

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

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

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 December 18, 2019
- V. MONTHLY REPORT OF THE TREASURER
 A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending
 December 31, 2019
- VI. BOARD AND COMMITTEE REPORTS
- VII. OLD BUSINESS
 None
- VIII. NEW BUSINESS
 A. Review: Update of Library Renovation Project from Frederick Quinn Corporation
 (FQC)
- IX. DISBURSEMENTS
 A. Approval of Disbursements for the Period December 1, 2019 to December 31, 2019,
 plus the Addendum for the Meeting of January 15, 2020

X. REPORT OF THE LIBRARY DIRECTOR

(The Library Director submits a report to the Board members containing information pertaining to the items on the meeting agenda for their review prior to the meeting.)

XI. MONTHLY STAFF REPORTS

XII. COMMUNICATIONS

- A. Thank you Letter from Carol Stream Parks Foundation for Veterans Memorial Brick Donation

XIII. ANNOUNCEMENTS

- A. Illinois Library Association Legislative Luncheon: Monday, February 3, 2020, Chicago Marriot in Oak Brook, IL
B. Illinois Library Association Trustee Forum Workshop, Saturday, March 14, 2020, Chicago Marriot in Oak Brook, IL

XIV. ADJOURNMENT

Next Resolution: #290

Mansi Patel, Secretary
Board of Library Trustees

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

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

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

DATE: December 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 Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Absent: Trustee Berryman-Gilliam
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Shiekh moved and Trustee Lynch seconded the establishment of a consent agenda for the Regular Meeting of December 18, 2019. Motion approved.

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

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

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

A. Minutes of Regular Meeting of November 20, 2019

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2019
- C. Recommendation, Re: Approval of FY 2020 Per Capita Grant Application
- D. Recommendation, Re: Approval of Update to Library Pay Grade Structure for 2020
- E. Recommendation, Re: Approval of Revisions/Updates to Personnel Policy #401
- F. Review of Updated Study Room Procedures
- G. Approval of Disbursements for the Period November 1, 2019 to November 30, 2019, plus the Addendum for the Meeting of December 18, 2019
- H. Report of the Library Director
- I. Holiday Cards from Local Libraries and Agencies
- J. Thank You Card from Colona Library
- K. Library Closed Dec. 24, 25 and Jan. 1 for the Holidays

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

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

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

Recommendation, Re: Approval of FY 2020 Per Capita Grant Application

Background Information:

The Library applies annually for Per Capita Grant funds from the Illinois State Library that are used towards the purchase of Library online database subscriptions once received.

Recommendation, Re: Approval of Update to Library Pay Grade Structure for 2020

Background Information:

It is recommended by HR Source, the Library’s Human Resources consulting firm, to adjust the Library’s 2019 paygrade structure by an increase of 1.9% (based upon the Library industry) for calendar year 2020. For administrative purposes, the Library has adjusted the minimum hourly rate of Pay Grades 1 and 2 to \$10.00 to reflect the minimum wage of \$10.00 per hour that will be effective on July 1, 2020. The minimum wage will be increasing each year by \$1.00 per hour beginning January 1, 2021 through 2025 until it reaches a minimum wage of \$15.00 per hour.

Recommendation, Re: Approval of Revisions/Updates to Personnel Policy #401

Background Information:

The changes to a variety of laws that go into effect on January 1, 2020 will have an impact on the Library’s Non-Discrimination and Anti-Harassment Policy (Policy #401). The Policy has been updated to reflect the new required language.

Review of Updated Study Room Procedures

Background Information:

The Study Room procedures have been updated to reflect the new study rooms and conference room. Patrons will need to reserve a room in person at the Adult Services Desk. It is anticipated that the reservation of rooms will be available online in March 2020 as part of the Library’s new online calendar/room reservation product that will be implemented in the first quarter of 2020. The Library’s current online calendar system will no longer be supported in the near future. A team of staff members reviewed and evaluated a variety of online calendar products and selected Library Market for the new calendar/room reservation platform. This product was developed by former librarians and had the most features and usability for the Library’s needs. A Carol Stream Library card is required to reserve a room.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2019 to November 30, 2019, plus the Addendum for the Meeting of December 18, 2019 in the amount of \$533,925.07.

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.

December Employee Anniversaries: Marlys Smith – 12/19/11, Circulation.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Recommendation, Re: Approval of Rescinding Policy 5.K. Student Tutoring

Trustee Larimer moved and Trustee Sheikh seconded that the Library Board of Trustees approve rescinding Policy 5.K. Student Tutoring. Motion approved.

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

Background information:

Staff recommended that the Library Board rescind 5.K. Student Tutoring Policy. The policy prohibits tutoring in the Library. The policy is currently not being enforced as the Library has

been filling a community need in providing a neutral location for students to meet with their tutors in order for them to receive the learning assistance they need. It is the Library's service philosophy to be able to provide the parents and students in the community a tutoring location. It can also be difficult to determine if a student is working with a parent, a family member or a tutor without directly confronting them and inquiring the nature of their relationship. As long as the tutors and students are not violating the Library's Behavior Standards Policy, they are welcome to use the Library facility.

MONTHLY STAFF REPORTS

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

Trustee Lynch asked Assistant Director Clemens about the conversion projects for Holiday Books in the Youth Services department. She explained the labeling process and how the materials location codes are changed. Trustee Lynch commented upon Circulation Manager Jeri Cain's election to the SWAN Circulation Advisory Board. Jeri will be at the forefront of recommending SWAN circulation practices that will assist in the enhancement of patron experiences. Trustee Olson commented that she appreciates all of the Library staff and the hard work they have done in leading to a successful renovation project. She was especially impressed by the new material displays. She stated that the Per Capita Grant webinar on unconscious bias that she viewed last month as a requirement of the Per Capita Grant was very well done.

VIII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Larimer seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (21) and nothing else. Motion approved.

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

Accordingly the Meeting was closed to the public at 7:22 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:25 p.m.

Secretary Patel called the roll.

Present: 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Absent: Trustee Berryman-Gilliam
Also Present: Director Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of October 16, 2019

Trustee Jourdan moved and Trustee Olson seconded that the Board of Library Trustees approve the minutes of the Executive Session of October 16, 2019 and that they remain closed at this time. Motion approved.

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

B. Recommendation, Re: Semi-Annual Review of the Minutes of Executive Sessions

Trustee Jourdan moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees release the minutes of the Executive Session of June 19, 2019 and a partial release of the minutes of Executive Session of May 15, 2019 and that all other Executive Session minutes remained closed at this time. Motion approved.

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

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:30 p.m.

January 15, 2020
Date approved

Mansi Patel, Secretary, Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,192,518.73	\$ (176,807.03)	\$ 3,015,711.70
Working Cash	50,564.51	63.49	50,628.00
FICA	145,582.62	(8,630.32)	136,952.30
IMRF	191,594.75	(11,852.09)	179,742.66
Liability Insurance	24,151.27	(3,712.18)	20,439.09
Audit	7,135.00	(537.53)	6,597.47
Capital Maintenance & Repair	3,497,997.06	(510,760.46)	2,987,236.60
Building Renovation Loan	<u>923.84</u>	<u>1,077.46</u>	<u>2,001.30</u>
TOTAL ALL FUNDS	<u>\$ 7,110,467.78</u>	<u>\$ (711,158.66)</u>	<u>\$ 6,399,309.12</u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President

12/31/19

Nancy Olson, Board Treasurer

12/31/19

Susan Westgate, Library Director

12/31/19

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	294,533.16
WEST SUBURBAN BANK	PAYROLL	214,649.08
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,600,865.31
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	4,289,628.24
PROPAY	ELECTRONIC	763.65
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 6,401,209.44</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
DECEMBER 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 statements of assets, liabilities and fund balances - modified cash basis – all funds as of December 31, 2019 and November 30, 2019, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date December 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

January 6, 2020

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

	<u>Dec 31, 19</u>	<u>Nov 30, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	294,533.16	277,524.52	17,008.64
10-1008 · WSB Payroll Account	214,649.08	129,922.50	84,726.58
10-1014 · Illinois Funds-Prime	4,289,628.24	4,283,369.25	6,258.99
10-1024 · WSB Money Market Acct	1,600,865.31	2,419,917.10	-819,051.79
10-1025 · ProPay	763.65	680.30	83.35
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-3,383,597.42	-3,917,949.05	534,351.63
Total 10-1000 · Library Fund Cash	<u>3,017,612.02</u>	<u>3,194,234.62</u>	<u>-176,622.60</u>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,628.00	50,564.51	63.49
30-1190 · Allocated Cash-FICA Fund	136,952.30	145,582.62	-8,630.32
40-1090 · Allocated Cash-IMRF Fund	179,742.66	191,594.75	-11,852.09
50-1090 · Allocated Cash-Liability Fund	20,439.09	24,151.27	-3,712.18
60-1090 · Allocated Cash-Audit Fund	6,597.47	7,135.00	-537.53
70-1090 · Allocated Cash-Capital R&M Fund	2,987,236.60	3,497,997.06	-510,760.46
80-1090 · Allocated Cash-Debt Service	2,001.30	923.84	1,077.46
Total 1190 · Allocated Cash-Fund Balances	<u>3,383,597.42</u>	<u>3,917,949.05</u>	<u>-534,351.63</u>
Total Checking/Savings	<u>6,401,209.44</u>	<u>7,112,183.67</u>	<u>-710,974.23</u>
Total Current Assets	<u>6,401,209.44</u>	<u>7,112,183.67</u>	<u>-710,974.23</u>
TOTAL ASSETS	<u>6,401,209.44</u>	<u>7,112,183.67</u>	<u>-710,974.23</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	1,900.32	1,715.89	184.43
Total Credit Cards	<u>1,900.32</u>	<u>1,715.89</u>	<u>184.43</u>
Total Current Liabilities	<u>1,900.32</u>	<u>1,715.89</u>	<u>184.43</u>
Total Liabilities	<u>1,900.32</u>	<u>1,715.89</u>	<u>184.43</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>336,903.28</u>	<u>1,048,061.94</u>	<u>-711,158.66</u>
Total Equity	<u>6,399,309.12</u>	<u>7,110,467.78</u>	<u>-711,158.66</u>
TOTAL LIABILITIES & EQUITY	<u>6,401,209.44</u>	<u>7,112,183.67</u>	<u>-710,974.23</u>

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

Ordinary Income/Expense	Dec 19	May - Dec 19	Annual Budget	% of Budget
Income				
3000 · Property Taxes				
3001 · Property Tax Current	16,890.77	3,705,176.27	3,674,461.00	100.84%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	16,890.77	3,705,176.27	3,679,461.00	100.7%
3100 · PPR Taxes	0.00	33,313.52	40,000.00	83.28%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	1,504.95	1,500.00	100.33%
3202 · Interest Income Investments	8,268.61	79,091.25	40,100.00	197.24%
Total 3200 · Interest Income	8,268.61	80,596.20	41,600.00	193.74%
3203 · Other Income-Loan Proceeds	0.00	2,000,000.00	2,000,000.00	100.0%
3300 · Patron Payments				
3301 · Fines & Fees	858.74	7,716.43	26,000.00	29.68%
3302 · Public Copy Payments	713.32	7,655.35	16,000.00	47.85%
3303 · Non-Resident Card Fees	206.42	1,562.71	3,500.00	44.65%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,778.48	16,934.49	46,500.00	36.42%
3400 · Donations	0.00	535.52	5,500.00	9.74%
3500 · Developer Contributions	0.00	0.00	2,400.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	51.01	1,500.00	3.4%
3700 · Grants				
3701 · Per Capita Grants	49,638.75	49,638.75	49,600.00	100.08%
Total 3700 · Grants	49,638.75	49,638.75	49,600.00	100.08%
3800 · Other Income	0.00	2,497.30	5,000.00	49.95%
Total Income	76,576.61	5,888,743.06	5,871,561.00	100.29%
Gross Profit	76,576.61	5,888,743.06	5,871,561.00	100.29%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,440.90	369,247.65	640,000.00	57.7%
5102 · Non-Exempt Staff Salaries	86,531.19	753,222.01	1,295,000.00	58.16%
5103 · Custodial Salaries	5,680.39	45,152.64	75,000.00	60.2%
5105 · Professional Education	23.07	13,205.06	18,000.00	73.36%
5106 · Membership	720.00	2,409.00	4,000.00	60.23%
5107 · Life Insurance	147.47	1,201.36	2,000.00	60.07%
5108 · Health Insurance	21,041.18	149,623.38	250,000.00	59.85%
5109 · Benefits, other	37.00	1,495.45	2,000.00	74.77%
5110 · Trustee Development	0.00	853.36	3,000.00	28.45%
Total 5100 · Salaries	157,621.20	1,336,409.91	2,289,000.00	58.38%

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

	Dec 19	May - Dec 19	Annual Budget	% of Budget
5200 · Plant Maint.				
5201 · Supplies	907.25	9,171.54	12,500.00	73.37%
5202 · Maintenance/Repair	0.00	1,817.16	15,000.00	12.11%
5203 · Maintenance Contracts	4,976.79	27,076.83	42,000.00	64.47%
5204 · Landscape Maintenance/Snow Remo	2,059.00	7,937.00	17,000.00	46.69%
5205 · Furniture/Equipment	59.45	8,163.17	7,000.00	116.62%
5206 · Electric-Comm Edison	5,630.36	11,617.52	36,000.00	32.27%
5207 · Water/Sewer	206.59	1,762.97	6,500.00	27.12%
5208 · Insurance (Property)	0.00	9,892.00	10,500.00	94.21%
Total 5200 · Plant Maint.	13,839.44	77,438.19	146,500.00	52.86%
5300 · Business Exp.				
5301 · Postage	1,500.00	6,028.00	8,000.00	75.35%
5302 · Office & Equipment Supplies	1,014.55	5,032.86	7,000.00	71.9%
5303 · Printing	1,080.29	3,058.26	5,000.00	61.17%
5304 · Equipment Leasing	1,940.86	13,863.12	20,000.00	69.32%
5305 · Mileage Reimbursement	263.57	2,037.16	3,000.00	67.91%
5306 · Legal Notices	0.00	547.40	800.00	68.43%
5308 · Business Phone	756.35	5,869.74	14,000.00	41.93%
5309 · Accounting Service	1,050.00	9,590.00	13,000.00	73.77%
5310 · Material Recovery Fees	62.65	590.70	1,000.00	59.07%
5311 · Payroll Service	211.84	3,983.98	7,500.00	53.12%
5312 · Attorney Fees	1,128.75	6,180.13	15,000.00	41.2%
5315 · Other Expenditures	781.62	1,316.96	7,500.00	17.56%
5317 · Bank & Credit Card Fees	0.00	24.61	100.00	24.61%
5319 · Security Service	5,102.07	14,103.59	21,000.00	67.16%
5320 · Donation Recd Expense	427.46	847.55		
5321 · Human Resources	226.57	5,448.83	10,500.00	51.89%
Total 5300 · Business Exp.	15,546.58	78,522.89	133,400.00	58.86%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	4,613.63	6,917.23	33,000.00	20.96%
5402 · ISP and Web page hosting	207.93	4,753.15	15,000.00	31.69%
5403 · Computer Software	1,218.57	12,423.43	30,000.00	41.41%
5404 · Tech Support & Repair	848.81	6,710.93	18,000.00	37.28%
5405 · Technical Services Supplies	528.50	7,902.47	17,000.00	46.49%
5406 · Circulation Supplies	14.99	2,816.51	3,000.00	93.88%
5408 · Tech Serv Online Resources	10,594.00	11,846.00	14,500.00	81.7%
5409 · RBP/ILL Expenses	60.98	390.27	500.00	78.05%
5410 · SW AN Consortium	0.00	23,546.00	47,500.00	49.57%
5411 · Village IT Services	7,738.04	61,904.32	95,000.00	65.16%
Total 5400 · Automat. & Dept. Oper.	25,825.45	139,210.31	273,500.00	50.9%
5500 · Services				
5501 · Youth Services Programs	1,359.20	15,330.36	26,000.00	58.96%

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

	Dec 19	May - Dec 19	Annual Budget	% of Budget
5503 · Adult/Teen Programs	988.59	7,474.59	20,000.00	37.37%
5505 · Library Newsletter	4,500.00	35,377.94	43,000.00	82.27%
5509 · Library Publicity and Promotion	109.99	6,716.56	30,000.00	22.39%
Total 5500 · Services	6,957.78	64,899.45	119,000.00	54.54%
5600 · Collection				
5601 · Youth Services Books	1,745.27	17,715.61	40,000.00	44.29%
5606 · Youth Services Media	381.03	6,791.26	15,000.00	45.28%
5630 · Adult Books	2,534.67	31,605.22	65,000.00	48.62%
5634 · Online Resources	14,999.91	14,999.91	40,000.00	37.5%
5635 · Magazines & Newspapers	0.00	9,614.41	13,000.00	73.96%
5637 · Adult Media	1,441.98	11,967.34	50,000.00	23.94%
5651 · Digital Media	2,972.42	35,155.49	70,000.00	50.22%
5652 · Grant/Award Expense	793.47	49,638.75	49,600.00	100.08%
Total 5600 · Collection	24,868.75	177,487.99	342,600.00	51.81%
6600 · Payroll Expenses				
6610 · FICA Expense	9,469.09	85,398.84	155,000.00	55.1%
6620 · Illinois Municipal Retirement F	12,794.93	111,484.02	195,000.00	57.17%
Total 6600 · Payroll Expenses	22,264.02	196,882.86	350,000.00	56.25%
66900 · Reconciliation Discrepancies	0.00	-2.99		
7101 · Liability Insurance	3,798.00	18,726.00	22,000.00	85.12%
7102 · Risk Management expense	0.00	2,103.40	4,000.00	52.59%
7103 · Unemployment Compensation Insur	0.00	2,894.08	3,000.00	96.47%
7201 · Audit Expense	603.00	10,053.00	12,000.00	83.78%
7400 · Capital Expenditures				
7401 · Furniture	0.00	15,849.86	20,000.00	79.25%
7402 · Parking Lot Repair	0.00	6,325.00	10,000.00	63.25%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	3,392.00	4,841.00	50,000.00	9.68%
7405 · Memorials	0.00	88.06	1,500.00	5.87%
7406 · Other Capital Expenditures	0.00	0.00	25,000.00	0.0%
Total 7400 · Capital Expenditures	3,392.00	27,103.92	156,500.00	17.32%
7500 · Special Capital Projects				
7504 · Light Bright Fixture	0.00	0.00	19,000.00	0.0%
7507 · Computer Equipment	0.00	0.00	30,000.00	0.0%
7508 · Library Remodel 2019-20	494,118.54	3,166,749.25	4,976,530.00	63.63%
7509 · Security Camera Upgrades	18,900.51	18,900.51	35,000.00	54.0%
Total 7500 · Special Capital Projects	513,019.05	3,185,649.76	5,060,530.00	62.95%
Total Expense	787,735.27	5,317,378.77	8,912,030.00	59.67%
Net Ordinary Income	-711,158.66	571,364.29	-3,040,469.00	-18.79%

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

	Dec 19	May - Dec 19	Annual Budget	% of Budget
Other Income/Expense				
Other Income				
8002 · Interfund Transfers Out	0.00	0.00	-100.00	0.0%
Total Other Income	0.00	0.00	-100.00	0.0%
Other Expense				
8000 · Debt Repayment Expense	0.00	234,461.01	234,461.00	100.0%
Total Other Expense	0.00	234,461.01	234,461.00	100.0%
Net Other Income	0.00	-234,461.01	-234,561.00	99.96%
Net Income	-711,158.66	336,903.28	-3,275,030.00	-10.29%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Dec 19	May - Dec 19	Dec 19	May - Dec 19	Dec 19	May - Dec 19
Ordinary Income/Expense						
Income						
3000 · Property Taxes	14,278.29	3,132,100.39	0.00	0.00	712.89	156,380.66
3100 · PPR Taxes	0.00	33,313.52	0.00	0.00	0.00	0.00
3200 · Interest Income	2,156.65	22,021.30	63.49	605.75	125.88	1,273.17
3203 · Other Income-Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
3300 · Patron Payments	1,778.48	16,934.49	0.00	0.00	0.00	0.00
3400 · Donations	0.00	535.52	0.00	0.00	0.00	0.00
3600 · RBP/LL Reimbursements	0.00	51.01	0.00	0.00	0.00	0.00
3700 · Grants	49,638.75	49,638.75	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	2,497.30	0.00	0.00	0.00	0.00
Total Income	67,852.17	3,257,092.28	63.49	605.75	838.77	157,653.83
Gross Profit	67,852.17	3,257,092.28	63.49	605.75	838.77	157,653.83
Expense						
5100 · Salaries	157,621.20	1,336,409.91	0.00	0.00	0.00	0.00
5200 · Plant Maint.	13,839.44	77,438.19	0.00	0.00	0.00	0.00
5300 · Business Exp.	15,546.58	78,522.89	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	25,825.45	139,210.31	0.00	0.00	0.00	0.00
5500 · Services	6,957.78	64,899.45	0.00	0.00	0.00	0.00
5600 · Collection	24,868.75	177,487.99	0.00	0.00	0.00	0.00
5600 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00
65900 · Reconciliation Discrepancies	0.00	-2.99	0.00	0.00	9,469.09	85,398.84
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	244,659.20	1,873,965.75	0.00	0.00	9,469.09	85,398.84
Net Ordinary Income	-176,807.03	1,383,126.53	63.49	605.75	-8,630.32	72,254.99
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-176,807.03	1,383,126.53	63.49	605.75	-8,630.32	72,254.99

Exhibit C See Accountant's Compilation Report

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Dec 19	May - Dec 19	Dec 19	May - Dec 19	Dec 19	May - Dec 19
Ordinary Income/Expense						
Income						
3000 - Property Taxes	758.89	166,469.86	5.74	1,259.76	57.50	12,612.42
3100 - PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 - Interest Income	183.95	1,831.85	80.08	764.56	7.97	81.87
3203 - Other Income-Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
3300 - Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 - Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 - RBP/LL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 - Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 - Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>942.84</u>	<u>168,301.71</u>	<u>85.82</u>	<u>2,024.32</u>	<u>65.47</u>	<u>12,694.29</u>
Gross Profit	942.84	168,301.71	85.82	2,024.32	65.47	12,694.29
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	12,794.93	111,484.02	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	3,798.00	18,726.00	0.00	0.00
7102 - Risk Management expense	0.00	0.00	0.00	2,103.40	0.00	0.00
7103 - Unemployment Compensation Insur	0.00	0.00	0.00	2,894.08	0.00	0.00
7201 - Audit Expense	0.00	0.00	0.00	0.00	603.00	10,053.00
7400 - Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 - Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>12,794.93</u>	<u>111,484.02</u>	<u>3,798.00</u>	<u>23,723.48</u>	<u>603.00</u>	<u>10,053.00</u>
Net Ordinary Income	-11,852.09	56,817.69	-3,712.18	-21,699.16	-537.53	2,641.29
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<u>-11,852.09</u>	<u>56,817.69</u>	<u>-3,712.18</u>	<u>-21,699.16</u>	<u>-537.53</u>	<u>2,641.29</u>

Exhibit C See Accountant's Compilation Report

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Dec 19	May - Dec 19	Dec 19	May - Dec 19	Dec 19	May - Dec 19
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	1,077.46	236,353.18	16,890.77	3,705,176.27
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	33,313.52
3200 · Interest Income	5,650.59	53,908.57	0.00	109.13	8,268.61	80,596.20
3203 · Other Income-Loan Proceeds	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,778.48	16,934.49
3400 · Donations	0.00	0.00	0.00	0.00	0.00	535.52
3600 · RBP/LL Reimbursements	0.00	0.00	0.00	0.00	0.00	51.01
3700 · Grants	0.00	0.00	0.00	0.00	49,638.75	49,638.75
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	2,497.30
Total Income	5,650.59	2,053,908.57	1,077.46	236,462.31	76,576.61	5,888,743.06
Gross Profit	5,650.59	2,053,908.57	1,077.46	236,462.31	76,576.61	5,888,743.06
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	157,621.20	1,336,409.91
5200 · Plant Maint.	0.00	0.00	0.00	0.00	13,839.44	77,438.19
5300 · Business Exp.	0.00	0.00	0.00	0.00	15,546.58	78,522.89
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	25,825.45	139,210.31
5500 · Services	0.00	0.00	0.00	0.00	6,957.78	64,899.45
5600 · Collection	0.00	0.00	0.00	0.00	24,868.75	177,487.99
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	22,264.02	196,882.86
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	3,798.00	18,726.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	2,103.40
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	2,894.08
7201 · Audit Expense	0.00	0.00	0.00	0.00	603.00	10,053.00
7400 · Capital Expenditures	3,392.00	27,103.92	0.00	0.00	3,392.00	27,103.92
7500 · Special Capital Projects	513,019.05	3,185,649.76	0.00	0.00	513,019.05	3,185,649.76
Total Expense	516,411.05	3,212,753.68	0.00	0.00	787,735.27	5,317,378.77
Net Ordinary Income	-510,760.46	-1,158,845.11	1,077.46	236,462.31	-711,158.66	571,364.29
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Total Other Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Net Other Income	0.00	0.00	0.00	-234,461.01	0.00	-234,461.01
Net Income	-510,760.46	-1,158,845.11	1,077.46	2,001.30	-711,168.66	\$36,903.28

Exhibit C See Accountant's Compilation Report

Carol Stream Public Library Expenses by Vendor Detail

December 2019
Memo

Date	Num	Mem	Account	Amount
12/03/2019	Inv. #4312881		5308 · Business Phone	-756.35
				<u>-756.35</u>
Access One, Inc.				
Total Access One, Inc.				
Allied Universal Security Services				
12/03/2019	Inv. #9460736		5319 · Security Service	-2,850.87
12/03/2019	Inv. #9494626		5319 · Security Service	-2,215.40
				<u>-5,066.27</u>
Total Allied Universal Security Services				
Amazon				
12/19/2019	Swiffer Refills		5201 · Supplies	-54.48
				<u>-54.48</u>
Total Amazon				
AMAZON/SYNCB				
12/18/2019	Inv. #469365444556		5501 · Youth Services Programs	-73.80
12/18/2019	Inv. #4365634338858		5501 · Youth Services Programs	-8.42
12/18/2019	Inv. #565653569945		5201 · Supplies	-12.99
12/18/2019	Inv. #444843695977		5201 · Supplies	-153.02
12/18/2019	Inv. #753873433584		5201 · Supplies	-36.30
12/18/2019	Inv. #697476737899		5501 · Youth Services Programs	-87.78
12/18/2019	Inv. #697476737899		5601 · Youth Services Books	-4.99
12/18/2019	Inv. #46744534954		5501 · Youth Services Programs	-2.99
12/18/2019	Inv. #473353393769		5630 · Adult Books	-22.49
12/18/2019	Inv. #473353393769		5637 · Adult Media	-70.79
12/18/2019	Inv. #473353393769		5401 · Automation Hardware	-24.25
12/18/2019	Inv. #473353393769		5630 · Adult Books	-5.90
12/18/2019	Inv. #473353393769		5637 · Adult Media	-5.91
12/18/2019	Inv. #473353393769		5401 · Automation Hardware	-5.91
12/19/2019	Inv. #458566836867		5401 · Automation Hardware	-34.00
12/19/2019	Inv. #969885668733		5630 · Adult Books	-27.78
12/19/2019	Inv. #867638559744		5503 · Adult/Teen Programs	-100.00
12/19/2019	Inv. #463643877554		5205 · Furniture/Equipment	-59.45
12/19/2019	Inv. #653493986676		5401 · Automation Hardware	-85.31

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

Date	Num	December 2019 Memo	Account	Amount
12/19/2019		Inv. #578869354349	5637 · Adult Media	-37.20
12/19/2019		Inv. #655384397368	5503 · Adult/Teen Programs	-159.14
				<u>-1,018.42</u>
Total AMAZON/SYNCB				
American Library Association				
12/19/2019		Mbrshp. Dues - Cain	5106 · Membership	-148.00
12/19/2019		Mbrshp. Dues ALA/ALSC - Teske	5106 · Membership	-198.00
12/19/2019		Mbrshp. - Wilson	5106 · Membership	-74.00
				<u>-420.00</u>
Total American Library Association				
Ancel Glink, P.C.				
12/03/2019		Statement #73269	5312 · Attorney Fees	-1,128.75
				<u>-1,128.75</u>
Total Ancel Glink, P.C.				
Angelo Caputo's				
12/19/2019		Supplies 12/9-12/11 Pgms.	5503 · Adult/Teen Programs	-134.72
				<u>-134.72</u>
Total Angelo Caputo's				
Baker & Taylor				
12/18/2019		Several invoices	5405 · Technical Services Supplies	-188.78
12/18/2019		Several invoices	5501 · Youth Services Programs	-57.77
12/18/2019		Several invoices	5601 · Youth Services Books	-1,672.64
12/18/2019		Several invoices	5630 · Adult Books	-1,106.70
				<u>-3,025.89</u>
Total Baker & Taylor				
Bridgeall Libraries Limited				
12/13/2019		Inv. #SIN004471	5408 · Tech Serv Online Resources	-2,119.00
12/18/2019		Inv. #SIN00484	5408 · Tech Serv Online Resources	-8,475.00
				<u>-10,594.00</u>
Total Bridgeall Libraries Limited				
Carol Stream Chamber of Commerce				
12/19/2019		Inv. #8021	5509 · Library Publicity and Promotion	-25.00
				<u>-25.00</u>
Total Carol Stream Chamber of Commerce				

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

December 2019

Date	Num	Account	Amount
12/03/2019	Inv. #1175	5201 · Supplies	-416.20
			<u>-416.20</u>
Case Lots, Inc.			
Total Case Lots, Inc.			
12/13/2019	Inv. #4804550872	5630 · Adult Books	-172.41
			<u>-172.41</u>
CCH Inc.			
Total CCH Inc.			
12/03/2019	Inv. #1741893	5630 · Adult Books	-137.82
			<u>-137.82</u>
Center Point for Large Print Books			
Total Center Point for Large Print Books			
12/03/2019	Inv. #4024	5404 · Tech Support & Repair	-848.81
			<u>-848.81</u>
Chicago Sign & Light Co.			
Total Chicago Sign & Light Co.			
12/03/2019	12/2/19 - 01/01/20	5402 · ISP and Web page hosting	-157.85
			<u>-157.85</u>
Comcast			
Total Comcast			
12/03/2019	10/16-11/14/19	5206 · Electric-Comm Edison	-5,630.36
12/30/2019	11/14-12/17/19	5206 · Electric-Comm Edison	-7,550.20
			<u>-13,180.56</u>
ComEd			
Total ComEd			
12/03/2019	Inv. #C11976	5203 · Maintenance Contracts	-1,810.00
12/30/2019	Inv. #AW06056	7508 · Library Remodel 2019-20	-2,880.00
			<u>-4,690.00</u>
Complete Cleaning Co., Inc.			
Total Complete Cleaning Co., Inc.			
12/19/2019	Staff Luncheon	5315 · Other Expenditures	-67.13
Costco			

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

Date	Num	December 2019 Memo	Account	Amount
12/19/2019		Staff Luncheon & Hot Choc. Bar	5315 · Other Expenditures	-54.08
				-121.21
Total Costco				
Creekside Printing				
12/30/2019		Inv. #1494	5505 · Library Newsletter	-2,524.88
				-2,524.88
Total Creekside Printing				
Dick Blick (art materials)				
12/30/2019		AS Supplies 20200206	5503 · Adult/Teen Programs	-24.35
				-24.35
Total Dick Blick (art materials)				
Displays2Go				
12/19/2019		Slatwall holders	5302 · Office & Equipment Supplies	-657.31
				-657.31
Total Displays2Go				
Dollar Tree				
12/19/2019		Staff bags & Candy	5315 · Other Expenditures	-29.00
				-29.00
Total Dollar Tree				
Findaway World, LLC				
12/03/2019		Inv. #306532	5405 · Technical Services Supplies	-11.88
12/03/2019		Inv. #306532	5637 · Adult Media	-228.71
12/03/2019		Inv. #306532	5606 · Youth Services Media	-86.23
				-326.82
Total Findaway World, LLC				
Frederick Quinn Corporation (FQC)				
12/20/2019		11/1-11/30/19	7508 · Library Remodel 2019-20	-379,510.00
				-379,510.00
Total Frederick Quinn Corporation (FQC)				
Gale/CENGAGE Learning				
12/03/2019		Inv. #69012478	5652 · Grant/Award Expense	-74.47
12/03/2019		Inv. #69012478	5634 · Online Resources	-3,570.19
12/03/2019		Inv. #69016923	5630 · Adult Books	-169.44
				-3,814.10
Total Gale/CENGAGE Learning				

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	December 2019 Memo	Account	Amount
Total Gale/CENGAGE Learning				-3,814.10
Garvey's Office Products				
12/03/2019		Inv. #PINV1828605	5201 · Supplies	-63.45
12/13/2019		Inv. #PINV1836319 (\$257.94 less CM183361)	5302 · Office & Equipment Supplies	-254.90
12/13/2019		Inv. #PINV1836319	5405 · Technical Services Supplies	-9.04
12/13/2019		Inv. #PINV1832219	5501 · Youth Services Programs	-60.00
12/13/2019		Inv. #PINV1832219	5302 · Office & Equipment Supplies	-102.34
12/13/2019		Inv. #PINV1835130	5501 · Youth Services Programs	-30.00
12/16/2019		Inv. #PINV1840210	5406 · Circulation Supplies	-14.99
12/30/2019		Inv. #PINV1841727	5201 · Supplies	-100.88
Total Garvey's Office Products				-635.60
Glenside Public Library				
12/03/2019		Pat. #21319001785343	5409 · RBP/ILL Expenses	-60.98
Total Glenside Public Library				-60.98
Half Price Books				
12/19/2019		Book Club Prizes	5503 · Adult/Teen Programs	-211.18
Total Half Price Books				-211.18
Hartford				
12/18/2019		Bal. Due Acct. #14226688	7101 · Liability Insurance	-3,798.00
Total Hartford				-3,798.00
Heritage Technology Solutions				
12/03/2019	9860	Inv. #211105	7509 · Security Camera Upgrades	-1,652.00
12/03/2019	9861	Inv. #211103	7509 · Security Camera Upgrades	-9,360.00
12/03/2019	9862	Inv. #211102	7509 · Security Camera Upgrades	-7,888.51
Total Heritage Technology Solutions				-18,900.51
Illinois Library Association				
12/19/2019		Mbrshp. Dues - Cain	5106 · Membership	-150.00

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

December 2019

Date	Num	Membrg	Account	Amount
12/19/2019		Mbrshp. Dues - Teske	5106 · Membership	-150.00
				-300.00
Total Illinois Library Association				
Illinois Tree Service Inc.				
12/13/2019		Inv. #25611	7404 · Landscape	-2,900.00
				-2,900.00
Total Illinois Tree Service Inc.				
India For Everyone				
12/13/2019		Inv. #2A-2500	5630 · Adult Books	-373.35
12/16/2019		Inv. #2A-2479	5630 · Adult Books	-518.78
				-892.13
Total India For Everyone				
Ingram Library Services				
12/13/2019		Inv. #67145492	5405 · Technical Services Supplies	-2.80
12/13/2019		Inv. #67145492	5637 · Adult Media	-56.99
12/13/2019		Inv. #67147324	5405 · Technical Services Supplies	-2.80
12/13/2019		Inv. #67147324	5637 · Adult Media	-56.99
12/13/2019		Inv. #67149537	5405 · Technical Services Supplies	-5.60
12/13/2019		Inv. #67149537	5637 · Adult Media	-113.98
12/31/2019		Inv. #67153593	5405 · Technical Services Supplies	-2.80
12/31/2019		Inv. #67153593	5637 · Adult Media	-56.99
12/31/2019		Inv. #67153594	5405 · Technical Services Supplies	-2.80
12/31/2019		Inv. #67153594	5637 · Adult Media	-56.99
				-358.74
Total Ingram Library Services				
Jewel Food Stores / Jewel Osco				
12/19/2019		Onboarding Refreshments - Iqbal	5321 · Human Resources	-28.26
12/19/2019		20191211-Allstaff Refreshments	5321 · Human Resources	-27.98
12/19/2019		Staff Luncheon	5315 · Other Expenditures	-121.41
12/19/2019		Onboarding Refreshments - Frye	5321 · Human Resources	-27.48
12/19/2019		Security Guard - gift	5319 · Security Service	-35.80
12/19/2019		Cleaning Crew - gift	5203 · Maintenance Contracts	-35.79
12/19/2019		Remodel Rec. Gift Cards	5315 · Other Expenditures	-360.00

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

Date	Num	Description	Account	Amount
12/19/2019		Staff Remodel Rec. Gift Cards	5315 · Other Expenditures	-150.00
				-786.72
Total Jewel Food Stores / Jewel Osco				
Krueger International, Inc. (KI)				
12/13/2019		Inv. #14120594	7508 · Library Remodel 2019-20	-432.00
12/13/2019		Inv. #14121729	7508 · Library Remodel 2019-20	-18,666.54
				-19,098.54
Total Krueger International, Inc. (KI)				
LACONI				
12/13/2019		2019 Lib. Salary Survey Results	5321 · Human Resources	-100.00
				-100.00
Total LACONI				
Land's End Business Outfitters				
12/19/2019		Polo Shirt - Iqbal	5321 · Human Resources	-42.85
				-42.85
Total Land's End Business Outfitters				
Libraries First				
12/13/2019		Inv. #7423	5503 · Adult/Teen Programs	-137.50
12/13/2019		Inv. #7423	5501 · Youth Services Programs	-137.50
				-275.00
Total Libraries First				
Library Furniture International (LFI)				
12/17/2019		Inv. #6736	7508 · Library Remodel 2019-20	-90,524.00
				-90,524.00
Total Library Furniture International (LFI)				
M Dance Center LLC - dba Flourish Dance				
12/03/2019		Fancy Feet Sept-Dec.	5501 · Youth Services Programs	-200.00
				-200.00
Total M Dance Center LLC - dba Flourish Dance				
MailChimp				
12/19/2019		Subscription	5509 · Library Publicity and Promotion	-84.99
				-84.99
Total MailChimp				

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

December 2019

Date	Num	Account	Amount
McClure, Inserra & Company Chartered			
12/13/2019	Inv. #11021	5309 · Accounting Service	-1,050.00
			<u>-1,050.00</u>
Total McClure, Inserra & Company Chartered			
Michael's			
12/19/2019	Supplies for several things	5501 · Youth Services Programs	-44.78
			<u>-44.78</u>
Total Michael's			
Midwest Tape			
12/17/2019	Several Invoices	5405 · Technical Services Supplies	-307.60
12/17/2019	Several Invoices	5606 · Youth Services Media	-294.80
12/17/2019	Several Invoices	5637 · Adult Media	-871.41
12/17/2019	Several Invoices	5651 · Digital Media	-2,357.20
			<u>-3,831.01</u>
Total Midwest Tape			
MNJ Technologies Direct, INC.			
12/13/2019	Inv. #3702804	5401 · Automation Hardware	-4,464.16
12/13/2019	Inv. #3702805	5403 · Computer Software	-1,218.57
			<u>-5,682.73</u>
Total MNJ Technologies Direct, INC.			
Oriental Trading Company			
12/30/2019	AS Supplies 20200206	5503 · Adult/Teen Programs	-135.08
			<u>-135.08</u>
Total Oriental Trading Company			
OverDrive, Inc.			
12/13/2019	Inv. #19231498	5651 · Digital Media	-615.22
			<u>-615.22</u>
Total OverDrive, Inc.			
Panera			
12/19/2019	Snacks	5501 · Youth Services Programs	-19.34
			<u>-19.34</u>
Total Panera			

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

December 2019
Memo

	Date	Num		Account	Amount
Paylocity					
Total Paylocity	12/13/2019	Inv. #105819469		5311 · Payroll Service	-211.84
					-211.84
PermaBound Books					
Total PermaBound Books	12/13/2019	Inv. #1842890-00		5601 · Youth Services Books	-67.64
					-67.64
Pitney Bowes - Reserve Account					
Total Pitney Bowes - Reserve Account	12/13/2019	Newletter Postage - 4th qtr. - Feb-Apr.		5505 · Library Newsletter	-4,500.00
	12/13/2019	General Postage - 4th qtr. - Feb-Apr.		5301 · Postage	-1,500.00
					-6,000.00
Pitney Bowes Global Financial Services LL					
Total Pitney Bowes Global Financial Services LL	12/13/2019	Inv. #3103569040		5304 · Equipment Leasing	-366.75
					-366.75
PODS					
Total PODS	12/19/2019	Storage Cont. 10/15-11/14/19		5304 · Equipment Leasing	-169.99
					-169.99
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	12/13/2019	Inv. #37922		5203 · Maintenance Contracts	-1,293.00
					-1,293.00
Proquest LLC					
Total Proquest LLC	12/13/2019	Inv. #70600997		5634 · Online Resources	-10,730.72
					-10,730.72
Record Information Services, Inc.					
Total Record Information Services, Inc.	12/13/2019	Inv. #47625		5652 · Grant/Award Expense	-719.00
					-719.00

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

December 2019

Date	Num	Account	Amount
Riddiford Roofing Company			
12/13/2019	Inv. #0018538-IN	5203 · Maintenance Contracts	-1,838.00
Total Riddiford Roofing Company			<u>-1,838.00</u>
Scholastic, Inc.			
12/13/2019	Inv. #20520025	5320 · Donation Recd Expense	-427.46
Total Scholastic, Inc.			<u>-427.46</u>
Sebert Landscaping, Inc.			
12/13/2019	Inv. #192987	5204 · Landscape Maintenance/Snow Remo	-645.00
12/13/2019	Inv. #S511855	5204 · Landscape Maintenance/Snow Remo	-390.00
12/13/2019	Inv. #193582	5204 · Landscape Maintenance/Snow Remo	-1,024.00
12/13/2019	Inv. #S511877	7508 · Library Remodel 2019-20	-3,440.00
12/13/2019	Inv. #S512558	7508 · Library Remodel 2019-20	-1,546.00
12/13/2019	Inv. #S512565	7404 · Landscape	-492.00
Total Sebert Landscaping, Inc.			<u>-7,537.00</u>
Sikich, LLP			
12/13/2019	Inv. #413650	7201 · Audit Expense	-603.00
Total Sikich, LLP			<u>-603.00</u>
Sir Speedy Printing			
12/13/2019	Inv. #78307	5303 · Printing	-1,080.29
Total Sir Speedy Printing			<u>-1,080.29</u>
Spirit Monkey, LLC			
12/20/2019	Inv. #45151	5501 · Youth Services Programs	-513.00
Total Spirit Monkey, LLC			<u>-513.00</u>
Staples			
12/16/2019	Inv. #3433805815 [less Credit #3433805	5201 · Supplies	-57.99
12/16/2019	Inv. #3433805814	5201 · Supplies	-22.05

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

Date	Num	December 2019 Memo	Account	Amount
12/30/2019	Inv. #3434690822		5201 · Supplies	-179.97
				-260.01
Total Staples				
Target Stores				
12/19/2019	Supplies		5501 · Youth Services Programs	-73.72
				-73.72
Total Target Stores				
TIAA Commercial Finance				
12/16/2019	Inv. #6773258		5304 · Equipment Leasing	-1,404.12
				-1,404.12
Total TIAA Commercial Finance				
Tumbleweed Press, Inc.				
12/17/2019	Inv. #98017		5634 · Online Resources	-699.00
				-699.00
Total Tumbleweed Press, Inc.				
Unique Management Services, Inc.				
12/13/2019	Inv. #569929		5310 · Material Recovery Fees	-62.65
				-62.65
Total Unique Management Services, Inc.				
Verizon Wireless				
12/13/2019	Inv. #9843524168		5402 · ISP and Web page hosting	-50.08
				-50.08
Total Verizon Wireless				
Village of Carol Stream				
12/13/2019	Inv. #3851		5411 · Village IT Services	-7,738.04
				-7,738.04
Total Village of Carol Stream				
Village of Carol Stream - Benefits				
12/13/2019	Inv. #3860		5107 · Life Insurance	-147.47
12/13/2019	Inv. #3860		5108 · Health Insurance	-26,312.69
12/13/2019	Inv. #3860		5109 · Benefits, other	-37.00
				-26,497.16
Total Village of Carol Stream - Benefits				

Carol Stream Public Library Expenses by Vendor Detail

Date	Num	December 2019 Memo	Account	Amount
Village of Carol Stream - IMRF				
12/17/2019	12/6-12/20/19		6620 · Illinois Municipal Retirement F	-12,794.93
				<u>-12,794.93</u>
Total Village of Carol Stream - IMRF				
Village of Carol Stream - Water Dept.				
12/13/2019	Bill #01554984		5207 · Water/Sewer	-206.59
				<u>-206.59</u>
Total Village of Carol Stream - Water Dept.				
Walgreen Co.				
12/19/2019	Batteries		5201 · Supplies	-7.99
				<u>-7.99</u>
Total Walgreen Co.				
Western First Aid & Safety				
12/13/2019	Inv. #ORD4-003112		5201 · Supplies	-82.78
				<u>-82.78</u>
Total Western First Aid & Safety				
TOTAL				
				<u><u>-660,817.36</u></u>

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

Approved by the Library Board of Trustees January 15, 2020

President _____ Date _____

Secretary _____ Date _____

1:15 PM

01/13/20

Accrual Basis

Carol Stream Public Library
Account QuickReport
December 2019

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5105 · Professional Education						
General Journal	12/31/2019	MI1203		Record Dece...	-SPLIT-	23.07
Total 5105 · Professional Education						23.07
Total 5100 · Salaries						23.07
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	12/31/2019	MI1203		Record Dece...	5105 · Profess...	263.57
Total 5305 · Mileage Reimbursement						263.57
Total 5300 · Business Exp.						263.57
5500 · Services						
5501 · Youth Services Programs						
General Journal	12/31/2019	MI1203		Record Dece...	5105 · Profess...	50.10
Total 5501 · Youth Services Programs						50.10
5503 · Adult/Teen Programs						
General Journal	12/31/2019	MI1203		Record Dece...	5105 · Profess...	86.62
Total 5503 · Adult/Teen Programs						86.62
Total 5500 · Services						136.72
TOTAL						423.36

Deduction Listing

Check Dates: 12/06/2019 to 12/20/2019

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2019120601 - 2019122001

Pay Periods: 11/17/2019 to 12/14/2019

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Cain, Jeri	1137		04	-124.00
Danusiar, Amy	1181		12	-28.52
Kovac, Sarah	1101		11	-31.85
Kushad, Omar M.	1124		11	-54.12
Olekanma, Vera	1161		11	-83.84
Porch, Allison	1175		10	-67.27
Wilson, Leigh Anne	1188		12	-33.76

Totals for REIMB -- REIMBURSEMENT**7 Employees****-423.36****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-423.36
Totals			7	-423.36



LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

January 15, 2020

FQC Renovation Progress Report and Review

Representatives from Frederick Quinn Corporation will be at the Board Meeting this week to provide an update of the renovation project. Please bring any questions you may have to the meeting.

2020 Census

A representative from the Census Bureau will be at the Library on Monday, January 13 and Friday, January 24 to encourage people to register and apply to work as a Census worker in DuPage County. They are offering Census workers \$29.50 /hour for this temporary position. If hired, Census workers can make their own schedules. It is important for Carol Stream to have an accurate Census. Many tax dollar distributions are based upon a community's population. The Library's Per Capita Grant award is based upon the community's Census population. We have been using the 2010 Census result figure for our Per Capita Grant application.

Per Capita Grant

The FY 2020 Per Capita Grant was submitted on December 26 and we received an email of their acceptance by the Illinois State Library on December 27, 2019.

Staff Appreciation Dinner, Friday, January 24, 2020

Due to the renovation project, this year's staff recognition dinner will take place off site at St. Andrews Golf and Country Club, 3n441 Il-59, West Chicago, IL 60185. Staff members that have reached five year work anniversary milestones during the past calendar year (2019) will be acknowledged. **Trustees are invited to attend.** Please RSVP through the evite that I sent to you in an email and select your food choice (chicken or vegetarian) in the comment/note box. The event begins at 6:30 p.m.

Legislative Lunch and Trustee Workshop

The ILA (Illinois Library Association) has scheduled their Legislative Luncheon-West Suburban for Monday, February 3 from 11:30-2:30 p.m. at the Chicago Marriot in Oak Brook. Library staff and Trustees are encouraged to attend and network with their local legislators and share the importance of the library in the community. Also, on Saturday, March 14, ILA will be holding their annual Trustee Workshop at the same location from 8:00 a.m.-3:30 p.m. A topic for this year's program has not yet been announced. Please let me know if you are interested in attending both/either of these events and I will register you.

January Employee Anniversaries

Barbra Boucher-1/31/00-Technical Services (20 year Anniversary)

Laura Hays-1/7/02-Adult Services

Bindiya Patel-1/4/12-Circulation

Susan Westgate-1/28/13-Administration

Jessica Elder-1/18/16-Adult Services

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2019-2020			
	December FY 18-19	December FY 19-20	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	8,700	7,808	79,688
Videos	4,397	3,634	30,919
Audio	1,023	688	8,398
Periodicals	257	223	2,116
Other	262	198	1,912
E-books	1,729	1,822	15,842
E-Audio	1,051	1,246	10,116
E-Video	155	149	1,228
Digital magazines	353	363	3,302
Museum Passes/Explore More Illinois	17 / n/a	21 / 0	187 / 0
ILL - Borrowed from SWAN	2,421	2,606	22,183
ILL - Borrowed from Non-SWAN	65	17	568
ILL - Loaned to SWAN	1,991	1,342	11,674
ILL - Loaned to Non-SWAN	78	87	669
Total Circulation	22,499	20,204	188,802
Total Adult	13,156	12,125	104,279
Total Youth	9,343	8,079	84,523
Reciprocal Borrower Loans (incl. above)	783	697	6,315
Automatic Renewals (not incl. above)	18,224	16,196	139,914
Self Check - % of Circulation	30.30%	35.48%	36.88%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	10 / 174	5 / 122	40 / 1,342
Teen Number/Attendance	20 / 411	2 / 46	30 / 425
Youth - Number/Attendance	26 / 620	17 / 471	180 / 5,278
Total - Number/Attendance	56 / 1,205	24 / 639	250 / 7,045
Library Events - Number / Attendance	1 / 1,260	0 / 0	1 / 180
Outreach* - Number / Attendance	1 / 43	1 / 44	29 / 4,123
Facility Usage			
Library Visits (Door Count)	15,459	10,175	102,873
Meeting Rooms - # of Public Bookings*	7	n/a	n/a
Study Rooms - # of Users/Total Hours*	191 / 206	27 / 31	27 / 31
Electronic Usage			
# of Database Sessions	3,149	2,391	27,148
# of Internet Sessions/Total Time	2,261 / 2,126	1,472 / 1,158	18,111 / 15,808
#iMac Sessions/Total Time	18 / 20	34 / 17	231 / 163
# of Library Website Visits	12,028	10,394	83,945
# Mobile App Users - Boopsie/SWAN	374	295 / 1,306	3,236 / 2,199
# of Wireless Users*	n/a	1,029	1,029
Reference Transactions			
Adult (Includes Online Chat)	1,269	1,496	17,436
Youth	1,052	461	7,692
Circulation	125	109	1,192
Total Reference Transactions	2,446	2,066	26,320

Patron Statistics			
# of Resident Cards	17,736	17,568	
# of Non-Resident Cards	10	12	
Total Registered Users	17,746	17,580	

Resources Owned/Licensed			
Books	71,043	58,142	
Newspapers (Print only)	23	22	
Periodicals (Print only)	162	149	
Total Print Materials	71,228	58,313	
Current Subscriptions (Print Only)	185	171	
Current E-Subscriptions	115	119	
E-Books: Downloadable	44,122	54,265	
Audio Recordings	7,488	6,283	
Audio Recordings (Downloadable)	13,165	18,566	
Videos	14,940	11,299	
Other: Video Games, Puzzles, Devices	568	542	
Databases	47	49	
Total Resources Owned/Licensed	151,673	149,436	

Professional Development Hours	26.75	56.5	765.25
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*Meeting Rooms were not available for use effective 3/17/19 due to Library Remodel.

*Study Rooms reopened on December 19, 2019.

* Reporting on wireless use statistics resumed as of December 2019

Program Statistics - December 2019

Event Type	# of program	Total attendance
Adult Program	5	122
Teen	2	46
Youth Program	17	471
Totals	24	639
Library Event	0	0
Outreach	1	44

Title	Date	Primary Event Type	Attendance
Make & Take Cranberry Orange Gift Jars	12/9/2019	Adult Program	33
Make & Take Cranberry Orange Gift Jars	12/10/2019	Adult Program	29
Make & Take Cranberry Orange Gift Jars	12/11/2019	Adult Program	30
50 States Book Club (Offsite)	12/16/2019	Adult Program	13
Holiday Dance Workout (Offsite)	12/17/2019	Adult Program	17
DIY to Go Kits: Colorful Yarn Ornaments	12/4/2019	Teen Program	30
December Middle School Binge Boxes	12/31/2019	Teen Program	16
Outreach Story Time at Goddard School	12/5/2019	Youth/Family Program	70
Fancy Feet (Offsite)	12/6/2019	Youth/Family Program	33
Story Time on the Road (Offsite)	12/9/2019	Youth/Family Program	11
Storytime on the Road @ CSPD Kids Zone	12/10/2019	Youth/Family Program	3
Storytime at Masters Christian Preschool	12/11/2019	Youth/Family Program	7
Story Time on the Road (Offsite)	12/11/2019	Youth/Family Program	8
Storytime at Masters Christian Preschool	12/11/2019	Youth/Family Program	31
Storytime at Masters Christian Preschool	12/12/2019	Youth/Family Program	24
Story Time on the Road (Offsite)	12/16/2019	Youth/Family Program	6
Homeschool Hangout (Offsite)	12/17/2019	Youth/Family Program	20
Story Time on the Road (Offsite)	12/18/2019	Youth/Family Program	11
Friday Fun/ Playdate on the Road (Offsite)	12/20/2019	Youth/Family Program	13
Brittany Tree Ornaments	12/23/2019	Youth/family Program	95
New Year's Eve Crafts	12/30/2019	Youth/family Program	90
Super Readers Club	12/31/2019	Youth/Family Program	1
1,000 Books Before Kdg. Logging Activity	12/31/2019	Youth/Family Program	10
1,000 Books Before Kdg. New Regis.	12/31/2019	Youth/Family Program	12
Book Bundles	12/31/2019	Youth/Family Program	26
Homebound deliveries	12/12/2019	Outreach	44

**Assistant Director's Report
December 2019**

The opening of the Adult Services Department, launch of work on the final phase, late openings, holiday closings and time off combined to make for a very quick trip through the month of December.

Primary Action Items – Administration

Library Remodel

- Coordinated furniture delivery/installation for the Adult Services area. Followed-up on a variety of punch list items, coordinated return visits to work on these items, etc.
- Worked with LFI on café cart and vestibule slatwall quote
- Worked with Laura and adult selectors on set-up of Spotlight collection categories
- Helped coordinate the furniture dismantling/dissemination in Phase 4 area
- Finalized the quote from KI for the meeting room chairs/tables
- Finalized window film order for three staff offices
- Worked with maintenance staff and Jeff from FQC to resolve the leak in the Adult Services storage area
- Coordinated magbox giveaway to local libraries
- Assisted with Phase 3 staff recognition luncheon and gift
- Assisted with shifting of Adult book and magazine collections – Barb, Joyce, Marie, Susan, Mary
- Reviewed and processed monthly payout for FQC
- Prepared weekly staff renovation update posts

Remodel Meetings

- 12/4 – Phase 3 furniture review with Product Architecture
- 12/5, 12/13, 12/20 – Attend weekly construction meeting
- 12/20 – Phase 3 furniture review with reps from Interior Investments

Other

- Payroll processing week of 12/2, 12/16, 12/30. Follow-up with Paylocity on update of IMRF rate for 2020.
- Reviewed preliminary W-2s with Mary Pellico
- Reviewed policy revisions for Employee Handbook and updates to paygrade structure
- Coordinated proxy card order/set-up
- 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 – 593
 - Items put into circulation – 528
 - Items catalogued – imported bib records and original cataloging – 44
 - Bibliographic record merges sent to SWAN Support – 28

- Item record edits/database clean-up – 378
- Conversion project items – 950
- Repair items (includes disc cleaning) - 175
- Serial Record Edits – 8 frequency changes
- Serials – Claimed Issues – 5
- Conversion Projects –
 - Adult Non-Fiction DVDs – Conversions completed through 950's - Marie
 - TV series boxset DVDs and Blurays – continue adding front call number labels – Susan
 - Easter Holiday book conversion – complete - Barb
- Other
 - Coordinated updates to Workflows policies with SWAN and collectionHQ for new Spotlight collection
 - Catalogued new mobile hotspots – Marie
 - Follow-up with Baker & Taylor to resolve pending orders which were delayed due to a restructuring at the B & T warehouse – orders were expedited and subsequently received – Susan
 - Created and processed Lincoln Award nominees (High School state reading award) – Barb (Thanks also to Rich Karney, Circulation, for his assistance in developing the award labels.)
 - Coordinated annual withdrawal of magazines - Barb

Professional Development

- 12/3/19 – BlueCloud Analytics Cataloging webinar (.25) – Marie
- 12/5/19 – 2020 Postage Rates – Webinar – (.75) - Joyce
- 12/6/19 – Cataloging kits webinar – (.75) – Marie
- 12/6, 12/9, 12/11 – Promoting Fairness & Belonging (Per Capita Grant webinar) – (1.25) – Joyce, Susan, Mary
- 12/9 – Conducted Team Leader Refresher training for 5 staff members– (1.0) - Mary

Meeting Attendance

- 12/5/19 – Staff Development/Recognition Dinner Committee meeting – Marie
- 12/6, 12/13 – Weekly Business Office meetings – Joyce, Mary
- 12/11 – All Staff Meeting – Barb, Joyce, Marie, Susan, Mary
- 12/12 – Management Team
- 12/17 – New hire orientation with Kaitlyn Frye
- 12/18 – Library Board meeting

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report December 2019

Database Statistics

- Consumer Reports – Due to some recent changes to its tracking and reporting system, an issue occurred November 8th which caused tracking codes to be dropped. The issue was discovered just before the holidays and fix went live in early January. Because of this issue, usage was under-reported in November and not available at all for December. It will also be under-reported for January 2020.
- Record Information Services launched a new web site in December, which included modified code for tracking purposes. Usage data is not available for December.
- Because of the early Board meeting several reports were not available in time for the meeting. The year to date report will be updated as reports are received and the year to date total in January will reflect these missing reports.

IT Statistics

- Wifi (hotlibrary) usage – With the installation of the new Meraki wireless access points as part of the remodel project, we have access to Hotlibrary wifi usage statistics once again. We lost access when the Hotlibrary landing page broke on August 30, 2018. I included in my report for this month an overview of the usage of our public wifi since it went live on December 3, 2019. For comparison:
 - In December 2019, we had 1029 unique users.
 - In the four months prior to losing access to usage statistics in FY20182019, we averaged 182 visits to the wifi landing page.
 - In FY20172018, we averaged 194 visits to the wifi landing page.

Remodel Project

- Shifting of the Adult collections continued with the AV collections and with the new items moving to the Spotlight collection shelving.
- As the service desks are closed in the old locations, equipment and staff are moved to new locations.
- Study Rooms were opened December 19 once security cameras were installed.



Outreach Activities

- Homebound delivery - One of our longtime Homebound patrons turned 100 years old this month. She is very appreciative of the homebound service we provide and donates \$5 each month in appreciation. To show our appreciation we took a group photo holding some of the books that we purchased with her donations and had library staff sign a birthday card for her.
 - 44 – Registered patrons
 - 32 – Patrons receiving delivery
 - 170 – Items delivered
- Book Discussion Groups – Crystal and Renee coordinated title selection and interlibrary loan for these institutional book clubs: Colony Park, 2 Windsor Park discussions, and Belmont Village
- December 11 – CS Chamber Home Office Roundtable - Omar
- December 13 - World Relief – Crystal and Jeri presented about the Library and our services.
- December 20 – CS Chamber Manufacturers Roundtable - Omar

Meetings and Training

- December 2 – Voter Registrar training – Sarah, Vera, and Nate
- December 5 – Staff Recognition Dinner planning meeting – Crystal, Vera
- December 9 – Team Leader training – Omar, Sarah
- December 11 – Allstaff meeting
- December 12 – Management Team - Laura
- December 16 – COHS Connect Webinar – Crystal

- December 18 – Summer Reading Program meeting– Jessica, Nate
- December 18 – Board meeting - Laura
- December 19 –Program and Binge Box meeting – Jessica, Nate, Sarah, Crystal, Vera
- Webinar - Unlocking Themes to Improve Your Readers’ Advisory (Novelist) - Linda

Information technology

- Helpdesk report not available.
- Remodel Project
 - Computers and Business Center equipment moved December 2-3.
 - Wireless Access Points installed on December 3.
 - Catalog computers installed on the endcaps using Public Web Browser. Laura shared the PWB renewal registration key from RAILS. The OPACs will show digital slideshows using Xibo once the OPACs are connected to that server.
 - Security cameras installed by HTS on December 18.
- Laura Hays
 - Library Market calendar and room platform setup
 - Evanced data file shared with Library Market
 - IT Staff setting up email notifications
 - SWAN support working on ILS integration for library card authentication.
 - New Hotspots activated and Technical Services added them to the collection.
- Community IT staff
 - Several local Internet outages.

Laura Hays
Head of Adult Services

Report for Board of Library Trustees
Circulation Department activities during December 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 10,175 visitors in December.
- Generating and maintaining library accounts for Carol Stream Residents and other library users.
 - We added 80 new registrations.
 - We renewed 344 existing accounts.
- Lending and renewing materials
 - We checked out 15,174 items.
 - We renewed 17,167 items
- Processing “on shelf” holds
- Checking in returned materials.
 - We checked in 19,746 items.
- Monitoring materials for damage and routing them to the appropriate staff for repair or replacement.
 - Approximately 275 items were sent to appropriate departments for review or maintenance.
- Collecting statistics on library use:
 - SEE Monthly Librarian’s Report in Board Packet for statistics not included in this report.
- Sending notices concerning unreturned materials.
- Shelving materials and keeping shelves in accessible order.
 - Materials Clerks shelved more than 20,000 items.

In addition:

- Jeri participated in all Management Team meetings in December.
- Circulation Coordinators meeting was held on December 5th.
- Jeri completed Deputy Registrar training for those unable to attend the workshop in late October. All certificates have been received.
- Rich Karney and Kathie Menzer represented the Library at the Village of Carol Stream Tree Lighting at Fountain View.
- Sarah Grippando, Youth Services Assistant, began helping out in the Circulation Department.
- Jeri and Mary Pellico conducted 4 interviews for part time Circulation Clerks.
- Anjali Rentfleish, former Materials Clerk, and Kaitlyn Frye were hired and began working in December.
- Jeri and Crystal Garcia from Adult Services presented information about the Library to new Carol Stream residents at the request of World Relief in Wheaton.
- Melanie Allsup resigned her position as Circulation Coordinator. Her last day is January 2nd.
- Circulation Staff members participated in training opportunities through Fred Pryor online learning, our EAP provider, and WebJunction.

Submitted 1/09/2020
Jeri L. Cain

Human Resources
Monthly Report
December 2019

Administration

- Met with Janice VanDyke to discuss 1st quarter Village HR topics where the Library may partner.
- Three meetings will be held with staff regarding the Library's New Pay Grade Structure and three updated Policies: Non-discrimination and Anti-Harassment Policy, Alcohol/Drug-Free Workplace, Victims Security and Safety Act

Recruiting, Onboarding & Exiting

- 80 visits to the Career Page in December.
- Met with Kaitlyn Frye to discuss pertinent policies in the Employee Handbook.
- Conducted exit Interview with Melanie Allsup, Circulation Coordinator. Her last day at the Library was 1/2/2020.

Training & Development

- Final preparations are being made for the Staff Recognition Dinner at St. Andrew's Golf Club in West Chicago on 1/24/2020 at 6:30 pm. Invitations have been delivered and responses are due back no later than 1/16/2020
- Discussed format of Team Leader training with Mary Clemens. Attended training on 1/7/2020

Submitted
Mary Pellico

Youth Services Report December 2019

Program Highlights

- We had successful passive programs in December with ornaments available to be made my all ages. We provided dinosaur ornaments for participants to make to decorate the Library's Brittany Tree as well as take home. This was for anyone interested in participating. For 5th-8th graders, Laura Francis put together colorful yarn ornaments to take and make.
- We were once again reminded why we don't plan many programs in December – because people are too busy to come. We ended up cancelling planned programs of Word Play and PAWS for Reading due to low registration. There was also lower attendance for the second week of storytimes. At the beginning of the month there were 33 in attendance for Fancy Feet on December 6, while only a total of 13 attended the Friday Fun/Playdate program on December 20.
- Leigh Anne Wilson has been making regular visits to three preschools in the area: Master's Christian Preschool, Goddard School, and the Early Childhood Center.

Patron Service and Reference

- Lise Wise saw a mom and son fill a basket they brought from home with picture books. They remarked at the Circulation Desk that they couldn't wait to get home and read them together. ☺
- Sharing of books among staff comes in very handy sometimes. Adriana shared a picture book called *You're in Good Paws* with Robin who in turn shared it with Laura. It is a book about a boy getting his tonsils out at an animal hospital instead of a children's hospital. While Laura still had it on the desk, a mom came in looking for something to take home to her son who had gotten his tonsils out. When Laura told the mom about it, she shared that they had also just been at the vet that day and that the story would be perfect to take home. ☺

Professional Development

- Per Capita Grant Webinar "Promoting Fairness & Belonging: Insights from Implicit Bias, Racial Anxiety, and Stereotype Threat" – Amy Teske, Clare Meehan, Amy Danusiar, Adriana Albers, Aneesa Iqbal
- 12/9 – Team Leader Refresher – Clare Meehan, Laura Francis, Amy Danusiar
- Laura Spradlin watch a "Foresight is 2020 OverDrive webinar to learn about enhancements that are coming with that service.
- Adriana Albers continues to work on learning Polish using Mango languages.

Meeting Attendance

- 12/4 – Meeting with Susan Westgate – Amy Teske
- 12/4 – Birth to 5 Quarterly Meeting – Amy Teske
- 12/11 – All Staff Meeting – Amy Teske, Steve Dexheimer, Leigh Anne Wilson, Clare Meehan
- 12/12 – Management Team Meeting – Amy Teske
- 12/18 – Summer Reading Planning Meeting – Amy T., Clare, Laura, Amy D., Leigh Anne, Allison, Jessica, Nate
- 12/18 – Board Meeting – Amy Teske

Other

Leigh Anne Wilson had an article she co-wrote published in the Fall 2019 issue of Afterschool Matters titled: Muggle Magic: Learning Through Play in Harry Potter's World. It is about a Harry Potter potions program that Leigh Anne did in July 2018. A copy of the Afterschool Matters journal will be available at the Board Meeting for those interested in seeing it.

Respectfully Submitted,
Amy Teske, Youth Services Manager



Veterans Memorial Plaza

Carol Stream Town Center

Cooperative effort with the

★ Carol Stream VFW Post #10396 ★ Carol Stream Park District ★ Village of Carol Stream

Susan Westgate
616 Hiawatha Drive
Carol Stream, IL 60188

January 10, 2020

Dear Susan,

Thank you very much for the donation made to the Carol Stream Parks Foundation, in the amount of \$500, dated 3/13/19, for the construction of Veterans Memorial Plaza at Carol Stream Town Center.

This memorial will be a way for generations to honor and remember all our Veterans. Your contribution is greatly appreciated. Please retain this letter for tax purposes.

We will continue to accept donations to maintain the landscaping needs of the Veterans Memorial Plaza. We thank you for being an important part of this endeavor.

Best Regards,

Pam Falco
Veterans Memorial Task Force Committee Member &
Carol Stream Parks Foundation Liaison

Veterans Memorial Task Force is comprised of ★ Park District Commissioners & Staff ★ VFW Post # 10396 ★ American Legion Post #76 ★ Chamber of Commerce ★ Village Trustees ★ Community Volunteers

In partnership with the Carol Stream Parks Foundation: A 501(c) 3 organization, all contributions are tax deductible. To learn more about this project and how you can donate go to www.csparks.org Places to go – Veterans Memorial Plaza.

