

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
April 15, 2021 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/86323236920>
Phone Number: 1 312 626 6799 Meeting ID: 863 2323 6920

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 – March 18, 2021
5. Employee Recognition
 - a. Harris Khan – 5 Years
 - b. Allyse Schiller – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 Extension Section of the Employee Handbook
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – Post March, 2021
 - b. Bills Paid Report – April, 2021
 - c. Bills Payable Report – April, 2021
13. Director's Report – March, 2021
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Executive Session
 - a. Personnel 5 ILCS 120/2 (c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."
18. Approval of Executive Director Compensation Adjustment
19. Adjournment

April 2021 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 Extension section of the Employee Handbook

With the passage of the American Rescue Plan Act (ARP) I am recommending that the District extend leave options under FFCRA from April 1, 2021 until September 30, 2021.

This draft policy expands the reasons for leave of Emergency FMLA and Emergency Paid Sick Leave to include:

- Time off while seeking or awaiting results of a diagnostic test or diagnosis of COVID-19 because the District has requested the test or diagnosis.
- Time off to obtain a COVID-19 vaccination.
- Time off to recover from any injury, disability, illness or condition related to the vaccination.

This draft policy extends the deadline to use Emergency FMLA Leave for eligible employees through September 30, 2021. This extension does not increase the total of FMLA leave entitlement of 12 weeks in a 12 month period.

As of April 1, 2021, all employees will receive an allotment of emergency paid sick leave under this extension. An equivalent number of regularly scheduled hours for a two-week period will be available to use for qualifying reasons. Any previous balances of emergency paid sick leave as of March 31, 2021 will not be carried forward.

When requesting use of emergency paid sick leave for obtaining a COVID-19 vaccination, the employee must provide documentation of the vaccination appointment, including vaccination location, or a copy of their vaccination card.

The District will not discriminate in granting FFCRA leave in favor of highly compensated employees, full-time employees, or other employees based on employment tenure.

Our attorney has reviewed this draft and it was edited accordingly.

Suggested Motion: Motion to approve the FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 Extension section of the Employee Handbook.

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

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

Ruth Newell and Marcelo Valencia were present via Zoom.

ABSENT

None.

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, Danhof asked for a motion to approve the agenda. A motion was made by Kalnicky, seconded by Spindel.

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

MINUTES OF THE BOARD MEETING – February 18, 2021

The minutes of the board meeting held February 18, 2021 were presented. A motion to approve the minutes was made by Spindel, seconded by Bermejo. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett provided an update for the Board. Currently the Nook sales have been steady. The Friends are hoping to hold the Fall Book Sale in early October. The book sales for 2022 have been scheduled.

NEW BUSINESS

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

The Brooks Café Agreement is up for its annual extension. The current agreement provides an option for four one year extensions of the agreement. This year's addendum would be the third of those four one year extensions.

A motion to approve the Brooks Café Agreement Addendum from April 2021 to March 2022 with Ms. Jan Peterson was made by Newell, seconded by Spindel.

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

Approval of Netrix Proposal for Computer Request for Proposals

John Matysek, our IT Manager, reviewed the nine computer request for proposals the library received. The proposal from Netrix was the one that best that met the RFP specifications at the best price of \$142,058.50.

A motion to approve the Netrix proposal for computer request for proposals was made by Kalnicky, seconded by Valencia.

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

Approval of Forward Space Proposals for Glass Partitions and Reconfigurations of Staff Areas

The Forward Space Proposals are for glass partitions in the staff areas and reconfiguration of the Collection Services Department workroom. The cost of the two proposals is \$106,396.92. The pricing is from a contract that the State of Illinois has made available through their Unified Procurement Program.

A motion to approve the Forward Space proposals for glass partitions and reconfigurations of staff areas was made by Spindel, seconded by Prodehl.

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

LIBRARY PROJECTS

The preliminary architectural and engineering work for the lower level area by the Friends Store has begun. Mills anticipates that the work will require a bid process.

CORRESPONDENCE

The Illinois State Library sent a letter reminding all public library districts to inform the State Librarian of any board member changes and/or vacancies.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – Post February, 2021

Bills paid for the month of February in the amount of \$959.30 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

Bills Paid Report – March, 2021

Bills paid for the month of March in the amount of \$60,615.01 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

Bills Payable Report – March, 2021

Bills payable for the month of March in the amount of \$199,841.32 was presented for approval. Motion to approve was made by Kalnicky, seconded by Prodehl.

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

DIRECTOR'S REPORT – February, 2021

Mills reported that early voting at the library for the Consolidated Election begins on Monday, March 22.

Bookmobile consultant Michael Swendrowski is scheduled to have an inspection on the new Bookmobile at Summit in Colorado. If the inspection goes well then the Bookmobile will be driven to Bolingbrook.

Trustee Prodehl asked how often we get a FOIA request. Mills responded that the library receives a request from Smart Procure about four times a year. Other requests come in as well.

UNFINISHED BUSINESS

Danhof reported to the Board that Lea Pottle, HR Manager, will take care of distributing and collecting the forms for the Executive Director evaluation. The evaluation will take place at the April Board Meeting.

Trustee Prodehl asked how long the library can conduct meetings through Zoom. Mills said that meetings may be virtual as long as the Governor's disaster proclamation stands.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – The liaisons will meet in April.

ANNOUNCEMENTS

Danhof reported that the American Library Association and Illinois Library Association elections will begin soon.

Mills reported that he is running for ALA Councilor for Illinois Library Association.

ADJOURNMENT

A motion to adjourn the meeting at 7:40 p.m. was made by Kalnicky, seconded by Spindel.

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

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

Purpose

The purpose of this policy is to extend the Families First Coronavirus Response Act (FFCRA) for the Fountaindale Public Library District (the District). The extension of this policy will provide eligible employees with emergency paid sick leave and/or emergency family and medical leave for specified reasons related to Coronavirus-19 (COVID-19). While the requirement for such leave under FFCRA, expired on December 30, 2020, the District determined it was in its interest to extend leave options under FFCRA until March 31, 2021 as afforded by the Federal Government. With the passage of the American Rescue Plan Act (ARP) and the FFCRA extension, the District has once again determined that it is in its interest to extend leave options under FFCRA from April 1, 2021 until September 30, 2021.

Fountaindale Public Library will not discriminate in the granting of FFCRA leave in favor of highly compensated employees, full-time employees, or other employees based on employment tenure.

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

Emergency FMLA Leave

Employee Eligibility

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

Reason for Leave

Eligible employees who are unable to work due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. When the employee is:
 - a. Experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - b. Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 because they have been exposed or because their employer has requested the test or diagnosis.
 - c. Obtaining a COVID-19 vaccination or recovering from any injury, disability, illness, or condition related to the vaccination.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her son or daughter if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

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

Amount of Leave

Employees will be eligible for up to 12 weeks of leave to use from April 1, 2020, through September 30, 2021. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work) up to a maximum amount of \$200 per day. Employees may elect to use time available under the Emergency Paid Sick Leave Act (discussed below) or other accrued paid time off to bring the employee’s rate of pay to 100% during the leave. In no circumstances will that pay exceed \$511 per day, and \$12,000 in total, per employee. Any unused portion of this pay will not carry over nor will it pay out upon termination of employment. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

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

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

Notice and Documentation Required

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

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

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Intermittent or Reduced Schedule Leave

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

Job Restoration

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

Emergency Paid Sick Leave

Eligibility

All employees who are unable to work due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. When the employee is:
 - a. Experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - b. Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 because they have been exposed or because their employer has requested the test or diagnosis.
 - c. Obtaining a COVID-19 vaccination or recovering from any injury, disability, illness, or condition related to the vaccination.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her son or daughter if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

Amount and Reasons for Leave

As of April 1, 2021 all employees will receive an allotment of emergency paid sick leave provided under this FFCRA extension. Current balances of emergency paid sick leave will be replaced with an amount equivalent to his or her regularly scheduled hours for a two-week period. All eligible full-time employees will have up to 80 hours, an equivalent number of regularly scheduled hours for a two-week period, of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to his or her regularly scheduled hours for a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-5 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day per employee for leave taken for reasons 1-3 above;
- \$200 per day per employee for leave taken for reasons 4-5 above.

Interaction with Other Paid Leave

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

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave to bring the employee's rate of pay to 100% during that leave. The use of emergency paid sick leave during emergency family medical leave will not extend the time off available under the emergency family medical leave act.

Notice and Documentation Required

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

Employees requesting leave to obtain a COVID-19 vaccination must provide documentation of the vaccination appointment, including vaccination location, or a copy of their vaccination card.

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

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave granted in accordance with FFCRA prior to March 31, 2021 shall not be carried over. This extension allots a balance equivalent to the number of regularly scheduled hours for a two-week period of emergency paid sick leave to eligible employees, to be used if deemed appropriate, from April 1, 2021 through September 30, 2021.

Requests for leaves under this policy will not be granted past September 30, 2021.

Intermittent or Reduced Schedule Leave

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

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;

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

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

Job Protections

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

Fountaindale Public Library District

Cash and Investment

March 31, 2021

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$375,328.21	\$375,328.21
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	(\$4,261.61)	\$182,382.79
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	<u>\$972,471.16</u>	<u>(\$412,028.07)</u>	<u>\$560,443.09</u>
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$755,951.31)	\$5,921,437.29
Investment - IL Funds/General	\$70,052.78	\$1,176.95	\$71,229.73
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$8,134.83	\$65,881.14
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$36,363.97	\$2,078,772.56
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,237.34)	\$1,072,432.11
Investment - Special Reserve/PMA	\$15,260,952.35	\$334,082.56	\$15,595,034.91
Total Investments	<u>\$25,183,218.08</u>	<u>(\$378,430.34)</u>	<u>\$24,804,787.74</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,272,088.99)	\$175,508.05
Total Bond Fund	<u>\$1,447,597.04</u>	<u>(\$1,272,088.99)</u>	<u>\$175,508.05</u>
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,613.02)	\$0.00
Total Building Project Fund	<u>\$10,613.02</u>	<u>(\$10,613.02)</u>	<u>\$0.00</u>
Total Cash and Investments	<u>\$27,613,899.30</u>	<u>(\$2,073,160.42)</u>	<u>\$25,540,738.88</u>

Special Res. PMA - 0.75%

General - IL Fund - 0.060%

Money Market Wintrust - 0.094%

Fountaindale Public Library District

Revenue Report

March 31, 2021

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020 Est.	\$0.00	\$0.00	0.00%	\$4,371,495.00	\$4,371,495.00
Property Tax Dupage 2020 Est.	\$0.00	\$0.00	0.00%	\$89,214.00	\$89,214.00
Property Tax Will - 2019	\$0.00	\$4,422,395.61	100.04%	\$4,420,765.00	(\$1,630.61)
Property Tax Dupage - 2019	\$0.00	\$85,847.92	95.15%	\$90,220.00	\$4,372.08
Other Tax	\$8,432.93	\$90,842.28	121.09%	\$75,020.00	(\$15,822.28)
Interest	\$1,830.65	\$131,739.26	101.34%	\$130,000.00	(\$1,739.26)
Circulation Fees	\$1,220.47	\$8,927.10	89.27%	\$10,000.00	\$1,072.90
Copy Machines	\$577.65	\$3,373.96	67.48%	\$5,000.00	\$1,626.04
Fax Machine	\$502.06	\$3,761.08	75.22%	\$5,000.00	\$1,238.92
Printing	\$1,919.04	\$11,642.69	77.62%	\$15,000.00	\$3,357.31
Miscellaneous	\$546.25	\$3,795.58	0.00%	\$0.00	(\$3,795.58)
Reimbursements	\$827.40	\$18,485.51	0.00%	\$0.00	(\$18,485.51)
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	\$15,856.45	\$4,865,502.24	52.34%	\$9,296,618.00	\$4,431,115.76
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	\$9.56	\$1,679.27	16.79%	\$10,000.00	\$8,320.73
Total Bond Fund	\$9.56	\$1,467,653.12	42.87%	\$3,423,434.00	\$1,955,780.88
Total Revenue	\$15,866.01	\$6,333,155.42	49.79%	\$12,720,052.00	\$6,386,896.58

Fountaindale Public Library District

Expenditure Report

March 31, 2021

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$339,222.73	\$3,325,181.23	69.72%	\$4,769,512.00	\$1,444,330.77
Contractual Services	\$18,981.19	\$296,764.91	52.50%	\$565,297.71	\$268,532.80
Supplies & Utilities	\$42,588.38	\$301,129.23	45.17%	\$666,650.00	\$365,520.77
Library Materials	\$46,583.65	\$606,171.99	46.63%	\$1,300,002.29	\$693,830.30
Capital Expenditures	\$164,999.60	\$249,380.45	24.13%	\$1,033,360.00	\$783,979.55
Miscellaneous	\$2,151.40	\$11,173.32	14.90%	\$75,000.00	\$63,826.68
Per Capita Grant	\$0.00	\$0.00	0.00%	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$614,526.95	\$4,789,801.13	56.39%	\$8,494,426.00	\$3,704,624.87
Other Fund Expenditures					
Audit Fund Expenditures	\$6,500.00	\$9,100.00	75.21%	\$12,100.00	\$3,000.00
Liability Insurance Fund Expenditures	\$0.00	\$89,038.80	69.83%	\$127,500.00	\$38,461.20
Soc Sec/IMRF Fund Expenditures	\$52,423.20	\$500,723.87	63.00%	\$794,769.38	\$294,045.51
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00%	\$40.00	\$40.00
Maintenance Fund Expenditures	\$76,295.90	\$266,224.40	81.66%	\$326,000.00	\$59,775.60
Total Other Fund Expenditures	\$135,219.10	\$865,087.07	68.64%	\$1,260,409.38	\$395,322.31
Total Expenditures - Operating Funds	\$749,746.05	\$5,654,888.20	57.97%	\$9,754,835.38	\$4,099,947.18
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	\$749,746.05	\$8,534,481.42	67.55%	\$12,634,428.60	\$4,099,947.18

Fountaindale Public Library District

Bills Paid - Operating Account

March 2021

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Summit Bodyworks	40% Delivery Balance - Outreach Bookmobile	3/29/2021	55181	1-4341-10	\$159,793.60
					<u>\$159,793.60</u>


Jennie Nguyen, Finance Manager

Fountaindale Public Library District

Bills Paid - Operating Account

April 2021

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - March 2021	4/1/2021	858	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - April 2021	4/1/2021	55182	1-4192-10	\$30,090.04
Dearborn National Life Insurance Company	Employer Insurance Contribution - April 2021	4/1/2021	55183	1-4192-10	\$572.93
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - April 2021	4/1/2021	55184	1-4192-10	\$200.07
Home Depot	Building - Various Supplies	4/1/2021	55185	8-4357-30	\$17.16
	Building Maintenance - Air Handler Wire			8-4211-30	\$5.60
Illinois Municipal Retirement Fund	Employer Insurance Contribution - March 2021	4/1/2021	860	5-4142-10	\$29,619.86
					\$60,517.75


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - March 2021

Gross Payroll	\$306,454.46
FICA	\$22,658.95
Total Gross Payroll & FICA	\$329,113.41

Fountaindale Public Library District
Bills Payable Report
April 15, 2021

<u>General Fund</u>				Page 1
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.	Comm. - Library Workers Day Phone Charging Stands	20879271	1-4711-10	\$ 2,128.44
	Comm. - Summer Adventure Beach Towel Prizes	8824125	1-4735-10	2,338.39
	Comm. - Additional Summer Adventure Beach Towel Prizes	8818021	1-4735-10	1,990.27
	<i>Totals for 4imprint, Inc.</i>			<u>\$ 6,457.10</u>
A & R Labels Inc.	Media Desk Register - Additional Key Sets	472021	1-4341-10	109.50
	<i>Totals for A & R Labels Inc.</i>			<u>\$ 109.50</u>
Addison Public Library	Lost/Damage Item - ATI TEAS Prep Plus	APL-2021	1-3310-30	39.99
	<i>Totals for Addison Public Library</i>			<u>\$ 39.99</u>
Ali Baig	Program - Trivia Night with Baig of Tricks - 5/10/21	AB051021	1-4571-24	75.00
	<i>Totals for Ali Baig</i>			<u>\$ 75.00</u>
Allyse Schiller	Mileage - 1/15/21-3/31/21	AS033121	1-4171-10	10.92
	<i>Totals for Allyse Schiller</i>			<u>\$ 10.92</u>

Fountaindale Public Library District
Bills Payable Report
April 15, 2021

General Fund Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	District Closet Restock - Feb. 2021	A65-2021	1-4351-10	\$ 58.00
	District Closet Restock - March 2021	A74-2021	1-4351-10	98.64
	Library Supplies - Vinyl Sleeves	0660346-APR21	1-4371-12	569.47
	CSD - Various Program Supplies	A70-2021	1-4353-20	76.47
	CSD - Various Program Supplies	A70-2021	1-4353-20	29.96
	CSD - Various Program Supplies	A70-2021	1-4353-20	264.97
	CSD - Various Program Supplies	A70-2021	1-4353-20	258.00
	CSD - Various Program Supplies	A70-2021	1-4353-20	9.99
	CSD - Jar Program Supplies	A80-2021	1-4353-20	14.99
	Outreach - Various Program Supplies	A68-2021	1-4353-28	53.74
	Outreach - Various Program Supplies	A71-2021	1-4353-28	127.43
	Outreach - Ribbon Program Supplies	A77-2021	1-4353-28	5.44
	Outreach - Portable Folding Table	A77-2021	1-4353-28	67.79
	Outreach - Label Tape	A78-2021	1-4371-28	26.98
	ATSD - Craft Contest & Summer Adventure Supplies	A72-2021	1-4353-24	72.97
	ATSD - 2021 Kindness Day Supplies	A73-2021	1-4353-24	124.90
	IT - Acer Chromebook	A79-2021	1-4641-14	629.00
	Books - Adult Fiction	0660346-APR21	1-4540-26	321.45
	Books - Adult Non-Fiction	0660346-APR21	1-4541-26	63.99
	Books - Juvenile Easy	0660346-APR21	1-4546-26	298.52
	Video Games - YA	0660346-APR21	1-4563-26	49.99
	Video Games - Juvenile	0660346-APR21	1-4564-26	29.98
	Books - Adult Fiction	0660346-APR21	1-4540-29	8.66
	Music - Adult	0660346-APR21	1-4550-26	8.08
	Video Games - Adult	0660346-APR21	1-4565-26	263.39
	Studio - Maker Lab Cutting Mats	A69-2021	1-4568-27	29.94
	Studio - Maker Lab Supplies	A76-2021	1-4568-27	652.13
	Electronic Devices & Equipments	0660346-APR21	1-4527-26	280.86
	Opening Day Collection	0660346-APR21	1-4570-29	989.90
	Library Materials - Shipping Costs	0660346-APR21	1-4519-26	38.19
		<i>Totals for Amazon</i>		<u>\$ 5,523.82</u>
American Library Association				
	Prodehl Membership - 2/28/21-2/27/22	1274745	1-4161-16	122.00
	Danhof Membership - 4/30/21-4/29/22	0073947	1-4161-16	142.00
		<i>Totals for American Library Association</i>		<u>\$ 264.00</u>

Fountaindale Public Library District
Bills Payable Report
April 15, 2021

General Fund Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - April 2021	INV401690	1-4253-10	\$ 189.55
		<i>Totals for AmeriFlex Business Solutions</i>		<u>\$ 189.55</u>
AT & T				
	Updated Internet Agreement - March 2021	7710621605	1-4314-14	976.22
		<i>Totals for AT & T</i>		<u>\$ 976.22</u>
AT & T Mobility - National Business Services				
	Telephone Service - 2/22/21-3/21/21	17681390	1-4311-14	207.12
		<i>Totals for AT & T Mobility - National Business Services</i>		<u>\$ 207.12</u>
B&H Photo-Video				
	Studio - Various Camera & Sound Equipment	186493796	1-4568-27	770.21
	IT - Mounting Bracket	185834199	1-4354-14	49.99
		<i>Totals for B&H Photo-Video</i>		<u>\$ 820.20</u>
Baker & Taylor - C009233				
	Books - Adult Non-Fiction	5016813143	1-4541-26	77.45
	Books - Adult Non-Fiction	5016848999	1-4541-26	229.44
	Library Materials - Shipping Costs	5016813143	1-4519-26	0.39
	Library Materials - Shipping Costs	5016848999	1-4519-26	1.15
	Library Materials - Processing Costs	5016813143	1-4518-26	5.75
	Library Materials - Processing Costs	5016848999	1-4518-26	8.05
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 322.23</u>

Fountaindale Public Library District
Bills Payable Report
April 15, 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 - Processing Costs	2035808900	1-4518-29	\$ 11.37
	Library Materials - Processing Costs	2035816905	1-4518-29	10.08
	Library Materials - Processing Costs	2035822064	1-4518-29	10.68
	Library Materials - Processing Costs	2035819299	1-4518-29	23.07
	Library Materials - Processing Costs	2035834553	1-4518-29	32.01
	Library Materials - Processing Costs	2035829026	1-4518-29	9.57
	Library Materials - Processing Costs	2035798830	1-4518-29	29.79
	Library Materials - Processing Costs	2035798817	1-4518-29	6.90
	Opening Day Collection	2035834553	1-4570-29	404.76
	Opening Day Collection	2035829026	1-4570-29	267.73
	Opening Day Collection	2035798830	1-4570-29	801.61
	Opening Day Collection	2035798817	1-4570-29	208.56
	Opening Day Collection	2035808900	1-4570-29	219.62
	Opening Day Collection	2035816905	1-4570-29	155.40
	Opening Day Collection	2035822064	1-4570-29	271.78
	Opening Day Collection	2035819299	1-4570-29	419.04
	Library Materials - Shipping Costs	2035808900	1-4519-29	1.39
	Library Materials - Shipping Costs	2035816905	1-4519-29	1.24
	Library Materials - Shipping Costs	2035822064	1-4519-29	1.60
	Library Materials - Shipping Costs	2035819299	1-4519-29	2.19
	Library Materials - Shipping Costs	2035834553	1-4519-29	2.77
	Library Materials - Shipping Costs	2035829026	1-4519-29	1.42
	Library Materials - Shipping Costs	2035798830	1-4519-29	4.01
	Library Materials - Shipping Costs	2035798817	1-4519-29	1.04
	Books - Juvenile Easy	2035808900	1-4546-29	24.47
	Books - Adult Fiction	2035834553	1-4540-29	32.20
	Books - Adult Fiction	2035829026	1-4540-29	16.09
	Books - Adult Non-Fiction	2035808900	1-4541-29	17.24
	Books - Adult Non-Fiction	2035819299	1-4541-29	18.69
	Books - Juvenile Fiction	2035808900	1-4544-29	17.24
	Books - Juvenile Fiction	2035816905	1-4544-29	10.34
	Books - Juvenile Fiction	2035822064	1-4544-29	14.94
	Books - Juvenile Fiction	2035834553	1-4544-29	96.88
	Books - Juvenile Easy	2035816905	1-4546-29	17.38
	Books - Juvenile Easy	2035822064	1-4546-29	33.55
	Books - Juvenile Easy	2035834553	1-4546-29	19.58
	Books - Adult Fiction	2035816905	1-4540-29	65.53

**Fountaindale Public Library District
Bills Payable Report
April 15, 2021**

General Fund Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
		<i>Totals for Baker & Taylor - L420685</i>		<u>\$ 3,281.76</u>

Fountaindale Public Library District
Bills Payable Report
April 15, 2021

General Fund Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Juvenile World Languages	2035836650	1-4526-26	\$ 45.81
	Books - Juvenile World Languages	2035829027	1-4526-26	44.88
	Books - Juvenile World Languages	2035832532	1-4526-26	72.39
	Books - Juvenile World Languages	2035813758	1-4526-26	14.99
	Books - Juvenile World Languages	2035808911	1-4526-26	183.70
	Books - Adult World Languages	2035766802	1-4525-26	12.57
	Books - Adult World Languages	2035807266	1-4525-26	34.09
	Books - Adult World Languages	2035838671	1-4525-26	26.97
	Library Materials - Shipping Costs	2035772182	1-4519-29	3.38
	Library Materials - Shipping Costs	2035836650	1-4519-26	2.17
	Library Materials - Shipping Costs	2035787449	1-4519-26	5.81
	Library Materials - Shipping Costs	2035807266	1-4519-26	3.93
	Library Materials - Shipping Costs	2035829027	1-4519-26	5.11
	Library Materials - Shipping Costs	2035832532	1-4519-26	6.14
	Library Materials - Shipping Costs	2035838671	1-4519-26	1.51
	Library Materials - Shipping Costs	2035819329	1-4519-26	1.38
	Library Materials - Shipping Costs	2035816461	1-4519-26	3.75
	Library Materials - Shipping Costs	2035799164	1-4519-26	8.13
	Library Materials - Shipping Costs	2035782217	1-4519-26	0.53
	Library Materials - Processing Costs	2035801774	1-4518-26	37.38
	Library Materials - Processing Costs	2035766802	1-4518-26	27.12
	Library Materials - Processing Costs	2035813758	1-4518-26	24.48
	Library Materials - Processing Costs	2035808911	1-4518-26	41.02
	Library Materials - Processing Costs	2035772182	1-4518-26	39.29
	Library Materials - Processing Costs	2035804153	1-4518-26	23.34
	Library Materials - Processing Costs	2035821812	1-4518-26	58.44
	Library Materials - Processing Costs	2035836650	1-4518-26	30.80
	Library Materials - Processing Costs	2035787449	1-4518-26	34.83
	Library Materials - Processing Costs	2035807266	1-4518-26	47.84
	Library Materials - Processing Costs	2035829027	1-4518-26	41.28
	Library Materials - Processing Costs	2035832532	1-4518-26	33.96
	Library Materials - Processing Costs	2035838671	1-4518-26	21.09
	Library Materials - Processing Costs	2035819329	1-4518-26	17.35
	Library Materials - Processing Costs	2035816461	1-4518-26	36.54
	Library Materials - Processing Costs	2035799164	1-4518-26	79.96
	Library Materials - Processing Costs	2035782217	1-4518-26	9.21
	Library Materials - Shipping Costs	2035801774	1-4519-26	2.60
	Library Materials - Shipping Costs	2035766802	1-4519-26	3.50

Fountaindale Public Library District
Bills Payable Report
April 15, 2021

General Fund Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Shipping Costs	2035813758	1-4519-26	\$ 3.61
	Library Materials - Shipping Costs	2035808911	1-4519-26	5.16
	Library Materials - Shipping Costs	2035804153	1-4519-26	1.83
	Library Materials - Shipping Costs	2035821812	1-4519-26	7.69
	Books - Adult Large Print	2035766802	1-4543-26	30.44
	Books - Adult Large Print	2035829027	1-4543-26	18.00
	Books - Adult Large Print	2035816461	1-4543-26	35.99
	Books - Adult Large Print	2035799164	1-4543-26	31.79
	Books - Juvenile Fiction	2035801774	1-4544-26	143.41
	Books - Juvenile Fiction	2035766802	1-4544-26	24.41
	Books - Juvenile Fiction	2035813758	1-4544-26	317.99
	Books - Juvenile Fiction	2035808911	1-4544-26	292.41
	Books - Juvenile Fiction	2035772182	1-4544-26	123.86
	Books - Juvenile Fiction	2035804153	1-4544-26	43.64
	Books - Adult Non-Fiction	2035836650	1-4541-26	41.76
	Books - Adult Non-Fiction	2035807266	1-4541-26	205.15
	Books - Adult Non-Fiction	2035829027	1-4541-26	80.97
	Books - Adult Non-Fiction	2035832532	1-4541-26	40.24
	Books - Adult Non-Fiction	2035838671	1-4541-26	28.00
	Books - Adult Non-Fiction	2035819329	1-4541-26	79.04
	Books - Adult Non-Fiction	2035816461	1-4541-26	82.22
	Books - Adult Non-Fiction	2035799164	1-4541-26	371.03
	Books - Adult Non-Fiction	2035821812	1-4541-26	93.91
	Books - Adult Fiction	2035801774	1-4540-26	144.73
	Books - Adult Fiction	2035766802	1-4540-26	113.80
	Books - Adult Fiction	2035813758	1-4540-26	129.30
	Books - Adult Fiction	2035808911	1-4540-26	206.62
	Books - Adult Fiction	2035772182	1-4540-26	219.45
	Books - Adult Fiction	2035804153	1-4540-26	146.22
	Books - Adult Fiction	2035821812	1-4540-26	121.31
	Books - Adult Fiction	2035836650	1-4540-26	159.86
	Books - Adult Fiction	2035807266	1-4540-26	56.62
	Books - Adult Fiction	2035829027	1-4540-26	207.61
	Books - Adult Fiction	2035838671	1-4540-26	62.22
	Books - Adult Fiction	2035819329	1-4540-26	10.78
	Books - Adult Fiction	2035816461	1-4540-26	156.69
	Books - Adult Fiction	2035799164	1-4540-26	491.45
	Books - Adult Fiction	2035782217	1-4540-26	106.87

Fountaindale Public Library District
Bills Payable Report
April 15, 2021

General Fund Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2035801774	1-4541-26	\$ 49.44
	Books - Adult Non-Fiction	2035766802	1-4541-26	48.03
	Books - Adult Non-Fiction	2035813758	1-4541-26	33.52
	Books - Adult Non-Fiction	2035808911	1-4541-26	82.82
	Books - Adult Non-Fiction	2035772182	1-4541-26	118.75
	Books - Adult Non-Fiction	2035804153	1-4541-26	20.99
	Books - Juvenile Easy	2035821812	1-4546-26	1,081.80
	Books - Adult Large Print	2035821812	1-4543-26	19.19
	Books - Juvenile Fiction	2035821812	1-4544-26	202.95
	Books - Juvenile Fiction	2035836650	1-4544-26	38.72
	Books - Juvenile Fiction	2035787449	1-4544-26	534.42
	Books - Juvenile Fiction	2035807266	1-4544-26	400.68
	Books - Juvenile Fiction	2035829027	1-4544-26	90.83
	Books - Juvenile Fiction	2035832532	1-4544-26	1,050.81
	Books - Juvenile Fiction	2035838671	1-4544-26	68.80
	Books - Juvenile Fiction	2035819329	1-4544-26	76.79
	Books - Juvenile Fiction	2035816461	1-4544-26	394.26
	Books - Juvenile Fiction	2035799164	1-4544-26	277.39
	Books - Juvenile Non-Fiction	2035813758	1-4545-26	34.47
	Books - Juvenile Non-Fiction	2035772182	1-4545-26	59.32
	Books - Juvenile Non-Fiction	2035787449	1-4545-26	114.67
	Books - Juvenile Non-Fiction	2035829027	1-4545-26	111.95
	Books - Juvenile Non-Fiction	2035799164	1-4545-26	52.88
	Books - Juvenile Easy	2035801774	1-4546-26	93.18
	Books - Juvenile Easy	2035766802	1-4546-26	368.85
	Books - Juvenile Easy	2035813758	1-4546-26	150.59
	Books - Juvenile Easy	2035808911	1-4546-26	200.42
	Books - Juvenile Easy	2035772182	1-4546-26	48.24
	Books - Juvenile Easy	2035804153	1-4546-26	107.71
	Books - Juvenile Easy	2035836650	1-4546-26	126.48
	Books - Juvenile Easy	2035787449	1-4546-26	513.23
	Books - Juvenile Easy	2035807266	1-4546-26	63.65
	Books - Juvenile Easy	2035829027	1-4546-26	428.61
	Books - Juvenile Easy	2035832532	1-4546-26	42.10
	Books - Juvenile Easy	2035838671	1-4546-26	79.03
	Books - Juvenile Easy	2035819329	1-4546-26	80.40
	Books - Juvenile Easy	2035816461	1-4546-26	43.67
	Books - Juvenile Easy	2035799164	1-4546-26	293.74

Fountaindale Public Library District
Bills Payable Report
April 15, 2021

General Fund Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Young Adult Fiction	2035801774	1-4548-26	\$ 89.63
	Books - Young Adult Fiction	2035766802	1-4548-26	17.53
	Books - Young Adult Fiction	2035813758	1-4548-26	41.34
	Books - Young Adult Fiction	2035808911	1-4548-26	55.17
	Books - Young Adult Fiction	2035772182	1-4548-26	81.32
	Books - Young Adult Fiction	2035804153	1-4548-26	47.94
	Books - Young Adult Fiction	2035821812	1-4548-26	19.28
	Books - Young Adult Fiction	2035836650	1-4548-26	10.34
	Books - Young Adult Fiction	2035807266	1-4548-26	16.33
	Books - Young Adult Fiction	2035829027	1-4548-26	21.26
	Books - Young Adult Fiction	2035832532	1-4548-26	21.84
	Books - Young Adult Fiction	2035819329	1-4548-26	28.43
	Books - Young Adult Fiction	2035816461	1-4548-26	27.00
	Books - Young Adult Fiction	2035799164	1-4548-26	108.09
	Books - Young Adult Non-Fiction	2035766802	1-4549-26	84.87
	Books - Young Adult Non-Fiction	2035808911	1-4549-26	10.17
	Books - Young Adult Non-Fiction	2035772182	1-4549-26	24.14
	Books - Young Adult Non-Fiction	2035836650	1-4549-26	10.34
	Books - Young Adult Non-Fiction	2035807266	1-4549-26	8.60
	Books - Young Adult Non-Fiction	2035829027	1-4549-26	17.96
	Books - Young Adult Non-Fiction	2035838671	1-4549-26	36.75
	Books - Young Adult Non-Fiction	2035816461	1-4549-26	10.92
	<i>Totals for Baker & Taylor - L420686</i>			\$ 13,915.98
Belynda Head				
	Program - R&B Line Dancing - 5/9/21	BH050921	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Blackstone Publishing				
	Audiobooks - Adult	1209698	1-4551-26	767.20
	<i>Totals for Blackstone Publishing</i>			\$ 767.20
Bolingbrook High School				
	Leading Role Sponsorship - Full Page Ad	6712-2021	1-4731-10	250.00
	<i>Totals for Bolingbrook High School</i>			\$ 250.00
Bolingbrook Rotary Club				
	Mills Membership - Fourth Quarter Dues 2020-2021	1028	1-4161-10	57.00
	<i>Totals for Bolingbrook Rotary Club</i>			\$ 57.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Bridgeall Libraries Limited	Catalog Management	SIN005141	1-4272-12	\$ 10,000.00
		<i>Totals for Bridgeall Libraries Limited</i>		<u>\$ 10,000.00</u>
Call One	Telephone & Internet - 3/15/21-4/14/21	1214291	1-4312-14	1,079.01
	Telephone & Internet - 3/15/21-4/14/21	1214291	1-4314-14	1,968.00
		<i>Totals for Call One</i>		<u>\$ 3,047.01</u>
Carahsoft Technology Corporation	LinkedIn Learning for Library - 4/3/21-4/2/21	24626226INV	1-4521-26	13,125.00
		<i>Totals for Carahsoft Technology Corporation</i>		<u>\$ 13,125.00</u>
Cathryn Stanek-Whisler	Program - Coffee Filter Flowers - 5/3/21	CSW050321	1-4573-24	100.00
	Program - Coffee Filter Flowers - 5/3/21	CSW050321	1-4571-24	100.00
		<i>Totals for Cathryn Stanek-Whisler</i>		<u>\$ 200.00</u>
Center Point Large Print	Opening Day Collection	1832403	1-4570-29	226.50
	Books - Adult Large Print	1833559	1-4543-26	45.27
	Books - Adult Large Print	1829681	1-4543-26	318.78
	Books - Adult Large Print	1838921	1-4543-26	469.17
	Books - Adult Large Print	1835720	1-4543-26	22.17
		<i>Totals for Center Point Large Print</i>		<u>\$ 1,081.89</u>
Chicago Tribune	Periodicals	40172770	1-4511-26	291.34
		<i>Totals for Chicago Tribune</i>		<u>\$ 291.34</u>
Children's Plus Inc.	Books - Juvenile Non-Fiction	194508	1-4545-26	129.84
	Books - Juvenile Easy	194508	1-4546-26	35.98
	Books - Juvenile World Languages	194447	1-4526-29	26.98
	Library Materials - Shipping Costs	195032	1-4519-29	2.50
	Opening Day Collection	195037	1-4570-29	85.96
	Books - Juvenile Non-Fiction	195032	1-4545-29	124.81
	Books - Juvenile World Languages	194837	1-4526-26	79.20
	Books - Juvenile World Languages	194815	1-4526-26	36.98
		<i>Totals for Children's Plus Inc.</i>		<u>\$ 522.25</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Christine Thornton				
	Program - Paint Like Frida - 5/18/21	CT051821	1-4571-24	\$ 125.00
	Program - Paint Like Frida - 5/18/21	CT051821	1-4573-24	125.00
	Program - Improve Your Drawing Skills - 4/20/21	CT042021	1-4571-24	125.00
	Program - Improve Your Drawing Skills - 4/20/21	CT042021	1-4573-24	125.00
	<i>Totals for Christine Thornton</i>			<u>\$ 500.00</u>
Comcast Cable				
	Cable - 4/3/21-5/2/21	0367494-APR21	1-4316-14	103.02
	<i>Totals for Comcast Cable</i>			<u>\$ 103.02</u>
Constellation NewEnergy, Inc.				
	Electricity - 2/1/21-3/2/21	19565239901	1-4321-30	10,240.89
	<i>Totals for Constellation NewEnergy, Inc.</i>			<u>\$ 10,240.89</u>
CyberOptik				
	Fountaindale.org Hosting & Care Plan - 4/30/21-4/29/22	4788	1-4631-14	1,440.00
	<i>Totals for CyberOptik</i>			<u>\$ 1,440.00</u>
Demco, Inc.				
	Collections - Color Coded Tape	6924662	1-4371-12	484.50
	<i>Totals for Demco, Inc.</i>			<u>\$ 484.50</u>
Elite Detailing Services, Inc.				
	Bkm & Van Exterior & Interior Wash - 3/12/21	0YL00779SD651565	1-4235-29	195.00
	<i>Totals for Elite Detailing Services, Inc.</i>			<u>\$ 195.00</u>
Eureka Public Library				
	Lost/Damage Item - Book	D150015022	1-3310-30	24.99
	<i>Totals for Eureka Public Library</i>			<u>\$ 24.99</u>
Findaway World, LLC				
	Audiobooks - Adult	344052	1-4551-26	437.56
	Audiobooks - Juvenile	343904	1-4553-26	292.58
	Audiobooks - Juvenile	344211	1-4553-26	48.43
	Audiobooks - Juvenile	345324	1-4553-26	1,115.57
	Audiobooks - Juvenile	344570	1-4553-26	604.04
	Playaway - Juvenile	344564	1-4562-29	376.49
	Launchpads - Juvenile	345201	1-4566-26	759.95
	Opening Day Collection	344140	1-4570-29	994.10
	Opening Day Collection	344224	1-4570-29	52.08
	<i>Totals for Findaway World, LLC</i>			<u>\$ 4,680.80</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Online Labels - Collections - Genre Labels	T7780-APR21	1-4519-26	\$ 4.95
	Avery - Collections - Magazine Box Rectangle Labels	T7780-APR21	1-4519-26	23.32
	Target - Comm. - 6 Program Eval. Survey Gift Card Prizes	N7148-APR21	1-4735-10	150.00
	Panera - Donuts & Pastries Coffee & Cookies	N7148-APR21	1-4715-10	24.08
	Michaels - Studio - Maker Program Supplies	N7148-APR21	1-4353-27	40.33
	Rockler - Studio - Book Nook Wood Supplies	N7148-APR21	1-4353-27	70.41
	Hobby Lobby - Studio - Maker Programming Supplies	N7148-APR21	1-4353-27	44.42
	JoAnn - Studio - Sewing Supplies	N7148-APR21	1-4371-27	262.64
	Michaels - Studio - Silhouette Cameo Blades Restock	N7148-APR21	1-4568-27	64.95
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-APR21	1-4523-26	13.99
	Netflix - Monthly 4/12 Additional Roku Subscription	M4566-APR21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-APR21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-APR21	1-4523-26	17.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-APR21	1-4523-26	17.99
	HBO - Monthly 3/12 Roku Subscription	T7780-APR21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-APR21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-APR21	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-APR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-APR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-APR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-APR21	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-APR21	1-4523-26	14.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7148-APR21	1-4523-26	17.99
	USPS - Gallagher Basset Check Express Mail	N7148-APR21	1-4381-10	26.35
	Shutterstock - Comm - Corrected Recurring Charge to One Time	N7148-APR21	1-4731-10	36.00
	Facebook - Monthly Ads	M4566-APR21	1-4731-10	204.40
	Mailchimp - Monthly Subscription	M4566-APR21	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-APR21	1-4731-10	29.00
	Alonti - Outreach - Bookmobile Training Lunch - 3/29/21	N7148-APR21	1-4711-10	95.00
	BB Chamber - Purrazzo - Virt. Eco. Forcast - 2/24/21	N7148-APR21	1-4151-10	10.00
	Library Works - Martinez - Course Correction - 3/11/21	N7148-APR21	1-4151-10	49.00
	Library Works - Bradley - Help Library Rebound - 3/25/21	N7148-APR21	1-4151-10	49.00
	ILA - Bradley - 2021 Marketing Forum Mini Conf. - 4/16/21	N7148-APR21	1-4151-10	10.00
	Eventbrite - Korczak - Design Flexible Future - 5/4-5/19/21	N7148-APR21	1-4151-10	199.00
	Eventbrite - Ali - Design Flexible Future - 5/4-5/19/21	N7148-APR21	1-4151-10	199.00
	Eventbrite - Theobald - Design Flexible Future - 5/5-5/19/21	T7780-APR21	1-4151-10	199.00
	Walmart - March 2021 District Restock & Finance Supplies	N7148-APR21	1-4351-10	87.68
	Online Labels - Collections - Genre Labels	T7780-APR21	1-4371-12	18.95

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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)			
	Meijer - Collections - ELM Disc Distilled Water	T7780-APR21	1-4371-12	\$ 9.90
	Avery - Collections - Magazine Box Rectangle Labels	T7780-APR21	1-4371-12	65.00
	BB Chamber - Mills - State of Village - 3/11/21	N7148-APR21	1-4173-10	40.00
	BB Chamber - 5 Trustees - State of Village - 3/11/21	N7148-APR21	1-4173-16	200.00
	Alonti - March 2021 Board Dinners	N7148-APR21	1-4355-16	107.00
	SurveyMonkey - 2021 Executive Director Evaluation	N7148-APR21	1-4631-14	99.00
	<i>Totals for First Bankcard</i>			\$ 2,730.23
Flooring Resources Corporation				
	Building - Repair CSD Rubber Floor	22686	1-4651-30	10,703.00
	<i>Totals for Flooring Resources Corporation</i>			\$ 10,703.00
Forward Space				
	Reconfigure Room 218 & 221 Cubicles Design Hours	797662	1-4391-30	1,575.00
	<i>Totals for Forward Space</i>			\$ 1,575.00
Fun Express LLC				
	CSD - Various Program Supplies	708747897-01	1-4353-20	211.71
	<i>Totals for Fun Express LLC</i>			\$ 211.71
Gale/Cengage Learning				
	Books - Adult Large Print	73902997	1-4543-26	109.46
	Books - Adult Large Print	73913327	1-4543-26	76.47
	Books - Adult Large Print	73912144	1-4543-26	73.47
	Books - Adult Large Print	73912781	1-4543-26	68.22
	Books - Adult Large Print	73903328	1-4543-26	56.98
	Books - Adult Large Print	73902668	1-4543-26	26.99
	Books - Adult Large Print	73979436	1-4543-26	55.48
	Books - Adult Large Print	73979094	1-4543-26	27.74
	Books - Adult Large Print	74022238	1-4543-26	80.22
	Books - Adult Large Print	74021928	1-4543-26	28.49
	<i>Totals for Gale/Cengage Learning</i>			\$ 603.52
Grasso Graphics, Inc.				
	Comm. - Autorenewal Bookmarks	31197	1-4256-10	729.28
	<i>Totals for Grasso Graphics, Inc.</i>			\$ 729.28

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Holly Sine-Ramsdell	Program - Ageless Grace - 4/17/21	HSR041721	1-4571-24	\$ 75.00
	Program - Ageless Grace - 5/1/21	HSR050121	1-4571-24	75.00
	Program - Ageless Grace - 5/15/21	HSR051521	1-4571-24	75.00
	<i>Totals for Holly Sine-Ramsdell</i>			<u>\$ 225.00</u>
IHLS-OCLC	Catalog Management	2021-1332	1-4151-10	15.50
	<i>Totals for IHLS-OCLC</i>			<u>\$ 15.50</u>
Illinois American Water	Fire Protection - 3/18/21-4/19/21	1025-21000308946E	1-4331-30	46.17
	Irrigation - 2/18/21-3/17/21	1025-21000308991E	1-4331-30	118.59
	<i>Totals for Illinois American Water</i>			<u>\$ 164.76</u>
Illinois American Water/Bolingbrook	Water & Sewer - 2/18/21-3/17/21	1025-21000308831E	1-4331-30	787.12
	<i>Totals for Illinois American Water/Bolingbrook</i>			<u>\$ 787.12</u>
Illinois Library Association	2021 Reaching Forward - 17 Staff - 4/15/21-5/7/21	195169	1-4151-10	850.00
	Dolley Membership - 4/1/21-3/31/22	189733	1-4161-10	100.00
	FPLD Membership - 6/1/21-5/31/22	196027	1-4162-10	500.00
	<i>Totals for Illinois Library Association</i>			<u>\$ 1,450.00</u>
Ilya Kabirov	Program - Great Reads Book Club - 4/28/21	IK042821	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<u>\$ 75.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	Video Games - Juvenile	51589732	1-4564-26	\$ 56.99
	Video Games - Juvenile	51615739	1-4564-26	28.49
	Video Games - Juvenile	51790359	1-4564-26	142.46
	Video Games - Juvenile	51790363	1-4564-26	113.89
	Video Games - Juvenile	51976951	1-4564-26	18.99
	Video Games - Juvenile	52010625	1-4564-26	113.97
	Video Games - Juvenile	52046640	1-4564-26	75.98
	Books - Juvenile Non-Fiction	51658029	1-4545-29	16.15
	Books - Juvenile Fiction	51716624	1-4544-29	40.65
	Books - Juvenile Fiction	51658029	1-4544-29	67.75
	Video Games - Adult	52046641	1-4565-26	123.48
	Books - Juvenile Non-Fiction	51716624	1-4545-29	20.87
	Books - Juvenile Easy	51658029	1-4546-29	20.32
	Video Games - Juvenile	51589730	1-4564-29	56.99
	Video Games - Juvenile	51790358	1-4564-29	142.46
	Video Games - Juvenile	52010626	1-4564-29	37.99
	Video Games - Juvenile	52010629	1-4564-29	151.95
	Video Games - Juvenile	52046639	1-4564-29	75.98
	Opening Day Collection	51589728	1-4570-29	10.73
	Opening Day Collection	51589729	1-4570-29	132.88
	Opening Day Collection	51658026	1-4570-29	10.16
	Opening Day Collection	51790357	1-4570-29	1,443.61
	Opening Day Collection	51732253	1-4570-29	49.66
	Opening Day Collection	51790361	1-4570-29	8.47
	Opening Day Collection	51790362	1-4570-29	37.99
	Opening Day Collection	51811394	1-4570-29	10.73
	Opening Day Collection	51976949	1-4570-29	47.49
	Video Games - YA	51790360	1-4563-26	28.49
	Video Games - YA	52046642	1-4563-26	265.95
	Books - Juvenile Easy	51664603	1-4546-26	14.36
	Books - Juvenile Easy	51990016	1-4546-26	46.28
	Video Games - YA	51589731	1-4563-26	28.49
	Video Games - YA	51615740	1-4563-26	37.99
	Books - Juvenile Fiction	51664606	1-4544-26	16.94
	Books - Juvenile Fiction	51811397	1-4544-26	10.16
	Books - Juvenile Fiction	51976950	1-4544-26	57.51
	Books - Juvenile Fiction	51990011	1-4544-26	35.98
	Books - Juvenile Fiction	51990013	1-4544-26	88.63

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Books - Juvenile Fiction	52010627	1-4544-26	\$ 68.86
	Books - Juvenile Non-Fiction	51658028	1-4545-26	291.31
	Books - Juvenile Non-Fiction	51608544	1-4545-26	193.85
	Books - Juvenile Non-Fiction	51664607	1-4545-26	75.60
	Books - Juvenile Non-Fiction	51811397	1-4545-26	78.89
	Books - Juvenile Non-Fiction	51811395	1-4545-26	11.27
	Books - Juvenile Non-Fiction	51990015	1-4545-26	22.06
	Books - Juvenile Non-Fiction	52010628	1-4545-26	24.23
	Books - Juvenile Easy	51658028	1-4546-26	203.20
	Books - Juvenile Easy	51608539	1-4546-26	27.10
	Books - Juvenile Easy	51608540	1-4546-26	32.19
	Outreach - 2021 Read-A-Palooza Program Supplies	51990014	1-4353-28	40.62
	Outreach - 2021 Read-A-Palooza Program Supplies	51990012	1-4353-28	80.72
	Outreach - 2021 Read-A-Palooza Program Supplies	51811398	1-4353-28	513.26
	Outreach - 2021 Read-A-Palooza Program Supplies	51811396	1-4353-28	169.96
	Outreach - 2021 Read-A-Palooza Program Supplies	51658027	1-4353-28	57.60
	Books - Juvenile Fiction	51658028	1-4544-26	948.56
	Books - Juvenile Fiction	51608542	1-4544-26	10.16
	Books - Juvenile Fiction	51608543	1-4544-26	113.16
	Books - Juvenile Fiction	51658025	1-4544-26	10.16
	Books - Adult Non-Fiction	51664605	1-4541-26	25.16
	Books - Adult Fiction	51976952	1-4540-26	9.89
	Books - Adult Non-Fiction	51608541	1-4541-26	11.99
	Books - Adult Fiction	51664604	1-4540-26	20.65
	<i>Totals for Ingram Library Services</i>			\$ 6,728.31
ITsavvy LLC				
	IT - APC SmartUPS X2000	01250727	1-4641-14	8,800.00
	<i>Totals for ITsavvy LLC</i>			\$ 8,800.00
Jacqueline Pineda Orejel				
	Refund - The Guilty Feminist: You Don't Have To Be Perfect	JPO4336	1-3310-30	16.10
	Refund - Water For Elephants: A Novel	JPO1148-01	1-3310-30	24.00
	Refund - Carnegie Hill	JPO1148-02	1-3310-30	16.09
	Refund - Ladies Who Punch	JPO1148-03	1-3310-30	28.99
	Refund - The Astronaut Wives Club	JPO1148-04	1-3310-30	28.00
	<i>Totals for Jacqueline Pineda Orejel</i>			\$ 113.18

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Jason Michael Peters				
	Refund - Fairy Tail Volume II	JP3802-01	1-3310-10	\$ 11.00
	Refund - Fairy Tail Volume 12	JP3802-02	1-3310-10	11.00
	Refund - Fairy Tail Volume 13	JP3802-03	1-3310-10	11.00
	Refund - Fairy Tail Volume 14	JP3802-04	1-3310-10	19.99
	Refund - Fairy Tail Volume 15	JP3802-05	1-3310-10	10.99
	Refund - Fairy Tail Volume 16	JP3802-06	1-3310-10	10.99
	<i>Totals for Jason Michael Peters</i>			\$ 74.97
Jennifer Holik				
	Program - Gen. Club: Roots, War, and the Soul - 4/28/21	JH042821	1-4571-24	225.00
	<i>Totals for Jennifer Holik</i>			\$ 225.00
Jessica Layman				
	Program - Bullet Journaling for Beginners - 5/13/21	JL051321	1-4571-24	190.00
	<i>Totals for Jessica Layman</i>			\$ 190.00
Johnson Controls Security Solutions				
	Quarterly Security - 4/1/21-6/30/21	35621223	1-4221-30	359.15
	<i>Totals for Johnson Controls Security Solutions</i>			\$ 359.15
JR Media Group, LLC				
	Program - Swedish Death Cleaning - 5/6/21	JRMG050621	1-4571-24	225.00
	<i>Totals for JR Media Group, LLC</i>			\$ 225.00
Kellie Chase				
	Program - Sewing with Kellie Chase - 4/19/21	KC041921	1-4571-24	175.00
	Program - Sewing with Kellie Chase - 5/10/21	KC051021	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 350.00
Konica Minolta Business Solutions U.S.A., Inc.				
	Local History Room Bizhub 4000i Maintenance - 3/1/21-3/31/21	9007573980	1-4234-14	0.05
	July Overage - 2/1/21-2/28/21	9007566491	1-4234-14	670.54
	July Contract: Maintenance - 2/1/21-2/28/21	9007566762	1-4234-14	51.67
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 722.26
Konica Minolta Premier Finance				
	Leased Equipment - March 2021	438896672	1-4234-14	1,550.18
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,550.18

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Leah D. Moon				
	Program - DIY Dragon Eggs - 4/16/21	LDM041621	1-4573-24	\$ 165.00
	Program - Manga Cover Art - 5/14/21	LDM051421	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 330.00
Lesley Peters				
	Program - Stay Informed About Finances - 4/17/21	LP041721	1-4571-24	150.00
	<i>Totals for Lesley Peters</i>			\$ 150.00
Library Ideas LLC				
	Books - Juvenile World Languages	80900	1-4526-26	473.40
	Books - Juvenile Easy	81211	1-4546-26	1,450.20
	<i>Totals for Library Ideas LLC</i>			\$ 1,923.60
Lorena Y Carreno				
	Program - Artesanias en Espanol - 4/19/21	LYC041921	1-4571-24	150.00
	Program - Artesanias en Espanol - 5/17/21	LYC051721	1-4571-24	150.00
	Program - Club de Lectura en Espanol - 3/25/21	LYC032521	1-4571-24	75.00
	Program - Club de Lectura en Espanol - 4/22/21	LYC042221	1-4571-24	75.00
	<i>Totals for Lorena Y Carreno</i>			\$ 450.00
Mango Languages				
	Mango Conversations Subscription - 6/1/21-5/31/22	INV008292	1-4521-26	5,206.00
	<i>Totals for Mango Languages</i>			\$ 5,206.00
Marla M. Curran				
	Program - Couponing Basics - 4/22/21	MMC042221	1-4571-24	150.00
	<i>Totals for Marla M. Curran</i>			\$ 150.00
Michelle Flynn				
	Refund - Tales of Sasha: The Big Secret	MF7697	1-3310-10	16.99
	<i>Totals for Michelle Flynn</i>			\$ 16.99

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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	500185332	1-4550-26	\$ 14.83
	Audiobooks - Adult	500121893	1-4551-29	50.29
	Audiobooks - Adult	500157939	1-4551-29	44.29
	Audiobooks - Adult	500185760	1-4551-29	35.29
	DVD - Adult	500121891	1-4557-29	59.98
	DVD - Adult	500113458	1-4557-29	21.13
	DVD - Adult	500121895	1-4557-29	84.66
	DVD - Adult	500185761	1-4557-29	27.23
	DVD - Juvenile	500225412	1-4558-29	114.46
	Opening Day Collection	500185759	1-4570-29	97.38
	Opening Day Collection	500185764	1-4570-29	71.19
	Opening Day Collection	500185765	1-4570-29	28.12
	Opening Day Collection	500185762	1-4570-29	54.46
	Opening Day Collection	500185758	1-4570-29	43.21
	Opening Day Collection	500185763	1-4570-29	35.29
	Opening Day Collection	500185766	1-4570-29	1,648.94
	Opening Day Collection	500247874	1-4570-29	30.23
	Opening Day Collection	500247873	1-4570-29	45.29
	Opening Day Collection	500225407	1-4570-29	40.29
	Opening Day Collection	500225406	1-4570-29	180.18
	Opening Day Collection	500225411	1-4570-29	372.11
	Opening Day Collection	500121892	1-4570-29	18.98
	Opening Day Collection	500121894	1-4570-29	17.48
	Opening Day Collection	500157940	1-4570-29	117.60
	Opening Day Collection	500157941	1-4570-29	21.98
	Library Materials - Processing Costs	500121898	1-4518-26	550.34
	Library Materials - Processing Costs	500056688	1-4518-26	51.62
	Audiobooks - Adult	500113455	1-4551-26	42.29
	Audiobooks - Adult	500113453	1-4551-26	109.87
	Audiobooks - Adult	500157930	1-4551-26	89.58
	Audiobooks - Adult	500185334	1-4551-26	40.29
	Audiobooks - Adult	500185752	1-4551-26	156.16
	Audiobooks - Adult	500225143	1-4551-26	44.29
	Audiobooks - Adult	500225144	1-4551-26	20.29
	Audiobooks - Juvenile	500185339	1-4553-26	218.74
	Audiobooks - Juvenile	500243259	1-4553-26	35.29
	Audiobooks - Juvenile	500225145	1-4553-26	50.58
	Music - Juvenile	500157932	1-4554-26	44.19

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Music - Juvenile	500185336	1-4554-26	\$ 167.53
	Music - Juvenile	500225141	1-4554-26	11.08
	DVD - Adult	500121896	1-4557-26	29.99
	DVD - Adult	500113457	1-4557-26	276.51
	DVD - Adult	500121897	1-4557-26	29.33
	DVD - Adult	500121890	1-4557-26	67.47
	DVD - Adult	500113459	1-4557-26	266.76
	DVD - Adult	500121898	1-4557-26	1,585.82
	DVD - Adult	500157931	1-4557-26	86.42
	DVD - Adult	500154349	1-4557-26	161.92
	DVD - Adult	500154347	1-4557-26	21.13
	DVD - Adult	500154346	1-4557-26	325.95
	DVD - Adult	500157934	1-4557-26	71.95
	DVD - Adult	500154345	1-4557-26	266.08
	DVD - Adult	500157942	1-4557-26	29.33
	DVD - Adult	500157943	1-4557-26	207.32
	DVD - Adult	500157938	1-4557-26	131.88
	DVD - Adult	500157937	1-4557-26	52.46
	DVD - Adult	500157936	1-4557-26	28.78
	DVD - Adult	500157935	1-4557-26	56.20
	DVD - Adult	500185335	1-4557-26	321.45
	DVD - Adult	500185756	1-4557-26	59.19
	DVD - Adult	500185755	1-4557-26	52.48
	DVD - Adult	500185753	1-4557-26	154.90
	DVD - Adult	500185750	1-4557-26	26.24
	DVD - Adult	500185751	1-4557-26	44.98
	DVD - Adult	500056688	1-4557-26	213.71
	DVD - Adult	500225402	1-4557-26	91.15
	DVD - Adult	500225401	1-4557-26	27.33
	DVD - Adult	500225149	1-4557-26	82.67
	DVD - Adult	500225409	1-4557-26	32.96
	DVD - Adult	500225408	1-4557-26	19.73
	DVD - Adult	500225403	1-4557-26	75.42
	DVD - Adult	500225400	1-4557-26	317.30
	DVD - Juvenile	500113456	1-4558-26	458.81
	DVD - Juvenile	500154348	1-4558-26	29.24
	DVD - Juvenile	500154344	1-4558-26	563.68
	DVD - Juvenile	500185338	1-4558-26	71.42

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<u>General Fund</u>				Page 21
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	500185333	1-4558-26	\$ 38.46
	DVD - Juvenile	500185757	1-4558-26	136.15
	DVD - Juvenile	500225410	1-4558-26	457.84
	DVD - Juvenile	500225148	1-4558-26	118.38
	DVD - Juvenile	500225146	1-4558-26	29.24
	DVD - Juvenile	500225404	1-4558-26	73.96
	DVD - Juvenile	500225405	1-4558-26	47.96
	DVD - Juvenile	500225147	1-4558-26	154.90
	<i>Totals for Midwest Tape</i>			\$ 12,301.88
Mobility Works				
	BKM Van Lift Inspection/Maintenance - 3/17/21	RO#PLN-472727	1-4235-29	129.00
	BKM Lift Inspection/Maintenance - 3/15/21	RO#-PLN-471870	1-4235-29	129.00
	<i>Totals for Mobility Works</i>			\$ 258.00
Netrix, LLC				
	Cisco SMARTnet Co-Term Renewal 2021	463847	1-4233-14	38,717.00
	<i>Totals for Netrix, LLC</i>			\$ 38,717.00
Niche Academy				
	Annual Subscription - 5/18/21-5/18/22	5124	1-4521-26	2,040.00
	<i>Totals for Niche Academy</i>			\$ 2,040.00
OPTO International, Inc.				
	Remaining 50% - Bag Stands, Edge Posts & Acrylic Sign Holder	096438	1-4341-10	709.30
	<i>Totals for OPTO International, Inc.</i>			\$ 709.30
OverDrive, Inc.				
	Electronic Audiobooks & Books	CD0447421108823	1-4520-26	50,000.00
	<i>Totals for OverDrive, Inc.</i>			\$ 50,000.00
Paul Mills				
	Reimbursement - March 2021 Donuts w/Director Donuts	PM032321	1-4715-10	11.79
	<i>Totals for Paul Mills</i>			\$ 11.79
PeopleFacts				
	New Hire Background Checks - March 2021	33754-032021	1-4253-10	130.09
	<i>Totals for PeopleFacts</i>			\$ 130.09
Pitney Bowes				
	Equipment Lease - 3/31/21-6/29/21	3104673958	1-4231-10	628.59
	<i>Totals for Pitney Bowes</i>			\$ 628.59

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<u>General Fund</u>				Page 22
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
POS Supply Solutions	Thermal Receipt Paper Cases	186439	1-4351-10	\$ 901.80
	<i>Totals for POS Supply Solutions</i>			<u>\$ 901.80</u>
RedSky Technologies	E911 ECRC Calls - October 2020	21292	1-4253-14	300.00
	<i>Totals for RedSky Technologies</i>			<u>\$ 300.00</u>
Richard Earl Mixter II	Program - Great Storms of the Great Lakes - 5/19/21	REM051921	1-4571-24	300.00
	<i>Totals for Richard Earl Mixter II</i>			<u>\$ 300.00</u>
Robert Pennor	Program - Pencils & Charcoal with Robert Pennor - 4/20/21	RP042021	1-4571-24	75.00
	<i>Totals for Robert Pennor</i>			<u>\$ 75.00</u>
S & S Worldwide, Inc.	ATSD - Program Supplies	IN100729554	1-4353-24	178.11
	<i>Totals for S & S Worldwide, Inc.</i>			<u>\$ 178.11</u>
Sally Minor	Refund - Harriet The Spy	SM7977-01	1-3310-30	17.99
	Refund - Storybook Art: Hands on Art For Children	SM7977-02	1-3310-30	15.00
	<i>Totals for Sally Minor</i>			<u>\$ 32.99</u>
Sarah Ann Saltzman	Mileage - 2/9/21-2/19/21	SS040221	1-4171-10	3.02
	<i>Totals for Sarah Ann Saltzman</i>			<u>\$ 3.02</u>
Scholastic Inc.	CSD - Summer Adventure Prize Books	28624589	1-4353-20	1,109.28
	CSD - Summer Adventure Prize Books	28653329	1-4353-20	21.04
	CSD - Summer Adventure Prize Books	28632341	1-4353-20	750.20
	CSD - Summer Adventure Prize Books	28722207	1-4353-20	15.36
	<i>Totals for Scholastic Inc.</i>			<u>\$ 1,895.88</u>
Sebert Landscaping Inc.	Snow Maintenance - March 2021	217637	1-4392-30	2,625.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 2,625.00</u>
Suzan J Bates	Program - Gen. Club: DNA Tests & Genealogy - 5/12/21	SJB051221	1-4571-24	200.00
	<i>Totals for Suzan J Bates</i>			<u>\$ 200.00</u>

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<u>General Fund</u>				Page 23
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
The Third Institute	First Annual TTI Speech Competition Gold Level Sponsor	10001	1-4731-10	\$ 200.00
	<i>Totals for The Third Institute</i>			<u>\$ 200.00</u>
Theatre-on-the-Hill	Hammered Playbill Full Page Ad - 4/9/21-4/11/21	6742-2021	1-4731-10	300.00
	<i>Totals for Theatre-on-the-Hill</i>			<u>\$ 300.00</u>
Titan Image Group, Inc	Communications - Bag Tags Lamination	57577	1-4256-10	360.00
	<i>Totals for Titan Image Group, Inc</i>			<u>\$ 360.00</u>
Toni Greathouse	Program - Tuesdays with Toni Book Club - 4/20/21	TG042021	1-4571-24	75.00
	Program - Tuesdays with Toni Book Club - 5/18/21	TG051821	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			<u>\$ 150.00</u>
Tressler LLP	Legal Expense - Attorney - March 2021	428386	1-4241-10	209.00
	<i>Totals for Tressler LLP</i>			<u>\$ 209.00</u>
Tria Architecture, Inc.	Basement Corridor Renovation Construction Documents	3605	1-4651-30	2,187.50
	<i>Totals for Tria Architecture, Inc.</i>			<u>\$ 2,187.50</u>
UPS	Shipping - Account Refillment	0000603951131	1-4382-10	500.00
	<i>Totals for UPS</i>			<u>\$ 500.00</u>
US - Yellow Pages	Quarterly Listing - 3/17/21-6/15/21	2489870-43-02	1-4731-10	259.00
	<i>Totals for US - Yellow Pages</i>			<u>\$ 259.00</u>
Vanessa Fiore	Refund - Really Big Cats	VF6461	1-3310-30	20.00
	<i>Totals for Vanessa Fiore</i>			<u>\$ 20.00</u>
Verizon Wireless	Telephone - 2/17/21-3/16/21	9875698539	1-4311-14	540.04
	<i>Totals for Verizon Wireless</i>			<u>\$ 540.04</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	New Hire Staff Apparel	4902508-0	1-4711-10	\$ 123.75
	New Hire Staff Apparel Freight	4916141-0	1-4711-10	21.60
	Essential Supplies - Disinfect Wipe Bucket Program Mar. 2021	4928328-0	1-4351-10	919.80
	District Closet Restock - March 2021	4924736-0	1-4371-10	797.61
	CSD - INV4913543-0 Cardstock Replacement	4921428-0	1-4353-20	89.94
	CSD - Program Supplies	4913543-0	1-4353-20	583.76
		<i>Totals for Warehouse Direct</i>		<u>\$ 2,536.46</u>
Winter M. Brambila				
	Program - Charla Literaria - 5/3/21	WMB050321	1-4571-24	25.00
		<i>Totals for Winter M. Brambila</i>		<u>\$ 25.00</u>
World Book, Inc.				
	Online Databases	0001622305	1-4521-26	5,848.00
		<i>Totals for World Book, Inc.</i>		<u>\$ 5,848.00</u>
		Total for Fund 1		<u>\$ 250,607.49</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com				
	Building - Flag Pole Ballast	W02638480	8-4211-30	\$ 228.32
	Building - Lighting Supplies	W02638480	8-4357-30	291.62
	<i>Totals for 1000Bulbs.com</i>			<u>\$ 519.94</u>
Amazon				
	Building - Studio Lighting Power Supply	A75-2021	8-4211-30	28.94
	Building - Screw Extractor Set	A67-2021	8-4357-30	11.98
	<i>Totals for Amazon</i>			<u>\$ 40.92</u>
American Building Services, LLC				
	Building - Circ Workroom Double Door Repair	4038263	8-4211-30	540.00
	<i>Totals for American Building Services, LLC</i>			<u>\$ 540.00</u>
Best Quality Cleaning, Inc.				
	Cleaning Service - Saturday Porter - April 2021	36935	8-4215-30	475.00
	Cleaning Service - Sunday Porter - April 2021	36934	8-4215-30	475.00
	Cleaning Service - April 2021	36842	8-4215-30	6,921.00
	Special Cleaning - 2nd Fl. Staff Washroom - 3/23/21	36980	8-4211-30	75.00
	Special Cleaning - 1st Fl. CSD Washroom - 2/26/21	36647	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			<u>\$ 8,021.00</u>
Business Office Systems				
	Security Podium Stool & Collection Chairs	27399	8-4211-30	2,099.01
	<i>Totals for Business Office Systems</i>			<u>\$ 2,099.01</u>
C. Acitelli Heating & Piping Contractors, Inc				
	Diagnose & Repair Air Handler 1 Duct Leak	0000035129	8-4211-30	921.18
	<i>Totals for C. Acitelli Heating & Piping Contractors, Inc</i>			<u>\$ 921.18</u>
Cintas Corporation				
	First Aid Restock - March 2021	8405056577	8-4215-30	341.68
	<i>Totals for Cintas Corporation</i>			<u>\$ 341.68</u>
Cintas Corporation #344				
	Weekly Mat Service & Bi-Weekly Sanitizer - 3/25/21	4079634370	8-4215-30	96.69
	Weekly Mat Service & Bi-Weekly Sanitizer - 3/11/21	4078339220	8-4215-30	99.20
	Weekly Mat Service - 3/18/21	4078928831	8-4215-30	35.97
	Weekly Mat Service - 4/1/21	4080325640	8-4215-30	35.97
	<i>Totals for Cintas Corporation #344</i>			<u>\$ 267.83</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Filter Services Inc.	Liebert Server Room Filters	INV258842	8-4357-30	\$ 48.68
		<i>Totals for Filter Services Inc.</i>		<u>\$ 48.68</u>
First Bankcard	Walmart - March 2021 District Restock & Finance Supplies	N7148-APR21	8-4357-30	10.00
	Pureland - Replacement First Aid Cot	P7810-APR21	8-4211-30	213.60
	ProPac - MRA Projector Replacement Bulb	P7810-APR21	8-4211-30	325.00
		<i>Totals for First Bankcard</i>		<u>\$ 548.60</u>
Graybar	Building - Broken Light Lens Replacement	9320502915	8-4211-30	267.94
		<i>Totals for Graybar</i>		<u>\$ 267.94</u>
Groot Industries, Inc.	Garbage & Recycling - 4/1/21-4/30/21	6860606	8-4215-30	413.14
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 413.14</u>
Hansen Services, Inc.	Monthly Pest Control - April 2021	3931270	8-4215-30	110.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 110.00</u>
Trane U.S. Inc.	Chiller #1 Temperature Sensor Replacement	9839777	8-4211-30	228.50
		<i>Totals for Trane U.S. Inc.</i>		<u>\$ 228.50</u>
Warehouse Direct	District Closet Restock - March 2021	4924736-0	8-4357-30	36.91
	Feb. 2021 Building Stock - Replacement Paper Towels	4907622-0	8-4357-30	41.50
		<i>Totals for Warehouse Direct</i>		<u>\$ 78.41</u>
		Total for Fund 8		<u>\$ 14,446.83</u>
		Grand Total		<u>\$ 265,054.32</u>

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Maintenance Fund

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Vendor name

Invoice Description

Invoice #

Account #

Amount


Jennie Nguyen/Finance Manager

Director

New Bookmobile

Our new bookmobile has arrived! It looks great and Tana and her team are working hard to bring it online. We have several items we need to order on our end that we can now do with the vehicle in our possession. This project started in 2019 and we are happy to bring it to fruition. When we ordered our new bookmobile, it was just the third hybrid one on order in the country. It is quickly becoming a very popular option now.

Our bookmobile consultant noted that we have a fantastic team and a truly forward thinking organizational culture. This is all very true, and I am looking forward to our new vehicle providing great services for our community.

RAILS Update

Statewide Database Proposal. RAILS has begun work to create a statewide database package for every library in our state. Currently, only Illinois and Colorado do not offer this service. It does have the potential to save libraries a significant amount of money depending on the database package's nature.

End of Quarantine. RAILS announced that their quarantine of library materials is ending Monday, April 12th. All of the Pinnacle libraries will be following suit and ending our quarantines as well.

Deputy Director (Nancy Korczak)

March was a big month for us as our Outreach Department eagerly awaited the delivery of the new bookmobile. Outreach Services, Tana P. worked very closely with Summit, the bookmobile builder, to ensure that everything went smoothly. The vehicle arrived on Sunday, March 28th in great condition. Outreach staff have spent time learning about the vehicle, planning how the collection is going to be arranged and scheduling refresher driver training since this vehicle drives very differently than our previous bus style. The Outreach Department hopes to bring the vehicle to many of the events around town this summer.

March was also the last month for Jeffrey Fisher, Studio Manager before he retired. Jeffrey did an excellent job leaving the Studio well prepared for summer events. Along with Director, Paul Mills and Communications Manager, Melissa Bradley, I conducted interviews for the open manager position, we had excellent candidates and were able to make a final decision, and our new Studio Manager will start on April 19th.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Our Telling a People's Story exhibit continued to be on display in the lobby through March 15. After conferring with lobby staff, the panels received visitors each day, often on their way to the book return or to the hold pickup shelves. A final exhibit report detailing condition and attendance was sent to the lending institution. Overall, this was a strong exhibit, and I am researching other traveling exhibit options to host at our library in the future.



I administered three programs this month, two genealogy sessions and “The Political Lincoln: Honest Abe on Campaigns and Elections” which was held on Tuesday, March 30. As our library was hosting early voting for the community, this program was an interesting and timely event to hold for our patrons. We had 16 attendees for the event, and the feedback has been very positive. I look forward to hosting Mr. Lincoln with us in the future.

March continued to be a great month for our Career Online High School students. We have 25 graduates, and two of our students are on track to complete their diplomas this calendar year. We have fielded several inquiries regarding our program, and have been directing individuals to our online assessments.

Programming (includes):

YA Programs:

Teen Virtual Programming

We continued to host our regular arts & crafts programs. In **Creative Candles**, Plentiful Program's Cathryn Stanek-Whisler taught our patrons how to customize candles by adding pressed flowers, leaves and more (23 YouTube views). Late in the month (March 26), Leah Moon's art video, **Cosmic Galaxy Abstract Painting**, debuted on YouTube and has been viewed 12 times as of March 31. In this short, easy tutorial, Leah demonstrates how to use paint and glitter to create out-of-this-world art.

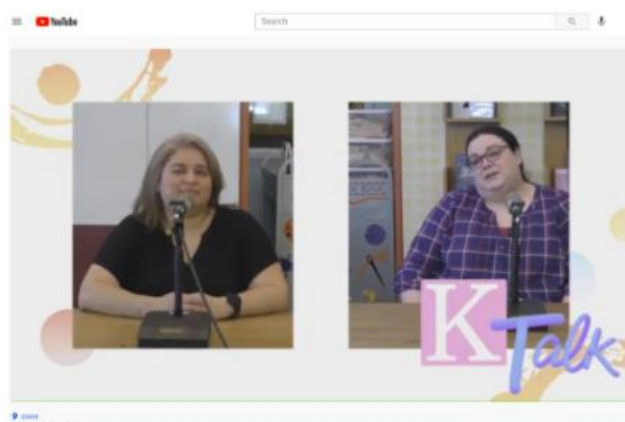
Our patrons really enjoy the arts & crafts tutorials that we host. For March, Becca Falasz worked with Christine Thornton to schedule a watercolor class, **Watercolor Succulent Painting**. Christine reported 69 views. These virtual art classes continue to be popular with our patrons. One artist shared her work and I think she did a wonderful job.





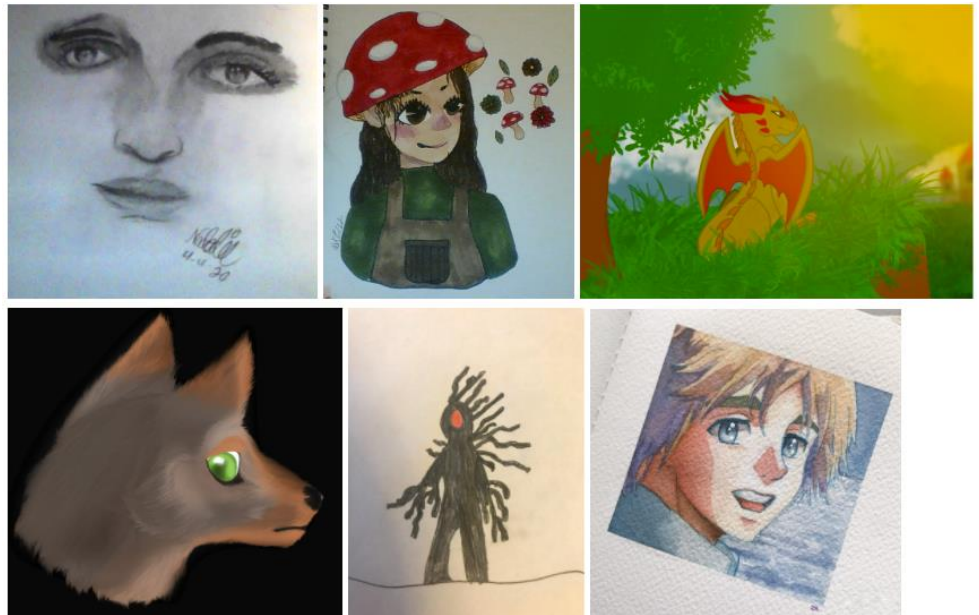
Our Teen Crafternoon series continued with Monica in Studio 300 demonstrating how to make **Felt Flowers** (12 YouTube views) and Anna providing instructions on how to fold **Origami Butterflies** (52 Instagram views/16 YouTube views).

March's **K-Talk** episode was posted on YouTube and Instagram. For this month's video, Adriana and I reviewed Netflix's *Space Sweepers*, a fun, action-packed Korean science fiction film that premiered on their service in February. The video has been viewed 39 times on Instagram. Communications actually added two K-Talk episodes to Instagram in March. This series is definitely watched more on Instagram versus YouTube.



Teen Digital Art Show

Before he left for full-time employment, Adult & Teen Services Specialist Brad planned to hold a **Teen Digital Art Show**. I took on the task of running this program. From March 8–29, teens in grades 6–12 were able to submit a photo of their artwork including paintings, drawings, photos and more. We encouraged all skill levels to participate. At the end of the submission period,



all students were entered into a random drawing for a \$25 gift card. We had some truly wonderful submissions. Students submitted pencil drawings, watercolors, digital art and more. Our random drawing winner, Ishika R., was very excited to receive a \$25 Target gift card. Her manga style watercolor was one of my favorite submissions. This contest was a fun way to showcase all of our teen patrons' creativity. As with all of our contests, we used Woobox to collect submissions. Communication staff was very helpful when setting up the contest entry form and finalizing the blog I wrote promoting the contest.

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:

From Nic M.'s Report

Architectural Tour of the World (3/4)

14 Attendees

We hosted Martina Mathisen again for this really interesting program about all the different and interesting buildings from around the world. We hosted Martina when we closed last March for a pre-recorded program about great mothers of history. We received positive feedback for that program and I know that Martina is very engaging with her digital presentations. She is talented at presenting information and she engaged with the audience quite successfully, despite the digital limitations that we have been dealing with for the last year.

Soporte Para Botellas de Agua con Cuerda de Paracaidas (3/15)

17 Views on YouTube



I reached out to Lorena Carreno, a former co-worker and current group leader for the ESL group at White Oak Library in Crest Hill, to see if she would be interested in leading a Spanish language craft video for our Spanish-speaking community. She was able to help, and also was able to help save the Spanish book club, and this was the first video we put forward. The interaction with the video was a good sign and

I'm hoping that the more videos we are able to put out, the more interaction there will be.

Waltzing Australia (3/17)

9 Attendees



Cynthia Clampitt is a historian and traveler that has released several books about her travels, including one about her 8 different trips to the land down under. I reached out to her after I read the description of the program in the Chicago Writers Association. I thought that with everyone sticking around at home, trying to be safe, we can "travel" to a distant area of the world and learn about the continent/country so that when we are able to travel again, people will see that Australia would be an interesting

place to visit. There was a good deal of interaction during the event.

Spanish Book Club: La Casa en Mango Street (3/25)

2 Attendees

When we had planned this program, we had reached out to a librarian at Chicago Public Library for it. Unfortunately, just a few weeks before the presentation was supposed to start, we had that presenter cancel. But Lorena Carreno was able to help us out with the double duty of hosting the Spanish Crafts and the Spanish Book Club for us. The first session was *The House on Mango Street* by Sandra Cisneros. The attendance was a bit low, but I'm hoping that the next sessions will be more attended when the word gets out. Especially with how lively the discussion was with just three individuals in the Zoom feed.

Librarian Highlight

Brian S.

For the Music & Vinyl Discussion Committee we have decided to create a Vinyl Records Master document that will keep all the documents that have been created by Christina of Collections, Ann of Circulation, Patrick of Studio 300 and myself. In doing so, all the created documents are located in one centralized place for all of us to access and/or to edit as we (both individually and as a group) see fit. We discussed and added to The Starter Collection List, the Task Force Charge, Circulation Perimeters, Check In / Check Out Procedures, Record Player Contents & Troubleshooting, and Vinyl Records Shelving. We also began discussing some Promotional Ideas.



Native American Flute 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

1. First program in the Spanish book talk series, **Charla Literaria: Orgullo y Prejuicio por Jane Austen** debuted and the second one has been filmed. Big thanks to Children's and Kathy for all of their help; they did most of the work.
2. Preparations for **Money Smart Week 10-17, 2021** are finished.
 - Display added to the 3rd Floor
 - Bookmarkers
 - Introduction blog post set to be posted on the 1st with two other posts to be published before the week
 - Communications asked to run paid Facebook/Instagram adds to promote event

The initial attendance looks promising with an average of 6 people registered to each program, with 10 for **Home Improvement with Habitat for Humanity**. My goal is to shoot for an average of 10 patrons across all five programs.





3. My third book talk on **Convenience Store Woman** by Sayaka Murata was published. This is my first fiction book talk, but the book deals heavily with the role of employment has on identity to both the individual and society.

Librarian Highlight

Erica Edwards

Fire Task Force

This month, we wrapped up the Fire Task Force that I was on with Lynnette, Randi, and Jose! The Fire Tablets officially launched on Monday March 22nd! In March, I created two separate training videos for staff to reference when learning about the tablets and how to use them. These videos took a lot of my time this month, but I think that was really valuable time spent! I received really positive feedback on these videos from many different departments. Additionally, I also participated in an all-staff training session via Google Meets on March 17th. I discussed the check in and checkout procedures with staff during that session.



Book Talks

I filmed, edited, and uploaded 1 book talk videos for patrons to enjoy this month! My book talk this month was on the book, "Sapiens: A Brief History of Humankind" by Yuval Noah Harari. It went live on Thursday, March 4th. The video has received 18 views so far! You can view the video here:

<https://www.youtube.com/watch?v=QYme5XbIYxk>

Readers Advisory:

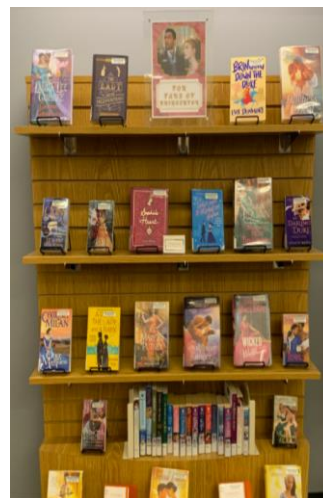
The desk table displays continue to do well! The 3rd floor desk table display received 16 checkouts and the 2nd floor desk table received

19 checkouts!

This month Allyson and I printed copies of her Libby guide and placed them near the self-checkout station on the 3rd floor! I'm happy to report that they are doing well in their new location, I have already had to print additional copies twice in the short time that they have been there!

I have also recently added some of the pathfinders to displays and end caps to get those circulating! These pathfinders are also a great way to have passive readers advisory which is more important than ever.

This month's 3rd floor display was "For Fans of Bridgerton"! We wanted to jump on the success of the recent Netflix series, "Bridgerton" with this display by putting up similar titles! Allyson made a really great sign for it; it was up for about 3 weeks and it received 17 checkouts!



Specialist Highlight

Agnes Babinski

Spring Break Minecraft:

I've spent the last two weeks preparing for our April 5 – 8th program. Julia is starting off the Monday session, so I prepared and sent her instructions on how to open and close the club, and possible requests she may get from our Minecrafters.

Randi and I also prepared an email for our old group informing them of the upcoming event and providing direct links to Communico for registration. Hopefully we can get a good group back for this week.

I have also spent some time preparing the server – I found a Woodland mansion for the group to explore, and set up a teleport station from spawn to the village nearby. I hope they have fun!

Tax Forms:

I updated the Free-File information flyer for the tax carts. I turned it into a half-page and added the Income bracket details. The free-file website also lets you filter offers for special conditions such as being a veteran.

Ben J.

MONEY SMART WEEK: TALKING TO YOUR KIDS ABOUT MONEY

April 3, 2021

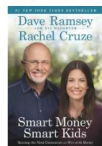
We understand. Talking to your kids about money is hard. Maybe your own parents thought it was a taboo topic growing up. Or maybe you don't feel comfortable enough in your own financial knowledge to know where to start. We're here to help! Knowing how to talk to your kids about money can give them the advantage they need to make wise financial decisions in the future. For Money Smart Week, we've compiled a list of books you can check out from our library that will help make that conversation a little easier.

Also, don't forget to sign up for our child-friendly Money Smart Week program.

Learn Unique Money Lessons for Young Kids and Their Parents April 17th

Take It Make It Pledge Book Day April 19-24

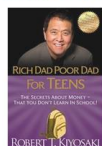
SMART MONEY SMART KIDS BY DAVE RAMSEY AND RACHEL CRUZE



Dave Ramsey and Rachel Cruze teach parents how to raise money-smart kids in a debt-filled world. In *Smart Money Smart Kids*, financial expert Dave Ramsey and his daughter Rachel Cruze equip parents to teach their children how to win with money. Starting with the basics like working, spending, saving, and giving, and moving into more challenging issues like investing, debt, and the joys of giving, the book is packed with straight talk, wisdom, and humor. This book will empower a child's personal and financial success by teaching how to speak the language of money, ways to make money work for you, tips for success, and why games can help you understand money, investing, and ways to choose your best path to financial freedom.

[FIND A COPY](#)

RICH DAD POOR DAD FOR TEENS BY ROBERT T. KIYOSAKI



You're never too young to learn the language of money. Like it or not, money is a part of our everyday lives and the more we understand it, the better the chance we can learn to have our money work for us—instead of working hard for money all our lives. That starts with learning the language of money. Packed with straight talk, wisdom, and humor, this book will empower a child's personal and financial success by teaching how to speak the language of money, ways to make money work for you, tips for success, and why games can help you understand money, investing, and ways to choose your best path to financial freedom.

[FIND A COPY](#)

On March 4th patron Mrs. De Noise was so impressed by my help that she decided to fill out a service review sheet (she did one for Kelsey as well). And, while the review was beyond kind, all I can claim to have done was help her maneuver the Cyber Drive Illinois website. She was having some difficulty locating a form I was able to pull up for her.

Staffing:

I finished a blog post for Money Smart Week (April 10-17) and sent it to be reviewed in order to be published April 8th. The blog post highlighted a number of books meant to help parents teach their children about finances.

Randi sent out an email asking if anyone would be willing to design a virtual escape room in a Google Form for a teen program Brad started before he left. I've been working on a similar WandaVision themed choose-your-own-adventure

Google Form project and said that I could do it. I've found an adaptable Among Us themed Google Form and Google Slides puzzle that I intend to use as my basis for Randi's program.

Allyson P.

March saw a large influx of patrons wanting to use the study rooms and I was at the third floor desk more often than not. In March I had the opportunity to talk with a few patrons about how the library is organized, especially ones who were refamiliarizing themselves with the library building. We had a patron who was looking for a mystery author's books on tape, which led to us discussing the audio book location and how some of her works were cataloged as "fiction" and others as "mystery." We also then discussed placing holds in the library's catalog.

This month I wrote a blog post about the video game *Animal Crossing* to celebrate its 1-year anniversary. *Animal Crossing* is a popular video game series that our staff members also love, so I was able to create a questionnaire for my fellow ATSD coworkers to talk about the game

and give our patrons some tips. Julia, Becca and Nikki participated in helping me make the post.

I helped Erica put together our Bridgerton display on the 3rd floor and created the poster for the display as well. The updated Romance fiction pathfinder is on display near the romance section, and I also revamped the Libby handout to more fully discuss the application and included updated screenshots. I went overboard on printing these new handouts which led to me creating a display by the 3rd floor self-checkout machines with the pamphlets.

Roy H.

For the month of March, I wrote my first blog about a movie called *Pumping Iron* that we have in DVD format. I also scheduled for June 1st a sports card & toy collecting program. It will be a one hour zoom call and the expert will talk about how to get started and how the hobby became so popular. I notarized a few documents that were within the library's boundaries and also continued to promote that we sell stamps for 11.00 a book.

I wrote another blog regarding the current sports card-trading boom and promoted a book we offer for folks to check out. On 3/31, I helped Randi Carreno with setting up teen book displays and re-shelving books from previous displays. I also had to write an incident report regarding an abusive patron who was harassing co-workers. I called security on their behalf to intervene. I watched several TED-X talks during the month to help me with organization skills and creativity.

Nicole D.

When I first started here at Fountaindale, I was worried I would be overwhelmed by the sheer size and patrons, but everyone was friendly, and more than willing to help me out when I needed it. For the first two weeks, I spent most of my time catching up on the training videos in Niche Academy, as well as scheduling meet and greets with several people. Additionally, I shadowed other employees, like Becca and Jay, down on the Media and Computer Commons desks, so I would be able to function down at the desk when I was scheduled to be there.

One thing I'm proud of was making a list of ideas for the Fall Fandom Fest and running them by Debra in my second week at work. While the list is still a sounding board more than a set list of programs, it helped me feel more comfortable in the Adult and Teen Specialist position. I bring this up because it led directly to an interesting afternoon during which I pulled as many 'nerdy' or pop culture related cookbooks from the collection as I could find, searching for easy-to-make recipes that people would enjoy.

From Joyce Arellano's report

Children's Services

Monthly Overview of Children's Services:

This month CSD added an evening LIVE Storytime to accommodate busy families. We also celebrated new releases in children's books and movies with a number of take-home kits and activities. We launched a brand new reading program for beginning readers as well as new virtual programs for early learners. Our display cases highlighted spring holidays and "sheroes" of women's history. We helped the Tinker group put together a fabulous Maker March event. We're excited to see more families visiting the library in person!

PROGRAMMING

ARTS & CRAFTS

ACTIVIDADES PARA NIÑOS (YouTube, 100 kits)

- Llama <https://youtu.be/YlflbcPcAE4>
- Conejito Saltarín <https://youtu.be/y4Wk7537H9U>

"I selected to do this activity because llamas are animals specific to South America. We also have many popular books with llama characters that kids enjoy. For [Conejito Saltarín] this fun spring project uses a paper roll to support a paper bunny. When it's rolled back and forth it makes it jump." *Andreea D.*



LAST DRAGON CRAFT KIT (YouTube, 24 kits)

<https://youtu.be/VtqGA2Zg9qs>



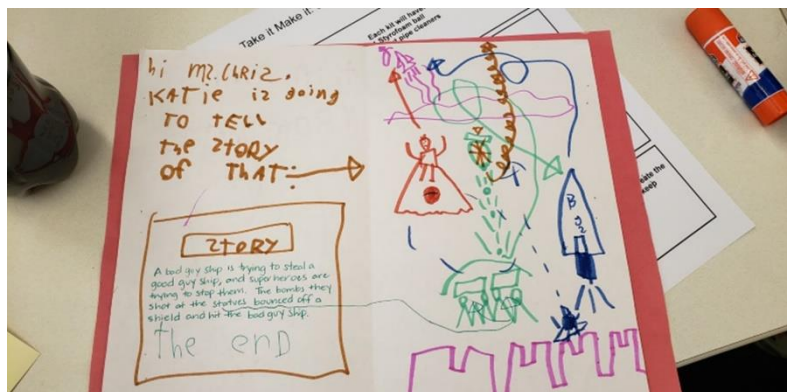
Sarah showed viewers how to make a dragon puppet, inspired by Disney's *Raya and the Last Dragon*. "All 24 craft kits all went quickly. The movie was released a week earlier than I expected, so perhaps the buzz around the movie gave us a boost!" *Sarah D.*

There were lots of spring-themed projects and a movie tie-in. 3 out of the 22 Take-it Make-it programs included a YouTube video.

- Unicorn Headband <https://youtu.be/3BVofPI9us>
- Popsicle Stick Turtles <https://youtu.be/e2MyRK92eFs>
- DIY Umbrella <https://youtu.be/dMMwOSlsh3g>



READING, WRITING & PUBLISHING



LET'S BE PEN PALS (13)

"[My pen pal] dropped off a fantastic story for me. I wrote back telling him how much I liked his story with the superheroes. I asked him what his favorite superheroes were and drew him a picture of Iron Man and Captain America." *Chris Z.*

READING CORNER: Letter Play (YouTube, 12 kits)

<https://youtu.be/QmTJH0lyljo>

"The kits were so popular that the next day they were all gone. A patron made a comment on Facebook about how happy she was with the kit." *Marta M.*

STEAM & LEARNING FUN

ADVENTURES IN HOMESCHOOLING: Panama (YouTube, 35 Kits)

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

"We recorded in the Studio with Justin's help. We love the look and quality the Studio equipment gives us. We had a comment from a patron that the biggest improvement to the production of the video is the sound quality. They noticed a huge difference in how well they could hear the material." *Debbie S.*



KINDERGARTEN CONCEPTS: Colors & Shapes (YouTube, 30 kits)

<https://youtu.be/eeMS7m45i8A>

"This is the first of three kits that were a goal of mine this year. The first is a kit that covers colors and shapes. I wanted fun activities that the kids along with a parent could have fun doing while learning. Included in both the kit and video were color and shape scavenger hunts, musical shapes and colors, flash cards, tracing cards, foam blocks, activity sheets and a surprise craft." *Susan F.*



LIVE ROOTS: Josephine Baker & Charles “Chuck” Harrison (Zoom)

<https://youtu.be/2tR9gScSs2U>



The Third Institute (TTI) broadcasted live from the Storytime Room this month to talk about entertainer Josephine Baker and industrial designer Charles Harrison. Prior to the program, Joyce wrote a blog post on Baker and connected TTI with the library at her undergrad alma mater, the University of Illinois at Chicago (UIC), where Harrison was a professor. Some of Harrison's designs are also in UIC's archives.

MINI MATH KIT: Mapping Skills (YouTube, 30 Kits)

<https://youtu.be/CXM7x7iozqU>

“The video begins with me talking about different types of maps. We then showed the kids how to make a map of a plant (materials were included in the kit). Rosemary talked about some fun games and activities related to maps that she found on the Scholastic Teachables database.”
Susan F.

STEM CREATIONS: Weather Barometer (YouTube, 50 kits)

<https://youtu.be/iaYnMcs-guY>

“With this simple weather instrument, kids can predict the weather. To make a barometer, one needs a jar or a plastic cup, a balloon, a straw, pen and paper. I thought little meteorologists would enjoy making their own weather forecast instruments.” *Andreea D.*

MAKER MARCH (YouTube, 90 kits)

Andreea and Susan created videos and STEM kits for Fountaindale Tinker's annual event.



JUST FOR TWEENS

TWEEN DIY: Eighties Night (24 kits)

Tweens signed up to receive a fan pack of activities inspired by the show *Stranger Things*.

STORYTIMES

LIVE STORYTIME (Zoom, 10 programs, 119 attendees)

Beginning March 3, we added a weekly evening storytime at 6 p.m. to accommodate working parents.

“The first LIVE Storytime was great! We had 11 kids! I chose books about dogs since they are my favorite. The kids seemed really into the stories. I knew I missed Storytime, but I didn't realize just how much I missed interacting with the kids!” *Chris Z.*

“Today was my first time I got to do LIVE Storytime. I brought my ukulele so I was able to sing a welcome song using that. I read *Flying* by Kevin Luthardt, who is a friend of mine from way back, and I absolutely love how colorful his books are. I can't wait to tell him that I read it for

storytime! It was so nice to be able to have interaction between me and the kids versus when we did the pre-recorded videos. The kids were very engaged throughout and appeared to be having a great time! My nephew attended and he brought his play ukulele so he could play along with me.” *Jen F.*

“Storytime was fun with 13 children. One child completed his Take-it Make-it Raccoon Heart and bragged about it on screen. Another child pitched a tent in her playroom, where she and her dog participated in storytime.” *Kathy B.*



READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (361)

Two new children signed up, and one finished the program!

WE LIKE READING! (11)

This new reading program for children in kindergarten through 2nd grade celebrates beginning readers as they learn new skills. Children earn stickers and a special certificate for completing the program. Patrons can pick up the materials on the shelves by the yellow wall in the Easy Reader collection.

PUBLIC SERVICE

This month we answered **1,204** reference questions and **259** directional questions. We also assisted with 36 one-on-one appointments and 4 teacher requests. Our busiest day was Friday, March 5 with 108 reference questions, 12 directional questions and 10 unscheduled one-on-one appointments.

“A father visited Baby Park looking for picture books to read with his children featuring Muslim characters. I found several books for him as well as some picture books about Ramadan, which begins in April. The patron was very surprised by our collection. ‘This is a whole lot more books than I was expecting,’ he said. ‘Thank you so, so much. I really appreciate it.’” *Joyce A.*

“A child who comes to the library everyday with his daycare group brought his family to the library on a Saturday. They were on a family field trip (from Wheaton) so he could show his family his special place. This was a time to celebrate. He was awarded the honor of ‘Fountaindale Ambassador’ and given stickers; it was so much fun. The parents were so complimentary of everything we do and raved about our facility and opportunities.” *Kathy B.*

“A patron came in with his two school-aged children. They do not have wifi at their house so they were hoping to use the computers to do their schoolwork. I called Nancy to ask about a hotspot for them, and she brought one down. She explained how it works, and they can use it at home with their school devices to access the internet.” *Jen F.*

TRAVEL BAGS: California (10)

“The California bag was so much fun! California holds a very special place in my heart, so this bag was easy to put together. In the bag, we added sunglasses, Mickey Mouse ears, two fruit-shaped squishies and we added an activity of creating your own landscape with play dough. We also added a traveling worksheet, coloring sheets, a palm tree craft and books from our collection.” *Melisa M.*



TWEEN BOOK BOX (11)

"A patron came in to return a book box. He said that the book in it (*Talking Leaves* by Joseph Bruchac) was his family's favorite book they have read this year so far. In fact, he took a picture of the book because he wants to be sure to come back and check it out again sometime. He told me that his family has some Native American blood, so they love any books like this. I told him about the book I'm currently reading, *The Birchbark House* by Louise Erdrich, which is about the Ojibwe tribe. I gave him a prize for giving feedback." *Jen F.*

DISPLAYS

BULLETIN BOARDS



Crosstown Classic

"Kathy and I worked with Chris to work up a plan for the smaller bulletin board. Chris wanted to use it as part of her sports take-home kits. She's going to have the kids pick their favorite team and put their name on a baseball to put on the board. Go Sox! We came up with the cityscape of Chicago with the team logos." *Debbie S.*

Kindness Grows

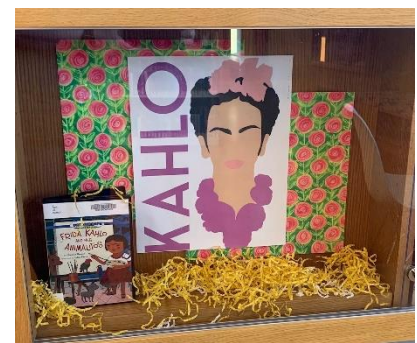
"Kathy and I were brainstorming some themes for the spring bulletin board. We were looking for something different. Kathy had come across the book *Kindness Grows* by Britta Teckentrup. We loved the message in the book. It hooked into spring and our upcoming Kindness Day Celebration. The book inspired us to create the board you see in Creativity Park. It was a lot of fun to put together! We hope you like it." *Debbie S.*

DISPLAY CASES

Storytime Room Display Cases

"I featured American Girl dolls in the display cabinet on the left (Julie with an orange ball for March Madness and Rebecca with her spring story for Passover.) I featured board books about rabbits, Easter and Holi with matching mini stuffed animals in the display case on the right." *Sarah D.*

Women's History Month





“Jen and I brainstormed a theme for the display cases, and we decided to highlight a different female leader in each display case. They include Malala Yousafzai, Frida Kahlo, Ida B. Wells and Mae Jemison” *Melisa M.*

From Amina Ali's report

Circulation Services Department Summary

This month Circulation prepared for the implementation of auto renewals on library materials and the placement of Simple Scan in the lobby. We are also said goodbye to Circulation Aide, Eric on April 2. Eric worked at Fountaindale for three years. We will be working the next few weeks with HR to fill his position.

Circulation also met with Collections Services to discuss the rollout of the Vinyl Collection. We discussed checkout procedures; displaying the collection; protective cases. Lead Specialist Ann B. and I further met to discuss how to handle damaged items that come back as well as returns with missing items.

At the end of March, Simple Scan did a demonstration of the new unit that will go into the lobby hopefully in the beginning of April. I shared a simple training video with Circulation Staff and encouraged them to get familiarized with the new machine.

Kate T., Assistant Manager

During the month of March, Circulation fielded many questions regarding Early Voting. We had each workstation prepped with the dates and times of Early Voting and copies to hand out to patrons as well.

I was able to virtually attend the Program Committee meeting, Summer Adventure meeting, and our Aide staff meeting. I also took off desk time to view Ryan Dowd's Service Animals webinar, which was very informative and gave great tools on how to handle those types of situations.

The new Simple Scan machine arrived today! I was able to attend training with the tech once it was set up. I will be scheduling Specialist staff time to train on the machine in the upcoming two weeks.

Mary S., Lead Specialist

Our library was lucky to have 112 people "march" in and join Fountaindale as new library card holders. There were 38 found items turned in to the library lost and found, and only 3 items that were long overdue, deleted from our system, and unable to be traced back to the borrowing patron.

This past month, I took two of Ryan Dowd's training for libraries: Burnout & Stress Updated and Service Animals: Your Obligations under the ADA.

Ann B., Lead Specialist

During the month of February we generated 51 Snags and resolved 47, slightly down from February. Money saved by reclaiming Fountaindale material through the Snag process was down from February to \$1,236.90; and money saved by reclaiming material for the other libraries in the consortium was \$140.97, an increase of \$127.98. Total money saved for the month was \$1,377.87.

On Thursday, March 18th, I met with Christina Theobald, Amina Ali, and Nancy Korczak to discuss the circulation parameters of the Vinyl Record and Portable Record Player collection. We reviewed the initial checkout and renewal period as well as how many albums will be allowed for checkout. In addition, we discussed where patrons will be able to check out the collection and how it will be transported out of the library. The Vinyl Task Force also met via Zoom to review the Circulation parameters as well as the Vinyl Record Player Contents and Troubleshooting guidelines that Patrick Clemens and Brian Smallwood have been creating.

Leigh Anne Voss, Lead Specialist

During the month of March, I looked through daily pick lists and was able to find 14 items marked not on shelf by aides. I had to mark 24 missing that I could not find. I looked over damaged items and had to charge 12 patrons. I collected daily statistics including 1,033 drive-up tallys, 28 reference tallys, 109 one on one tallys, and 168 directional questions done by the Circulation staff.

Ann and I continued to do inventory on the Steam Kit collection and we have been able to go through a majority of the collection. I also started working on the daily overdue report for devices, contacting patrons with reminders to return devices. Some training I attended included the overview for the new Fire Tablets as well as the short training for the Simple Scan. Lastly, I was able to watch the Ryan Down webinar on service animals.

Circulation Statistics

New Patrons Registered	110
Holds Pulled From Shelves	7,938

Drive Up Statistics

Drive Up Statistics	
Total Visits (March 2021) 1,033	Previous Month (February 2021) 1,088

Drive Up Statistics Summary

- We had 1033 visits (pick-ups) at the drive through this March
- Total visits were up 139.68 percent from March of last year (431 last year) ***building closed from 17th-31st in 2020**
- And we had an average of 27 visits per day this month, down from last month (47)

From Tana Petrov's report

Outreach Services

Outreach General Updates

The Outreach team is very excited that the new Bookmobile is here! We have lots of ideas how to serve our community once we are ready to go on the road. We spent two days training with representatives from Summit Bodyworks and Odyne going over maintenance and operations. [Behind the Scenes](#) video premiered on our YouTube channel giving our community a glimpse of our new Bookmobile. Some of us already took the Bookmobile out for a drive!



Tana and Carolyn began creating procedures for implementing all functions of the new Bookmobile, updating the Department Manual, updating list with vendors, contacting DMV facility for obtaining permanent licence plates, etc.

Services for Preschools

Laura continued to provide youth outreach to our littlest patrons via highly interactive and fun virtual story times:

[Miss Laura's Puppet Show: The Wide-Mouthed Frog](#)

Laura shares that she received a nice comment from a patron:

A "random" Preschool mom stopped me in the parking lot today March 10 (after she dropped off books) just to tell me that she and her two young daughters have loved watching my programs (every one, they haven't missed!) and she thanked me so much for what I do. Nice!

From Laura's Report:

"I had 4 Letter of the Week storytimes and a Mini Adventure air and they all had a good response. I produced my "normal" 5 recordings this month PLUS a special storytime for the Historical Museum which aired unexpectedly in March. Each and every one of these programs (as do all of my storytimes) included an original puppet show which is what my audience enjoys and asks for so often. My Zoom visits (KC Seneca and Kiddie Academy) continue to go well and my in person storytime (MCMA) was again fantastic because the kids so enjoy the stories and puppet show and I love the interactivity! We have had 2 rehearsals so far of our first summer MOPs show and will record it in April. The rest of the month's programming time was spent trying to nail down participants for the Virtual Preschool Fair experience and then keeping up with their promotional materials slowing being sent in to link to the Round-Up webpage in May."



From Carolyn's report: *"We also delivered Preschool Activity Bins this month. We put together donated books/items and activity packets Laura put together to preschools at Head Start, Midwest Montessori Christian Academy, and St. Dominics. We had enthusiastic responses from our preschool partners. St. Dominics even thanked us on their Facebook page":*

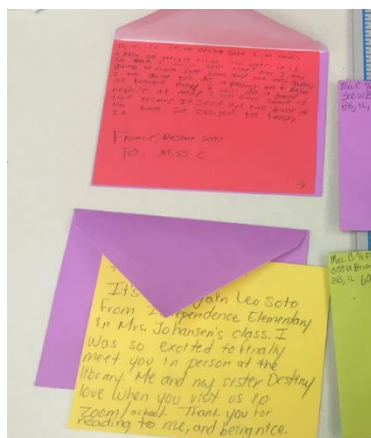
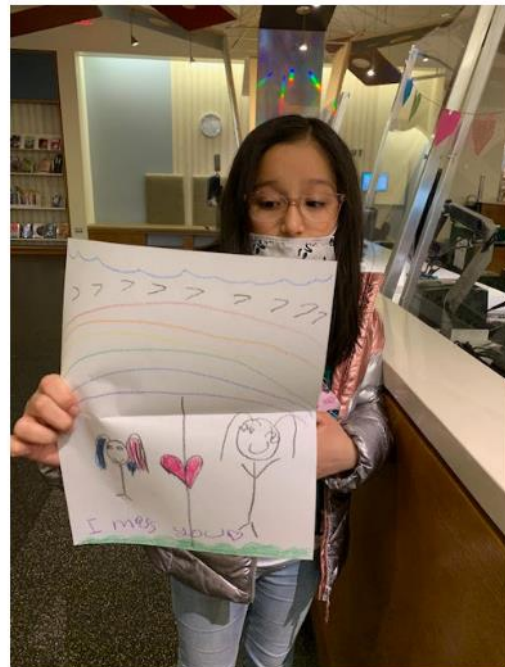
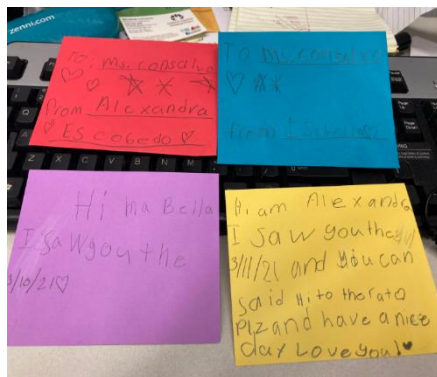
Services for Schools

From Cindy's report:

I promoted many programs in CSD such as Pen Pals, Take and Make kits to encourage parents to come in and showed things from Fountain Directly so they notice it in their houses as well as Telling a People's Story exhibit in the lobby while it was still here. Also promoted the Maker March and showed the kids each week the projects that were giveaways. To help promote the Maker March Program, and the Studio 300, I showed the

kids markers I made for my garden on the 3D printer per Monica's cool bulletin board down in the Studio 300. Team work!

Cindy continued to participate in the Pen Pals program, and received and wrote many letters to kids (shown below). The kids drew pictures of the library mouse and Mrs. C!



Cindy also came up with the idea to do booktalks on books that have been made into movies, calling the program Review To Win. This program will take place during the months of April and May, and participating kids will have a chance to win prizes when reviewing books and movies. Dennis and Cindy created a [video](#) to promote the program, and Tana wrote a [Review To Win](#) blog post and promoted to LMC Directors. From Cindy's report: *"Discussed Idea for Promo in April with Tana and it blew up into a commercial that Dennis helped me to record, a grand prize drawing, that Carolyn is putting together, little prizes for participating, Display and research from lots of colleagues helping me with ideas, a special form to fill out with help from*

Sabrina, all with the super unoriginal idea of Book and a movie. I am super excited to be doing an incentive program for the kids, and also love that so many departments helped out to make this happen. We are truly a team here at FPLD, with the goal of pleasing and enriching our patrons! Everyone was super on board and helped without a second thought or complaint!"

Tana gave a tour of the library to a teacher from BJ Ward Elementary School who will be meeting with her ESL students individually to introduce them to our Spanish collection. We also contributed to Wood View Elementary School One Book, One School event on 4/12/21 by delivering 300+ water bottles to the school. Outreach staff will also make a short promo highlighting the book. The LMC Director emailed Tana thanking her for a great partnership:

"Hello Tana!

Thank you so much for the water bottles! The kids will love them. I really appreciate it. I'm very excited for our program and I appreciate the support of Fountaindale.

Thank you!"

REVIEW TO WIN: MRS. C'S BOOK AND MOVIE REVIEW CHALLENGE

April 1, 2021

Join Mrs. C's Book and Movie Review Challenge to win prizes! Children in grades K through 5 can submit reviews through Monday, May 31 to receive a small prize. All participants will also be entered into a grand prize drawing, so the more reviews you submit, the more chances you have to win!



Services for Adults/ Seniors

- Home Delivery Service
- Deliveries and pick-ups of materials at senior facilities
- Atria and Heritage Woods Book Clubs (Sarah)
- Monthly craft kit for the memory care residents at Revere Court (Melissa)
- Dennis' Movie Talk

Sarah received a nice comment from the Activity Coordinator at Heritage Woods for doing a great job with their book club: *"Our book club has been slowly but steadily growing! They thoroughly enjoyed last month's Radium Girls. Thank you for all that you do!" Each month, I make sure there are copies of the chosen book for the month, provide discussion materials, and both get delivered to Heritage Woods.*

Heritage Woods also sent us a nice basket and a thank you note for all that the Outreach team does for their residents.

From Melissa's report: *"I dropped off crafts to Revere Court on March 11. The residents will be making a lucky wreath. I am not having any "luck" reaching the new activities person. I will continue to drop off crafts, since I have spoken to a few of the staff members there and they have all said that they would like me to continue this service."*



From Dennis' report: "On March 18th my video review for the movie [The Player](#) debuted on Facebook and YouTube. I had fun making this review and special thanks to Melissa for helping me with it. This truly is one of my favorite movies so I'm happy I could finally review it." Dennis also continued to promote Outreach happenings via Instagram posts:

Special Projects

- March Bookmobile Fun:

From Carolyn's report: "We had several patrons participate in our March Bookmobile Fun by finding the shamrock on the Bookmobile and receiving green beads or a spring pin. We had a good time interacting with patrons, helping them locate the shamrock and giving out their prize. Both the adults and the kids that participated had fun. A brother from a family of regular patrons at our Beaconridge stop, after playing the game and receiving the prize, asked if he could have one extra for his sister, because she wasn't able to come that day and would really like it. It was very sweet."

- Memory Kits:

From Melissa's report: "On 3/4, I met with Lynnette to discuss the memory kits. We had been adding items that we liked into a Google Doc and Lynnette and I went through each item to see which kit it would go under. I am happy to report that we have created 10 themed memory kits. All the items have been purchased. Collection Services just has to finish processing them and I have to print out some resources that will be included in the kits."

CELEBRATE NATIONAL LIBRARY OUTREACH DAY 2021

March 31, 2021



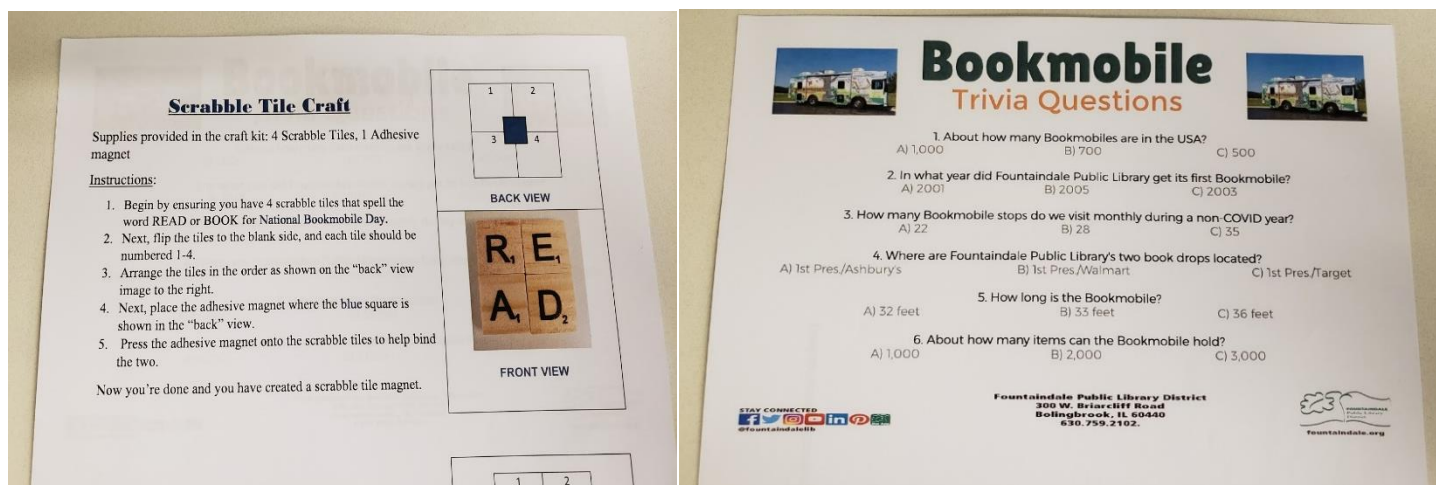
Bolingbrook, are you ready to celebrate all things Bookmobile with our Outreach Services team? Join us on Wednesday, April 7 from 2 to 4 p.m. in front of the library for a chance to tour our Bookmobile or Library Express Van, participate in trivia, win cool prizes, do crafts, have your picture taken in front of our vehicles, meet our Outreach Services team and much more!

This year marks the first-ever National Library Outreach Day, formerly known as National Bookmobile Day. We will be celebrating the invaluable role library professionals play to bring library services to those in need. The American Library Association (ALA), the Association of Bookmobile and Outreach Services (ABOS) and the Association for Rural and Small Libraries (ARSL) rebranded National Bookmobile Day in recognition of all that outreach library professionals do within their communities.

- National Library Outreach Day:

The Outreach team spent lots of time planning for the first ever National Library Outreach Day. Melissa made book bundles to give out as prizes. Tana wrote a [blog post](#) about the upcoming event on April 7th and created a display in Children's Services to highlight the accomplishments of all that we do in outreach. We will be participating during ABOS Virtual Tour of Bookmobiles that will take place on April 7th.

From Sarah's report: "I sorted Scrabble tiles, updated the Scrabble tile craft instructions and printed 30 copies, and created the Bookmobile trivia questions form and printed 40 copies. These will be used for National Outreach Day."



Vehicles Maintenance

- March 12 Elite Cleaning Services
- March 15 Bookmobile at Mobility Works for Wheelchair Lift maintenance
- March 17 Library Express Van at Mobility Works for Wheelchair Lift maintenance

Fountaindale's Outreach in the News!

- Tana's article [Beyond the Library Walls: Building Communities with Bookmobiles and Other Outreach Opportunities](#) was published in the ILA Reporter.
- We were featured by ABOS on their Instagram page:

Studio Services

Here are our March 2021 key stats:

- 225 patrons actively used our lab.
 - 2 were Non-FPLD people.
- 967 items were checked out
 - 60 of that total circulated out of the lab.
- 60 patrons attended our 9 virtual programs.
 - Total programming hours came to 8.
- 21 patrons completed our online classes:
 - Orientation (11)
 - Maker Training (10)
- And views of a Studio 300-specific video posted during March were:
 - *Music Production Gear* - 9



Anna

This month was a busy month for the Maker Lab. The Maker DIY class was enjoyed by all as we made birdhouses and peanut butter bird feeders. We purchased a new embroidery machine, the Eversewn Sparrow X2, Brother ScanNCut (a scanner with a cutter that cuts up to 3mm), and a new vinyl cutter, a Silhouette Cameo 4 (12" model). Hopefully, when available we will be adding a Cameo 4 Plus which will give us a 15" cutting space. We have retired the KNK Zing Air Vinyl Cutter and the Brother Embroidery machine. The KNK will be entering the auction. The Brother SE400 has been converted to a circulating sewing machine. We have added a circulating sewing machine accessory kit as well with speciality tools. I was able to complete the Adobe XD training and am putting my new skills to the test creating a website. I have also been taking a LinkedIn learning class on product photography for taking better photos of studio items.

Ariah

In March, Ariah mainly focused on brushing up on the basics of Photoshop, Illustrator, and general photography. To do so, she fully completed three courses: "Illustrator 2021 Quick Start" by Kladi Vergine; "Photoshop 2021 Quick Start" by Jesus Ramirez; and "Landscape Photography: Wide Angle Lenses" by Justin Reznick. By taking notes during these courses, Ariah has been able to come up with some specific concepts for her scheduled programs this summer. She also got her first experience working closely with a patron on a 3D print, so she is now more familiar with the 3D printing process.

Patrick

March kicked off with the release of Music Production Gear, a video covering the various equipment, microphones, and other audio technology in the studio which Patrick shot and edited in February. Later that week Patrick facilitated the 3D Printer Demo Livestream for Maker March. He taught a Podcasting on the Go webinar to introduce patrons to the ZOOM Podtrak P4.

Towards the end of the month Patrick researched and proposed several 3D printers to potentially add to the Maker Lab, with everyone deciding on the Prusa i3 MK3S+ with the Multi Material upgrade. It should be arriving in the summer. He attended several meetings, including the Collections Usage Committee, Tinker Technology Troupe, and the Vinyl Records Task Force.

McKayla

During March, McKayla created a display highlighting lesser known women in history and their contributions. For example, Margaret Bulkley took her deceased brother's identity to become a doctor during a time when women were not allowed a formal education. She went on to become the first to successfully perform a C-section where both the mother and child survived.

Justin

For the month of March Justin once again helped the Children Services Department use the Tricaster to record an informational video about Panama and helped Brett from Children's Collection in recording more videos explaining the Steambox kits. Justin watched Ryan Dowd's webinar, "Service Animals: Your Obligations Under the ADA", which covered the types of animals covered by the Americans with Disabilities Act (ADA) and the two questions you can legally ask. He also researched the Filmora X and Premiere Elements video editing software to find a substitute for iMovie and Rush which don't allow you to save project files externally. Justin led a program called Music Mixing Basics where he showcased sound as a visual in order to demonstrate some music mixing fundamentals and techniques associated with Pan, Volume, and EQ.

Monica

Monica spent March preparing for her Green Screen Success class. The class had three patrons who gave positive feedback through email and over the phone. Monica watched 2.5 hours of various LinkedIn Learning videos to research for the green screen class. The most prominent resources used were Green Screen Techniques for Video and Photography by Richard Harrington, et al. and Adobe Green Screen Workflow by Richard Harrington. Monica had her monthly check-in with Adriana and was able to implement Adriana's customer service advice. Monica also showed Cindy Consalvo how to prep files in Cura, and learned some new print settings from Patrick when printing larger, flat 3D prints. Monica also spent March researching how to use Adobe Fresco and other digital painting techniques. She tested the Wacom One tablet to familiarize herself with the features. Monica also submitted a blog post about the March Display wall.

Adriana

During the month of March Adriana was very busy with the inventory project. Along with Jeff they worked through all the issues and changes that needed to be made in Leap. They also comprised the list of items that will be included in the auction. Adriana also had time to do some communico training with Jeffrey to get ready for summer programming. She also spent time working on various projects and programs including Canva basics, Teen Crafternoon, K-Talk March. Adriana also spent time meeting with staff and working on setting up upcoming projects from maker lab to programming. Adriana continued to attend and participate in the Summer Adventure, Programming and Collection Usage Committees. She also met with Randi Carreno, Melisa Martinez and Joyce Arellano to finalize plans for the Chalk it up event to take place alongside Summer Adventure.

Jeffrey

Jeffrey spent much of the month winding down his duties and preparing handoff documents and training for those who will take over his duties once he retires in early April. Studio 300 is fully prepared for this transition.

Alongside Adriana A. he helped complete the massive inventory project and prepared the material for Collection Services to finish the final steps. It's been a team effort to get this completed. A contingent of items will be offered for auction in the weeks ahead, too.

The Maker Month of videos put together by the amazingly talented Tinker Technology Troupe reached our patrons throughout March. Steven F. from Communications deserves extra kudos for creating and updating the dedicated webpage throughout the month.

By mid-month, he handed off most of the video work to the Communications department. It's been a busy full year of virtual programming. Here's an at-glance look at March's YouTube Statistics:

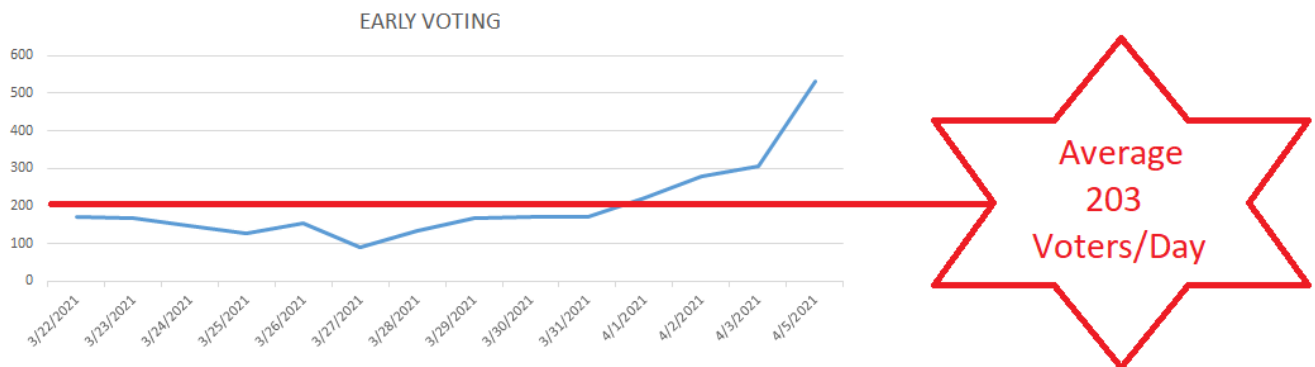
- 75 new videos posted
- 4137 unique views
- 227.2 hours viewed
- 17 new subscribers (757 overall)

In closing, I wish to thank every person who touched Studio 300 in small and big ways and helped make it the success it's been for our patron community. I've enjoyed every moment of my tenure here working with a dedicated, creative, and enthusiastic team. What an honor and a privilege for me. And now, I get to see the next amazing things that happen at FPLD and Studio 300. I'll be watching and rooting for you all. Take care!

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.

We had a total of 2,842 visitors come to our building for early voting!! It was a huge success with an average of 203 voters per day. Below is the chart of voters per day:



Electrical work has started in preparation for the Collection Service workroom workstation project. This project will have a few work stations in the middle of the workroom which will require electric and data. Data will be ran in the next few weeks.

Working with Tria Architecture to finalize the drawings and requirements for the changes in the Lower Level rear hall. Two doors in the rear hall will need to be repositioned due to current emergency egress and ADA requirements. This was identified as a higher priority change during our last facilities assessment.

Worked with staff from Collection Services to reorganize the storage in the Lower Level in order to free up some needed storage. All shelving components are sorted in an order that allows us to see the level of inventory in a glance.

The new building automation controller for the 2nd Floor air handler was successfully upgraded and reprogrammed. The original controller malfunctioned and is no longer available from Trane. This upgrade required the control logic to be re-written since the newer system has a different language protocol.

Security Report From John Hopkins (Security Supervisor)

Staffing

Ishmael Abdullah will be leaving the library on April 3rd. Ishmael has been a Building Security Monitor for two years, working mainly evenings and weekends. We wish him the best, and will miss his easy-going demeanor, and positive attitude toward the countless changes to procedures as our department has progressed during his time here.

Early Voting

Meeting Room A was utilized for the last two weeks of March by the Will County Election officials as the library hosted early voting. No issues with face covering compliance or other conduct were notable during this event, and security staff primarily directed patrons to Meeting Room A when asked.

Patron Occupancy Stats

Patron occupancy increased with warmer weather, and hosting early voting. Peak occupancy was observed around 65 patrons. Typical patron occupancy was between 35-50 patrons at any given time.

ZENDESK -

In March, 49 new maintenance tickets were created, and 44 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

March 2021 Statistics Snapshot

- 2,207 new items added to collection
- 5,872 old & worn items were withdrawn
- 1809 more circs in the Picture Book collection than last March
- 778 more circs in the Young Adult Graphic Novel collection than last March
- 385 interlibrary loans processed for our patrons
- 543 items repaired
- 232 invoices paid
- 35 patron purchase suggestions fulfilled

Amazon Fire Tablets Launch

After months of work, we launched our newest collection of Amazon Fire Tablets! These high-performance, lightweight tablets are packed with a large collection of popular adult and teen eBooks. The tablets are also preloaded with the library's premier digital platforms, including OverDrive/Libby, hoopla, cloudLibrary, Axis 360, PressReader, Kanopy, Freegal Music and more! Additionally, this month the Fire Tablet Task Force provided an all-staff overview and Q&A session that helped prepared staff to begin circulating the tablets and provided more insight into the tablet's content and features.

I would like to recognize the **Fire Tablet Task Force** for all of their hard work in launching the new collection:

Lynnette Hopwood, Chair (Collection Services)

Erica Edwards (ATSD)

Randi Carreno (ATSD)

Jose Robles (IT)



Additional recognition goes to **Chris Castle** for his cataloging work, **Jake Luce** for purchasing and processing the kits and to Communications for their help in marketing the new collection.

Magazine Genres

Collection Services staff completed a project to group and label our Adult magazines into genres, similar to the categories used in bookstores. Over two days, my staff worked tirelessly to physically relabel, group and shift almost 6,000 magazines into fourteen categories:

Automotive

Books & Comics

Business & Finance

Cooking & Food

Crafts & Hobbies

Culture & Heritage

Current Events

Entertainment

Fashion

Health & Wellbeing

Home & Garden

Lifestyle

Science, Nature & History

Sports & Recreation



I would like to recognize the following staff for their hard work and contributions to the project: **Adwoa Appiah**, **Brett Luminais**, **Chris Castle**, **Christy Oestreich**, **Jake Luce**, **Julie Walker**, **Linda Ciucci**, **Lynnette Hopwood**, **Mary Anderson**, **Susan Jagiel**, **Melissa Bradley** (Communications) and **Sabrina Smallwood** (Communications).

[illegible]

Collection Services and Building Ops collaborated to consolidate and organize several areas in the Lower Level in preparation for moving the Friends of Fountaindale materials. For two 7.5 hour days, **Jake Luce, Brett Luminais** along with **Tasos Priovolos** performed heaving lifting and meticulous sorting which resulted the Collections shelving to be better organized and properly inventoried. Thank you Jake, Brett and Tasos for all of your incredibly hard work!





Collection Services Staff Updates

From Chris Castle, *Cataloging Supervisor*

The magazine genrefication project was completed this month! I created a workflow for the designated days the project would be taking place. I tested out the label printing and Polaris functions to prepare several processes before the scheduled project days. I also updated the serial holdings records of all 192 magazines to include the genre in the call label prefix. During the project, I updated all the item records of all issues of the magazines with the new call number prefixes that include the genre. I also assisted in applying the new genre sticker labels to the magazine boxes, applying the new call number labels to the individual issues, and backshifting. Adwoa was the main person to print and apply new call number labels. She printed all the labels and applied the bulk of them. We were assisted by Jake, his team, and Brett in placing the new genre stickers on the magazine boxes and in backshifting. All of the magazine boxes have been updated, as have all of the available issues. As checked-out issues are returned, Adwoa will continue updating their call labels and will also continue relabeling the back issues. Karina continued to make progress this month. I trained them in cataloging Adult Fiction and all Graphic Novels. With the Graphic Novel training, it was decided that Karina is now the main cataloger for these collections. Included in the training was a discussion on when to contact PinTech to notify other Pinnacle libraries that they may need to recatalog their graphic novels to fit PinTech guidelines. Also, with the training in Adult Fiction cataloging, Karina is able to fill in for me when I am out of the library. That means dated materials will still be cataloged as will materials to fulfill patron requests. The creation of the Outreach Holiday collection continued this month. I recataloged 211 Hanukkah, Thanksgiving, and Halloween items for this collection. This month, I recataloged and relabeled 17 J PR items to now have the call number REF STAFF and a stat code of Juvenile Reference: Staff. This cleanup project is ongoing and will further consolidate the Cataloging Exceptions report. I was invited to the monthly selectors meeting again this month. There we discussed the new #ownvoices stickers. They are beginning to be

applied to the appropriate materials where noted in the item records. The launch of the vinyl record collection is slated for June 12th to coincide with Record Store Day. Cataloging of the vinyl records will begin soon in order to meet this date.

From Karina Andrus, *Cataloger*

This month, I attended a Simply Reports training, and a session about disabilities in the workplace, which was part of the BLOSSOM (Building Life-long Opportunities for Strength, Self-Care, Outlook, Morale, and Mindfulness) conference. I was trained on cataloging adult fiction books and graphic novels. I had my 90-day review with Chris. I received very positive feedback, and we discussed goals to work on, such as becoming the main cataloger for the graphic novel collection and attending more continuing education opportunities related to cataloging.

From Brett Luminais, *Children's Collection Librarian*

March continued February's focus on ordering. Specifically, I worked to expend the fund lines I manage to 80% or higher by the end of March. At the same time, I worked to continue selecting wonderful materials for our Outreach Opening Day collection for the new bookmobile. The initial deadline to finish these expenditures was moved forward, which required the selection and ordering process to be sped up. We met the deadline. At the same time, I continued to support Maker March, ensuring that we had four displays up, adding Women in STEM to the original three I had planned initially; this tied together very well with Women's History Month. These displays also included Maker March (Birth - Grade 3) Maker March (Grades 3+), and Maker March (DVDs). Additionally I created two virtual displays using Library Aware's carousel feature and working with members of the Communications team. I completed an additional STEAMbox unboxing video to help push the new STEAMboxes I created last month. I also made time to assist with the Magazine Genrefication project that makes our periodical collection supremely browsable, and to assist with the organization of shelving units/fixtures in storage, a much needed spring cleaning project.

From Lynnette Hopwood, *Adult Collection Librarian*

The Fire Tablets were launched on March 22. Several had holds before they debuted! I also worked with Melissa Luce on creating Memory Kits which will debut in August in the Outreach Department collection. They will contain books and activities for those with dementia and Alzheimer's. They will also have resources for caregivers. Melissa and I are anticipating that these will be popular. I am very excited about creating new collections and making things easier for patrons to find what they want.

My staff and I have been very busy creating displays and maintaining the collection. Our hard work is evident by the constant improvement in our CollectionHQ statistics. Our dead items statistics (items that have not been checked out in two years) have improved again as has our grubby items statistics (items that have been checked out over seventy times).

From Jacob Luce, *Acquisitions Supervisor*

For the month of March, I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Librarians. Throughout the month we have received and process a lot more of the Outreach Opening Day collection. The Great Courses have been received and are in the final stages of processing and cataloging, I am very excited to get these out to our patrons. The magazine genrefying project was a success. This project included getting all of the magazine boxes labeled with the corresponding genre stickers, re-catalog and relabel all of the magazine titles, and a good cleaning of the magazine shelving units. Last, the Children's Collection Librarian and I assisted Building Maintenance with cleaning, reorganizing, and inventorying all of the extra shelving units that were in storage in the

library basement. This was a very daunting task but was necessary to determine what the library actually has as far as extra shelving is concerned.

From Christine Jason, *Interlibrary Loan Specialist*

I attended a virtual meeting for *Booklist Spring Authors and ARCs*. This was a discussion with 7 “inspiring” female authors presenting their newest work and what makes these titles inspiring. The books presented ran the gamut from traditional Christian authors, to a YA author now writing her first adult book as well as edgy fiction. The authors took turns reading from their work and after all were done, there were a series of questions to each. One of the questions I found interesting was how a character’s vocation has an impact on their journey and growth as a person. On a side note, 2 of the authors praised libraries for what they do for a community, especially in smaller rural communities and one of those authors worked at a library in her youth. I submitted several titles to my supervisor for purchase consideration. Interlibrary Loan continued to be quite active with many request from our patrons and from other libraries which has kept me very busy.

Circulation by Branch

Branch	Mar 2020	Mar 2021	Change	% Change
Building	44,484	44323	-161	-0.36%
Outreach	2073	1026	-1047	-50.51%
Studio 300	1512	967	-545	-36.04%
Digital	9451	8,963	-488	-5.16%
Totals	57520	55279	-2241	-3.90%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	1,856	vs.	DVD	7,988
CD Audiobook	517	vs.	Playaway Audiobook	328

Special Collections

Collection	Circs
Hotspots	42
Laptops	124
Lucky Day	753
Rokus	63
STEAMboxes	62
Tween Book Boxes	11

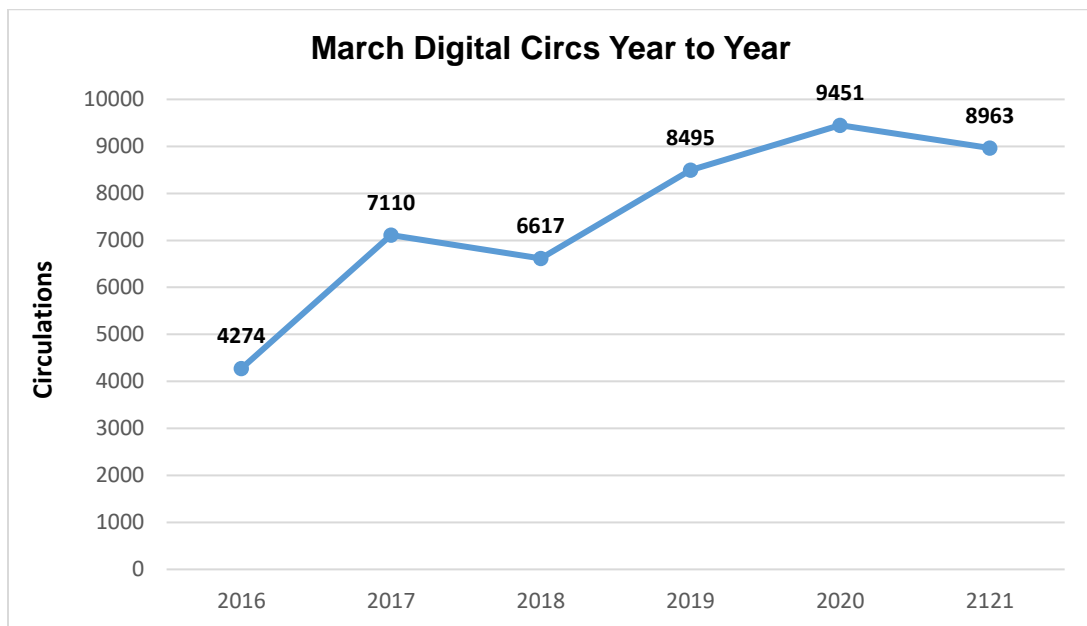
Physical Collection Circulation

**Sorted Alphabetically by Collection*

	Mar 2019 Cires	Mar 2020 Cires	Mar 2021 Cires	Change	% Change
Adult Audiobooks	1014	561	515	-46	-8%
Adult Fiction	4903	4057	4200	143	4%
Adult Graphic Novels	481	398	747	349	88%
Adult Nonfiction	5084	3670	4336	666	18%
Adult Video Games	296	287	300	13	5%
Beginning Readers	1520	1871	2102	231	12%
Interlibrary Loan	275	161	403	242	150%
Juvenile Audiobooks	401	659	571	-88	-13%
Juvenile Fiction	7451	4322	3630	-692	-16%
Juvenile Graphic Novels	1600	1509	1581	72	5%
Juvenile Kits	147	65	59	-6	-9%
Juvenile Movies & TV	5333	3639	2404	-1235	-34%
Juvenile Nonfiction	5022	3159	2662	-497	-16%
Juvenile Technology & Equipment	183	149	136	-13	-9%
Juvenile Video Games	944	613	685	72	12%
Large Print	908	546	622	76	14%
Local Authors	1	8	4	-4	-50%
Local History & Genealogy	0	0	0	0	
Magazines	814	457	608	151	33%
Movies & TV	11901	10238	7273	-2965	-29%
Music	1972	1157	1112	-45	-4%
On-the-Fly	16	12	9	-3	-25%
Picture Books	9273	5370	7179	1809	34%
Studio 300	3465	1513	967	-546	-36%
Technology & Equipment	1066	513	342	-171	-33%
World Languages Adult	257	183	229	46	25%
World Languages Juvenile	593	477	442	-35	-7%
World Languages Young Adult	14	13	11	-2	-15%
Young Adult Audiobooks	75	52	39	-13	-25%
Young Adult Fiction	1299	1044	1115	71	7%
Young Adult Graphic Novels	748	488	1266	778	159%
Young Adult Kits	10	5	14	9	180%
Young Adult Nonfiction	296	244	236	-8	-3%
Young Adult Technology & Equipment	0	8	4	-4	-50%
Young Adult Video Games	972	621	513	-108	-17%
TOTALS	68334	48069	46316	-1753	-4%

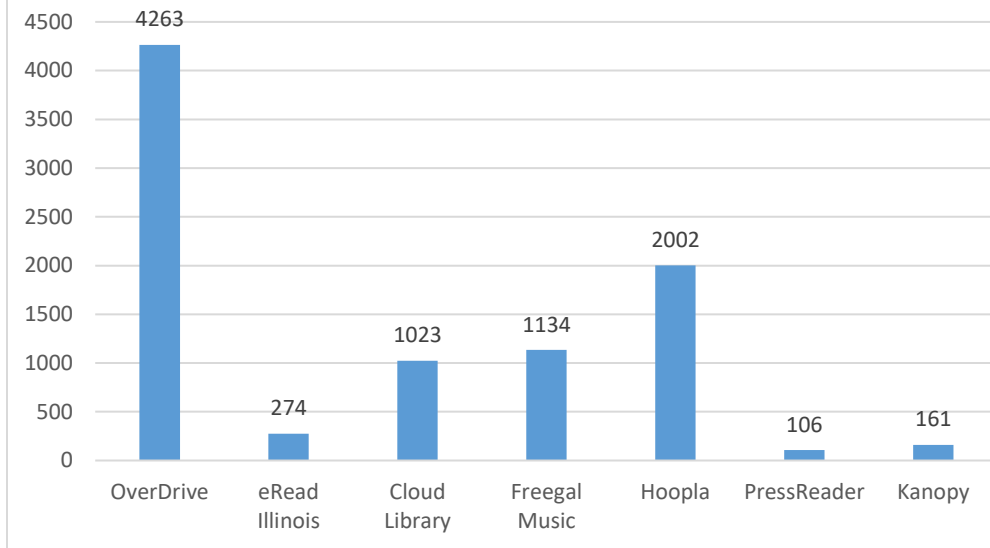
Digital Collection Usage

Digital Platform	Mar 2020	Mar 2021	Change	% Changed
OverDrive	3489	4263	774	22.18%
Hoopla	1766	2002	236	13.36%
cloudLibrary Shared	544	576	32	5.88%
Kanopy	185	161	-24	-12.97%
cloudLibrary	473	447	-26	-5.50%
eRead Illinois	322	274	-48	-14.91%
Rbdigital Entertainment <i>*app discontinued</i>	82	0	-82	-100.00%
Freegal	1247	1134	-113	-9.06%
Rbdigital eAudio <i>*app discontinued</i>	115	0	-115	-100.00%
PressReader	596	106	-490	-82.21%
Rbdigital eMags <i>*app discontinued</i>	632	0	-632	-100.00%
Totals	9451	8963	-488	-5.16%

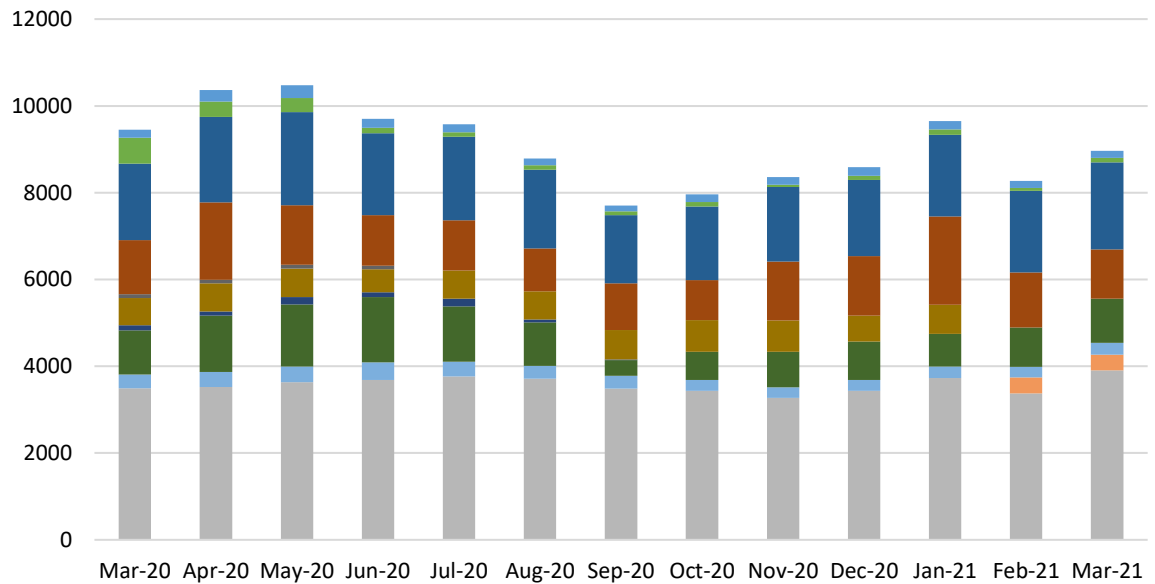


For **March**, digital circulation was **16.2%** of the library's total circulation.

Digital Circulation By Platform



Digital Collection Circulation Over the Year



	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Kanopy	185	261	297	203	183	155	133	177	181	196	192	165	161
PressReader	596	354	318	127	106	105	83	103	52	96	125	68	106
Hoopla	1766	1969	2147	1886	1925	1811	1574	1694	1718	1758	1880	1878	2002
Freegal Music	1247	1789	1377	1162	1153	990	1076	925	1355	1373	2035	1272	1134
RBDigital Entertainment	82	77	83	82	0	0	0	0	0	0	0	0	0
RBdigital eMags	632	652	661	535	655	646	678	732	720	596	671	0	0
RB Digital eAudio	115	92	169	106	177	72	17	0	0	0	0	0	0
Cloud Library	1017	1301	1429	1511	1275	1003	356	643	820	883	751	901	1023
eRead Illinois	322	348	364	400	336	290	300	252	242	253	268	249	274
OverDrive eMags												368	356
OverDrive	3489	3520	3630	3686	3766	3715	3483	3435	3274	3431	3728	3373	3907

Physical Items Added and Withdrawn

Items	Mar 2021 Added	Mar 2021 Withdrawn
Adult Audiobooks	24	0
Adult Fiction	217	71
Adult Graphic Novels	29	247
Adult Nonfiction	197	1518
Adult Video Games	4	3
Beginning Readers	68	654
Juvenile Audiobooks	53	66
Juvenile Fiction	186	69
Juvenile Graphic Novels	102	253
Juvenile Kits	10	0
Juvenile Movies & TV	97	131
Juvenile Nonfiction	181	94
Juvenile Technology & Equipment	1	0
Juvenile Video Games	53	0
Large Print	41	522
Local Authors	4	0
Local History & Genealogy	4	0
Magazines	299	105
Movies & TV	224	106
Music	7	713
Picture Books	201	154
Studio 300	0	25
Technology & Equipment	12	7
World Languages Adult	13	0
World Languages Juvenile	27	1
World Languages Young Adult	0	0
Young Adult Audiobooks	8	1
Young Adult Fiction	61	986
Young Adult Nonfiction	37	133
Young Adult Technology & Equipment	0	0
Young Adult Video Games	4	1
TOTALS	2207 Added	5872 Withdrawn

Acquisitions & Processing

- Purchase Orders created and released: 128
- Invoices Paid: 232
- Boxes Received and Opened: 83
- Items Repaired: 543

Cataloging

- Items Cataloged and made available: 2207
- Original bibliographic records created: 26
- Magazines & Newspapers processed: 298

Interlibrary Loan

385	Items Received for our patrons <ul style="list-style-type: none">• 313 items from IL libraries• 72 items from out of state libraries
231	Items Sent out to other libraries <ul style="list-style-type: none">• 117 to IL libraries• 106 to out of state libraries• 8 to XYZ libraries
566	Items requested by our patrons this month <ul style="list-style-type: none">• 517 submitted in OCLC• 13 items were too new to request• 26 were available in Pinnacle• 10 were out of country only
370	Items requested by OCLC libraries this month <ul style="list-style-type: none">• 192 from IL libraries• 177 from out of state libraries• 1 out of country

Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	8,396 Down 532 Items 6.67%	724 Down 477 Items 5.44%	6,186 Up 452 Items 6.09%	14,744 Down 557 Items 6.35%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	192 Down 6 Items 2.44%	15 Down 4 items 2.07%	147 Up 12 Items 2.38%	354 Up 2 Items 2.4%
Grubby - Items that have circulated <u>75 times</u> or more <i>CHQ Recommendation: less than 10%</i>	9,951 Down 78 Items 8.45%	572 Up 3 Items 4.3%	10,003 Down 56 Items 9.85%	20,526 Down 131 Items 8.82%
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>	5,675 Up 679 Items 31.63%	843 Up 60 Items 42.34%	2,590 Up 136 Items 21.92%	9,108 Up 905 Items 28.68%
Turnover March 24, 2020 to March 22, 2021	2.58	1.7	1.74	2.15

Displays

<u>1st Floor:</u> Lobby Cart: Strong Women – 49 Lobby Cart: Conversations – 58 Lobby Tree: Staff Picks – 55 Homeschool – 38 Lobby Cart: She Has a Name – 27 <u>2nd Floor</u> 2 nd Floor Desk Table – 24 Irish Movies – 12 Ladies Who Lead – 15	<u>Children's</u> <ul style="list-style-type: none"> • Maker March (Birth-3rd Grade) – 74 • Puppy Power – 40 • Green Stuff / St. Patrick's Day – 34 • Pig Tales – 17 • Spring Showers – 68 • 1000 Books Before Kindergarten – 48 • Maker March (3rd Grade +) – 5 • Women in STEM – 26 • Step Into reading – 32 • Maker March DVDs – 26
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3rd Floor

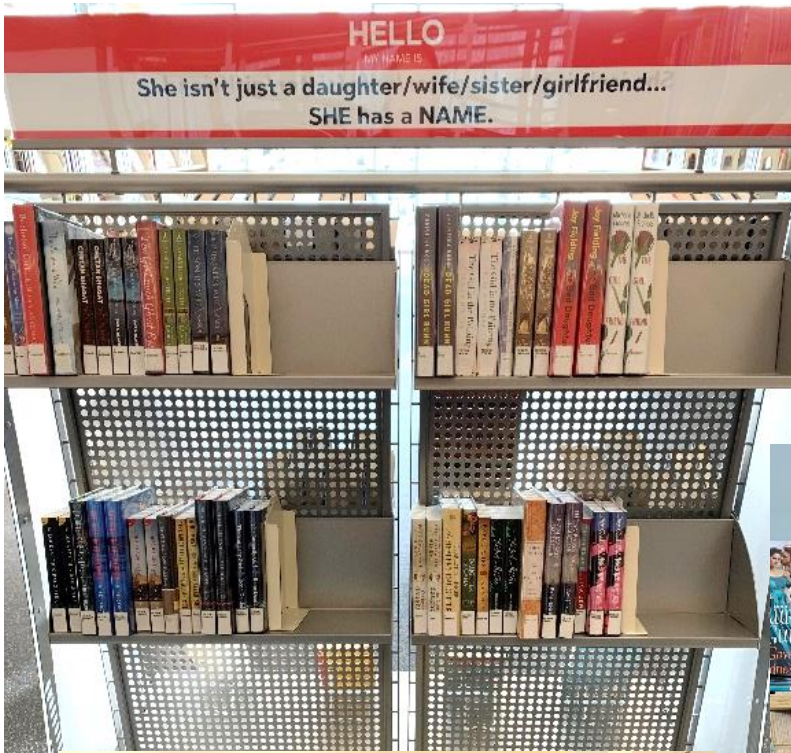
Self-Check: For Fans of Bridgerton – 19

3rd Floor Desk Table – 20

Read Me I'm Irish – 24

She Has a Name – 11

Strong Women – 10





Maker Faire Carousels and Displays by Brett Luminais

Since we can't be together in person for our annual Maker Faire, we're giving you a full month of maker fun!

Beginning Monday, March 1, join us here for maker, DIY and STEAM-related activities for the entire family. We'll release new videos for you to try out each week. We can't wait to see what you create! Share your finished projects with us on Instagram, Twitter or Facebook using #fpdmaker.

BROWSE BOOKS FOR YOUNG MAKERS



BROWSE BOOKS FOR MAKERS





Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 54,073 impressions and 6,090 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 44,338 impressions; 4,663 clicks
 - YouTube Channel: 6,134 impressions; 919 clicks
 - Digital Collection: 1,504 impressions; 126 clicks
- We auto renewed 275 library cards with Patron Point.
- We sent 526 new mover postcards via Unique.
- Melissa and Steven scheduled, wrote/edited and published 23 blog posts.
- Steven and Melissa took over editing all YouTube videos this month. We posted 57 videos.
 - See YouTube stats below in the social media metrics section.
- Melissa took webinars on “How to Engage with Patrons on Social Media”, “ILA Summer Reading” and “Helping Your Library Rebound After Crisis”.
- Steven attended a webinar on “New Beanstack Features for Libraries”.

- Steven built the Maker March webpage. Each week he added new videos so it stayed fresh all month long.
- Joyce wrote a fantastic [blog post](#) about Asian American and Pacific Islander children's books, and Steven created an excellent [Instagram reel](#) to compliment it. Melissa then worked with Randi and Lynnette to add APPI book carousels to our [recommendations](#) and [teen reads](#) webpages.
- We launched full marketing campaigns for Maker March, auto renewals and our new Amazon Fire tablets collection.
- Sabrina worked with Collections to create new genre labels for our magazine collection and #OwnVoices book labels. She also focused a lot of her time on creating Kindness Day and Maker March materials and she began working on the summer edition of *The Fountain*.



**Amazon
Fire
Tablets
Now
Available**

[LEARN MORE >](#)

MAKER MARCH

March 7-13

Paper Airplane Engineering Challenge
DIY Art Bot
Raspberry Pi Basics
Floating Boat Challenge
Mission to Mars: Pack Like an Astronaut

fountaindale.org/makermarch

KINDNESS DAY STORY

Illustrate and Write Your Message Below:

First & Last Name: _____ School: _____

☐ Check this box if you wish your son/daughter to opt-out of the public compilation of this material.

Share a story about a time someone was kind to you. How did it make you feel?



Media

- Laura and Melissa from Outreach Services were featured in the [ILA Reporter](#).
- [The Patch](#) mentioned us as a polling place in their election coverage.
- [The Patch](#) began posting all of our blog posts in their Community Corner section.

Social Media Ads

- Live Trivia Night paid event ran March 1–8. It cost \$10 and reached 976 people and had 11 event responses.
- Watercolor Succulent Painting paid event ran March 1–8. It cost \$10 and reached 1,163 people and had 25 event responses.
- Music Mixing Basics paid event ran March 1–9. It cost \$10 and reached 887 people and had 8 event responses.
- Publishing Nonfiction paid event ran March 4–10. It cost \$10 and reached 563 people and had 5 event responses.
- Online Book Club paid ad ran March 15–31. It cost \$25 and reached 3,502 people and had 47 link clicks.
- Forever Young Adult paid event ran March 18–21. It cost \$6 and reached 537 people and had 2 event responses.
- Club de Lectura paid event ran March 19–25. It cost \$8 and reached 615 people and had 8 event responses.

Social Media Metrics

- Facebook Metrics
 - 13 new followers
 - 921 page views
 - 60,187 people viewed our content (reach)

- 6,941 people saw our content because a friend shared, liked or engaged with it
 - 1,700 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 2 new followers
 - 225 page views
 - 7,111 tweet impressions
- Instagram Metrics
 - 5 new followers
 - 304 post likes
 - 12,892 people viewed our content (reach)
- YouTube
 - 17 new subscribers
 - 4,050 views
 - 224.3 hours of watch time
 - 79,679 impressions (How many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp:
 - 35 emails sent (This includes weekly blog roundup emails)
 - 62 new subscribers (This includes blog subscribers)
 - Average open rate: 23.77% (industry average is 21.33%)
 - Average click rate: 4.19% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 39.82%

Finance (Jennie Nguyen)

- **Record Retention - Addition:** Finance has continued to review the State's record retention requirements and work with the district manager in preparation for the next record disposal application. The district managers were requested to forward information on any new records that are not currently on the 2015 application.
- **Cash Register Project:** After reviewing several cash register options for the 2nd Floor service desk, Finance and ATSD made a final decision to purchase the Royal brand POS1500 cash register. A product demonstration was conducted with selected members of the ATSD and Finance Supervisor/Manager team with Nancy. The cash register had been programmed with the Library's specification requirements which includes the product items and staff login numbers. The installation and training for the cash register was completed on March 30th. Training will be provided to the ATSD staff members by [Christopher Halvorsen](#).
- **Purchasing Forms Updates:** The templates for all of the purchasing and reimbursement forms have been updated and currently have been made available on the intranet. The forms have been updated to provide a clearer form format, instructions and legal requirements mandated by the State for the prevailing wage form.

- **New Bookmobile:** With the upcoming arrival of the new bookmobile, the submission of the vehicle information was forwarded to the Library's insurance company for the addition of the bookmobile to the policy. The insurance card was provided to the Outreach Department to meet the requirements for the transport of the bookmobile to the Library's location. Arrangement for a check payment of the 40% delivery balance was made and delivered directly to Summit Bodyworks Specialty Vehicles on the day of delivery.
- **New Postage Machine:** With the renewal of our lease with Pitney Bowes, a new, updated version of the postage machine was delivered and installed. Training on the operation of the mail machine was conducted on March 31st with members of the Administration Office. A barcode printer attachment for the postage machine was purchased. This gives the Library the ability to make barcode labels to send board packets and other larger envelopes. This would save us money on postage.
- **Menard Tax Exempt Procedural Change:** The Library has received notification that Menard had changed their tax exempt procedures for in-store and online purchases. This provided them more control over who had authorized access to using the tax exempt barcode. Finance created an online account and applied for the new barcode number. This information was forwarded on to Building Operations. As of April 1, 2021 the store will no longer look up the tax exemption information at the register.
- **Outstanding checks:** Several of the unclaimed checks have been reallocated to the accounts payable unclaimed account in preparation for the Library's submission in the Fall to the State.
- **Other:** Payment Stats:
 - ✧ 7 Bank Drafts for \$53,062.85 total
 - ✧ 131 Checks for \$392,961.71 total
 - ✧ 543 Total invoices entered
 - ✧ 5 Voided checks
 - ✧ 2 Stop payments

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist- Teens
- Building Security Monitor
- Circulation Services Aide

Departures:

- Jeffrey Fisher, Studio Services Manager, 4/2
- Eric Fuller, Circulation Services Aide, 4/2
- Ishmael Abdullah, Building Security Monitor- 4/3

Training and Development

- IMRF-Benefits, Webinar; Noey and Lea
- DuPage SHRM Board Meeting; Noey
- Grundy Will Human Resources Association, Webinar; Lea
- ILSHRM-Employment Law Virtual Conference; Noey and Lea
- Ryan Dowd- Service Animals, Your Obligation under the ADA, Webinar; Lea

- SHRM-Key Role of HR in a Pandemic, Webinar; Lea
- American Rescue Plan Act (ARP) - What to Expect, Paylocity Webinar; Noey and Lea

Anti-Harassment and Anti-Discrimination Training

- All employees have completed the required annual training for 2021.

Policy Revision

- Lea worked with Paul to revise the District's *FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 Extension* policy. This revision was created to comply with the American Rescue Plan Act (ARP).
- Edited the District's request for leave forms to follow the revised policy.

FFCRA-Emergency Paid Sick Leave Accruals

- Discussions were had with Paylocity regarding the American Rescue Plan Act (ARP) and how they will adjust balances of Emergency Paid Sick Leave per our policy.

Annual Medical Insurance Review

- Lea and Paul met with Rob Duerr, Alliant, to discuss the upcoming Medical insurance renewal.

Information Technology (John Matysek)

- During the month of March 86 new help desk tickets were created by FPLD staff, and 77 new or existing tickets were solved by IT staff.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, coordinated with Joyce Arellano to reconfigure the layout of patron computers in the Children's department, replacing the old iMac computers with additional ABC Mouse computers for preschoolers, and shifting all of the existing Windows PC's over so all of the ABC Mouse computers are on the same side.
- Attended a webinar by vendor Malwarebytes discussing their plans for future updates to this software platform.
- 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.
- Coordinated with vendor Vertiv for onsite maintenance of the UPS batteries in the second floor server room.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured network connection in support of Will County Early Voting equipment.
- Along with Paul Mills met with vendor Konica Minolta to discuss ongoing issues with their automatic toner replenishment program and possible solutions.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new MacBook Pro laptop for the Communications Department.
- After Board Approval, informed vendor Netrix of their selection to provide replacement staff PC's from the completed RFP and had a PO issued for same.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, reconfigured and deployed a MacBook Pro laptop for the Studio Services Assistant Manager.
- Along with Randall Hildebrandt, worked with vendor Cisco to troubleshoot and resolve a network communication issue with the library's firewall network device.

March 2021 District Statistics							Population Total	67683	
Total Circulation Statistics	55,279	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	45,290	Reading Programs Offered	0	0	2	0	2	20,173	4,700
Bookmobile	1,026	Reading Members	0	0	372	0	372	Proctoring	Total Twitter Followers
Digital	8,963	Summer Reading	0	0	0	0		0	885
Collection Databases	1,320	Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	610	1,212
Interlibrary Loan Requests		New Physical Items	2,207	Total Visits	15,672	173	16,878	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	385			New Cardholders	110	0	110	4,456	4,818
Items Sent to other Libraries	231			Active Cardholders	26,171	49	26,220	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	48,308	Drive through visits	1,033	20,074	5
In-house checkins (Not part of total circ)	N/A	Active cardholders	38.74%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	71.37%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks	
				124	128	0	1,966	15	8,410
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	31	11	14	11	210	Building Front	Building Rear	Church	Ashbury's
Attendance	41	20	22	90	275	0	37,649	1,264	192
Programs	Programs Adults				Programs Teens				Mobile App Downloads
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	
Numbered offered	26	0	9	9	3	0	0	3	IOS: 4,488
Attendance	429	0	60	60	124	0	0	124	Android: 899
Programming hours	50	0	8	8	6	0	0	6	
Programs	Programs Children				Passive Programs for Teens/Adults				Total Offered
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	
Numbered offered	12	88	0	100	2	4	0	6	208
Attendance	148	2,670	0	2818	122	40	0	162	Total Attendance
Programming Hours	6	80.5	0	86.5	X	X	0	X	7,160
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				Total Programming Hours
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total	332
Numbered offered	42	0	0	42	0	21	75	96	
Attendance	1,577	0	0	1577	0	21	4,137	4,158	
Programming hours	x	0	0	X	0	4	227	231	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	196	28	882	480	1,204	0	135	2,925	
Directional	28	168	731	0	259	0	0	1,186	
One on One Assistance	10	109	54	0	36	0	0	209	
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	55,279	60,699	-8.93%	Reference Questions	2,925	2,586	13.11%		
Visitors	16,878	19,315	-12.62%	Computer Usage	2,233	2,814	-20.65%		
Card Holders	26,171	22,968	13.95%	Wireless Sessions	8,410	11,792	-28.68%		
Room Bookings	277	643	-56.92%	Program Attendance*	7,160	7,928	-9.69%		