

1

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: December 16, 2020

TIME: 7:00 p.m.

PLACE:

ATTENTION

Due to the COVID-19 pandemic, the Library will be conducting an online audio Board Meeting through Zoom to conduct essential business. If you are **interested in listening to the meeting live through the internet, please register online at:** <https://carolstream.librarycalendar.com/events/library-board-meeting-online-2>. 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 Hanukkah Celebrated December 10-December 18, 2020
 - 4.2 Kwanzaa Celebrated December 26, 2020-January 1, 2021
 - 4.3 American Library Association: Request for Congress to Include COVID Relief Funding for Libraries
 - 4.4 Tele-Town Hall on COVID-19 Hosted by Congressman Sean Casten, December 15, 2020
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 November 18, 2020
8. MONTHLY REPORTS OF THE TREASURER – Nancy Olson
 - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2020
9. BOARD AND COMMITTEE REPORTS
 - 9.1 Report from the President, Nadia Sheikh
 - 9.2 Report from the Vice President, Dr. Bonita Berryman-Gilliam
 - 9.3 Board Committee Reports-Committee Chairs
 - 9.3.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam
 - 9.3.2 Facilities Committee - David Larimer

9.3.3 Finance Committee – Justin Lynch

10. NEW BUSINESS

- 10.1 Recommendation, Re: Approval of Library Closing on Saturday, January 2, 2021
- 10.2 Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure Update, effective January 1, 2021
- 10.3 Recommendation, Re: Approval of Revisions to Job Descriptions-Circulation Clerk and Circulation Coordinator
- 10.4 Recommendation, Re: Approval of Personnel Policy 314A, Emergency Paid Sick Leave Due to Covid-19
- 10.5 Presentation: Special Needs Review for the Carol Stream Public Library, Trustee Jourdan
- 10.6 Recommendation, Re: Formation of an Equity, Diversity and Inclusion (EDI) Committee
- 10.7 Recommendation, Re: Nomination of EDI Committee Chair

11. DISBURSEMENTS

- 11.1 Approval of Disbursements of November 1-31, 2020 plus the Addendum for the Meeting of December 16, 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 Hays
- 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 ILA Legislative Update
- 15.1 RAILS Online Roundtable: Trustee Update 2021, January 20, 2021

16. BOARD MEMBER REPORTS

17. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

18. ADJOURN

Next Resolution: #293

Mansi Patel, Secretary
Board of Library Trustees

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Tell Your Members of Congress to Include Libraries in COVID Relief Funding!

[Tell Your Members of Congress to Include Libraries in COVID Relief Funding! \(/take-action?engagementId=510082\)](#)

This week, the House and Senate are working to pass an emergency COVID-19 relief package, likely to be the last relief bill before Congress for several months. Libraries need your help now.

ALA has reached out to Congress—will you follow suit?

Now is the time to urge your Member of Congress to include libraries in the upcoming COVID relief package. The House and Senate may reach an agreement in the next few days, and we need your help in making a strong final push to get our message across.

The American Library Association is urging Congress to include \$200 million in direct library broadband funding in the relief package.

Libraries have stepped up throughout the pandemic to provide critical internet access despite having to close or reduce services in response to local and state safety concerns. Direct library broadband funding will allow our libraries to connect our communities to vital resources during this time of crisis. In addition to broadband funding, states need flexibility to use additional funding for the most pressing needs they face, including costs to reopen safely and keep library workers on the job.

Tell your legislators to include direct broadband funding for libraries in the relief package. We highly encourage you to tap into your network and share this alert with your fellow library advocates to widen our message's reach as much as possible for this urgent ask!

[Collapse](#)

Welcome back, swestgate@cslibrary.org. [Not You?](#)

* Title

* First Name

* Last Name

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: November 18, 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 7:02 p.m.

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

3. Roll Call

Director Westgate called the Roll.

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

Absent: Trustee Patel

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Human Resources Manager Mary Pellico

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – Nadia Sheikh

4.1 Native American Heritage Month, November 2020

4.2 Diwali – Festival of Lights was on November 14, 2020

4.3 Author Yuyi Morales (11/11/20) Thank You Letter to Librarians and YouTube video

5. PUBLIC PARTICIPATION – None

6. Consent Agenda

Trustee Lynch moved and Trustee Larimer seconded the establishment of a Consent Agenda for the Regular Meeting of November 18, 2020. Motion approved.

Ayes 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Nays 0

Absent..... Trustee Patel

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

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

- 6.1 Minutes of the Regular Board Meeting of October 21, 2020
- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2020
- 6.3 Report from the President, Nadia Sheikh-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Facilities Committee Report - David Larimer-None
- 6.6 Finance Committee Report – Justin Lynch-None
- 6.7 Recommendation, Re: Approval of Annual Library Calendar 2021 Library Closings and Board Meetings
- 6.8 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream
- 6.9 Recommendation, Re: Approval of Library Closing on Saturday, December 26, 2020
- 6.10 Discussion: Review of Roberts Rules of Order
- 6.11 Discussion: 2021 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*
- 6.12 Approval of Disbursements of October 1-31, 2020 plus the Addendum for the Meeting of November 18, 2020
- 6.13 Report of the Library Director, Susan Westgate
- 6.14 Assistant Director’s Report, Mary Clemens
- 6.15 Circulation Department, Jeri Cain
- 6.16 Human Resources, Mary Pellico
- 6.17 Marketing, Allison Porch
- 6.18 Information Technology
- 6.19 Minutes of the Regular Board Meeting of September 16, 2020
- 6.20 Minutes of the Special Board Meeting of September 30, 2020
- 6.21 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2020
- 6.22 Approval of Disbursements of September 1-30, 2020 plus the Addendum of October 21, 2020
- 6.23 Board Development-None

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

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

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

Recommendation, Re: Approval of Annual Library Calendar 2021 Library Closings and Board Meetings
Background information:

The Library prepares a calendar of known closings and Regular Board Meeting Dates for the upcoming calendar year. Once approved, the calendar is sent to the Village and local press publications and posted in the Library’s lobby.

6

Recommendation, Re: Approval of Loan Payment to Village of Carol Stream

Background information:

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.

Recommendation, Re: Approval of Library Closing on Saturday, December 26, 2020

Background information:

This year the Library will be closed the day after Christmas. This is an unpaid closing for Library staff. The Library will now be closed for the Christmas holiday from December 24-27 and will reopen for Library services on Monday, Dec. 28.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period October 1, 2020 to October 31, 2020, plus the Addendum for the meeting of November 18, 2020 in the amount of \$329,818.03.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period September 1, 2020 to September 30, 2020, plus the Addendum for the meeting of October 21, 2020 in the amount of \$154,569.48.

7. BOARD AND COMMITTEE REPORTS

7.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam

Trustee Gilliam reported that she and President Sheikh met with Director Westgate via Zoom to review her annual performance evaluation. A copy of the evaluation has been placed in her personnel file.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Purchase of Computer Laptop Equipment

Trustee Larimer moved and Trustee Berryman-Gilliam seconded that the Carol Stream Public Library Board of Trustees approve the purchase of computer laptop equipment in the amount of \$21,557.47. Motion approved.

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

8.2 Recommendation, Re: Approval of Donation to Village of Carol Stream for Holiday Program

Trustee Lynch moved and Trustee Berryman-Gilliam seconded that the Carol Stream Public Library Board of Trustees approve a donation to the Village's Christmas Sharing Program in the amount of \$500. Motion approved.

Ayes 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh
Nays 0

8.3 Discussion: Library Services During COVID-19 Tier 2 and Tier 3 Mitigation

Director Westgate and the Trustees discussed the Library's closing of the building to the public and the return to curbside services only which was put back in place on Tuesday, November 16. The Library has been monitoring the escalating cases in the county, state and across the country. The Library is following the governor's recommendation for workplaces under Phase 4, Tier 3 mitigation, that all employees that can work remotely, should work remotely. It was determined that this is the best way to keep both Library patrons and staff safe until the positivity rate decreases and the Library can return to a less restrictive Tier. The Library is able to maintain our full schedule of service hours Monday-Saturday, using a minimum number of employees in the building to better manage social distancing and extended close contact. The Library remains closed on Sunday's in order to disinfect the building. The Library will continue to monitor the situation carefully and looks forward to re-opening the building to the public when it is determined that it is safe to do so.

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

The Board discussed forming a committee to address the issues of diversity, equity, and inclusion (EDI). Trustees Larimer, Olson and Jourdan support the project. Trustees Lynch, Berryman-Gilliam and Sheikh are interested in being on the committee. Trustee Patel, though absent, has also expressed interest in participating on the committee. At a future Board Meeting, Trustees will further develop the concept for the committee and nominate a Chair.

8.5 Adult Services Report-Laura Hays

Adult Services Manager Laura Hays shared information about the EDI tool that her staff are using for collection development and displays that ensure that there is an inclusive selection of titles. Also, of note is the increase in Binge Box requests for foreign language content.

8.6 Youth Services Report

Trustee Lynch commented on the success of the VIP Tea Party virtual program and the Library's participation at the Park District's Red Hawk Park Trick or Treat Trail on Halloween.

8.7 Special Announcement-Vice President, Dr. Bonita Berryman-Gilliam

Trustee Berryman-Gilliam had no special announcement at this time.

9. BOARD MEMBER REPORTS

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

Trustees Sheikh and Berryman-Gilliam provided written reports to their fellow Trustees on the variety of webinars they have attended over the past several months with a focus on Equity, Diversity and Inclusion. Trustee Olson stated that the ILA Virtual Conference offerings that she attended were very informative.

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

Trustees Sheikh and Olson took the discrimination training that the staff were required to complete in October. They both stated that it was very well done. Trustee Olson stated that we have come a long way as a society in the past 50 years towards addressing workplace harassment. Trustee Sheikh agreed.

10. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

8/

10.1 Recommendation, Re: Approval of the Formation of Diversity, Equity, Inclusion and Social Justice Committee

11. ADJOURN

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 8:16 p.m.

December 16, 2020

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,575,185.82	\$ (191,467.98)	\$ 3,383,717.84
Working Cash	50,885.11	9.01	50,894.12
FICA	167,194.39	(9,126.29)	158,068.10
IMRF	181,299.40	(14,129.24)	167,170.16
Liability Insurance	13,944.58	12.39	13,956.97
Audit	8,416.96	(538.93)	7,878.03
Capital Maintenance & Repair	1,575,096.68	(4,363.37)	1,570,733.31
Building Renovation Loan	<u>234,235.76</u>	<u>(233,306.60)</u>	<u>929.16</u>
TOTAL ALL FUNDS	<u><u>\$ 5,806,258.70</u></u>	<u><u>\$ (452,911.01)</u></u>	<u><u>\$ 5,353,347.69</u></u>

See attached for a schedule of cash and investments.

Nadia Sheikh, Board President 11/30/20

Nancy Olson, Board Treasurer 11/30/20

Susan Westgate, Library Director 11/30/20

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 136,633.90
WEST SUBURBAN BANK	PAYROLL	101,200.23
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,800,875.42
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,313,591.93
PROPAY	ELECTRONIC	276.21
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,353,347.69</u>

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

December 7, 2020

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

	Nov 30, 20	Oct 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	136,633.90	151,191.58	-14,557.68
10-1008 · WSB Payroll Account	101,200.23	100,331.46	868.77
10-1014 · Illinois Funds-Prime	3,313,591.93	3,313,337.45	254.48
10-1024 · WSB Money Market Acct	1,800,875.42	2,241,820.62	-440,945.20
10-1025 · ProPay	276.21	316.58	-40.37
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,969,629.85	-2,231,072.88	261,443.03
Total 10-1000 · Library Fund Cash	3,383,717.84	3,576,694.81	-192,976.97
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,894.12	50,885.11	9.01
30-1190 · Allocated Cash-FICA Fund	158,068.10	167,194.39	-9,126.29
40-1090 · Allocated Cash-IMRF Fund	167,170.16	181,299.40	-14,129.24
50-1090 · Allocated Cash-Liability Fund	13,956.97	13,944.58	12.39
60-1090 · Allocated Cash-Audit Fund	7,878.03	8,416.96	-538.93
70-1090 · Allocated Cash-Capital R&M Fund	1,570,733.31	1,575,096.68	-4,363.37
80-1090 · Allocated Cash-Debt Service	929.16	234,235.76	-233,306.60
Total 1190 · Allocated Cash-Fund Balances	1,969,629.85	2,231,072.88	-261,443.03
Total Checking/Savings	5,353,347.69	5,807,767.69	-454,420.00
Total Current Assets	5,353,347.69	5,807,767.69	-454,420.00
TOTAL ASSETS	5,353,347.69	5,807,767.69	-454,420.00
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	0.00	1,508.99	-1,508.99
Total Credit Cards	0.00	1,508.99	-1,508.99
Total Current Liabilities	0.00	1,508.99	-1,508.99
Total Liabilities	0.00	1,508.99	-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	1,107,933.36	1,560,844.37	-452,911.01
Total Equity	5,353,347.69	5,806,258.70	-452,911.01
TOTAL LIABILITIES & EQUITY	5,353,347.69	5,807,767.69	-454,420.00

15

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

	Nov 20	May - Nov 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	18,099.30	3,660,166.95	3,674,461.00	99.61%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	18,099.30	3,660,166.95	3,679,461.00	99.48%
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	753.30	8,390.32	34,100.00	24.61%
Total 3200 · Interest Income	753.30	8,390.32	35,600.00	23.57%
3300 · Patron Payments				
3301 · Fines & Fees	276.11	1,450.98	16,000.00	9.07%
3302 · Public Copy Payments	182.49	1,027.70	15,000.00	6.85%
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	458.60	2,478.68	35,000.00	7.08%
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	66.20	78.77	1,000.00	7.88%
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	19,377.40	3,744,657.77	4,006,661.00	93.46%
Gross Profit	19,377.40	3,744,657.77	4,006,661.00	93.46%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	44,775.20	338,494.52	689,000.00	49.13%
5102 · Non-Exempt Staff Salaries	83,655.83	647,713.90	1,317,000.00	49.18%
5103 · Custodial Salaries	5,491.04	42,148.48	83,000.00	50.78%
5105 · Professional Education	533.47	3,376.55	18,000.00	18.76%
5106 · Membership	250.00	2,281.73	4,000.00	57.04%
5107 · Life Insurance	149.28	1,031.75	2,000.00	51.59%
5108 · Health Insurance	17,788.01	121,921.43	250,000.00	48.77%
5109 · Benefits, other	25.00	175.00	2,500.00	7.0%
5110 · Trustee Development	718.96	1,057.46	3,000.00	35.25%
Total 5100 · Salaries	153,386.79	1,158,200.82	2,368,500.00	48.9%
5200 · Plant Maint.				
5201 · Supplies	2,063.30	11,925.36	21,000.00	56.79%
5202 · Maintenance/Repair	110.00	6,006.62	10,000.00	60.07%
5203 · Maintenance Contracts	3,527.94	22,301.94	43,000.00	51.87%
5204 · Landscape Maintenance/Snow Remo	1,011.00	5,447.00	17,000.00	32.04%
5205 · Furniture/Equipment	141.19	9,346.23	10,000.00	93.46%

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

	Nov 20	May - Nov 20	Annual Budget	% of Budget
5206 · Electric-Comm Edison	604.47	13,601.35	38,000.00	35.79%
5207 · Water/Sewer	870.55	3,058.72	8,000.00	38.23%
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.	8,328.45	81,549.02	159,000.00	51.29%
5300 · Business Exp.				
5301 · Postage	28.10	1,528.10	8,000.00	19.1%
5302 · Office & Equipment Supplies	383.93	1,742.22	7,500.00	23.23%
5303 · Printing	0.00	84.96	5,000.00	1.7%
5304 · Equipment Leasing	1,404.12	11,412.29	22,000.00	51.87%
5305 · Mileage Reimbursement	0.00	132.08	3,000.00	4.4%
5306 · Legal Notices	503.70	503.70	700.00	71.96%
5308 · Business Phone	904.81	6,301.64	17,500.00	36.01%
5309 · Accounting Service	1,075.00	7,663.00	15,000.00	51.09%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	497.96	3,476.26	7,500.00	46.35%
5312 · Attorney Fees	0.00	1,045.00	10,000.00	10.45%
5315 · Other Expenditures	608.50	16,418.29	23,000.00	71.38%
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	1,432.20	4,688.00	10,500.00	44.65%
Total 5300 · Business Exp.	6,838.32	55,485.50	155,800.00	35.61%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	4,499.19	12,813.88	25,000.00	51.26%
5402 · ISP and Web page hosting	557.83	4,744.93	15,000.00	31.63%
5403 · Computer Software	274.05	6,991.15	35,000.00	19.98%
5404 · Tech Support & Repair	520.35	11,610.69	13,000.00	89.31%
5405 · Technical Services Supplies	0.00	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	0.00	158.69	700.00	22.67%
5410 · SWAN Consortium	0.00	23,430.50	47,000.00	49.85%
5411 · Village IT Services	7,738.04	54,166.28	96,000.00	56.42%
5400 · Automat. & Dept. Oper. - Other	0.00	-39.37		
Total 5400 · Automat. & Dept. Oper.	13,589.46	118,615.65	256,200.00	46.3%
5500 · Services				
5501 · Youth Services Programs	629.40	20,013.40	28,000.00	71.48%
5503 · Adult/Teen Programs	3,016.76	9,923.17	25,000.00	39.69%
5505 · Library Newsletter	0.00	12,001.41	47,000.00	25.54%
5509 · Library Publicity and Promotion	600.71	4,417.88	30,000.00	14.73%
5500 · Services - Other	0.00	57.00		
Total 5500 · Services	4,246.87	46,412.86	130,000.00	35.7%
5600 · Collection				
5601 · Youth Services Books	729.92	12,017.20	46,000.00	26.12%

17

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

	Nov 20	May - Nov 20	Annual Budget	% of Budget
5606 · Youth Services Media	1,022.21	6,434.22	22,000.00	29.25%
5630 · Adult Books	3,906.22	28,508.60	75,000.00	38.01%
5634 · Online Resources	616.63	2,612.63	35,000.00	7.47%
5635 · Magazines & Newspapers	-872.05	10,438.54	12,000.00	86.99%
5637 · Adult Media	3,093.43	15,903.08	60,000.00	26.51%
5651 · Digital Media	4,923.90	52,374.25	80,000.00	65.47%
5652 · Grant/Award Expense	7,851.37	49,638.75	49,600.00	100.08%
Total 5600 · Collection	21,271.63	177,927.27	379,600.00	46.87%
6600 · Payroll Expenses				
6610 · FICA Expense	9,837.14	75,352.09	150,000.00	50.24%
6620 · Illinois Municipal Retirement F	14,986.24	114,189.68	200,000.00	57.1%
Total 6600 · Payroll Expenses	24,823.38	189,541.77	350,000.00	54.16%
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	11,222.00	20,000.00	56.11%
7102 · Risk Management expense	0.00	1,761.20	4,000.00	44.03%
7103 · Unemployment Compensation Insur	0.00	7,717.48	3,000.00	257.25%
7201 · Audit Expense	605.00	11,877.00	12,000.00	98.98%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	20,000.00	0.0%
7402 · Parking Lot Repair	6,246.49	6,246.49	12,000.00	52.05%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	21,727.00	75,000.00	28.97%
7405 · Memorials	0.00	115.91	1,500.00	7.73%
7406 · Other Capital Expenditures	-1,508.99	19,059.11	35,000.00	54.46%
Total 7400 · Capital Expenditures	4,737.50	47,148.51	193,500.00	24.37%
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	237,827.40	2,402,263.40	4,096,700.00	58.64%
Net Ordinary Income	-218,450.00	1,342,394.37	-90,039.00	-1,490.9%
Other Income/Expense				
Other Expense				
8000 · Debt Repayment Expense	234,461.01	234,461.01	234,461.00	100.0%
Total Other Expense	234,461.01	234,461.01	234,461.00	100.0%
Net Other Income	-234,461.01	-234,461.01	-234,461.00	100.0%
Net Income	-452,911.01	1,107,933.36	-324,500.00	-341.43%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Nov 20	May - Nov 20	Nov 20	May - Nov 20	Nov 20	May - Nov 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	15,342.33	3,102,633.81	0.00	0.00	694.38	140,422.71
3100 · PPR Taxes	0.00	23,890.54	0.00	0.00	0.00	0.00
3200 · Interest Income	326.41	3,635.55	9.01	100.37	16.47	183.43
3300 · Patron Payments	458.60	2,478.68	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	66.20	78.77	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	16,193.54	3,182,369.86	9.01	100.37	710.85	140,606.14
Gross Profit	16,193.54	3,182,369.86	9.01	100.37	710.85	140,606.14
Expense						
5100 · Salaries	153,386.79	1,158,200.82	0.00	0.00	0.00	0.00
5200 · Plant Maint.	8,328.45	81,549.02	0.00	0.00	0.00	0.00
5300 · Business Exp.	6,838.32	55,485.50	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	13,589.46	118,615.65	0.00	0.00	0.00	0.00
5500 · Services	4,246.87	46,412.86	0.00	0.00	0.00	0.00
5600 · Collection	21,271.63	177,927.27	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,837.14	75,352.09
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	207,661.52	1,638,191.12	0.00	0.00	9,837.14	75,352.09
Net Ordinary Income	-191,467.98	1,544,178.74	9.01	100.37	-9,126.29	65,254.05

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Nov 20	May - Nov 20	Nov 20	May - Nov 20	Nov 20	May - Nov 20
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-191,467.98	1,544,178.74	9.01	100.37	-9,126.29	65,254.05

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Nov 20	May - Nov 20	Nov 20	May - Nov 20	Nov 20	May - Nov 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	837.15	169,293.85	6.49	1,312.64	64.90	13,123.44
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	19.85	221.05	5.90	65.77	1.17	13.08
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	857.00	169,514.90	12.39	1,378.41	66.07	13,136.52
Gross Profit	857.00	169,514.90	12.39	1,378.41	66.07	13,136.52
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	14,986.24	114,189.68	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	11,222.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	1,761.20	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	7,717.48	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	605.00	11,877.00
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	14,986.24	114,189.68	0.00	20,700.68	605.00	11,877.00
Net Ordinary Income	-14,129.24	55,325.22	12.39	-19,322.27	-538.93	1,259.52

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Nov 20	May - Nov 20	Nov 20	May - Nov 20	Nov 20	May - Nov 20
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<u>-14,129.24</u>	<u>55,325.22</u>	<u>12.39</u>	<u>-19,322.27</u>	<u>-538.93</u>	<u>1,259.52</u>

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Nov 20	May - Nov 20	Nov 20	May - Nov 20	Nov 20	May - Nov 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	1,154.05	233,380.50	18,099.30	3,660,166.95
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	23,890.54
3200 · Interest Income	374.13	4,167.11	0.36	3.96	753.30	8,390.32
3300 · Patron Payments	0.00	0.00	0.00	0.00	458.60	2,478.68
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	66.20	78.77
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	374.13	4,167.11	1,154.41	233,384.46	19,377.40	3,744,657.77
Gross Profit	374.13	4,167.11	1,154.41	233,384.46	19,377.40	3,744,657.77
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	153,386.79	1,158,200.82
5200 · Plant Maint.	0.00	0.00	0.00	0.00	8,328.45	81,549.02
5300 · Business Exp.	0.00	0.00	0.00	0.00	6,838.32	55,485.50
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	13,589.46	118,615.65
5500 · Services	0.00	0.00	0.00	0.00	4,246.87	46,412.86
5600 · Collection	0.00	0.00	0.00	0.00	21,271.63	177,927.27
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	24,823.38	189,541.77
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	11,222.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,761.20
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	7,717.48
7201 · Audit Expense	0.00	0.00	0.00	0.00	605.00	11,877.00
7400 · Capital Expenditures	4,737.50	47,148.51	0.00	0.00	4,737.50	47,148.51
7500 · Special Capital Projects	0.00	494,804.32	0.00	0.00	0.00	494,804.32
Total Expense	4,737.50	541,952.83	0.00	0.00	237,827.40	2,402,263.40
Net Ordinary Income	-4,363.37	-537,785.72	1,154.41	233,384.46	-218,450.00	1,342,394.37

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Nov 20	May - Nov 20	Nov 20	May - Nov 20	Nov 20	May - Nov 20
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	234,461.01	234,461.01	234,461.01	234,461.01
Total Other Expense	0.00	0.00	234,461.01	234,461.01	234,461.01	234,461.01
Net Other Income	0.00	0.00	-234,461.01	-234,461.01	-234,461.01	-234,461.01
Net Income	-4,363.37	-537,785.72	-233,306.60	-1,076.55	-452,911.01	1,107,933.36

**Compensation
Pay Grade Structure 2021**

This year HR Source recommended an increase to our paygrade structure of 1.7% based upon our industry as a Library. Following is the schedule the Library will follow to ensure we are compliant with minimum wage through 2025. Pay Grade 1 and 2 have a new minimum which is the minimum wage of \$11.00 for 2021.

Minimum wage	
January 1, 2021	\$11
January 1, 2022	\$12
January 1, 2023	\$13
January 1, 2024	\$14
January 1, 2025	\$15

As Circulation Services continues to contribute to the Library's success these positions continue to play an important part at the Library. Minimum wage has affected the compensation of our Circulation positions. The Library has not been as competitive with other employers for these types of positions. Turnover also has been a concern in Circulation.

For these reasons we contracted with HR Source to benchmark our Circulation Clerk and Circulation Coordinator. As a result of the benchmarking. Circulation Clerk position has been moved to Pay Grade 3 from Pay Grade 2. Also, Circulation Coordinator has been moved to Pay Grade 4 from Pay Grade 3. The adjustments made to the grades of these positions will help the Library remain competitive when recruiting and assist in retaining qualified staff.

Mary Pellico, Human Resources Manager

Pending approval

Carol Stream Public Library
Pay Grade Structure
FT Annual and Hourly Rate
Effective 1.1.21

Pay Grade		Job Title	New Range Minimum	New Range Midpoint	New Range Maximum
1	NE	Materials Clerk	\$21,450	\$23,673	\$28,412
		Library Clerk	\$11.00	\$12.14	\$14.57
2	NE	Hold for Restructuring	\$21,743	\$27,164	\$32,604
			\$11.15	\$13.93	\$16.72
3	NE	Facilities Monitor	\$24,941	\$31,181	\$37,421
	NE	Circulation Clerk	\$12.79	\$15.99	\$19.19
4	NE	Technical Services Assistant	\$28,626	\$35,783	\$42,939
	NE	Inter-Library Loan Clerk	\$14.68	\$18.35	\$22.02
	NE	Circulation Coordinator			
5	NE	Business Operations Assistant	\$32,838	\$41,048	\$49,257
	NE	Maintenance Worker	\$16.84	\$21.05	\$25.26
	NE	Assistant Circulation Services Manager			
	NE	Acquisitions Associate			
	NE	Youth Services Associate (FT&PT)			
6	NE	Adult Services Associate (FT & PT)			
		Cataloging & Acquisitions Associate	\$37,674	\$47,093	\$56,511
7	NE		\$19.32	\$24.15	\$28.98
		Marketing Coordinator	\$43,251	\$54,054	\$64,877
		Youth Services Librarian (FT&PT)	\$22.18	\$27.72	\$33.27
8	E	Adult Services Librarian (FT&PT)			
		Human Resources Manager	\$49,625	\$62,030	\$74,436
9	E	Hold for Future Restructuring	\$56,943	\$71,180	\$85,415
10	E	Adult Services Manager	\$65,343	\$81,677	\$98,012
		Youth Services Manager			
		Circulation Manager			
11	E	Assistant Library Director	\$74,980	\$93,725	\$112,470
12		Hold for Future Restructuring	\$86,038	\$107,549	\$129,058
13	E	Library Director	\$98,729	\$123,412	\$148,095

26

Carol Stream Public Library
Pay Grade Structure
FT Annual and Hourly Rate
Effective 1.1.20

Pay Grade	FLSA	Job Title	New Range Minimum	New Range Midpoint	New Range Maximum
1	NE	Youth Services Clerk	\$19,500	\$20,289	\$24,346
			\$10.00	\$10.40	\$12.49
2	NE	Materials Clerk	\$19,500	\$23,282	\$27,938
			\$10.00	\$11.94	\$14.33
3	NE	Circulation Clerk	\$21,373	\$26,716	\$32,060
			\$10.96	\$13.70	\$16.44
4	NE	Facilities Monitor	\$24,525	\$30,657	\$36,788
	NE	Circulation Coordinator	\$12.58	\$15.72	\$18.87
5	NE	Technical Services Assistant	\$28,142	\$35,179	\$42,213
	NE	Inter-Library Loan Clerk	\$14.43	\$18.04	\$21.65
6	NE	Business Operations Assistant	\$32,294	\$40,368	\$48,440
	NE	Maintenance Worker	\$16.56	\$20.70	\$24.84
	NE	Assistant Circulation Services Manager			
	NE	Acquisitions Associate			
	NE	Youth Services Associate (FT&PT)			
	NE	Adult Services Associate			
7	NE	Cataloging & Acquisitions Associate	\$37,057	\$46,322	\$55,584
			\$19.00	\$23.75	\$28.50
8	NE	Marketing Coordinator	\$42,522	\$53,153	\$63,783
	NE	Youth Services Librarian (FT&PT)	\$21.81	\$27.26	\$32.71
	NE	Adult Services Librarian (FT&PT)			
9	E	Human Resources Manager	\$48,795	\$60,993	\$73,192
10	E	Hold for Future Restructuring	\$55,991	\$69,990	\$83,987
11	E	Adult Services Manager	\$64,251	\$80,312	\$96,374
	E	Youth Services Manager			
	E	Circulation Manager			
12	E	Assistant Library Director	\$73,727	\$92,158	\$110,590
13		Hold for Future Restructuring	\$84,600	\$105,751	\$126,901
14	E	Library Director	\$97,079	\$121,349	\$145,619



2021 Structure Adjustments

By Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP, Director, Compensation Services

Published November 10, 2020

Maintaining a valid, reliable compensation structure is imperative for every organization. If your compensation structure falls out of sync with the overall labor market, you may find yourself paying employees too much and inadvertently increasing operating costs, or paying employees too little and having difficulty attracting and retaining talent.



For organizations that manage their compensation system on a calendar year, it is time to make compensation structure adjustments for 2021.

HR Source structure adjustment recommendations are compiled using data from employer surveys of compensation practices. As always, HR Source has gathered and analyzed data from both internal and external

sources to provide the following **general industry** structure adjustment recommendations:

- Compensation structures specifically covering production, service, and maintenance positions: 1.5% increase.
- Compensation structures specifically covering non-exempt office and technical positions: 1.6% increase.
- Compensation structures specifically covering exempt professional and managerial positions: 1.6% increase.
- Compensation structures including two or more of the previously identified groups: 1.6% increase.

Because HR Source collects, analyzes, and publishes select industry-specific compensation surveys, we are also able to share structure adjustment recommendations for the following industries:

- Non-Profit Organizations: 1.6%
- Public Libraries: 1.7%
- Park and Recreation Agencies: 1.9%

To adjust a compensation structure, modify all range midpoints using the fixed percentage noted above. Once all range midpoints have been adjusted, expand outwards to recalculate range minimums and maximums.

This year more than ever, calculating structure adjustment recommendations was an arduous task. We found data variances between surveys that collected data in the spring, summer, and fall. Some organizations reported a spike in profitability since the pandemic started, while others suffered or stayed on course. As such, many employers continued issuing pay increases while others froze or cut pay. Furthermore, many organizations issued large pay increases to certain employee groups to stay compliant with minimum wage rates, while the pay rates of other employees were not similarly adjusted.

Without a doubt, market rates are fluctuating, and will likely continue to fluctuate in the foreseeable future. Still, it is recommended that

compensation structures be updated annually, and all jobs be formally benchmarked every three to four years.

If you are concerned about your pay structure being aligned with the market, please contact the Compensation Department at 800-448-4584 to speak with one of our professionals or email us at info@hrsourc.org.

**Thanks to our
Provider Partner**



**Harassment
Prevention Training
with HR Source:**

Harassment Prevention Training for Managers

12/16/20

Harassment Prevention Training for Employees

12/17/20

Harassment Prevention Training for Managers

12/21/20

Carol Stream Public Library

Job Description

Job Title: Circulation Clerk

Description Type:

New

01/2021

Revised

Department: Circulation Services

Reporting Relationship:

Reports to: Circulation Services Manager

List of direct reports (by Title): Applicable Not Applicable

Position Summary:

Performs the full range of circulation services and a variety of clerical procedures with a focus on successful customer interaction

Essential Job Duties and Responsibilities:

- Welcome and interact with customers and provides the necessary information and services
- Explain circulation policies to customers and staff
- Respond to telephone inquiries by providing information, referring and transferring calls.
- Assist customers in the use of Library equipment
- Perform Library materials check-in, check-out, renewals, placing and processing of holds
- Register, renew and maintain patron accounts
- Sorts, shelves, relocates, and searches for library materials
- **Delivers curbside pickup of available materials**
- Reads shelves for accuracy of order, re-shelving materials as needed
- Retrieve returned materials from book drop
- Assess the condition of returned materials for review
- Performs other duties as assigned

Qualifications

Education:

- High school diploma or equivalent

Experience:

- One-year experience using email and Microsoft Office Suites
- Two years customer service experience

Carol Stream Public Library Job Description

Knowledge, Skills and Abilities:

- Ability to handle cash and credit transactions
- Ability to interpret and execute detailed procedures
- Interpersonal skills using tact, patience and courtesy
- Attention to detail, accuracy and organization
- Works collaboratively as a member of a team and independently with minimal direction
- Uses verbal, written and electronic communication effectively
- Proficient in using a personal computer, Microsoft Office Suite and standard office equipment and effectively operates in a web-based environment (Internet and Intranet)
- Applies basic problem-solving to a variety of situations

Working Conditions/Physical Requirements:

- Multiple daily collection of materials from inside and outside book drop in varying temperature and weather
- Ability to, bend, stoop, carry, reach, pull, push and lift up to 20 pounds

32

Carol Stream Public Library Job Description

Job Title: Circulation Coordinator

Description Type:

New

01/2021

Revised

Department: Circulation

Reporting Relationship

Reports to: Circulation Services Manager

List of direct reports (by Title): Applicable Not Applicable

Position Summary:

Perform the full range of circulation services and a variety of clerical procedures with a focus on successful customer interaction, and **directs** the workflow of the Department

Essential Job Duties and Responsibilities

- Manage customer accounts, including generating billing notices
- Train and coach Circulation Clerks
- Facilitate meeting room reservation requests
- Open and close Department, including balancing a cash drawer
- Serve as Team Leader when needed which includes handling patron concerns, dealing with emergencies and opening and closing of the facility
- Welcome and interact with customers and provide the necessary information and services
- Explain circulation policies to customers and staff
- Respond to telephone inquiries by providing information, referring and transferring calls
- Assist customers in the use of Library equipment
- Perform Library materials check-in, check-out, renewals, placing and processing of holds
- Register, renew and maintain customer accounts
- **Deliver curbside pickup of available materials**
- Sorts, shelves, relocates, and searches for library materials
- Read shelves for accuracy of order, re-shelving materials as needed
- Retrieve returned materials from book drops
- Assess the condition of materials for review and route appropriately
- Performs other duties as assigned.

Qualifications

Education:

- High School diploma or equivalent

Experience:

- Two years public library circulation department experience
- Two years customer service experience

Carol Stream Public Library Job Description

Knowledge, Skills and Abilities:

- Ability to handle cash and credit transactions
- Ability to interpret and execute detailed procedures
- Interpersonal skills using tact, patience and courtesy
- Aptitude to direct others in their work
- Works collaboratively as a member of a team and independently with minimal direction.
- Uses verbal, written and electronic communication effectively.
- Proficient in using a personal computer, Microsoft Office Suite and standard office equipment and effectively operates in a web-based environment.
- Applies creative problem-solving to a variety of situations.

Working Conditions/Physical Requirements:

- Multiple daily collection of materials from inside and outside book drop in varying temperature and weather
- Ability to, bend, stoop, carry, reach, pull, push and lift up to 20 pounds



EMERGENCY PAID SICK LEAVE DUE TO COVID-19

Purpose

The Families First Coronavirus Response Act (FFCRA), which provides emergency sick leave for qualifying COVID-19-related reasons is set to expire on December 31, 2020. The purpose of this policy is to provide eligible employees with Emergency Paid Sick Leave (EPSL) for COVID-19-related reasons upon the expiration of FFCRA. This policy takes effect on January 1, 2021 and will expire on June 30, 2021 but may change at any time prior to that date depending on the public health situation. Employees who are seeking leave for reasons outside of this COVID-19-related policy may still be eligible under the Carol Stream Public Library's other leave policies such as the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on leaves of absences.

Employee Eligibility

All employees who have been employed with the Library for at least 30 days prior to the date they wish the leave to start.

Definition of "Son or Daughter"

Son or daughter means the employee's own child which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e. one who is 18 years of age or older) who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Reasons for Leave

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee has been advised by a health care provider or the Library to self-quarantine due to concerns related to COVID-19.
2. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
3. The employee has had close contact with someone who has tested positive for COVID-19.
4. The employee is caring for a son or daughter due to one of the COVID-19 situations above.

Amount of Leave & Amount of Pay

All eligible full-time and part-time employees will have up to a maximum of 37.5 hours of EPSL available to use for the qualifying reasons above. EPSL will be paid at the employee's regular rate of pay for leave taken for the reasons listed above. Staff that have utilized their FFCRA benefits during 2020, are eligible for any remaining balance of EPSL hours, not to exceed 37.5 hours, balance of FFCRA 2020 and EPSL eligible hours prior to June 30, 2021.



Interaction with Other Paid Leave

The employee may use EPSL Leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Human Resource Manager as soon as practicable. The request must include: employee's name; the date(s) for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework. If the employee is subject to quarantine or advised to self-quarantine, because of caring for a son or daughter, that person's name and relationship to the employee must be included

Benefits Eligibility During Leave

If eligible for health benefits the Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees, who are eligible, will accrue paid time off benefits, i.e. vacation and sick time, while on leave for the first 30 days of leave. Should the leave go beyond 30 days there will be no accrual of paid time off.

Eligibility for Emergency Paid Sick Leave

Employees are eligible for EPSL for their regular scheduled hours when unable to telework. Employees quarantining as a result of the Domestic Travel Policy are not eligible for EPSL.

Carryover

EPSL under this policy will not be provided beyond June 30, 2021 but may change at any time prior to that date depending on the public health situation. Any unused EPSL paid sick will not carry over to the next year or be paid out to employees upon separation of employment or any other reason.



Job Protections & Restoration

Employees who take EPSL will not be retaliated or discharged for doing so. An employee who returns to work from an approved Paid Sick Leave is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Carol Stream Public Library Expenses by Vendor Detail

November 2020

Date	Num	Memo	Account	Amount
11/12/2020		Inv. #20-0711	7402 · Parking Lot Repair	-5,416.92
11/12/2020		Inv. #20-0688	7402 · Parking Lot Repair	-829.57
				<u>-6,246.49</u>
11/12/2020		Inv. #4734875	5308 · Business Phone	-882.40
				<u>-882.40</u>
11/19/2020		Inv. #544577984765	5201 · Supplies	-23.20
11/19/2020		Inv. #977345693863	5501 · Youth Services Programs	-56.96
11/19/2020		Inv. #768496645569	5503 · Adult/Teen Programs	-106.25
11/19/2020		Inv. #459755658936	5503 · Adult/Teen Programs	-9.56
11/19/2020		Inv. #439344653878	5503 · Adult/Teen Programs	-136.93
11/19/2020		Inv. #439344653878	5401 · Automation Hardware	-305.08
11/19/2020		Inv. #439344653878	5630 · Adult Books	-32.13
11/19/2020		Inv. #438659834443	5501 · Youth Services Programs	-25.39
11/19/2020		Inv. #895574335445	5401 · Automation Hardware	-32.98
11/19/2020		Inv. #448684645838	5503 · Adult/Teen Programs	-249.45
11/19/2020		Inv. #997365784393	5501 · Youth Services Programs	-121.97
11/19/2020		Inv. #546776764967	5501 · Youth Services Programs	-45.98
11/19/2020		Inv. #754489967757	5503 · Adult/Teen Programs	-27.97
11/19/2020		Inv. #754489967757	5630 · Adult Books	-156.03
11/19/2020		Inv. #754489967757	5637 · Adult Media	-9.99
11/19/2020		Inv. #637734777758	5201 · Supplies	-157.41
11/19/2020		Inv. #466676889338	5201 · Supplies	-41.58
11/19/2020		Inv. #944466568745	5201 · Supplies	-169.43
11/19/2020		Inv. #578984584435	5501 · Youth Services Programs	-27.20
11/19/2020		Inv. #959395397588	5302 · Office & Equipment Supplies	-21.86
11/19/2020		Inv. #455389883649	5501 · Youth Services Programs	-87.31
11/19/2020		Inv. #446797383994	5601 · Youth Services Books	-30.80
11/19/2020		Inv. #733959758657	5503 · Adult/Teen Programs	-115.66
11/19/2020		Inv. #733959758657	5630 · Adult Books	-100.46
11/19/2020		Inv. #965385969897	5205 · Furniture/Equipment	-109.20

A & A Paving Contractors, Inc.

Total A & A Paving Contractors, Inc.

Access One, Inc.

Total Access One, Inc.

AMAZON/SYNCEB

38

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

November 2020

Date	Num	Memo	Account	Amount
11/19/2020		Inv. #559555463348	5205 · Furniture/Equipment	-31.99
11/19/2020		Inv. #258.58	5503 · Adult/Teen Programs	-258.58
				<u>-2,491.35</u>
Total AMAZON/SYNCB				
American Library Association - Bookstore				
11/18/2020		Trauma Informed books(2) [Tax charged & non-mb 5110 · Trustee Development		-118.96
11/18/2020		Trauma Informed book (Dir. copy) [Tax charged & r 5105 · Professional Education		-63.47
				<u>-182.43</u>
Total American Library Association - Bookstore				
Baker & Taylor				
11/16/2020		Several invoices	5501 · Youth Services Programs	-10.79
11/16/2020		Several invoices	5601 · Youth Services Books	-690.13
11/16/2020		Several invoices	5630 · Adult Books	-2,853.41
				<u>-3,554.33</u>
Total Baker & Taylor				
Berryman-Gilliam, Bonita				
11/23/2020		Reimbursement for Black & Brown Girl Magic	5110 · Trustee Development	-300.00
				<u>-300.00</u>
Total Berryman-Gilliam, Bonita				
Carol Stream Christmas Sharing				
11/23/2020		Donation	5315 · Other Expenditures	-500.00
				<u>-500.00</u>
Total Carol Stream Christmas Sharing				
Case Lots, Inc.				
11/13/2020		Inv. #1282	5201 · Supplies	-644.25
				<u>-644.25</u>
Total Case Lots, Inc.				
Center Point for Large Print Books				
11/12/2020		Inv. #1801172	5630 · Adult Books	-137.82
				<u>-137.82</u>
Total Center Point for Large Print Books				
Comcast				
11/12/2020		11/2-12/1/2020	5402 · ISP and Web page hosting	-157.85
				<u>-157.85</u>
Total Comcast				
ComEd				
11/12/2020		9/16-10/15/20	5206 · Electric-Comm Edison	-604.47
				<u>-604.47</u>
Total ComEd				
Complete Cleaning Co., Inc.				
11/12/2020		Inv. #C15548	5203 · Maintenance Contracts	-1,810.00
				<u>-1,810.00</u>
Total Complete Cleaning Co., Inc.				

Carol Stream Public Library Expenses by Vendor Detail

November 2020

Costco	Date	Num	Memo	Account	Amount
Total Costco	11/18/2020		Halloween Snacks	5501 · Youth Services Programs	-75.24
D & Z House of Books					-75.24
Total D & Z House of Books	11/12/2020		Inv. #2020/1137218	5630 · Adult Books	-250.76
Displays2Go					-250.76
Total Displays2Go	11/18/2020		47 Slatwall signs	5509 · Library Publicity and Promotion	-365.65
	11/18/2020		10 Slatwall Holders	5509 · Library Publicity and Promotion	-42.65
Total Displays2Go					-408.30
Ebsco Information Services					
Total Ebsco Information Services	11/25/2020		Inv. #1000137886-1	5634 · Online Resources	-616.63
EDC Educational Services	11/25/2020		Inv. #1000137886-1	5652 · Grant/Award Expense	-7,851.37
Total EDC Educational Services					-8,468.00
Examiner Publications, Inc.					
Total Examiner Publications, Inc.	11/12/2020		Inv. #DIR7480246	5601 · Youth Services Books	-8.99
Faronics					-8.99
Total Faronics	11/23/2020		Inv. #55066	5509 · Library Publicity and Promotion	-45.00
Findaway World, LLC					-45.00
Total Findaway World, LLC	11/18/2020		Inv. #US0203098	5403 · Computer Software	-274.05
Gale/Cengage Learning Inc.					-274.05
Total Gale/Cengage Learning Inc.	11/12/2020		Inv. #331314	5606 · Youth Services Media	-150.94
	11/12/2020		Inv. #331314	5637 · Adult Media	-262.88
Total Gale/Cengage Learning Inc.					-413.82
Garvey's Office Products					
Total Garvey's Office Products	11/12/2020		Inv. #72592286	5630 · Adult Books	-85.47
	11/12/2020		Inv. #72591848	5630 · Adult Books	-139.45
	11/12/2020		Inv. #72592508	5630 · Adult Books	-112.46
Total Garvey's Office Products					-337.38

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

10

November 2020

Date	Num	Memo	Account	Amount
11/12/2020		Inv. #PINV1991551	5302 · Office & Equipment Supplies	-138.74
11/12/2020		Inv. #PINV1992967	5201 · Supplies	-385.50
				<u>-524.24</u>
Total Garvey's Office Products				
GoDaddy.com				
11/18/2020		2 yr. Managed SSL	5402 · ISP and Web page hosting	-399.98
				<u>-399.98</u>
Total GoDaddy.com				
Graphic 5, Inc.				
11/12/2020		Inv. #151760	5302 · Office & Equipment Supplies	-213.52
				<u>-213.52</u>
Total Graphic 5, Inc.				
Heritage Technology Solutions				
Total Heritage Technology Solutions				
HR Source				
11/23/2020		Inv. #218189 [(\$387.00 - \$3.13 (overpayt credit))]	5404 · Tech Support & Repair	-383.87
				<u>-383.87</u>
Total HR Source				
Illinois Library Association				
11/18/2020		Diversity Training - Pellico	5105 · Professional Education	-85.00
11/18/2020		Diversity Webinars - Westgate	5105 · Professional Education	-85.00
				<u>-170.00</u>
Total Illinois Library Association				
Ingram Library Services				
11/12/2020		Inv. #67238644	5637 · Adult Media	-40.79
11/12/2020		Inv. #67239456	5637 · Adult Media	-258.65
11/12/2020		Inv. #67240434	5637 · Adult Media	-59.54
11/12/2020		Inv. #67243799	5637 · Adult Media	-448.46
11/12/2020		Inv. #67243903	5637 · Adult Media	-32.34
11/12/2020		Inv. #67243893	5637 · Adult Media	-163.17
11/12/2020		Inv. #67243931	5637 · Adult Media	-83.33
				<u>-1,086.28</u>
Total Ingram Library Services				
Kevidko				

Carol Stream Public Library Expenses by Vendor Detail

November 2020

Date	Num	Memo	Account	Amount
11/18/2020		8 - Purell Sanitizers	5201 · Supplies	-195.45
				<u>-195.45</u>
11/12/2020		Annual Mbr. (2021)	5106 · Membership	-100.00
				<u>-100.00</u>
11/18/2020		Mthly. plan	5509 · Library Publicity and Promotion	-84.99
				<u>-84.99</u>
11/12/2020		Inv. #11615	5309 · Accounting Service	-1,075.00
				<u>-1,075.00</u>
11/18/2020		Halloween Supplies	5501 · Youth Services Programs	-19.95
				<u>-19.95</u>
11/16/2020		Several invoices	5606 · Youth Services Media	-871.27
11/16/2020		Several invoices	5637 · Adult Media	-1,734.28
11/16/2020		Several invoices	5651 · Digital Media	-4,871.91
				<u>-7,477.46</u>
11/30/2020		Inv. #0003732066	5401 · Automation Hardware	-433.26
11/30/2020		Inv. #0003732184	5401 · Automation Hardware	-3,614.89
11/30/2020		Inv. #0003732185	5401 · Automation Hardware	-112.98
				<u>-4,161.13</u>
11/18/2020		Order #705985879	5503 · Adult/Teen Programs	-112.89
				<u>-112.89</u>
11/12/2020		Inv. #20374351	5651 · Digital Media	-51.99
				<u>-51.99</u>
11/18/2020		250 Boxes	5503 · Adult/Teen Programs	-1,760.65
				<u>-1,760.65</u>

Total Kevicko
LACONI, Inc.

Total LACONI, Inc.
MailChimp

Total MailChimp

McClure, Inseerra & Company Chartered

Total McClure, Inseerra & Company Chartered
Michael's

Total Michael's
Midwest Tape

Total Midwest Tape
MNJ Technologies Direct, INC.

Total MNJ Technologies Direct, INC.
Oriental Trading Company

Total Oriental Trading Company
OverDrive, Inc.

Total OverDrive, Inc.
Packlane

Total Packlane

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

November 2020

	Date	Num	Memo	Account	Amount
Paddock Publications, Inc.					
Total Paddock Publications, Inc.	11/12/2020		Inv. #158411	5306 · Legal Notices	-503.70
Paylocity					
	11/12/2020		Inv. #107213224	5311 · Payroll Service	0.00
	11/12/2020		Inv. #107213224	5321 · Human Resources	0.00
	11/12/2020		Inv. #107273118	5311 · Payroll Service	0.00
	11/17/2020		Inv. #107213224	5311 · Payroll Service	-320.54
	11/17/2020		Inv. #107213224	5321 · Human Resources	-285.60
	11/17/2020		Inv. #107273118	5311 · Payroll Service	-177.42
Total Paylocity					-783.56
Perspectives, Ltd.					
Total Perspectives, Ltd.	11/23/2020		Inv. #96970	5321 · Human Resources	-1,146.60
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	11/12/2020		Inv. #40248	5203 · Maintenance Contracts	-1,319.00
Princess & Me Parties					
Total Princess & Me Parties	11/18/2020		Inv. #001617	5501 · Youth Services Programs	-67.50
QZZR Inc.					
Total QZZR Inc.	11/18/2020		Inv. #2489AD33-0002	5503 · Adult/Teen Programs	-200.00
record automatic doors, inc.					
Total record automatic doors, inc.	11/12/2020		Inv. #88028	5203 · Maintenance Contracts	-398.94
Sebert Landscaping, Inc.					
	11/12/2020		Inv. #S519662	5204 · Landscape Maintenance/Snow Remo	-365.00
	11/12/2020		Inv. #209240	5204 · Landscape Maintenance/Snow Remo	-646.00
Total Sebert Landscaping, Inc.					-1,011.00
Sikich, LLP					
Total Sikich, LLP	11/12/2020		Inv. #467155	7201 · Audit Expense	-605.00

Carol Stream Public Library Expenses by Vendor Detail

November 2020

	Date	Num	Memo	Account	Amount
Sir Speedy Printing					
Total Sir Speedy Printing	11/12/2020	Inv. #80196		5509 · Library Publicity and Promotion	-62.42
Sounds Good Inc.					
Total Sounds Good Inc.	11/12/2020	Piano tuning		5202 · Maintenance/Repair	-110.00
Staples					
Total Staples	11/12/2020	Inv. #3459511971		5201 · Supplies	0.00
Target Stores					
Total Target Stores	11/12/2020	Inv. #3459988149		5302 · Office & Equipment Supplies	0.00
Taste of Home Books					
Total Taste of Home Books	11/17/2020	Inv. #3459511971		5201 · Supplies	-349.19
TIAA Commercial Finance					
Total TIAA Commercial Finance	11/17/2020	Inv. #3459988149		5302 · Office & Equipment Supplies	-9.81
Today's Business Solutions, Inc.					
Total Today's Business Solutions, Inc.	11/18/2020	Halloween & Binge Box Supplies		5501 · Youth Services Programs	-40.99
Tracfone					
Total Tracfone	11/18/2020	Halloween Party Gift Card		5501 · Youth Services Programs	-5.00
United States Postal Service					
Total United States Postal Service	11/12/2020	Inv. #01017		5630 · Adult Books	-38.23
Village of Carol Stream					
Total Village of Carol Stream	11/23/2020	Inv. #7688291		5304 · Equipment Leasing	-1,404.12
	11/12/2020	Inv. #102620-13		5404 · Tech Support & Repair	-136.48
	11/18/2020	Mthly. Service		5308 · Business Phone	-22.41
	11/18/2020	Displays2Go return postage		5301 · Postage	-28.10
	11/12/2020	Inv. #4792		8000 · Debt Repayment Expense	-234,461.01

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

74

November 2020

Date	Num	Memo	Account	Amount
11/12/2020		Inv. #4825	5411 · Village IT Services	-7,738.04
11/16/2020		Inv. #4866	5315 · Other Expenditures	-108.50
				<u>-242,307.55</u>
Total Village of Carol Stream				
Village of Carol Stream - Benefits				
11/25/2020		Inv. #4865	5107 · Life Insurance	-149.28
11/25/2020		Inv. #4865	5108 · Health Insurance	-22,499.93
11/25/2020		Inv. #4865	5109 · Benefits, other	-25.00
				<u>-22,674.21</u>
Total Village of Carol Stream - Benefits				
Village of Carol Stream - IMRF				
11/23/2020		11/6-11/20/20	6620 · Illinois Municipal Retirement F	-14,986.24
				<u>-14,986.24</u>
Total Village of Carol Stream - IMRF				
Village of Carol Stream - Water Dept.				
11/12/2020		Bill #01666769	5207 · Water/Sewer	-870.55
				<u>-870.55</u>
Total Village of Carol Stream - Water Dept.				
Western First Aid & Safety				
11/12/2020		Inv. #ORD4-005780	5201 · Supplies	-97.29
				<u>-97.29</u>
Total Western First Aid & Safety				
TOTAL				
				<u><u>-335,538.22</u></u>

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

Approved by the Library Board of Trustees December 16, 2020

President Date

Secretary Date

11:09 AM
12/11/20
Accrual Basis

Carol Stream Public Library
Account QuickReport
November 2020

45

Type	Date	Num	Name	Memo	Split	Amount
5500 · Services						
5501 · Youth Services Programs						
General Journal	11/30/2020	MI1003		Record Nove...	-SPLIT-	45.12
Total 5501 · Youth Services Programs						45.12
5503 · Adult/Teen Programs						
General Journal	11/30/2020	MI1003		Record Nove...	5501 · Youth ...	38.82
Total 5503 · Adult/Teen Programs						38.82
Total 5500 · Services						83.94
TOTAL						83.94

46

Deduction Listing

Check Dates: 11/06/2020 to 11/20/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020110601 - 2020112001

Pay Periods: 10/18/2020 to 11/14/2020

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Danusiar, Amy	1181		12	-24.32
Dexheimer, Steven	1023		12	-20.80
Olekanma, Vera	1161		11	-38.82
Totals for REIMB -- REIMBURSEMENT			3 Employees	-83.94

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	3	-83.94
Totals			3	-83.94



Paylocity Corporation
(888) 873-8205

User: mclemens

Run on 11/17/2020 at 5:28 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

December 16, 2020

ALA-Request for Congress to Include COVID Relief Funding for Libraries

In addition to the email link that I sent out last week, included in the packet is the printout from ALA that provides information for people in the Library community, as well as citizens, to contact their congressmen to request that they include libraries in any legislation to provide COVID-19 relief funding. Libraries are experiencing unplanned expenses to make our facilities safe for staff and the public. Examples of expenses are gloves, hand sanitizer, masks, shields and barriers at public desks and staff workstations, air cleaners, disinfectant, etc. Please encourage your friends and neighbors to fill out the ALA online form that will send their request directly to their congressmen.

<https://cqcengage.com/ala/app/write-a-letter?1&engagementId=510082>

Library Closure on January 2, 2021

The Library will be closed this January on Friday, Jan. 1 for the Christmas holiday and the Library is also closed on Sunday, January 3. I would like to request that the Library be closed on Saturday, January 2 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. We will be able to provide the community with advance notice of this additional closure if approved by the Board. This request would just be for this year in response to how the holidays fell and that we are currently closed on Sundays.

Update of Library Pay Grade Structure

It is recommended by HR Source to adjust the current paygrade structure by an increase of 1.7% based upon our industry for 2021. The Library has adjusted the minimum hourly rate of Pay Grades 1 and 2 to \$11.00 to reflect the minimum wage of \$11.00 per hour that will be effective on January 1, 2021. The minimum wage will be increasing each year by \$1.00 per hour on January 1 through 2025 until it reaches a minimum wage of \$15.00 per hour. A copy of the Library's current and updated pay grade structure is included for comparison and review. Human Resources Manager Mary Pellico prepared an explanation page to the changes that is included in your Board packet.

Revision of Job Descriptions for Circulation Clerk and Circulation Coordinator

Now that the Library will be providing curbside services going forward, even after the pandemic, revisions to these job descriptions are necessary to reflect this new duty. The annual change in minimum wage has also had a direct impact on the Circulation positions place within the pay grade structure. We had our consultant at HRSource review the updated job descriptions and compare their current pay grade structure to comparable libraries, other non-profits, and similar jobs in the private sector. Following their analysis, it is their recommendation to move the Circulation Clerk from pay grade 2 to pay grade 3 and the Circulation Coordinator from pay grade 3 to pay grade 4. This is reflected in the updated pay grade structure for 2021. We currently have six Circulation Clerks and four of those employees would need to receive a pay adjustment in order to be compensated within the new pay grade. The two Circulation Coordinators would not be impacted by this change. The Human Resources Manager and I will review their placement within their current pay grade and will bring recommendations for any pay adjustments to the Board at the January meeting.

Proposed Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19

The Families First Coronavirus Response Act (FFCRA), which provides emergency sick leave for qualifying COVID-19-related reasons is set to expire on December 31, 2020. The purpose of this policy is to provide eligible employees with Emergency Paid Sick Leave (EPSL) for COVID-19-related reasons upon the expiration of FFCRA. If approved, this policy would take effect on January 1, 2021 and would expire on June 30, 2021. This date could be changed at any time prior to that date depending on the public health situation. Human Resources and Administration feel that it is important to extend the paid leave as we will continue to be in pandemic environment for an additional six months or so. The policy is included in your packet for review. I have highlighted areas of special note.

Facility Update

The replacement fence has been installed along the north east border of the library's property. It looks very nice.

Decorative planters have been placed at the front entrance of the Library. Our landscape service will be changing out the plantings seasonally throughout the year. The planters are made of weathering steel and will patina in the same way that the Corton steel rolling planters on the patio and the gazebo will patina over time.

Maintenance staff has installed the Library's holiday lights along the Library's roof line and installed our light-up figures on the roof. The Brittany tree arrived on November 28 and was installed east of the front entrance, in front of the meeting rooms.

I met with the owner of a sustainable earth scape company to look at our north lot and the undergrowth. Initially, I thought we would need to do a controlled burn, but he does not recommend that at this time. He is recommending that we do a brush cut in the spring and remove the invasive buckthorn and honeysuckle small trees. They will then use herbicide on the stumps to prevent regrowth. He would like to let it grow a season and see what desirable types of natural plants we have. Then in 2022 we may consider doing a controlled burn that would enrich the soil and then do a seeding of desirable native plants. The plan is to develop an undergrowth that is native, natural and attractive that will help to drive out the invasive species. Overtime, this will create an environment that requires minimal work to maintain in a natural state. His company does work for the Village and Park District to develop, maintain and enrich their natural areas.

Change in IMRF Rates for Employers

Starting in January 2021, the Library's employer contribution rate to the IMRF pension plan will be increasing for the new calendar year. Our 2020 contribution rate was 13.63% and will be increasing to 14.25%, an increase of .82%. The Library currently pays IMRF contribution for twenty-one full time staff members and any part-time staff members that work more than 20 hours per week. We currently have three part-time employees that are IMRF eligible. Employees pay a contribution of 4.5% of their salary to IMRF.

Donation from Parents and Teens Together (PATT)

Local residents Yvonne and Doug Petit have donated \$250 to the Library. These funds will be used to support Teen programs and/or materials. The Petit family has generously donated to the Library

annually in memory of their son Johnathan to support our efforts in providing valuable services to local teens. Their donation letter is included in your packet.

Article in Library Journal

It is very exciting that the Library’s renovation projection was one of only twenty libraries featuring photos and a small write-up in the Library Journal’s November issue article “The Year in Architecture 2020, 2020 Visions.” The Library was featured in the design trends of “Inside Out” when the design takes cues from the natural landscape and connects the indoors and outdoors. Our featured photo is of the Early Literacy area in Youth Services. I did some research and was able to order additional copies for the Trustees. I am not sure when they will arrive, but you will each have your own individual copy. In the meantime, I have included photocopies of the page from the article. In addition, the half page advertisement that our architecture firm placed in the journal, features a photo of the Library’s back patio. The viewpoint is from the west looking east.

Here is the text from within the article regarding CSPL:

Nature And Community

Libraries continue to bring the outdoors in and extend event, seating, and other spaces into their surrounding footprint. While these educational outdoor paths, pavilions, plazas, courtyards, and colonnade covered walkways predate the COVID-19 pandemic, they are perfectly suited for a moment in which patrons cannot linger or gather indoors. Just as fireplaces, rocking chairs, and comfortable lounge-style seating have become staples of library design, so are residential elements of outdoor design. String lights, umbrellas, and picnic benches mimic backyard settings.

Meanwhile, biophilic interior design elements such as organic, moss-like carpeting and plush nature-hued fabrics soften and balance geometric and angular features. Many libraries extend building cladding, such as stone or wood, into interior spaces.

Ceiling panels in shades of green cover the length of the children's area at the **Carol Stream Public Library**, IL, spreading from a green felt-covered pillar reminiscent of a tree. Graphic wall treatments feature mostly black and gray tree trunks while carpeting features purple, yellow and gray panels reminiscent of pebbles or lichen. The renovation also uses masonry walls to bring light into the floor plate and connect the interior to the adjacent wooded area and nature walk. String lights and picnic tables offer a casual seating experience outside.

Comments from Patrons

Staff members have compiled a document with the positive comments and feedback that has been received from patrons regarding Library Services during the pandemic. Patrons are especially happy with the Binge Box services.

December Employee Anniversaries

Marlys Smith – 12/19/11, Circulation

Kaitlyn Frye – 12/17/19, Circulation

Susan Westgate, Library Director

Parents and Teens Together

Phone: (630) 251-1809

Fax: (630) 990-5597

E-Mail: ypetit090288@gmail.com



December 4, 2020

Dear CS Public Library President,

We are pleased to present a PATT donation to the Carol Stream Public Library. We're especially excited because we are recognizing an organization that supports our children's future through reading, research and enlightenment.

Parents and Teens Together or PATT as we like to call our foundation originated from our son Jonathan's memorial funds. Our son Jonathan Petit died in June of 2005 after attending an underage drinking party in Carol Stream. Due to this tragedy PATT was formed to enlighten as well as educate our youth and their parents on the enormous problem of underage drinking that faces our society today. PATT is committed to make a difference in our community by promoting positive alternatives for our teens. We feel that the Carol Stream Public Library is one of the many youth organizations that do provide our teens with a healthy and happy outlook for their future.

So it is our pleasure to present this check for \$250.00.

Sincerely,

**Yvonne and Doug Petit
Parents and Teens Together, Inc.**

century scholarship. The \$90,000,000 project uses a shared color palette to reinforce the connection between old and new, and glass paneled interior walls offer views into technology-infused active learning classrooms and book arts and printmaking studios. Native landscaping and additional seating bring the library's footprint further into campus.

Allison and Howard Lutnick Library at Haverford College in Pennsylvania features vaulted ceilings in both original and renovated reading rooms, aligning past, present, and future. The original library had un-

dergone a series of ad hoc renovations in the past, creating a disorienting sequence of spaces. The latest renovation updated and added 32,380 square feet of space, restoring the older "heritage" spaces and combining them with warm, well-lit contemporary learning ones. Plush area rugs and live edge conference tables bring a sense of warmth and liveliness.

In Baltimore, MD, the **Enoch Pratt Free Library's** 1933 Art Deco building now features a job and career center, a space dedicated to teens, and a Creative Arts Center. Historic elements, rooms, and materials were

restored while updating invisible infrastructure. Black steel and glass walls delicately create new spaces in large, open areas and technology-rich rooms rise from floors to just below restored painted support beams.

Through color, form, and function, these libraries epitomize joyful expression. The palettes are lush, consistent, and expressive. By creating multifunctional, highly adaptive spaces that can tailor services and activities to distinct communities, these libraries bring a multilayered, sophisticated response to what it means to be "flexible" and "future-focused." ■



52



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Libraries have responded swiftly to the COVID-19 pandemic, in the tradition of ingenuity and reinvention that has defined their presence in American life.

To honor this legacy, VMDO strives to provide patrons, staff, and community members with designs that are as ingenious and enterprising as today's libraries.



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CHARLOTTESVILLE, VA — WASHINGTON, DC

Compliments Received Since March 2020

Sent: Tuesday, March 31, 2020 4:11 PM
To: Newsletter <newsletter@cslibrary.org>
Subject: Re: Helpful information from your library

Just wanted to send you guys some love. CSPL is *seriously* awesome. You're wonderful all the time, but extra helpful now, even when we can't come and enjoy your services. Hope you're all well.

From: trustee.sheikh@gmail.com [<mailto:trustee.sheikh@gmail.com>]
Sent: Friday, May 15, 2020 3:47 PM
To: Westgate, Susan
Subject: Bravo CSPL staff!

Dear Susan,

I can't express how proud I was of CSPL to include a Ramadan Storytime post today on Facebook/YouTube.

Please express my immense delight with our marketing team, Amy Teske, and the ENTIRE youth services department. Hey—let's just say EVERYONE because it's true. Kuddos to Aneesa for her work on the video and reading two very cute and pertinent books in Ramadan.

Every year I am amazed at how our YS department highlights different cultures/celebration/traditions. Just a few months ago I attended my second Holi program (before the quarantine) and it was so informative and interactive! I remember how well received our Cinco de Mayo event was a few years back. I look forward to many more programs that highlight the diversity in our community.

I took a screenshot of my Facebook post On my personal page and the comment I made on the CSPL page.

Again, bravo CSPL staff! 🙌

Sincerely,
 Trustee Sheikh

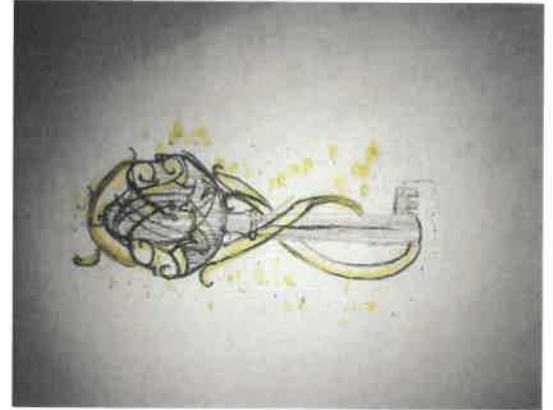
June 25, 2020 (Facebook)

Thank you for the fuzzy caterpillar craft. My grandson and I did ours today. After he assembled it, I took a needle and thread and went thru the Pom poms to reinforce them.



June 26, 2020 (Facebook)

We are enjoying reading *The Sixty-Eight Rooms* from the smart cookie group! Micah has really been into the key and drawing it for all to see, especially Marianne Malone!



August 1, 2020 (Facebook)

Thank you for Micah's binge box, he loves it!



August 5, 2020 (Facebook)

We LOVE the new library!! ❤️❤️



August 14, 2020



August 31, 2020 (Facebook)

Thank you so much for the BINGE BOXES. They are amazing and my kids absolutely love them.

September 4, 2020 (Facebook)

Whoever is making the binge boxes is doing a great job. They got my boys out of their comfort zone and reading different books. Thank you.

October 16, 2020

Hi Amy,

The girls LOVED the craft this month to celebrate Hispanic Heritage Month. I forgot to send you the finished "little book" craft Maya did earlier in the summer.

Thank you!

Sincerely,
Nadia Sheikh, MHA
President, Carol Stream Public
Library



Sent: Friday, October 23, 2020 6:38 PM
To: children <children@cslibrary.org>
Subject: Re: Your Binge Box is Ready to be Picked Up

We were able to pick up T's Binge Box today and she was so super excited for the books that you guys picked out, as well as the fun surprises! We got home around 5 o'clock and between then and now, one hour and a 1/2 hours later, we ate dinner and she read one of the whole books! Thank you so much!

October 23, 2020

From a mom on Facebook:

You guys are the Best! I really can't say enough amazing things about your staff and the services you provide that go FAR and above what most libraries provide and what most people use! the binge boxes have been wonderful both myself and my 3yo have gotten several. The adult make and take activities have been so much fun even by zoom.

the children's programs have been a literal lifesaver for me and my 3yo in my 3rd trimester and with a few day old baby at home! Miss Leigh Ann even offered to drop off my 3yos bag for the [Halloween](#) party [next week](#) to us, which was the sweetest. We are going to pick it up today to get out of the house for a bit. The yoga story time and VIP party were amazing! We LOVE you guys so much!

Friday, October 30, 2020
To: children <children@cslibrary.org>
Subject: Thanks! Crafts & Boo Bags

My kids wanted to say thank you for the crafts and treats!



From: Mansi Patel
Sent: Saturday, October 31, 2020 4:19 PM
To: Westgate, Susan <swestgate@cslibrary.org>
Subject: Thanks CSPL!

Thank you to Ms. Amy and Ms. Clare for doing this, it was honestly so much fun!! :)



November 2, 2020

Another day, another Facebook compliment:

Wanted to say thank you to the tremendous people at the library, especially the youth department. You are all awesome for teaming up with the CS Park District for the 2020 Pumpkins and Munchkins event and today's Trick or Treat Trail event!

Sent: Wednesday, November 11, 2020 7:47 AM
To: cstream <cstream@cslibrary.org>
Subject: Binge Barks Picture

Hello! Thank you so much for the Binge Barks box. Smokey is enjoying the cat tunnel and treats and J. is enjoying the books!



Sent: Tuesday, November 17, 2020 7:13 PM
To: cstream <cstream@cslibrary.org>
Subject: Binge Bark pictures THANK YOU!

We've always loved the binge boxes at Carol Stream Library, but this month is a little extra sweet. Both my boys, human and furry, and my husband and I, especially loved this box. You've made us very happy and excited to read and play. Thank you so much!

Also- we're HUGE Harry Potter fans but wow, we had no idea that there were Nicholas Flamel books! As you can see in the reaction photos when Logan found that book.

Hope you do Binge Barks again!



Sent: Tuesday, November 24, 2020 6:17 AM
To: Wilson, Leigh Anne <lawilson@cslibrary.org>
Subject: Re: Storytime with the Carol Stream Public Library

Leigh Anne, wishing you and your family a Happy Thanksgiving! I look forward to the future when I can bring (the kids) to an in person story time and begin the wonderful programs you have. Thank you and your whole staff for all your efforts doing these challenging times. Take care..

Saturday, November 28, 2020 7:18 PM

To: cstream <cstream@cslibrary.org>

Subject: Thank you!

- Hello Carol Stream library folks,

I just wanted to thank you for all of your wonderful service, particularly in the past few months. My four-year-old son just began preschool this fall, and we're supposed to read to him from his school's book list. Without your curbside pickup service, it would be challenging to find the books that he needs because his school does not have its own library. Additionally, I'm helping his school expand their reading list, so I've been requesting a lot of children's books to review for the list. It's been a welcome adventure for my son and I to make regular trips to the library to pick up the latest set of treasures. He just received his first binge box last week, and seeing his eyes light up at the books (and toys) selected especially for him gave me hope that one day he will be a voracious reader.

As a catalog librarian at a college library, I know that much unseen work goes into the library services we so love, and I wanted you to know that your work has been the source of many bright moments in our house during this pandemic, and it's greatly appreciated. Thank you.

11/28/2020

A. and our cats love everything in the binge box. Thank you so much 😊.



Sent: Friday, December 4, 2020 11:22 AM

To: children <children@cslibrary.org>

Subject: Thanks for the cooking class!

Thank you so much for doing the tot cooking class. L. had a blast and the kids loved eating the cookies! We really appreciate all the work you put into making the children's program amazing and fun for the kids.

December 2, 2020 (Instagram)



December 5, 2020

“Thanks we absolutely love you Binge Boxes, this will be a wonderful surprise for Christmas!!!”

December 5, 2020

“Thank you so much, we love your Binge Boxes, you guys are awesome and wonderful for doing this...again, thank you for doing such a great thing for the community. It is like opening a present but better because it truly is a surprise! Merry Christmas. :)”

December 11, 2020

Thanks for giving us this opportunity to make and share all of the craft projects you have so graciously arranged for us.

Happy Holidays,

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

	Nov. FY 19-20	Nov. FY 20-21	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	8,339	4,753	37,729
Videos	3,363	1,022	9,037
Audio	1,548	365	2,535
Periodicals	266	99	702
Other	148	125	820
E-books	1,679	2,987	24,409
E-Audio	1,315	2,018	14,445
E-Video	180	447	3,669
Digital magazines	445	665	5,018
Museum Passes	9 / 0	5 / 0	40 / 0
ILL - Borrowed from SWAN	2,534	3,104	12,061
ILL - Borrowed from Non-SWAN	34	32	94
ILL - Loaned to SWAN	1,646	654	3,493
ILL - Loaned to Non-SWAN	84	63	189
Total Circulation	21,590	16,339	114,241
Total Adult	12,340	10,334	70,450
Total Teen	n/a	80	743
Total Youth	9,250	5,925	43,048
Reciprocal Borrower Loans (incl. above)	801	452	2,120
Automatic Renewals (not incl. above)	16,102	13,361	62,864
Self Check - % of Circulation	35.27%	21.28%	21.91%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	4 / 50	17 / 212	92 / 1,962
Teen Number/Attendance	3 / 59	5 / 28	45 / 225
Youth - Number/Attendance	26 / 708	74 / 930	368 / 5,722
Total - Number/Attendance	33 / 817	96 / 1,170	505 / 7,909
Library Events - Number / Attendance	0 / 0	n/a	n/a
Outreach* - Number / Attendance	3 / 71	0 / 0	3 / 655
Facility Usage			
Library Visits (Door Count)	11,152	1,803	14,178
Curbside Pickup Transactions	n/a	1,334	5,945
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	3,372	5,169	26,319
# of Internet Sessions/Total Time	1,499 / 1,216	141 / 102	929 / 678
#iMac Sessions/Total Time	17 / 15	n/a	n/a
# of Library Website Visits	11,246	11,573	59,278
# Mobile App Views	357 / 690	3,062	17,022
# of Wireless Users	n/a	552	3,962

62

Reference Transactions			
Adult (Includes Online Chat)	2,164	646	3,641
Youth	n/a	246	2,069
Circulation	155	298	1,251
Total Reference Transactions	2,319	1,190	6,961

Total One-on-One Tutorials			
Adult	n/a	2	24
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	17,583	18,012	
# of Non-Resident Cards	12	5	
Total Registered Users	17,595	18,017	

Resources Owned/Licensed			
Books	58,294	58,906	
Newspapers (Print only)	22	24	
Periodicals (Print only)	149	136	
Total Print Materials	58,465	59,066	
Current Subscriptions (Print Only)	171	160	
Current E-Subscriptions	119	3,696	
E-Books: Downloadable	54,008	59,370	
Audio Recordings	6,311	6,492	
Audio Recordings (Downloadable)	18,142	22,328	
Videos	13,397	11,151	
Other: Video Games, Puzzles, Devices	560	663	
Databases	49	66	
Total Resources Owned/Licensed	151,051	162,832	

Professional Development Hours	70	95.25	764.25
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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.
- * Library returned to Curbside only service effective 11/17/20
- * 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
November 2020**

Primary Action Items - Administration

- TS and Business Office staff continued staffing the Welcome Table until the Library resumed Curbside Only service on 11/17/20
- Reviewed COVID return to work summaries and provided input on COVID protocols and tracking, FFCRA extension, etc.
- Developed draft of Cleaning Protocol Checklist after COVID exposure
- Payroll processing week of 11/2, 11/16 and 11/30
 - Worked with Paylocity on updating memo codes for FFCRA benefit so tax credits aren't applied
 - Worked with Paylocity on moving 1/1/2021 check date to 12/31/2020
- Library Remodel
 - Continued to provide feedback on the library signage order
 - LFI onsite to install sign holder on Hold shelves and review craft table in Youth Services
- Responded to a building alarm call on Thanksgiving. Determined it was a parent with children that activated the alarm on the patio gate
- Coordination of monthly financial and Librarian statistic reports
- Review of tuition and expense reimbursements for May/June to make sure info during data loss was complete – Joyce, Mary
- Coordinated creation of holiday closing signs with Marketing Coordinator
- Continued making updates to the master Service and Repair List – Joyce, Mary
- Preparation of Management Team agenda
- Update proxy cards and locker assignments for new/departing staff as needed

Primary Action Items – Tech Services

- Items ordered - 723
- Items put into Circulation - 394
- Items catalogued – imported bib records & original cataloging - 57
- Item record edits/database clean-up – 302
- Bib record merges submitted to SWAN support – 6
- Conversion project items – 394
- Repair items (includes disc cleaning) - 55
- Serial record edits - 20
- Serials – Claimed Issues - 14

Conversion Projects

- J DVD – Affix front labels – complete through J DVD/OCT
- Processed remaining returned Beginning Reader and Adult Mystery sticker conversions – Marie
- Processed returned items for genre stickering of J Fiction and Beginning Chapter Books – Science Fiction, Historical Fiction, Mystery and Newberry
- Romance collection – update green dot with genre sticker – 12% complete - Barb

Other

- Documented end of fiscal year ordering procedures and communicated this info to selectors and TS staff
- Completed database clean-up of Blu-ray combo packs – Marie
- Spotlight collections processing – Crafts and Hobbies and Best of the Year - Marie
- Create Sustainable Shelves list – Marie, Susan
- Process Sustainable Shelves materials for shipment and/or recycling – Susan
- Notified Findaway to update processing specs to better define contents for Launchpads – Susan and Mary
- Modified item records with updated pricing for Hot Spots – Susan
- Coordinate global updates with SWAN to place holiday collections on and off special display – Halloween, Thanksgiving, Hanukkah and Christmas
- Update serial records to replace RB Digital with Overdrive - Barb
- Update serial records to replace Mag to MAG – 50% complete – Barb
- Worked with EBSCO on clarifying pub patter for *Forbes* magazine and publication status for *Arthritis Today*
- Outstanding items as of 11/30 – 1,545 items – I reached out to our B & T rep. The warehouse had a huge backlog to work through due to the extended closures earlier this year. They are working double shifts and making progress, but still have a ways to go to resume a more normal processing time. We received a very large shipment the week of 12/7 that will address some of this backlog.

Professional Development

11/6/20 – Team Leader Training (1.5) - Mary

11/13/20 – SWAN Serials Call Numbers training (1.0 x 2) – Barb, Marie

11/17/20 – SWAN Fireside Chat (1.0) – Mary

Meeting Attendance

11/03, 11/10, 11/24/20 – Weekly Business Office meeting – Joyce and Mary

11/4/20 – collectionHQ Team meeting

11/4, 11/20 – Weekly meeting with Library Director

11/5, 11/12, 11/19/20 – Management Team

11/7/20 – New Hire Orientation with Michaela Gray

11/10/20 – Zoom meeting with FQC - Millwork

11/10/20 – All Staff Meeting – Barb, Joyce, Marie, Mary, Susan

11/13/20 – Meeting to review storage of YS DVDs

11/18/20 – Library Board meeting

11/19/20 – FFCRA discussion with Library Director and HR Manager

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report
November 2020

COVID - services and staffing

- Computer Express Stations – While the Express Stations were still open, we set up a Help Desk station to be used by Adult Services staff on Saturdays to provide computer assistance and Face Shields were required for both staff and patrons in order to provide in person computer assistance. An Express Station that was within 6 feet of the printer was marked out of service leaving 3 Express Stations. All the Express Stations were closed November 16 at 4:00 p.m.
- The Library closed to the public on November 17. Staff will work in the building to answer the phone, provide curbside document services, build binge boxes, and work on collection development tasks. Many other tasks including responding to email requests and questions and LibraryH3lp chat can be done remotely. We will only have a maximum of 2 people working in the Adult office space at a time and we will work to limit only 3 Adult Staff in the building at a time. Others will work remotely. Everyone is reporting to Laura their hours worked and what they worked on including any training each week.
- In addition to printing, Adult Staff are also providing curbside copying, scanning, and faxing document services and checking out Museum Adventure Passes.

Collection Development

- Collection Development Guidelines – Amy Teske and Laura are reviewing and editing the General Statements and collection area guidelines with the goal of completing the update before December 31.
- CollectionHQ – Laura updated the report schedule reminders for 2021.

Outreach Activities

- Homebound delivery – We were unable to deliver to Colony Park residents.
 - Registered patrons 30
 - Deliveries 19
 - Items delivered 99
- Career Online High School
 - Planning a graduation ceremony in 2021 for our five graduates. We will include active students that are close to completing their coursework.
 - Crystal checks for new students throughout the week and monitors the status of our current students. Two more students are in good shape and on the path to graduate. Unfortunately, two of our students were unable to complete the coursework within the allotted 18 months and are now no longer students and one more has had no activity in the past couple of months. Both Crystal and the COHS academic advisor tried to reach out to the students via email and phone but have been unsuccessful.
 - A promotional postcard on COHS saw an increase of webpage views and exits but not yet any new scholarship applications.
 - 11/19/2020 - COHS: Office Hours - Crystal
- November 20 – Chamber Industry Roundtable - Omar

Programs

- Holiday programs in December
 - Weekly make & Take kits and a combined Zoom meet-up on December 17
 - 50 State Book Club Holiday Party on December 14

66

- Holiday Singalong on Sunday December 20
- New passive programs – Staff created four virtual jigsaw puzzles for December and a QZZR quiz about CSPL's most popular titles of 2020.

Displays

- Established rotating heritage and awareness month display on the Business Center counter for collection items and hoopla collections.
 - Posted about Native American Heritage Month with a picture of our display and invitation to explore Hoopla's options:
- Developed virtual book displays for the website. <https://www.cslibrary.org/browse-spotlight>

Meetings

- Monthly department meetings switched to bi-weekly as we went to curbside service only.
- Weekly Management Team meetings continue – Laura
- Monthly Allstaff meetings restarted - Laura
- Monthly Board meetings - Laura
- Monthly SWAN chat webinars - Laura
- November 4 – CollectionHQ Team – Laura and Sarah
- November 4 – COVID safety committee – Jessica
- November 10 – Allstaff meeting
- November 11 - SWAN Book Club Users Meeting – Sarah
- November 12 - SWAN DUX Meeting – Sarah
- November 17 – Director meeting – Laura

Information technology

- Laura Hays
 - This Just In alerts – Managers are checking with their staff to confirm receipt.
 - Security cameras on new server - Time stamp is 30 minutes fast. Ticket placed with Heritage Technology Solutions.
 - Manage Print vendor proposal summarized for Susan.
- Community IT staff
 - There were 22 support tickets in November.
 - Laptops ordered for Librarians and Marketing Coordinator after Board approval.
 - VPN issues for several employees.
 - Tech Services staff relocated to Discovery Room.
 - Moved YOUTHREF2 PC to a table behind the Youth Services desk to create a new Computer Help Desk.
 - Updates to Youth laptop 3.
 - Outdoor sign issues – updated wifi connection.

Laura Hays
Head of Adult Services

67

**Youth Services Report
November 2020**

Program Highlights

- Regular storytimes continue including Storytime for Little Ones, Zoom into Storytime, Twilight Tales, and Yoga Storytime.
- Amy Danusiar presented a Smart Cookie book discussion on 11/17 of the book Wedgie & Gizmo by Suzanne Selfors. 15 were in attendance.
- Steve Dexheimer presented E-Learning at Wizard School program on 11/10 with 11 in attendance. The participants picked up supplies to do a “Potions” class, which really was different science experiments to do. They also took a “pop quiz” which was a Harry Potter Trivia Game.
- Did you know that it was Dinovember? We celebrated Dinovember with several video stories featuring one or two resident T-Rexes that had adventures at the Library during November. The videos, including a storytime, using the Library, the Blood Drive, Curbside Service and dreaming of dancing, are available on the Library’s YouTube page. (Rumor has it that the T-Rexes will help count down to Happy Noon Year on December 31 on Facebook Live. Stay tuned!)

Patron Service and Reference

- Binge Boxes continue to be very successful with 99 put together in November. Many parents send thank you notes with pictures and sometimes video of the kids enjoying opening the boxes. Since we started offering Binge Boxes in June, Youth Services has put together an average of 106 Binge Boxes every month. Youth staff works to include titles with diverse characters as often as possible.
- Leigh Anne Wilson partnered with Jessica Elder in Adult Services to offer Binge Barks so that pets can enjoy a Binge Box as well. Leigh Anne prepared 27 Binge Barks that included Youth Collection books.

Collection Development

- All selectors made updates to the Collection Development Plan and submitted them to their Manager. The updated version is expected to be finished before the end of December.

Professional Development

- 11/6/20 – Team Leader Training – Amy Teske, Clare Meehan, Amy Danusiar, Leigh Anne Wilson, Steve Dexheimer

Other

- Rich Karney completed 2 days of Practicum training in Youth Services on November 10 & 11.

Meeting Attendance

- 11/3 – All Staff
- 11/4 – CollectionHQ Team – Amy Teske
- 11/4 – Meeting with Susan W. – Amy Teske
- 11/5, 12, 16, 19 – Management Team Meeting – Amy Teske
- 11/13 – DVD Meeting – Amy Teske, Clare Meehan, Mary Clemens
- 11/16 – Birth to 5 Planning Meeting – Amy Teske
- 11/18 – Board Meeting – Amy Teske
- 11/24 – Youth Department Meeting
- 11/27 – Staff Meetings – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



68

November 2020 Report for Carol Stream Library Board of Trustees

Circulation Department

Library closed to public November 17th, curbside open during regular hours except Sunday.

- 9495 Checkouts
- 1334 Curbside deliveries (increased 37% the week the building closed).
- 12,315 Check ins
- 12,500 items shelved
- 4307 hold requests made available

Jeri participated in:

- all Management Team meetings
- ALLSTAFF Meeting
- SWAN Circulation Advisory group meeting

In addition:

- Circulation staff stay busy delivering available holds, binge boxes, crafts, program materials, print jobs, and create library accounts for Curbside Pickup patrons.
- Unique Management changed the interface of their communicator we've been using. It now has an analytics tool that shows us the busiest 30 minutes segments during the day. We are now prepared to handle those rushes with ease and organization.
- Michaela Gray joined the Team as a Circulation Clerk on November 17th. She has been paired with "buddy" Melanie to show her the ropes and introduce some initial training.

Submitted by Jeri L. Cain

12.10.2020

Human Resources
December 2019
Monthly Report

Administration

- Utilizing data from HR Source updated Non-discrimination and Anti-Harassment Policy 401.

Benefits

- Six employees enrolled in Flexible Spending Plan for 2020. No new employees elected to participate in the Life Insurance program through IMRF.

Compensation

- Utilizing data from HR Source updated pay grade structure effective 1-1-20. Minimum wage has been integrated into new pay grade structure.

Recruiting, Onboarding & Exiting

- 10 visits to the Career Page in November. The low number may be a result of the Holidays.
- Met with Aneesa Iqbal to discuss pertinent policies in the Employee Handbook.
- Posted Circulation Clerk position on our website, RAILS and JobTarget on 11-14-2019. We are looking for 3 staff members.
- Conducted 4 phone interviews and 3 in person interviews for Circulation Clerk. We added a realistic job preview to our Circulation Clerk interview. Jeri prepared information to explain exactly what was done at each work station. Applicants also viewed the process for issuing Library cards at the front desk.
- Anjali Rentfleish, currently a Materials Clerk has moved into a Circulation Clerk position.
- Met with Anjali to discuss any changes she would like to make with her employment paperwork as a result of her new position and answered any questions.
- Kaitlyn Frye was hired as a Circulation Clerk. Her first day was Tuesday, 12/17/19.

Training & Development

- Information was shared with staff at this month's all-staff meeting. Feedback was favorable for the off-site location. Committee members have begun work on invitation, service award presentations and menu.

Submitted
Mary Pellico

Marketing Report

November 2020

November Newsletter

- We recorded 454 views of the newsletter. The newsletter (with assists from the email newsletter) drove approximately 59 program registrations.

Other Activities

- Promoted the Blood Drive on November 19. All spots except for one were filled, and the drive collected 34 units of blood.
- Promoted the Carol Stream Christmas Sharing program (both donating and receiving)
- Created a series of educational social media posts for Native American Heritage Month including: a map showing that Carol Stream was built on the traditional homelands of the Kiikaapoi, Peoria, Bodéwadmiakiwen, Myaamia, and Očhéthi Šakówiŋ nations; because of the Library's street address, the story of Aionwatha (Hiwatha) and the Haudenosaunee (Iroquois) Confederacy; and a post featuring the current Poet Laureat, Joy Harjo, a member of the Muscogee Nation.
- Another social media post of note: One of our Facebook posts (see below) went viral, reaching over 24,000 people. Because it's totally unpredictable, it's always fun when this happens!
- Created an emergency Covid-19 communications plan
- Executed the emergency Covid-19 communications plan on November 16 to alert the public of our shift to curbside pickup
- Participated in the Youth Services STEAM passive program planning meeting
- Attended Covid-19 safety meeting on November 4 and contributed to Covid-19 staff news update
- Attended the first four of nine Library Marketing Conference online webinars:
 - Crisis Communications During COVID-19 and Beyond
 - Tips, Tricks, and Tools For Marketing In a Pandemic
 - Accessible Communications Toolkit: Because Libraries Are For Everyone
 - Three Perspectives on the Challenges of Internal Communications

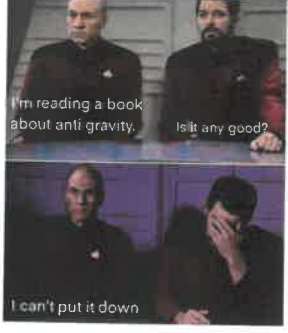
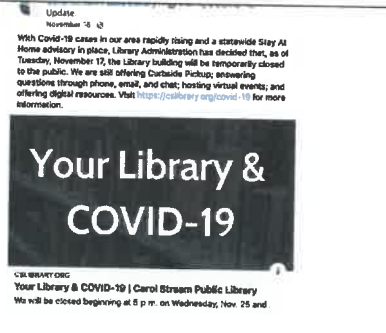

Facebook

2,282 page likes	Total impressions : 51,158	Total engagements: 2947
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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 November:

		
<p>People reached: 24,583 Engagements: 2,042</p>	<p>People reached: 1,591 Engagements: 213</p>	<p>People reached: 1,339 Engagements: 169</p>

Twitter

<p>Followers: 1,292, up 16 from September</p>	<p>Total impressions: 26,600</p>	<p>Total engagement: 1,950</p>
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Top tweets from November:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<p>Carol Stream Public Library @CarolStreamPL Nov 23 Michael Jackson's Thriller was released on this day in 1982. It became the best selling-record album of all time.</p>	553	23	4.2%		
Flashforward years later and the library's staff and one familiar looking Zombie decided to try their hand at Thriller karaoke. pic.twitter.com/ZJaUYIyspL		<p>Carol Stream Public Library @CarolStreamPL Nov 27 If you're a business in Carol Stream, you might be surprised the number of business resources we have available at your fingertips. Businesses in Carol Stream qualify for library cards.</p>	366	0	0.0%	
Visit cslibrary.org/business to see what we have. twitter.com/111LibraryAsso...		<p>Carol Stream Public Library @CarolStreamPL Nov 27 Dare we say this was our reaction to the latest episode of #TheMandalorian? pic.twitter.com/AQw3yVfOUu</p>	441	3	0.7%	

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

November 5	Binge BARKS: For the multi-mutt pet lover	Open rate: 16%	Click rate: 1.5%
November 12	Save your seat today	Open rate: 16.8%	Click rate: 1.2%
November 16	Covid-19 update from your library	Open rate: 31.1%	Click rate: 0.9%
November 19	The December newsletter is here	Open rate: 17.5%	click rate: 3.4%
November 24	Happy Thanksgiving, neighbors!	Open rate: 17.3%	Click rate: 1.1%



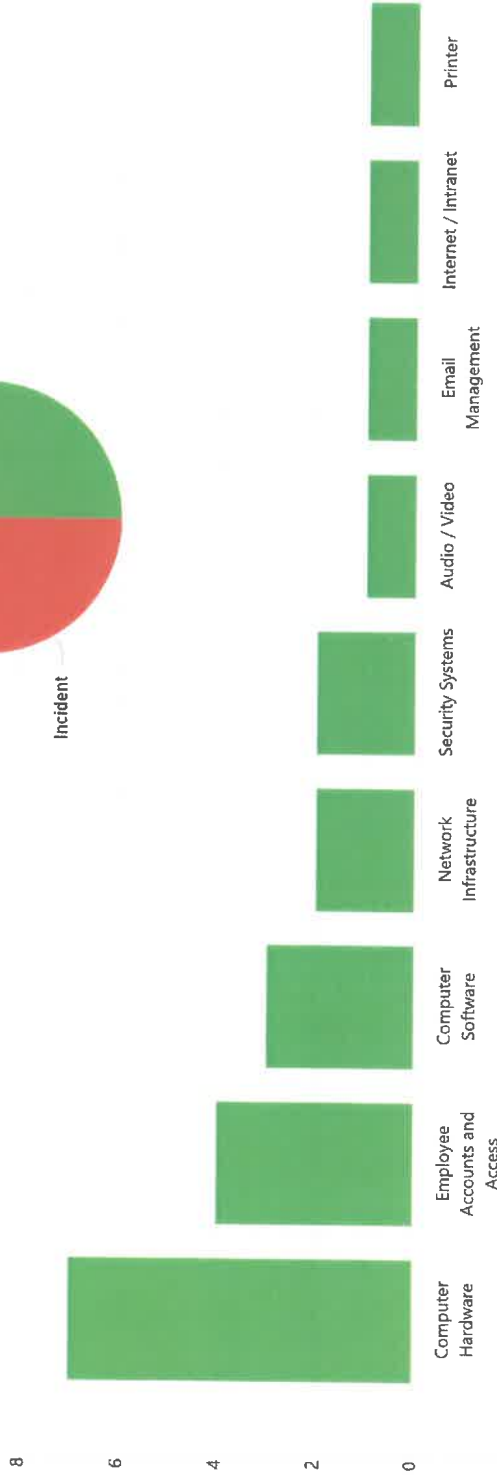
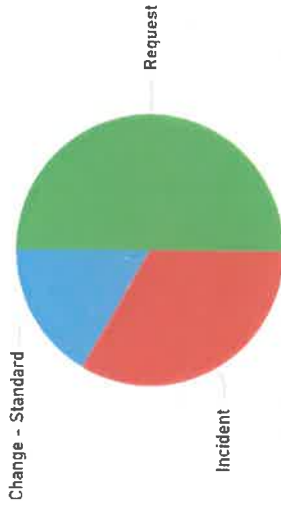
Monthly Report of IT Service

Report Range 11/1/2020 11/30/2020

Support Tickets 22

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	Sub-category	Count
Change - Standard	2	OTHER	8
Incident	8	Laptop / Tablet	2
Request	12	Move	2
Total	22	Cameras	1
		Digital Display	1
		Fortinet VPN	1
		New Network Account	1
		Paper Doesn't Feed Correctly	1
		Patching - Appliance	1
		Patching - Server	1
		Remote Client Problem	1
		SPAM	1
		UPS	1
		Total	22

Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer 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.

Below is the Legislative Update from the most recent ILA E-newsletter which is sent once per week. If you have not yet subscribed to the ILA E-newsletter I encourage you to do so. There is a form at the bottom of the page of the ILA home page <https://www.ila.org/> where you can enter your name and email to be a subscriber. There is no charge. The Library is an institutional member of ILA.

Legislative Update

ILA's Public Policy and Advocacy Committees met this past Monday, and discussed further ILA's advocacy focus for the upcoming spring session in Springfield and Washington. We are also putting plans in place for the upcoming annual series of Library Legislative Meet-ups in February; this year to be held virtually. Please stay tuned as dates and times are announced.

In Illinois, the legislative calendar still has not been announced, there is some question over whether or not House Speaker Michael Madigan will remain in his position, and there are 24 new legislators following last month's election. This uncertainty, combined with the pandemic and the budget crisis, which was worsened following the failure of the proposed graduated income tax referendum, is prompting ILA to focus broadly in our advocacy this year: Promoting what libraries of all types have done for our communities throughout the pandemic, with three main asks: Keep state library budgets whole, both in this current fiscal year and in budget development for next year; when creating any further COVID relief or stimulus bills ensure that libraries are eligible for funds; and if/when crafting any further COVID regulations, to check with the library community before creating laws that affect us. We will be using wording from the **Bigger Than a Building campaign** and real-life examples from libraries across the state to make our case. A terrific place for us to find examples, and for you to share what you're doing, is RAILS's **My Library Is... project**. This is open to all libraries in the state, not just those in RAILS, so **please share your story** if you haven't already!

On the Federal level, there are two newly-elected representatives, as previously reported on November 5. ALA's legislative agenda, which ILA largely follows, contains evergreen issues of importance to libraries: broadband access, copyright policy and e-books, the Federal Depository Library Program, public access to federally-funded research, and of course, library funding. The latter is the top priority; indeed, there is currently an **action for us to take urging Congress to include libraries in COVID relief funding. Email now!**

Wednesday, Jan 20, 2021 | 12:00 pm - 1:00 pm

RAILS Online Roundtable: Trustee Update 2021

About This Event

Join colleagues from around RAILS for an event designed specifically for trustees. On Wednesday, January 20, 12:00-1:00 pm, you're invited to RAILS Online Roundtable: 2021 Trustee Update.

This event will include two short presentations:

- **Alex Todd**, Library Director, Prospect Heights Public Library District, will present on budgetary best practices during the pandemic
- **Joe Filapek**, Trustee, Aurora Public Library District, will present on the importance of trustee onboarding and some ideas for building a trustee onboarding process

This event will also include a discussion and Q&A portion. All public library trustees from RAILS member libraries are invited. This event will be recorded.

Details

Use L2 for Registration

No

Event Type(s)

Networking
