

**AGENDA FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE  
VILLAGE OF CAROL STREAM**

**Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, IL 60188**

**DATE: November 20, 2019**

**TIME: 7:00 p.m.**

**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. Gary Ave., Carol  
Stream, IL 60188**

**All matters on the Agenda may be discussed, amended, and acted upon.**

*In accordance with requirements of the Illinois Open Meetings Act #5ILCS 120/2.06, portions of this meeting may be conducted in closed session.*

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- I. CALL TO ORDER  
  
PLEDGE TO THE FLAG
- II. ROLL CALL
- III. PUBLIC PARTICIPATION  
  
ADOPTION OF CONSENT AGENDA\*
- IV. APPROVAL OF MINUTES
  - A. Minutes of Regular Meeting of October 16, 2019
- V. MONTHLY REPORT OF THE TREASURER
  - A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2019
- VI. BOARD AND COMMITTEE REPORTS
- VII. OLD BUSINESS  
None
- VIII. NEW BUSINESS
  - A. Recommendation, Re: Approval of Resolution #289, Resolution to Certify Expenditure of Project Accumulated Reserves
  - B. Review of Chapter 3 of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*
  - C. Review of Chapters 11-14 and Appendices of *Trustee Facts File, Fourth Edition*
  - D. Recommendation, Re: Approval of Revisions/Updates to Personnel Policies #311 and #602

- E. Recommendation, Re: Approval of Trustee Travel Expenses
  - F. Recommendation, Re: Approval of Amendment to Capital Maintenance & Repair Expenditures Budget for Building Security Updates
  - G. Recommendation, Re: Approval of Library Closings and Meeting Calendar for 2020
- IX. DISBURSEMENTS
- A. Approval of Disbursements for the Period October 1, 2019 to October 31, 2019 plus the Addendum for the Meeting of November 20, 2019
- X. REPORT OF THE LIBRARY DIRECTOR  
*(The Library Director submits a report to the Board members containing information pertaining to the items on the meeting agenda for their review prior to the meeting.)*
- XI. MONTHLY STAFF REPORTS
- XII. COMMUNICATIONS
- A. Thank You Card from Employee Renee Walther
  - B. Thank You Letter from Joliet Public School District 86
- XIII. ANNOUNCEMENTS
- A. Library Participation at Christmas Tree Lighting Park District/Village Event, December 6, 2019
  - B. Christmas Sharing Box in Library
  - C. BOO Fest! Photo in *Examiner*, Nov. 6, 2019
- XIV. ADJOURNMENT

Next Resolution: #290

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Mansi Patel, Secretary  
Board of Library Trustees

*\*A consent agenda allows Board members to vote on a group of items en bloc (as a group) not requiring discussion. This practice can save meeting time by allowing the Board to approve the group of items together in one motion. Items they wish to discuss are declared "off" by a Board member during the establishment of the consent agenda.*

**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF CAROL STREAM**

**Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, IL 60188**

**DATE: October 16, 2019                      TIME: 7:00 p.m.**  
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. Gary Ave.,  
Carol Stream, IL 60188**

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**I.        CALL TO ORDER**

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:00 p.m.

**PLEDGE TO THE FLAG**

President Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

**II.        ROLL CALL**

Secretary Patel called the roll.

Present:        Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Absent:        None

Also Present: Director Susan Westgate and Dan Berg from Sikich (arrived at 7:35 p.m.)

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Lynch moved and Trustee Sheikh seconded** the establishment of a consent agenda for the Regular Meeting of October 16, 2019. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Nays ..... 0

Absent..... None

**Trustee Lynch moved and Trustee Sheikh seconded** that the following items be included on the Consent Agenda. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Nays ..... 0

Absent..... None

- A. Minutes of Regular Meeting of September 18, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2019
- C. Recommendation, Re: Approval of Resolution #288, 2019 Request for Tax Levy
- D. Recommendation, Re: Approval of Expenses over \$10,000 for ProQuest Renewal of Chicago Tribune Online Subscription
- E. Approval of Disbursements for the Period September 1, 2019 to September 30, 2019, plus the Addendum for the Meeting of October 16, 2019
- F. Library Participation at Boo Fest! Park District Event, October 25, 2019

**Trustee Larimer moved and Trustee Sheikh seconded** that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Nays ..... 0  
Absent..... None

*The following is a description of various items placed on the Consent Agenda:*

**Recommendation, Re: Approval of Resolution #288, 2019 Request for Tax Levy**

Background Information:

The 2019 Request for Tax Levy is required to be approved and submitted to the Village for their approval. The Village submits the Library's tax levy request to the county on our behalf. The tax levy amount the Library is requesting is the same as last year's in the amount of \$3,674,461.

**Recommendation, Re: Approval of Expenses over \$10,000 for ProQuest Renewal of Chicago Tribune Online Subscription**

Background Information:

ProQuest provides the Library with the online product of Chicago Tribune Current (\$6,071), an online version of their print product, and Chicago Tribune Historical (\$4,659) which provides archival access to the Tribune back to 1849. In FY19 the Library averaged 49 uses per month. So far in FY20 the Library is averaging 118 uses per month, a 140% increase in usage. The cost for these products increased by 4% over last year's pricing. Approval for the ProQuest renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period September 1, 2019 to September 30, 2019, plus the Addendum for the Meeting of October, 2019 in the amount of \$482,468.43.

**V. EXECUTIVE SESSION**

**Trustee Berryman-Gilliam moved and Trustee Olson seconded** that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes as permitted under Illinois Open Meetings Act 5 ILCS 120/2(c)(21) and ILCS 120/2(c)(11) for litigation and nothing else. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Nays ..... 0  
Absent..... None

Accordingly the Meeting was closed to the public at 7:06 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:31 p.m.

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Absent: None  
Also Present: Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of June 19, 2019

**Trustee Patel moved and Trustee Olson seconded** that the Board of Library Trustees approve the minutes of the Executive Session of June 19, 2019 and that they remain closed at this time. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Nays ..... 0  
Absent..... None

B. Recommendation, Re: Approval of Attorney Recommendation as Discussed in Executive Session

**Trustee Sheikh moved and Trustee Patel seconded** that the Carol Stream Library Board of Trustees approve the Attorney recommendation as discussed in Executive Session on October 16, 2019. Motion approved.

Ayes ..... 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Nays ..... 0  
Abstain ..... 1 Trustee Lynch  
Absent..... None

**Regular Meeting**

**VI. BOARD AND COMMITTEE REPORTS**

Trustee Lynch shared that he had attended the Grand Opening of Carol Shire Park and what a positive addition it was for the community and the partnerships involved that made it possible. Trustee Berryman-Gilliam inquired about the status of the Macmillan Publishers eBook embargo. Adult Services Manager Laura Hays stated there was a website, ebooksforall.org through the American Library Association, where individuals could go and enter their support to encourage the publisher to remove the embargo.

**VII. OLD BUSINESS**

None

**VIII. NEW BUSINESS**

**A. Review of Fiscal Year 2019 Audit by Sikich Representative Dan Berg**

Background information:

Auditor Dan Berg of Sikich presented the Library's FY2019 Annual Financial Report and Auditor's Communication to the Board. The auditor issued an unmodified audit opinion. An unmodified opinion is issued when the financial statements "give a true and fair view" and the organization under audit has gone in accordance with all requirements. It is the highest opinion that can be given. Mr. Berg thanked Director Westgate for her work on the Management letter and both Director Westgate and Assistant Director Westgate for their help in the auditing process.

**B. Acceptance of 2019 Audit as Presented**

**Trustee Patel moved and Trustee Lynch seconded** that the Library Board of Trustees accept the Fiscal Year 2019 Audit as presented. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Nays ..... 0

Absent..... None

**REPORT OF THE LIBRARY DIRECTOR**

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

October Employee Anniversaries: Renee Walther – 10/02/96-Adult Services; Steve Dexheimer – 10/07/03-Youth Services; Jeri Cain – 10/01/12-Circulation; Melanie Johnson – 10/11/12-Circulation and Amy Danusiar – 10/24/16-Youth Services.

Trustees Lynch inquired about how the Library will be publicizing their support of the 2020 Census. In addition to in-house publicity, the Library will post information in the newsletter, Facebook and *Examiner* article.

### **MONTHLY STAFF REPORTS**

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Trustee Lynch commented on Adult Services Librarian Sarah Kovac's appointment to the ALA Graphic Novel Roundtable's Convention Committee. Sarah has been active in the C2E2 comic convention for several years. This formalizes her ongoing work and involvement. All of the Trustees were happy to hear that the Library has their first graduate from the Career Online High School program. They requested that a congratulations card from the Trustees be signed and delivered to the graduate.

### **IX. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:15 p.m.

November 20, 2019

Date approved

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Mansi Patel, Secretary, Board of Library Trustees

**Carol Stream Public Library  
Treasurer's Report  
Month Ending October 31, 2019**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,537,074.75	\$ (168,677.82)	\$ 3,368,396.93
Working Cash	50,438.50	69.45	50,507.95
FICA	161,674.23	(7,378.14)	154,296.09
IMRF	213,534.91	(10,272.01)	203,262.90
Liability Insurance	35,363.96	(8,540.16)	26,823.80
Audit	13,815.70	(6,789.36)	7,026.34
Capital Maintenance & Repair	2,144,794.46	(384,774.72)	1,760,019.74
Building Renovation Loan	<u>229,697.58</u>	<u>3,783.91</u>	<u>233,481.49</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 6,386,394.09</u>	<u>\$ (582,578.85)</u>	<u>\$ 5,803,815.24</u>

**See attached for a schedule of cash and investments.**

\_\_\_\_\_  
Edward Jourdan, Board President 10/31/19

\_\_\_\_\_  
Nancy Olson, Board Treasurer 10/31/19

\_\_\_\_\_  
Susan Westgate, Library Director 10/31/19



**Carol Stream Public Library  
Treasurer's Report  
Month Ending October 31, 2019**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	168,322.18
WEST SUBURBAN BANK	PAYROLL	122,658.34
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	486,044.88
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	5,027,026.15
PROPAY	ELECTRONIC	375.98
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,805,197.53</u>

**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**OCTOBER 31, 2019**

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Accountant's Compilation Report

To the Board of Trustees  
Carol Stream Public Library  
Carol Stream, Illinois

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statement of assets, liabilities and fund balances - modified cash basis - all funds as of October 31, 2019 and September 30, 2019, and the related combined statement of revenues and expenses - modified cash basis - all funds for the month and year-to-date October 31, 2019, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. These modified cash basis of accounting financial statements do not include capital assets or loans payable. The effects of these departures from the modified cash basis of accounting have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in Exhibit C is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Carol Stream Public Library.

*McClure, Inserra & Company, Chartered*

November 6, 2019

**Carol Stream Public Library**  
**Combined Statement of Assets, Liabilities and Fund Balances**  
**Modified Cash Basis - All Funds**

	<u>Oct 31, 19</u>	<u>Sep 30, 19</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>10-1000 · Library Fund Cash</b>			
10-1006 · WSB General Checking	168,322.18	144,759.98	23,562.20
10-1008 · WSB Payroll Account	122,658.34	116,256.23	6,402.11
10-1014 · Illinois Funds-Prime	5,027,026.15	5,018,836.71	8,189.44
10-1024 · WSB Money Market Acct	486,044.88	1,111,291.64	-625,246.76
10-1025 · ProPay	375.98	567.48	-191.50
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,435,418.31	-2,849,319.34	413,901.03
<b>Total 10-1000 · Library Fund Cash</b>	<u>3,369,779.22</u>	<u>3,543,162.70</u>	<u>-173,383.48</u>
<b>1190 · Allocated Cash-Fund Balances</b>			
20-1090 · Allocated Cash-Working Cash Fd.	50,507.95	50,438.50	69.45
30-1190 · Allocated Cash-FICA Fund	154,296.09	161,674.23	-7,378.14
40-1090 · Allocated Cash-IMRF Fund	203,262.90	213,534.91	-10,272.01
50-1090 · Allocated Cash-Liability Fund	26,823.80	35,363.96	-8,540.16
60-1090 · Allocated Cash-Audit Fund	7,026.34	13,815.70	-6,789.36
70-1090 · Allocated Cash-Capital R&M Fund	1,760,019.74	2,144,794.46	-384,774.72
80-1090 · Allocated Cash-Debt Service	233,481.49	229,697.58	3,783.91
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<u>2,435,418.31</u>	<u>2,849,319.34</u>	<u>-413,901.03</u>
<b>Total Checking/Savings</b>	<u>5,805,197.53</u>	<u>6,392,482.04</u>	<u>-587,284.51</u>
<b>Total Current Assets</b>	<u>5,805,197.53</u>	<u>6,392,482.04</u>	<u>-587,284.51</u>
<b>TOTAL ASSETS</b>	<u><b>5,805,197.53</b></u>	<u><b>6,392,482.04</b></u>	<u><b>-587,284.51</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2050 · PNC Credit Card	1,382.29	6,087.95	-4,705.66
<b>Total Credit Cards</b>	<u>1,382.29</u>	<u>6,087.95</u>	<u>-4,705.66</u>
<b>Total Current Liabilities</b>	<u>1,382.29</u>	<u>6,087.95</u>	<u>-4,705.66</u>
<b>Total Liabilities</b>	<u>1,382.29</u>	<u>6,087.95</u>	<u>-4,705.66</u>
<b>Equity</b>			
<b>2900 · Beginning Fund Balances</b>			
10-2900 · Fund Balance-General Fund	1,632,585.17	1,632,585.17	0.00
20-2900 · Fund Balance-Working Cash	50,022.25	50,022.25	0.00
30-2900 · Fund Balance-FICA Fund	64,697.31	64,697.31	0.00
40-2900 · Fund Balance-IMRF Fund	122,924.97	122,924.97	0.00
50-2900 · Fund Balance-Liability	42,138.25	42,138.25	0.00
60-2900 · Fund Balance-Audit	3,956.18	3,956.18	0.00
70-2900 · Fund Balance-Capital R&M	4,146,081.71	4,146,081.71	0.00
<b>Total 2900 · Beginning Fund Balances</b>	<u>6,062,405.84</u>	<u>6,062,405.84</u>	<u>0.00</u>
<b>Net Income</b>	<u>-258,590.60</u>	<u>323,988.25</u>	<u>-582,578.85</u>
<b>Total Equity</b>	<u>5,803,815.24</u>	<u>6,386,394.09</u>	<u>-582,578.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>5,805,197.53</b></u>	<u><b>6,392,482.04</b></u>	<u><b>-587,284.51</b></u>

**Carol Stream Public Library**  
**Combined Statement of Revenues and Expenses**  
**Modified Cash Basis - All Funds**

	Oct 19	May - Oct 19	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
3001 · Property Tax Current	59,318.31	3,659,952.59	3,674,461.00	99.61%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	<b>59,318.31</b>	<b>3,659,952.59</b>	<b>3,679,461.00</b>	<b>99.47%</b>
3100 · PPR Taxes	672.11	23,562.40	40,000.00	58.91%
<b>3200 · Interest Income</b>				
3201 · Interest Income Taxes	0.00	0.00	1,500.00	0.0%
3202 · Interest Income Investments	9,043.91	63,457.31	40,100.00	158.25%
<b>Total 3200 · Interest Income</b>	<b>9,043.91</b>	<b>63,457.31</b>	<b>41,600.00</b>	<b>152.54%</b>
3203 · Other Income-Loan Proceeds	0.00	0.00	2,000,000.00	0.0%
<b>3300 · Patron Payments</b>				
3301 · Fines & Fees	423.76	5,907.28	26,000.00	22.72%
3302 · Public Copy Payments	964.51	6,035.47	16,000.00	37.72%
3303 · Non-Resident Card Fees	271.40	1,356.29	3,500.00	38.75%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
<b>Total 3300 · Patron Payments</b>	<b>1,659.67</b>	<b>13,299.04</b>	<b>46,500.00</b>	<b>28.6%</b>
3400 · Donations	75.00	175.00	5,500.00	3.18%
3500 · Developer Contributions	0.00	0.00	2,400.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	51.01	1,500.00	3.4%
<b>3700 · Grants</b>				
3701 · Per Capita Grants	0.00	0.00	49,600.00	0.0%
<b>Total 3700 · Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>49,600.00</b>	<b>0.0%</b>
3800 · Other Income	1.10	2,497.30	5,000.00	49.95%
<b>Total Income</b>	<b>70,770.10</b>	<b>3,762,994.65</b>	<b>5,871,561.00</b>	<b>64.09%</b>
<b>Gross Profit</b>	<b>70,770.10</b>	<b>3,762,994.65</b>	<b>5,871,561.00</b>	<b>64.09%</b>
<b>Expense</b>				
<b>5100 · Salaries</b>				
5101 · Exempt Staff Salaries	43,440.90	282,365.85	640,000.00	44.12%
5102 · Non-Exempt Staff Salaries	87,750.57	577,953.58	1,295,000.00	44.63%
5103 · Custodial Salaries	5,104.34	34,350.81	75,000.00	45.8%
5105 · Professional Education	1,540.78	11,995.39	18,000.00	66.64%
5106 · Membership	250.00	1,878.00	4,000.00	46.95%
5107 · Life Insurance	151.15	906.42	2,000.00	45.32%
5108 · Health Insurance	18,977.62	109,758.85	250,000.00	43.9%
5109 · Benefits, other	41.30	228.05	2,000.00	11.4%
5110 · Trustee Development	0.00	796.33	3,000.00	26.54%

**Carol Stream Public Library**  
**Combined Statement of Revenues and Expenses**  
**Modified Cash Basis - All Funds**

	Oct 19	May - Oct 19	Annual Budget	% of Budget
<b>Total 5100 · Salaries</b>	157,256.66	1,020,233.28	2,289,000.00	44.57%
<b>5200 · Plant Maint.</b>				
5201 · Supplies	3,127.07	6,976.84	12,500.00	55.82%
5202 · Maintenance/Repair	0.00	1,572.16	15,000.00	10.48%
5203 · Maintenance Contracts	3,103.00	18,618.00	42,000.00	44.33%
5204 · Landscape Maintenance/Snow Rem	646.00	5,232.00	17,000.00	30.78%
5205 · Furniture/Equipment	118.74	5,985.82	7,000.00	85.51%
5206 · Electric-Comm Edison	0.00	3,514.92	36,000.00	9.76%
5207 · Water/Sewer	133.25	1,419.67	6,500.00	21.84%
5208 · Insurance (Property)	9,892.00	9,892.00	10,500.00	94.21%
<b>Total 5200 · Plant Maint.</b>	17,020.06	53,211.41	146,500.00	36.32%
<b>5300 · Business Exp.</b>				
5301 · Postage	7.45	4,521.15	8,000.00	56.51%
5302 · Office & Equipment Supplies	454.62	2,279.48	7,000.00	32.56%
5303 · Printing	0.00	1,977.97	5,000.00	39.56%
5304 · Equipment Leasing	1,404.12	10,178.16	20,000.00	50.89%
5305 · Mileage Reimbursement	279.91	1,479.29	3,000.00	49.31%
5306 · Legal Notices	547.40	547.40	800.00	68.43%
5308 · Business Phone	754.76	4,347.94	14,000.00	31.06%
5309 · Accounting Service	1,050.00	7,490.00	13,000.00	57.62%
5310 · Material Recovery Fees	44.75	492.25	1,000.00	49.23%
5311 · Payroll Service	515.60	2,933.75	7,500.00	39.12%
5312 · Attorney Fees	483.75	2,846.25	15,000.00	18.98%
5315 · Other Expenditures	0.00	535.34	7,500.00	7.14%
5317 · Bank & Credit Card Fees	0.10	24.61	100.00	24.61%
5319 · Security Service	2,215.40	9,001.52	21,000.00	42.86%
5320 · Donation Recd Expense	0.00	420.09		
5321 · Human Resources	804.04	3,882.97	10,500.00	36.98%
<b>Total 5300 · Business Exp.</b>	8,561.90	52,958.17	133,400.00	39.7%
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	853.85	1,706.60	33,000.00	5.17%
5402 · ISP and Web page hosting	340.78	4,495.14	15,000.00	29.97%
5403 · Computer Software	289.27	11,204.86	30,000.00	37.35%
5404 · Tech Support & Repair	345.28	5,862.12	18,000.00	32.57%
5405 · Technical Services Supplies	764.52	5,614.48	17,000.00	33.03%
5406 · Circulation Supplies	0.00	1,083.12	3,000.00	36.1%
5408 · Tech Serv Online Resources	0.00	1,252.00	14,500.00	8.63%
5409 · RBP/ILL Expenses	127.00	147.00	500.00	29.4%
5410 · SWAN Consortium	11,773.00	23,546.00	47,500.00	49.57%
5411 · Village IT Services	7,738.04	46,428.24	95,000.00	48.87%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	22,231.74	101,339.56	273,500.00	37.05%

**Carol Stream Public Library  
Combined Statement of Revenues and Expenses  
Modified Cash Basis - All Funds**

	Oct 19	May - Oct 19	Annual Budget	% of Budget
<b>5500 · Services</b>				
5501 · Youth Services Programs	742.23	13,176.72	26,000.00	50.68%
5503 · Adult/Teen Programs	794.38	5,740.58	20,000.00	28.7%
5505 · Library Newsletter	2,524.34	25,860.34	43,000.00	60.14%
5509 · Library Publicity and Promotion	1,315.50	6,451.58	30,000.00	21.51%
<b>Total 5500 · Services</b>	<b>5,376.45</b>	<b>51,229.22</b>	<b>119,000.00</b>	<b>43.05%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	308.82	11,414.23	40,000.00	28.54%
5606 · Youth Services Media	1,187.93	5,880.31	15,000.00	39.2%
5630 · Adult Books	4,220.03	23,262.83	65,000.00	35.79%
5634 · Online Resources	0.00	0.00	40,000.00	0.0%
5635 · Magazines & Newspapers	0.00	9,523.29	13,000.00	73.26%
5637 · Adult Media	1,454.50	8,758.17	50,000.00	17.52%
5651 · Digital Media	4,916.07	27,663.07	70,000.00	39.52%
5652 · Grant/Award Expense	7,379.00	48,845.28	49,600.00	98.48%
<b>Total 5600 · Collection</b>	<b>19,466.35</b>	<b>135,347.18</b>	<b>342,600.00</b>	<b>39.51%</b>
<b>6600 · Payroll Expenses</b>				
6610 · FICA Expense	10,019.42	65,844.81	155,000.00	42.48%
6620 · Illinois Municipal Retirement F	13,138.32	85,516.49	195,000.00	43.86%
<b>Total 6600 · Payroll Expenses</b>	<b>23,157.74</b>	<b>151,361.30</b>	<b>350,000.00</b>	<b>43.25%</b>
<b>66900 · Reconciliation Discrepancies</b>				
	0.00	-2.99		
<b>7100 · Liability Insurance</b>				
7101 · Liability Insurance	7,386.00	12,174.00	22,000.00	55.34%
<b>7102 · Risk Management expense</b>				
7102 · Risk Management expense	921.40	2,103.40	4,000.00	52.59%
<b>7103 · Unemployment Compensation Insur</b>				
7103 · Unemployment Compensation Insur	340.52	2,894.08	3,000.00	96.47%
<b>7201 · Audit Expense</b>				
7201 · Audit Expense	7,000.00	9,450.00	12,000.00	78.75%
<b>7400 · Capital Expenditures</b>				
7401 · Furniture	0.00	15,849.86	20,000.00	79.25%
7402 · Parking Lot Repair	0.00	6,325.00	10,000.00	63.25%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	1,449.00	50,000.00	2.9%
7405 · Memorials	88.06	88.06	1,500.00	5.87%
7406 · Other Capital Expenditures	0.00	0.00	25,000.00	0.0%
<b>Total 7400 · Capital Expenditures</b>	<b>88.06</b>	<b>23,711.92</b>	<b>156,500.00</b>	<b>15.15%</b>
<b>7500 · Special Capital Projects</b>				
7504 · Light Bright Fixture	0.00	0.00	19,000.00	0.0%
7507 · Computer Equipment	0.00	0.00	30,000.00	0.0%
7508 · Library Remodel 2019-20	384,542.07	2,405,574.72	4,976,530.00	48.34%
<b>Total 7500 · Special Capital Projects</b>	<b>384,542.07</b>	<b>2,405,574.72</b>	<b>5,025,530.00</b>	<b>47.87%</b>



**Carol Stream Public Library  
 Combined Statement of Revenues and Expenses  
 Modified Cash Basis - All Funds**

	Oct 19	May - Oct 19	Annual Budget	% of Budget
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
<b>Total Expense</b>	<b>653,348.95</b>	<b>4,021,585.25</b>	<b>9,111,491.00</b>	<b>44.14%</b>
<b>Net Ordinary Income</b>	<b>-582,578.85</b>	<b>-258,590.60</b>	<b>-3,239,930.00</b>	<b>7.98%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8002 · Interfund Transferrers Out	0.00	0.00	-100.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-582,578.85</b>	<b>-258,590.60</b>	<b>-3,240,030.00</b>	<b>7.98%</b>

# Carol Stream Public Library Supplementary Information Revenues and Expenses - Modified Cash Basis - By Fund

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Oct 19	May - Oct 19	Oct 19	May - Oct 19	Oct 19	May - Oct 19
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	50,143.61	3,093,871.41	0.00	0.00	2,503.59	154,471.95
3100 · PPR Taxes	672.11	23,562.40	0.00	0.00	0.00	0.00
3200 · Interest Income	2,358.85	16,671.43	69.45	485.70	137.69	971.64
3300 · Patron Payments	1,659.67	13,299.04	0.00	0.00	0.00	0.00
3400 · Donations	75.00	175.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	51.01	0.00	0.00	0.00	0.00
3800 · Other Income	1.10	2,497.30	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>54,910.34</b>	<b>3,150,127.59</b>	<b>69.45</b>	<b>485.70</b>	<b>2,641.28</b>	<b>155,443.59</b>
<b>Gross Profit</b>	<b>54,910.34</b>	<b>3,150,127.59</b>	<b>69.45</b>	<b>485.70</b>	<b>2,641.28</b>	<b>155,443.59</b>
Expense						
5100 · Salaries	157,256.66	1,020,233.28	0.00	0.00	0.00	0.00
5200 · Plant Maint.	17,020.06	53,211.41	0.00	0.00	0.00	0.00
5300 · Business Exp.	8,561.90	52,958.17	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	22,231.74	101,339.56	0.00	0.00	0.00	0.00
5500 · Services	5,376.45	51,229.22	0.00	0.00	0.00	0.00
5600 · Collection	19,466.35	135,347.18	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,019.42	65,844.81
66900 · Reconciliation Discrepancies	0.00	-2.99	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	-6,325.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>223,588.16</b>	<b>1,414,315.83</b>	<b>0.00</b>	<b>0.00</b>	<b>10,019.42</b>	<b>65,844.81</b>
<b>Net Ordinary Income</b>	<b>-168,677.82</b>	<b>1,735,811.76</b>	<b>69.45</b>	<b>485.70</b>	<b>-7,378.14</b>	<b>89,598.78</b>
<b>Net Income</b>	<b>-168,677.82</b>	<b>1,735,811.76</b>	<b>69.45</b>	<b>485.70</b>	<b>-7,378.14</b>	<b>89,598.78</b>

**Carol Stream Public Library  
Supplementary Information  
Revenues and Expenses - Modified Cash Basis - By Fund**

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Oct 19	May - Oct 19	Oct 19	May - Oct 19	Oct 19	May - Oct 19
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	2,665.11	164,438.00	20.17	1,244.39	201.92	12,458.48
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	201.20	1,416.42	87.59	612.64	8.72	61.68
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/LL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>2,866.31</b>	<b>165,854.42</b>	<b>107.76</b>	<b>1,857.03</b>	<b>210.64</b>	<b>12,520.16</b>
<b>Gross Profit</b>	<b>2,866.31</b>	<b>165,854.42</b>	<b>107.76</b>	<b>1,857.03</b>	<b>210.64</b>	<b>12,520.16</b>
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	13,138.32	85,516.49	0.00	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	7,386.00	12,174.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	921.40	2,103.40	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	340.52	2,894.08	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	7,000.00	9,450.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>13,138.32</b>	<b>85,516.49</b>	<b>8,647.92</b>	<b>17,171.48</b>	<b>7,000.00</b>	<b>9,450.00</b>
<b>Net Ordinary Income</b>	<b>-10,272.01</b>	<b>80,337.93</b>	<b>-8,540.16</b>	<b>-15,314.45</b>	<b>-6,789.36</b>	<b>3,070.16</b>
<b>Net Income</b>	<b>-10,272.01</b>	<b>80,337.93</b>	<b>-8,540.16</b>	<b>-15,314.45</b>	<b>-6,789.36</b>	<b>3,070.16</b>

**Carol Stream Public Library  
Supplementary Information  
Revenues and Expenses - Modified Cash Basis - By Fund**

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Oct 19	May - Oct 19	Oct 19	May - Oct 19	Oct 19	May - Oct 19
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	0.00	0.00	3,783.91	233,468.36	59,318.31	3,659,952.59
3100 · PPR Taxes	0.00	0.00	0.00	0.00	672.11	23,562.40
3200 · Interest Income	6,180.41	43,224.67	0.00	13.13	9,043.91	63,457.31
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,659.67	13,299.04
3400 · Donations	0.00	0.00	0.00	0.00	75.00	175.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	51.01
3800 · Other Income	0.00	0.00	0.00	0.00	1.10	2,497.30
<b>Total Income</b>	<b>6,180.41</b>	<b>43,224.67</b>	<b>3,783.91</b>	<b>233,481.49</b>	<b>70,770.10</b>	<b>3,762,994.65</b>
<b>Gross Profit</b>	<b>6,180.41</b>	<b>43,224.67</b>	<b>3,783.91</b>	<b>233,481.49</b>	<b>70,770.10</b>	<b>3,762,994.65</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	157,256.66	1,020,233.28
5200 · Plant Maint.	0.00	0.00	0.00	0.00	17,020.06	53,211.41
5300 · Business Exp.	0.00	0.00	0.00	0.00	8,561.90	52,958.17
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	22,231.74	101,339.56
5500 · Services	0.00	0.00	0.00	0.00	5,376.45	51,229.22
5600 · Collection	0.00	0.00	0.00	0.00	19,466.35	135,347.18
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	23,157.74	151,361.30
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	-2.99
7101 · Liability Insurance	0.00	0.00	0.00	0.00	7,386.00	12,174.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	921.40	2,103.40
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	340.52	2,894.08
7201 · Audit Expense	0.00	0.00	0.00	0.00	7,000.00	9,450.00
7400 · Capital Expenditures	6,413.06	23,711.92	0.00	0.00	88.06	23,711.92
7500 · Special Capital Projects	384,542.07	2,405,574.72	0.00	0.00	384,542.07	2,405,574.72
<b>Total Expense</b>	<b>390,955.13</b>	<b>2,429,286.64</b>	<b>0.00</b>	<b>0.00</b>	<b>653,348.95</b>	<b>4,021,585.25</b>
<b>Net Ordinary Income</b>	<b>-384,774.72</b>	<b>-2,386,061.97</b>	<b>3,783.91</b>	<b>233,481.49</b>	<b>-582,578.85</b>	<b>-258,590.60</b>
<b>Net Income</b>	<b>-384,774.72</b>	<b>-2,386,061.97</b>	<b>3,783.91</b>	<b>233,481.49</b>	<b>-582,578.85</b>	<b>-258,590.60</b>

**VILLAGE OF CAROL STREAM, ILLINOIS**  
**LIBRARY BOARD RESOLUTION #289**  
**RESOLUTION TO CERTIFY EXPENDITURE OF**  
**PROJECT ACCUMULATED RESERVES**

**WHEREAS**, the Library Board developed plans to repair, remodel and improve the Library's building located at 616 Hiawatha Drive, Carol Stream, Illinois, which plans are on file with the Library Board (the "Plan"); and

**WHEREAS**, the Library Board deemed it advisable, necessary, and for the best interests of the Library to repair, remodel and improve the Library's building located at 616 Hiawatha Drive, Carol Stream, Illinois, including but not limited to remodeling, repairing or improving the Library's building and the purchase of necessary equipment for such Library, as provided in the Plan ; and

**WHEREAS**, the Library Board determined the total cost of the Project and expenses incidental thereto, including financial and legal services related to such Project, to be approximately \$5,425,454; and

**WHEREAS**, the Library Board accumulated reserves available and committed the amount of \$3,425,454 to pay for the Project, however sufficient funds were not available to pay the total costs of the Project; and

**WHEREAS**, the Carol Stream Public Library and the Village of Carol Stream entered into an Intergovernmental Loan Agreement, dated October 17, 2018; and

**WHEREAS**, the Loan Agreement is for a total amount of \$2,000,000 from the Village of Carol Stream to the Carol Stream Public Library to fund the balance of the Project; and

**WHEREAS**, the Loan proceeds shall be paid to the Library Board within fifteen (15) days of the date that the Library Board certifies that the Library's accumulated reserves for the Project have been exhausted to the extent that it will not have sufficient reserves to pay the next payment request on its contract to perform the Project; and

**NOW, THEREFORE, BE IT RESOLVED** by the **President and Board of Library Trustees of the Carol Stream Public Library** as follows:

- The Library Board certifies that they have exhausted the accumulated reserves for the Project of \$3,425,454.
- The Library Board requests the Village of Carol Stream to pay the Loan Agreement proceeds of \$2,000,000 to the Library Board to fund the balance of the Project.

PASSED BY ROLL CALL VOTE OF THE BOARD OF LIBRARY TRUSTEES OF THE CAROL STREAM PUBLIC LIBRARY, OF DUPAGE COUNTY, STATE OF ILLINOIS, THIS 20<sup>th</sup> DAY OF NOVEMBER 2019.

Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

(ATTEST)

\_\_\_\_\_  
Edward Jourdan, President  
Board of Library Trustees

\_\_\_\_\_  
Mansi Patel, Secretary  
Board of Library Trustees

## Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

**APPLICABLE CORE STANDARDS** – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

### PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. *COSPL is at 68%*  
The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.  
**Example:** In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12.  $\$40,160/10 = \$4,016 \times 12 = \$48,192$ . (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; [www.isbe.state.il.us/research/htmls/teacher\\_salary.htm](http://www.isbe.state.il.us/research/htmls/teacher_salary.htm)) *\*COSPL does not match the 2019 rate which is \$50,569, but are on par with our library peers.*  
The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

\* Based upon data from the Illinois State Board of Education's 2019 Illinois Teacher Salary Survey

## Chapter 3 [Personnel]

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11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

*Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]  
*Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]  
*Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]  
*Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]  
*Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]  
*Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]  
*Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]  
*Civil Rights Act* (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

*Environment Barriers Act* [410 ILCS 25/1 *et seq.*]  
*Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]  
*Open Meetings Act* [5 ILCS 120/1 *et seq.*]  
*Illinois Freedom of Information Act* [5 ILCS 140/1 *et seq.*]  
*Local Records Act* [50 ILCS 205/1 *et seq.*]  
*State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]  
*Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]  
*Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]  
*Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]  
*Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]  
*Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]  
*Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]  
*Minimum Wage Act* [820 ILCS 105/1 *et seq.*]  
*Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]  
*Disclosure of Economic Interests Act* [5 ILCS 420/4A-101 *et seq.*]  
*Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]  
*Local Governmental Employee Political Rights Act* [50 ILCS 135/1 *et seq.*]  
*Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]  
*Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]  
*School Visitation Rights Act* [820 ILCS 147 *et seq.*]  
*Identity Protection Act* [5 ILCS 179/1 *et seq.*]



## Chapter 3 [Personnel]

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### PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget. *68%*
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

### BIBLIOGRAPHY

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- Metz, Ruth. *Coaching in the Library*. 2nd ed. Chicago: American Library Association, 2010.
- Singer, Paula M. and Laura L. Francisco. *Developing a Compensation Plan for Your Library*. 2nd ed. Chicago: American Library Association, 2009.
- Stanley, Mary. *Managing Library Employees*. New York: Neal-Schuman, 2008.
- Stueart, Robert D. and Maureen Sullivan. *Developing Library Leaders: A How-to-Do-It Manual for Coaching, Team Building, and Mentoring Library Staff*. New York: Neal-Schuman, 2010.
- Trotta, Marcia. *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006.

### WEBSITES

American Library Association  
[www.wikis.ala.org/professionaltips](http://www.wikis.ala.org/professionaltips)  
[www.ala-apa.org/](http://www.ala-apa.org/)

## **Victim's Economic Security and Safety Act (VESSA)**

Differences between Original Policy and Revised policy

### **Reason for Policy Update**

"Gender violence" terminology was added throughout the policy. "Gender violence" is an act of violence or aggression on the basis of an individual's actual or *perceived* gender.

Currently VESSA covers employees and the employee's family who have been victims of domestic or sexual violence. The recent amendment to the Act extends coverage to employees or the employee's family who are victims of gender violence.

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## VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

### STATEMENT OF POLICY

Eligible employees may use unpaid victims' economic and security and safety leave for up to 12 weeks for an employer that employs at least 50 employees in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence.

### DEFINITIONS

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- C. "Parent"- means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability



E "Domestic, Sexual, or Gender Violence" - means domestic violence, sexual assault, gender violence, or stalking.

### **COVERAGE AND ELIGIBILITY**

Both full and part-time employees are eligible to apply for this leave.

### **INTERMITTENT OR REDUCED LEAVE**

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

### **SUBSTITUTION OF TIME OFF**

- A. An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

### **NOTICE REQUIREMENT**

- A. An employee is required to give 48 hours' notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

### **CERTIFICATION**

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, or gender violence and/or its effects;
  - A police or court record; or
  - Other corroborating evidence.



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- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

### **EFFECT ON BENEFITS**

During an approved VESSA leave, the Library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence or other circumstances beyond your control.

### **JOB PROTECTION**

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Human Resources Manager. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

### **REASONABLE ACCOMMODATIONS**

The Carol Stream Public Library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, or gender violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, or gender violence.



A qualified individual is an individual who, but for being a victim of domestic, sexual, or gender violence or with a family or household member who is a victim of domestic, sexual, or gender violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

## **Alcohol/Drug-Free Workplace**

Differences between Original Policy and Revised policy

### **Consequences for testing positive for Alcohol**

- A. In the Original Policy employees were referred to the Employee Assistance Program (EAP) the first time an employee tested positive for alcohol.

*Unless aggravating circumstances are present, the first time employees test positive for alcohol or possess, consume or are under the influence of alcohol, they will be suspended and referred to the Library's Employee Assistance Program (EAP).*

- B. In the Revised Policy employees will be terminated if they test positive for alcohol.

*Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be terminated.*

- C. The Library will continue to assist and support employees who voluntarily seek help.

### **Notification of Drug Conviction**

- A. Original Policy

*Any Library employee who is convicted of a criminal drug violation occurring in the workplace must notify the Library in writing within five calendar days of the conviction.*

- B. Revised Policy

*Employees must notify the Library of any criminal drug conviction no later than five days after such conviction. Failure to notify the Human Resources Manager may subject the employee to disciplinary action, up to and including dismissal.*

## **Additional updates**

- Drug testing procedures have been updated as suggested by HR Source.
- Moderate consumption - A moderate amount of alcohol may be consumed at approved Library events.





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## Alcohol/Drug-Free Workplace

The Carol Stream Public Library has a longstanding commitment to providing a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

### Prohibited Activity

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Library premises is prohibited, unless an exception is made by the Library. No employee shall be under the influence of alcohol while on Library premises or while performing Library business off Library premises except a moderate amount of alcohol may be consumed at approved Library events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using cannabis must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use, or be under the influence of cannabis while performing their duties, while on Library property, or while operating vehicles for the Library. Employees are responsible for consulting with their doctors about a prescription medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited: (1) on Library premises or (2) where the employee is performing Library business off Library premises.



## **Testing for Alcohol and Drugs**

The Carol Stream Public Library will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that he or she may be using drugs or may be under the influence of drugs or alcohol while working, on Library premises, or operating Library vehicles. "Reasonable suspicion" will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing Library business may also be grounds for testing if a member of management has a reasonable belief that drugs/alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be terminated. In addition, if an employee fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute, or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, he or she will be considered as refusing to test and subject to discipline, up to and including termination.

The laboratory conducting the tests shall transmit positive drug tests results to a doctor medical review officer ("MRO"), retained by the Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.



### **Notification of Drug Conviction**

Employees must notify the Library of any criminal drug conviction no later than five days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Human Resources Manager may subject the employee to disciplinary action, up to and including dismissal.

### **Employee Assistance Program**

The Carol Stream Public Library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* they become subject to disciplinary action under this or other Library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

# ANNUAL LIBRARY CALENDAR

## 2020 LIBRARY CLOSINGS AND BOARD MEETINGS

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### Library Closings

Wednesday, January 1 (New Year's Day)  
Sunday, April 12 (Easter)  
Sunday, May 10 (Mother's Day)  
Sunday, May 24  
Monday, May 25 (Memorial Day Observed)  
Sunday, June 21 (Father's Day)  
Friday, July 4 (Independence Day)  
Sunday, September 6  
Monday, September 7 (Labor Day)  
Wednesday, November 25 (Thanksgiving Day Eve) close at 5:00 p.m.  
Thursday, November 26 (Thanksgiving Day)  
Thursday, December 24 (Christmas Eve)  
Friday, December 25 (Christmas Day)  
Thursday, December 31 (New Year's Eve) close at 5:00 p.m.  
Friday, January 1, 2021 (New Year's Day)

### Library Board Meetings

January 15  
February 19  
March 18  
April 15  
May 20  
June 17  
July 15  
August 19  
September 16  
October 21  
November 18  
December 16

Library Board meetings will be held at the Carol Stream Village Hall at 7:00 p.m. January-March. Library Board meetings will be held in the Library's Meeting Room at 7:00 p.m. April-December.

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Susan Westgate, Library Director

For the

Board of Library Trustees of the Village of Carol Stream

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	Memo	Account	Amount
10/16/2019		Foldover Wallets w/logo	5509 · Library Publicity and Promotion	-219.84
				<u>-219.84</u>
<b>4Imprint</b>				
Total 4Imprint				
10/09/2019		Inv. #4230884	5308 · Business Phone	-754.76
				<u>-754.76</u>
<b>Access One, Inc.</b>				
Total Access One, Inc.				
10/07/2019		Inv. #9288091	5319 · Security Service	-2,215.40
				<u>-2,215.40</u>
<b>Allied Universal Security Services</b>				
Total Allied Universal Security Services				
<b>AMAZON/SYNCB</b>				
10/15/2019		Inv. #446848566337	5509 · Library Publicity and Promotion	-49.14
10/15/2019		Inv. #966864595957	5509 · Library Publicity and Promotion	-33.99
10/15/2019		Inv. #464386554835	5205 · Furniture/Equipment	-40.83
10/16/2019		Inv. #679359576387	5501 · Youth Services Programs	-16.74
10/16/2019		Inv. #979556657339	5501 · Youth Services Programs	-15.99
10/16/2019		Inv. #937765773368	5501 · Youth Services Programs	-24.12
10/16/2019		Inv. #759768453967	5503 · Adult/Teen Programs	-129.48
10/16/2019		Inv. #797859568578	5501 · Youth Services Programs	-97.07
10/16/2019		Inv. #955649798933	5501 · Youth Services Programs	-34.82
10/16/2019		Inv. #655767387447	5501 · Youth Services Programs	-33.76
10/16/2019		Inv. #935985859394	5501 · Youth Services Programs	-11.95
10/16/2019		Inv. #439538768446	5501 · Youth Services Programs	-29.80
10/16/2019		Inv. #784563389334	5201 · Supplies	-168.02
10/16/2019		Inv. #459937855758	5401 · Automation Hardware	-191.84
10/16/2019		Inv. #588665473356	5501 · Youth Services Programs	-82.48
10/31/2019	MI0907	Void duplicate entry for Amazon/Sync	5501 · Youth Services Programs	38.16
				<u>-921.87</u>
<b>Total AMAZON/SYNCB</b>				
<b>American Library Association</b>				
10/23/2019		Mastering EI course refund - Hays	5105 · Professional Education	175.00
				<u>175.00</u>

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	Memo	Account	Amount
Total American Library Association				175.00
<b>American Library Association - Bookstore</b>				
Total American Library Association - Bookstore				
10/01/2019		Increase you Circ w/ visual merch Webinar	5105 · Professional Education	-65.00
				-65.00
<b>Ancel Glink, P.C.</b>				
Total Ancel Glink, P.C.				
10/11/2019		Inv. #72274	5312 · Attorney Fees	-483.75
				-483.75
<b>Baker &amp; Taylor</b>				
Total Baker & Taylor				
10/10/2019		Several invoices	5405 · Technical Services Supplies	0.00
10/10/2019		Several invoices	5501 · Youth Services Programs	0.00
10/10/2019		Several invoices	5601 · Youth Services Books	0.00
10/10/2019		Several invoices	5630 · Adult Books	0.00
10/11/2019		Several invoices	5405 · Technical Services Supplies	-202.69
10/11/2019		Several invoices	5501 · Youth Services Programs	-66.23
10/11/2019		Several invoices	5601 · Youth Services Books	-308.82
10/11/2019		Several invoices	5630 · Adult Books	-2,497.09
				-3,074.83
<b>Bartlett Park District</b>				
Total Bartlett Park District				
10/07/2019	9744	Joint presenter fee	5503 · Adult/Teen Programs	0.00
10/07/2019	MI0806R	For CHK voided on 10/07/2019	5503 · Adult/Teen Programs	-200.00
10/07/2019	MI0806RR	Reverse of GJE MI0806R -- For CHK voided 5503 · Adult/Teen Programs		200.00
				0.00
<b>Bartlett Public Library</b>				
Total Bartlett Public Library				
10/07/2019	9743	Joint Programming Fee	5503 · Adult/Teen Programs	0.00
10/07/2019	MI0805	For CHK voided on 10/07/2019	5503 · Adult/Teen Programs	-200.00
10/07/2019	MI0805R	Reverse of GJE MI0805 -- For CHK voided 5503 · Adult/Teen Programs		200.00
				0.00

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	October 2019 Memo	Account	Amount
<b>Bartlett Public Library District</b>				
10/07/2019	9745	Joint Presenter fee - 10/5/2019	5503 · Adult/Teen Programs	-200.00
10/11/2019		Shared presenter fee	5503 · Adult/Teen Programs	0.00
10/11/2019	9747	VOID: GJE, RGJE created on 10/11/2019	5503 · Adult/Teen Programs	0.00
10/11/2019	MI0807RR	For CHK 9747 voided on 10/11/2019	5503 · Adult/Teen Programs	-200.00
10/11/2019	MI0807RRR	Reverse of GJE MI0807RR -- For CHK 974	5503 · Adult/Teen Programs	200.00
				<u>-200.00</u>
Total Bartlett Public Library District				
<b>Brittany's Trees</b>				
10/08/2019		2019 Brittany Tree	5509 · Library Publicity and Promotion	-50.00
				<u>-50.00</u>
Total Brittany's Trees				
<b>Brookfield Zoo</b>				
10/10/2019		2019 Community Tree Trim Pkg.	5509 · Library Publicity and Promotion	-160.00
				<u>-160.00</u>
Total Brookfield Zoo				
<b>Carol Stream Chamber of Commerce</b>				
10/09/2019		Inv. #5743022 - Round Table 10/19/19 - Ku: 5105 · Professional Education		-10.00
				<u>-10.00</u>
Total Carol Stream Chamber of Commerce				
<b>Case Lots, Inc.</b>				
10/07/2019		Inv. #12174	5201 · Supplies	-157.50
10/07/2019		Inv. #12419	5201 · Supplies	-824.90
				<u>-982.40</u>
Total Case Lots, Inc.				
<b>Center Point for Large Print Books</b>				
10/07/2019		Inv. #1727006	5630 · Adult Books	-137.82
				<u>-137.82</u>
Total Center Point for Large Print Books				
<b>Central Technology, Inc.</b>				
10/10/2019		Inv. #1164	5509 · Library Publicity and Promotion	-143.76
				<u>-143.76</u>
Total Central Technology, Inc.				

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	October 2019 Memo	Account	Amount
<b>Comcast</b>				
10/07/2019	10/2 - 11/1/19		5402 · ISP and Web page hosting	-132.85
10/31/2019	11/2 - 12/1/19		5402 · ISP and Web page hosting	-157.85
<b>Total Comcast</b>				<u>-290.70</u>
<b>Complete Cleaning Co., Inc.</b>				
10/07/2019	Inv. #AW05767		7508 · Library Remodel 2019-20	-1,950.00
10/07/2019	Inv. #C11326		5203 · Maintenance Contracts	-1,810.00
<b>Total Complete Cleaning Co., Inc.</b>				<u>-3,760.00</u>
<b>Costco</b>				
10/16/2019	YS Pgm. Supplies		5501 · Youth Services Programs	-107.51
<b>Total Costco</b>				<u>-107.51</u>
<b>Creekside Printing</b>				
10/07/2019	Inv. #1332		5505 · Library Newsletter	-2,524.34
<b>Total Creekside Printing</b>				<u>-2,524.34</u>
<b>D &amp; Z House of Books</b>				
10/07/2019	Inv. #2019/104246		5630 · Adult Books	-168.08
<b>Total D &amp; Z House of Books</b>				<u>-168.08</u>
<b>Demco</b>				
10/10/2019	Inv. #6699540		5205 · Furniture/Equipment	-77.91
<b>Total Demco</b>				<u>-77.91</u>
<b>Dollar Tree</b>				
10/16/2019	YS Pgm. Supplies		5501 · Youth Services Programs	-19.00
10/22/2019	Supplies for 9/24, 9/26 pgms.		5503 · Adult/Teen Programs	-24.00
<b>Total Dollar Tree</b>				<u>-43.00</u>
<b>Dreisilker Electric Motors, Inc.</b>				



## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	October 2019 Memo	Account	Amount
10/14/2019	Inv. #1135547		5201 · Supplies	-475.98
				<u>-475.98</u>
Total Dreisilker Electric Motors, Inc.				
<b>Faronics</b>				
10/08/2019	Inv. #INUS0193705	Deep Freeze for Mac	5403 · Computer Software	-289.27
				<u>-289.27</u>
Total Faronics				
<b>Findaway World, LLC</b>				
10/08/2019	Inv. #298699		5405 · Technical Services Supplies	-11.88
10/08/2019	Inv. #298699		5637 · Adult Media	-251.21
10/08/2019	Inv. #298699		5606 · Youth Services Media	-101.98
				<u>-365.07</u>
Total Findaway World, LLC				
<b>Fox Valley Fire &amp; Safety Company, Inc.</b>				
10/11/2019	Inv. #IN00304302		7102 · Risk Management expense	-93.00
				<u>-93.00</u>
Total Fox Valley Fire & Safety Company, Inc.				
<b>Frederick Quinn Corporation (FQC)</b>				
10/14/2019	Period: 9/1 -9/30/19		7508 · Library Remodel 2019-20	-346,505.00
				<u>-346,505.00</u>
Total Frederick Quinn Corporation (FQC)				
<b>Fredriksen Fire Equipment Company</b>				
10/10/2019	Inv. #195802		7102 · Risk Management expense	-828.40
				<u>-828.40</u>
Total Fredriksen Fire Equipment Company				
<b>Gale/CENGAGE Learning</b>				
10/07/2019	Inv. #68264240		5630 · Adult Books	-110.96
10/09/2019	Inv. #68663969		5630 · Adult Books	-197.18
10/09/2019	Inv. #68663283		5630 · Adult Books	-139.45
10/09/2019	Inv. #68663724		5630 · Adult Books	-139.45
				<u>-587.04</u>
Total Gale/CENGAGE Learning				
<b>Garvey's Office Products</b>				

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	October 2019 Memo	Account	Amount
10/08/2019		Inv. #PINV1802466	5302 · Office & Equipment Supplies	-84.57
10/08/2019		Inv. #PINV1802466	5501 · Youth Services Programs	-90.00
				<u>-174.57</u>
Total Garvey's Office Products				
<b>Glenbard North Newspaper</b>				
10/07/2019		Student Newspaper Ads	5509 · Library Publicity and Promotion	-400.00
				<u>-400.00</u>
Total Glenbard North Newspaper				
<b>Glenside Public Library</b>				
10/07/2019		Patron #21319001703239	5409 · RBP/ILL Expenses	-127.00
				<u>-127.00</u>
Total Glenside Public Library				
<b>Global Equipment Company</b>				
10/08/2019		Inv. #114962191	5201 · Supplies	-1,169.04
				<u>-1,169.04</u>
Total Global Equipment Company				
<b>Graphic 5, Inc.</b>				
10/07/2019		Inv. #145508	5302 · Office & Equipment Supplies	-331.80
				<u>-331.80</u>
Total Graphic 5, Inc.				
<b>Hallett &amp; Sons Expert Movers, Inc.</b>				
10/22/2019		Inv. #60497	7508 · Library Remodel 2019-20	-2,900.00
				<u>-2,900.00</u>
Total Hallett & Sons Expert Movers, Inc.				
<b>Holiday Signs, Inc.</b>				
10/08/2019		Inv. #14035	5302 · Office & Equipment Supplies	-38.25
				<u>-38.25</u>
Total Holiday Signs, Inc.				
<b>Illinois Library Association</b>				
10/16/2019		2019 ILA Awards Luncheon - Wise	5105 · Professional Education	-32.00
10/23/2019		Inv. #170679 - Annual ILA Mbrshp. - Hays	5106 · Membership	-150.00
10/25/2019		Inv. #170684 - ILA Mbrshp. Renewal - Wilso	5106 · Membership	-100.00
10/28/2019		ILA Conf. Exhibits Only - Cain	5105 · Professional Education	-20.00

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	Memo	Account	Amount
10/28/2019		ILA Conf. Exhibits Only - Johnson	5105 · Professional Education	-20.00
				-322.00
<b>Total Illinois Library Association</b>				
<b>Impressions in Stone</b>				
10/07/2019		Inv. #10837	7405 · Memorials	-88.06
				-88.06
<b>Total Impressions in Stone</b>				
<b>Infogroup</b>				
10/07/2019		Inv. #10003584797	5630 · Adult Books	-830.00
				-830.00
<b>Total Infogroup</b>				
<b>Interior Investments, LLC</b>				
10/28/2019		Inv. #162208	7508 · Library Remodel 2019-20	-9,615.33
				-9,615.33
<b>Total Interior Investments, LLC</b>				
<b>Jewel Food Stores / Jewel Osco</b>				
10/02/2019		Supplies for Book Club 9/16 - English Tea	5503 · Adult/Teen Programs	-105.18
10/16/2019		YS Pgm Supplies	5501 · Youth Services Programs	-23.25
				-128.43
<b>Total Jewel Food Stores / Jewel Osco</b>				
<b>Job Target</b>				
10/01/2019		YS PT advertising	5321 · Human Resources	-155.00
				-155.00
<b>Total Job Target</b>				
<b>LIMRICC Unemployment Compensation Group</b>				
10/31/2019		Third Qtr. 9/30	7103 · Unemployment Compensation Insur	-340.52
				-340.52
<b>Total LIMRICC Unemployment Compensation Group</b>				
<b>MailChimp</b>				
10/01/2019		3 mth sub. renewal	5509 · Library Publicity and Promotion	-75.00
				-75.00
<b>Total MailChimp</b>				
<b>McClure, Inserra &amp; Company Chartered</b>				

## Carol Stream Public Library Expenses by Vendor Detail

		October 2019			
Date	Num	Memo	Account	Amount	
10/10/2019		Inv. #10958	5309 · Accounting Service	-1,050.00	
				-1,050.00	
<b>Meijer's</b>					
10/24/2019		Retirement gift card, etc. - Walther	5321 · Human Resources	-113.59	
				-113.59	
<b>Michael's</b>					
10/23/2019		Refund of Orig. Purchase which incl. tax	5503 · Adult/Teen Programs	47.18	
10/23/2019		Supplies for AS Pgm. (9/24 & 9/26) inc. tax	5503 · Adult/Teen Programs	-47.18	
				0.00	
<b>Midwest Tape</b>					
10/08/2019		Several invoices	5405 · Technical Services Supplies	-549.95	
10/08/2019		Several invoices	5606 · Youth Services Media	-1,085.95	
10/08/2019		Several invoices	5637 · Adult Media	-1,203.29	
10/08/2019		Several invoices	5651 · Digital Media	-2,371.18	
				-5,210.37	
<b>Midwest Tropical Inc.</b>					
10/11/2019		Order #0264041	7508 · Library Remodel 2019-20	-17,497.50	
				-17,497.50	
<b>MNJ Technologies Direct, INC.</b>					
10/07/2019		Inv. #0003689462	5401 · Automation Hardware	-662.01	
				-662.01	
<b>Nayax Copy Services</b>					
10/23/2019		Printer Test on 10/17/19	5317 · Bank & Credit Card Fees	-0.10	
				-0.10	
<b>Oriental Trading Company</b>					
10/16/2019		YS Pgm. Supplies	5501 · Youth Services Programs	-111.20	

**Carol Stream Public Library  
Expenses by Vendor Detail**

Date	Num	October 2019 Memo	Account	Amount
10/22/2019	MI0907	23 Dz. Christmas Tree Ornaments	5509 · Library Publicity and Promotion	-191.77
10/31/2019	MI0907	Void duplicate entry for Oriental Trading	5501 · Youth Services Programs	199.80
		Total Oriental Trading Company		<u>-103.17</u>
10/07/2019		Inv. #01107MA19185437	5651 · Digital Media	-2,395.19
10/07/2019		Inv. #01107MA19185906	5651 · Digital Media	-149.70
		Total OverDrive, Inc.		<u>-2,544.89</u>
10/07/2019		Inv. #29207	5306 · Legal Notices	-547.40
		Total Paddock Publications, Inc.		<u>-547.40</u>
10/16/2019		YS Pgm Snacks	5501 · Youth Services Programs	-13.74
		Total Panera		<u>-13.74</u>
10/07/2019		Inv. #105555321	5311 · Payroll Service	-332.36
10/07/2019		Inv. #105555321	5321 · Human Resources	-303.45
10/09/2019		Inv. #105609105	5311 · Payroll Service	-183.24
		Total Paylocity		<u>-819.05</u>
10/07/2019		Inv. #37461	5203 · Maintenance Contracts	-1,293.00
		Total Precision Control Systems of Chicago, Inc		<u>-1,293.00</u>
10/11/2019		Inv. #1650.0140	7508 · Library Remodel 2019-20	-6,074.24
		Total Product Architecture + Design		<u>-6,074.24</u>
10/07/2019		Inv. #19920255	5652 · Grant/Award Expense	-2,504.00
		Scholastic Library Publishing		<u>-2,504.00</u>

**Carol Stream Public Library  
Expenses by Vendor Detail**

Date	Num	Memo	Account	Amount
Total Scholastic Library Publishing				
10/07/2019	Inv. #190471		5204 · Landscape Maintenance/Snow Remi	-646.00
Total Sebert Landscaping, Inc.				-646.00
Total Sebert Landscaping, Inc.				
10/25/2019	Tax refund		5509 · Library Publicity and Promotion	8.00
Shutterfly				8.00
Total Shutterfly				
10/16/2019	Inv. #407042		7201 · Audit Expense	-7,000.00
Sikich, LLP				-7,000.00
Total Sikich, LLP				
10/31/2019	Inv. #8706521		5501 · Youth Services Programs	-111.84
Smilemakers				-111.84
Total Smilemakers				
10/24/2019	Food for Walther Retirement party		5321 · Human Resources	-232.00
Sporty's Catering				-232.00
Total Sporty's Catering				
10/08/2019	Inv. #3427453568		5201 · Supplies	-218.36
Staples				-218.36
Total Staples				
10/31/2019	Dia de los Muertos Supplies		5501 · Youth Services Programs	-21.00
Supermercado La Huerta Norte				-21.00
Total Supermercado La Huerta Norte				
10/07/2019	Inv. #7055 - FY20 - 2nd Qtr. Fees		5410 · SWAN Consortium	-11,773.00
Swan (System Wide Automated Network)				-11,773.00
Total Swan (System Wide Automated Network)				

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	Memo	Account	Amount
<b>Target Stores</b>				
10/16/2019		YS Pgm Supplies	5501 · Youth Services Programs	-21.43
				<u>-21.43</u>
<b>Things Remembered</b>				
10/23/2019		Cross Personalized Set - Ai Na Na - COHS	5503 · Adult/Teen Programs	-77.00
				<u>-77.00</u>
<b>TIAA Commercial Finance</b>				
10/16/2019		Inv. #6607069	5304 · Equipment Leasing	-1,404.12
				<u>-1,404.12</u>
<b>Today's Business Solutions, Inc.</b>				
10/09/2019		Inv. #100719-21	5404 · Tech Support & Repair	-345.28
				<u>-345.28</u>
<b>Unique Management Services, Inc.</b>				
10/07/2019		Inv. #559777	5310 · Material Recovery Fees	-44.75
				<u>-44.75</u>
<b>United States Postal Service</b>				
10/08/2019		1st Class Postage - Certified - Return Rec.	5301 · Postage	-7.45
				<u>-7.45</u>
<b>Utica National Insurance Group</b>				
10/24/2019		Renewal 10/8/19 - 10/8/20	5208 · Insurance (Property)	-9,892.00
10/24/2019		Renewal 10/8/19 - 10/8/20	7101 · Liability Insurance	-7,386.00
				<u>-17,278.00</u>
<b>Value Line Publishing LLC</b>				
10/09/2019		Inv. #KF-225983-199	5652 · Grant/Award Expense	-4,875.00
				<u>-4,875.00</u>

## Carol Stream Public Library Expenses by Vendor Detail

Date	Num	October 2019 Memo	Account	Amount
<b>Verizon Wireless</b>				
10/14/2019		Inv. #9839417220	5402 · ISP and Web page hosting	-50.08
Total Verizon Wireless				-50.08
<b>Village of Carol Stream</b>				
10/09/2019		Inv. #3648	5411 · Village IT Services	0.00
10/11/2019		Inv. #3648	5411 · Village IT Services	-7,738.04
Total Village of Carol Stream				-7,738.04
<b>Village of Carol Stream - Benefits</b>				
10/16/2019		Inv. #3663	5107 · Life Insurance	-151.15
10/16/2019		Inv. #3663	5108 · Health Insurance	-23,830.08
10/16/2019		Inv. #3663	5109 · Benefits, other	-41.30
Total Village of Carol Stream - Benefits				-24,022.53
<b>Village of Carol Stream - IMRF</b>				
10/24/2019		10/11 - 10/25/19	6620 · Illinois Municipal Retirement F	-13,138.32
Total Village of Carol Stream - IMRF				-13,138.32
<b>Village of Carol Stream - Water Dept.</b>				
10/07/2019		Bill #01532590	5207 · Water/Sewer	0.00
10/11/2019		Bill #05132590	5207 · Water/Sewer	-133.25
Total Village of Carol Stream - Water Dept.				-133.25
<b>Walmart</b>				
10/16/2019		YS Pgm. Supplies	5501 · Youth Services Programs	-29.90
Total Walmart				-29.90
<b>Western First Aid &amp; Safety</b>				
10/11/2019		Inv. #ORD4-002645	5201 · Supplies	-102.96
Total Western First Aid & Safety				-102.96



### Carol Stream Public Library Expenses by Vendor Detail

Date	Num	October 2019 Memo	Account	Amount
<b>TOTAL</b>				<b>-509,750.10</b>

Total Disbursements for October 1, 2019 through October 31, 2019

Approved by the Library Board of Trustees November 20, 2019

President \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

## LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

November 20, 2019

### **Resolution #289**

As a condition of our intergovernmental loan agreement with the Village of Carol Stream, the Library Board is required to certify when the Library's accumulated reserve funds for the renovation project have been expended. This Resolution certifies that the Library has expended the budgeted reserves for the renovation project and are requesting the loan proceeds. Following approval, I will submit the certification to the Finance Officer of the Village and we have scheduled a date for the Library to receive the loan proceeds check.

### **Per Capita Grant Requirements**

As part of the FY 2020 Per Capita Grant Application requirements, all of the Trustees are required to review Chapters 11-14 (and all appendices) of *Trustees Facts File* and Chapter 3 of *Serving Our Public* (included in Board packet). The Grant also requires a minimum of one Trustee to view a webinar. The webinar that has been selected by the Management Team for our Library is "Promoting Fairness & Belonging." The webinar is 75 minutes in length.

### **Personnel Policy Updates**

There have been some changes to a variety of laws that go into effect on January 1, 2020 that will have an impact on two of our existing personnel policies. VESSA (Victim's Economic Security and Safety Act) has added "gender violence" terminology to the Act. Our updated VESSA policy (Policy#311) reflects this new terminology. The legalization of recreational marijuana requires us to update our existing Alcohol/Drug-Free Workplace policy (Policy #602). Copies of the Library's updated policies and an explanation page have been prepared by our Human Resources Manager Mary Pellico and are included in your Board packet.

### **Trustee Travel Expenses**

Approval of Trustee Travel expenses is included as an action item. Trustee Olson attended Trustee Day at the ILA Conference in October. The expenses are for her mileage and tolls. Illinois law requires a roll call vote for approval of Trustee travel expenses

### **Amendment to CM&R Budget**

I am recommending that we add a budget expense line of \$35,000 to the CM&R Budget under Special Projects for this fiscal year to cover the costs for the additional 20 security cameras, equipment (NVR, mounting brackets, extended warranty, etc.) and updates to the building alarm system (new panel, additional sensors, etc.) that are required to fully secure the renovated spaces. The upgrades include an additional parking lot camera and west side building cameras that were sorely needed. The expense line will cover labor, materials, and equipment. The Board approved the Security Camera project at the September 18, 2019 Board meeting.

### **Library Calendar of Closings and Meetings**

I have prepared the 2020 Calendar of Library Closings and Board meetings. Once approved, the calendar is sent to the village and local press publications and posted on the kiosk in the lobby. Traditionally we are closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. These Sunday closings are unpaid.

I have added two additional unpaid closings to the calendar for 2020 for your consideration. I am proposing that we be closed on Mother's Day and Father's Day as a consideration of our employees so that they can enjoy those days with their families. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose.

### **Brookfield Zoo Tree**

The Library is sponsoring a holiday tree at Brookfield Zoo this year. Our participation is to thank the zoo for being an active participant in the Museum Adventure Pass program over the past years (our most popular pass request). Staff members will be at the zoo on Nov. 23 and 24 to decorate our tree. The Library's tree is #481 and will be on display through January 19, 2020. It is located on the West Mall between Tropic World and the Pachyderm House.

### **Grand Openings**

I attended a variety of exciting community grand openings this past month. I attended the Carol Shire Park opening as well as two Innovation Center Open Houses at CCSD93 Schools-Heritage Lakes Elementary School and Jay Stream Middle School.

### **October Employee Anniversaries**

Joyce Farrell-11/04/08- Administration  
Allison Porch – 11/16/15-Administration  
Leigh Ann Wilson -11/06/17-Youth Services  
Lise Wise – 11/05/18-Youth Services  
Michael Lorenzetti – 11/29/18-Maintenance

Susan Westgate, Library Director

**Carol Stream Public Library - Monthly Librarian's Report FY 2019-2020**

	October FY 18-19	October FY 19-20	Current YTD
<b>Use of Library Resources/Services</b>			
<b>Circulation Activity</b>			
Books	10,757	<b>8,962</b>	63,541
Videos	4,669	<b>3,408</b>	23,922
Audio	1,044	<b>1,498</b>	6,162
Periodicals	261	<b>174</b>	1,627
Other	225	<b>254</b>	1,566
E-books	1,836	<b>1,928</b>	12,341
E-Audio	1,248	<b>1,342</b>	7,555
E-Video	135	<b>166</b>	899
Digital magazines	344	<b>404</b>	2,494
Museum Passes/Explore More Illinois	22 / n/a	<b>17 / 0</b>	157 / 0
ILL - Borrowed from SWAN	2,524	<b>2,603</b>	17,043
ILL - Borrowed from Non-SWAN	76	<b>61</b>	517
ILL - Loaned to SWAN	1,569	<b>1,581</b>	8,686
ILL - Loaned to Non-SWAN	113	<b>128</b>	498
<b>Total Circulation</b>	24,823	<b>22,526</b>	147,008
Total Adult	13,382	<b>12,792</b>	79,814
Total Youth	11,441	<b>9,734</b>	67,194
Reciprocal Borrower Loans (incl. above)	1,023	<b>910</b>	4,817
Automatic Renewals (not incl. above)	19,694	<b>17,569</b>	107,616
Self Check - % of Circulation	34.70%	<b>35.70%</b>	37.29%
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	11 / 214	<b>5 / 84</b>	31 / 1,170
Teen Number/Attendance	22 / 463	<b>2 / 41</b>	25 / 320
Youth - Number/Attendance	48 / 1,692	<b>23 / 621</b>	137 / 4,099
<b>Total - Number/Attendance</b>	81 / 2,369	<b>30 / 746</b>	193 / 5,589
<b>Library Events</b> - Number / Attendance	0 / 0	<b>0 / 0</b>	1 / 180
<b>Outreach*</b> - Number / Attendance	3 / 834	<b>4 / 169</b>	25 / 4,008
<b>Facility Usage</b>			
Library Visits (Door Count)	18,337	<b>12,847</b>	81,546
Meeting Rooms - # of Public Bookings*	9	<b>n/a</b>	n/a
Study Rooms - # of Users/Total Hours*	169 / 181	<b>n/a</b>	n/a
<b>Electronic Usage</b>			
# of Database Sessions	3,880	<b>2,844</b>	21,385
# of Internet Sessions/Total Time	2,757 / 2,647	<b>1,915 / 1,502</b>	15,140 / 13,434
#iMac Sessions/Total Time	10 / 9	<b>23 / 15</b>	180 / 131
# of Library Website Visits	13,005	<b>10,483</b>	62,305
#Boopsie Users	461	<b>360</b>	2,584
SWAN Mobile App Page Views**	n/a	<b>4</b>	203
# of Wireless Users	n/a	<b>n/a</b>	n/a
<b>Reference Transactions</b>			
Shared Desk (Includes Online Chat)	1,354	<b>2,535</b>	13,776
Youth	1,532	<b>n/a</b>	7,231
Circulation	142	<b>122</b>	928
<b>Total Reference Transactions</b>	3,028	<b>2,657</b>	21,935

<b>Patron Statistics</b>			
# of Resident Cards	17,841	<b>17,672</b>	
# of Non-Resident Cards	10	<b>11</b>	
<b>Total Registered Users</b>	17,851	<b>17,683</b>	

<b>Resources Owned/Licensed</b>			
Books	77,742	58,462	
Newspapers (Print only)	23	22	
Periodicals (Print only)	164	149	
Total Print Materials	77,929	<b>58,633</b>	
Current Subscriptions (Print Only)	187	171	
Current E-Subscriptions	115	<b>119</b>	
E-Books: Downloadable	41,954	<b>53,708</b>	
Audio Recordings	7,716	<b>6,405</b>	
Audio Recordings (Downloadable)	12,393	<b>17,880</b>	
Videos	15,034	<b>13,645</b>	
Other: Video Games, Puzzles, Devices	616	<b>558</b>	
Databases	48	<b>49</b>	
<b>Total Resources Owned/Licensed</b>	155,805	<b>150,997</b>	

<b>Professional Development Hours</b>	62	<b>107</b>	638.75
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\*Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel

\*\* Transition from Boopsie to SWAN Mobile App

## Program Statistics - October 2019

Event Type	# of programs	Total attendance
Adult Program	5	84
Teen	2	41
Youth Program	23	621
Totals	30	746
Library Event	0	0
Outreach	4	169

Title	Date	Primary Event Type	Attendance
Intro to Drawing: Make & Take Workshop	10/5/2019	Adult Program	9
Intro to Drawing: Make & Take Workshop	10/5/2019	Adult Program	8
Drafting a Secure Will	10/15/2019	Adult Program	37
50 States Book Club	10/21/2019	Adult Program	12
Mini Painted Pumpkins: Make & Take	10/28/2019	Adult Program	18
DIY to Go Kits: Donut Pumpkins (Library)	10/9/2019	Teen Program	25
October Middle School Binge Boxes	10/31/2019	Teen Program	16
Fancy Feet (Offsite)	10/4/2019	Youth/Family Program	32
Story Time on the Road (Offsite)	10/7/2019	Youth/Family Program	16
Storytime on the Road @ CSPD Kids Zone	10/8/2019	Youth/Family Program	5
Story Time on the Road (Offsite)	10/9/2019	Youth/Family Program	16
Peppa Pig Party (Offsite)	10/10/2019	Youth/Family Program	58
Word Play (Offsite)	10/10/2019	Youth/Family Program	4
Drawing Cartoon Monsters (Offsite)	10/12/2019	Youth/Family Program	17
Drawing Cartoon Monsters (Offsite)	10/12/2019	Youth/Family Program	10
Story Time on the Road (Offsite)	10/14/2019	Youth/Family Program	2
Story Time on the Road (Offsite)	10/16/2019	Youth/Family Program	23
Outreach Story Time at Goddard School	10/17/2019	Youth/Family Program	48
Friday Fun & Playdate on the Road	10/18/2019	Youth/Family Program	19
Story Time on the Road (Offsite)	10/21/2019	Youth/Family Program	21
Storytime on the Road @ CSPD Kids Zone	10/22/2019	Youth/Family Program	4
Story Time on the Road (Offsite)	10/23/2019	Youth/Family Program	26
Storytime at Masters Christian Preschool	10/28/2019	Youth/Family Program	41
Storytime at Masters Christian Preschool	10/28/2019	Youth/Family Program	30
Storytime at Masters Christian Preschool	10/29/2019	Youth/Family Program	25
Homeschool Hangout: LEGO Block Party	10/30/2019	Youth/Family Program	13
Paws for Reading (Offsite)	10/30/2019	Youth/Family Program	18
Super Readers Club	10/31/2019	Youth/Family Program	2
1,000 Books Before Kdg. New Regis.	10/31/2019	Youth/Family Program	10
1,000 Books Before Kdg. Logging Activity	10/31/2019	Youth/Family Program	17
Trick-or-Treating (Library)	10/31/2019	Youth/Family Program	164
Water Reclamation Center Open House	10/5/2019	Outreach	100
Homebound deliveries	10/10/2019	Outreach	42
ELL Family Night at Franklin Middle School	10/17/2019	Outreach	25
Early Childhood Screenings Coop. with D93	10/23/2019	Outreach	2

**Assistant Director's Report**  
**October 2019**

**Primary Action Items – Administration**

**Library Remodel**

- Final review and approval of Business Center shop drawings and AV shelves layout
- Coordinate Phase 3 delivery schedule with LFI (shelving), KI and Interior Investments
- Research space needs for cabinet for lobby café area
- Work with Allison, Amy and Laura on signage plan for new collection areas/shelving
- Coordinate stacking chair samples with Product Architecture and vendors
- Coordinate order for coat hooks, boot mats and bulletin boards for staff areas
- Develop Phase 3 to Phase 4 task list and timeline
- Follow-up on invoices from Interior Investments
- Review and process monthly payout for FQC
- Prepare weekly staff renovation update posts

**Remodel Meetings**

- 10/4, 10/11, 10/18, 10/25 – Attend weekly construction meeting

**Other**

- Finalize audit items for October Board meeting
- Finalize updates to active vendor list in QuickBooks – Joyce
- Resolve VSP billing issues. Refund check will be issued. Coordinate coding updates with HR.
- Assumed responsibility for quarterly payment of LIMRiCC payments
- Follow-up billing issue – Columbia University Press
- Transitioned scanning of Nayax statements and holiday sign ordering and posting to Joyce
- Payroll processing week of 10/7 and 10/21
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards and locker assignments for new/departing staff as needed

**Primary Action Items – Tech Services**

- Statistics for primary TS functions:
  - Items ordered – 607
  - Items put into circulation – 634
  - Items catalogued – imported bib records and original cataloging – 91
  - Item record edits/database clean-up – 481
  - Conversion project items – 2,708
  - Repair items (includes disc cleaning) - 162
  - Bibliographic record merges sent to SWAN Support – 10
  - Serial Record Edits 8 – (Ceased or Cancelled – 2, Added Title – 1)
  - Serials – Claimed Issues - 4
- Conversion Projects –
  - DVD Genrefication – Significant progress was made with the DVD conversion of fiction titles. This project is ahead of schedule and the TS staff will move on to updating labels

for the TV series upon completion of the fiction titles. Finalized processing set-up with Midwest Tape.

- Year-end magazine clean-out, rearranged magazine boxes that were out of order - Barb
- Maintenance of Butterfly Garden – Barb, Joyce
- Price comparison between Children’s Plus and Baker & Taylor – Susan
- Follow-up with adult selector regarding pending 2019 yearbook from Glenbard North led to Adult Services obtaining yearbooks for the past 3 years – Susan

#### **Professional Development**

- 10/2 – Cataloging Basics – RAILS workshop – Marie (6.0)
- 10/9 – Open Gov webinar – Mary (1.0)
- 10/17 – Subject Analysis webinar – Marie (1.0)
  - 10/24 – Attend ILA – Mary (7.0) - The sessions I attended were both interesting and pertinent: Staff Morale – Boost NOT Bust!, Social Media: Are We Free?; Local Elections and the Library: Enhancing the Library’s Image During the Local Election Cycle; Painless Promotion: Encouraging All Staff to Hype the Whole Library
  - Vendors: I spoke with a number of vendors for consideration: Thrift Books and Sell Back Your Book (Friends of the Library booksale potential), Chase for Business (business banking), Open Gov (reporting tool), Financial Rating Series (an online financial literacy database) and NewsGuard (Online news and information reliability assessment). Other vendors visited include: Chili Fresh, D-Tech, Collaborative Summer Library Program, Product Architecture & Design, FQC, Cook & Kocher, LFI, KI, Hallett Movers, Rob Innes – Children’s Plus
- 10/30 – Voter’s Registrar Training – Barb, Mary (1.0 x 2)

#### **Meeting Attendance**

- 10/1 – Quarterly review with collectionHQ rep and collectionHQ monthly team meeting
- 10/2 – Meet with Marketing coordinator to discuss transitioning role as Friend’s liaison
- 10/2, 10/9, 10/16, 10/23 – Weekly meeting with Library Director
- 10/10, 10/17 – Management Team meetings
- 10/2, 10/7, 10/17, 10/23 – Weekly meeting with Joyce Farrell
- 10/7, 10/23 – Village Board meeting (FOTL Proclamation and Tax Levy)
- 10/9 – Friends of the Library Executive Board meeting
- 10/10 – SWAN Acquisitions Users Group meeting – Marie
- 10/15 , 10/22 – Signage review meetings with Allison and Allison, Amy and Laura
- 10/16 – Library Board meeting
- 10/28, 10/29 - Quarterly 1:1 Staff meetings with TS and Business Office staff
- 10/29 – Mobile App Squad – final review and recommendation meeting - Susan
- 10/29 – Calendar Crew – final review and recommendation meeting – Joyce
- 10/31 – Meeting with Amy, Laura and Allison to discuss start-up of Juvenile Blu-ray collection, YTD acquisitions expenditures and Spotlight collection Workflows policies
- 10/31 – Met with Amy to review conversion of Holiday collection

Respectfully submitted,  
Mary Clemens



## **Adult Services Department Monthly Report October 2019**

### **Reference Activities**

- E-Books, the Macmillan restrictions go into effect November 1. Macmillan decided that any pre-order titles ordered before the embargo but releasing after would still be subject to their changes so no advance ordering was done of these Macmillan titles.

### **Programs**

- Binge Boxes – Due to the success of the Youth binge boxes and the interest on social media of a similar offering for adults, Jessica is ordering supplies to offer Binge Boxes to adult patrons in the January newsletter.
- We are scaling back on our offsite programming now that winter is coming and because the Village Board Room was not available to us for a couple of months.

### **Collection Development**

- DVD genre conversion and relabeling project - Nate finished reviewing the Adult DVDs and assigning genres. Katie assisted him by looking up the genres assigned by Midwest Tape for each item. After processing was setup, Nate sent test carts to Midwest Tapes. Then Nate started reviewing the TV series titles before sending the items that we are keeping to Technical Services for re-labeling.
- Baker & Taylor TS360 instructions – Jessica updated the training documents.
- Collection Development manual – Selectors are still turning in their updated guidelines.
- CollectionHQ report schedule updated for 2020.

### **Outreach Activities**

- Homebound delivery  
42 – Registered patrons  
31 – Patrons receiving delivery  
185 – Items delivered

- Book Discussion Groups – Crystal and Renee coordinated title selection and interlibrary loan for these institutional book clubs: Colony Park, 2 Windsor Park discussions, and Belmont Village
- October 5 - Water Reclamation event – Crystal
- October 25 – Chamber Manufacturers Roundtable – Omar

### **Meetings and Training**

- October 1 – CollectionHQ quarterly call – Laura
- October 1 – CollectionHQ Team meeting – Laura, Sarah
- October 1 – eMediaLibrary Consortium – Omar
- October 7 – VOCS Board meeting honoring FOTL – Laura
- October 10 – Management Team – Laura
- October 15 – Director meeting – Laura
- October 16 – Board meeting – Laura
- October 22 – Signage discussion with Mary C and Allison - Laura
- October 23 – ILA Annual Conference - Katie
- October 24 - Jay Stream Innovation Center Dedication Ceremony - Nate
- October 28 – Mobile App Squad final meeting – Laura
- October 29 – Calendar Crew meeting – Laura, Jessica
- October 30 – Voter registrar training – Laura, Omar, Jessica
- October 31 – Marketplace/Spotlight and Blu-rays – Laura with Mary C and Amy T
- October 31 – Multi-purpose Room - Vera
- Webinars
  - CollectionHQ for new Users - Linda
  - CSS Essential Training (Lynda.com) - Omar
  - Drupal 7 Essential Training (Lynda.com) - Omar
  - Drupal 8 Essential Training (Lynda.com) - Omar
  - Excel for Sales Professionals (Lynda.com) - Omar
  - Excel: Macros and VBA for Beginners (Lynda.com) - Omar

- Excel: PivotTable Tips (Lynda.com) - Omar
- Excel: PivotTables in Depth (Lynda.com) - Omar
- HTML 5: Structure, Syntax, and Semantics (Lynda.com) - Omar
- JQuery for web designers (Lynda.com) - Omar
- JQuery Mobile Essential Training (Lynda.com) - Omar
- Typography for Web Designers (Lynda.com) - Omar

### **Information technology**

- Helpdesk report - 32 tickets were opened this month.
- Laura Hays
  - Mobile App Squad
    - Members included Laura Hays, Allison Porch, Vera Olekanma, Katie Stanton, Mary Magnus, Sue Grude, and Adriana Albers. Members viewed vendor demos and webinars, analyzed results, and came to a consensus about our final recommendation.
    - Replace Boopsie with SWAN Libraries App because of the combined physical and digital search, the ability to pay fines, the ability to use the app in Spanish and SWAN support and development of the app.
  - Calendar Crew
    - Members included Laura Hays, Allison Porch, Jessica Elder, Laura Spradlin Frances, Melanie Johnson, and Joyce Farrell. We also attended vendor demos and compared library calendars to come to a consensus.
    - Recommendation to move calendar and room management to Library Market. While both final products had some similar features including setting up event templates to make event creation easier, LibraryMarket's product was easier to use for both patrons and staff. LibraryMarket's product also checked off many of our required features, including age limitations for both events and rooms, group registrations by name, and easy registration for multiple events.
  - Projector and screen placement in Horizon Room – Shared page from projector user manual on screen size and placement.
- Community IT staff
  - Microsoft licensing – Staff are still able to use the Microsoft products. Updates to individual PCs will have to wait for upcoming hardware and operating system updates.
  - Wifi access points – VOCS IT staff are getting quotes for new equipment. Equipment can be installed as areas are completed.
  - PC image updates – Laura met with VOCS IT Staff and shared requirements for the basic image and additional software needed by separate departments.
  - Offsite backup picked up from Bloomingdale Public Library
- Remodel IT
  - Security cameras – HTS here to review camera locations and data drops
  - OPACs – Laura located basic hardware requirements on SWAN website and researched options for mounting to shelving end panels. Ticket submitted to IT.

**Laura Hays**  
**Head of Adult Services**

**Report for Board of Library Trustees  
Circulation Department activities during October 2019**

*The Circulation Department is the first point of service for the library. Our mission is to greet each customer and offer our full attention, anticipate their needs, exceed their expectations, and provide a positive experience each and every time they visit.*

Our primary functions include:

- Welcoming, assisting, and directing library customers, both in person and on the phone.
  - We fielded approximately 500 phone calls.
  - We welcomed 12,847 visitors in October.
- Generating and maintaining library accounts for Carol Stream Residents and other library users.
  - We added 116 new registrations.
  - We renewed 343 existing accounts.
- Lending and renewing materials
  - We checked out 16,961 items.
  - We renewed 18,241 items
- Processing "on shelf" holds
- Checking in returned materials.
  - We checked in 21,790 items.
- Monitoring materials for damage and routing them to the appropriate staff for repair or replacement.
  - Approximately 299 items were sent to appropriate departments for review or maintenance.
- Collecting statistics on library use, i.e. patron transactions, material checkouts, etc.
  - SEE Monthly Librarian's Report in Board Packet for statistics not included in this report.
- Sending notices concerning unreturned materials.
- Shelving materials and keeping shelves in accessible order.
  - Materials Clerks shelved more than 22,000 items.

**In addition:**

- Jeri participated in all Management Team meetings in October.
- Jeri and Renee participated in the SWAN ILL Users group meeting on October 2<sup>nd</sup>.
- Jeri Participated in the SWAN Circulation Users group meeting on October 16<sup>th</sup>.
- Jeri and Melanie attended ILA conference only to speak with vendors on October 23<sup>rd</sup>.
- Circulation Coordinators met on October 24<sup>th</sup>.
- Jeri organized Deputy Voter Registrar training that was held at Glenside. Eleven Library staff members attended and were sworn in to act as DVRs through November 2021.
- Melanie represented the Library at Pleasant Hill Elementary to issue library cards and promote resources and services.
- Circulation Staff members participated in training opportunities through Fred Pryor online learning, our EAP provider, and WebJunction.
- Our Materials Clerks are all doing very well in keeping up with changing locations of materials.

Submitted 11/12/2019  
Jeri L. Cain

Human Resources  
November 2019  
Monthly Report

Benefits

- Coordinating open enrollment for Life Insurance and Flexible Spending. Enrollment deadline is 11/22/19.

Job Descriptions

- In the process of updating Job Descriptions reviewed by Managers. The goal is to have updated job descriptions in place for next year's performance review cycle.

Recruiting, Onboarding & Exiting

- 836 visits to the Career Page in October
- Conducted exit interview with Donna Swiatlo, Circulation Clerk, last day 11/20/19.
- Posted Circulation Clerk position on our website. We are looking for 2 staff members.
- Aneesa Iqbal was hired as a Part-time Librarian in our Youth Services Department. Her first day is Monday, November 18. The hiring process included conducting 4 phone interviews and 3 in-person interviews
- Coordinated Aneesa's onboarding paperwork and organized and participated in her new hire orientation.
- Administered Renee Walther retirement effective 10/25. As a full-time employee Renee was employed as an Interlibrary Loan Clerk. Renee was hired back to the Library on 11/4 as a part-time Interlibrary Loan clerk.

Training & Development

- Staff Development Committee has placed a deposit on a location for our Employee Recognition Dinner which will be held on Friday 1/24/20. Committee will begin work on invitation, Recognition presentation and menu.
- Attended ILA Conference on 10/22/19

Submitted  
Mary Pellico

## Youth Services Report October 2019

### Program Highlights

- Amy Danusiar hosted Drawing Cartoon Monsters at the Glenside Public Library on October 12 with Mark Anderson teaching two programs for kids from 1<sup>st</sup> through 8<sup>th</sup> grades. A total of 27 were in attendance.
- The Peppa Pig Party on October 10 was thought up by mostly planned by Clare Meehan, but Adriana Albers took the lead when Clare was sick for the event. Adriana and Amy Danusiar jumped in to host a very successful party with 58 kids and parents in attendance at the Fountain View Recreation Center.



### Patron Service and Reference

- Amy Danusiar, with the help of Allison Porch and Thoana Lagunas, translated the CSPL brochure into Spanish. They also started the process to translate the library card application and informational bookmark as well.
- Laura Spradlin started a service called Binge Boxes for 5<sup>th</sup> – 8<sup>th</sup> graders. They fill out a request form, and librarians pick out personalized book choices and put those in a box along with goodies like stickers and toys, for them to keep. Laura got to overhear the first Binge Box customer opening her box. Her interaction with her dad went something like:
  - Her: "GASP! Look at this! Look!"
  - Dad: "This book is both suspenseful and historical, that's right up your alley!"
  - Her: "This is so cool ohmygosh I love it!" Then she went up to another girl to ask her what grade she's in and recommend it to her. Her dad told me, "She's in love with her Binge Box." ☺
- After the Binge Boxes took off with 16 created in October, younger siblings started wanting Binge Boxes for themselves. We decided to revamp the Book Bundles that we had been doing and make them on demand for younger kids. Those have taken off as well with happy kids of all ages getting personalized reading and keepsakes from the Library.

### Professional Development

- "Raising the Bar: Integrating Early Childhood Education into Librarian Professional Development" webinar – Adriana Albers
- "Key Elements of a Project Plan" webinar – Steve Dexheimer
- 10/8 – Homeschool Networking Group – Laura Spradlin
- 10/22-24 – Lise Wise attended the Illinois Library Association Conference

### Meeting Attendance

- 10/1 – CollectionHQ Team Meeting – Amy Teske, Laura Spradlin
- 10/4 – Meeting with Susan Westgate – Amy Teske
- 10/10, 17 – Management Team Meeting – Amy Teske
- 10/10 – Heritage Lakes Library Reception – Amy Teske
- 10/16 – Be Inspired to Hire Reception – Amy Teske and Jeri Cain
- 10/22 – Signage Discussion – Amy Teske
- 10/24 – Heritage Lakes Library Reception – Amy Teske
- 10/30 – Voter Registration Training – Amy Teske, Clare, Meehan
- 10/31 – Spotlight Meeting – Amy Teske with Mary Clemens and Laura Hays

Respectfully Submitted,  
Amy Teske, Youth Services Manager



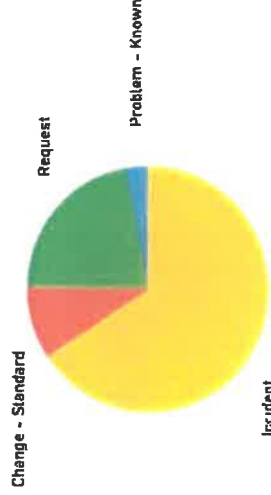
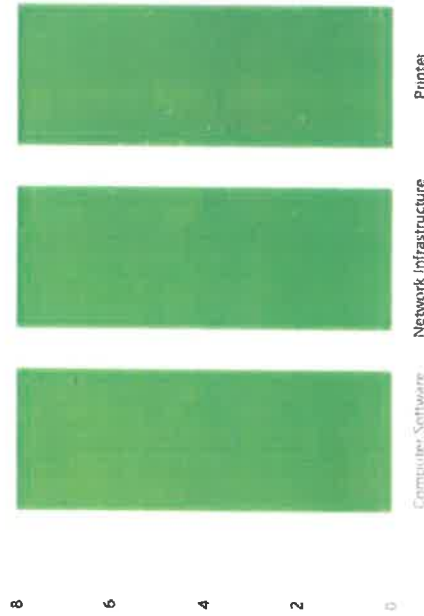
# Monthly Report of IT Service

Report Range 10/1/2019 10/31/2019

# Support Tickets 32

## Information Technology Support Tickets by Category

Helpdesk tickets are broken down by type and categorized to help identify trends. The most common tickets are Requests and Incidents. If there are multiple related Incidents, this indicates a problem and leads to a Change.



Ticket Type	Count
Incident	21
Request	7
Change - Standard	3
Problem - Known	1
<b>Total</b>	<b>32</b>

Sub-category	Count
Desktop Administration	5
Computer	4
Monitor	2
MyPC	2
No Printers Available	2
Patching - Server	2
Printers are Dirty	2
Add/Remove	1
Adobe Professional	1
Chrome	1
Doesn't Print	1
Firefox	1
MS Office Suite	1
Operating System	1
Paper Doesn't Feed Correctly	1
PaperCut	1
Patching - 3rd Party Application	1
Print Error	1
Slow Response Time	1
Wireless Access	1
<b>Total</b>	<b>32</b>

## Tickets Types

### Definitions:

**Requests** - A request is a request for a service. This may include a printer setup, assistance with an application.

**Incident** - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

**Problem - A** problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

**Problem - Known** - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.

To the Board + All my friends  
AT THE LIBRARY,

Very simply stated —

It was most appreciated!

I am humbled and very  
grateful for my generous gift  
from the Library + Board. I  
enjoyed my party as well!

Thank you!

Penne  
Watkins





# Joliet Public Schools District 86

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Theresa R. Rouse, Ed.D.  
Superintendent of Schools

Aracelis C. Popadich  
Secretary

**Board of School Inspectors**

Tonya M. Roberts, President  
Anthony B. Contos, Vice President  
Jeffrey K. Pritz  
Deborah K. Ziech  
Gwendolyn R. Ulmer  
Erick Deshaun Dorris  
R. Emil Standfield

Stephanie H. T. Phelan  
Secretary

October 10, 2019

Ms. Susan Westgate  
Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, IL 60188

Dear Ms. Westgate:

The Board of School Inspectors of Joliet Public Schools District 86 was advised at the meeting held October 9, 2019 of Carol Stream Public Library's donation of two library desks, computer station, book display shelves, desk chair, 3 book carts and 1 box of display easels for Dirksen Jr. High School's library.

The Board voted unanimously to accept these gifts and would like to thank Carol Stream Public Library for your support of our students. It is greatly appreciated.

Sincerely,

Tonya M. Roberts, President  
Board of School Inspectors



# Simkus Center turned into a holiday fest

Hundreds of clowns cowboys, superheroes, ghosts, princesses, pumpkins, busy bees, knights and dozens more, age 1 to 12, and their parents attended the park district's annual Halloween party, BOOfest!, on Friday Oct. 25 at the Simkus Recreation Center. Participants played games, jumped in a bounce house, listened to ghost stories, and were able to see one of three live reptile shows featuring a giant tortoise, python and several other fascinating animals.



Youngsters had the opportunity to mix up spooky potions in the 'lab.'



Carol Stream Library's child services librarian Leigh Ann Wilson read child-friendly ghost stories in the story room. (Examiner photos by Juli Schatz)



An ancient reptile guarded the door to the reptile show between acts.

