

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
March 18, 2021 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/85457060330>
Phone Number: 1 312 626 6799 Meeting ID: 854 5706 0330

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 –
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Brooks Café Agreement Addendum (April 2021 – March 2022)
 - b. Approval of Netrix Proposal for Computers Request for Proposals
 - c. Approval of Forward Space Proposals for Glass Partitions and Reconfiguration of Staff Areas
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – Post February, 2021
 - b. Bills Paid Report – March, 2021
 - c. Bills Payable Report – March, 2021
12. Director's Report – February, 2021
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

March 2021 Agenda Background

Paul Mills

7. New Business – Action Items

a. Approval of Brooks Café Agreement Addendum (April 2021 – March 2022)

Our café agreement is up for its annual extension. The current contract provides an option for four one-year extensions of the agreement. If approved, this addendum would be the third of those four one-year extensions.

Suggested Motion: Motion to approve the Brooks Café Agreement Addendum (April 2021 – March 2022) with Ms. Jan Peterson.

b. Approval of Netrix Proposal for Computer Request for Proposals

9 proposals were received in response to the Staff Computer Request for Proposals that we published. John Matysek, our IT Manager, reviewed them and found that the proposal from Netrix was the lowest priced proposal that best met our Request for Proposals.

The cost to the library is \$142,058.50 for the computers and accessories from the Netrix proposal.

Suggested Motion: Approval of Netrix Proposal for the Computer Request for Proposals.

c. Approval of Forward Space Proposals for Glass Partitions and Reconfiguration of Staff Areas

Tasos Priovolos, our Building Operations Manager, worked to obtain the attached proposals from Forward Space to add the glass partitions to our staff areas and to reconfigure our Collection Services area. The pricing is from a contract that the State of Illinois has made available through their Unified Procurement Program. The funds for this work would come from the budget adjustment previously approved by the Board.

The cost to the library is for the two Forward Space proposals is \$106,396.92.

Suggested Motion: Motion to approve the two Forward Space Proposals for glass partitions and reconfiguration of staff areas.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD FEBRUARY 18, 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, February 18, 2021 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by Vice President Robert Kalnicky.

ROLL CALL

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

PRESENT

Present at roll call were Steven Prodehl, Kathryn Spindel, Celeste Bermejo and Robert Kalnicky.

Trustees Ruth Newell and Marcelo Valencia were present via Zoom.

ABSENT

President Margaret (Peggy) Danhof was currently out of state.

FOUNTAINDALE STAFF PRESENT

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

Nancy Korczak and Jeffrey Fisher 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, Kalnicky asked for a motion to approve the agenda. A motion was made by Spindel, seconded by Bermejo.

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

MINUTES OF THE BOARD MEETING – January 21, 2021

The minutes of the board meeting held January 21, 2021 were presented. A motion to approve the minutes was made by Newell, seconded by Prodehl. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – January 21, 2021

The minutes of the Executive Session held January 21, 2021 were presented. A motion to approve the minutes was made by Spindel, seconded by Newell. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that due to inclement weather, the Friends have been unable to get to the library to restock the Nook area. The Friends will stop by next week to work on the Nook.

NEW BUSINESS

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

Will County requested permission to place a ballot collection box at the library for the April 6, 2021 Consolidated Election. The legislative status of ballot collection boxes for the upcoming election is unknown at this time and that may preclude the placement of the box.

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

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo
NAYES: Kalnicky
ABSENT: Danhof

Approval of Revised Circulation Policy

Mills discussed the changes to library card registration and responsibility for damage to personal equipment in the draft revision of the Circulation Policy.

A motion to repeal the existing Circulation Policy and approve the revised Circulation Policy was made by Valencia, seconded by Newell.

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

Approval of Appointment of Executive Director Evaluation Liaisons

The Executive Director Evaluation Liaisons are charged with organizing the Executive Director evaluation process.

A motion to approve the appointment of Margaret “Peggy” Danhof and Robert Kalnicky as the 2021 Executive Director Evaluation Liaisons was made by Spindel, seconded by Bermejo.

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

LIBRARY PROJECTS

Executive Director Mills reported that the floor repair in the Children's department has been repaired. Now the floor just needs to be refinished to match the surrounding flooring.

Mills also commented that library is working hard to maintain the parking lot during this winter. Building Operations Manager Tasos Priovolos noted that the parking lot will most likely need repair in the near future.

Trustee Newell questioned how the roof is holding up with all the snow this winter. Mills remarked that the roof is periodically checked several times a year and is doing well.

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report for January, 2021 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – February, 2021

Bills paid for the month of February in the amount of \$64,768.71 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

Bills Payable Report – February, 2021

Bills payable for the month of February in the amount of \$125,802.46 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

DIRECTOR'S REPORT – January, 2021

Mills reported that RAILS, our regional library system, has changed their materials quarantine time to 24 hours.

Mills announced that Studio 300 Manager Jeffrey Fisher will be retiring in April. Mills and the Board thanked Fisher for his excellent work serving our community.

The request for proposals for staff computers are due Friday morning.

Trustee Prodehl asked about mechanical issues with the Library Express Van.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – The liaisons met on Monday, February 15. The quarterly budget and investment reports are included.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

The Bolingbrook Lions Foundation and St. Dominic Knights of Columbus will hold a St. Patrick's Day drive thru dinner on March 15 at the Levy Center.

Trustee Spindel shared that she will soon be a great-grandmother.

Trustee Newell attended the virtual American Library Association Midwinter Meeting. Newell also shared that once again she will be a grandmother.

ADJOURNMENT

A motion to adjourn the meeting at 7:32 p.m. was made by Spindel, seconded by Bermejo.

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

Approved: _____
Steven J. Prodehl, Secretary

Robert A. Kalnicky, Vice President

Margaret J. (Peggy) Danhof, President

Addendum to Agreement between
Fountaindale Public Library District and Brooks Café

dated _____ This ADDENDUM is attached to and forms part of the Agreement between Fountaindale Public Library District and Brooks Cafe as of April 1, 2021. To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement.

The Licensee's monthly fee payment will be \$25 effective April 1, 2021. Fee payment is due on or before the first day of each month, a \$50 late fee will be imposed if the payment is not made by the 10th.

The licensor shall have the sole and exclusive right to amend this with regard to fees payable by Licensee after review and inspection of the Licensee's financial records, which records shall be produced to Licensor by Licensee upon written notice.

Signed

Licensee

Date

Licensor

Date



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Forward Space, LLC
8632 Solution Center
Chicago, IL 60677-8006

Sales Headquarters
650 N Wood Dale Rd
Wood Dale, IL 60191
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Quotation

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Quote	Quote Date	Customer Order	Customer	Account Representative	Project
412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Quote To

FOUNTAINDALE PUBLIC LIBRARY
300 W BRIARCLIFF
Bolingbrook IL 60440

Ship To

TASOS PRIOVOLOS
FOUNTAINDALE PUBLIC LIBRARY
300 W BRIARCLIFF
Bolingbrook IL 60440

Phone +1 (630) 759-2102

Terms Net 45 Days

Phone +1 (331) 452-5768

Tax E9992-4889-06

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
<p>This quote is based on Sourcewell Cooperative Pricing #121919-STI Fountaindale's member number: 187309</p> <p>ORDER PLACEMENT DEADLINE APRIL 14,2021 TO AVOID STEELCASE PRICE INCREASE</p> <p>PRODUCT TO DROP SHIP TO YOUR FACILITY LEAD TIME: 4 WEEKS</p> <p>PRICING MIGHT NOT INCLUDE POTENTIAL TARIFF FEES THAT WERE NOT DISCLOSED BY OUR VENDORS AT TIME OF QUOTATION/PRICING. ANY FUTURE TARIFFS WILL BE PASSED ON TO OUR CUSTOMERS AS AN ADDITIONAL FEE."</p>				
BEG	Subsection	ROOM 117		
1	1	TS72424SPW STEELCASE Window-Single pane, 24H x 24W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 117	229.21	229.21
2	5	TS72430SPW STEELCASE Window-Single pane, 24H x 30W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 117	243.26	1,216.30

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Quote	Quote Date	Customer Order	Customer	Account Representative	Project
412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
3	3	TS72436SPW STEELCASE Window-Single pane, 24H x 36W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 117	258.42	775.26
4	6	TS724IPJS STEELCASE Junction-In line, Stacking, 24H Tag For ROOM 117	47.69	286.14
5	3	TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 117	75.42	226.26
6	3	TS724WPJS STEELCASE Junction-Wall start, Stacking, 24H Tag For ROOM 117	129.76	389.28
Subsection Sub Total				3,122.45
Illinois Non-Taxable Exempt				0.00
Subsection Total				3,122.45
END	Subsection			
BEG	Subsection	ROOM 116		
9	29	TS72430SPW STEELCASE Window-Single pane, 24H x 30W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 116	243.26	7,054.54
10	15	TS72436SPW STEELCASE Window-Single pane, 24H x 36W GLASS :6500 CLEAR GLASS	258.42	3,876.30

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
11	4	TRIM :7207 BLACK Tag For ROOM 116	298.72	1,194.88
		TS72448SPW STEELCASE Window-Single pane, 24H x 48W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 116		
12	30	TS724IPJS STEELCASE Junction-In line, Stacking, 24H Tag For ROOM 116	47.69	1,430.70
		TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 116		
13	15	TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 116	75.42	1,131.30
		TS724WPJS STEELCASE Junction-Wall start, Stacking, 24H Tag For ROOM 116		
14	4	TS724WPJS STEELCASE Junction-Wall start, Stacking, 24H Tag For ROOM 116	129.76	519.04
		TS724TPJS STEELCASE Junction-T, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 116		
15	2	TS724TPJS STEELCASE Junction-T, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 116	135.31	270.62
		TS748STC STEELCASE Top cap-Square, 48W BASIC :7207 BLACK OPTIONS ** OPTIONS **		
16	4	TS748STC STEELCASE Top cap-Square, 48W BASIC :7207 BLACK OPTIONS ** OPTIONS **	13.31	53.24

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
17	10	TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap Tag For ROOM 116 T515503SR STEELCASE Top Cap Assembly-Standard, Square, 30", Paint BASIC :7207 BLACK Tag For ROOM 116	13.65	136.50
Subsection Sub Total				15,667.12
Illinois Non-Taxable Exempt				0.00
Subsection Total				15,667.12
END	Subsection			
BEG	Subsection	ROOM 135		
18	18	TS72430SPW STEELCASE Window-Single pane, 24H x 30W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 135	243.26	4,378.68
19	8	TS72436SPW STEELCASE Window-Single pane, 24H x 36W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 135	258.42	2,067.36
20	3	TS72448SPW STEELCASE Window-Single pane, 24H x 48W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 135	298.72	896.16
21	16	TS724IPJS STEELCASE Junction-In line, Stacking, 24H Tag For ROOM 135	47.69	763.04
22	8	TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS **	75.42	603.36

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
23	1	TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 135 TS724TPJS STEELCASE Junction-T, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 135	135.31	135.31
24	2	TS724LPJS STEELCASE Junction-L, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 135	135.31	270.62
25	3	TS748STC STEELCASE Top cap-Square, 48W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap Tag For ROOM 135	13.31	39.93
26	8	T515503SR STEELCASE Top Cap Assembly-Standard, Square, 30", Paint BASIC :7207 BLACK Tag For ROOM 135	13.65	109.20

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
END	Subsection		Subsection Sub Total	9,263.66
			Illinois Non-Taxable Exempt	0.00
			Subsection Total	9,263.66
BEG	Subsection	ROOM 208		
27	2	TS72442SPW STEELCASE Window-Single pane, 24H x 42W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 208	272.84	545.68
28	1	TS724IPJS STEELCASE Junction-In line, Stacking, 24H Tag For ROOM 208	47.69	47.69
29	1	TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 208	75.42	75.42
30	1	TS724WPJS STEELCASE Junction-Wall start, Stacking, 24H Tag For ROOM 208	129.76	129.76
END	Subsection		Subsection Sub Total	798.55
			Illinois Non-Taxable Exempt	0.00
			Subsection Total	798.55
BEG	Subsection	ROOM 209		
31	2	TS72430SPW STEELCASE	243.26	486.52

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
32	1	Window-Single pane, 24H x 30W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 209 TS72436SPW STEELCASE	258.42	258.42
33	2	Window-Single pane, 24H x 36W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK Tag For ROOM 209 TS724IPJS STEELCASE Junction-In line, Stacking, 24H	47.69	95.38
34	1	Tag For ROOM 209 TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 209	75.42	75.42
35	1	TS724WPJS STEELCASE Junction-Wall start, Stacking, 24H Tag For ROOM 209	129.76	129.76
Subsection Sub Total				1,045.50
Illinois Non-Taxable Exempt				0.00
Subsection Total				1,045.50
END	Subsection			
BEG	Subsection	ROOM 310		
36	3	TS72424SPW STEELCASE Window-Single pane, 24H x 24W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK	229.21	687.63

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
	Tag For	ROOM 310		
37	26	TS72430SPW STEELCASE Window-Single pane, 24H x 30W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK	243.26	6,324.76
	Tag For	ROOM 310		
38	13	TS72436SPW STEELCASE Window-Single pane, 24H x 36W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK	258.42	3,359.46
	Tag For	ROOM 310		
39	3	TS72448SPW STEELCASE Window-Single pane, 24H x 48W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK	298.72	896.16
	Tag For	ROOM 310		
40	26	TS724IPJS STEELCASE Junction-In line, Stacking, 24H	47.69	1,239.94
	Tag For	ROOM 310		
41	14	TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK	75.42	1,055.88
	Tag For	ROOM 310		
42	5	TS724WPJS STEELCASE Junction-Wall start, Stacking, 24H	129.76	648.80
	Tag For	ROOM 310		
43	2	TS724LPJS STEELCASE Junction-L, Stacking, 24H OPTIONS ** OPTIONS **	135.31	270.62

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 310		
44	1	TS724XPJS STEELCASE Junction-X, Stacking, 24H Tag For ROOM 310	126.07	126.07
45	1	TS724TPJS STEELCASE Junction-T, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK Tag For ROOM 310	135.31	135.31
46	3	TS748STC STEELCASE Top cap-Square, 48W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap Tag For ROOM 310	13.31	39.93
47	8	T515503SR STEELCASE Top Cap Assembly-Standard, Square, 30", Paint BASIC :7207 BLACK Tag For ROOM 310	13.65	109.20
Subsection Sub Total				14,893.76
Illinois Non-Taxable Exempt				0.00
Subsection Total				14,893.76
END	Subsection			

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412286	03/04/21	GLS STK ALL 3 FLOORS	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
48	1	HAUSERMAN UNION LABOR TO INSTALL GLASS STACKERS ON PANELS SUBSECTIONED IN QUOTE MEET STEELCASE TRUCK, UNLOAD AND INSTALL DURING NORMAL WORKING HOURS	7,790.00	7,790.00

QUOTATION TOTALS			
Sub Total			52,581.04
Illinois Non-Taxable Exempt			0.00
Grand Total			52,581.04

End of Quotation

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Quote	Quote Date	Customer Order	Customer	Account Representative	Project
414298	03/04/21	VERSION 2 218/221 RE	120103	Judi Carlson	

Quote To

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
This quote is based on Sourcewell Cooperative Pricing #121919-STI Fountaindale's member number: 187309 ORDER PLACEMENT DEADLINE APRIL 14,2021 TO AVOID STEELCASE PRICE INCREASE PRODUCT TO DROP SHIP TO YOUR LOCATION LEAD TIME: 4 WEEKS				
BEG	Subsection	ADMIN 218		
1	1	TS742SVPJ STEELCASE Junction-V, Square, 42H TOP-CAP :7207 BLACK UPRIGHT :7207 BLACK OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT STD:PAINTED TRIM PKG Tag For ADMIN 218 V42	116.46	116.46
2	4	TS724WPJS STEELCASE Junction-Wall start, Stacking, 24H Tag For ADMIN 218	129.76	519.04
3	8	TS724IPJS STEELCASE Junction-In line, Stacking, 24H	47.69	381.52

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414298	03/04/21	VERSION 2 218/221 RE	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
4	Tag For	ADMIN 218 24S		
	4	TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK	75.42	301.68
5	Tag For	ADMIN 218 24S		
	1	TS724VPJS STEELCASE Junction-V, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK	179.30	179.30
6	Tag For	ADMIN 218 24S		
	8	TS72430SPW STEELCASE Window-Single pane, 24H x 30W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK	243.26	1,946.08
7	Tag For	ADMIN 218		
	5	TS72436SPW STEELCASE Window-Single pane, 24H x 36W GLASS :6500 CLEAR GLASS TRIM :7207 BLACK	258.42	1,292.10
8	Tag For	ADMIN 218		
	1	BFS3078 STEELCASE Table-Straight, 30D x 77 3/4W EDGE :6654 SAND TOP-SURF:2921 GYPSUM MICRO OPTIONS ** OPTIONS ** RFCHAN *OPT:REINFORCING CHANNEL	264.34	264.34

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
9	2	OPTION NO RCHNL STD:NO REINFORCING CHANNEL Universal Straight Table with 3MM Edge Profile. SPECIAL *Size: A=30"D x (B=84"W Act) Eng Quote SF227248 Eng Quote Product ID SF00250801 Tag For ADMIN 218 30/84	42.89	85.78
		UCANT STEELCASE Cantilever, On module application, 16W x 13D BASIC :7207 BLACK Tag For ADMIN 218 CANT		
10	1	UPL STEELCASE Post leg, Glides, 28 1/2H LEGS :7207 BLACK Tag For ADMIN 218 PL	50.28	50.28
11	2	T515503SR STEELCASE Top Cap Assembly-Standard, Square, 30", Paint BASIC :7207 BLACK Tag For ADMIN 218	13.65	27.30
12	1	TS736STC STEELCASE Top cap-Square, 36W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap Tag For ADMIN 218	9.24	9.24
13	2	UHPL STEELCASE Post leg, Glides, 40 7/8H LEGS :7207 BLACK Tag For ADMIN 218 AL	63.22	126.44

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
			Subsection Sub Total	5,299.56
			Illinois Non-Taxable Exempt	0.00
			Subsection Total	5,299.56
END	Subsection			
BEG	Subsection	Collection Services Dept. 221		
14	3	EEAWST STEELCASE Tackboards Width: 90.00000 Height: 21.50000 Tackboard Finish: Buzz2 5G50 - DUNEGRASS Scalloped: No Scalloped Tag For COLLECTION SERVICES DEPT 221 TB/90/21.5110	265.89	797.67
15	16	TS742SIPJ STEELCASE Junction-In line, Square, 42H Tag For COLLECTION SERVICES 221 I42	34.01	544.16
16	2	TS766SIPJ STEELCASE Junction-In line, Square, 66H Tag For COLLECTION SERVICES 221 I66	34.01	68.02
17	1	TS742SLPJ STEELCASE Junction-L, Square, 42H TOP-CAP :7207 BLACK UPRIGHT :7207 BLACK OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT STD:PAINTED TRIM PKG Tag For COLLECTION SERVICES 221 L42	75.42	75.42
18	1	TS742STPJ STEELCASE Junction-T, Square, 42H TOP-CAP :7207 BLACK UPRIGHT :7207 BLACK OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE	75.42	75.42

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
19	2	PAINT STD:PAINTED TRIM PKG Tag For COLLECTION SERVICES 221 T42 TS766STPJ STEELCASE Junction-T, Square, 66H TOP-CAP :7207 BLACK UPRIGHT :7207 BLACK OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT STD:PAINTED TRIM PKG	75.42	150.84
20	2	Tag For COLLECTION SERVICES 221 T66 TS766SXPJ STEELCASE Junction-X, Square, 66H TOP-CAP :7207 BLACK	75.42	150.84
21	4	Tag For COLLECTION SERVICES 221 X66 TS742SEPJ STEELCASE Junction-End of run, Square, 42H TOP-CAP :7207 BLACK UPRIGHT :7207 BLACK OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT STD:PAINTED TRIM PKG	49.17	196.68
22	29	Tag For COLLECTION SERVICES 221 E42 TS724IPJS STEELCASE Junction-In line, Stacking, 24H	47.69	1,383.01
23	1	Tag For COLLECTION SERVICES 221 24S TS724LPJS STEELCASE Junction-L, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK	135.31	135.31

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
24	2	Tag For COLLECTION SERVICES 221 24S TS724TPJS STEELCASE Junction-T, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK	135.31	270.62
25	14	Tag For COLLECTION SERVICES 221 24S TS724EPJS STEELCASE Junction-End of run, Stacking, 24H OPTIONS ** OPTIONS ** TRIM *OPT:TRIM PACKAGE PAINT PAINTED TRIM PKG UPRIGHT UPRIGHT TEXT PNT *UPRIGHT:TEXTURED PAINT 7207 BLACK	75.42	1,055.88
26	1	Tag For COLLECTION SERVICES 221 24S TS724SHF STEELCASE Frame-Square, Horizontal package, 24W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap CABLEOPT *OPT:CABLE TRAY OPTION NO TRAY NO CABLE TRAY BASE OPT *OPT:BASE TRIM OPTIONS KO BOTH STD:KNOCKOUT BASE BOTH SIDES TRAY OPT *OPT:BASE TRAY OPTION NO TRAY NO BASE TRAY	37.71	37.71
27	17	Tag For COLLECTION SERVICES 221 24/66 TS730SHF STEELCASE Frame-Square, Horizontal package, 30W	40.67	691.39

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
28	4	BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap CABLEOPT *OPT:CABLE TRAY OPTION NO TRAY NO CABLE TRAY BASE OPT *OPT:BASE TRIM OPTIONS KO BOTH STD:KNOCKOUT BASE BOTH SIDES TRAY OPT *OPT:BASE TRAY OPTION NO TRAY NO BASE TRAY Tag For COLLECTION SERVICES 221 30/42-24	40.67	162.68
		TS730SHF STEELCASE Frame-Square, Horizontal package, 30W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap CABLEOPT *OPT:CABLE TRAY OPTION NO TRAY NO CABLE TRAY BASE OPT *OPT:BASE TRIM OPTIONS KO BOTH STD:KNOCKOUT BASE BOTH SIDES TRAY OPT *OPT:BASE TRAY OPTION NO TRAY NO BASE TRAY Tag For COLLECTION SERVICES 221 30/66		
29	6	TS748SHF STEELCASE Frame-Square, Horizontal package, 48W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap CABLEOPT *OPT:CABLE TRAY OPTION NO TRAY NO CABLE TRAY BASE OPT *OPT:BASE TRIM OPTIONS KO BOTH STD:KNOCKOUT BASE BOTH SIDES TRAY OPT *OPT:BASE TRAY OPTION NO TRAY NO BASE TRAY Tag For COLLECTION SERVICES 221 48/42-24	51.76	310.56

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
30	1	TS748SHF STEELCASE Frame-Square, Horizontal package, 48W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap CABLEOPT *OPT:CABLE TRAY OPTION NO TRAY NO CABLE TRAY BASE OPT *OPT:BASE TRIM OPTIONS KO BOTH STD:KNOCKOUT BASE BOTH SIDES TRAY OPT *OPT:BASE TRAY OPTION NO TRAY NO BASE TRAY Tag For COLLECTION SERVICES 221 48/66	51.76	51.76
31	9	TS71230TK STEELCASE Panel skin-Tackable acoustical, 12H x 30W SURFACE :5G50 DUNEGRASS OPTIONS ** OPTIONS ** FAB DIR *OPT:FABRIC DIRECTION HORZ STD:HORIZONTAL APPLICATION Tag For COLLECTION SERVICES 221	35.86	322.74
32	11	TS71248TK STEELCASE Panel skin-Tackable acoustical, 12H x 48W SURFACE :5G50 DUNEGRASS OPTIONS ** OPTIONS ** FAB DIR *OPT:FABRIC DIRECTION HORZ STD:HORIZONTAL APPLICATION Tag For COLLECTION SERVICES 221	42.52	467.72
33	1	TS73636TK STEELCASE Panel skin-Tackable acoustical, 36H x 36W SURFACE :5G50 DUNEGRASS OPTIONS ** OPTIONS ** FAB DIR *OPT:FABRIC DIRECTION HORZ STD:HORIZONTAL APPLICATION	75.42	75.42

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
34	1	Tag For COLLECTION SERVICES 221 TS71224HS STEELCASE Panel skin-Hard surface, 12H x 24W SURFACE :4750 CHAMPAGNE METALLIC OPTIONS ** OPTIONS ** SURF OPT *OPT:SURFACE OPTIONS PLAINSTL PLAIN STEEL SURFACE	35.86	35.86
35	2	Tag For COLLECTION SERVICES 221 TS71230HS STEELCASE Panel skin-Hard surface, 12H x 30W SURFACE :4750 CHAMPAGNE METALLIC OPTIONS ** OPTIONS ** SURF OPT *OPT:SURFACE OPTIONS PLAINSTL PLAIN STEEL SURFACE	38.82	77.64
36	1	Tag For COLLECTION SERVICES 221 TS72424HS STEELCASE Panel skin-Hard surface, 24H x 24W SURFACE :4750 CHAMPAGNE METALLIC OPTIONS ** OPTIONS ** SURF OPT *OPT:SURFACE OPTIONS PLAINSTL PLAIN STEEL SURFACE PWRDATA POWER/DATA CUTOUTS NO PWR NO POWER NO DATA NO DATA	50.65	50.65
37	11	Tag For COLLECTION SERVICES 221 TS72430HS STEELCASE Panel skin-Hard surface, 24H x 30W SURFACE :4750 CHAMPAGNE METALLIC OPTIONS ** OPTIONS ** SURF OPT *OPT:SURFACE OPTIONS PLAINSTL PLAIN STEEL SURFACE PWRDATA POWER/DATA CUTOUTS NO PWR NO POWER NO DATA NO DATA	55.45	609.95
38	10	Tag For COLLECTION SERVICES 221 TS72448HS STEELCASE Panel skin-Hard surface, 24H x 48W SURFACE :4750 CHAMPAGNE METALLIC OPTIONS ** OPTIONS **	64.33	643.30

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		SURF OPT *OPT:SURFACE OPTIONS PLAINSTL PLAIN STEEL SURFACE PWRDATA POWER/DATA CUTOUTS NO PWR NO POWER NO DATA NO DATA Tag For COLLECTION SERVICES 221		
39	1	TS73624HS STEELCASE Panel skin-Hard surface, 36H x 24W SURFACE :4750 CHAMPAGNE METALLIC Tag For COLLECTION SERVICES 221	79.49	79.49
40	30	TS73630HS STEELCASE Panel skin-Hard surface, 36H x 30W SURFACE :4750 CHAMPAGNE METALLIC Tag For COLLECTION SERVICES 221	85.40	2,562.00
41	1	TS73636HS STEELCASE Panel skin-Hard surface, 36H x 36W SURFACE :4750 CHAMPAGNE METALLIC Tag For COLLECTION SERVICES 221	89.84	89.84
42	1	TS73648HS STEELCASE Panel skin-Hard surface, 36H x 48W SURFACE :4750 CHAMPAGNE METALLIC Tag For COLLECTION SERVICES 221	102.78	102.78
43	1	TS72424SPW STEELCASE Window-Single pane, 24H x 24W GLASS :6530 FROSTED TRIM :7207 BLACK Tag For COLLECTION SERVICES 221	274.69	274.69
44	40	TS72430SPW STEELCASE Window-Single pane, 24H x 30W GLASS :6530 FROSTED TRIM :7207 BLACK Tag For COLLECTION SERVICES 221	288.74	11,549.60
45	5	TS72448SPW STEELCASE Window-Single pane, 24H x 48W GLASS :6530 FROSTED TRIM :7207 BLACK	344.19	1,720.95

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Tag For		
46	3	COLLECTION SERVICES 221 TS736STC STEELCASE Top cap-Square, 36W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap	9.24	27.72
		Tag For		
47	4	COLLECTION SERVICES 221 T515503SR STEELCASE Top Cap Assembly-Standard, Square, 30", Paint BASIC :7207 BLACK	13.65	54.60
		Tag For		
48	2	COLLECTION SERVICES 221 TS76BPX STEELCASE Power infeed, 3+1, 6L in ft PLASTIC :6000 BLACK	102.78	205.56
		Tag For		
49	7	COLLECTION SERVICES 221 BPI/6 TS7PK48X STEELCASE Kit-Power, 3+1, 48W	82.07	574.49
		Tag For		
50	2	COLLECTION SERVICES 221 PK TS71SSX STEELCASE Receptacle-System ground, Line 1, 3+1 PLASTIC :6000 BLACK OPTIONS ** OPTIONS ** CSTMPOPT *OPT:Controlled Stamp Option NOSTAMP STD:No Stamp	17.01	34.02
		Tag For		
51	2	COLLECTION SERVICES 221 TS72SSX STEELCASE Receptacle-System ground, Line 2, 3+1 PLASTIC :6000 BLACK OPTIONS ** OPTIONS ** CSTMPOPT *OPT:Controlled Stamp Option NOSTAMP STD:No Stamp	17.01	34.02

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414298	03/04/21	VERSION 2 218/221 RE	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
52	6	Tag For COLLECTION SERVICES 221 TS73SSX STEELCASE Receptacle-System ground, Line 3, 3+1 PLASTIC :6000 BLACK OPTIONS ** OPTIONS ** CSTMPOPT *OPT:Controlled Stamp Option NOSTAMP STD:No Stamp	17.01	102.06
53	2	Tag For COLLECTION SERVICES 221 USWS STEELCASE Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 30.00000 Width: 36.00000 Top Surface Finish: Micro HPL 2921 - GYPSUM MICRO Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6654 - SAND Power Access: No Power Access Scallop: With Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 29.50000	117.19	234.38
54	3	Tag For COLLECTION SERVICES 221 30/36 USWS STEELCASE Worksurface-Straight, Laminate, Plastic edge profile Size Option: Modular Depth: 30.00000 Width: 90.00000 Top Surface Finish: Micro HPL 2921 - GYPSUM MICRO Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6654 - SAND Power Access: No Power Access Scallop: No Scallop Grommet: No Grommet Cord Drop: With Cord Drop Depth with Cord Drop: 29.50000	266.55	799.65
		Tag For COLLECTION SERVICES 221		

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
55	3	30/90 RBB36QTAK STEELCASE Universal; Bin-Over the case, Flat front, Technology / Answer / Kick application, 36W BASIC :7207 BLACK LOCK :9201 POLISHED CHROME KEYS :SK PLUG OPTIONS ** OPTIONS ** DOOR *OPT:DOOR OPTIONS STD DOOR STD:STANDARD DOOR NO ASST STD:NO ASSIST LOCK OPT *OPT:LOCK OPTIONS LOCK STD:LOCK BRACKETS *OPT:OPTIONAL BRACKETS NOOPTBKT STD:NO OPTIONAL BRACKETS Tag For COLLECTION SERVICES 221 OH/36/16	266.18	798.54
56	2	9311860SR STEELCASE Bracket Package-on Module, Tak, Pair Tag For COLLECTION SERVICES 221	36.40	72.80
57	2	TS7TIEPLATE STEELCASE Tie plate, Package quantity 6, Side by side worksurface application Tag For COLLECTION SERVICES 221 TP	40.67	81.34
58	1	UTT3260 STEELCASE Worksurface-Transition, Tapered, Left hand, 29 1/2DL x 23 1/2DR x 60W EDGE :6654 SAND TOP-SURF:2921 GYPSUM MICRO OPTIONS ** OPTIONS ** WKSF OPT *OPT:WORKSURFACE OPTION SCALLOP STD:SCALLOPS Tag For COLLECTION SERVICES 221 30/60/24	231.43	231.43
59	2	UPL STEELCASE Post leg, Glides, 28 1/2H LEGS :7207 BLACK	50.28	100.56

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Tag For COLLECTION SERVICES 221 PL		
60	5	UHPL STEELCASE Post leg, Glides, 40 7/8H LEGS :7207 BLACK	63.22	316.10
		Tag For COLLECTION SERVICES 221 SL		
61	1	UPL4 STEELCASE Post leg, Package quantity 4, Glides, 28 1/2H LEGS :7207 BLACK	201.12	201.12
		Tag For COLLECTION SERVICES 221 PL		
62	3	RSH30TAK STEELCASE Shelf, Answer / Kick application, 30W BASIC :7207 BLACK	83.18	249.54
		Tag For COLLECTION SERVICES 221 SH/30		
63	5	WSR30 STEELCASE SlatRail, 30W BASIC :4750 CHAMPAGNE METALLIC	43.42	217.10
		Tag For COLLECTION SERVICES 221		
64	3	TS7WKSPT72 STEELCASE Reinforcing channel, 72W	19.96	59.88
		Tag For COLLECTION SERVICES 221 RC		
65	1	WSR24 STEELCASE SlatRail, 24W BASIC :4750 CHAMPAGNE METALLIC	36.26	36.26
		Tag For COLLECTION SERVICES 221 SR/24		
66	2	RPM2421CF STEELCASE Pedestal-Mobile, 1 box / 1 file, Flush steel front, 22 5/8D BASIC :7207 BLACK LOCK :9201 POLISHED CHROME KEYS :SK PLUG	502.05	1,004.10

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
67	11	<p>OPTIONS ** OPTIONS ** TOP OPT *OPT:TOP OPTIONS CUSH CUSHION TOP UPHLSTRY UPHOLSTERY C.O.M. *UPHLSTRY:CUST OWN MAT 5999 MISC FABRIC MAHARAM FABRIC CORPORATION Purchaser: VENDOR Pattern: DOT PATTERN -458300 Color: DOCUMENT -001 Direction: HORIZONTAL DWR OPT *OPT:DRAWER FEATURE OPTIONS FULL DWR STD:FULL DRAWER PULLS *OPT:PULL OPTIONS INT PULL STD:INTEGRAL J, PULL</p> <p>Tag For COLLECTION SERVICES 221 BF/ CUSH</p> <p>RLF18302F STEELCASE</p> <p>Universal; Lateral file, 2 drawers, Flush steel front, 18D x 30W x 28H BASIC :7207 BLACK LOCK :9201 POLISHED CHROME KEYS :SK PLUG OPTIONS ** OPTIONS ** TOP OPT *OPT:TOP OPTIONS NO TOP NO TOP LOCK OPT *OPT:DRAWER LOCK OPTIONS CENTRAL STD:CENTRAL LOCKING DWR DWR ACC *OPT:FILE DWR ACCESSORIES HF STD:DRAWERS WITH HF'S CNTRWT *OPT:COUNTERWEIGHT PKG UNIV UNIVERSAL COUNTERWEIGHT BASE OPT *OPT:BASE OPTIONS UNIVBASE UNIVERSAL BASE Universal Lateral File Special: * 18"d x (24"w) x 28"h Reference Documents: 00114268 00113068 Eng Quote FC061172 Eng Quote Product ID FC00029052</p> <p>Tag For COLLECTION SERVICES 221</p>	386.51	4,251.61

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
68	4	LF/2/36 T515503SR STEELCASE Top Cap Assembly-Standard, Square, 30", Paint BASIC :7207 BLACK Tag For COLLECTION SERVICES 221	13.65	54.60
69	1	TS736STC STEELCASE Top cap-Square, 36W BASIC :7207 BLACK OPTIONS ** OPTIONS ** TC OPT *OPT:TOP CAP OPTIONS STD CAP STD:Std Top Cap Tag For COLLECTION SERVICES 221	9.24	9.24
70	17	LOCK9201FR STEELCASE Lock Cylinder-FR Series, Polished Chrome LOCK :9201 POLISHED CHROME KEYS :SK SPEC 1-FR439 1-FR440 1-FR441 1-FR442 1-FR443 1-FR444 1-FR429 1-FR430 3-FR446 3-FR447 3-FR448 Tag For COLLECTION SERVICES 221	N/C	N/C
Subsection Sub Total				34,571.32
Illinois Non-Taxable Exempt				0.00
Subsection Total				34,571.32
END	Subsection			
71	1	HAUSERMAN LABOR TO MEET TRUCK, OFFLOAD AND INSTALL DURING NORMAL WORKING HOURS. RECONFIGURE PER FINAL SIGNED OFF DRAWINGS FOR ROOM 221 & 218	13,730.00	13,730.00

Accepted by _____ Title _____ Date _____



REMIT TO: Sales Headquarters
Forward Space, LLC 650 N Wood Dale Rd
8632 Solution Center Wood Dale, IL 60191
Chicago, IL 60677-8006 Tel: 630-589-5500

Quotation

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
414298	03/04/21	VERSION 2 218/221 RE	120103	Judi Carlson	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
QUOTATION TOTALS				
Sub Total				53,600.88
STEELCASE COM/Laminate Fees Line 66				215.00
Illinois Non-Taxable Exempt				0.00
Grand Total				53,815.88

End of Quotation



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY

Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

February 26, 2021

Mr. Paul Mills
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440-2844

Dear Mr. Mills:

This is an annual reminder that public library districts are statutorily required to inform the State Librarian of board member changes and vacancies. As stipulated in the Public Library District Act of 1991, 75 ILCS 16/30-40(d), the secretary of the board of trustees shall report a vacancy on the board to the County Clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

Information to be included when a vacancy occurs and when a vacancy is filled:

- board member name,
- mailing address,
- phone number,
- e-mail address,
- office held and term expiration date.

Please submit this information by email to: ISL_districtboards@ilsos.gov including the name of your library district.

Thank you for continuing to provide outstanding public service to your library patrons.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg McCormick".

Greg McCormick, Director
Illinois State Library

cc: Margaret Danhof, Board President

GM:ldg

Fountaindale Public Library District

Cash and Investment

February 28, 2021

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$728,148.80	\$728,148.80
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	(\$3,355.94)	\$183,288.46
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	(\$58,301.81)	\$914,169.35
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$375,120.08)	\$6,302,268.52
Investment - IL Funds/General	\$70,052.78	\$1,173.36	\$71,226.14
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$8,015.33	\$65,761.64
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$36,250.70	\$2,078,659.29
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,295.78)	\$1,072,373.67
Investment - Special Reserve/PMA	\$15,260,952.35	\$333,039.82	\$15,593,992.17
Total Investments	\$25,183,218.08	\$1,063.35	\$25,184,281.43
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,272,098.55)	\$175,498.49
Total Bond Fund	\$1,447,597.04	(\$1,272,098.55)	\$175,498.49
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	(\$1,339,950.03)	\$26,273,949.27

Special Res. PMA - 0.78%
General - IL Fund - 0.077%
Money Market Wintrust - 0.116%

Fountaindale Public Library District

Revenue Report

February 28, 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	\$0.00	\$82,409.35	109.85 %	\$75,020.00	(\$7,389.35)
Interest	\$2,024.30	\$129,908.61	99.93 %	\$130,000.00	\$91.39
Circulation Fees	\$766.76	\$7,706.63	77.07 %	\$10,000.00	\$2,293.37
Copy Machines	\$265.55	\$2,796.31	55.93 %	\$5,000.00	\$2,203.69
Fax Machine	\$248.18	\$3,259.02	65.18 %	\$5,000.00	\$1,740.98
Printing	\$964.73	\$9,723.65	64.82 %	\$15,000.00	\$5,276.35
Miscellaneous	\$87.89	\$3,249.33	0.00 %	\$0.00	(\$3,249.33)
Reimbursements	\$0.00	\$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	\$4,357.41	\$4,849,645.79	52.17 %	\$9,296,618.00	\$4,446,972.21
Building Project Fund Revenue					
Interest Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
Total Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
Bond Fund					
Property Tax - Will 2020 Est.	\$0.00	\$0.00	0.00 %	\$1,907,637.00	\$1,907,637.00
Property Tax - Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$38,931.00	\$38,931.00
Property Tax - Will 2019	\$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	\$10.41	\$1,669.71	16.70 %	\$10,000.00	\$8,330.29
Total Bond Fund	\$10.41	\$1,467,643.56	42.87 %	\$3,423,434.00	\$1,955,790.44
Total Revenue	\$4,367.82	\$6,317,289.41	49.66 %	\$12,720,052.00	\$6,402,762.59

Fountaindale Public Library District

Expenditure Report

February 28, 2021

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$338,308.01	\$2,985,958.50	62.61 %	\$4,769,512.00	\$1,783,553.50
Contractual Services	\$7,743.73	\$277,783.72	48.33 %	\$574,800.00	\$297,016.28
Supplies & Utilities	\$35,350.53	\$258,540.85	38.78 %	\$666,650.00	\$408,109.15
Library Materials	\$60,249.47	\$559,588.34	43.36 %	\$1,290,500.00	\$730,911.66
Capital Expenditures	\$8,559.93	\$84,380.85	8.17 %	\$1,033,360.00	\$948,979.15
Miscellaneous	\$1,232.07	\$9,021.92	12.03 %	\$75,000.00	\$65,978.08
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$451,443.74	\$4,175,274.18	49.15 %	\$8,494,426.00	\$4,319,151.82
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$2,600.00	21.49 %	\$12,100.00	\$9,500.00
Liability Insurance Fund Expenditures	\$358.42	\$89,038.80	69.83 %	\$127,500.00	\$38,461.20
Soc Sec/IMRF Fund Expenditures	\$54,808.46	\$448,300.67	56.41 %	\$794,769.38	\$346,468.71
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$14,586.37	\$189,928.50	58.26 %	\$326,000.00	\$136,071.50
Total Other Fund Expenditures	\$69,753.25	\$729,867.97	57.91 %	\$1,260,409.38	\$530,541.41
Total Expenditures - Operating Funds	\$521,196.99	\$4,905,142.15	50.28 %	\$9,754,835.38	\$4,849,693.23
Building Project Fund Expenditures					
	\$0.00	\$143.22	100.00 %	\$143.22	\$0.00
Total Building Project Fund Expenditures	\$0.00	\$143.22	100.00 %	\$143.22	\$0.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2016A	\$0.00	\$890,000.00	100.00 %	\$890,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$187,600.00	100.00 %	\$187,600.00	\$0.00
Principal Payment - 2018	\$0.00	\$1,050,000.00	100.00 %	\$1,050,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$440,250.00	100.00 %	\$440,250.00	\$0.00
Principal Payment - 2019	\$0.00	\$20,000.00	100.00 %	\$20,000.00	\$0.00
Interest Payment - 2019	\$0.00	\$291,600.00	100.00 %	\$291,600.00	\$0.00
Total Bond Fund Expenditures	\$0.00	\$2,879,450.00	100.00 %	\$2,879,450.00	\$0.00
Total	\$0.00	\$2,879,593.22	100.00 %	\$2,879,593.22	\$0.00
Total Expenditures - All Funds	\$521,196.99	\$7,784,735.37	61.62 %	\$12,634,428.60	\$4,849,693.23

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
OPTO International, Inc.	50% Deposit Balance -Bag Stand, Edge Post & Sign Holders	2/23/2021	55053	1-4341-10	\$959.30
					\$959.30


Jennie Nguyen, Finance Manager

Fountaindale Public Library District

Bills Paid - Operating Account

March 2021

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - February 2021	3/1/2021	854	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - March 2021	3/1/2021	55054	1-4192-10	\$30,057.48
Dearborn National Life Insurance Company	Employer Insurance Contribution - March 2021	3/1/2021	55055	1-4192-10	\$543.98
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - March 2021	3/1/2021	55056	1-4192-10	\$200.77
Home Depot	Building - Hold Shelves Materials	3/1/2021	55057	8-4211-30	\$36.44
Illinois Municipal Retirement Fund	Employer Contribution - February 2021	3/1/2021	855	5-4142-10	\$29,764.25
					\$60,615.01


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - February 2021

Gross Payroll	\$306,966.75
FICA	\$22,695.01
Total Gross Payroll & FICA	\$329,661.76

Fountaindale Public Library District
Bills Payable Report
March 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>
A & R Labels Inc.				
	2nd Floor Media Desk Register	342021	1-4341-10	\$ 950.00
		<i>Totals for A & R Labels Inc.</i>		<u>\$ 950.00</u>
Ali Baig				
	Program - Trivia Night with Baig of Tricks - 4/12/21	AB041221	1-4571-24	75.00
		<i>Totals for Ali Baig</i>		<u>\$ 75.00</u>
Allbrands, LLC				
	Studio - Embroidery Sewing Machine	2610639	1-4568-27	799.99
		<i>Totals for Allbrands, LLC</i>		<u>\$ 799.99</u>
Allegra Print & Imaging				
	Bkm Sign - Libby eMagazines	16328	1-4731-10	152.00
		<i>Totals for Allegra Print & Imaging</i>		<u>\$ 152.00</u>
Amazon				
	DVD - Adult	0660346-MAR21	1-4557-26	83.85
	Books - Juvenile Fiction	0660346-MAR21	1-4544-26	5.99
	Books - Juvenile Non-Fiction	0660346-MAR21	1-4545-26	62.94
	Books - Juvenile Easy	0660346-MAR21	1-4546-26	55.97
	Jan. 2021 District Closet Restock	A65-2021	1-4351-10	170.17
	Studio - Various Maker & Visual Equipment	A63-2021	1-4371-10	19.99
	Collections Library Supplies - Zip Cable Ties	0660346-MAR21	1-4371-12	15.00
	CSD - Various Program Supplies	A62-2021	1-4353-20	38.97
	CSD - Various Program Supplies	A62-2021	1-4353-20	730.40
	CSD - Various Program Supplies	A62-2021	1-4371-20	20.78
	Books - Adult Fiction	0660346-MAR21	1-4540-26	142.46
	Books - Adult Non-Fiction	0660346-MAR21	1-4541-26	259.87
	Studio - Tablet Protection Plan	A63-2021	1-4568-27	63.27
	Studio - Various Audio Visual Equipment	A63-2021	1-4568-27	229.99
	Studio - Various Maker & Visual Equipment	A63-2021	1-4568-27	135.13
	Electronic Devices & Equipments	0660346-MAR21	1-4527-26	1,330.52
	STEAM Boxes	0660346-MAR21	1-4528-26	124.17
	Music - Adult	0660346-MAR21	1-4550-26	51.98
	Library Materials - Shipping Costs	0660346-MAR21	1-4519-26	10.88
		<i>Totals for Amazon</i>		<u>\$ 3,552.33</u>
American Library Association				
	Spindel Membership - 4/30/21-4/29/22	1204723	1-4161-16	122.00
		<i>Totals for American Library Association</i>		<u>\$ 122.00</u>

Fountaindale Public Library District
Bills Payable Report
March 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>
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - March 2021	INV395113	1-4253-10	\$ 189.55
		<i>Totals for AmeriFlex Business Solutions</i>		<u>\$ 189.55</u>
Apple Inc.				
	IT - Communications MacBook Pro	AE28585324	1-4641-14	4,006.00
		<i>Totals for Apple Inc.</i>		<u>\$ 4,006.00</u>
AT & T				
	Updated Internet Agreement - February 2021	9401890606	1-4314-14	465.51
		<i>Totals for AT & T</i>		<u>\$ 465.51</u>
AT & T Mobility - National Business Services				
	Telephone Service - 1/22/21-2/21/21	17550237	1-4311-14	241.64
		<i>Totals for AT & T Mobility - National Business Services</i>		<u>\$ 241.64</u>
B&H Photo-Video				
	Studio - Various Camera & Sound Equipment	185043902	1-4568-27	5,297.37
	CSD - Speaker Wireless Mic & Stand	185008492	1-4572-20	327.98
		<i>Totals for B&H Photo-Video</i>		<u>\$ 5,625.35</u>
Baker & Taylor - C009233				
	Books - Adult Non-Fiction	5016745785	1-4541-26	66.92
	Books - Adult Non-Fiction	5016783823	1-4541-26	96.50
	Library Materials - Processing Costs	5016745785	1-4518-26	3.45
	Library Materials - Processing Costs	5016783823	1-4518-26	1.15
	Library Materials - Shipping Costs	5016745785	1-4519-26	0.33
	Library Materials - Shipping Costs	5016783823	1-4519-26	0.48
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 168.83</u>

Fountaindale Public Library District
Bills Payable Report
March 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				
	Library Materials - Shipping Costs	2035686131	1-4519-29	\$ 0.62
	Library Materials - Shipping Costs	2035781820	1-4519-29	1.19
	Library Materials - Shipping Costs	2035755229	1-4519-29	1.43
	Library Materials - Shipping Costs	2035768200	1-4519-29	0.64
	Library Materials - Shipping Costs	2035794330	1-4519-29	1.43
	Opening Day Collection	2035794330	1-4570-29	204.52
	Library Materials - Processing Costs	2035686131	1-4518-29	8.06
	Library Materials - Processing Costs	2035781820	1-4518-29	6.90
	Library Materials - Processing Costs	2035755229	1-4518-29	13.02
	Library Materials - Processing Costs	2035768200	1-4518-29	2.76
	Library Materials - Processing Costs	2035794330	1-4518-29	15.00
	Opening Day Collection	2035755229	1-4570-29	192.72
	Opening Day Collection	2035768200	1-4570-29	127.13
	Opening Day Collection	2035781820	1-4570-29	97.45
	Opening Day Collection	2035686131	1-4570-29	16.65
	Books - Adult Fiction	2035686131	1-4540-29	65.75
	Books - Adult Fiction	2035781820	1-4540-29	110.47
	Books - Adult Fiction	2035755229	1-4540-29	79.34
	Books - Adult Fiction	2035794330	1-4540-29	47.15
	Books - Juvenile Fiction	2035686131	1-4544-29	9.19
	Books - Juvenile Easy	2035686131	1-4546-29	12.59
	Books - Juvenile Easy	2035781820	1-4546-29	29.22
	Books - Juvenile Easy	2035755229	1-4546-29	13.39
	Books - Juvenile Easy	2035794330	1-4546-29	23.51
	Books - Young Adult Fiction	2035686131	1-4548-29	19.54
	Books - Young Adult Fiction	2035794330	1-4548-29	10.92
<i>Totals for Baker & Taylor - L420685</i>				\$ 1,110.59

Fountaindale Public Library District
Bills Payable Report
March 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 - Adult World Languages	2035789125	1-4525-26	\$ 11.37
	Books - Adult World Languages	2035784139	1-4525-26	11.37
	Books - Adult World Languages	2035717137	1-4525-26	43.70
	Books - Adult World Languages	2035776366	1-4525-26	9.57
	Library Materials - Processing Costs	2035750001	1-4518-26	74.78
	Library Materials - Processing Costs	2035748238	1-4518-26	52.72
	Library Materials - Processing Costs	2035686305	1-4518-26	84.66
	Library Materials - Processing Costs	2035717137	1-4518-26	84.43
	Library Materials - Processing Costs	2035761634	1-4518-26	19.38
	Library Materials - Processing Costs	2035776366	1-4518-26	41.67
	Library Materials - Processing Costs	2035727462	1-4518-26	32.91
	Library Materials - Processing Costs	2035774402	1-4518-26	64.81
	Library Materials - Processing Costs	2035723068	1-4518-26	27.21
	Library Materials - Processing Costs	2035720165	1-4518-26	16.20
	Library Materials - Processing Costs	2035759179	1-4518-26	30.57
	Library Materials - Processing Costs	2035755106	1-4518-26	20.16
	Library Materials - Processing Costs	2035763749	1-4518-26	22.79
	Library Materials - Processing Costs	2035752591	1-4518-26	53.65
	Library Materials - Shipping Costs	2035750001	1-4519-26	5.93
	Library Materials - Shipping Costs	2035748238	1-4519-26	3.25
	Library Materials - Shipping Costs	2035686305	1-4519-26	7.14
	Library Materials - Shipping Costs	2035717137	1-4519-26	7.45
	Library Materials - Shipping Costs	2035761634	1-4519-26	1.45
	Library Materials - Processing Costs	2035787302	1-4518-26	66.29
	Library Materials - Processing Costs	2035789125	1-4518-26	42.16
	Library Materials - Processing Costs	2035784139	1-4518-26	20.99
	Library Materials - Processing Costs	2035778700	1-4518-26	21.22
	Library Materials - Processing Costs	2035735732	1-4518-26	37.44
	Library Materials - Processing Costs	2035781040	1-4518-26	13.95
	Library Materials - Shipping Costs	2035787302	1-4519-26	6.51
	Library Materials - Shipping Costs	2035789125	1-4519-26	3.34
	Library Materials - Shipping Costs	2035784139	1-4519-26	2.14
	Library Materials - Shipping Costs	2035778700	1-4519-26	2.11
	Library Materials - Shipping Costs	2035735732	1-4519-26	3.92
	Library Materials - Shipping Costs	2035781040	1-4519-26	2.68
	Library Materials - Shipping Costs	2035776366	1-4519-26	4.82
	Library Materials - Shipping Costs	2035727462	1-4519-26	2.89
	Library Materials - Shipping Costs	2035774402	1-4519-26	3.59

Fountaindale Public Library District
Bills Payable Report
March 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 - Shipping Costs	2035723068	1-4519-26	\$ 2.28
	Library Materials - Shipping Costs	2035720165	1-4519-26	3.22
	Library Materials - Shipping Costs	2035759179	1-4519-26	6.68
	Library Materials - Shipping Costs	2035755106	1-4519-26	1.84
	Library Materials - Shipping Costs	2035763749	1-4519-26	2.04
	Library Materials - Shipping Costs	2035752591	1-4519-26	4.80
	Books - Adult Non-Fiction	2035787302	1-4541-26	974.27
	Books - Adult Non-Fiction	2035789125	1-4541-26	84.52
	Books - Adult Non-Fiction	2035778700	1-4541-26	44.55
	Books - Adult Non-Fiction	2035735732	1-4541-26	138.65
	Books - Adult Non-Fiction	2035781040	1-4541-26	46.56
	Books - Adult Non-Fiction	2035776366	1-4541-26	43.71
	Books - Adult Non-Fiction	2035774402	1-4541-26	45.18
	Books - Adult Non-Fiction	2035723068	1-4541-26	366.90
	Books - Adult Non-Fiction	2035720165	1-4541-26	129.97
	Books - Adult Non-Fiction	2035759179	1-4541-26	41.77
	Books - Adult Non-Fiction	2035755106	1-4541-26	56.93
	Books - Adult Non-Fiction	2035763749	1-4541-26	95.85
	Books - Adult Non-Fiction	2035752591	1-4541-26	15.19
	Books - Adult Large Print	2035750001	1-4543-26	49.39
	Books - Adult Large Print	2035748238	1-4543-26	35.38
	Books - Adult Large Print	2035686305	1-4543-26	190.96
	Books - Adult Large Print	2035717137	1-4543-26	35.24
	Books - Adult Large Print	2035776366	1-4543-26	34.79
	Books - Adult Large Print	2035720165	1-4543-26	18.60
	Books - Adult Large Print	2035759179	1-4543-26	154.15
	Books - Adult Large Print	2035755106	1-4543-26	36.99
	Books - Adult Large Print	2035752591	1-4543-26	88.38
	Books - Adult Large Print	2035789125	1-4543-26	36.60
	Books - Adult Large Print	2035784139	1-4543-26	17.99
	Books - Adult Large Print	2035735732	1-4543-26	48.19
	Books - Adult Fiction	2035750001	1-4540-26	696.02
	Books - Adult Fiction	2035748238	1-4540-26	282.10
	Books - Adult Fiction	2035686305	1-4540-26	405.77
	Books - Adult Fiction	2035717137	1-4540-26	363.01
	Books - Adult Fiction	2035761634	1-4540-26	191.23
	Books - Adult Fiction	2035776366	1-4540-26	180.04
	Books - Adult Fiction	2035727462	1-4540-26	114.21

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Fiction	2035774402	1-4540-26	\$ 353.39
	Books - Adult Fiction	2035720165	1-4540-26	10.20
	Books - Adult Fiction	2035759179	1-4540-26	194.30
	Books - Adult Fiction	2035755106	1-4540-26	123.60
	Books - Adult Fiction	2035763749	1-4540-26	126.53
	Books - Adult Fiction	2035752591	1-4540-26	78.30
	Books - Adult Fiction	2035787302	1-4540-26	100.29
	Books - Adult Fiction	2035789125	1-4540-26	89.14
	Books - Adult Fiction	2035784139	1-4540-26	189.90
	Books - Adult Fiction	2035778700	1-4540-26	235.20
	Books - Adult Fiction	2035735732	1-4540-26	68.77
	Books - Adult Fiction	2035781040	1-4540-26	476.53
	Books - Adult Non-Fiction	2035750001	1-4541-26	172.72
	Books - Adult Non-Fiction	2035748238	1-4541-26	97.17
	Books - Adult Non-Fiction	2035686305	1-4541-26	57.30
	Books - Adult Non-Fiction	2035717137	1-4541-26	186.45
	Books - Juvenile Easy	2035776366	1-4546-26	90.58
	Books - Juvenile Easy	2035727462	1-4546-26	437.75
	Books - Juvenile Easy	2035774402	1-4546-26	92.53
	Books - Juvenile Easy	2035720165	1-4546-26	279.11
	Books - Juvenile Easy	2035759179	1-4546-26	568.60
	Books - Juvenile Easy	2035755106	1-4546-26	130.93
	Books - Juvenile Easy	2035763749	1-4546-26	92.82
	Books - Juvenile Easy	2035752591	1-4546-26	461.23
	Books - Juvenile Easy	2035787302	1-4546-26	75.54
	Books - Juvenile Easy	2035789125	1-4546-26	194.59
	Books - Juvenile Easy	2035784139	1-4546-26	16.14
	Books - Juvenile Easy	2035778700	1-4546-26	25.88
	Books - Young Adult Fiction	2035748238	1-4548-26	46.44
	Books - Young Adult Fiction	2035686305	1-4548-26	49.71
	Books - Young Adult Fiction	2035717137	1-4548-26	49.58
	Books - Young Adult Fiction	2035761634	1-4548-26	50.87
	Books - Young Adult Fiction	2035776366	1-4548-26	29.98
	Books - Young Adult Fiction	2035774402	1-4548-26	38.50
	Books - Young Adult Fiction	2035723068	1-4548-26	35.91
	Books - Young Adult Fiction	2035720165	1-4548-26	32.18
	Books - Young Adult Fiction	2035759179	1-4548-26	46.42
	Books - Young Adult Fiction	2035755106	1-4548-26	11.49

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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	2035763749	1-4548-26	\$ 44.82
	Books - Young Adult Fiction	2035752591	1-4548-26	90.88
	Books - Young Adult Fiction	2035787302	1-4548-26	18.73
	Books - Young Adult Fiction	2035789125	1-4548-26	63.64
	Books - Young Adult Fiction	2035784139	1-4548-26	21.26
	Books - Young Adult Fiction	2035778700	1-4548-26	65.50
	Books - Young Adult Fiction	2035735732	1-4548-26	109.02
	Books - Young Adult Fiction	2035750001	1-4548-26	11.49
	Books - Young Adult Non-Fiction	2035750001	1-4549-26	17.05
	Books - Young Adult Non-Fiction	2035686305	1-4549-26	16.14
	Books - Young Adult Non-Fiction	2035717137	1-4549-26	14.97
	Books - Young Adult Non-Fiction	2035761634	1-4549-26	28.00
	Books - Young Adult Non-Fiction	2035776366	1-4549-26	10.34
	Books - Young Adult Non-Fiction	2035774402	1-4549-26	19.91
	Books - Young Adult Non-Fiction	2035723068	1-4549-26	53.04
	Books - Young Adult Non-Fiction	2035763749	1-4549-26	6.00
	Books - Young Adult Non-Fiction	2035789125	1-4549-26	11.49
	Books - Juvenile Non-Fiction	2035774402	1-4545-26	10.34
	Books - Juvenile Non-Fiction	2035752591	1-4545-26	138.04
	Books - Juvenile Fiction	2035750001	1-4544-26	25.28
	Books - Juvenile Fiction	2035748238	1-4544-26	35.16
	Books - Juvenile Fiction	2035686305	1-4544-26	554.63
	Books - Juvenile Fiction	2035717137	1-4544-26	550.34
	Books - Juvenile Fiction	2035761634	1-4544-26	20.68
	Books - Juvenile Non-Fiction	2035781040	1-4545-26	12.59
	Books - Juvenile Easy	2035750001	1-4546-26	10.34
	Books - Juvenile Easy	2035748238	1-4546-26	64.35
	Books - Juvenile Easy	2035686305	1-4546-26	126.28
	Books - Juvenile Easy	2035717137	1-4546-26	231.66
	Books - Juvenile Fiction	2035776366	1-4544-26	565.18
	Books - Juvenile Fiction	2035727462	1-4544-26	25.28
	Books - Juvenile Fiction	2035774402	1-4544-26	158.60
	Books - Juvenile Fiction	2035720165	1-4544-26	173.83
	Books - Juvenile Fiction	2035759179	1-4544-26	329.99
	Books - Juvenile Fiction	2035755106	1-4544-26	7.17
	Books - Juvenile Fiction	2035763749	1-4544-26	41.93
	Books - Juvenile Fiction	2035752591	1-4544-26	87.50
	Books - Juvenile Fiction	2035787302	1-4544-26	132.65

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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	2035789125	1-4544-26	\$ 175.67
	Books - Juvenile Fiction	2035784139	1-4544-26	171.87
	Books - Juvenile Fiction	2035778700	1-4544-26	51.70
	Books - Juvenile Fiction	2035735732	1-4544-26	418.74
	Books - Juvenile Non-Fiction	2035750001	1-4545-26	202.86
	Books - Juvenile Non-Fiction	2035748238	1-4545-26	89.60
	Books - Juvenile Non-Fiction	2035686305	1-4545-26	26.76
	Books - Juvenile Non-Fiction	2035717137	1-4545-26	14.94
	<i>Totals for Baker & Taylor - L420686</i>			\$ 16,517.98
Belynda Head				
	Program - Virtual R&B Line Dancing - 4/11/21	BH041121	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Blackstone Publishing				
	Audiobooks - Adult	1204539	1-4551-26	360.00
	<i>Totals for Blackstone Publishing</i>			\$ 360.00
Bradford Systems Corporation				
	Building - Collections Wall Shelves Installation	34639-1	1-4391-30	4,100.00
	<i>Totals for Bradford Systems Corporation</i>			\$ 4,100.00
BRT Outdoor LLC				
	Digital Billboard - 3/1/21-3/28/21	8826	1-4731-10	1,000.00
	<i>Totals for BRT Outdoor LLC</i>			\$ 1,000.00
Call One				
	Telephone & Internet - 2/15/21-3/14/21	377783	1-4312-14	1,078.83
	Telephone & Internet - 2/15/21-3/14/21	377783	1-4314-14	1,968.00
	<i>Totals for Call One</i>			\$ 3,046.83
Cathryn Stanek-Whisler				
	Program - Fun Jar Toppers - 4/12/21	CSW041221	1-4571-24	100.00
	Program - Fun Jar Toppers - 4/12/21	CSW041221	1-4573-24	100.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 200.00
Center Point Large Print				
	Books - Adult Large Print	1831693	1-4543-26	110.85
	Books - Adult Large Print	1822684	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			\$ 429.63

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chicago Sun Times	Periodicals	27468	1-4511-26	\$ 1,008.94
	<i>Totals for Chicago Sun Times</i>			<u>\$ 1,008.94</u>
Children's Plus Inc.	Opening Day Collection	193806	1-4570-29	614.64
	Books - Juvenile World Languages	194318	1-4526-26	195.76
	Books - Juvenile World Languages	194400	1-4526-26	245.18
	Opening Day Collection	194319	1-4570-29	230.08
	<i>Totals for Children's Plus Inc.</i>			<u>\$ 1,285.66</u>
Comcast Cable	Cable - 3/3/21-4/2/21	0367494-MAR21	1-4316-14	103.02
	<i>Totals for Comcast Cable</i>			<u>\$ 103.02</u>
Constellation NewEnergy, Inc.	Electricity - 12/31/2020-2/1/2021	19329725301	1-4321-30	10,037.83
	<i>Totals for Constellation NewEnergy, Inc.</i>			<u>\$ 10,037.83</u>
Costco Membership	4 Membership Dues - April 2021	5845-APR21	1-4162-10	120.00
	<i>Totals for Costco Membership</i>			<u>\$ 120.00</u>
Cristina Page	Refund - Super Paper Mario	CP5176-04	1-3310-30	19.99
	Refund - Shimmer and Shine: Friendship Divine	CP5176-03	1-3310-30	14.99
	Refund - Shimmer and Shine: Beyond the Rainbow Falls	CP5176-02	1-3310-30	14.99
	Refund - Sophia Grace & Rosie's Royal Adventure	CP5176-01	1-3310-30	19.99
	Refund - Hey Duggee: Balloon Badge and Other Stories	CP5176-05	1-3310-30	16.49
	<i>Totals for Cristina Page</i>			<u>\$ 86.45</u>
Demco, Inc.	Collections - Jackets & Label Protectors	6910082	1-4371-12	2,312.49
	<i>Totals for Demco, Inc.</i>			<u>\$ 2,312.49</u>
Dennis Raleigh	Mileage - 2/8/21-2/18/21	DR030321	1-4171-10	6.05
	<i>Totals for Dennis Raleigh</i>			<u>\$ 6.05</u>
Diesel Service Center	Bkm Van - Repair Coolant Leak - 12/4/2020	D067191	1-4235-29	284.97
	<i>Totals for Diesel Service Center</i>			<u>\$ 284.97</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Findaway World, LLC				
	Audiobooks - Juvenile	341891	1-4553-26	\$ 44.78
	Audiobooks - Juvenile	342562	1-4553-26	681.62
	Audiobooks - Adult	341952	1-4551-26	533.74
	Playaway - Juvenile	241887	1-4562-29	44.78
	Playaway - Juvenile	342567	1-4562-29	378.09
	Launchpads - Juvenile	341689	1-4566-26	139.98
	Launchpads - Juvenile	342180	1-4566-26	69.99
<i>Totals for Findaway World, LLC</i>				<u>\$ 1,892.98</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Studio - Stock Media Patron Use Subscription	M4566-MAR21	1-4568-27	\$ 99.00
	Netflix - Monthly 4/12 Additional Roku Subscription	M4566-MAR21	1-4523-26	15.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-MAR21	1-4523-26	13.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-MAR21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-MAR21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-MAR21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-MAR21	1-4523-26	15.99
	HBO - Monthly 3/12 Roku Subscription	T7780-MAR21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-MAR21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-MAR21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-MAR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-MAR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-MAR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-MAR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-MAR21	1-4523-26	14.99
	American Assoc Notaries - Dziadus - Notary Bond & Supplies	N7148-MAR21	1-4253-10	30.00
	American Assoc Notaries - Palagi - Notary Bond & Supplies	N7148-MAR21	1-4253-10	30.00
	Communications - Facebook Monthly Ads	M4566-MAR21	1-4731-10	181.27
	MailChimp - Communications Monthly Subscription	M4566-MAR21	1-4731-10	87.99
	Woobox - Communications Monthly Subscription	M4566-MAR21	1-4731-10	29.00
	DecalGirl - Comm. Circulating Chromebook Skins	N7148-MAR21	1-4731-10	263.65
	Canva - Communications Annual Subscription	N7148-MAR21	1-4731-10	119.40
	Envira - Communications - Website Gallery Plugin	N7148-MAR21	1-4731-10	269.10
	Organized Living - CSD Wkrm & Studio Storage Addtl Shelving	P7810-MAR21	1-4391-30	507.55
	American Society Notaries - Dziadus - Notary Training	N7148-MAR21	1-4151-10	25.00
	ILSHRM - Frias - Employment Law Conf - 3/11/21-4/11/21	N7148-MAR21	1-4151-10	199.00
	ILSHRM - Pottle - Employment Law Conf - 3/11/21-4/11/21	N7148-MAR21	1-4151-10	199.00
	Andersons - Boyer - Bookshop Lit Conf - 2/27/21	N7148-MAR21	1-4151-10	22.34
	Roger That Training - Mandatory Staff Harrasment Training	N7148-MAR21	1-4151-10	175.00
	NIU Outreach - Finance - Time Management Webinar - 3/11/21	N7148-MAR21	1-4151-10	99.00
	DuPage SHRM - Frias - Annual Membership	N7148-MAR21	1-4161-10	100.00
	American Assoc Notaries - Dziadus - Notary Bond & Supplies	N7148-MAR21	1-4351-10	19.90
	American Assoc Notaries - Palagi - Notary Bond & Supplies	N7148-MAR21	1-4351-10	19.90
	Online Labels - Collections - Genre Labels	T7780-MAR21	1-4371-12	12.72
	Avery Products - Collections - Magazine Box Labels	T7780-MAR21	1-4371-12	121.17
	Ebay - BKM Van Repair Parts	P7810-MAR21	1-4235-29	15.19
	VehicleClip - Bkm Van Repair Parts	P7810-MAR21	1-4235-29	24.08
	Alonti Cafe & Catering - February 2021 Board Dinner	N7148-MAR21	1-4355-16	87.66

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard		(Cont'd)		
	Shutterfly - New Staff Welcome Cards	N7148-MAR21	1-4256-10	\$ 91.99
	Interview Mag. - One Year Periodicals Subscription	T7780-MAR21	1-4511-26	58.84
		<i>Totals for First Bankcard</i>		\$ 3,107.61
Fun Express LLC				
	CSD - Various Program Supplies	708157410-01	1-4353-20	436.68
		<i>Totals for Fun Express LLC</i>		\$ 436.68
Gale/Cengage Learning				
	Books - Adult Large Print	73792871	1-4543-26	75.97
	Books - Adult Large Print	73778539	1-4543-26	43.18
	Books - Adult Large Print	73690156	1-4543-26	24.00
	Books - Adult Large Print	73617745	1-4543-26	24.79
	Books - Adult Non-Fiction	73724939	1-4541-26	624.42
	Books - Adult Large Print	73594084	1-4543-26	49.58
	Books - Adult Large Print	73596219	1-4543-26	74.22
	Books - Adult Large Print	73597342	1-4543-26	75.72
	Books - Adult Large Print	73568774	1-4543-26	186.68
	Books - Adult Large Print	73569169	1-4543-26	168.69
	Books - Adult Large Print	73568486	1-4543-26	55.48
		<i>Totals for Gale/Cengage Learning</i>		\$ 1,402.73
Government Finance Office Association				
	J. Nguyen - Cash Flow Forecasting - 2/25/21	2998896	1-4151-10	85.00
		<i>Totals for Government Finance Office Association</i>		\$ 85.00
Holly Sine-Ramsdell				
	Program - Ageless Grace - 3/6/21	HSR030621	1-4571-24	75.00
	Program - Ageless Grace - 3/20/21	HSR032021	1-4571-24	75.00
	Program - Ageless Grace - 4/3/21	HSR040321	1-4571-24	75.00
		<i>Totals for Holly Sine-Ramsdell</i>		\$ 225.00
Homeless Training Institute, LLC				
	Staff Training - 1 Year Subscription	020192021	1-4151-10	1,399.00
		<i>Totals for Homeless Training Institute, LLC</i>		\$ 1,399.00
Homer Tree Care, Inc.				
	Grounds - Cut Back Tree From Flagpole	43287	1-4392-30	225.00
		<i>Totals for Homer Tree Care, Inc.</i>		\$ 225.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois American Water				
	Fire Protection - 2/18/21-3/17/21	1025-210003089465	1-4331-30	\$ 46.16
	Irrigation - 1/22/21-2/17/21	1025-210003089915	1-4331-30	115.15
	<i>Totals for Illinois American Water</i>			<u>\$ 161.31</u>
Illinois American Water/Bolingbrook				
	Water & Sewer - 1/22/21-2/17/21	1025-210003088318	1-4331-30	568.70
	<i>Totals for Illinois American Water/Bolingbrook</i>			<u>\$ 568.70</u>
Illinois Secretary of State				
	FPLD Staff: Dziadus - Notary Application Fee	6684-2021 01	1-4351-10	10.00
	FPLD Staff: Jansen - Notary Application Fee	6684-2021 02	1-4351-10	10.00
	<i>Totals for Illinois Secretary of State</i>			<u>\$ 20.00</u>
Ilya Kabirov				
	Program - Great Reads Book Club - 3/24/21	IK032421	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<u>\$ 75.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Video Games - YA	51187312	1-4563-26	\$ 113.97
	Books - Juvenile Fiction	51488243	1-4544-29	5.64
	Opening Day Collection	51488241	1-4570-29	9.58
	Opening Day Collection	51488242	1-4570-29	40.64
	Video Games - Juvenile	51187313	1-4564-29	332.43
	Video Games - Juvenile	51264087	1-4564-29	56.99
	Video Games - Juvenile	51450161	1-4564-29	16.14
	Books - Adult Fiction	51025027	1-4540-26	10.78
	Books - Adult Fiction	51025029	1-4540-26	32.34
	Books - Adult Fiction	51197409	1-4540-26	21.56
	Books - Adult Fiction	51254574	1-4540-26	32.37
	Books - Adult Fiction	51488240	1-4540-26	16.17
	Books - Adult Fiction	51366070	1-4540-26	30.57
	Books - Juvenile Storytime & Professional Reference	51366071	1-4547-26	20.32
	Books - Juvenile Easy	51366072	1-4546-26	236.53
	Books - Juvenile Easy	51488239	1-4546-26	9.58
	Books - Juvenile Easy	51286683	1-4546-26	350.87
	Books - Juvenile Easy	51366069	1-4546-26	18.63
	Books - Juvenile Fiction	51366073	1-4544-26	10.16
	Books - Juvenile Easy	51025028	1-4546-26	43.17
	Books - Juvenile Easy	51197408	1-4546-26	208.44
	Books - Juvenile Easy	51223681	1-4546-26	51.94
	Books - Juvenile Easy	51264086	1-4546-26	166.41
	Books - Juvenile Fiction	51025030	1-4544-26	15.29
	Books - Juvenile Non-Fiction	51366073	1-4545-26	28.74
	Books - Juvenile Non-Fiction	51366072	1-4545-26	50.80
	Books - Juvenile Non-Fiction	51450160	1-4545-26	53.65
	<i>Totals for Ingram Library Services</i>			<u>\$ 1,983.71</u>
Jessica Layman				
	Program - Shopping, Saving & Storing - 4/15/21	JL041521	1-4571-24	190.00
	<i>Totals for Jessica Layman</i>			<u>\$ 190.00</u>
John Hodur				
	Mileage - 10/25/2020-12/8/2020	JH022821	1-4171-10	11.62
	<i>Totals for John Hodur</i>			<u>\$ 11.62</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Kashif A Razzak	Refund - Kit Feeney	KR3106	1-3310-10	\$ 13.00
	<i>Totals for Kashif A Razzak</i>			<u>\$ 13.00</u>
Kellie Chase	Program - Sewing With Kellie Chase (6 Classes) - 3/22/21	KC032221	1-4571-24	175.00
	Program - Sewing With Kellie Chase (6 Classes) - 4/5/21	KC040521	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<u>\$ 350.00</u>
Kevin J. Wood	Program - The Political Lincoln - 3/30/21	KJW033021	1-4571-24	250.00
	<i>Totals for Kevin J. Wood</i>			<u>\$ 250.00</u>
Konica Minolta Business Solutions U.S.A., Inc.	Local History Room Bizhub 4000i Maintenance - 2/1/21-2/28/21	9007497097	1-4234-14	0.05
	March Contract: Maintenance - 1/15/21-2/14/21	9007521602	1-4234-14	3.37
	July Contract: Overage - 1/1/21-1/31/21	9007490405	1-4234-14	747.86
	July Contract: Maintenance - 1/1/21-1/31/21	9007490763	1-4234-14	60.53
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<u>\$ 811.81</u>
Konica Minolta Premier Finance	Leased Equipment - February 2021	436411987	1-4234-14	1,550.18
	<i>Totals for Konica Minolta Premier Finance</i>			<u>\$ 1,550.18</u>
Leah D. Moon	Program - Cosmic Galaxy Abstract Painting - 3/26/21	LDM032621	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			<u>\$ 165.00</u>
McKula, Inc.	Incident Tracker - 4/1/21-3/31/22	3428	1-4631-14	1,200.00
	<i>Totals for McKula, Inc.</i>			<u>\$ 1,200.00</u>
Melissa Luce	Mileage - 1/5/21-2/18/21	ML030421	1-4171-10	39.37
	<i>Totals for Melissa Luce</i>			<u>\$ 39.37</u>
Michael Stegall	Refund - Electricity Book	MS2478	1-3310-30	15.15
	<i>Totals for Michael Stegall</i>			<u>\$ 15.15</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Music - Adult	99980431	1-4550-26	\$ 16.58
	Music - Adult	99980421	1-4550-26	23.08
	Music - Adult	99980411	1-4550-26	24.57
	Music - Adult	99973289	1-4550-26	11.08
	Music - Adult	500056416	1-4550-26	20.68
	Music - Adult	500056412	1-4550-26	14.08
	Music - Juvenile	99980410	1-4554-26	14.08
	Music - Juvenile	99980428	1-4554-26	9.74
	Music - Juvenile	500028422	1-4554-26	13.33
	Music - Juvenile	500080531	1-4554-26	7.49
	Audiobooks - Young Adult	500028429	1-4555-26	45.29
	DVD - Adult	99980445	1-4557-26	51.16
	DVD - Adult	99980413	1-4557-26	141.15
	DVD - Adult	99980446	1-4557-26	48.23
	DVD - Adult	99980412	1-4557-26	166.36
	DVD - Adult	99980434	1-4557-26	15.48
	DVD - Adult	99980425	1-4557-26	25.48
	DVD - Adult	99980444	1-4557-26	135.63
	DVD - Adult	99980443	1-4557-26	23.99
	DVD - Adult	99980424	1-4557-26	37.48
	DVD - Adult	99980442	1-4557-26	22.49
	DVD - Adult	99980426	1-4557-26	29.98
	DVD - Adult	99980422	1-4557-26	67.47
	DVD - Adult	99980423	1-4557-26	78.72
	DVD - Adult	99980427	1-4557-26	34.48
	DVD - Adult	99980420	1-4557-26	486.50
	DVD - Adult	99980419	1-4557-26	717.66
	DVD - Adult	99980432	1-4557-26	54.46
	DVD - Adult	500056415	1-4557-26	61.44
	DVD - Adult	500056414	1-4557-26	138.28
	DVD - Adult	500056685	1-4557-26	49.47
	DVD - Adult	500056683	1-4557-26	52.44
	DVD - Adult	500056418	1-4557-26	97.45
	DVD - Adult	500034101	1-4557-26	89.95
	DVD - Adult	500034100	1-4557-26	131.20
	DVD - Adult	500028430	1-4557-26	116.94
	DVD - Adult	500028425	1-4557-26	499.73
	DVD - Adult	500028445	1-4557-26	23.99

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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	500028448	1-4557-26	\$ 29.99
	DVD - Adult	500028437	1-4557-26	15.48
	DVD - Adult	500028434	1-4557-26	44.97
	DVD - Adult	500028433	1-4557-26	131.20
	DVD - Adult	500028432	1-4557-26	89.95
	DVD - Adult	500028431	1-4557-26	486.56
	DVD - Adult	500028447	1-4557-26	18.74
	DVD - Adult	500028446	1-4557-26	89.97
	DVD - Adult	500028449	1-4557-26	100.96
	DVD - Adult	500080545	1-4557-26	142.47
	DVD - Adult	500080537	1-4557-26	103.44
	DVD - Adult	500080536	1-4557-26	119.96
	DVD - Adult	500080535	1-4557-26	67.47
	DVD - Adult	500080534	1-4557-26	39.46
	DVD - Adult	500080533	1-4557-26	308.93
	DVD - Adult	500080532	1-4557-26	146.20
	DVD - Adult	500080528	1-4557-26	62.94
	DVD - Adult	500080544	1-4557-26	44.33
	DVD - Adult	500080543	1-4557-26	84.16
	DVD - Adult	500080540	1-4557-26	18.23
	DVD - Adult	500080539	1-4557-26	23.48
	DVD - Juvenile	99980435	1-4558-26	97.88
	DVD - Juvenile	99980415	1-4558-26	290.05
	DVD - Juvenile	99980417	1-4558-26	25.48
	DVD - Juvenile	99980416	1-4558-26	29.99
	DVD - Juvenile	99980433	1-4558-26	19.33
	DVD - Juvenile	500056681	1-4558-26	78.72
	DVD - Juvenile	500056680	1-4558-26	152.16
	DVD - Juvenile	500028423	1-4558-26	161.34
	DVD - Juvenile	500028436	1-4558-26	22.48
	DVD - Juvenile	500080538	1-4558-26	197.30
	Audiobooks - Adult	500056419	1-4551-26	53.29
	Audiobooks - Adult	500056413	1-4551-26	35.29
	Audiobooks - Adult	500056684	1-4551-26	45.29
	Audiobooks - Adult	500028435	1-4551-26	40.29
	Audiobooks - Adult	500028426	1-4551-26	90.58
	Audiobooks - Adult	99980414	1-4551-26	40.29
	Audiobooks - Adult	99980418	1-4551-26	302.03

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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 - Adult	99980436	1-4551-29	\$ 125.87
	Audiobooks - Adult	500028441	1-4551-29	50.29
	Audiobooks - Adult	500028444	1-4551-29	40.29
	DVD - Adult	99980437	1-4557-29	46.96
	DVD - Adult	500056686	1-4557-29	19.49
	DVD - Adult	500028443	1-4557-29	41.23
	DVD - Adult	500028442	1-4557-29	65.19
	Music - Adult	500028427	1-4550-26	10.49
	Music - Adult	500080529	1-4550-26	13.49
	Opening Day Collection	500028438	1-4570-29	33.56
	Opening Day Collection	500028439	1-4570-29	15.23
	Opening Day Collection	500028440	1-4570-29	45.46
	Library Materials - Processing Costs	500080545	1-4518-26	38.94
	Books - Adult World Languages	500028424	1-4525-26	83.66
	Books - Adult World Languages	99980430	1-4525-26	22.49
	Books - Adult World Languages	99980429	1-4525-26	17.24
	Books - Adult World Languages	500056682	1-4525-26	63.98
	Opening Day Collection	99980439	1-4570-29	102.34
	Opening Day Collection	99980441	1-4570-29	27.23
	Opening Day Collection	99980438	1-4570-29	172.40
	Opening Day Collection	500056687	1-4570-29	39.46
	Opening Day Collection	500080542	1-4570-29	27.98
	Opening Day Collection	500080541	1-4570-29	15.98
	<i>Totals for Midwest Tape</i>			\$ 8,567.54
Patron Point, Inc.				
	Verify Auto Renewals Service - 12/7/2020-10/13/2021	1157	1-4256-10	78.00
	<i>Totals for Patron Point, Inc.</i>			\$ 78.00
PeopleFacts				
	New Hire Background Checks - February 2021	33754-022021	1-4253-10	139.08
	<i>Totals for PeopleFacts</i>			\$ 139.08
PMA Securities LLC				
	Continuing Disclosure Fee - 2020	INV12194	1-4253-10	2,000.00
	<i>Totals for PMA Securities LLC</i>			\$ 2,000.00

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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Rebecca K. Vacco-Giudice	Refund - Show and Tell	RVG4008	1-3310-30	\$ 12.95
		<i>Totals for Rebecca K. Vacco-Giudice</i>		<u>\$ 12.95</u>
Robert Pennor	Program - Drawing with Pencils and Charcoals - 3/23/21	RP032321	1-4571-24	75.00
	Program - Drawing with Pencils and Charcoals - 3/30/21	RP033021	1-4571-24	75.00
	Program - Drawing with Pencils and Charcoals - 4/6/21	RP040621	1-4571-24	75.00
	Program - Drawing with Pencils and Charcoals - 4/13/21	RP041321	1-4571-24	75.00
		<i>Totals for Robert Pennor</i>		<u>\$ 300.00</u>
Ronald Goldie	Program - Dungeons & Dragons - 3/20/21	RG032021	1-4573-24	75.00
	Program - Dungeons & Dragons - 4/10/21	RG041021	1-4573-24	75.00
		<i>Totals for Ronald Goldie</i>		<u>\$ 150.00</u>
S & S Worldwide, Inc.	CSD - Various Program Supplies	IN100707254	1-4353-20	189.29
		<i>Totals for S & S Worldwide, Inc.</i>		<u>\$ 189.29</u>
Sara F Cochran	Program - Gen. Club - Missing: Reward! - 3/24/21	SFC032421	1-4571-24	200.00
		<i>Totals for Sara F Cochran</i>		<u>\$ 200.00</u>
Sebert Landscaping Inc.	Snow Maintenance - February 2021	214193	1-4392-30	2,625.00
	Snow & Ice Removal - 1/31/21-2/1/21	214742	1-4392-30	2,751.00
		<i>Totals for Sebert Landscaping Inc.</i>		<u>\$ 5,376.00</u>
Tammy Gibson	Program - Gen. Club - Black Graves Matter - 4/14/21	TG041421	1-4571-24	225.00
		<i>Totals for Tammy Gibson</i>		<u>\$ 225.00</u>
Tasos Priovolos	Mileage - 8/8/2020-9/19/2020	TP022821	1-4171-10	59.83
	Mileage - 2/7/2020	TP022821	1-4171-10	19.04
		<i>Totals for Tasos Priovolos</i>		<u>\$ 78.87</u>
The Bugle Newspapers	Legal Ad - Computers RFP	1192681	1-4243-10	13.30
		<i>Totals for The Bugle Newspapers</i>		<u>\$ 13.30</u>

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General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
The Shop Bolingbrook				
	Business Cards - Castle	21645	1-4351-10	\$ 40.00
		<i>Totals for The Shop Bolingbrook</i>		<u>\$ 40.00</u>
Thomas Mesich				
	Refund - Hit & Run	TM0747-01	1-3310-30	10.00
	Refund - Astronomy	TM0747-02	1-3310-30	3.10
		<i>Totals for Thomas Mesich</i>		<u>\$ 13.10</u>
Tim Roberts				
	Refund - A Fairy-Tail Adventure	TR1833-01	1-3310-10	13.00
	Refund - Barbie Princess Charm School	TR1833-02	1-3310-10	8.99
	Refund - How Little Things Can Make a Big Difference	TR1833-03	1-3310-10	26.50
	Refund - I Spy Under The Sea	TR1833-04	1-3310-10	14.99
		<i>Totals for Tim Roberts</i>		<u>\$ 63.48</u>
Titan Image Group, Inc				
	Spring 2021 Newsletter - March-May2021	57471	1-4256-10	7,850.00
		<i>Totals for Titan Image Group, Inc</i>		<u>\$ 7,850.00</u>
Tressler LLP				
	Legal Expense - Attorney - February 2021	427452	1-4241-10	1,900.00
	Legal Expense - Tax Appeals - Attorney - February 2021	425993	1-4241-10	2,000.00
		<i>Totals for Tressler LLP</i>		<u>\$ 3,900.00</u>
Unique Management Services, Inc.				
	Collection Expense - February 2021	599866	1-4245-10	152.15
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 152.15</u>
UPS				
	Shipping - Account Refillment	0000603951091	1-4382-10	2,000.00
		<i>Totals for UPS</i>		<u>\$ 2,000.00</u>
USCutter				
	Studio - Vinyl	1687225	1-4371-27	283.44
		<i>Totals for USCutter</i>		<u>\$ 283.44</u>
Vanguard Energy Services, LLC				
	Gas Service - 1/1/21-1/31/21	G404408021121	1-4322-30	2,424.97
	Gas Service - 2/1/21-2/28/21	G404408030521	1-4322-30	5,324.41
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 7,749.38</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Verizon Wireless	Telephone - 1/17/21-2/16/21	9873562667	1-4311-14	\$ 540.00
	<i>Totals for Verizon Wireless</i>			<u>\$ 540.00</u>
Warehouse Direct	Collections - Box Tape & Address Labels	4888752-0	1-4371-12	199.40
	CSD - Various Colored Paper	4888207-0	1-4353-20	172.70
	Essential Supplies - Disinfect Wipe Bucket Program Feb. 2021	4903374-0	1-4351-10	919.80
	Collections - Box Tape & Address Labels	4888752-0	1-4351-10	327.90
	District Closet Restock - February 2021	4902505-0	1-4351-10	359.25
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,979.05</u>
Winter M. Brambila	Program - Charla Literaria (4 Classes) - 4/5/21	WMB040521	1-4571-24	25.00
	<i>Totals for Winter M. Brambila</i>			<u>\$ 25.00</u>
	Total for Fund 1			<u>\$ 116,588.12</u>

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Audit Fund Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Brian Zabel & Associates, PC	Audit Expense - Fiscal Year Ending 6/30/2020	26071	2-4251-10	\$ 6,500.00
		<i>Totals for Brian Zabel & Associates, PC</i>		<u>\$ 6,500.00</u>
		Total for Fund 2		<u>\$ 6,500.00</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Staff Lounge Ice Maker	A64-2021	8-4211-30	\$ 55.69
	Building - 4 Outlet 8 USB Surge Protector	A66-2021	8-4211-30	359.96
	<i>Totals for Amazon</i>			\$ 415.65
American Building Services, LLC				
	Building - Dumpster Door Closer	4037928	8-4211-30	321.14
	<i>Totals for American Building Services, LLC</i>			\$ 321.14
Best Quality Cleaning, Inc.				
	Sunday Porter Service - February 2021	36589	8-4215-30	475.00
	Saturday Porter Service - February 2021	36590	8-4215-30	475.00
	Cleaning Service - February 2021	36499	8-4215-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,871.00
Calumet Decorating Services, Inc.				
	Patch & Paint Room 221 East Wall & Various Library Walls	22711	8-4211-30	2,640.00
	Repair & Paint Various Library Walls	22716	8-4211-30	4,000.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			\$ 6,640.00
Cintas Corporation				
	First Aid Restock - March 2021	8405017981	8-4215-30	342.25
	<i>Totals for Cintas Corporation</i>			\$ 342.25
Cintas Corporation #344				
	Weekly Mat Service - 3/4/21	4077615228	8-4215-30	36.20
	Weekly Mat Service - 2/18/21	4076285713	8-4215-30	35.89
	Weekly Mat Service & Bi-Weekly Sanitizer - 2/11/21	4075690376	8-4215-30	41.69
	Weekly Mat Service & Bi-Weekly Sanitizer - 2/25/21	4076991808	8-4215-30	99.20
	<i>Totals for Cintas Corporation #344</i>			\$ 212.98
Culligan Bolingbrook, IL				
	Solar Salt Delivery - February 2021	148525	8-4215-30	142.59
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 142.59
Cutting Edge Document Destruction, LLC				
	Records Retention Document Shred - 2/10/21	m13212	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			\$ 30.00
Filter Services Inc.				
	Building - Various Fiberglass Filters	INV256595	8-4357-30	211.43
	<i>Totals for Filter Services Inc.</i>			\$ 211.43

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Menards - Building - Hold Shelves Materials	P7810-MAR21	8-4357-30	\$ 13.12
	Kully Supply - Building - Toilet Paper Repair Parts	P7810-MAR21	8-4357-30	65.26
	Menards - Building - Hold Shelves Materials	P7810-MAR21	8-4211-30	29.94
	KELE - Building - Nitrogen Dioxide Sensor	P7810-MAR21	8-4211-30	719.15
	Easykeys.com - Building - Outreach Mgr's Office Cabinet Keys	P7810-MAR21	8-4211-30	20.00
	<i>Totals for First Bankcard</i>			\$ 847.47
Graybar				
	Building - Control Boards for Building Surge Protectors	9319907014	8-4211-30	1,589.45
	<i>Totals for Graybar</i>			\$ 1,589.45
Groot Industries, Inc.				
	Garbage & Recycling - 3/1/21-3/31/21	6751831	8-4215-30	413.14
	<i>Totals for Groot Industries, Inc.</i>			\$ 413.14
Hansen Services, Inc.				
	Monthly Pest Control - March 2021	3930633	8-4215-30	110.00
	<i>Totals for Hansen Services, Inc.</i>			\$ 110.00
Lutron Services Co., Inc.				
	2021 Annual Platinum Technology Support Contract	19257887	8-4215-30	5,588.00
	<i>Totals for Lutron Services Co., Inc.</i>			\$ 5,588.00
Pace Systems, Inc.				
	Building - Replace Mtg Rm B Projector Screen & Roller	210792	8-4211-30	564.69
	Building - Parking Lot Lens Cover	210774	8-4211-30	250.00
	<i>Totals for Pace Systems, Inc.</i>			\$ 814.69
Steiner Electric Company				
	Annual Generator Maintenance 2021	S006825797.001	8-4215-30	495.00
	<i>Totals for Steiner Electric Company</i>			\$ 495.00
Trane U.S. Inc.				
	Actuators for AHU-1 OA Dampers	9684054	8-4211-30	614.64
	Brackets & Bearings for AHU-1 OA Dampers	9682147	8-4211-30	164.40
	BAS & HVAC Equipment Agreement 2/1/21-1/31/22	311479212	8-4215-30	47,500.00
	<i>Totals for Trane U.S. Inc.</i>			\$ 48,279.04

**Fountaindale Public Library District
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	District Closet Restock - February 2021	4902505-0	8-4357-30	\$ 36.91
	Building - Ice-Off Windshield Spray	4890954-0	8-4357-30	54.95
	Building - Ice-Off Windshield Spray Freight	4904433-0	8-4357-30	10.57
	Feb. 2021 District Restock - Additional Facial Tissue	4889589-0	8-4357-30	49.29
	Building - Diversey Neutralizer	4889465-0	8-4357-30	49.90
	Feb. 2021 Building Restock	4896927-0	8-4357-30	1,869.61
	Feb. 2021 Building Restock - Replaced Incorrect Soap	4901769-0	8-4357-30	358.14
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,429.37</u>
	Total for Fund 8			<u>\$ 76,753.20</u>
	Grand Total			<u><u>\$ 199,841.32</u></u>



Jennie Nguyen/Finance Manager

February 2021 Monthly Board Report
Paul Mills

Director

Ballot Drop Box Update

We will not have a vote by mail ballot drop box for the Spring election. There is no legislation authorizing their placement by Will County beyond the one at the Will County Clerk's Office. Here is a link to the release from Will County

<https://www.thewillcountyclerk.com/press-releases/vote-by-mail-drop-boxes-3/>

Early Voting will begin in Meeting Room A on Monday, March 22 and continue through Monday, April 5. Here is a link to our news items about it

<https://www.fountaindale.org/2021/02/16/early-voting-for-the-spring-consolidated-election-april-2021/>

Pinnacle Library Cooperative (PLC) Update

Our library cooperative will be retiring our telephony server and moving to a new service. The Telephony Server is the automated system that makes phone calls to alert our patrons about overdue and holds. It also accepts incoming phone calls for our patrons to check their accounts and renew items. Matt Hammermeister, our ILS Manager, will be working with Unique Management Services (UMS), a company that provides other services for PLC, to set up their service to take the place of the telephony server. One thing that we know will be different is that UMS won't be able to take automated incoming calls, so that may mean that each PLC library may get more phone calls from patrons inquiring about their account and/or renewing items.

Our library cooperative will also be moving to automatic renewals for checked out items. If an item is checked out and if circulation rules permit a renewal and there is no hold on the item, the item will automatically be renewed up to its renewal limit. Autorenewal is designed to make it more convenient for patrons who have our items checked out.

Deputy Director (Nancy Korczak)

February brought another opportunity to partner one of our local organizations, the South Suburban Immigrant Project (SSIP). SSIP continues to do their citizenship classes online and has reached out to us to host a drop in materials pickup. It provides students the opportunity to meet their instructor in person before the class starts. I was also invited to speak during one of their sessions, I let students know about the resources Fountaindale has to offer including mobile hotspots.

This month, we have been receiving some great updates about our new bookmobile. Tana Petrov, our Outreach Manager has been able to be in direct contact with both our consultant and the builder to make sure all our questions are answered and to be as prepared as possible. Delivery of the vehicle should be in late March/ early April and training for staff is already being scheduled.

From Jeffrey Fisher's report

Studio 300



Here are our February 2021 key stats:

- 194 patrons actively used our lab.
 - 26 were Non-FPLD people.
- 746 items were checked out
 - 48 of that total circulated out of the lab.
- 70 patrons attended our 17 virtual programs.
 - Total programming hours came to 13.
- 22 patrons completed our online Orientation (14) / Maker Training (8)

Patrick



Patrick attended several meetings, including Collection Usage, as well as a meeting with Communications covering YouTube production workflow in order to better prepare the Niche Academy training for staff members on using iMovie, and eventually Premiere Pro. While the Vinyl Records Task Force did not meet in person, Patrick met with Brian to test out a couple of the record players and begin planning the kit-contents/how-to-use document that will be with each player. He continues to assist Communications with a variety of video projects, including Instagram Reels, which he continues to add Studio related reel ideas to.

Patrick handled the wall display with Black History Makers in the Arts: Then and Now, featuring trailblazing Black musicians, singers, poets, authors, and filmmakers, as well as contemporary artists carrying on their legacy and making history in their own way. Included were QR codes with links to various videos and resources for those who want to know more about an artist.

Anna

February was a busy month getting ready for spring projects. I led a large, 17 person Adult Makers DIY group with building a 3D Valentine's Day Card. My multi-week Learning Circle for Networking went well. I also ordered and picked up supplies for all the spring classes. As part of the Tinker Tech Troupe, I finished videos for the Maker March working with Randi C. At the start of the month, I also celebrated my 8th year anniversary which was exciting.



Monica

Monica spent February finishing the Adobe XD LinkedIn course assigned by Adriana. She also watched some supplemental videos from the Adobe XD tutorial site, called Learning from the Experts, that helped give context to the LinkedIn course. Monica brushed up on her Carvey and 3D printing skills by creating maker objects to use with the March display wall. Monica's favorite part of working on the wall was coming up with the creative solution of printing 3D shelves that could be tacked to the corkboard. Some noteworthy patron interactions in February were being able to look up free video editing software for a patron with a Windows computer and giving an Embroidery one-on-one for an in-person patron. The one-on-one patron was very happy with the clarity of the demonstration.

Justin



During February, I created a tribute to Black History Month for the display case, in which I displayed prominent people of color from the film industry. Since we are now circulating Google Chromebooks and other new items, I submitted a blogpost about the newest editions to our equipment collection with help from the communications department. I used the Tricaster to help record more sewing videos with Kelly Chase. I also helped the Children Services

Department use the Tricaster to record an informational video about Romania and helped Brett from Children's Collection in recording videos explaining the SteamBox kits for Maker March. The final Tricaster video I helped record was a Raspberry Pi Demo Video for Maker March which was done by the IT commission.

McKayla

This month, McKayla created flyers to promote upcoming studio classes. She also kept up with quarantining audio booths and handling staff reservations in Communico. She has also worked on the March display, which will focus on Women's History Month and the traditions of St. Patrick's Day. She also used the 3D printer to create a bunny shaped cookie cutter, flowers and a vase for our maker display. McKayla completed classes from Natalie Fobes on portraiture and elements of effective photography. She also completed training from Robert Vanelli about improving photography with light modifiers. She also learned from Neil Rodes photo restoration techniques for fixing color casts and fading.

Ariah

This month, Ariah has continued getting accustomed to the Studio's different procedures (checking equipment in and out, inviting patrons to orientation, booking appointments, etc). She also received her library card so she has gotten to dive into LinkedIn Learning. She took the "How to Train Your Brain for Maximum Growth" course by Pete Mockaitis and the "InDesign 2021 Quickstart Guide" course by Kladi Vergine. With that, she started making posters for the tree to promote our upcoming classes using Canva. She also created a small lotus flower for the display case using the 3D printer.

Adriana

February was a busy month with various projects and working with staff. Adriana took some time early in the month to create a series of Villainous Valentine's, using the silhouette cameo. She created a series of cards that are currently displayed in the maker lab cabinets. After a short discussion with Jeff it was decided to refresh the maker lab displays every newsletter quarter. Beginning with the summer issue staff will create and display maker projects that coincide with summer programming.

She also updated and created several new versions of the Roku guides that are currently in the printing process. The new Roku guides will be used for the in-house Roku's as well as the new Outreach branch Rokus.

Adriana also edited February's K-talk video which was posted on 2/22/21. Adriana also produced the next video for Streaming Gameplay Tips series titled Multigaming, this was posted to the FPLD channel at the beginning of February.



Jeffrey

Jeffrey completed his multi-week Learning Circle for writers, helped a patron with Scrivener writing software training, co-hosted a webinar about self-publishing on Amazon with local writer Tim B., and led the monthly Nameless Writers Group, too. The deadline for the next *The Nemo Journal* is March 31, and submissions have started to arrive.

He completed a full year of supporting all of our varied virtual programming efforts with video recording/editing and Board meeting tech. Here's an at-glance look of February's YouTube Statistics:

- 47 new videos posted
- 3943 unique views
- 216 hours viewed
- 30 new subscribers (741 overall)

Jeffrey assisted the Tinker Technology Troupe members as they worked to produce all the content debuting throughout Maker March. The Soon to Be Famous committee continues to judge the manuscript contest and build the third contest for Spanish-language authors in the fall. He spent considerable time updating the STBF website with all the Spanish content.

From Debra Dudek's report

Adult and Teen Services

Our Telling a People's Story exhibit has been in place a little over one month, and so far the patron feedback has been positive. Throughout the day, our circulation and studio service staff report patrons often walk through the lobby to return books, and linger for long periods of time to view our exhibit and browse the corresponding book display. Jay and I filmed a virtual walk through of the exhibit, and it is in Studio 300's list of items to complete and post to the library's website.



The two breakaway checkouts from our exhibit are *Henry's Freedom Box* by Ellen Levine and *Why Mosquitoes Buzz in People's Ears* by Verna Aardema.

[I also wrote a blog post which was published on February 8, where I highlighted all the digital books and read-along options highlighted in our exhibit which are available on the Hoopla platform.](#) I was really pleased to see the variety of titles from our exhibit which are available to parents and kids on the site, and our Communications team did a great job formatting the post to make it eye-catching and easy to ready.

During the month of February, we continued to train our new staff and paved the way to welcoming a new specialist to our programming team. As plans progress toward Summer Adventure and our virtual Fall Fandom Fest, Nicole D. joined our staff on Monday, March 1st and is undergoing her initial 30 day training checklist.

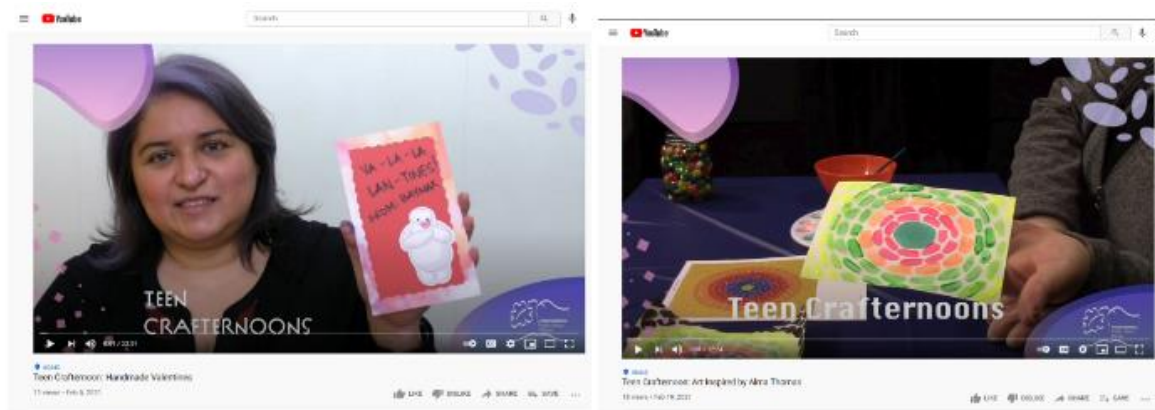
February continued to be a great month for our Career Online High School students. Naila L. completed her coursework and is now the 25th graduate of our program! She completed her diploma one month ahead of schedule, and did an outstanding job completing her diploma before her deadline.

Programming (includes):

YA Programs:

Teen Virtual Programming

We continued to host our regular arts & crafts programs. Plentiful Program's Cathryn Stanek-Whisler taught our patrons how to **Make Your Own Candy** (16 YouTube views) including mint pastels and gummies. Leah Moon's art video, **Acrylic Painting Basics**, debuted on February 26 and has already been viewed 19 times on YouTube. In this short tutorial, Leah provides a brief overview of paint viscosity and different brush techniques. Our patrons really enjoy the arts & crafts tutorials that we host. Becca Falasz worked with Christine Thornton to schedule **Rainbow Forest Paintings** for February. This project was really popular with our teen and adult patrons. As Becca was out, I drafted the email with all the programs details including the class link for Debra to send on Tuesday morning. Christine reported that we had over 80 views! Her most popular class yet.



Our Teen Crafternoon series continued with Adriana in Studio 300 demonstrating how to make **Homemade Valentines** (75 Instagram views/11 YouTube views) and me discussing African American artist Alma Thomas in **Art Inspired by Alma Thomas** (44 Instagram views/18 YouTube views). Both videos were posted on the library's YouTube channel as well as Instagram.

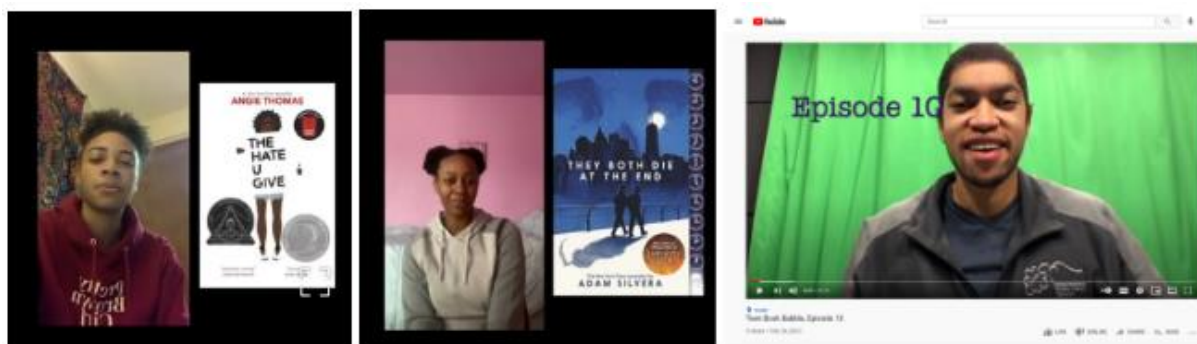
Our **Teen & Tween Lego Building Challenge** continued into February. For the final two weeks, participants were challenged to construct their favorite animals and a car or something with wheels. Again, it was really great to see all the wonderful creations. I continued to log into Woobox and download all the entries and then create a Google form that staff could use to vote for their favorite Lego® creations. Voting took place on Mondays and Tuesdays with the winner announced on Instagram on Wednesdays. I then emailed Melisa M., Joyce and Melissa B. all the pertinent information and created certificates for the winners. Joyce, Melisa and I are already planning a tween & teen photo scavenger hunt contest that will debut in June.



Teen Book Babble

In February, we premiered three episodes of **Teen Book Babble**. I worked with BHS school media specialist Jen Pizzuto to complete our **Teen Book Babble: Diverse Books** volunteer project. For this project, we asked our teen volunteers to talk about their favorite diverse book and why diversity in literature is important. Each student picked a title, recorded their book talk and submitted to Flipgrid that Jen Pizzuto set up for submissions. I edited the student's videos into two parts and recorded introductions for each part. Part 1 debuted on February 5 and Part 2 on February 12. Both were posted to our YouTube Channel and Instagram. I want to thank Jen Pizzuto for her help with this special initiative. She was instrumental in promoting the project, increasing participation and sharing the student's work.

Our final episode of **Teen Book Babble** premiered on February 26. Adult & Teen Services Specialist Bradley Bibbs recorded this episode and in it he reviewed five graphic novels representing Black voices that are available in our library. Bradley wrote, "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."



Teen Winter Reading Challenge

Our **Teen Winter Reading Challenge** ran from January 18 through February 28. We used Beanstack to facilitate the program. Teens in grades 6–12 were challenged to read 180 minutes a week. All students that reached that goal were entered into our weekly drawing for a \$15 Target gift card and a free paperback book. Altogether, 22 students registered for the program. Of



those, 17 students logged 20,685 minutes of reading. All of our weekly winners—Jade, Aiysha, Kym, Cade, David & Colin—were happy to receive their prizes. We also had a grand prize winner. Participants earned an entry into our grand prize drawing each time they met their weekly reading goal. Autumn S. was our final winner. Autumn received a \$50 Target gift card and a bag filled with her choice of 21 different paperback books. I really liked this challenge and Beanstack made it easy to track participation, reading goals and which activities were completed. I would love to make this an annual event.



Tinker Troupe: Maker March

Much time was spent preparing and recording our Marker March STEAM videos.

Susan Ford and I finalized the details for our **Paper Airplane Engineering Challenge** including the rules, how participants will submit proof of flight and prizes for the three age groups. Susan recorded a promotional video.

Patrick and I filmed one video project—the **Floating Soap Boat**. This experiment demonstrates the Marangoni Effect which is “the tendency of material to move from a region of low surface tension to a region of high surface tension.” We placed our boats—a Cool Whip lid cut into a triangular shape with a hole cut out in the center—in a tray of water. Then took a toothpick dipped in dish soap and touched the surface of the water in that hole cut in the center of the boat. Our boat

then shot across the surface of the water. Unfortunately, our experiment required a lot of trial and error and really didn’t work out as we expected. Ultimately, everything worked out just not as we expected. We weren’t able to use the 3D printed boats Patrick had hypothesized would work for the project and we needed to replace the water if we wanted to repeat the experiment.

Anna and I recorded two video projects: **Creativebug eResource Spotlight** and **DIY Art Bots**. For the first video we decided to highlight one of our Maker eResources. Creativebug has tons of arts & crafts tutorials that would appeal to patrons of all ages. We both selected two classes from the resource, watched the videos and then made examples based on these videos. I created a Victorian inspired paper doll by following Creativebug’s Halloween Paper Doll Witches by Courtney Cerruti. I also painted an awesome framed silhouette based on Christine Schmidt’s Watercolor Silhouette class. For our second video, Anna and I created two versions of an Art Bot. Anna’s project used a motor, batteries and more. I created a simplified version of the project using a Dollar Store electric toothbrush, foam and electrical tape. In both versions, markers are attached to the project and either the motor or the vibrations of the electric toothbrush create allow the Art Bots to draw as they move across the page.

My final project for Maker March involved working with Sara McCubbins Spaniol, Ed.D. STEM Outreach Coordinator at College of DuPage. Sara and COD had planned to participate in our 2020 Maker Faire before it was canceled. I contacted her late 2020 to see if the college would like to participate in our Virtual Maker March event. She agreed and we met in February to finalize the details. Sara’s group will be sending our library a video on Bokashi Composting. This will be posted to our YouTube channel and can be kept up permanently. In exchange, our library will be sending along a video to be a part of the College’s STEMCon event.



Career Online High School Statistics

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 1

Graduate: 25

Adult Programming:

Programming:

From Nick Mitchell's Report

The Underground Railroad (2/3/2021)

96 Attendees on Facebook Live



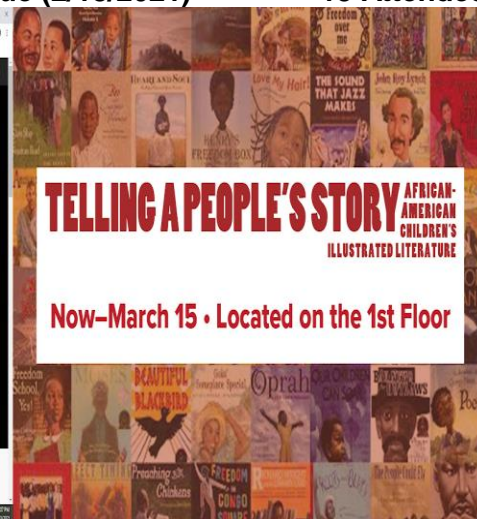
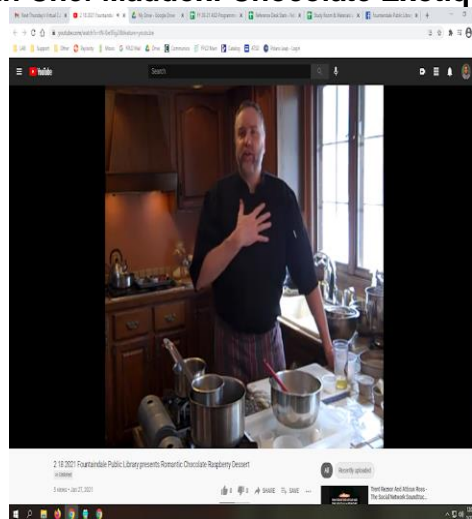
After the resounding success of getting Adam Selzer in September for a last-minute program, we reached out to him again for a program on the Underground Railroad to start off Black History Month. We also kept the format of using Facebook Live for this program, despite much of the problems we ran into last month.

I find Adam to be very easy to work with and very confident with the material he is working with. I know that I try to reach out to him to see what programs he will

present would be a good fit for the programming cycle we are working on and we consistently have a great deal of success with the programs that he presents for us.

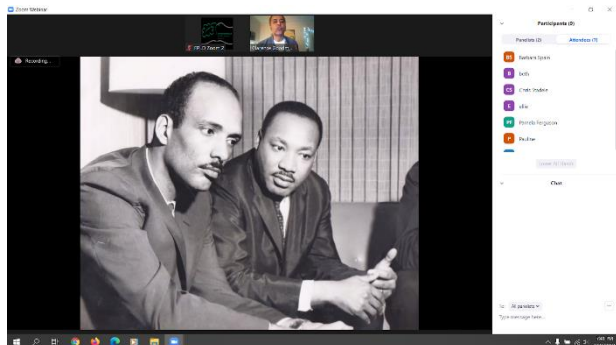
Cooking With Chef Maddox: Chocolate Exotique (2/18/2021)

13 Attendees



I always enjoy hosting the Maddox's. They are so compelling and always have high engagement from the audience, even though the format of Zoom is more passive. And this particular recipe did get several questions and inquiries about it from the audience.

In the Belly of the Beast (2/24/2021)



program was successful and I feel that the more we host Clarence, the more interactions with the live presentation that there will be.

7 Attendees, 34 views on YouTube

Another presenter that I have asked back is Clarence Goodman, and I will most likely ask him to present again. He is such a great presenter to work with and has such passion and command of the material he presented. Within about 5 minutes after the presentation, I received an email from a patron that attended saying “EXCELLENT presentation! So glad I could attend. Thank you for this wonderful offering.” Although this presentation received more interaction through YouTube instead of the live presentation, I would still say that this

Current Projects – Agnes Babinski

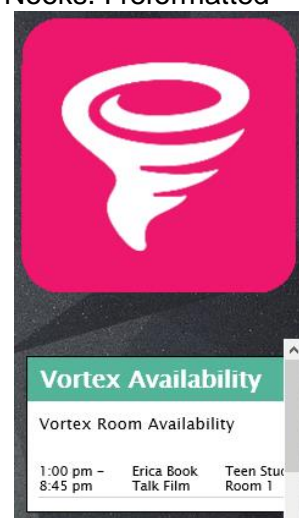
1. Summer Adventure: Book Nooks:

This month I continued working on adding and refining our idea list for the Book Nooks. I reformatted the list with a table (because tables/spreadsheets are awesome) and added more information in the possible scenes/locations to build, and what kind of details we would like to include in the build.

Hopefully with more information, we can narrow down the candidates. Anna has ordered the wood for the frames, and found a shop to get them laser cut at. Once we have that we'll look into setting up a meeting and making those tough decisions!

2. ATSD Staff Site:

I updated the Staff site weekly with new schedules, and updated the links to the March stat sheets at the end of the month. I also updated some of the info with the newest COVID changed. Randi contacted Steven to see about a widget that displays Vortex reservations through Communico. I added this to both the ATSD staff site, and the ATSD Intranet page. Nifty!



Librarian Highlight Brian S.



For the Music & Vinyl Discussion Committee we continue to add titles to be considered for the collection in the Vinyl Spreadsheet. Patrick and I tested our respective record players from Victrola and Crosley in Studio 300. We tested the range of their natural volume as well as with the addition of speakers. While the natural volume on both players was sufficient, by adding the speakers the

sound spectrum was more rounded and fuller especially in regards to the low end. I also found that with the Victrola player that even with its natural volume pushed to the max it still sounded very solid. However, when the Crosley player's natural volume was pushed to the max the sound started to get a little wobbly. We also examined both player's Bluetooth capability and both sounded very well in that regard as well. We continue to add to the completion of the handout on how to operate them.

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 completed my last Virtual Morning Job Club program, this time on Personal Finance. This was over a half hour and took quite a bit of research, though attendance was less than desired. Still, I had a lot of fun while researching and I would like to expand to general business and life topics. I currently have over two hours of content across seven videos and plan to rebrand. Several of my earlier videos can be redone, especially the first one, "How to Start a Job Search at the Library." I also need to do a formal pitch to businesses on why they should get a business library card. This video should be no more than 5 minutes to quickly sell them on the benefits of associating with the library.
- Viewed a Rails Community Engagement webinar suggested by Erica, which I really enjoyed. It had a lot of great advice on keeping patrons engaged without in person programs.
- Completed Book talk on *Joy at Work* by Marie Kondo and Scott Sonenshein. I flipped through *Spark Joy* a couple months ago and this book serves as an excellent companion. It was a huge help to me to declutter my desk and I hope patrons (and co-workers) check it out.



Librarian Highlight

Erica E.

One Book, One Brook

This month was the first One Book, One Brook! I spearheaded this project with a lot of help and collaboration with other departments. The book that we read for the One Book, One Brook was "How to be an antiracist" by Ibram X. Kendi. You can find more information about the program on our website: <https://www.fountaindale.org/2021/01/22/one-book-one-brook/>

Originally, I intended to have a large One Book, One Brook program in November 2020 but that had to be cancelled because of COVID-19. This February One Book, One Brook program was a smaller version of the original plan, but I think in a lot of ways that was a blessing because it allowed me to work out some kinks, gauge the engagement of the program, etc.

The One Book, One Brook event included many different programs/events. There were two book discussions (one during the day and one in the evening), there was a giveaway contest to patrons which included 25 copies of the book, and there was a story time through the children's department where they read "Antiracist Baby" by Ibram X. Kendi. Randi in Teen also did Teen Book Babble's focusing on Diverse Books.

The giveaway form went live on 1/25/21 and was taken down on 2/4/21 after we received 43 responses! The response was huge and I received a ton of positive feedback from folks who won a book! And some of the winners came to the book discussion which was great.

The first zoom session was on February 9th and we had 6 participants! The group was excellent, we had people from all different backgrounds and everybody was open, accepting, and kind to the discussion and to each other. We talked for a full hour and a half and we could have kept going! The discussion flowed really naturally and easily, and everybody was very transparent with sharing their thoughts and personal experiences. I received some really positive feedback after the

discussion! One of the attendees, Toni, emailed Paul and Nancy and said: “Just left the group book discussion & wanted to share what an EXCELLENT job Ericka did with such a sensitive topic. So, worth the time investment!”

During the second zoom session which was on February 17th, we had 4 participants! This session was really special because two of the attendees made a really valuable connection! At the start of the discussion, I asked everybody to introduce themselves and give us some background about themselves. Well one of the attendees was Patti, a vice principal at Valley View Schools and Judith who does the Roots program at the library! Judith mentioned that she had been trying to get her program into Valley View schools but was running into some barriers. Well, Patti was delighted because she said that Judith’s programs were exactly what she was looking for and that since she was a vice principal she could definitely help Judith make the connections that she needs to get her program into schools! They ended up exchanging contact information at the end and are making plans to work together going forward! Overall, this discussion was so positive, open, and honest.

Book Clubs/Programming

The Chills & Thrills book club met via Zoom on Wednesday, February 3rd to discuss “The Second Biggest Nothing”. We had 10 people in total!

Readers Advisory:

I helped Debra with the “Telling a People’s Story” exhibit this month! I helped create a record set with titles that are featured in the exhibit. I then pulled those books and put them on a display! We also created a list of those books that are available on Hoopla! Additionally, I received some training from Brett L. on how to create newsletter lists in Library Aware. I then created a newsletter list for the exhibit books and sent it to Steven so that he could add it to the blog post on the exhibit.

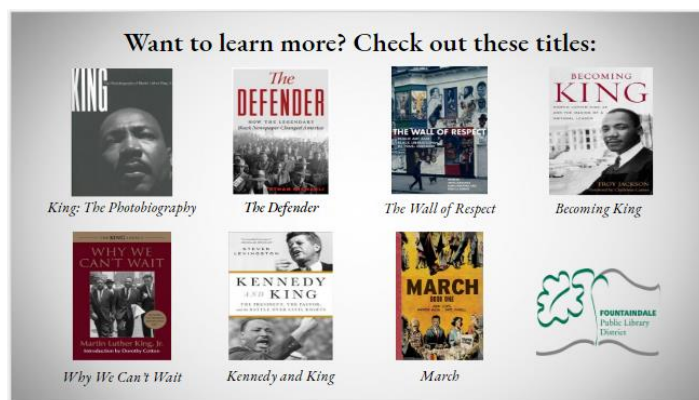
This month, Collection Services, asked me if I would like to help revamp the lobby tree on the first floor! So on 2/7/21 I pulled 60 books for the lobby tree! They asked me to do this because every time that I put books on the lobby tree, they go really quickly! This was such a great complement and I was thrilled to be able to add so many books! Mary Anderson from Collections put the books up on the lobby tree for me and she told me that while she was putting it up a patron told her how much she loved the books that Mary was putting up! That patron ended up checking out 5 of them in the first few minutes that the display was up! I pulled a variety of books for this display because the theme was ‘staff picks’ which allowed me to pull from many subjects and genres. This display has done wonderfully well, we have had 49 checkouts as of 2/28/21! This is a huge success that I’m very proud of! I think that working with Collections Services has been really successful and I’m glad that we are able to work together to create these displays!

I attended an all-day Novelist training on Wednesday February 10th! This training was incredibly valuable (it was also free so woo!). The trainings that I attended were:

- RA Evolution: Going to where we have been before
- Flip your focus and think like a reader: RA basics renovated
- Surprise! Contactless browsing to keep readers coming back

#Library: digital readers advisory

This month, I collaborated with the programming librarian to help bring Readers Advisory to virtual programs! Becca, Allyson, and I worked to create a list of 7-10 titles for the program, “In the belly of the beast” on 2/24. We then took those titles and created a slide that showed their covers! Nic then



shared that slide with the presenter and had them show the list to the attendees! We are going to work on doing this for every major program coming up! Below is a picture of the slide for this program:

Specialist Highlight
Ben J.

I spent a decent amount of time this month working on the logistics of the upcoming D&D Adventurers League programs I'm planning for this summer, asking Wizards of the Coast staff about their attendance policies, combing through Adventurers League modules to find ones that would be legal, exciting to play, and fit well with our program time limit, etc. I added the programs to the Fountain doc.

I'm currently reading *The Absolute Book* by Elizabeth Knox, which I've been excited to read for a while now. I've heard mostly good things and it has the added bonus of being somewhat of a hidden gem. It wasn't published in the states until fairly recently. It's been described to me as part murder-mystery, part fantasy, part philosophical text and I'm interested in seeing where it goes.

Specialist Highlight
Allyson P.

February saw a slight drop-off in tax questions, especially towards the end of the month but we still get phone calls asking if they are available every now and then. I continued to work together with Erica to put together displays throughout the 2nd and 3rd floor and this month I was able to go into a record set and add some books on my own. February also was the start of digital magazines being on the Libby app, so I have started to rework our Libby handout to reflect the changes to the app. Another question that was posed at the 2nd floor desk was a patron concerned about how much library staff could see of her computer activities from our desks. This question was spurred on by us troubleshooting printing errors. I explained to her the limitations of what we can see on our end (who sent a print, the file name, how many pages and how much it costs) to assure her that not only do we take privacy seriously in our profession and institution but it is ensured by our systems as well. For that display, I helped Erica find genre fiction written by African American authors and created a sign. I also created a pathfinder on Afrofuturism books, which is currently on the 3rd floor display shelf as well. This is the first pathfinder I've made and was a fun project! I have almost completed an updated romance fiction pathfinder for March.

Specialist Highlight
Kelsey S.

I had a couple rather memorable questions and requests this past month, including my first time faxing internationally. The patron wanted to be doubly sure this was done correctly, as she said someone had tried to help her fax internationally before, but she later found out that her rather important documents had not gone through. After making sure the fax was set for international, the next challenge was the fax number she had. She was trying to fax a number in Poland, and had gotten the number off of the recipient's web page, however, on the web page it was listed as one would use if they were locally in Poland, so it didn't include the necessary country code and the like. Jay assisted me in this matter, confirming country codes via google, while we got the city code from the phone number the patron usually calls when contacting the company. It worked like a charm, and the patron, who was hesitant to begin with, was very grateful and left this time feeling well taken care of.

Monthly Overview of Children's Services:

Children's Services celebrated Black History Month with a variety of virtual programs, including a special One Book, One 'Brook Storytime of Ibram X. Kendi's *Antiracist Baby*. This month's Take-it Make-it crafts celebrated an #ownvoices poet and author/illustrator, historical Black heroes and a popular diverse character from a classic picture book. We created a special exhibit in the display cases featuring #ownvoices books and books featured in the *Telling a People's Story* exhibit in the lobby. A local Girl Scout Daisy Troop created a special Take-it Make-it as part of their service project and to promote World Thinking Day's Peacebuilding theme.

PROGRAMMING

ARTS & CRAFTS

ACTIVIDADES PARA NIÑOS (YouTube, 50 kits)

- Día de San Valentín Guirnalda de Papel <https://youtu.be/8ripOxxrOyY>
- Carro de Carton <https://youtu.be/wl45tVajXw0>

"Each [Guirnalda de Papel] craft kit contained a hanging spiral and 12 hearts of different shapes that patrons could link into a 6 foot garland. I wrote the instructions in Spanish and English. Writing craft instructions in Spanish is a little bit more challenging, but I devised them into steps and kept the sentences short and simple. To my surprise, all the kits went out over the weekend. For a change of pace, I decided to present how to make something bigger [for the Carro de Carton]. I used the cardboard book boxes from the Collection Services Department. I hope our viewers will tug at their parents' sleeves and ask them to make one." *Andreea D.*



LIVE CREATION STATION: Hand Drum (Zoom, 26 kits, recording published to YouTube)

<https://youtu.be/RXGuvTWrDIM>

"This program was intended to be a live webinar, however, no one showed up. We decided to just record it to put the video onto YouTube. I demonstrated how to make a hand drum, using cut up cereal boxes and tape. On the instructions sheet, I included a list of what people in different countries call this drum and when applicable, included it written in the language in addition to the English translation." *Jen F.*

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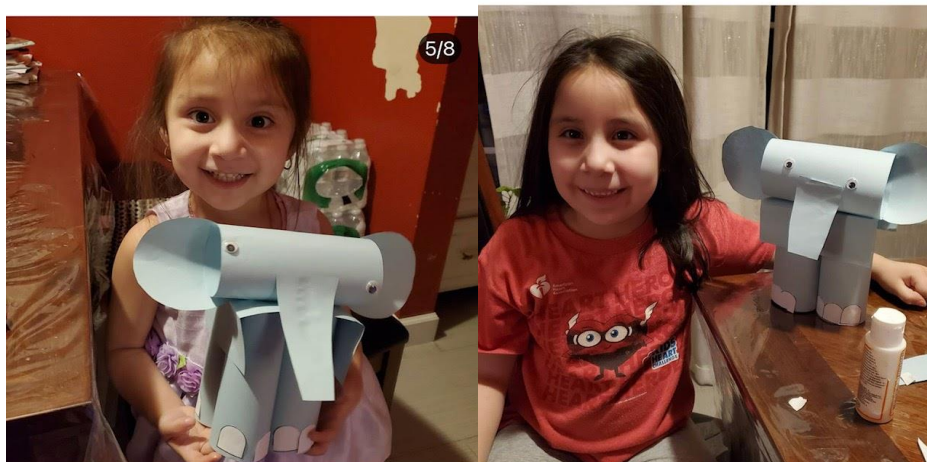
TAKE-IT MAKE-IT (859)

We featured several projects to celebrate Black History Month. Chris instructed kids to make a doll of Peter from Ezra Jack Keats' beloved classic, *The Snowy Day*. Melisa created a kit inspired by the first African American player in Major League Baseball. Marta prompted children to share their dream as Martin Luther King Jr. did in his famous speech. Susan showed children how to create a peace freedom quilt out of paper. And Sarah showed children how to create art and poetry like Nikki Giovanni and Ashley Bryan. 3 out of the 15 Take-it Make-it programs included accompanying YouTube videos.

- Jackie Robinson <https://youtu.be/V0isTy92TYM>
- Poetry Mirror inspired by Nikki Giovanni <https://youtu.be/OvT9jUGPxfI>
- Ashley Bryan Art <https://youtu.be/lySX3tz1kSc>



We also offered plenty of loveable animals and Valentine's Day-themed projects. A favorite project this month was the Paper Elephant. We received photos from parents showing how much their children loved it. "A patron came in and told me how much her daughter loved the elephant Take-it Make-it. The girl asked her to take a picture of her with it and show us the picture when the mom came in. I gave the mom my email address for her to send me the picture. She wrote: 'My daughter loves the library crafts!!! She had so much fun creating the elephant. Thank you again for all of your time and effort in planning these projects for the kids. Thank you, The Green Family.'" Jen F.



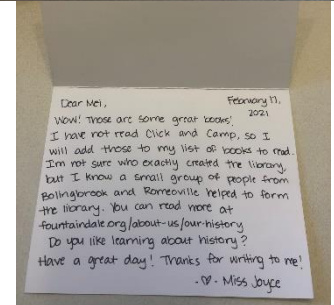
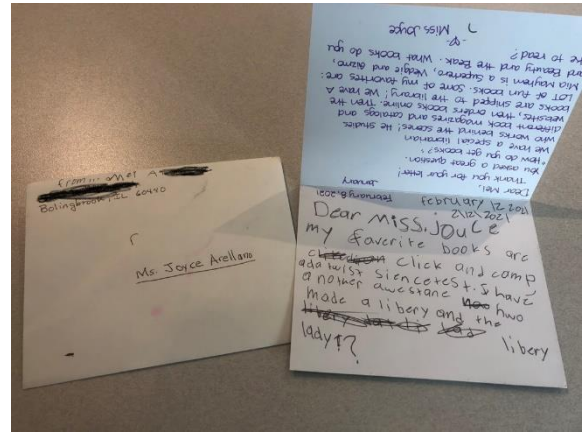


A very special thank you to Girl Scout Daisy Troop 75768 for creating a Take-it Make-it kit in honor of World Thinking Day's Peacebuilding theme. The girls packaged 120 craft kits with materials to make a peace pinwheel. And thank you to the Communications team for featuring the Daisy Troop on social media! All the kits were given away by the end of the week.

READING, WRITING & PUBLISHING

LET'S BE PEN PALS (11)

The letters get more and more interesting as we get to know our pen pals. We are even receiving reference and reader's advisory questions from our young friends! One pen pal asked "how many books are in the library?" and Chris referred to the library's Annual Report for the answer. Another pen pal asked "how does the library get books?" We enjoyed the different questions we received and are so happy to recommend good books to read.



STEAM & LEARNING FUN

ADVENTURES IN HOMESCHOOLING: Romania (YouTube, 35 Kits)

<https://youtu.be/7MXoZio6oI8>

"We recorded the video for Romania in Studio 300. It turned out so well! Thank you to Jeffrey for being open to us doing the presentation there and to Justin, who helped Kathy and I through the process. The Studio is truly an amazing resource. We struggled with the production of this program all year and Studio 300 was where we needed to be, to give it the look we really wanted for the program." *Debbie S.*

LEGO BUILDING CHALLENGE (8)

"This program was pretty easy and fun! Tweens had a lot of fun putting together the challenges. We received a good amount of submissions. The gift card incentives were a hit with the tweens. It was also really nice working with Randi." *Melisa M.*



LIVE ROOTS: Drs. Warren Washington & Rebecca Crumpler (Zoom, 11 attendees)

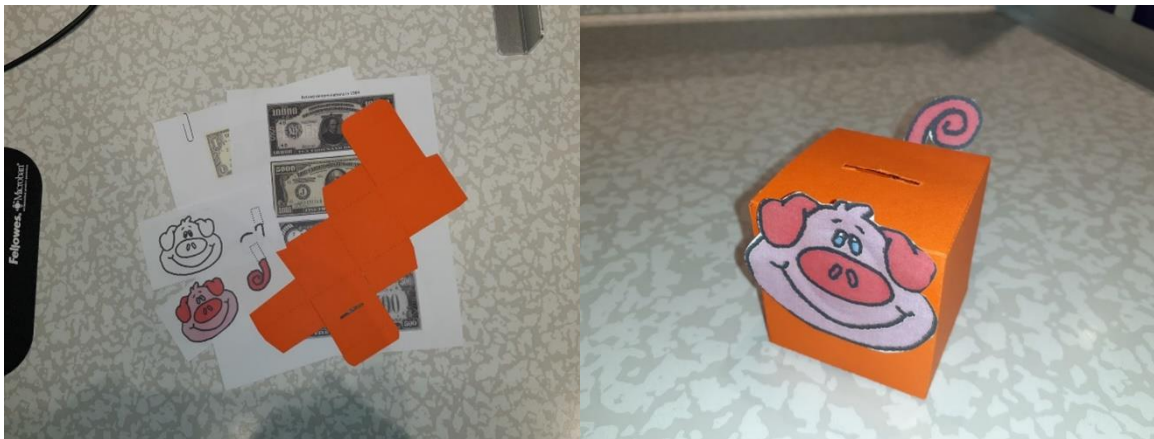
https://youtu.be/rWnxJiG_Vds

The Third Institute was proud to introduce a guest speaker this month. Matthew, a 4th grader who is passionate about climatology and climate change, offered a wonderful presentation on atmospheric scientist Dr. Warren Washington. Ernie complemented the good work with his presentation of Dr. Rebecca Crumpler, the first female African American physician.

MINI MATH KIT: Give Me the Moolah (YouTube, 20 Kits)

<https://youtu.be/KzBgz52Q3L0>

"This is one of the favorites of the math units and the kids get really excited about the blending up of the dollar bill. We were originally concerned that we would not be able to convey the same feeling through the video and kit that we do in person. After brainstorming, we figured that even though it would not be the same as in person, we would include printed copies of the retired paper money. During filming, we showed close-ups of the real paper money that we usually let the kids handle in person. After reviewing the footage, we could see the holographic designs as we intended them to see." *Susan F.*



HOLIDAY & CELEBRATIONS



CHINESE NEW YEAR CELEBRATION: Year of the Ox (YouTube, 67 kits)

<https://youtu.be/hUzv9kQS44I>

"The Chinese New Year online/kit experience was something special. The kit consisted of an ox craft, a chopstick game and a red envelope with coupons in it to represent the money. I created a photo opportunity with everything I used to film the program and added artifacts to the Show & Tell Display case. In addition to creating something special, I learned a few new editing tricks, and Melisa helped me by adding music. It was all around a great experience." *Kathy B.*

JUST FOR TWEENS

TWEEN DIY

- Customizable Valentines (YouTube, 12 kits) <https://youtu.be/sNjLmITlaCE>
- Pencil Pouch (14 kits) <https://youtu.be/8dUFIGrAxY>

GRAPHIC NOVEL BOOK CLUB: *Twins* (YouTube, 6 kits) https://youtu.be/_jNXLDHYik0

"First, I read through the book and jotted down some ideas based on the plotline. I ended up going with the friendship bracelet and the Vote for Me DIY button. I added how each activity related to the book and how to create each of them. Each kit included a DIY pin, embroidery floss and alphabet letters that either spells 'unity' or 'peace.' In the video, I booktalked *Twins* and showed them how to put together the crafts." *Melisa M.*



MOVIES, MUSIC & ENTERTAINMENT

LIVE MINI MOVIN' & GROOVIN': Celebrate Africa (Zoom, 34 participants, 27 kits)

"My favorite day EVER (or since pandemic). Sarah learned how to share the slide between each song, so that we could see what I was talking about and then she put me up there so we could dance. Everyone was engaged and involved, and one child asked for an encore of another loud, dance song, not the lullaby. The same child asked if I could share the links to the music with his parents, so I sent an email with the slideshow as well as the songs I used. I may not like Zoom and screen, but the children are rising to the occasion and letting themselves embrace this situation. This was a perfect day." *Kathy B.*

STORYTIMES



One Book, One Brook:
Antiracist Baby Storytime

ONE BOOK, ONE 'BROOK STORYTIME (YouTube)

"I recorded a reading of *Antiracist Baby* by Ibram X. Kendi. I was super excited that Joyce and Melisa asked me to be a part of this. I first read this book as an advance review copy long before it came out, and I thought it would make a great storytime story. I took pictures of the pages and uploaded them to iMovie with page turning transitions and recorded a voiceover to read the story. At the end of the video, I included a picture of the Black History Month page in the Fountain and directed patrons to go to our website to find more information on all the activities we have planned." *Jen F.*

READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (359)

PUBLIC SERVICE

This month we answered **897** reference questions and **164** directional questions. We also assisted with 40 one-on-one appointments and 5 teacher requests.

We received a suggestion from a patron asking for more STEM programs for children, in particular, coding and engineering programs. Joyce, with help from Melisa and Sarah, was able to send the patron several resources and links to activities to share with their child. CSD will also make an effort to add more STEM programming to our summer events.

"Today, a patron came up to me and asked me about the DVDs. He said 'Are these free?' and I said 'Yeah! For sure! You need a library card, and there's more upstairs.' He was so excited because he told me he was using Redbox. I also showed him the Lucky Day collection and he was so surprised. Made my morning!" *Melisa M.*

"A patron came in to use the printer. The patron was a Spanish speaker and did not know much English, so she used the few English words she knew to communicate with me. I have made it my personal goal during this pandemic to learn Spanish. Each day I use Duolingo to learn new words, and I'm hoping that by the end of the year I will be able to somewhat communicate with the Spanish patrons. So the patron was using a little English to communicate with me as I was using a little Spanish to communicate with her. She was correcting me as I twisted some of the Spanish words and I was helping her say the English words for what she wanted. At that moment we were both learning from each other and supporting one another." *Marta M.*

Several patrons showed their appreciation with cards and gifts this month. One family brought homemade soup for CSD staff as a thank you for putting together a bag of books for each of their 4 children to check out. We received a lovely cookie basket from The Third Institute (TTI) as a thank you for helping in their research for Roots. TTI also thanked the Collection Services team for ordering new biographies that inspire future Roots programs.



STORY OF THE MONTH:

"We received a phone call from a patron. She called in because she was interested in Black History Month books for kids. She named around 8 different books that we owned and she was also interested in whatever we could put together for her. I asked Sarah to help me pull some more titles for her, and we were able to put together 3 bags full of books from all gender perspectives. This conversation with this patron really put into focus for me the importance Black History Month has on our community. I hope she enjoys the books we found for her!" *Melisa M.*

TRAVEL BAGS: Nigeria & Madagascar (10)

"For the month of February, Marta and I made 10 bags. It did take a little bit longer for them to go, but they were eventually all checked out. I created a fact card for each country and made some stickers for the front of the bag. Each bag included animal squishies, a small compass and a wooden palm tree activity that they could decorate with coloring supplies. The bag also included books about the country and other resources associated with the country such as the climate and animals found there. We also included coloring sheets, 2 crafts and the fact worksheet that they could fill out as they learn about the country." *Melisa M.*



DISPLAY CASES



Black History Month

"This project has been something that Jen and I had in mind for a while since last year. I had a really hard time conceptualizing what I wanted to do with this interactive display. I knew for a fact that I didn't want it to be your typical Black History Month display. Jen had told me about an #ownvoices idea that she had in mind, and I was really excited about it. We identified 3 black authors we wanted to feature (Jamilah Thompkins-Bigelow, Matthew A. Cherry and Sharee Miller) and created our display from there. We wanted letters from the authors' names to spell out a word at the end that patrons could figure out by looking at the display all together. I am really happy with how the overall design came out. I wanted something modern that our patrons could relate to." *Melisa M.*

"Melisa and I collaborated on the display. We chose to highlight three #ownvoices picture books and do three displays. I chose the book *Your Name is a Song* by Jamilah Thompkins-Bigelow. In the middle window I made a sign saying 'Use your hands to clap out the beat of your name as you say it out loud.' The right side contains a quote from the author 'Whether your name is powerful or simple, unique or common, it is worthy of respect.' I really love this display!" *Jen F.*



Telling a People's Story

Debra in ATSD shared the books that the Miami University Art Museum sent with the *Telling a People's Story* exhibit. Melisa included the books in the display case near Secret Garden to encourage families to experience the lobby exhibit before they leave the library. The books will be on display through March 15.

Other

Joyce presented alongside Earnest Davis of The Third Institute (TTI) at the Rotary Club of Bolingbrook's meeting. We presented on Roots and the wonderful partnership between Fountaindale and TTI.

From Amina Ali's Story

Circulation Services

At the end of January/beginning of February, Circulation finished merging all the Student Success Cards. And since the library has rolled back mitigations due to the COVID pandemic, Circulation will look into cleaning up our patron records in March/April.

Our hold shelf area renovation was completed as well in the beginning of February. Circulation also welcomed a new Aide to our team, Spencer.

LACONI and PIRC both met at the end of the month. LACONI is preparing for a series of lunch catch-ups. There will be programs offered through RAILS in March, April, and May. Kathy Morgan from Schaumburg will discuss lockers and do a presentation. In March, Janine (Mount Prospect) and Richy (Elk Grove) will speak about staff morale during COVID and there will be an open discussion to allow others to ask questions and/or share experiences. In May, Shannon (Arlington Heights) and Emily Whitmore (Mount Prospect) will talk about being fines free during the pandemic. LACONI is also looking into adding additional programming such as a Chair Yoga class that would be free to attendees.

At PIRC, we discussed Pinnacles changes to the Telephony and automatic renewals. Automatic renewals will take effect April 1, 2021. Emails will go out three days prior to the due date and will include if items are renewed, not renewed, and other items that are currently checked out to the patron's account. PIRC agreed to keep the maximum renewal limit to two. ILS Manager Matt Hammermeister also discussed that Unique Services will replace Pinnacle's Telephony server. Unique comes as a highly recommended replacement and guarantees that calls should be able to go out without any downtime issues.

Kate T., Assistant Manager

Throughout February we continued to work on Student Success cards by merging student accounts from Bolingbrook High School and continuing to field questions from patrons. There were several accounts that we were unable to merge due to Inter-Library loan holds or requests, but I continued to keep an eye on those accounts and now they are all merged.

I scheduled all Specialists and Lead Specialists off floor time so they were able to complete the annual Harassment Training. I was also able to attend Ryan Dowd's Unattended Children webinar,

Programming meeting, Summer Adventure meeting, Lead Specialist meeting, and Kindness Day meeting.

Danny B., Associate Manager

In February we hired Spencer, our newest Circulation Aide. He will be finished with his training by the middle of March.

From the 1,378 pages we had for Pick List, our Circulation Aides searched for 8,023 holds. Additionally, a total of 35,438 items were returned through the AMH. Beginning in the middle of February, items being returned were quarantined for only one day rather than the previous three days. Even with the change of the quarantine period and the two days we closed early or open late because of the weather, the Circulation Aide team still did a great job working on Bins and keeping up with shelving.

Mary S., Lead Specialist

Despite snow and cold temperatures in the month of February, 100 intrepid people joined Fountaindale as new library card holders. There were 27 found items turned in to the library lost and found, and only three items that were long overdue, deleted from our system, and unable to be traced back to the patron.

Two projects I completed in February were the Book Bag inventory and merging patron Instant Digital Cards with their Fountaindale library card accounts. The library has reintroduced cloth book bags for patrons to borrow, so before bags went back out for circulation, they were inventoried--we have about 400 cloth bags available for patrons! The Instant Digital Cards were an introduction to Overdrive and Libby--a way for patrons to access econtent before they'd gotten their Fountaindale library cards. Just over 300 accounts were merged so these patrons can access digital content using their library card.

Ann B., Lead Specialist

Over the February 20th-21st weekend, I supervised the induction of quarantined material to accommodate the move to a 24 hour quarantine period for returned material. On Saturday, February 20th, staff inducted six quarantine bins in addition to processing the morning pick list, assisting with sorting and preparing carts for shelving, getting the external book drops and completing all other tasks and duties. By the end of the day, Saturday, there were 13 full carts ready for shelving and one full "De-newed" DVD cart. On Sunday, February 21st, staff inducted three and a half quarantine bins, pulled and processed the pick list, which was 43 pages, and assisted with sorting and preparing carts for shelving. By the end of the day, Sunday, there were four full carts to shelve, five partial carts to set up and shelve and one full "De-newed" 3rd floor cart that was sorted onto an existing 3rd floor cart.

Leigh Anne V., Lead Specialist

During the month of February, I looked through daily pick lists and was able to find 10 items marked not on shelf by aides. I had to mark 28 missing that I could not find. I looked over damaged items and had to charge four patrons. I collected daily statistics including 1,088 drive-up tallys, nine reference tallys, 63 one on one tallys, and 107 directional questions done by the Circulation staff. I also assisted again on the Student Success project by merging high school patron accounts. I attended a meeting with Collection Services staff to go over Steam Kits and update procedures, we also started planning yearly inventory projects for the collection as Ann and I began going through Steam Kits. Lastly, I was able to watch the Ryan Dowd webinar on Unattended Children.

Harris Khan, Lead Specialist

The "Shared ILL Requests" was at nine, down three from last month. Only one bill was sent out in February. A library also requested a bill for one of our items. Thankfully both items are in transit back to us.

During the last week of February, I took a two part virtual class on SQL taught by our ILS manager. It was an extremely informative class. Thankfully both sessions were recorded so I could refer back to them and test some of my own SQL queries.

Circulation Statistics

New Patrons Registered	102
Holds Pulled From Shelves	8023

Drive Up Statistics

Total Visits (February 2021) 1,088	Previous Month (January 2021) 1,217
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Drive Up Statistics Summary

- Total visits were up 38% percent from February of last year (790 last year).
- We had an average of 47 visits per day this month, this is the same as last month (47).
- The busiest time period 3-6 with 453 total visits throughout the month.

From Tana Petrov's report

Outreach Services

Outreach General Updates

Here is a summary of our most important stats in February 2021:

- 1777 students were provided with virtual booktalks by Mrs. C
- 860 items were picked up from our remote bookdrops
- 513 reference questions were answered by Outreach staff
- 332 kids were provided with virtual storytime/ puppet show by Miss Laura
- 867 views of Miss Laura's storytimes/ puppet shows on YouTube in February
- 109 patrons visited our Bookmobile and/or Library Express Van stops
- 24 patrons were provided with books and book club discussion materials
- 17 patrons were provided with Home Delivery Service
- 17 patrons participated in our February Guessing Game on the Bookmobile
- 15 patrons were provided with craft kits

[Dennis' Movie Review: Uncut Gems](#)

[Melissa's Book Talk: You Were There Too](#)

[Laura's Puppet Show The Princess and the Lumpy Mattress](#)

From Dennis' report:

February has been as busy as ever for the Outreach department. From virtual programming, issues with the vehicles caused by extreme weather, or the exit of a great member of our team, we are still standing! This month has thrown us quite a few curveballs but we have banded together to make sure that we still serve the community of Bolingbrook to our highest abilities. We continue to hold ourselves to high standards that we do our best to adhere to! The hardest part of February was when our esteemed colleague and my good friend Marleigha moved on to another job. I am so happy to see her thrive but I will miss her so much. Her shoes will be tough to fill.

Services for Preschools

From Laura's report:

I had 3 Letter of the Week storytimes, 1 puppet show and a Mini Adventure air in February due to the school schedule and they all had a good response and I also produced my "normal" 5 recordings this month. My Zoom visits (KC Seneca and Kiddie Academy) continue to go well and my in person storytime (MCMA) was fantastic this month because the kids just soaked up the stories and puppet show and I loved the interactivity! I chose my two Story Strolls stories as well as contacted the Park District to secure Bulldog Park for the summer and produced the script for our first MOPs show. I initiated an email request to all our past Preschool Round-Up participants to gauge interest in having a "virtual" Preschool Fair experience this year because we couldn't have an in-person event. So far, I have received 7 enthusiastic responses. I created a Preschool Boredom Buster Packet to hand out to all our Preschools.



Cover page for Preschool Boredom Buster Packet (Carolyn)

Services for Schools

From Cindy's report:

Cindy received and answered to many letters from kids from the CSD Pen Pals program, had visits from students and their families, spoke to a few parents, helped students find books to check out and take home to read. Always nice to get to meet parents. Had a few who came in again the same day as my visit. The student enjoyed Cindy's two puppet shows this month - *I Want My Hat Back* and *The Mitten*, and had lots of fun participating in the puppet shows. Cindy also promoted many CSD programs during her booktalks, as well as the *Telling a People's Story*, a traveling panel exhibit focused on African-American children's illustrated literature that is currently in the lobby.

Services for Adults/ Seniors

- Home Delivery Service
- Deliveries and pick-ups of materials at senior facilities
- Atria and Heritage Woods Book Clubs. From Sarah's report: *I worked on getting books and providing discussion materials for Atria and Heritage Woods Book Clubs. The February books were Educated, I Owe You One, and Ask Again, Yes. For March, the books will be Radium Girls, Don't You Cry, and Orphan's Tale. We deliver the books and discussion materials a month in advance to Atria and Heritage Woods.*
- Monthly craft kit for the memory care residents at Revere Court (Melissa)
- Melissa's Book Talk and Review *You Were There Too*
- From Dennis' report: *On February 18th my Virtual Video Review on the movie "Uncut Gems" debuted on YouTube and Facebook. I think the video came out well and the feedback I received on it was positive. Special thanks to Melissa and Sarah for starring in it. Also thank*

you to Jeffrey for the finishing touches, he will be missed when he retires next month. I have also produced more reviews this month that will be rolling out over the next few months.

- From Carolyn's report: *Home delivery patrons received our February Boredom Buster packets full of coloring, word searches, and other activities, as well as bookmarks in their materials for the Winter Reading Club.*
- Crafts to Revere Court (Melissa)



Bookmobile and Library Express Van Community Visits

- We continued our [Library Express Van](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, Meadowbrook Manor, Kindercare Seneca.
- We continued our [Bookmobile monthly visits](#) to First Presbyterian Church, Target, MacKenzie Falls, RiverStone Apartments, Promenade Apartments, Beconridge, BRAC, Annerino Community Center, Ikea and Best Buy
- We are also preparing for receiving our new Bookmobile and have been in communication with our Bookmobile consultant from Specialty Vehicle Services, who has been giving us updates on the process, as well as answering our questions.

Special Projects

- [February Fun on the Bookmobile](#)

From Carolyn's report: *Our Bookmobile fun this month was a guessing game! We filled a jar with chocolate kisses and patrons filled out slips with their guesses as to how many kisses were in the jar. The person with the closest total wins the whole jar! I enjoyed listening to all the different estimates of the kisses as patrons guessed out loud. Having our fun activity on the Bookmobile gives us another way to interact and connect with our patrons.*

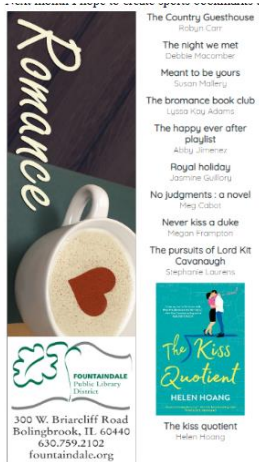
- **Maker March Program**

From Melissa's report: *I created 2 videos for the Maker March program. Since we are still not doing in-person programs we will be creating a webpage dedicated to this program. Similar to our Make-A-Mess page, it will include resources and videos for fun activities. I also created kits for the build a boat challenge. Those will be available until the end of March, while supplies last. The other activity is a marble run. If patrons submit a video of their marble run in action they will be entered into a drawing for a chance to win a gift card, which Tana will be purchasing.*

- **Instagram posts**

From Dennis' report: *I have also continued making Instagram posts for the department. I posted on February 11th to promote our promotion to win a large container of Hershey's Chocolate Kisses if you guess correctly how many are inside. I also created an Instagram Story on February 24th using the boomerang effect in order to promote our visit to IKEA.*





Sarah created a romance bookmark to pass out at our Bookmobile stops.

From Melissa's report:

On 2/10/21, I attended A NovelList Day of Learning. Some of the topics discussed were readers' advisory, online programs and collection development. One of the sessions I attended was called, Surprise! Contactless Browsing to Keep Readers Coming Back. The presenter talked about creating "surprise bundles" for patrons. The bundles are themed and patrons can just grab a bundle, check it out and go. There are different ways of processing the materials for the bundles. One person said at their library they scan one barcode for the bundles. Another person said they write down the barcodes of the items in the bundles and then they can check each item out when a patron chooses a bundle. I think this is a great service for those that do not feel comfortable browsing the collection.

Patron Comments

From Dennis report:

On February 2nd I had a really positive conversation with one of our patrons. A patron told me how grateful she was to live in Bolingbrook so she could have access to our Outreach services. She told me how much she appreciated all we did. Hearing feedback like this really reminds you why you're in Outreach.

From Cindy's report:

A teacher emailed Cindy a wonderful note to thank her for her interactive booktalks and passion for promoting literacy and reading. Students were asked to draw "My favorite part of Kindergarten so far...." One of the students drew a picture of Cindy performing a book talk on Zoom as his favorite part of Kindergarten. He successfully captured Mrs. C with her red glasses, puppet on her hand, and a Zoom station!

My favorite part of kindergarten so far...



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.

Hannah Myers joined our team as a Building Security Monitor. We are excited to have her join our team!!!

Gerardo Marroquin has rejoined our team as a Building Security Monitor. We are excited to have him rejoin our team!!!

Our automatic restroom door openers and front sliding doors were tested and serviced per our preventative maintenance contract. These tests assure that these units work properly based on ADA requirements.

Prepared our mechanical systems and building automation system for the extreme cold we had in February. In order to maintain a safe temperature overnight, we programmed certain equipment to stay on during the overnight hours. These systems were also monitored remotely for any alarms or issues.

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

Continue working with Trane to schedule the replacement of the building automation controller on the 2nd Floor air handler. The original controller malfunctioned and is no longer available from Trane. The newer version of this controller has a new operating system which required the logic to be rewritten in the current controls language.

Security Report From John Hopkins (Security Supervisor)

Staffing

Both vacant, part-time security positions have been filled. Gerardo Marroquin returned to the department on February 15th, and Hannah Myers joined the team on the 22nd. We are relieved to regain Gerardo's experience and thoughtful, helpful attitude. Hannah is bringing experience, level-headedness, and a calm demeanor which contribute to our team providing the safe, pleasant environment on which we pride ourselves.

Staff Training

The entire security team completed the Anti-Discrimination and Anti-Harassment Training, for some it was a refresher course.

Security Supervisor John Hopkins and full-time Building Security Monitor Dan Mekeel attended Ryan Dowd's monthly training webinar as it was conducted live on February 11th. The topic was "Unattended Children/How to talk to parents about their child's behavior" which offered many more helpful empathy tools for our team to add to our repertoire of tact and diplomacy.

Meeting Room A Reopening

Meeting Room A reopened on February 8th, with the previous occupancy restrictions limiting patrons to 3 setup options, two with tables and a maximum of 10 patrons, and one with only chairs allowing for a maximum of 15 patrons.

Several groups made use of the meeting room within the first two weeks of reopening, and we were pleased to see familiar community groups able to safely utilize the space again.

Patron Occupancy Stats

Patron occupancy rose again in February following the end of our region's most stringent pandemic mitigation restrictions since the shutdown last year. Peak occupancy was observed around 60 patrons with increased use of the seating areas and computer commons. Typical patron occupancy was approximately 20-40 patrons at any given time.

ZENDESK -

In February, 39 new maintenance tickets were created, and 38 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

February 2021 Statistics Snapshot

- 2,953 new items added to collection
- 3,004 old & worn items were withdrawn
- 30% circulation increase in Young Adult Fiction (also the collection yielding the highest circulation change compared to February 2020)
- 52% circulation increase in Adult Graphic Novels
- 25% circulation increase in Young Adult Graphic Novels
- 338 interlibrary loans processed for our patrons
- 391 items repaired
- 32 patron purchase suggestions fulfilled

Patron Message and STEAMbox Craft



An appreciative patron contacted our Children's department with this message and attached photos. We're currently working to purchase additional similar kits to add to our collection.

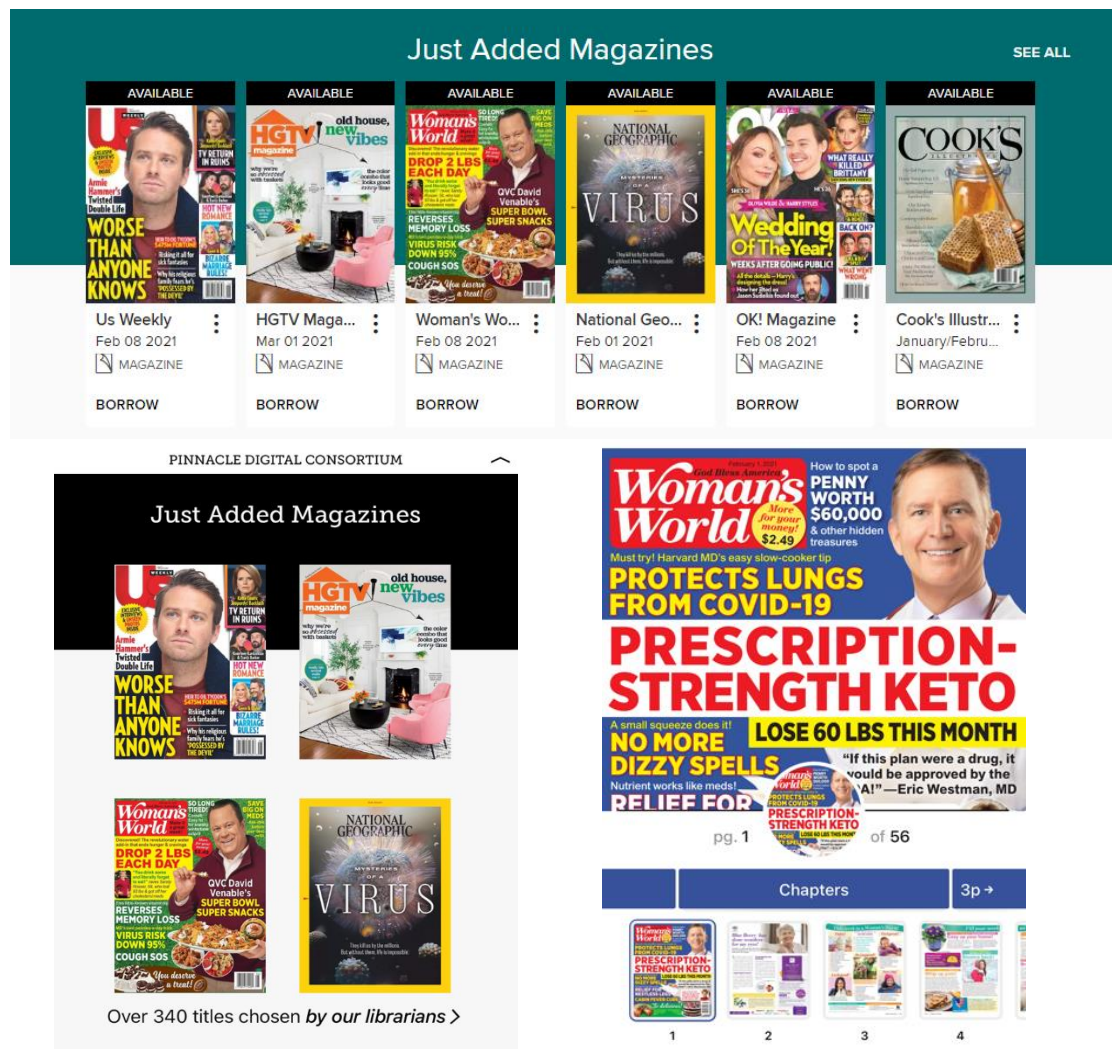
"Hi Ms. Frederick, below are the photos of the crocheted "Belle" made using the Young Adult Steam Art Disney Princess Crochet Kit, She checked out from the library. It was great fun and she enjoyed it immensely!! Thanks again for all you and all the Librarians do for us and all the Patrons now and during this pandemic."

OverDrive eMagazines

In February, the library gained access to OverDrive digital eMagazines!

Pinnacle Library Cooperative made a group purchase and now eMagazines are available through our shared Pinnacle OverDrive digital collection. Our patrons will enjoy access to over 3,000 titles, including popular magazines like *US Weekly*, *Woman's World*, *National Geographic*, *The New Yorker*, *Vogue* and *Newsweek*. There is also a large selection of magazines in world languages and up to three years' worth of back issues wherever available. This month, the Pinnacle Digital Committee (Lynnette and I serve as Fountaindale representatives) have been working to test the eMagazine interface and fine-tune its functionality. PinDigital also collaborated to create online carousels and a dedicated virtual Magazine Room to further promote the eMagazines.

Fountaindale usage of the digital magazine collection is starting off strong, garnering **368 circs in February**. We hope to attract new users to the OverDrive/Libby platform and gain increased overall usage of our Pinnacle digital resources.



Shelving in Collections Workroom

As part of Phase I of the Collections Workroom Redesign, we had shelving installed along the Northeast wall. Chris, Karina and Jake spent time organizing and shelving the pre-processed library materials and supplies. We are already utilizing the shelving to almost 100% capacity.







Diversity in Kid's Literature

February 2021

Picture Books








Chapter Books



Efrén divided : Library Edition
by Ernesto Cisneros

Struggling against his undocumented parents, who have worked hard to secure a safe life for their family, a young Mexican American struggles to find his true courage when his beloved mother is arrested and deported.



Sia Martinez and the moonlit beginning of everything
by Rachel Vardine Gilliland

Separated from her mother in the years following a painful ICE raid, Sia drifts into the desert and fights powerful pandas on every new moon. Before an astonishing night when her mother emerges from a blue spaceship that crashes in front of her car. A first novel.



Rise up! : the art of protest
by Jo Rapon

RISE, UP! encourages young people to engage in peaceful protest and stand up for freedom. Photographs of protest posters from the last one hundred years celebrate the ongoing fight for gender equality, civil rights, LGBT rights, refugees and immigrant rights, peace, and the environment. Includes a chapter on youth protest. Developed in collaboration with Amnesty International.

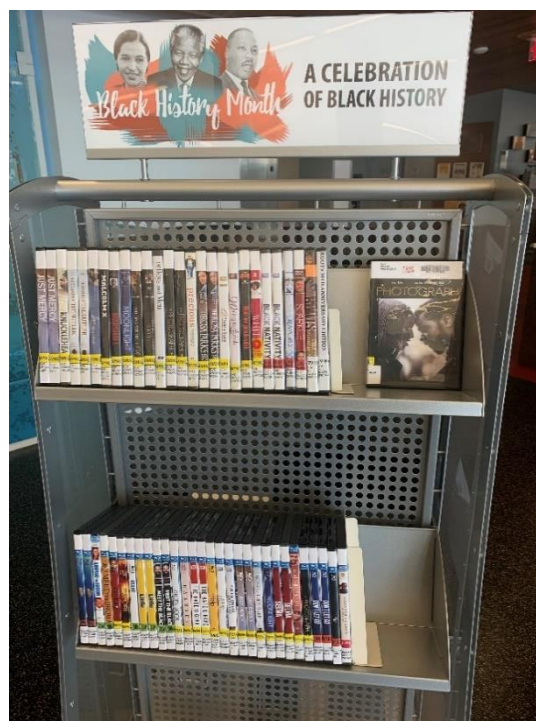


Who was Harvey Milk?
by Connie Givvick

A Who HQ biographical introduction to one of the most influential leaders in the fight for LGBT PQ+ civil rights discusses Harvey Milk's early start as a teacher, his rise as California's first openly gay politician, his advocacy for equality and his post-assassination legacy.

Black History Month and Diversity Displays

Black History Month and Diversity Displays



Collection Services Staff Updates

From Brett Luminais, *Children's Collection Librarian*

February's focus was on ordering. Specifically, I worked to expend the fund lines I manage to 70% or higher by the end of February. I achieved this goal, and was even able to spend a little over 70% on one or two fund lines, allowing me to get a head start on March's spending goals. Continuing to expend this funds carefully and consistently is essential, especially at this time in the fiscal year. I continued to select materials and place orders for Outreach's Opening Day collection. I selected primarily Spanish language materials, Juvenile Fiction titles, Juvenile Graphic Novel Titles, some Picture Books, Juvenile DVDs, and Juvenile Videogames. These are all highly popular sections for Outreach's collection. Juvenile Videogames for Outreach Opening Day received special attention because it is the newest collection in Outreach and the Opening Day funds allowed me to strengthen the new collection with a number of high demand and well-loved games, as well as new and upcoming titles such as *Crash Bandicoot 4*. As a member of the Tinker Technology Troupe, February was also a month I focused on preparing for Maker March, the virtual version of our typical Maker Faire. During this time I continued to work on STEAMboxes. Because of the hard work of our catalogers and our preparatory work this month and in previous months, I delivered ten new STEAMboxes to Circulation at the end of February. I also collaborated with Studio 300 to create unboxing videos for several of these never-before-seen kits, several of which are created from Penworthy Kits we purchased previously. Both the videos and the kits will come out during Maker March. Additionally, I prepared three displays to coincide with Maker March; a Juvenile Fiction and Nonfiction display, a Picture Book and Easy Nonfiction display, and a Juvenile Nonfiction DVD display. These physical displays are paired with two "virtual displays," carousels that will identify a selection of great maker and science focused titles; one of these carousels is for adults and young adults, the other is for children grades 5 and below. The displays will go up on March 1st, the same day the Maker March page goes live

From Lynnette Hopwood, *Adult Collection Librarian*

February saw an uptick in our weeding projects. The end result is shown in our statistics from CollectionHQ. Our numbers are improving every month. I am looking forward to the month that our numbers are lower than average (which is a good thing). I am very pleased with the work that our aides are doing. I am very excited by all the new collections that we are creating for our patrons! We are rolling out our Fire Tablet collection with curated titles to the public in March. We have been very busy making sure that everything is ready for our patrons.

From Chris Castle, *Cataloging Supervisor*

When creating the Cataloging Exceptions report, it was discovered that reference materials were cataloged with many different codes, and needed cleaning up and consistency. This month, I began bulk changing the item records of reference materials to reflect the new collection codes, stat codes, and prefixes that were decided upon previously. I also added many World Language Blu-ray combinations to the list of accepted combinations. This cleanup project is ongoing and will further consolidate the Cataloging Exceptions report. I completed cataloging of the starter collection for the Amazon Fire tablets this month. I added title, author, and series information to the adult and young adult bib records for 145 items. The creation of the Outreach Holiday collection continued this month. I recataloged 59 St. Patrick's Day and Easter items for this collection. I also cataloged 10 new STEAM boxes this month in preparation for the maker month in March. This included creating an original bib record for each new box. In the monthly selectors meeting, the weeding process was discussed at length. The procedures have been rewritten, and a final version is forthcoming. The magazine genrefication project continued this month. A final list of genres was decided upon and applied to the current magazine holdings. At the end of March, the serial holdings records will be updated to include the genre in the call label prefix, and the existing copies of magazines will be relabeled. With the recent changing of platforms, RB Digital stickers will no longer be placed on magazines. Instead, Overdrive stickers will take their place since these magazines are now available there digitally. I attended a two-session Pinnacle workshop on SQL this month. I learned the structure and syntax of SQL queries, how to write them, and how to locate and navigate Polaris' tables. This new knowledge will allow me to perform more powerful searches and assist greatly in future projects. The Pinnacle Board approved several Material Type changes. These include the addition of "Vinyl Records" for the upcoming addition of these to Fountaindale's collection, "E-Video" was renamed to "Streaming Media Player" to more accurately convey the items, and "Digital Media Equipment" was renamed to "Studio Equipment" also to more accurately convey the items. New shelves were installed in the workroom this month. Karina and I planned out the best use of our allotted ranges and moved several carts of in processing materials to them. This helped us organize our materials better and freed up carts to be used for other purposes.

From Karina Andrus, *Cataloger*

This month, I received instructions for how the Rainbow Book List committee will be run, and I received a list of books to start reading for it. Our first committee meeting will be on March 3rd. Chris and I reshelfed most of our in-processing books from carts to the new shelves installed along the red wall. I helped decide how to best make use of the shelves in an efficient way. I spoke to Brett about STEAM kit procedures since I did a lot of similar work at my previous job, and I shared most of my documentation with him. I caught up on cataloging all the YA fiction materials in-processing. For this, I used SimplyReports to identify how many were left and was able to locate and catalog them all. Since this month was Black History Month, I focused on cataloging relevant materials for the nonfiction collections.

From Jacob Luce, *Acquisitions Supervisor*

For the month of February I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Development Librarians. Throughout the month we have received and process some of the Outreach Opening Day collection. I have ordered and we have started receiving the 2022 Monarch, Bluestem, and Caudill awards books. The #OwnVoices genre labels are moving along, I was able to purchase some blank genre labels, so we can start printing our #OwnVoices labels once the design is complete and approved. Last but not least, I finally placed an order for the Great Courses through our vendor Midwest Tape and we have already received a few of them.

From Christine Jason, *Interlibrary Loan Specialist*

I attended a virtual meeting with the Collections Department Selectors where we went over the new procedures for the *Holds With No Circulating Items* report of which I will be working on weekly. I also attended a Webinar for *Big Buzzing Prepub Titles for Spring*. Presenters from several publishers such as Simon and Schuster discussed the highly anticipated titles coming out Spring/Summer 2021. I was able to create a collection of these in a cart for review by our Collection Development Librarian. Interlibrary Loan was very busy the second part of last month and all this month. At one time, I had 100 items in transit to us and we had 299 items out to our patrons. There were a large number of returned items from our patrons as well. In a span of three days, I had 75. I have also been working on the *Holds Not Owned* reports and converting requests in to Interlibrary Loans.

Circulation by Branch

Branch	2020	2021	Change	% Change
Building	52,727	38173	-14554	-27.60%
Outreach	3966	817	-3149	-79.40%
Studio 300	3562	746	-2816	-79.06%
Digital	8082	8274	192	2.38%
Totals	68337	48010	-20327	-29.75%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	1,732	vs.	DVD	7,227
CD Audiobook	477	vs.	Playaway Audiobook	256

Special Collections

Collection	Circs
Hotspots	38
Laptops	102
Lucky Day	644
Rokus	62
STEAMboxes	53

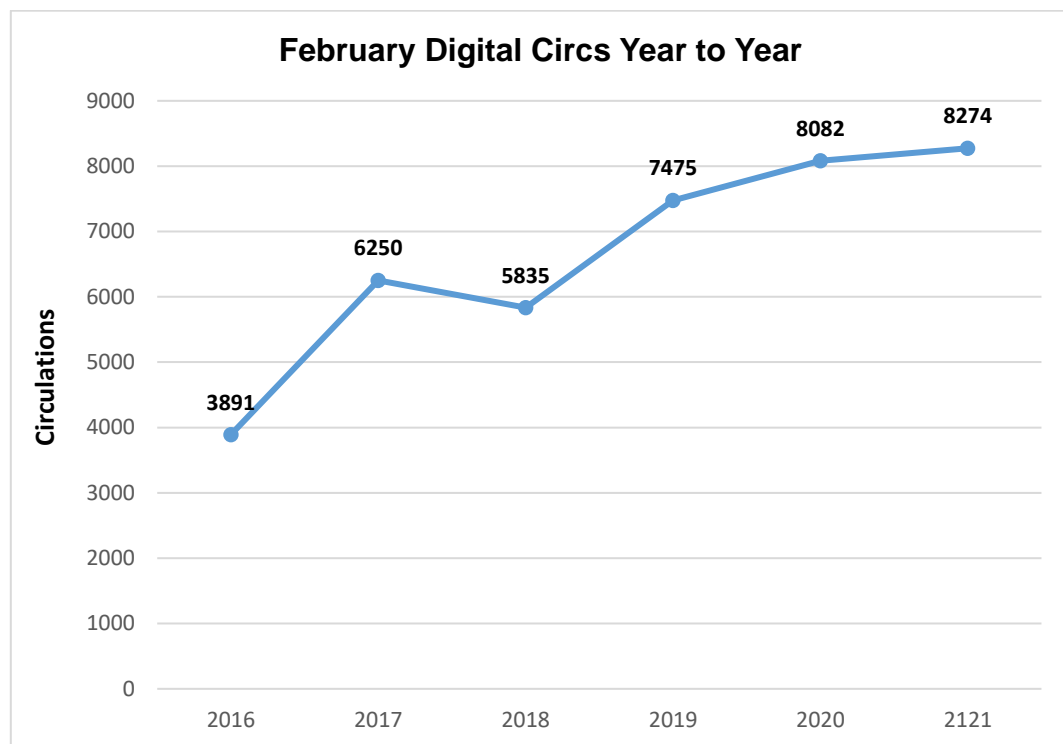
Physical Collection Circulation

**Sorted Alphabetically by Collection*

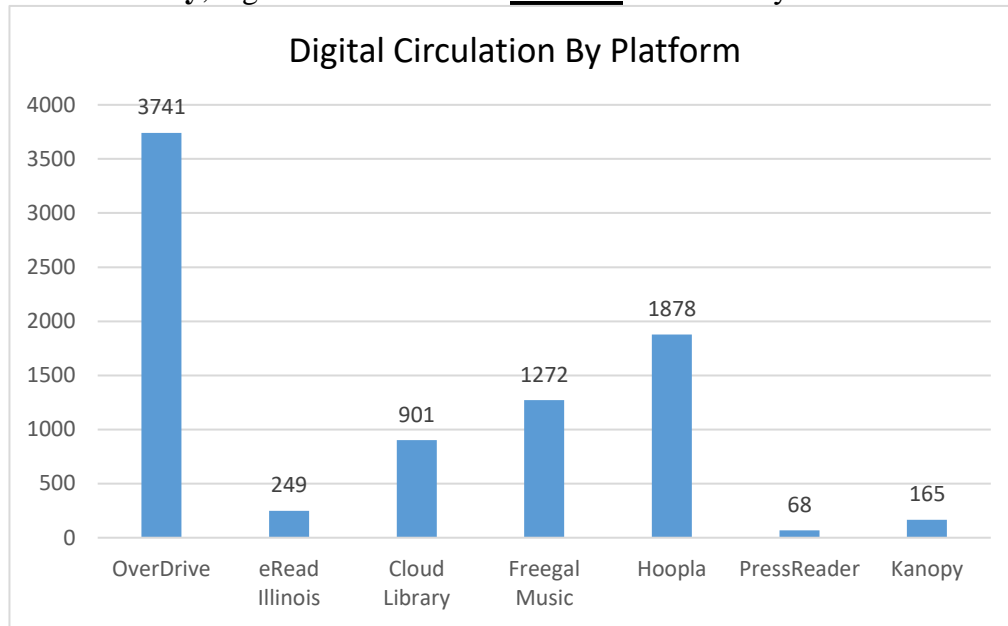
Collections	Feb 2020 Circs	Feb 2021 Circs	Change	% Change
Adult Audiobooks	838	497	-341	-41%
Adult Fiction	4472	3802	-670	-15%
Adult Graphic Novels	430	655	225	52%
Adult Nonfiction	4977	3676	-1301	-26%
Adult Video Games	343	338	-5	-1%
Beginning Readers	2076	1770	-306	-15%
Interlibrary Loan	237	325	88	37%
Juvenile Audiobooks	780	404	-376	-48%
Juvenile Fiction	4546	3021	-1525	-34%
Juvenile Graphic Novels	1744	1192	-552	-32%
Juvenile Kits	123	52	-71	-58%
Juvenile Movies & TV	4082	1979	-2103	-52%
Juvenile Nonfiction	3853	2820	-1033	-27%
Juvenile Technology & Equipment	81	87	6	7%
Juvenile Video Games	681	558	-123	-18%
Large Print	712	539	-173	-24%
Local Authors	6	6	0	0%
Local History & Genealogy	16	0	-16	-100%
Magazines	702	458	-244	-35%
Movies & TV	12683	6834	-5849	-46%
Music	1569	865	-704	-45%
On-the-Fly	14	6	-8	-57%
Picture Books	7391	5927	-1464	-20%
Studio 300	3559	746	-2813	-79%
Technology & Equipment	987	241	-746	-76%
World Languages Adult	182	147	-35	-19%
World Languages Juvenile	673	354	-319	-47%
World Languages Young Adult	14	5	-9	-64%
Young Adult Audiobooks	57	30	-27	-47%
Young Adult Fiction	765	991	226	30%
Young Adult Graphic Novels	605	755	150	25%
Young Adult Kits	8	17	9	113%
Young Adult Nonfiction	264	229	-35	-13%
Young Adult Technology & Equipment	4	4	0	0%
Young Adult Video Games	781	406	-375	-48%
TOTALS	60255	39736	-20519	-34%

Digital Collection Usage

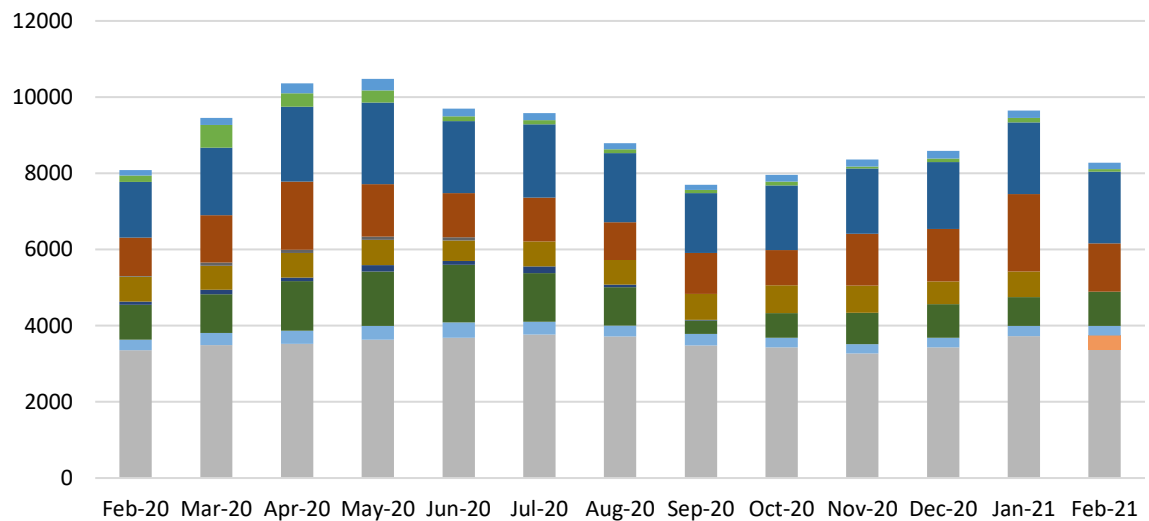
Digital Platform	Feb 2020	Feb 2021	Change	% Changed
Hoopla	1459	1878	419	28.72%
OverDrive	3359	3741	382	11.37%
Freegal	1008	1272	264	26.19%
cloudLibrary Shared	434	485	51	11.75%
Kanopy	142	165	23	16.20%
Rbdigital Entertainment <i>*app discontinued</i>	20	0	-20	-100.00%
eRead Illinois	270	249	-21	-7.78%
cloudLibrary	484	416	-68	-14.05%
Rbdigital eAudio <i>*app discontinued</i>	86	0	-86	-100.00%
PressReader	167	68	-99	-59.28%
Rbdigital eMags <i>*app discontinued</i>	653	0	-653	-100.00%
Totals	8082	8274	192	2.38%



For **February**, digital circulation was **17.2%** of the library's total circulation.



Digital Collection Circulation Over the Year



	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21
Kanopy	142	185	261	297	203	183	155	133	177	181	196	192	165
PressReader	167	596	354	318	127	106	105	83	103	52	96	125	68
Hoopla	1459	1766	1969	2147	1886	1925	1811	1574	1694	1718	1758	1880	1878
Freegal Music	1008	1247	1789	1377	1162	1153	990	1076	925	1355	1373	2035	1272
RBDigital Entertainment	20	82	77	83	82	0	0	0	0	0	0	0	0
RBdigital eMags	653	632	652	661	535	655	646	678	732	720	596	671	0
RB Digital eAudio	86	115	92	169	106	177	72	17	0	0	0	0	0
Cloud Library	918	1017	1301	1429	1511	1275	1003	356	643	820	883	751	901
eRead Illinois	270	322	348	364	400	336	290	300	252	242	253	268	249
OverDrive eMags													368
OverDrive	3359	3489	3520	3630	3686	3766	3715	3483	3435	3274	3431	3728	3373

Overdrive

- There were **5,213 unique Pinnacle users**, which is a **5.4% growth** from last year. Of those, **Fountaindale had 813 unique users** in the month.
- Checkouts by Format: eBooks: 56.7%, audio: 35.6%, eMagazines: 7.6%
- Checkouts by Audience: Adults: 87.6%; Young Adults: 6.3%; Juvenile: 6.1%
- During the month, PLC yielded **24,135 total checkouts**; of those, **3,741 circs** were from Fountaindale patrons.

eRead Illinois/Axis 360

- There were **98 active users** for the month, **23** of which are **new users**
- During the month, there were **166 eBook circs** and **83 eAudio circs**
- **eBooks** accounted for **67%** of checkouts, while **eAudio** accounted for **33%**.

cloudLibrary

- There were **84 active users** for the month, **20** of which are **new users**
- During the month, there were **232 eBook circs** and **32 eAudio circs**
- There were **485 circs from cloudLink patrons**
- There were **152** instances of **Pay-per-use** titles used

Hoopla

- The **top titles** were *Murdoch Mysteries*, *Impractical Jokers*, and *Children of Blood* by Tomi Adeyemi
- There were **1,878 circs** borrowed by **380 patrons**
- There were **380 unique patrons**, of which **32 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **44%** of all circs, followed by **eBooks with 37%**, **Movies/TV with 15%**

Kanopy

- The **most popular videos** were *Songs my Brothers Taught Me*, *The Zone*, *Human*, and *The Hands of Orlac*
- Patrons played **165 distinct video titles** and **339 video plays**
- There were **71 active users** and a total of **266** user accounts

Freegal

- This month yielded **979 songs streamed** and **293 music downloads**
- Top **streaming music genres**: Pop, Rock, R&B/Soul, Latin Music
- Top **downloaded music genres**: Pop, Country, R&B, Classical

Physical Items Added and Withdrawn

Items	Feb 2021 Added	Feb 2021 Withdrawn
Adult Audiobooks	30	0
Adult Fiction	455	472
Adult Graphic Novels	41	0
Adult Nonfiction	201	625
Adult Video Games	3	0

Beginning Readers	64	190
Juvenile Audiobooks	5	2
Juvenile Fiction	246	74
Juvenile Graphic Novels	114	18
Juvenile Kits	0	0
Juvenile Movies & TV	106	109
Juvenile Nonfiction	226	10
Juvenile Technology & Equipment	0	0
Juvenile Video Games	10	1
Large Print	105	302
Local Authors	0	0
Local History & Genealogy	2	0
Magazines	242	15
Movies & TV	430	437
Music	10	239
Picture Books	417	482
Studio 300	0	0
Technology & Equipment	1	1
World Languages Adult	10	0
World Languages Juvenile	23	5
World Languages Young Adult	0	0
Young Adult Audiobooks	3	0
Young Adult Fiction	133	1
Young Adult Nonfiction	42	1
Young Adult Technology & Equipment	0	0
Young Adult Video Games	3	0
TOTALS	2953 Added	3004 Withdrawn

Acquisitions & Processing

- Purchase Orders created and released: 72
- Invoices Paid: 169
- Boxes Received and Opened: 63
- Items Repaired: 391

Cataloging

- Items Cataloged and made available: 2953
- Original bibliographic records created: 24
- Magazines & Newspapers processed: 242

Interlibrary Loan

338	Items Received for our patrons <ul style="list-style-type: none"> • 288 items from IL libraries • 50 items from out of state libraries
220	Items Sent out to other libraries <ul style="list-style-type: none"> • 95 to IL libraries • 111 to out of state libraries • 14 to XYZ libraries
410	Items requested by our patrons this month <ul style="list-style-type: none"> • 379 submitted in OCLC • 16 items were too new to request • 6 were available in Pinnacle • 9 were out of country only
351	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 171 from IL libraries • 180 from out of state libraries • 0 out of country

Weeding & Collection Maintenance

Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	8,396 Down 84 Items 7.07%	1,201 Down 72 Items 8.48%	4,971 Up 763 Items 5.65%	15,331 Up 607 Items 6.54%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	198 Up 40 Items 2.36%	19 Down 33 items 1.58%	168 Down 15 Items 2.35%	352 Up 8 Items 2.30%
Grubby - Items that have circulated <u>75 times</u> or more <i>CHQ Recommendation: less than 10%</i>	10,029 Up 58 Items 8.44%	569 Down 4 Items 4.02%	10,059 Up 55 Items 9.91%	20,657 Up 109 Items 8.81%
DOA Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months. <i>US average 16%</i>	5,096 Down 130 Items 30.94%	831 Down 48 Items 41.80%	2,707 Down 253 Items 22.06%	8,634 Down 431 Items 28.24%
Turnover February 25, 2020 to February 22, 2021	2.61	1.6	1.78	2.18

Displays

1st Floor:

Lobby Cart: Isn't it Romantic – 25
 Lobby Cart: Conversations – 106
 Lobby Tree: Staff Picks – 60
 Homeschool – 56
 Lobby Cart: Hot Reads for Cold Nights – 45
 Telling a People's History – 46

2nd Floor

2nd Floor Desk Table – 20
 2nd floor cart: Black History – 43

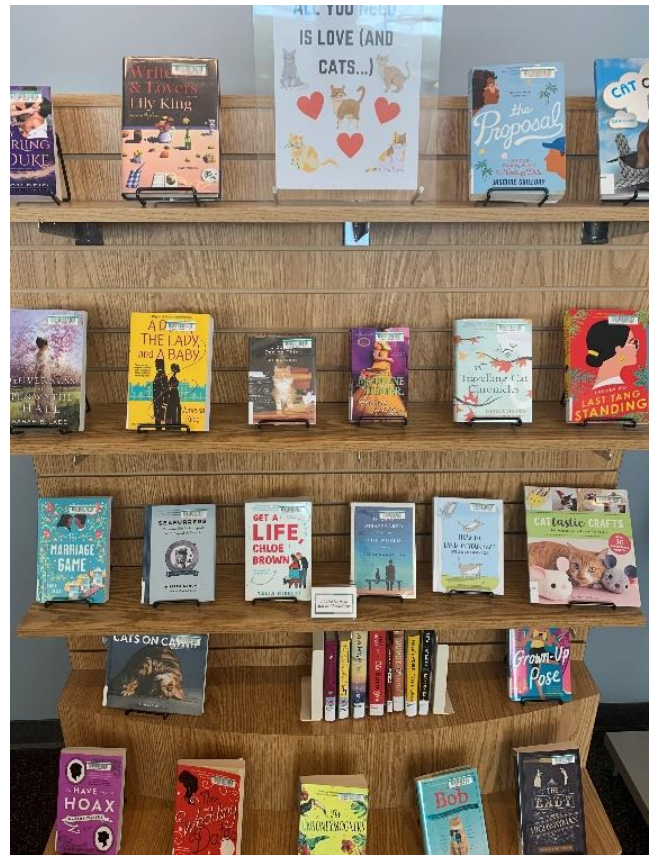
3rd Floor

Conversations – 20
 3rd Floor Desk Table – 10
 Black History Month – 17
 All You Need is Love and Cats – 14
 Genre Fiction – 6

Children's

- Black History Month – 75
- Valentine's Day – 82
- Cat and Mouse – 23
- Chinese New Year – 40
- Pig Tales – 32
- 1000 Books Before Kindergarten – 46
- Black History Month Juv Fiction – 22
- Bind Playdate with a Book – 35
- Women in STEM – 5
- Step Into Reading – 52
- Diverse Movies – 12
- Puppy Power - 12





Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 45,579 impressions and 5,188 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 41,368 impressions; 4,688 clicks
 - Digital Collection: 1,798 impressions; 188 clicks
 - Fountaindale Library: 643 impressions; 207 clicks
- This month, 865 library cards were auto-renewed with Patron Point.
- Melissa and Steven scheduled, wrote/edited and published 26 blog posts.
- Melissa wrote titles, descriptions and tags for 47 YouTube videos.
 - Our YouTube channel gained 30 followers this month.

- Melissa and Steven attended a Patron Point training on Recommends and also received video editing training from Jeffrey.
- Melissa did a presentation on Instagram Reels at the ILA Marketing Forum Roundtable.
- Melissa and Sabrina met with Collection Services to discuss upcoming projects.
- Sabrina created collateral for Black History Month, the *Telling a People's Story* Exhibit, Maker March, Digital Magazines and the #OwnVoices book labels.



Social Media Ads

- One Book, One 'Brook paid ad ran January 25–February 16. It cost \$40 and reached 2,450 people and had 373 engagements.
- One Book, One 'Brook Book Discussion paid event ran February 1–8. It cost \$10 and reached 1,130 people and had 31 link clicks.
- Black History Month paid ad ran February 3–28. It cost \$25 and reached 3,399 people and had 73 link clicks.
- Brainfuse's Chess Club paid ad ran February 3–28. It cost \$25 and reached 4,063 people and had 56 link clicks.
- Podcasting Basics paid event ran February 8–11. It cost \$6 and reached 563 people and had 5 post engagements.
- Rainbow Forest Paintings paid event ran February 8–15. It cost \$14 and reached 1,347 people and had 38 post engagements.
- Roots paid event ran February 23–26. It cost \$8 and reached 645 people and had 6 event responses.

- Virtual D&D paid event ran February 23–26. It cost \$6 and reached 763 people and had 1 event response.
- Forever Young Adult Book Club paid event ran February 23–27. It cost \$8 and reached 736 people and had 0 event responses.

Social Media Metrics

- Facebook Metrics
 - 28 new people liked our page
 - 1,184 people viewed our page
 - 65,639 people viewed our content (reach)
 - 6,030 people saw our content because a friend shared, liked or engaged with it
 - 1,896 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 3 new followers
 - 294 page views
 - 6,843 tweet impressions
- Instagram Metrics
 - 13 new followers
 - 268 post likes
 - 11,848 people viewed our content (reach)

Email Marketing Metrics

- MailChimp:
 - 27 emails sent (This includes weekly blog roundup emails)
 - 154 new subscribers (This includes blog subscribers)
 - Average open rate: 24.07% (industry average is 21.33%)
 - Average click rate: 3.72% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 39.82%

Finance (Jennie Nguyen)

- **Statement of Economic Interest:** Staff had received notification from the Will County Clerk of the requirements of completing their 2021 Statement of Economic Interest. The statement can be completed with the online filing system. The filing deadline is May 1st, 2021. Those who have not done so by May 1st are subject to a statutory penalty of \$15 late filing fee.
- **Record Retention Disposal Certificate** - Finance worked in coordination with Building Operation Manager, Tasos Privolos, to obtain sufficient numbers of bins needed to dispose of the approved records and how the District would need a separate destruction certificate for our record files. The scheduled date for the record disposal was February 4th, 2021.
- **Purchasing/Reimbursement Form Updates** - the template for all of the forms used for purchasing and reimbursement has been reviewed and updated. The updated form will provide staff a clearer and more effective form. Once the form templates and directions have been finalized, they will be uploaded to the staff intranet system.
- **Cash Register Product Demonstration** - Allyse Schiller continued to work with Christopher Halvorsen on the selection of the cash register that would best fit the needs of the service desk. Allyse worked with the sales representative, Alex and he provided additional information that was needed to help narrow down what would work for the us. A powerpoint presentation was created to explain the benefits of the three cash registers that were in consideration. The Sam4s ECR register was selected and a demonstration was provided in order to help us finalize our decision. If the cash register is a success, there is a potential for it to be used for other service desk locations.
- **Record Retention Disposal Guidelines** - Finance continues to keep apprised of the continued updates for the Illinois record disposal requirements. This is all due to the constant changes with new technology, social media and new library records being created.
- **Other: Board payment stats**
 - ✧ 8 Bank Drafts for \$61,301.77 total
 - ✧ 126 Checks for \$153,923.49 total
 - ✧ 574 Total invoices entered

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist- Teens
- Finance Aide
- Outreach Services Specialist
- Studio Services Manager

New Employees:

- Gerardo Marroquin, Building Security Monitor, 2/15
- Hannah Myers, Building Security Monitor, 2/22
- Spencer Avery, Circulation Services Aide, 2/22
- Nikki Duran, Adult and Teen Services Specialist, 3/1

Departures:

- Bradley Bibbs, Adult and Teen Services Specialist, 2/12
- Marleigha Evans, Outreach Services Specialist, 2/19

Anti-Harassment and Anti-Discrimination Training

- Staff continue to complete the required annual training for 2021.

Background Checks

- Contacted various vendors to get pricing for our required new hire background checks and annual motor vehicle checks for Outreach Services staff.
- Contacted our current vendor to review our packages and pricing.
- Recommended to the Executive Director to keep current vendor; PeopleFacts.

E-Verify

- Researched the use of E-Verify for District new hires. Due to the required user training, concern regarding results, and potential delays in the hiring process, it is not recommended to use this service.
- HR will continue to complete I-9s by inspecting the documentation provided by the new hire.

Information Technology (John Matysek)

- During the month of February 52 new help desk tickets were created by FPLD staff, and 45 new or existing tickets were solved by IT staff.
- Met with vendors ITsavvy and Dell multiple times to discuss details and issues relating to the project to replace the library's main network server and storage infrastructure hardware.
- Along with Randall Hildebrandt, upgraded the memory on the library's FatPipe WARP network appliance.
- Met with vendor WhoFi to discuss changes to their software used by the library to track statistics related to usage of the public Wi-Fi network.
- Met with vendor Malwarebytes for a follow up discussion regarding how and why the library uses their software to help prevent malware and ransomware on library computers.
- Updated Microsoft Windows on all library servers as well as the most popular utility software on the patron computers.
- Updated the underlying VMware vSphere system on the main network server.
- Along with Paul Mills conducted the public opening of the responses received to the RFP for replacing all staff computers.
- Began analysis of all responses received to the RFP for replacing all staff computers.
- Worked with vendor Today's Business Solutions (TBS) to identify and correct a configuration issue with the credit card payment system in the second floor computer commons.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed new replacement Cisco mobile phones for the following departments; Security, Circulation, Adult and Teen Services, and Children's.

February 2021 District Statistics						Population Total		67683	
Total Circulation Statistics	48,010	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	38,919	Reading Programs Offered	0	0	1	0	1	18,329	4,687
Bookmobile	817	Reading Members	0	0	359	0	359	Proctoring	Total Twitter Followers
Digital	8,274	Summer Reading	0	0	0	0	0	0	883
Collection Databases		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	274	1,207
Interlibrary Loan Requests		New Physical Items	2,953	Total Visits	10,799	173	12,060	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	388			New Cardholders	101	1	102	2,266	7,458
Items Sent to other Libraries	220			Active Cardholders	26,136	48	26,184	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	48,537	Drive through visits	1,088	12,432	5
In-house checkins (Not part of total circ)	N/A	Active cardholders	38.69%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	71.71%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks	
				102	68	0	1,341	23	
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	17	7	7	8	50	Building Front	Building Rear	Church	Ashbury's
Attendance	22	12	13	77	69	0	34,578	763	97
	Programs Adults				Programs Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,456
Numbered offered	24	0	17	17	5	0	0	5	Android: 896
Attendance	495	0	70	70	74	0	0	74	
Programming hours	30	0	13	13	12	0	0	12	
	Programs Children				Passive Programs for Teens/Adults				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	205
Numbered offered	7	106	0	113	4	4	0	8	Total Attendance
Attendance	103	2,109	0	2212	74	39	0	113	7,799
Programming Hours	3.5	71	0	74.5	X	X	0	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				442
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total	
Numbered offered	30	1	0	31	0	22	48	70	
Attendance	1,181	17	0	1198	0	22	5,421	5,443	
Programming hours	X	X	0	X	0	7	335	342	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	132	9	837	513	897	0	126	2,514	
Directional	7	107	703	0	164	0	0	981	
One on One Assistance	2	63	57	0	40	0	0	162	
Comparison to Previous Year	This Year	Last Year	% change		This Year	Last Year	% change	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older	
Circulation	48,010	71,505	-32.86%	Reference Questions	2,514	4,206	-40.23%		
Visitors	12,060	29,650	-59.33%	Computer Usage	1,534	4,930	-68.88%		
Card Holders	26,136	24,171	8.13%	Wireless Sessions	6,275	18,546	-66.17%		
Room Bookings	89	784	-88.65%	Program Attendance*	7,799	8,985	-13.20%		