

**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: October 20, 2021  
PLACE: Library Meeting Room**

**TIME: 7:00 p.m.**

**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 – Justin Lynch, President
- 2. PLEDGE TO THE FLAG
- 3. ROLL CALL –Secretary
- 4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – President Lynch
- 5. PUBLIC PARTICIPATION – President Lynch
- 6. ADOPTION OF THE CONSENT AGENDA – President Lynch
- 7. APPROVAL OF MINUTES
  - 7.1 Minutes of the Regular Board Meeting of September 15, 2021
- 8. MONTHLY REPORTS OF THE TREASURER – Treasurer
  - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2021
- 9. BOARD AND COMMITTEE REPORTS
  - 9.1 Report from the President-Justin Lynch
  - 9.2 Report from the Vice President
  - 9.3 Board Committee Reports
    - 9.3.1 Human Resources Committee – Mansi Patel, Committee Chair
    - 9.3.2 Facilities Committee – David Larimer, Committee Chair
    - 9.3.3 Finance Committee – Committee Chair
- 10. NEW BUSINESS
  - 10.1 Review of Fiscal Year 2021 Audit with Sikich Representative Dan Berg
  - 10.2 Acceptance of 2021 Audit as Presented
  - 10.3 Recommendation, Re: Appointment of Trustee Larimer as Vice-President
  - 10.4 Recommendation, Re: Approval of Resolution # 295, 2021 Request for Tax Levy

10.5 Recommendation, Re: Approval of Expenses over \$10,000- Annual Comcast Fiber Services

10.6 Recommendation, Re: Approval of Expenses over \$10,000-Annual Renewal of Chicago Tribune/Historical Chicago Tribune Database

10.7 Discussion: Trustee Interview Process

11. DISBURSEMENTS

11.1 Approval of Disbursements of September 1-30, 2021 plus the Addendum for the Meeting of October 20, 2021

12. REPORT OF THE LIBRARY DIRECTOR, Susan Westgate

13. MONTHLY STAFF REPORTS

13.1 Assistant Director's Report, Laura Hays

13.2 Adult Services Report, Laura Hays and Athens Moreno

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

16. BOARD MEMBER REPORTS

17. ADJOURN

Next Resolution: #297

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Mansi Patel, Secretary  
Board of Library Trustees

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF CAROL STREAM  
Carol Stream Public Library  
616 Hiawatha Drive Carol Stream, IL 60188

DATE: September 15, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:01 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Jourdan, Larimer, Wright, Patel, and Lynch.

Absent: Trustees Olson and Berryman-Gilliam

Also Present: Director Susan Westgate, Adult Services Manager Laura Hays, Youth Services Manager Amy Teske, Circulation Manager Jeri Cain, Human Resources Manager Mary Pellico and *Examiner* reporter Sarah Stocking

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

**Trustee Wright moved and Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of September 15, 2021. Motion approved.

Ayes ..... 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Berryman-Gilliam

**Trustee Larimer moved and Trustee Jourdan seconded** that the following items be included on the consent agenda. Motion approved.

Ayes ..... 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Berryman-Gilliam

6.1 Minutes of the Regular Board Meeting of August 20, 2021

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2021

6.3 Report from the President, Justin Lynch-None

6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None

4

- 6.5 Facilities Committee Report - None
- 6.6 Finance Committee –None
- 6.7 Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19
- 6.8 Recommendation, Re: Approval of Revision of Library Accounts Policy
- 6.9 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- 6.10 Recommendation, Re: Approval of Employee Compensation as Discussed in Executive Session on September 15, 2021
- 6.11 Recommendation, Re: Approval of Late Opening on Friday September 24, 2021 for Staff Development
- 6.12 Approval of Disbursements of August 1-31, 2021 plus the Addendum for the Meeting of September 15, 2021
- 6.13 Assistant Director’s Report, Mary Clemens
- 6.14 Adult Services Report, Laura Hays
- 6.15 Youth Services Report, Amy Teske
- 6.16 Circulation Department Report, Jeri Cain
- 6.17 Human Resources Report, Mary Pellico
- 6.18 Marketing Report, Allison Porch
- 6.19 Information Technology Report
- 6.20 Illinois Library Association Virtual Conference: October 12-14, 2021
- 6.21 Board Member Reports-None

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

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

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

Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19

Background information:

In June 2021 the Library Board of Trustees approved the FFCRA sick time extension to September 30, 2021. Based on the current vaccination and positivity rates in the state, it was recommended to extend this sick pay through December 31, 2021.

Recommendation, Re: Approval of Revision of Library Accounts Policy

Background information:

The Board approval of “Fine Free” at the August Board meeting required revisions to the Library Account Policy to reflect this change.

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

Background information:

The Library's current insurance policies are up for renewal in October. The Library's total insurance costs increased by \$1,141 from last year, an increase of 4.1%. The Library has switched from Hartford to Travelers for their Workers Comp insurance, providing a savings of \$1,270. Board approval is required by Library policy for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1-31, 2021 plus the Addendum for the meeting of September 15, 2021 in the amount of \$97,991.12.

7. BOARD AND COMMITTEE REPORTS

7.1 Human Resources Committee Report -Mansi Patel, Committee Chair

Committee Chair Patel stated that the Committee had discussed extending the Emergency paid sick leave until December 31, 2021 at their September 15 Human Resources Committee meeting and had come to a consensus to approve the revision of Personnel Policy 314A.

8. NEW BUSINESS

8.1 Approval of Resolution #294 Commendation of Service of Trustee Edward Jourdan

**Trustee Patel moved and Trustee Larimer seconded** that the Library Board of Trustees approve Resolution #294 Commendation of Service of Trustee Edward Jourdan. Motion approved.

Ayes ..... 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Berryman-Gilliam

Background information:

In appreciation of Trustee Jourdan's years on the Library Board of Trustees, a Resolution commending his years of service and highlighting his contributions and achievements was prepared. President Lynch read the Resolution aloud:

**VILLAGE OF CAROL STREAM, ILLINOIS**

**LIBRARY BOARD RESOLUTION #294**

**RE: COMMENDATION OF EDWARD JOURDAN FOR HIS SERVICE AS A**

**CAROL STREAM PUBLIC LIBRARY TRUSTEE**

WHEREAS, Edward Jourdan was elected as Library Trustee in April 2013 to a four-year term; and,  
WHEREAS, he was re-elected to office in April 2017 and April 2021; and  
WHEREAS, during his term of office he served the Library whenever called upon and in a variety of ways; and,  
WHEREAS, during his tenure on the Board he served on the By-Laws Committee, Facilities Committee, and Finance Committee; and,  
WHEREAS, during his tenure on the Board he served as President from 2015 to 2020, giving wise advice and guidance to the Board and the Library; and,  
WHEREAS, during his tenure he participated in a variety of Trustee Development workshops to increase his knowledge and better serve in his role as a Library Trustee; and  
WHEREAS, he represented the Library at the annual Holiday Open House and other Library special events; and,  
WHEREAS, during his tenure the Library underwent the development of a strategic plan and a complete building renovation; and

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with improved collection development, expanded technology, enhanced public programming, virtual library services and curbside services; and,  
WHEREAS, during his time as a resident of Carol Stream he served as an on-call volunteer with the Carol Stream Fire District and as a volunteer at Western DuPage Special Recreation Association; and,  
THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Edward Jourdan on behalf of the citizens of Carol Stream and library users everywhere for his public service.

8.2 Approval of Expenses over \$10,000-Outdoor Message Center Proposal

**Trustee Jourdan moved and Trustee Larimer seconded** that the Library Board of Trustees approve the Outdoor Message Center proposal. Motion approved.

Ayes ..... 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Berryman-Gilliam

Background information:

The outdoor message center has not been functioning for several months. The Village IT Staff pursued various options for repair. It was determined that the technology was outdated and unable to be repaired and the best option is to replace the existing sign message center with new hardware, lights and software. The new sign will be full color and able to include images as well as text. The replacement sign cabinet will be painted to match the upper portion of the sign. The proposal includes a five year warranty. Board approval is required by Library policy for expenditures exceeding \$10,000.

8.3 REPORT OF THE LIBRARY DIRECTOR

The Board inquired if the public was being informed about the upcoming retirement of Assistant Director Mary Clemens. Director Westgate stated that there would be a posting on the Library’s Facebook page with Mary’s photo as well as a summary of her contributions to the Library during her employment and her upcoming retirement.

9. ADJOURN

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

Ayes ..... 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Berryman-Gilliam

Meeting adjourned at 7:17 p.m.

October 20, 2021

Date approved

\_\_\_\_\_  
Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library  
Treasurer's Report  
Month Ending September 30, 2021**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,176,561.32	\$ 883,909.42	\$ 4,060,470.74
Working Cash	50,865.41	8.23	50,873.64
FICA	142,975.45	33,038.10	176,013.55
IMRF	112,115.01	34,985.34	147,100.35
Liability Insurance	22,135.10	6,955.64	29,090.74
Audit	8,456.85	3,710.19	12,167.04
Capital Maintenance & Repair	1,577,503.00	(15,847.91)	1,561,655.09
Building Renovation Loan	<u>153,760.36</u>	<u>80,304.64</u>	<u>234,065.00</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 5,244,372.50</u>	<u>\$ 1,027,063.65</u>	<u>\$ 6,271,436.15</u>

**See attached for a schedule of cash and investments.**

\_\_\_\_\_  
Justin Lynch, Board President 9/30/21

\_\_\_\_\_  
Nancy Olson, Board Treasurer 9/30/21

\_\_\_\_\_  
Susan Westgate, Library Director 9/30/21

8

**Carol Stream Public Library  
Treasurer's Report  
Month Ending September 30, 2021**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 253,394.62
WEST SUBURBAN BANK	PAYROLL	92,740.93
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	2,909,092.11
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,014,864.31
PROPAY	ELECTRONIC	574.18
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 6,271,436.15</u>



**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**SEPTEMBER 30, 2021**

TABLE OF CONTENTS

ACCOUNTANT'S COMPILATION REPORT	PAGE 1
FINANCIAL STATEMENTS	
Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds	EXHIBIT A
Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds	EXHIBIT B
SUPPLEMENTARY INFORMATION	
Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C



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 September 30, 2021 and August 31, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date September 30, 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.

*ATA Group, LLP*

October 4, 2021

In Association With:

MCCLURE INSERRA  
& COMPANY CHARTERED  
ACCOUNTANTS AND CONSULTANTS



12

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

	Sep 30, 21	Aug 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	253,394.62	510,143.93	-256,749.31
10-1008 · WSB Payroll Account	92,740.93	101,602.45	-8,861.52
10-1014 · Illinois Funds-Prime	3,014,864.31	3,014,814.12	50.19
10-1024 · WSB Money Market Acct	2,909,092.11	1,616,538.72	1,292,553.39
10-1025 · ProPay	574.18	503.28	70.90
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,210,965.41	-2,067,811.18	-143,154.23
<b>Total 10-1000 · Library Fund Cash</b>	<b>4,060,470.74</b>	<b>3,176,561.32</b>	<b>883,909.42</b>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,873.64	50,865.41	8.23
30-1190 · Allocated Cash-FICA Fund	176,013.55	142,975.45	33,038.10
40-1090 · Allocated Cash-IMRF Fund	147,100.35	112,115.01	34,985.34
50-1090 · Allocated Cash-Liability Fund	29,090.74	22,135.10	6,955.64
60-1090 · Allocated Cash-Audit Fund	12,167.04	8,456.85	3,710.19
70-1090 · Allocated Cash-Capital R&M Fund	1,561,655.09	1,577,503.00	-15,847.91
80-1090 · Allocated Cash-Debt Service	234,065.00	153,760.36	80,304.64
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<b>2,210,965.41</b>	<b>2,067,811.18</b>	<b>143,154.23</b>
<b>Total Checking/Savings</b>	<b>6,271,436.15</b>	<b>5,244,372.50</b>	<b>1,027,063.65</b>
<b>Total Current Assets</b>	<b>6,271,436.15</b>	<b>5,244,372.50</b>	<b>1,027,063.65</b>
<b>TOTAL ASSETS</b>	<b><u>6,271,436.15</u></b>	<b><u>5,244,372.50</u></b>	<b><u>1,027,063.65</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,917,356.41	1,917,356.41	0.00
20-2900 · Fund Balance-Working Cash	50,846.41	50,846.41	0.00
30-2900 · Fund Balance-FICA Fund	106,402.32	106,402.32	0.00
40-2900 · Fund Balance-IMRF Fund	84,847.54	84,847.54	0.00
50-2900 · Fund Balance-Liability	11,040.33	11,040.33	0.00
60-2900 · Fund Balance-Audit	7,840.24	7,840.24	0.00
70-2900 · Fund Balance-Capital R&M	1,627,532.77	1,627,532.77	0.00
80-2900 · Fund Balance-Debt Service	103,541.42	103,541.42	0.00
<b>Total 2900 · Beginning Fund Balances</b>	<b>3,909,407.44</b>	<b>3,909,407.44</b>	<b>0.00</b>
<b>Net Income</b>	<b>2,362,028.71</b>	<b>1,334,965.06</b>	<b>1,027,063.65</b>
<b>Total Equity</b>	<b>6,271,436.15</b>	<b>5,244,372.50</b>	<b>1,027,063.65</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>6,271,436.15</u></b>	<b><u>5,244,372.50</u></b>	<b><u>1,027,063.65</u></b>

13

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

	Sep 21	May - Sep 21	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
<b>3001 · Property Tax Current</b>	1,271,633.70	3,650,189.92	3,664,461.00	99.61%
<b>3002 · Property Taxes Non-Current</b>	0.00	61.58	5,000.00	1.23%
<b>3000 · Property Taxes - Other</b>	0.00	0.00	10,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	1,271,633.70	3,650,251.50	3,679,461.00	99.21%
<b>3100 · PPR Taxes</b>	11,125.18	36,167.61	44,000.00	82.2%
<b>3200 · Interest Income</b>				
<b>3201 · Interest Income Taxes</b>	0.00	0.00	1,000.00	0.0%
<b>3202 · Interest Income Investments</b>	645.32	2,135.81	15,100.00	14.14%
<b>Total 3200 · Interest Income</b>	645.32	2,135.81	16,100.00	13.27%
<b>3300 · Patron Payments</b>				
<b>3301 · Fines &amp; Fees</b>	423.58	2,621.48	10,000.00	26.22%
<b>3302 · Public Copy Payments</b>	453.27	2,172.37	12,000.00	18.1%
<b>3303 · Non-Resident Card Fees</b>	0.00	0.00	2,000.00	0.0%
<b>3304 · Sale Items</b>	0.00	0.00	1,000.00	0.0%
<b>Total 3300 · Patron Payments</b>	876.85	4,793.85	25,000.00	19.18%
<b>3400 · Donations</b>	2,070.00	3,560.00	5,000.00	71.2%
<b>3500 · Developer Contributions</b>	0.00	0.00	1,000.00	0.0%
<b>3600 · RBP/ILL Reimbursements</b>	10.19	40.18	1,000.00	4.02%
<b>3700 · Grants</b>				
<b>3701 · Per Capita Grants</b>	0.00	58,573.73	49,650.00	117.97%
<b>3702 · Other Grants/Awards</b>	0.00	2,000.00	5,000.00	40.0%
<b>Total 3700 · Grants</b>	0.00	60,573.73	54,650.00	110.84%
<b>3800 · Other Income</b>	0.55	814.40	5,000.00	16.29%
<b>Total Income</b>	1,286,361.79	3,758,337.08	3,831,211.00	98.1%
<b>Gross Profit</b>	1,286,361.79	3,758,337.08	3,831,211.00	98.1%
<b>Expense</b>				
<b>5100 · Salaries</b>				
<b>5101 · Exempt Staff Salaries</b>	45,937.74	226,637.66	603,000.00	37.59%
<b>5102 · Non-Exempt Staff Salaries</b>	91,106.23	435,064.57	1,279,300.00	34.01%
<b>5103 · Custodial Salaries</b>	5,726.09	28,009.81	78,000.00	35.91%
<b>5105 · Professional Education</b>	450.10	1,916.08	15,000.00	12.77%
<b>5106 · Membership</b>	348.00	1,214.00	4,000.00	30.35%
<b>5107 · Life Insurance</b>	165.10	785.85	2,000.00	39.29%
<b>5108 · Health Insurance</b>	17,036.80	84,442.48	250,000.00	33.78%
<b>5109 · Benefits, other</b>	135.88	447.64	2,000.00	22.38%
<b>5110 · Trustee Development</b>	0.00	103.50	3,000.00	3.45%
<b>Total 5100 · Salaries</b>	160,905.94	778,621.59	2,236,300.00	34.82%
<b>5200 · Plant Maint.</b>				
<b>5201 · Supplies</b>	559.81	4,506.57	20,000.00	22.53%
<b>5202 · Maintenance/Repair</b>	1,475.00	2,278.94	10,000.00	22.79%
<b>5203 · Maintenance Contracts</b>	3,219.00	16,095.00	42,000.00	38.32%

14

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

	Sep 21	May - Sep 21	Annual Budget	% of Budget
5204 · Landscape Maintenance/Snow Remo	1,292.00	4,150.00	15,000.00	27.67%
5205 · Furniture/Equipment	1,192.17	3,612.52	10,000.00	36.13%
5206 · Electric-Comm Edison	0.00	2,255.61	45,000.00	5.01%
5207 · Water/Sewer	898.98	2,436.14	10,000.00	24.36%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
<b>Total 5200 · Plant Maint.</b>	<b>8,636.96</b>	<b>35,334.78</b>	<b>163,000.00</b>	<b>21.68%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	0.00	72.21	6,000.00	1.2%
5302 · Office & Equipment Supplies	146.86	2,488.65	7,000.00	35.55%
5303 · Printing	0.00	68.67	4,000.00	1.72%
5304 · Equipment Leasing	1,197.69	7,552.89	17,000.00	44.43%
5305 · Mileage Reimbursement	15.51	91.67	2,000.00	4.58%
5306 · Legal Notices	555.45	555.45	600.00	92.58%
5308 · Business Phone	613.63	4,244.83	12,000.00	35.37%
5309 · Accounting Service	1,100.00	3,300.00	15,000.00	22.0%
5310 · Material Recovery Fees	465.40	465.40	1,000.00	46.54%
5311 · Payroll Service	556.47	2,600.04	7,500.00	34.67%
5312 · Attorney Fees	0.00	1,320.00	8,000.00	16.5%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	301.89	1,759.48	7,000.00	25.14%
5317 · Bank & Credit Card Fees	24.25	81.80	100.00	81.8%
5319 · Security Service	867.96	867.96	21,000.00	4.13%
5321 · Human Resources	909.07	4,211.23	10,000.00	42.11%
<b>Total 5300 · Business Exp.</b>	<b>6,754.18</b>	<b>36,880.28</b>	<b>126,200.00</b>	<b>29.22%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	243.71	1,033.21	10,000.00	10.33%
5402 · ISP and Web page hosting	290.36	4,761.52	16,500.00	28.86%
5403 · Computer Software	0.00	4,735.64	18,000.00	26.31%
5404 · Tech Support & Repair	3,232.50	10,763.22	15,000.00	71.76%
5405 · Technical Services Supplies	890.77	1,923.45	5,000.00	38.47%
5406 · Circulation Supplies	0.00	775.49	6,000.00	12.93%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	82.45	500.00	16.49%
5410 · SWAN Consortium	0.00	11,541.50	47,000.00	24.56%
5411 · Village IT Services	8,014.50	40,287.00	98,000.00	41.11%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>12,671.84</b>	<b>75,903.48</b>	<b>232,500.00</b>	<b>32.65%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	4,357.90	17,161.36	32,000.00	53.63%
5503 · Adult/Teen Programs	796.22	5,319.54	29,000.00	18.34%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	1,581.74	4,569.02	20,000.00	22.85%
5510 · Reference Services Expenses	6.99	6.99		
<b>Total 5500 · Services</b>	<b>6,742.85</b>	<b>27,056.91</b>	<b>128,000.00</b>	<b>21.14%</b>
<b>5600 · Collection</b>				

15

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

	Sep 21	May - Sep 21	Annual Budget	% of Budget
5601 · Youth Services Books	4,213.86	10,610.95	50,000.00	21.22%
5606 · Youth Services Media	937.49	4,211.11	25,000.00	16.84%
5630 · Adult Books	4,670.42	20,170.07	75,000.00	26.89%
5634 · Online Resources	0.00	0.00	45,000.00	0.0%
5635 · Magazines & Newspapers	0.00	10,289.15	11,000.00	93.54%
5637 · Adult Media	1,575.18	7,144.32	50,000.00	14.29%
5651 · Digital Media	5,206.75	39,438.93	100,000.00	39.44%
5652 · Grant/Award Expense	3,363.00	33,280.38	49,650.00	67.03%
<b>Total 5600 · Collection</b>	<b>19,966.70</b>	<b>125,144.91</b>	<b>405,650.00</b>	<b>30.85%</b>
<b>6600 · Payroll Expenses</b>				
6610 · FICA Expense	10,556.83	55,536.76	150,000.00	37.03%
6620 · Illinois Municipal Retirement F	16,950.59	86,836.74	220,000.00	39.47%
<b>Total 6600 · Payroll Expenses</b>	<b>27,507.42</b>	<b>142,373.50</b>	<b>370,000.00</b>	<b>38.48%</b>
7101 · Liability Insurance	0.00	0.00	19,000.00	0.0%
7102 · Risk Management expense	0.00	1,242.80	3,000.00	41.43%
7103 · Unemployment Compensation Insur	0.00	673.56	5,000.00	13.47%
7201 · Audit Expense	0.00	6,324.00	13,000.00	48.65%
<b>7400 · Capital Expenditures</b>				
7401 · Furniture	6,240.00	7,500.00	10,000.00	75.0%
7402 · Parking Lot Repair	0.00	6,196.08	12,000.00	51.63%
7403 · Building Repair	0.00	1,875.00	50,000.00	3.75%
7404 · Landscape	1,730.00	27,171.48	125,000.00	21.74%
7405 · Memorials	0.00	0.00	2,000.00	0.0%
7406 · Other Capital Expenditures	-11.75	15,856.00	50,000.00	31.71%
<b>Total 7400 · Capital Expenditures</b>	<b>7,958.25</b>	<b>58,598.56</b>	<b>249,000.00</b>	<b>23.53%</b>
<b>7500 · Special Capital Projects</b>				
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	8,154.00	8,154.00	30,000.00	27.18%
<b>Total 7500 · Special Capital Projects</b>	<b>8,154.00</b>	<b>8,154.00</b>	<b>55,000.00</b>	<b>14.83%</b>
<b>Total Expense</b>	<b>259,298.14</b>	<b>1,296,308.37</b>	<b>4,005,650.00</b>	<b>32.36%</b>
<b>Net Ordinary Income</b>	<b>1,027,063.65</b>	<b>2,462,028.71</b>	<b>-174,439.00</b>	<b>-1,411.4%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8002 · Interfund Transferrs Out	0.00	0.00	-100.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
8000 · Debt Repayment Expense	0.00	100,000.00	234,461.00	42.65%
<b>Total Other Expense</b>	<b>0.00</b>	<b>100,000.00</b>	<b>234,461.00</b>	<b>42.65%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-100,000.00</b>	<b>-234,561.00</b>	<b>42.63%</b>
<b>Net Income</b>	<b>1,027,063.65</b>	<b>2,362,028.71</b>	<b>-409,000.00</b>	<b>-577.51%</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Sep 21	May - Sep 21	Sep 21	May - Sep 21	Sep 21	May - Sep 21
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
3000 · Property Taxes	1,085,183.12	3,115,040.79	0.00	0.00	43,577.72	125,091.02
3100 · PPR Taxes	11,125.18	36,167.61	0.00	0.00	0.00	0.00
3200 · Interest Income	322.00	1,065.72	8.23	27.23	17.21	56.97
3300 · Patron Payments	876.85	4,793.85	0.00	0.00	0.00	0.00
3400 · Donations	2,070.00	3,560.00	0.00	0.00	0.00	0.00
3600 · RBP/LL Reimbursements	10.19	40.18	0.00	0.00	0.00	0.00
3700 · Grants	0.00	60,573.73	0.00	0.00	0.00	0.00
3800 · Other Income	0.55	814.40	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>1,099,587.89</b>	<b>3,222,056.28</b>	<b>8.23</b>	<b>27.23</b>	<b>43,594.93</b>	<b>125,147.99</b>
<b>Gross Profit</b>	<b>1,099,587.89</b>	<b>3,222,056.28</b>	<b>8.23</b>	<b>27.23</b>	<b>43,594.93</b>	<b>125,147.99</b>
<b>Expense</b>						
5100 · Salaries	160,905.94	778,621.59	0.00	0.00	0.00	0.00
5200 · Plant Maint.	8,636.96	35,334.78	0.00	0.00	0.00	0.00
5300 · Business Exp.	6,754.18	36,880.28	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	12,671.84	75,903.48	0.00	0.00	0.00	0.00
5500 · Services	6,742.85	27,056.91	0.00	0.00	0.00	0.00
5600 · Collection	19,966.70	125,144.91	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,556.83	55,536.76
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
<b>Total Expense</b>	<b>215,678.47</b>	<b>1,078,941.95</b>	<b>0.00</b>	<b>0.00</b>	<b>10,556.83</b>	<b>55,536.76</b>
<b>Net Ordinary Income</b>	<b>883,909.42</b>	<b>2,143,114.33</b>	<b>8.23</b>	<b>27.23</b>	<b>33,038.10</b>	<b>69,611.23</b>



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

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	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Sep 21	May - Sep 21	Sep 21	May - Sep 21	Sep 21	May - Sep 21
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Other Income</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>883,909.42</b>	<b>2,143,114.33</b>	<b>8.23</b>	<b>27.23</b>	<b>33,038.10</b>	<b>69,611.23</b>

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Sep 21	May - Sep 21	Sep 21	May - Sep 21	Sep 21	May - Sep 21
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
3000 - Property Taxes	51,922.20	149,044.12	6,953.85	19,960.85	3,708.92	10,646.59
3100 - PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 - Interest Income	13.73	45.43	1.79	5.92	1.27	4.21
3300 - Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 - Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 - RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
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
<b>Total Income</b>	<b>51,935.93</b>	<b>149,089.55</b>	<b>6,955.64</b>	<b>19,966.77</b>	<b>3,710.19</b>	<b>10,650.80</b>
<b>Gross Profit</b>	<b>51,935.93</b>	<b>149,089.55</b>	<b>6,955.64</b>	<b>19,966.77</b>	<b>3,710.19</b>	<b>10,650.80</b>
<b>Expense</b>						
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	16,950.59	86,836.74	0.00	0.00	0.00	0.00
7102 - Risk Management expense	0.00	0.00	0.00	1,242.80	0.00	0.00
7103 - Unemployment Compensation Insur	0.00	0.00	0.00	673.56	0.00	0.00
7201 - Audit Expense	0.00	0.00	0.00	0.00	0.00	6,324.00
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
<b>Total Expense</b>	<b>16,950.59</b>	<b>86,836.74</b>	<b>0.00</b>	<b>1,916.36</b>	<b>0.00</b>	<b>6,324.00</b>
<b>Net Ordinary Income</b>	<b>34,985.34</b>	<b>62,252.81</b>	<b>6,955.64</b>	<b>18,050.41</b>	<b>3,710.19</b>	<b>4,326.80</b>

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

	40-IMRF Fund		60-Liability Fund		60-Audit Fund	
	Sep 21	May - Sep 21	Sep 21	May - Sep 21	Sep 21	May - Sep 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>34,985.34</u>	<u>62,252.81</u>	<u>6,955.64</u>	<u>18,050.41</u>	<u>3,710.19</u>	<u>4,326.80</u>

Exhibit C See Accountant's Compilation Report

20

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Sep 21	May - Sep 21	Sep 21	May - Sep 21	Sep 21	May - Sep 21
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
3000 · Property Taxes	0.00	0.00	80,287.89	230,468.13	1,271,633.70	3,650,251.50
3100 · PPR Taxes	0.00	0.00	0.00	0.00	11,125.18	36,167.61
3200 · Interest Income	264.34	874.88	16.75	55.45	645.32	2,135.81
3300 · Patron Payments	0.00	0.00	0.00	0.00	876.85	4,793.85
3400 · Donations	0.00	0.00	0.00	0.00	2,070.00	3,560.00
3600 · RBP/LL Reimbursements	0.00	0.00	0.00	0.00	10.19	40.18
3700 · Grants	0.00	0.00	0.00	0.00	0.00	60,573.73
3800 · Other Income	0.00	0.00	0.00	0.00	0.55	814.40
<b>Total Income</b>	<b>264.34</b>	<b>874.88</b>	<b>80,304.64</b>	<b>230,523.58</b>	<b>1,286,361.79</b>	<b>3,758,337.08</b>
<b>Gross Profit</b>	<b>264.34</b>	<b>874.88</b>	<b>80,304.64</b>	<b>230,523.58</b>	<b>1,286,361.79</b>	<b>3,758,337.08</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	160,905.94	778,621.59
5200 · Plant Maint.	0.00	0.00	0.00	0.00	8,636.96	35,334.78
5300 · Business Exp.	0.00	0.00	0.00	0.00	6,754.18	36,880.28
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	12,671.84	75,903.48
5500 · Services	0.00	0.00	0.00	0.00	6,742.85	27,056.91
5800 · Collection	0.00	0.00	0.00	0.00	19,966.70	125,144.91
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	27,507.42	142,373.50
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,242.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	673.56
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	6,324.00
7400 · Capital Expenditures	7,958.25	58,598.56	0.00	0.00	7,958.25	58,598.56
7500 · Special Capital Projects	8,154.00	8,154.00	0.00	0.00	8,154.00	8,154.00
<b>Total Expense</b>	<b>16,112.25</b>	<b>66,752.56</b>	<b>0.00</b>	<b>0.00</b>	<b>259,298.14</b>	<b>1,296,308.37</b>
<b>Net Ordinary Income</b>	<b>-15,847.91</b>	<b>-65,877.68</b>	<b>80,304.64</b>	<b>230,523.58</b>	<b>1,027,063.65</b>	<b>2,462,028.71</b>

Exhibit C See Accountant's Compilation Report

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

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	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Sep 21	May - Sep 21	Sep 21	May - Sep 21	Sep 21	May - Sep 21
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
8000 - Debt Repayment Expense	0.00	0.00	0.00	100,000.00	0.00	100,000.00
<b>Total Other Expense</b>	0.00	0.00	0.00	100,000.00	0.00	100,000.00
<b>Net Other Income</b>	0.00	0.00	0.00	-100,000.00	0.00	-100,000.00
<b>Net Income</b>	<b>-15,847.91</b>	<b>-65,877.68</b>	<b>80,304.64</b>	<b>130,523.58</b>	<b>1,027,063.65</b>	<b>2,362,028.71</b>

22

BOARD OF LIBRARY TRUSTEES of the  
VILLAGE OF CAROL STREAM, ILLINOIS  
RESOLUTION # 295

RE: 2021 REQUEST FOR TAX LEVY

WHEREAS, the Board of Library Trustees passed its Fiscal 2022 Budget / Appropriation, on March 17, 2021 as attached hereto and included in Exhibit A; and

WHEREAS, Exhibit A, which also describes the FY 2022 appropriation, and describes anticipated expenditures in the amount of \$4,240,111; and

WHEREAS, funds derived as income from sources other than tax receipts are anticipated to total \$111,650 for the fiscal year 2022.

WHEREAS, a total amount of \$3,744,461 is needed from tax receipts in addition to the amount received from other sources to satisfy the anticipated financial needs of the Library for fiscal year 2021.

RESOLVED that:

Section 1: The President and Board of Trustees of the Village of Carol Stream, Illinois are hereby requested to include in their appropriation ordinance for the fiscal year commencing on the first day of May 2021 and ending on the thirtieth day of April 2022 the following:

- A. Taxes to be levied to maintain the Public Library pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 3-4 shall be: \$3,180,000 or as much thereof as may be authorized by law, but in no event shall such tax levy for maintenance and operation of the Carol Stream Public Library exceed 0.60 percent of the value of all such taxable property as equalized or assessed by the Department of Revenue pursuant to the anticipated expenditures and financial requirements detailed in Exhibit A.
- B. Taxes to be levied for participation in the Illinois Municipal Retirement Fund, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$175,000.
- C. Taxes to be levied for participation in the FICA, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$125,000.
- D. Taxes to be levied for the Liability Insurance Fund, as provided in Illinois Compiled Statutes Chapter 745, Act 10, Section 9-107, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$20,000.
- E. Taxes to be levied for the Annual Audit as provided in Illinois Compiled Statutes, Chapter 50, Act 310, Section 9, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$10,000.
- F. Taxes to be levied for debt service pursuant to an Intergovernmental Loan Agreement between the Village of Carol Stream and the Board of Library Trustees of the Carol Stream Library as approved by the Library Board of Trustees, dated October 17, 2018, in the sum of \$234,461.

Section 2: That pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 5-8, the Board of Library Trustees shall accumulate and set apart as a Capital Improvement and Repair Fund for the

purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits and pursuant to plans to be developed by the Board of Library Trustees.

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

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

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

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

Section 6: That the President and the Board of Trustees of the Village of Carol Stream be aware that the Illinois Statutes require that the levy ordinance be duly passed and a certified copy be recorded with the DuPage County Clerk on or before the last Tuesday in December 2021.

Resolution passed this 20<sup>th</sup> day of October, 2021 by a vote of:

Ayes: \_\_\_\_\_, Nays: \_\_\_\_\_, Absent or not voting: \_\_\_\_\_.

Approved:

\_\_\_\_\_  
Justin Lynch, President  
Board of Library Trustees

Attest:

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

**2021 REQUEST FOR TAX LEVY**

was duly adopted by said Board of Trustees at a valid meeting on October 20, 2021.

Seal:

\_\_\_\_\_  
Mansi Patel, Secretary  
Board of Library Trustees

24

			FY 21/22
			Appropriation
			Approved 3/17/21
ACCT #	Account Name		
	<b>GENERAL FUND REVENUES</b>		
<b>3000</b>	<b>Property Taxes</b>		
3001	Property Tax -- Current		3,180,000
3002	Property Tax -- Non-Current		1,000
<b>3100</b>	PPR Taxes		30,000
<b>3200</b>	<b>Interest Income</b>		
3201	Interest Income -- Taxes		500
3202	Interest Income -- Investments		10,000
<b>3300</b>	<b>Patron Payments</b>		
3301	Fines & Fees		5,000
3302	Public Copier Payments		6,000
3303	Non-Resident Card Fees		2,000
3304	Sale Items		650
<b>3400</b>	Donations		1,000
<b>3500</b>	Developer Contributions		1,000
<b>3600</b>	RBP/ILL Reimbursements		500
<b>3700</b>	<b>Grants</b>		
3701	Per Capita Grant		50,000
3702	Other Grants/Awards		1,000
3800	Other Income		3,000
	<b>TOTAL REVENUES</b>		<b>3,291,650</b>
	<b>GENERAL FUND EXPENDITURES</b>		
<b>5100</b>	<b>SALARIES</b>		
5101	Exempt Staff Salaries		603,000
5102	Non-exempt Staff Salaries		1,279,300
5103	Custodial Salaries		78,000
<b>5104</b>	<b>Benefits-Med/Life/Dental</b>		
5105	Professional Education		15,000
5106	Memberships		4,000
5107	Benefits -- Life insurance		2,000
5108	Benefits -- Health Insurance		250,000
5109	Benefits -- Other		2,000
5110	Trustee Development		3,000
	<b>TOTAL</b>		<b>2,236,300</b>
<b>5200</b>	<b>PLANT MAINTENANCE</b>		
5201	Supplies		20,000
5202	Maintenance/Repair		10,000
5203	Maintenance Contracts		42,000
5204	Landscape Maintenance/Snow Removal		15,000
5205	Furniture/Equipment		10,000



				FY 21/22
				Appropriation
				Approved 3/17/21
ACCT #	Account Name			
5206	Electric-Com Ed			45,000
5207	Water/Sewer			10,000
5208	Insurance (Property)			11,000
	<b>TOTAL</b>			<b>163,000</b>
<b>5300</b>	<b>BUSINESS EXPENSE</b>			
5301	Postage			6,000
5302	Office & Equipment Supplies			7,000
5303	Library Printing			4,000
5304	Equipment Leasing			17,000
5305	Mileage Reimbursement			2,000
5306	Legal Notices			600
5308	Business Phone			12,000
5309	Accounting Service			15,000
5310	Material Recovery Fees			1,000
5311	Payroll Service			7,500
5312	Attorney Fees			8,000
5314	Other Consultants			8,000
5315	Other Expenditures			7,000
5317	Bank & Credit Card Fees			100
5319	Security Service			21,000
5320	Donation Received Expense			0
5321	Human Resources Expense			10,000
	<b>TOTAL</b>			<b>126,200</b>
<b>5400</b>	<b>CIRCULATION &amp; MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES</b>			
5401	Automation Hardware			10,000
5402	ISP and Web Page Hosting			16,500
5403	Computer Software			18,000
5404	Tech Support & Repair			15,000
5405	Technical Services Supplies			5,000
5406	Circulation Supplies			6,000
5408	Tech Serv Online Resources			16,500
5409	RBP/ILL Expenses			500
5410	SWAN Consortium			47,000
5411	Village IT Services			98,000
	<b>TOTAL</b>			<b>232,500</b>
<b>5500</b>	<b>SERVICES</b>			
5501	Youth Services Programs			32,000
5503	Adult/Teen Programs			29,000
5505	Library Newsletter			47,000

26

				FY 21/22
				Appropriation
				Approved 3/17/21
ACCT #	Account Name			
5509	Library Publicity and Promotion			20,000
	<b>TOTAL</b>			<b>128,000</b>
<b>5600</b>	<b>COLLECTION DEVELOPMENT</b>			
5601	Youth Services Books			50,000
5606	Youth Services Media			25,000
5630	Adult Services Books			75,000
5634	Online Resources			45,000
5635	Magazines & Newspapers			11,000
5637	Adult Services Media			50,000
5651	Digital Media			100,000
5652	Grant/Award Expense (Databases)			49,650
	<b>TOTAL</b>			<b>405,650</b>
	<b>GENERAL FUND EXPENDITURES</b>			
5100	SALARIES			2,236,300
5200	PLANT MAINTENANCE			163,000
5300	BUSINESS EXPENSE			126,200
5400	CIRCULATION & MATERIAL PROC...			232,500
5500	SERVICES			128,000
5600	COLLECTION DEVELOPMENT			405,650
	<b>TOTAL EXPENDITURES</b>			<b>3,291,650</b>
	<b>GENERAL FUND REVENUES</b>			
	LIBRARY TAX			3,135,000
	OPERATING REVENUE			156,650
	<b>TOTAL REVENUES</b>			<b>3,291,650</b>
	<b>OTHER FINANCING SOURCES/FUNDS</b>			
<b>Class 80</b>	<b>BUILDING RENOVATION LOAN FUND (new Fund line)</b>			
80-3001	Special Debt Service Tax Levy			234,461
80-3002	Interest income			
80-8000	Loan payment expense			234,461
	Net Difference			0
	<b>Fund Balance April 30, 2019</b>			<b>0</b>

				FY 21/22 Appropriation
				Approved 3/17/21
ACCT #	Account Name			
	<b>WORKING CASH FUND</b>			
20-3001	Working Cash Levy			0
20-3202	Interest on investments			0
	<i>TOTAL</i>			0
20-6920	Transfer to General Fund			0
	<b>Fund Balance April 30</b>			<b>48,361</b>
<b>Class 50</b>	<b>LIABILITY INSURANCE FUND</b>			
50-3001	Liability Insurance Levy			20,000
50-3202	Interest on Investments			0
50-3300	LIMRIC UCGA Dividend			0
	<i>TOTAL</i>			20,000
50-7101	Liability Insurance			19,000
50-7102	Risk Management expense			3,000
50-7103	Unemployment Comp. Insurance			5,000
	<i>TOTAL</i>			27,000
	Net Difference			-7,000
	Fund Balance, May 1	(FY20 audit)		33,279
	April 2020 Transfer from Gen. Fund			
	<b>Reserve Balance April 30</b>			<b>26,279</b>
	<b>Reserve in Months</b>			<b>11.68</b>
<b>Class 30</b>	<b>FICA FUND</b>			
30-3001	FICA Tax Levy			125,000
30-3202	Interest on Investments			0
30-5104	FICA Benefit			150,000
	Net Difference			-25,000
	Fund Balance, May 1	(FY20 audit)		92,814
	<b>Reserve Balance April 30</b>			<b>67,814</b>
	<b>Reserve in Months</b>			<b>5.43</b>

28

			FY 21/22
			Appropriation
			Approved 3/17/21
ACCT #	Account Name		
<b>Class 40</b>	<b>IMRF FUND</b>		
40-3001	IMRF Tax Levy		175,000
40-3202	Interest on Investments - IMRF		0
40-5104	IMRF Benefit		220,000
	Net Difference		-45,000
	Fund Balance, May 1	(FY20 audit)	111,845
	<b>Reserve Balance April 30</b>		<b>66,845</b>
	<b>Reserve in Months</b>		<b>3.65</b>
<b>Class 60</b>	<b>AUDIT FUND</b>		
60-3001	Audit Levy		10,000
60-3202	Interest on Investments		
60-7201	Audit Expense		13,000
	Net Difference		-3,000
	Fund Balance, May 1	(FY20 audit)	6,619
	<b>Reserve Balance April 30</b>		<b>3,619</b>
	<b>Reserve in Months</b>		<b>3.34</b>
<b>Class 70</b>	<b>CAPITAL MAINTENANCE &amp; REPAIR FUND</b>		
	<b>CAPITAL MAINTENANCE &amp; REPAIR REVENUE</b>		
70-3001	Interest on Investments		
70-3202	Grant Funds		
70-3203	Building Renovation Loan		
70-3702	<b>TOTAL</b>		
	<b>CAPITAL MAINTENANCE &amp; REPAIR EXPENDITURES</b>		
70-7301	MAJOR REPAIRS		
70-7301			
<b>70-7400</b>	<b>OTHER CAPITAL EXPENDITURES</b>		
7401	Furniture		10,000
7402	Parking Lot Repair/Maintenance		12,000
7403	Building Repair		50,000
7404	Landscape		125,000
7405	Memorials		2,000

			FY 21/22
			Appropriation
			Approved 3/17/21
ACCT #	Account Name		
7406	OTHER EXPENDITURES		50,000
	Subtotal		249,000
<b>70-7500</b>	<b>Special Projects</b>		
7503	VOIP Phone System		
7504	Light Bright Fixture		
7505	Recover Partition Wall		15,000
7506	Office & Staff Room Door Wraps		10,000
7507	Automation Equipment		30,000
7508	Library Renovation Project		
7509	Security Upgrades		
	Total		<b>304,000</b>
	FUND BALANCE, MAY 1	(Feb. 2021)	1,506,318
	April 2021 Transfer from Gen. Fund		150,000
	FUND BALANCE, APRIL 30		<b>1,352,318</b>

COMCAST ENTERPRISE SERVICES  
MASTER SERVICES AGREEMENT FOR GSA CUSTOMERS (MSA)

MSA ID#: IL--dmigr	MSA Term: 60 Months	Customer Name: Carol Stream Public Library
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CUSTOMER INFORMATION

Primary Contact: Susan Westgate	<u>Primary Contact Address Information</u>
Title: Director	Address 1: 616 Haiwatha Drive
Phone: (630) 655-7055	Address 2:
Cell:	City: Carol Stream
Fax:	State: IL
Email: swestgate@cslibrary.org	Zip Code: 60188

This Master Service Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide communications and other services ("Services") to the above Customer. The Agreement consists of this fully executed Master Service Agreement Cover Page For GSA Customers ("Cover Page"), the Enterprise Services General Terms and Conditions For GSA Customers ("General Terms and Conditions"), any written amendments to the Agreement executed by both parties ("Amendments"), the Product-Specific Attachment for the applicable Services ("PSA(s)") and each Sales Order accepted hereunder ("Sales Orders"). In the event of any inconsistency among these documents, precedence will be as follows: (1) this Cover Page (2) General Terms and Conditions, (3) PSA(s), and (4) Sales Orders. This Agreement shall be legally binding when signed by both parties and shall continue in effect until the expiration date of any Service Term specified in a Sales Order referencing the Agreement, unless terminated earlier in accordance with the Agreement.

The Customer referenced above may submit Sales Orders to Comcast during the Term of this Agreement ("MSA Term"). After the expiration of the initial MSA Term, Comcast may continue to accept Sales Orders from Customer under the Agreement, or require the parties to execute a new MSA.

The Agreement shall terminate in accordance with the General Terms and Conditions for GSA Customers. The General Terms and Conditions, PSAs, the High-Speed Internet for Business Acceptable Use Policy ("AUP") and the High-Speed Internet for Business Privacy Policy (Privacy Policy") are attached hereto and are located at the following or successor URL:

[https://www.gsaadvantage.gov/advantage/contractor/contractor\\_detail.do?mapName=/s/search/&contractNumber=GS-35F-184BA](https://www.gsaadvantage.gov/advantage/contractor/contractor_detail.do?mapName=/s/search/&contractNumber=GS-35F-184BA)

Services are only available to commercial customers in wired and serviceable areas in participating Comcast systems (and may not be transferred). Minimum Service Terms are required for most Services and early termination fees may apply. Service Terms are identified in each Sales Orders, and early termination fees are identified in the applicable Product Specific Attachments.

BY SIGNING BELOW, CUSTOMER AGREES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

CUSTOMER SIGNATURE (by authorized representative)

Signature:	<i>Susan Westgate</i>
Name:	<i>Susan Westgate</i>
Title:	<i>Library Director</i>
Date:	<i>10-8-2021</i>

COMCAST USE ONLY (by authorized representative)



MSA ID#: IL--dmigr

SO ID#: IL--dmigr-20000816

Account Name: Carol Stream Village Library

CUSTOMER INFORMATION (for notices)

Primary Contact: Susan Westgate
Title:
Address 1: 616 Hiawatha Dr
Address 2:
City: Carol Stream
State: IL
Zip: 60188
Phone: 630-655-7055
Cell:
Fax:
Email: swestgate@cslibrary.org

Billing Account Name: Carol Stream Public Library
Billing Name (3rd Party Accounts):
Billing Contact: Susan Westgate
Title: Finance
Phone: 630-655-7055
Cell:
Fax:
Email: swestgate@cslibrary.org

INVOICE ADDRESS
Address 1: 616 Hiawatha Dr
Address 2:
City: Carol Stream
State: IL
Zip Code: 60188
Tax Exempt: Yes
\* If Yes, please provide and attach all applicable tax exemption certificates

SUMMARY OF CHARGES (Details on following pages)

Service Term (Months): 60

SUMMARY OF SERVICE CHARGES\*

Current Monthly Recurring Charges: \$0.00
Current Trunk Services Monthly Recurring Charges: \$0.00
Total Current Monthly Recurring Charges (all Services): \$0.00
Change Monthly Recurring Charges: \$875.00
Change Trunk Services Monthly Recurring Charges: \$0.00
Change Monthly Recurring Charges (all Services): \$875.00
Total Monthly Recurring Charges: \$875.00
Total Trunk Services Monthly Recurring Charges: \$0.00
Total Monthly Recurring Charges (all Services): \$875.00

SUMMARY OF STANDARD INSTALLATION FEES\*

Total Standard Installation Fees: \$500.00
Total Trunk Services Standard Installation Fees: \$0.00
Total Standard Installation Fees (all Services): \$500.00

SUMMARY OF CUSTOM INSTALLATION FEES\*

Total Custom Installation Fee: \$0.00

SUMMARY OF MONTHLY EQUIPMENT FEES\*

Current Services Equipment Fee Monthly Recurring Charges: \$0.00
Current Trunk Services Equipment Fee Monthly Recurring Charges: \$0.00
Current Equipment Fee Monthly Recurring Charges (All Services): \$0.00
Change Services Equipment Fee Monthly Recurring Charges: \$0.00
Change Trunk Services Equipment Fee Monthly Recurring Charges: \$0.00
Change Equipment Fee Monthly Recurring Charges (All Services): \$0.00
Total Service Equipment Fee Monthly Recurring Charges: \$0.00
Total Trunk Service Equipment Fee Monthly Recurring Charges: \$0.00
Total Equipment Fee Monthly Recurring Charges (All Services): \$0.00

\*Note: Charges identified in the Sales Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fees prior to the installation of Service. The existence of Hazardous Materials at the Service Location or a change in installation due to an Engineering Review may result in changes to the Custom and/or Standard Installation Fees payable by Customer.

GENERAL COMMENTS

Board Contingency. Comcast acknowledges that Customer will be seeking Board approval on October 20, 2021 for this Sales Order. Customer shall have until 5:00 p.m. on October 21, 2021 ("Board Termination Deadline") to provide written notice of termination to Comcast of this Sales Order, without penalty or Termination Charges, in the event the Board does not approve the expenditure. In the event Comcast does not receive such notice of termination by the Board Termination Date, Comcast shall proceed with the provisioning of Services set forth under this Sales Order.

AGREEMENT

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at http://business.comcast.com/terms-conditions-ent, (the "Agreement"). Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

Table with 2 main columns: CUSTOMER USE ONLY (by authorized representative) and COMCAST USE ONLY (by authorized representative). Includes signature lines for Susan Westgate and Josh Cohen, name, title, date, region, and division.

37



### COMCAST ENTERPRISE SERVICES SALES ORDER FORM SERVICES AND PRICING

Account Name:  Date:   
 MSA ID#:  SO ID#:

Short Description of Service:

Service Term:

PAGE 2 of 7

Solution Charges

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
001	New	Add	ActiveCore Installation Fee	Setup	Carol Stream Public Library / 616	-	Interstate	1	\$0.00	\$0.00
002	New	Add	Juniper Router M	Service	Carol Stream Public Library / 616	-	Interstate	1	\$30.00	\$0.00
003	New	Add	HW - Router Service	Service	Carol Stream Public Library / 616	-	Interstate	1	\$60.00	\$0.00
004	New	Add	HW - Router Activation Fee	Setup	Carol Stream Public Library / 616	-	Interstate	1	\$0.00	\$0.00
005	New	Add	Mid Mkt Mgrd Svcs - Mgrd Router	Service	Carol Stream Public Library / 616	-	Interstate	1	\$45.00	\$0.00
006	New	Add	Mid Mkt Mgrd Svcs - Mgrd Router Config Fee	Setup	Carol Stream Public Library / 616	-	Interstate	1	\$0.00	\$0.00
007	New	Add	EDI - Network Interface - Gln E	Port	Carol Stream Public Library / 616	-	Interstate	1	\$0.00	\$500.00
008	New	Add	EDI - Bandwidth	100 Mbps	Carol Stream Public Library / 616	-	Interstate	1	\$710.00	\$0.00
009	New	Add	IPv4 Static Address Block /28 (14)	Static IP	Carol Stream Public Library / 616	-	Interstate	1	\$30.00	\$0.00
010	-	-	-	-	-	-	-	-	\$0.00	\$0.00
011	-	-	-	-	-	-	-	-	\$0.00	\$0.00
012	-	-	-	-	-	-	-	-	\$0.00	\$0.00
013	-	-	-	-	-	-	-	-	\$0.00	\$0.00
014	-	-	-	-	-	-	-	-	\$0.00	\$0.00
015	-	-	-	-	-	-	-	-	\$0.00	\$0.00
016	-	-	-	-	-	-	-	-	\$0.00	\$0.00
017	-	-	-	-	-	-	-	-	\$0.00	\$0.00
018	-	-	-	-	-	-	-	-	\$0.00	\$0.00
019	-	-	-	-	-	-	-	-	\$0.00	\$0.00
020	-	-	-	-	-	-	-	-	\$0.00	\$0.00
021	-	-	-	-	-	-	-	-	\$0.00	\$0.00
022	-	-	-	-	-	-	-	-	\$0.00	\$0.00
023	-	-	-	-	-	-	-	-	\$0.00	\$0.00
024	-	-	-	-	-	-	-	-	\$0.00	\$0.00
025	-	-	-	-	-	-	-	-	\$0.00	\$0.00
026	-	-	-	-	-	-	-	-	\$0.00	\$0.00
027	-	-	-	-	-	-	-	-	\$0.00	\$0.00
028	-	-	-	-	-	-	-	-	\$0.00	\$0.00
029	-	-	-	-	-	-	-	-	\$0.00	\$0.00
030	-	-	-	-	-	-	-	-	\$0.00	\$0.00
031	-	-	-	-	-	-	-	-	\$0.00	\$0.00
032	-	-	-	-	-	-	-	-	\$0.00	\$0.00
033	-	-	-	-	-	-	-	-	\$0.00	\$0.00
034	-	-	-	-	-	-	-	-	\$0.00	\$0.00
035	-	-	-	-	-	-	-	-	\$0.00	\$0.00
036	-	-	-	-	-	-	-	-	\$0.00	\$0.00
037	-	-	-	-	-	-	-	-	\$0.00	\$0.00
038	-	-	-	-	-	-	-	-	\$0.00	\$0.00
039	-	-	-	-	-	-	-	-	\$0.00	\$0.00
040	-	-	-	-	-	-	-	-	\$0.00	\$0.00
041	-	-	-	-	-	-	-	-	\$0.00	\$0.00
042	-	-	-	-	-	-	-	-	\$0.00	\$0.00
043	-	-	-	-	-	-	-	-	\$0.00	\$0.00
044	-	-	-	-	-	-	-	-	\$0.00	\$0.00
045	-	-	-	-	-	-	-	-	\$0.00	\$0.00
046	-	-	-	-	-	-	-	-	\$0.00	\$0.00
047	-	-	-	-	-	-	-	-	\$0.00	\$0.00
048	-	-	-	-	-	-	-	-	\$0.00	\$0.00
049	-	-	-	-	-	-	-	-	\$0.00	\$0.00
050	-	-	-	-	-	-	-	-	\$0.00	\$0.00

\* Service Location Details attached Charges are Exclusive of Equipment Fees

PAGE 2 SUBTOTAL: \$875.00 \$500.00



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

Date	Num	Memo	Account	Amount
09/24/2021		Logo Pens/Pencils	5509 · Library Publicity and Promotion	-487.24
09/24/2021		Logo wallets	5509 · Library Publicity and Promotion	-245.40
				<u>-732.64</u>
09/09/2021		Inv. #11694771	5319 · Security Service	-867.96
				<u>-867.96</u>
09/24/2021		Inv. #457665569365	5501 · Youth Services Programs	-77.74
09/24/2021		Inv. #856433464443	5503 · Adult/Teen Programs	-74.09
09/24/2021		Inv. #856433464443	5630 · Adult Books	-265.14
09/24/2021		Inv. #996974456455	5630 · Adult Books	-22.23
09/24/2021		Inv. #435843986768	5201 · Supplies	-30.46
09/24/2021		Inv. #768377975999	5401 · Automation Hardware	-83.08
09/24/2021		Inv. #464867673697	5205 · Furniture/Equipment	-67.94
09/24/2021		Inv. #668599765849	5503 · Adult/Teen Programs	-19.96
09/24/2021		Inv. #435348364647	5501 · Youth Services Programs	-29.99
09/24/2021		Inv. #733594998368	5601 · Youth Services Books	-28.37
09/24/2021		Inv. #448954593657	5501 · Youth Services Programs	-474.26
09/24/2021		Inv. #496996454574	5501 · Youth Services Programs	-32.39
09/24/2021		Inv. #469378783644	5501 · Youth Services Programs	-153.89
09/24/2021		Inv. #443398778667	5501 · Youth Services Programs	-11.90
09/24/2021		Inv. #465933859937	5501 · Youth Services Programs	-20.98
09/24/2021		Inv. #667633563945	5501 · Youth Services Programs	-8.67
09/24/2021		Inv. #438343366453	5630 · Adult Books	-15.99
09/24/2021		Inv. #475654467695	5401 · Automation Hardware	-304.49
09/24/2021		Inv. #474656869649	5501 · Youth Services Programs	-19.95
09/24/2021		Inv. #597444358385	5501 · Youth Services Programs	-47.54
09/24/2021		Inv. #645896856898	5501 · Youth Services Programs	-409.30
09/24/2021		Inv. #454854687696	5501 · Youth Services Programs	-47.94
09/24/2021		Inv. #995675496859	5302 · Office & Equipment Supplies	-29.99
09/24/2021		Inv. #456654384373	5501 · Youth Services Programs	-187.27
09/24/2021		Inv. #556475458395	5501 · Youth Services Programs	-16.96

4Imprint

Total 4Imprint

Allied Universal Security Services

Total Allied Universal Security Services

AMAZON/SYNCB

34

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

2:19 PM  
10/05/21  
Accrual Basis

**September 2021**

Date	Num	Memo	Account	Amount
09/24/2021		Inv. #964378573597	5315 · Other Expenditures	-46.36
09/24/2021		Inv. #964378573597	5503 · Adult/Teen Programs	-14.99
09/24/2021		Inv. #964378573597	5630 · Adult Books	-122.65
09/24/2021		Inv. #443547859967	5501 · Youth Services Programs	-194.83
09/24/2021		Inv. #5566639384679	5510 · Reference Services Expenses	-6.99
09/24/2021		Inv. #447779333635	5201 · Supplies	-82.69
09/24/2021		Inv. #767635437983	5501 · Youth Services Programs	-6.99
09/24/2021		Inv. #594859945487	5205 · Furniture/Equipment	-10.95
09/24/2021		Inv. #939747438594	5501 · Youth Services Programs	-79.41
09/24/2021		Inv. #445356953474	5503 · Adult/Teen Programs	-15.98
09/24/2021		Inv. #447646563735	5630 · Adult Books	29.08
09/24/2021		Inv. #773368978536	5501 · Youth Services Programs	32.99
09/24/2021		Inv. #849549747945	5401 · Automation Hardware	143.86
09/24/2021		Inv. #689465866895	5501 · Youth Services Programs	1.20
09/24/2021		Inv. #884466648897	5501 · Youth Services Programs	1.20
09/24/2021		Inv. #967856987698	5501 · Youth Services Programs	-278.78
				<u>-3,132.81</u>
Total AMAZON/SYNCB				
American Library Association				
09/24/2021		PO #10833183 - Kushad	5105 · Professional Education	-260.10
09/24/2021		ALA/ALSC Mbrship Ren. - Teske	5106 · Membership	-198.00
				<u>-458.10</u>
Total American Library Association				
ATA Group, LLP (Assoc McClure Inerra CPA				
09/09/2021		Inv. #10135	5309 · Accounting Service	-1,100.00
				<u>-1,100.00</u>
Total ATA Group, LLP (Assoc McClure Inerra CPA				
Baker & Taylor				
09/10/2021		Several invoices	5501 · Youth Services Programs	-33.53
09/10/2021		Several invoices	5601 · Youth Services Books	-4,148.10
09/10/2021		Several invoices	5630 · Adult Books	-4,080.19
				<u>-8,261.82</u>
Total Baker & Taylor				
Bank ST College Ctr for Children's Lit.				
09/24/2021		2021 Bookfest - Danusiar	5105 · Professional Education	-35.00
				<u>-35.00</u>
Total Bank ST College Ctr for Children's Lit.				
Binny's Beverage Depot				

# Carol Stream Public Library Expenses by Vendor Detail

September 2021  
Memo

Date	Num	Memo	Account	Amount
09/24/2021		Cigar boxes	5501 · Youth Services Programs	-18.00
				-18.00
Total Binny's Beverage Depot				
<b>Brookfield Zoo</b>				
09/24/2021		Community Tree Trim Pkg.	5509 · Library Publicity and Promotion	-175.00
				-175.00
Total Brookfield Zoo				
<b>CAIRS</b>				
09/09/2021		Inv. #49498	5315 · Other Expenditures	-124.00
				-124.00
Total CAIRS				
<b>Center Point for Large Print Books</b>				
09/09/2021		Inv. #1873486	5630 · Adult Books	-137.82
				-137.82
Total Center Point for Large Print Books				
<b>Chicago Sign &amp; Light Co.</b>				
09/23/2021		Inv. #4704 (Deposit)	7507 · Computer Equipment	-8,154.00
				-8,154.00
Total Chicago Sign & Light Co.				
<b>Comcast (internet)</b>				
09/02/2021	10894	9/2-10/1/2021	5402 · ISP and Web page hosting	-290.36
				-290.36
Total Comcast (internet)				
<b>Comcast (phone)</b>				
09/15/2021		Inv. #130025703	5308 · Business Phone	-591.07
				-591.07
Total Comcast (phone)				
<b>Complete Cleaning Co., Inc.</b>				
09/02/2021		Inv. #C18499	5203 · Maintenance Contracts	-1,900.00
				-1,900.00
Total Complete Cleaning Co., Inc.				
<b>Demco</b>				
09/13/2021		Inv. #6998207	5405 · Technical Services Supplies	-350.32
09/13/2021		Inv. #6995331	5405 · Technical Services Supplies	-540.45
				-890.77
Total Demco				
<b>Doherty, Laura</b>				
09/22/2021		Concert - 10/11/21	5501 · Youth Services Programs	-450.00
				-450.00
Total Doherty, Laura				
<b>Dollar Tree</b>				
09/24/2021		Halloween Walk supplies	5501 · Youth Services Programs	-14.00
				-14.00
Total Dollar Tree				

36

**Carol Stream Public Library**  
**Expenses by Vendor Detail**  
**September 2021**  
 Memo

2:19 PM  
 10/05/21  
 Accrual Basis

Date	Num	Memo	Account	Amount
<b>Ebsco Information Services</b>				
09/02/2021		Inv. #1000163652-1	5652 · Grant/Award Expense	-3,363.00
				<u>-3,363.00</u>
<b>Total Ebsco Information Services</b>				
<b>Findaway World, LLC</b>				
09/09/2021		Inv. #360011	5637 · Adult Media	-262.88
09/09/2021		Inv. #360011	5606 · Youth Services Media	-145.41
				<u>-408.29</u>
<b>Total Findaway World, LLC</b>				
<b>Friends of the Forest Preserve DuPage Co.</b>				
09/09/2021		Garden Club Mtg. - 9/30/21	5503 · Adult/Teen Programs	-125.00
				<u>-125.00</u>
<b>Total Friends of the Forest Preserve DuPage Co.</b>				
<b>Fun Express</b>				
09/24/2021		Asst. YS binge box toys	5501 · Youth Services Programs	-296.37
09/24/2021		Preschool Potions Pgm.	5501 · Youth Services Programs	-101.61
				<u>-397.98</u>
<b>Total Fun Express</b>				
<b>Gale/Cengage Learning Inc.</b>				
09/09/2021		Inv. #74809815	5630 · Adult Books	-28.49
09/09/2021		Inv. #74810178	5630 · Adult Books	-26.99
				<u>-55.48</u>
<b>Total Gale/Cengage Learning Inc.</b>				
<b>Garvey's Office Products</b>				
09/02/2021		Inv. #PINV2122808	5302 · Office & Equipment Supplies	-11.42
09/10/2021		Inv. #PINV2132331	5501 · Youth Services Programs	-89.95
09/10/2021		Inv. #PINV2132331	5503 · Adult/Teen Programs	-196.20
09/10/2021		Inv. #PINV2132331 {(\$111.16 less credit inv. #CM192502 (-\$5.71)}	5302 · Office & Equipment Supplies	-105.45
09/10/2021		Inv. #PINV2131959	5501 · Youth Services Programs	-89.95
				<u>-492.97</u>
<b>Total Garvey's Office Products</b>				
<b>GreatAmerica Financial Services</b>				
09/22/2021		Inv. #30137511	5304 · Equipment Leasing	-1,197.69
				<u>-1,197.69</u>
<b>Total GreatAmerica Financial Services</b>				
<b>Grubhub</b>				
09/24/2021		e-Giftcard	5315 · Other Expenditures	-50.00
				<u>-50.00</u>
<b>Total Grubhub</b>				
<b>Heritage Technology Solutions</b>				

# Carol Stream Public Library Expenses by Vendor Detail

September 2021

Date	Num	Memo	Account	Amount
09/09/2021		Inv. #223713	5404 · Tech Support & Repair	-2,875.00
				-2,875.00
09/23/2021		Inv. #14205	5321 · Human Resources	-250.00
				-250.00
09/24/2021		AISLE Registration and Monarch and Bluestem Awards	5501 · Youth Services Programs	-20.00
				-20.00
09/24/2021		ILA Mbr. Ren - Teske	5106 · Membership	-150.00
				-150.00
09/29/2021		Inv. 377 - Artwork	7401 · Furniture	-6,240.00
				-6,240.00
09/24/2021		Dough - orange	5501 · Youth Services Programs	-126.39
				-126.39
09/24/2021		Mailchimp Sub.	5509 · Library Publicity and Promotion	-87.99
				-87.99
09/09/2021		Several invoices	5606 · Youth Services Media	-792.08
09/09/2021		Several invoices	5637 · Adult Media	-1,312.30
09/09/2021		Several invoices	5651 · Digital Media	-5,206.75
				-7,311.13
09/09/2021		Inv. #190269	5306 · Legal Notices	-555.45
				-555.45
09/24/2021		Items for Halloween Walk	5501 · Youth Services Programs	-67.36
				-67.36

38

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10/05/21  
Accrual Basis

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

September 2021

Date	Num	Memo	Account	Amount
09/02/2021		Inv. #108763417	5311 · Payroll Service	-361.15
09/02/2021		Inv. #108763417	5321 · Human Resources	-335.07
09/09/2021		Inv. #108841911	5311 · Payroll Service	-195.32
				<u>-891.54</u>
Total Paylocity				
<b>PAYPal - *Amigoslibra</b>				
09/24/2021		Webinar - 9/15/21 - Hays	5105 · Professional Education	-155.00
				<u>-155.00</u>
Total PAYPal - *Amigoslibra				
<b>PermaBound Books</b>				
09/09/2021		Inv. #1898196-01	5601 · Youth Services Books	-37.39
				<u>-37.39</u>
Total PermaBound Books				
<b>Precision Control Systems of Chicago, Inc</b>				
09/02/2021		Inv. #42316	5203 · Maintenance Contracts	-1,319.00
				<u>-1,319.00</u>
Total Precision Control Systems of Chicago, Inc				
<b>R&amp;M Printing and Promotions Inc.</b>				
09/13/2021		Inv. #6751	5509 · Library Publicity and Promotion	-506.25
				<u>-506.25</u>
Total R&M Printing and Promotions Inc.				
<b>Rebecca Caudill Young Reader's Award</b>				
09/24/2021		Rebecca Caudill 2022 Reg.	5501 · Youth Services Programs	-11.00
				<u>-11.00</u>
Total Rebecca Caudill Young Reader's Award				
<b>Rocky Mountain Plaques</b>				
09/24/2021		Bldg. Reno Plaques	5205 · Furniture/Equipment	-1,035.31
				<u>-1,035.31</u>
Total Rocky Mountain Plaques				
<b>Roto-Rooter Services Company</b>				
09/10/2021		Inv. #25-23243572	5202 · Maintenance/Repair	-1,000.00
				<u>-1,000.00</u>
Total Roto-Rooter Services Company				
<b>Samsung</b>				
09/24/2021		Refund Sales Tax on Kitchennette Microwave	7406 · Other Capital Expenditures	11.75
				<u>11.75</u>
Total Samsung				
<b>Sauers Bakery</b>				
09/24/2021		Refreshments - Trustee Jourdan	5315 · Other Expenditures	-28.83
				<u>-28.83</u>
Total Sauers Bakery				
<b>Scholastic, Inc.</b>				

# Carol Stream Public Library Expenses by Vendor Detail

September 2021  
Memo

Date	Num	Memo	Account	Amount
09/02/2021		Inv. #31139588	5501 · Youth Services Programs	-588.40
Total Scholastic, Inc.				
<b>Sebert Landscaping, Inc.</b>				
09/02/2021		Inv. #226340	5204 · Landscape Maintenance/Snow Remo	-646.00
09/02/2021		Inv. #223647	5204 · Landscape Maintenance/Snow Remo	-646.00
09/02/2021		Inv. #S539250	7404 · Landscape	-1,730.00
09/09/2021		Inv. #S540516	5202 · Maintenance/Repair	-475.00
Total Sebert Landscaping, Inc.				
<b>SmartPress.com</b>				
09/24/2021		Postcards	5509 · Library Publicity and Promotion	-79.86
Total SmartPress.com				
<b>Spirit Halloween</b>				
09/24/2021		Cauldrons	5501 · Youth Services Programs	-34.95
Total Spirit Halloween				
<b>Staples</b>				
09/02/2021		Inv. #3485186144	5201 · Supplies	-26.49
09/09/2021		Inv. #3486730256	5315 · Other Expenditures	-37.12
09/09/2021		Inv. #3486730256	5201 · Supplies	-185.71
09/09/2021		Inv. #3486730257	5201 · Supplies	-25.45
09/13/2021		Inv. #3487131048	5205 · Furniture/Equipment	-77.97
Total Staples				
<b>Target Stores</b>				
09/24/2021		CSPL Kits	5501 · Youth Services Programs	-2.99
Total Target Stores				
<b>Telcom Innovations Group, LLC</b>				
09/02/2021		Inv. #A57353	5404 · Tech Support & Repair	-357.50
Total Telcom Innovations Group, LLC				
<b>Tracfone</b>				
09/24/2021		Mthly. Service	5308 · Business Phone	-22.56
Total Tracfone				
<b>Unique Management Services, Inc.</b>				
09/10/2021		Inv. #605280	5310 · Material Recovery Fees	-465.40
Total Unique Management Services, Inc.				

40

**Carol Stream Public Library**  
**Expenses by Vendor Detail**  
September 2021  
Memo

Date	Num	Memo	Account	Amount
09/09/2021		Inv. #5833	5411 · Village IT Services	-8,014.50
				<u>-8,014.50</u>
09/15/2021		Inv. #5860	5107 · Life Insurance	-165.10
09/15/2021		Inv. #5860	5108 · Health Insurance	-21,533.26
09/15/2021		Inv. #5860	5109 · Benefits, other	-135.88
				<u>-21,834.24</u>
09/22/2021		9/10-9/24/21	6620 · Illinois Municipal Retirement F	-16,862.16
09/29/2021		IMRF Match Balance Due 9/10/21-9/24/21	6620 · Illinois Municipal Retirement F	-88.43
				<u>-16,950.59</u>
09/02/2021		Bill #01778593	5207 · Water/Sewer	-898.98
				<u>-898.98</u>
09/02/2021		2 YS Minecraft Pgms. 10/11/21	5501 · Youth Services Programs	-350.00
				<u>-350.00</u>
09/24/2021		Dis. Wipes	5201 · Supplies	-209.01
				<u>-209.01</u>
09/09/2021		Zoom Pgm. - Mary Shelley; Love & Frankenstein - 10/19/21	5503 · Adult/Teen Programs	-350.00
				<u>-350.00</u>
09/15/2021		Inv. #R52050147	5321 · Human Resources	-324.00
				<u>-324.00</u>
				<u><u>-110,412.37</u></u>

Village of Carol Stream

Total Village of Carol Stream

Village of Carol Stream - Benefits

Total Village of Carol Stream - Benefits

Village of Carol Stream - IMRF

Total Village of Carol Stream - IMRF

Village of Carol Stream - Water Dept.

Total Village of Carol Stream - Water Dept.

Vrabrik II, Scott Steven

Total Vrabrik II, Scott Steven  
webstaurantstore.com

Total webstaurantstore.com

Wells, Megan

Total Wells, Megan

YourMembership.com, Inc.

Total YourMembership.com, Inc.

**TOTAL**



Carol Stream Public Library  
Expenses by Vendor Detail  
September 2021  
Memo

Date	Num	Account	Amount
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Total Disbursements for September 1, 2021 through September 30, 2021

Approved by the Library Board of Trustees October 20, 2021

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Secretary Date

14

42

# Deduction Listing

Check Dates: 09/10/2021 to 09/24/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021091001 - 2021092401

Pay Periods: 08/22/2021 to 09/18/2021

## REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-3.92
Elder, Jessica	1176		11	-5.39
Kovac, Sarah	1101		11	-3.19
Westgate, Susan	1139		01	-7.00
Wilson, Leigh Anne	1188		12	-11.59
<b>Totals for REIMB -- REIMBURSEMENT</b>			<b>5 Employees</b>	<b>-31.09</b>

## Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-31.09
<b>Totals</b>			<b>5</b>	<b>-31.09</b>



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10/05/21  
Accrual Basis

Carol Stream Public Library  
Account QuickReport  
September 2021

Type	Date	Num	Name	Memo	Split	Amount
<b>5300 · Business Exp.</b>						
<b>5305 · Mileage Reimbursement</b>						
General Journal	09/30/2021	MI0905		Record Sept...	-SPLIT-	15.51
Total 5305 · Mileage Reimbursement						15.51
<b>5315 · Other Expenditures</b>						
General Journal	09/30/2021	MI0905		Record Sept...	5305 · Mileag...	15.58
Total 5315 · Other Expenditures						15.58
Total 5300 · Business Exp.						31.09
<b>TOTAL</b>						<b>31.09</b>

44

**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**

**October 20, 2021**

**Audit Report**

Partner Dan Berg from Sikich LLP, will be presenting a review of the Library’s 2021 Annual Financial Report. I prepared the Management Discussion and Analysis that is included in the report. A pdf of the Audit has been emailed to each Board member. Please review and bring any questions you may have to the meeting. The hard copies will be available on Wednesday.

**Vice-President Position**

The Office of Vice-President became vacant effective October 18. As stated in our By-Laws, the position of Vice-President is filled based upon seniority and acceptance of the position. Trustee Larimer is our next senior Trustee not currently holding an officer position. He graciously accepted the opportunity to fill the Vice-President position. The official appointment of Trustee Larimer as Vice President is an action item on the agenda.

**Tax Levy Prepared**

The 2021 Request for Tax Levy needs to be approved and submitted to the Village for their approval. The 2021 Levy amount has an increase of \$70,000 over last year. \$40,000 of the increase is for the IMRF Fund to ensure that we maintain a minimum reserve of four months as outlined in the Library’s Financial Policy. At the end of the FY we would have an estimated reserve of 3.65 months in this Fund. A \$35,000 increase to the General Fund is needed in response to added operational costs to maintain pandemic related safety practices for patrons and staff and to make any pay adjustments in response to the annual increase to minimum wage and current competitive pay rates. In addition, we will have increased internet cost fees for installing fiber as well as increases in costs from our cleaning services provider. A copy of the levy is included in your Board packets which also includes an Exhibit A showing the FY22 budget. Included below is a list of the tax levies from the past ten years and the difference/change from year to year for comparison.

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

FY2012	\$3,431,500	no increase/decrease
FY2013	\$3,431,500	no increase/decrease
FY2014	\$3,431,500	no increase/decrease
FY2015	\$3,440,000	+\$8,500
FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease
2018 Levy	\$3,674,461	+234,461 (Building Renovation Loan)
2019 Levy	\$3,674,461	no increase/decrease
2020 Levy	\$3,674,461	no increase/decrease
2021 Levy	\$3,744,461	+\$70,000

**Comcast Fiber Services**

To stabilize and increase the speed and reliability of the Library's internet, we are contracting with Comcast (pending Board approval contingency), to install a fiber optic DIA circuit (Direct Internet Connection) to the Library building. This will create a synchronous internet connection with equal download and upload speeds. The cost for this service will be \$875/month for an annual cost of \$10,500 for a period of five years (60 months). There is an initial additional \$500 installation fee applied to the first payment. Installation should be completed before the end of the calendar year. The Master Services Agreement (MSA) is included in your Board packet for review.

**ProQuest Online Products Renewal**

ProQuest provides the Library with the online product of Chicago Tribune Current an online version of their print product, and Chicago Tribune Historical which provides archival access to the Tribune back to 1849. The renewal cost is \$11,159.95, no increase from last year. In FY21 we averaged 275 uses per month, an increase of over 123% from FY20, for an average cost per use of \$3.39. Approval for the ProQuest renewal is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

**Remote Network Backup**

The Library has contracted with Quest Technology Management to provide offsite backup of the Library's network using Veeam Cloud Connect for an annual fee of \$900 for the next three years. This will add a reliable offsite backup in addition to the redundancy backup that we have on site.

**Facility Update**

I met with the Village engineers and the Library landscape architects last week for further discussion of the Klein Creek stabilization project. The project will include an eight foot wide walking path along the west portion of the Library property from the apartments to the bridge. The wetland impact on the north lot has been minimized. The construction of the project will begin in late spring/summer 2022. I will continue to update the Board as the project progresses I will bring the large plans to the meeting, if you would like to look at them. The entrance sliding glass doors underwent their annual tune-up and maintenance. The insects that attacked the Library's bushes at the south end of the parking lot were identified as Viburnum beetles. They will be sprayed in Spring 2022 before bud break to eradicate the problem. The two public sidewalk squares that were damaged by the heavy equipment used during the renovation project have been replaced. The graffiti on the west wall of the building has been completely removed.

**October 15 Open House**

Thank you for attending the Library's Open House. Our guests were impressed with all that the Library had accomplished with the interior renovation and outdoor patio. It was especially noted how well the design elements brings the outside in and the cohesive design throughout the various spaces.

46

**Flu Shots**

The Library is offering to reimburse staff for the cost of this year's annual flu shot if it is not covered by their insurance. During a pandemic environment it is important for the Library to support good health and health practices. Staff would need to turn in their paid receipt to be reimbursed.

***Examiner Article***

The September 29, 2021 *Examiner* publication included an article about the commendation to former Trustee Jourdan and his contributions to the Board. I have included a copy of the article in the packet.

**October Employee Anniversaries**

**Renee Walther – 10/02/96-Circulation (25 Year Anniversary)**

Steve Dexheimer – 10/07/03-Youth Services

Jeri Cain – 10/01/12-Circulation

Melanie Johnson – 10/11/12-Circulation

**Amy Danusiar – 10/24/16-Youth Services (5 Year Anniversary)**

Susan Westgate, Library Director

# Library trustee steps aside, receives commendation

By Sarah Stocking

Library Trustee Edward Jourdan received a commendation for his almost eight and a half years of service at the Carol Stream Library Board meeting on Wednesday, Sept. 15. Jourdan was elected to the Library Board in April 2013 and reelected in April 2017 and 2021.

In read aloud from the commendation, Board President Justin Lynch said "Jourdan has served on multiple committees during his time with the library board, including the by-laws committee, the facilities committee and the finance committee."

Further detailed in the commendation was Jourdan's time as president, from 2015 to 2020, during that time, Jourdan served the patrons of the library "through improved collections development, expanded technological resources, and enhanced public programming." Jourdan also helped im-

plement virtual library programming and curbside delivery of materials in response to the COVID-19 pandemic, and oversaw the complete building renovation starting in 2019.

It was also noted that Jourdan attended several trustee development workshops to better serve the patrons of the library and served as an on-call volunteer for the Carol Stream Fire Department as well as volunteering with the Western DuPage Special Recreation Association.

"I'm still gonna be here, I'm just gonna be on that side," Jourdan told the board, gesturing to the audience during the meeting. "I feel good walking out."

Jourdan felt it was time to move onto the next project in his life which he left unspecified in his closing comments. Lynch thanked him for his service and the rest of the board gave Jourdan a round of applause.

48

## Carol Stream Public Library - Monthly Librarian's Report FY 2021-2022

	September FY 20-21	September FY 21-22	Current YTD
<b>Use of Library Resources/Services</b>			
<b>Circulation Activity</b>			
Books	6,541	7,646	47,255
Videos	1,746	1,387	9,187
Audio	493	483	2,509
Periodicals	153	103	570
Other	129	209	1,303
E-books	3,255	2,741	15,126
E-Audio	2,033	2,230	11,311
E-Video	443	464	2,457
Digital magazines	717	880	5,260
Museum Passes	6 / 0	19	111
ILL - Borrowed from SWAN	3,258	2,929	14,941
ILL - Borrowed from Non-SWAN	34	33	149
ILL - Loaned to SWAN	1,017	729	3,825
ILL - Loaned to Non-SWAN	38	102	425
<b>Total Circulation</b>	<b>19,863</b>	<b>19,955</b>	<b>114,429</b>
Total Adult	12,233	11,688	63,123
Total Teen	78	127	897
Total Youth	7,552	8,140	50,409
Reciprocal Borrower Loans (incl. above)	498	673	3,641
Automatic Renewals (not incl. above)	14,073	14,306	74,894
Self Check - % of Circulation	26.38%	37.70%	39.11%
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	15 / 316	30 / 292	153 / 2,680
Teen Number/Attendance	10 / 22	8 / 21	40 / 244
Youth - Number/Attendance	51 / 504	57 / 747	445 / 6,471
<b>Total - Number/Attendance</b>	<b>76 / 842</b>	<b>95 / 1060</b>	<b>638 / 9,395</b>
Library Events - Number / Attendance	n/a	n/a	n/a
Outreach* - Number / Attendance	1 / 80	1 / 24	7 / 180
<b>Facility Usage</b>			
Library Visits (Door Count)	3,434	8,025	42,426
Curbside Pickup Transactions	724	198	1,308
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users*	n/a	187	599
<b>Electronic Usage</b>			
# of Database Sessions	4,045	3,492	19,752
# of Internet Sessions/Total Time	272 / 205	515 / 314	1,605 / 900
#iMac Sessions/Total Time	n/a	18 / 8	31 / 15
# of Library Website Visits	8,422	12,224	68,476
# Mobile App Views	2,386	2,943	16,971
# of Wireless Users	640	1,277	5,584



Reference Transactions			
Adult (Includes Online Chat)	630	1,011	5,527
Youth	498	448	4,200
Circulation	225	189	1,513
<b>Total Reference Transactions</b>	<b>1,353</b>	<b>1,648</b>	<b>11,240</b>

<b>Total One-on-One Tutorials</b>			
Adult	6	5	19
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,902	18,482	
# of Non-Resident Cards	12	10	
<b>Total Registered Users</b>	<b>17,914</b>	<b>18,492</b>	

Resources Owned/Licensed			
Books	59,176	62,477	
Newspapers (Print only)	24	244	
Periodicals (Print only)	137	128	
Total Print Materials	59,337	62,629	
Current Subscriptions (Print Only)	161	152	
Current E-Subscriptions	3,696	3,839	
E-Books: Downloadable	58,662	64,277	
Audio Recordings	6,401	6,649	
Audio Recordings (Downloadable)	21,683	24,288	
Videos	11,273	11,306	
Other: Video Games, Puzzles, Devices	603	693	
Databases	66	67	
<b>Total Resources Owned/Licensed</b>	<b>161,721</b>	<b>173,748</b>	

<b>Professional Development Hours</b>	<b>38.75</b>	<b>134.00</b>	<b>406.00</b>
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\*Study rooms & express computer stations available effective 6/14/21

\*Resumed Sunday hours 6/6/21

\* Seating resumed in Library 5/17/21

\* Library reopened to the public 2/1/2021

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

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

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

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

\* Library closed 3/14/20 - 5/30/20 due to COVID-19.

\*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. Meeting Rooms re-opened June 15, 2021.

**Assistant Director's Report  
September 2021**

**Primary Action Items - Administration**

- Payroll processing week of 9/6, 9/20
- Artwork from Joshua Merrill Photography and signage for the Quiet Reading Room installed.
- Appliances for the Meeting Room Kitchenette still on order
- Process memorial/honor donations
- Coordination of monthly financial and Librarian statistic reports
- Update proxy cards for new/departing staff as needed
- Placed Fall 2021 Brick Order from Impressions in Stone - Joyce

**Primary Action Items - Tech Services**

- Items ordered - 828
- Items put into Circulation - 967
- Items catalogued - imported bib records & original cataloging - 109
- Item record edits/database clean-up - 765
- Bib record merges submitted to SWAN support - 26
- Conversion project items - 25
- Repair items (includes disc cleaning) - 34
- Serial record edits - 65
- Serials - Claimed Issues - 14

**Other**

- Spotlight Displays - Youth World Around You and Holiday Spotlight Displays - Marie
- Youth Award Winners - Started processing Coretta Scott King (8 items) and Caudill Book Awards Project (26 items) - Marie
- Sustainable Shelves items processed - received credit for 97 items - Marie, Susan

**Professional Development**

- 9/24 - Staff Development Training

**Information technology**

- There were 29 support tickets in September.
- Chrome extension Proctorio added to Patron Use Laptop for patron who needs to use our laptop and study room to take an exam.
- Outdoor sign parts on order.
- AS Manager and Assistant Director laptops swapped and updated.
- Digital magazine usage statistics updated for May - September to include Pressreader usage in with Zinio collection (Overdrive). Including the PressReader usage increased the digital magazine usage year-to-date numbers along with the usage by Audience for Adult and Youth.

*Laura Hays*

Assistant Library Director

## Adult Services Department Monthly Report September 2021

### EDI activities (programs, partnerships, displays, training)

- Hispanic Heritage Month:
  - DEI Learning Group – Seven attendees discussed Strike! The Farm Workers' Fight for Their Rights by Larry Dane Brimner on September 27.
  - 75 Take & Make Sugar Skull kits were distributed.
  - Special book and mannequin display setup in the Spotlight collection.
- Training included:
  - Developing Responsive Collections for LGBTQ+ Patrons of All Ages (RAILS) attended by Jessica and Vera
  - Mango Languages Spanish courses continued by Nate

### Department News

- Katie Stanton's last day was September 9. She is leaving to pursue study in digital media librarianship.
- Laura Hays's last day at Adult Services Manager was October 3.
- Paperless ILL – After some testing and with the sunset of SHARE Illinois and access to the Illinet catalog, all non-SWAN item requests will be processed through OCLC WorldShare ILL. Because we are able to add patron information to the online request forms, we are eliminating the use of paper forms for ILL starting September 1.

### Outreach Activities

- Homebound delivery – Registered 45, Delivered 24, Items delivered 142

### Programs & Displays

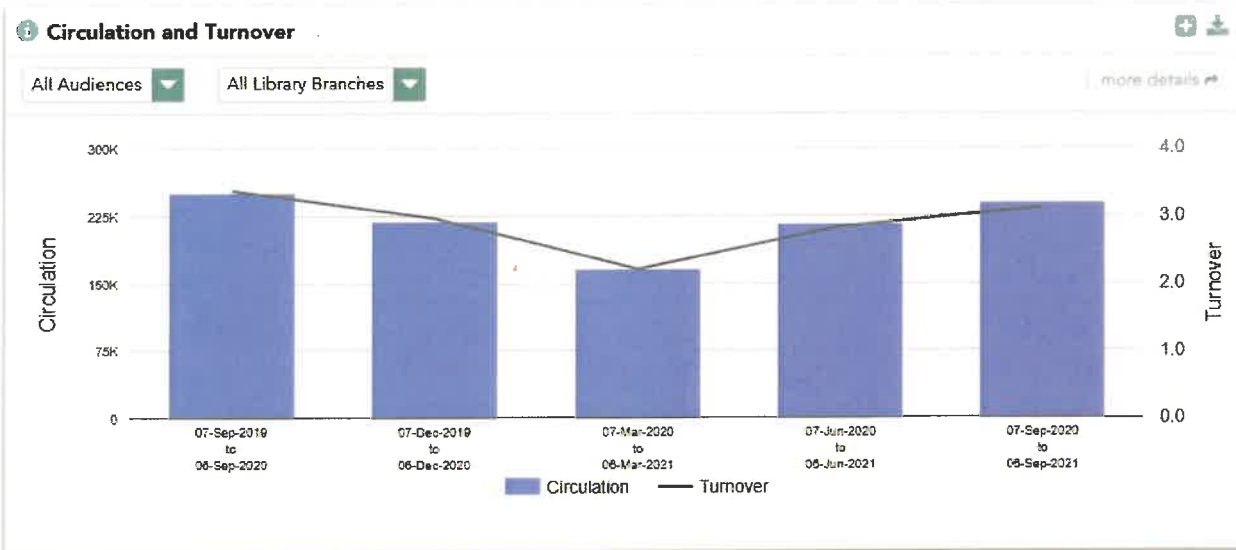
- National Novel Writing Month - Sarah met with other local NaNoWriMo municipal liaisons to discuss this year's Library Crawl.
- Binge Boxes - Jessica trained Linda on monitoring and restocking supplies.
- Readers Advisory - Jessica created large spreadsheet of TikTok's top 100 books, how many copies we have and how many SWAN holds there are to use to make purchase decisions and displays. She shared with department
- 9/11 Virtual Exhibit was on display September 10-16 in the Create and Learn Center. Provided by the 9/11 Memorial & Museum, this exhibit recounts the events of September 11, 2001, through the personal stories of those who witnessed and survived the attacks. Told across 14 slides, this exhibition includes archival photographs and images of artifacts from the Museum's permanent collection.
  - Thank you to Omar who reformatted the display to run as a slideshow.
- Afghanistan Then and Now program on September 12, in partnership with the Lincolnwood Public Library. Dr. Mateo Mohammad Farzaneh, Associate Professor of History at Northeastern Illinois University led a presentation and Q and A about the history of Afghanistan from 2001 to today.

### Meetings

- Bi-weekly department meetings continue
- Weekly Management Team meetings continue

- Laura met and trained with retiring Assistant Director throughout the month.
- September 1 – Adult Services Managers Round Table – Laura
- September 9 – Staff attended 2 meetings with Adult Services manager candidates.
- September 13 – Homebound and Interlibrary Loan discussion with Jeri – Laura
- September 14 – CollectionHQ Team – Laura
- September 15 – HR Committee and Board meeting – Laura
- September 23 – SWANtech meeting - Laura
- September 23 – SWAN DUX meeting - Sarah
- September 24 – Staff development day with training on diversity and sexual harassment prevention
- September 29 – TBS ePrintIT remote printing demo - Laura

CollectionHQ Team shared last quarter that our CHQ rep said that we were the first library where she could point to our circulation and turnover and see improvement. Our numbers continue to improve.



Start Date	End Date	Circulation	Items	Turnover
07-Sep-2019	06-Sep-2020	250789	74239	3.38
07-Dec-2019	06-Dec-2020	218921	73806	2.97
07-Mar-2020	06-Mar-2021	166215	75202	2.21
07-Jun-2020	06-Jun-2021	216804	76481	2.83
07-Sep-2020	06-Sep-2021	240288	77091	3.12

Laura Hays, Adult Services Manager (through October 3)

## Youth Services Report September 2021

### Program Highlights

- Leigh Anne Wilson and Adriana Albers reached out to regular storytime families to get feedback regarding their preference for in person or online storytimes. It was split down the middle, so we decided to continue both. Starting in October, we will present a storytime in person and then repeat the same storytime an hour later online.
- Leigh Anne Wilson hosted a Zoom author visit with Gabby Dawnay, British resident and author of “If I Had a Unicorn” on September 16 with 40 in attendance. We had left over unicorn horn headbands from Summer Reading, so Leigh Anne distributed them to the participants so that Gabby was met with unicorn children when she signed on to the Zoom. Gabby asked if we could repeat a program when her new book comes out and said she’d like to bring the illustrator as well.
- Artist Christine Thornton came to do two in person art workshops on September 16. There were 18 second to fourth graders and 10 fifth to eighth graders in attendance.
- Flourish Dance Academy has returned to in person classes of Fancy Feet for 2-5 year-olds. On 9/13, there were 8 in attendance.
- On 9/30, Amy Danusiar hosted Homeschool Hangout to share library resources and provide an opportunity for networking for homeschool families in the area. 17 attended this in person event.

### Patron Service and Reference

- Livia Pierre created a new handout: We can help you learn a new language!
- 33 Binge Box requests were filled during September.
- Youth Staff had 448 interactions with the public during September.

### Professional Development

- Youth Staff did 43.5 hours of training for the Staff In Service and through online webinars.

### Meeting Attendance

- 9/16, 23, 30 – Management Team Meeting – Amy Teske
- 9/14 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 9/15 – Board Meeting – Amy Teske
- 9/20 – Birth to 5 Planning Meeting – Amy Teske
- 9/24 – Staff In Service – All Staff

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Homeschool Hangout



Fancy Feet



September CSPL Kits



54

September 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 8,524 Checkouts and renewals
- 198 Curbside deliveries
- 65 New resident accounts registrations
- 2 new Special account registrations
- 18 Digital accounts checked against the database
- 11,034 Check ins
- 11,200 items shelved
- 3,632 hold requests made available

Patron Purge:

- SWAN has not purged items for October 2011 at this time.

Jeri participated in:

- all Management Team meetings held in September
- ALLSTAFF Meeting
- Staff Development Training on September 24th
- SWAN Fireside Chat for September on the 28<sup>th</sup>
- Continued training of new Circulation Clerks

In addition:

- Going fine free created unintended consequences that included some accounts being billed or blocked in error. Jeri and Circulation Coordinators ran daily reports and corrected accounts to stay ahead of patrons being notified. Everything has worked itself out now and is running smoothly.

Submitted by Jeri L. Cain

10/13/2021

## Marketing Report

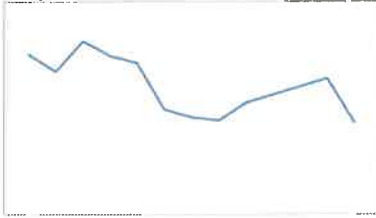
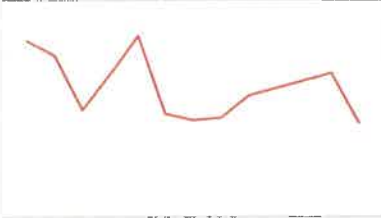
September 2021

### Activities

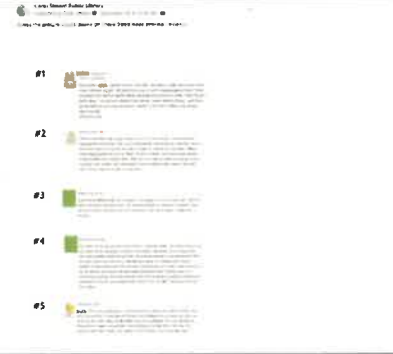
- Promotions resulted in 134 event registrations
- Produced a digital newsletter for October events
- Planning activities related to the Renovation Celebration Open House
- Created Lynn O'Dell Quiet Reading Room memorial installation
- Attended a sales presentation on Patron Point
- Professional development:
  - Powerful Presentations (4 hours)
  - ILA Marketing Roundtable
  - Staff training day

### Statistics:

#### Facebook

2,635 followers	Total impressions: 25,271	Total engagements: 2,529
Last 12 months:	Impressions 	Engagement 



### Top three posts from September:

		
People reached: 1723 Engagements: 708	People reached: 1305 Engagements: 353	People reached: 942 Engagements: 107






56

## Twitter

Followers: 1,389	Total impressions: 10,800	Total engagement: 10,307
Last 12 months:	Impressions: 	Engagement: 

## Top tweets from September:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<b>Carol Stream Public Library</b> @CarolStreamPL Sep 16 Recently read <i>Joker/Harley: Criminal Sanity</i> by @kamigarcia. A fascinating (and grounded) take on the Joker/Harley mythos. A standalone that requires no existing knowledge of the two characters.  1/2 <a href="https://twitter.com/PrinceWmLibrar...">twitter.com/PrinceWmLibrar...</a> <small>View Tweet activity</small>			766	9	1.2%
	<b>Carol Stream Public Library</b> @CarolStreamPL Sep 23 Currently reading that the Star Wars: Rise of The Resistance ride has about a three-hour wait time.  Big deal. You can come to the library and have just as much fun and excitement with no wait times. We even have Star Wars! 🤖 <a href="https://pic.twitter.com/vZXjdJl2jP">pic.twitter.com/vZXjdJl2jP</a> <small>View Tweet activity</small>			588	16	2.7%
	<b>Carol Stream Public Library</b> @CarolStreamPL Sep 26 <a href="https://pic.twitter.com/8R9yrzFtdo">pic.twitter.com/8R9yrzFtdo</a> <small>View Tweet activity</small>			449	8	1.8%

## Promotional Emails

September 4	The Book Sale Is Back	Open rate: 20.8%	Click rate: 1.1%
September 8	Learn About Afghanistan Then And Now	Open rate: 14.1%	Click rate: 0.7%
September 16	Check Out These Trending #BookTok Titles	Open rate: 18%	Click rate: 1.1%
September 23	The October Newsletter Is Here!	Open rate: 20.2%	click rate: 3.6%
September 30	Fall Fun At The Library	Open rate: 17.4%	Click rate: 1%





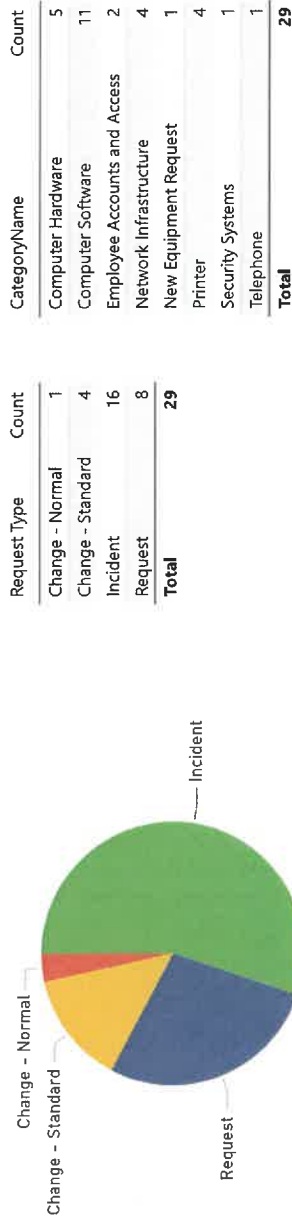
# Monthly Report of IT Service

Report Range 9/1/2021 9/30/2021

# Support Tickets 29

## 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, a new user setup, assistance with an application.
- Incident** - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.
- Problem** - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.
- Problem - Known** - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.