

**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: February 19, 2020 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.

- 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 January 15, 2020
- V. MONTHLY REPORT OF THE TREASURER
A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending
January 31, 2020
- VI. BOARD AND COMMITTEE REPORTS
A. Legislative Luncheon Report
- VII. OLD BUSINESS
None
- VIII. NEW BUSINESS
A. Recommendation, Re: Approval of Purchase of Everbright Light Feature
B. Recommendation, Re: Approval of Recommendation Regarding Staff Compensation
for FY 20/21
- IX. DISBURSEMENTS
A. Approval of Disbursements for the Period January 1, 2020 to January 31, 2020,

plus the Addendum for the Meeting of February 19, 2020

- 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 Letter from Carol Stream Christmas Sharing Program for Library Participation
 - B. Thank You Card from Girl Scout Troop Lego Robotics Team
 - C. Thank You Card from Staff Member Mary Clemens
 - D. Thank You Card from Staff Member Heidi Krueger
- XIII. ANNOUNCEMENTS
 - A. Library Opening at 3:00 p.m. on February 24 and 25 to Accommodate Renovation Project Work
 - B. Illinois Library Association Trustee Forum Workshop, Saturday, March 14, 2020, Chicago Marriot in Oak Brook, IL
- XIV. ADJOURNMENT

Next Resolution: #290

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: January 15, 2020 TIME: 7:00 p.m.
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. Gary Ave.,
Carol Stream, IL 60188**

I. CALL TO ORDER

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:01 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: Jack Hayes from Frederick Quinn Corporation (FQC) and Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Olson moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of January 15, 2020. Motion approved.

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

Nays 0

Absent..... None

Trustee Lynch moved and Trustee Larimer 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 December 18, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2019
- C. Approval of Disbursements for the Period December 1, 2019 to December 31, 2019, plus the Addendum for the Meeting of January 15, 2020
- D. Report of the Library Director
- E. Thank you Letter from Carol Stream Parks Foundation for Veterans Memorial Brick Donation
- F. Illinois Library Association Legislative Luncheon: Monday, February 3, 2020, Chicago Marriot in Oak Brook, IL
- G. Illinois Library Association Trustee Forum Workshop, Saturday, March 14, 2020, Chicago Marriot in Oak Brook, IL

Trustee Berryman-Gilliam moved and Trustee Olson 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:

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period December 1, 2019 to December 31, 2019, plus the Addendum for the Meeting of January 15, 2020 in the amount of \$694,395.46.

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.

January Employee Anniversaries: **Barbra Boucher-1/31/00-Technical Services (20 year Anniversary)**; Laura Hays-1/7/02-Adult Services; Bindiya Patel-1/4/12-Circulation; Susan Westgate-1/28/13-Administration and Jessica Elder-1/18/16-Adult Services.

Regular Meeting

- V. **BOARD AND COMMITTEE REPORTS**
None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- A. Review: Update of Library Renovation Project from Frederick Quinn Corporation (FQC)

Background information:

Representative Jack Hayes from Frederick Quinn Corporation provided an update of the renovation project and answered any questions the Board had. The project is currently on schedule and under budget.

MONTHLY STAFF REPORTS

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

Trustee Lynch inquired about the leak that was experienced in the Adult Services workroom. It was a faulty toilet fitting in the Women's restroom that was quickly repaired. Only some unmade card board boxes that were on the floor were damaged. He also noted that it was nice that Youth Services Librarian Leigh Anne Wilson had co-written an article that was published in *After School Matters* about a Harry Potter program at the Library. Trustee Sheikh noted that it was nice of the Adult Services Department to recognize their long time Homebound patron that turned 100 years old this year with a card and photo. Trustee Larimer commented upon the success of the Binge Box program that the departments are offering to patrons of all ages. Patrons fill out an interest form and receive a surprise custom selection of books and treats to check out for home enjoyment.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:25 p.m.

February 19, 2020

Date approved

Mansi Patel, Secretary, Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending January 31, 2020**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,015,711.70	\$ (285,465.36)	\$ 2,730,246.34
Working Cash	50,628.00	57.49	50,685.49
FICA	136,952.30	(14,525.32)	122,426.98
IMRF	179,742.66	(22,532.16)	157,210.50
Liability Insurance	20,439.09	(205.23)	20,233.86
Audit	6,597.47	7.45	6,604.92
Capital Maintenance & Repair	2,987,236.60	(193,320.18)	2,793,916.42
Building Renovation Loan	<u>2,001.30</u>	<u>4.35</u>	<u>2,005.65</u>
TOTAL ALL FUNDS	<u>\$ 6,399,309.12</u>	<u>\$ (515,978.96)</u>	<u>\$ 5,883,330.16</u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President 1/31/20

Nancy Olson, Board Treasurer 1/31/20

Susan Westgate, Library Director 1/31/20

**Carol Stream Public Library
Treasurer's Report
Month Ending January 31, 2020**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	266,191.94
WEST SUBURBAN BANK	PAYROLL	157,074.75
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,162,899.51
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	4,295,761.84
PROPAY	ELECTRONIC	632.12
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,883,330.16</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JANUARY 31, 2020

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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 statements of assets, liabilities and fund balances - modified cash basis – all funds as of January 31, 2020 and December 31, 2019, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date January 31, 2020, 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

February 10, 2020

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

	Jan 31, 20	Dec 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	266,191.94	294,533.16	-28,341.22
10-1008 · WSB Payroll Account	157,074.75	214,649.08	-57,574.33
10-1014 · Illinois Funds-Prime	4,295,761.84	4,289,628.24	6,133.60
10-1024 · WSB Money Market Acct	1,162,899.51	1,600,865.31	-437,965.80
10-1025 · ProPay	632.12	763.65	-131.53
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-3,153,083.82	-3,383,597.42	230,513.60
Total 10-1000 · Library Fund Cash	<u>2,730,246.34</u>	<u>3,017,612.02</u>	<u>-287,365.68</u>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,685.49	50,628.00	57.49
30-1190 · Allocated Cash-FICA Fund	122,426.98	136,952.30	-14,525.32
40-1090 · Allocated Cash-IMRF Fund	157,210.50	179,742.66	-22,532.16
50-1090 · Allocated Cash-Liability Fund	20,233.86	20,439.09	-205.23
60-1090 · Allocated Cash-Audit Fund	6,604.92	6,597.47	7.45
70-1090 · Allocated Cash-Capital R&M Fund	2,793,916.42	2,987,236.60	-193,320.18
80-1090 · Allocated Cash-Debt Service	2,005.65	2,001.30	4.35
Total 1190 · Allocated Cash-Fund Balances	<u>3,153,083.82</u>	<u>3,383,597.42</u>	<u>-230,513.60</u>
Total Checking/Savings	<u>5,883,330.16</u>	<u>6,401,209.44</u>	<u>-517,879.28</u>
Total Current Assets	<u>5,883,330.16</u>	<u>6,401,209.44</u>	<u>-517,879.28</u>
TOTAL ASSETS	<u>5,883,330.16</u>	<u>6,401,209.44</u>	<u>-517,879.28</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	0.00	1,900.32	-1,900.32
Total Credit Cards	<u>0.00</u>	<u>1,900.32</u>	<u>-1,900.32</u>
Total Current Liabilities	<u>0.00</u>	<u>1,900.32</u>	<u>-1,900.32</u>
Total Liabilities	<u>0.00</u>	<u>1,900.32</u>	<u>-1,900.32</u>
Equity			
2900 · Beginning Fund Balances			
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
Total 2900 · Beginning Fund Balances	<u>6,062,405.84</u>	<u>6,062,405.84</u>	<u>0.00</u>
Net Income	<u>-179,075.68</u>	<u>336,903.28</u>	<u>-515,978.96</u>
Total Equity	<u>5,883,330.16</u>	<u>6,399,309.12</u>	<u>-515,978.96</u>
TOTAL LIABILITIES & EQUITY	<u>5,883,330.16</u>	<u>6,401,209.44</u>	<u>-517,879.28</u>

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

	Jan 20	May '19 - Jan 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	68.21	3,705,244.48	3,674,461.00	100.84%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	68.21	3,705,244.48	3,679,461.00	100.7%
3100 · PPR Taxes	1,619.36	34,932.88	40,000.00	87.33%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	1,504.95	1,500.00	100.33%
3202 · Interest Income Investments	7,486.92	86,578.17	40,100.00	215.91%
Total 3200 · Interest Income	7,486.92	88,083.12	41,600.00	211.74%
3203 · Other Income-Loan Proceeds	0.00	2,000,000.00	2,000,000.00	100.0%
3300 · Patron Payments				
3301 · Fines & Fees	985.40	8,701.83	26,000.00	33.47%
3302 · Public Copy Payments	969.67	8,625.02	16,000.00	53.91%
3303 · Non-Resident Card Fees	0.00	1,562.71	3,500.00	44.65%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,955.07	18,889.56	46,500.00	40.62%
3400 · Donations	0.00	535.52	5,500.00	9.74%
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%
3700 · Grants				
3701 · Per Capita Grants	0.00	49,638.75	49,600.00	100.08%
Total 3700 · Grants	0.00	49,638.75	49,600.00	100.08%
3800 · Other Income	41.00	2,538.30	5,000.00	50.77%
Total Income	11,170.56	5,899,913.62	5,871,561.00	100.48%
Gross Profit	11,170.56	5,899,913.62	5,871,561.00	100.48%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	65,161.35	434,409.00	640,000.00	67.88%
5102 · Non-Exempt Staff Salaries	127,258.72	880,480.73	1,295,000.00	67.99%
5103 · Custodial Salaries	7,772.53	52,925.17	75,000.00	70.57%
5105 · Professional Education	283.56	13,488.62	18,000.00	74.94%
5106 · Membership	300.00	2,709.00	4,000.00	67.73%
5107 · Life Insurance	154.47	1,355.83	2,000.00	67.79%
5108 · Health Insurance	17,222.61	166,845.99	250,000.00	66.74%
5109 · Benefits, other	-20.00	1,475.45	2,000.00	73.77%
5110 · Trustee Development	90.00	943.36	3,000.00	31.45%

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

	Jan 20	May '19 - Jan 20	Annual Budget	% of Budget
Total 5100 · Salaries	218,223.24	1,554,633.15	2,289,000.00	67.92%
5200 · Plant Maint.				
5201 · Supplies	808.62	9,980.16	12,500.00	79.84%
5202 · Maintenance/Repair	0.00	1,817.16	15,000.00	12.11%
5203 · Maintenance Contracts	3,103.00	30,179.83	42,000.00	71.86%
5204 · Landscape Maintenance/Snow Remc	0.00	7,937.00	17,000.00	46.69%
5205 · Furniture/Equipment	631.38	8,794.55	7,000.00	125.64%
5206 · Electric-Comm Edison	7,550.20	19,167.72	36,000.00	53.24%
5207 · Water/Sewer	144.01	1,906.98	6,500.00	29.34%
5208 · Insurance (Property)	0.00	9,892.00	10,500.00	94.21%
Total 5200 · Plant Maint.	12,237.21	89,675.40	146,500.00	61.21%
5300 · Business Exp.				
5301 · Postage	0.00	6,028.00	8,000.00	75.35%
5302 · Office & Equipment Supplies	-76.37	4,956.49	7,000.00	70.81%
5303 · Printing	0.00	3,058.26	5,000.00	61.17%
5304 · Equipment Leasing	1,404.12	15,267.24	20,000.00	76.34%
5305 · Mileage Reimbursement	51.51	2,088.67	3,000.00	69.62%
5306 · Legal Notices	0.00	547.40	800.00	68.43%
5308 · Business Phone	748.87	6,618.61	14,000.00	47.28%
5309 · Accounting Service	1,050.00	10,640.00	13,000.00	81.85%
5310 · Material Recovery Fees	98.45	689.15	1,000.00	68.92%
5311 · Payroll Service	513.51	4,497.49	7,500.00	59.97%
5312 · Attorney Fees	1,021.25	7,201.38	15,000.00	48.01%
5315 · Other Expenditures	66.11	1,383.07	7,500.00	18.44%
5317 · Bank & Credit Card Fees	0.00	24.61	100.00	24.61%
5319 · Security Service	2,098.80	16,202.39	21,000.00	77.15%
5320 · Donation Recd Expense	0.00	847.55		
5321 · Human Resources	594.76	6,043.59	10,500.00	57.56%
Total 5300 · Business Exp.	7,571.01	86,093.90	133,400.00	64.54%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	16.40	6,933.63	33,000.00	21.01%
5402 · ISP and Web page hosting	207.93	4,961.08	15,000.00	33.07%
5403 · Computer Software	5,000.00	17,423.43	30,000.00	58.08%
5404 · Tech Support & Repair	1,421.20	8,132.13	18,000.00	45.18%
5405 · Technical Services Supplies	959.26	8,861.73	17,000.00	52.13%
5406 · Circulation Supplies	0.00	2,816.51	3,000.00	93.88%
5408 · Tech Serv Online Resources	0.00	11,846.00	14,500.00	81.7%
5409 · RBP/ILL Expenses	-12.39	377.88	500.00	75.58%
5410 · SWAN Consortium	11,773.00	35,319.00	47,500.00	74.36%
5411 · Village IT Services	7,738.04	69,642.36	95,000.00	73.31%
Total 5400 · Automat. & Dept. Oper.	27,103.44	166,313.75	273,500.00	60.81%

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

	Jan 20	May '19 - Jan 20	Annual Budget	% of Budget
5500 · Services				
5501 · Youth Services Programs	-139.70	15,190.66	26,000.00	58.43%
5503 · Adult/Teen Programs	88.10	7,562.69	20,000.00	37.81%
5505 · Library Newsletter	2,524.88	37,902.82	43,000.00	88.15%
5509 · Library Publicity and Promotion	1,682.49	8,399.05	30,000.00	28.0%
Total 5500 · Services	4,155.77	69,055.22	119,000.00	58.03%
5600 · Collection				
5601 · Youth Services Books	2,626.52	20,342.13	40,000.00	50.86%
5606 · Youth Services Media	622.94	7,414.20	15,000.00	49.43%
5630 · Adult Books	2,768.63	34,373.85	65,000.00	52.88%
5634 · Online Resources	8,251.00	23,250.91	40,000.00	58.13%
5635 · Magazines & Newspapers	588.00	10,202.41	13,000.00	78.48%
5637 · Adult Media	2,429.78	14,397.12	50,000.00	28.79%
5651 · Digital Media	4,513.67	39,669.16	70,000.00	56.67%
5652 · Grant/Award Expense	0.00	49,638.75	49,600.00	100.08%
Total 5600 · Collection	21,800.54	199,288.53	342,600.00	58.17%
6600 · Payroll Expenses				
6610 · FICA Expense	14,642.18	100,041.02	155,000.00	64.54%
6620 · Illinois Municipal Retirement F	22,701.79	134,185.81	195,000.00	68.81%
Total 6600 · Payroll Expenses	37,343.97	234,226.83	350,000.00	66.92%
66900 · Reconciliation Discrepancies	0.00	-2.99		
7101 · Liability Insurance	0.00	18,726.00	22,000.00	85.12%
7102 · Risk Management expense	93.00	2,196.40	4,000.00	54.91%
7103 · Unemployment Compensation Insur	184.76	3,078.84	3,000.00	102.63%
7201 · Audit Expense	0.00	10,053.00	12,000.00	83.78%
7400 · Capital Expenditures				
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	4,841.00	50,000.00	9.68%
7405 · Memorials	0.00	88.06	1,500.00	5.87%
7406 · Other Capital Expenditures	0.00	0.00	25,000.00	0.0%
Total 7400 · Capital Expenditures	0.00	27,103.92	156,500.00	17.32%
7500 · Special Capital Projects				
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	197,278.00	3,364,027.25	4,976,530.00	67.6%
7509 · Security Camera Upgrades	1,158.58	20,059.09	35,000.00	57.31%
Total 7500 · Special Capital Projects	198,436.58	3,384,086.34	5,060,530.00	66.87%

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

	Jan 20	May '19 - Jan 20	Annual Budget	% of Budget
Total Expense	527,149.52	5,844,528.29	8,912,030.00	65.58%
Net Ordinary Income	-515,978.96	55,385.33	-3,040,469.00	-1.82%
Other Income/Expense				
Other Income				
8002 · Interfund Transfers Out	0.00	0.00	-100.00	0.0%
Total Other Income	0.00	0.00	-100.00	0.0%
Other Expense				
8000 · Debt Repayment Expense	0.00	234,461.01	234,461.00	100.0%
Total Other Expense	0.00	234,461.01	234,461.00	100.0%
Net Other Income	0.00	-234,461.01	-234,561.00	99.96%
Net Income	-515,978.96	-179,075.68	-3,275,030.00	5.47%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jan 20	May '19 - Jan 20	Jan 20	May '19 - Jan 20	Jan 20	May '19 - Jan 20
	57.66	3,132,158.05	0.00	0.00	2.88	156,383.54
	1,619.36	34,932.88	0.00	0.00	0.00	0.00
ceeds	1,952.76	23,974.06	57.49	663.24	113.98	1,387.15
	0.00	0.00	0.00	0.00	0.00	0.00
	1,955.07	18,889.56	0.00	0.00	0.00	0.00
nts	0.00	535.52	0.00	0.00	0.00	0.00
	0.00	51.01	0.00	0.00	0.00	0.00
	0.00	49,638.75	0.00	0.00	0.00	0.00
	41.00	2,538.30	0.00	0.00	0.00	0.00
	<u>5,625.85</u>	<u>3,262,718.13</u>	<u>57.49</u>	<u>663.24</u>	<u>116.86</u>	<u>157,770.69</u>
	5,625.85	3,262,718.13	57.49	663.24	116.86	157,770.69
	218,223.24	1,554,633.15	0.00	0.00	0.00	0.00
	12,237.21	89,675.40	0.00	0.00	0.00	0.00
	7,571.01	86,093.90	0.00	0.00	0.00	0.00
	27,103.44	166,313.75	0.00	0.00	0.00	0.00
	4,155.77	69,055.22	0.00	0.00	0.00	0.00
	21,800.54	199,288.53	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	14,642.18	100,041.02
ancies	0.00	-2.99	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
nse	0.00	0.00	0.00	0.00	0.00	0.00
nsation Insur	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	<u>291,091.21</u>	<u>2,165,056.96</u>	<u>0.00</u>	<u>0.00</u>	<u>14,642.18</u>	<u>100,041.02</u>
	-285,465.36	1,097,661.17	57.49	663.24	-14,525.32	57,729.67
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	<u>-285,465.36</u>	<u>1,097,661.17</u>	<u>57.49</u>	<u>663.24</u>	<u>-14,525.32</u>	<u>57,729.67</u>

Report

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jan 20	May '19 - Jan 20	Jan 20	May '19 - Jan 20	Jan 20	May '19 - Jan 20
	3.07	166,472.93	0.02	1,259.78	0.23	12,612.65
	0.00	0.00	0.00	0.00	0.00	0.00
Receipts	166.56	1,998.41	72.51	837.07	7.22	89.09
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Payments	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	169.63	168,471.34	72.53	2,096.85	7.45	12,701.74
	169.63	168,471.34	72.53	2,096.85	7.45	12,701.74
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Transfers	22,701.79	134,185.81	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	18,726.00	0.00	0.00
Insurance	0.00	0.00	93.00	2,196.40	0.00	0.00
Consolidation Insur	0.00	0.00	184.76	3,078.84	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	10,053.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	22,701.79	134,185.81	277.76	24,001.24	0.00	10,053.00
	-22,532.16	34,285.53	-205.23	-21,904.39	7.45	2,648.74
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	-22,532.16	34,285.53	-205.23	-21,904.39	7.45	2,648.74

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jan 20	May '19 - Jan 20	Jan 20	May '19 - Jan 20	Jan 20	May '19 - Jan 20
	0.00	0.00	4.35	236,357.53	68.21	3,705,244.48
	0.00	0.00	0.00	0.00	1,619.36	34,932.88
Proceeds	5,116.40	59,024.97	0.00	109.13	7,486.92	88,083.12
	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00
	0.00	0.00	0.00	0.00	1,955.07	18,889.56
Gifts	0.00	0.00	0.00	0.00	0.00	535.52
	0.00	0.00	0.00	0.00	0.00	51.01
	0.00	0.00	0.00	0.00	0.00	49,638.75
	0.00	0.00	0.00	0.00	41.00	2,538.30
	<u>5,116.40</u>	<u>2,059,024.97</u>	<u>4.35</u>	<u>236,466.66</u>	<u>11,170.56</u>	<u>5,899,913.62</u>
	5,116.40	2,059,024.97	4.35	236,466.66	11,170.56	5,899,913.62
	0.00	0.00	0.00	0.00	218,223.24	1,554,633.15
	0.00	0.00	0.00	0.00	12,237.21	89,675.40
	0.00	0.00	0.00	0.00	7,571.01	86,093.90
	0.00	0.00	0.00	0.00	27,103.44	166,313.75
	0.00	0.00	0.00	0.00	4,155.77	69,055.22
	0.00	0.00	0.00	0.00	21,800.54	199,288.53
Grants	0.00	0.00	0.00	0.00	37,343.97	234,226.83
	0.00	0.00	0.00	0.00	0.00	-2.99
License	0.00	0.00	0.00	0.00	0.00	18,726.00
Liability Insurance	0.00	0.00	0.00	0.00	93.00	2,196.40
	0.00	0.00	0.00	0.00	184.76	3,078.84
	0.00	27,103.92	0.00	0.00	0.00	10,053.00
	198,436.58	3,384,086.34	0.00	0.00	0.00	27,103.92
	<u>198,436.58</u>	<u>3,411,190.26</u>	<u>0.00</u>	<u>0.00</u>	<u>527,149.52</u>	<u>5,844,528.29</u>
	-193,320.18	-1,352,165.29	4.35	236,466.66	-515,978.96	55,385.33
	0.00	0.00	0.00	234,461.01	0.00	234,461.01
	0.00	0.00	0.00	234,461.01	0.00	234,461.01
	0.00	0.00	0.00	-234,461.01	0.00	-234,461.01
	<u>-193,320.18</u>	<u>-1,352,165.29</u>	<u>4.35</u>	<u>2,005.65</u>	<u>-515,978.96</u>	<u>-179,075.68</u>

Report

SECTION 1

Introduction

Let's create
memorable visits
for everyone at
Carol Stream Public Library.

Endless serendipitous discoveries.
Multigenerational, multi-user design.
No removable parts.

<https://vimeo.com/134146980>

Hero Design LLC
2421 Peralta Street
Oakland, CA 94607
Kelly Parkinson // kp@hero-design.com // 415-323-5928

SECTION 2

Your Everbright

Your **Everbright**

features overview

transform your human space

engineered for durability
in public spaces (including yours)

Like the brain, the Everbright is a mysterious contraption. The tactile experience of turning a dial is simple, yet much is happening beneath the surface. Following are a few tasting notes to expand on the thought--and neuroscience--behind Everbright's design.

1 | Accessible design for all humans

2 | Satisfying transitions between colors

3 | Felted, organic finish

4 | Customize the experience, wirelessly

5 | Modular design, 3-year warranty

1 | Accessible design for all humans

We want to make memorable visits for everyone. A baby using his fat little fingers to balance while the other hand manipulates a color dial. A 5-year-old stepping back from her geometric horse to neighhhhh triumphantly. A woman in a wheelchair creating with her hands despite limited mobility. A boy finding a sense of calm by slowly controlling a color-changing dial. These are moments the Everbright was designed to induce, from 9 months to 90 years old. We designed the dials so they would be easy to turn, and turn smoothly, for people of all ages and abilities.

Notice the size of the dials and the spacing between them.

The Everbright's dials are sized and spaced for human ergonomics. They are spaced to allow enough room for fingers in-between the dials, while also allowing for maximum pixel density. We really focused on accessibility in the design, so a toddler can turn the dial as easily as an adult.

Even those without use of their hands can turn the dials and create. Hexagonal packing--the most efficient packing form in nature--provides a unique, geometric creative canvas and encourages the development of spatial intelligence through abstract imagination.

2 | Satisfying Transitions Between Colors

It is incredibly satisfying to turn the dials endlessly in any direction as you try to pinpoint that exact moment when red becomes orange becomes yellow becomes blue becomes purple, and then back to black. That moment is intensified when you are interacting with a giant board, alongside several other people at once.

3 | Felted, Organic Finish

The Everbright is made with a high-density, moisture-resistant, UV-resistant,

highly durable engineered wood resin called Valchromat, which is impregnated with organic dyes and chemically bonded together. Unlike painted surfaces, the color doesn't chip away. It offers an almost felted, velvety look and a warmth to this rich, black material that perfectly complements high-end modern architectural finishes. The frame and the dials are finished with two coats of polyurethane for a very non-porous surface. We wanted the Everbright to look just as stunning and work just as well in a corporate lobby as in a children's playspace, and we felt that Valchromat had the right mechanical, technical properties of being highly durable, resistant to moisture, and fully pigmented throughout.

4 | Customize the experience, wirelessly

Unlock unlimited interactive possibilities with the Everbright Tablet with Content License.

With more than 162 possible hues, the Everbright offers a rich and satisfying counterpoint to typical LED installations. The color dials delight without overstimulating--even in spaces with abundant natural light. Not only is the Everbright a canvas for creativity, but it is also a kind of evergreen content platform. Your visitors need not have the same experience twice. Every dial can listen to and respond to every other dial when turned, making the Everbright capable of a variety of unique and memorable interactions.

Reconfigure as visitor patterns change

Configure the Everbright for your unique preferences and visitor patterns. Save designs and load them back up later. New features are pushed out to the tablet, and can be loaded onto your board wirelessly. You can set the board to reset itself automatically after a predetermined interval of inactivity.

Recognizing that desired luminance is highly contextual, Everbright can be subtly dimmed or brightened wirelessly on demand, or at scheduled intervals.

Want to incorporate your brand colors? Hero Design can develop custom color palettes just for your brand--where users can turn a dial to progress

through a unique color spectrum such as only pastels, or only colors found in nature.

5 | Modular Design, 3-Year Warranty

Our intention in designing the Everbright was always to produce an installation for public spaces that is equal parts beauty and durability, and that requires little maintenance over time.

Over the past three years, we have made numerous upgrades, and the edition that is shipping out now has been optimized for public spaces frequented by hundreds of thousands of visitors a year. All interior kinetic components have been streamlined and precisely engineered.

The Everbright has been optimized and engineered for durability, beauty, and accessibility. Dials cannot be removed from the front of the board, and the thick black acrylic is practically impervious to non-standard uses. In the uncommon instance there is a problem,

Everbright's modular design limits most problems to the affected pixel.

Each Everbright comes with a three-year warranty on all replaceable parts, and lifetime technical support. Everything can be repaired or replaced using a screwdriver. The Everbright is designed with modular parts, so the board will not need to be sent back to us or shipped back and forth. For a maintenance situation, the unit will need to be removed from the wall, as parts are designed to be accessed and replaced from the back.

Each pixel has its own cup that connects to its neighbors with quick connects, so replacing an individual pixel is fairly straightforward. We ship the replacement cup to you, your people would make the replacement by lifting the board off the wall to access the back, removing a cover board, then unscrewing two screws that hold the cup in, screwing in the new cup, and reattaching the quick-connects.

SECTION 3

Milestones and Lead Time

Milestones & **lead time**

Each Everbright is individually fabricated and made to order in California. Once we receive your order, our lead time is generally 12 weeks, although this can vary based on the state of our production queue at the time of order. If you absolutely must have it delivered by a certain date, it is best to communicate that with us early, and to place your order in advance. Key milestones in our process are outlined below.

Week 1 | **Planning your installation**

We determine your installation plan and provide mounting and electrical diagrams so that you can provide your electrician, contractors, and facilities people with all the details they need to plan for a successful installation.

Planning to recess the wall? Please contact us for recommendations on recessing and clearance.

Week 2 | **Deposit is received, and you are advised of your placement in the production queue.**

Stay tuned and sit tight. Materials are being procured. Resources are being marshaled. Gantt charts are being populated. This is the beginning.

Week 3 | **(Optional upgrade) Provide us with**

your brand colors

Would you like us to develop a set of custom color palettes based on your brand? When we are ready to begin configuring your board with the Everbright tablet, we will create a custom, exclusive color palette that you can apply to any of the interactive animations and canvases that are compatible with a custom palette. If you have not purchased this upgrade, it is available at any time, either prior to shipping, or after shipping. If you did want us to develop custom interactions, animations, or seed patterns, we would ask for the following details:

1. Brand color palette (and, if relevant, the priorities of colors for this seed pattern or animation--which are dominant or preferred?)

2. Some thoughts on what you hope to communicate and represent, and what you want people to "get" from this initial experience of coming up to the board and playing with it? (If there is a central theme or idea to communicate, that would be helpful as well.)

Custom content like this can be a subjective process, particularly because the medium is so unlike a traditional screen. In general, abstract patterns work best.

Weeks 4 - 10 | **Fabrication and Assembly**

We are quietly fabricating and producing your Everbright. We may check in with you to see if you need your Everbright sooner or later than anticipated. Sometimes when you are in construction, it helps to have some wiggle room with the ship date. We like to communicate often to ensure that we can sync our production with your needs, if possible. Our customers and their partners appreciate this small convenience. We know there are more things being installed in a new building than our own architectural lighting installation, and when possible, we try to coordinate with others.

Week 11 | **Testing and Quality Assurance**

We test each board meticulously prior to shipping. Every dial is turned with one finger to ensure that it moves freely and easily in either direction. We color-check each dial to ensure that every pixel has full use of all of its color channels. And we visually inspect every dial and every inch of the frame, at every step of fabrication and assembly, to ensure a smooth and even finish. Every Everbright must meet our highest standards for design, craftsmanship, finish, and accessibility before we make the determination that production is

complete and the board is ready to ship.

Week 12 | **Crating and Shipping**

Your Everbright will be carefully crated by professionals in a custom plywood shipping crate that was designed for safe transport. We have never had an Everbright sustain any significant damage during shipping, and that is because we take every precaution to ensure that your Everbright will be well-protected and carefully handled during shipping and at every step of the way, from the moment it leaves our studio. We use a custom freight shipping agent, who specializes in moving sensitive electronics and valuable artwork internationally. Once they have picked up from our studio in Oakland, California, they will carefully label and wrap the crate, and our agent will coordinate with your delivery point person and with their vetted carrier to ensure you are ready for delivery, and the process goes as smooth as possible.

Your **Investment**

pricing made **simple**

We have a transparent and simple payment plan:

60% deposit | Upon signing this proposal

40% plus shipping | When we have completed production and your Everbright is ready to ship. Photos and video can be provided upon request at the time of final invoice to demonstrate full functionality.

The **Details**

Each Everbright is made to order.

To secure your position in our production queue, we request a signed Everbright Product Purchase Agreement and a 60% deposit on the purchase price of the Everbright.

The remainder plus shipping is invoiced and due within 5 days of notification that the board is complete and ready to ship.

The Everbright

EVERBRIGHT CLASSIC
With 476 color dials that rotate endlessly in either direction to produce every color of

\$25,000

the rainbow, the Everbright Classic interactive light board measures approximately 92.81 inches long, 47.14 inches high, and 5.25 inches deep (including the dials). Price includes 11 engaging and customizable, dynamically-generated interactive canvases, two function buttons to reset the board and to change canvases, and a three-year warranty with lifetime technical support.

INTERACTION STUDIO WITH TABLET

\$1,000

One lifetime owner's license to experience new interactive features and dynamic animations as they become available, for as long as you own your Everbright. All content is wirelessly loaded onto the Everbright via a 10-inch tablet which ships with your board and will be preloaded with the Everbright app through the Everbright's (private) wifi connection. The Interaction Studio allows the Everbright to become an evergreen installation that can offer an unique, surprising experiences, and need never provide the same interaction from month to month. In addition to allowing owners to upload new content to the board, the tablet also lets you configure the Everbright to the unique requirements of your space and your visitors. The Interaction Studio offers the ability to load and save images, and to select from a growing library of dynamic animations and unique interactive canvases. New features are pushed out to the tablet and can be loaded onto the board wirelessly.

CREDIT FOR CONTENT LICENSE

-\$1,000

Credit for the Everbright Tablet with [Content License](#)

Shipping and Crating

DOOR-TO-DOOR FREIGHT SHIPPING

\$1,455

Door-to-door shipping from Oakland, CA to Carol Stream, Illinois via air-ride premium freight, including truck with liftgate and inside delivery, with a transit time of 4-5 days.

PLYWOOD CRATE AND CRATING SERVICE

\$562

Custom plywood shipping crate with dimensions of 100"x34"x56" with crating and packing service.

TRANSIT INSURANCE

\$75

Transit insurance during shipping

One-off Total \$27,092

SECTION 5

Maintenance Requirements and Durability

Maintenance Requirements and Durability

The Everbright is an interactive, tactile installation designed for public spaces with millions of visitors a year. We have invested in upgrades to the design in the four years that we have been in production, and allowing you to bring open-ended creativity to a public space without introducing removable parts. It's straightforward for any layperson with a screwdriver to maintain and to repair.

Durability was a central factor in the Everbright's design.

The Everbright has been road-tested for almost four years now in science centers and libraries by the world's heaviest abusers of exhibits--unsupervised 8-year-olds on field trips. Our museum customers were worried about Everbright initially because it was a new product, but they have been happy with the performance in their high-traffic environments. Everbright's dials cannot be pulled off without the use of hand tools. The need to replace a pixel has been rare.

While we do include a three-year warranty on all replaceable parts, and can offer an extended service plan if desired, our intention was to design an exhibit that would minimize effort and maintenance with a durable and modular design. Everbright's designer Alan Rorie drew upon many years as an artist, designer, and fabricator, as well as his experience at the Exploratorium to design a product that would be interactive and low-

maintenance.

Here is how we designed Everbright for extreme durability and longevity:

1 | PREMIUM, HIGH-GRADE MATERIALS AND COMPONENTS

Everbright is built with high-grade materials, including one-inch thick, cabinet-grade plywood for the interior framing, and Valchromat for the exterior frame, which is an extremely dense, engineered wood product typically used in luxury kitchens and bathrooms. The power supplies are rated for 500,000 hours of operation and can be replaced easily, and LEDs, which have a reputation as being the longest-lasting of light sources, can also be replaced. You do not need to troubleshoot pixels to determine which LED needs to be replaced. They are replaced all at once by removing a cup, and inserting a new cup.

2 | MODULAR DESIGN ISOLATES ANY PROBLEMS

Everbright has a modular design, which makes any repairs straightforward, and limits problems to just the affected pixel. If a dial stops changing color when turned, its neighbors can still be used as a creative canvas. Each pixel is self-contained and has 24 LEDs (eight for each color of red, green, and blue) so if a single LED fails, you may not notice because of the redundant lights. Replacement pixels will be available for less than \$12 each if they are needed in the future.

If you ever need a new pixel, you would be receiving a small, lightweight cup designed by us at Hero Design. The cup holds everything each pixel needs to light up and to change hues and colors when you twist a dial. This is where all the magic happens. If you ever need to replace a pixel, for any reason, you would simply lift the board up and off the wall, unscrew the cup from the back of the board, and screw in the new cup that we ship to you.

3 | KID-PROOF EXTERIOR, STRAIGHTFORWARD REPLACEMENTS

We designed Everbright to be extremely durable when actively used by all ages. Except for the rare flaw in an LED/pixel, or occasional dusting/cleaning, you should not expect to do much maintenance. Because dials are designed to be impossible for a human to remove from the front, a replacement or repair will require the board to be removed from the wall

first. Two strong people will need to lift the board up and off its French cleat, keep it supported upright, and remove the backing board. Once that is done, replacing a pixel is straightforward and takes about 2 minutes.

4 | LIFETIME TECHNICAL SUPPORT

The need to replace a pixel should be infrequent. If maintenance is ever needed for this or anything else, please call or email me personally. My cell is 415-323-5928 and my email is kp@hero-design.com. We will walk you through troubleshooting and/or fixing the problem for as long as you own your Everbright.

5 | FREE REPLACEMENT PARTS AND SHIPPING FOR THREE YEARS

For three years after you have received your Everbright, if you need a new pixel or have any issues whatsoever, tell us. We will ship replacement part(s) out to you via UPS at our expense, along with a step-by-step guide so your facilities person can make the repair. We will also be on call during the window of your repair in case you need to speak with us live by video or phone. If you need to replace a pixel after the first three years, call us. We will work with you to get you what you need.

SECTION 8

Warranty

Limited Warranty

Exhibit B | Limited Warranty

The warranty obligations of Hero Design (“Hero Design”) for this product are limited to the terms set forth below:

What Is Covered

This limited warranty covers physical defects in the individual LED boards within each pixel, the onboard CPU, the pixel housings, and the DC power supplies.

What Is Not Covered

This limited warranty does not cover any damage, deterioration or malfunction resulting from any alteration, modification, improper or unreasonable use or maintenance, misuse, abuse, accident, neglect, exposure to excess moisture, foreign objects, fire, improper packing and shipping damage (such claims must be presented to the carrier), lightning, power surges, or other acts of nature. This limited warranty does not cover any damage, deterioration or malfunction resulting from the installation or removal of this product from any installation, any unauthorized tampering with this product, any repairs attempted by anyone unauthorized by Hero Design to make such repairs, or any other cause which does not relate directly to a defect in materials and/or workmanship of this product. Without limiting any other exclusion herein, Hero Design does not warrant that the product covered hereby, including, without limitation, the technology and/or integrated circuit(s) included in the product, will not become obsolete or that such items are or will remain compatible with any other product or technology with which the product may be used.

How Long Does This Coverage Last?

The lifetime technical support lasts for as long as the original Customer owns the Everbright. In addition, Everbright has a three (3) year limited warranty for all specified parts and any labor associated with the fabrication of these parts. Coverage begins upon delivery to the Customer.

Who Is Covered

The Product is being purchased by the Customer, Carol Stream Public Library, who will be considered the original Purchaser and Owner for the purpose of Warranty coverage. The limited warranty, and technical support, will not be transferable to subsequent purchasers or owners of this product.

What Hero Design Will Do

Hero Design will, at its sole option, provide one of the following three remedies to whatever extent it shall deem necessary to satisfy a proper claim under this limited warranty:

1. Elect to replace, repair or facilitate the repair of any defective parts within a reasonable period of time, free of any charge for the necessary parts to complete the repair and restore this product to its proper operating condition. Hero Design will cover the shipping costs necessary to supply the required parts. Customer will be responsible for all labor associated with all aspects of replacing any defective parts with working parts provided by Hero Design.
2. Replace this product with a direct replacement or with a similar product deemed by Hero Design to perform substantially the same function as the original product. Customer is responsible for packaging the product as specified by Hero Design. Customer is responsible for all shipping costs, including insurance.
3. Provide live video, email, or phone technical support and detailed visual documentation for any needed repairs or replacements.

What Hero Design Will Not Do Under This Limited Warranty

If any parts are returned to Hero Design for repair, they must be insured during shipment, with the insurance, packaging, and shipping charges

prepaid by the Customer. All parts must be packaged and shipped in accordance with Hero Design's specifications. If parts are returned uninsured, the Customer assumes all risks of loss or damage during shipment. Hero Design will not be responsible for any costs related to the removal or re-installation of this product from or into any location. Hero Design will not be responsible for any costs related to the installation of this product.

How to Obtain a Remedy Under This Limited Warranty

To obtain a remedy under this limited warranty, contact Hero Design in writing at support@hero-design.com.

Limitation On Liability

THE MAXIMUM LIABILITY OF HERO DESIGN UNDER THIS LIMITED WARRANTY SHALL NOT EXCEED THE ACTUAL PURCHASE PRICE PAID FOR THE PRODUCT. TO THE MAXIMUM EXTENT PERMITTED BY LAW, HERO DESIGN IS NOT RESPONSIBLE FOR DIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY. Some countries, districts or states do not allow the exclusion or limitation of relief, special, incidental, consequential or indirect damages, or the limitation of liability to specified amounts, so the above limitations or exclusions may not apply to you.

Exclusive Remedy

TO THE MAXIMUM EXTENT PERMITTED BY LAW, THIS LIMITED WARRANTY AND THE REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED. TO THE MAXIMUM EXTENT PERMITTED BY LAW, HERO DESIGN SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IF HERO DESIGN CANNOT LAWFULLY DISCLAIM OR EXCLUDE IMPLIED WARRANTIES UNDER APPLICABLE LAW, THEN ALL IMPLIED WARRANTIES COVERING THIS PRODUCT, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, SHALL APPLY TO THIS PRODUCT AS PROVIDED UNDER APPLICABLE LAW. IF ANY PRODUCT TO WHICH THIS LIMITED WARRANTY APPLIES IS A "CONSUMER PRODUCT" UNDER THE MAGNUSON-MOSS WARRANTY ACT (15 U.S.C.A. §2301, ET SEQ.) OR OTHER APPLICABLE LAW, THE FOREGOING DISCLAIMER OF IMPLIED WARRANTIES SHALL NOT APPLY TO YOU, AND ALL IMPLIED WARRANTIES ON THIS PRODUCT,

INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR THE PARTICULAR PURPOSE, SHALL APPLY AS PROVIDED UNDER APPLICABLE LAW.

Other Conditions

This limited warranty gives you specific legal rights, and you may have other rights that vary from country to country or state to state.

IN WITNESS WHEREOF, the undersigned has caused this Agreement to be executed as of the date first set forth above.

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	January 2020 Memo	Account	Amount
ABC Parade Floats				
01/29/2020		Inv. #1716	5509 · Library Publicity and Promotion	-625.00
				<u>-625.00</u>
Total ABC Parade Floats				
Access One, Inc.				
01/13/2020		Inv. #4348897	5308 · Business Phone	-748.87
				<u>-748.87</u>
Total Access One, Inc.				
Allied Universal Security Services				
01/07/2020		Inv. #9589660	5319 · Security Service	-2,098.80
01/10/2020	9925	Inv. #9589660	5319 · Security Service	0.00
01/10/2020	MI1205	For CHK 9925 voided on 01/10/2020	5319 · Security Service	-2,098.80
01/10/2020	MI1205R	Reverse of GJE MI1205 -- For CHK 9925 voided	5319 · Security Service	2,098.80
				<u>-2,098.80</u>
Total Allied Universal Security Services				
Amazon				
01/19/2020		Gift cards for Employee Anniversaries	5321 · Human Resources	-250.00
01/31/2020	MI104	Reverse duplicate entry - Amazon	5201 · Supplies	54.48
				<u>-195.52</u>
Total Amazon				
AMAZON/SYNCB				
01/10/2020		Inv. #584899468475	5501 · Youth Services Programs	-158.61
01/10/2020		Inv. #566378748994	5205 · Furniture/Equipment	-489.93
01/10/2020		Inv. #796695934346	5205 · Furniture/Equipment	-36.39
01/10/2020		Inv. #464785333493	5302 · Office & Equipment Supplies	-30.33
01/10/2020		Inv. #433434658698	5205 · Furniture/Equipment	-27.10
01/10/2020		Inv. #433434658698	5302 · Office & Equipment Supplies	-29.02
01/10/2020		Inv. #433434658698	5401 · Automation Hardware	-28.20
01/10/2020		Inv. #433434658698	5503 · Adult/Teen Programs	-32.21
01/10/2020		Inv. #433434658698	5630 · Adult Books	-15.70
01/10/2020		Inv. #594786576748	5205 · Furniture/Equipment	-69.99
01/10/2020		Inv. #455766453378	5401 · Automation Hardware	-37.98
01/10/2020		Inv. #455766453378	5630 · Adult Books	-124.69

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	Memo	Account	Amount
Carahsoft Technology Corp.				
01/02/2020		Inv. #17698033INV	5634 · Online Resources	-7,000.00
				<u>-7,000.00</u>
Total Carahsoft Technology Corp.				
Carol Stream Chamber of Commerce				
01/01/2020	8021EC		5109 · Benefits, other	25.00
01/01/2020	8021EC (2)		5109 · Benefits, other	25.00
01/06/2020	9923	Email Promo-Porch	5509 · Library Publicity and Promotion	-25.00
				<u>25.00</u>
Total Carol Stream Chamber of Commerce				
Case Lots, Inc.				
01/02/2020		Inv. #1501	5201 · Supplies	-302.10
01/13/2020		Inv. #1646	5201 · Supplies	-280.15
				<u>-582.25</u>
Total Case Lots, Inc.				
Comcast				
01/02/2020		1/2-2/1/20	5402 · ISP and Web page hosting	-157.85
				<u>-157.85</u>
Total Comcast				
Complete Cleaning Co., Inc.				
01/02/2020		Inv. #C12297	5203 · Maintenance Contracts	-1,810.00
				<u>-1,810.00</u>
Total Complete Cleaning Co., Inc.				
D & Z House of Books				
01/07/2020		Inv. #2019/112253	5630 · Adult Books	-180.88
				<u>-180.88</u>
Total D & Z House of Books				
Displays2Go				
01/31/2020	MI104	Reverse duplicate entry - Displays 2 Go	5302 · Office & Equipment Supplies	657.31
				<u>657.31</u>
Total Displays2Go				
ELM USA, Inc.				

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	January 2020 Memo	Account	Amount
01/08/2020		Inv. #27227	5405 · Technical Services Supplies	-77.95
				-77.95
Total ELM USA, Inc.				
Findaway World, LLC				
01/07/2020		Inv. #310168	5405 · Technical Services Supplies	-11.88
01/07/2020		Inv. #310168	5637 · Adult Media	-266.21
01/07/2020		Inv. #310168	5606 · Youth Services Media	-97.48
				-375.57
Total Findaway World, LLC				
Fox Valley Fire & Safety Company, Inc.				
01/14/2020		Inv. #IN00327060	7102 · Risk Management expense	-93.00
				-93.00
Total Fox Valley Fire & Safety Company, Inc.				
Frederick Quinn Corporation (FQC)				
01/15/2020		12/1-12/31/19	7508 · Library Remodel 2019-20	-193,878.00
				-193,878.00
Total Frederick Quinn Corporation (FQC)				
Garvey's Office Products				
01/08/2020		Inv. #PINV1847992	5501 · Youth Services Programs	-29.68
01/08/2020		Inv. #PINV1847992	5302 · Office & Equipment Supplies	-58.30
01/10/2020		Inv. #PINV1849459	5302 · Office & Equipment Supplies	-19.44
				-107.42
Total Garvey's Office Products				
Gov Docs				
01/19/2020		Fed. & ST Law Poster	5321 · Human Resources	-41.47
				-41.47
Total Gov Docs				
Heritage Technology Solutions				
01/13/2020		Inv. #212377	7509 · Security Camera Upgrades	-1,158.58
				-1,158.58
Total Heritage Technology Solutions				
ID Wholesaler				
01/07/2020		Proxycards	5302 · Office & Equipment Supplies	-275.00
				-275.00
Total ID Wholesaler				

Carol Stream Public Library Expenses by Vendor Detail

		January 2020		Memo		Account		Amount	
Date	Num								
Total ID Wholesaler									
Illinois Library Association									
01/13/2020		Inv. #172661-Inst. Renewal				5106 · Membership			-300.00
01/29/2020		Inv. #173658 - 2020 Legis. Meetups - Sheikh				5110 · Trustee Development			-45.00
01/29/2020		Inv. #173658 - 2020 Legis. Meetups - Lynch				5110 · Trustee Development			-45.00
01/31/2020	MI104	Reverse duplicate entry - ILA				5105 · Professional Education			225.00
Total Illinois Library Association									-165.00
Jewel Food Stores / Jewel Osco									
01/19/2020		Gift card - Shaw anniversary				5321 · Human Resources			-25.00
01/31/2020	MI104	Reverse duplicate entry - Jewel				5321 · Human Resources			28.26
Total Jewel Food Stores / Jewel Osco									3.26
JoAnn Stores, LLC - dba creativebug									
01/07/2020		Inv. #DMARVA20-201				5634 · Online Resources			-1,251.00
Total JoAnn Stores, LLC - dba creativebug									-1,251.00
LACONI TSS									
01/07/2020		20200123 - Mtg. - Kushad				5105 · Professional Education			-15.00
Total LACONI TSS									-15.00
Land's End Business Outfitters									
01/03/2020		Staff polo shirt - Frye				5321 · Human Resources			-25.95
01/31/2020	MI104	Reverse duplicate entry - Land's End				5321 · Human Resources			42.85
Total Land's End Business Outfitters									16.90
Library Market									
01/09/2020		Inv. #1456				5403 · Computer Software			-5,000.00
Total Library Market									-5,000.00
LIMRICC Unemployment Compensation Group									
01/15/2020		4th Qtr - 12/31/19				7103 · Unemployment Compensation Insur			-184.76

Carol Stream Public Library Expenses by Vendor Detail

January 2020 Memo			
Date	Num	Account	Amount
Total LIMRICC Unemployment Compensation Group			
MailChimp			
01/07/2020	Renewal	5509 · Library Publicity and Promotion	-84.99
			<u>-84.99</u>
Manufacturers' News, Inc.			
01/02/2020	Inv. #850815-00-20	5630 · Adult Books	-226.90
			<u>-226.90</u>
Mariano's			
01/19/2020	Food for Admin. Breakfast Mtg.	5315 · Other Expenditures	-17.42
			<u>-17.42</u>
McClure, Inserra & Company Chartered			
01/13/2020	Inv. #11044	5309 · Accounting Service	-1,050.00
			<u>-1,050.00</u>
Midwest Tape			
01/09/2020	Several invoices	5405 · Technical Services Supplies	-512.10
01/09/2020	Several invoices	5606 · Youth Services Media	-525.46
01/09/2020	Several invoices	5637 · Adult Media	-2,049.59
01/09/2020	Several invoices	5651 · Digital Media	-2,418.87
			<u>-5,506.02</u>
Neighborhood Food Pantry			
01/07/2020	Staff cash donation	5315 · Other Expenditures	-41.00
			<u>-41.00</u>
Oriental Trading Company			
01/19/2020	Adult Binge Box & Feb Make & Take items	5503 · Adult/Teen Programs	-44.42
01/19/2020	Staff Recognition Dinner item	5315 · Other Expenditures	-7.69
			<u>-52.11</u>

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	Memo	Account	Amount
OverDrive, Inc.				
01/07/2020		Inv. #19251281	5651 · Digital Media	-2,094.80
				<u>-2,094.80</u>
Paylocity				
01/02/2020		Inv. #105943731	5311 · Payroll Service	-183.34
01/07/2020		Inv. #105875062	5311 · Payroll Service	-330.17
01/07/2020		Inv. #105875062	5321 · Human Resources	-303.45
				<u>-816.96</u>
Pitney Bowes Global Financial Services LL				
01/19/2020		Red Ink for PB Send-Pro	5302 · Office & Equipment Supplies	-80.74
				<u>-80.74</u>
Precision Control Systems of Chicago, Inc				
01/02/2020		Inv. #38145	5203 · Maintenance Contracts	-1,293.00
				<u>-1,293.00</u>
Santa's Village, LLC				
01/31/2020		Inv. #10869 (12/6/20 Deposit)	5509 · Library Publicity and Promotion	-947.50
				<u>-947.50</u>
Spirit Monkey, LLC				
01/31/2020	MI104	Reverse entry entered in error - Spirit Monkey	5501 · Youth Services Programs	513.00
				<u>513.00</u>
Swan (System Wide Automated Network)				
01/02/2020		Inv. #7212	5410 · SWAN Consortium	-11,773.00
				<u>-11,773.00</u>
Telcom Innovations Group, LLC				
01/13/2020		Inv. #A54564M	5404 · Tech Support & Repair	-1,421.20
				<u>-1,421.20</u>

Carol Stream Public Library Expenses by Vendor Detail

		January 2020			
Date	Num	Memo	Account	Amount	
Total Telcom Innovations Group, LLC					
TIAA Commercial Finance					
				-1,421.20	
01/19/2020		Inv. #6860586	5304 · Equipment Leasing	-1,404.12	
				-1,404.12	
Unique Management Services, Inc.					
01/10/2020		Inv. #575958	5310 · Material Recovery Fees	-98.45	
				-98.45	
Verizon Wireless					
01/13/2020		Inv. #9845602390	5402 · ISP and Web page hosting	-50.08	
				-50.08	
Village of Carol Stream					
01/07/2020		Inv. #3944	5411 · Village IT Services	-7,738.04	
01/29/2020		Permit #18-1655-RMDL	7508 · Library Remodel 2019-20	-520.00	
				-8,258.04	
Village of Carol Stream - Benefits					
01/09/2020		Inv. #3947	5107 · Life Insurance	-154.47	
01/09/2020		Inv. #3947	5108 · Health Insurance	-25,068.15	
01/09/2020		Inv. #3947	5109 · Benefits, other	-30.00	
				-25,252.62	
Village of Carol Stream - IMRF					
01/29/2020		1/3-1/31/20	6620 · Illinois Municipal Retirement F	-22,701.79	
				-22,701.79	
Village of Carol Stream - Water Dept.					
01/02/2020		Bill #01566160	5207 · Water/Sewer	-144.01	
				-144.01	
Total Village of Carol Stream - Water Dept.					

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	January 2020 Memo	Account	Amount
01/03/2020		Patron #21319001788321	5409 · RBF/ILL Expenses	-29.95
				-29.95
				<u><u>-306,262.02</u></u>

Wheaton Public Library

Total Wheaton Public Library

TOTAL

Total Disbursements for January 1, 2020 through January 31, 2020

Approved by the Library Board of Trustees February 19, 2020

President _____

Date _____

Secretary _____

Date _____

Carol Stream Public Library
Account QuickReport
January 2020

4:49 PM
02/17/20
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5105 · Professional Education						
General Journal	01/31/2020	MI103		Record January, 2020 Employee Reimbursement -SPLIT-		493.56
Total 5105 · Professional Education						<u>493.56</u>
Total 5100 · Salaries						493.56
5200 · Plant Maint.						
5205 · Furniture/Equipment						
General Journal	01/31/2020	MI103		Record January, 2020 Employee Reimbursement 5105 · Professional Education		10.00
Total 5205 · Furniture/Equipment						<u>10.00</u>
Total 5200 · Plant Maint.						10.00
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	01/31/2020	MI103		Record January, 2020 Employee Reimbursement 5105 · Professional Education		51.51
Total 5305 · Mileage Reimbursement						<u>51.51</u>
Total 5300 · Business Exp.						51.51
5500 · Services						
5501 · Youth Services Programs						
General Journal	01/31/2020	MI103		Record January, 2020 Employee Reimbursement 5105 · Professional Education		12.74
Total 5501 · Youth Services Programs						<u>12.74</u>
5503 · Adult/Teen Programs						
General Journal	01/31/2020	MI103		Record January, 2020 Employee Reimbursement 5105 · Professional Education		17.28
Total 5503 · Adult/Teen Programs						<u>17.28</u>
Total 5500 · Services						30.02
TOTAL						<u><u>585.09</u></u>

Deduction Listing

Check Dates: 01/03/2020 to 01/31/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020010301 - 2020013101

Pay Periods: 12/15/2019 to 01/25/2020

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-15.75
Elder, Jessica	1176		11	-29.36
Farrell, Joyce C.	1103		10	-16.44
Garcia, Crystal	1191		11	-9.03
Karney, Richard A.	150		13	-373.50
Spradlin, Laura	1186		12	-124.06
Wilson, Leigh Anne	1188		12	-16.95
Totals for REIMB -- REIMBURSEMENT			7 Employees	-585.09

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-585.09
Totals			7	-585.09



LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

February 19, 2020

Everbright Light Feature

Youth Services Manager Amy Teske, Assistant Director Mary Clemens and I went on a field trip to see the Everbright interactive wall feature and the large Light Bright feature in the northern suburbs. We wanted to see the two items in person to assess which would be the best fit for our facility. After seeing them both, we recommend that the Library purchase the Everbright feature. Here are the reasons as outlined in an earlier e-mail to Trustees

- The feature is all inclusive with no pieces (light bright has multiple large acrylic peg pieces that are stored in bins when not in use)
- Has a 5 ¼ inch profile off of the wall (the light bright feature has about a 10-12 inch profile from the wall)
- Each circle can be any color in the spectrum with just a turn (each light bright peg is an individual color, quantity of the colored pegs may limit the image to be created)
- When the Everbright is not being used, it has a variety of screen saver patterns that can move across the wall or be fixed. The wall panel options are controlled through an iPad. (the light bright is a black wall of holes when not in use)
- Everbrite is easier to use by very young patrons and patrons that may have limited physical capabilities that may find gripping a peg and inserting it in the hole difficult
- No need to clean up pegs from floor and wash on a regular basis
- May be cleaned/wiped down with Clorox wipes
- Very unique to Illinois (there is one in Wilmette at a pediatric medical office where we visited and one in Champaign)

I hope you all had a chance to look at the videos and image links in the email I had sent. This interactive light wall feature would be located in the Early Literacy area on the south east wall. The cost including shipping and insurance is \$27,092. Board approval is required for any purchases exceeding \$20,000.

Compensation/Merit Raises for FY 20/21

The employees of the Carol Stream Library approach their work with a team mentality of everyone working together to fulfill the Library's Mission and Vision. They exhibit dedication to our organization's success on a daily basis. This past year management and staff have devoted countless hours to the Library's Renovation Project. In addition they have creatively provided programs off site and developed and deepened our partnerships in the community and with surrounding libraries. Even with the revolving service desks and collection locations, they have continued to provide excellent customer service to all of our patrons. I propose that the Board approve a pool of 4% for merit pay increases for staff. These increases would be awarded between zero and 4%, dependent upon performance. The FY21 budget will accommodate these increases.

2020/2021 Budget

I have begun preparation of the working budget for the upcoming fiscal year. To prepare as accurate a budget as possible, I use the recent audit which has the final numbers for each budget line from the last fiscal year, our current budget and compare it to our current outlay from each budget line, review all of our current contracts, and assess our special fund accounts past, current and future costs. In addition I

include new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, etc.).

Self-Check Machines

The new self-check machines for material check out have been ordered. The Library will be increasing the number of machines from our current count of one machine to three machines. Two of the machines will be located in the lobby and one will be located in the Youth Services Department.

2020 Census

I continue to work with the representatives of the US Census Bureau. We have been able to provide them with five three-day training sessions at our location for groups of up to 24 trainees. The trainings will take place from 9 a.m.-5 p.m. in the Create & Learn Center (our new multi-purpose room) on March 25-27, April 6-8, April 9-11, May 11-13 and May 14-16. The Census Bureau is very appreciative of the Library providing training space and our continued support of their efforts to deliver an accurate 2020 Census count.

Staff Appreciation Dinner

Thank you to the Board of Trustees for providing the staff with their annual Appreciation Dinner. At the dinner employees were recognized for all of their hard work this past year as we underwent a major renovation. In addition, staff members that had reached milestone employment anniversaries the past calendar year were recognized individually with a certificate and a gift card. Thank you for sharing with us on this special occasion and acknowledging the Library staff for all they do. It is greatly appreciated by all.

Legislative Lunch and Trustee Workshop

I am happy that two of our Trustees (Nadia and Justin) were able to attend the Legislative Luncheon in Oak Brook this year. I look forward to their report regarding the event at the Board meeting this week.

February Employee Anniversaries

Susan Grude-2/01/95-Technical Services (25 Year Anniversary)

Clare Meehan-2/11/97-Youth Services

Adriana Albers-2/14/00-Youth Services (20 Year Anniversary)

Anjali Rentfleish-2/19/18-Circulation

Susan Westgate, Library Director

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

	January FY 18-19	January FY 19-20	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	9,853	10,032	89,720
Videos	4,409	3,910	34,829
Audio	957	976	9,374
Periodicals	324	207	2,323
Other	264	200	2,112
E-books	2,001	1,950	17,792
E-Audio	1,225	1,504	11,620
E-Video	168	181	1,409
Digital magazines	477	390	3,692
Museum Passes/Explore More Illinois	5 / n/a	2 / 0	189 / 0
ILL - Borrowed from SWAN	2,595	2,849	25,032
ILL - Borrowed from Non-SWAN	73	34	602
ILL - Loaned to SWAN	1,204	1,940	13,614
ILL - Loaned to Non-SWAN	109	111	780
Total Circulation	23,664	24,286	213,088
Total Adult	13,305	14,407	118,686
Total Youth	10,359	9,879	94,402
Reciprocal Borrower Loans (incl. above)	1,063	1,100	7,415
Automatic Renewals (not incl. above)	17,164	16,414	156,328
Self Check - % of Circulation	33.00%	36.55%	36.84%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	10 / 196	2 / 171	42 / 1,513
Teen Number/Attendance	16 / 266	3 / 52	33 / 477
Youth - Number/Attendance	41 / 736	22 / 664	202 / 5,942
Total - Number/Attendance	67 / 1,198	27 / 887	277 / 7,932
Library Events - Number / Attendance	0 / 0	0 / 0	1 / 180
Outreach* - Number / Attendance	3 / 288	2 / 144	31 / 4,267
Facility Usage			
Library Visits (Door Count)	13,638	10,831	113,704
Meeting Rooms - # of Public Bookings*	6	n/a	n/a
Study Rooms - # of Users/Total Hours*	121 / 135	143 / 190	170 / 221
Electronic Usage			
# of Database Sessions	3,270	3,470	30,646
# of Internet Sessions/Total Time	2,115 / 2,070	1,888 / 1,488	19,999 / 17,296
#iMac Sessions/Total Time	22 / 24	33 / 14	264 / 177
# of Library Website Visits	12,511	13,042	96,987
# Mobile App Users*	426	1,882	7,317
# of Wireless Users	n/a	1,262	2,291
Reference Transactions			
Adult (Includes Online Chat)	1,507	1,840	19,276
Youth	1,215	599	8,291
Circulation	122	174	1,366
Total Reference Transactions	2,844	2,613	28,933

Patron Statistics			
# of Resident Cards	17,937	17,683	
# of Non-Resident Cards	10	11	
Total Registered Users	17,947	17,694	

Resources Owned/Licensed			
Books	68,567	57,720	
Newspapers (Print only)	23	22	
Periodicals (Print only)	159	146	
Total Print Materials	68,749	57,888	
Current Subscriptions (Print Only)	182	168	
Current E-Subscriptions	115	119	
E-Books: Downloadable	47,294	54,323	
Audio Recordings	7,324	6,345	
Audio Recordings (Downloadable)	15,236	18,803	
Videos	14,970	11,330	
Other: Video Games, Puzzles, Devices	596	578	
Databases	46	49	
Total Resources Owned/Licensed	154,330	149,435	

Professional Development Hours	176.25	57	822.25
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*Meeting Rooms were not available for use effective 3/17/19 due to Library Remodel.

*Study Rooms reopened on December 19, 2019.

* Reporting on wireless use statistics resumed as of December 2019

* YTD number reflects combined Boopsie & SWAN Mobile app usage

Program Statistics - January 2020

Event Type	# of programs	Total attendance
Adult Program	2	171
Teen	3	52
Youth Program	22	664
Totals	27	887
Library Event	0	0
Outreach	2	144

Title	Date	Primary Event Type	Attendance
ALL MONTH: Binge Boxes	1/2/2020	Adult Program	157
50 States Book Club (Library)	1/20/2020	Adult Program	14
DIY to Go Kits: Friendship Bracelets	1/8/2020	Teen Program	28
Project Teenlight Movie Premiere	1/16/2020	Teen Program	7
January Middle School Binge Boxes	1/31/2020	Teen Program	17
Fancy Feet (Offsite)	1/3/2020	Youth/Family Program	36
Story Time at the Library!	1/6/2020	Youth/Family Program	27
Story Time at the Library!	1/8/2020	Youth/Family Program	15
Outreach Story Time at Goddard School	1/9/2020	Youth/Family Program	85
Story Time at the Library!	1/13/2020	Youth/Family Program	32
Storytime on the Road @ CSPD Kids Zone	1/14/2020	Youth/Family Program	8
Story Time at the Library!	1/15/2020	Youth/Family Program	41
Outreach at Elk Trail Park District	1/17/2020	Youth/Family Program	49
Story Time at the Library!	1/20/2020	Youth/Family Program	18
Smart Cookie Book Club (Offsite)	1/21/2020	Youth/Family Program	18
Story Time at the Library!	1/22/2020	Youth/Family Program	26
Paws for Reading	1/22/2020	Youth/Family Program	33
Outreach at Elk Trail Park District	1/23/2020	Youth/Family Program	33
Friday Fun / Playdate on the Road	1/24/2020	Youth/Family Program	16
Storytime on the Road @ CSPD Kids Zone	1/28/2020	Youth/Family Program	6
Storytime at Masters Christian Preschool	1/29/2020	Youth/Family Program	9
Storytime at Masters Christian Preschool	1/29/2020	Youth/Family Program	30
Storytime at Masters Christian Preschool	1/30/2020	Youth/Family Program	21
Super Readers Club	1/31/2020	Youth/Family Program	0
1,000 Books Before Kdg. Logging Activity	1/31/2020	Youth/Family Program	29
1,000 Books Before Kdg. - New Regis.	1/31/2020	Youth/Family Program	0
Book Bundles	1/31/2020	Youth/Family Program	32
Outreach Story Time at ECC	1/31/2020	Youth/Family Program	100
Homebound deliveries	1/9/2020	Outreach	44
Cloverdale School Family Reading Night	1/29/2020	Outreach	100

Assistant Director's Report
January 2020

Primary Action Items – Administration

Library Remodel

- Continued working with LFI to finalize quote for café cart and vestibule slatwall
- Documented procedures and developed form for moving featured items in and out of the Spotlight collection
- Rescheduled furniture delivery install dates with KI and Interior Investments
- Coordinated chair orders for HR office and AS desk
- Reviewed and processed monthly payout for FQC
- Prepared weekly staff renovation update posts

Remodel Meetings

- 1/10, 1/27, 1/24, 1/31 – Attend weekly construction meeting
- 1/29 – Fieldtrip with Susan and Amy T. to review Everbright and Lite-brite features

Other

- Payroll processing week of 1/13 and 1/27
- Final review and distribution of W-2s
- Prepare quarterly LIMRiCC Unemployment Compensation report
- Reviewed updates to Collection Development procedures
- Prepared staffing hours analysis for discussion at Management Team meeting
- Preparation of anniversary certificates for staff recognition dinner – Joyce
- Working with Joyce on transitioning responsibility to her for donation/honor book tracking
- 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 – 818
 - Items put into circulation – 753
 - Items catalogued – imported bib records and original cataloging – 66
 - Bibliographic record merges sent to SWAN Support – 20
 - Item record edits/database clean-up – 630
 - Conversion project items – 849
 - Repair items (includes disc cleaning) - 166
 - Serial Record Edits – 35
 - Serials – Claimed Issues – 7
- Conversion Projects –
 - Holiday Books – complete through Easter. Halloween – 50% complete – Barb
 - Non-fiction DVD – complete – Marie
 - Blu-ray collection – adding front labels – in progress - Susan

- Other
 - Catalogued new in-house charges – Marie
 - Completed Item Category 3 clean-up (fiction/non-fiction) for Adult World Language collection – Marie
 - Processed materials for Spotlight Collection – TS Staff
 - Following with B & T on backordered title for the Valentine Holiday collection - Susan
 - Annual purge of magazines (2018 issues), bundled some for local groups, deleted received 2018 issue information from Serials module – Barb
 - Completed transferring Weekly Title Controls for serials - Barb
 - Calculate annualized cost of processing fees
 - Standardize treatment of books catalogued by Character
 - Continued to work with Ingram on processing set-up for Nintendo Switch
 - Finalized updates to processing for Blu-rays and DVDs with Midwest Tape

Professional Development

- 1/7 –Team Leader Training (2 sessions) – Remodeled area update (2.0) – Mary
- 1/16 and 1/20 – Symphony 3.6.2 Updates webinar (.25) - Susan and Marie
- 1/20 – Cataloging World Language materials webinar (.5) - Marie
- 1/28 – Pre-seminar prep for upcoming Excel Workshop (1.0) - Barb

Meeting Attendance

- 1/6 – Planning meeting with Management Team for Team Leader meeting
- 1/7, 1/14 – Weekly with Joyce
- 1/8 – Friends of the Library Board meeting
- 1/8 – Review 1099's with Joyce
- 1/8, 1/30 – Weekly meeting with Library Director
- 1/9 – Review procedures for Spotlight collection with Laura
- 1/14 – collectionHQ team meeting
- 1/15 – Lincoln Award shelving - Barb
- 1/15 – Management Team meeting
- 1/15 – Library Board meeting
- 1/16, 1/17 – Meet with Mary Pellico to review some tasks - Joyce
- 1/10, 1/16, 1/17 – Staff Recognition Dinner planning meetings/facility review - Marie
- 1/16 & 1/21 – HR Policy Update meetings – Barb, Joyce, Marie, Susan
- 1/24 – Staff Recognition Dinner
- 1/28 and 1/30 – Quarterly 1:1 meetings with Joyce, Barb, Marie and Susan
- 1/30 – Met with Susan and Jeri to review changes to cash bank procedures
- 1/31 – Met with Amy T. and Amy D. to discuss conversion project to level Beginning Readers collection. Met with TS Staff to review this project.
- 1/31 – Met with Joyce to review processing of ComEd bills

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report January 2020

Database statistics

- The year-to-date total for database sessions includes all reported December statistics.
- Record Information Services modified their usage tracking. Usage for January is about 20% of the previous average, which is probably a more accurate picture of our usage.

Programs

- Binge Boxes launched January 2 and we completed 157 requests to wide acclaim. We sent out over 600 books from the Adult Collections.
- Adult programs returned to the Library in January with the 50 State Book Club and Make & Take Picture Frames.
- Project Teenlight Premier on January 16 had seven attendees.

Outreach Activities

- Homebound delivery
44 – Registered patrons
30 – Patrons receiving delivery
176 – Items delivered
- Belmont Village representative met with Crystal and Jessica about possible future possible partnerships and presentations about the Library to their residents.
- Census hiring events held on January 13 and January 24. 25-30 people attended each session.

Meetings and Training

- January 6 – Team Leader training planning meeting – Laura
- January 7 – Team Leader annual training (2 sessions)
- January 8 – CollectionHQ Team – Laura, Sarah
- January 8 – Belmont Village meeting – Crystal and Jessica
- January 16 – New HR policies training
- January 16 – Staff Recognition Dinner planning meeting – Crystal and Vera
- January 23 – SWAN DUV meeting – Sarah
- January 23 – Getting Business Buy-in at your Library (LACONI) – Omar
- January 24 – Staff Recognition Dinner
- January 29 – Overdrive training of youth librarians - Omar
- January 31 – Manufacturers Roundtable (Chamber) – Omar
- Webinars - Windows 10 (Lynda.com) - Vera

Information technology

- Helpdesk reports
 - 36 tickets were opened in December including remodel equipment moves.
 - 29 tickets were opened in January 2020 including the Workflows desktop client update and the start of the Windows 10 update.
- SWAN DUX group performed usability testing on possible new catalog vendors. SWAN is looking for a catalog that has the ability to federate records, so different formats can be displayed under the same title. Sarah Kovac attended for the Library.
- Laura Hays
 - Security cameras – The new cameras were not displaying in the desktop client so Dan from HTS came out to finish updating the clients and focusing the available cameras.
 - Evanced calendar was down for a couple of days so we were unable to take registrations.
 - GoDaddy website hoisting was renewed early to take advantage of fixed price for cpanel.
- Library Market calendar
 - Email setup by VOCS IT staff
 - SWAN connection for patron authentication setup by SWAN support.
 - Calendar content and setup submitted to Library Market.

Laura Hays
Head of Adult Services

**Report for Board of Library Trustees
Circulation Department activities during January 2020**

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 10,831 visitors in January.
- Generating and maintaining library accounts for Carol Stream Residents and other library users.
 - We added 112 new registrations.
 - We renewed 376 existing accounts.
- Lending and renewing materials
 - We checked out 18,211 items.
 - We renewed 16,414 items
- Processing "on shelf" holds
 - We processed 3801 items for pickup.
- Checking in returned materials.
 - We checked in 19,334 items.
- Monitoring materials for damage and routing them to the appropriate staff for repair or replacement.
 - Approximately 196 items were sent to appropriate departments for review or maintenance.
- Collecting statistics on library use:
 - 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 20,000 items.

In addition:

- Jeri participated in all Management Team meetings in January.
- Jeri, Mary M, and Melanie participated in Team Leader update training.
- Jeri participated in SWAN Circulation Advisory Committee Meeting January 22nd.
- Jeri and Susan continue to work out plans for three new self-checkout machines.
- Melanie Johnson, former part-time Circulation Coordinator, is now a full time Circulation Coordinator.
- Circulation Staff members participated in training opportunities through Fred Pryor online learning, Perspectives (our EAP provider), and WebJunction.

Submitted 2/17/2020

Jeri L. Cain

Human Resources
Monthly Report
January 2020

Administration

- Finished up small meetings with staff who were unable to attending Policy Meetings.

Recruiting, Onboarding & Exiting

- 405 visits to the Career Page in January 2020
- Worked with Joyce Farrell as she organized documents together for new hire orientation as well as updating Employee Handbooks with policies that were effective 1-1-2020.
- Coordinated the change in Melanie Johnson's employment status from part-time to full-time. Met with Melanie to discuss full-time benefits and assisted with enrollment
- Welcomed Narze Encarnacion as a Circulation Clerk to the Library on 2-12-2020. Processed onboarding paperwork through Paylocity. Coordinated, participated and processed paperwork related to Orientation.
- Met with Aneesa Iqbal for her check in meeting. As part of the onboarding process Aneesa expressed an interest in learning a bit about Circulation so she could assist patrons more effectively. Through onboarding process she will meet with Circulation.
- Worked through the Retirement process and answered Kathie's questions. Kathie's last day is 2/28/20
- Connected with Josh Munk from JobTarget in an attempt to improve recruiting efforts through their platform for Librarians.

Training & Development

- Attended HR Source Roundtable

Addressed employee needs related to:

Employee demographic changes - 4

W-2 - 2

Policy issue - 1

Employment Verification - 1

Payroll changes - 8

Non-exempt issue - 1

Submitted

Mary Pellico

Youth Services Report January 2020

Program Highlights

- Storytime returned to the Library with the availability of the Create and Learn Center. It was fun to have the families return and hang around in the meeting rooms after storytime. Clare Meehan and Leigh Anne Wilson each did three storytimes in the Create and Learn Center. Leigh Anne and Lise Wise also did a Friday Fun Storytime and Preschool Playdate offsite at the Flourish Dance Academy on January 24. There isn't enough play space in the Create and Learn Center to do Playdate there, so we are continuing those programs offsite until the meeting rooms are available again.
- There was a scheduling conflict with PAWS for Reading, so we were unable to have it at the Village Hall in January. Because we had fewer dogs this month, we were, however, able to hold it in the Create and Learn Center to the delight of the dog handlers and families alike. We had 33 in attendance on January 22.
- Leigh Anne Wilson has been able to make regular visits to several preschools in our service area while we have been under construction and doing fewer programs in house. In January, she visited, Goddard School, The Park District Preschool on Elk Trail, Masters Christian Preschool, and the Early Childhood Center.
- The picture to the right is of Amy Danusiar's Smart Cookie Book Discussion held at Panera on January 21. They read the book *Grump* by Liesl Shurtliff. They had a lively discussion and, yes, enjoyed cookies!



Patron Service and Reference

- Aneesa Iqbal and Laura Spradlin Francis met with Allison Porch on 1/22/20 about posting on Instagram.
- From Laura Spradlin Francis: The most detective work I did this month was for a patron wondering if the *Little Mermaid* TV show from the 1990s was available on DVD and could she request it. It popped up on some websites selling retro items, but there was a never an ISBN, which was a red flag. The show had also changed names since first appearing on TV and being streamed now on Disney+, and it changed to "The Little Mermaid," which made it very difficult to parse from records of the movie! As it turns out, the websites selling the DVDs were bootleg copies, and a message board eventually revealed that they were only released on VHS. I was at least happy to let the patron know that if she found access to a VHS player, we could request them from the many libraries that still have the VHS tapes. J:

Collection Development

- Amy Danusiar and Amy Teske met with Mary Clemens to start the process of converting the Beginning Readers to four levels of call numbers. This will help the beginning readers to find the type of book that they need more easily. Amy Danusiar had already decided on the criteria and gone through the collection to divide them into the different levels. Technical Services has already started the conversion process.

Professional Development

- Adriana Albers has started taking an online class titled *Stories, Songs, and Stretches*. After completing two courses she will be able to do storytimes that involve both storytelling and yoga.

Meeting Attendance

- 1/6, 23, 30 – Birth to 5 Planning Meeting – Amy Teske
- 1/6, 15 – Management Team Meeting – Amy Teske
- 1/8 – Meeting with Susan Westgate – Amy Teske
- 1/14 – Collection HQ Team – Amy Teske, Laura Spradlin Francis
- 1/15 – Board Meeting – Amy Teske
- 1/28 – Meeting with Park District staff about a Preschool Fair – Amy Teske, Leigh Anne Wilson
- 1/30 – Beginning Reader Meeting – Amy Teske, Amy Danusiar

Respectfully Submitted,

Amy Teske, Youth Services Manager



Monthly Report of IT Service

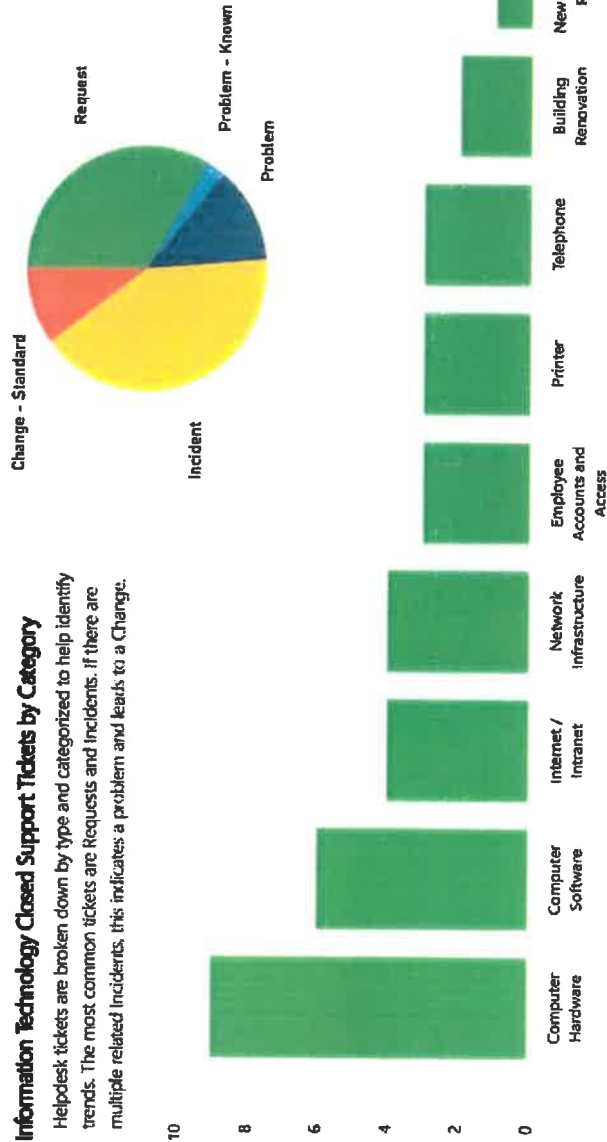
Report Range 12/1/2019 12/31/2019

Support Tickets

36

Information Technology Closed 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.



Sub-category	Count
Computer	3
OTHER	3
Scanner	3
Password Reset	2
Unavailable	2
Wireless Infrastructure	2
Add/Remove	1
Adobe Professional	1
Change Existing Content	1
Chrome	1
Digital Signage Maintenance	1
Doesn't Print	1
Failure / Malfunction	1
Monitor	1
Move Extensions	1
New Network Account	1
Operating System	1
Patching - Appliance	1
Patching - Server	1
Print Error	1
Total	36

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.



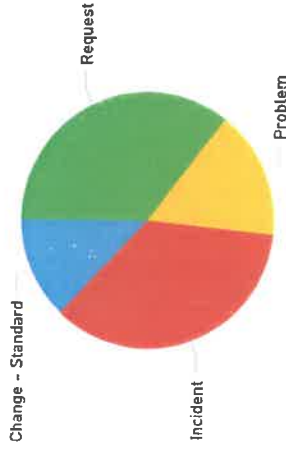
Monthly Report of IT Service

Report Range 1/1/2020 1/31/2020

Support Tickets 29

Information Technology Closed 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 of ID	Sub-Category	Count
Change - Standard	2	OTHER	4
Incident	11	Computer	3
Problem	5	Paper is Jammed	3
Request	11	Swan Workflow	3
Total	29	Chrome	2
		Scanner	2
		Allow Website	1
		Credit Card Machine	1
		Laptop / Tablet	1
		MS Word	1
		O365	1
		Operating System	1
		Patching - Appliance	1
		Patching - Server	1
		Remove Network Account	1
		Unavailable	1
		Website Calendar	1
		Wireless Infrastructure	1
		Total	29

Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer setup, a new user 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.



CAROL STREAM CHRISTMAS SHARING

500 N. GARY AVENUE * CAROL STREAM, IL 60188

January 17, 2020

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

Dear Director Susan Westgate,

We want to thank you and your entire staff for participating in the 2019 Carol Stream Christmas Sharing Program.

Your loyalty to this program is very moving and much appreciated.

The 43rd annual Carol Stream Christmas Sharing program served 166 families and provided toys to 384 children. Our elves wrapped almost 1600 presents and distributed over 7 tons of food!

Your donations were an integral part of the success of this program.

Thanks to all for making the holidays brighter for our recipients.

Sincerely,

Mindi B. Thomas

Eileen Molloy Langdon

Kathleen McNamara

Ms. Westgate,

You helped us win the Judges' Award at our tournament!

Thank you for sharing your time and expertise with us.

Michelle

Autumn

Allison

Grace

SOPHIA

Photo



Dear Board & Staff of the
Carol Stream Public Library,

Please accept my sincere
thanks for the recognition of
my & my co-celebrants
employee anniversaries.

It's hard to believe that it's
been 25 years and I remain
grateful for all of the support
and opportunities I've had.
I'm excited to see what the
future has in store with our
21st century building.

A special thank you to the
committee for their work in
planning this wonderful
evening.

To my colleagues thank you
for all you do for our community
which has & continues to make
this such a great place to
work.

Kind regards,
Mary

Dear Library Board, Jan 2000

Thank you for the lovely
staff recognition dinner. Of
course I appreciate my
own gift and recognition,
but even more so the celebration
of CSP's staff as a whole.
Thank you for a nice evening.

Best, Heidi Krueger