

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: June 17, 2020

TIME: 7:00 p.m.

PLACE:

ATTENTION

Due to the closure of the Carol Stream Public Library to the public during the COVID-19 pandemic, the Library will be conducting an online audio Board Meeting through Zoom to conduct essential business. If you are **interested in listening to the meeting live through the internet, please register online at <https://carolstre.am/lib617>**. For individuals interested in Public Participation please email your full name and questions or comments to **cstream@cslibrary.org**. They will be read aloud during the Public Participation portion of the meeting.

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

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

- I. CALL TO ORDER
 - PLEDGE TO THE FLAG
- II. ROLL CALL
- III. PUBLIC PARTICIPATION
 - ADOPTION OF CONSENT AGENDA*
- IV. APPROVAL OF MINUTES
 - A. Minutes of Regular meeting of May 20, 2020
- V. MONTHLY REPORTS OF THE TREASURER
 - A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2020
- VI. NEW BUSINESS
 - A. Recommendation, Re; Approval of Illinois Public Library Annual Report (IPLAR)

- B. Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2020
- C. Recommendation, Re: Approval of Personnel Policy, Infectious Disease Policy #605
- D. Recommendation, Re: Approval of Addendum to Policy Governing Patron Behavior-Face Covering/Face Mask Requirement
- E. Recommended, Re: Approval of Phase Four Re-Opening Plan
- F. Recommendation, Re: Approval of Fence Replacement
- G. Discussion: Establishment of a Committee/Task Force on Social Fairness/Acceptance & Inclusion

VII. DISBURSEMENTS

- A. Approval of Disbursements for the Period May 1, 2020 to May 31, 2022, plus the Addendum for the Meeting of June 17, 2020

VIII. REPORT OF THE LIBRARY DIRECTOR

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

IX. ANNOUNCEMENTS

- A. Library Providing Curbside Pick-Up Services, Beginning June 3, 2020
- B. Library Closed for Services July 3-July 5, 2020 for the Fourth of July Holiday

X. ADJOURNMENT

Next Resolution: #290

Mansi Patel, Secretary
Board of Library Trustees

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

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

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

DATE: May 20, 2020

TIME: 7:00 p.m.

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

I. CALL TO ORDER

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:10 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

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

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of May 20, 2020. Motion approved.

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

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

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and
Jourdan
Nays 0

Absent..... Trustee Berryman-Gilliam

- A. Minutes of Regular Meeting of April 15, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2020
- C. Recommendation, Re: Approval of Social Media Comment and Terms of Use Policy
- D. Recommendation, Re: Approval of Board of Library Trustees of the Village of Carol Stream Annual Report 2019-2020
- J. Approval of Disbursements for the Period April 1, 2020 to April 30, 2020, plus the Addendum of May 20, 2020
- K. Announcement: The Library Building Will Remain Closed During the Governor’s Shelter-At-Home Order and Not Reopen Until Library Services Can be Provided to the Community While Maintaining a Healthy and Safe Environment for Staff and Patrons

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

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Nays 0

Absent..... Trustee Berryman-Gilliam

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

Recommendation, Re: Approval of Social Media Comment and Terms of Use Policy

Background information:

Marketing Coordinator Allison Porch created a Social Media Comment Policy for public comments. This has become necessary as the Library explores all possible options for providing new virtual programs and groups utilizing new platforms as part of our virtual programming plans. The policy was reviewed by the Library’s attorney.

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

Background Information:

Director Westgate prepared the Annual Report (FY19/20) for the Village as required by state law. It includes an overview of the Library’s past years’ finances and services. The figures in the report are subject to audit.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1, 2020 to April 30, 2020, plus the Addendum of May 20, 2020 in the amount of \$345,406.32.

Regular Meeting

V. NEW BUSINESS

A. Recommendation, Re: Approval of Implementation of Curbside Service

Trustee Larimer moved and Trustee Lynch seconded that the Library Board of Trustees approve the implementation of Curbside Service. Motion approved.

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

Background information:

The Library is on schedule to begin Curbside Services starting on June 1. The first few days will be for patrons with existing holds that have been sitting on the hold shelves in the lobby since March 13. Library staff will then begin pulling holds from the pick list for general Curbside Services to begin on June 3. On May 26, staff will begin returning to work in the building to check-in the returned materials and prepare for Curbside Services. Newly returned items from the book drop will be quarantined in the meeting room for seven days. Deliveries and mail will be quarantined for three days. Adjustment to the procedures and practices will be made as needed.

B. Recommendation, Re: Approval of Personnel Policy Revision, Personal Appearance Policy #408

Trustee Olson moved and Trustee Lynch seconded that the Library Board of Trustees approve Personnel Policy Revision, Personal Appearance Policy #408. Motion approved.

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

Background information:

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

C. Recommendation, Re: Approval of Personnel Policy Revision, Work at Home Policy #409

Trustee Jourdan moved and Trustee Patel seconded that the Library Board of Trustees approve Personnel Policy Revision, Work at Home Policy #409. Motion approved.

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

Background information:

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

Report of the Library Director

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

May Employee Anniversaries: Sarah Grippando 5/08/18-Youth Services/Circulation

Director Westgate described the planned practices and procedures of the curbside services plan. She also reviewed the safety and health measures that would be implemented to safely provide this service for both staff and patrons.

VI. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:36 p.m.

June 17, 2020
Date approved

Mansi Patel, Secretary, Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending May 31, 2020**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 1,839,539.10	\$ (193,278.18)	\$ 1,646,260.92
Working Cash	50,793.75	26.45	50,820.20
FICA	92,814.05	(8,306.29)	84,507.76
IMRF	111,844.94	(12,988.97)	98,855.97
Liability Insurance	33,279.24	27.42	33,306.66
Audit	6,618.51	104.52	6,723.03
Capital Maintenance & Repair	2,108,519.03	(182,971.57)	1,925,547.46
Building Renovation Loan	<u>2,005.71</u>	<u>1,895.10</u>	<u>3,900.81</u>
TOTAL ALL FUNDS	<u>\$ 4,245,414.33</u>	<u>\$ (395,491.52)</u>	<u>\$ 3,849,922.81</u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President 5/31/20

Nancy Olson, Board Treasurer 5/31/20

Susan Westgate, Library Director 5/31/20

**Carol Stream Public Library
Treasurer's Report
Month Ending May 31, 2020**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	186,934.86
WEST SUBURBAN BANK	PAYROLL	198,913.97
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	152,953.58
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,310,340.66
PROPAY	ELECTRONIC	9.74
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 3,849,922.81</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
MAY 31, 2020

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Accountant's Compilation Report

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

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

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

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

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

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

McClure, Inserra & Company, Chartered

June 8, 2020

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

	May 31, 20	Apr 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	186,934.86	100,607.92	86,326.94
10-1008 · WSB Payroll Account	198,913.97	184,649.04	14,264.93
10-1014 · Illinois Funds-Prime	3,310,340.66	3,308,274.55	2,066.11
10-1024 · WSB Money Market Acct	152,953.58	651,001.91	-498,048.33
10-1025 · ProPay	9.74	110.91	-101.17
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,203,661.89	-2,405,875.23	202,213.34
Total 10-1000 · Library Fund Cash	1,646,260.92	1,839,539.10	-193,278.18
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,820.20	50,793.75	26.45
30-1190 · Allocated Cash-FICA Fund	84,507.76	92,814.05	-8,306.29
40-1090 · Allocated Cash-IMRF Fund	98,855.97	111,844.94	-12,988.97
50-1090 · Allocated Cash-Liability Fund	33,306.66	33,279.24	27.42
60-1090 · Allocated Cash-Audit Fund	6,723.03	6,618.51	104.52
70-1090 · Allocated Cash-Capital R&M Fund	1,925,547.46	2,108,519.03	-182,971.57
80-1090 · Allocated Cash-Debt Service	3,900.81	2,005.71	1,895.10
Total 1190 · Allocated Cash-Fund Balances	2,203,661.89	2,405,875.23	-202,213.34
Total Checking/Savings	3,849,922.81	4,245,414.33	-395,491.52
Total Current Assets	3,849,922.81	4,245,414.33	-395,491.52
TOTAL ASSETS	<u>3,849,922.81</u>	<u>4,245,414.33</u>	<u>-395,491.52</u>
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,839,539.10	1,594,087.98	245,451.12
20-2900 · Fund Balance-Working Cash	50,793.75	50,022.25	771.50
30-2900 · Fund Balance-FICA Fund	92,814.05	64,697.31	28,116.74
40-2900 · Fund Balance-IMRF Fund	111,844.94	122,924.97	-11,080.03
50-2900 · Fund Balance-Liability	33,279.24	42,138.25	-8,859.01
60-2900 · Fund Balance-Audit	6,618.51	3,956.18	2,662.33
70-2900 · Fund Balance-Capital R&M	2,108,519.03	4,170,080.97	-2,061,561.94
80-2900 · Fund Balance-Debt Service	2,005.71	0.00	2,005.71
Total 2900 · Beginning Fund Balances	4,245,414.33	6,047,907.91	-1,802,493.58
Net Income	-395,491.52	-1,802,493.58	1,407,002.06
Total Equity	3,849,922.81	4,245,414.33	-395,491.52
TOTAL LIABILITIES & EQUITY	<u>3,849,922.81</u>	<u>4,245,414.33</u>	<u>-395,491.52</u>

Carol Stream Public Library Supplementary Information Budget Report - All Funds

	May 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
3000 · Property Taxes			
3001 · Property Tax Current	29,692.07	3,674,461.00	0.8%
3002 · Property Taxes Non-Current	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	29,692.07	3,679,461.00	0.8%
3100 · PPR Taxes	1,177.16	40,000.00	2.9%
3200 · Interest Income			
3201 · Interest Income Taxes	0.00	1,500.00	0.0%
3202 · Interest Income Investments	2,210.64	34,100.00	6.5%
Total 3200 · Interest Income	2,210.64	35,600.00	6.2%
3300 · Patron Payments			
3301 · Fines & Fees	71.24	16,000.00	0.4%
3302 · Public Copy Payments	0.00	15,000.00	0.0%
3303 · Non-Resident Card Fees	0.00	3,000.00	0.0%
3304 · Sale Items	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	71.24	35,000.00	0.2%
3400 · Donations	0.00	5,000.00	0.0%
3500 · Developer Contributions	0.00	2,000.00	0.0%
3600 · RBP/ILL Reimbursements	12.57	1,000.00	1.3%
3700 · Grants			
3701 · Per Capita Grants	0.00	49,600.00	0.0%
Total 3700 · Grants	0.00	49,600.00	0.0%
3800 · Other Income	0.00	9,000.00	0.0%
3900 · Reapprop of FY2019 due to COVID	0.00	150,000.00	0.0%
Total Income	33,163.68	4,006,661.00	0.8%
Gross Profit	33,163.68	4,006,661.00	0.8%
Expense			
5100 · Salaries			
5101 · Exempt Staff Salaries	43,440.90	689,000.00	6.3%
5102 · Non-Exempt Staff Salaries	82,057.47	1,317,000.00	6.2%
5103 · Custodial Salaries	5,157.02	83,000.00	6.2%
5105 · Professional Education	-445.00	18,000.00	-2.5%
5106 · Membership	0.00	4,000.00	0.0%
5107 · Life Insurance	143.79	2,000.00	7.2%
5108 · Health Insurance	17,405.31	250,000.00	7.0%
5109 · Benefits, other	25.00	2,500.00	1.0%
5110 · Trustee Development	0.00	3,000.00	0.0%
Total 5100 · Salaries	147,784.49	2,368,500.00	6.2%
5200 · Plant Maint.			
5201 · Supplies	1,517.43	21,000.00	7.2%
5202 · Maintenance/Repair	855.00	10,000.00	8.6%
5203 · Maintenance Contracts	3,129.00	43,000.00	7.3%
5204 · Landscape Maintenance/Snow Remo	646.00	17,000.00	3.8%
5205 · Furniture/Equipment	294.12	10,000.00	2.9%
5206 · Electric-Comm Edison	7,112.84	38,000.00	18.7%
5207 · Water/Sewer	74.63	8,000.00	0.9%
5208 · Insurance (Property)	0.00	12,000.00	0.0%
Total 5200 · Plant Maint.	13,629.02	159,000.00	8.6%

Carol Stream Public Library Supplementary Information Budget Report - All Funds

	May 20	Budget	% of Budget
5300 · Business Exp.			
5301 · Postage	0.00	8,000.00	0.0%
5302 · Office & Equipment Supplies	0.00	7,500.00	0.0%
5303 · Printing	0.00	5,000.00	0.0%
5304 · Equipment Leasing	1,404.12	22,000.00	6.4%
5305 · Mileage Reimbursement	0.00	3,000.00	0.0%
5306 · Legal Notices	0.00	700.00	0.0%
5308 · Business Phone	879.64	17,500.00	5.0%
5309 · Accounting Service	1,050.00	15,000.00	7.0%
5310 · Material Recovery Fees	0.00	1,000.00	0.0%
5311 · Payroll Service	509.67	7,500.00	6.8%
5312 · Attorney Fees	0.00	10,000.00	0.0%
5315 · Other Expenditures	15,000.00	23,000.00	65.2%
5317 · Bank & Credit Card Fees	0.00	100.00	0.0%
5319 · Security Service	0.00	25,000.00	0.0%
5321 · Human Resources	297.50	10,500.00	2.8%
Total 5300 · Business Exp.	19,140.93	155,800.00	12.3%
5400 · Automat. & Dept. Oper.			
5401 · Automation Hardware	0.00	25,000.00	0.0%
5402 · ISP and Web page hosting	157.85	15,000.00	1.1%
5403 · Computer Software	2,895.00	35,000.00	8.3%
5404 · Tech Support & Repair	7,210.84	13,000.00	55.5%
5405 · Technical Services Supplies	34.27	5,000.00	0.7%
5406 · Circulation Supplies	0.00	3,000.00	0.0%
5408 · Tech Serv Online Resources	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	700.00	0.0%
5410 · SWAN Consortium	0.00	47,000.00	0.0%
5411 · Village IT Services	7,738.04	96,000.00	8.1%
Total 5400 · Automat. & Dept. Oper.	18,036.00	256,200.00	7.0%
5500 · Services			
5501 · Youth Services Programs	200.00	28,000.00	0.7%
5503 · Adult/Teen Programs	0.00	25,000.00	0.0%
5505 · Library Newsletter	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	349.96	30,000.00	1.2%
Total 5500 · Services	549.96	130,000.00	0.4%
5600 · Collection			
5601 · Youth Services Books	0.00	46,000.00	0.0%
5606 · Youth Services Media	0.00	22,000.00	0.0%
5630 · Adult Books	522.97	75,000.00	0.7%
5634 · Online Resources	0.00	35,000.00	0.0%
5635 · Magazines & Newspapers	7,120.59	12,000.00	59.3%
5637 · Adult Media	0.00	60,000.00	0.0%
5651 · Digital Media	13,812.69	80,000.00	17.3%
5652 · Grant/Award Expense	0.00	49,600.00	0.0%
Total 5600 · Collection	21,456.25	379,600.00	5.7%
6600 · Payroll Expenses			
6610 · FICA Expense	9,607.80	150,000.00	6.4%
6620 · Illinois Municipal Retirement F	14,381.25	200,000.00	7.2%
Total 6600 · Payroll Expenses	23,989.05	350,000.00	6.9%
6900 · Operating Xfers In (Out)			
6920 · Working Cash Fund	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	20,000.00	0.0%
7102 · Risk Management expense	0.00	4,000.00	0.0%
7103 · Unemployment Compensation Insur	0.00	3,000.00	0.0%
7201 · Audit Expense	0.00	12,000.00	0.0%

Carol Stream Public Library Supplementary Information Budget Report - All Funds

	May 20	Budget	% of Budget
7400 · Capital Expenditures			
7401 · Furniture	0.00	20,000.00	0.0%
7402 · Parking Lot Repair	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	50,000.00	0.0%
7404 · Landscape	0.00	75,000.00	0.0%
7405 · Memorials	0.00	1,500.00	0.0%
7406 · Other Capital Expenditures	5,800.00	35,000.00	16.6%
Total 7400 · Capital Expenditures	5,800.00	193,500.00	3.0%
7500 · Special Capital Projects			
7504 · Light Bright Fixture	12,092.00		
7505 · Recover Partition Wall	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	40,000.00	0.0%
7508 · Library Remodel 2019-20	166,177.50		
Total 7500 · Special Capital Projects	178,269.50	65,000.00	274.3%
Total Expense	428,655.20	4,096,700.00	10.5%
Net Ordinary Income	-395,491.52	-90,039.00	439.2%
Other Income/Expense			
Other Expense			
8000 · Debt Repayment Expense	0.00	234,461.00	0.0%
Total Other Expense	0.00	234,461.00	0.0%
Net Other Income	0.00	-234,461.00	0.0%
Net Income	-395,491.52	-324,500.00	121.9%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	May 20	May 20	May 20	May 20	May 20	May 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	25,099.63	25,099.63	0.00	0.00	1,253.18	1,253.18
3100 · PPR Taxes	1,177.16	1,177.16	0.00	0.00	0.00	0.00
3200 · Interest Income	957.87	957.87	26.45	26.45	48.33	48.33
3300 · Patron Payments	71.24	71.24	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	12.57	12.57	0.00	0.00	0.00	0.00
Total Income	27,318.47	27,318.47	26.45	26.45	1,301.51	1,301.51
Gross Profit	27,318.47	27,318.47	26.45	26.45	1,301.51	1,301.51
Expense						
5100 · Salaries	147,784.49	147,784.49	0.00	0.00	0.00	0.00
5200 · Plant Maint.	13,629.02	13,629.02	0.00	0.00	0.00	0.00
5300 · Business Exp.	19,140.93	19,140.93	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	18,036.00	18,036.00	0.00	0.00	0.00	0.00
5500 · Services	549.96	549.96	0.00	0.00	0.00	0.00
5600 · Collection	21,456.25	21,456.25	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,607.80	9,607.80
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	220,596.65	220,596.65	0.00	0.00	9,607.80	9,607.80
Net Ordinary Income	-193,278.18	-193,278.18	26.45	26.45	-8,306.29	-8,306.29
Net Income	-193,278.18	-193,278.18	26.45	26.45	-8,306.29	-8,306.29

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	May 20	May 20	May 20	May 20	May 20	May 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	1,334.04	1,334.04	10.09	10.09	101.07	101.07
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	58.24	58.24	17.33	17.33	3.45	3.45
3300 · Patron Payments	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
Total Income	1,392.28	1,392.28	27.42	27.42	104.52	104.52
Gross Profit	1,392.28	1,392.28	27.42	27.42	104.52	104.52
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	14,381.25	14,381.25	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	14,381.25	14,381.25	0.00	0.00	0.00	0.00
Net Ordinary Income	-12,988.97	-12,988.97	27.42	27.42	104.52	104.52
Net Income	-12,988.97	-12,988.97	27.42	27.42	104.52	104.52

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	May 20	May 20	May 20	May 20	May 20	May 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	1,894.06	1,894.06	29,692.07	29,692.07
3100 · PPR Taxes	0.00	0.00	0.00	0.00	1,177.16	1,177.16
3200 · Interest Income	1,097.93	1,097.93	1.04	1.04	2,210.64	2,210.64
3300 · Patron Payments	0.00	0.00	0.00	0.00	71.24	71.24
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	12.57	12.57
Total Income	1,097.93	1,097.93	1,895.10	1,895.10	33,163.68	33,163.68
Gross Profit	1,097.93	1,097.93	1,895.10	1,895.10	33,163.68	33,163.68
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	147,784.49	147,784.49
5200 · Plant Maint.	0.00	0.00	0.00	0.00	13,629.02	13,629.02
5300 · Business Exp.	0.00	0.00	0.00	0.00	19,140.93	19,140.93
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	18,036.00	18,036.00
5500 · Services	0.00	0.00	0.00	0.00	549.96	549.96
5600 · Collection	0.00	0.00	0.00	0.00	21,456.25	21,456.25
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	23,989.05	23,989.05
7400 · Capital Expenditures	5,800.00	5,800.00	0.00	0.00	5,800.00	5,800.00
7500 · Special Capital Projects	178,269.50	178,269.50	0.00	0.00	178,269.50	178,269.50
Total Expense	184,069.50	184,069.50	0.00	0.00	428,655.20	428,655.20
Net Ordinary Income	-182,971.57	-182,971.57	1,895.10	1,895.10	-395,491.52	-395,491.52
Net Income	-182,971.57	-182,971.57	1,895.10	1,895.10	-395,491.52	-395,491.52

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020
CAROL STREAM PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30086
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0078
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Carol Stream Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	616 Hiawatha Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Carol Stream
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60188
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	616 Hiawatha Drive
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Carol Stream
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60188
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 653-0755
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 653-6809
1.12b If the fax number has changed, then enter the updated answer here.	000-000-0000
1.13 Website	http://www.cslibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Susan Westgate
1.15 Title	Library Director
1.16 Library Director's E-mail	swestgate@cslibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

	DuPage
1.21a County in which the administrative entity is located [PLSC 161]	
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	39,711
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Susan Westgate
3.5 Telephone Number of Person Preparing Report	630-653-0755
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	swestgate@cslibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation
Referendum 5					
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
Board Action and Backdoor Referenda					
<p>If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.</p>					
4.8 District Conversion - Effective Date (mm/dd/year)					
4.9 Territory Annexation - Effective Date (mm/dd/year)					
4.10a Other Action by Backdoor Referendum (please specify)					
4.10b Other - Effective Date (mm/dd/year)					
4.11a Other Action by Backdoor Referendum (please specify)					
4.11b Other - Effective Date (mm/dd/year)					
CURRENT LIBRARY BOARD (5.1 - 5.13)					
<p>Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.</p> <p>All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.</p> <p>Report the most current information available.</p>					
5.1 Total number of board seats	7				
5.2 Total number of vacant board seats	0				
5.2b Please explain	Yes				
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.					
5.4 IF NO, please explain					
First Member					
5.5 Name	Bonita Berryman-Gilliam				
5.6 Trustee Position	Other				
5.7 Present Term Ends (mm/year)	05/2021				
5.8 Telephone Number	630-668-4495				
5.9 E-mail Address	bberryman-gilliam@cslibrary.org				
5.10 Home Address	899 Shenandoah Dr.				
5.11 City	Carol Stream				
5.12 State	IL				
5.13 Zip Code	60188				
Second member					

Second member

5.5 Name	Mansi Patel
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	847-791-1439
5.9 E-mail Address	trusteemansi@gmail.com
5.10 Home Address	1034 Idaho Street
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Third member

5.5 Name	Justin Lynch
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-664-5460
5.9 E-mail Address	trusteelynych@yahoo.com
5.10 Home Address	568 Canterbury Drive
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Fourth member

5.5 Name	David Larimer
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-876-2482
5.9 E-mail Address	trusteelarimer@comcast.net
5.10 Home Address	732 Buffalo Circle
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Fifth member

5.5 Name	Nadia Shelkh
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-873-9641
5.9 E-mail Address	trusteeshelkh@gmail.com
5.10 Home Address	1048 Woodlake Dr.
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Sixth member

5.5 Name	Edward Jourdan
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-776-5636
5.9 E-mail Address	ejcslib@gmail.com
5.10 Home Address	526 Eagleview Drive
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Seventh member

5.5 Name	Nancy Olson
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-200-3944
5.9 E-mail Address	cspl.trustee.nancy@gmail.com
5.10 Home Address	688 Thunderbird Tr.
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	28,358
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	0
6.4a Total Number of Study Rooms	5
6.4b Total number of times study room(s) used by the public during the fiscal year	514

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?

\$6,314,734

7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$460,451 (subject to audit) remaining to add to the Library's Reserve Funds. The surplus this year was a result of staffing adjustments, staff vacancies, new vendor contracts, and reductions in some of our yearly expenses. The Library had the following outstanding fund balances in the special fund

accounts at the end of the fiscal year: Working Cash \$50,794; FICA \$92,814; IMRF \$111,845; Liability Insurance \$33,279; Audit \$6,618; Capital Maintenance & Repair \$2,108,519, (subject to audit). The Library began a total renovation of the existing building in April 2019. The project is scheduled for completion in June 2020. CM&R funds will be used for this project.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$2,344,610

The Library entered into an intergovernmental loan agreement with the Village of Carol Stream for \$2,000,000. These funds are required to pay for the Library's renovation project. The terms of the loan are ten years at 3% with an annual payment to the Village of \$234,461.01 which is due December, 1 2019-2028.

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 1.2.1a only)

\$3,705,247

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?

No

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

\$3,711,206

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$49,639
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$40,854
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$90,493

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$586
8.14 Other receipts intended to be used for operating expenditures	\$58,896
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$59,482
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,855,222
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a	The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b	Proof of Certificate of Insurance for Library Funds	CSPL Certificate of Insurance 2020.pdf
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLSC 350]	\$1,726,073
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$550,922
9.2b	If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3	Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,276,995

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. **Exclude** charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353] ¹	\$85,337
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$160,565
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$34,909
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, videogames, audiobooks, music CDs, Playaway audios, puzzles
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$280,811

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$285,675
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$2,843,481

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$2,068,659
12.5 If Other, please specify	Interest income and loan proceeds
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$2,068,659

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405] **\$4,330,222**

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	22	\$701.89	13.3 Hourly Rate	636.50	13.4 Total Hours/Week
13.1 Position Title	13.2 Primary Work Area				
Library Director	Library Director		\$73.00		37.50
Adult Services Manager	Adult Services		\$45.95		37.50
Adult Services Librarian	Young Adult Services		\$30.03		37.50
Adult Services Librarian	Adult Services		\$25.50		37.50
Adult Services Librarian	Adult Services		\$28.41		37.50
Adult Services Librarian	Adult Services		\$28.21		37.50
Adult Services Librarian	Adult Services		\$24.90		37.50
Adult Services Librarian	Adult Services		\$22.75		14.00
Adult Services Librarian	Adult Services		\$32.42		13.00
Adult Services Librarian	Adult Services		\$24.18		14.00
Adult Services Librarian	Adult Services		\$21.86		12.50
Youth Services Manager	Children's Services		\$38.67		37.50
Youth Services Librarian	Children's Services		\$31.96		37.50
Youth Services Librarian	Children's Services		\$23.10		37.50
Youth Services Librarian	Children's Services		\$22.89		37.50
Youth Services Librarian	Children's Services		\$23.75		37.50
Youth Services Librarian	Children's Services		\$22.50		15.00
Youth Services Librarian	Children's Services		\$32.10		12.00
Youth Services Librarian	Children's Services		\$30.59		16.00
Youth Services Librarian	Children's Services		\$22.50		15.00

Assistant Director/TS & Bus. Off Manager	Assistant Library Director	\$55.09	37.50
Circulation Manager	Circulation	\$41.53	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] 15.91

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)

13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] 15.91

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	470.25
13.14 Minimum hourly rate actually paid	\$10.00
13.15 Maximum hourly rate actually paid	\$35.37
13.16 Total FTE Group C employees (13.13 / 40)	11.76

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	93.50
13.18 Minimum hourly rate actually paid	\$10.07
13.19 Maximum hourly rate actually paid	\$12.05
13.20 Total FTE Group D employees (13.17 / 40)	2.34

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	65.00
13.22 Minimum hourly rate actually paid	\$15.14
13.23 Maximum hourly rate actually paid	\$22.50
13.24 Total FTE Group E employees (13.21 / 40)	1.63

13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252] 15.72

13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253] 31.63

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary					
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum 13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary					
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary					
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid 13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,105
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,105
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	45
14.3 Total annual visits/attendance in the library [PLSC 501]	133,818

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	2249	37,355	15	519
Young Adult	436	5,522	7	175
Other	651	71,778	7	526
Total	8336	99,655	29	1,220
15.17a Did the library provide any special programming for patrons on the autism spectrum?				
No				
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	17,772
16.2a Total Number of Unexpired Non-resident Users Cards	12
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$1,764.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	17,784
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	57,445
17.2 Current Print Serial Subscriptions [PLSC 460]	140
17.3 Total Print Materials (17.1+17.2)	57,585
17.4 E-books Held at end of the fiscal year [PLSC 451]	55,448
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,236
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	19,550
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] ¹⁰	11,165
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	40
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	53

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	184,060
18.2 Number of young adult materials loaned	7,062
18.3 Number of children's materials loaned [PLSC 551]	189,547
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	380,669

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	234,198
18.6 Videos/DVDs- Physical	109,535
18.7 Audios (Include music)- Physical	24,287
18.8 Magazines/Periodicals- Physical	4,716
18.9 Other Items- Physical	7,933
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	380,669
18.11 Use of Electronic Materials [PLSC 552]	51,547
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	432,216
18.13 Successful Retrieval of Electronic Information [PLSC 554]	38,897
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	90,444
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	471,113
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	16,677
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	29,663

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	32,405
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials -1 Unknown

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library 112

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library) ¹¹ 39

20.3 Is your library's catalog automated? Yes

20.4 Is your library's catalog accessible via the web? Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired? No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access? Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one) 45 Mbps or more

21.2b If Other, please specify

21.3 What is the monthly cost of the library's internet access? \$158

21.4 Number of Internet Computers Available for Public Use [PLSC 650] ¹² 16

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] 23,092

21.6 Wireless Sessions Per Year [PLSC 652] 4,946

21.7 Does your library utilize Internet filters on some or all of the public access computers? Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? Yes

21.9 Number of website visits or sessions to your library website [PLSC 653] 130,893 -Select-

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year? No

22.2a If YES, did your library apply for Category 1, Category 2 or both?

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

22.3 If NO, why did your library NOT participate in the E-rate program? -1 Not Applicable

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$14,773
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,368.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The library was under extensive renovation in the entire building throughout the year. It was done in four phases with staff and collections moving during each phase. This impacted programming, computer usage, visitor counts, etc.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Due to the renovation and lack of meeting space, we held programs at the Village Hall, local park district, neighboring libraries and local businesses during the FY. It strengthened and developed our local partnerships.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Susan Westgate	06/17/2020
President	Edward Jourdan	06/17/2020
Secretary	Nadia Sheikh	06/17/2020

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 10.1 The Library is under a major interior renovation in FY 2020. The new layout eliminates a large number of bookshelves in order to provide the community with much needed meeting and gathering spaces and additional seating. In response to this, the library has reduced the budget for print materials and has made a shift to more digital materials and resources. (0-2020-06-10)
- 2, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-10)
- 3, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-10)
- 4, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-10)
- 5, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-09)
- 6, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-10)
- 7, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-10)
- 8, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-10)

⁹, 15.17b The building has been under renovation with no meeting rooms available for the entire fiscal year. It greatly limited the number of programs we were able to offer. (0-2020-06-10)

¹⁰, 17.6a We reduced our DVD collection size to meet the reduced shelving for that collection. (0-2020-06-09)

¹¹, 20.2 For approximately 3/4 of the year, the public computer access was reduced to 19 computers due to the renovation project. (0-2020-06-09)

¹², 21.4 The number of public computer lab stations was reduced by half during 3/4 of the year during the renovation. (0-2020-06-09)



INFECTIOUS DISEASE CONTROL

Carol Stream Public Library will take proactive steps to protect the workplace in the event of an infectious disease outbreak such as the 2020 COVID-19 pandemic. It is the goal of the Library during any such time period to strive to operate effectively and ensure that all essential services are continuously provided to the extent possible and that employees are safe within the workplace.

Carol Stream Public Library is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. It is understood that the policies herein are subject to change upon directives from Local, State and Federal Government and Local, State and Federal Public Health Agencies.

Preventing the Spread of Infection in the Workplace

Carol Stream Public Library will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, staff room, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers, tissues and wastebaskets will be provided throughout the workplace and in common areas as available.

The Library's normal attendance and leave policies (Family Medical Leave, Leave of Absence, Time off and others that may apply) will remain in place, unless notified. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. In the event of a closing and subsequent re-opening of the Library, employees may be eligible for paid time off, unpaid time off or unpaid leaves of absence at the Library's discretion.



Limiting Travel

Employees should avoid all nonessential business travel.

Employees should also avoid crowded public transportation when possible. Employees should also adhere to the guidance provided by State, Local and Federal health agencies with regard to personal travel.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your Manager for consideration.

Staying Home When Ill

We appreciate our employees' commitment to their jobs and to the Library. However, if an employee is feeling sick and/or has a temperature the employee should stay home and not come to work. Sick time or unpaid time off may be used when unable to work due to illness.

During an infectious disease outbreak such as the 2020 Coronavirus pandemic, the Center for Disease Control and Prevention (CDC) advises that it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: cough, shortness of breath or difficulty breathing, fever (100.4), chills, muscle pain, sore throat, new loss of taste or smell. This list does not contain all possible symptoms. The Library recommends that employees exhibiting these types of symptoms, regardless of the type of illness to which the symptoms relate, should stay home from work. This recommendation is consistent with the recommendation of the CDC. Currently, the CDC recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If an employee is out sick or shows symptoms of being ill, it may become necessary for the Library to request information from you and/or your health care provider. In general, such requests will be limited to medical information necessary to confirm your need to be absent, to show whether and how an absence relates to an infectious disease which may pose a direct threat to patrons or other employees, and to know that it is appropriate for you to return to work.



Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with, managers, first aid and safety personnel, and government officials as required by law.

Safety Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Carol Stream Public Library may implement these safety guidelines to minimize the spread of the disease among the staff. Staff is strongly encouraged to report any safety or health concerns to the Management Team.

Social Distancing

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online meetings, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- While at the Library practice social distance and stay at least 6 feet from other people. Maintain social distance when you enter, exit and move throughout the building.
- Alternate entrances and exits will be available for staff.
- One-way traffic patterns will be instituted where appropriate.
- Do not congregate in work rooms, hall ways, staff rooms or other areas where people socialize.
- Breaks and meal breaks may be taken on the main floor (when building is closed to the public) or outside the building maintaining social distance. Employees with an office may eat in their office.
- Encourage patrons to request information and materials and orders online to minimize person-to-person contact.
- The Library will allow for teleworking and flexible or alternate schedules to increase the physical distance between staff when possible.



Hygiene and Disinfection

- Employees must wash their hands frequently and thoroughly with soap and water. If soap and water is not available, use hand sanitizer.
- Employees must wash or sanitize their hands upon entering the building, before and after handling materials, and before leaving the building. Hand sanitizer should not be used on gloves.
- Employees must regularly wash their hands after using any frequently touched surfaces (door handles, tables, book carts, book bin, book shelves, desks, desk equipment, etc.) or before going on and off a shift at a public service desk.
- Employees are required to practice respiratory etiquette by covering coughs and sneezes and discarding tissues in the wastebasket.
- Employees are encouraged to regularly clean and disinfect surfaces and equipment in the work environment.
- Staff will be responsible for disinfecting all surfaces (counter/desk top, keyboard, mice, phone, etc.) at any shared work space after each use.
- Staff will be responsible for disinfecting their personal work space (desktop, phones, keyboards, mice, etc.) at the end of their shift.
- Employees should only use another staff member's phone, desk or other work equipment when disinfected prior to using and immediately afterwards.

Safe Work Practices

- The use of Personal Protective Equipment, gloves, non-medical masks or shields may be required for employees to wear during an Infectious Disease situation.
- Physical barriers such as plastic sneeze guards and stanchions may be installed as necessary
- When possible, the Library will establish shifts that reduce the total number of employees in the Library at a given time.
- Communication tools such as signs and monitors will be used throughout the building to safely direct and inform staff.



- The Library will practice isolation procedures if a staff member or patron becomes ill in the building.
- Where appropriate the Library will limit the use of customers to the building or restrict access to only certain areas of the building.
- The Library will consider strategies to minimize face to face contact through phone-based communication and drive up service.

Administrative Controls

- Carol Steam Public Library expects employees who are feeling sick, have symptoms or have confirmed they have contracted an infectious disease, or have been exposed to infected family members, or others persons to stay home and seek medical attention if needed. Employee should notify their Manager or the Human Resources Manager as soon as possible of their illness or exposure.
- The Library shall provide training, education and informational measures on such topics as Personal Protective Equipment and new procedures required due to infectious outbreak.
- Information on infectious disease will be readily available to staff through the Library's communication platforms.

Library Emergency Closing

The safety of employees and the public, in addition to Government directives are all important factors in determining whether the Library will close during an infectious disease outbreak. Emergency closings shall occur when the Library Director or Acting Director determines it necessary. Employees will receive notification of closing from the Director once the determination has been made. In addition, Managers will contact employees directly regarding the Library's closing.

When a closing is authorized, employees who were scheduled to work will be paid their regular rate of pay for up to three days. Should a closing exceed three days, the Board of Library Trustees will convene to review the situation and pay practices.

Depending on the circumstances surrounding the Emergency closing policies may be subject to revision.

**Addendum to Policy Governing Patron Behavior
Adopted 6/17/2020**

Face Covering/Face Mask Requirement

The following policy shall be enforced while the Restore Illinois Plan requires face masks and social distancing in public and is for the health and safety of Library staff and patrons.

All persons entering the Library must wear a face covering and maintain social distancing (a minimum six-foot distance from all other persons) when practicable. Children under the age of two are exempt from wearing a face covering, but must be closely monitored at all times by their parent or guardian. A disposable face mask will be provided free of charge to individuals who do not have a face mask. Reasonable accommodations such as Curbside Services and online resources are available to those who are medically prevented from or decline to wear a face covering. Those refusing to wear a face covering and/or to maintain six-foot distance when practicable are required to leave the Library. If a person refuses to leave the Library for not following this policy, Police may be contacted and could result in a ban from the Library for a specified period of time. This policy shall not be enforced when the Illinois Department of Public Health declares that the state has reached Phase 5 of the Restore Illinois plan.

Report of the Library Director June 17, 2020

IPLAR-Illinois Public Library Annual Report

Included in the Board packet is the Library's Annual Report that is submitted to the Illinois State Library. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2019-April 30, 2020). This past year's data varies from past reports due to the Library's construction project and the forced closing that began on March 14. Both of these events had an impact upon some of our statistics. The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

Non-Resident Card Fee

Each year, the Board is required to pass the Non-Resident Card fee for the new fiscal year. The Carol Stream Library uses the tax -bill method to calculate non-resident library card fees. It is based upon the year's tax rate that residents pay for their Library taxes. This year's tax rate is .2789% (down from last year's rate of .2938) of a resident's property's assessed value. If a non-resident is a renter, they are charged 15% of their monthly rent. Once this is passed I notify RAILS for their records.

Infectious Disease Policy #605

In response to the recent pandemic that the state and country is experiencing, HR Manager Mary Pellico recommended that the Library adopt an Infectious Disease Policy. Mary developed the policy with resources from HRSource and other sources. It was then reviewed by the Library's attorney. Once adopted, the Library will be better prepared to respond to these types of situations going forward. The policy is included in the Board packet for your review.

Face Covering/Face Mask Requirement

In preparation of opening the building with limited access to patrons, it is necessary for us to add an addendum to our Policy Governing Patron Behavior. Included for your review as an addition to our Policy Governing Patron behavior regarding face coverings and social distancing.

Phase 4 Re-Opening Plan

The Library is planning to provide limited access to the physical building on July 6. This will be a Grab and Go Service for patrons to browse the collections and bring their items to the self-check machines. Computer services and seating will not be available at this time. A document outlining the details will be provided to the Board prior to Wednesday night's meeting.

Fence Replacement

The fence that borders the northeast wooded lot has been deteriorating over time. It is now at a point where it will need to be replaced. The fence was originally built in 2005 for a cost of \$6,903. To replace the fence, will require tearing down the existing fence and installing the new one. I anticipate that the cost of the replacement will exceed \$10,000. This project may begin

prior to the July Board meeting so I am requesting approval. I will forward the quote to the Board once it is received. I am currently waiting on receiving digital copies of our property survey that I can supply to fencing companies when we go out for pricing of the project.

Establishment of a Committee/Task Force on Social Fairness/Acceptance & Inclusion

I am recommending that the Library create a committee comprised of two Board members and several Library staff to discuss what the Library can do as an institution to work towards social fairness. The committee will be able to provide a guide and recommendations to build upon and enhance the things that the Library is already doing to be culturally responsive to the community. Many forms of bias and unconscious bias exist in our society such as race, religion, sexuality, obesity, and others. The Library is in a unique position to provide our community with information, knowledge and programming that can lead to positive change. It is my hope that in the future we can provide resources and experiences for our patrons that lead to understanding, acceptance and inclusion of others. The committee would begin meeting this fall. First steps would include developing a name and a mission for the group, keeping in mind the Library's role in the community. Thank you for your consideration of this project.

June Employee Anniversaries

Mary Clemens – 6/6/94 (Administration/Tech. Services)

John Steadman – 6/14/06 (Circulation)

Joseph Geshkewich 6/12/14 - (Circulation)

Mary Pellico – 6/19/15-Human Resources- 5 Year Anniversary

Michael Sothwell – 6/24/19 – (Circulation)

Susan Westgate
Library Director

Program Statistics - May 2020

Event Type	# of programs	Total attendance
Adult Program	5	38
Teen	0	0
Youth Program	12	462
Totals	17	500
Library Event	0	0
Outreach	0	0

Title	Date	Event Type	Attendance
ALL MONTH: Virtual Binge Boxes	5/1/2020	Adult Program	17
50 States Book Club (Online)	5/18/2020	Adult Program	8
COVID-19 Q&A (Online)	5/19/2020	Adult Program	12
Make & Take Hand-bound Books (Online) Session 1	5/26/2020	Adult Program	0
Make & Take Hand-bound Books (Online) Session 2	5/26/2020	Adult Program	1
Fancy Feet (Offsite)	5/8/2020	Youth/Family Program	20
Mini Storytime with Miss Adriana	5/11/2020	Youth/Family Program	140
Ramadan Storytime with Miss Aneesa	5/14/2020	Youth/Family Program	91
Read-Alouds for Everyone with Miss Amy	5/20/2020	Youth/Family Program	68
Talkin' Books: The Parker Inheritance by Steve	5/20/2020	Youth/Family Program	14
Y is for Yoga Storytime with Miss Adriana	5/26/2020	Youth/Family Program	13
Storytime with Author Will Mabbitt (Online)	5/29/2020	Youth/Family Program	46
DIY Storytime: Dinosaurs	5/31/2020	Youth/Family Program	31
DIY Storytime: Creepy Crawlies	5/31/2020	Youth/Family Program	24
DIY Storytime: Cozy at Home	5/31/2020	Youth/Family Program	15
Super Readers Club	5/31/2020	Youth/Family Program	0
1,000 Books Before Kdg. Logging Activity	5/31/2020	Youth/Family Program	0
1,000 Books Before Kdg. - New Regis.	5/31/2020	Youth/Family Program	0

**Adult Services Department Monthly Report
May 2020**

Digital Media - Overdrive - eMediaLibrary expanded access to allow 10 checkouts and 10 holds per patron. They will re-evaluate this in a few months.

Collection Development - Librarians started placing orders again once Tech Services gave us the go-ahead.

Outreach Activities

- No Homebound deliveries in May.
- May 29 – Chamber Industrial Roundtable - Omar

Programs

- Young Researchers Grant Project – Nate has started the training sessions.
- We developed ideas for virtual programming. The overall structure of “Meet Up Mondays” is based on interest groups with a different themes each Monday evening centered around the Library’s Vision of Create, Search, Play, Learn, including the 50 State Book Club, craft programs, and a new job club.
- Our 50 State Book Club selection of *The Rise of Wolf 8* by Rick McIntyre (Wyoming) was available on hoopla and the discussion was held on Facebook.
- Camp Hiawatha, the Summer Reading Program, planning continues. The program will run June 15 – August 15 on READsquared.
- Binge boxes
 - Virtual binge boxes – Jessica worked on Canva design of the open box with placeholders for cover art. Katie worked on hoopla instructions.
 - Virtual binge boxes launched May 8.
 - Nice comment from patron: “I was so disappointed I hadn’t sent in my March binge box request soon enough to get before the library closed. Super excited that you are doing them online! I loved the January and February selections. Thank you so much for doing this!”
 - For the physical binge boxes, Sarah finalized new box design and Amy and Laura ordered new boxes from Park Lane.
- Dungeons and Dragons will start in June at request of some of our teens. Nate to host remotely using Discord.

Meetings

- Weekly Management Team meetings – Laura
- Weekly SRP planning meetings – Jessica, Omar, Sarah, Crystal, and Nate
- Weekly Adult Services Dept meeting
- Weekly SWAN fireside chats
- May 4 – Adult and teen program planning
- May 15 - ALA Graphic Novel Conference Planning Roundtable meeting – Sarah
- May 21 - COHS Tea Time Office Hours – Crystal
- May 22 – Allstaff meeting
- May 28 - COHS Tea Time – Crystal

Training

Date	Training and continuing education	Librarian
5/1/2020	Creating video training (Lynda.com)	Omar
5/1/2020	Creativebug videos	Crystal
5/3/2020	Learning Zoom (Lynda.com)	Crystal
5/3/2020	Facebook Groups (Lynda.com)	Crystal
5/5/2020	Form based Reader's Advisory When your readers (and staff) are at home	Sarah
5/6/2020	Department Zoom training	Department
5/7/2020	West Suburban Adult Programmer’s SIG	Jessica
5/8/2020	Public Libraries Respond to COVID-19: Strategies for Advancing Digital Equity Now	Katie
5/8/2020	21st Century Librarians for 21st Century Libraries	Katie
5/11/2020	Dementia-Friendly Awareness for Libraries -RAILS	Crystal
5/11/2020	Demystifying Genre: How to Help Every Types of Reader - RAILS	Crystal
5/11/2020	Creativebug: Six Pocket Keepsake Book	Vera
5/13/2020	Working with Subject Matter Experts (Lynda.com)	Omar
5/13/2020	Business Interest Group Librarian’s Meeting	Omar
5/14/2020	Teen Readers, Teen Books that Appeal to Adults	Crystal
5/15/2020	Expanding the Library’s “Reach” Through A Literacy Partners Programs	Crystal
5/15/2020	Screencasting fundamentals (Lynda.com)	Omar

5/17/2020	Innovative Customer Service Techniques (Lynda.com)	Crystal
5/17/2020	Instructional Design: Needs Analysis (Lynda.com)	Crystal
5/19/2020	Preparing Job Seekers for a Post-Pandemic Economy (EBSCO)	Crystal
5/19/2020	Job & Career Accelerator (EBSCO)	Omar
5/20/2020	LearningExpress (EBSCO)	Omar
5/20/2020	Project Management (LibraryWorks)	Omar
5/21/2020	Stay Connected: Digital Book Clubs for Your Library	Crystal
5/21/2020	Staff well-being (LACONI)	Heidi
5/21/2020	Why Generalists Succeed and how to Learn Like One (lynda.com)	Vera
5/22/2020	Active Holds and Midwest Tape	Crystal
5/22/2020	Recovering from a Layoff (Lynda.com)	Omar
5/22/2020	COVID-19: Get the latest information from the CDC (YouTube)	Vera
5/24/2020	How to reach and engage your entire community	Crystal
5/24/2020	COVID-19 Q&A	Crystal
5/24/2020	How to keep Library projects on track	Crystal
5/25/2020	How to write for the Library Press (LibraryWorks)	Omar
5/26/2020	Support your Economy in a COVID-19 World (EBSCO)	Omar
5/27/2020	Preparing job seekers for a post-pandemic economy (EBSCO)	Vera
Webinar	COVID-19 and PPE safety training videos	Department
Webinar	Library Market calendar training	Vera
Webinar	Spanish language courses (Mango)	Nate
Webinar	Young Researchers Project training	Nate

Website, Mobile App, and Social Media

- Library Market calendar launched June 8 once email was enabled. Initially Library Market emails received by cslibrary accounts were quarantined because an Exchange rule saw them as spam. I was able to release the emails and edit the mail flow rule.
 - Laura has not been able to re-add an RSS feed to the main intranet. She is working on the display format.
- Website issues continued into the beginning of the month. IT Michael did try restarting the goDaddy server. Contacted several drupal consultants and finally contracted with mjbdesign to fix the website, update drupal, and to provide maintenance.
- Our hours were updated in the website footer to include the hours of the remote desk and that the Library building remains closed.

Information technology

- Helpdesk report - 23 tickets were opened this month.
- Laura Hays
 - Zoom – Added two additional Zoom accounts for Adult and Youth Department programming. We were able to reuse 50% off Techsoup discount.
 - Intranet – Added the COVID-19 page as a featured page in Sharepoint and edited the main navigation menu.
 - Curbside email account created,
 - Security cameras – Heritage Technology Solutions came out to finishing adding the new cameras to the desktop client. They also looked at the new cameras on the patio pole because Jeff reported that they had condensation. They will be replaced.
 - Adobe Acrobat Pro – 2 licenses purchased.
 - Additional universal power supplies ordered for the Youth computer lab.
- Community IT staff
 - Quickbooks installed and setup.
 - New Manager laptops setup and deployed
 - Parking lot wifi – new access point installed over the front door to extend wifi further into the parking lot.
 - Cleaned up the cabling in the server room and ran the cables for the Youth Patron area.
 - Youth Computer Lab installed.
 - Meeting Room hallway temporary workstation – data re-established.

Laura Hays
Head of Adult Services

Report for Board of Library Trustees
Circulation Department activities during May 2020

The Circulation Department is the first point of service for the library. Our mission is to greet each customer and offer our full attention, anticipate their needs, exceed their expectations, and provide a positive experience each and every time they visit.

- Generating and maintaining library accounts for Carol Stream Residents and other library users.
 - We added 21 new ONLINE registrations in May.
- Checking in returned materials.
 - We checked in 3450 items between May 26th and May 29th
- Shelving materials and keeping shelves in accessible order.
 - Materials Clerks shelved approximately 3600 items from May 26th-May 29th.

In addition:

- Jeri participated in all Management Team meetings in May.
- Jeri and other Circulation staff monitored the weekly SWAN Fireside Chat to stay current with their plans.
- Jeri and staff monitored ALLSTAFF meeting on May 12th and May 22nd.
- Jeri meet with each Circulation staff member individually via Microsoft Teams twice in May.A
- Circulation staff continued participation in online training and attending online meetings.
- Some of the course titles are as follows:
 - "Time Management: Calendars & Task Lists"
 - "Advocacy for Introverts + Extroverts"
 - " Introduction to Library Security"
 - "Finding the Superhero Within: Facing Covid-19 - Positivity and Compassion".
 - "Awkward, Ill Timed and Startling Situations"
 - "Coping with Compassion Fatigue"
 - "Work/Life Goal Setting"
 - "Creating a Culture of Yes at Your Library and in Your Community"
 - "Becoming and effective team member"
 - Five Generations in the Workplace"
 - "Technology Skills for Library Staff: Effective and Engaging Training Programs"
- Jeri created teams of staff to work in the building on opposite days of the week beginning May 26th.
- Circulation staff checked in and shelved the backlog of returned materials.
- Circulation staff prepared for curbside pickup by reading safety and other procedures.
- Mary Magnus, 24 (almost 25) year employee resigned from her position as Circulation Coordinator. Her las day was May 25th.

Submitted 6/15/2020

Jeri L. Cain

Human Resources
Monthly Report
May 2020

Administration

- Updated Performance Review Timeline
- Worked with Mary C to create FMLA tracking tool

Benefits

- Attended Gallagher Administration meeting, Presentations by Gallagher, Intergovernmental Personnel Benefit Cooperative (IPBC) and Vision Services Plan (VSP). Investigating the option of administering VSP through IPBC.
- 1 employee made a change to their benefits during the Open Enrollment period.
- Discussed unpaid leave questions with employee.

COVID-19

- Prepared resources for Managers regarding employee concerns with returning to work
- 38 employees have returned to the building for the first time after Library closure. Mary C and I reviewed safety topics and procedures with employees.

Paylocity/Payroll Matters

- Submitted report to Social Security Administration per their request
- Terminated Lisa Wise in Paylocity
- Retired Mary Magnus in Paylocity

Recruiting, Onboarding & Exiting

- Mary Magnus, Circulation Coordinator, retired after 24 years of service. Mary's last day was 5/25/20. Answered Mary's questions regarding retirement and benefit selection. Processed termination in Paylocity.
- Prepared New Hire Zoom Orientation for Rabecca McDonald, Adult Services Librarian, Part-time, starting 6/16/2020. Coordinated paperwork and entry of items into Paylocity.

Training

- Reviewing Traliant Sexual Harassment training option for possible use to meet the State of Illinois requirement for Sexual Harassment training at the Library for 2020.

Professional Development

- 5/20 Coronavirus, Employer Q&A, HR Source
- 5/27 Helping Employees Thrive During Times of Crisis
- 5/19 Human Resources Roundtable, HR Source
- 5/22 All-Staff Meeting – shared safety expectations

Youth Services Report May 2020

Forced Closing

- 9 programs were cancelled during May as a result of the COVID-19 closure.

Program Highlights

- Fancy Feet was held again on Zoom thanks to Flourish Dance Academy on May 8 with 20 in attendance.
- Leigh Anne Wilson reached out to a British author name Will Mabbitt and invited him to read his picture book titled "I Can Only Draw Worms" and give the kids a worm drawing tutorial. He joined us at 10a our time/ 4pm his time on May 29 with 46 in attendance. It was a wonderful first Zoom storytime and now the trouble will be that the bar was set very high for Zoom storytime success! Picture below. Will Mabbitt is top row, second from right.
- Also during May, 5 recorded storytimes were released with several YS staff sharing stories including a yoga storytime, a Ramadan storytime, a couple read alouds and a booktalk. In addition to that three DIY Storytimes highlighting online resources were also posted so parents can do storytime with their kids on their own.
- Amy Teske recorded an video invitation and explanation of Summer Reading that was shared in the Library newsletter, on Facebook, and with CCSD93, Benjamin School District 25, U46 and District 200.

Collection Development

- Staff has their new selection assignments and are starting to submit orders now that we are able to accept orders again.
- Amy Teske finished Youth collection shelving sign installation

Professional Development

- Youth Services Staff have been participating in many online development opportunities. Together, the staff has reported being in 43 hours of online training during May. Specific reports have been turned in for these opportunities.

Meeting Attendance

- 5/4 – Programming meeting with Susan and Laura Hays and Amy Teske
- 5/7, 14, 21, 28– Management Team Meeting – Amy Teske
- 5/12 – Summer Reading Meeting with U46 – Amy Teske, Amy Danusiar
- 5/12, 22 – All Staff
- 5/5, 12, 19, 26 – Youth Services Zoom Meeting with whole department
- 5/6, 13, 20, 27– Summer Reading Zoom Meeting – Full time staff from Adult and Youth and Marketing
- 5/22 – Summer Reading Meeting with District 200 – Amy Teske, Amy Danusiar

Respectfully Submitted,
Amy Teske, Youth Services Manager





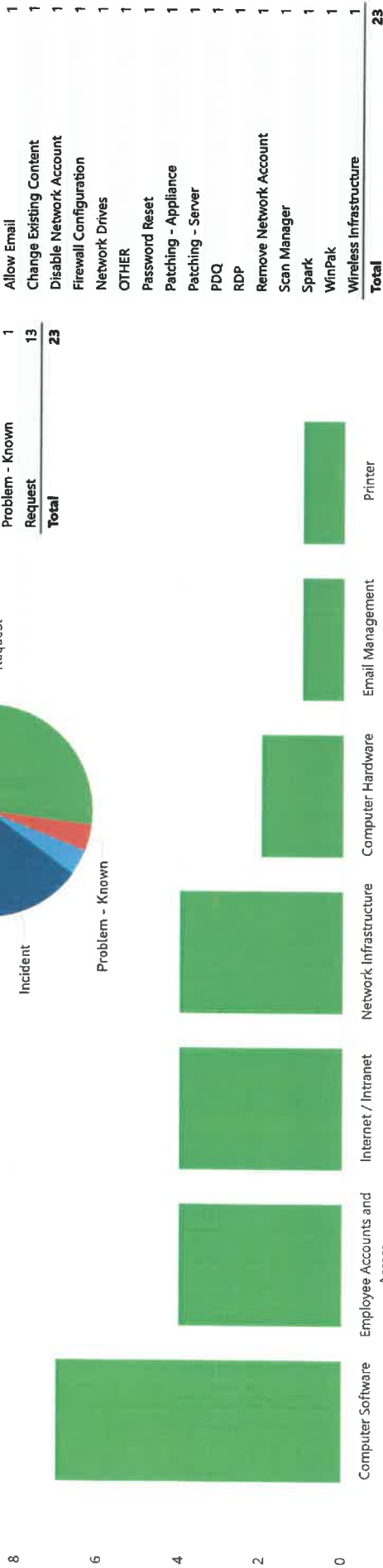
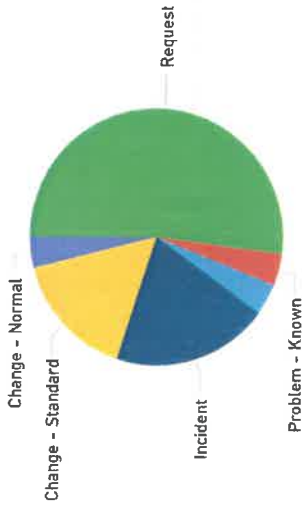
Monthly Report of IT Service

Report Range 5/1/2020 5/31/2020

Support Tickets 23

Information Technology Closed Support Tickets by Category

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



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.