

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
April 16, 2020 | 7 p.m.  
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1<sup>st</sup> Floor)  
and  
Zoom Online Meeting  
<https://zoom.us/j/371677254>  
Call In Number: 1 312 626 6799 Passcode: 371677254#

NOTICE: MEETING MODIFICATION DUE TO COVID-19

Pursuant to Governor Pritzker Executive Order 2020-07 which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, some of the Fountaindale trustees will be participating in the meeting through a video and audio access using the virtual meeting platform, Zoom. Essential staff members will be physically present in the meeting Room, but pursuant to Governor's Executive Order No. 2020-10 and CDC guidelines, no more than 10 people will be allowed in the Meeting Room at any one time. Anyone in excess of 10 people will be asked to wait in another room with live feed to the meeting until the agenda item for which the person or persons would like to speak on is being discussed or until the floor is opened for public comments.

Public comments can be emailed in advance of the meeting to [pmills@fountaindale.org](mailto:pmills@fountaindale.org)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – February 20, 2020
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Brian Zabel & Associates, PC Proposal for Completion of Annual Audit and Financial Review
  - b. Approval of Brooks Café Agreement Addendum (April 2020 – March 2021)
  - c. Approval of Appointment of Executive Director Evaluation Liaisons
  - d. Approval of Appointment of Secretary Audit Liaisons
  - e. Approval of Resolution 2020-1 – Resolution Approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District
  - f. Approval of Revised Investment Policy
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – March, 2020
  - b. Bills Paid Report – Post March, 2020
  - c. Bills Paid Report – April, 2020
  - d. Bills Payable Report – March, 2020
  - e. Bills Payable Report – April, 2020
12. Director's Report – April, 2020
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
15. Announcements
16. Adjournment

For further information regarding this meeting agenda, please contact:  
Paul Mills, Executive Director | Fountaindale Public Library District  
(630) 685-4157 | [pmills@fountaindale.org](mailto:pmills@fountaindale.org)

## April 2020 Agenda Background

Paul Mills

### 7. New Business – Action Items

- a. Approval of Brian Zabel & Associates, PC Proposal for Completion of Annual Audit and Financial Review

We received 7 proposals in response to our RFP for Audit Services, and Jennie Nguyen and I were pleased with that number of responses. Pricing ranged from \$6,500 to \$14,800 annually. Last year we paid \$8,850 for audit services.

Our recommendation is to choose Brian Zabel & Associates PC. Their cost is less than we are currently paying, and they specialize in government audits, and have or have had 20 libraries as customers. Brian Zabel & Associates PC was also our auditor prior to our current auditor.

*Suggested Motion: Motion to approve audit proposal from Brian Zabel & Associates, PC.*

- b. Approval of Brooks Café Agreement Addendum (April 2020 – March 2021)

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

*Suggested Motion: Motion to approve the Brooks Café Agreement Addendum (April 2020 – March 2021) with Ms. Jan Peterson.*

- c. Approval of Appointment of Executive Director Evaluation Liaisons

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

With approval by the Board, President Danhof has named Kathryn Spindel and Celeste Bermejo as the 2020 Executive Director Evaluation Liaisons.

*Suggested Motion: Motion to appoint Trustee Kathryn Spindel and Trustee Celeste Bermejo as the 2020 Executive Director Evaluation Liaisons.*

d. Approval of Appointment of Secretary Audit Liaisons

Each year the Board needs to approve appointments to be Secretary Audit Liaisons. The liaisons will review the minutes of the board meetings for the previous year, and certify that the records of the Board of Trustees are in order. This certification is a requirement of the Illinois Public Library Annual Report (IPLAR).

The review must be completed by August 1, 2020.

With approval by the Board, President Danhof has named Marcelo Valencia and Ruth Newell as the 2020 Secretary Audit Liaisons.

*Suggested Motion: Motion to appoint Trustee Marcelo Valencia and Trustee Ruth Newell as the 2020 Secretary Audit Liaisons.*

e. Approval of Resolution 2020-1 – Resolution Approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District

State legislation requires that we have an anti-harassment and anti-discrimination policy for elected officials. Lea Pottle and I worked with our attorney to convert our employee policy to this draft version that is applicable to the Board of Trustees.

*Suggested Motion: Motion to approve Resolution 2020-1 Resolution Approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District.*

f. Approval of Revised Investment Policy

This draft revision of our Investment Policy features the following suggested addition under the Investment Parameters section of our policy –

C. Sustainability Factors

When evaluating potential investments, the Chief Investment Officer shall consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

A new state law requires inclusion of such language in investment policies for units of local government. PMA brought this to our attention and we review it with our attorney.

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

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD FEBRUARY 20, 2020  
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, February 20, 2020 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

President Margaret (Peggy) Danhof and Trustee Marcelo Valencia.

President Danhof was out of state this month and Trustee Valencia had a community commitment.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jennie Mills.

## AGENDA APPROVAL

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

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

## MINUTES OF THE BOARD MEETING – January 16, 2020

The minutes of the board meeting held January 16, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Bermejo. Minutes were approved as read.

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

## COMMENTS FROM THE PUBLIC

No comments were made.

## FRIENDS OF THE LIBRARY

Jody Hargett is still recovering and was unable to attend the meeting.

## NEW BUSINESS

### Approval of Intergovernmental Agreement for Library Service with Valley View School District

The intergovernmental agreement is the formal agreement between the Fountaindale Public Library District and Valley View School District for the provision of teacher and faculty cards.

A motion to approve the Intergovernmental Agreement for library service with Valley View School District was made by Newell, seconded by Prodehl.

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

### Approval of Seek Requests for Proposals for Staff Use Computers

Mills reported that the staff computers are original to the construction of the new library in 2011 and are ready to be replaced.

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

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

### Approval of Home Delivery Policy

Mills reported that this new policy for Home Delivery includes guidelines for service and regulations for staff safety. The policy has been reviewed by our attorney.

A motion to approve the Home Delivery Policy was made by Spindel, seconded by Newell.

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

### LIBRARY PROJECTS

Executive Director Mills and Building Operations Manager Tasos Priovolos are discussing professional services options with Tria Architecture for several projects.

### CORRESPONDENCE

The Bugle posted an online article about the new library card designs announced at the Winter Carnival, the library's 50<sup>th</sup> anniversary kickoff event.

### TREASURER'S REPORT

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

## BILLS FOR APPROVAL

### Bills Paid Report – February, 2020

Bills paid for the month of February in the amount of \$72,188.53 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

### Bills Payable Report – February, 2020

Bills payable for the month of February in the amount of \$246,650.10 was presented for approval. Motion to approve was made by Spindel, seconded by Bermejo.

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

## DIRECTOR'S REPORT – February, 2020

Trustee Newell asked about the postage for mailing this month's Board Packets. Mills discussed the issue with the postage machine.

Trustee Prodehl asked about the Bookmobile's stop at Target. Mills reported that the Target location is attracting more patrons than the Kohl's location did.

Trustee Prodehl commented about being mentioned in Tony Nguyen's report regarding the Chef Maddox cooking demonstration program.

Mills reported that he was re-elected as Chair of the Libraries of Illinois Risk Agency (LIRA).

## UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

The Bolingbrook Rotary Club is hosting their annual Mac & Cheese Cook-off on Saturday, March 14 at New Life Lutheran Church.

The Bolingbrook Lions Club will host their annual Meat Raffle on Saturday, February 22 at 1 p.m. at Tailgaters.

The Lions are also hosting a St. Patrick's Dinner Dance on Friday, March 13 at 6 p.m. at the Levy Center.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 7:24 p.m.

Approved: \_\_\_\_\_  
Steven J. Prodehl, Secretary

\_\_\_\_\_  
Robert A. Kalnicky, Vice President

\_\_\_\_\_  
Margaret J. (Peggy) Danhof, President

Bid Proposal for the Audit of the Fountaindale Public Library District

Brian Zabel & Associates, PC

Brian Zabel, CPA, JD  
1040 West Route 6, Morris, IL 60450  
(815) 941-9833

January 29, 2020

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1040 West Route 6 • Morris, IL 60450

Phone: (815) 941-9833

Fax: (815) 941-9835

January 29, 2020

Members of the Board of Trustees  
Fountaindale Public Library District  
Bolingbrook, IL 60440

Dear Members of the Board of Trustees:

Brian Zabel & Associates, PC is pleased to submit the following bid proposal for the audit of the Fountaindale Public Library District. We understand the services we are to provide for the Fountaindale Public Library District for the year ended June 30, 2020. We will audit the financial statements of the Fountaindale Public Library District as of and for the year ended June 30, 2020. We would expect to begin our audit when records are available and issue our reports no more than 90 days later.

### **Independence**

Brian Zabel & Associates, PC is independent of the Fountaindale Public Library District as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

### **License to Practice in Illinois**

Brian Zabel & Associates, PC and all key professional staff are properly licensed to practice in the State of Illinois.

### **Firm qualifications and experience**

Brian Zabel & Associates, PC realizes the importance of the library district to the community and the challenges of being a governmental entity. We have performed services for numerous library districts in the past and know the hours that are required to perform the audit. Our proposal has been designed to provide quality service for a minimal fee to a quality library district.

Brian Zabel & Associates, PC is a small accounting firm with fourteen employees. Staff continuity is maintained by the management's flexibility regarding staff needs. The firm has not experienced staff turnover, rather the firm has hired several new employees in the past years. The audit staff is comprised of four individuals, whose qualifications are listed in the subsequent section. All audit work performed on this engagement will be done on site or at the office of Brian Zabel & Associates, PC in Morris, IL. There is no pending litigation against Brian Zabel & Associates, PC.

## **Insurance Coverage**

The firm is covered by Twin City Fire Insurance Company – “The Hartford” for professional liability insurance with a limit of \$2,000,000.

## **Partner, Supervisory and Staff Qualifications and Experience**

Brian Zabel and Joseph Martin will be the partner and the audit manager assigned to audit the District.

Brian Zabel has been auditing library districts for twenty years. He graduated from University of Illinois in 1997 and Northern Illinois University College of Law in 2004. He passed the CPA exam in 1998 and the Illinois Bar exam in 2004.

Joseph Martin has been auditing library districts for the past fifteen years. He graduated Magna Cum Laude from Northern Illinois University in 2004. He received his Master’s in Taxation from Northern Illinois University in 2005 and passed the CPA exam in 2008.

Dustin Powell has been auditing library districts for the past nine years. He graduated from Northwestern Oklahoma State University in 2009.

Tamra Roseland has been auditing for the past three years. She graduated from Grand Valley State University in 2013. She received her Master’s in Accounting Science from Northern Illinois University in 2015 and passed the CPA exam in 2016.

## **Similar Engagements with Other Library Districts**

Other audits of Library Districts that Brian Zabel & Associates, PC have audited in the past include:

- |                      |                          |
|----------------------|--------------------------|
| - Three Rivers PLD   | - Indian Prairie PLD     |
| - Morris Area PLD    | - Bourbonnais PLD        |
| - Seneca PLD         | - Coal City PLD          |
| - Manteno PLD        | - Sandwich PLD           |
| - Manhattan PLD      | - Charles B Phillips PLD |
| - Shorewood Troy PLD | - Palos Park PLD         |
| - Fossil Ridge PLD   | - Joliet Public Library  |
| - Wilmington PLD     | - Plano PLD              |
| - Reddick PLD        | - Somonauk PLD           |
| - Northlake PLD      | - White Oak PLD          |

The three, similarly sized public libraries contacts are as follows:

- White Oak Public Library District – Beverly Krakovec, Branch Manager -
- Indian Prairie Public Library District – Jamie Bukovac, Director – [jamieb@ippl.info](mailto:jamieb@ippl.info)
- Northlake Public Library District – Sharon Highler, Director -  
[shighler@northlakelibrary.org](mailto:shighler@northlakelibrary.org)

The firm has lost four clients in the last three years which include: LIMRiCC, Broadview Public Library District, Channahon Park District, and Kendall County Farm Bureau. LIMRiCC,

Broadview Public Library District, and Channahon Park District were lost because they went to bid as part of a board required rotation. Kendall County Farm Bureau was lost due to merging with a pre-existing entity.

### **Specific Audit Approach**

Brian Zabel & Associates, PC's approach to auditing is to provide reliability. Our approach is designing an audit based on client's needs. Our key areas focus on economic risks and internal controls. Brian Zabel & Associates, PC has a firm commitment to provide reliability along with assistance with accounting needs. We are always available to attend meetings upon request.

All work pertaining to the audit is completed internally by employees of Brian Zabel & Associates, PC. The audit technology that is utilized by the firm includes Thomson Reuter's PPC's SMART Practice Aids engagement software and Microsoft Excel and Word. If any issues were to arise, they would first be discussed with the library's director and then communicated to the board during a meeting, if necessary.

### Audit Objectives

The objective of our audit is the expression of an opinion as to whether the financial statements are fairly presented, in all material respects, in conformity with the accrual basis of accounting and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Fountaindale Public Library District and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to express an opinion, we may decline to express an opinion or may not issue a report as a result of this engagement.

We will also provide reports (that do not include opinions) on internal control related to the financial statements and compliance with laws, regulations, and the provisions or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

### Management Responsibilities

Management is responsible for establishing and maintaining internal control and for compliance with laws, regulations, contracts, and agreements. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls.

The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to

permit the preparation of the financial statements in accordance with the accrual basis of accounting.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets.

#### Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. Because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by us. In addition, an audit is not designed to detect errors, fraud, or other illegal acts that are immaterial to the financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Identifying and ensuring that the Fountaindale Public Library District complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Fountaindale Public Library District compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

#### Audit Procedures – Internal Controls

In planning and performing our audits, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on the Fountaindale Public Library District's financial statements.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and

fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. (Tests of controls are required only if control risk is assessed below the maximum level.) Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider being reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

### **Working Paper Retention and Access to Working Papers**

Fountaindale Public Library District will have access to the working papers generated during the audit for a period of five years after the audit date.

### **Timeframe**

- |   |                    |
|---|--------------------|
| 1. Planning and interim testing   | August 3-5, 2020   |
| 2. Meet with the Administration team to discuss audit plan  | August 3-5, 2020   |
| 3. Receive a list of client-provided documents and requests   | August 7, 2020     |
| 4. Begin fieldwork (approximately 2 days)   | August 24-25, 2020 |
| 5. Financial statement draft for management review  | September 7, 2020  |
| 6. Presentation of draft audit report and comments to the District's Administration team and Board of Trustees. | September 17, 2020 |
| 7. Issue final audit report (bound copies as requested)   | September 17, 2020 |

### **Dollar Cost Proposal**

Brian Zabel & Associates, PC will conduct the annual audit and the related State of Illinois Comptroller's reports of the Fountaindale Public Library District for the fees listed on the attached schedule.

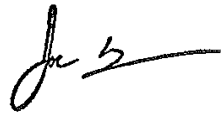
We will prepare for, conduct and present the audit in conformity with Generally Accepted Auditing Standards by the stated dates within the request for proposal. This price includes all direct and indirect costs associated with the conducting of the audit including attending one meeting per year to present the audit to the District board, and one meeting with District staff. Our fees for these services will be at our standard hourly rates and other out-of-pocket costs (such as report production, typing, postage, etc.), except that we agree that our gross fee for 2020, including expenses, will not exceed \$6,500. Our standard hourly rates vary according to the degree of

responsibility involved and the experience level of the personnel assigned to your audit. Additional fees will be assessed for requests for services rendered outside the scope of this engagement.

If Fountaindale Public Library District requests the auditor to render additional services, such additional work shall be performed only if set forth in an addendum to the contract between Fountaindale Public Library District and Brian Zabel & Associates, PC.

On behalf of Brian Zabel & Associates, P.C., we would like to thank you for the opportunity to bid. If there are any questions on this proposal, please contact us. We look forward to your decision.

Very truly yours,

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

Joseph Martin, CPA, MST  
Brian Zabel & Associates, PC

## Fee Schedule

### Annual Fee

2020      \$6,500

2021      \$6,500

2022      \$6,500

### Hourly Fees of Staff:

#### Title:

#### Fee:

Audit Partner

\$225

Audit Manager

\$180

Audit Staff

\$150

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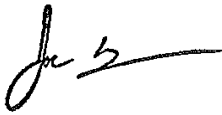
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brian Zabel & Associates, PC  
(Legal Company Title)



\_\_\_\_\_  
(Signature of Authorized Representative)

1/27/2020

\_\_\_\_\_  
Date

Joseph Martin, CPA, MST  
(Print Authorized Representative Name)

Engagement Partner  
(Title Authorized Representative)

Addendum to Agreement between  
Fountaindale Public Library District and Brooks Café

dated \_\_\_\_\_ This ADDENDUM is attached to and forms part of the Agreement between Fountaindale Public Library District and Brooks Cafe as of April 1, 2020. To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement.

The Licensee's monthly fee payment will be \$25 effective April 1, 2020. Fee payment is due on or before the first day of each month, a \$50 late fee will be imposed if the payment is not made by the 10<sup>th</sup>.

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

Signed

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensor

\_\_\_\_\_  
Date

**RESOLUTION NO. 2020-1**  
**RESOLUTION APPROVING A BOARD OF TRUSTEES ANTI-HARASSMENT AND ANTI-DISCRIMINATION**  
**POLICY FOR THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT.**

WHEREAS, the Fountaindale Public Library District (the "Library District") is a library district duly organized and existing under the laws of the State of Illinois; and

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

WHEREAS, given recent legislation, the Board finds it in the best interest of the Library District to approve the Board of Trustees Anti-Harassment and Anti-Discrimination Policy, attached to and incorporated herein as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as findings as if said recitals were fully set forth within this Section One.

SECTION TWO: The Library Board hereby shall approve an Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Library District, attached to and incorporated herein as Exhibit A.

SECTION THREE: Any and all policies or resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 16<sup>th</sup> day of April, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 16<sup>th</sup> day of April, 2020.

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

ATTEST:

\_\_\_\_\_  
Steven J. Prodehl  
Secretary, Board of Library Trustees

## **Fountaindale Public Library District**

### **Board of Trustees Anti-Harassment and Anti-Discrimination Policy**

The Board of Trustees of the Fountaindale Public Library District is committed to a collaborative environment in which all individuals are treated with dignity, respect and courtesy.

This policy applies to all trustees, and prohibits harassment, discrimination and retaliation whether engaged in by a trustee on fellow trustees, employees, patrons or vendors.

Conduct prohibited by these policies is unacceptable on Library District property and in any Library District-related setting outside the library property, such as during library-sponsored trips, meetings and related social events.

Any trustee's behavior that fits the definition of harassment is a form of misconduct. Harassment also could subject the District and, in some cases, an individual trustee to civil proceedings as well as review and censure by the Board.

#### Discrimination

Discrimination consists of actions taken against an individual based on a characteristic protected by law, such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, political affiliation or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

#### Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, political affiliation, or any other category protected by applicable law. The District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

## Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to a fellow trustee, an employee, patron or vendor where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
4. Such conduct has the purpose or effect of substantially interfering with an individual's performance of board duties or creating an intimidating, hostile or offensive environment in which to perform board duties.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee or Trustee or patron or vendor, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
6. Electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Even if two or more trustees or a trustee and an individual covered by this policy are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another who witness or overhear the conduct.

### Investigation Procedure

All District trustees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. Trustees should not assume the District is aware of the conduct. If there are no witnesses and the victim fails to notify the Board President or other responsible trustee, the District will not be presumed to have knowledge of the harassment.

Alleged harassment by a trustee against another trustee can be reported to the Board of Trustees President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other board member. Any report under this section must be referred to the district's legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and subject to the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant may be subject to appropriate discipline.

### Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status. Any form of retaliation against a trustee who legitimately reports harassment or discrimination or participates in an investigation is strictly prohibited. Any trustee who retaliates against another for exercising his or her rights under this policy may subject the District and the individual trustee to civil proceedings and review and censure by the Board.

### Resolution Outside District

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, a complainant has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed

within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact information for the Illinois Department of Human Rights (IDHR), Illinois Human Rights Commission (IHRC), and the United States Equal Employment Opportunity Commission (EEOC) can be found online.

Individuals who have questions or concerns about these policies should talk with the Board President.

# FOUNTAINDALE PUBLIC LIBRARY DISTRICT INVESTMENT POLICY

## I. PURPOSE

The Fountaindale Library District's Board of Trustees ("Board") recognizes the need for the prudent management of the public funds. This Investment Policy ("Policy") is adopted in accordance with the requirements of the Public Funds Investment Act (30 ILCS 235/0.01, *et seq.*), to establish investment guidelines for officials, officers, and employees of the Fountaindale Library District ("District") who are responsible for the financial management of District funds. All financial assets of the District not needed for immediate disbursement shall be administered and invested in accordance with the provisions of this Policy.

## II. OBJECTIVES

This Policy is intended to assure the maximum security of the principal of District investments, to comply with all legal requirements for the investment of District funds, and to maintain sufficient liquidity to meet the cash flow demands of the District. The primary objectives of investment activities, in priority order, shall be safety, liquidity, and yield. Cash balances from various funds, which are not restricted, may be pooled to maximize investment earnings. Investment will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### A. Safety of Principal

The safety of principal is the foremost objective of the District's Investment Policy. All investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective shall be to mitigate credit risk and interest rate risk.

#### 1. Credit Risk

The District will minimize credit risk, or the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the types of securities listed in this policy;
- b. Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with whom the District will do business; and
- c. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

#### 2. Interest Rate Risk

The District will minimize the risk that the market value of securities in the portfolio will fall, due to changes in the general interest rates, by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
- b. Investing operating funds primarily in shorter-term securities, money-market mutual funds, or similar investment pools.

#### B. Liquidity

The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

#### C. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal;
2. A security swap would improve the quality, yield or target duration in the portfolio; or
3. Liquidity needs of the portfolio require that the security be sold.

### **III. STANDARD OF CARE**

#### A. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment,

considering the probable safety of their capital as well as the probable income to be derived."

#### B. Ethics and Conflicts of Interest

Officials, officers, and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Such individuals shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Officials, officers, and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

#### C. Responsibility for the Investment Program/Delegation of Authority

The investment policy shall be administered in accordance with the Public Funds Investment Act (30 ILCS 235/0.01, *et seq.*) and all applicable Illinois Statutes as well as relevant District Codes and ordinances. The establishment of investment policies is the responsibility of the Board. Management and administrative responsibility for the investment program of the District is hereby delegated to the Chief Investment Officer of the District. The Chief Investment Officer for each fiscal year shall be the District's Finance Manager. The Chief Investment Officer shall prepare and act in accordance with written procedures and internal controls for the operation of the investment program consistent with this Policy. Procedures include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Chief Investment Officer and approved by the Executive Director. The Chief Investment Officer will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Chief Investment Officer may from time to time amend the written procedures as approved by the Executive Director in a manner not inconsistent with this Policy or with State law.

### IV. SAFEKEEPING AND CUSTODY

#### A. Financial Institutions

The Board shall from time to time, upon the request of the Chief Investment Officer, designate one or more banks in which the funds and moneys of the District shall be kept. The District shall select financial institutions on the following basis:

##### 1. Security

The District will not maintain funds in any financial institution that is not a member of the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Association (NCUA) system. Furthermore, the District will not maintain funds in any financial institution not willing to post, or not capable of posting, required collateral for funds in excess of the FDIC or NCUA insurable limits.

## 2. Size

The District will not maintain deposits in any financial institution in which the District funds on deposit will exceed 75% of the institution's capital stock and surplus.

## 3. Location

The District shall encourage investment in financial institutions within the District's boundaries whenever possible. However, the Board may approve qualified depositories regardless of location. Financial institutions, regardless of location, shall in all cases be required to comply with this Policy and applicable law.

## 4. Statement of Condition

The District will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Chief Investment Officer to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of District funds.

## 5. Qualifications

Any financial institution which desires to handle the District's investments shall provide the District's Chief Investment Officer with audited financial statements, including copies of the last two sworn statements of resources and liabilities which the bank is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency, proof of qualification under State law for acceptance of investments of public funds, and certification of having read this Investment Policy. The Chief Investment Officer shall review the information provided, shall provide copies of said information to the Board as and if appropriate, and shall make a recommendation to the Board concerning use of such institution for deposit and investment of District funds.

All broker/dealers who desire to become qualified for investment transactions must supply the following:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of FINRA certification
- Proof of Securities Investor Protection Corporation (SIPC) membership
- Proof of state registration
- Evidence of adequate insurance coverage.

## 6. Affirmation

All authorized financial dealers and institutions shall, prior to receiving District funds, provide the District's Chief Investment Officer with an affirmative statement that they have read the District's investment policy and agree to conform to its requirements. These institutions shall comply with all qualifications and requirements as set forth in Illinois Compiled Statutes, 30 ILCS 235/6, as well as any and all other laws, statutes, and fiduciary responsibilities not mentioned within this policy.

### B. Internal Controls

The Chief Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from losses of arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Chief Investment Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

1. Control of collusion;
2. Separation of transaction authority from accounting and recordkeeping;
3. Custodial safekeeping;
4. Avoidance of physical-delivery securities;
5. Clear delegation of authority to subordinate staff members;
6. Written confirmation of telephone transactions for investments and wire transfers; and
7. Development of a wire transfer agreement with the lead bank or third party custodian.

In addition to the foregoing, the internal controls shall include the following minimum requirements:

1. The Chief Investment Officer shall reconcile all investment activity through the general ledger monthly;
2. Outside auditors shall confirm the ending balance of all investments each year;
3. The Executive Director shall be notified of all investments.

### C. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

## V. **AUTHORIZED INVESTMENTS**

### A. Investment Types

Consistent with the Government Finance Officers Association (GFOA) Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this Policy unless prohibited by applicable federal, state or local law:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities;
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
4. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations;
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations;
6. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the District or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Any other investment authorized by the Illinois Compiled Statutes.

## B. Collateralization

Collateralization of all funds in excess of FDIC or NCUA limits is required. The District will accept any of the following assets as collateral:

1. U.S. Government Securities;
2. Obligations of Federal Agencies;
3. Obligations of Federal Instrumentalities;
4. Obligations of the State of Illinois;
5. General Obligation Municipal Bonds rated “A” or better by a nationally recognized rating agency;
6. Insurance Bond;
7. Letters of credit issued by a Federal Home Loan Bank; and
8. Any other asset authorized by the Illinois Compiled Statutes.

The amount of collateral provided will be not less than 102 percent of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third party depository designated by the District. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the District.

## C. Repurchase Agreement

Repurchase agreements shall be consistent with applicable state law and GFOA Recommended Practices on Repurchase Agreements.

# VI. INVESTMENT PARAMETERS

## A. Diversification

To avoid unreasonable risks, investments shall be diversified by:

1. Limiting investments to avoid overconcentration of securities from a specific issuer or business sector (excluding U.S. Treasury securities);
2. Limiting investment in securities that have higher credit risks;

3. Investing in securities with varying maturities; and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

#### B. Maximum Maturities

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest operating funds in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. (The District shall adopt weighted average maturity limitations, consistent with the investment objectives.)

#### C. Sustainability Factors

When evaluating potential investments, the Chief Investment Officer shall consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

## VII. REPORTING

#### A. Methods

The Chief Investment Officer shall provide a quarterly written report to the Board and the Executive Director. This report shall include, at a minimum, the following:

1. Listing of individual investments including both maturity date and purchase date held at the end of the reporting period by fund;
2. Book yield to maturity of each investment;
3. Amortized book value of each investment;
4. Par value of each investment;
5. Credit ratings of each investment, if applicable;
6. Yield to maturity as compared to the established benchmark, including income earned and market value;
7. Total amount of funds invested, including the checking account balances; as of the report date; and

8. A comparison of year to date earnings to the proposed budget;
9. Asset allocation; and
10. Any deviations from the standards established in this policy.

**B. Performance Standards**

The investment portfolio will be managed in accordance with the parameters specified within this Policy. The Chief Investment Officer shall, at reasonable intervals, assess the performance of the District's investment program in compliance with established industry reporting standards in compliance with established industry reporting standards, comparing yield to maturity to benchmark. Such reporting standards should include those sanctioned by the Association of Investment Management Research (AIMR) in accordance with Generally Accepted Accounting Principles (GAAP). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

**C. Marking to Market**

The market value of the portfolio shall be calculated at least annually.

**VIII. SELECTION OF INVESTMENT ADVISORS, MONEY MANAGERS**

To the extent the District requires advice concerning its investments, the District's Chief Investment Officer may, from time to time, recommend contracting with investment advisors or money managers. Any such investment advisor or money manager shall provide the Chief Investment Officer with audited financial statements, proof of state registration, certification of having read this Policy, and references of previous clients. The Chief Investment Officer shall review the proposals of such individuals or firms, and shall make a recommendation to the Board concerning a contract.

No investment advisor or money manager shall be retained except by contract approved by the Board.

**IX. SEVERABILITY**

The provisions of this Policy shall be deemed severable. Should any section or part of this Policy be declared invalid by a court of competent jurisdiction, or conflict with any applicable state or federal statute, the remainder of the Policy nevertheless shall be valid, binding and subsisting. This Policy shall remain in full force and effect until repealed or amended by the Board. If after adoption of this Policy, there is any conflict with the Public Funds Investment Act, the Investment of Municipal Funds Act, or any other applicable statute, current law shall control. If any existing investments at the time of adoption of this policy do not conform with this policy, they do not need to be sold or liquidated. However, at maturity the funds will be reinvested in conformity with this policy.

## **X. REVIEW AND AMENDMENT**

The District's Chief Investment Officer shall review this Policy on an annual basis, and make any recommendations for amendments to the Executive Director. No amendment shall be effective unless approved by the Board.

APPROVED MARCH 17, 2016



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

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

February 19, 2020

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

Dear Mr. Mills:

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

Please submit the information by email to: [ISL\\_districtboards@ilsos.gov](mailto:ISL_districtboards@ilsos.gov) including the name of your library district. Information to be included when a vacancy occurs and when a vacancy is filled: board member name, address, office held and term expiration date.

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

Sincerely,

A handwritten signature in blue ink that reads "Greg McCormick".

Greg McCormick, Director  
Illinois State Library

cc: Margaret Danhof, Board President

GM:ldg

# Fountaindale Public Library District

## Cash and Investment

February 29, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$646,372.80	\$646,372.80
Cash Checking/BMO Operating	\$783,397.51	(\$494,364.52)	\$289,032.99
Cash Checking/Payroll	\$186,644.40	(\$13,269.84)	\$173,374.56
Petty Cash	\$2,429.25	\$36.90	\$2,466.15
Total Cash	\$972,471.16	\$138,775.34	\$1,111,246.50
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$1,871,977.65)	\$4,805,410.95
Investment - IL Funds/General	\$70,052.78	\$911.31	\$70,964.09
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$4,936.81	\$62,683.12
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$28,489.60	\$2,070,898.19
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$6,299.70)	\$1,068,369.75
Investment - Special Reserve/PMA	\$15,260,952.35	\$143,157.12	\$15,404,109.47
Total Investments	\$25,183,218.08	(\$1,700,782.51)	\$23,482,435.57
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,274,892.06)	\$172,704.98
Total Bond Fund	\$1,447,597.04	(\$1,274,892.06)	\$172,704.98
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$7,512.48)	\$3,100.54
Total Building Project Fund	\$10,613.02	(\$7,512.48)	\$3,100.54
Total Cash and Investments	\$27,613,899.30	(\$2,844,411.71)	\$24,769,487.59

Special Res. PMA - 2.16%  
General - IL Fund - 1.658%  
Money Market Wintrust - 1.74%

# Fountaindale Public Library District

## Revenue Report

February 29, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$0.00	\$4,137,715.51	99.49 %	\$4,158,849.00	\$21,133.49
Property Tax Dupage 2018	\$0.00	\$83,059.36	97.86 %	\$84,874.00	\$1,814.64
Property Tax Will - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$4,278,200.00	\$4,278,200.00
Property Tax Dupage - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$87,310.00	\$87,310.00
Other Tax	\$0.00	\$88,351.95	78.86 %	\$112,040.00	\$23,688.05
Interest	\$20,965.94	\$287,372.76	71.48 %	\$402,030.00	\$114,657.24
Fines	(\$863.65)	\$29,483.08	45.36 %	\$65,000.00	\$35,516.92
Copy Machines	\$579.75	\$4,694.55	58.68 %	\$8,000.00	\$3,305.45
Fax Machine	\$387.45	\$4,593.56	65.62 %	\$7,000.00	\$2,406.44
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,938.61	\$16,728.24	83.64 %	\$20,000.00	\$3,271.76
Miscellaneous	\$1,233.23	\$13,700.27	119.13 %	\$11,500.00	(\$2,200.27)
Reimbursements	\$30.00	\$5,473.36	121.63 %	\$4,500.00	(\$973.36)
Board Reimbursements	\$0.00	\$0.00	0.00 %	\$250.00	\$250.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	99.71 %	\$84,854.00	\$250.25
General Fund Balance Contrib.	\$0.00	\$0.00	0.00 %	\$632,000.00	\$632,000.00
Total Operating Funds	\$24,271.33	\$4,755,776.39	47.76 %	\$9,956,707.00	\$5,200,930.61
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$3.98	\$134.49	0.00 %	\$0.00	(\$134.49)
Total Building Project Fund	\$3.98	\$134.49	0.00 %	\$0.00	(\$134.49)
Bond Fund					
Property Tax - Will 2018	\$0.00	\$1,108,691.82	99.48 %	\$1,114,516.00	\$5,824.18
Property Tax - Dupage 2018	\$0.00	\$22,417.90	98.56 %	\$22,745.00	\$327.10
Property Tax - Will 2019 - Est.	\$0.00	\$0.00	0.00 %	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2019 - Est.	\$0.00	\$0.00	0.00 %	\$38,931.36	\$38,931.36
Interest Bond Fund	\$221.17	\$20,379.64	203.80 %	\$10,000.00	(\$10,379.64)
Interest Rebate Payment - BAB	\$0.00	\$166,377.22	100.16 %	\$166,112.00	(\$265.22)
General Fund Balance Contrib. to Escrow	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total Bond Fund	\$221.17	\$1,972,866.58	31.52 %	\$6,259,941.00	\$4,287,074.42
Total Revenue	\$24,496.48	\$6,728,777.46	41.49 %	\$16,216,648.00	\$9,487,870.54

# Fountaindale Public Library District

## Expenditure Report

February 29, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
<b>Expenditures</b>					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$338,699.41	\$2,930,646.88	60.44 %	\$4,848,800.00	\$1,918,153.12
Contractual Services	\$41,915.28	\$297,254.07	49.67 %	\$598,500.00	\$301,245.93
Supplies & Utilities	\$39,484.97	\$306,509.97	51.35 %	\$596,900.00	\$290,390.03
Library Materials	\$107,221.02	\$604,876.31	48.82 %	\$1,238,967.00	\$634,090.69
Capital Expenditures	\$13,333.20	\$448,044.15	38.69 %	\$1,157,900.00	\$709,855.85
Miscellaneous	\$5,040.39	\$26,940.29	35.92 %	\$75,000.00	\$48,059.71
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Escrow Expenditures	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total General Fund Expenditures	\$545,694.27	\$5,269,271.67	45.42 %	\$11,601,171.00	\$6,331,899.33
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,800.00	73.33 %	\$12,000.00	\$3,200.00
Liability Insurance Fund Expenditures	\$386.27	\$84,192.95	85.04 %	\$99,000.00	\$14,807.05
Soc Sec/IMRF Fund Expenditures	\$68,073.48	\$420,710.80	54.64 %	\$770,000.00	\$349,289.20
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$18,819.84	\$173,384.99	54.01 %	\$321,000.00	\$147,615.01
Total Other Fund Expenditures	\$87,279.59	\$687,088.74	57.16 %	\$1,202,040.00	\$514,951.26
Total Expenditures - Operating Funds	\$632,973.86	\$5,956,360.41	46.52 %	\$12,803,211.00	\$6,846,850.59
Building Project Fund Expenditures					
	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Total Building Project Fund Expenditures	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Bond Fund Expenditures					
Principal Payment - 2008	(\$465,784.00)	\$334,216.00	41.78 %	\$800,000.00	\$465,784.00
Interest Payment - 2008	\$0.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2009B	\$0.00	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$90,000.00	100.00 %	\$90,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$189,400.00	100.00 %	\$189,400.00	\$0.00
Principal Payment - 2018	\$0.00	\$870,000.00	100.00 %	\$870,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$475,050.00	100.00 %	\$475,050.00	\$0.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2019	\$0.00	\$53,460.00	0.00 %	\$0.00	(\$53,460.00)
Bond - Abatement from General Fund	\$465,784.00	\$465,784.00	100.00 %	\$465,784.00	\$0.00
Escrow Expense - From General Fund	\$0.00	\$629,481.88	20.98 %	\$3,000,000.00	\$2,370,518.12
Total Bond Fund Expenditures	\$0.00	\$3,393,979.38	52.79 %	\$6,429,809.00	\$3,035,829.62

**Fountaindale Public Library District**  
**Expenditure Report**

February 29, 2020

	<b>Current Month</b>	<b>Year to Date</b>	<b>% Expended</b>	<b>Working Budget</b>	<b>Unexpended Budget</b>
Total	\$0.00	\$3,401,626.35	52.82 %	\$6,440,422.00	\$3,038,795.65
Total Expenditures - All Funds	\$632,973.86	\$9,357,986.76	48.63 %	\$19,243,633.00	\$9,885,646.24

# Fountaindale Public Library District

## Cash and Investment

March 31, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$651,571.47	\$651,571.47
Cash Checking/BMO Operating	\$783,397.51	(\$390,248.36)	\$393,149.15
Cash Checking/Payroll	\$186,644.40	\$353,925.30	\$540,569.70
Petty Cash	\$2,429.25	\$0.00	\$2,429.25
Total Cash	\$972,471.16	\$615,248.41	\$1,587,719.57
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$3,009,146.85)	\$3,668,241.75
Investment - IL Funds/General	\$70,052.78	\$985.40	\$71,038.18
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$5,299.40	\$63,045.71
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$30,770.99	\$2,073,179.58
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$5,122.74)	\$1,069,546.71
Investment - Special Reserve/PMA	\$15,260,952.35	\$172,811.16	\$15,433,763.51
Total Investments	\$25,183,218.08	(\$2,804,402.64)	\$22,378,815.44
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,274,701.80)	\$172,895.24
Total Bond Fund	\$1,447,597.04	(\$1,274,701.80)	\$172,895.24
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$7,509.07)	\$3,103.95
Total Building Project Fund	\$10,613.02	(\$7,509.07)	\$3,103.95
Total Cash and Investments	\$27,613,899.30	(\$3,471,365.10)	\$24,142,534.20

Special Res. PMA - 2.15 %  
General - IL Fund - 1.229%  
Money Market Wintrust - 1.100%

# Fountaindale Public Library District

## Revenue Report

March 31, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$0.00	\$4,137,715.51	99.49 %	\$4,158,849.00	\$21,133.49
Property Tax Dupage 2018	\$0.00	\$83,059.36	97.86 %	\$84,874.00	\$1,814.64
Property Tax Will - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$4,278,200.00	\$4,278,200.00
Property Tax Dupage - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$87,310.00	\$87,310.00
Other Tax	\$4,413.22	\$92,765.17	82.80 %	\$112,040.00	\$19,274.83
Interest	\$38,246.32	\$325,619.08	80.99 %	\$402,030.00	\$76,410.92
Fines	(\$645.49)	\$28,837.59	44.37 %	\$65,000.00	\$36,162.41
Copy Machines	\$279.10	\$4,973.65	62.17 %	\$8,000.00	\$3,026.35
Fax Machine	\$363.87	\$4,957.43	70.82 %	\$7,000.00	\$2,042.57
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,194.79	\$17,923.03	89.62 %	\$20,000.00	\$2,076.97
Miscellaneous	\$622.33	\$14,322.60	124.54 %	\$11,500.00	(\$2,822.60)
Reimbursements	\$115.11	\$5,588.47	124.19 %	\$4,500.00	(\$1,088.47)
Board Reimbursements	\$120.00	\$120.00	48.00 %	\$250.00	\$130.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	99.71 %	\$84,854.00	\$250.25
General Fund Balance Contrib.	\$0.00	\$0.00	0.00 %	\$632,000.00	\$632,000.00
Total Operating Funds	\$44,709.25	\$4,800,485.64	48.21 %	\$9,956,707.00	\$5,156,221.36
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$3.41	\$137.90	0.00 %	\$0.00	(\$137.90)
Total Building Project Fund	\$3.41	\$137.90	0.00 %	\$0.00	(\$137.90)
Bond Fund					
Property Tax - Will 2018	\$0.00	\$1,108,691.82	99.48 %	\$1,114,516.00	\$5,824.18
Property Tax - Dupage 2018	\$0.00	\$22,417.90	98.56 %	\$22,745.00	\$327.10
Property Tax - Will 2019 - Est.	\$0.00	\$0.00	0.00 %	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2019 - Est.	\$0.00	\$0.00	0.00 %	\$38,931.36	\$38,931.36
Interest Bond Fund	\$190.26	\$20,569.90	205.70 %	\$10,000.00	(\$10,569.90)
Interest Rebate Payment - BAB	\$0.00	\$166,377.22	100.16 %	\$166,112.00	(\$265.22)
General Fund Balance Contrib. to Escrow	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total Bond Fund	\$190.26	\$1,973,056.84	31.52 %	\$6,259,941.00	\$4,286,884.16
Total Revenue	\$44,902.92	\$6,773,680.38	41.77 %	\$16,216,648.00	\$9,442,967.62

# Fountaindale Public Library District

## Expenditure Report

March 31, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$339,809.98	\$3,270,456.86	67.45 %	\$4,848,800.00	\$1,578,343.14
Contractual Services	\$62,118.51	\$359,372.58	60.05 %	\$598,500.00	\$239,127.42
Supplies & Utilities	\$33,585.72	\$340,095.69	56.63 %	\$600,600.00	\$260,504.31
Library Materials	\$44,405.44	\$649,281.75	52.41 %	\$1,238,967.00	\$589,685.25
Capital Expenditures	\$64,785.01	\$512,829.16	44.43 %	\$1,154,200.00	\$641,370.84
Miscellaneous	\$5,191.52	\$32,131.81	42.84 %	\$75,000.00	\$42,868.19
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Escrow Expenditures	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total General Fund Expenditures	\$549,896.18	\$5,819,167.85	50.16 %	\$11,601,171.00	\$5,782,003.15
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,800.00	73.33 %	\$12,000.00	\$3,200.00
Liability Insurance Fund Expenditures	\$1,490.00	\$85,682.95	86.55 %	\$99,000.00	\$13,317.05
Soc Sec/IMRF Fund Expenditures	\$52,654.00	\$473,364.80	61.48 %	\$770,000.00	\$296,635.20
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$69,664.00	\$243,048.99	75.72 %	\$321,000.00	\$77,951.01
Total Other Fund Expenditures	\$123,808.00	\$810,896.74	67.46 %	\$1,202,040.00	\$391,143.26
Total Expenditures - Operating Funds	\$673,704.18	\$6,630,064.59	51.78 %	\$12,803,211.00	\$6,173,146.41
Building Project Fund Expenditures	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Total Building Project Fund Expenditures	\$0.00	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$334,216.00	41.78 %	\$800,000.00	\$465,784.00
Interest Payment - 2008	\$0.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2009B	\$0.00	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$90,000.00	100.00 %	\$90,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$189,400.00	100.00 %	\$189,400.00	\$0.00
Principal Payment - 2018	\$0.00	\$870,000.00	100.00 %	\$870,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$475,050.00	100.00 %	\$475,050.00	\$0.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2019	\$0.00	\$53,460.00	0.00 %	\$0.00	(\$53,460.00)
Bond - Abatement from General Fund	\$0.00	\$465,784.00	100.00 %	\$465,784.00	\$0.00
Escrow Expense - From General Fund	\$0.00	\$629,481.88	20.98 %	\$3,000,000.00	\$2,370,518.12
Total Bond Fund Expenditures	\$0.00	\$3,393,979.38	52.79 %	\$6,429,809.00	\$3,035,829.62

**Fountaindale Public Library District**  
**Expenditure Report**


March 31, 2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Total	<u>\$0.00</u>	<u>\$3,401,626.35</u>	<u>52.82 %</u>	<u>\$6,440,422.00</u>	<u>\$3,038,795.65</u>
Total Expenditures - All Funds	<u>\$673,704.18</u>	<u>\$10,031,690.94</u>	<u>52.13 %</u>	<u>\$19,243,633.00</u>	<u>\$9,211,942.06</u>

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## INTEROFFICE MEMORANDUM

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**TO:** PAUL MILLS, BOARD OF TRUSTEES  
**FROM:** FINANCE TEAM   
**SUBJECT:** CHECK NUMBER REVISION FOR 2/1/2020 PAYMENTS  
**DATE:** 2/17/2020

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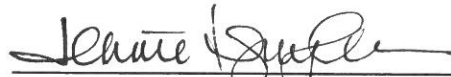
In regards to the revised paperwork for the 2/1/2020 payments issued, we had to re-number our check register. Due to computer glitches from switching from BMO Harris Bank to Bolingbrook Wintrust Bank & Trust, our check numbers in the Board Packet dated for 2/1/2020 payment were listed as 55335, 55336, 55337, and 55338. These checks should've been 53335, 53336, 53337, and 53338, as these were the actual check numbers issued to the vendors paid. This was discovered, and rectified, on 2/17/2020. In order to ensure proper documentation between checks sent and our bank register, we re-numbered the checks correctly upon discovery of the discrepancy.

# Fountaindale Public Library District

## Bills Paid - Operating Account

MARCH 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - February 2020	3/1/2020	797	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - March 2020	3/1/2020	53518	1-4192-10	\$31,004.47
Dearborn National Life Insurance Company	Employer Insurance Contribution - March 2020	3/1/2020	53519	1-4192-10	\$561.35
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - March 2020	3/1/2020	53520	1-4192-10	\$174.13
Home Depot	Building Operation Supplies	3/1/2020	53521	8-4357-30	\$344.19
Illinois Municipal Retirement Fund	Employer Insurance Contribution - February 2020	3/1/2020	799	5-4142-10	\$30,051.03
					<b>\$62,147.26</b>



Jennie Nguyen, Finance Manager

### Gross Payroll & FICA Expense - FEBRUARY 2020

Gross Payroll	\$302,492.52
FICA	\$22,448.74
Total Gross Payroll & FICA	<b>\$324,941.26</b>

**Fountaindale Public Library District**

**Bills Paid - Operating Account**

MARCH 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Best Quality Cleaning	Cleaning Service - March 2020 - Balance	3/19/2020	53549	8-4215-30	\$600.00
					<u>\$600.00</u>

  
\_\_\_\_\_  
Jennie Nguyen, Finance Manager

**Fountaindale Public Library District**  
**Bills Paid - Operating Account**

APRIL 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - MARCH 2020	4/1/2020	801	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - APRIL 2020	4/1/2020	53677	1-4192-10	\$30,253.02
Dearborn National Life Insurance Company	Employer Insurance Contribution - APRIL 2020	4/1/2020	53678	1-4192-10	\$551.70
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - APRIL 2020	4/1/2020	53679	1-4192-10	\$174.13
Illinois Municipal Retirement Fund	Employer Contribution - MARCH 2020	4/1/2020	803	5-4142-10	\$30,246.06
					<u><b>\$61,237.00</b></u>

  
 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - March 2020

Gross Payroll	\$304,508.72
FICA	\$22,602.97
<b>Total Gross Payroll &amp; FICA</b>	<b><u>\$327,111.69</u></b>

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

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>4imprint, Inc.</b>				
	Friends Appreciation Dinner Totes	8208469	1-4353-10	\$ 363.09
	Summer Adventure 2020 Aluminum Bottle Giveaways	8143468	1-4735-10	1,566.79
	<i>Totals for 4imprint, Inc.</i>			<b>\$ 1,929.88</b>
<b>Allegra Print &amp; Imaging</b>				
	Bookmobile Sign - Fine Free	15459	1-4731-10	152.00
	<i>Totals for Allegra Print &amp; Imaging</i>			<b>\$ 152.00</b>
<b>Allyse Schiller</b>				
	Mileage - 1/10/2020-2/28/2020	AS030220	1-4171-10	14.03
	<i>Totals for Allyse Schiller</i>			<b>\$ 14.03</b>
<b>Amazon</b>				
	District Restock - January 2020	A77-1920	1-4371-10	44.98
	CMTSD - Library Supplies	0660346-MAR20	1-4371-12	118.40
	District Restock - January 2020	A77-1920	1-4351-10	260.78
	Library Events - Name Badges	A80-1920	1-4351-10	35.15
	Outreach - Various Program Supplies	A81-1920	1-4353-28	64.94
	CSD - Various Program Supplies	A76-1920	1-4353-20	83.49
	CSD - Cricut Vinyl	A76-1920	1-4353-20	30.42
	Vortex - Program/Craft Supplies	A75-1920	1-4353-24	100.16
	ATSD - Various Program Supplies	A74-1920	1-4353-24	60.73
	ATSD - Various Program Supplies	A74-1920	1-4353-24	11.50
	Vortex - Craft Tape	A75-1920	1-4353-24	21.95
	CSD - Various Program Supplies	A76-1920	1-4371-20	21.49
	Bookmobile - Connector Panels	A78-1920	1-4235-29	17.48
	Bookmobile - Corner Brace	A78-1920	1-4235-29	24.98
	IT - Infodesk Webcam & Cable	A69-1920	1-4354-14	20.28
	IT - Circ Desk Webcam & Cable	A73-1920	1-4354-14	32.25
	Books - Adult Fiction	0660346-MAR20	1-4540-26	217.68
	DVD - Adult	0660346-MAR20	1-4557-26	88.77
	IT - Infodesk Webcam & Cable	A69-1920	1-4641-14	31.99
	IT - Circ Desk Webcam & Cable	A73-1920	1-4641-14	63.98
	Studio - Sticker Paper	A70-1920	1-4353-27	17.90
	Studio - Various Program/Maker Items	A70-1920	1-4353-27	48.17
	Studio - After Hours Oscars Giveaways	A71-1920	1-4353-27	88.96
	Studio - 16GB Memory Cards	A70-1920	1-4371-27	39.88
	Studio - Various Program/Maker Items	A70-1920	1-4371-27	55.37
	Studio - Various Program/Maker Items	A70-1920	1-4568-27	25.96

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

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<i>Totals for Amazon</i>				<u>\$ 1,627.64</u>
<b>American Library Association</b>				
	Purrazzo Membership - 2/19/2020-2/18/2021	M2075217	1-4161-10	\$ 151.00
	Spindel Membership - 4/30/2020-4/29/2021	1204723	1-4161-16	122.00
<i>Totals for American Library Association</i>				<u>\$ 273.00</u>
<b>AmeriFlex Business Solutions</b>				
	Beneift/Cobra Administration Fees - March 2020	INV318682	1-4253-10	189.55
<i>Totals for AmeriFlex Business Solutions</i>				<u>\$ 189.55</u>
<b>Amina Ali</b>				
	Mileage - 2/12 Circ Roundtable & 2/19 PIRC Mtg	AA021920	1-4171-10	29.33
	Mileage - Networking/LACONI - 1/31/2020	AA021820	1-4171-10	38.53
<i>Totals for Amina Ali</i>				<u>\$ 67.86</u>
<b>Arkadin, Inc.</b>				
	Conference Calls - 2/1/2020-2/29/2020	C243674022020	1-4311-14	0.52
<i>Totals for Arkadin, Inc.</i>				<u>\$ 0.52</u>
<b>AT &amp; T</b>				
	Internet - February 2020	9600462503	1-4314-14	1,357.20
<i>Totals for AT &amp; T</i>				<u>\$ 1,357.20</u>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 1/10/2020-2/9/2020	16033120	1-4311-14	254.47
<i>Totals for AT &amp; T Mobility - National Business Services</i>				<u>\$ 254.47</u>
<b>B&amp;H Photo-Video</b>				
	Studio - Various Camera Equipment	168179610	1-4568-27	1,610.38
	Studio - Various Equipment	167970097	1-4568-27	186.98
	Studio - Cold Shoe Adapter & CEntrance MicPort Pro 2	167726339	1-4568-27	269.67
<i>Totals for B&amp;H Photo-Video</i>				<u>\$ 2,067.03</u>
<b>Baker &amp; Taylor - C009233</b>				
	Library Materials - Processing Costs	5016025936	1-4518-26	2.30
	Library Materials - Processing Costs	5015993983	1-4518-26	4.60
	Library Materials - Shipping Costs	5015993983	1-4519-26	0.31
	Library Materials - Shipping Costs	5016025936	1-4519-26	0.11
	Books - Adult Non-Fiction	5015993983	1-4541-26	61.94
	Books - Adult Non-Fiction	5016025936	1-4541-26	21.69
<i>Totals for Baker &amp; Taylor - C009233</i>				<u>\$ 90.95</u>

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

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>	Books - Juvenile Fiction	2035073972	1-4544-26	\$ 22.39
	Books - Juvenile Fiction	2035093194	1-4544-26	15.65
	Library Materials - Shipping Costs	2035073972	1-4519-29	0.80
	Library Materials - Shipping Costs	2035102452	1-4519-29	0.56
	Library Materials - Shipping Costs	2035117154	1-4519-29	4.54
	Library Materials - Shipping Costs	2035093194	1-4519-26	0.55
	Library Materials - Processing Costs	2035073972	1-4518-29	4.90
	Library Materials - Processing Costs	2035102452	1-4518-29	3.75
	Library Materials - Processing Costs	2035117154	1-4518-29	23.80
	Books - Juvenile World Languages	2035117154	1-4526-29	7.79
	Library Materials - Processing Costs	2035093194	1-4518-26	4.10
	Books - Adult Fiction	2035073972	1-4540-29	46.55
	Books - Adult Fiction	2035102452	1-4540-29	45.99
	Books - Adult Fiction	2035117154	1-4540-29	15.53
	Books - Adult Non-Fiction	2035117154	1-4541-29	15.52
	Books - Adult Large Print	2035073972	1-4543-29	37.19
	Books - Adult Large Print	2035093194	1-4543-29	35.39
	Books - Adult Large Print	2035102452	1-4543-29	18.00
	Books - Adult Large Print	2035117154	1-4543-29	83.88
	Books - Juvenile Fiction	2035073972	1-4544-29	31.98
	Books - Juvenile Fiction	2035093194	1-4544-29	33.98
	Books - Juvenile Fiction	2035102452	1-4544-29	20.99
	Books - Juvenile Fiction	2035117154	1-4544-29	562.20
	Books - Juvenile Non-Fiction	2035093194	1-4545-29	25.21
	Books - Juvenile Non-Fiction	2035102452	1-4545-29	14.99
	Books - Juvenile Non-Fiction	2035117154	1-4545-29	7.17
	Books - Juvenile Easy	2035073972	1-4546-29	22.34
	Books - Juvenile Easy	2035102452	1-4546-29	12.59
	Books - Juvenile Easy	2035117154	1-4546-29	216.84
<i>Totals for Baker &amp; Taylor - L420685</i>				<b>\$ 1,335.17</b>

# Fountaindale Public Library District

## Bills Payable Report

### March 19, 2020

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Adult Large Print	2035114354	1-4543-26	\$ 124.06
	Books - Adult Large Print	2035108826	1-4543-26	47.79
	Books - Adult Large Print	2035123718	1-4543-26	18.00
	Books - Juvenile Fiction	2035094256	1-4544-26	140.10
	Books - Juvenile Fiction	2035085650	1-4544-26	187.69
	Books - Juvenile Fiction	2035091479	1-4544-26	74.43
	Books - Juvenile Fiction	2035101399	1-4544-26	172.76
	Books - Juvenile Fiction	2035073830	1-4544-26	144.89
	Books - Juvenile Fiction	2035087345	1-4544-26	63.50
	Books - Juvenile Fiction	2035080448	1-4544-26	205.92
	Library Materials - Processing Costs	2035132256	1-4518-26	13.70
	Library Materials - Processing Costs	2035114354	1-4518-26	79.80
	Library Materials - Processing Costs	2035108826	1-4518-26	93.75
	Library Materials - Processing Costs	2035116719	1-4518-26	54.55
	Library Materials - Processing Costs	2035099068	1-4518-26	28.75
	Library Materials - Processing Costs	2035105335	1-4518-26	53.20
	Library Materials - Processing Costs	2035123718	1-4518-26	51.60
	Library Materials - Processing Costs	2035094256	1-4518-26	68.30
	Library Materials - Processing Costs	2035096777	1-4518-26	19.15
	Library Materials - Processing Costs	2035085650	1-4518-26	122.90
	Library Materials - Processing Costs	2035091479	1-4518-26	49.30
	Library Materials - Processing Costs	2035101399	1-4518-26	23.50
	Books - Adult World Languages	2035080448	1-4525-26	2.99
	Books - Juvenile World Languages	2035101399	1-4526-26	28.95
	Books - Juvenile World Languages	2035116719	1-4526-26	10.90
	Library Materials - Shipping Costs	2035094256	1-4519-26	5.20
	Library Materials - Shipping Costs	2035096777	1-4519-26	1.50
	Library Materials - Shipping Costs	2035085650	1-4519-26	11.40
	Library Materials - Shipping Costs	2035091479	1-4519-26	4.04
	Library Materials - Shipping Costs	2035101399	1-4519-26	4.08
	Library Materials - Shipping Costs	2035073830	1-4519-26	5.23
	Library Materials - Shipping Costs	2035087345	1-4519-26	3.84
	Library Materials - Shipping Costs	2035080448	1-4519-26	6.89
	Library Materials - Processing Costs	2035073830	1-4518-26	39.75
	Library Materials - Processing Costs	2035087345	1-4518-26	44.25
	Library Materials - Processing Costs	2035080448	1-4518-26	62.15
	Library Materials - Shipping Costs	2035132256	1-4519-26	2.21
	Library Materials - Shipping Costs	2035114354	1-4519-26	6.65

**Fountaindale Public Library District**  
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Library Materials - Shipping Costs	2035108826	1-4519-26	\$ 6.74
	Library Materials - Shipping Costs	2035116719	1-4519-26	5.90
	Library Materials - Shipping Costs	2035099068	1-4519-26	2.81
	Library Materials - Shipping Costs	2035105335	1-4519-26	6.04
	Library Materials - Shipping Costs	2035123718	1-4519-26	5.23
	Books - Juvenile Fiction	2035132256	1-4544-26	88.70
	Books - Juvenile Fiction	2035114354	1-4544-26	165.82
	Books - Juvenile Fiction	2035108826	1-4544-26	134.15
	Books - Juvenile Fiction	2035116719	1-4544-26	423.09
	Books - Juvenile Fiction	2035099068	1-4544-26	124.18
	Books - Juvenile Fiction	2035105335	1-4544-26	110.33
	Books - Juvenile Fiction	2035123718	1-4544-26	60.66
	Books - Juvenile Non-Fiction	2035094256	1-4545-26	47.22
	Books - Juvenile Non-Fiction	2035073830	1-4545-26	60.69
	Books - Juvenile Non-Fiction	2035080448	1-4545-26	12.64
	Books - Juvenile Non-Fiction	2035132256	1-4545-26	124.08
	Books - Juvenile Non-Fiction	2035114354	1-4545-26	10.92
	Books - Juvenile Non-Fiction	2035108826	1-4545-26	19.54
	Books - Juvenile Non-Fiction	2035116719	1-4545-26	415.15
	Books - Juvenile Non-Fiction	2035123718	1-4545-26	51.72
	Books - Juvenile Easy	2035094256	1-4546-26	201.59
	Books - Juvenile Easy	2035096777	1-4546-26	39.16
	Books - Juvenile Easy	2035085650	1-4546-26	328.16
	Books - Juvenile Easy	2035091479	1-4546-26	238.71
	Books - Juvenile Easy	2035101399	1-4546-26	102.82
	Books - Juvenile Easy	2035073830	1-4546-26	352.40
	Books - Juvenile Easy	2035087345	1-4546-26	48.12
	Books - Juvenile Easy	2035080448	1-4546-26	314.24
	Books - Juvenile Easy	2035132256	1-4546-26	119.45
	Books - Juvenile Easy	2035114354	1-4546-26	111.06
	Books - Juvenile Easy	2035108826	1-4546-26	188.46
	Books - Juvenile Easy	2035116719	1-4546-26	158.43
	Books - Juvenile Easy	2035099068	1-4546-26	125.50
	Books - Juvenile Easy	2035105335	1-4546-26	177.67
	Books - Juvenile Easy	2035123718	1-4546-26	277.11
	Books - Adult Large Print	2035094256	1-4543-26	19.20
	Books - Adult Large Print	2035085650	1-4543-26	65.19
	Books - Adult Large Print	2035091479	1-4543-26	16.80

**Fountaindale Public Library District**  
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Adult Large Print	2035101399	1-4543-26	\$ 50.20
	Books - Adult Large Print	2035073830	1-4543-26	18.59
	Books - Adult Large Print	2035087345	1-4543-26	35.82
	Books - Adult Large Print	2035080448	1-4543-26	17.99
	Books - Juvenile Storytime & Professional Reference	2035132256	1-4547-26	11.89
	Books - Young Adult Fiction	2035094256	1-4548-26	31.60
	Books - Young Adult Fiction	2035096777	1-4548-26	19.36
	Books - Young Adult Fiction	2035085650	1-4548-26	80.76
	Books - Young Adult Fiction	2035091479	1-4548-26	58.60
	Books - Young Adult Fiction	2035101399	1-4548-26	29.05
	Books - Young Adult Fiction	2035073830	1-4548-26	29.00
	Books - Young Adult Fiction	2035087345	1-4548-26	31.60
	Books - Young Adult Fiction	2035080448	1-4548-26	49.08
	Books - Young Adult Fiction	2035132256	1-4548-26	9.77
	Books - Young Adult Fiction	2035114354	1-4548-26	82.58
	Books - Young Adult Fiction	2035108826	1-4548-26	31.60
	Books - Young Adult Fiction	2035116719	1-4548-26	32.76
	Books - Young Adult Fiction	2035099068	1-4548-26	37.59
	Books - Young Adult Fiction	2035105335	1-4548-26	10.92
	Books - Young Adult Fiction	2035123718	1-4548-26	65.42
	Books - Young Adult Non-Fiction	2035132256	1-4549-26	6.27
	Books - Adult Non-Fiction	2035073830	1-4541-26	43.13
	Books - Adult Non-Fiction	2035087345	1-4541-26	251.13
	Books - Adult Non-Fiction	2035080448	1-4541-26	256.65
	Books - Adult Non-Fiction	2035132256	1-4541-26	20.53
	Books - Adult Non-Fiction	2035114354	1-4541-26	474.35
	Books - Adult Non-Fiction	2035108826	1-4541-26	319.58
	Books - Adult Non-Fiction	2035116719	1-4541-26	78.04
	Books - Adult Non-Fiction	2035099068	1-4541-26	80.39
	Books - Adult Non-Fiction	2035105335	1-4541-26	333.62
	Books - Adult Non-Fiction	2035123718	1-4541-26	310.76
	Books - Adult Fiction	2035132256	1-4540-26	60.96
	Books - Adult Fiction	2035114354	1-4540-26	360.95
	Books - Adult Fiction	2035108826	1-4540-26	605.98
	Books - Adult Fiction	2035116719	1-4540-26	62.17
	Books - Adult Fiction	2035099068	1-4540-26	183.80
	Books - Adult Fiction	2035105335	1-4540-26	574.55
	Books - Adult Fiction	2035123718	1-4540-26	262.77

**Fountaindale Public Library District**  
**Bills Payable Report**  
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**General Fund** Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Adult Non-Fiction	2035094256	1-4541-26	\$ 282.35
	Books - Adult Non-Fiction	2035096777	1-4541-26	45.99
	Books - Adult Non-Fiction	2035085650	1-4541-26	834.30
	Books - Adult Non-Fiction	2035091479	1-4541-26	157.14
	Books - Adult Non-Fiction	2035101399	1-4541-26	263.27
	Books - Adult Fiction	2035094256	1-4540-26	317.62
	Books - Adult Fiction	2035096777	1-4540-26	195.45
	Books - Adult Fiction	2035085650	1-4540-26	783.50
	Books - Adult Fiction	2035091479	1-4540-26	262.96
	Books - Adult Fiction	2035101399	1-4540-26	169.01
	Books - Adult Fiction	2035073830	1-4540-26	396.40
	Books - Adult Fiction	2035087345	1-4540-26	337.72
	Books - Adult Fiction	2035080448	1-4540-26	518.81
	<i>Totals for Baker &amp; Taylor - L420686</i>			<b>\$ 16,421.68</b>
<b>Beaver Shredding, Inc.</b>				
	Program - Free Paper Shredding - 4/4/2020	BS040420	1-4584-10	750.00
	<i>Totals for Beaver Shredding, Inc.</i>			<b>\$ 750.00</b>
<b>Belynda Head</b>				
	Program - R&B Line Dancing - 3/22/2020	BH032220	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			<b>\$ 125.00</b>
<b>Bibliotheca, LLC</b>				
	RFID Staff Pads, Library Connect License, Lyngosoe Renewal	INV-US27873	1-4276-14	32,034.99
	Heartland Terminal Maintenance - 1/1/2020-12/31/2020	INV-US29906	1-4233-14	21,206.89
	<i>Totals for Bibliotheca, LLC</i>			<b>\$ 53,241.88</b>
<b>Bini Issac</b>				
	Mileage - 3/7/2020	BI030920	1-4171-10	5.69
	<i>Totals for Bini Issac</i>			<b>\$ 5.69</b>
<b>Bolingbrook High School</b>				
	Leading Role Sponsorship - 8"x5" Full Page Ad	6342-1920	1-4731-10	250.00
	<i>Totals for Bolingbrook High School</i>			<b>\$ 250.00</b>

**Fountaindale Public Library District**  
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Bolingbrook Park District</b>				
	Program - Yoga - 3/26/2020	BPD032620	1-4571-24	\$ 50.00
	Program - Yoga - 4/16/2020	BPD041620	1-4571-24	50.00
	Program - Zumba - 3/28/2020	BPD032820	1-4571-24	75.00
	Program - Zumba - 4/11/2020	BPD041120	1-4571-24	75.00
	<i>Totals for Bolingbrook Park District</i>			<b>\$ 250.00</b>
<b>Bolingbrook Rotary Club</b>				
	Mills Membership - Third Quarter Dues 2019-2020	996-1436	1-4161-10	57.00
	<i>Totals for Bolingbrook Rotary Club</i>			<b>\$ 57.00</b>
<b>Bolingbrook Rotary Club Top Ten</b>				
	2020 Gold Division Sponsorship	6341-1920	1-4731-10	500.00
	<i>Totals for Bolingbrook Rotary Club Top Ten</i>			<b>\$ 500.00</b>
<b>Bolingbrook Signs + Apparel</b>				
	50th Anniversary Podium Seals	12354	1-4731-10	180.00
	Signs - Book Return Out of Order & Bike Locks	11596	1-4731-10	155.00
	<i>Totals for Bolingbrook Signs + Apparel</i>			<b>\$ 335.00</b>
<b>BRT Outdoor LLC</b>				
	Digital Billboard - 3/2/2020-3/29/2020	7726	1-4731-10	1,000.00
	<i>Totals for BRT Outdoor LLC</i>			<b>\$ 1,000.00</b>
<b>Bruce Troyer</b>				
	Program - Gen. Day: Expert Photo Identification - 3/28/2020	BT032820	1-4571-24	125.00
	<i>Totals for Bruce Troyer</i>			<b>\$ 125.00</b>
<b>Call One</b>				
	Internet & Telephone - 2/15/2020-3/14/2020	206858	1-4314-14	1,968.00
	Internet & Telephone - 3/15/2020-4/14/2020	221567	1-4314-14	1,968.00
	Internet & Telephone - 2/15/2020-3/14/2020	206858	1-4312-14	950.94
	Internet & Telephone - 3/15/2020-4/14/2020	221567	1-4312-14	1,061.59
	<i>Totals for Call One</i>			<b>\$ 5,948.53</b>
<b>Carolyn Boyer</b>				
	Mileage - 2/8/2020-2/29/2020	CB030320	1-4171-10	50.60
	<i>Totals for Carolyn Boyer</i>			<b>\$ 50.60</b>
<b>Carrie Bohanan</b>				
	Refund - The American Colonies	CB7461	1-3310-30	10.00
	<i>Totals for Carrie Bohanan</i>			<b>\$ 10.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Cathryn Stanek-Whisler</b>				
	Program - Wooden Spring Wreaths - 4/2/2020	CSW040220	1-4571-24	\$ 220.00
	Program - Yarn Wristband - 4/1/2020	CSW040120	1-4573-24	175.00
	<i>Totals for Cathryn Stanek-Whisler</i>			<b>\$ 395.00</b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1761093	1-4543-26	154.59
	Books - Adult Large Print	1761735	1-4543-26	22.77
	Books - Adult Large Print	1761585	1-4543-26	22.17
	Books - Adult Large Print	1757170	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			<b>\$ 518.31</b>
<b>Christina Beaird</b>				
	Program - Gen. Day: FamilySearch Strategies - 3/28/2020	CT032820	1-4571-24	250.00
	<i>Totals for Christina Beaird</i>			<b>\$ 250.00</b>
<b>Christina Theobald</b>				
	2020 PLA Transportation Reimbursement - 2/25/2020-2/29/2020	CT030420	1-4171-10	23.54
	<i>Totals for Christina Theobald</i>			<b>\$ 23.54</b>
<b>Christine Thornton</b>				
	Program - Peaceful Mountain Landscape - 4/14/2020	CT041420	1-4571-24	325.00
	<i>Totals for Christine Thornton</i>			<b>\$ 325.00</b>
<b>Coal City Public Library District</b>				
	Lost Item - Think Like a Pancreas	CCPLD4893	1-3310-30	15.20
	<i>Totals for Coal City Public Library District</i>			<b>\$ 15.20</b>
<b>Colin Langenderfer</b>				
	Program - 2020 Maker Faire - 3/21/2020	CL032120	1-4573-24	450.00
	<i>Totals for Colin Langenderfer</i>			<b>\$ 450.00</b>
<b>Comcast Cable</b>				
	Cable - 3/3/2020-4/2/2020	0367494-MAR20	1-4316-14	124.44
	<i>Totals for Comcast Cable</i>			<b>\$ 124.44</b>
<b>Costco Membership</b>				
	4 Membership Dues - April 2020	5845-APR20	1-4162-10	120.00
	<i>Totals for Costco Membership</i>			<b>\$ 120.00</b>
<b>Daniel Bedoya</b>				
	Mileage - Circ Roundtable - 2/12/2020	DB022020	1-4171-10	8.91
	<i>Totals for Daniel Bedoya</i>			<b>\$ 8.91</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Daniel T. Jungclas</b>	Program - Gen. Day: German Genealogy Consult - 3/28/2020	DTJ032820	1-4571-24	\$ 100.00
	<i>Totals for Daniel T. Jungclas</i>			<u>\$ 100.00</u>
<b>Demco, Inc.</b>	CMTSD - Display Items, Holders, Shelves, Book Trucks, etc.	6778632	1-4691-10	19,302.81
	CMTSD - St. Patrick's Classification Labels	6779445	1-4371-12	21.62
	<i>Totals for Demco, Inc.</i>			<u>\$ 19,324.43</u>
<b>Dianne Gibson</b>	Refund - The Giver of Stars	DG4373	1-3310-10	18.00
	Refund - Someone We Know	DG4373	1-3310-10	15.53
	<i>Totals for Dianne Gibson</i>			<u>\$ 33.53</u>
<b>Dynegy Energy Services</b>	Electricity - 1/31/2020-3/1/2020	270493920031	1-4321-30	11,315.31
	<i>Totals for Dynegy Energy Services</i>			<u>\$ 11,315.31</u>
<b>EBSCO Subscription Services</b>	Periodicals	2004025	1-4511-26	31.90
	Periodicals	2005163	1-4511-26	3.30
	Periodicals	1593831	1-4511-26	41.90
	<i>Totals for EBSCO Subscription Services</i>			<u>\$ 77.10</u>
<b>Elite Chess Inc</b>	Program - Chess Club for Adults and Teens - 3/24/2020	EC032420	1-4571-24	90.00
	<i>Totals for Elite Chess Inc</i>			<u>\$ 90.00</u>
<b>Elizabeth Portillo</b>	Program - Conversational ESL for Adults - 3/24/2020	EP032420	1-4571-24	40.00
	Program - Conversational ESL for Adults - 3/31/2020	EP033120	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/7/2020	EP040720	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/14/2020	EP041420	1-4571-24	40.00
	Program - Conversational ESL for Adults - 3/23/2020	EP032320	1-4571-24	80.00
	Program - Conversational ESL for Adults - 3/30/2020	EP033020	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/6/2020	EP040620	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/13/2020	EP041320	1-4571-24	80.00
	<i>Totals for Elizabeth Portillo</i>			<u>\$ 480.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Erika Doyle	Program - 50% Artist in Residence - April-May 2020	ED040120	1-4575-10	\$ 500.00
	Program - 50% Artist in Residence - April-May 2020	ED040120	1-4571-27	125.00
	<i>Totals for Erika Doyle</i>			<u>\$ 625.00</u>
Findaway World, LLC	Playaway - Juvenile	315852	1-4562-29	378.09
	Playaway - Juvenile	314945	1-4562-29	41.13
	Audiobooks - Adult	315838	1-4551-26	19.99
	Audiobooks - Adult	314009	1-4551-26	471.39
	Audiobooks - Juvenile	315868	1-4553-26	389.04
	<i>Totals for Findaway World, LLC</i>			<u>\$ 1,299.64</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Meijer - CSD Tween Tea Party Program Supplies	N7231-MAR20	1-4353-20	\$ 42.50
	American Button - CSD Tween Tea Party Program Supplies	N7231-MAR20	1-4353-20	46.96
	Marriott PA - Spindel 2020 ALA Midwinter Hotel	N7231-MAR20	1-4173-16	1,379.10
	Bolingbrook - 2020 Best Business Award 5 Trustees, 3 Staff	N7231-MAR20	1-4173-16	468.75
	GoDaddy.com - SSL Cert. Staff Remote VPN Access Renewal	N7231-MAR20	1-4253-14	159.98
	Meijer - ATSD Various Program Supplies	N7231-MAR20	1-4353-24	59.01
	Menards - Van Vehicle Coolant	N7231-MAR20	1-4235-29	11.98
	Mercedes-Benz Westmont - Library Van Battery Replacement	N7231-MAR20	1-4235-29	601.39
	Phillips - 2020 PLA Vehicle Gas	M4566-MAR20	1-4171-10	32.00
	Shell Oil - 2020 PLA Vehicle Gas	M4566-MAR20	1-4171-10	22.50
	ALA - Purrazzo - Business Outreach for Public Librarians Reg	N7231-MAR20	1-4151-10	157.50
	ABOS - Petrov Membership - 2/5/2020-2/5/2021	N7231-MAR20	1-4161-10	49.00
	Bolingbrook - 2020 Best Business Award 5 Trustees, 3 Staff	N7231-MAR20	1-4173-10	281.25
	Meijer - 2/7/2020 Staff In Service Food Supplies	N7231-MAR20	1-4353-10	80.92
	The Patio - 2/7/2020 Staff In Service Lunch Tip	N7231-MAR20	1-4353-10	100.00
	Panera - 2/7/2020 Staff In Service Breakfast	N7231-MAR20	1-4353-10	457.40
	The Patio - 2/7/2020 Staff In Service Lunch	N7231-MAR20	1-4353-10	1,339.76
	Jewel - February Birthday Cake	N7231-MAR20	1-4711-10	38.99
	Facebook - Monthly Event Promo Ads	N7231-MAR20	1-4731-10	77.78
	Mailchimp - Monthly Subscription	N7231-MAR20	1-4731-10	74.99
	Woobox - Monthly Subscription	N7231-MAR20	1-4731-10	29.00
	Envira Gallery Pro - Annual Subscription	N7231-MAR20	1-4731-10	99.00
	USPS - 2020 Feb. Board Packet Mailing	M4566-MAR20	1-4381-10	45.00
	Your Media - ATSD Black History Month Movie Week License	N7231-MAR20	1-4571-24	295.00
	Storyblocks - Studio Patron Use Media	N7231-MAR20	1-4568-27	99.00
	Hobby Lobby - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4568-27	66.93
	Purebuttons - Board of Trustees 50th Anni. Pins	N7231-MAR20	1-4735-10	31.20
	PureButtons - Staff Fine Free Buttons	N7231-MAR20	1-4735-10	202.72
	Silhouette America - Studio Classes & Program Supplies	N7231-MAR20	1-4353-27	24.92
	Scrapbook - Studio Classes & Program Supplies	N7231-MAR20	1-4353-27	83.91
	Dollar Tree - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4353-27	17.00
	Michaels - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4353-27	89.00
	Hobby Lobby - Studio Program Supplies, Stock, Equipment	N7231-MAR20	1-4353-27	14.95
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	15.99
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	14.99

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>First Bankcard</b>		(Cont'd)		
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	\$ 14.99
	HBO Now - 3/12 Roku Monthly Subscriptions	T7780-MAR20	1-4523-26	14.99
	<i>Totals for First Bankcard</i>			<b>\$ 6,687.32</b>
<b>Fun Express LLC</b>				
	Outreach - Program Supplies	701340625-01	1-4353-28	35.44
	<i>Totals for Fun Express LLC</i>			<b>\$ 35.44</b>
<b>Gale/Cengage Learning</b>				
	Books - Adult Large Print	69810003	1-4543-26	99.71
	Books - Adult Large Print	69810762	1-4543-26	69.72
	Books - Adult Large Print	69811127	1-4543-26	76.47
	Books - Adult Large Print	69766087	1-4543-26	185.18
	Books - Adult Large Print	69766391	1-4543-26	85.47
	Books - Adult Large Print	69765750	1-4543-26	55.48
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 572.03</b>
<b>Gladiator Brazilian Jiu Jitsu Academy</b>				
	Program - Jiu Jitsu Gentle Art - 4/11/2020	GBJJA041120	1-4571-24	125.00
	<i>Totals for Gladiator Brazilian Jiu Jitsu Academy</i>			<b>\$ 125.00</b>
<b>Glen Carbon Centennial Library District</b>				
	Lost Item - Slave Uprisings and Runaways	0004200459735	1-3310-30	23.95
	<i>Totals for Glen Carbon Centennial Library District</i>			<b>\$ 23.95</b>
<b>Illinois American Water</b>				
	Irrigation - 1/22/2020-2/20/2020	1025-210003089915	1-4331-30	109.88
	Fire Protection - 2/19/2020-3/17/2020	1025-210003089465	1-4331-30	44.02
	<i>Totals for Illinois American Water</i>			<b>\$ 153.90</b>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 1/22/2020-2/20/2020	1025-210003088318	1-4331-30	982.43
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 982.43</b>
<b>Ilya Kabirov</b>				
	Program - Great Reads Book Club - 3/25/2020	IK032520	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<b>\$ 75.00</b>

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Ingram Library Services				
	Video Games - Adult	43835610	1-4565-26	\$ 113.98
	Video Games - Adult	44001468	1-4565-26	94.98
	Video Games - Adult	44001464	1-4565-26	75.98
	Video Games - Juvenile	43835605	1-4564-26	28.49
	Video Games - Juvenile	43835607	1-4564-26	104.47
	Video Games - Juvenile	44001467	1-4564-26	256.43
	Video Games - Juvenile	44001466	1-4564-26	28.49
	Video Games - YA	43835606	1-4563-26	56.99
	Video Games - YA	43835608	1-4563-26	56.99
	Video Games - YA	43835609	1-4563-26	227.80
	Video Games - YA	44001465	1-4563-26	37.99
	CSD - Program Supplies	44070427	1-4353-20	43.92
	Books - Adult Non-Fiction	44001469	1-4541-26	8.99
	Books - Adult Fiction	43835612	1-4540-26	28.72
	Books - Professional Reference	43835611	1-4547-26	16.02
		<i>Totals for Ingram Library Services</i>		<b>\$ 1,180.24</b>
ITsavvy LLC				
	Server Upgrades	05049372	1-4253-14	6,377.00
	IronPort S370 Removal, Cisco FTD Threat & URL 1 Year	05050029	1-4641-14	5,605.94
	Server Upgrades	05049372	1-4522-14	4,140.00
		<i>Totals for ITsavvy LLC</i>		<b>\$ 16,122.94</b>
Jeffrey P. Fisher				
	Mileage - Soon to be Famous - 3/5/2020	JF030620	1-4171-10	13.80
		<i>Totals for Jeffrey P. Fisher</i>		<b>\$ 13.80</b>
Jennie Nguyen				
	Mileage - 1/21/2020-1/22/2020 & IGFOA Wksp - 2/7/2020	JN030520	1-4171-10	30.18
	Mileage - 8/28/2019-12/2/2019	JN030520	1-4171-10	25.64
	Mileage - IGFOA Downstate Conf. - 2/27/2020-2/28/2020	JN030520	1-4171-10	187.49
		<i>Totals for Jennie Nguyen</i>		<b>\$ 243.31</b>
Jennifer A. Warner				
	Program - Gen. Day: Browse & Break Down - 3/28/2020	JAW032820	1-4571-24	250.00
	Program - Gen. Club: Join the Mayflower Society - 4/8/2020	JAW040820	1-4571-24	200.00
		<i>Totals for Jennifer A. Warner</i>		<b>\$ 450.00</b>

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Joseph Dascola	Refund - John Wick: Parabellum	JD4941	1-3310-10	\$ 22.49
	<i>Totals for Joseph Dascola</i>			<u>\$ 22.49</u>
Juanita Lennon	Reimburse - Pastries, CMTSD Distilled Water, Cert. Mail	JL030620	1-4715-10	11.24
	Reimburse - Pastries, CMTSD Distilled Water, Cert. Mail	JL030620	1-4381-10	6.95
	Reimburse - Pastries, CMTSD Distilled Water, Cert. Mail	JL030620	1-4371-12	3.56
	<i>Totals for Juanita Lennon</i>			<u>\$ 21.75</u>
Kanopy	Electronic Audio Visual	186375-PPU	1-4523-26	335.00
	<i>Totals for Kanopy</i>			<u>\$ 335.00</u>
Kate Thurston	Mileage - Circ Roundtable - 2/12/2020 & PIRC Mtg - 2/19/2020	KT022020	1-4171-10	28.18
	<i>Totals for Kate Thurston</i>			<u>\$ 28.18</u>
Kathryn Spindel	Mileage - ILA Legislative Meetup - 2/21/2020	KS022920	1-4171-10	33.45
	<i>Totals for Kathryn Spindel</i>			<u>\$ 33.45</u>
Kellie Chase	Program - 6 Sewing Classes - 3/24/2020	KC032420	1-4571-24	175.00
	Program - 6 Sewing Classes - 4/8/2020	KC040820	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<u>\$ 350.00</u>
Kelly A Cygan	Refund - 3 Different Titles	KAC7432	1-3310-10	38.55
	<i>Totals for Kelly A Cygan</i>			<u>\$ 38.55</u>
Konica Minolta Business Solutions U.S.A., Inc.	Overage - 1/15/2020-2/14/2020	9006511524	1-4234-14	1,069.54
	Maintenance - 2/15/2020-3/7/2020	9006513496	1-4234-14	280.36
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<u>\$ 1,349.90</u>
Konica Minolta Premier Finance	Leased Equipment - March 2020	408913143	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			<u>\$ 1,616.00</u>
Lands' End Business Outfitters	Board 50th Anniversary Replacement Polo	SIN8323492	1-4355-16	57.85
	<i>Totals for Lands' End Business Outfitters</i>			<u>\$ 57.85</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Laura Didier	Mileage - 2/3/2020-2/28/2020	LD030320	1-4171-10	\$ 89.02
		<i>Totals for Laura Didier</i>		<u>\$ 89.02</u>
Matthew Bender & Co., Inc.	Books - Adult Non-Fiction	17315999	1-4541-26	159.43
		<i>Totals for Matthew Bender &amp; Co., Inc.</i>		<u>\$ 159.43</u>
Maureen Brady	Program - Gen. Day: FamilySearch Wiki & Memories - 3/28/2020	MB032820	1-4571-24	300.00
		<i>Totals for Maureen Brady</i>		<u>\$ 300.00</u>
McKula, Inc.	Incident Tracker - 4/1/2020-3/31/2021	3023	1-4631-14	1,200.00
		<i>Totals for McKula, Inc.</i>		<u>\$ 1,200.00</u>

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Midwest Tape				
	Audiobooks - Adult	98661854	1-4551-26	\$ 61.29
	Audiobooks - Adult	98669804	1-4551-26	30.29
	Audiobooks - Adult	98661853	1-4551-26	40.29
	Audiobooks - Adult	98661841	1-4551-26	58.29
	Audiobooks - Adult	98636273	1-4551-26	45.29
	Audiobooks - Adult	98636272	1-4551-26	93.58
	Audiobooks - Adult	98636271	1-4551-26	45.29
	Audiobooks - Adult	98634954	1-4551-26	9.99
	Audiobooks - Adult	98638598	1-4551-26	35.29
	Audiobooks - Adult	98697552	1-4551-26	35.29
	Audiobooks - Adult	98698930	1-4551-26	130.87
	Audiobooks - Juvenile	98597534	1-4553-26	31.29
	Audiobooks - Juvenile	98579332	1-4553-26	20.29
	CD Music - Adult	98611266	1-4550-26	18.08
	CD Music - Adult	98597037	1-4550-26	15.83
	CD Music - Adult	98597038	1-4550-26	11.33
	CD Music - Adult	98597535	1-4550-26	21.08
	CD Music - Adult	98579324	1-4550-26	13.58
	CD Music - Adult	98661849	1-4550-26	37.66
	CD Music - Adult	98661843	1-4550-26	24.08
	CD Music - Adult	98661842	1-4550-26	48.24
	CD Music - Adult	98661840	1-4550-26	16.43
	CD Music - Adult	98671656	1-4550-26	13.58
	CD Music - Adult	98634939	1-4550-26	14.33
	CD Music - Adult	98641963	1-4550-26	60.77
	CD Music - Adult	98638593	1-4550-26	12.83
	CD Music - Adult	98699003	1-4550-26	51.24
	CD Music - Adult	98699789	1-4550-26	17.33
	CD Music - Adult	98698939	1-4550-26	18.83
	Audiobooks - Adult	98611269	1-4551-29	45.29
	Audiobooks - Adult	98634937	1-4551-29	166.16
	Audiobooks - Adult	98634936	1-4551-29	45.29
	Audiobooks - Adult	98698968	1-4551-29	95.58
	DVD - Adult	98597545	1-4557-29	22.49
	DVD - Adult	98597546	1-4557-29	27.23
	DVD - Adult	98579334	1-4557-29	27.23
	DVD - Adult	98579335	1-4557-29	27.98
	DVD - Adult	98669809	1-4557-29	27.98

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98635724	1-4557-29	\$ 27.23
	DVD - Adult	98641965	1-4557-29	54.46
	DVD - Adult	98699793	1-4557-29	27.23
	DVD - Adult	98699792	1-4557-29	27.23
	DVD - Juvenile	98611460	1-4558-29	54.46
	DVD - Juvenile	98694394	1-4558-29	57.53
	DVD - Juvenile	98661855	1-4558-29	37.96
	DVD - Juvenile	98699791	1-4558-29	62.94
	CD Music - Juvenile	98661856	1-4554-29	15.53
	Audiobooks - Adult	98597039	1-4551-26	75.58
	Audiobooks - Adult	98597533	1-4551-26	45.29
	Audiobooks - Adult	98597542	1-4551-26	30.29
	Audiobooks - Adult	98579328	1-4551-26	45.29
	Audiobooks - Adult	98579333	1-4551-26	40.29
	Audiobooks - Juvenile	98661851	1-4553-26	45.29
	Audiobooks - Juvenile	98669447	1-4553-26	51.29
	Audiobooks - Juvenile	98636274	1-4553-26	30.29
	Audiobooks - Juvenile	98638594	1-4553-26	28.29
	CD Music - Juvenile	98669806	1-4554-26	15.08
	CD Music - Juvenile	98699009	1-4554-26	75.40
	DVD - Adult	98579059	1-4557-26	23.64
	DVD - Adult	98579341	1-4557-26	34.89
	DVD - Adult	98611268	1-4557-26	392.20
	DVD - Adult	98611262	1-4557-26	34.96
	DVD - Adult	98611261	1-4557-26	31.96
	DVD - Adult	98611265	1-4557-26	66.44
	DVD - Adult	98597531	1-4557-26	39.46
	DVD - Adult	98597532	1-4557-26	39.46
	DVD - Adult	98597530	1-4557-26	66.20
	DVD - Adult	98597537	1-4557-26	27.23
	DVD - Adult	98597543	1-4557-26	81.69
	DVD - Adult	98597541	1-4557-26	68.96
	DVD - Adult	98597540	1-4557-26	129.40
	DVD - Adult	98597544	1-4557-26	98.94
	DVD - Adult	98597538	1-4557-26	34.48
	DVD - Adult	98597539	1-4557-26	196.10
	DVD - Adult	98575567	1-4557-26	12.23
	DVD - Adult	98579327	1-4557-26	51.46

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Midwest Tape	(Cont'd)			
	DVD - Adult	98579326	1-4557-26	\$ 37.76
	DVD - Adult	98579330	1-4557-26	569.55
	DVD - Adult	98579331	1-4557-26	279.80
	DVD - Adult	98579329	1-4557-26	83.94
	DVD - Adult	98570432	1-4557-26	31.14
	DVD - Adult	98570433	1-4557-26	34.89
	DVD - Adult	98579323	1-4557-26	23.48
	DVD - Adult	98669777	1-4557-26	52.89
	DVD - Adult	98669776	1-4557-26	19.89
	DVD - Adult	98694393	1-4557-26	23.48
	DVD - Adult	98694391	1-4557-26	26.88
	DVD - Adult	98661847	1-4557-26	74.42
	DVD - Adult	98669803	1-4557-26	313.76
	DVD - Adult	98669802	1-4557-26	55.96
	DVD - Adult	98661852	1-4557-26	19.83
	DVD - Adult	98669805	1-4557-26	39.46
	DVD - Adult	98661850	1-4557-26	66.69
	DVD - Adult	98660539	1-4557-26	133.20
	DVD - Adult	98669801	1-4557-26	122.00
	DVD - Adult	98669448	1-4557-26	172.40
	DVD - Adult	98665249	1-4557-26	69.03
	DVD - Adult	98665247	1-4557-26	38.64
	DVD - Adult	98667882	1-4557-26	21.98
	DVD - Adult	98667880	1-4557-26	14.08
	DVD - Adult	98666639	1-4557-26	12.23
	DVD - Adult	98669800	1-4557-26	51.20
	DVD - Adult	98669808	1-4557-26	37.21
	DVD - Adult	98669449	1-4557-26	27.23
	DVD - Adult	98661848	1-4557-26	54.46
	DVD - Adult	98661846	1-4557-26	478.06
	DVD - Adult	98636230	1-4557-26	102.42
	DVD - Adult	98636214	1-4557-26	136.15
	DVD - Adult	98636216	1-4557-26	255.28
	DVD - Adult	98636215	1-4557-26	455.93
	DVD - Adult	98636213	1-4557-26	117.66
	DVD - Adult	98636212	1-4557-26	78.44
	DVD - Adult	98636210	1-4557-26	48.96
	DVD - Adult	98639344	1-4557-26	17.64

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<b>Midwest Tape</b>	(Cont'd)			
	DVD - Adult	98639346	1-4557-26	\$ 115.56
	DVD - Adult	98641962	1-4557-26	37.21
	DVD - Adult	98641961	1-4557-26	42.71
	DVD - Adult	98638595	1-4557-26	136.15
	DVD - Adult	98638597	1-4557-26	54.46
	DVD - Adult	98638599	1-4557-26	127.39
	DVD - Adult	98641960	1-4557-26	198.80
	DVD - Adult	98699735	1-4557-26	27.23
	DVD - Adult	98699736	1-4557-26	60.71
	DVD - Adult	98699738	1-4557-26	19.73
	DVD - Adult	98699737	1-4557-26	109.62
	DVD - Adult	98699780	1-4557-26	78.44
	DVD - Adult	98699739	1-4557-26	54.46
	DVD - Adult	98699781	1-4557-26	74.94
	DVD - Adult	98699783	1-4557-26	196.10
	DVD - Adult	98699788	1-4557-26	27.23
	DVD - Juvenile	98611263	1-4558-26	136.15
	DVD - Juvenile	98611264	1-4558-26	392.20
	DVD - Juvenile	98579322	1-4558-26	12.23
	DVD - Juvenile	98661845	1-4558-26	21.98
	DVD - Juvenile	98638596	1-4558-26	19.73
	DVD - Juvenile	98699786	1-4558-26	81.69
	<i>Totals for Midwest Tape</i>			<b>\$ 10,017.18</b>
<b>Mobility Works</b>				
	Bkm Lift Inspection/Repair - 3/4/2020	SE-044460	1-4235-29	1,745.09
	<i>Totals for Mobility Works</i>			<b>\$ 1,745.09</b>
<b>Naperville Sun</b>				
	Periodicals	26701857	1-4511-26	156.00
	<i>Totals for Naperville Sun</i>			<b>\$ 156.00</b>
<b>Netrix, LLC</b>				
	Cisco SMARTnet Co-Term Renewal 5/2/2020-3/14/2021	441189	1-4233-14	26,806.46
	<i>Totals for Netrix, LLC</i>			<b>\$ 26,806.46</b>

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<b>Paul Mills</b>				
	Mileage - ILA Legislative Mtg - 2/21/2020	PM022220	1-4171-10	\$ 28.75
	Reimburse - Donuts w/Director Donuts	PM030320	1-4715-10	10.85
	<i>Totals for Paul Mills</i>			<u>\$ 39.60</u>
<b>PeopleFacts</b>				
	New Hire Background Checks - February 2020	33754-022020	1-4253-10	51.50
	<i>Totals for PeopleFacts</i>			<u>\$ 51.50</u>
<b>Peter A. James</b>				
	Program - Small Businesses & Start Ups - 3/24/2020	PAJ032420	1-4571-24	125.00
	<i>Totals for Peter A. James</i>			<u>\$ 125.00</u>
<b>Petty Cash - District</b>				
	CMTSD - Distilled Water	DT022620	1-4371-12	1.61
	<i>Totals for Petty Cash - District</i>			<u>\$ 1.61</u>
<b>Pitney Bowes</b>				
	Equipment Lease - 12/30/19-3/29/2020	3103773639	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			<u>\$ 639.51</u>
<b>Pitney Bowes Inc.</b>				
	Postage Red Ink Cartridge & Postage Tape Sheets	1015135046	1-4381-10	169.56
	<i>Totals for Pitney Bowes Inc.</i>			<u>\$ 169.56</u>
<b>PMA Securities LLC</b>				
	Dissemination Agent Fee	INV10050	1-4253-10	500.00
	<i>Totals for PMA Securities LLC</i>			<u>\$ 500.00</u>
<b>Rentals Unlimited</b>				
	Staff In Service Rentals - 2/7/2020	01-121457-04	1-4584-10	189.75
	<i>Totals for Rentals Unlimited</i>			<u>\$ 189.75</u>
<b>Robert Pennor</b>				
	Program - Drawing with Pencils & Charcoals - 3/24/2020	RP032420	1-4571-24	60.00
	Program - Drawing with Pencils & Charcoals - 3/31/2020	RP033120	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<u>\$ 120.00</u>
<b>Sarah Dolley</b>				
	Mileage - TWILL Mtg - 2/14/2020	SD022220	1-4171-10	44.45
	<i>Totals for Sarah Dolley</i>			<u>\$ 44.45</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Sebert Landscaping Inc.</b>	Snow Maintenance - March 2020	199032	1-4392-30	\$ 2,625.00
		<i>Totals for Sebert Landscaping Inc.</i>		<u>\$ 2,625.00</u>
<b>Shafeen Fatima</b>	Refund - The Woman in the Window	SF5242	1-3310-10	26.99
		<i>Totals for Shafeen Fatima</i>		<u>\$ 26.99</u>
<b>Showcases</b>	CMTSD - CD & DVD Cases	316098	1-4371-12	344.52
		<i>Totals for Showcases</i>		<u>\$ 344.52</u>
<b>Susan K. Maddox</b>	Program - Cooking Demonstrations w/Chef Maddox - 4/9/2020	SKM040920	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 300.00</u>
<b>Tana Petrov</b>	Mileage - 2/10/2020-2/29/2020	TP030320	1-4171-10	38.35
		<i>Totals for Tana Petrov</i>		<u>\$ 38.35</u>
<b>Taste of Home</b>	Books - Adult Non-Fiction	01050	1-4541-26	34.98
		<i>Totals for Taste of Home</i>		<u>\$ 34.98</u>
<b>Team One Repair, Inc.</b>	MAXStick Receipt Paper	935338	1-4351-10	957.60
		<i>Totals for Team One Repair, Inc.</i>		<u>\$ 957.60</u>
<b>Terryberry</b>	Burkiewicz 20 Year Recognition Items	H17539	1-4153-10	244.36
		<i>Totals for Terryberry</i>		<u>\$ 244.36</u>
<b>The Bugle Newspapers</b>	Legal Ad - Computer Proposals	1175129	1-4243-10	13.30
	Bolingbrook & Romeoville Valentine Coloring Page	1174966	1-4731-10	200.00
		<i>Totals for The Bugle Newspapers</i>		<u>\$ 213.30</u>
<b>Theatre-on-the-Hill</b>	Ads - Tempest 1/31-2/9/2020 & Peter Pan Jr 2/14-2/16/2020	200217	1-4731-10	600.00
		<i>Totals for Theatre-on-the-Hill</i>		<u>\$ 600.00</u>
<b>Titan Image Group, Inc</b>	Spring 2020 Newsletter - Mar-May 2020	56553	1-4256-10	8,250.00
		<i>Totals for Titan Image Group, Inc</i>		<u>\$ 8,250.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Tracy Bergacker</b>				
	Refund - Who Was Franklin Roosevelt?	TB8470	1-3310-10	\$ 14.95
	Refund - Matter	TB8470	1-3310-10	19.70
		<i>Totals for Tracy Bergacker</i>		<u>\$ 34.65</u>
<b>Trane U.S. Inc.</b>				
	Tracer ES+ Web Based BacNet Control System	310658549	1-4651-30	49,873.00
		<i>Totals for Trane U.S. Inc.</i>		<u>\$ 49,873.00</u>
<b>Tressler LLP</b>				
	Legal Expense - Attorney - February 2020	414080	1-4241-10	627.00
	Legal Expense - Attorney - Tax Objection - February 2020	414083	1-4241-10	399.00
		<i>Totals for Tressler LLP</i>		<u>\$ 1,026.00</u>
<b>Unique Management Services, Inc.</b>				
	Collection Expense - February 2020	592545	1-4245-10	259.55
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 259.55</u>
<b>Valley View School District</b>				
	Bkm & Van Fuel - February 2020	VVSD030320	1-4359-29	196.70
		<i>Totals for Valley View School District</i>		<u>\$ 196.70</u>
<b>Vanguard Energy Services, LLC</b>				
	Gas Service - 2/1/2020-2/29/2020	G404408030420	1-4322-30	2,074.35
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 2,074.35</u>
<b>Verizon Wireless</b>				
	Telephone - 1/17/2020-2/16/2020	9848573524	1-4311-14	546.76
		<i>Totals for Verizon Wireless</i>		<u>\$ 546.76</u>
<b>Walter Daniels Construction Company</b>				
	Meeting Room C - Draw #2 - Job ID 119-6000	298	1-4651-30	41,037.80
	Meeting Room C - Draw #3 - Job ID 119-6000	328	1-4651-30	12,396.22
		<i>Totals for Walter Daniels Construction Company</i>		<u>\$ 53,434.02</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Warehouse Direct</b>				
	District Monthly Supplies - Building, Office and Library	4597110-0	1-4371-12	\$ 59.02
	Library Supplies - Colored Paper	4603454-0	1-4371-12	80.64
	Office Supplies - District - 11x17 Paper supplies	4588823-0	1-4351-10	106.38
	Bottled Water for Bookmobile Staff Members - Off-site use	4593630-0	1-4351-10	35.16
	Inter-library Loan Office Supplies - Bubble Mailers	4593660-0	1-4351-10	121.71
	District Monthly Supplies - Building, Office and Library	4597110-0	1-4351-10	844.50
	District Monthly Supplies - Building and Office Supplies	4603447-0	1-4351-10	60.05
	Computer Supplies - Wrist Rest Support	4588828-0	1-4354-14	9.93
	J. Nguyen Notary Stamp	4582289-0	1-4351-10	37.95
	Program Supplies - Bottled Water	4588825-0	1-4353-24	87.90
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,443.24</u>
	<b>Total for Fund 1</b>			<u><b>\$ 319,401.15</b></u>

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**Liability Insurance**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Libraries of Illinois Risk Agency (LIRA)</b>				
	Crisis Response Protection Program - 1/16/2020-12/31/2020	LIRA-CRISIS2020	3-4411-10	\$ 1,490.00
		<i>Totals for Libraries of Illinois Risk Agency (LIRA)</i>		<u>\$ 1,490.00</u>
		<b>Total for Fund 3</b>		<u>\$ 1,490.00</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Amazon</b>				
	Building - Ball End Key Kit	A72-1920	8-4357-30	\$ 51.64
	Building - 24" Screwdriver	A72-1920	8-4357-30	30.00
	Building Restock - Mayo	A77-1920	8-4357-30	18.50
	Building - Staff Lounge Ice Scoops	A79-1920	8-4357-30	13.98
	Mtg Room C - Dry Erase Board	A82-1920	8-4357-30	189.99
	<i>Totals for Amazon</i>			<b>\$ 304.11</b>
<b>American Building Services, LLC</b>				
	Storytime Room Lock Cylinders	4033760	8-4211-30	162.96
	Vortex to Back Hall Exit Device	4033916	8-4211-30	2,036.96
	<i>Totals for American Building Services, LLC</i>			<b>\$ 2,199.92</b>
<b>Best Quality Cleaning, Inc.</b>				
	Cleaning Service - March 2020	32428	8-4215-30	6,321.00
	Special Clean - 2/13 1st Fl. Women, 2/18 1st Fl. Staff	32534	8-4211-30	150.00
	Special Clean - 2/20 2nd Fl. Women	32533	8-4211-30	75.00
	Special Clean - 3/2 1st Fl. Men	32564	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			<b>\$ 6,621.00</b>
<b>Boilersource</b>				
	Boiler Plant Temp Sensor Replacement	75330	8-4211-30	256.42
	<i>Totals for Boilersource</i>			<b>\$ 256.42</b>
<b>Cintas Corporation</b>				
	First Aid Restock - February 2020	8404521652	8-4215-30	246.10
	<i>Totals for Cintas Corporation</i>			<b>\$ 246.10</b>
<b>Cintas Corporation #344</b>				
	Weekly Mat Service - 2/13/2020	4042674586	8-4215-30	30.00
	Weekly Mat Service - 2/20/2020	4043313965	8-4215-30	30.00
	Weekly Mat Service - 3/5/2020	4044511674	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			<b>\$ 90.00</b>
<b>Covers Unlimited Corp.</b>				
	Reupholster 2nd & 3rd Floor Chairs	20200219E	8-4211-30	3,558.00
	<i>Totals for Covers Unlimited Corp.</i>			<b>\$ 3,558.00</b>
<b>Culligan Bolingbrook, IL</b>				
	Solar Salt Delivery - 2/27/2020	0104804	8-4215-30	130.24
	<i>Totals for Culligan Bolingbrook, IL</i>			<b>\$ 130.24</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>First Bankcard</b>				
	Kully Supply - Toilet Repair Parts	P7810-MAR20	8-4357-30	\$ 220.81
	Batteries Plus - 1 & 3 Fl. AED Battery Replacements	P7810-MAR20	8-4211-30	79.98
	Organized Living - CMTSD Future Shelving	P7810-MAR20	8-4211-30	15.20
	EasyKeys - Service Desks Cash Boxes Replacement Keys	P7810-MAR20	8-4211-30	53.22
	<i>Totals for First Bankcard</i>			<b>\$ 369.21</b>
<b>Groot Industries, Inc.</b>				
	Garbage & Recycling - 3/1/2020-3/31/2020	5194886	8-4215-30	393.47
	<i>Totals for Groot Industries, Inc.</i>			<b>\$ 393.47</b>
<b>Hansen Services, Inc.</b>				
	Monthly Pest Control - Februray 2020	3917973	8-4215-30	103.00
	Monthly Pest Control - January 2020	3917401	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<b>\$ 206.00</b>
<b>Steiner Electric Company</b>				
	Annual Kohler Generator Maintenance 2020	S006582535.001	8-4215-30	1,937.37
	<i>Totals for Steiner Electric Company</i>			<b>\$ 1,937.37</b>
<b>Trane U.S. Inc.</b>				
	BAS & HVAC Equipment Agreement 2/1/2020-1/31/2021	310607951	8-4215-30	47,500.00
	<i>Totals for Trane U.S. Inc.</i>			<b>\$ 47,500.00</b>
<b>Truax Patient Services</b>				
	Narcan Nasal Spray	5191	8-4357-30	225.00
	<i>Totals for Truax Patient Services</i>			<b>\$ 225.00</b>
<b>Village of Bolingbrook</b>				
	Semi-Annual Elevator Inspection	64370	8-4211-30	225.00
	<i>Totals for Village of Bolingbrook</i>			<b>\$ 225.00</b>
<b>Warehouse Direct</b>				
	District Monthly Supplies - Building, Office and Library	4597110-0	8-4357-30	454.75
	District Building Supplies - Hand Sanitizer	4597110-1	8-4357-30	66.09
	District Monthly Supplies - Building and Office Supplies	4603447-0	8-4357-30	180.35
	Building Supplies - Paper and Cleaning Products	4606397-0	8-4357-30	1,646.70
	Building Supplies - Paper and Cleaning Products	4586654-0	8-4357-30	2,110.08
	<i>Totals for Warehouse Direct</i>			<b>\$ 4,457.97</b>
<b>Total for Fund 8</b>				<b>\$ 68,719.81</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
			<b>Grand Total</b>	<b><u>\$ 389,610.96</u></b>

  
Jennie Nguyen/Finance Manager

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Allegra Print &amp; Imaging</b>	Office Supplies - FPLD Window Envelopes	15507	1-4351-10	\$ 580.00
	<i>Totals for Allegra Print &amp; Imaging</i>			<b>\$ 580.00</b>
<b>Amazon</b>	Name Badges & Picture Frames	A83-1920	1-4351-10	49.76
	Finance - Various Office Supplies	A92-1920	1-4351-10	96.40
	Mtg Rm Markers, Whiteboard, Marker Bags	A85-1920	1-4371-10	39.46
	Outreach - Bkm Staff Supplies	A84-1920	1-4371-28	14.38
	Outreach - AAA Batteries	A94-1920	1-4353-28	22.99
	Outreach - FixtureDisplay Blue Box	A97-1920	1-4353-28	26.25
	Outreach - Various Program Supplies	A97-1920	1-4353-28	121.91
	CSD - Various Library Supplies	A95-1920	1-4371-20	59.39
	Various Program Supplies	A91-1920	1-4353-24	307.33
	ATSD - Vortex Supplies	A90-1920	1-4353-24	165.77
	ATSD - Various Program Supplies	A100-1920	1-4353-24	71.86
	ATSD - Various Program Supplies	A96-1920	1-4353-24	32.97
	ATSD - Various Program Supplies	A99-1920	1-4353-24	58.23
	CSD - Various Craft Supplies	A89-1920	1-4353-20	69.31
	CSD - Various Program Supplies	A95-1920	1-4353-20	142.83
	IT - Mini PC	A93-1920	1-4641-14	149.99
	Outreach - Puppet Theater	A96-1920	1-4572-28	42.11
	Outreach - Puppet	A96-1920	1-4572-28	25.31
	Icona Bay PET Replacement	A86-1920	1-4735-10	55.98
	Studio - Various Supplies	A87-1920	1-4371-27	44.74
	<i>Totals for Amazon</i>			<b>\$ 1,596.97</b>
<b>American Library Association</b>	Trustee Membership - Danhof - 05/01/2020 to 04/30/2021	0073947-2021	1-4161-16	142.00
	<i>Totals for American Library Association</i>			<b>\$ 142.00</b>
<b>AmeriFlex Business Solutions</b>	Benefit/Cobra Administration Fees - April 2020	INV324804	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			<b>\$ 189.55</b>
<b>AT &amp; T</b>	Internet - March 2020	7463633501	1-4314-14	1,359.86
	<i>Totals for AT &amp; T</i>			<b>\$ 1,359.86</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>AT &amp; T Mobility - National Business Services</b>	Telephone Service - 02/10/2020 - 03/09/2020	16154630	1-4311-14	\$ 249.47
		<i>Totals for AT &amp; T Mobility - National Business Services</i>		<b>\$ 249.47</b>
<b>Baker &amp; Taylor</b>	DVD Lease Plan	H632425DM	1-4529-26	9,987.89
		<i>Totals for Baker &amp; Taylor</i>		<b>\$ 9,987.89</b>
<b>Belynda Head</b>	Program - R&B Line Dancing - 4/19/2020	BH041920	1-4571-24	125.00
	Program - R&B Line Dancing - 5/10/2020	BH051020	1-4571-24	125.00
		<i>Totals for Belynda Head</i>		<b>\$ 250.00</b>
<b>Bolingbrook Park District</b>	Program - Yoga - 4/30/2020	BPD043020	1-4571-24	50.00
	Program - Yoga - 5/21/2020	BPD052120	1-4571-24	50.00
	Program - Yoga - 5/7/2020	BPD050720	1-4571-24	50.00
	Program - Zumba - 5/9/2020	BPD050920	1-4571-24	75.00
		<i>Totals for Bolingbrook Park District</i>		<b>\$ 225.00</b>
<b>Bridgeall Libraries Limited</b>	Collection Management Renewal - Yr. 3 of 3	SIN004628	1-4272-12	10,400.00
	Collection Management - Yr 3 of 3	SIN004627	1-4272-12	4,500.00
		<i>Totals for Bridgeall Libraries Limited</i>		<b>\$ 14,900.00</b>
<b>Carahsoft Technology Corporation</b>	Library Lynda Subscription - 4/1/2020-3/31/2021	21573883INV	1-4521-26	13,125.00
		<i>Totals for Carahsoft Technology Corporation</i>		<b>\$ 13,125.00</b>
<b>Cathryn Stanek-Whisler</b>	Program - DIY: Terrariums - 4/29/2020	CSW042920	1-4571-24	246.25
	Program - No-Sew Heart Pillow - 4/28/2020	CSW042820	1-4573-24	212.50
		<i>Totals for Cathryn Stanek-Whisler</i>		<b>\$ 458.75</b>
<b>Christine Thornton</b>	Program - Celebrate Spring: A Painting Workshop - 4/30/2020	CT043020	1-4573-24	325.00
	Program - Butterflies: A Painting Workshop - 5/14/2020	CT051420	1-4573-24	325.00
		<i>Totals for Christine Thornton</i>		<b>\$ 650.00</b>
<b>Cindy Consalvo</b>	Mileage - 1/7/2020-3/13/2020	CC031820	1-4171-10	97.11
		<i>Totals for Cindy Consalvo</i>		<b>\$ 97.11</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Costco.</b>	Costco Cash Card Fund Refillment	6353-1920	1-1430-10	\$ 500.00
	<i>Totals for Costco.</i>			<b>\$ 500.00</b>
<b>CyberOptik</b>	Fountaindale.org Hosting & Care Plan - 4/30/2020-4/29/2021	4057	1-4631-14	1,440.00
	<i>Totals for CyberOptik</i>			<b>\$ 1,440.00</b>
<b>Elite Chess Inc</b>	Program - Chess Club for Adults and Teens - 5/19/2020	EC051920	1-4571-24	90.00
	<i>Totals for Elite Chess Inc</i>			<b>\$ 90.00</b>
<b>Elizabeth Portillo</b>	Program - Conversational ESL for Adults - 5/19/2020	EP051920	1-4571-24	40.00
	Program - Conversational ESL for Adults - 5/18/2020	EP051820	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/20/2020	EP042020	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/27/2020	EP042720	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/28/2020	EP042820	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/21/2020	EP042120	1-4571-24	40.00
	Program - Conversational ESL for Adults - 5/11/2020	EP051120	1-4571-24	80.00
	Program - Conversational ESL for Adults - 5/12/2020	EP051220	1-4571-24	40.00
	Program - Conversational ESL for Adults - 5/4/2020	EP050420	1-4571-24	80.00
	Program - Conversational ESL for Adults - 5/5/2020	EP050520	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			<b>\$ 600.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>First Bankcard</b>				
	Facebook - Monthly Ads	N7231-APR20	1-4731-10	\$ 28.14
	Mailchimp - Monthly Subscription	N7231-APR20	1-4731-10	84.99
	Woobox - Monthly Subscription	N7231-APR20	1-4731-10	29.00
	Media Library Plus Pro	N7231-APR20	1-4731-10	21.75
	1-800-Flowers - Frias Mother Sympathy Arrangement	N7231-APR20	1-4711-10	109.05
	Awards - Communications Items	N7231-APR20	1-4711-10	88.99
	USPS - Mailing Postage	M4566-APR20	1-4381-10	8.70
	USPS - Mailing Postage	N7231-APR20	1-4381-10	33.00
	KNK USA - Studio Supplies	N7231-APR20	1-4568-27	109.38
	KNK USA - Duplicate Charge - Studio Supplies	N7231-APR20	1-4568-27	109.38
	Netflix - 4/12 Roku Monthly Subscription	T7780-APR20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscription	T7780-APR20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscription	T7780-APR20	1-4523-26	15.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-APR20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-APR20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-APR20	1-4523-26	14.99
	HBO Now - 3/12 Roku Monthly Subscription	T7780-APR20	1-4523-26	14.99
	Google Play - IT - Google Developer Account	N7231-APR20	1-4631-14	25.00
	Able Fables - Library Materials	T7780-APR20	1-4546-26	22.80
	NPONET - HR Manager Job Posting	N7231-APR20	1-4191-10	75.00
	Meijer - ATSD Program Supplies	N7231-APR20	1-4353-24	41.81
	VVEEF - 5 Trustees & 1 Guest Registration	N7231-APR20	1-4151-16	360.00
	VVEEF - 1 Trustee Registration	N7231-APR20	1-4151-16	60.00
	BP Dayton - PLA Conference Gas	M4566-APR20	1-4171-10	15.50
	Motomart - PLA Conference Gas	M4566-APR20	1-4171-10	31.50
	Enterprise Rent-A-Car - PLA Conference Rental Vehicle	M4566-APR20	1-4171-10	698.34
	Premier Parking - PLA Conference	M4566-APR20	1-4171-10	109.87
	Enterprise Rent-A-Car - PLA Conference Vehicle Rental	M4566-APR20	1-4171-10	7.11
	Nashville Hampton Inn - Mills PLA Conference Hotel	M4566-APR20	1-4151-10	1,208.60
	VVEEF - Mills & Guest Registration	N7231-APR20	1-4151-10	120.00
	IGFOA - J. Nguyen Registration	N7231-APR20	1-4151-10	25.00
	Librarians Day - Edwards Registration	N7231-APR20	1-4151-10	75.00
	Nashville Hampton Inn - Theobald PLA Conference	N7231-APR20	1-4173-10	1,197.52
	Nashville Hampton Inn - Korczak PLA Conference	N7231-APR20	1-4173-10	1,197.52
	Nashville Hampton Inn - Ali PLA Conference	N7231-APR20	1-4173-10	1,256.62
<b>Totals for First Bankcard</b>				<b>\$ 7,257.50</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 16, 2020**

**General Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Forms+Surfaces</b>				
	Meeting Rm C Waste Receptacle & Replacement Lids	0000337623	1-4651-30	\$ 2,165.00
	<i>Totals for Forms+Surfaces</i>			<b>\$ 2,165.00</b>
<b>Fun Express LLC</b>				
	Outreach - Program Supplies	701861691-01	1-4353-28	68.00
	CSD - Tablecloths & Envelopes	701952535-01	1-4353-20	38.25
	CSD - Program Supplies	701857582-01	1-4353-20	128.89
	<i>Totals for Fun Express LLC</i>			<b>\$ 235.14</b>
<b>Illinois American Water</b>				
	Irrigation - 02/21/2020 - 03/18/2020	1025-210003089915	1-4331-30	106.51
	Fire Protection - 03/18/2020 - 04/16/2020	1025-210003089465	1-4331-30	86.75
	<i>Totals for Illinois American Water</i>			<b>\$ 193.26</b>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 02/21/2020 - 03/23/2020	1025-210003088318	1-4331-30	733.18
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 733.18</b>
<b>Ilya Kabirot</b>				
	Program - Great Reads Book Club - 4/22/2020	IK042220	1-4571-24	75.00
	<i>Totals for Ilya Kabirot</i>			<b>\$ 75.00</b>
<b>James Rachlin</b>				
	Consulting Services - Bond Fund Deficit Analysis	FPLD-0120	1-4253-10	1,500.00
	<i>Totals for James Rachlin</i>			<b>\$ 1,500.00</b>
<b>John W. Chase</b>				
	Program - Biking In and Around Bolingbrook - 5/6/2020	JWC050620	1-4571-24	100.00
	<i>Totals for John W. Chase</i>			<b>\$ 100.00</b>
<b>Johnson Controls Security Solutions</b>				
	Quarterly Security - 4/1/2020-6/30/2020	34002933	1-4221-30	345.33
	<i>Totals for Johnson Controls Security Solutions</i>			<b>\$ 345.33</b>
<b>Kanopy</b>				
	Electronic Audio Visual	192065-PPU	1-4523-26	428.00
	<i>Totals for Kanopy</i>			<b>\$ 428.00</b>
<b>Kathryn Spindel</b>				
	VVEEF Guest Ticket Refund	6354-1920	1-4711-10	60.00
	<i>Totals for Kathryn Spindel</i>			<b>\$ 60.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
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**General Fund**

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Kellie Chase</b>				
	Program - 6 Sewing Classes - 5/19/2020	KC051920	1-4571-24	\$ 175.00
	Program - 6 Sewing Classes - 5/4/2020	KC050420	1-4571-24	175.00
	Program - 6 Sewing Classes - 4/21/2020	KC042120	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<b>\$ 525.00</b>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	Maintenance - 3/15/2020-4/14/2020	9006601733	1-4234-14	356.18
	Overage - 2/15/2020-3/14/2020	9006599327	1-4234-14	619.42
	Overage - 2/15/2020-3/1/2020	9006587710	1-4234-14	456.74
	Maintenance - 3/8/2020-3/14/2020	9006587709	1-4234-14	41.78
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<b>\$ 1,474.12</b>
<b>Konica Minolta Premier Finance</b>				
	Leased Equipment - April 2020	408913143	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			<b>\$ 1,616.00</b>
<b>Maureen Brady</b>				
	Program - Genealogy Club: Quhat's in a Nayme - 5/13/2020	MB051320	1-4571-24	200.00
	<i>Totals for Maureen Brady</i>			<b>\$ 200.00</b>
<b>Naperville Sun</b>				
	Periodicals	26701857	1-4511-26	165.84
	<i>Totals for Naperville Sun</i>			<b>\$ 165.84</b>
<b>Niche Academy</b>				
	Annual Subscription - 5/18/2020-5/18/2021	4235	1-4631-14	2,040.00
	<i>Totals for Niche Academy</i>			<b>\$ 2,040.00</b>
<b>Otaku USA</b>				
	Periodicals	73578895	1-4511-26	24.95
	<i>Totals for Otaku USA</i>			<b>\$ 24.95</b>
<b>Patricia B. Smith</b>				
	Program - Native American Flute Class - 5/13/2020	PBS051320	1-4571-24	25.00
	Program - Native American Flute Class - 5/20/2020	PBS052020	1-4571-24	25.00
	Program - Native American Flute Class - 5/6/2020	PBS050620	1-4571-24	25.00
	<i>Totals for Patricia B. Smith</i>			<b>\$ 75.00</b>
<b>Paul Mills</b>				
	Mileage - LIRA Executive Committee Meeting	PM031320	1-4171-10	36.00
	<i>Totals for Paul Mills</i>			<b>\$ 36.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
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**General Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>PeopleFacts</b>	New Hire Background Checks - March 2020	33754-032020	1-4253-10	\$ 24.57
	<i>Totals for PeopleFacts</i>			<b>\$ 24.57</b>
<b>Pitney Bowes</b>	Equipment Lease - 3/30/2020-6/29/2020	3103875488	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			<b>\$ 639.51</b>
<b>Randall D. Walker</b>	Program - Legends of Sun Records - 4/18/2020	RDW041820	1-4571-27	275.00
	<i>Totals for Randall D. Walker</i>			<b>\$ 275.00</b>
<b>Recorded Books, Inc.</b>	RBdigital Unlimited Magazine - 02/01/2020 - 01/31/2021	76605441	1-4513-26	8,000.00
	<i>Totals for Recorded Books, Inc.</i>			<b>\$ 8,000.00</b>
<b>Robert Pennor</b>	Program - Watercolor Pencil Drawings - 5/19/2020	RP051920	1-4571-24	60.00
	Program - Watercolor Pencil Drawings - 5/5/2020	RP050520	1-4571-24	60.00
	Program - Watercolor Pencil Drawings - 5/12/2020	RP051220	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<b>\$ 180.00</b>
<b>Ronald Goldie</b>	Program - Monthly Dungeons & Dragons - 4/21/2020	RG042120	1-4573-24	60.00
	Program - Monthly Dungeons & Dragons - 5/19/2020	RG051920	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			<b>\$ 120.00</b>
<b>Showcases</b>	Library Supplies - DVD Cases	316333	1-4371-12	30.24
	Library Supplies - Double DVD Cases	316370	1-4371-12	246.24
	<i>Totals for Showcases</i>			<b>\$ 276.48</b>
<b>Susan K. Maddox</b>	Program - Cooking Demonstrations w/Chef Maddox - 5/14/2020	SKM051420	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<b>\$ 300.00</b>
<b>Tania Brenner Hess</b>	Program - Piedras Pintadas con Dibujos de Mandalas - 4/21/20	TBH042120	1-4571-24	130.00
	<i>Totals for Tania Brenner Hess</i>			<b>\$ 130.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
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**General Fund**

Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Toni Greathouse</b>				
	Program - Tuesdays with Toni - 4/21/2020	TG042120	1-4571-24	\$ 75.00
	Program - Tuesdays with Toni - 5/19/2020	TG051920	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			<b>\$ 150.00</b>
<b>Tressler LLP</b>				
	Legal Expense - Attorney - Tax Objection - March 2020	415698	1-4241-10	2,717.00
	Legal Expense - Attorney - March 2020	415696	1-4241-10	570.00
	<i>Totals for Tressler LLP</i>			<b>\$ 3,287.00</b>
<b>United Way of Will County</b>				
	Employee Contribution - 1st Quarter Ending 3/31/2020	FPLD-1Q2020	1-2210-10	86.00
	<i>Totals for United Way of Will County</i>			<b>\$ 86.00</b>
<b>US - Yellow Pages</b>				
	Quarterly Listing - 3/18/2020-6/16/2020	2489870-41-02	1-4731-10	259.00
	<i>Totals for US - Yellow Pages</i>			<b>\$ 259.00</b>
<b>Vanguard Energy Services, LLC</b>				
	Gas Service - 3/1/2020-3/31/2020	G404408040820	1-4322-30	964.71
	<i>Totals for Vanguard Energy Services, LLC</i>			<b>\$ 964.71</b>
<b>Verizon Wireless</b>				
	Telephone - 2/17/2020-3/16/2020	9850667873	1-4311-14	546.76
	<i>Totals for Verizon Wireless</i>			<b>\$ 546.76</b>
<b>Warehouse Direct</b>				
	Staff Fleece	4609414-0	1-4711-10	40.79
	<i>Totals for Warehouse Direct</i>			<b>\$ 40.79</b>
<b>World Book, Inc.</b>				
	Online Databases	0001609255	1-4521-26	5,568.30
	<i>Totals for World Book, Inc.</i>			<b>\$ 5,568.30</b>
	<b>Total for Fund 1</b>			<b>\$ 86,539.04</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 16, 2020**

**Maintenance Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Amazon</b>				
	Ladder	A88-1920	8-4357-30	\$ 168.70
	Additional Ladders	A88-1920	8-4357-30	534.05
	<i>Totals for Amazon</i>			<b>\$ 702.75</b>
<b>Calumet Decorating Services, Inc.</b>				
	Patch, Prime, Paint Various Library Walls	21834	8-4211-30	3,720.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			<b>\$ 3,720.00</b>
<b>First Bankcard</b>				
	UPS Store - Return Merchandise	P7810-APR20	8-4211-30	46.73
	American Hotel Register - Cleaning Supplies	M4566-APR20	8-4357-30	145.19
	American Hotel Register - Additional Cleaning Supplies	M4566-APR20	8-4357-30	145.55
	Applied Ind Tech - Building Cleaning Supplies	P7810-APR20	8-4357-30	269.83
	<i>Totals for First Bankcard</i>			<b>\$ 607.30</b>
<b>Graybar</b>				
	Building - Bulb Supplies	9314947104	8-4211-30	163.36
	Building Supplies - Light Bulb Stock	9315093676	8-4357-30	195.59
	<i>Totals for Graybar</i>			<b>\$ 358.95</b>
<b>Home Depot Credit Services</b>				
	Building Supplies - Disinfecting Wipes	1010678	8-4357-30	136.81
	Building Maintenance - Wire Supplies	74017	8-4211-30	40.73
	Building Maintenance - Wire Supplies	7042895	8-4211-30	22.94
	<i>Totals for Home Depot Credit Services</i>			<b>\$ 200.48</b>
<b>Interior Investments LLC</b>				
	Building - Chairs	166318	8-4211-30	217.82
	<i>Totals for Interior Investments LLC</i>			<b>\$ 217.82</b>
<b>Intrinsic Landscaping, Inc.</b>				
	Green Roof Maintenance - April 2020	20-0041	8-4215-30	630.23
	<i>Totals for Intrinsic Landscaping, Inc.</i>			<b>\$ 630.23</b>
<b>Otis Elevator Company</b>				
	Elevator Service - 3/26/2020	CYS20647001	8-4211-30	547.50
	<i>Totals for Otis Elevator Company</i>			<b>\$ 547.50</b>
	<b>Total for Fund 8</b>			<b>\$ 6,985.03</b>

**Fountaindale Public Library District  
Bills Payable Report  
April 16, 2020**

**Maintenance Fund**

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Vendor name

Invoice Description

Invoice #

Account #

Amount

**Grand Total**

**\$ 93,524.07**

  
Jennie Nguyen/Finance Manager

**Fountaindale Public Library District**  
**Board Reimbursement Report**

As of March 31, 2020

<b>Payee</b>	<b>Description</b>	<b>Date</b>	<b>Account Number</b>	<b>Amount</b>
Margaret J. Danhof	2020 Valley View Auction & Dinner	03/06/2020	1-3616-10	\$60.00
Kathryn Spindel	2020 Valley View Auction & Dinner	03/06/2020	1-3616-10	\$60.00
				<b>\$120.00</b>

April 2020 Monthly Board Report  
Paul Mills

**Director**

As we enter the month of April, I am incredibly proud of our staff. Our library had an orderly transition from being physically open to physically closed. We planned our physical shutdown well. Our patrons had an opportunity to pick out books and DVDs and we completed Early Voting as well.

We continue to serve our community virtually. We have created this post as a good starting point for our patrons to discover and use all the digital services and collections we offer

<https://www.fountaindale.org/2020/03/19/using-your-library-from-home/>

and also this page where patrons may contact us via email and text

<https://www.fountaindale.org/contact-us/ask-us-a-question/>

In addition to each department reporting on March activities, you will also see a plan of action for the month of April as well. Activities planned for April while staff are working remotely include creating virtual content for our community, assisting with and maintain access to digital collections of books, movies, etc. and eResources such as training opportunities, reviewing, modifying, and creating procedures, and training.

At an administrative level, we are working to ensure new digital services are being provided to our community. The Pinnacle Library Cooperative will be offering an online book club for all of Pinnacle with funding provided through Pinnacle reserves. We will be resuming Lynda.com/LinkedIn Learning now that they have agreed to library's privacy terms.

Key administrative tasks that we are continuing include answering patron questions, processing mail with an eye towards ensuring key bills are paid, payroll, distributing equipment for remote work, and building visits.

All departments are creating plans for how we will provide service for when we re-open. This is a moving target as we do not know what conditions will be when that day comes, but we are making educated assumptions. We have created a cross-departmental planning process to address opening and operating concerns that will cross any single department as well.

I have also attached a copy of our Emergency Closing Policy to the end of this report as well.

## **Deputy Director (Nancy Korczak)**

March started off busy with Early Voting being set up in Meeting Room B and attendance being pretty consistent through the period they were open. Patrons commented on how convenient our location was.

In early March the library also hosted a large group of parents and students from Brooks Middle School. Randi Carreno and Jeffrey Fisher were able to coordinate the visit and provide an overview of our Teen Space, our Studio 300 and a brief Studio Orientation to 269 attendees. Amina Ali, our Circulation Manager and I were on hand to issue or renew library cards. I received many comments about how great the library is and a few people commented that they had never had the time to visit and how surprised they were at all the resources we had to offer.

In Mid-March we had to get ready to close down the building due to COVID-19. During the last three days, after we announced that we were closing, patrons rushed to the building to get materials to get them through the closing. Staff working those days did an amazing job helping patrons find books, answering reference questions and dealing with an overwhelming amount of items being returned. They also took time to routinely wipe down their work spaces and took precautions to protect themselves and patrons.

The later part of March, staff started working from home, planning for when the library reopens and generating content for our patrons while they are at home. We have received wonderful comments on Facebook responding to the storytimes our staff have recorded.

## **From Tana Petrov's report**

### **Outreach Services**

March was a challenging month for the Outreach Department due to the closing of the building, as well as our two vehicles that needed to be taken for some repair work. Many of our community and school stops, as well as story times and booktalks were cancelled due to the Coronavirus (COVID-19) disease.

Carolyn and I are extremely proud of how the Outreach team handled the situation, being flexible, being professional with our library users, and being kind to each other and staff members from other departments. Outreach staff helped on a few occasions with covering the Circulation Desk, did some extra shelving, processed new materials, contacted home delivery patrons, schools and community organizations to let them know the library will be closed for an extended period of time. We also made several trips to Mobility Works in Plainfield and Diesel Services in Bolingbrook to take the vehicles for repairs.

## **Activities**

- 3/1/2020 - 3/13/2020: Laura provided storytimes to preschools, before the rest of the month's visits were canceled. Story time themes were "Feelings - Sad" and "Feelings - Angry".

- 3/5/2020: Melissa provided a program with the residents of Atria on the theme of Ireland. Melissa shared interesting facts about the country, read books, and showed pictures of famous Irish actors and had the residents guess who the actors were.
- 3/5/2020: Dennis and Tana attended St. Dominic's School Open House; this was a very last minute request from the school, but we are glad we were able to accommodate the school and visit with the Bookmobile.
- 3/6/2020: Laura was the Guest Reader at Wood View at the same time as the Mayor and Deputy Mayor were in the office "practicing" their stories! Laura's 1st grade class enjoyed two puppet shows and an interactive story.
- 3/10/2020: Dennis did his first Instagram story for Outreach. From Dennis' report: "I wanted to do a post that promoted an upcoming community stop and I think it went really well. The feedback was good and I plan to do more once we start actually going out to community stops. The hope is that these will eventually translate into more awareness and more foot traffic."
- 3/11/2020: Melissa provided storytime for the Head Start preschoolers at Good Shepherd on the theme of food. Melissa read different picture books about foods, did a puppet show for the Kings Cookie, played an activity song about making a pizza, and I did a rhyme about a sandwich, for which she had a sandwich prop with her.
- 3/14/2020; 3/16/2020 - Melissa, Sarah, and Marleigha helped out circulation department with desk coverage
- As a member of the Ice-Cream Social Committee, Laura proposed "that Outreach staff have their own tent or area where we could provide impromptu puppet shows and/or games or activities instead of the MOPs show from the Bookmobile (which was always poorly attended). The idea was greeted enthusiastically so we will pursue that moving ahead."
- Laura provided her regular storytime at Panera - before they called to cancel for the month. She was able to hand out the coupons they provided this visit as well.
- Laura's Adventures in Homeschooling drop-in storytime was not cancelled this month, fortunately! The theme was the country of Poland, and Laura got creative with providing lots of activities for the kids such as gingerbread man song with puppets, making "cabbage" soup, dancing the polka while getting squirted with water to celebrate Dyngus Day. Laura hopes to be able to produce the final program of the series - Japan - next month.
- During the March visits to middle schools, Marleiga made an interesting discovery. Due to issues with the Library Express Van (the lift wasn't working properly) we were not able to bring our usual book carts to the schools. From Marleigha's report: "I felt like the students were more engaged with not only the crafts, but also with the books we brought. I think this may have something to do with bringing less books and displaying them on the table versus bringing carts and carts of materials. Maybe the table display felt more personable."
- During March, Tana continued with her Bookmobile driving lessons and hopes to resume them as soon as possible once we reopen.
- During March, Sarah spent some time to prepare for the Heritage Woods book club and to research new book ideas.
- Cindy's March Booktalks featured Fantasy Historical fiction, including many books about dinosaurs and dragons. Cindy's puppet show was based on *The Paper Bag Princess* by Robert Munsch, one of Cindy's favorite books.

- Cindy also showed the 3rd-5th grade classes how to navigate our digital resources on our website using the in class smartboard and chromebooks. Cindy arranged in advance for the teachers to have the kids ready with their chromebooks open to our website and the smartboard connected as well. Some of the resources she highlighted: Brainfuse, Scholastic Go!, Freegal, Kanopy, Tumblebooks, and Spanish resources.

### **Special Projects**

- The Outreach team is hoping that National Bookmobile Day is postponed and not canceled. Our point person for this event, Marleigha, worked hard to organize activities and reports that we are done planning and hopes that we would be able to celebrate at a later day with staff and patrons.
- Marleigha also worked on one of her goals, which is to prepare home delivery crafts. Once we resume home delivery activities, we will continue to send out those crafts to our patrons. One of our home delivery patrons has told outreach staff that she absolutely loves the crafts we send to her to complete at home.
- From Sarah's report: "March 9th was the last day of ballots being submitted by the patrons at Heritage Woods to win a prize for reading a book from the "Red" book display cart we brought to the patrons 2 Mondays. When we return to work I will draw a ballot to determine the winner of the prize."
- Cindy did two wonderful virtual booktalks that patrons and staff enjoyed. She will be recording virtual booktalks once a week.
- Laura also did an excellent job creating a virtual story time and a virtual puppet show for our patrons. We are very lucky to have some very creative staff members on our team!

### **Employee Training and Development**

- 3/6/2020 Library Card Applications with Circulation and Nancy
- 3/30/2020 "ILA Noon Network - Multi-Generational Story Time Field Trips" (Laura)

### **Committees/ Meetings**

3/2/2020 Personalized Recommendations Task Force Mtg (Tana)  
 3/4/2020, 3/11/2020 Tana and Nancy check in  
 3/4/2020 Tana, Cindy, Nancy - Cindy's evaluation  
 3/3/2020 Tinker Troupe Mtg (Melissa)  
 3/5/2020 CMTSD and Outreach collections Mtg (Tana)  
 3/9/ 2020 Pinnacle Mtg (Tana and Carolyn)  
 3/9/2020, 3/16/2020, 3/20/2020 (virtual), Management Team Meetings (Tana)  
 3/10/2020 Tana and Laura check in  
 3/10/2020 Ice-cream Social Committee Mtg (Laura)  
 3/11/2020 Programming Mtg (Tana and Carolyn)  
 3/11/2020 Summer Adventure Mtg (Tana and Carolyn)  
 3/12/2020 PIC Mtg (Tana and Carolyn)  
 3/24/2020 Turnkey Online Book Club webinar (Tana with management team)  
 3/30/2020 Virtual Programming Mtg (Tana and Carolyn)  
 3/31/2020 Virtual Department Meeting (Outreach staff)

## Repairs and Maintenance of Outreach Vehicles

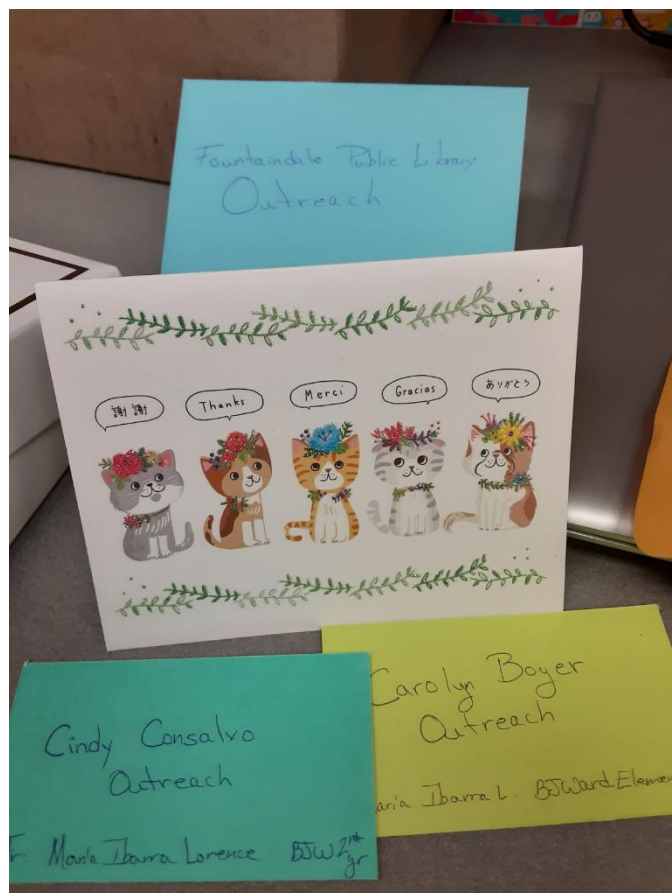
- 3/4/2020 Mobility Works Plainfield (Wheelchair lift repair - Library Express Van)
- 3/16/2020 Diesel Services Bolingbrook (Bookmobile for various services: back stairs, coolant leak, engine cover)

## Community Interactions

- Cindy, Carolyn and the Outreach team received a box of chocolates and thank you cards from a local teacher who we helped obtain materials for class projects, and work with her students on the Bookmobile.
- From Sarah's report: "First Presbyterian Church Bookmobile stop we had a woman come on who was originally planning on returning her book at the drop but saw us parked. She came on and was surprised at what we offered on the Bookmobile. She had mentioned that she wished she had known we would be here because she would have brought her son. I told her when we will be returning to this location and handed her our calendar for the month."

### **Outreach Staff April Tasks**

- Complete webinars and other training opportunities, such as Librarian's Guide to Homelessness.
- Work on annual goals, self-evaluations (if coming up), monthly reports, work projects, etc.
- Participate in the weekly department meetings via Hangouts Meet.
- Learn databases for advocating to the community - Investigate one of our online resources and write up short/simple instructions. Also can be posted on blog or compiled on a "favorites" sheet to hand out at outreach stops once re-open.
- Write a short bio (no more than a paragraph) - favorite part of job, something special about self to be used on the Outreach blog.
- Compile a list of local resources for senior citizen services such as Senior Services of Will County. This list can be shared on Facebook or you could write a blog post about it.
- Write a short description of favorite book, movie, or digital resource that can be used periodically on the Outreach blog or as a quarterly staff pick.
- Take a Creative Bug class and write up a summary to share with the Outreach team.
- Visit 3 other libraries websites or Facebook pages to see what other libraries are doing and for any new (doable) ideas that outreach could implement. Write up a summary and share with the Outreach team.



- Create a list of playaways that have matching books on the Bookmobile. Search the catalog to come up with ideas of potential ones that could be ordered.
- Create a list of playaways for adults for CMTSD to consider for ordering.
- Look for any community organizations in Bolingbrook we can partner with.
- Create genre bookmarks/lists to use at stops once re-open.
- Compile a list of team building activities to use during department meetings.
- Prepare a PowerPoint Presentation that highlights all Outreach Services. This can be made available on the library's website, or on a flier to keep in the BKM and/or to take to events.
- Continue to plan for outreach summer programs.
- Create instructions of how to use a digital resource (s) to give to schools once re-open. Look for digital resource(s), including databases, that are appropriate for children.
- Create instructions on how to use a digital resource (s) to give at senior citizen center once re-open. Look for digital resource(s), including databases, that are appropriate for older adults.
- Plan activities for Senior Appreciation Day (August 21/ 2020)
- Create instructions for senior citizen basic internet/computer class.
- Continue with ST/ Booktalks/ Movie Reviews/ Puppet Shows to offer virtually.
- Create a booktalk on a book(s) with an appeal to seniors to be shared on Facebook and to be emailed to our senior centers.
- Create a low tech book recommendation-staff does selfie holding book.
- Wellness phone calls to our homebound patrons.

### From Jeffrey Fisher's report

### Studio Services

For the first half of March, while Studio 300 remained open, our patrons generated the following basic stats:

- 341 patrons actively used our spaces.
- 1512 items were checked out.
  - Unrelated to Studio 300, but worth noting is how FSPL-designated patrons used 622 eresources (ebooks and eaudio) during March.
- 47 patrons attended our 12 Orientations, Adult/T(w)een programs, tours, and offsite events.
  - Total programming hours came to 12.5.
- And 11 Non-FPLD people used Studio 300.



We started off the month with a special Orientation for another Girl Scout Troop, and these enthusiastic freshmen youths planned to use Studio 300 resources to make a series of video segments later in the year.



The big event proved to be the *Brooks Middle School Family Night at the Library* where 269 people visited for our program featuring Studio 300 and the Vortex. We split the large number into 6th graders and 7th/8th graders with each section taking turns attending an Orientation in Meeting Room A while the other group toured Studio 300 and the Vortex. Jeffrey led the *en masse*

Orientation during the meeting which resulted in 54 new completions (youths and their parents/guardians). Jeffrey has been trying to host an event like this for years, and hats off to the fine folks at BMS along with the FPLD staff who worked to make this evening a success: Amina, Nancy, Adriana, Randi, Sarah L. (practicum student), Patrick, Monica, Nikki, and Anna.

The Tinker Technology Troupe put the finishing touches on our Maker Faire which was, unfortunately, canceled. They'll turn their attention to a scaled-down Make-A-Mess Fest scheduled for July 9th next.

Jeffrey finished up his *Travel Writing Learning Circle* and Justin C. finished February's month-long *Record Production Month* (RPM). This month's *Open Mic Showcase Night* (in the big Meeting Room A!) featured two brand-new performers who alternated performing singly and together. Jeffrey presented the popular writing software, *Scrivener*, Anna G. led her *Adult Makers DIY* and a separate *Java*



coding class, Patrick trained on *3D Printing*, and Adriana A. taught *Flash Photography*. Also, Jeffrey assisted Debra as she recorded her *Genealogy Club* program while Justin C. led the Homeschool teens on using the *3D Carvey* cutting machine, our last program before the closure.

Justin C. also worked with the Village of Bolingbrook IT Commission members who completed Orientation and received training on the Tricaster TV production system. The Commission plans to use Studio 300 to produce videos to support their mission. And Studio 300 will be partnering with them in the Fall on a series of programs, too.

Additionally, Jeffrey attended an STBF meeting as the committee announced our Manuscript finalists and planned the winner ceremony which remains to be determined at this juncture. STBF is going forward with the main *Indie Author Project* with

submissions accepted starting April 1 and continuing to June 1. Jeffrey spoke at the SSCBIC - Entrepreneurial Success Training Program at the Chamber offices, too.

For Kindness Day, Jeffrey recorded several videos featuring sponsors and families who continue to be impacted by acts of Kindness. This work is destined for future promotions in May. He attended his regular meetings of Managers, Programming, Summer Adventure, and PIC and fulfilled his regular PIC duties.

During the closure, he focused on helping support the *Library from Home* initiatives via blog posts, social media interaction, video production support, and related activities. He met with his staff on 3/30 to plan their activities during the extended stay-at-home mandate, too.

### **Studio 300 Staff April Tasks**

The Studio 300 staff continue to be busy supporting patrons through services and promotions and improving their skills via professional development. Here is a sampling of the tasks earmarked for April.

- Support other departments' virtual services (YouTube, etc.).
- Provide remote technical support as possible (staff, patrons)
- Answer questions via email, text-a-librarian, and social media
- Training and professional development webinars
- Internal procedures review and training
- Final FY19-20 budget purchases (supplies, critical)
- Other departmental tasks (scheduling)
- Weekly virtual meetings of entire S300 staff
- Other virtual meetings (Tinker Troupe)
- Staff and individual blog post, video posts
- Reworking the Summer *Fountain* newsletter
- Reviewing and suggesting virtual programming alternatives
- Holding Learning Circles and webinars

### **From Debra Dudek's report**

#### **Adult and Teen Services**

#### **General Comments on the Month**

Many of our best laid plans were interrupted by the COVID-19 outbreak. While much of the early part of the month was spent preparing to assist patrons with their 2020 US Federal Census returns, in the last five days before the library closed, my focus shifted to cancelling programming, relaying information to patrons and presenters, assisting at the service desks, coordinating with department staff to ensure the library closed successfully, and communicated the change of library services to our Bolingbrook Census Counts Committee.

I'm very proud of the service standard our staff delivered during the hectic last days before our library closed. During our interactions with patrons, we received a lot of positive compliments and helped people with the transition from physical services to digital services. I was pleased we were able to accommodate early voting, and although we provided this service, overall primary voting was down across the county.

### **Programming (includes):**

#### YA Programs:

**Randi's Observations:** I finalized our summer slate of teen programs. I also made examples of our summer craft/maker projects. The idea is to take pictures of these finished pieces and use them in Communico, the Fountain and other promotional pieces. Here are some of the finished projects. I think the kids are going to have a good time with these programs during the summer months.



#### Teen Programming

- Studio 300 and Teen Services hosted a successful Teen Makers DIY program this month—Decorative Letters. Teens were asked to select a letter when registering. Anna then precut those letters on the Studio's Carvey machine. Many went with their initials. Teen Services supplied the decorations including duct and washi tape, feathers, scrabble tiles, sequins, seashells, flowers and more. Everyone seemed to have a great time customizing their projects.



- Outreach Services and I visited Bolingbrook middle schools in March. Unfortunately, we ran into some issues as we were loading the van on Tuesday, March 3. The lift was not working properly so we were not able to offload the book carts. Due to these mechanical issues, I went to Humphrey Middle School on my own but was able to visit Brooks and Jane Addams Middle Schools with an Outreach staff member. For the Brooks and Jane Addams visits, we were able to bring in books in bags and offer items for check out. I did not bring any books with me for the Humphrey visit. The kids were a little disappointed but they were able to enjoy the craft. This month, I took a simple craft, Marble Magnets. For this project, Ashe prepped images featuring the 12 animals of the Zodiac and a bonus image. The kids glued these images to clear marbles and then added a magnet on the back. They really loved the designs and many students made multiple magnets.
- I also visited Bolingbrook High School in March. I took the same craft, Marble Magnets, as well as supplies for a new project, Good Vibes cards. These cards will be available during our May 16 Kindness Day program. The best part of my visit—returning students. Some of the teens from my February visit came to my table right away and were excited to be crafting. Two of the students made all 13 marble designs. I also spent some time promoting our Teen Journal project to one student that belongs to the BHS literary club. This group is working on their own literary magazine project and open mic night. I expressed my interest in helping in his endeavors and promoted our own Open Mic Night in April.
- Brooks Middle school families and students attended Family Game Night at the library on Wednesday, March 4. As part of the event, attendees were able to visit Studio 300 and the Vortex. My team had prepared crafts, video and board games and more for our visitors. We wanted parents to have the same experience that many of the students have when they visit the Vortex after school and in the evenings. I introduced the space and answered parent and student questions, Sarah, our intern, assisted families with the crafts, Ashe assisted with the video games and helped answer questions and Kesley staffed our service desk.

#### Career Online High School:

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 0

Graduate: 23

Leave of Absence: 0

Adult Programming:

### **From Nick Mitchell's Report**

For a bit of personal news, I received a positive comment card for assisting a patron with access to our e-book collection through Overdrive. It was nice to see the comment considering what would happen only a few weeks later. The department had also received a phone call thanking us for getting the Pullman Porters exhibit. With that positive review, and the general quality of that presenter, there are plans to schedule her once again for another of her exhibits.

And despite having a majority of our programs canceled due to the "stay-at-home" orders, we saw strong numbers for much of the programs we did have. One that was popular was a self-help program "From Stressed to Zen". And of course we saw consistent numbers for our continued programs such as the sewing group and ESL class.

### **From Tony Nguyen's Report**

During the week while I was at Fountaindale, I opened the regular Tejido gathering on Wednesday the 4th and the CPR/AED class on Saturday the 7th. Both gatherings had their normal attendance with the CPR/AED class totally filling to the capacity of 7. While other patrons were interested in the CPR class, I have directed them to Americorps CPR and First Aid classes if they also wanted to get themselves certified and educated in providing first aid. Thanks to Debra Dudek for that handy email.

### **From Rebecca Falasz's Report**

I received a few inquiries about Roku devices. I also helped one patron access ebooks on her phone, to then go home and access on her kindle. Program wise, I took care of the cooking demo. Compared to the usual full list, people kept cancelling. We ended up with a total of 31 patrons out of the 50 limit. I also worked the weekend before we closed. So much more foot traffic and so many more checkouts and title requests. Our stats had to triple compared to the norm because we were checking out stacks upon stacks! Everyone made sure to stock up while they were there. Some patrons I even noticed were coming in repeatedly over the weekend.

### **Librarian Highlight**

#### **Jay Purrazzo**

All my programs (most importantly the business programs) that were going to kick in this month were canceled as were all the chamber events I was going to attend. I miss the library, I miss the robot collection above my desk, and most importantly, I miss the patrons.

In spite of these difficulties I've maintained some level of productivity. Completed two scheduled one-on-ones on Microsoft Excel and Publisher. Publisher one I went into mostly blind and the patron was actually looking for a way to create custom collages for shirts. Patron still left happy and we both learned something new.

Before the library closed, I attended a networking event (B.A.N.G. #2 even though there is no B.A.N.G. #1) at the chamber.

I'm on my last week of my ALA ecourse Business Outreach for the Public Librarian. I need to thank Randi again for the recommendation as it has been very helpful to talk with other business librarians to see the scope of the role. The biggest take away is that I need to be out and about in the community and focus on selling the library as a business partner. I'd like to have a 5 and 10 minute pitch speech I can pull out at events done before I can speak at a luncheon or something.

Quickbooks got back to me and approved the library as a valid educational institution, meaning I can now request free accounts to be used in teaching the service. If we can find a setup that works for our current computer situation, I'll write up a lesson plan.

### **Librarian Highlight** **Erica Edwards**

Coffee and Conversations was planned for 3/17/2020 but was cancelled due to COVID-19 epidemic. Our next meeting is scheduled for 4/21. I have kept in contact with our book group meeting to let them know about the cancellation and our plans for our next meeting. We are going to bring in 2-3 books that we read while self isolating and share them with the group! We will go around the room and share the books that we read and discuss them with each other! It'll be a good supplement to the book discussion for our book club book and I think will help ease everybody back into regularly scheduled programming.

I have finalized the first four books for the upcoming Young Adult Book Club that will start meeting in September 2020. I have submitted the meetings on communico. I plan to speak to communications about how to advertise this club to make sure that we get a strong number of attendees. I attended the first Ice cream social committee on 3/10! I am looking forward to helping with this committee

When working on Monday 3/16/2020, I made MANY book recommendations to people. I took the initiative to make over the current display that was on the 3rd floor so that it was more appealing to those coming in looking for books before the library closed. The books on that display moved quickly! I don't have a final count of the number of books pulled from that display but I re-stocked it about 10-15 times throughout the day.

When people would ask for help finding a book, I would often recommend them 2-3 similar titles so that they had more than 1 book to bring home with them, people really appreciated that and a lot of folks thanked me profusely. I also kept up with the new

book area throughout the day constantly replenishing it and finding hidden gems for people to take.

I put up a “mini pop up” display on the 3rd floor desk where I included books on decluttering, at home exercise, and more. These were really popular and went quickly! I also helped MANY people learn how to use e-books. When at the desk on 3/16/20, I had probably 10-20 questions about e-books. I’m very well versed in e-books and was happy to help people. I printed off some directions for people on how to use them in case they got stumped while at home.

### **Specialist Highlight** **Agnes Babinski**

I had been off for two days when the library announced it was closing, and was not prepared for the weekend. I was scheduled on the second floor with Nelly on Saturday, and there was an immediate rush of people in the building when we opened. There was a lot of buzzing activity around us and frequent requests. There were also some issues with self-checkouts and too many patrons checking out. Around 10 a.m. I got my first request for two books from the Vortex, I went in with the patron to look for them, and as we came out, had two groups of parents with their teens wanting to get in to browse. I checked with Nelly to make sure she was ok at the desk, and then went back into the Vortex with the patrons. As each patron left, another one or two would be at the door wanting to get in and grab some books. By 10:45 I realized this might be a bigger issue, so I called to check in with Nelly again, and then up to third to make sure they weren’t too busy to cover breaks. I opened the door to the Vortex and just parked myself in there until Jenna was scheduled to start.

We ended up seeing nearly 25 people coming exclusively to grab materials before I left at 11:30 when Jenna arrived. This is on a Saturday, before noon, in the span of an hour and a half. It sounded like this kind of traffic continued throughout the day.

Overall, I was surprised and very glad that people turned to the library as a resource in a time of crisis. Everyone that came through was very nice and understanding and SO thankful that we could help them in anyway. From sourcing physical materials, to helping them set up Ebook apps, every little bit we could do, helped to ease some of their anxiety about the future.

### **Jenna DiSandro**

I was on vacation for the first week of March. Before I left I worked really hard to change displays, develop a craft on-the-go and design end caps. When I came back to work, Randi and I worked on planning summer programming dates and organizing the calendar. We also finished creating all the craft examples and taking photos of them for the Fountain. While working on this with Randi, I remember thinking how much I enjoyed my job and how lucky I was to work with such cool people. On March 11, I had a paper marbling program. Only 1 person was signed up before I left for Disney and when I came home 7 people were registered! Even though this was right as COVID-19

was gaining traction, all 7 patrons showed up and had a lot of fun with their shaving cream creations. There were so many beautiful papers made and the girls had a great time. After that program, I was getting everything ready for the Snack Food Olympics which would have been March 30.

## **Adult and Teen Services April Tasks**

### **All Staff**

Material for Patrons (2-3 per week)

- Videos
- Book Talks
- Blog Posts

Staff Technology Availability Sheet (Completed by Christopher)

Material for Staff (2-3 per week)

- Database Sheets
- Updates to Departmental Procedures
- Policy & Procedures Review
- Continuing Education Training

[ATSD Online Learning/Training/Webinars](#) (2-3 per week with summary)

### **Programming Staff**

Presenter Negotiations

- Streaming/On Demand Versions of Programs
- Rescheduling Programs
- Alternatives to Zoom and YouTube formats

Summer Adventure Program Options

- Streaming/On Demand Versions of Programs
- Alternatives to Zoom and YouTube formats

Fall/Winter Program Options

- Streaming/On Demand Versions of Programs
- Alternatives to Zoom and YouTube formats

Shelter-In-Place Materials for Patrons for May 2020 (if needed)

- Videos
- Book Talks
- Blog Posts

From Joyce Arellano

## Children's Services

**Monthly Overview of Children's Services:** During the weekend and Monday before the library's closure, staff members worked hard to answer reference and readers' advisory questions to help prepare families for at-home learning. While at home, we offered virtual programs and services and began looking ahead and preparing for the future.



## Programming

### ARTS & CRAFTS

**Arts & Fables (2 programs, 54 attendance)** "We did an Irish theme this month. I had the kids do stained glass shamrocks with shamrock frames, tissue paper pieces and contact paper." *Debbie S.*

"Arts and Fables, St. Patrick's Day style was full of clovers and Luck. I read 2 books, *Happy St. Patrick's Day* and *Good Luck Bear*. After that we sang two Irish Jigs, and I told a paper cut story about the Deep Forest Leprechauns. Deb created a shamrock sun-catcher that the children could make with clear contact paper and colored tissue paper. Parents loved the look and children were able to do it on their own." *Kathy B.*



**Let's Create: Spring (28)**



## READING & WRITING

**Paws to Read (15)** “Even though we only had the 2 dogs, I did not have to turn away too many people, and the children were very happy to get a bundtlet even though they did not get to read. The Darien Nothing Bundt Cakes store donated “mini bundtlets” to give to the children, what a wonderful treat to get after reading to the dogs!” *Rosemary B.*



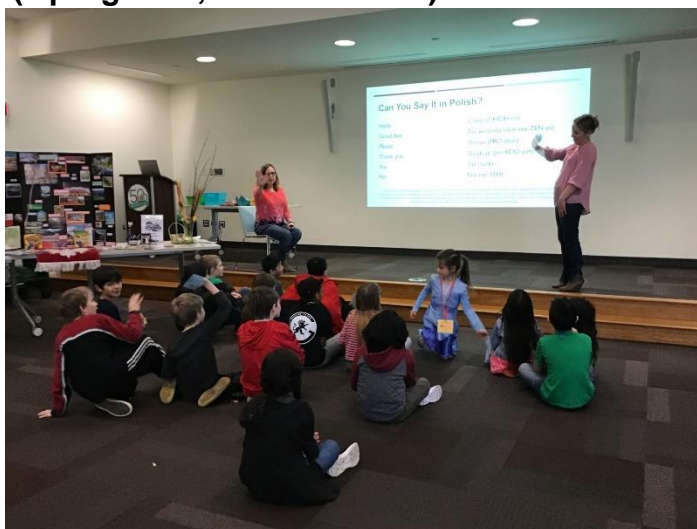
## MOVIES, MUSIC & ENTERTAINMENT

**Mini Movin' and Groovin' (1 program, 41 attendance; 2 sessions canceled)**

## STEAM & LEARNING FUN

**Adventures in Homeschooling: Poland (2 programs, 40 attendance)**

“Special thanks to Marta who rearranged her schedule so she could be with us and share her heritage with our patrons. She brought in beautiful items for an explore table. She helped us with our language section where we try and pronounce simple words in the native language. We had the Dr. Seuss book *Green Eggs and Ham* on the screen in English while Marta read it in Polish. We did some polish dancing without contact for our group activity. Our craft was a spring basket with flowers.” *Debbie S.*



“Homeschool Poland was a great experience. I learned so much about Poland, drawing on the Chicago connection by visiting the Polish American Museum. With Marta’s assistance, we were able to bring Poland to these children. With the help of YouTube, I

created an easy, socially distant, polka that everyone could do. With smaller numbers, we implored the parents to join us. It was so fun and successful.” *Kathy B.* “I was super excited to hear that Kathy and Debbie were going to present Poland in the Homeschool Program, and I volunteered to help. I put together a table of artifacts that represent Poland: Highlander clothes, Polish ceramics, hand-decorated Easter eggs, and colorful palm trees. I truly had so much fun assisting with this program. I think that what Kathy and Debbie have created is AMAZING.” *Marta M.*



**A’s Tutoring Club (2 programs, 2 attendance, 1 session canceled)** During the weekend before the library closed, we handed out Amudha’s business card to a few parents who had asked for the tutors’ contact information.

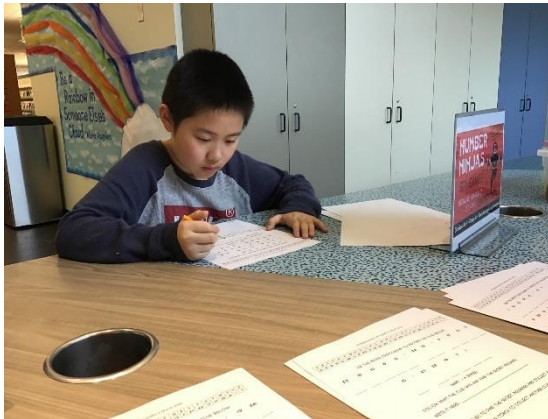
**Mini Adventures Around the World: Poland (2 programs, 19 attendance)** “We had books, dancing, puppet shows, made soup, acted out the Gingerbread Man, and we made a paper bag Bison puppet. This was a very interactive story time and a lot of fun for everyone.” *Rosemary B.*

**Mini Math Monsters (2 programs, 13 attendance, 2 sessions canceled)** “We did angles like when riding a roller coaster the steeper the angle, the faster you go. We made paper airplanes and attached them to a zip line at different heights and different angles to see how fast they can go.” *Rosemary B.*

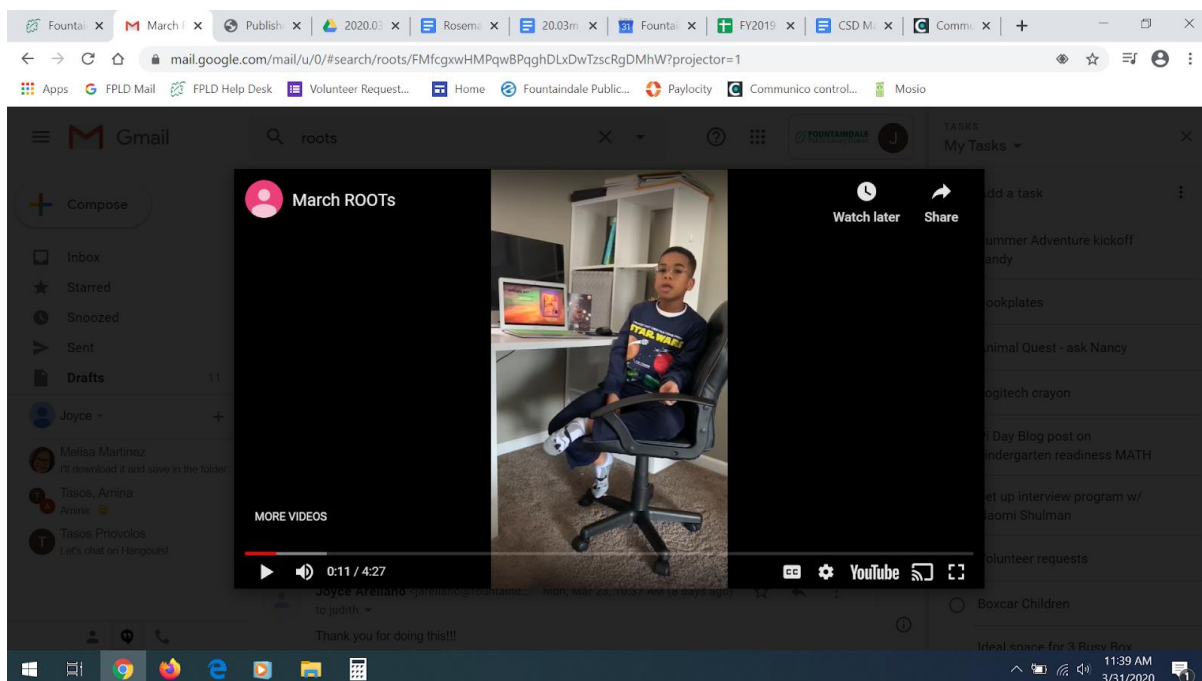
“Once all the kids had arrived we started talking about roller coasters. Rosemary showed them on two ramps I had made out of wood. First the effect of an angle using two identical objects, in this case ping-pong balls. Then Rosemary showed them the effect the weight of an object has by switching out one of the ping-pong balls for a large marble. We then started talking about ziplines and a brief history of why ziplines and how they are used today to move people and things in remote areas of the world. The kids shared ideas of ziplines and whether or not they would want to ride on one. When I told them about the little girl that has to ride one across a valley to get to school each day, they were amazed.” *Susan F.*



**Number Ninjas: Spy Games (8)** “For this program I came up with a total of 15 different places around the children’s department, i.e. World Park, Secret Garden & Doll House. I then came up with secret messages that they would have to decode from a key at the top of the page. For example a message that they would have decoded was “Look for an award book.” They would then go to the area where the award books were and find the special bookmark posted there with a code word(s) on it, write it down on their paper and return it to me for their next secret message.” *Susan F.*



**Roots: Mary Ellen Pleasant & Muhammad Ali (Canceled)** Judith and Ernie filmed YouTube videos of this month’s presentation and are working on creating a [Roots website](#) that we can share with patrons.



## JUST FOR TWEENS

**Tween DIY: *The Dragon Prince* Celebration (9)** “We made buttons with ATSD’s button maker, ate snacks, watched trailers and clips on YouTube, and made bottle cap necklaces. All the activities were popular.” *Sarah D.*



## STORYTIMES

**Romanian Storytime (15)** “March 8 is International Women's Day. I translated from our collection stories and we sang traditional songs. In the end we did a nice craft of a flower basket card.” *Andreea D.*

## Public Service

**Children’s Services Desk:** We answered **1,000** reference questions and **812** directional questions this month. We assisted patrons in 6 unscheduled one-on-one appointments. Our busiest day was Sunday, March 15; we assisted with 187 reference and directional questions and 1 unscheduled one-on-one appointment. We also helped with 124 circulation-related transactions, from assisting patrons at the self-check machines to manually checking out items at the CSD desk.

**1000 Books Before Kindergarten (356):** 3 new children signed up in March. One child completed the program!

**Winter Reading Program: Read to Succeed (130)** The program ended on Monday, March 2. Several children visited to pick up their prizes. Since the American Hockey League season was cut short, we are hoping to hear from our Chicago Wolves representative to find out if patrons may use their prize tickets for next season. 51 children have completed one reading log and 26 children have completed 2 reading logs. Each log represents 10 books read.

**Notary:** Melisa M. and Andreea D. served as backup notaries for ATSD. Melisa notarized 1 document this month.

**Blog:** Sarah's article on the benefits of creative play was published on 3/6.

**Ellison Dies:** We filled 1 Ellison usage request this month.

**Teacher Requests:** We prepared 5 orders this month; 2 were delivered to schools by Outreach Services.

### **Stories of the Month:**

"The weekend of March 14/15 was quite busy in anticipation of the library closing. There was one 4th grade girl who came in and was stocking up on books. As we were looking through the shelves for books, she asked if she could recommend her favorite books for me to read. She pulled out several that she loved, saying they represent her culture, so I took them and immediately checked them out. I'm looking forward to hopefully having a few more books that I can recommend. Most interactions with patrons were very pleasant as they were stocking up. I did not deal with anyone who was overly upset about it. Most were more concerned about the library staff and if we would be taken care of." *Jen F.*

"A day before we closed, a regular patron of ours and her little girl came by the desk to ask me what was going on in Meeting Room B. I told her it was early voting and she asked why voting was so important. I gave her a brief non-partisan synopsis, and I convinced her to go register to vote. It made me so happy that I was able to." *Melisa M.*

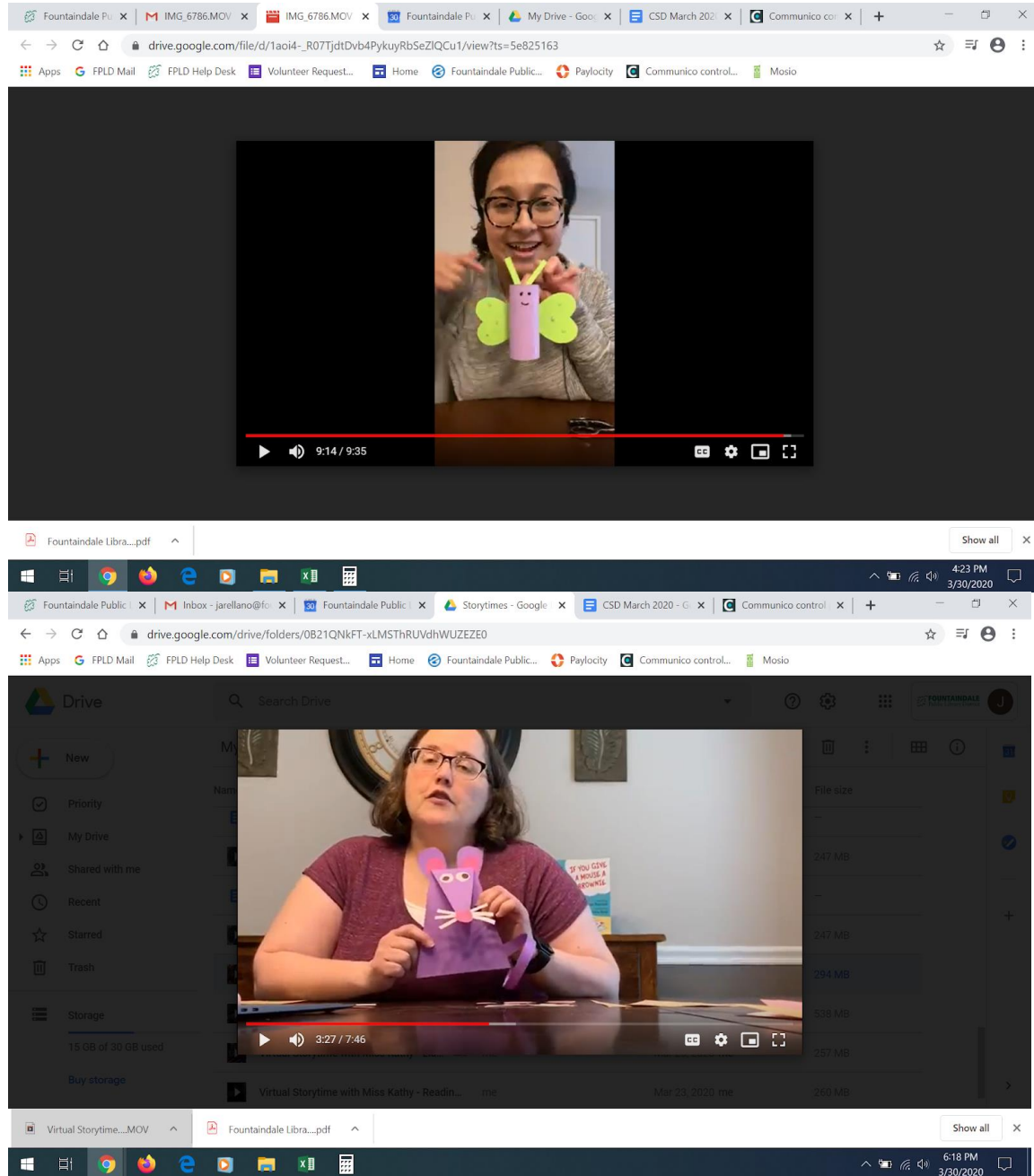
### **Virtual Services**

While at home, the CSD team came up with ways to offer programming and services online. The patron response has been great so far. One patron shared a photo of her son watching Virtual Storytime with Miss Kathy.

- Kathy B. submitted 2 virtual storytimes. She read *The Don't Worry Book* by Todd Parr and *Llama Llama Red Pajama* by Anna Dewdney. She also submitted a Virtual Mini Movin' & Groovin' which will be shared online in April.
- Kathy also recorded a video for *Little Blue Truck* by Alice Schertle. Unfortunately, the publisher changed their sharing guidelines before we could post the video.
- Melisa M. submitted a video on a DIY butterfly using a toilet paper tube and paper. The video will be shared in April.
- Jen F. recorded a virtual storytime and mouse craft based on *If You Give a Mouse a Brownie* by Laura Numeroff. Her video will also be shared in April.
- With help from Melissa in Communications, Joyce was able to provide a patron with a pdf of the 1000 Books Before Kindergarten reading log.



## Collection



**Dolls:** There were **22** doll checkouts this month. The collection was made temporarily unavailable beginning March 12 in order to conserve wipes and cleaning products for high-touch surfaces.

## Displays Display Cases

The display cases around CSD highlighted Dr. Seuss, Poland (Adventures in Homeschooling), and winter. When the library reopens, the display case outside the Storytime Room storage door will highlight our doll collection.



**Creativity Park Bulletin Boards:** Kathy and Debbie started to put up a spring-themed design for the large bulletin board and will complete the board when the library reopens. The smaller bulletin board displays “Be a rainbow in someone else’s cloud.”

## **Staff Activities & Projects**

### **Meetings & Continuing Education**

- March 2: Grupo OYE–Melisa, Sarah, Andreea
- March 3: Truly Great Children’s Books of 2019 Webinar–Rosemary & Susan
- March 4: Go Green Team–Sarah & Rosemary
- March 5: Tech Trends Spring 2020 School Library Journal Webinar–Melisa & Andreea
- March 9: FPLD Pinnacle Meeting–Melisa
- March 10: Ice Cream Social Committee Meeting–Marta
- March 11: Programming Committee Meeting–Joyce, Melisa, Chris
- March 11: Summer Adventure Committee Meeting–Joyce, Melisa, Chris
- March 12: PIC Meeting–Joyce & Sarah
- March 12: PinKids Forum Meeting–Melisa
- March 12: TBS Demo–Kathy & Debbie
- March 16: Managers Meeting–Joyce
- March 20: Virtual Managers Meeting–Joyce
- March 23: Virtual CSD Meeting–Joyce
- March 24: Library Ideas Online Book Club Demo–Joyce
- March 25: Virtual Managers Meeting–Joyce
- March 30: Virtual Programming Committee Meeting–Joyce, Melisa, Chris
- March 31: Virtual Managers Meeting–Joyce

We are adjusting to life during COVID-19. Programming and interaction with patrons were a large part of our regular work routines. We miss the conversations, high-fives, and big hugs from our young readers. In the days leading up to the library’s closure, we were overwhelmed by the concern for the staff from patrons. Many patrons wanted to make sure the staff “would be okay” and “taken care of” during this time. We feel lucky and grateful to have such a caring and supportive community and an amazing library team to help get through this together!

### **Children’s Services Staff April Tasks**

- Prepare materials for take-home crafts and giveaways for the following May programs:
  - Adventures in Homeschooling
  - Arts & Fables
  - Make-It Take-It (Mother’s Day, International Day of Happiness, & Frozen 2)
  - Kindness Day
  - Ramadan READY
  - Thomas the Tank Engine Storytime
  - Tween DIY: Pet Toys
- Create virtual programming videos
  - Virtual Storytime
  - How-to craft
- Write articles for the blog

- Complete department procedure manual
- Participate in online training and webinars
- Prepare for Summer Adventure
- Prepare lesson plans and outlines for summer programs

## **From Amina Ali's report**

### **Circulation**

#### **Department Summary**

- On the weekend of March 14-16, FPLD saw a total of 19,722 physical items checked out; shout out to our amazing team and everyone who assisted us during this busy period!
- At the end of March, our Circulation staff began working from home on additional training and is making a plan for reopening.

#### **Circulation Statistics**

<b>New Patrons Registered</b>	<b>153</b>
<b>Holds Pulled From Shelves</b>	<b>3,295</b>

#### **Drive Up Statistics**

**March drive up statistics will be available for the April Circulation Services Report.**

<b>Total In-House Circulation (March 2020)</b>	<b>1,000*</b>
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\*Due to technical issues with the Automated Materials Handling Machine, the stats for the in-house circulation are estimated to be 1,000 for March 1-16, 2020.

#### **Circulation Staff April Tasks**

- Vinyl Record Taskforce-Policy and Procedures
- Circulation Shelving Training Document
- Programming Committee
- Working on May Schedule for Specialists and Aides
- Self Evaluations/Evaluations (for those with anniversaries)
- Continuation of Webinars/Courses through Library Databases
- Work on Circulation Reopening Procedures Document
- Cleaning up of Employee Guidelines/New Procedures
- Participating in departmental meetings as needed via Google Hangouts

## **Building Operations (Tasos Priovolos)**

During our emergency closing, Tasos has been visiting the library several times per week to verify there were no issues in the building. We also worked closely with our cleaning company to clean areas that are not cleaned on a nightly basis such as high dusting, under carts, file cabinets, etc. We also coordinated a disinfection service on all high-touch areas and will work on scheduling another disinfection service date prior to opening.

We had another extremely successful early elections for the 2020 General Primary Election. We had a total of 3,995 voters!!!!

Coordinated with CMTSD to remove the first magazine rack as you enter the 2<sup>nd</sup> floor. This required morning work and night refinishing of the rubber floors in order to minimize patron impact.

We continue to work with Trane to test the new building automation system. The main controller of our building automation system was replaced since the old unit was no longer supported and parts were no longer available. The integration of this controller requires creating/debugging new control logic since the new controller has different communication protocols.

We completed our annual fire system inspection. This inspection included testing all sensors and audio/visual devices along with elevator recall systems that move elevators away from the floors sensing a fire.

Tasos met with the Circulation Specialists and reviewed evacuation procedures and completed a tour of the emergency staircases.

### **April Planned Activities:**

- Security will review training modules defined by Tasos and John Hopkins which are focused on customer service and security.
- Continue working with cleaning company to define specific areas to clean during the month of April.
- Continue building inspections few times per week throughout the month.
- Meet with disinfectant companies to discuss options to prepare the building for opening.
- Arrange high touch disinfecting prior to opening
- Arrange power washing of sidewalks and front walk-way prior to opening
- Arrange window cleaning prior to opening
- Search for available disinfectant wipes and hand sanitizers needed for the building



### **ZENDESK -**

In March, 34 new maintenance tickets were created, and 26 new or existing tickets were completed.

## **Collection Management & Technical Services (Christina Theobald)**

### **Broken Series Project**

CMTSD has been working diligently to physically bring together series books that were separated due to longtime cataloging errors. Lynnette and Chris have been collaborating to identify and re-catalog materials that were broken up by different genres but belong in the same series. We hope to finish the Broken Series project in the Adult Fiction collection by the end of the summer.

### **Rotary Club of Bolingbrook Presentation**

I was honored to be a guest speaker at the Rotary Club of Bolingbrook. I gave a presentation on our newest digital resources and content.

### **Roku Task Force Meeting**

The task force met in early March to discuss the expansion of the Roku collection. We plan to purchase additional Rokus to fulfill holds, but will no longer be cataloging specific movie titles in the PAC. Eventually, we will be launching "Family Rokus" equipped with Disney Plus and content geared towards children and families.

### **Magazine, Local Author & History Collections**

We coordinated with Building Ops to open up the second floor Magazine area and better showcase both the Computer Commons and the Local Author collection. Jake and Adwoa worked to weed, consolidate and shift the magazines to empty the first range of shelving. John and Tasos removed the range and coordinated to have the floors refinished. Opening this area up has allowed for a better sightline to the Computer Commons and enables us to feature other library materials on display. Lynnette, Mary and Katie worked to move the Local Author Collection onto a new display cart and created the first in a rotating series of feature displays. The first feature display created includes World Language Materials.

Additionally, Jake and Adwoa worked to better organize the Local History Room. They replaced the old bins that housed the Local History Journals with clear, acrylic holders, enabling better visibility to these great resources.

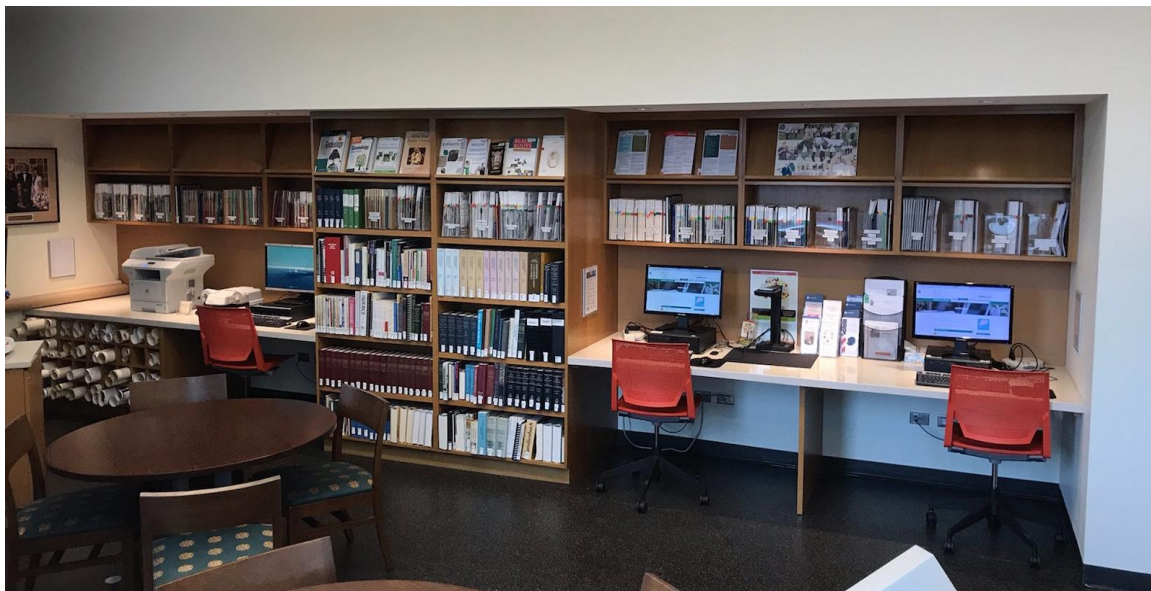


*2<sup>nd</sup> Floor Magazine Area after shelving range was removed. Two new displays were added in the space.*



*Two new displays featured:  
Local Authors and World  
Languages*

*Bottom:  
Local History Journals in  
new acrylic holders in  
Local History Room*



*\*Sorted by Category Name – Alphabetical*

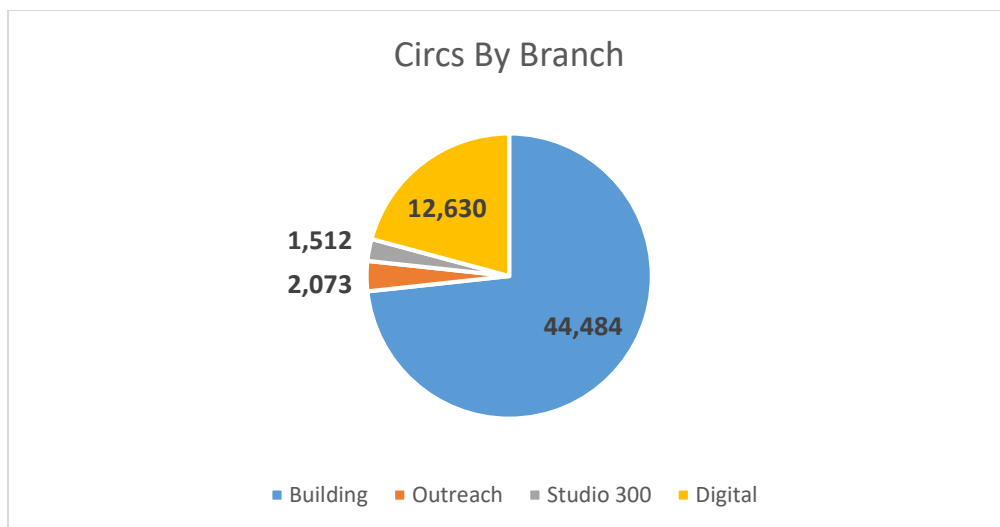
	Mar 2019 Circs	Mar 2020 Circs	Change	% Change
Adult Audiobooks	1014	561	-453	-45%
Adult Fiction	4903	4057	-846	-17%
Adult Graphic Novels	481	398	-83	-17%
Adult Nonfiction	5084	3670	-1414	-28%
Adult Video Games	296	287	-9	-3%
Beginning Readers	1520	1871	351	23%
Interlibrary Loan	275	161	-114	-41%
Juvenile Audiobooks	401	659	258	64%
Juvenile Fiction	7451	4322	-3129	-42%
Juvenile Graphic Novels	1600	1509	-91	-6%
Juvenile Kits	147	65	-82	-56%
Juvenile Movies & TV	5333	3639	-1694	-32%

Juvenile Nonfiction	5022	3159	-1863	-37%
Juvenile Technology & Equipment	183	149	-34	-19%
Juvenile Video Games	944	613	-331	-35%
Large Print	908	546	-362	-40%
Local Authors	1	8	7	700%
Magazines	814	457	-357	-44%
Movies & TV	11901	10238	-1663	-14%
Music	1972	1157	-815	-41%
On-the-Fly	16	12	-4	-25%
Picture Books	9273	5370	-3903	-42%
Studio 300	3465	1513	-1952	-56%
Technology & Equipment	1066	513	-553	-52%
World Languages Adult	257	183	-74	-29%
World Languages Juvenile	593	477	-116	-20%
World Languages Young Adult	14	13	-1	-7%
Young Adult Audiobooks	75	52	-23	-31%
Young Adult Fiction	1299	1044	-255	-20%
Young Adult Graphic Novels	748	488	-260	-35%
Young Adult Kits	10	5	-5	-50%
Young Adult Nonfiction	296	244	-52	-18%
Young Adult Technology & Equipment	0	8	8	
Young Adult Video Games	972	621	-351	-36%
<b>TOTALS</b>	<b>68334</b>	<b>48069</b>	<b>-20265</b>	<b>-30%</b>

#### Circulation by Branches

Branches	Mar-19	Mar-20	Change	% Change
Building	59,966	44,484	-15,482	-25.82%
Outreach	4,896	2,073	-2,823	-57.66%
Studio 300	3,473	1,512	-1,961	-56.46%
Digital	10,303	12,630	2,327	22.59%
<b>TOTALS</b>	<b>78,638</b>	<b>60,699</b>	<b>-17,939</b>	<b>-22.81%</b>

**\*Due to the COVID-19 pandemic, our library building was closed from March 17-31, 2020**



### Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,259	vs.	DVD	10,805
CD Audiobook	583	vs.	Playaway Audiobook	460

### Special Collections

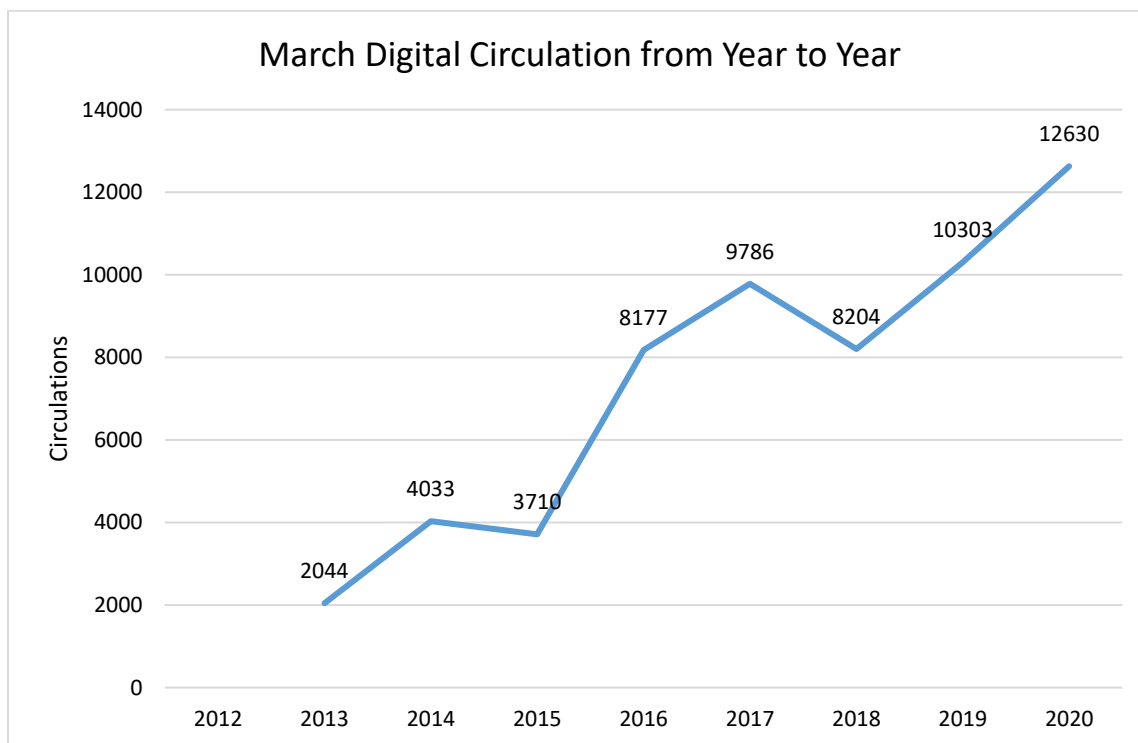
Collection	Circs
Lucky Day	1,239
Mobile Hotspots	31
Roku Media Players	15
Dolls	22
STEAMboxes	17

### Comparison of Digital Collection Usage

Digital Platform	Mar 2019	Mar 2020	Change	% Changed
Tumblebooks	1687	2669	982	58.21%
PressReader	0	596	596	
Hoopla	1449	1766	317	21.88%
World Book eBooks	71	268	197	277.46%
BookFlix	11	189	178	1618.18%
cloudLibrary Shared	422	544	122	28.91%
OverDrive eBooks	2011	2118	107	5.32%
Rbdigital eMags	529	632	103	19.47%
Freegal Music Downloads	251	348	97	38.65%

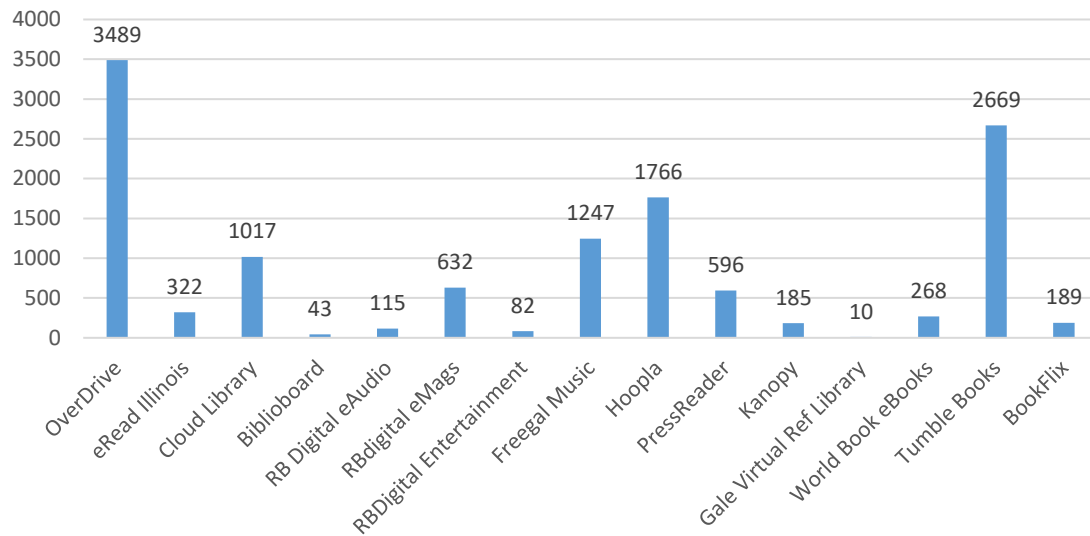
Rbdigital Entertainment	0	82	82	
eRead Illinois eAudio	62	112	50	80.65%
eRead Illinois eBooks	169	210	41	24.26%
Biblioboards	14	43	29	207.14%
cloudLibrary eBooks	312	328	16	5.13%
cloudLibrary eAudio	131	145	14	10.69%
OverDrive eAudio	1360	1371	11	0.81%
Rbdigital eAudio	126	115	-11	-8.73%
GVRL eBooks	25	10	-15	-60.00%
Kanopy	212	185	-27	-12.74%
Freegal Music Streaming	1461	899	-562	-38.47%
<b>Totals</b>	<b>10303</b>	<b>12630</b>	<b>2327</b>	<b>22.59%</b>

For **March 2020**, digital circulation was **20.8%** of the library's total circulation.

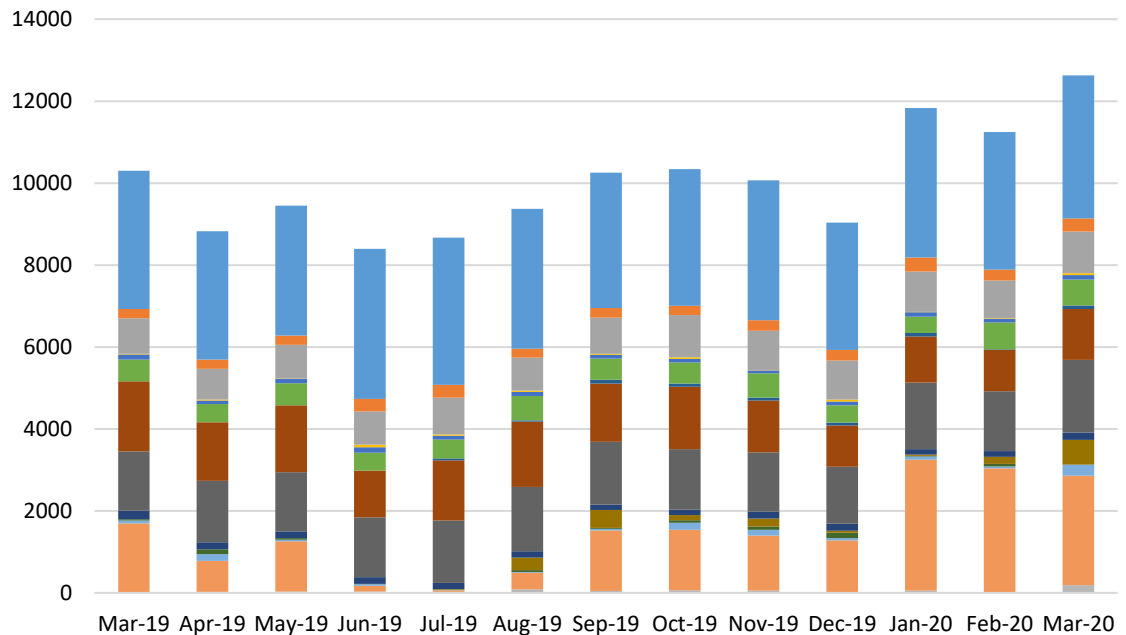


## Digital Usage by Platform

### March 2020



## Digital Collection Circulation



	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
OverDrive	3371	3136	3175	3663	3598	3413	3299	3338	3415	3101	3647	3359	3489
eRead Illinois	231	223	224	306	311	223	235	222	252	261	350	270	322
Cloud Library	865	752	825	811	893	800	882	1033	978	950	977	918	1017
Biblioboard	14	22	5	62	36	34	22	41	4	49	11	17	43
RB Digital eAudio	126	86	112	137	91	98	98	82	62	98	107	86	115
RBDigital eMags	529	449	533	432	460	599	517	515	594	416	401	653	632
RBDigital Entertainment					49	27	88	78	67	70	85	20	82
Freegal Music	1712	1423	1636	1140	1469	1591	1421	1523	1268	1010	1126	1008	1247
Hoopla	1449	1506	1440	1467	1520	1573	1536	1478	1444	1390	1620	1459	1766
Kanopy	212	172	164	159	153	154	128	132	168	173	136	142	185
PressReader					8	307	443	129	196	44	34	167	596
Gale Virtual Ref Library	25	117	44	13	12	45	21	60	78	132	11	66	10
World Book eBooks	71	160	36	33	7	17	39	174	143	54	80	47	268
Tumble Books	1687	762	1231	146	39	404	1474	1477	1345	1270	3196	3023	2669
BookFlix	11	21	29	30	26	89	49	61	54	15	54	15	189

## Digital Content Fast Facts – March 2020

### Overdrive

- There were **5,515 unique users**, which is a **22.2% growth** from last March.
- **eBooks** accounted for **64.2%** of checkouts, while **eAudio** accounted for **35.8%**.
- Checkouts by Audience: Adults: 83.4%; Young Adults: 8%; Juvenile: 8.7%
- During the month, PLC yielded **11,318 active holds** and **22,883 total checkouts**.

### cloudLibrary

- There were **260 active users** in the month. **Of those, 37 are new patrons.**
- **Pay Per Use eAudio** program yielded **28 circs** from FPLD and **58 circs** from LMPL.

### eRead Illinois/Axis 360

- There were **125 active users** for the month, **42** of which are **new users**.
- **eBooks** accounted for **65%** of checkouts, while **eAudio** accounted for **35%**.

### Hoopla

- There were **1,766 total circs** borrowed by **450 patrons**. The **average number of circs was 3.9 circs** per patron, with 52 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **44%** of all circs, followed by **eBooks with 27%**, **Movies/TV with 19%**, **Comics with 7%** and Music with **4%**.
- **Adult Fiction** was the most borrowed category, accounting for **51%** of all circs, followed by **Adult Non-Fiction with 25%** and **Juvenile Fiction with 18%**.

### Kanopy

- The **most popular videos** in March were: *What Time Is It?*, *Hereditary*, *Seven Samurai*, *Spanish (Latin American) for Kids*, *The Good Old Naughty Days*
- Our patrons played **185 distinct video titles** and **592 video plays**.
- The site was **visited 1,954 times** and received **2,526 page hits**.
- There were **71 active users**, of which 1 used the maximum play credits.

### Freegal

- This month yielded **899 songs streamed** and **348 music downloads**.
- Top **streaming music genres**: Pop, Rock, Jazz, World Music, Classical
- Top **downloaded music genres**: Pop, Jazz, Classical, World Music, Country

## Physical Items Added and Withdrawn

Physical Items	Mar 2020 Added	Mar 2020 Withdrawn
Adult Audiobooks	12	0
Adult Fiction	170	9
Adult Graphic Novels	3	3
Adult Nonfiction	296	530
Adult Video Games	6	0
Beginning Readers	16	207
Juvenile Audiobooks	4	25
Juvenile Fiction	96	423
Juvenile Graphic Novels	40	11
Juvenile Kits	0	3
Juvenile Movies & TV	12	12
Juvenile Nonfiction	90	93
Juvenile Technology & Equipment	0	1
Juvenile Video Games	13	21
Large Print	59	0
Local Authors	0	0
Local History & Genealogy	5	0
Magazines	134	17
Movies & TV	138	100
Music	18	1680
Picture Books	166	36
Studio 300	6	0
Technology & Equipment	1	0
World Languages Adult	23	0
World Languages Juvenile	1	538
World Languages Young Adult	1	0
Young Adult Audiobooks	1	104
Young Adult Fiction	34	2
Young Adult Nonfiction	36	300
Young Adult Technology & Equipment	0	0
Young Adult Video Games	16	398
<b>TOTALS</b>	<b>1406</b>	<b>4514</b>

## Acquisitions

- Purchase Orders created and released: 22
- Purchase Orders closed out and received: 6
- Invoices Paid: 33

### Interlibrary Loan

183	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 155 items from IL libraries</li> <li>• 28 items from out of state libraries</li> </ul>
131	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 67 to IL libraries</li> <li>• 62 to out of state libraries</li> <li>• 2 to XYZ libraries</li> </ul>
201	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 179 submitted in OCLC</li> <li>• 5 items were too new to request</li> <li>• 9 were available in Pinnacle</li> <li>• 8 were out of country only</li> <li>• 1 eBook</li> </ul>
186	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 97 from IL libraries</li> <li>• 89 from out of state libraries</li> <li>• 0 out of country</li> </ul>

### CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
<b>Dead - Items that have not circulated in <u>2 years</u></b> <b>CHQ</b> <b>Recommendation: less than 10%</b>	10,005 Down 1,253 Items 8.5%	935 Down 247 Items 6.16%	11,320 Down 331 Items 10.38%	22,260 Down 1,831 Items 9.37%
<b>Collection Check - Anything that has not circulated in <u>4 years</u></b> <b>CHQ</b> <b>Recommendation: less than 10%</b>	160 Up 10 Items 1.6%	66 Up 1 Items 7.06%	1,401 Up 67 Items 12.38%	1,627 Up 77 Items 7.31%
<b>Grubby - Items that have circulated <u>75 times or more</u></b> <b>CHQ</b> <b>Recommendation: less than 10%</b>	13,963 Down 338 Items 11.83%	607 Down 285 Items 4%	9,118 Up 30 Items 8.75%	23,691 Down 593 Items 9.98%

<b>DOA</b> <i>Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months.</i> <b>US average 16%</b>	4,344 Up 1,110 Items 22.79%	754 Up 73 Items 35.63%	2,058 Up 282 Items 19.38%	5691 Up 1,465 Items 22.5%
<b>Turnover</b> <b>March 26, 2019 to</b> <b>March 23, 2020</b>	2.12	2.19	2.7	2.38

### Displays

<b>Lobby Tree</b> <ul style="list-style-type: none"> <li>Furever Friends (43)</li> </ul> <b>Lobby Display</b> <ul style="list-style-type: none"> <li>Women's History Month (90)</li> <li>Early Voting (31)</li> </ul> <b>2<sup>nd</sup> Floor</b> <ul style="list-style-type: none"> <li>Women's History Month/Strong Women (280)</li> </ul> <b>3<sup>rd</sup> floor</b> <ul style="list-style-type: none"> <li>She Has a Name (36)</li> </ul>	<b>Children's</b> <ul style="list-style-type: none"> <li>Step Into Reading (114)</li> <li>Spring (105)</li> <li>1,000 Books Before Kindergarten (111)</li> <li>Baby Animals (74)</li> <li>Little Golden Books (65)</li> <li>Juvenile Mystery (5)</li> <li>Women's History (61)</li> </ul>
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Early Voting Display





## **CMTSD Remote Work Plan**

- Online Learning, including webinars, trainings, web courses, tutorials, database and eContent reviews (1-3 per week)
- Weekly Progress Reports
- Blog and/or video posts about eResources and digital library
- Can't Find It Purchase Requests
- Digital content ordering
- Digital content curating and online carousels
- Selecting and building carts for physical materials
- Creating purchase orders in Polaris and on-order item records
- Paying out invoices in Polaris
- Approving invoices and sending to Finance
- Communicating with vendors
- Monitoring ILL email
- Processing ILL renewals in WorldShare
- Aggregating statistics
- Researching new disc cleaning machines
- Cataloging cleanup in Polaris
  - Bib TOM / Item Material Type Consistency
  - Collection / Stat Code / Shelf Combinations
  - 264/1 with Copyright Symbol
- Creating and updating procedures
- Self-Evaluations
- Annual Performance Reviews
- Develop plans for re-open
  - Packages
  - ILL
  - Mail/Magazines/Periodicals
  - Ordering and fiscal year rollover
  - Staff Schedule to facilitate social distancing

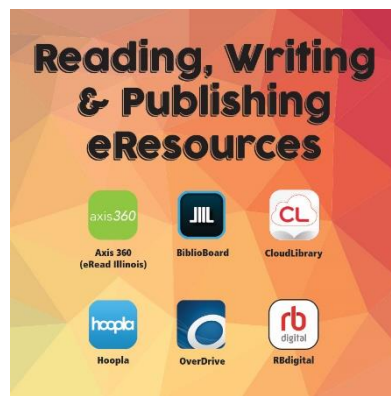
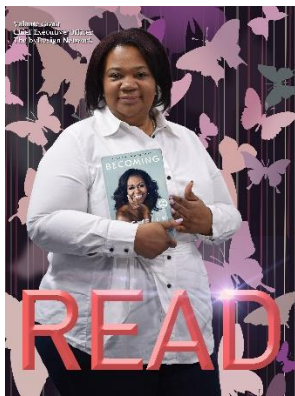
## **Communications (Melissa Bradley)**

### **Communications Monthly Report March 2020**

#### **Communications General Updates**

- During the month of March, our collection-focused Google ads had 12,400 impressions and 1,672 clicks to our collection subpages.
- We released our March [Pillars of the Community](#) interview and READ poster featuring Valante Grant, CEO of byDesign Network.

- Melissa and Steven had a demo with OrangeBoy about their targeted marketing software.
- In preparation of the library's closing, Melissa created social media, website and physical messaging to communicate with our patrons about our changing status.
- Melissa and Sabrina created a Studio 300 brochure that will be printed once we reopen.
- The Communications team has worked with the programming committee to coordinate and promote virtual programming and write and publish blog content.
- Sabrina created social media graphics promoting our digital collection and eResources and a Summer Adventure ad for the Bolingbrook Park District's summer catalog.



## Media

- [The Patch](#) covered our initial COVID-19 plans.
- [The Patch](#) covered our closing due to COVID-19.
- [The Herald-News](#) covered our fine-free status.

## Social Media Metrics

- Facebook Metrics
  - 37 new people liked our page
  - 1,223 people viewed our page
  - 67,208 people viewed our content (reach)
    - 32,331 people saw our content because a friend shared, liked or engaged with it
  - 4,874 people engaged with our content (clicked, liked, commented or shared)

Likes, reach and engagement had double our normal numbers this month.

- Twitter Metrics
  - 1 new follower
  - 101 page views
  - 9,539 tweet impressions
- Instagram Metrics
  - 26 new followers (35% increase from last month)
  - 485 post likes
  - 8,734 people viewed our content (reach) (49% increase from last month)

### Email Marketing Metrics

- 29 emails sent (This includes weekly blog roundup emails)
- 33 new subscribers (This includes blog subscribers)
- Average open rate: 47.15% (industry average is 19.85%)
- Average click rate: 12%

### April Work-from-Home Plans

- *The Fountain* newsletter
- Beyond the Stacks eNewsletter
- New welcome brochure
- Write, review & post blog posts daily
- Daily social media posts
- Virtual programming scheduling, video naming & entering into Communico
- Set up and promote new Online Book Club
- Summer Adventure logs
- Kindness Day BINGO card

### Finance (Jennie Nguyen)

#### **Highlights**

- **Audit Services RFP** – The Library had received six proposals for our Audit RFP. Paul and I had reviewed and evaluated all proposals. We had narrowed the selection to the final three in which they will be evaluated for the final selection for the April 16<sup>th</sup> board meeting.
- **Working Budget** - Worked with all Departmental Managers on the upcoming FY2021 working budget for the upcoming June board meeting.
- **Coffee Service** – Tasos and I worked to arrange a Keurig coffee machine for our staff lounge. Warehouse Direct was gracious enough to provide the Library a free machine to use.

- **Payroll Funds** - Worked with Bolingbrook Bank & Trust to transfer funds to our Payroll account at Chase. Paul and I planned the transfer in order to ensure sufficient funds were available during the Library closure. I have been monitoring the funds in the Payroll account on a daily basis.
- **Essential Cleaning Products** – The Finance and Building Operation department worked together to obtain sufficient essential product stock – hand sanitizers, Clorox wipes and disposable gloves to keep on hand during the Coronavirus pandemic. We contact our current and reach out to new sources due to the shortage of these key products.
- **March Board Checks** – The Finance team worked hard to quickly prepare board checks for disbursement for our staff and third party vendors to ensure it will be mailed out prior to the March 17<sup>th</sup> library closure. Allyse worked with Nancy regarding the program checks for our performers.
- **April Board Preparation – Library Closure** – In order to keep the normal board preparation going during the closure, the Finance team continued to reviewed and processed invoices for the April 16<sup>th</sup> board meeting. The necessary supplies which includes checks, office supplies and equipment was obtained in order to work remotely from home. The Finance team worked closely with all managers in order to properly expense invoices to the correct account due to our limited access to our files.
- **Accounting History Reports** – Processed reports for Departmental Managers to review their budgets during the Library closure.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations

#### April 2020

- **Invoice Preparation** – During the closure, the Finance team will review all incoming invoices including the electronic version to ensure timely processing for the April board meeting. The team will work closely with Departmental Managers to have the invoices reviewed and approved on a timely basis to ensure proper expenditure codes due to the limited access to our files.
- **Payment and Order inquiries** – The Finance Aide will reply to payment and order shipment inquiries. This will provide the necessary information for invoice processing.
- **Purchase Orders** – Both purchase order and Web Purchasing orders will be continued to be processed and sent out via email method.
- **FY2020 Departmental Budget** – I will be closely monitoring the FY2020 departmental budget. All potential budget overage notification will be sent to the managers. I will work with the Managers to have all their budget adjustments processed.
- **Essential Cleaning Products** – The Finance Team will continue to research and attempt to acquire cleaning and sanitizing products for the Library.
- **Audit RFP** – Finalize the auditing firm for board approval at the April board meeting.
- **Staff Training** - The Finance Team will taking training opportunities 2-3x a week to update and acquire new skills for our job position.

### Library Re-Opening:

- **Essential Cleaning Products** – The Finance team will continue to work the Building Operation department to obtain sufficient essential product stock – hand sanitizers, Clorox wipes and disposable gloves to keep on hand for when the Library reopens and moving forward.
- **Third Party Vendors** – Contact all third party vendors regarding any outstanding invoices that we may have missed during the Library closure.
- **Work area and procedure arrangements-** The team will review and implement any working space arrangements to ensure a safe distance will be maintain. I will review with the team the procedures to use during tasks such as auditing deposit bills and coin while wearing gloves and wiping down work area after completion.
- **FY2020 Audit** – I will work with the new auditing firm on how to provide the requested documentations electronically in order to reduce the required fieldwork time.

### Human Resources (Lea Pottle)

#### Staffing and Recruiting

##### *Open Positions:*

- Adult and Teen Services Specialist-Teens
- Finance Specialist
- Human Resources Manager

#### Training and Development

- Fundamental Changes to Employer-provided Healthcare, Ameriflex Webinar; Lea
- Coronavirus: Legal and Workplace Implications, AHRM Webinar; Lea
- SHRM Live 2020-Live from Capitol Hill, SHRM Webinar; Lea
- COVID-19 Updates, Eric Meyers The Employer Handbook Webinar, Lea

#### LTA Practicum Student

- Sarah L. continued to work on her LTA practicum at Fountaindale. Due to the library and school closures, she was not able to complete her required hours this month. We will work with her to complete her requirements as necessary.

#### Interim Human Resources Duties

- Continuation of training and distribution of duties for the Human Resources Manager position. Documentation was developed to assist with the transition to a new Manager.

#### Remote Work Assignments- April

- Noey will assume interim HR duties given to her with the departure of the HR Manager.
- Training will be taken to learn about implementation of the new Federal regulations put into place by COVID-19.
- HR Representative is encouraged to pursue other training relevant to the Human Resources Field that will enhance service to our staff.
- Review and update of the procedures available on the Human Resources department intranet site.

## **Information Technology (John Matysek)**

- During the month of March, 53 new help desk tickets were created by FPLD staff, and 56 new or existing tickets were solved by IT staff.
- Worked with vendor ITsavvy and HP to troubleshoot and resolve an issue with another of the library's blade server's motherboards.
- Along with Paul Mills, Nancy Korczak, Debra Dudek, and various staff members, attended a scanning/copying product demonstration from vendor Today's Business Solutions (TBS).
- Prepared answers to questions submitted from prospective respondents to the library's RFP for new staff computers.
- Continued working with vendor Bibliotheca to troubleshoot various issues relating to the new Windows 10 self-check units, RFID security gates, and libraryconnect service.
- Met with vendor Netrix, LLC to discuss the results of them gathering network information for a forthcoming proposal for replacing network infrastructure.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked on troubleshooting and restoring remote access to the library's outdoor marquee digital sign.
- Continued working with vendor Cisco on converting an SSL certificate for VPN usage on the library's firewall appliance.
- Performed an analysis of all responses received for the library's RFP for new staff computers.
- While the library has been closed, regularly monitored key network systems, and provided remote support as needed.

## **April Department Activities**

- Prepare library equipment for remote usage as needed
- Provide remote support as needed
- Review IT procedures; archive outdated, update current as needed
- Prep old patron PC's for future disposal by public auction
- Vendor training webinars
- Library eResource technology training webinars
- Update patron PC's
- Update staff PC's

NOTE: March 2020 Statistics will be completed once the library reopens.

District Statistics					Population Total		67683			
Total Circulation Statistics		60,699	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	45,996	Reading Programs Offered	0	0	2	0	2	24,808	4,458	
Bookmobile	2,073	Reading Members	0	0	486	0	486	Proctoring	Total Twitter Followers	
Digital	12,630	Summer Reading	0	0	0	0	0		839	
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers	
		Collections Totals		Population Served	Building	Outreach	Total	344	1,037	
Interlibrary Loan Requests		New Physical Items	1,406	Total Visits	18,655		18,655	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons	183	New Digital Items	1,765	New Cardholders	153	0	153	2,197	5,343	
Items Sent to other Libraries	131	Collection Total	430,177	Active Cardholders	22,968	108	23,076	Pages Printed	COHS Students Enrolled	
		% Served		All cardholders **	48,305	Drive through visits		12,825		
In-house checkins (Not part of total circ)	1000	Active cardholders	34.09%	Computer and Internet Sessions					Monthly Wireless Sessions	
		All cardholders	71.37%	Studio 300	Children's	Vortex	Lab/Commons	Total		
				63	527	193	2,031	2,814	11,792	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals				
Number of events/uses	104	16	21	292		Building Front	Building Rear	Church	Ashbury's	
Attendance	153	36	43	16		1,389	1,664			
	Programs Adults				Programs Teens				Mobile App Downloads	
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS:	
Numbered offered			11	11			1	1	Android:	
Attendance			38	38			9	9		
Programming hours			11.5	11.5			1	1		
	Programs Children				Passive Programs for Teens				Total Offered	
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	71	
Numbered offered	36		0	36	10	0	0	10	Total Attendance	
Attendance	805		0	805	254	0	0	254	7,280	
Programming Hours	25.75		0	25.75	X	X	X	X	Total Programming Hours	
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages					
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total		
Numbered offered	74		0	74	16	0	7	23		
Attendance	143		0	143	4,264	0	2,164	6,428		
Programming hours			0	X	119	0	72	191		
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total		
Reference Total	146				1,000	84		1,230		
Directional	6				812	0		818		
One on One Assistance	7				6	0		13		
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	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	60,699	78,638	-22.81%	Reference Questions		3,411	-100.00%			
Visitors		45,100	-100.00%	Computer Usage	2,814	5,940	-52.63%			
Card Holders		24,456	-100.00%	Wireless Sessions		21,073	-100.00%			
Room Bookings		754	-100.00%	Program Attendance*		8,383	-100.00%			

## **Fountaindale Public Library District**

### **Emergency Closings Policy**

Although the Library will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, a declared state of emergency, utility disruptions, and natural disasters. In all cases, employee safety will be the primary consideration.

In the event of an emergency closing of the library, the Executive Director (or, if unavailable, the Deputy Director) shall have the option to curtail Library service. The Executive Director will notify department managers who will notify their supervisors and staff. The Human Resources Manager or a designated manager shall activate the mass notification system to notify staff of the closure.

For full day or partial day closing compensation, all exempt employees will be paid for such time off. Non-exempt employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

The Executive Director (or, if unavailable, the Deputy Director) may elect to reopen the Library later, and employees scheduled to work will be notified to report to work at their scheduled hours.

If the Library remains open, employees are expected to work their regular hours.

Employees electing not to report to work when the Library is open are required to use available time off benefits for his or her entire shift.

Any changes will be at the discretion of the Executive Director.

## **Director**

### **Public Library Association Conference**

The Public Library Association (PLA) Conference was a good one. It is always helpful to be at a conference geared specifically towards public libraries and this one did not disappoint.

A theme of the programs I attended focused on access to resources and circulation in general. The Edmonton Public Library did a study several years ago and they discussed five key areas that can impact patrons' ability to use the library. The quick summary of those areas is –

Library Policies – People have difficulty understanding and navigating public library policies;

Fees – People are afraid of, cannot always afford, and do not feel like they have options for paying fees;

Transportation – People have difficulty travelling to the library;

Service Awareness – People do not understand what library services exist and how those services can benefit their lives; and

Literacies – People lack literacy and digital literacy skills.

These are all areas we have discussed and worked on in the past, and we will continue to do so going forward.

Staff from the Calgary Public Library presented on their moonshot initiative to boost circulation. They provided an entertaining program and we saw a lot of the work we have done and are doing in our Collection Use Committee mirrored there. The program also highlighted the very low percentage of patrons at Calgary that place holds, which immediately led us to review the numbers for Pinnacle. This will be a topic at future Collection Use Committee and Governing Board meetings as well.

One of the other programs I would like to highlight was entitled “The Internet is Dark and Full of Terrors.” This program was a sobering review of some of the terrible things that have occurred, and highlighted the importance of digital literacy skills for people of all ages.

I and our staff that attended PLA this year greatly appreciated the opportunity, and thank you very much for it.

## **Deputy Director (Nancy Korczak)**

February began with our full day In-Service Day. Deborah Caldwell-Stone from ALA's Intellectual Freedom Office gave a presentation on patron privacy and laws that affect meeting room usage. Our second presentation included Debra Dudek and Elizabeth Cervantes from SSIP to speak about the 2020 Census and how it will affect the Bolingbrook Community. Staff also had time for department meetings. Overall the comments we received from staff about the In-Service Day were positive.

Continuing the 50<sup>th</sup> anniversary celebration, this month Studio 300 worked hard to launch Fountaindale's Community Page on Storycorp (<https://archive.storycorps.org/communities/fountaindale-public-library-district/>). We will be uploading our patron's stories throughout the year.

At the end of February, I was able to attend the Public Library Association's biannual conference. The conference had a lot of great sessions and I focused on attended sessions based on collection promotion and circulation increase. The presentation done by the Calgary library in Canada was very informative, they spoke about the many ways they managed to increase their circulation in a period of nine months.

## **From Amina Ali's report**

### **Circulation Services Department Report**

#### **Department Summary**

- In the month of February, Circulation continued to work on clearing patron accounts. By the end of the month, all Specialists had cleared accounts that had overdue fines.
- On February 7th, Circulation Staff attended the library wide Staff In-Service Day. It was a nice break to take time to learn about Meeting Room Policies (Legal), 2020 Census, and have a department meeting.
- At PIRC, Amina and Kate discussed with the rest of the Pinnacle Circulation Managers, about running the National Change of Address report before the end of the fiscal year. In addition, PIRC will be gathering data about automatic renewals to present to the Pinnacle Governing Board.
- Aides are beginning thoroughly tested on their shelving skills. Danny and Carol have compiled a test for each Aide to complete.

#### **Circulation Statistics**

<b>New Patrons Registered</b>	<b>226</b>
<b>Holds Pulled From Shelves</b>	<b>7,801</b>

Drive Up Statistics		
Total Visits (February 2020)	Previous Month (January 2020)	Previous Year (February 2019)
790	882	887

<b>Total In-House Circulation (February 2020)</b>	<b>2,083</b>
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From Tana Petrov's report

### Outreach Services

#### Activities

- 2/8/2020: Winterfest at Annerino Center with collaboration with the Park District - Laura and Cindy did a storytime on the theme *winter/snow*. Dennis and Carolyn also attended with the Bookmobile. From Carolyn's report: "We were very visible in front of the building and it was a beautiful day out. I think this helped us have a steady flow of patrons coming on the vehicle during the event."
- 2/17/2020: Carolyn provided orientation and tour of Outreach Services for the LTA Intern. After that, Carolyn took her to the Kids Fair event where the LTA intern observed Tana manning a table.
- 2/17/2020: Kids Fair event: Tana reports that this was a successful event during which she was able to promote the library services, programs, and Bookmobile stops to more than 100 people.
- 2/22/2020: Laura (with Tana's assistance) hosted a highly successful Preschool Round Up event again this year with attendance of 144. Comment from a patron: "Well organized, great event, great opportunity to network. Hope they all get an invitation for next year."
- Throughout the month, Laura performed storytimes on the themes *sad/ happy/ Valentine's Day/ Pakistan*.
- Melissa was busy with her monthly programs (Atria and Revere Court) and storytimes (Head Start Preschool and Westbrook Christian Church Homeschool). Melissa's storytimes themes this month were *Native American Language* and *pets*. From Melissa's report on her visit to Revere Court: "I brought a variety of activities to do with the residents. I read to them about the tragic death of Buddy Holly, The Big Bopper and Ritchie Valens. I showed them some old videos of them performing some of their hit songs. I also read to them some trivia for the month of February. After that we made bunnies out of craft rolls."
- Marleigha pulled Black History books from the main library to have on the Bookmobile about important events and people in Black History.
- Sarah had a nice interaction with patrons. From Sarah's report: "I spoke with two gentlemen who are regular patrons at Greenleaf. They told me how happy they were that we were there and they had someone to talk with even if it is about book recommendations and grocery shopping."

- Tana began her training lessons with Eagle Training Services for the Bookmobile.

### **Special Projects**

- 2/26/2020: Cindy served as a judge again this year for the finals of the Battle of the Books that took place at Lukancic Middle School.
- National Bookmobile Day: Marleigha reports that “the planning is completed for National Bookmobile Day. Melissa Bradley has ordered us new and improved giveaways. Everyone has been participating and doing their parts. We have the supplies for the crafts, we have pictures for the button maker and I feel we are in a really good place. We have also ordered the prizes for National Bookmobile Day. I look forward to this being a very successful event.”
- Sarah did her Red Books Display at Heritage Woods. Sarah reports: “18 books were checked out for the 1st visit at Heritage Woods. 26 books were checked out the 2nd time we visited with this cart. March 9th will be the last day to turn in a ballot to win a prize for checking out one of these books.”

### **Repairs and Maintenance of Outreach Vehicles**

From Carolyn’s report:

- 2/14/2020 - Van would not start. Towed from the parking lot to Mercedes of Westmont on 2/17. Battery was replaced. Vehicle picked up on 2/19.
- 2/10/2020 - BKM both headlights replaced.
- 2/20/2020 - BKM left 2 different leaks in the parking lot. Driven to Diesel Services. Fuel Leak was repaired. Coolant leak needs parts and we were advised its drivable until parts are received. Picked up 2/21.
- 2/24/2020 - BKM stalled. It would not move forward or backwards. After allowing the vehicle to rest, it started and was driven to Diesel Services. Transmission fluid was added to the vehicle.
- 2/25/2020 - BKM stalled again. Taken to Diesel Services for further diagnostics. Transmission Flush.

Preschool Round Up



Battle of the Books



## Revere Court craft



## From Jeffrey Fisher's report

### Studio 300

February 2020 generated the following basic Studio 300 stats:

- 896 patrons actively used our spaces.
- 3562 items were checked out.
  - 107 of that total circulated out of the lab.
- 174 patrons attended our 38 Orientations, Adult/T(w)een programs, tours, and offsite events.
  - Total programming hours came to 48.
- And 20 Non-FPLD people used Studio 300.



Key events for Studio 300 included our annual *Oscars After Hours* program with patrons enjoying the TV show on the big screen in MRA. We had two winners this year who picked the most winning categories. They took home prize packages with DVDs, movie tickets, and a custom tote bag.

The Girl Scouts continue to use Studio 300 in a big way. This month brought the second half of the custom embroidery

project and a separate group who earned their Photography badge by taking, editing, and sharing photos.

Read on for reports from the Studio 300 staff about everything else we supported during February.

**Adriana:** Adriana and Jeffrey planned and executed a successful staff meeting during the Staff In-Service on February 7th. Adriana, with the help of Patrick, put together and

hosted the *Oscars After Hours* event on February 9th. Our patrons once again participated in the trivia challenges and the Oscar ballot contest with two top winners this year. Adriana also worked with Randi C. from ATSD on February's *K-pop meetup*. Teens came in and created photo card magnets while listening to music. She also traveled off-site to the Des Plaines Public Library to attend the quarterly AMS meeting. This month's focus was on annual reviews and she was able to tour the CIRC department after the meeting. Adriana also continued to work on the *Pillars of the Community* project by editing posters and portraits for the individuals selected to participate in this year-long event.

**Anna:** I taught another two great Maker classes for both Adults (Vinyl decorated pillowcases) and Teens (Pop up Valentines Card). I also helped create prizes for the Oscars program and set aside time to prepare for the Maker Faire coming in March. Also on my plate was to gear up for all the upcoming spring programs by ordering supplies and creating demos of the projects.

**McKayla:** I created fliers for our promotional 'tree' to notify patrons of upcoming events. I also lead vinyl and video editing one-on-one sessions this month. We held a Valentine's Day Photoshop class for our homeschooled teens, too. During the class, I photographed the teens in front of our green screen and then showed them how to use Photoshop to composite themselves into different backgrounds.

**Monica:** In addition to leading Orientation and tours and participating in the all-staff day, I began working on a new design for our Maker Bucks giveaway. I learned how to train patrons on using the 3D printer and the Rodecaster. I made a demo of custom bottle labels to use for my class in March. To make it easier for our patrons, I split the Silhouette Cameo Machine Training outline into a Beginner and Advanced outline and made demo files for each outline. I attended my first *one book, one community* committee and am keeping up to date via Basecamp.

**Patrick:** I helped prepare for and co-hosted the Oscars After Hours. I taught several classes and 1-on-1s on 3D printing and modified and adjusted the 3D printing guide as needed to help other staff who are teaching the subject. As a result, this led to numerous patrons using the CR-10 throughout the month. I also co-hosted the Open Mic night with Justin and hosted the Acoustic Musician Meetup. Lastly, I began uploading interviews from the Winter Carnival and our Holiday Memories to [Fountaindale's Community Page on Storycorps](#).

**Justin:** For Record Production Month (RPM) we had patrons drop-in for "What's RPM All About" and attend the first workshop. Attendance at other programs was unfortunately low. Along with Patrick C., I co-hosted an exciting Open Mic which featured two brothers performing selections from the Rat Pack while two regulars, Michael and Carey, sang a beautiful duet. I also assisted the Girl Scouts with learning how to make custom badges on the embroidery machine.

**Nikki:** Having started my *Travel Photography Learning Circle* in January, we concluded our sessions on February 27th. This learning circle was different from before with the content and material presented more specific to certain situations rather than all around basic knowledge of photography. I think the patrons who participated did retain a lot of

good information, but some were confused on exact technical aspects of working the cameras and functions being presented in the material. For the next learning circle, *Mastering your Digital SLR Camera*, patrons are going to be learning hands-on techniques and equipment and combine this with what they learned in the *Travel* program to use when they're shooting.

**Jeffrey:** Met with Paul M., Nancy K., and John M. to further refine our needs for next fiscal year's planned update to Studio 300's computer technology. Met with Jay P. to plan our upcoming *Small Business Learning Circle* and Randi C. to finalize plans for the upcoming *Teen Journal*. Helped set up A/V for the staff in-service day, too. He led an extended tour for Woodridge Community Television. Assisted Debra D. with videotaping her latest Genealogy program. Finished helping a patron turn her memoir into a paperback book and two other patrons publish their books to Amazon. Jeffrey, along with Paul M. and Nancy K. met with the Village of Bolingbrook IT Commission to discuss and plan programming partnerships for the fall and beyond. And Adriana A joined him for a long interview with Dominican student Katie P. as she prepared a paper on leading change in the library. Coordinating with Tasos P., we had the vendor come in and adjust the audio and video room doors to maintain their excellent soundproof capabilities.

## **From Debra Dudek's report**

### **Adult and Teen Services**

#### **General Comments on the Month**

February was a preparation month for our library's Census 2020 initiative. I attended several organizational census meetings with community partners, distributed informational materials to staff members, wrote an informational census blog, and presented a Census 2020 program at this year's Staff In-service Day. I am looking forward to ensuring our census initiatives are executed with a high caliber of customer service, and to see our partnership opportunities for this project continue to grow in the future.

Erica Edwards, our Readers Services Librarian, held interviews for a new specialist to assist her with programs, services, and large scale projects. The position was offered and accepted by Ashe Kolalis, who will be transferring from Randi's Vortex team to Erica's specialist position.

All our staff completed the online Goodbye Harassment course. The feedback on this module has been positive.

LTA student Sarah Lemke joined our department in February for programs such as Karaoke Dance Party and Black History Month Movie Week. Sarah excelled in the tasks she performed, and everyone enjoyed working with her.

#### **Programming (includes):**

##### YA Programs:

**Randi's Observations:** Ashe hosted several programs in February including Dungeons & Dragons, a Super Smash Bros. Tournament and Soap Forming with outside presenter Cathryn Stanek-Whisler. Ashe writes, "D&D was very successful this month

with a full house of 12 teens! Our DMs can handle roughly 6 max and each had 6 kids! It was a super joyous time in the Vortex with many adventures to be had.”

I am finalizing our summer slate of teen programs. We plan to have a bevy of craft programs, Studio 300 boot camps, movies and more. We are hoping to have an afterhour's laser tag event in July. I wrote two blog posts with one post to be published in March. The first post was written to promote a Studio 300/Teen Services collaboration. We are creating a Teen Journal, much like our existing Nemo Journal. The post gives a little bit of background, submission guidelines and the links to the submission forms. The second post discussed the popular K-Pop group BTS, our eResource Freegal and will feature an album review from Studio 300's Adriana and Patrick. This post will also promote our monthly K-Pop club.

### Teen Programming

- Cathryn Stanek-Whisler was back again in February for a fun craft program, Soap Forming. Ashe was on hand in the Vortex to help out. She writes, “Soap Forming was such a cool program! It was led by Cathy Stanek-Whisler who had everything ready for all 10 teens that participated. I learned that you can crumble up existing soap with a hand mixer, and with a little bit of water, reform it into new shapes with your hands or a mold. How cool is that! The kids made some amazing shapes all on their own.”



- Studio 300's Anna prepped the project for February's Teen Makers class. Participants made their own pop-up cards with pieces cut on the Silhouette Cameo. The cards were Valentine themed and the teens really enjoyed the 3D elements. They all had plans to give their finished projects to their moms and grandparents.



- Christine Thornton presented a drawing workshop for the month of February, How to Draw Cartoon Dogs. Teens learned how to draw several different types of dog breeds and then chose their favorite to turn into a finished piece. The results are fantastic!



#### Computer Classes:

We taught seven classes for 31 attendees.

#### Career Online High School:

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:1

Students 75% Through Program: 0

Graduate: 23

#### **Programming:**

##### **From Nick Mitchell's Report**

For February, I continued with some training that I would need in my role with finishing the PIC training with Tasos and Nancy. This helped me with understanding and eventual execution of many of the different responsibilities that this will entail. I continued to reach out to different presenters for events in the June through August cycle, including Jeanne Ropollo's Travelogue of her time working at the McMurdo Station in Antarctica.

We also offered a diversity of different programs for the month of February. Tony continued to have Yoga and Zumba (also popular programs) as well as having a presenter discuss the history of the maids and porters Pullman Car Company. This was well received and even had a patron wish that we could have the presentation as a standing exhibit in the library. Becca continued to host successful craft programs with DIY Tote Bags and Watercolor snowflakes.

## **From Tony Nguyen's Report**

### **Pullman Maids and Porters: A Walking Exhibit Wednesday, February 05 2020, 7:00pm - 8:00pm**

At the start of this month we kicked off Black History Month with a historical display by Tammy Gibson of Sankofa TravelHer. This presentation was about the maids and porters of the Pullman Company located in Pullman, Chicago. Our patrons were interested in listening to Tammy, dressed as a Pullman Maid, as she described the routines and unfair work conditions that the all black maids and porters had to endure on the Pullman train cars during their height in the 1920s. 13 patrons attended this program.



### **Live Soap Making Demonstration Thursday, February 13 2020, 7:00pm - 8:30pm**

Twelve patrons joined this program as Brittany Hogan demonstrated how to make your own soap! They even had a little give away to see if folks got to take some organic soap home with them. The patrons seemed to be intrigued and interested as Brittany showed them how with some raw materials and a stove, one could make their own bar of soap.

### **Drawing with Pencils and Charcoals**

Tuesday, February 25 2020, 6:30pm - 8:30pm

As always, the Tuesday night art program series with Robert Pennor continues to prove to be a consistent hit with our patrons. The full 20 patrons attended that night and they enjoyed each other's company as they worked on their current project that Robert had brought with him that night.



## From Rebecca Falasz's Report



For crafts this month Christine Thornton did a snowflake watercolor class, and Cathryn came in and did DIY painted tote bags. Down below are some of the bags patrons painted! I personally loved the baby Yoda!

## Librarian Highlight

### Jay Purrazzo

I met with the Chamber Speakers group at the Bolingbrook chamber to discuss future speakers at chamber events. This may in the future involve me and several other members of the community grading potential speakers to find the best ones that meet the needs of the chamber. I will also skim from this group for our own programs.

For professional development I attended a 20s/30s Programming Meeting at Naperville - Naper Boulevard Branch. While adults 20s/30s is not entirely business related, I have had to book and host several programs for that demographic. The group expressed the difficulty in attracting this group, but external events (such as bar trivia) that bring the library to people or nostalgia based activities are usually successful. I brought back a stack of programming newsletters, which I have been looking through for programming ideas.

As of today the Toastmasters group at the Bolingbrook Chamber of Commerce has been disbanded due to lack of attendance. I only missed one session, but we have been hemorrhaging members since July. I did not give as many formal speeches as I would have liked, but the table topics exercises were very helpful for training to speak on the fly. There are other clubs in the area and I will try to attend several until I can find a healthy group.

## Librarian Highlight

### Erica Edwards

We had 10 people attend our Coffee & Conversations Book club for February. A lot of our regulars are either snowbirds or are on vacation currently, but we still had a strong turnout! We have had two new people join in recent months and they fit into the book club really well. We read "The Great Alone" by Kristin Hannah. Everybody agreed that

this was one of the best discussions that we have ever had for a book! I printed out discussion questions for everybody but we didn't even need them because the discussion just flowed really well and easily.

I spoke with a lady at the 3rd floor desk who said that she was looking for a happy/hopeful book to read while she recovers from surgery. She says that she enjoys romance, but wants something with a good plot too. I recommended "Evvie Drake Starts Over" and after I explained what it was about she said "yes! That's exactly the kind of book that I'm looking for". She was excited to get home to read it and said that having a good book will be a great help as she recovers.

## Specialist Highlight

### Agnes Babinski

This month I unveiled an ATSD staff landing site that contains links to the various workbooks used each month. This makes it easier to get to, and easier to update and share with the department.

This month was also the second month of completely digital stat collecting. It has significantly reduced the time it takes to compile everything. There is an uptick in stats compared to last year, and I'm hoping part of it is staff being more diligent in marking interactions. I have noticed coworkers using the workbooks more often than the clipboard sheets.

As for February notarizations, I emailed the notaries of the department and asked for their total for the month. Overall we've had 25 successful notarizations.

## From Joyce Arellano's report

### Children's Services

**Monthly Overview of Children's Services:** We celebrated Black History Month with special events and displays. Readers were delighted to find the books in the *Who Is?/Who Was?* series in one location. Joss, our newest American Girl doll, made her debut this month.



## Programming

Program	Number of Programs	Attendance/Participants
Active	65	1,694
Passive	180	614
<b>Total</b>	<b>245</b>	<b>2,308</b>

## ARTS & CRAFTS

### Make-It Take-It (2 programs, 54 attendance)



"I provided two crafts this day, one for Groundhog Day and one for Black History Month. I did a pop-up groundhog and a peace quilt." *Susan F.* "I put together a slinky dog craft [from the movie *Toy Story*] on 2/22 and the patrons liked it a lot. I heard a patron say 'Look it! It's a slinky dog.'" *Melisa M.*

## READING & WRITING

**Graphic Novel Book Club: *Lunch Lady* & other space stories (6)** After talking about their books, children decorated jars to take home.

**Paws to Read (33)** "We had 33 readers, family members wanted to read together so I was able to add more readers and didn't have to turn anyone away. What a fun time!!! Our dogs were Lily, Spirit, Charlotte, and Hazel." *Rosemary B.*



## HOLIDAYS & CELEBRATIONS

**Black History Month Scavenger Hunt (3 programs, 43 attendance)** We offered a scavenger hunt 3 out of the 4 Fridays this month. Children earned a prize from our treasure box for completing the hunt and could earn an extra prize for checking out the books they found. "I chose to do mine a little different than the way scavenger hunts have traditionally been done. I had pictures of prominent African Americans located in areas of the library that related to the person (Barack Obama by Illinois books, Maya Angelou by the story time room, etc). One letter in each word was highlighted, and those letters formed the phrase 'I have a dream.'" *Jen F.*

**The Stuff of Stars Story & Craft (20)** In celebration of Black History Month, children listened to this Coretta Scott King award-winning book and created a craft inspired by illustrator and artist Ekua Holmes. "After watching a video made from the book, they made marbled paper with shaving cream and food coloring. It was very messy and everyone enjoyed it." *Sarah D.*



## MOVIES, MUSIC & ENTERTAINMENT

**Mini Movin' and Groovin': Africa (3 programs, 126 attendance)** "It was more than just a music program, but a true cultural trip around AFRICA. Children and adults, together, created a beautiful experience by engaging with their children, recognizing that African music has influenced music all around the world." *Kathy B.*



## STEAM & LEARNING FUN



### **Adventures in Homeschooling: Pakistan (2 programs, 102 attendance)**

"For such a big crowd, they were very attentive during Kathy's presentation. The presentation was even more interactive this month because Laura had a friend that grew up in Pakistan come to the program that morning. She brought some of her personal items and left them for us so the kids could look at them. The carpet relay was a little hectic with that big of a crowd. We used garbage bags and it was a lot of fun to see how the kids got them to move across the room. I read a book about Bessant day. It is an annual kite flying challenge that is held in Pakistan. The goal is to bring down as many other kites as you can. We had two crafts, a good deeds tree and a valentine owl. We were very happy to see a smaller crowd in the afternoon so our supply of materials were enough to cover both sessions." *Debbie S.*

"Wow!!! While we have come to expect a certain crowd at homeschool, we were blown away today. Our morning group showed up in full with 62 children, all eager to engage in information about Pakistan. Our slide show consisted of so much information, highlighting its short history, the glaciers and textiles. A Pakistani friend of Laura's came in to help me pronounce Urdu words and brought several items to share with our families. The children and adults poured over the items, interested in the details." *Kathy*

**Mini Adventures Around the World: Pakistan (2 programs, 27 attendance)** "Asma Khan brought in some items from Pakistan to show everyone: beaded purses, embroidered shoes, and jewelry. There were books to read, puppets show, and we decorated a pine cone with glitter glue, pom poms, and snow." *Rosemary B.*





### Mini Math Monsters (3 programs, 24 attendance)

Children participated in activities related to money, maps, and building. During *Give Me the Moola*, children were amazed by an

experiment they conducted using a dollar bill. "Rosemary showed the kids a trick with a dollar bill and paperclips. I then showed the kids that I could make a dollar bill move with a magnet. So I took a blender with some water in it and then tore up a dollar bill and ground it up in the blender. The liquid was then poured into a small ziploc bag, sealed, turned over and a strong magnet was placed underneath. We swished the liquid around and then I flipped the bag and the magnet over at the same time. When the magnet was removed you could see the metal stuck to the top of the bag, where the magnet had been." *Susan F.*

**Roots: Miles Davis & Ella Fitzgerald (26)** Children learned all about these jazz legends and listened to a few songs. They also learned how to scat after watching a video of Fitzgerald's performance of "It Don't Mean a Thing." After Judith and Ernie's presentation, the group made their own music, using CSD's storytime instruments.



**TechnoKids: Hovercrafts (14)** “Each team was provided with a kit that they used to build their vehicles. On the 2nd part of the program we raced the hovercrafts on land and on water. In Creativity park teams lined up their vehicles and they started them at the signal. Each member of the teams took turns in launching the hovercrafts. There was a lot of cheering and jumping up and down with excitement. In the end one mom commented ‘My daughter thinks she is not good with engineering because she compares herself to her older brother. Look, I think she did very well today and she enjoyed working in an all girls team and winning the race.’” *Andreea D.*

## GAMING & PLAY

**Preschool Activity Time: Leap! (63)** “Today's Preschool Activity Time had a party themed on leap year. We had four crafts and a scavenger hunt. The crafts were a 3D Cat, Craft Stick Ballerina, Bunny Paper Bag Puppet & a Clothespin Cricket. There were lots of young kids today and even some new faces. One mother came into the library for the first time and visited with her twin boys. She loved it and her boys had a good time too.” *Susan F.*



## JUST FOR TWEENS

**Tween DIY: Tapetricity Cards (4)** “A few tweens who registered for the Tapetricity program on 2/12 ended up cancelling due to colds and flu. However the two who were registered came and an additional 2 attended for a total of four. We also had a helpful teen volunteer.” *Sarah D.*



## STORYTIMES

**All Together Storytime** “I brought my ukulele to play a few songs for the first time this morning. The kids really liked it when I let them each strum it a few times before we started to sing.” *Jen F.*

**Romanian Storytime (28)** “This storytime took an unexpected fun turn when 4 Spanish speaking kids and their families wanted to stay and participate. I made it very clear that this is Romanian Storytime but the mom said they want to stay because they like Mrs. Andreea’s Storytime. I translated *Pete the Cat* stories and I used the flannel board. The Spanish-speaking kids mixed right in with the Romanians in front of the chair learning words from each other. We used musical instruments for several songs about cats and mice. And last we did a craft, a Valentine necklace. Everyone had a great time and the Spanish-speaking family stayed until the end.” *Andreea D.*

**Sensory Storytime (14)** “Our theme this month was colors. I began storytime with the book that many children know very well *Pete the Cat: I Love my White Shoes*. This month, we used the Creativity Park for our sensory activities. For the first activity, we used the light table. I set up the light table with the crystal colored Legos and the Connectagons, periodically I changed the color on the table so the children could play in different color hues. The children absolutely loved the light table and were very interested in exploring the toys in the different color lights. For the second activity, the children painted with watercolors. As I walked around, I hear the children saying ‘Painting is so much fun.’” *Marta M.*



## Public Service

**Children’s Services Desk:** We answered **1,378** reference questions and **1,194** directional questions this month. We assisted patrons in 1 scheduled one-on-one and 10 unscheduled one-on-one appointments. Our busiest day was Monday, February 24; we assisted with 144 reference and directional questions, 5 unscheduled one-on-one appointments, and 1 teacher request.

**1000 Books Before Kindergarten (354):** 1 new child signed up in February. There were no completions this month, but several children should be finishing soon!

**Winter Reading Program: Read to Succeed (130)** The program ends on Monday, March 2. 49 children have completed one reading log and 26 children have completed 2 reading logs. Each log represents 10 books read.

**Baby Packs:** We gave away 1 pack and sent out 4 birthday cards this month.

**Notary:** Melisa M. and Andreea D. served as backup notaries for ATSD. They notarized 2 documents this month.

**Milkweed Seed Packets:** We have a small collection of milkweed seed packets at the Children's Services desk to give to interested patrons courtesy of Cindy Hennessy, our local Monarch Butterfly advocate.

**Imagination Station:** The puppet theater/imagination station included veterinary toys and accessories so children could be animal doctors!

### Stories of the Month:

"After the afternoon class, a mom came up to me and asked, 'Do you know you [me and Debbie] are famous.' She went on to tell me that they were at another library program where moms were talking to one another, looking to be involved in a homeschool group. She started to talk about our program and was interrupted by several other moms in the group, who all said, 'Go to Fountaindale, in Bolingbrook, they have the best program ever.' With a blush on my cheeks, I reminded her that we are nothing without great patrons who join us and want to be in this with us." *Kathy B.*

"A patron came in looking for videos for her daughter to learn Spanish. As I was showing her the collection, we talked about the additional language resources on the 3rd floor, as well as some of the online resources for learning languages. She had no idea all that the library had to offer as she had not been to the library since she was a child. I was able to provide her with several brochures explaining the different programs and online resources. She was absolutely thrilled and excited to sign up for classes and activities for both herself and her daughter." *Jen F.*



### Who Is? Who Was? et al. "Bobble Head" Series

CMTSD created a new collection that puts these books face out in one location, near the CSD restrooms and comfort room. The patron response has been very positive, and CSD has seen higher traffic in this area due to readers browsing.

## **Building Operations (Tasos Priovolos)**

The main controller of our building automation system was replaced. The old unit was no longer supported and parts were no longer available. The integration of this controller requires creating/debugging new control logic since the new controller has different communication protocols. We continue to work with Trane to test the new system.

The entire department assisted during the very successful staff in-service day. This included preparing for the early morning setup and preparing the building for the following day.

The annual load test was completed on our emergency power generator. This load test simulates an actual power outage on the generator and verifies that it is capable of producing the electricity needed to power our emergency systems.

Tasos met with representatives from Huff Company to discuss the acoustical challenges we have noticed on the 3<sup>rd</sup> Floor study rooms. Huff Company is the vendor that services our soundproof booths in Studio 300.

The Studio 300 acoustical doors were serviced and several seals were replaced. This is part of the ongoing maintenance needed on these doors.

Worked with Bibliotheca to find a solution to cover up exposed pipes next to the RFID gates by the front entrance. This included working with their management to discuss future expectations and safety standards when working in our building.

Assisted John Matysek in opening the responses received for the Request For Proposal for an upgrade on our multi-function devices.

We had 15 soft seating in the 2<sup>nd</sup> and 3<sup>rd</sup> floors reupholstered and refinished. This work is part of the ongoing maintenance on our furniture.

## **SECURITY SUPERVISOR REPORT –**

LTA student Sarah Lemke shadowed Building Security Supervisor John Hopkins on the early release day 2/26. Sarah has been working as a middle school librarian and got to see and discuss how building operations at FPLD work with the Brooks students. She was also able to see a diverse sample of the various tasks and responsibilities within building ops.



### **ZENDESK -**

In February, 42 new maintenance tickets were created, and 39 new or existing tickets were completed.

## **Collection Management & Technical Services (Christina Theobald)**

### **Staff Updates**

- Christy Oestreich was hired as a CMTSD Aide, reporting to Jacob Luce. Christy is a welcome addition to our department!

### **New Local Author Books**

We added two new books to our Local Author Collection this month:

- A Night to Remember* by Chankisa Mims
- Examining Social Determinants by Locale to Inform Community Linkages* by Dr. Judith Davis. Davis' response to our addition of her book to our collection:  
*"Thanks much for the support and having this program. I do believe making copies of this book available in the Fountaindale circulation will help patrons in our community!"*

### **Changes to ILL Processing to Aide Patron Privacy**

Applying the principles learned about patron privacy at our Staff In-Service Day, Christine Jason was able to re-configure the ILL Labels that are applied to interlibrary loan materials placed on the holds shelf. Instead of printing out the patron's entire last name, they now only print the first four letters of the last name, thus helping to safeguard the patron's privacy and security.



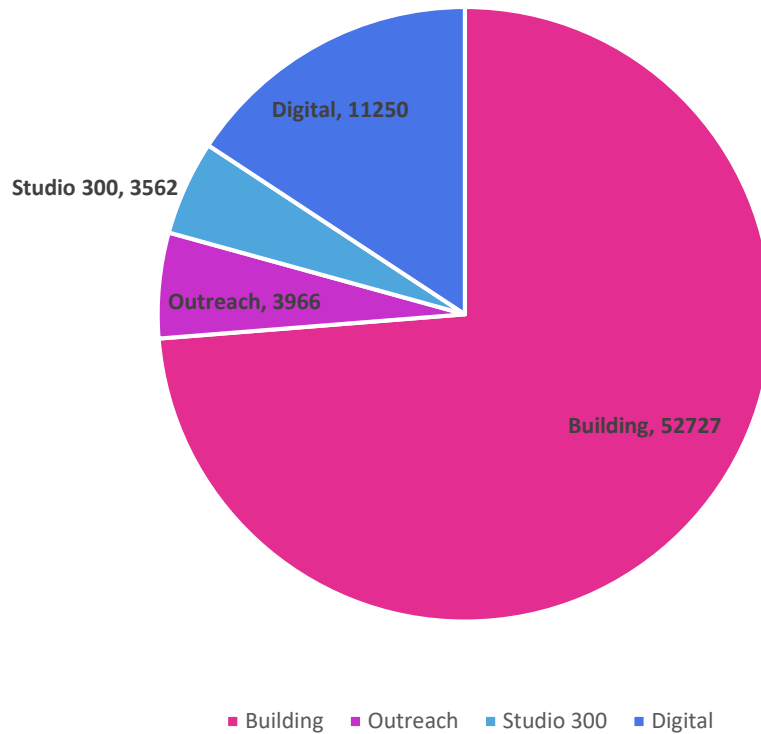
### **Auxiliary Cables**

We've added auxiliary cables to our collection for circulation. The cables are located near the audiobooks and can connect audio devices to car stereos or home entertainment systems. Thank you to Susan Jagiel for the idea and to Jake Luce, Linda Ciucci and Adwoa Appiah for implementation.

### **Circulation by Branch**

Branches	Feb 2019	Feb 2020	Change	% Change
Building	52983	52727	-256	-.48%
Outreach	5351	3966	-1385	-25.9%
Studio 300	3445	3562	117	3.4%
Digital	8743	11250	2507	28.67%
<b>TOTALS</b>	<b>70522</b>	<b>71505</b>	<b>983</b>	<b>1.4%</b>

Circs By Branch



Comparison of Physical Collection Circulation

Collection Categories	Feb 2019 Circs	Feb 2020 Circs	Change	% Change
Adult Audiobooks	1048	838	-210	-20%
Adult Fiction	5035	4472	-563	-11%
Adult Graphic Novels	433	430	-3	-1%
Adult Nonfiction	4649	4977	328	7%
Adult Video Games	246	343	97	39%
Beginning Readers	1367	2076	709	52%
Interlibrary Loan	290	237	-53	-18%
Juvenile Audiobooks	382	780	398	104%
Juvenile Fiction	6497	4546	-1951	-30%
Juvenile Graphic Novels	1503	1744	241	16%
Juvenile Kits	107	123	16	15%

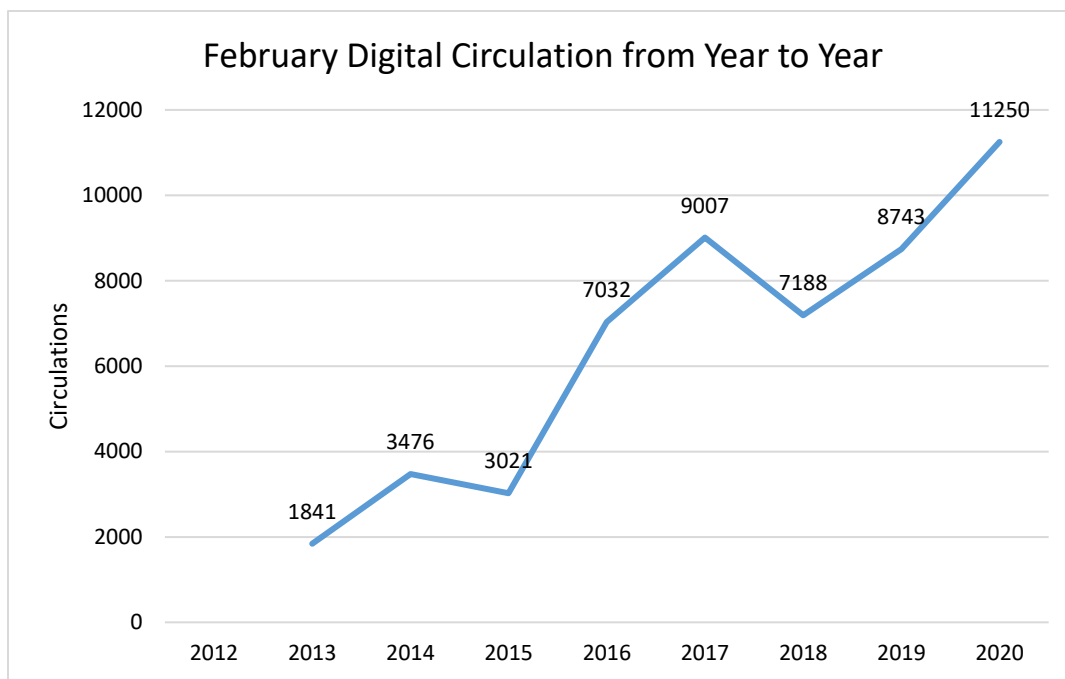
Juvenile Movies & TV	4531	4082	-449	-10%
Juvenile Nonfiction	4284	3853	-431	-10%
Juvenile Technology & Equipment	159	81	-78	-49%
Juvenile Video Games	865	681	-184	-21%
Large Print	761	712	-49	-6%
Local Authors	1	6	5	500%
Local History & Genealogy	0	16	16	
Magazines	781	702	-79	-10%
Movies & TV	11067	12683	1616	15%
Music	1507	1569	62	4%
On-the-Fly	16	14	-2	-12%
Picture Books	8150	7391	-759	-9%
Studio 300	3447	3559	112	3%
Technology & Equipment	947	987	40	4%
World Languages Adult	184	182	-2	-1%
World Languages Juvenile	581	673	92	16%
World Languages Young Adult	9	14	5	56%
Young Adult Audiobooks	72	57	-15	-21%
Young Adult Fiction	1085	765	-320	-29%
Young Adult Graphic Novels	582	605	23	4%
Young Adult Kits	4	8	4	100%
Young Adult Nonfiction	251	264	13	5%
Young Adult Technology & Equipment	0	4	4	
Young Adult Video Games	938	781	-157	-17%
<b>TOTALS</b>	<b>61779</b>	<b>60255</b>	<b>-1524</b>	<b>-2%</b>

### Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,845	vs.	DVD	13,056
CD Audiobook	826	vs.	Playaway Audiobook	608

### Special Collections

Collection	Circs
Lucky Day	1,746
Mobile Hotspots	42
Roku Media Players	22
Dolls	41
STEAMboxes	29

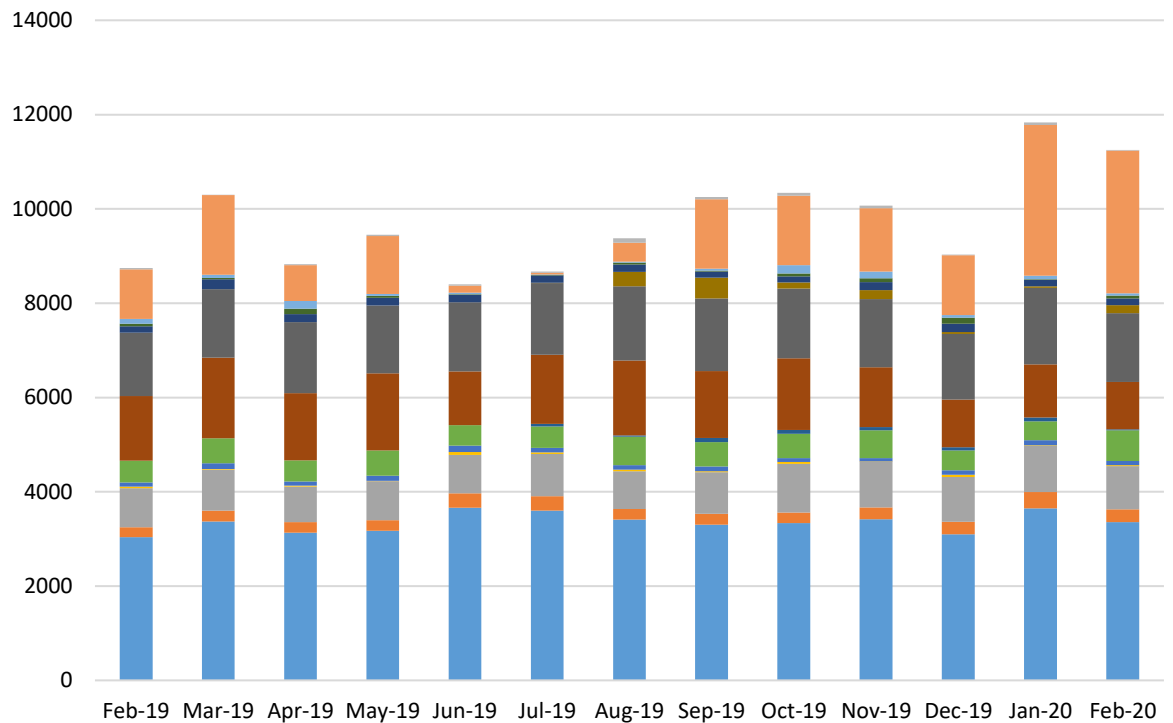


### Comparison of Digital Collection Usage

Digital Platform	Feb 2019	Feb 2020	Change	% Changed
Tumblebooks	1052	3023	1971	187.36%
OverDrive eAudio	1231	1500	269	21.85%
Rbdigital eMags	456	653	197	43.20%
Hoopla	1339	1459	120	8.96%
Freegal Music Downloads	209	310	101	48.33%
Rbdigital Entertainment	0	70	70	
eRead Illinois eAudio	65	124	59	90.77%
OverDrive eBooks	1810	1859	49	2.71%
PressReader	0	44	44	
cloudLibrary eBooks	282	323	41	14.54%
cloudLibrary eAudio	123	161	38	30.89%
GVRL eBooks	55	66	11	20.00%
cloudLibrary Shared	425	434	9	2.12%
Kanopy	134	142	8	5.97%
eRead Illinois eBooks	142	146	4	2.82%
Rbdigital eAudio	91	86	-5	-5.49%
BookFlix	23	15	-8	-34.78%
Biblioboards	32	17	-15	-46.88%
World Book eBooks	106	47	-59	-55.66%
Freegal Music Streaming	1168	698	-470	-40.24%
<b>Totals</b>	<b>8743</b>	<b>11177</b>	<b>2434</b>	<b>27.84%</b>

For **February 2020**, digital circulation was **15.7%** of the library's total circulation.

## Digital Collection Circulation



	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
Book Flix	23	11	21	29	30	26	89	49	61	54	15	54	15
Tumble Books	1052	1687	762	1231	146	39	404	1474	1477	1345	1270	3196	3023
World Book eBooks	106	71	160	36	33	7	17	39	174	143	54	80	47
Gale Virtual Ref Library	55	25	117	44	13	12	45	21	60	78	132	11	66
Kanopy	134	212	172	164	159	153	154	128	132	168	173	136	142
PressReader						8	307	443	129	196	44	34	167
Hoopla	1339	1449	1506	1440	1467	1520	1573	1536	1478	1444	1390	1620	1459
Freegal Music	1377	1712	1423	1636	1140	1469	1591	1421	1523	1268	1010	1126	1008
RBDigital Entertainment						49	27	88	78	67	70	85	20
RBdigital eMags	456	529	449	533	432	460	599	517	515	594	416	401	653
RB Digital eAudio	91	126	86	112	137	91	98	98	82	62	98	107	86
Biblioboard	32	14	22	5	62	36	34	22	41	4	49	11	17
Cloud Library	830	865	752	825	811	893	800	882	1033	978	950	977	918
eRead Illinois	207	231	223	224	306	311	223	235	222	252	261	350	270
OverDrive	3041	3371	3136	3175	3663	3598	3413	3299	3338	3415	3101	3647	3359

## Digital Content Fast Facts – February 2020

### Overdrive

- There were **4,946 unique users**, which is a **14.5% growth** from last year.
- **eBooks** accounted for **58.6%** of checkouts, while **eAudio** accounted for **41.4%**.
- **87.8%** of checkouts were for **Adult** titles, **6.4%** were for **Young Adult** titles, and **5.8%** made up **Juvenile** titles.
- During the month, PLC yielded **9,695 active holds** and **21,484 total checkouts**.

### cloudLibrary

- There were **221 active users** in the month. **Of those, 23 are new patrons**.
- **86.1%** of checkouts were **Adult titles**, **5.76%** were **Young Adult** titles and **8.14%** were **Juvenile** titles.
- **Pay Per Use eAudio** program yielded **45 circs** from FPLD and **42 circs** from LMPL.

### eRead Illinois/Axis 360

- There were **104 active users** for the month, **37** of which are **new users**.
- **eBooks** accounted for **54%** of checkouts, while **eAudio** accounted for **46%**.

### Hoopla

- There were **1,459 total circs** borrowed by **381 patrons**. The **average number of circs was 3.80 circs** per patron, with 41 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **50%** of all circs, followed by **eBooks with 22%**, **Movies/TV with 17%**, **Comics with 7%** and **Music with 3%**.
- **Adult Fiction** was the most borrowed category, accounting for **53%** of all circs, followed by **Adult Non-Fiction with 28%** and **Juvenile Fiction with 15%**.

### Kanopy

- The **most popular videos** in February were: *The Mid-90's*, *Moses and Aaron*, *Pass The Mic!: Latin Hip-Hop Culture*, *Once Upon A Time in Anatolia*, *The Art Institute of Chicago*, *Thug Immortal: Tupac Shakur*
- Our patrons played **142 distinct video titles** and **292 video plays**.
- The site was **visited 1,078 times** and received **1,378 page hits**.
- There were **41 active users**, of which 3 used all 10 video plays.

### Freegal

- This month yielded **698 songs streamed** and **310 songs downloaded**.
- The month's top **streaming music genres**: Classical, Pop, Rock, World Music, Alternative
- The month's top **downloaded music genres**: Classical, Alternative, World Music, Jazz

### Physical Items Added and Withdrawn

Physical Items	Feb 2020 Added	Feb 2020 Withdrawn
Adult Audiobooks	45	5
Adult Fiction	683	156
Adult Graphic Novels	11	2
Adult Nonfiction	373	298
Adult Video Games	5	3
Beginning Readers	56	31
Juvenile Audiobooks	47	33
Juvenile Fiction	244	1242
Juvenile Graphic Novels	94	112
Juvenile Kits	2	0
Juvenile Movies & TV	90	266
Juvenile Nonfiction	108	63
Juvenile Technology & Equipment	0	0
Juvenile Video Games	4	14
Large Print	55	15
Local Authors	3	0
Local History & Genealogy	11	0
Magazines	307	6
Movies & TV	501	273
Music	50	130
Picture Books	391	80
Studio 300	11	4
Technology & Equipment	1	4
World Languages Adult	27	1
World Languages Juvenile	14	126
World Languages Young Adult	0	0
Young Adult Audiobooks	8	1
Young Adult Fiction	88	12
Young Adult Graphic Novels	15	3
Young Adult Technology & Equipment	0	0
Young Adult Video Games	8	1
<b>TOTALS</b>	<b>3259</b>	<b>2884</b>

### Acquisitions

- Purchase Orders created and released: 51
- Purchase Orders closed out and received: 59
- Invoices Paid: 189

## Processing & Repairs

- ☐ New cases: 138
- ☐ RFIDs/Stingrays: 40
- ☐ Repairs: 16
- ☐ New artwork: 18
- ☐ Stolen: 4 reports
- ☐ Disc repairs: 197
- ☐ Processed (spine & pocket): 2040
- ☐ Discard& de-processing: 2735
- ☐ Playaway battery covers: 7

## Interlibrary Loan

<b>262</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 215 items from IL libraries</li> <li>• 47 items from out of state libraries</li> </ul>
<b>222</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 125 to IL libraries</li> <li>• 94 to out of state libraries</li> <li>• 3 to XYZ libraries</li> </ul>
<b>348</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 327 submitted in OCLC</li> <li>• 10 items were too new to request</li> <li>• 7 were available in Pinnacle</li> <li>• 4 were out of country only</li> </ul>
<b>347</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 195 from IL libraries</li> <li>• 152 from out of state libraries</li> </ul>

## CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
<b>Dead - Items that have not circulated in <u>2 years</u></b> <b>CHQ Recommendation: less than 10%</b>	11,258 Up 131 Items 9.39%	1,182 Up 186 Items 7.33%	11,651 Down 679 Items 11.03%	24,091 Down 362 Items 9.97%
<b>Collection Check - Anything that has not circulated in <u>4 years</u></b> <b>CHQ Recommendation: less than 10%</b>	150 Down 43 Items 1.33%	66 Up 6 Items 5.58%	1,334 Down 61 Items 11.41%	1,550 Down 98 Items 6.43%

<b>Grubby - Items that have circulated <u>75</u> times or more</b> <b>CHQ Recommendation: less than 10%</b>	14,274 Down 47 Items 11.91%	892 Up 17 Items 5.53%	9,118 Down 261 Items 8.63%	24,284 Down 291 Items 10.05%
<b>DOA</b> <b>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.</b> <b>US average 16%</b>	3,234 Up 231 Items 20.69%	681 Down 13 Items 34.99%	1,776 Up 80 Items 19.61%	5691 Up 298 Items 21.37%
<b>Turnover</b> <b>February 26, 2019 to February 24, 2020</b>	2.06	2.06	2.68	2.33

## Displays

### Lobby Tree

- Audiobooks (15)
- Fiction You Can Count On (84)

### Lobby Display

- Staff Picks (96)
- Fantastic Finds (38) (DOA Titles)
- Black History Month (56)

### 2<sup>nd</sup> Floor

- Black History Month (450)

### 3<sup>rd</sup> floor self-check

- Book Club Picks (24)
- Have You Seen My Shirt? (8)

### Children's

- Valentine's Day (123)
- Read to Succeed (117)
- Hoppy Creatures (30)
- Readalongs (20)
- Staff Picks (3)
- Rhyme Time (36)
- Spring (11)
- Baby Animals (9)
- Step Into Reading (131)
- Blind Playdate with a Book (64)
- Black History Month (53)

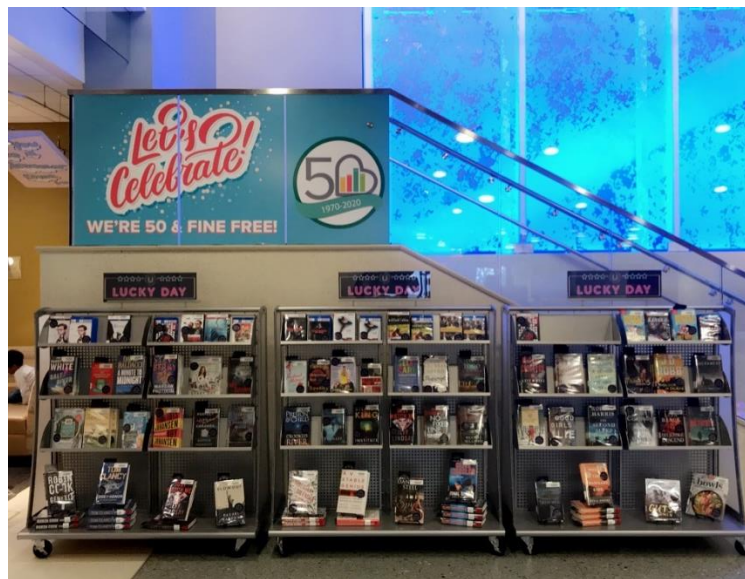
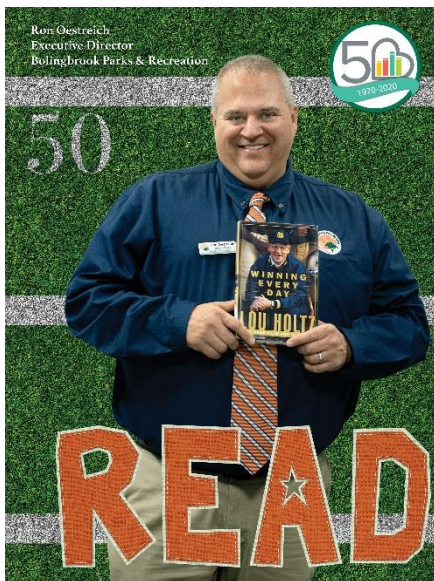




## **Communications (Melissa Bradley)**

### **Communications General Updates**

- During the month of February, our collection-focused Google ads had 10,276 impressions and 1,455 clicks to our collection subpages.
- We released our February [Pillars of the Community](#) interview and READ poster featuring Ron Oestreich, Executive Director at Bolingbrook Park District.
- Steven joined the Personalized Suggestions task force to help develop an online system for patrons to request suggested materials.
- Sabrina joined the One Book, One Community committee to help launch our new reading program in the fall.
- Sabrina designed our “50 & Fine Free” staircase wrap, which was installed March 2.



### **Media**

- Melissa wrote a [Marketing Plans 101 blog post](#) for RAILS' My Library Is blog.
- [The Bugle](#) and [The Herald-News](#) picked up our press release about our new library card designs and 50<sup>th</sup> anniversary.
- [The Patch](#) mentioned us in their story about what's open and closed on President's Day.
- [The Patch](#) mentioned us in their early voting coverage.

## Social Media Metrics

- Facebook Metrics
  - 17 new people liked our page
  - 1,004 people viewed our page
  - 37,611 people viewed our content (reach)
    - 14,975 people saw our content because a friend shared, liked or engaged with it
  - 1,655 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
  - 4 new followers
  - 36 page views
  - 7,772 tweet impressions
- Instagram Metrics
  - 11 new followers
  - 367 post likes
  - 5,858 people viewed our content (reach)

## Email Marketing Metrics

- 24 emails sent (This includes weekly blog roundup emails)
- 116 new subscribers (This includes blog subscribers)
- Average open rate: 48.56% (industry average is 19.85%)
- Average click rate: 16.62%

## Finance (Jennie Nguyen)

- **Elavon** – Continue to work with the Elavon Representative, Craig Peterson, to move the Library towards a credit card system that would improve our services to our patrons.
- **Bolingbrook Bank & Trust** – Continue to work with our Bolingbrook Bank representatives to review all of the components of the monthly analysis statement to get a better understand our interest and fee options for the Operating accounts.
- **ACH Deposits and Payment Accounts** – Worked to update the bank account information for several of our accounts which includes several of our third party vendors – Nayax, Pitney Bowes, United States Postal Services and others.
- **FOIA Request** – The Library received one FOIA request for information in the month of February.
- **Bond Fund Cash Flow Analysis** – Reviewed application of the General Fund cash contribution and Ordinance 2019-4 abatement in determines of the February bond principal and interest payments. The Bond Fund account was reviewed to determine if the total monetary contribution were fully applied and balance amount, if any.

- **Audit Services RFP** – The Audit RFP was approved by the Board of Trustees at the January 16, 2020 board meeting. In February, the Library had received three proposal submission and one decline submission. One firm had submitted list of questions regarding the RFP which the answers were posted on our website in February.
- **Legal Publications** – The legal notice for the Computer RFP was placed in the February 21, 2020 newspaper publication.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations

#### Training:

- **02/07/2020** – IGFOA Workshop: Accounting for TIFs – **Nguyen**
- **02/27-02/28/2020** – IGFOA Downstate Chapter Conference – **Nguyen**



#### MARLEN SOTO

The Finance Team welcomes Marlen Soto as our newest member of our team on February 17, 2020. Marlen has join the Finance Department as the Finance Aide.

### Human Resources (Lea Pottle)

#### Staffing and Recruiting

##### *Open Positions:*

- Adult and Teen Services Specialist-Teens

##### *New Employee:*

- Christy Oestreich, CMTSD Aide, February 10, 2020
- Marlen Soto, Finance Aide, February 17, 2020

##### *Transfer:*

- Ashe Kolalis, Adult and Teen Services Specialist-teens, will take on the duties of Adult and Teen Services Specialist with a change in supervisor, April 6, 2020

#### Training and Development

- Staff In-Service Day; Noey and Lea
- ACA Reporting, Penalties and General Updates, Alliant Webinar; Lea
- Beyond Salary: Must haves for New Professionals, SHRM Webinar; Lea
- Sexual Harassment-What's New, LIRA Webinar, Lea
- Grundy Will Human Resources Association Meeting; Lea

### **Anti-Harassment and Anti-Discrimination Training for Staff**

- 100% of staff were trained as of February 28, 2020; meeting our regulatory requirement.

### **LTA Practicum Student**

- Sarah L. started her LTA practicum at Fountaindale. She has met with Human Resources, and worked with Adult and Teen Services, Outreach, and Building Operations.

### **Policy Development**

Worked with Paul to draft a Anti-Harassment and Anti-Discrimination policy that would be applicable to the Board of Trustees.

### **Information Technology (John Matysek)**

- During the month of February, 96 new help desk tickets were created by FPLD staff, and 92 new or existing tickets were solved by IT staff.
- Met with Paul Mills, Nancy Korczak, and Jeffrey Fisher to discuss specifications for replacement Mac computers for Studio 300.
- Worked with vendor ITsavvy to implement enhancements to the existing Firewall appliance configuration, which allows the library to replace the existing, and out of support, Cisco IronPort Web Security appliance.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, provided IT support for Staff In-Service day.
- Continued working with vendor Bibliotheca to troubleshoot various issues relating to the new Windows 10 self-check units, RFID security gates, and libraryconnect service.
- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.
- Worked with vendor FatPipe to troubleshoot a startup issue with the library's Warp network appliance.
- Updated all library phones and patron PC's with the 50<sup>th</sup> anniversary logo.
- Attended a webinar by vendor Bibliotheca on using their RFID security gates.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, attended a training webinar by vendor ITsavvy on the recently completed VMware and Windows Server upgrades.
- Worked with vendor Blackbaud to troubleshoot and resolve an issue with new user account creation.
- Worked with vendor ITsavvy and HP to troubleshoot and resolve an issue with one of the library's blade servers.
- Met with Chuck Taylor to discuss his suggestion for self-check operations.
- Worked with vendor Netrix, LLC on gathering network information for a forthcoming proposal for replacing network infrastructure.
- Worked with vendor Cisco on converting an SSL certificate for VPN usage on the library's firewall appliance.
- Along with Tasos Priovolos, conducted the public opening of responses received for the library's Request for Proposal (RFP) for Multi-Function Devices, which will yield new printers/copiers for the library in mid-2020.

District Statistics					Population Total		67683			
Total Circulation Statistics		71,505	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup		56,289	Reading Programs Offered	0	0	2	0	2	27,762	4,421
Bookmobile		3,966	Reading Members	0	0	484	0	484	Proctoring	Total Twitter Followers
Digital		11,250	Summer Reading	0	0	0	0	0	14	838
			Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
			Collections Totals		Population Served	Building	Outreach	Total	493	1,011
Interlibrary Loan Requests			New Physical Items	3,259	Total Visits	27,650	1,210	29,650	Scans Sent	Total eNews Subscribers
Items Received for our Patrons		262	New Digital Items	1,567	New Cardholders	226	0	226	4,130	5,310
Items Sent to other Libraries		222	Collection Total	432,301	Active Cardholders	24,078	93	24,171	Pages Printed	COHS Students Enrolled
			% Served		All cardholders **	48,215	Drive through visits	790	20,216	5
In-house checkins (Not part of total circ)		2083	Active cardholders	35.71%	Computer and Internet Sessions					Monthly Wireless Sessions
			All cardholders	71.24%	Studio 300	Children's	Vortex	Lab/Commons	Total	
					175	930	371	3,454	4,930	18,546
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals				
Number of events/uses	219	52	22	44	447	Building Front	Building Rear	Church	Ashbury's	
Attendance	317	73	45	712	708	3,255	3,171	1,235	485	
Programs	Programs Adults				Programs Teens				Mobile App Downloads	
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,010	
Numbered offered	51	2	37	90	34	0	1	35	Android: 973	
Attendance	762	18	164	944	719	0	10	729		
Programming hours	75	2.5	47	124.5	77	0	1	78		
Programs	Programs Children				Passive Programs for Teens				Total Offered	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	337	
Numbered offered	65	138	0	203	19	0	0	19	Total Attendance	
Attendance	1,694	4,541	0	6235	616	0	0	616	8,985	
Programming Hours	43.75	122	0	165.75	X	X	X	X	Total Programming Hours	
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				422	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total		
Numbered offered	180	0	0	180	4	0	5	9		
Attendance	614	0	0	614	29	0	1,048	1,077		
Programming hours		0	0	X	6	0	48	54		
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total		
Reference Total	403	170	1,377	778	1,378	13	87	4,206		
Directional	21	730	1,558	0	1,194	0	0	3,503		
One on One Assistance	46	41	33	0	11	0	0	131		
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	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	71,505	70,522	1.39%	Reference Questions	4,206	2,943	42.92%			
Visitors	29,650	34,856	-14.94%	Computer Usage	4,930	5,616	-12.22%			
Card Holders	24,171	24,380	-0.86%	Wireless Sessions	18,546	17,517	5.87%			
Room Bookings	784	702	11.68%	Program Attendance*	8,985	10,431	-13.86%			

Conference/Event Report Form

Kathryn J Spindel

Trustee

Legislative Meet-Up – South Suburban Library Legislative Breakfast

Illinois Library Association

February 21, 2020

Tinley Park Library – Tinley Park, IL

Discussion on “Illinois Libraries Transform”

Discussion on the 101<sup>st</sup> Illinois General Assembly 2020 Spring Session

Discussion on the 116<sup>th</sup> U.S. Congress Second Session

There were introductions and updates from local State Representatives and local State Senators.

We were updated on our Legislators interests and their support on libraries.

Thank you for the opportunity to attend this event. I very much enjoy it and recommend it to our trustees and staff.

Respectfully submitted,

Kathryn J Spindel

2/25/2020