

**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: October 16, 2019

TIME: 7:00 p.m.

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

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 September 18, 2019
- V. MONTHLY REPORT OF THE TREASURER
 - A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2019
- VI. BOARD AND COMMITTEE REPORTS
- VII. OLD BUSINESS
None
- VIII. NEW BUSINESS
 - A. Recommendation, Re: Approval of Resolution #288, 2019 Request for Tax Levy
 - B. Recommendation, Re: Approval of Expenses over \$10,000 for ProQuest Renewal of Chicago Tribune Online Subscription
 - C. Review of Fiscal Year 2019 Audit by Sikich Representative Dan Berg
 - D. Acceptance of 2019 Audit as Presented
- IX. DISBURSEMENTS

- A. Approval of Disbursements for the Period September 1, 2019 to September 30, 2019 plus the Addendum for the Meeting of October 16, 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
None
- XIII. ANNOUNCEMENTS
 - A. Library Participation at Boo Fest! Park District Event, October 25, 2019
- XIV. EXECUTIVE SESSION: For the review of minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) and for litigation as permitted under Illinois Open Meetings Act 5 ILCS 120/2(c)(11).
 - A. Recommendation, Re: Approval of Minutes of the Executive Session of June 19, 2019
 - B. Recommendation, Re: Approval of Attorney Recommendation as Discussed in Executive Session
- XV. ADJOURNMENT

Next Resolution: #289

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: 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**

I. CALL TO ORDER

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:01 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Lynch, Patel, Olson, Sheikh and Jourdan.
 Trustee Larimer attended remotely due to Business obligations.

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Lynch seconded the establishment of a consent agenda for the Regular Meeting of September 18, 2019. Motion approved.

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

Nays 0

Absent..... None

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

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

Nays 0

Absent..... None

- A. Minutes of Regular Meeting of August 21, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2019
- C. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- D. Recommendation, Re: Approval of Expenses over \$10,000 for Security Camera Equipment and Installation
- E. Recommendation, Re: Approval of Expenses over \$10,000 for EBSCO Renewal of Learning Express and Consumer Reports Online Subscriptions
- F. Review Statement of Cash Receipts and Disbursements May 1, 2018-April 30, 2019
- G. Approval of Disbursements for the Period August 1, 2019 to August 31, 2019, plus the Addendum for the Meeting of September 18, 2019
- H. September is National Library Card Sign-Up Month
- I. Library Participation at Carol Stream Animal Hospital Charity Dog Show Event, September 22, 2019
- J. Banned Books Week, September 22-28, 2019
- K. Library Participation at Water Reclamation Center Open House, October 5, 2019
- L. Library Opening at 3:00 p.m. on September 18 and 19 to Accommodate Renovation Project Work

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

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

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

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background Information:

The Library’s current insurance policies are up for renewal in October. Total insurance costs increased by \$19.00 from last year. Total insurance costs are \$24,961. Approval for the insurance renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

Recommendation, Re: Approval of Expenses over \$10,000 for Security Camera Equipment and Installation

Background Information:

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 the different areas of the renovation are completed. Approval for the security cameras is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

Recommendation, Re: Approval of Expenses over \$10,000 for EBSCO Renewal of Learning Express and Consumer Reports Online Subscriptions

Background Information:

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 annual 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 Library policy for expenditures exceeding \$10,000.

Review Statement of Cash Receipts and Disbursements May 1, 2018-April 30, 2019

Background Information:

It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2,500 or more 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.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1, 2019 to August 31, 2019, plus the Addendum for the Meeting of September 18, 2019 in the amount of \$592,878.39.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

Trustee Berryman-Gilliam inquired if Director Westgate had any resources for the Trustees regarding training for conducting employee performance reviews. Director Westgate responded that she had not yet had time to research the topic, but would have something for them by the next Board meeting.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

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

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

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

Nays 0

Absent..... None

Background information:

The Board Resolution requests 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.

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.

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 and Laura Spradlin -9/05/17-Youth Services.

Trustees Lynch and Patel commented that it was great that the Library was now posting the Trustee Board packet online for the public. Trustee Lynch commented that he was happy that construction of the outdoor gazebo was under way.

MONTHLY STAFF REPORTS

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

Several Trustees inquired about the Marijuana program that the Director and HR Manager had attended. Director Westgate stated that it was informative and that the Library would need to make updates to the Library’s drug-free workplace policy to include language regarding marijuana.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:45 p.m.

October 16, 2019

Date approved

Mansi Patel, Secretary, Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending September 30, 2019**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,904,738.54	\$ 632,336.21	\$ 3,537,074.75
Working Cash	50,362.20	76.30	50,438.50
FICA	128,790.90	32,883.33	161,674.23
IMRF	181,032.83	32,502.08	213,534.91
Liability Insurance	39,712.00	(4,348.04)	35,363.96
Audit	10,364.76	3,450.94	13,815.70
Capital Maintenance & Repair	2,640,087.81	(495,293.35)	2,144,794.46
Building Renovation Loan	<u>165,207.58</u>	<u>64,490.00</u>	<u>229,697.58</u>
TOTAL ALL FUNDS	<u>\$ 6,120,296.62</u>	<u>\$ 266,097.47</u>	<u>\$ 6,386,394.09</u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President 9/30/19

Nancy Olson, Board Treasurer 9/30/19

Susan Westgate, Library Director 9/30/19

**Carol Stream Public Library
Treasurer's Report
Month Ending September 30, 2019**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	144,759.98
WEST SUBURBAN BANK	PAYROLL	116,256.23
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,111,291.64
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	5,018,836.71
PROPAY	ELECTRONIC	567.48
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 6,392,482.04</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
SEPTEMBER 30, 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 September 30, 2019 and August 31, 2019, and the related combined statement of revenues and expenses - modified cash basis – all funds for the month and year-to-date September 30, 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

October 3, 2019

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

	<u>Sep 30, 19</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	144,759.98	152,169.85	-7,409.87
10-1008 · WSB Payroll Account	116,256.23	106,617.20	9,639.03
10-1014 · Illinois Funds-Prime	5,018,836.71	5,010,100.33	8,736.38
10-1024 · WSB Money Market Acct	1,111,291.64	849,953.30	261,338.34
10-1025 · ProPay	567.48	2,823.91	-2,256.43
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,849,319.34	-3,215,558.08	366,238.74
Total 10-1000 · Library Fund Cash	<u>3,543,162.70</u>	<u>2,906,876.51</u>	<u>636,286.19</u>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,438.50	50,362.20	76.30
30-1190 · Allocated Cash-FICA Fund	161,674.23	128,790.90	32,883.33
40-1090 · Allocated Cash-IMRF Fund	213,534.91	181,032.83	32,502.08
50-1090 · Allocated Cash-Liability Fund	35,363.96	39,712.00	-4,348.04
60-1090 · Allocated Cash-Audit Fund	13,815.70	10,364.76	3,450.94
70-1090 · Allocated Cash-Capital R&M Fund	2,144,794.46	2,640,087.81	-495,293.35
80-1090 · Allocated Cash-Debt Service	229,697.58	165,207.58	64,490.00
Total 1190 · Allocated Cash-Fund Balances	<u>2,849,319.34</u>	<u>3,215,558.08</u>	<u>-366,238.74</u>
Total Checking/Savings	<u>6,392,482.04</u>	<u>6,122,434.59</u>	<u>270,047.45</u>
Total Current Assets	<u>6,392,482.04</u>	<u>6,122,434.59</u>	<u>270,047.45</u>
TOTAL ASSETS	<u>6,392,482.04</u>	<u>6,122,434.59</u>	<u>270,047.45</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	6,087.95	2,086.07	4,001.88
2060 · Amazon	0.00	51.90	-51.90
Total Credit Cards	<u>6,087.95</u>	<u>2,137.97</u>	<u>3,949.98</u>
Total Current Liabilities	<u>6,087.95</u>	<u>2,137.97</u>	<u>3,949.98</u>
Total Liabilities	<u>6,087.95</u>	<u>2,137.97</u>	<u>3,949.98</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	323,988.25	57,890.78	266,097.47
Total Equity	<u>6,386,394.09</u>	<u>6,120,296.62</u>	<u>266,097.47</u>
TOTAL LIABILITIES & EQUITY	<u>6,392,482.04</u>	<u>6,122,434.59</u>	<u>270,047.45</u>

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

41.7%

Ordinary Income/Expense	Sep 19	May - Sep 19	Annual Budget	% of Budget
Income				
3000 · Property Taxes				
3001 · Property Tax Current	1,010,973.58	3,600,634.28	3,674,461.00	97.99%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	1,010,973.58	3,600,634.28	3,679,461.00	97.86%
3100 · PPR Taxes	0.00	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	9,936.38	54,413.40	40,100.00	135.69%
Total 3200 · Interest Income	9,936.38	54,413.40	41,600.00	130.8%
3203 · Other Income-Loan Proceeds	0.00	0.00	2,000,000.00	0.0%
3300 · Patron Payments				
3301 · Fines & Fees	833.04	5,483.52	26,000.00	21.09%
3302 · Public Copy Payments	814.89	5,070.96	16,000.00	31.69%
3303 · Non-Resident Card Fees	0.00	1,084.89	3,500.00	31.0%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,647.93	11,639.37	46,500.00	25.03%
3400 · Donations	50.00	100.00	5,500.00	1.82%
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	25.55	2,496.20	5,000.00	49.92%
Total Income	1,022,633.44	3,692,224.55	5,871,561.00	62.88%
Gross Profit	1,022,633.44	3,692,224.55	5,871,561.00	62.88%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,440.90	238,924.95	640,000.00	37.33%
5102 · Non-Exempt Staff Salaries	86,643.02	490,203.01	1,295,000.00	37.85%
5103 · Custodial Salaries	5,144.73	29,246.47	75,000.00	39.0%
5105 · Professional Education	1,504.64	10,454.61	18,000.00	58.08%
5106 · Membership	230.00	1,628.00	4,000.00	40.7%
5107 · Life Insurance	151.15	755.27	2,000.00	37.76%
5108 · Health Insurance	18,977.62	90,781.23	250,000.00	36.31%
5109 · Benefits, other	37.00	186.75	2,000.00	9.34%
5110 · Trustee Development	175.00	796.33	3,000.00	26.54%

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

41.7%

	Sep 19	May - Sep 19	Annual Budget	% of Budget
Total 5100 · Salaries	156,304.06	862,976.62	2,289,000.00	37.7%
5200 · Plant Maint.				
5201 · Supplies	855.60	3,849.77	12,500.00	30.8%
5202 · Maintenance/Repair	0.00	1,572.16	15,000.00	10.48%
5203 · Maintenance Contracts	3,103.00	15,515.00	42,000.00	36.94%
5204 · Landscape Maintenance/Snow Rem	906.00	4,586.00	17,000.00	26.98%
5205 · Furniture/Equipment	2,921.58	5,867.08	7,000.00	83.82%
5206 · Electric-Comm Edison	0.00	3,514.92	36,000.00	9.76%
5207 · Water/Sewer	230.02	1,286.42	6,500.00	19.79%
5208 · Insurance (Property)	0.00	0.00	10,500.00	0.0%
Total 5200 · Plant Maint.	8,016.20	36,191.35	146,500.00	24.7%
5300 · Business Exp.				
5301 · Postage	1,513.70	4,513.70	8,000.00	56.42%
5302 · Office & Equipment Supplies	65.06	1,824.86	7,000.00	26.07%
5303 · Printing	0.00	1,977.97	5,000.00	39.56%
5304 · Equipment Leasing	1,940.86	8,774.04	20,000.00	43.87%
5305 · Mileage Reimbursement	28.31	1,199.38	3,000.00	39.98%
5306 · Legal Notices	0.00	0.00	800.00	0.0%
5308 · Business Phone	741.09	3,593.18	14,000.00	25.67%
5309 · Accounting Service	2,064.00	6,440.00	13,000.00	49.54%
5310 · Material Recovery Fees	80.55	447.50	1,000.00	44.75%
5311 · Payroll Service	524.70	2,418.15	7,500.00	32.24%
5312 · Attorney Fees	0.00	2,362.50	15,000.00	15.75%
5315 · Other Expenditures	328.40	535.34	7,500.00	7.14%
5317 · Bank & Credit Card Fees	0.01	24.51	100.00	24.51%
5319 · Security Service	1,282.60	6,786.12	21,000.00	32.32%
5320 · Donation Recd Expense	420.09	420.09		
5321 · Human Resources	440.42	3,078.93	10,500.00	29.32%
Total 5300 · Business Exp.	9,429.79	44,396.27	133,400.00	33.28%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	288.48	852.75	33,000.00	2.58%
5402 · ISP and Web page hosting	207.93	4,154.36	15,000.00	27.7%
5403 · Computer Software	7,486.59	10,915.59	30,000.00	36.39%
5404 · Tech Support & Repair	0.00	5,516.84	18,000.00	30.65%
5405 · Technical Services Supplies	917.95	4,849.96	17,000.00	28.53%
5406 · Circulation Supplies	46.09	1,083.12	3,000.00	36.1%
5408 · Tech Serv Online Resources	0.00	1,252.00	14,500.00	8.63%
5409 · RBP/ILL Expenses	0.00	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	38,690.20	95,000.00	40.73%
Total 5400 · Automat. & Dept. Oper.	16,685.08	79,107.82	273,500.00	28.92%

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

	Sep 19	May - Sep 19	Annual Budget	% of Budget
5500 · Services				
5501 · Youth Services Programs	849.37	12,434.49	26,000.00	47.83%
5503 · Adult/Teen Programs	405.00	4,946.20	20,000.00	24.73%
5505 · Library Newsletter	6,959.00	23,336.00	43,000.00	54.27%
5509 · Library Publicity and Promotion	715.03	5,136.08	30,000.00	17.12%
Total 5500 · Services	8,928.40	45,852.77	119,000.00	38.53%
5600 · Collection				
5601 · Youth Services Books	2,698.32	11,105.41	40,000.00	27.76%
5606 · Youth Services Media	1,307.86	4,692.38	15,000.00	31.28%
5630 · Adult Books	2,153.49	19,042.80	65,000.00	29.3%
5634 · Online Resources	0.00	0.00	40,000.00	0.0%
5635 · Magazines & Newspapers	0.00	9,523.29	13,000.00	73.26%
5637 · Adult Media	1,377.47	7,303.67	50,000.00	14.61%
5651 · Digital Media	2,490.54	22,747.00	70,000.00	32.5%
5652 · Grant/Award Expense	10,870.00	41,466.28	49,600.00	83.6%
Total 5600 · Collection	20,897.68	115,880.83	342,600.00	33.82%
6600 · Payroll Expenses				
6610 · FICA Expense	9,937.09	55,825.39	155,000.00	36.02%
6620 · Illinois Municipal Retirement F	13,141.01	72,378.17	195,000.00	37.12%
Total 6600 · Payroll Expenses	23,078.10	128,203.56	350,000.00	36.63%
66900 · Reconciliation Discrepancies				
	0.00	-2.99		
7101 · Liability Insurance				
	4,788.00	4,788.00	22,000.00	21.76%
7102 · Risk Management expense				
	0.00	1,182.00	4,000.00	29.55%
7103 · Unemployment Compensation Insur				
	0.00	2,553.56	3,000.00	85.12%
7201 · Audit Expense				
	0.00	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	6,325.00	6,325.00	10,000.00	63.25%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	1,449.00	50,000.00	2.9%
7405 · Memorials	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	6,325.00	23,623.86	156,500.00	15.1%
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	502,083.66	2,021,032.65	4,976,530.00	40.61%
Total 7500 · Special Capital Projects	502,083.66	2,021,032.65	5,025,530.00	40.22%

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

	Sep 19	May - Sep 19	Annual Budget	% of Budget
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
Total Expense	756,535.97	3,368,236.30	9,111,491.00	36.97%
Net Ordinary Income	266,097.47	323,988.25	-3,239,930.00	-10.0%
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	266,097.47	323,988.25	-3,240,030.00	-10.0%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Sep 19	May - Sep 19	Sep 19	May - Sep 19	Sep 19	May - Sep 19
Ordinary Income/Expense						
Income						
3000 · Property Taxes	854,607.31	3,043,727.80	0.00	0.00	42,669.15	151,968.36
3100 · PPR Taxes	0.00	22,890.29	0.00	0.00	0.00	0.00
3200 · Interest Income	2,591.63	14,312.58	76.30	416.25	151.27	833.95
3300 · Patron Payments	1,647.93	11,639.37	0.00	0.00	0.00	0.00
3400 · Donations	50.00	100.00	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	25.55	2,496.20	0.00	0.00	0.00	0.00
Total Income	858,922.42	3,095,217.25	76.30	416.25	42,820.42	152,802.31
Gross Profit	858,922.42	3,095,217.25	76.30	416.25	42,820.42	152,802.31
Expense						
5100 · Salaries	156,304.06	862,976.62	0.00	0.00	0.00	0.00
5200 · Plant Maint.	8,016.20	36,191.35	0.00	0.00	0.00	0.00
5300 · Business Exp.	9,429.79	44,396.27	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	16,685.08	79,107.82	0.00	0.00	0.00	0.00
5500 · Services	8,928.40	45,852.77	0.00	0.00	0.00	0.00
5600 · Collection	20,897.68	115,880.83	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,937.09	55,825.39
66900 · Reconciliation Discrepancies	0.00	-2.99	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	6,325.00	6,325.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	226,586.21	1,190,727.67	0.00	0.00	9,937.09	55,825.39
Net Ordinary Income	632,336.21	1,904,489.58	76.30	416.25	32,883.33	96,976.92
Net Income	632,336.21	1,904,489.58	76.30	416.25	32,883.33	96,976.92

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Sep 19	May - Sep 19	Sep 19	May - Sep 19	Sep 19	May - Sep 19
Ordinary Income/Expense						
Income						
3000 · Property Taxes	45,422.03	161,772.89	343.73	1,224.22	3,441.36	12,256.56
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	221.06	1,215.22	96.23	525.05	9.58	52.96
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	45,643.09	162,988.11	439.96	1,749.27	3,450.94	12,309.52
Gross Profit	45,643.09	162,988.11	439.96	1,749.27	3,450.94	12,309.52
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	13,141.01	72,378.17	0.00	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	4,788.00	4,788.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	1,182.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	2,553.56	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	2,450.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	13,141.01	72,378.17	4,788.00	8,523.56	0.00	2,450.00
Net Ordinary Income	32,502.08	90,609.94	-4,348.04	-6,774.29	3,450.94	9,859.52
Net Income	32,502.08	90,609.94	-4,348.04	-6,774.29	3,450.94	9,859.52

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Sep 19	May - Sep 19	Sep 19	May - Sep 19	Sep 19	May - Sep 19
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	64,490.00	229,684.45	1,010,973.58	3,600,634.28
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	22,890.29
3200 · Interest Income	6,790.31	37,044.26	0.00	13.13	9,936.38	54,413.40
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,647.93	11,639.37
3400 · Donations	0.00	0.00	0.00	0.00	50.00	100.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	51.01
3800 · Other Income	0.00	0.00	0.00	0.00	25.55	2,496.20
Total Income	6,790.31	37,044.26	64,490.00	229,697.58	1,022,633.44	3,692,224.55
Gross Profit	6,790.31	37,044.26	64,490.00	229,697.58	1,022,633.44	3,692,224.55
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	156,304.06	862,976.62
5200 · Plant Maint.	0.00	0.00	0.00	0.00	8,016.20	36,191.35
5300 · Business Exp.	0.00	0.00	0.00	0.00	9,429.79	44,396.27
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	16,685.08	79,107.82
5500 · Services	0.00	0.00	0.00	0.00	8,928.40	45,852.77
5600 · Collection	0.00	0.00	0.00	0.00	20,897.68	115,880.83
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	23,078.10	128,203.56
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	-2.99
7101 · Liability Insurance	0.00	0.00	0.00	0.00	4,788.00	4,788.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,182.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	2,553.56
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	2,450.00
7400 · Capital Expenditures	0.00	17,298.86	0.00	0.00	6,325.00	23,623.86
7500 · Special Capital Projects	502,083.66	2,021,032.65	0.00	0.00	502,083.66	2,021,032.65
Total Expense	502,083.66	2,038,331.51	0.00	0.00	756,535.97	3,368,236.30
Net Ordinary Income	-495,293.35	-2,001,287.25	64,490.00	229,697.58	266,097.47	323,988.25
Net Income	-495,293.35	-2,001,287.25	64,490.00	229,697.58	266,097.47	323,988.25

BOARD OF LIBRARY TRUSTEES of the
VILLAGE OF CAROL STREAM, ILLINOIS
RESOLUTION # 288

RE: 2019 REQUEST FOR TAX LEVY

WHEREAS, the Board of Library Trustees passed its Fiscal 2020 Budget / Appropriation, on April 17, 2019 as attached hereto and included in Exhibit A; and

WHEREAS, Exhibit A, which also describes the FY 2020 appropriation, and describes anticipated expenditures in the amount of \$9,111,491; and

WHEREAS, funds derived as income from sources other than tax receipts are anticipated to total \$187,000 for the fiscal year 2020.

WHEREAS, a total amount of \$3,674,461 is needed from tax receipts in addition to the amount received from other sources to satisfy the anticipated financial needs of the Library for fiscal year 2020.

RESOLVED that:

Section 1: The President and Board of Trustees of the Village of Carol Stream, Illinois are hereby requested to include in their appropriation ordinance for the fiscal year commencing on the first day of May 2019 and ending on the thirtieth day of April 2020 the following:

- A. Taxes to be levied to maintain the Public Library pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 3-4 shall be: \$3,117,000 or as much thereof as may be authorized by law, but in no event shall such tax levy for maintenance and operation of the Carol Stream Public Library exceed 0.60 percent of the value of all such taxable property as equalized or assessed by the Department of Revenue pursuant to the anticipated expenditures and financial requirements detailed in Exhibit A.
- B. Taxes to be levied for participation in the Illinois Municipal Retirement Fund, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$170,000.
- C. Taxes to be levied for participation in the FICA, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$140,000.
- D. Taxes to be levied for the Liability Insurance Fund, as provided in Illinois Compiled Statutes Chapter 745, Act 10, Section 9-107, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$1,000.
- E. Taxes to be levied for the Annual Audit as provided in Illinois Compiled Statutes, Chapter 50, Act 310, Section 9, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$12,000.
- F. Taxes to be levied for debt service pursuant to an Intergovernmental Loan Agreement between the Village of Carol Stream and the Board of Library Trustees of the Carol Stream Library as approved by the Library Board of Trustees, dated October 17, 2018, in the sum of \$234,461.

Section 2: That pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 5-8, the Board of Library Trustees shall accumulate and set apart as a Capital Improvement and Repair Fund for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits and pursuant to plans to be developed by the Board of Library Trustees. In March 2016, the Library completed a Capital Replacement Study of their facility. The document outlines the capital expenses needed to maintain the facility into the future. As part of the Library's three year Strategic Plan (January 2015-December 2017), on April 24, 2017 the Library Board approved the development of a Building Master Plan in anticipation of renovating the existing facility. On December 20, 2017, the Board approved the Building Master Plan. Architects were contracted for the renovation project on April 24, 2018. A Construction Management Firm was hired on May 30, 2018 to oversee the project. The Schematic Design for the project was approved on September 19, 2018. Construction began in April, 2019 and will take approximately eleven months to complete.

Section 3: That the funds derived from sources other than the Tax Levy may be allotted by the Board of Library Trustees to such budgeted items and in such amounts as said Board may determine within the limits of said budget.

Section 4: That the unexpended balance of any item or items of said Budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general Budget made by this Resolution.

Section 5: That the President and Board of Trustees of the Village of Carol Stream are further requested to include in their levy ordinance the following statement:

All ordinances and parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby modified and repealed, and if any item or portion thereof of this levy is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

Section 6: That the President and the Board of Trustees of the Village of Carol Stream be aware that the Illinois Statutes require that the levy ordinance be duly passed and a certified copy be recorded with the DuPage County Clerk on or before the last Tuesday in December 2019.

Resolution passed this 16th day of October, 2019 by a vote of:

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

Approved:

Edward Jourdan, President
Board of Library Trustees

Attest:

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

2019 REQUEST FOR TAX LEVY

was duly adopted by said Board of Trustees at a valid meeting on October 16, 2019.

Seal:

Mansi Patel, Secretary
Board of Library Trustees

		FY 19/20
		Appropriation
		Approved 4/17/19
ACCT #	Account Name	
	GENERAL FUND REVENUES	
3000	Property Taxes	
3001	Property Tax -- Current	3,117,000
3002	Property Tax -- Non-Current	0
3100	PPR Taxes	40,000
3200	Interest Income	
3201	Interest Income -- Taxes	1,500
3202	Interest Income -- Investments	40,000
3300	Patron Payments	
3301	Fines & Fees	21,000
3302	Public Copier Payments	16,000
3303	Non-Resident Card Fees	3,500
3304	Sale items	1,000
3400	Donations	5,500
3500	Developer Contributions	2,400
3600	RBP/ILL Reimbursements	1,500
3700	Grants	
3701	Per Capita Grant	49,600
3702	Other Grants/Awards	0
3800	Other Income	5,000
	TOTAL REVENUES	3,304,000
	GENERAL FUND EXPENDITURES	
5100	SALARIES	
5101	Exempt Staff Salaries	640,000
5102	Non-exempt Staff Salaries	1,295,000
5103	Custodial Salaries	75,000
5104	Benefits-Med/Life/Dental	
5105	Professional Education	18,000
5106	Memberships	4,000
5107	Benefits -- Life insurance	2,000
5108	Benefits -- Health Insurance	250,000
5109	Benefits -- Other	2,000
5110	Trustee Development	3,000
	TOTAL	2,289,000
5200	PLANT MAINTENANCE	
5201	Supplies	12,500
5202	Maintenance/Repair	15,000
5203	Maintenance Contracts	42,000
5204	Landscape Maintenance/Snow Removal	17,000
5205	Furniture/Equipment	7,000

			FY 19/20
			Appropriation
			Approved 4/17/19
ACCT #	Account Name		
5206	Electric-Com Ed		36,000
5207	Water/Sewer		6,500
5208	Insurance (Property)		10,500
	TOTAL		146,500
5300	BUSINESS EXPENSE		
5301	Postage		8,000
5302	Office & Equipment Supplies		7,000
5303	Printing		5,000
5304	Equipment Leasing		20,000
5305	Mileage Reimbursement		3,000
5306	Legal Notices		800
5308	Business Phone		14,000
5309	Accounting Service		13,000
5310	Material Recovery Fees		1,000
5311	Payroll Service		7,500
5312	Attorney Fees		15,000
5314	Other Consultants		0
5315	Other Expenditures		7,500
5317	Bank & Credit Card Fees		100
5319	Security Service		21,000
5320	Donation Expense		
5321	Human Resources Expense		10,500
	TOTAL		133,400
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES		
5401	Automation Hardware		33,000
5402	ISP and Web Page Hosting		15,000
5403	Computer Software		30,000
5404	Tech Support & Repair		18,000
5405	Technical Services Supplies		17,000
5406	Circulation Supplies		3,000
5408	Tech Serv Online Resources		14,500
5409	RBP/ILL Expenses		500
5410	SWAN Consortium		47,500
5411	Village IT Services		95,000
	TOTAL		273,500
5500	SERVICES		
5501	Youth Services Programs		26,000
5503	Adult/Teen Programs		20,000
5505	Library Newsletter		43,000

		FY 19/20
		Appropriation
		Approved 4/17/19
ACCT #	Account Name	
5509	Library Publicity and Promotion	30,000
	TOTAL	119,000
5600	COLLECTION DEVELOPMENT	
5601	Youth Services Books	40,000
5606	Youth Services Media	15,000
5630	Adult Services Books	65,000
5634	Online Resources	40,000
5635	Magazines & Newspapers	13,000
5637	Adult Services Media	50,000
5651	Digital Media	70,000
5652	Grant/Award Expense (Databases)	49,600
	TOTAL	342,600
	GENERAL FUND EXPENDITURES	
5100	SALARIES	2,289,000
5200	PLANT MAINTENANCE	146,500
5300	BUSINESS EXPENSE	133,400
5400	CIRCULATION & MATERIAL PROC...	273,500
5500	SERVICES	119,000
5600	COLLECTION DEVELOPMENT	342,600
	TOTAL EXPENDITURES	3,304,000
	GENERAL FUND REVENUES	
	LIBRARY TAX	3,117,000
	OPERATING REVENUE	187,000
	TOTAL REVENUES	3,304,000
	OTHER FINANCING SOURCES/FUNDS	
Class 80	BUILDING RENOVATION LOAN FUND (new Fund line)	
80-3001	Special Debt Service Tax Levy	234,461
80-3002	Interest income	0
80-5104	Loan payment expense	234,461
	Net Difference	0
	Fund Balance April 30, 2019	0

			FY 19/20 Appropriation
			Approved 4/17/19
ACCT #	Account Name		
WORKING CASH FUND			
20-3001	Working Cash Levy		0
20-3202	Interest on investments		100
	TOTAL		100
20-6920	Transfer to General Fund		-100
	Fund Balance April 30		48,361
Class 50 LIABILITY INSURANCE FUND			
50-3001	Liability Insurance Levy		1,000
50-3202	Interest on Investments		0
50-3300	LIMRIC UCGA Dividend		0
	TOTAL		1,000
50-7101	Liability Insurance		22,000
50-7102	Risk Management expense		4,000
50-7103	Unemployment Comp. Insurance		3,000
	TOTAL		29,000
	Net Difference		-28,000
	Fund Balance, May 1	(FY18 audit)	34,760
	Reserve Balance April 30		6,760
	Reserve in Months		2.80
Class 30 FICA FUND			
30-3001	FICA Tax Levy		140,000
30-3202	Interest on Investments		0
30-5104	FICA Benefit		155,000
	Net Difference		-15,000
	Fund Balance, May 1	(FY18 audit)	42,084
	Reserve Balance April 30		27,084
	Reserve in Months		2.10
Class 40 IMRF FUND			

			FY 19/20
			Appropriation
			Approved 4/17/19
ACCT #	Account Name		
40-3001	IMRF Tax Levy		170,000
40-3202	Interest on Investments - IMRF		0
40-5104	IMRF Benefit		195,000
	Net Difference		-25,000
	Fund Balance, May 1	(FY18 audit)	96,869
	Reserve Balance April 30		71,869
	Reserve in Months		4.42
Class 60	AUDIT FUND		
60-3001	Audit Levy		12,000
60-3202	Interest on Investments		
60-7201	Audit Expense		12,000
	Net Difference		0
	Fund Balance, May 1	(FY18 audit)	2,148
	Reserve Balance April 30		2,148
	Reserve in Months		2.15
Class 70	CAPITAL MAINTENANCE & REPAIR FUND		
	CAPITAL MAINTENANCE & REPAIR REVENUE		
	CM & R LEVY		0
70-3001	Interest on Investments		0
70-3202	Grant Funds		0
70-3203	Building Renovation Loan		2,000,000
70-3702	TOTAL		0
	CAPITAL MAINTENANCE & REPAIR EXPENDITURES		
70-7301	MAJOR REPAIRS		0
70-7301			
70-7400	OTHER CAPITAL EXPENDITURES		
7401	Furniture		20,000
7401	Parking Lot Repair/Maintenance		10,000
7403	Building Repair		50,000
7404	Landscape		50,000
7405	Memorials		1,500

		FY 19/20
		Appropriation
		Approved 4/17/19
ACCT #	Account Name	
7406	OTHER EXPENDITURES	25,000
	Subtotal	156,500
70-7500	Special Projects	
7503	VOIP Phone System	
7504	Light Bright Fixture	19,000
7505		
7506		
7507	Computer Equipment	30,000
7508	Library Renovation Project	4,976,530
	Total	5,182,030
	FUND BALANCE, MAY 1 (FY18 audit)	3,651,380
	Building Renovation Loan	2,000,000
	FUND BALANCE, APRIL 30	468,350
Appropriation Summary (Expenses)		
	General Fund	3,304,000
	Building Renovation Loan Fund	234,461
	Working Cash Fund	
	Liability Insurance Fund	29,000
	FICA Fund	155,000
	IMRF Fund	195,000
	AUDIT Fund	12,000
	Capital Maintenance & Repair Fund	5,182,030
		\$ 9,111,491
Levy Recap	General Fund	\$ 3,117,000
	Building Renovation Loan Fund	234,461
	Working Cash Fund	0
	Liability Insurance Fund	1,000
	FICA Fund	140,000
	IMRF Fund	170,000
	AUDIT Fund	12,000
	Capital Maintenance & Repair Fund	0
	Total Levy Request - 2018	\$ 3,674,461



ProQuest LLC Renewal Details

System ID: Q-00348570 US1723385

It's Time to Renew Your ProQuest Subscription

We hope your users are enjoying the ProQuest subscription you've carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? [Confirm Your Renewal](#) now.

Product Name	Code	Start Date	End Date	Price
Chicago Tribune	CTF	12/1/2019	11/30/2020	6,071.52 USD
HNP Chicago Tribune Original Years - SUB	HNCHT	12/1/2019	11/30/2020	4,659.20 USD
				Total Price: 10,730.72USD

Billing Information: Please review your billing address to ensure its accuracy.	Shipping Information: Please confirm the shipping address is accurate.
Laura Hays lhays@cslibrary.org Carol Stream Public Library 616 Hiawatha Dr Carol Stream IL United States 60188-1634	Laura Hays lhays@cslibrary.org Carol Stream Public Library 616 Hiawatha Dr Carol Stream IL United States 60188-1634
<u>Electronic Invoice Recipient(s):</u> Laura Hays lhays@cslibrary.org	<u>Electronic Renewal Recipient(s):</u> Laura Hays lhays@cslibrary.org
<i>If your subscribing institution requires the use of Purchase Orders, please indicate below.</i> Purchase Order #	Tax Exempt #
Billing Information Notes	

Renewals Notes:

New! Simplify your future renewals and invoices

- **Manage your subscriptions with EasyRenew:** Receive uninterrupted access to your products in the future – without any work on your end. [Contact us](#) to use our new [EasyRenew](#) service.

9/5/2019 5:07 PM

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

September 2019

Date	Num	Month	Account	Amount
09/17/2019	Inv. #19117		7402 · Parking Lot Repair	-6,325.00
				<u>-6,325.00</u>
A & A Paving Contractors, Inc.				
Total A & A Paving Contractors, Inc.				
09/11/2019	Inv. #4190883		5308 · Business Phone	-741.09
				<u>-741.09</u>
Access One, Inc.				
Total Access One, Inc.				
09/16/2019	Inv. #9194266		5319 · Security Service	-1,282.60
				<u>-1,282.60</u>
Allied Universal Security Services				
Total Allied Universal Security Services				
09/16/2019	Order #113-2827793-8780219		(J. Cain's PNC VI 5501 · Youth Services Programs	-38.16
09/16/2019	Inv. #958696986394		5205 · Furniture/Equipment	-39.98
09/16/2019	Inv. #958696986394		5630 · Adult Books	-82.74
09/16/2019	Inv. #784875768743		5503 · Adult/Teen Programs	-29.46
09/16/2019	Inv. #784754349745		5501 · Youth Services Programs	-193.29
				<u>-383.63</u>
AMAZON/SYNCB				
Total AMAZON/SYNCB				
09/27/2019	ALA/PLA Membership Renewal - Hays		5106 · Membership	-220.00
				<u>-220.00</u>
American Library Association				
Total American Library Association				
09/11/2019	20191012 - 2 Cartoon Monster Shows		5501 · Youth Services Programs	-500.00
				<u>-500.00</u>
Andertoons, LLC				
Total Andertoons, LLC				
09/12/2019	Staff Luncheon - Phase 2		5315 · Other Expenditures	-299.95
				<u>-299.95</u>
Augustino's				
Total Augustino's				
Background Resources, Inc.				

Carol Stream Public Library Expenses by Vendor Detail

September 2019

Date	Num	Account	Amount
09/11/2019	Inv. #17356	5321 · Human Resources	-20.00
			-20.00
Total Background Resources, Inc.			
Baker & Taylor			
09/13/2019	Several invoices	5405 · Technical Services Supplies	-306.89
09/13/2019	Several invoices	5601 · Youth Services Books	-2,698.32
09/13/2019	Several invoices	5630 · Adult Books	-1,788.98
			-4,794.19
Total Baker & Taylor			
Carol Stream Chamber of Commerce			
Total Carol Stream Chamber of Commerce			
09/27/2019	Home Office Roundtable - 9/18/19 - Kushad	5106 · Membership	-10.00
			-10.00
Case Lots, Inc.			
09/11/2019	Inv. #11799 [\$380.40 less Credit Inv. #11932 (\$: 5201 · Supplies		-276.80
09/11/2019	Inv. #11863 [\$378.00 less Credit Inv. #11928 (\$: 5201 · Supplies		-94.50
			-371.30
Total Case Lots, Inc.			
CDW Governmental Inc.			
Total CDW Governmental Inc.			
09/11/2019	Inv. #TRR9696	5403 · Computer Software	-7,486.59
			-7,486.59
Center Point for Large Print Books			
Total Center Point for Large Print Books			
09/11/2019	Inv. #1717778	5630 · Adult Books	-137.82
			-137.82
Clare Woods Academy			
Total Clare Woods Academy			
09/27/2019	Temple Grandlin Lecture - 11/18/19 - Danusiar	5105 · Professional Education	-75.00
			-75.00
Comcast			
Total Comcast			
09/11/2019	Services from: 9/2 - 10/1/19	5402 · ISP and Web page hosting	-157.85
			-157.85

**Carol Stream Public Library
Expenses by Vendor Detail
September 2019**

	Date	Num	Mem	Account	Amount
Complete Cleaning Co., Inc.					
Total Complete Cleaning Co., Inc.	09/11/2019		Inv. #C10991	5203 · Maintenance Contracts	-1,810.00
					<u>-1,810.00</u>
Costco					
	09/12/2019		Staff Luncheon - Phase 2	5315 · Other Expenditures	-28.45
Total Costco	09/17/2019		Circ. Supplies	5406 · Circulation Supplies	-46.09
					<u>-74.54</u>
Creekside Printing					
Total Creekside Printing	09/11/2019		Inv. #1262	5505 · Library Newsletter	-2,459.00
					<u>-2,459.00</u>
Deep Surplus					
Total Deep Surplus	09/27/2019		UTP Cat 6 Network Patch Cables	5401 · Automation Hardware	-288.48
					<u>-288.48</u>
Ebsco Information Services					
Total Ebsco Information Services	09/16/2019		Inv. #1000110604-1	5652 · Grant/Award Expense	-10,870.00
					<u>-10,870.00</u>
Findaway World, LLC					
	09/12/2019		Inv. #296143	5405 · Technical Services Supplies	-11.88
	09/12/2019		Inv. #296143	5637 · Adult Media	-247.46
	09/12/2019		Inv. #296143	5606 · Youth Services Media	-86.23
	09/12/2019		Inv. #295205	5637 · Adult Media	-71.24
Total Findaway World, LLC	09/12/2019		Inv. #295205	5405 · Technical Services Supplies	-1.98
					<u>-418.79</u>
Frederick Quinn Corporation (FQC)					
Total Frederick Quinn Corporation (FQC)	09/16/2019		8/1 - 8/31/19	7508 · Library Remodel 2019-20	-493,833.00
					<u>-493,833.00</u>

Carol Stream Public Library Expenses by Vendor Detail

September 2019
Memo

Date	Num	Account	Amount
Gale/CENGAGE Learning			
09/12/2019	Inv. #68147572	5630 · Adult Books	-58.48
09/12/2019	Inv. #68147997	5630 · Adult Books	-85.47
Total Gale/CENGAGE Learning			-143.95
Garvey's Office Products			
09/13/2019	Inv. #PINV1786116	5201 · Supplies	-63.45
09/13/2019	Inv. #PINV1786116	5302 · Office & Equipment Supplies	-63.20
09/13/2019	Inv. #PINV1786116	5501 · Youth Services Programs	-24.00
09/16/2019	Inv. #PINV1789910	5302 · Office & Equipment Supplies	-7.48
Total Garvey's Office Products			-158.13
Goodwill			
09/27/2019	Supplies for Pgm. - 9/24 & 9/26	5503 · Adult/Teen Programs	-73.69
Total Goodwill			-73.69
gopartyfiest.com			
09/27/2019	Inv. #2162	5501 · Youth Services Programs	-5.00
Total gopartyfiest.com			-5.00
Hartford			
09/26/2019	Policy #83WECBS9312	7101 · Liability Insurance	-4,788.00
Total Hartford			-4,788.00
Home Depot Credit Services			
09/16/2019	Inv. #7011684	5201 · Supplies	-5.61
Total Home Depot Credit Services			-5.61
HR Source			
09/19/2019	Cannibis in Workplace Training - Pellico	5105 · Professional Education	-95.00
Total HR Source			-95.00

**Carol Stream Public Library
Expenses by Vendor Detail
September 2019**

Date	Num	Mem	Account	Amount
Illinois Library Association				
09/17/2019		2019 - ILA Conf. - Clemens	5105 · Professional Education	-150.00
09/17/2019		2019 ILA Conf. - Wise	5105 · Professional Education	-225.00
09/27/2019		ILA Annual Conf. - Westgate	5105 · Professional Education	-182.00
09/27/2019		ILA Conf. - Wise	5105 · Professional Education	-225.00
09/30/2019		ILA Conf. Trustee Day - Olson	5110 · Trustee Development	-175.00
		Total Illinois Library Association		<u>-957.00</u>
Interior Investments, LLC				
09/16/2019		Inv. #160656	7508 · Library Remodel 2019-20	-1,006.42
09/26/2019		Inv. #161431	7508 · Library Remodel 2019-20	-1,170.00
		Total Interior Investments, LLC		<u>-2,176.42</u>
Jewel Food Stores / Jewel Osco				
09/27/2019		Refreshments - New Hire - Carlson	5321 · Human Resources	-29.86
09/27/2019		All Staff Mtg. Refreshments	5321 · Human Resources	-34.26
		Total Jewel Food Stores / Jewel Osco		<u>-64.12</u>
Jimmy Johns				
09/27/2019		Refreshments for Homeschool Hangout Picnic	5501 · Youth Services Programs	-77.95
		Total Jimmy Johns		<u>-77.95</u>
Land's End Business Outfitters				
09/13/2019		Order #9776073 - Carlson	5321 · Human Resources	-52.85
		Total Land's End Business Outfitters		<u>-52.85</u>
Lowe's				
09/27/2019		Ear plugs for staff and the public	5201 · Supplies	-109.91
		Total Lowe's		<u>-109.91</u>
McClure, Inserra & Company Chartered				
09/16/2019		Inv. #10938	5309 · Accounting Service	-2,064.00

Carol Stream Public Library Expenses by Vendor Detail

September 2019
Memo

	Date	Num		Account	Amount
Total McClure, Inerra & Company Chartered					-2,064.00
Menard's					
Total Menard's	09/27/2019		Earplugs for staff	5201 · Supplies	-64.37
					-64.37
Michael's					
Total Michael's	09/27/2019		Supplies for 9/24 - 9/26 Pgm.	5503 · Adult/Teen Programs	-43.89
					-43.89
Midwest Tape					
	09/13/2019		Several invoices	5405 · Technical Services Supplies	-597.20
	09/13/2019		Several invoices	5606 · Youth Services Media	-1,221.63
	09/13/2019		Several invoices	5637 · Adult Media	-1,058.77
	09/13/2019		Several invoices	5651 · Digital Media	-2,490.54
Total Midwest Tape					-5,368.14
Moraine Valley Community College					
Total Moraine Valley Community College	09/23/2019		Social Justice, Privilege & Racial Equity Dialogu.	5105 · Professional Education	-25.00
					-25.00
Oriental Trading Company					
	09/27/2019		Order #679986801	5503 · Adult/Teen Programs	-132.85
	09/27/2019		Order #679986801	5503 · Adult/Teen Programs	-27.56
	09/27/2019		Order #679986801	5503 · Adult/Teen Programs	-78.18
Total Oriental Trading Company					-238.59
Panera					
Total Panera	09/27/2019		Refreshments for Book Club	5501 · Youth Services Programs	-10.97
					-10.97
Paylocity					
	09/12/2019		Inv. #105458644	5311 · Payroll Service	-339.17

Carol Stream Public Library Expenses by Vendor Detail

September 2019
Month

Date	Num	Account	Amount
09/12/2019	Inv. #105458644	5321 · Human Resources	-303.45
09/12/2019	Inv. #105506909	5311 · Payroll Service	-185.53
Total Paylocity			-828.15
Pitney Bowes - Reserve Account			
09/12/2019	Newsletter Postage - 3rd Qtr. (Nov-Jan)	5505 · Library Newsletter	-4,500.00
09/12/2019	General Postage - 3rd Qtr. (Nov-Jan)	5301 · Postage	-1,500.00
Total Pitney Bowes - Reserve Account			-6,000.00
Pitney Bowes Global Financial Services LL			
09/12/2019	Inv. #3103374048	5304 · Equipment Leasing	-366.75
Total Pitney Bowes Global Financial Services LL			-366.75
PODS			
09/27/2019	Storage Container	5304 · Equipment Leasing	-169.99
Total PODS			-169.99
Precision Control Systems of Chicago, Inc			
09/12/2019	Inv. #37239	5203 · Maintenance Contracts	-1,293.00
Total Precision Control Systems of Chicago, Inc			-1,293.00
printmoz.com			
09/27/2019	2 - 24 x 36" Posters	5509 · Library Publicity and Promotion	-100.78
Total printmoz.com			-100.78
Product Architecture + Design			
09/16/2019	Inv. #1650.0128	7508 · Library Remodel 2019-20	-6,074.24
Total Product Architecture + Design			-6,074.24
Pryor			
09/12/2019	Inv. #5354119 - Pryor+ Renewal - Cain	5105 · Professional Education	-199.00
Total Pryor			-199.00

**Carol Stream Public Library
Expenses by Vendor Detail
September 2019**

Date	Num	Account	Amount
R&M Printing and Promotions Inc.			
09/16/2019	Inv. #6074	5509 · Library Publicity and Promotion	-506.25
			<u>-506.25</u>
Total R&M Printing and Promotions Inc.			
Saraglove.com			
09/30/2019	Rain ponchos	5201 · Supplies	-195.03
			<u>-195.03</u>
Total Saraglove.com			
Scholastic, Inc.			
09/12/2019	Inv. #19793926	5320 · Donation Recd Expense	-411.63
09/12/2019	Inv. #19871728	5320 · Donation Recd Expense	-8.46
			<u>-420.09</u>
Total Scholastic, Inc.			
Sebert Landscaping, Inc.			
09/12/2019	Inv. #189153	5204 · Landscape Maintenance/Snow Remo	-646.00
09/12/2019	Inv. #S500356	5204 · Landscape Maintenance/Snow Remo	-260.00
			<u>-906.00</u>
Total Sebert Landscaping, Inc.			
Shutterfly			
09/27/2019	25 - Mousepads	5509 · Library Publicity and Promotion	-108.00
			<u>-108.00</u>
Total Shutterfly			
Southwest Airlines			
09/30/2019	Mktg. Conf - Porch	5105 · Professional Education	-296.00
			<u>-296.00</u>
Total Southwest Airlines			
Staples			
09/16/2019	Inv. #3424586080	5201 · Supplies	-45.93
09/16/2019	Inv. #3424586080	5302 · Office & Equipment Supplies	-79.17
			<u>-125.10</u>
Total Staples			
Swan (System Wide Automated Network)			

Carol Stream Public Library Expenses by Vendor Detail

September 2019
Memo

Date	Num	Account	Amount
09/12/2019		Inv. #CSD-1 - SWANx2019 Annual Conf. - Meel 5105 - Professional Education	-32.64
			-32.64
Total Swan (System Wide Automated Network)			
TIAA Commercial Finance			
09/16/2019	Inv. #6522164	5304 - Equipment Leasing	-1,404.12
			-1,404.12
Total TIAA Commercial Finance			
Uline			
09/03/2019	6 chair mats	5205 - Furniture/Equipment	-318.91
			-318.91
Total Uline			
Unique Management Services, Inc.			
09/12/2019	Inv. #558404	5310 - Material Recovery Fees	-80.55
			-80.55
Total Unique Management Services, Inc.			
United States Postal Service			
09/27/2019		Certified/Return Rec. - IL Payphone Systems, In 5301 - Postage	-6.85
09/27/2019		Certified/Return Rec. - Macmillian Publishing - J 5301 - Postage	-6.85
			-13.70
Total United States Postal Service			
Verizon Wireless			
09/17/2019	Inv. #9837397524	5402 - ISP and Web page hosting	-50.08
			-50.08
Total Verizon Wireless			
Village of Carol Stream			
09/16/2019	Inv. #3540	5411 - Village IT Services	-7,738.04
			-7,738.04
Total Village of Carol Stream			
Village of Carol Stream - Benefits			
09/26/2019	Inv. #3551	5107 - Life Insurance	-151.15
09/26/2019	Inv. #3551	5108 - Health Insurance	-23,830.08
09/26/2019	Inv. #3551	5109 - Benefits, other	-37.00
			-24,018.23
Total Village of Carol Stream - Benefits			

Carol Stream Public Library Expenses by Vendor Detail

September 2019
Memo

Date	Num	Account	Amount
Village of Carol Stream - IMRF			
09/26/2019	9/13 - 9/27/19	6620 · Illinois Municipal Retirement F	-13,141.01
Total Village of Carol Stream - IMRF			<u>-13,141.01</u>
Village of Carol Stream - Water Dept.			
09/12/2019	Bill #01521396	5207 · Water/Sewer	-230.02
Total Village of Carol Stream - Water Dept.			<u>-230.02</u>
Worthington Direct			
09/12/2019	Inv. #INV342480CAR2142	5205 · Furniture/Equipment	-2,562.69
Total Worthington Direct			<u>-2,562.69</u>
TOTAL			<u><u>-616,259.79</u></u>

Total Disbursements for September 1, 2019 through September 30, 2019

Approved by the Library Board of Trustees October 16, 2019

President _____ Date _____

Secretary _____ Date _____

5:53 PM
 10/14/19
 Accrual Basis

Carol Stream Public Library
Account QuickReport
 September 2019

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	9/30/2019	MI0905		To Record S...	-SPLIT-	28.31
Total 5305 · Mileage Reimbursement						28.31
Total 5300 · Business Exp.						28.31
5500 · Services						
5503 · Adult/Teen Programs						
General Journal	9/30/2019	MI0905		To Record S...	5305 · Mileag...	19.37
Total 5503 · Adult/Teen Programs						19.37
Total 5500 · Services						19.37
TOTAL						47.68

Deduction Listing

Check Dates: 09/13/2019 to 09/27/2019

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2019091301 - 2019092701

Pay Periods: 08/25/2019 to 09/21/2019

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Fonseca, Antonio	1165		15	-8.70
Kovac, Sarah	1101		11	-23.49
Pellico, Mary	1170		01	-15.49
Totals for REIMB -- REIMBURSEMENT			3 Employees	-47.68

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	3	-47.68
Totals			3	-47.68



LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

October 16, 2019

Tax Levy Prepared

The 2019 Request for Tax Levy needs to be approved and submitted to the Village for their approval. The levy amount is the same as last year's. A copy of the levy is included in your Board packets which also includes an Exhibit A showing the FY20 budget. I have also included a list of the tax levies from the past ten years and the difference/change from year to year for comparison.

History of the past ten years WORKING AND APPROPRIATION BUDGETS/REQUEST FOR TAX LEVY:

FY2010	\$3,456,155	+\$87,746
FY2011	\$3,431,500	-\$24,655
FY2012	\$3,431,500	no increase/decrease
FY2013	\$3,431,500	no increase/decrease
FY2014	\$3,431,500	no increase/decrease
FY2015	\$3,440,000	+\$8,500
FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease
2018 Levy	\$3,674,461	+234,461 (Building Renovation Loan)
2019 Levy	\$3,674,461	no increase/decrease

ProQuest Online Products Renewal

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

Audit Report

Our Auditor Dan Berg, from Sikich LLP, will be presenting a review of the Library's 2019 Annual Financial Report. Included in your packet are drafts of the report and the Auditor's Communication to the Board. I prepared the Management Discussion and Analysis that is included in the report. Please be sure to bring both documents with you to the Board meeting included in the Board packet and any questions you may have.

Census Meeting

Laura Hays and I met with a representative from the Census Bureau on September 20th to learn how the Library can support the Bureau in their mission to count all of the members of our community. At this point in the process, we are helping to promote job opportunities through the Census Bureau. Once our multipurpose room and study rooms are complete, we may be able to provide them with meeting space. Our main support for the Census process will be to provide our community with computer and Wi-Fi access to complete the Census questionnaire and help them with any questions or concerns they may have.

League of Women Voters

The League of Women Voters of Wheaton had an information and voter registration table at the Library on September 24 in honor of National Voter Registration Day! They posted a photo of their event on their Facebook page featuring the three Libraries they visited that day.

Building Security Update and Installation

In addition to the additional security cameras that we will be adding as a result of the renovation, we also will be adding additional motion sensors and door security to the Building. The patio doors and gates will need new security, and four additional motion sensors will be added as a result of the additional windows in the building. The existing panel will need to be replaced for a model that can accommodate additional wireless repeaters. The cost for the reinstallation of existing sensors and new installation of security features to doors and other areas is \$5,375 with the option of adding door security to the penthouse for an additional \$635.

Security Camera Update

The security camera company will be out next week to install some of our additional cameras in the finished phase areas and also remove the conduit from the upper outer north wall and bring the wiring inside for those cameras. After reviewing the plans, we have identified two more locations for interior cameras, the early literacy area and the middle school area. They will be providing me with a price for the additional materials and labor.

October Employee Anniversaries

Renee Walther – 10/02/96-Adult Services

Steve Dexheimer – 10/07/03-Youth Services

Jeri Cain – 10/01/12-Circulation

Melanie Johnson – 10/11/12-Circulation

Amy Danusiar – 10/24/16-Youth Services

Susan Westgate, Library Director

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

	Sept. FY 18-19	Sept. FY 19-20	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	10,712	8,831	54,579
Videos	4,073	3,193	20,514
Audio	1,048	710	4,664
Periodicals	270	241	1,453
Other	221	190	1,312
E-books	1,994	1,993	10,413
E-Audio	1,248	1,319	6,213
E-Video	123	130	733
Digital magazines	135	427	2,090
Museum Passes/Explore More Illinois	25 / n/a	18 / 0	140 / 0
ILL - Borrowed from SWAN	2,413	2,621	14,440
ILL - Borrowed from Non-SWAN	63	47	456
ILL - Loaned to SWAN	1,719	1,442	7,105
ILL - Loaned to Non-SWAN	119	135	370
Total Circulation	24,163	21,297	124,482
Total Adult	13,240	11,962	67,022
Total Youth	10,923	9,335	57,460
Reciprocal Borrower Loans (incl. above)	1,022	783	3,907
Automatic Renewals (not incl. above)	18,305	18,156	90,047
Self Check - % of Circulation	33.80%	38.00%	37.57%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	9 / 190	5 / 188	26 / 1,086
Teen Number/Attendance	21 / 608	3 / 20	23 / 279
Youth - Number/Attendance	40 / 885	17 / 328	114 / 3,478
Total - Number/Attendance	70 / 1,683	25 / 536	163 / 4,843
Library Events - Number / Attendance	0 / 0	0 / 0	1 / 180
Outreach* - Number / Attendance	2 / 162	4 / 143	21 / 3,839
Facility Usage			
Library Visits (Door Count)	16,029	11,476	68,699
Meeting Rooms - # of Public Bookings*	7	n/a	n/a
Study Rooms - # of Users/Total Hours*	166 / 204	n/a	n/a
Electronic Usage			
# of Database Sessions	2,820	2,903	18,465
# of Internet Sessions/Total Time	2,638 / 2,332	1,992 / 1,615	13,225 / 11,932
#iMac Sessions/Total Time	6 / 2	38 / 25	157 / 116
# of Library Website Visits	13,564	10,566	51,822
# Mobile App Users Boopsie/SWAN	357	463 / 199	2,224
# of Wireless Users	n/a	n/a	n/a
Reference Transactions			
Adult, Youth and Chat	1,407	2,542	18,472
Youth	1,413	combined w/ Adult	combined w/ Adult
Circulation	90	111	806
Total Reference Transactions	2,910	2,653	19,278

Patron Statistics			
# of Resident Cards	17,778	17,765	
# of Non-Resident Cards	12	12	
Total Registered Users	17,790	17,777	

Resources Owned/Licensed			
Books	80,159	58,906	
Newspapers (Print only)	23	22	
Periodicals (Print only)	165	148	
Total Print Materials	80,347	59,076	
Current Subscriptions (Print Only)	188	170	
Current E-Subscriptions	115	119	
E-Books: Downloadable	41,548	53,529	
Audio Recordings	8,591	6,415	
Audio Recordings (Downloadable)	12,224	17,636	
Videos	14,913	13,645	
Other: Video Games, Puzzles, Devices	642	561	
Databases	48	49	
Total Resources Owned/Licensed	158,428	151,030	

Professional Development Hours	92.5	82.5	531.75
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*Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel

Program Statistics - September 2019

Event Type	# of programs	Total attendance
Adult Program	5	188
Teen	3	30
Youth Program	17	328
Totals	25	546
Library Event	0	0
Outreach	4	143

Title	Date	Primary Event Type	Attendance
Leslie Goddard: Below Stairs (Offsite)	9/10/2019	Adult Program	40
50 States Book Club (Offsite)	9/16/2019	Adult Program	14
English Tea in the Garden (Library)	9/21/2019	Adult Program	100
Floating Teacups Make & Take (Offsite)	9/24/2019	Adult Program	17
Floating Teacups Make & Take (Offsite)	9/26/2019	Adult Program	17
DIY to Go Kits: Dry Erase Message Boards	9/11/2019	Teen Program	29
Middle School Library Crew (Offsite)	9/20/2019	Teen Program	1
One More Chapter Book Club (Offsite)	9/24/2019	Teen Program	0
Fancy Feet (Offsite)	9/6/2019	Youth/Family Program	34
Story Time on the Road (Offsite)	9/9/2019	Youth/Family Program	15
Storytime on the Road @ CSPD Kids Zone	9/10/2019	Youth/Family Program	7
Story Time on the Road (Offsite)	9/11/2019	Youth/Family Program	10
Word Play: Readers' Theater	9/12/2019	Youth/Family Program	15
Outreach Story Time at Goddard School	9/13/2019	Youth/Family Program	49
Story Time on the Road (Offsite)	9/16/2019	Youth/Family Program	21
Smart Cookie Book Club (Offsite)	9/17/2019	Youth/Family Program	12
Story Time on the Road (Offsite)	9/18/2019	Youth/Family Program	14
Friday Fun/ Playdate on the Road (offsite)	9/20/2019	Youth/Family Program	19
Story Time on the Road (Offsite)	9/23/2019	Youth/Family Program	22
Storytime on the Road @ CSPD Kids Zone	9/24/2019	Youth/Family Program	11
Story Time on the Road (Offsite)	9/25/2019	Youth/Family Program	20
Paws for Reading (Offsite)	9/25/2019	Youth/Family Program	32
Homeschool Hangout: Nature Walk (Library)	9/26/2019	Youth/Family Program	7
Super Readers Club	9/30/2019	Youth/Family Program	1
1,000 Books Before Kdg. New Registrations	9/30/2019	Youth/Family Program	10
1,000 Books Before Kdg. Logging Activity	9/30/2019	Youth/Family Program	29
Homebound deliveries	9/12/2019	Outreach	31
Senator Eilman's Children's Health and Safety Fair	9/14/2019	Outreach	100
Library Card Signup at Franklin Middle School in Wheaton	9/25/2019	Outreach	10
Early Childhood Screenings Cooperative with D93	9/25/2019	Outreach	2

**Assistant Director's Report
September 2019**

Primary Action Items – Administration

Library Remodel

- Coordinate relocation of YS shelves with Hallett movers
- Coordinated Phase 2 furniture delivery and install
- Review laminate options for lobby display shelving
- Coordinate final cleaning for Phase 2 area
- Prepare Phase 2 punch list
- Review Business Center shop drawing submittal
- Finalize list of windows needing replacement
- Review revisions to KI quote for power and cord management
- Work on Phase 3 shelving and furniture schedule
- Assist with coordinating Phase 2 staff luncheon
- Communicate with Interior Investments regarding invoicing questions
- Review and process monthly payout for FQC
- Prepare weekly staff renovation update posts

Remodel Meetings

- 9/6, 9/13, 9/20, 9/27– Attend weekly construction meeting

Other

- Update job descriptions for submittal to HR Manager
- Audit follow-up on GASB 74-75 documentation from Village
- Corrections to VSP and NAYAX billings
- Contact Illinois Payphone regarding removing lobby payphone
- Begin transitioning Friends liaison role from Assistant Director Marketing Coordinator. Pull materials for the Friends of the Library booksale at the CS Historical Society event
- Payroll processing week of 9/9 and 9/23
- 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 – 579
 - Items put into circulation – 437
 - Items catalogued – imported bib records and original cataloging – 63
 - Item record edits/database clean-up – 235
 - Conversion project items – 1,202
 - Repair items (includes disc cleaning) - 157
 - Bibliographic record merges sent to SWAN Support – 2
 - Serial Record Edits – 7 (Ceased or Cancelled – 2)
 - Serials – Claimed Issues - 1

- Conversion Projects –
 - DVD Genrefication – This project began in earnest mid-month and significant progress was made. All fiction DVDs are being reviewed by the Adult Services selector, Nate Wagner, and the appropriate genre identified. These are then routed to Tech Services for updates to Item Category 4 and the call number in Workflows and the spine label. An additional call # label is also being added to the front of the DVD. We continue to work with Midwest Tape to finalize the processing, especially for the World Language films. The goal is to have all of the fiction DVDs completed by mid-November so they can be showcased on the new shelving.

Other

- Updated Large Print 245 field or title statement from upper to mixed case and edited item category 1 from Book to Large Type – Marie
- Updated the bib records for approximately 47 Gujarati books and reclassified them from non-fiction to fiction.
- Mobile App Squad assignments – Susan
- Calendar Crew assignments - Joyce
- Cross-training on disc cleaning machine – Barb and Susan
- Updates to TS WIKI
 - Ordering procedures for Midwest Tape and Permabound
 - Contact info for B & T and Elm, USA
 - Label placement Monarch and Peek-a-Book
 - DVD Genres and Call numbers

Professional Development

- 9/25/19 – Cataloging Basics – RAILS pilot training class – Marie (6.0)

Outreach

- 9/22/19 – Library table at Charity Dog Show Event – Susan and Joyce

Meeting Attendance

- 9/10, 9/11, 9/12, 9/17 - Calendar Crew Demos – Joyce and Mary C.
- 9/4 – Weekly meeting with Library Director
- 9/4/19 – Orientation for new Adult Services Librarian – Linda Carlson
- 9/5 and 9/17/19 – Management Team meetings
- 9/5 – Weekly meeting with Joyce Farrell
- 9/10/19 – Newsletter meeting with Marketing Coordinator - Barb
- 9/17/19 – TS Department meeting – DVD Genrefication project
- 9/18/19 – Library Board meeting
- 9/19/19 – Uline Sales rep meeting
- 9/20/19 – Review job description edits with HR Manager
- 9/24/19 – All Staff Meeting – Susan, Barb, Marie – Thank you to Susan for assisting with set-up for this.

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report Sept 2019

Remodel Project

- Adult Services staff moved into our new office space.
- Heritage, our security camera vendor, visited to confirm location and number of security cameras.
- With the Wifi access points that have been moved and removed during the different construction stages, there are areas of the Library have low or no signal strength. VOCS IT staff are getting us equipment quotes.
- Shared Librarians Desk – Starting Sept 1, Adult and Youth Services are sharing a service desk in the main room. We are now reporting a combined Reference and Chat statistics for Adult and Youth.
- Youth desks – Desks were setup outside the meeting rooms and in Study Room C for Youth Services staff. Youth staff will only staff the Computer Room at the Study Room desk after school for 2 hours.
- The Peek-a-Book kiosk was moved to storage so usage was only recorded for the first week of September.

Department News

- Linda Carlson, a new part-time Librarian, started on September 4.
- Sarah was asked to serve on the ALA Graphic Novel Roundtable's Convention Committee. This formalizes the work that she has been doing at C2E2, a comic convention, promoting libraries and scheduling professional development panels.

Programs

- This month's programs celebrated the release of the Downton Abbey movie.
 - September 10 – Performance by Leslie Goddard at the Village Hall
 - September 21 - Downton Abby Tea in the Garden program in the Lobby
 - September 24 and 26 – Floating Teacup Craft at Glenside Public Library



Career Online High School

- At the end of the month, we only have 7 students enrolled in Career Online High School.
- That is because our first student has completed his coursework and will receive his diploma. He chose not to have a ceremony so we will commemorate his accomplishment with a letter from the Director and a small gift.
- We have several students who are about 65-75% complete and we will plan a group ceremony for them.

Collection Development

- Selectors reviewed all of their collection development guidelines and submitted updates.
- DVD re-labeling project – The Adult fiction DVDs will have a genre (i.e. comedy, drama, horror, etc.) added to their call number. We are also pulling out foreign films and organizing them language.

Outreach Activities

- Homebound delivery
42 – Registered patrons
31 – Patrons receiving delivery

177 – 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

Meetings and Training

- September 3 – CollectionHQ Team meeting – Laura, Sarah
- September 4 – Adult Managers Roundtable – Laura
- September 5 – Management Team – Laura
- September 9 – Security camera meeting - Laura
- September 16 – Employee Handbook review with Mary P. – Linda
- September 17 – Director meeting – Laura
- September 17 – Management Team - Laura
- September 18 – Chamber Home Office Roundtable – Omar
- September 18 – Board meeting – Laura
- September 19 – SWANtech meeting – Laura
- September 20 – Census 2020 rep meeting – Laura
- September 24 – Allstaff meeting – Laura
- September 25 – Glenbard Parent Series luncheon: Enough As They Are - Nate
- September 26 – Trends in Digital Content (webinar American Libraries and Record Books) - Omar
- September 27 – Chamber Manufacturers Roundtable – Omar
- Webinars
 - Using Workflows and Enterprise (SirsiDynix) – Linda
 - What’s Cooking (Booklist) - Vera

Website, Mobile App, and Social Media

- SWAN Bluecloud Mobile app statistics – SWAN is now providing usage statistics for their consortium app. In September, a combined number for April – September was reported for the page views of the hours and location channel for the Library and the number of views of our Home Screen. Next month we will just report the page views for the previous month.
- The monthly Board packet will now be available from the website.

Information technology

- Helpdesk report - 32 tickets were opened this month.
- Laura Hays
 - Calendar Crew – Demos were held.
 - Mobile App Squad – Feature checklist and initial contact summary sent out.
 - Patch cables ordered for VOCS IT projects.
 - Lynda.com upgrade to LinkedIn Learning postponed due to feedback from libraries on the security issues of requiring a LinkedIn account to use the subscription. Access will continue as Lynda for Libraries.
 - Deep Freeze maintenance renewed.
- Community IT staff
 - Phase 3 equipment moves
 - Laura’s printer spooler keeps stopping
 - New employee accounts setup

Laura Hays

Head of Adult Services

**Report for Board of Library Trustees
Circulation Department activities during September 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 11,476 visitors in July.
- Generating and maintaining library accounts for Carol Stream Residents and other library users.
 - We added 110 new registrations.
 - We renewed 222 existing accounts.
- Lending and renewing materials
 - We checked out 15,833 items.
 - We renewed 19,016 items
- Processing "on shelf" holds
- Checking in returned materials.
 - We checked in 20,935 items.
- Monitoring materials for damage and routing them to the appropriate staff for repair or replacement.
 - Approximately 296 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 21,000 items.

In addition:

- Jeri participated in all Management Team meetings in September.
- Jeri attended a course on Emotional Intelligence in Oak Brook offered through Fred Pryor.
- Many Circulation Staff members participated in training opportunities through Fred Pryor online learning, our EAP provider, and WebJunction.
- Melanie Johnson is serving on the Calendar Crew to evaluate options for event calendars.
- Mary Magnus is serving on the Mobile App Squad to evaluate options for a mobile app.
- Our Materials Clerks are all doing very well in keeping up with changing locations of materials.

Submitted 10/09/2019
Jeri L. Cain

Human Resources
October 2019
Monthly Report

Administration

- Met with Janice Van Dyke, Village of Carol Stream regarding upcoming benefit open enrollments and health screening.

Recruiting, Onboarding & Exiting

- Conducted 2 phone interviews for our YS Librarian part-time position. 1 in person interview and 2 more phone interviews scheduled for next week.
- Participated in exit interview with Karen Segó after 21 years of service as a YS Associate.

Training & Development

- 803 visits to the Career Page in September.
- Staff Development Committee has begun to search for a location for our Employee Recognition Dinner which will be held on 1/24/20.
- Phone meeting with Candace Fisher, HR Source to discuss our self-appraisal form.
- Attended Cannabis in the Workplace focusing on a revised Drug Free Workplace policy.
- Webinar - Diversity at Work - Learn How to Maximize Diversity and Combat Unconscious Bias.

Submitted
Mary Pellico

Youth Services Report September 2019

Friday Fun/ Playdate



Program Highlights

- Leigh Anne Wilson, Clare Meehan, and Lise Wise presented storytimes at Flourish Dance Academy twice a week for three weeks in September. Leigh Anne and Lise also presented a Friday Fun and Playdate at Flourish on September 20.
- Laura Spradlin held a nature walk for Homeschool Handout on September 26 with 7 in attendance. They were given clipboards with a scavenger hunt and walked around Armstrong Park on a very nice day.
- Related to the Homeschool Hangout, Laura Spradlin received an e-mail from a mom about the picnic that the group did in August: "I just wanted to let you know that my girls had a really fun time at the hang out last Wednesday. They are still talking about it. The wind did not bother them at all. Thanks for all you do. See you soon!"
- Amy Danusiar has had a nice following with the 1st through 4th grade programs even when off site. She had 15 come to the Glenside Public Library for Word Play on September 12 and 12 come to Panera on September 17 for the Smart Cookie Book Discussion.
- Robin Harwood began the process of updating the Sight Words that the kids read to earn a sticker at the Youth Desk.

Collection Development and Maintenance

- The Youth Services collection was moved into the new temporary space on September 9. Patrons have been very pleased with the new windows in the Meeting Room which will help make the new space cozy for the remainder of our time there.
- All selectors are in the process of making updates to the Collection Development Plan to capture the many changes that have happened to the collection for the remodel. The CollectionHQ team will be working on putting together the new final document. We expect to have it finished by December.

PR/Marketing Displays

- Display space is almost non-existent in our temporary space. We have settled in to displaying new fiction for all ages on the hallway display shelving as well as highlighting Halloween books for the coming holiday.

Patron Service and Reference

- Amy Danusiar was able to introduce several patrons to the Youth World Language materials now that their new location is front and center in the new space.

Professional Development

- School Library Journal Just the Facts Webcast: New Non-fiction – Amy Danusiar, Laura Spradlin
- School Library Journal Webcast: Fall Graphic Novels for All Levels – Laura Spradlin
- School Library Journal Webcast: YA/Teen Book Buzz Fall 2019 – Laura Spradlin
- 9/24 – All Staff – Amy Teske, Amy Danusiar, Laura Spradlin, Steve Dexheimer
- 9/25 – Music in Storytime – RAILS Workshop – Adriana Albers
- 9/26 – SNAILS meeting – Amy Danusiar
- 9/26 – Team Leader Refresher – Leigh Anne Wilson

Meeting Attendance

- 9/3 – CollectionHQ Team Meeting – Amy Teske, Laura Spradlin
- 9/4 – Meeting with Susan Westgate – Amy Teske
- 9/5, 17 – Management Team Meeting – Amy Teske
- 9/10, 11, 17, 20 – Calendar Crew Demos – Laura Spradlin
- 9/18 – Board Meeting – Amy Teske

Respectfully Submitted,
Amy Teske
Youth Services Manager



Clare Meehan at Senator Ellman's Children's Health and Safety Fair at DuPage County Fairgrounds 9/10



Friday Fun Playdate



September 2019 Library Service Requests

	#	%	WorkTime
Audio / Video	1	3.12 %	00:00:00
Building Renovation	2	6.25 %	00:00:00
Computer Hardware	6	18.75 %	00:00:00
Computer Software	7	21.88 %	00:00:00
Email Management	1	3.12 %	00:00:00
Employee Accounts and Access	3	9.38 %	00:00:00
Internet / Intranet	2	6.25 %	00:00:00
Network Infrastructure	3	9.38 %	00:00:00
Printer	6	18.75 %	00:00:00
Telephone	1	3.12 %	00:00:00
Grand Total:	32		00:00:00

