

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: April 21, 2021

TIME: 7:00 p.m.

PLACE:

ATTENTION

This meeting will be conducted by audio or video conference without a physically present quorum of the Carol Stream Library Board of Trustees because of a disaster declaration related to COVID-19 public health concerns affecting the state of Illinois. The Board of Trustees determined that an in-person meeting at the Library building with all participants is not practical or prudent because of the disaster. Physical public attendance at the Library to view the meeting is not feasible, so alternative arrangements for public access to hear the meeting are available. If you are **interested in listening to the meeting live through the internet, please register online at: <https://carolstream.librarycalendar.com/events/library-board-meeting-online-5>**. 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. *The recording of the meeting will be posted on the Library's website.*

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.

1. WELCOME AND CALL TO ORDER – Nadia Sheikh, President
2. PLEDGE TO THE FLAG
3. ROLL CALL – Mansi Patel, Secretary
4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – Nadia Sheikh
 - 4.1 April is National Poetry Month
 - 4.2 National Library Week April 4-10, 2021
 - 4.3 National Library Workers Day, April 6, 2021
 - 4.4 Ramadan Began on April 13 and Will End on May 12
 - 4.5 More Than a Month Library Program: "The Lie that Invented Racism" Online Discussion-Tuesday, April 20
5. PUBLIC PARTICIPATION – Nadia Sheikh
6. ADOPTION OF THE CONSENT AGENDA – Nadia Sheikh
7. APPROVAL OF MINUTES
 - 7.1 Minutes of the Regular Board Meeting of March 17, 2021
8. MONTHLY REPORTS OF THE TREASURER – Nancy Olson
 - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2021
9. BOARD AND COMMITTEE REPORTS
 - 9.1 Report from the President, Nadia Sheikh
 - 9.2 Report from the Vice President, Dr. Bonita Berryman-Gilliam
 - 9.3 Board Committee Reports-Committee Chairs

9.3.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam

9.3.2 Facilities Committee - David Larimer

9.3.3 Finance Committee – Justin Lynch

9.3.4 EDI Committee – Dr. Bonita Berryman-Gilliam

10. NEW BUSINESS

10.1 Recommendation, Re: Approval of Light Fixture Replacement on Library Entrance Awning-Crescent Electric

10.2 Recommendation, Re: Approval of Funds Transfer of \$150,000 from the General Fund to the Capital Maintenance & Repair Fund

10.3 Recommendation, Re: Approval of Additional Budget Line to Building Renovation Loan Fund, “Transfer-In of Surplus Funds”

10.4 Recommendation, Re: Approval of Funds Transfer of \$100,000 from the General Fund to the Building Renovation Loan Fund

10.5 Recommendation, Re: Approval of Revision of Collections Development Policy-addition of Carol Stream Authors Collection

10.6 Recommendation, Re: Approval of Revision to Policy 2.J Gifts and Donations

10.7 Discussion: Library Re-Opening Plan

11. DISBURSEMENTS

11.1 Approval of Disbursements of March 1-31, 2021 plus the Addendum for the Meeting of April 21, 2021

12. REPORT OF THE LIBRARY DIRECTOR, Susan Westgate

13. MONTHLY STAFF REPORTS

13.1 Assistant Director’s Report, Mary Clemens

13.2 Adult Services Report, Laura Hays

13.3 Youth Services Report, Amy Teske

13.4 Circulation Department Report, Jeri Cain

13.5 Human Resources Report, Mary Pellico

13.6 Marketing Report, Allison Porch

13.7 Information Technology Report

14. UNFINISHED BUSINESS

None

15. BOARD DEVELOPMENT

15.1 DEI Trustee Survey Focus Group, April 28, 2021

15.2 ATLAS (Area Training for Librarians & Staff) Trustee Day 2021-May 22

16. BOARD MEMBER REPORTS

16.1 ALA News Article-ALA Releases State of America's Libraries Special Report: COVID-19

17. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

18. ADJOURN

Next Resolution: #293

Mansi Patel, Secretary
Board of Library Trustees

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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: March 17, 2021

TIME: 7:00 p.m.

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

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:04 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-Nadia Sheikh

4.1 March is Women's History Month

4.2 Glenbard Parent Series-Blackademically Speaking, Tuesday, March 23 at 7:00 p.m.

4.3 More than a Month-How to Be an Antiracist Online Book Discussion, Tuesday, March 30 at 6:30 p.m.

4.4 Glenbard Parent Series-Distinguished Round Table on Social Justice, Thursday, April 8 at 7:00 p.m.

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Lynch moved and Trustee Olson seconded the establishment of a Consent Agenda for the Regular Meeting of March 17, 2021. Motion approved.

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

Nays 0

Absent..... None

Trustee Olson moved and Trustee Lynch seconded that the following items be included on the consent agenda. Motion approved.

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

Nays 0

Absent..... None

- 6.1 Minutes of the Special Board Meeting of February 17, 2021
- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2021
- 6.3 Report from the President, Nadia Sheikh-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.6 Facilities Committee Report - David Larimer-None
- 6.7 Recommendation, Re: Approval of Amendment of FY 2021 Working Budget, CM&R Budget Line-Library Renovation Project
- 6.8 Approval of Disbursements of February 1-28, 2020 plus the Addendum for the Meeting of March 17, 2021
- 6.9 Adult Services Report, Laura Hays
- 6.10 Youth Services Report, Amy Teske
- 6.11 Circulation Department Report, Jeri Cain
- 6.12 Human Resources Report, Mary Pellico
- 6.13 Information Technology Report
- 6.14 ALA News Article-Libraries Gain Record Increases for IMLS, E-rate in Federal Relief Plan

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

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

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

Recommendation, Re: Approval of Amendment of FY 2021 Working Budget, CM&R Budget Line-Library Renovation Project

Background information:

The FY2021 Working Budget that was approved on April 15, 2020 did not include a budget line amount for any remaining expenses related to the Library Renovation Project. There were several more invoices that came in after the end of FY2021 so it is necessary to amend that budget line before the end of this FY so that the budget does not reflect a deficit amount in that budget line (line #70-7508). Director Westgate recommended a budget amount of \$530,000 be added to the budget line to reflect these expenses. The bulk of the expenses are for FQC to cover the contractor costs for the last several months of the project. Other expenses are for the balance of the furniture costs, interior signs, shades for the offices and Youth Services west windows, and replacement of several old windows that had broken seals. A QuickBooks report outlining all of the expenses paid to date for FY2021 showing these expenses was included in the Board packet for Trustee review. The Library currently has \$1,506,318 in the CM&R Fund.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period February 1-28, 2021 plus the Addendum for the meeting of March 17, 2021 in the amount of \$127,827.65.

7. BOARD AND COMMITTEE REPORTS

7.1 Finance Committee Report – Justin Lynch

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Trustee Lynch met with Director Westgate and they reviewed the expenses for the Library’s renovation Project. He reported that the project had come in under budget, including the alternate bids for the meeting room windows, the gazebo and the lighting and ceilings in the staff workrooms and offices. He stated that the management staff of the Library had done a good job with the project.

7.2 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Gilliam shared that the committee had held their first meeting on March 9. The members of the committee are going to research what other communities are doing on the topic of equity, diversity and inclusion and report back. They reviewed the list of activities that the Library is currently doing library wide and in Youth and Adult Services. They were very impressed with the Library staff’s programming, displays and other efforts.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of FY2022 Working Budget

Trustee Lynch moved and Trustee Olson seconded that the Library Board of Trustees approve the 2022 Working Budget. Motion approved.

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

Nays 0

Absent..... None

Background information:

Finance Committee Chair Trustee Lynch met with Director Westgate and reviewed the budget. The working budget for the upcoming fiscal year had been prepared for Trustee review and approval. To prepare as accurate a budget as possible, the Director reviews the recent audit which has the final numbers for each budget line from the last fiscal year, the Library’s current budget and compares it to the current outlay from each budget line, reviews all of the current contracts, and assesses the special fund accounts past, current and future costs. In addition, any new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IMRF, health insurance costs, etc.). An overview of notable changes to any budget lines from the current year’s budget is presented in a document for Trustee review.

8.2 Discussion: Cards for Kids Act

Background information:

Public Act 101-0632 was signed into law by Governor Pritzker on June 5, 2020. The amendment to the Public Library District Act (that was included as part of Act 101-0632) provides Library cards at no cost for students residing in unincorporated areas that qualify to participate in their local school district’s free lunch program.

8.3 Report of the Library Director, Susan Westgate

Trustee Larimer commented upon the increase in the Library card registration. He was happy to see the increase, especially during the pandemic. He reviewed the Library’s current back-up strategy of three to six months of data that had been prepared by the IT staff.

8.4 Assistant Director’s Report, Mary Clemens

Some of the Library’s withdrawn World Language books are being donated to Asian Metro Services. Other withdrawn items have been donated to the Outreach Community Center, given away during the summer free lunch program and donated to local Little Free Libraries.

8.5 Marketing Report, Allison Porch

Trustee Larimer was happy to see the renovation project featured in the March ILA Reporter and the November Library Journal. President Sheikh stated that FQC had featured the Library’s project in some of their marketing.

8.6 Board Development

Trustee Forum Spring Workshops

ILA is offering three virtual Trustee Workshops. Trustees are encouraged to attend if possible. Topics are COVID and Libraries, DEI, and a Boot Camp for Trustees.

8.7 Board Member Reports

ILA Legislative Day

President Sheikh attended the Virtual Legislative Day held on February 19th. She stated that the ILA Lobbyist does a good job keeping the needs of Libraries in front of the legislators. She was disappointed that Library staff had not been given essential worker status by the state in order to receive vaccines. Included in the Board packet were documents from the event that shared information on current state and federal legislation that affect libraries.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved.

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

Nays 0

Absent..... None

Meeting adjourned at 7:55 p.m.

April 21, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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**Carol Stream Public Library
Treasurer's Report
Month Ending March 31, 2021**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,718,580.55	\$ (228,974.14)	\$ 2,489,606.41
Working Cash	50,840.19	3.68	50,843.87
FICA	126,465.82	(10,100.29)	116,365.53
IMRF	115,961.43	(15,553.01)	100,408.42
Liability Insurance	13,326.39	2.41	13,328.80
Audit	8,027.43	(187.52)	7,839.91
Capital Maintenance & Repair	1,506,318.78	(20,466.67)	1,485,852.11
Building Renovation Loan	<u>3,541.17</u>	<u>0.15</u>	<u>3,541.32</u>
TOTAL ALL FUNDS	<u><u>\$ 4,543,061.76</u></u>	<u><u>\$ (275,275.39)</u></u>	<u><u>\$ 4,267,786.37</u></u>

See attached for a schedule of cash and investments.

Nadia Sheikh, Board President 3/31/21

Nancy Olson, Board Treasurer 3/31/21

Susan Westgate, Library Director 3/31/21

**Carol Stream Public Library
Treasurer's Report
Month Ending March 31, 2021**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 188,239.08
WEST SUBURBAN BANK	PAYROLL	108,135.27
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	655,710.58
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,314,457.64
PROPAY	ELECTRONIC	473.80
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,267,786.37</u>

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CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
MARCH 31, 2021

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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 March 31, 2021 and February 28, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date March 31, 2021, 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

April 6, 2021

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

	Mar 31, 21	Feb 28, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	188,239.08	196,046.60	-7,807.52
10-1008 · WSB Payroll Account	108,135.27	108,752.18	-616.91
10-1014 · Illinois Funds-Prime	3,314,457.64	3,314,289.99	167.65
10-1024 · WSB Money Market Acct	655,710.58	922,748.94	-267,038.36
10-1025 · ProPay	473.80	454.05	19.75
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,778,179.96	-1,824,481.21	46,301.25
Total 10-1000 · Library Fund Cash	<u>2,489,606.41</u>	<u>2,718,580.55</u>	<u>-228,974.14</u>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,843.87	50,840.19	3.68
30-1190 · Allocated Cash-FICA Fund	116,365.53	126,465.82	-10,100.29
40-1090 · Allocated Cash-IMRF Fund	100,408.42	115,961.43	-15,553.01
50-1090 · Allocated Cash-Liability Fund	13,328.80	13,326.39	2.41
60-1090 · Allocated Cash-Audit Fund	7,839.91	8,027.43	-187.52
70-1090 · Allocated Cash-Capital R&M Fund	1,485,852.11	1,506,318.78	-20,466.67
80-1090 · Allocated Cash-Debt Service	3,541.32	3,541.17	0.15
Total 1190 · Allocated Cash-Fund Balances	<u>1,778,179.96</u>	<u>1,824,481.21</u>	<u>-46,301.25</u>
Total Checking/Savings	<u>4,267,786.37</u>	<u>4,543,061.76</u>	<u>-275,275.39</u>
Total Current Assets	<u>4,267,786.37</u>	<u>4,543,061.76</u>	<u>-275,275.39</u>
TOTAL ASSETS	<u>4,267,786.37</u>	<u>4,543,061.76</u>	<u>-275,275.39</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2400 · Payroll Liabilities	0.00	125.50	-125.50
Total Other Current Liabilities	<u>0.00</u>	<u>125.50</u>	<u>-125.50</u>
Total Current Liabilities	<u>0.00</u>	<u>125.50</u>	<u>-125.50</u>
Total Liabilities	<u>0.00</u>	<u>125.50</u>	<u>-125.50</u>
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,839,539.10	1,839,539.10	0.00
20-2900 · Fund Balance-Working Cash	50,793.75	50,793.75	0.00
30-2900 · Fund Balance-FICA Fund	92,814.05	92,814.05	0.00
40-2900 · Fund Balance-IMRF Fund	111,844.94	111,844.94	0.00
50-2900 · Fund Balance-Liability	33,279.24	33,279.24	0.00
60-2900 · Fund Balance-Audit	6,618.51	6,618.51	0.00
70-2900 · Fund Balance-Capital R&M	2,108,519.03	2,108,519.03	0.00
80-2900 · Fund Balance-Debt Service	2,005.71	2,005.71	0.00
Total 2900 · Beginning Fund Balances	<u>4,245,414.33</u>	<u>4,245,414.33</u>	<u>0.00</u>
Net Income	<u>22,372.04</u>	<u>297,521.93</u>	<u>-275,149.89</u>
Total Equity	<u>4,267,786.37</u>	<u>4,542,936.26</u>	<u>-275,149.89</u>
TOTAL LIABILITIES & EQUITY	<u>4,267,786.37</u>	<u>4,543,061.76</u>	<u>-275,275.39</u>

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

	Mar 21	May '20 - Mar 21	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	0.00	3,701,119.66	3,674,461.00	100.73%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	0.00	3,701,119.66	3,679,461.00	100.59%
3100 · PPR Taxes	0.00	36,483.24	40,000.00	91.21%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,500.00	0.0%
3202 · Interest Income Investments	307.44	10,344.53	34,100.00	30.34%
Total 3200 · Interest Income	307.44	10,344.53	35,600.00	29.06%
3300 · Patron Payments				
3301 · Fines & Fees	493.70	2,770.62	16,000.00	17.32%
3302 · Public Copy Payments	125.82	1,235.50	15,000.00	8.24%
3303 · Non-Resident Card Fees	0.00	178.86	3,000.00	5.96%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	619.52	4,184.98	35,000.00	11.96%
3400 · Donations	55.00	760.00	5,000.00	15.2%
3500 · Developer Contributions	0.00	0.00	2,000.00	0.0%
3600 · RBP/LL Reimbursements	0.00	78.77	1,000.00	7.88%
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	313.76	9,000.00	3.49%
3900 · Reapprop of FY2019 due to COVID	0.00	0.00	150,000.00	0.0%
Total Income	981.96	3,802,923.69	4,006,661.00	94.92%
Gross Profit	981.96	3,802,923.69	4,006,661.00	94.92%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	44,775.20	539,982.92	689,000.00	78.37%
5102 · Non-Exempt Staff Salaries	84,854.35	1,021,055.62	1,317,000.00	77.53%
5103 · Custodial Salaries	5,411.90	66,657.30	83,000.00	80.31%
5105 · Professional Education	199.00	5,568.94	18,000.00	30.94%
5106 · Membership	410.00	3,646.50	4,000.00	91.16%
5107 · Life Insurance	149.28	1,628.87	2,000.00	81.44%
5108 · Health Insurance	17,788.01	190,717.51	250,000.00	76.29%
5109 · Benefits, other	1,166.60	1,406.60	2,500.00	56.26%
5110 · Trustee Development	162.00	2,108.49	3,000.00	70.28%
Total 5100 · Salaries	154,916.34	1,832,772.75	2,368,500.00	77.38%
5200 · Plant Maint.				
5201 · Supplies	1,403.36	16,815.02	21,000.00	80.07%
5202 · Maintenance/Repair	0.00	6,018.91	10,000.00	60.19%
5203 · Maintenance Contracts	3,129.00	36,655.94	43,000.00	85.25%
5204 · Landscape Maintenance/SnowRemo	1,899.00	9,394.00	17,000.00	55.26%
5205 · Furniture/Equipment	-10.20	10,496.10	10,000.00	104.96%
5206 · Electric-Comm Edison	22,650.54	40,546.20	38,000.00	106.7%
5207 · Water/Sewer	56.07	3,788.57	8,000.00	47.36%
5208 · Insurance (Property)	0.00	9,929.00	12,000.00	82.74%

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

	Mar 21	May '20 - Mar 21	Annual Budget	% of Budget
5200 · Plant Maint. - Other	67.20	0.00		
Total 5200 · Plant Maint.	29,194.97	133,643.74	159,000.00	84.05%
5300 · Business Exp.				
5301 · Postage	14.20	1,599.10	8,000.00	19.99%
5302 · Office & Equipment Supplies	573.89	2,912.57	7,500.00	38.83%
5303 · Printing	0.00	218.66	5,000.00	4.37%
5304 · Equipment Leasing	2,395.36	16,982.64	22,000.00	77.19%
5305 · Mileage Reimbursement	3.47	160.37	3,000.00	5.35%
5306 · Legal Notices	0.00	503.70	700.00	71.96%
5308 · Business Phone	903.16	9,916.21	17,500.00	56.66%
5309 · Accounting Service	887.00	12,351.00	15,000.00	82.34%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	363.60	6,107.72	7,500.00	81.44%
5312 · Attorney Fees	0.00	2,365.00	10,000.00	23.65%
5315 · Other Expenditures	51.40	17,256.32	23,000.00	75.03%
5317 · Bank & Credit Card Fees	0.00	39.95	100.00	39.95%
5319 · Security Service	0.00	337.54	25,000.00	1.35%
5320 · Donation Recd Expense	0.00	450.01		
5321 · Human Resources	-701.93	5,760.90	10,500.00	54.87%
Total 5300 · Business Exp.	4,490.15	76,961.69	155,800.00	49.4%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	0.00	15,577.93	25,000.00	62.31%
5402 · ISP and Web page hosting	157.85	5,376.33	15,000.00	35.84%
5403 · Computer Software	-39.37	6,951.78	35,000.00	19.86%
5404 · Tech Support & Repair	0.00	13,148.37	13,000.00	101.14%
5405 · Technical Services Supplies	107.64	2,314.72	5,000.00	46.29%
5406 · Circulation Supplies	0.00	5,032.98	3,000.00	167.77%
5408 · Tech Serv Online Resources	4,230.00	14,824.00	16,500.00	89.84%
5409 · RBP/ILL Expenses	40.97	301.71	700.00	43.1%
5410 · SWAN Consortium	0.00	35,145.50	47,000.00	74.78%
5411 · Village IT Services	7,800.00	85,448.40	96,000.00	89.01%
5400 · Automat. & Dept. Oper. - Other	39.37	0.00		
Total 5400 · Automat. & Dept. Oper.	12,336.46	184,121.72	256,200.00	71.87%
5500 · Services				
5501 · Youth Services Programs	3,591.00	29,142.28	28,000.00	104.08%
5503 · Adult/Teen Programs	1,358.05	15,026.71	25,000.00	60.11%
5505 · Library Newsletter	0.00	13,877.73	47,000.00	29.53%
5509 · Library Publicity and Promotion	1,368.46	7,539.45	30,000.00	25.13%
5500 · Services - Other	-57.00	0.00		
Total 5500 · Services	6,260.51	65,586.17	130,000.00	50.45%
5600 · Collection				
5601 · Youth Services Books	5,494.86	32,683.28	46,000.00	71.05%
5606 · Youth Services Media	855.37	11,109.83	22,000.00	50.5%
5630 · Adult Books	6,343.34	49,297.21	75,000.00	65.73%
5634 · Online Resources	2,565.00	33,048.47	35,000.00	94.42%
5635 · Magazines & Newspapers	73.94	11,048.87	12,000.00	92.07%
5637 · Adult Media	1,704.73	23,318.64	60,000.00	38.86%

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

	Mar 21	May'20 - Mar 21	Annual Budget	% of Budget
5651 · Digital Media	5,420.70	79,919.13	80,000.00	99.9%
5652 · Grant/Award Expense	0.00	49,638.75	49,600.00	100.08%
Total 5600 · Collection	22,457.94	290,064.18	379,600.00	76.41%
6600 · Payroll Expenses				
6610 · FICA Expense	10,107.01	118,814.84	150,000.00	79.21%
6620 · Illinois Municipal Retirement F	15,561.11	182,897.08	200,000.00	91.45%
Total 6600 · Payroll Expenses	25,668.12	301,711.92	350,000.00	86.2%
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	18,271.00	20,000.00	91.36%
7102 · Risk Management expense	0.00	1,854.20	4,000.00	46.36%
7103 · Unemployment Compensation Insur	0.00	1,233.66	3,000.00	41.12%
7201 · Audit Expense	188.00	12,065.00	12,000.00	100.54%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	20,000.00	0.0%
7402 · Parking Lot Repair	0.00	6,246.49	12,000.00	52.05%
7403 · Building Repair	4,612.00	4,612.00	50,000.00	9.22%
7404 · Landscape	0.00	23,050.00	75,000.00	30.73%
7405 · Memorials	0.00	115.91	1,500.00	7.73%
7406 · Other Capital Expenditures	-4,612.00	35,187.11	35,000.00	100.54%
Total 7400 · Capital Expenditures	0.00	69,211.51	193,500.00	35.77%
7500 · Special Capital Projects				
7504 · Light Bright Fixture	0.00	12,092.00		
7505 · Recover Partition Wall	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	20,336.01	20,336.01	40,000.00	50.84%
7508 · Library Remodel 2019-20	283.35	523,565.09	530,000.00	98.79%
7509 · Security Camera Upgrades	0.00	2,600.00		
Total 7500 · Special Capital Projects	20,619.36	558,593.10	595,000.00	93.88%
Total Expense	276,131.85	3,546,090.64	4,626,700.00	76.64%
Net Ordinary Income	-275,149.89	256,833.05	-620,039.00	-41.42%
Other Income/Expense				
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	-234,461.00	100.0%
Net Income	-275,149.89	22,372.04	-854,500.00	-2.62%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	3,137,348.42	0.00	0.00	0.00	141,993.86
3100 · PPR Taxes	0.00	36,483.24	0.00	0.00	0.00	0.00
3200 · Interest Income	133.21	4,482.30	3.68	123.76	6.72	226.16
3300 · Patron Payments	619.52	4,184.98	0.00	0.00	0.00	0.00
3400 · Donations	55.00	760.00	0.00	0.00	0.00	0.00
3600 · RBP/LL Reimbursements	0.00	78.77	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	313.76	0.00	0.00	0.00	0.00
Total Income	807.73	3,233,290.22	3.68	123.76	6.72	142,220.02
Gross Profit	807.73	3,233,290.22	3.68	123.76	6.72	142,220.02
Expense						
5100 · Salaries	154,916.34	1,832,772.75	0.00	0.00	0.00	0.00
5200 · Plant Maint.	29,194.97	133,643.74	0.00	0.00	0.00	0.00
5300 · Business Exp.	4,490.15	76,961.69	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	12,336.46	184,121.72	0.00	0.00	0.00	0.00
5500 · Services	6,260.51	65,512.53	0.00	73.64	0.00	0.00
5600 · Collection	22,457.94	290,064.18	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	146.30	0.00	0.00	10,107.01	118,668.54
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	229,656.37	2,583,222.91	0.00	73.64	10,107.01	118,668.54
Net Ordinary Income	-228,848.64	650,067.31	3.68	50.12	-10,100.29	23,551.48

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<u>-228,848.64</u>	<u>650,067.31</u>	<u>3.68</u>	<u>50.12</u>	<u>-10,100.29</u>	<u>23,551.48</u>

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21
Ordinary Income/Expense						
Income						
3000 • Property Taxes	0.00	171,188.03	0.00	1,327.33	0.00	13,270.28
3100 • PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 • Interest Income	8.10	272.53	2.41	81.09	0.48	16.12
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	8.10	171,460.56	2.41	1,408.42	0.48	13,286.40
Gross Profit	8.10	171,460.56	2.41	1,408.42	0.48	13,286.40
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	15,561.11	182,897.08	0.00	0.00	0.00	0.00
7101 • Liability Insurance	0.00	0.00	0.00	18,271.00	0.00	0.00
7102 • Risk Management expense	0.00	0.00	0.00	1,854.20	0.00	0.00
7103 • Unemployment Compensation Insur	0.00	0.00	0.00	1,233.66	0.00	0.00
7201 • Audit Expense	0.00	0.00	0.00	0.00	188.00	12,065.00
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	15,561.11	182,897.08	0.00	21,358.86	188.00	12,065.00
Net Ordinary Income	-15,553.01	-11,436.52	2.41	-19,950.44	-187.52	1,221.40

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-16,553.01	-11,436.52	2.41	-19,950.44	-187.52	1,221.40

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	0.00	235,991.74	0.00	3,701,119.66
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	36,483.24
3200 · Interest Income	152.69	5,137.69	0.15	4.88	307.44	10,344.53
3300 · Patron Payments	0.00	0.00	0.00	0.00	619.52	4,184.98
3400 · Donations	0.00	0.00	0.00	0.00	55.00	760.00
3600 · RBP/LL Reimbursements	0.00	0.00	0.00	0.00	0.00	78.77
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	313.76
Total Income	<u>152.69</u>	<u>5,137.69</u>	<u>0.15</u>	<u>235,996.62</u>	<u>981.96</u>	<u>3,802,923.69</u>
Gross Profit	152.69	5,137.69	0.15	235,996.62	981.96	3,802,923.69
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	154,916.34	1,832,772.75
5200 · Plant Maint.	0.00	0.00	0.00	0.00	29,194.97	133,643.74
5300 · Business Exp.	0.00	0.00	0.00	0.00	4,490.15	76,961.69
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	12,336.46	184,121.72
5500 · Services	0.00	0.00	0.00	0.00	6,260.51	65,586.17
5600 · Collection	0.00	0.00	0.00	0.00	22,457.94	290,064.18
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,668.12	301,711.92
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,271.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,854.20
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	1,233.66
7201 · Audit Expense	0.00	0.00	0.00	0.00	188.00	12,065.00
7400 · Capital Expenditures	0.00	69,211.51	0.00	0.00	0.00	69,211.51
7500 · Special Capital Projects	20,619.36	558,593.10	0.00	0.00	20,619.36	558,593.10
Total Expense	<u>20,619.36</u>	<u>627,804.61</u>	<u>0.00</u>	<u>0.00</u>	<u>276,131.85</u>	<u>3,546,090.64</u>
Net Ordinary Income	-20,466.67	-622,666.92	0.15	235,996.62	-275,149.89	256,833.05

Exhibit C See Accountant's Compilation Report

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21	Mar 21	May '20 - Mar 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Total Other Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Net Other Income	0.00	0.00	0.00	-234,461.01	0.00	-234,461.01
Net Income	<u>-20,466.87</u>	<u>-622,666.92</u>	<u>0.15</u>	<u>1,535.61</u>	<u>-275,149.89</u>	<u>22,372.04</u>

EDI Committee Report

Submitted by: EDI Committee Chair Bonita Berryman Gilliam

Abbreviated list of Research for EDI Committee

Dec 2020- Apr 2021

Books and Print Materials

Becoming by Michelle Obama

Everyday Discrimination Scale, David Williams, Ph.D. Yale University. Research paper.

Zoom Meetings/ YouTube Presentations/Telephone Consultations

1/5/2021 Dr. Theresa S. Lance U-46 Assistant Superintendent of Equity and Innovation. In person Zoom conversation re: her views on EDI.

1/20/2021 Diversity, Equity and Inclusion in Libraries. YouTube J.J. Pionke Librarian

1/22/2021 Conversation with Ms. Courtney Tedrick, Wheaton Library, Community Engagement Librarian

2/10/2021 Theresa S. Lance U-46 Assistant Superintendent of Equity and Innovation. In person Zoom Consultation re: her new role.

2/18/21 Uncomfortable Conversations with a Black Man (First in series YouTube)

3/29/2021 Wheaton Library Book Discussion of White Fragility

3/24/2021 Diversity, Equity and Inclusion Conversations with Community Leaders Wheaton IL High School Student Interviewers: Morayo Oladipo, Maryum Tourk, and Jonathan Reyes.

Community leaders: Mike Dzugan, City Manager, Betsy Adamowski, Director Wheaton Public Library, Bill Murphy, Chief of Police Wheaton, Tony Astu, Community Relations Wheaton.

4/7/2021 Fake News presentation by Jason Ertz College of DuPage Librarian

4/18/2021 Diversity, Equity and Inclusion: What Library Trustees Need to Know
Presenter- Anne Phibbs, Ph.D. of Strategic Diversity Initiatives, ILA sponsored

EDI Committee work with Members

Numerous emails and drafts of agenda for the EDI meeting 3/ 10 /2021

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Expiration Date: 05/09/21

Quotation

TO:
 CAROLS-CAR CAROL STREAM PUBLIC LIBR
 616 HIAWATHA DRIVE
 CAROL STREAM, IL 60188-1634

Project Info:
 Project: Carol Stream Public Library
 Job #: 215270
 Bid Date: 04/09/21
 Bid Time: 02:00 PM CDT
 Quoter: JAMES G LOCK

Type	Quantity	Vendor	Description	Unit or Lot#	Unit Price	Ext Price
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Crescent Electric and Subsidiaries reserve the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current COVID-19 epidemic or events subsequent to this epidemic / pandemic including changes in laws, regulations, by laws or direction from a competent authority.

OPTION 1	1	LUMENPUL	LUMENPULSE WHITE OPTION LOT PRICE	Unit	12,248.188/EA	12,248.19
	6	LUMENPUL	LOG HO-120-48-40K-30X60-WAM24-SI-LT-ETE	Unit	0.000/EA	0.00
	1	LUMENPUL	LOGLC-UL-ETE-10FT-BK	Unit	0.000/EA	0.00
	1	LUMENPUL	LTL2-120-DIM-UL-BK	Unit	0.000/EA	0.00
	1	LUMENPUL	SPODMRD WH	Unit	0.000/EA	0.00
	1	LUMENPUL	LTL2-120-DMX-UL-BK	Unit	0.000/EA	0.00
OPTION 2	1	LUMENPUL	LUMENPULSE COLOR CHANGING OPTION	Unit	16,813.297/EA	16,813.30

From:
 CRESCENT ELK GROVE VILLAGE, IL
 MAIN 847-290-8899
 1700 ESTES AVE
 ELK GROVE VILLAGE, IL 60007-5412
 Printed By: JAMES G LOCK
 James Lock
 Energy Business Development Manager

Notes

Project:	Carol Stream Public Library
Expiration	05/09/21

Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
	6	LUMENPUL	LOG-120-48-RGBW-30X60-WAM24-SI-LT-ETE	Unit	0.000/EA	0.00
	1	LUMENPUL	LOGLC-UL-ETE-10FT-BK	Unit	0.000/EA	0.00
	1	LUMENPUL	LTL2-120-DMX-UL-BK	Unit	0.000/EA	0.00
	1	LUMENPUL	PHAROS-U1-BB-SBB	Unit	0.000/EA	0.00
	1	LUMENPUL	FIELD SERVICE ADVANCED	Unit	0.000/EA	0.00
	1		LABOR FROM JGF TO INSTALL EITHER OPTION	Unit	1,986.000/EA	1,986.00

CRESCENT ELECTRIC SUPPLY COMPANY AND SUBSIDIARIES TERMS AND CONDITIONS OF QUOTATION

1) Buyer understands and agrees that all quotations and accepted orders by Crescent Electric Supply Company and Subsidiaries (Seller) are expressly conditioned upon these terms and conditions (Terms and Conditions of Quotation). Furthermore, your acceptance of this quotation indicates that you have also read, and agree, to the Crescent Electric Supply Company and Subsidiaries Terms and Conditions of Sale (Terms and Conditions of Sale) which are deemed automatically incorporated into any and all purchase orders.

2) Prices are firm for 10 days unless otherwise noted. As to all other terms, until signed and returned, the quotation is merely a quotation of sales prices. The quotation and tender will be deemed accepted only if signed and returned within ten days after receipt; otherwise, it shall have no effect.

3) Seller is not required to accept Buyer's orders. Any purchase order pursuant to Seller's quotation shall not result in a contract until it is accepted by Seller and acknowledged by it or its authorized representative.

4) This quotation is contingent upon Buyer meeting the financial qualifications established by Seller. Buyer shall supply Seller with such credit information as Seller may reasonably request in order to qualify Buyer for the rights under any Purchase Order Agreement.

5) If the manufacturer requires a deposit or full payment to be made to them at the time of order placement or release, those same requirements will be passed on to the Buyer, which Buyer accepts.

6) The quotation does not include accessory equipment, stems, mounting bars, mounting hardware, spares or plaster frames or any fitting-up charges which cover the manufacture or operating cost of the necessary tools and fixtures required to fill the order unless such items are listed or published as standard components in the manufacturer's specifications.

7) The quotation is made for the listed types and quantities only and all descriptions, items, totals and quantities are listed for your convenience only. Seller is not bound by any specifications, drawings, notes, instructions, engineering notices, technical data or any other document referred to in a Purchase Order by Buyer, and shall not be deemed to be incorporated by reference in any document or order by Buyer, unless a full copy is provided to Seller and such terms are approved and accepted in writing by Seller. Take-offs are not guaranteed.

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Project:	Carol Stream Public Library
Expiration	05/09/21

Quotation

Type	Quantity	Vendor	Description	LOT #	Unit Price	Ext Price
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All items, including equals, are subject to approval by the Specifier.

8) Special orders may not be subject to return for credit. Return privileges, if available, on special order material will involve restocking charges.

9) Prices do not include taxes for sales, use, property, excise, freight or other tax charges, which are Buyer's responsibility.

10) If the quotation is accepted and Buyer's order form is used for the purpose, it is expressly understood and agreed that these terms and conditions, including the Terms and Conditions of Sale, shall prevail if they conflict in any way with the terms and conditions set forth in such order form, and the issuance of such order by Buyer shall be deemed to note Buyer's assent to this condition.

11) BUYER AGREES TO AND ACKNOWLEDGES RECEIPT OF THESE TERMS CONDITIONS WHETHER IN HAND DELIVERED OR THROUGH VIEWING ONLINE AT www.cesco.com, where copies of the Terms and Conditions of Quotation, Terms and Conditions of Sale and Application for Open Account Privilege are available. Buyer may also request additional copies by contacting the Corporate Finance Manager of Seller directly at (815) 747-3145.

Revision: Approved February 7, 2014

From:
 CRESCENT ELK GROVE VILLAGE, IL
 MAIN 847-290-8899
 1700 ESTES AVE
 ELK GROVE VILLAGE, IL 60007-5412
 Printed By: JAMES G LOCK
 James Lock
 Energy Business Development Manager

Total	31,047.49
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\$14,234.19 ⁵ gw

Notes

Collection Development Policy

Approved 12/16/2015

Revised 4/21/2021

Carol Stream Public Library Mission Statement:

The Carol Stream Public Library provides the community with exceptional services, enrichment opportunities, and diverse resources in a welcoming environment.

Statement of Purpose

This Collection Development Policy defines the standards and outlines the responsibility for material selection and deselection for the Carol Stream Public Library. Within these guidelines, selectors use their professional judgment to determine the materials which best meet the mission of the Library and the needs of its patrons.

Scope of the Collection

Library materials are primarily selected to develop a popular use collection. Additionally, the Library supplements local school curricula for preschool through adult learners. The collection reflects the variety of ages served as well as the racial, ethnic and cultural diversity of the community. An effort is made to represent various viewpoints. Presence of a resource does not indicate endorsement of its contents by the Library.

Responsibility for Collection Development and Maintenance

The Library Board adopts a Collection Development Policy, which is administered by the Library Director. The Director designates staff, who are qualified by reason of education, training and experience, to develop acquisition and collection maintenance procedures and to make selection and deselection decisions.

Selection Tools

Selection tools include, but are not limited to, reviews in accredited journals of librarianship as well as other reputable publications, the professional judgment of selectors and other resources.

Criteria for Inclusion in Collection

Some or all of the following criteria will be taken into account when considering material to add to the collection:

- Relevance to interests and needs of the community
- Current or anticipated demand
- Extent of publicity and critical review
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Suitability of format to Library circulation
- Date of publication
- Price, availability and Library materials budget

Consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

Criteria for Deselection

To maintain the best possible collection of materials, a continual deselection process takes place. Items are considered for deselection when they meet any of the following criteria:

- Outdated
- Lack of demand
- Poor physical condition
- Space limitations

Statement on Donated Materials

Materials donated to the Library for inclusion in the collection are evaluated based on established selection criteria. If added, they are subject to the same deselection criteria.

Carol Stream Authors Collection

The Library has established a Carol Stream Authors Collection to support local authors whose works may not yet meet all of the criteria of the collection.

Donated items will be considered for inclusion in this collection if the author/illustrator is a current resident of Carol Stream and upon review, the item is deemed acceptable in terms of binding, condition, accuracy, community standards, etc. Items will be retained or withdrawn in accordance with this policy and the Collection Development Guidelines.

Requests for Reconsideration

The Carol Stream Public Library fully endorses the *First Amendment to the U.S. Constitution*, the *Library Bill of Rights* and its interpretations, and the *Freedom to Read* and *Freedom to View Statements* of the American Library Association. Copies of these documents are available online.

Any Carol Stream resident has the right to question the inclusion or exclusion of any item in the Library's collection. Objection to any library material must be made in writing using the *Request for Reconsideration of Library Materials* form, available upon request.

2.J. GIFTS AND DONATIONS
Revised 4/21/2021

Purpose

The Carol Stream Public Library appreciates the generosity of individuals and organizations who contribute to the support of the Library through donations. The purpose of this policy is to ensure that donations are consistent with the Library's service goals and the proper development of its collections, programs, and services.

General Statement on Gifts

In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection, using the criteria enumerated in the Material Selection Policy to determine the suitability of an item. Common reasons for which an item might be deemed unsuitable for acceptance are:

- 1. It is a duplicate of items already in the Library in sufficient quantity.
- 2. It contains outdated information.
- 3. It is in poor physical condition.
- 4. Its acceptance is contingent on certain conditions stated by the donor.

Donated material will be judged by the same standards of selection as those applied to the purchase of new materials. The Library accepts donated materials with the understanding that those which are useful to the library collection will be retained and others disposed of in whatever manner the Library deems best. Materials donated will be retained as long as they serve the best interests of the Library.

Donated Materials

Inclusion of donated materials for the Library's collection will be considered in accordance with the Collection Development Policy and Collection Development Guidelines. Items will be evaluated by the same standards of selection as those applied to the purchase of new materials.

All donated materials become the property of the Carol Stream Public Library. Items will be retained or withdrawn in accordance with the Collection Development Policy and Guidelines.

Memorial and Honor Donations

The Library welcomes monetary contributions specifically for purchases in memorial to or in honor of named individuals. Plates acknowledging the donor and the person in whose honor the donation has been made will be placed in new gift books. Where it is physically possible, similar plates of acknowledgment will be placed on other donations, such as works of art and recordings. In the case of cash donations for the purchase of memorial books, the donor will be notified by mail of the title(s) purchased. The person or family of the person in whose name the donation has been made will also be notified of the gift.

The Library cannot commit itself to the perpetual housing of a donation. All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library. The Library necessarily reserves the right to interfile donations with other material on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Memorial and Honor Donations

The Library welcomes monetary donations for purchases in memorial to or in honor of named individuals.

All items purchased with donated funds become the property of the Carol Stream Public Library. Items purchased for the collection are subject to retention/withdrawal in accordance with the Library's Collection Development Policy and Guidelines. Equipment or other categories of items will be retained as long as they continue to serve the needs of the Library.

Donations – Others

Although Acceptance of gifts of art objects and other materials are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees. The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is the Library's custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, There may be an occasions in which the restrictions set by the donor make it impossible for the Library to accept the contribution a donation. All contributions, gifts and donations are subject to the approval of the Library Director and the Board of Library Trustees.

Income Tax Statements

The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a statement acknowledging the donation. It is the donor's decision whether or not s/he will determine the value of the donation or utilize an independent appraiser. As the library is a governmental unit, gifts to the Library qualify as tax deductible. The Library is NOT a 501(c)3 entity.

**Bylaws of the Carol Stream Public Library
Article XIII – Donations**

Section 1. Any person desiring to make donations of money, personal property or real estate for the benefit of the Library may vest the title to the money or real estate in the Board of Library Trustees of the Village of Carol Stream to be held and controlled by the Board, when accepted, according to the terms of the deed, gift, devise, or bequest of such property. The Board of Library Trustees shall be held and considered to be a special trustee of such donated property.

Approved by the Library Board of Trustees August 17, 2011, revised August 21, 2021

Carol Stream Public Library Expenses by Vendor Detail

March 2021

Date	Num	Memo	Account	Amount
03/05/2021		Inv. #4870881	5308 · Business Phone	-880.67
				-880.67
03/16/2021		Inv. #999433973853	5501 · Youth Services Programs	-109.93
03/16/2021		Inv. #999433973853	5601 · Youth Services Books	-12.81
03/16/2021		Inv. #568455689569	5630 · Adult Books	-10.49
03/16/2021		Inv. #443478977448	5503 · Adult/Teen Programs	-4.15
03/16/2021		Inv. #443478977448	5630 · Adult Books	-100.04
03/16/2021		Inv. #688548783347	5630 · Adult Books	-14.00
03/16/2021		Inv. #434569575685	5201 · Supplies	-180.00
03/16/2021		Inv. #444597397553	5201 · Supplies	-186.99
03/16/2021		Inv. #538587336667	5201 · Supplies	-47.76
03/16/2021		Inv. #993684644859	5501 · Youth Services Programs	-50.41
03/16/2021		Inv. #785974875966	5503 · Adult/Teen Programs	-184.57
03/16/2021		Inv. #574444975349	5503 · Adult/Teen Programs	-99.85
03/16/2021		Inv. #975435936676	5503 · Adult/Teen Programs	-11.18
03/16/2021		Inv. #975435936676	5630 · Adult Books	-42.35
03/16/2021		Inv. #585765998374	5501 · Youth Services Programs	-9.96
03/16/2021		Inv. #438479384798	5501 · Youth Services Programs	-340.29
03/16/2021		Inv. #796754838348	5630 · Adult Books	-153.76
03/16/2021		Inv. #775878367546	5601 · Youth Services Books	-16.34
03/16/2021		Inv. #775878367546	5501 · Youth Services Programs	-8.75
03/16/2021		Inv. #458449447694	5302 · Office & Equipment Supplies	-39.98
03/16/2021		Inv. #797548486976	5501 · Youth Services Programs	-345.36
03/16/2021		Inv. #547749579793	5630 · Adult Books	-206.72
03/16/2021		Inv. #696645658377	5503 · Adult/Teen Programs	-124.08
03/16/2021		Inv. #467397947743	5201 · Supplies	-377.68
03/16/2021		Inv. #937767343453	5503 · Adult/Teen Programs	-213.50
03/16/2021		Credit #775975479543	5509 · Library Publicity and Promotion	208.43
03/16/2021		Credit #579975944744	5501 · Youth Services Programs	74.76
				-2,607.76

Access One, Inc.

Total Access One, Inc.

AMAZON/SYNCB

Total AMAZON/SYNCB

American Library Association

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10:02 AM
04/12/21
Accrual Basis

**Carol Stream Public Library
Expenses by Vendor Detail
March 2021**

	Date	Num	Memo	Account	Amount
Total American Library Association	03/26/2021		ALA Mbrship. - Sheikh	5110 - Trustee Development	-67.00
ASI Signage Innovations					-67.00
Total ASI Signage Innovations	03/05/2021		Inv. #CHIC 218530	7508 - Library Remodel 2019-20	-283.35
Background Resources, Inc.					-283.35
Total Background Resources, Inc.	03/05/2021		Inv. #19232	5321 - Human Resources	-40.00
Baker & Taylor					-40.00
Total Baker & Taylor	03/11/2021		Several invoices	5408 - Tech Serv Online Resources	-4,230.00
barrybutlerphotography.com					-54.53
Total barrybutlerphotography.com	03/11/2021		Several invoices	5501 - Youth Services Programs	-54.53
Carol Stream Chamber of Commerce					-5,203.55
Total Carol Stream Chamber of Commerce	03/11/2021		Several invoices	5601 - Youth Services Books	-5,203.55
Case Lots, Inc.					-4,646.62
Total Case Lots, Inc.	03/11/2021		Several invoices	5630 - Adult Books	-4,646.62
Center Point for Large Print Books					-14,134.70
Total Center Point for Large Print Books	03/26/2021		Order #24222	5630 - Adult Books	-58.00
Chess.com					-58.00
Total Chess.com	03/05/2021		Inv. #8475	5106 - Membership	-260.00
Comcast					-260.00
Total Comcast	03/12/2021		Inv. #3444	5201 - Supplies	-459.70
Comcast					-459.70
Total Comcast	03/10/2021		Inv. #1829676	5630 - Adult Books	-137.82
Comcast					-137.82
Total Comcast	03/26/2021		Feb. Mbrship.	5501 - Youth Services Programs	-5.00
Comcast					-5.00
Total Comcast	03/26/2021		March Mthly. Mbrship	5501 - Youth Services Programs	-5.00
Comcast					-10.00
Total Comcast	03/05/2021		3/2/21-04/01/21	5402 - ISP and Web page hosting	-157.85
Comcast					-157.85
Total Comcast					-157.85

Carol Stream Public Library Expenses by Vendor Detail

March 2021

	Date	Num	Memo	Account	Amount
ComEd					
	03/05/2021		Service from 1/20/2021-2/18/2021	5206 · Electric-Comm Edison	-7,942.55
	03/05/2021		Service from 12/17/20-1/20/2021	5206 · Electric-Comm Edison	-5,525.08
	03/05/2021		Service from 11/16/20-12/17/2020	5206 · Electric-Comm Edison	-4,551.53
	03/29/2021		2/18-3/19/2021	5206 · Electric-Comm Edison	-4,631.38
Total ComEd					-22,650.54
Complete Cleaning Co., Inc.					
	03/05/2021		Inv. #C16778	5203 · Maintenance Contracts	-1,810.00
Total Complete Cleaning Co., Inc.					-1,810.00
Cricut					
	03/26/2021		Cricut Access Annual Sub.	5503 · Adult/Teen Programs	-101.87
Total Cricut					-101.87
D & Z House of Books					
	03/10/2021		Inv. #2021/143913	5630 · Adult Books	-265.56
Total D & Z House of Books					-265.56
Demco					
	03/05/2021		Inv. #6911839	5405 · Technical Services Supplies	-107.64
	03/05/2021		Inv. #6916002	5501 · Youth Services Programs	-70.75
Total Demco					-178.39
Doctordalemd					
	03/26/2021		Rec. #1730-7488	5503 · Adult/Teen Programs	-343.85
Total Doctordalemd					-343.85
DuPage Birding Club					
	03/05/2021		Hummingbird Pgm. 4/1/21	5503 · Adult/Teen Programs	-125.00
Total DuPage Birding Club					-125.00
Ebsco Information Services					
	03/05/2021		Inv. #2104421	5635 · Magazines & Newspapers	-73.94
Total Ebsco Information Services					-73.94
Findaway World, LLC					
	03/11/2021		Inv. #341957	5606 · Youth Services Media	-153.94
	03/11/2021		Inv. #341957	5637 · Adult Media	-259.13
Total Findaway World, LLC					-413.07
Gale/Cengage Learning Inc.					

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

March 2021

Date	Num	Memo	Account	Amount
03/05/2021		Inv. #73568544	5630 · Adult Books	-55.48
03/05/2021		Inv. #73568996	5630 · Adult Books	-83.22
03/05/2021		Inv. #73569236	5630 · Adult Books	-168.69
03/10/2021		Inv. #73903394	5630 · Adult Books	-56.98
03/10/2021		Inv. #73902791	5630 · Adult Books	-26.99
03/10/2021		Inv. #73903141	5630 · Adult Books	-84.72
03/29/2021		Inv. #73880175	5634 · Online Resources	-2,565.00
				-3,041.08
Total Gale/Cengage Learning Inc.				
Garvey's Office Products				
03/05/2021		Inv. #PINV2041187	5302 · Office & Equipment Supplies	-62.40
03/10/2021		Inv. #PINV2047382	5302 · Office & Equipment Supplies	-93.99
				-156.39
Total Garvey's Office Products				
Graphic 5, Inc.				
03/05/2021		Inv. #153377	5302 · Office & Equipment Supplies	-329.10
				-329.10
Total Graphic 5, Inc.				
Hirease, LLC dba Accurate Now				
03/26/2021		Inv. #1655-4050	5321 · Human Resources	-25.00
				-25.00
Total Hirease, LLC dba Accurate Now				
Illinois Library Association				
03/05/2021		Inv. #191611 - Sheikh	5110 · Trustee Development	-40.00
03/05/2021		Inv. #191313 - Olson	5110 · Trustee Development	-40.00
03/05/2021		Inv. #191635 - Gilliam	5110 · Trustee Development	-15.00
03/26/2021		2021 Mbrship - Cain	5106 · Membership	-150.00
				-245.00
Total Illinois Library Association				
Impact Networking, LLC				
03/23/2021		Inv. #2048649	5304 · Equipment Leasing	-2,395.36
				-2,395.36
Total Impact Networking, LLC				
Information Today, Inc.				
03/26/2021		Rec. #CIL2021-CP1W6LUM - Hays	5105 · Professional Education	-199.00
				-199.00
Total Information Today, Inc.				
Kids' Table, LLC				
03/26/2021		Inv. #CSPL31121	5501 · Youth Services Programs	-225.00
				-225.00
Total Kids' Table, LLC				

Carol Stream Public Library Expenses by Vendor Detail

March 2021

	Date	Num	Memo	Account	Amount
Land's End Business Outfitters					
Total Land's End Business Outfitters	03/26/2021		New employees - Brown & Layendecker	5321 · Human Resources	-69.75
					-69.75
M Dance Center LLC - dba Flourish Dance					
Total M Dance Center LLC - dba Flourish Dance	03/05/2021		April Fancy Feet Pgm.	5501 · Youth Services Programs	-50.00
					-50.00
MailChimp					
Total MailChimp	03/26/2021		Order #MC10120681	5509 · Library Publicity and Promotion	-87.99
					-87.99
McClure, Inserra & Company Chartered					
Total McClure, Inserra & Company Chartered	03/05/2021		Inv. #11765	5309 · Accounting Service	-1,075.00
					-1,075.00
Midwest Tape					
Total Midwest Tape	03/11/2021		Several invoices	5606 · Youth Services Media	-701.43
	03/11/2021		Several invoices	5637 · Adult Media	-1,445.60
	03/11/2021		Several invoices	5651 · Digital Media	-5,345.71
					-7,492.74
Miller, Debra					
Total Miller, Debra	03/05/2021		AS Pgm - 3/23/21	5503 · Adult/Teen Programs	-350.00
					-350.00
MNI					
Total MNI	03/10/2021		Inv. #850815-00	5630 · Adult Books	-231.90
					-231.90
MNJ Technologies Direct, INC.					
Total MNJ Technologies Direct, INC.	03/05/2021		Inv. #0003757456	7507 · Computer Equipment	-20,336.01
					-20,336.01
Oriental Trading Company					
Total Oriental Trading Company	03/26/2021		YS Binge Boxes	5501 · Youth Services Programs	-267.69
					-267.69
OverDrive, Inc.					
Total OverDrive, Inc.	03/10/2021		Inv. #01107MA21075343	5651 · Digital Media	-74.99
					-74.99
Paylocity					

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

March 2021

Date	Num	Memo	Account	Amount
03/05/2021		Inv. #107831599	5311 · Payroll Service	-179.96
03/05/2021		Inv. #107831599	5321 · Human Resources	-303.45
03/10/2021		Inv. #107902285	5311 · Payroll Service	-183.64
				-667.05
Total Paylocity				
PermaBound Books				
03/05/2021		Inv. #1879299-00	5601 · Youth Services Books	-111.52
03/11/2021		Inv. #1885054-00	5601 · Youth Services Books	-150.64
				-262.16
Total PermaBound Books				
Pitney Bowes				
03/05/2021		Inv. #1017596887	5302 · Office & Equipment Supplies	-48.42
				-48.42
Total Pitney Bowes				
Precision Control Systems of Chicago, Inc				
03/05/2021		Inv. #41075	5203 · Maintenance Contracts	-1,319.00
				-1,319.00
Total Precision Control Systems of Chicago, Inc				
Scholastic, Inc.				
03/05/2021		Inv. #27241891	5501 · Youth Services Programs	-518.59
				-518.59
Total Scholastic, Inc.				
Sebert Landscaping, Inc.				
03/05/2021		Inv. #214188	5204 · Landscape Maintenance/Snow Remo	-1,024.00
03/05/2021		Inv. #214555	5204 · Landscape Maintenance/Snow Remo	-875.00
				-1,899.00
Total Sebert Landscaping, Inc.				
Sir Speedy Printing				
03/05/2021		Inv. #80683	5509 · Library Publicity and Promotion	-93.90
				-93.90
Total Sir Speedy Printing				
Suite 116 Inc.				
03/05/2021	10586	Inv. #20 - Final Payment	5501 · Youth Services Programs	-1,000.00
				-1,000.00
Total Suite 116 Inc.				
Systems Technology Group, Inc.				
03/05/2021		Inv. #12915	5403 · Computer Software	0.00
				0.00
Total Systems Technology Group, Inc.				
Teachers Pay Teachers				
03/26/2021		Order #144858194	5501 · Youth Services Programs	-4.50
				-4.50
Total Teachers Pay Teachers				

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

March 2021

	Date	Num	Memo	Account	Amount
Thornton, Christine (dba>Hello Art Studio					
Total Thornton, Christine (dba>Hello Art Studio	03/05/2021		YS Pgm - 4/15/21	5501 · Youth Services Programs	-300.00
Town Square Publications, LLC					
Total Town Square Publications, LLC	03/05/2021		Inv. #171792	5509 · Library Publicity and Promotion	-500.00
Tracfone					
Total Tracfone	03/05/2021		Inv. #171793	5509 · Library Publicity and Promotion	-895.00
United States Postal Service					
Total United States Postal Service	03/26/2021		Mthly. service	5308 · Business Phone	-22.49
Village of Carol Stream					
Total Village of Carol Stream	03/26/2021		Postage for 1094 C and 1095 C mailings	5301 · Postage	-14.20
Village of Carol Stream - Benefits					
Total Village of Carol Stream - Benefits	03/05/2021		Inv. #5239	5411 · Village IT Services	-7,800.00
Village of Carol Stream - IMRF					
Total Village of Carol Stream - IMRF	03/23/2021		Inv. #5275	5107 · Life Insurance	-149.28
Village of Carol Stream - Water Dept.					
Total Village of Carol Stream - Water Dept.	03/23/2021		Inv. #5275	5108 · Health Insurance	-22,499.93
Vrablok II, Scott Steven					
Total Vrablok II, Scott Steven	03/23/2021		Inv. #5275	5109 · Benefits, other	-20.00
Walgreen Co.					
Total Walgreen Co.	03/24/2021		3/12-3/26/21	6620 · Illinois Municipal Retirement F	-22,669.21
	03/05/2021		Bill #01711489	5207 · Water/Sewer	-56.07
	03/05/2021		YS Minecraft Pgm. - 3/30/21	5501 · Youth Services Programs	-300.00
	03/26/2021		New Emp. Refresh.	5321 · Human Resources	-6.47

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10:02 AM
04/12/21
Accrual Basis

Carol Stream Public Library Expenses by Vendor Detail

March 2021

	Date	Num	Memo	Account	Amount
Western First Aid & Safety					
Total Western First Aid & Safety	03/05/2021		Inv. #ORD4-00656564	5201 · Supplies	-151.23
Wheaton Public Library					
Total Wheaton Public Library	03/05/2021		Card #21319001785855	5409 · RBP/ILL Expenses	-40.97
TOTAL					-151.23
					-40.97
					-135,840.44

Total Disbursements for March 1, 2021 through March 31, 2021

Approved by the Library Board of Trustees April 21, 2021

President Date

Secretary Date

Carol Stream Public Library
Account QuickReport
 March 2021

3:57 PM
 04/16/21
 Accrual Basis

5300 · Business Exp.
 5305 · Mileage Reimbursement
 Total 5305 · Mileage Reimbursement
 5315 · Other Expenditures
 Total 5315 · Other Expenditures
 Total 5300 · Business Exp.

Type	Date	Num	Memo	Split	Amount
General Journal	03/31/2021	M10306	Record March 2021 Expense Reimbursements	-SPLIT-	3.47
General Journal	03/31/2021	M10306	Record March 2021 Expense Reimbursements	5305 · Mileage Reimbursement	51.40
					<u>51.40</u>
					<u>54.87</u>

40 Deduction Listing

Check Dates: 03/12/2021 to 03/26/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021031201 - 2021032601

Pay Periods: 02/21/2021 to 03/20/2021

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Dexheimer, Steven	1023		12	-3.47
Elder, Jessica	1176		11	-7.87
Garcia, Crystal	1191		11	-10.23
Kovac, Sarah	1101		11	-6.82
McDonald, Rabecca	1209		11	-2.59
Olekanma, Vera	1161		11	-1.67
Stanton, Katherine	1177		11	-4.00
Wagner, Nathaniel	1173		11	-10.46
Westgate, Susan	1139		01	-7.76
Totals for REIMB -- REIMBURSEMENT			9 Employees	-54.87

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	9	-54.87
Totals			9	-54.87



LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

April 21, 2021

Library Awning Lights

The LED lights on the awning located at the front entrance are no longer functioning. They were installed about eleven years ago, so the bulbs are at end of life. Unfortunately, the fixture for the bulbs is no longer made and replacement bulbs are not available. We will need to replace the entire fixture. Crescent Electric is the company we use for our electrical needs and they have provided a quote for a white light LED fixture and bulbs for a total price of parts and labor of \$14,234.19. I have included their quote for your review. All purchases over \$10,000 require Board approval.

Transfer to Capital Maintenance & Repair (CM & R)

To adequately fund the capital needs of the Library a transfer to the CM & R Fund is recommended. I am recommending a transfer of \$150,000 from the General Fund for future anticipated expenses. I estimate that the Library will be under budget in FY 20/21 by a minimum of \$400,000. The General Fund will maintain its recommended reserve balance of 6-8 months of operational costs following the transfer.

Transfer to Building Renovation Loan Fund

Since the Library has sufficient reserve funds in the General Fund, I am recommending that we transfer \$100,000 of FY 21 surplus funds to the Building Renovation Loan Fund, and make an additional payment to the Village of \$100,000 towards the principal of our loan by the end of FY21. This will reduce the amount of interest that the Library will be paying on the loan. To facilitate the transfer and payment from this fund, it is necessary to add an additional Budget Line to the Building Renovation Loan Fund. This new budget line called "transfer-in of surplus funds" is recommended by the Library's auditor and is included as an additional action item on the agenda. Following the transfers of \$250,000 to the CM&R and the Building Renovation Loan Fund, I anticipate that we will also have a minimum of \$150,000 to add to the Library's General Fund Reserve at the end of FY21.

Revision of the Collection Development and Gifts and Donation Policies

The Collection Development Policy has been revised to include information on the newly created Carol Stream Authors Collection. The Gifts and Donation Policy has been revised to be more succinct and better align with our Collection Development Policy. Copies of both policies with their revisions are included for your review.

Library Re-opening Plan

The Management Team has been closely monitoring positivity rates as well as vaccination statistics for DuPage County in order to determine a strategic re-opening plan for our facility that ensures staff and patron safety. The seven-day rolling average positivity rate for the county has been steadily increasing since March 13 and, as of April 11, is 6.9%. As a first step in re-opening the building, we recommend that the Library open the outdoor patio to socially

distanced seating on Monday, May 3. Patrons must wear a mask at all times and maintain social distancing whenever possible while on the patio. The second step to re-opening the building will be to provide limited inside seating starting on Monday, May 17, only if the positivity rate in DuPage County is 5% or less. (When the Library reopened the building for Grab & Go Services in July 2020, the DuPage County positivity rate was 3.8%.) Currently 39% of DuPage County adults have either received their first vaccine or are fully vaccinated. We anticipate that this will increase to 50% by mid-May and that positivity rates will begin to decrease. Step three would be to provide a limited number of public computers sometime in June. We anticipate that by June, 75-80% of Library staff will be fully vaccinated, enabling staff to assist computer users with a substantially decreased risk of infection/exposure. The Study Rooms and Quiet Reading rooms will remain closed to patrons as they are still needed to ensure social distancing for staff in shared work spaces and for employee breaks. In-person programming would resume once the state has reached Phase 5. Of course, these steps could change based upon recommendations from the CDC or other state and local health agencies. We look forward to further opening of the building and services to our patrons.

Library DEI Assessment Project

The Library has hired Perspectives (our EAP provider) as our consultant to conduct a DEI Assessment of the Library as an organization. I researched various companies that provide this type of consulting. They all were very corporation/business focused in their approach and I did not feel like they would be a good fit for our organization. We have used Perspectives on several occasions for our staff In-Service Days. They have presented to staff on several different topics over the years and are always well received and provide valuable information and insight on the topics presented. We reached out to them to see if DEI assessments are a service that they offered. I had several conversations with their Vice President of Business Development and Organizational Consulting on what we were looking for and they were able to provide a Scope of Work that filled our needs. I discussed it with the Management Team and we came to a consensus to hire them. We are paying a fee of \$7,200 for the presented scope of work (policy review, focus groups, report and recommendations). If we want additional consulting following the completion of the process, it is billed at \$225/hour. We received a reduced rate since we are an existing EAP customer. The project is already underway. We have provided them with our complete Employee Handbook and copies of our public policies to review and critique with a DEI focus. SFGs, Survey Focus Groups (there are six of them, two hours each) will take place starting April 29 and be completed by the end of May: two staff; two comprised of community members; one of the Board of Trustees; and one of the Management Team. We are providing a \$10 Amazon e-gift card to community attendees to encourage their participation in this important process. Data from the public policies and Employee Handbook review and SFGs will be compiled and presented to the Management Team in mid-June. The assessment is done with an asset approach with the view point of what can be improved upon and is in alignment with the Library's values, Mission and Vision. Clear deliverables will be identified and recommended following the assessment. RAILS is currently offering grants to libraries for DEI programs and DEI audits, for up to \$2000. I will be applying for this grant as I feel our project meets the criteria. Hopefully we will be awarded a grant.

DEI Trustee Survey Focus Group

The DEI Trustee Survey Focus Group is scheduled for Wednesday, April 28th from 6:30-8:30 p.m. The session will be held via Zoom and facilitated by two of the consultants. It is comprised of an anonymous survey/poll at the first portion of the session. Following the results of the poll, the consultants will lead the Trustees in an open discussion regarding the poll results, especially focused upon any results that have a significant variance. The session is subject to the Open Meetings Act. An agenda will be posted, Roll call will need to be taken and the meeting adjourned with a Roll Call. It will be recorded and posted on our website like our other meetings.

ATLAS Trustee Day 2021

ATLAS (area training for librarians & staff) is offering a Trustee Day on May 22 from 10-11:30am. The program is in a hybrid format with limited in-person participation at the Orland Park Public Library and a live broadcast on Zoom. The workshop will present a mock board meeting to review common dilemmas that library boards may experience. Topics include FOIA, OMA, closed session and more. Please let me know if you are interested and I will get you registered.

Facility Update

Illinois Trees was out on Friday, April 16th and removed several buckthorns along the east side of the property by the short fence. They also cut down and removed the dead pines in the North lot, removed large branches and ground stumps in the north lot and along the fence beds and trimmed trees. Five new spruces will be planted along the new fence area near the east side of the patio in the next week or two by Sebert, our landscaping contractor. Following the tree planting, Bird Excavating has been hired to remove the construction road on the east side of the building. They will also be removing the silt fence and bringing in topsoil and regrading that area. Once that is completed, Sebert will seed and blanket that area. The beds along the east fence will also be reduced. Any remaining trees or bushes that are no longer in the beds, will be ringed and mulched. A landscape architect from Sebert is creating a landscaping plan for the east side of the property that will be including natural grasses, additional trees and bushes, some large stones for interest and other perennials. The Corten steel planters at the front entrance have been planted with pansies and ivy for the spring. There are plans to form a staff Gardening Committee to plant and maintain the patio planters.

Examiner Mention

The April 7th edition of the *Examiner* had an article about the Carol Stream Vaccination event on March 30. The Library was listed as one of the participating agencies and supporters of the event.

April Employee Anniversaries

Crystal Garcia-4/24/18-Adult Services

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2020-2021

	March FY 19-20	March FY 20-21	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	4,610	7,114	56,675
Videos	1,766	1,763	13,059
Audio	322	443	3,701
Periodicals	60	191	1,154
Other	70	213	1,321
E-books	2,915	3,286	37,521
E-Audio	1,650	2,248	23,039
E-Video	529	443	5,596
Digital magazines	646	223	6,836
Museum Passes	4 / 0	13 / 0	57 / 0
ILL - Borrowed from SWAN	1,316	3,838	26,880
ILL - Borrowed from Non-SWAN	9	29	212
ILL - Loaned to SWAN	679	1,298	7,901
ILL - Loaned to Non-SWAN	49	96	503
Total Circulation	14,625	21,198	184,455
Total Adult	9,177	12,797	115,491
Total Teen	n/a	114	1,149
Total Youth	5,448	8,287	67,815
Reciprocal Borrower Loans (incl. above)	604	454	3,151
Automatic Renewals (not incl. above)	7,947	12,779	94,195
Self Check - % of Circulation	33.70%	22.00%	21.60%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	3 / 60	31 / 394	187 / 3,500
Teen Number/Attendance	0 / 0	8 / 28	73 / 366
Youth - Number/Attendance	10 / 331	93 / 1,126	738 / 9,654
Total - Number/Attendance	13 / 391	132 / 1,548	998 / 13,520
Library Events - Number / Attendance	0 / 0	0 / 0	0 / 0
Outreach* - Number / Attendance	1 / 31	1 / 35	12 / 901
Facility Usage			
Library Visits (Door Count)	6,163	3,902	20,869
Curbside Pickup Transactions	n/a	786	12,680
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users/Total Hours*	114 / 143	n/a	n/a
Electronic Usage			
# of Database Sessions	2,549	3,962	41,781
# of Internet Sessions/Total Time	903 / 692	n/a	929 / 678
#iMac Sessions/Total Time	15 / 6	n/a	n/a
# of Library Website Visits	12,684	13,453	109,805
# Mobile App Views	1,517	4,257	32,856
# of Wireless Users	987	654	6,171

Reference Transactions			
Adult (Includes Online Chat)	773	1,084	7,227
Youth	209	479	3,213
Circulation	87	422	2,390
Total Reference Transactions	1,069	1,985	12,830

Total One-on-One Tutorials			
Adult	n/a	3	31
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	17,742	17,968	
# of Non-Resident Cards	12	10	
Total Registered Users	17,754	17,978	

Resources Owned/Licensed			
Books	57,831	60,985	
Newspapers (Print only)	22	24	
Periodicals (Print only)	140	133	
Total Print Materials	57,993	61,142	
Current Subscriptions (Print Only)	162	157	
Current E-Subscriptions	3,696	3,338	
E-Books: Downloadable	54,751	69,853	
Audio Recordings	6,310	6,579	
Audio Recordings (Downloadable)	19,270	24,297	
Videos	11,494	11,143	
Other: Video Games, Puzzles, Devices	535	684	
Databases	53	67	
Total Resources Owned/Licensed	154,102	177,103	

Professional Development Hours	98.5	101.75	1,129.00
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* Library closed 3/14/20 - 5/30/20 due to COVID-19.

* Curbside pick-up service started 6/1/20.

* Library reopened to the public with limited hours on 7/6/20.

* Library resumed full hours except on Sundays on 8/3/20.

* Library returned to Curbside only service effective 11/17/20

* Library reopened to the public 2/1/2021

* Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel and remained unavailable due to COVID-19, except for a brief period of study room use, mid-December 2019 - mid-March 2020.

4b

Assistant Director's Report
March 2021

Primary Action Items - Administration

- Payroll
 - Payroll processing week of 3/8 and 3/22
 - Follow-up with Paylocity regarding pending reversal of FFCRA tax credits
 - Follow-up with LIMRiCC re: IRS/IDES notification
 - Continued working with Managers on documentation for authorized hours and updates in Paylocity
- Consulted with HR Manager on COVID documentation, vaccine info, use of FFCRA related to vaccine and other HR matters
- Assisted at the Village COVID vaccination event on 3/30
- Coordinate FY 21 audit dates with Sikich
- Building
 - Follow-up on Circ and Adult Services desk trim repair
 - Follow-up with ASI regarding pending items from sign install
 - Coordinated shelving unit order for Youth Services with Interior Investments
 - Met with Ron to review undercabinet lighting options for Tech Services work stations
 - Worked with Susan and Joyce on memorial brick for Lynn O'Dell
- Provided input to Jeri on SWAN Circ Advisory Item Type project and changes to self-checks
- Business office follow-up with ComEd re: invoice receipt and two vendors on outstanding payments – Joyce, Mary
- Facilitate set-up of corporate account with Oriental Trading
- Coordinate processing of honor book and memorial donations
- Coordinate welcome table schedule and statistics tracking
- The Business Office and TS Staff cover the Welcome Table 16 hours per week
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards for new/departing staff as needed

Primary Action Items - Tech Services

- Items ordered - 823
- Items put into Circulation – 1,251
- Items catalogued – imported bib records & original cataloging - 61
- Item record edits/database clean-up – 1,125
- Bib record merges submitted to SWAN support – 23
- Conversion project items – 354
- Repair items (includes disc cleaning) - 56
- Serial record edits - 37
- Serials – Claimed Issues – 7
- Outstanding items from Baker & Taylor as of 4/16 – 568 items (Youth - 334, Adult - 234). These are primarily end of the fiscal year orders. Items not received by fiscal year end will rollover into FY 22.

Conversion Projects

- J Non-Fiction DVDs – addition of front labels – project should be complete in April
- Romance – update genre labels – 50% complete
- Large Type – update genre labels – 10% complete
- Picture Books - Award category – reprocessing duplicate copies from Awards category to other picture book categories. We'll expand the Award category to include Monarch, Coretta Scott King, and Pura Belpre

Other

- Spotlight Displays: Cooking, Crafts and Hobbies, Cozy Reads
- Sustainable Shelves – Susan and Marie have taken over responsibility for submitting the Sustainable Shelves lists
- Reviewed draft plan for inventory of collection with TS Staff and Management Team
- SWAN Serials Survey was completed – Barb and Mary
- Documentation – Updated Spotlight display procedures to monitor end dates on TS WIKI calendar
- Assist in temporary updates to item types for selected Dr. Seuss books
- More follow-up than usual has been needed with Baker and Taylor regarding improper processing of materials (text on spine label is wrong direction, incorrect genre label is used, etc.) Credit memos are issued for the cost of processing - Barb

Professional Development

- 3/2, 3/9 – Equity in Action: Fostering an Antiracist Library Culture webinars – Mary (4.0)
- 3/11 – SWAN Acquisitions Users Group – Marie (1.5)
- 3/30 – SWAN Fireside Chat – Mary (1.0)

Meeting Attendance

- 3/1 – Phone meeting with Paylocity consultant
- 3/1, 3/8 – Management Team – EDI Headline and Executive Summary discussions
- 3/2 – collectionHQ Team meeting
- 3/2, 3/11, 3/24, 3/31 – Director/Assistant Director update meeting
- 3/3, 3/31 – Business Office update meeting
- 3/3, 3/5, 3/8 – Quarterly 1:1 meetings with staff
- 3/4, 3/11, 3/18, 3/25 – Management Team
- 3/5, 3/22 – Payroll check-in meeting with Mary P
- 3/9 – All Staff meeting – Barb, Joyce, Marie, Susan, Mary
- 3/11 – MK Solutions Self-check demo
- 3/17 – Library Board meeting
- 3/29 – Orientation meeting with new YS employee Maryana Yevstratenko. Welcome Maryana.

Respectfully submitted,
Mary Clemens

**Adult Services Department Monthly Report
March 2021**

COVID services update

- Computer Labs are both closed.
- In order to reduce the number of staff in the work room, staff continue to work remotely when it works with the schedule. The assigned email and chat “desk” shift can be remote.
- Curbside document services continue. In March we processed 394 print jobs, 81 copy jobs and 94 fax jobs.

EDI activities (programs, partnerships, displays, training)

- Training
 - Library Journal 3-week course, Equity in Action: Fostering an Antiracist Library Culture – Laura
 - Diversity, Equity, and Inclusion in the Public Library (ALA) - Jessica, Vera, Omar
 - Talking about Race (ALA) - Vera, Heidi
 - Equity in Collections: Audits, Weeding, Purchasing and More (RAILS) - Heidi
- Programs - Book discussion of Ibram X. Kendi's *How to be an Antiracist* held on March 30. Registrants were given a copy of Kendi's book.
- Displays
 - Women's History Month display included the mannequin dressed as Sara Little Turnbull, whose work for 3M in the 1950s led to the invention of the N95 mask. The display also included bagged puzzle packets with treats.
 - Heritage month display featured Deaf History Month.

Outreach Activities

- Homebound delivery –
 - Registered 39
 - Delivered 29
 - Items delivered 170

Meetings

- Monthly Allstaff meeting,
- Bi-weekly department meetings,
- And Weekly Management Team meetings continue.
- March 3 – Adult Managers Roundtable – Laura
- March 10 – SWAN book club users group - Sarah
- March 10 - Tornado Training video meeting – Nate
- March 15 - Programming Meeting – Jessica and Laura
- March 17 – SRP planning meeting – Jessica, Omar
- March 24 – SRP planning meeting – Jessica, Omar, and Nate
- March 25 – SWAN DUX meeting – Sarah
- March 25 - Tornado Training Video Shoot - Nate
- March 30 – SWAN chat update – Laura
- March 30 – Carol Stream COVID vaccine event volunteers – Laura, Linda

Information technology

- Laura Hays
 - PressReader – set up authentication between PressReader and SWAN. New service will go live in April.
 - Impact printer install set for April 1.
 - Impact discussed needing to swap out some printers due to lack of stock. IT reviewed options and approved. Contract was updated and Susan signed.
 - Located printer IP address and Windows printer name information for IT
 - Gale Virtual Reference Library ebook package subscription added. This will allow for up to date access to current editions rather than purchasing individual titles.
 - READSquared discount. We were able to switch to the RAILS discount for READSquared which was a better price than our 3 year plan. Business Office voided check sent to READSquared and waiting for invoice from RAILS.
 - Lynda.com - enabled PIN security in advance of migration to LinkedIn Learning. Migration expected in May. Do not have specific date yet.
- Community IT staff
 - There were 34 support tickets in March.
 - Various printer issues.
 - Impact contract renewal forms and installation preparation.
 - OpenShot video editing software installed on Jessica's laptop.
 - Outdoor wifi signal strength testing.
 - Laptop camera issues
 - Mondopad not connecting to network.
 - Self-check machines

Laura Hays
Head of Adult Services

Youth Services Report March 2021

Program Highlights

- On March 3, author Derrick Barnes joined 90 participants from CSPL along with patrons and staff from Glenside Public Library, Gail Borden Public Library and St. Charles Public Library. This opportunity was highlighted in the December Board Report when Leigh Anne Wilson was secured the author along with other libraries to share the cost. Mr. Barnes shared a wonderful presentation about writing and believing in yourself. In a nugget, he encouraged the kids saying, "You are enough. Exactly as you are, you are enough."
- We continued with the regular storytimes over Zoom during March. In all, 7 storytimes were presented in March averaging 13 in attendance. In addition to those, Leigh Anne presented 5 storytime sessions to various preschools in the area including Wheaton Bible Church Preschool, Masters Christian Preschool and Goddard School.
- Amy Danusiar and Steve Dexheimer held an Elephant and Piggie Party on March 29 for 15 participants. Fun was had by all!
- Minecraft Mania was held during Spring Break on March 30 to teach kids about how to navigate and build in Minecraft. Two sessions were held with 10 total in attendance.
- The Superhero Training Academy was held on 3/31 with 35 participants learning how to be a superhero from Wonder Woman and Spiderman. Thanks to them, Carol Stream will be much safer!



Patron Service and Reference

- Youth staff prepared 79 Binge Boxes during March. Whenever possible, we include diverse titles with the items given to the patrons.

Collection Development

- CollectionHQ training was accomplished through the videos and information provided through Academy on the CHQ website.
- The majority of purchasing was turned in for this Fiscal Year.

Professional Development

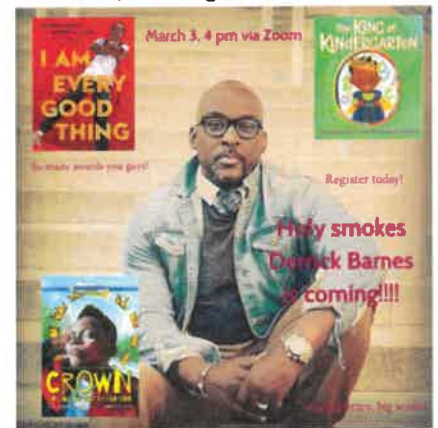
- Youth Staff did 14.25 hours of training through online webinars and workshops.
- Included in the 14.25 hours is Amy Teske's attendance at the Equity in Action workshop with the other Managers and The Change Begins with Me Conference through Fox Valley United Way and SPARK.
- Also included: Amy Danusiar attended Library Journal's Diversity, Equity and Inclusion webinar, Drawing Across the Color Line with Kids webinar, and Bank Street Latinx Mimi-Festival.

Personnel

- Maryana Yevstratenko started as a Youth Service Librarian on March 29.

Meeting Attendance

- 3/2 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 3/4 – Birth to 5 Quarterly Meeting – Amy Teske
- 3/4, 11, 18, 25 – Management Team Meeting – Amy Teske
- 3/5 – Meeting with Susan W. – Amy Teske
- 3/8 – Management DEI Meeting – Amy Teske
- 3/9 – All Staff
- 3/17 – Tornado Preparedness Team – Steve Dexheimer
- 3/17 – SRP Meeting – Youth, Adult and Marketing
- 3/17 – Board Meeting – Amy Teske



Respectfully Submitted,
Amy Teske, Youth Services Manager



Dinosaur Battle! Posted on Facebook and YouTube

March 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

Library opened to public on February 1st, curbside open during regular hours except Sunday.

- 13,589 Checkouts
- 786 Curbside deliveries
- 53 New resident accounts registered
- 20 Digital accounts registered
- 13,370 Check ins
- 13,500 items shelved
- 4,976 hold requests made available

Jeri participated in:

- all Management Team meetings held in March
- ALLSTAFF Meeting
- SWAN Circulation Advisory Group meeting
- Demonstration of marketing and online registration program – Patron Point
- Completed online course training: Equity in Action

In addition:

- Jeri trained two new Deputy Voter's Registrars. We now have 18 on staff.
- Anajli and Melanie worked with a safety team to create a training video on what to do in the Library in the event of a tornado watch/warning.
- Jeri created and submitted to Allison a mailing list of patron email addresses to promote the Village of Carol Stream vaccination event.
- Jeri submitted a list of user addresses to Unique Management for address updates and the longitude and latitude of each address of our cardholders. Results may help us get a visual on where our cardholders are not.
- Jeri participated in an afternoon Fred Pryor live online seminar – "Why Diversity Matters". Information regarding unbiased recruiting practices, tips about where to post openings and how to keep my own unconscious bias in check.

Submitted by Jeri L. Cain

04/12/2021

Human Resources
Monthly Report
March 2021

Administration

- Removed paper copies of employee handbook that were no longer being use. Employee Handbook is on the intranet and employees can continue to find information there.
- Prepared Employee Data Collection form and it was shared with staff.

Benefits & Compensation

- Attended webinar on the Delta Dental plan.
- Transfer of administration of VSP to Gallagher complete. VSP will be included as a benefit option during open enrollment this year.

COVID-19

- Updated Quarantine chart placed on COVID-19 page for individuals who were vaccinated and exposed to COVID-19.
- CDC Vaccine information and DuPage Health department Vaccine information placed on COVID-19 page.
- It was decided to provided time off for staff if needed for Vaccine appointments. Also provided paid time through FFCRA if employees needed time off after appointment due to illness. Communicated information to staff

Staffing & Onboarding

- Hired Maryana for part-time YS Librarian positions. Coordinate visit so Maryana could see Library prior to joining. Conducted reference checks, coordinated background checks and onboarding paperwork. Arranged new hire orientation. Met with Maryana is separate meeting to discuss applicable policies from new hire handbook. Provided position filled letters to those applicants not chosen.

Training

- Collaborated with team members, Melanie Johnson, Anjali Rentfleish, Steve Dexheimer and Nate Wagner to create Tornado Preparedness. Documentation and Video were both created.
- Attended Equity in Action: Fostering an Antiracist Library Culture and participated in homework sessions for training with Management team.
- Prepared Workplace Injury and Chicago Travel Ban information for All Staff meeting.

Unemployment (2020-2021)

- To date a total of 7 claims filed
- Entered separation record for Lagunas

Marketing Report

March 2021

March Newsletter

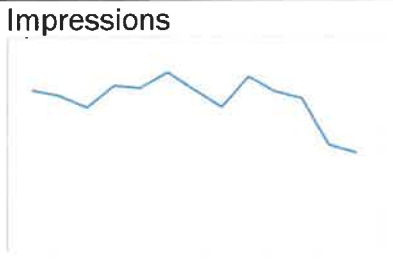
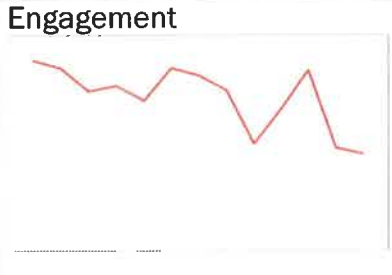
- We recorded 390 views of the newsletter. The digital newsletter and promotional emails drove approximately 83 program registrations this month.

Activities

- Worked with Livia P. in Youth Services to translate the 1000 Books Before Kindergarten materials into Spanish.
- Made some updates to the website
- Submitted ads for two Chamber of Commerce-related publications, one is annual and the other will be sent monthly to new homeowners in the Village.
- Sent an email to cardholders ages 60+ on behalf of the Village to invite them to the vaccination event.
- Promoted Women’s History Month in promotional emails and social media.
- Created & started promotions for our National Library Week survey (results will come in April)
- Attended various meetings: Summer reading meeting, ILA Marketing Forum meeting, staff meeting

Statistics:

Facebook

2,343 followers	Total impressions: 27,165	Total engagements: 2,639
Last 12 months:		

Impressions: the number of times each post was seen by anybody

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

Top three posts from March:

<p>A chicken walks into a library and up to the desk. "Buk", says the chicken. So the librarian gives him a book. The chicken leaves with the book and returns five minutes later. "Buk," he says. So the librarian gives him another book. This goes on about eight more times, until finally the librarian leaves the library and goes outside on break in back where there's a pond. The chicken is standing on the edge of the pond tossing the books to a frog on a lily pad. The chicken says "Buk, Buk" and the frog says "reddit, reddit".</p> <p>I'll show myself out.</p>		<p>Yes we went there 📍</p>
<p>People reached: 1,872 Engagements: 202</p>	<p>People reached: 1,152 Engagements: 131</p>	<p>People reached: 1,085 Engagements: 133</p>

Twitter

<p>Followers: 1,334</p>	<p>Total impressions: 20,200</p>	<p>Total engagement: 7,952</p>
<p>Last 12 months:</p>	<p>Impressions:</p>	<p>Engagement:</p>

Top tweets from March:

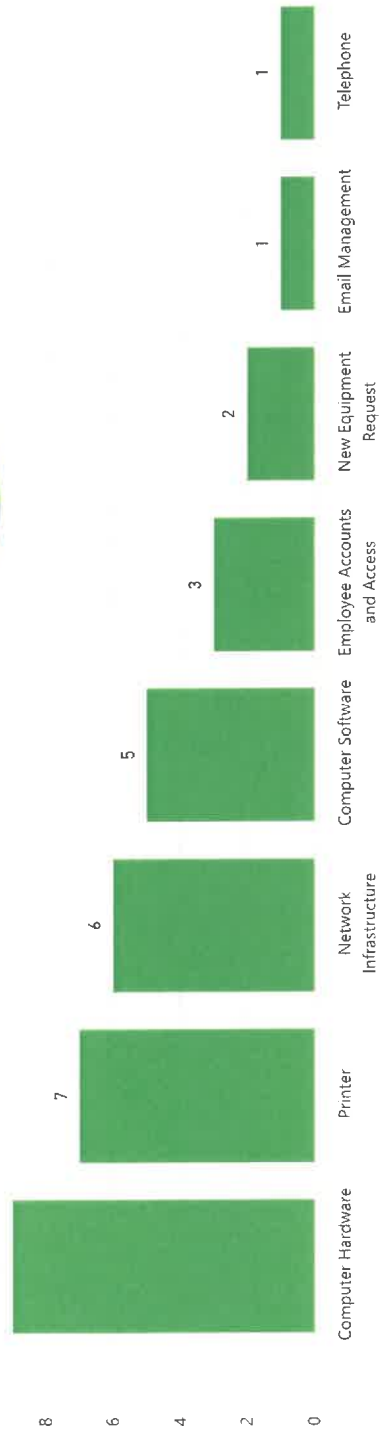
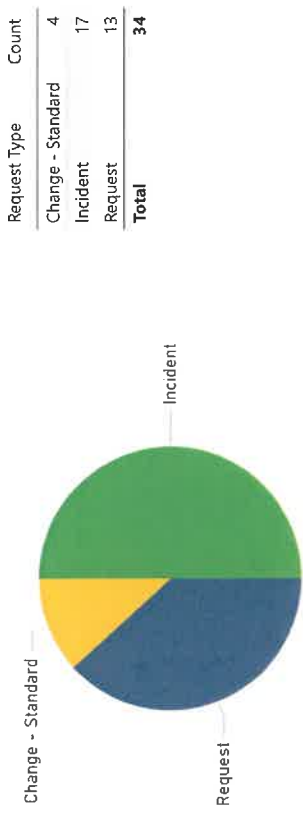
Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<p>Carol Stream Public Library @CarolStreamPI Mar 31 The Eiffel Tower opened on this day in 1889. pic.twitter.com/vYZqM0xkqw</p>	<p>333</p>	<p>4</p>	<p>1.2%</p>		
	<p>Carol Stream Public Library @CarolStreamPI Mar 30 Armstrong Park beckons! Plus you could stop by the library before or after your walk. #CarolStream twitter.com/BartlettPubLib...</p>	<p>491</p>	<p>4</p>	<p>0.8%</p>		
	<p>Carol Stream Public Library @CarolStreamPI Mar 28 CAROL STREAM RESIDENTS! The Village is hosting a vaccination event on Tuesday, March 30 for people in groups 1-A, 1-B, and 1-C! Click here for registration info: carolstream.org/Home/Component...</p>	<p>312</p>	<p>5</p>	<p>1.6%</p>		

Promotional Emails

March 4	Puzzles, Binge Boxes, Take & Makes & More!	Open rate: 23.7%	Click rate: 3.0%
March 11	Inhale, Exhale: It's Time For Yoga	Open rate: 15.8%	Click rate: 1.0%
March 18	Check Out The April Newsletter	Open rate: 16.9%	Click rate: 3.1%
March 25	Spoiler Alert: April Will Be Amazing	Open rate: 18.1%	click rate: 1.1%
(Special) March 26	Vaccination Event By Village Of Carol Stream	Open rate: 37.7%	Click rate: 0.6%

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.



Tickets Types

Definitions:

- Requests** - A request is a request for a service. This may include a printer 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.



Trustee Day 2021

Saturday, May 22 from 10am - 11:30am
Orland Park Public Library
14921 S Ravinia Ave
Orland Park, IL 60462

Being a Library Board member is a wonderful way to give back to your community and to your library, but it can also be very overwhelming!

Join us for this trustee workshop where Jim Deiters and Prospect Heights Library Director Alex Todd of Deiters & Todd Library Consulting will be presenting a mock board meeting to review some of the ins, outs, and common dilemmas that library boards may encounter. Topics include FOIA, OMA, closed session and voting, and much more!

This program is being offered in a hybrid format with limited in person attendance and a live Zoom broadcast.

Please register online through [Eventbrite](#) by Friday, May 14.

Virtual attendees will be emailed a link the week of the event.

There is no program fee for this event.

Registration Questions? Please contact Sarah Cottonaro at scottonaro@alsiplibrary.info.



(/news/)

ALA releases State of America's Libraries Special Report: COVID-19

For Immediate Release

Mon, 04/05/2021

Contact:

Macey Morales

Deputy Director

Communications and Marketing Office

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CHICAGO – Today, the American Library Association (ALA) released its State of America's Libraries Special Report: COVID-19, a snapshot of the library communities' resilience, determination, and innovation in unprecedented circumstances. The State of America's Libraries report is released annually during National Library Week, April 4 – 10, and this year's issue focuses on the impact of the novel coronavirus on all types of libraries during the previous calendar year.

Like many public institutions forced to close their doors, libraries worked to adapt to a new way of doing business. Closures did not prevent library workers and libraries from serving their communities. Instead, closed physical space fueled significant innovation and opportunities to assist and support patrons and students.

As most libraries were closed to in-person visits, libraries accelerated or adopted policies that let users access resources from a safe social distance, including offering digital library cards, creating curbside pick-up programs, and promoting ebook lending, which surged 40 percent over 2019.

Libraries played a significant role in bridging a digital divide that became more apparent during the pandemic. Families, marginalized communities, students, and rural residents struggled as the nation pivoted to virtual communication instead of in-person interactions and learning. Multiple studies cited in the report show that a significant sector of the US population lacks access to computers and broadband as well as the digital literacy skills needed to navigate the internet and ethically use communication platforms like Zoom and social media. Many libraries left their wi-fi on even as their buildings closed.

Coronavirus opened a floodgate of misinformation. Library staff worked to eradicate misinformation about COVID-19, which was infused with xenophobia and especially Sinophobia, resulting in a surge of bigotry against Asian or Chinese people. Throughout 2020, librarians responded to misinformation about vaccines, the census, the Black Lives Matter movement, and the 2020 Presidential Election.

Additional report findings show that attempts to remove library materials continued during the pandemic, despite many libraries and schools closing or moving their activities and services online. The ALA's Office for Intellectual Freedom (OIF) tracks attempts to ban or restrict access to books across the United States and to inform the public about censorship efforts in our libraries and schools.

In 2020, more than 273 books were affected by censorship attempts. Demands to remove books addressing racism and racial justice or those that shared the stories of Black, Indigenous, or people of color grew in number. At the same time, books addressing themes and issues of concern for LGBTQIA+ people continued to dominate the list.

Below are the top 10 most challenged books of 2020:

1. "George," by Alex Gino

Challenged, banned, and restricted for LGBTQIA+ content, conflicting with a religious viewpoint, and not reflecting "the values of our community"

2. "Stamped: Racism, Antiracism, and You," by Ibram X. Kendi and Jason Reynolds

Banned and challenged because of the author's public statements, and because of claims that the book contains "selective storytelling incidents" and does not encompass racism against all people

3. "All American Boys," by Jason Reynolds and Brendan Kiely

Banned and challenged for profanity, drug use, and alcoholism, and because it was thought to promote anti-police views, contain divisive topics, and be "too much of a sensitive matter right now"

4. "Speak," by Laurie Halse Anderson

Banned, challenged, and restricted because it was thought to contain a political viewpoint, it was claimed to be biased against male students, and for the novel's inclusion of rape and profanity

5. "The Absolutely True Diary of a Part-Time Indian," by Sherman Alexie

Banned and challenged for profanity, sexual references, and allegations of sexual misconduct by the author

6. "Something Happened in Our Town: A Child's Story About Racial Injustice," by Marianne Celano, Marietta Collins, and Ann Hazzard, illustrated by Jennifer Zivoin

Challenged for "divisive language" and because it was thought to promote anti-police views

7. "To Kill a Mockingbird," by Harper Lee

Banned and challenged for racial slurs and their negative effect on students, featuring a "white savior" character, and its perception of the Black experience

8. "Of Mice and Men," by John Steinbeck

Banned and challenged for racial slurs and racist stereotypes, and their negative effect on students

9. "The Bluest Eye," by Toni Morrison

Banned and challenged because it was considered sexually explicit and depicts child sexual abuse


10. "The Hate U Give," by Angie Thomas

Challenged for profanity, and it was thought to promote an anti-police message

Other library trends are available in the full text of the State of America's Libraries Special Report: COVID-19, available at <https://bit.ly/soal-report-2021> (<https://bit.ly/soal-report-2021>) .

First sponsored in 1958, National Library Week is observed each April by the American Library Association (ALA) and libraries across the US. National Library Week celebrations include National Library Workers Day, April 6; National Library Outreach Day, April 7; and Take Action for Libraries Day, April 8. Additional National Library Week information is available at ILoveLibraries.org/NLW or follow #NationalLibraryWeek.

American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, ALA has been the trusted voice of libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all. For more information, visit ala.org.

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