

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
December 16, 2021 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room

View the meeting online via YouTube: <https://youtu.be/ID3-uFWheQo>

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 18, 2021
5. Employee Recognition
 - a. Nathan Peddicord – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Proclamation Honoring the Friends of Fountaindale Library on their 40th Anniversary
 - b. Approval of Revised Finance Policy
9. Library Projects
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – December, 2021
 - b. Bills Payable Report – December, 2021
13. Director’s Report – November, 2021
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Internal Board Operations
16. Agenda Building for the Next Meeting
17. Announcements
18. Adjournment

December 2021 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Proclamation Honoring the Friends of Fountaindale Library on their 40th Anniversary

This Proclamation honors the Friends of Fountaindale Library for 40 years of service to the District.

Suggested Motion: Motion to approve Proclamation Honoring the Friends of Fountaindale Library on their 40th Anniversary.

- b. Approval of Revised Finance Policy

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

- Removes a sentence about the executive director signing checks that contradicts another sentence later in the policy;
- Adds a phrase about ACH (i.e. electronic payments) for disbursements
- Adds a section about which staff may authorize ACH transfers
- Removes a phrase that specifies September as the month that unclaimed funds will be sent to the State;
- Clarifies the amount of the petty cash accounts;
- Removes the language about a prevailing wage ordinance as that is no longer required.

Our policy style guide was also applied to this draft policy.

Our attorney has reviewed this draft policy as well.

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

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD NOVEMBER 18, 2021
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, November 18, 2021 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by Vice President Celeste Bermejo.

ROLL CALL

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

PRESENT

Present at roll call were Marcelo Valencia, Kathryn Spindel, Ruth Newell, Bobby Armstrong and Celeste Bermejo.

ABSENT

President Robert Kalnicky was ill and unable to attend the meeting.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Adriana Alvarez and Lea Pottle.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jody Hargett, Ron McGrath, John O'Driscoll and Ricardo DuBois.

AGENDA APPROVAL

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

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

MINUTES OF THE BOARD MEETING – OCTOBER 21, 2021

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

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

EMPLOYEE RECOGNITION

Vice President Bermejo recognized Adriana Alvarez for her ten years of service and presented her with a certificate and award.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends are working on reorganizing the Book Cellar. The Friends also replaced some of the books in the Nook with Christmas themed books.

NEW BUSINESS

Approval of Ordinance 2021-6 – Tax Levy Ordinance

Mills reviewed the levy amounts.

A motion to approve Ordinance 2021-6 – Tax Levy Ordinance was made by Spindel, seconded by Valencia.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Approval of Seek Bids for Exterior Lighting Replacement Project

Ron McGrath from Tria Architecture presented the Board with an overview of the exterior lighting project including an example of the new lighting post fixture.

A motion to approve seeking bids for exterior lighting replacement project was made by Newell, seconded by Spindel.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Approval of OSHA Emergency Temporary Standard (ETS) COVID-19 Vaccination, Testing and Face Covering Policy

Library attorney John O’Driscoll provided background information on the ETS. O’Driscoll recommended tabling the policy at this time.

A motion to table this agenda item was made by Valencia, seconded by Armstrong.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Approval of Revised Study Room Policy

Mills reported that the main change is the ability for Pinnacle and reciprocal borrowers to use the rooms on a walk in basis, without requiring them to make a reservation 24 hours in advance.

A motion to repeal the existing Study Room Policy and approve the revised Study Room Policy was made by Valencia, seconded by Spindel.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Approval of Resolution 2021-8 – Resolution Regarding the Issuance of Non-Resident Library Cards

Mills reported that the fee for 2022 would be \$619.81.

A motion to approve Resolution 2021-8 – Resolution regarding the issuance of non-resident library cards was made by Newell, seconded by Valencia.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Approval of Statement of Receipts and Disbursements Fiscal Year 2020/2021

A motion to approve the Statement of Receipts and Disbursements for Fiscal Year 2020/2021 was made by Spindel, seconded by Armstrong.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

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

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

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Approval of 2022 Per Capita Grant Application

A motion to approve the 2022 Illinois Per Capita Grant application was made by Valencia, seconded by Spindel.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

LIBRARY PROJECTS

Work on the lower level project continues.

CORRESPONDENCE

None.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – November, 2021

Bills paid for the month of November in the amount of \$60,243.46 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Bills Payable Report – November, 2021

Bills payable for the month of November in the amount of \$180,530.09 was presented for approval. Motion to approve was made by Armstrong, seconded by Valencia.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

DIRECTOR'S REPORT – October, 2021

The kick off meeting for the new strategic plan will be tomorrow morning.

Tasos Priovolos, Building Operations Manager is working on having snack vending machines installed in the lobby now that Brooks Café is permanently closed.

The old Bookmobile is currently being repaired and there are still several interested parties in purchasing the vehicle.

Libraries of Illinois Risk Agency (LIRA) recently visited the library to perform a safety inspection and found the library to be in excellent shape.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – The initial meeting will take place tomorrow.

Internal Board Operations – None.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

Trustee Newell invited the Board to attend the Thanksgiving Service at the Community Center on Tuesday, November 23 at 7 p.m.

ADJOURNMENT

A motion to adjourn the meeting at 7:55 p.m. was made by Newell, seconded by Valencia.

AYES: Valencia, Spindel, Newell, Armstrong, Bermejo
NAYES: None
ABSENT: Kalnicky

Approved: _____
Marcelo Valencia, Secretary

Robert A. Kalnicky, President

Celeste M. Bermejo, Vice President

**Proclamation
Honoring the Friends of Fountaindale Library
on their 40th Anniversary**

WHEREAS, the Friends of Fountaindale Library have supported the mission of Fountaindale Public Library District for 40 years;

WHEREAS, the Friends of Fountaindale Library raise funds to provide resources for programming, equipment, support for summer reading programs and special events throughout the year;

WHEREAS, the work of the Friends highlights on an on-going basis that our library is the hub of the community providing opportunities for all to engage in the joy of lifelong learning and connect with the thoughts and ideas of others;

WHEREAS, the Friends volunteer at special library events throughout the year demonstrating their dedication to the library's mission with their gracious and welcoming nature;

WHEREAS, the Friends host two successful book sales per year and provide affordable books to the community by running the Nook and the Book Cellar;

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Fountaindale Public Library District Board of Library Trustees congratulates the Friends on their 40th Anniversary and urges everyone to join the Friends and thank them for all they do to make our library and community so much better.

Signed this 16th day of December 2021

Robert A. Kalnicky, Board President

Marcelo Valencia, Board Secretary

FOUNTAINDALE PUBLIC LIBRARY DISTRICT FINANCE POLICY

The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

BUDGET

The Fountaindale Public Library District has a board-approved written budget. This budget is developed annually as a cooperative process between the Board of Trustees, the Executive Director and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the District's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes appropriate action.

The District undergoes an annual audit conducted by an accounting firm experienced in working with units of local government.

ROUTINE BANKING PROCEDURES

The Executive Director or designee is authorized to make deposits into appropriate District accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants and tax receipts.

The Executive Director or designee is authorized to transfer funds from one District account to another District account for payment of monthly District bills and payroll subject to any Public Library District Act restrictions.

These monthly bills are approved for payment by the Board of Trustees.

~~The Executive Director or designee is not authorized to sign checks with the exception of payroll corrections.~~ The Executive Director or designee is not authorized to receive cash from District accounts except when the Board of Trustees authorizes such action.

RECEIPTS AND DISBURSEMENTS

Receipts: All moneys received by check or cash shall be deposited promptly. All receipts including checks, cash, ACH or direct deposit should be coded and recorded to the appropriate accounts.

Disbursements: All District disbursements shall be made by means of checks drawn upon the District accounts or by ACH transfers drawn upon District accounts. All such checks shall contain any two (2) of the authorized signatures listed below:

1. Board President
2. Board Treasurer
3. Executive Director
4. Finance Manager

All such ACH transfers shall be made by two (2) of the authorized staff listed below:

1. Executive Director
2. Deputy Director
3. Finance Manager
4. Finance Supervisor

RETURNED CHECKS

A charge shall be applied to a District patron's account for a returned check equal to the charge assessed by local banks. This fee will be reviewed periodically by the Finance Manager. Borrower privileges shall be stopped pending cash payment of this charge.

OUTSTANDING CHECKS

When a check is outstanding for more than six (6) months the Fountaindale Public Library District's Finance Manager, or their designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Finance Manager, or their designee, shall prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the District's unclaimed liability account.

~~Once a year, in September,~~ The Finance Manager will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

PETTY CASH

Petty cash accounts in **amounts of \$500 per account** ~~authorized by the Board of Trustees~~ shall be in the form of separate checking accounts for each fund. The following petty cash funds are permitted:

1. Petty Cash Fund – Finance Department
2. Petty Cash Fund – Collection Management

Checks drawn upon the petty cash fund accounts shall be signed by the fund custodian or alternate custodian. The Executive Director or designee shall assign the fund custodians and alternates.

INVOICE PAYMENT PROCESS

1. All appropriate invoices received by the established cut-off date will be processed for payment and presented to the Board of Trustees for approval at the monthly board meeting.
2. If approved, checks will be disbursed and mailed within seven days after the board meeting.
3. The Board of Trustees authorizes the payment of certain invoices prior to the board meeting, subject to the Executive Director's approval as deemed appropriate.
4. Any bills paid prior to the board meeting shall be reported at the subsequent board meeting.
5. Any bills paid after the board meeting shall be reported at the next scheduled board meeting.

PREVAILING WAGE ACT

As a public body, the District is required to follow the Illinois Prevailing Wage Act. ~~The Board annually adopts a prevailing wage ordinance to assure that any appropriate contractor hired by the Library will be paid the prevailing wage rate.~~ **Invoices that fall under this Act must follow appropriate State of Illinois requirements.**

PROCUREMENT

Purchases of the District are governed by the State of Illinois statutes. It is the policy of the Board of Trustees to, in addition to any statutory requirements, use the most responsible business practices in its purchases.

Generally, when the cost is in excess of \$25,000, contracts shall be let to the lowest responsible bidder. The Board is not required to accept a bid that does not meet the District's established specifications, terms of delivery, quality, and serviceability requirements. Contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including but not limited to:

1. contracts for services involving a high degree of professional skill;
2. contracts for the printing of department reports;
3. contracts for the printing of tax warrants or other indebtedness;
4. contracts for the maintenance and servicing of equipment where the maintenance or service can best be made by the manufacturer or authorized service agent of that equipment
5. contracts for the purchase, delivery, movement or installation of data processing or telecommunications equipment, software or services;
6. contracts for duplicating machines and supplies;
7. contracts for utility services such as water, light, heat, or telephone;
8. contracts for goods or services procured from another government agency;
9. purchases of equipment previously owned by some entity other than the library itself;
10. contracts for goods or services which are economically procurable from only one source
11. contracts for emergency expenditures when approved by $\frac{3}{4}$ of the members of the board.

USE OF CHARGE CARDS BY DISTRICT REPRESENTATIVES

The use of the charge card for purchase of equipment, materials, and services, as payment of expenses intended for the benefit of the District, and as payments related to travel on official District business as determined and approved by the Executive Director, is restricted solely to District staff. Use of the charge card for the benefit of the District is for the convenience of District staff rather than paying personal funds and seeking reimbursement.

The convenience factor of using the charge card for District purposes carries the responsibility of utilizing the District's charge card, strictly and solely for District purposes.

All staff members assigned a District credit card are required to sign a statement upon acceptance of the card stating that personal use of the card may result in sanctions including termination of employment.

MONETARY GIFTS TO THE DISTRICT

The District welcomes cash contributions, gifts of real property, stocks and bonds. The District reserves the right to refuse any gift that it deems to be not in the best interests of the District to accept. All gifts are final with no restrictions on the District's ownership, possession, use, or disposition of the gift. Gifts to the District are to be accepted by the Executive Director on behalf of the Board of Trustees. Gifts valued at \$500 or more shall be ~~reported to~~ approved by the

Board of Trustees.

CONTRIBUTIONS

The Executive Director is authorized to make contributions to local organizations which advance the mission of the District. No more than one contribution per organization in a calendar year is allowed without prior approval of the Board of Trustees. The value of the contribution may not exceed \$950 per organization in a calendar year without prior approval of the Board of Trustees. Marketing expenses do not count towards this limit.

DISPOSAL OF SURPLUS DISTRICT PROPERTY

The Board may dispose of real or personal property that it deems no longer necessary or useful for District purposes under the terms that the board deems best. District personal property (i.e. equipment, supplies, etc.) which is no longer necessary or useful for District purposes, may be disposed of in the following manner:

- A. Any District personal property having an individual current value of less than \$250 may, at the discretion of the Executive Director, be discarded, traded in on new equipment, or made available for sale or auction.
- B. Any District personal property having an individual current value of more than \$250 but less than \$1,000 may, at the discretion of the Executive Director, be traded in on new equipment or made available for sale or auction.
- C. Any District personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the District and a public notice of its availability, the date, and terms of the proposed sale shall be posted.
- E. In all other cases, the Board shall publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks. Such notice shall be published in one or more newspapers published within the District, or, if there is no such newspaper, then at least once in a newspaper of general circulation in the District. On the day of a sale conducted pursuant to the provisions of this Section the Board shall proceed with the sale and may sell such property for a price determined by the Board, or, to the highest bidder. Where the Board deems the bids inadequate, it may reject such bids and re-advertise the sale.
- F. Personal property of any value may be donated or be sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms or conditions as the Board may determine.
- G. No favoritism shall be shown to staff, members of the Board or members of their

immediate families who make bids on or purchase any District items declared surplus.

CONFLICT OF INTEREST

Trustees and employees shall use good judgment and exercise discretion in all matters to avoid a conflict of interest situation.

EXPENSES

- A. The District shall reimburse members of the Board for actual and necessary expenses incurred in conducting official business on behalf of the district as determined and approved by the Board.
- B. The District shall reimburse any staff member for actual and necessary expenses incurred while on official District business as determined and approved by the Executive Director.
- C. All expenses incurred by members of the Board of Trustees attending district related conferences, meetings and workshops will be paid for by District as the budget allows.
- D. Reimbursements in this section will be subject to the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.*

BONDING AND LIABILITY

- A. The Executive Director and Board Treasurer have the delegated authority to take necessary steps to buy and sell investments on behalf of the District with Board approval. Because of this responsibility, they are to be properly bonded and/or insured.
- B. When investments are made in accordance with this policy, the Executive Director and Board Treasurer shall not be held liable for a loss resulting from default or insolvency of a depository of District funds.

DRAFT DECEMBER 16, 2021



White Oak Library District

www.whiteoaklibrary.org

November 17, 2021

Dear Paul,

Our library is turning 100 years old in 2022! Although we have changed our name a few times during the past century, our organization can trace its continuous existence back to January 1922. We are busy planning a year-long celebration to commemorate this significant milestone.

To that end I would ask you to save the following dates and locations:

Friday January 21st – at the Lockport Branch Library

Friday February 4th – at the Crest Hill Branch Library

Friday February 25th – at the Romeoville Branch Library

At 6:00pm on each of those evenings we will be hosting a dinner reception, and as one of our most important *Library Partners*, I am inviting you and your Fountaindale team to join us. Although you are cordially invited to attend all three, I know you all have a very busy schedule and may not be able to attend them all. If you can only be at one, please come to either the Crest Hill or Romeoville event as our Lockport event will be quite full.

Tickets are \$10 person or \$60 per table of six. Please RSVP via email to spointon@whiteoaklib.org or call me at 815-552-4226. Once you RSVP to me we will work out the best payment method for you.

Plans are still being solidified, but these will be very fun events. Our party themes coincide with the decade in which the first public library opened in each community. Thus Lockport will have a Roaring 20s theme, Crest Hill will have a Swinging 60s theme, and Romeoville will have a 70s Disco theme. Feel free to come dressed in your favorite fashions of the relevant decade, but don't feel obligated to do so.

I sincerely hope you are able to attend!

Sincerely,



Scott E. Pointon,
Director

Crest Hill Branch Library

20670 City Center Blvd.
Crest Hill, IL 60403
Phone: 815-725-0234

Lockport Branch Library

121 E. 8th St.
Lockport, IL 60441
Phone: 815-838-0755

Romeoville Branch Library

201 W. Normantown Rd.
Romeoville IL 60446
Phone: 815-886-2030

Fountaindale Public Library District

Cash and Investment

November 30 2021

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$608,322.52	\$157,090.85	\$765,413.37
Cash Checking/Payroll	\$178,891.41	(\$7,862.58)	\$171,028.83
Petty Cash	\$2,732.09	\$400.00	\$3,132.09
Total Cash	<u>\$789,946.02</u>	<u>\$149,628.27</u>	<u>\$939,574.29</u>
Investments			
Investment - General Fund/Wintrust MM	\$6,332,440.01	\$1,423,818.57	\$7,756,258.58
Investment - IL Funds/General	\$71,235.59	\$6.85	\$71,242.44
Investment - IL Funds/INB/E-Pay	\$66,581.50	\$1,998.47	\$68,579.97
Investment - Special Reserve/Wintrust MM	\$2,078,944.22	\$198.03	\$2,079,142.25
Investment - Working Cash/Wintrust MM	\$1,072,520.67	\$102.17	\$1,072,622.84
Investment - Special Reserve/PMA	\$16,645,365.03	\$24,389.80	\$16,669,754.83
Total Investments	<u>\$26,267,087.02</u>	<u>\$1,450,513.89</u>	<u>\$27,717,600.91</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,434,427.91	\$1,160,415.41	\$2,594,843.32
Total Bond Fund	<u>\$1,434,427.91</u>	<u>\$1,160,415.41</u>	<u>\$2,594,843.32</u>
Total Cash and Investments	<u>\$28,491,460.95</u>	<u>\$2,760,557.57</u>	<u>\$31,252,018.52</u>

Special Res. PMA - 0.429%
General - IL Fund - 0.028%
Money Market Wintrust - 0.086%

Fountaindale Public Library District

Revenue Report

November 30, 2021

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020	\$323,767.31	\$4,750,568.92	91.69%	\$5,181,200.77	\$430,631.85
Property Tax Dupage 2020	\$2,059.20	\$88,790.12	83.97%	\$105,738.79	\$16,948.67
Property Tax Will - 2021	\$0.00	\$0.00	0.00%	\$4,506,143.28	\$4,506,143.28
Property Tax Dupage - 2021	\$0.00	\$0.00	0.00%	\$91,962.11	\$91,962.11
Other Tax	\$0.00	\$104,839.18	88.97%	\$117,843.00	\$13,003.82
Interest	(\$378.90)	\$56,310.46	44.34%	\$127,010.00	\$70,699.54
Circulation Fees	\$1,198.02	\$6,590.33	47.07%	\$14,000.00	\$7,409.67
Copy Machines	\$441.55	\$2,152.75	43.06%	\$5,000.00	\$2,847.25
Fax Machine	\$468.56	\$2,244.94	44.90%	\$5,000.00	\$2,755.06
Printing	\$1,325.47	\$7,446.95	49.65%	\$15,000.00	\$7,553.05
Miscellaneous	\$1,609.16	\$10,971.79	84.40%	\$13,000.00	\$2,028.21
Reimbursements	\$37.38	\$792.56	39.63%	\$2,000.00	\$1,207.44
Board Reimbursements	\$0.00	\$50.00	25.00%	\$200.00	\$150.00
Leases	\$0.00	\$0.00	0.00%	\$300.00	\$300.00
Grant Income	\$0.00	\$99,832.43	100.00%	\$99,833.00	\$0.57
Total Operating Funds	\$330,527.75	\$5,130,590.43	49.89%	\$10,284,230.95	\$5,153,640.52
Bond Fund					
Property Tax - Will 2020	\$105,981.70	\$1,555,046.80	91.67%	\$1,696,303.40	\$141,256.60
Property Tax - Dupage 2020	\$680.65	\$29,348.76	84.78%	\$34,618.44	\$5,269.68
Property Tax - Will 2021	\$0.00	\$0.00	0.00%	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2021	\$0.00	\$0.00	0.00%	\$38,931.36	\$38,931.36
Interest Bond Fund	\$90.22	\$194.85	3.90%	\$5,000.00	\$4,805.15
Total Bond Fund	\$106,752.57	\$1,584,590.41	43.03%	\$3,682,489.84	\$2,097,899.43
Total Revenue	\$437,280.32	\$6,715,180.84	48.08%	\$13,966,720.79	\$7,251,539.95

Fountaindale Public Library District

Expenditure Report

November 30, 2021

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$340,470.00	\$1,847,171.00	38.02%	\$4,859,000.00	\$3,011,829.00
Contractual Services	\$31,302.99	\$163,466.53	29.09%	\$562,010.00	\$398,543.47
Supplies & Utilities	\$36,038.26	\$185,307.30	32.18%	\$575,900.00	\$390,592.70
Library Materials	\$41,253.96	\$257,899.90	20.53%	\$1,256,500.00	\$998,600.10
Capital Expenditures	\$42,069.98	\$113,111.67	13.36%	\$846,512.00	\$733,400.33
Miscellaneous	\$3,033.34	\$17,695.73	22.54%	\$78,500.00	\$60,804.27
Per Capita Grant	\$0.00	\$0.00	0.00%	\$99,833.00	\$99,833.00
Total General Fund Expenditures	<u>\$494,168.53</u>	<u>\$2,584,652.13</u>	<u>31.22%</u>	<u>\$8,278,255.00</u>	<u>\$5,693,602.87</u>
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$900.00	7.44%	\$12,100.00	\$11,200.00
Liability Insurance Fund Expendit	\$1,072.71	\$9,226.38	6.05%	\$152,500.00	\$143,273.62
Soc Sec/IMRF Fund Expenditures	\$53,049.39	\$288,563.47	39.62%	\$728,320.00	\$439,756.53
Special Reserve Fund Expenditur	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$29,456.40	\$114,256.70	33.95%	\$336,500.00	\$222,243.30
Total Other Fund Expenditures	<u>\$83,578.50</u>	<u>\$412,946.55</u>	<u>33.59%</u>	<u>\$1,229,520.00</u>	<u>\$816,573.45</u>
Total Expenditures - Operating Funds	<u>\$577,747.03</u>	<u>\$2,997,598.68</u>	<u>31.53%</u>	<u>\$9,507,775.00</u>	<u>\$6,510,176.32</u>
Bond Fund Expenditures					
Principal Payment - 2016A	\$0.00	\$0.00	0.00%	\$875,000.00	\$875,000.00
Interest Payment - 2016A	\$0.00	\$84,900.00	50.00%	\$169,800.00	\$84,900.00
Principal Payment - 2018	\$0.00	\$0.00	0.00%	\$1,240,000.00	\$1,240,000.00
Interest Payment - 2018	\$0.00	\$193,875.00	50.00%	\$387,750.00	\$193,875.00
Principal Payment - 2019	\$0.00	\$0.00	0.00%	\$25,000.00	\$25,000.00
Interest Payment - 2019	\$0.00	\$145,400.00	50.00%	\$290,800.00	\$145,400.00
Total Bond Fund Expenditures	<u>\$0.00</u>	<u>\$424,175.00</u>	<u>14.19%</u>	<u>\$2,988,350.00</u>	<u>\$2,564,175.00</u>
Total	<u>\$0.00</u>	<u>\$424,175.00</u>	<u>14.19%</u>	<u>\$2,988,350.00</u>	<u>\$2,564,175.00</u>
Total Expenditures - All Funds	<u>\$577,747.03</u>	<u>\$3,421,773.68</u>	<u>27.38%</u>	<u>\$12,496,125.00</u>	<u>\$9,074,351.32</u>

**Fountaindale Public Library District
Bills Paid - Operating Account
December 2021**

Payee Name	Description	Payment Date	Check/Draft Number	Payment Amount
AFLAC	Employer Insurance Contribution - November 2021	12/01/2021	899	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - December 2021	12/01/2021	56340	\$30,396.19
Dearborn National Life Insurance Company	Employer Insurance Contribution - December 2021	12/01/2021	56341	\$513.25
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - December 2021	12/01/2021	56342	\$178.97
Home Depot	Building Supplies - Film, Tape, Drop Cloth	12/01/2021	56343	\$73.87
Illinois Municipal Retirement Fund	Employer Insurance Contribution - November 2021	12/01/2021	901	\$30,052.57
				\$61,226.94



 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - November 2021

Gross Payroll	\$310,693.49
FICA	<u>\$22,927.97</u>
Total Gross Payroll & FICA	\$333,621.46

**Fountaindale Public Library District
Bills Payable Report
December 16, 2021**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Addison Public Library	Lost/Damaged - DVD: My Name is Bill	ILL #210147550	1-3310-30	\$ 24.99
		<i>Totals for Addison Public Library</i>		<u>\$ 24.99</u>
Ali Baig	Program - Trivia Night with Baig of Tricks - 1/10/22	AB011022	1-4571-24	75.00
		<i>Totals for Ali Baig</i>		<u>\$ 75.00</u>
Amazon	ATSD - Book Club Supplies	A52-2122	1-4571-24	23.98
	2021 Staff Summer Adventure Prizes	0660346-DEC21	1-4711-10	16.99
	Music - Adult	0660346-DEC21	1-4550-26	453.22
	DVD - Juvenile	0660346-DEC21	1-4558-26	215.04
	Books - Young Adult Fiction	0660346-DEC21	1-4548-26	45.94
	DVD - Adult	0660346-DEC21	1-4557-26	438.57
	Outreach - Dinovember Program Supplies	A60-2122	1-4353-28	18.58
	Outreach - Dinovember Program Supplies	A60-2122	1-4353-28	8.58
	Outreach - Multicolor Baskets	A77-2122	1-4353-28	12.59
	District Coffee Restock - September 2021	A53-2122	1-4351-10	27.99
	Essential Supplies - Masks, Sm. Gloves, Med. Gloves	A54-2122	1-4351-10	501.70
	Circ - Management, Supervisors, Leads Planners	A58-2122	1-4351-10	108.65
	Circ - Management, Supervisors, Leads Planners	A58-2122	1-4351-10	7.98
	Building - Pens	A59-2122	1-4351-10	20.02
	Finance - Various Office Supplies & Planners	A63-2122	1-4351-10	20.32
	Finance - Various Office Supplies & Planners	A63-2122	1-4351-10	47.84
	Finance - Various Office Supplies & Planners	A63-2122	1-4351-10	9.98
	District Scissors Restock - October 2021	A66-2122	1-4351-10	16.64
	District Liquid White-Out Restock - October 2021	A66-2122	1-4351-10	10.89
	District Restock - October 2021	A66-2122	1-4351-10	136.48
	Finance - Planners	A70-2122	1-4351-10	21.44
	Executive Assistant - Planner	A71-2122	1-4351-10	10.99
	Finance - Organizer Trays	A72-2122	1-4351-10	49.99
	Essential Supplies - Masks	A73-2122	1-4351-10	265.80
	Executive Assistant - Avery Labels	A78-2122	1-4351-10	11.60
	CSD - Various Program Supplies	A57-2122	1-4353-20	23.90
	CSD - Various Program Supplies	A57-2122	1-4353-20	5.60
	CSD - Various Program Supplies	A57-2122	1-4353-20	538.89
	CSD - Various Program Supplies	A57-2122	1-4353-20	33.87
	District Blue Pens Restock - October 2021	A66-2122	1-4371-10	5.96
	Collections - Vinyl Supplies	0660346-DEC21	1-4371-12	62.42

**Fountaindale Public Library District
Bills Payable Report
December 16, 2021**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon	(Cont'd)			
	ATSD - Various Teen Program Supplies	A68-2122	1-4353-24	\$ 374.05
	Outreach - LED Strip Light Controller	A64-2122	1-4235-29	4.95
	Outreach - Broom & Shovel	A64-2122	1-4235-29	45.31
	IT - Vertical Wireless Mouse	A56-2122	1-4354-14	99.99
	IT - External Hard Drive, Carrying Case, Digital Adapter	A65-2122	1-4354-14	372.90
	IT - Anker Docking Station	A69-2122	1-4354-14	289.99
	IT - Anker Docking Station, Various Flash Drives, Foam Tape	A69-2122	1-4354-14	401.49
	IT - P-Touch Tape & USB 3.0 to Ethernet Adapter	A74-2122	1-4354-14	324.08
	Books - Adult Fiction	0660346-DEC21	1-4540-26	1,062.79
	Books - Juvenile Fiction	0660346-DEC21	1-4544-26	41.19
	Books - Adult Non-Fiction	0660346-DEC21	1-4541-26	274.01
	Books - Juvenile Non-Fiction	0660346-DEC21	1-4545-26	26.95
	Books - Juvenile Easy	0660346-DEC21	1-4546-26	60.00
	Video Games - Adult	0660346-DEC21	1-4565-26	589.91
	Staff Thanksgiving Tablecloths	A78-2122	1-4715-10	19.99
	Studio - Various Maker Supplies	A75-2122	1-4371-27	141.69
	Studio - Holiday Die Cuts	A62-2122	1-4568-27	9.99
	Studio - Various Die Cuts, Mats, & Blades	A62-2122	1-4568-27	386.51
	Books - Adult World Languages	0660346-DEC21	1-4525-26	319.11
	Library Materials - Shipping Costs	0660346-DEC21	1-4519-26	45.67
	<i>Totals for Amazon</i>			\$ 8,063.01
American Floor Mats				
	Partial Order - 1 Collection Workroom Cubicle Floor Mat	1326950	1-4391-30	277.00
	<i>Totals for American Floor Mats</i>			\$ 277.00
American Library Association				
	Kalnicky Membership - 1/1/22-12/31/22	1271086	1-4161-16	138.00
	<i>Totals for American Library Association</i>			\$ 138.00
Annette Bochenek				
	Program - Based on the Book: From Page to Picture - 12/22/21	AB122221	1-4571-24	200.00
	<i>Totals for Annette Bochenek</i>			\$ 200.00
Art Excursions, Inc.				
	Program - Talking Intelligently About Art - 1/12/22	AE011222	1-4571-24	350.00
	<i>Totals for Art Excursions, Inc.</i>			\$ 350.00

**Fountaindale Public Library District
Bills Payable Report
December 16, 2021**

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AT & T	Internet Service - November 2021	5708136602	1-4314-14	\$ 981.13
		<i>Totals for AT & T</i>		<u>\$ 981.13</u>
AT & T Mobility - National Business Services	Telephone Service - 10/22/21-11/21/21	18759695	1-4311-14	269.50
		<i>Totals for AT & T Mobility - National Business Services</i>		<u>\$ 269.50</u>
Baker & Taylor - C009233	Library Materials - Shipping Costs	5017322085	1-4519-26	1.17
	Library Materials - Shipping Costs	5017356150	1-4519-26	1.99
	Library Materials - Processing Costs	5017322085	1-4518-26	14.95
	Library Materials - Processing Costs	5017356150	1-4518-26	9.20
	Books - Adult Non-Fiction	5017322085	1-4541-26	233.03
	Books - Adult Non-Fiction	5017356150	1-4541-26	397.49
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 657.83</u>

**Fountaindale Public Library District
Bills Payable Report
December 16, 2021**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Adult Fiction	2036292439	1-4540-29	\$ 91.38
	Books - Adult Fiction	2036304479	1-4540-29	120.72
	Books - Adult Fiction	2036318250	1-4540-29	60.95
	Books - Adult Fiction	2036348191	1-4540-29	66.11
	Books - Adult Non-Fiction	2036292439	1-4541-29	67.75
	Books - Adult Non-Fiction	2036304479	1-4541-29	30.48
	Books - Adult Non-Fiction	2036318250	1-4541-29	48.72
	Books - Adult Non-Fiction	2036348191	1-4541-29	95.99
	Books - Adult Large Print	2036292439	1-4543-29	57.59
	Books - Adult Large Print	2036304479	1-4543-29	85.41
	Books - Adult Large Print	2036318250	1-4543-29	37.03
	Books - Adult Large Print	2036348191	1-4543-29	221.55
	Books - Juvenile Fiction	2036292439	1-4544-29	29.51
	Books - Juvenile Easy	2036348191	1-4546-29	25.18
	Library Materials - Processing Costs	2036292439	1-4518-29	8.79
	Library Materials - Processing Costs	2036304479	1-4518-29	12.24
	Library Materials - Processing Costs	2036318250	1-4518-29	8.01
	Library Materials - Processing Costs	2036348191	1-4518-29	10.77
	Books - Juvenile Fiction	2036348191	1-4544-29	28.36
	Books - Juvenile Easy	2036292439	1-4546-29	6.99
	Books - Juvenile Easy	2036304479	1-4546-29	76.75
	Library Materials - Shipping Costs	2036292439	1-4519-29	1.27
	Library Materials - Shipping Costs	2036304479	1-4519-29	1.57
	Library Materials - Shipping Costs	2036318250	1-4519-29	0.82
	Library Materials - Shipping Costs	2036348191	1-4519-29	2.19
	Books - Juvenile World Languages	2036318250	1-4526-29	16.94
<i>Totals for Baker & Taylor - L420685</i>				\$ 1,213.07

Fountaindale Public Library District
Bills Payable Report
December 16, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	Library Materials - Shipping Costs	2036343283	1-4519-26	\$ 3.10
	Library Materials - Shipping Costs	2036348580	1-4519-26	4.24
	Library Materials - Shipping Costs	2036351154	1-4519-26	14.27
	Books - Juvenile World Languages	2036331687	1-4526-26	8.97
	Books - Juvenile World Languages	2036314535	1-4526-26	48.48
	Books - Juvenile World Languages	2036317770	1-4526-26	14.37
	Books - Juvenile World Languages	2036323838	1-4526-26	25.28
	Books - Juvenile World Languages	2036343283	1-4526-26	9.57
	Books - Juvenile World Languages	2036348580	1-4526-26	22.34
	Books - Juvenile World Languages	2036351154	1-4526-26	20.80
	Library Materials - Shipping Costs	2036298135	1-4519-26	4.82
	Library Materials - Shipping Costs	2036304214	1-4519-26	2.01
	Library Materials - Shipping Costs	2036301143	1-4519-26	3.06
	Library Materials - Shipping Costs	2036310587	1-4519-26	3.41
	Library Materials - Shipping Costs	2036331687	1-4519-26	3.73
	Library Materials - Shipping Costs	2036335963	1-4519-26	4.21
	Library Materials - Shipping Costs	2036340148	1-4519-26	2.22
	Library Materials - Shipping Costs	2036293174	1-4519-26	4.91
	Library Materials - Shipping Costs	2036314535	1-4519-26	4.14
	Library Materials - Shipping Costs	2036302224	1-4519-26	2.76
	Library Materials - Shipping Costs	2036317770	1-4519-26	3.38
	Library Materials - Shipping Costs	2036319127	1-4519-26	2.98
	Library Materials - Shipping Costs	2036323838	1-4519-26	2.91
	Library Materials - Shipping Costs	2036326621	1-4519-26	1.83
	Library Materials - Shipping Costs	2036321469	1-4519-26	1.68
	Library Materials - Processing Costs	2036298135	1-4518-26	50.31
	Library Materials - Processing Costs	2036304214	1-4518-26	24.63
	Library Materials - Processing Costs	2036301143	1-4518-26	28.77
	Library Materials - Processing Costs	2036310587	1-4518-26	42.45
	Library Materials - Processing Costs	2036331687	1-4518-26	32.04
	Library Materials - Processing Costs	2036335963	1-4518-26	46.23
	Library Materials - Processing Costs	2036340148	1-4518-26	28.92
	Library Materials - Processing Costs	2036293174	1-4518-26	46.26
	Library Materials - Processing Costs	2036314535	1-4518-26	40.47
	Library Materials - Processing Costs	2036302224	1-4518-26	24.81
	Library Materials - Processing Costs	2036317770	1-4518-26	39.09
	Library Materials - Processing Costs	2036319127	1-4518-26	39.93
	Library Materials - Processing Costs	2036323838	1-4518-26	26.52

**Fountaindale Public Library District
Bills Payable Report
December 16, 2021**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Processing Costs	2036326621	1-4518-26	\$ 24.78
	Library Materials - Processing Costs	2036321469	1-4518-26	22.98
	Library Materials - Processing Costs	2036343283	1-4518-26	34.71
	Library Materials - Processing Costs	2036348580	1-4518-26	39.03
	Library Materials - Processing Costs	2036351154	1-4518-26	135.89
	Books - Adult World Languages	2036343283	1-4525-26	59.28
	Books - Adult World Languages	2036348580	1-4525-26	38.91
	Books - Adult World Languages	2036351154	1-4525-26	9.60
	Books - Juvenile World Languages	2036304214	1-4526-26	9.75
	Books - Juvenile World Languages	2036301143	1-4526-26	9.77
	Books - Adult World Languages	2036298135	1-4525-26	13.17
	Books - Adult World Languages	2036335963	1-4525-26	130.68
	Books - Adult World Languages	2036340148	1-4525-26	125.24
	Books - Adult World Languages	2036314535	1-4525-26	11.97
	Books - Adult World Languages	2036323838	1-4525-26	13.30
	Books - Young Adult Fiction	2036348580	1-4548-26	11.49
	Books - Young Adult Fiction	2036351154	1-4548-26	17.48
	Books - Young Adult Non-Fiction	2036351154	1-4549-26	28.74
	Books - Young Adult Fiction	2036335963	1-4548-26	10.92
	Books - Young Adult Fiction	2036293174	1-4548-26	5.99
	Books - Young Adult Fiction	2036314535	1-4548-26	27.71
	Books - Young Adult Fiction	2036317770	1-4548-26	22.39
	Books - Young Adult Fiction	2036321469	1-4548-26	5.99
	Books - Adult Non-Fiction	2036298135	1-4541-26	162.99
	Books - Adult Non-Fiction	2036304214	1-4541-26	46.78
	Books - Adult Non-Fiction	2036301143	1-4541-26	247.43
	Books - Adult Non-Fiction	2036310587	1-4541-26	177.00
	Books - Adult Non-Fiction	2036331687	1-4541-26	240.84
	Books - Adult Non-Fiction	2036335963	1-4541-26	173.70
	Books - Adult Non-Fiction	2036340148	1-4541-26	97.70
	Books - Adult Non-Fiction	2036293174	1-4541-26	413.35
	Books - Adult Non-Fiction	2036314535	1-4541-26	182.08
	Books - Adult Non-Fiction	2036302224	1-4541-26	181.68
	Books - Adult Non-Fiction	2036317770	1-4541-26	278.58
	Books - Adult Non-Fiction	2036319127	1-4541-26	358.36
	Books - Adult Non-Fiction	2036323838	1-4541-26	212.07
	Books - Adult Non-Fiction	2036326621	1-4541-26	52.32
	Books - Adult Non-Fiction	2036321469	1-4541-26	178.17

**Fountaindale Public Library District
Bills Payable Report
December 16, 2021**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Fiction	2036343283	1-4544-26	\$ 26.44
	Books - Juvenile Fiction	2036348580	1-4544-26	129.41
	Books - Juvenile Easy	2036298135	1-4546-26	364.84
	Books - Juvenile Easy	2036304214	1-4546-26	128.37
	Books - Juvenile Easy	2036301143	1-4546-26	47.55
	Books - Juvenile Easy	2036310587	1-4546-26	92.32
	Books - Juvenile Easy	2036331687	1-4546-26	115.54
	Books - Juvenile Easy	2036335963	1-4546-26	103.95
	Books - Juvenile Easy	2036340148	1-4546-26	39.17
	Books - Juvenile Easy	2036293174	1-4546-26	159.54
	Books - Juvenile Easy	2036314535	1-4546-26	133.03
	Books - Juvenile Easy	2036317770	1-4546-26	136.69
	Books - Juvenile Easy	2036323838	1-4546-26	66.39
	Books - Juvenile Easy	2036321469	1-4546-26	20.68
	Books - Adult Non-Fiction	2036343283	1-4541-26	118.34
	Books - Adult Non-Fiction	2036348580	1-4541-26	282.44
	Books - Adult Non-Fiction	2036351154	1-4541-26	2,493.17
	Books - Adult Large Print	2036298135	1-4543-26	48.98
	Books - Adult Large Print	2036304214	1-4543-26	101.81
	Books - Adult Large Print	2036301143	1-4543-26	83.36
	Books - Adult Large Print	2036310587	1-4543-26	18.00
	Books - Juvenile Fiction	2036331687	1-4544-26	95.96
	Books - Juvenile Fiction	2036293174	1-4544-26	63.84
	Books - Juvenile Fiction	2036314535	1-4544-26	56.89
	Books - Juvenile Fiction	2036317770	1-4544-26	17.97
	Books - Juvenile Fiction	2036323838	1-4544-26	11.98
	Books - Juvenile Fiction	2036326621	1-4544-26	42.64
	Books - Juvenile Easy	2036343283	1-4546-26	98.62
	Books - Juvenile Easy	2036348580	1-4546-26	122.87
	Books - Juvenile Easy	2036351154	1-4546-26	26.58
	Books - Young Adult Fiction	2036298135	1-4548-26	5.99
	Books - Adult Fiction	2036343283	1-4540-26	307.50
	Books - Adult Fiction	2036348580	1-4540-26	240.40
	Books - Adult Fiction	2036351154	1-4540-26	257.96
	Books - Adult Fiction	2036298135	1-4540-26	368.36
	Books - Adult Fiction	2036304214	1-4540-26	115.77
	Books - Adult Fiction	2036301143	1-4540-26	224.53
	Books - Adult Fiction	2036310587	1-4540-26	394.30

**Fountaindale Public Library District
Bills Payable Report
December 16, 2021**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Fiction	2036331687	1-4540-26	\$ 210.05
	Books - Adult Fiction	2036335963	1-4540-26	216.21
	Books - Adult Fiction	2036340148	1-4540-26	142.79
	Books - Adult Fiction	2036293174	1-4540-26	278.53
	Books - Adult Fiction	2036314535	1-4540-26	268.31
	Books - Adult Fiction	2036302224	1-4540-26	223.38
	Books - Adult Fiction	2036317770	1-4540-26	206.10
	Books - Adult Fiction	2036319127	1-4540-26	237.94
	Books - Adult Fiction	2036323838	1-4540-26	234.59
	Books - Adult Fiction	2036326621	1-4540-26	252.97
	Books - Adult Fiction	2036321469	1-4540-26	130.74
	Books - Adult Large Print	2036331687	1-4543-26	73.80
	Books - Adult Large Print	2036335963	1-4543-26	205.94
	Books - Adult Large Print	2036340148	1-4543-26	39.79
	Books - Adult Large Print	2036293174	1-4543-26	60.72
	Books - Adult Large Print	2036314535	1-4543-26	99.01
	Books - Adult Large Print	2036302224	1-4543-26	147.35
	Books- Adult Large Print	2036323838	1-4543-26	18.59
	Books - Adult Large Print	2036326621	1-4543-26	18.60
				\$ 14,730.31
	<i>Totals for Baker & Taylor - L420686</i>			
Belynda Head				
	Program - R&B Line Dancing - 1/9/22	BH010922	1-4571-24	125.00
				\$ 125.00
	<i>Totals for Belynda Head</i>			
Better Containers Mfg. Co., Inc.				
	Circ - Watch Patch Handle Poly Bags	236741	1-4351-10	271.20
				\$ 271.20
	<i>Totals for Better Containers Mfg. Co., Inc.</i>			
Blackbaud				
	FE NXT Essentials & Add On - 12/19/21-12/18/22	INV-032063	1-4253-10	10,464.48
	FE NXT Essentials & Add On - 12/19/21-12/18/22	INV-032063	1-4233-10	2,064.00
				\$ 12,528.48
	<i>Totals for Blackbaud</i>			
Blackstone Publishing				
	Audiobooks - Adult	INV2006669	1-4551-26	303.72
				\$ 303.72
	<i>Totals for Blackstone Publishing</i>			

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Call One				
	Telephone & Internet - 11/15/21-12/14/21	469706	1-4312-14	\$ 1,072.09
	Telephone & Internet - 11/15/21-12/14/21	469706	1-4314-14	1,968.00
		<i>Totals for Call One</i>		\$ 3,040.09
Carolyn Boyer				
	Mileage - 10/29/21-11/15/21	CB111821	1-4171-10	146.27
		<i>Totals for Carolyn Boyer</i>		\$ 146.27
Cathryn Stanek-Whisler				
	Program - Tasty Crafts: Food in a Jar - 12/19/21	CSW121921	1-4571-24	200.00
	Program - No-Sew Scarves - 12/27/21	CSW122721	1-4573-24	200.00
		<i>Totals for Cathryn Stanek-Whisler</i>		\$ 400.00
Center Point Large Print				
	Books - Adult Large Print	1889307	1-4543-26	24.02
	Books - Adult Large Print	1890782	1-4543-26	24.67
	Books - Adult Large Print	1888308	1-4543-26	143.82
		<i>Totals for Center Point Large Print</i>		\$ 192.51
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	204414	1-4545-26	908.20
	Books - Juvenile Non-Fiction	204867	1-4545-26	102.94
	Books - Juvenile Non-Fiction	204868	1-4545-26	238.67
	Books - Juvenile Non-Fiction	205390	1-4545-26	758.96
	Books - Young Adult Non-Fiction	204870	1-4549-26	17.99
	Books - Young Adult Non-Fiction	204871	1-4549-26	18.99
	Books - Young Adult Non-Fiction	205130	1-4549-26	17.99
	Books - Juvenile Non-Fiction	204409	1-4545-29	165.81
	Books - Juvenile Non-Fiction	204869	1-4545-29	38.94
	Books - Juvenile Non-Fiction	205129	1-4545-29	323.65
		<i>Totals for Children's Plus Inc.</i>		\$ 2,592.14
Christine Thornton				
	Program - Watercolor Resist Snowflakes - 1/13/22	CT011322	1-4573-24	325.00
	Program - Parabolic String Art - 1/20/22	CT012022	1-4571-24	325.00
		<i>Totals for Christine Thornton</i>		\$ 650.00
Comcast Cable				
	Cable - 12/3/21-1/2/22	0367494-DEC21	1-4316-14	103.03
		<i>Totals for Comcast Cable</i>		\$ 103.03

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Dennis Raleigh	Mileage - 11/11/21-11/29/21	DR120221	1-4171-10	\$ 44.18
		<i>Totals for Dennis Raleigh</i>		<u>\$ 44.18</u>
Diesel Service Center	Bkm Van - Prevent Maint. & Emergency Brake	D068460	1-4235-29	1,974.38
		<i>Totals for Diesel Service Center</i>		<u>\$ 1,974.38</u>
Discount School Supply	CSD - Various Program Supplies	P40943220101	1-4353-20	186.91
		<i>Totals for Discount School Supply</i>		<u>\$ 186.91</u>
EBSCO Subscription Services	LibraryAware Renewal - 1/1/22-12/31/22	1000171027-1	1-4272-12	2,629.00
	Periodicals - Multiple Yearly Subscriptions 2022	1647297	1-4511-26	12,356.19
	Periodicals - Multiple Yearly Subscriptions 2022	1647297	1-4511-29	487.09
		<i>Totals for EBSCO Subscription Services</i>		<u>\$ 15,472.28</u>
Findaway World, LLC	Audiobooks - Juvenile	367293	1-4553-26	365.54
	Audiobooks - Juvenile	369394	1-4553-26	44.78
	Audiobooks - Juvenile	369978	1-4553-26	1,239.89
	Audiobooks - Young Adults	368449	1-4555-26	156.24
	Audiobooks - Young Adults	369405	1-4555-26	287.95
	Audiobooks - Young Adults	369970	1-4555-26	803.49
	Playaway - Juvenile	367294	1-4562-29	365.54
	Playaway - Juvenile	369387	1-4562-29	44.78
	Playaway - Juvenile	369979	1-4562-29	773.85
	Launchpads - Juvenile	368163	1-4566-26	1,130.43
		<i>Totals for Findaway World, LLC</i>		<u>\$ 5,212.49</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard	Inventables - Studio - Acrylic Sheets	N7148-DEC21	1-4371-27	\$ 100.72
	Photopie - Studio - Family Holiday Backdrops	N7148-DEC21	1-4353-27	1,275.00
	Silhouette - Studio - Holiday Make-A-Thon Project Supplies	N7148-DEC21	1-4353-27	25.18
	Rockler - Studio - Plywood Program Supplies	N7148-DEC21	1-4353-27	54.94
	Alonti - 11/18/21 Staff Thanksgiving Lunch	N7148-DEC21	1-4715-10	1,123.10
	Alonti - 11/18/21 Staff Thanksgiving Dinner	N7148-DEC21	1-4715-10	1,421.48
	The Patio - 11/18/21 Staff Thanksgiving Salads	N7148-DEC21	1-4715-10	140.25
	Panera - November Donuts & Pastries Supplies - 11/22/21	N7148-DEC21	1-4715-10	34.48
	Phonevite - HR Emergency Staff Notifications	N7148-DEC21	1-4311-14	50.00
	Netflix - 4/11 Additional Roku Subscriptions	M4566-DEC21	1-4523-26	17.99
	Disney Plus - 4/11 Additional Roku Subscriptions	M4566-DEC21	1-4523-26	79.99
	Netflix - 4/11 Additional Roku Subscriptions	N7148-DEC21	1-4523-26	17.99
	Netflix - 4/11 Additional Roku Subscriptions	N7148-DEC21	1-4523-26	17.99
	Disney Plus - 4/11 Additional Roku Subscriptions	N7148-DEC21	1-4523-26	79.99
	Netflix - 4/6 Outreach Roku Subscriptions	P9444-DEC21	1-4523-26	17.99
	Netflix - 4/6 Outreach Roku Subscriptions	P9444-DEC21	1-4523-26	17.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-DEC21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-DEC21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-DEC21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-DEC21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-DEC21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-DEC21	1-4523-26	9.99
	Netflix - 4/12 Roku Subscriptions	T7780-DEC21	1-4523-26	17.99
	Netflix - 4/12 Roku Subscriptions	T7780-DEC21	1-4523-26	17.99
	Netflix - 4/12 Roku Subscriptions	T7780-DEC21	1-4523-26	17.99
	HBO Max - 3/12 Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	HBO Max - 3/12 Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	HBO Max - 3/12 Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	HBO Max - 3/12 Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	Disney Plus - 4/11 Additional Roku Subscriptions	T7780-DEC21	1-4523-26	79.99
	HBO Max - 3/11 Additional Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	HBO Max - 3/11 Additional Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	HBO Max - 3/11 Additional Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	HBO Max - 3/11 Additional Roku Subscriptions	T7780-DEC21	1-4523-26	14.99
	American Girl - Circulating Dolls & Accessories	T7780-DEC21	1-4569-26	594.00
	Facebook - Monthly Ads	M4566-DEC21	1-4731-10	85.54
	MailChimp - Monthly Subscription	M4566-DEC21	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-DEC21	1-4731-10	29.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard	(Cont'd)			
	Spotify - Libby Monthly Ads	N7148-DEC21	1-4731-10	\$ 174.23
	Grammarly - Bradley Subscription 11/6/21-11/6/22	N7148-DEC21	1-4731-10	139.95
	Grammarly - Steven Ford Subscription 11/10/21-11/10/22	N7148-DEC21	1-4731-10	139.95
	Spotify - Libby Monthly Ads	N7148-DEC21	1-4731-10	254.68
	Spotify - Libby Monthly Ads	N7148-DEC21	1-4731-10	268.91
	Uni. St. Francis - Webb - Music Tech Educators - 11/19/21	N7148-DEC21	1-4151-10	30.00
	International Facility - Priovolos Membership - 2021-2022	P7810-DEC21	1-4161-10	479.00
	Walmart - CSD - Lava Lamp Kit Supplies	N7148-DEC21	1-4353-20	39.96
	Michaels - CSD - Various Winter Program Supplies	N7148-DEC21	1-4353-20	25.68
	Michaels - CSD - Various Winter Program Supplies	N7148-DEC21	1-4353-20	61.46
	Target - CSD - 12/19/21 Christmas Storytime Supplies	N7148-DEC21	1-4353-20	0.48
	Target - CSD - 12/19/21 Christmas Storytime Supplies	N7148-DEC21	1-4353-20	37.93
	Digital River - RDA Toolkit Subscription	T7780-DEC21	1-4272-12	207.19
	Gram. - Prorated Bradley & S. Ford Subs - 11/17/21-12/18/22	N7148-DEC21	1-4631-14	25.38
	IL Auto Central - BKM Van Heater Repair	P9444-DEC21	1-4235-29	225.00
	TransChicago - BKM Van Preventive Maint. & Issues	P9444-DEC21	1-4235-29	482.23
	McProhosting - ATSD - Intl Games Week: Minecraft Hosting	N7148-DEC21	1-4353-24	7.99
	Dunkin - ATSD - Great Reading Race Gift Cards	N7148-DEC21	1-4353-24	100.00
	Walmart - ATSD - Great Reading Race Gift Cards	N7148-DEC21	1-4353-24	200.00
	Petco - CSD - Paws to Read Program Gift Cards	N7148-DEC21	1-4572-20	100.00
	My Cable Mart - IT - Audio Extension Cables	N7148-DEC21	1-4641-14	211.25
	Monoprice - IT - USB Device Cables	N7148-DEC21	1-4641-14	695.14
	<i>Totals for First Bankcard</i>			\$ 9,491.84
Fun Express LLC				
	CSD - Various Program Supplies	713309169-01	1-4353-20	369.85
	Outreach - Finger Puppets	713106411-01	1-4353-28	38.73
	<i>Totals for Fun Express LLC</i>			\$ 408.58
Gale/Cengage Learning				
	Books - Adult Large Print	76188102	1-4543-26	71.97
	Books - Adult Large Print	76199290	1-4543-26	56.98
	Books - Adult Large Print	76187660	1-4543-26	28.49
	Books - Adult Large Print	76163480	1-4543-26	28.49
	Books - Adult Large Print	76139011	1-4543-26	142.45
	<i>Totals for Gale/Cengage Learning</i>			\$ 328.38

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois American Water				
	Irrigation - 10/20/21-11/09/21	1025-21000308991E	1-4331-30	\$ 80.93
	Fire Protection - 11/18/21-12/17/21	1025-21000308946E	1-4331-30	45.06
		<i>Totals for Illinois American Water</i>		<u>\$ 125.99</u>
Illinois American Water/Bolingbrook				
	Water & Sewer - 10/20/21-11/17/21	1025-21000308831E	1-4331-30	662.69
		<i>Totals for Illinois American Water/Bolingbrook</i>		<u>\$ 662.69</u>
Illinois Library Association				
	Schiller Membership - 1/1/22-12/31/22	206181	1-4161-10	75.00
		<i>Totals for Illinois Library Association</i>		<u>\$ 75.00</u>
Ilya Kabirov				
	Program - Great Reads Book Club - 12/22/21	IK122221	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		<u>\$ 75.00</u>
Imprint Enterprises, Inc.				
	Collections - Black Square RFID Tags	PSI241772	1-4371-12	8,670.00
		<i>Totals for Imprint Enterprises, Inc.</i>		<u>\$ 8,670.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	2021 Great Reading Race Prize Books	56080809	1-4353-24	\$ 76.61
	ATSD - Program Prize Books	56080808	1-4353-24	361.60
	Books - Juvenile Fiction	55584494	1-4544-26	21.46
	Books - Juvenile Fiction	55584498	1-4544-26	249.86
	Books - Juvenile Fiction	55584499	1-4544-26	206.49
	Books - Juvenile Fiction	55462209	1-4544-26	14.68
	Books - Juvenile Fiction	55482705	1-4544-26	124.12
	Books - Juvenile Fiction	55482707	1-4544-26	143.50
	Books - Juvenile Fiction	55541312	1-4544-26	129.10
	Books - Juvenile Fiction	55541313	1-4544-26	14.68
	Books - Juvenile Fiction	55541319	1-4544-26	71.31
	Books - Juvenile Fiction	55541321	1-4544-26	32.58
	Books - Juvenile Fiction	55614852	1-4544-26	90.44
	Books - Juvenile Fiction	55614854	1-4544-26	37.20
	Books - Juvenile Fiction	55614857	1-4544-26	449.57
	Books - Juvenile Fiction	55685529	1-4544-26	20.95
	Books - Juvenile Fiction	55685536	1-4544-26	28.80
	Books - Juvenile Fiction	55685540	1-4544-26	49.02
	Books - Juvenile Fiction	55697193	1-4544-26	231.91
	Books - Juvenile Fiction	55730989	1-4544-26	55.46
	Books - Juvenile Fiction	55743428	1-4544-26	36.14
	Books - Juvenile Fiction	55743437	1-4544-26	28.80
	Books - Juvenile Fiction	55743438	1-4544-26	20.32
	Books - Juvenile Fiction	55743445	1-4544-26	38.40
	Books - Juvenile Fiction	55762283	1-4544-26	27.18
	Books - Juvenile Fiction	55772074	1-4544-26	60.96
	Books - Juvenile Fiction	55772075	1-4544-26	130.33
	Books - Juvenile Fiction	55791378	1-4544-26	37.26
	Books - Juvenile Fiction	55791380	1-4544-26	162.62
	Books - Juvenile Fiction	55791382	1-4544-26	25.41
	Books - Juvenile Non-Fiction	55614858	1-4545-26	16.94
	Books - Young Adult Fiction	55562951	1-4548-26	11.29
	Books - Young Adult Fiction	55482704	1-4548-26	16.39
	Books - Young Adult Fiction	55482706	1-4548-26	63.00
	Books - Young Adult Fiction	55541316	1-4548-26	5.99
	Books - Young Adult Fiction	55541318	1-4548-26	53.08
	Books - Young Adult Fiction	55541320	1-4548-26	39.61
	Books - Young Adult Fiction	55614853	1-4548-26	12.40

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Books - Young Adult Fiction	55614859	1-4548-26	\$ 97.10
	Books - Young Adult Fiction	55614861	1-4548-26	10.73
	Books - Young Adult Fiction	55685528	1-4548-26	79.44
	Books - Young Adult Fiction	55685535	1-4548-26	21.46
	Books - Young Adult Fiction	55697196	1-4548-26	21.46
	Books - Young Adult Fiction	55730992	1-4548-26	21.45
	Books - Young Adult Fiction	55743433	1-4548-26	9.60
	Books - Young Adult Fiction	55743434	1-4548-26	16.24
	Books - Young Adult Fiction	55743435	1-4548-26	11.29
	Books - Young Adult Fiction	55743446	1-4548-26	6.49
	Books - Young Adult Fiction	55762286	1-4548-26	10.73
	Books - Young Adult Fiction	55762289	1-4548-26	21.46
	Books - Young Adult Fiction	55772072	1-4548-26	14.68
	Books - Young Adult Fiction	55791381	1-4548-26	85.26
	Books - Juvenile Easy	55952346	1-4546-26	21.46
	Books - Juvenile Easy	55952348	1-4546-26	20.32
	Books - Juvenile Easy	55993201	1-4546-26	215.45
	Books - Juvenile Easy	55993207	1-4546-26	32.19
	Books - Juvenile Easy	56060738	1-4546-26	12.51
	Books - Juvenile Easy	56080800	1-4546-26	173.57
	Books - Juvenile Easy	56080803	1-4546-26	20.32
	Books - Juvenile Easy	56080804	1-4546-26	48.55
	Books - Juvenile Easy	56080805	1-4546-26	91.44
	Books - Juvenile Easy	56080807	1-4546-26	86.37
	Books - Juvenile Easy	56080814	1-4546-26	32.19
	Books - Juvenile Easy	55815571	1-4546-26	62.67
	Books - Juvenile Easy	55824220	1-4546-26	75.92
	Books - Juvenile Easy	55824222	1-4546-26	130.77
	Books - Juvenile Easy	55841020	1-4546-26	53.52
	Books - Juvenile Easy	55841021	1-4546-26	19.16
	Books - Juvenile Easy	55841022	1-4546-26	32.19
	Books - Juvenile Easy	55861152	1-4546-26	11.84
	Books - Juvenile Easy	55924608	1-4546-26	32.19
	Books - Juvenile Easy	55924614	1-4546-26	59.22
	Books - Juvenile Easy	55924617	1-4546-26	356.75
	Books - Juvenile Easy	55924620	1-4546-26	30.48
	Books - Juvenile Easy	55924623	1-4546-26	67.18
	Books - Juvenile Easy	55562952	1-4546-26	283.31

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Books - Juvenile Easy	55584496	1-4546-26	\$ 10.16
	Books - Juvenile Easy	55584497	1-4546-26	33.81
	Books - Juvenile Easy	55604268	1-4546-26	45.82
	Books - Juvenile Easy	55604270	1-4546-26	94.33
	Books - Juvenile Easy	55541315	1-4546-26	10.71
	Books - Juvenile Easy	55541317	1-4546-26	82.30
	Books - Juvenile Easy	55614856	1-4546-26	30.48
	Books - Juvenile Easy	55614858	1-4546-26	221.42
	Books - Juvenile Easy	55614860	1-4546-26	42.92
	Books - Juvenile Easy	55685531	1-4546-26	19.20
	Books - Juvenile Easy	55685532	1-4546-26	30.42
	Books - Juvenile Easy	55685534	1-4546-26	32.13
	Books - Juvenile Easy	55685538	1-4546-26	22.58
	Books - Juvenile Easy	55685539	1-4546-26	5.64
	Books - Juvenile Easy	55685541	1-4546-26	30.42
	Books - Juvenile Easy	55697195	1-4546-26	61.72
	Books - Juvenile Easy	55730993	1-4546-26	11.84
	Books - Juvenile Easy	55743430	1-4546-26	9.60
	Books - Juvenile Easy	55743432	1-4546-26	15.24
	Books - Juvenile Easy	55743436	1-4546-26	32.19
	Books - Juvenile Easy	55743441	1-4546-26	30.48
	Books - Juvenile Easy	55743442	1-4546-26	10.14
	Books - Juvenile Easy	55743444	1-4546-26	30.48
	Books - Juvenile Easy	55762287	1-4546-26	35.00
	Books - Juvenile Easy	55772073	1-4546-26	30.48
	Books - Juvenile Easy	55791379	1-4546-26	131.76
	Books - Juvenile Easy	55791384	1-4546-26	21.46
	Books - Juvenile Fiction	55952343	1-4544-26	20.32
	Books - Juvenile Fiction	55952344	1-4544-26	14.28
	Books - Juvenile Fiction	55952345	1-4544-26	29.22
	Books - Juvenile Fiction	55993196	1-4544-26	218.07
	Books - Juvenile Fiction	55993197	1-4544-26	259.60
	Books - Juvenile Fiction	55993208	1-4544-26	25.41
	Books - Juvenile Fiction	55993209	1-4544-26	48.00
	Books - Juvenile Fiction	56060735	1-4544-26	49.81
	Books - Juvenile Fiction	56060747	1-4544-26	6.59
	Books - Juvenile Fiction	56080797	1-4544-26	95.96
	Books - Juvenile Fiction	56080799	1-4544-26	21.42

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Books - Juvenile Fiction	56080810	1-4544-26	\$ 45.69
	Books - Juvenile Fiction	56080815	1-4544-26	50.97
	Books - Juvenile Fiction	55815569	1-4544-26	20.32
	Books - Juvenile Fiction	55815573	1-4544-26	14.37
	Books - Juvenile Fiction	55841018	1-4544-26	23.37
	Books - Juvenile Fiction	55861149	1-4544-26	94.96
	Books - Juvenile Fiction	55924604	1-4544-26	22.02
	Books - Juvenile Fiction	55924605	1-4544-26	16.90
	Books - Juvenile Fiction	55924607	1-4544-26	113.68
	Books - Juvenile Fiction	55924612	1-4544-26	27.09
	Books - Juvenile Fiction	55924622	1-4544-26	30.48
	Books - Juvenile Fiction	55924624	1-4544-26	30.48
	Video Games - YA	55604269	1-4563-26	170.97
	Video Games - YA	55604274	1-4563-26	113.98
	Video Games - YA	55604275	1-4563-26	85.47
	Video Games - YA	55993202	1-4563-26	104.48
	Video Games - YA	55993204	1-4563-26	170.96
	Video Games - YA	55993211	1-4563-26	313.43
	Video Games - YA	56060741	1-4563-26	47.49
	Video Games - YA	56060745	1-4563-26	104.47
	Video Games - YA	56060748	1-4563-26	66.48
	Video Games - YA	55824217	1-4563-26	303.92
	Video Games - Juvenile	55604271	1-4564-26	94.98
	Video Games - Juvenile	55604276	1-4564-26	37.99
	Video Games - Juvenile	55482703	1-4564-26	18.99
	Video Games - Juvenile	55772070	1-4564-26	113.97
	Video Games - Juvenile	55993199	1-4564-26	189.96
	Video Games - Juvenile	55993203	1-4564-26	94.98
	Video Games - Juvenile	55993206	1-4564-26	37.99
	Video Games - Juvenile	55993212	1-4564-26	37.99
	Video Games - Juvenile	56060739	1-4564-26	56.98
	Video Games - Juvenile	56060742	1-4564-26	80.73
	Video Games - Juvenile	56060746	1-4564-26	28.49
	Video Games - Juvenile	56060749	1-4564-26	37.99
	Video Games - Juvenile	55824215	1-4564-26	94.98
	Video Games - Juvenile	55824219	1-4564-26	199.46
	Video Games - Juvenile	55861151	1-4564-26	33.24
	Books - Juvenile Fiction	55584495	1-4544-29	10.73

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Books - Juvenile Fiction	55462210	1-4544-29	\$ 91.24
	Books - Juvenile Fiction	55482708	1-4544-29	6.57
	Books - Juvenile Fiction	55541314	1-4544-29	60.88
	Books - Juvenile Fiction	55541322	1-4544-29	19.76
	Books - Juvenile Fiction	55614855	1-4544-29	12.40
	Books - Juvenile Fiction	55685526	1-4544-29	60.08
	Books - Juvenile Fiction	55685530	1-4544-29	8.38
	Books - Juvenile Fiction	55685537	1-4544-29	9.60
	Books - Juvenile Fiction	55730990	1-4544-29	30.49
	Books - Juvenile Fiction	55743429	1-4544-29	9.60
	Books - Juvenile Fiction	55743439	1-4544-29	10.16
	Books - Juvenile Fiction	55743447	1-4544-29	9.60
	Books - Juvenile Fiction	55762285	1-4544-29	13.59
	Books - Juvenile Fiction	55791383	1-4544-29	8.47
	Books - Juvenile Easy	55952347	1-4546-29	10.73
	Books - Juvenile Easy	56080806	1-4546-29	59.83
	Books - Juvenile Easy	55924616	1-4546-29	19.74
	Books - Young Adult Fiction	55685527	1-4548-29	32.73
	Books - Young Adult Fiction	55730991	1-4548-29	10.73
	Books - Young Adult Fiction	55924610	1-4548-29	11.29
	Books - Young Adult Fiction	55924618	1-4548-29	10.73
	Books - Young Adult Fiction	56060737	1-4548-26	8.99
	Books - Young Adult Fiction	56080801	1-4548-26	10.73
	Books - Young Adult Fiction	56080802	1-4548-26	10.73
	Books - Young Adult Fiction	56080811	1-4548-26	10.73
	Books - Young Adult Fiction	56080812	1-4548-26	21.43
	Books - Young Adult Fiction	56080813	1-4548-26	11.29
	Books - Young Adult Fiction	55815570	1-4548-26	9.59
	Books - Young Adult Fiction	55815572	1-4548-26	5.99
	Books - Young Adult Fiction	55841017	1-4548-26	10.73
	Books - Young Adult Fiction	55841019	1-4548-26	17.92
	Books - Young Adult Fiction	55861150	1-4548-26	42.92
	Books - Young Adult Fiction	55924609	1-4548-26	11.29
	Books - Young Adult Fiction	55924611	1-4548-26	11.29
	Books - Young Adult Fiction	55924613	1-4548-26	10.73
	Books - Young Adult Fiction	55924615	1-4548-26	16.06
	Books - Young Adult Fiction	55924619	1-4548-26	15.59
	Books - Young Adult Fiction	55924621	1-4548-26	14.94

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Vendor name	Invoice Description	Invoice #	Account #	Amount
Ingram Library Services	(Cont'd)			
	Video Games - Adult	55604273	1-4565-26	\$ 246.95
	Video Games - Adult	55993210	1-4565-26	28.49
	Video Games - Adult	56060744	1-4565-26	28.49
	Video Games - Adult	55824221	1-4565-26	227.95
	Books - Juvenile Fiction	55993198	1-4544-29	19.20
	Books - Juvenile Fiction	56080798	1-4544-29	17.50
	Books - Juvenile Fiction	55815574	1-4544-29	4.79
	Books - Juvenile Fiction	55924606	1-4544-29	7.34
	Books - Juvenile Easy	55685533	1-4546-29	10.14
	Books - Juvenile Easy	55743431	1-4546-29	9.60
	Books - Juvenile Easy	55743443	1-4546-29	10.16
	Books - Juvenile Easy	55762288	1-4546-29	17.50
	Books - Juvenile World Languages	55743440	1-4526-26	27.60
	Books - Juvenile World Languages	56060736	1-4526-26	22.54
	Books - Juvenile World Languages	55824214	1-4526-26	819.44
	Video Games - Juvenile	55604272	1-4564-29	94.98
	Video Games - Juvenile	55772071	1-4564-29	113.97
	Video Games - Juvenile	55993200	1-4564-29	142.47
	Video Games - Juvenile	55993205	1-4564-29	56.99
	Video Games - Juvenile	56060740	1-4564-29	56.98
	Video Games - Juvenile	56060743	1-4564-29	28.49
	Video Games - Juvenile	55824216	1-4564-29	94.98
	Video Games - Juvenile	55824218	1-4564-29	66.48
	<i>Totals for Ingram Library Services</i>			\$ 13,555.84
ITsavvy LLC				
	IT - Roxio Toast Titanium Maintenance 1 Year	01310403	1-4631-14	481.80
	Cisco Threat Defense Threat & URL Subs - 11/15/21-11/14/22	01310140	1-4233-14	4,162.07
	IT - VMWare Support Basic 3 yr - 3/14/22-3/13/25	01312440	1-4233-14	6,003.36
	IT - vSphere Connection Issue Remote Support	05064928	1-4253-14	612.50
	<i>Totals for ITsavvy LLC</i>			\$ 11,259.73

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Jillian Gondek	Refund - Who Wears Glasses?	JG3419-01	1-3310-10	\$ 14.00
	Refund - Ake as in Bake	JG3419-02	1-3310-10	18.00
	Refund - Popcorn	JG3419-03	1-3310-10	13.00
	Refund - Back to School	JG3419-04	1-3310-10	14.00
	Refund - Bob Books Set 3, Word Families	JG3419-05	1-3310-10	25.99
	<i>Totals for Jillian Gondek</i>			\$ 84.99
Jose Robles	Mileage - 11/24/21	JR120321	1-4171-10	10.98
	<i>Totals for Jose Robles</i>			\$ 10.98
Kellie Chase	Program - Sewing with Kellie Chase - 1/11/22	KC011122	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 175.00
Konica Minolta Business Solutions U.S.A., Inc.	March Contract Maintenance - 10/15/21-11/14/21	9008186980	1-4234-14	0.81
	July Contract: Overage - 11/1/21-11/30/21	9008226604	1-4234-14	72.34
	July Contract: Maintenance - 11/1/21-11/30/21	9008226674	1-4234-14	727.84
	Local History Room: Maintenance - 12/1/21-12/31/21	9008233164	1-4234-14	12.50
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 813.49
Konica Minolta Premier Finance	Leased Equipment - December 2021	458301686	1-4234-14	1,627.69
	License Plate Sticker Lease - December 2021	457941441	1-4234-14	15.66
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,643.35
Laura Didier	Mileage - 11/1/21-11/29/21	LD113021	1-4171-10	94.09
	<i>Totals for Laura Didier</i>			\$ 94.09
Leah D. Moon	Program - Winter Art Scene - 1/12/22	LDM011222	1-4573-24	200.00
	<i>Totals for Leah D. Moon</i>			\$ 200.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Library Ideas LLC	Books - Juvenile Easy	86049	1-4546-26	\$ 2,101.45
	Books - Juvenile Easy	86048	1-4546-26	767.10
	Books - Juvenile Easy	85843	1-4546-26	163.80
	Books - Juvenile Easy	86048	1-4546-29	767.10
	Books - Juvenile Easy	85843	1-4546-29	163.80
	<i>Totals for Library Ideas LLC</i>			\$ 3,963.25
Lorena Y Carreno	Program - Club de Lectura en Espanol - 12/28/21	LYC122821	1-4571-24	75.00
	Program - Artesanias en Espanol - 12/16/21	LYC121621	1-4571-24	150.00
	Program - Artesanias en Espanol - 1/18/22	LYC011822	1-4571-24	150.00
	<i>Totals for Lorena Y Carreno</i>			\$ 375.00
Marilyn A. Burt	Program - Parent & Child DIY: Paint on Pine - 1/15/22	MAB011522	1-4572-20	450.00
	<i>Totals for Marilyn A. Burt</i>			\$ 450.00
Marlen Soto	Mileage - 11/30/21	MS120121	1-4171-10	1.12
	Mileage - 11/9/21	MS111721	1-4171-10	9.97
	<i>Totals for Marlen Soto</i>			\$ 11.09
Meredith Books	Periodicals	94972-318	1-4511-26	26.91
	Books - Adult Non-Fiction	CCFTHV20	1-4541-26	33.91
	<i>Totals for Meredith Books</i>			\$ 60.82
Michael Cassara	Program - Gen Club. - 21st Century Italian Gen. - 1/12/22	MC011222	1-4571-24	175.00
	<i>Totals for Michael Cassara</i>			\$ 175.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	Music - Adult	501170018	1-4550-26	\$ 14.48
	Music - Adult	501170017	1-4550-26	14.48
	Music - Adult	501170011	1-4550-26	61.67
	Music - Adult	501170036	1-4550-26	69.62
	Music - Adult	501170021	1-4550-26	15.98
	Music - Adult	501202570	1-4550-26	83.20
	Music - Adult	201202527	1-4550-26	29.41
	Music - Adult	501202526	1-4550-26	18.23
	Music - Adult	501257751	1-4550-26	26.99
	Music - Adult	501251823	1-4550-26	15.23
	Music - Adult	501251805	1-4550-26	370.61
	Music - Adult	501251812	1-4550-26	18.23
	Music - Adult	501279785	1-4550-26	18.38
	Music - Adult	501279776	1-4550-26	118.38
	Music - Adult	501301818	1-4550-26	16.58
	Music - Adult	501301803	1-4550-26	33.46
	Music - Adult	501301821	1-4550-26	47.49
	Music - Adult	501279796	1-4550-29	16.58
	Music - Adult	501301829	1-4550-29	52.44
	Audiobooks - Adult	501279795	1-4551-29	140.87
	Audiobooks - Adult	501301833	1-4551-29	55.29
	Audiobooks - Adult	501301834	1-4551-29	55.29
	DVD - Adult	501170040	1-4557-29	18.23
	DVD - Adult	501170039	1-4557-29	19.73
	DVD - Adult	501170044	1-4557-29	30.46
	DVD - Adult	501170043	1-4557-29	58.21
	DVD - Adult	501202590	1-4557-29	31.96
	DVD - Adult	501202589	1-4557-29	15.98
	DVD - Adult	501202592	1-4557-29	27.23
	DVD - Adult	501251830	1-4557-29	65.94
	DVD - Adult	501251834	1-4557-29	54.46
	DVD - Adult	501279798	1-4557-29	74.19
	DVD - Adult	501279794	1-4557-29	19.73
	DVD - Adult	501301832	1-4557-29	39.46
	DVD - Juvenile	501170042	1-4558-29	19.73
	DVD - Juvenile	501170041	1-4558-29	35.71
	DVD - Juvenile	501170045	1-4558-29	53.71
	DVD - Juvenile	501202588	1-4558-29	27.98

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	501202587	1-4558-29	\$ 19.73
	DVD - Juvenile	501202591	1-4558-29	74.00
	DVD - Juvenile	501251833	1-4558-29	40.54
	DVD - Juvenile	501251831	1-4558-29	15.98
	DVD - Juvenile	501251832	1-4558-29	19.73
	DVD - Juvenile	501279793	1-4558-29	31.96
	DVD - Juvenile	501279797	1-4558-29	15.98
	DVD - Juvenile	501279799	1-4558-29	15.98
	DVD - Juvenile	501301831	1-4558-29	24.47
	Music - Juvenile	501202521	1-4554-26	43.74
	Music - Juvenile	501251814	1-4554-26	89.88
	Music - Juvenile	501279790	1-4554-26	12.98
	Music - Juvenile	501301822	1-4554-26	32.71
	Audiobooks - Adult	501251819	1-4551-26	40.29
	Audiobooks - Adult	501251815	1-4551-26	88.58
	Audiobooks - Adult	501251829	1-4551-26	80.58
	Audiobooks - Adult	501279782	1-4551-26	298.03
	Audiobooks - Adult	501301824	1-4551-26	55.29
	Audiobooks - Adult	501301806	1-4551-26	126.87
	Audiobooks - Adult	501301809	1-4551-26	45.29
	Audiobooks - Adult	501301815	1-4551-26	251.45
	DVD - Juvenile	501170016	1-4558-26	225.80
	DVD - Juvenile	501170038	1-4558-26	81.40
	DVD - Juvenile	501170019	1-4558-26	105.63
	DVD - Juvenile	501170037	1-4558-26	59.19
	DVD - Juvenile	501170035	1-4558-26	208.60
	DVD - Juvenile	501170025	1-4558-26	25.97
	DVD - Juvenile	501202528	1-4558-26	139.90
	DVD - Juvenile	501202586	1-4558-26	143.82
	DVD - Juvenile	501202585	1-4558-26	31.96
	DVD - Juvenile	501202529	1-4558-26	139.90
	DVD - Juvenile	501202573	1-4558-26	70.44
	DVD - Juvenile	501202572	1-4558-26	67.96
	DVD - Juvenile	501202525	1-4558-26	98.65
	DVD - Juvenile	501202580	1-4558-26	48.74
	DVD - Juvenile	501251827	1-4558-26	169.90
	DVD - Juvenile	501251826	1-4558-26	169.90
	DVD - Juvenile	501251808	1-4558-26	199.02

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	501251807	1-4558-26	\$ 150.37
	DVD - Juvenile	501251811	1-4558-26	19.73
	DVD - Juvenile	501251813	1-4558-26	127.54
	DVD - Juvenile	501251828	1-4558-26	52.12
	DVD - Juvenile	501251802	1-4558-26	21.33
	DVD - Juvenile	501279770	1-4558-26	35.33
	DVD - Juvenile	501279772	1-4558-26	82.87
	DVD - Juvenile	501279786	1-4558-26	79.90
	DVD - Juvenile	501279789	1-4558-26	47.94
	DVD - Juvenile	501279777	1-4558-26	441.81
	DVD - Juvenile	501301814	1-4558-26	47.96
	DVD - Juvenile	501301807	1-4558-26	188.53
	DVD - Juvenile	501301823	1-4558-26	38.71
	DVD - Juvenile	501301819	1-4558-26	62.94
	DVD - Adult	501170015	1-4557-26	348.39
	DVD - Adult	501170029	1-4557-26	299.24
	DVD - Adult	501170014	1-4557-26	76.77
	DVD - Adult	501170031	1-4557-26	70.44
	DVD - Adult	501170030	1-4557-26	67.96
	DVD - Adult	501170026	1-4557-26	27.98
	DVD - Adult	501170020	1-4557-26	302.30
	DVD - Adult	501170032	1-4557-26	368.45
	DVD - Adult	501170013	1-4557-26	98.65
	DVD - Adult	501170010	1-4557-26	365.47
	DVD - Adult	501170028	1-4557-26	68.19
	DVD - Adult	501170022	1-4557-26	139.90
	DVD - Adult	501170034	1-4557-26	136.15
	DVD - Adult	501170023	1-4557-26	151.15
	DVD - Adult	501170024	1-4557-26	139.90
	DVD - Adult	501170047	1-4557-26	117.32
	DVD - Adult	501170046	1-4557-26	73.66
	DVD - Adult	501170033	1-4557-26	174.85
	DVD - Adult	501170027	1-4557-26	193.60
	DVD - Adult	501202578	1-4557-26	174.85
	DVD - Adult	501202576	1-4557-26	174.85
	DVD - Adult	501202577	1-4557-26	363.45
	DVD - Adult	501202598	1-4557-26	129.46
	DVD - Adult	501202584	1-4557-26	29.33

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	501202583	1-4557-26	\$ 46.96
	DVD - Adult	501202581	1-4557-26	105.99
	DVD - Adult	501202522	1-4557-26	150.86
	DVD - Adult	501202597	1-4557-26	26.33
	DVD - Adult	501202596	1-4557-26	75.89
	DVD - Adult	501202579	1-4557-26	136.15
	DVD - Adult	501202595	1-4557-26	82.66
	DVD - Adult	501202594	1-4557-26	96.96
	DVD - Adult	501202582	1-4557-26	133.48
	DVD - Adult	501202574	1-4557-26	22.49
	DVD - Adult	501202524	1-4557-26	253.49
	DVD - Adult	501202523	1-4557-26	317.93
	DVD - Adult	501202575	1-4557-26	37.96
	DVD - Adult	501251820	1-4557-26	235.09
	DVD - Adult	501251821	1-4557-26	174.85
	DVD - Adult	501251818	1-4557-26	27.23
	DVD - Adult	501251816	1-4557-26	54.69
	DVD - Adult	501251809	1-4557-26	59.19
	DVD - Adult	501251800	1-4557-26	426.39
	DVD - Adult	501251786	1-4557-26	94.52
	DVD - Adult	501251787	1-4557-26	144.11
	DVD - Adult	501251822	1-4557-26	136.15
	DVD - Adult	501251803	1-4557-26	86.46
	DVD - Adult	501251801	1-4557-26	44.46
	DVD - Adult	501251824	1-4557-26	326.00
	DVD - Adult	501251817	1-4557-26	91.15
	DVD - Adult	501251789	1-4557-26	95.10
	DVD - Adult	501251825	1-4557-26	136.15
	DVD - Adult	501251788	1-4557-26	42.46
	DVD - Adult	501251804	1-4557-26	45.46
	DVD - Adult	501251837	1-4557-26	36.83
	DVD - Adult	501251836	1-4557-26	276.28
	DVD - Adult	501251835	1-4557-26	66.16
	DVD - Adult	501251810	1-4557-26	120.63
	DVD - Adult	501279779	1-4557-26	61.96
	DVD - Adult	501279780	1-4557-26	21.23
	DVD - Adult	501279783	1-4557-26	214.26
	DVD - Adult	501279778	1-4557-26	98.65

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	501279801	1-4557-26	\$ 52.66
	DVD - Adult	501279773	1-4557-26	360.96
	DVD - Adult	501279784	1-4557-26	193.60
	DVD - Adult	501279775	1-4557-26	51.79
	DVD - Adult	501279774	1-4557-26	34.96
	DVD - Adult	501279771	1-4557-26	55.44
	DVD - Adult	501277889	1-4557-26	18.98
	DVD - Adult	501279800	1-4557-26	69.74
	DVD - Adult	501279787	1-4557-26	140.88
	DVD - Adult	501279791	1-4557-26	174.85
	DVD - Adult	501279792	1-4557-26	174.85
	DVD - Adult	501279788	1-4557-26	98.65
	DVD - Adult	501279781	1-4557-26	180.86
	DVD - Adult	501301810	1-4557-26	92.94
	DVD - Adult	501301805	1-4557-26	42.46
	DVD - Adult	501301804	1-4557-26	37.96
	DVD - Adult	501301838	1-4557-26	33.98
	DVD - Adult	501301828	1-4557-26	26.48
	DVD - Adult	501301839	1-4557-26	30.48
	DVD - Adult	501301816	1-4557-26	20.48
	DVD - Adult	501301813	1-4557-26	114.88
	DVD - Adult	501301812	1-4557-26	19.73
	DVD - Adult	501301840	1-4557-26	70.66
	DVD - Adult	501301837	1-4557-26	27.23
	DVD - Adult	501301836	1-4557-26	40.58
	DVD - Adult	501301808	1-4557-26	61.44
	DVD - Adult	501301825	1-4557-26	56.94
	DVD - Adult	501301826	1-4557-26	91.15
	DVD - Adult	501301835	1-4557-26	146.82
	DVD - Adult	501301827	1-4557-26	37.96
	DVD - Adult	501301820	1-4557-26	23.58
	DVD - Adult	501301811	1-4557-26	84.92
	DVD - Adult	501301817	1-4557-26	178.03
	Music - Juvenile	501202593	1-4554-29	13.88
<i>Totals for Midwest Tape</i>				\$ 18,249.24

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Morningstar Inc.	Online Databases Renewal - 12/31/21-12/31/22	1-2022	1-4521-26	\$ 4,161.00
		<i>Totals for Morningstar Inc.</i>		<u>\$ 4,161.00</u>
Paul Mills	Reimbursement - November 2021 Donuts w/Director - Donuts	PM112221	1-4715-10	13.04
		<i>Totals for Paul Mills</i>		<u>\$ 13.04</u>
PeopleFacts	New Hire Background Checks - November 2021	33754-112021	1-4253-10	87.12
		<i>Totals for PeopleFacts</i>		<u>\$ 87.12</u>
Pinnacle Library Cooperative	October 2021 Computer Auction Reimbursement	7071-2122	1-4711-10	186.59
		<i>Totals for Pinnacle Library Cooperative</i>		<u>\$ 186.59</u>
Pitney Bowes	Equipment Lease - 12/30/21-3/29/22	3105150020	1-4231-10	628.59
		<i>Totals for Pitney Bowes</i>		<u>\$ 628.59</u>
Robert Pennor	Program - Watercolor Paintings - 1/18/22	RP011822	1-4571-24	75.00
	Program - Watercolor Paintings - 1/11/22	RP011122	1-4571-24	75.00
	Program - Watercolor Paintings - 1/4/22	RP010422	1-4571-24	75.00
		<i>Totals for Robert Pennor</i>		<u>\$ 225.00</u>
Ronald Goldie	Program - Dungeons & Dragons - 1/20/22	RG012022	1-4573-24	75.00
		<i>Totals for Ronald Goldie</i>		<u>\$ 75.00</u>
S & S Worldwide, Inc.	CSD - Change Purses, Cow Banks, Snowman Ornament Kits	IN100894627	1-4353-20	154.16
		<i>Totals for S & S Worldwide, Inc.</i>		<u>\$ 154.16</u>
Sarah Ann Saltzman	Mileage - 11/9/21-11/30/21	SS120121	1-4171-10	15.79
		<i>Totals for Sarah Ann Saltzman</i>		<u>\$ 15.79</u>
Sebert Landscaping Inc.	Snow Maintenance - December 2021	230168	1-4392-30	2,625.00
		<i>Totals for Sebert Landscaping Inc.</i>		<u>\$ 2,625.00</u>

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Susan K. Maddox	Program - Cooking Demo w/ Chef Maddox - 1/19/22	SKM011922	1-4571-24	\$ 350.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 350.00</u>
Tana Petrov	Mileage - 10/26/21 & 11/11/21	TP120121	1-4171-10	10.75
		<i>Totals for Tana Petrov</i>		<u>\$ 10.75</u>
Terrence M. Lynch	Program - Tall Tales - 1/13/22	TML011322	1-4571-24	300.00
		<i>Totals for Terrence M. Lynch</i>		<u>\$ 300.00</u>
Terryberry	Alvarez 10 Year Recognition	K57364	1-4153-10	108.14
	Years of Service New FPLD Staff Recognition Pins	071577	1-4153-10	1,126.00
		<i>Totals for Terryberry</i>		<u>\$ 1,234.14</u>
The Fun Ones Moon Jump, Inc	CSD - American Girl Cabin Fever Fest Program - 1/5/22	75516	1-4572-20	695.25
		<i>Totals for The Fun Ones Moon Jump, Inc</i>		<u>\$ 695.25</u>
The Shop Bolingbrook	Communications - Drivers License Renewal Banner	35274	1-4731-10	130.20
		<i>Totals for The Shop Bolingbrook</i>		<u>\$ 130.20</u>
Titan Image Group, Inc	Communications - Winter 2021 Newsletter	58320	1-4256-10	10,900.00
		<i>Totals for Titan Image Group, Inc</i>		<u>\$ 10,900.00</u>
Tressler LLP	Legal Expense - Attorney - November 2021	438362	1-4241-10	1,235.00
	Legal Expense - Attorney - Promenade Tax Appeal - Nov 2021	438363	1-4241-10	494.00
		<i>Totals for Tressler LLP</i>		<u>\$ 1,729.00</u>
Tria Architecture, Inc.	LL Construction Observations	3881	1-4651-30	687.51
	2021 Exterior Lighting Design Develop & Construction Docs	3882	1-4651-30	2,670.24
		<i>Totals for Tria Architecture, Inc.</i>		<u>\$ 3,357.75</u>
Unique Management Services, Inc.	Collection Expense - November 2021	608005	1-4245-10	366.95
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 366.95</u>

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
UPS	Shipping - Account Refillment	0000603951481	1-4382-10	\$ 500.00
		<i>Totals for UPS</i>		<u>\$ 500.00</u>
USA TODAY	Periodicals	UT4177294	1-4511-26	674.95
		<i>Totals for USA TODAY</i>		<u>\$ 674.95</u>
Vanguard Energy Services, LLC	Gas Service - 10/1/21-10/31/21	G404408111821	1-4322-30	1,280.25
	Gas Service - 11/1/21-11/30/21	G404408120621	1-4322-30	3,185.60
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 4,465.85</u>
Verizon Wireless	Telephone - 10/17/21-11/16/21	9893039662	1-4311-14	539.89
		<i>Totals for Verizon Wireless</i>		<u>\$ 539.89</u>
Warehouse Direct	District Inventory Restock - November 2021	5113383-0	1-4371-10	19.26
	District Cups Restock - November 2021	5093971-1	1-4351-10	79.71
	District Inventory Restock - November 2021	5113383-0	1-4351-10	325.67
	HR - New Hire FPLD Apparel	5088623-0	1-4711-10	288.13
		<i>Totals for Warehouse Direct</i>		<u>\$ 712.77</u>
Watson Label Products	Collections - FPLD Main Barcodes	100792	1-4371-12	2,634.62
		<i>Totals for Watson Label Products</i>		<u>\$ 2,634.62</u>
		Total for Fund 1		<u>\$ 177,955.28</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Studio 300 Logo Spotlight Ballast	A61-2122	8-4211-30	\$ 98.50
	Staff Lounge Restock - September 2021	A53-2122	8-4357-30	9.49
		<i>Totals for Amazon</i>		<u>\$ 107.99</u>
American Building Services, LLC				
	Building - Door Hold Openers	4040872	8-4357-30	250.66
		<i>Totals for American Building Services, LLC</i>		<u>\$ 250.66</u>
Best Quality Cleaning, Inc.				
	Cleaning Service - December 2021	39648	8-4215-30	6,921.00
	Saturday Day Porter Service - December 2021	39735	8-4215-30	475.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		<u>\$ 7,396.00</u>
C. Acitelli Heating & Piping Contractors, Inc				
	Building - Server Room Liebert Unit Refrigerant Line Repair	0000035454	8-4211-30	286.00
		<i>Totals for C. Acitelli Heating & Piping Contractors, Inc</i>		<u>\$ 286.00</u>
Cintas Corporation				
	First Aid Restock - December 2021	8405429926	8-4215-30	463.24
		<i>Totals for Cintas Corporation</i>		<u>\$ 463.24</u>
Cintas Corporation #344				
	Weekly Mat Service - 11/11/21	4101533777	8-4215-30	35.97
	Weekly Mat Service - 12/2/21	4103542542	8-4215-30	35.97
	Weekly Mat Service - 11/23/21	4102928898	8-4215-30	35.97
	Weekly Mat Service - 11/18/21	4102247037	8-4215-30	35.97
		<i>Totals for Cintas Corporation #344</i>		<u>\$ 143.88</u>
Culligan Bolingbrook, IL				
	Solar Salt Delivery - November 2021	0127298	8-4215-30	143.59
		<i>Totals for Culligan Bolingbrook, IL</i>		<u>\$ 143.59</u>
Filter Services Inc.				
	Building - Area Heater Filters	INV281447	8-4357-30	405.47
		<i>Totals for Filter Services Inc.</i>		<u>\$ 405.47</u>
First Bankcard				
	Kully Supply - Building - Sink Control Module	P7810-DEC21	8-4357-30	298.42
	Menards - Building - Cafe Curtain	P7810-DEC21	8-4211-30	37.67
	EasyKeys - Building - Vehicle Reg. File Cabinet Spare Keys	P7810-DEC21	8-4211-30	18.00
	Kully Supply - Building - CSD Wkrm Faucet Sensor & Mouting	P7810-DEC21	8-4211-30	138.90
		<i>Totals for First Bankcard</i>		<u>\$ 492.99</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Graybar				
	Building - LED Can Light Installation Wiring & Stock	9324404484	8-4211-30	\$ 336.79
	Building - Various Light Bulbs	9324186893	8-4357-30	297.76
	Building - Collections & Admin Can Lights	9324413147	8-4357-30	384.96
		<i>Totals for Graybar</i>		<u>\$ 1,019.51</u>
Groot Industries, Inc.				
	Garbage & Recycling - 12/1/21-12/31/21	8026755	8-4215-30	475.12
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 475.12</u>
Hansen Services, Inc.				
	Monthly Pest Control - December 2021	3944552	8-4215-30	110.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 110.00</u>
National Lift Truck, Inc.				
	Aerial Lift Yearly Maintenance Program - 10/1/21-10/1/22	RA161110231-6	8-4215-30	1,200.00
		<i>Totals for National Lift Truck, Inc.</i>		<u>\$ 1,200.00</u>
Tee Jay Service Company, Inc.				
	Main Entrance Sliding Door Service Call - 11/16/21	183854	8-4211-30	280.00
		<i>Totals for Tee Jay Service Company, Inc.</i>		<u>\$ 280.00</u>
Vertiv Services, Inc.				
	Building - Annual Prevent Maint. Sealed Battery & Power	13044372	8-4215-30	10,531.31
		<i>Totals for Vertiv Services, Inc.</i>		<u>\$ 10,531.31</u>
Warehouse Direct				
	Building - Batteries	5095672-0	8-4357-30	137.82
	District Closet Restock - November 2021	5095693-0	8-4357-30	86.20
		<i>Totals for Warehouse Direct</i>		<u>\$ 224.02</u>
		Total for Fund 8		<u>\$ 23,529.78</u>
			Grand Total	<u><u>\$ 201,485.06</u></u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
				
			Jennie Nguyen/Finance Manager	

Director

Village Grounds Mosaic Entrance Core Committee

I have been asked to serve, and have gladly accepted, on the Village Grounds Mosaic Entrance Core Committee. Our committee is charged with overseeing the creation of artwork that will greet guests as they enter the performing arts and gathering spaces at Village Hall.

Strategic Planning Update

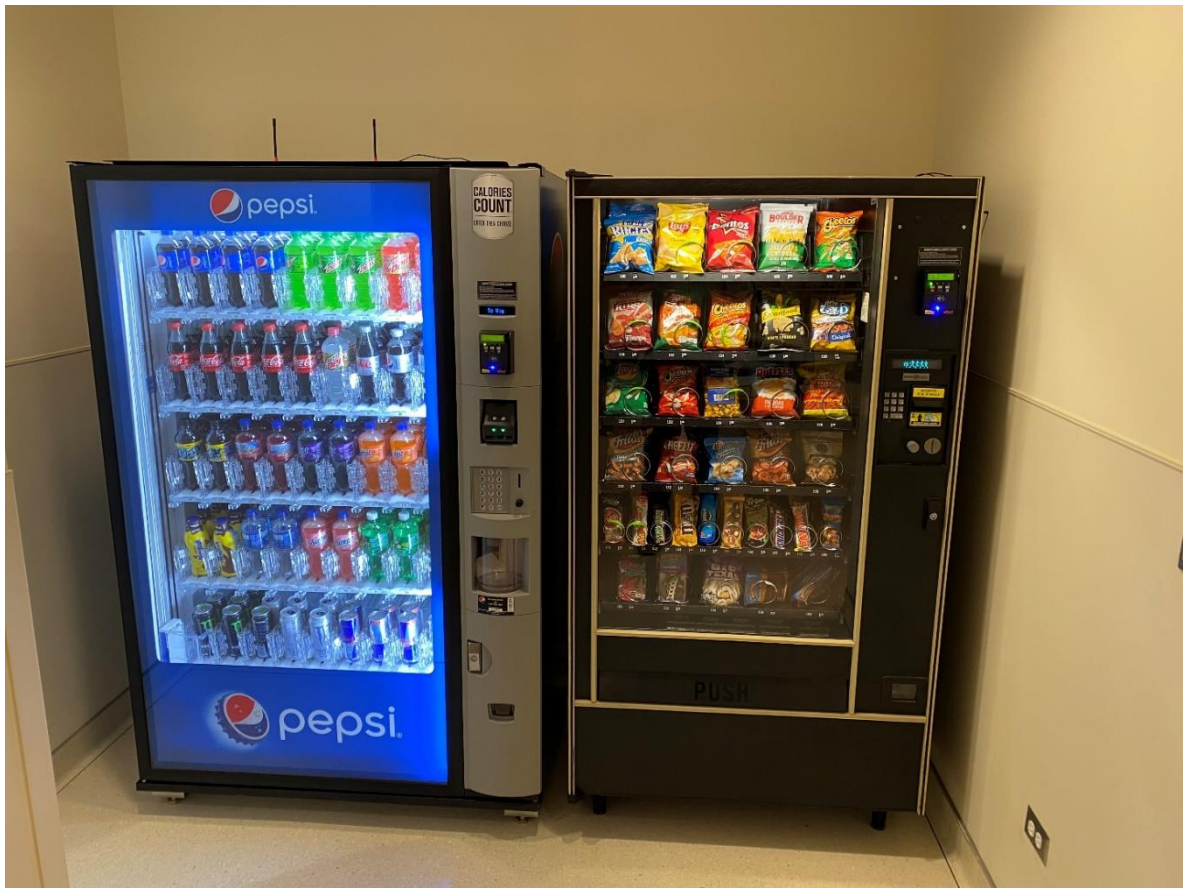
The planning team for our Strategic Plan reviewed the draft community survey that our consultant prepared. We had several good conversations about it and sent edits back to Amanda Standerfer.

We will be looking for times in the New Year for Amanda to meet with the Board and our staff.

Vending Machines

Vending machines have been installed in our lobby. They are located in the alcove by Meeting Room B. The scooters and wheelchairs have been moved to our dock, and our Circ team can easily access them there if a patron needs one.





Old Bookmobile

We have multiple showings of our old bookmobile scheduled for December.

Deputy Director (Nancy Korczak)

Thanks to the hard work of our Circulation Staff and the promotion that the Communications team did, the license plate renewal service has been a great success, during the month of November staff were able to process 117 renewals. During the month of November, I was also part of the team that planned the return of our staff Thanksgiving, staff was very happy to have the opportunity to share a meal with their fellow staff members and we received multiple comments about how nice it felt to return to a more normal routine.

In November the strategic committee team came together to meet with our consultant and start to work on our next strategic plan. Currently, we are working on the questions that will be part of the patron survey.

From Tana Petrov's report

Outreach Services

Outreach General Updates

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

- 2900 students were provided with booktalks by Mrs. C
- 988 items were picked up from our remote bookdrops
- 984 students participated in Read-A-Palooza Reading Program
- 592 patrons visited our Bookmobile and/or Library Express Van stops
- 523 reference questions were answered by Outreach staff
- 521 kids were provided with a storytime by Miss Laura
- 156 programs (storytime, booktalk, puppet show) were provided to children
- 20 patrons were provided with Home Delivery Service

November was a busy month for our department. In addition to maintaining three outreach vehicles, we were able to accomplish several big projects. Our Read-A-Palooza reading program was a huge success among students and teachers. We received many positive comments about the program, and we are looking forward to working with our VVSD community next year in order to continue to improve this program and to make reading a fun experience for children.

With the help of the Circulation team and ILS Manager - Matt Hammermeister - we finished the project of completing the Student Success library cards for students new to VVSD. For the 2021-22 school year we teamed up once again with VVSD and White Oak Public Library and created almost 2000 Student Success library cards. This meaningful collaboration continues the tradition of successful partnerships between our organizations. Together, we build a sense of community and cooperation, and meet the needs of students as they achieve their entertainment and academic goals.

We also celebrated DinoVember - a month-long program - that our littlest outreach patrons and their families enjoyed with crafts, dinosaur meet-and-greet, dinosaur hunt, storytimes and music.

Services for Preschools

During the month of November, Laura continued to provide storytimes to our littlest patrons at The Learning Experience, BRAC, Panda Play School (1st visit), MCMA, Furqaan Academy, OAKS, Bolingbrook Museum, and Kindercare day care centers. Laura received invites to present Christmas stories for the Museum and Dupage Township in December.

From Laura's report: *"Besides my regular preschool visits, there were dinosaur stories for Dinovember and three chances to be Cindy's back-up at the elementary schools (Woodview, Tibbott and MCMA) where I had a lot of fun (and learned a lot about the challenges our teachers currently have in the classroom)."*

From Melissa's report: *"On 11/3, Randi had a request from a multi-needs teacher at Jane Addams to bring some students over to the library for a tour and storytime. I helped Randi with the tours and I also read stories to the students. After I was done reading, a student told me I was a good storyteller. One student asked me to sit down with him so we could read together. He grabbed a Thomas the Engine book and he told me that I would read the part of the narrator and Percy and he would read Thomas' part. As I was reading to this student,*

another student came by with a book and he wanted me to read it with him. I told him I would after I was done. I was only able to read a couple pages with the student because it was time for the group to go back to their school.”

From Cindy’s report: “Did a version of Stone Soup this month as a puppet show, Stone Pozole. Wrote the script to reflect what goes in the soup and changed up animals to ones found in Mexico. Kids loved it and had 8 kid volunteers who joined me in telling the story. Have the bulletin board in CSD and box of supplies to make a bowl of pozole to hang up. My recipe for Stone soup available to families on my display and in creativity park, survey for families and cookbooks on display etc.”



Bookmobile and Library Express Van Community Visits/ Outreach Events

- We continued our [Library Express Van](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, Meadowbrook Manor, Kindercare Seneca, etc.
- We continued our [Bookmobile monthly visits](#) to First Presbyterian Church, Target, MacKenzie Falls, RiverStone Apartments, Promenade Apartments, Beaconridge, BRAC, Annerino Community Center, Ikea, Best Buy and Promenade Mall.



Tana and Carolyn at BJ Ward for Read-a-Palooza presentation

Here are our November 2021 key stats:

- 339 patrons actively used our lab.
 - 34 were Non-District Users.
- 1106 items were checked out
 - 68 of that total circulated out of the lab.
- 36 patrons attended our programs.
 - Total programming hours came to 7
- 28 patrons completed our online classes:
 - 18 Orientation
 - 10 Maker Training



Anna

In November, Anna started with her first winter holidaymaker classes. The makers' group created snowglobe houses for the first project. The second class was exciting since it allowed patrons to use multiple machines from the maker lab, and the patrons got to decorate and design with so many options. It let their creativity flow. They came up with ideas surprising and creative ideas. Anna was able to help host a junior girl scout troop and help them with the first part of their robotics coding badge. They played games that taught the basic programming concepts. Anna was able to create a bunch of giveaways for our winter holiday drawing. Patrons enter by submitting projects they have made in any maker class or our new make-it take adult kits.

Ariah

This month, Ariah kept busy working on her upcoming classes and videos. She recorded and mixed the audio for her Studio 300 Lighting Equipment Video. And she is currently in the process of editing the footage in Adobe Premiere. Doing this and editing the videos for the sublimation printer training have been helping her learn Adobe Premiere. Ariah has also been preparing for her first maker class. She used the Glowforge laser cutter to create a holiday tree that patrons will paint and assemble.

Patrick

In November, Patrick and Ariah completed the first draft of the Prusa 3D Printer Niche training tutorial and awaiting changes before making the training public. Patrick and Ariah also finalized plans for the Photography Club that will begin in Spring and planned promotional material for the club. On LinkedIn Learning, Patrick has one course left for completing the Become A Photographer Learning Path to help prepare for the photo club. Patrick led an in-person orientation for a STEP group and has reached out to the organization to set up more programming and orientations with them in the future. Additionally, Patrick is preparing materials for multiple upcoming classes and videos in the winter, including Izotope RX tools, a Girl Scout videography course, Composition in Photography, and Podcasting on the Go.

Adriana

In November has been working on a variety of projects for all the upcoming December events. She worked with ATSD and CSD to collaborate on the Holiday Make-a-Thon. She spent time preparing kits for the event including a paper lantern and a pop up ornament.

She met with Randi and Melisa to develop all the craft projects that will be available for tweens and teens to make. She also edited and produced the November K-Talk video in which she and Randi discussed traditional Korean games. Adriana also produced the After Effects Motion Tracking video that was also posted to our YouTube channel.

Jack

In November, Jack began testing some new services for task management that can be used for the Studio, after their current one has had updates that make it harder to use. Jack also held a program that taught planning and creating a children's book. After the class, two patrons scheduled one-on-ones to be further helped with their books. Jack also met with the Tinker Troupe to plan out next year's Maker Faire. It has been scheduled for March 12, 2022. Jack also spent some time creating and rigging a digital puppet for his upcoming program that teaches our patrons how to animate their characters with Adobe Character Animator. Patrons had asked about this program after Jack had made a Parkey puppet he demonstrated for the BracJam, this summer. Jack also spent some time testing the Glowforge and doing routine maintenance as the Studio prepares for it to be used by patrons soon. He also had a Vector Illustration program that broke down Adobe Illustrator's tools and showed how to create vector images.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month: November was an action packed month of recruiting, training, programming, and professional development. With our Readers Services librarian transitioning to a new position in another library, we began conducting phone interviews among our candidates. We also conducted interviews for a vacant specialist position in Christopher's pod. An offer was made and accepted, and our new team member will join our department in December 2021. Nic's new programming specialist joined our department on November 26 and is currently undergoing training.

In partnership with the Bolingbrook Historic Preservation Commission, Jay, Tori, and I reviewed our technical and logistical process of digitizing a new collection of DuPage Township school registers onto the Internet Archive next month. We are looking forward to adding additional downloadable file formats such as Kindle and EPUB for each item in our digital collection.

I really enjoyed this year's Thanksgiving dinner on November 18. Many thanks to Juanita and Nancy for organizing this year's dinner. It was really great.

Teen Programming (Virtual & In Person) International Games Week

Teen Services celebrated International Games Week throughout the month of November with several gaming events including Minecraft Open Play, several sessions of Open Video Game Play in the Vortex and much more. Vortex visitors were also able to pick up a Gameboy Ornament craft kit beginning November 7. We gave away all the remaining kits during a two-week period.



It was all hands on deck on Saturday, November 13 as we finished off the week with three fun games. I hosted a game called **Paper Plate Pictionary**. The game works much like a regular game of Pictionary except participants draw the clue on a paper plate perched on top of their head. We ended up with some hilarious drawings and some wild guesses! We had a small number of participants for this game, but those that did participate had a lot of fun.

Kelsey hosted a game that we christened **Mafia Madness**. In this game, participants select cards with specific roles—some are villagers while others are hidden mafia carrying out crimes in the darkness of night. For this game, teens have to figure out who those hidden mafia members are and if you do, you win! The teens had a lot of fun with this game as well. This is definitely something we could play in the future as Kelsey made the cards herself.

Amber hosted a **Super Smash Bros. Ultimate Tournament** using our Nintendo Switch. While we did not have as many teen participants as in years past, we did have a decent size group that registered and dropped in to play. Amber and I set up the system to select random playing fields while the participants selected their characters. It was a hard fought battle but our final winner—Alejandro—bested all the participants to win a \$25 Target gift card.

Teen Makers: DIY Vinyl Mugs

We had a good sized group join us for Teen Makers DIY this month. For this class, teens were able to decorate mugs with custom-designed vinyl graphics. Studio 300's Monica had prepped various holiday themed graphics before the class. We also provided a tutorial on how to make their own custom vinyl stickers using our Silhouette cameo and the associated software. The results were fantastic!



From Nic's Report

Coming off of a rather packed October with the Fall Fandom Fest, November had a little bit more space to start planning the next programming cycle, Spring. During the month, I had reached out to try and find a crafter/painter to help with the loss of Christine Thornton, who will be retiring from library programs in May and isn't adding any new programs before then. The plan too is to expand how often we offer crafting events, aiming to have at least

two a month. We are also planning to supplement those craft events with “take and make it” crafts, looking to have 1 per month.

We also are looking to plan some events to be in-person, something that we started a trial basis for with crafts during the Winter quarter. Some presenters have been excited to return to the in-person format, but there still are some that would prefer the virtual format, both for safety and ease of use.

From Nikki’s Report Programming

This month felt entirely too short and entirely too long and hectic all at the same time, which I blame on the holidays. I also didn’t keep super great notes on what programs I did this month, so I apologize if I miss one.

In regards to scheduling new programs, I reached out to Beth Sair to inquire about her presenting part 2 of “If Statues Could Talk”, as well as Leslie Goddard about her Amelia Earhart portrayal, and “The Colorful History of the Little Black Dress” and “Votes for Women: The 72-Year Struggle for Women’s Suffrage” presentations, so those are pending. I also talked to Nic about scheduling Clarence Goodman for more programs, and I’m hopeful they work out!

Librarian Highlight

Jay

Decent month, a much appreciated lull after doing things for Fall Fandom Fest last month. I have been preparing for the Spring program cycle and have a few things coming up. I only booked three programs this year for Money Smart Week 2022. I have two returning presenters from last year who did well, one on food budgeting and another from Habitat for Humanity. I will be presenting one on budgeting basics. I prepared it last year for another program and I will have plenty of time to polish it up. There was a program from [Very Smart People](#) on NFTs that

I was interested in booking, but the programming schedule that week is a bit too packed to fit it in as well.

I also completed a pathfinder on Self Help & Motivation. I was planning to cycle it in during January. I was trying to make one on Business & Career, but there is actually a lot of overlap in the popular literature depending on how you slice the topic.

Librarian Highlight Brian

I attended the first meeting for the Tinker Technology Troupe. We began the meeting by discussing the Maker Faire being held on Saturday, March 12, 2022 from 1:00-4:00 pm. We also discussed the Kits for Tinker Troupe Presentations. We ended the meeting by discussing the Make-A-Mess Fest being held in July of 2022.

The meeting went very well and was very productive with everyone sharing insights, throwing out ideas, and collaborating in an efficient and respectful way. I look forward to seeing all our ideas come to fruition as we get closer to hosting these events for our community.

I proctored one paper exam for a student. I expect to see more students contacting us and coming in to take their exams during the Winter Semester.

This month our Vinyl Record Collection has continued to maintain healthy numbers. The stats have continued to hold well. For the month of November, there were 27 Record Players checked out, 47 Record Cases checked-out (an increase from last month!), and over 240 Vinyl Records checked out! Our patrons have continued to respond in kind and have been thoroughly enjoying this collection!

Specialist Highlight

Tori

There were several interesting questions from people that I had the pleasure of answering this month. First, there was a call from a patron looking for a very specific vintage *The Addams Family* doll set, which we were unable to find for less than a significant amount of money on ebay. Then, a different patron asked me where to find *XXI Welsh Gypsy Folk Tales*, of which the only copy is held in the Princeton Special Collections and Archives Unit. I have thus been in contact with Princeton University Library to get the document scanned and sent to us in pdf format.

I have been working with Jay to figure out a way to scan and create digital copies of our local history collection. We found that we need a more modern computer to effectively use the scanners in the local history room.

Specialist Highlight

Roxanne

The 23rd of this month (I believe) marked my 90 days here at FPLD. I feel like at this point I'm reasonably knowledgeable about the goings-on at the library, and while I still find myself having to ask questions about finer details regarding policy and procedures, I more or less know what I'm doing. I'm even able to help other colleagues and answer their questions, which is nice.

I've had several very positive interactions with patrons. I helped a patron who had no computer experience apply to a job at Walmart. He even tried to tip me! He was very kind, and I've seen him since. It looks like his application is progressing.

I also helped a couple of younger patrons find books for their research projects. That's the kind of work I especially love doing. I helped them to broaden their search and think of more keywords to find more resources for them. If I remember correctly, one student was doing a project on a figure from the American West, and another was doing a project on racial, social, and economic injustice in America. The first of those was earlier in the month, and I'm having a little trouble remembering the precise details.

From Joyce Arellanos' report

Children's Services

Children's Services had a lot to celebrate in November! We kicked off the month with a Diwali Rangoli Art program. We also supported the Outreach team's DiNovember programming with dinosaur-themed storytimes and events. We highlighted Native American Heritage Month in our displays and in Painting Around the World and offered a special passive program for Children's Book Week. We celebrated the return of the Bee Bots and Dash robots in our programming! The robots were featured in this month's Deep Divers programs. It is the first time we have used these robots in programs since January 2020.

PROGRAMMING

ARTS & CRAFTS

DIWALI RANGOLI ART (5)



"I worked on this program with Joyce, and it went well! First, we researched the art of rangoli and how it is used to celebrate Diwali. We found some books in the collection, and we used them to display at the program. Joyce talked about rangoli and its significance to Diwali. The kids were very interested and even made connections with one of their classmates that celebrates Diwali. We had them create designs using cardstock and colored sand using the same techniques as the originals. We printed coloring sheets to complement their own designs. One of our attendees used the sand to fill in her coloring sheet. I had a lot of fun and so did the kids!"
Melisa M.

ILLUSTRATORS: Ben Clanton's *Narwhal & Jelly* (9)

"One of my favorites of the easy graphic novels. Ben Clanton's work is colorful and vibrant and easy for the kids to try to emulate. We used watercolors and markers for outlining. I shared with them some of his other work and had lots of coloring pages from his website for the kids to use as reference, as well as his books. Some of the kids even used watercolors on the coloring pages." *Chris Z.*



UPCYCLED ROBOT CRAFT (17)

“Most of the children were young. They seemed happy to choose what their robot would look like and how to make it. I brought hot glue guns (for fast and sturdy construction) and kept them at one station to minimize the chance of burns.” *Sarah D.*

READING, WRITING & PUBLISHING

BRIGHT BABY SURPRISE BAG (12 Kits)

“Patrons were very interested in the bags and before 1 p.m. half of them were checked out. In the end I placed 5–6 books in each bag, a wood heart/star craft and a small bottle of bubbles.

For the craft patrons can paint the shape, write their favorite family quote and decorate with provided 3D stickers, wood beads and gems. The craft gives endless possibilities to families to decorate and I included extra suggestions. One grandma that picked up the craft was very excited about it. She said, ‘I am visiting for a week from North Carolina. I am planning to use a picture with the baby and me, write about our moments together and leave it for my family to have after I leave.’” *Andreea D.*

CHILDREN’S BOOK WEEK (40 kits)

“I displayed 116 books recommended by everychildareader.net/cbw in the categories of science and STEM, physical activity, social activism art, community engagement and superheroes. I created 40 kits with a craft and several activities recommended by Every Child a Reader. I had 7 entries in the drawing. One way to enter the drawing was to do an activity in the kit. The kit included 5 printed activities.”

LET’S BE PEN PALS (8)

“[A patron] wrote a wonderful letter to myself and Susan asking why the squirrels eat her grandma’s tulips. I wrote back and told her how the squirrels are getting ready for winter and all the trouble I have with the squirrels.” *Chris*

LET’S LEARN ABOUT OUR SOLAR SYSTEM: Moon (19)



“Before the kids arrived I decorated the room to make it look as though we were in space. I hung up the glow-in-the-dark stars all around the room. I turned off the lights and only left on the colorful red lights along with the changing lights of the disco ball. When the kids walked into the room they were very surprised how the room looked, they thought that it was pretty cool. I read a nonfiction book called [What is the Moon?](#) so that I could teach the kids some basic facts about the moon. For the craft the children created their own moon pictures. Instead of using a paint brush, the children used scrunched up foil to

paint their moon. They really liked to paint with the foil. One mom approached me and mentioned that her daughter really loves this program and would like to learn about Earth. I will try to create some more sessions in the spring.” *Marta M.*

JUST FOR TWEENS

HISTORY SMASHERS: The Mayflower (12 kits)

"This kit was timely considering the Thanksgiving holiday. My goal was that tweens would learn a thing or two about the holiday and its origins while also having fun! The kit included a scratch-off game with facts from [the book](#), a Mayflower building kit, a 'find what's wrong with the picture' game that I created using images from the book, an eel craft and a wigwam building activity. I think a lot of tweens are going to be surprised that eel may have been on the menu for the first Thanksgiving." *Melisa M.*

TWEEN MAKERS DIY: Vinyl Decal Mugs (10)

"I had a lot of fun with this month's program with Monica from Studio! Monica pre-cut a variety of holiday decals for the tweens to decorate a mug. We also purchased these really nice wooden blocks that the tweens could decorate. They used leftover decals and paint. The [tweens] truly loved it!" *Melisa M.*



Storytime

During the first week of November, our team presented dinosaur-themed storytimes and promoted the Outreach team's DiNovember events.

"To our amazement, the toddler in the group delighted us by taking his first steps to catch bubbles. Mom recorded the moment. Then he came to me a few steps and was walking around on wobbly feet. It is wonderful to see the first steps taken in storytime." *Andreea D.*

"A family was here at the library, just letting off some steam with a rough day. We went into the storytime room and had a special family storytime and dance party. The children said, 'WOW!!! We get our own personal program. WOW!!! Miss Kathy, thank you!' Mom, with tears streaming down her face, simply hugged me. I have no idea what kind of rough day they had, but it is most assuredly better." *Kathy B.*

PUBLIC SERVICE

This month we answered **1,067** reference questions and **526** directional questions. We also assisted with 35 one-on-one appointments.

"I had a couple of patrons ask about the license plate renewal, and they were very excited about it. They thought the fees were fair." *Debbie S.*

"Over the weekend, two patrons spontaneously mentioned how fond they are of the library. A patron's mom, who was looking at the dinosaur garland at the desk for DiNovember said, 'This is the best library!'" *Sarah D.*

From Amina Ali's report

Circulation Services

In the month of November, Circulation successfully launched License Plate Sticker Renewal Services and helped Outreach complete the Student Success project. We are looking forward to receiving the next batch of 2023 stickers for plate renewals, and already have patrons asking about it.

Our Patron Point auto renewal of library cards and online application has been going smoother streamlining how patrons can access our services. In addition I gave a library tour to ESL students from Joliet Junior College. With the assistance of on-staff Spanish speakers, Melissa from Children's and Adriana from Studio we were able to give them a great tour and made three library cards from the group!

This month I also joined the Strategic Planning Committee and assisted on formulating our first step: to build a community survey. I am also working with Lurie Children's Hospital to do a Gender 101 presentation for LACONI. This program will most likely be at the end of January and be hybrid (in-person and virtual) and expecting a great turn-out!

Kate, Assistant Manager

November got us into full swing of license plate sticker renewals! The end of November was the busiest and since we began at the end of October, we have processed 122 stickers. The patrons are so excited for this new service we are providing and happy that they can come in even on Sundays to renew their sticker.

The first week of November we had our RAILS count. We sent out 63 bins and 1,899 items.

On November 8th, Gianna joined the Circulation team and spent her first week training with myself and the following week with the Lead Specialists. She has been a great addition to the Circ team.

Circulation Statistics

New Patrons Registered	1,436
Holds Pulled From Shelves	6,427

Drive Up Statistics

Drive Up Statistics	
Total Visits (November 2021) 678	Previous Month (October 2021) 722

Building Operations (Tasos Priovolos)

The general contractor completed the construction of the Lower Level rear hall renovation project. Our architect from Tria Architecture has inspected the area with us and created a punch-list of items needing attention prior to final completion of the project. We are hoping the general contract completed the punch-list items by the end of December.

New electrical circuits were installed in the lobby to accommodate the new snack/pop vending machines we installed. Since the closing of the café, patrons have no options for snacks and or drinks while in our building. These machines will definitely provide a great service to our patrons.

Tasos was asked to be one of three panel presenters at the November ATLAS (Area Training for Librarians and Staff) event held at Flossmoor Public Library. This event focused on facility management and the topics surrounding facilities and security.

Continued working with Tria Architecture to discuss the exterior lighting LED conversion project which is currently in the design phase. Parts for our existing exterior lighting are becoming more difficult to purchase and have huge lead times since the manufacturers are phasing out most non-LED fixtures. The LED conversion will also greatly reduce energy consumption and have an immediate cost savings. We are also discussing replacing the exterior cameras mounted on the light poles since there will be a cost savings on labor if we complete both items concurrently. Most exterior light-pole cameras are past their life expectancy.

We are continuing to accept applications for our Security Monitor positions and our new Building Technician position.

Security Report From John Hopkins (Security Supervisor)

Staffing

Due to the lack of applications, the department still has two open part-time positions. Our department has been short-staffed since May of this year but our current team is doing everything possible to maintain the library's safe, welcoming environment on which we pride ourselves.

Security Supervisor Hopkins was shadowed by LTA student Gianna Cilella, who has now joined the library as a Circulation Services Specialist.

Room Usage

After a successful use of the Owl video conferencing device last month, the Security team has made it available to two more groups. Only one of the patron groups decided to use it, but this additional item's availability for use has been extremely well-received by patrons using our meeting rooms.

Meeting Room usage has been more frequent in the past several weeks than typical months since re-opening to the public.

ZENDESK -

In November, 45 new maintenance tickets were created, and 45 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

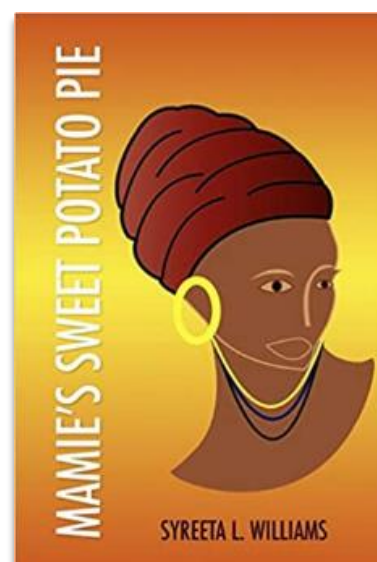
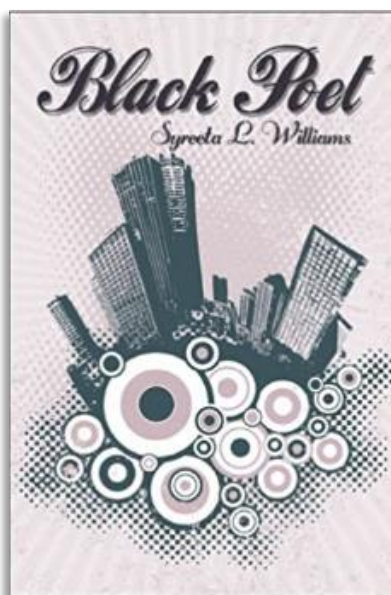
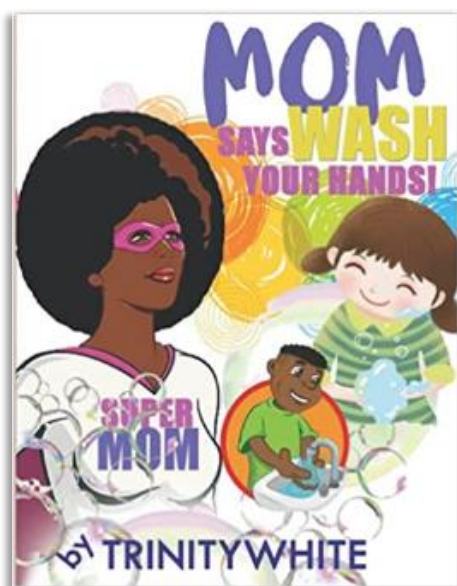
November 2021 Statistics Snapshot

- 24% increase in physical collection circulation
- 20%+ increase in total circulation
- 3.5% increase in digital usage
- Picture Books had highest positive circulation growth, with over 3,000 more circs
- Graphic Novel collections yielded 1900+ more circs
- Libby/OverDrive yielded 850+ more circs
- 3,255 new items added to collection
- 5,504 old & worn items were withdrawn from collection

Featured Local Author Books

We have added three new titles to our collection written by local Bolingbrook authors.

Third grader Trinity White has written and illustrated the book, *Mom Says Wash Your Hands!*, which can be found both in our Local Author and Children's collections. Syreeta Williams has written *Black Poet* and *Mamie's Sweet Potato Pie*, which are available in our Local Author collection.



Pinnacle Meetings

My staff and I attended several Pinnacle meetings this month, including committee meetings for PinDigital and PinTech, the Vega Task Force meeting and the Fountaindale-Pinnacle meeting. The **PinDigital Committee meeting** was held at the Plainfield Public Library, where we had a Zoom call with our OverDrive representative. OverDrive performed a free diversity audit of our existing digital collection. The committee will continue to review the report and work to purchase additional content of diverse topics to fill gaps within the collection. The OverDrive rep also provided more information regarding the sunsetting of the OverDrive app. OverDrive will be ending its support of the legacy app in 2022. In February 2022, the app will be removed from app stores and no new installs will be allowed. By the end of 2022, OverDrive will be sunsetting the app entirely. I am currently working with Communications to inform our patrons and encourage them to make the switch to the Libby app. We will continue to communicate this information over the course of 2022.

The **PinTech Committee meeting** was also held at the Plainfield Public Library and open to Managers and T.S. staff. Chris, Karina, Jake and I attended from Fountaindale. The committee approved the use of a general subject heading for LGBTQ materials in order to collocate all related materials together and enhance their access and discovery in our library catalog. The committee further discussed updating cataloging procedures in the online PinTech Guide and reviewed cataloging procedures for video games.

At the **PinVega task force meeting**, we reviewed procedures that I drafted which outline how to upload custom cover images via file transfer protocol. These procedures will be adopted for all Pinnacle libraries to use. Fountaindale is the first Pinnacle library that has added custom cover images to our test site. Joliet library plans to follow suit in the near future. The group also reviewed test feedback and Matt provided updates on Vega enhancements.

At the **FPLD-Pinnacle meeting**, Fountaindale staff provided updates on new business within each Pinnacle committee. Lynnette gave an overview of things she learned while attending OverDrive's Digipalooza conference. Our ILS Manager provided an update on PinVega's progress.

Networking Meetings

My staff and I also attended several networking meetings that were held in November, including the RAILS Collection Development Networking Group and the RAILS Technical Services Networking Group. Chris and Karina attended the inaugural meeting for the new DEI in Metadata Networking Group. Additionally, Karina attended a LACONI TSS Workshop: *Using DDC and WebDewey Effectively*.

Collection Services Staff Updates

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 Librarians. The Acquisitions Team processed about 150 Lucky Day Christmas titles that were ordered from Amazon. They did a great job getting those titles received, processed and to the catalogers in a timely manner. The Lucky Day Christmas DVDs are ready to go out to our patrons and on the Christmas displays. In addition to the Lucky Day Christmas DVDs the Acquisitions Team also processed a few new Christmas vinyl records for our holiday vinyl collection. The vinyl records that were ordered have already arrived and have been received, processed and cataloged. After working with the Collections Librarians we determined a few different world language vendors to work with. I have started setting up accounts for the vendors that the librarians will utilize to purchase new world language materials. The EDI and mylaring process is moving right along with Ingram. I was able to send a test EDI cart to Ingram through Polaris. Our Ingram rep informed me that it was successful and they did receive it, however I was told by the rep that their IT has to do a little more setup on their end. I am hoping to have the EDI up and officially running by beginning of December. Last but not least, the portable leopard print record player was sent up from Circulation with a stuck tone arm. I was able to open the record player up, see why it was stuck and I was able to fix the tone arm and put the record player back on the shelves for our patrons.

From Lynnette Hopwood, Adult Collection Librarian

This month we were busy changing our displays from Halloween to Holidays. Our library is looking merry and bright thanks to our Collection Aides Mary and Katie! I have also noticed that our statistics for the displays are increasing which is also wonderful! My goal in December is to have 65% of my areas of the materials budget spent by the end of the month. As more and more of our suppliers are warning of shipping delays, it is very important to order as early as possible. I have also been noticing that several books have had the publishing dates pushed back. One book was postponed until October

of 2023! I have also been continuously looking for diverse titles to add to our collection to better reflect our community. Diverse elements are a bit more difficult to identify in adult fiction books, but I am constantly looking for titles. This month I focused on Latinx authors and characters. I have also noticed that the studios are starting to produce more movies on DVD and Blu-ray! I am preordering as many as possible so that our patrons may place holds.

From Brett Luminais, *Children's Collection Librarian*

I continued to focus on reaching my spending goals in November. Working to meet the goal of 65%-70% of fundlines expended and encumbered by the end of December, I was brought the overall Main fundlines to 59% and the overall FOUT fundlines to 58%. This puts us in an excellent position to achieve our goals. All orders were placed with special attention given to DEI topics, and all orders were subject to a diversity audit. Additionally, I worked with our catalogers to correct the call numbers for the Teen Test Prep Collection. The correction increases clarity and findability for items in the collection. I pulled all on shelf titles, separated them into record sets, and applied labels as the call number corrections were completed. I also placed holds on any titles that were currently in circulation so they would be routed to Collection Services as soon as they were returned. During this process, I reorganized the titles into the correct order for shelving and reshelved the materials when we were done. We finished this project in an extremely timely manner, completing the work in under 5 hours. I also continued work on weeding materials, completing a number of smaller weeding projects identified in a walkthrough with Circulation and Collections before the deadline of November 19 on top of my regular weeding projects. During this month I also devoted a significant amount of time to researching new World Language Vendors to potentially add to our current vendors.

From Chris Castle, *Cataloging Supervisor*

The YA Test Prep recataloging project took place this month. Brett pulled all the YA Test Prep books for Karina to recatalog by adding the test name then subject for AP, publisher, and edition/year. Brett then applied the new labels to over 100 titles that Karina had recataloged. This scheme collocates the same tests and AP subjects together to make for a much clearer searching experience for staff and patrons. A new stat code of "Young Adult Nonfiction: Test Prep" was created. I reorganized the spreadsheet with the list of magazines we subscribe to so staff can more easily determine specific periodicals' locations. From PinTech, for YA materials, the audience code in the fixed field will be the indicator as to which form subdivision term to use with the subject headings. If the code is for juvenile, then "Juvenile fiction" will be used. If the code is for young adult, then "Fiction" will be used so teens won't be discouraged by a "childish" term. We decided to look further into Homosaurus to compile a list of useful terms that the Library of Congress Subject Headings do not include. Finally, I proposed updating the PinTech cataloging guide's controlled vocabulary of video game consoles. I eliminated a few consoles that had ceased production and were not present in Pinnacle collections. I also suggested changing the recording standard for Xbox consoles. At the catalogers meeting, we discussed a new project with the Children's Collection Librarian in the Juvenile Fiction Series collection. Several series are becoming difficult to shelve accurately because of the number different series within the larger series. I am currently working with Brett to identify all the series within the Lego, Star Wars, and Choose Your Own Adventure series to create double Cutters for their call numbers so each subseries can be easily identified. At the selectors meeting, it was decided that graphic novel titles would only be cataloged as either YA or adult. Nonfiction graphic novels will be cleaned up and recataloged as graphic novels. Previously, they had been cataloged as regular nonfiction in all collections and not shelved with other graphic novels. I ran searches and created record sets for graphic novels in all three regular nonfiction collections that would need to be pulled and recataloged as graphic novels. A new cart for new board books will be coming this spring, so board books will now receive "New" stickers. They will be held in processing after being cataloged for the starting display of the cart.

From Karina Andrus, Cataloger

This month, I assisted Brett with a YA test prep relabelling project, recataloging over 100 titles in one day. I attended several meetings and continuing education webinars, the most relevant one being one on using WebDewey effectively. I continued to prioritize cataloging holds, dated materials, and materials related to the current holidays, seasons, and displays. I have also been focusing on older nonfiction materials that have been in our department for over 3 months, in an attempt to cut down on the backlog as we continue to receive new materials in our department.

From Christine Jason, Interlibrary Loan Specialist

This month, I worked with a staff member and a patron looking for three journal articles. The citations provided were a bit unusual but I did a bit of searching around and found what I was looking for. All three articles were received within a few days. The patron responded how much they appreciated us being able to get the articles for him. I also worked with another staff member and a patron who was trying to get a book of folk tales from 1933 that I was not able to find a lender for in the past. With some research, I found a newer edition of the book and the patron was kind enough to provide me with the stories they were interested in. I added these to both the 1933 and 1984 edition requests. I received the PDFs of the short stories from the older edition but we are still waiting on the book.

Circulation by Branch

Branch	2020	2021	Change	% Change
Building	41105	48338	7233	17.60%
Outreach	1103	3567	2464	223.39%
Studio 300	667	1106	439	65.82%
Digital	8362	8655	293	3.50%
Totals	51237	61666	10429	20.35%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2405	vs.	DVD	9155
CD Audiobook	445	vs.	Playaway Audiobook	541
Vinyl Record	240	vs.	Music CD	944

Special Collections

Collection	Circs
Backpacks	185
Dolls	24
Hotspots	53
Laptops	168
Lucky Day	1294
Rokus	45
STEAMboxes	78
Tween Book Boxes	6
Vinyl Records & Cases	287
Portable Record Players	27

Physical Collection Circulation

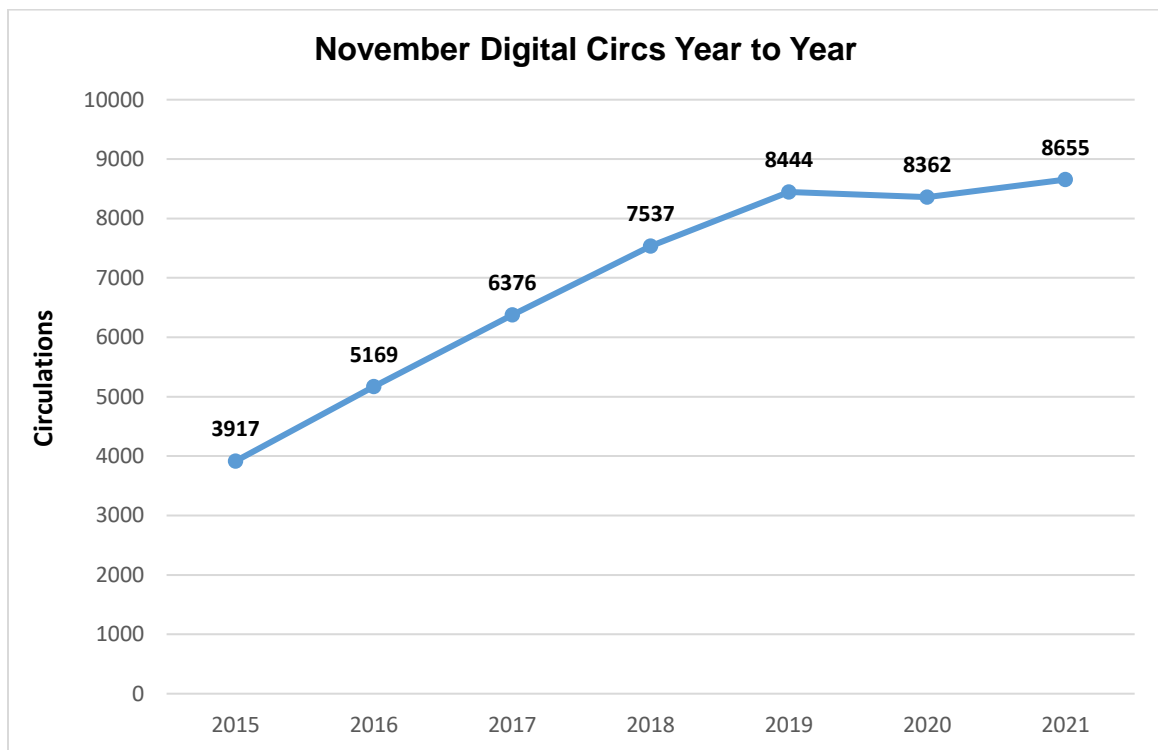
**Sorted alphabetically by collection*

Collection	Nov 2020 Circs	Nov 2021 Circs	Change	% Change
Adult Audiobooks	445	456	11	2%
Adult Fiction	4227	4317	90	2%
Adult Graphic Novels	429	637	208	48%
Adult Nonfiction	4093	4241	148	4%
Adult Video Games	353	459	106	30%
Beginning Readers	1913	2428	515	27%
Interlibrary Loan	250	253	3	1%
Juvenile Audiobooks	407	925	518	127%
Juvenile Fiction	3785	4183	398	11%
Juvenile Graphic Novels	1195	2190	995	83%
Juvenile Kits	54	98	44	81%
Juvenile Movies & TV	2378	2891	513	22%
Juvenile Nonfiction	2324	2916	592	25%
Juvenile Technology & Equipment	117	321	204	174%
Juvenile Video Games	572	931	359	63%
Large Print	624	731	107	17%
Local Authors	14	7	-7	-50%
Local History & Genealogy	8	2	-6	-75%
Magazines	476	512	36	8%
Movies & TV	8250	8631	381	5%
Music	1057	1183	126	12%
On-the-Fly	17	22	5	29%
Picture Books	6178	9236	3058	49%
Studio 300	666	1104	438	66%
Technology & Equipment	152	552	400	263%
World Languages Adult	164	121	-43	-26%
World Languages Juvenile	376	465	89	24%
World Languages Young Adult	6	2	-4	-67%
Young Adult Audiobooks	41	26	-15	-37%
Young Adult Fiction	931	1041	110	12%
Young Adult Graphic Novels	632	1350	718	114%
Young Adult Kits	25	10	-15	-60%
Young Adult Nonfiction	178	177	-1	-1%
Young Adult Technology & Equipment	2	1	-1	-50%
Young Adult Video Games	536	592	56	10%
TOTALS	42875	53011	10136	24%

Digital Collection Usage

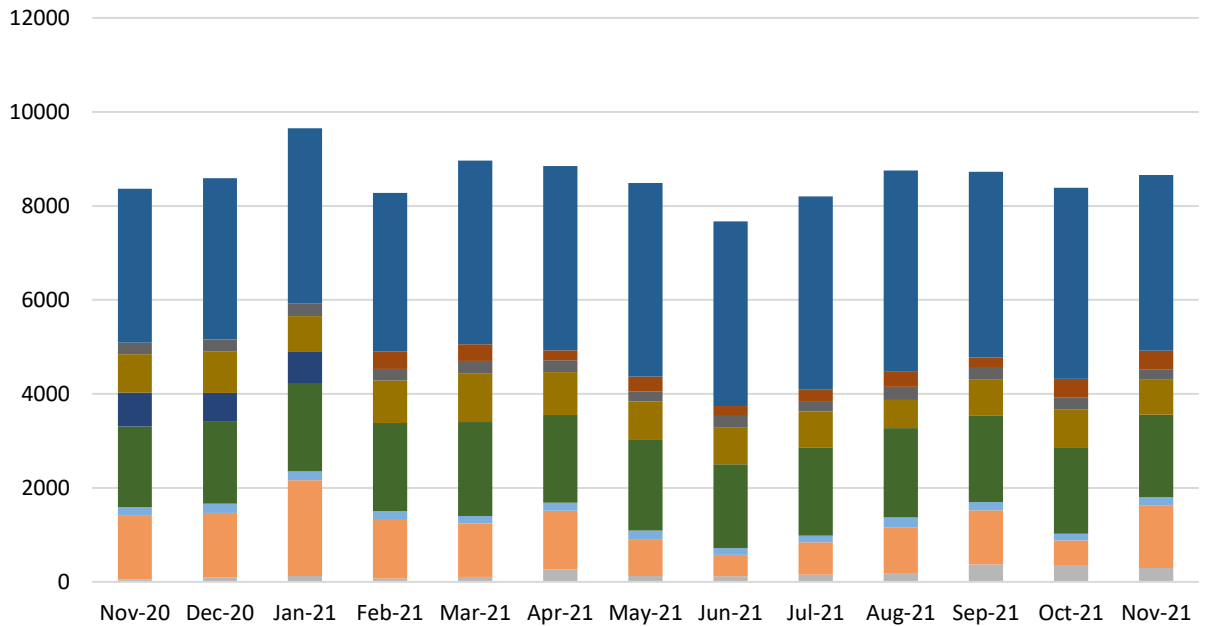
**Sorted by positive circulation change*

Digital Platform	Nov 2020	Nov 2021	Change	% Changed
OverDrive / Libby	3274	4133	859	26.24%
PressReader	52	299	247	475.00%
Hoopla	1718	1754	36	2.10%
Kanopy	181	175	-6	-3.31%
cloudLibrary	263	254	-9	-3.42%
Freegal	1355	1329	-26	-1.92%
eRead Illinois	242	212	-30	-12.40%
cloudLibrary Shared	557	499	-58	-10.41%
Rbdigital eMags <i>*app discontinued</i>	720	0	-720	-100.00%
Totals	8362	8655	293	3.50%



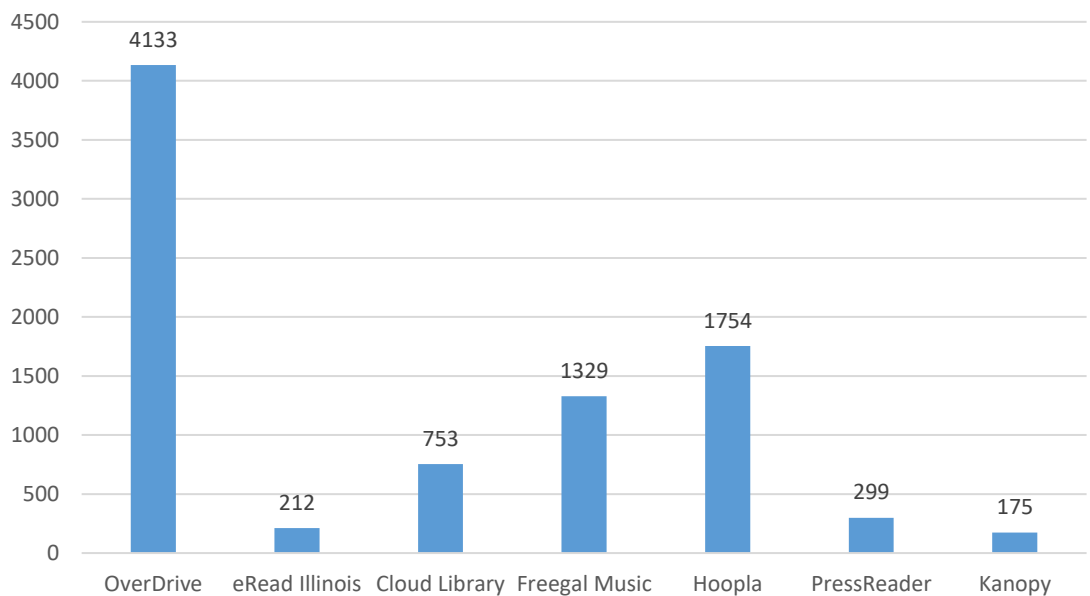
For **November**, digital circulation was **14%** of the library's total circulation.

Digital Collection Circulation Over the Year



	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
OverDrive	3274	3431	3728	3373	3907	3917	4120	3929	4111	4279	3948	4064	3738
OverDrive eMags	0	0	0	368	356	215	316	216	260	319	206	401	395
eRead Illinois	242	253	268	249	274	250	216	233	207	283	260	246	212
Cloud Library	820	883	751	901	1023	915	817	790	760	596	766	828	753
RBdigital eMags	720	596	671	0	0	0	0	0	0	0	0	0	0
Hoopla	1718	1758	1880	1878	2002	1863	1924	1785	1880	1898	1849	1823	1754
Kanopy	181	196	192	165	161	168	198	148	141	212	179	138	175
Freegal Music	1355	1373	2035	1272	1134	1254	772	451	688	977	1150	528	1329
PressReader	52	96	125	68	106	263	126	121	156	186	369	357	299

Digital Circulation By Platform



Digital Content Fast Facts

Overdrive

- There were **5,251 unique Pinnacle users**, which is a **6.3% growth** from last year. Of those, **Fountaindale had 898 unique users** in the month, **52** of which are **new users**
- During the month, PLC yielded **26,010 total checkouts**; of those, **4,133 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 50.7 %, audio: 39.9%, eMagazines: 9.4%
- Checkouts by Audience: Adults: 88.7%; Young Adults: 6.7%; Juvenile: 4.6%

eRead Illinois/Axis 360

- There were **101 active users** for the month, **22** of which are **new users**
- During the month, there were **128 eBook circs** and **84 eAudio circs**
- **eBooks** accounted for **60%** of checkouts, while **eAudio** accounted for **40%**

cloudLibrary

- There were **50 active users** for the month, **7** of which are **new users**
- During the month, there were **246 eBook circs** and **8 eAudio circs**
- There were **499 circs from cloudLink patrons**
- There were **144** instances of **Pay-per-use** titles used

Hoopla

- The **top trending titles** was *Humans*, season 1
- There were **1,754 circs** borrowed by **359 patrons**
- There were **359 unique patrons**, of which **26 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **52%** of all circs, followed by **eBooks with 31%**, **Movies/TV with 13%** and **Music with 4%**.

Kanopy

- The **most popular videos** were *Basic Piano Rhythm and Fingering*, *Emily of the Moon*, *You are (not) small*, *Joe Bell*.
- Patrons played **175 distinct video titles** and **294 video plays**
- There were **62 active users**

Freegal

- This month yielded **1,116 songs streamed** and **213 songs/video downloads**
- There were **18 active users**
- Top **streaming music genres**: Holiday, Christmas, Classical, Latin Music, World Music
- Top **downloaded music genres**: Rock, Pop, Classical, Christmas, Children's

Physical Items Added and Withdrawn

Physical Items	Nov 2021 Added	Nov 2021 Withdrawn
Adult Audiobooks	37	1
Adult Fiction	320	1336
Adult Graphic Novels	17	35
Adult Nonfiction	314	216
Adult Video Games	20	21
Beginning Readers	36	139
Juvenile Audiobooks	15	212
Juvenile Fiction	228	105
Juvenile Graphic Novels	142	9
Juvenile Kits	0	0
Juvenile Movies & TV	229	546
Juvenile Nonfiction	95	82
Juvenile Technology & Equipment	0	0
Juvenile Video Games	17	0
Large Print	84	1
Local Authors	9	0
Local History & Genealogy	7	0
Magazines	344	35
Movies & TV	711	320
Music	76	21
Picture Books	410	1458
Studio 300	0	0
Technology & Equipment	0	3
World Languages Adult	32	2
World Languages Juvenile	22	3
World Languages Young Adult	0	0
Young Adult Audiobooks	3	235
Young Adult Fiction	55	189
Young Adult Nonfiction	5	16
Young Adult Technology & Equipment	0	0
Young Adult Video Games	8	25
TOTALS	3255	5504

Acquisitions & Processing

- Purchase Orders created and released: 120
- Invoices Paid: 423
- Boxes Received and Opened: 72
- Items Repaired: 296

Cataloging

- Items Cataloged and made available: 3255
- Original bibliographic records created: 30
- Magazines & Newspapers processed: 342

Interlibrary Loan

265	Items Received for our patrons <ul style="list-style-type: none"> • 234 items from IL libraries • 31 items from out of state libraries
143	Items Sent out to other libraries <ul style="list-style-type: none"> • 73 to IL libraries • 68 to out of state libraries • 2 ALA Requests
393	Items requested by our patrons this month <ul style="list-style-type: none"> • 370 submitted in OCLC • 16 items were too new to request • 3 were available in Pinnacle • 4 were out of country only
195	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 110 from IL libraries • 83 from out of state libraries • 0 were out of country libraries • 2 were ALA Request Forms

Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	1,639	175	1,295	12,176
	Up 4,108 Items	Down 18 Items	Up 4,857 Items	Up 9,049 Items
	5.3%	1.50%	6.52%	5.63%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	243	2	235	480
	Up 234 Items	Down 11 Items	Up 138 Items	Up 361 Items
	4.23%	1.14%	3.76%	3.94%

Grubby - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	9,135 Up 30 Items 8.42%	419 Down 11 Items 3.59%	9,880 Down 147 Items 10.31%	19,392 Down 23 Items 8.97%
DOA* Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.	4,087 27.03%	695 36.79%	3,076 24.89%	7,858 26.75%
Turnover November 24, 2020 to November 22, 2021	2.43	2.96	2.73	2.6

Display Circs

<p><u>1st Floor:</u> Lobby Cart: Stories to Bring Us Together – 65 Lobby Tree: Staff Picks – 34 Lobby Cart: Funny Families – 48 Lobby Cart: Those Who Served – 6 (only up for two weeks) Lobby Cart: Holiday Cooking – 61 Holidays Around the World – 31 (only up for one week in November)</p> <p><u>2nd Floor</u> 2nd floor cart: Lights, Camera, Action – 289 (only up for 2 weeks for Veteran’s Day) 2nd floor cart: Holiday Movies – 166 (went up after Veteran’s Day)</p> <p><u>3rd Floor</u> Self-Check: True Crime (EE) – 36 3rd Floor Desk Table: Thrillers – 6 3rd Floor Cart: Festive Fiction – 78 3rd Floor Cart: NaNoWriMo – 8 3rd Floor Cart: Start a New Series – 16</p>	<p><u>Children’s and Teens</u></p> <ul style="list-style-type: none"> • 1,000 Books Before Kindergarten – 18 • Christmas Books – 46 • Christmas DVDs – 164 • Christmas Juvenile Fiction – 10 • Dinovember – 110 • Gratitude – 98 • Native American Heritage Month – 15 • Picture Book Month – 72 • Step into reading – 54 • Thanksgiving – 229 • Trans Awareness – 14 • YA Winter Reads – 24 • Teen Reads – 1 • Teen Pop – 60 • Anime – 71 • YA Create - 9
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Communications (Melissa Bradley)

Communications Highlights

Our Google Ads had 48,985 impressions and 4,852 clicks.

- Campaigns with the most impressions:
 - Catalog Items: 43,147 impressions; 4,029 clicks
 - YouTube: 1,687 impressions; 429 clicks
 - LinkedIn Learning: 1,347 impressions; 105 clicks
- We auto renewed 221 library cards with Patron Point.
- We scheduled, wrote/edited and published 15 blog posts.
- We edited/posted 19 YouTube videos.
- We created 14 [Instagram reels](#) which have 13,880 views combined.
- Melissa attended the ILA Marketing Forum's Roundtable on Equity, Diversity and Inclusion.
- Sabrina redesigned Cindy's Book vs. Movie Review Challenge materials (thanks to Jack for providing excellent illustrations), created a full collateral suite for Holiday Family Photo Day and created new slides for the Bookmobile TV.

Join Mrs. C's Book VS. Movie review challenge!
Read the book. Watch the movie. Submit your review and you will receive a small prize. You will also get entered into a grand prize drawing so the more reviews you submit, the more chances you have to win!

Grades K-5 • fountaindale.org/bookvsmovie

Media

- [The Herald-News](#) picked up our press release regarding our search for a new Trustee.
- ABOS mentioned us on their Facebook and Instagram pages during their [Story Walk Week coverage](#).



Social Media Metrics

- Facebook Metrics
 - 15 new followers
 - 932 page views
 - 36,123 people viewed our content (reach)
 - 12,428 people saw our content because a friend shared, liked or engaged with it
 - 2,199 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 0 new followers
 - 446 page views
 - 3,454 tweet impressions
- Instagram Metrics
 - 13 new followers
 - 174 post likes & comments
 - 26,457 people viewed our content (reach)
- YouTube
 - 12 new subscribers (934 total)
 - 2,932 views
 - 84.2 hours of watch time
 - 351,812 impressions (How many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp:
 - 24 emails sent (This includes weekly blog roundup emails)
 - 979 new subscribers (This includes blog subscribers)
 - Average open rate: 31.35% (industry average is 21.33%)
 - Average click rate: 4% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 36.15%

Finance (Jennie Nguyen)

- **Statement of Receipts & Disbursement** - The report reflects the changes to the Library's net assets resulting from revenue and expenditures that occurred during the fiscal year 2021. This report was prepared by our auditing firm, Brian Zabel & Associates. Along with the Payroll report and the Vendor's report prepared by the Finance and HR department, all reports were approved by the board trustees at the November meeting. This report was posted to the Library's website under the financial information section. It is no longer required to be published in the Bugle newspaper.
- **Tax Levy Ordinance** - The tax levy ordinance was approved by the board trustees at the November meeting. This ordinance is for tax year 2021.
- **Auto License Plate Sticker Services** - The license plate sticker renewal service has been well received. For the month of November, there were a total of 117 transactions. In October, there were 5 transactions total. The gross revenue at this point is \$1,221.00. Renewals and fees are not deducted immediately, and thus the net revenue is not immediately available.
- **Publication:** The Bookmobile ad was published for two publication dates in the Bugle Newspaper. The Finance team has been in contact with the Bugle newspaper for all of the newspaper clipping and certificate of publication for our records. Many of the publications including the Maintenance Ordinance are required to have these certificates from the newspaper to which the Library files with both Will and DuPage Counties.
- **Other:** Payment Stats:
 - ✧ 8 Bank Drafts for \$54,956.72 total
 - ✧ 136 Checks for \$212,993.78 total
 - ✧ 528 Total invoices entered
 - ✧ 1 Voided checks

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist
- Building Security Monitor (2 positions)- On Hold
- Building Technician- On Hold
- Readers Advisory Librarian

New Hires:

- Gianna Cilella, Circulation Services Specialist, 11/8
- Audrey Mudroch, Adult and Teen Services Specialist, 11/29

Departures:

- Rooshna Fatima, Adult and Teen Services Specialist, 11/9
- Erica Edwards, Readers Advisory Librarian, 11/27

Policy

Researched information regarding a COVID-19 Vaccination, Testing and Face Covering Policy. Discussion of the policy has been tabled by the Board of Trustees while waiting for legal challenges to be concluded.

Information Technology (John Matysek)

- During the month of November 57 new help desk tickets were created by FPLD staff, and 59 new or existing tickets were solved by IT staff.
- Met with vendor ITsavvy to discuss changes to the licensing process for the Microsoft Office 2021 software suite.
- Along with Jose Robles, Nathan Peddicord, and Alex Weinreis, completed the process of updating all Windows based patron computers to the latest feature release.
- 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 software on the main network server.
- Worked with vendor ITsavvy to troubleshoot and resolve an issue with the library VMware vCenter server.
- Along with Jose Robles, Nathan Peddicord, and Alex Weinreis, began working with vendor bibliotheca on troubleshooting a communications issue with the main entrance RFID security gates and bibliotheca's libraryconnect administrator website.
- Along with Jose Robles, continued working with vendor Google to troubleshoot a Google Calendar issue.
- Along with Jose Robles, worked with vendors CallOne and AT&T to troubleshoot and resolve an issue preventing calls being made to/from the library.
- Worked with vendor AT&T to upgrade the router firmware on the AT&T supplied network appliance for the library phone system.
- Worked with vendor Cisco to troubleshoot and resolve a software licensing issue on the firewall network appliance.
- Worked on converting the Staff Intranet site from Classic to New Google Sites.
- Along with Jose Robles, Nathan Peddicord, and Alex Weinreis, began preparing a procedure for assembling and deploying the newly arrived staff PC's.

November 2021 District Statistics							Population Total	67683	
Total Circulation Statistics	61,666	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	49,444	Reading Programs Offered	0	0	2	1	3	17,229	4,794
Bookmobile	3,567	Reading Members	0	0	415	984	1399	Proctoring	Total Twitter Followers
Digital	8,655	Summer Reading	0	0	0	0	0	1	896
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	548	1,309
Interlibrary Loan Requests		New Physical Items	3,255	Total Visits	16,094	121	16,893	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	265			New Cardholders	1,436	0	1,436	3,700	8,961
Items Sent to other Libraries	143			Active Cardholders	27,474	45	27,519	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	39,860	Drive through visits	678	14,017	2
In-house checkins (Not part of total circ)	N/A	Active cardholders	40.66%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	58.89%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				138	275	287	1,667	30	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	54	23	10	35	402	Building Front	Building Rear	Church	Ashbury's
Attendance	67	36	16	444	579	4,038	5,812	798	190
	Programs Adults				Programs Teens/Adults				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,803
Numbered offered	22	0	7	29	31	0	0	31	Android: 899
Attendance	203	0	36	239	385	0	0	385	
Programming hours	28	0	7	35	40	0	0	40	
	Programs Children				Passive Programs for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	399
Numbered offered	120	156	0	276	16	0	0	16	Total Attendance
Attendance	1,005	4,529	0	5534	253	0	0	253	9,134
Programming Hours	40	116	0	156	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				359
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual	Total	
Numbered offered	32	0	0	32	0	44	19	63	
Attendance	894	0	0	894	0	44	2,932	2,976	
Programming hours	X	0	0	X	0	44	84	128	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	119	140	724	523	1,067	8	79	2,660	
Directional	0	524	460	0	526	62	0	1,572	
One on One Assistance	8	1,332	43	0	35	0	0	1,418	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs	
Circulation	61,666	51,237	20.35%	Reference Questions	2,660	2,558	3.99%		
Visitors	16,893	18,819	-10.23%	Computer Usage	2,397	1,476	62.40%		
Card Holders	27,474	29,859	-7.99%	Wireless Sessions	23,162	16,114	43.74%		
Room Bookings	524	148	254.05%	Program Attendance*	9,134	10,970	-16.74%		