

**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: September 18, 2019

TIME: 7:00 p.m.

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

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

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

- 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 August 21, 2019
- V. MONTHLY REPORT OF THE TREASURER
 - A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2019
- VI. BOARD AND COMMITTEE REPORTS
- VII. OLD BUSINESS
None
- VIII. NEW BUSINESS
 - A. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
 - B. Recommendation, Re: Approval of Expenses over \$10,000 for Security Camera Equipment and Installation
 - C. Recommendation, Re: Approval of Expenses over \$10,000 for EBSCO Renewal of Learning Express and Consumer Reports Online Subscriptions
 - D. Review Statement of Cash Receipts and Disbursements May 1, 2018-April 30, 2019

- E. Recommendation, Re: Approval of Resolution #287 Request for Macmillan Publishers to Reverse Library eBook Embargo

- IX. DISBURSEMENTS
 - A. Approval of Disbursements for the Period August 1, 2019 to August 31, 2019 plus the Addendum for the Meeting of September 18, 2019

- X. REPORT OF THE LIBRARY DIRECTOR
(The Library Director submits a report to the Board members containing information pertaining to the items on the meeting agenda for their review prior to the meeting.)

- XI. MONTHLY STAFF REPORTS

- XII. COMMUNICATIONS
 - A. Thank You Letter from Carol Stream Park District

- XIII. ANNOUNCEMENTS
 - A. September is National Library Card Sign-Up Month
 - B. Library Participation at Carol Stream Animal Hospital Charity Dog Show Event, September 22, 2019
 - C. Banned Books Week, September 22-28, 2019
 - D. Library Participation at Water Reclamation Center Open House, October 5, 2019
 - E. Library Opening at 3:00 p.m. on September 18 and 19 to Accommodate Renovation Project Work

- XIV. ADJOURNMENT

Next Resolution: #288

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: August 21, 2019 TIME: 7:00 p.m.
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. Gary Ave.,
Carol Stream, IL 60188**

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
Absent: Trustees Olson and Sheikh
Also Present: FQC Representative Jack Hayes and 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 August 21, 2019. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
Nays 0
Absent..... Trustee Olson and Sheikh

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
Nays 0
Absent..... Trustee Olson and Sheikh

A. Minutes of Regular Meeting of July 17, 2019

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2019
- C. Approval of Disbursements for the Period July 1, 2019 to July 31, 2019, plus the Addendum for the Meeting of August 21, 2019
- D. Thank You Letter from Carol Stream Water Reclamation Center
- E. Thank You Card from National University of Health Sciences Library Director
- F. Library Closed Friday, August, 23, 2019 for Staff Development Day
- G. Library Closed Sunday, September 1, 2019 and Monday, September 2, 2019 for the Labor Day Holiday
- H. September is National Library Card Sign-Up Month

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
 Nays 0
 Absent..... Trustee Olson and Sheikh

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period July 1, 2019 to July 31, 2019, plus the Addendum for the Meeting of August 21, 2019 in the amount of \$1,116,255.70.

Thank You Letter from Carol Stream Water Reclamation Center

Background information:

The Library received a thank you letter from the Carol Stream Water Reclamation Center for donating books for their Little Free Library that they had built.

Thank You Card from National University of Health Sciences Library Director

Background information:

The Library Director from the National University of Health Sciences sent a thank you card in appreciation of the surplus furniture items that the library gave them for their facility.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Discussion: Trustee Update of Library Renovation Project

Background information:

The Library is a third of the way through the renovation project. FQC representative Jack Hayes provided Trustees with an update of the project. He reviewed change orders that had occurred from May through July and answered any questions that the Trustees had regarding the renovation, change orders and the renovation process. The project is currently on schedule and within the budget.

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.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; **Vera Olekanma, Adult Services – 8/11/14 (5 Year Anniversary); Catherine Shaw, Circulation – 8/11/14 (5 Year Anniversary)** and Marie Costuna, Technical Services – 8/08/17.

Trustee Lynch inquired how the Director's presentation to the Friends of the Library went on August 14th. Director Westgate stated that it was well received and that the Friends had commented on how positive the staff has been throughout the changes of the renovation and how well they were continuing to provide excellent services to the patrons. Trustee Berryman-Gilliam asked if the Director could pursue finding an employee evaluation program for the Trustees to view and/or attend. Director Westgate will see if there are any available webinars though Web Junction and Lynda.com.

MONTHLY STAFF REPORTS

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

Trustee Lynch inquired about the Youth Services Picture Book Genreification project. Youth Services staff have reviewed all of the picture books and identified if they qualify for a specific genre or will be shelved by author. Technical Services staff has provided the relabeling of materials for the project. Assistant Director Mary Clemens explained the process for removing and destroying materials that have been recalled by publishers that have been identified as having inaccurate information or missing pages. Trustee Larimer was happy to see that the resident library card holder rate was over 47% of the population of Carol Stream.

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 7:34 p.m.

September 18, 2019

Date approved

Mansi Patel, Secretary, Board of Library Trustees

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

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Accountant's Compilation Report

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

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

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

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

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

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

McClure, Inserra & Company, Chartered

September 11, 2019

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

	<u>Aug 31, 19</u>	<u>Jul 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	152,169.85	213,520.42	-61,350.57
10-1008 · WSB Payroll Account	106,617.20	173,546.71	-66,929.51
10-1014 · Illinois Funds-Prime	5,010,100.33	5,000,766.98	9,333.35
10-1024 · WSB Money Market Acct	849,953.30	846,960.61	2,992.69
10-1025 · ProPay	2,823.91	671.28	2,152.63
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-3,215,558.08	-3,589,156.95	373,598.87
Total 10-1000 · Library Fund Cash	<u>2,906,876.51</u>	<u>2,647,079.05</u>	<u>259,797.46</u>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,362.20	50,284.66	77.54
30-1190 · Allocated Cash-FICA Fund	128,790.90	115,099.42	13,691.48
40-1090 · Allocated Cash-IMRF Fund	181,032.83	169,920.62	11,112.21
50-1090 · Allocated Cash-Liability Fund	39,712.00	40,555.19	-843.19
60-1090 · Allocated Cash-Audit Fund	10,364.76	10,479.43	-114.67
70-1090 · Allocated Cash-Capital R&M Fund	2,640,087.81	3,081,191.16	-441,103.35
80-1090 · Allocated Cash-Debt Service	165,207.58	121,626.47	43,581.11
Total 1190 · Allocated Cash-Fund Balances	<u>3,215,558.08</u>	<u>3,589,156.95</u>	<u>-373,598.87</u>
Total Checking/Savings	<u>6,122,434.59</u>	<u>6,236,236.00</u>	<u>-113,801.41</u>
Other Current Assets			
1150 · Prepaid	0.00	650.00	-650.00
Total Other Current Assets	<u>0.00</u>	<u>650.00</u>	<u>-650.00</u>
Total Current Assets	<u>6,122,434.59</u>	<u>6,236,886.00</u>	<u>-114,451.41</u>
TOTAL ASSETS	<u>6,122,434.59</u>	<u>6,236,886.00</u>	<u>-114,451.41</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	2,086.07	14,015.97	-11,929.90
2060 · Amazon	51.90	0.00	51.90
Total Credit Cards	<u>2,137.97</u>	<u>14,015.97</u>	<u>-11,878.00</u>
Total Current Liabilities	<u>2,137.97</u>	<u>14,015.97</u>	<u>-11,878.00</u>
Total Liabilities	<u>2,137.97</u>	<u>14,015.97</u>	<u>-11,878.00</u>
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,632,585.17	1,632,585.17	0.00
20-2900 · Fund Balance-Working Cash	50,022.25	50,022.25	0.00
30-2900 · Fund Balance-FICA Fund	64,697.31	64,697.31	0.00
40-2900 · Fund Balance-IMRF Fund	122,924.97	122,924.97	0.00
50-2900 · Fund Balance-Liability	42,138.25	42,138.25	0.00
60-2900 · Fund Balance-Audit	3,956.18	3,956.18	0.00
70-2900 · Fund Balance-Capital R&M	4,146,081.71	4,146,081.71	0.00
Total 2900 · Beginning Fund Balances	<u>6,062,405.84</u>	<u>6,062,405.84</u>	<u>0.00</u>
Net Income	<u>57,890.78</u>	<u>160,464.19</u>	<u>-102,573.41</u>
Total Equity	<u>6,120,296.62</u>	<u>6,222,870.03</u>	<u>-102,573.41</u>
TOTAL LIABILITIES & EQUITY	<u>6,122,434.59</u>	<u>6,236,886.00</u>	<u>-114,451.41</u>

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

	Aug 19	May - Aug 19	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	683,196.59	2,589,660.70	3,674,461.00	70.48%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	683,196.59	2,589,660.70	3,679,461.00	70.38%
3100 · PPR Taxes	5,602.76	22,890.29	40,000.00	57.23%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,500.00	0.0%
3202 · Interest Income Investments	10,097.51	44,477.02	40,100.00	110.92%
Total 3200 · Interest Income	10,097.51	44,477.02	41,600.00	106.92%
3203 · Other Income-Loan Proceeds	0.00	0.00	2,000,000.00	0.0%
3300 · Patron Payments				
3301 · Fines & Fees	1,290.05	4,650.48	26,000.00	17.89%
3302 · Public Copy Payments	1,169.32	4,256.07	16,000.00	26.6%
3303 · Non-Resident Card Fees	481.86	1,084.89	3,500.00	31.0%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	2,941.23	9,991.44	46,500.00	21.49%
3400 · Donations	150.00	50.00	5,500.00	0.91%
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	0.00	49,600.00	0.0%
Total 3700 · Grants	0.00	0.00	49,600.00	0.0%
3800 · Other Income	2,457.35	2,470.65	5,000.00	49.41%
Total Income	704,445.44	2,669,591.11	5,871,561.00	45.47%
Gross Profit	704,445.44	2,669,591.11	5,871,561.00	45.47%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	65,161.35	195,484.05	640,000.00	30.54%
5102 · Non-Exempt Staff Salaries	134,911.22	403,559.99	1,295,000.00	31.16%
5103 · Custodial Salaries	7,823.77	24,101.74	75,000.00	32.14%
5105 · Professional Education	3,355.29	8,949.97	18,000.00	49.72%
5106 · Membership	1,109.00	1,398.00	4,000.00	34.95%
5107 · Life Insurance	302.30	604.12	2,000.00	30.21%
5108 · Health Insurance	40,381.47	71,803.61	250,000.00	28.72%
5109 · Benefits, other	75.00	149.75	2,000.00	7.49%
5110 · Trustee Development	0.00	621.33	3,000.00	20.71%

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

	Aug 19	May - Aug 19	Annual Budget	% of Budget
Total 5100 · Salaries	253,119.40	706,672.56	2,289,000.00	30.87%
5200 · Plant Maint.				
5201 · Supplies	1,028.36	2,994.17	12,500.00	23.95%
5202 · Maintenance/Repair	0.00	1,572.16	15,000.00	10.48%
5203 · Maintenance Contracts	3,103.00	12,412.00	42,000.00	29.55%
5204 · Landscape Maintenance/Snow Rem	926.00	3,680.00	17,000.00	21.65%
5205 · Furniture/Equipment	381.95	2,945.50	7,000.00	42.08%
5206 · Electric-Comm Edison	0.00	3,514.92	36,000.00	9.76%
5207 · Water/Sewer	351.62	1,056.40	6,500.00	16.25%
5208 · Insurance (Property)	0.00	0.00	10,500.00	0.0%
Total 5200 · Plant Maint.	5,790.93	28,175.15	146,500.00	19.23%
5300 · Business Exp.				
5301 · Postage	0.00	3,000.00	8,000.00	37.5%
5302 · Office & Equipment Supplies	566.69	1,759.80	7,000.00	25.14%
5303 · Printing	0.00	1,977.97	5,000.00	39.56%
5304 · Equipment Leasing	1,744.10	6,833.18	20,000.00	34.17%
5305 · Mileage Reimbursement	595.14	1,171.07	3,000.00	39.04%
5306 · Legal Notices	0.00	0.00	800.00	0.0%
5308 · Business Phone	741.55	2,852.09	14,000.00	20.37%
5309 · Accounting Service	1,050.00	4,376.00	13,000.00	33.66%
5310 · Material Recovery Fees	98.45	366.95	1,000.00	36.7%
5311 · Payroll Service	715.68	1,893.45	7,500.00	25.25%
5312 · Attorney Fees	0.00	2,362.50	15,000.00	15.75%
5315 · Other Expenditures	93.08	206.94	7,500.00	2.76%
5317 · Bank & Credit Card Fees	24.50	24.50	100.00	24.5%
5319 · Security Service	0.00	5,503.52	21,000.00	26.21%
5321 · Human Resources	526.30	2,638.51	10,500.00	25.13%
Total 5300 · Business Exp.	6,155.49	34,966.48	133,400.00	26.21%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	0.00	564.27	33,000.00	1.71%
5402 · ISP and Web page hosting	747.69	3,946.43	15,000.00	26.31%
5403 · Computer Software	1,269.36	3,429.00	30,000.00	11.43%
5404 · Tech Support & Repair	0.00	5,516.84	18,000.00	30.65%
5405 · Technical Services Supplies	1,784.49	3,932.01	17,000.00	23.13%
5406 · Circulation Supplies	189.34	1,037.03	3,000.00	34.57%
5408 · Tech Serv Online Resources	0.00	1,252.00	14,500.00	8.63%
5409 · RBP/ILL Expenses	20.00	20.00	500.00	4.0%
5410 · SWAN Consortium	0.00	11,773.00	47,500.00	24.79%
5411 · Village IT Services	7,738.04	30,952.16	95,000.00	32.58%
Total 5400 · Automat. & Dept. Oper.	11,748.92	62,422.74	273,500.00	22.82%

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

	Aug 19	May - Aug 19	Annual Budget	% of Budget
5500 · Services				
5501 · Youth Services Programs	1,669.22	11,585.12	26,000.00	44.56%
5503 · Adult/Teen Programs	624.88	4,541.20	20,000.00	22.71%
5505 · Library Newsletter	2,459.00	16,377.00	43,000.00	38.09%
5509 · Library Publicity and Promotion	1,389.22	4,421.05	30,000.00	14.74%
Total 5500 · Services	6,142.32	36,924.37	119,000.00	31.03%
5600 · Collection				
5601 · Youth Services Books	3,927.46	8,407.09	40,000.00	21.02%
5606 · Youth Services Media	1,043.15	3,384.52	15,000.00	22.56%
5630 · Adult Books	5,205.82	16,889.31	65,000.00	25.98%
5634 · Online Resources	0.00	0.00	40,000.00	0.0%
5635 · Magazines & Newspapers	1,053.00	9,523.29	13,000.00	73.26%
5637 · Adult Media	2,350.00	5,926.20	50,000.00	11.85%
5651 · Digital Media	4,916.02	20,256.46	70,000.00	28.94%
5652 · Grant/Award Expense	18,837.28	30,596.28	49,600.00	61.69%
Total 5600 · Collection	37,332.73	94,983.15	342,600.00	27.72%
6600 · Payroll Expenses				
6610 · FICA Expense	15,297.24	45,888.30	155,000.00	29.61%
6620 · Illinois Municipal Retirement F	19,807.77	59,237.16	195,000.00	30.38%
Total 6600 · Payroll Expenses	35,105.01	105,125.46	350,000.00	30.04%
66900 · Reconciliation Discrepancies	-2.99	-2.99		
7101 · Liability Insurance	0.00	0.00	22,000.00	0.0%
7102 · Risk Management expense	582.00	1,182.00	4,000.00	29.55%
7103 · Unemployment Compensation Insur	591.27	2,553.56	3,000.00	85.12%
7201 · Audit Expense	2,450.00	2,450.00	12,000.00	20.42%
7400 · Capital Expenditures				
7401 · Furniture	0.00	15,849.86	20,000.00	79.25%
7402 · Parking Lot Repair	0.00	0.00	10,000.00	0.0%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	1,449.00	50,000.00	2.9%
7405 · Memorials	0.00	0.00	1,500.00	0.0%
7406 · Other Capital Expenditures	0.00	0.00	25,000.00	0.0%
Total 7400 · Capital Expenditures	0.00	17,298.86	156,500.00	11.05%
7500 · Special Capital Projects				
7504 · Light Bright Fixture	0.00	0.00	19,000.00	0.0%
7507 · Computer Equipment	0.00	0.00	30,000.00	0.0%
7508 · Library Remodel 2019-20	448,003.77	1,518,948.99	4,976,530.00	30.52%
Total 7500 · Special Capital Projects	448,003.77	1,518,948.99	5,025,530.00	30.23%

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

	Aug 19	May - Aug 19	Annual Budget	% of Budget
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
Total Expense	807,018.85	2,611,700.33	9,111,491.00	28.66%
Net Ordinary Income	-102,573.41	57,890.78	-3,239,930.00	-1.79%
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%
Net Other Income	0.00	0.00	-100.00	0.0%
Net Income	-102,573.41	57,890.78	-3,240,030.00	-1.79%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	Aug 19	May - Aug 19
Ordinary Income/Expense						
Income						
3000 · Property Taxes						
3001 · Property Tax Current	577,527.26	2,189,120.49	0.00	0.00	28,834.99	109,299.21
Total 3000 · Property Taxes	577,527.26	2,189,120.49	0.00	0.00	28,834.99	109,299.21
3100 · PPR Taxes	5,602.76	22,890.29	0.00	0.00	0.00	0.00
3200 · Interest Income						
3202 · Interest Income Investments	2,633.66	11,720.95	77.54	339.95	153.73	682.68
Total 3200 · Interest Income	2,633.66	11,720.95	77.54	339.95	153.73	682.68
3300 · Patron Payments						
3301 · Fines & Fees	1,290.05	4,650.48	0.00	0.00	0.00	0.00
3302 · Public Copy Payments	1,169.32	4,256.07	0.00	0.00	0.00	0.00
3303 · Non-Resident Card Fees	481.86	1,084.89	0.00	0.00	0.00	0.00
Total 3300 · Patron Payments	2,941.23	9,991.44	0.00	0.00	0.00	0.00
3400 · Donations	150.00	50.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	51.01	0.00	0.00	0.00	0.00
3800 · Other Income	2,457.35	2,470.65	0.00	0.00	0.00	0.00
Total Income	591,312.26	2,236,294.83	77.54	339.95	28,988.72	109,981.89
Gross Profit	591,312.26	2,236,294.83	77.54	339.95	28,988.72	109,981.89
Expense						
5100 · Salaries						
5101 · Exempt Staff Salaries	65,161.35	195,484.05	0.00	0.00	0.00	0.00
5102 · Non-Exempt Staff Salaries	134,911.22	403,559.99	0.00	0.00	0.00	0.00
5103 · Custodial Salaries	7,823.77	24,101.74	0.00	0.00	0.00	0.00
5105 · Professional Education	3,355.29	8,949.97	0.00	0.00	0.00	0.00
5106 · Membership	1,109.00	1,398.00	0.00	0.00	0.00	0.00
5107 · Life Insurance	302.30	604.12	0.00	0.00	0.00	0.00
5108 · Health Insurance	40,381.47	71,803.61	0.00	0.00	0.00	0.00
5109 · Benefits, other	75.00	149.75	0.00	0.00	0.00	0.00
5110 · Trustee Development	0.00	621.33	0.00	0.00	0.00	0.00
Total 5100 · Salaries	253,119.40	706,672.56	0.00	0.00	0.00	0.00

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	Aug 19	May - Aug 19
	5200 · Plant Maint.					
5201 · Supplies	1,028.36	2,994.17	0.00	0.00	0.00	0.00
5202 · Maintenance/Repair	0.00	1,572.16	0.00	0.00	0.00	0.00
5203 · Maintenance Contracts	3,103.00	12,412.00	0.00	0.00	0.00	0.00
5204 · Landscape Maintenance/Snow Remo	926.00	3,680.00	0.00	0.00	0.00	0.00
5205 · Furniture/Equipment	381.95	2,945.50	0.00	0.00	0.00	0.00
5206 · Electric-Comm Edison	0.00	3,514.92	0.00	0.00	0.00	0.00
5207 · Water/Sewer	351.62	1,056.40	0.00	0.00	0.00	0.00
Total 5200 · Plant Maint.	5,790.93	28,175.15	0.00	0.00	0.00	0.00
5300 · Business Exp.						
5301 · Postage	0.00	3,000.00	0.00	0.00	0.00	0.00
5302 · Office & Equipment Supplies	566.69	1,759.80	0.00	0.00	0.00	0.00
5303 · Printing	0.00	1,977.97	0.00	0.00	0.00	0.00
5304 · Equipment Leasing	1,744.10	6,833.18	0.00	0.00	0.00	0.00
5305 · Mileage Reimbursement	595.14	1,171.07	0.00	0.00	0.00	0.00
5308 · Business Phone	741.55	2,852.09	0.00	0.00	0.00	0.00
5309 · Accounting Service	1,050.00	4,376.00	0.00	0.00	0.00	0.00
5310 · Material Recovery Fees	98.45	366.95	0.00	0.00	0.00	0.00
5311 · Payroll Service	715.68	1,893.45	0.00	0.00	0.00	0.00
5312 · Attorney Fees	0.00	2,362.50	0.00	0.00	0.00	0.00
5315 · Other Expenditures	93.08	206.94	0.00	0.00	0.00	0.00
5317 · Bank & Credit Card Fees	24.50	24.50	0.00	0.00	0.00	0.00
5319 · Security Service	0.00	5,503.52	0.00	0.00	0.00	0.00
5321 · Human Resources	526.30	2,638.51	0.00	0.00	0.00	0.00
Total 5300 · Business Exp.	6,155.49	34,966.48	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.						
5401 · Automation Hardware	0.00	564.27	0.00	0.00	0.00	0.00
5402 · ISP and Web page hosting	747.69	3,946.43	0.00	0.00	0.00	0.00
5403 · Computer Software	1,269.36	3,429.00	0.00	0.00	0.00	0.00
5404 · Tech Support & Repair	0.00	5,516.84	0.00	0.00	0.00	0.00
5405 · Technical Services Supplies	1,784.49	3,932.01	0.00	0.00	0.00	0.00
5406 · Circulation Supplies	189.34	1,037.03	0.00	0.00	0.00	0.00
5408 · Tech Serv Online Resources	0.00	1,252.00	0.00	0.00	0.00	0.00
5409 · RBP/ILL Expenses	20.00	20.00	0.00	0.00	0.00	0.00
5410 · SWAN Consortium	0.00	11,773.00	0.00	0.00	0.00	0.00
5411 · Village IT Services	7,738.04	30,952.16	0.00	0.00	0.00	0.00
Total 5400 · Automat. & Dept. Oper.	11,748.92	62,422.74	0.00	0.00	0.00	0.00

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	Aug 19	May - Aug 19
5500 · Services						
5501 · Youth Services Programs	1,669.22	11,585.12	0.00	0.00	0.00	0.00
5503 · Adult/Teen Programs	624.88	4,541.20	0.00	0.00	0.00	0.00
5505 · Library Newsletter	2,459.00	16,377.00	0.00	0.00	0.00	0.00
5509 · Library Publicity and Promotion	1,389.22	4,421.05	0.00	0.00	0.00	0.00
Total 5500 · Services	6,142.32	36,924.37	0.00	0.00	0.00	0.00
5600 · Collection						
5601 · Youth Services Books	3,927.46	8,407.09	0.00	0.00	0.00	0.00
5606 · Youth Services Media	1,043.15	3,384.52	0.00	0.00	0.00	0.00
5630 · Adult Books	5,205.82	16,889.31	0.00	0.00	0.00	0.00
5635 · Magazines & Newspapers	1,053.00	9,523.29	0.00	0.00	0.00	0.00
5637 · Adult Media	2,350.00	5,926.20	0.00	0.00	0.00	0.00
5651 · Digital Media	4,916.02	20,256.46	0.00	0.00	0.00	0.00
5652 · Grant/Award Expense	18,837.28	30,596.28	0.00	0.00	0.00	0.00
Total 5600 · Collection	37,332.73	94,983.15	0.00	0.00	0.00	0.00
6600 · Payroll Expenses						
6610 · FICA Expense	0.00	0.00	0.00	0.00	15,297.24	45,888.30
6620 · Illinois Municipal Retirement F	0.00	0.00	0.00	0.00	0.00	0.00
Total 6600 · Payroll Expenses	0.00	0.00	0.00	0.00	15,297.24	45,888.30
66900 · Reconciliation Discrepancies	-2.99	-2.99	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						
7401 · Furniture	0.00	0.00	0.00	0.00	0.00	0.00
7404 · Landscape	0.00	0.00	0.00	0.00	0.00	0.00
Total 7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects						
7508 · Library Remodel 2019-20	0.00	0.00	0.00	0.00	0.00	0.00
Total 7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	320,286.80	964,141.46	0.00	0.00	15,297.24	45,888.30
Net Ordinary Income	271,025.46	1,272,153.37	77.54	339.95	13,691.48	64,093.59
Net Income	271,025.46	1,272,153.37	77.54	339.95	13,691.48	64,093.59

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	Aug 19	May - Aug 19
Ordinary Income/Expense						
Income						
3000 · Property Taxes						
3001 · Property Tax Current	30,695.34	116,350.86	232.29	880.49	2,325.60	8,815.20
Total 3000 · Property Taxes	30,695.34	116,350.86	232.29	880.49	2,325.60	8,815.20
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	224.64	994.16	97.79	428.82	9.73	43.38
3202 · Interest Income Investments	224.64	994.16	97.79	428.82	9.73	43.38
Total 3200 · Interest Income	224.64	994.16	97.79	428.82	9.73	43.38
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3301 · Fines & Fees	0.00	0.00	0.00	0.00	0.00	0.00
3302 · Public Copy Payments	0.00	0.00	0.00	0.00	0.00	0.00
3303 · Non-Resident Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
Total 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
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	30,919.98	117,345.02	330.08	1,309.31	2,335.33	8,858.58
Gross Profit	30,919.98	117,345.02	330.08	1,309.31	2,335.33	8,858.58
Expense						
5100 · Salaries						
5101 · Exempt Staff Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5102 · Non-Exempt Staff Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5103 · Custodial Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5105 · Professional Education	0.00	0.00	0.00	0.00	0.00	0.00
5106 · Membership	0.00	0.00	0.00	0.00	0.00	0.00
5107 · Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00
5108 · Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
5109 · Benefits, other	0.00	0.00	0.00	0.00	0.00	0.00
5110 · Trustee Development	0.00	0.00	0.00	0.00	0.00	0.00
Total 5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	Aug 19	May - Aug 19
5200 · Plant Maint.						
5201 · Supplies	0.00	0.00	0.00	0.00	0.00	0.00
5202 · Maintenance/Repair	0.00	0.00	0.00	0.00	0.00	0.00
5203 · Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
5204 · Landscape Maintenance/Snow Remo	0.00	0.00	0.00	0.00	0.00	0.00
5205 · Furniture/Equipment	0.00	0.00	0.00	0.00	0.00	0.00
5206 · Electric-Comm Edison	0.00	0.00	0.00	0.00	0.00	0.00
5207 · Water/Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total 5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.						
5301 · Postage	0.00	0.00	0.00	0.00	0.00	0.00
5302 · Office & Equipment Supplies	0.00	0.00	0.00	0.00	0.00	0.00
5303 · Printing	0.00	0.00	0.00	0.00	0.00	0.00
5304 · Equipment Leasing	0.00	0.00	0.00	0.00	0.00	0.00
5305 · Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
5308 · Business Phone	0.00	0.00	0.00	0.00	0.00	0.00
5309 · Accounting Service	0.00	0.00	0.00	0.00	0.00	0.00
5310 · Material Recovery Fees	0.00	0.00	0.00	0.00	0.00	0.00
5311 · Payroll Service	0.00	0.00	0.00	0.00	0.00	0.00
5312 · Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
5315 · Other Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
5317 · Bank & Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
5319 · Security Service	0.00	0.00	0.00	0.00	0.00	0.00
5321 · Human Resources	0.00	0.00	0.00	0.00	0.00	0.00
Total 5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.						
5401 · Automation Hardware	0.00	0.00	0.00	0.00	0.00	0.00
5402 · ISP and Web page hosting	0.00	0.00	0.00	0.00	0.00	0.00
5403 · Computer Software	0.00	0.00	0.00	0.00	0.00	0.00
5404 · Tech Support & Repair	0.00	0.00	0.00	0.00	0.00	0.00
5405 · Technical Services Supplies	0.00	0.00	0.00	0.00	0.00	0.00
5406 · Circulation Supplies	0.00	0.00	0.00	0.00	0.00	0.00
5408 · Tech Serv Online Resources	0.00	0.00	0.00	0.00	0.00	0.00
5409 · RBP/ILL Expenses	0.00	0.00	0.00	0.00	0.00	0.00
5410 · SWAN Consortium	0.00	0.00	0.00	0.00	0.00	0.00
5411 · Village IT Services	0.00	0.00	0.00	0.00	0.00	0.00
Total 5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	Aug 19	May - Aug 19
5500 · Services						
5501 · Youth Services Programs	0.00	0.00	0.00	0.00	0.00	0.00
5503 · Adult/Teen Programs	0.00	0.00	0.00	0.00	0.00	0.00
5505 · Library Newsletter	0.00	0.00	0.00	0.00	0.00	0.00
5509 · Library Publicity and Promotion	0.00	0.00	0.00	0.00	0.00	0.00
Total 5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection						
5601 · Youth Services Books	0.00	0.00	0.00	0.00	0.00	0.00
5606 · Youth Services Media	0.00	0.00	0.00	0.00	0.00	0.00
5630 · Adult Books	0.00	0.00	0.00	0.00	0.00	0.00
5635 · Magazines & Newspapers	0.00	0.00	0.00	0.00	0.00	0.00
5637 · Adult Media	0.00	0.00	0.00	0.00	0.00	0.00
5651 · Digital Media	0.00	0.00	0.00	0.00	0.00	0.00
5652 · Grant/Award Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total 5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses						
6610 · FICA Expense	0.00	0.00	0.00	0.00	0.00	0.00
6620 · Illinois Municipal Retirement F	19,807.77	59,237.16	0.00	0.00	0.00	0.00
Total 6600 · Payroll Expenses	19,807.77	59,237.16	0.00	0.00	0.00	0.00
66900 · Reconciliation Discrepancies						
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	582.00	1,182.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	591.27	2,553.56	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	2,450.00	2,450.00
7401 · Furniture	0.00	0.00	0.00	0.00	0.00	0.00
7404 · Landscape	0.00	0.00	0.00	0.00	0.00	0.00
Total 7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects						
7508 · Library Remodel 2019-20	0.00	0.00	0.00	0.00	0.00	0.00
Total 7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	19,807.77	59,237.16	1,173.27	3,735.56	2,450.00	2,450.00
Net Ordinary Income	11,112.21	58,107.86	-843.19	-2,426.25	-114.67	6,408.58
Net Income	11,112.21	58,107.86	-843.19	-2,426.25	-114.67	6,408.58

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	
Ordinary Income/Expense					
Income					
3000 · Property Taxes					
3001 · Property Tax Current	0.00	0.00	43,581.11	165,194.45	683,196.59
Total 3000 · Property Taxes	0.00	0.00	43,581.11	165,194.45	2,589,660.70
3100 · PPR Taxes	0.00	0.00	0.00	0.00	2,589,660.70
3200 · Interest Income					
3202 · Interest Income Investments	6,900.42	30,253.95	0.00	13.13	22,890.29
Total 3200 · Interest Income	6,900.42	30,253.95	0.00	13.13	44,477.02
3300 · Patron Payments					
3301 · Fines & Fees	0.00	0.00	0.00	0.00	4,650.48
3302 · Public Copy Payments	0.00	0.00	0.00	0.00	4,256.07
3303 · Non-Resident Card Fees	0.00	0.00	0.00	0.00	1,084.89
Total 3300 · Patron Payments	0.00	0.00	0.00	0.00	9,991.44
3400 · Donations	0.00	0.00	0.00	0.00	50.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	51.01
3800 · Other Income	0.00	0.00	0.00	0.00	2,470.65
Total Income	6,900.42	30,253.95	43,581.11	165,207.58	2,669,591.11
Gross Profit	6,900.42	30,253.95	43,581.11	165,207.58	2,669,591.11
Expense					
5100 · Salaries					
5101 · Exempt Staff Salaries	0.00	0.00	0.00	0.00	195,484.05
5102 · Non-Exempt Staff Salaries	0.00	0.00	0.00	0.00	403,559.99
5103 · Custodial Salaries	0.00	0.00	0.00	0.00	24,101.74
5105 · Professional Education	0.00	0.00	0.00	0.00	8,949.97
5106 · Membership	0.00	0.00	0.00	0.00	1,398.00
5107 · Life Insurance	0.00	0.00	0.00	0.00	604.12
5108 · Health Insurance	0.00	0.00	0.00	0.00	71,803.61
5109 · Benefits, other	0.00	0.00	0.00	0.00	149.75
5110 · Trustee Development	0.00	0.00	0.00	0.00	621.33
Total 5100 · Salaries	0.00	0.00	0.00	0.00	706,672.56
Total 5100 · Salaries	0.00	0.00	0.00	0.00	706,672.56

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	Aug 19	May - Aug 19
5200 - Plant Maint.						
5201 - Supplies	0.00	0.00	0.00	0.00	1,028.36	2,994.17
5202 - Maintenance/Repair	0.00	0.00	0.00	0.00	0.00	1,572.16
5203 - Maintenance Contracts	0.00	0.00	0.00	0.00	3,103.00	12,412.00
5204 - Landscape Maintenance/Snow Remo	0.00	0.00	0.00	0.00	926.00	3,680.00
5205 - Furniture/Equipment	0.00	0.00	0.00	0.00	381.95	2,945.50
5206 - Electric-Comm Edison	0.00	0.00	0.00	0.00	0.00	3,514.92
5207 - Water/Sewer	0.00	0.00	0.00	0.00	351.62	1,056.40
Total 5200 - Plant Maint.	0.00	0.00	0.00	0.00	5,790.93	28,175.15
5300 - Business Exp.						
5301 - Postage	0.00	0.00	0.00	0.00	0.00	3,000.00
5302 - Office & Equipment Supplies	0.00	0.00	0.00	0.00	566.69	1,759.80
5303 - Printing	0.00	0.00	0.00	0.00	0.00	1,977.97
5304 - Equipment Leasing	0.00	0.00	0.00	0.00	1,744.10	6,833.18
5305 - Mileage Reimbursement	0.00	0.00	0.00	0.00	595.14	1,171.07
5308 - Business Phone	0.00	0.00	0.00	0.00	741.55	2,852.09
5309 - Accounting Service	0.00	0.00	0.00	0.00	1,050.00	4,376.00
5310 - Material Recovery Fees	0.00	0.00	0.00	0.00	98.45	366.95
5311 - Payroll Service	0.00	0.00	0.00	0.00	715.68	1,893.45
5312 - Attorney Fees	0.00	0.00	0.00	0.00	0.00	2,362.50
5315 - Other Expenditures	0.00	0.00	0.00	0.00	93.08	206.94
5317 - Bank & Credit Card Fees	0.00	0.00	0.00	0.00	24.50	24.50
5319 - Security Service	0.00	0.00	0.00	0.00	0.00	5,503.52
5321 - Human Resources	0.00	0.00	0.00	0.00	526.30	2,638.51
Total 5300 - Business Exp.	0.00	0.00	0.00	0.00	6,155.49	34,966.48
5400 - Automat. & Dept. Oper.						
5401 - Automation Hardware	0.00	0.00	0.00	0.00	0.00	564.27
5402 - ISP and Web page hosting	0.00	0.00	0.00	0.00	747.69	3,946.43
5403 - Computer Software	0.00	0.00	0.00	0.00	1,269.36	3,429.00
5404 - Tech Support & Repair	0.00	0.00	0.00	0.00	0.00	5,516.84
5405 - Technical Services Supplies	0.00	0.00	0.00	0.00	1,784.49	3,932.01
5406 - Circulation Supplies	0.00	0.00	0.00	0.00	189.34	1,037.03
5408 - Tech Serv Online Resources	0.00	0.00	0.00	0.00	0.00	1,252.00
5409 - RBP/ILL Expenses	0.00	0.00	0.00	0.00	20.00	20.00
5410 - SWAN Consortium	0.00	0.00	0.00	0.00	0.00	11,773.00
5411 - Village IT Services	0.00	0.00	0.00	0.00	7,738.04	30,952.16
Total 5400 - Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	11,748.92	62,422.74

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL
	Aug 19	May - Aug 19	Aug 19	May - Aug 19	
5500 · Services					
5501 · Youth Services Programs	0.00	0.00	0.00	0.00	11,585.12
5503 · Adult/Teen Programs	0.00	0.00	0.00	0.00	4,541.20
5505 · Library Newsletter	0.00	0.00	0.00	0.00	16,377.00
5509 · Library Publicity and Promotion	0.00	0.00	0.00	0.00	4,421.05
Total 5500 · Services	0.00	0.00	0.00	0.00	36,924.37
5600 · Collection					
5601 · Youth Services Books	0.00	0.00	0.00	0.00	8,407.09
5606 · Youth Services Media	0.00	0.00	0.00	0.00	3,384.52
5630 · Adult Books	0.00	0.00	0.00	0.00	16,889.31
5635 · Magazines & Newspapers	0.00	0.00	0.00	0.00	9,523.29
5637 · Adult Media	0.00	0.00	0.00	0.00	5,926.20
5651 · Digital Media	0.00	0.00	0.00	0.00	20,256.46
5652 · Grant/Award Expense	0.00	0.00	0.00	0.00	30,596.28
Total 5600 · Collection	0.00	0.00	0.00	0.00	94,983.15
6600 · Payroll Expenses					
6610 · FICA Expense	0.00	0.00	0.00	0.00	45,888.30
6620 · Illinois Municipal Retirement F	0.00	0.00	0.00	0.00	59,237.16
Total 6600 · Payroll Expenses	0.00	0.00	0.00	0.00	105,125.46
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	-2.99
7102 · Risk Management expense	0.00	0.00	0.00	0.00	1,182.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	2,553.56
7201 · Audit Expense	0.00	0.00	0.00	0.00	2,450.00
7400 · Capital Expenditures					
7401 · Furniture	0.00	15,849.86	0.00	0.00	15,849.86
7404 · Landscape	0.00	1,449.00	0.00	0.00	1,449.00
Total 7400 · Capital Expenditures	0.00	17,298.86	0.00	0.00	17,298.86
7500 · Special Capital Projects					
7508 · Library Remodel 2019-20	448,003.77	1,518,948.99	0.00	0.00	1,518,948.99
Total 7500 · Special Capital Projects	448,003.77	1,518,948.99	0.00	0.00	1,518,948.99
Total Expense	448,003.77	1,536,247.85	0.00	0.00	2,611,700.33
Net Ordinary Income	-441,103.35	-1,505,993.90	43,581.11	165,207.58	57,890.78
Net Income	-441,103.35	-1,505,993.90	43,581.11	165,207.58	57,890.78

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	152,169.85
WEST SUBURBAN BANK	PAYROLL	106,617.20
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	849,953.30
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	5,010,100.33
PROPAY	ELECTRONIC	2,823.91
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 6,122,434.59</u>

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,633,713.08	\$ 271,025.46	\$ 2,904,738.54
Working Cash	50,284.66	77.54	50,362.20
FICA	115,099.42	13,691.48	128,790.90
IMRF	169,920.62	11,112.21	181,032.83
Liability Insurance	40,555.19	(843.19)	39,712.00
Audit	10,479.43	(114.67)	10,364.76
Capital Maintenance & Repair	3,081,191.16	(441,103.35)	2,640,087.81
Building Renovation Loan	<u>121,626.47</u>	<u>43,581.11</u>	<u>165,207.58</u>
TOTAL ALL FUNDS	<u><u>\$ 6,222,870.03</u></u>	<u><u>\$ (102,573.41)</u></u>	<u><u>\$ 6,120,296.62</u></u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President 8/31/19

Nancy Olson, Board Treasurer 8/31/19

Susan Westgate, Library Director 8/31/19

Carol Stream Public Library
Summary of Insurance
2019-2020

Type of Coverage	Description of Coverage	Amount of Coverage
General Liability	Bodily Injury & property damage claims	<ul style="list-style-type: none"> • \$1,000,000 Each Occurrence • \$2,000,000 General Aggregate • \$1,000,000 Employee Benefit Liability • \$250,000 Cyber Suite • \$1,000,000 Abuse & Molestation
Umbrella Liability	Provides additional coverage to General Liability	<ul style="list-style-type: none"> • \$5,000,000 • Retention: \$10,000
Property Coverage	Loss of property due to fire, theft, etc.	<ul style="list-style-type: none"> • Building - \$6,314,734 • Business Personal Property - \$1,756,147 • Deductible: \$1,000 • EDP-Computers - \$171,683 • Collections - \$5,049,261 • Business income – \$356,127 • Earthquake - \$1,000,000 • Flood - \$100,000 • Water Back up \$250,000 • Fine Arts - \$14,849
Automobile Liability	Liability Insurance protects your business in the event of an injury to an employee traveling in an owned, rented or personal automobile on company business.	<ul style="list-style-type: none"> • \$1,000,000
Directors & Officers	Provides protection for “decisions’ made by Directors, Officers, Volunteers, Trustees, Committee Members & The Entity also includes Employment Practices Liability	<ul style="list-style-type: none"> • \$1,000,000 D&O • \$1,000,000 Employment Practices • Retention: \$0
Government Crime	Insurance provides coverage for theft of Funds	<ul style="list-style-type: none"> • \$2,000,000 • Deductible - \$10,000
Workers Compensation	Provides coverage for Employees for Accidents or injuries that happen during working hours	<ul style="list-style-type: none"> • \$500,000/\$500,000/\$500,000 • Public Library Prof Emp & Clerical • 8810 Payrolls \$1,795,300 • Public Library Other Than Clerical • 9101 Payrolls \$18,000



Named Insured: Carol Stream Public Library

Coverage	Utica National; The Hartford; Travelers	Utica National; The Hartford; Travelers
	2018-2019	2019-2020
Package	\$14,039	\$13,996
Automobile	\$260	\$260
Umbrella	\$3,335	\$3,163
Workers Comp	\$4,554	\$4,788
Directors & Officers	Included in Package	Included in Package
Crime	\$2,754	\$2,754
TOTAL	\$24,942	\$24,961





Heritage Technology Solutions

13600 S. Kenton Ave
Crestwood, IL 60445
Phone: (708) 597-5005 Fax: (708) 597-5091
www.htspc.net

PROPOSAL

Number HTSQ2742
Date 9/11/2019

Your Sales Rep is Ron Valdez ron.valdez@htspc.net

Carol Stream Public Library - additional cameras 2019

1. Term of Agreement

This Agreement between Carol Stream Public Library, herein referred to as Client, located at 616 Hiawatha Drive, Carol Stream, IL 60188 and Heritage Technology Solutions, hereinafter referred to as Service Provider, is effective and shall remain in force for the period of performance required to complete the engagement.

HTS intends to undertake the responsibilities noted herein. We imply that these services will be performed in a time conscious and professional manner. Our intention and our objectives are to perform these services with the minimal inconvenience to yourself and your staff. HTS shall not be liable for any damages caused by the delay in furnishing services or other performance under this agreement. The sole and exclusive remedy for any breach of warranty, express or implied, including services furnished under this agreement and all other performance by HTS under or pursuant to this engagement shall be limited to the re-performance of any defective service provided by HTS and shall in no event include incidental or consequential damages.

The prices contained herein represent only the work that is clearly specified and outlined in the attached scope of work. If for any reason a work stoppage or delay is incurred due to unforeseen reason outside of this scope of work, the nature of the problem will be pointed out immediately. At that time, supplemental billing may be incurred outside of the scope of this agreement at the normal billing rate if special arrangements have not been made prior to the onset of this project.

For our objectives to be met, we request that Carol Stream Public Library provide adequate facilities (i.e. space, power outlets, etc.). Additionally, it is understood that Carol Stream Public Library is aware and acknowledge the following issues (*where applicable*):

- a. Susan Westgate of Carol Stream Public Library will be the contact for the duration of this agreement. All installation, support, and problem-solving issues will be directed to HTS through this individual. If HTS is to provide other individuals ongoing information concerning the work/scheduling of HTS, it will be the customer's responsibility to provide HTS with the names of any additional individuals prior to HTS beginning the service call.
- b. The customer will allow authorized HTS employees to access all areas involved in the service call from 8:00 a.m. to 4:30 p.m. Monday through Friday or any other time or days needed as mutually agreed upon by both parties.
- c. Our engineering team will be given a temporary user account with administrator rights to all files, file directories and file subdirectories located throughout the network.

- d. The customer ensures that any necessary phone/data lines are installed and are operating according.
 - e. The customer ensures that all network cabling to the data jacks complies with industry standards and specifications.
 - f. The customer will ensure all data jacks are properly labeled referencing back to the wiring in the data closets.
 - g. The customer will have all furniture required for the placement of the workstations and/or LAN equipment (Hardware & Software) as specified in this proposal, on-site prior to the LAN services provided by HTS.
 - h. All workstations will be able to support network client software.
 - i. Reliable, sufficient and recent full system backups must be present at all times.
 - j. Any blocked conduits for wiring runs may increase installation charges or require new conduit to be installed at an additional cost.
 - k. Any required power lifts for installation is an additional cost.
 - l. Removal and disposal of current equipment is not included unless otherwise stated in Scope of Work.
 - m. Training is not included unless otherwise stated in Scope of Work.
 - n. Heritage Technology Solutions is not a certified compliance provider and does not offer certified compliance services of any kind -including but not limited to - assessments, audits, and consulting. This includes but is not limited to compliance related to the areas involving HIPAA, PCI, and GLBA. It is recommended that you engage with a 3rd party certified compliance provider for any of these needs.
2. **Fees and Payment Schedule.** Payments for services are due on receipt of invoice. For sales related services, payment of 100% of hardware and 50% of labor due upon order, balance of labor due upon completion of services. **Public Sector Excluded from deposit requirement, and will be invoiced for full amount.** Recurring services will be billed 2 months before the start date of service and payment is due before the start date. Services may be suspended if payment is not received before the noted start date of service. Invoices not paid within 30 days are subject to a 1.5% monthly interest rate. Payment may be made via terms (if granted). The schedules of fees for products or services are specified above.
 3. **Taxes and Freight.** It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Service Provider for the state of use. Taxes and freight to be billed on final invoice.
 4. **Cancellations/Returns.** All sales are considered final. Any order cancellations must be pre-approved by the manufacturer and/or the distributor and are subject to restock fees and any other fees associated with the cancellation. Any support services provided before or during the cancellation or returns are due immediately. Defective merchandise can be exchanged for identical product only.
 5. **Master Services Agreement.** This agreement is incorporated as an addendum to the MSA. These are the additional clauses that are incorporated to that agreement and only items specifically stated here will supersede the MSA, all other terms of the MSA remain in effect.



6. Services Delivered

Qty	Description	Unit Price	Ext. Price
12	988214 OUTDOOR DOME, 4MP, H265+, 2.8-12MM, MOTORIZED ZOOM/FOCUS	\$315.12	\$3,781.44
6	1031159 2 MP OUT IR FIXED DOME NETWORKCAMERA, 2.8 MM	\$153.84	\$923.04
7	953377 BRACKET, PENDANT CAP, 155MM	\$25.88	\$181.16
7	591797 BRACKET, WALL MOUNT, LONG, W/ JUNCTION BOX	\$31.30	\$219.10
2	947981 BRACKET, POLE MOUNT FOR VALUE PLUS H.265+VF CAMERAS	\$22.57	\$45.14
1	896980 NVR,16-CH, H265+,UP TO12MP, HDMI (1-4K; 1- 1080P), 8- SATA, DS-9616NI-I8-10TB	\$1,649.99	\$1,649.99
1	misc cable material and hardware	\$899.00	\$899.00



1	Labor: Take apart and remove 3 cameras, 3 Cat 6 lines and around 100' of conduit from building Drill hole through building, stub in chase and fish 3 lines back into building Prepare wire routes and pull existing lines to existing location through the inside Prepare wire routes and pull wire for 2 extra outdoor cameras Fish lines up outdoor pole and gazibo Bore holes through building, mount and install 3 existing cameras Terminate and test all new camera lines that were prewired Install and mount 13 indoor cameras Terminate, install and mount 5 outdoor cameras Reinstall 1 existing camera at circulation desk Focus all cameras Configure new NVR Connect New cameras Add cameras to clients Clean up debris Final walk through with client	\$9,360.00	\$9,360.00
1	Annual Camera maintenance parts, labor and travel	\$1,652.00	\$1,652.00

Please contact me if I can be of further assistance. Library to provide lift. New POE switch to be provided and configured by Library IT. Monthly Recurring Services Cost: \$0.00	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">SubTotal</td> <td style="text-align: right;">\$18,710.87</td> </tr> <tr> <td>Total (less tax and freight)</td> <td style="text-align: right;">\$18,710.87</td> </tr> <tr> <td>Lease Options</td> <td></td> </tr> </table>	SubTotal	\$18,710.87	Total (less tax and freight)	\$18,710.87	Lease Options	
SubTotal	\$18,710.87						
Total (less tax and freight)	\$18,710.87						
Lease Options							

Acceptance of Proposed Work/Services. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

Authorized Signature	Carol Stream Public Library	Date
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CAROL STREAM PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
May 1, 2018 through April 30, 2019

GENERAL FUND

Fund Balance – Beginning	\$1,585,567
<u>Revenues</u>	
Taxes	3,221,309
Fines and Fees	32,438
Intergovernmental	54,638
Interest	37,418
Miscellaneous	16,962
Total Revenues	3,362,765
<u>Expenditures</u>	
Salaries/Benefits	1,997,840
Plant Maintenance	136,892
Business	120,802
Automation & Dept. Operations	246,274
Services	106,604
Collection Development	309,477
Total Expenditures	2,917,889
Transfer In from Working Cash Fund	0
Transfer (Out) to CM&R Fund	(400,000)
Fund Balance – Ending	\$1,630,443

Payments to vendors: 4Imprint \$2,982.45; A & A Paving \$6,325.00; Access One, Inc. \$8,041.55; Allied Universal Security Services \$17,037.55; AMAZON/SYNCB \$9,160.76; Ancel, Glink, Diamond, Bush, & Assoc. Corp. \$14,113.91; Baker & Taylor \$96,708.13; Bridgeall Libraries Limited \$10,594.00; Case Lots, Inc. \$6,706.50; CDW Governmental Inc. \$3,731.30; ComEd \$36,175.50; Complete Cleaning Co. Inc. \$21,720.00; Creekside Printing \$28,861.00; Diegan & Assoc., LLC \$4,040.31; Demco, Inc. \$7,019.51; Ebsco Information Services \$24,830.37; Ehlers and Associates, Inc. \$10,000.00; Findaway World, LLC \$4,242.63; Fitzgerald Lighting & Maintenance Co. \$7,828.74; Fox Valley Fire & Safety Company, Inc. \$11,397.00; Frederick Quinn Corporation (FQC) \$81,342.00; Gale/CENGAGE Learning \$11,551.96; Garvey's Office Products \$4,640.68; Garvin Gardens \$4,560.00; GovConnection, Inc. \$39,955.77; H & H Electric Co. \$2,509.69; Hartford \$2,848.00; HR Source \$5,545.00; Impact Networking, LLC \$2,595.65; India For Everyone \$3,077.04; Infogroup \$8,375.00; Interior Investments, LLC \$184,487.00; JGF Contractors, INC. \$5,631.09; LinkedIn Corporation \$7,000.00; McClure, Inserra & Company Chartered \$14,306.00; Midwest Tape \$63,613.41; Midwest Tropical \$17,497.50; MNJ Technologies Direct, Inc. \$25,460.58; Multi-Cultural Books & Video \$2,650.75; Oriental Trading Company \$4,474.31; Outsource Solutions Group, Inc. \$13,619.36; OverDrive, Inc. \$25,865.46; Paylocity \$9,811.91; Pitney Bowes-Reserve Account \$12,000.00; PNC Bank \$43,477.90; Precision Control Systems of Chicago, Inc. \$18,587.00; Product Architecture & Design \$337,049.99; ProQuest LLC \$13,075.00; Reaching Across Illinois Library System (RAILS) \$6,557.50; Record Automatic Doors, Inc. \$6,372.99; Recorded Books, LLC \$10,114.62; Sebert Landscaping, Inc. \$23,003.00; Sikich LLP \$9,275.00; SWAN (System Wide Automated Network) \$50,493.65; Telcom Innovations Group, LLC \$18,276.00; TIAA Commercial Finance \$16,849.44; Today's Business Solutions, Inc. \$6,704.36; Travelers \$2,754.00; Tutor.com \$7,980.00; Utica National Insurance Group \$23,554.00; Value Line Publishing LLC \$4,800.00; Village of Carol Stream \$103,874.68; Village of Carol Stream – Benefits \$261,617.57; Village of Carol Stream – IMRF \$194,560.54; Village of Carol Stream-Water Dept. \$6,295.30.

Payroll: Under \$25,000 - Allsup, Melanie; Berger, Janet; Bierman, Lynn; Boyd, Calvin; Edelstein, Elizabeth; Farrell, Joyce; Fletcher, Amelia; Fonseca, Antonio; Gaba, Rubyliza; Geshkewich II, Joseph; Grippando, Sarah; Harwood, Robin; Hayes, Carol; Hill, Thomas; Jeffries, Madeline; Johnson, Melanie; Krueger, Heidi; Kyle-DiPietro, Maryanne; Lagunas, Thoana; Lorenzetti, Michael; Masnovi, Dani; McCallum, Sue; Nguyen, Anthony; Olekanma, Vera; Ortiz, Juan; Pancoe, Ellen; Patel, Bindiya; Petrella, Julia; Rentfleish, Anjali; Rodriguez, Ricardo; Segó, Karen; Shah, Shilpa; Shaw, Catherine; Sheppard, Angela; Smith, Marlys; Stanton, Katherine; Steadman,

John; Turner, Victoria; Walek, Cheryl; Wise, Lise; \$25,000 to \$49,999.99 – Albers, Adrianna; Anderson, Ronald; Boucher, Barb; Costuna, Marie; Danusiar, Amy; Dexheimer, Steve; Donchenko, Donna; Elder, Jessica; Garcia, Crystal; Grude, Susan; Karney, Richard; Magnus, Mary; Menzer, Kathie; Spradlin, Laura; Walther, Renee; Wilson Leigh Anne; \$50,000 to \$74,999.99 – Kovac, Sarah; Kushad, Omar; Meehan, Clare; Pellico, Mary; Porch, Allison; Teske, Amy; Wagner, Nathaniel; \$75,000 to 99,999.99 – Cain, Jeri; Hays, Laura; \$100,000 to \$124,999.99 – Clemens, Mary; over \$125,000 - Westgate, Susan.

FICA FUND

Fund Balance – Beginning	\$97,084
<u>Revenues</u>	
Taxes	101,316
Interest	2,141
Total Revenues	103,457
<u>Expenditures</u>	
FICA	135,844
Total Expenditures	135,844
Fund Balance – Ending	\$64,697
Cash Disbursements: Payroll Federal Deposit FICA \$135,844.	

IMRF FUND

Fund Balance – Beginning	\$141,869
<u>Revenues</u>	
Taxes	172,476
Interest	3,141
Total Revenues	175,617
<u>Expenditures</u>	
IMRF	194,561
Total Expenditures	194,561
Fund Balance – Ending	\$122,925
Cash Disbursements: Village of Carol Stream (IMRF) \$194,560.54.	

LIABILITY INSURANCE FUND

Fund Balance – Beginning	\$61,760
<u>Revenues</u>	
Taxes	1,205
Interest	1,330
Total Revenues	2,535
<u>Expenditures</u>	
Liability Insurance	19,247
Risk Management	993
Unemployment Insurance	1,917
Total Expenditures	22,157

Fund Balance – Ending \$42,138

Payments to vendors: Fox Valley Fire & Safety Company Inc. \$599.78, Fredriksen Fire Equipment Company \$142.75, Hartford \$2,848.00, LIMRiCC Unemployment Compensation Group \$1,917.01, Travelers \$2754.00, Utica National Insurance Group \$13,719.00, Vanguard Archives \$176.00.

AUDIT FUND

Fund Balance – Beginning \$6,148

Revenues

Taxes 6,946

Interest 137

Total Revenues 7,083

Expenditures

Audit 9,275

Fund Balance – Ending \$3,956

Payments to vendors: Sikich LLP \$9,275.

CAPITAL MAINTENANCE & REPAIR FUND

Fund Balance – Beginning \$4,357,880

Revenues

Interest 93,816

Transfer In from General Fund 400,000

Total Revenue 493,816

Expenditures

Major Repairs -

Special Capital Projects 669,002

Other Capital Expenditures 36,612

Total Expenditures 705,614

Fund Balance – Ending \$4,146,082

Payments to vendors: A & A Paving \$6,325.00, Diegan & Assoc., LLC \$4,040.31, Fox Valley Fire & Safety Company, Inc. \$9,750.00, Frederick Quinn Corporation (FQC) \$81,342.00, Illinois Tree Service \$1,600.00, Impressions in Stone \$247.57, Interior Investments LLC \$184,487.00, JGF Contractors, Inc. \$5,631.09, Midwest Tropical \$17,497.50, MNJ Technologies Direct Inc. \$21,863.34, Product Architecture & Design \$337,049.99, Sebert Landscaping \$8,964.00, Smart Concrete Technologies \$1,125.00, Telcom Innovations Group LLC \$18,276, Valor Technologies \$2,121.00, Village of Carol Stream \$3,094.32, Webster McGrath & Ahlberg, Ltd. \$2,200.00.

WORKING CASH FUND

Fund Balance – Beginning \$48,968

Revenues

Interest 1,054

Transfer (Out) to General Fund 0

Fund Balance – Ending \$50,022

**BOARD OF LIBRARY TRUSTEES
VILLAGE OF CAROL STREAM, ILLINOIS
RESOLUTION # 287**

**RE: REQUEST FOR MACMILLAN PUBLISHERS TO REVERSE LIBRARY EBOOK
EMBARGO**

On July 25, Macmillan Publishing announced it would become the only major (Big 5) publisher to limit eBook lending for U.S. libraries. Under its new licensing model, scheduled to begin November 1, 2019, a library may purchase one copy upon release of a new title in eBook format, after which the publisher will impose an eight-week embargo on additional copies of that title sold to libraries.

WHEREAS, American Library Association (ALA) President Wanda Brown asserted that same day, "Macmillan Publishers' new model for library eBook lending will make it difficult for libraries to fulfill our central mission: ensuring access to information for all. Macmillan's new policy is unacceptable;" and,

WHEREAS, Public Library Association (PLA) President Ramiro Salazar stated, "Access to digital content in libraries is more than a financial issue: it is an equity issue. We encourage Macmillan Publishers to reverse course before libraries and the people they serve are harmed;" and,

WHEREAS, millions of people now use digital content as their preferred or only access to books, music, and movies. Digital content is portable, accessible to people with print disabilities, available anywhere 24/7, and brokered by libraries to provide diverse options to our diverse communities; and,

WHEREAS, Libraries not only pay for books; they market them. Lost marketing means lost publicity and sales for publishers and authors; and,

WHEREAS, the Board of Library Trustees of the Carol Stream Public Library joins the ALA in denouncing this measure and calling for Macmillan Publishing to cancel the embargo and restore full access to its complete eBook catalog upon release to the public; and,

FURTHER RESOLVED, the Board of Library Trustees of the Carol Stream Public Library affirms the principles that:

- All published works must be available for libraries to purchase and lend to library users.
- Access to and use of eBooks must equitably balance the rights and privileges of readers, authors and publishers.
- Digital content must be accessible to all people, regardless of physical or reading disability.
- Library patrons must be able to access digital content on the device of their choosing.
- Reading records must remain private in the digital age.

ADOPTED this 18th day of September 2019 by a vote of:

Ayes: _____, Nays: _____, Absent or not voting: _____.

Attest:

Edward Jourdan, President
Board of Library Trustees

I, the undersigned Secretary of the Board of Library Trustees of the Village of Carol Stream, hereby state that the foregoing Resolution entitled:

RE: REQUEST FOR MACMILLAN PUBLISHERS TO REVERSE LIBRARY EBOOK EMBARGO

was duly adopted by said Board of Trustees at a valid meeting on September 18, 2019.

Seal:

Mansi Patel, Secretary
Board of Library Trustees

Carol Stream Public Library Expenses by Vendor Detail

August 2019
Memo

Date	Num	Account	Amount
08/15/2019	Order #18472707	5509 · Library Publicity and Promotion	-401.85
			<u>-401.85</u>
4Imprint			
Total 4Imprint			
08/13/2019	Inv. #4152873	5308 · Business Phone	-741.55
			<u>-741.55</u>
Access One, Inc.			
Total Access One, Inc.			
Amazon			
08/21/2019	YS Toys (note: Jeri Cain's PNC number was sav 5501 · Youth Services Programs		-38.16
			<u>-38.16</u>
Total Amazon			
AMAZON/SYNCB			
08/20/2019	Inv. #PINV1773287	5630 · Adult Books	-25.18
08/20/2019	Inv. #PINV1773287	5503 · Adult/Teen Programs	-158.21
08/20/2019	Inv. #943573386933	5501 · Youth Services Programs	-40.23
08/20/2019	Inv. #893585459585	5201 · Supplies	-33.83
08/20/2019	Inv. #859486734864	5501 · Youth Services Programs	-107.94
08/20/2019	Inv. #667498648646	5630 · Adult Books	-23.42
08/20/2019	Inv. #667498648646	5503 · Adult/Teen Programs	-13.95
08/20/2019	Inv. #884836879444	5201 · Supplies	-39.99
08/20/2019	Inv. #459689578977	5509 · Library Publicity and Promotion	-38.37
08/20/2019	Inv. #677654669655	5630 · Adult Books	-29.49
08/20/2019	Inv. #944763959954	5630 · Adult Books	-38.75
08/20/2019	Inv. #459348483448	5201 · Supplies	124.81
08/20/2019	Inv. #438386969846	5201 · Supplies	133.80
08/20/2019	Inv. #464593396753	5501 · Youth Services Programs	0.94
08/20/2019	Inv. #458534869653	5501 · Youth Services Programs	0.47
08/22/2019	Inv. #473773974885	5501 · Youth Services Programs	-51.90
			<u>-341.24</u>
Total AMAZON/SYNCB			
American Library Association			
08/12/2019	Web. Leading Change in Frontline Services - Ca 5105 · Professional Education		-49.00

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	August 2019 Memo	Account	Amount
08/15/2019		Membership Renewal - Westgate	5105 · Professional Education	0.00
08/15/2019		Reg. & PLA Mbrshp. Renewal - Westgate	5106 · Membership	-220.00
08/22/2019		ALA Mbrshp. Dues - Kushad	5106 · Membership	-145.00
08/22/2019		ALA Mbrshp. Dues - Danusiar	5106 · Membership	-110.00
08/29/2019		ALA 2019 Mbrshp Dues - Spradlin	5106 · Membership	-145.00
Total American Library Association				<u>-669.00</u>
Background Resources, Inc.				
08/13/2019		Inv. #17222	5321 · Human Resources	-40.00
Total Background Resources, Inc.				<u>-40.00</u>
Baker & Taylor				
08/19/2019		Several invoices	5405 · Technical Services Supplies	-583.72
08/19/2019		Several invoices	5501 · Youth Services Programs	-104.70
08/19/2019		Several invoices	5503 · Adult/Teen Programs	-174.72
08/19/2019		Several invoices	5601 · Youth Services Books	-3,700.00
08/19/2019		Several invoices	5630 · Adult Books	-4,317.38
Total Baker & Taylor				<u>-8,880.52</u>
Bloomington Public Library				
08/15/2019		Reimbursement for Chess Tournament refreshrr	5501 · Youth Services Programs	0.00
08/15/2019		Reimb. for Chess Tournament refreshments	5501 · Youth Services Programs	-49.56
Total Bloomington Public Library				<u>-49.56</u>
Brodart Co.				
08/13/2019		Inv. #535226	5405 · Technical Services Supplies	-36.79
Total Brodart Co.				<u>-36.79</u>
Brookfield Zoo				
08/28/2019		Brookfield Zoo Mbrshp. for SRP Family Prize B:	5501 · Youth Services Programs	-58.50
08/28/2019		Brookfield Zoo Mbrshp. for SRP Family Prize B:	5503 · Adult/Teen Programs	-58.50
Total Brookfield Zoo				<u>-117.00</u>

Carol Stream Public Library Expenses by Vendor Detail

August 2019
Memo

Date	Num	Account	Amount
Carol Stream Animal Hospital			
08/22/2019	Inv. #287885	5509 · Library Publicity and Promotion	-490.00
			<u>-490.00</u>
Total Carol Stream Animal Hospital			
Case Lots, Inc.			
08/13/2019	Inv. #10631	5201 · Supplies	-397.95
08/19/2019	Inv. 11327	5201 · Supplies	-421.60
			<u>-819.55</u>
Total Case Lots, Inc.			
Center Point for Large Print Books			
08/14/2019	Inv. #1709643	5630 · Adult Books	-184.56
			<u>-184.56</u>
Total Center Point for Large Print Books			
Comcast			
08/02/2019	Service: 8/2 -9/1/19	5402 · ISP and Web page hosting	-157.85
			<u>-157.85</u>
Total Comcast			
Compass Coffee			
08/12/2019	Breakfast at ALA 6/26 - Spradlin	5105 · Professional Education	0.00
			<u>0.00</u>
Total Compass Coffee			
Complete Cleaning Co., Inc.			
08/13/2019	Inv. #AW05639	7508 · Library Remodel 2019-20	-695.00
08/13/2019	Inv. #C10666	5203 · Maintenance Contracts	-1,810.00
			<u>-2,505.00</u>
Total Complete Cleaning Co., Inc.			
Costco			
08/12/2019	Shredder - HR Office	5205 · Furniture/Equipment	-95.61
			<u>-95.61</u>
Total Costco			
Creekside Printing			
08/13/2019	Inv. #11175	5505 · Library Newsletter	-2,459.00
			<u>-2,459.00</u>
Total Creekside Printing			

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

August 2019
Memo

Date	Num	Account	Amount
Total Creekside Printing			-2,459.00
Demco			
08/13/2019	Inv. #6648810	5405 · Technical Services Supplies	-153.49
08/13/2019	Inv. #6652828	5405 · Technical Services Supplies	-53.69
08/13/2019	Inv. #6652828	5406 · Circulation Supplies	-189.34
Total Demco			<u>-396.52</u>
Dollar Tree			
08/29/2019	Supplies for DIY to Go kits	5501 · Youth Services Programs	-29.00
Total Dollar Tree			<u>-29.00</u>
Dunkin Donuts			
08/27/2019	Staff Dev. Day - Breakfast	5105 · Professional Education	-122.88
Total Dunkin Donuts			<u>-122.88</u>
EventBrite			
08/14/2019	2019 SWAN Annual Conf. - Hays	5105 · Professional Education	-33.46
08/14/2019	2019 SWAN Annual Conf. - Kushad	5105 · Professional Education	-33.46
Total EventBrite			<u>-66.92</u>
EventBrite - SWAN			
08/20/2019	SWAN x2019 - M. Johnson	5105 · Professional Education	-33.46
Total EventBrite - SWAN			<u>-33.46</u>
Film Ideas, Inc. (FidFlix)			
08/14/2019	Inv. #500402	5637 · Adult Media	-335.55
Total Film Ideas, Inc. (FidFlix)			<u>-335.55</u>
Findaway World, LLC			
08/14/2019	Inv. #292930	5405 · Technical Services Supplies	-9.90
08/14/2019	Inv. #292930	5637 · Adult Media	-195.97
08/14/2019	Inv. #292930	5606 · Youth Services Media	-82.48

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	August 2019 Memo	Account	Amount
08/16/2019	Inv. #293923		5405 · Technical Services Supplies	-81.90
Total Findaway World, LLC				-370.25
Fox Valley Fire & Safety Company, Inc.				
08/13/2019	Inv. #IN00281305		7102 · Risk Management expense	-93.00
08/13/2019	Inv. #IN00282441		7102 · Risk Management expense	-242.00
08/13/2019	Inv. #IN00282912		7102 · Risk Management expense	-247.00
Total Fox Valley Fire & Safety Company, Inc.				-582.00
Frederick Quinn Corporation (FQC)				
08/21/2019	Period from: 7/1 - 7/31/19		7508 · Library Remodel 2019-20	-408,124.00
Total Frederick Quinn Corporation (FQC)				-408,124.00
Gale/CENGAGE Learning				
08/14/2019	Inv. #67425271		5630 · Adult Books	-110.21
08/14/2019	Inv. #67416668		5630 · Adult Books	-139.45
08/14/2019	Inv. #67425033		5630 · Adult Books	-84.72
08/14/2019	Inv. #67508719		5630 · Adult Books	0.00
08/14/2019	Inv. #67555830		5630 · Adult Books	-56.98
08/14/2019	Inv. #67555362		5630 · Adult Books	-113.21
08/14/2019	Inv. #67555871		5630 · Adult Books	-82.47
Total Gale/CENGAGE Learning				-587.04
Garvey's Office Products				
08/20/2019	Inv. #PINV1773287		5302 · Office & Equipment Supplies	-182.16
08/20/2019	Inv. #PINV1773287		5501 · Youth Services Programs	-26.50
08/20/2019	Inv. #PINV1773287		5405 · Technical Services Supplies	-17.96
08/20/2019	Inv. #PINV1775180		5405 · Technical Services Supplies	-23.99
Total Garvey's Office Products				-250.61
GoDaddy.com				
08/14/2019	Rec. #1534921640		5402 · ISP and Web page hosting	-539.76
Total GoDaddy.com				-539.76

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	Account	Amount
Goddard, Leslie			
08/13/2019	Downton Abbey Pgm. - 20190910	5503 · Adult/Teen Programs	-325.00
			<u>-325.00</u>
Total Goddard, Leslie			
Graphic 5, Inc.			
08/13/2019	Inv. #144087	5302 · Office & Equipment Supplies	-290.80
			<u>-290.80</u>
Total Graphic 5, Inc.			
Hobby Lobby			
08/12/2019	Supplies for Messy Play	5501 · Youth Services Programs	-17.55
			<u>-17.55</u>
Total Hobby Lobby			
Home Depot			
08/12/2019	Batteries for Bubble Machine	5201 · Supplies	-28.04
			<u>-28.04</u>
Total Home Depot			
HR Source			
08/15/2019	Inv. #10010 - Supervisory -On Site Prg.	5105 · Professional Education	-1,950.00
			<u>-1,950.00</u>
Total HR Source			
Illinois Library Association			
08/22/2019	ILA Mbrship. Dues - Kushad	5106 · Membership	-100.00
08/22/2019	ILA Mbrship Dues - Danusiar	5106 · Membership	-100.00
08/29/2019	ILA 2019 Mbrship. Dues - Spradlin	5106 · Membership	-100.00
			<u>-300.00</u>
Total Illinois Library Association			
Illinois Schools Library Media Assoc.			
08/22/2019	AISLE Readers Choice Reg. - Monarch/Blue Ste 5501 · Youth Services Programs		-20.00
			<u>-20.00</u>
Total Illinois Schools Library Media Assoc.			
Infogroup			
08/15/2019	Inv. #10003557123	5652 · Grant/Award Expense	-7,545.00
			<u>-7,545.00</u>

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	August 2019 Memo	Account	Amount
Total Infogroup				-7,545.00
Interior Investments, LLC				
08/06/2019	9636	Inv. #159500	7508 · Library Remodel 2019-20	-27,824.34
08/29/2019		Inv. #160415	7508 · Library Remodel 2019-20	-5,286.19
Total Interior Investments, LLC				<u>-33,110.53</u>
Jameson's				
08/22/2019		Vol. appreciation lunch	5315 · Other Expenditures	-66.27
Total Jameson's				<u>-66.27</u>
Jewel Food Stores / Jewel Osco				
08/20/2019		Refreshments - Auditors	5315 · Other Expenditures	-14.12
Total Jewel Food Stores / Jewel Osco				<u>-14.12</u>
Job Target				
08/22/2019		Inv. #21952303	5321 · Human Resources	-150.00
08/28/2019		Advertising - AS	5321 · Human Resources	-15.00
Total Job Target				<u>-165.00</u>
LIMRICC Unemployment Compensation Group				
08/06/2019		2nd Qtr.	7103 · Unemployment Compensation Insur	-591.27
Total LIMRICC Unemployment Compensation Group				<u>-591.27</u>
MailChimp				
08/30/2019		Order #MC07183337	5509 · Library Publicity and Promotion	-75.00
Total MailChimp				<u>-75.00</u>
McClure, Inserra & Company Chartered				
08/13/2019		Inv. #10882	5309 · Accounting Service	-1,050.00
Total McClure, Inserra & Company Chartered				<u>-1,050.00</u>
Midwest Tape				

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	August 2019 Memo	Account	Amount
08/19/2019		Several invoices	5405 · Technical Services Supplies	-475.10
08/19/2019		Several invoices	5606 · Youth Services Media	-960.67
08/19/2019		Several invoices	5637 · Adult Media	-1,705.98
08/19/2019		Several invoices	5651 · Digital Media	-2,470.76
Total Midwest Tape				-5,612.51
New York Times				
08/15/2019		Service Period: 7/20/19 - 7/17/20	5635 · Magazines & Newspapers	-1,053.00
Total New York Times				-1,053.00
Nub Games, Inc.				
08/15/2019		Inv. #8077	5652 · Grant/Award Expense	-445.00
Total Nub Games, Inc.				-445.00
Oberweis Dairy				
08/12/2019		SRP Prize	5501 · Youth Services Programs	-15.00
Total Oberweis Dairy				-15.00
Oriental Trading Company				
08/12/2019		SRP Prizes	5501 · Youth Services Programs	-187.15
Total Oriental Trading Company				-187.15
Outsource Solutions Group, Inc.				
08/15/2019		Inv. #48881	5403 · Computer Software	-1,269.36
Total Outsource Solutions Group, Inc.				-1,269.36
OverDrive, Inc.				
08/15/2019		Inv. #01107MA19142925	5651 · Digital Media	-2,445.26
Total OverDrive, Inc.				-2,445.26
Panera				
08/12/2019		Book club supplies	5501 · Youth Services Programs	-32.91
Total Panera				-32.91

Carol Stream Public Library Expenses by Vendor Detail

August 2019
Memo

Date	Num	Account	Amount
Party City			
08/12/2019		5501 · Youth Services Programs	-22.98
08/12/2019		5501 · Youth Services Programs	-64.96
			<u>-87.94</u>
Total Party City			
Paylocity			
08/13/2019		5311 · Payroll Service	-342.13
08/13/2019		5321 · Human Resources	-321.30
08/13/2019		5311 · Payroll Service	-189.81
08/16/2019		5311 · Payroll Service	-183.74
			<u>-1,036.98</u>
Total Paylocity			
Penguin Random House, LLC			
08/15/2019		5637 · Adult Media	-56.25
08/15/2019		5637 · Adult Media	-30.00
08/15/2019		5637 · Adult Media	-26.25
			<u>-112.50</u>
Total Penguin Random House, LLC			
PermaBound Books			
08/13/2019		5601 · Youth Services Books	-208.83
08/13/2019		5601 · Youth Services Books	-18.63
			<u>-227.46</u>
Total PermaBound Books			
Pitney Bowes			
08/22/2019		5302 · Office & Equipment Supplies	-80.74
			<u>-80.74</u>
Total Pitney Bowes			
PODS			
08/20/2019		5304 · Equipment Leasing	-169.99
08/20/2019		5304 · Equipment Leasing	-169.99
			<u>-339.98</u>
Total PODS			

Carol Stream Public Library Expenses by Vendor Detail

August 2019
Memo

Date	Num	Account	Amount
Precision Control Systems of Chicago, Inc			
08/13/2019	Inv. #37058	5203 · Maintenance Contracts	-1,293.00
			<u>-1,293.00</u>
Total Precision Control Systems of Chicago, Inc			
Product Architecture + Design			
08/13/2019	Inv. #1650.0118	7508 · Library Remodel 2019-20	-6,074.24
			<u>-6,074.24</u>
Total Product Architecture + Design			
Proquest LLC			
08/15/2019	Inv. #70581971	5652 · Grant/Award Expense	-2,038.40
08/15/2019	Inv. #70581978	5652 · Grant/Award Expense	-828.88
			<u>-2,867.28</u>
Total Proquest LLC			
Rebecca Caudill Young Reader's Award			
08/22/2019	Reb. Caudill 2019 Reg. - Danusiar	5501 · Youth Services Programs	-10.00
			<u>-10.00</u>
Total Rebecca Caudill Young Reader's Award			
Scholastic, Inc.			
08/15/2019	Inv. #19766618	5501 · Youth Services Programs	-547.01
			<u>-547.01</u>
Total Scholastic, Inc.			
Sebert Landscaping, Inc.			
08/13/2019	Inv. #187806	5204 · Landscape Maintenance/Snow Remo	-646.00
08/13/2019	Inv. #S492524	5204 · Landscape Maintenance/Snow Remo	-150.00
08/15/2019	Inv. #S500063	5204 · Landscape Maintenance/Snow Remo	-130.00
			<u>-926.00</u>
Total Sebert Landscaping, Inc.			
Showcases			
08/13/2019	Inv. #313000	5405 · Technical Services Supplies	-171.37
			<u>-171.37</u>
Total Showcases			
Sikich LLP			

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

Date	Num	August 2019 Memo	Account	Amount
08/29/2019	Inv. #401082		7201 · Audit Expense	-2,450.00
				<u>-2,450.00</u>
Total Sikich LLP				
Smitty's On the Corner				
08/27/2019		Staff Dev. Day - Lunch	5105 · Professional Education	-608.50
				<u>-608.50</u>
Total Smitty's On the Corner				
Society for Human Resource Management				
08/27/2019		SHRM Prof. Mbrship - Pellico	5106 · Membership	-189.00
				<u>-189.00</u>
Total Society for Human Resource Management				
Staples				
08/13/2019	Inv. #3419862114		5201 · Supplies	-59.99
08/13/2019	Inv. #3421374634		5201 · Supplies	-179.97
08/13/2019	Inv. #3421935357		5205 · Furniture/Equipment	-81.38
08/19/2019	Inv. #3422493489		5201 · Supplies	-17.64
08/19/2019	Inv. #3422493488		5205 · Furniture/Equipment	-164.95
				<u>-503.93</u>
Total Staples				
Survey Monkey				
08/14/2019	Inv. #34537201		5509 · Library Publicity and Promotion	-384.00
				<u>-384.00</u>
Total Survey Monkey				
Target Stores				
08/12/2019		Supplies for several pgms.	5501 · Youth Services Programs	-93.20
08/29/2019		Supplies for Homeschool Hangout Picnic	5501 · Youth Services Programs	-30.93
				<u>-124.13</u>
Total Target Stores				
TIAA Commercial Finance				
08/15/2019	Inv. #6439779		5304 · Equipment Leasing	-1,404.12
				<u>-1,404.12</u>
Total TIAA Commercial Finance				
Tutor.com, Inc.				

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

Date	Num	August 2019 Memo	Account	Amount
08/15/2019	Inv. #000010213		5652 · Grant/Award Expense	-7,980.00
				-7,980.00
Uline				
08/13/2019	Inv. #110625934		5405 · Technical Services Supplies	-176.58
				-176.58
Unfold Yoga & Wellness				
08/15/2019	Inv. #000722 - Staff Dev. Pgm. - Tea Meditation		5105 · Professional Education	-375.00
				-375.00
Unique Management Services, Inc.				
08/13/2019	Inv. #557027		5310 · Material Recovery Fees	-98.45
				-98.45
Verizon Wireless				
08/13/2019	Inv. #9835399219		5402 · ISP and Web page hosting	-50.08
				-50.08
Village of Carol Stream				
08/13/2019	Inv. #3405		5411 · Village IT Services	-7,738.04
				-7,738.04
Village of Carol Stream - Benefits				
08/06/2019	Inv. #3354		5107 · Life Insurance	-151.15
08/06/2019	Inv. #3354		5108 · Health Insurance	-23,830.08
08/06/2019	Inv. #3354		5109 · Benefits, other	-37.50
08/13/2019	Inv. #3425		5107 · Life Insurance	-151.15
08/13/2019	Inv. #3425		5108 · Health Insurance	-23,830.08
08/13/2019	Inv. #3425		5109 · Benefits, other	-37.50
				-48,037.46
Total Village of Carol Stream - Benefits				
Village of Carol Stream - IMRF				

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	August 2019 Memo	Account	Amount
08/29/2019		From: 8/2 - 8/30/19	6620 · Illinois Municipal Retirement F	-19,807.77
				<u>-19,807.77</u>
Total Village of Carol Stream - IMRF				
Village of Carol Stream - Water Dept.				
08/13/2019		Bill #01510210	5207 · Water/Sewer	-351.62
				<u>-351.62</u>
Total Village of Carol Stream - Water Dept.				
Western First Aid & Safety				
08/19/2019		Inv. #ORD4-002198	5201 · Supplies	-65.80
				<u>-65.80</u>
Total Western First Aid & Safety				
Worthington Libraries				
08/13/2019		Inv. #113	5409 · RBP/ILL Expenses	-20.00
				<u>-20.00</u>
Total Worthington Libraries				
Zeus Battery Products				
08/19/2019		Inv. #00243563	5201 · Supplies	-39.79
				<u>-39.79</u>
Total Zeus Battery Products				
TOTAL				
				<u><u>-590,252.77</u></u>

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

Approved by the Library Board of Trustees September 18, 2019

President _____ Date _____

Secretary _____ Date _____

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

September 18, 2019

Board Packets Available Online

In the Library's continued efforts to provide transparency and information to the community, we will be posting the Library's monthly Board packet on our website starting in September 2019.

Insurance Renewal

The Library's current insurance policies are up for renewal in October. A brief summary of the coverage is included in the Board packet. Our total insurance costs increased by \$19.00 from last year. Approval for the insurance renewal is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

Security Camera Equipment and Installation

The Library will be installing an additional eighteen video cameras as a result of the remodel (five outside cameras and thirteen inside cameras). The increase in the number of cameras will require an additional NVR (network video recorder). The additional NVR will also accommodate future additional cameras if the need arises. The cost for equipment and materials is \$18,710.87. Installation will be done in phases as we complete the different areas of the renovation. I have included the current proposal from HTS (our current provider) for your review. Approval for the security cameras is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

EBSCO Online Products Renewal

EBSCO provides the Library with the online product of Consumer Reports (\$2,806), an online version of their print product) and LearningExpress and Job and Career Accelerator (\$8,064) an online training, testing and skill building product. There was a 20% increase in usage of LearningExpress and Job and Career Accelerator over last year and a 24% increase in usage of Consumer Reports over last year. The cost for these products increased by 5%. Approval for the EBSCO renewal is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

Statement of Cash Receipts and Disbursements

I have included a copy of the Library's Cash Receipts and Disbursements Statement for May 1, 2018-April 30, 2019 for your review. This is not something that needs to be voted upon. It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of our General Fund balances for the year, a list of vendors that we paid \$2,500 or more to and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2019 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

Resolution #287-Request for Macmillan Publishers to Reverse Library eBook Embargo

Included in your packet is a Board Resolution requested Macmillan publishers to reconsider and revoke the late release of E-book titles to public libraries (a delay of eight weeks). The Resolution includes language from ALA and PLA. They have reached out to public libraries and encouraged them to make a statement to Macmillan regarding their plans. Following the passing of the Resolution, a copy will be mailed to the CEO of Macmillan and a copy forwarded to ALAWash@alawash.org. I encourage the Board to review and pass this document.

Staff Development Day

The Staff Development Day on August 23 was a success. The Staff Development Committee, led by HR Manager Mary Pellico, did a great job providing relevant and important information to staff. Forty staff members were able to attend. Topics covered were Stress Management presented by the Library's EAP service, Perspectives; and Serving Vulnerable Patrons presented by social workers from the Village of Carol Stream Police Department and the Oak Park Public Library. Staff member Nate Wagner led the staff in Improv activities and Suzette Hammond presented information on the Science of Relaxation and Tea Meditation. The Park District kindly let us hold our event at Simkus Center, as we did not have space available on site during the renovation to hold our annual event.

Facility News

The sealing and striping of the parking lot was completed over the Labor Day weekend while the Library was closed.

Thank You from the Community

The Library received a thank you letter from the Carol Stream Park District for the donation items for their Volunteer Appreciation event.

September Employee Anniversaries

Robin Harwood-9/07/93-Youth Services

Mary Magnus-9/25/95-Circulation

Heidi Krueger-9/07/04-Adult & Teen Services (15 Year Anniversary)

Sarah Kovac-9/03/08-Adult & Teen Services

Antonio Fonseca-9/09/14-Maintenance (5 Year Anniversary)

Nathaniel Wagner-9/21/15-Adult & Teen Services

Laura Spradlin -9/05/17-Youth Services

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2019-2020	
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	August FY 18-19	August FY 19-20	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	12,691	10,078	45,748
Videos	5,016	4,039	17,321
Audio	1,337	860	3,954
Periodicals	346	293	1,212
Other	294	252	1,122
E-books	1,678	2,103	8,420
E-Audio	1,164	1,357	4,894
E-Video	122	152	603
Digital magazines	188	495	1,663
Museum Passes/Explore More Illinois	29 / n/a	30 / 0	122 / 0
ILL - Borrowed from SWAN	2,875	3,004	11,819
ILL - Borrowed from Non-SWAN	93	124	409
ILL - Loaned to SWAN	2,507	1,477	5,663
ILL - Loaned to Non-SWAN	130	35	235
Total Circulation	28,470	24,299	103,185
Total Adult	15,563	13,684	55,060
Total Youth	12,907	10,615	48,125
Reciprocal Borrower Loans (incl. above)	1,340	830	3,124
Automatic Renewals (not incl. above)	15,740	17,032	71,891
Self Check - % of Circulation	33.90%	40.10%	37.50%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	12 / 499	6 / 392	21 / 898
Teen Number/Attendance	17 / 783	4 / 161	20 / 259
Youth - Number/Attendance	37 / 2,351	17 / 1,463	97 / 3,150
Total - Number/Attendance	66 / 3,633	27 / 2,016	138 / 4,307
Library Events - Number / Attendance	0 / 0	0 / 0	1 / 180
Outreach* - Number / Attendance	3 / 334	1 / 33	17 / 3,696
Facility Usage			
Library Visits (Door Count)	18,865	12,402	57,223
Meeting Rooms - # of Public Bookings*	8	n/a	n/a
Study Rooms - # of Users/Total Hours*	169 / 249	n/a	n/a
Electronic Usage			
# of Database Sessions	2,406	3,652	15,562
# of Internet Sessions/Total Time	3,413 / 3,119	2,730 / 2,302	11,233 / 10,317
#iMac Sessions/Total Time	11 / 7	35 / 22	119 / 91
# of Library Website Visits	13,064	10,252	41,256
# Mobile App Users	384	438	1,761
# of Wireless Users	181	n/a	n/a
Reference Transactions			
Adult (Includes Online Chat)	1,980	2,360	8,699
Youth	1,713	1,235	7,231
Circulation	157	129	695
Total Reference Transactions	3,850	3,724	16,625

Patron Statistics			
# of Resident Cards	17,840	17,917	
# of Non-Resident Cards	12	12	
Total Registered Users	17,852	17,929	

Resources Owned/Licensed			
Books	81,492	59,849	
Newspapers (Print only)	23	22	
Periodicals (Print only)	165	150	
Total Print Materials	81,680	60,021	
Current Subscriptions (Print Only)	188	172	
Current E-Subscriptions	115	119	
E-Books: Downloadable	19,570	50,539	
Audio Recordings	8,787	6,589	
Audio Recordings (Downloadable)	6,930	16,661	
Videos	14,963	14,632	
Other: Video Games, Puzzles, Devices	645	561	
Databases	48	48	
Total Resources Owned/Licensed	132,738	149,170	

Professional Development Hours	422.5	304	449.25
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*Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel

Program Statistics - August 2019

Event Type	# of programs	Total attendance
Adult Program	6	392
Teen	4	161
Youth Program	17	1,463
Totals	27	2,016
Library Event	0	0
Outreach	1	33

Title	Date	Primary Event Type	Attendance
Marbled Paper: Make & Take Workshop (Offsite)	8/8/2019	Adult Program	19
Adult Summer Reading Program 2019	8/11/2019	Adult Program	324
Become a Photographer (Offsite)	8/13/2019	Adult Program	11
50 States Book Club (Offsite)	8/19/2019	Adult Program	11
Line Dancing (Offsite)	8/20/2019	Adult Program	17
Marbled Paper: Make & Take Workshop	8/21/2019	Adult Program	10
Project Teenlight Action Movie: Film Wrap	8/7/2019	Teen Program	6
Teen Summer Reading	8/11/2019	Teen Program	106
End of Summer Slime Fest (Offsite)	8/13/2019	Teen Program	15
First Day of School Treats	8/14/2019	Teen Program	34
Kindergarten Kids (Offsite)	8/1/2019	Youth/Family Program	24
Fancy Feet (Offsite)	8/2/2019	Youth/Family Program	21
Story Time on the Road (Offsite)	8/5/2019	Youth/Family Program	9
Story Crafters (Library)	8/6/2019	Youth/Family Program	13
Twilight Tales (Library)	8/6/2019	Youth/Family Program	21
Story Time on the Road (Offsite)	8/7/2019	Youth/Family Program	16
Word Play @ Outreach Community	8/8/2019	Youth/Family Program	31
Summer Reading Program: Youth 2019	8/11/2019	Youth/Family Program	1126
Storytime on the Road @ CSPD Kids Zone	8/13/2019	Youth/Family Program	11
Outreach Story Time at Goddard School	8/15/2019	Youth/Family Program	50
Storytime on the Road @ CSPD Kids Zone	8/27/2019	Youth/Family Program	8
Homeschool Hangout: Picnic in the Park	8/28/2019	Youth/Family Program	16
Paws for Reading (Offsite)	8/28/2019	Youth/Family Program	29
Super Readers Club	8/31/2019	Youth/Family Program	12
1,000 Books Before Kdg. New Regis.	8/31/2019	Youth/Family Program	9
1,000 Books Before Kdg. Logging Activity	8/31/2019	Youth/Family Program	26
National Book Lovers Day	8/9/2019	Youth/Family Program	26
LEGO Madness (Library)	8/10/2019	Youth/Family Program	15
Homebound deliveries	8/8/2019	Outreach	33

Assistant Director's Report
August 2019

Primary Action Items – Administration

Library Remodel

- Coordinated shifting of YS collections and dismantling of shelving with Amy and Ron
- Prepare layout for YS collection in meeting rooms and Lobby Café area
- Followed up with Interior Investments on some invoicing questions
- Review of updated LFI quote and shop drawings
- Coordinated furniture delivery and adjustments as needed
- Assisted in planning and staffing the surplus property sale – 8/1, 8/2, 8/10, 8/11
- Review and process monthly payout for FQC
- Prepare weekly staff renovation update posts

Remodel Meetings

- 8/2, 8/9, 8/16, 8/30– Attend weekly construction meeting
- 8/21/18 – Consolidation of public service desks for Phase 3 with Susan, Laura and Amy
- 8/29 –Review desired features for new self-check units with Jeri and Susan

Other

- Coordinated preparation and collection of audit paperwork
- Auditors onsite for Final Audit on 8/20, 8/22 and 8/26
- Coordinate publicity for upcoming Friends meeting
- Open building the week of 8/26
- Updated active vendors list in QuickBooks - Joyce
- Developed a list of frequently used supplies for comparative pricing from Staples - Joyce
- Payroll processing week of 8/26 (Mary Pellico processed payroll week of 8/12/19)
- 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 – 675
 - Items put into circulation – 611
 - Items catalogued – imported bib records and original cataloging – 92
 - Item record edits/database clean-up – 462
 - Conversion project items – 820
 - Repair items (includes disc cleaning) - 190
 - Bibliographic record merges sent to SWAN Support – 33
 - Serial Record Edits –21 (Frequency changes – 22, Ceased or Cancelled – 6)
 - Serials – Claimed Issues - 9
- Conversion Projects –
 - The Teen conversion project is complete except for a few items which have been placed on hold or marked missing.

- B & T received a supply of our new Teen stickers, a test order was placed and successfully processed according to our new specs.
- The E KIT Conversion Project is complete except for holiday books pending further information on call number scheme for the holiday collection.
- DVD Genrefication – working with Midwest Tape on finalizing updates to the processing for this collection

Other

- Susan worked with Omar (the AS World Language selector) on an order placed after the start of the fiscal year that has not yet been received from India for Everyone.
- Barb and Susan are working on various aspects of cross-training on the disc cleaning machine

Professional Development

- 8/16/19 - SWAN Expo – Susan Grude and Barb Boucher attended this daylong conference organized by the SWAN staff (7.0 hours each)
 - Sessions attended included:
 - **Opening Session** – Reframing the message to decision makers and elected officials about the importance of libraries in the community
 - **All Things Welcome: Library of Things** – How to catalog and store unusual items in the collection, i.e. fishing poles, sewing machines, telescopes, etc.
 - **Haunted Library Tour** – A popular program at the Green Hills Public Library
 - **IMRF Update** – Retirement planning
- 8/23/19 – Staff Development Day – The focus was on Social Services in the Library – Barb, Joyce, Marie, Mary, Susan (6 hours each)

Outreach

- School Summer Lunch Program – 8/2 - Marie

Meeting Attendance

- 8/1, 8/22 – Management Team
- 8/5 – Meet with Laura to review DVD conversion
- 8/6 – TS Department meeting – DVD Genrefication project
- 8/6 – collectionHQ meeting
- 8/7 – Calendar Crew meeting – Joyce
- 8/7, 8/28 – Weekly meeting with Library Director
- 8/7, 8/22, 8/28 – Weekly meeting with Joyce
- 8/15 – Mobile App Squad meeting – Susan is the point of contact for ConverSight & Libro.
- 8/19 – Staff Development Day planning committee meeting - Marie
- 8/21 – Library Board meeting
- 8/22 – SWAN Cataloging Advisory Group meeting - Marie
- 8/22 – Met with Barb to develop tracking spreadsheet for late serials and reviewed plan for switchover of serials on SWAN Weeklies list

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report August 2019

- Remodel Project
 - AV collections were back-shifted to make space for the floor cutting on August 23 for plumbing going to the new Youth craft area and Multi-purpose Room.
 - Digital monitors – Laura discussed the placement with Susan W., Mary C., and Jeff (FQC) to confirm box placement in meeting room and hallway. Also discussed mounted projector placement.
 - Merged Computer Room August 13
 - 8 Youth Computers and their printer were moved into the Computer Room because we need to maintain two separate computer groups because of the different age restrictions and the filtering of the Youth Computer under our Technology Resources Policy.
 - Assistance Log – There was initially a spike in the number of questions asked right after we merged. Some were about the merge but most were about printing and the scanning station. We timed it so school was back in session but this also meant that a number of students needed to print their summer reading papers.
 - One Youth Librarian will work at a second staff desk in the Computer Room on weekday afternoons after school is out and on Sunday afternoon.
 - Merged Librarian's Desk August 19
 - Laura setup a Shared Librarian's Desk intranet site to have cross –department discussions and share documents.
 - At the Staff Development Day, the two departments met to share services and passive programs unique to that department so we can assist all of the patrons coming up to the Shared Desk.
 - Assistance statistics log sheet was updated to reflect activities of both departments and all service desks. Because we don't need to track Adult vs Youth Services activity separately for the annual IPLAR report, we will report a combined assistance count through the end of the Remodel Project.
 - All proctoring services are suspended until project completed.

Databases

- CreativeBug – Laura is setting up access to a new database to go live in September. From Joann Crafts, Creativebug offers unlimited access to more than 1,000 arts and crafts video classes. There are creative projects for every occasion with downloadable patterns, templates, and recipes.
- Laura reviewed upcoming renewals with Susan W.
- Summer Reading Program
 - 324 adult patrons including Homebound patrons participated this year. They completed 1802 bingo lines and the 6 Homebound patrons read 54 books.
 - 106 teens participated in the Summer Challenge.
 - 34 Staff members completed 263 entries.

Outreach Activities

- Homebound delivery
42 – Registered patrons
33 – Patrons receiving delivery
185 – Items delivered
- Book Discussion Groups – Crystal and Renee (Circ) coordinated title selection and interlibrary loan for these institutional book clubs: Colony Park, 2 Windsor Park discussions, and Belmont Village
- CS Chamber Home Office Roundtable - This month, Omar spoke about ABI/Inform having articles on work/life balance. When the conversation turned towards time management, he mentioned bullet journals and recommended library books on the subject. He was given a member login for the Carol Stream Chamber website.
- National Night Out on August 6 – Crystal and Katie

Meetings and Training

- August 1 – Management Team meeting – Laura
- August 6 – CollectionHQ Team meeting – Laura and Sarah
- August 7 – Calendar Crew – Laura and Jessica
- August 8 – Business SIG - Omar
- August 14 – CS Chamber’s Home Office Roundtable – Omar
- August 16 – SWANx – Laura and Omar
- August 19 – Staff Development Day Cmte. – Crystal and Vera
- August 20 – Mobile App Squad – Laura, Katie, and Vera
- August 21 – Board meeting
- August 22 – Management Team - Laura
- August 23 – Staff Development Day
- August 29 – BlueCloud Mobile admin training (SWAN) - Laura
- Webinars
 - Adult Announcements: Fall and Winter Faves (Booklist) – Vera
 - Privacy Literacy at your Library (WebJunction) - Katie

Website, Mobile App, and Social Media

- Calendar Crew and Mobile App Squad
 - Each group met separately to discuss features needed for each platform and to assign vendors to the project team members. Each staff person will contact the vendor to gather product information and schedule demos and also contact current customers using the products for feedback on the product, customer service, and technical support.
 - After the demonstration, each group will compare the products and provide the Management Team with a recommendation.
 - Members include:
 - Calendar Crew: Laura, Jessica, Allison (Marketing), Joyce (Admin), Laura Spradlin (Youth), and Melanie J. (Circ)
 - Mobile App Squad: Laura, Katie, Vera, Allison (Marketing), Sue G. (Tech Services), Mary M. (Circ), and Adriana (Youth)

Information technology

- Helpdesk report - 32 tickets were opened this month.
- Laura Hays
 - Calendar Crew
 - Mobile App Squad
 - Remodel equipment move planning and coordination
 - Additional hotspots purchase – One activated for staff Outreach use. I still need to activate the others and have them added to that circulating collection.
- Community IT staff
 - Remodel equipment moves
 - Staff onboarding and offboarding
 - Microsoft activation warning - IT is working to confirm activation licenses for each workstation and laptop and update all to Microsoft Office 2019. Most workstations will have Standard licenses and a few will get Professional to include MS Access.
 - Server patching

Laura Hays
Head of Adult Services

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

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

Our primary functions include:

- Welcoming, assisting, and directing library customers, both in person and on the phone.
 - We fielded approximately 500 phone calls.
 - We welcomed 7,767 visitors in August. *Counter not working correctly due to construction.
- Generating and maintaining library accounts for Carol Stream Residents and other library users.
 - We added 126 new registrations.
 - We renewed 314 existing accounts.
- Lending and renewing materials
 - We checked out 18,562 items.
 - We renewed 18,677 items
- Processing “on shelf” holds
- Checking in returned materials.
 - We checked in 23,200 items.
- Monitoring materials for damage and routing them to the appropriate staff for repair or replacement.
 - Approximately 286 items were sent to appropriate departments for review or maintenance.
- Collecting statistics on library use, i.e. patron transactions, material checkouts, etc.
 - SEE Monthly Librarian’s Report in Board Packet for statistics not included in this report.
- Sending notices concerning unreturned materials.
- Shelving materials and keeping shelves in accessible order.
 - Materials Clerks shelved more than 24,000 items.

In addition:

- Jeri participated in all Management Team meetings in August.
- Jeri continued with training the new staff during August. Donna and Michael are doing very well!
- Jeri participated in a focus group for SWAN regarding ease of use of Workflows and Enterprise on August 21st.
- Staff Development Day was a success! It was attended by 14 of 19 department staff.
- Kristyn Dunbar resigned her employment from the department on August 28th.
- Traffic seems to be slowing, which is normal for this time of year.

Submitted 9/16/2019
Jeri L. Cain

Human Resources
September 2019
Monthly Report

Benefits & Compensation

- Registered 3 staff members into IMRF voluntary contribution accounts.

Recruiting, Onboarding & Exiting

-
- Linda Carlson joined the Library on 9/4 as an Adult Services Librarian, part-time. Linda attended orientation on her first day meeting with Susan, Allison, Mary C and Mary P.
- Participated in onboarding meetings with Donna S and Mike S regarding their experiences at the Library after approximately 60 days at the Library.
- Posted for 3 Youth Services Librarian positions 8/22/19. Minimal response.

Training & Development

- 483 visits to the Career Page in August.
- Staff Development Committee put together an informative and well received program. Rob Simmons from Oak Park shared information on the types of social service advocacy they are providing patrons. Kathleen McNamara from the Village of Carol Stream provided local resources for staff to share with patrons. Perspectives, our EAP provider shared information on Stress Management. Nate Wagner our Teen Librarian put together a fun program using Improv.
- Participated in HR Roundtable
- Attended Dazed and Confused by Marijuana Laws and How they Affect your Workplace Policy Workshop

Submitted
Mary Pellico

Youth Services Report August 2019

Summer Reading Wrap Up

- The Summer Reading theme of Camp Hiawatha: Under Construction was the natural theme we had to choose with the remodel happening. The construction workers added to the décor every day. ☺
- For the Youth Services Summer Reading program, 1,126 participants 12 and under reported reading at least 200 minutes. Of those, 923 (82%) read 400 minutes or more and 745 (66%) read 600 minutes and earned a book to take home and keep. On top of that, 288 participants continued reading for bonus logs and turned in an extra 962 bonus sheets equaling 200 minutes of extra reading.
- In all, the 1,126 participants reported reading 751,200 minutes which equals 12,520 hours or 521.666 days or 74.5 weeks or 1.43315 years of great non-stop reading.
- Last year we had 1,153 participants read 760,000 minutes last year. Given the construction going on, it was pleasing to see the minimal loss of only 27 participants and under 10,000 minutes.

Program Highlights

- During the first week of August, Leigh Anne Wilson, Clare Meehan, and Lise Wise presented three storytimes.
- Laura Spradlin and Amy Danusiar did an end of Summer Slime Fest with 15 in attendance.
- The Chess Tournament was held at the Bloomingdale Library on August 3 with players from Carol Stream, Bloomingdale and Bartlett competing. Steve Dexheimer met 12 Carol Stream players there and the team placed 2nd in this year's tournament. Picture below.
- Steve Dexheimer, Leigh Anne Wilson and Nate Wagner completed Project Teenlight series of programs on August 7 with 6 in attendance.

Collection Development and Maintenance

- Many Youth Staff helped to do lots and lots of shifting this month to get ready for Phase 3.

PR/Marketing Displays

- Displays included Dog Days of Summer, Brit Lit Hits, Back to School Drama, Graphic Novel display of Take a Deep Dive to the Bottom Shelf, DVD Back to School.

Patron Service and Reference

- Many staff made preparations to move our services to the temporary desks and emptying out the desks in the Department. Materials from programs like 1000 Books Before Kindergarten and Super Readers Club needed to be condensed in a easily accessed way in a smaller space.

Professional Development

- 8/16 SWAN Expo – Clare Meehan
- 8/23 – Staff Development Day – 11 Youth Staff in attendance
- 8/26-30 – IFLA Conference in Athens, Greece – Leigh Anne Wilson

Meeting Attendance

- 8/6 – CollectionHQ Team Meeting – Amy Teske, Laura Spradlin
- 8/7 – Meeting with Susan Westgate – Amy Teske
- 8/15 – Mobile App Squad – Adriana Albers
- 8/21 – Board Meeting – Amy Teske



- 8/1, 22 – Management Team Meeting – Amy Teske
- 8/26 – Meeting with Mary Pellico – Amy Teske

Respectfully Submitted,
Amy Teske
Youth Services Manager



Congratulations to our Summer Reading Program Grand Prize Winners!



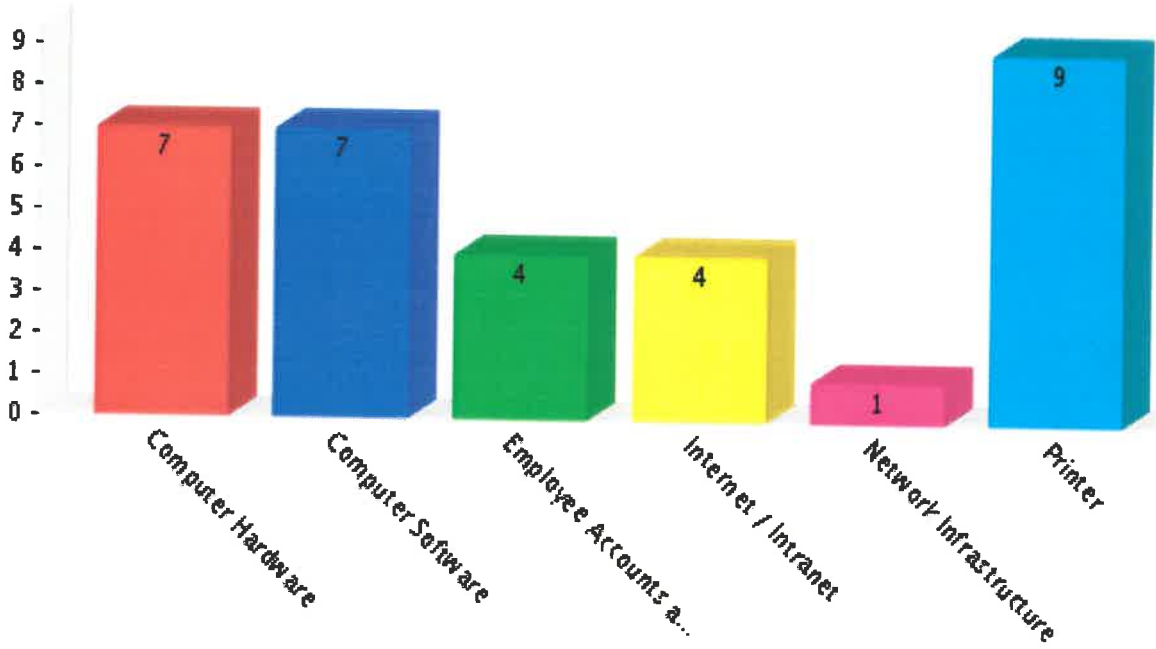
Leigh Anne Wilson created this collage to post on Facebook



Amy Danusiar picking a Prize Basket Winner

August 2019 Library Service Requests

	#	%	WorkTime
Computer Hardware	7	21.88 %	00:00:00
Computer Software	7	21.88 %	00:00:00
Employee Accounts and Access	4	12.50 %	00:00:00
Internet / Intranet	4	12.50 %	00:00:00
Network Infrastructure	1	3.12 %	00:00:00
Printer	9	28.12 %	00:00:00
Grand Total:	32		00:00:00





849 W. Lies Road, Carol Stream, IL 60188
630-784-6100 (main) • 630-289-1972 (fax)

September 3, 2019

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

Dear Susan,

Thank you for your contribution to the Carol Stream Park District's Annual Volunteer & Sponsor Appreciation Event held on August 18, 2019.

Throughout the evening guests enjoyed a dip in the Coral Cove Water Park pool, live music from the band "Matthew Janecek & the Western Sage", exciting door prizes, photo booth provided by Prestige Creative Markets & fun give-a-ways. It was a great night for everyone who attended. We truly appreciate your support as we strive to recognize those who give so much to our programs and community.

Thank you for the donation of the Railroad Museum Family Pass & Library swag valued at \$55.00, to be added to our door prize table. The variety of quality prizes ensure our guest had a great time, and a great way to promote your business.

Get connected with residents of Carol Stream and neighboring suburbs when you sponsor or advertise with the Carol Stream Park District. Show your support and associate your business with our reputation for bringing quality programs, sport teams and events to the community and benefit from our reach. Contact me for a full list sponsorships or advertising opportunities.

Thank you,

A handwritten signature in black ink, appearing to read "Pam Falco", written in a cursive style.

Pam Falco
Community Relations Supervisor
Carol Stream Park District
pamf@csparks.org 630-784-6123