

PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF CAROL STREAM

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

DATE: May 20, 2020 **TIME: 7:00 p.m.**

PLACE:

ATTENTION

Due to the closure of the Carol Stream Public Library to the public during the COVID-19 pandemic, the Library will be conducting an online audio Board Meeting through Zoom to conduct essential business only. If you are **interested in listening to the meeting live through the internet, please register online at <https://carolstre.am/lib520>**. For individuals interested in Public Participation please email your full name and questions or comments to cstream@cslibrary.org. They will be read aloud during the Public Participation portion of the meeting.

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

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

- I. CALL TO ORDER

 PLEDGE TO THE FLAG

- II. ROLL CALL

- III. PUBLIC PARTICIPATION

 ADOPTION OF CONSENT AGENDA*

- IV. APPROVAL OF MINUTES
 A. Minutes of Regular Meeting of April 15, 2020

- V. MONTHLY REPORTS OF THE TREASURER
 A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2020

- VI. NEW BUSINESS
 A. Recommendation, Re: Approval of Implementation of Curbside Service
 B. Recommendation, Re: Approval of Social Media Comment and Terms of Use Policy
 C. Recommendation, Re: Approval of Personnel Policy Revision, Personal Appearance Policy #408

- D. Recommendation, Re: Approval of Personnel Policy Revision, Work at Home Policy #409
- E. Recommendation, Re: Approval of Board of Library Trustees of the Village of Carol Stream Annual Report 2019-2020

- VII. DISBURSEMENTS
 - A. Approval of Disbursements for the Period April 1, 2020 to April 30, 2020, plus the Addendum for the meeting of May 20, 2020

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

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

- X. ADJOURNMENT

Next Resolution: #290

Mansi Patel, Secretary
Board of Library Trustees

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

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

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

DATE: April 15, 2020

TIME: 7:00 p.m.

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

I. CALL TO ORDER

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:11 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Olson seconded the establishment of a consent agenda for the Regular Meeting of April 15, 2020. Motion approved.

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

Nays 0

Absent..... None

Trustee Larimer 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 February 19, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 29, 2020 and March 31, 2020
- C. Recommendation, Re: Approval of FY21 Working Budget
- D. Recommendation, Re: Approval of Transfer of \$200,000 from the General Fund to the Capital Maintenance and Repair Fund
- E. Recommendation, Re: Approval of Transfer of \$15,000 from the General Fund to the Liability Insurance Fund
- F. Recommendation, Re: Approval of Personnel Policy # 314, FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19
- G. Recommendation, Re: Approval of Emergency Closing Pay for Library Staff
- H. Recommendation, Re: Approval of Library Staff Working and Training Remotely
- I. Recommendation, Re: Approval of Granting the Library Director with the Authority to Make the Decisions to Extend Closing the Library, Pay Staff, Pay Invoices and Purchase Necessary Equipment, Materials or Services During the COVID-19 Crisis
- J. Approval of Disbursements for the Period February 1, 2020 to February 29, 2020, plus the Addendum of March 18, 2020 and the Approval of Disbursements for the Period March 1, 2020 to March 31, 2020, plus the Addendum for the meeting of April 15, 2020
- K. Report of the Library Director

Trustee Lynch moved and Trustee Olson 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 FY21 Working Budget

Background information:

The working budget for the upcoming fiscal year was prepared for Trustee review and approval. To prepare as accurate a budget as possible, the Director uses the most recent audit which has the final numbers for each budget line from the last fiscal year, the current budget and compares it to the current outlay from each budget line, review of all current contracts, and an assessment of the special fund accounts past, current and future costs. In addition new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IMRF, health

insurance costs, etc.) are included. Notable changes to any budget lines from the prior year are outlined on a separate document for the Board to review.

Recommendation, Re: Approval of Transfer of \$200,000 from the General Fund to the Capital Maintenance and Repair Fund

Recommendation, Re: Approval of Transfer of \$15,000 from the General Fund to the Liability Insurance Fund

Background Information:

The Library's revenues exceeded expenses during the Fiscal Year. As a result the Library is able to transfer \$200,000 to the CM&R fund to ensure that the Library has the necessary funds in the future to maintain and repair the building and cover other Capital expenses that may occur. In analyzing the Liability Insurance Fund, it was necessary to make a small transfer to the fund to ensure there are enough funds available to cover the FY21 liability expenses.

Recommendation, Re: Approval of Personnel Policy # 314, FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Background Information:

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

Recommendation, Re: Approval of Emergency Closing Pay for Library Staff

Background Information:

Board approval is required to extend Emergency Closing pay beyond three days.

Recommendation, Re: Approval of Library Staff Working and Training Remotely

Background Information:

During the shelter-in-place order, Library staff is teleworking from home.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period February 1, 2020 to February 29, 2020, plus the Addendum of March 18, 2020 in the amount of \$587,601.28 and the disbursements for the period of March 1, 2020 to March 31, 2020, plus the Addendum for the meeting of April 15, 2020 in the amount of \$280,468.34.

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.

March Employee Anniversaries: Richard Karney-3/03/98-Circulation; Amy Teske-3/17/14-Youth Services and Katherine Stanton-3/1/16-Adult Services.

Regular Meeting

V. ANNOUNCEMENTS

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

Trustee Larimer stated that he had heard about vaporized hydrogen peroxide used as a disinfectant. Director Westgate stated that she would research it and see if it was an option for the Library.

VI. ADJOURNMENT

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

May 20, 2020
Date approved

Mansi Patel, Secretary, Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,291,464.72	\$ (451,925.62)	\$ 1,839,539.10
Working Cash	50,770.65	23.10	50,793.75
FICA	102,659.39	(9,845.34)	92,814.05
IMRF	126,722.46	(14,877.52)	111,844.94
Liability Insurance	20,341.27	12,937.97	33,279.24
Audit	6,615.61	2.90	6,618.51
Capital Maintenance & Repair	2,100,732.32	7,786.71	2,108,519.03
Building Renovation Loan	<u>2,005.65</u>	<u>0.06</u>	<u>2,005.71</u>
TOTAL ALL FUNDS	<u><u>\$ 4,701,312.07</u></u>	<u><u>\$ (455,897.74)</u></u>	<u><u>\$ 4,245,414.33</u></u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President 4/30/20

Nancy Olson, Board Treasurer 4/30/20

Susan Westgate, Library Director 4/30/20

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	100,607.92
WEST SUBURBAN BANK	PAYROLL	184,649.04
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	651,001.91
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,308,274.55
PROPAY	ELECTRONIC	110.91
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,245,414.33</u>

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

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of April 30, 2020 and March 31, 2020, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date April 30, 2020, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

McClure, Inserra & Company, Chartered

May 6, 2020

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

	Apr 30, 20	Mar 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	100,607.92	144,285.05	-43,677.13
10-1008 · WSB Payroll Account	184,649.04	174,748.17	9,900.87
10-1014 · Illinois Funds-Prime	3,308,274.55	3,305,547.12	2,727.43
10-1024 · WSB Money Market Acct	651,001.91	1,075,622.94	-424,621.03
10-1025 · ProPay	110.91	338.79	-227.88
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,405,875.23	-2,409,847.35	3,972.12
Total 10-1000 · Library Fund Cash	1,839,539.10	2,291,464.72	-451,925.62
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,793.75	50,770.65	23.10
30-1190 · Allocated Cash-FICA Fund	92,814.05	102,659.39	-9,845.34
40-1090 · Allocated Cash-IMRF Fund	111,844.94	126,722.46	-14,877.52
50-1090 · Allocated Cash-Liability Fund	33,279.24	20,341.27	12,937.97
60-1090 · Allocated Cash-Audit Fund	6,618.51	6,615.61	2.90
70-1090 · Allocated Cash-Capital R&M Fund	2,108,519.03	2,100,732.32	7,786.71
80-1090 · Allocated Cash-Debt Service	2,005.71	2,005.65	0.06
Total 1190 · Allocated Cash-Fund Balances	2,405,875.23	2,409,847.35	-3,972.12
Total Checking/Savings	4,245,414.33	4,701,312.07	-455,897.74
Total Current Assets	4,245,414.33	4,701,312.07	-455,897.74
TOTAL ASSETS	4,245,414.33	4,701,312.07	-455,897.74
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,594,087.98	1,594,087.98	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	4,170,080.97	4,170,080.97	0.00
Total 2900 · Beginning Fund Balances	6,047,907.91	6,047,907.91	0.00
Net Income	-1,802,493.58	-1,346,595.84	-455,897.74
Total Equity	4,245,414.33	4,701,312.07	-455,897.74
TOTAL LIABILITIES & EQUITY	4,245,414.33	4,701,312.07	-455,897.74

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

Ordinary Income/Expense	Apr 20	May '19 - Apr 20	Annual Budget	% of Budget
Income				
3000 · Property Taxes				
3001 · Property Tax Current	0.90	3,705,177.17	3,674,461.00	100.84%
3002 · Property Taxes Non-Current	0.00	68.21	5,000.00	1.36%
Total 3000 · Property Taxes	0.90	3,705,245.38	3,679,461.00	100.7%
3100 · PPR Taxes	0.00	40,854.18	40,000.00	102.14%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	1,504.95	1,500.00	100.33%
3202 · Interest Income Investments	3,007.98	100,676.23	40,100.00	251.06%
Total 3200 · Interest Income	3,007.98	102,181.18	41,600.00	245.63%
3203 · Other Income-Loan Proceeds	0.00	2,000,000.00	2,000,000.00	100.0%
3300 · Patron Payments				
3301 · Fines & Fees	110.91	10,659.37	26,000.00	41.0%
3302 · Public Copy Payments	0.00	10,089.26	16,000.00	63.06%
3303 · Non-Resident Card Fees	0.00	1,763.71	3,500.00	50.39%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	110.91	22,512.34	46,500.00	48.41%
3400 · Donations	0.00	585.52	5,500.00	10.65%
3500 · Developer Contributions	0.00	0.00	2,400.00	0.0%
3600 · RBP/LL Reimbursements	0.00	51.01	1,500.00	3.4%
3700 · Grants				
3701 · Per Capita Grants	0.00	49,638.75	49,600.00	100.08%
Total 3700 · Grants	0.00	49,638.75	49,600.00	100.08%
3800 · Other Income	0.00	2,918.60	5,000.00	58.37%
Total Income	3,119.79	5,923,986.96	5,871,561.00	100.89%
Gross Profit	3,119.79	5,923,986.96	5,871,561.00	100.89%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,440.90	516,086.24	640,000.00	80.64%
5102 · Non-Exempt Staff Salaries	85,692.80	1,140,749.13	1,295,000.00	88.09%
5103 · Custodial Salaries	5,438.17	69,237.95	75,000.00	92.32%
5105 · Professional Education	293.75	14,772.68	18,000.00	82.07%
5106 · Membership	0.00	3,232.00	4,000.00	80.8%
5107 · Life Insurance	294.94	1,805.24	2,000.00	90.26%
5108 · Health Insurance	42,930.28	224,420.46	250,000.00	89.77%
5109 · Benefits, other	50.00	1,555.45	2,000.00	77.77%
5110 · Trustee Development	0.00	1,118.36	3,000.00	37.28%
Total 5100 · Salaries	178,140.84	1,972,977.51	2,289,000.00	86.19%

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

	Apr 20	May '19 - Apr 20	Annual Budget	% of Budget
5200 · Plant Maint.				
5201 · Supplies	881.97	12,656.12	12,500.00	101.25%
5202 · Maintenance/Repair	-3.67	2,851.66	15,000.00	19.01%
5203 · Maintenance Contracts	3,103.00	39,488.83	42,000.00	94.02%
5204 · Landscape Maintenance/Snow Remo	646.00	11,655.00	17,000.00	68.56%
5205 · Furniture/Equipment	19.99	13,402.97	7,000.00	191.47%
5206 · Electric-Comm Edison	0.00	21,768.47	36,000.00	60.47%
5207 · Water/Sewer	138.75	2,299.42	6,500.00	35.38%
5208 · Insurance (Property)	0.00	9,892.00	10,500.00	94.21%
Total 5200 · Plant Maint.	4,786.04	114,014.47	146,500.00	77.83%
5300 · Business Exp.				
5301 · Postage	0.00	6,043.20	8,000.00	75.54%
5302 · Office & Equipment Supplies	0.00	5,926.74	7,000.00	84.67%
5303 · Printing	596.64	2,788.43	5,000.00	55.77%
5304 · Equipment Leasing	1,940.86	20,723.07	20,000.00	103.62%
5305 · Mileage Reimbursement	154.28	2,459.61	3,000.00	81.99%
5306 · Legal Notices	0.00	547.40	800.00	68.43%
5308 · Business Phone	927.83	9,350.22	14,000.00	66.79%
5309 · Accounting Service	1,050.00	12,238.00	13,000.00	94.14%
5310 · Material Recovery Fees	0.00	859.20	1,000.00	85.92%
5311 · Payroll Service	846.32	7,018.94	7,500.00	93.59%
5312 · Attorney Fees	385.00	7,616.38	15,000.00	50.78%
5315 · Other Expenditures	0.00	1,521.54	7,500.00	20.29%
5317 · Bank & Credit Card Fees	0.00	24.61	100.00	24.61%
5319 · Security Service	1,326.05	20,465.47	21,000.00	97.46%
5320 · Donation Recd Expense	0.00	1,097.55		
5321 · Human Resources	620.95	8,671.44	10,500.00	82.59%
Total 5300 · Business Exp.	7,847.93	107,351.80	133,400.00	80.47%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	8,487.27	25,663.86	33,000.00	77.77%
5402 · ISP and Web page hosting	157.85	5,996.89	15,000.00	39.98%
5403 · Computer Software	139.95	29,686.03	30,000.00	98.95%
5404 · Tech Support & Repair	2,845.65	12,546.94	18,000.00	69.71%
5405 · Technical Services Supplies	573.87	13,371.34	17,000.00	78.66%
5406 · Circulation Supplies	0.00	3,233.14	3,000.00	107.77%
5408 · Tech Serv Online Resources	0.00	16,076.00	14,500.00	110.87%
5409 · RBP/ILL Expenses	0.00	404.88	500.00	80.98%
5410 · SWAN Consortium	11,773.00	47,092.00	47,500.00	99.14%
5411 · Village IT Services	7,738.04	100,594.52	95,000.00	105.89%
Total 5400 · Automat. & Dept. Oper.	31,715.63	254,665.60	273,500.00	93.11%
5500 · Services				
5501 · Youth Services Programs	159.82	17,435.02	26,000.00	67.06%

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

	Apr 20	May '19 - Apr 20	Annual Budget	% of Budget
5503 · Adult/Teen Programs	703.78	10,502.69	20,000.00	52.51%
5505 · Library Newsletter	4,457.80	47,378.22	43,000.00	110.18%
5509 · Library Publicity and Promotion	684.99	10,788.07	30,000.00	35.96%
Total 5500 · Services	6,006.39	86,104.00	119,000.00	72.36%
5600 · Collection				
5601 · Youth Services Books	1,416.50	28,156.96	40,000.00	70.39%
5606 · Youth Services Media	54.71	8,695.44	15,000.00	57.97%
5630 · Adult Books	2,130.28	46,558.55	65,000.00	71.63%
5634 · Online Resources	0.00	50,871.54	40,000.00	127.18%
5635 · Magazines & Newspapers	0.00	10,620.51	13,000.00	81.7%
5637 · Adult Media	1,342.56	26,213.53	50,000.00	52.43%
5651 · Digital Media	4,380.96	60,053.57	70,000.00	85.79%
5652 · Grant/Award Expense	0.00	49,638.75	49,600.00	100.08%
Total 5600 · Collection	9,325.01	280,808.85	342,600.00	81.96%
6600 · Payroll Expenses				
6610 · FICA Expense	9,891.17	129,868.62	155,000.00	83.79%
6620 · Illinois Municipal Retirement F	14,944.48	179,865.05	195,000.00	92.24%
Total 6600 · Payroll Expenses	24,835.65	309,733.67	350,000.00	88.5%
66900 · Reconciliation Discrepancies	0.00	-2.99		
7101 · Liability Insurance	0.00	18,726.00	22,000.00	85.12%
7102 · Risk Management expense	171.00	2,367.40	4,000.00	59.19%
7103 · Unemployment Compensation Insur	1,920.16	4,999.00	3,000.00	166.63%
7201 · Audit Expense	0.00	10,053.00	12,000.00	83.78%
7400 · Capital Expenditures				
7401 · Furniture	0.00	19,944.00	20,000.00	99.72%
7402 · Parking Lot Repair	0.00	6,325.00	10,000.00	63.25%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	4,841.00	50,000.00	9.68%
7405 · Memorials	0.00	88.06	1,500.00	5.87%
7406 · Other Capital Expenditures	608.34	4,702.48	25,000.00	18.81%
Total 7400 · Capital Expenditures	608.34	35,900.54	156,500.00	22.94%
7500 · Special Capital Projects				
7504 · Light Bright Fixture	0.00	15,000.00	19,000.00	78.95%
7507 · Computer Equipment	0.00	0.00	30,000.00	0.0%
7508 · Library Remodel 2019-20	187,650.54	4,252,220.58	4,976,530.00	85.45%
7509 · Security Camera Upgrades	6,010.00	27,100.10	35,000.00	77.43%
Total 7500 · Special Capital Projects	193,660.54	4,294,320.68	5,060,530.00	84.86%
Total Expense	459,017.53	7,492,019.53	8,912,030.00	84.07%
Net Ordinary Income	-455,897.74	-1,568,032.57	-3,040,469.00	51.57%

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

	Apr 20	May '19 - Apr 20	Annual Budget	% of Budget
Other Income/Expense				
Other Income				
8001 · Interfund Transfers In	215,000.00	215,000.00		
8002 · Interfund Transfers Out	-215,000.00	-215,000.00	-100.00	215,000.0%
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	-455,897.74	-1,802,493.58	-3,275,030.00	55.04%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20
Ordinary Income/Expense						
Income						
3000 • Property Taxes	0.76	3,132,158.81	0.00	0.00	0.04	156,383.58
3100 • PPR Taxes	0.00	40,854.18	0.00	0.00	0.00	0.00
3200 • Interest Income	784.55	27,651.15	23.10	771.50	45.79	1,601.78
3203 • Other Income-Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
3300 • Patron Payments	110.91	22,512.34	0.00	0.00	0.00	0.00
3400 • Donations	0.00	585.52	0.00	0.00	0.00	0.00
3600 • RBP/ILL Reimbursements	0.00	51.01	0.00	0.00	0.00	0.00
3700 • Grants	0.00	49,638.75	0.00	0.00	0.00	0.00
3800 • Other Income	0.00	2,918.60	0.00	0.00	0.00	0.00
Total Income	896.22	3,276,370.36	23.10	771.50	45.83	157,985.36
Gross Profit	896.22	3,276,370.36	23.10	771.50	45.83	157,985.36
Expense						
5100 • Salaries	178,140.84	1,972,977.51	0.00	0.00	0.00	0.00
5200 • Plant Maint.	4,786.04	114,014.47	0.00	0.00	0.00	0.00
5300 • Business Exp.	7,847.93	107,351.80	0.00	0.00	0.00	0.00
5400 • Automat. & Dept. Oper.	31,715.63	254,665.60	0.00	0.00	0.00	0.00
5600 • Services	6,006.39	86,104.00	0.00	0.00	0.00	0.00
5600 • Collection	9,325.01	280,808.85	0.00	0.00	0.00	0.00
6600 • Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00
66900 • Reconciliation Discrepancies	0.00	-2.99	0.00	0.00	9,891.17	129,868.62
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	237,821.84	2,815,919.24	0.00	0.00	9,891.17	129,868.62
Net Ordinary Income	-236,925.62	460,451.12	23.10	771.50	-9,845.34	28,116.74
Other Income/Expense						
Other Income						
8001 • Interfund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
8002 • Interfund Transfers Out	-215,000.00	-215,000.00	0.00	0.00	0.00	0.00
Total Other Income	-215,000.00	-215,000.00	0.00	0.00	0.00	0.00

Exhibit C See Accountant's Compilation Report

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20
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	-215,000.00	-215,000.00	0.00	0.00	0.00	0.00
Net Income	<u>-451,925.62</u>	<u>245,451.12</u>	<u>23.10</u>	<u>771.50</u>	<u>-9,845.34</u>	<u>28,116.74</u>

Exhibit C See Accountant's Compilation Report

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

	40-IMRF Fund		60-Liability Fund		60-Audit Fund	
	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.04	166,472.97	0.00	1,259.78	0.00	12,612.65
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	66.92	2,312.05	29.13	973.61	2.90	102.68
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>66.96</u>	<u>168,785.02</u>	<u>29.13</u>	<u>2,233.39</u>	<u>2.90</u>	<u>12,715.33</u>
Gross Profit	66.96	168,785.02	29.13	2,233.39	2.90	12,715.33
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	14,944.48	179,865.05	0.00	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	18,726.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	171.00	2,367.40	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	1,920.16	4,999.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	10,053.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>14,944.48</u>	<u>179,865.05</u>	<u>2,091.16</u>	<u>26,092.40</u>	<u>0.00</u>	<u>10,053.00</u>
Net Ordinary Income	-14,877.52	-11,080.03	-2,062.03	-23,859.01	2.90	2,662.33
Other Income/Expense						
Other Income						
8001 · Interfund Transfers In	0.00	0.00	15,000.00	15,000.00	0.00	0.00
8002 · Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>0.00</u>

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	
	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20
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	15,000.00	15,000.00	0.00	0.00
Net Income	-14,877.52	-11,080.03	12,937.97	-8,859.01	2.90	2,662.33

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	
	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	0.06	236,357.59	0.90	3,705,245.38
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	40,854.18
3200 · Interest Income	2,055.59	68,659.28	0.00	109.13	3,007.98	102,181.18
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	110.91	22,512.34
3400 · Donations	0.00	0.00	0.00	0.00	0.00	585.52
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	51.01
3700 · Grants	0.00	0.00	0.00	0.00	0.00	49,638.75
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	2,918.60
Total Income	2,055.59	2,068,659.28	0.06	236,466.72	3,119.79	5,923,986.96
Gross Profit	2,055.59	2,068,659.28	0.06	236,466.72	3,119.79	5,923,986.96
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	178,140.84	1,972,977.51
5200 · Plant Maint.	0.00	0.00	0.00	0.00	4,786.04	114,014.47
5300 · Business Exp.	0.00	0.00	0.00	0.00	7,847.93	107,351.80
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	31,715.63	254,665.60
5500 · Services	0.00	0.00	0.00	0.00	6,006.39	86,104.00
5600 · Collection	0.00	0.00	0.00	0.00	9,325.01	280,808.85
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	24,835.65	309,733.67
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	-2.99
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,726.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	171.00	2,367.40
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	1,920.16	4,999.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	10,053.00
7400 · Capital Expenditures	608.34	35,900.54	0.00	0.00	608.34	35,900.54
7500 · Special Capital Projects	193,660.54	4,294,320.68	0.00	0.00	193,660.54	4,294,320.68
Total Expense	194,268.88	4,330,221.22	0.00	0.00	459,017.53	7,492,019.53
Net Ordinary Income	-192,213.29	-2,261,561.94	0.06	236,466.72	-455,897.74	-1,568,032.57
Other Income/Expense						
Other Income						
8001 · Interfund Transfers In	200,000.00	200,000.00	0.00	0.00	215,000.00	215,000.00
8002 · Interfund Transfers Out	0.00	0.00	0.00	0.00	-215,000.00	-215,000.00
Total Other Income	200,000.00	200,000.00	0.00	0.00	0.00	0.00

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	
	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20	Apr 20	May '19 - Apr 20
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>234,461.01</u>	<u>0.00</u>	<u>234,461.01</u>
Net Other Income	200,000.00	200,000.00	0.00	-234,461.01	0.00	-234,461.01
Net Income	<u>7,786.71</u>	<u>-2,061,561.94</u>	<u>0.06</u>	<u>2,005.71</u>	<u>-456,897.74</u>	<u>-1,802,493.58</u>

Exhibit C See Accountant's Compilation Report

Social Media Comment and Terms of Use Policy

PURPOSE

Carol Stream Public Library (CSPL) uses social media to advance the Library's mission to provide the community with exceptional services, enrichment opportunities, and diverse resources in a welcoming environment. Our intended audience is people residing within our official service area. The purposes of Carol Stream Public Library-sponsored online social networking are:

- To help broaden awareness and increase knowledge of library services, resources, and activities.
- To promote the value of the Library's services
- To provide a welcoming place where our neighbors can find useful and entertaining information and interact with fellow community members
- To maintain open, professional, and responsive communications with members of our community
- To facilitate the sharing of ideas, opinions, and information about library- and literacy-related subjects and issues

SCOPE

This policy applies to any web application, site, or account created or maintained by CSPL which facilitates the sharing of opinions and information about library related subjects or issues. For the purposes of this policy, social media includes formats such as blogs, instant messaging, texting, social networking, and media sharing sites.

PROVISIONS

By posting any comments, posts or other materials on Carol Stream Public Library's social media pages, you give the Library permission to reproduce, distribute, publish, display, edit, modify, delete and otherwise use your submissions for any library-related purpose in any form on any media.

By posting content, the user agrees to hold harmless and indemnify CSPL and CSPL's officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) which result from or relate in any way to the user's postings, opinions, or comments.

Comments containing any of the following content will not be permitted on CSPL's social media sites and are subject to removal and/or restriction by CSPL:

1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of race, age, religion, gender

3. Content that violates a legal ownership interest (copyright or trademark)
4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities not related to CSPL business
7. Spam or links to malware/viruses
8. Content that advocates or promotes a candidate, referendum, or campaign

A comment posted by a member of the public on any CSPL social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, CSPL, nor do the comments necessarily reflect the opinions or policies of CSPL.

CSPL reserves the right to deny access to CSPL social media sites for any individual who violates the CPSL's social media policy, at any time and without prior notice.

All comments posted to any CSPL website or social media site hosted by a third-party (ex: Facebook, Twitter, etc.) are also bound by the third party host's terms of use. CSPL reserves the right to report any violation of the third party host's terms of use to the third party host with the intent of that host taking appropriate and reasonable responsive action.

Users who enter private or personal information on CSPL social media sites do so at their own risk, and CSPL is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information. This policy and terms of use may be amended from time-to-time, without further notice.

DISCLAIMER

Comments and opinions expressed in external links appearing in posts are the views of that organization and may not reflect the official position of Carol Stream Public Library, its officers, or its employees.

PRIVACY

The Library may occasionally refer to or respond to public comments made on social media. However, it will not collect, sell, or knowingly transfer to any third party any personally identifiable information related to social media engagement with the Library unless otherwise required by law. Please be advised that each social media platform has its own privacy policies and should be carefully reviewed.

COPYRIGHT

Photo and video content on the Carol Stream Public Library System online social networking sites is governed by a Creative Commons Attribution Noncommercial-Share Alike 4.0 International (CC BY-NC-SA).

COMPLIANCE WITH LAWS

All CSPL websites and social media sites must adhere to applicable federal, state, and local laws, regulations, and policies.

Any content posted to a CSPL website or social media site that is related to CSPL business may be a public record subject to public disclosure under the Freedom of Information Act. Content related to CSPL business must be maintained in an accessible format so that it can be produced in response to a request.

The Illinois Local Records Act may also apply to certain website and social media content. CSPL will preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a CSPL server in a format that preserves the integrity of the original record and is easily accessible.

E-discovery laws may apply to CSPL website and social media content. Therefore, content must be able to be managed, stored, and retrieved to comply with these laws.

INTERNAL PROCEDURES:

If a comment or post is found to violate the standards, the staff member who finds it should:

1. Take a screenshot of the post. Save the post to K:\Shared\Marketing\Social Media\Records Retention. The file name should contain the date, social media platform, and user name of the violator.
2. As soon as possible, find either the Director or Assistant Director and explain the situation. Together, you can evaluate the standards and decide if the post merits removal.
 - a. Review the records retention folder for any previous mention of this account's behavior.
3. If the post merits removal, send the following message to the offending party's account, and then block the message:
 - a. Your comment has been blocked because it violates our Social Media Policy due to (fill in the reason from the policy). If we continue to receive messages from this account that violate the policy, we may choose to block your account. Please refer to our Social Media Policy for more information.
4. (If the person believes that their post was removed in error, they may contact the Director.)



Old Policy

PERSONAL AND WORK AREA APPEARANCE

The personal appearance of employees conveys to the public a general impression of the Carol Stream Public Library. It is important that employees are well-groomed and dressed neatly and appropriately for their job function.

Jeans and CSPL logo shirts are acceptable to wear on Friday's. In addition jeans are acceptable the day of the Library's monthly All Staff Meetings.

The following clothes are considered to be unacceptable for all employees: Spandex, shorts, bare-shouldered dresses or tops, sun dresses, tank tops, athletic clothing of any type, flip-flops (a rubber or plastic sandal loosely fastened to the foot by a thong between the toe), clothing where torso skin is exposed, sexually provocative clothing, hats, the observable lack of undergarments or exposed undergarments. Additionally, clothing and accessories must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar or sexually suggestive language or images; and (4) promotions for products such as alcohol, tobacco, and illegal drugs.

- Facial piercing and visible body art (tattoos) should be in keeping with the above standards.
- Employees should avoid using heavy scents, colognes and or hair products that may cause discomfort or allergic reactions among co-workers or patrons.

Managers are responsible for interpreting the dress code and ensuring compliance for their employees. Employees who violate this policy may be sent home to change. The time spent away from work will not be paid. Repeated violation of this policy may result in disciplinary action.

Materials Clerk

For safety purposes, it is necessary for Materials Clerk to wear closed toe shoes at all times. The lack of protection when wearing open toe shoes may cause the foot to be badly injured should a book or object fall on the foot.

Jeans and knee length or longer shorts are acceptable for Material Clerk if they are neat, clean, and non-frayed.



WORK AREA

Employees are required to keep their work environment clean and orderly and free from all recognized safety hazards.



Revised Policy

DRESS CODE

Carol Stream Public Library expects employees to dress appropriately in business casual attire. The personal appearance of employees conveys to the public a general impression of the Library. Employees are expected to present themselves in a professional manner that results in a favorable impression by customers. Employees should use good judgement and maintain a clean and neat appearance at all times.

The Carol Stream Public Library complies with all laws related to dress and grooming, including nondiscrimination laws that require the Library to make reasonable accommodations based on employees' religion, race, ethnicity, disability and gender identity. Employees should discuss accommodations they need with their Manager or Human Resources Manager.

Following are examples of Business Casual Attire

Shirts	Pants	Footwear	Dresses or Skirts
With Collars	Jeans	Slip-on or tie	Knee Length
Crewnecks	Slacks	Flats or heels	
CSPL Shirts	Khakis	Dress Sandals	
V-necks	Cropped Pants	Boots	
Blouses		Clean gym shoes	
Polo Shirts			
Sweaters			

*Employees who prefer to dress in more formal or traditional business attire are free to do so.

Following are examples of attire not permitted under the Dress Code Policy

T-shirts and shirts with inappropriate slogans, offensive figures or verbiage, beach flip-flops, athletic wear (sweatpants, leggings, sweatshirts) tight, revealing or inappropriate clothing i.e. tank, crop, off the shoulder tops, frayed or torn clothing, shorts, hats

Managers are responsible for interpreting the dress code and ensuring compliance for their employees. Employees who violate this policy may be sent home to change. Benefit time or unpaid time off will be used for time spent away from work.

- Employees' tattoos or body piercings should not distract from a professional image.



Materials Clerk

In order to protect employees from potential hazards, Material Clerks are required to wear closed toe shoes at all times. Jeans and knee length or longer shorts are acceptable for Material Clerks, if they are neat, clean, and non-frayed.

NAME TAGS

Employees are required to wear library provided nametags when working.



Old Policy

WORK AT HOME

Non-exempt employees may not perform Library work at home unless authorized by their Department Manager.

Non-exempt employees should not access work email during their non-work hours unless their Department Manager has authorized the employee to do so for business purposes. The time worked must be recorded on the employee's time card.

Library work done at home by exempt employees need not be authorized and usually will not substitute for hours scheduled at the Library. The time worked should be recorded on the employee's time card.



Revised Policy

WORK AT HOME

The August 2018 amendment to the Illinois Wage Payment and Collection Act (IWPCA) requires employers to reimburse employees for all expenditures or losses incurred within the scope of their employment, and which were authorized or required by their employer. Illinois employers must reimburse employees for “all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the employer.” 820 ILCS 115/9.5. “Necessary expenditures” means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

Carol Stream Public Library will reimburse employees for reasonable, pre-approved business expenses incurred while conducting library business away from their normal work location.

Any Library employee required to work from home due to an extended forced closing or a telework situation is eligible to receive work from home reimbursement. The reimbursement will be for internet and cell phone. The reimbursement rate is based on available data of cell phone and internet costs and amount of time worked at home during the month. Proof of eligible expenses are not required. In order to receive reimbursement, staff must make a reimbursement request by the 30th of the month following the month in which the work was performed.

Employee Work at Home Guidelines

Exempt employees who choose to work at home for full or partial days need authorization from their Manager. The time worked should be recorded on the employee’s time card. Only if employees are required to work from home will they be reimbursed for home expense reimbursement.

Non-exempt employees may not perform Library work at home unless authorized by their Manager. Department Managers must pre- authorize the employee to do work at home which includes checking and sending emails. Time worked must be recorded on the employee’s time card.

Due to the nature of the work, not all positions are eligible to work at home.

May 20, 2020

To: The Honorable Mayor Frank Saverino and
Members of the Board of Trustees of the
Village of Carol Stream

Cc: Bob Mellor, Village Manager

Re: Board of Library Trustees of the Village of Carol Stream
Annual Report 2019-2020

Pursuant to the Local Library Act (75 ILCS 5/4-10), the Board of Library Trustees of the Village of Carol Stream submits the following Annual Report for the Fiscal Year ending April 30, 2020 on the condition of its trust.

- Part I – Itemized Statement of the various funds received from the library fund and from other sources (subject to annual audit)-**Exhibit 1**
- Part II – Itemized statement of the objects and purposes for which those sums of money have been expended (subject to annual audit)-**Exhibit 2**
- Part III – a statement of the number of books and periodicals available for use, and the number and character thereof circulated
- Part IV – A statement of the real and personal property acquired by legacy, purchase, gift or otherwise
- Part V – A statement of the character of any extensions of library service which have been undertaken
- Part VI – Blank (*This amendment to 75 ILCS 5/4-10, passed August 22, 2017.*)
- Part VII – A statement as to the amount of accumulations and the reasons thereof (subject to annual audit)
- Part VIII – A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgements, settlements, liability insurance, or for amounts due under a certificate of the board
- Part IX – Any other statistics, information and suggestions that may be of interest

Part III

Total number of books (including audiobooks, eBooks and eAudiobooks) is 139,069. The Library subscribes to 22 newspapers, 140 print magazines and has 3696 downloadable eMagazine subscriptions. Paper copies of print back issues of six months to one year are available. The Library circulated 257,796 items during FY 19/20.

Part IV

The Library did not acquire any property over the past year.

Part V

- The Youth Services Department offered 248 programs with 7,265 attendees. The Adult Services Department offered 51 programs with 1,688 attendees. 36 Teen programs were offered with 522 attendees. In addition, the Library held a special outdoor summer event for the community with an additional 180 attendees. *Program offerings and attendance were significantly lower than in past years due to the Library Renovation project. Majority of all program offerings were done offsite.*
- Outreach Services continued to young adults, senior citizens, schools, the business community, Carol Stream Outreach Community Center, and local preschools. The Library participated in the Christmas Sharing Program, Food Drive collection, Holiday Tree Lighting, National Night Out, Charity Dog Show, Town Center concerts, 4th of July Parade, Summer Free Lunch Program, local school events, and other social service projects in the Community. The Library participated or presented at thirty-three offsite events or activities during the year and provided monthly Homebound deliveries of Library materials to local senior centers and individual patrons.
- The Teen Advisory Board (TAB) meets and plans exciting programs for teens in the community.
- The Middle School Library Crew is comprised of students in grades 5-8 that are interested in sharing books, movies and games and helping to brainstorm programs for their age group.
- The Library circulates wireless hotspots. They are available for a one-week check-out period (with up to two-renewals) to Carol Stream Library cardholders.
- Carol Stream Library card holders have the opportunity to check out a Museum Adventure Pass for free or reduced admission to local area museums on a first come/first serve basis. 197 passes were checked out during FY 19/20.
- The Library has study rooms available for individuals and groups to reserve. *The rooms were not available during the majority of the 2019/2020 renovation project.*
- The Library has meeting room space available for community groups and organizations to reserve. *Meeting Rooms were not available during the 2019/2020 renovation project.*
- The Library provides access to public computers, a scanner/translator, FAX, printer, copier, Wi-Fi and wireless/remote printing.
- The Library's Website, www.cslibrary.org, offers patrons 24/7 service with the opportunity to download eAudiobooks, eBooks, eMagazines, streaming video and music, access to online subscription databases, as well as the ability to register for programs and meeting room use through their home computers and other electronic devices.
- The Library has a mobile application for patrons to access the Library with their smartphones and other devices. 10,787 users have downloaded the application during FY 19/20.
- Live online chat and texting with librarians is available during regular Library hours to immediately respond to patrons' informational needs. Portable chargers are available for check out for patrons who need to charge their electronic devices. Bike locks are available for check out for riders to secure their bicycles.
- The Library's newsletter is delivered every month to the residents of Carol Stream to inform them of Library collections, services and programs.
- The Library offers patrons the opportunity to subscribe to an e-newsletter.

Part VI *No longer required.***Part VII**

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$460,451 (subject to audit) remaining in the General Fund to add to the Library's Reserve. In anticipation of this surplus, \$215,000 of that amount was transferred in April to two of the Library's Special Funds (\$200,000 to CM&R Fund and \$15,000 to the Liability Fund). The surplus this year was a result of staffing adjustments, staff vacancies, new vendor contracts and reductions in some of our yearly expenses.

Part VIII

In FY 2019 the Library Board entered into an Intergovernmental Loan Agreement (ILA) with the Village of Carol Stream for \$2,000,000 for ten years. The annual loan repayment is \$234,461.

Part IX

- The Library underwent an extensive interior renovation to the existing building during FY 19/20 to provide the community with a welcoming environment that includes new furnishings, additional seating, dedicated Quiet Reading Room, Early Literacy and Middle School areas, a vending café, an outdoor patio and much more.
- Percentage of population (39,711) registered with Library cards is 45 %, 17,742 cardholders.
- Digital Services: There were 130,893 visits to the Library's Web page and remote access to the Library's subscription databases via the Web page numbered 38,897 (4.9% increase). 43,211 eAudiobooks, eBooks, and music CDs were downloaded through the Library's subscription services via the Library web page and mobile application (16.3% increase). 2811 videos were streamed from the Library's online streaming service Hoopla (54.4% increase). 5,525 eMagazines were downloaded with the Library's downloadable online magazine service RBdigital (50% increase).
- There were 22,752 users of our public access computers for 19,466 hours. *Due to the Renovation Project the number of available public computers during FY 19/20 were reduced by half.*
- Social Media: The Library's Facebook page has 2,218 Followers, 2,210 Likes and had 801,352 views in FY19/20. Instagram has 697 followers and had 42,866 views of posts in FY19/20. Twitter has 1,205 followers and had 397,600 views of posts in FY19/20.
- Adult reference staff answered 22,500 questions and Youth reference staff answered 9,905 questions for a total of 32,405.
- 514 patrons reserved the study rooms for a total of 686 hours. *New study rooms were made available to the public December 19, 2019-March 13, 2020.*
- Due to the COVID-19 Pandemic and shelter-in-place order, the Library closed the physical building to the public beginning March 14, 2020. Library staff has been working remotely and promoting the Library's online services that include downloadable eBooks, eAudiobooks, eMagazines, music and streaming video as well as subscription databases. Reference services via phone and online chat are available as well as online library card

registration. In addition online programming has been offered and is in further development to expand our offerings for the future

CERTIFICATION

This Annual Report is filed by the Carol Stream Public Library pursuant to the Local Library Act (75 ILCS 5/4-10) for the fiscal year commencing May 1, 2019 and ending April 30, 2020.

Signed:

Susan Westgate
Library Director
Attest:

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

BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM ANNUAL
REPORT 2019-2020

is a true and accurate report of the activities of the Carol Stream Public Library for the year stated.

President
Board of Library Trustees

(Seal)

EXHIBIT 1 - FY 20 Income Received (subject to audit)

ACCT #	Account Name	
	GENERAL FUND REVENUES	
	Property Taxes	
	Property Tax	3,132,159
	PPR Taxes	40,854
	Interest Income	
	Interest Income -- Investments	27,651
	Patron Payments	
	Fines & Fees	10,659
	Public Copier Payments	10,089
	Non-Resident Card Fees	1,764
	Sale items	0
	Donations	586
	Developer Contributions	0
	RBP/ILL Reimbursements	51
	Grants	
	Per Capita Grant	49,639
	Other Grants/Awards	0
	Other Income	2,919
	TOTAL GENERAL FUND REVENUE	3,276,371
	SPECIAL FUND REVENUES	
	Building Renovation Loan Fund	
	Property Tax	236,358
	Interest Income Investments	109
	IMRF Fund	
	Property Tax	166,473
	Interest Income Investments	2,312
	FICA Fund	
	Property Tax	156,384
	Interest Income Investments	1602
	Audit Fund	
	Property Tax	12,613
	Interest Income Investments	103
	Liability Fund	
	Property Tax	1260
	Interest Income Investments	974

EXHIBIT 1 - FY 20 Income Received (subject to audit)

ACCT #	Account Name		
	Capital Maint. & Repair		
	Interest Income Investments	68,659	
	Building Renovation Loan	2,000,000	
	Working Cash Fund		
	Interest Income Investments	772	
	TOTAL SPECIAL FUND REVENUES	2,647,619	
	TOTAL INCOME FY 2019	\$5,923,990	

EXHIBIT 2 - FY 20 EXPENSES (subject to audit)

ACCT #	Account Name		
	GENERAL FUND EXPENDITURES		
5100	SALARIES		
5101	EXEMPT STAFF SALARIES	516,086	
5102	NON-EXEMPT STAFF SALARIES	1,140,749	
5103	CUSTODIAL SALARIES	69,238	
5104	BENEFITS-MED/LIFE/DENTAL		
5105	PROFESSIOANL EDUCATION	14,773	
5106	MEMBERSHIPS	3,232	
5107	BENEFITS -- Life insurance	1,805	
5108	BENIFITS -- Health Insurance	224,420	
5109	BENEFITS -- Other	1,555	
5110	TRUSTEE DEVELOPMENT	1,118	
	TOTAL	1,972,976	
5200	PLANT MAINTENANCE		
5201	SUPPLIES	12,656	
5202	MAINTENANCE/REPAIR	2,852	
5203	MAINTENANCE CONTRACTS	39,489	
5204	Landscape Maintenance/Snow Removal	11,655	
5205	FURNITURE/EQUIPMENT	13,403	
5206	ELECTRIC - COMM EDISON	21,768	
5207	WATER/SEWER	2,299	
5208	INSURANCE (PROPERTY)	9,892	
	TOTAL	114,014	
5300	BUSINESS EXPENSE		
5301	POSTAGE	6,043	
5302	OFFICE & EQUIPMENT SUPPLIES	5,927	
5303	LIBRARY PRINTING	2,788	
5304	EQUIPMENT LEASING	20,723	
5305	MILEAGE REIMBURSEMENT	2,460	
5306	LEGAL NOTICES	547	
5308	BUSINESS PHONE	9,350	
5309	ACCOUNTING SERVICE	12,238	
5310	MATERIAL RECOVERY FEES	859	
5311	PAYROLL SERVICE	7,019	
5312	ATTORNEY FEES	7,616	
5314	OTHER CONSULTANTS	0	
5315	OTHER EXPENDITURES	1,522	
5317	BANK & CREDIT CARD FEES	25	
5319	SECURITY SERVICE	20,465	

EXHIBIT 2 - FY 20 EXPENSES (subject to audit)

ACCT #	Account Name		
5320	DONATION EXPENSE	1,098	
5321	HUMAN RESOURCES EXPENSE	8,671	
	TOTAL	107,351	
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES		
5401	AUTOMATION HARDWARE	25,664	
5402	ISP & WEB PAGE HOSTING	5,997	
5403	COMPUTER SOFTWARE	29,686	
5404	TECH SUPPORT & REPAIR	12,547	
5405	TECHNICAL SERVICES SUPPLIES	13,371	
5406	CIRCULATION SUPPLIES	3,233	
5408	TECH SERVICIES ONLINE RESOURCES	16,076	
5409	RBP/ILL EXPENSES	405	
5410	SWAN CONSORTIUM	47,092	
5411	VILLAGE IT SERVICES	100,595	
	TOTAL	254,666	
5500	SERVICES		
5501	YOUTH SERVICES PROGRAMS	17,435	
5503	ADULT/TEEN SERVICES PROGRAMS	10,503	
5505	LIBRARY NEWSLETTER	47,378	
5509	LIBRARY PUBLICITY & PROMOTION	10,788	
	TOTAL	86,104	
5600	COLLECTION DEVELOPMENT		
5601	YOUTH SERVICES BOOKS	28,157	
5606	YOUTH SERVICES MEDIA	8,695	
5630	ADULT SERVICES BOOKS	46,559	
5634	ONLINE RESOURCES	50,872	
5635	MAGAZINES & NEWSPAPERS	10,621	
5637	ADULT SERVICES MEDIA	26,214	
5651	DIGITAL MEDIA	60,054	
5652	GRANT AWARD EXPENSE (Databases)	49,639	
	TOTAL	280,811	
	GENERAL FUND EXPENDITURES		
5100	SALARIES	1,972,976	
5200	PLANT MAINTENANCE	114,014	
5300	BUSINESS EXPENSE	107,351	
5400	CIRCULATION & MATERIAL Proc....	254,666	
5500	SERVICES	86,104	

EXHIBIT 2 - FY 20 EXPENSES (subject to audit)

ACCT #	Account Name		
5600	COLLECTION DEVELOPMENT	280,811	
	TOTAL	2,815,922	
	SPECIAL FUND EXPENDITURES		
	Account Name		
	BUILDING RENOVATION LOAN FUND	236,467	
	LIABILITY INSURANCE FUND	26,092	
	FICA FUND	129,869	
	IMRF FUND	179,865	
	AUDIT FUND	10,053	
	Capital Maintenance & Repair Fund	35,901	
	Special Capital Projects in CM&R Fund	4,294,321	
	TOTAL	4,676,101	
	General Fund Expenditures	2,815,922	
	Special Fund Expenditures	4,676,101	
	Total Expenditures	\$ 7,492,023	

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

April 2020

	Date	Num	Memo
Access One, Inc.			
Total Access One, Inc.	04/13/2020		Inv. 4465875
ALA Store			
Total ALA Store	04/17/2020		Order# 73805095 - Hays - Virtual Services
Allied Universal Security Services			
Total Allied Universal Security Services	04/13/2020		Inv. 9891913
Amazon			
Total Amazon	04/10/2020		INV 453837993567
Ancel Glink, P.C.			
Total Ancel Glink, P.C.	04/10/2020		INV 453837993567
Background Resources, Inc.			
Total Background Resources, Inc.	04/10/2020		INV 453837993567
Baker & Taylor			
Total Baker & Taylor	04/10/2020		INV 455767845845
Background Resources, Inc.			
Total Background Resources, Inc.	04/10/2020		INV 455767845845
Amazon			
Total Amazon	04/10/2020		INV 466668356954
Ancel Glink, P.C.			
Total Ancel Glink, P.C.	04/10/2020		INV 949643578964
Background Resources, Inc.			
Total Background Resources, Inc.	04/10/2020		INV 649958786369
Amazon			
Total Amazon	04/10/2020		INV 649958786369
Ancel Glink, P.C.			
Total Ancel Glink, P.C.	04/10/2020		INV 469785999979
Background Resources, Inc.			
Total Background Resources, Inc.	04/10/2020		INV 438854895759
Amazon			
Total Amazon	04/10/2020		INV 573893985545
Ancel Glink, P.C.			
Total Ancel Glink, P.C.	04/10/2020		INV 439586485748
Background Resources, Inc.			
Total Background Resources, Inc.	04/10/2020		INV 43479585343
Amazon			
Total Amazon	04/13/2020		Statement #75502
Ancel Glink, P.C.			
Total Ancel Glink, P.C.	04/13/2020		Inv. 18104
Background Resources, Inc.			
Total Background Resources, Inc.	04/13/2020		

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

April 2020

	Date	Num	Memo
	04/13/2020		
	04/13/2020		
	04/29/2020		Invoice list 4/29/20
	04/29/2020		Invoice List 4/29/20
	04/29/2020		Invoice List 4/29/20
Total Baker & Taylor Case Lots, Inc.	04/13/2020		Inv. 4044
Total Case Lots, Inc.			
CDW Governmental Inc.			
Total CDW Governmental Inc.	04/29/2020		Fortinet 24x7 FC BND SVC
Comcast			
Total Comcast	04/13/2020		4/2/20-5/1/20
Complete Cleaning Co., Inc.			
Total Complete Cleaning Co., Inc.	04/13/2020		Inv. AW06927
ComplianceSigns.com			
Total Complete Cleaning Co., Inc.	04/13/2020		Inv. C13276
ComplianceSigns.com			
Total ComplianceSigns.com	04/17/2020		INV 879153.321697 Refund sales tax
Creekside Printing			
Total ComplianceSigns.com	04/13/2020		Inv. 1650
Creekside Printing	04/29/2020		INV 1701
Total Creekside Printing			
Fox Valley Fire & Safety Company, Inc.			
Total Fox Valley Fire & Safety Company, Inc.	04/13/2020		Inv. IN00343754
Frederick Quinn Corporation (FQC)			
Total Fox Valley Fire & Safety Company, Inc.	04/13/2020		Inv. IN00344234
Frederick Quinn Corporation (FQC)			
Total Fox Valley Fire & Safety Company, Inc.	04/13/2020		Inv. IN00346713
Frederick Quinn Corporation (FQC)			
Total Fox Valley Fire & Safety Company, Inc.	04/13/2020		Inv. IN00347896

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

April 2020

Date	Num	Memo
04/13/2020		3/1/20 - 3/31/20
04/29/2020	INV 70161417	
04/29/2020	INV 70161632	
04/29/2020	INV 70161181	
04/29/2020	INV 70167310	
04/29/2020	INV 70222826	
04/29/2020	INV 70228796	
04/29/2020	INV 1770951	4/1-3/31/20 Overage Period
04/13/2020	Inv. 67183594	
04/13/2020	Inv. 67183594	
04/13/2020	Inv. 67183334	
04/13/2020	Inv. 67183334	
04/29/2020	INV 67184655	
04/29/2020	INV 67184657	
04/29/2020	INV 67186804	
04/29/2020	INV 67186805	
04/13/2020	INV536302	
04/13/2020	Proposal 169758 Deposit	
04/13/2020	INV 166141	Bid Package 3
04/29/2020	INV 14171346	Pirouette Table Bases
04/29/2020	INV 14170849	

Total Frederick Quinn Corporation (FQC)

Gale/Cengage Learning Inc.

Total Gale/Cengage Learning Inc.

Impact Networking, LLC

Total Impact Networking, LLC

Ingram Library Services

Total Ingram Library Services

Insect Lore

Total Insect Lore

Interior Investments, LLC

Total Interior Investments, LLC

Krueger International, Inc. (KI)

Carol Stream Public Library Expenses by Vendor Detail

April 2020

	Date	Num	Memo
Total Krueger International, Inc. (KI) Lakeshore Learning Material	04/13/2020	INV 2457780220	
Total Lakeshore Learning Material Library Furniture International (LFI)	04/29/2020	INV 6905	
Total Library Furniture International (LFI) LibraryWorks, Inc.	04/17/2020	Order #13151 - Porch - Communications Audit	
Total LibraryWorks, Inc. LIMRiCC Unemployment Compensation Group	04/14/2020	First Quarter 2020	
Total LIMRiCC Unemployment Compensation Group MailChimp	04/17/2020	Enewsletter	
Total MailChimp McClure, Inseerra & Company Chartered	04/13/2020	INV 11321	
Total McClure, Inseerra & Company Chartered Midwest Tape	04/13/2020		
	04/13/2020		
	04/13/2020		
	04/13/2020		
	04/29/2020		
	04/29/2020		
Total Midwest Tape MNJ Technologies Direct, INC.	04/13/2020	INV 0003721007	
	04/13/2020	INV 0003721584	
Total MNJ Technologies Direct, INC. Paylocity	04/13/2020	INV 106292082	

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

April 2020

	Date	Num	Memo
	04/13/2020	INV 106292082	
	04/13/2020	INV 106354155	
	04/29/2020	INV 106410878	
	04/29/2020	INV 106410878	
Total Paylocity			
Pitney Bowes Global Financial Services LL			
Total Pitney Bowes Global Financial Services LL	04/13/2020	INV 3103866015	
PODS			
Total PODS	04/17/2020	3/15-4/14/20	
Precision Control Systems of Chicago, Inc			
Total Precision Control Systems of Chicago, Inc	04/13/2020	INV 38758	
Product Architecture + Design			
Total Product Architecture + Design	04/13/2020	INV 1650.0198	
Sebert Landscaping, Inc.			
Total Sebert Landscaping, Inc.	04/29/2020	INV 199859	
Staples			
Total Staples	04/13/2020	INV 3443149356	
Swan (System Wide Automated Network)			
Total Swan (System Wide Automated Network)	04/29/2020	INV 7373	
Techsoup			
Total Techsoup	04/17/2020	Request #2750981	
TIAA Commercial Finance			
Total TIAA Commercial Finance	04/29/2020	INV 7117387	
Town Square Publications, LLC			

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

April 2020

	<u>Date</u>	<u>Num</u>	<u>Memo</u>
Total Town Square Publications, LLC Village of Carol Stream	04/13/2020		INV 45868
Total Village of Carol Stream Village of Carol Stream - Benefits	04/14/2020		INV 4252
	04/13/2020	INV 4233	
	04/13/2020	INV 4233	
	04/13/2020	INV 4233	
	04/29/2020	INV 4273	
	04/29/2020	INV 4273	
	04/29/2020	INV 4273	
Total Village of Carol Stream - Benefits Village of Carol Stream - IMRF	04/29/2020		4/10-4/24/20
Total Village of Carol Stream - IMRF Village of Carol Stream - Water Dept.	04/13/2020		2/3 - 3/3/20
Total Village of Carol Stream - Water Dept. Zeus Battery Products	04/13/2020		INV 00246483
Total Zeus Battery Products Zoom Video Communications	04/17/2020		INV 14206667
Total Zoom Video Communications TOTAL			

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

Approved by the Library Board of Trustees May 20, 2020

President _____ Date _____

Carol Stream Public Library
Expenses by Vendor Detail

April 2020

Date	Num	Memo
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Secretary _____ Date _____

Carol Stream Public Library Expenses by Vendor Detail

April 2020

	Account	Amount
Access One, Inc.		
Total Access One, Inc.	5308 · Business Phone	-927.83
ALA Store		
Total ALA Store	5105 · Professional Education	-58.50
Allied Universal Security Services		
Total Allied Universal Security Services	5319 · Security Service	-1,326.05
Amazon		
	5630 · Adult Books	-98.85
	5503 · Adult/Teen Programs	-520.46
	5401 · Automation Hardware	-98.94
	5205 · Furniture/Equipment	-19.99
	5405 · Technical Services Supplies	-8.67
	5503 · Adult/Teen Programs	-111.86
	5501 · Youth Services Programs	-75.90
	5503 · Adult/Teen Programs	-44.46
	5630 · Adult Books	-14.99
	5201 · Supplies	-156.59
	5201 · Supplies	-93.23
	5201 · Supplies	-22.01
	5501 · Youth Services Programs	-80.94
	5501 · Youth Services Programs	29.96
Total Amazon		-1,316.93
Ancel Glink, P.C.		
Total Ancel Glink, P.C.	5312 · Attorney Fees	-385.00
Background Resources, Inc.		
Total Background Resources, Inc.	5321 · Human Resources	-20.00
Baker & Taylor		
	5405 · Technical Services Supplies	-159.70

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

April 2020

	Account	Amount
	5601 · Youth Services Books	-872.22
	5630 · Adult Books	-1,300.52
	5405 · Technical Services Supplies	-85.10
	5601 · Youth Services Books	-544.28
	5630 · Adult Books	-379.29
		-3,341.11
Total Baker & Taylor Case Lots, Inc.	5201 · Supplies	-261.00
		-261.00
Total Case Lots, Inc. CDW Governmental Inc.	5404 · Tech Support & Repair	-1,750.00
		-1,750.00
Total CDW Governmental Inc. Comcast	5402 · ISP and Web page hosting	-157.85
		-157.85
Total Comcast Complete Cleaning Co., Inc.	7508 · Library Remodel 2019-20	-2,490.00
	5203 · Maintenance Contracts	-1,810.00
		-4,300.00
Total Complete Cleaning Co., Inc. ComplianceSigns.com	5202 · Maintenance/Repair	3.67
		3.67
Total ComplianceSigns.com Creekside Printing	5505 · Library Newsletter	-2,508.80
	5505 · Library Newsletter	-1,949.00
		-4,457.80
Total Creekside Printing Fox Valley Fire & Safety Company, Inc.	7509 · Security Camera Upgrades	-5,400.00
	7102 · Risk Management expense	-78.00
	7102 · Risk Management expense	-93.00
	7509 · Security Camera Upgrades	-610.00
		-6,181.00
Total Fox Valley Fire & Safety Company, Inc. Frederick Quinn Corporation (FQC)		

Carol Stream Public Library Expenses by Vendor Detail

April 2020

Account	Amount
Total Frederick Quinn Corporation (FQC)	
7508 · Library Remodel 2019-20	-156,940.00
Gale/Cengage Learning Inc.	
5630 · Adult Books	-54.73
5630 · Adult Books	-84.72
5630 · Adult Books	-83.97
5630 · Adult Books	-28.49
5630 · Adult Books	-56.23
5630 · Adult Books	-28.49
Total Gale/Cengage Learning Inc.	
Impact Networking, LLC	
5303 · Printing	-596.64
Total Impact Networking, LLC	
Ingram Library Services	
5637 · Adult Media	-113.98
5405 · Technical Services Supplies	-5.60
5637 · Adult Media	-56.99
5405 · Technical Services Supplies	-2.80
5637 · Adult Media	-59.79
5637 · Adult Media	-117.03
5637 · Adult Media	-59.79
5637 · Adult Media	-59.79
Total Ingram Library Services	
Insect Lore	
5501 · Youth Services Programs	-32.94
Total Insect Lore	
Interior Investments, LLC	
7508 · Library Remodel 2019-20	-1,600.00
7508 · Library Remodel 2019-20	-10,764.94
Total Interior Investments, LLC	
Krueger International, Inc. (KI)	
7508 · Library Remodel 2019-20	-2,966.00
7508 · Library Remodel 2019-20	-102.00
Total Krueger International, Inc. (KI)	

Carol Stream Public Library Expenses by Vendor Detail

April 2020

	Account	Amount
Total Krueger International, Inc. (KI)		-3,068.00
Lakeshore Learning Material		
Total Lakeshore Learning Material	7406 · Other Capital Expenditures	-608.34
Library Furniture International (LFI)		-608.34
Total Library Furniture International (LFI)	7508 · Library Remodel 2019-20	-4,354.00
LibraryWorks, Inc.		-4,354.00
Total LibraryWorks, Inc.	5105 · Professional Education	-49.00
		-49.00
LIMRiCC Unemployment Compensation Group		
Total LIMRiCC Unemployment Compensation Group	7103 · Unemployment Compensation Insur	-1,920.16
MailChimp		-1,920.16
Total MailChimp	5509 · Library Publicity and Promotion	-84.99
McClure, Inseerra & Company Chartered		-84.99
Total McClure, Inseerra & Company Chartered	5309 · Accounting Service	-1,050.00
Midwest Tape		-1,050.00
Total Midwest Tape	5405 · Technical Services Supplies	-312.00
	5606 · Youth Services Media	-16.48
	5637 · Adult Media	-250.39
	5651 · Digital Media	-4,380.96
	5606 · Youth Services Media	-38.23
	5637 · Adult Media	-624.80
		-5,622.86
MNJ Technologies Direct, INC.		
Total MNJ Technologies Direct, INC.	5404 · Tech Support & Repair	-1,095.65
Paylocity	5401 · Automation Hardware	-8,388.33
		-9,483.98
	5311 · Payroll Service	-332.46

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

April 2020

	Account	Amount
Total Paylocity		
Pitney Bowes Global Financial Services LL		
Total Pitney Bowes Global Financial Services LL		
PODS		
Total PODS		
Precision Control Systems of Chicago, Inc		
Total Precision Control Systems of Chicago, Inc		
Product Architecture + Design		
Total Product Architecture + Design		
Sebert Landscaping, Inc.		
Total Sebert Landscaping, Inc.		
Staples		
Total Staples		
Swan (System Wide Automated Network)		
Total Swan (System Wide Automated Network)		
Techsoup		
Total Techsoup		
TIAA Commercial Finance		
Total TIAA Commercial Finance		
Town Square Publications, LLC		
Total Town Square Publications, LLC		

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

April 2020

	Account	Amount
Total Town Square Publications, LLC	5509 · Library Publicity and Promotion	-600.00
Village of Carol Stream		<u>-600.00</u>
Total Village of Carol Stream	5411 · Village IT Services	-7,738.04
Village of Carol Stream - Benefits		<u>-7,738.04</u>
	5107 · Life Insurance	-151.15
	5108 · Health Insurance	-25,081.87
	5109 · Benefits, other	-30.00
	5107 · Life Insurance	-143.79
	5108 · Health Insurance	-22,579.85
	5109 · Benefits, other	-20.00
Total Village of Carol Stream - Benefits		<u>-48,006.66</u>
Village of Carol Stream - IMRF		
Total Village of Carol Stream - IMRF	6620 · Illinois Municipal Retirement F	-14,944.48
Village of Carol Stream - Water Dept.		<u>-14,944.48</u>
Total Village of Carol Stream - Water Dept.	5207 · Water/Sewer	-138.75
Zeus Battery Products		<u>-138.75</u>
Total Zeus Battery Products	5201 · Supplies	0.00
Zoom Video Communications		<u>0.00</u>
Total Zoom Video Communications	5403 · Computer Software	-74.95
TOTAL		<u>-74.95</u> <u>-318,918.40</u>

President

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

April 2020

Account	Amount
---------	--------

Secretary _____

8:28 AM
05/18/20
Accrual Basis

Carol Stream Public Library Account QuickReport

April 2020

Type	Date	Num	Name	Memo
General Journal	04/30/2020	MI403		Record April, 2020 Employee Reimbursements
General Journal	04/30/2020	MI403		Record April, 2020 Employee Reimbursements
General Journal	04/30/2020	MI403		Record April, 2020 Employee Reimbursements

5100 · Salaries

5105 · Professional Education

Total 5105 · Professional Education

Total 5100 · Salaries

5300 · Business Exp.

5305 · Mileage Reimbursement

Total 5305 · Mileage Reimbursement

Total 5300 · Business Exp.

5500 · Services

5503 · Adult/Teen Programs

Total 5503 · Adult/Teen Programs

Total 5500 · Services

TOTAL

8:28 AM
05/18/20
Accrual Basis

Carol Stream Public Library Account QuickReport

April 2020

	Split	Amount
5100 · Salaries		
5105 · Professional Education		
Total 5105 · Professional Education		186.25
Total 5100 · Salaries		186.25
5300 · Business Exp.		
5305 · Mileage Reimbursement		
Total 5305 · Mileage Reimbursement		154.28
Total 5300 · Business Exp.		154.28
5500 · Services		
5503 · Adult/Teen Programs		
Total 5503 · Adult/Teen Programs		27.00
Total 5500 · Services		27.00
TOTAL		367.53

Deduction Listing

Check Dates: 04/10/2020 to 04/24/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020041001 - 2020042401

Pay Periods: 03/22/2020 to 04/18/2020

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Farrell, Joyce C.	1103		10	-169.00
Kovac, Sarah	1101		11	-142.00
Kushad, Omar M.	1124		11	-56.53
Totals for REIMB -- REIMBURSEMENT			3 Employees	-367.53

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	3	-367.53
Totals			3	-367.53

Paylocity Corporation
(888) 873-8205

User: mclemens

Run on 5/18/2020 at 8:38 AM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

May 20, 2020

Remote Meeting for Essential Business

We will be holding our May meeting using Zoom. Trustees received an email invitation to attend the meeting. It will be an audio only meeting with no video. The agenda includes the information needed by the public to attend the meeting online as well as how to submit Public Participation comments using our cstream@cslibrary.org email account. During the meeting, Trustees will need to identify themselves when making comments or asking questions so that those listening know who is speaking. It will not be necessary to do that during the Roll Call and Roll Call votes. The meeting will be recorded and the audio file will be posted on our website. I have included the Department Reports. Any Trustee comments on the reports should be deferred for our next in-person meeting as the comments would not qualify as essential business. Trustee Board packets will be electronic.

Curbside Services

The Library is on schedule to begin Curbside Services starting on June 1. The first few days will be for patrons with existing holds sitting on the shelves in the lobby. We will then begin pulling holds from the pick list. On May 26, staff will begin coming into the building to check-in the returned materials. Newly returned items from the book drop, as well as deliveries and mail, will be quarantined in the meeting room for seven days. Adjustment to the procedures and practices will be made as needed.

Social Media Comment Policy

The Marketing Coordinator Allison Porch created a Social Media Comment Policy for public comments. This has become necessary as we explore all possible options for providing and new virtual programs and groups and utilizing new platforms as part of our virtual programming plans. The policy was reviewed by the Library's attorney and is included in the Board packet for your review.

Personal Appearance Policy Revision

The Library had relaxed the dress code for staff during the renovation project. Staff has been respectable of the Business Casual wear and the wearing of jeans during the renovation project. Management is recommending that we extend this dress code variance permanently for staff. Staff will also be providing curbside service and working with quarantined materials for the foreseeable future and I would like for them to feel as comfortable as possible. I have included a copy of the old policy and the revised policy for your review.

Work at Home Policy Revision

The Work at Home Policy has been revised to include the staff reimbursement law that was passed in 2018. This law not been relevant to Library staff in the past as the expectation for staff was to work in the Library unless otherwise authorized. The change to a teleworking environment has required the Library to include this revision/update to the existing policy. I have included a copy of the old policy and the revised policy for your review.

Annual Report to the Village

I prepared the Annual Report (FY19/20) for the Village as required by state law. It includes an overview of our past years' finances and services. It is included in the packet for your review and approval at the meeting. The figures in the report are subject to audit.

OMA/FOIA Training

I completed the annual online re-certification training for the Open Meetings Act and Freedom of Information Act.

May Employee Anniversaries

Sarah Grippando 5/08/18-Youth Services/Circulation

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2019-2020	
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	APR FY 18-19	APR FY 19-20	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	8,751	0	103,831
Videos	3,630	0	40,454
Audio	983	0	10,504
Periodicals	275	0	2,579
Other	176	0	2,344
E-books	1,838	4,019	26,568
E-Audio	1,261	1,973	16,643
E-Video	147	722	2,811
Digital magazines	385	705	5,525
Museum Passes/Explore More Illinois	17	0	197 / 0
ILL - Borrowed from SWAN	2,569	0	29,011
ILL - Borrowed from Non-SWAN	90	0	652
ILL - Loaned to SWAN	1,306	0	15,743
ILL - Loaned to Non-SWAN	118	0	934
Total Circulation	21,546	7,419	257,796
Total Adult	12,091	5,564	146,489
Total Youth	9,455	1,855	111,307
Reciprocal Borrower Loans (incl. above)	908	0	9,137
Automatic Renewals (not incl. above)	18,027	0	180,939
Self Check - % of Circulation	32.80%	0.00%	36.58%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	5 / 115	1 / 5	51 / 1,688
Teen Number/Attendance	3 / 10	0 / 0	36 / 522
Youth - Number/Attendance	22 / 342	8 / 40	248 / 7,265
Total - Number/Attendance	30 / 467	9 / 45	335 / 9,475
Library Events - Number / Attendance	0 / 0	0 / 0	1 / 180
Outreach* - Number / Attendance	5 / 209	0 / 0	33 / 4,328
Facility Usage			
Library Visits (Door Count)	13,920	0	133,818
Meeting Rooms - # of Public Bookings*	0	0	0
Study Rooms - # of Users/Total Hours*	0 / 0	0 / 0	514 / 686
Electronic Usage			
# of Database Sessions	3,137	3,105	38,897
# of Internet Sessions/Total Time	2,711 / 2,408	0 / 0	22,752 / 19,466
#iMac Sessions/Total Time	9 / 5	0 / 0	340 / 212
# of Library Website Visits	10,075	7,670	130,893
#Boopsie/SWAN Mobile App Users/Views*	397	628	3,236 / 8,179
# of Wireless Users*	n/a	123	4,946
Reference Transactions			
Adult (Includes Online Chat)	1,672	130	21,676
Youth	1,142	4	9,081
Circulation	169	7	1,648
Total Reference Transactions	2,983	141	32,405

Patron Statistics			
# of Resident Cards	17,871	17,772	
# of Non-Resident Cards	12	12	
Total Registered Users	17,883	17,784	
Online User Registrations	n/a	96	96

Resources Owned/Licensed			
Books	64,287	57,423	
Newspapers (Print only)	23	22	
Periodicals (Print only)	151	140	
Total Print Materials	64,461	57,585	
Current Subscriptions (Print Only)	174	162	
Current E-Subscriptions	119	3,696	
E-Books: Downloadable	49,552	55,448	
Audio Recordings	6,979	6,236	
Audio Recordings (Downloadable)	15,930	19,550	
Videos	15,014	11,165	
Other: Video Games, Puzzles, Devices	575	535	
Databases	46	53	
Total Resources Owned/Licensed	152,676	154,268	

Professional Development Hours	39	377	1,368.25
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*State mandated shelter-in-place order due to COVID-19. Library closed 3/14/20 - 4/30/20

*Meeting Rooms were not available for use effective 3/17/19 due to Library Remodel.

*Study Rooms reopened on December 19, 2019.

* Reporting on wireless use statistics resumed as of December 2019

* YTD number reflects combined Boopsie & SWAN Mobile app usage

Program Statistics - April 2020

Event Type	# of programs	Total attendance
Adult Program	1	5
Teen	0	0
Youth Program	8	40
Totals	9	45
Library Event	0	0
Outreach	0	0

Title	Date	Primary Event Type	Attendance
50 States Book Club (Library)	4/20/2020	Adult Program	5
National Book Discussion	4/2/2020	Youth/Family Program	0
Fancy Feet (Offsite)	4/3/2020	Youth/Family Program	25
National Book Discussion	4/9/2020	Youth/Family Program	0
National Book Discussion	4/16/2020	Youth/Family Program	1
National Book Discussion	4/23/2020	Youth/Family Program	1
National Book Discussion	4/30/3030	Youth/Family Program	1
1,000 Books Before Kindergarten New Registrations	March	Youth/Family Program	0
1,000 Books Before Kindergarten Logging Activity	March	Youth/Family Program	10
Super Readers Club	March	Youth/Family Program	2

Assistant Director's Report
April 2020

Primary Action Items – Administration

Due to the COVID-19 Pandemic, the primary action item for April became developing a reopening plan that would help ensure the ongoing health and safety of staff and patrons. When the shelter-in-place order for Illinois was extended, actions were undertaken to enable staff to complete even more of their day-to-day work at home.

Library Remodel

- Review and input on new samples and renderings for wood panels in Youth Services
- Provide input on window film for meeting rooms
- Coordinate order for additional bench for lobby
- Onsite to coordinate replacement of table bases in Create and Learn Center and feet for end tables in YS area with KI on 4/21 and 4/23
- Onsite for LFI delivery and install (slatwall, café counter, Early Literacy end panel and OPAC table) on 4/23
- Coordinate install of standardized locks on Ruckus tables in Middle School area with Maintenance staff
- Reviewed and processed monthly payout for FQC

Other

- Thorough review of other libraries reopening plans to create draft of our reopening plan for further development with Management Team. Edit subsequent revisions.
- Invoice processing for Board meeting and fiscal year end, follow-up on various invoice questions and credit account statements, check distribution
- Assist with Library's COVID-19 response – PPE and cleaning supplies, workspace shields
- Review and provide input on revised dress code policy
- Payroll processing week of 4/6 and 4/20 . Tracked hours worked/forced closing vs. budgeted hours. Coordinate home delivery of staff checks. Worked with Paylocity on troubleshooting remote clock-in on mobile app. Processed first quarter LIMRiCC payment.
- Review calculation for Emergency Sick Leave Pay in Paylocity
- Provide requested information for IMRF audit and employee hour analysis and completed the payroll census
- Calculate vacation hour accrual for part-time benefit eligible staff for FY 21 and unpaid time off banks for part-time staff
- Bi-weekly trips to the post office to pick-up/drop off mail and distribution of mail.
- 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

- SWAN – 001 field clean-up project – updated bib records and completed original cataloging – 44 items - Marie
- Coordinated set-up of laptop computers with VPN access for TS staff with IT and delivered devices and work materials to staff
- Marked invoices paid in Workflows – Susan, Mary
- Loaded item records that had been received in Workflows - Marie
- Statistics for primary TS functions: Access to statistics not available due to Library closing.

Meeting Attendance

- 4/1, 4/8, 4/15, 4/17, 4/20, 4/22, 4/27, 4/30 – Management Team
- 4/6, 4/13 – Weekly Staff Check-in
- 4/10, 4/17, 4/24, 5/1 – Weekly Department Meeting – Susan G., Barb, Marie, Joyce, Mary C.
- 4/15 – Library Board meeting
- 4/16, 4/27 – Admin team meeting with Susan Westgate and Mary Pellico
- 4/28 – All Staff meeting – Joyce, Barb, Marie, Susan G., Mary C.
- 4/29 – Review of Summer Reading Program planning – Susan G., Amy T., Mary

Professional Development

- 4/1 – BlueCloud Cataloging – Basics –Self-paced – Marie (.5)
- 4/3 – BlueCloud Analytics: Introduction for Reporters – Self-paced – Marie (.25)
- 4/3 – 4/9 - COVID-19 – Sessions 1 – 4 – Barb (4.0)
- 4/6 – Time Management: Working from Home – Lynda.com – Susan - (1.25)
- 4/7, 4/14, 4, 21, 4/28 – SWAN Fireside Chat – Mary (2.0), Marie (2.0), Susan (4.0), Barb (1.0)
- 4/7 – HR Source Families First Care Act webinar – Mary (1.0)
- 4/7, 4/16 – RAILS Member Update – Susan G. (1.5), (1.75)
- 4/7 – Power of Libraries – Cedar Falls Public Library – SirsiDynix – Susan - (.75)
- 4/8 – BlueCloud Analytics Advanced – Marie (1.5)
- 4/8 –4/9 - Serials Control Overview - Barb, Marie (1.25 x 2)
- 4/8 – SirsiDynix – COVID-19 – How to Prepare Your Library – Episodes 1 & 4 – Susan (1.5)
- 4/9 – LITA Webinar – A Crash Course in Protecting Patron Privacy when Working from Home – Mary (1.0)
- 4/9 – Sanitizing Collections in a Pandemic – Barb (1.0)
- 4/9 – Technical Services & COVID-19 – Susan (1.0)
- 4/13 – Sirsi/Dynix COVID-19 Webinars – How Libraries are Responding and How to Keep Yourself and Your Team Productive and in Good Spirits – Joyce (1.0)
- 4/14 – HR Source Webinar – Legal Issues related to COVID-19 – Mary (1.75)
- 4/14 – SWAN – Acquisitions Overview – Susan (1.25)
- 4/15 – Perspectives – Mental Health & COVID-19: Strategies to Manage Anxiety, Fear and Stress; 5 Tips for Adjusting to Working from Home; Staying Visible & Connected When Working from Home – Joyce (1.5)
- 4/15 – Time Management for Tech Services – Barb (1.0)
- 4/15 – SharePoint 2019 Essential Training: The Basics – Lynda.com – Marie (1.75)

- 4/16 – Self Care during a Pandemic – Barb (1.0)
- 4/16 – HR Source – Unemployment: Your Questions Answered – Mary (1.0)
- 4/16 – RAILS Member Update – Mary (2.0)
- 4/17 – Gaylord – Archival Book and Material Preservation – Barb (1.0)
- 4/17 – COVID-19 and Collection Care webinar – Susan G., Mary (1.0 x 2)
- 4/20 – Mindful Breath & Movement – Joyce, Barb, Marie, Susan (.5 x 4)
- 4/20 – BlueCloud Cataloging as Work-from-Home Tool – Marie, Susan (1.0 x 2)
- 4/21 – AGILE for Teams webinar – Mary (1.0)
- 4/21 – SWAN – Review of process for FY end rollover – Marie, Susan G., Mary (.5 x 3)
- 4/21 – 5/1 – Excel Training – Lessons 1-6 + Review and Practice – Barb (12)
- 4/22 – Time Management for Technical Services Managers – ALCTS – Susan (1.0)
- 4/22 – Acquisition Workers from Competencies to Competence – ALCTS – Susan (1.0)
- 4/22-4/23 – Administrative Assistant’s Conference – Joyce (12)
- 4/23 – Meditation: Benefits and Practices – Barb, Joyce, Marie, Susan (.5 x 4)
- 4/23 – Mindfulness Practices – Lynda.com – Susan (2.0)
- 4/23 – SirsiDynix – Self Care During a Crisis (video), Social Distancing Comes with Psychological Fallout (article), Risk of Social Isolation – Susan (.75)
- 4/24 – Assistant Director SIG meeting – Mary (2.0)
- 4/27 – Assessment in Technical Services webinar – RAILS – Susan (1.5)
- 4/28 – Accidental Cataloger webinar – RAILS - Susan - (1.0)
- 4/28 – 5/1– Midwest Tape – Product Details, Product Discovery, Cart Management webinars – Marie (.75), Susan (1.0)
- 4/29 – Lynda.com – Office for MAC 2016 New Features – Joyce (1.5)
- 4/29 – BlueCloud Analytics – Targets in Dossiers – Pt. 1 of 4 – SirsiDynix – Susan (.5)
- 4/29 – SWAN Expo – Unique Chat webinar – Susan (.75)
- 5/1 – RAILS – COVID-19 Pulse and COVID-19 Research – Barb (1.0)

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report April 2020

Forced Closing

- Virtual reference desk setup. The core hours will be Monday – Friday from 10a-3p. AS staff will respond to phone messages, LibraryH3lp chat and text messages, and the cstream email account.
- Hoopla – We removed any restrictions based on account expirations and blocked accounts. Many of our virtual desk interactions were helping patrons setup or re-connect to their hoopla accounts.
- Ancestry.com remote access setup. We went from a 12 session per month average to 266 sessions for April.
- Tumblebooks – We added trials for their Teen, Romance, Audiobooks and Math products to increase digital content through the summer. Adding these resources as trials allows us to track usage.
- A Zoom Pro plan was purchased with a TechSoup 50% discount.
- Microsoft Teams instructions for setting up Teams and using video chat features developed by Laura and shared.
- Shelter in Place order extended through at least May 30.

Outreach Activities

- Homebound delivery has been cancelled until we are able to access some of the facilities and deliver materials safely.
- Career Online High School – We had two more graduates this month. Once we are able to gather in larger groups, we will plan a graduation ceremony and celebration.
- April 15, 2020 – CS Chamber Non-Profit Roundtable – Omar attended. The presenter was Shefali Trivedi from Giving DuPage.
- April 23, 2020 – CS Chamber Manufacturers Roundtable – Omar attended

Programs

- Young Researchers Grant Project – Nate attended the April 1 meeting with the Univ. of Illinois grant coordinator Michelle Magee to go over the project timeline and start staff training. Nate is drafting the research project that we will implement at CSPL.
- 50 State Book Club was held on Zoom. While the in-person attendance was down a little, participants continued the discussion in the Facebook group.
- Virtual programming planning - “Meet Up Mondays” based on interest groups with a different theme on Monday evenings centered around the Library’s Vision of Create, Search, Play, Learn (includes the book club and the make and take crafters).
- Summer Reading Program planning to move online and utilizing READsquared more.
- Binge boxes - Jessica is developing a virtual binge box and working with Youth Services to coordinate pickup of physical boxes amongst family members once curbside starts.

Meetings

- April 1 – Management Team - Laura
- April 2 – SWAN DUX advisory group – Sarah
- April 2 – SWAN Tech Users Group - Laura
- April 3 – Adult Services Department meeting
- April 7 – SWAN fireside chat – Laura, Heidi
- April 8 – Management Team - Laura
- April 10 – Summer Reading planning meeting – Jessica, Sarah, Omar, Nate
- April 15 – Management Team – Laura
- April 15 – IT phone meeting with project status updates - Laura
- April 16 – RAILS member update – Laura
- April 16 – Summer Reading planning meeting – Jessica, Sarah, Nate, Omar, Crystal
- April 16 – Adult Services Department Zoom meeting
- April 17 – Management Team - Laura

- April 20 – Management Team - Laura
- April 23 - SWAN eResources Group - Laura
- April 23 – Summer Reading planning meeting - Jessica, Sarah, Nate, Omar, Crystal
- April 23 – Adult Services Department Zoom meeting
- April 27 – Management team - Laura
- April 28 – Allstaff meeting
- April 30 – Summer Reading planning meeting - Jessica, Sarah, Nate, Omar, Crystal
- April 30 – Management Team – Laura
- April 30 - Adult Services Department Zoom meeting

Training

Webinar	AL Live Libraries and COVID - 19: Providing Virtual Services	Omar, Jessica, Crystal, Vera
Webinar	Book Review basics: using reviews and annotations for RA	Crystal, Katie
Webinar	COVID-19: Innovative solutions in times of crisis	Katie
Webinar	Crash Course in Historical Fiction (novelist)	Heidi
Webinar	Creativebug courses	Vera
Webinar	Instructional Design Learning Path (Lynda.com) (total for month)	Jessica, Omar
Webinar	Library Market calendar training	Omar, Linda
Webinar	Mango Languages- Spanish for Librarians	Jessica, Nate
Webinar	Marketing during a crisis by Brad Batesole	Omar, Crystal, Katie
Webinar	Microsoft Teams (Lynda)	Omar
Webinar	Mobile Photography (Lynda.com)	Sarah
Webinar	Public Libraries Respond to COVID-19: Self-care	Vera
Webinar	University of Illinois' Young Researchers Project	Nate
Webinar	Zoom training videos	Laura, Sarah
4/3/2020	Microsoft Teams Quick Start	Linda
4/4/2020	Hoopla training	Linda
4/5/2020	How Successful Libraries Thrive in Uncertain Times (Webjunction)	Katie
4/5/2020	We Know Equity, Diversity, and Inclusion are Important...Now What?	Katie
4/8/2020	Microsoft Teams Essential (Lynda.com)	Crystal
4/9/2020	Adult Programming Training (RAILS)	Crystal
4/9/2020	READSquared	Jessica, Linda
4/10/2020	Wholehearted Libraries: Soft Skills for 21st Century Info Professionals	Crystal
4/13/2020	Mental Health & COVID-19	Crystal
4/15/2020	Managing COHS from home	Crystal
4/15/2020	SWAN fireside chat	Laura, Heidi
4/15/2020	Windows 11 (Lynda.com)	Vera
4/16/2020	Tools for Building Digital Skills with Your Patrons and Staff (PLA)	Vera
4/17/2020	AL Live Libraries and COVID - 19: Considering copyright	Vera
4/17/2020	Managing Paper-Based, Circulating and other Types of Collections (IMLS)	Linda
4/20/2020	Mindful breath and movement (RAILS)	Crystal
4/20/2020	OCLC virtual town hall: COVID-19 crisis	Vera
4/21/2020	Hottest Graphic Novels for Spring 2020 (Library Journal)	Sarah
4/21/2020	Youtube videos on Drupal Views	Omar
4/22/2020	Improving your Focus with Jeff Crenshaw (Lynda.com)	Omar
4/22/2020	EBSCO Article Search (SWAN)	Laura
4/23/2020	Meditation benefits and practice (RAILS)	Crystal
4/24/2020	Perspectives, Worklife Training Institute webinars	Linda

4/29/2020 Virtual programming on the fly
4/29/2020 Virtual Service on a shoestring (ALA)

Vera
Laura

Information technology

- Helpdesk report - 23 tickets were opened this month.
 - Laura Hays
 - Fortinet (firewall) renewal – Laura got a processed through CDWG and forwarded renewal to IT.
 - Google Voice setup for use during virtual desk shifts using Library’s gmail account.
 - Website display issues first reported April 19. The problems were outside the knowledge of Web Committee and VOCS IT Staff so started looking for consultants. Trouble getting pricing or responses from the first couple of consultants contacted. IT did try to restore from a backup copy but this resulted in more errors so went back to current less broken version.
 - In May we contracted with mjbdesign to fix javascript errors and perform drupal cleanup tasks. We have setup a maintenance contract with mjbdesign to perform regular maintenance and migrate the website to drupal 8 later this year.
 - SWAN EBSCO Package B – I submitted the database selections to SWAN.
 - Starting July 1 we will have access to:
 1. Academic Search Premier*
 2. Auto Repair Source
 3. Business Source Premier*
 4. Consumer Health Complete
 5. ConsumerReports.org
 6. History Reference Center*
 7. Literary Reference Center*
 8. MasterFILE Premier* [Journals] [eBooks]
 9. Middle Search Plus* [Periodicals] [eBooks]
 10. NovelList Plus / NovelList K-8 Plus
 11. Points of View Reference Center* [Primary Source Documents]
 12. Primary Search* [Periodicals] [eBooks]
 13. Science Reference Center*
 - Along with our four selected databases:
 1. Legal Information Reference Center
 2. Newspaper Source Plus
 3. Small Business Reference Center
 4. Core Collections package.
 - We will be adding 14 databases for 19% less than what we paid for 3 databases previously: Consumer Reports, Novelist, and Core Collections.
- Community IT staff
 - Moved YS computers to YS department lab.
 - Training laptops unfrozen and loaned to staff.
 - IT Helpdesk remote access unavailable mid-month. They were able to repair after contacting the vendor.

Laura Hays
Head of Adult Services

April 2020 Report for Carol Stream Library Board of Trustees

Circulation Department

Forced closing: As we had no checkouts or check-ins, I have no statistics other than **96 new accounts** were registered online between March 23rd and April 30th.

Seventeen Circulation Staff members participated in 135 learning opportunities in April! submits a completed report for Professional Development upon completion of the learning opportunity. Following are some of the courses.

Reaching Forward Fridays – online offerings of what is normally a day long program for front line employees.

- Advocacy for Introverts, Advocacy for Extroverts: How You Can Make a Difference in Trying Times
- Awkward, Ill-Timed, and Startling Situations
- Time Management: Calendars and Task Lists

Perspectives – the Library's Employee Assistance Program

- Mindfulness in the Workplace
- Several Covid-19 specific courses
- Adjusting to working from home

Webjunction

- Dealing with difficult people
- Strategic planning in a weird world
- Reducing workplace stress
- Service excellence in challenging times

SWAN

- Resource sharing overview
- Fireside chats
- Helpful reports for managing circulation

Jeri participated in all Management Team Meetings, several online learning opportunities and SWAN meetings. Researched and planned for materials handling and curbside service. Jeri met with all Circulation staff individually on a weekly basis.

Submitted by Jeri L. Cain

5.17.20

Human Resources

Monthly Report

April 2020

Administration

- Prepared and placed Expansion Family Medical Leave and Emergency Paid Sick Leave request forms on COVID-19 intranet page
- General Leave of Absence policy added to COVID-19 intranet page
- Reviewing materials to place on COVID-19 intranet page related to safety
- Finalized Dress Code Policy
- Prepared Work at Home and Infectious Disease policies
- Library Workers Day - created word cloud postcard for staff, ordered e-gift card for each staff member

Benefits

- Distributed rate sheet and benefit summary for Benefits Open Enrollment. Deadline to turn in forms is Friday, June 22.
- As part of the Coronavirus, Aid, Relief and Economic Security Act (CARES ACT) employees are eligible for withdrawals from their 457 plans without a penalty tax and federal withholding tax. Shared Coronavirus Distribution Form to eligible members.

Paylocity/Payroll Matters

- Worked together with terminated employee to retrieve W-2 from Paylocity
- Direct Deposit – 4 employees
- Entered unpaid leave and PT Benefit Eligible leave into Paylocity for the new fiscal year

Recruiting, Onboarding & Exiting

- Conducted phone exit interview with Lise Wise and processed termination paperwork. Lise's last day was 5/15/20

Training

- Reviewing Traliant Sexual Harassment course for possible use to meet the State of Illinois requirement for Sexual Harassment at the Library.

Professional Development

- 4/14 Legal Issues of Staff Reductions, HR Source
- 4/16 Unemployment Your Questions Answered, HR Source
- 4/24 Coronavirus – Employer Q & A, HR Source
- 4/29 Unemployment Q & A for Government & Non-profits, HR Source
- 4/30 OSHA Update & COVID-19 Impact on Safety, HR Source
- 5/13 SHRM/CDC Where We Stand Now
- 5/15 Returning to Work, HR Source

Youth Services Report April 2020

Forced Closing

- 19 programs were cancelled during April as a result of the COVID-19 closure.
- During April, Youth Staff began reimagining how to do programming during this closure. The department was assigned to teams to work on different aspects of this type of programming.
 - Two teams are working on recorded content to post for preschoolers through middle schoolers that are short storytimes or booktalks to encourage continued reading.
 - DIY storytimes are being produced by another team to help parents find content on our digital resources to do a storytime at home with their kids.
 - Digital resources are being gathered to share online in many ways through the website and on social media to help families find online resources to explore.
- During April, Amy Teske has been meeting with a team made up of full-time staff from Adult and Youth and Marketing to decide how to go forward with Summer Reading since everything has changed.

Program Highlights

- Fancy Feet was able to be done on Zoom thanks to Flourish Dance Academy on April 17 with 25 in attendance. We will be doing these through Zoom for the foreseeable future and are very grateful for this opportunity to continue to work with Flourish in this way. Pictures below.
- Amy Danusiar became involved in at National Book Club for children roughly from 3rd to 5th grade that provided opportunities for the participants to hear major children's authors speak about their books and then have the opportunity to discuss the books in breakout rooms with other kids from around the country. Authors have included Katherine Paterson, Alan Gratz, Gene Yang, Cece Bell, Meg Medina and John David Anderson among others. Amy and Steve signed on as facilitators. One or another of CSPL young patrons have participated over the weeks during April. We are very fortunate to have the opportunity to offer this to our Smart Cookie participants.

Patron Service and Reference

- During April, Youth Services has been able to provide individual reader's advisory to 4 individuals who have reached out through e-mail with specific questions. We are steering them toward out online resources for reading material.

Collection Development

- Staff has access to professional journals online and have been building carts to submit after we are back in the building.

Professional Development

- Youth Services Staff have been participating in many online development opportunities. Together, the staff has reported being in 74 hours of online training during April. Specific reports have been turned in for these opportunities.

Meeting Attendance

- 4/1, 8, 15, 17, 22, 27, 30– Management Team Meeting – Amy Teske
- 4/9, 14, 21, 28 – Youth Services Zoom Meeting with whole department
- 4/10, 16, 23, 30 – Summer Reading Zoom Meeting – Full time staff from Adult and Youth and Marketing
- 4/17 – Birth to 5 Planning Meeting – Amy Teske
- 4/29 – Birth to 5 Quarterly Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager

April Fancy Feet on Zoom





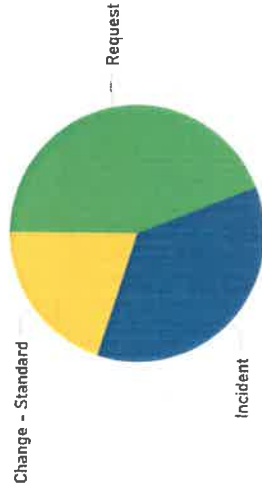
Monthly Report of IT Service

Report Range 4/1/2020 4/30/2020

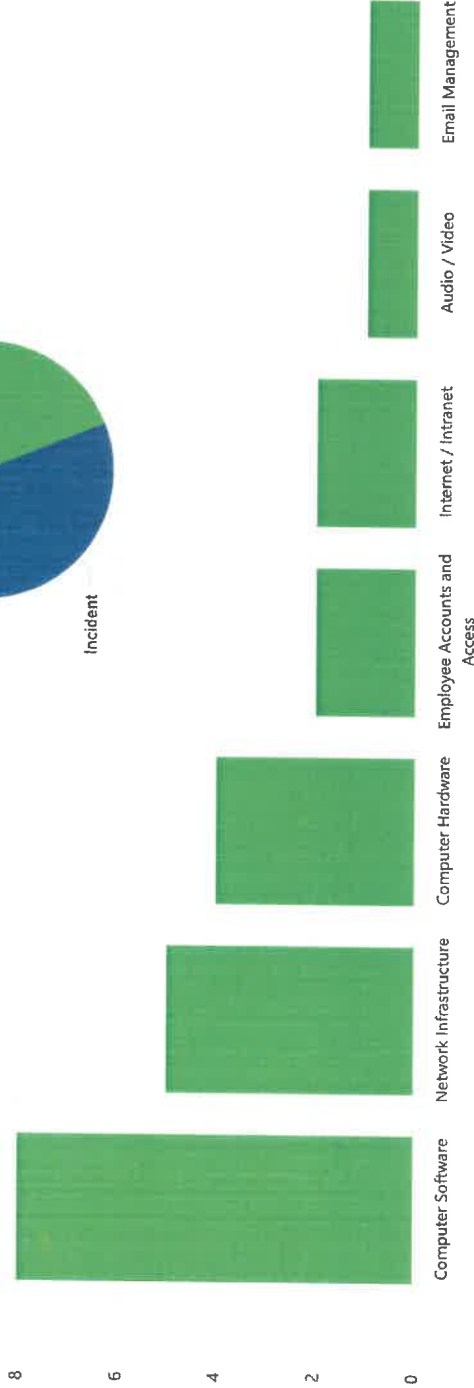
Support Tickets 23

Information Technology Closed Support Tickets by Category

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



Sub-category	Count
RDP	5
OTHER	4
Computer	3
Disable Network Account	1
Displays	1
Laptop / Tablet	1
Operating System	1
Password Reset	1
Patching - 3rd Party Application	1
Patching - Appliance	1
Patching - Server	1
Server Maintenance/Administration	1
Slow Response Time	1
Wireless Infrastructure	1
Total	23



Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

Incident - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

Problem - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

Problem - Known - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.