

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: November 18, 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-3>. For individuals interested in Public Participation please email your full name and questions or comments to cstream@cslibrary.org. They will be read aloud during the Public Participation portion of the meeting. *The recording of the meeting will be posted on the Library's website.*

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

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

1. WELCOME AND CALL TO ORDER – Nadia Sheikh, President
2. PLEDGE TO THE FLAG
3. ROLL CALL – Mansi Patel, Secretary
4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – Nadia Sheikh
 - 4.1 Native American Heritage Month, November 2020
 - 4.2 Diwali – Festival of Lights was November 14, 2020
 - 4.3 Author Yuyi Morales (11/11/20) Thank You Letter to Librarians and YouTube video
5. PUBLIC PARTICIPATION – Nadia Sheikh
6. ADOPTION OF THE CONSENT AGENDA – Nadia Sheikh
7. APPROVAL OF MINUTES
 - 7.3 Minutes of the Regular Board Meeting of October 21, 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 and October 31, 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 Recommendation, Re: Approval of Annual Library Calendar 2021 Library Closings and Board Meetings
- 10.2 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream
- 10.3 Recommendation, Re: Approval of Purchase of Computer Laptop Equipment
- 10.4 Recommendation, Re: Approval of Library Closing on Saturday, December 26, 2020
- 10.5 Recommendation, Re: Approval of Donation to Village of Carol Stream for Holiday Program
- 10.6 Discussion: Library Services During COVID-19 Tier 2 and Tier 3 Mitigation
- 10.7 Discussion: Formation of Diversity, Equity, Inclusion and Social Justice Committee
- 10.8 Discussion: Review of Roberts Rules of Order
- 10.9 Discussion: 2021 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*

11. DISBURSEMENTS

- 11.1 Approval of Disbursements of October 1-31, 2020 plus the Addendum for the Meeting of November 18, 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

- 14.1 Special Announcement – Vice President, Dr. Bonita Berryman-Gilliam
- 14.2 Minutes of the Regular Board Meeting of September 16, 2020
- 14.3 Minutes of the Special Board Meeting of September 30, 2020
- 14.4 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2020
- 14.5 Approval of Disbursements of September 1-30, 2020 plus the Addendum of October 21, 2020

15. BOARD DEVELOPMENT

16. BOARD MEMBER REPORTS

- 16.1 Report on Webinars attended/Civic Engagement – Trustees Berryman-Gilliam and Sheikh

16.2 Report on Discrimination and Harassment Training, Trustees Olson and Sheikh

17. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

17.1 Revision to Library Account Policy

18. ADJOURN

Next Resolution: #293

Mansi Patel, Secretary
Board of Library Trustees

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

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

DATE: October 21, 2020

TIME: 7:00 p.m.

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

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:06 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Jourdan, Larimer, Lynch, Olson, Patel and Sheikh

Absent: Trustee Berryman-Gilliam

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Sikich Representative Laura Babula, Friends of the Library members President Karen Shreve, Secretary Linda Waggoner and Treasurer/Membership Margaret Leabru.

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

Trustee Lynch moved and Trustee Olson seconded that the Carol Steam Library Board of Trustees Approve Resolution #292 Commendation of Friends of the Carol Stream Public Library. Motion approved.

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

Nays 0

Absent..... Trustee Berryman-Gilliam

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.

4.2 Special Announcement – Vice President, Dr. Bonita Berryman-Gilliam
Tabled until November Board Meeting

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
President Sheikh acknowledged the Adult Services department for their More Than a Month programming and encouraged the Trustees to attend the upcoming program being presented on October 26.

5. PUBLIC PARTICIPATION – None

6. Consent Agenda-None

7. APPROVAL OF MINUTES

7.1 Minutes of the Regular Board Meeting of September 16, 2020-Draft Minutes to be posted, approval tabled until November Board meeting

7.2 Minutes of the Special Board Meeting of September 30, 2020-Draft Minutes to be posted, approval tabled until November Board meeting

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
Tabled until November Board meeting.

9. BOARD AND COMMITTEE REPORTS

9.1 Report from the President, Nadia Sheikh

President Sheikh discussed with the Board what the responsibilities are for Library Trustees and their important role in setting the Vision for the Library and developing a strategic plan for the future.

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

9.3 Board Committee Reports-Committee Chairs

9.3.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam-Absent

9.3.2 Facilities Committee - David Larimer-None

9.3.3 Finance Committee – Justin Lynch-None

10. NEW BUSINESS

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

Sikich representative Laura Babula presented the Library’s FY2020 Annual Financial Report and Auditor’s Communication to the Board. The auditor issued an unmodified audit opinion. An unmodified opinion is issued when the financial statements “give a true and fair view” and the organization under audit has gone in accordance with all requirements. It is the highest opinion that can be given.

10.2 Acceptance of 2020 Audit as Presented

Trustee Olson moved and Trustee Larimer seconded that the Carol Steam Library Board of Trustees accept the 2020Audit as presented. Motion approved.

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

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

The 2020 Request for Tax Levy is required to be approved and submitted to the Village of Carol Stream. There was no increase to the levy amount from last year, \$3, 674,461.

Trustee Patel moved and Trustee Lynch seconded that the Carol Steam Library Board of Trustees Approve Resolution #291, 2020 Request for Tax Levy. Motion approved.

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

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

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 the Library 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 Library policy for expenditures exceeding \$10,000.

Trustee Jourdan moved and Trustee Olson seconded that the Carol Steam Library Board of Trustees Approve the annual renewal of the Chicago Tribune/Historical Chicago Tribune database. Motion approved.

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

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

Trustee Lynch moved and Trustee Larimer seconded that the Carol Steam Library Board of Trustees approve the closure for Library Services on Election Day, Tuesday, November 3, 2020. Motion approved.

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

10.6 Recommendation, Re: Approval of Revision of Borrowing Policy

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 minor revisions to the Borrowing Policy to update the Library's consortia to SWAN.

Trustee Olson moved and Trustee Sheikh seconded that the Carol Steam Library Board of Trustees approve the revision of the Library's Borrowing Policy. Motion approved.

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

10.7 Review of Collection Policy

The Library's Collection Policy has been reviewed by the staff and Board and no revisions are needed at this time.

10.8 Discussion: Building Security

The Library has hired a security service employee for Tuesday, November 3. Two additional security video cameras were installed, one outside at the Library entrance and an indoor camera in the Youth Services area.

11. DISBURSEMENTS

11.1 Approval of Disbursements of September 1-30, 2020 plus the Addendum for the Meeting of Oct. 21, 2020- Tabled until November Board meeting.

12. REPORT OF THE LIBRARY DIRECTOR, Susan Westgate

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.

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.

Director Westgate stated that there have not been any changes to the Library's COVID-19 safety practices and that the mask and hand sanitizer requirements for patrons continue to be enforced to ensure the health and safety of all.

13. MONTHLY STAFF REPORTS

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

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

Trustees Shiekh and Olson stated that they would like to take the online training that the Library staff are required to complete. Director Westgate will arrange to get them registered for the training.

16. BOARD MEMBER REPORTS

16.1 Report on Webinars attended/Civic Engagement – Dr. Bonita Berryman-Gilliam-absent, Nadia Sheikh Tabled until November Board meeting.

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

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:32 p.m.

November 18, 2020

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,808,091.65	\$ (232,905.83)	\$ 3,575,185.82
Working Cash	50,874.53	10.58	50,885.11
FICA	178,850.35	(11,655.96)	167,194.39
IMRF	199,656.08	(18,356.68)	181,299.40
Liability Insurance	17,603.65	(3,659.07)	13,944.58
Audit	9,102.47	(685.51)	8,416.96
Capital Maintenance & Repair	1,590,025.51	(14,928.83)	1,575,096.68
Building Renovation Loan	<u>231,405.85</u>	<u>2,829.91</u>	<u>234,235.76</u>
TOTAL ALL FUNDS	<u>\$ 6,085,610.09</u>	<u>\$ (279,351.39)</u>	<u>\$ 5,806,258.70</u>

See attached for a schedule of cash and investments.

Nadia Sheikh, Board President 10/31/20

Nancy Olson, Board Treasurer 10/31/20

Susan Westgate, Library Director 10/31/20

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 151,191.58
WEST SUBURBAN BANK	PAYROLL	100,331.46
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	2,241,820.62
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,313,337.45
PROPAY	ELECTRONIC	316.58
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,807,767.69</u>

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

TABLE OF CONTENTS

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



Accountant's Compilation Report

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

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

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

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

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

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

McClure, Inserra & Company, Chartered

November 5, 2020

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

	Oct 31, 20	Sep 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	151,191.58	131,055.76	20,135.82
10-1008 · WSB Payroll Account	100,331.46	101,524.42	-1,192.96
10-1014 · Illinois Funds-Prime	3,313,337.45	3,313,059.43	278.02
10-1024 · WSB Money Market Acct	2,241,820.62	2,538,873.79	-297,053.17
10-1025 · ProPay	316.58	326.69	-10.11
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,231,072.88	-2,277,518.44	46,445.56
Total 10-1000 · Library Fund Cash	3,576,694.81	3,808,091.65	-231,396.84
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,885.11	50,874.53	10.58
30-1190 · Allocated Cash-FICA Fund	167,194.39	178,850.35	-11,655.96
40-1090 · Allocated Cash-IMRF Fund	181,299.40	199,656.08	-18,356.68
50-1090 · Allocated Cash-Liability Fund	13,944.58	17,603.65	-3,659.07
60-1090 · Allocated Cash-Audit Fund	8,416.96	9,102.47	-685.51
70-1090 · Allocated Cash-Capital R&M Fund	1,575,096.68	1,590,025.51	-14,928.83
80-1090 · Allocated Cash-Debt Service	234,235.76	231,405.85	2,829.91
Total 1190 · Allocated Cash-Fund Balances	2,231,072.88	2,277,518.44	-46,445.56
Total Checking/Savings	5,807,767.69	6,085,610.09	-277,842.40
Total Current Assets	5,807,767.69	6,085,610.09	-277,842.40
TOTAL ASSETS	<u>5,807,767.69</u>	<u>6,085,610.09</u>	<u>-277,842.40</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	1,508.99	0.00	1,508.99
Total Credit Cards	1,508.99	0.00	1,508.99
Total Current Liabilities	1,508.99	0.00	1,508.99
Total Liabilities	1,508.99	0.00	1,508.99
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	1,560,844.37	1,840,195.76	-279,351.39
Total Equity	5,806,258.70	6,085,610.09	-279,351.39
TOTAL LIABILITIES & EQUITY	<u>5,807,767.69</u>	<u>6,085,610.09</u>	<u>-277,842.40</u>

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

	Oct 20	May - Oct 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	44,375.69	3,642,067.65	3,674,461.00	99.12%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	44,375.69	3,642,067.65	3,679,461.00	98.98%
3100 · PPR Taxes	0.00	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	884.20	7,637.02	34,100.00	22.4%
Total 3200 · Interest Income	884.20	7,637.02	35,600.00	21.45%
3300 · Patron Payments				
3301 · Fines & Fees	316.58	1,174.87	16,000.00	7.34%
3302 · Public Copy Payments	301.27	845.21	15,000.00	5.64%
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	617.85	2,020.08	35,000.00	5.77%
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	0.00	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	45,877.74	3,725,280.37	4,006,661.00	92.98%
Gross Profit	45,877.74	3,725,280.37	4,006,661.00	92.98%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	53,711.91	293,719.32	689,000.00	42.63%
5102 · Non-Exempt Staff Salaries	119,383.66	564,058.07	1,317,000.00	42.83%
5103 · Custodial Salaries	7,381.12	36,657.44	83,000.00	44.17%
5105 · Professional Education	391.58	2,843.08	18,000.00	15.8%
5106 · Membership	348.00	2,031.73	4,000.00	50.79%
5107 · Life Insurance	147.08	882.47	2,000.00	44.12%
5108 · Health Insurance	17,788.01	104,133.42	250,000.00	41.65%
5109 · Benefits, other	25.00	150.00	2,500.00	6.0%
5110 · Trustee Development	250.00	338.50	3,000.00	11.28%
Total 5100 · Salaries	199,426.36	1,004,814.03	2,368,500.00	42.42%
5200 · Plant Maint.				
5201 · Supplies	2,528.76	9,862.06	21,000.00	46.96%
5202 · Maintenance/Repair	936.00	5,896.62	10,000.00	58.97%
5203 · Maintenance Contracts	3,129.00	18,774.00	43,000.00	43.66%
5204 · Landscape Maintenance/Snow Remo	646.00	4,436.00	17,000.00	26.09%
5205 · Furniture/Equipment	1,309.38	9,205.04	10,000.00	92.05%

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

	Oct 20	May - Oct 20	Annual Budget	% of Budget
5206 · Electric-Comm Edison	0.00	12,996.88	38,000.00	34.2%
5207 · Water/Sewer	946.57	2,188.17	8,000.00	27.35%
5208 · Insurance (Property)	0.00	9,929.00	12,000.00	82.74%
5200 · Plant Maint. - Other	0.00	-67.20		
Total 5200 · Plant Maint.	9,495.71	73,220.57	159,000.00	46.05%
5300 · Business Exp.				
5301 · Postage	0.00	1,500.00	8,000.00	18.75%
5302 · Office & Equipment Supplies	14.92	1,358.29	7,500.00	18.11%
5303 · Printing	0.00	84.96	5,000.00	1.7%
5304 · Equipment Leasing	1,770.87	10,008.17	22,000.00	45.49%
5305 · Mileage Reimbursement	16.62	132.08	3,000.00	4.4%
5306 · Legal Notices	0.00	0.00	700.00	0.0%
5308 · Business Phone	904.99	5,396.83	17,500.00	30.84%
5309 · Accounting Service	2,150.00	6,588.00	15,000.00	43.92%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	608.71	2,978.30	7,500.00	39.71%
5312 · Attorney Fees	110.00	1,045.00	10,000.00	10.45%
5315 · Other Expenditures	0.00	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	496.55	3,255.80	10,500.00	31.01%
Total 5300 · Business Exp.	6,072.66	48,647.18	155,800.00	31.22%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	2,893.71	8,314.69	25,000.00	33.26%
5402 · ISP and Web page hosting	157.85	4,187.10	15,000.00	27.91%
5403 · Computer Software	0.00	6,717.10	35,000.00	19.19%
5404 · Tech Support & Repair	2,752.00	11,090.34	13,000.00	85.31%
5405 · Technical Services Supplies	173.88	1,529.61	5,000.00	30.59%
5406 · Circulation Supplies	0.00	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	174.65	158.69	700.00	22.67%
5410 · SWAN Consortium	11,715.00	23,430.50	47,000.00	49.85%
5411 · Village IT Services	7,738.04	46,428.24	96,000.00	48.36%
5400 · Automat. & Dept. Oper. - Other	0.00	-39.37		
Total 5400 · Automat. & Dept. Oper.	25,605.13	105,026.19	256,200.00	40.99%
5500 · Services				
5501 · Youth Services Programs	2,386.25	19,384.00	28,000.00	69.23%
5503 · Adult/Teen Programs	832.77	6,906.41	25,000.00	27.63%
5505 · Library Newsletter	1,876.32	12,001.41	47,000.00	25.54%
5509 · Library Publicity and Promotion	1,454.23	3,817.17	30,000.00	12.72%
5500 · Services - Other	0.00	57.00		
Total 5500 · Services	6,549.57	42,165.99	130,000.00	32.44%
5600 · Collection				
5601 · Youth Services Books	3,408.55	11,287.28	46,000.00	24.54%

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

	Oct 20	May - Oct 20	Annual Budget	% of Budget
5606 · Youth Services Media	2,620.25	5,412.01	22,000.00	24.6%
5630 · Adult Books	7,423.31	24,602.38	75,000.00	32.8%
5634 · Online Resources	1,996.00	1,996.00	35,000.00	5.7%
5635 · Magazines & Newspapers	0.00	11,310.59	12,000.00	94.26%
5637 · Adult Media	1,767.56	12,809.65	60,000.00	21.35%
5651 · Digital Media	7,157.89	47,450.35	80,000.00	59.31%
5652 · Grant/Award Expense	0.00	41,787.38	49,600.00	84.25%
Total 5600 · Collection	24,373.56	156,655.64	379,600.00	41.27%
6600 · Payroll Expenses				
6610 · FICA Expense	13,377.77	65,514.95	150,000.00	43.68%
6620 · Illinois Municipal Retirement F	20,432.48	99,203.44	200,000.00	49.6%
Total 6600 · Payroll Expenses	33,810.25	164,718.39	350,000.00	47.06%
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	2,754.00	11,222.00	20,000.00	56.11%
7102 · Risk Management expense	548.20	1,761.20	4,000.00	44.03%
7103 · Unemployment Compensation Insur	379.71	7,717.48	3,000.00	257.25%
7201 · Audit Expense	846.00	11,272.00	12,000.00	93.93%
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	7,738.00	21,727.00	75,000.00	28.97%
7405 · Memorials	0.00	115.91	1,500.00	7.73%
7406 · Other Capital Expenditures	7,629.98	20,568.10	35,000.00	58.77%
Total 7400 · Capital Expenditures	15,367.98	42,411.01	193,500.00	21.92%
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	0.00	480,112.32		
7509 · Security Camera Upgrades	0.00	2,600.00		
Total 7500 · Special Capital Projects	0.00	494,804.32	65,000.00	761.24%
Total Expense	325,229.13	2,164,436.00	4,096,700.00	52.83%
Net Ordinary Income	-279,351.39	1,560,844.37	-90,039.00	-1,733.52%
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	-279,351.39	1,560,844.37	-324,500.00	-481.0%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Oct 20	May - Oct 20	Oct 20	May - Oct 20	Oct 20	May - Oct 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	37,616.19	3,087,291.48	0.00	0.00	1,702.48	139,728.33
3100 · PPR Taxes	0.00	23,890.54	0.00	0.00	0.00	0.00
3200 · Interest Income	383.12	3,309.14	10.58	91.36	19.33	166.96
3300 · Patron Payments	617.85	2,020.08	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	0.00	13.76	0.00	0.00	0.00	0.00
Total Income	38,617.16	3,166,176.32	10.58	91.36	1,721.81	139,895.29
Gross Profit	38,617.16	3,166,176.32	10.58	91.36	1,721.81	139,895.29
Expense						
5100 · Salaries	199,426.36	1,004,814.03	0.00	0.00	0.00	0.00
5200 · Plant Maint.	9,495.71	73,220.57	0.00	0.00	0.00	0.00
5300 · Business Exp.	6,072.66	48,647.18	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	25,605.13	105,026.19	0.00	0.00	0.00	0.00
5500 · Services	6,549.57	42,165.99	0.00	0.00	0.00	0.00
5600 · Collection	24,373.56	156,655.64	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	13,377.77	65,514.95
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	271,522.99	1,430,529.60	0.00	0.00	13,377.77	65,514.95
Net Ordinary Income	-232,905.83	1,735,646.72	10.58	91.36	-11,655.96	74,380.34
Net Income	-232,905.83	1,735,646.72	10.58	91.36	-11,655.96	74,380.34

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Oct 20	May - Oct 20	Oct 20	May - Oct 20	Oct 20	May - Oct 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	2,052.51	168,456.70	15.91	1,306.15	159.11	13,058.54
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	23.29	201.20	6.93	59.87	1.38	11.91
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	2,075.80	168,657.90	22.84	1,366.02	160.49	13,070.45
Gross Profit	2,075.80	168,657.90	22.84	1,366.02	160.49	13,070.45
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	20,432.48	99,203.44	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	2,754.00	11,222.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	548.20	1,761.20	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	379.71	7,717.48	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	846.00	11,272.00
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	20,432.48	99,203.44	3,681.91	20,700.68	846.00	11,272.00
Net Ordinary Income	-18,356.68	69,454.46	-3,659.07	-19,334.66	-685.51	1,798.45
Net Income	-18,356.68	69,454.46	-3,659.07	-19,334.66	-685.51	1,798.45

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Oct 20	May - Oct 20	Oct 20	May - Oct 20	Oct 20	May - Oct 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	2,829.49	232,226.45	44,375.69	3,642,067.65
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	23,890.54
3200 · Interest Income	439.15	3,792.98	0.42	3.60	884.20	7,637.02
3300 · Patron Payments	0.00	0.00	0.00	0.00	617.85	2,020.08
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	0.00	13.76
Total Income	439.15	3,792.98	2,829.91	232,230.05	45,877.74	3,725,280.37
Gross Profit	439.15	3,792.98	2,829.91	232,230.05	45,877.74	3,725,280.37
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	199,426.36	1,004,814.03
5200 · Plant Maint.	0.00	0.00	0.00	0.00	9,495.71	73,220.57
5300 · Business Exp.	0.00	0.00	0.00	0.00	6,072.66	48,647.18
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	25,605.13	105,026.19
5500 · Services	0.00	0.00	0.00	0.00	6,549.57	42,165.99
5600 · Collection	0.00	0.00	0.00	0.00	24,373.56	156,655.64
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	33,810.25	164,718.39
7101 · Liability Insurance	0.00	0.00	0.00	0.00	2,754.00	11,222.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	548.20	1,761.20
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	379.71	7,717.48
7201 · Audit Expense	0.00	0.00	0.00	0.00	846.00	11,272.00
7400 · Capital Expenditures	15,367.98	42,411.01	0.00	0.00	15,367.98	42,411.01
7500 · Special Capital Projects	0.00	494,804.32	0.00	0.00	0.00	494,804.32
Total Expense	15,367.98	537,215.33	0.00	0.00	325,229.13	2,164,436.00
Net Ordinary Income	-14,928.83	-533,422.35	2,829.91	232,230.05	-279,351.39	1,560,844.37
Net Income	-14,928.83	-533,422.35	2,829.91	232,230.05	-279,351.39	1,560,844.37

ANNUAL LIBRARY CALENDAR

2021 LIBRARY CLOSINGS AND BOARD MEETINGS

Library Closings

Friday, January 1 (New Year's Day)
Sunday, April 4 (Easter)
Sunday, May 9 (Mother's Day)
Sunday, May 30
Monday, May 31 (Memorial Day)
Sunday, June 20 (Father's Day)
Sunday, July 4 (Independence Day)
Monday, July 5 (Independence Day Observed)
Sunday, September 5
Monday, September 6 (Labor Day)
Wednesday, November 24 (Thanksgiving Day Eve) close at 5:00 p.m.
Thursday, November 25 (Thanksgiving Day)
Friday, December 24 (Christmas Eve)
Saturday, December 25 (Christmas Day)
Sunday, December 26
Friday, December 31 (New Year's Eve) close at 5:00 p.m.
Saturday, January 1, 2022 (New Year's Day)
Sunday, January 2, 2022

Library Board Meetings

January 20
February 17
March 17
April 21
May 19
June 16
July 21
August 18
September 15
October 20
November 17
December 15

During the COVID-19 Pandemic Library Board meetings will be held virtually. Library Board meetings will be held in the Library's Meeting Room at 7:00 p.m. when not in a pandemic environment.

Susan Westgate, Library Director
For the Board of Library Trustees of the Village of Carol Stream

QUOTE CONFIRMATION



DEAR MARC TALAVERA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1C38S93	11/5/2020	LIBRARY QUOTE	1567644	\$19,014.20

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP Smartbuy EliteBook 850 G7 15.6" Core i7-10510U 16GB RAM 512GB Win 10 Pro Mfg. Part#: 1C9H7UT#ABA Contract: National IPA Technology Solutions (2018011-01)	10 11	6114134	\$1,687.47	\$16,874.70 18,562.17
HP SB USB-C Dock G5 - U.S. Mfg. Part#: 5TW10UT#ABA UNSPSC: 43211602 Contract: National IPA Technology Solutions (2018011-01)	10 14	5662966	\$213.95	\$2,139.50 2,995.30

PURCHASER BILLING INFO		SUBTOTAL	
Billing Address: VILLAGE OF CAROL STREAM FINANCE DEPARTMENT 500 N GARY AVE CAROL STREAM, IL 60188-1899 Phone: (630) 665-7050 Payment Terms:		21,557.47	19,014.20
		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$19,014.20
DELIVER TO		21,557.47	
Shipping Address: CAROL STREAM LIBRARY ATTN:MARC TALAVERA 616 HIAWATHA DR CAROL STREAM, IL 60188 Phone: (630) 665-7050 Shipping Method: NiteMoves Local Super-Saver		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Sean Ellis	(877) 499-8915	seanell@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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Carol Stream Public Library Expenses by Vendor Detail

October 2020

Date	Num	Memo	Account	Amount
10/14/2020		Inv. #44697875	5308 · Business Phone	-882.58
				-882.58
10/26/2020		Inv. #436339768375	5501 · Youth Services Programs	-49.28
10/26/2020		Inv. #666984578553	5201 · Supplies	-29.50
10/26/2020		Inv. #4436795479948	5630 · Adult Books	-47.40
10/26/2020		Inv. #644347764373	5201 · Supplies	-15.94
10/26/2020		Inv. #867577453666	5601 · Youth Services Books	-15.05
10/26/2020		Inv. #774349459636	5601 · Youth Services Books	-24.68
10/26/2020		Inv. #564475769997	5501 · Youth Services Programs	-13.68
10/26/2020		Inv. #495575848778	5503 · Adult/Teen Programs	-67.95
10/26/2020		Inv. #457765935483	5503 · Adult/Teen Programs	-89.82
10/26/2020		Inv. #998356657338	5501 · Youth Services Programs	-112.16
10/26/2020		Inv. #435987996768	5501 · Youth Services Programs	-40.47
10/26/2020		Inv. #549645738855	5401 · Automation Hardware	-113.52
10/26/2020		Inv. #668474637358	5601 · Youth Services Books	-47.20
10/26/2020		Inv. #937997488934	5630 · Adult Books	-29.17
10/26/2020		Inv. #576998535494	5105 · Professional Education	-42.58
10/26/2020		Inv. #443948375759	5630 · Adult Books	-70.86
10/26/2020		Inv. #465669976833	5401 · Automation Hardware	-227.70
10/26/2020		Inv. #943766938383	5401 · Automation Hardware	-430.17
10/26/2020		Inv. #635857468685	5201 · Supplies	-247.94
10/26/2020		Inv. #448533658466	5501 · Youth Services Programs	-44.28
10/26/2020		Inv. #945458584494	5501 · Youth Services Programs	-26.86
10/26/2020		Inv. #796663654577	5205 · Furniture/Equipment	-23.52
10/26/2020		Inv. #699969953353	5501 · Youth Services Programs	-13.98
10/26/2020		Inv. #457933563447	5501 · Youth Services Programs	-77.45
10/26/2020		Inv. #736766896635	5201 · Supplies	-63.45
10/26/2020		Inv. #666678665387	5201 · Supplies	-158.33
10/26/2020		Inv. #456538957964	5501 · Youth Services Programs	13.49
10/26/2020		Inv. #765686386948	5501 · Youth Services Programs	26.98
				-2,082.47

Access One, Inc.

Total Access One, Inc.

AMAZON/SYNCB

Total AMAZON/SYNCB

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

October 2020

Date	Num	Memo	Account	Amount
American Library Association				
10/19/2020		2020 Mbr. Dues and Assoc. for Lib. Serv. to Ch 5106 · Membership		-198.00
				-198.00
Amigos Library Services				
10/19/2020		Library Mktg. and Com. Virtual Conf. - Porch	5105 · Professional Education	-99.00
				-99.00
Total Amigos Library Services				
Ancel Glink, P.C.				
10/14/2020		Statement #78274	5312 · Attorney Fees	-110.00
				-110.00
Total Ancel Glink, P.C.				
Andrews, Jeanette				
10/14/2020		Balance Due for AS Pgm. 10/20/20	5503 · Adult/Teen Programs	-200.00
				-200.00
Total Andrews, Jeanette				
Baker & Taylor				
10/19/2020		Several invoices	5601 · Youth Services Books	-3,321.62
10/19/2020		Several invoices	5630 · Adult Books	-6,302.99
				-9,624.61
Total Baker & Taylor				
Case Lots, Inc.				
10/14/2020		Inv. #8958	5201 · Supplies	-489.00
10/14/2020		Inv. #8724	5201 · Supplies	-244.50
10/14/2020		Inv. #387	5201 · Supplies	-274.20
				-1,007.70
Total Case Lots, Inc.				
Center Point for Large Print Books				
10/14/2020		Inv. #1793283	5630 · Adult Books	-137.82
10/14/2020		Inv. #1787120	5630 · Adult Books	-137.82
				-275.64
Total Center Point for Large Print Books				
Chess.com				
10/19/2020		Mthly. mbrship	5501 · Youth Services Programs	-5.00
10/19/2020		Mthly. mbrship	5501 · Youth Services Programs	-5.00
				-10.00
Total Chess.com				
Comcast				
10/14/2020		10/2-11/1/20	5402 · ISP and Web page hosting	-157.85
				-157.85
Total Comcast				
Complete Cleaning Co., Inc.				

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

October 2020

Date	Num	Memo	Account	Amount
10/14/2020		Inv. #C15241	5203 · Maintenance Contracts	-1,810.00
Total Complete Cleaning Co., Inc.				
Conservation Foundation				
10/14/2020		DOGCG pgm. 11/5/20	5503 · Adult/Teen Programs	-100.00
Total Conservation Foundation				
Costco				
10/19/2020		Candy for Event Boo Bags	5509 · Library Publicity and Promotion	-199.30
10/19/2020		Halloween Pgm Supplies	5509 · Library Publicity and Promotion	-77.28
Total Costco				
Creekside Printing				
10/14/2020		Inv. #1968	5505 · Library Newsletter	-1,876.32
Total Creekside Printing				
Demco				
10/14/2020		Inv. #6846578	5405 · Technical Services Supplies	-173.88
Total Demco				
Fay, Tamara K.				
10/15/2020		AS Pgm - 11/2/20	5503 · Adult/Teen Programs	-200.00
Total Fay, Tamara K.				
Findaway World, LLC				
10/15/2020		Inv. #329824	5606 · Youth Services Media	-2,270.55
10/15/2020		Inv. #329702	5637 · Adult Media	-266.63
10/15/2020		Inv. #329702	5606 · Youth Services Media	-135.19
Total Findaway World, LLC				
Forsythe, Matthew				
10/15/2020		YS Pgm. - 11/13/20	5501 · Youth Services Programs	-300.00
Total Forsythe, Matthew				
Fox Valley Fire & Safety Company, Inc.				
10/15/2020		Inv. #IN00385940	7102 · Risk Management expense	-93.00
Total Fox Valley Fire & Safety Company, Inc.				
Fredriksen Fire Equipment Company				
10/15/2020		Inv. #203731	7102 · Risk Management expense	-455.20
Total Fredriksen Fire Equipment Company				
Fremont Public Library				
				-455.20

Carol Stream Public Library Expenses by Vendor Detail October 2020

Date	Num	Memo	Account	Amount
10/14/2020		Overdue item	5409 · RBP/ILL Expenses	-29.00
				-29.00
Total Fremont Public Library				
Gale/Cengage Learning Inc.				
10/15/2020		Inv. #72164817	5630 · Adult Books	-28.49
10/15/2020		Inv. #71746495	5630 · Adult Books	-221.17
10/15/2020		Inv. #71745907	5630 · Adult Books	-83.22
10/15/2020		Inv. #71746551	5630 · Adult Books	-86.22
10/15/2020		Inv. #72412156	5630 · Adult Books	-110.21
10/15/2020		Inv. #72412277	5630 · Adult Books	-56.23
10/15/2020		Inv. #72411619	5630 · Adult Books	-111.71
				-697.25
Total Gale/Cengage Learning Inc.				
Helen M. Plum Memorial Library				
10/15/2020		Patron #21319001810505	5409 · RBP/ILL Expenses	0.00
10/15/2020		Patron #21319001810505	5409 · RBP/ILL Expenses	0.00
10/19/2020		Patron # 21319001810505	5409 · RBP/ILL Expenses	-145.65
				-145.65
Total Helen M. Plum Memorial Library				
Heritage Technology Solutions				
10/15/2020		Inv. #216987	5401 · Automation Hardware	-2,140.27
10/15/2020		Inv. #216769	5404 · Tech Support & Repair	-2,752.00
				-4,892.27
Total Heritage Technology Solutions				
Home Depot Credit Services				
10/14/2020		Inv. #1010084 [[\$64.38 less Credit Memo Inv. # 5201 · Supplies		-1.04
10/14/2020		Inv. #1010084	5205 · Furniture/Equipment	-223.35
				-224.39
Total Home Depot Credit Services				
Illinois Library Association				
10/19/2020		ILA 2020 Conf. - Cain	5105 · Professional Education	-125.00
10/19/2020		ILA Virt. Conf. - Gilliam	5110 · Trustee Development	-125.00
10/19/2020		ILA Virtual Conf. - Sheikh	5110 · Trustee Development	-125.00
10/19/2020		ILA Virt. Conf. - Clemens	5105 · Professional Education	-125.00
10/19/2020		2020 Mbr. Dues - Teske	5106 · Membership	-150.00
				-650.00
Total Illinois Library Association				
Illinois Schools Library Media Assoc.				
10/19/2020		AISLE Readers Choice Registration - Monarch	5501 · Youth Services Programs	-20.00

Carol Stream Public Library Expenses by Vendor Detail

October 2020

	Date	Num	Memo	Account	Amount
Total Illinois Schools Library Media Assoc.					-20.00
Intentional Energy 3					
Total Intentional Energy 3	10/15/2020		AS Pgm. - 11/11/20	5503 · Adult/Teen Programs	-175.00
Job Target					
Total Job Target	10/19/2020		Job ID #27092690	5321 · Human Resources	-5.00
	10/29/2020		Inv. #INV0952	5321 · Human Resources	-200.00
					-205.00
LIMRiCC Unemployment Compensation Group					
Total LIMRiCC Unemployment Compensation Group	10/15/2020		3rd Qtr.	7103 · Unemployment Compensation Insur	-379.71
MailChimp					
Total MailChimp	10/19/2020		Subscription	5509 · Library Publicity and Promotion	-84.99
McClure, Inerra & Company Chartered					
Total McClure, Inerra & Company Chartered	10/15/2020		Inv. #11534	5309 · Accounting Service	-1,075.00
	10/15/2020		Inv. #11534	7201 · Audit Expense	-846.00
	10/15/2020		Inv. #11588	5309 · Accounting Service	-1,075.00
					-2,996.00
Medify Air					
Total Medify Air	10/19/2020		Air cleaners	7406 · Other Capital Expenditures	-1,508.99
	10/19/2020		Air filters	5201 · Supplies	-1,004.86
					-2,513.85
Michael's					
Total Michael's	10/19/2020		Bags for Event Boo Bags	5509 · Library Publicity and Promotion	-7.98
	10/19/2020		Halloween Pgm. Supplies	5509 · Library Publicity and Promotion	-27.93
					-35.91
Midwest Tape					
Total Midwest Tape	10/19/2020		Several invoices	5606 · Youth Services Media	-214.51
	10/19/2020		Several invoices	5637 · Adult Media	-1,500.93
	10/19/2020		Several invoices	5651 · Digital Media	-4,784.86
					-6,500.30
NeweggBusiness					

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

October 2020

	Date	Num	Memo	Account	Amount
Total NeweggBusiness	10/19/2020		Inv. #1302962775	5401 · Automation Hardware	-186.67
Oriental Trading Company					-186.67
	10/19/2020		Supplies for Boo Bags	5509 · Library Publicity and Promotion	-174.00
Total Oriental Trading Company	10/19/2020		Supplies for Dia de los Muertos	5501 · Youth Services Programs	-224.45
OverDrive, Inc.					-398.45
	10/15/2020		Inv. #20314391	5651 · Digital Media	-2,290.53
Total OverDrive, Inc.					-2,290.53
Packlane					-1,510.65
	10/19/2020		Binge Boxes	5501 · Youth Services Programs	-1,510.65
Total Packlane					-1,510.65
Paylocity					-285.98
	10/15/2020		Inv. #107155773	5311 · Payroll Service	-285.98
Total Paylocity	10/15/2020		Inv. #107084734	5311 · Payroll Service	-322.73
	10/15/2020		Inv. #107084734	5321 · Human Resources	-291.55
Total Paylocity					-900.26
Pitney Bowes Global Financial Services LL					-366.75
	10/15/2020		Inv. #3104248599	5304 · Equipment Leasing	-366.75
Total Pitney Bowes Global Financial Services LL					-366.75
PNC Bank					-1,508.99
	10/19/2020	10400	Air Cleaners (Medify Air)	7406 · Other Capital Expenditures	-1,508.99
Total PNC Bank					-1,508.99
Precision Control Systems of Chicago, Inc					-1,319.00
	10/15/2020		Inv. #40022	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc	10/15/2020		Inv. #39953	5202 · Maintenance/Repair	-936.00
RAILS					-4,612.00
	10/15/2020		Inv. #39971	7406 · Other Capital Expenditures	-4,612.00
Total Precision Control Systems of Chicago, Inc					-6,867.00
RAILS					-82.50
	10/15/2020		Inv. #7315	5651 · Digital Media	-82.50
Total RAILS					-82.50
Rebecca Caudill Young Reader's Award					-11.00
	10/19/2020		2021 Registration	5501 · Youth Services Programs	-11.00

Carol Stream Public Library Expenses by Vendor Detail

October 2020

	Date	Num	Memo	Account	Amount
Total Rebecca Caudill Young Reader's Award SADS -Brittany's Tree	10/19/2020		Brittany's Tree	5509 · Library Publicity and Promotion	-11.00
Total SADS -Brittany's Tree Sebert Landscaping, Inc.	10/15/2020	Inv. #207911		5204 · Landscape Maintenance/Snow Remo	-646.00
	10/15/2020	Inv. #S524529		7404 · Landscape	-7,738.00
					<u>-8,384.00</u>
Total Sebert Landscaping, Inc. Sheikh, Nadia	10/14/2020		Reimb. for Certificates	5302 · Office & Equipment Supplies	-14.92
					<u>-14.92</u>
Total Sheikh, Nadia Sir Speedy Printing	10/15/2020	Inv. #79979		5509 · Library Publicity and Promotion	-84.96
	10/15/2020	Inv. #80025		5509 · Library Publicity and Promotion	-278.16
					<u>-363.12</u>
Total Sir Speedy Printing SmartPress.com	10/19/2020		Aisle signs	5509 · Library Publicity and Promotion	-155.79
					<u>-155.79</u>
Total SmartPress.com Swan (System Wide Automated Network)	10/15/2020	Inv. #8213		5410 · SWAN Consortium	-11,715.00
	10/15/2020	Inv. #8213		5634 · Online Resources	-1,996.00
					<u>-13,711.00</u>
Total Swan (System Wide Automated Network) Teachers Pay Teachers	10/19/2020		ONL supplies	5501 · Youth Services Programs	-2.50
					<u>-2.50</u>
Total Teachers Pay Teachers TIAA Commercial Finance	10/27/2020	Inv. #7608764		5304 · Equipment Leasing	-1,404.12
					<u>-1,404.12</u>
Total TIAA Commercial Finance Tracfone	10/19/2020		Mthly. Service contract	5308 · Business Phone	-22.41
					<u>-22.41</u>
Total Tracfone Travelers	10/14/2020		Poi. #0105993165	7101 · Liability Insurance	-2,754.00
					<u>-2,754.00</u>

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

October 2020

Date	Num	Memo	Account	Amount
Total Travelers Upstaging, Inc.				
10/19/2020		Wall dividers	5205 · Furniture/Equipment	-2,754.00
Total Upstaging, Inc.				
Vet Bros Pet Education Charitable Fund				
Total Vet Bros Pet Education Charitable Fund				
10/19/2020		Charity Dog Show ONL sponsorship	5509 · Library Publicity and Promotion	-730.00
Total Vet Bros Pet Education Charitable Fund				
Village of Carol Stream				
Total Village of Carol Stream				
10/15/2020		Inv. #4724	5411 · Village IT Services	-250.00
Total Village of Carol Stream				
Village of Carol Stream - Benefits				
Total Village of Carol Stream - Benefits				
10/29/2020		Inv. #4756	5107 · Life Insurance	-7,738.04
10/29/2020		Inv. #4756	5108 · Health Insurance	-147.08
10/29/2020		Inv. #4756	5109 · Benefits, other	-22,499.93
Total Village of Carol Stream - Benefits				
Village of Carol Stream - IMRF				
Total Village of Carol Stream - IMRF				
10/29/2020		10/9-10/23/20	6620 · Illinois Municipal Retirement F	-25.00
Total Village of Carol Stream - IMRF				
Village of Carol Stream - Water Dept.				
Total Village of Carol Stream - Water Dept.				
10/15/2020		Bill #01655594	5207 · Water/Sewer	-20,432.48
Total Village of Carol Stream - Water Dept.				
Walmart				
Total Walmart				
10/19/2020		Return of Vertiv Geist Environmental Monitor	5401 · Automation Hardware	-946.57
10/19/2020		Scooter stools	5205 · Furniture/Equipment	204.62
Total Walmart				
				-332.51
				-127.89

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

Date Num Memo

Account Amount
-136,036.17

TOTAL

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

Approved by the Library Board of Trustees November 18, 2020

President

Date

Secretary

Date

3:40 PM

11/13/20

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	10/31/2020	MI1003		Record Octo...	-SPLIT-	16.62
Total 5305 · Mileage Reimbursement						16.62
Total 5300 · Business Exp.						16.62
5500 · Services						
5501 · Youth Services Programs						
General Journal	10/31/2020	MI1003		Record Octo...	5305 · Mileag...	33.80
General Journal	10/31/2020	MI1004		To Reclass C...	5509 · Library ...	-31.92
General Journal	10/31/2020	MI1004		To Reclass C...	5509 · Library ...	-31.92
Total 5501 · Youth Services Programs						-30.04
5509 · Library Publicity and Promotion						
General Journal	10/31/2020	MI1004		To Reclass C...	-SPLIT-	31.92
General Journal	10/31/2020	MI1004		To Reclass C...	5509 · Library ...	31.92
Total 5509 · Library Publicity and Promotion						63.84
Total 5500 · Services						33.80
TOTAL						50.42

Deduction Listing

Check Dates: 10/09/2020 to 10/23/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020100901 - 2020102301

Pay Periods: 09/20/2020 to 10/17/2020

REIMB - REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-2.30
Danusier, Amy	1181		12	-33.80
Farrell, Joyce C.	1103		10	-14.32

Totals for REIMB - REIMBURSEMENT

3 Employees

-50.42**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	3	-50.42
Totals			3	-50.42



Paylocity Corporation
(888) 873-8205

User: melemens

Run on 10/20/2020 at 1:04 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

October 21, 2020

Native American Heritage Month

November is Native American Heritage Month. The month is a time to celebrate the rich and diverse cultures, traditions, and histories and to acknowledge the important contributions of Native Americans. There is a display of Library materials and information about the offerings available through hoopla located in the Adult Services Department.

Library Calendar of Closings and Meetings

I have prepared the 2021 Calendar of Library Closings and Board meetings. Once approved, the calendar is sent to the Village and local press publications and posted in the lobby. Traditionally we are closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. We are also closed on Mother's Day and Father's Day. These Sunday closings are unpaid. I have added two additional unpaid closings to the calendar for 2021 for your consideration. I am proposing that we be closed on Sunday, December 26, the day after Christmas and Sunday, January 2, 2022, the day after New Year's Day, as a consideration of our employees so that they can enjoy those days with their families. These additional closing dates are requested only for 2021 and 2022 and are being recommended since they fall on a Sunday, when we have limited public hours, and are directly following a major holiday. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose.

Village Loan Payment

The Library's renovation loan payment to the Village of Carol Stream is due Dec. 1. The payment is in the amount of \$234,461.01. Board approval is required for expenses exceeding \$10,000.

Computer Laptop Purchase

I am recommending the purchase of laptop computers for the Library's full-time librarians and Marketing Coordinator. This will provide for easier access to the computer programs and files they require and need to do their work. Each staff work station and public service desk will have a docking station for staff members to use to plug in their laptops. They will easily be able to keep a continuity of their work as they go from their workroom desk, to the public service desk, or if they are requested to work remotely or to relocate to another area of the building. The Village IT staff researched laptops to make a recommendation for our needs. The cost of each laptop is \$1,687.47 and each docking station is \$213.95. Total cost for eleven laptops and fourteen docking stations is \$21,557.47. There is \$40,000 budgeted in the Capital Maintenance and Repair Budget for Automation Equipment. Board approval is required for expenses over \$10,000.

Library Closure on December 26, 2020

The Library will be closed this December on Thursday, Dec. 24-Dec. 25 for the Christmas holiday and the Library is also closed on Sunday, December 27. I would like to request that the Library be closed on Saturday, December 26 so that staff may enjoy an extended holiday break with their families. The closure would be unpaid and the normally scheduled employees will be offered the opportunity to make up their hours if they so choose. Historically the day after Christmas has been slower patron

traffic. We will be able to provide the community with advance notice of this additional closure if approved by the Board.

Library Services During Tier 2 and Tier 3 Mitigation

In anticipation of the increasing COVID-19 positivity cases, the Management Team met and discussed the various options for Library Services. The current plan for Tier 2 and Tier 3 is outlined below.

Tier 2 (currently in place)-The Library will maintain our current number of hours and current service offerings-Grab and Go, curbside services, courtesy printing, limited public computers (three), virtual programming and reference and readers advisory services.

Tier 3-The Library building will be closed to the public. Current hours will be maintained and the following services will be offered-curbside services (including courtesy printing), virtual programming and chat/phone reference and readers advisory services.

If the Library experiences an unforeseen reduction in staff due to illness and/or the requirement to quarantine, current hours may be reduced.

Diversity, Equity, Inclusion and Social Justice Committee

I met with President Sheikh and Vice-President Berryman-Gilliam recently and we had a productive discussion on the creation of this new committee for the Library. In order to ensure that the committee functions optimally it was determined we should seek to hire a consultant/trainer/mentor to train the facilitators and members of the committee in how to begin and direct the conversations, on what can be sensitive topics, in order for them to lead to effective outcomes that will benefit the Library and the community. Trustee Berryman-Gilliam provided me with a list of resources that I have begun researching and reviewing. I hope to have a recommendation for the Board by the December Board meeting.

2021 Per Capita Grant Requirements

The state has announced that the Per Capita Grant application deadline has been extended to March 15, 2021. They have shared that the 2021 requirement is for the Library Board and staff to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries*. The Library has been required to review certain sections of the book in past grant applications. I will provide the Board with the printed pages needed to be reviewed in the December Board packet. This will provide the Board members with a month to review the pages in anticipation of the January Board meeting. The Board will need to approve the completed grant paperwork at the February Board meeting.

November 19 Blood Drive

I am happy to report that the Library's second parking lot Blood Drive, that is scheduled for Thursday, November 19, has all of their appointment slots fully booked. Thank you to the residents of Carol Stream for the generous donation of their time and their commitment to contributing to the health and well-being of their fellow citizens.

Christmas Sharing and Holiday Lights Recycling

The Library will be a drop off location for unwrapped toys for the Village's Christmas Sharing Project as well as a drop off location for the Holiday Lights Recycling program.

Facility Update

The painter repainted the blue wall in the meeting room hallway that had some damage where the new display shelving was re-installed.

The wooden tops on the railings around the patio have been replaced. The wood had split in many places over the winter. The materials were under warranty, but the labor costs for removal and re-installation will need to be paid. There is still money left in the project budget to cover that cost.

The installation of the replacement fence along the north east lot of the Library is scheduled to take place in early December.

The software for the Library's HVAC system has been reviewed and updated for the year.

Maintenance staff does a complete disinfection of the building every Sunday using the Library's disinfection fog equipment and a hospital grade disinfectant. The disinfectant is effective on surfaces for a minimum of 7-8 days.

Brookfield Zoo Tree

The Library was not able to sponsor a Brookfield Zoo tree this year. All of the holiday tree sponsorships were filled at the time of our application. We are happy for the zoo that they had full participation this year but disappointed we will not be a part of it this year. We will try again next year.

November Employee Anniversaries

Joyce Farrell-11/04/08- Administration

Allison Porch – 11/16/15-Administration

Leigh Ann Wilson -11/06/17-Youth Services

Michael Lorenzetti – 11/29/18-Maintenance

Aneesa Iqbal – 11/18/19-Youth Services

Susan Westgate, Library Director

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

	October FY 19-20	October FY 20-21	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	8,962	6,667	32,976
Videos	3,408	1,749	8,015
Audio	1,498	486	2,170
Periodicals	174	183	603
Other	254	164	695
E-books	1,928	3,146	21,422
E-Audio	1,342	2,062	12,427
E-Video	166	373	3,222
Digital magazines	404	814	4,353
Museum Passes	17 / 0	10 / 0	35 / 0
ILL - Borrowed from SWAN	2,603	2,948	8,957
ILL - Borrowed from Non-SWAN	61	23	62
ILL - Loaned to SWAN	1,581	1,042	2,839
ILL - Loaned to Non-SWAN	128	80	126
Total Circulation	22,526	19,747	97,902
Total Adult	12,792	12,098	60,116
Total Teen	n/a	81	663
Total Youth	9,734	7,568	37,123
Reciprocal Borrower Loans (incl. above)	910	644	1,668
Automatic Renewals (not incl. above)	17,569	15,460	49,503
Self Check - % of Circulation	35.70%	28.18%	22.03%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	5 / 84	14 / 233	75 / 1,750
Teen Number/Attendance	2 / 41	7 / 22	40 / 197
Youth - Number/Attendance	23 / 621	76 / 985	294 / 4,792
Total - Number/Attendance	30 / 746	97 / 1,240	409 / 6,739
Library Events - Number / Attendance	0 / 0	0 / 0	0 / 0
Outreach* - Number / Attendance	4 / 169	2 / 575	3 / 655
Facility Usage			
Library Visits (Door Count)	12,847	3,990	12,375
Curbside Pickup Transactions	n/a	663	4,611
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	2,844	4,026	21,150
# of Internet Sessions/Total Time	1,915 / 1,502	342 / 274	788 / 576
#iMac Sessions/Total Time	23 / 15	n/a	n/a
# of Library Website Visits	10,483	11,410	47,705
# Mobile App Views	364	2,800	13,960
# of Wireless Users	n/a	668	3,410

Reference Transactions

Adult (Includes Online Chat)	2,535 (combined)	871	2,995
Youth	n/a	563	1,823
Circulation	122	279	953
Total Reference Transactions	2,657	1,713	5,771

Total One-on-One Tutorials			
Adult	n/a	2	22
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	17,672	17,963	
# of Non-Resident Cards	11	12	
Total Registered Users	17,683	17,975	

Resources Owned/Licensed			
Books	58,462	58,895	
Newspapers (Print only)	22	24	
Periodicals (Print only)	149	136	
Total Print Materials	58,633	59,055	
Current Subscriptions (Print Only)	171	160	
Current E-Subscriptions	119	3,696	
E-Books: Downloadable	53,708	59,003	
Audio Recordings	6,405	6,454	
Audio Recordings (Downloadable)	17,880	22,101	
Videos	13,645	11,100	
Other: Video Games, Puzzles, Devices	558	648	
Databases	49	66	
Total Resources Owned/Licensed	150,997	162,123	

Professional Development Hours	107	102.00	669.00
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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 October 2020

Primary Action Items - Administration

- TS and Business Office staff continued staffing the Welcome Table
- Payroll processing week of 10/5 and 10/19
 - Worked with Paylocity on IMRF report issues and bonus batch procedures, adjustments to IMRF contributions for a new IMRF employee, employee pay under FFCRA
- Worked with HR Manager on set-up and testing of Attestation prompt for daily self-checklist, staffing levels in area workrooms and other COVID related matters
- Finalized updates to signatory forms
- Reformatted building opening/closing checklists for Team Leaders. Updated Emergency Floor plan, began updates to Service & Repair list, provided input on scenario response template
- Reviewed and provided input on updates to the Collection Development and Borrowing policies
- Reviewed Election Day planning with Susan
- Library Remodel – continued to provide feedback on the library signage order; followed up with LFI on a pending shelving item; placed orders for additional bookends; inquired with our furniture installer about removing sound panels so meeting room hallway can be repainted, submitted “before” photos to LFI
- Set-up building alarm code for new Team Leader
- Development inventory plan and placed order for slatwall signage - Joyce
- Organization of Business Office files – VSP, 941’s, NAYAX - Joyce
- 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

Primary Action Items – Tech Services

- Items ordered - 821
- Items put into Circulation - 528
- Items catalogued – imported bib records & original cataloging - 108
- Item record edits/database clean-up – 336
- Bib record merges submitted to SWAN support – 11
- Conversion project items – 290
- Repair items (includes disc cleaning) - 42
- Serial record edits - 8
- Serials – Claimed Issues - 10

Conversion Projects

- Replacing genre stickers on Romance collection. Project is 10% complete. – Barb
- Replaced Newbery sticker on Youth Audiobook collection – Barb
- J DVD Front Labels – complete through J DVD/MAL – Susan
- Mystery genre sticker relabeling project complete – Marie

Other

- Completed the TS portion of Rich Karney's practicum and completed the Manager's assessment
- Worked with Youth Services on updating holiday collections for Spotlight display
- Updates to serial records – replacing RB Digital with Overdrive and MAG to Mag – Barb
- Received our opening collection order of Playaway Launchpads. There were some processing errors on half of the items. Findaway was contacted and they've resolved the issue. – Susan
- Prepped opening list of titles for consideration under the Sustainable Shelves program – TS
- Spotlight collections processed: Cooking, Adult Biography, Crafts & Hobbies, Adult Holiday DVDs
- We continue to experience a backlog on receiving ordered items from Baker & Taylor. Outstanding items as of 10/30 – 1,286)
- Updated Adult Services collection budgets in Acquisitions

Professional Development

10/1 – SWAN Cataloging & Serials User Group Meeting – Marie, Barb (3.0)

10/8 – 10/19/20 – SWAN Acquisitions Users Group – Susan, Marie (2.75)

10/13 – 10/21/20 Preventing Discrimination & Harassment Training – Barb, Joyce, Marie, Mary, Susan (6.25)

10/21 – ILA Conference – Records Retention – Mary (1.0)

10/21 – ILA Conference – COVID Behaviors – Mary (1.0)

10/22 – SWAN webinar – Creating Pre-cats – Susan (1.0)

10/23 – Assistant Director's SIG Meeting – Mary (1.5)

Meeting Attendance

10/1 – Meeting with HR

10/1, 10/8, 10/15, 10/22, 10/29 – Management Team

10/1, 10/7, 10/28 – Meeting with Library Director

10/2, 10/13, 10/20, 10/27 – Weekly Business Office meeting – Joyce, Mary

10/6 – 10/13/20 – All Staff Meeting – Barb, Marie, Susan, Mary, Joyce

10/6 – collectionHQ Team meeting

10/15 – Acrylic sign planning meeting – Allison, Joyce

10/20 – Met with Complete Cleaning Company rep

10/21 – Library Board meeting

10/26 – Team Leader Annual Training Planning Meeting w/ Jeri

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report
October 2020

Covid-19 related service changes

- Curbside printing continues
- Computer Express Stations - We removed one of the Express Stations because it was not physically distant enough from where patrons wait for the printer.

Collection Development

- Guideline review and update restarted. All staff updates were due 10/26 which will then be reviewed by the department manager.
- CollectionHQ Team meetings restarted and while some selectors had been running reports all along, we officially restarted our report review schedule. CollectionHQ reports will take in account when we were closed and that the items were not circulating.

Outreach Activities

- Homebound delivery – We were unable to deliver to Colony Park residents due to a COVID-19 quarantine order at the location.

	September deliveries	October deliveries
Registered patrons	38	36
Deliveries	10	22
Items delivered	72	132
Unable to deliver to these locations	Windsor Park and Belmont Village	Colony Park

- COHS – We are planning a virtual graduation ceremony for our 5 graduates in January 2021.
- October 14– CS Chamber Non-Profit Roundtable - Omar
- October 23 – Omar presented to World Relief DuPage Innovation Class on job assistance e-resources available through the Library.

Programs

- Binge Boxes: We are getting more foreign language requests. We have assembled Binge Boxes in Gujarati, Hindi, Urdu, Spanish, and Polish.
- Jessica and Sarah planned out the remaining states for the 50 States Book Club which will end in April 2021. They have started planning a new reading challenge: Around the World in 80 Books.

Displays

- When we are building our department displays, we utilize EDI (Equity Diversity and Inclusion) spreadsheets developed by the different selectors to offer suggestions from different subjects and genres. We actively use these and other resources to make sure that all of our displays are inclusive, not just when the display topic is diversity itself. We also use these spreadsheets to highlight a more diverse range of materials in the Spotlight Collection, so browsing is a more inclusive experience for our community. The EDI (Equity Diversity and Inclusion) spreadsheets were originally developed by the selectors to track spending and weeding decisions and to inform future collection decisions.

Meetings

- Monthly department meetings continue
- Weekly Management Team meetings continue
- October 6 – Allstaff meeting
- October 8 – Collection Development Guidelines discussion with Amy Teske - Laura
- October 6 – CollectionHQ Team meeting - Laura and Sarah
- October 8 - COVID-19 Safety Committee – Jessica
- October 12 – CollectionHQ account rep meeting – Laura and Amy Teske
- October 15 – ARRT Book Club Study – Sarah
- October 20 – Director meeting – Laura
- October 22 – eResources Advisory Group (SWAN) - Crystal
- October 27 – SWAN monthly chat - Laura
- October 27 – eMediaLibrary Consortium meeting – Omar
- October 29 – AVID meeting – Omar
- October 29 – WT Cox products and services webinar- Laura

Information technology

- Laura Hays
 - Print Management vendors – Laura meant with Pulse and TTSG sales reps.
 - HTS installed two additional security cameras, one at the front door and one by the patio door facing the Teen Area. The camera above the YS Computer Lab re-positioned.
 - Who does what
 - Deep Freeze renewal processed
- Community IT staff
 - There were 48 support tickets in October.
 - Staff wifi access point rebuilt as WLAN.
 - YS digital display installed in early literacy area.
 - Security camera desktop clients updated after cameras installed.

Laura Hays
Head of Adult Services

Youth Services Report October 2020

Program Highlights

- Amy Danusiar met on Zoom with 4 classes at Roy DeShane School during October to highlight Digital resources that are available through our website. Great feedback was received from these offerings.
- Regular storytimes continue including Storytime for Little Ones, Zoom into Storytime, Twilight Tales, and Yoga Storytime.
- On October 9, Leigh Anne Wilson and Aneesa Iqbal hosted a V.I.P. (Very Important Princess) Party for 15 participants. It is reported that one of the attendees continues to drink from the provided paper teacup with her pinky extended like they taught her at the party.
- Many things Halloween happened in October!
 - 2 Make and Takes were made available on October 26: an accordion Paper Bat and a Pumpkin Banner.
 - 240 Boo Bags filled with treats were distributed from October 26 – 31.
 - Halloween Thrills and Chills Zoom party for ages 2-6 on October 28 with 40 total attendance.
 - Halloween Fun and Games Zoom party for 1st to 5th grade on October 27 with 23 total attendance.
 - Drive Through Halloween at Flourish Dance Academy on October 31. 173 were in attendance while Leigh Anne Wilson and Livia Pierre traded off wearing T-Rex costumes and distributing Boo Bags.
 - Trick-or-Treat Trail, a CS Park District event, was staffed by Amy Teske and Clare Meehan dressed as two of the Fairy Godmothers from Sleeping Beauty. 402 attended the event!

Patron Service and Reference

- One regular program participant dressed up as Princess in Black for Halloween because she was introduced to the book series by the selection of books in her monthly Binge Box.
- Leigh Anne Wilson and Amy Danusiar posted a new offering called Exploration Station on our website. These are “rooms” that have 10 clickable items that lead patrons to online content around a theme. These are similar to the DIY Storytime, but with more variety and a different interface. This can be found on the CSPL website under the Kids page with the link on the right-side menu.

Professional Development

- All staff participated in the sexual harassment required training.

Meeting Attendance

- 10/6 – All Staff
- 10/6 – CollectionHQ Team – Amy Teske
- 10/7 – Meeting with Susan W. – Amy Teske
- 10/8 – Collection Development Meeting – Amy Teske with Laura Hays
- 10/8, 15, 22, 29 – Management Team Meeting – Amy Teske
- 10/12 – CollectionHQ Representative Meeting – Amy Teske and Laura Hays
- 10/14 – Exploration Station Meeting with Allison Porch, Leigh Anne Wilson and Amy Teske
- 10/21 – Board Meeting – Amy Teske
- 10/27, 28 – Staff Meetings – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



Marketing Report

October 2020

November Newsletter

- We recorded 421 views of the newsletter. The newsletter (with assists from the email newsletter) drove approximately 93 program registrations.


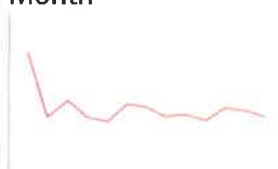
October/November Postcard

- This postcard will go out in early November and will feature Career Online High School.

Other Activities

- Introduced Launchpad products
- Worked with our Chamber of Commerce liaison to write the Library's contribution to the Chamber's forthcoming non-profit guide
- Redesigned and replaced the aisle capacity signs
- Worked with Youth Services staff to streamline the creation of Exploration Stations (<https://cslibrary.org/exploration-station>) and developed branding and a webpage for that product
- Worked with Youth Services staff to refresh Super Readers Club materials in English and Spanish (<https://cslibrary.org/reading-programs>)
- Worked with Human Resources to make updates to the Careers page
- Attended Covid-19 safety meeting on October 7
- Attended Niche Academy webinar "Library Leadership Your Way" on October 28

Facebook

2,290 followers, up 7 from September	Total impressions : 41542	Total engagements: 4623	Impressions-12 Month 	Engagement-12 Month 
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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 October:

<p>People reached: 1,728 Engagements: 161</p>	<p>People reached: 1,480 Engagements: 171</p>	<p>People reached: 1,305 Engagements: 180</p>

Twitter

<p>Followers: 1,276, up 6 from September</p>	<p>Total impressions : 28300</p>	<p>Total engagement: 667</p>	<p>Impressions-12 months</p>	<p>Engagement-12 months</p>
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Top tweets from October:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement Rate
	<p>Carol Stream Public Library @CarolStreamPL Oct 23 For #LibraryMaskMonday we have a photo of one of our staff next to their favorite collection in the library manga! Their favorite horror manga author Junji Ito pic.twitter.com/M5xSrToHBk</p>	1,718	110	6.4%	Promote	
	<p>Carol Stream Public Library @CarolStreamPL Oct 17 #SaturdayThoughts (IMG SRC: Pinterest) pic.twitter.com/5j6wugOsF4</p>	1,057	37	3.5%	Promote	
	<p>Carol Stream Public Library @CarolStreamPL Oct 16 It's another edition of #LibraryMaskMonday. May it never wind up as historical fiction. @GlencoePL @glensidepld @schaumlib @gailbrdnlibrary @ahml @oswegopld @OrkneyLibrary @hull_libraries @library_dallas Test your knowledge if you know the last word in that @Writer_DG book pic.twitter.com/MQpcNkLO6o</p>	999	52	5.2%	Promote	

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

October 1	Get free live homework help	Open rate: 15.1%	Click rate: 1.1%
October 8	Need a pleasant distraction? Try this	Open rate: 17%	Click rate: 1.7%
October 15	Halloween fun for everyone	Open rate: 17.6%	Click rate: 0.9%
October 22	The November newsletter is here	Open rate: 19%	click rate: 3.9%
October 29	Introducing: Launchpads for kids	Open rate: 17.3%	Click rate: 1.2%



Monthly Report of IT Service

Report Range 10/1/2020 10/31/2020

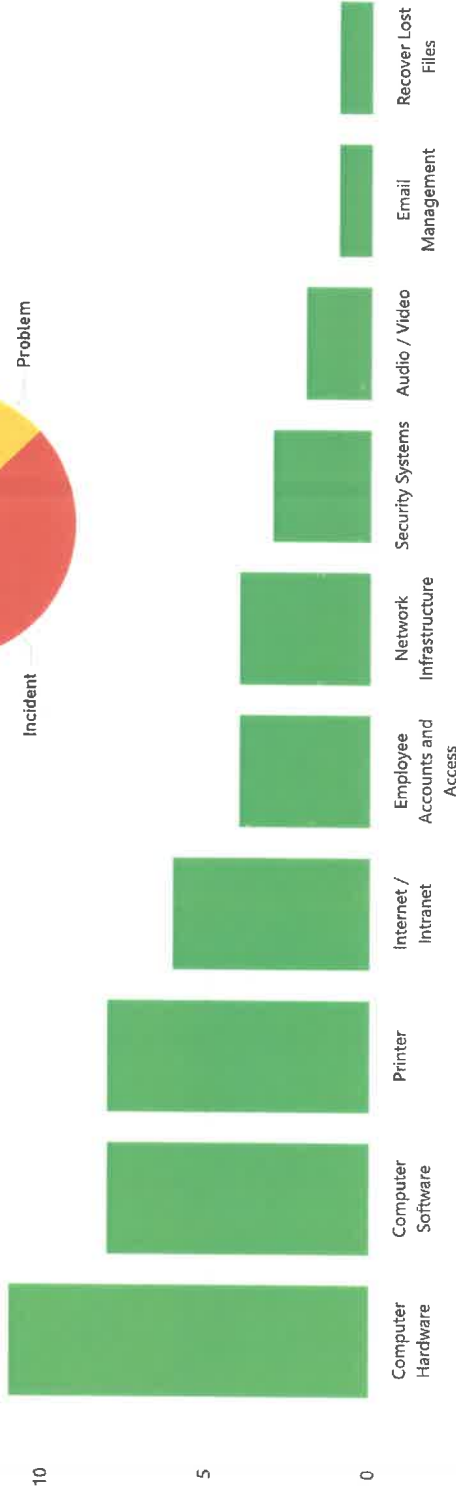
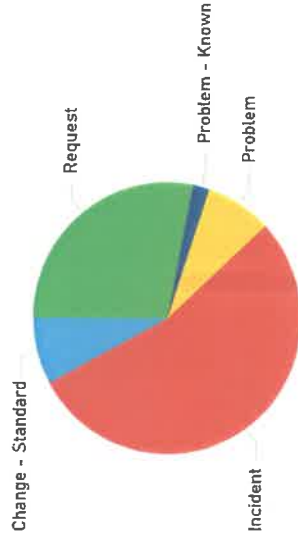
Support Tickets

48

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.

Ticket Type	Count of ID
Change - Standard	2
Incident	27
Problem	4
Problem - Known	1
Request	14
Total	48



Sub-category	Count
OTHER	8
Laptop / Tablet	5
Unavailable	5
Print Kiosk	3
Displays	2
Fortinet VPN	2
Wireless Infrastructure	2
Change Permissions	1
Computer	1
Doesn't Print	1
Makes Noise While Printing	1
Move/Add/Change	1
MyPC	1
Network Adapter	1
Network File Recovery	1
New Network Account	1
Operating System	1
PaperCut	1
Password Reset	1
Patching - Appliance	1
Patching - Server	1
Prints are Dirty	1
RDP	1
Remote Client Problem	1
Scanner	1
UPS	1
WinPak	1
Xibo	1
Total	48

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.

**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.

November 18, 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.

November 18, 2020
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

TABLE OF CONTENTS

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



Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of September 30, 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-JMRF 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

Carol Stream Public Library Expenses by Vendor Detail September 2020

Date	Num	Memo	Account
09/18/2020	Ord. #20147841		5509 · Library Publicity and Promotion
09/10/2020	Inv. #4657881		5308 · Business Phone
09/10/2020	Inv. #656864987684		5503 · Adult/Teen Programs
09/10/2020	Inv. #656864987684		5630 · Adult Books
09/10/2020	Inv. #633376894838		5302 · Office & Equipment Supplies
09/10/2020	Inv. #453878667976		5205 · Furniture/Equipment
09/10/2020	Inv. #754755689846		5302 · Office & Equipment Supplies
09/10/2020	Inv. #685946933548		5315 · Other Expenditures
09/10/2020	Inv. #685946933548		5401 · Automation Hardware
09/10/2020	Inv. #447564485347		5401 · Automation Hardware
09/10/2020	Inv. #784658493945		5630 · Adult Books
09/10/2020	Inv. #736894886664		5501 · Youth Services Programs
09/10/2020	Inv. #467498479653		5503 · Adult/Teen Programs
09/10/2020	Inv. #467498479653		5630 · Adult Books
09/10/2020	Inv. #436945537889		5501 · Youth Services Programs
09/10/2020	Inv. #467498479653		5501 · Youth Services Programs
09/10/2020	Inv. #467498479653		5205 · Furniture/Equipment
09/10/2020	Inv. #883977334554		5501 · Youth Services Programs
09/10/2020	Inv. #645886346986		5601 · Youth Services Books
09/10/2020	Inv. #597794635738		5302 · Office & Equipment Supplies
09/10/2020	Inv. #597794635738		5503 · Adult/Teen Programs
09/10/2020	Credit Inv. #468438894655		5503 · Adult/Teen Programs
Total AMAZON/SYNCB			
American Library Association			
09/18/2020	Virtual Bus. Ref. 101 Course - Kushad		5105 · Professional Education
09/28/2020	Mbr. Renewal - Westgate		5106 · Membership
Total American Library Association			
Ancel Glink, P.C.			

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

September 2020

Date	Num	Memo	Account
09/10/2020		Statement #77609	5312 · Attorney Fees
Total Ancel Glink, P.C. Andrews, Jeanette			
09/10/2020	10317	AS Pgm. Dep. 10/20/20	5503 · Adult/Teen Programs
09/10/2020	10316	VOID: Deposit GJE, RGJE created on 09/10/2020	5503 · Adult/Teen Programs
09/10/2020	MI805	For CHK 10316 voided on 09/10/2020	5503 · Adult/Teen Programs
09/10/2020	MI805R	Reverse of GJE MI805 -- For CHK 10316 voided on 09/10/2020	5503 · Adult/Teen Programs
Total Andrews, Jeanette			
Automatic Door & Hardware			
09/18/2020		Ord. #17045	5201 · Supplies
09/18/2020		Ord. #17091	5201 · Supplies
Total Automatic Door & Hardware			
Baker & Taylor			
09/10/2020		Several invoices	5501 · Youth Services Programs
09/10/2020		Several invoices	5601 · Youth Services Books
09/10/2020		Several invoices	5630 · Adult Books
Total Baker & Taylor			
Case Lots, Inc.			
09/11/2020		Inv. #8551	5201 · Supplies
Total Case Lots, Inc.			
Center Point for Large Print Books			
09/10/2020		Inv. #1779071	5630 · Adult Books
Total Center Point for Large Print Books			
Comcast			
09/10/2020		9/2-10/1/20	5402 · ISP and Web page hosting
Total Comcast			
ComEd			
09/10/2020		7/17-8/17/20	5206 · Electric-Comm Edison
Total ComEd			
Complete Cleaning Co., Inc.			
09/10/2020		Inv. #C14931	5203 · Maintenance Contracts
Total Complete Cleaning Co., Inc.			
Demco			

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

September 2020

	Date	Num	Memo	Account
Total Demco	09/10/2020		Inv. #6832728	5405 · Technical Services Supplies
	09/10/2020		Inv. #6833471	5501 · Youth Services Programs
Disney Streaming Services, LLC				
Total Disney Streaming Services, LLC	09/18/2020		Ord. #209712615 (SRP Fam Prize) - Curran	5503 · Adult/Teen Programs
Ebay/PayPal				
Total Ebay/PayPal	09/18/2020		Ord. #02-05620-90795	5302 · Office & Equipment Supplies
EDC Educational Services				
Total EDC Educational Services	09/23/2020		Inv. #DIR7175247	5601 · Youth Services Books
Facebook Ads Team				
Total Facebook Ads Team	09/18/2020		8/27-9/25/20	5509 · Library Publicity and Promotion
Findaway World, LLC				
Total Findaway World, LLC	09/10/2020		Inv. #327245	5637 · Adult Media
	09/10/2020		Inv. #327245	5606 · Youth Services Media
Gale/Cengage Learning Inc.				
Total Gale/Cengage Learning Inc.	09/10/2020		Inv. #71070471	5630 · Adult Books
	09/10/2020		Inv. #71069962	5630 · Adult Books
	09/10/2020		Inv. #71070587	5630 · Adult Books
	09/10/2020		Inv. #71213352	5630 · Adult Books
Garvey's Office Products				
Total Garvey's Office Products	09/10/2020		Inv. #PINV1970185	5302 · Office & Equipment Supplies
	09/10/2020		Inv. #PINV1970185	5501 · Youth Services Programs
Grubhub				
Total Grubhub	09/18/2020		SRP Staff Grand Prize - Dexheimer	5315 · Other Expenditures
Hartford				

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

September 2020

	Date	Num	Memo	Account
Total Hartford	09/23/2020		Billing Acct. #14226688	7103 · Unemployment Compensation Insur
Illinois Library Association				
Total Illinois Library Association	09/25/2020		Inv. #180484 - Sheikh	5110 · Trustee Development
Kids' Table, LLC				
Total Kids' Table, LLC	09/18/2020		YS Pgms. Dep. 12/4, 12/8, 12/8/20	5501 · Youth Services Programs
Library Furniture International (LFI)				
Total Library Furniture International (LFI)	09/23/2020		Inv. #7093	7508 · Library Remodel 2019-20
MailChimp				
Total MailChimp	09/18/2020		Ord. #MCO9163417	5509 · Library Publicity and Promotion
Michael's				
Total Michael's	09/18/2020		Bags for Halloween Trick-or-Treat	5501 · Youth Services Programs
	09/18/2020		Bags for Halloween Trick-or-Treat	5501 · Youth Services Programs
Midwest Tape				
Total Midwest Tape	09/10/2020		Several invoices	5606 · Youth Services Media
	09/10/2020		Several invoices	5637 · Adult Media
	09/10/2020		Several invoices	5651 · Digital Media
Mobile Beacon				
Total Mobile Beacon	09/18/2020		Ord. #MB-119866	5402 · ISP and Web page hosting
NAMI DuPage				
Total NAMI DuPage	09/18/2020		Ord. #MB-119866	5637 · Adult Media
Newegg				
Total NAMI DuPage	09/23/2020		AS Pgm. 10/14/2020	5503 · Adult/Teen Programs
Newegg				
Total Newegg	09/18/2020		Inv. #182348101	5406 · Circulation Supplies

Carol Stream Public Library Expenses by Vendor Detail

September 2020

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

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

September 2020

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

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

September 2020

Date	Num	Memo	Account
09/11/2020		Inv. #KF-225983-208	5652 · Grant/Award Expense
Total Value Line Publishing LLC			
Village of Carol Stream			
09/11/2020		Inv. #4662	5411 · Village IT Services
Total Village of Carol Stream			
Village of Carol Stream - Benefits			
09/11/2020		Inv. #4618	5107 · Life Insurance
09/11/2020		Inv. #4618	5108 · Health Insurance
09/11/2020		Inv. #4618	5109 · Benefits, other
09/25/2020		Inv. #4678	5107 · Life Insurance
09/25/2020		Inv. #4678	5108 · Health Insurance
09/25/2020		Inv. #4678	5109 · Benefits, other
Total Village of Carol Stream - Benefits			
Village of Carol Stream - IMRF			
09/23/2020		9/11-9/25/20	6620 · Illinois Municipal Retirement F
Total Village of Carol Stream - IMRF			
Village of Carol Stream - Water Dept.			
09/11/2020		Bill #01644408	5207 · Water/Sewer
Total Village of Carol Stream - Water Dept.			
Walmart			
09/18/2020		Ord. #5252042-683179	5401 · Automation Hardware
Total Walmart			
Western First Aid & Safety			
09/11/2020		Inv. #b006123	5201 · Supplies
09/11/2020		Inv. #ORD4-005333	5201 · Supplies
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	Num	Memo	Account
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Secretary _____ Date _____

**Carol Stream Public Library
Expenses by Vendor Detail
September 2020**

	<u>Amount</u>
4Imprint	
Total 4Imprint	-470.04
Access One, Inc.	<u>-470.04</u>
Total Access One, Inc.	-880.55
AMAZON/SYNCB	
	-62.30
	-34.59
	-26.41
	-119.99
	-14.99
	-48.38
	-656.26
	-559.98
	-119.81
	-18.95
	-116.10
	-14.99
	-313.21
	-64.05
	-8.75
	-22.76
	-35.78
	-8.99
	-48.36
	<u>40.00</u>
Total AMAZON/SYNCB	-2,254.65
American Library Association	
	-175.00
	<u>-225.00</u>
Total American Library Association	-400.00
Ancel Glink, P.C.	

Carol Stream Public Library
Expenses by Vendor Detail
September 2020

	<u>Amount</u>
Total Ancel Glink, P. C.	-220.00
Andrews, Jeanette	-220.00
	-150.00
	0.00
	-150.00
	150.00
Total Andrews, Jeanette	<u>-150.00</u>
Automatic Door & Hardware	-273.14
	-26.99
Total Automatic Door & Hardware	<u>-300.13</u>
Baker & Taylor	-44.95
	-513.49
	-2,661.92
Total Baker & Taylor	<u>-3,220.36</u>
Case Lots, Inc.	-363.10
	-363.10
Total Case Lots, Inc.	<u>-726.20</u>
Center Point for Large Print Books	-137.82
	-137.82
Total Center Point for Large Print Books	<u>-275.64</u>
Comcast	-157.85
	-157.85
Total Comcast	<u>-315.70</u>
ComEd	-2,942.02
	-2,942.02
Total ComEd	<u>-5,884.04</u>
Complete Cleaning Co., Inc.	-1,810.00
	-1,810.00
Total Complete Cleaning Co., Inc.	<u>-3,620.00</u>
Demco	-1,810.00

Carol Stream Public Library Expenses by Vendor Detail September 2020

	<u>Amount</u>
Total Demco	-985.79
	-106.32
	<u>-1,092.11</u>
Disney Streaming Services, LLC	
Total Disney Streaming Services, LLC	-69.99
Ebay/PayPal	-69.99
	<u>-69.99</u>
Total Ebay/PayPal	-62.01
EDC Educational Services	
Total EDC Educational Services	-729.27
Facebook Ads Team	-729.27
	<u>-729.27</u>
Total Facebook Ads Team	-27.63
Findaway World, LLC	
Total Findaway World, LLC	-232.88
Gale/Cengage Learning Inc.	-183.94
	<u>-416.82</u>
Total Gale/Cengage Learning Inc.	-137.20
Garvey's Office Products	
Total Garvey's Office Products	-140.20
Grubhub	-84.72
	-28.49
	<u>-390.61</u>
Total Garvey's Office Products	-189.42
Grubhub	-84.02
	<u>-273.44</u>
Total Grubhub	-50.00
Hartford	-50.00
	<u>-50.00</u>

Carol Stream Public Library Expenses by Vendor Detail September 2020

	<u>Amount</u>
Total Hartford	-6,764.00
	-6,764.00
Illinois Library Association	
Total Illinois Library Association	-75.00
Kids' Table, LLC	
Total Kids' Table, LLC	-225.00
	-225.00
Library Furniture International (LFI)	
Total Library Furniture International (LFI)	-540.00
	-540.00
MailChimp	
Total MailChimp	-84.99
	-84.99
Michael's	
Total Michael's	-31.92
	-31.92
	-63.84
Midwest Tape	
Total Midwest Tape	-259.55
	-1,347.03
	-5,614.27
	-7,220.85
Mobile Beacon	
Total Mobile Beacon	-1,200.00
	-90.00
	-1,290.00
NAMI DuPage	
Total NAMI DuPage	-100.00
	-100.00
Newegg	
Total Newegg	-159.27
	-159.27

Carol Stream Public Library
Expenses by Vendor Detail
September 2020

	<u>Amount</u>
Oriental Trading Company	
Total Oriental Trading Company	-169.14
Outsource Solutions Group, Inc.	
Total Outsource Solutions Group, Inc.	-1,476.00
OverDrive, Inc.	
Total OverDrive, Inc.	-1,417.66
PaperMart	
Total PaperMart	-602.79
Paylocity	
Total Paylocity	-179.61
Pinor's Palette	
Total Pinor's Palette	-600.00
PODS	
Total PODS	-169.99
Precision Control Systems of Chicago, Inc	
Total Precision Control Systems of Chicago, Inc	-1,319.00
ResuMAYDAY Inc.	
Total ResuMAYDAY Inc.	-150.00
Sebert Landscaping, Inc.	
Total Sebert Landscaping, Inc.	-3,459.00
	-208.00
	-646.00
	-970.00
	-5,283.00

**Carol Stream Public Library
Expenses by Vendor Detail
September 2020**

	<u>Amount</u>
Sikich, LLP	
Total Sikich, LLP	-7,000.00
Sir Speedy Printing	
Total Sir Speedy Printing	-84.96
	-37.46
	-122.42
Swan (System Wide Automated Network)	
Total Swan (System Wide Automated Network)	-13.04
Swope Sr., David	
Total Swope Sr., David	-200.00
TIAA Commercial Finance	
Total TIAA Commercial Finance	-1,404.12
Tracfone	
Total Tracfone	-22.41
Triliant, LLC	
Total Triliant, LLC	-1,145.00
University of Illinois Extension - DuPage	
Total University of Illinois Extension - DuPage	-125.00
Upstaging, Inc.	
Total Upstaging, Inc.	-1,015.00
Utica National Insurance Group	
Total Utica National Insurance Group	-9,929.00
Value Line Publishing LLC	
Total Value Line Publishing LLC	-8,468.00
Total Utica National Insurance Group Value Line Publishing LLC	-18,397.00

Carol Stream Public Library
Expenses by Vendor Detail
 September 2020

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 10/14/20
 Accrual Basis

	<u>Amount</u>
Total Value Line Publishing LLC	-9,850.00
Village of Carol Stream	<u>-9,850.00</u>
Total Village of Carol Stream	-7,738.04
Village of Carol Stream - Benefits	<u>-7,738.04</u>
	-145.61
	-23,631.86
	-25.00
	-149.27
	-22,499.93
	-25.00
Total Village of Carol Stream - Benefits	<u>-46,476.67</u>
Village of Carol Stream - IMRF	<u>-14,589.06</u>
Total Village of Carol Stream - IMRF	-14,589.06
Village of Carol Stream - Water Dept.	<u>-782.93</u>
Total Village of Carol Stream - Water Dept.	-782.93
Walmart	<u>-204.62</u>
Total Walmart	-204.62
Western First Aid & Safety	<u>-288.90</u>
Total Western First Aid & Safety	-108.54
	-397.44
TOTAL	<u><u>-153,781.29</u></u>

 President

4:06 PM
10/14/20
Accrual Basis

**Carol Stream Public Library
Expenses by Vendor Detail**
September 2020

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 Pgm. 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.	CAR01	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		DOGCG 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

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-2,672.37
10375	10/16/2020	Forsythe, Matthew		10-1006 · WSB General Checking	
	10/15/2020		YS Pgm. - 11/13/20	5501 · Youth Services Programs	-300.00
TOTAL					-300.00
10376	10/16/2020	Fox Valley Fire & Safety Company, Inc.	217367	10-1006 · WSB General Checking	
	10/15/2020		Inv. #IN00385940	7102 · Risk Management expense	-93.00
TOTAL					-93.00
10377	10/16/2020	Fredriksen Fire Equipment Company	CARS02	10-1006 · WSB General Checking	
	10/15/2020		Inv. #203731	7102 · Risk Management expense	-455.20
TOTAL					-455.20
10378	10/16/2020	Fremont Public Library		10-1006 · WSB General Checking	
	10/14/2020		Overdue item	5409 · RBP/ILL Expenses	-29.00
TOTAL					-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. #1201 5201 · 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	LIMIRICC 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 -900.26
10388	10/16/2020	Pitney Bowes Global Financial Services LL	1289926	10-1006 · WSB General Checking	
TOTAL	10/15/2020		Inv. #3104248599	5304 · Equipment Leasing	-366.75 -366.75
10389	10/16/2020	Precision Control Systems of Chicago, Inc	M04003 Carol Stream Library MC	10-1006 · WSB General Checking	
TOTAL	10/15/2020		Inv. #40022 Inv. #39953 Inv. #39971	5203 · Maintenance Contracts 5202 · Maintenance/Repair 7406 · Other Capital Expenditures	-1,319.00 -936.00 -4,612.00 -6,867.00
10390	10/16/2020	RAILS		10-1006 · WSB General Checking	
TOTAL	10/15/2020		Inv. #7315	5651 · Digital Media	-82.50 -82.50
10391	10/16/2020	Sebert Landscaping, Inc.	41711	10-1006 · WSB General Checking	
TOTAL	10/15/2020		Inv. #207911 Inv. #S524529	5204 · Landscape Maintenance/Snow Remo 7404 · Landscape	-646.00 -7,738.00 -8,384.00
10392	10/16/2020	Sir Speedy Printing	1203	10-1006 · WSB General Checking	
TOTAL	10/15/2020		Inv. #79979 Inv. #80025	5509 · Library Publicity and Promotion 5509 · Library Publicity and Promotion	-84.96 -278.16 -363.12
10393	10/16/2020	Swan (System Wide Automated Network)		10-1006 · WSB General Checking	
TOTAL	10/15/2020		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. Plum 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						132.85
Total 5500 · Services						132.85
TOTAL						132.85

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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

Paylocity Corporation
(888) 873-8205

User: mclemens

Run on 9/22/2020 at 1:47 PM

Trustee Sheikh's Report on Library Webinars Attended/Civic Engagement

Webinar: Raising Anti-Racist Kids

Date: Jul 14, 2020

Time: 7:00 – 8:30 PM

ILA Town Hall

Date: Jul 29, 2020

Time: 10:00 – 11:00 AM

ILA Noon Network Webinar "We Can Walk Together" presented by James A. Bowey

Date: Aug 12, 2020

Time: 12:00 – 1:00 PM

DEI Committees: The Good, The Bad, The Ugly

Date: Aug 26, 2020

Time: 1:00 – 2:00 PM

Updating LibGuides with an Anti-Racist Framework

Date: Aug 31, 2020

Time: 1:00 – 2:00 PM

Why Do Most Diversity Trainings Fail? Q&A by Dr. Nicole R. Robinson (the founder and creator of Cultural Connections by Design, LLC)

Date: Sep 10, 2020

Time: 1:00 – 2:30 PM

ILA 2021 Conference Committee Meeting

Date: Sep 17, 2020

Time: 10:00 – 11:00 AM

Glenbard Parent Series Community Reads: Long Way Down & Stamped: Racism, Antiracism and You

Date: Sep 29, 2020

Time: 7:00 – 8:30 PM

Talking About Race: Should We Be Colorblind?

Presented by DEI200 - Diversity, Equity and Inclusion Advisory Council for CUSD200 in conjunction with Wheaton Public Library

Date: Oct 1, 2020

Time: 7:00 – 8:30 PM

Anti-Racism 101 with Muslim Anti-Racism Collaborative

Date: Oct 19, 2020

Time: 8:00 – 9:00 PM

Palaces for the People How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life

ILA Virtual Conference Day #1, Opening General Session, Featuring Eric Klinenberg

Date: Oct 20, 2020

Time: 12:00 – 1:30 PM

Pages Against Prejudice!

ILA Virtual Conference

Date: Oct 20, 2020

Time: 1:45 – 2:45 PM

ILA Voices: Let's Talk EDI

ILA Virtual Conference

Date: October 20, 2020

Time: 4:15 – 5:15 PM

Membership Meeting & President's Program

ILA Virtual Conference Day #2

Date: Oct 21, 2020

Time: 12:00 – 1:30 PM

Shift Your Systems: Your Library Can Do Equity Work

ILA Virtual Conference

Date: Oct 21, 2020

Time: 3:00 – 4:00 PM

Zoom meeting with Director Westgate and Vice President Gilliam about the Formation of Equity, Diversity & Inclusion Committee

Date: Oct 28, 2020

Time: 1:00–2:00 PM

Attendance at Village of Carol Stream Board Meeting for CSPL Tax Levy Approval

Date: Nov 2, 2020

Time: 6:00 –7:00 PM

Elgin Community College's Multicultural and Global Initiatives Committee (MAGIC) Black Lives Matter Series "Let's Talk About Racism" (part 5)

Date: Nov 5, 2020

Time: 2:00 – 3:30 PM

An Evening with Dr. Ibram X. Kendi

Date: Nov 9, 2020

Time: 6:00 – 7:00 PM

State of Asian Minnesotans: Radically Reimagining Our Future Community Event (post-election webinar)

Date: Nov 13, 2020

Time: 3:00 – 4:30 PM

Two Boxcars. Three Blocks. One City (YouTube). A Story of Elgin's African American Heritage. Elgin History Museum

Date: Nov 11, 2020

Extreme in the Mainstream webinar, hosted by Gail Borden Public Library

Date: Nov 15, 2020

Time: 2:00 – 4:00 PM

Trailant Preventing Discrimination & Harassment: IL Managers V3.2

Date: Nov 16, 2020

Upcoming

All American Boys Book Discussion 6:30,

Date: Nov 30, 2020

Time: 6:30–7:30 PM

State of Asian Minnesotans: Rising Together

Date: Dec 10, 2020

Time: 3–4:30 PM

Books Read

1. Under My Hijab by Hena Khan
2. The Proudest Blue: A Story of Hijab and Family by Ibtihaj Muhammad
3. Intersection Allies: We Make Room for All by Chelsea Johnson, LaToya Council, and Carolyn Chai
4. Crown: An Ode to the Fresh Cut by Derrick Barnes
5. The Undefeated by Kwame Alexander, Kadir Nelson
6. What If... by Samantha Berger

**BlacKkKlansman, 2018 movie by Universal Pictures Home Entertainment. Written by Charlie Wachtel, David Rabinowitz, Kevin Willmott, and Spike Lee.



Research Materials Read/Reviewed

Contacts Made

Dr. Bonita Berryman-Gilliam

Trustee serving as Vice-President

Carol Stream Public Library

August and September 202

8/12/2020 We Can Walk Together

Award winning artist uses talking and walking with mostly African Americans from inner city neighborhoods to try to understand and support? Them during these times of racial pain, unrest, miscommunication, misunderstanding. He seems sincere; question application on larger scale. [Question to self: what is the power dynamic involved between him and “ordinary” brothers and sisters on the street? How self-aware of this is he?]

8/31/2020 time 1pm Updating LibGuides with an Anti-Racist Framework Elaina Nolin and Jaime Ding 9CalPoly, SanLuis, Obispo jd Ding@calpoly.edu (presented by the Association of Southwestern Libraries aserl) Takes a critical look at publishing (including digital publishing) requirements that favor White male scholarly publications over women and POC (People of Color). Urges more inclusivity and departure from the “Luxury of Whiteness”; shift the focus and support inclusivity. [{Note : National Academy of Science supports their claims. Find study.}] Referred to work done by Dr. Patricia Matthews. Made use of Digital Polls from participants which was fun and could prove useful with future work.

8/30/and 9/13/2020 Combatting Anti-Blackness Within Ourselves and Our Communities. time 1pm Unable to attend first session due to a prior commitment. However, appreciate honesty in confronting the internalized self-hate that many People of Color (including African Americans) often hold internally and externally towards members of our own groups.

9/29/2020 time 7pm One Community (incl Carol Stream Library) sponsor for Community read of *Stamped: Racism, Antiracism and You* (adapted from Stamped from the Beginning) by Ibram X. Kendi Author to read from his work.

9/2/20 3p Listened to recorded webinar from “Why Do Most Diversity Trainings Fail”. Presenter Dr. Nicole Robinson of Cultural Connections by Design. Introduction by Elaina Norlin. She does not support the typical training which is often fraught with multiple problems (too short, done out of legal fear, one size fits all.) She favors a longer more nuanced educational approach. Focus on: Reflexivity (in individual), Critical consciousness (in individual) awareness

of personal privilege, power and access and Social Agency involving using individual voice to bring about needed change. Non-linear process at work.

9/10/2020- time 1pm Why Do Most Diversity Trainings Fail ? Q & A. Follow Up to above presentation. Referenced paper by Daniel Burrus, Teach a Man to Fish- Training vs Education. Gave a peek at a tool she developed. <https://ccbydesign.org/sample>

9/16/20 and 9/23/2020 Leading with Gratitude part 1 presenter Eric Keith from book by same title authors Adrian Goslick and Chester Elton. Culture of Gratitude and Debunking the Gratitude Myth.

Books:

White Rage by Carol Anderson

Under my Hijab by Hena Khan and AAliya Jaleel

The Proudest Blue S.K. Ali and Hatem Aly

There Are No Children Here Jonathan Kozol?

Stamped: Racism, Anti-Racism and You by I.X. Kendi

Stony the Road Henry Louis Gates, Jr.

DVD's:

Project 231. Two Boxcars. Three Blocks. One City. A Story of Elgin's African American Heritage. Elgin History Museum

Research Materials Read/Reviewed
Contacts Made or Planned
Dr. Bonita Berryman-Gilliam
Trustee serving as Vice-President
Carol Stream Public Library

September and October 2020

Webinars:

ALA 2020 Conference Webinars (scheduled 10/20-22/2020)
Pages Against Prejudice!
Readers' Services for Social Change: Integrate Diverse Reads....
Keep Listening After the Conversation: Passive...Advisory
Shift Your Systems: Your Library Can Do Equity Work
Power of Partnerships: Libraries and Schools Working Together for Equity
Classic Picture Books are Boring and What You Should Read in Storytime Instead
Tips for Conducting Effective and Legal Board Meetings
Using Books with People Living with Dementia: Dispelling Myths and Prejudices
Leading with an Identity Conscious Minds

Books:

Granddads Turn by Michael S. Brady & Eric Stein Illustrated by James E. Ransome
White Fragility by Robin Diango

Magazines:

Psychology Networker September-October 2020 issue. Can You Hear Us Now?
Anti-Racism in the Therapy Room editor Richard Simon, Ph.D.

Items purchased: Cards on Race: A Tool to Examine Race in America. Developed by Jackson A. Collins 2019. Deck of cards designed to help people examine race in a thoughtful, structured, and engaging way. Allows users to develop racial literacy, empathy, and healthy racial coping strategies.

Consultations/Interviews:

Dr. Michelle James, Distinguished Professor of Psychology, Faculty at Oakton Community College and psychologist in private practice.

Ms. Lily Gardner Savage, MA. Retired Educator and Librarian Longfellow School and Percy Julian Middle School District 97, Oak Park, IL

Dr Kimberly James, Psychologist at University of Pennsylvania. [full disclosure I served as her supervising psychologist and mentor at University of Illinois at Chicago]

Dr. Gerald Henderson, educator and consultant public and private schools. University of Illinois professor (retired). Currently serving as a Consultant.

Dr. Lunaire Ford, University of Illinois Chicago. Student Services

Will Jones ABC7 Chicago Eyewitness News team [full disclosure Will is a cousin].

Glenbard North student activist- names withheld for confidentiality*

Glenbard North Wrestling team members-names withheld for confidentiality*

(*planning stage facilitator: David I. Gilliam, my grandson who is a Senior and wrestling team member at Glenbard North High School)

Maria S. Undocumented living in Carol Stream (full disclosure, name changed to protect identity; court evaluation client, referral source, my son, Attorney Solomon D. Gilliam)

Leo W. street name "DeathDealer"/ "DD" homeless may or may not still reside in Carol Stream [given name changed for confidentiality, full disclosure mandated counseling referral from DuPage County court system]

Podcast

Ken Burns film maker on "That Made All the Difference". www.newyorktimes.com

November 2020

Webinars:

An Evening with Dr. Ibram X. Kendi (interviewed by Natalie Moore of WBEZ) sponsored by Skokie Public Library and others. 11/09/2020

Consultations/Interviews:

Dr. Theresa S. Lance U-46 Assistant Superintendent of Equity and Innovation. Zoom meeting 11/12 2020- her office cancelled. New appointment Dec. 9, 2020.