

PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF
LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM
Carol Stream Public library
616 Hiawatha Drive
Carol Stream, IL 60188

DATE: October 21, 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-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.

1. WELCOME AND CALL TO ORDER – Nadia Sheikh, President

ALA Trustee Statement:

"As part of a trustee board, trustees serve on a volunteer basis, can be elected or appointed to a library board for a period of time, and are tasked with the duty of helping to direct the funds and policies of an institution. In general, the library board of trustees has a role in determining the mission of the library, setting the policy that governs the library, hiring and evaluating a library director, and overseeing the general management of the library." (source: <http://ilovelibraries.org/get-involved/become-library-trustee>)

2. PLEDGE TO THE FLAG

3. ROLL CALL – Mansi Patel, Secretary

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – Nadia Sheikh

4.1 National Friends of Libraries Week, Oct. 18-24, 2020

**4.1.1 Recommendation, Re: Approval of Resolution #292 Recognition of Friends of the
Carol Stream Public Library**

4.2 Special Announcement – Vice President, Dr. Bonita Berryman-Gilliam

4.3 Adult/Teens Program offered on October 26, 2020 at 6:30 pm--More Than a Month: A Conversation on Equity, Diversity, and Inclusion

5. PUBLIC PARTICIPATION – Nadia Sheikh

6. ADOPTION OF THE CONSENT AGENDA – Nadia Sheikh

7. APPROVAL OF MINUTES

7.1 Minutes of the Regular Board Meeting of September 16, 2020

7.2 Minutes of the Special Board Meeting of September 30, 2020

8. MONTHLY REPORTS OF THE TREASURER – Nancy Olson

8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2020

9. BOARD AND COMMITTEE REPORTS

9.1 Report from the President, Nadia Sheikh

9.2 Report from the Vice President, Dr. Bonita Berryman-Gilliam

9.3 Board Committee Reports-Committee Chairs

9.3.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam

9.3.2 Facilities Committee - David Larimer

9.3.3 Finance Committee – Justin Lynch

10. NEW BUSINESS

10.1 Review of Fiscal Year 2020 Audit with Sikich Representative Laura Babula

10.2 Acceptance of 2020 Audit as Presented

10.3 Recommendation, Re: Approval of Resolution # 291, 2020 Request for Tax Levy

10.4 Recommendation, Re: Approval of Annual Renewal of Chicago Tribune/Historical Chicago Tribune Database

10.5 Recommendation, Re: Approval of Library Closure for Library Services on Election Day, Tuesday, November 3, 2020

10.6 Recommendation, Re: Approval of Revision of Borrowing Policy

10.7 Review of Collection Policy

10.8 Discussion: Building Security

11. DISBURSEMENTS

11.1 Approval of Disbursements of September 1-30, 2020 plus the Addendum for the Meeting of Oct. 21, 2020

12. REPORT OF THE LIBRARY DIRECTOR, Susan Westgate

13. MONTHLY STAFF REPORTS

13.1 Assistant Director's Report, Mary Clemens

13.2 Adult Services Report, Laura Hayes

13.3 Youth Services Report, Amy Teske

13.4 Circulation Department, Jeri Cain

13.5 Human Resources, Mary Pellico

13.6 Marketing, Allison Porch

13.7 Information Technology

14. UNFINISHED BUSINESS-None

15. BOARD DEVELOPMENT

15.1 Discussion: Harassment and Discrimination Training for Trustees

16. BOARD MEMBER REPORTS

16.1 Report on Webinars attended/Civic Engagement – Dr. Bonita Berryman-Gilliam, Nadia Sheikh

17. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

17.1 Discussion: 2021 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*

17.2 Discussion: Formation of Diversity, Equity, Inclusion and Social Justice Committee

17.3 Review of Robert's Rules of Order

18. ADJOURN

Next Resolution: #293

Mansi Patel, Secretary
Board of Library Trustees

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #292
RE: COMMENDATION OF FRIENDS OF THE
CAROL STREAM PUBLIC LIBRARY

WHEREAS, Friends of the Carol Stream Public Library raise money that enables our Library to move from good to great – providing the resources for additional programming, much needed equipment, support for summer reading programs, and special events throughout the year;

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our Library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, the Friends understand the critical importance of well funded libraries and advocate to ensure that our Library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services;

WHEREAS, the Friends volunteer at special Library events throughout the year demonstrating their dedication to the Library’s mission with their gracious and welcoming nature;

WHEREAS, the Friends’ gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Board of Library Trustees proclaims October 18-24, 2020, as Friends of Libraries Week in Carol Stream, Illinois and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Passed this 21st day of October, 2020 by a vote of
Ayes: ___; Nays: ___; Absent or not voting: ___.

Approved:

Attest:

Nadia Sheikh, President
Board of Library Trustees

Mansi Patel, Secretary
Board of Library Trustees



[Home](#) / [Events Calendar](#) / More Than A Month: A Conversation on Equity, Diversity and Inclusion (Online)

More Than A Month: A Conversation on Equity, Diversity and Inclusion (Online)

OCT Zoom (Adult and Teen programs)

26 Monday, October 26th, 2020
2020 7:00pm - 8:00pm
MON



Program Type: [Outreach](#)

Age Group: [Adults](#)

Registration for this event will close on **October 26, 2020 @ 7:00pm**.

There are **32** seats remaining.

Program Description

Event Details

David Swope of College of DuPage will be here to lead an interactive discussion to explore why the significance of understanding diversity, practicing inclusive excellence and equity is critical to the productive growth and development of American society. The goal is to help build healthy platforms that improve equity and access for diverse communities as we examine and better understand the nation in which we live. We will explore how to engage in uncomfortable conversations for positive change. Various comments, thoughts and perspectives will be respected and included.

Registrants will receive a Zoom link via email. Participants must have a phone, tablet or laptop in order to participate. If you need any help, please email us at cstream@cslibrary.org or call (630)653-0755.

Registration

Location Details

Carol Stream Public Library

616 Hiawatha Dr.
Carol Stream, IL 60188
(630) 653-0755

See map: [Google Maps](#)

Contact Info

Name: Adult Services

Email: cstream@cslibrary.org

Phone Number: **(630) 653-0755**



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

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

DATE: September 16, 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 Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:03 p.m.

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

II. ROLL CALL

Secretary Patel called the roll.

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

Absent: None

Also Present: Director Susan Westgate

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 September 16, 2020. Motion approved.

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

Nays 0

Absent..... None

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

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

Sheikh
Nays 0
Absent..... None

- A. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- B. Review Statement of Cash Receipts and Disbursements May 1, 2019-April 30, 2020
- C. Recommendation, Re: Approval of Expenses over \$10,000 for Fence Replacement
- D. Approval of Disbursements for the Period August 1, 2020 to August 31, 2020, plus the Addendum for the meeting of September 16, 2020
- E. September is National Library Card Sign-Up Month
- F. Banned Books Week, September 27-October 3, 2020

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, Olson, Patel, Berryman-Gilliam and Sheikh
Nays 0
Absent..... None

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

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

Background information:

Board approval is required by Library policy for expenditures exceeding \$10,000.

Review Statement of Cash Receipts and Disbursements May 1, 2019-April 30, 2020

Background information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2020 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

Recommendation, Re: Approval of Expenses over \$10,000 for Fence Replacement

Background information:

Board approval is required by Library policy for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1, 2020 to August 31, 2020, plus the Addendum for the meeting of September 16, 2020 in the amount of \$230,715.18.

Regular Meeting

V. NEW BUSINESS

None

VI. 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.

September Employee Anniversaries: Robin Harwood-9/07/93-Youth Services; Heidi Krueger-9/07/04-Adult & Teen Services; Sarah Kovac-9/03/08-Adult & Teen Services; Antonio Fonseca-9/09/14-Maintenance; Nathaniel Wagner-9/21/15-Adult & Teen Services.

Trustee Lynch stated that he thought it was great that the Library hosted the onsite presence of the Wheaton League of Women Voters to provide drive up voter registration at the Library.

VII. MONTHLY STAFF REPORTS

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Trustee Berryman-Gilliam commented that it was nice that the Library had put together a COVID Safety Committee made up of staff members to provide them with a voice and the ability to contribute to the safety of their co-workers. Trustee Lynch was impressed by the online program Kids’ Table that the Youth Services Department was offering. Trustee Sheikh commented on Youth Services Librarian Leigh Anne Wilson reaching out to the author of *Everybody Says Meow* and the reenactment that staff did of the story that was posted online. Trustees were informed that the Library is now quarantining materials for seven days based upon test results and the recommendation of RAILS (Reaching Across Illinois Library System).

VIII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Olson 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 7:24 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:43 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 July 15, 2020

Trustee Lynch moved and Trustee Patel seconded that the Board of Library Trustees approve the minutes of the Executive Session of July 15, 2020 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: Approval of the recommendation for staff compensation as discussed in Executive Session on September 16, 2020

Trustee Olson moved and Trustee Patel seconded that the Board of Library Trustees approve the staff compensation as discussed in Executive Session on September 16, 2020. Motion approved.

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

Nays 0

Absent..... None

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:46 p.m.

October 21, 2020

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

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

DATE: September 30, 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 Special 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 Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:06 p.m.

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

II. ROLL CALL

Secretary Patel called the roll.

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

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. BOARD AND COMMITTEE REPORTS

In honor and remembrance of Supreme Court Justice Ruth Bader Ginsburg, President Sheikh read aloud a quote from the inspirational Supreme Court Justice, "Reading is the key that opens doors to many good things in life. Reading shaped my dreams, and more reading helped me make my dreams come true."

Trustees asked the Library Director to provide a brief overview of a recent incident at the Library involving mask wearing non-compliance. Trustees expressed their concerns for staff safety and the possible need for full time security on site. Director Westgate described the incident and the staff practices that were followed. She assured the Board that the existing practices that the Library follows in response to patrons not following the Library's Patron Behavior policy, effectively managed the incident. In response to the incident, Director Westgate prepared a document for staff to use as a tool to assist them in addressing mask wearing non-compliance.

V. ANNOUNCEMENTS

A. National Hispanic Heritage Month 2020, September 15-October 15

In honor of National Hispanic Heritage Month, President Sheikh shared a quote from the book *Love in the Time of Cholera* by Gabriel Garcia Marquez, the 1982 winner of the Nobel Prize in Literature. “What matters in life is not what happens to you but what you remember and how you remember it.” President Sheikh stated that though COVID and Cholera are different pathogens, we will persevere in these challenging times.

B. One Community, Community Read Event with Author Jason Reynolds-Thursday, September 29 at 7:00 p.m.

Background information:

Glenbard Parent Series presented a live event featuring author Jason Reynolds. Jason shared stories about how he became an author, his books, and his life as an African American living in the Washington D.C. area and the impact it has had on his life and writings. He then answered questions from students from all four of the Glenbard High Schools.

VI. EXECUTIVE SESSION

Trustee Larimer moved and Trustee Olson 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 7:22 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:11 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 September 16, 2020

Trustee Sheikh moved and Trustee Olson seconded that the Board of Library Trustees approve the minutes of the Executive Session of September 16, 2020 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: Approval of the recommendation for staff compensation as discussed in Executive Session on September 30, 2020

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the staff compensation as discussed in Executive Session on September 30, 2020. Motion approved.

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

VII. 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 8:15 p.m.

October 21, 2020
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 1,839,539.10	\$ 1,968,552.55	\$ 3,808,091.65
Working Cash	50,793.75	80.78	50,874.53
FICA	92,814.05	86,036.30	178,850.35
IMRF	111,844.94	87,811.14	199,656.08
Liability Insurance	33,279.24	(15,675.59)	17,603.65
Audit	6,618.51	2,483.96	9,102.47
Capital Maintenance & Repair	2,108,519.03	(518,493.52)	1,590,025.51
Building Renovation Loan	<u>2,005.71</u>	<u>229,400.14</u>	<u>231,405.85</u>
TOTAL ALL FUNDS	<u>\$ 4,245,414.33</u>	<u>\$ 1,840,195.76</u>	<u>\$ 6,085,610.09</u>

See attached for a schedule of cash and investments.

Nadia Sheikh, Board President 9/30/20

Nancy Olson, Board Treasurer 9/30/20

Susan Westgate, Library Director 9/30/20

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	131,055.76
WEST SUBURBAN BANK	PAYROLL	101,524.42
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	2,538,873.79
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,313,059.43
PROPAY	ELECTRONIC	326.69
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 6,085,610.09</u>

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

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Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C



Accountant's Compilation Report

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

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

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

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

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

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

McClure, Inserra & Company, Chartered

October 8, 2020

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

	Sep 30, 20	Aug 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	131,055.76	205,210.99	-74,155.23
10-1008 · WSB Payroll Account	101,524.42	78,369.10	23,155.32
10-1014 · Illinois Funds-Prime	3,313,059.43	3,312,713.23	346.20
10-1024 · WSB Money Market Acct	2,538,873.79	1,433,041.52	1,105,832.27
10-1025 · ProPay	326.69	204.29	122.40
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,277,518.44	-2,123,368.81	-154,149.63
Total 10-1000 · Library Fund Cash	3,808,091.65	2,906,940.32	901,151.33
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,874.53	50,863.22	11.31
30-1190 · Allocated Cash-FICA Fund	178,850.35	136,838.18	42,012.17
40-1090 · Allocated Cash-IMRF Fund	199,656.08	152,263.60	47,392.48
50-1090 · Allocated Cash-Liability Fund	17,603.65	32,347.85	-14,744.20
60-1090 · Allocated Cash-Audit Fund	9,102.47	11,298.20	-2,195.73
70-1090 · Allocated Cash-Capital R&M Fund	1,590,025.51	1,593,762.86	-3,737.35
80-1090 · Allocated Cash-Debt Service	231,405.85	145,994.90	85,410.95
Total 1190 · Allocated Cash-Fund Balances	2,277,518.44	2,123,368.81	154,149.63
Total Checking/Savings	6,085,610.09	5,030,309.13	1,055,300.96
Total Current Assets	6,085,610.09	5,030,309.13	1,055,300.96
TOTAL ASSETS	6,085,610.09	5,030,309.13	1,055,300.96
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	1,840,195.76	784,894.80	1,055,300.96
Total Equity	6,085,610.09	5,030,309.13	1,055,300.96
TOTAL LIABILITIES & EQUITY	6,085,610.09	5,030,309.13	1,055,300.96

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

	Sep 20	May - Sep 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	1,339,514.94	3,597,691.96	3,674,461.00	97.91%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	1,339,514.94	3,597,691.96	3,679,461.00	97.78%
3100 · PPR Taxes	3,989.72	23,890.54	40,000.00	59.73%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,500.00	0.0%
3202 · Interest Income Investments	945.63	6,752.82	34,100.00	19.8%
Total 3200 · Interest Income	945.63	6,752.82	35,600.00	18.97%
3300 · Patron Payments				
3301 · Fines & Fees	235.34	858.29	16,000.00	5.36%
3302 · Public Copy Payments	198.54	543.94	15,000.00	3.63%
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	433.88	1,402.23	35,000.00	4.01%
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	49,638.75	49,600.00	100.08%
Total 3700 · Grants	0.00	49,638.75	49,600.00	100.08%
3800 · Other Income	13.76	13.76	9,000.00	0.15%
3900 · Reapprop of FY2019 due to COVID	0.00	0.00	150,000.00	0.0%
Total Income	1,344,897.93	3,679,402.63	4,006,661.00	91.83%
Gross Profit	1,344,897.93	3,679,402.63	4,006,661.00	91.83%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	44,523.36	240,007.41	689,000.00	34.83%
5102 · Non-Exempt Staff Salaries	81,841.37	444,674.41	1,317,000.00	33.76%
5103 · Custodial Salaries	5,659.88	29,276.32	83,000.00	35.27%
5105 · Professional Education	1,320.00	2,451.50	18,000.00	13.62%
5106 · Membership	225.00	1,683.73	4,000.00	42.09%
5107 · Life Insurance	294.88	735.39	2,000.00	36.77%
5108 · Health Insurance	41,419.87	86,345.41	250,000.00	34.54%
5109 · Benefits, other	50.00	125.00	2,500.00	5.0%
5110 · Trustee Development	75.00	88.50	3,000.00	2.95%
Total 5100 · Salaries	175,409.36	805,387.67	2,368,500.00	34.0%
5200 · Plant Maint.				
5201 · Supplies	1,060.67	7,333.30	21,000.00	34.92%
5202 · Maintenance/Repair	-30.00	4,960.62	10,000.00	49.61%
5203 · Maintenance Contracts	3,129.00	15,645.00	43,000.00	36.38%
5204 · Landscape Maintenance/Snow Remo	646.00	3,790.00	17,000.00	22.29%
5205 · Furniture/Equipment	1,181.20	7,895.66	10,000.00	78.96%

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

	Sep 20	May - Sep 20	Annual Budget	% of Budget
5206 · Electric-Comm Edison	2,942.02	12,996.88	38,000.00	34.2%
5207 · Water/Sewer	782.93	1,241.60	8,000.00	15.52%
5208 · Insurance (Property)	9,929.00	9,929.00	12,000.00	82.74%
5200 · Plant Maint. - Other	0.00	-67.20		
Total 5200 · Plant Maint.	19,640.82	63,724.86	159,000.00	40.08%
5300 · Business Exp.				
5301 · Postage	0.00	1,500.00	8,000.00	18.75%
5302 · Office & Equipment Supplies	291.82	1,343.37	7,500.00	17.91%
5303 · Printing	84.96	84.96	5,000.00	1.7%
5304 · Equipment Leasing	1,574.11	8,237.30	22,000.00	37.44%
5305 · Mileage Reimbursement	0.00	115.46	3,000.00	3.85%
5306 · Legal Notices	0.00	0.00	700.00	0.0%
5308 · Business Phone	902.96	4,491.84	17,500.00	25.67%
5309 · Accounting Service	0.00	4,438.00	15,000.00	29.59%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	179.61	2,369.59	7,500.00	31.6%
5312 · Attorney Fees	220.00	935.00	10,000.00	9.35%
5315 · Other Expenditures	98.38	15,809.79	23,000.00	68.74%
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%
5320 · Donation Recd Expense	0.00	450.01		
5321 · Human Resources	0.00	2,759.25	10,500.00	26.28%
Total 5300 · Business Exp.	3,351.84	42,574.52	155,800.00	27.33%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	1,420.86	5,420.98	25,000.00	21.68%
5402 · ISP and Web page hosting	1,357.85	4,029.25	15,000.00	26.86%
5403 · Computer Software	1,326.00	6,717.10	35,000.00	19.19%
5404 · Tech Support & Repair	0.00	8,338.34	13,000.00	64.14%
5405 · Technical Services Supplies	985.79	1,355.73	5,000.00	27.12%
5406 · Circulation Supplies	762.06	3,209.29	3,000.00	106.98%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	-15.96	-15.96	700.00	-2.28%
5410 · SWAN Consortium	0.00	11,715.50	47,000.00	24.93%
5411 · Village IT Services	7,738.04	38,690.20	96,000.00	40.3%
5400 · Automat. & Dept. Oper. - Other	0.00	-39.37		
Total 5400 · Automat. & Dept. Oper.	13,574.64	79,421.06	256,200.00	31.0%
5500 · Services				
5501 · Youth Services Programs	1,245.09	16,997.75	28,000.00	60.71%
5503 · Adult/Teen Programs	1,581.75	6,073.64	25,000.00	24.3%
5505 · Library Newsletter	0.00	10,125.09	47,000.00	21.54%
5509 · Library Publicity and Promotion	582.66	2,362.94	30,000.00	7.88%
5500 · Services - Other	0.00	57.00		
Total 5500 · Services	3,409.50	35,616.42	130,000.00	27.4%
5600 · Collection				
5601 · Youth Services Books	1,278.54	7,878.73	46,000.00	17.13%

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

	Sep 20	May - Sep 20	Annual Budget	% of Budget
5606 · Youth Services Media	443.49	2,791.76	22,000.00	12.69%
5630 · Adult Books	3,359.74	17,179.07	75,000.00	22.91%
5634 · Online Resources	0.00	0.00	35,000.00	0.0%
5635 · Magazines & Newspapers	0.00	11,310.59	12,000.00	94.26%
5637 · Adult Media	1,819.91	11,042.09	60,000.00	18.4%
5651 · Digital Media	6,482.93	40,292.46	80,000.00	50.37%
5652 · Grant/Award Expense	10,399.00	41,787.38	49,600.00	84.25%
Total 5600 · Collection	23,783.61	132,282.08	379,600.00	34.85%
6600 · Payroll Expenses				
6610 · FICA Expense	9,399.14	52,137.18	150,000.00	34.76%
6620 · Illinois Municipal Retirement F	14,589.06	78,770.96	200,000.00	39.39%
Total 6600 · Payroll Expenses	23,988.20	130,908.14	350,000.00	37.4%
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	8,468.00	8,468.00	20,000.00	42.34%
7102 · Risk Management expense	0.00	1,213.00	4,000.00	30.33%
7103 · Unemployment Compensation Insur	6,764.00	7,337.77	3,000.00	244.59%
7201 · Audit Expense	7,000.00	10,426.00	12,000.00	86.88%
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	3,667.00	13,989.00	75,000.00	18.65%
7405 · Memorials	0.00	115.91	1,500.00	7.73%
7406 · Other Capital Expenditures	0.00	12,938.12	35,000.00	36.97%
Total 7400 · Capital Expenditures	3,667.00	27,043.03	193,500.00	13.98%
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	540.00	480,112.32		
7509 · Security Camera Upgrades	0.00	2,600.00		
Total 7500 · Special Capital Projects	540.00	494,804.32	65,000.00	761.24%
Total Expense	289,596.97	1,839,206.87	4,096,700.00	44.9%
Net Ordinary Income	1,055,300.96	1,840,195.76	-90,039.00	-2,043.78%
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	1,055,300.96	1,840,195.76	-324,500.00	-567.09%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Sep 20	May - Sep 20	Sep 20	May - Sep 20	Sep 20	May - Sep 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	1,135,473.98	3,049,675.29	0.00	0.00	51,390.64	138,025.85
3100 · PPR Taxes	3,989.72	23,890.54	0.00	0.00	0.00	0.00
3200 · Interest Income	409.76	2,926.02	11.31	80.78	20.67	147.63
3300 · Patron Payments	433.88	1,402.23	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	12.57	0.00	0.00	0.00	0.00
3700 · Grants	0.00	49,638.75	0.00	0.00	0.00	0.00
3800 · Other Income	13.76	13.76	0.00	0.00	0.00	0.00
Total Income	1,140,321.10	3,127,559.16	11.31	80.78	51,411.31	138,173.48
Gross Profit	1,140,321.10	3,127,559.16	11.31	80.78	51,411.31	138,173.48
Expense						
5100 · Salaries	175,409.36	805,387.67	0.00	0.00	0.00	0.00
5200 · Plant Maint.	19,640.82	63,724.86	0.00	0.00	0.00	0.00
5300 · Business Exp.	3,351.84	42,574.52	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	13,574.64	79,421.06	0.00	0.00	0.00	0.00
5500 · Services	3,409.50	35,616.42	0.00	0.00	0.00	0.00
5600 · Collection	23,783.61	132,282.08	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,399.14	52,137.18
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	239,169.77	1,159,006.61	0.00	0.00	9,399.14	52,137.18
Net Ordinary Income	901,151.33	1,968,552.55	11.31	80.78	42,012.17	86,036.30
Net Income	901,151.33	1,968,552.55	11.31	80.78	42,012.17	86,036.30

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Sep 20	May - Sep 20	Sep 20	May - Sep 20	Sep 20	May - Sep 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	61,956.63	166,404.19	480.39	1,290.24	4,802.80	12,899.43
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	24.91	177.91	7.41	52.94	1.47	10.53
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
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	61,981.54	166,582.10	487.80	1,343.18	4,804.27	12,909.96
Gross Profit	61,981.54	166,582.10	487.80	1,343.18	4,804.27	12,909.96
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	14,589.06	78,770.96	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	8,468.00	8,468.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	1,213.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	6,764.00	7,337.77	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	7,000.00	10,426.00
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	14,589.06	78,770.96	15,232.00	17,018.77	7,000.00	10,426.00
Net Ordinary Income	47,392.48	87,811.14	-14,744.20	-15,675.59	-2,195.73	2,483.96
Net Income	47,392.48	87,811.14	-14,744.20	-15,675.59	-2,195.73	2,483.96

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Sep 20	May - Sep 20	Sep 20	May - Sep 20	Sep 20	May - Sep 20
Ordinary Income/Expense						
Income						
3000 - Property Taxes	0.00	0.00	85,410.50	229,396.96	1,339,514.94	3,597,691.96
3100 - PPR Taxes	0.00	0.00	0.00	0.00	3,989.72	23,890.54
3200 - Interest Income	469.65	3,353.83	0.45	3.18	945.63	6,752.82
3300 - Patron Payments	0.00	0.00	0.00	0.00	433.88	1,402.23
3600 - RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	12.57
3700 - Grants	0.00	0.00	0.00	0.00	0.00	49,638.75
3800 - Other Income	0.00	0.00	0.00	0.00	13.76	13.76
Total Income	469.65	3,353.83	85,410.95	229,400.14	1,344,897.93	3,679,402.63
Gross Profit	469.65	3,353.83	85,410.95	229,400.14	1,344,897.93	3,679,402.63
Expense						
5100 - Salaries	0.00	0.00	0.00	0.00	175,409.36	805,387.67
5200 - Plant Maint.	0.00	0.00	0.00	0.00	19,640.82	63,724.86
5300 - Business Exp.	0.00	0.00	0.00	0.00	3,351.84	42,574.52
5400 - Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	13,574.64	79,421.06
5500 - Services	0.00	0.00	0.00	0.00	3,409.50	35,616.42
5600 - Collection	0.00	0.00	0.00	0.00	23,783.61	132,282.08
6600 - Payroll Expenses	0.00	0.00	0.00	0.00	23,988.20	130,908.14
7101 - Liability Insurance	0.00	0.00	0.00	0.00	8,468.00	8,468.00
7102 - Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,213.00
7103 - Unemployment Compensation Insur	0.00	0.00	0.00	0.00	6,764.00	7,337.77
7201 - Audit Expense	0.00	0.00	0.00	0.00	7,000.00	10,426.00
7400 - Capital Expenditures	3,667.00	27,043.03	0.00	0.00	3,667.00	27,043.03
7500 - Special Capital Projects	540.00	494,804.32	0.00	0.00	540.00	494,804.32
Total Expense	4,207.00	521,847.35	0.00	0.00	289,596.97	1,839,206.87
Net Ordinary Income	-3,737.35	-518,493.52	85,410.95	229,400.14	1,055,300.96	1,840,195.76
Net Income	-3,737.35	-518,493.52	85,410.95	229,400.14	1,055,300.96	1,840,195.76

BOARD OF LIBRARY TRUSTEES of the
VILLAGE OF CAROL STREAM, ILLINOIS
RESOLUTION # 291

RE: 2020 REQUEST FOR TAX LEVY

WHEREAS, the Board of Library Trustees passed its Fiscal 2021 Budget / Appropriation, on April 15, 2020 as attached hereto and included in Exhibit A; and

WHEREAS, Exhibit A, which also describes the FY 2021 appropriation, and describes anticipated expenditures in the amount of \$4,331,061; and

WHEREAS, funds derived as income from sources other than tax receipts are anticipated to total \$314,100 for the fiscal year 2021.

WHEREAS, a total amount of \$3,674,461 is needed from tax receipts in addition to the amount received from other sources to satisfy the anticipated financial needs of the Library for fiscal year 2021.

RESOLVED that:

Section 1: The President and Board of Trustees of the Village of Carol Stream, Illinois are hereby requested to include in their appropriation ordinance for the fiscal year commencing on the first day of May 2020 and ending on the thirtieth day of April 2021 the following:

- A. Taxes to be levied to maintain the Public Library pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 3-4 shall be: \$3,135,000 or as much thereof as may be authorized by law, but in no event shall such tax levy for maintenance and operation of the Carol Stream Public Library exceed 0.60 percent of the value of all such taxable property as equalized or assessed by the Department of Revenue pursuant to the anticipated expenditures and financial requirements detailed in Exhibit A.
- B. Taxes to be levied for participation in the Illinois Municipal Retirement Fund, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$150,000.
- C. Taxes to be levied for participation in the FICA, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$125,000.
- D. Taxes to be levied for the Liability Insurance Fund, as provided in Illinois Compiled Statutes Chapter 745, Act 10, Section 9-107, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$20,000.
- E. Taxes to be levied for the Annual Audit as provided in Illinois Compiled Statutes, Chapter 50, Act 310, Section 9, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$10,000.

F. Taxes to be levied for debt service pursuant to an Intergovernmental Loan Agreement between the Village of Carol Stream and the Board of Library Trustees of the Carol Stream Library as approved by the Library Board of Trustees, dated October 17, 2018, in the sum of \$234,461.

Section 2: That pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 5-8, the Board of Library Trustees shall accumulate and set apart as a Capital Improvement and Repair Fund for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits and pursuant to plans to be developed by the Board of Library Trustees.

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

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

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

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

Section 6: That the President and the Board of Trustees of the Village of Carol Stream be aware that the Illinois Statutes require that the levy ordinance be duly passed and a certified copy be recorded with the DuPage County Clerk on or before the last Tuesday in December 2020.

Resolution passed this 21st day of October, 2020 by a vote of:

Ayes: _____, Nays: _____, Absent or not voting: _____.

Approved:

Nadia Sheikh, President
Board of Library Trustees

Attest:

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

2020 REQUEST FOR TAX LEVY

was duly adopted by said Board of Trustees at a valid meeting on October 21, 2020.

Seal:

Mansi Patel, Secretary
Board of Library Trustees

		FY 20/21
		Appropriation
		Approved 4/15/20
ACCT #	Account Name	
GENERAL FUND REVENUES		
3000	Property Taxes	
3001	Property Tax -- Current	3,135,000
3002	Property Tax -- Non-Current	0
3100	PPR Taxes	35,000
3200	Interest Income	
3201	Interest Income -- Taxes	1,500
3202	Interest Income -- Investments	30,000
3300	Patron Payments	
3301	Fines & Fees	14,000
3302	Public Copier Payments	13,000
3303	Non-Resident Card Fees	3,000
3304	Sale items	1,000
3400	Donations	5,000
3500	Developer Contributions	2,000
3600	RBP/ILL Reimbursements	1,000
3700	Grants	
3701	Per Capita Grant	49,600
3702	Other Grants/Awards	0
3800	Other Income	9,000
3900	Reappropriation of unspent FY2019 Revenues due to COVID-19	150,000
TOTAL REVENUES		3,449,100
GENERAL FUND EXPENDITURES		
5100	SALARIES	
5101	Exempt Staff Salaries	\$689,000
5102	Non-exempt Staff Salaries	\$1,317,000
5103	Custodial Salaries	\$83,000
5104	Benefits-Med/Life/Dental	
5105	Professional Education	\$18,000
5106	Memberships	\$4,000
5107	Benefits -- Life insurance	\$2,000
5108	Benefits -- Health Insurance	\$250,000
5109	Benefits -- Other	\$2,500
5110	Trustee Development	\$3,000
TOTAL		\$2,368,500
5200	PLANT MAINTENANCE	
5201	Supplies	\$21,000
5202	Maintenance/Repair	\$10,000
5203	Maintenance Contracts	\$43,000
5204	Landscape Maintenance/Snow Removal	\$17,000

		FY 20/21 Appropriation
		Approved 4/15/20
ACCT #	Account Name	
5205	Furniture/Equipment	\$10,000
5206	Electric-Com Ed	\$38,000
5207	Water/Sewer	\$8,000
5208	Insurance (Property)	\$12,000
	TOTAL	\$159,000
5300	BUSINESS EXPENSE	
5301	Postage	\$8,000
5302	Office & Equipment Supplies	\$7,500
5303	Library Printing	\$5,000
5304	Equipment Leasing	\$22,000
5305	Mileage Reimbursement	\$3,000
5306	Legal Notices	\$700
5308	Business Phone	\$17,500
5309	Accounting Service	\$15,000
5310	Material Recovery Fees	\$1,000
5311	Payroll Service	\$7,500
5312	Attorney Fees	\$10,000
5314	Other Consultants	\$0
5315	Other Expenditures	\$23,000
5317	Bank & Credit Card Fees	\$100
5319	Security Service	\$25,000
5320	Donation Expense	\$0
5321	Human Resources Expense	\$10,500
	TOTAL	\$155,800
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES	
5401	Automation Hardware	\$25,000
5402	ISP and Web Page Hosting	\$15,000
5403	Computer Software	\$35,000
5404	Tech Support & Repair	\$13,000
5405	Technical Services Supplies	\$5,000
5406	Circulation Supplies	\$3,000
5408	Tech Serv Online Resources	\$16,500
5409	RBP/ILL Expenses	\$700
5410	SWAN Consortium	\$47,000
5411	Village IT Services	\$96,000
	TOTAL	\$256,200
5500	SERVICES	
5501	Youth Services Programs	\$28,000
5503	Adult/Teen Programs	\$25,000

			FY 20/21 Appropriation
			Approved 4/15/20
ACCT #	Account Name		
5505	Library Newsletter		\$47,000
5509	Library Publicity and Promotion		\$30,000
	TOTAL		\$130,000
5600	COLLECTION DEVELOPMENT		
5601	Youth Services Books		\$46,000
5606	Youth Services Media		\$22,000
5630	Adult Services Books		\$75,000
5634	Online Resources		\$35,000
5635	Magazines & Newspapers		\$12,000
5637	Adult Services Media		\$60,000
5651	Digital Media		\$80,000
5652	Grant/Award Expense (Databases)		\$49,600
	TOTAL		\$379,600
	GENERAL FUND EXPENDITURES		
5100	SALARIES		\$2,368,500
5200	PLANT MAINTENANCE		\$159,000
5300	BUSINESS EXPENSE		\$155,800
5400	CIRCULATION & MATERIAL PROC...		\$256,200
5500	SERVICES		\$130,000
5600	COLLECTION DEVELOPMENT		\$379,600
	TOTAL EXPENDITURES		\$3,449,100
	GENERAL FUND REVENUES		
	LIBRARY TAX		\$3,135,000
	OPERATING REVENUE		\$314,100
	TOTAL REVENUES		\$3,449,100
	OTHER FINANCING SOURCES/FUNDS		
Class 80	BUILDING RENOVATION LOAN FUND (new Fund line)		
80-3001	Special Debt Service Tax Levy		234,461
80-3002	Interest income		0
80-8000	Loan payment expense		234,461
	Net Difference		0
	Fund Balance April 30, 2019		0

			FY 20/21 Appropriation
			Approved 4/15/20
ACCT #	Account Name		
	WORKING CASH FUND		
20-3001	Working Cash Levy		0
20-3202	Interest on investments		100
	<i>TOTAL</i>		100
20-6920	Transfer to General Fund		-100
	Fund Balance April 30		48,361
Class 50	LIABILITY INSURANCE FUND		
50-3001	Liability Insurance Levy		20,000
50-3202	Interest on Investments		0
50-3300	LIMRIC UCGA Dividend		0
	<i>TOTAL</i>		20,000
50-7101	Liability Insurance		20,000
50-7102	Risk Management expense		4,000
50-7103	Unemployment Comp. Insurance		3,000
	<i>TOTAL</i>		27,000
	Net Difference		-7,000
	Fund Balance, May 1	(FY19 audit)	14,138
	April 2020 Transfer from Gen. Fund		15,000
	Reserve Balance April 30		22,138
	Reserve in Months		9.84
Class 30	FICA FUND		
30-3001	FICA Tax Levy		125,000
30-3202	Interest on Investments		0
30-5104	FICA Benefit		150,000
	Net Difference		-25,000
	Fund Balance, May 1	(FY19 audit)	64,697
	Reserve Balance April 30		39,697
	Reserve in Months		3.18
Class 40	IMRF FUND		

			FY 20/21
			Appropriation
			Approved 4/15/20
ACCT #	Account Name		
40-3001	IMRF Tax Levy		150,000
40-3202	Interest on Investments - IMRF		0
40-5104	IMRF Benefit		200,000
	Net Difference		-50,000
	Fund Balance, May 1	(FY19 audit)	92,925
	Reserve Balance April 30		42,925
	Reserve in Months		2.58
Class 60	AUDIT FUND		
60-3001	Audit Levy		10,000
60-3202	Interest on Investments		
60-7201	Audit Expense		12,000
	Net Difference		-2,000
	Fund Balance, May 1	(FY19 audit)	3,956
	Reserve Balance April 30		1,956
	Reserve in Months		1.96
Class 70	CAPITAL MAINTENANCE & REPAIR FUND		
	CAPITAL MAINTENANCE & REPAIR REVENUE		
	CM & R LEVY		
70-3001	Interest on Investments		
70-3202	Grant Funds		
70-3203	Building Renovation Loan		
70-3702	TOTAL		
	CAPITAL MAINTENANCE & REPAIR EXPENDITURES		
70-7301	MAJOR REPAIRS		
70-7301			
70-7400	OTHER CAPITAL EXPENDITURES		
7401	Furniture		20,000
7402	Parking Lot Repair/Maintenance		12,000
7403	Building Repair		50,000
7404	Landscape		75,000
7405	Memorials		1,500

			FY 20/21
			Appropriation
			Approved 4/15/20
ACCT #	Account Name		
7406	OTHER EXPENDITURES		35,000
	Subtotal		193,500
70-7500	Special Projects		
7503	VOIP Phone System		
7504	Light Bright Fixture		
7505	Recover Partition Wall		15,000
7506	Office & Staff Room Door Wraps		10,000
7507	Automation Equipment		40,000
7508	Library Renovation Project		
7509	Security Upgrades		
	Total		258,500
	FUND BALANCE, MAY 1	(FY19 audit)	953,051
	Building Renovation Loan		
	April 2020 Transfer from Gen. Fund		200,000
	FUND BALANCE, APRIL 30		894,551

Carol Stream Public Library Borrowing Policy (Approved 8/19/15)

General Information

All members of the community may share equally in the use and enjoyment of library materials. People of all ages may use materials from **most any** Carol Stream Public Library collection. The Library respects the right and responsibility of a parent/legal guardian to determine which library materials are appropriate for their children.

General guidelines for use of library materials include:

- A valid library account, as defined in the Library Accounts Policy: General Information, is required to check out, renew or reserve library materials.
- As a public library member of **SWAN (System Wide Automated Network) MAGIC (Multitype Automation Group In Cooperation)**, ~~an LLSAP (Local Library System Automation Program)~~, the Carol Stream Public Library will abide by the **SWAN MAGIC** Governing Board's established standards for their public library members regarding borrowing and circulation rules. These standards have been established to improve the patron experience for the public library members.
- Loan periods, renewals, and reserve limits vary based upon material type and are posted on the Library's website.

Fines and Fees

Carol Stream Public Library reserves the right to set charges for all overdue, lost or damaged material. Fines and fees are posted on the Library's website.

Library accounts with **charges in excess of \$25 for damaged or unreturned items** are transferred to Unique Management Services for collection and an additional referral fee is charged to the account. Please be advised that charges incurred on a juvenile account are payable by the parent/legal guardian.

Service charges, in the amount equal to the bank's current fees, will be **billed to patron accounts** ~~added~~ for checks returned to the Library for insufficient funds.

Notices will be sent reminding patrons to return overdue materials and to alert them of current fines and fees. Failure to receive notices does not absolve responsibility or liability for fines or fees incurred.

Theft, Damage, or Failure to Return Library Materials

Taking materials from the Library, including but not limited to books, media, and equipment without proper checkout is a crime. Theft, damage, or failure to return Library materials in the amount of \$50.00 or more is subject to the provisions of the Criminal Code of the Illinois Compiled Statutes. (720 ILCS 5/16-3 (c))

Resource Sharing Services

Carol Stream Public Library maintains membership in Reaching Across Illinois Library System (RAILS) and cooperates in reciprocal borrowing and interlibrary loan. The Library reserves the right to limit the number of items or restrict reciprocal borrowing access to specific collections.

Collection Development Policy

Approved 12/16/2015

Carol Stream Public Library Mission Statement:

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

Statement of Purpose

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

Scope of the Collection

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

Responsibility for Collection Development and Maintenance

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

Selection Tools

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

Criteria for Inclusion in Collection

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

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

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

Criteria for Deselection

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

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

Statement on Donated Materials

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

Requests for Reconsideration

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

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

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
09/18/2020	Ord. #20147841	5509 · Library Publicity and Promotion	-470.04
09/10/2020	Inv. #4657881	5308 · Business Phone	-880.55
09/10/2020	Inv. #656864987684	5503 · Adult/Teen Programs	-62.30
09/10/2020	Inv. #656864987684	5630 · Adult Books	-34.59
09/10/2020	Inv. #633376894838	5302 · Office & Equipment Supplies	-26.41
09/10/2020	Inv. #453878667976	5205 · Furniture/Equipment	-119.99
09/10/2020	Inv. #754755689846	5302 · Office & Equipment Supplies	-14.99
09/10/2020	Inv. #685946933548	5315 · Other Expenditures	-48.38
09/10/2020	Inv. #685946933548	5401 · Automation Hardware	-656.26
09/10/2020	Inv. #447564485347	5401 · Automation Hardware	-559.98
09/10/2020	Inv. #784658493945	5630 · Adult Books	-119.81
09/10/2020	Inv. #736894886664	5501 · Youth Services Programs	-18.95
09/10/2020	Inv. #467498479653	5503 · Adult/Teen Programs	-116.10
09/10/2020	Inv. #467498479653	5630 · Adult Books	-14.99
09/10/2020	Inv. #436945537889	5501 · Youth Services Programs	-313.21
09/10/2020	Inv. #467498479653	5501 · Youth Services Programs	-64.05
09/10/2020	Inv. #467498479653	5205 · Furniture/Equipment	-8.75
09/10/2020	Inv. #883977334554	5501 · Youth Services Programs	-22.76
09/10/2020	Inv. #645886346986	5601 · Youth Services Books	-35.78
09/10/2020	Inv. #597794635738	5302 · Office & Equipment Supplies	-8.99
09/10/2020	Inv. #597794635738	5503 · Adult/Teen Programs	-48.36
09/10/2020	Credit Inv. #468438894655	5503 · Adult/Teen Programs	40.00
			-2,254.65
09/18/2020	Virtual Bus. Ref. 101 Course - Kushad	5105 · Professional Education	-175.00
09/28/2020	Mbr. Renewal - Westgate	5106 · Membership	-225.00
			-400.00

4Imprint

Total 4Imprint

Access One, Inc.

Total Access One, Inc.

AMAZON/SYNCB

Total AMAZON/SYNCB

American Library Association

Total American Library Association

Ance! Glink, P.C.

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
09/10/2020	Statement #77609	5312 · Attorney Fees	-220.00
			-220.00
09/10/2020	AS Pgm. Dep. 10/20/20	5503 · Adult/Teen Programs	-150.00
09/10/2020	VOID: Deposit GJE, RGJE created on 09/10/2020	5503 · Adult/Teen Programs	0.00
09/10/2020	For CHK 10316 voided on 09/10/2020	5503 · Adult/Teen Programs	-150.00
09/10/2020	Reverse of GJE MI805 -- For CHK 10316 voided on 09/10/2020	5503 · Adult/Teen Programs	150.00
			-150.00
09/18/2020	Ord. #17045	5201 · Supplies	-273.14
09/18/2020	Ord. #17091	5201 · Supplies	-26.99
			-300.13
09/10/2020	Several invoices	5501 · Youth Services Programs	-44.95
09/10/2020	Several invoices	5601 · Youth Services Books	-513.49
09/10/2020	Several invoices	5630 · Adult Books	-2,661.92
			-3,220.36
09/11/2020	Inv. #8551	5201 · Supplies	-363.10
			-363.10
09/10/2020	Inv. #1779071	5630 · Adult Books	-137.82
			-137.82
09/10/2020	9/2-10/1/20	5402 · ISP and Web page hosting	-157.85
			-157.85
09/10/2020	7/17-8/17/20	5206 · Electric-Comm Edison	-2,942.02
			-2,942.02
09/10/2020	Inv. #C14931	5203 · Maintenance Contracts	-1,810.00
			-1,810.00

Total Ancel Glink, P.C.

Andrews, Jeanette

Total Andrews, Jeanette

Automatic Door & Hardware

Total Automatic Door & Hardware

Baker & Taylor

Total Baker & Taylor

Case Lots, Inc.

Total Case Lots, Inc.

Center Point for Large Print Books

Total Center Point for Large Print Books

Comcast

Total Comcast

ComEd

Total ComEd

Complete Cleaning Co., Inc.

Total Complete Cleaning Co., Inc.

Demco

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
09/10/2020	Inv. #6832728	5405 · Technical Services Supplies	-985.79
09/10/2020	Inv. #6833471	5501 · Youth Services Programs	-106.32
			<u>-1,092.11</u>
Total Demco			
Disney Streaming Services, LLC			
09/18/2020	Ord. #209712615 (SRP Fam Prize) - Curran	5503 · Adult/Teen Programs	-69.99
			<u>-69.99</u>
Total Disney Streaming Services, LLC			
Ebay/PayPal			
09/18/2020	Ord. #02-05620-90795	5302 · Office & Equipment Supplies	-52.01
			<u>-52.01</u>
Total Ebay/PayPal			
EDC Educational Services			
09/23/2020	Inv. #DIR7175247	5601 · Youth Services Books	-729.27
			<u>-729.27</u>
Total EDC Educational Services			
Facebook Ads Team			
09/18/2020	8/27-9/25/20	5509 · Library Publicity and Promotion	-27.63
			<u>-27.63</u>
Total Facebook Ads Team			
Findaway World, LLC			
09/10/2020	Inv. #327245	5637 · Adult Media	-232.88
09/10/2020	Inv. #327245	5606 · Youth Services Media	-183.94
			<u>-416.82</u>
Total Findaway World, LLC			
Gale/Cengage Learning Inc.			
09/10/2020	Inv. #71070471	5630 · Adult Books	-137.20
09/10/2020	Inv. #71069962	5630 · Adult Books	-140.20
09/10/2020	Inv. #71070587	5630 · Adult Books	-84.72
09/10/2020	Inv. #71213352	5630 · Adult Books	-28.49
			<u>-390.61</u>
Total Gale/Cengage Learning Inc.			
Garvey's Office Products			
09/10/2020	Inv. #PINV1970185	5302 · Office & Equipment Supplies	-189.42
09/10/2020	Inv. #PINV1970185	5501 · Youth Services Programs	-84.02
			<u>-273.44</u>
Total Garvey's Office Products			
Grubhub			
09/18/2020	SRP Staff Grand Prize - Dexheimer	5315 · Other Expenditures	-50.00
			<u>-50.00</u>
Total Grubhub			
Hartford			

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
09/23/2020	Billing Acct. #14226688	7103 · Unemployment Compensation Insur	-6,764.00
			-6,764.00
09/25/2020	Inv. #180484 - Sheikh	5110 · Trustee Development	-75.00
			-75.00
09/18/2020	YS Pgms. Dep. 12/4, 12/8, 12/8/20	5501 · Youth Services Programs	-225.00
			-225.00
09/23/2020	Inv. #7093	7508 · Library Remodel 2019-20	-540.00
			-540.00
09/18/2020	Ord. #MC09163417	5509 · Library Publicity and Promotion	-84.99
			-84.99
09/18/2020	Bags for Halloween Trick-or-Treat	5501 · Youth Services Programs	-31.92
09/18/2020	Bags for Halloween Trick-or-Treat	5501 · Youth Services Programs	-31.92
			-63.84
09/10/2020	Several invoices	5606 · Youth Services Media	-259.55
09/10/2020	Several invoices	5637 · Adult Media	-1,347.03
09/10/2020	Several invoices	5651 · Digital Media	-5,614.27
			-7,220.85
09/18/2020	Ord. #MB-119866	5402 · ISP and Web page hosting	-1,200.00
09/18/2020	Ord. #MB-119866	5637 · Adult Media	-90.00
			-1,290.00
09/23/2020	AS Pgm. 10/14/2020	5503 · Adult/Teen Programs	-100.00
			-100.00
09/18/2020	Inv. #182348101	5406 · Circulation Supplies	-159.27
			-159.27

Total Hartford

Illinois Library Association

Total Illinois Library Association

Kids' Table, LLC

Total Kids' Table, LLC

Library Furniture International (LFI)

Total Library Furniture International (LFI)

MailChimp

Total MailChimp

Michael's

Total Michael's

Midwest Tape

Total Midwest Tape

Mobile Beacon

Total Mobile Beacon

NAMI DuPage

Total NAMI DuPage

Newegg

Total Newegg

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
Oriental Trading Company			
09/18/2020	Inv. #704726013-01	5501 · Youth Services Programs	-169.14
			<u>-169.14</u>
Total Oriental Trading Company			
Outsource Solutions Group, Inc.			
09/10/2020	Inv. #55112	5403 · Computer Software	-1,476.00
			<u>-1,476.00</u>
Total Outsource Solutions Group, Inc.			
OverDrive, Inc.			
09/10/2020	Inv. #20276391	5651 · Digital Media	-1,417.66
			<u>-1,417.66</u>
Total OverDrive, Inc.			
PaperMart			
09/18/2020	Inv. #9441774	5406 · Circulation Supplies	-602.79
			<u>-602.79</u>
Total PaperMart			
Paylocity			
09/10/2020	Inv. #107024199	5311 · Payroll Service	-179.61
			<u>-179.61</u>
Total Paylocity			
Pinor's Palette			
09/10/2020	AS Pgm. 10/12/20 (2 sessions)	5503 · Adult/Teen Programs	-600.00
			<u>-600.00</u>
Total Pinor's Palette			
PODS			
09/18/2020	Ord. #1528653	5304 · Equipment Leasing	-169.99
			<u>-169.99</u>
Total PODS			
Precision Control Systems of Chicago, Inc			
09/10/2020	Inv. #39790	5203 · Maintenance Contracts	-1,319.00
			<u>-1,319.00</u>
Total Precision Control Systems of Chicago, Inc			
ResuMAYDAY Inc.			
09/10/2020	AS Pgm. 10/5/20	5503 · Adult/Teen Programs	-150.00
			<u>-150.00</u>
Total ResuMAYDAY Inc.			
Sebert Landscaping, Inc.			
09/11/2020	Inv. #S524355	7404 · Landscape	-3,459.00
09/11/2020	Inv. #S524166	7404 · Landscape	-208.00
09/11/2020	Inv. #S206600	5204 · Landscape Maintenance/Snow Remo	-646.00
09/11/2020	Inv. #S522978	5202 · Maintenance/Repair	-970.00
			<u>-5,283.00</u>
Total Sebert Landscaping, Inc.			

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
Sikich, LLP			
09/11/2020	Inv. #460689	7201 · Audit Expense	-7,000.00
			-7,000.00
Total Sikich, LLP			
Sir Speedy Printing			
09/21/2020	Inv. #79690	5303 · Printing	-84.96
09/21/2020	Inv. #79690	5205 · Furniture/Equipment	-37.46
			-122.42
Total Sir Speedy Printing			
Swan (System Wide Automated Network)			
09/11/2020	Inv. #8132	5409 · RBP/ILL Expenses	-13.04
			-13.04
Total Swan (System Wide Automated Network)			
Swope Sr., David			
09/11/2020	AS Pgm. 10/26/20	5503 · Adult/Teen Programs	-200.00
			-200.00
Total Swope Sr., David			
TIAA Commercial Finance			
09/23/2020	Inv. #7529186	5304 · Equipment Leasing	-1,404.12
			-1,404.12
Total TIAA Commercial Finance			
Tracfone			
09/18/2020	Mthly. Auto Renewal	5308 · Business Phone	-22.41
			-22.41
Total Tracfone			
Trailiant, LLC			
09/23/2020	Inv. #9217 - Preventing Discrimination & Harassment	5105 · Professional Education	-1,145.00
			-1,145.00
Total Trailiant, LLC			
University of Illinois Extension - DuPage			
09/11/2020	AS Pgm. 10/1/20	5503 · Adult/Teen Programs	-125.00
			-125.00
Total University of Illinois Extension - DuPage			
Upstaging, Inc.			
09/18/2020	Ord. #SO-04425	5205 · Furniture/Equipment	-1,015.00
			-1,015.00
Total Upstaging, Inc.			
Utica National Insurance Group			
09/28/2020	Policy #4129041	5208 · Insurance (Property)	-9,929.00
09/28/2020	Policy #4129041, #4683361, 4129042	7101 · Liability Insurance	-8,468.00
			-18,397.00
Total Utica National Insurance Group			
Value Line Publishing LLC			

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
09/11/2020	Inv. #KF-225983-208	5652 · Grant/Award Expense	-9,850.00
			-9,850.00
Total Value Line Publishing LLC			
Village of Carol Stream			
09/11/2020	Inv. #4662	5411 · Village IT Services	-7,738.04
			-7,738.04
Total Village of Carol Stream			
Village of Carol Stream - Benefits			
09/11/2020	Inv. #4618	5107 · Life Insurance	-145.61
09/11/2020	Inv. #4618	5108 · Health Insurance	-23,631.86
09/11/2020	Inv. #4618	5109 · Benefits, other	-25.00
09/25/2020	Inv. #4678	5107 · Life Insurance	-149.27
09/25/2020	Inv. #4678	5108 · Health Insurance	-22,499.93
09/25/2020	Inv. #4678	5109 · Benefits, other	-25.00
			-46,476.67
Total Village of Carol Stream - Benefits			
Village of Carol Stream - IMRF			
09/23/2020	9/11-9/25/20	6620 · Illinois Municipal Retirement F	-14,589.06
			-14,589.06
Total Village of Carol Stream - IMRF			
Village of Carol Stream - Water Dept.			
09/11/2020	Bill #01644408	5207 · Water/Sewer	-782.93
			-782.93
Total Village of Carol Stream - Water Dept.			
Walmart			
09/18/2020	Ord. #5252042-683179	5401 · Automation Hardware	-204.62
			-204.62
Total Walmart			
Western First Aid & Safety			
09/11/2020	Inv. #b006123	5201 · Supplies	-288.90
09/11/2020	Inv. #ORD4-005333	5201 · Supplies	-108.54
			-397.44
			-153,781.29
Total Western First Aid & Safety			
TOTAL			

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

Approved by the Library Board of Trustees October 21, 2020

President

Date

Carol Stream Public Library Expenses by Vendor Detail

September 2020

Date	Memo	Account	Amount
Secretary			

Carol Stream Public Library
Check Detail
October 1 - 19, 2020

Num	Date	Name	Memo	Account	Paid Amount
10361	10/14/2020	Comcast	8771 20 180 0134870	10-1006 · WSB General Checking	
	10/14/2020		10/2-11/1/20	5402 · ISP and Web page hosting	-157.85
TOTAL					-157.85
10362	10/14/2020	Sheikh, Nadia		10-1006 · WSB General Checking	
	10/14/2020		Reimb. for Certificates	5302 · Office & Equipment Supplies	-14.92
TOTAL					-14.92
10363	10/14/2020	Travelers	5375P1191	10-1006 · WSB General Checking	
	10/14/2020		Pol. #0105993165	7101 · Liability Insurance	-2,754.00
TOTAL					-2,754.00
10364	10/16/2020	Access One, Inc.	2005373525	10-1006 · WSB General Checking	
	10/14/2020		Inv. #4697875	5308 · Business Phone	-882.58
TOTAL					-882.58
10365	10/16/2020	Ancel Glink, P.C.	3049959	10-1006 · WSB General Checking	
	10/14/2020		Statement #78274	5312 · Attorney Fees	-110.00
TOTAL					-110.00
10366	10/16/2020	Andrews, Jeanette		10-1006 · WSB General Checking	
	10/14/2020		Balance Due for AS Pgrm. 10/20/20	5503 · Adult/Teen Programs	-200.00
TOTAL					-200.00
10367	10/16/2020	Case Lots, Inc.		10-1006 · WSB General Checking	
	10/14/2020		Inv. #8958	5201 · Supplies	-489.00
			Inv. #8724	5201 · Supplies	-244.50
			Inv. #387	5201 · Supplies	-274.20
TOTAL					-1,007.70

Carol Stream Public Library
Check Detail
October 1 - 19, 2020

Num	Date	Name	Memo	Account	Paid Amount
10368	10/16/2020	Center Point for Large Print Books		10-1006 · WSB General Checking	
	10/14/2020		Inv. #1793283	5630 · Adult Books	-137.82
			Inv. #1787120	5630 · Adult Books	-137.82
TOTAL					-275.64
10369	10/16/2020	Complete Cleaning Co., Inc.	CARO1	10-1006 · WSB General Checking	
	10/14/2020		Inv. #C15241	5203 · Maintenance Contracts	-1,810.00
TOTAL					-1,810.00
10370	10/16/2020	Conservation Foundation		10-1006 · WSB General Checking	
	10/14/2020		DOGc pgm. 11/5/20	5503 · Adult/Teen Programs	-100.00
TOTAL					-100.00
10371	10/16/2020	Creekside Printing		10-1006 · WSB General Checking	
	10/14/2020		Inv. #1968	5505 · Library Newsletter	-1,876.32
TOTAL					-1,876.32
10372	10/16/2020	Demco	120231070	10-1006 · WSB General Checking	
	10/14/2020		Inv. #6846578	5405 · Technical Services Supplies	-173.88
TOTAL					-173.88
10373	10/16/2020	Fay, Tamara K.		10-1006 · WSB General Checking	
	10/15/2020		AS Pgm - 11/2/20	5503 · Adult/Teen Programs	-200.00
TOTAL					-200.00
10374	10/16/2020	Findaway World, LLC		10-1006 · WSB General Checking	
	10/15/2020		Inv. #329824	5606 · Youth Services Media	-2,270.55
			Inv. #329702	5637 · Adult Media	-266.63
			Inv. #329702	5606 · Youth Services Media	-135.19

Carol Stream Public Library
 Check Detail
 October 1 - 19, 2020

3:21 PM
 10/19/20

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-2,672.37
10375	10/16/2020	Forsythe, Matthew		10-1006 · WSB General Checking	
TOTAL	10/15/2020		YS Pgm. - 11/13/20	5501 · Youth Services Programs	-300.00
					-300.00
10376	10/16/2020	Fox Valley Fire & Safety Company, Inc.	217367	10-1006 · WSB General Checking	
TOTAL	10/15/2020		Inv. #IN00385940	7102 · Risk Management expense	-93.00
					-93.00
10377	10/16/2020	Fredriksen Fire Equipment Company	CARS02	10-1006 · WSB General Checking	
TOTAL	10/15/2020		Inv. #203731	7102 · Risk Management expense	-455.20
					-455.20
10378	10/16/2020	Fremont Public Library		10-1006 · WSB General Checking	
TOTAL	10/14/2020		Overdue item	5409 · RBP/ILL Expenses	-29.00
					-29.00
10379	10/16/2020	Gale/Cengage Learning Inc.	156872	10-1006 · WSB General Checking	
	10/15/2020		Inv. #72164817	5630 · Adult Books	-28.49
			Inv. #71746495	5630 · Adult Books	-221.17
			Inv. #71745907	5630 · Adult Books	-83.22
			Inv. #71746551	5630 · Adult Books	-86.22
			Inv. #72412156	5630 · Adult Books	-110.21
			Inv. #72412277	5630 · Adult Books	-56.23
			Inv. #72411619	5630 · Adult Books	-111.71
TOTAL					-697.25
10380	10/16/2020	Helen M. Plum Memorial Library	VOID:	10-1006 · WSB General Checking	0.00
TOTAL					0.00
10381	10/16/2020	Heritage Technology Solutions		10-1006 · WSB General Checking	

Carol Stream Public Library
Check Detail
October 1 - 19, 2020

Num	Date	Name	Memo	Account	Paid Amount
	10/15/2020		Inv. #216987	5401 · Automation Hardware	-2,140.27
			Inv. #216769	5404 · Tech Support & Repair	-2,752.00
TOTAL					-4,892.27
10382	10/16/2020	Home Depot Credit Services	6035-3225-3299-3916	10-1006 · WSB General Checking	
	10/14/2020		Inv. #1010084 [(\$64.38 less Credit Memo Inv. #12005201 · Supplies		-1.04
			Inv. #1010084	5205 · Furniture/Equipment	-223.85
TOTAL					-224.89
10383	10/16/2020	Intentional Energy 3		10-1006 · WSB General Checking	
	10/15/2020		AS Pgm. - 11/11/20	5503 · Adult/Teen Programs	-175.00
TOTAL					-175.00
10384	10/16/2020	LIMRICC Unemployment Compensation Group		10-1006 · WSB General Checking	
	10/15/2020		3rd Qtr.	7103 · Unemployment Compensation Insur	-379.71
TOTAL					-379.71
10385	10/16/2020	McClure, Inserra & Company Chartered		10-1006 · WSB General Checking	
	10/15/2020		Inv. #11534	5309 · Accounting Service	-1,075.00
			Inv. #11534	7201 · Audit Expense	-846.00
			Inv. #11588	5309 · Accounting Service	-1,075.00
TOTAL					-2,996.00
10386	10/16/2020	OverDrive, Inc.	1107-0018	10-1006 · WSB General Checking	
	10/15/2020		Inv. #20314391	5651 · Digital Media	-2,290.53
TOTAL					-2,290.53
10387	10/16/2020	Paylocity	9366	10-1006 · WSB General Checking	
	10/15/2020		Inv. #107155773	5311 · Payroll Service	-285.98
			Inv. #107084734	5311 · Payroll Service	-322.73

Carol Stream Public Library
Check Detail
October 1 - 19, 2020

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Inv. #107084734	5321 · Human Resources	-291.55
10388	10/16/2020	Pitney Bowes Global Financial Services LL	1289926	10-1006 · WSB General Checking	-900.26
TOTAL			Inv. #3104248599	5304 · Equipment Leasing	-366.75
10389	10/16/2020	Precision Control Systems of Chicago, Inc	M04003 Carol Stream Library MC	10-1006 · WSB General Checking	-366.75
TOTAL			Inv. #40022	5203 · Maintenance Contracts	-1,319.00
			Inv. #39953	5202 · Maintenance/Repair	-936.00
			Inv. #39971	7406 · Other Capital Expenditures	-4,612.00
TOTAL					-6,867.00
10390	10/16/2020	RAILS		10-1006 · WSB General Checking	
TOTAL			Inv. #7315	5651 · Digital Media	-82.50
10391	10/16/2020	Sebert Landscaping, Inc.	41711	10-1006 · WSB General Checking	
TOTAL			Inv. #207911	5204 · Landscape Maintenance/Snow Remo	-646.00
			Inv. #S524529	7404 · Landscape	-7,738.00
TOTAL					-8,384.00
10392	10/16/2020	Sir Speedy Printing	1203	10-1006 · WSB General Checking	
TOTAL			Inv. #79979	5509 · Library Publicity and Promotion	-84.96
			Inv. #80025	5509 · Library Publicity and Promotion	-278.16
TOTAL					-363.12
10393	10/16/2020	Swan (System Wide Automated Network)		10-1006 · WSB General Checking	
TOTAL			Inv. #8213	5410 · SWAN Consortium	-13,711.00
					-13,711.00

Carol Stream Public Library Check Detail October 1 - 19, 2020

Num	Date	Name	Memo	Account	Paid Amount
10394	10/16/2020	Village of Carol Stream		10-1006 · WSB General Checking	
	10/15/2020		Inv. #4724	5411 · Village IT Services	-7,738.04
TOTAL					-7,738.04
10395	10/16/2020	Village of Carol Stream - Water Dept.	19442	10-1006 · WSB General Checking	
	10/15/2020		Bill #01655594	5207 · Water/Sewer	-946.57
TOTAL					-946.57
10396	10/19/2020	Baker & Taylor		10-1006 · WSB General Checking	
	10/19/2020		Several invoices	5601 · Youth Services Books	-3,321.62
			Several invoices	5630 · Adult Books	-6,302.99
TOTAL					-9,624.61
10397	10/19/2020	Midwest Tape		10-1006 · WSB General Checking	
	10/19/2020		Several invoices	5606 · Youth Services Media	-214.51
			Several invoices	5637 · Adult Media	-1,500.93
			Several invoices	5651 · Digital Media	-4,784.86
TOTAL					-6,500.30
10398	10/19/2020	Helen M. Plim Memorial Library		10-1006 · WSB General Checking	
	10/19/2020		Patron # 21319001810505	5409 · RBP/ILL Expenses	-145.65
TOTAL					-145.65
			October 2020 Addendum		\$80,397.91
			Disbursements Report September 1 - September 30, 2020		\$153,781.29
			Less Addendum September 2020		(\$79,609.72)
			TOTAL DISBURSEMENTS		\$154,569.48

Attest: _____
Secretary

President

4:00 PM

10/14/20

Accrual Basis

Carol Stream Public Library
Account QuickReport
September 2020

Type	Date	Num	Name	Memo	Split	Amount
5500 - Services						
5501 - Youth Services Programs						
General Journal	09/30/2020	MI903		Record Sept...	2400 - Payroll ...	132.85
Total 5501 - Youth Services Programs						<u>132.85</u>
Total 5500 - Services						<u>132.85</u>
TOTAL						<u>132.85</u>

10:00
 10:00
 10:00

10:00
 10:00
 10:00

Deduction Listing

Check Dates: 09/11/2020 to 09/25/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020091101 - 2020092501

Pay Periods: 08/23/2020 to 09/19/2020

REIMB - REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Danusiar, Amy	1181		12	-132.85
Totals for REIMB - REIMBURSEMENT				
		1 Employees		-132.85

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	1	-132.85
Totals			1	-132.85



LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

October 21, 2020

Audit Report

Auditor Laura Babula from Sikich LLP, will be presenting a review of the Library's 2020 Annual Financial Report. Your Board packet includes the report and the Auditor's Communication to the Board. I prepared the Management Discussion and Analysis that is included in the report. A pdf of the Audit will be emailed to each Board member also. Please review and bring any questions you may have to the meeting.

Tax Levy Prepared

The 2020 Request for Tax Levy needs to be approved and submitted to the Village for their approval. The levy amount is the same as last year's levy amount. A copy of the levy is included in your Board packets which also includes an Exhibit A showing the FY21 budget. Included below is a list of the tax levies from the past ten years and the difference/change from year to year for comparison.

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

FY2011	\$3,431,500	-\$24,655
FY2012	\$3,431,500	no increase/decrease
FY2013	\$3,431,500	no increase/decrease
FY2014	\$3,431,500	no increase/decrease
FY2015	\$3,440,000	+\$8,500
FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease
2018 Levy	\$3,674,461	+234,461 (Building Renovation Loan)
2019 Levy	\$3,674,461	no increase/decrease
2020 Levy	\$3,674,461	no increase/decrease

ProQuest Online Products Renewal

ProQuest provides the Library with the online product of Chicago Tribune Current an online version of their print product, and Chicago Tribune Historical which provides archival access to the Tribune back to 1849. The renewal cost is \$11,159.95, a 3.8% increase from last year. In FY20 we averaged 123 uses per month for an average cost per use of \$7.29. Approval for the ProQuest renewal is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

Election Day Closure

Many of you may already know that there was a state law passed in May to make this year's Election Day, a state holiday. Due to the fact that we do not have a separate entrance into our meeting room for voters and this year's election is unusual due to the pandemic, I am recommending that the Library not be open for services. It would be a burden on the staff to enforce mask-wearing and social distancing of the voters that enter our building. It would also be difficult to monitor the number of people in the building. On that day, Library staff would have the option to work in the building, work remotely, or request paid or unpaid time off. Part-time staff will be given the opportunity to make up their hours if they so choose. I have hired a security person(s) for the day from 5:30am-7:30pm to monitor the stanchions blocking off the main library from the public and to address any situations that may occur.

Policy Revision and Review

The Library Board is required to review the Library's Borrowing and Collection Development Policy every two years. The Management Team recently reviewed both policies. There are some small recommended revisions to the Borrowing Policy. After our review, we do not see any need to make any revisions to the Collection Development Policy. The revised Borrowing Policy and the Collection Development policy are included in the packet for your review.

Harassment and Discrimination Training

The state of Illinois requires that all government employees undergo sexual harassment training each year. This year the Library has contracted with Traliant, a company that offers online training courses, to provide the staff training. All staff are required to complete the online course "Preventing Discrimination and Harassment" during the month of October. I would like to offer the Board of Trustees the opportunity to also take the course if they are interested. It will be available to the Library for one year, so it may be taken at your own convenience. It takes about an hour or so and your progress can be saved and then you can return to it if you are unable to complete it in one viewing. Please let me know if you are interested in this training.

2021 Per Capita Grant Requirements

The state has not yet published the 2021 Per Capita Grant requirements. They have shared via the phone that the 2021 requirement is for the Library Board and staff to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries*. In the past, the Library has only been required to review certain sections. I will provide the Board with the printed pages needed to be reviewed in the October Board packet. This will provide the Board members with a month to review the pages in anticipation of the November Board meeting. The Per Capita Grant is due to the state on January 15. The Board will need to approve the completed grant paperwork at the December Board meeting.

Statement of Cash Receipts and Disbursements

The Library's Cash Receipts and Disbursements Statement for May 1, 2019-April 30, 2020 was published in the Classified Section of the Daily Herald on October 2, 2020.

Facility Update

The painter has repainted the wall in the Receiving Room that had been repaired after experiencing water damage. He also touched up and repainted the walls in the vestibule, behind the lobby self-check and the indoor book drop.

The catch basins in the middle of the parking lot have been repaired. The signage and striping have been installed at the north Hiawatha driveway to indicate it is for one-way traffic. The two permanent "curbside only" parking spaces have also been added at the east front of the building. The Library parking lot will be resealed and restriped in the spring.

I attended the Zoning Commission Meeting on Monday, October 12 at the Village Hall. I presented to the commission information regarding the Library's request for the fence height variance and answered their questions. Tom Farace, the Planning & Economic Development Manager at the Village, had prepared a report to the Commission regarding our request. The Village supported our variance request and the Commission voted and approved the variance. The fence should be installed in early November.

The two additional security cameras have been installed and are fully operational.

The entrance sliding glass doors underwent their annual tune-up and maintenance. Maintenance staff also removed and installed new door decals as the old ones were cracked and not looking so good.

Project Plaque

We have reached out to the architects to start the process of ordering a wall plaque to acknowledge the Library Board, Architects, Construction Firm and staff for their successful 2019-2020 Renovation Project. Once the plaque has been designed and produced, it will be hung in the Library lobby.

Staff Thank Yous

The staff were delightfully surprised and grateful for the cash bonuses that they recently received in acknowledgement of the Library's successful Renovation Project. They are overwhelmed by the Board of Trustees' generosity and appreciation for their work. They extend their thanks and their appreciation of you as a dedicated Board of Library Trustees that demonstrates their commitment to the community of Carol Stream by providing them with a beautifully renovated facility and supporting the Library staff in their efforts to provide exceptional services to the residents.

Flu Shots

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

Library Traffic

Here are our July through October 10th numbers for patrons in the building. They continue to steadily increase. Monday continues to be our busiest day and Saturday has the busiest hour count.

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
8/17/2020	856	13.17
8/24/2020	780	12
8/31/2020	859	13.22
9/7/2020	724/53	13.66

9/14/2020	836	12.86
9/21/2020	819	12.6
9/28/2020	827	12.72
10/5/2020	871	13.4

October Employee Anniversaries

Renee Walther – 10/02/96-Circulation

Steve Dexheimer – 10/07/03-Youth Services

Jeri Cain – 10/01/12-Circulation

Melanie Johnson – 10/11/12-Circulation

Amy Danusiar – 10/24/16-Youth Services

Susan Westgate, Library Director

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

	Sept. FY 19-20	Sept. FY 20-21	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	8,831	6,541	26,309
Videos	3,193	1,746	6,266
Audio	710	493	1,684
Periodicals	241	153	420
Other	190	129	531
E-books	1,993	3,255	18,276
E-Audio	1,319	2,033	10,365
E-Video	130	443	2,849
Digital magazines	427	717	3,539
Museum Passes	18 / 0	6 / 0	25 / 0
ILL - Borrowed from SWAN	2,621	3,258	6,009
ILL - Borrowed from Non-SWAN	47	34	39
ILL - Loaned to SWAN	1,442	1,017	1,797
ILL - Loaned to Non-SWAN	135	38	46
Total Circulation	21,297	19,863	78,155
Total Adult	11,962	12,233	48,018
Total Teen	n/a	78	582
Total Youth	9,335	7,552	29,555
Reciprocal Borrower Loans (incl. above)	783	498	1,024
Automatic Renewals (not incl. above)	18,156	14,073	34,043
Self Check - % of Circulation	38.00%	26.38%	19.87%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	5 / 188	15 / 316	61 / 1,517
Teen Number/Attendance	3 / 20	10 / 22	33 / 175
Youth - Number/Attendance	17 / 328	51 / 504	218 / 3,807
Total - Number/Attendance	25 / 536	76 / 842	312 / 5,499
Library Events - Number / Attendance	0 / 0	n/a	n/a
Outreach* - Number / Attendance	4 / 143	1 / 80	1 / 80
Facility Usage			
Library Visits (Door Count)	11,476	3,434	8,385
Curbside Pickup Transactions	n/a	724	3,948
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	2,903	4,045	17,124
# of Internet Sessions/Total Time	1,992 / 1,615	272 / 205	446 / 302
#iMac Sessions/Total Time	38 / 25	n/a	n/a
# of Library Website Visits	10,566	8,422	36,295
# Mobile App Users	463 / 199	2,386	11,160
# of Wireless Users	n/a	640	2,742
Reference Transactions			
Adult (Includes Online Chat)	2,542	630	2,124
Youth	Combined w/ Adult	498	1,260
Circulation	111	225	674

Total Reference Transactions	2,653	1,353	4,058
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Total One-on-One Tutorials			
Adult	n/a	6	20
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	17,765	17,902	
# of Non-Resident Cards	12	12	
Total Registered Users	17,777	17,914	

Resources Owned/Licensed			
Books	58,906	59,176	
Newspapers (Print only)	22	24	
Periodicals (Print only)	148	137	
Total Print Materials	59,076	59,337	
Current Subscriptions (Print Only)	170	161	
Current E-Subscriptions	119	3,696	
E-Books: Downloadable	53,529	58,662	
Audio Recordings	6,415	6,401	
Audio Recordings (Downloadable)	17,636	21,683	
Videos	13,645	11,273	
Other: Video Games, Puzzles, Devices	561	603	
Databases	49	66	
Total Resources Owned/Licensed	151,030	161,721	

Professional Development Hours	82.5	38.75	567.00
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* Library closed 3/14/20 - 5/30/20 due to COVID-19.

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

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

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

*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
September 2020

Primary Action Items - Administration

- Monitor Welcome Table scheduling and track statistics – The Business Operations Assistant and Tech Services team assist with staffing the Welcome Table 16-20 hours/week. I assist as needed.
- Payroll processing week of 9/8 and 9/21
 - Merit increases and adjustments to Group Term Life processed on 9/8 payroll
 - Worked through a variety of questions with Paylocity including FFCRA Dependent calculation, monthly wage report filing, IMRF report issues and bonus batch procedures
- Document Business Office Procedures
 - Compensation module/merit increase data entry – Mary
 - Group term life calculation - Mary
 - Annual collection of Driver's License/Proof of Insurance - Joyce
 - Mileage reference chart - Joyce
- Distributed disbursements summary through August to Managers for review
- Organize and update multi-year files into single year files – VSP, NAYAX, 941's – Joyce
- Researched StoryWalk pricing and coin box options for the Friends of the Library book sale
- Building issues – Onsite to meet with plumber re: water leak from roof drain, lighting controls installer re: adjustments made to system, and Precision re: server room AC
- 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

- Continued to review and provide feedback on ASI signage quote
- Finished preliminary sort of the remodel photos
- Processed pending remodel invoices

Primary Action Items – Tech Services

- Items ordered - 684
- Items put into Circulation - 661
- Items catalogued – imported bib records & original cataloging - 46
- Item record edits/database clean-up – 570
- Bib record merges submitted to SWAN support – 8
- Conversion project items – 1,398
- Repair items (includes disc cleaning) - 68
- Serial record edits - 12
- Serials – Claimed Issues - 3

Conversion Projects

- Mystery collection – Updated genre sticker - 1,117 items - Marie
- Front labels – J DVD Collection – Complete through J DVD/JUN

Adult Services Department Monthly Report September 2020

Re-opening Services

- Computer Express Stations – Service expanded to non-residents and one 45-minute extension is allowed. Sessions can start at any time rather than only on the hour.
- Curbside printing with the first 20 pages free continues to be popular.

Outreach Activities

- Homebound delivery – Deliveries restarted to Colony Park, Belmont Village, and individual patrons. We have not received permission from Windsor Park or Belmont Village to restart deliveries to our patrons at those locations.
 - Statistics are not available.
- Career Online High School
 - We had our first patron fail to complete the coursework within the 18-month deadline.
 - We have five available scholarships.
- September 9 – CS Chamber Non-Profit Roundtable - Omar
- September 25 – CS Chamber Industrial Roundtable - Omar

Programs

- DuPage Organic garden Club – Our partnership with the garden club restarted. We will host the monthly presentation on our zoom and help promote the programs. The garden club members make arrangements with the speakers and provide check request information to us.
- Live vs passive programs including recording: We have noticed higher participation in passive programming elements. For example, Giving DuPage presented on volunteer opportunities in DuPage County. While no one attended live, the recording on Youtube has garnered 37 views as of September 19.

Meetings

- Weekly Management Team meetings continue
- September 2 – Adult Managers Round Table – Laura
- September 2 – Library Resources Tutorial with World Relief DuPage – Omar
- September 2 – COVID Safety Cmte - Jessica
- September 2 - COHS: Back to School - Crystal
- September 3 – SWAN quarterly meeting – Laura
- September 3 - Team Leader training on how to arm/disarm the patio gates – Omar, Jessica
- September 9 – World Language Networking Group – Omar
- September 9 – COVID Safety Cmte – Jessica
- September 16 – Board meeting – Laura
- September 17 – Director meeting – Laura
- September 21 - RAILS Community Engagement Network Group – Jessica
- September 22 - COHS: Best Practices – Crystal
- September 24 – SWANtech meeting – Laura
- September 24 – SWAN DUX meeting - Sarah
- September 28 – COVID Safety Cmte – Jessica
- September 30 – Special Board meeting - Laura

September 2020 Report for Carol Stream Library Board of Trustees

Circulation Department

Open to public with limited service and regular (65) hours except Sunday.

September 1-30, 2020

- 31 **new accounts** registered ONLINE
- 34 **new resident accounts** registered at the library
- 12,357 Checkouts
- 724 Curbside deliveries
- 9,157 Check ins
- 10,000 items shelved
- 4,085 hold requests made available

Jeri participated in all Management Team Meetings for September

Jeri participated in SWAN Public Service interest group and Circulation Advisory meetings.

SWAN has allowed libraries to offer a 6 day grace period to accommodate the 7 day quarantine and prevents fines from accruing daily on customer accounts.

Three Circulation Staff members are working at the WELCOME table three days per week.

Angela Sheppard, Circulation Clerk, resigned her position on 9.16.20. Her last day was 9.30.20

Anjali Rentfleish, former Materials clerk and circulation Clerk accepted a part time position as Circulation Coordinator beginning 9.21.20

Voter's registration ended on October 6th and all completed forms have been delivered to the County Election Commission. Registration will resume Thursday, November 5th.

Circ staff continue working very hard on collecting requested materials and packaging them for curbside or inside pickup.

Submitted by Jeri L. Cain

10.12.20

Human Resources

Monthly Report

September 2020

Benefits

- Distributed Certificate of Credible College to eligible staff members
- Distributed wellness screening information held at the Village of Carol Stream to full-time staff members.
- Distributed flu shot reimbursement information to part-time employees.

COVID-19

- COVID Committee created and shared a presentation with Management Team on Facing the Facts of Aerosol Transmission on Thursday, 9/17.
- This month COVID-Committee shared information on Daily Self-Checklist and Patron Mask Practices.
- Worked with Mary C to begin to gather a history of wellness information through Paylocity. Employees are required to answer two questions related to completing the COVID checklist. Questions related to symptoms and employee contact with COVID before clocking in to their shift.
- Updated COVID staff expectations were shared with staff at All Staff meeting.

Staffing

- Conducted exit interview and necessary paperwork for the departure of Angela Shepard, Circulation Clerk on 10/23.
- Posted a Circulation Clerk position initially internally. Currently position is now posted externally. At this point, we have utilized 7 options for recruiting.
- Anjali Rentfleish, Circulation Clerk is the Library's new Circulation Coordinator. Communicated with Anjali and paper work was completed to transfer status from part-time to part-time benefit eligible.

Payroll Matters

- Verified employment for staff member, Removed vacation eligibility from employee dashboard, and approved demographic change.

Training

- Library employees are in the process of completing Preventing Discrimination and Harassment training. This on-demand course meets the states mandate to provide yearly training on Sexual Harassment to staff.
- Discussions held with Management Team, COVID Committee, and EAP in preparation for a potential Patron Mask Zoom Training

Professional Development

- HR Source, HR Roundtable, 8/25, 1.25

Respectfully Submitted,
Mary Pellico

Youth Services Report September 2020

Program Highlights

- On September 10, we hosted Firefly Family Theatre who presented “A Tiny Spark” who told stories online for 14 participants.
- Youth Services presented 4 Zoom storytimes during September with an additional 2 Zoom storytimes for area preschools.
- Smart Cookie Book Discussion was held on 9/22 with 7 in attendance
- A Homeschool Hangout was planned for 9/24, but only one family signed up. After speaking with the family, we decided to cancel that program and try again a different month.
- 67 requests Binge Box requests were filled during September.
- A Llama craft was developed in honor of Hispanic Heritage Month with 100 craft kits being distributed.
- On September 26, Amy Teske represented the Library at the CS Park District event “Teenie Weenie Pumpkins and Munchkins” at Armstrong Park from 10a-12p. We gave away paperback books and distributed information about 1000 Books Before Kindergarten.

Patron Service and Reference

- Robin Harwood created a Diverse Read-Alouds list for a patron.
- Clare Meehan assisted a mother and daughter who were looking for books about leaves. After 3 books were found, Clare asked if there was anything else she could help them with. The daughter, who is a semi regular at Storytime, told Clare she was also “looking for stickers.” After some back and forth, Clare was able to find the perfect Princess Anna sticker for her.

Professional Development

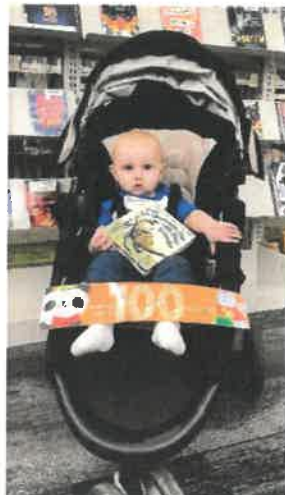
- Robin Harwood watched a webinar – Student and Teacher Communication works. Here’s how.
- Amy Danusiar attended online program about collection development: Booklist Fall Youth Announcement on 9/11
- Amy Danusiar attended Anderson Book Store author visit with Jamie Sumner 9/16

Meeting Attendance

- 9/14, 17– Management Team Meeting – Amy Teske
- 9/9, 24 – Birth to 5 Coalition Meetings – Amy Teske
- 9/22, 30 – Staff Meetings – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager

1000 Books participants in September



Marketing: August 2020

October Newsletter

- Reformatted the traditional newsletter for a totally digital environment (transitioned to a more “flip book” format instead of a magazine format to make it easier to scroll through on a phone or tablet, which are used by about 56% of readers). The new format is also fully clickable and includes some of the same promotions patrons see on the website and in the building to ensure visual continuity and increase brand recognition.
- We recorded 455 views of the newsletter. The newsletter drove approximately 68 program registrations.

September/October Postcard

- Sent postcard to all Carol Stream homes featuring Tutor.com, a free online tutoring service available with a library card number



Other Activities

- Created handouts for advertising Library services to partner organizations (school district and World Relief)
- Ordered new signs for Adult Spotlight section
- Sponsored 2020 Charity Dog Show (Carol Stream Animal Hospital) and the Examiner’s Veteran’s Day section
- Developed a handout for Circulation to announce the shift back to normal from items on hold being checked out automatically
- Advertised the upcoming Library Board of Trustee election packets
- Attended two webinars: RAILS Online Roundtable: Creating, Implementing & Assessing Virtual Programs and Now You’re Speaking Their Language - Communicating across the generations

COVID Safety Committee participation

- Attended safety meetings, presented recommendations to the management team





Facebook

2,283 followers, up 7 from August	Total impressions: 46890	Total engagements: 5101	Impressions last year 	Engagement last year 
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Impressions: the number of times each post was seen by anybody

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




Top three posts from September:

 <p>@bejewelledbud</p> <p>Can you guys please recommend books that made you cry?</p>  <p>Frease @FreaseDaddy</p> <p>Organic Chemistry: Structure and Function by Vollhardt, K. Peter C. and Schore, Neil E. (2014)</p> <p>Get More Likes, Comments and Shares When you boost this post, you'll show it to more people</p> <p>8,877 People Reached 1,164 Engagements Boost Post</p>	<p>The Women League of Women Voters will be here to help you register to vote, request a vote-by-mail ballot, and provide information about voting in the 2022 election. You're encouraged to bring your own tablet or smartphone. If you do not have a device, tablets with Wi-Fi will be available and sanitized after each use. Please bring two forms of ID (one with your current address) to register to vote.</p> <p>LWV LEAGUE OF WOMEN VOTERS</p> <p>DRIVE-THRU VOTER REGISTRATION at Carol Stream Public Library</p> <p>Saturday, Sept. 19, 12-2 Monday, Sept. 21, 2-4</p> <p>Visit the Voting Information Center for official election resources and local updates. Get Voting Information</p> <p>Get More Likes, Comments and Shares When you boost this post, you'll show it to more people</p> <p>1,678 People Reached 78 Engagements Boost Post</p>	 <p>Doublebooking [dou-ble-booking] verb</p> <p>When you cheat on a book, by starting another book before you've finished the first.</p>  <p>Get More Likes, Comments and Shares When you boost this post, you'll show it to more people</p> <p>1,516 People Reached 202 Engagements Boost Post</p>
<p>People reached: 8,877 Engagements: 1,164</p>	<p>People reached: 1,678 Engagements: 78</p>	<p>People reached: 1,516 Engagements: 202</p>

Twitter

<p>Followers: 1,269, up 9 from August</p>	<p>Total impressions: 29000</p>	<p>Total engagement: 1421</p>	<p>Impressions (year)</p> 	<p>Engagement (year)</p> 
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Top tweets from September:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Carol Stream Public Library @CSPublicLib · Sep 21 It's #LibraryMaskMonday. Attached is a photo of a masked employee seen lounging around on the job. pic.twitter.com/pEQ33xpEt			2,206	79	3.6%
	Carol Stream Public Library @CSPublicLib · Sep 21 Wednesday is hump day. While many visualize this as a camel's hump, at the library we sometimes like to take a more creative approach. #Excitebike #WackyWednesday pic.twitter.com/JpcOKZ7z18			1,203	22	1.8%
	Carol Stream Public Library @CSPublicLib · Sep 21 Questions about homework? The library can help! Connect with a live tutor now. bit.ly/3li9CyB pic.twitter.com/yZvUmhQBBo			1,097	13	1.2%

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

September 3	Service Update	Open rate: 31.1%	Click rate: 1.8%
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September 8	Do you have an hour to save a life?	Open rate: 24%	Click rate: 1.1%
September 10	How to stay positive in 2020	Open rate: 17.4%	Click rate: 1.4%
September 17	Drive-thru voter registration this Saturday	Open rate: 18%	click rate: 0.7%
September 24	The October newsletter is here!	Open rate: 17.9%	Click rate: 3.3%



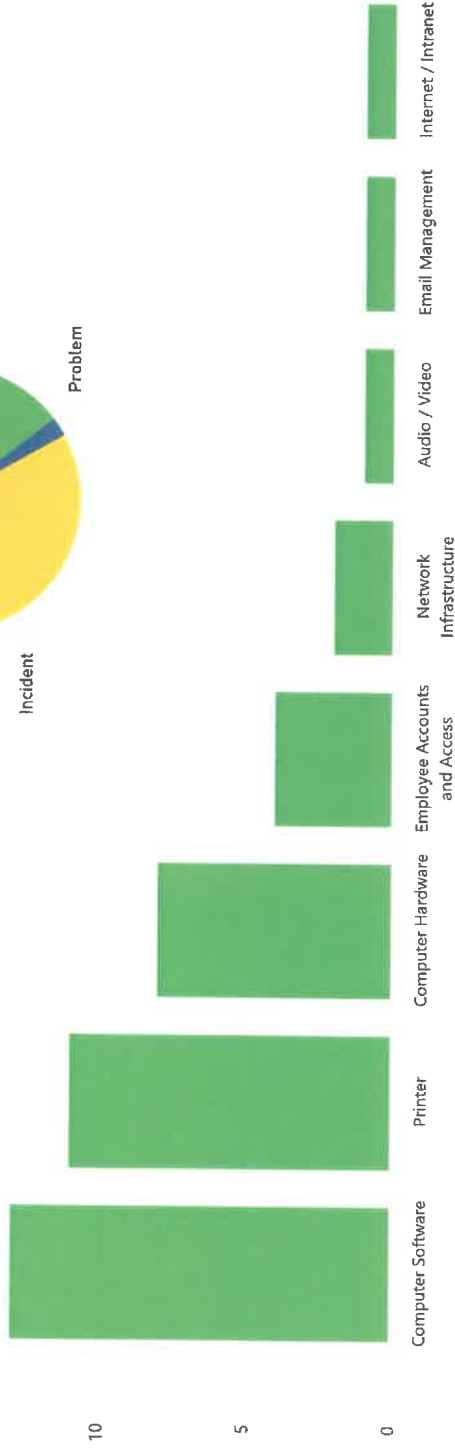
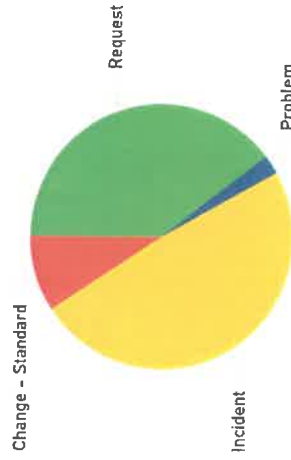
Monthly Report of IT Service

Report Range 9/1/2020 9/30/2020

Support Tickets 41

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.

Sub-category	Count
OTHER	11
Operating System	3
Catalog Station	2
Printer Configuration	2
Prints are Dirty	2
Add/Remove	1
Allow Email	1
Displays	1
eHelpdesk	1
Fortinet VPN	1
Freeware	1
Laptop / Tablet	1
Monitor	1
MyPC	1
Needs Toner	1
Network Adapter	1
Network Drives	1
O365	1
opac	1
Patching - Appliance	1
Patching - Server	1
Print Error	1
Print Kiosk	1
Remove Network Account	1
UPS	1
Vendor Access	1
Total	41

New Training Courses | Diversity Training Learn More (<https://www.traliant.com/diversity-training/?prev=course-library>) | COVID-19: Returning to the Workplace Learn More (<https://www.traliant.com/covid-19-returning-to-the-workplace/>)



(<https://www.traliant.com/>)



Course Library

Traliant is revolutionizing the compliance training experience with modern, bite-sized episodes served in a news-style format. Courses immerse learners in interactive videos that let them choose alternate endings, while learning to handle difficult, real-world situations. By influencing behavior and culture, employees learn to act ethically, speak up and prevent harassment and discrimination, and promote a positive, respectful workplace.

Below is a listing of our available training courses.



Preventing Discrimination and Harassment (<https://www.traliant.com/online-anti-harassment-anti-discrimination-sensitivity-training/>)

Traliant's industry-leading **Preventing Discrimination and Harassment** course is available for both employees and managers, and explains the behaviors that are expected of individuals to create a workplace that is free of discrimination, harassment, and bullying. This course, presented in a familiar news show format, is divided into brief, schedule-friendly episodes – and features interactive videos and gamification to enrich the learning experience.



CONFERENCE PREVIEW

2020 Illinois Library Association Virtual Conference

Conference Dates: October 20-22

For full conference information and to register online: ila.org/conference
#ILAAC20 #WeAreILA

On behalf of the 2020 ILA Conference Program Committee, we are looking forward to welcoming everyone to the first-ever ILA Virtual Conference:

Many Libraries, One State: We Are ILA

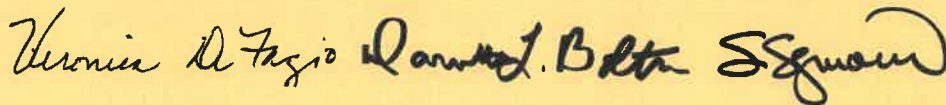
When the first stay-at-home orders took effect in Illinois, it seemed impossible to believe that things wouldn't be back to normal by Annual Conference in October. But as time went on it became clear that this year's committee would have to rethink our plans to meet together in Springfield. The thought that we would not be able to meet in person seemed almost incomprehensible. Yet, not unprecedented. The very first issue of *Illinois Libraries*, from 1919, notes that the annual statewide meeting would be cancelled due to the influenza outbreak, replaced by a series of smaller regional meetings. Who could have imagined that a century later the Illinois library community would find itself facing a similar dilemma. Much like we did in 1919, we adapted. Instead of gathering in one location, this year, we'll convene online, network electronically in real time, and visit exhibits in a virtual marketplace. While the way we meet has changed, what hasn't changed is the array of high-quality topics and content you've come to expect.

Eric Klinenberg, author of *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* (Crown, 2018), will present the keynote, focused on libraries as healers of our divided, unequal society. LaShawnda Crowe Storm and Phyllis Viola Boyd will present the President's Program. Storm is a mixed-media artist, activist, community builder, and occasionally an urban farmer. In her spare time, she is the Community Engagement Director for Spirit & Place, at Indiana University-Purdue University, which utilizes the arts, humanities and religion as a catalyst for civic engagement, critical community dialogue, collaboration and experimentation. Boyd, an artist and urban strategist, serves as the Executive Director of Groundwork Indy, a non-profit organization that employs youth to work on community-based projects that equitably enhance environmental, economic, and social well-being.

In addition to these programs, you'll have an opportunity to attend a combination of live and recorded sessions, visit your favorite exhibitors at their virtual "booths," and celebrate the ILA Award Winners on the closing evening.

In times of uncertainty, it is comforting to know that we are not alone. From large university libraries to one-person special libraries, from sprawling urban systems to rural one room storefronts, come what may, we are in it together. We are resilient, and we are strong. Many Libraries, One State: We ARE ILA.

Mark your calendars for October 12-14, 2021, currently slated to take place in Peoria. No matter what 2021 brings, we'll convene again one way or another.



Veronica De Fazio
ILA President

Darnetta Bolton
Conference Co-Chair

Sarah Sagmoen
Conference Co-Chair

Featured Speakers

Eric Klinenberg - Keynote

Tuesday, October 20, 12:00 - 1:30 P.M.



Eric Klinenberg is Helen Gould Shepard Professor of Social Science and Director of the Institute for Public Knowledge at New York University. He is the author of *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* (Crown, 2018), *Going Solo: The Extraordinary*

Rise and Surprising Appeal of Living Alone (The Penguin Press, 2012), *Fighting for Air: The Battle to Control America's Media* (Metropolitan Books, 2007), and *Heat Wave: A Social Autopsy of Disaster in Chicago* (University of Chicago Press, 2002), as well as the editor of *Cultural Production in a Digital Age*, co-editor of *Antidemocracy in America* (Columbia University Press, 2019), and co-author, with Aziz Ansari, of the New York Times #1 bestseller *Modern Romance* (The Penguin Press, 2015). His scholarly work has been published in journals including the *American Sociological Review*, *Theory and Society*, and *Ethnography*, and he has contributed to *The New Yorker*, *The New York Times Magazine*, *Rolling Stone*, and *This American Life*.

LaShawnda Crowe Storm & Phyllis Viola Boyd - President's Program

Wednesday, October 21, 12:00 - 1:30 P.M.



Phyllis Viola Boyd is an artist and urban strategist, and LaShawnda Crowe Storm is a community-based artist, community organizer and urban farmer. They are both community activists and social entrepreneurs, working to find creative solutions for the most pressing concerns in many of our communities. Their work is grounded within the context of arts-based community development, trauma-informed community building, healing historical harms, and other methodologies to guide how we work in community in order to do no harm.



Jon E. Cawthorne - IACRL President's Program

Wednesday, October 21, 3:00 - 4:00 P.M.

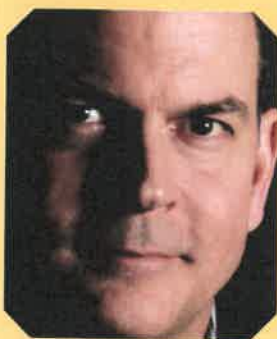


Jon E. Cawthorne is President of the Association of College and Research Libraries (ACRL). He serves as dean of Wayne State University Library System and the School of Information Sciences, a position he has held since 2017. Prior to this, Cawthorne served as dean of libraries at West Virginia University (2014-2017),

as associate dean of public services and assessment at Florida State University (2012-2014), and as associate university librarian for public services at Boston College (2011-2012). Cawthorne holds a M.L.S. degree from the University of Maryland, and a Ph.D. in managerial leadership in the information professions from Simmons College.

James A. Bowey - DiversiTEA

Wednesday, October 21, 4:15 - 5:15 P.M.



James A. Bowey, MFA, is a Chicago-based documentary artist whose work explores issues of human rights and social connection. He has spent his career covering a wide range of global and national stories from the war in Bosnia to Hurricane Katrina. His photography and writing have been featured in

The New York Times, *Time Magazine*, *the Associated Press*, as well as in numerous exhibitions. Building on his career as an international photojournalist, editor and professor of art and media, Bowey creates what he calls "interactivations" that combine documentary storytelling, visual art and live programs in an art form that promotes empathy and bridges social divisions. His current projects about refugees and race in America have been presented in dozens of libraries around the country.

Awards Ceremony

Thursday, October 22, 5:30 P.M.

Join us at our first Virtual Awards Ceremony. This has been a challenging year for everyone, so let's take this opportunity to celebrate our colleagues and friends within the Illinois library community at this special ceremony.

This year, as with previous years, we will honor and recognize the best in librarianship throughout the state. The ceremony will be free to attend, but space will be limited, so please look for registration details from ILA. This is an event you won't want to miss!

Program Schedule at a Glance

Tuesday, October 20

11:00 A.M. – 5:00 P.M.	Exhibits Open
NOON – 1:30 P.M.	TBS Opening Session, featuring Eric Klinenberg
1:45 – 2:45 P.M.	Program Session 1
3:00 – 4:00 P.M.	Program Session 2
4:15 – 5:15 P.M.	Program Session 3

Thursday, October 22

11:00 A.M. – 5:00 P.M.	Exhibits Open
NOON – 1:00 P.M.	Program Session 7
1:15 – 2:15 P.M.	Program Session 8
2:30 – 3:30 P.M.	Program Session 9
3:45 – 4:45 P.M.	Program Session 10
5:30 – 6:30 P.M.	Awards Ceremony

Wednesday, October 21

11:00 A.M. – 5:00 P.M.	Exhibits Open
NOON – 1:30 P.M.	Membership Meeting & President's Program
1:45 – 2:45 P.M.	Program Session 4
3:00 – 4:00 P.M.	Program Session 5
4:15 – 5:15 P.M.	Program Session 6

Exhibits

The Virtual Exhibit Hall will be open 11:00 A.M. – 5:00 P.M. each day of the conference. Be sure to make time to visit our exhibitors.



Registration Rates & Deadlines

Your full conference registration includes access to all sessions, the exhibit hall (virtual marketplace), and attendee lounges. The virtual conference features live and taped program sessions that will be available for viewing later; Keynote, President's Program, and Membership Meeting general sessions, and a virtual marketplace, featuring our exhibitors.

Register online at ila.org/conference. Questions? Email ila@ila.org

	Early Bird	Advance	On-site
Full Conference Registration	by 9/21	by 10/12	after 10/12
ILA Member	\$100	\$125	\$150
Non-member	\$150	\$175	\$200
Full-time Student/ Retired/ Unemployed Member	\$50	\$75	\$75

Cancellation Policy

All refund requests must be received in writing by October 12, 2020. No telephone cancellations/refund requests can be accepted. Please email refund requests to ila@ila.org.

No refunds after October 12. All cancellations are subject to a \$15 processing fee.

If you have any questions regarding registration, please email ila@ila.org.



Illinois Library Association



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KEY ISSUES

BECOME A LIBRARY FRIEND

BECOME A LIBRARY TRUSTEE

#MYLIBRARYMYSTORY

SCHOOL LIBRARIES

LIBRARY ADVOCACY STARTER KIT ([HTTP://WWW.ILOVELIBRARIES.ORG/ADVOCACY-STARTER-KIT](http://www.ilovelibraries.org/advocacy-starter-kit))[Home](#) » [Get Involved](#) » Become a Library Trustee

BECOME A LIBRARY TRUSTEE

Library trustees are powerful advocates for libraries. Through the coordination, hard work, and determination of trustees, new libraries have been built, budgets have been restored and increased, and new respect has been generated for the powerful role libraries play in communities and on campuses. As part of a trustee board, trustees serve on a volunteer basis, can be elected or appointed to a library board for a period of time, and are tasked with the duty of helping to direct the funds and policies of an institution. In general, the library board of trustees has a role in determining the mission of the library, setting the policy that governs the library, hiring and evaluating a library director, and overseeing the general management of the library. This role varies with every library system. For specifics on the role your board of trustee has, contact your local library.

[Join United for Libraries \(http://www.ala.org/united/membership\)](http://www.ala.org/united/membership) to stay informed about the bigger picture of libraries and library-related issues and legislation.

Ideas for Established Trustees

[United for Libraries Trustee Tip Sheets \(http://www.ala.org/united/trustees/tipsheets\)](http://www.ala.org/united/trustees/tipsheets): Be sure to get informed about the duties and responsibilities of your role. It's not uncommon for the role of the Friends and public library Trustees to become confused. What is a Trustee's role? What authority and

responsibilities do Friends have? If these groups are unsure of their respective authorities, conflict can arise.

Register for the Trustee Academy. (<http://www.ala.org/united/training/trustee-academy>) The Trustee Academy is a series of online courses to help Trustees become exceptionally proficient in their roles on behalf of libraries. All courses are taught by a professional in the field and priced a la carte, so attendees can choose individual courses that are important to them, or a full curriculum (with discounted pricing).

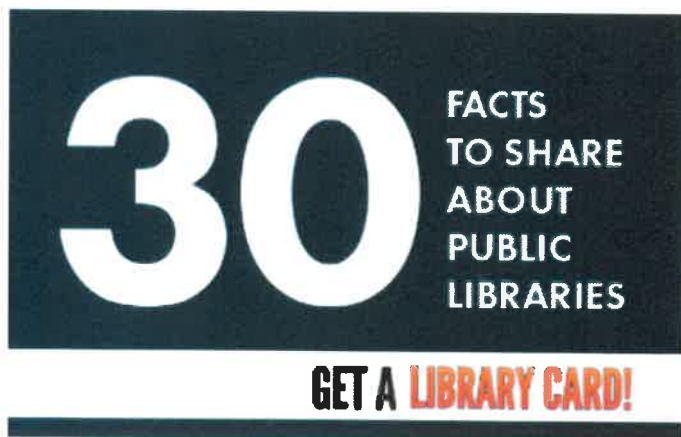
Get informed about sample policies for Trustees (<http://www.ala.org/united/trustees/policies>). The United for Libraries website has many sample policies for your perusal, including policies on Ethics, Conflict of Interest, and Sponsorship Policy and Procedures.

Join the United for Libraries e-list! (<http://www.ala.org/united/trustees/electronic-discussion-group>) ALA's United for Libraries division offers an **electronic discussion list for trustees** (<http://www.ala.org/united/trustees/electronic-discussion-group>) to discuss issues pertinent their trusteeship, plus legislative and media information.

Join United for Libraries (<http://www.ala.org/united/membership>) to stay informed about the bigger picture of libraries and library-related issues and legislation.

Other ways to get involved (<http://www.ilovelibraries.org/get-involved/library-friends/other-ways-to-get-involved>)

Additional ways you can get involved.



Join United for Libraries

(<http://www.ala.org/united/>)

TRUSTEE DUTIES AND RESPONSIBILITIES



The Big Picture

If legions of jobseekers were vying for trustee positions on library boards, a want ad for the job might read as above.

Of course, service on a library board is pro bono public service, so you will not have arrived here by dazzling a job interviewer. As a library user and supporter, you may have campaigned for an elected trustee position, or perhaps you hesitantly accepted appointment. Either way, you have a most important job to do.

A public library might be defined as a repository of information available to all in the community. This public resource addresses and meets a wide variety of needs. For some members of the community, the library is the chief or only source for recreational reading. For others, it is a valuable professional resource. Young children discover the wide world of ideas in the library. People of all ages use computers and the Internet at libraries to prepare themselves to function in the modern digital world. Disabled people find resources in public libraries that may not be available elsewhere. You, as a trustee, represent all of these people.

A public library, even of relatively small size, is a complex operation that requires informed and skillful administration and management. You, along with the other trustees on the library board, oversee performance of these roles by library staff.

The Board of Trustees

Library trustees do their work collectively on the library board. Though the board has broad powers—it is answerable only to the governing body that has oversight over the library or, if elected, to the voters—those powers are exercised collectively. No individual trustee can speak or act for the board, or for the library, unless specifically empowered to do so by board action or adopted bylaws.

The board's crucial partner in administering the library is the library director. This professional has been hired by the board and serves at the board's pleasure. The board depends heavily on the professional judgment and experience of the director. For example, the board of trustees can draft an annual budget for the library, but specific input about what moneys are needed for which purposes comes mainly from the director. As a trained professional, he or she is employed to assess needs such as acquisitions, staff coverage, and public services.

The remainder of this chapter details duties of the board of trustees, both those assisted and unassisted by the library director; responsibilities of individual trustees; and basic rules of ethics for trustees.

Duties

Broadly speaking, the board of trustees establishes library policies, and the library director implements those policies in the day-to-day operations of the library. However, these roles are interdependent and require careful distinction of responsibility and authority.

The degree to which the board relies on the librarian's professional knowledge and experience will, of course, vary with the situation. In every case, however, cooperation is the key to a smoothly run, successful library. A library in which all the players work cooperatively toward the common goal will inevitably deliver greater benefits to the community than one in which trustees and librarian work competitively, at odds with each other. The following lists detail duties carried out collectively by boards of trustees in public libraries.

Duties of the Board Assisted by Input from the Director...

- Write and maintain an official mission statement for the library.
- Develop long-range plans to address anticipated community needs.
- Establish and support library policies. Examples of such policies include
 - ♦ levels of service (for example, open hours).
 - ♦ registration and circulation policies and other rules directly affecting patron use.
 - ♦ types of service (in addition to circulation and informational services, will the library provide special programs for children? the disabled? the visually impaired? or literacy training?).
 - ♦ confidentiality and privacy policies.
 - ♦ patron access to the Internet.
 - ♦ collection development policy.
- Authorize salary and benefits plans for library staff.
- Assess maintenance of library grounds and buildings, and authorize purchase of lands or construction of new buildings when necessary and appropriate.
- Develop an annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Provide financial information and an independent audit as required by Illinois law.
- Advocate for funding necessary to meet community library needs.
- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.

Duties of the Board, Exclusively...

- Hire a qualified library director.
- Evaluate director's performance periodically, at least annually.
- Establish policies for the functioning of the board. Such policies include
 - ♦ by-laws governing meetings, quorums, selection of officers and the length of their terms as officers; and other matters relating to handling the business of the board.
 - ♦ finance policies (for example, how funds will be dispersed or invested, or who will be authorized to write checks).
 - ♦ trustee's code of ethics.

For more information about division of duties between the board of trustees and the library director, go online to the Illinois State Library Administrative Ready Reference Menu,

http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**; select **Division of Responsibility...**

You, Personally

For the library machine to hum smoothly, every participant—trustee and staff—must shoulder a fair and proper load. To carry out the trustee duties which you have accepted, you will need to make a substantial commitment of time and effort.

Your Duties as a Trustee...

- Attend board meetings.
- Preview agenda, minutes, and documents before each board meeting.
- Participate in discussion and decision making at board meetings.
- Stand by decisions made by the board.
- Serve on committees as assigned by chair.
- Commit time outside of board meetings for the work of the board, as necessary and appropriate.
- Participate in activities sanctioned by the board, such as fundraising or public relations in the community.
- Represent the library at community events—be visible and accessible to those you represent.
- Become informed about library issues through participation in the regional library system, ILA, and ALA.
- Become informed about state laws that govern public libraries in Illinois.

• Become an advocate for the library community. As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.

Your Ethical Responsibilities...

- If you have a conflict of interest in a matter taken up by the board, you must remove yourself from consideration and voting on that matter. For example, your financial stake in a firm with which the board does or intends to do business would constitute a conflict of interest. (For more information about conflicts of interest, see Chapter 4, "Legal Responsibilities and Liability.")
- Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.
- Respect confidential information: do not reveal content of closed session board discussions.
- Refer patron/public requests for information to the library director.
- Refer staff grievances or problems to the library director, who has full responsibility for managing staff; refrain from becoming involved in controversy or conflict among staff.
- Refer complaints from the public to the library director.
- Do not initiate or participate in ad hoc board meetings called without advance notice and knowledge of all participants. Conform to the Open Meetings Act in posting required meeting notices for the public and the press.
- Assume full responsibility as a board member. Attend board meetings regularly and perform all assigned committee work in a timely manner. If you are unable to fulfill your duties, consider resigning so that someone else can better serve.
- Support open access to information and resist moves toward censorship.

Finally, consider the benefits you will derive from serving as a library trustee. You will make new acquaintances and friendships with people who are passionate about, and dedicated to, values of public service. Some of these people will become personal friends; others will remain good professional associates. Whether you are a worker in a trade, a professional, a homemaker, an independent businessperson, or are engaged in some other life activity, the people network you establish during your tenure of trusteeship will likely prove to be of great benefit to you.

Then, of course, there is the obvious: you will be making an important contribution to the people in your community and to your community's future. A public library is one of the most universal and accessible institutions in our society. Your contribution as a public library trustee will help bring opportunity to all the people, irrespective of all the differences that sometimes divide communities in other spheres. Don't understate the satisfaction you will derive from this endeavor.

Resources

- Duca, Diane J. *Nonprofit Boards: Roles, Responsibilities, and Performance*. New York: Wiley, 1996.
- Gale, Robert L. *Board Source, Governance Series Booklets, #9: Leadership Roles in Nonprofit Governance*. Washington, D.C.: Board Source, 2003.
- Grace, Kay Sprinkel. *Board Source, Governance Series Booklets, #6: The Nonprofit Board's Role in Setting and Advancing the Mission*. Washington, D.C.: Board Source, 2003.
- Ingram, Richard T. *Board Source, Governance Series Booklets, #1: Ten Basic Responsibilities of Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.
- O'Connell, Brian. *The Board Member's Book: Making a Difference in Voluntary Organizations*. New York: Foundation Center, 2003.

received by the library in the last fiscal year for all libraries except those municipalities over 500,000 in population (75 ILCS 5/4-9 and 75 ILCS 16/30-35e).

Committees

Most library boards delegate detail work to committees to save the time of the full board. Such committees prepare recommendations for the board's decision, but do not make those decisions on their own. If lengthy or complex, committee reports should be submitted in writing in advance of a board meeting.

Standing committees generally deal with ongoing and long-range concerns of the board, such as facility maintenance, finance, personnel, public relations, and fund raising. Special or ad hoc committees are created to deal with short-term or one-time tasks.

Committees are subject to the Illinois Open Meetings Act; therefore, their meetings should be conducted in public with appropriate advance public notice, and minutes of meetings must be recorded and archived.

Agendas

When not well planned, meetings tend to digress and waste participants' time. The board president should develop a meeting agenda and distribute it in a timely fashion before each board meeting. The following is a sample agenda.

A Sample Agenda...

- Call to order; recording of attendance; determination of quorum
- Review of minutes from previous meeting; call for corrections or additions; motion to accept minutes
- Treasurer's report/authorization for the payment of invoices
- Library Director's report
- Board President's report
- Committee reports
- Unfinished business
- New business
- Closed Session (best to keep on the agenda permanently so the session is always in order if needed)
- Items for the next agenda
- Announcements
- Adjournment, with announcement of date, time, and place of next meeting

Resources

- Chait, Richard P. *Board Source, Governance Series Booklets, #8: How to Help Your Board Govern More and Manage Less*, revised edition. Washington, D.C.: Board Source, 2003.
- Chait, Richard, Thomas P. Holland, and Barbara E. Taylor. *Improving the Performance of Governing Boards*. Phoenix, Ariz.: Oryx Press, 1996.
- Dambach, Charles F. *Board Source, Governance Series Booklets, #3: Structures and Practices of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.
- Flynn, Outi. *Meet Smarter: A Guide to Better Nonprofit Board Meetings*. Washington, D.C.: Board Source, 2003.
- Tesdahl, D. Benson. *The Nonprofit Board's Guide to Bylaws: Creating a Framework for Effective Governance*. Washington, D.C.: Board Source, 2003.