

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: March 17, 2021

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-4>. 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 March is Women's History Month
 - 4.2 Glenbard Parent Series-Blackademically Speaking, Tuesday, March 23 at 7:00 p.m.
 - 4.3 More than a Month-How to Be an Antiracist Online Book Discussion, Tuesday, March 30 at 6:30 p.m.
 - 4.4 Glenbard Parent Series-Distinguished Round Table on Social Justice, Thursday, April 8 at 7:00 p.m.
5. PUBLIC PARTICIPATION – Nadia Sheikh
6. ADOPTION OF THE CONSENT AGENDA – Nadia Sheikh
7. APPROVAL OF MINUTES
 - 7.1 Minutes of the Regular Board Meeting of February 17, 2021
8. MONTHLY REPORTS OF THE TREASURER – Nancy Olson
 - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2021
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

9.3.4 EDI Committee – Dr. Bonita Berryman-Gilliam

10. NEW BUSINESS

10.1 Recommendation, Re: Approval of FY2022 Working Budget

10.2 Recommendation, Re: Approval of Amendment of FY 2021 Working Budget, CM&R Budget Line-Library Renovation Project

10.3 Discussion: Cards for Kids Act

11. DISBURSEMENTS

11.1 Approval of Disbursements of February 1-28, 2021 plus the Addendum for the Meeting of March 17, 2021

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 Report, Jeri Cain

13.5 Human Resources Report, Mary Pellico

13.6 Marketing Report, Allison Porch

13.7 Information Technology Report

14. UNFINISHED BUSINESS

None

15. BOARD DEVELOPMENT

15.1 Trustee Forum Spring Workshops

16. BOARD MEMBER REPORTS

16.1 ILA Legislative Day

16.2 ALA News Article-Libraries Gain Record Increases for IMLS, E-rate in Federal Relief Plan

17. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

18. ADJOURN

Next Resolution: #293

Mansi Patel, Secretary
Board of Library Trustees

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
Carol Stream Public Library
616 Hiawatha Drive Carol Stream, IL 60188

DATE: February 17, 2021

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

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-Nadia Sheikh

4.1 February is Black History Month

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Lynch moved and Trustee Berryman-Gilliam seconded the establishment of a Consent Agenda for the Regular Meeting of February 17, 2021. Motion approved.

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

Nays 0

Absent..... Trustee Patel

Trustee Olson moved and Trustee Lynch 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 Special Board Meeting of January 18, 2021

6.2 Minutes of the Regular Board Meeting of January 20, 2021

4

- 6.3 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2021
- 6.4 Report from the President, Nadia Sheikh-None
- 6.5 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.6 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.7 Facilities Committee Report - David Larimer-None
- 6.8 Finance Committee – Justin Lynch – None
- 6.9 Recommendation, Re: Approval of Copier/Print Management Contract
- 6.10 Recommendation, Re: Approval of Recommendation for Staff Merit Increases for FY 21/22
- 6.11 Recommendation, Re: Approval of Revision to Materials Clerk Job Description
- 6.12 Approval of Disbursements of December 1-31, 2020 plus the Addendum for the Meeting of January 20, 2021
- 6.13 Assistant Director’s Report, Mary Clemens
- 6.14 Adult Services Report, Laura Hays
- 6.15 Circulation Department Report, Jeri Cain
- 6.16 Human Resources Report, Mary Pellico
- 6.17 ILA Virtual Legislative Meet-up, Friday, February 19, 2021

Trustee Lynch moved and Trustee Berryman-Gilliam 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 Copier/Print Management Contract

Background information:

The Library’s received three quotes that included the public copier and printers as well as the individual printers in workrooms and offices and the Library’s main staff copier/printer that handles the majority of in-house printing. A spread sheet was compiled comparing all three vendors. Following review, it was recommended that the Library renew with their current vendor, Impact, based upon pricing and equipment.

Recommendation, Re: Approval of Recommendation for Staff Merit Increases for FY 21/22

Background information:

Traditionally, the annual staff evaluations take place before the end of the fiscal year in March and April. In FY2020 that schedule was adjusted due to the library closure for the pandemic. Evaluations were completed in August and staff received their merit increases in September 2020. The Management Team will be following this same evaluation schedule for FY2022. Staff will be evaluated at the end of summer and receive any awarded increases in September 2021. The employees of the Carol Stream Library approach their work with a team mentality of everyone working together to fulfill the Library’s Mission and Vision. They exhibit dedication to the organization’s success on a daily basis. This past year management and staff have developed and adopted new service models to deliver materials and programs in the unique pandemic environment. Even with these challenges, they have continued to provide excellent customer service to all of our patrons. It is recommended that the Board approve a pool of 4% for merit pay increases for staff. These increases would be awarded between zero and 4%, dependent upon performance. The FY22 budget will accommodate these

increases. The Consumer Price Index (CPI) for 2020 is 1.4%. The CPI is a measure of the change in the price paid by consumers for goods and services.

Recommendation, Re: Approval of Revision to Materials Clerk Job Description

Background information:

The Materials Clerk staff have been assisting in providing Curbside Pickup Services in the Circulation Department. The Library will be providing curbside services on a permanent basis going forward, even after the pandemic, a revision to the job description is necessary to reflect this new duty. A copy of the revised job description with this revision was provided to the Trustees for review.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1-31, 2021 plus the Addendum for the meeting of February 17, 2021 in the amount of \$96,649.53.

ILA Virtual Legislative Meet-up, Friday, February 19, 2021

The ILA (Illinois Library Association) has scheduled a virtual Legislative Meet-up for West Suburban Libraries for Friday, February 19 from 12:00-1:30 p.m. This annual event provides libraries the opportunity to hear from local legislatures their standings on the importance that public libraries play in our Democracy.

7. BOARD AND COMMITTEE REPORTS

7.1 EDI Committee – Dr. Bonita Berryman-Gilliam

Committee Chair Trustee Berryman-Gilliam consulted with Committee members Trustees Sheikh and Lynch and developed the following statement regarding the Library’s Board’s newly formed special EDI Committee: Initial Task (February-April, 2021) Equity, Diversity and Inclusion Committee (EDI). The first task for this committee is to lay the foundation for a potential role for an EDI Committee in the Carol Stream Public Library’s (CSPL) Long Range Strategic Plan (LRSP). The committee will develop initial plans to educate the members of the CSPL’s Board of Trustees, Staff Librarians and Personnel and the community of patrons as to the origin of the term ‘EDI’, its definition and its current impact on the local and broader community, input from the library staff is encouraged. We recognize and respect the fact that Equity, Diversity and Inclusion are evolving arenas in our Village and this country. Keeping this in mind, we will refer to both the Illinois Library Association (ILA), the American Library Association (ALA) and Reaching Across Illinois Library Systems (RAILS) websites for additional guidance, as they represent well researched, gold standards specific to libraries. This committee seeks to minimize duplication or conflict with any future role approved by the Board for the CSPL LRSP. Finally, any ideas or policies that are approved by the Board of Trustees would be placed on hold, if in any way they conflict with efforts by the Director and or Library staff to implement necessary guidelines from the state of Illinois for full compliance with Covid19 requirements or perform their duties.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of 2021 Per Capita Grant Application and 2019 Expenditure Report

Trustee Lynch moved and **Trustee Olson** seconded that the Library Board of Trustees approve the 2021 Per Capita Grant Application and 2019 Expenditure Report. Motion approved.

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

Nays None

6

Absent..... Trustee Patel

Background information:

The Per Capita funds received by the Library are used towards the purchase of the Library’s online database subscriptions.

8.2 Report of the Library Director, Susan Westgate

Trustees Olson and Berryman-Gilliam commented on the addition of the Carol Stream Author Collection that is located in the Spotlight area. They stated that it encourages residents to try their hand at creative writing.

8.3 Youth Services Report, Amy Teske

President Sheikh shared that her children enjoyed the Harry Potter program “What Hedwig Ate” that had the children dissecting an owl pellet to discover what they had eaten. Trustee Berryman-Gilliam was pleased to see the collaborative cooperation with Roy DeShane School and their EDI Book Club.

8.4 Marketing Report, Allison Porch

Trustee Olson applauded Allison’s My Library Is ... blog post featuring the Library’s Binge Box program. Trustee Berryman-Gilliam thanked Allison for the information posted to the public regarding the passing of former Library Director Lynn O-Dell. She had been the Library Director at CSPL from 1964-2005. Trustee Sheikh commended the public statement that Allison had prepared in response to recent national events.

8.5 Information Technology Report

Trustee Larimer inquired about the Library’s current back-up and recovery protocol. Adult Services Manager Laura Hays stated that she will ask the IT staff to provide information on the Library’s most current practices and share it with the Trustees at the next Board meeting.

8.6 Board Member Reports

President Sheikh shared that RAILS had reduced their material quarantine time from three days to one day. The Library will continue to quarantine materials for three days. Trustee Berryman-Gilliam inquired about the status of a patron that had been banned from entering the Library. Director Westgate stated that the patron is still currently banned from entering the building, but is permitted to use the curbside pick-up services.

8.7 Agenda Building for March Board Meeting

8.71 Cards for Kids Act

9. ADJOURN

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

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

Nays 0

Absent..... Trustee Patel

Meeting adjourned at 7:31 p.m.

March 17, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending February 28, 2021**

| <u>FUND</u> | <u>BEGINNING BALANCE</u> | <u>CHANGE</u> | <u>ENDING BALANCE</u> |
|------------------------------|------------------------------|------------------------|---------------------------|
| General | \$ 2,916,767.79 | \$ (198,187.24) | \$ 2,718,580.55 |
| Working Cash | 50,835.26 | 4.93 | 50,840.19 |
| FICA | 136,263.66 | (9,797.84) | 126,465.82 |
| IMRF | 131,465.04 | (15,503.61) | 115,961.43 |
| Liability Insurance | 13,323.16 | 3.23 | 13,326.39 |
| Audit | 8,026.79 | 0.64 | 8,027.43 |
| Capital Maintenance & Repair | 1,508,269.71 | (1,950.93) | 1,506,318.78 |
| Building Renovation Loan | <u>3,540.98</u> | <u>0.19</u> | <u>3,541.17</u> |
| TOTAL ALL FUNDS | <u>\$ 4,768,492.39</u> | <u>\$ (225,430.63)</u> | <u>\$ 4,543,061.76</u> |

See attached for a schedule of cash and investments.

Nadia Sheikh, Board President 2/28/21

Nancy Olson, Board Treasurer 2/28/21

Susan Westgate, Library Director 2/28/21

**Carol Stream Public Library
Treasurer's Report
Month Ending February 28, 2021**

| | <u>TYPE</u> | <u>CURRENT BALANCE</u> |
|---------------------------------|-------------|----------------------------|
| WEST SUBURBAN BANK | CHECKING | \$ 196,046.60 |
| WEST SUBURBAN BANK | PAYROLL | 108,752.18 |
| WEST SUBURBAN BANK-MONEY MARKET | INVESTMENT | 922,748.94 |
| ILLINOIS FUNDS-PRIME FUND | INVESTMENT | 3,314,289.99 |
| PROPAY | ELECTRONIC | 454.05 |
| CASH BANK | CASH DRAWER | <u>770.00</u> |
| | TOTAL | <u>\$ 4,543,061.76</u> |

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
FEBRUARY 28, 2021

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 February 28, 2021 and January 31, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date February 28, 2021, 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

March 4, 2021

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

| | Feb 28, 21 | Jan 31, 21 | \$ Change |
|--|---------------------|---------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 10-1000 · Library Fund Cash | | | |
| 10-1006 · WSB General Checking | 196,046.60 | 195,219.45 | 827.15 |
| 10-1008 · WSB Payroll Account | 108,752.18 | 107,597.32 | 1,154.86 |
| 10-1014 · Illinois Funds-Prime | 3,314,289.99 | 3,314,095.30 | 194.69 |
| 10-1024 · WSB Money Market Acct | 922,748.94 | 1,150,565.29 | -227,816.35 |
| 10-1025 · ProPay | 454.05 | 245.03 | 209.02 |
| 10-1026 · Cash Bank | 770.00 | 770.00 | 0.00 |
| 10-1090 · Allocated Cash-General Fund | -1,824,481.21 | -1,851,724.60 | 27,243.39 |
| Total 10-1000 · Library Fund Cash | 2,718,580.55 | 2,916,767.79 | -198,187.24 |
| 1190 · Allocated Cash-Fund Balances | | | |
| 20-1090 · Allocated Cash-Working Cash Fd. | 50,840.19 | 50,835.26 | 4.93 |
| 30-1190 · Allocated Cash-FICA Fund | 126,465.82 | 136,263.66 | -9,797.84 |
| 40-1090 · Allocated Cash-IMRF Fund | 115,961.43 | 131,465.04 | -15,503.61 |
| 50-1090 · Allocated Cash-Liability Fund | 13,326.39 | 13,323.16 | 3.23 |
| 60-1090 · Allocated Cash-Audit Fund | 8,027.43 | 8,026.79 | 0.64 |
| 70-1090 · Allocated Cash-Capital R&M Fund | 1,506,318.78 | 1,508,269.71 | -1,950.93 |
| 80-1090 · Allocated Cash-Debt Service | 3,541.17 | 3,540.98 | 0.19 |
| Total 1190 · Allocated Cash-Fund Balances | 1,824,481.21 | 1,851,724.60 | -27,243.39 |
| Total Checking/Savings | 4,543,061.76 | 4,768,492.39 | -225,430.63 |
| Total Current Assets | 4,543,061.76 | 4,768,492.39 | -225,430.63 |
| TOTAL ASSETS | 4,543,061.76 | 4,768,492.39 | -225,430.63 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Other Current Liabilities | | | |
| 2400 · Payroll Liabilities | 125.50 | 261.23 | -135.73 |
| Total Other Current Liabilities | 125.50 | 261.23 | -135.73 |
| Total Current Liabilities | 125.50 | 261.23 | -135.73 |
| Total Liabilities | 125.50 | 261.23 | -135.73 |
| 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 | 297,521.93 | 522,816.83 | -225,294.90 |
| Total Equity | 4,542,936.26 | 4,768,231.16 | -225,294.90 |
| TOTAL LIABILITIES & EQUITY | 4,543,061.76 | 4,768,492.39 | -225,430.63 |

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

| | Feb 21 | May '20 - Feb 21 | Annual Budget | % of Budget |
|---|-------------------|---------------------|---------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 3000 · Property Taxes | | | | |
| 3001 · Property Tax Current | 0.00 | 3,701,119.66 | 3,674,461.00 | 100.73% |
| 3002 · Property Taxes Non-Current | 0.00 | 0.00 | 5,000.00 | 0.0% |
| Total 3000 · Property Taxes | 0.00 | 3,701,119.66 | 3,679,461.00 | 100.59% |
| 3100 · PPR Taxes | 7,534.85 | 36,483.24 | 40,000.00 | 91.21% |
| 3200 · Interest Income | | | | |
| 3201 · Interest Income Taxes | 0.00 | 0.00 | 1,500.00 | 0.0% |
| 3202 · Interest Income Investments | 411.89 | 10,037.09 | 34,100.00 | 29.43% |
| Total 3200 · Interest Income | 411.89 | 10,037.09 | 35,600.00 | 28.19% |
| 3300 · Patron Payments | | | | |
| 3301 · Fines & Fees | 454.05 | 2,276.92 | 16,000.00 | 14.23% |
| 3302 · Public Copy Payments | 81.98 | 1,109.68 | 15,000.00 | 7.4% |
| 3303 · Non-Resident Card Fees | 0.00 | 178.86 | 3,000.00 | 5.96% |
| 3304 · Sale Items | 0.00 | 0.00 | 1,000.00 | 0.0% |
| Total 3300 · Patron Payments | 536.03 | 3,565.46 | 35,000.00 | 10.19% |
| 3400 · Donations | 405.00 | 705.00 | 5,000.00 | 14.1% |
| 3500 · Developer Contributions | 0.00 | 0.00 | 2,000.00 | 0.0% |
| 3600 · RBP/ILL Reimbursements | 0.00 | 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 | 313.76 | 9,000.00 | 3.49% |
| 3900 · Reapprop of FY2019 due to COVID | 0.00 | 0.00 | 150,000.00 | 0.0% |
| Total Income | 8,887.77 | 3,801,941.73 | 4,006,661.00 | 94.89% |
| Gross Profit | 8,887.77 | 3,801,941.73 | 4,006,661.00 | 94.89% |
| Expense | | | | |
| 5100 · Salaries | | | | |
| 5101 · Exempt Staff Salaries | 44,775.20 | 495,207.72 | 689,000.00 | 71.87% |
| 5102 · Non-Exempt Staff Salaries | 83,162.73 | 936,201.27 | 1,317,000.00 | 71.09% |
| 5103 · Custodial Salaries | 5,364.74 | 61,245.40 | 83,000.00 | 73.79% |
| 5105 · Professional Education | 1,475.29 | 5,369.94 | 18,000.00 | 29.83% |
| 5106 · Membership | 531.77 | 3,236.50 | 4,000.00 | 80.91% |
| 5107 · Life Insurance | 149.28 | 1,479.59 | 2,000.00 | 73.98% |
| 5108 · Health Insurance | 17,788.01 | 172,929.50 | 250,000.00 | 69.17% |
| 5109 · Benefits, other | 20.00 | 240.00 | 2,500.00 | 9.6% |
| 5110 · Trustee Development | 0.00 | 1,946.49 | 3,000.00 | 64.88% |
| Total 5100 · Salaries | 153,267.02 | 1,677,856.41 | 2,368,500.00 | 70.84% |
| 5200 · Plant Maint. | | | | |
| 5201 · Supplies | 2,245.00 | 15,411.66 | 21,000.00 | 73.39% |
| 5202 · Maintenance/Repair | 0.00 | 6,018.91 | 10,000.00 | 60.19% |
| 5203 · Maintenance Contracts | 3,129.00 | 33,526.94 | 43,000.00 | 77.97% |
| 5204 · Landscape Maintenance/Snow Remo | 1,024.00 | 7,495.00 | 17,000.00 | 44.09% |
| 5205 · Furniture/Equipment | 182.95 | 10,506.30 | 10,000.00 | 105.06% |

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

| | Feb 21 | May '20 - Feb 21 | Annual Budget | % of Budget |
|--|------------------|-------------------|-------------------|---------------|
| 5206 · Electric-Comm Edison | 0.00 | 17,895.66 | 38,000.00 | 47.09% |
| 5207 · Water/Sewer | 57.25 | 3,732.50 | 8,000.00 | 46.66% |
| 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. | 6,638.20 | 104,448.77 | 159,000.00 | 65.69% |
| 5300 · Business Exp. | | | | |
| 5301 · Postage | 0.00 | 1,584.90 | 8,000.00 | 19.81% |
| 5302 · Office & Equipment Supplies | 146.70 | 2,338.68 | 7,500.00 | 31.18% |
| 5303 · Printing | 133.70 | 218.66 | 5,000.00 | 4.37% |
| 5304 · Equipment Leasing | 0.00 | 14,587.28 | 22,000.00 | 66.31% |
| 5305 · Mileage Reimbursement | 10.02 | 156.90 | 3,000.00 | 5.23% |
| 5306 · Legal Notices | 0.00 | 503.70 | 700.00 | 71.96% |
| 5308 · Business Phone | 903.58 | 9,013.05 | 17,500.00 | 51.5% |
| 5309 · Accounting Service | 1,651.00 | 11,464.00 | 15,000.00 | 76.43% |
| 5310 · Material Recovery Fees | 0.00 | 0.00 | 1,000.00 | 0.0% |
| 5311 · Payroll Service | 1,064.89 | 5,744.12 | 7,500.00 | 76.59% |
| 5312 · Attorney Fees | 550.00 | 2,365.00 | 10,000.00 | 23.65% |
| 5315 · Other Expenditures | 161.29 | 17,204.92 | 23,000.00 | 74.8% |
| 5317 · Bank & Credit Card Fees | 0.00 | 39.95 | 100.00 | 39.95% |
| 5319 · Security Service | 0.00 | 337.54 | 25,000.00 | 1.35% |
| 5320 · Donation Recd Expense | 0.00 | 450.01 | | |
| 5321 · Human Resources | 304.86 | 6,462.83 | 10,500.00 | 61.55% |
| Total 5300 · Business Exp. | 4,926.04 | 72,471.54 | 155,800.00 | 46.52% |
| 5400 · Automat. & Dept. Oper. | | | | |
| 5401 · Automation Hardware | 708.64 | 15,577.93 | 25,000.00 | 62.31% |
| 5402 · ISP and Web page hosting | 157.85 | 5,218.48 | 15,000.00 | 34.79% |
| 5403 · Computer Software | -638.40 | 6,991.15 | 35,000.00 | 19.98% |
| 5404 · Tech Support & Repair | 116.48 | 13,148.37 | 13,000.00 | 101.14% |
| 5405 · Technical Services Supplies | 241.50 | 2,207.08 | 5,000.00 | 44.14% |
| 5406 · Circulation Supplies | 911.15 | 5,032.98 | 3,000.00 | 167.77% |
| 5408 · Tech Serv Online Resources | 10,594.00 | 10,594.00 | 16,500.00 | 64.21% |
| 5409 · RBP/ILL Expenses | 87.05 | 260.74 | 700.00 | 37.25% |
| 5410 · SWAN Consortium | 0.00 | 35,145.50 | 47,000.00 | 74.78% |
| 5411 · Village IT Services | 7,800.00 | 77,648.40 | 96,000.00 | 80.88% |
| 5400 · Automat. & Dept. Oper. - Other | 0.00 | -39.37 | | |
| Total 5400 · Automat. & Dept. Oper. | 19,978.27 | 171,785.26 | 256,200.00 | 67.05% |
| 5500 · Services | | | | |
| 5501 · Youth Services Programs | 1,204.98 | 25,551.28 | 28,000.00 | 91.26% |
| 5503 · Adult/Teen Programs | 705.30 | 13,668.66 | 25,000.00 | 54.68% |
| 5505 · Library Newsletter | 0.00 | 13,877.73 | 47,000.00 | 29.53% |
| 5509 · Library Publicity and Promotion | 520.80 | 6,170.99 | 30,000.00 | 20.57% |
| 5500 · Services - Other | 0.00 | 57.00 | | |
| Total 5500 · Services | 2,431.08 | 59,325.66 | 130,000.00 | 45.64% |
| 5600 · Collection | | | | |
| 5601 · Youth Services Books | 4,732.73 | 27,188.42 | 46,000.00 | 59.11% |

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

| | Feb 21 | May '20 - Feb 21 | Annual Budget | % of Budget |
|--|--------------------|-------------------------|----------------------|--------------------|
| 5606 · Youth Services Media | 655.37 | 10,254.46 | 22,000.00 | 46.61% |
| 5630 · Adult Books | 2,648.88 | 42,953.87 | 75,000.00 | 57.27% |
| 5634 · Online Resources | 0.00 | 30,483.47 | 35,000.00 | 87.1% |
| 5635 · Magazines & Newspapers | 504.40 | 10,974.93 | 12,000.00 | 91.46% |
| 5637 · Adult Media | 1,271.16 | 21,613.91 | 60,000.00 | 36.02% |
| 5651 · Digital Media | 9,652.71 | 74,498.43 | 80,000.00 | 93.12% |
| 5652 · Grant/Award Expense | 0.00 | 49,638.75 | 49,600.00 | 100.08% |
| Total 5600 · Collection | 19,465.25 | 267,606.24 | 379,600.00 | 70.5% |
| 6600 · Payroll Expenses | | | | |
| 6610 · FICA Expense | 9,806.85 | 108,707.83 | 150,000.00 | 72.47% |
| 6620 · Illinois Municipal Retirement F | 15,514.46 | 167,335.97 | 200,000.00 | 83.67% |
| Total 6600 · Payroll Expenses | 25,321.31 | 276,043.80 | 350,000.00 | 78.87% |
| 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 | 18,271.00 | 20,000.00 | 91.36% |
| 7102 · Risk Management expense | 0.00 | 1,854.20 | 4,000.00 | 46.36% |
| 7103 · Unemployment Compensation Insur | 0.00 | 1,233.66 | 3,000.00 | 41.12% |
| 7201 · Audit Expense | 0.00 | 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 | 0.00 | 6,246.49 | 12,000.00 | 52.05% |
| 7403 · Building Repair | 0.00 | 0.00 | 50,000.00 | 0.0% |
| 7404 · Landscape | 0.00 | 23,050.00 | 75,000.00 | 30.73% |
| 7405 · Memorials | 0.00 | 115.91 | 1,500.00 | 7.73% |
| 7406 · Other Capital Expenditures | 0.00 | 39,799.11 | 35,000.00 | 113.71% |
| Total 7400 · Capital Expenditures | 0.00 | 69,211.51 | 193,500.00 | 35.77% |
| 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 | 2,155.50 | 523,281.74 | | |
| 7509 · Security Camera Upgrades | 0.00 | 2,600.00 | | |
| Total 7500 · Special Capital Projects | 2,155.50 | 537,973.74 | 65,000.00 | 827.65% |
| Total Expense | 234,182.67 | 3,269,958.79 | 4,096,700.00 | 79.82% |
| Net Ordinary Income | -225,294.90 | 531,982.94 | -90,039.00 | -590.84% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 8000 · Debt Repayment Expense | 0.00 | 234,461.01 | 234,461.00 | 100.0% |
| Total Other Expense | 0.00 | 234,461.01 | 234,461.00 | 100.0% |
| Net Other Income | 0.00 | -234,461.01 | -234,461.00 | 100.0% |
| Net Income | -225,294.90 | 297,521.93 | -324,500.00 | -91.69% |

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

| | 10-General Fund | | 20-Working Cash Fund | | 30-FICA Fund | |
|--|--------------------|---------------------|----------------------|------------------|------------------|-------------------|
| | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 |
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 3000 · Property Taxes | 0.00 | 3,137,348.42 | 0.00 | 0.00 | 0.00 | 141,993.86 |
| 3100 · PPR Taxes | 7,534.85 | 36,483.24 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3200 · Interest Income | 178.47 | 4,349.09 | 4.93 | 120.08 | 9.01 | 219.44 |
| 3300 · Patron Payments | 536.03 | 3,565.46 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3400 · Donations | 405.00 | 705.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3600 · RBP/LL Reimbursements | 0.00 | 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 | 313.76 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Income | 8,654.35 | 3,232,482.49 | 4.93 | 120.08 | 9.01 | 142,213.30 |
| Gross Profit | 8,654.35 | 3,232,482.49 | 4.93 | 120.08 | 9.01 | 142,213.30 |
| Expense | | | | | | |
| 5100 · Salaries | 153,267.02 | 1,677,856.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5200 · Plant Maint. | 6,638.20 | 104,448.77 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5300 · Business Exp. | 4,926.04 | 72,471.54 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5400 · Automat. & Dept. Oper. | 19,978.27 | 171,785.26 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5500 · Services | 2,431.08 | 59,252.02 | 0.00 | 73.64 | 0.00 | 0.00 |
| 5600 · Collection | 19,465.25 | 267,606.24 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6600 · Payroll Expenses | 0.00 | 146.30 | 0.00 | 0.00 | 9,806.85 | 108,561.53 |
| 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 | 206,705.86 | 2,353,566.54 | 0.00 | 73.64 | 9,806.85 | 108,561.53 |
| Net Ordinary Income | -198,051.51 | 878,915.95 | 4.93 | 46.44 | -9,797.84 | 33,651.77 |

Exhibit C See Accountant's Compilation Report

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

| | 10-General Fund | | 20-Working Cash Fund | | 30-FICA Fund | |
|-------------------------------|--------------------|-------------------|----------------------|------------------|------------------|------------------|
| | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 |
| 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 | -198,051.51 | 878,915.95 | 4.93 | 46.44 | -9,797.84 | 33,661.77 |

Exhibit C See Accountant's Compilation Report

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

| | 40-IMRF Fund | | 50-Liability Fund | | 60-Audit Fund | |
|--|-------------------|-------------------|-------------------|-------------------|---------------|------------------|
| | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 |
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 3000 · Property Taxes | 0.00 | 171,188.03 | 0.00 | 1,327.33 | 0.00 | 13,270.28 |
| 3100 · PPR Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3200 · Interest Income | 10.85 | 264.43 | 3.23 | 78.68 | 0.64 | 15.64 |
| 3300 · Patron Payments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3400 · Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3600 · RBP/LL 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 | 10.85 | 171,452.46 | 3.23 | 1,406.01 | 0.64 | 13,285.92 |
| Gross Profit | 10.85 | 171,452.46 | 3.23 | 1,406.01 | 0.64 | 13,285.92 |
| 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 | 15,514.46 | 167,335.97 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7101 · Liability Insurance | 0.00 | 0.00 | 0.00 | 18,271.00 | 0.00 | 0.00 |
| 7102 · Risk Management expense | 0.00 | 0.00 | 0.00 | 1,854.20 | 0.00 | 0.00 |
| 7103 · Unemployment Compensation Insur | 0.00 | 0.00 | 0.00 | 1,233.66 | 0.00 | 0.00 |
| 7201 · Audit Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 15,514.46 | 167,335.97 | 0.00 | 21,358.86 | 0.00 | 11,877.00 |
| Net Ordinary Income | -15,503.61 | 4,116.49 | 3.23 | -19,952.85 | 0.64 | 1,408.92 |

Exhibit C See Accountant's Compilation Report

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

| | 40-IMRF Fund | | 50-Liability Fund | | 60-Audit Fund | |
|-------------------------------|-------------------|------------------|-------------------|-------------------|---------------|------------------|
| | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 |
| 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 | -15,503.61 | 4,116.49 | 3.23 | -19,952.85 | 0.64 | 1,408.92 |

Exhibit C See Accountant's Compilation Report

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

| | 70-Capital Maint. & Repair Fund | | 80-Debt Service | | TOTAL | |
|--|---------------------------------|--------------------|-----------------|-------------------|--------------------|---------------------|
| | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 |
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 3000 - Property Taxes | 0.00 | 0.00 | 0.00 | 235,991.74 | 0.00 | 3,701,119.66 |
| 3100 - PPR Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 7,534.85 | 36,483.24 |
| 3200 - Interest Income | 204.57 | 4,985.00 | 0.19 | 4.73 | 411.89 | 10,037.09 |
| 3300 - Patron Payments | 0.00 | 0.00 | 0.00 | 0.00 | 536.03 | 3,565.46 |
| 3400 - Donations | 0.00 | 0.00 | 0.00 | 0.00 | 405.00 | 705.00 |
| 3600 - RBP/LL Reimbursements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 313.76 |
| Total Income | 204.57 | 4,985.00 | 0.19 | 235,996.47 | 8,887.77 | 3,801,941.73 |
| Gross Profit | 204.57 | 4,985.00 | 0.19 | 235,996.47 | 8,887.77 | 3,801,941.73 |
| Expense | | | | | | |
| 5100 - Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 153,267.02 | 1,677,856.41 |
| 5200 - Plant Maint. | 0.00 | 0.00 | 0.00 | 0.00 | 6,638.20 | 104,448.77 |
| 5300 - Business Exp. | 0.00 | 0.00 | 0.00 | 0.00 | 4,926.04 | 72,471.54 |
| 5400 - Automat. & Dept. Oper. | 0.00 | 0.00 | 0.00 | 0.00 | 19,978.27 | 171,785.26 |
| 5500 - Services | 0.00 | 0.00 | 0.00 | 0.00 | 2,431.08 | 59,325.66 |
| 5600 - Collection | 0.00 | 0.00 | 0.00 | 0.00 | 19,465.25 | 267,606.24 |
| 5600 - Payroll Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 25,321.31 | 276,043.80 |
| 7101 - Liability Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18,271.00 |
| 7102 - Risk Management expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,854.20 |
| 7103 - Unemployment Compensation Insur | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,233.66 |
| 7201 - Audit Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,877.00 |
| 7400 - Capital Expenditures | 0.00 | 69,211.51 | 0.00 | 0.00 | 0.00 | 69,211.51 |
| 7500 - Special Capital Projects | 2,155.50 | 537,973.74 | 0.00 | 0.00 | 2,155.50 | 537,973.74 |
| Total Expense | 2,155.50 | 607,185.25 | 0.00 | 0.00 | 234,182.67 | 3,269,958.79 |
| Net Ordinary Income | -1,950.93 | -602,200.25 | 0.19 | 235,996.47 | -225,294.90 | 531,982.94 |

Exhibit C See Accountant's Compilation Report

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

| | 70-Capital Maint. & Repair Fund | | 80-Debt Service | | TOTAL | |
|-------------------------------|---------------------------------|--------------------|-----------------|------------------|--------------------|-------------------|
| | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 | Feb 21 | May '20 - Feb 21 |
| Other Income/Expense | | | | | | |
| Other Expense | | | | | | |
| 8000 - Debt Repayment Expense | 0.00 | 0.00 | 0.00 | 234,461.01 | 0.00 | 234,461.01 |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 234,461.01 | 0.00 | 234,461.01 |
| Net Other Income | 0.00 | 0.00 | 0.00 | -234,461.01 | 0.00 | -234,461.01 |
| Net Income | <u>-1,950.93</u> | <u>-602,200.25</u> | <u>0.19</u> | <u>1,535.46</u> | <u>-226,294.90</u> | <u>297,521.93</u> |

Exhibit C See Accountant's Compilation Report

| | | FY 20/21 | FY 21/22 |
|-------------|--|------------------|------------------|
| | | FY 21 | FY22 |
| | | Working Budget | |
| | | Approved 4/15/20 | DRAFT |
| ACCT # | Account Name | | |
| | GENERAL FUND REVENUES | | |
| 3000 | Property Taxes | | |
| 3001 | Property Tax -- Current | 3,117,000 | 3,135,000 |
| 3002 | Property Tax -- Non-Current | 5,000 | 5,000 |
| 3100 | PPR Taxes | 40,000 | 44,000 |
| 3200 | Interest Income | | |
| 3201 | Interest Income -- Taxes | 1,500 | 1,000 |
| 3202 | Interest Income -- Investments | 34,000 | 15,000 |
| 3300 | Patron Payments | | |
| 3301 | Fines & Fees | 16,000 | 10,000 |
| 3302 | Public Copier Payments | 15,000 | 12,000 |
| 3303 | Non-Resident Card Fees | 3,000 | 2,000 |
| 3304 | Sale items | 1,000 | 1,000 |
| 3400 | Donations | 5,000 | 5,000 |
| 3500 | Developer Contributions | 2,000 | 1,000 |
| 3600 | RBP/ILL Reimbursements | 1,000 | 1,000 |
| 3700 | Grants | | |
| 3701 | Per Capita Grant | 49,600 | 49,650 |
| 3702 | Other Grants/Awards | - | 5,000 |
| 3800 | Other Income | 9,000 | 5,000 |
| 3900 | Reappropriation of unspent FY2019 Revenues due to COVID-19 | 150,000 | |
| | TOTAL REVENUES | 3,449,100 | 3,291,650 |
| | GENERAL FUND EXPENDITURES | | |
| 5100 | SALARIES | | |
| 5101 | Exempt Staff Salaries | 689,000 | 603,000 |
| 5102 | Non-exempt Staff Salaries | 1,317,000 | 1,279,300 |
| 5103 | Custodial Salaries | 83,000 | 78,000 |
| 5104 | Benefits-Med/Life/Dental | | |
| 5105 | Professional Education | 18,000 | 15,000 |
| 5106 | Memberships | 4,000 | 4,000 |
| 5107 | Benefits -- Life insurance | 2,000 | 2,000 |
| 5108 | Benefits -- Health Insurance | 250,000 | 250,000 |
| 5109 | Benefits -- Other | 2,500 | 2,000 |
| 5110 | Trustee Development | 3,000 | 3,000 |
| | TOTAL | 2,368,500 | 2,236,300 |
| 5200 | PLANT MAINTENANCE | | |
| 5201 | Supplies | 21,000 | 20,000 |
| 5202 | Maintenance/Repair | 10,000 | 10,000 |
| 5203 | Maintenance Contracts | 43,000 | 42,000 |
| 5204 | Landscape Maintenance/Snow Removal | 17,000 | 15,000 |
| 5205 | Furniture/Equipment | 10,000 | 10,000 |

| | | FY 20/21 | FY 21/22 |
|---------------|---|------------------|----------------|
| | | FY 21 | FY22 |
| | | Working Budget | |
| | | Approved 4/15/20 | DRAFT |
| ACCT # | Account Name | | |
| 5206 | Electric-Com Ed | 38,000 | 45,000 |
| 5207 | Water/Sewer | 8,000 | 10,000 |
| 5208 | Insurance (Property) | 12,000 | 11,000 |
| | TOTAL | 159,000 | 163,000 |
| 5300 | BUSINESS EXPENSE | | |
| 5301 | Postage | 8,000 | 6,000 |
| 5302 | Office & Equipment Supplies | 7,500 | 7,000 |
| 5303 | Library Printing | 5,000 | 4,000 |
| 5304 | Equipment Leasing | 22,000 | 17,000 |
| 5305 | Mileage Reimbursement | 3,000 | 2,000 |
| 5306 | Legal Notices | 700 | 600 |
| 5308 | Business Phone | 17,500 | 12,000 |
| 5309 | Accounting Service | 15,000 | 15,000 |
| 5310 | Material Recovery Fees | 1,000 | 1,000 |
| 5311 | Payroll Service | 7,500 | 7,500 |
| 5312 | Attorney Fees | 10,000 | 8,000 |
| 5314 | Other Consultants | - | 8,000 |
| 5315 | Other Expenditures | 23,000 | 7,000 |
| 5317 | Bank & Credit Card Fees | 100 | 100 |
| 5319 | Security Service | 25,000 | 21,000 |
| 5320 | Donation Received Expense | - | 0 |
| 5321 | Human Resources Expense | 10,500 | 10,000 |
| | TOTAL | 155,800 | 126,200 |
| 5400 | CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES | | |
| 5401 | Automation Hardware | 25,000 | 10,000 |
| 5402 | ISP and Web Page Hosting | 15,000 | 16,500 |
| 5403 | Computer Software | 35,000 | 18,000 |
| 5404 | Tech Support & Repair | 13,000 | 15,000 |
| 5405 | Technical Services Supplies | 5,000 | 5,000 |
| 5406 | Circulation Supplies | 3,000 | 6,000 |
| 5408 | Tech Serv Online Resources | 16,500 | 16,500 |
| 5409 | RBP/ILL Expenses | 700 | 500 |
| 5410 | SWAN Consortium | 47,000 | 47,000 |
| 5411 | Village IT Services | 96,000 | 98,000 |
| | TOTAL | 256,200 | 232,500 |
| 5500 | SERVICES | | |
| 5501 | Youth Services Programs | 28,000 | 32,000 |
| 5503 | Adult/Teen Programs | 25,000 | 29,000 |
| 5505 | Library Newsletter | 47,000 | 47,000 |
| 5509 | Library Publicity and Promotion | 30,000 | 20,000 |

| | | FY 20/21 | FY 21/22 |
|-----------------|--|------------------|------------------|
| | | FY 21 | FY22 |
| | | Working Budget | |
| | | Approved 4/15/20 | DRAFT |
| ACCT # | Account Name | | |
| | TOTAL | 130,000 | 128,000 |
| 5600 | COLLECTION DEVELOPMENT | | |
| 5601 | Youth Services Books | 46,000 | 50,000 |
| 5606 | Youth Services Media | 22,000 | 25,000 |
| 5630 | Adult Services Books | 75,000 | 75,000 |
| 5634 | Online Resources | 35,000 | 45,000 |
| 5635 | Magazines & Newspapers | 12,000 | 11,000 |
| 5637 | Adult Services Media | 60,000 | 50,000 |
| 5651 | Digital Media | 80,000 | 100,000 |
| 5652 | Grant/Award Expense (Databases) | 49,600 | 49,650 |
| | TOTAL | 379,600 | 405,650 |
| | GENERAL FUND EXPENDITURES | | |
| 5100 | SALARIES | 2,368,500 | 2,236,300 |
| 5200 | PLANT MAINTENANCE | 159,000 | 163,000 |
| 5300 | BUSINESS EXPENSE | 155,800 | 126,200 |
| 5400 | CIRCULATION & MATERIAL PROC... | 256,200 | 232,500 |
| 5500 | SERVICES | 130,000 | 128,000 |
| 5600 | COLLECTION DEVELOPMENT | 379,600 | 405,650 |
| | TOTAL EXPENDITURES | 3,449,100 | 3,291,650 |
| | GENERAL FUND REVENUES | | |
| | LIBRARY TAX | 3,117,000 | 3,135,000 |
| | OPERATING REVENUE | 332,100 | 156,650 |
| | TOTAL REVENUES | 3,449,100 | 3,291,650 |
| | OTHER FINANCING SOURCES/FUNDS | | |
| Class 80 | BUILDING RENOVATION LOAN FUND (new Fund line) | | |
| 80-3001 | Special Debt Service Tax Levy | 234,461 | 234,461 |
| 80-3002 | Interest income | - | |
| 80-8000 | Loan payment expense | 234,461 | 234,461 |
| | Net Difference | - | 0 |
| | Fund Balance April 30, 2019 | - | 0 |
| | WORKING CASH FUND | | |

| | | | FY 20/21 | | FY 21/22 |
|-----------------|------------------------------------|--------------|------------------|--------------|---------------|
| | | | FY 21 | | FY22 |
| | | | Working Budget | | |
| | | | Approved 4/15/20 | | DRAFT |
| ACCT # | Account Name | | | | |
| 20-3001 | Working Cash Levy | | - | | 0 |
| 20-3202 | Interest on investments | | 100 | | 100 |
| | TOTAL | | 100 | | 100 |
| 20-6920 | Transfer to General Fund | | (100) | | -100 |
| | Fund Balance April 30 | | 48,361 | | 48,361 |
| Class 50 | LIABILITY INSURANCE FUND | | | | |
| 50-3001 | Liability Insurance Levy | | 1,000 | | 20,000 |
| 50-3202 | Interest on Investments | | - | | 0 |
| 50-3300 | LIMRIC UCGA Dividend | | - | | 0 |
| | TOTAL | | 1,000 | | 20,000 |
| 50-7101 | Liability Insurance | | 20,000 | | 19,000 |
| 50-7102 | Risk Management expense | | 4,000 | | 3,000 |
| 50-7103 | Unemployment Comp. Insurance | | 3,000 | | 5,000 |
| | TOTAL | | 27,000 | | 27,000 |
| | Net Difference | | (26,000) | | -7,000 |
| | Fund Balance, May 1 | (FY19 audit) | 14,138 | (FY20 audit) | 33,279 |
| | April 2020 Transfer from Gen. Fund | | 15,000 | | |
| | Reserve Balance April 30 | | 3,138 | | 26,279 |
| | Reserve in Months | | 1 | | 11.68 |
| Class 30 | FICA FUND | | | | |
| 30-3001 | FICA Tax Levy | | 140,000 | | 125,000 |
| 30-3202 | Interest on Investments | | - | | 0 |
| 30-5104 | FICA Benefit | | 150,000 | | 150,000 |
| | Net Difference | | (10,000) | | -25,000 |
| | Fund Balance, May 1 | (FY19 audit) | 64,697 | (FY20 audit) | 92,814 |
| | Reserve Balance April 30 | | 54,697 | | 67,814 |
| | Reserve in Months | | 4 | | 5.43 |
| Class 40 | IMRF FUND | | | | |
| 40-3001 | IMRF Tax Levy | | 170,000 | | 150,000 |
| 40-3202 | Interest on Investments - IMRF | | - | | 0 |

| | | | FY 20/21 | | FY 21/22 |
|-----------------|--|--------------|------------------|--------------|---------------|
| | | | FY 21 | | FY22 |
| | | | Working Budget | | |
| | | | Approved 4/15/20 | | DRAFT |
| ACCT # | Account Name | | | | |
| 40-5104 | IMRF Benefit | | 200,000 | | 220,000 |
| | Net Difference | | 30,000 | | 70,000 |
| | Fund Balance, May 1 | (FY19 audit) | 92,925 | (FY20 audit) | 111,845 |
| | Reserve Balance April 30 | | 56,925 | | 41,845 |
| | Reserve in Months | | 3 | | 2.28 |
| Class 60 | AUDIT FUND | | | | |
| 60-3001 | Audit Levy | | 12,000 | | 10,000 |
| 60-3202 | Interest on Investments | | | | |
| 60-7201 | Audit Expense | | 12,000 | | 13,000 |
| | Net Difference | | - | | -3,000 |
| | Fund Balance, May 1 | (FY19 audit) | 3,956 | (FY20 audit) | 6,619 |
| | Reserve Balance April 30 | | 3,956 | | 3,619 |
| | Reserve in Months | | 4 | | 3.34 |
| Class 70 | CAPITAL MAINTENANCE & REPAIR FUND | | | | |
| | CAPITAL MAINTENANCE & REPAIR REVENUE | | | | |
| | CM & R LEVY | | | | |
| 70-3001 | Interest on Investments | | | | |
| 70-3202 | Grant Funds | | | | |
| 70-3203 | Building Renovation Loan | | | | |
| 70-3702 | TOTAL | | | | |
| | CAPITAL MAINTENANCE & REPAIR EXPENDITURES | | | | |
| 70-7301 | MAJOR REPAIRS | | | | |
| 70-7301 | | | | | |
| 70-7400 | OTHER CAPITAL EXPENDITURES | | | | |
| 7401 | Furniture | | 20,000 | | 10,000 |
| 7402 | Parking Lot Repair/Maintenance | | 12,000 | | 12,000 |
| 7403 | Building Repair | | 50,000 | | 50,000 |
| 7404 | Landscape | | 75,000 | | 125,000 |
| 7405 | Memorials | | 1,500 | | 2,000 |
| 7406 | OTHER EXPENDITURES | | 35,000 | | 50,000 |
| | Subtotal | | 193,500 | | 249,000 |

| | | | FY 20/21 | | FY 21/22 |
|----------------|------------------------------------|--------------|------------------|-------------|------------------|
| | | | FY 21 | | FY22 |
| | | | Working Budget | | |
| | | | Approved 4/15/20 | | DRAFT |
| ACCT # | Account Name | | | | |
| 70-7500 | Special Projects | | | | |
| 7503 | VOIP Phone System | | | | |
| 7504 | Light Bright Fixture | | | | |
| 7505 | Recover Partition Wall | | 15,000 | | 15,000 |
| 7506 | Office & Staff Room Door Wraps | | 10,000 | | 10,000 |
| 7507 | Automation Equipment | | 40,000 | | 30,000 |
| 7508 | Library Renovation Project | | | | |
| 7509 | Security Upgrades | | | | |
| | Total | | 258,500 | | 304,000 |
| | FUND BALANCE, MAY 1 | (FY19 audit) | 953,051 | (Feb. 2021) | 1,506,318 |
| | April 2021 Transfer from Gen. Fund | | 200,000 | | 150,000 |
| | FUND BALANCE, APRIL 30 | | 894,551 | | 1,352,318 |

FY 21/22 Working Budget Draft
Overview of Notable Changes in Budget Lines
from FY 20/21 to FY 21/22

GENERAL FUND REVENUES

The Library's General Fund revenues (not including the \$150,000 re-appropriation of unspent FY20 revenues that was included in the FY21 Revenue Budget) decreased by 0.23% (\$7,450) from FY 20/21 revenues. There was an increase in the allocation of the tax levy dollars to the General/Operating Fund of \$18,000, a decrease in interest income of \$15,000 and a decrease in Fines & Fees revenues of \$6,000. Other Income decreased by \$4000 to account for no/or very limited Keurig vending revenues in FY22. The total tax levy dollar amount for General and Special funds combined, remained the same as the previous year. The General Fund Revenues does not include the portion of the corporate levy that is allocated for the loan repayment in the amount of \$234,461. It has its own Fund Line (80-3001) in the overall budget.

GENERAL FUND EXPENDITURES

SALARIES

5101 Exempt Staff Salaries

Decrease due to the removal of funds from this line that had been budgeted in FY21 to accommodate possible staff bonuses.

5102 Non-Exempt Staff Salaries

Decrease due to the removal of funds from this line that had been budgeted in FY21 to accommodate possible staff bonuses.

PLANT MAINTENANCE

5206 Electric

Increased due to reflect the current average monthly electrical costs.

5207 Water/Sewer

Increased in anticipation of new and additional landscaping watering needs.

BUSINESS EXPENSE

5304 Equipment Leasing

Decreased based upon savings with the new copier and print management contract.

5308 Business Phone

Decreased as we will not be switching our phones to fiber optic in the near future, only our internet.

5314 Other Consultants

Increased to accommodate expenses the hiring of a consultant to provide an EDI Assessment of the Library as an organization, both internally and externally by an outside consultant. The results will be used as a benchmark to guide the Library's staff EDI Committee to prioritize efforts and resources.

5315 Other Expenditures

Decrease to this line as there will not be any legal settlement payments.

5319 Security Service

Decrease in this budget line as we anticipate a reduction in security service hours.

CIRCULATION & MATERAILS PROC., INCLUDING AUTOMATED SERVICES

5401 Automation Hardware

Decreased as we have a CM&R account line 70-7507 Automation Equipment that has designated funds to also address these purchases.

5403 Computer Software

This budget line has been decreased. In FY21 we had to update our Microsoft licenses on all computers as they were expired and were no longer being supported as well as an updated version of QuickBooks.

SERVICES

5501 Youth Services Programs

Increased to accommodate the cost of Binge Box supplies due to increased popularity and demand.

5503 Adult/Teen Programs

Increased to accommodate the cost of Binge Box supplies due to increased popularity and demand.

COLLECTION DEVELOPMENT

5637 Adult Services Media

Decreased to reflect the current and past average expenditures in this line.

5651 Digital Media

Increased to accommodate for the increase in monthly Hoopla expenses. Many of our patrons have discovered this product due to the closure of the Library and promotion of the Library's virtual services.

CAPITAL MAINTENANCE & REPAIR EXPENDITURES

70-7404 Landscape

This line has been increased to address the additional landscaping along the east fence and in anticipation of removal of the potted trees in the front of the building that are causing eruptions in the brick pavers that are a potential safety issue for patrons. A new design for the front of the building will need to be planned.

70-7500 Special Projects

70-7505 Recover Partition Walls

This project was not scheduled in FY21 so is being carried over to the new fiscal year.

70-7506 Office/Staff Room Door Wraps

This project was not scheduled in FY21 so is being carried over to the new fiscal year.

Public Act 101-0632, includes Cards for Kids Act

I have included the section relevant to public libraries. This Act was passed on 6/05/2020

Section 20. The Public Library District Act of 1991 is amended by changing Section 30-55.60 as follows:

(75 ILCS 16/30-55.60)

Sec. 30-55.60. Use of library by nonresidents. The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district. If the board exercises this power, the privilege of library use shall be upon terms and conditions prescribed by the board in its regulations. The board shall charge a nonresident fee for the privileges and use of the library at least equal to the cost paid by residents of the district, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to any of the following:

(1) Privileges and use provided (i) under the terms of the district's membership in a library system operating under the provisions of the Illinois Library System Act or (ii) under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service.

(2) Residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district.

(3) A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.

(4) A nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines.

~~Nothing in this Section requires any public library to participate in the non resident card reciprocal borrowing program of a regional library system as provided for in this Section.~~

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

February 2021

| | Date | Num | Memo | Account | Amount |
|---|------------|-----|------------------------|--|------------------|
| Access One, Inc. | | | | | |
| Total Access One, Inc. | | | | | |
| AMAZON/SYNCB | | | | | |
| | 02/15/2021 | | Inv. #4840872 | 5308 · Business Phone | -881.09 |
| | | | | | -881.09 |
| | 02/16/2021 | | Inv. #496468348758 | 5201 · Supplies | -538.80 |
| | 02/16/2021 | | Inv. #549347485348 | 5501 · Youth Services Programs | -207.93 |
| | 02/16/2021 | | Inv. #743334388573 | 5401 · Automation Hardware | -708.64 |
| | 02/16/2021 | | Inv. #464934577733 | 5205 · Furniture/Equipment | -93.47 |
| | 02/16/2021 | | Inv. #539778894674 | 5503 · Adult/Teen Programs | -52.16 |
| | 02/16/2021 | | Inv. #539778894674 | 5630 · Adult Books | -143.63 |
| | 02/16/2021 | | Inv. #883933853343 | 5501 · Youth Services Programs | -301.32 |
| | 02/16/2021 | | Inv. #449658566794 | 5205 · Furniture/Equipment | -89.48 |
| | 02/16/2021 | | Inv. #656777367459 | 5503 · Adult/Teen Programs | -84.41 |
| | 02/16/2021 | | Inv. #448564355539 | 5503 · Adult/Teen Programs | -80.26 |
| | 02/16/2021 | | Inv. #837893873643 | 5509 · Library Publicity and Promotion | -208.43 |
| | 02/16/2021 | | Inv. #877434689989 | 5630 · Adult Books | -33.81 |
| | 02/16/2021 | | Inv. #445464888847 | 5501 · Youth Services Programs | -119.50 |
| Total AMAZON/SYNCB | | | | | -2,661.84 |
| American Library Association - Bookstore | | | | | |
| | 02/24/2021 | | YS Award Stickers | 5405 · Technical Services Supplies | -158.90 |
| | 02/24/2021 | | Reimb. for tax charged | 5405 · Technical Services Supplies | 13.40 |
| Total American Library Association - Bookstore | | | | | -145.50 |
| Ancel Glink, P.C. | | | | | |
| | 02/09/2021 | | Statement #80342 | 5312 · Attorney Fees | -550.00 |
| Total Ancel Glink, P.C. | | | | | -550.00 |
| ASI Signage Innovations | | | | | |
| | 02/05/2021 | | Inv. #CHIC 218386 | 7508 · Library Remodel 2019-20 | -2,155.50 |
| Total ASI Signage Innovations | | | | | -2,155.50 |
| Baker & Taylor | | | | | |
| | 02/09/2021 | | Several invoices | 5105 · Professional Education | -48.09 |
| | 02/09/2021 | | No invoices | 5501 · Youth Services Programs | 0.00 |
| | 02/09/2021 | | Several invoices | 5601 · Youth Services Books | -4,680.85 |
| | 02/09/2021 | | Several invoices | 5630 · Adult Books | -2,276.64 |

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

February 2021

| | Date | Num | Memo | Account | Amount |
|---|------------|-----|--|------------------------------------|------------|
| Total Baker & Taylor | | | | | -7,005.58 |
| Bridgeall Libraries Limited | | | | | |
| | 02/05/2021 | | Inv. #SIN005027 | 5408 · Tech Serv Online Resources | -8,475.00 |
| | 02/05/2021 | | Inv. #SIN005035 | 5408 · Tech Serv Online Resources | -2,119.00 |
| Total Bridgeall Libraries Limited | | | | | -10,594.00 |
| Brodart Co. | | | | | |
| | 02/05/2021 | | Inv. #571051 [(\$79.07 less Credit Memo #CMCY710 | 5405 · Technical Services Supplies | -66.91 |
| | 02/15/2021 | | Inv. #573102 | 5405 · Technical Services Supplies | -29.09 |
| Total Brodart Co. | | | | | -96.00 |
| Case Lots, Inc. | | | | | |
| | 02/05/2021 | | Inv. #2529 | 5201 · Supplies | -906.20 |
| Total Case Lots, Inc. | | | | | -906.20 |
| Center Point for Large Print Books | | | | | |
| | 02/08/2021 | | Inv. #1822679 | 5630 · Adult Books | -137.82 |
| Total Center Point for Large Print Books | | | | | -137.82 |
| Comcast | | | | | |
| | 02/05/2021 | | 2/2/21-3/1/21 | 5402 · ISP and Web page hosting | -157.85 |
| Total Comcast | | | | | -157.85 |
| Complete Cleaning Co., Inc. | | | | | |
| | 02/05/2021 | | Inv. #C16479 | 5203 · Maintenance Contracts | -1,810.00 |
| Total Complete Cleaning Co., Inc. | | | | | -1,810.00 |
| Costco | | | | | |
| | 02/24/2021 | | Snacks for Binge Boxes | 5501 · Youth Services Programs | -20.33 |
| Total Costco | | | | | -20.33 |
| D & Z House of Books | | | | | |
| | 02/09/2021 | | Inv. #2020/140397 | 5601 · Youth Services Books | -51.88 |
| Total D & Z House of Books | | | | | -51.88 |
| DuPage County Clerk | | | | | |
| | 02/24/2021 | | Notaryl Fee - Westgate | 5106 · Membership | -10.00 |
| Total DuPage County Clerk | | | | | -10.00 |
| EventBrite | | | | | |
| | 02/24/2021 | | Latinx MiniFest Wksp. | 5105 · Professional Education | -25.00 |
| Total EventBrite | | | | | -25.00 |

Carol Stream Public Library Expenses by Vendor Detail

February 2021

| | Date | Num | Memo | Account | Amount |
|--|------------|-----|--|------------------------------------|------------------|
| Findaway World, LLC | | | | | |
| | 02/05/2021 | | Inv. #338790 | 5606 · Youth Services Media | -93.94 |
| | 02/05/2021 | | Inv. #338790 | 5637 · Adult Media | -244.13 |
| Total Findaway World, LLC | | | | | <u>-338.07</u> |
| Fresh Air Experts, LLC | | | | | |
| | 02/23/2021 | | Inv. #1372 | 5201 · Supplies | -800.00 |
| Total Fresh Air Experts, LLC | | | | | <u>-800.00</u> |
| Gale/Cengage Learning Inc. | | | | | |
| | 02/05/2021 | | Inv. #73089974 | 5630 · Adult Books | -28.49 |
| | 02/05/2021 | | Inv. #73089631 | 5630 · Adult Books | -28.49 |
| Total Gale/Cengage Learning Inc. | | | | | <u>-56.98</u> |
| GardenWorks Project | | | | | |
| | 02/05/2021 | | Garden Club Mtg. - Small Spaces, Big Harvest | 5503 · Adult/Teen Programs | -125.00 |
| Total GardenWorks Project | | | | | <u>-125.00</u> |
| Garvey's Office Products | | | | | |
| | 02/05/2021 | | Inv. #PINV2030539 | 5501 · Youth Services Programs | -179.98 |
| | 02/05/2021 | | Inv. #PINV2029556 | 5501 · Youth Services Programs | -26.65 |
| | 02/05/2021 | | Inv. #PINV2028229 | 5302 · Office & Equipment Supplies | -36.70 |
| | 02/08/2021 | | Inv. #PINV2035585 | 5302 · Office & Equipment Supplies | -48.00 |
| Total Garvey's Office Products | | | | | <u>-291.33</u> |
| Grayslake Area Public Library | | | | | |
| | 02/05/2021 | | ID #21319001703221 | 5409 · RBP/ILL Expenses | -23.95 |
| Total Grayslake Area Public Library | | | | | <u>-23.95</u> |
| Illinois Library Association | | | | | |
| | 02/05/2021 | | Inv. #189328 - Institutional | 5106 · Membership | -300.00 |
| | 02/24/2021 | | Inv. #185715 - Kovac | 5106 · Membership | -100.00 |
| Total Illinois Library Association | | | | | <u>-400.00</u> |
| Impact Networking, LLC | | | | | |
| | 02/08/2021 | | Inv. #2018695 | 5302 · Office & Equipment Supplies | -62.00 |
| Total Impact Networking, LLC | | | | | <u>-62.00</u> |
| Library Journals LLC | | | | | |
| | 02/15/2021 | | Inv. #2021-45762 | 5105 · Professional Education | -1,387.20 |
| Total Library Journals LLC | | | | | <u>-1,387.20</u> |

Carol Stream Public Library
Expenses by Vendor Detail
February 2021

| | Date | Num | Memo | Account | Amount |
|---|------------|-----|---|--|------------------|
| M Dance Center LLC - dba Flourish Dance | | | | | |
| | 02/23/2021 | | Monthly YS pgms. July 2020-Feb 2021 | 5501 · Youth Services Programs | -400.00 |
| | 02/23/2021 | | YS Pgm. - March 2021 | 5501 · Youth Services Programs | -50.00 |
| Total M Dance Center LLC - dba Flourish Dance | | | | | -450.00 |
| MailChimp | | | | | |
| | 02/24/2021 | | Mthly. Sub. | 5509 · Library Publicity and Promotion | -87.99 |
| Total MailChimp | | | | | -87.99 |
| McClure, Inserra & Company Chartered | | | | | |
| | 02/08/2021 | | Inv. #11678 | 5309 · Accounting Service | -1,651.00 |
| Total McClure, Inserra & Company Chartered | | | | | -1,651.00 |
| Midwest Tape | | | | | |
| | 02/08/2021 | | Several invoices | 5606 · Youth Services Media | -561.43 |
| | 02/08/2021 | | Several invoices | 5637 · Adult Media | -1,027.03 |
| | 02/08/2021 | | Several invoices | 5651 · Digital Media | -5,871.12 |
| Total Midwest Tape | | | | | -7,459.58 |
| MPLC - Motion Picture Licensing Corp. | | | | | |
| | 02/05/2021 | | Inv. #504329125 | 5503 · Adult/Teen Programs | -102.47 |
| | 02/05/2021 | | Inv. #504329125 | 5501 · Youth Services Programs | -102.46 |
| Total MPLC - Motion Picture Licensing Corp. | | | | | -204.93 |
| National Notary Association | | | | | |
| | 02/24/2021 | | IL Ren. Basic Pkg. - Westgate | 5106 · Membership | -121.77 |
| Total National Notary Association | | | | | -121.77 |
| OverDrive, Inc. | | | | | |
| | 02/05/2021 | | Inv. #21035271 | 5651 · Digital Media | -3,781.59 |
| Total OverDrive, Inc. | | | | | -3,781.59 |
| Paddock Publications, Inc. | | | | | |
| | 02/05/2021 | | 1/17/21-1/15/22 - 2 copies of the Daily Herald for 20 | 5635 · Magazines & Newspapers | -504.40 |
| Total Paddock Publications, Inc. | | | | | -504.40 |
| PaperMart | | | | | |
| | 02/24/2021 | | Inv. #9710424 | 5509 · Library Publicity and Promotion | -140.38 |
| Total PaperMart | | | | | -140.38 |
| Paylocity | | | | | |
| | 02/05/2021 | | Inv. #107692724 | 5311 · Payroll Service | -322.38 |

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

February 2021

| | Date | Num | Memo | Account | Amount |
|--|------------|-----|---------------------------|--|-----------|
| Total Paylocity | 02/05/2021 | | Inv. #107692724 | 5321 · Human Resources | -291.55 |
| Planoly | 02/10/2021 | | Inv. #107759849 | 5311 · Payroll Service | -742.51 |
| | | | | | -1,356.44 |
| Total Planoly | 02/24/2021 | | Instagram Mgmt. Ser. Sub. | 5509 · Library Publicity and Promotion | -84.00 |
| | | | | | -84.00 |
| Precision Control Systems of Chicago, Inc | 02/05/2021 | | Inv. #40879 | 5203 · Maintenance Contracts | -1,319.00 |
| Total Precision Control Systems of Chicago, Inc | | | | | -1,319.00 |
| RAILS | 02/05/2021 | | Inv. #7524 | 5501 · Youth Services Programs | -261.00 |
| Total RAILS | 02/05/2021 | | Inv. #7524 | 5503 · Adult/Teen Programs | -261.00 |
| | | | | | -522.00 |
| Sebert Landscaping, Inc. | 02/05/2021 | | Inv. #211017 | 5204 · Landscape Maintenance/Snow Remo | -1,024.00 |
| Total Sebert Landscaping, Inc. | | | | | -1,024.00 |
| Sir Speedy Printing | 02/05/2021 | | Inv. #80566 | 5303 · Printing | -133.70 |
| Total Sir Speedy Printing | | | | | -133.70 |
| Swan (System Wide Automated Network) | 02/05/2021 | | Inv. #8477 | 5409 · RBP/ILL Expenses | -63.10 |
| Total Swan (System Wide Automated Network) | | | | | -63.10 |
| Target Stores | 02/24/2021 | | Smart Cookies Pgm Sup. | 5501 · Youth Services Programs | -33.81 |
| Total Target Stores | | | | | -33.81 |
| Teachers Pay Teachers | 02/24/2021 | | Valentine's Word Games | 5501 · Youth Services Programs | -2.00 |
| Total Teachers Pay Teachers | | | | | -2.00 |
| Today's Business Solutions, Inc. | 02/05/2021 | | Inv. #011821-26 | 5404 · Tech Support & Repair | -116.48 |
| Total Today's Business Solutions, Inc. | | | | | -116.48 |
| Tracfone | 02/24/2021 | | Mthly. auto ren. plan | 5308 · Business Phone | -22.49 |

Carol Stream Public Library
Expenses by Vendor Detail
February 2021

| | Date | Num | Memo | Account | Amount |
|--|------------|-----|------------------------------|--|-------------------|
| Total Tracfone | | | | | -22.49 |
| Village of Carol Stream | | | | | |
| Total Village of Carol Stream | 02/09/2021 | | Inv. #5160 | 5411 · Village IT Services | -7,800.00 |
| Village of Carol Stream - Benefits | | | | | |
| Total Village of Carol Stream - Benefits | 02/26/2021 | | Inv. #5198 | 5107 · Life Insurance | -149.28 |
| | 02/26/2021 | | Inv. #5198 | 5108 · Health Insurance | -22,499.93 |
| | 02/26/2021 | | Inv. #5198 | 5109 · Benefits, other | -20.00 |
| Total Village of Carol Stream - Benefits | | | | | -22,669.21 |
| Village of Carol Stream - IMRF | | | | | |
| Total Village of Carol Stream - IMRF | 02/26/2021 | | 2/12-2/26/21 | 6620 · Illinois Municipal Retirement F | -15,514.46 |
| Village of Carol Stream - Water Dept. | | | | | |
| Total Village of Carol Stream - Water Dept. | 02/05/2021 | | Bill #01700293 | 5207 · Water/Sewer | -57.25 |
| Walgreen Co. | | | | | |
| Total Walgreen Co. | 02/24/2021 | | New hire refreshments | 5321 · Human Resources | -13.31 |
| webstaurantstore.com | | | | | |
| Total Walgreen Co. | 02/24/2021 | | Kraft bags | 5406 · Circulation Supplies | -294.57 |
| | 02/24/2021 | | Kraft bags tax refund credit | 5406 · Circulation Supplies | 21.82 |
| Total webstaurantstore.com | | | | | -272.75 |
| TOTAL | | | | | -96,098.76 |

Total Disbursements for February 1, 2021 through February 28, 2021

Approved by the Library Board of Trustees March 17, 2021

President Date

Secretary Date

Carol Stream Public Library
Check Detail
March 1 - 12, 2021

| Num | Date | Name | Memo | Account | Class | Paid Amount |
|-------|------------|----------------------------------|---|---------------------------------|--------------------------------|------------------------|
| 10586 | 03/05/2021 | Suite 116 Inc. | Inv. #20 - Final Payment | 10-1006 · WSB General Checking | | |
| TOTAL | | | Inv. #20 - Final Payment | 5501 · Youth Services Programs | | -1,000.00 -1,000.00 |
| 10587 | 03/05/2021 | Access One, Inc. | 2005373525 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | Inv. #4870881 | 5308 · Business Phone | 10-General Fund | -880.67 -880.67 |
| 10588 | 03/05/2021 | ASI Signage Innovations | | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | Inv. #CHIC 218530 | 7508 · Library Remodel 2019-20 | 70-Capital Maint. & Repair Fun | -283.35 -283.35 |
| 10589 | 03/05/2021 | Background Resources, Inc. | | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | Inv. #19232 | 5321 · Human Resources | 10-General Fund | -40.00 -40.00 |
| 10590 | 03/05/2021 | Carol Stream Chamber of Commerce | | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | Inv. #8475 | 5106 · Membership | 10-General Fund | -260.00 -260.00 |
| 10591 | 03/05/2021 | Comcast | 8771 20 180 0134870 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | 3/2/21-04/01/21 | 5402 · ISP and Web page hosting | 10-General Fund | -157.85 -157.85 |
| 10592 | 03/05/2021 | ComEd | 2093041066 - Heat Mtr. | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | Service from 1/20/2021-2/18/2021 · Electric-Comm Edison | 10-General Fund | | -7,942.55 |
| | | | Service from 12/17/20-1/20/2021 · Electric-Comm Edison | 10-General Fund | | -5,525.08 |
| | | | Service from 11/16/20-12/17/2021 · Electric-Comm Edison | 10-General Fund | | -4,551.53 |
| | | | | | | -18,019.16 |
| 10593 | 03/05/2021 | Complete Cleaning Co., Inc. | CAR01 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | Inv. #C16778 | 5203 · Maintenance Contracts | 10-General Fund | -1,810.00 -1,810.00 |
| 10594 | 03/05/2021 | Demco | 120231070 | 10-1006 · WSB General Checking | | |

Carol Stream Public Library

Check Detail

March 1 - 12, 2021

| Num | Date | Name | Memo | Account | Class | Paid Amount |
|-------|------------|---|-------------------------|------------------------------------|-----------------|-------------|
| | 03/05/2021 | | Inv. #6911839 | 5405 · Technical Services Supplies | 10-General Fund | -107.64 |
| | | | Inv. #6916002 | 5501 · Youth Services Programs | 10-General Fund | -70.75 |
| TOTAL | | | | | | -178.39 |
| 10595 | 03/05/2021 | DuPage Birding Club | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Hummingbird Pgm. 4/1/21 | 5503 · Adult/Teen Programs | 10-General Fund | -125.00 |
| TOTAL | | | | | | -125.00 |
| 10596 | 03/05/2021 | Ebsco Information Services | CG-S-15474-06 | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #2104421 | 5635 · Magazines & Newspapers | 10-General Fund | -73.94 |
| TOTAL | | | | | | -73.94 |
| 10597 | 03/05/2021 | Gale/Cengage Learning Inc. | 156872 | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #73568544 | 5630 · Adult Books | 10-General Fund | -55.48 |
| | | | Inv. #73568996 | 5630 · Adult Books | 10-General Fund | -83.22 |
| | | | Inv. #73569236 | 5630 · Adult Books | 10-General Fund | -168.69 |
| TOTAL | | | | | | -307.39 |
| 10598 | 03/05/2021 | Garvey's Office Products | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #PINV2041187 | 5302 · Office & Equipment Supplies | 10-General Fund | -62.40 |
| TOTAL | | | | | | -62.40 |
| 10599 | 03/05/2021 | Graphic 5, Inc. | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #153377 | 5302 · Office & Equipment Supplies | 10-General Fund | -329.10 |
| TOTAL | | | | | | -329.10 |
| 10600 | 03/05/2021 | Illinois Library Association | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #191611 - Sheikh | 5110 · Trustee Development | 10-General Fund | -40.00 |
| | | | Inv. #191313 - Olson | 5110 · Trustee Development | 10-General Fund | -40.00 |
| | | | Inv. #191635 - Gilliam | 5110 · Trustee Development | 10-General Fund | -15.00 |
| TOTAL | | | | | | -95.00 |
| 10601 | 03/05/2021 | M Dance Center LLC - dba Flourish Dance | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | April Fancy Feet Pgm. | 5501 · Youth Services Programs | 10-General Fund | -50.00 |
| TOTAL | | | | | | -50.00 |

Carol Stream Public Library

Check Detail

March 1 - 12, 2021

| Num | Date | Name | Memo | Account | Class | Paid Amount |
|-------|------------|---|------------------|---------------------------------------|--------------------------------|-------------|
| 10602 | 03/05/2021 | McClure, Inserra & Company Chartered | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #11765 | 5309 · Accounting Service | 10-General Fund | -1,075.00 |
| TOTAL | | | | | | -1,075.00 |
| 10603 | 03/05/2021 | Miller, Debra | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | AS Pgm - 3/23/21 | 5503 · Adult/Teen Programs | 10-General Fund | -350.00 |
| TOTAL | | | | | | -350.00 |
| 10604 | 03/05/2021 | MNJ Technologies Direct, INC. | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #0003757456 | 7507 · Computer Equipment | 70-Capital Maint. & Repair Fun | -20,336.01 |
| TOTAL | | | | | | -20,336.01 |
| 10605 | 03/05/2021 | Paylocity | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | 9366 | | | |
| | | | Inv. #107831599 | 5311 · Payroll Service | 10-General Fund | -179.96 |
| | | | Inv. #107831599 | 5321 · Human Resources | 10-General Fund | -303.45 |
| TOTAL | | | | | | -483.41 |
| 10606 | 03/05/2021 | PermaBound Books | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #1879299-00 | 5601 · Youth Services Books | 10-General Fund | -111.52 |
| TOTAL | | | | | | -111.52 |
| 10607 | 03/05/2021 | Pitney Bowes | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #1017596887 | 5302 · Office & Equipment Supplies | 10-General Fund | -48.42 |
| TOTAL | | | | | | -48.42 |
| 10608 | 03/05/2021 | Precision Control Systems of Chicago, Inc | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #41075 | 5203 · Maintenance Contracts | 10-General Fund | -1,319.00 |
| TOTAL | | | | | | -1,319.00 |
| 10609 | 03/05/2021 | Scholesstic, Inc. | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #27241891 | 5501 · Youth Services Programs | 10-General Fund | -518.59 |
| TOTAL | | | | | | -518.59 |
| 10610 | 03/05/2021 | Sebert Landscaping, Inc. | | 10-1006 · WSB General Checking | | |
| | 03/05/2021 | | Inv. #214188 | 5204 · Landscape Maintenance/Snow Rei | 10-General Fund | -1,024.00 |

Carol Stream Public Library

Check Detail

March 1 - 12, 2021

| Num | Date | Name | Memo | Account | Class | Paid Amount |
|-------|------------|--|-----------------------------|--|-----------------|-------------|
| TOTAL | | | Inv. #214555 | 5204 · Landscape Maintenance/Snow Rei | 10-General Fund | -875.00 |
| 10611 | 03/05/2021 | Sir Speedy Printing | 1203 | 10-1006 · WSB General Checking | | -1,899.00 |
| TOTAL | | | Inv. #80683 | 5509 · Library Publicity and Promotion | 10-General Fund | -93.90 |
| 10612 | 03/05/2021 | Systems Technology Group, Inc. | | 10-1006 · WSB General Checking | | -93.90 |
| TOTAL | | | Inv. #12915 | 5403 · Computer Software | 10-General Fund | -895.00 |
| 10613 | 03/05/2021 | Thornton, Christine (dba-Hello Art Studio) | | 10-1006 · WSB General Checking | | -895.00 |
| TOTAL | | | YS Pgm - 4/15/21 | 5501 · Youth Services Programs | 10-General Fund | -300.00 |
| 10614 | 03/05/2021 | Town Square Publications, LLC | | 10-1006 · WSB General Checking | | -300.00 |
| TOTAL | | | Inv. #171792 | 5509 · Library Publicity and Promotion | 10-General Fund | -500.00 |
| 10615 | 03/05/2021 | Village of Carol Stream | | 10-1006 · WSB General Checking | | -895.00 |
| TOTAL | | | Inv. #171793 | 5509 · Library Publicity and Promotion | 10-General Fund | -1,395.00 |
| 10616 | 03/05/2021 | Vrablik II, Scott Steven | | 10-1006 · WSB General Checking | | -7,800.00 |
| TOTAL | | | Inv. #5239 | 5411 · Village IT Services | 10-General Fund | -7,800.00 |
| 10617 | 03/05/2021 | Western First Aid & Safety | | 10-1006 · WSB General Checking | | -300.00 |
| TOTAL | | | YS Minecraft Pgm. - 3/30/21 | 5501 · Youth Services Programs | 10-General Fund | -300.00 |
| 10618 | 03/05/2021 | Wheaton Public Library | | 10-1006 · WSB General Checking | | -151.23 |
| TOTAL | | | Inv. #ORD4-00656564 | 5201 · Supplies | 10-General Fund | -151.23 |
| 10615 | 03/05/2021 | Wheaton Public Library | | 10-1006 · WSB General Checking | | -40.97 |
| TOTAL | | | Card #21319001785855 | 5409 · RBP/ILL Expenses | 10-General Fund | -40.97 |

Carol Stream Public Library

Check Detail

March 1 - 12, 2021

| Num | Date | Name | Memo | Account | Class | Paid Amount |
|-------|------------|---------------------------------------|-----------------------|------------------------------------|-----------------|--------------------|
| 10619 | 03/05/2021 | Village of Carol Stream - Water Dept. | 19442 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/05/2021 | | Bill #01711489 | 5207 · Water/Sewer | 10-General Fund | -56.07 -56.07 |
| 10620 | 03/10/2021 | Center Point for Large Print Books | | 10-1006 · WSB General Checking | | |
| TOTAL | 03/10/2021 | | Inv. #1829676 | 5630 · Adult Books | 10-General Fund | -137.82 -137.82 |
| 10621 | 03/10/2021 | D & Z House of Books | 338 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/10/2021 | | Inv. #2021/1143913 | 5630 · Adult Books | 10-General Fund | -265.56 -265.56 |
| 10622 | 03/10/2021 | Gale/Cengage Learning Inc. | 156872 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/10/2021 | | Inv. #73903394 | 5630 · Adult Books | 10-General Fund | -56.98 |
| | | | Inv. #73902791 | 5630 · Adult Books | 10-General Fund | -26.99 |
| | | | Inv. #73903141 | 5630 · Adult Books | 10-General Fund | -84.72 |
| TOTAL | | | | | | -168.69 |
| 10623 | 03/10/2021 | Garvey's Office Products | | 10-1006 · WSB General Checking | | |
| TOTAL | 03/10/2021 | | Inv. #PINV2047382 | 5302 · Office & Equipment Supplies | 10-General Fund | -93.99 -93.99 |
| 10624 | 03/10/2021 | MINI | | 10-1006 · WSB General Checking | | |
| TOTAL | 03/10/2021 | | Inv. #850815-00 | 5630 · Adult Books | 10-General Fund | -231.90 -231.90 |
| 10625 | 03/10/2021 | OverDrive, Inc. | 1107-0018 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/10/2021 | | Inv. #01107MA21075343 | 5651 · Digital Media | 10-General Fund | -74.99 -74.99 |
| 10626 | 03/10/2021 | Paylocity | 9366 | 10-1006 · WSB General Checking | | |
| TOTAL | 03/10/2021 | | Inv. #107902285 | 5311 · Payroll Service | 10-General Fund | -183.64 -183.64 |
| 10627 | 03/12/2021 | Baker & Taylor | | 10-1006 · WSB General Checking | | |

Carol Stream Public Library

Check Detail

March 1 - 12, 2021

| Num | Date | Name | Memo | Account | Class | Paid Amount |
|-------|------------|---------------------|------------------|---|-----------------|---------------------|
| | 03/11/2021 | | Several invoices | 5408 · Tech Serv Online Resources | 10-General Fund | -4,230.00 |
| | | | Several invoices | 5501 · Youth Services Programs | 10-General Fund | -54.53 |
| | | | Several invoices | 5601 · Youth Services Books | 10-General Fund | -5,203.55 |
| | | | Several invoices | 5630 · Adult Books | 10-General Fund | -4,646.62 |
| TOTAL | | | | | | -14,134.70 |
| 10628 | 03/12/2021 | Case Lots, Inc. | | 10-1006 · WSB General Checking | | |
| TOTAL | 03/12/2021 | | Inv. #3444 | 10-1006 · WSB General Checking | 10-General Fund | -459.70 |
| 10629 | 03/12/2021 | Findaway World, LLC | | 10-1006 · WSB General Checking | | |
| | 03/11/2021 | | Inv. #341957 | 5606 · Youth Services Media | 10-General Fund | -153.94 |
| | | | Inv. #341957 | 5637 · Adult Media | 10-General Fund | -259.13 |
| TOTAL | | | | | | -413.07 |
| 10630 | 03/12/2021 | Midwest Tape | | 10-1006 · WSB General Checking | | |
| | 03/11/2021 | | Several invoices | 5606 · Youth Services Media | 10-General Fund | -701.43 |
| | | | Several invoices | 5637 · Adult Media | 10-General Fund | -1,445.60 |
| | | | Several invoices | 5651 · Digital Media | 10-General Fund | -5,345.71 |
| TOTAL | | | | | | -7,492.74 |
| 10631 | 03/12/2021 | PermaBound Books | | 10-1006 · WSB General Checking | | |
| | 03/11/2021 | | Inv. #1885054-00 | 5601 · Youth Services Books | 10-General Fund | -150.64 |
| TOTAL | | | | | | -150.64 |
| | | | | Total | | \$84,652.81 |
| | | | | March 2021 Addendum | | \$84,652.81 |
| | | | | Disbursements Report February 1 - February 28, 2021 | | \$96,098.76 |
| | | | | Less Addendum February 2021 | | (\$52,923.92) |
| | | | | TOTAL DISBURSEMENTS | | \$127,827.65 |

Attest:

Secretary

President

3:16 PM

03/12/21

Accrual Basis

Carol Stream Public Library
Account QuickReport
February 2021

| Type | Date | Num | Name | Memo | Split | Amount |
|--------------------------------------|------------|--------|------|----------------|-------------------|---------------|
| 5100 · Salaries | | | | | | |
| 5105 · Professional Education | | | | | | |
| General Journal | 02/28/2021 | MI0203 | | Record Febr... | -SPLIT- | 15.00 |
| Total 5105 · Professional Education | | | | | | 15.00 |
| Total 5100 · Salaries | | | | | | 15.00 |
| 5300 · Business Exp. | | | | | | |
| 5305 · Mileage Reimbursement | | | | | | |
| General Journal | 02/28/2021 | MI0203 | | Record Febr... | 5105 · Profess... | 10.02 |
| Total 5305 · Mileage Reimbursement | | | | | | 10.02 |
| 5315 · Other Expenditures | | | | | | |
| General Journal | 02/28/2021 | MI0203 | | Record Febr... | 5105 · Profess... | 161.29 |
| Total 5315 · Other Expenditures | | | | | | 161.29 |
| Total 5300 · Business Exp. | | | | | | 171.31 |
| TOTAL | | | | | | 186.31 |

Deduction Listing

Check Dates: 02/12/2021 to 02/26/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021021201 - 2021022601

Pay Periods: 01/24/2021 to 02/20/2021

REIMB -- REIMBURSEMENT

Company: (9366)

| Employee | ID | SSN | Location | Amount |
|--------------------|------|-----|----------|--------|
| Albers, Adriana | 273 | | 12 | -15.00 |
| Clemens, Mary | 5 | | 01 | -4.93 |
| Elder, Jessica | 1176 | | 11 | -38.28 |
| Garcia, Crystal | 1191 | | 11 | -28.12 |
| Kovac, Sarah | 1101 | | 11 | -24.95 |
| McDonald, Rebecca | 1209 | | 11 | -8.42 |
| Olekanma, Vera | 1161 | | 11 | -9.38 |
| Stanton, Katherine | 1177 | | 11 | -13.83 |
| Wagner, Nathaniel | 1173 | | 11 | -36.22 |
| Westgate, Susan | 1139 | | 01 | -7.18 |

Totals for REIMB -- REIMBURSEMENT**10 Employees****-186.31****Report Totals**

| Code | Description | Type | Employees | Amount |
|---------------|---------------|------|-----------|----------------|
| REIMB | REIMBURSEMENT | Add | 10 | -186.31 |
| Totals | | | 10 | -186.31 |



Paylocity Corporation
(888) 873-8205

User: mclmens

Run on 2/25/2021 at 12:07 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

March 17, 2021

2021/2022 Budget

The working budget for the upcoming fiscal year has been prepared for Trustee review and approval. To prepare as accurate a budget as possible, I use the recent audit which has the final numbers for each budget line from the last fiscal year, our current budget and compare it to our current outlay from each budget line, review all of our current contracts, and assess our special fund accounts past, current and future costs. In addition, I include any new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IMRF, health insurance costs, etc.). I have prepared an overview of notable changes to any budget lines from the current year's budget.

Amendment to FY2021 Working Budget-CM&R Library Renovation Budget

The FY2021 Working Budget that was approved on April 15, 2020 did not include a budget line amount for any remaining expenses related to the Library Renovation Project. There were several more invoices that came in after the end of FY2021 so it is necessary to amend that budget line before the end of this FY so that the budget does not reflect a deficit amount in that budget line (line #70-7508). I am recommending a budget amount of \$530,000 be added to that budget line to reflect these expenses. The bulk of the expenses are for FQC to cover the contractor costs for the last several months of the project. Other expenses are for the balance of the furniture costs, interior signs, shades for the offices and Youth Services west windows, and replacement of several old windows that had broken seals. I have included the QuickBooks report outlining all of the expenses paid to date for FY2021 showing these expenses. The Library currently has \$1,506,318 in the CM&R Fund.

Cards for Kids Act

Public Act 101-0632 was signed into law by Governor Pritzker on June 5, 2020. The amendment to the Public Library District Act (that was included as part of Act 101-0632) provides Library cards at no cost for students residing in unincorporated areas that qualify to participate in their local school district's free lunch program.

Back Up and Recovery

The IT Staff prepared a document outlining the Back-up and Recovery practice for the Library's computer network. The patron system (patron accounts, catalog, check-out/check-in) is backed up through SWAN and is not hosted at the Library. Our email is in the cloud, so we do not have a separate email server. The document is included with my report.

Facility Update

The remaining Library's new signage has been installed and it looks very nice. The bottom trim on the Circulation and Adult Services desk repairs were delayed. It was rescheduled to Tuesday, March 16. Bedrock Earthscapes crew was out on Tuesday, March 9 to do the first brush cutting in the north lot. There will be two more cuttings during the summer months.

Legislative Meet-up

The ILA Legislative Meet-up for West Suburban Libraries for Friday, February 19 from 12:00-1:30 p.m. went very smoothly. Included in your Board packet are two documents that were shared. President Sheikh will share information with the Board regarding the event.

ILA Reporter and Library Journal

Carol Stream Public Library was one of the Libraries featured in the March *ILA Reporter*. I contacted ILA and they sent additional copies to the Library. I also received the additional copies of the November *Library Journal* where our library was also featured. Product Architecture placed ads in each edition with a photo featuring our remodel. I have included copies in your Board packet with the pages marked.

March Employee Anniversaries

Richard Karney-3/03/98-Circulation

Amy Teske-3/17/14-Youth Services

Katherine Stanton-3/1/16-Adult Services

Livia Pierre-3/11/20-Youth Services

Susan Westgate, Library Director

Library Backup Overview

Summary

This document is intended to provide an overview of the backup strategy at the Carol Stream Library.

The Carol Stream Public Library has 2 physical servers which function as redundant hosts to the virtual servers. If one fails, the other system would resume hosting the virtual server environment. The virtual servers provide file storage and services to the users of the network.

What is backed up?

The following servers are virtual systems.

| Function | Server 1 | Server 2 |
|--------------------|--------------------------------|----------------------------|
| File Server | csplsrv06.ad.cslibrary.org | csplsvr01.ad.cslibrary.org |
| Print Server | csplsrv06.ad.cslibrary.org | csplsrv01.ad.cslibrary.org |
| Domain Controllers | svr-dc01.ad.cslibrary.org | svr-dc02.ad.cslibrary.org |
| Patch Server | svr-patch.ad.cslibrary.org | |
| PKI Server | svr-sub-ca.ad.cslibrary.org | svr-ca.ad.cslibrary.org |
| Xibo | svr-xibo.ad.cslibrary.org | |
| Backup server | svr-livesaver.ad.cslibrary.org | |

What is NOT backed up?

- All workstations
- Any specialty devices (e.g. checkout systems, Xibo clients)
- All patron systems

Backup Stages

The backup of the environment can be considered as two stage. The first stage is to back up the production data to a primary location. This is considered the primary backup and would be accessed for routine file, folder or in worst-case scenario, disaster recovery.

The second stage is a backup of the primary. This backup serves as the secondary source of recovery. If the primary was corrupted or lost, this backup would serve as the restore source.

| | Primary Backup | Secondary backup |
|------------------|--|---|
| Location | The primary backup server and the backup target storage are located in the same room as the production server (server room). | The secondary backup server is in the same location as production server (server room) and the target storage is located in the IT room |
| Frequency | Nightly | Nightly |
| Retention | 14 full backups (Veeam restore points) | 2 full backup and 14 days of incrementals |
| Software | Veeam v10 running on windows server 2016 | Urbackup running on Linux OS |

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

| | February FY 19-20 | February FY 20-21 | Current YTD |
|--|-------------------|--------------------|---------------------|
| Use of Library Resources/Services | | | |
| Circulation Activity | | | |
| Books | 9,501 | 6,121 | 49,561 |
| Videos | 3,859 | 1,332 | 11,296 |
| Audio | 808 | 321 | 3,258 |
| Periodicals | 196 | 203 | 963 |
| Other | 162 | 154 | 1,108 |
| E-books | 1,842 | 3,070 | 34,235 |
| E-Audio | 1,400 | 2,111 | 20,791 |
| E-Video | 151 | 516 | 5,153 |
| Digital magazines | 482 | 160 | 6,613 |
| Museum Passes | 4 / 0 | 0 / 0 | 44 / 0 |
| ILL - Borrowed from SWAN | 2,663 | 3,210 | 23,042 |
| ILL - Borrowed from Non-SWAN | 41 | 41 | 183 |
| ILL - Loaned to SWAN | 1,450 | 991 | 6,603 |
| ILL - Loaned to Non-SWAN | 105 | 84 | 407 |
| Total Circulation | 22,664 | 18,314 | 163,257 |
| Total Adult | 13,062 | 11,214 | 102,694 |
| Total Teen | | 126 | 1,035 |
| Total Youth | 9,602 | 6,974 | 59,528 |
| Reciprocal Borrower Loans (incl. above) | 1,228 | 359 | 2,697 |
| Automatic Renewals (not incl. above) | 16,664 | 9,348 | 81,416 |
| Self Check - % of Circulation | 35.40% | 24.00% | 21.50% |
| Programs - # of Programs/Attendance | | | |
| Adult - Number/Attendance | 5 / 110 | 26 / 392 | 156 / 3,106 |
| Teen Number/Attendance | 3 / 45 | 8 / 34 | 65 / 338 |
| Youth - Number/Attendance | 28 / 952 | 91 / 1,069 | 645 / 8,528 |
| Total - Number/Attendance | 36 / 1,107 | 125 / 1,495 | 866 / 11,972 |
| Library Events - Number / Attendance | 0 / 0 | n/a | n/a |
| Outreach* - Number / Attendance | 1 / 30 | 2 / 106 | 11 / 866 |
| Facility Usage | | | |
| Library Visits (Door Count) | 13,951 | 2,789 | 16,967 |
| Curbside Pickup Transactions | n/a | 1,096 | 11,894 |
| Meeting Rooms - # of Public Bookings* | n/a | n/a | n/a |
| Study Rooms - # of Users/Total Hours* | 230 / 322 | n/a | n/a |
| Electronic Usage | | | |
| # of Database Sessions | 2,597 | 3,143 | 37,819 |
| # of Internet Sessions/Total Time | 1,850 / 1,478 | n/a | 929 / 678 |
| #iMac Sessions/Total Time | 61 / 29 | n/a | n/a |
| # of Library Website Visits | 13,552 | 12,612 | 96,352 |
| # Mobile App Views | 1,891 | not yet available | 25 |
| # of Wireless Users | 1,545 | 527 | 5,517 |
| Reference Transactions | | | |
| Adult (Includes Online Chat) | 1,497 | 938 | 6,143 |
| Youth | 577 | 357 | 2,734 |

| | | | |
|-------------------------------------|-------|-------|--------|
| Circulation | 188 | 275 | 1,968 |
| Total Reference Transactions | 2,262 | 1,570 | 10,845 |

| | | | |
|-----------------------------------|-----|---|----|
| Total One-on-One Tutorials | | | |
| Adult | n/a | 1 | 28 |
| Youth | n/a | 0 | 0 |

| | | | |
|-------------------------------|--------|--------|--|
| Patron Statistics | | | |
| # of Resident Cards | 17,652 | 17,900 | |
| # of Non-Resident Cards | 12 | 12 | |
| Total Registered Users | 17,664 | 17,912 | |

| | | | |
|---------------------------------------|---------|---------|--|
| Resources Owned/Licensed | | | |
| Books | 58,055 | 60,229 | |
| Newspapers (Print only) | 22 | 24 | |
| Periodicals (Print only) | 140 | 133 | |
| Total Print Materials | 58,217 | 60,386 | |
| Current Subscriptions (Print Only) | 162 | 157 | |
| Current E-Subscriptions | 119 | 3,338 | |
| E-Books: Downloadable | 54,341 | 69,110 | |
| Audio Recordings | 6,386 | 6,540 | |
| Audio Recordings (Downloadable) | 19,008 | 22,969 | |
| Videos | 11,638 | 11,055 | |
| Other: Video Games, Puzzles, Devices | 544 | 662 | |
| Databases | 49 | 66 | |
| Total Resources Owned/Licensed | 150,302 | 174,126 | |

| | | | |
|---------------------------------------|------|-------|----------|
| Professional Development Hours | 70.5 | 96.75 | 1,027.25 |
|---------------------------------------|------|-------|----------|

* 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

* Library reopened to the public 2/1/2021

* 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
February 2021**

Primary Action Items - Administration

- Payroll
 - Payroll processing week of 2/8 and 2/22
 - Worked with Paylocity on W-2 information related to FFCRA, Flex spending agency checks, inconsistencies related to vacation, personal and bereavement time postings
 - Started tracking authorized hours in Paylocity and shared related report info with Management Team
 - Facilitated work at home reimbursements
- Library Remodel
 - Follow-up with FQC and Product Architecture as needed regarding Meilahn repairs and remaining sign installation
 - Input on PC self-check changes
- Procedure Documentation, Inputs and Updates: Carol Stream Author collection, invoices received via email/US Mail checklists, HR/Payroll Action Form, Incident Reports
- Assist with HR tasks: New Hire folder set-up, Employee Handbook collection - Joyce
- Coordinate processing of honor book and memorial donations
- Coordinate welcome table schedule and statistics tracking
- The Business Office and TS Staff resumed covering the Welcome Table 16 hours per week
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards and locker assignments for new/departing staff as needed

Primary Action Items - Tech Services

- Items ordered - 787
- Items put into Circulation - 608
- Items catalogued - imported bib records & original cataloging - 51
- Item record edits/database clean-up - 524
- Bib record merges submitted to SWAN support - 13
- Conversion project items - 246
- Repair items (includes disc cleaning) - 23
- Serial record edits - 18
- Serials - Claimed Issues - 13
- Outstanding items from Baker & Taylor as of 3/11 - 1,205 items (Youth - 712, Adult - 493)
These numbers include end of fiscal year ordering from B & T. The current backlog is approximately 5-6 weeks, so we are starting to see some improvement there.

Conversion Projects

- J DVD front labels - J DVD collection is complete. Working on holiday DVDs, non-fiction DVDs pending - Susan
- J Fiction Genre stickers - complete through J/LON - Marie
- Replace genre label on Romance books - 45% complete - Barb

Other

- Sustainable Shelves – Lists are being submitted one-two times a month via the online portal. The valuation of the lists submitted January – February is \$369.00. We are now able to print off shipping labels from the portal. The turnaround time from submitting the list, receiving a valuation and getting items packed, labeled and shipped is 24-48 hours.
- Processed books for the new Carol Stream Author collection – TS staff
- As some of our withdrawn World Language books cannot be submitted to Sustainable Shelves due to a lack of an ISBN number, Barb contacted Asian Metro Services and they were interested in accepting some of our withdrawn materials. We are looking for a similar local outlet for our withdrawn Polish language materials until the Friends of the Library booksale resumes.
- Documentation – Brodart vendor discount, Disc cleaning machine – priming frequency, Tech Services supply inventory procedures and minimum/maximum on-hold thresholds, Sustainable Shelves – condition criteria and donated books

Professional Development

- 2/4/21 – SWAN Cataloging Users Group Meeting – Marie, Barb (1.5 x 2)
- 2/23/21 – Equity in Action webinar – Part 1 – Mary (2.0)
- 2/26/21 – Sustainable Shelves Online Portal Training – Marie, Susan, Mary (.5 x 3)

Meeting Attendance

- 2/2/21 – collectionHQ Team meeting
- 2/3, 2/24/21 – Business Office meeting
- 2/3, 2/24/21 – Admin review meetings with Library Director
- 2/4, 2/18, 2/25/21 – Management Team meetings
- 2/5, 2/19/21 – Payroll/HR Review meetings with Mary P.
- 2/9/21 – All Staff Meeting – Barb, Joyce, Marie, Susan, Mary
- 2/9/21 – Follow-up meeting regarding Amazon Corporate account
- 2/15/21 – ADP demo
- 2/16/21 – Orientation with new Circ Staff members
- 2/17/21 – Library Board meeting
- 2/22/21 – Review SWAN Item Type consolidation project with Jeri

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report February 2021

COVID services update

- February 1 – Grab n Go started so patrons are able to come into the Library to browse and pickup holds. All seating areas remain closed.
- Computer Labs are both closed.
- In order to reduce the number of staff in the Adult Services work room, staff continue to work remotely when it works with their schedule.
- Curbside document services continue. In February we processed:
 - 312 print job
 - 61 copy jobs.
 - And 68 fax jobs

Equity, Diversity, and Inclusion (EDI) activities

- Digital magazines and newspapers are available in a number of foreign languages.
 - Our Zinio collection of magazines migrated to the Overdrive/Libby app.
 - We are also setting up a new service called PressReader that includes current newspapers from all over the world. Available in the native language with a translation tool available. Several years ago, we had a subscription to the print newspaper *India Today*, but it was expensive and delivery delayed and inconsistent. With PressReader patrons can read this newspaper and others the same day. Pressreader is scheduled to go live April 1.
- This month's displays highlight Deaf history Month and Women's History Month. Our mannequin is honoring the creator of the N95 face mask, Sara Little Turnbull.
- Program partnerships
 - *Black Men in White Coats* – Jessica Elder is working with four other libraries to show this documentary movie in May.
 - Pizza and Social Justice group to lead discussion of the TEDtalk "The lie that invented racism" on April 20.

Statistics

- Digital magazine usage only 160 because when the Zinio collection moved to Overdrive, we lost access to the RBDigital statistics even though the magazines were still available on RBDigital through the end of the February.
- SWAN Mobile App usage stats are not available yet.

Outreach Activities

- Homebound delivery
 - 34 Registered
 - 26 Delivered
 - 165 Items delivered

- February 26 - Carol Stream Chamber Manufacturers Roundtable - Omar

Programs

- The Library's Binge Boxes were featured on "My Library Is..." blog: <https://www.mylibraryis.org/blog/my-library-%E2%80%A6-creating-enthusiasticfans?src=mailman> (Thanks, Allison)

Meetings

- Monthly allstaff meetings continue.
- Bi-weekly department meetings continue.
- Weekly Management Team meetings continue.
- February 2 – CollectionHQ Team - Laura, Sarah
- February 4 - West Suburban Adult Programmers Meeting – Jessica
- February 8 – Adult SRP program brainstorming – Jessica, Omar, and Rebecca
- February 10 - World Languages Networking Group Meeting – Omar
- February 11 - Business Interest Group Librarian Networking Meeting – Omar
- February 11 - RAILS BIPOC Library Workers Networking Group Meeting – Vera
- February 15 - Tornado Training Meeting - Nate
- February 15 - Summer Reading 2021 meeting – Nate, Jessica, Rebecca, Omar
- February 16 – Director meeting – Laura
- February 25 - SWAN Advisory: E-Resource Meeting – Crystal

Information technology

- Print management contract signed with Impact.
- Laura Hays
 - Created an alias for the cstream email for document services – print@cslibrary.org
 - Event calendar – Added 2021 Library closings.
- Community IT staff
 - There were 36 support tickets in February.
 - Xibo displays – needed help updating marketing slides.
 - Phone static issues for one day.
 - Various printer issues coordinated with Impact
 - Two new employees onboarded.

Laura Hays

Head of Adult Services

Youth Services Report February 2021

Program Highlights

- We hosted a Jim Gill Virtual Concert from February 12 – 15. It was available through YouTube as well as Facebook. YouTube was the preferred method to view the concert with 199 views captured as opposed to 47 views on Facebook.
- Deron Hicks, author of *The Van Gogh Deception*, reached out to ask if he could join the One More Chapter Book Discussion that Steve Dexheimer held on 2/18. 5 were in attendance.
- Zoom storytimes continue with an average of 15 in attendance at each.
- CSPL Kits continue with STEM offerings of Music for preschoolers and tangrams for school age and craft offerings of a Rainbow in Your Room for preschoolers and Waddling Penguins for school age kids. 345 kits were distributed for February with an additional 107 leftover snowflake crafts from January.
- Miss Clare read *Dinosaur Kisses* to the T-Rexes. Antics can be viewed on the CSPL YouTube channel.

Community Outreach / Programming

- As listed in last month's report, the Library served as pickup point for gift bags given out for the Birth to 5 Community Coalition's Let's Play event held from February 13 to 28. We prepared 89 gift bags for pick up through curbside pickup. The gift bags included a book, egg shakers, scarves, pom poms to use as counters, and information from Coalition partners. Three live events happened on February 13 via Zoom including one Yoga Storytime presented by Adriana Albers with 23 in attendance. Videos about preschool activities to do at home were posted on the Coalition's YouTube channel and available from the 13th to 28th. All in all, we felt it to be a successful virtualization of the event that we had been doing for about 4 years.

Patron Service and Reference

- Youth staff prepared 58 Binge Boxes during February. Whenever possible, we include diverse titles with the items given to the patrons.
- Amy Danusiar and Robin Harwood created a book list for a teacher at Roy DeShane School for the Family Book Chat book club that she has started.

Collection Development

- CollectionHQ training was accomplished through the videos and information provided through Academy on the CHQ website.
- The majority of purchasing was turned in for this Fiscal Year.

Professional Development

- Youth Staff did 10 hours of training through online webinars and workshops.
- Included in the 10 hours is Amy Teske's attendance at the Equity in Action workshop with the other Managers.

Meeting Attendance

- 2/2 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 2/4, 9, 22 – Birth to 5 Planning Meeting – Amy Teske
- 2/3 – Meeting with Susan W. – Amy Teske
- 2/4, 11, 18, 25 – Management Team Meeting – Amy Teske
- 2/9 – All Staff
- 2/15 – Tornado Preparedness Team – Steve Dexheimer
- 2/20 – Board Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



February 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

Library opened to public on February 1st, curbside open during regular hours except Sunday.

- 11,386 Checkouts
- 1,096 Curbside deliveries
- 26 New resident accounts registered
- 17 Digital accounts registered
- 10,253 Check ins
- 10,300 items shelved
- 4,360 hold requests made available

Jeri participated in:

- all Management Team meetings held in February
- SWAN ILL Users meeting
- ALLSTAFF Meeting
- SWAN Circulation Users Group meeting
- Demonstration of marketing and online registration program – Patron Point
- First course of 3 course training: Equity in Action

In addition:

- The Department welcomed Hanna Brown and Anne Layendecker on February 16th as Circulation Clerks.
- Jeri completed and submitted the ILLINET Interlibrary Loan (ILL) Statistical Survey.
- Jeri submitted feedback to SWAN from Mary Clemens regarding a project they are working on with the catalog. The goal of the project is to create a more consistent customer experience across SWAN libraries.
- February was Love your Library month. Just over 500 happy customers received a bag of candy as a token of our appreciation for their support.

Submitted by Jeri L. Cain

03/05/2021

Human Resources
Monthly Report
March 2021

Administration

- Investigated and chose AccurateNow as the Library's background check provider. We have chosen a thorough background check and applicants will enter their own demographic information to complete the check.
- Prepared HR Cheat Sheet for Management staff's use.
- Viewed demo from ADP on Payroll and Recruiting module.
- Created HRPAYROLL Action Form with Mary C. The updated form allows authorized hours to be tracked by payroll and condensed some of the HR fields no longer necessary.

Benefits & Compensation

- Completed 1094-C and 1095-C for former staff as part of Affordable Care Act requirements.
- Continued to work with, Gallagher to transition the administration of VSP to Gallagher rather than broker. The transition should be complete for open enrollment in May.

COVID-19

- Updated Quarantine chart placed on COVID-19 page for individuals who were vaccinated and exposed to COVID-19.

Staffing

- Posted YS Librarian position on CSPL website, slat wall and monitors in the building, RAILS, COD, and social media. Two positions are available.
- Conducted 4 interviews and 2 zoom interviews.

Paylocity Matters

- Talked with Paylocity regarding self-check log-in issue in Circulation. Paylocity will not be able to resolve this issue.

Training

- First Tornado meeting held on February 15. Team Members, Melanie Johnson, Anjali Rentfleish, Steve Dexheimer and Nate Wagner. This training will be taped and placed on the intranet for staff viewing.
- Presented Employee Handbook information to three Circulation staff members
- Attended HR Roundtable on 02/16

Unemployment (2020-2021)

- To date a total of 7 claims filed

Marketing Report

February 2020

February Newsletter

- We recorded 590 views of the newsletter. The digital newsletter and promotional emails drove approximately 115 program registrations this month.

Activities

- Worked with Leigh Anne Wilson to transfer her preschool email list to our email marketing service to improve usability and data tracking. The first new promotional email went out on Monday, February 1, and they are released every week. The list currently has 78 subscribers. Now that we have some data to work with, the next task is to improve the click-through rate by making some changes to content and design.
- Promoted Black History Month with several social media posts, plus advertised the launch of the More Than A Month Reading Challenge.
- Created an annual report infographic to highlight the successes of last year despite the pandemic. It can be read at <https://cslibrary.org/about>
- Promoted the Jim Gill concert, which was available to view Friday, February 12 until Monday, February 15. We recorded 146 attendees, which is more people than we could have accommodated if the event were in-person.
- Attended various meetings: Summer reading meeting, ILA Marketing Forum meeting, staff meeting, Patron Point sales demonstration

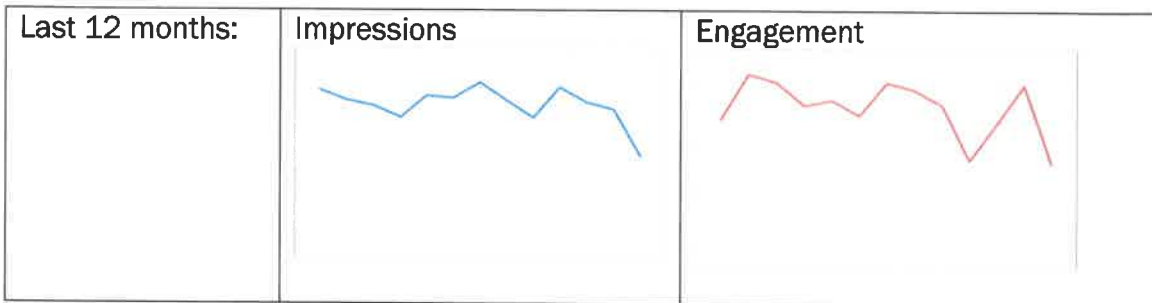
Continuing Education

- Census Data for Your Community Needs (1 hour)
- Engaging Patrons Virtually (2 hours)
- Talking About Race (1 hour)

Statistics:

Facebook


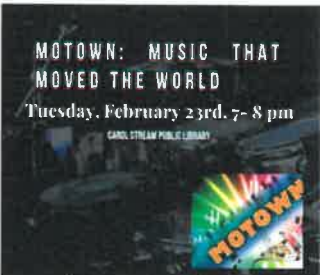
| | | |
|-----------------|---------------------------|--------------------------|
| 2,335 followers | Total impressions: 29,560 | Total engagements: 2,832 |
|-----------------|---------------------------|--------------------------|



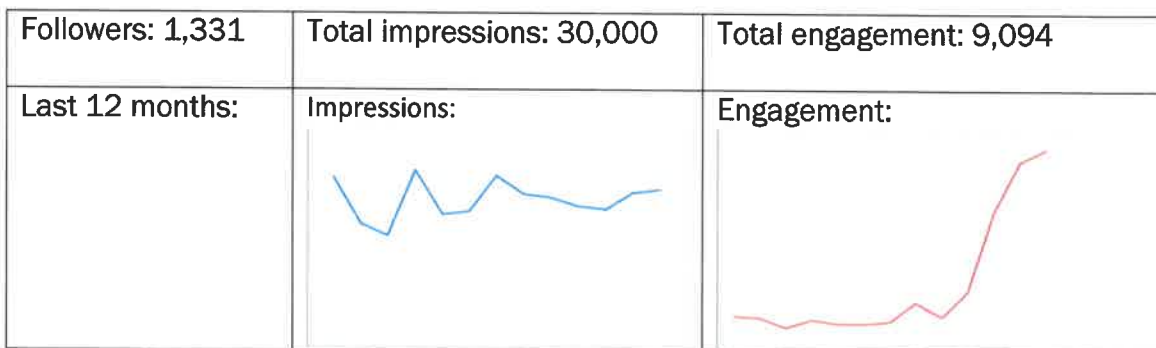
Impressions: the number of times each post was seen by anybody

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


Top three posts from February:

| | | |
|--|---|--|
| <p>👋 We're Open! The Library building is open for Grab & Go Service only. The Computer Lab remains closed due to ongoing safety considerations. Everyone aged 2+ is required to wear a mask over nose and mouth while inside.</p> <p>Grab & Go and Curbside Hours Monday-Thursday: 9 a.m.-8 p.m. Friday 9 a.m.-6 p.m. Saturday: 9 a.m.-5 p.m. Closes Sunday Please note: 9-10 a.m. M-F is reserved for seniors & high-risk people. See More</p>  <p>Carol Stream Public Library Send Message</p> | <p>Best typo 2017</p>  | <p>Zoom Program: In Honor of Black History Month, we'll be traveling back to Detroit in the 1960s. Using audio and visual content we'll trace the amazing musical journey from the power soul of "Dancing in the Streets" and "Heaven Through the Grapevine" to the psychedelic soul of "Cloud Nine" and "What's Going On" to the pop soul of The Jackson 5. Amnesia music that moves us then and moves us now! -featuring Gary Westrup</p> <p>Register now and save your spot. Library card not required. https://carolstream.librarycalendar.com/motown-music-move</p>  |
| <p>People reached: 1,835 Engagements: 108</p> | <p>People reached: 1,655 Engagements: 192</p> | <p>People reached: 1,382 Engagements: 38</p> |

Twitter



Top tweets from February:

| Tweets | Top Tweets | Tweets and replies | Promoted | Impressions | Engagements | Engagement rate |
|---|--|---|----------|-------------|-------------|-----------------|
|  | Carol Stream Public Library @CarolStreamPL Feb 4 | Archie and Riverdale are both trending. Looks like Archie's decided to enlist and go to war next season. | | 3,969 | 103 | 2.6% |
| | | Perhaps an interstellar war might be in the cards for Season 6??? #Riverdale pic.twitter.com/w03iYRbb8j | | | | Promote |
|  | Carol Stream Public Library @CarolStreamPL Feb 23 | Can't say we'd be crazy enough to try this. But it's sure an interesting idea for a book display! #libraryhumor pic.twitter.com/2ZteCx6W1z | | 1,672 | 133 | 8.0% |
| | | | | | | Promote |
|  | Carol Stream Public Library @CarolStreamPL Feb 11 | Nelson Mandela was released from a South African prison on this day in 1990 after 27 years of imprisonment. #OTD pic.twitter.com/TSFTRICEGr | | 1,122 | 18 | 1.6% |
| | | | | | | Promote |

Promotional Emails

| | | | |
|-------------|--|------------------|------------------|
| February 1 | The Library is open for Grab & Go! | Open rate: 17.8% | Click rate: 0.4% |
| February 4 | It's here: Your boredom buster pack | Open rate: 17.2% | Click rate: 1.6% |
| February 11 | Family Fun THIS Weekend | Open rate: 16.8% | Click rate: 0.9% |
| February 12 | Jim Gill is streaming now | Open rate: 15.4% | click rate: 1.3% |
| February 18 | The March newsletter has arrived | Open rate: 23.6% | Click rate: 3.6% |
| February 25 | Get 1000s of magazines on your mobile device | Open rate: 14.9% | Click rate: 2.0% |

Monthly Report of IT Service

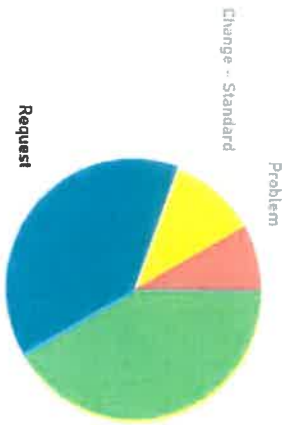
Report Range **2/1/2021** **2/28/2021**

Support Tickets

36

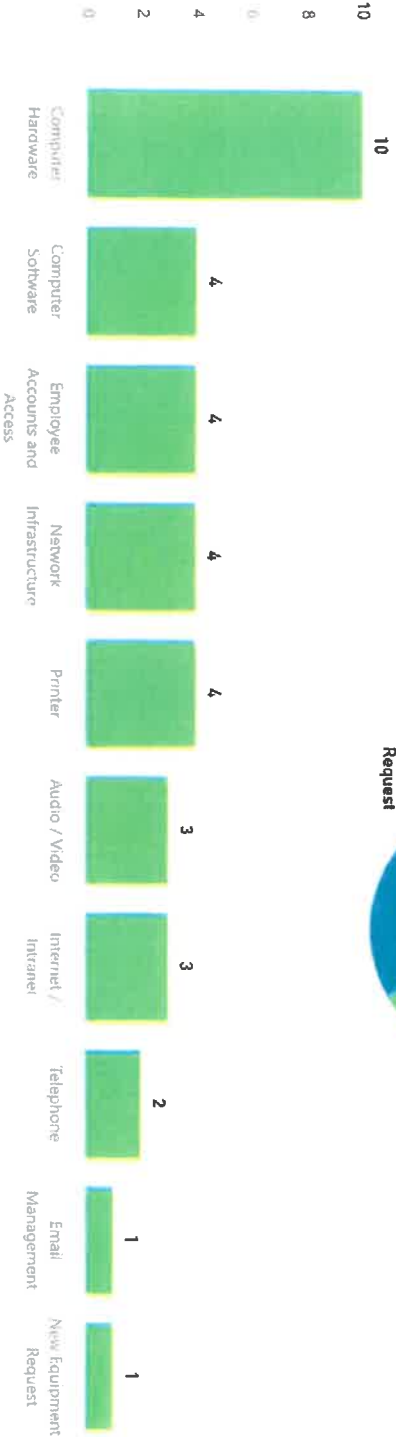
Information Technology Closed Support Tickets by Category

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.



| Request Type | Count |
|-------------------|-----------|
| Change - Standard | 4 |
| Incident | 15 |
| Problem | 3 |
| Request | 14 |
| Total | 36 |

| CategoryName | Count |
|------------------------------|-----------|
| Audio / Video | 3 |
| Computer Hardware | 10 |
| Computer Software | 4 |
| Email Management | 1 |
| Employee Accounts and Access | 4 |
| Intranet / Intranet | 3 |
| Network Infrastructure | 4 |
| New Equipment Request | 1 |
| Printer | 4 |
| Telephone | 2 |
| Total | 36 |



Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

Incident - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

Problem - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

Problem - Known - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities, or other influences.



Library Trustee Forum

Illinois Library Association

Trustee Forum Spring Workshops March 13, April 17, May 15

As we approach the one-year anniversary of the COVID-19 pandemic, the ILA Trustee Forum is converting its traditional Springfield and Oak Brook workshops to a series of workshops in March, April, and May. We look forward to a time when we can meet in person, but for now we'll gather safely on Zoom.

Registration Fees

ILA Institutional or Personal Member

- All three webinars: \$40
- Individual webinars: \$15

Non-Member:

- All three webinars: \$50
- Individual webinars: \$20

To register, please email ila@ila.org the following information:

Trustee name, trustee email address, registration selection (all three webinars or individual webinar only)

Statement of Appropriate Conduct- All participants are expected to observe the rules and behaviors described in the Statement of Appropriate Conduct in all conference venues.

Cancellation Policy - If registered for all 3 events, cancellation must be received by March 8. If registered for only 1 or 2 events, cancellation must be made 5 business days prior to the start of the event you wish to cancel. Please e-mail your cancellation request to ila@ila.org. Cancellations received on time will receive a refund and are subject to \$5 processing fee.

March 13, 10:00 a.m. - Noon

One Year On -- Where is Your Library and How Can You Prepare for a Post-COVID World

EVENTS

Calendar

Statement of
Appropriate Conduct

Remote Learning

Legislative Meet-ups

Call for Conference
Program Proposals

Marketing Forum
Roundtable

IACRL Spring Covid-
19 Town Hall: One
Year Later

Trustee Workshops

Directors University

Reaching Forward
Illinois

Annual Conference

Illinois Youth Services
Institute

Webinar Archive

A panel of directors and trustees will discuss how their libraries navigated the various stages of COVID-19, how their offerings changed over the past year, how trustees communicated and stayed connected during the pandemic, and which new services or procedures they plan to continue when the pandemic ends.

Speakers:

Julian Westerhout, Board President, and Jeanne Hamilton, Director, Bloomington Public Library

Matt Greider, Board President, and Amanda McKay, Director, Effingham Public Library

Carlos M Früm, Board President, and Kate Hall, Director, Northbrook Public Library

Past Event Handouts

Future ILA Annual Conferences

Past ILA Annual Conferences

April 17, 10:00 a.m. - Noon

Diversity, Equity, and Inclusion: What Library Trustees Need to Know

Diversity, Equity, and Inclusion (DEI) impacts all aspects of librarianship. Our libraries play an increasingly important role in our communities, and library Boards of Trustees need to be prepared to understand how their decisions impact the communities they serve. In this way, Boards of Trustees play an important role in supporting DEI initiatives and bringing a DEI lens into every part of the library. In this interactive workshop, Trustees will explore how to bring this DEI lens into their work, including areas such as policy development, strategic planning, funding initiatives, board membership and development, and community relationships.

Speaker: Anne Phibbs, Founder and President of Strategic Diversity Initiatives

May 15, 9:00 a.m. - Noon

Boot Camp for Trustees

The Boot Camp is designed for newly elected and seasoned trustees and will address a series of topics.

Finance 101

Interested in understanding your library's finances better but not sure how to begin? You are not alone. This overview of financial issues for library trustees will get you oriented and help you understand where to focus. You'll leave with an organizational framework for making financial decisions, a sense of where your Library may need to put some energy and some yardsticks for measuring financial health. We'll cover monthly financial reports, financial projections, borrowing, accounting and banking basics, required filings and more. We'll also talk about the rules that apply to different types of Libraries, so you'll know which apply to you.

Speaker: Jamie Rachlin, Meristem Advisors LLC

Up Next: Ensuring a Leadership Pipeline with Succession Planning

Learn how to formalize talent development and ensure leadership continuity by developing and implementing a succession plan at your library. Don't get

caught off guard when a key staff member leaves! A succession planning process will help your library take time now to figure out how to effectively transfer institutional knowledge, increase job satisfaction, and retain emerging leaders imperative for the library's future success. By developing this strategic tool, your library can rest assured that you have the right leaders in place and can effectively respond to staffing changes without skipping a beat.

Speaker: Amanda Standerfer, Fast Forward Libraries

Forging Strong Relationships Between Library Trustees and Directors

The roles between library trustees and the library director can become blurred at times. To have a high functioning, effective, responsive library, it is critical that directors and trustees understand and appreciate their distinct positions.

Speakers: Christine Westerlund, Vice-President, Chatham Area Public Library Board of Trustees, and Amy Byers, Director, Chatham Area Public Library

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102nd Illinois General Assembly

| 2021 Spring Session |

FUND LIBRARIES

Fully fund current fiscal year 2021 appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Maintain funding at this level in the fiscal year 2022 budget, to enable libraries to keep pace with increased expenses they will incur due to the minimum wage increase. Preserve public libraries' primary source of revenue: local property taxes. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities.

COVID-19 RELATED LEGISLATION

Ensure that public libraries, both district and local, are eligible for any COVID-19 relief funding measures that are enacted, such as the Coronavirus Urgent Remediation Emergency (CURE) Support Program for units of local government. If and when considering legislation or guidelines that affect libraries regarding COVID-19 mitigation measures, please work with the library community to craft the most effective and appropriate language.

OPPOSE ADDITIONAL UNFUNDED MANDATES

Hundreds of unfunded mandates have been imposed on units of local government, only one of which is the minimum wage increase. Libraries are among the smallest property tax recipients, and opportunities to raise other sources of revenue to address mandate imposition are virtually non-existent. Consequently, unfunded mandates often result in library service reductions.



Illinois Library Association

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www.ila.org

117th U.S. Congress

| First Session |

FUND LIBRARIES

The Institute of Museum and Library Services (IMLS) administers the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries. The LSTA provides more than \$195 million for libraries, including \$6 million here in Illinois. We urge full funding for LSTA and for the Innovative Approaches to Literacy (IAL) grant program authorized in the Every Student Succeeds Act (ESSA), the Library of Congress, the National Library of Medicine, and the Federal Depository Library Program in fiscal year 2022.

COPYRIGHT, LICENSING, AND COMPETITION

Libraries rely on balanced and flexible copyright policy to enable vital library services, and on fair licenses and market practices in order to provide access to digital content such as e-books. We support any necessary federal and state scrutiny of unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs. We urge the preservation of the Librarian of Congress' authority to manage and oversee the Copyright Office.

INTERNET ACCESS AND DIGITAL INCLUSION

To promote digital equity and enable modern library services, libraries in all parts of the country must be able to serve their users with fast and affordable broadband, technology access, and digital skills training. We support continued funding and improved outreach and technical assistance for the E-rate program, funding for libraries to strengthen internet and technology access and digital skills training, and the restoration of net neutrality protections.

GOVERNMENT INFORMATION AND SERVICES

Libraries provide access to government information and services in communities across the country. We support policies that assist libraries in providing no-fee permanent public access to government information and equitable access to government services, including modernizing the Federal Depository Library Program and ensuring public access to publicly funded research and data.

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(news/)

Libraries gain record increases for IMLS, E-rate in federal relief plan

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Libraries eligible for billions in supplemental funding

WASHINGTON – Libraries are eligible for billions of dollars in recovery funding as part of the \$1.9 trillion American Rescue Plan Act (ARPA) of 2021 (<https://www.congress.gov/bill/117th-congress/house-bill/1319/text>) passed by Congress on Wednesday, March 10, 2021. The Institute of Museum and Library Services (IMLS) received \$200 million, the largest single increase in the agency's 25-year history. The package also provides billions of dollars in academic, public and school library-eligible programs, including the Emergency Education Connectivity Fund through the federal E-rate program.

American Library Association (ALA) President Julius C. Jefferson, Jr., praised the bill. "Libraries are a lifeline for millions of people, and the people who know that best are those who need this rescue package most. Because libraries stepped up, people without home broadband have been able to keep their jobs, students and teachers have continued to learn in a remote context, and seniors and other vulnerable people have safely connected with doctors and maintained contact with loved ones. Now libraries are also helping people register for the vaccine and even serving as temporary clinics.

"The pandemic has exposed the level to which Americans rely on libraries to access the internet and learn to navigate it, find jobs and gain new skills, learn to read and identify what information to trust, and become actively engaged in their communities. At the same time, COVID-19 has forced many states and local governments to implement cuts and furloughs that threaten the very services that communities are relying on for relief.

"ALA has been working tirelessly behind the scenes for months to secure federal support for libraries and librarians. Transformative library services rely on the library workers who offer them," said Jefferson. "In many cases, ARPA means libraries won't have to choose between funding community programs and paying salaries of the professional staff who lead them."

Of the \$200 million for IMLS, \$178 million is allocated for the Library Services and Technology Act (LSTA) and will go to state library administrative agencies on a population-based formula, with a \$2 million state minimum. State libraries will distribute ARPA funding to local libraries according to state priorities, to maintain and enhance library operations and services, including:

- offering greater access to technology, including through expanding digital networks and connectivity, purchasing hotspots, computers and digital content;
- establishing mobile digital labs;
- enhancing workforce development and jobseeker programing; and
- ensuring training and technical support for libraries, including to assist with the safe handling of materials.

“Investments in these critical services require political will. At the federal level, no one has demonstrated support for libraries more than Senator Jack Reed (D-RI),” said Jefferson. “Thanks to Sen. Reed, libraries that have rescued Americans during the pandemic can expand services to help communities recover.”


In addition to IMLS funding, ARPA also includes \$7.172 billion for an Emergency Education Connectivity Fund through the Federal Communications Commission’s E-rate program. Participating libraries will receive 100 percent reimbursement for the cost of hotspots and other Wi-Fi capable devices, modems, routers, laptops, tablets and similar devices to loan to patrons. ALA will provide input during the rulemaking process for the new program, which must be developed by the FCC within 60 days of the bill’s passage.

The rescue legislation provides billions of dollars in library-eligible funding (<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/libfunding/fed/American%20Rescue%20Plan%20Act%20of%202021%20ALA%20Summary.pdf>) to meet critical needs, including:

- more than \$360 billion to state, local and tribal community governments to offset potential cuts to public health, safety, and education programs
- \$130 billion for education costs associated with the safe reopening of K-12 schools; hiring additional staff; reducing class size; modifying school spaces; and addressing student, academic, and mental health needs
- \$40 billion for colleges and institutions of higher education to defray pandemic-related expenses and provide emergency assistance to students, with half the funding dedicated to student financial aid
- \$135 million each for National Endowments for the Arts and Humanities to support state and regional arts and humanities agencies. Forty percent of this funding is designated for grants and administration for state arts and humanities agencies, while forty percent will go for direct grants eligible to libraries.

ALA will explore opportunities for libraries of all kinds to leverage these resources and partner with other community organizations eligible for funding to meet common goals for communities. Updates will be posted on ALA's ARPA web page (<http://www.ala.org/advocacy/american-rescue-plan-library-relief>).

President Biden is expected to sign the legislation before March 14, when current relief benefits expire.

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