

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: August 19, 2020

TIME: 7:00 p.m.

PLACE: **ATTENTION**

Due to 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://carolstream.librarycalendar.com/events/library-board-meeting-online-1>. For individuals interested in Public Participation please email your full name and questions or comments to **cstream@cslibrary.org**. They will be read aloud during the Public Participation portion of the meeting. *The recording of the meeting will be posted on the Library's website.*

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

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

- 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 July 15, 2020
- V. MONTHLY REPORTS OF THE TREASURER
 - A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2020
- VI. NEW BUSINESS
 - None
- VII. DISBURSEMENTS
 - A. Approval of Disbursements for the Period July 1, 2020 to July 31, 2020, plus the Addendum for the Meeting of August 19, 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. MONTHLY STAFF REPORTS

X. COMMUNICATIONS

A. Thank You Card from Colona Public Library Director

XI. ANNOUNCEMENTS

A. Library Closed for Services September 6-September 7, 2020 for the Labor Day Holiday

B. September is National Library Card Sign-Up Month

XII. 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: July 15, 2020 TIME: 7:00 p.m.
PLACE: Carol Stream Public Library, Youth Services Area

I. CALL TO ORDER

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

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

Election of Officer to fill vacant Board President position:
Trustees Lynch and Sheikh self-nominated for the office of Board President. Trustee Sheikh received the greatest number of votes (four) and was elected as Board President, to fill the vacant term through April 2021.

As most senior Trustee not holding an officer position, Trustee Berryman-Gilliam accepted the position of Vice-President as outlined in the Library's By-Laws.

II. ROLL CALL

Secretary Patel called the roll.

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

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

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

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

Nays 0

Absent..... None

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

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

- A. Minutes of Regular Meeting of June 17, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2020
- C. Approval of Disbursements for the Period June 1, 2020 to June 30, 2020, plus the Addendum for the meeting of July 15, 2020
- D. Report of the Library Director
- E. Library Building Open for Grab & Go Services with Limited Hours

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

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

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1, 2020 to June 30, 2020, plus the Addendum for the meeting of July 15, 2020 in the amount of \$304,724.54.

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.

July Employee Anniversaries: Ron Anderson, Maintenance – 7/17/06; Omar Kushad, Adult Services – 7/11/11; Cheryl Walek, Circulation – 7/18/11; Thoana Lagunas, Circulation – 7/13/16; Angela Sheppard, Circulation – 7/30/18

Regular Meeting

V. NEW BUSINESS

Recommendation, Re: Approval of FY 21 Quarterly Payments to SWAN Library Consortium

Trustee Sheikh moved and Trustee Lynch seconded that the Carol Stream Public Library Board of Trustees approve the FY 21 Quarterly Payments to SWAN Library Consortium. Motion approved.

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

Background information:

The Board approved the annual quarterly payments to SWAN. The quarterly payments will be in the amount of \$11,715,50 for a total annual fee of \$46,862. This is a decrease of 0.5% less than last year’s fees, a savings of \$230. Fees are calculated using a base fee for all members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY20 each member library received a reduction of their fees of \$5,703 from the RAILS grant. For FY21 each member library received a reduction of \$6,109 to their fees, a difference of \$406. This is an increase of grant funds of 7.2% from the FY20 grant amount. Board approval is required for payments exceeding \$10,000.

VI. EXECUTIVE SESSION

Trustee Olson moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (21) and the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (1) and nothing else. Motion approved.

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

Accordingly, the Meeting was closed to the public at 7:35 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:39 p.m.

Secretary Patel called the roll.

Present: Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Absent: None
Also Present: Director Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of December 18, 2019

Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees approve the minutes of the Executive Session of December 18, 2019 and that they remain closed at this time. Motion approved.

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

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

Trustee Olson moved and Trustee Berryman-Gilliam seconded that the Carol Stream Library Board of Trustees approve a partial release of the minutes of the Executive Session of October 16, 2019 and that all other Executive Session minutes remain closed at this time. Motion approved.

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

C. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on July 15, 2020

The Board came to a consensus to table this business until the August Board meeting.

VII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:42 p.m.

August 19, 2020
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 1,839,539.10	\$ 936,175.81	\$ 2,775,714.91
Working Cash	50,793.75	58.76	50,852.51
FICA	92,814.05	41,178.84	133,992.89
IMRF	111,844.94	39,714.38	151,559.32
Liability Insurance	33,279.24	(479.69)	32,799.55
Audit	6,618.51	3,528.03	10,146.54
Capital Maintenance & Repair	2,108,519.03	(391,205.12)	1,717,313.91
Building Renovation Loan	<u>2,005.71</u>	<u>123,533.09</u>	<u>125,538.80</u>
TOTAL ALL FUNDS	<u>\$ 4,245,414.33</u>	<u>\$ 752,504.10</u>	<u>\$ 4,997,918.43</u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President

7/31/20

Nancy Olson, Board Treasurer

7/31/20

Susan Westgate, Library Director

7/31/20

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	200,079.94
WEST SUBURBAN BANK	PAYROLL	112,573.57
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,372,007.52
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,312,264.51
PROPAY	ELECTRONIC	222.89
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,997,918.43</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JULY 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 July 31, 2020 and June 30, 2020, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date July 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

August 10, 2020

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

	Jul 31, 20	Jun 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	200,079.94	51,860.59	148,219.35
10-1008 · WSB Payroll Account	112,573.57	212,571.13	-99,997.56
10-1014 · Illinois Funds-Prime	3,312,264.51	3,311,567.43	697.08
10-1024 · WSB Money Market Acct	1,372,007.52	1,776,063.81	-404,056.29
10-1025 · ProPay	222.89	124.28	98.61
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,222,203.52	-2,341,339.63	119,136.11
Total 10-1000 · Library Fund Cash	2,775,714.91	3,011,617.61	-235,902.70
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,852.51	50,838.22	14.29
30-1190 · Allocated Cash-FICA Fund	133,992.89	145,185.48	-11,192.59
40-1090 · Allocated Cash-IMRF Fund	151,559.32	169,201.17	-17,641.85
50-1090 · Allocated Cash-Liability Fund	32,799.55	33,456.66	-657.11
60-1090 · Allocated Cash-Audit Fund	10,146.54	12,629.53	-2,482.99
70-1090 · Allocated Cash-Capital R&M Fund	1,717,313.91	1,809,205.60	-91,891.69
80-1090 · Allocated Cash-Debt Service	125,538.80	120,822.97	4,715.83
Total 1190 · Allocated Cash-Fund Balances	2,222,203.52	2,341,339.63	-119,136.11
Total Checking/Savings	4,997,918.43	5,352,957.24	-355,038.81
Total Current Assets	4,997,918.43	5,352,957.24	-355,038.81
TOTAL ASSETS	<u>4,997,918.43</u>	<u>5,352,957.24</u>	<u>-355,038.81</u>
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,839,539.10	1,839,539.10	0.00
20-2900 · Fund Balance-Working Cash	50,793.75	50,793.75	0.00
30-2900 · Fund Balance-FICA Fund	92,814.05	92,814.05	0.00
40-2900 · Fund Balance-IMRF Fund	111,844.94	111,844.94	0.00
50-2900 · Fund Balance-Liability	33,279.24	33,279.24	0.00
60-2900 · Fund Balance-Audit	6,618.51	6,618.51	0.00
70-2900 · Fund Balance-Capital R&M	2,108,519.03	2,108,519.03	0.00
80-2900 · Fund Balance-Debt Service	2,005.71	2,005.71	0.00
Total 2900 · Beginning Fund Balances	4,245,414.33	4,245,414.33	0.00
Net Income	752,504.10	1,107,542.91	-355,038.81
Total Equity	4,997,918.43	5,352,957.24	-355,038.81
TOTAL LIABILITIES & EQUITY	<u>4,997,918.43</u>	<u>5,352,957.24</u>	<u>-355,038.81</u>

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

	Jul 20	May - Jul 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	73,950.94	1,937,365.28	3,674,461.00	52.73%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	73,950.94	1,937,365.28	3,679,461.00	52.65%
3100 · PPR Taxes	0.00	14,501.72	40,000.00	36.25%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,500.00	0.0%
3202 · Interest Income Investments	1,194.75	4,911.90	34,100.00	14.4%
Total 3200 · Interest Income	1,194.75	4,911.90	35,600.00	13.8%
3300 · Patron Payments				
3301 · Fines & Fees	222.89	418.76	16,000.00	2.62%
3302 · Public Copy Payments	46.30	117.65	15,000.00	0.78%
3303 · Non-Resident Card Fees	0.00	0.00	3,000.00	0.0%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	269.19	536.41	35,000.00	1.53%
3400 · Donations	0.00	0.00	5,000.00	0.0%
3500 · Developer Contributions	0.00	0.00	2,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	12.57	1,000.00	1.26%
3700 · Grants				
3701 · Per Capita Grants	0.00	0.00	49,600.00	0.0%
Total 3700 · Grants	0.00	0.00	49,600.00	0.0%
3800 · Other Income	0.00	0.00	9,000.00	0.0%
3900 · Reappropriation of FY2019 due to COVID	0.00	0.00	150,000.00	0.0%
Total Income	75,414.88	1,957,327.88	4,006,661.00	48.85%
Gross Profit	75,414.88	1,957,327.88	4,006,661.00	48.85%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	65,161.35	152,043.15	689,000.00	22.07%
5102 · Non-Exempt Staff Salaries	118,648.47	282,543.99	1,317,000.00	21.45%
5103 · Custodial Salaries	7,737.77	18,051.80	83,000.00	21.75%
5105 · Professional Education	942.50	881.50	18,000.00	4.9%
5106 · Membership	119.73	418.73	4,000.00	10.47%
5107 · Life Insurance	148.61	440.51	2,000.00	22.03%
5108 · Health Insurance	15,431.46	49,637.46	250,000.00	19.86%
5109 · Benefits, other	25.00	75.00	2,500.00	3.0%
5110 · Trustee Development	0.00	0.00	3,000.00	0.0%
Total 5100 · Salaries	208,214.89	504,092.14	2,368,500.00	21.28%
5200 · Plant Maint.				
5201 · Supplies	1,708.86	4,109.46	21,000.00	19.57%
5202 · Maintenance/Repair	2,105.00	2,990.62	10,000.00	29.91%
5203 · Maintenance Contracts	3,129.00	9,387.00	43,000.00	21.83%
5204 · Landscape Maintenance/Snow Remo	1,206.00	2,498.00	17,000.00	14.69%

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

	Jul 20	May - Jul 20	Annual Budget	% of Budget
5205 · Furniture/Equipment	4,456.52	6,226.43	10,000.00	62.26%
5206 · Electric-Comm Edison	0.00	7,112.84	38,000.00	18.72%
5207 · Water/Sewer	25.82	121.59	8,000.00	1.52%
5208 · Insurance (Property)	0.00	0.00	12,000.00	0.0%
5200 · Plant Maint. - Other	-67.20	-67.20		
Total 5200 · Plant Maint.	12,564.00	32,378.74	159,000.00	20.36%
5300 · Business Exp.				
5301 · Postage	1,500.00	1,500.00	8,000.00	18.75%
5302 · Office & Equipment Supplies	372.51	372.51	7,500.00	4.97%
5303 · Printing	0.00	0.00	5,000.00	0.0%
5304 · Equipment Leasing	1,940.86	5,089.08	22,000.00	23.13%
5305 · Mileage Reimbursement	29.37	77.73	3,000.00	2.59%
5306 · Legal Notices	0.00	0.00	700.00	0.0%
5308 · Business Phone	904.42	2,679.16	17,500.00	15.31%
5309 · Accounting Service	0.00	2,100.00	15,000.00	14.0%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	500.25	1,189.53	7,500.00	15.86%
5312 · Attorney Fees	110.00	715.00	10,000.00	7.15%
5315 · Other Expenditures	711.41	15,711.41	23,000.00	68.31%
5317 · Bank & Credit Card Fees	0.00	39.95	100.00	39.95%
5319 · Security Service	0.00	0.00	25,000.00	0.0%
5321 · Human Resources	328.40	2,326.15	10,500.00	22.15%
Total 5300 · Business Exp.	6,397.22	31,800.52	155,800.00	20.41%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	1,615.66	4,000.12	25,000.00	16.0%
5402 · ISP and Web page hosting	147.85	473.55	15,000.00	3.16%
5403 · Computer Software	0.00	3,942.09	35,000.00	11.26%
5404 · Tech Support & Repair	227.50	8,338.34	13,000.00	64.14%
5405 · Technical Services Supplies	181.25	215.52	5,000.00	4.31%
5406 · Circulation Supplies	347.26	1,311.42	3,000.00	43.71%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	0.00	700.00	0.0%
5410 · SWAN Consortium	11,715.50	11,715.50	47,000.00	24.93%
5411 · Village IT Services	7,738.04	23,214.12	96,000.00	24.18%
Total 5400 · Automat. & Dept. Oper.	21,973.06	53,210.66	256,200.00	20.77%
5500 · Services				
5501 · Youth Services Programs	9,642.67	14,298.71	28,000.00	51.07%
5503 · Adult/Teen Programs	713.40	2,412.87	25,000.00	9.65%
5505 · Library Newsletter	6,000.00	7,938.00	47,000.00	16.89%
5509 · Library Publicity and Promotion	84.99	944.05	30,000.00	3.15%
Total 5500 · Services	16,441.06	25,593.63	130,000.00	19.69%
5600 · Collection				
5601 · Youth Services Books	3,086.28	4,201.86	46,000.00	9.13%
5606 · Youth Services Media	79.92	460.39	22,000.00	2.09%

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

	Jul 20	May - Jul 20	Annual Budget	% of Budget
5630 · Adult Books	8,999.45	10,684.04	75,000.00	14.25%
5634 · Online Resources	0.00	0.00	35,000.00	0.0%
5635 · Magazines & Newspapers	505.85	9,358.49	12,000.00	77.99%
5637 · Adult Media	2,759.55	5,979.20	60,000.00	9.97%
5651 · Digital Media	8,378.70	27,713.21	80,000.00	34.64%
5652 · Grant/Award Expense	9,976.00	17,787.40	49,600.00	35.86%
Total 5600 · Collection	33,785.75	76,184.59	379,600.00	20.07%
6600 · Payroll Expenses				
6610 · FICA Expense	14,055.85	33,255.78	150,000.00	22.17%
6620 · Illinois Municipal Retirement F	21,093.79	50,024.07	200,000.00	25.01%
Total 6600 · Payroll Expenses	35,149.64	83,279.85	350,000.00	23.79%
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	0.00	20,000.00	0.0%
7102 · Risk Management expense	693.00	1,213.00	4,000.00	30.33%
7103 · Unemployment Compensation Insur	0.00	0.00	3,000.00	0.0%
7201 · Audit Expense	2,750.00	3,426.00	12,000.00	28.55%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	20,000.00	0.0%
7402 · Parking Lot Repair	0.00	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	0.00	75,000.00	0.0%
7405 · Memorials	0.00	115.91	1,500.00	7.73%
7406 · Other Capital Expenditures	1,864.07	12,938.12	35,000.00	36.97%
Total 7400 · Capital Expenditures	1,864.07	13,054.03	193,500.00	6.75%
7500 · Special Capital Projects				
7504 · Light Bright Fixture	0.00	12,092.00		
7505 · Recover Partition Wall	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	0.00	40,000.00	0.0%
7508 · Library Remodel 2019-20	90,621.00	365,898.62		
7509 · Security Camera Upgrades	0.00	2,600.00		
Total 7500 · Special Capital Projects	90,621.00	380,590.62	65,000.00	585.52%
Total Expense	430,453.69	1,204,823.78	4,096,700.00	29.41%
Net Ordinary Income	-355,038.81	752,504.10	-90,039.00	-835.75%
Other Income/Expense				
Other Expense				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
Total Other Expense	0.00	0.00	234,461.00	0.0%
Net Other Income	0.00	0.00	-234,461.00	0.0%
Net Income	-355,038.81	752,504.10	-324,500.00	-231.9%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jul 20	May - Jul 20	Jul 20	May - Jul 20	Jul 20	May - Jul 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	62,686.40	1,642,257.06	0.00	0.00	2,837.14	74,327.23
3100 · PPR Taxes	0.00	14,501.72	0.00	0.00	0.00	0.00
3200 · Interest Income	517.69	2,128.33	14.29	58.76	26.12	107.39
3300 · Patron Payments	269.19	536.41	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	12.57	0.00	0.00	0.00	0.00
Total Income	63,473.28	1,659,436.09	14.29	58.76	2,863.26	74,434.62
Gross Profit	63,473.28	1,659,436.09	14.29	58.76	2,863.26	74,434.62
Expense						
5100 · Salaries	208,214.89	504,092.14	0.00	0.00	0.00	0.00
5200 · Plant Maint.	12,564.00	32,378.74	0.00	0.00	0.00	0.00
5300 · Business Exp.	6,397.22	31,800.52	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	21,973.06	53,210.66	0.00	0.00	0.00	0.00
5500 · Services	16,441.06	25,593.63	0.00	0.00	0.00	0.00
5600 · Collection	33,785.75	76,184.59	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	14,055.85	33,255.78
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	299,375.98	723,260.28	0.00	0.00	14,055.85	33,255.78
Net Ordinary Income	-235,902.70	936,175.81	14.29	58.76	-11,192.59	41,178.84
Net Income	-235,902.70	936,175.81	14.29	58.76	-11,192.59	41,178.84

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jul 20	May - Jul 20	Jul 20	May - Jul 20	Jul 20	May - Jul 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	3,420.46	89,609.04	26.52	694.80	265.15	6,946.37
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	31.48	129.41	9.37	38.51	1.86	7.66
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	3,451.94	89,738.45	35.89	733.31	267.01	6,954.03
Gross Profit	3,451.94	89,738.45	35.89	733.31	267.01	6,954.03
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	21,093.79	50,024.07	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	693.00	1,213.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	2,750.00	3,426.00
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	21,093.79	50,024.07	693.00	1,213.00	2,750.00	3,426.00
Net Ordinary Income	-17,641.85	39,714.38	-657.11	-479.69	-2,482.99	3,528.03
Net Income	-17,641.85	39,714.38	-657.11	-479.69	-2,482.99	3,528.03

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jul 20	May - Jul 20	Jul 20	May - Jul 20	Jul 20	May - Jul 20
	Ordinary Income/Expense					
Income						
3000 · Property Taxes	0.00	0.00	4,715.27	123,530.78	73,950.94	1,937,365.28
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	14,501.72
3200 · Interest Income	593.38	2,439.53	0.56	2.31	1,194.75	4,911.90
3300 · Patron Payments	0.00	0.00	0.00	0.00	269.19	536.41
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	12.57
Total Income	593.38	2,439.53	4,715.83	123,533.09	75,414.88	1,957,327.88
Gross Profit	593.38	2,439.53	4,715.83	123,533.09	75,414.88	1,957,327.88
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	208,214.89	504,092.14
5200 · Plant Maint.	0.00	0.00	0.00	0.00	12,564.00	32,378.74
5300 · Business Exp.	0.00	0.00	0.00	0.00	6,397.22	31,800.52
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	21,973.06	53,210.66
5500 · Services	0.00	0.00	0.00	0.00	16,441.06	25,593.63
5600 · Collection	0.00	0.00	0.00	0.00	33,785.75	76,184.59
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	35,149.64	83,279.85
7102 · Risk Management expense	0.00	0.00	0.00	0.00	693.00	1,213.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	2,750.00	3,426.00
7400 · Capital Expenditures	1,864.07	13,054.03	0.00	0.00	1,864.07	13,054.03
7500 · Special Capital Projects	90,621.00	380,590.62	0.00	0.00	90,621.00	380,590.62
Total Expense	92,485.07	393,644.65	0.00	0.00	430,453.69	1,204,823.78
Net Ordinary Income	-91,891.69	-391,205.12	4,715.83	123,533.09	-355,038.81	752,504.10
Net Income	-91,891.69	-391,205.12	4,715.83	123,533.09	-355,038.81	752,504.10

Carol Stream Public Library
Expenses by Vendor Detail

July 2020

Date	Num	Memo	Account	Amount
07/10/2020		Inv. #4581876	5308 · Business Phone	-882.00
				-882.00
07/23/2020		Inv. #977487989747	5503 · Adult/Teen Programs	-104.20
07/23/2020		Inv. #584857858964	5205 · Furniture/Equipment	-467.83
07/23/2020		Inv. #7944453475935	5503 · Adult/Teen Programs	-166.56
07/23/2020		Inv. #469445488553	5201 · Supplies	-83.00
07/23/2020		Inv. #933383737583	5201 · Supplies	-391.44
07/23/2020		Inv. #458933548347	5205 · Furniture/Equipment	-29.99
07/23/2020		Inv. #454796376976	5205 · Furniture/Equipment	-114.78
07/23/2020		Inv. #466676365467	5205 · Furniture/Equipment	-13.99
07/23/2020		Inv. #466676365467	5406 · Circulation Supplies	-19.99
07/23/2020		Inv. #888533438393	5302 · Office & Equipment Supplies	-32.95
07/23/2020		Inv. #836964395785	5501 · Youth Services Programs	-9.58
07/23/2020		Inv. #446843697939	5501 · Youth Services Programs	-43.08
07/23/2020		Inv. #855935886663	5503 · Adult/Teen Programs	-169.14
07/23/2020		Inv. #467799754474	5501 · Youth Services Programs	-112.70
07/23/2020		Inv. #669648857587	5302 · Office & Equipment Supplies	-88.00
07/23/2020		Inv. #733375885954	5205 · Furniture/Equipment	-48.99
07/23/2020		Inv. #794379458986	5501 · Youth Services Programs	-160.87
07/23/2020		Inv. #436673933975	5630 · Adult Books	-112.85
07/23/2020		Inv. #898488574434	5205 · Furniture/Equipment	-31.00
07/23/2020		Inv. #467744568987	5205 · Furniture/Equipment	-48.99
07/23/2020		Inv. #653535935786	5501 · Youth Services Programs	-7.00
07/23/2020		Inv. #453457698534	5630 · Adult Books	-21.49
07/23/2020		Inv. #453457698534	5503 · Adult/Teen Programs	-73.50
07/23/2020		Inv. #889979837485	5201 · Supplies	-128.40
07/23/2020		Inv. #943597438766	5201 · Supplies	-23.96
07/23/2020		Inv. #858594668445	5201 · Supplies	-45.00
07/23/2020		Inv. #465999755849	5205 · Furniture/Equipment	-713.69
				-3,263.97

Access One, Inc.

Total Access One, Inc.
AMAZON/SYNCB

Total AMAZON/SYNCB

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

July 2020

	Date	Num	Memo	Account	Amount
Ancel Glink, P.C.					
Total Ancel Glink, P.C.	07/14/2020		Statement #76961	5312 · Attorney Fees	-110.00
ARC1 Electric					
Total ARC1 Electric	07/31/2020		Inv. #10088	7406 · Other Capital Expenditures	-1,864.07
Baker & Taylor					
	07/14/2020		Several invoices	5601 · Youth Services Books	-3,086.28
	07/14/2020		Several invoices	5630 · Adult Books	-7,708.80
	07/14/2020			5501 · Youth Services Programs	-66.90
Total Baker & Taylor					-10,861.98
Campos, Kelly					
Total Campos, Kelly	07/13/2020		SRP Virtual Pgm. 8/3/20	5501 · Youth Services Programs	-250.00
Case Lots, Inc.					
	07/10/2020		Inv. #6321	5201 · Supplies	-244.00
	07/14/2020		Inv. #6897	5201 · Supplies	-513.30
Total Case Lots, Inc.					-757.30
Chef Cherise LLC					
Total Chef Cherise LLC	07/10/2020		Zoom Pgm. - 8/18/20	5503 · Adult/Teen Programs	-200.00
Comcast					
Total Comcast	07/10/2020		7/2-8/1/20	5402 · ISP and Web page hosting	-147.85
Complete Cleaning Co., Inc.					
Total Complete Cleaning Co., Inc.	07/10/2020		Inv. #C14303	5203 · Maintenance Contracts	-1,810.00
Costco					
Total Costco	07/28/2020		SRP snacks	5501 · Youth Services Programs	-26.43
Daily Herald Business Ledger (Paddock)					
Total Daily Herald Business Ledger (Paddock)	07/10/2020		One yr. renewal	5635 · Magazines & Newspapers	-49.99

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

July 2020

	Date	Num	Memo	Account	Amount
Demco					
Total Demco					
Downing Music, Inc.					
Total Downing Music, Inc.					
Ebsco Information Services					
Total Ebsco Information Services					
Fox Valley Fire & Safety Company, Inc.					
Total Fox Valley Fire & Safety Company, Inc.					
Gale/Cengage Learning Inc.					
Total Gale/Cengage Learning Inc.					
Garvey's Office Products					
Total Garvey's Office Products					
Good Start Packaging					
Total Good Start Packaging					
Home Depot Credit Services					
Total Home Depot Credit Services					
	07/10/2020		Inv. #6811522	5405 · Technical Services Supplies	-125.27
					-125.27
	07/10/2020		Virtual Zoom Concert 7/23/20	5501 · Youth Services Programs	-350.00
					-350.00
	07/10/2020		Inv. #1602120	5635 · Magazines & Newspapers	-455.86
					-455.86
	07/10/2020		Inv. #IN00362506	7102 · Risk Management expense	-600.00
	07/10/2020		Inv. #IN00363915	7102 · Risk Management expense	-93.00
					-693.00
	07/10/2020		Inv. #70632312	5630 · Adult Books	-28.49
	07/10/2020		Inv. #70631891	5630 · Adult Books	-225.67
	07/10/2020		Inv. #70632221	5630 · Adult Books	-111.71
					-365.87
	07/10/2020		Inv. #PINV1926766	5201 · Supplies	-71.80
	07/10/2020		Inv. #PINV1926766	5405 · Technical Services Supplies	-55.98
	07/10/2020		Inv. #PINV1926766	5501 · Youth Services Programs	-26.22
	07/10/2020		Inv. #PINV1926766 [\$231.26 less Credit Memo	5302 · Office & Equipment Supplies	-220.31
	07/10/2020		Inv. #PINV1927258	5501 · Youth Services Programs	-53.02
	07/10/2020		Inv. #PINV1928013	5302 · Office & Equipment Supplies	-11.88
	07/10/2020		Inv. #PINV1930589	5302 · Office & Equipment Supplies	-9.13
	07/10/2020		Inv. #PINV1940089	5302 · Office & Equipment Supplies	-10.24
					-458.58
	07/28/2020		Curbside paper bags	5406 · Circulation Supplies	-327.27
					-327.27
	07/14/2020		Inv. #2133570 [\$151.78 less Credit Memo Inv. #2	5205 · Furniture/Equipment	-137.98

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

July 2020

Date	Num	Memo	Account	Amount
Total Home Depot Credit Services				
HR Source				
07/28/2020		HR Roundtable Zoom - 7/17/20 - Pellico	5105 · Professional Education	-250.00
				-250.00
Total HR Source				
India For Everyone				
07/10/2020		Inv. #2A-2546	5630 · Adult Books	-790.44
				-790.44
Total India For Everyone				
Ingram Library Services				
07/10/2020		Inv. #67196588	5637 · Adult Media	-460.98
07/10/2020		Inv. #67196582	5637 · Adult Media	-134.31
07/10/2020		Inv. #67197916	5637 · Adult Media	-1,924.14
				-2,519.43
Total Ingram Library Services				
Kids' Table, LLC				
07/28/2020		Zoom pgm. 8/12/20	5501 · Youth Services Programs	-150.00
07/28/2020		Zoom pgm. 8/10/20	5501 · Youth Services Programs	-150.00
07/28/2020		Zoom pgm. 8/11/2020	5501 · Youth Services Programs	-150.00
				-450.00
Total Kids' Table, LLC				
Land's End Business Outfitters				
07/28/2020		Polo Shirt - McDonald	5321 · Human Resources	-36.85
				-36.85
Total Land's End Business Outfitters				
Library Furniture International (LFI)				
07/02/2020		INV 6882	7508 · Library Remodel 2019-20	-85,722.00
07/02/2020		INV 6962	7508 · Library Remodel 2019-20	-4,899.00
				-90,621.00
Total Library Furniture International (LFI)				
MailChimp				
07/28/2020		Subscription	5509 · Library Publicity and Promotion	-84.99
				-84.99
Total MailChimp				
Medifyairx				
07/28/2020		Air purifiers (3)	5205 · Furniture/Equipment	-706.48
07/28/2020		Replacement filters (4)	5201 · Supplies	-206.96
				-913.44
Total Medifyairx				
Midwest Tape				
07/13/2020		Several invoices	5606 · Youth Services Media	-79.92
				-79.92
Total Midwest Tape				

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

July 2020

	Date	Num	Memo	Account	Amount
Total Midwest Tape	07/13/2020		Several invoices	5637 · Adult Media	-240.12
MNJ Technologies Direct, INC.	07/13/2020		Several invoices	5651 · Digital Media	-5,412.00
					-5,732.04
Total MNJ Technologies Direct, INC.	07/10/2020		Inv. #0003720375	5401 · Automation Hardware	-1,615.66
NextWavesSTEM					-1,615.66
Total NextWavesSTEM	07/10/2020		SRP - 2 Pgms. 7/28/20	5501 · Youth Services Programs	-600.00
NNA Services, LLC					-600.00
Total NNA Services, LLC	07/28/2020		Notary mbrship - Renewal - Cain	5106 · Membership	-119.73
OverDrive, Inc.					-119.73
Total OverDrive, Inc.	07/10/2020		Inv. #20210335	5651 · Digital Media	-2,966.70
Packlane					-2,966.70
Total Packlane	07/31/2020		YS Binge Boxes	5501 · Youth Services Programs	-1,507.75
Paylocity					-1,507.75
Total Paylocity	07/10/2020		Inv. #106648760	5311 · Payroll Service	-173.54
Pitney Bowes - Reserve Account	07/10/2020		Inv. #106648760	5321 · Human Resources	-291.55
	07/10/2020		Inv. #106715873	5311 · Payroll Service	-326.71
					-791.80
Total Pitney Bowes - Reserve Account	07/02/2020		July-October	5505 · Library Newsletter	-6,000.00
Pitney Bowes Global Financial Services LL	07/02/2020			5301 · Postage	-1,500.00
					-7,500.00
Total Pitney Bowes Global Financial Services LL	07/10/2020		Inv. #3104064945	5304 · Equipment Leasing	-366.75
PODS					-366.75
Total PODS	07/28/2020		5/15 - 6/14/20	5304 · Equipment Leasing	-169.99
					-169.99

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

July 2020

	Date	Num	Memo	Account	Amount
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	07/10/2020		Inv. #39349	5203 · Maintenance Contracts	-1,319.00
Pryor Learning Systems					
Total Pryor Learning Systems	07/29/2020		Pryor+ Renewal - Cain	5105 · Professional Education	-199.00
Roto-Rooter Services Company					
Total Roto-Rooter Services Company	07/14/2020		Inv. #25-22000632	5202 · Maintenance/Repair	-605.00
Scholastic, Inc.					
Total Scholastic, Inc.	07/10/2020		Inv. #22848329	5501 · Youth Services Programs	-238.91
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	07/10/2020		Inv. #22848330	5501 · Youth Services Programs	-868.26
Sikich, LLP					
Total Sikich, LLP	07/10/2020		Inv. #22848331	5501 · Youth Services Programs	-2,329.05
Swan (System Wide Automated Network)					
Total Swan (System Wide Automated Network)	07/10/2020		Inv. #22848332	5501 · Youth Services Programs	-1,173.65
Target Stores					
Total Target Stores	07/10/2020		Inv. #22840753	5501 · Youth Services Programs	-1,218.95
Total Scholastic, Inc.					
Total Scholastic, Inc.	07/10/2020		Inv. #S514392	5204 · Landscape Maintenance/Snow Remo	-280.00
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	07/10/2020		Inv. #S519661	5202 · Maintenance/Repair	-500.00
Sikich, LLP					
Total Sikich, LLP	07/10/2020		Inv. #203965	5204 · Landscape Maintenance/Snow Remo	-646.00
Swan (System Wide Automated Network)					
Total Swan (System Wide Automated Network)	07/14/2020		Inv. #S520711	5204 · Landscape Maintenance/Snow Remo	-280.00
Target Stores					
Total Target Stores	07/10/2020		Inv. #451023	7201 · Audit Expense	-1,706.00
Total Scholastic, Inc.					
Total Scholastic, Inc.	07/29/2020		Inv. #8017	5652 · Grant/Award Expense	-1,996.00
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	07/29/2020		Inv. #8017	5410 · SWAN Consortium	-11,715.50
Sikich, LLP					
Total Sikich, LLP	07/28/2020		SRP bins	5501 · Youth Services Programs	-70.00
Swan (System Wide Automated Network)					
Total Swan (System Wide Automated Network)	07/28/2020		SRP bins	5501 · Youth Services Programs	-70.00

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

July 2020

	Date	Num	Memo	Account	Amount
Telcom Innovations Group, LLC					
Total Telcom Innovations Group, LLC	07/29/2020	Inv. #A55662		5404 · Tech Support & Repair	-227.50
TIAA Commercial Finance					
Total TIAA Commercial Finance	07/29/2020	Inv. #7364277		5304 · Equipment Leasing	-227.50
Tracfone					
Total Tracfone	07/28/2020	Monthly service		5308 · Business Phone	-1,404.12
Tutor.com, Inc.					
Total Tutor.com, Inc.	07/10/2020	Inv. #INV-000011704		5652 · Grant/Award Expense	-22.42
Upstaging, Inc.					
Total Upstaging, Inc.	07/28/2020	Counter shields (10)		5205 · Furniture/Equipment	-7,980.00
Village of Carol Stream					
Total Village of Carol Stream	07/28/2020	Counter shields (9)		5205 · Furniture/Equipment	-1,142.80
Village of Carol Stream - Benefits					
Total Village of Carol Stream - Benefits	07/28/2020	Tax credit for 9 counter shields purchase		5200 · Plant Maint.	-1,000.00
Village of Carol Stream - IMRF					
Total Village of Carol Stream - IMRF	07/24/2020	Inv. #4509		5411 · Village IT Services	67.20
Village of Carol Stream - Water Dept.					
Total Village of Carol Stream - Water Dept.	07/24/2020	Inv. #4477		5107 · Life Insurance	-2,075.60
	07/24/2020	Inv. #4477		5108 · Health Insurance	-7,738.04
	07/24/2020	Inv. #4477		5109 · Benefits, other	-148.61
	07/29/2020	7/3-7/31/2020		6620 · Illinois Municipal Retirement F	-22,351.92
	07/10/2020	Bill #01622057		5207 · Water/Sewer	-25.00
					-22,525.53
					-21,093.79
					-21,093.79
					-25.82
					-25.82

Carol Stream Public Library
Expenses by Vendor Detail

July 2020

Date	Num	Memo	Account	Amount
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TOTAL

-230,456.13

Total Disbursements for July 1, 2020 through July 31, 2020

Approved by the Library Board of Trustees August 19, 2020

President Date

Secretary Date

**Carol Stream Public Library
Check Detail**

August 1 - 17, 2020

Num	Date	Name	Memo	Account	Paid Amount
10260	08/03/2020	LIMRICC Unemployment Compensation Group		10-1006 · WSB General Checking	
	08/03/2020		Second Qtr.	7103 · Unemployment Compensation Insur	-573.77
TOTAL					-573.77
10261	08/13/2020	Access One, Inc.	2005373525	10-1006 · WSB General Checking	
	08/13/2020		Inv. #4616876	5308 · Business Phone	-887.31
TOTAL					-887.31
10262	08/13/2020	Case Lots, Inc.		10-1006 · WSB General Checking	
	08/13/2020		Inv. #7679	5201 · Supplies	-333.80
TOTAL					-333.80
10263	08/13/2020	Center Point for Large Print Books		10-1006 · WSB General Checking	
	08/13/2020		Inv. #1771481	5630 · Adult Books	-137.82
TOTAL					-137.82
10264	08/13/2020	Chicago Tribune	60387406	10-1006 · WSB General Checking	
	08/13/2020		6th mth. Renewal - 12/29/20	5635 · Magazines & Newspapers	-872.05
TOTAL					-872.05
10265	08/13/2020	Comcast	8771 20 180 0134870	10-1006 · WSB General Checking	
	08/13/2020		8/2-9/1/20	5402 · ISP and Web page hosting	-157.85
TOTAL					-157.85
10266	08/13/2020	ComEd	2093041066 - Heat Mtr.	10-1006 · WSB General Checking	
	08/13/2020		6/17-7/17/20	5206 · Electric-Comm Edison	-2,942.02
TOTAL					-2,942.02

Carol Stream Public Library
Check Detail
August 1 - 17, 2020

Num	Date	Name	Memo	Account	Paid Amount
10267	08/13/2020	Complete Cleaning Co., Inc.	CAR01	10-1006 - WSB General Checking	
	08/13/2020		Inv. #C14618	5203 - Maintenance Contracts	-1,810.00
TOTAL					-1,810.00
10268	08/13/2020	Creekside Printing		10-1006 - WSB General Checking	
	08/13/2020		Inv. #1831	5505 - Library Newsletter	-2,187.09
TOTAL					-2,187.09
10269	08/13/2020	Crown Trophy #116		10-1006 - WSB General Checking	
	08/13/2020		Inv. #15889	5110 - Trustee Development	-13.50
TOTAL					-13.50
10270	08/13/2020	Custom Education Solutions, Inc.		10-1006 - WSB General Checking	
	08/13/2020		Inv. #5-21380	5601 - Youth Services Books	-423.53
TOTAL					-423.53
10271	08/13/2020	D & Z House of Books	338	10-1006 - WSB General Checking	
	08/13/2020		Inv. #2020-1123546	5630 - Adult Books	-234.56
TOTAL					-234.56
10272	08/13/2020	Demco	120231070	10-1006 - WSB General Checking	
	08/13/2020		Inv. #6818910	5405 - Technical Services Supplies	-139.32
TOTAL					-139.32
10273	08/13/2020	Erickson, Lauren	VOID:	10-1006 - WSB General Checking	
TOTAL					0.00

Carol Stream Public Library
Check Detail
August 1 - 17, 2020

Num	Date	Name	Memo	Account	Paid Amount
10274	08/13/2020	Findaway World, LLC		10-1006 · WSB General Checking	
	08/13/2020		Inv. #323755	5606 · Youth Services Media	-499.00
			Inv. #323758	5637 · Adult Media	-259.13
			Inv. #323758	5606 · Youth Services Media	-93.94
TOTAL					-852.07
10275	08/13/2020	Fresh Air Experts, LLC		10-1006 · WSB General Checking	
TOTAL			Inv. #1110	5201 · Supplies	-600.00
					-600.00
10276	08/13/2020	Gale/Cengage Learning Inc.	156872	10-1006 · WSB General Checking	
	08/13/2020		Inv. #70912189	5630 · Adult Books	-28.49
			Inv. #70912644	5630 · Adult Books	-83.97
TOTAL					-112.46
10277	08/13/2020	Garvey's Office Products		10-1006 · WSB General Checking	
	08/13/2020		Inv. #PINV1942833	5302 · Office & Equipment Supplies	-79.11
			Inv. #PINV1956818	5302 · Office & Equipment Supplies	-76.69
TOTAL					-155.80
10278	08/13/2020	Graphic 5, Inc.		10-1006 · WSB General Checking	
	08/13/2020		Inv. #150609	5302 · Office & Equipment Supplies	-335.45
TOTAL					-335.45
10279	08/13/2020	Infogroup		10-1006 · WSB General Checking	
	08/13/2020		Inv. #10003725258	5652 · Grant/Award Expense	-7,545.00
TOTAL					-7,545.00
10280	08/13/2020	Ingram Library Services	2047044	10-1006 · WSB General Checking	

Carol Stream Public Library
Check Detail
August 1 - 17, 2020

Num	Date	Name	Memo	Account	Paid Amount
	08/13/2020		Inv. #67203932	5637 · Adult Media	-21.79
TOTAL					-21.79
10281	08/13/2020	Interior Investments, LLC		10-1006 · WSB General Checking	
	08/13/2020		Prop. #171128	7508 · Library Remodel 2019-20	-200.00
TOTAL					-200.00
10282	08/13/2020	Kens, Tom		10-1006 · WSB General Checking	
	08/13/2020		AS Pgm. 9/17/20	5503 · Adult/Teen Programs	-200.00
TOTAL					-200.00
10283	08/13/2020	McClure, Inserra & Company Chartered		10-1006 · WSB General Checking	
	08/13/2020		Inv. #11482	5309 · Accounting Service	-1,263.00
			Inv. #11503	5309 · Accounting Service	-1,075.00
TOTAL					-2,338.00
10284	08/13/2020	New York Times	845373364	10-1006 · WSB General Checking	
	08/13/2020		7/18/20-7/16/21	5635 · Magazines & Newspapers	-1,041.05
TOTAL					-1,041.05
10285	08/13/2020	OverDrive, Inc.	1107-0018	10-1006 · WSB General Checking	
	08/13/2020		Inv. #20247922	5651 · Digital Media	-33.25
TOTAL					-33.25
10286	08/13/2020	Paylocity	9366	10-1006 · WSB General Checking	
	08/13/2020		Inv. #106774002	5311 · Payroll Service	-175.73
			Inv. #106832321	5311 · Payroll Service	-322.38
			Inv. #106832321	5321 · Human Resources	-141.55

**Carol Stream Public Library
Check Detail
August 1 - 17, 2020**

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Inv. #106894367	5311 - Payroll Service	-179.61 -819.27
10287	08/13/2020	Precision Control Systems of Chicago, Inc	M04003 Carol Stream Library MC	10-1006 - WSB General Checking	
TOTAL	08/13/2020		Inv. #39574	5203 - Maintenance Contracts	-1,319.00 -1,319.00
10288	08/13/2020	Proquest LLC	153419	10-1006 - WSB General Checking	
TOTAL	08/13/2020		Inv. #70635085 Inv. #70634867	5652 - Grant/Award Expense 5652 - Grant/Award Expense	-2,119.94 -862.04 -2,981.98
10289	08/13/2020	Roto-Rooter Services Company		10-1006 - WSB General Checking	
TOTAL	08/13/2020		Inv. #02522042215	5202 - Maintenance/Repair	-1,000.00 -1,000.00
10290	08/13/2020	Scholastic, Inc.	9623487700	10-1006 - WSB General Checking	
TOTAL	08/13/2020		Inv. #23117838 Inv. #23297187	5320 - Donation Recd Expense 5501 - Youth Services Programs	-450.01 -283.24 -733.25
10291	08/13/2020	Sebert Landscaping, Inc.	41711	10-1006 - WSB General Checking	
TOTAL	08/13/2020		Inv. #205296 Inv. #S519634	5204 - Landscape Maintenance/Snow Remo 5202 - Maintenance/Repair	-646.00 -1,000.00 -1,646.00
10292	08/13/2020	Showcases		10-1006 - WSB General Checking	
TOTAL	08/13/2020		Inv. #317162	5405 - Technical Services Supplies	-15.10 -15.10

Carol Stream Public Library
Check Detail
 August 1 - 17, 2020

9:07 AM
 08/17/20

Num	Date	Name	Memo	Account	Paid Amount
10293	08/13/2020	Suburban Life Media	43001	10-1006 · WSB General Checking	
	08/13/2020		1 yr. Ren.	5635 · Magazines & Newspapers	-39.00
TOTAL					-39.00
10294	08/13/2020	Team One Repair, Inc.	Carol Stream Public Lib	10-1006 · WSB General Checking	
	08/13/2020		Inv. #1011147	5406 · Circulation Supplies	-638.40
TOTAL					-638.40
10295	08/13/2020	University of Illinois Extension - DuPage		10-1006 · WSB General Checking	
	08/13/2020		Garden Club Pgm. 9/3/20	5503 · Adult/Teen Programs	-125.00
TOTAL					-125.00
10296	08/13/2020	Village of Carol Stream		10-1006 · WSB General Checking	
	08/13/2020		Inv. #4572	5411 · Village IT Services	-7,738.04
TOTAL					-7,738.04
10297	08/13/2020	Western First Aid & Safety	Carol Stream Library	10-1006 · WSB General Checking	
	08/13/2020		Inv. #ORD4-004907	5201 · Supplies	-68.60
TOTAL					-68.60
10298	08/13/2020	Baker & Taylor		10-1006 · WSB General Checking	
	08/13/2020		Several invoices	5501 · Youth Services Programs	-168.02
			Several invoices	5601 · Youth Services Books	-1,974.80
			Several invoices	5630 · Adult Books	-2,610.47
TOTAL					-4,753.29
10299	08/13/2020	Midwest Tape		10-1006 · WSB General Checking	

Carol Stream Public Library
Check Detail
 August 1 - 17, 2020

9:07 AM
 08/17/20

Num	Date	Name	Memo	Account	Paid Amount
	08/13/2020		Several invoices	5606 · Youth Services Media	-1,294.94
			Several invoices	5637 · Adult Media	-2,742.20
			Several invoices	5651 · Digital Media	-6,063.07
TOTAL					-10,100.21
10300	08/13/2020	Village of Carol Stream - Water Dept.	19442	10-1006 · WSB General Checking	
	08/13/2020		Bill #01633245	5207 · Water/Sewer	-337.08
TOTAL					-337.08
10301	08/14/2020	Scholastic Library Publishing	962348770	10-1006 · WSB General Checking	
	08/14/2020		Inv. #23360802	5652 · Grant/Award Expense	-2,629.00
TOTAL					-2,629.00
10302	08/14/2020	Erickson, Lauren	VOID:	10-1006 · WSB General Checking	
TOTAL					0.00
10303	08/14/2020	Erickson, Lauren		10-1006 · WSB General Checking	
	08/14/2020		YS Zoom Pgm. 9/10/20	5501 · Youth Services Programs	-300.00
TOTAL					-300.00
10304	08/14/2020	Home Depot Credit Services	6035-3225-3299-3916	10-1006 · WSB General Checking	
	08/14/2020		Inv. #9022721	5201 · Supplies	-52.04
			Inv. #2023899	5201 · Supplies	-33.44
TOTAL					-85.48

Carol Stream Public Library Check Detail

August 1 - 17, 2020

Num	Date	Name	Memo	Account	Paid Amount
			August 2020 Addendum		\$59,476.19
			Disbursements Report July 1 - July 31, 2020		\$230,456.13
			Less Addendum July 2020		(\$151,374.14)
			TOTAL DISBURSEMENTS		\$138,558.18

Attest: _____ Secretary
_____ President

**Carol Stream Public Library
Account QuickReport
July 2020**

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5105 · Professional Education						
General Journal	07/31/2020	MI703		Record July, ...	-SPLIT-	493.50
Total 5105 · Professional Education						<u>493.50</u>
Total 5100 · Salaries						493.50
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	07/31/2020	MI703		Record July, ...	5105 · Profess...	29.37
Total 5305 · Mileage Reimbursement						<u>29.37</u>
5315 · Other Expenditures						
General Journal	07/31/2020	MI703		Record July, ...	5105 · Profess...	711.41
Total 5315 · Other Expenditures						<u>711.41</u>
Total 5300 · Business Exp.						740.78
5500 · Services						
5501 · Youth Services Programs						
General Journal	07/31/2020	MI703		Record July, ...	5105 · Profess...	80.30
Total 5501 · Youth Services Programs						<u>80.30</u>
Total 5500 · Services						80.30
TOTAL						<u>1,314.58</u>

Deduction Listing

Check Dates: 07/03/2020 to 07/31/2020

Page 1 of 2

Carol Stream Public Library (9366)

Processes: 2020070301 - 2020073101

Pay Periods: 06/14/2020 to 07/25/2020

REIMB - REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-8.00
Anderson, Ronald	1068		15	-19.31
Boucher, Barbara	172		14	-12.00
Cain, Jeri	1137		04	-45.00
Carlson, Linda K.	1204		11	-7.00
Clemens, Mary	5		01	-45.00
Costuna, Marie	1185		14	-18.75
Danusiar, Amy	1181		12	-110.36
Dexheimer, Steven	1023		12	-28.75
Elder, Jessica	1176		11	-18.75
Encarnacion, Narze I.	1207		13	-3.60
Farrell, Joyce C.	1103		10	-7.50
Fonseca, Antonio	1165		15	-4.14
Frye, Kaitlyn M.	1206		13	-5.25
Garcia, Crystal	1191		11	-18.75
Geshkewich II, Joseph	1159		16	-4.74
Grippando, Sarah	1192		12	-3.60
Grude, Susan	54		14	-18.75
Harwood, Robin	13		12	-6.00
Hayes, Carol	1128		16	-3.60
Hays, Laura	1007		02	-45.00
Iqbal, Aneesha	1205		12	-7.50
Johnson, Melanie	1138		13	-11.25
Karney, Richard A.	150		13	-504.75
Kovac, Sarah	1101		11	-18.75
Krueger, Heidi	1037		11	-6.50
Kushad, Omar M.	1124		11	-18.75
Lagunas, Thoana	1179		16	-4.74
Lorenzetti, Michael	1199		15	-4.14
McDonald, Rabecca	1209		11	-2.80
Meehan, Clare	118		12	-18.75
Olekanma, Vera	1161		11	-7.00
Patel, Bindiya	1133		16	-3.60
Pellico, Mary	1170		01	-45.00
Pierre, Livia M.	1208		12	-7.50
Porch, Allison	1175		10	-52.50
Rentfleish, Anjali	1190		13	-5.25
Shaw, Catherine M.	1160		16	-3.60
Sheppard, Angela	1196		13	-3.75
Smith, Marlys J.	1132		16	-3.60
Southwell, Michael F.	1201		13	-3.75
Stanton, Katherine	1177		11	-6.25
Steadman, John	1062		13	-4.80
Teske, Amy	1151		03	-45.00
Wagner, Nathaniel	1173		11	-18.75
Walek, Cheryl	1125		16	-4.20

Paylocity Corporation
(888) 873-8205

User: mclemens

Run on 8/3/2020 at 5:54 PM

Deduction Listing

Check Dates: 07/03/2020 to 07/31/2020

Page 2 of 2

Carol Stream Public Library (9366)

Processes: 2020070301 - 2020073101

Pay Periods: 06/14/2020 to 07/25/2020

Walther, Renee	107	13	-4.50
Westgate, Susan	1139	01	-45.00
Wilson, Leigh Anne	1188	12	-18.75

Totals for REIMB -- REIMBURSEMENT**49 Employees****-1,314.58****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	49	-1,314.58
Totals			49	-1,314.58


 Paylocity Corporation
 (888) 873-8205

User: mclemens

Run on 8/3/2020 at 5:54 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

August 19, 2020

Audit Update and Audit Trustee Questionnaire

The Auditors are doing their final work virtually this week, August 17-19. Staff will be available to respond to any document requests or questions they may have. Thank you for returning your Fraud letters to the Auditors. I am working with several Trustees who have not yet received theirs and hope to have that remedied soon. The Fraud letters must be returned in order for the Auditing Team to complete the Audit. The audit will be reviewed with the Trustees at the October 21, Board meeting with a representative from Sikich in attendance.

Re-opening to the Public with Extended Hours

The Library building opened with our regular hours, excluding Sundays, on Monday, August 3. We opened up four express computer stations in the Youth Computer lab on August 5. It is for Carol Stream residents ages sixteen and up. Appointments are on the hour and are for 45 minutes. This provides staff with time to sanitize the stations between users.

Here are our July and August numbers for patrons in the building. As you can see, they are steadily increasing.

Week of	Weekly Count	Hourly Avg.
7/6/2020	326	8.15
7/13/2020	357	8.93
7/20/2020	459	11.48
7/27/2020	533	13.33
8/3/2020	695	10.69
8/10/2020	731	11.25

Cooperative Mailing with Park District

You should have received the two-sided August Library mailing card. This month we shared one side with the Carol Stream Park District. With the pandemic, they are encountering a loss of revenue. They will not be providing a print version of their program catalog this fall and were looking for a way to notify the community about their new Digital Guide. As a courtesy to our friends at the Park District, the Library provided them with the front of our mailing card to alert the residents of this new change.

FY2020 Per Capita Grant Awarded

With all the pandemic changes going on, I forgot to inform the Board that the Library received our FY2020 Per Capita Grant Award letter in June. The Library will be receiving \$49,638.75, with the caveat that receipt of the funds may be significantly delayed. We will be using the funds received towards the purchase of the Library's databases. I have included the letter in your packet.

Self-Check Machines Update

The vendor who we purchased our android based self-check machines from will be replacing them with their PC model. They have run into many issues with this new platform in trying to provide us with the functionality that was promised. They will be providing us with a free year of maintenance due to the delay in deployment and trouble-shooting issues. This is a savings of \$1,350 (\$450/unit). We will have a year warranty, a free year of Maintenance and then will begin paying at the start of the third year. The PC models will have the same size screen and a built-in printer. It will also be able to handle credit card payments on patron accounts. I do not yet have a date for when the switch will take place.

Parking Lot

I am meeting with the Village's Community Planner this week to determine a location in our parking lot for permanent Curbside pick-up parking spaces. I am hoping to have this finalized before Labor Day in anticipation of the parking lot being re-sealed and striped over the holiday weekend. Our current plan is to request to have two spots for Curbside Service located at the east end of the front of the building. I am also requesting that the north parking lot entrance/exit remain "Exit Only".

Renovation Update and Photo Shoot

The architects will be at the Library on Sunday, August 23 with their photographer. They were contacted by Library Journal to provide them with photos of our renovation project. I have asked Nadia and Mansi to come with their families to help populate the photos. The furniture will be rearranged to their pre-pandemic locations and furniture will be deployed to the patio as well. I do not yet have a start time and everyone is welcome to come.

Here are a few things that were addressed since last month:

- The malfunctioning light bar in the water wall has been replaced.
- The meeting room hallway replacement display shelving was reinstalled. It looks great.
- New vestibule lights were installed at the building's entrance. They match the style of the lights in the main area in Adult Services and mimic the linear lights in the lobby area.
- We are experiencing water on the floor in the Receiving Room and on the carpet in the west Administration hallway. This occurs following a heavy rain. The location is next to a roof drain pipe in the wall. No water appears to be leaking from the roof, through the ceiling. The CM will be contacting the renovation project plumber to see what may be causing the issue. We have also scheduled our annual roof inspection for next week, but do not believe that a leak in the roof is causing the water. There is no evidence of water on any parts of our ceiling.

Landscaping and Fence Update

The beds on the east side of the building have been reduced in size and grass planted. Hydrangeas and Coreopsis (yellow flowers) have been planted in the beds as well as ivy ground cover in front of the south meeting room windows. All of the plants are perennials, hardy and will provide nice color during the spring and summer months. A Hosta bed is planned for the front west end of the building near the creek. The brush debris has been removed. We lost some large branches off of our willow during the storm last week that was also picked up. I am working with the Village to receive a variance on the new fence installation. The variance would enable us to erect a 7' fence rather than a 6' fence. It will need to go before the planning commission for approval. Following the fence installation, we will plant additional pines in that areas where the invasive species, buckthorn and honeysuckle, were removed.

After several conversations with our landscaping company, we have come to the decision to scrap the labyrinth in the woods. It would be very costly and time consuming to maintain as well as monitor. It has a large likelihood of becoming a hangout in an area that we would not be able to keep our eyes on.

Our current plan is to replace the mulch path with a crushed limestone path (similar to the creekside path) which is much more weed resistant and easier to maintain. We have spoken with the Friends of the Library Executive Board members regarding the possibility of the Friends sponsoring a StoryWalk along the path and they are very interested in this possibility. If you are not familiar with StoryWalks google storywalk and see the articles and images. It is a great project for the Friends to sponsor and aligns with our Mission.

FOIA Request

I received a FOIA request from the Better Government Association for the Library's 2019 payroll expenditures. The request includes employees' full name, department, job title, start date, salary, overtime, holiday pay, bonus compensation and any other additional payments made to employees. I prepared the spread sheet and fulfilled the request last week.

Blood Drive Scheduled

The Library parking lot will be the location for a Giving DuPage County Blood Drive on Thursday, September 24 from noon-6pm. One to two large vehicles will be parked in our lot for blood donation appointments. The company that will be conducting the blood donations is Versiti Blood Center of Illinois.

Thank You Card from Colona Public Library

Library Director Sarah Alexander sent a nice thank you card for receiving some of the remaining pieces of the Library's former furniture. They are very grateful and excited to have these pieces to add to their building. Colona Public Library is a small rural library located in western Illinois. It has seven part-time staff.

Carol Stream Schools Re-Opening Plans

Currently all Carol Stream Schools will begin the school year with remote learning. This includes Glenbard North, CCSD93, Benjamin School District, West Chicago High School, and U46. District 200, (Wheaton schools) will have remote learning for grades 6-12 and the option for in-person learning for elementary grades.

Evaluations

I will be conducting one-on-one employee evaluations with my nine direct report staff members (Managers, Maintenance and Marketing) by the end of the month. Due to the pandemic, this year's evaluations are for a period of 16 months, rather than twelve. Annual merit raises will be awarded in September this year instead of May.

August Employee Anniversaries

Carol Hayes, Circulation – 8/2/11
Vera Olekanma, Adult Services – 8/11/14
Catherine Shaw, Circulation – 8/11/14
Marie Costuna, Technical Services – 8/08/17

Susan Westgate, Library Director



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 4, 2020

Ms. Susan Westgate, Library Director
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, Illinois 60188-1634

Dear Ms. Westgate:

I am pleased to award the Carol Stream Public Library a FY2020 Illinois Public Library Per Capita Grant in the amount of \$49,638.75. Over \$15 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to COVID-19 and associated social distancing guidelines, these funds may be significantly delayed. With that in mind, libraries have until December 31, 2021 to expend FY2020 per capita funds. The FY2020 expenditures report must be submitted with the FY2022 application, due January 15, 2022.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White, Secretary of State
and State Librarian

cc: Edward Jourdan, Carol Stream Public Library Board President

JW:isl

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

	July FY 19-20	July FY 20-21	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	12,726	7,177	12,383
Videos	5,112	1,503	2,632
Audio	1,184	500	797
Periodicals	298	141	154
Other	306	150	196
E-books	2,070	3,689	11,305
E-Audio	1,301	2,226	6,055
E-Video	159	595	1,923
Digital magazines	362	715	2,117
Museum Passes	34 / 0	3	3
ILL - Borrowed from SWAN	3,187	n/a	n/a
ILL - Borrowed from Non-SWAN	92	n/a	n/a
ILL - Loaned to SWAN	1,445	n/a	n/a
ILL - Loaned to Non-SWAN	46	n/a	n/a
Total Circulation	28,322	16,699	37,565
Total Adult	14,926	9,666	23,360
Total Teen	n/a	209	364
Total Youth	13,396	6,824	13,841
Reciprocal Borrower Loans (incl. above)	687	229	229
Automatic Renewals (not incl. above)	20,671	9,372	9,372
Self Check - % of Circulation	37.60%	8.00%	0
Programs - # of Programs/Attendance			
Adult - Number/Attendance	5 / 201	14 / 494	30 / 720
Teen Number/Attendance	5 / 29	8 / 50	12 / 71
Youth - Number/Attendance	33 / 628	56 / 952	108 / 2,028
Total - Number/Attendance	43 / 858	78 / 1,496	150 / 2,819
Library Events - Number / Attendance	0 / 0	n/a	n/a
Outreach* - Number / Attendance	2 / 81	n/a	n/a
Facility Usage			
Library Visits (Door Count)	16,421	1,601	1,601
Curbside Pick-up Transactions	n/a	1,133	2,313
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users/Total Hours*	n/a	n/a	n/a
Electronic Usage			
# of Database Sessions	4,336	3,628	9,535
# of Internet Sessions/Total Time	3,017 / 3,068	n/a	n/a
#iMac Sessions/Total Time	24 / 21	n/a	n/a
# of Library Website Visits	10,533	6,624	21,260
# Mobile App Users	463	2,569	6,072
# of Wireless Users	n/a	617	1,403

Reference Transactions			
Adult (Includes Online Chat)	2,317	492	840
Youth	1,755	277	285
Circulation	124	175	252
Total Reference Transactions	4,196	944	1,377

Total One-on-One Tutorials			
Adult	n/a	4	10
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	18,182	17,810	
# of Non-Resident Cards	12	12	
Total Registered Users	18,194	17,822	

Resources Owned/Licensed			
Books	61,444	58,777	
Newspapers (Print only)	23	24	
Periodicals (Print only)	155	139	
Total Print Materials	61,622	58,940	
Current Subscriptions (Print Only)	178	163	
Current E-Subscriptions	119	3,686	
E-Books: Downloadable	50,235	57,463	
Audio Recordings	6,682	6,323	
Audio Recordings (Downloadable)	16,457	20,413	
Videos	14,597	11,253	
Other: Video Games, Puzzles, Devices	563	611	
Databases	48	53	
Total Resources Owned/Licensed	150,323	158,742	

Professional Development Hours			
	33	42.00	468.75

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

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

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

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

Assistant Director's Report July 2020

Primary Action Items - Administration

The primary action item for July was implementing reopening the building to the public on 7/6/20 and coordinating staffing of the Welcome Table

The Business Operations Assistant and Tech Services team assist with staffing the Welcome Table 15-20 hours/week. I assist as needed.

Other

- Wrote performance evaluations for Business Office & Tech Services Staff
- Assist with Library's COVID-19 response and edit reopening plan as needed. Assisted with planning for All Staff meeting communication and provided input on Sick at Work procedures
- Monitor Welcome Table staffing and track statistics
- Worked with HR Manager on testing performance management module, investigating duplication problem, and merit increase guidelines
- Worked with HR Manager on access issues to ICMA website for payroll contribution reports
- Audit – reviewed FY 20 expenditures for prepaid/postpaid amounts and/or coding adjustments
- Prepare forms for change of signatory on various accounts
- Coordinate property receipt forms for staff laptops
- Fiscal year file set-up completed - Joyce
- Payroll processing week of 7/13 and 7/27
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards and locker assignments for new/departing staff as needed

Library Remodel

- Review signage proof with Library Director. Provided feedback to Product Architecture
- Updated construction budget vs. expenses spreadsheet and provided status update to Library Director
- Draft letter of recommendation for FQC
- Coordinate a few punch list items with furniture installers – Interior Investments, LFI and KI

Primary Action Items – Tech Services

- Items ordered - 898
- Items put into Circulation - 891
- Items catalogued – imported bib records & original cataloging - 78
- Item record edits/database clean-up – 669
- Bib record merges submitted to SWAN support – 8
- Conversion project items – 929

- Repair items (includes disc cleaning) - 74
- Serial record edits - 13
- Serials – Claimed Issues - 0

Conversion Projects

- Holiday books – Approximately 95% complete. Finishing up Christmas books and stragglers from earlier holidays – Barb
- Leveling of Beginning Reader collection – 85% complete
- Front labels – J DVD Collection – completed through J/DVD/BUN

Other

- Worked with Youth Services on expanding the use of genre stickers to identify additional spirit stick categories. Stickers were ordered for these new categories and we will refresh stickers for a few existing genres.
- Worked with TS and AS staff to clarify Spotlight display procedures
- Finalized processing specs and received initial order of Playaway Launchpads. Coordinated processing/record set-up with YS Staff (Susan, Mary)
- Finished processing of initial order of Nintendo Switch games once replacement artwork was received. Coordinated corrections to processing set-up.
- Process 2021 Lincoln Award nominees (Marie) and deprocess 2020 Lincoln Award nominees (Barb)
- Marie worked with SWAN on identifying a display issue with diacritics and alternate graphic representation (880 tag in the bib record.) Adding the Arial Unicode MS Font in Workflows resolved this issue.
- Cleaning compound in the disc cleaning machine dried out during the extended closure. Barb and Ron identified the issue and Ron was able to get the tubing cleared out and the machine working again.

Professional Development

Meeting Attendance

7/2, 7/9, 7/16, 7/28, 7/30 – Management Team meetings

7/2/20 and 7/30/20 – All Staff meeting (Barb, Joyce, Marie, Mary, Susan)

7/15/20 – Library Board meeting

7/17/20 – Met with Barb to review Youth Services genre sticker project

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report July 2020

Library re-opened to the public on July 6, 2020

- Welcome Desk shifts
- Curbside printing continues
- Service Desk serves the patrons in the building. Staff in the office are assigned shifts to cover the phone, LibraryH3lp chat and texts, and monitor the cstream email.
- Team Leader opening and closing procedures updated in light of the remodel project changes and covid-19 hours.

Outreach Activities

- Homebound delivery has been cancelled until we are able to access some of the facilities and deliver materials safely.
- Career Online High School – One scholarship was awarded.
- Census 2020 – A laptop was setup in the Create and Learn Center to provide internet access for the Census since the Express Stations are not open yet.
- July 17 – Summer Lunch program - Vera

Programs

- The Program event approval process was finalized with Allison Porch (Marketing) and Amy Teske (YS Mgr). The program count and attendance reporting files for the Library were updated to reflect that we have more passive programming including videos on YouTube and Facebook recording and the YS DIY storytime downloads.

Meetings

- Weekly department meetings continue
- Weekly Management Team meetings continue
- Bi-weekly SWAN update chats – Laura
- July 2 – Allstaff meeting
- July 8 – SWAN EBSCO package update – Laura
- July 23 – SWAN DUX meeting – Sarah
- July 28 – Financial Literacy webinar – Omar and Crystal
- July 30 – Allstaff meeting

Information technology

- Laura Hays
 - SWAN EBSCO Package B – The databases were available in Article Search July 1. Unique URLs added to the LEARN section of the
 - People counter – HTS out to add to Jeri Cain dashboard and again to start the reports.
 - Computer Lab in Youth setup to allow 4 Express Stations there. We will use LibraryH3lp to provide remote computer assistance.
 - LibraryH3lp also being used by the Circulation Department for chat between their service desks. Youth staff also added to LibraryH3lp so they can help with chat questions and monitoring the computers.
 - Adobe Creative Cloud and iStock licenses renewed.
- Community IT staff
 - There were 44 support tickets in July.
 - Laptops with remote access rolled out to the fulltime librarians
 - Webroot renewal proposal – VOCS IT confirming the number of licenses needed.
 - Xibo boxes installed by Ron and then IT connected them to the monitor for the digital displays.

Laura Hays
Head of Adult Services

July 2020 Report for Carol Stream Library Board of Trustees

Circulation Department

Opened to public with limited service and reduced hours Monday, July 6th.

July 1-31, 2020

- 25 **new accounts** registered ONLINE
- 16 **new resident accounts** registered at the library, two of which were conversions from ONLINE registrations.
- 6,635 Checkouts
- 1,133 Curbside pickups
- 9,182 Check ins
- 9,200 items shelved

Staff came back together picking up with “regular” schedules. They are majority of work is with materials management at this time.

Jeri participated in all Management Team Meetings, both SWAN Poolside Chats and Zoom ALLSTAFF.

Procedures for Holds Processing have been updated. Staff **filled 3,496 requests with CSPL items** on shelf.

Submitted by Jeri L. Cain

8.8.20

Human Resources
Monthly Report
July 2020

Benefits

COVID-19

- COVID Safety Committee has been created to continue to address safety in the Library. Members: Adriana Albers, Jessica Elder, Carol Hayes, Mary Pellico and Allison Porch Committee has sent out our first This Just In regarding a COVID topic. The committee is currently looking to update procedures if needed and investigate latest research in COVID transmission.
- Prepared procedures should a positive COVID case be reported at the Library.
- In discussion regarding whether the Library should institute a travel ban for individuals travelling to hot spot states. Employees travelling to hot spot states would need to isolate upon return to Carol Stream.

Performance Management

- Organized and facilitated a Manager meeting regarding performance topics and merit increases.
- Reviewed all performance reviews content and discussed with Managers.
- Continue to work with Paylocity regarding performance issues.
- Managers have completed their reviews and began to hold meetings with employees regarding their performance this past year. A longer time period (16-month) has been used due for performance reviews due to COVID.

Staffing

- Steve Dexheimer was promoted to a Full-time Youth Services Librarian 7/12/20. In the past Steve worked for the Library as an Associate before gaining his MLIS. We look forward to Steve's contributions as a Librarian.

Payroll Matters

- Prepared 3 employment verifications for 1 active employee and 2 terminated employees.
- Processed 2 changes to employee record for payroll this month.
- Contacted Paylocity regarding an employee not able to punch in from home.

Respectfully
Submitted,
Mary Pellico

Youth Services Report July 2020

Program Highlights

- Youth Services presented 5 Zoom storytimes during July with an average of 7.6 in attendance.
- Book discussions for the school age participants continued in July with 17 in attendance for Smart Cookies and 4 in attendance for One More Chapter.
- The recorded storytimes and DIY storytimes were accessed 147 times during July.
- Steve Dexheimer continued to host Chess Club online for 5 times in July. Attendance ranged from 7-14 with an average of 11.
- Take and Make Crafts continued to be popular during July. We distributed 428 and received very cute pictures of the creations that were made.
- Binge Boxes have been the main way we have made personal contact with our users this summer. 142 requests were filled during July. Here is some great feedback we have received and pictures below.
 - We just love this idea! We miss you all SO much! Thank you for all you are offering this summer!
😊
 - So nice of you and all the staff members of Carol Stream Library. You all have made us so comfortable with the resources of the library. I am so thankful to you all. My son showed his interest in Wild Robot Escapes after Zoom book discussion. So we got him that book also from the library instantly. I do appreciate the way you all are helping us. He is enjoying his reading very much. Thank you for all you do for us.
 - I wanted to express my gratitude for all you have done to keep kids reading during this difficult time. My son is 3. He got a binge box a couple weeks ago, and has asked to hear the books every night since. The other little goodies in the box were a nice treat. He slept with the egg maraca for a week. :) He also already completed the summer reading program. He was so excited to color in the suns and rockets on the log, and pick out the books for his rewards. And the coupon for free McDonalds fries made his day! Having curbside pickup has been a real gift to keep us safe while giving us an "outing" to look forward to. Thank you again for everything you are doing, and please know what joy you are bringing to my little boy and his mama.

Summer Reading

- Summer Reading participation has continued steadily during July with positive feedback from parents. At this point, 66% of the participants have earned 2 books. Shout out to Clare Meehan who has done the heavy lifting to revamp our whole Summer Reading process for curbside pickup this year.

Professional Development

- Youth Services Staff participated in 5 hours of professional development during July.

Meeting Attendance

- 7/1 – Programming Meeting – Amy Teske, Laura Hays, Allison Porch
- 7/2, 9, 16, 28, 30– Management Team Meeting – Amy Teske
- 7/2, 30 – All Staff
- 7/8 – Statistics Meeting – Amy Teske, Laura Hays

Respectfully Submitted,
Amy Teske, Youth Services Manager



Marketing: July 2020

August/September Digital Newsletter

- We have not produced a print newsletter since the April 2020 issue (which did not get sent to homes.) This is because the production lead time is two months, and we have seen how much can (and will) change in two months. We have relied on postcards since April because they have a much faster turnaround time.
- However, our community has consistently reported liking and depending on the newsletter.
- We produced an expanded, fully clickable digital newsletter publication for August and September events and promoted it via email and paid Facebook advertisements. In the first week of release, the newsletter had 383 views.
- I expect to do a second round of advertising later in August.

July Postcard

- We sent out a double-sided postcard to all households in Carol Stream. It arrived in homes around the week of July 27. We gave the Park District space on the back side to help them advertise their digital event guide.




Nintendo Switch launch

- The Library started checking out Nintendo Switch titles in mid-July.
- Produced email, social media, and website promotions for the new collection
- As of August 4, 2020, 70% of the collection was checked out.

Professional Development

- How to Tackle Social Media in the Time of Coronavirus & Times of Unrest hosted by RAILS
- Mind Mapping – A Powerful Tool for Thoughts & Ideas hosted by Giving DuPage
- Understanding Power, Identity, and Oppression in the Public Library, hosted by Public Library Association

Facebook

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements
	Carol Stream Public Library @CarolStreamPL Jul 8	The library is open for business! Safety procedures are in place so please see the below link before visiting the library:		1,337	37
		cslibrary.org/covid-19 pic.twitter.com/uzYzfk9VTi			
	Carol Stream Public Library @CarolStreamPL Jul 13	The Census is important, it determines state and local funding levels across the board. If you don't have a home computer, at the library we have a dedicated station set up for you to fill it out. #2020Census #Census #CarolStream pic.twitter.com/LBPidnGHk7		1,260	19
	Carol Stream Public Library @CarolStreamPL Jul 21	#TodayinHistory A couple of @NASA related ones. In 1969 Neil Armstrong first walked on the moon In 2011 the Space Shuttle program ended when the Shuttle Atlantis touched down on this day. But space exploration continues. pic.twitter.com/534mNBBeJI		1,249	15

Promotional Emails

Open rate= Percent of email accounts that opened the message

Click rate= Percent of accounts that clicked on any part of the message

July 2	We're back (kinda, sorta)	Open rate: 25%	Click rate: 1%
July 9	New month, New Binge Box	Open rate: 19%	Click rate: 1.8%
July 16	PUZZLED about what to do on a hot day?	Open rate: 18.4%	Click rate: 1.8%
July 23	Coming Soon: Drones and Jell-O Molds	Open rate: 19.1%	click rate: 1.2%
July 30	August/September Newsletter	Open rate: 19.4%	Click rate: 2.9%

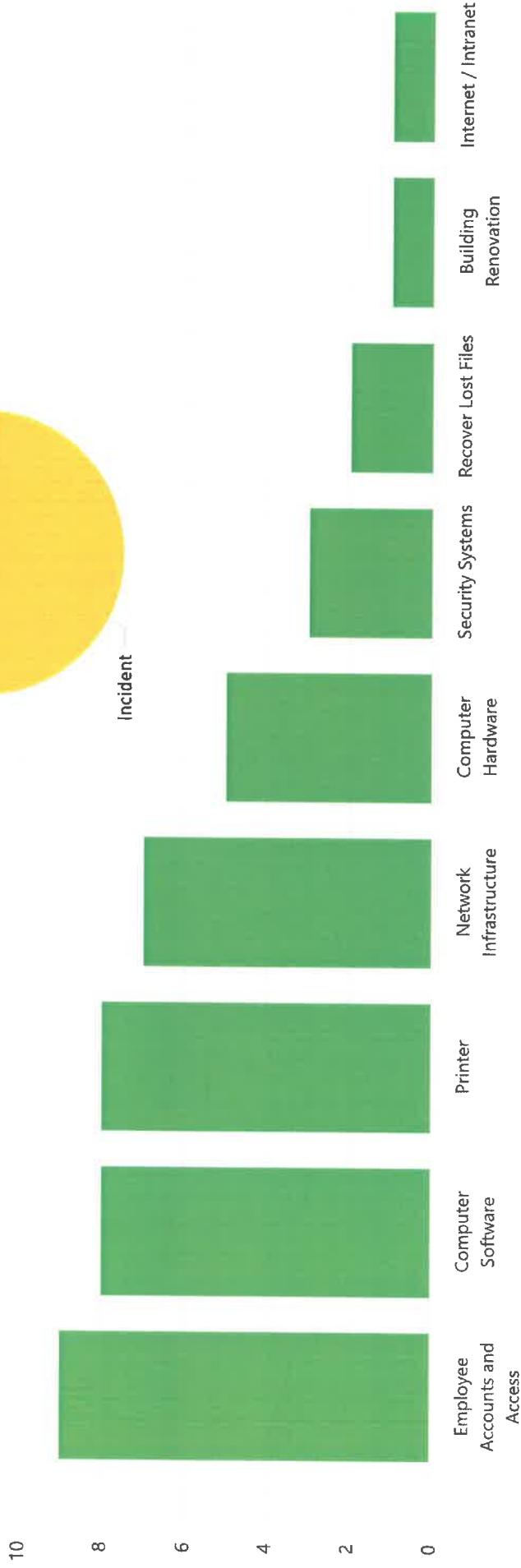


Monthly Report of IT Service

Report Range 7/1/2020 7/31/2020

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:

Request - 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.

Dear Susan,

Thank you so very much for all the furniture. I started rearranging our multi-purpose room Sunday. The book cases have really opened our space. It's beautiful.

The slatted movable table is next to our copies adding extra paper and providing a flat surface to hold paper and copies. We had been using an old metal typewriter table.

I can hardly wait to use the small round tables and stools. My staff are looking forward to using the black display unit for staff pics.

The renovations at Carol Stream Public Library are magnificent. I am in awe of what you have done.

The windows really bring in the beauty of the trees surrounding you. I have

sense of peace walking around.

Please thank Mary, Roz and for all help. truly

Laura Coombs Hills
American 1959-1952



Thank Mary, Roz, Michael, Heidi. It was appreciated.

Larkspur, Peonies, and Canterbury Bells

about 1926

Pastel on paperboard; 72.39 x 60.01 cm (28 1/2 x 23 5/8 in.)

Museum of Fine Arts, Boston
Ellen Kellerman Gardner Fund, 26.240

Again, thank you for all you have done to help Colmae Public Library

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Sue Alexander

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