

PUBLIC NOTICE
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: April 15, 2020 **TIME: 7:00 p.m.**

PLACE:

ATTENTION

Due to the closure of the Carol Stream Public Library to the public during the COVID-19 pandemic, the Library will be conducting an online audio Board Meeting through Zoom to conduct essential business only. If you are interested in listening to the meeting live through the internet, please register online at <https://carolstre.am/library>. For individuals interested in Public Participation please email your full name and questions or comments to cstream@cslibrary.org. They will be read aloud during the Public Participation portion of the meeting.

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 February 19, 2020

- V. MONTHLY REPORTS OF THE TREASURER
 A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 29, 2020 and March 31, 2020

- VI. NEW BUSINESS
 A. Recommendation, Re: Approval of FY21 Working Budget
 B. Recommendation, Re: Approval of Transfer of \$200,000 from the General Fund to the Capital Maintenance and Repair Fund
 C. Recommendation, Re: Approval of Transfer of \$15,000 from the General Fund to the

Liability Insurance Fund

- D. Recommendation, Re: Approval of Personnel Policy # 314, FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19
- E. Recommendation, Re: Approval of Emergency Closing Pay for Library Staff
- F. Recommendation, Re: Approval of Library Staff Working and Training Remotely
- G. Recommendation, Re: Approval of Granting the Library Director with the Authority to Make the Decisions to Extend Closing the Library, Pay Staff, Pay Invoices and Purchase Necessary Equipment, Materials or Services During the COVID-19 Crisis

VII. DISBURSEMENTS

- A. Approval of Disbursements for the Period February 1, 2020 to February 29, 2020, plus the Addendum of March 18, 2020 and the Approval of Disbursements for the Period March 1, 2020 to March 31, 2020, plus the Addendum for the meeting of April 15, 2020

VIII. 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.)

IX. ANNOUNCEMENTS

- A. Library Will Remain Closed During the Governor's Shelter-At-Home Order and Not Reopen Until Library Services Can be Provided to the Community While Maintaining a Healthy and Safe Environment for Staff and Patrons

X. 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: 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**

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

Vice President Sheikh 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, and Sheikh
Absent: Trustee Jourdan
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Olson seconded the establishment of a consent agenda for the Regular Meeting of February 19, 2020. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, and Sheikh
Nays 0
Absent..... Trustee Jourdan

Trustee Berryman-Gilliam moved and Trustee Larimer seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, and Sheikh
Nays 0
Absent..... Trustee Jourdan

A. Minutes of Regular Meeting of January 15, 2020

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2020
- C. Recommendation, Re: Approval of Purchase of Everbright Light Feature
- D. Recommendation, Re: Approval of Recommendation Regarding Staff Compensation for FY 20/21
- E. Approval of Disbursements for the Period January 1, 2020 to January 31, 2020, plus the Addendum for the Meeting of February 19, 2020
- F. Report of the Library Director
- G. Thank You Letter from Carol Stream Christmas Sharing Program for Library Participation
- H. Thank You Card from Girl Scout Troop Lego Robotics Team
- I. Thank You Card from Staff Member Mary Clemens
- J. Thank You Card from Staff Member Heidi Krueger
- K. Illinois Library Association Trustee Forum Workshop, Saturday, March 14, 2020, Chicago Marriot in Oak Brook, IL

Trustee Lynch moved and Trustee Olson seconded that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, and Sheikh
 Nays 0
 Absent..... Trustee Jourdan

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

Recommendation, Re: Approval of Purchase of Everbright Light Feature

Background information:

The Everbright is an interactive wall feature produced in Oakland California that is to be installed in the Youth Services Early Literacy area. It is an all-inclusive feature with no removable pieces. It is a 4'X8' wall panel of touchable light-up circles. Each circle can be any color in the spectrum with just a turn. 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. Everbrite is easy to use by very young patrons and patrons that may have limited physical capabilities. It can be cleaned/wiped down with disinfecting wipes. The cost including shipping and insurance is \$27,092. Board approval is required for any purchases exceeding \$10,000.

Recommendation, Re: Approval of Recommendation Regarding Staff Compensation for FY 20/21

Background Information:

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 the 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. A pool of 4% for merit pay increases for staff is recommended for FY21. These increases would be awarded between zero and 4%, dependent upon performance. The FY21 budget accommodates these increases.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1, 2020 to January 31, 2020, plus the Addendum for the Meeting of February 19, 2020 in the amount of \$317,684.56.

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.

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**.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

A. Legislative Luncheon Report

Trustees Lynch and Sheikh attended the ILA (Illinois Library Association) annual Legislative Luncheon in Oak Brook. Some of the topics that legislators touched upon were the importance of the 2020 Census, net neutrality and providing broadband to rural areas. Trustee Sheikh shared that RAILS had produced a short video on seniors and their relevancy.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

MONTHLY STAFF REPORTS

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

Trustee Larimer inquired about the Library's robotic window washer. Director Westgate stated that that it had not been used yet. A cart has been ordered for the Keurig machine in the new Café area. The Library is pursuing recycling of the K-cups. Trustee Lynch commented on Youth Services Librarian Laura Spradlin's extensive research in searching for the Little Mermaid TV show on video. They were only released on videotape so the Library was unable to purchase the item for the collection. All of the DVD versions that came up in the search were bootlegs.

ANNOUNCEMENTS

- A. Library Opening at 3:00 p.m. on February 24 and 25 to Accommodate Renovation Project Work

Background information:

It is necessary to open late in order to complete the carpeting in the lobby and additional renovation work that would interfere with patrons' use of the Library.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:26 p.m.

April 15, 2020

Date approved

Mansi Patel, Secretary, Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending February 29, 2020**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,730,246.34	\$ (206,097.97)	\$ 2,524,148.37
Working Cash	50,685.49	50.25	50,735.74
FICA	122,426.98	(9,771.41)	112,655.57
IMRF	157,210.50	(15,100.30)	142,110.20
Liability Insurance	20,233.86	63.38	20,297.24
Audit	6,604.92	6.31	6,611.23
Capital Maintenance & Repair	2,793,916.42	(260,167.84)	2,533,748.58
Building Renovation Loan	<u>2,005.65</u>	<u>-</u>	<u>2,005.65</u>
TOTAL ALL FUNDS	<u>\$ 5,883,330.16</u>	<u>\$ (491,017.58)</u>	<u>\$ 5,392,312.58</u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President 2/29/20

Nancy Olson, Board Treasurer 2/29/20

Susan Westgate, Library Director 2/29/20

**Carol Stream Public Library
Treasurer's Report
Month Ending February 29, 2020**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	233,553.75
WEST SUBURBAN BANK	PAYROLL	167,137.65
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	688,426.08
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	4,301,420.61
PROPAY	ELECTRONIC	1,004.49
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,392,312.58</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
FEBRUARY 29, 2020

TABLE OF CONTENTS

ACCOUNTANT’S COMPILATION REPORT	PAGE 1
FINANCIAL STATEMENTS	
Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds	EXHIBIT A
Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds	EXHIBIT B
SUPPLEMENTARY INFORMATION	
Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C



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 February 29, 2020 and January 31, 2020, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date February 29, 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

March 4, 2020

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

	Feb 29, 20	Jan 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	233,553.75	266,191.94	-32,638.19
10-1008 · WSB Payroll Account	167,137.65	157,074.75	10,062.90
10-1014 · Illinois Funds-Prime	4,301,420.61	4,295,761.84	5,658.77
10-1024 · WSB Money Market Acct	688,426.08	1,162,899.51	-474,473.43
10-1025 · ProPay	1,004.49	632.12	372.37
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,868,164.21	-3,153,083.82	284,919.61
Total 10-1000 · Library Fund Cash	2,524,148.37	2,730,246.34	-206,097.97
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,735.74	50,685.49	50.25
30-1190 · Allocated Cash-FICA Fund	112,655.57	122,426.98	-9,771.41
40-1090 · Allocated Cash-IMRF Fund	142,110.20	157,210.50	-15,100.30
50-1090 · Allocated Cash-Liability Fund	20,297.24	20,233.86	63.38
60-1090 · Allocated Cash-Audit Fund	6,611.23	6,604.92	6.31
70-1090 · Allocated Cash-Capital R&M Fund	2,533,748.58	2,793,916.42	-260,167.84
80-1090 · Allocated Cash-Debt Service	2,005.65	2,005.65	0.00
Total 1190 · Allocated Cash-Fund Balances	2,868,164.21	3,153,083.82	-284,919.61
Total Checking/Savings	5,392,312.58	5,883,330.16	-491,017.58
Total Current Assets	5,392,312.58	5,883,330.16	-491,017.58
TOTAL ASSETS	5,392,312.58	5,883,330.16	-491,017.58
LIABILITIES & EQUITY			
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	6,062,405.84	6,062,405.84	0.00
Net Income	-670,093.26	-179,075.68	-491,017.58
Total Equity	5,392,312.58	5,883,330.16	-491,017.58
TOTAL LIABILITIES & EQUITY	5,392,312.58	5,883,330.16	-491,017.58

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

	Feb 20	May '19 - Feb 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	-68.21	3,705,176.27	3,674,461.00	100.84%
3002 · Property Taxes Non-Current	68.21	68.21	5,000.00	1.36%
Total 3000 · Property Taxes	0.00	3,705,244.48	3,679,461.00	100.7%
3100 · PPR Taxes	5,921.30	40,854.18	40,000.00	102.14%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	1,504.95	1,500.00	100.33%
3202 · Interest Income Investments	6,543.92	93,122.09	40,100.00	232.23%
Total 3200 · Interest Income	6,543.92	94,627.04	41,600.00	227.47%
3203 · Other Income-Loan Proceeds	0.00	2,000,000.00	2,000,000.00	100.0%
3300 · Patron Payments				
3301 · Fines & Fees	1,334.98	10,036.81	26,000.00	38.6%
3302 · Public Copy Payments	861.52	9,486.54	16,000.00	59.29%
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	2,196.50	21,086.06	46,500.00	45.35%
3400 · Donations	50.00	585.52	5,500.00	10.65%
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	380.30	2,918.60	5,000.00	58.37%
Total Income	15,092.02	5,915,005.64	5,871,561.00	100.74%
Gross Profit	15,092.02	5,915,005.64	5,871,561.00	100.74%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,440.90	477,849.90	640,000.00	74.66%
5102 · Non-Exempt Staff Salaries	86,383.75	966,864.48	1,295,000.00	74.66%
5103 · Custodial Salaries	5,177.59	58,102.76	75,000.00	77.47%
5105 · Professional Education	510.00	13,998.62	18,000.00	77.77%
5106 · Membership	263.00	2,972.00	4,000.00	74.3%
5107 · Life Insurance	154.47	1,510.30	2,000.00	75.52%
5108 · Health Insurance	19,782.27	186,628.26	250,000.00	74.65%
5109 · Benefits, other	30.00	1,505.45	2,000.00	75.27%
5110 · Trustee Development	0.00	943.36	3,000.00	31.45%

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

	Feb 20	May '19 - Feb 20	Annual Budget	% of Budget
Total 5100 · Salaries	155,741.98	1,710,375.13	2,289,000.00	74.72%
5200 · Plant Maint.				
5201 · Supplies	905.93	10,886.09	12,500.00	87.09%
5202 · Maintenance/Repair	924.00	2,741.16	15,000.00	18.27%
5203 · Maintenance Contracts	3,103.00	33,282.83	42,000.00	79.25%
5204 · Landscape Maintenance/Snow Remc	2,048.00	9,985.00	17,000.00	58.74%
5205 · Furniture/Equipment	148.68	8,943.23	7,000.00	127.76%
5206 · Electric-Comm Edison	0.00	19,167.72	36,000.00	53.24%
5207 · Water/Sewer	111.74	2,018.72	6,500.00	31.06%
5208 · Insurance (Property)	0.00	9,892.00	10,500.00	94.21%
Total 5200 · Plant Maint.	7,241.35	96,916.75	146,500.00	66.16%
5300 · Business Exp.				
5301 · Postage	0.00	6,028.00	8,000.00	75.35%
5302 · Office & Equipment Supplies	768.48	5,724.97	7,000.00	81.79%
5303 · Printing	0.00	3,058.26	5,000.00	61.17%
5304 · Equipment Leasing	1,574.11	16,841.35	20,000.00	84.21%
5305 · Mileage Reimbursement	139.98	2,228.65	3,000.00	74.29%
5306 · Legal Notices	0.00	547.40	800.00	68.43%
5308 · Business Phone	881.93	7,500.54	14,000.00	53.58%
5309 · Accounting Service	1,498.00	12,138.00	13,000.00	93.37%
5310 · Material Recovery Fees	98.45	787.60	1,000.00	78.76%
5311 · Payroll Service	1,147.33	5,644.82	7,500.00	75.26%
5312 · Attorney Fees	1,210.00	8,411.38	15,000.00	56.08%
5315 · Other Expenditures	77.16	1,460.23	7,500.00	19.47%
5317 · Bank & Credit Card Fees	0.00	24.61	100.00	24.61%
5319 · Security Service	2,764.75	18,967.14	21,000.00	90.32%
5320 · Donation Recd Expense	0.00	847.55		
5321 · Human Resources	1,399.34	7,442.93	10,500.00	70.89%
Total 5300 · Business Exp.	11,559.53	97,653.43	133,400.00	73.2%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	-431.94	6,501.69	33,000.00	19.7%
5402 · ISP and Web page hosting	720.11	5,681.19	15,000.00	37.88%
5403 · Computer Software	0.00	17,423.43	30,000.00	58.08%
5404 · Tech Support & Repair	305.28	8,437.41	18,000.00	46.88%
5405 · Technical Services Supplies	1,600.31	10,462.04	17,000.00	61.54%
5406 · Circulation Supplies	341.43	3,157.94	3,000.00	105.27%
5408 · Tech Serv Online Resources	4,230.00	16,076.00	14,500.00	110.87%
5409 · RBP/ILL Expenses	27.00	404.88	500.00	80.98%
5410 · SWAN Consortium	0.00	35,319.00	47,500.00	74.36%
5411 · Village IT Services	7,738.04	77,380.40	95,000.00	81.45%
Total 5400 · Automat. & Dept. Oper.	14,530.23	180,843.98	273,500.00	66.12%

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

	Feb 20	May '19 - Feb 20	Annual Budget	% of Budget
5500 · Services				
5501 · Youth Services Programs	969.18	16,159.84	26,000.00	62.15%
5503 · Adult/Teen Programs	1,425.70	8,988.39	20,000.00	44.94%
5505 · Library Newsletter	2,508.80	40,411.62	43,000.00	93.98%
5509 · Library Publicity and Promotion	884.04	9,283.09	30,000.00	30.94%
Total 5500 · Services	5,787.72	74,842.94	119,000.00	62.89%
5600 · Collection				
5601 · Youth Services Books	2,960.59	23,302.72	40,000.00	58.26%
5606 · Youth Services Media	441.54	7,855.74	15,000.00	52.37%
5630 · Adult Books	5,901.47	40,275.32	65,000.00	61.96%
5634 · Online Resources	1,400.00	24,650.91	40,000.00	61.63%
5635 · Magazines & Newspapers	418.10	10,620.51	13,000.00	81.7%
5637 · Adult Media	4,524.81	18,921.93	50,000.00	37.84%
5651 · Digital Media	5,845.55	45,514.71	70,000.00	65.02%
5652 · Grant/Award Expense	0.00	49,638.75	49,600.00	100.08%
Total 5600 · Collection	21,492.06	220,780.59	342,600.00	64.44%
6600 · Payroll Expenses				
6610 · FICA Expense	9,871.04	109,912.06	155,000.00	70.91%
6620 · Illinois Municipal Retirement F	15,245.88	149,431.69	195,000.00	76.63%
Total 6600 · Payroll Expenses	25,116.92	259,343.75	350,000.00	74.1%
66900 · Reconciliation Discrepancies	0.00	-2.99		
7101 · Liability Insurance	0.00	18,726.00	22,000.00	85.12%
7102 · Risk Management expense	0.00	2,196.40	4,000.00	54.91%
7103 · Unemployment Compensation Insur	0.00	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	15,000.00	15,000.00	19,000.00	78.95%
7507 · Computer Equipment	0.00	0.00	30,000.00	0.0%
7508 · Library Remodel 2019-20	248,608.80	3,612,636.05	4,976,530.00	72.59%
7509 · Security Camera Upgrades	1,031.01	21,090.10	35,000.00	60.26%
Total 7500 · Special Capital Projects	264,639.81	3,648,726.15	5,060,530.00	72.1%

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

	Feb 20	May '19 - Feb 20	Annual Budget	% of Budget
Total Expense	506,109.60	6,350,637.89	8,912,030.00	71.26%
Net Ordinary Income	-491,017.58	-435,632.25	-3,040,469.00	14.33%
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	-	(234,461.01)	(234,561.00)	99.96%
Net Income	(491,017.58)	(670,093.26)	(3,275,030.00)	20.46%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Feb 20	May '19 - Feb 20	Feb 20	May '19 - Feb 20	Feb 20	May '19 - Feb 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	3,132,158.05	0.00	0.00	0.00	156,383.54
3100 · PPR Taxes	5,921.30	40,854.18	0.00	0.00	0.00	0.00
3200 · Interest Income	1,706.80	25,680.86	50.25	713.49	99.63	1,486.78
3203 · Other Income-Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
3300 · Patron Payments	2,196.50	21,086.06	0.00	0.00	0.00	0.00
3400 · Donations	50.00	585.52	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	51.01	0.00	0.00	0.00	0.00
3700 · Grants	0.00	49,638.75	0.00	0.00	0.00	0.00
3800 · Other Income	380.30	2,918.60	0.00	0.00	0.00	0.00
Total Income	10,254.90	3,272,973.03	50.25	713.49	99.63	157,870.32
Gross Profit	10,254.90	3,272,973.03	50.25	713.49	99.63	157,870.32
Expense						
5100 · Salaries	155,741.98	1,710,375.13	0.00	0.00	0.00	0.00
5200 · Plant Maint.	7,241.35	96,916.75	0.00	0.00	0.00	0.00
5300 · Business Exp.	11,559.53	97,653.43	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	14,530.23	180,843.98	0.00	0.00	0.00	0.00
5500 · Services	5,787.72	74,842.94	0.00	0.00	0.00	0.00
5600 · Collection	21,492.06	220,780.59	0.00	0.00	0.00	0.00
5600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,871.04	109,912.06
66900 · Reconciliation Discrepancies	0.00	-2.99	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	216,352.87	2,381,409.83	0.00	0.00	9,871.04	109,912.06
Net Ordinary Income	-206,097.97	891,563.20	50.25	713.49	-9,771.41	47,958.26
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-206,097.97	891,563.20	50.25	713.49	-9,771.41	47,958.26

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

	40-IMRF Fund		50-Liability Fund		60-Audr Fund	
	Feb 20	May '19 - Feb 20	Feb 20	May '19 - Feb 20	Feb 20	May '19 - Feb 20
Ordinary Income/Expense						
Income						
3000 - Property Taxes	0.00	166,472.93	0.00	1,259.78	0.00	12,612.65
3100 - PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 - Interest Income	145.58	2,143.99	63.38	900.45	6.31	95.40
3203 - Other Income-Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
3300 - Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 - Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 - RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 - Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 - Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	145.58	168,616.92	63.38	2,160.23	6.31	12,708.05
Gross Profit	145.58	168,616.92	63.38	2,160.23	6.31	12,708.05
Expense						
5100 - Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 - Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 - Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 - Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 - Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 - Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 - Payroll Expenses	15,245.88	149,431.69	0.00	0.00	0.00	0.00
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00
7101 - Liability Insurance	0.00	0.00	0.00	18,726.00	0.00	0.00
7102 - Risk Management expense	0.00	0.00	0.00	2,196.40	0.00	0.00
7103 - Unemployment Compensation Insur	0.00	0.00	0.00	3,078.84	0.00	0.00
7201 - Audit Expense	0.00	0.00	0.00	0.00	0.00	10,053.00
7400 - Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 - Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	15,245.88	149,431.69	0.00	24,001.24	0.00	10,053.00
Net Ordinary Income	-15,100.30	19,185.23	63.38	-21,841.01	6.31	2,655.05
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-15,100.30	19,185.23	63.38	-21,841.01	6.31	2,655.05

Exhibit C See Accountant's Compilation Report

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Feb 20	May '19 - Feb 20	Feb 20	May '19 - Feb 20	Feb 20	May '19 - Feb 20
Ordinary Income/Expense						
Income						
3000 - Property Taxes	0.00	0.00	0.00	236,357.53	0.00	3,705,244.48
3100 - PPR Taxes	0.00	0.00	0.00	0.00	5,921.30	40,854.18
3200 - Interest Income	4,471.97	63,496.94	0.00	109.13	6,543.92	94,627.04
3203 - Other Income-Loan Proceeds	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00
3300 - Patron Payments	0.00	0.00	0.00	0.00	2,196.50	21,096.06
3400 - Donations	0.00	0.00	0.00	0.00	50.00	585.52
3600 - RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	51.01
3700 - Grants	0.00	0.00	0.00	0.00	0.00	49,638.75
3800 - Other Income	0.00	0.00	0.00	0.00	380.30	2,918.60
Total Income	4,471.97	2,063,496.94	0.00	236,466.66	15,092.02	5,915,005.64
Gross Profit	4,471.97	2,063,496.94	0.00	236,466.66	15,092.02	5,915,005.64
Expense						
5100 - Salaries	0.00	0.00	0.00	0.00	155,741.98	1,710,375.13
5200 - Plant Maint.	0.00	0.00	0.00	0.00	7,241.35	96,916.75
5300 - Business Exp.	0.00	0.00	0.00	0.00	11,559.53	97,653.43
5400 - Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	14,530.23	180,843.98
5500 - Services	0.00	0.00	0.00	0.00	5,787.72	74,842.94
5600 - Collection	0.00	0.00	0.00	0.00	21,492.06	220,780.59
6600 - Payroll Expenses	0.00	0.00	0.00	0.00	25,116.92	259,343.75
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	-2.99
7101 - Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,726.00
7102 - Risk Management expense	0.00	0.00	0.00	0.00	0.00	2,196.40
7103 - Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	3,076.84
7201 - Audit Expense	0.00	0.00	0.00	0.00	0.00	10,053.00
7400 - Capital Expenditures	0.00	27,103.92	0.00	0.00	0.00	27,103.92
7500 - Special Capital Projects	264,639.81	3,648,726.15	0.00	0.00	264,639.81	3,648,726.15
Total Expense	264,639.81	3,675,830.07	0.00	0.00	506,109.60	6,350,637.89
Net Ordinary Income	-260,167.84	-1,612,333.13	0.00	236,466.66	-491,017.58	-435,632.25
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Total Other Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Net Other Income	0.00	0.00	0.00	-234,461.01	0.00	-234,461.01
Net Income	-260,167.84	-1,612,333.13	0.00	2,005.65	-491,017.58	-670,093.26

Exhibit C See Accountant's Compilation Report

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,524,148.37	\$ (232,683.65)	\$ 2,291,464.72
Working Cash	50,735.74	34.91	50,770.65
FICA	112,655.57	(9,996.18)	102,659.39
IMRF	142,110.20	(15,387.74)	126,722.46
Liability Insurance	20,297.24	44.03	20,341.27
Audit	6,611.23	4.38	6,615.61
Capital Maintenance & Repair	2,533,748.58	(433,016.26)	2,100,732.32
Building Renovation Loan	<u>2,005.65</u>	<u>-</u>	<u>2,005.65</u>
TOTAL ALL FUNDS	<u><u>\$ 5,392,312.58</u></u>	<u><u>\$ (691,000.51)</u></u>	<u><u>\$ 4,701,312.07</u></u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President 3/31/20

Nancy Olson, Board Treasurer 3/31/20

Susan Westgate, Library Director 3/31/20

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	144,285.05
WEST SUBURBAN BANK	PAYROLL	174,748.17
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,075,622.94
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,305,547.12
PROPAY	ELECTRONIC	338.79
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,701,312.07</u>

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

TABLE OF CONTENTS

ACCOUNTANT'S COMPILATION REPORT	PAGE 1
FINANCIAL STATEMENTS	
Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds	EXHIBIT A
Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds	EXHIBIT B
SUPPLEMENTARY INFORMATION	
Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C



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 March 31, 2020 and February 29, 2020, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date March 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

April 6, 2020

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

	<u>Mar 31, 20</u>	<u>Feb 29, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	144,285.05	233,553.75	-89,268.70
10-1008 · WSB Payroll Account	174,748.17	167,137.65	7,610.52
10-1014 · Illinois Funds-Prime	3,305,547.12	4,301,420.61	-995,873.49
10-1024 · WSB Money Market Acct	1,075,622.94	688,426.08	387,196.86
10-1025 · ProPay	338.79	1,004.49	-665.70
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,409,847.35	-2,868,164.21	458,316.86
Total 10-1000 · Library Fund Cash	<u>2,291,464.72</u>	<u>2,524,148.37</u>	<u>-232,683.65</u>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,770.65	50,735.74	34.91
30-1190 · Allocated Cash-FICA Fund	102,659.39	112,655.57	-9,996.18
40-1090 · Allocated Cash-IMRF Fund	126,722.46	142,110.20	-15,387.74
50-1090 · Allocated Cash-Liability Fund	20,341.27	20,297.24	44.03
60-1090 · Allocated Cash-Audit Fund	6,615.61	6,611.23	4.38
70-1090 · Allocated Cash-Capital R&M Fund	2,100,732.32	2,533,748.58	-433,016.26
80-1090 · Allocated Cash-Debt Service	2,005.65	2,005.65	0.00
Total 1190 · Allocated Cash-Fund Balances	<u>2,409,847.35</u>	<u>2,868,164.21</u>	<u>-458,316.86</u>
Total Checking/Savings	<u>4,701,312.07</u>	<u>5,392,312.58</u>	<u>-691,000.51</u>
Total Current Assets	<u>4,701,312.07</u>	<u>5,392,312.58</u>	<u>-691,000.51</u>
TOTAL ASSETS	<u><u>4,701,312.07</u></u>	<u><u>5,392,312.58</u></u>	<u><u>-691,000.51</u></u>
LIABILITIES & EQUITY			
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	-1,361,093.77	-670,093.26	-691,000.51
Total Equity	<u>4,701,312.07</u>	<u>5,392,312.58</u>	<u>-691,000.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,701,312.07</u></u>	<u><u>5,392,312.58</u></u>	<u><u>-691,000.51</u></u>

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

	Mar 20	May '19 - Mar 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	0.00	3,705,176.27	3,674,461.00	100.84%
3002 · Property Taxes Non-Current	0.00	68.21	5,000.00	1.36%
Total 3000 · Property Taxes	0.00	3,705,244.48	3,679,461.00	100.7%
3100 · PPR Taxes	0.00	40,854.18	40,000.00	102.14%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	1,504.95	1,500.00	100.33%
3202 · Interest Income Investments	4,546.16	97,668.25	40,100.00	243.56%
Total 3200 · Interest Income	4,546.16	99,173.20	41,600.00	238.4%
3203 · Other Income-Loan Proceeds	0.00	2,000,000.00	2,000,000.00	100.0%
3300 · Patron Payments				
3301 · Fines & Fees	511.65	10,548.46	26,000.00	40.57%
3302 · Public Copy Payments	602.72	10,089.26	16,000.00	63.06%
3303 · Non-Resident Card Fees	201.00	1,763.71	3,500.00	50.39%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,315.37	22,401.43	46,500.00	48.18%
3400 · Donations	0.00	585.52	5,500.00	10.65%
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	0.00	2,918.60	5,000.00	58.37%
Total Income	5,861.53	5,920,867.17	5,871,561.00	100.84%
Gross Profit	5,861.53	5,920,867.17	5,871,561.00	100.84%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,440.90	521,290.80	640,000.00	81.45%
5102 · Non-Exempt Staff Salaries	88,191.85	1,055,056.33	1,295,000.00	81.47%
5103 · Custodial Salaries	5,697.02	63,799.78	75,000.00	85.07%
5105 · Professional Education	480.31	14,478.93	18,000.00	80.44%
5106 · Membership	260.00	3,232.00	4,000.00	80.8%
5107 · Life Insurance	0.00	1,510.30	2,000.00	75.52%
5108 · Health Insurance	-5,138.08	181,490.18	250,000.00	72.6%
5109 · Benefits, other	0.00	1,505.45	2,000.00	75.27%
5110 · Trustee Development	175.00	1,118.36	3,000.00	37.28%

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

	Mar 20	May '19 - Mar 20	Annual Budget	% of Budget
Total 5100 · Salaries	133,107.00	1,843,482.13	2,289,000.00	80.54%
5200 · Plant Maint.				
5201 · Supplies	888.06	11,774.15	12,500.00	94.19%
5202 · Maintenance/Repair	114.17	2,855.33	15,000.00	19.04%
5203 · Maintenance Contracts	3,103.00	36,385.83	42,000.00	86.63%
5204 · Landscape Maintenance/Snow Rem	1,024.00	11,009.00	17,000.00	64.76%
5205 · Furniture/Equipment	4,439.75	13,382.98	7,000.00	191.19%
5206 · Electric-Comm Edison	4,176.40	23,344.12	36,000.00	64.85%
5207 · Water/Sewer	141.95	2,160.67	6,500.00	33.24%
5208 · Insurance (Property)	0.00	9,892.00	10,500.00	94.21%
Total 5200 · Plant Maint.	13,887.33	110,804.08	146,500.00	75.63%
5300 · Business Exp.				
5301 · Postage	15.20	6,043.20	8,000.00	75.54%
5302 · Office & Equipment Supplies	201.77	5,926.74	7,000.00	84.67%
5303 · Printing	1,111.50	4,169.76	5,000.00	83.4%
5304 · Equipment Leasing	1,940.86	18,782.21	20,000.00	93.91%
5305 · Mileage Reimbursement	76.68	2,305.33	3,000.00	76.84%
5306 · Legal Notices	0.00	547.40	800.00	68.43%
5308 · Business Phone	921.85	8,422.39	14,000.00	60.16%
5309 · Accounting Service	1,050.00	13,188.00	13,000.00	101.45%
5310 · Material Recovery Fees	71.60	859.20	1,000.00	85.92%
5311 · Payroll Service	527.80	6,172.62	7,500.00	82.3%
5312 · Attorney Fees	0.00	8,411.38	15,000.00	56.08%
5315 · Other Expenditures	61.31	1,521.54	7,500.00	20.29%
5317 · Bank & Credit Card Fees	0.00	24.61	100.00	24.61%
5319 · Security Service	2,411.00	21,378.14	21,000.00	101.8%
5320 · Donation Recd Expense	250.00	1,097.55		
5321 · Human Resources	607.56	8,050.49	10,500.00	76.67%
Total 5300 · Business Exp.	9,247.13	106,900.56	133,400.00	80.14%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	10,674.90	17,176.59	33,000.00	52.05%
5402 · ISP and Web page hosting	157.85	5,839.04	15,000.00	38.93%
5403 · Computer Software	12,122.65	29,546.08	30,000.00	98.49%
5404 · Tech Support & Repair	0.00	8,437.41	18,000.00	46.88%
5405 · Technical Services Supplies	2,335.43	12,797.47	17,000.00	75.28%
5406 · Circulation Supplies	75.20	3,233.14	3,000.00	107.77%
5408 · Tech Serv Online Resources	0.00	16,076.00	14,500.00	110.87%
5409 · RBP/ILL Expenses	0.00	404.88	500.00	80.98%
5410 · SWAN Consortium	0.00	35,319.00	47,500.00	74.36%
5411 · Village IT Services	7,738.04	85,118.44	95,000.00	89.6%
Total 5400 · Automat. & Dept. Oper.	33,104.07	213,948.05	273,500.00	78.23%

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

	Mar 20	May '19 - Mar 20	Annual Budget	% of Budget
5500 · Services				
5501 · Youth Services Programs	1,115.36	17,275.20	26,000.00	66.44%
5503 · Adult/Teen Programs	810.52	9,798.91	20,000.00	49.0%
5505 · Library Newsletter	2,508.80	42,920.42	43,000.00	99.82%
5509 · Library Publicity and Promotion	84.99	9,368.08	30,000.00	31.23%
Total 5500 · Services	4,519.67	79,362.61	119,000.00	66.69%
5600 · Collection				
5601 · Youth Services Books	3,437.74	26,740.46	40,000.00	66.85%
5606 · Youth Services Media	784.99	8,640.73	15,000.00	57.61%
5630 · Adult Books	4,152.95	44,428.27	65,000.00	68.35%
5634 · Online Resources	14,354.30	39,005.21	40,000.00	97.51%
5635 · Magazines & Newspapers	0.00	10,620.51	13,000.00	81.7%
5637 · Adult Media	5,949.04	24,870.97	50,000.00	49.74%
5651 · Digital Media	12,640.54	58,155.25	70,000.00	83.08%
5652 · Grant/Award Expense	0.00	49,638.75	49,600.00	100.08%
Total 5600 · Collection	41,319.56	262,100.15	342,600.00	76.5%
6600 · Payroll Expenses				
6610 · FICA Expense	10,065.39	119,977.45	155,000.00	77.41%
6620 · Illinois Municipal Retirement F	15,488.88	164,920.57	195,000.00	84.58%
Total 6600 · Payroll Expenses	25,554.27	284,898.02	350,000.00	81.4%
66900 · Reconciliation Discrepancies	0.00	-2.99		
7101 · Liability Insurance	0.00	18,726.00	22,000.00	85.12%
7102 · Risk Management expense	0.00	2,196.40	4,000.00	54.91%
7103 · Unemployment Compensation Insur	0.00	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	4,094.14	19,944.00	20,000.00	99.72%
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	4,094.14	31,198.06	156,500.00	19.94%
7500 · Special Capital Projects				
7504 · Light Bright Fixture	0.00	15,000.00	19,000.00	78.95%
7507 · Computer Equipment	0.00	0.00	30,000.00	0.0%
7508 · Library Remodel 2019-20	432,028.87	4,044,664.92	4,976,530.00	81.28%
7509 · Security Camera Upgrades	0.00	21,090.10	35,000.00	60.26%
Total 7500 · Special Capital Projects	432,028.87	4,080,755.02	5,060,530.00	80.64%

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

	Mar 20	May '19 - Mar 20	Annual Budget	% of Budget
Total Expense	696,862.04	7,047,499.93	8,912,030.00	79.08%
Net Ordinary Income	-691,000.51	-1,126,632.76	-3,040,469.00	37.06%
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	-691,000.51	-1,361,093.77	-3,275,030.00	41.56%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Mar 20	May '19 - Mar 20	Mar 20	May '19 - Mar 20	Mar 20	May '19 - Mar 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	3,132,158.05	0.00	0.00	0.00	156,383.54
3100 · PPR Taxes	0.00	40,854.18	0.00	0.00	0.00	0.00
3200 · Interest Income	1,185.74	26,866.60	34.91	748.40	69.21	1,555.99
3203 · Other Income-Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
3300 · Patron Payments	1,315.37	22,401.43	0.00	0.00	0.00	0.00
3400 · Donations	0.00	585.52	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	51.01	0.00	0.00	0.00	0.00
3700 · Grants	0.00	49,638.75	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	2,918.60	0.00	0.00	0.00	0.00
Total Income	2,501.11	3,275,474.14	34.91	748.40	69.21	157,939.53
Gross Profit	2,501.11	3,275,474.14	34.91	748.40	69.21	157,939.53
Expense						
5100 · Salaries	133,107.00	1,843,482.13	0.00	0.00	0.00	0.00
5200 · Plant Maint.	13,887.33	110,804.08	0.00	0.00	0.00	0.00
5300 · Business Exp.	9,247.13	106,900.56	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	33,104.07	213,948.05	0.00	0.00	0.00	0.00
5500 · Services	4,519.67	79,362.61	0.00	0.00	0.00	0.00
5600 · Collection	41,319.56	262,100.15	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,065.39	119,977.45
66900 · Reconciliation Discrepancies	0.00	-2.99	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	235,184.76	2,616,594.59	0.00	0.00	10,065.39	119,977.45
Net Ordinary Income	-232,683.65	658,879.55	34.91	748.40	-9,996.18	37,962.08
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-232,683.65	658,879.55	34.91	748.40	-9,996.18	37,962.08

Exhibit C See Accountant's Compilation Report

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Mar 20	May '19 - Mar 20	Mar 20	May '19 - Mar 20	Mar 20	May '19 - Mar 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	166,472.93	0.00	1,259.78	0.00	12,612.65
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	101.14	2,245.13	44.03	944.48	4.38	99.78
3203 · Other Income-Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>101.14</u>	<u>168,718.06</u>	<u>44.03</u>	<u>2,204.26</u>	<u>4.38</u>	<u>12,712.43</u>
Gross Profit	101.14	168,718.06	44.03	2,204.26	4.38	12,712.43
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	15,488.88	164,920.57	0.00	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	18,726.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	2,196.40	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	3,078.84	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	10,053.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>15,488.88</u>	<u>164,920.57</u>	<u>0.00</u>	<u>24,001.24</u>	<u>0.00</u>	<u>10,053.00</u>
Net Ordinary Income	-15,387.74	3,797.49	44.03	-21,796.98	4.38	2,659.43
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<u>-15,387.74</u>	<u>3,797.49</u>	<u>44.03</u>	<u>-21,796.98</u>	<u>4.38</u>	<u>2,659.43</u>

Exhibit C See Accountant's Compilation Report

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Mar 20	May '19 - Mar 20	Mar 20	May '19 - Mar 20	Mar 20	May '19 - Mar 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	0.00	236,357.53	0.00	3,705,244.48
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	40,854.18
3200 · Interest Income	3,106.75	66,603.69	0.00	109.13	4,546.16	99,173.20
3203 · Other Income-Loan Proceeds	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,315.37	22,401.43
3400 · Donations	0.00	0.00	0.00	0.00	0.00	585.52
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	51.01
3700 · Grants	0.00	0.00	0.00	0.00	0.00	49,638.75
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	2,918.60
Total Income	<u>3,106.75</u>	<u>2,066,603.69</u>	<u>0.00</u>	<u>236,466.66</u>	<u>5,861.53</u>	<u>5,920,867.17</u>
Gross Profit	3,106.75	2,066,603.69	0.00	236,466.66	5,861.53	5,920,867.17
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	133,107.00	1,843,482.13
5200 · Plant Maint.	0.00	0.00	0.00	0.00	13,887.33	110,804.08
5300 · Business Exp.	0.00	0.00	0.00	0.00	9,247.13	106,900.56
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	33,104.07	213,948.05
5500 · Services	0.00	0.00	0.00	0.00	4,519.67	79,362.61
5600 · Collection	0.00	0.00	0.00	0.00	41,319.56	262,100.15
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,554.27	284,898.02
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	-2.99
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,726.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	2,196.40
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	3,078.84
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	10,053.00
7400 · Capital Expenditures	4,094.14	31,198.06	0.00	0.00	4,094.14	31,198.06
7500 · Special Capital Projects	432,028.87	4,080,755.02	0.00	0.00	432,028.87	4,080,755.02
Total Expense	<u>436,123.01</u>	<u>4,111,953.08</u>	<u>0.00</u>	<u>0.00</u>	<u>696,862.04</u>	<u>7,047,499.93</u>
Net Ordinary Income	-433,016.26	-2,045,349.39	0.00	236,466.66	-691,000.51	-1,126,632.76
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>234,461.01</u>	<u>0.00</u>	<u>234,461.01</u>
Net Other Income	0.00	0.00	0.00	-234,461.01	0.00	-234,461.01
Net Income	<u>-433,016.26</u>	<u>-2,045,349.39</u>	<u>0.00</u>	<u>2,005.65</u>	<u>-691,000.51</u>	<u>-1,361,093.77</u>

Exhibit C See Accountant's Compilation Report

ACCT #	Account Name	FY 19/20	FY 20/21
		FY 20	FY 21
		Working Budget	Draft
		Approved 4/18/19	Working Budget
GENERAL FUND REVENUES			
3000	Property Taxes		
3001	Property Tax -- Current	3,107,000	3,117,000
3002	Property Tax -- Non-Current	5,000	5,000
3100	PPR Taxes	40,000	40,000
3200	Interest Income		
3201	Interest Income -- Taxes	1,500	1,500
3202	Interest Income -- Investments	40,000	34,000
3300	Patron Payments		
3301	Fines & Fees	26,000	16,000
3302	Public Copier Payments	16,000	15,000
3303	Non-Resident Card Fees	3,500	3,000
3304	Sale items	1,000	1,000
3400	Donations	5,500	5,000
3500	Developer Contributions	2,400	2,000
3600	RBP/ILL Reimbursements	1,500	1,000
3700	Grants		
3701	Per Capita Grant	49,600	49,600
3702	Other Grants/Awards	0	0
3800	Other Income	5,000	9,000
3900	Reappropriation of unspent FY2019 Revenues due to COVID-19		150,000
	TOTAL REVENUES	3,304,000	3,449,100
GENERAL FUND EXPENDITURES			
5100	SALARIES		
5101	Exempt Staff Salaries	640,000	\$689,000
5102	Non-exempt Staff Salaries	1,295,000	\$1,317,000
5103	Custodial Salaries	75,000	\$83,000
5104	Benefits-Med/Life/Dental		
5105	Professional Education	18,000	\$18,000
5106	Memberships	4,000	\$4,000
5107	Benefits -- Life insurance	2,000	\$2,000
5108	Benefits -- Health Insurance	250,000	\$250,000
5109	Benefits -- Other	2,000	\$2,500
5110	Trustee Development	3,000	\$3,000
	TOTAL	2,289,000	\$2,368,500
5200	PLANT MAINTENANCE		
5201	Supplies	12,500	\$21,000
5202	Maintenance/Repair	15,000	\$10,000
5203	Maintenance Contracts	42,000	\$43,000
5204	Landscape Maintenance/Snow Removal	17,000	\$17,000

			FY 19/20	FY 20/21
			FY 20	FY 21
			Working Budget	Draft
			Approved 4/18/19	Working Budget
ACCT #	Account Name			
5205	Furniture/Equipment		7,000	\$10,000
5206	Electric-Com Ed		36,000	\$38,000
5207	Water/Sewer		6,500	\$8,000
5208	Insurance (Property)		10,500	\$12,000
	TOTAL		146,500	\$159,000
5300	BUSINESS EXPENSE			
5301	Postage		8,000	\$8,000
5302	Office & Equipment Supplies		7,000	\$7,500
5303	Library Printing		5,000	\$5,000
5304	Equipment Leasing		20,000	\$22,000
5305	Mileage Reimbursement		3,000	\$3,000
5306	Legal Notices		800	\$700
5308	Business Phone		14,000	\$17,500
5309	Accounting Service		13,000	\$15,000
5310	Material Recovery Fees		1,000	\$1,000
5311	Payroll Service		7,500	\$7,500
5312	Attorney Fees		15,000	\$10,000
5314	Other Consultants		0	\$0
5315	Other Expenditures		7,500	\$23,000
5317	Bank & Credit Card Fees		100	\$100
5319	Security Service		21,000	\$25,000
5320	Donation Expense			\$0
5321	Human Resources Expense		10,500	\$10,500
	TOTAL		133,400	\$155,800
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES			
5401	Automation Hardware		33,000	\$25,000
5402	ISP and Web Page Hosting		15,000	\$15,000
5403	Computer Software		30,000	\$35,000
5404	Tech Support & Repair		18,000	\$13,000
5405	Technical Services Supplies		17,000	\$5,000
5406	Circulation Supplies		3,000	\$3,000
5408	Tech Serv Online Resources		14,500	\$16,500
5409	RBP/ILL Expenses		500	\$700
5410	SWAN Consortium		47,500	\$47,000
5411	Village IT Services		95,000	\$96,000
	TOTAL		273,500	\$256,200
5500	SERVICES			
5501	Youth Services Programs		26,000	\$28,000
5503	Adult/Teen Programs		20,000	\$25,000

		FY 19/20	FY 20/21
		FY 20	FY 21
		Working Budget	Draft
		Approved 4/18/19	Working Budget
ACCT #	Account Name		
5505	Library Newsletter	43,000	\$47,000
5509	Library Publicity and Promotion	30,000	\$30,000
	TOTAL	119,000	\$130,000
5600	COLLECTION DEVELOPMENT		
5601	Youth Services Books	40,000	\$46,000
5606	Youth Services Media	15,000	\$22,000
5630	Adult Services Books	65,000	\$75,000
5634	Online Resources	40,000	\$35,000
5635	Magazines & Newspapers	13,000	\$12,000
5637	Adult Services Media	50,000	\$60,000
5651	Digital Media	70,000	\$80,000
5652	Grant/Award Expense (Databases)	49,600	\$49,600
	TOTAL	342,600	\$379,600
	GENERAL FUND EXPENDITURES		
5100	SALARIES	2,289,000	\$2,368,500
5200	PLANT MAINTENANCE	146,500	\$159,000
5300	BUSINESS EXPENSE	133,400	\$155,800
5400	CIRCULATION & MATERIAL PROC...	273,500	\$256,200
5500	SERVICES	119,000	\$130,000
5600	COLLECTION DEVELOPMENT	342,600	\$379,600
	TOTAL EXPENDITURES	3,304,000	\$3,449,100
	GENERAL FUND REVENUES		
	LIBRARY TAX	3,107,000	\$3,117,000
	OPERATING REVENUE	197,000	\$332,100
	TOTAL REVENUES	3,304,000	\$3,449,100
	OTHER FINANCING SOURCES/FUNDS		
Class 80	BUILDING RENOVATION LOAN FUND (new Fund line)		
80-3001	Special Debt Service Tax Levy	234,461	234,461
80-3002	Interest income	0	0
80-8000	Loan payment expense	234,461	234,461
	Net Difference	0	0
	Fund Balance April 30, 2019	0	0

			FY 19/20	FY 20/21
			FY 20	FY 21
			Working Budget	Draft
			Approved 4/18/19	Working Budget
ACCT #	Account Name			
WORKING CASH FUND				
20-3001	Working Cash Levy		0	0
20-3202	Interest on investments		100	100
	TOTAL		100	100
20-6920	Transfer to General Fund		-100	-100
	Fund Balance April 30		48,361	48,361
Class 50 LIABILITY INSURANCE FUND				
50-3001	Liability Insurance Levy		1,000	1000
50-3202	Interest on Investments		0	0
50-3300	LIMRIC UCGA Dividend		0	0
	TOTAL		1,000	1000
50-7101	Liability Insurance		22,000	20,000
50-7102	Risk Management expense		4,000	4,000
50-7103	Unemployment Comp. Insurance		3,000	3,000
	TOTAL		29,000	27,000
	Net Difference		-28,000	-26,000
	Fund Balance, May 1	(FY19 audit)	42,138	14,138
	April 2020 Transfer from Gen. Fund			15,000
	Reserve Balance April 30		14,138	3,138
	Reserve in Months		5.85	1.39
Class 30 FICA FUND				
30-3001	FICA Tax Levy		155,000	140,000
30-3202	Interest on Investments		0	0
30-5104	FICA Benefit		155,000	150,000
	Net Difference		0	-10,000
	Fund Balance, May 1	(FY19 audit)	64,697	64,697
	Reserve Balance April 30		64,697	54,697
	Reserve in Months		5.01	4.28

ACCT #	Account Name		FY 19/20	FY 20/21
			FY 20	FY 21
			Working Budget	Draft
			Approved 4/18/19	Working Budget
Class 40 IMRF FUND				
40-3001	IMRF Tax Levy		165,000	170,000
40-3202	Interest on Investments - IMRF		0	0
40-5104	IMRF Benefit		195,000	200,000
	Net Difference		-30,000	30,000
	Fund Balance, May 1	(FY19 audit)	122,925	92,925
	Reserve Balance April 30		92,925	56,925
	Reserve in Months		5.72	3.32
Class 60 AUDIT FUND				
60-3001	Audit Levy		12,000	12,000
60-3202	Interest on Investments			
60-7201	Audit Expense		12,000	12,000
	Net Difference		0	0
	Fund Balance, May 1	(FY19 audit)	3,956	3,956
	Reserve Balance April 30		3,956	3,956
	Reserve in Months		3.97	3.97
Class 70 CAPITAL MAINTENANCE & REPAIR FUND				
CAPITAL MAINTENANCE & REPAIR REVENUE				
	CM & R LEVY		0	
70-3001	Interest on Investments		0	
70-3202	Grant Funds		0	
70-3203	Building Renovation Loan		2,000,000	
70-3702	TOTAL		0	
CAPITAL MAINTENANCE & REPAIR EXPENDITURES				
70-7301	MAJOR REPAIRS		0	
70-7301				
70-7400 OTHER CAPITAL EXPENDITURES				
7401	Furniture		20,000	20,000
7402	Parking Lot Repair/Maintenance		10,000	12,000
7403	Building Repair		50,000	50,000

			FY 19/20	FY 20/21
			FY 20	FY 21
			Working Budget	Draft
			Approved 4/18/19	Working Budget
ACCT #	Account Name			
7404	Landscape		50,000	75,000
7405	Memorials		1,500	1,500
7406	OTHER EXPENDITURES		25,000	35,000
	Subtotal		156,500	193,500
70-7500	Special Projects			
7503	VOIP Phone System			
7504	Light Bright Fixture		19,000	
7505	Recover Partition Wall			15,000
7506	Office & Staff Room Door Wraps			10,000
7507	Automation Equipment		30,000	40,000
7508	Library Renovation Project		4,976,530	
7509	Security Upgrades		35,000	
	Total		5,217,030	258,500
	FUND BALANCE, MAY 1	(FY19 audit)	4,170,081	953,051
	Building Renovation Loan		2,000,000	
	April 2020 Transfer from Gen. Fund			200,000
	FUND BALANCE, APRIL 30		953,051	894,551

FY 20/21 Working Budget Draft
Overview of Notable Changes in Budget Lines
from FY 19/20 to FY 20/21

GENERAL FUND REVENUES

The Library's General Fund revenues (not including the \$150,000 re-appropriation of unspent FY19 revenues) decreased by 0.15% (\$4,900) over FY 19/20. There was an increase in the allocation of the tax levy dollars to the General/Operating Fund of \$10,000, a decrease in interest income of \$6,000 and a decrease in Fines & Fees revenues of \$10,000. Other Income increased by \$4000 to account for the Keurig vending revenues. The total tax levy dollar amount for General and Special funds combined, remained the same as the previous year. The General Fund Revenues does not include the portion of the corporate levy that is allocated for the loan repayment in the amount of \$234,461. It has its own Fund Line (80-3001) in the overall budget. I have included a re-appropriation of \$150,000 in funds from FY19/20 that we were unable to expend due to the COVID-19 Pandemic. These funds are for potential staff bonuses and for several of the Library's Collection budget lines.

GENERAL FUND EXPENDITURES

SALARIES

5101 Exempt Staff Salaries

Increase due to allocation for Renovation Project Bonuses with funds re-appropriated from FY 19. *Once we reopen and can have in-person meetings, the Board will go into Execution Session to review potential recommended bonuses.*

5102 Non-Exempt Staff Salaries

Increase due to allocation for Renovation Project Bonuses with funds re-appropriated from FY 19.

5103 Custodial Salaries

Increase due to allocation for Renovation Project Bonuses with funds re-appropriated from FY 19.

PLANT MAINTENANCE

5201 Supplies

Increased due to the addition of the Staples Keurig vending contract. We anticipate recouping the cost of the service through the vending revenues. It was also increased in anticipation of future costs for purchasing safety and disinfecting products (cleaners, masks, gloves, etc.).

5202 Maintenance/Repair

Decreased as we have a CM&R account line 70-7403 Building Repair that has designated funds to also address repairs. This account line will be used for minor repairs.

5207 Water/Sewer

Increased in anticipation of new and additional landscaping watering needs.

5208 Insurance (Property)

Increased in anticipation in an increase to property insurance due to the addition of new furniture and appliances.

BUSINESS EXPENSE

5308 Business Phone

Increased since it is necessary for us to change our phones to a fiber optic line in FY 20/21 since the copper lines will no longer be supported by AT&T. This change will also provide fiber for our internet services.

5312 Attorney Fees

Decreased as the need for renovation contract reviews is no longer needed.

5315 Other Expenditures

Increase to this line to accommodate the tax objection settlement payment due in May 2020.

5319 Security Service

Anticipate being over in this budget line by the end of FY 19/20 so have increased the budget line. Also anticipate an increase to services cost in response to the minimum wage law.

CIRCULATION & MATERAILS PROC., INCLUDING AUTOMATED SERVICES

5401 Automation Hardware

Decreased as we have a CM&R account line 70-7507 Automation Equipment (formerly called Computer Equipment) that has designated funds to also address these purchases.

5405 Technical Services Supplies

This budget line has been decreased. We are changing the cost of our pre-processing fees for each item to the Collection Development budget line for that particular material type. We currently have our Books, CDs, DVDs and video games pre-processed whenever possible. This will simplify the invoice payment process.

SERVICES

5503 Adult/Teen Programs

This line has been increased in response to the excellent programming that has been coming out of the Adult and Teen Services department. This will enable them to continue and build upon what they are offering.

COLLECTION DEVELOPMENT

**5601 Youth Services Books; 5606 Youth Services Media; 5630 Adult Services Bookstand
5637 Adult Services Media**

These budget lines have been increased to include unspent funds from FY19/20 due to the closure of the Library in response to the COVID-19 Pandemic.

5651 Digital Media

Increased to accommodate for the anticipated increase of Hoopla. Many of our patrons have discovered this product due to the closure of the Library and promotion of the Library's virtual services.

LIABILITY INSURANCE FUND

CLASS 50

This fund will receive a transfer of \$15,000 in April 2020 to ensure that it is fully funded for the FY20/21 expenses. This fund had been carrying large fund balances for several years. I have been expending it down for many years with a minimal levy of only \$1,000. Now that the fund has been spent down, it is necessary to make a small transfer to cover anticipated expenses for the upcoming FY. Starting with the 2020 levy request we will begin making modest increases to this tax levy.

CAPITAL MAINTENANCE & REPAIR EXPENDITURES

70-7404 Landscape

This line has been increased to address the labyrinth project that did not get installed this past fiscal year due to water displacement guidelines that will need to be addressed before going forward with the project and to fund additional new landscaping around the property.

70-7500 Special Projects

70-7505 Recover Partition Walls

This special project account line has been added to accommodate the expense of having the meeting room moveable partition wall recovered to better harmonize with our new renovation colors and style.

70-7506 Office/Staff Room Door Wraps

This special project account line has been added to accommodate the expense of having the doors in the Administration hallway wrapped in a 3M product that will match the new maple doors in the rest of the building. This is a significantly reduced cost than replacing existing doors and hardware.



FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Carol Stream Public Library's other leave policies such as the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

All employees who have been employed with the Library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is **included in and not in addition to** the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below). For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this



pay will not carry over nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave.

The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees, who are eligible, will accrue paid time off benefits, i.e. vacation and sick time, while on leave for the first 30 days of leave. Should the leave go beyond 30 days there will be no accrual of paid time off.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Human Resources Manager as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the Library and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved EFMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.



Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 75 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act.



Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Human Resources Manager as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, an explanation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.



The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Library. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

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

February 2020
Memo

Date	Num	Account	Amount
4Imprint			
02/17/2020	Logo Pens	5509 · Library Publicity and Promotion	-205.05
			<u>-205.05</u>
Total 4Imprint			
Access One, Inc.			
02/12/2020	Inv. #4391880	5308 · Business Phone	-881.93
			<u>-881.93</u>
Total Access One, Inc.			
Addison Public Library			
02/12/2020	Patron #21319001810505	5409 · RBP/ILL Expenses	-27.00
			<u>-27.00</u>
Total Addison Public Library			
Adult Reading Round Table			
02/17/2020	ARRT Mbrship - Kovac	5106 · Membership	-15.00
			<u>-15.00</u>
Total Adult Reading Round Table			
Allied Universal Security Services			
02/14/2020	Inv. #9702876	5319 · Security Service	-2,764.75
			<u>-2,764.75</u>
Total Allied Universal Security Services			
AMAZON/SYNCB			
02/18/2020	Inv. #448355943348	5503 · Adult/Teen Programs	-360.19
02/18/2020	Inv. #657957338538	5501 · Youth Services Programs	-6.37
02/18/2020	Inv. #435337454676	5501 · Youth Services Programs	-8.09
02/18/2020	Inv. #787799876994	5501 · Youth Services Programs	-31.50
02/18/2020	Inv. #874668958443	5501 · Youth Services Programs	-7.18
02/18/2020	Inv. #449986458557	5501 · Youth Services Programs	-29.35
02/18/2020	Inv. #638586794947	5401 · Automation Hardware	-106.66
02/18/2020	Inv. #638586794947	5637 · Adult Media	-164.49
02/18/2020	Inv. #757686683459	5205 · Furniture/Equipment	-30.99
02/18/2020	Inv. #757686683459	5302 · Office & Equipment Supplies	-25.74
02/18/2020	Inv. #667866437786	5405 · Technical Services Supplies	-33.98
02/18/2020	Inv. #548693796864	5503 · Adult/Teen Programs	-278.81

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

February 2020
Memo

Date	Num	Mem	Account	Amount
02/18/2020	Inv. #467643869387		5503 · Adult/Teen Programs	-19.94
02/18/2020	Inv. #448385957699		5401 · Automation Hardware	-25.74
02/18/2020	Inv. #448385957699		5503 · Adult/Teen Programs	-77.31
02/18/2020	Inv. #454348536488		5302 · Office & Equipment Supplies	-25.99
02/18/2020	Inv. #498646354997		5503 · Adult/Teen Programs	-44.99
02/21/2020	Inv. #597766464486		5405 · Technical Services Supplies	-18.00
02/21/2020	Inv. #433663894745		5501 · Youth Services Programs	-146.56
02/21/2020	Inv. #434939688345		5501 · Youth Services Programs	-4.98
				<u>-1,446.86</u>
Total AMAZON/SYNCB				
American Library Association				
02/17/2020	ALA Mbrship. - Kovac		5106 · Membership	-148.00
				<u>-148.00</u>
Total American Library Association				
Ancel Glink, P.C.				
02/14/2020	Statement #74383		5312 · Attorney Fees	-1,210.00
				<u>-1,210.00</u>
Total Ancel Glink, P.C.				
Azuradisc, inc.				
02/17/2020	Inv. #364		5406 · Circulation Supplies	-119.48
				<u>-119.48</u>
Total Azuradisc, inc.				
Background Resources, Inc.				
02/12/2020	Inv. #17900		5321 · Human Resources	-20.00
				<u>-20.00</u>
Total Background Resources, Inc.				
Baker & Taylor				
02/17/2020	Several invoices		5405 · Technical Services Supplies	0.00
02/17/2020	Several invoices		5408 · Tech Serv Online Resources	0.00
02/17/2020	Several invoices		5501 · Youth Services Programs	0.00
02/17/2020	Several invoices		5601 · Youth Services Books	0.00
02/17/2020	Several invoices		5630 · Adult Books	0.00
02/19/2020	Several invoices		5405 · Technical Services Supplies	-538.68

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

February 2020
Memo

Date	Num		Account	Amount
02/19/2020		Several invoices	5408 · Tech Serv Online Resources	-4,230.00
02/19/2020		Several invoices	5501 · Youth Services Programs	-57.77
02/19/2020		Several invoices	5601 · Youth Services Books	-2,960.59
02/19/2020		Several invoices	5630 · Adult Books	-4,852.85
		Total Baker & Taylor		-12,639.89
02/12/2020		Inv. #2054	5201 · Supplies	-255.80
02/17/2020		Inv. #2466	5201 · Supplies	-261.15
		Total Case Lots, Inc.		-516.95
02/12/2020		Inv. #1756691	5630 · Adult Books	-137.82
02/12/2020		Inv. #1749745	5630 · Adult Books	-137.82
		Total Center Point for Large Print Books		-275.64
02/12/2020		Pgm. 3/5/20	5503 · Adult/Teen Programs	-375.00
		Total Classic Sewing		-375.00
02/12/2020		2/2-3/1/20	5402 · ISP and Web page hosting	-157.85
		Total Comcast		-157.85
02/12/2020		Inv. #C12614	5203 · Maintenance Contracts	-1,810.00
		Total Complete Cleaning Co., Inc.		-1,810.00
02/17/2020		Security signs	5205 · Furniture/Equipment	-117.69
		Total ComplianceSigns.com		-117.69

Creekside Printing

Carol Stream Public Library Expenses by Vendor Detail

February 2020
Memo

Date	Num	Inv. #	Account	Amount
02/12/2020		Inv. #1535	5505 · Library Newsletter	-2,508.80
				-2,508.80
Total Creekside Printing				
Demco				
02/12/2020		Inv. #6756390	5501 · Youth Services Programs	-119.04
02/12/2020		Inv. #6755721	5405 · Technical Services Supplies	-103.03
02/12/2020		Inv. #6764535	5405 · Technical Services Supplies	-101.72
02/17/2020		Inv. #6772352	5405 · Technical Services Supplies	-155.23
				-479.02
Total Demco				
Direct Paper Supply				
02/12/2020		Inv. #283643	5406 · Circulation Supplies	-221.95
				-221.95
Total Direct Paper Supply				
Dollar Tree				
02/17/2020		Pgm. & Binge Box Supplies	5501 · Youth Services Programs	-10.75
02/17/2020		Supplies for Holi Pgm.	5501 · Youth Services Programs	-26.00
				-36.75
Total Dollar Tree				
Facebook Ads Team				
02/17/2020		FB Ad	5509 · Library Publicity and Promotion	-10.00
				-10.00
Total Facebook Ads Team				
Findaway World, LLC				
02/12/2020		Inv. #311582	5405 · Technical Services Supplies	-29.40
02/12/2020		Inv. #312136	5405 · Technical Services Supplies	-11.88
02/12/2020		Inv. #312136	5637 · Adult Media	-277.46
02/12/2020		Inv. #312136	5606 · Youth Services Media	-104.98
				-423.72
Total Findaway World, LLC				
Fox Valley Fire & Safety Company, Inc.				
02/12/2020		Inv. #IN00327060	7102 · Risk Management expense	-93.00
				-93.00
Total Fox Valley Fire & Safety Company, Inc.				

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

February 2020
Memo

Date	Num	Account	Amount
Frederick Quinn Corporation (FQC)			
02/17/2020	1/1-1/31/20	7508 · Library Remodel 2019-20	-229,478.00
Total Frederick Quinn Corporation (FQC)			<u>-229,478.00</u>
Gale/CENGAGE Learning			
02/12/2020	Inv. #69152257	5630 · Adult Books	-84.72
02/12/2020	Inv. #69152751	5630 · Adult Books	-82.47
02/12/2020	Inv. #69152943	5630 · Adult Books	-84.72
02/12/2020	Inv. #69766276	5630 · Adult Books	-83.22
02/12/2020	Inv. #69766475	5630 · Adult Books	-85.47
02/12/2020	Inv. #69765816	5630 · Adult Books	-55.48
Total Gale/CENGAGE Learning			<u>-476.08</u>
Garvey's Office Products			
02/12/2020	Inv. #PINV1858822	5302 · Office & Equipment Supplies	-10.76
02/12/2020	Inv. #PINV1859803	5405 · Technical Services Supplies	-21.30
02/12/2020	Inv. #PINV1859803	5302 · Office & Equipment Supplies	-77.50
02/12/2020	Inv. #PINV1860677	5405 · Technical Services Supplies	-12.79
02/14/2020	Inv. #PINV1867345	5201 · Supplies	-74.25
02/14/2020	Inv. #PINV1867345	5302 · Office & Equipment Supplies	-151.29
Total Garvey's Office Products			<u>-347.89</u>
GoDaddy.com			
02/17/2020	Linux Server & Advanced Back up Renewals 8/2 5402 · ISP and Web page hosting		-539.76
Total GoDaddy.com			<u>-539.76</u>
Graphic 5, Inc.			
02/12/2020	Inv. #147621	5302 · Office & Equipment Supplies	-477.20
Total Graphic 5, Inc.			<u>-477.20</u>
Heritage Technology Solutions			
02/25/2020	Inv. #213557	7509 · Security Camera Upgrades	-1,031.01

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

February 2020
Memo

Date	Num	Account	Amount
Total Heritage Technology Solutions			-1,031.01
Hero Design LLC			
02/20/2020	Inv. #1161	7504 · Light Bright Fixture	-15,000.00
Total Hero Design LLC			-15,000.00
Hobby Lobby			
02/17/2020	YS Cactus Pet Rocks	5501 · Youth Services Programs	-23.65
Total Hobby Lobby			-23.65
HR Source			
02/17/2020	HR 2020 Conf. - Pellico	5105 · Professional Education	-445.00
Total HR Source			-445.00
Illinois Library Association			
02/17/2020	ILA Mbrship - Kovac	5106 · Membership	-100.00
Total Illinois Library Association			-100.00
Interior Investments, LLC			
02/21/2020	Prop. #168867	7508 · Library Remodel 2019-20	-966.00
Total Interior Investments, LLC			-966.00
Jewel Food Stores / Jewel Osco			
02/17/2020	Staff Dinner Cake	5321 · Human Resources	-38.99
02/17/2020	AS Bk. Club Snacks	5503 · Adult/Teen Programs	-25.31
02/17/2020	YS Home School Hangout Supplies	5501 · Youth Services Programs	-7.98
Total Jewel Food Stores / Jewel Osco			-72.28
Job Target			
02/17/2020	Inv. #22381837	5321 · Human Resources	-5.00
Total Job Target			-5.00
Jostens			

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

February 2020
memo

Date	Num		Account	Amount
02/17/2020		Glenbard North Yrbk. 2020	5630 · Adult Books	-65.00
				-65.00
Total Jostens				
LACONI				
02/17/2020		Teen Brain Presentation - Wagner	5105 · Professional Education	-15.00
				-15.00
Total LACONI				
MailChimp				
02/17/2020		Subscription	5509 · Library Publicity and Promotion	-84.99
				-84.99
Total MailChimp				
Manufacturers' News, Inc.				
02/12/2020		Inv. #850815-01-20	5630 · Adult Books	-231.90
				-231.90
Total Manufacturers' News, Inc.				
McClure, Inserra & Company Chartered				
02/14/2020		Inv. #11067	5309 · Accounting Service	-1,498.00
				-1,498.00
Total McClure, Inserra & Company Chartered				
Michael's				
02/17/2020		Supplies for Homeschool Hangout, Cactus Rock 5501 · Youth Services Programs		-23.31
				-23.31
Total Michael's				
Midwest Tape				
02/13/2020		Several invoices	5405 · Technical Services Supplies	-530.70
02/13/2020		Several invoices	5606 · Youth Services Media	-336.56
02/13/2020		Several invoices	5637 · Adult Media	-4,082.86
02/13/2020		Several invoices	5651 · Digital Media	-2,672.19
				-7,622.31
Total Midwest Tape				
MPLC - Motion Picture Licensing Corp.				
02/12/2020		Inv. #504265040	5501 · Youth Services Programs	-102.46
02/12/2020		Inv. #504265040	5503 · Adult/Teen Programs	-102.47
				-102.47
Total MPLC - Motion Picture Licensing Corp.				

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

February 2020
Memo

Date	Num	Account	Amount
Total MPLC - Motion Picture Licensing Corp.			-204.93
Neighborhood Food Pantry			
Total Neighborhood Food Pantry			
02/17/2020		Staff cash donation	-41.00
		5315 · Other Expenditures	-41.00
OverDrive, Inc.			
Total OverDrive, Inc.			
02/12/2020		Inv. #01107MA20020703	-3,173.36
		5651 · Digital Media	-3,173.36
Paddock Publications, Inc.			
Total Paddock Publications, Inc.			
02/13/2020		Total 2 Subscriptions - 01/16/20-01/13/21	-483.60
		5635 · Magazines & Newspapers	-483.60
Panera			
Total Panera			
02/17/2020		Pgm. supplies & book club treats	-16.45
02/17/2020		Pgm Supplies & Book Club treats	-9.11
		5501 · Youth Services Programs	-16.45
		5501 · Youth Services Programs	-9.11
			-25.56
Party City			
Total Party City			
02/17/2020		Prize Baskets Shrinkwrap	-41.94
02/17/2020		SRP supplies	-27.96
		5501 · Youth Services Programs	-41.94
		5501 · Youth Services Programs	-27.96
			-69.90
Paylocity			
Total Paylocity			
02/13/2020		Inv. #105997641	-177.17
02/13/2020		Inv. #106057157	-332.36
02/13/2020		Inv. #106057157	-297.50
02/13/2020		Inv. #106113531	-637.80
		5311 · Payroll Service	-177.17
		5311 · Payroll Service	-332.36
		5321 · Human Resources	-297.50
		5311 · Payroll Service	-637.80
			-1,444.83
Planoly			
Total Planoly			
02/17/2020		Instagram Mgmt. Serv. Sub.	-84.00
		5509 · Library Publicity and Promotion	-84.00

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

February 2020
Month

Date	Num	Account	Amount
Total Planoly			-84.00
PODS			
02/17/2020		5304 · Equipment Leasing	-169.99
Total PODS			-169.99
Precision Control Systems of Chicago, Inc			
02/13/2020	Inv. #38334	5202 · Maintenance/Repair	-924.00
02/13/2020	Inv. #38372	5203 · Maintenance Contracts	-1,293.00
Total Precision Control Systems of Chicago, Inc			-2,217.00
Product Architecture + Design			
02/03/2020	Inv. #1650.0173	7508 · Library Remodel 2019-20	-6,040.60
02/13/2020	Inv. #1650.0180	7508 · Library Remodel 2019-20	-12,124.20
Total Product Architecture + Design			-18,164.80
RAILS			
02/13/2020		5105 · Professional Education	-50.00
Total RAILS			-50.00
Sebert Landscaping, Inc.			
02/13/2020	Inv. #194481	5204 · Landscape Maintenance/Snow Remo	-1,024.00
02/14/2020	Inv. #197271	5204 · Landscape Maintenance/Snow Remo	-1,024.00
Total Sebert Landscaping, Inc.			-2,048.00
Showcases			
02/13/2020	Inv. #315514	5405 · Technical Services Supplies	-43.60
Total Showcases			-43.60
St. Andrews Golf & Country Club			
02/17/2020	Staff Dinner 1/24/20	5321 · Human Resources	-1,025.72
Total St. Andrews Golf & Country Club			-1,025.72

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

February 2020
Memo

Date	Num	Account	Amount
02/17/2020	Inv. #3438953687	5201 · Supplies	-179.97
			<u>-179.97</u>
Staples			
Total Staples			
02/17/2020	New employee goodie bag	5321 · Human Resources	-12.13
02/17/2020	Pgm. suppl's & PAWS gift cards	5501 · Youth Services Programs	-166.39
02/17/2020	Let's Play Prizes	5501 · Youth Services Programs	-65.46
			<u>-233.98</u>
Target Stores			
Total Target Stores			
02/17/2020	Inv. #6944529	5304 · Equipment Leasing	-1,404.12
			<u>-1,404.12</u>
TIAA Commercial Finance			
Total TIAA Commercial Finance			
02/13/2020	Inv. #111119-17	5404 · Tech Support & Repair	-305.28
			<u>-305.28</u>
Today's Business Solutions, Inc.			
Total Today's Business Solutions, Inc.			
02/13/2020	Inv. #591036	5310 · Material Recovery Fees	-98.45
			<u>-98.45</u>
Unique Management Services, Inc.			
Total Unique Management Services, Inc.			
02/14/2020	Inv. #9847671687	5402 · ISP and Web page hosting	0.00
02/26/2020	Inv. #9848613175 (Final Bill)	5402 · ISP and Web page hosting	-22.50
			<u>-22.50</u>
Verizon Wireless			
Total Verizon Wireless			
02/14/2020	Inv. #4077	5411 · Village IT Services	-7,738.04
02/14/2020	Inv. #4040 (2020 Concerts)	5509 · Library Publicity and Promotion	-500.00
			<u>-8,238.04</u>
Village of Carol Stream			
Total Village of Carol Stream			

Carol Stream Public Library
Expenses by Vendor Detail

February 2020
Items

Date	Num	Account	Amount
Village of Carol Stream - Benefits			
02/28/2020	Inv. #4112	5107 · Life Insurance	-154.47
02/28/2020	Inv. #4112	5108 · Health Insurance	-25,068.15
02/28/2020	Inv. #4112	5109 · Benefits, other	-30.00
Total Village of Carol Stream - Benefits			<u>-25,252.62</u>
Village of Carol Stream - IMRF			
02/26/2020	2/14-2/28/20	6620 · Illinois Municipal Retirement F	-15,245.88
Total Village of Carol Stream - IMRF			<u>-15,245.88</u>
Village of Carol Stream - Water Dept.			
02/13/2020	Bill #01577346	5207 · Water/Sewer	-111.74
Total Village of Carol Stream - Water Dept.			<u>-111.74</u>
Walker Bros.			
02/17/2020	Staff lunch - Light Wall fieldtrip 1/29/20	5315 · Other Expenditures	-56.00
Total Walker Bros.			<u>-56.00</u>
Western First Aid & Safety			
02/13/2020	Inv. #ORD4-003573	5201 · Supplies	-134.76
Total Western First Aid & Safety			<u>-134.76</u>
World Book, Inc.			
02/14/2020	Inv. #0001606493	5634 · Online Resources	-1,400.00
Total World Book, Inc.			<u>-1,400.00</u>
TOTAL			<u><u>-366,936.34</u></u>

Carol Stream Public Library Expenses by Vendor Detail

Date Num February 2020

Account Amount

Total Disbursements for February 1, 2020 through February 29, 2020

Approved by the Library Board of Trustees March 18, 2020

President _____

Date _____

Secretary _____

Date _____

Carol Stream Public Library
Check Detail

March 1 - 18, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
10026	03/02/2020	Comcast	8771 20 180 0134870	10-1006 · WSB General Checking		
	03/02/2020		3/2-4/1/2020	5402 · ISP and Web page hosting	10-General Fund	-157.85
TOTAL						-157.85
10027	03/11/2020	Access One, Inc.	2005373525	10-1006 · WSB General Checking		
	03/10/2020		Inv. #4429873	5308 · Business Phone	10-General Fund	-921.85
TOTAL						-921.85
10028	03/11/2020	Allied Universal Security Services	125089	10-1006 · WSB General Checking		
	03/10/2020		Inv. #9799857	5319 · Security Service	10-General Fund	-2,411.00
TOTAL						-2,411.00
10029	03/11/2020	Background Resources, Inc.		10-1006 · WSB General Checking		
	03/10/2020		Inv. #17995	5321 · Human Resources	10-General Fund	-20.00
TOTAL						-20.00
10030	03/11/2020	Brodart Co.	732947	10-1006 · WSB General Checking		
	03/10/2020		Inv. #551467	5405 · Technical Services Supplies	10-General Fund	-61.79
TOTAL						-61.79
10031	03/11/2020	Carol Stream Chamber of Commerce		10-1006 · WSB General Checking		
	03/10/2020		Inv. #8138	5106 · Membership	10-General Fund	-260.00
TOTAL						-260.00
10032	03/11/2020	Case Lots, Inc.		10-1006 · WSB General Checking		
	03/10/2020		Inv. #3005	5201 · Supplies	10-General Fund	-358.80
			Inv. #3042	5501 · Youth Services Programs	10-General Fund	-33.80
TOTAL						-392.60

Carol Stream Public Library
Check Detail

March 1 - 18, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
TOTAL						-392.80
10033	03/11/2020	CDW Governmental Inc.	2496507	10-1006 · WSB General Checking		
	03/10/2020		Inv. #XCQ4877	5403 · Computer Software	10-General Fund	-9,918.00
TOTAL						-9,918.00
10034	03/11/2020	Center Point for Large Print Books		10-1006 · WSB General Checking		
	03/11/2020		Inv. #1763717	5630 · Adult Books	10-General Fund	-137.82
TOTAL						-137.82
10035	03/11/2020	Cole Information	35-2721841	10-1006 · WSB General Checking		
	03/10/2020		Inv. #0783707-IN	5630 · Adult Books	10-General Fund	-447.00
TOTAL						-447.00
10036	03/11/2020	ComEd	2093041066 - Heat Mtr.	10-1006 · WSB General Checking		
	03/10/2020		1/21-2/19/20	5206 · Electric-Comm Edison	10-General Fund	-4,176.40
TOTAL						-4,176.40
10037	03/11/2020	Complete Cleaning Co., Inc.	CAR01	10-1006 · WSB General Checking		
	03/10/2020		Inv. #C12933	5203 · Maintenance Contracts	10-General Fund	-1,810.00
TOTAL						-1,810.00
10038	03/11/2020	Creekside Printing		10-1006 · WSB General Checking		
	03/10/2020		Inv. #1594	5505 · Library Newsletter	10-General Fund	-2,508.80
TOTAL						-2,508.80
10039	03/11/2020	Demco	120231070	10-1006 · WSB General Checking		

9:34 AM
03/19/20

Carol Stream Public Library
Check Detail
March 1 - 18, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
	03/10/2020		Inv. #6783463	5405 · Technical Services Supplies	10-General Fund	-117.50
						-117.50
10040	03/11/2020	Findaway World, LLC		10-1006 · WSB General Checking		
	03/10/2020		Inv. #316568	5405 · Technical Services Supplies	10-General Fund	-1.98
			Inv. #316568	5637 · Adult Media	10-General Fund	-71.24
			Inv. #316396	5405 · Technical Services Supplies	10-General Fund	-9.90
			Inv. #316396	5637 · Adult Media	10-General Fund	-191.22
			Inv. #316396	5606 · Youth Services Media	10-General Fund	-78.73
						-353.07
TOTAL						
10041	03/11/2020	Gale/Cengage Learning Inc.		10-1006 · WSB General Checking		
	03/10/2020		Inv. #70072773	5630 · Adult Books	10-General Fund	-27.74
			Inv. #70072078	5630 · Adult Books	10-General Fund	-64.73
			Inv. #70072645	5630 · Adult Books	10-General Fund	-113.21
						-195.68
TOTAL						
10042	03/11/2020	Garvey's Office Products		10-1006 · WSB General Checking		
	03/10/2020		Inv. #PINV1868399	5501 · Youth Services Programs	10-General Fund	-123.60
			Inv. #PINV1885901	5302 · Office & Equipment Supplies	10-General Fund	-73.59
						-197.19
TOTAL						
10043	03/11/2020	Interior Investments, LLC		10-1006 · WSB General Checking		
	03/10/2020		Inv. #165589	5202 · Maintenance/Repair	10-General Fund	-54.00
			Inv. #165929	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-5,401.93
						-5,455.93
TOTAL						
10044	03/11/2020	Job Target		10-1006 · WSB General Checking		
	03/10/2020		Inv. #124985	5321 · Human Resources	10-General Fund	-150.00
						-150.00
TOTAL						

Carol Stream Public Library
 Check Detail
 March 1 - 18, 2020

9:34 AM
 03/19/20

Num	Date	Name	Memo	Account	Class	Paid Amount
10045	03/11/2020	Mango Languages		10-1006 · WSB General Checking		
	03/10/2020		Inv. #INV006489	5634 · Online Resources	10-General Fund	-6,684.30
						-6,684.30
10048	03/11/2020	McClure, Inseira & Company Chartered		10-1006 · WSB General Checking		
	03/10/2020		Inv. #11151	5309 · Accounting Service	10-General Fund	-1,050.00
						-1,050.00
10047	03/11/2020	MNJ Technologies Direct, INC.		10-1006 · WSB General Checking		
	03/10/2020		Inv. #3718308	5401 · Automation Hardware	10-General Fund	-1,936.38
			Inv. #3700551	5401 · Automation Hardware	10-General Fund	-1,436.32
			Inv. #3700552	5401 · Automation Hardware	10-General Fund	-4,666.98
			Inv. #3700553	5401 · Automation Hardware	10-General Fund	-83.28
						-8,124.96
10048	03/11/2020	Paylocity		10-1006 · WSB General Checking		
	03/10/2020		Inv. #106176906	5311 · Payroll Service	10-General Fund	-329.46
			Inv. #106176906	5321 · Human Resources	10-General Fund	-303.45
						-632.91
10049	03/11/2020	Peek-A-Book LLC		10-1006 · WSB General Checking		
	03/10/2020		Inv. #2153	5634 · Online Resources	10-General Fund	-1,195.00
						-1,195.00
10050	03/11/2020	Pitney Bowes Global Financial Services LL	1289926	10-1006 · WSB General Checking		
	03/10/2020		Inv. #3103773989	5304 · Equipment Leasing	10-General Fund	-366.75
						-366.75

Carol Stream Public Library
Check Detail

March 1 - 18, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
10051	03/11/2020	Precision Control Systems of Chicago, Inc	M04003 Carol Stream Library MC	10-1006 · WSB General Checking		
	03/10/2020		Inv. #38580	5203 · Maintenance Contracts	10-General Fund	-1,293.00
						-1,293.00
10052	03/11/2020	RAILS		10-1006 · WSB General Checking		
	03/10/2020		2 - IL Library Law 2020 (staff)	5105 · Professional Education	10-General Fund	-50.00
			7 - IL Library Law 2020 (trustees)	5110 · Trustee Development	10-General Fund	-175.00
						-225.00
10053	03/11/2020	Recorded Books, Inc.	150736	10-1006 · WSB General Checking		
	03/10/2020		Inv. #76621753	5651 · Digital Media	10-General Fund	-10,000.00
						-10,000.00
10054	03/11/2020	Sebert Landscaping, Inc.	41711	10-1006 · WSB General Checking		
	03/10/2020		Inv. #199026	5204 · Landscape Maintenance/Snow Remo	10-General Fund	-1,024.00
						-1,024.00
10055	03/11/2020	Showcases		10-1006 · WSB General Checking		
	03/10/2020		Inv. #315919 (\$28.00 less Credit Memo 316017 5405	· Technical Services Supplies	10-General Fund	-5.00
						-5.00
10056	03/11/2020	Unique Management Services, Inc.	359 MKS	10-1006 · WSB General Checking		
	03/10/2020		Inv. #592889	5310 · Material Recovery Fees	10-General Fund	-71.60
						-71.60
10057	03/11/2020	Village of Carol Stream		10-1006 · WSB General Checking		

**Carol Stream Public Library
Check Detail**

March 1 - 18, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
	03/10/2020		Inv. #4152	5411 - Village IT Services	10-General Fund	-7,738.04
TOTAL						-7,738.04
10058	03/11/2020	Western First Aid & Safety	Carol Stream Library	10-1006 · WSB General Checking		
	03/10/2020		Inv. #b003989	5201 · Supplies	10-General Fund	-102.95
TOTAL						-102.95
10059	03/11/2020	Zeus Battery Products	CSPL	10-1006 · WSB General Checking		
	03/10/2020		Inv. #00246483	5201 · Supplies	10-General Fund	-88.20
TOTAL						-88.20
10060	03/11/2020	Village of Carol Stream - Water Dept.	19442	10-1006 · WSB General Checking		
	03/10/2020		Bill #00022436	5207 · Water/Sewer	10-General Fund	-141.95
TOTAL						-141.95
10061	03/13/2020	Staples	DET 1677412	10-1006 · WSB General Checking		
	03/12/2020		Inv. #3441784445	5201 · Supplies	10-General Fund	-41.94
			Inv. #3441784444	5302 · Office & Equipment Supplies	10-General Fund	-128.18
TOTAL						-170.12
10062	03/13/2020	Paylocity	9366	10-1006 · WSB General Checking		
	03/12/2020		Inv. #106230789	5311 · Payroll Service	10-General Fund	-198.34
TOTAL						-198.34
10063	03/13/2020	Midwest Tape		10-1006 · WSB General Checking		
	03/12/2020		Several invoices	5405 · Technical Services Supplies	10-General Fund	-1,623.85
			Several invoices	5606 · Youth Services Media	10-General Fund	-684.28
			Several invoices	5637 · Adult Media	10-General Fund	-5,686.58
			Several invoices	5651 · Digital Media	10-General Fund	-2,640.54

**Carol Stream Public Library
Check Detail**

9:34 AM
03/19/20

March 1 - 18, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
TOTAL						-10,635.25
10064	03/13/2020	Baker & Taylor		10-1006 · WSB General Checking		
	03/12/2020		Several invoices	5405 · Technical Services Supplies	10-General Fund	-478.30
			Several invoices	5601 · Youth Services Books	10-General Fund	-3,425.76
			Several invoices	5630 · Adult Books	10-General Fund	-3,293.81
TOTAL						-7,197.87
10065	03/18/2020	Frederick Quinn Corporation (FQC)		10-1006 · WSB General Checking		
	03/18/2020		2/1/20-2/29/20	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-235,137.00
TOTAL						-235,137.00
10066	03/18/2020	Interior Investments, LLC		10-1006 · WSB General Checking		
	03/18/2020		Inv. 165468	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-247.00
			Inv. 166111	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-29,354.37
			Inv. 166110	7401 · Furniture	70-Capital Maint. & Repair Fund	-4,094.14
			Inv. 166110	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-91,177.03
TOTAL						-124,872.54
10067	03/18/2020	Krueger International, Inc. (KI)		10-1006 · WSB General Checking		
	03/18/2020		Inv. 14157245	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-2,497.00
			Inv. 14155323	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-23,566.04
			Inv. 14156669	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-19,890.50
			Inv. 14157257	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-16,302.00
			Inv. 14156551	7508 · Library Remodel 2019-20	70-Capital Maint. & Repair Fund	-8,456.00
TOTAL						-70,711.54
10068	03/18/2020	RAILS		10-1006 · WSB General Checking		
	03/18/2020		Inv. 6558 Career Online High School	5634 · Online Resources	10-General Fund	-6,475.00
TOTAL						-6,475.00

Carol Stream Public Library
Check Detail

March 1 - 18, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
10069	03/18/2020	Sir Speedy Printing		10-1006 · WSB General Checking		
			1203			
	03/18/2020		Inv. 79065	5303 · Printing	10-General Fund	-1,111.50
						-1,111.50
TOTAL				Total		\$524,945.30
				March 2020 Addendum		\$524,945.30
				Disbursements Report February 1 - February 28, 2020		\$366,936.34
				Less February 2020 Addendum Warrant		(\$304,280.36)

TOTAL DISBURSEMENTS \$587,601.28

Attest: _____
Secretary

President

Carol Stream Public Library Account QuickReport

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
Total 5305 · Mileage Reimbursement						
5315 · Other Expenditures						
Total 5315 · Other Expenditures						
Total 5300 · Business Exp.						
5500 · Services						
5501 · Youth Services Programs						
Total 5501 · Youth Services Programs						
5503 · Adult/Teen Programs						
Total 5503 · Adult/Teen Programs						
Total 5500 · Services						
TOTAL						

Deduction Listing

Check Dates: 02/14/2020 to 02/28/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020021401 - 2020022801

Pay Periods: 01/26/2020 to 02/22/2020

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-6.94
Clemens, Mary	5		01	-72.40
Danusiar, Amy	1181		12	-63.27
Garcia, Crystal	1191		11	-9.66
Kushad, Omar M.	1124		11	-24.43
Olekanma, Vera	1161		11	-141.68
Wilson, Leigh Anne	1188		12	-31.32

Totals for REIMB -- REIMBURSEMENT

7 Employees

-349.70**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-349.70
Totals			7	-349.70



Carol Stream Public Library Expenses by Vendor Detail

		March 2020			
		Memo	Memo		
				Account	Amount
Date	Num				
Access One, Inc.					
03/10/2020		Inv. #4429873		5308 · Business Phone	-921.85
					-921.85
Total Access One, Inc.					
Allied Universal Security Services					
03/10/2020		Inv. #9799857		5319 · Security Service	-2,411.00
					-2,411.00
Total Allied Universal Security Services					
AMAZON/SYNCB					
03/10/2020		Inv. 937569466599		5205 · Furniture/Equipment	-12.50
03/10/2020		Inv. 94377334874		5205 · Furniture/Equipment	-32.89
03/10/2020		Inv. 453753735674		5501 · Youth Services Programs	-16.18
03/10/2020		Inv. 539359377337		5501 · Youth Services Programs	-42.21
03/10/2020		Inv. 979456896587		5601 · Youth Services Books	-11.98
03/10/2020		Inv. 454776365489		5501 · Youth Services Programs	-206.10
03/10/2020		Inv. 866585347767		5205 · Furniture/Equipment	-69.84
03/10/2020		Inv. 866585374467		5503 · Adult/Teen Programs	-443.10
03/10/2020		Inv. 439897954748		5205 · Furniture/Equipment	-449.00
03/10/2020		Inv. 439897954748		5201 · Supplies	-75.00
03/10/2020		Inv. 448334766677		5401 · Automation Hardware	-49.99
03/10/2020		Inv. 448334766677		5503 · Adult/Teen Programs	-161.48
03/10/2020		Inv. 448334766677		5630 · Adult Books	-78.64
03/10/2020		Inv. 465968336358		5606 · Youth Services Media	-21.98
03/10/2020		Inv. 559437654739		5501 · Youth Services Programs	-17.08
03/10/2020		Inv. 993799373736		5501 · Youth Services Programs	-393.80
03/10/2020		Inv. 778696856743		5205 · Furniture/Equipment	-93.97
03/10/2020		Inv. 458738784959		5405 · Technical Services Supplies	-37.11
03/10/2020		Inv. 697378393453		5501 · Youth Services Programs	-171.12
03/10/2020		Inv. 578795863383		5401 · Automation Hardware	-2,499.95
03/10/2020		Inv. 734679937889		5503 · Adult/Teen Programs	-44.06
03/10/2020		Inv. 576768473354		5320 · Donation Recd Expense	-250.00
03/10/2020		Inv. 576768473354		5503 · Adult/Teen Programs	-49.99
					-5,227.97
Total AMAZON/SYNCB					

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

2:38 PM
04/08/20
Accrual Basis

		March 2020			
		Mem	Em	Account	Amount
	Date	Num			
American Library Association					
Total American Library Association	03/19/2020			5105 · Professional Education	-365.00
					-365.00
Background Resources, Inc.					
Total Background Resources, Inc.	03/10/2020		Inv. #17995	5321 · Human Resources	-20.00
					-20.00
Baker & Taylor					
Total Baker & Taylor	03/12/2020		Several invoices	5405 · Technical Services Supplies	-478.30
	03/12/2020		Several invoices	5601 · Youth Services Books	-3,425.76
	03/12/2020		Several invoices	5630 · Adult Books	-3,293.81
					-7,197.87
Barnes & Noble					
Total Barnes & Noble	03/19/2020		YS Black History Month prize	5501 · Youth Services Programs	-50.00
					-50.00
Brodart Co.					
Total Brodart Co.	03/10/2020		Inv. #551467	5405 · Technical Services Supplies	-61.79
					-61.79
BrownPaperTickets.com					
Total BrownPaperTickets.com	03/19/2020		Lecture - Amy D. & Laura S.	5105 · Professional Education	-34.59
					-34.59
Carol Stream Chamber of Commerce					
Total Carol Stream Chamber of Commerce	03/10/2020		Inv. #8138	5106 · Membership	-260.00
					-260.00
Case Lots, Inc.					
Total Case Lots, Inc.	03/10/2020		Inv. #3005	5201 · Supplies	-358.80

2:38 PM
04/08/20
Accrual Basis

Carol Stream Public Library Expenses by Vendor Detail

		March 2020			
Date	Num	Inv.	Account	Amount	
03/10/2020		Inv. #3042	5501 · Youth Services Programs	-33.80	
				-392.60	
Total Case Lots, Inc.					
CDW Governmental Inc.					
03/10/2020		Inv. #XCQ4877	5403 · Computer Software	-9,918.00	
				-9,918.00	
Total CDW Governmental Inc.					
Center Point for Large Print Books					
Total Center Point for Large Print Books					
03/11/2020		Inv. #1763717	5630 · Adult Books	-137.82	
				-137.82	
Total Center Point for Large Print Books					
Cole Information					
Total Cole Information					
03/10/2020		Inv. #0783707-IN	5630 · Adult Books	-447.00	
				-447.00	
Total Cole Information					
Comcast					
Total Comcast					
03/02/2020		3/2-4/1/2020	5402 · ISP and Web page hosting	-157.85	
				-157.85	
Total Comcast					
ComEd					
Total ComEd					
03/10/2020		1/21-2/19/20	5206 · Electric-Comm Edison	-4,176.40	
				-4,176.40	
Total ComEd					
Complete Cleaning Co., Inc.					
Total Complete Cleaning Co., Inc.					
03/10/2020		Inv. #C12933	5203 · Maintenance Contracts	-1,810.00	
				-1,810.00	
Total Complete Cleaning Co., Inc.					
ComplianceSigns.com					
Total ComplianceSigns.com					
03/19/2020		Refund - Sales Tax	5205 · Furniture/Equipment	7.19	
03/19/2020		No Smoking & Emergency Exit signs/decals	5202 · Maintenance/Repair	-60.17	
				-52.98	
Total ComplianceSigns.com					
Costco					

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	March 2020 Memo	Account	Amount
03/19/2020		Plastic Bags	5406 · Circulation Supplies	-75.20
				-75.20
Total Costco				
Creekside Printing				
03/10/2020		Inv. #1594	5505 · Library Newsletter	-2,508.80
				-2,508.80
Total Creekside Printing				
Demco				
03/10/2020		Inv. #6783463	5405 · Technical Services Supplies	-117.50
03/10/2020		Inv. #6786287	5405 · Technical Services Supplies	0.00
				-117.50
Total Demco				
Dollar General				
03/19/2020		Building Supplies	5201 · Supplies	-23.17
				-23.17
Total Dollar General				
Dollar Tree				
03/19/2020		New Hire Welcome Bag	5321 · Human Resources	-7.37
03/19/2020		Cactus Pet Rock program	5501 · Youth Services Programs	-6.00
				-13.37
Total Dollar Tree				
Faronics				
03/19/2020		22 Deep Freeze Perpetual License	5403 · Computer Software	-1,039.50
03/19/2020		22 Deep Freeze maintenance thru 12/6/21	5403 · Computer Software	-365.20
				-1,404.70
Total Faronics				
Findaway World, LLC				
03/10/2020		Inv. #316568	5405 · Technical Services Supplies	-1.98
03/10/2020		Inv. #316568	5637 · Adult Media	-71.24
03/10/2020		Inv. #316396	5405 · Technical Services Supplies	-9.90
03/10/2020		Inv. #316396	5637 · Adult Media	-191.22
03/10/2020		Inv. #316396	5606 · Youth Services Media	-78.73
				-353.07
Total Findaway World, LLC				

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	March 2020 Memo	Account	Amount
Frederick Quinn Corporation (FQC)				
03/18/2020		2/1/20-2/29/20	7508 · Library Remodel 2019-20	-235,137.00
Total Frederick Quinn Corporation (FQC)				-235,137.00
Gale/Cengage Learning Inc.				
03/10/2020		Inv. #70072773	5630 · Adult Books	-27.74
03/10/2020		Inv. #70072078	5630 · Adult Books	-54.73
03/10/2020		Inv. #70072645	5630 · Adult Books	-113.21
03/10/2020		Inv. #69884200	5630 · Adult Books	0.00
Total Gale/Cengage Learning Inc.				-195.68
Garvey's Office Products				
03/10/2020		Inv. #PINV1868399	5501 · Youth Services Programs	-123.60
03/10/2020		Inv. #PINV1885901	5302 · Office & Equipment Supplies	-73.59
Total Garvey's Office Products				-197.19
Illinois Library Association				
03/19/2020		Marketing Forum Conference	5105 · Professional Education	-20.00
03/19/2020		Refund - Marketing Forum Conference	5105 · Professional Education	20.00
03/19/2020		IL Library Law books - Trustees	5110 · Trustee Development	-210.00
03/19/2020		IL Library Law books - Admin	5630 · Adult Books	-60.00
03/19/2020		Refund - IL Library Law Books - Trustees	5110 · Trustee Development	210.00
03/19/2020		Refund - IL Library Law Books - Admin	5630 · Adult Books	60.00
Total Illinois Library Association				0.00
Interior Investments, LLC				
03/10/2020		Inv. #165589	5202 · Maintenance/Repair	-54.00
03/10/2020		Inv. #165929	7508 · Library Remodel 2019-20	-5,401.93
03/18/2020		Inv. 165468	7508 · Library Remodel 2019-20	-247.00
03/18/2020		Inv. 166111	7508 · Library Remodel 2019-20	-29,354.37
03/18/2020		Inv. 166110	7401 · Furniture	-4,094.14
03/18/2020		Inv. 166110	7508 · Library Remodel 2019-20	-91,177.03

Carol Stream Public Library Expenses by Vendor Detail

		March 2020		
		Mem	0	
	Date	Num	Account	Amount
Total Interior Investments, LLC				
				-130,328.47
Intuit QuickBooks				
Total Intuit QuickBooks				-799.95
	03/19/2020		5403 · Computer Software	-799.95
Job Target				
Total Job Target				-155.00
	03/10/2020		5321 · Human Resources	-150.00
	03/19/2020		5321 · Human Resources	-5.00
Krueger International, Inc. (KI)				
Total Krueger International, Inc. (KI)				-70,711.54
	03/18/2020		7508 · Library Remodel 2019-20	-2,497.00
	03/18/2020		7508 · Library Remodel 2019-20	-23,566.04
	03/18/2020		7508 · Library Remodel 2019-20	-19,890.50
	03/18/2020		7508 · Library Remodel 2019-20	-16,302.00
	03/18/2020		7508 · Library Remodel 2019-20	-8,456.00
Land's End Business Outfitters				
Total Land's End Business Outfitters				-52.85
	03/19/2020		5321 · Human Resources	-52.85
Lowe's				
Total Lowe's				-198.00
	03/19/2020		5201 · Supplies	-198.00
MailChimp				
Total MailChimp				-84.99
	03/19/2020		5509 · Library Publicity and Promotion	-84.99
Mango Languages				
Total Mango Languages				-6,684.30
	03/10/2020		5634 · Online Resources	-6,684.30

Carol Stream Public Library Expenses by Vendor Detail

		March 2020		
Date	Num	Account	Amount	
Total Mango Languages				
			-6,684.30	
McClure, Inserra & Company Chartered				
Total McClure, Inserra & Company Chartered				
03/10/2020	Inv. #11151	5309 · Accounting Service	-1,050.00	
			-1,050.00	
Midwest Tape				
Total Midwest Tape				
03/12/2020	Several invoices	5405 · Technical Services Supplies	-1,623.85	
03/12/2020	Several invoices	5606 · Youth Services Media	-684.28	
03/12/2020	Several invoices	5637 · Adult Media	-5,686.58	
03/12/2020	Several invoices	5651 · Digital Media	-2,640.54	
			-10,635.25	
MNJ Technologies Direct, INC.				
Total MNJ Technologies Direct, INC.				
03/10/2020	Inv. #3718308	5401 · Automation Hardware	-1,936.38	
03/10/2020	Inv. #3700551	5401 · Automation Hardware	-1,438.32	
03/10/2020	Inv. #3700552	5401 · Automation Hardware	-4,666.98	
03/10/2020	Inv. #3700553	5401 · Automation Hardware	-83.28	
			-8,124.96	
Oriental Trading Company				
Total Oriental Trading Company				
03/19/2020	Make & Take and Binge Box supplies	5503 · Adult/Teen Programs	-111.89	
			-111.89	
Panera				
Total Panera				
03/19/2020	Book Club	5501 · Youth Services Programs	-10.78	
03/19/2020	Pierre - Welcome Lunch	5321 · Human Resources	-42.79	
			-53.57	
Patel Brothers				
Total Patel Brothers				
03/19/2020	Holi Program	5501 · Youth Services Programs	-44.69	
			-44.69	

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

Date	Num	Mem	Account	Amount
Paylocity				
03/10/2020		Inv. #106176906	5311 · Payroll Service	-329.46
03/10/2020		Inv. #106176906	5321 · Human Resources	-303.45
03/12/2020		Inv. #106230789	5311 · Payroll Service	-198.34
Total Paylocity				<u>-831.25</u>
Peek-A-Book LLC				
03/10/2020		Inv. #2153	5634 · Online Resources	-1,195.00
Total Peek-A-Book LLC				<u>-1,195.00</u>
Pitney Bowes Global Financial Services LL				
03/10/2020		Inv. #3103773999	5304 · Equipment Leasing	-366.75
Total Pitney Bowes Global Financial Services LL				<u>-366.75</u>
PODS				
03/19/2020		Storage Container 1/15-2/14/20	5304 · Equipment Leasing	-169.99
Total PODS				<u>-169.99</u>
Precision Control Systems of Chicago, Inc				
03/10/2020		Inv. #38580	5203 · Maintenance Contracts	-1,293.00
Total Precision Control Systems of Chicago, Inc				<u>-1,293.00</u>
RAILS				
03/10/2020		2 - IL Library Law 2020 (staff)	5105 · Professional Education	-50.00
03/10/2020		7 - IL Library Law 2020 (trustees)	5110 · Trustee Development	-175.00
03/18/2020		Inv. 6558 Career Online High School	5634 · Online Resources	-6,475.00
Total RAILS				<u>-6,700.00</u>
Recorded Books, Inc.				
03/10/2020		Inv. #76621753	5651 · Digital Media	-10,000.00
03/10/2020		Inv. #75788348	5637 · Adult Media	0.00
Total Recorded Books, Inc.				<u>-10,000.00</u>

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

2:38 PM
04/08/20
Accrual Basis

		March 2020 Memo			
Date	Num		Account	Amount	
Sauers Bakery					
03/19/2020		Staff Refreshments	5315 · Other Expenditures	-61.31	
				<u>-61.31</u>	
Total Sauers Bakery					
Sebert Landscaping, Inc.					
03/10/2020		Inv. #199026	5204 · Landscape Maintenance/Snow Remo	-1,024.00	
				<u>-1,024.00</u>	
Total Sebert Landscaping, Inc.					
Selectivend, Inc.					
03/19/2020		K-Cup Vending Unit	5205 · Furniture/Equipment	-1,998.00	
				<u>-1,998.00</u>	
Total Selectivend, Inc.					
Showcases					
03/10/2020		Inv. #315919 (\$28.00 less Credit Memo 316017	5405 · Technical Services Supplies	-5.00	
				<u>-5.00</u>	
Total Showcases					
Sir Speedy Printing					
03/18/2020		Inv. 79065	5303 · Printing	-1,111.50	
03/30/2020		Inv. 79055	5205 · Furniture/Equipment	-1,790.74	
				<u>-2,902.24</u>	
Total Sir Speedy Printing					
Staples					
03/12/2020		Inv. #3441784445	5201 · Supplies	-41.94	
03/12/2020		Inv. #3441784444	5302 · Office & Equipment Supplies	-128.18	
				<u>-170.12</u>	
Total Staples					
TIAA Commercial Finance					
03/30/2020		Inv. 7030542	5304 · Equipment Leasing	-1,404.12	
				<u>-1,404.12</u>	
Total TIAA Commercial Finance					
U.S. Postal Service					
03/19/2020		Certified Letters	5301 · Postage	-15.20	
				<u>-15.20</u>	

Carol Stream Public Library Expenses by Vendor Detail

		March 2020			
	Date	Num	Memo	Account	Amount
Total U.S. Postal Service					-15.20
Unique Management Services, Inc.					
Total Unique Management Services, Inc.	03/10/2020		Inv. #592889	5310 · Material Recovery Fees	-71.60
					-71.60
USA Snack Soda Vending					
Total USA Snack Soda Vending	03/19/2020		New Hire Welcome Bag	5321 · Human Resources	-1.10
					-1.10
Village of Carol Stream					
Total Village of Carol Stream	03/10/2020		Inv. #4152	5411 · Village IT Services	-7,738.04
					-7,738.04
Village of Carol Stream - IMRF					
Total Village of Carol Stream - IMRF	03/30/2020		March 2020	6620 · Illinois Municipal Retirement F	-15,488.88
					-15,488.88
Village of Carol Stream - Water Dept.					
Total Village of Carol Stream - Water Dept.	03/10/2020		Bill #00022436	5207 · Water/Sewer	-141.95
					-141.95
Western First Aid & Safety					
Total Western First Aid & Safety	03/10/2020		Inv. #b003989	5201 · Supplies	-102.95
					-102.95
Zeus Battery Products					
Total Zeus Battery Products	03/10/2020		Inv. #00246483	5201 · Supplies	-88.20
					-88.20
					-
					-
					-

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	March 2020 Memo	Account	Amount
				<hr/>
TOTAL				-554,472.56

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

Approved by the Library Board of Trustees April 15, 2020

President _____ Date _____

Secretary _____ Date _____

2:42 PM

04/08/20

Accrual Basis

Carol Stream Public Library
Account QuickReport
March 2020

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5105 · Professional Education						
General Journal	3/31/2020	MI303		Record Marc...	-SPLIT-	30.72
Total 5105 · Professional Education						30.72
Total 5100 · Salaries						30.72
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	3/31/2020	MI303		Record Marc...	5105 · Profess...	76.68
Total 5305 · Mileage Reimbursement						76.68
5321 · Human Resources						
General Journal	3/31/2020	MI303		Record Marc...	5105 · Profess...	25.00
Total 5321 · Human Resources						25.00
Total 5300 · Business Exp.						101.68
TOTAL						132.40

Deduction Listing

Check Dates: 03/13/2020 to 03/27/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020031301 - 2020032701

Pay Periods: 02/23/2020 to 03/21/2020

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-2.30
Boucher, Barbara	172		14	-15.86
Farrell, Joyce C.	1103		10	-66.06
Kovac, Sarah	1101		11	-25.24
Westgate, Susan	1139		01	-22.94

Totals for REIMB -- REIMBURSEMENT**5 Employees****-132.40****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-132.40
Totals			5	-132.40

Paylocity Corporation
(888) 873-8205

User: mclemens

Run on 4/1/2020 at 4:12 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

April 15, 2020

Remote Meeting for Essential Business

The Governor has suspended the requirements of the Open Meetings Act to have in-person meetings during the COVID-19 crisis. Electronic meetings are now permitted during this time, but only to conduct essential business. We will be holding our April meeting using Zoom. Trustees will receive an email invitation to attend the meeting. It will be an audio only meeting with no video. The agenda includes the information needed by the public to attend the meeting online as well as how to submit Public Participation comments using our cstream@cslibrary.org email account. During the meeting, Trustees will need to identify themselves when making comments or asking questions so that those listening know who is speaking. It will not be necessary to do that during the Roll Call and Roll Call votes. The meeting will be recorded and the audio file will be posted on our website. I have included the Department Reports for both February (due to the cancelled March meeting) and March in the Board packets. Any Trustee comments on the reports should be deferred for our next in-person meeting as the comments would not qualify as essential business.

2020/2021 Working Budget

The working budget for the upcoming fiscal year has been prepared for Trustee review and approval. 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, IMRF, health insurance costs, etc.). I have prepared an overview of notable changes to any budget lines from the prior year. Please review as there are some notable changes to past budgets including a re-appropriation of FY19/20 Funds and a transfer of funds to the Liability Insurance Fund.

Personnel Policy #314, FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

As a requirement of the Families First Coronavirus Response Act (FFCRA) it is necessary for the Library to add this new personnel policy so that we are in compliance with the new act. The Policy is included for your review.

Emergency Closing Pay and Remote Working

The Library's Emergency Closing Pay Policy requires Trustee review when it exceeds three days. Through an email consensus in March, the Board agreed to provide staff with full pay during the emergency closing period. This needs to be confirmed formally by Trustee vote now that we are able to hold a meeting. Staff are now working and doing online training for a minimum number of hours of their regular schedule. On the Directors' list serve that I monitor, the majority of public libraries are paying their staff their full pay. By continuing to compensate our workforce, we are demonstrating appreciation for their dedication to the institution and an understanding of the impact this pandemic is having upon their daily lives and maintaining the staff morale during this difficult time. To furlough or lay off employees would have significant impact on the Library going forward following this crisis. There would be increased unemployment insurance rates and the substantial costs of hiring and training new employees following the crisis. We are in a fortunate position to have the necessary funds to

continue to pay our employees and ease the impact on the state's unemployment burden and the economy in general.

Granting Authority to the Director

This action item is a follow up to the email consensus in March to formally provide the Director with the ability to quickly respond to the COVID-19 pandemic as needed and to maintain the Library facility and systems.

IMRF Audit

The Library and Village's pension provider IMRF (Illinois Municipal Retirement Fund) conducted a remote audit of the Village and Library's payroll and pension this month. We were required to provide the auditor with payroll documents, pension reports, W2s, policies, etc. The report was completed on April 13 following a conference call with myself, the IMRF auditor and the Village's Financial Officer. The auditor thanked us for supplying all requested information in a timely manner and that we are doing a good job with our existing practices.

Online Library Card Registration

As of April 13, forty people have taken advantage of the online registration option and have been registered for a ninety day digital access library card. 😊

March Employee Anniversaries

Richard Karney-3/03/98-Circulation
Amy Teske-3/17/14-Youth Services
Katherine Stanton-3/1/16-Adult Services

April Employee Anniversaries

Crystal Garcia – 4/24/18-Adult Services

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2019-2020			
	March FY 18-19	March FY 19-20*	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	11,300	4,610	103,831
Videos	4,679	1,766	40,454
Audio	1,178	322	10,504
Periodicals	339	60	2,579
Other	221	70	2,344
E-books	1,981	2,915	22,549
E-Audio	1,261	1,650	14,670
E-Video	204	529	2,089
Digital magazines	445	646	4,820
Museum Passes/Explore More Illinois	16 / n/a	4 / 0	197 / 0
ILL - Borrowed from SWAN	2,922	1,316	29,011
ILL - Borrowed from Non-SWAN	82	9	652
ILL - Loaned to SWAN	1,516	679	15,743
ILL - Loaned to Non-SWAN	116	49	934
Total Circulation	26,260	14,625	250,377
Total Adult	14,064	9,177	140,925
Total Youth	12,196	5,448	109,452
Reciprocal Borrower Loans (incl. above)	1,072	604	9,137
Automatic Renewals (not incl. above)	18,112	7,947	180,939
Self Check - % of Circulation	34.20%	33.70%	36.58%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	14 / 402	3 / 60	50 / 1,683
Teen Number/Attendance	15 / 249	0 / 0	36 / 522
Youth - Number/Attendance	41 / 1,046	10 / 331	240 / 7,225
Total - Number/Attendance	70 / 1,697	13 / 391	326 / 9,430
Library Events - Number / Attendance	0 / 0	0 / 0	1 / 180
Outreach* - Number / Attendance	2 / 63	1 / 31	33 / 4,328
Facility Usage			
Library Visits (Door Count)	15,236	6,163	133,818
Meeting Rooms - # of Public Bookings*	1	n/a	n/a
Study Rooms - # of Users/Total Hours*	100 / 118	114 / 143	514 / 686
Electronic Usage			
# of Database Sessions	2,568	2,549	35,792
# of Internet Sessions/Total Time	2,794 / 2,797	903 / 692	22,752 / 19,466
#iMac Sessions/Total Time	7 / 3	15 / 6	340 / 212
# of Library Website Visits	10,553	12,684	123,223
#Boopsie/SWAN Mobile App Users/Views*	429	1,517	10,787
# of Wireless Users*	n/a	987	4,823
Reference Transactions			
Adult (Includes Online Chat)	1,558	773	21,546
Youth	1,509	209	9,077
Circulation	78	87	1,641
Total Reference Transactions	3,145	1,069	32,264

Patron Statistics			
# of Resident Cards	17,914	17,742	
# of Non-Resident Cards	11	12	
Total Registered Users	17,925	17,754	

Resources Owned/Licensed			
Books	65,597	57,831	
Newspapers (Print only)	23	22	
Periodicals (Print only)	151	140	
Total Print Materials	65,771	57,993	
Current Subscriptions (Print Only)	174	162	
Current E-Subscriptions	119	3,696	
E-Books: Downloadable	48,041	54,751	
Audio Recordings	7,126	6,310	
Audio Recordings (Downloadable)	15,622	19,270	
Videos	15,055	11,494	
Other: Video Games, Puzzles, Devices	581	535	
Databases	46	53	
Total Resources Owned/Licensed	152,361	154,102	

Professional Development Hours	31.25	98.5	991.25
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*State mandated shelter-in-place order due to COVID-19. Library closed 3/14/20 - 3/31/20.

*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 - February 2020

Event Type	# of programs	Total attendance
Adult Program	3	60
Teen	0	0
Youth Program	10	331
Totals	13	391
Library Event	0	0
Outreach	1	0

Title	Date	Primary Event Type	Attendance
Sewing for Beginners	3/12/2020	Adult Program	12
Binge Boxes	3/13/2020	Adult Program	33
50 State Book Club	3/23/2020	Adult Program	15
Storytime at the Library	3/2/2020	Youth/Family Program	30
Storytime at Goddard School	3/3/2020	Youth/Family Program	85
Storytime at the Library	3/4/2020	Youth/Family Program	42
St. Patrick's Day Craft	3/4/2020	Youth/Family Program	30
Fancy Feet	3/6/2020	Youth/Family Program	28
Storytime at the Library	3/9/2020	Youth/Family Program	38
Holi Story and Craft	3/9/2020	Youth/Family Program	27
Storytime at CS Park District	3/10/2020	Youth/Family Program	8
Storytime at the Library	3/11/2020	Youth/Family Program	34
Homeschool Hangout	3/12/2020	Youth/Family Program	9

Homebound deliveries	3/11/2020	Outreach	31
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Programs cancelled and Library closed effective 3/14/20 due to COVID-19. Some statistics were not available and will be reported on the April report.

Assistant Director's Report
March 2020

Primary Action Items – Administration

Due to the COVID-19 Pandemic, the primary action item for March became preparing the Library for reduced services, quickly followed by closing the Library effective March 14, 2020 due to the shelter-in-place order. The emphasis the second half of the month centered on transitioning to work at home, communication with staff and maintaining standard business functions such as running payroll and invoice payment.

Library Remodel

- Coordinated the following furniture deliveries and installations:
 - 3/2, 3/3 and 3/11/20 – LFI - Shelving
 - 3/9, 3/16/20 – Interior Investments – Youth Services and patio furniture
 - 3/11-3/12/20 – KI – Youth Services furniture
- Review signage quote from ASI and provide feedback to Product Architecture
- Coordinate delivery of Keurig cup vending unit
- Coordinate quote/order additional lobby bench
- Review and provide input on wood panels in Youth Services area
- Follow-up on Library punch list items – Stylex chair legs, Keilhauer table, KI table bases and craft table locks
- Follow-up with Midwest Tropical regarding operation manual and service call
- Review slat well holder options with Marketing Coordinator - Joyce
- Reviewed and processed monthly payout for FQC
- Prepared weekly staff renovation update posts – week of 3/2 and 3/9/20

Remodel Meetings

- 3/6, 3/13/20 – Attend weekly construction meeting
- 3/4/20 – Al Marx – Shadeology – Window shade order for Admin and Adult Services offices

Other

- Submit proposal for panel discussion at ILA about the Library's remodel project
- Work with IT and L. Hays on updating QuickBooks software
- Review of FY 20 collection expenditures and budget recommendations
- Document procedures for adjusted length of service dates
- Proxy card audit
- Honor/Memorial brick – spring order placed - Joyce
- Invoice processing, credit account statement follow-up, check distribution
- Assist with Library's COVID-19 response – signage, input on patron communications, sort materials down, etc. as needed
- Distribute notes to Management Team from SWAN's COVID-19 Fireside Chats
- Payroll processing week of 3/9 and 3/23/20. Coordinated updates to delivery of staff paychecks and payroll packet. Followed up on pending staff benefit day requests and forced closing hours.
- Coordinated hold on mail delivery, mail pick-up and distribution

- 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: Access to statistics not available due to Library closing.
- Conversion Projects –
 - Babybug Magazine – convert from magazine collection to board book collection - Barb
 - Holiday Books – Thanksgiving 60% complete. Christmas remains – Barb
 - Beginning Readers – 30-40% complete. Beginning reader holiday books converted. - Marie
 - J DVD Holiday collection – Call numbers, item category 4 holiday category and holiday stickers added – Susan, Marie
- Other
 - Continued work with Ingram on processing and opening order for Nintendo Switch
 - Coordinate holds on any pending shipments with collection vendors
 - 3/18/20 – Coordinate pick-up of magboxes with librarian from Chicago Public Library

Professional Development

- 3/24, 3/31/20 – SWAN COVID-19 Response - Mary (1.0 x 2)
- 3/31/20 – Mitigating COVID-19 when Managing Paper, Circulating and Other Types of Collections – IMLS webinar – Mary (1.0)
- 3/31/20 – COVID-19: How Libraries are Responding and Implementing Books by Mail – Marie – (.75)

Meeting Attendance

- 3/3, 3/10/20 – Weekly Business Office meeting - Joyce and Mary
- 3/3/20 – collectionHQ Team meeting
- 3/4/20, 3/11/20 – Weekly meeting with Library Director
- 3/5/20 – Phone meeting with Ingram regarding grid platform and multiple processing accounts
- 3/5/20 – Management Team
- 3/11/20 – New hire orientation with Livia Pierre
- 3/12/20 – TS Department meeting – shelving of J DVD holiday collection
- 3/12/20 – SWAN Acquisitions group – Marie, Susan
- 3/12, 3/13, 3/17/20 – COVID-19 Library response planning meetings
- 3/23, 3/30/20 – Zoom meetings – Staff check-ins – Joyce, Mary

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report March 2020

Forced closing starting March 14

- All programs starting March 14 were cancelled except for the 50 State Book Club.
- Monitored voicemail and incoming department text and emails.
- Added announcements to LibraryH3lp, the mobile app, and the website that the Library was closed. Referred patrons with questions to the cstream email account.
- For April we are setting up a virtual desk. Our core hours will be between 10-3.

Programs

- 50 States Book Club: Sarah and Jessica had the meeting on Facebook. 15 people "saw" the conversation, but about 10 engaged with the discussion questions. Positive feedback from patrons: "I'm glad we stuck with it!," "Thanks for doing this!," "It gave a sense of normalcy." The April book is available on Hoopla.
- Dungeons and Dragons –From teen feedback Nate got, there's been a resurgence in this role playing table top game so he is learning how to be a Dungeon Master and testing game sessions held via Zoom.

Collection Development

- Librarians compiled and submitted final orders for the fiscal year.
- Nintendo Switch videogames – Nate worked with Technical Services to setup this collection in Workflows and place our first Switch order with Ingram. We are using funds received from Yvonne and Doug Petit and Parents and Teens Together (PATT).

Outreach Activities

- Homebound delivery – Crystal contacted the residential facilities to confirm that we could still deliver. While in many cases we could only drop off bags at the front door, we were able to complete March deliveries. April deliveries have been cancelled.
43 – Registered patrons
31 – Patrons receiving delivery
194 – Items delivered
- March 4 - Senior Team meeting (Village of Carol Stream) - Crystal
- Career Online High School
 - One student did not complete requirements for the first 30 days so the scholarship was rescinded.
 - A new scholarship was awarded to Grisel Barrera.
 - We ordered 5 additional scholarships to continue this program.
 - We have two students who have less than 10% to finish so more graduations to come.

Meetings

- March 3 – CollectionHQ Team – Laura, Sarah
- March 5 – Management Team meeting - Laura
- March 11 - SWAN Book Club user group – Sarah
- March 16 – RAILS VOCID-19 meeting – Laura
- March 16 – Management Team COVID-19 meeting – Laura
- March 24 – SWAN fireside chat - Laura

Training

webinar	Strategic Planning in a Deeply Weird World (Salt Lake City PL)	Jessica
webinar	Putting the Heart Back into an Online Library (Plain Tree Library)	Jessica
webinar	Fostering Connection, Compassion, and Joy in Digital Literacy	Jessica
webinar	Community Engagement (RAILS)	Jessica
webinar	Library Market calendar training	Katie
webinar	Library Market calendar training	Linda

webinar	Spanish language courses (Mango)
webinar	Dungeons & Dragons learning
webinar	Sharepoint (Lynda.com)
webinar	Library Market calendar and rooms training
webinar	Creativebug (various craft courses)
webinar	Communication styles (Perspectives)
3/2/2020	Library Market calendar training
3/6/2020	Bloomingtondale Twp Social Services: How can we help?
3/19/2020	COHS Connect: Retention
3/24/2020	Providing Virtual Services
3/31/2020	SWAN Fireside chat

Nate
Nate
Omar
Omar
Vera
Vera
Crystal
Laura
Crystal
Crystal
Heidi

Bibliographies/Handouts/Displays

- Women’s History Month display – Vera created this celebration dress for Women’s History Month. Photos on the tiers of the skirt celebrate different women from all fields.

Digital Media and Online Resources

- Even ahead of the COVID-19 forced closings we were expanding our digital offerings. We upgraded to a new RBdigital package of digital magazines, special interest publications, and coloring books. We now have access to 3696 titles. 1885 are serials and 1811 one-time publications.
- Hoopla check-outs were increased to 50 per month from our previous limit of 7 per patron. Hoopla also created a collection of items that could be used for free. Only 4 patrons maxed out their limit of 50 checkouts in March.
- Accounts restrictions were removed by a combination of adjustments with the vendors and some by SWAN in Workflows.
- Added some free Tumblebook resources including a math resource and romance ebook collection. We do not have our Library’s usage for these resources yet.
- Ancestry remote access setup and available through April 30.
- Overall, digital media usage increased 50% with hoopla usage increasing 88% and RBdigital increasing 34%



Library Market calendar migration

- Original date for the launch was March 17 but it was postponed by the forced closings.

Information technology

- Quotes and purchases for Quickbooks update, Deep Freeze, and Manager laptops
- Laura Hays
 - Videoconferencing – We are using Microsoft Teams for in-house use and Zoom for a combination of in-house use and programming.
 - Unfreeze Deep Freeze and updated Windows on some laptops for staff.
- Community IT staff
 - Youth Services remodel projects including OPAC installation, staff computers at the service desk, and digital monitors.
 - Remote access setup for the Managers.

Laura Hays
Head of Adult Services

Report for Board of Library Trustees
Circulation Department activities during March 1-13 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 200 phone calls.
 - We welcomed 6,163 visitors.
- Generating and maintaining library accounts for Carol Stream Residents and other library users.
 - We added 45 new registrations.
- Lending and renewing materials
 - We checked out 8,156 items.
 - We renewed 8,295 items
- Processing "on shelf" holds
 - We processed 1,822 items for pickup.
- Checking in returned materials.
 - We checked in 9,374 items.
- Monitoring materials for damage and routing them to the appropriate staff for repair or replacement.
 - Approximately 84 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 approximately 10,000 items.

In addition:

- Jeri and Melanie participated in Library Market calendar and room booking training March 2nd.
- Jeri participated in Management Team meeting on March 5th.
- Jeri and Mary Pellico interviewed one potential candidate for Circulation Clerk.
- Jeri and Susan met with D-Tech representative regarding self-checkout machines.
- Jeri informed all Circulation Department members that library would be closed until further notice.

Submitted 4/10/2020
Jeri L. Cain

Human Resources

Monthly Report

March 2020

Administration

- Became familiar with Leave Expansion & Emergency Leave Policy due to COVID-19 from HR Source, adjusted policy to Library practices
- First draft of Dress Code Policy completed

Payroll Matters

- Communicated with 6 employees regarding check distributions
- Direct Deposit – 2 employees

Performance Management

- Managers have been working diligently to complete Performance Reviews for staff
- Timeline for reviews is in the process of being adjusted taking into account the unusual circumstances

Recruiting, Onboarding & Exiting

- Corresponded with Rabecca McDonald (new hire Adult Services) keeping her informed about the status of the Library during the closure.
- Communicated with Circulation Clerk applicants we have interviewed in-person or on the phone regarding the status of the Library and the position.
- Conducted phone exit interview with Laura Spradlin and processed termination paperwork. Laura's last day was 4/3/20
- Revising and documenting our Onboarding practices

Resource Sharing

- For employees enrolled in the Library's 457 plan
- COVID-19 issues, EAP Access through Perspectives
- Families First Coronavirus Response Act - Family Medical Leave Expansion & Paid Sick Leave
- Online training options & Professional Development procedures for staff

Webinars

- Working Remotely, HR Source
- Empowering Frontline Employees in Times of Crisis, OC Tanner
- 3/18 COVID-19, Next Round of Challenges for Employers, SHRM
- 3/20 The Families First Coronavirus Response Act, Your Questions Answered, HR Source
- 3/26 Minimum Wage Forecasting, RAILS
- 4/7 FFCRA FAQ's #2, HR Source
- 4/9 Library Roundtable

Youth Services Report

March 2020

Forced Closing

- 18 programs and 2 outreach events were cancelled during March as a result of the COVID-19 closure.
- The Youth Services Department was just about to open when the closure went into effect. Youth Staff had shifted J Fiction, J Non-Fiction, J Graphic Novels, Beginning Chapter Books, Beginning Readers, J World Languages, Holiday books, Audiobooks, Music CDs, and Magazines before the closure. After the closure, Amy Teske shifted the J DVDs, Board Books, Picture Books and displayed Award books.

Program Highlights

- Clare Meehan and Leigh Anne Wilson presented 4 Storytime at the Library programs Attendance ranged from 30 to 42 for each session.
- Laura Spradlin hosted Homeschool Hangout on March 12 that had spring and craft activities for 9 in attendance.
- Fancy Feet was held at the Flourish Dance Academy on 3/6 with 28 in attendance.
- Amy Danusiar hosted a cultural celebration of Holi on 3/9 with a Holi Story and Craft. 27 were in attendance.
- Leigh Anne Wilson shared stories with all 85 students at Goddard School on 3/3.
- Adriana Albers shared stories with children at the Carol Stream Park District Kid Zone in the fitness center on 3/10.

Patron Service and Reference

- 3/11 – Leigh Anne Wilson spoke with a mother and her adult daughter. The daughter had been a little upset that the Library was changing from how it had been when she was a child, but when she saw how great it looked she changed her mind and was enthusiastic about the renovation. The mother said she had not been a big library user, but she was inspired to apply for a card!

Collection Development

- Adriana Albers put together an order to start a collection of Launchpads for Youth Services. It is unclear when these will arrive due to the closure.

Professional Development

- Adriana Albers took a 4 week course – Library Juice Academy: Stories, Songs, and Stretches: Stretches and Stillness.
- Aneesa Iqbal attended 6 webinars: “Why Diverse Literature Matters for Youth Services,” “Library Reading Incentive Programs for Summer and Beyond,” “From Tots to Teens: STE(A)M-powered Ideas for Programming,” “Accompanying the Young Reader: Help to Choose Appropriate Books,” “Basic Developmental Milestones of Early Childhood,” “Multicultural Picture Books: A Deeper Look at Your Collection.”
- Steve Dexheimer attended a webinar “Tactics for Time Management and Organizational Skills”

Meeting Attendance

- 3/2 – Birth to 5 Planning Meeting – Amy Teske
- 3/3 – CollectionHQ Team – Amy Teske, Laura Spradlin Francis
- 3/4 – Meeting with Susan Westgate – Amy Teske
- 3/5 – Management Team Meeting – Amy Teske

Other

The Birth to 5 Community Coalition hosted a screening of the documentary “No Small Matter” on March 9. This documentary calls attention to the importance of preschool learning and early intervention. Amy Teske was on the planning team and served as a host. Also in attendance from the Library were Susan Westgate, Allison Porch, Clare Meehan, and Adriana Albers.

Personnel

Laura Spradlin Francis accepted a position as Youth Services Manager at the Fondulac District Library in East Peoria, Illinois. Her last day was April 3, 2020. We wish her well on her next adventure.

Respectfully Submitted,

Amy Teske, Youth Services Manager



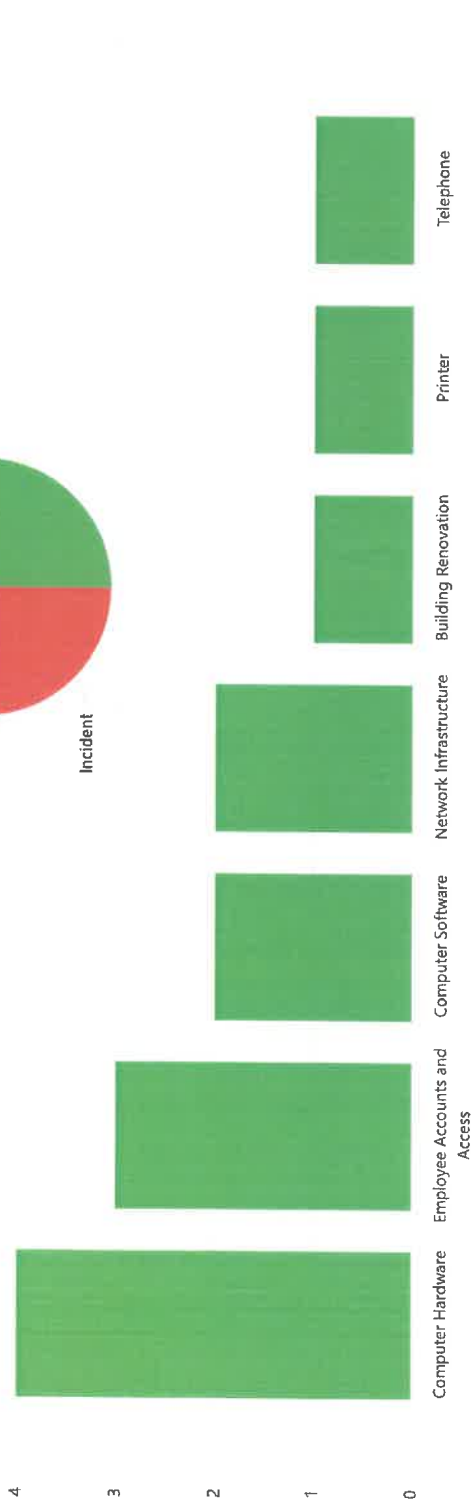
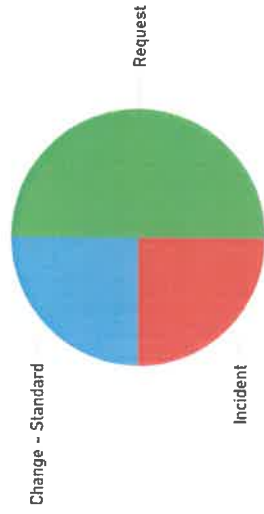
Monthly Report of IT Service

Report Range 3/1/2020 3/31/2020

Support Tickets 14

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	5
Incident	4	Laptop / Tablet	2
Request	8	Cabling	1
Total	14	Computer	1
		Credit Card Machine	1
		Disable Network Account	1
		New Network Account	1
		Patching - Appliance	1
		Patching - Server	1
		Total	14

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.

Carol Stream Public Library - Monthly Librarian's Report FY 2019-2020	
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	February FY 18-19	February FY 19-20	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	9,257	9,501	99,221
Videos	4,107	3,859	38,688
Audio	1,011	808	10,182
Periodicals	265	196	2,519
Other	177	162	2,274
E-books	1,764	1,842	19,634
E-Audio	1,130	1,400	13,020
E-Video	182	151	1,560
Digital magazines	403	482	4,174
Museum Passes / Explore More Illinois	2 / n/a	4 / 0	193 / 0
ILL - Borrowed from SWAN	2,861	2,663	27,695
ILL - Borrowed from Non-SWAN	79	41	643
ILL - Loaned to SWAN	1,442	1,450	15,064
ILL - Loaned to Non-SWAN	103	105	885
Total Circulation	22,783	22,664	235,752
Total Adult	12,843	13,062	131,748
Total Youth	9,940	9,602	104,004
Reciprocal Borrower Loans (incl. above)	960	1,228	8,643
Automatic Renewals (not incl. above)	16,869	16,664	172,992
Self Check - % of Circulation	33.10%	35.40%	36.71%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	14 / 192	5 / 110	47 / 1,623
Teen Number/Attendance	21 / 374	3 / 45	36 / 522
Youth - Number/Attendance	47 / 1,122	28 / 952	230 / 6,894
Total - Number/Attendance	82 / 1,688	36 / 1,107	313 / 9,039
Library Events - Number / Attendance	0 / 0	0 / 0	1 / 180
Outreach* - Number / Attendance	2 / 71	1 / 30	32 / 4,297
Facility Usage			
Library Visits (Door Count)	13,272	13,951	127,655
Meeting Rooms - # of Public Bookings*	4	n/a	n/a
Study Rooms - # of Users/Total Hours*	146 / 171	230 / 322	400 / 543
Electronic Usage			
# of Database Sessions	1,705	2,597	33,243
# of Internet Sessions/Total Time	2,360 / 2,262	1,850 / 1,478	21,849 / 18,774
#iMac Sessions/Total Time	17 / 16	61 / 29	325 / 206
# of Library Website Visits	10,135	13,552	110,539
# Boopsie Mobile App Users	403	n/a	3,236
# SWAN Mobile App Views	n/a	1,891	6,034
# of Wireless Users	n/a	1,545	3,836
Reference Transactions			
Adult (Includes Online Chat)	1,367	1,497	20,773
Youth	1,101	577	8,868
Circulation	89	188	1,554
Total Reference Transactions	2,557	2,262	31,195

Patron Statistics			
# of Resident Cards	17,933	17,652	
# of Non-Resident Cards	11	12	
Total Registered Users	17,944	17,664	

Resources Owned/Licensed			
Books	67,695	58,055	
Newspapers (Print only)	23	22	
Periodicals (Print only)	157	140	
Total Print Materials	67,875	58,217	
Current Subscriptions (Print Only)	180	162	
Current E-Subscriptions	115	119	
E-Books: Downloadable	47,564	54,341	
Audio Recordings	7,311	6,386	
Audio Recordings (Downloadable)	15,423	19,008	
Videos	15,075	11,638	
Other: Video Games, Puzzles, Devices	580	544	
Databases	46	49	
Total Resources Owned/Licensed	153,989	150,302	

Professional Development Hours	23	70.5	892.75
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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 - February 2020

Event Type	# of programs	Total attendance
Adult Program	5	110
Teen	3	45
Youth Program	28	952
Totals	36	1,107
Library Event	0	0
Outreach	1	30

Title	Date	Primary Event Type	Attendance
Black History Month Reading Challenge	2/1/2020	Adult Program	15
Astrological Sign Binge Boxes	2/1/2020	Adult Program	50
Make & Take Jeweled Picture Frame	2/6/2020	Adult Program	13
Make & Take Jeweled Picture Frame	2/6/2020	Adult Program	20
50 States Book Club	2/17/2020	Adult Program	12
DIY to Go Kits: Beaded Lizard Keychain	2/12/2020	Teen Program	30
One More Chapter Book Club	2/25/2020	Teen Program	2
February Middle School Binge Boxes	2/29/2020	Teen Program	13
Story Time at the Library	2/3/2020	Youth/Family Program	52
Story Time at the Library	2/5/2020	Youth/Family Program	36
Story Time at Wheaton Bible Church PS	2/7/2020	Youth/Family Program	19
Fancy Feet	2/7/2020	Youth/Family Program	40
Story Time at Wheaton Bible Church PS	2/7/2020	Youth/Family Program	15
Story Time at the Library	2/10/2020	Youth/Family Program	25
Storytime at Masters Christian Preschool	2/11/2020	Youth/Family Program	20
Storytime @ Park District Kids Zone	2/11/2020	Youth/Family Program	8
Storytime at Masters Christian Preschool	2/12/2020	Youth/Family Program	37
Story Time at the Library	2/12/2020	Youth/Family Program	26
Storytime at Masters Christian Preschool	2/12/2020	Youth/Family Program	9
Outreach Story Time at Goddard School	2/13/2020	Youth/Family Program	83
Homeschool Hangout	2/13/2020	Youth/Family Program	27
Outreach Story Time at ECC	2/14/2020	Youth/Family Program	100
Outreach Story Time at ECC	2/14/2020	Youth/Family Program	100
Story Time at the Library	2/17/2020	Youth/Family Program	26
Word Play	2/18/2020	Youth/Family Program	5
Story Time at the Library	2/19/2020	Youth/Family Program	38
Friday Fun/ Playdate on the Road	2/21/2020	Youth/Family Program	21
Storytime @ Park District Kids Zone	2/25/2020	Youth/Family Program	8
Paws for Reading	2/26/2020	Youth/Family Program	24
Evergreen School Family Reading Night	2/27/2020	Youth/Family Program	75
Cactus Pet Rocks (Grades 1-4)	2/28/2020	Youth/Family Program	17
Cactus Pet Rocks (Grades 5-8)	2/28/2020	Youth/Family Program	10
Book Bundles	2/29/2020	Youth/Family Program	15
Super Readers Club	2/29/2020	Youth/Family Program	2
1,000 Books Before Kdg. Logging Activity	2/29/2020	Youth/Family Program	27
1,000 Books Before Kdg. New Regis.	2/29/2020	Youth/Family Program	6
Valentine Take & Makes	2/29/2020	Youth/family Program	81
Homebound deliveries	2/13/2020	Outreach	30

Locations	total programs	YS programs	YS Attendance	Teen programs	Teen attendance	AS programs	AS attendance
Andigo Credit Union	10					10	116
Armstrong Park	9	5	267	4	37		
Bartlett Public Library	8					8	141
Colony Park	2					2	7*
DuPage County Fairgrounds	1	1	100				
Early Childhood Center	11	11	641*				
Elktrail Park District	2	2	82				
Flourish Dance Academy	38	38	721*				
M Dance Center	15	15	273				
Fountain View Recreation Center	40	38	486*			2	49
Glenside Public Library	20	5	65	2	17	13	289
Historic Farmhouse	1					1	35
Outreach Community Center	5	5	110				
Panera Bread	14	7	71*	7	26*		
Supermercado la Huerta Norte	1	1	30				
Superstar Karate	1	1	26				
Village Hall Boardroom	14 **	6	159			8	274
List doesn't include all the School visits							
Goddard School	9	9	538				
Masters Christian Preschool	21	21	491*				
*attendance total to date but least one program at this location still planned.							
** plus 12 Board meetings							
Variety of program held offsite during the Remodel Project including:							
Chess at Fountain View Recreation Center, 50 State Book Club at Andigo Credit Union, and Adult craft programs at Glenside and Bartlett libraries.							

Assistant Director's Report
February 2020

Primary Action Items – Administration

Library Remodel

- Develop Library signage plan with Product Architecture
- Coordinate Phase 4 shelving and furniture install
- Coordinate wire management, chair orders, and Verve chair leg issue with Product Architecture and Interior Investment
- Helped facilitate quote for window shades – Admin offices, Adult Services Offices, Youth Services main floor and identified additional windows that need replacement
- OPAC table and seat cushion quote- LFI
- Table legs quote - KI
- Coordinate lobby shelving move for carpet install
- Schedule Phase 4 final cleaning
- Provided input on guest list for Library Open House
- Review and process monthly payout for FQC
- Prepare weekly staff renovation update posts

Remodel Meetings

- 2/10/20 - Review Youth Services signage needs with Amy Teske and Allison Porch
- 2/7, 2/14, 2/21, 2/28 - Attend weekly construction meetings

Other

- Prepare FY 21 payroll schedule
- Prepare and revise professional development request and report forms, committee participation form and procedures
- Payroll processing week of 2/10 and 2/24
- Assist staff with benefit time and schedule requests due to late openings
- 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 – 770
 - Items put into circulation – 947
 - Items catalogued – imported bib records and original cataloging – 79
 - Item record edits/database clean-up – 619
 - Conversion project items – 1,499
 - Repair items (includes disc cleaning) - 158
 - Bibliographic record merges sent to SWAN Support – 33
 - Serial Record Edits – 12
 - Serials – Claimed Issues - 6
- Conversion Projects

- Adult Blu-ray collection – Add front labels – complete except for items currently checked out – Susan
- Juvenile DVD collection – Began adding front labels – currently working on “B” – Susan
- Beginning Readers Leveling project – Approximately 50% complete – Marie
- Holiday Books – Halloween books are complete. Thanksgiving is 50% complete. Christmas books remain to be done - Barb
- **Other**
 - Continue to work with vendors – Ingram and Findaway – regarding processing set up for Nintendo Switch and Findaway Launchpads
 - Followed up with Baker & Taylor regarding two damaged items – no cost replacements received – Susan
 - Processed materials for Spotlight collection displays including Black History month, Bestsellers, Health & Wellness, Women’s History month – TS Staff
 - Parent collection magazines incorporated into Adult magazine collection - Barb

Professional Development

- 2/17/20 – Library calendar training (2.0)
- 2/27/20 – Excel: The Basics Workshop – Barb, Joyce (7.5 x 2)

Meeting Attendance

- 2/3/20 – Tech Services meeting to review Beginning Readers Leveling Project
- 2/3/20 – Meeting with Mary Pellico – professional development request and reporting forms, staffing discussion, performance evaluation timeline
- 2/5/20 – collectionHQ Team meeting
- 2/5, 2/12, 2/19, 2/26/20 – Weekly meetings with Library Director
- 2/6/20 – Cataloging Users Group Meeting – Marie, Barb
- 2/6 and 2/20/20 – Management Team meetings
- 2/10/20 – Review staffing calculation worksheet and billing tracking with Jeri
- 2/7, 2/14, 2/20 – Weekly Business Office Review meetings – Joyce, Mary
- 2/12/20 – Orientation with new Circulation Clerk – Narze Encarcion
- 2/12/20 – Friends of the Library meeting – conduct behind the scenes tour
- 2/12/20 – Meet with Barb to review processing of Bob books and similar beginning reader sets
- 2/13/20 – Meet with Amy Teske and Adriana Albers to review start-up of Launchpad collection
- 2/13/20 – Tech Services meeting to review start of Launchpad collection, Spotlight collection processing and changes to Alpha/Dewey Classification
- 2/18/20 – collectionHQ quarterly review with B & T rep
- 2/19/20 – Library Board meeting

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report February 2020

Databases and Digital Media

- EBSCO database package through SWAN. SWAN is considering a large package of databases from EBSCO for all SWAN libraries. SWAN will review the pricing structure before the March SWAN Board meeting. We currently subscribe to Consumer Reports, Novelist, and Core Collections. This offer would provide access to additional databases with at least a 25% discount over what we are paying for those three databases.
- RBdigital Unlimited package includes 3728 magazine titles available 3/1/2020. 1905 titles are recurring titles and the rest are one-time publications. The one-time publications include coloring books and special publications from various magazines like Woman's Day, Conde Nast, Good Housekeeping. The publications are in multiple languages, including Spanish, German, Russian, and Japanese. We are keeping our subscriptions to digital magazines like US Weekly, Newsweek, Food Network, and O magazine and adding others, including TV guide, Entrepreneur, and Smithsonian.

Programs

- Black History Month Reading Program – 15 people submitted 47 entries. Cindy Todorovic won the Adult prize basket which included a Kindle Fire.
- Young Researchers Grant Project
 - Young Researchers project is a three-year research study led by Rachel M. Magee, an assistant professor in the School of Information Sciences at the U of I U-C. We are one of five partner libraries that will each host a series of learning camps to develop a curriculum that can be used by other teen programmers and to learn more about youth technology use. The teens will develop a research question, design a study, collect and analyze data, and present their findings. Nate Wagner will take the lead for the Library. Staff training will be scheduled this Spring or early Summer and the camps will be scheduled later this year.
- Binge Boxes - We completed all 50 February Binge Box requests with 200 books checked out.

Collection Development

- Spotlight areas – We are still developing practices and procedures for what goes where and how to setup temporary Spotlight displays.

Outreach Activities

- Homebound delivery
44 – Registered patrons
30 – Patrons receiving delivery
174 – Items delivered
- Book Discussion Groups – Crystal and Renee (Circulation) coordinated title selection and interlibrary loan for these institutional book clubs: Colony Park, 2 Windsor Park discussions, and Belmont Village
- Career Online High School
 - This month 1 student completed the self-assessment and then enrolled in the pre-requisite course.
 - We awarded 1 scholarship and have 8 students in Career Online High School.
 - We started the process to purchase an additional 5 scholarships under the partnership with Gale and RAILS.

- February 17 – Park District partnership opportunities, Melissa Adamson, Superintendent of Recreation for the Carol Stream Park District met with Jessica Elder and Amy Teske (YS).
- February 28 – CS Chamber Manufacturers Roundtable - Omar

Meetings and Training

- February 4 – SWAN Cmte. Of the Whole – Laura
- February 5 – CollectionHQ – Laura, Sarah
- February 6 - ARRT Nonfiction Genre study – Sarah
- February 13 – Business Interest Group – Omar
- February 17 – Calendar admin and editor training part 1 – Laura
- February 18 - Calendar admin and editor training part 1 – Laura
- February 18 – CollectionHQ call-in – Laura
- February 19 – World Languages Networking Group - Omar
- February 19 – ARRT Book Club Study – Sarah
- February 20 – Management Team - Laura
- February 20 - Calendar training for event staff – Laura, Crystal, Jessica, Sarah
- February 21 – Calendar training for room reservation staff – Laura, Omar, Jessica
- February 25 - Creating and Assessing Library Outreach Initiatives (RAILS) – Crystal
- February 26 – Open House planning meeting - Jessica
- February 28 -29 – C2E2 conference - Sarah
- Webinars
 - Calendar training - Linda

Information technology

- Helpdesk reports - 26 tickets were opened.
- Laura Hays
 - Security cameras – Noticed that old security cameras were not recording. Dan from HTS came out and determined that the cameras had lost their settings. Reset the cameras and renamed them.
- Library Market calendar
 - Development was completed and training sessions held.
 - Migration planned with online registration ending 2/17. The public launch set for mid-March.
- Community IT staff
 - Wireless Access Points installed in Quiet Room and YS area.
 - Printing and Coin op troubleshooting
 - Outdoor sign computer

Laura Hays
Head of Adult Services

Report for Board of Library Trustees
Circulation Department activities during February 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 13,951 visitors in February.
- Generating and maintaining library accounts for Carol Stream Residents and other library users.
 - We added 177 new registrations.
 - We renewed 372 existing accounts.
- Lending and renewing materials
 - We checked out 17,231 items.
 - We renewed 17,207 items
- Processing “on shelf” holds
 - We processed 3,769 items for pickup.
- Checking in returned materials.
 - We checked in 18,321 items.
- Monitoring materials for damage and routing them to the appropriate staff for repair or replacement.
 - Approximately 159 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 approximately 20,000 items.

In addition:

- Jeri participated in all Management Team meetings in February.
- Jeri participated in SWAN ILL Users group meeting on February 11th.
- Narze Encarnacion began work as a Circulation Clerk on February 12th.
- All completed voters registrations forms were submitted to Wayne Township on February 19th.
- Jeri participated in Library Market Events and Room Booking calendar training on February 17th and 21st.
- The SWAN database was OFFLINE for rebuild on February 23rd. We were able to catch up due to late opening at 3pm and SWAN’s successful completion by 5:30pm.
- Jeri met with Director Westgate and Mary Pellico to discuss department staffing needs.
- Kathie Menzer, Circulation Clerk for past 10 years, retired from the library on February 28th.
- Circulation Staff members participated in training opportunities through Fred Pryor online learning, Perspectives (our EAP provider), and WebJunction.

Submitted 3/08/2020
Jeri L. Cain

Human Resources
Monthly Report
February 2020

Performance Management

- Self-Appraisals have been completed by staff and returned to Managers.
- Performance Review has been updated and incorporated some new features for this year.
- Released performance reviews to Managers for completion.

Recruiting, Onboarding & Exiting

- 707 Visits to the Career Page
- Met with Kaitlyn Frye to discuss how she has been assimilating to the Library. As part of the Onboarding discussion Kaitlyn discussed an interest in the Adult Services Department and will be meeting with a staff member to learn about the Department.
- Phone screened and interviewed 3 candidates for Part-time Youth Services Librarian position. Rabeca McDonald will be joining on the Library on March 31, 2020.
- Have conducted 4 phone interviews and 1 in-person interview for the Circulation Clerk. The Department is seeking 2 new hires.
- The Library welcomed Livia Pierre on March 11 as a Part-time Youth Services Librarian. Coordinate new hire paperwork through onboarding and in person. Attended Orientation with Susan Westgate, Mary Clemens, Allison Porch, Amy Teske and me.

Miscellaneous

- Presented to students at Parent Alliance regarding employment and staying employed. Parent Alliance is an organization that provides employment services to individuals with disabilities. Very rewarding experience.

Addressed questions related to

2 – Time off

3 – Pay

2 – Payroll changes

1 – Demographic change

2 – Benefit

2 – Open positions

Youth Services Report February 2020

Program Highlights

- Homeschool Hangout on February 13 had 27 in attendance. They made Valentines and decorating cookies. Picture to the right.
- On February 28, Laura Spradlin and Amy Danusiar help craft programs where kids from 1st to 8th grade made Cactus Pet Rock creations. A total of 27 came to 2 programs broken up by age. Pictures below.
- Paws for Reading was held in the Create and Learn Center again. 24 were in attendance. Picture below.

Patron Service and Reference

- Amy Danusiar and Clare Meehan found a resource named Bookshare for a young patron who has vision difficulties and can benefit from e-books that can be enlarged on her screen at home.
- Laura Spradlin Francis had a win with one of our challenging regulars when he enjoyed the Binge Box she made for him. He bypassed the treats and went straight for the books and sat down to read. ☺
- Amy Teske put together a raffle basket for Spring Trail Elementary PTO for an annual Fun Fair.

Collection Development

- Staff are winding up collection orders for this fiscal year.

Professional Development

- 2/8 – Webinar: Make Every Read-Aloud Experience Intentional and Instructional – Robin Harwood
- 2/17 – Calendar Training – Amy Teske
- 2/20 – Calendar Training – Laura Spradlin, Amy Danusiar, Leigh Anne Wilson, Adriana Albers, Lise Wise

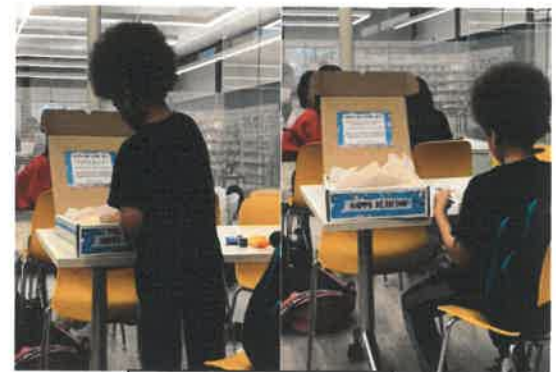
Meeting Attendance

- 2/3, 19, 24 – Birth to 5 Planning Meeting – Amy Teske
- 2/5 – Meeting with Susan Westgate – Amy Teske
- 2/5– Collection HQ Team – Amy Teske, Laura Spradlin Francis
- 2/6, 20 – Management Team Meeting – Amy Teske
- 2/10 – Collection Signage Meeting – Amy Teske with Mary Clemens and Allison Porch
- 2/12 – Calendar Meeting – Amy Teske and Laura Hays
- 2/12 – Youth Services Summer Reading Meeting – All Youth Staff
- 2/13 – Launchpad meeting – Amy Teske, Adriana Albers with Mary Clemens
- 2/17 – Amy Teske and Jessica Elder – Meeting with Melissa Adamson from Park District about collaborations
- 2/19 – Team Preschool meet about programming – Amy Teske, Clare Meehan, Leigh Anne Wilson
- 2/19 – Board Meeting – Amy Teske
- 2/27 – Staff Development Meeting – Amy Teske
- 2/27 – Collection Shifting Meeting – Amy Teske with Mary Clemens

Respectfully Submitted,
Amy Teske, Youth Services Manager



Homeschool Hangout



Binge Box Success!



Paws for Reading



Cactus Pet Rocks





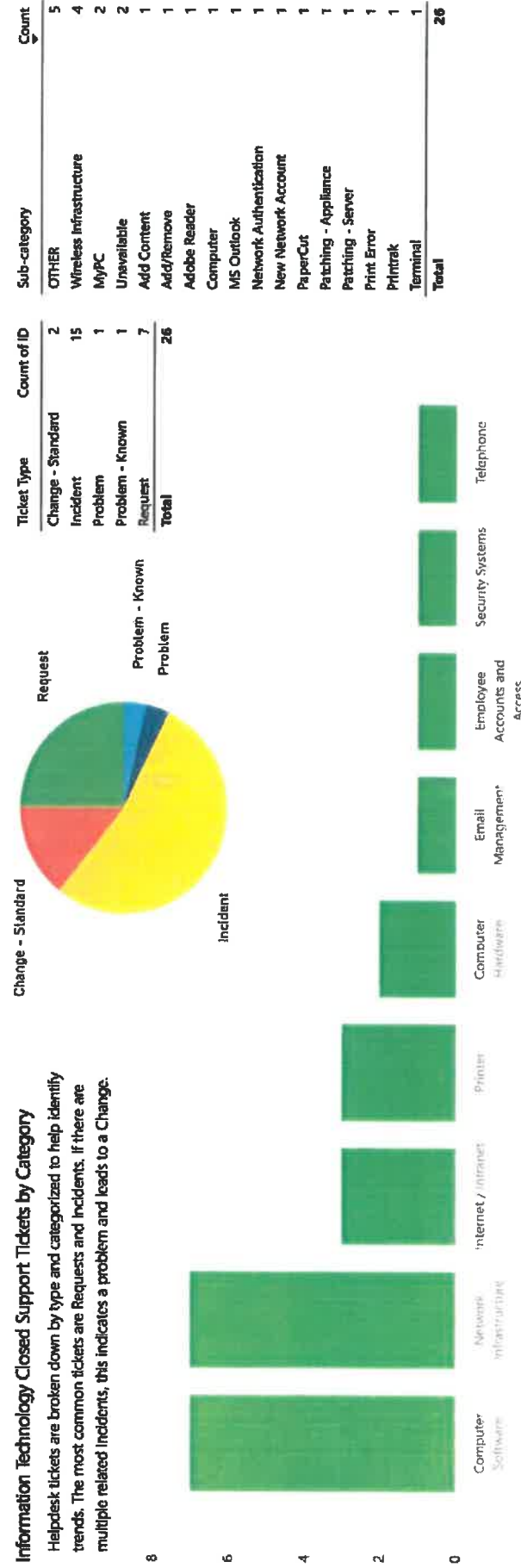
Monthly Report of IT Service

Report Range 2/1/2020 2/29/2020

Support Tickets 26

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.



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.