

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

December 17, 2020 | 7 p.m.

300 West Briarcliff Road | Bolingbrook

Zoom Online Meeting

<https://us02web.zoom.us/j/82296360291>

Phone Number: 1 312 626 6799 Meeting ID: 822 9636 0291

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. Per the statutory requirements, at least one member of the body or chief administrative officer will be physically present, unless unfeasible. Further, physical attendance at the regular meeting location by the public is not feasible. Therefore, the meeting will be held virtually with contemporaneous attendance available for members of the public by the Zoom platform. Public comments can be emailed directly to the Executive Director, Paul Mills as [pmills@fountaindale.org](mailto:pmills@fountaindale.org). Please note that comments provided via email must be received at least two hours before the Board meeting is scheduled to begin. A board representative may read comments submitted via email or it may be entered into the record.

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – November 19, 2020
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Merit Increase and Minimum Wage Adjustments for Fiscal Year 2021
  - b. Approval of Resolution 2020-9 – Resolution Approving Service Agreement Between Sourcewell and Fountaindale Public Library District
  - c. Approval of 2021 Per Capita Grant Application
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – December, 2020
  - b. Bills Payable Report – December, 2020
12. Director's Report – November, 2020
13. Unfinished Business
  - a. Final Approval of Request for Trustees to Attend 2021 American Library Association Midwinter Meeting Virtual Conference – January 22-26, 2021
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)

## **December 2020 Agenda Background**

Paul Mills

### **7. New Business – Action Items**

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

Please see the memo include in the Board Packet for information regarding this recommendation.

*Suggested Motion: Motion to approve a standard merit increase of 85 cents per hour to \$1.00 per hour for Fiscal Year 2021 and to approve a standard merit bonus of 85 cents per hour to \$1.00 per hour, for Fiscal Year 2021 for staff at or over their position's maximum salary.*

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

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

Sourcewell is an organization that competitively solicits contracts for services and products. Joining Sourcewell will give us access to their contracts and potentially save us time and money. Over 50,000 government, education, and nonprofit organizations participate in Sourcewell. There are no fees to use Sourcewell's contracts, no commitment, and no obligation to purchase.

*Suggested Motion: Motion to approve Resolution 2020-9 – Resolution Approving Service Agreement Between Sourcewell And Fountaindale Public Library District.*

c. Approval of 2021 Per Capita Grant Application

The 2021 Illinois Per Capita Grant Application is complete. This year the application is focused exclusively on Serving Our Public 4.0, and it is my understanding that this is the planned format for all future per capita grant applications as well. As noted in the review earlier this year, the District meets all of the checklist items.

*Suggested Motion: Motion to approve the 2020 Illinois Per Capita Grant Application.*

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD NOVEMBER 19, 2020  
BOLINGBROOK, ILLINOIS**

A meeting of the Board of Trustees of the Fountaintdale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, November 19, 2020 at 7 p.m.

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually.

**CALL TO ORDER**

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

**ROLL CALL**

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

**PRESENT**

Present at roll call were Steven Prodehl, Kathryn Spindel, Marcelo Valencia and Margaret (Peggy) Danhof.

Trustees Robert Kalnicky, Ruth Newell and Celeste Bermejo were present online via Zoom.

**ABSENT**

None.

**FOUNTAINDALE STAFF PRESENT**

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

Jeffrey Fisher, Nancy Korczak, Joe Crookham, John Hodur, Lea Pottle, Amina Ali, Tasos Priovolos, Dennis Raleigh and Joyce Arellano were present online via Zoom.

**PUBLIC PRESENT**

Jody Hargett, Sam and Marley were present online via Zoom.

## AGENDA APPROVAL

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

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

## MINUTES OF THE BOARD MEETING – October 15, 2020

The minutes of the board meeting held October 15, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Valencia. Minutes were approved as read.

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

## EMPLOYEE RECOGNITION

President Danhof recognized John Hodur for his five years of service and presented him with a certificate and keychain. Danhof also recognized Joseph Crookham for his five years of service with certificate and keychain.

## COMMENTS FROM THE PUBLIC

No comments were made.

## FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends are keeping the Nook stocked with holiday books. The Friends wrote a letter to include in the new time capsule.

## NEW BUSINESS

### Approval of Ordinance 2020-3 Tax Levy Ordinance

The Board discussed the levy. Trustee Prodehl expressed concerns about it.

A motion to approve Ordinance 2020-3 Tax Levy Ordinance was made by Spindel, seconded by Newell.

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

Approval of Ordinance 2020-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act

A discussion of the capital projects that this ordinance will provide funding for ensued.

A motion to approve Ordinance 2020-4 – An Ordinance authorizing certain appropriation transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance pursuant to Section 30-90 of the Public Library District Act was made by Spindel, seconded by Kalnicky.

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

Approval of Resolution 2020-8 – Resolution Regarding the Issuance of Non-Resident Library Cards

A discussion of the non-resident card fee noted that it would be \$572.37.

A motion to approve Resolution 2020-8 – Resolution regarding the issuance of non-resident library cards was made by Kalnicky, seconded by Spindel.

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

Approval of Statement of Receipts and Disbursements Fiscal Year 2019/2020

A motion to approve the Statement of Receipts and Disbursements Fiscal Year 2019/2020 was made by Spindel, seconded by Valencia.

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

Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statement of Economic Interest

A motion to approve the certified list of Trustees and staff for filing with Will and DuPage Counties for the Statement of Economic Interest was made by Spindel, seconded by Prodehl.

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

## Review of Serving Our Public 4.0

The 2021 Illinois Per Capita Grant requires that the Boards of public libraries review *Serving Our Public 4.0*.

The management team reviewed the *Serving Our Public 4.0* chapter checklists and found that the library does meet the suggested requirements. The completed checklist was included in the Board Packet.

## LIBRARY PROJECTS

Mills discussed that upcoming projects will include the ones mentioned in the ordinance that the Board approved this evening.

## CORRESPONDENCE

The Board received a letter from Toni Greathouse.

## TREASURER'S REPORT

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

## BILLS FOR APPROVAL

### Bills Paid Report – November, 2020

Bills paid for the month of November in the amount of \$56,031.20 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

### Bills Payable Report – November, 2020

Bills payable for the month of November in the amount of \$230,296.30 was presented for approval. Motion to approve was made by Newell, seconded by Kalnicky.

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

## DIRECTOR'S REPORT – October, 2020

Mills reported that the new Illinois Tier 3 Mitigations will begin tomorrow, November 20.

### UNFINISHED BUSINESS

None.

### REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

### ANNOUNCEMENTS

Trustee Newell invited everyone to the virtual Thanksgiving Service hosted by the Bolingbrook Christian Clergy Association on Tuesday, November 24.

### ADJOURNMENT

A motion to adjourn the meeting at 7:38 p.m. was made by Prodehl, seconded by Valencia.

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

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

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Margaret J. (Peggy) Danhof, President

Date: December 17, 2020  
From: Paul D. Mills  
To: Board of Trustees  
Subj: Merit Increase and Minimum Wage Memo for Fiscal Year 2021

The District's base starting salary is currently \$11.00 per hour. This was instituted 7/1/2020 so that the District would be compliant with the State of Illinois' minimum wage regulations as of 1/1/2021.

The chart below shows the annual increases to the minimum wage that must be met over the next five years:

January 2021	\$11.00
January 2022	\$12.00
January 2023	\$13.00
January 2024	\$14.00
January 2025	\$15.00

This year our staff has done an excellent job serving our community during a pandemic. Our revenue has reached a point where we do have the ability to give merit increases, which was a significant unknown at the beginning of the fiscal year.

To maintain the appropriate separation of pay grades on the District's salary structure, and to remain competitive for recruiting purposes, it is recommended that current staff continue to be evaluated annually and those eligible for merit increases receive pay adjustments upon their anniversary date. Should the anniversary date have passed, pay adjustments will be made retroactive to July 1, 2020 as appropriate.

For the fiscal year 2020-2021, based upon overall performance evaluation scores, merit increases will generally be awarded in the amounts of 85 cents per hour to \$1.00 per hour if this is approved. The cost would be \$215,000.

It is possible for staff members to earn more or less than these amounts depending upon their evaluation score.

It is also recommended that staff who are over their maximum salary be eligible for a merit bonus, equivalent to the merit increase earned, as listed above. It is possible for staff members to earn more or less than this standard bonus amount depending upon their evaluation. This bonus would not be added to their salary.

**RESOLUTION 2020-9**  
**RESOLUTION APPROVING SERVICE AGREEMENT BETWEEN SOURCEWELL AND**  
**FOUNTAINDALE PUBLIC LIBRARY DISTRICT**

WHEREAS, the Fountaintdale Public Library District, Will County, Illinois, is a public body created 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 Library District Code (the "Code"); and

WHEREAS, the Board of Fountaintdale Public Library District believes, and hereby declares, that it is in the best interest of Fountaintdale Public Library District and its residents to approve the Service Agreement, which Service Agreement is attached hereto as Exhibit 1 and made a part hereof;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals shall be and are hereby adopted as findings of fact as if said recitals were fully set forth within this Section One.

SECTION TWO: The Service Agreement attached hereto as Exhibit 1 shall be and is hereby approved, and the President shall be and is hereby authorized to accept and execute said Service Agreement in substantially the form attached hereto.

SECTION THREE: Any policy or resolution of Fountaintdale Public Library District which conflicts with the provisions of this resolution shall be and is hereby repealed to the extent of such conflict.

SECTION FOUR: This resolution shall take effect upon its passage and approval in the manner provided by law.

PASSED THIS 17<sup>th</sup> day of December, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 17<sup>th</sup> day of December, 2020.

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

ATTEST:

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Steven J. Prodehl  
Secretary, Board of Library Trustees

## SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and \_\_\_\_\_ (hereinafter referred to as the "Member").

### Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

**Member Name**

By \_\_\_\_\_  
Its \_\_\_\_\_  
TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**Sourcewell**

\_\_\_\_\_  
TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Rev. 5/2018

#### MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name\* \_\_\_\_\_

Address\* \_\_\_\_\_

City \_\_\_\_\_

State/Province Code \_\_\_\_\_ ZIP code\* \_\_\_\_\_

Country \_\_\_\_\_

Employer Identification Number \_\_\_\_\_

Website \_\_\_\_\_

Contact person\* (First, Last) \_\_\_\_\_

Job Title\* \_\_\_\_\_

Job Role\* \_\_\_\_\_

E-mail\* \_\_\_\_\_

Phone\* \_\_\_\_\_

#### Organization Type:

##### Government

- Federal
- State
- County
- Municipality
- Tribal
- Township
- Special District

##### Education

- Pre-K
- Public K-12
- Private K-12
- Public Higher Ed
- Private Higher Ed

**Non-Profit (Please include documentation demonstrating non-profit status)**

- Church
- Medical Facility
- Other

**REFERRED BY**

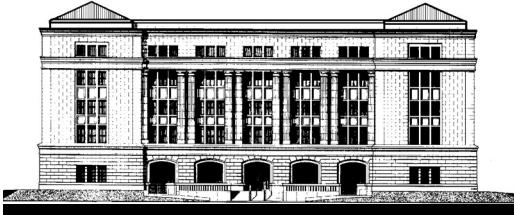
- Advertisement
- Colleague/Friend
- Vendor Representative
- Conference/Trade Show \_\_\_\_\_
- Search Engine/Web Search

**RETURN COMPLETED AGREEMENT TO:**

Sourcewell  
202 12<sup>th</sup> Street NE  
P.O. Box 219  
Staples, MN 56479

877-585-9706  
[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

*\*Denotes required information*



JESSE WHITE • Secretary of State & State Librarian

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

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## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** Fountaintdale Public Library District

**Library's Control Number:** 30285      **Branch Number:** 0      **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** Paul      (First Name)      Mills      (Last Name)

**Preparer's Title:** Executive Director

**Preparer's Phone Number:** (630) 685-4157

**Preparer's Email Address:** pmills@fountaintdale.org

- By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** 67683

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all core standards as identified in Chapter 1.

## **Chapter 2: Governance and Administration**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Governance and Administration checklist as identified in Chapter 2.

## **Chapter 3: Personnel**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Personnel checklist as identified in Chapter 3.

## **Chapter 4: Access**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Access checklist as identified in Chapter 4.

## **Chapter 5: Building Infrastructure and Maintenance**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Building Infrastructure and Maintenance checklists as identified in Chapter 5.

## **Chapter 6: Safety**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Safety checklist as identified in Chapter 6.

## **Chapter 7: Collection Management**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Collection Management checklist as identified in Chapter 7.

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the System Membership Responsibilities and Resource Sharing checklist as identified in Chapter 8.

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Reference Service checklist and the Reader's Advisory Service checklist as identified in Chapter 9.

## **Chapter 10: Programming**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Programming checklist as identified in Chapter 10.

## **Chapter 11: Youth/Young Adult Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Youth/Young Adult Services checklist as identified in Chapter 11

## **Chapter 12: Technology**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Technology checklist as identified in Chapter 12.

## **Chapter 13: Marketing, Promotion and Collaboration**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The Fountaintdale Public Library District meets all components of the Marketing, Promotion and Collaboration checklist as identified in Chapter 13.

## **Part II: Planned Use of Grant Funds**

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The District plans to use grant monies to continually improve access to electronic resources for the patrons in the District. These grant monies will help ensure the District continues to meet the checklist in Chapter 7: Collection Management.

# Fountaindale Public Library District

## Cash and Investment

November 30, 2020

	<b>Beginning Balance</b>	<b>Net Change-YTD</b>	<b>Ending Balance</b>
<b>Cash and Investments</b>			
<b>Cash</b>			
Cash Checking/Wintrust Operating	\$0.00	\$719,622.26	\$719,622.26
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	\$19,624.73	\$206,269.13
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
<b>Total Cash</b>	<b>\$972,471.16</b>	<b>(\$43,847.68)</b>	<b>\$928,623.48</b>
<b>Investments</b>			
Investment - General Fund/Wintrust MM	\$6,677,388.60	\$1,438,510.69	\$8,115,899.29
Investment - IL Funds/General	\$70,052.78	\$1,158.34	\$71,211.12
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$7,433.83	\$65,180.14
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$35,820.27	\$2,078,228.86
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,517.83)	\$1,072,151.62
Investment - Special Reserve/PMA	\$15,260,952.35	\$284,422.55	\$15,545,374.90
<b>Total Investments</b>	<b>\$25,183,218.08</b>	<b>\$1,764,827.85</b>	<b>\$26,948,045.93</b>
<b>Bond Fund</b>			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	\$1,111,516.96	\$2,559,114.00
<b>Total Bond Fund</b>	<b>\$1,447,597.04</b>	<b>\$1,111,516.96</b>	<b>\$2,559,114.00</b>
<b>Building Project Fund</b>			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,613.02)	\$0.00
<b>Total Building Project Fund</b>	<b>\$10,613.02</b>	<b>(\$10,613.02)</b>	<b>\$0.00</b>
<b>Total Cash and Investments</b>	<b>\$27,613,899.30</b>	<b>\$2,821,884.11</b>	<b>\$30,435,783.41</b>

Special Res. PMA - 2.07 %  
 General - IL Fund - 0.093%  
 Money Market Wintrust - 0.146%

# Fountaintdale Public Library District

## Revenue Report

November 30, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
<b>Revenue</b>					
Revenue Funds 1-8					
Property Tax - Will - 2020 Est.	\$0.00	\$0.00	0.00 %	\$4,371,495.00	\$4,371,495.00
Property Tax Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$89,214.00	\$89,214.00
Property Tax Will - 2019	\$91,377.70	\$4,313,659.43	97.58 %	\$4,420,765.00	\$107,105.57
Property Tax Dupage - 2019	\$2,136.31	\$85,161.86	94.39 %	\$90,220.00	\$5,058.14
Other Tax	\$0.00	\$54,161.00	72.20 %	\$75,020.00	\$20,859.00
Interest	\$2,892.71	\$78,226.91	89.91 %	\$87,010.00	\$8,783.09
Circulation Fees	\$676.71	\$5,145.54	0.00 %	\$0.00	(\$5,145.54)
Copy Machines	\$445.80	\$2,069.91	103.50 %	\$2,000.00	(\$69.91)
Fax Machine	\$438.20	\$2,305.18	46.10 %	\$5,000.00	\$2,694.82
Printing	\$1,331.92	\$7,236.31	48.24 %	\$15,000.00	\$7,763.69
Miscellaneous	\$114.63	\$2,975.50	0.00 %	\$0.00	(\$2,975.50)
Reimbursements	\$1,555.95	\$17,588.29	0.00 %	\$0.00	(\$17,588.29)
Board Reimbursements	\$0.00	\$87.50	0.00 %	\$0.00	(\$87.50)
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	100.00 %	\$84,604.00	\$0.25
<b>Total Operating Funds</b>	<b>\$100,969.93</b>	<b>\$4,653,221.18</b>	<b>50.36 %</b>	<b>\$9,240,628.00</b>	<b>\$4,587,406.82</b>
<b>Building Project Fund Revenue</b>					
Interest Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
<b>Total Building Project Fund</b>	<b>\$0.00</b>	<b>\$0.06</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>(\$0.06)</b>
<b>Bond Fund</b>					
Property Tax - Will 2020 Est.	\$0.00	\$0.00	0.00 %	\$1,907,637.00	\$1,907,637.00
Property Tax - Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$38,931.00	\$38,931.00
Property Tax - Will 2019	\$29,708.33	\$1,402,439.02	73.52 %	\$1,907,636.64	\$505,197.62
Property Tax - Dupage 2019	\$701.34	\$27,957.77	153.70 %	\$18,190.00	(\$9,767.77)
Interest Bond Fund	\$309.14	\$1,137.28	11.37 %	\$10,000.00	\$8,862.72
<b>Total Bond Fund</b>	<b>\$30,718.81</b>	<b>\$1,431,534.07</b>	<b>36.87 %</b>	<b>\$3,882,394.64</b>	<b>\$2,450,860.57</b>
<b>Total Revenue</b>	<b>\$131,688.74</b>	<b>\$6,084,755.31</b>	<b>46.37 %</b>	<b>\$13,123,022.64</b>	<b>\$7,038,267.33</b>

# Fountaindale Public Library District

## Expenditure Report

November 30, 2020

	<b>Current Month</b>	<b>Year to Date</b>	<b>% Expended</b>	<b>Working Budget</b>	<b>Unexpended Budget</b>
<b>Expenditures</b>					
<b>Total Expenditures - Operating Funds</b>					
General Fund Expenditures					
Personnel Expense	\$325,295.22	\$1,785,279.35	38.91 %	\$4,588,300.00	\$2,803,020.65
Contractual Services	\$26,903.52	\$156,693.05	27.20 %	\$576,000.00	\$419,306.95
Supplies & Utilities	\$49,756.08	\$169,855.41	25.75 %	\$659,650.00	\$489,794.59
Library Materials	\$101,289.79	\$385,586.35	29.72 %	\$1,297,500.00	\$911,913.65
Capital Expenditures	\$25,421.80	\$46,639.44	4.51 %	\$1,033,360.00	\$986,720.56
Miscellaneous	\$1,214.52	\$4,664.33	6.22 %	\$75,000.00	\$70,335.67
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
<b>Total General Fund Expenditures</b>	<b>\$529,880.93</b>	<b>\$2,548,717.93</b>	<b>30.65 %</b>	<b>\$8,314,414.00</b>	<b>\$5,765,696.07</b>
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$2,600.00	21.49 %	\$12,100.00	\$9,500.00
Liability Insurance Fund Expenditures	\$687.58	\$2,011.38	1.58 %	\$127,500.00	\$125,488.62
Soc Sec/IMRF Fund Expenditures	\$43,181.17	\$266,367.41	35.02 %	\$760,550.00	\$494,182.59
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$29,555.70	\$108,825.53	33.38 %	\$326,000.00	\$217,174.47
<b>Total Other Fund Expenditures</b>	<b>\$73,424.45</b>	<b>\$379,804.32</b>	<b>30.97 %</b>	<b>\$1,226,190.00</b>	<b>\$846,385.68</b>
<b>Total Expenditures - Operating Funds</b>	<b>\$603,305.38</b>	<b>\$2,928,522.25</b>	<b>30.70 %</b>	<b>\$9,540,604.00</b>	<b>\$6,612,081.75</b>
Building Project Fund Expenditures					
	\$0.00	\$143.22	100.00 %	\$143.22	\$0.00
<b>Total Building Project Fund Expenditures</b>	<b>\$0.00</b>	<b>\$143.22</b>	<b>100.00 %</b>	<b>\$143.22</b>	<b>\$0.00</b>
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$890,000.00	\$890,000.00
Interest Payment - 2016A	\$0.00	\$93,800.00	50.00 %	\$187,600.00	\$93,800.00
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$1,050,000.00	\$1,050,000.00
Interest Payment - 2018	\$0.00	\$220,125.00	50.00 %	\$440,250.00	\$220,125.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$20,000.00	\$20,000.00
Interest Payment - 2019	\$0.00	\$145,800.00	50.00 %	\$291,600.00	\$145,800.00
<b>Total Bond Fund Expenditures</b>	<b>\$0.00</b>	<b>\$459,725.00</b>	<b>15.97 %</b>	<b>\$2,879,450.00</b>	<b>\$2,419,725.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$459,868.22</b>	<b>15.97 %</b>	<b>\$2,879,593.22</b>	<b>\$2,419,725.00</b>
<b>Total Expenditures - All Funds</b>	<b>\$603,305.38</b>	<b>\$3,388,390.47</b>	<b>27.28 %</b>	<b>\$12,420,197.22</b>	<b>\$9,031,806.75</b>

**Fountaintdale Public Library District**

**Bills Paid - Operating Account**

December 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - November 2020	12/1/2020	839	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - December 2020	12/1/2020	54684	1-4192-10	\$30,057.48
Dearborn National Life Insurance Company	Employer Insurance Contribution - December 2020	12/1/2020	54687	1-4192-10	\$543.98
Fidelity Security Life Ins/EYEMed	Employer Insurance Contribution - December 2020	12/1/2020	54688	1-4192-10	\$200.77
Home Depot	Building Supplies	12/1/2020	54689	8-4357-30	\$11.88
Illinois Municipal Retirement Fund	Employer Insurance Contribution - November 2020	12/1/2020	841	5-4142-10	\$30,000.83
					<b><u>\$60,827.03</u></b>

Jennie Nguyen, Finance Manager

<u>Gross Payroll &amp; FICA Expense - November 2020</u>	
Gross Payroll	\$300,740.29
FICA	\$13,444.31
Total Gross Payroll & FICA	<b>\$314,184.60</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>					<u>Page 1</u>
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>	
Ali Baig	Program - Trivia Night with Baig of Tricks - 1/11/21	AB011121	1-4571-24	\$ 75.00	
			<i>Totals for Ali Baig</i>	<u>\$ 75.00</u>	
Allegra Print & Imaging	Bookmobile - Yule Ball Sign	16100	1-4731-10	152.00	
			<i>Totals for Allegra Print &amp; Imaging</i>	<u>\$ 152.00</u>	
Amazon	Books - Adult Fiction	0660346-DEC20	1-4540-26	252.76	
	Books - Juvenile Easy	0660346-DEC20	1-4546-26	34.95	
	Audiobooks - Adult	0660346-DEC20	1-4551-26	28.80	
	Video Games - YA	0660346-DEC20	1-4563-26	41.35	
	DVD - Adult	0660346-DEC20	1-4557-26	2,760.95	
	Outreach - Various Program Supplies	A38-2021	1-4353-28	69.10	
	Outreach - Student Success Card Supplies	A39-2021	1-4351-10	89.90	
	Circ - RAILS Bin Sealing Bag Pouches	A45-2021	1-4351-10	37.50	
	District Supply Restock & Outreach Student Success Cards	A47-2021	1-4351-10	77.40	
	Collections Library Supplies - Tape Dispensers	0660346-DEC20	1-4371-12	17.99	
	CSD - Various Program Supplies	A37-2021	1-4353-20	12.77	
	CSD - Various Program Supplies	A37-2021	1-4353-20	28.26	
	CSD - Various Program & Library Supplies	A37-2021	1-4353-20	328.21	
	CSD - Various Program Supplies	A37-2021	1-4353-20	5.97	
	CSD - Various Program Supplies	A37-2021	1-4353-20	154.50	
	CSD - Various Program & Library Supplies	A37-2021	1-4371-20	21.64	
	ATSD - Charging Cables	A41-2021	1-4371-24	10.99	
	BKM Storage Doors Locks	A43-2021	1-4235-29	26.22	
	IT - Studio Patron Use Hub Dock	A35-2021	1-4354-14	56.99	
	IT - Hub Docks	A44-2021	1-4354-14	569.90	
	Books - Adult Non-Fiction	0660346-DEC20	1-4541-26	44.71	
	Studio - Maker & Library Supplies	A46-2021	1-4353-27	27.29	
	Studio - Maker & Library Supplies	A46-2021	1-4371-27	29.78	
	Books - Adult World Languages	0660346-DEC20	1-4525-26	27.49	
	Electronic Devices & Equipment	0660346-DEC20	1-4527-26	41.86	
	STEAM Boxes	0660346-DEC20	1-4528-26	323.81	
			<i>Totals for Amazon</i>	<u>\$ 5,121.09</u>	
American Library Association	Arellano Membership - 09/01/2020-08/31/2021	1224529	1-4161-10	275.00	
			<i>Totals for American Library Association</i>	<u>\$ 275.00</u>	

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>					Page 2
Vendor name	Invoice Description	Invoice #	Account #	Amount	
American Musical Supply	Studio - Various Supplies for Recording	P17010560001	1-4568-27	\$ 668.97	
		<i>Totals for American Musical Supply</i>		\$ 668.97	
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - December 2020	INV374452	1-4253-10	189.55	
		<i>Totals for AmeriFlex Business Solutions</i>		\$ 189.55	
Ashley A Hamel	Program - Yule Ball @ Home - 12/12/2020	AAH121220	1-4571-24	300.00	
		<i>Totals for Ashley A Hamel</i>		\$ 300.00	
AT & T	Internet - November 2020	3043708508	1-4314-14	38.67	
	Updated Internet Agreement - November 2020	4819638507	1-4314-14	980.59	
		<i>Totals for AT &amp; T</i>		\$ 1,019.26	
AT & T Mobility - National Business Services	Telephone Service - 10/22/2020 - 11/21/2020	17159587	1-4311-14	240.20	
		<i>Totals for AT &amp; T Mobility - National Business Services</i>		\$ 240.20	
B&H Photo-Video	Studio - Various Studio Supplies	181215552	1-4568-27	569.61	
	Studio - Camera 4K Connection Link	180650718	1-4568-27	79.00	
	Studio - Camera Slider	181112790	1-4568-27	299.99	
		<i>Totals for B&amp;H Photo-Video</i>		\$ 948.60	
Baker & Taylor - C009233	Library Materials - Processing Costs	5016569608	1-4518-26	17.25	
	Library Materials - Processing Costs	5016536658	1-4518-26	4.10	
	Library Materials - Shipping Costs	5016536658	1-4519-26	0.28	
	Library Materials - Shipping Costs	5016569608	1-4519-26	2.37	
	Books - Adult Non-Fiction	5016569608	1-4541-26	474.95	
	Books - Adult Non-Fiction	5016536658	1-4541-26	56.39	
		<i>Totals for Baker &amp; Taylor - C009233</i>		\$ 555.34	

**Fountaintdale Public Library District**  
**Bills Payable Report**  
**December 17, 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 - Adult Fiction	2035597996	1-4540-29	\$ 82.77
	Books - Adult Fiction	2035562867	1-4540-29	27.03
	Books - Adult Fiction	2035478095	1-4540-29	16.10
	Books - Adult Fiction	2035608853	1-4540-29	81.05
	Books - Adult Fiction	2035616424	1-4540-29	63.23
	Books - Adult Fiction	2035647837	1-4540-29	15.52
	Books - Adult Fiction	2035630608	1-4540-29	122.88
	Books - Adult Fiction	2035625378	1-4540-29	15.50
	Books - Adult Non-Fiction	2035597996	1-4541-29	79.71
	Books - Adult Non-Fiction	2035562867	1-4541-29	45.43
	Books - Adult Non-Fiction	2035520984	1-4541-29	33.35
	Books - Adult Non-Fiction	2035608853	1-4541-29	71.87
	Books - Adult Non-Fiction	2035647837	1-4541-29	44.76
	Books - Adult Non-Fiction	2035630608	1-4541-29	194.90
	Books - Adult Non-Fiction	2035625378	1-4541-29	26.38
	Books - Adult Large Print	2035562867	1-4543-29	13.19
	Books - Adult Large Print	2035478095	1-4543-29	36.00
	Books - Adult Large Print	2035520984	1-4543-29	17.25
	Books - Adult Large Print	2035616424	1-4543-29	37.20
	Books - Adult Large Print	2035625378	1-4543-29	18.60
	Library Materials - Shipping Costs	2035597996	1-4519-29	1.31
	Library Materials - Shipping Costs	2035562867	1-4519-29	1.34
	Library Materials - Shipping Costs	2035478095	1-4519-29	0.99
	Library Materials - Shipping Costs	2035520984	1-4519-29	1.17
	Library Materials - Shipping Costs	2035608853	1-4519-29	1.40
	Library Materials - Shipping Costs	2035616424	1-4519-29	1.38
	Library Materials - Shipping Costs	2035647837	1-4519-29	0.53
	Library Materials - Shipping Costs	2035630608	1-4519-29	2.01
	Library Materials - Shipping Costs	2035625378	1-4519-29	0.59
	Library Materials - Processing Costs	2035597996	1-4518-29	10.22
	Library Materials - Processing Costs	2035562867	1-4518-29	13.17
	Library Materials - Processing Costs	2035478095	1-4518-29	6.72
	Library Materials - Processing Costs	2035520984	1-4518-29	6.17
	Library Materials - Processing Costs	2035608853	1-4518-29	8.80
	Library Materials - Processing Costs	2035616424	1-4518-29	14.22
	Library Materials - Processing Costs	2035647837	1-4518-29	5.94
	Library Materials - Processing Costs	2035630608	1-4518-29	19.10
	Library Materials - Processing Costs	2035625378	1-4518-29	7.24

**Fountaintdale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 4

Vendor name	Invoice Description	(Cont'd)	Invoice #	Account #	Amount
<b>Baker &amp; Taylor - L420685</b>					
	Books - Juvenile World Languages		2035520984	1-4526-29	\$ 26.44
	Books - Juvenile Fiction		2035608853	1-4544-29	91.34
	Books - Juvenile Fiction		2035616424	1-4544-29	22.21
	Books - Juvenile Fiction		2035647837	1-4544-29	35.37
	Books - Juvenile Fiction		2035630608	1-4544-29	27.98
	Books - Juvenile Fiction		2035625378	1-4544-29	56.89
	Books - Juvenile Fiction		2035597996	1-4544-29	52.43
	Books - Juvenile Fiction		2035562867	1-4544-29	109.64
	Books - Juvenile Fiction		2035478095	1-4544-29	114.71
	Books - Juvenile Fiction		2035520984	1-4544-29	67.01
	Books - Juvenile Easy		2035597996	1-4546-29	46.87
	Books - Juvenile Easy		2035562867	1-4546-29	65.05
	Books - Juvenile Easy		2035478095	1-4546-29	11.89
	Books - Juvenile Easy		2035520984	1-4546-29	89.55
	Books - Juvenile Easy		2035608853	1-4546-29	35.77
	Books - Juvenile Easy		2035616424	1-4546-29	12.99
	Books - Juvenile Easy		2035647837	1-4546-29	11.18
	Books - Juvenile Easy		2035630608	1-4546-29	33.95
	Books - Young Adult Fiction		2035562867	1-4548-29	8.62
	Books - Young Adult Fiction		2035478095	1-4548-29	18.96
	Books - Young Adult Fiction		2035616424	1-4548-29	141.36
	Books - Young Adult Fiction		2035630608	1-4548-29	21.84
			<i>Totals for Baker &amp; Taylor - L420685</i>		
					<b>\$ 2,247.07</b>

**Fountaintdale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>				
	Library Materials - Processing Costs	2035464728	1-4518-26	\$ 33.03
	Library Materials - Processing Costs	2035601088	1-4518-26	30.61
	Library Materials - Processing Costs	2035597919	1-4518-26	30.57
	Library Materials - Processing Costs	2035604010	1-4518-26	49.08
	Library Materials - Processing Costs	2035555095	1-4518-26	1.29
	Library Materials - Processing Costs	2035453787	1-4518-26	37.50
	Library Materials - Processing Costs	2035521399	1-4518-26	33.99
	Library Materials - Processing Costs	2035562444	1-4518-26	107.20
	Books - Adult World Languages	2035640540	1-4525-26	24.57
	Books - Juvenile World Languages	2035521399	1-4526-26	45.03
	Books - Adult World Languages	2035555095	1-4525-26	9.57
	Books - Adult World Languages	2035521399	1-4525-26	11.97
	Books - Adult World Languages	2035615952	1-4525-26	91.86
	Library Materials - Shipping Costs	2035464728	1-4519-26	3.96
	Library Materials - Shipping Costs	2035601088	1-4519-26	2.84
	Library Materials - Shipping Costs	2035597919	1-4519-26	3.12
	Library Materials - Shipping Costs	2035604010	1-4519-26	5.22
	Library Materials - Shipping Costs	2035555095	1-4519-26	0.05
	Library Materials - Shipping Costs	2035453787	1-4519-26	3.97
	Library Materials - Shipping Costs	2035521399	1-4519-26	4.00
	Library Materials - Shipping Costs	2035562444	1-4519-26	9.82
	Library Materials - Shipping Costs	2035609967	1-4519-26	2.27
	Library Materials - Shipping Costs	2035593338	1-4519-26	2.67
	Library Materials - Shipping Costs	2035615952	1-4519-26	4.50
	Library Materials - Processing Costs	2035609967	1-4518-26	17.17
	Library Materials - Processing Costs	2035593338	1-4518-26	27.01
	Library Materials - Processing Costs	2035615952	1-4518-26	50.36
	Library Materials - Processing Costs	2035640540	1-4518-26	37.63
	Library Materials - Processing Costs	2035586342	1-4518-26	1.38
	Library Materials - Processing Costs	2035623203	1-4518-26	39.15
	Library Materials - Processing Costs	2035583146	1-4518-26	43.74
	Library Materials - Processing Costs	2035624219	1-4518-26	161.46
	Library Materials - Processing Costs	2035576219	1-4518-26	46.60
	Library Materials - Processing Costs	2035618640	1-4518-26	16.36
	Library Materials - Processing Costs	2035568537	1-4518-26	26.88
	Library Materials - Shipping Costs	2035640540	1-4519-26	3.01
	Library Materials - Shipping Costs	2035586342	1-4519-26	0.24
	Library Materials - Shipping Costs	2035623203	1-4519-26	4.08

**Fountaintdale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

**General Fund**

Page 6

<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	2035583146	1-4519-26	\$ 3.53
	Library Materials - Shipping Costs	2035624219	1-4519-26	14.41
	Library Materials - Shipping Costs	2035576219	1-4519-26	3.67
	Library Materials - Shipping Costs	2035618640	1-4519-26	1.21
	Library Materials - Shipping Costs	2035568537	1-4519-26	1.63
	Books - Juvenile Easy	2035640540	1-4546-26	15.99
	Books - Juvenile Easy	2035623203	1-4546-26	21.84
	Books - Juvenile Easy	2035583146	1-4546-26	138.29
	Books - Juvenile Easy	2035576219	1-4546-26	26.58
	Books - Juvenile Easy	2035618640	1-4546-26	30.23
	Books - Juvenile Easy	2035609967	1-4546-26	55.93
	Books - Juvenile Easy	2035593338	1-4546-26	82.71
	Books - Juvenile Easy	2035615952	1-4546-26	42.27
	Books - Adult Non-Fiction	2035609967	1-4541-26	40.97
	Books - Adult Non-Fiction	2035593338	1-4541-26	118.40
	Books - Adult Non-Fiction	2035615952	1-4541-26	110.63
	Books - Juvenile Fiction	2035601088	1-4544-26	40.22
	Books - Juvenile Fiction	2035597919	1-4544-26	171.21
	Books - Juvenile Fiction	2035604010	1-4544-26	42.21
	Books - Juvenile Fiction	2035453787	1-4544-26	19.53
	Books - Juvenile Fiction	2035521399	1-4544-26	354.67
	Books - Juvenile Fiction	2035562444	1-4544-26	353.01
	Books - Adult Large Print	2035609967	1-4543-26	18.60
	Books - Adult Large Print	2035615952	1-4543-26	18.60
	Books - Adult Large Print	2035640540	1-4543-26	56.40
	Books - Adult Large Print	2035624219	1-4543-26	31.16
	Books - Adult Non-Fiction	2035640540	1-4541-26	265.08
	Books - Adult Non-Fiction	2035586342	1-4541-26	48.86
	Books - Adult Non-Fiction	2035623203	1-4541-26	253.42
	Books - Adult Non-Fiction	2035583146	1-4541-26	141.25
	Books - Adult Non-Fiction	2035624219	1-4541-26	2,046.98
	Books - Adult Non-Fiction	2035576219	1-4541-26	585.99
	Books - Adult Non-Fiction	2035618640	1-4541-26	79.13
	Books - Adult Large Print	2035597919	1-4543-26	14.95
	Books - Adult Large Print	2035453787	1-4543-26	17.40
	Books - Juvenile Fiction	2035609967	1-4544-26	131.94
	Books - Juvenile Fiction	2035593338	1-4544-26	141.96
	Books - Juvenile Fiction	2035615952	1-4544-26	71.60

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 7

Vendor name	Invoice Description	(Cont'd)	Invoice #	Account #	Amount
Baker & Taylor - L420686	Books - Juvenile Fiction		2035640540	1-4544-26	\$ 61.15
	Books - Juvenile Fiction		2035623203	1-4544-26	246.43
	Books - Juvenile Fiction		2035583146	1-4544-26	104.87
	Books - Juvenile Fiction		2035576219	1-4544-26	19.54
	Books - Juvenile Fiction		2035618640	1-4544-26	19.54
	Books - Juvenile Non-Fiction		2035464728	1-4545-26	253.05
	Books - Juvenile Easy		2035464728	1-4546-26	538.67
	Books - Juvenile Easy		2035601088	1-4546-26	13.19
	Books - Juvenile Easy		2035601088	1-4546-26	30.77
	Books - Juvenile Easy		2035597919	1-4546-26	24.17
	Books - Juvenile Easy		2035604010	1-4546-26	50.32
	Books - Juvenile Easy		2035453787	1-4546-26	73.37
	Books - Juvenile Easy		2035521399	1-4546-26	128.02
	Books - Juvenile Easy		2035562444	1-4546-26	233.24
	Books - Young Adult Fiction		2035601088	1-4548-26	36.24
	Books - Young Adult Fiction		2035597919	1-4548-26	30.77
	Books - Young Adult Fiction		2035604010	1-4548-26	44.26
	Books - Young Adult Fiction		2035453787	1-4548-26	32.75
	Books - Young Adult Fiction		2035562444	1-4548-26	32.23
	Books - Young Adult Fiction		2035609967	1-4548-26	29.03
	Books - Young Adult Fiction		2035593338	1-4548-26	41.37
	Books - Young Adult Fiction		2035615952	1-4548-26	199.57
	Books - Young Adult Fiction		2035623203	1-4548-26	47.05
	Books - Young Adult Fiction		2035583146	1-4548-26	35.36
	Books - Young Adult Fiction		2035618640	1-4548-26	35.04
	Books - Young Adult Fiction		2035568537	1-4548-26	325.26
	Books - Young Adult Non-Fiction		2035604010	1-4549-26	8.99
	Books - Young Adult Non-Fiction		2035615952	1-4549-26	159.41
	Books - Young Adult Non-Fiction		2035623203	1-4549-26	45.93
	Books - Young Adult Non-Fiction		2035583146	1-4549-26	44.44
	Books - Adult Fiction		2035601088	1-4540-26	279.43
	Books - Adult Fiction		2035597919	1-4540-26	180.42
	Books - Adult Fiction		2035604010	1-4540-26	658.23
	Books - Adult Fiction		2035453787	1-4540-26	76.59
	Books - Adult Fiction		2035521399	1-4540-26	82.52
	Books - Adult Fiction		2035562444	1-4540-26	356.69
	Books - Adult Fiction		2035615952	1-4540-26	205.56
	Books - Adult Fiction		2035583146	1-4540-26	241.81

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 8

Vendor name	Invoice Description	(Cont'd)	Invoice #	Account #	Amount
Baker & Taylor - L420686	Books - Adult Fiction		2035624219	1-4540-26	\$ 803.25
	Books - Adult Fiction		2035576219	1-4540-26	101.00
	Books - Adult Fiction		2035618640	1-4540-26	77.55
	Books - Adult Fiction		2035623203	1-4540-26	200.51
	Books - Adult Fiction		2035640540	1-4540-26	177.86
	Books - Adult Fiction		2035593338	1-4540-26	150.12
	Books - Adult Fiction		2035609667	1-4540-26	178.13
	Books - Adult Non-Fiction		2035601088	1-4541-26	168.59
	Books - Adult Non-Fiction		2035597919	1-4541-26	201.73
	Books - Adult Non-Fiction		2035604010	1-4541-26	240.25
	Books - Adult Non-Fiction		2035453787	1-4541-26	574.27
	Books - Adult Non-Fiction		2035521399	1-4541-26	178.39
	Books - Adult Non-Fiction		2035562444	1-4541-26	988.73
			<i>Totals for Baker &amp; Taylor - L420686</i>		<u>\$ 15,701.88</u>
Belynda Head	Program - Virtual R&B Line Dancing - 1/10/21		BH011021	1-4571-24	125.00
			<i>Totals for Belynda Head</i>		<u>\$ 125.00</u>
Blackbaud	FE NXT Essentials & Add On - 12/19/2020-12/18/2021		91996582	1-4253-10	10,464.48
	FE NXT Essentials & Add On - 12/19/2020-12/18/2021		91996582	1-4233-10	2,064.00
			<i>Totals for Blackbaud</i>		<u>\$ 12,528.48</u>
Blackstone Publishing	Audiobooks - Adult		1189875	1-4551-26	45.00
	Audiobooks - Adult		1188428	1-4551-26	277.43
			<i>Totals for Blackstone Publishing</i>		<u>\$ 322.43</u>
Brittany Higgins	Refund - Sea Prayer		BH9184	1-3310-10	15.00
			<i>Totals for Brittany Higgins</i>		<u>\$ 15.00</u>
Call One	Telephone & Internet - 11/15/2020-12/14/2020		345710	1-4314-14	1,968.00
	Telephone & Internet - 11/15/2020-12/14/2020		345710	1-4312-14	1,087.19
			<i>Totals for Call One</i>		<u>\$ 3,055.19</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>					<u>Page 9</u>
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>	
Cathryn Stanek-Whisler	Program - Food Jar Gift Set - 1/18/21	CSW011821	1-4573-24	\$ 100.00	
	Program - Food Jar Gift Set - 1/18/21	CSW011821	1-4571-24	100.00	
		<i>Totals for Cathryn Stanek-Whisler</i>		<b>\$ 200.00</b>	
Center Point Large Print	Books - Adult Large Print	1807075	1-4543-29	133.02	
	Books - Adult Large Print	1801177	1-4543-26	318.78	
		<i>Totals for Center Point Large Print</i>		<b>\$ 451.80</b>	
Children's Plus Inc.	Books - Juvenile Non-Fiction	190988	1-4545-26	1,988.73	
	Books - Juvenile Non-Fiction	191542	1-4545-26	472.53	
	Books - Juvenile Non-Fiction	191179	1-4545-29	222.72	
		<i>Totals for Children's Plus Inc.</i>		<b>\$ 2,683.98</b>	
Christine Thornton	Program - How to Draw Realistic Dog Portraits - 1/12/21	CT011221	1-4571-24	125.00	
	Program - How to Draw Realistic Dog Portraits - 1/12/21	CT011221	1-4573-24	125.00	
		<i>Totals for Christine Thornton</i>		<b>\$ 250.00</b>	
Comcast Cable	Cable - 12/03/2020-01/02/2021	0367494-DEC20	1-4316-14	124.16	
		<i>Totals for Comcast Cable</i>		<b>\$ 124.16</b>	
Diesel Service Center	Bkm Oil Change, Prevent Maint, Windshield Wiper - 11/24/2020	D067140	1-4235-29	626.90	
	Bkm Muffler Repair - 10/22/2020	D066957	1-4235-29	636.66	
	Bkm & Van All Season Washer Fluid - 11/13/2020	D067150	1-4235-29	21.06	
	Van Oil Change, Prevent Maint, Windshield Wiper - 11/25/2020	D067146	1-4235-29	558.97	
		<i>Totals for Diesel Service Center</i>		<b>\$ 1,843.59</b>	
Discount School Supply	CSD - Various Program/Craft Supplies	P40034400101	1-4353-20	409.09	
	CSD - Various Program/Craft Supplies	P39881900101	1-4353-20	463.59	
		<i>Totals for Discount School Supply</i>		<b>\$ 872.68</b>	
EBSCO Subscription Services	LibraryAware Renewal - 1/1/21-12/31/21	1000143704-1	1-4272-12	2,553.00	
		<i>Totals for EBSCO Subscription Services</i>		<b>\$ 2,553.00</b>	

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>				Page 10
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Elite Chess Inc	Program - Chess Club - 1/19/21	EC011921	1-4571-24	\$ 60.00
				<u>\$ 60.00</u>
ELM USA	Collections - Green, Yellow, Red Pads	35372	1-4371-12	139.95
				<u>\$ 139.95</u>
Findaway World, LLC	Launchpads - Juvenile	333032	1-4566-26	69.99
				<u>\$ 69.99</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 11

Vendor name	Invoice Description	Invoice #	Account #	Amount
First Bankcard				
	Netflix - Monthly 4/12 Additional Roku Subscription	M4566-DEC20	1-4523-26	\$ 15.99
	DisneyPlus - Annual 4/12 Roku Subscription	M4566-DEC20	1-4523-26	69.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-DEC20	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-DEC20	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-DEC20	1-4523-26	15.99
	HBO - Monthly 3/12 Roku Subscription	T7780-DEC20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-DEC20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-DEC20	1-4523-26	14.99
	DisneyPlus - Annual 4/12 Roku Subscription	T7780-DEC20	1-4523-26	69.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-DEC20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-DEC20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-DEC20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-DEC20	1-4523-26	14.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7231-DEC20	1-4523-26	12.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7231-DEC20	1-4523-26	12.99
	DisneyPlus - Annual 4/12 Roku Subscription	N7231-DEC20	1-4523-26	69.99
	IFMA - Priovolos Membership 10/29/2020-10/29/2021	P7810-DEC20	1-4161-10	479.00
	ISLMA - Petrov Monarch & Bluestem Awards	N7231-DEC20	1-4161-10	20.00
	ISLMA - Petrov Membership 11/10/2020-11/10/2021	N7231-DEC20	1-4161-10	85.00
	Race City - Public Desks & Stock Sneeze Guards	P7810-DEC20	1-4351-10	1,315.43
	Peterson Products - Essential Supplies - Disinfecting Wipes	N7231-DEC20	1-4351-10	1,145.00
	Blackbaud Forms - Finance 1099 Forms	N7231-DEC20	1-4351-10	113.00
	Panera - Nov. 2020 Board Dinner - Addt'l Soup	N7231-DEC20	1-4355-16	5.93
	Panera - Nov. 2020 Board Dinner	N7231-DEC20	1-4355-16	71.93
	Facebook - Monthly Ads	M4566-DEC20	1-4731-10	15.54
	MailChimp - Monthly Subscription	M4566-DEC20	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-DEC20	1-4731-10	29.00
	Etsy - Communications Polar Express Graphic	N7231-DEC20	1-4731-10	5.24
	Grammarly - Bradley Subscription 11/6/2020-11/6/2021	N7231-DEC20	1-4731-10	139.95
	Grammarly - Steven Ford Subscription 11/10/2020-11/10/2021	N7231-DEC20	1-4731-10	139.95
	<i>Totals for First Bankcard</i>			<b>\$ 4,072.79</b>
Forward Space	Outreach - New BKM Cobi Chair & Stool	794107	1-4613-10	1,016.53
	<i>Totals for Forward Space</i>			<b>\$ 1,016.53</b>

**Fountaintdale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

Page 12

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning	Books - Adult Large Print	72592435	1-4543-26	\$ 112.46
	Books - Adult Large Print	72597431	1-4543-26	51.18
	Books - Adult Large Print	72467927	1-4543-26	25.59
	Books - Adult Large Print	72591758	1-4543-26	139.45
	Books - Adult Large Print	72592145	1-4543-26	136.45
	Books - Adult Large Print	72591116	1-4543-26	43.18
	Books - Adult Large Print	72604396	1-4543-26	77.22
	Books - Adult Large Print	72612096	1-4543-26	24.79
	Books - Adult Large Print	72603848	1-4543-26	69.72
	Books - Adult Large Print	72603225	1-4543-26	72.72
	Books - Adult Large Print	72616814	1-4543-26	21.59
	Books - Adult Large Print	72647960	1-4543-26	215.13
	Books - Adult Large Print	72636303	1-4543-26	28.49
	Books - Adult Large Print	72637208	1-4543-26	43.18
	Books - Adult Large Print	72664461	1-4543-26	24.80
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 1,085.95</b>
Government Finance Office Association	Schiller Membership - 1/1/21-12/31/21	2073588	1-4161-10	160.00
	<i>Totals for Government Finance Office Association</i>			<b>\$ 160.00</b>
Holly Sine-Ramsdell	Program - Ageless Grace - 1/9/21	HSR010921	1-4571-24	75.00
	<i>Totals for Holly Sine-Ramsdell</i>			<b>\$ 75.00</b>
Illinois American Water	Irrigation - 10/20/2020-11/17/2020	1025-210003089915	1-4331-30	127.54
	Fire Protection - 11/18/2020-12/17/2020	1025-210003089465	1-4331-30	44.66
	<i>Totals for Illinois American Water</i>			<b>\$ 172.20</b>
Illinois American Water/Bolingbrook	Water & Sewer - 10/20/2020-11/17/2020	1025-210003088318	1-4331-30	1,323.14
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 1,323.14</b>
Illinois Government Finance Officers Association	J Nguyen & Priovolos - Prevail Wage Act Webinar - 11/17/2020	6565-2021	1-4151-10	30.00
	Schiller & Soto - Prevail Wage Act Webinar - 11/17/2020	6565-2021	1-4151-10	30.00
	Schiller & Soto - Fraud Mitigation Webinar - 12/02/2020	6602-2021	1-4151-10	30.00
	J. Nguyen - Fraud Mitigation Webinar - 12/02/2020	6602-2021	1-4151-10	15.00
	<i>Totals for Illinois Government Finance Officers Association</i>			<b>\$ 105.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>					Page 13
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>	
Illinois Library Association	Schiller Membership - 12/31/2020-12/31/2021	Schiller2021	1-4161-10	\$ 75.00	
		<i>Totals for Illinois Library Association</i>		\$ 75.00	
Ingram Library Services	Books - Juvenile Fiction	49099067	1-4544-26	4.79	
	Books - Juvenile Easy	49099068	1-4546-26	30.48	
	Books - Juvenile Easy	49099069	1-4546-26	80.34	
	Books - Juvenile Easy	49152155	1-4546-26	24.58	
	Books - Adult Fiction	49367393	1-4540-26	10.79	
	Video Games - YA	49410965	1-4563-26	104.47	
	Video Games - YA	49410966	1-4563-26	303.94	
	Video Games - YA	49410970	1-4563-26	28.49	
	Video Games - YA	49410972	1-4563-26	75.98	
	DVD - Adult	49410969	1-4557-26	29.34	
	DVD - Adult	49152154	1-4557-26	188.23	
	Video Games - Juvenile	49152152	1-4564-26	598.34	
	Video Games - Juvenile	49410967	1-4564-26	341.91	
	Books - Juvenile Fiction	49099070	1-4544-29	16.79	
	Video Games - Adult	49152151	1-4565-26	170.94	
	Video Games - Adult	49410962	1-4565-26	28.49	
	Video Games - Adult	49410964	1-4565-26	37.99	
	Video Games - Adult	49410971	1-4565-26	113.98	
	Video Games - Adult	49410973	1-4565-26	56.98	
	Video Games - Juvenile	49152153	1-4564-29	208.94	
	Video Games - Juvenile	49410963	1-4564-29	113.97	
	Video Games - Juvenile	49410968	1-4564-29	180.46	
		<i>Totals for Ingram Library Services</i>		\$ 2,750.22	
ITsavvy LLC	IT - FirePOWER Cisco Threat Def. License - 12/21/20-12/20/21	01228551	1-4233-14	4,162.07	
	IT - Aopen Chromebook Commercial 2 & NP Mgmt License	01229976	1-4641-14	370.06	
		<i>Totals for ITsavvy LLC</i>		\$ 4,532.13	
Jo-Ann Stores, LLC	Creative Enterprise Subscription - 12/2020-12/2021	DMARVA21-634	1-4521-26	1,900.00	
		<i>Totals for Jo-Ann Stores, LLC</i>		\$ 1,900.00	

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>					Page 14
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>	
Juanita Lennon	Reimburse - 2020 Tax Levy & Will/DuPage Ordinance Mailings	JL120320	1-4381-10	\$ 21.80	
		<i>Totals for Juanita Lennon</i>		\$ 21.80	
Kelli Marshall	Program - Beyond the Blues Brothers - 1/13/21	KM011321	1-4571-24	150.00	
		<i>Totals for Kelli Marshall</i>		\$ 150.00	
Kellie Chase	Program - Sewing with Kellie Chase (6 Classes) - 12/21/2020	KC122120	1-4571-24	175.00	
	Program - Sewing with Kellie Chase (6 Classes) - 1/11/21	KC011121	1-4571-24	175.00	
		<i>Totals for Kellie Chase</i>		\$ 350.00	
Konica Minolta Business Solutions U.S.A., Inc.	March Contract: Maintenance - 10/15/2020-11/14/2020	9007283417	1-4234-14	14.03	
	July Contract: Maintenance - 11/01/2020-11/30/2020	9007331968	1-4234-14	66.62	
	July Contract: Overage - 11/01/2020-11/30/2020	9007331599	1-4234-14	626.44	
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		\$ 707.09	
Konica Minolta Premier Finance	Leased Equipment - November 2020	429156789	1-4234-14	1,550.18	
		<i>Totals for Konica Minolta Premier Finance</i>		\$ 1,550.18	
LACONI, Inc.	Annual Library Membership - January-December 2021	LACONI-2021	1-4162-10	100.00	
		<i>Totals for LACONI, Inc.</i>		\$ 100.00	
Lands' End Business Outfitters	Staff Polo Shirts	SIN8776923	1-4711-10	168.09	
		<i>Totals for Lands' End Business Outfitters</i>		\$ 168.09	
Laura Didier	Mileage - 7/28/2020-11/27/2020	LD120120	1-4171-10	41.75	
		<i>Totals for Laura Didier</i>		\$ 41.75	
Library Ideas LLC	Books - Juvenile Easy	79431	1-4546-26	1,366.30	
	Books - Juvenile World Languages	79430	1-4526-26	389.50	
		<i>Totals for Library Ideas LLC</i>		\$ 1,755.80	
Melissa Luce	Mileage - 11/5/2020-11/25/2020	ML120120	1-4171-10	11.16	
		<i>Totals for Melissa Luce</i>		\$ 11.16	

Fountaindale Public Library District  
Bills Payable Report  
December 17, 2020

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Michael Cassara	Program - Genealogy Club: One-Name Studies - 1/13/21	MC011321	1-4571-24	\$ 225.00
		<i>Totals for Michael Cassara</i>		<u>\$ 225.00</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>				
	Audiobooks - Adult	99647004	1-4551-29	\$ 35.29
	DVD - Adult	99611270	1-4557-29	80.19
	DVD - Adult	99611269	1-4557-29	15.48
	DVD - Adult	99611276	1-4557-29	469.09
	DVD - Adult	99611271	1-4557-29	11.73
	DVD - Adult	99647005	1-4557-29	78.69
	DVD - Adult	99679532	1-4557-29	75.23
	DVD - Adult	99679534	1-4557-29	146.94
	DVD - Juvenile	99611267	1-4558-29	37.71
	DVD - Juvenile	99611268	1-4558-29	57.69
	DVD - Juvenile	99647003	1-4558-29	19.23
	DVD - Juvenile	99647002	1-4558-29	15.48
	DVD - Juvenile	99679511	1-4558-29	39.96
	Music - Juvenile	99647001	1-4554-29	14.33
	Audiobooks - Adult	99646982	1-4551-26	173.16
	Audiobooks - Adult	99646985	1-4551-26	35.29
	Audiobooks - Adult	99611258	1-4551-26	216.45
	Audiobooks - Adult	99611254	1-4551-26	40.29
	Audiobooks - Young Adult	99679586	1-4555-26	140.87
	Music - Adult	99611259	1-4550-26	29.66
	Music - Adult	99611257	1-4550-26	22.33
	Music - Adult	99611253	1-4550-26	16.18
	Music - Adult	99611264	1-4550-26	87.65
	Music - Adult	99646945	1-4550-26	40.74
	Music - Adult	99646943	1-4550-26	53.34
	Music - Adult	99646986	1-4550-26	35.66
	Music - Adult	99646989	1-4550-26	235.16
	Music - Adult	99646997	1-4550-26	16.18
	Music - Adult	99679584	1-4550-26	163.73
	DVD - Adult	99611261	1-4557-26	384.70
	DVD - Adult	99611251	1-4557-26	97.92
	DVD - Adult	99611252	1-4557-26	211.05
	DVD - Adult	99611248	1-4557-26	38.46
	DVD - Adult	99611255	1-4557-26	30.96
	DVD - Adult	99611256	1-4557-26	22.98
	DVD - Adult	99611262	1-4557-26	61.92
	DVD - Adult	99611265	1-4557-26	19.23
	DVD - Adult	99611266	1-4557-26	19.23

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>				
	(Cont'd)			
	DVD - Adult	99611246	1-4557-26	\$ 30.96
	DVD - Adult	99611247	1-4557-26	22.98
	DVD - Adult	99611274	1-4557-26	1,689.22
	DVD - Adult	99611275	1-4557-26	148.96
	DVD - Adult	99611263	1-4557-26	41.46
	DVD - Adult	99611272	1-4557-26	41.68
	DVD - Adult	99611273	1-4557-26	26.73
	DVD - Adult	99209832	1-4557-26	781.03
	DVD - Adult	99290036	1-4557-26	52.73
	DVD - Adult	99647009	1-4557-26	370.61
	DVD - Adult	99647007	1-4557-26	36.43
	DVD - Adult	99647006	1-4557-26	42.70
	DVD - Adult	99646999	1-4557-26	26.73
	DVD - Adult	99646993	1-4557-26	69.63
	DVD - Adult	99646991	1-4557-26	498.75
	DVD - Adult	99647008	1-4557-26	38.68
	DVD - Adult	99646992	1-4557-26	110.40
	DVD - Adult	99646990	1-4557-26	100.38
	DVD - Adult	99646983	1-4557-26	44.46
	DVD - Adult	99646994	1-4557-26	45.26
	DVD - Adult	99646996	1-4557-26	77.94
	DVD - Adult	99646949	1-4557-26	261.79
	DVD - Adult	99646995	1-4557-26	156.15
	DVD - Adult	99646981	1-4557-26	245.78
	DVD - Adult	99646947	1-4557-26	103.65
	DVD - Adult	99646988	1-4557-26	62.19
	DVD - Adult	99646987	1-4557-26	133.11
	DVD - Adult	99646984	1-4557-26	207.30
	DVD - Adult	99646946	1-4557-26	42.96
	DVD - Adult	99679568	1-4557-26	130.86
	DVD - Adult	99679583	1-4557-26	105.42
	DVD - Adult	99679649	1-4557-26	89.97
	DVD - Adult	99679648	1-4557-26	239.92
	DVD - Adult	99679587	1-4557-26	93.42
	DVD - Adult	99679558	1-4557-26	89.98
	DVD - Adult	99679569	1-4557-26	61.44
	DVD - Adult	99679531	1-4557-26	241.15
	DVD - Adult	99679561	1-4557-26	36.43

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>		<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>		(Cont'd)			
	DVD - Adult		99679560	1-4557-26	\$ 510.35
	DVD - Adult		99679559	1-4557-26	121.29
	DVD - Adult		99679557	1-4557-26	17.68
	DVD - Adult		99679732	1-4557-26	703.47
	DVD - Adult		99679730	1-4557-26	89.67
	DVD - Adult		99679739	1-4557-26	29.68
	DVD - Adult		99679738	1-4557-26	15.48
	DVD - Adult		99679737	1-4557-26	135.63
	DVD - Adult		99679736	1-4557-26	22.98
	DVD - Adult		99679735	1-4557-26	54.96
	DVD - Adult		99679733	1-4557-26	194.22
	DVD - Adult		99679589	1-4557-26	117.86
	DVD - Adult		99679588	1-4557-26	209.18
	DVD - Adult		99679600	1-4557-26	20.23
	DVD - Adult		99679601	1-4557-26	32.46
	DVD - Juvenile		99611250	1-4558-26	92.40
	DVD - Juvenile		99611249	1-4558-26	105.63
	DVD - Juvenile		99647000	1-4558-26	30.96
	DVD - Juvenile		99646948	1-4558-26	15.48
	DVD - Juvenile		99646980	1-4558-26	57.69
	DVD - Juvenile		99646998	1-4558-26	16.23
	DVD - Juvenile		99679731	1-4558-26	34.71
	DVD - Juvenile		99679567	1-4558-26	39.96
					<b>\$ 12,557.62</b>
<b>Mosio, Inc.</b>					
	Mosio For Libraries Austen Plan Renew Until 9/1/2021		MOSIO-1099	1-4631-14	1,199.00
					<b>\$ 1,199.00</b>
<b>Patricia B. Smith</b>					
	Program - Native American Flute Virtual Class - 1/7/21		PBS010721	1-4571-24	25.00
	Program - Native American Flute Virtual Class - 1/14/21		PBS011421	1-4571-24	25.00
	Program - Native American Flute Virtual Class - 1/21/21		PBS012121	1-4571-24	25.00
					<b>\$ 75.00</b>
<b>PeopleFacts</b>					
	New Hires - Background Checks - November 2020		33754-112020	1-4253-10	62.74
					<b>\$ 62.74</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>					<u>Page 19</u>
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>	
Record Information Services, Inc.	Public Record Display Subscription - 01/01/2021-12/31/2021	49337	1-4521-26	\$ 698.00	
		<i>Totals for Record Information Services, Inc.</i>		\$ 698.00	
Robert Pennor	Program - Drawing with Pencils and Charcoals - 1/5/21	RP010521	1-4571-24	75.00	
	Program - Drawing with Pencils and Charcoals - 1/12/21	RP011221	1-4571-24	75.00	
	Program - Drawing with Pencils and Charcoals - 1/19/21	RP011921	1-4571-24	75.00	
		<i>Totals for Robert Pennor</i>		\$ 225.00	
Ronald Goldie	Program - Dungeons & Dragons - 1/16/21	RG011621	1-4573-24	75.00	
		<i>Totals for Ronald Goldie</i>		\$ 75.00	
Showcases	Collections - Clear DVD Cases	318434	1-4371-12	227.88	
		<i>Totals for Showcases</i>		\$ 227.88	
Susan K. Maddox	Program - Cooking Demo - 1/21/21	SKM012121	1-4571-24	100.00	
		<i>Totals for Susan K. Maddox</i>		\$ 100.00	
Tana Petrov	Mileage - 11/06/2020-11/26/2020	TP113020	1-4171-10	16.91	
		<i>Totals for Tana Petrov</i>		\$ 16.91	
Team One Repair, Inc.	MAXStick Receipt Paper	1059561	1-4351-10	2,394.00	
		<i>Totals for Team One Repair, Inc.</i>		\$ 2,394.00	
Titan Image Group, Inc	Winter 2020 Newsletter - Dec 2020-Feb 2021	57211	1-4256-10	8,250.00	
		<i>Totals for Titan Image Group, Inc</i>		\$ 8,250.00	
Toni Greathouse	Program - Tuesdays with Toni Book Club - 1/19/21	TG011921	1-4571-24	75.00	
		<i>Totals for Toni Greathouse</i>		\$ 75.00	
Tressler LLP	Legal Expense - Attorney November 2020	423978	1-4241-10	1,311.00	
		<i>Totals for Tressler LLP</i>		\$ 1,311.00	

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

<u>General Fund</u>					Page 20
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>	
Unique Management Services, Inc.	Collection Expense - October 2020	597207	1-4245-10	\$ 80.55	
		<i>Totals for Unique Management Services, Inc.</i>		\$ 80.55	
UPS	Shipping - Account Refillment	0000603951490	1-4382-10	200.00	
		<i>Totals for UPS</i>		\$ 200.00	
USA TODAY	Periodicals	4177294	1-4511-26	676.39	
		<i>Totals for USA TODAY</i>		\$ 676.39	
Verizon Wireless	Telephone - 10/17/2020-11/16/2020	9867218092	1-4311-14	540.11	
		<i>Totals for Verizon Wireless</i>		\$ 540.11	
Vertiv Services, Inc.	Server Room Equip Preventative Maint - 11/24/2020-11/23/2021	57859676	1-4651-30	10,029.84	
		<i>Totals for Vertiv Services, Inc.</i>		\$ 10,029.84	
Warehouse Direct	27 New Hire & Staff Purchase Apparel - November 2020	4813543-0	1-4711-10	934.60	
	District Closet Restock - November 2020	4832577-0	1-4351-10	560.08	
	Essential Supplies - Disinfect Wipe Bucket Program Nov. 2020	4834001-0	1-4351-10	919.80	
	Outreach - Labels for Student Success Cards	4822290-0	1-4351-10	29.55	
	Essential Supplies - Medium Gloves Restock	4829819-0	1-4351-10	909.00	
	District Closet Restock: Sugar - November 2020	4832699-0	1-4351-10	20.49	
	HR - Reinforced Folders	4832607-0	1-4351-10	25.14	
	Collections - Sealing Tape	4829463-0	1-4351-10	182.25	
	District Closet Restock: Hyper Pink Paper - November 2020	4832577-1	1-4371-10	22.38	
		<i>Totals for Warehouse Direct</i>		\$ 3,603.29	
		<b>Total for Fund 1</b>		<b>\$ 117,535.37</b>	

**Fountaindale Public Library District**  
**Bills Payable Report**  
**December 17, 2020**

Maintenance Fund

Page 21

Vendor name	Invoice Description	Invoice #	Account #	Amount
1000Bulbs.com	Building - Light Ballast	W02431398	8-4357-30	\$ 116.08
		<i>Totals for 1000Bulbs.com</i>		<u>\$ 116.08</u>
Amazon	Building - Battery Packs	A40-2021	8-4357-30	79.96
	Building - Security Tally Counters	A36-2021	8-4211-30	79.95
		<i>Totals for Amazon</i>		<u>\$ 159.91</u>
Best Quality Cleaning, Inc.	Sunday Porter Service - November 2020	35602	8-4215-30	475.00
	Saturday Porter Service - November 2020	35603	8-4215-30	475.00
	Cleaning Service - December 2020	35511	8-4215-30	6,921.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		<u>\$ 7,871.00</u>
Bolingbrook Glass and Mirror, Inc.	Building - Partitions for Main Desks	B0051671	8-4211-30	1,935.00
		<i>Totals for Bolingbrook Glass and Mirror, Inc.</i>		<u>\$ 1,935.00</u>
Cintas Corporation	First Aid Restock - December 2020	8404903358	8-4215-30	329.13
		<i>Totals for Cintas Corporation</i>		<u>\$ 329.13</u>
Cintas Corporation #344	Weekly Mat Service - 11/25/2020	4068501367	8-4215-30	30.00
	Weekly Mat Service - 12/03/2020	4069135368	8-4215-30	30.00
	Weekly Mat Service - 11/12/2020	4067117029	8-4215-30	30.00
	Weekly Mat Service - 11/19/2020	4067825333	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		<u>\$ 120.00</u>
Cutting Edge Document Destruction, LLC	Records Shred - 11/18/2020	m12224	8-4215-30	30.00
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		<u>\$ 30.00</u>
First Bankcard	Batteries Plus - Studio 300 AED Battery Replacements	P7810-DEC20	8-4211-30	44.95
	Home Depot - Dumpster Corral Repair Parts	P7810-DEC20	8-4211-30	12.30
	Home Depot - Dumpster Corral Repair Parts	P7810-DEC20	8-4357-30	51.27
		<i>Totals for First Bankcard</i>		<u>\$ 108.52</u>
Graybar	Building - Lighting Hubbell Control Units	9318959708	8-4211-30	182.61
		<i>Totals for Graybar</i>		<u>\$ 182.61</u>

**Fountaintdale Public Library District  
Bills Payable Report  
December 17, 2020**

Maintenance Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Groot Industries, Inc.	Garbage & Recycling - 12/01/2020 - 12/31/2020	6358596	8-4215-30	\$ 413.14
				<u>\$ 413.14</u>
Hansen Services, Inc.	Monthly - Pest Control - December 2020	3928771	8-4215-30	103.00
	Building - Remove Multiple Wasp Nests	3928333	8-4211-30	120.00
				<u>\$ 223.00</u>
Tango Lighting, Inc.	Building - LED's for Studio 300 Sconces	35146	8-4211-30	265.00
				<u>\$ 265.00</u>
Tee Jay Service Company, Inc.	Repair Front Sliding Door Lock	174161	8-4211-30	280.00
				<u>\$ 280.00</u>
The Office of the State Fire Marshal	Boiler Certificate Fees - Inspection Date 11/12/2020	9637101	8-4211-30	300.00
				<u>\$ 300.00</u>
Warehouse Direct	Building Supplies Restock - November 2020	4832571-0	8-4357-30	2,248.19
	District Closet Restock - November 2020	4832577-0	8-4357-30	108.14
				<u>\$ 2,356.33</u>
				Total for Fund 8
				\$ 14,689.72
				Grand Total
				<u>\$ 132,225.09</u>



Jennie Nguyen/Finance Manager

November 2020 Monthly Board Report  
Paul Mills

**Director**

**LIRA Update**

The Libraries of Illinois Risk Agency (LIRA) met in November to review and approve the insurance renewal for the 58 members of LIRA. Gallagher notified us in the Spring that this would be a difficult market for our renewal, and to prepare for up to a 35% increase in our costs. Property and excess liability seem to be the hardest hit markets. Wildfires, hurricanes, unprecedented flooding and wind/hail (Convective Storms) continue to become more frequent and more devastating across the country. One of our LIRA members experienced a property loss of more than \$2 million this year.

Gallagher did an excellent job presenting to carriers that libraries are safe environments, and our pool's overall increase was just under 20%.

**RAILS Update**

RAILS (the Reaching Across Illinois Library System) provided an update from the Illinois State Library regarding legislation that was recently passed. The rules are currently in the public comment phase and it is expected that final rules will be released in March 2021.

There are three areas regarding library services that have been changed by recent legislation –

1. Public Library Boards of Trustees may annually take action to offer non-residents access to E-Resources free of charge.
2. Non-Resident Fees shall not apply to veterans with a service-connected disability of at least 70% who are exempt from paying property taxes on their primary residence.
3. Non-Resident Fees shall not apply to a student whose principal address is not within a public library service area and who is eligible to receive free or reduced price lunches.

**Bookmobile Update**

We recently agreed to several modifications to our new bookmobile which we will be receiving next year. These three changes are all designed with safety for our staff and patrons in mind.

Our new vehicle will now include

- Two hand sanitizer dispenser fixtures
- Four sneeze guards for the staff desks on the vehicle (two of them will be spares)
- Pro-Air HEPA-3 Air Filtration Unit

We will also be receiving additional training beyond what had been specified in the original agreement.

All of these items will be at no cost to the District and were negotiated with Summit, our vendor.

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

During the month of November Public Service staff did an excellent job at adapting to the new mitigation measures the library is currently under. Staff have been great at communicating to patrons what their options are in terms of service and have been proactive about offering to place items and printouts at the drive-thru.

This month we have rolled out two new services that have helped our patrons maintain social distance. We first rolled out an update to our Fountaintdale app which allows patrons to scan barcodes with their camera and check out items through their phone. Our Communications team helped coordinate the effort and worked on promoting it on social media.

Our Circulation Manager and I also worked closely with Communications to roll out auto renewal of library cards for our patrons. So far the auto-renewal of library cards has been going well and 3-7 patrons get auto-renewed daily. Patrons are notified via email about their renewal and are invited to use their card to access library service.

## **From Joyce Arellano's report**



### **Children's Services**

#### **Monthly Overview of Children's Services:**

The last days of early voting continued to bring in visitors. We extended the IL Secretary of State's Annual Family Reading Night to a week long celebration with activities that encouraged families to read together. We also launched a brand new program, Let's Be Pen Pals, as well as a new, highly anticipated service, Tween Book Box. The Winter Reading Program kicked off on November 30, and we received a wonderful sponsorship from one of our community partners.

#### **PROGRAMMING**

#### **ARTS & CRAFTS**

### **ACTIVIDADES PARA NIÑOS (YouTube)**

- **Pavo con Conodepiño** <https://youtu.be/lV0BhpYzoH8>
- **Flores de Papel** <https://youtu.be/UaewEbab6Js>

Andreea presented two fun and simple craft projects in Spanish: a pinecone turkey and paper flowers.

### **ARTS & FABLES (YouTube, 30 kits)**

Kathy shared a book and a song for Thanksgiving, and Debbie showed viewers how to make a lovely "Thankful" banner for the holiday.

### **CREATION STATION WITH MISS JEN: Thumbprint Creations (YouTube)**

<https://youtu.be/P9vXylCOoE4>

"For this month's Creation Station, I showed how to create art by using thumbprints. I started with some basic techniques, showing how to make faces, add illusion of movement, how to make designs with multiple prints and colors. Then I created two different scenes. The first was a 'bug collection' and the second was an underwater scene." Jen F.



**Creation Station: Thumbprint Creations**

## LET'S CREATE: Thanksgiving Cornucopia (YouTube)

<https://youtu.be/pMI80cL8fZw>

"This was a little more complicated to paint so I decided to use colored pencils. I was able to show them some blending techniques and a little bit of shading to show the curve of the cornucopia. I had some feedback from a few viewers who really enjoyed the video." *Chris Z.*



## LET'S DRAW: Abstract Drawing (YouTube)

<https://youtu.be/keuyco6Q0-c>

"Piet Mondrian is one of my favorite artists. I loved being able to tell a little about him and how the kids can create their own." *Chris Z.*

## TAKE-IT MAKE-IT (560)

Children made more fun crafts this month. Parents and caregivers also expressed their gratitude for these projects. A mother of 3 who is working from home in addition to managing at-home learning for her children said, "These craft kits are a lifesaver! My kids love them. I love them, too. They allow me to have some time to myself!"



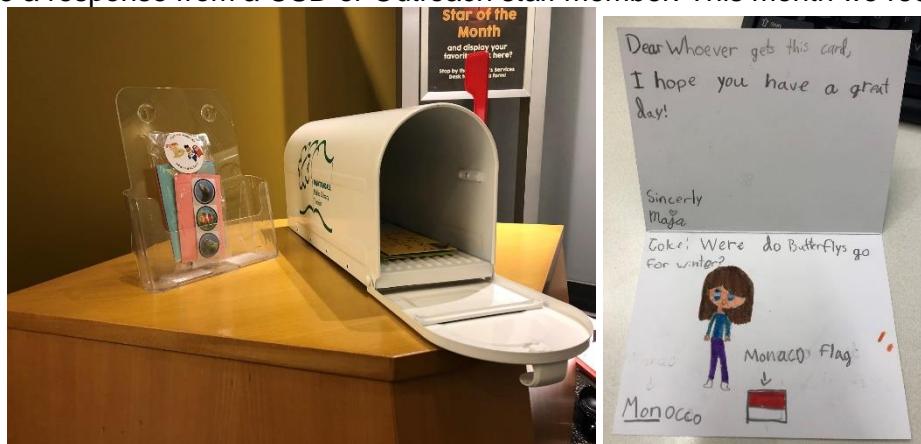
Craft	Video	# of Kits Taken
Koala Bear	<a href="https://youtu.be/WZj2QozCAR8">https://youtu.be/WZj2QozCAR8</a>	35
Tissue Paper Sun Catcher	<a href="https://youtu.be/PL8wMJ8q4ek">https://youtu.be/PL8wMJ8q4ek</a>	75
Fall Windsock	<a href="https://youtu.be/L2bQQ98yREA">https://youtu.be/L2bQQ98yREA</a>	35
Paper Fox	<a href="https://youtu.be/eNi3pX7d1Dg">https://youtu.be/eNi3pX7d1Dg</a>	70
Paper Snail	<a href="https://youtu.be/pdEWY0CMrn4">https://youtu.be/pdEWY0CMrn4</a>	72
Paper Plate Rainbow Fish	<a href="https://youtu.be/2ih-XuWjdAU">https://youtu.be/2ih-XuWjdAU</a>	75
Turkey Ornament	<a href="https://youtu.be/MPMrqqYCDuA">https://youtu.be/MPMrqqYCDuA</a>	36
Turkey	<a href="https://youtu.be/i3YUoM8j_S0">https://youtu.be/i3YUoM8j_S0</a>	75
Handprint Hedgehog	<a href="https://youtu.be/n6I7KHUcm5M">https://youtu.be/n6I7KHUcm5M</a>	15
Jellyfish		33

Basket Weave		13
Fruit Basket		7
Penguin Puppet		14
Snowman		5
	<b>TOTAL</b>	<b>560</b>



## READING, WRITING & PUBLISHING LET'S BE PEN PALS (2)

Our newest program aims to maintain relationships with families and help children practice their reading and writing skills. Children can write letters, place them in the mailbox in front of the Children's Services Desk and receive a response from a CSD or Outreach staff member. This month we received 2 letters.



## JUST FOR TWEENS

### GRAPHIC NOVEL BOOK CLUB

[SUBSCRIBE](#) [FOUNTAINDALE.ORG/YOUTUBE](#)

Graphic Novel Book Club: Drawing & Writing, Part 2

15 views • Nov 10, 2020

How To Draw Cloud Nine Media

43K views • 3 years ago

How To Make Easy Valentine's Day Holiday Cards

43K views • 3 years ago

MAD Art Talk: Studio tour and New Course Launch with Kelle... 1:23

1.2K views • Streamed 3 days ago

20+ Ink Tips for BEGINNERS! 1:23

8K views • 11 months ago

Drawing LIVE 14 Nov 2020 1:23

2.2K views • Streamed 8 days ago

Introduction to Researching Hispanic Ancestry 1:23

1.2K views • 1 year ago

How to Draw a Kawaii Art Live Stream 1:23

1.2K views • Streamed 8 days ago

Paul Klee Art 1:23

1.2K views • Streamed 8 days ago

- **Drawing & Writing** <https://youtu.be/8tL8vK9w038>
- **Finishing Touches** <https://youtu.be/lNBMwbRKMRo>

Parts 2 & 3 of this series aired in November. For part 2, "I showed them how to draw some characters and how to plot them out. I didn't focus so much on the coloring and the aesthetics of it. I figured I would save that component for part 3 of the series." *Melisa M.*



### TWEEN DIY: Taco Earbud Holder (20)

Tweens made a fun and easy-to-make taco-shaped pouch to hold their earbuds.

## MOVIES, MUSIC & ENTERTAINMENT

### MINI MOVIN' & GROOVIN' (YouTube) [https://youtu.be/KgNrA\\_v44yl](https://youtu.be/KgNrA_v44yl)

### SESAME STREET AT-HOME CELEBRATION (YouTube, 45 kits) <https://youtu.be/DLuNAqIfxbc>

"This program came about because we found a lot of extra craft supplies when we were cleaning out. Since there were quite a few supplies left, we decided to make it one huge take-home kit. I thought this would be a great way to have families help their children work on matching skills and one-to-one correspondence. The kits were all taken by day three!" *Jen F.*



## STEAM & LEARNING FUN

### ADVENTURES IN HOMESCHOOLING: Great Britain (YouTube, 35 kits) <https://youtu.be/vKimBPXZYU4>

This month, Kathy and Debbie took homeschooleders on a virtual trip to Great Britain. Children also picked up kits to create a London Eye ferris wheel string art craft.

### MINI MATH KIT: Balancing Scale (YouTube, 20 kits) <https://youtu.be/T9aSqXvrPdQ>

"This month's Mini Math was on weight comparison. We demonstrated this with a balancing scale and talked about how this is different from measuring the weight of an item. We also showed how items can be deceiving, even equal looking in shape and size can weigh totally different from each other. Then we showed them how to make and use their own balancing scale with the materials in the kit." *Susan F.*

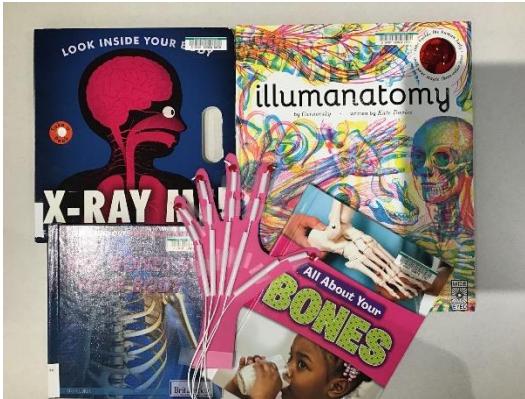
### LIVE ROOTS: Langston Hughes & Shirley Chisholm (Zoom Webinar, 7 attendees)

<https://youtu.be/lX2x7voJTrA>

Judith and Ernie offered another great presentation. This month they focused on the first African American woman elected to Congress, Shirley Chisholm and poet Langston Hughes.

The screenshot shows a YouTube video player with the following details:

- Title:** Roots: Langston Hughes and Shirley Chisholm
- Views:** 60440
- Date:** Nov 23, 2020
- Length:** 0:08 / 25:53
- Controls:** Standard YouTube controls for play, volume, and search.
- Metrics:** 11 views, 1 like, 1 dislike, 1 share, 1 save.



## STEM CREATIONS: Articulated Hand (YouTube)

[https://youtu.be/nDbxx63\\_x90](https://youtu.be/nDbxx63_x90)

"This is a fun activity that teaches kids about the anatomy of a hand and engineering. It uses simple materials on hand like foam sheets, straws and plastic string. The straws represent the bones in a hand. The strings act like tendons and pull and move the fingers. To make the video more interactive, I involved one of our young patrons who was studying at the library with her sisters. She volunteered to show her hands for the explanation." *Andreea D.*

## GAMING & PLAY

### ANIMAL CROSSING ESCAPE ROOM (Google Form, 4 participants)

<https://www.fountaintdale.org/2020/05/05/virtual-animal-crossing-escape-room/>

## FAMILY READING NIGHT TRIVIA (Zoom, 9)

"The trivia game was the big hit of Family Reading Week. 9 children participated in the game and had the time of their life. Most of them knew their *Piggie & Elephant*, *Dog Man*, and *Arthur* books pretty well. The first place winner was so excited about winning that she ran to the library to retrieve her prize (luckily, she lived down the block.)" *Marta M.*

## STORYTIMES

We offered these pre-recorded storytimes. Videos were available to patrons for 24 hours.

- Family Storytime with Miss Rosemary
- Sensory Storytime
- All Together Storytime with Miss Chris
- Diez Deditos (2 videos)
- Family Reading Week Storytime
- Family Storytime with Miss Susan



## FAMILY READING WEEK STORYTIME (YouTube)

Families were treated to a special storytime featuring special guest readers. A big thank you to Paul (and Angel), Nancy and John Hopkins for lending their storytime talents to this video. "The Family Reading Night Storytime was also a big hit. John Hopkins said to me that his son was very surprised to see 'daddy on the TV.' His son also recognized Miss Joyce in the video and pointed to her on the screen and said 'she library.' He was able to make that connection, which is amazing!" *Marta M.*

## LIVE STORYTIME (Zoom, 3 programs, 33 attendance)

During LIVE Storytime on the day before Thanksgiving, Marta and Melisa turned on the attendee microphones so children could share what they were thankful for. One little girl shared that she was thankful for the library.



## SENSORY STORYTIME (YouTube)

<https://youtu.be/O5SusWHoovE>

"In this storytime, I read a nonfiction book that had great information about autumn, but there were several pages about how autumn feels, tastes, sounds and looks. Marta and I then went to the park across the street to do a fall scavenger hunt. Our finale of the storytime was a fall colors tour of the United States and Canada. I had friends of mine send me pictures that they took of the colors in their states, and I put them together for a beautiful montage." Jen F.

## READING PROGRAMS

### 1000 BOOKS BEFORE KINDERGARTEN (357)

3 new children signed up for the program, and 1 child completed the program! There are currently 357 active participants.

### WINTER READING PROGRAM

The Winter Reading Program began on November 30. This year's reading log is a Bingo card. We are so grateful to [The Third Institute](#) for sponsoring the program this year. The organization donated 125 prize books featuring diverse characters.



### PUBLIC SERVICE

This month we answered **803** reference questions and **314** directional questions. We also assisted with 26 one-on-one appointments and 6 teacher requests. While we had to make service changes due to the tier 3 mitigations, patrons we have encountered have been very understanding. Many said they are happy just to be able to browse shelves and check out materials. They are also grateful for the virtual program videos and most of all, Take-it Make-it craft kits!

"I helped the sweetest girl who was looking for books on sign language. She was so excited and polite to get the books. When I said we also have videos on learning sign language, she was even happier. She came back and asked for more books to put on hold. She had an armful of books and will have 3 more coming." Rosemary B.

"A patron was looking for phonics books for her kindergartener. She mentioned that she was concerned that her child just didn't seem to be getting it and was looking for extra help. We talked about how she can continue to work on phonics at home in a fun way by reading, playing, singing, etc. She appeared reassured after our conversation that she is doing the right thing for her daughter." Jen F.

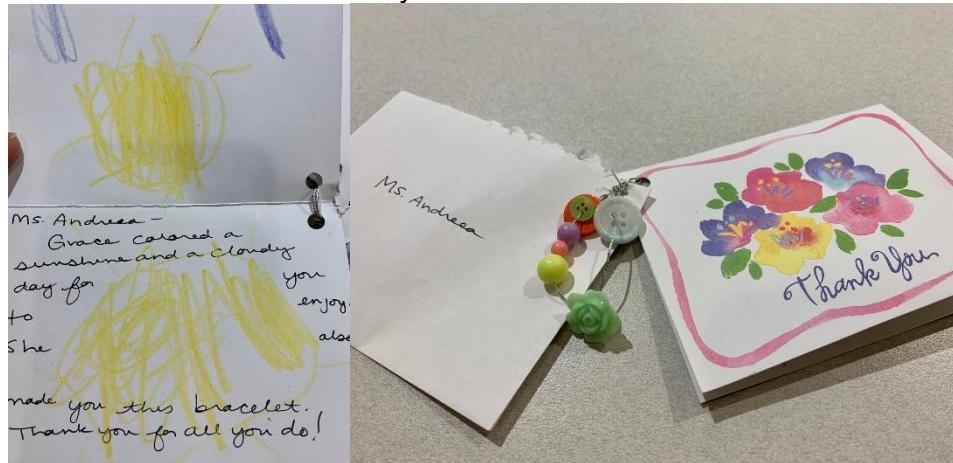
### TWEEN BOOK BOX



We launched this brand new service on November 30. Similar to popular subscription boxes, the Tween Book Boxes contain prizes or crafts and a surprise book from the J Fiction or J Graphic Novel collections. "Each box has a different genre—fantasy, realistic fiction, or historical fiction. They are the perfect companion to your socially distanced holiday season!" Melisa M.

## STORY OF THE MONTH:

"Three little girls that usually attend Zoom Storytime brought us thank you cards. They drew their happy thoughts and made bead bracelets for us. Very sweet!" Andreea D.



## DISPLAYS

### DISPLAY CASES

**Native American Heritage Month** "I made a map of Illinois, with a list of the six original tribes that were in this area, to see if patrons can match them to the correct location. Answers are provided under a flap on the outside of the display. There is a sign that says the origin of the word 'Illinois', as well as greetings in several of the native languages. In the side displays, I have #ownvoices books from our collection. On the left, is a sign showing how to count from 1–5 in each language. On the right is how to say various colors (white, yellow, red, black) in the languages." Jen F.



### Family Reading Week, Thanksgiving, Tree of Thankfulness

"On each leaf that I included on the tree, I wrote something that we could be thankful for during this holiday season. I have also left some leaves in a small basket at the desk so the children could write things that they are thankful for and we could include them on our tree." Marta M.

### Emoji Book Titles

"For this display, I took several children's books and used emojis to create the titles. I included both the emojis and the books in the display case so that children can try to match the title with the correct books." Jen F.

## **OTHER**

Children's Services Librarian, Sarah Dolley, celebrated 16 years of service at Fountaindale!

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

#### **Circulation Services Department Report**

##### **Department Summary**

November was a quiet month for Circulation. Due to new migrations by the state, Fountaindale converted to be a check-out and browsing only collection for patrons beginning on November 20th. Circulation has been working on finding ways to create more streamlined procedures during this time. One of our projects, the self-checkout feature via our Communico phone app launched this month and has already received great feedback! This will make it easier for patrons to checkout while they browse our materials. Communications and Circulation have also been working on doing automatic renewal of Fountaindale library cards. The vendor we are working with, Patron Point, is able to verify addresses to get Adult patrons an automatic 3 year renewal. If the patron's address is unable to be verified, they have to come into the building for their 3 year library card renewal.

Also this month, Circulation assisted Outreach with creating Student Success Cards! Outreach did an excellent job getting all the cards done before the end of the month. Circulation will now wait as library cards get merged and work on reports that require manual attention. ILS Manager Matt Hammermeister will work on the automatic merging and Outreach Services Manager Tana Petrov will work on the cards getting picked up by the Valley View School District.

#### **Kate T., Assistant Manager**

We finished up Early Voting at the beginning of the month and we moved the Information Desk back to its original spot. Luckily we were open on Election Day and Circulation was very busy looking up patrons polling places well into the evening.

On November 9th, Joe C. had his 5 year anniversary and was recognized at the Board Meeting on November 19th. Congratulations on 5 years, Joe!

We had our Polaris upgrade on November 8th and so far Circulation is really liking the new features such as cancelling an already in-transit hold and suspending holds for multiple items all at one time.

#### **Danny B., Circulation Services Associate Manager**

Our newest Circulation Aide, Sara F., started on November 9th. Sara is just about finished with her training, she's been a great addition to the team.

The Circulation Aide team searched for 8,422 items from the 1,441 pages of the Pick List we had during the month. Approximately 37,619 items were returned though our AMH after being in quarantine for 3 days.

On November 17th, I attended an Assistant Managers & Supervisors meeting over Zoom. Similar to past meetings, staff from different libraries gave updates on the many different ways Covid-19 has changed the ways libraries operate. Topics such as hiring, training, reduction of hours, and staff health concerns.

**Mary S., Lead Specialist**

November was a quieter month in the library, due in part to the increased mitigations for Tier 3 Covid-19. I verified 96 library card applications in November. As part of the Student Success card rollout, I helped put together the information and library cards for BJ Ward Elementary students.

11 long overdue items were returned to the library, and with fewer patrons in the library, there were only 28 lost and found items recorded during November

Patrons faithfully visited us to pick up requested materials, and we were able to keep unclaimed numbers low, also there were no holds missing this month!

**Ann B., Lead Specialist**

During November we generated 42 Snags and resolved 51 Snags. Money saved by reclaiming Fountaindale material through the Snag process was \$871.77 and money saved by reclaiming material for the other libraries in the consortium was \$15.99 for a total of \$887.76. On Thursday, November 19, 2020, I attended the monthly Music & Vinyl Record Discussion meeting via Zoom. This month we reviewed the check-out/check-in procedures I prepared and discussed the start up list of vinyl albums we would like to see in the collection. We shared potential artists and album titles to add to the current list and discussed what genres need more titles. Christina Theobald presented the layout of where the collection will be on the second floor and the potential shelving needed to house the collection. Christina asked our opinions on potential turntables for the collection and asked us to research turntable systems that will be of benefit to the library.

**Leigh Anne V., Lead Specialist**

During the month of November, I assisted Outreach in their Student Success Card project, I worked on cards for Jane Addams Middle School, which included over 600 cards. I continued assessing damaged materials and implementing the new damaged stickers which has been a great tool for notating materials. With this new procedure I have updated the damaged procedures document.

**Harris K., Lead Specialist**

The total number of claims this month went down to 26 compared to October's 35. We found five items on the shelf while one item was found and later returned by a patron. November has been the lowest amount of claims we have had this year! I'm glad to see items getting taken off patron's accounts during our quarantine time.

During November's Collection Usage Committee, it was revealed that during the month of October we circulated a total of 46,477 print materials. The three top collections were DVDs, picture books, and juvenile fiction. The top three movies were *A Secret Garden*, *Spiderman Far from Home*, and *The High Note*.

**Circulation Statistics**

New Patrons Registered	9,811
Holds Pulled From Shelves	8,422

Drive Up Statistics	
<b>Total Visits (November 2020)</b> 1,116	<b>Previous Month (October 2020)</b> 1,130

### From Jeffrey Fisher's report

#### Studio 300

Here are our November 2020 key stats:

- 239 patrons actively used our spaces.
  - 26 were Non-FPLD people.
- 667 items were checked out.
  - 34 of that total circulated out of the lab.
- 56 patrons attended our 18 virtual programs.
  - Total programming hours came to 17.5.
- 19 patrons completed our online Orientation
- And views of Studio 300-specific videos posted during November were:
  - *Storycorps The Great Thanksgiving Listen Tech - 16*



#### Justin

For November, Justin watched Ryan Dowd's course "Ornery Teenagers: Compassionately and effectively managing their problem behaviors." Justin also viewed his other course called "Getting Hit on by Customers: Women (and men) share their tools for stopping unwanted attention." Later Justin also recorded more sewing videos with Kellie Chase, two of which needed some simple editing tasks. Finally, Justin finished editing and uploaded the virtual Carvey Training Video to Niche Academy.

#### Anna

This month Anna started our holiday programming with Christmas gift ideas where the patrons made snowman candles and decorated wood ornaments. The attendees seemed to really enjoy these projects. Anna prepared all of the December projects for our Take It Make It classes. Also, she completed cards and decorations for our December give away.

#### McKayla



During November, McKayla created a display highlighting important tools within Photoshop for photo restoration. She took a badly damaged photo and showed the process of restoring it. McKayla also taught a digitizing class where she demonstrated how to use our Epson scanners to digitize photos, negatives and slides. Also, she discussed how to convert VHS to DVD and spoke about our other digitizing resources. She also completed Ryan Dowd's webinar about *Dementia and Alzheimer's*. Two things these diseases do not impact until the later stages are reading and the ability to pick up on nonverbal cues.

## **Monica**

Monica has completed the following training courses:

- Ryan Dowd's Problem Behaviors When Dealing with Covid Webinar
- Lynda course Using Green Screen to Make Great Videos with Creator Up
- Ryan Dowd's Getting Hit on By Customers Webinar
- Ryan Dowd's Burnout and Compassion Fatigue Webinar

She has also begun and is currently working on Tom Green's Adobe XD Lynda course and Richard Harrington's Green Screen Techniques for Video and Photography Lynda course. Monica has completed an instructional sheet for patrons to use the new display monitors. She also reviewed the Maker Virtual Trainings and gave feedback on them.

## **Patrick**

At the start of November Patrick taught the *Podcasting with the Rodecaster Pro* virtual webinar. Patrick outlined the curriculum for the Digitizing 101 course with McKayla so she could teach it later that week. He attended meetings for the Tinker Technology Troupe, Collections Usage Committee, and Vinyl Records Task Force. He has been busy adding vinyl record titles and links to the task force's spreadsheet, and also researched and made recommendations for the record players the library hopes to acquire for checking out to patrons. Patrick continued to adapt to the growing changes with Covid-19 restrictions at the library. He picked his goals for the following year, continuing to develop the StoryCorps program and developing programming and training videos for a variety of live streaming/ recording topics and techniques. At the end of the month Patrick completed reviewing and giving feedback on the maker machine training videos, conducted a virtual one on one with a patron continuing a project he had started at the studio at home, and put together materials and content for the December wall.

## **Adriana**



Adriana continued to work with staff on the maker training projects that are to go live soon on Niche Academy. She continues to refine and ensure we are providing the information patrons need to be able to access our maker lab machines. Adriana also continued to work with Randi C. from ATSD on the K-Talk video project, this month the topic was our Top 3 K-pop Artists.. Adriana concluded the Photoshop Learning circle, the three patrons that continued on with the class were able to successfully finish their course. Adriana also had a few memorable patron interactions including one with Amy S. who requested assistance with finding

information and resources to create fun green screen pictures. Recently Amy reached out to Adriana to thank her for her assistance and share with her the fruits of her labors.

## **Jeffrey**

The State of Illinois C-19 Mitigations that went into effect on November 20 effectively "paused" patron use of Studio 300 rooms, computers, and in-house equipment. Patrons continue to check out resources for outside library use, though. As part of this change, we removed our presence in the lobby at this time. However, we continue our virtual programming and offer as much (phone, email, and virtual) assistance as possible. When these mitigations are lifted, we're prepared to return to the appointment model we'd been using since June.

Jeffrey continued his support of our virtual programs via Zoom, Facebook Live, and YouTube video recording/editing. He also managed tech for this month's Board meeting. November's YouTube Statistics:

- 65 new videos posted
- 4651 unique views
- 229.2 hours viewed
- 41 new subscribers (649 overall)

Jeffrey compiled an extensive blog post in support of *Indie Author Day* and worked with Steven F. in Communications who did an amazing job presenting the information to our patron community. [Read the post here.](#)

A new Learning Circle launched this month: *SQL Basics* while the previous ones concluded. Studio 300 webinars included: *Weekly NaNoWriMo check ins*, *Podcasting with Rodecaster Pro*, *Adult Makers DIY*, *Silhouette Cameo*, *Digitizing 101*, *Photography Basics*, *The Great Thanksgiving Listen Tech and Recording*, *Studio Portrait Photography*, and the *Nameless Writers Group*.



The Soon to Be Famous committee announced the 2020 winners for this year's Indie Author Project contest. Jeffrey produced three videos and updated the STBF website accordingly. [Watch the interviews with the winners here.](#) Our Adult winner was also the same author who won our first manuscript contest.

One of our staff, Nikki S., departed this month so we are actively searching for a suitable candidate to fill the open position.

## From Tana Petrov's report

### Outreach Services Department

#### Outreach General Updates

Here is a summary of our most important stats:

- 2292 students were provided with a booktalk by Mrs. C
- 842 items were picked up from our remote bookdrops
- 542 reference questions were answered by Outreach staff
- 464 kids were provided with a storytime/ puppet show by Miss Laura
- 165 patrons visited our Bookmobile and/or Library Express Van stops
- 30 patrons participated in our International Game Fun Month Program, where three lucky patrons won a board game
- 14 patrons were provided with Home Delivery Service
- 14 patrons were provided with books and book club discussion materials

In addition:

- We shifted and withdrew materials from the Outreach collection to free up space for new materials
- We continued to provide virtual outreach via pre-recorded videos and/or live Zoom sessions. Examples of outreach team's virtual programs can be found on our [YouTube channel](#)
- Tana's article *Away From the Library* was published in [ILA Reporter](#)

#### Services for Preschools



- Laura provided storytimes to 464 kids. Laura's monthly schedule for servicing preschoolers is now full with 6 Zoom visits, 1 in-person visit, and 6 programs to prepare and record. In total, Laura reached over 900 views in a month, more than her average in-person stats from the same time last year.

Storytime with Miss Laura: L is for Lion

## **Services for Schools**

- We collaborated with John R Tibbott Elementary School for their Sweet Reads Book Giveaway by donating color-changing pencils, folders and copies of *The Fountain*.
- Cindy set up a new display in CSD featuring cookbooks.
- Cindy provided virtual booktalks to 2292 students. Cindy shares in her report that to keep kids in Kindergarten and 1st grade more engaged, she has been doing puppet shows, giving kids roles to play in the story.

## **Services for Adults/ Seniors**

- Home Delivery Service
- Deliveries and pick-ups of materials at senior facilities
- We donated three boxes of withdrawn Large Print books and magazines in good condition to Heritage Woods to add to their library
- 11/19/2020 [Birdman](#) Video Review (Dennis). From Dennis' report: "*My Virtual Video Review of the movie Birdman debuted on YouTube and Facebook. Melissa did a great job playing a superhero and John Hopkins made his debut as the voice of Joey the Puppet. It was a lot of fun to make and thank you to Jeffrey for helping us out as always.*"
- 11/25/2020 [The Things We Cannot Say](#) by Kelly Rimmer (Melissa)
- Atria and Heritage Woods Book Clubs - providing with materials and discussion questions (Sarah)
- Monthly craft kit for the memory care residents at Revere Court (Melissa)

## **Bookmobile and Library Express Van Community Visits**

- We continued our [Library Express Van](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, and Kindercare Seneca.
- We continued our [Bookmobile monthly visits](#) to First Presbyterian Church, Target, MacKenzie Falls, RiverStone Apartments, Promenade Apartments, Beconridge, BRAC, Annerino Community Center, Ikea and Best Buy; however due to the to Tier 3 Mitigation restrictions, we had to again close the doors of the Bookmobile for patrons. We were still able to provide our patrons with contact free service though. From Melissa's report: "*Since the Covid numbers are rising, we decided not to let patrons on the bookmobile. We will still be going to our stops so that patrons can return items and pick-up their holds. When Tana and I went to Target on November 21 st , we set up a table outside the bookmobile. We had a few bags of materials outside for patrons to look at if they wanted. We provided lots of reader's advisory that day.*"

## **Special Projects**

- Student Success Cards project in collaboration with the White Oak Library District and Valley View School District. The goal is to issue a library card to all students in our school district, assisting them in becoming life-long learners while enjoying all of the services and programs we offer here in our library. From Carolyn's report: "*There are approximately 10,000 cards to be completed. All staff have taken turns scanning cards into the spreadsheet, stickering cards and envelopes, and organizing completed cards by classes and schools. Outreach was able to complete making cards with the assistance of the Circulation department. Tana is working with Matt Hammermeister from Pinnacle, our Circulation Dept, White Oak Library, and the school district for the next steps in the process.*"

Student Success Cards completed and stuffed in envelopes waiting to be delivered to the 13 schools our library serves

Photo credit: Tana Petrov



- From Marleigha's report: *"I want to highlight our Bookmobile fun activity we did this month which was a raffle of 3 games – Trouble, Super Fight and Taboo. I helped pick out these games and I love all three. I have enjoyed encouraging patrons on the Bookmobile to enter into this raffle to win a cool game. These days we all could use more entertainment and these games will help the time go by during these somewhat challenging times. I am excited to see which patrons win the games, and I cannot wait for next month when we are giving away hot cocoa which I think will also be a success."*

Outreach staff with the games we are giving away at the end of November

Photo credit: Tana Petrov



- Book Clubs. From Sarah's report: *"I completed the discussion materials for both the Atria and Heritage Woods book clubs. The books for December are Starless Sea by Erin Mortgenstern (Atria) and The Guest Book by Sarah Blake (Heritage Woods). For the month of January, I am hoping to do the books Hillbilly Elegy by J.D. Vance and Three Weeks with My Brother by Nicholas Sparks & Micah Sparks."*

#### Vehicles Maintenance

- 11/24/2020 BKM to Diesel Services for oil change/ preventative maintenance
- 11/25/2020 Van to Diesel Services for oil change/ preventive maintenance

## **Staff and Patrons' Comments**

From Marleigha's report: "*This month I celebrated my third year anniversary as an employee of Fountaintdale Public Library District. I am happy to have found this library when I first moved to Bolingbrook four years ago. I vividly remember coming into the building and having a conversation with Danny at the Info Desk, and he was so helpful and kind. That is what attracted me to the library as a worker. The kind spirit of the people who work here. The books do not make the library, we do and I am thrilled to be a part of such a great staff. Cheers to more years!*"

From Melissa's report: "*One of our home delivery patrons called to let us know that she was done with her book and needed a pick-up. She wanted to thank us for providing her with such a wonderful service. She was using our services temporarily because she injured herself and couldn't drive. I let her know to give us a call whenever she needs us. She thanked me over and over again.*"

From Sarah's report: "*On November 2nd, I was driving the Bookmobile back to the library near the end of the work day. As I approached the library parking lot I noticed a semi truck blocking the book drop and the lane we use to turn wide into our parking spot. Carolyn was my passenger and got out trying to figure out a solution. She was able to get John Hopkins who looked all over the driver of this truck so it could be moved with no such luck. Dennis came out and got in the Bookmobile with me to help. We decided together he would try to maneuver it in the tight squeeze as I spotted him making sure we didn't hit anything. Carolyn ended up moving the Library Express Van to give more room. Dennis was able to park the vehicle and we were able to punch out on time from work. This moment showed how well we work as a team and figure out solutions together.*"

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

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

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

Due to the Tier 3 restrictions, I updated our service desk talking points and distributed them to each department. I also updated and created new service desk procedures in Google Docs so they can be shared and consulted as needed.

We received a nice e-mail from the United States Federal Census Department thanking us for our efforts to assist our community in completing this year's online census return. While the event hosting components of this year's plans were not fully realized, our library provided consistent and accurate information for our community through a variety of blog posts, social media posts, and free handouts.

November was a great month for our Career Online High School students. Naila L. completed six units of coursework for the month, tipping her over the 75% completion mark toward her diploma. She is working diligently everyday with a goal to complete her diploma before December 31. Naila is super focused on completing her coursework while helping her four children with their own online school assignments. She currently has a Home Health Care provider certificate, and when she finishes her diploma she will be eligible to apply for a position in a local assisted living center or to pursue higher education at College of DuPage or Joliet Junior College.

## **Programming (includes):**

### YA Programs:

#### ***Teen Crafternoons***

I filmed our November Crafternoon project, Paper Luminaries, in early November. I used construction paper, tissue paper, scissors and glue to create a simple luminary that could grace your holiday table. This video was posted on YouTube (11 views) and Instagram (80 views).

#### ***Teen Coloring Contest***

We had several fantastic entries in our Fall Teen Coloring Contest. Our winner was Katrina G., Grade 10. She did a fantastic job of making our simple coloring sheet into a custom art piece. Check out her work!

#### ***Teen Reading Challenge***



Our Teen Reading Challenge was extended through November 1. I had created a Bingo Board where teens could pick and choose different reading challenges like reading a new format (graphic novel), reading a new author or series or a specific genre. Our winner, Dhruvi P., was selected in a random drawing. She won a \$25 Target gift card and a bag of books. I worked with her to pick out her prize books. She was very excited to receive her prize.

#### ***Vortex Display***

Even though our teen space is currently closed, I have still been creating displays for our Vortex display case. I wanted to create something that we could keep up for several months so I spent time creating a faux fireplace. I used paper, arcs and other miscellaneous items we had on hand to create the fun display.



### Test Proctoring:

As far as Proctor Student needs this month, there were fourteen exams taken. Twelve of the exams were for Real Estate while two were for General Studies. All the students were from Bolingbrook. Ten of the exams were online and four were on paper.

## Career Online High School: Statistics

Currently Enrolled: 6

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 1

Graduate: 24

## Adult Programming:

### **Programming:**

#### **From Nick M. Report**

This month was a bit of a whirlwind. I continued working on making sure that everything for the upcoming Yule Ball was moving swiftly, despite having to adjust some of the different moving parts.

### **Sewing**

**Pocket Pot Holder (11/10) 8 Attendees**

**Mini Duffel Bag (11/24) 8 Attendees**

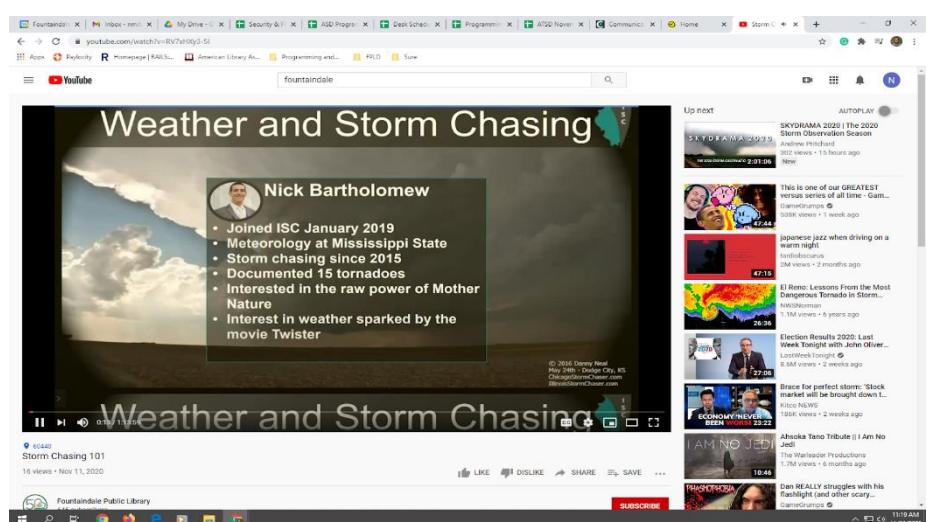
This was definitely an increase in the attendance that we have seen in the last few months for Kellie's program, which is really good. I'm not sure if this is because people are becoming more comfortable with working through the new circumstances of how we are having to do programming, but I find that this is a fitting way to end our registration required section of Kellie's classes and introduce the more open path that we are transitioning into.



Starting in December, we are just posting Kellie's sewing classes right to our YouTube page, giving all of our patron's access to Kellie's work. Switching some of the ways that this program is handled is that there is a different way for us to distribute some of the files that Kellie often sends to her students, like templates and materials lists, but that isn't so much an obstacle as we would have previously thought. This path of having the open classes is the plan we have for Kellie's classes for the foreseeable future, and there is a hope that having more people with access will bring more people to the channel and to the program. We will be monitoring for the next cycle or two.

### **Storm Chasing 101 (11/10) 7 Attendees, 18 views in 2 weeks on Youtube**

This was a program that I was excited to host. I found the group through another library hosting them and saying that the presentation was fascinating and engaging and that the team that presents it are knowledgeable. And they were very easy to work and schedule with.



## From Tony N. Report

### **Illinois Indians - Thursday, November 05 2020, 7:00pm - 8:00pm**

Observing that November was Native American Heritage Month, we invited Starved Rock State Park historian and writer, Mark Walczynski, to talk about the people that our state is named after. We had 15 viewers with us that night and they enjoyed Mark as he described the Inoca people's way of life and history.

## **From Brian S. Report**

### **Great Reads Book Club & Native American Flute Circle**

Meetings with the Native American Flute and Great Reads have been very productive and positive. I am working with Ilya and Miss Pat to solidify contracts and events scheduling for the upcoming 2021 calendar year.

For the Music & Vinyl Discussion Committee we created a Vinyl Task Force Collection spreadsheet. The spreadsheet was created as a way of inputting a list of roughly 500 titles to be purchased for the vinyl collection that are deemed "Essential" in the world of music from a variety of genres.

**Great Reads Book Club**



**Native American Flute Circle**



## **Update on ATSD Staff Site – Agnes B.**

### **1. Staff Site:**

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

Updated information sections with new Covid Tier-3 restrictions (it wasn't that hard to strikethrough nearly everything...)

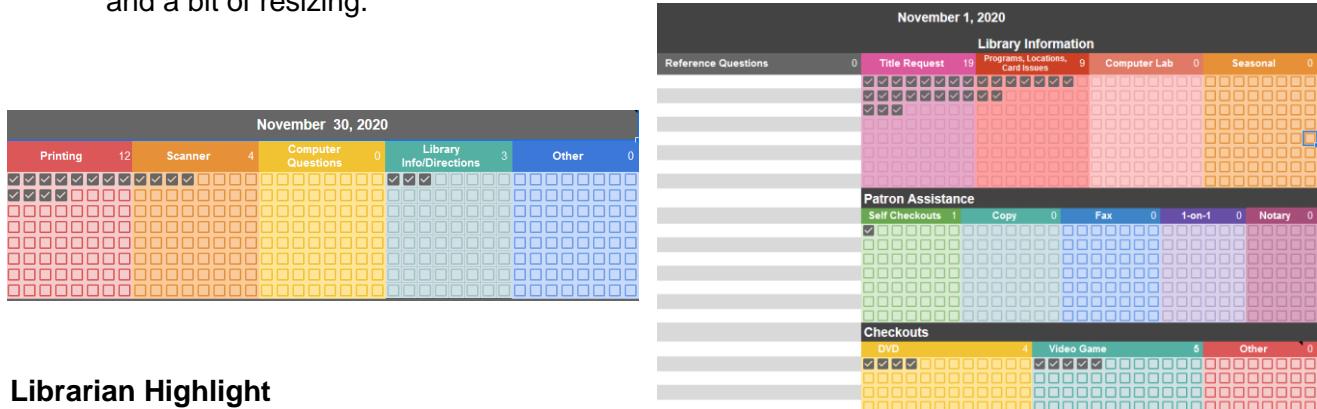
Added the Spanish Speaker's Schedule link.

Updated the December stats section with the new Media-Lab stats link.

### **2. Media-Lab stats merger:**

Seeing as how both sides of the Media desk have been doing a lot of cross-over work, I had been thinking about combining the Media desk and Lab stats together – for ease and fewer tabs. I also had a few staff members suggest it as well. Since a few of the categories overlapped between the two sheets, I only really had to make space for Printing Help and Computer Questions.

To make room for it, I rearranged some of the sections by getting rid of Computer Lab (information on services and location), combining Copy and Fax into a 3-in-1 Copy/Fax/Scan, and a bit of resizing.



### Librarian Highlight

#### Jay P.

With the increase in mitigation efforts, the number of patrons in the library has dropped substantially.

For training I watched "Ornery Teenagers: Compassionately and effectively managing their problem behaviors" with Ryan Dowd. As always, his experience and insight has been invaluable. The section on unidirectional and bi-directional respect was an interesting examination on power dynamics.

Last year I cleaned out the reference file from the 3<sup>rd</sup> floor desk. After looking for anything that would be worth saving, I saved the (still substantial) remainder in a cabinet and forgot about it. As this year was our 50<sup>th</sup> anniversary, I was hesitant to throw anything out that may be important to our history. This week I disposed of at least 20 pounds of paper, leaving me with several items I would like to keep. One I discovered was a copy of "The Kankakee Canal / by William W. Schofield.", which was in the local history collection of both Plainfield and Lockport, but not in ours. I gave this copy to Christina for cataloging. There are several newspaper clippings about the library and maps that I may scan later.

I submitted two blog posts, "Book Review: Leadership Strategy and Tactics by Jocko Willink' and "Crítica de la Película: Arrugas (Wrinkles)" along with an English version of the second. I plan to do more bilingual movie reviews in the future. The films I have been watching for immersion may be interesting to some of our Spanish-speaking patrons, but they may also be of interest to general film buffs. Jose was a big help while editing and I am proud to say he made less corrections than with my previous post.

Due to lack of attendance, I have decided to discontinue my Job Club events. Depending on the turn out for the next three I am still due to give, I may shift the format to Youtube videos with increased editing. At the very least writing these presentations has been helpful when consulting patrons on resumes and cover letters.

### Librarian Highlight

#### Erica E.

### Book Talks

I filmed, edited, and uploaded 1 book talk video for patrons to enjoy this month! My book talk this month was called "Foodie Fiction". I thought that this topic was perfect since the Holidays are coming up. I shared 3 books that focus on food or cooking. This video went live on Thursday November 5th. You can find the video here: <https://www.youtube.com/user/FPLStudio300/videos>

I have decided along with Communications that I will continue making videos into next year. The videos have been a great way to connect with our community and provide readers services virtually so I'm excited to keep doing them!

## **Blog Posts**

I wrote 1 blog post this month!

My blog post was in regards to my YouTube book talk on "Foodie Fiction" it was published on Thursday, November 5th. You can find the blog post here: <https://www.fountaindale.org/2020/11/05/ericas-book-talk-foodie-fiction/>

## **Book Clubs/Programming**

The Chills & Thrills book club met on Wednesday November 4th to discuss "The Devil in the White City" by Erik Larson. We had 11 people in total for this meeting! This meeting was a hybrid with some joining us in person and others joining us via Zoom. Joyce in CSD reached out to me last month and asked if I would be able to show her how the Owl Camera that we use for the hybrid meetings. I was able to show her and Sarah D. how it works at this meeting!

The coffee and conversations book club met via Zoom on November 17th! We had 7 people in total for this meeting! We discussed "The Nickel Boys" by Colson Whitehead. The group really loved this book although they all agreed that it was a bit "intense" and we need a lighter book for next month! We had a really great discussion though, one of the best that we have had. The book centers on a young black boy in the Jim Crow era who is sent to a reform school for a crime that he didn't commit. We had a lot of discussions around racism and many folks in the group were willing to share personal insights into their experience which was really powerful and moving. Luckily our group is a really safe place for people to open up and have difficult conversations and I'm really grateful for that. Next month we are reading "Get a life, Chloe brown" by Talia Hibbert

I am still part of the Amazon Fire Task Force! We have been making incredible progress this month. I worked on the check in and checkout procedures for ATSD and I have also started on a FAQ document.

## **Readers Advisory:**

This month we received a huge influx of personalized reading recommendation requests! This was thanks to an ad that communications put on the front page of the website. We received 7 requests in total this month! We also received our first movie/TV requests which was great! I received really great feedback on the recommendations that I gave out as well! A patron emailed me back and told me that I was "spot on" with my recommendations and that she is very excited to start reading!

In other good news, I have now officially taken responsibility of the 3rd floor display (near the self-checkout)! Collections was previously responsible for this display but they graciously allowed me to take it over since I have been consistently helping with displays and have been doing a great job! Ashe and I created our first display called "We need diverse books". Ashe created a wonderful sign and we collected about 50 titles in total. We have had 7 checkouts in total so far!

The desk displays continue to do very well! The 3rd floor display saw 14 total checkouts and the 2nd floor had 11. I have also added some "overflow display" books to each desk so that staff can easily replace books when people grab them.

### **Specialist Highlight**

#### **Rebecca F.**

This month has also been a great learning experience since the computer assistants were merged with specialists. It was great finally getting some full training on the computer commons. I had covered breaks plenty of times but now I am feeling happy to finally know the full procedures for every situation over there. I'm starting to work more shifts on that side and it is helping me get more comfortable with it.

Some other notable things that have happened are: helping patrons with e-readers, accessing sources, and readers advisory. I always love helping patrons figure out their e-readers, because they are so happy once they realize that it is not as hard as they are thinking it is. It is almost the same with e-resources because the patron is always excited to be able to continue their research! And readers' advice is a new one for me. I never really have anyone ask me for recommendations, so I am now getting excited when someone does. I have been messing around with novelist occasionally to be able to get comfortable with it and be ready for anything that anyone asks for.

The last thing that I am happy about is my trivia! It is doing very well! This month we had 40 participants, and patrons were even active in the chat. It was a lot of fun as always and patrons really seemed to enjoy themselves too. I'm hoping this attendance keeps up and we can keep this program going because it is a lot of fun, and is not expensive to hold either. I hope eventually too things start progressing towards normalcy at least a little bit. I would love to have more patrons coming in for us to help out.

### **Specialist Highlight**

#### **Allyson P.**

I wrote and published my first blog post, which connected a recent video game release to books on a similar topic in our collection. I also started to write my second blog post, which will discuss podcasts that have published a book.

I completed several training courses in Niche Academy from Ryan Dowd, including:

- The Core Homelessness Training
- Homelessness Training Q&A Parts 1 & 2
- Covid Training
- Jerks with Homes

### **Specialist Highlight**

#### **Ben J.**

Most reference questions I've fielded throughout the month have been about our current printing services and helping patrons work through which method of remote printing works best for their particular situation.

One patron in particular was very happy with my help and our faxing prices when he needed to send an 80 page fax job. Other patrons have greatly appreciated my willingness to check down in circulation for recently returned materials that they were looking for and couldn't find on the shelves.

### **Specialist Highlight**

#### **Uriel C.**

Things I'm currently working with are my Network+ course from CompTIA that I'm taking in Gale courses as well as I downloaded a practice test application on my phone for the A+ Certification course. Just a matter of time now before I can take the actual test and get certified. I am planning to take a language course next year as well to learn Japanese.

## **Specialist Highlight**

### **Nelly A.**

I had to work on my annual self-evaluation this month. I have been working here at Fountaindale for three whole years. While that may be nothing to some of the employees around here with double digits, it is a really long time for me. This is the longest I have worked somewhere consecutively. This job has made a huge impact in my overall development. Nothing out of the norm this month. Just checkouts and holds. We do have web printing, the closure of the commons leads to a lot of web printing and walking patrons through it.

I have been working on my Yule Ball Blog post! It is due in a couple days!

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

The entire Building Operations department assisted in the early voting which was held in Meeting Room A. With the hard work from the entire team, early voting was extremely successful.

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

Door handles and high touch areas continue to be disinfected multiple times throughout the day per the recommendations provided to us. Security has done a tremendous job in assuring we schedule and complete the disinfecting tasks in a timely fashion.

Continue working with Trane to schedule the replacement of the controller on the 2<sup>nd</sup> floor air handler. Met with the electricians to discuss options on rewiring the new controller and the impact this will have on our building air control.

Attended a Prevailing Wage webinar discussing the new Illinois requirements for contractors working on our building. This webinar also discussed proper notification to the contractors regarding the certified payroll portal. Working with Finance and Paul to update the procedures and forms needed for any work which falls under the prevailing wage rules.

Per new state requirements on gatherings, we have removed all seating in the building and have stored them in various parts in the building. This work was done prior to opening in order to minimally impact patrons during business hours.

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

## **Security Report From John Hopkins (Security Supervisor)**

### **General Election**

Right on the heels of early voting's end, Security staff fielded approximately 200 questions on election day and assisted many voters by looking up their polling location (with their consent or at their request) and fielded a variety of questions and clarifications about mail-in ballots and the library as an early voting site.

## **Staff Safety Training**

Building Security Supervisor John Hopkins conducted a staff safety training presentation to a socially-distanced audience of nine staff members on November 11th. This training provided new staff members with essential information about missing child (Code Adam), building evacuation, disaster/severe weather, and other procedures. The training also provided information about how and when to write incident reports, an overview of the conduct policy, and similar topics. This training session's size was constrained by occupancy limits, and another session is scheduled for nine more staff members to be held on December 9th, barring further restrictions. This training has been in high demand for staff members who have requested a "refresher" on these topics, so there is already a waiting list for yet another session which could be held as soon as January.

Several staff members have expressed a desire to recertify in First Aid, CPR, and AED use; however this has been delayed because Red Cross instructors are not conducting in-person training during the pandemic. We expect to resume staff certification once it is available.

## **Tier 3 Mitigation Procedures**

Security and Building Operations staff removed all chairs from the common areas of the library, and implemented new procedures restricting use of common areas, and a new maximum occupancy of 75 patrons.

## **Thanksgiving Meal Kits**

Security assisted Ashley on Sunday the 22nd as community pantry donations were delivered in large volume, and assembled into over 100 meal kits in Meeting Room A. Security staff also helped stock the community pantry with the completed kits. By midday Monday there were no more meal kits to stock, but Ashley was able to package and deliver approximately ten more. We are grateful for her dedication to the pantry, and proud to be able to support this effort for the community.

## **Security Staff**

Building Security Monitor Gerardo Marroquin will be leaving the library for a full time opportunity. Gerardo worked in our department for a year, and his calm, amiable demeanor was a credit to our department and the library. We wish Gerardo all the best in the future!

## **Patron Occupancy Stats**

Daily patron occupancy numbers fell moderately in November, even accounting for the end of early voting. Average occupancy ranged from the mid 20s to low 50s. Typical peak occupancy was around 60 patrons, though these higher peaks were less frequent in November. Once Tier 3 Mitigation procedures went into effect, typical patron occupancy was between 7-20 at any given time.

## **ZENDESK -**

In November, 37 new maintenance tickets were created, and 34 new or existing tickets were completed.

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

### **November 2020 Snapshot**

- 3,303 new items were made available
- 5,129 old & worn items were withdrawn
- 42,875 physical checkouts
- 262 interlibrary loans processed for our patrons
- 19% increase in Hoopla digital usage
- 13% circulation increase in Adult Graphic Novels
- 12% circulation increase in Adult Video Games
- 513 items repaired
- 218 invoices paid
- 102 purchase orders created

### **Personnel Updates**

After four months and several interviews later, we have finally hired a new Cataloger! **Karina Andrus** started in the Collection Services department in late November. Karina holds a Master's degree in Library and Information Science from Dominican University. Karina has worked several years at the Highland Park Public Library in both Technical Services and the Youth Services Departments. Most recently, Karina was a Video Archives Specialist at Rotary International. We welcome Karina to the department and look forward to working with her. We hope to close the gap on our current cataloging backlog by the end of the year and prepare for the influx of new materials to catalog for the Bookmobile Opening Day Collection.

### **New Bookmobile Collection**

Outreach and Collection Services have begun discussions on the direction of the new Bookmobile Opening Day Collection. Starting in December, Collection Services staff will begin ordering new materials in anticipation of a tentative March or April launch date. Our direction for the new collection will focus on bestselling titles similar to the Lucky Day collection, replacing popular children's books with new copies, purchasing more graphic novels and purchasing more titles for the Juvenile Spanish section. We will also be buying more video games, movie Binge Boxes and VOX Readalong picture books. Furthermore, we'll be working to launch and promote new formats for the Bookmobile, including a set of Outreach Rokus and Memory Kits. To prepare for the influx of new Outreach materials and ensure space is available, the amount of weeding will also increase starting in December.

### **Vinyl Records Task Force**

After a few months of preliminary discussions and testing, it was determined that offering a small, specialty collection of vinyl records and portable record players would be feasible. The Collection Usage Committee formed an official Vinyl Records Task Force to implement this new collection. I will be serving as Chair and task force members include Anne Burkiewicz (Circulation), Patrick Clemens (Studio 300) and Brian Smallwood (ATSD). The team is currently working on circulation procedures, curating a starter collection list of albums to purchase and brainstorming ways to process the vinyl records. We are hoping to launch this collection in Spring or early Summer of 2021.

## New Video Games for PS5 and XBOX SERIES X

We began purchasing video games for two brand new consoles – the highly anticipated PS5 and XBOX Series X. We have almost 30 games available or on order and plan to purchase more as they are made available. Titles we currently own include *Call of Duty: Black Ops Cold War*, *NBA 2K21*, *Mortal Kombat 11: Ultimate*, and *Assassin's Creed: Valhalla*. Adult Video Games increased in circulation by **12%** compared to last November.



## Adult Graphic Novels Recataloging

Collection Services just completed **recataloging over 1,000 graphic novels** from the Teen collection to the Adult Graphic Novel section. These materials include classic superheroes series like Batman and Spiderman that now have a much larger fan base in Adults rather than Teens. As a result, our Adult Graphic Novels have **increased in circulation 13%** since last November.

## Collection Services Staff Updates

### From Brett Luminais, *Children's Collection Librarian*

My primary focus in the beginning of November was finishing up the Equity in Action: Building Diverse Collections course which began at the end of October. I created a process for auditing juvenile print material orders for diversity. With guidance from instructors, as well as historical and census research, on Bolingbrook, I created a set of goals to guide ordering to make our collection equitable and more representative of the community. Using

this system, nearly 450 titles for our juvenile collection have already been audited. Order audits for diversity will be an ongoing process that I am structuring into my regular ordering workflow. I have resumed work on adding new kits into the collection. Four new kits have been processed and delivered to our catalogers, putting us on track to add five additional new kits by the end of December, two of which are nearly ready to be delivered to the catalogers. I began training in ILL policy and procedure with Christine in November. Beginning in 2021, I will be responsible for providing ILL coverage at least one day each month and any time additional support is needed. Providing ongoing and regular coverage allows me to stay up-to-date with ILL and maintain these skills so that I can effectively and seamlessly cover ILL in the case of Christine's absence.

### From Lynnette Hopwood, *Adult Collection Librarian*

I completed my class on Equity and Diversity in Action. I found it interesting and it gave me many things to think about. Some of the ideas that I am going to implement concerns our displays. I am going to make sure that our selections include authors and characters of diverse backgrounds. Additionally another point that I thought was interesting was that just because LGBTQIAP month is June, we should have displays several times a year, not just in June. This goes for all diverse groups. I am also working with my staff to create displays that make it easier for patrons to find materials. We created a display of our new music

and we had 140 items checked out in the month of November. I am also working on creating new genres for our patrons to find favorite authors as well discover new authors. We are finishing creating a romance area, and we will soon be working on labeling and moving cozy mysteries to a separate section of the shelves. Other areas we will be concentrating on will be creating a thriller section as well as a short stories collection. After fiction is finished, we are looking to create a test prep area in the nonfiction.

#### **From Chris Castle, *Cataloging Supervisor***

A new cataloger was hired this month. Karina Andrus comes to us with her MLIS from Dominican University where she focused her studies on cataloging and metadata. She has prior experience in technical, youth, reference, and circulation services departments of public libraries as well as in video archives. We are very excited for her to join our team here at Fountaindale. With the hiring of a new cataloger, this month, I prepared all of her training materials including creating a training schedule, providing training materials like cataloging resources and documentation, and scheduling her for orientations and training sessions. When she was hired, I provided a tour of the library's layout as well as the collections it holds. I also acquainted her with her email, the staff intranet, information on the network's shared drive, and the department's workflow. I have also been introducing her to Polaris, OCLC Connexion, and consortium and local cataloging practices. I was invited to the PinTech managers meeting this month because several topics were pertinent to cataloging. First, bibliographic information for the new video game consoles was discussed, and then that adding series information to video game bib records is up to catalogers' judgment if they think it will help patrons discover the item. I suggested and it was approved that if a graphic novel is clearly marked with a volume 1 and it is likely that a volume 2 will follow, a multivolume bibliographic record should be made. This prevents recataloging later if not originally cataloged with a volume number. At the selectors meeting I was invited to, it was decided that Great Courses materials that include DVDs and booklets will be cataloged in the nonfiction DVD collection. They will be shelved on top of the adult nonfiction DVD shelves and cataloged with the prefix "DVD GREAT" to highlight them from the rest of the collection. An Outreach holiday collection is being planned for early next year and will feature HOLIDAY in the call number prefixes of adult and juvenile materials. This will highlight holiday-themed materials by being included in their own collections instead of interfiled with the rest of the collections. Finally, a short list of terms for a diversity controlled vocabulary was discussed and will be added to non-public notes by selectors and catalogers to help identify and highlight diverse materials. They will also be receiving a sticker for extra visibility. One project I have been working on this month is the recataloging of juvenile-themed Binge Boxes into the Juvenile DVD collection from the adult DVD collection. This project is nearly complete. In my continuing training in periodicals, Jake walked me through the collection and processing of newspapers.

#### **From Karina Andrus, *Cataloger***

I received onboarding information from Noey and Lea on my first week (November 23). I received training and orientation from Chris and Christina on department procedures and workflow, stack locations, and cataloging process. On Friday, November 27, my supervisors were out of office on holiday, so I reviewed the employee handbook and procedure documents on the :S drive, PinTech site, and Google Drive. I began training on nonfiction items, and cataloged my first 3 items with some oversight and assistance from Chris.

#### **From Jacob Luce, *Acquisitions Supervisor***

For the month of November I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Development Librarians. Currently I am working with our vendor Midwest Tape to build a processing profile for the Great Courses titles that we will be ordering and circulating soon. I am also working with the Cataloging Supervisor and the Adult Collection Development Librarian to ensure that we have enough space in the Nonfiction DVD area to

accommodate these new titles. I have also been tasked with creating new genre labels for our #OwnVoices materials. I have some mockups done and have shared them with the appropriate people. So far I have received some great feedback and ideas from other staff members on how to improve the labels. This is still a work in progress. After some discussion it was decided to move away from utilizing book tape to protect our current genre labels and call labels that we affix to our materials. It was decided to start using label protectors instead. I am looking forward to using the label protectors because it will make our materials look sleeker and more uniform. Last but not least we have received and processed our Christmas Lucky Day materials for our patrons in time for the holidays.

#### **From Christine Jason, Interlibrary Loan Specialist**

I began training Sue and Brett on ILL. That way we have two extra people trained in ILL to provide back up in case of vacations and illness. The training is going very well considering that we have to keep socially distant. I received 2 journal articles in our ERIC database. We usually get the article requests through OCLC which is very easy to obtain. It is a bit trickier in ERIC as we do not have full text of every article. With the assistance of a coworker we were able to find them for her. She then requested seven more articles. We were able to find them for her as well. We emailed her the articles. She was very appreciative and sent a thank you email.

*“Thank you so much I am done for today!! I am applying to a PhD program and needed additional articles for support. I love the library and appreciate everyone’s hard work especially dealing with these uncertain times.”*

#### **Physical Collection Circulation**

\*Sorted Alphabetically by Collection

Collections	Nov 2019 Circs	Nov 2020 Circs	Change	% Change
Adult Audiobooks	772	445	-327	-42%
Adult Fiction	4346	4227	-119	-3%
Adult Graphic Novels	378	429	51	13%
Adult Nonfiction	3967	4093	126	3%
Adult Video Games	314	353	39	12%
Beginning Readers	1587	1913	326	21%
Interlibrary Loan	302	250	-52	-17%
Juvenile Audiobooks	436	407	-29	-7%
Juvenile Fiction	6650	3785	-2865	-43%
Juvenile Graphic Novels	1635	1195	-440	-27%
Juvenile Kits	114	54	-60	-53%
Juvenile Movies & TV	4356	2378	-1978	-45%
Juvenile Nonfiction	3755	2324	-1431	-38%
Juvenile Technology & Equipment	162	117	-45	-28%
Juvenile Video Games	619	572	-47	-8%
Large Print	590	624	34	6%
Local Authors	8	14	6	75%
Local History & Genealogy	0	8	8	

Magazines	639	476	-163	-26%
Movies & TV	11075	8250	-2825	-26%
Music	1320	1057	-263	-20%
On-the-Fly	10	17	7	70%
Picture Books	7273	6178	-1095	-15%
Studio 300	2898	666	-2232	-77%
Technology & Equipment	992	152	-840	-85%
World Languages Adult	168	164	-4	-2%
World Languages Juvenile	704	376	-328	-47%
World Languages Young Adult	9	6	-3	-33%
Young Adult Audiobooks	66	41	-25	-38%
Young Adult Fiction	906	931	25	3%
Young Adult Graphic Novels	622	632	10	2%
Young Adult Kits	1	25	24	2400%
Young Adult Nonfiction	238	178	-60	-25%
Young Adult Technology & Equipment	0	2	2	
Young Adult Video Games	758	536	-222	-29%
<b>TOTALS</b>	<b>57670</b>	<b>42875</b>	<b>-14795</b>	<b>-26%</b>

### Circulation by Branch

Branch	2019	2020	Change	% Change
Building	51,648	41105	-10543	-20.41%
Outreach	4751	1103	-3648	-76.78%
Studio 300	2898	667	-2231	-76.98%
Digital	8444	8362	-82	-0.97%
<b>Totals</b>	<b>67741</b>	<b>51237</b>	<b>-16504</b>	<b>-24.36%</b>

### Battle of the AV Formats

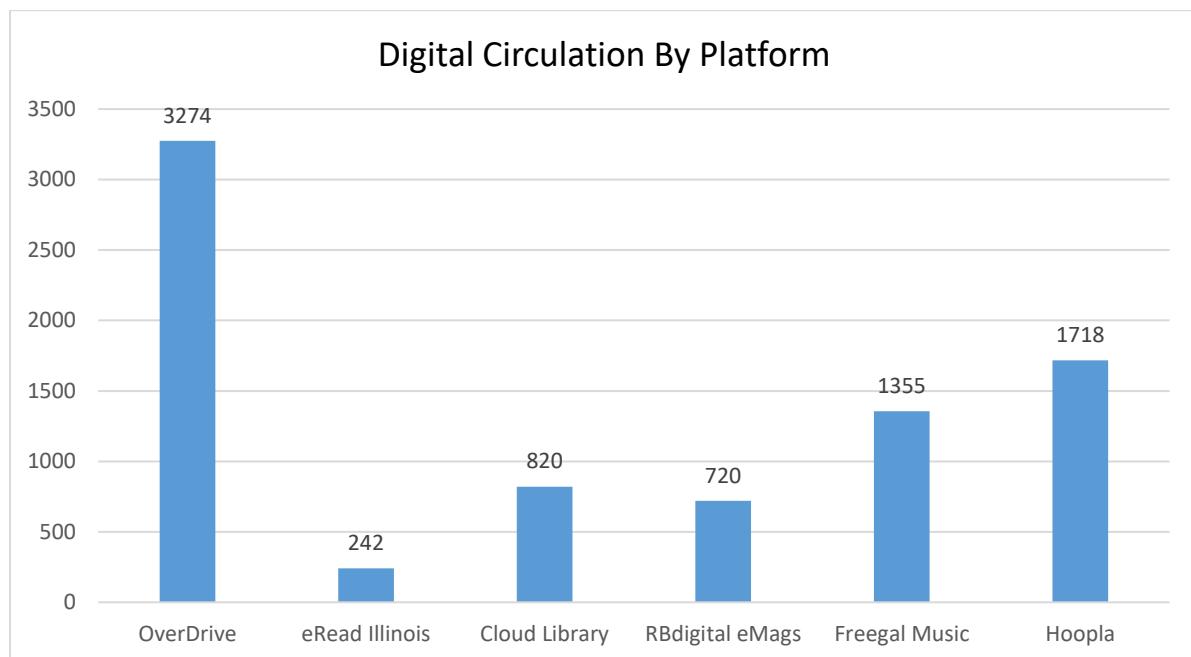
Format	Circs	vs.	Format	Circs
Blu-ray	2,268		DVD	8,492
CD Audiobook	426		Playaway Audiobook	267

### Special Collections

Collection	Circs
Lucky Day	946
Hotspots	47
Roku Media Players	62
Laptops	88
STEAMboxes	81

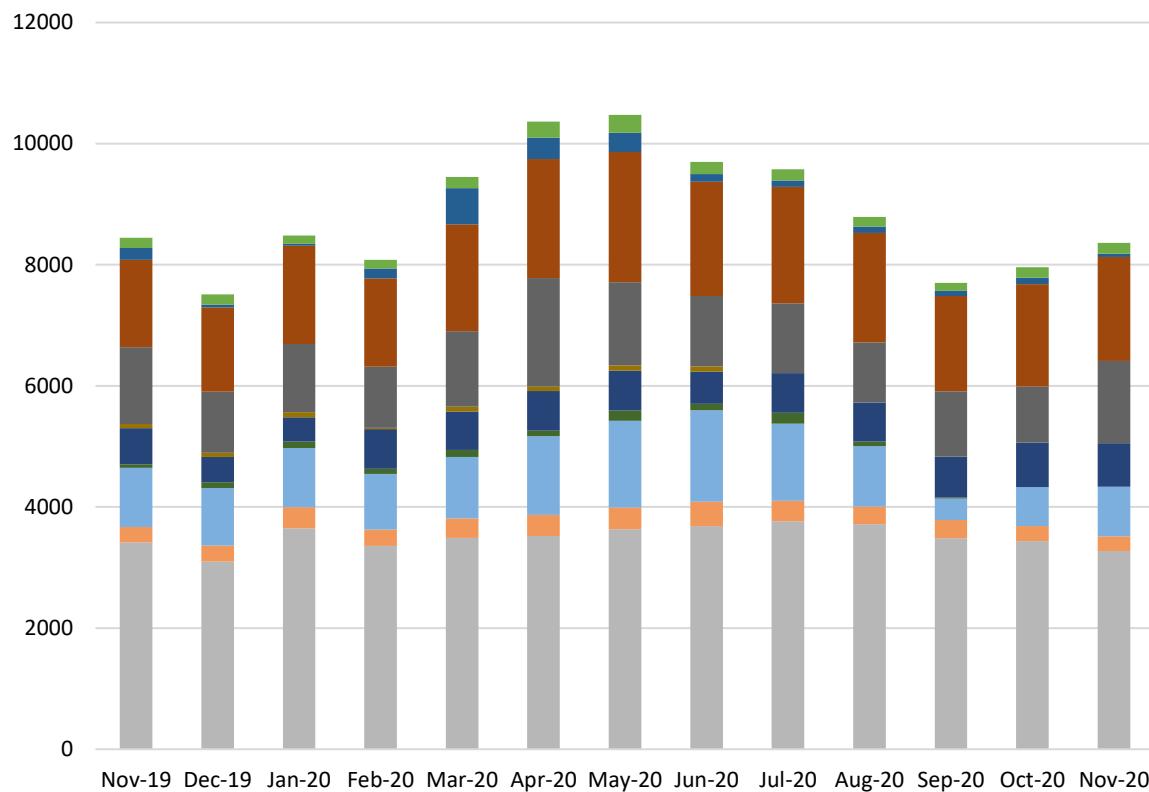
## Digital Collection Usage

Digital Platform	Nov 2019	Nov 2020	Change	% Changed
Hoopla	1444	1718	274	18.98%
Freegal Music Streaming	863	1020	157	18.19%
Rbdigital eMags	594	720	126	21.21%
cloudLibrary Shared	481	557	76	15.80%
eRead Illinois eBooks	145	165	20	13.79%
Kanopy	168	181	13	7.74%
OverDrive eBooks	1921	1930	9	0.47%
eRead Illinois eAudio	107	77	-30	-28.04%
cloudLibrary eAudio	150	120	-30	-20.00%
Rbdigital eAudio	62	0	-62	-100.00%
Rbdigital Entertainment	67	0	-67	-100.00%
Freegal Music Downloads	405	335	-70	-17.28%
PressReader	196	52	-144	-73.47%
OverDrive eAudio	1494	1344	-150	-10.04%
cloudLibrary eBooks	347	143	-204	-58.79%
<b>Totals</b>	<b>8444</b>	<b>8362</b>	<b>-82</b>	<b>-0.97%</b>



For November, digital circulation was **16%** of the library's total circulation.

## Digital Collection Circulation Over the Year



## Digital Content Fast Facts

### Overdrive

- There were **4,938 unique Pinnacle users**, which is a **6.3% growth** from last November. Of those, **Fountaintdale had 700 unique users** in the month.
- **eBooks** accounted for **62.4%** of checkouts, while **eAudio** accounted for **37.6%**
- Checkouts by Audience: Adults: 87.6%; Young Adults: 6.3%; Juvenile: 6.1%
- During the month, PLC yielded **21,963 total checkouts**; of those, **3,274 circs** were from Fountaintdale patrons.

### eRead Illinois/Axis 360

- There were **85 active users** for the month, **23** of which are **new users**
- During the month, there were **165 eBook circs** and **77 eAudio circs**
- **eBooks** accounted for **68%** of checkouts, while **eAudio** accounted for **32%**.

### Hoopla

- The **top titles** were *The Librarians, Season 4, Powerpuff Girls, Season 1, Murdoch Mysteries Seasons 5 and 6 (All TV Shows)*
- There were **1,718 circs** borrowed by **379 patrons**
- There were **379 unique patrons** and **31 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **41%** of all circs, followed by **eBooks with 27%, Movies/TV with 19%**
- **Adult Fiction** was the most borrowed category, accounting for **62%** of all circs, followed by **Adult Non-Fiction** with **19%** and **Juvenile Fiction** with **14%**.

### Kanopy

- The **most popular videos** were *Setting Therapeutic Goals, Cognitive Behavior Foundations, My Old Lady*
- Patrons played **181 distinct video titles** and **497 video plays**
- There were **62 active users** and a total of **275 user accounts**

### Freegal

- This month yielded **1,020 songs streamed** and **335 music downloads**
- Top **streaming music genres**: Pop, Rock, Classical, Holiday
- Top **downloaded music genres**: Rock, Holiday, Pop

### Physical Items Added and Withdrawn

Items	Nov 2020 Added	Nov 2020 Withdrawn
Adult Audiobooks	26	0
Adult Fiction	536	985
Adult Graphic Novels	7	1
Adult Nonfiction	435	172
Adult Video Games	16	102
Beginning Readers	67	2
Juvenile Audiobooks	60	5
Juvenile Fiction	80	105
Juvenile Graphic Novels	87	12
Juvenile Kits	12	0
Juvenile Movies & TV	92	93
Juvenile Nonfiction	151	396
Juvenile Technology & Equipment	20	0
Juvenile Video Games	9	30
Large Print	92	90
Local Authors	2	0
Local History & Genealogy	1	0
Magazines	243	2
Movies & TV	788	1324
Music	81	1342

Picture Books	244	10
Studio 300	27	0
Technology & Equipment	3	0
World Languages Adult	3	0
World Languages Juvenile	39	19
World Languages Young Adult	0	0
Young Adult Audiobooks	0	0
Young Adult Fiction	146	151
Young Adult Nonfiction	15	1
Young Adult Technology & Equipment	0	0
Young Adult Video Games	7	224
<b>TOTALS</b>	<b>3303</b>	<b>5129</b>
	<b>Added</b>	<b>Withdrawn</b>

### Acquisitions & Processing

- Purchase Orders created and released: 102
- Invoices Paid: 218
- Boxes Received and Opened: 79
- Items Repaired: 513

### Cataloging

- Items Cataloged and made available: 3303
- Original bibliographic records created: 10
- Magazines processed: 239

### Interlibrary Loan

<b>262</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 223 items from IL libraries</li> <li>• 39 items from out of state libraries</li> </ul>
<b>178</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 69 to IL libraries</li> <li>• 104 to out of state libraries</li> <li>• 5 to XYZ libraries</li> </ul>
<b>277</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 258 submitted in OCLC</li> <li>• 7 items were too new to request</li> <li>• 12 were available in Pinnacle</li> <li>• 3 were out of country only</li> </ul>
<b>258</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 113 from IL libraries</li> <li>• 145 from out of state libraries</li> <li>• 0 out of country</li> </ul>

### CHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
<b>Dead</b> - <i>Items that have not circulated in 2 years</i> <i>CHQ Recommendation: less than 10%</i>	11,101 Down 352 Items 8.28%	1,038 Up 146 Items 8.01%	5,546 Up 350 Items 6.90%	17,333 Up 144 Items 7.66%
<b>Collection Check</b> - <i>Anything that has not circulated in 4 years</i> <i>CHQ Recommendation: less than 10%</i>	234 Up 33 Items 2.38%	17 Stayed the same 8.10%	170 Up 16 Items 7.69%	954 Up 49 Items 4.82%
<b>Grubby</b> - <i>Items that have circulated 75 times or more</i> <i>CHQ Recommendation: less than 10%</i>	10,101 Down 349 Items 8.19%	558 Down 66 Items 3.78%	10,069 Up 101 Items 9.01%	20,728 Down 314 Items 8.3%
<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> <i>US average 16%</i>	4,589 Up 907 Items 28.94%	514 Down 1 Item 37.44%	1,696 Up 17 Items 21.3%	6,799 Up 923 Items 26.99%
<b>Turnover</b> <i>Nov 26, 2019 to Nov 23, 2020</i>	2.59	1.60	1.89	2.23

### NextReads Newsletters

Subscribers	0 New Subscribers	0 Unsubscribed	6 Bounced
<b>Newsletters</b>	<ul style="list-style-type: none"> <li>• 280 Items Clicked Open</li> <li>• November New Movies issue had the highest Total clicks (184)</li> </ul>	23.5% Mobile Views	76.5% Desktop Views
<b>Emails</b>	<ul style="list-style-type: none"> <li>• 986 Sent</li> <li>• 37% opened</li> </ul>	Unique Opens – 37.35% Unique Views – 0.92%	Highest Unique Opens – November 8, November 15, November 22, New York Times Bestselling Fiction (26)

## Displays

### 1<sup>st</sup> Floor

Lobby Cart: Christmas – 12  
Lobby Cart: Conversations – 98  
Lobby Tree: Staff Picks – 84  
Homeschool – 55  
Veteran's Day – 33

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

Christmas – 127  
Binge Boxes – 199  
New Music – 140

### 3<sup>rd</sup> Floor

Conversations – 32  
Who's Your Hero – 1  
Comfort Foods – 43  
3<sup>rd</sup> Floor Desk Table – 14

### Children's

- Christmas DVDs – 224
- Travel the World from home – 15
- Step into reading – 90
- Picture Book Month – 100
- Thanksgiving – 85
- Tis the Seasoning – 6
- Horror Juvenile Fiction – 11
- Christmas, Hanukkah, Kwanzaa – 23



## Holiday Movies



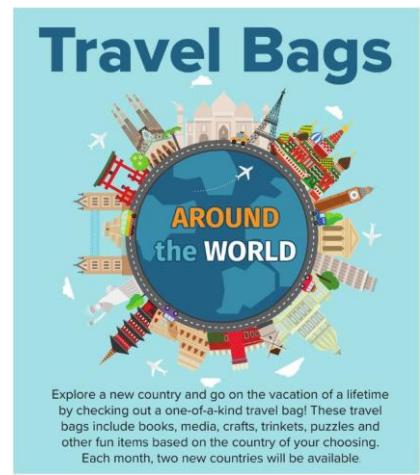
## Children's Binge Boxes



## Communications (Melissa Bradley)

### Communications Highlights

- Our Google Ads had 15,577 impressions and 2,307 clicks.
- We released our final Pillar of the Community interview and READ poster in November featuring 2019 Senior Citizen of the Year, Judy Bredeweg.
- Melissa and Steven scheduled, wrote/edited and published 23 blog posts.
- Melissa wrote titles, descriptions and tags for 65 YouTube videos.
  - Our YouTube channel gained 41 followers this month.
- Melissa and Steven (with the help of Nancy and Amina) set up automatic library card renewals in Patron Point. Adult library cards are now automatically renewed if they meet necessary requirements via Patron Point's Verify software 31 days before their address check is due. If they do not meet said requirements, they are automatically sent an email letting them know their card is due for an address check and to please come into the building before their card expires.
- Steven worked with Nancy and Amina to launch the new self-checkout feature on our Communico mobile app.
- Sabrina virtually attended the How Design Live Conference.
- Steven attended Communico's 'Making the Most of Your Implementation' and 'Boom! Zoom is Here' webinars and three Patron Point practical sessions.
- Melissa attended ALA's 'Target Marketing' webinar, an ILA Marketing Forum Roundtable, Patron Point's 'Pop-up Ads' webinar and three Patron Point practical sessions.
- Sabrina quickly created signage communicating Illinois' COVID-19 mitigation changes. She also completed the Yule Ball at Home, CSD travel bags and tween book boxes marketing collateral and designed signage for CSD's Pen Pals and Star of the Month programs.



## Media

- [The Dong-A Ilbo](#) mentioned us in their story about Dogok Information Culture Library Chief Cho Geum-ju who visited our library amongst 300 others.
- [The Patch](#) mentioned us in their coverage of Thanksgiving dinner donations to our Micro Pantry.

## Social Media Ads

- Indie Author Day paid event ran November 6–11. It cost \$6 and reached 792 people with 11 engagements .
- Baig of Tricks 80's Trivia Night paid event ran November 6–9. It cost \$6 and reached 595 people with 8 event responses.
- How to Draw Realistic Owls paid event ran November 6–10. It cost \$6 and reached 901 people with 6 event responses .
- Illinois Storm Chasers paid event ran November 6–10. It cost \$6 and reached 1,104 people with 21 event responses.
- SQL Learning Circle paid event ran November 6–11. It cost \$6 and reached 643 people with 6 event responses.
- Lincoln and Thanksgiving paid event ran November 6–11. It cost \$6 and reached 782 people with 7 event responses.
- November Cooking Demo paid event ran November 6–12. It cost \$6 and reached 572 people with 15 event responses.
- Preserve & Share Your Memories paid event ran November 6–12. It cost \$6 and reached 657 people with 21 event responses.
- Children's display cases ad ran November 6–30. It cost \$20 and reached 941 people with 42 engagements.
- CloudLibrary ad ran November 16–December 1. It cost \$20 and reached 1,562 people with 57 post engagements.
- The Great Thanksgiving Listen paid event ran November 19–27. It cost \$10 and reached 590 people with 5 event responses.

## Social Media Metrics

- Facebook Metrics
  - 19 new people liked our page
  - 1,065 people viewed our page
  - 47,030 people viewed our content (reach)
    - 18,151 people saw our content because a friend shared, liked or engaged with it
  - 1,969 people engaged with our content (clicked, liked, commented or shared)

- Twitter Metrics
  - 3 new followers
  - 154 page views
  - 7,651 tweet impressions
- Instagram Metrics
  - 4 new followers
  - 307 post likes
  - 6,364 people viewed our content (reach)

## **Email Marketing Metrics**

- 27 emails sent (This includes weekly blog roundup emails)
- 186 new subscribers (This includes blog subscribers)
- Average open rate: 26.30% (industry average is 21.33%)
- Average click rate: 5.34% (industry average is 2.62%)
- We also sent one email through Patron Point to communicate our COVID-19 Tier 3 Mitigation changes.
  - Email had 23.1% open rate and 2.1% click rate

## **Finance (Jennie Nguyen)**

- **Comptroller Report:** Reviewed the report received from our auditors, Brian Zabel & Associates. I have confirmed and corrected some of the information on the Annual Financial Report. This report is required to be submitted to the Illinois Comptroller office. The deadline for filing is December 26th.
- **Insurance Renewal:** This month, I began reviewing the insurance renewal quote and audit the rate comparison listed on the document. There was an error on one of the rates for last year. The insurance company was contacted and notified of this inaccuracy and of the correction request.
- **Bookmobile Insurance - New:** I had contacted the insurance company for the requirements and deadline in order to add the new bookmobile which the Library is expecting to arrive in March 2021. I had reviewed the plans for the current bookmobile with Nancy and Tana. The current bookmobile will remain until the time the Library is able to sell it.
- **Staff Development and Training Request form** - The Finance team continues to update our procedures in order to improve the workflow and internal control process as well as minimize paper waste. The form is now electronically stored as well attached to the invoice payment data file. This will help in terms of the annual audit and FOIA requests, if needed.
- **Webpurchasing:** Finance has been in touch with Blackbaud, our software provider, of our email notification issues for the Webpurchasing system. We are working with them along with the IT department to resolve the current issue with their recent maintenance updates.
- **Publications:** Prepared and provided documents to our local newspaper to meet legal publication requirements. The statement of receipts and disbursements, vendors' report

and payroll report were published in the Bugle newspaper November 26th publication edition.

The notice of availability of audit was published in the Bugle newspaper. This legal notice is a new publication requirement which informs the public of the Library's annual audit, auditing firm and location whereby they can view the financial report.

- **Will County Cares Fund** - Finance have been scanning and storing all expenditures documents in order to be able to submit for possible additional reimbursements. Paul had notified us the Library may be able to get more CARES funding. Documentation is set to go.
- **Wintrust Check Duplication Issues** - Through the daily positive pay process, the possibility of check duplication was found. Notification was sent to Wintrust and the check payees for confirmation before they were marked as duplicates. The group of checks were marked as duplicates and sent to the Wintrust fraud department. Due to an error on the part of Wintrust, the original funds were reversed and charged a fee. After discussing the problem with Wintrust, the Library was reimbursed by Wintrust for the reimbursement of the chargeback fees to the payee along with the reissued check amount.
- **Essential Products** - Finance continues to monitor the inventory of the essential product which includes disinfecting products, masks and gloves on a monthly basis. This ensures the Library maintains a sufficient inventory of the supplies to continue to keep our staff and community safe as possible.
- **Prevailing Wage Purchase Order Review** - Allyse and I met with Tasos and Paul virtually to discuss the updated filing requirements for the Prevailing Wage Act. Due to the webinar attendance by the Finance team and Tasos, we were made aware of the new and current filing requirements for the certified payroll reports by our contractors. They are now required to file directly on the IDOL certified payroll portal. The notice on the Library's current prevailing wage purchase order form was updated to reflect the change. The updated form was sent to the attorney for their legal review.
- **iPrime PMA Investment Report** - Due to the nature of the iPrime PMA platform, the quarterly portfolio would not normally be available. After discussion with Courtney Soesbe, our investment relationship manager with PMA, she was able to provide the necessary quarterly reports for 2020 in record time. These reports will allow Paul and I to review the current status of the Library's investments.
- **Per Capita Grant Review** - Per Paul's Request, a report was compiled for the expenditures processed and paid for the FY2019 per capita funds.
- **FFCRA Tax Credits** - Per Lea's request of the Library's eligibility for the tax credit, I consulted with our auditor and was notified that the majority of the payroll credits are not eligible for government entities. Lea is currently working with Paylocity to update their system for the FFCRA issue.
- **Accounting/Reports:** Completed regular monthly financial reports and reconciliations.

**Finance Team:** This month, Allyse and I were able to do some interviewing for an open Finance Aide position. Allyse continues to train Marlen on her Finance Specialist duties. She has learned some of the functions of the accounting system, Financial Edge NXT, which includes adding and updating vendor information and entering invoices for payment processing.

## **Human Resources (Lea Pottle)**

### **Staffing and Recruiting**

#### *Open Positions:*

- Building Security Monitor
- Finance Aide
- Studio Services Specialist

#### *New Employees:*

- Bradley Bibbs, Adult and Teen Services Specialist, 11/2
- Ben Jansen, Adult and Teen Services Specialist, 11/2
- Sarahit Flores, Circulation Services Aide, 11/9
- Karina Andrus, Cataloger, 11/23

#### *Promotions:*

- Uriel Cortez, Computer Aide was promoted to Adult and Teen Services Specialist, 11/1
- Julia Dziadus, Computer Aide was promoted to Adult and Teen Services Specialist, 11/1

### **Applicant Tracking System - Recruitment**

- Noey and Lea participated in zoom meetings with our representative at Paylocity.
- Reviewed the recruitment module and editing capabilities.

### **Payroll and Families First Coronavirus Response Act (FFCRA)**

- Noey and Lea continue to work with Paylocity so that staff entitled to emergency paid sick leave and expanded FMLA are compensated correctly.
- Track the use of paid time off benefits making sure that the District is compliant with the act.

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

- During the month of November, 75 new help desk tickets were created by FPLD staff, and 84 new or existing tickets were solved by IT staff.
- Updated Microsoft Windows on all library servers as well as the most popular utility software on the patron computers.
- Updated the underlying VMware vSphere system on the main network server.
- Met with vendors Dell and ITsavvy to discuss the start of the project to replace the library's main network server and storage infrastructure hardware, and the configuration of the involved Dell hardware.
- Met with vendor ITsavvy multiple times to discuss details and issues relating to the project to replace the library's main network server and storage infrastructure hardware.
- Changed the configuration of all patron computers to make them unavailable for patron usage due to Illinois COVID-19 Tier 3 mitigation guidelines.
- Met with vendor Malwarebytes to discuss how and why the library uses their software to help prevent malware and ransomware on library computers.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed new second monitors for patron usage in Studio 300.
- Worked with vendors ITsavvy and Cisco to troubleshoot and correct a licensing issue with the library's firewall network appliance.
- Met with vendor Konica Minolta to discuss several maintenance and configuration issues.

November 2020 District Statistics								Population Total	67683
Total Circulation Statistics	51,237	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	41,772	Reading Programs Offered	0	0	2	0	2	14,858	4,636
Bookmobile	1,103	Reading Members	0	0	371	0	371	Proctoring	Total Twitter Followers
Digital	8,362	Summer Reading	0	0	0	0	0	14	879
Collection Databases	1,075	Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals			Population Served	Building	Outreach	Total	410
Interlibrary Loan Requests		New Physical Items	3,303	Total Visits	17,483	220	18,819	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	262			New Cardholders	9,811	0	9,811	6,935	7,240
Items Sent to other Libraries	178			Active Cardholders	29,859	68	29,927	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	55,227	Drive through visits	1,116	13,655	6
In-house checkins (Not part of total circ)	N/A	Active cardholders	44.22%		Computer and Internet Sessions				
		All cardholders	81.60%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks	Monthly Wireless Sessions
				88	146	0	1,226	16	10,208
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Rooms	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	23	2	14	14	96	Building Front	Building Rear	Church	Ashbury's
Attendance	26	3	17	99	96	36,777	0	752	90
Programs Adults					Programs Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,328 Android: 1,342
Numbered offered	3	0	18	21	17	0	0	17	
Attendance	92	0	56	148	195	0	0	195	
Programming hours	4	0	17.5	21.5	20	0	0	20	
Programs Children					Passive Progams for Teens/Adults				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	225
Numbered offered	5	94	0	99	2	2	0	4	Total Attendance
Attendance	49	2,756	0	2805	84	14	0	98	10,086
Programming Hours	2.5	80	0	82.5	X	X	0	X	Total Programming Hours
Passive Programs for Children					Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				388
Children's Staff				Building	Virtual (passive)	Virtual (streaming)	Total		
Numbered offered	27	1	0	28	2	19	67	88	
Attendance	854	30	0	884	1,558	19	5,361	6,938	
Programming hours	X	X	0	X	18	6	240	264	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	167	36	889	542	803	0	121	2,558	
Directional	11	147	782	0	314	0	0	1,254	
One on One Assistance	10	192	22	0	26	0	0	250	
Comparison to Previous Year				This Year		% change			
Circulation	51,237	67,741	-24.36%	Reference Questions	2,558	3,190	-19.81%	*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	
Visitors	18,819	33,019	-43.01%	Computer Usage	1,476	4,701	-68.60%		
Card Holders	29,859	24,268	23.04%	Wireless Sessions	10,208	17,658	-42.19%		
Room Bookings	149	667	-77.66%	Program Attendance*	10,086	7,871	28.14%		