

**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: July 15, 2020 TIME: 7:00 p.m.**

**PLACE: Carol Stream Public Library, Youth Services Department**

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

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

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- I. CALL TO ORDER  
  
PLEDGE TO THE FLAG  
  
Election of President to Fulfill Vacant Term
- II. ROLL CALL
- III. PUBLIC PARTICIPATION  
  
ADOPTION OF CONSENT AGENDA\*
- IV. APPROVAL OF MINUTES  
A. Minutes of Regular Meeting of June 17, 2020
- V. MONTHLY REPORT OF THE TREASURER  
A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2020
- VI. BOARD AND COMMITTEE REPORTS
- VII. OLD BUSINESS  
None
- VIII. NEW BUSINESS  
A. Recommendation, Re: Approval of FY 21 Quarterly Payments to SWAN Library Consortium
- IX. DISBURSEMENTS  
A. Approval of Disbursements for the Period June 1, 2020 to June 30, 2020,

plus the Addendum for the Meeting of July 15, 2020

- X. REPORT OF THE LIBRARY DIRECTOR  
*(The Library Director submits a report to the Board members containing information pertaining to the items on the meeting agenda for their review prior to the meeting.)*
- XI. MONTHLY STAFF REPORTS
- XII. COMMUNICATIONS  
None
- XIII. ANNOUNCEMENTS  
A. Library Building Open for Grab & Go Services with Limited Hours
- XIV. ADJOURNMENT
- XV. EXECUTIVE SESSION: For the review of minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) and for the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (1).
  - A. Recommendation, Re: Approval of Minutes of the Executive Session of December 18, 2019
  - B. Recommendation, Re: Semi-Annual Review of the Minutes of Executive Session
  - C. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on July 15, 2020

Next Resolution: #290

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Mansi Patel, Secretary  
Board of Library Trustees

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

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

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

**DATE: June 17, 2020                      TIME: 7:00 p.m.**

**PLACE: Due to the closure of the Carol Stream Public Library to the public during the COVID-19 pandemic, the Library conducted an online audio Board Meeting through Zoom to conduct essential business only. The audio recording of the meeting is available online on the Library's website [www.cslibrary.org](http://www.cslibrary.org).**

**I.            CALL TO ORDER**

Vice-President Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:09 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, Jourdan, Lynch, Patel, Olson, and Sheikh.  
Trustee Larimer arrived at 7:15 p.m.

Absent:            None

Also Present:    Director Susan Westgate

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Lynch moved and Trustee Berryman-Gilliam seconded** the establishment of a consent agenda for the Regular Meeting of June 17, 2020. Motion approved.

Ayes ..... 6 Trustees Berryman-Gilliam, Jourdan, Lynch, Patel, Olson, and Sheikh

Nays ..... 0

Absent..... Trustee Larimer

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

Ayes ..... 6 Trustees Berryman-Gilliam, Jourdan, Lynch, Patel, Olson, and Sheikh

Nays ..... 0

Absent..... Trustee Larimer

- A. Minutes of Regular Meeting of May 20, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2020
- C. Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR)
- D. Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2020
- E. Recommendation, Re: Approval of Personnel Policy, Infectious Disease Policy #605
- F. Recommendation, Re: Approval of Fence Replacement
- G. Approval of Disbursements for the Period May 1, 2020 to May 31, 2020, plus the Addendum for the meeting of June 17, 2020
- H. Report of the Library Director
- I. Library Providing Curbside Pick-Up Services, Beginning June 3, 2020
- J. Library Closed for Services July3-July 5, 2020 for the Fourth of July Holiday

**Trustee Olson moved and Trustee Berryman-Gilliam seconded** that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

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

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

Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR)

Background information:

The Library's Annual Report is submitted to the Illinois State Library by July 1 of every year. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2019-April 30, 2020). This past year's data varies from past reports due to the Library's construction project and the forced closing that began on March 14. Both of these events had an impact upon some of the Library's annual statistics. The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2020

Background Information:

Each year, the Board is required to pass the Non-Resident Card fee for the new fiscal year. The Carol Stream Library uses the tax -bill method to calculate non-resident library card fees. It is based upon the year's tax rate that residents pay for their Library taxes. This year's tax rate is .2789% (down from last year's rate of .2938) of a resident's property's assessed value. If a nonresident is a renter, they are charged 15% of their monthly rent. Once this is passed RAILS (Reaching Across Illinois Library System) is notified for their records.

Recommendation, Re: Approval of Personnel Policy, Infectious Disease Policy #605

Background Information:

In response to the recent pandemic that the state and country is experiencing, it is recommended that the Library adopt an Infectious Disease Policy. The policy was developed with resources from HRSource and other sources. It was then reviewed by the Library's attorney. Once adopted, the Library will be better prepared to respond to these types of situations going forward.

Recommendation, Re: Approval of Fence Replacement

Background Information:

The fence that borders the Library's northeast wooded lot has been deteriorating over time. It is now at a point where it will need to be replaced. The fence was originally built in 2005. To replace the fence, will require tearing down the existing fence and installing the new one.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period May 1, 2020 to May 31, 2020, plus the Addendum for the meeting of June 17, 2020 in the amount of \$77,993.73.

**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.

June Employee Anniversaries: Mary Clemens-6/6/94 (Administration/Tech Services); John Steadman-6/14/06 (Circulation); Joseph Geshkewich-6/12/14 (Circulation); **Mary Pellico-6/19/15 (Human Resources) 5 Year Anniversary;** Michael Sothwell-6/24/19 (Circulation)

**Regular Meeting**

**V. NEW BUSINESS**

A. Recommendation, Re: Approval of Addendum to Policy Governing Patron Behavior-Face Covering/Face Mask Requirement

**Trustee Sheikh moved and Trustee Olson seconded** that the Carol Stream Public Library Board of Trustees approve the Addendum to the Policy Governing Patron Behavior-Face Covering/Face Mask Requirement. Motion approved.

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

Background information:

In preparation of opening the Library building with limited access to patrons, it is necessary for the Library to add an addendum to the Policy Governing Patron Behavior. The Addendum addresses the requirement to wear a face mask in the Library and to practice social distancing.

B. Recommendation, Re.: Approval of Phase Four Re-Opening Plan

**Trustee Berryman-Gilliam moved and Trustee Larimer seconded** that the Carol Stream Public Library Board of Trustees approve the Phase Four Re-opening Plan. Motion approved.

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

Background Information:

The Library will begin to provide limited access to the physical building on July 6. This will be a Grab & Go Service for patrons to browse the collections and bring their items to the self-check machines. Computer services and seating will not be available at this time.

C. Discussion: Establishment of a Committee/Task Force on Social Fairness/Acceptance & Inclusion

Background information:

Director Westgate recommended that the Library create a committee comprised of two Board members and several Library staff to discuss what the Library can do as an institution to work towards social fairness. The committee will be able to provide a guide and recommendations to build upon and enhance the things that the Library is already doing to be culturally responsive to the community. Many forms of bias and unconscious bias exist in our society such as race, religion, sexuality, obesity, and others. The Library is in a unique position to provide the community with information, knowledge and programming that can lead to positive change. It is the Library’s goal to provide resources and experiences for our patrons that lead to understanding, acceptance and inclusion of others. The committee would begin meeting this fall. First steps would include developing a name and a mission for the group, that are appropriate to the Library's role in the community.

**VI. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:11 p.m.

June 17, 2020  
Date approved

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Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library  
Treasurer's Report  
Month Ending June 30, 2020**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 1,839,539.10	\$ 1,172,078.51	\$ 3,011,617.61
Working Cash	50,793.75	44.47	50,838.22
FICA	92,814.05	52,371.43	145,185.48
IMRF	111,844.94	57,356.23	169,201.17
Liability Insurance	33,279.24	177.42	33,456.66
Audit	6,618.51	6,011.02	12,629.53
Capital Maintenance & Repair	2,108,519.03	(299,313.43)	1,809,205.60
Building Renovation Loan	<u>2,005.71</u>	<u>118,817.26</u>	<u>120,822.97</u>
<b>TOTAL ALL FUNDS</b>	<u><u>\$ 4,245,414.33</u></u>	<u><u>\$ 1,107,542.91</u></u>	<u><u>\$ 5,352,957.24</u></u>

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

\_\_\_\_\_  
Edward Jourdan, Board President

6/30/20

\_\_\_\_\_  
Nancy Olson, Board Treasurer

6/30/20

\_\_\_\_\_  
Susan Westgate, Library Director

6/30/20

**Carol Stream Public Library  
Treasurer's Report  
Month Ending June 30, 2020**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	51,860.59
WEST SUBURBAN BANK	PAYROLL	212,571.13
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,776,063.81
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,311,567.43
PROPAY	ELECTRONIC	124.28
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,352,957.24</u>



**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**JUNE 30, 2020**

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of June 30, 2020 and May 31, 2020, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date June 30, 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*

July 8, 2020

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

	Jun 30, 20	May 31, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>10-1000 · Library Fund Cash</b>			
10-1006 · WSB General Checking	51,860.59	186,934.86	-135,074.27
10-1008 · WSB Payroll Account	212,571.13	198,913.97	13,657.16
10-1014 · Illinois Funds-Prime	3,311,567.43	3,310,340.66	1,226.77
10-1024 · WSB Money Market Acct	1,776,063.81	152,953.58	1,623,110.23
10-1025 · ProPay	124.28	9.74	114.54
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,341,339.63	-2,203,661.89	-137,677.74
<b>Total 10-1000 · Library Fund Cash</b>	<b>3,011,617.61</b>	<b>1,646,260.92</b>	<b>1,365,356.69</b>
<b>1190 · Allocated Cash-Fund Balances</b>			
20-1090 · Allocated Cash-Working Cash Fd.	50,838.22	50,820.20	18.02
30-1190 · Allocated Cash-FICA Fund	145,185.48	84,507.76	60,677.72
40-1090 · Allocated Cash-IMRF Fund	169,201.17	98,855.97	70,345.20
50-1090 · Allocated Cash-Liability Fund	33,456.66	33,306.66	150.00
60-1090 · Allocated Cash-Audit Fund	12,629.53	6,723.03	5,906.50
70-1090 · Allocated Cash-Capital R&M Fund	1,809,205.60	1,925,547.46	-116,341.86
80-1090 · Allocated Cash-Debt Service	120,822.97	3,900.81	116,922.16
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<b>2,341,339.63</b>	<b>2,203,661.89</b>	<b>137,677.74</b>
<b>Total Checking/Savings</b>	<b>5,352,957.24</b>	<b>3,849,922.81</b>	<b>1,503,034.43</b>
<b>Total Current Assets</b>	<b>5,352,957.24</b>	<b>3,849,922.81</b>	<b>1,503,034.43</b>
<b>TOTAL ASSETS</b>	<b><u>5,352,957.24</u></b>	<b><u>3,849,922.81</u></b>	<b><u>1,503,034.43</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
<b>2900 · Beginning Fund Balances</b>			
10-2900 · Fund Balance-General Fund	1,839,539.10	1,839,539.10	0.00
20-2900 · Fund Balance-Working Cash	50,793.75	50,793.75	0.00
30-2900 · Fund Balance-FICA Fund	92,814.05	92,814.05	0.00
40-2900 · Fund Balance-IMRF Fund	111,844.94	111,844.94	0.00
50-2900 · Fund Balance-Liability	33,279.24	33,279.24	0.00
60-2900 · Fund Balance-Audit	6,618.51	6,618.51	0.00
70-2900 · Fund Balance-Capital R&M	2,108,519.03	2,108,519.03	0.00
80-2900 · Fund Balance-Debt Service	2,005.71	2,005.71	0.00
<b>Total 2900 · Beginning Fund Balances</b>	<b>4,245,414.33</b>	<b>4,245,414.33</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,107,542.91</b>	<b>-395,491.52</b>	<b>1,503,034.43</b>
<b>Total Equity</b>	<b>5,352,957.24</b>	<b>3,849,922.81</b>	<b>1,503,034.43</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,352,957.24</u></b>	<b><u>3,849,922.81</u></b>	<b><u>1,503,034.43</u></b>

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

	Jun 20	May - Jun 20	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
3001 · Property Tax Current	1,833,722.27	1,863,414.34	3,674,461.00	50.71%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	<b>1,833,722.27</b>	<b>1,863,414.34</b>	<b>3,679,461.00</b>	<b>50.64%</b>
3100 · PPR Taxes	13,324.56	14,501.72	40,000.00	36.25%
<b>3200 · Interest Income</b>				
3201 · Interest Income Taxes	0.00	0.00	1,500.00	0.0%
3202 · Interest Income Investments	1,506.51	3,717.15	34,100.00	10.9%
<b>Total 3200 · Interest Income</b>	<b>1,506.51</b>	<b>3,717.15</b>	<b>35,600.00</b>	<b>10.44%</b>
<b>3300 · Patron Payments</b>				
3301 · Fines & Fees	124.63	195.87	16,000.00	1.22%
3302 · Public Copy Payments	71.35	71.35	15,000.00	0.48%
3303 · Non-Resident Card Fees	0.00	0.00	3,000.00	0.0%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
<b>Total 3300 · Patron Payments</b>	<b>195.98</b>	<b>267.22</b>	<b>35,000.00</b>	<b>0.76%</b>
3400 · Donations	0.00	0.00	5,000.00	0.0%
3500 · Developer Contributions	0.00	0.00	2,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	12.57	1,000.00	1.26%
<b>3700 · Grants</b>				
3701 · Per Capita Grants	0.00	0.00	49,600.00	0.0%
<b>Total 3700 · Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>49,600.00</b>	<b>0.0%</b>
3800 · Other Income	0.00	0.00	9,000.00	0.0%
3900 · Reapprop of FY2019 due to COVID	0.00	0.00	150,000.00	0.0%
<b>Total Income</b>	<b>1,848,749.32</b>	<b>1,881,913.00</b>	<b>4,006,661.00</b>	<b>46.97%</b>
<b>Gross Profit</b>	<b>1,848,749.32</b>	<b>1,881,913.00</b>	<b>4,006,661.00</b>	<b>46.97%</b>
<b>Expense</b>				
<b>5100 · Salaries</b>				
5101 · Exempt Staff Salaries	43,440.90	86,881.80	689,000.00	12.61%
5102 · Non-Exempt Staff Salaries	81,838.05	163,895.52	1,317,000.00	12.45%
5103 · Custodial Salaries	5,157.01	10,314.03	83,000.00	12.43%
5105 · Professional Education	384.00	-61.00	18,000.00	-0.34%
5106 · Membership	299.00	299.00	4,000.00	7.48%
5107 · Life Insurance	148.11	291.90	2,000.00	14.6%
5108 · Health Insurance	16,800.69	34,206.00	250,000.00	13.68%
5109 · Benefits, other	25.00	50.00	2,500.00	2.0%
5110 · Trustee Development	0.00	0.00	3,000.00	0.0%
<b>Total 5100 · Salaries</b>	<b>148,092.76</b>	<b>295,877.25</b>	<b>2,368,500.00</b>	<b>12.49%</b>
<b>5200 · Plant Maint.</b>				
5201 · Supplies	883.17	2,400.60	21,000.00	11.43%
5202 · Maintenance/Repair	30.62	885.62	10,000.00	8.86%
5203 · Maintenance Contracts	3,129.00	6,258.00	43,000.00	14.55%
5204 · Landscape Maintenance/Snow Remo	646.00	1,292.00	17,000.00	7.6%

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

	Jun 20	May - Jun 20	Annual Budget	% of Budget
5205 · Furniture/Equipment	1,769.91	1,769.91	10,000.00	17.7%
5206 · Electric-Comm Edison	0.00	7,112.84	38,000.00	18.72%
5207 · Water/Sewer	21.14	95.77	8,000.00	1.2%
5208 · Insurance (Property)	0.00	0.00	12,000.00	0.0%
<b>Total 5200 · Plant Maint.</b>	<b>6,479.84</b>	<b>19,814.74</b>	<b>159,000.00</b>	<b>12.46%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	0.00	0.00	8,000.00	0.0%
5302 · Office & Equipment Supplies	0.00	0.00	7,500.00	0.0%
5303 · Printing	0.00	0.00	5,000.00	0.0%
5304 · Equipment Leasing	1,744.10	3,148.22	22,000.00	14.31%
5305 · Mileage Reimbursement	48.36	48.36	3,000.00	1.61%
5306 · Legal Notices	0.00	0.00	700.00	0.0%
5308 · Business Phone	895.10	1,774.74	17,500.00	10.14%
5309 · Accounting Service	1,050.00	2,100.00	15,000.00	14.0%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	179.61	689.28	7,500.00	9.19%
5312 · Attorney Fees	605.00	605.00	10,000.00	6.05%
5315 · Other Expenditures	0.00	15,000.00	23,000.00	65.22%
5317 · Bank & Credit Card Fees	39.95	39.95	100.00	39.95%
5319 · Security Service	0.00	0.00	25,000.00	0.0%
5321 · Human Resources	1,700.25	1,997.75	10,500.00	19.03%
<b>Total 5300 · Business Exp.</b>	<b>6,262.37</b>	<b>25,403.30</b>	<b>155,800.00</b>	<b>16.31%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	2,384.46	2,384.46	25,000.00	9.54%
5402 · ISP and Web page hosting	167.85	325.70	15,000.00	2.17%
5403 · Computer Software	1,047.09	3,942.09	35,000.00	11.26%
5404 · Tech Support & Repair	900.00	8,110.84	13,000.00	62.39%
5405 · Technical Services Supplies	0.00	34.27	5,000.00	0.69%
5406 · Circulation Supplies	964.16	964.16	3,000.00	32.14%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	0.00	700.00	0.0%
5410 · SWAN Consortium	0.00	0.00	47,000.00	0.0%
5411 · Village IT Services	7,738.04	15,476.08	96,000.00	16.12%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>13,201.60</b>	<b>31,237.60</b>	<b>256,200.00</b>	<b>12.19%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	4,456.04	4,656.04	28,000.00	16.63%
5503 · Adult/Teen Programs	1,699.47	1,699.47	25,000.00	6.8%
5505 · Library Newsletter	1,938.00	1,938.00	47,000.00	4.12%
5509 · Library Publicity and Promotion	214.98	859.06	30,000.00	2.86%
<b>Total 5500 · Services</b>	<b>8,308.49</b>	<b>9,152.57</b>	<b>130,000.00</b>	<b>7.04%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	1,115.58	1,115.58	46,000.00	2.43%
5606 · Youth Services Media	380.47	380.47	22,000.00	1.73%
5630 · Adult Books	1,161.62	1,684.59	75,000.00	2.25%

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

	Jun 20	May - Jun 20	Annual Budget	% of Budget
5634 · Online Resources	0.00	0.00	35,000.00	0.0%
5635 · Magazines & Newspapers	1,732.05	8,852.64	12,000.00	73.77%
5637 · Adult Media	3,219.65	3,219.65	60,000.00	5.37%
5651 · Digital Media	5,521.82	19,334.51	80,000.00	24.17%
5652 · Grant/Award Expense	7,811.40	7,811.40	49,600.00	15.75%
<b>Total 5600 · Collection</b>	<b>20,942.59</b>	<b>42,398.84</b>	<b>379,600.00</b>	<b>11.17%</b>
<b>6600 · Payroll Expenses</b>				
6610 · FICA Expense	9,592.13	19,199.93	150,000.00	12.8%
6620 · Illinois Municipal Retirement F	14,549.03	28,930.28	200,000.00	14.47%
<b>Total 6600 · Payroll Expenses</b>	<b>24,141.16</b>	<b>48,130.21</b>	<b>350,000.00</b>	<b>13.75%</b>
<b>6900 · Operating Xfers In (Out)</b>				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
<b>Total 6900 · Operating Xfers In (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.0%</b>
7101 · Liability Insurance	0.00	0.00	20,000.00	0.0%
7102 · Risk Management expense	520.00	520.00	4,000.00	13.0%
7103 · Unemployment Compensation Insur	0.00	0.00	3,000.00	0.0%
7201 · Audit Expense	676.00	676.00	12,000.00	5.63%
<b>7400 · Capital Expenditures</b>				
7401 · Furniture	0.00	0.00	20,000.00	0.0%
7402 · Parking Lot Repair	0.00	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	0.00	75,000.00	0.0%
7405 · Memorials	115.91	115.91	1,500.00	7.73%
7406 · Other Capital Expenditures	5,274.05	11,074.05	35,000.00	31.64%
<b>Total 7400 · Capital Expenditures</b>	<b>5,389.96</b>	<b>11,189.96</b>	<b>193,500.00</b>	<b>5.78%</b>
<b>7500 · Special Capital Projects</b>				
7504 · Light Bright Fixture	0.00	12,092.00		
7505 · Recover Partition Wall	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	0.00	40,000.00	0.0%
7508 · Library Remodel 2019-20	109,100.12	275,277.62		
7509 · Security Camera Upgrades	2,600.00	2,600.00		
<b>Total 7500 · Special Capital Projects</b>	<b>111,700.12</b>	<b>289,969.62</b>	<b>65,000.00</b>	<b>446.11%</b>
<b>Total Expense</b>	<b>345,714.89</b>	<b>774,370.09</b>	<b>4,096,700.00</b>	<b>18.9%</b>
<b>Net Ordinary Income</b>	<b>1,503,034.43</b>	<b>1,107,542.91</b>	<b>-90,039.00</b>	<b>-1,230.07%</b>
<b>Other Income/Expense</b>				
Other Expense				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>234,461.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-234,461.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>1,503,034.43</b>	<b>1,107,542.91</b>	<b>-324,500.00</b>	<b>-341.31%</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund		40-IMRF Fund		50-Liability Fund	
	Jun 20	May - Jun 20	Jun 20	May - Jun 20	Jun 20	May - Jun 20	Jun 20	May - Jun 20	Jun 20	Jun 20
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
3000 · Property Taxes	1,554,471.03	1,579,570.66	0.00	0.00	70,236.91	71,490.09	84,854.54	86,188.58	658.19	
3100 · PPR Taxes	13,324.56	14,501.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3200 · Interest Income	652.77	1,610.64	18.02	44.47	32.94	81.27	39.69	97.93	11.81	
3300 · Patron Payments	195.98	267.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3600 · RBP/ILL Reimbursements	0.00	12.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Income</b>	<b>1,568,644.34</b>	<b>1,595,962.81</b>	<b>18.02</b>	<b>44.47</b>	<b>70,269.85</b>	<b>71,571.36</b>	<b>84,894.23</b>	<b>86,286.51</b>	<b>670.00</b>	
<b>Expense</b>										
5100 · Salaries	148,092.76	295,877.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5200 · Plant Maint.	6,479.84	19,814.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5300 · Business Exp.	6,262.37	25,403.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5400 · Automat. & Dept. Oper.	13,201.60	31,237.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5500 · Services	8,308.49	9,152.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5600 · Collection	20,942.59	42,398.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,592.13	19,199.93	14,549.03	28,930.28	0.00	
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00	
7201 · Audit Expense	0.00	0.00	0.00	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	0.00	0.00	0.00	
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expense</b>	<b>203,287.65</b>	<b>423,884.30</b>	<b>0.00</b>	<b>0.00</b>	<b>9,592.13</b>	<b>19,199.93</b>	<b>14,549.03</b>	<b>28,930.28</b>	<b>520.00</b>	
<b>Net Ordinary Income</b>	<b>1,365,356.69</b>	<b>1,172,078.51</b>	<b>18.02</b>	<b>44.47</b>	<b>60,677.72</b>	<b>52,371.43</b>	<b>70,345.20</b>	<b>57,356.23</b>	<b>150.00</b>	
<b>Net Income</b>	<b>1,365,356.69</b>	<b>1,172,078.51</b>	<b>18.02</b>	<b>44.47</b>	<b>60,677.72</b>	<b>52,371.43</b>	<b>70,345.20</b>	<b>57,356.23</b>	<b>150.00</b>	



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

	50-Liability Fund		60-Audit Fund		70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	May - Jun 20	Jun 20	May - Jun 20	Jun 20	May - Jun 20	Jun 20	May - Jun 20	Jun 20	May - Jun 20	Jun 20
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
3000 · Property Taxes	668.28	6,580.15	6,681.22	0.00	0.00	0.00	116,921.45	118,815.51	1,833,722.27	1,863,414.34
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,324.56	14,501.72
3200 · Interest Income	29.14	2.35	5.80	748.22	1,846.15	0.71	0.00	1.75	1,506.51	3,717.15
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.98	267.22
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.57
<b>Total Income</b>	<b>697.42</b>	<b>6,582.50</b>	<b>6,687.02</b>	<b>748.22</b>	<b>1,846.15</b>	<b>116,922.16</b>	<b>118,817.26</b>	<b>118,817.26</b>	<b>1,848,749.32</b>	<b>1,881,913.00</b>
<b>Gross Profit</b>	<b>697.42</b>	<b>6,582.50</b>	<b>6,687.02</b>	<b>748.22</b>	<b>1,846.15</b>	<b>116,922.16</b>	<b>118,817.26</b>	<b>118,817.26</b>	<b>1,848,749.32</b>	<b>1,881,913.00</b>
<b>Expense</b>										
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148,092.76	295,877.25
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,479.84	19,814.74
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,262.37	25,403.30
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,201.60	31,237.60
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,308.49	9,152.57
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,942.59	42,398.84
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,141.16	48,130.21
7102 · Risk Management expense	520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00	520.00
7201 · Audit Expense	0.00	676.00	676.00	0.00	0.00	0.00	0.00	0.00	676.00	676.00
7400 · Capital Expenditures	0.00	0.00	0.00	5,389.96	11,189.96	0.00	0.00	0.00	5,389.96	11,189.96
7500 · Special Capital Projects	0.00	0.00	0.00	111,700.12	289,969.62	0.00	0.00	0.00	111,700.12	289,969.62
<b>Total Expense</b>	<b>520.00</b>	<b>676.00</b>	<b>676.00</b>	<b>117,090.08</b>	<b>301,159.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>345,714.89</b>	<b>774,370.09</b>
<b>Net Ordinary Income</b>	<b>177.42</b>	<b>5,906.50</b>	<b>6,011.02</b>	<b>-116,341.86</b>	<b>-299,313.43</b>	<b>116,922.16</b>	<b>118,817.26</b>	<b>118,817.26</b>	<b>1,503,034.43</b>	<b>1,107,542.91</b>
<b>Net Income</b>	<b>177.42</b>	<b>5,906.50</b>	<b>6,011.02</b>	<b>-116,341.86</b>	<b>-299,313.43</b>	<b>116,922.16</b>	<b>118,817.26</b>	<b>118,817.26</b>	<b>1,503,034.43</b>	<b>1,107,542.91</b>

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

June 2020

Date	Memo	Account	Amount
<b>Access One, Inc.</b>			
06/15/2020	Inv. #4545876	5308 · Business Phone	0.00
06/15/2020	Inv. #4545876	5308 · Business Phone	-875.10
			<u>-875.10</u>
<b>Total Access One, Inc.</b>			
<b>Amazon</b>			
06/29/2020	M. Magnus Retirement Giftcard	5321 · Human Resources	-240.00
			<u>-240.00</u>
<b>Total Amazon</b>			
<b>AMAZON/SYNCB</b>			
06/26/2020	Inv. #754695876953	7406 · Other Capital Expenditures	-631.80
06/26/2020	Inv. #449737536953	5201 · Supplies	-41.20
06/26/2020	Inv. #454697474455	5205 · Furniture/Equipment	-199.98
06/26/2020	Inv. #749589833893	5201 · Supplies	-29.00
06/26/2020	Inv. #749589833893	5406 · Circulation Supplies	-276.94
06/26/2020	Inv. #463369535848	5201 · Supplies	-18.71
06/26/2020	Inv. #553463599777	5401 · Automation Hardware	-63.04
06/26/2020	Inv. #996833639575	5401 · Automation Hardware	-329.70
06/26/2020	Inv. #444787855374	5401 · Automation Hardware	-463.92
06/26/2020	Inv. #649698457765	5205 · Furniture/Equipment	-38.97
06/26/2020	Inv. #686585957884	5501 · Youth Services Programs	-251.85
06/26/2020	Inv. #588677885646	5205 · Furniture/Equipment	-116.94
06/26/2020	Inv. #495958488866	5205 · Furniture/Equipment	-65.16
06/26/2020	Inv. #463734574437	5205 · Furniture/Equipment	-59.98
06/26/2020	Inv. #558656655999	5201 · Supplies	-90.81
06/26/2020	Inv. #686549478873	5501 · Youth Services Programs	-129.80
06/26/2020	Inv. #448699936576	5501 · Youth Services Programs	-202.52
06/26/2020	Inv. #457834843838	5503 · Adult/Teen Programs	-17.97
06/26/2020	Inv. #464989998759	5630 · Adult Books	-17.93
			<u>-3,046.22</u>
<b>Total AMAZON/SYNCB</b>			
<b>American Library Association</b>			
06/29/2020	ALA Conf. Canc. - Danusiar	5105 · Professional Education	365.00
			<u>365.00</u>
<b>Total American Library Association</b>			
<b>Ancel Glink, P.C.</b>			
06/15/2020	Statement #76204	5312 · Attorney Fees	-605.00
			<u>-605.00</u>

## Carol Stream Public Library Expenses by Vendor Detail

June 2020  
Memo

Date	Memo	Account	Amount
<b>Total Ancel Glink, P.C.</b>			
			-605.00
<b>Andertoons, LLC</b>			
			-350.00
<b>Total Andertoons, LLC</b>			
			-350.00
<b>ARC1 Electric</b>			
			-2,302.25
<b>Total ARC1 Electric</b>			
			-2,302.25
<b>Baker &amp; Taylor</b>			
			-1,115.58
<b>Total Baker &amp; Taylor</b>			
			-1,115.58
<b>Barcode Bonaza</b>			
			-1,867.16
<b>Total Barcode Bonaza</b>			
			-1,867.16
<b>Case Lots, Inc.</b>			
			-368.00
<b>Total Case Lots, Inc.</b>			
			-368.00
<b>CDW Governmental Inc.</b>			
			-812.02
<b>Total CDW Governmental Inc.</b>			
			-812.02
<b>Chicago Tribune</b>			
			-583.50
<b>Total Chicago Tribune</b>			
			-583.50
<b>Comcast</b>			
			-1,395.52
<b>Total Comcast</b>			
			-1,395.52
<b>Commercial Specificities, Inc.</b>			
			-167.85
<b>Total Commercial Specificities, Inc.</b>			
			-167.85
<b>Complete Cleaning Co., Inc.</b>			
			-2,970.00
<b>Total Complete Cleaning Co., Inc.</b>			
			-2,970.00
<b>Total Complete Cleaning Co., Inc.</b>			
			-1,810.00
<b>Total Complete Cleaning Co., Inc.</b>			
			-1,810.00

## Carol Stream Public Library Expenses by Vendor Detail

June 2020  
Memo

Costco	Date	Memo	Account	Amount
Total Costco	06/29/2020	Candy for YS Binge Boxes	5501 · Youth Services Programs	-30.50
<b>Creekside Printing</b>				-30.50
Total Creekside Printing	06/15/2020	Inv. #1743	5505 · Library Newsletter	-1,938.00
<b>CrowdControlstore.com</b>				-1,938.00
Total CrowdControlstore.com	06/29/2020	8/set stanchions	5205 · Furniture/Equipment	-559.00
<b>Deep Surplus</b>				-559.00
Total Deep Surplus	06/15/2020	20-5' Cat6 patch cables	5401 · Automation Hardware	-48.56
<b>Ebsco Information Services</b>				-48.56
Total Ebsco Information Services	06/15/2020	Inv. #1602120 [\$455.86 less Credit Memo #200561; 5635 · Magazines & Newspapers		0.00
<b>Examiner Publications, Inc.</b>				0.00
Total Examiner Publications, Inc.	06/15/2020	Inv. #52937	5509 · Library Publicity and Promotion	-45.00
<b>Findaway World, LLC</b>				-45.00
Total Findaway World, LLC	06/15/2020	Inv. #320010	5637 · Adult Media	-278.88
<b>Fox Valley Fire &amp; Safety Company, Inc.</b>				-135.19
Total Fox Valley Fire & Safety Company, Inc.	06/15/2020	Inv. #320010	5606 · Youth Services Media	-135.19
<b>Frederick Quinn Corporation (FQC)</b>				-244.13
Total Frederick Quinn Corporation (FQC)	06/15/2020	Inv. #319995	5637 · Adult Media	-244.13
<b>Gale/Cengage Learning Inc.</b>				-113.19
Total Gale/Cengage Learning Inc.	06/15/2020	Inv. #319995	5606 · Youth Services Media	-113.19
<b>Fox Valley Fire &amp; Safety Company, Inc.</b>				-771.39
Total Fox Valley Fire & Safety Company, Inc.	06/15/2020	Inv. #IN00353806	7102 · Risk Management expense	-300.00
<b>Frederick Quinn Corporation (FQC)</b>				-220.00
Total Frederick Quinn Corporation (FQC)	06/15/2020	Inv. #IN00356457	7102 · Risk Management expense	-220.00
<b>Fox Valley Fire &amp; Safety Company, Inc.</b>				-520.00
Total Fox Valley Fire & Safety Company, Inc.	06/29/2020	5/1-5/31/20	7508 · Library Remodel 2019-20	-105,164.00
<b>Frederick Quinn Corporation (FQC)</b>				-105,164.00
Total Frederick Quinn Corporation (FQC)	06/15/2020	Inv. #70601089	5630 · Adult Books	-112.46

# Carol Stream Public Library Expenses by Vendor Detail

June 2020

Date	Memo	Account	Amount
06/15/2020	Inv. #70601128	5630 · Adult Books	-168.69
06/15/2020	Inv. #70601153	5630 · Adult Books	-110.96
			-392.11
Total Gale/Cengage Learning Inc.			
<b>Garvey's Office Products</b>			
06/15/2020	Inv. #PINV1923487	5201 · Supplies	-131.88
			-131.88
Total Garvey's Office Products			
<b>Good Start Packaging</b>			
06/29/2020	Curbside service paperbags	5406 · Circulation Supplies	-586.55
			-586.55
Total Good Start Packaging			
<b>Green, Scott</b>			
06/29/2020	Fam. Magic Show 20200707	5501 · Youth Services Programs	-735.00
			-735.00
Total Green, Scott			
<b>Head, Belynda</b>			
06/15/2020	Virtual Line Dance Pgm. - 7/13/20	5503 · Adult/Teen Programs	-150.00
			-150.00
Total Head, Belynda			
<b>Heritage Technology Solutions</b>			
06/15/2020	Inv. #215224	7509 · Security Camera Upgrades	-2,600.00
			-2,600.00
Total Heritage Technology Solutions			
<b>Home Depot Credit Services</b>			
06/15/2020	Inv. #5020850	5201 · Supplies	-78.89
06/15/2020	Inv. #9104638	5201 · Supplies	-55.41
06/15/2020	Inv. #5202356	5201 · Supplies	6.01
			-128.29
Total Home Depot Credit Services			
<b>HR Source</b>			
06/15/2020	Returning to Work Webinar - Pellico	5105 · Professional Education	-25.00
06/15/2020	Webinar-Returning to Work- Westgate	5105 · Professional Education	-25.00
06/15/2020	Inv. #FY21-100	5321 · Human Resources	-1,040.00
			-1,090.00
Total HR Source			
<b>Impressions in Stone</b>			
06/15/2020	Inv. #11042	7405 · Memorials	-115.91
			-115.91
Total Impressions in Stone			
<b>Ingram Library Services</b>			
06/15/2020	Inv. #67194768	5637 · Adult Media	-768.62
			-768.62
Total Ingram Library Services			

# Carol Stream Public Library Expenses by Vendor Detail

June 2020  
Memo

Date	Memo	Account	Amount
<b>Total Ingram Library Services</b>			
<b>Interior Investments, LLC</b>			
06/15/2020	Inv. #167289	7508 · Library Remodel 2019-20	-768.62
<b>Total Interior Investments, LLC</b>			
<b>Interiors for Business, Inc.</b>			
06/29/2020	Inv. #979800	5202 · Maintenance/Repair	-966.12
<b>Total Interiors for Business, Inc.</b>			
<b>Jewel Food Stores / Jewel Osco</b>			
06/29/2020	New Hire Refreshments	5321 · Human Resources	-30.62
<b>Total Jewel Food Stores / Jewel Osco</b>			
<b>LeClair, Kim</b>			
06/26/2020	20200629 Musical Improv Prg.	5503 · Adult/Teen Programs	-10.25
<b>Total LeClair, Kim</b>			
<b>Little People's Cove</b>			
06/29/2020	HABA Forest Wall Activity-Early Lit.	5205 · Furniture/Equipment	-100.00
<b>Total Little People's Cove</b>			
<b>M Dance Center LLC - dba Flourish Dance</b>			
06/15/2020	Fancy Feet - Jan, Feb, Mar, Apr	5501 · Youth Services Programs	0.00
06/15/2020	Fancy Feet May & June 2020	5501 · Youth Services Programs	-100.00
06/15/2020	Fancy Feet Jan, Feb, Mar, Apr - FY20	5501 · Youth Services Programs	-200.00
<b>Total M Dance Center LLC - dba Flourish Dance</b>			
<b>MailChimp</b>			
06/15/2020	Mthly. Sub.	5509 · Library Publicity and Promotion	-84.99
06/29/2020	Mthly. Sub.	5509 · Library Publicity and Promotion	-84.99
<b>Total MailChimp</b>			
<b>McClure, Inserra &amp; Company Chartered</b>			
06/15/2020	Inv. #11432	5309 · Accounting Service	-1,050.00
06/15/2020	Inv. #11432	7201 · Audit Expense	-676.00
<b>Total McClure, Inserra &amp; Company Chartered</b>			
<b>Midwest Tape</b>			
06/15/2020	Several invoices	5606 · Youth Services Media	-132.09
06/15/2020	Several invoices	5637 · Adult Media	-1,928.02
06/15/2020	Several invoices	5651 · Digital Media	-5,429.35

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

June 2020  
Memo

	Date	Memo	Account	Amount
Total Midwest Tape				-7,489.46
<b>MNJ Technologies Direct, INC.</b>				
	06/15/2020	Inv. #3729394	5403 · Computer Software	-96.67
	06/29/2020	Inv. #0003731914	5401 · Automation Hardware	-170.40
Total MNJ Technologies Direct, INC.				-267.07
<b>Morningstar, Inc.</b>				
	06/15/2020	7/1/20-7/1/21	5652 · Grant/Award Expense	-2,497.00
Total Morningstar, Inc.				-2,497.00
<b>Oriental Trading Company</b>				
	06/29/2020	SRP 2020 Prizes	5501 · Youth Services Programs	-948.62
Total Oriental Trading Company				-948.62
<b>OverDrive, Inc.</b>				
	06/15/2020	Inv. #20160890	5651 · Digital Media	-92.47
Total OverDrive, Inc.				-92.47
<b>Packlane</b>				
	06/29/2020	250 Binge boxes-AS	5503 · Adult/Teen Programs	-1,467.85
	06/29/2020	Refund for tax charged	5503 · Adult/Teen Programs	86.35
	06/29/2020	250 Mailer Boxes	5501 · Youth Services Programs	-1,507.75
Total Packlane				-2,889.25
<b>Paylocity</b>				
	06/15/2020	Inv. #106587716	5311 · Payroll Service	-179.61
Total Paylocity				-179.61
<b>PDQ.com</b>				
	06/15/2020	1 yr. Renewals - PDQ Deploy & Inventory Enterprise	5404 · Tech Support & Repair	-900.00
Total PDQ.com				-900.00
<b>PODS</b>				
	06/15/2020	Storage Cont. Lease (4/15 -5/14/20)	5304 · Equipment Leasing	-169.99
	06/29/2020	Rental 2/15-3/14/20	5304 · Equipment Leasing	-169.99
Total PODS				-339.98
<b>Precision Control Systems of Chicago, Inc</b>				
	06/15/2020	Inv. #39141	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc				-1,319.00
<b>Propay</b>				

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

June 2020

	<b>Date</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
Total Propay	06/29/2020	Annual Renewal Fee	5317 · Bank & Credit Card Fees	-39.95
<b>Proquest LLC</b>				-39.95
Total Proquest LLC	06/15/2020	Inv. #70626592	5652 · Grant/Award Expense	-5,314.40
<b>Raci, Isabel</b>				-5,314.40
Total Raci, Isabel	06/15/2020	Chair Yoga - 6/16/20	5503 · Adult/Teen Programs	-50.00
<b>Sebert Landscaping, Inc.</b>				-50.00
Total Sebert Landscaping, Inc.	06/15/2020	Inv. #202587	5204 · Landscape Maintenance/Snow Remo	-646.00
<b>Staples</b>				-646.00
Total Staples	06/15/2020	Inv. #3447964958	5106 · Membership	-299.00
<b>Store Supply Warehouse</b>				-299.00
Total Store Supply Warehouse	06/15/2020	10/500 Plastic Bags	5406 · Circulation Supplies	-100.67
<b>Suburban Life Media</b>				-100.67
Total Suburban Life Media	06/15/2020	1 yr. Renewal	5635 · Magazines & Newspapers	-52.00
<b>Target Stores</b>				-52.00
Total Target Stores	06/15/2020	51 Gift Cardsfor Library Workers' Day	5321 · Human Resources	-410.00
<b>TIAA Commercial Finance</b>				-410.00
Total TIAA Commercial Finance	06/29/2020	Inv. #7281799	5304 · Equipment Leasing	-1,404.12
<b>Tracfone</b>				-1,404.12
Total Tracfone	06/29/2020	1 LG Rebel smartphone (\$34.99+\$5.36 tax to be ref.5401 · Automation Hardware		-40.35
<b>Upstaging, Inc.</b>				-20.00
Total Upstaging, Inc.	06/29/2020	\$20/mth Unlimited talk&text: 1gb data plan (630-297 5308 · Business Phone		-20.00
Total Upstaging, Inc.	06/15/2020	Counter shields & partition walls	7406 · Other Capital Expenditures	-60.35
				-2,340.00
				-2,340.00



## Carol Stream Public Library Expenses by Vendor Detail

June 2020

Village of Carol Stream	Date	Memo	Account	Amount
Total Village of Carol Stream	06/15/2020	Inv. #4404	5411 · Village IT Services	-7,738.04
<b>Village of Carol Stream - Benefits</b>				<u>-7,738.04</u>
	06/29/2020	Inv. #4405	5107 · Life Insurance	-148.11
	06/29/2020	Inv. #4405	5108 · Health Insurance	-21,273.29
	06/29/2020	Inv. #4405	5109 · Benefits, other	-25.00
				<u>-21,446.40</u>
<b>Total Village of Carol Stream - Benefits</b>				
<b>Village of Carol Stream - IMRF</b>				
	06/29/2020	6/5-6/19/20	6620 · Illinois Municipal Retirement F	-14,549.03
				<u>-14,549.03</u>
<b>Total Village of Carol Stream - IMRF</b>				
<b>Village of Carol Stream - Water Dept.</b>				
	06/15/2020	Bill #01610874	5207 · Water/Sewer	0.00
	06/15/2020	Bill #01610874	5207 · Water/Sewer	-21.14
				<u>-21.14</u>
<b>Total Village of Carol Stream - Water Dept.</b>				
<b>Western First Aid &amp; Safety</b>				
	06/29/2020	Inv. #ORD4-004675	5201 · Supplies	-75.28
				<u>-75.28</u>
<b>Total Western First Aid &amp; Safety</b>				
<b>Zoom Video Communications</b>				
	06/15/2020	Inv. #INV18517683	5403 · Computer Software	-138.40
				<u>-138.40</u>
<b>Total Zoom Video Communications</b>				
<b>TOTAL</b>				<u><u>-209,408.00</u></u>

Total Disbursements for June 1, 2020 through June 30, 2020

Approved by the Library Board of Trustees July 15, 2020

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

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

**Carol Stream Public Library**  
**Account QuickReport**  
 June 2020

Type	Date	Num	Name	Memo	Split	Amount
<b>5100 · Salaries</b>						
<b>5105 · Professional Education</b>						
General Journal	06/30/2020	MI605		Record June,...	-SPLIT-	699.00
Total 5105 · Professional Education						699.00
Total 5100 · Salaries						699.00
<b>5300 · Business Exp.</b>						
<b>5305 · Mileage Reimbursement</b>						
General Journal	06/30/2020	MI605		Record June,...	5105 · Profess...	48.36
Total 5305 · Mileage Reimbursement						48.36
Total 5300 · Business Exp.						48.36
<b>5400 · Automat. &amp; Dept. Oper.</b>						
<b>5401 · Automation Hardware</b>						
General Journal	06/30/2020	MI605		Record June,...	5105 · Profess...	39.99
Total 5401 · Automation Hardware						39.99
Total 5400 · Automat. & Dept. Oper.						39.99
<b>TOTAL</b>						<b>787.35</b>

**Deduction Listing**

Check Dates: 06/05/2020 to 06/19/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020060501 - 2020061901

Pay Periods: 05/17/2020 to 05/30/2020

**REIMB -- REIMBURSEMENT**

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-8.63
Clemens, Mary	5		01	-39.73
Farrell, Joyce C.	1103		10	-199.00
Hays, Laura	1007		02	-39.99
Rentfleish, Anjali	1190		13	-500.00
<b>Totals for REIMB -- REIMBURSEMENT</b>			<b>5 Employees</b>	<b>-787.35</b>

**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-787.35
<b>Totals</b>			<b>5</b>	<b>-787.35</b>



Paylocity Corporation  
(888) 873-8205

User: mclemens

Run on 6/15/2020 at 1:51 PM

## **LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**

**July 15, 2020**

### **Approval of Quarterly SWAN Payments**

I am requesting the Board approve the annual quarterly payments to SWAN. Our quarterly payments will be in the amount of \$11,715.50 for a total annual fee of \$46,862. This is a decrease of 0.5% less than last year's fees, a savings of \$230. Fees are calculated using a base fee for all members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY20 each member library received a reduction of their fees of \$5,703 from the RAILS grant. For FY21 each member library received a reduction of \$6,109 to their fees, a difference of \$406. This is an increase of grant funds of 7.2% from the FY20 grant amount. Board approval is required for payments exceeding \$10,000.

### **Audit Update and Audit Trustee Questionnaire**

The auditors did a Zoom meeting with Assistant Director Clemens and myself on June 26 for the preliminary audit work and will be working remotely with Library staff August 17-19 to complete the final audit work. All Trustees will soon be receiving correspondence from the auditor firm (Sikich) regarding fraud and you will need to complete the questionnaire and mail it back to them in order for us to complete the auditing process.

### **Re-opening to the Public-Welcome Back!**

The Library building opened on Monday, July 6. We have a Welcome Table and hand sanitizer at the entrance that is manned by a staff member at all times. Patrons are required to have a mask on and use the hand sanitizer as they enter the building. We have only had to give out a handful of masks. The majority of patrons have their own. Originally one of our guidelines was only to open to patrons ages 16 and up. Starting Monday, July 13, we are permitting children ages 15 and under to enter the building if accompanied by a parent or adult caregiver. It has been very manageable. Curb side pick up is still very popular. Copier, fax and scanner are available. Adult Services staff are doing print jobs for patrons that email them their file.

Here are our numbers from last week:

- 326 total count/40 hours = avg. 8 people per hour
- Highest count at one time – 20 patrons in the building
- Frequency of 0-4 patrons in building, 5 times
- Frequency of 5-9 patrons in building, 17 times
- Frequency of 10-14 patrons in building, 11 times
- Frequency of 15-19 patrons in building, 6 times
- Frequency of 20+ patrons in building, 1 time

### **Self-Check Machines**

The new self-check machines are now available for patron use. There is one located in the Youth Services Department and one in the lobby. The third self-check machine has currently been removed from the lobby in order to maintain social distancing guidelines. The machines are currently able to check out items and provide a print or email receipt. Patrons can also view their accounts. The current languages available are English and Spanish. We are hoping to get the languages expanded, hold check-out features, and volume control working in the near future. The self-check machines use an android

platform and do not require a network connection. Carol Stream is the first Library to be set up with this new platform and there are still a few bugs that need to be worked out to enable the enhanced features.

### **2020 Census**

We have been able to set-up and provide a laptop in the Create & Learn Center for members of the community to complete the 2020 Census online. Notice has been sent to the Village regarding this availability as well as some Social Media postings.

### **Renovation Update**

I met with the architects and construction manager in late June and we put together the final punch list for the project. It is comprised of mostly minor items such as some paint touch ups, caulking, cracked floor plate, etc.

Most of the more significant items were addressed in the past few weeks:

- Water wall jets were cleaned and adjusted. One of the light bars is not fully functional. The green does not work. The installer is checking with the light company to see if the bar is still under warranty to arrange for replacement. We currently have it on blue for now.
- Maintenance and Administration staff were trained on the main lighting control panel functions and the lighting panel in the meeting rooms.
- Some of the new window replacements had to be resealed in a few spots.
- The meeting room hallway white display shelving is scheduled to be reinstalled on July 14. It will have a dark grey wood grain background with grey shelves.
- The flooring installer came in last week to address a variety of small carpet pops out on the main floor.
- Minor adjustments were made to some of the lighting fixtures.
- We experienced a sewer back-up in the Family Restroom on Thursday afternoon. Roto-Rooter was contacted and came in to take care of the problem. The CM will be contacting the renovation project plumber to see what may have caused the issue.

### **Landscaping**

In order to have access to do the fence replacement work, it will be necessary to remove the plant growth along the fence line. I have made arrangements with our landscape company to accomplish this work. I have also been working with our landscaper and have developed some plans for improvement to the areas in front of the meeting room and on the east side of the building. We are looking in to making some modifications to the original maze plan so that we will not be causing water displacement that would require us to do a lot of re-grading along the east and west sides of the building. Deep entrance steps will be installed on the east side using treated landscape timbers and stone after the maze installation is complete. Current plans for the maze installation are late summer/fall. Following the completion of this project, we will remove the stone drive and replant grass along the east side of the building.

### **July Employee Anniversaries**

Ron Anderson, Maintenance – 7/17/06; Omar Kushad, Adult Services – 7/11/11; Cheryl Walek, Circulation – 7/18/11; Thoana Lagunas, Circulation – 7/13/16; Angela Sheppard, Circulation – 7/30/18

Susan Westgate, Library Director

<b>Carol Stream Public Library - Monthly Librarian's Report FY 2020-2021</b>	
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	June FY 19-20	June FY 20-21	Current YTD
<b>Use of Library Resources/Services</b>			
<b>Circulation Activity</b>			
Books	14,479	<b>5,147</b>	<b>5,206</b>
Videos	4,717	<b>1,100</b>	<b>1,129</b>
Audio	997	<b>289</b>	<b>297</b>
Periodicals	324	<b>13</b>	<b>13</b>
Other	281	<b>45</b>	<b>46</b>
E-books	2,086	<b>3,768</b>	<b>7,616</b>
E-Audio	1,217	<b>1,906</b>	<b>3,829</b>
E-Video	140	<b>610</b>	<b>1,328</b>
Digital magazines	396	<b>654</b>	<b>1,402</b>
Museum Passes	34 / 0	<b>n/a</b>	<b>n/a</b>
ILL - Borrowed from SWAN	3,059	<b>n/a</b>	<b>n/a</b>
ILL - Borrowed from Non-SWAN	90	<b>n/a</b>	<b>n/a</b>
ILL - Loaned to SWAN	1,522	<b>n/a</b>	<b>n/a</b>
ILL - Loaned to Non-SWAN	54	<b>n/a</b>	<b>n/a</b>
<b>Total Circulation</b>	<b>29,396</b>	<b>13,532</b>	<b>20,866</b>
Total Adult	14,263	<b>8,354</b>	<b>13,694</b>
Total Teen	n/a	<b>155</b>	<b>155</b>
Total Youth	15,133	<b>5,178</b>	<b>7,017</b>
Reciprocal Borrower Loans (incl. above)	834	<b>n/a</b>	<b>n/a</b>
Automatic Renewals (not incl. above)	17,906	<b>n/a</b>	<b>n/a</b>
Self Check - % of Circulation	38.30%	<b>n/a</b>	<b>n/a</b>
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	5 / 82	<b>10 / 171</b>	<b>16 / 226</b>
Teen Number/Attendance	6 / 47	<b>4 / 21</b>	<b>4 / 21</b>
Youth - Number/Attendance	28 / 669	<b>36 / 811</b>	<b>52 / 1,076</b>
<b>Total - Number/Attendance</b>	<b>39 / 798</b>	<b>50 / 1,003</b>	<b>72 / 1,323</b>
<b>Library Events - Number / Attendance</b>	<b>1 / 180</b>	<b>0 / 0</b>	<b>0 / 0</b>
<b>Outreach* - Number / Attendance</b>	<b>2 / 402</b>	<b>0 / 0</b>	<b>0 / 0</b>
<b>Facility Usage</b>			
Library Visits (Door Count)	13,866	<b>n/a</b>	<b>n/a</b>
Meeting Rooms - # of Public Bookings*	n/a	<b>n/a</b>	<b>n/a</b>
Study Rooms - # of Users/Total Hours*	n/a	<b>n/a</b>	<b>n/a</b>
<b>Electronic Usage</b>			
# of Database Sessions	4,118	<b>3,245</b>	5,907
# of Internet Sessions/Total Time	2,857 / 2,716	<b>n/a</b>	n/a
#iMac Sessions/Total Time	25 / 24	<b>n/a</b>	n/a
# of Library Website Visits	10,745	<b>8,786</b>	14,636
# Mobile App Users	456	<b>2,835</b>	3,503
# of Wireless Users	n/a	<b>556</b>	786
<b>Reference Transactions</b>			
Adult (Includes Online Chat)	2,260	<b>236</b>	<b>348</b>
Youth	2,975	<b>5</b>	<b>8</b>
Circulation	266	<b>57</b>	<b>77</b>

<b>Total Reference Transactions</b>	5,501	<b>298</b>	<b>433</b>
<b>Total One-on-One Tutorials</b>			
Adult	n/a	<b>3</b>	<b>3</b>
Youth	n/a	<b>0</b>	<b>0</b>

<b>Patron Statistics</b>			
# of Resident Cards	18,311	<b>17,707</b>	
# of Non-Resident Cards	12	<b>12</b>	
<b>Total Registered Users</b>	18,323	<b>17,719</b>	

<b>Resources Owned/Licensed</b>			
Books	62,152	58,173	
Newspapers (Print only)	23	24	
Periodicals (Print only)	155	139	
<b>Total Print Materials</b>	<b>62,330</b>	<b>58,336</b>	
Current Subscriptions (Print Only)	178	163	
Current E-Subscriptions	119	<b>3,686</b>	
E-Books: Downloadable	49,952	<b>56,977</b>	
Audio Recordings	6,765	<b>6,275</b>	
Audio Recordings (Downloadable)	16,318	<b>20,146</b>	
Videos	14,593	<b>11,263</b>	
Other: Video Games, Puzzles, Devices	568	<b>603</b>	
Databases	47	<b>53</b>	
<b>Total Resources Owned/Licensed</b>	<b>150,692</b>	<b>157,339</b>	

<b>Professional Development Hours</b>	70	<b>166.25</b>	426.75
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\* Library closed since 3/14/20 due to COVID-19. Curbside pick-up service started 6/1/20

\*Meeting rooms and study rooms not available in FY 20 due to remodel and FY 21 due to COVID-19 restrictions

## **Assistant Director's Report June 2020**

### **Primary Action Items – Administration**

The primary action item for June was focusing on implementing curbside pick-up and planning for Phase 4 of the Reopening Plan.

### **Other**

- Assist with Library's COVID-19 response: edit Phase 4 reopening plan, Welcome Table staffing
- Preparation and facilitation of preliminary audit
- Follow-up and document reconstruction due to server failure/data loss. Assist in troubleshooting QuickBooks 2020 and VPN access
- Review of statistics for IPLAR/Monthly Librarian's Report
- Conducted Safety Check-in meetings with returning staff on 6/4, 6/9, 6/11, 6/18
- Met with new hire, Rabeca McDonald for orientation on 6/16/20
- Fiscal year file set-up - Joyce
- Payroll processing week of 6/1, 6/15 and 6/29/20. Monitored hours worked/forced closing vs. budgeted hours.
- 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

### **Library Remodel**

- 6/9/20 – Interior Investments – furniture delivery
- 6/16/20 – LFI – Slatwall and Youth Video shelving install
- 6/18/20 – LFI – Early Literacy Area – seat cushion installation
- 6/23/20 – Keilhauer onsite for table repair
- Process invoices for payment
- Follow-up with ABT re: staff room and kitchenette appliances

### **Primary Action Items – Tech Services**

- Items ordered - 481
- Items put into Circulation - 752
- Items catalogued – imported bib records & original cataloging - 40
- Item record edits/database clean-up - 637
- Conversion project items – 183
- Repair items (includes disc cleaning) - 6
- Bib record merges submitted to SWAN support – 4
- Serial record edits - 13
- Serials – Claimed Issues - 0

### **Conversion Projects**

- Holiday books – Approximately 80% complete. Working on Christmas books and stragglers from earlier holidays – Barb



- Leveling of Beginning Reader collection – 50% complete
- Front labels – J DVD Collection – completed through J/DVD/BAR

### **Other**

- Coordinate updates to holding codes and home locations with SWAN for juvenile collections
- Updated method of tracking processing fees/freight charges in the Acquisitions module – Susan, Mary
- Continued processing set-up for Nintendo Switch collection and Playaway Launchpads – Susan, Mary
- State Award book processing – take prior year’s off display, put this year’s nominees on display – Barb, Marie
- Prepare current issues of magazines for circulation - Barb
- Contacted Baker & Taylor regarding invoices we received for other libraries - Susan
- Create new master spreadsheet of magazine/newspaper holdings - Barb

### **Professional Development**

6/4/20 – SWAN Cataloging/Serials User Group meeting – Marie, Barb (1.0 x 2)  
 6/4/20 – RAILS Member Update – Mary (2.0)  
 6/8 & 6/23/20 – SWAN “Poolside” Chat – Susan (1.25 & 1.0)  
 6/8/20 – Reviewed CSPL COVID-19 Information – Barb (1.0)  
 6/11/20 – SWAN Acquisitions User Group meeting – Marie, Susan (1.0 x 2)  
 6/12/20 – Sirsi/Dynix – Symphony Wizard Tips/Tricks – Item Search Display – Susan (1.0)  
 6/16/20 – Chair Yoga & Guided Meditation – Joyce (1.0)  
 6/19/20 – Web Junction – “More than a Motivation Monday” – Susan (1.0)  
 6/25/20 – Screening of “No Small Matter” film on early literacy – Mary (1.5)

### **Meeting Attendance**

6/4, 6/11, 6/18, 6/24, 6/25/20 – Management Team meetings  
 6/8/20 – Meet with Mary Pellico to review FMLA tracking  
 6/9/20 – Tech Services/Business Office Department meeting – Barb, Joyce, Marie, Susan, Mary  
 6/15, 6/16, 6/17, 6/18/20 – 1:1 Meetings with TS Business Office Staff  
 6/17/20 – Library Board meeting  
 6/18/20 – Meet with Amy Teske re: labeling of fiction genres  
 6/19/20 – All Staff Meeting – Barb, Joyce, Marie, Susan, Mary

Respectfully submitted,  
 Mary Clemens

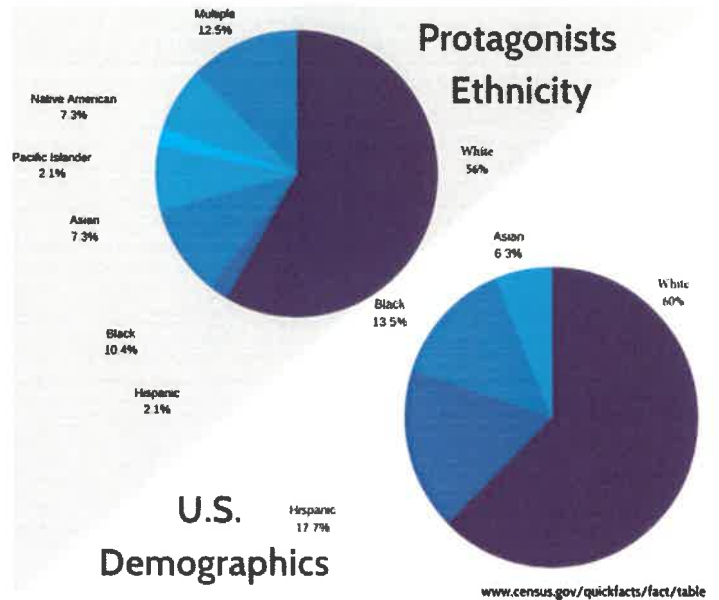
## Adult Services Department Monthly Report June 2020

### Forced Closing continued

- Newspaper backlog checked in.
- Virtual programming expanded
- Virtual desk via chat, phone, and email continues.
- New part-time Librarian Rebecca McDonald started June 16.
- Total training hours was 112 hours.
- Moved Service Desk phone into office so it can be answered there.
- Curbside printing started.

### Conversations on race

- Anti-racism reading list of books and DVDs for facebook post and e-newsletter submitted.
- Diversity audits
  - 50 State Book Club – see graphic
  - Romance and Fiction collections started.
- Training
  - Many Voices: Interview with Cristina Henríquez: The Book of Unknown Americans (OPPL) - Our 50 States Book Club had read this last summer, so invitation shared with that group. “Words on a page help you imagine someone else’s life. This is one of the reasons stories matter. They bridge us to other people. And the more you practice that connection the easier it is to summon...Make space for people to tell the kind of stories we don’t usually hear...in that, there’s tremendous hope.” – Cristina Henríquez
  - Equity in Collections: Audits, Weeding, Purchasing, & More – attended by Sarah, Omar, Jessica, and Crystal. While we are considering a diversity audit of the full collections, we are focusing right now on an audit of the “own voices” material we are purchasing and removing from our collections that includes genre/subject and race of author and characters in order to see what gaps we need to fill.
- More than a Month program series - Discussions about focus and purpose. The series will start in September and be a variety of presenters, book discussion and movie discussions.



### Outreach Activities

- Homebound delivery has been cancelled until we are able to access some of the facilities and deliver materials safely.
- Career Online High School – Afzal Hussain and Junelle Lewis both graduated in June.
- June 10 – CS Chamber Non-Profit Virtual Roundtable – Omar. Presentation was on mental health awareness and the importance of taking advantage of EAP programs to combat stress especially now.
- June 26 - Carol Stream Chamber Manufacturers Roundtable. After hearing speaker from Illinois Manufacturers Association, one manufacturer asked about diversity initiatives both from IMA and the Chamber. Miriam Iwrey mentioned the Chamber would discuss the topic at their next board meeting.

### Programs

- Meet-up Mondays – We are starting a series of programs on Mondays including a new Job Club, craft programs, and the Book Club to provide connections and activities for the community.
- Binge box re-started and virtual binge boxes continue.
- Summer Reading programs for Adults and Teens started June 15. These programs are completely virtual using the READSquared platform.

- A “Shelf-Guided Tour” (passive program) with Jessica and Omar having a Facebook Live conversation about all the new material waiting for people to place holds for curbside pickup garnered 505 views, 242 engagements with the post, 14 peak live views, 800+ people reached.
- DuPage Organic Garden Club partnership will restart in Sept. using the Library’s Zoom account for programs.
- NaNoWriMo planning for November. Sarah emailed with NaNoWriMo Municipal liaisons. She is looking at hosting a Zoom virtual write-in and talking to Nate about a teen write-in using the Discord platform.

### **Meetings**

- Weekly department meetings continue
- Weekly Management Team meetings continue
- Weekly SWAN update chats – Laura
- June 2 – Programming and SRP setup – Laura and Jessica
- June 2 - Zoom best practices discussion – youth and adult staff
- June 3 – Adult Manager’s Round Table – Laura
- June 4 - RAILS member update - Laura
- June 4 – AVID meeting – Omar and Crystal
- June 4 – COHS Tea Time - Crystal
- June 9 – eMediaLibrary consortium meeting – Omar
- June 11 – COHS Tea time – Crystal
- June 17 – SRP meeting – Jessica, Crystal, Omar
- June 17 – Board meeting – Laura
- June 19 – Allstaff meeting
- June 24 – Statistics reporting discussion – Laura
- June 25 – Allstaff meeting

### **Website and Social Media**

- Board documents – Susan discovered that Board documents from 2004-2014 were pointing at an old folder. Laura and Omar located most of the documents and Omar updated the links.

### **Information technology**

- Laura Hays
  - SWAN EBSCO Package B – I submitted the database selections to SWAN. We did not receive the database links before the end of the month.
  - Security cameras – HTS replaced the cameras on the patio pole that has condensation.
  - Computer Lab reopening plans – Laura and VOCS IT staff are investigating ways to provide assistance remotely.
- Community IT staff
  - Storage array failure, replacement, and rebuild – since we were rebuilding, IT reorganized the server, folder, and security permissions that had been planned for the Fall.
  - Xibo digital display

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

## June 2020 Report for Carol Stream Library Board of Trustees

### Circulation Department

Continued Forced closing

June 1-30, 2020

- 53 **new accounts** registered ONLINE.
- 6,763 Checkouts
- 1,180 Curbside pickups
- 11,210 Check ins
- 12,000 items shelved

Staff were split into teams for alternating day scheduling and were in the building checking in quarantined materials and shelving.

Prepared for and launched Curbside Pickup service June 1<sup>st</sup>.

Staff computers were upgraded to Windows 10.

Jeri participated in all Management Team Meetings, SWAN ILL users meeting, both SWAN Poolside Chats and Zoom ALLSTAFF.

New self-checkout units were delivered and installed.

Submitted by Jeri L. Cain

7.11.20

Human Resources  
Monthly Report  
June 2020

Benefits

- Updated benefit rates for open enrollment into Paylocity.
- Meet with employee regarding an upcoming unpaid leave request.

COVID-19

- All employees have reviewed safety topics and procedures now that all employees are back in the building.
- Prepared Sick at Work Procedures and shared with staff at All Staff meeting. Placed on COVID-19 page.
- Discussed safety issue with Manager and employee
- Provided COVID-19 information to staff member with questions.

Paylocity/Payroll Matters

- Incorporated CSPL procedures into Performance Management Review with Mary C. assistance. Managers are currently entering review information.

Recruiting, Onboarding & Exiting

- Prepared Employee Handbook discussion meetings with Rabecca McDonald, Adult Services Librarian, Livia Pierre, Youth Services and Narze Encarnacion, Circulation.
- Began Buddy Program in Adult Services with Rabecca McDonald, staff member and Crystal Garcia as the Buddy. The intent of the program is to make the employee feel comfortable sooner by answering questions, making them feel comfortable and sharing information which will be helpful to the employee in their new position. In addition, the Buddy system may help with retention rate and employees may become productive sooner in their position.

Professional Development

- 7/1 Straight from the Source Diversity & Inclusion HR Source
- 7/07 HR Roundtable, HR Source

## Youth Services Report June 2020

### Program Highlights

- Youth Services launched into doing several Zoom storytimes per month as well as book discussions for the school age participants. Storytimes include “Zoom into Storytime” twice a month, as well as several once a month options including Storytime for Little Ones, Twilight Tales, and a Yoga Storytime.
- Youth Services staff has also continued to regularly post recorded storytimes and booktalks that are available on YouTube, as well as providing the DIY Storytimes that connect parents with online resources to do a storytime on their own.
- Steve Dexheimer found an online possibility (Chess.com) to use to continue Chess Tournament for the Summer. In June, there were two weeks of tournament play with 7 in attendance the first week and 14 in attendance the second.
- Take and Make Crafts returned in June with one available each week. We have distributed 3-D flowers, Pom-pom caterpillars, and paper plate snails. Pictures below.
- With the return of Binge Boxes for all ages, staff were very busy filling 121 Binge Boxes during the month of June. The compliments regarding these started rolling in in July and will be shared in the next report. 😊

### Summer Reading

- Summer Reading officially began on June 15 with a booklog loaded online. Participants from birth to 12 years-old report reading milestones through an online form. Participation is definitely down from normal years, but feedback we have heard for those participating is overwhelmingly positive. We chose to reward a half way point and the finish point with book prizes since participants have had limited access to new books. As bags are prepared for distribution, staff includes toys for the participants to enjoy along with coupons we received from the British Swim School and McDonald’s. The Circulation Department are our heroes for delivering all of the prizes to the families through curbside pickup!

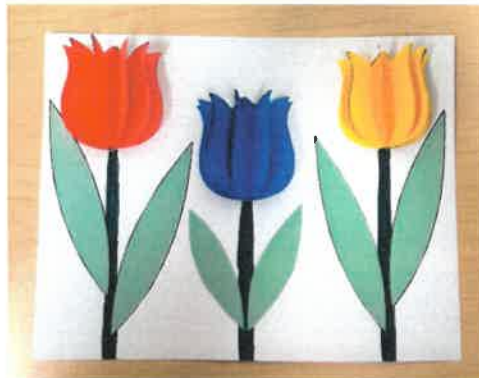
### Professional Development

- Youth Services Staff have been participating in many online development opportunities. Together, the staff has reported being in 20.25 hours of online training during May. Specific reports have been turned in for these opportunities.

### Meeting Attendance

- 6/2 – Zoom best practices – Youth staff
- 6/4, 11, 18, 24, 25– Management Team Meeting – Amy Teske
- 6/19 – All Staff
- 6/2, 9, 23, 30 – Youth Services Zoom Meeting with whole department
- 6/3, 10 – Summer Reading Zoom Meeting – Full time staff from Adult and Youth and Marketing

Respectfully Submitted,  
Amy Teske, Youth Services Manager



# Marketing: June 2020

## Camp Hiawatha Summer Reading Promotions

- Finalized language and graphics for each age group. Published web page, social media and email promotions
- Total click-throughs on Camp Hiawatha email promotions throughout month of June: 482
- Total social media engagement for summer reading promotions: 224

## Binge Box Promotions

- Worked with Adult and Youth to standardize the name and age groups (and add a Teen Binge Box) and consolidated the access points to one page with a link: [cslibrary.org/binge-boxes](http://cslibrary.org/binge-boxes)
- Finalized language and graphics, launched web page, social media and email promotions
- Total click-throughs for Binge Box email promotions: 233
- Total social media engagement for Binge Box promotions: 312
- June Binge Box signups: Adults (67), Teens (11), Children (120)

## Curbside Pickup Launch and Grab & Go/Phase 4 Launch

- Created a web page for Curbside, updated language on the COVID-19 page, developed promotions for Curbside and Grab & Go, designed and coordinated printing of all new signs for both phases.
- Total click-throughs on related email promotions throughout month of June: 154
- Total social media engagement for related promotions: 711

## Director's statement on George Floyd's death

- Wrote first draft of the statement and distributed the final message via email and social media
- Took suggested reading material lists and created a web page as a list of race-related resources for all ages
- Email click-throughs to "Conversations on Race" web page: 195
- Total social media engagement on statement: 286

## Coordinated the launch of Library Market calendar and posted June events

- Announced the launch via email and social media

## Professional Development

- JUST RELATIONSHIPS: Transformational Tools for Cross-Cultural Communication, Understanding, and Resilience, June 12 (a RAILS event organized by Oak Park Public Library and Luna Jiménez Institute for Social Transformation)

## Facebook

2,245 followers, up 12 from May	Total impressions: 48,350	Total engagements: 4,775	Impressions: June-June 	Engagement: June-June 
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*Impressions: the number of times each post was seen by anybody*

*Engagement: the number of times each post was clicked on, liked, and/or commented on*

### Top three posts from June:




		
People reached: 2,634 Engagements: 238	People reached: 2,547 Engagements: 46	People reached: 1,677 Engagements: 297

## Twitter

Followers: 1,232, up 10 from May	Total impressions : 24,800	Total engagement: 298	Impressions: June-June 	Engagement June - June 
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### Top tweets from June:



Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<b>Carol Stream Public Library</b> @cslstream	Jun 24		1,474	28	1.9%
<p>The Loch Ness Monster is trending. If you want just the facts than might we recommend Abominable science! Origins of the Yeti, Nessie, and other famous cryptids / by Daniel Loxton</p> <p>And it's no myth, place a hold and pick it up hands-free with our curbside service happening now! pic <a href="https://twitter.com/CNsDshjzEJ">twitter.com/CNsDshjzEJ</a></p>						
						Promote
	<b>Carol Stream Public Library</b> @cslstream	Jun 3		1,265	48	3.8%
<p>Photo taken when one of our librarians was out and about in their hometown. Little Free Libraries are an excellent way to help promote the love of reading in a community. #littlefreelibrary #champaign pic <a href="https://twitter.com/ROl9ccKkz2">twitter.com/ROl9ccKkz2</a></p>						
						Promote
	<b>Carol Stream Public Library</b> @cslstream	Jun 4		1,187	13	1.1%
<p>Visit <a href="https://cslibrary.org/curbsidepickup">cslibrary.org/curbsidepickup</a> for more info on how to get all the library materials you've been waiting for! pic <a href="https://twitter.com/4TxykrigLM">twitter.com/4TxykrigLM</a></p>						
						Promote

## Promotional Emails

Open rate= Percent of email accounts that opened the message

Click rate= Percent of accounts that clicked on any part of the message

June 4	"Introducing Curbside Pickup"	Open rate: 22.3%	Click rate: 1.7%
June 5	"A message from the Director"	Open rate: 30.9%	Click rate: 1.8%
June 11	"Summer Reading starts Monday"	Open rate: 18.5%	Click rate: 2.7%
June 17	"Binge Boxes are back"	Open rate: 19.8%	click rate: 2.5%
June 24	"News & upcoming events at your library"	Open rate: 21.1%	Click rate: 1.6%



# Monthly Report of IT Service

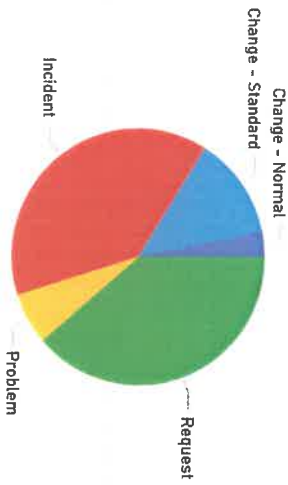
Report Range 6/1/2020 6/30/2020

## Support Tickets

29

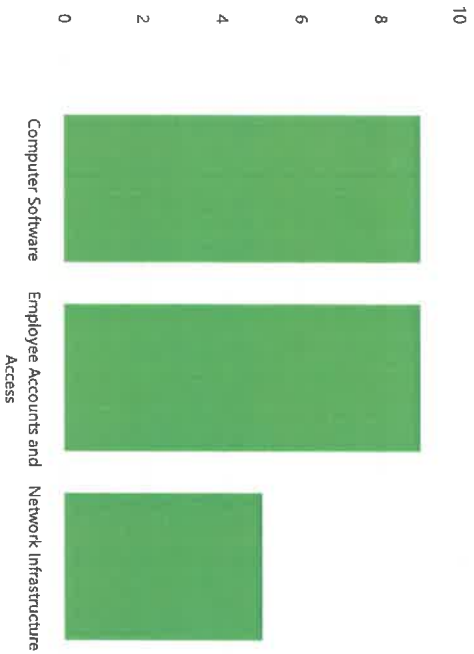
### Information Technology Closed Support Tickets by Category

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



Ticket Type	Count of ID
Change - Normal	1
Change - Standard	2
Incident	12
Problem	2
Request	12
<b>Total</b>	<b>29</b>

Sub-category	Count
Network Drives	4
Computer	3
Password Reset	3
Fortinet VPN	2
OTHER	2
Spark	2
Catalog Station	1
Change Permissions	1
Desktop Administration	1
Network Configuration	1
New Network Account	1
O365	1
Operating System	1
Patching - Appliance	1
Patching - Server	1
Quickbooks	1
RDP	1
Server Hardware	1
Unavailable	1
<b>Total</b>	<b>29</b>



### 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.