Library Trustees

Will County

By: _____

Name: _____

Title: _____

Attest: _____

Clerk, Will County

FOUNTAINDALE PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

Fountaindale Public Library District provides items on loan to serve the needs of the Fountaindale community for the purposes of education, enrichment and discovery. Use of Library items is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of circulating items by individuals whose activities interfere with Library operations, adversely affect public safety or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy as it deems necessary and appropriate.

CONFIDENTIALITY OF PATRON RECORDS

Fountaindale Public Library District recognizes the rights of its patrons to freedom of access to library items. Library patrons’ records are confidential and shall not be made available to any outside agency, group or person to the extent provided by law.

As designated in the Patron Association guidelines below, individual patrons may grant access for hold pick up to their family members or other designees. Parents/guardians will be granted access to their children’s records up to and through age 17.

Cards that are presented by anyone other than the patron or an associated patron may be reclaimed by Fountaindale Public Library District.

Account PINs can be changed by the patron when presenting a Photo ID or when the account has an accompanying patron photograph, or by logging into their online account.

Cards must be in good standing in order for patrons to have full benefits. A card that is not in good standing is considered delinquent. Delinquency is defined by owing charges over our acceptable threshold, including collection agency fees or having items more than 14 days overdue.

PATRON PHOTOGRAPHS

As an identity theft precaution, the Library will photograph patrons for the sole purpose of including the photograph as an identifying piece in our patron database. Photographs will be taken at the time of patron registration and may be updated upon renewal of library cards. Patron photographs must be on file for select library privileges/services including, but not limited to, checking out Studio 300 and other equipment.

PATRON ASSOCIATIONS (ACCOUNT LINKING)

Parents/guardians are responsible for activity on their children's accounts. The Library reserves the right to associate (link) the accounts of parents and/or guardians to the accounts of their children under the age of 18. Children who are associated with their parents may not verify or update contact information on their parents' accounts.

Parents who are associated with children may not present the child's card for general checkout if the parent(s) card has a delinquent status.

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

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

The Library reserves the right to associate and block from use all patron accounts belonging to the same address based on the delinquency of any one patron account until all accounts in the household are in good standing.

GUIDELINES FOR PATRONS

Patrons apply for the right to use the services and facilities of Fountaindale Public Library District and agree to abide by the rules of the Library, to pay all billed charges to their accounts (as well as all Juvenile and Young Adult accounts linked by association) and to promptly inform the library of a lost card, change of address or change of personal contact information such as email and phone number.

Patrons understand that they are solely responsible for items checked out with their card.

A child's parent/legal guardian will assume responsibility for charges incurred while the child (age 17 and younger) is or was in their care. Parents may temporarily suspend or permanently cancel a child's account at any time, however charges remain the responsibility of the parent/legal guardian.

APPLYING FOR A LIBRARY CARD

Residents of Fountaindale Public Library District are encouraged to begin the library card application process by visiting the Library. A valid photo ID with the resident's name and current address must be shown in person at this time. An additional piece of identification will be needed if the photo ID address is not the current address. Acceptable pieces of identification are listed in Appendix 1. They may also choose to initiate the registration process online. Residents will be asked to visit the library to verify their application with the documentation listed in Appendix 1 within 30 days.

ANY RESIDENT AGE 18 OR OLDER of the Library District may obtain a patron card by completing an application with a valid photo ID with current address. An additional piece of identification will be needed if the photo ID address is not the current address. Acceptable proof of current residency are listed in Appendix 1. Proof of residency must contain a street address; no P.O. boxes will be accepted.

ANY RESIDENT AGE 17 AND YOUNGER may obtain a patron's card when accompanied by a parent or legal guardian, who will provide the appropriate identification and sign the application on his or her behalf. Children of shared legal guardianship may have up to two library cards, provided that one or both addresses fall within the boundaries of the Library District.

BUSINESS, INSTITUTIONS AND/OR LOCAL ENTITIES — Owners or administrators of businesses, institutions or entities located within the Library District boundaries may obtain a business card upon furnishing appropriate documentation and showing a valid photo ID (see Appendix 1). A business library card is valid for one year. The business owner or institution shall be responsible for payment of any lost, damaged items, or fees. The library reserves the right to associate the business library card with the owner's personal library card, when applicable. If the personal card is not in good standing, the business library card will be blocked. Only one library card will be issued per business.

PROPERTY OWNERS — Individuals who own property that is not their primary residence within the Library District boundaries may obtain or renew a patron's card annually by furnishing a valid photo ID in addition to their property tax bill. The library reserves the right to associate the property owner's library card with the individual's personal library card within the Pinnacle system. If the personal card is not in good standing, the property owner's library card will be blocked. A property owner who has already been issued a Fountaindale Public Library District resident card will not be issued a property card. Only one library card will be issued per taxable property.

SCHOOL — The Administrator or Library/Media Center Director of a public school that lies within Fountaindale Public Library District can apply for a school account, and can extend account access to teachers and faculty by providing their names on an annual basis. The institution will be responsible for the addition/deletion of names from the approved list of users. The library will not check out to individuals whose names do not appear on said list. Institutions are responsible for all lost and damaged library items borrowed by teachers and

faculty who use the card. Borrowing privileges are valid for one year from August 1st through July 31st. Teachers and faculty may check out items for educational purposes and classroom use only. Loan periods for teachers and faculty are extended to four weeks. Interlibrary loan items and select equipment may not be checked out on these accounts. Any cards issued to teachers and faculty are only valid at Fountaindale Public Library and cannot be used to check out materials at any other library.

TEMPORARY VISITORS AND RESIDENTS IN TRANSITION — Seasonal visitors or residents in transition temporarily residing within Library District boundaries will be eligible to obtain a temporary patron's card for all library services upon providing a photo ID or a letter from a social service agency/temporary employer. Additionally, the temporary visitor will need to bring in a piece of mail or other acceptable evidence of residency to gain library privileges or the Library will mail a postcard to confirm residency which will need to be returned by the temporary visitor. This process will need to be repeated every 90 days in order to extend privileges.

NON-RESIDENT PATRON — Eligibility for this type of card is also subject to the appropriate provisions of Illinois State Statutes. Any person who does not already pay taxes for library service may obtain a patron's card by completing an application, furnishing a valid photo ID with current address (an additional piece of identification will be needed if the photo ID address is not the current address), and paying the non-resident fee currently in effect. All members of a non-resident patron's household are then entitled to individual patron cards without additional payment. Payment of the non-resident fee entitles the patron to all library services.

RECIPROCAL PATRON — Any person presenting a current photo ID along with a valid patron's card from a library participating in the Illinois reciprocal borrowing program may obtain reciprocal borrowing privileges upon completion of a Fountaindale Public Library District application. Reciprocal borrowing privileges are valid for one year, or until the expiration date on the reciprocal patron's home library account, whichever comes first.

Privileges will be denied if the patron's home library deems their card to not be in good standing. Interlibrary loan and select equipment and services will not be granted to reciprocal patrons. Reciprocal patrons are also eligible for an Access Card which, for an annual fee, provides the same privileges to non-residents for Fountaindale services and programs as a resident cardholder, in addition to the borrowing privileges already extended to non-residents with the use of their home library card. Details are listed in the Access Card Policy on our website.

ADDRESS CHECK

A renewal of account information is required every three years unless specified otherwise. The district may use automated means to verify addresses. If renewing in person, a valid photo ID with the patron's name and current address must be shown in person at this time. One piece of current mail will be needed if the photo ID address does not match the address on the account.

REPLACEMENT OF LOST AND/OR DAMAGED LIBRARY CARDS

It is the responsibility of the patron to immediately report lost cards to the Library.

The patron may use electronic versions of their library cards. The patron remains responsible for the use of the card and the account with such usage.

Persons age 12 and older can replace lost or damaged Fountaindale Library cards upon presentation of a current photo ID.

Parents/legal guardians can present their own photo ID on behalf of their children up to and through age 17 to be issued a replacement card without the child present.

There is no cost for replacement cards.

LENDING POLICIES

Items from our Library collection circulate from five days to three weeks depending on type.

Items from our Outreach collection circulate for four weeks.

Special loan periods and limits on number of items are set based on demand.

Newspapers, reference and local history items do not circulate. Overnight or weekly use of items in the reference collection may be authorized by the librarian on duty. Select equipment circulates in-house only.

ITEM RENEWALS

Circulating items may be renewed by contacting the Library or online. Renewal limits are set by the library according to material type. Items that may not be renewed include those that others are actively waiting for, Studio 300 equipment and other specialty equipment and materials.

FINES & FEES

The Library does not charge late fines on overdue materials. Patrons are responsible for reimbursing the library for materials that are damaged or marked as lost (see Appendix 2 for Billing Timeline). Patrons with items more than 14 days overdue will have their account blocked until items are returned. Charges may also be added to a patron account for returning special equipment through the automated materials handling machine or book drops. If charged item(s) exceed the fee threshold, patrons can be submitted to a Collections Agency and suspended from library privileges. Privileges can be reinstated when patrons pay or return billed items. All patrons sent to Collections must pay a Collections Agency fee.

Fees associated with Studio 300 equipment are governed under the Studio 300 policy.

Patrons using other libraries outside of Fountaindale Public Library District are subject to their policies regarding fines and fees.

BILLED, LOST AND DAMAGED ITEMS

Non-equipment items that are billed or lost and have not yet been paid for may be returned.

Items that are billed or lost will be charged to the patron according to the price stated in the item record. For items (excluding equipment and kits) owned by the district for more than 2 years, the charge will be reduced to 50% of the price stated in the item record when patron pays in person at the Circulation Desk. Patrons will be blocked from use with privileges suspended until the account charges are paid.

Patrons who return Fountaindale Library items in good condition within 90 days of paying for them will receive a refund on the cost of the item. All refunds shall be done by check, which typically takes 2-4 weeks to process.

The Library will determine when an item is damaged beyond repair and when damaged items are the responsibility of the patron to pay for according to the price in the item record. The damaged item may be returned to the patron if requested within 30 days.

Replacement copies will not be accepted in lieu of paying for damaged or lost items.

COLLECTION AGENCY

The Library utilizes collection agency services for adult patron accounts with charges in excess of \$24.99. An additional non-refundable fee will be automatically added to the patron account when the account is sent to the collection agency. Non-equipment items in good condition can still be returned once an account is in collections. All library privileges will be suspended until the account is paid in full. Payment plans may be arranged with the Circulation Manager at the Library's discretion.

FAILURE TO COMPLY

Fountaindale Public Library District staff reserves the right to invalidate a library account and to grant temporary extensions of account privileges in appropriate circumstances.

DAMAGES AND LIABILITY

Any individual shall be held responsible for willful or accidental damage to the Library collections caused by the individual and/or when checked out to their account or accounts for which they are responsible.

The Library is not liable for any damage to personal property that may have been caused by materials borrowed from the library.

APPEAL AND REVIEW

The Board of Trustees of Fountaindale Public Library District will review the Circulation Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the circulation of items and procedures as related to lending and borrowing.

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

DRAFT FEBRUARY 18, 2021

Fountaindale Public Library District

Cash and Investment

January 31, 2021

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$727,248.85	\$727,248.85
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	(\$1,403.84)	\$185,240.56
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	(\$57,249.66)	\$915,221.50
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	\$143,151.13	\$6,820,539.73
Investment - IL Funds/General	\$70,052.78	\$1,169.19	\$71,221.97
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$7,892.98	\$65,639.29
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$36,127.35	\$2,078,535.94
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,359.41)	\$1,072,310.04
Investment - Special Reserve/PMA	\$15,260,952.35	\$331,856.20	\$15,592,808.55
Total Investments	\$25,183,218.08	\$517,837.44	\$25,701,055.52
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,272,108.96)	\$175,488.08
Total Bond Fund	\$1,447,597.04	(\$1,272,108.96)	\$175,488.08
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	(\$822,134.20)	\$26,791,765.10

Special Res. PMA - 1.56 %
General - IL Fund - 0.085%
Money Market Wintrust - 0.127%

Fountaindale Public Library District

Revenue Report

January 31, 2021

	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	\$0.00	\$4,422,395.61	100.04 %	\$4,420,765.00	(\$1,630.61)
Property Tax Dupage - 2019	\$0.00	\$85,847.92	95.15 %	\$90,220.00	\$4,372.08
Other Tax	\$23,340.70	\$82,409.35	109.85 %	\$75,020.00	(\$7,389.35)
Interest	\$10,342.34	\$127,884.31	98.37 %	\$130,000.00	\$2,115.69
Circulation Fees	\$959.88	\$6,939.87	69.40 %	\$10,000.00	\$3,060.13
Copy Machines	\$240.30	\$2,530.76	50.62 %	\$5,000.00	\$2,469.24
Fax Machine	\$286.98	\$3,010.84	60.22 %	\$5,000.00	\$1,989.16
Printing	\$823.88	\$8,758.92	58.39 %	\$15,000.00	\$6,241.08
Miscellaneous	\$42.57	\$3,161.44	0.00 %	\$0.00	(\$3,161.44)
Reimbursements	\$57.35	\$17,658.11	0.00 %	\$0.00	(\$17,658.11)
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	\$36,094.00	\$4,845,288.38	52.12 %	\$9,296,618.00	\$4,451,329.62
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	\$0.00	\$1,437,790.87	100.02 %	\$1,437,529.00	(\$261.87)
Property Tax - Dupage 2019	\$0.00	\$28,182.98	96.07 %	\$29,337.00	\$1,154.02
Interest Bond Fund	\$209.54	\$1,659.30	16.59 %	\$10,000.00	\$8,340.70
Total Bond Fund	\$209.54	\$1,467,633.15	42.87 %	\$3,423,434.00	\$1,955,800.85
Total Revenue	\$36,303.54	\$6,312,921.59	49.63 %	\$12,720,052.00	\$6,407,130.41

Fountaindale Public Library District

Expenditure Report

January 31, 2021

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$360,983.23	\$2,647,650.49	55.51 %	\$4,769,512.00	\$2,121,861.51
Contractual Services	\$77,034.59	\$270,039.99	46.98 %	\$574,800.00	\$304,760.01
Supplies & Utilities	\$36,126.17	\$223,190.32	33.83 %	\$659,650.00	\$436,459.68
Library Materials	\$62,491.97	\$499,338.87	38.48 %	\$1,297,500.00	\$798,161.13
Capital Expenditures	\$16,566.05	\$75,820.92	7.34 %	\$1,033,360.00	\$957,539.08
Miscellaneous	\$1,453.16	\$7,789.85	10.39 %	\$75,000.00	\$67,210.15
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$554,655.17	\$3,723,830.44	43.84 %	\$8,494,426.00	\$4,770,595.56
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$2,600.00	21.49 %	\$12,100.00	\$9,500.00
Liability Insurance Fund Expenditures	\$86,669.00	\$88,680.38	69.55 %	\$127,500.00	\$38,819.62
Soc Sec/IMRF Fund Expenditures	\$69,746.06	\$393,492.21	49.51 %	\$794,769.38	\$401,277.17
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$51,815.00	\$175,342.13	53.79 %	\$326,000.00	\$150,657.87
Total Other Fund Expenditures	\$208,230.06	\$660,114.72	52.37 %	\$1,260,409.38	\$600,294.66
Total Expenditures - Operating Funds	\$762,885.23	\$4,383,945.16	44.94 %	\$9,754,835.38	\$5,370,890.22
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	\$890,000.00	\$890,000.00	100.00 %	\$890,000.00	\$0.00
Interest Payment - 2016A	\$93,800.00	\$187,600.00	100.00 %	\$187,600.00	\$0.00
Principal Payment - 2018	\$1,050,000.00	\$1,050,000.00	100.00 %	\$1,050,000.00	\$0.00
Interest Payment - 2018	\$220,125.00	\$440,250.00	100.00 %	\$440,250.00	\$0.00
Principal Payment - 2019	\$20,000.00	\$20,000.00	100.00 %	\$20,000.00	\$0.00
Interest Payment - 2019	\$145,800.00	\$291,600.00	100.00 %	\$291,600.00	\$0.00
Total Bond Fund Expenditures	\$2,419,725.00	\$2,879,450.00	100.00 %	\$2,879,450.00	\$0.00
Total	\$2,419,725.00	\$2,879,593.22	100.00 %	\$2,879,593.22	\$0.00
Total Expenditures - All Funds	\$3,182,610.23	\$7,263,538.38	57.49 %	\$12,634,428.60	\$5,370,890.22

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District

Bills Paid - Operating Account

February 2021

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - January 2021	2/1/2021	848	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - February 2021	2/1/2021	54931	1-4192-10	\$30,057.48
Dearborn National Life Insurance Company	Employer Insurance Contribution - February 2021	2/1/2021	54932	1-4192-10	\$543.98
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - February 2021	2/1/2021	54933	1-4192-10	\$200.77
Home Depot	Studio 300 Storage Room Pegboard Hooks	2/1/2021	54934	1-4371-27	\$21.45
Illinois Municipal Retirement Fund	Employer Insurance Contribution - January 2021	2/1/2021	850	5-4142-10	\$32,113.45
LIMRiCC Unemployment Compensation	Unemployment Insurance - 4th Quarter Ending 12/31/2020	2/1/2021	54935	3-4143-10	\$358.42
United States Treasury	Payroll Federal Tax - Form 941 for Period 12/31/2020	2/1/2021	54936	1-2212-10	\$1,461.07
					<u>\$64,768.71</u>


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - January 2021

Gross Payroll	\$332,570.83
FICA	\$24,653.73
Total Gross Payroll & FICA	<u>\$357,224.56</u>

Fountaindale Public Library District
Bills Payable Report
February 18, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ali Baig				
	Program - Trivia Night with Baig of Tricks - 3/8/21	AB030821	1-4571-24	\$ 75.00
	<i>Totals for Ali Baig</i>			\$ 75.00
Allegra Print & Imaging				
	Bookmobile - One Book 21 Sign	16260	1-4731-10	152.00
	<i>Totals for Allegra Print & Imaging</i>			\$ 152.00
Allyse Schiller				
	Reimbursement - Zions & Ehlers Certified Mail Postage	AS012221	1-4381-10	8.20
	<i>Totals for Allyse Schiller</i>			\$ 8.20
Amanda E. Standerfer				
	Bedoya - Fast Forward Library Leadership Cohort - Spring2021	202101320	1-4151-10	300.00
	<i>Totals for Amanda E. Standerfer</i>			\$ 300.00
Amazon				
	Outreach - Gel Wrist Pad Set	A59-2021	1-4371-28	14.76
	Finance - Ink Pad Replacements	A54-2021	1-4351-10	6.58
	District Closet Restock - Dec. 2020	A60-2021	1-4351-10	137.04
	Circ - Materials Handling Storage Bags	A58-2021	1-4371-10	13.41
	CSD - Various Program Supplies	A55-2021	1-4353-20	21.98
	CSD - Various Program Supplies	A55-2021	1-4353-20	11.44
	CSD - Various Program Supplies	A55-2021	1-4353-20	13.49
	CSD - Various Program Supplies	A55-2021	1-4353-20	24.00
	CSD - Various Program Supplies	A55-2021	1-4353-20	416.89
	CSD - Various Program Supplies	A55-2021	1-4353-20	13.49
	CSD - Various Program Supplies	A55-2021	1-4353-20	28.98
	CSD - Various Program Supplies	A55-2021	1-4353-20	22.94
	CSD - Various Program Supplies	A55-2021	1-4353-20	5.14
	CSD - Various Program Supplies	A61-2021	1-4353-20	82.91
	One Book, One Brook Program Supplies	0660346-FEB21	1-4353-24	297.00
	Executive Assistant - Wrist Pad	A57-2021	1-4354-14	11.55
	Executive Assistant - Gel Mouse Pad	A57-2021	1-4354-14	8.00
	Books - Adult Fiction	0660346-FEB21	1-4540-26	117.12
	Books - Adult Non-Fiction	0660346-FEB21	1-4541-26	7.99
	DVD - Adult	0660346-FEB21	1-4557-26	32.99
	Music - Adult	0660346-FEB21	1-4550-26	2,998.49
	Video Games - YA	0660346-FEB21	1-4563-26	45.29
	Circ - Automated Material Handling Machine Cleaning Supplies	A58-2021	1-4233-10	50.63
	Circ - Automated Material Handling Machine Cleaning Supplies	A58-2021	1-4233-10	53.00

Fountaindale Public Library District
Bills Payable Report
February 18, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon		(Cont'd)		
	Library Materials - Various Orders Shipping Costs	0660346-FEB21	1-4519-26	\$ 101.87
	Electronic Devices & Equipments	0660346-FEB21	1-4527-26	131.26
	<i>Totals for Amazon</i>			\$ 4,668.24
American Library Association				
	Dolley Membership - 1/1/21-1/31/21	1111327	1-4161-10	208.00
	<i>Totals for American Library Association</i>			\$ 208.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - February 2021	INV388290	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			\$ 189.55
AT & T				
	Updated Internet Agreement - January 2021	6170610604	1-4314-14	986.51
	<i>Totals for AT & T</i>			\$ 986.51
AT & T Mobility - National Business Services				
	Telephone Service - 12/22/2020-1/21/2021	17419669	1-4311-14	241.21
	<i>Totals for AT & T Mobility - National Business Services</i>			\$ 241.21
Baker & Taylor - C009233				
	Books - Adult Non-Fiction	5016679015	1-4541-26	366.79
	Library Materials - Shipping Costs	5016679015	1-4519-26	1.83
	Library Materials - Shipping Costs	5016712578	1-4519-26	0.20
	Library Materials - Processing Costs	5016712578	1-4518-26	3.45
	Library Materials - Processing Costs	5016679015	1-4518-26	5.75
	Books - Adult Non-Fiction	5016712578	1-4541-26	40.27
	<i>Totals for Baker & Taylor - C009233</i>			\$ 418.29

Fountaindale Public Library District
Bills Payable Report
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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Opening Day Collection	2035739212	1-4570-29	\$ 518.07
	Opening Day Collection	2035735000	1-4570-29	15.50
	Opening Day Collection	2035735287	1-4570-29	25.29
	Opening Day Collection	2035666011	1-4570-29	127.20
	Opening Day Collection	2035726907	1-4570-29	168.83
	Opening Day Collection	2035693793	1-4570-29	109.22
	Opening Day Collection	2035699081	1-4570-29	143.42
	Opening Day Collection	2035713641	1-4570-29	185.70
	Library Materials - Processing Costs	2035693793	1-4518-29	11.04
	Library Materials - Processing Costs	2035699081	1-4518-29	15.46
	Library Materials - Processing Costs	2035713641	1-4518-29	15.69
	Library Materials - Processing Costs	2035739212	1-4518-29	31.02
	Library Materials - Processing Costs	2035735000	1-4518-29	3.45
	Library Materials - Processing Costs	2035735287	1-4518-29	1.38
	Library Materials - Processing Costs	2035666011	1-4518-29	8.70
	Library Materials - Processing Costs	2035726907	1-4518-29	17.76
	Library Materials - Shipping Costs	2035713641	1-4519-26	1.67
	Library Materials - Shipping Costs	2035693793	1-4519-29	1.52
	Library Materials - Shipping Costs	2035699081	1-4519-29	1.60
	Library Materials - Shipping Costs	2035739212	1-4519-29	2.87
	Library Materials - Shipping Costs	2035735000	1-4519-29	0.50
	Library Materials - Shipping Costs	2035735287	1-4519-29	0.13
	Library Materials - Shipping Costs	2035666011	1-4519-29	0.86
	Library Materials - Shipping Costs	2035726907	1-4519-29	2.20
	Books - Adult Fiction	2035693793	1-4540-29	80.49
	Books - Adult Fiction	2035699081	1-4540-29	126.47
	Books - Adult Fiction	2035713641	1-4540-29	95.96
	Books - Adult Fiction	2035739212	1-4540-29	33.34
	Books - Adult Fiction	2035735000	1-4540-29	64.40
	Books - Adult Fiction	2035666011	1-4540-29	30.47
	Books - Adult Non-Fiction	2035693793	1-4541-29	33.35
	Books - Adult Non-Fiction	2035699081	1-4541-29	28.99
	Books - Adult Non-Fiction	2035713641	1-4541-29	11.39
	Books - Adult Non-Fiction	2035739212	1-4541-29	23.00
	Books - Adult Large Print	2035693793	1-4543-29	38.99
	Books - Juvenile Fiction	2035693793	1-4544-29	9.77
	Books - Juvenile Fiction	2035713641	1-4544-29	21.98
	Books - Juvenile Fiction	2035666011	1-4544-29	5.99

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Bills Payable Report
February 18, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Juvenile Fiction	2035726907	1-4544-29	\$ 91.40
	Books - Juvenile Fiction	2035726907	1-4544-29	20.79
	Books - Juvenile Easy	2035693793	1-4546-29	11.89
	Books - Juvenile Easy	2035713641	1-4546-29	11.89
	Books - Juvenile Easy	2035735000	1-4546-29	19.66
	Books - Juvenile Easy	2035666011	1-4546-29	9.19
	Books - Juvenile Easy	2035726907	1-4546-29	158.05
	Books - Young Adult Fiction	2035693793	1-4548-29	19.54
	Books - Young Adult Fiction	2035699081	1-4548-29	20.80
	Books - Young Adult Fiction	2035713641	1-4548-29	8.04
<i>Totals for Baker & Taylor - L420685</i>				<u>\$ 2,384.92</u>

Fountaindale Public Library District
Bills Payable Report
February 18, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Juvenile Easy	2035709291	1-4546-26	\$ 146.26
	Books - Juvenile Easy	2035706687	1-4546-26	182.30
	Books - Juvenile Easy	2035729291	1-4546-26	41.66
	Books - Juvenile Easy	2035664771	1-4546-26	75.60
	Books - Adult Large Print	2035700775	1-4543-26	61.98
	Library Materials - Shipping Costs	2035700775	1-4519-26	3.25
	Library Materials - Shipping Costs	2035698687	1-4519-26	6.39
	Library Materials - Shipping Costs	2035709291	1-4519-26	6.65
	Library Materials - Shipping Costs	2035706687	1-4519-26	6.53
	Library Materials - Shipping Costs	2035729291	1-4519-26	1.51
	Library Materials - Shipping Costs	2035664771	1-4519-26	11.23
	Library Materials - Shipping Costs	2035745473	1-4519-26	3.76
	Library Materials - Shipping Costs	2035676104	1-4519-26	16.99
	Library Materials - Shipping Costs	2035734731	1-4519-26	3.90
	Library Materials - Shipping Costs	2035737254	1-4519-26	2.57
	Library Materials - Shipping Costs	2035753123	1-4519-26	0.07
	Library Materials - Shipping Costs	2035739235	1-4519-26	3.59
	Library Materials - Shipping Costs	2035722442	1-4519-26	5.81
	Library Materials - Shipping Costs	2035732519	1-4519-26	6.09
	Library Materials - Shipping Costs	2035724859	1-4519-26	4.07
	Library Materials - Shipping Costs	2035711651	1-4519-26	4.17
	Books - Adult World Languages	2035745473	1-4525-26	13.29
	Books - Adult World Languages	2035676104	1-4525-26	18.99
	Library Materials - Processing Costs	2035700775	1-4518-26	59.91
	Library Materials - Processing Costs	2035698687	1-4518-26	76.88
	Library Materials - Processing Costs	2035709291	1-4518-26	60.26
	Library Materials - Processing Costs	2035706687	1-4518-26	60.79
	Library Materials - Processing Costs	2035729291	1-4518-26	19.80
	Library Materials - Processing Costs	2035664771	1-4518-26	99.77
	Library Materials - Processing Costs	2035745473	1-4518-26	37.76
	Library Materials - Processing Costs	2035676104	1-4518-26	163.77
	Library Materials - Processing Costs	2035734731	1-4518-26	37.46
	Library Materials - Processing Costs	2035737254	1-4518-26	25.93
	Library Materials - Processing Costs	2035753123	1-4518-26	0.69
	Library Materials - Processing Costs	2035739235	1-4518-26	35.49
	Library Materials - Processing Costs	2035722442	1-4518-26	83.99
	Library Materials - Processing Costs	2035732519	1-4518-26	52.14
	Library Materials - Processing Costs	2035724859	1-4518-26	35.12

Fountaindale Public Library District
Bills Payable Report
February 18, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Processing Costs	2035711651	1-4518-26	\$ 37.89
	Books - Adult Non-Fiction	2035745473	1-4541-26	133.40
	Books - Adult Non-Fiction	2035676104	1-4541-26	286.11
	Books - Adult Non-Fiction	2035734731	1-4541-26	186.14
	Books - Adult Non-Fiction	2035737254	1-4541-26	83.77
	Books - Adult Non-Fiction	2035739235	1-4541-26	161.16
	Books - Adult Non-Fiction	2035722442	1-4541-26	108.94
	Books - Adult Non-Fiction	2035732519	1-4541-26	247.18
	Books - Adult Non-Fiction	2035724859	1-4541-26	67.02
	Books - Adult Non-Fiction	2035711651	1-4541-26	106.33
	Books - Adult Fiction	2035745473	1-4540-26	228.15
	Books - Adult Fiction	2035676104	1-4540-26	304.36
	Books - Adult Fiction	2035734731	1-4540-26	250.79
	Books - Adult Fiction	2035737254	1-4540-26	111.91
	Books - Adult Fiction	2035739235	1-4540-26	236.29
	Books - Adult Fiction	2035722442	1-4540-26	557.49
	Books - Adult Fiction	2035732519	1-4540-26	404.78
	Books - Adult Fiction	2035724859	1-4540-26	221.61
	Books - Adult Fiction	2035711651	1-4540-26	398.28
	Books - Adult Fiction	2035700775	1-4540-26	137.10
	Books - Adult Fiction	2035698687	1-4540-26	600.24
	Books - Adult Fiction	2035709291	1-4540-26	465.02
	Books - Adult Fiction	2035706687	1-4540-26	639.52
	Books - Adult Fiction	2035729291	1-4540-26	90.57
	Books - Adult Fiction	2035664771	1-4540-26	197.67
	Books - Adult Large Print	2035709291	1-4543-26	92.72
	Books - Adult Large Print	2035706687	1-4543-26	32.99
	Books - Adult Large Print	2035664771	1-4543-26	19.20
	Books - Adult Non-Fiction	2035700775	1-4541-26	174.02
	Books - Adult Non-Fiction	2035698687	1-4541-26	194.56
	Books - Adult Non-Fiction	2035709291	1-4541-26	242.65
	Books - Adult Non-Fiction	2035706687	1-4541-26	280.86
	Books - Adult Non-Fiction	2035729291	1-4541-26	64.50
	Books - Adult Non-Fiction	2035664771	1-4541-26	599.42
	Books - Adult Large Print	2035737254	1-4543-26	17.40
	Books - Adult Large Print	2035739235	1-4543-26	37.98
	Books - Adult Large Print	2035722442	1-4543-26	29.56
	Books - Adult Large Print	2035711651	1-4543-26	18.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Fiction	2035709291	1-4544-26	\$ 298.01
	Books - Juvenile Fiction	2035706687	1-4544-26	67.13
	Books - Juvenile Fiction	2035729291	1-4544-26	53.97
	Books - Juvenile Fiction	2035664771	1-4544-26	11.98
	Books - Juvenile Fiction	2035745473	1-4544-26	142.62
	Books - Juvenile Fiction	2035676104	1-4544-26	923.73
	Books - Juvenile Fiction	2035734731	1-4544-26	124.65
	Books - Juvenile Fiction	2035737254	1-4544-26	109.30
	Books - Juvenile Fiction	2035739235	1-4544-26	51.92
	Books - Juvenile Fiction	2035722442	1-4544-26	280.22
	Books - Juvenile Fiction	2035732519	1-4544-26	137.39
	Books - Juvenile Fiction	2035724859	1-4544-26	301.62
	Books - Juvenile Fiction	2035711651	1-4544-26	236.10
	Books - Juvenile Non-Fiction	2035698687	1-4545-26	14.37
	Books - Juvenile Fiction	2035700775	1-4544-26	228.48
	Books - Juvenile Fiction	2035698687	1-4544-26	226.47
	Books - Juvenile Non-Fiction	2035709291	1-4545-26	22.98
	Books - Juvenile Non-Fiction	2035729291	1-4545-26	8.62
	Books - Juvenile Non-Fiction	2035664771	1-4545-26	1,225.52
	Books - Juvenile Non-Fiction	2035676104	1-4545-26	43.73
	Books - Juvenile Non-Fiction	2035737254	1-4545-26	18.38
	Books - Juvenile Non-Fiction	2035739235	1-4545-26	27.60
	Books - Juvenile Non-Fiction	2035724859	1-4545-26	20.68
	Books - Juvenile Easy	2035700775	1-4546-26	13.29
	Books - Juvenile Easy	2035698687	1-4546-26	86.69
	Books - Juvenile Easy	2035745473	1-4546-26	189.23
	Books - Juvenile Easy	2035676104	1-4546-26	1,493.37
	Books - Juvenile Easy	2035734731	1-4546-26	179.09
	Books - Juvenile Easy	2035737254	1-4546-26	154.01
	Books - Juvenile Easy	2035739235	1-4546-26	86.33
	Books - Juvenile Easy	2035722442	1-4546-26	94.76
	Books - Juvenile Easy	2035732519	1-4546-26	350.70
	Books - Juvenile Easy	2035724859	1-4546-26	151.04
	Books - Juvenile Easy	2035711651	1-4546-26	41.97
	Books - Young Adult Fiction	2035700775	1-4548-26	22.98
	Books - Young Adult Fiction	2035698687	1-4548-26	102.37
	Books - Young Adult Fiction	2035709291	1-4548-26	45.36
	Books - Young Adult Fiction	2035706687	1-4548-26	74.70

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Young Adult Fiction	2035729291	1-4548-26	\$ 22.32
	Books - Young Adult Fiction	2035664771	1-4548-26	116.87
	Books - Young Adult Fiction	2035745473	1-4548-26	45.49
	Books - Young Adult Fiction	2035676104	1-4548-26	64.12
	Books - Young Adult Fiction	2035734731	1-4548-26	27.83
	Books - Young Adult Fiction	2035737254	1-4548-26	9.77
	Books - Young Adult Fiction	2035739235	1-4548-26	115.75
	Books - Young Adult Fiction	2035722442	1-4548-26	90.88
	Books - Young Adult Fiction	2035732519	1-4548-26	68.62
	Books - Young Adult Fiction	2035724859	1-4548-26	52.85
	Books - Young Adult Fiction	2035711651	1-4548-26	32.75
	Books - Young Adult Non-Fiction	2035700775	1-4549-26	11.99
	Books - Young Adult Non-Fiction	2035698687	1-4549-26	54.14
	Books - Young Adult Non-Fiction	2035709291	1-4549-26	17.05
	Books - Young Adult Non-Fiction	2035706687	1-4549-26	28.00
	Books - Young Adult Non-Fiction	2035729291	1-4549-26	19.74
	Books - Young Adult Non-Fiction	2035676104	1-4549-26	263.41
	Books - Young Adult Non-Fiction	2035734731	1-4549-26	11.37
	Books - Young Adult Non-Fiction	2035737254	1-4549-26	9.17
	Books - Young Adult Non-Fiction	2035753123	1-4549-26	13.97
	Books - Young Adult Non-Fiction	2035732519	1-4549-26	8.99
	<i>Totals for Baker & Taylor - L420686</i>			\$ 18,288.44
Belynda Head				
	Program - Virtual R&B Line Dancing - 3/14/21	BH031421	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Better Containers Mfg. Co., Inc.				
	Circ - Watch Patch Handle Poly Bags	235200	1-4351-10	881.90
	<i>Totals for Better Containers Mfg. Co., Inc.</i>			\$ 881.90
BiblioLabs LLC				
	Electronic Audiobooks & Books	1814	1-4520-26	4,330.00
	<i>Totals for BiblioLabs LLC</i>			\$ 4,330.00
Black History Month Awareness Club Inc.				
	Gold Sponsorship - 2/6/2021	6634-2021	1-4731-10	500.00
	<i>Totals for Black History Month Awareness Club Inc.</i>			\$ 500.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	Audiobooks - Adult	1200459	1-4551-26	\$ 315.00
		<i>Totals for Blackstone Publishing</i>		<u>\$ 315.00</u>
Carolyn Boyer				
	Mileage - 12/4/2020	CB020221	1-4171-10	5.64
	Mileage - 1/8/21-1/12/21	CB020221	1-4171-10	53.37
		<i>Totals for Carolyn Boyer</i>		<u>\$ 59.01</u>
Cathryn Stanek-Whisler				
	Program - Creative Candles - 3/15/21	CSW031521	1-4571-24	100.00
	Program - Creative Candles - 3/15/21	CSW031521	1-4573-24	100.00
		<i>Totals for Cathryn Stanek-Whisler</i>		<u>\$ 200.00</u>
Center Point Large Print				
	Books - Adult Large Print	1815291	1-4543-26	318.78
	Books - Adult Large Print	1817824	1-4543-29	44.34
		<i>Totals for Center Point Large Print</i>		<u>\$ 363.12</u>
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	192616	1-4545-29	570.92
	Books - Juvenile World Languages	192444	1-4526-26	799.57
	Books - Juvenile World Languages	192702	1-4526-26	192.60
	Books - Juvenile World Languages	192525	1-4526-29	84.91
	Books - Juvenile Non-Fiction	192379	1-4545-26	2,512.49
	Books - Juvenile Non-Fiction	192699	1-4545-26	19.99
	Books - Juvenile Non-Fiction	192701	1-4545-26	184.28
	Books - Juvenile Non-Fiction	192918	1-4545-26	186.00
	Books - Juvenile Non-Fiction	192825	1-4545-26	87.00
	Books - Juvenile Non-Fiction	192826	1-4545-26	87.00
		<i>Totals for Children's Plus Inc.</i>		<u>\$ 4,724.76</u>
Christine Thornton				
	Program - Watercolor Succulent Paintings - 3/9/21	CT030921	1-4571-24	125.00
	Program - Watercolor Succulent Paintings - 3/9/21	CT030921	1-4573-24	125.00
		<i>Totals for Christine Thornton</i>		<u>\$ 250.00</u>
Clarence Goodman				
	Program - Belly of the Beast: King in Chicago - 2/24/21	CG022421	1-4571-24	250.00
		<i>Totals for Clarence Goodman</i>		<u>\$ 250.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Comcast Cable				
	Cable - 2/3/21-3/2/21	0367494-FEB21	1-4316-14	\$ 103.02
		<i>Totals for Comcast Cable</i>		<u>\$ 103.02</u>
Constellation NewEnergy, Inc.				
	Electricity - 11/30/2020-12/31/2020	19106319601	1-4321-30	9,647.81
		<i>Totals for Constellation NewEnergy, Inc.</i>		<u>\$ 9,647.81</u>
Cynthia Clampitt				
	Program - Waltzing Australia - 3/17/21	CC031721	1-4571-24	150.00
		<i>Totals for Cynthia Clampitt</i>		<u>\$ 150.00</u>
Deltronics Sound Inc.				
	Studio - Neumann M49 Microphone Repair	38953	1-4568-27	50.00
		<i>Totals for Deltronics Sound Inc.</i>		<u>\$ 50.00</u>
Diesel Service Center				
	Bkm Van - Awning Repair - 1/29/21	D067377	1-4235-29	339.83
		<i>Totals for Diesel Service Center</i>		<u>\$ 339.83</u>
DuPage County Clerk				
	FPLD Staff: Dziadus - Notary	6658-2021	1-4351-10	10.00
		<i>Totals for DuPage County Clerk</i>		<u>\$ 10.00</u>
Findaway World, LLC				
	Audiobooks - Adult	340052	1-4551-26	449.49
	Audiobooks - Juvenile	338726	1-4553-26	55.73
	Audiobooks - Juvenile	340063	1-4553-26	898.21
	Launchpads - Juvenile	337225	1-4566-26	911.94
	Launchpads - Juvenile	339592	1-4566-26	139.98
	Launchpads - Juvenile	339591	1-4566-26	69.99
	Playaway - Juvenile	339265	1-4562-29	55.73
	Playaway - Juvenile	339256	1-4562-29	294.23
		<i>Totals for Findaway World, LLC</i>		<u>\$ 2,875.30</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Amazon - Fire Tablets eGift Cards	T7780-FEB21	1-4520-26	\$ 2,000.00
	JoAnn - Studio - Spring Program Supplies	N7148-FEB21	1-4353-27	59.92
	Netflix - Monthly 4/12 Additional Roku Subscription	M4566-FEB21	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-FEB21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-FEB21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-FEB21	1-4523-26	15.99
	HBOMax - Monthly 3/12 Roku Subscription	T7780-FEB21	1-4523-26	14.99
	HBOMax - Monthly 3/12 Roku Subscription	T7780-FEB21	1-4523-26	14.99
	HBOMax - Monthly 3/12 Roku Subscription	T7780-FEB21	1-4523-26	14.99
	HBOMax - Monthly 3/12 Roku Subscription	T7780-FEB21	1-4523-26	14.99
	HBOMax - Monthly 3/12 Additional Roku Subscription	T7780-FEB21	1-4523-26	14.99
	HBOMax - Monthly 3/12 Additional Roku Subscription	T7780-FEB21	1-4523-26	14.99
	HBOMax - Monthly 3/12 Additional Roku Subscription	T7780-FEB21	1-4523-26	14.99
	HBOMax - Monthly 3/12 Additional Roku Subscription	T7780-FEB21	1-4523-26	14.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-FEB21	1-4523-26	13.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-FEB21	1-4523-26	17.99
	USPS - Public Desk Stamp Booklets	N7148-FEB21	1-4711-10	166.80
	Facebook - Monthly Ads	M4566-FEB21	1-4731-10	122.10
	Mailchimp - Monthly Subscription	M4566-FEB21	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-FEB21	1-4731-10	29.00
	Meetup - 6 Month Subscription	M4566-FEB21	1-4731-10	98.94
	Shutterstock - Communications - Stock Images	N7148-FEB21	1-4731-10	49.00
	Race City Steel - Essential Supplies - Sneeze Guards	P7810-FEB21	1-4351-10	1,451.00
	Blackbaud Forms - Finance - Check Restock	N7148-FEB21	1-4351-10	486.50
	OfficeMax - Finance - 1099-NEC 2020 Forms	N7148-FEB21	1-4351-10	26.34
	DuPage SHRM - Frias - Bi-Monthly Meeting: Legal Update 2021	N7148-FEB21	1-4151-10	20.00
	American Society Notary - Palagi - Notary Training	N7148-FEB21	1-4151-10	25.00
	Cengage - J. Nguyen - Intro to Business Analysis	N7148-FEB21	1-4151-10	135.00
	AART - Saltzman - Annual Membership - January-December 2021	N7148-FEB21	1-4161-10	15.00
	Panera - January 2021 Board Meeting Dinners - Add'l Soup	N7148-FEB21	1-4355-16	5.93
	Panera - January 2021 Board Meeting Dinners	N7148-FEB21	1-4355-16	71.44
	ALA - Newell - 2021 Virtual Midwinter Meeting Registration	N7148-FEB21	1-4151-16	85.00
	PDQ - IT - Utility SW Update Management	N7148-FEB21	1-4631-14	160.20
	Zendesk - IT - Annual Renewal - 1/19/21-1/18/22	N7148-FEB21	1-4631-14	2,203.00
	Zoom.com - IT - Annual Renewal - 1/21/21-1/20/22	N7148-FEB21	1-4631-14	2,199.60
<i>Totals for First Bankcard</i>				<u>\$ 9,717.62</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Forward Space				
	Building - Security Supervisor Dry Erase Board	795893	1-4391-30	\$ 309.19
	<i>Totals for Forward Space</i>			\$ 309.19
Fun Express LLC				
	CSD - Various Program Supplies	707607307-01	1-4353-20	477.57
	CSD - Various Program Supplies	707665900-01	1-4353-20	223.83
	<i>Totals for Fun Express LLC</i>			\$ 701.40
Gale/Cengage Learning				
	Books - Adult Large Print	73134114	1-4543-26	64.77
	Books - Adult Large Print	73089512	1-4543-26	28.49
	Books - Adult Large Print	73089851	1-4543-26	28.49
	Books - Adult Large Print	73202249	1-4543-26	154.35
	Books - Adult Large Print	73172205	1-4543-26	80.77
	Books - Adult Large Print	72819930	1-4543-26	68.97
	Books - Adult Large Print	72819275	1-4543-26	74.22
	Books - Adult Large Print	72820462	1-4543-26	75.72
	Books - Adult Large Print	72832112	1-4543-26	27.19
	Books - Adult Large Print	72833491	1-4543-26	84.72
	Books - Adult Large Print	72832809	1-4543-26	141.70
	Books - Adult Large Print	72833167	1-4543-26	104.21
	<i>Totals for Gale/Cengage Learning</i>			\$ 933.60
Grasso Graphics, Inc.				
	Comm. - eResources Rack Cards	31101	1-4256-10	643.25
	<i>Totals for Grasso Graphics, Inc.</i>			\$ 643.25
Holly Sine-Ramsdell				
	Program - Ageless Grace - 2/20/21	HS022021	1-4571-24	75.00
	<i>Totals for Holly Sine-Ramsdell</i>			\$ 75.00
Illinois American Water				
	Fire Protection - 1/22/21-2/17/21	1025-21000308946E	1-4331-30	44.81
	Irrigation - 12/18/2020-1/21/2021	1025-21000308991E	1-4331-30	114.32
	<i>Totals for Illinois American Water</i>			\$ 159.13
Illinois American Water/Bolingbrook				
	Prorated Water & Sewer - 11/18/2020-1/21/2021	1025-21000308831E	1-4331-30	203.11
	<i>Totals for Illinois American Water/Bolingbrook</i>			\$ 203.11

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Illinois Government Finance Officers Association				
	Nguyen & Schiller - 2021 Membership Renewal	2021DUES	1-4161-10	\$ 400.00
		<i>Totals for Illinois Government Finance Officers Association</i>		\$ 400.00
Illinois Library Association				
	Nguyen Membership - 4/1/21-3/31/22	Nguyen2021	1-4161-10	40.00
	Kalnicky Membership - 3/1/21-2/28/22	189727	1-4161-16	75.00
		<i>Totals for Illinois Library Association</i>		\$ 115.00
Illinois Secretary of State				
	FPLD Staff: Dziadus - Notary Application Fee	6643-2021 01	1-4351-10	11.00
	FPLD Staff: Jansen - Notary Application Fee	6643-2021 02	1-4351-10	11.00
	FPLD Staff: Palagi - Notary Application Fee	6637-2021	1-4351-10	11.00
		<i>Totals for Illinois Secretary of State</i>		\$ 33.00
Ilya Kabirot				
	Program - Great Reads Book Club - 2/24/21	IK022421	1-4571-24	75.00
		<i>Totals for Ilya Kabirot</i>		\$ 75.00
Imprint Enterprises, Inc.				
	Collections - RFID Tags; SLIX 50x50 White Square	PSI228447	1-4371-12	6,241.00
		<i>Totals for Imprint Enterprises, Inc.</i>		\$ 6,241.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Books - Adult Fiction	50768506	1-4540-26	\$ 27.10
	Books - Adult Fiction	50970501	1-4540-26	20.40
	Books - Adult Fiction	50970502	1-4540-26	20.38
	Books - Juvenile Fiction	50506973	1-4544-26	3.59
	Books - Juvenile Fiction	50634095	1-4544-26	189.04
	Books - Juvenile Fiction	50665230	1-4544-26	98.51
	Books - Juvenile Easy	50665227	1-4546-26	26.92
	Books - Juvenile Easy	50448384	1-4546-26	48.52
	Books - Juvenile Easy	50448385	1-4546-26	69.40
	Books - Juvenile Easy	50506978	1-4546-26	46.12
	Video Games - YA	50506976	1-4563-26	180.45
	Video Games - YA	50506980	1-4563-26	37.99
	Video Games - YA	50665228	1-4563-26	28.49
	Video Games - Adult	50506977	1-4565-26	56.99
	Video Games - Juvenile	50506974	1-4564-26	94.98
	Video Games - Juvenile	50506979	1-4564-26	75.98
	Video Games - Juvenile	50506975	1-4564-29	94.98
	Video Games - Juvenile	50665229	1-4564-29	56.99
		<i>Totals for Ingram Library Services</i>		\$ 1,176.83
ITsavvy LLC				
	IT - Webroot Secure Anywhere Renewal 1 Year	01242466	1-4631-14	2,450.00
	IT - Cisco Phone Holsters & Cisco Multi Charger	01244446	1-4641-14	1,277.13
		<i>Totals for ITsavvy LLC</i>		\$ 3,727.13
Jane Neff Rollins				
	Program - Gen. Club: Docu Death With or W/O Cert. - 2/24/21	JNR022421	1-4571-24	250.00
		<i>Totals for Jane Neff Rollins</i>		\$ 250.00
Jennifer Baldwin				
	Program - Gen Club: Navigate Irish & Catholic Rec - 3/10/21	JB031021	1-4571-24	200.00
		<i>Totals for Jennifer Baldwin</i>		\$ 200.00
Kane County Clerk				
	FPLD Staff: Palagi - Notary	6636-2021	1-4351-10	11.00
		<i>Totals for Kane County Clerk</i>		\$ 11.00
kd Repair				
	BKM Generator Repair	30541	1-4235-29	787.81
		<i>Totals for kd Repair</i>		\$ 787.81

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Kellie Chase				
	Program - Sewing With Kellie Chase (6 Classes) - 3/8/21	KC030821	1-4571-24	\$ 175.00
	Program - Sewing With Kellie Chase (6 Classes) - 2/22/21	KC022221	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 350.00
Konica Minolta Business Solutions U.S.A., Inc.				
	March Contract: Maintenance - 12/15/2020-1/14/2021	9007445232	1-4234-14	1.40
	Bizhub 4000i: Maintenance - 1/21/21-1/31/21	9007462092	1-4234-14	0.02
	IT - Local History Room Bizhub 4000i Printer	270253067	1-4641-14	270.00
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 271.42
Konica Minolta Premier Finance				
	Leased Equipment - January 2021	434020434	1-4234-14	1,627.69
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,627.69
Leah D. Moon				
	Program - Acrylic Painting Basics - 2/26/21	LDM022621	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 165.00
Library Ideas LLC				
	Books - Juvenile Easy	80078	1-4546-26	859.00
	<i>Totals for Library Ideas LLC</i>			\$ 859.00
Lorena Y Carreno				
	Program - Artesanias En Español - 3/15/21	LYC031521	1-4571-24	150.00
	<i>Totals for Lorena Y Carreno</i>			\$ 150.00
Martina Mathisen				
	Program - Architectural Tour of the World - 3/4/21	MM030421	1-4571-24	200.00
	<i>Totals for Martina Mathisen</i>			\$ 200.00
Mary Crawley				
	Refund - Covid-19: Pandemic That Never Should've Happened	MC8939	1-3310-10	15.53
	<i>Totals for Mary Crawley</i>			\$ 15.53

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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	99899045	1-4551-29	\$ 45.29
	DVD - Adult	99869406	1-4557-29	38.46
	DVD - Adult	99929011	1-4557-29	90.92
	DVD - Adult	99929010	1-4557-29	36.96
	DVD - Adult	99954898	1-4557-29	44.98
	DVD - Adult	99954894	1-4557-29	145.61
	DVD - Adult	99954893	1-4557-29	14.99
	DVD - Juvenile	99954897	1-4558-29	14.99
	Audiobooks - Adult	99929001	1-4551-26	35.29
	Audiobooks - Adult	99928992	1-4551-26	50.29
	Audiobooks - Adult	99928984	1-4551-26	45.29
	Audiobooks - Adult	99917184	1-4551-26	9.99
	Audiobooks - Adult	99954883	1-4551-26	45.29
	Audiobooks - Adult	99954884	1-4551-26	125.87
	Audiobooks - Adult	99954881	1-4551-26	126.58
	Music - Adult	99869396	1-4550-26	30.56
	Music - Adult	99869390	1-4550-26	65.77
	Music - Adult	99854328	1-4550-26	228.34
	Music - Adult	99852588	1-4550-26	79.85
	Music - Adult	99852586	1-4550-26	14.08
	Music - Adult	99852587	1-4550-26	18.58
	Music - Adult	99854323	1-4550-26	48.84
	Music - Adult	99854320	1-4550-26	154.77
	Music - Adult	99899044	1-4550-26	15.58
	Music - Adult	99899038	1-4550-26	14.83
	Music - Adult	99899035	1-4550-26	29.66
	Music - Adult	99928986	1-4550-26	124.06
	Music - Adult	99928994	1-4550-26	12.58
	Music - Adult	99928989	1-4550-26	14.08
	Music - Adult	99928983	1-4550-26	27.42
	Music - Adult	99928988	1-4550-26	45.25
	Music - Adult	99917182	1-4550-26	35.24
	Music - Adult	99954878	1-4550-26	9.74
	Music - Adult	99950309	1-4550-26	10.79
	Music - Adult	99950307	1-4550-26	41.65
	Opening Day Collection	99929012	1-4570-29	208.73
	Opening Day Collection	99929013	1-4570-29	25.96
	Opening Day Collection	99954896	1-4570-29	11.48

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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)			
	Opening Day Collection	99954895	1-4570-29	\$ 256.06
	Books - Adult World Languages	99929009	1-4525-26	22.98
	Books - Adult World Languages	99929002	1-4525-26	63.98
	Books - Adult World Languages	99954876	1-4525-26	111.63
	Books - Juvenile World Languages	99895901	1-4526-26	27.23
	DVD - Juvenile	99869392	1-4558-26	70.49
	DVD - Juvenile	99869397	1-4558-26	342.78
	DVD - Juvenile	99854330	1-4558-26	408.08
	DVD - Juvenile	99854321	1-4558-26	45.96
	DVD - Juvenile	99854334	1-4558-26	66.96
	DVD - Juvenile	99854331	1-4558-26	80.37
	DVD - Juvenile	99899033	1-4558-26	46.16
	DVD - Juvenile	99895904	1-4558-26	38.47
	DVD - Juvenile	99895903	1-4558-26	18.96
	DVD - Juvenile	99899043	1-4558-26	52.34
	DVD - Juvenile	99899032	1-4558-26	258.56
	DVD - Juvenile	99928997	1-4558-26	353.91
	DVD - Juvenile	99928987	1-4558-26	111.90
	DVD - Juvenile	99928998	1-4558-26	14.99
	DVD - Juvenile	99929007	1-4558-26	72.40
	DVD - Juvenile	99929006	1-4558-26	80.94
	DVD - Juvenile	99954892	1-4558-26	67.96
	DVD - Juvenile	99954887	1-4558-26	44.97
	DVD - Juvenile	99954875	1-4558-26	135.90
	DVD - Juvenile	99954873	1-4558-26	174.87
	Audiobooks - Adult	99869402	1-4551-26	85.58
	Audiobooks - Adult	99869400	1-4551-26	40.29
	Audiobooks - Adult	99869405	1-4551-26	87.58
	Audiobooks - Adult	99869394	1-4551-26	55.29
	Audiobooks - Adult	99854324	1-4551-26	35.29
	Audiobooks - Adult	99854342	1-4551-26	65.58
	Audiobooks - Adult	99899041	1-4551-26	45.29
	Audiobooks - Adult	99899037	1-4551-26	131.16
	Audiobooks - Adult	99899039	1-4551-26	181.16
	Music - Juvenile	99854329	1-4554-26	33.24
	Music - Juvenile	99854322	1-4554-26	13.33
	Audiobooks - Young Adult	99869403	1-4555-26	51.49
	Audiobooks - Young Adult	99854325	1-4555-26	63.29

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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)			
	Audiobooks - Young Adult	99954872	1-4555-26	\$ 33.29
	Audiobooks - Young Adult	99954871	1-4555-26	33.29
	DVD - Adult	99869393	1-4557-26	150.84
	DVD - Adult	99869404	1-4557-26	57.44
	DVD - Adult	99869401	1-4557-26	306.99
	DVD - Adult	99869399	1-4557-26	40.46
	DVD - Adult	99869398	1-4557-26	19.33
	DVD - Adult	99869407	1-4557-26	41.83
	DVD - Adult	99869395	1-4557-26	48.46
	DVD - Adult	99854333	1-4557-26	48.46
	DVD - Adult	99834542	1-4557-26	45.96
	DVD - Adult	99854337	1-4557-26	16.23
	DVD - Adult	99854341	1-4557-26	184.32
	DVD - Adult	99854326	1-4557-26	19.23
	DVD - Adult	99854339	1-4557-26	54.96
	DVD - Adult	99854343	1-4557-26	52.01
	DVD - Adult	99854332	1-4557-26	72.69
	DVD - Adult	99854336	1-4557-26	48.96
	DVD - Adult	99854335	1-4557-26	166.32
	DVD - Adult	99854338	1-4557-26	136.92
	DVD - Adult	99854327	1-4557-26	45.96
	DVD - Adult	99854340	1-4557-26	71.40
	DVD - Adult	99895909	1-4557-26	93.42
	DVD - Adult	99895908	1-4557-26	322.80
	DVD - Adult	99895905	1-4557-26	46.44
	DVD - Adult	99895906	1-4557-26	62.19
	DVD - Adult	99899040	1-4557-26	20.73
	DVD - Adult	99899031	1-4557-26	21.27
	DVD - Adult	99895907	1-4557-26	34.86
	DVD - Adult	99895902	1-4557-26	32.23
	DVD - Adult	99899042	1-4557-26	68.94
	DVD - Adult	99899034	1-4557-26	468.54
	DVD - Adult	99899030	1-4557-26	131.57
	DVD - Adult	99899051	1-4557-26	30.58
	DVD - Adult	99899050	1-4557-26	34.93
	DVD - Adult	99899049	1-4557-26	93.86
	DVD - Adult	99899048	1-4557-26	26.83
	DVD - Adult	99899047	1-4557-26	57.86

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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	99899046	1-4557-26	\$ 41.83
	DVD - Adult	99929005	1-4557-26	83.13
	DVD - Adult	99929016	1-4557-26	36.33
	DVD - Adult	99929015	1-4557-26	18.74
	DVD - Adult	99929014	1-4557-26	77.36
	DVD - Adult	99929008	1-4557-26	11.73
	DVD - Adult	99928999	1-4557-26	17.24
	DVD - Adult	99928990	1-4557-26	599.01
	DVD - Adult	99928985	1-4557-26	200.28
	DVD - Adult	99928993	1-4557-26	38.46
	DVD - Adult	99929004	1-4557-26	48.46
	DVD - Adult	99928995	1-4557-26	16.98
	DVD - Adult	99929003	1-4557-26	169.53
	DVD - Adult	99929000	1-4557-26	51.72
	DVD - Adult	99928996	1-4557-26	140.91
	DVD - Adult	99928991	1-4557-26	397.36
	DVD - Adult	99929018	1-4557-26	55.73
	DVD - Adult	99929017	1-4557-26	24.66
	DVD - Adult	99954903	1-4557-26	29.99
	DVD - Adult	99954902	1-4557-26	19.49
	DVD - Adult	99954901	1-4557-26	22.49
	DVD - Adult	99954900	1-4557-26	59.51
	DVD - Adult	99954899	1-4557-26	28.33
	DVD - Adult	99954886	1-4557-26	79.14
	DVD - Adult	99950308	1-4557-26	38.46
	DVD - Adult	99950306	1-4557-26	45.96
	DVD - Adult	99954904	1-4557-26	48.43
	DVD - Adult	99954888	1-4557-26	131.20
	DVD - Adult	99954891	1-4557-26	94.38
	DVD - Adult	99954874	1-4557-26	68.94
	DVD - Adult	99954880	1-4557-26	82.46
	DVD - Adult	99954870	1-4557-26	89.44
	DVD - Adult	99954890	1-4557-26	67.45
	DVD - Adult	99954885	1-4557-26	506.98
	DVD - Adult	99954889	1-4557-26	18.74
	DVD - Adult	99954882	1-4557-26	134.91
	DVD - Adult	99954877	1-4557-26	29.98
	DVD - Adult	99954905	1-4557-26	661.55

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
		<i>Totals for Midwest Tape</i>		\$ 13,525.75
Pace Systems, Inc.	Building - Installation and Support Services	IN00033334	1-4391-30	\$ 2,045.00
		<i>Totals for Pace Systems, Inc.</i>		\$ 2,045.00
Penworthy Company	STEAM Boxes	0568984-IN	1-4528-26	774.92
		<i>Totals for Penworthy Company</i>		\$ 774.92
PeopleFacts	New Hire Background Checks - January 2021	33754-012021	1-4253-10	24.57
		<i>Totals for PeopleFacts</i>		\$ 24.57
Robert Pennor	Program - Drawing with Pencils and Charcoals - 3/2/21	RP030221	1-4571-24	75.00
	Program - Drawing with Pencils and Charcoals - 3/9/21	RP030921	1-4571-24	75.00
		<i>Totals for Robert Pennor</i>		\$ 150.00
Ronald Goldie	Program - Dungeons & Dragons - 2/27/21	RG022721	1-4573-24	75.00
		<i>Totals for Ronald Goldie</i>		\$ 75.00
S & S Worldwide, Inc.	CSD - Various Program Supplies	IN100693388	1-4353-20	184.49
		<i>Totals for S & S Worldwide, Inc.</i>		\$ 184.49
Sebert Landscaping Inc.	Snow Maintenance - Lot Deicer Applied to Sidewalks	211690	1-4392-30	577.00
	Snow Maintenance - January 2021	211022	1-4392-30	2,625.00
		<i>Totals for Sebert Landscaping Inc.</i>		\$ 3,202.00
Susan K. Maddox	Program - Cooking Demo - 3/18/21	SKM031821	1-4571-24	100.00
		<i>Totals for Susan K. Maddox</i>		\$ 100.00
Tana Petrov	Mileage - 1/11/21-1/29/21	TP020221	1-4171-10	33.38
		<i>Totals for Tana Petrov</i>		\$ 33.38
Taste of Home	Books - Adult Non-Fiction	1053	1-4541-26	35.98
		<i>Totals for Taste of Home</i>		\$ 35.98

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Terrence M. Lynch				
	Program - The History of St. Patrick's Day - 3/16/21	TML031621	1-4571-24	\$ 300.00
	<i>Totals for Terrence M. Lynch</i>			<u>\$ 300.00</u>
The Conservation Foundation				
	Program - Beginner Birdwatching at Home - 3/11/21	TCF031121	1-4571-24	100.00
	<i>Totals for The Conservation Foundation</i>			<u>\$ 100.00</u>
Today's Business Solutions, Inc.				
	Fax Program - 4th Quarter - Oct.-Dec. 2020	011821-53	1-4234-14	178.88
	<i>Totals for Today's Business Solutions, Inc.</i>			<u>\$ 178.88</u>
Toni Greathouse				
	Program - Tuesdays with Toni - 3/16/21	TG031621	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			<u>\$ 75.00</u>
Tressler LLP				
	Legal Expense - Attorney - January 2021	426449	1-4241-10	950.00
	<i>Totals for Tressler LLP</i>			<u>\$ 950.00</u>
Unique Management Services, Inc.				
	Collection Expense - January 2021	599161	1-4245-10	214.80
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 214.80</u>
United States Plastic Corporation				
	Library Materials - Shipping Costs	6340427	1-4519-26	123.69
	Collections Library Supplies - 1 Compartment Slim Satchel	6340427	1-4371-12	1,127.95
	<i>Totals for United States Plastic Corporation</i>			<u>\$ 1,251.64</u>
UPS				
	Shipping - Account Refillment	0000603951051	1-4382-10	850.00
	<i>Totals for UPS</i>			<u>\$ 850.00</u>
Verizon Wireless				
	Telephone - 12/17/2020-1/16/2021	9871449368	1-4311-14	540.02
	<i>Totals for Verizon Wireless</i>			<u>\$ 540.02</u>
Warehouse Direct				
	District Closet Restock - Jan. 2021	4880691-0	1-4351-10	540.35
	Essential Supplies - Disinfect Wipe Bucket Program Jan. 2021	4879971-0	1-4351-10	919.80
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,460.15</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Winter M. Brambila	Program - Charla Literaria (4 Classes) - 3/1/21	WMB030121	1-4571-24	\$ 25.00
	<i>Totals for Winter M. Brambila</i>			<u>\$ 25.00</u>
Yuriy Soroka	Program - Intro Saber: The Sword of Eastern Europe - 3/11/21	YS031121	1-4571-24	75.00
	<i>Totals for Yuriy Soroka</i>			<u>\$ 75.00</u>
	Total for Fund 1			<u>\$ 108,664.40</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com				
	Building - Various Bulbs	W02541939	8-4357-30	\$ 119.17
		<i>Totals for 1000Bulbs.com</i>		\$ 119.17
Amazon				
	District Closet Stock - Bandages	A56-2021	8-4357-30	55.92
	District Closet Restock - Dec. 2020	A60-2021	8-4357-30	11.97
		<i>Totals for Amazon</i>		\$ 67.89
American Building Services, LLC				
	Building - Dumpster Door, Frame Replacement, and Hardware	4037706	8-4211-30	2,783.50
		<i>Totals for American Building Services, LLC</i>		\$ 2,783.50
Best Quality Cleaning, Inc.				
	Cleaning Service - February 2021	36190	8-4215-30	6,921.00
	Saturday Porter Service - February 2021	36282	8-4215-30	475.00
	Sunday Porter Service - February 2021	36281	8-4215-30	475.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		\$ 7,871.00
Cintas Corporation				
	First Aid Restock - February 2021	8404980122	8-4215-30	350.66
		<i>Totals for Cintas Corporation</i>		\$ 350.66
Cintas Corporation #344				
	Weekly Mat & Bi-Weekly Sanitizer - 1/28/21	4074348368	8-4215-30	89.69
	Additional 3x10 Mats - 12/10/2020	4069770408	8-4215-30	6.20
	Additional 3x10 Mats - 12/30/2020	4071736646	8-4215-30	6.20
	Weekly Mat & Bi-Weekly Sanitizer - 1/14/21	4073029706	8-4215-30	95.89
	Weekly Mat Service - 1/21/21	4073688882	8-4215-30	35.89
	Weekly Mat Service - 2/4/21	4075007369	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		\$ 263.87
Cutting Edge Document Destruction, LLC				
	Records Shred - 2/4/21	m13107	8-4215-30	30.00
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		\$ 30.00
Filter Services Inc.				
	Building - Various Filters	INV252041	8-4211-30	2,813.78
		<i>Totals for Filter Services Inc.</i>		\$ 2,813.78
Graybar				
	Building - Various Bulbs	9319703064	8-4357-30	447.12
		<i>Totals for Graybar</i>		\$ 447.12

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Groot Industries, Inc.	Garbage & Recycling - 2/1/21-2/28/21	6648934	8-4215-30	\$ 413.14
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 413.14</u>
Hansen Services, Inc.	Monthly Pest Control - February 2021	3930178	8-4215-30	110.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 110.00</u>
Tee Jay Service Company, Inc.	Quarterly Prevent Maint Sliding Doors & Auto Swing Openers	174406	8-4211-30	840.00
	Quarterly Prevent Maint Sliding Doors & Auto Swing Openers	176375	8-4211-30	840.00
	<i>Totals for Tee Jay Service Company, Inc.</i>			<u>\$ 1,680.00</u>
Warehouse Direct	District Closet Restock - Jan. 2021	4880691-0	8-4357-30	138.64
	District Closet Restock - Incorrect Item Replacement	4883397-0	8-4357-30	49.29
	<i>Totals for Warehouse Direct</i>			<u>\$ 187.93</u>
	Total for Fund 8			<u>\$ 17,138.06</u>
	Grand Total			<u><u>\$ 125,802.46</u></u>


Jennie Nguyen/Finance Manager

Director

Requests for Proposals for Computers

The request for proposals (RFP) for staff computers was published in the paper, and by extension into an online clearinghouse for such publications. Communications about the RFP have included two dozen firms as well.

Outreach Services Van

The cold weather has been challenging for our Outreach Services vehicles. Fortunately, we have a great relationship with our Village and they graciously provided temporary space for our van to be inside during the coldest nights.

Deputy Director (Nancy Korczak)

During the month of January staff spent time preparing for events and activities for the month of February. Our Adult and Teens Services Manager coordinated the setup of our latest display, "Telling a People's Story," a traveling panel exhibit focused on African-American children's illustrated literature on loan to us until mid-March from the University of Miami. The display is set up in our lobby and patrons can browse it when they pick up their holds.

Our Readers Advisory Librarian also worked on the final promotional touches for our One Book, One Brook event. This year, the book selected is *How to be an Antiracist* by Ibram X. Kendi. Copies of the book were made available to the community multiple ways, we had a giveaway of some copies, patrons are also able to check out copies from the library or access them as e-books and audiobooks through our digital resources. Patrons are encouraged to read the book and attend our virtual book discussion. This is one event in the larger offerings of events for Black History Month.

From Tana Petrov's report

Outreach Services

Outreach General Updates

Here is a summary of our most important stats:

- 2242 students were provided with virtual booktalks by Mrs. C
- 1,122 items were picked up from our remote bookdrops
- 464 reference questions were answered by Outreach staff
- 317 kids were provided with a storytime/ puppet show by Miss Laura
- 113 patrons visited our Bookmobile and/or Library Express Van stops
- 54 patrons participated in our Bookmobile popcorn program
- 34 patrons were provided with books and book club discussion materials
- 18 patrons were provided with Home Delivery Service
- 15 patrons were provided with craft kits

Services for Preschools

From Laura's report: *I had 3 Letter of the Week storytimes, 1 puppet show and a Mini Adventure air in January due to the school schedule and they all had a good response. My final 2 programs of last year, both puppet shows, are still receiving views (194 and counting for the Gingerbread Man) even after the kids are back in school. None of my Zoom visits (KC Seneca and Kiddie Academy) or my in person storytime (MCMA) were canceled for this month, so yeah! I am still catching up on getting my production back on track and have decided to clip some of my puppet shows from my weekly storytimes to use as standalone programs later in the school year where I may need to skip a week of production, say to prepare Story Strolls or one of our collaborative MOPs shows. This way, the pool of available "in the can" puppet shows is now well over 30 and they can be aired on the new Bookmobile this summer whenever they are needed.*

Services for Schools

- Tana met with Jonas E. Salk PTO to provide information about Student Success Cards
- Cindy created a January display at CSD and continued to receive letters from kids from the Pen Pals program. Cindy's collection of smashed pennies was in a display case as part of the Show and Tell Program that CSD initiated.
- From Cindy's report: *I had one of the teachers compliment me on the way I read virtually. Mr. Lawrence (first grade at Wood View) told me that he has learned from me how to read books better, virtually, getting the book very close to screen on some pages to highlight a part they really need to see illustrations to get the story. He will be changing the way he reads from now on. I had numerous visits from students' families and spoke to quite a few parents this month. I helped many students find books to check out and take home to read. It is always nice to get to meet parents. They love knowing and meeting because some of the kids talk about booktalks at home. The kids really loved the puppet show this month, from K all the way to 5th, "The Fat Cat" based on a Danish folktale. The kids got to participate and say a repeating line in the show. I have found that they are better engaged virtually if they are anticipating their part, they pay close attention. Got lots of applause and best puppet show ever comments. I truly think it was because they felt like a part of it.*

Services for Adults/ Seniors

- Home Delivery Service - this month we gained two new home delivery patrons
- Deliveries and pick-ups of materials at senior facilities
- Atria and Heritage Woods Book Clubs - providing materials and discussion questions. We are happy to report that Atria has added a second book club. In addition to the books, we provide the residents with questions for discussion and information about the author (Sarah)
- Monthly craft kit for the memory care residents at Revere Court (Pop-up Wintery Scene - Melissa)
- From Dennis report: *On January 21st, my Virtual Video Review of the movie Clueless debuted on YouTube and Facebook. I think the video came out well and I am thankful to Melissa, Marleigha, and Sarah for starring in it for me. I received a lot of good feedback about it. My next video review will be on the movie Uncut Gems.*



Special Projects

- Melissa started writing up instructions for the build-a-boat challenge that we are doing for the Maker Faire. She is also in the process of putting together 40 kits. Melissa created a mini marble run to show our patrons as an example. Melissa plans on filming videos for these two activities, as well.
- National Popcorn Day/ Month. From Carolyn's report: *Our Bookmobile fun this month was celebrating National Popcorn Day all month long! We were able to give out bags of microwave popcorn to those who stopped by the Bookmobile. Visitors seemed to really enjoy the surprise, especially when checking out a movie or Binge Box.*
- Boredom Busters. From Carolyn's report: *Home delivery patrons received our new Boredom Buster packets full of coloring, word searches, and other activities, as well as bookmarks in their materials for the Winter Reading Club. We're happy to add new home delivery patrons this month and offer this great service to the community.*
- Online Book Club. From Carolyn's report: *I created flyers in LibraryAware to include in home deliveries to promote our online book club (annual goal activity). The library has so much to offer that I'm hoping we can continue to promote various services the library has to offer in this way and include the information at other stops and on the Bookmobile.*
- We are ready for another fun program at the Bookmobile during the month of February. For more information, please read our blog post [February Fun on the Bookmobile](#)



Vehicles Maintenance

- 1/5/2021 - Library Express Van at Diesel Services for engine light diagnostic
- 1/7/2021-1/12/2021 - Library Express Van at Mercedes-Benz for engine light diagnostic and repair of fluid leak
- 1/8/2021-1/12/2021 - Bookmobile at KD Repair for repair and preventive maintenance of generator
- 1/27/2021-1/29/2021 - Bookmobile at Diesel Services for removal of broken awning

From Jeffrey Fisher's report

Studio 300

Here are our January 2021 key stats:

- 219 patrons actively used our lab.
 - 7 were Non-FPLD people.
- 544 items were checked out
 - 39 of that total circulated out of the lab.
- 65 patrons attended our 15 virtual programs.
 - Total programming hours came to 16.
- 20 patrons completed our online Orientation/Maker Training
- And views of Studio 300-specific videos posted during January were:
 - *Cell Phone Macro Photography* - 40



McKayla

This month, McKayla helped with adding in our spring programming into Communico. She also led a class about capturing video interviews where she went over how to plan for, conduct and edit video and audio interviews.

Anna

This month Anna kept busy finishing up the last bits of the inventory. During this time, she was able to go through all the Maker materials and see what we have and what needs replacing. Anna also went through the Maker cabinets for electronics and weeded some of that collection and was able to give some to other departments for either supporting STEAMBoxes or CSD's new programs.

Patrick

Early January, Patrick and the other Studio staff worked on inventorying Studio 300 equipment, including making recommendations on equipment to weed or replace. He held a virtual program breaking down Billie Eilish's Ocean Eyes session in Logic Pro X. After the program, Patrick approached Jeffrey and Adriana about creating videos for the library's instagram and social media accounts to spotlight studio virtual programming, and they put him in touch with Communication's Instagram Reel program. Patrick researched the video and export specifications for the reels, passing the information and workflow on to the communications team. He shot and edited footage for a Studio February Programming Reel, to go live February 5th.

Justin



During January, Justin took on the task of creating a theme for the wall in which he displayed illustrations of the "Top Ten New Year's Resolutions". Justin taught a class entitled "Premiere Rush basics" where he demonstrated how to use Adobe's all-in-one desktop and mobile video creation tool to capture, edit and share professional-looking videos. For the annual RPM (Record Production Month) program Justin started things off by informing patrons about the RPM challenge in the

Zoom webinar, "What's RPM all about". Finally, Justin used the tricastor to help record more sewing videos with Kelly Chase. For one of the projects Kelly demonstrated how to construct a makeshift bag out of Capri Sun juice pouches. Afterwards, Justin inventoried the main Tricaster Kit to see what pieces are included, have been added or should be included in the kit.

Ariah

Even though this is only her third week in the Studio, Ariah has learned so much already including answering phone calls and assisting patrons with basic questions. Ariah has become familiar with Polaris, Communico, Gimlet, and Niche Academy. She also has a pretty good grasp on most daily operations (checking equipment in/out, booking rooms, etc.), along with opening and closing duties. During down time, Ariah has been watching Adobe Photoshop and Illustrator tutorials on Youtube to brush up on skills until she gets access to Lynda.



Comminico. Monica also spent time getting prepared to lead her upcoming Best Face Forward class.

Though the Studio lab was closed part of the Month of January Adriana and the staff were busy conducting an inventory of equipment and materials within the lab. As we prepared to reopen Adriana worked alongside staff to organize and clean the lab to be made ready for the return of patrons. Adriana also prepped and taught *Snowflake Macro Photography*, *Camera Raw inside Photoshop* and *After Effects: Animation Presets*. She also recorded and produced video content for YouTube and Instagram including; *Cell Phone Macro Photography* to coincide with the Lego Building Challenge and January K-Talk which focused on learning Korean via Mango Languages. Later in the month Adriana had Anna and the team update the maker display cabinets with new projects, Adriana contributed with a Villainous Valentine's Display of cards she created in the maker lab.

As the State of Illinois lifted mitigations for our area mid-January, Studio 300 returned to our appointment model started last summer. We reopened and staffed our lobby table and welcomed patrons back into the lab and other creative spaces, including the Maker area.

We launched two new Learning Circles, *Writerrific* and *Networking*, which continue into late February. Our other virtual programs ranged from photography and music mixing to video post-production and take it/make it Maker projects.

Jeffrey continued his support of all our virtual programming efforts with video recording/editing and Board meeting tech. Here's an at-glance look of January's YouTube Statistics:

- 46 new videos posted
- 4109 unique views
- 2221.6 hours viewed
- 26 new subscribers (710 overall)

The Tinker Technology Troupe refined their ideas for this year's Maker March which will feature a month-long lineup of virtual programming. The Soon to Be Famous committee met twice and is in the middle of judging for their annual manuscript contest and working to offer a third contest for Spanish-language authors in the fall.

From Debra Dudek's report

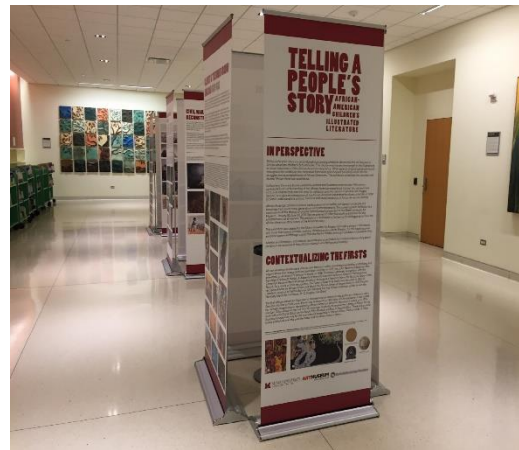
Adult and Teen Services

General Comments on the Month

January was a preparation and recruitment month for our department, we welcomed a new specialist to our department, Annabel S. on January 11, 2021. We are excited to have her with us as we enter a new calendar year. Christopher and I are conducting staff training for our new hire, and our team has been excited to have her in our department.

Our programming team met in January to review and discuss 2020 programming. From the feedback our staff have received during programs and over the phone, many of our patrons have been pleased with the quality and number of programs available virtually. We used these stats and patron feedback to brainstorm a few more programming ideas for the upcoming calendar year.

The last two weeks of the month were focused on ensuring a smooth opening to February's Telling a People's Story traveling exhibit, which was reserved for our library from February 1-March 15. Our Readers Services Librarian and her assistant compiled all the books for the exhibit and placed a small display near the final panels for patrons to checkout. The Communications Department has done a great job promoting the exhibit and we look forward to reading feedback from our patrons.



Programming (includes):

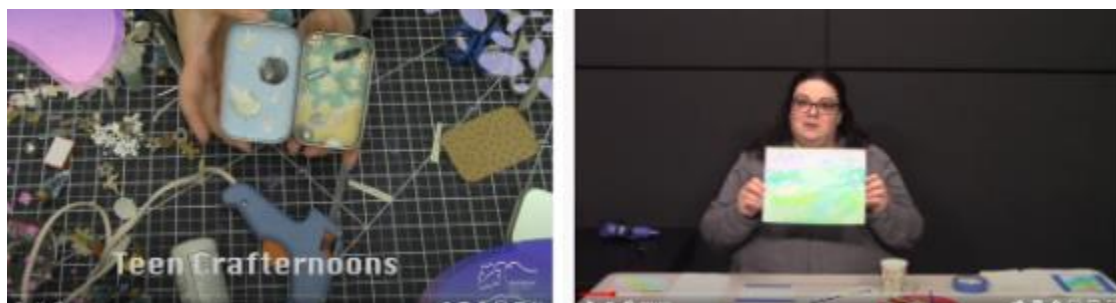
YA Programs:

Teen Virtual Programming

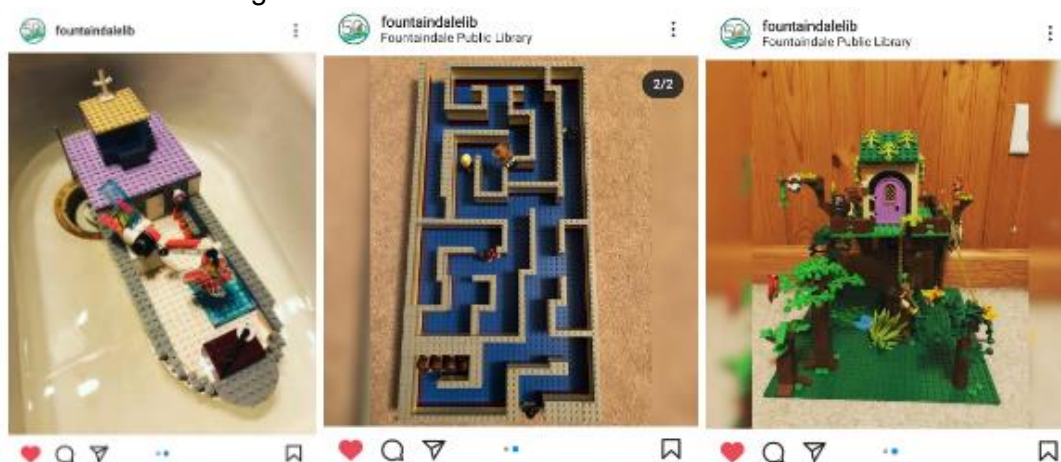


Another month of light programming. We continued to host our regular arts & crafts programs including Leah Moon's tutorial for making Heart-Shaped Rose Wreaths (13 YouTube views) which went live on January 29. Plentiful Program's Cathryn Stanek-Whisler taught our patrons how to make **Food Jar Gift Sets** (28 YouTube views). These layered treats including seven bean friendship soup and chewy chocolate brownies are the perfect way to warm up someone's winter.

Our Teen Crafternoon series continued with Anna in Studio 300 demonstrating how to make **Altered Tin Art** (59 Instagram views/24 YouTube views) and me demonstrating how to use salt to transform your watercolor artwork in **Watercolor & Salt Paintings** (14 YouTube views). Both videos were posted on the library's YouTube channel with Anna's also posting to Instagram.



Much of my time this month has been spent working on the Teen & Tween Lego Building Challenge. This contest is a collaboration between Children's Services and Teen Services. Tweens & teens in grades 4–12 are challenged to build something out of Lego® bricks, take a picture of their creation and then share it with us. The challenge is three weeks in and so far the participants have constructed boats that float, mazes and houses. It has been really fun to see all the wonderful creations. Each week, I log into Woobox and download all the entries and then create a Google form that staff can use to vote for their favorite Lego® creations. Voting takes place on Mondays and Tuesdays with the winner announced on Instagram on Wednesdays. Once voting is complete, I email Melisa M., Joyce and Melissa B. all the pertinent information and create certificates for the winners. I am in charge of contacting the teen (Grades 6–12) winner while someone in CSD contacts the tween (Grades 4–5). I am really enjoying this challenge and hope that our two departments can collaborate on another project in the future. Here are the week one, two and three challenge teen winner's creations.



Kelsey and I both recorded book talks for **Teen Book Babble**. Jeffrey F. (Studio 300) was kind enough to provide in-depth training in iMovie which meant I was successfully able to edit Teen



Book Babble, episode 7. I used Studio 300 equipment to edit our footage. I was really pleased with the final product. I was able to edit three more episodes of the series and give them all a cohesive look. This series also does much better on Instagram racking up over 50 views so far.

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. We had a huge influx of submissions in January (168 submissions) with a majority of them coming from Plainfield East High School students. We had 78 recommendations come in over seven days! I am responsible for creating volunteer letters for each student and then emailing them all out. Communications continue to post these recommendations on Instagram for #TeenTuesday. We continue to include these recommendations on our Teen Reads website as digital booklists. I put together a list of diverse books and created a LibraryAware newsletter that will go live in February.

Teen Winter Reading Challenge

Our **Teen Winter Reading Challenge** started on January 18. We are using Beanstack to facilitate the program. Teens in grades 6–12 are challenged to read 180 minutes a week. Once they reach that goal they are entered into our weekly drawing for a \$15 Target gift card and a free paperback book. We had 16 teens register in January and of those, 14 teens in middle school and high school have read 8,212 minutes. We have had two weekly winners so far: Jade V. and Aiysha S. Both students were happy to select a book from our stock of Summer Adventure prize books. The challenge will continue into February so I will be doing some extra promotion with our schools. Right now, a majority of the students registered are from Brooks Middle School and Bolingbrook High School. I will be contacting our other middle schools to see how I can help promote the program to their students.

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:

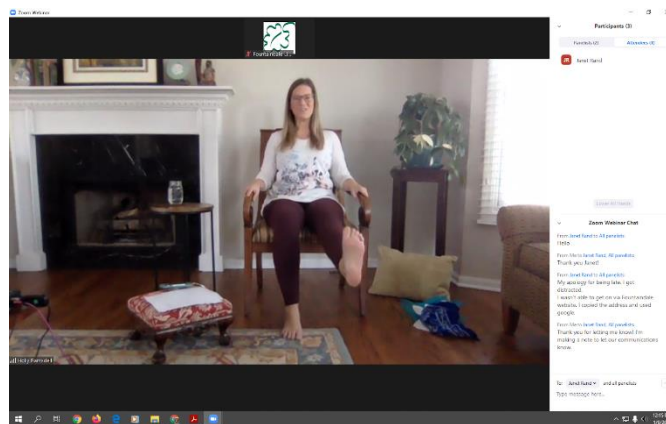
Programming:

From Nick M. Report

Ageless Grace (1/9,1/23)

I wanted to get Ageless Grace scheduled here at Fountaindale because I felt that there needed to be more programs aimed at our older patrons, especially ones that increase mobility. So choosing Ageless Grace seemed like a great idea for doing just that. And while the initial showing wasn't the most successful, the increase from one session to the next shows some real promise that I hope we can capitalize on.

I plan on getting this program to become more consistently scheduled and I'm going to try to organize with our communications team to see if this would be a good program to host on our YouTube Live. I would want to put it on Facebook Live instead, but with the kerfuffle caused by the Blues Brothers event, I'm concerned we would face the same issue with the music that would plan in the background of the program.



Sewing
String Tube Pillow (1/11)
Embroidery Hoop Organizer (1/25)

Kellie's class continues to be a rock for our programming cycles. With the move to opening up the classes to just be published YouTube pages, I really feel like we are getting a good reach to all of the patrons that would want the classes. We have her scheduled for the spring programming cycle and will discuss hosting her again for the summer cycle as well.

Update on ATSD Staff Site and Other Projects – Agnes Babinski

Tax Forms:



The tax form carts have gotten an upgrade.

Last year, I tested backers for forms (long cardstock with the form number/name at the top, peaking out over the forms) to see if they would help with clarity. Unfortunately, with the angle of the shelving on the cart most of them were not visible without considerable acrobatics. This year I tried something different, I printed them up as labels that are attached to the rim of the shelf.

Each set of forms is color-coded: Red/Yellows are Federal forms, and the Blue/Greens are state. Additionally, forms and

Instructions are paired by color to make it a bit easier to see what is going on. I also set up plastic magazine holders for the extra forms held behind the desk and labeled them.

Reference Form:

The new digital Reference Form was completed and published this month. We had a few bugs to work out and had to redo the spreadsheet a few times to get our auto-sorting scripts to work. The form and sheet are functioning well, and we have had four reference questions submitted and completed since its debut on the ninth.

I would give it a successful rating just based on how in-my-face it is every time I open up the ATSD site.



Summer Adventure: Book Nook:

Anna and I discovered our mutual love of book-nooks over some crafting-talk this month, and Anna had the idea to make some for the library as part of the summer adventure program.

If you aren't already familiar with them, book nooks are little scenes crafting to fit on a bookshelf between books:

Anna's idea has been approved, and we've gathered a small group that is interested in helping with idea brainstorming or building. We are going to be measuring shelves for lumber dimensions and narrowing down our list of scenes. I believe the plan is for one book nook to be displayed per week as part of the scavenger hunt, with a clue leading patrons to where the book nook and relevant books are located.

This is going to be exciting; we've got a great array of tools at our disposal and plenty of time to work on it.

Librarian Highlight

Brian S.

For the Music & Vinyl Discussion Committee we discussed and took a look at some possible portable record players to be added to the collection for check out. We also continue to add titles to be considered for the collection in the Vinyl Spreadsheet. We also began to test record players from Victrola and Crosley to eventually create a handout on how to operate them. I will be working together with Patrick from Studio 300 on this.



Native American Flue Class, X-Meets-Y Book Club, and Great Reads Book Club carried on as usual. Our groups are happy and there are few to no technical issues.

Librarian Highlight

Jay P.

Attendance/Statistics

I published my first book talk video, Leadership Strategy and Tactics: Field Manual. While it took several attempts to record, it was a fun exercise. Jocko Willick is a staple of the Business/Productivity/Self Improvement reader based and future reviews will target this area. Two patrons I spoke to who had seen the video said they enjoyed the recommendation and were looking forward to future videos. I already recorded a 2nd and a 3rd will be finished sometime next month.



My upcoming and last Virtual Morning Job Club talk will be on budgeting. This is my longest talk yet at 40 minutes. It is the most work I have put into a speech for a while and researching for it was an excellent way to examine my own financial habits. To recommend our Lynda resources, I watched "*Budgeting in Real Life*", "*Managing Your Personal Finances*" and "*Financial Wellness: Managing Personal Cash Flow*." Once this is complete, I have several career/business projects I would like to complete:

Librarian Highlight

Erica E.

Book Talks

I filmed, edited, and uploaded 1 book talk video for patrons to enjoy this month! My book talk this month was on the book, "*The Midnight Library*" by Matt Haig. It has 23 views so far! You can find the video here: <https://www.youtube.com/user/FPLStudio300/videos>

Book Clubs/Programming

The Chills & Thrills book club met via Zoom on Wednesday, January 6th to discuss "*After Anna*" by Lisa Scottline. We had 11 people in total which was a great turnout! The book was very well liked by most people. Subha led the book discussion and she did a great job! One special aspect of this month's book club was that a longtime member was able to join us for the first time in a long time! Maria has been a member for many years but isn't often able to attend the meetings and with COVID that has been even more difficult.

The coffee and conversations book club met via Zoom on January 19th to discuss "The Giver of Stars" by Jojo Moyes. We had 8 people in total! Some of our regular members are down on vacation in Florida right now which we are all very jealous of! We did have one of our regulars, Norma, join us for the first time in a long time! This month's book was particularly interesting because we read a very similar book called "The Book Woman of Troublesome Creek" last year. I wrote a blog post on the similarities between the two books [here](#). Everybody in the group for this month's meeting had read both books so I was grateful that everybody was able to contribute to the discussion in comparing the two stories.

The wheels are really turning for One Book, One Brook this month! I worked with communications to get a form on our website where patrons can request a free copy of the book! We have 25 books in total and they have all been claimed already! I'm so happy that patrons are excited about our book choice, *How to be an antiracist* by Ibram X. Kendi! Many patrons have already come to pick up their books and I received a lot of great feedback! People are very grateful that the library is doing this program and they are excited to share their thoughts at the book discussions in February! Communications worked hard to create advertisements for this event and they also made this wonderful blog post outlining all of the programs that will go along with it: <https://www.fountaindale.org/2021/01/22/one-book-one-brook/>

Readers Advisory:

We had another great month with 3 Personalized Reading Recommendation submissions! 2 of them were for children's items and the last was for teen! It's great to see people of different ages using the form.

This month, I shared an idea with the Collection Usage Committee for the Personalized Reading Recommendation form! I came across an idea of "Curbside Bundles" from a few libraries in the area. The idea is that patrons will fill out a form with some genres/topics that they are interested in and then staff pull about 5-10 books and/or DVDS for them and put them at the drive thru! I think that this will increase our checkouts and get patrons excited about using the personalized reading services! At the Collection Usage committee we agreed that it would be best to just add an option for folks to pick up their recommendations at the drive thru after they fill out the form Therefore, I will be working with Communications to implement this change!

Specialist Highlight Ben J.

We have more computers again! Patrons have been really enjoying our additional computer availability and seating. One patron in particular expressed how happy she was at all the desk we had available upstairs, as she was looking for a place to go out of the house in order to study orthodontics.

Many computer commons patrons have been very appreciative of our tech help and patience on topics that are unfamiliar to them. There is one patron who comes to mind who likes to refer to me as the "man who wears many hats" in reference to all the different tasks the specialists on desk may be required to perform.

Staffing:

Christopher asked me to do some video editing for his Microsoft Excel video. He wanted me to remove some of the longer pauses in the video caused by splicing clips together. I removed the dead time, added a title card, added section text, and put in some light background music. I've been working out the logistics of running an adult D&D program here at the library. I sent Nic some information about what I think a good D&D program would require, and have been looking into good adventures to run for potential future players.

Specialist Highlight Bradley B.

Teen Book Babble: Black Voices in Graphic Novels



This month I created a Teen Book Babble video that focused on Black Voices in Graphic Novels. This was a great learning experience and gave me the opportunity to educate teens about the importance of recognizing diverse voices in graphic novels. From a technical standpoint, I learned how to use iMovie software to record and edit videos. I learned more about Studio 300 and the equipment they offer as well since I recorded my video there. I think this was a great platform to share graphic novels by Black authors and illustrators, and can

spark interest in teen readers that may not feel represented in graphic novels. In the video, I review five graphic novels representing Black voices that are available in our library.

Specialist Highlight Allyson P.

I wrote and published a blog post this month titled “Get Ready for WandaVision with These Comics.” This allowed me to talk about what I like about and look for in superhero comic books/movies and advertise the library’s Hoopla database, DVD collection and Rokus. This is a post I have been wanting to write since I’ve started at Fountaindale but had to delay due the show’s release date getting pushed into January.

One of our brainstormed display ideas came into fruition with a Groundhog Day display that features books and movies that center on time loops (one of my favorite tropes!). I created the display’s sign, helped Erica compile a list of materials and wrote a blog post for Groundhogs Day. It is now on display on the library’s 2nd floor.

From Joyce Arellano’s report

Children’s Services

Monthly Overview of Children’s Services:



We offered plenty of winter-themed programming, but we also took a break from the cold weather with island-themed Travel Bags and a beach party-themed Mini Movin’ & Groovin’ on Zoom. We collaborated with Adult & Teen Services to offer a Lego Challenge for tweens and teens. We completed a successful Winter Reading Program. After children received their Student Success Cards, families visited the library to use them! Many families said it was their first time visiting Fountaindale, and CSD staff made sure to give them a warm welcome.

PROGRAMMING



ARTS & CRAFTS

ACTIVIDADES PARA NIÑOS (YouTube)

• Muñeco de Nieve <https://youtu.be/30JECk0Aapas>

• Pinguino (45 kits) <https://youtu.be/qeTYa5lqJOQ>

"This is an inexpensive craft that can be done with materials that anyone has around the house. The sock snowman makes a great sensory toy. The [penguin] craft is a combination of different crafts from different sources. I am glad the craft was popular with our patrons." *Andreea D.*



LIVE LET'S DRAW: Snowman (Zoom, 6 attendees, 25 kits, recording published to YouTube)

https://youtu.be/TKElyD_7HYo

"Had a much easier time with this one. Set up two cameras: iPad and a laptop (with Joyce and Melisa's help.) I was able to use the laptop to see the kids and talk to them before and after the program. With the iPad I was able to zoom in on the snowman and really teach some drawing techniques. A mom came in, too, and thanked me and told me how much fun they had. She said she is a landscape designer and she loved the creative outlet for herself and the kids." *Chris Z.*

TAKE-IT MAKE-IT (793)

We offered more fun crafts this month and included plenty of winter-themed projects. 3 out of the 19 Take-it Make-it themes had accompanying YouTube videos that aired this month.

- Clothespin Foam Airplane https://youtu.be/p_1xpL7m4SA
- Pikachu <https://youtu.be/4oYh4MxQjz4>
- Coffee Filter Snowflake <https://youtu.be/HWhViqBfI7M>





READING, WRITING & PUBLISHING

LET'S BE PEN PALS (11)

"Sent a few more replies to a pen pal. His grandma was in and was telling me how much he likes the letters. He sent a great joke in the last one... How do you plan a party in space?... You PLANET! Added some "snow" to our library card to send him his latest reply ahead of our first snowstorm." *Chris Z.*

STEAM & LEARNING FUN



ADVENTURES IN HOMESCHOOLING: Ethiopia (YouTube, 35 Kits)

<https://youtu.be/d8Y-hmTYaFQ>

"I put together 35 paint and decorating kits in varying colors for the Queen of Sheba treasure chest craft project. We had about 8 left over on the Sunday after the program aired." *Debbie S.*

"A patron called to thank Debbie and me for the homeschool program. Her now 9-year-old attended the program when she was in kindergarten, however, they moved and had a few years in public school. They are back to homeschooling and couldn't be happier with our content and how we enhance their social studies curriculum." *Kathy B.*

LIVE ROOTS: Jackie Ormes & Carl Cotton (Zoom, 10 attendees)

<https://youtu.be/fFCzic3b8mQ>

There are not many books (especially books for children) about this month's hero (taxidermist Carl Cotton) and shero (cartoonist Jackie Ormes), so The Third Institute and I did quite a bit of online and external research. Dr. Judith was able to connect with staff from the Field Museum, and they excitedly sent us photos and information about Carl Cotton from their museum archives. A rep from the museum said that Cotton is not widely known and they are so happy that we are bringing attention to his amazing work. We made sure to send the Field Museum a link to the program recording. Patrons who attended the live Zoom webinar said they look forward to visiting the Field to see Carl Cotton's work in person!

JUST FOR TWEENS

TWEEN DIY

- Snow Globe (YouTube, 12 kits) <https://youtu.be/sNjLmITlaCE>
- T-Shirt Bags (11 kits) <https://youtu.be/WoQZ22DDljM>

"For the [snow globe] kits I included an instruction sheet, a container with clear glue, a container with a small amount of glitter and the snow globe with a small tree glued on the cap. I also included a snowflake ornament I found on Cricut because I felt the snow globe was too simple. This DIY was so easy and inexpensive that I think I am going to do it again." *Melisa M.*

"This month tweens were able to pick up materials to make a t-shirt into a bag. Staff from around the library helped by donating old shirts. Lea was particularly helpful, giving me several Fountaindale 50th Anniversary shirts that the library no longer needed." *Sarah D.*



MOVIES, MUSIC & ENTERTAINMENT

LIVE MINI MOVIN' & GROOVIN': Beach Party (Zoom, 36 participants, 31 kits)



Before the LIVE event, we gave away kits that included child-sized grass skirts, leis and paper "surfboards." "Mini Movin' & Groovin' Beach Party was a pandemic success. We had 13 families (36 people total) join Zoom with great participation. I received several pictures of children dancing and 'surfing.' One grandma said the beach ball dance was her granddaughter's favorite." *Kathy B.*

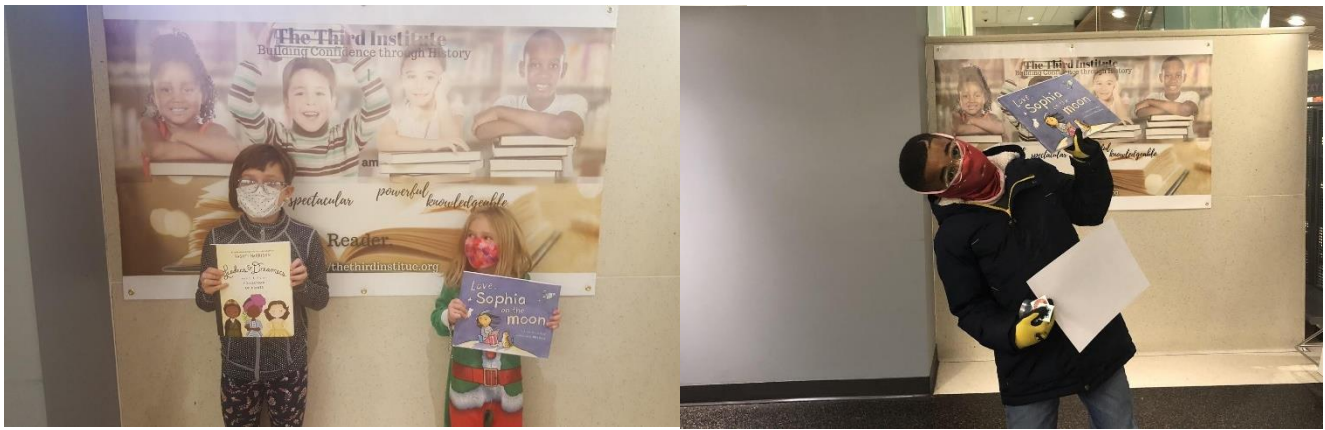
"Today I got to host a live Zoom event for Kathy's Mini Movin' & Groovin' (with the help of Joyce.) I was really nervous at first, but it was a lot easier than I expected. Only one child commented in the chat that it was really a lot of fun, which I replied to. I also sent a message to the whole group thanking them for attending. I, too, enjoyed Kathy's Beach Party!" *Susan F.*

READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (358)

WINTER READING PROGRAM (78)

Despite the pandemic and remote learning, our Winter Reading Program was very successful. Like Summer Adventure, we registered less children this year than last year. However, it was exciting to see a much higher completion rate this year! 82% of registrants finished the program! "Even with the current situation I think we have gotten a pretty good turnout. As the children came in to turn in their logs and claim their prizes, they were excited to show off their finished Bingo cards. The parents have also mentioned that their children have really enjoyed doing the different activities and reading some new books." *Marta M.*



PUBLIC SERVICE

This month we answered **1,141** reference questions and **191** directional questions. We also assisted with 25 one-on-one appointments and 7 teacher requests.

CSD experienced many wonderful interactions with children who received their Student Success Cards. A **HUGE THANK YOU** to Outreach, Circ and everyone who made this happen. It is amazing to see children carrying stacks of books to the self-check machine, and what a pleasure it has been for us to meet so many new families.

“A family came into the library, and I heard them tell Security that they just received the library card from school and this was their first time here. They came to the CSD desk and started asking questions about books. I was able to show them around the department and point out the sections of the different books they were looking for. The youngest child was in kindergarten and was very excited to get books where he could learn to read. When I pointed out where the *Disney Cars* books were, he started jumping up and down and could hardly contain himself. At the end, the mom asked if we had any GED-related books. Her eyes lit up when I said yes and wrote down the information for her. I think it’s amazing that we were able to partner with the school district to issue the cards. I’ve been seeing quite a lot of patrons coming in with the cards who say they have never been here before. It’s so exciting to see people learning how easy it is to take advantage of all we have to offer.” *Jen F.*

“A little girl approached me, held up her Student Success Card and said ‘my teacher gave this to me and told me to come here. What do I do with this?’ I responded that there was so much she could do with her library card and told her about all the things she could borrow. Her eyes went wide and she nodded eagerly when I asked her if she wanted to look around. Kathy then gave her a tour of J Fiction and helped her find some good books!” *Joyce A.*

“A patron came in with a question about a book her daughter checked out this weekend. She said they recently moved to Bolingbrook, and it was their first time at this library (prompted by the school mailing out the library cards) and she was so excited to see all we had to offer. She told me she was struggling with getting her daughter excited about reading. After asking about her daughter’s interests, I mentioned the Rick Riordan Presents imprint and she was super excited about that idea, not just for her daughter, but for her, too. I mentioned some of the books that I have read from the imprint and she wanted more information. I found the first book of Aru Shah for her, and then printed out the list from Rick Riordan’s website so she could see an overview of each of the books.” *Jen F.*

PERSONALIZED READING RECOMMENDATIONS (1)

“I responded to a family that asked for personalized recommendations for books for their daughter and movies and television for them to watch together.” *Sarah D.*

TWEEN BOOK BOX (14)

"When I was here on Saturday, I checked in four boxes and two of them were on hold. As soon as I put one out [at the desk], it was gone. And someone was waiting for the fourth! It's so gratifying to see this response." *Melisa M.*

STORIES OF THE MONTH:

"One of my favorite moments was when I helped two tween patrons print out stickers for their slime business they are starting. It was so cute and they were extremely grateful that I was willing to help them. I loved helping these mini entrepreneurs!" *Melisa M.*



Library staff received a donation of KN95 masks from the Real Freedom Organization. Members of this organization include a family who were regular attendees of CSD's programs. "Donovan is a boy that used to attend library programs when he was younger. Although he is an English speaker, he enjoyed the Diez Deditos Storytime program and attended them often with his mom. He spent many evenings at the library completing his homework while his mom used Studio 300. They are a wonderful family. Over the years I watched Donovan grow and develop into a caring young man involved with the community." *Andreea D.*

DISPLAYS

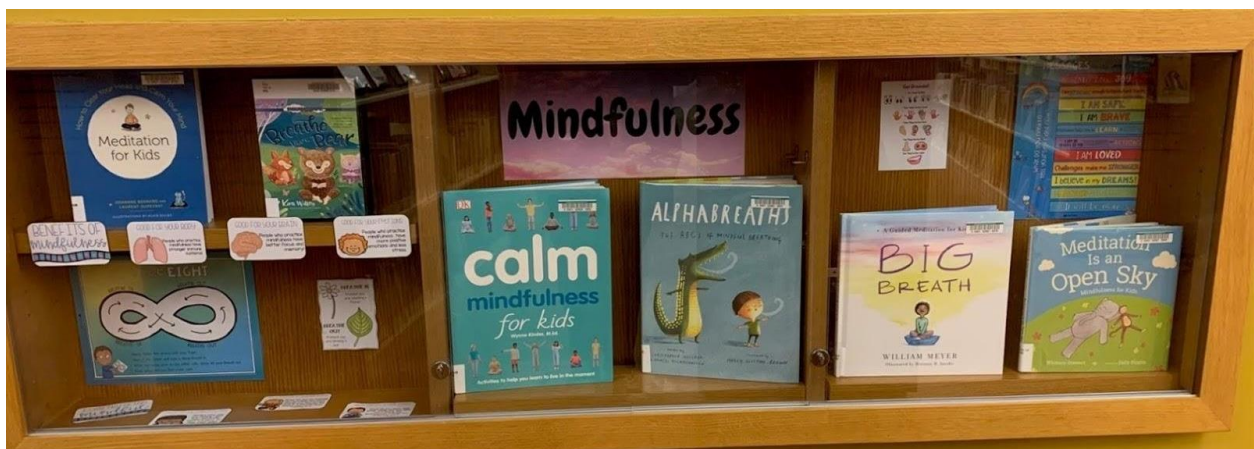
DISPLAY CASES

Show and Tell Display: Rosie W.'s Lego Collection

Rosie W. wanted to share the different Lego sets she has built. This display tied in very nicely to the Teen & Tween Lego Challenge!



Mindfulness "Now that the holidays are over and a new year is beginning, I wanted to make my display about mindfulness. I included several books and one DVD about mindfulness and meditation. I have small images that talk about the benefits of mindfulness (benefits your body, brain and emotions), several different ways to breathe, positive affirmations and ways to be mindful (pay attention to your breathing, senses and feelings.)" *Jen F.*





Teen & Tween Lego Building Challenge

Melisa and Randi in ATSD used the display case near Baby Park to highlight the Lego Challenge.

From Amina Ali's report

Circulation Services Department Summary

In the new year, Circulation continued to work on Student Success cards. Any cards that could not be merged were routed back to Outreach. We also continued to tweak changes to the account registration by making sure all cards have the 3 year expiration/address check date, corrected the patron statistical class, updated the patron short note field, and set up an automatic renewal process for young adult and juvenile library cards in our District.

Our hold shelf area prepping and painting began at the end of the month. Old placards on the shelves were removed since they were not being used/hadn't been used in sometime. The area was sanded down, then painted. There is still some work to be completed, that will be finished in February.

Circulation also interviewed for a new Aide position at the end of January to replace Circulation Aide Jenna J. who left for her first semester of college at the beginning of the month! Circulation should have a new Aide by the middle of February.

LACONI will be continuing their popular Brown Bag Lunches series starting in March. We continue to meet to focus on discussions and give updates regarding services as Circulation and how other library departments adjust to re-opening to the public.

Kate T., Assistant Manager

In January, Circulation started to focus on helping patrons with their Student Success cards and accounts now that all students have received them in the mail. We fielded many questions regarding the cards from both parents and students. I created spreadsheets for each of our Lead Specialists and myself to work on by taking a look at the students accounts that were not able to be automatically merged.

I was able to attend the Fountaindale Pinnacle meeting, Programming Committee meeting, and the Summer Adventure meeting.

Mary S., Lead Specialist

Fountaindale rang in the new year in January by welcoming 91 new library cardholders. During this month, there were 28 found personal items in the library. The number of unclaimed holds (items requested by patrons) ranged from as many as ten, and even some days when there were zero! There were fewer deleted from the catalog items returned to us in January--just three in all.

Ann B., Lead Specialist

On Thursday, January 21, 2021, I attended the monthly Music & Vinyl Record Discussion via Zoom meeting. This month we addressed several items. So far, we've obtained about 200 titles for the collection. In addition to the vinyl albums that have been purchased, several portable turntables have been purchased as well. Christina Theobald has found a slimmer protective case that will work better for checking out the albums. She has purchased enough so that some can be distributed to CIRC as well as ATSD to accommodate those patrons who might check out at the Circulation desk as opposed to the ATSD desk. Christina also opened a discussion on potential shelving systems. Currently we're thinking that bins similar to the ones used for the Children's Department's Easy Series, Board Book, and Easy Concept collection would be a good option. Patrick Clemens was recently in the Elmhurst Public Library, which has a vinyl collection, and he gave a review of the shelving system they use. Based on where we are at with the task force, Christina feels that we are making great progress. She has asked the task force to start thinking about ideas for promotional launches for the collection and has begun discussions on how each department will handle the collection, from Collection Services' role, to ATSD's role, to Circulation's role. I am still adding potential albums to purchase for the collection to the vinyl spreadsheet as well. Our next meeting will be held on Thursday, February 18, 2021.

Leigh Anne V., Lead Specialist

Circulation did not receive as many high tally stats for the month of January. We answered 11 reference questions, 98 directional questions and 41 one-on-one interactions with our patrons. I also collected the Drive Up numbers which were much busier, with a tally of 1217 visits during the month!

Harris K., Lead Specialist

The Student Success Card program continued in January with Lead Specialists merging library cards into the Student Success cards. Most cards were merged in bulk by our ILS manager, but some needed to be done manually due to blocks on the library cards. I finished merging all cards for Pioneer Elementary which had over 125 accounts. I am currently working my way through Brooks Middle School which has over 500 accounts!

The Collection Usage Committee meeting was held on January 19th. We learned that 39,970 print items were circulated in December. The top three circulating movies were *Mulan*, *Bill & Ted Face the Music*, and *A Charlie Brown Christmas*. The top three books were *A Promised Land* by President Barack Obama, *Becoming* by Michelle Obama, and *The Book of Two Ways* by Jodi Picoult.

Circulation Statistics

New Patrons Registered	90
Holds Pulled From Shelves	9,512

Drive Up Statistics

Total Visits (January 2021) 1,217	Previous Month (December 2020) 1,174
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Drive Up Statistics Summary

- We had **1217** visits (pick-ups) at the drive through this January, which is up from **1174** in December.

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.

The rubber floor and expansion joint in the Children's department has been repaired. This work was completed during the overnight hours when the building was closed to patrons since it would involve extensive work in a public area where children are present. We are planning on refinishing the entire floor in this area in the next few months which will blend the look of the old floor with the new floor much better.

The exterior door leading from the recycling room to the dumpster corral was recently replaced. The original door frame corroded from the elements and needed replacement. Painting of this door will be scheduled in the summer months.

The 2020/2021 Disaster Plan update has been completed and stored at the predefined areas listed in the plan. Annual updates are required in order to keep the plan updated.

Many pieces of Haworth furniture throughout the building was recently repaired under our 10-year warranty. Since the warranty period was ending, we asked our vendor to inspect our furniture and create a larger warranty claim.

Continued 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.

Security Report From John Hopkins (Security Supervisor)

Staffing

The security department has two open positions for part-time building security monitors. Applications are still being received and reviewed, and interviews are being conducted. In the absence of the 50 hours per week of coverage created by these vacancies, scheduling options have been extremely limited, often leaving just one security monitor on duty for the building at certain times of day.

Thanks to some help from the PIC group, there has been no loss in coverage of the lobby entrance post where occupancy is tracked, and face-covering issues are resolved. Between the lower patron occupancy, and occasional assistance from other staff, the overall safety of the facility remains uncompromised.

Valley View School District

VVSD resumed in-school classes on a modified schedule. Brooks Middle School's proximity to the library provides the greatest impact to library operations when students schedules are changed, such as on early release days. Security prepared for the possible return of BMS students returning to the library after school, as the library was still under Tier 3 Mitigation restrictions at the time. However, the return to school did not result in a notable increase in student traffic or the consummate behavioral guidance required from our team.

Patron Occupancy Stats

Patron occupancy rose in the final week of January when Tier 3 Mitigation restrictions were eased to Tier 1. Patrons were able to use the computer commons, and sit at tables on the second and third floors which prompted the return of many patrons to use these areas. Peak occupancy was observed around 40 patrons with the return of seating areas, and typical patron occupancy was approximately 20 patrons at any given time.



ZENDESK – In January, 43 new maintenance tickets were created, and 41 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

January 2021 Statistics Snapshot

- 2,726 new items added to collection
- 8,893 old & worn items were withdrawn
- 45% circulation increase in Adult World Languages
- 18% circulation increase in Adult Graphic Novels
- 17% circulation increase in Young Adult Fiction (also the collection yielding the highest circulation change compared to January 2020)
- 13.76% increase in digital collection usage
- 262 interlibrary loans processed for our patrons
- 448 items repaired

Studio 300 and Outreach Collection Inventory

I have been working with Studio Manager Jeffrey Fisher and Outreach Manager Tana Petrov to inventory the Studio 300 and Outreach collections. Both departments' staff have been working exceptionally hard to inventory all items. After each round of inventory, I have been running reports to identify what is not inventoried and likely missing. The Outreach department completed the inventory and we **identified and removed 555 missing items** from the library catalog! The Studio inventory is being completed in stages. I look forward to its completion and an even cleaner catalog!

Pinnacle Meetings

January was a busy Pinnacle month, as my staff and I attended several Pinnacle committee meetings and workshops. I moderated our **Fountaindale-Pinnacle meeting**, where each Committee representative provides progress updates to our Directors and the Management team. I also attended a **PinTech** Committee meeting, where we began discussions on a new diversity controlled vocabulary list to be used for searching in the public catalog. Lynnette and I attended a **PinDigital** Committee meeting, where we discussed digital magazines now available on our Pinnacle OverDrive platform. We also discussed possibly lower our holds ratio due to the great success of the Advantage Plus program, which allows each individual library to purchase extra copies to fulfill holds out of their own library budget. My team and I also attended a few **Pinnacle Workshops**, including the new Pinnacle Collection Analysis Tool and an Introduction to Simply Reports.

Winning Display of the Month:

Martin Luther King Jr. Displays



Collection Services Staff Updates

From Brett Luminais, *Children's Collection Librarian*

In January, I maintained a focus on ordering, and strove throughout the month to be ready to meet the goal of expending the fund lines I manage to 70% by the end of February. Maintaining a steady expenditure of funds is crucial to preventing rollover of expenditures onto next fiscal year's budget. Part of this focus was specifically on preparing the Outreach collection for Opening Day with the new Bookmobile. I selected Juvenile Music CD, Juvenile DVD, Juvenile Fiction, and Juvenile Nonfiction titles. These orders for opening day are essential to refresh the collection by replacing old, popular titles, and keep it vibrant and relevant with new materials. I also finished preprocessing five STEAMboxes for cataloging and delivered them to our catalogers. The goal is to have new STEAMboxes ready to circulate in Maker March, and do unboxing videos as part of the content for Maker March. To support this goal, I selected and ordered new STEAM kits from Penworthy. There are a few advantages to these preconstructed kits. Primary among the advantages are that the kits are ready-made, removing the burden of determining which materials to use for each kit. Additionally, several of the kits are of topics that will fill out our collection of STEAMboxes. None of these themes is addressed in any of our currently existing kits. These themes include emotions and empathy, yoga for mindfulness, trucks and tools, I love animals, and

dinosaurs. During this time, I also focused on planning for Black History Month. I created two lists of appropriate titles for two separate displays for different audiences. The first list focused on readers of third grade and above, while the second focused on readers of third grade and below. In each, I took care to include #ownvoices titles. To tie into this, I also wrote a short blog post about the start of Black History Month and included a small selection of #ownvoices that young readers can use to kick off their reading this month. Finally, I was given a bibliography that originated from the “Telling a People’s Story” exhibit currently on display in the lobby. I reviewed the list of roughly 120 juvenile titles, cross-checked them against our collection, and purchased any titles not currently held by the library, and marked any #ownvoices titles after confirming their #ownvoices status.

From Lynnette Hopwood, *Adult Collection Librarian*

January has seen a flurry of activity in our department. Our fire tablets have had books loaded and they have been cataloged. We will be ready to debut them in March. Our department aides have been busy creating displays and withdrawing items from my approved lists. We have seen an improvement in the CollectionHQ statistics. My personal goal is to keep improving the statistics so that we meet or succeed the national average of libraries our size no later than December 2021. We are very close to that goal already.

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 world language, Lucky Day, Vox, and Young Adult Fiction items. The reference collections were discovered to be cataloged with many different codes, and need cleaning up and consistency. It was decided that all adult, young adult, and juvenile reference materials will now follow the call number prefix format: REF [age level] [MAG if magazine]. All Professional collection materials will now have the prefix REF STAFF and a stat code of Adult/Young Adult/Juvenile Reference: Staff. Locations of these will be denoted by shelf location. In the J Reference collection, I recataloged 61 items to the circulating nonfiction collection. This is all in an effort to make reference materials more accessible to patrons. The creation of the Outreach Holiday collection began this month. Call numbers in this collection will have the prefix [Collection prefix] HOLIDAY [Holiday name]. I recataloged 39 Valentine’s Day items for this collection. In the monthly selectors meeting, it was decided to eliminate the Career collection. Its original intention is no longer relevant and the materials are not circulating well in their current location. They will be interfiled in the regular adult nonfiction collection. It was decided to eliminate the 3D movies in the adult and children’s collections. This format never became very popular, and the collections of these items were very small, with low circulation. Revised weeding procedures are forthcoming, and in terms of cataloging, Christina and I will be the only ones approved to mark items withdrawn in Polaris. Cataloging of the Amazon Fire tablets began this month. I checked over the bib records that Christina made, and have begun adding titles to the contents notes in the bib records. Items will be discoverable by title, author, and series. It was decided this month to continue with the magazine genrefication project. The adult magazine collection will now be grouped and shelved by topic, rather than alphabetically. This method is what bookstores use and will shelve like materials together, to hopefully garner more interest from patrons in magazines they might not have known about. Adwoa began and completed the yearly weeding of magazines this month. I attended a cataloging in Leap webinar from Innovative. While this is a work in progress for cataloging, it still leaves much to be desired in terms of usability and functionality compared to the client.

From Karina Andrus, *Cataloger*

In January, I received training on cataloging Spanish and foreign language materials, Lucky Day items, YA fiction, and VOX books. On January 13th, I attended a PinTech training on Simply Reports. I was able to pick it up quickly and create some reports for my own use. On January 28th, Chris, Christina, and I had a meeting to discuss cataloging issues. The main topic of discussion was reference books and how to better organize their records and consolidate call label information. I suggested that we change the professional collection (PC) prefix to "STAFF", which is what we are now using going forward.

From Jacob Luce, *Acquisitions Supervisor*

For the month of January I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Librarians. Throughout the month I have received all of the vinyl records that we have purchased for our collection. In addition to receiving all of the vinyl records that were ordered, we have also received all of the portable record players that we will be circulating. I also ordered and received the plastic carrying cases the vinyl records will be circulating in. The carrying cases are slim enough to fit on the shelves, but are still able to accommodate a good number of vinyl records. Last but not least, we are successfully set up with our vendor Midwest Tape to begin ordering The Great Courses for our patrons.

From Christine Jason, *Interlibrary Loan Specialist*

I assisted Lynnette with filling in the gaps for our collection of titles by Stephen King. I submitted 17 titles for approval and ordering. I also attended a Zoom meeting for the Pinnacle Collection Analysis Tool. This is new web-based collection analysis tool, designed in Google Data Studio created for Pinnacle libraries only. It allows staff to easily create weeding reports or monitor the status of their collection without using a 3rd party product. Finally, I had a patron submit a request for Interlibrary Loan that I could only located as downloadable archival material. As it wasn't something that could go by the standard procedures, I decided to do some searching and was able to locate a link to the full text of the article using Google. I then emailed her the information so she would be able to view the document.

Circulation by Branch

Branch	2020	2021	Change	% Change
Building	55,165	43259	-11906	-21.58%
Outreach	4981	874	-4107	-82.45%
Studio 300	3419	544	-2875	-84.09%
Digital	8483	9650	1167	13.76%
Totals	72048	54327	-17721	-24.60%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2,017	vs.	DVD	8,235
CD Audiobook	481	vs.	Playaway Audiobook	277

Special Collections

Collection	Circs
Hotspots	41
Laptops	61
Lucky Day	945
Rokus	66
STEAMboxes	87

Physical Collection Circulation

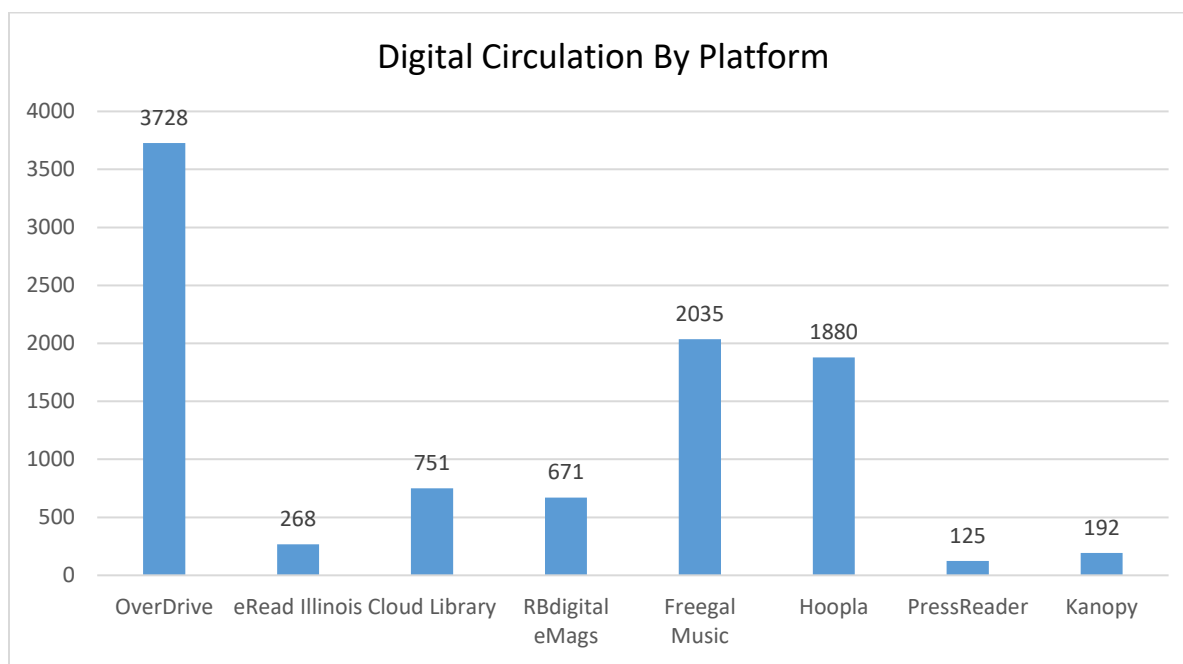
**Sorted Alphabetically by Collection*

Collections	Jan 2019	Jan 2020	Jan 2021	Change	% Change
Adult Audiobooks	1086	767	489	-278	-36%
Adult Fiction	5036	5127	4347	-780	-15%
Adult Graphic Novels	409	527	623	96	18%
Adult Nonfiction	4726	5311	4491	-820	-15%
Adult Video Games	292	430	348	-82	-19%
Beginning Readers	1246	2005	1944	-61	-3%
Interlibrary Loan	277	261	264	3	1%
Juvenile Audiobooks	473	832	447	-385	-46%
Juvenile Fiction	5816	4801	3614	-1187	-25%
Juvenile Graphic Novels	1305	1984	1247	-737	-37%
Juvenile Kits	103	215	71	-144	-67%
Juvenile Movies & TV	4739	4161	2070	-2091	-50%
Juvenile Nonfiction	3925	3781	2900	-881	-23%
Juvenile Technology & Equipment	188	100	103	3	3%
Juvenile Video Games	776	785	723	-62	-8%
Large Print	843	874	560	-314	-36%
Local Authors	12	9	6	-3	-33%
Local History & Genealogy	0	8	0	-8	-100%
Magazines	952	730	661	-69	-9%
Movies & TV	12057	12844	8040	-4804	-37%
Music	1727	1577	1467	-110	-7%
On-the-Fly	15	13	11	-2	-15%
Picture Books	7921	8121	6394	-1727	-21%
Studio 300	3182	3419	544	-2875	-84%
Technology & Equipment	1013	1084	128	-956	-88%
World Languages Adult	117	161	233	72	45%
World Languages Juvenile	602	697	316	-381	-55%
World Languages Young Adult	10	17	13	-4	-24%
Young Adult Audiobooks	63	62	52	-10	-16%
Young Adult Fiction	1081	915	1067	152	17%
Young Adult Graphic Novels	561	744	789	45	6%

Young Adult Kits	4	11	30	19	173%
Young Adult Nonfiction	280	282	168	-114	-40%
Young Adult Technology & Equipment	0	0	6	6	
Young Adult Video Games	1029	910	511	-399	-44%
TOTALS	61866	63565	44677	-18888	-30%

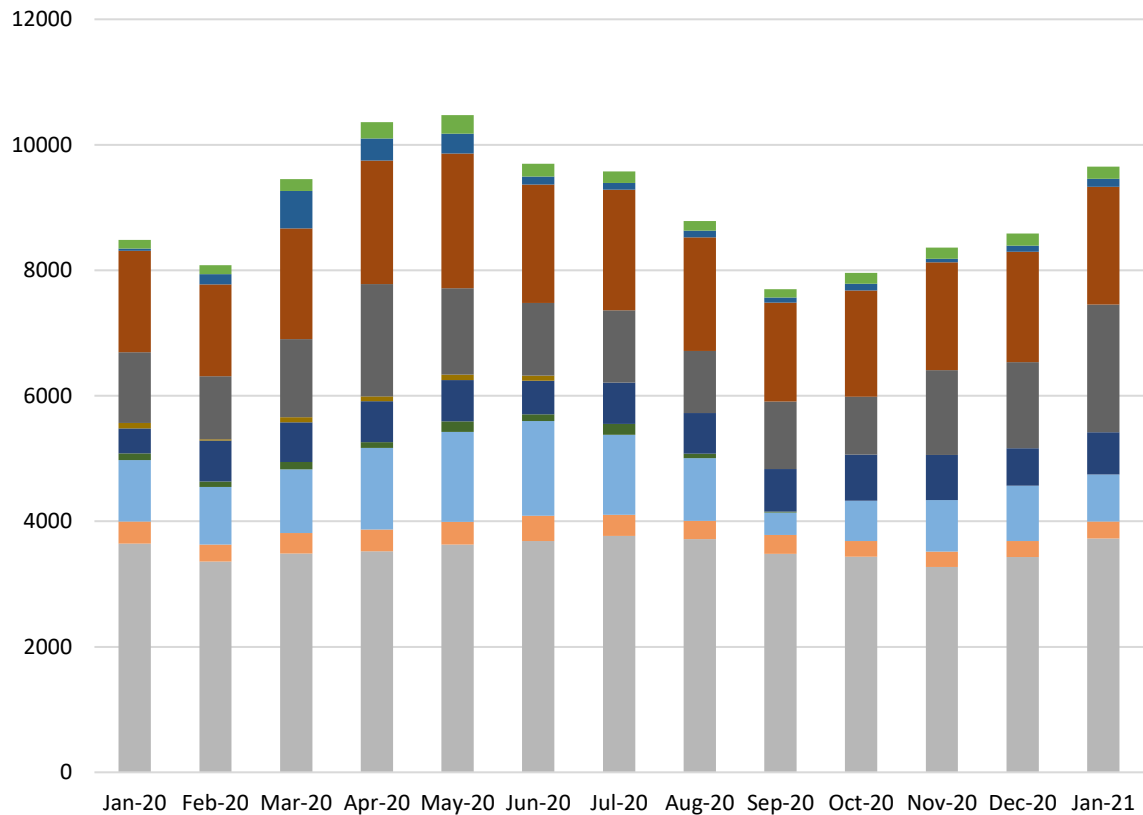
Digital Collection Usage

Digital Platform	Jan 2020	Jan 2021	Change	% Changed
Freegal	1126	2035	909	80.73%
Rbdigital eMags (app discontinued)	401	671	270	67.33%
Hoopla	1620	1880	260	16.05%
PressReader	34	125	91	267.65%
OverDrive	3647	3728	81	2.22%
Kanopy	136	192	56	41.18%
cloudLibrary Shared	523	457	-66	-12.62%
eRead Illinois	350	268	-82	-23.43%
Rbdigital Entertainment (app discontinued)	85	0	-85	-100.00%
Rbdigital eAudio	107	0	-107	-100.00%
cloudLibrary	454	294	-160	-35.24%
Totals	8483	9650	1167	13.76%



For **January**, digital circulation was **17.76%** of the library's total circulation. Too bad it isn't the Tricentennial year!

Digital Collection Circulation Over the Year



Digital Content Fast Facts

Overdrive

- There were **5,321 unique Pinnacle users**, which is a **2.6% growth** from last year. Of those, **Fountaindale had 783 unique users** in the month.
- Checkouts by Format: eBooks: 62.3%, eAudio: 37%, eMagazines: .7%
- Checkouts by Audience: Adults: 86.8%; Young Adults: 6.3%; Juvenile: 6.9%
- During the month, PLC yielded **25,206 total checkouts**; of those, **3,744 circs** were from Fountaindale patrons.

eRead Illinois/Axis 360

- There were **91 active users** for the month, **28** of which are **new users**
- During the month, there were **164 eBook circs** and **104 eAudio circs**
- **eBooks** accounted for **61%** of checkouts, while **eAudio** accounted for **39%**.

cloudLibrary

- There were **82 active users** for the month, **27** of which are **new users**
- During the month, there were **282 eBook circs** and **12 eAudio circs**
- There were **169** instances of **Pay-per-use** titles used

Hoopla

- The **top titles** were *Murdoch Mysteries*, *Jonathan Strange & Mr. Norrell*, *Call the Midwife*, *before the Coffee Gets Cold*
- There were **1,880 circs** borrowed by **400 patrons**
- There were **400 unique patrons**, of which **26 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **44%** of all circs, followed by **eBooks with 31%**, **Movies/TV with 15%**

Kanopy

- The **most popular videos** were *Alone*, *Enhance Performance with Imagery*, *The Man in the White Suit*, *The Mask You Live In*
- Patrons played **192 distinct video titles** and **381 video plays**
- There were **71 active users** and a total of **271** user accounts

Freegal

- This month yielded **1,666 songs streamed** and **369 music downloads**
- Top **streaming music genres**: Rock, Latin Music, Pop, Children's
- Top **downloaded music genres**: Country, Children's Pop, Classical

Physical Items Added and Withdrawn

Items	Jan 2021 Added	Jan 2021 Withdrawn
Adult Audiobooks	34	1
Adult Fiction	656	2103
Adult Graphic Novels	8	6
Adult Nonfiction	245	1202
Adult Video Games	10	2
Beginning Readers	18	55
Juvenile Audiobooks	7	9
Juvenile Fiction	222	134
Juvenile Graphic Novels	60	24
Juvenile Kits	1	0
Juvenile Movies & TV	116	210
Juvenile Nonfiction	89	1043
Juvenile Technology & Equipment	0	0
Juvenile Video Games	20	14

Large Print	51	13
Local Authors	2	0
Local History & Genealogy	2	0
Magazines	282	2793
Movies & TV	487	301
Music	72	48
Picture Books	141	290
Studio 300	2	0
Technology & Equipment	0	7
World Languages Adult	40	293
World Languages Juvenile	13	33
World Languages Young Adult	0	3
Young Adult Audiobooks	1	0
Young Adult Fiction	118	40
Young Adult Nonfiction	11	265
Young Adult Technology & Equipment	0	0
Young Adult Video Games	6	2
TOTALS	2726 Added	8893 Withdrawn

Acquisitions & Processing

- Purchase Orders created and released: 104
- Invoices Paid: 264
- Boxes Received and Opened: 79
- Items Repaired: 448

Cataloging

- Items Cataloged and made available: 2726
- Original bibliographic records created: 15
- Magazines & Newspapers processed: 276

Interlibrary Loan

262	Items Received for our patrons <ul style="list-style-type: none"> • 229 items from IL libraries • 33 items from out of state libraries
202	Items Sent out to other libraries <ul style="list-style-type: none"> • 83 to IL libraries • 106 to out of state libraries • 13 to XYZ libraries

445	Items requested by our patrons this month <ul style="list-style-type: none"> • 415 submitted in OCLC • 13 items were too new to request • 9 were available in Pinnacle • 8 were out of country only
316	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 135 from IL libraries • 181 from out of state libraries • 0 out of country

Weeding & Collection Maintenance

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>	8,480 Down 1,383 Items 7.11%	1,273 Up 200 Items 8.85%	4,971 Down 52 Items 4.92%	14,724 Down 2,609 Items 6.27%
Collection Check - <i>Anything that has not circulated in <u>4 years</u></i> <i>CHQ Recommendation: less than 10%</i>	158 Down 8 Items 1.86%	18 Up 1 items 1.41%	168 Down 15 Items 3.38%	344 Down 24 Items 2.34%
Grubby - <i>Items that have circulated <u>75 times</u> or more</i> <i>CHQ Recommendation: less than 10%</i>	9,951 Up 20 Items 8.36%	573 Up 15 Items 3.98%	10,004 Down 98 Items 9.91%	20,548 Down 65 Items 8.76%
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>	5,096 Down 257 Items 31.77%	831 Up 317 Items 44.16%	2,707 Up 839 Items 24.37%	8,634 Up 899 Items 29.74%
Turnover <i>January 21, 2020 to January 25, 2021</i>	2.69	1.6	1.9	2.28

Displays

1st Floor

Lobby Cart: Holocaust Remembrance – 29

Lobby Cart: Conversations – 79

Lobby Tree: Staff Picks – 134

Homeschool – 92

Lobby Cart: Gone but not forgotten – 59

2nd Floor

New Music – 190

2nd Floor Desk Table – 22

2nd floor cart: Mob movies – 21

3rd Floor

Conversations – 32

3rd Floor Desk Table – 17

Self-Check – 38

Check These Out – 28

Children's

- All about the music – 36
- All about the art – 27
- Mouse Tales – 32
- 1,000 Books before Kindergarten – 103
- Bear Tales – 38
- Valentines – 47
- Juvenile Fiction books you forgot to check out – 14
- Martin Luther King Jr. – 34
- Blind Playdate with a book – 11
- Step into reading – 92
- Bingeable TV – 16



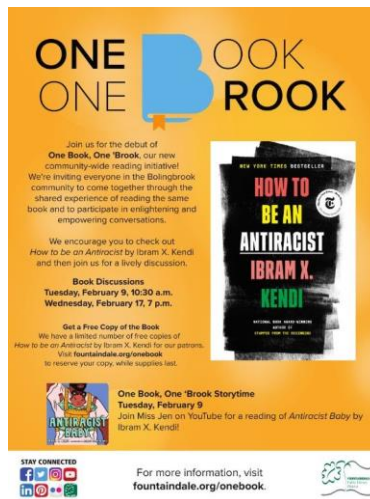
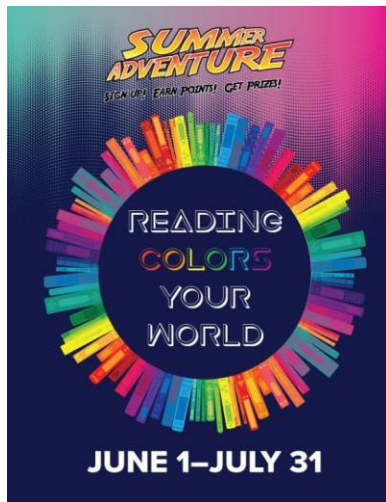


Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 46,505 impressions and 5,787 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 39,746 impressions; 4,814 clicks
 - Kanopy: 2,705 impressions; 423 clicks
 - Digital Collection: 1,688 impressions; 124 clicks
- We auto-renewed 270 library cards with Patron Point.
- Steven designed a new [holds notification email](#) in Patron Point. We began testing the notifications with staff in January. We will start sending to patrons in February.
- Melissa and Steven scheduled, wrote/edited and published 21 blog posts.
- Melissa wrote titles, descriptions and tags for 46 YouTube videos.
 - Our YouTube channel gained 26 followers this month.
- Melissa and Steven have integrated [Instagram Reels](#) into our social media strategy.
- Steven attended a Communico Open House and a Zoom Integration for Communico's Attend webinar.

- Melissa attended an ILA Marketing Forum Roundtable.
- Sabrina created collateral for One Book, One 'Brook, new artwork for this year's Summer Adventure and designed the spring issue of *The Fountain*.



Media

- Author Liv Constantine replied to our tweet of Melissa Luce's book talk of "The Wife Stalker".



Social Media Ads

- Online Book Club paid ad ran December 17–January 6. It cost \$30 and reached 3,754 people and had 137 link clicks.
- Career Online High School paid ad ran January 5–30. It cost \$30 and reached 1,158 people and had 71 link clicks.
- Home Delivery Service paid ad ran January 6–31. It cost \$30 and reached 3,212 people and had 39 link clicks.
- Winter Learning Circles paid ad ran January 6–12. It cost \$10 and reached 1,448 people and had 31 link clicks.
- Tier 2 Mitigation Lifted paid ad ran January 15–February 1. It cost \$20 and reached 2,239 people and had 87 post engagements.

- Books to read if you like Wandavision ad ran January 16–22. It cost \$10 and reached 1,467 people and had 79 post engagements.
- History of Game Shows paid event ran January 21–28. It cost \$10 and reached 1,395 people and had 18 event responses.
- After Effects Animation Presets paid event ran January 21–27. It cost \$10 and reached 1,122 people and had 7 event responses.

Social Media Metrics

- Facebook Metrics
 - 8 new people liked our page
 - 1,351 people viewed our page
 - 67,364 people viewed our content (reach)
 - 8,993 people saw our content because a friend shared, liked or engaged with it
 - 2,744 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 0 new followers
 - 255 page views
 - 8,309 tweet impressions
- Instagram Metrics
 - 20 new followers
 - 362 post likes
 - 13,340 people viewed our content (reach)

Email Marketing Metrics

- MailChimp:
 - 25 emails sent (This includes weekly blog roundup emails)
 - 57 new subscribers (This includes blog subscribers)
 - Average open rate: 26.29% (industry average is 21.33%)
 - Average click rate: 5% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 38.48%

Finance (Jennie Nguyen)

- **IRS 1099 Forms** - In preparation for the 2020 tax season, Finance compiled the report and balanced the 1099s report. The process took longer than usual this year. Most of the process was fairly straightforward until it came to the printing of the forms. The financial software this year offered two form options or 1099-Misc or 1099-NEC. The Library has been using the 1099-MISC form but our system directed us to the 1099-NEC. Looking further into the sudden changes, Finance discovered the IRS changed the forms into two separate forms beginning with tax year 2020. 1099-NEC was non-employee compensation for independent contractors, whereas 1099-MISC was now for rental income or payments. Finance was able to find the form on sale at Officemax and Allyse completed

the online order for in store pickup. This allows Finance to complete the 1099-NEC process and mail both the 1099-NEC and 1096 forms out before the January 31st deadline.

- **Finance Form Updates** - Finance has been working on updating the purchasing and reimbursement forms used by the District. The goal of this update was to create a more efficient and clearer process of completing the forms by the District staff. Many of the outdated information was removed from the forms as well new directions were created. The prevailing wage purchasing form was the key focus due to the change in the State's requirements for the certification of payroll by our contractors/subcontractors.

Finance has been testing these forms with purchases we were making to see if any adjustments were needed. So far, there's been positive feedback.

- **DocuSign** - With the recent changes to the Prevailing Wage PDF, Tasos had inquired about DocuSign. The Library currently has an account with DocuSign which has been used for the Library's program contracts. After discussing it with Nancy and John M., Nancy upgraded the existing DocuSing account and was given a free upgrade until the next payment due date.
- **Cash Register Research** - In search for a more efficient and cost effective option for the 2nd floor service desk to track the transactions and balance the cash drawers on a daily basis, Allyse and Christopher have been working on reviewing cash registers that would best match our requirements. The requirements include the option to select the button for the charge and also the drawer would automatically lock and track the amounts for them.
- **FedEx Package Deliveries** - Finance was informed by Circulation that a FedEx delivery person has been leaving our packages outside the building and not waiting for a staff member to open the door to the receiving area. Collection Management and Building Operations were informed of the situation and asked to keep an eye for the delivery person in order to inform them of our delivery procedure. Kate Thurston was able to catch the delivery driver and he has been informed of the delivery procedure. *Thank you, Kate!*
- **Amazon Package Deliveries** - Finance was informed by John Hodur that Amazon has been delivering packages to the front entrance instead of at Door #5. Finance updated the Finance Amazon account to insert specific delivery instructions. The instruction indicated that all deliveries are only accepted in the "mail room" (closest option Amazon gave to a mail delivery area) and wrote instructions that packages would not be accepted anywhere other than Door #5 and the delivery person would have to ring the bell to be let into the receiving area. Collection Management was also suggested to do the same for their Amazon account.
- **Record Disposal Certificate** - The Library has received our approval of record disposal certificate from the Local Record Commission. This allows the Library to dispose of records within the designated time period. Finance has contacted Tasos for bins and a date for the records to be picked up by our record shredding company. Due to the potential amount of records that would need to be disposed of, Finance has decided to break it into 3 to 4 sessions. The last official record disposal certificate was in 2015.
- **Other: Board payment stats**
 - Bank Drafts - 6 transactions totaling \$51,340.49
 - Checks - 137 checks totaling \$2,812,508.85
 - Invoices - 618 processed
 - Voided Checks - 2 processed
 - Stop Payments - 1 processed

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist
- Building Security Monitor (2)
- Circulation Services Aide

New Employees:

- Anabel Garcia Silva, Adult and Teen Services Specialist, 1/11
- Aariah Long, Studio Services Specialist, 1/11

Departures:

- Jenna Johnson, Circulation Services Aide, 1/2
- Tony Nguyen, Adult and Teen Services Specialist, 1/21

Training and Development

- IMRF-Introduction, Enrollment, Termination, Webinar; Noey and Lea
- Road to Recovery: Vaccine Authorization, Now What?, Alliant Webinar; Lea
- Coronavirus Vaccines: HR and Legal Challengers for Employers, Webinar; Lea
- 2021 Economic Outlook, Webinar; Lea
- Straight from the Source: Retirement Trends for 2021, HR Source Webinar; Lea
- Employment Issues You Need to Know in 2021, Grundy Will HRA Webinar; Lea
- 2021 Legal Update, DuPage SHRM Webinar; Noey
- DuPage SHRM Board Meeting; Noey

Paylocity Recruiting Module

- Monitor the use of the recruiting module.
- Edit training materials as new functionality is added.

Phonevite

- Contact phonevite to determine the cause of missed voicemails when using the emergency phone system.

Anti-Harassment and Anti-Discrimination Training

- Contacted provider, Goodbye Harassment, to coordinate 2021 mandatory annual training for staff.
- Employees will complete the required training during February and March.

Workers' Compensation Audit, Hartford Insurance

- Compiled the necessary payroll information for the annual audit.
- Contacted the auditor to provide information regarding building and bookmobile closures due to COVID-19. Adjusted payroll reports accordingly.
- Worked with Finance to get 1099 information needed.

Information Technology (John Matysek)

- During the month of January, 55 new help desk tickets were created by FPLD staff, and 51 new or existing tickets were solved by IT staff.
- Attended a webinar by vendor PDQ discussing features of the latest versions of their PDQ Deploy and PDQ Inventory software programs.
- Changed the configuration of all patron computers to make them available once again for patron usage due to rollback of Illinois COVID-19 Tier 3 mitigation guidelines.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new replacement print only device for the microfiche scanner in the Local History Room.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed old Chromebooks for patron checkout from the library.
- Worked with Paul Mills to finalize the RFP for replacing all staff computers.
- 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.
- Worked with vendor FatPipe to upgrade the software on the library's WARP network appliance.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began configuration and deployment of new replacement Cisco mobile phones for designated library staff.
- Worked with vendor FatPipe to troubleshoot and correct a memory issue with the library's WARP network appliance.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, started work with vendor Obenauf Auction Services to prepare for public auctions of old patron and self-check computers.

January 2021 District Statistics							Population Total		67683		
Total Circulation Statistics		54,327	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup		43,803	Reading Programs Offered	0	0	2	0	2	18,659	4,659	
Bookmobile		874	Reading Members	0	0	436	0	436	Proctoring	Total Twitter Followers	
Digital		9,650	Summer Reading	0	0	0	0	0	0	880	
Collection Databases			Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers	
			Collections Totals		Population Served	Building	Outreach	Total	314	1,194	
Interlibrary Loan Requests			New Physical Items		2,726	Total Visits	10,172	182	11,625	Scans Sent	Total eNews Subscribers
Items Received for our Patrons		262				New Cardholders	90	0	90	4,062	7,304
Items Sent to other Libraries		202				Active Cardholders	26,439	50	26,489	Pages Printed	COHS Students Enrolled
			% Served		All cardholders **	49,297	Drive through visits	1,271	12,659	6	
In-house checkins (Not part of total circ)		N/A	Active cardholders		39.14%	Computer and Internet Sessions					Monthly Wireless Sessions
			All cardholders		72.84%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks	
						61	32	0	871	8	
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		13	4	4	0	0	Building Front	Building Rear	Church	Ashbury's	
Attendance		17	5	6	0	0	0	26,758	977	145	
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: 4,422		
	Numbered offered	28	0	15	15	6	0	0	6	Android: 890	
	Attendance	540	0	65	65	190	0	0	190		
	Programming hours	32	0	16	16	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	191		
	Numbered offered	7	94	0	101	2	5	0	7	Total Attendance	
	Attendance	110	2,559	0	2669	171	49	0	220	7,574	
	Programming Hours	3.75	81	0	84.75	X	X	0	X	Total Programming Hours	
	Passive Programs for Children					Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages					339
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total			
	Numbered offered	30	1	0	31	0	20	49	69		
	Attendance	991	54	0	1045	0	20	4,630	4,650		
	Programming hours	X	X	0	X	0	6	226	232		
Questions		Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total		
Reference Total		153	62	971	464	1,141	0	181	2,972		
Directional		2	98	557	0	191	0	0	848		
One on One Assistance		6	41	24	0	25	0	0	96		
Comparison to Previous Year						This Year		% change	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older		
Circulation		54,327	75,400	-27.95%	Reference Questions	2,972	4,093	-27.39%			
Visitors		11,625	35,198	-66.97%	Computer Usage	972	5,153	-81.14%			
Card Holders		26,439	24,044	9.96%	Wireless Sessions	6,072	19,616	-69.05%			
Room Bookings		21	734	-97.14%	Program Attendance*	7,574	10,023	-24.43%			

Conference / Event Report Form

Name

Ruth Newell

Position

Trustee

Conference / Event Attended

ALA Mid Winter Conference

Date

January 22-25,2021

Location

Virtual

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

1.Ruby Bridges Speaker on diversity in the publishing world

2.CSK Meeting on up coming Annual conference reorganization and briefing from committee chairs at upcoming 55th anniversary

No answer yet if there will be breakfast at annual 2021,2022,2023.

3. Cicely Tyson Speaker

4. Closing with DR. Jill Biden Speaker

Highlights of Conference / Event

Cicely Tyson speaking about her life and Book Just as I Am

Dr. Jill Biden was the closing speaker she talked about her love for books and why she just felt the need to write this new children's book

It was because her granddaughter being unhappy while her dad was deployed she also shared that she likes actual paper book in her hand

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<http://www.ala.org>

Conference Services Department
Earla J. Jones
ejones@ala.org

ALA American Library Association

January 26, 2021

1168663
Ruth Newell
Trustee
Fountaindale Public Library
300 WEST BRIARCLIFF ROAD
BOLINGBROOK, IL, 60440

Dear Ruth Newell,

This letter confirms your recent registration and attendance at the ALA Midwinter Virtual Event on January 22-26, 2021.

Cordially,

A handwritten signature in black ink, appearing to read 'Earla J. Jones', with a long horizontal flourish extending to the right.

Earla J. Jones, MS, CMP
ALA Conference Services