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**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: May 19, 2021**

**TIME: 7:00 p.m.**

**PLACE:**

**ATTENTION**

This meeting will be conducted by audio or video conference without a physically present quorum of the Carol Stream Library Board of Trustees because of a disaster declaration related to COVID-19 public health concerns affecting the state of Illinois. The Board of Trustees determined that an in-person meeting at the Library building with all participants is not practical or prudent because of the disaster. Physical public attendance at the Library to view the meeting is not feasible, so alternative arrangements for public access to hear the meeting are available. 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-6>**. For individuals interested in Public Participation please email your full name and questions or comments to [cstream@cslibrary.org](mailto: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 –Secretary

Report, Re: Canvass of Returns of the April 6, 2021 Consolidated Election

Election of President, Secretary and Treasurer of the Board of Library Trustees and Appointment of Vice-President for two-year terms

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – President

4.1 May is Asian American and Pacific Islander Heritage Month

4.2 Eid al-Fitr (Celebration Marking the End of Ramadan) was celebrated on May 13, 2021

5. PUBLIC PARTICIPATION – President

6. ADOPTION OF THE CONSENT AGENDA – President

7. APPROVAL OF MINUTES

7.1 Minutes of the Regular Board Meeting of April 21, 2021

7.2 Minutes of the Special Board Meeting of April 28, 2021

8. MONTHLY REPORTS OF THE TREASURER – Treasurer

8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2021

9. BOARD AND COMMITTEE REPORTS

9.1 Report from the President

9.2 Report from the Vice President

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 Additional Principal Payment of \$100,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

10.2 Recommendation, Re: Approval of the Annual Report to the Village for FY2021

10.3 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2021

10.4 Recommendation, Re: Approval of Landscape Plan and Installation on East Library Property by Sebert Landscaping, Not to Exceed \$20,000

10.5 Recommendation, Re: Approval of HVAC Bi-Polar Ionization Purifiers Installation by Precision Control Systems

10.6 Discussion: Library Re-Opening Plan

10.7 Recommendation, Re: Approval of Revision to Addendum to Library Policy Governing Patron Behavior-Face Covering/Face Mask Requirement

11. DISBURSEMENTS

11.1 Approval of Disbursements of April 1-30, 2021 plus the Addendum for the Meeting of May 19, 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

16. BOARD MEMBER REPORTS

17. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

18. ADJOURN

Next Resolution: #293

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Mansi Patel, Secretary  
Board of Library Trustees

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## Canvass of Votes for the Consolidated General Election

April 6, 2021

### VILLAGE OF CAROL STREAM

#### Village of Carol Stream Village Clerk - Unexpired 2 Year Term

Vote for ONE	Prec Cntd 40	Rg Voters 25,167	Ballots Cntd 2,570	10.21 %	Votes
Julia Schwarze					2,081 100.00 %

#### Village of Carol Stream Village Trustee

Vote for not more than THREE	Prec Cntd 40	Rg Voters 25,167	Ballots Cntd 2,570	10.21 %	Votes
Matt McCarthy					1,635 27.76 %
Rick Gieser					1,740 29.54 %
Jeff Berger					1,311 22.26 %
Erik Crawford					1,204 20.44 %

#### Village of Carol Stream Library Trustee

Vote for not more than FOUR	Prec Cntd 40	Rg Voters 25,167	Ballots Cntd 2,570	10.21 %	Votes
Nadia Sheikh					1,650 45.62 %
Bonita B. Gilliam					1,779 49.18 %
w/ Mansi Patel					74 2.05 %
w/ Edward Jourdan					23 0.64 %

### VILLAGE OF CLARENDON HILLS

#### Village of Clarendon Hills Village Trustee

Vote for not more than THREE	Prec Cntd 10	Rg Voters 6,236	Ballots Cntd 1,160	18.60 %	Votes
Megan Lazar					745 53.02 %
w/ John Jaeger					89 6.33 %
w/ Taps Gallagher					176 12.53 %
w/ Michael White					57 4.06 %
w/ Meredith Lannert					180 12.81 %
w/ Allyson Russo					97 6.90 %

#### Village of Clarendon Hills Library Trustee

Vote for not more than FOUR	Prec Cntd 10	Rg Voters 6,236	Ballots Cntd 1,160	18.60 %	Votes
Anupam Goel					732 24.12 %
Margo A. Jablonski					811 26.72 %
Kateri S. Quinonez					727 23.95 %
Jennifer Swanton					765 25.21 %

#### Village of Clarendon Hills Library Trustee - Unexpired 2 Year Term

Vote for ONE	Prec Cntd 10	Rg Voters 6,236	Ballots Cntd 1,160	18.60 %	Votes
Valli Gupta					869 100.00 %

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: April 21, 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](http://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

Secretary Patel called the Roll.

Present: Trustees Jourdan, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh. Trustee Larimer arrived at 7:10 p.m.

Absent: None

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

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-Nadia Sheikh

4.1 April is National Poetry Month

4.2 National Library Week April 4-10, 2021

4.3 National Library Workers Day, April 6, 2021

4.4 Ramadan Began on April 13 and Will End on May 12

4.5 More Than a Month Library Program: "The Lie that Invented Racism" Online Discussion-Tuesday, April 20

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

**Trustee Lynch moved and Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of April 21, 2021. Motion approved.

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

Nays ..... 0

Absent..... Trustee Larimer

**Trustee Berryman-Gilliam moved and Trustee Olson seconded** that the following items be included on the consent agenda. Motion approved.

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

- 6.1 Minutes of the Regular Meeting of March 17, 2021
- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2021
- 6.3 Report from the President, Nadia Sheikh-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.6 Facilities Committee Report - David Larimer-None
- 6.7 Recommendation, Re: Approval of Funds Transfer of \$150,000 from the General Fund to the Capital Maintenance & Repair Fund
- 6.8 Recommendation, Re: Approval of Additional Budget Line to Building Renovation Loan Fund, "Transfer-In of Surplus Funds"
- 6.9 Recommendation, Re: Approval of Funds Transfer of \$100,000 from the General Fund to the Building Renovation Loan Fund
- 6.10 Recommendation, Re: Approval of Revision of Collections Development Policy-addition of Carol Stream Authors Collection
- 6.11 Recommendation, Re: Approval of Revision to Policy 2.J Gifts and Donations
- 6.12 Approval of Disbursements of March 1-31, 2021 plus the Addendum for the Meeting of April 21, 2021
- 6.13 Assistant Director's Report, Mary Clemens
- 6.14 Adult Services Report, Laura Hays
- 6.15 Youth Services Report, Amy Teske
- 6.16 Circulation Department Report, Jeri Cain
- 6.17 Information Technology Report
- 6.18 ATLAS (Area Training for Librarians & Staff) Trustee Day 2021-May 22
- 6.19 ALA News Article-ALA Releases State of America's Libraries Special Report: COVID-19

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

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

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

- Recommendation, Re: Approval of Funds Transfer of \$150,000 from the General Fund to the Capital Maintenance & Repair Fund
- Recommendation, Re: Approval of Additional Budget Line to Building Renovation Loan Fund, "Transfer-In of Surplus Funds"
- Recommendation, Re: Approval of Funds Transfer of \$100,000 from the General Fund to the Building Renovation Loan Fund

Background information:

The Library is anticipating surplus funds at the end of the fiscal year in April. \$150,000 of surplus funds will be transferred into the Library’s Capital Maintenance & Repair Fund. The Library is transferring \$100,000 of the surplus funds to the Building Renovation Laon Fund. At the start of the new fiscal year, the Library is planning to pay down an additional \$100,000 of the principal on the loan from the Village for the Library’s renovation project that was completed in 2020.

Recommendation, Re: Approval of Revision of Collections Development Policy-addition of Carol Stream Authors Collection

Recommendation, Re: Approval of Revision to Policy 2.J Gifts and Donations

Background information:

The Collection Development Policy has been revised to include information on the newly created Carol Stream Authors Collection. The Gifts and Donation Policy has been revised to be more succinct and better align with the Library’s Collection Development Policy.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1-31, 2021 plus the Addendum for the meeting of April 21, 2021 in the amount of \$135,840.44.

7. BOARD AND COMMITTEE REPORTS

7.1 Finance Committee Report – Justin Lynch

Trustee Lynch shared that the Baker & Taylor payment covered numerous invoices and that the invoices are detailed listing all of the titles purchased for the Library’s various collections.

7.2 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Gilliam shared a report listing the DEI programs and readings that she had done from December 2020-April 2021. They covered a wide range of programs on topics related to diversity, equity and inclusion. She especially noted the research paper done by David Williams, Ph.D. Yale University, Everyday Discrimination Scale, as well as the Library’s program on Fake News that was presented by Jason Ertz, a Librarian from the College of DuPage.

8. NEW BUSINESS

Recommendation, Re: Approval of Light Fixture Replacement on Library Entrance Awning-Crescent Electric  
**Trustee Larimer moved** and **Trustee Jourdan** seconded that the Library Board of Trustees approve the light fixture replacement on the Library’s entrance awning by Crescent Electric. Motion approved.

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

Nays ..... 0

Absent..... None

Background information:

The LED lights on the awning located at the front entrance are no longer functioning properly. They were installed about eleven years ago and the bulbs are at end of life. Unfortunately, the fixture for the bulbs is no longer made and replacement bulbs are not available. The fixture needs to be replaced. Crescent Electric is the company the Library uses for their electrical needs and they have provided a quote for a white light LED

fixture and bulbs for a total price of parts and labor of \$14,234.19. Purchases over \$10,000 require Board approval.

## 8.2 Discussion: Library Re-Opening Plan

### Background information:

The Management Team has been closely monitoring positivity rates as well as vaccination statistics for DuPage County in order to determine a strategic re-opening plan for the facility that ensures staff and patron safety. The seven-day rolling average positivity rate for the county has been steadily increasing since March 13 and, as of April 11, is 6.9%. As a first step in re-opening the building, the Library will open the outdoor patio to socially distanced seating on Monday, May 3. Patrons must wear a mask at all times and maintain social distancing whenever possible while on the patio. The second step to re-opening the building will be to provide limited inside seating starting on Monday, May 17, only if the positivity rate in DuPage County is 5% or less. Step three would be to provide a limited number of public computers sometime in June. It is anticipated that by June, 75-80% of Library staff will be fully vaccinated, enabling staff to assist computer users with a substantially decreased risk of infection/exposure. The Study Rooms and Quiet Reading rooms will remain closed to patrons as they are still needed to ensure social distancing for staff in shared work spaces and for employee breaks. In-person programming would resume once the state has reached Phase 5. These steps could change based upon recommendations from the CDC or other state and local health agencies. We look forward to further opening of the building and services to our patrons.

## 8.3 Report of the Library Director, Susan Westgate

The Library has hired Perspectives (the Library's EAP provider) as their consultant to conduct a DEI Assessment of the Library as an organization. They have been provided with the Library's complete Employee Handbook and copies of their public policies to review and critique with a DEI focus. SFGs, Survey Focus Groups (there are six of them, two hours each) will take place starting April 28 and be completed by the end of May: two staff; two comprised of community members; one of the Board of Trustees; and one of the Management Team. Data from the public policies and Employee Handbook review and SFGs will be compiled and presented to the Management Team in mid-June. The assessment is done with an asset approach with the view point of what can be improved upon and is in alignment with the Library's values, Mission and Vision. Clear deliverables will be identified and recommended following the assessment.

## 8.4 Human Resources Report, Mary Pellico

Mary coordinated staff and community volunteers in the development of a Tornado preparedness Video for staff to give them a visual resource for how to respond to tornado emergencies. FFCRA has been extended to staff if they are unable to work their full hours in order to receive a COVID-19 vaccine and also if they are unable to work due to side effects from the vaccine.

## 8.5 Marketing Report, Allison Porch

Trustee Lynch thanked the Library for providing email notifications to their patrons over the age of 60 to inform them about the Village's vaccination event.

## 8.6 Board Development

DEI Trustee Survey Focus Group, April 28, 2021

### Background information:



The Survey Focus Group for the Board of Trustees is subject to the Open Meetings Act. There will be an agenda, the session will be recorded and posted, and minutes will be prepared. Trustee Larimer is unable to attend.

9. ADJOURN

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

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

Nays ..... 0

Absent..... None

Meeting adjourned at 8:05 p.m.

May 19, 2021

Date approved

\_\_\_\_\_  
Mansi Patel, Secretary for the Board of Library Trustees

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

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

**DATE: April 28, 2021**

**TIME: 6:30 p.m.**

**PLACE: Due to the closure of the Carol Stream Public Library to the public during the COVID-19 pandemic, the Library conducted an online audio Special Board Meeting through Zoom to conduct essential business only. The audio recording of the meeting is available online on the Library's website [www.cslibrary.org](http://www.cslibrary.org).**

**I. CALL TO ORDER**

President Sheikh called the Special Meeting of the Board of Library Trustees to order at 6:32 p.m.

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

**II. ROLL CALL**

Secretary Patel called the roll.

Present: Trustees Jourdan, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh. Trustee Berryman-Gilliam left the meeting at 7:47 p.m.

Absent: Trustee Larimer

Also Present: Liz Jansen and Gina Hinrichs-Organizational Consultants with Perspectives Ltd.

**III. PUBLIC PARTICIPATION**

None

**IV. DISCUSSION**

**A. Library Trustee Survey Focus Group**

Liz Jansen and Gina Hinrichs facilitated a survey focus group comprised of online survey questions followed by open discussion in response to the Library's current services, materials, programs, and policies in regards to diversity, equity and inclusion. Data from this focus group will be included in a report comprised of six focus group findings to provide Library Administration with an assessment of what they are doing successfully and what areas can be improved upon.

**V. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:07 p.m.

May 19, 2021

Date approved

\_\_\_\_\_  
Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library  
Treasurer's Report  
Month Ending April 30, 2021**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,489,606.41	\$ (499,421.13)	\$ 1,990,185.28
Working Cash	50,843.87	2.54	50,846.41
FICA	116,365.53	(9,963.21)	106,402.32
IMRF	100,408.42	(15,560.88)	84,847.54
Liability Insurance	13,328.80	(2,288.47)	11,040.33
Audit	7,839.91	0.33	7,840.24
Capital Maintenance & Repair	1,485,852.11	147,900.66	1,633,752.77
Building Renovation Loan	<u>3,541.32</u>	<u>100,000.10</u>	<u>103,541.42</u>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 4,267,786.37</u></b>	<b><u>\$ (279,330.06)</u></b>	<b><u>\$ 3,988,456.31</u></b>

**See attached for a schedule of cash and investments.**

\_\_\_\_\_  
Nadia Sheikh, Board President 4/30/21

\_\_\_\_\_  
Nancy Olson, Board Treasurer 4/30/21

\_\_\_\_\_  
Susan Westgate, Library Director 4/30/21

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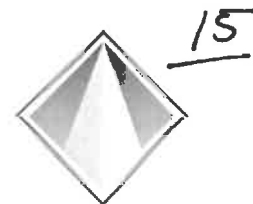
**Carol Stream Public Library  
Treasurer's Report  
Month Ending April 30, 2021**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 175,790.49
WEST SUBURBAN BANK	PAYROLL	107,082.47
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	689,843.61
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,014,562.86
PROPAY	ELECTRONIC	406.88
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 3,988,456.31</u>

**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**APRIL 30, 2021**

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



Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of April 30, 2021 and March 31, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date April 30, 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*

May 6, 2021

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## Carol Stream Public Library

### Combined Statements of Assets, Liabilities and Fund Balances

#### Modified Cash Basis - All Funds

	Apr 30, 21	Mar 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>10-1000 · Library Fund Cash</b>			
10-1006 · WSB General Checking	175,790.49	188,239.08	-12,448.59
10-1008 · WSB Payroll Account	107,082.47	108,135.27	-1,052.80
10-1014 · Illinois Funds-Prime	3,014,562.86	3,314,457.64	-299,894.78
10-1024 · WSB Money Market Acct	689,843.61	655,710.58	34,133.03
10-1025 · ProPay	406.88	473.80	-66.92
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,998,271.03	-1,778,179.96	-220,091.07
<b>Total 10-1000 · Library Fund Cash</b>	<b>1,990,185.28</b>	<b>2,489,606.41</b>	<b>-499,421.13</b>
<b>1190 · Allocated Cash-Fund Balances</b>			
20-1090 · Allocated Cash-Working Cash Fd.	50,846.41	50,843.87	2.54
30-1190 · Allocated Cash-FICA Fund	106,402.32	116,365.53	-9,963.21
40-1090 · Allocated Cash-IMRF Fund	84,847.54	100,408.42	-15,560.88
50-1090 · Allocated Cash-Liability Fund	11,040.33	13,328.80	-2,288.47
60-1090 · Allocated Cash-Audit Fund	7,840.24	7,839.91	0.33
70-1090 · Allocated Cash-Capital R&M Fund	1,633,752.77	1,485,852.11	147,900.66
80-1090 · Allocated Cash-Debt Service	103,541.42	3,541.32	100,000.10
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<b>1,998,271.03</b>	<b>1,778,179.96</b>	<b>220,091.07</b>
<b>Total Checking/Savings</b>	<b>3,988,456.31</b>	<b>4,267,786.37</b>	<b>-279,330.06</b>
<b>Total Current Assets</b>	<b>3,988,456.31</b>	<b>4,267,786.37</b>	<b>-279,330.06</b>
<b>TOTAL ASSETS</b>	<b><u>3,988,456.31</u></b>	<b><u>4,267,786.37</u></b>	<b><u>-279,330.06</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
<b>2900 · Beginning Fund Balances</b>			
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
<b>Total 2900 · Beginning Fund Balances</b>	<b>4,245,414.33</b>	<b>4,245,414.33</b>	<b>0.00</b>
<b>Net Income</b>	<b>-256,958.02</b>	<b>22,372.04</b>	<b>-279,330.06</b>
<b>Total Equity</b>	<b>3,988,456.31</b>	<b>4,267,786.37</b>	<b>-279,330.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,988,456.31</u></b>	<b><u>4,267,786.37</u></b>	<b><u>-279,330.06</u></b>



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

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	Apr 21	May '20 - Apr 21	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
<b>3001 · Property Tax Current</b>	0.00	3,701,119.66	3,674,461.00	100.73%
<b>3002 · Property Taxes Non-Current</b>	0.00	0.00	5,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	0.00	3,701,119.66	3,679,461.00	100.59%
<b>3100 · PPR Taxes</b>	2,249.36	38,732.60	40,000.00	96.83%
<b>3200 · Interest Income</b>				
<b>3201 · Interest Income Taxes</b>	0.00	0.00	1,500.00	0.0%
<b>3202 · Interest Income Investments</b>	212.63	10,557.16	34,100.00	30.96%
<b>Total 3200 · Interest Income</b>	212.63	10,557.16	35,600.00	29.66%
<b>3300 · Patron Payments</b>				
<b>3301 · Fines &amp; Fees</b>	417.88	3,188.50	16,000.00	19.93%
<b>3302 · Public Copy Payments</b>	128.15	1,363.65	15,000.00	9.09%
<b>3303 · Non-Resident Card Fees</b>	220.72	399.58	3,000.00	13.32%
<b>3304 · Sale Items</b>	0.00	0.00	1,000.00	0.0%
<b>Total 3300 · Patron Payments</b>	766.75	4,951.73	35,000.00	14.15%
<b>3400 · Donations</b>	0.00	760.00	5,000.00	15.2%
<b>3500 · Developer Contributions</b>	0.00	0.00	2,000.00	0.0%
<b>3600 · RBP/ILL Reimbursements</b>	0.00	78.77	1,000.00	7.88%
<b>3700 · Grants</b>				
<b>3701 · Per Capita Grants</b>	0.00	49,638.75	49,600.00	100.08%
<b>Total 3700 · Grants</b>	0.00	49,638.75	49,600.00	100.08%
<b>3800 · Other Income</b>	0.00	313.76	9,000.00	3.49%
<b>3900 · Reapprop of FY2019 due to COVID</b>	0.00	0.00	150,000.00	0.0%
<b>Total Income</b>	3,228.74	3,806,152.43	4,006,661.00	95.0%
<b>Gross Profit</b>	3,228.74	3,806,152.43	4,006,661.00	95.0%
<b>Expense</b>				
<b>5100 · Salaries</b>				
<b>5101 · Exempt Staff Salaries</b>	44,775.20	584,758.12	689,000.00	84.87%
<b>5102 · Non-Exempt Staff Salaries</b>	85,144.18	1,106,199.80	1,317,000.00	83.99%
<b>5103 · Custodial Salaries</b>	5,487.97	72,145.27	83,000.00	86.92%
<b>5105 · Professional Education</b>	115.61	5,684.55	18,000.00	31.58%
<b>5106 · Membership</b>	0.00	3,646.50	4,000.00	91.16%
<b>5107 · Life Insurance</b>	149.28	1,778.15	2,000.00	88.91%
<b>5108 · Health Insurance</b>	17,788.01	208,505.52	250,000.00	83.4%
<b>5109 · Benefits, other</b>	20.00	1,426.60	2,500.00	57.06%
<b>5110 · Trustee Development</b>	37.73	2,146.22	3,000.00	71.54%
<b>Total 5100 · Salaries</b>	153,517.98	1,986,290.73	2,368,500.00	83.86%
<b>5200 · Plant Maint.</b>				
<b>5201 · Supplies</b>	1,073.32	17,888.34	21,000.00	85.18%
<b>5202 · Maintenance/Repair</b>	207.63	6,226.54	10,000.00	62.27%
<b>5203 · Maintenance Contracts</b>	3,129.00	39,784.94	43,000.00	92.52%
<b>5204 · Landscape Maintenance/Snow Remo</b>	1,833.00	11,227.00	17,000.00	66.04%
<b>5205 · Furniture/Equipment</b>	0.00	10,496.10	10,000.00	104.96%

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

	Apr 21	May '20 - Apr 21	Annual Budget	% of Budget
5206 · Electric-Comm Edison	3,753.47	44,299.67	38,000.00	116.58%
5207 · Water/Sewer	135.23	3,923.80	8,000.00	49.05%
5208 · Insurance (Property)	0.00	9,929.00	12,000.00	82.74%
<b>Total 5200 · Plant Maint.</b>	<b>10,131.65</b>	<b>143,775.39</b>	<b>159,000.00</b>	<b>90.43%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	0.00	1,599.10	8,000.00	19.99%
5302 · Office & Equipment Supplies	210.14	3,122.71	7,500.00	41.64%
5303 · Printing	0.00	218.66	5,000.00	4.37%
5304 · Equipment Leasing	2,123.38	19,106.02	22,000.00	86.85%
5305 · Mileage Reimbursement	10.44	170.81	3,000.00	5.69%
5306 · Legal Notices	0.00	503.70	700.00	71.96%
5308 · Business Phone	906.08	10,822.29	17,500.00	61.84%
5309 · Accounting Service	1,075.00	13,426.00	15,000.00	89.51%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	854.80	6,962.52	7,500.00	92.83%
5312 · Attorney Fees	275.00	2,640.00	10,000.00	26.4%
5315 · Other Expenditures	655.66	17,911.98	23,000.00	77.88%
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	899.00	6,659.90	10,500.00	63.43%
<b>Total 5300 · Business Exp.</b>	<b>7,009.50</b>	<b>83,971.19</b>	<b>155,800.00</b>	<b>53.9%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	0.00	15,577.93	25,000.00	62.31%
5402 · ISP and Web page hosting	157.85	5,534.18	15,000.00	36.9%
5403 · Computer Software	1,186.85	8,138.63	35,000.00	23.25%
5404 · Tech Support & Repair	1,377.68	14,526.05	13,000.00	111.74%
5405 · Technical Services Supplies	407.34	2,722.06	5,000.00	54.44%
5406 · Circulation Supplies	100.08	5,133.06	3,000.00	171.1%
5408 · Tech Serv Online Resources	0.00	14,824.00	16,500.00	89.84%
5409 · RBP/ILL Expenses	169.05	470.76	700.00	67.25%
5410 · SWAN Consortium	11,715.00	46,860.50	47,000.00	99.7%
5411 · Village IT Services	7,800.00	93,248.40	96,000.00	97.13%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>22,913.85</b>	<b>207,035.57</b>	<b>256,200.00</b>	<b>80.81%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	1,910.11	31,052.39	28,000.00	110.9%
5503 · Adult/Teen Programs	673.37	15,700.08	25,000.00	62.8%
5505 · Library Newsletter	0.00	13,877.73	47,000.00	29.53%
5509 · Library Publicity and Promotion	-370.56	7,168.89	30,000.00	23.9%
<b>Total 5500 · Services</b>	<b>2,212.92</b>	<b>67,799.09</b>	<b>130,000.00</b>	<b>52.15%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	10,049.68	42,732.96	46,000.00	92.9%
5606 · Youth Services Media	3,163.73	14,273.56	22,000.00	64.88%
5630 · Adult Books	12,957.27	62,254.48	75,000.00	83.01%
5634 · Online Resources	1,996.00	35,044.47	35,000.00	100.13%

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

	Apr 21	May '20 - Apr 21	Annual Budget	% of Budget
5635 · Magazines & Newspapers	545.00	11,593.87	12,000.00	96.62%
5637 · Adult Media	6,534.41	29,853.05	60,000.00	49.76%
5651 · Digital Media	21,497.38	101,416.51	80,000.00	126.77%
5652 · Grant/Award Expense	0.00	49,638.75	49,600.00	100.08%
<b>Total 5600 · Collection</b>	<b>56,743.47</b>	<b>346,807.65</b>	<b>379,600.00</b>	<b>91.36%</b>
<b>6600 · Payroll Expenses</b>				
6610 · FICA Expense	9,967.86	128,782.70	150,000.00	85.86%
6620 · Illinois Municipal Retirement F	15,566.48	198,463.56	200,000.00	99.23%
<b>Total 6600 · Payroll Expenses</b>	<b>25,534.34</b>	<b>327,246.26</b>	<b>350,000.00</b>	<b>93.5%</b>
<b>6900 · Operating Xfers In (Out)</b>				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
<b>Total 6900 · Operating Xfers In (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.0%</b>
7101 · Liability Insurance	0.00	18,271.00	20,000.00	91.36%
7102 · Risk Management expense	582.85	2,437.05	4,000.00	60.93%
7103 · Unemployment Compensation Insur	1,707.29	2,940.95	3,000.00	98.03%
7201 · Audit Expense	0.00	12,065.00	12,000.00	100.54%
<b>7400 · Capital Expenditures</b>				
7401 · Furniture	500.00	500.00	20,000.00	2.5%
7402 · Parking Lot Repair	0.00	6,246.49	12,000.00	52.05%
7403 · Building Repair	0.00	4,612.00	50,000.00	9.22%
7404 · Landscape	1,600.00	24,650.00	75,000.00	32.87%
7405 · Memorials	104.95	220.86	1,500.00	14.72%
7406 · Other Capital Expenditures	0.00	35,187.11	35,000.00	100.54%
<b>Total 7400 · Capital Expenditures</b>	<b>2,204.95</b>	<b>71,416.46</b>	<b>193,500.00</b>	<b>36.91%</b>
<b>7500 · Special Capital Projects</b>				
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	20,336.01	40,000.00	50.84%
7508 · Library Remodel 2019-20	0.00	523,565.09	530,000.00	98.79%
7509 · Security Camera Upgrades	0.00	2,600.00		
<b>Total 7500 · Special Capital Projects</b>	<b>0.00</b>	<b>558,593.10</b>	<b>595,000.00</b>	<b>93.88%</b>
<b>Total Expense</b>	<b>282,558.80</b>	<b>3,828,649.44</b>	<b>4,626,700.00</b>	<b>82.75%</b>
<b>Net Ordinary Income</b>	<b>-279,330.06</b>	<b>-22,497.01</b>	<b>-620,039.00</b>	<b>3.63%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8001 · Interfund Transfers In	150,000.00	150,000.00		
8002 · Interfund Transfers Out	-250,000.00	-250,000.00		
8003 · Transfer In of Surplus Funds	100,000.00	100,000.00		
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>		
<b>Other Expense</b>				
8000 · Debt Repayment Expense	0.00	234,461.01	234,461.00	100.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>234,461.01</b>	<b>234,461.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-234,461.01</b>	<b>-234,461.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-279,330.06</b>	<b>-256,958.02</b>	<b>-854,500.00</b>	<b>30.07%</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 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	2,249.36	38,732.60	0.00	0.00	0.00	0.00
3200 · Interest Income	92.13	4,574.43	2.54	126.30	4.65	230.81
3300 · Patron Payments	766.75	4,951.73	0.00	0.00	0.00	0.00
3400 · Donations	0.00	760.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL 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
<b>Total Income</b>	<b>3,108.24</b>	<b>3,236,398.46</b>	<b>2.54</b>	<b>126.30</b>	<b>4.65</b>	<b>142,224.67</b>
<b>Gross Profit</b>	<b>3,108.24</b>	<b>3,236,398.46</b>	<b>2.54</b>	<b>126.30</b>	<b>4.65</b>	<b>142,224.67</b>
Expense						
5100 · Salaries	153,517.98	1,986,290.73	0.00	0.00	0.00	0.00
5200 · Plant Maint.	10,131.65	143,775.39	0.00	0.00	0.00	0.00
5300 · Business Exp.	7,009.50	83,971.19	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	22,913.85	207,035.57	0.00	0.00	0.00	0.00
5500 · Services	2,212.92	67,725.45	0.00	73.64	0.00	0.00
5600 · Collection	56,743.47	346,807.65	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	146.30	0.00	0.00	9,967.86	128,636.40
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
<b>Total Expense</b>	<b>252,529.37</b>	<b>2,835,752.28</b>	<b>0.00</b>	<b>73.64</b>	<b>9,967.86</b>	<b>128,636.40</b>
<b>Net Ordinary Income</b>	<b>-249,421.13</b>	<b>400,646.18</b>	<b>2.54</b>	<b>52.66</b>	<b>-9,963.21</b>	<b>13,588.27</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21
Other Income/Expense						
Other Income						
8001 - Interfund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
8002 - Interfund Transfers Out	-250,000.00	-250,000.00	0.00	0.00	0.00	0.00
8003 - Transfer of Surplus Funds	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	-250,000.00	-250,000.00	0.00	0.00	0.00	0.00
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	-250,000.00	-250,000.00	0.00	0.00	0.00	0.00
Net Income	<u>-499,421.13</u>	<u>150,646.18</u>	<u>2.54</u>	<u>52.66</u>	<u>-9,963.21</u>	<u>13,588.27</u>

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21
<b>Ordinary Income/Expense</b>						
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	5.60	278.13	1.67	82.76	0.33	16.45
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/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	5.60	171,466.16	1.67	1,410.09	0.33	13,286.73
<b>Gross Profit</b>	5.60	171,466.16	1.67	1,410.09	0.33	13,286.73
<b>Expense</b>						
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	15,566.48	198,463.56	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	582.85	2,437.05	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	1,707.29	2,940.95	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	12,065.00
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
<b>Total Expense</b>	15,566.48	198,463.56	2,290.14	23,649.00	0.00	12,065.00
<b>Net Ordinary Income</b>	-15,560.88	-26,997.40	-2,288.47	-22,238.91	0.33	1,221.73

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21
<b>Other Income/Expense</b>						
<b>Other Income</b>						
8001 · Interfund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
8002 · Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
8003 · Transfer of Surplus Funds	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Other Expense</b>						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Other Income</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>-15,560.88</b>	<b>-26,997.40</b>	<b>-2,288.47</b>	<b>-22,238.91</b>	<b>0.33</b>	<b>1,221.73</b>

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

	70-Capital Maint. & Repair Fund			80-Debt Service			TOTAL	
	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21
Ordinary Income/Expense								
Income								
3000 · Property Taxes	0.00	0.00	0.00	235,991.74	0.00	0.00	0.00	3,701,119.66
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	2,249.36	2,249.36	38,732.60
3200 · Interest Income	105.61	5,243.30	0.10	4.98	0.00	212.63	212.63	10,557.16
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	766.75	766.75	4,951.73
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	760.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.77
3700 · Grants	0.00	0.00	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	0.00	0.00	313.76
<b>Total Income</b>	<b>105.61</b>	<b>5,243.30</b>	<b>0.10</b>	<b>235,996.72</b>	<b>0.00</b>	<b>3,228.74</b>	<b>3,228.74</b>	<b>3,806,152.43</b>
<b>Gross Profit</b>	<b>105.61</b>	<b>5,243.30</b>	<b>0.10</b>	<b>235,996.72</b>	<b>0.00</b>	<b>3,228.74</b>	<b>3,228.74</b>	<b>3,806,152.43</b>
Expense								
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	153,517.98	153,517.98	1,986,290.73
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	10,131.65	10,131.65	143,775.39
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	7,009.50	7,009.50	83,971.19
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	22,913.85	22,913.85	207,035.57
5500 · Services	0.00	0.00	0.00	0.00	0.00	2,212.92	2,212.92	67,799.09
5600 · Collection	0.00	0.00	0.00	0.00	0.00	56,743.47	56,743.47	346,807.65
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	0.00	25,534.34	25,534.34	327,246.26
7101 · Liability Insurance	0.00	0.00	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	582.85	582.85	2,437.05
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	1,707.29	1,707.29	2,940.95
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,065.00
7400 · Capital Expenditures	2,204.95	71,416.46	0.00	0.00	0.00	2,204.95	2,204.95	71,416.46
7500 · Special Capital Projects	0.00	558,593.10	0.00	0.00	0.00	0.00	0.00	558,593.10
<b>Total Expense</b>	<b>2,204.95</b>	<b>630,009.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>282,558.80</b>	<b>282,558.80</b>	<b>3,828,649.44</b>
<b>Net Ordinary Income</b>	<b>-2,099.34</b>	<b>-624,766.26</b>	<b>0.10</b>	<b>235,996.72</b>	<b>0.00</b>	<b>-278,330.06</b>	<b>-278,330.06</b>	<b>-22,497.01</b>



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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21	Apr 21	May '20 - Apr 21
<b>Other Income/Expense</b>						
<b>Other Income</b>						
8001 - Interfund Transfers In	150,000.00	150,000.00	0.00	0.00	150,000.00	150,000.00
8002 - Interfund Transfers Out	0.00	0.00	0.00	0.00	-250,000.00	-250,000.00
8003 - Transfer of Surplus Funds	0.00	0.00	100,000.00	100,000.00	100,000.00	100,000.00
<b>Total Other Income</b>	150,000.00	150,000.00	100,000.00	100,000.00	0.00	0.00
<b>Other Expense</b>						
8000 - Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
<b>Total Other Expense</b>	0.00	0.00	0.00	234,461.01	0.00	234,461.01
<b>Net Other Income</b>	150,000.00	150,000.00	100,000.00	-134,461.01	0.00	-234,461.01
<b>Net Income</b>	<b>147,900.66</b>	<b>-474,766.26</b>	<b>100,000.10</b>	<b>101,535.71</b>	<b>-279,330.06</b>	<b>-256,958.02</b>

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## Trustee Sheikh's Update on EDI Work/Research

Diversity, Equity, and Inclusion Advisory Council (DEI200) for CUSD 200: Talking About Race

Date: February 4, 2021

Time: 7:00 – 8:00 PM

CSPL EDI Virtual Committee Meeting

Date: March 9, 2021

Time: 6:00 – 7:00 PM

DEI: Conversation with Wheaton Community Leaders

Date: March 23, 2021

Time: 7:00 – 8:30 PM

Glad you asked: How Racist Am I? (YouTube)

Date: April 8, 2021

<https://youtu.be/ho2lpTpgRUQ>

Diversity, Equity, Inclusion: What Library Trustees Need to Know. ILA Spring Trustee Forum

Presented by Anne Phibbs, PhD

Date: April 17, 2021

Time: 10:00 – 12:00 PM

Five Ramadan Iftar Meals Around the World (YouTube)

Date: April 18, 2021

[https://youtu.be/gd0CSEi67\\_s](https://youtu.be/gd0CSEi67_s)

The Lie that Invented Racism (YouTube)

Presented by John Biewen, November 2019. TEDxCharlottesville

Date: April 18, 2021

<https://youtu.be/olZDtqWX6Fk>

The Difference between being "Not Racist" and Antiracist (YouTube)

Presented by Ibram Kendi, Cloe Shasha, Whitney Pennington Rodgers. May 2020. TED2020.

Date: April 18, 2021

<https://youtu.be/KCxbI5QgFZw>

CSPL More Than a Month Discussion Group: "The Lie that Invented Racism"

<https://www.cslibrary.org/admin/slides/more-month-discussion>

Date: April 20, 2021

Time: 7:00 – 8:30 PM

2021 Virtual Elevate Illinois Libraries Leadership Program

Conference topic: Joining or Judging? Conscious Acts for Inclusion in Libraries and Archives

Presented by Mark A. Puente

Date: April 24, 2021

Time: 8:15 – 12:30 PM

CSPL DEI Trustee Assessment

Date: April 28, 2021

Time: 6:30 – 8:30 PM

DEI200 and Wheaton Public Library, Talking About Race: Community Conversations

Date: May 6, 2021

Time: 7:00 – 8:30 PM

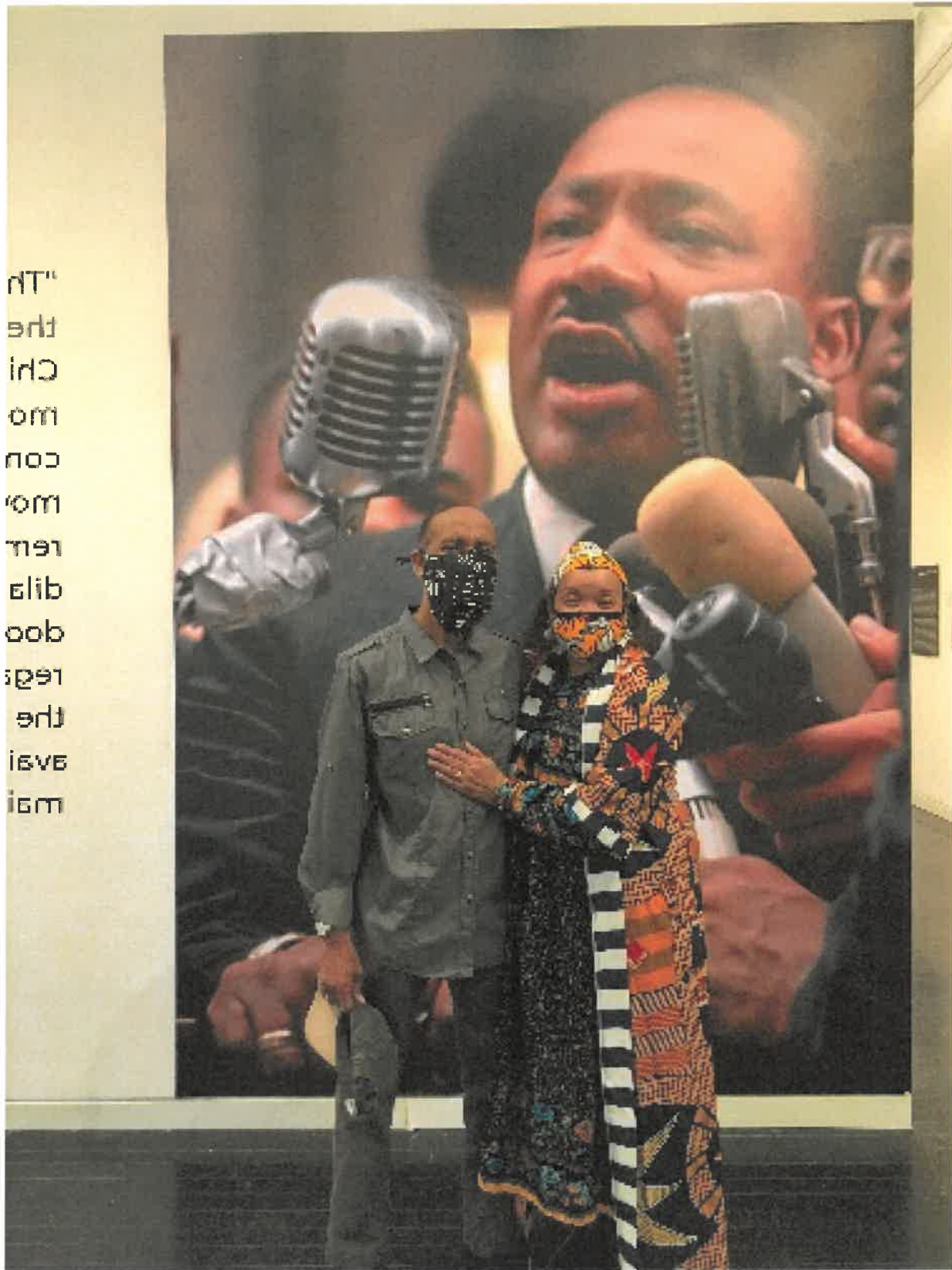
### **Books Read**

1. Just Ask by Sonia Sotomayor
2. Lubna and the Pebble by Wendy Meddour
3. Little Fires Everywhere by Celeste Ng
4. How to be an Antiracist by Ibram X. Kendi



Elmhurst Art Museum. In Focus: The Chicago Freedom Movement & the Fight for Fair Housing

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CAROL STREAM PUBLIC LIBRARY

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616 Hiawatha Drive • Carol Stream, IL 60188  
(630)-653-0755 www.cslibrary.org

May 19, 2021

To: The Honorable Mayor Frank Saverino and  
Members of the Board of Trustees of the  
Village of Carol Stream

Cc: Bob Mellor, Village Manager

Re: Board of Library Trustees of the Village of Carol Stream  
Annual Report 2020-2021

Pursuant to the Local Library Act (75 ILCS 5/4-10), the Board of Library Trustees of the Village of Carol Stream submits the following Annual Report for the Fiscal Year ending April 30, 2021 on the condition of its trust.

- Part I — Itemized Statement of the various funds received from the library fund and from other sources (subject to annual audit)-Exhibit 1
- Part II — Itemized statement of the objects and purposes for which those sums of money have been expended (subject to annual audit)-Exhibit 2
- Part III — a statement of the number of books and periodicals available for use, and the number and character thereof circulated
- Part IV — A statement of the real and personal property acquired by legacy, purchase, gift or otherwise
- Part V — A statement of the character of any extensions of library service which have been undertaken
- Part VI - Blank (This amendment to 75 ILCS 5/4-10, passed August 22, 2017.)
- Part VII — A statement as to the amount of accumulations and the reasons thereof (subject to annual audit)
- Part VIII — A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgements, settlements, liability insurance, or for amounts due under a certificate of the board
- Part IX — Any other statistics, information and suggestions that may be of interest

**Part III**

Total number of books (including audiobooks, eBooks and eAudiobooks) is 156,388. The Library subscribes to 24 newspapers, 132 print magazines and has 3397 downloadable eMagazine subscriptions. Paper copies of print back issues of six months to one year are available. The Library circulated 202,941 items during FY 20/21.

**Part IV**

The Library did not acquire any property over the past year.

## Part V

FY20/21 has been an interesting and challenging year for the Library. We have adapted our services and practices in response to the COVID-19 pandemic. Staff have responded to these changes with a positive attitude and creative thinking, finding a variety of ways to continue our Library patron relationships and providing as many services as possible and implementing new ones.

- The Youth Services Department offered 197 virtual programs with 2,984 attendees. The Adult Services Department offered 81 virtual programs with 1,129 attendees. 70 Teen programs were offered with 522 attendees. To provide additional options for patrons, the three departments provided a large variety of passive programming utilizing take and make crafts and individually customized Binge Boxes that were comprised of books, activities, tchotchkes and a snack. These are available by request for patrons of all ages. Youth Services had 636 passive programs with 7,531 participants, Adult Services had 144 passive programs with 2,836 participants, and Teen Services had 12 passive programs with 80 participants.
- Two new collections were added to the library in FY21. We now circulate Nintendo Switch video games. We also circulate Launch Pads in the Youth Services department. Launch Pads are preloaded tablets for children of various ages with educational games, stories and more. A Carol Stream Authors section has been added to our Spotlight Collection area, featuring books written and/or illustrated by local residents.
- *Press Reader* is a new online magazine/newspaper database that we have added to our online resources. It contains over 7000 newspapers and magazines that can be read instantly or downloaded for later and can be translated instantly in up to sixteen different languages. There are publications from over 120 countries and in more than 60 different languages that provide our patrons with instant access to content from home, and from around the world. With Carol Stream being such a diverse community comprised of residents from around the world, we are very happy to be able to provide them with this new online service to provide them with a connection to their former home, culture and heritage.
- The Library resumed monthly Homebound deliveries of Library materials to local senior centers and individual patrons in September 2020.
- The Library provided online virtual Library card registration so that patrons would be able to access our online collections and databases while the building was closed to the public.
- The Library installed curbside pick-up service for the public while the building was closed. In the summer of 2020 permanent curbside pick-up parking stalls were added at the front of the building. Curbside pick-up service is now a permanent service that we will be providing to the community. Patrons can reserve materials online, text the staff when they arrive, and their bag of materials is brought out to their vehicle. 13,403 curbside transactions took place in FY21.
- In addition to Library materials, the Library has provided complimentary printing, faxing and scanning services for curbside or in-person pick-up throughout the year.
- The Library often works with local community organizations to provide additional information and services. During the pandemic, the Library hosted three mobile blood drives in the parking lot. In addition, the Library worked with the Wheaton League of Women Voters to provide drive-up voter registration and voter information in the parking lot and in

front of the building on several occasions during the past year's election cycles. The Library was a polling location in November and April.

- The Library installed an additional Wi-Fi router to the outside of the building, to extend internet access farther into the parking lot.
- The Library's Website, [www.cslibrary.org](http://www.cslibrary.org), offers patrons 24/7 service with the opportunity to download eAudiobooks, eBooks, eMagazines, streaming video and music, access to online subscription databases, as well as the ability to register for programs through their home computers and other electronic devices.
- The Library has a mobile application for patrons to access the Library with their smartphones and other devices. The application was accessed 36,325 times during FY 20/21.
- Live online chat and texting with librarians is available during regular Library hours to immediately respond to patrons' informational needs. Portable chargers are available for check out for patrons who need to charge their electronic devices. Bike locks are available for check out for riders to secure their bicycles.
- The Library's newsletter is delivered every month to the residents of Carol Stream to inform them of Library collections, services and programs. The in-print newsletter was suspended for most of FY21, with the focus on information mailers and our e-newsletter. In fall 2021 we are planning to resume the publication of the monthly newsletter.
- The Library offers patrons the opportunity to subscribe to an e-newsletter.

Part VI No longer required.

## Part VII

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$400,646 (subject to audit) remaining in the General Fund to add to the Library's Reserve. In anticipation of this surplus, \$250,000 of that amount was transferred in April to two of the Library's Special Funds (\$150,000 to CM&R Fund and \$100,000 to the Building Renovation Loan Fund). The surplus this year was a result of staffing adjustments, staff vacancies, new vendor contracts and reductions in some of our yearly expenses.

## Part VIII

In FY 2019 the Library Board entered into an Intergovernmental Loan Agreement (ILA) with the Village of Carol Stream for \$2,000,000 for ten years. The annual loan repayment is \$234,461.

## Part IX

### Part IX

- Percentage of population (39,711) registered with Library cards is 45 % (18,044 cardholders)
- Digital Services: There were 121,955 visits to the Library's Web page and remote access to the Library's subscription databases via the Web page numbered 45,425 (16.8% increase). 65,732 eAudiobooks, eBooks, and music CDs were downloaded through the Library's subscription services via the Library web page and mobile application (52% increase). 6087 videos were streamed from the Library's online streaming service Hoopla (116.5% increase). 7,015 eMagazines were downloaded with the Library's downloadable online magazine service RBdigital

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(27% increase). Being able to provide expanded patron access to our downloadable/virtual collections has been a great benefit to the residents of the community during the pandemic.

- Social Media: The Library’s Facebook page has 2,356 Followers and received 49,130 Engagements (Likes) and had 503,110 Impressions (Views) in FY20/21. Instagram has 926 followers and had 1,500 Engagements (Likes) and 58,261 Impressions (Views) of posts in FY 20/21. Twitter has 1347 followers and had 47,628 Engagements (Likes) and 339,900 Impressions (Views) of posts in FY 20/21.
- The number of homebound patrons currently being served is 36. The Library made 177 deliveries and delivered 1,107 items to our homebound patrons during FY 20/21.
- Adult reference staff answered 10,831 questions and Youth reference staff answered 3,572 questions for a total of 14,403.
- The Library’s study rooms and meeting rooms were not available to the public during the pandemic. They are being utilized for staff workspace and breaks to provide social distancing.

CERTIFICATION

This Annual Report is filed by the Carol Stream Public Library pursuant to the Local Library Act (75 ILCS 5/4-10) for the fiscal year commencing May 1, 2020 and ending April 30, 2021.

Signed:

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Susan Westgate  
 Library Director  
 Attest:

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

BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM ANNUAL REPORT 2020-2021

is a true and accurate report of the activities of the Carol Stream Public Library for the year stated.

---

President  
 Board of Library Trustees

(Seal)



<b>EXHIBIT 1 - FY 21 Income Received (subject to audit)</b>		
<b>ACCT #</b>	<b>Account Name</b>	
<b>GENERAL FUND REVENUES</b>		
<b>Property Taxes</b>		
	Property Tax -- Current	3,137,348
	Property Tax -- Non-Current	0
	PPR Taxes	38,733
<b>Interest Income</b>		
	Interest Income -- Taxes	
	Interest Income -- Investments	4,574
<b>Patron Payments</b>		
	Fines & Fees	3,189
	Public Copier Payments	1,364
	Non-Resident Card Fees	400
	Sale items	0
	Donations	760
	Developer Contributions	0
	RBP/ILL Reimbursements	79
<b>Grants</b>		
	Per Capita Grant	49,639
	Other Grants/Awards	0
	Other Income	314
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>3,236,400</b>
<b>SPECIAL FUND REVENUES</b>		
<b>IMRF Fund</b>		
	Property Tax -- Current	171,188
	Property Tax -- Non-Current	-
	Interest Income Taxes	0
	Interest Income Investments	278
<b>FICA Fund</b>		
	Property Tax -- Current	141,994
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	231
<b>Liability Fund</b>		
	Property Tax -- Current	1,327
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	83

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**EXHIBIT 1 - FY 21 Income Received (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>	
<b>Audit Fund</b>		
	Property Tax -- Current	13,270
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	16
<b>Capital Maint. &amp; Repair</b>		
	Interest Income Investments	5,243
<b>Working Cash Fund</b>		
	Interest Income Investments	126
<b>Debt Service Fund</b>		
	Property Tax -- Current	235,992
	Property Tax -- Non-Current	0
	Interet Income Taxes	0
	interest Income Investments	5
	<b>TOTAL SPECIAL FUND REVENUES</b>	<b>569,753</b>
	<b>TOTAL INCOME FY 2021</b>	<b>\$3,806,153</b>

<b>EXHIBIT 2 - FY 21 EXPENSES (subject to audit)</b>			
<b>ACCT #</b>	<b>Account Name</b>		
	<b>GENERAL FUND EXPENDITURES</b>		
<b>5100</b>	<b>SALARIES</b>		
5101	EXEMPT STAFF SALARIES	584,758	
5102	NON-EXEMPT STAFF SALARIES	1,106,200	
5103	CUSTODIAL SALARIES	72,145	
5104	BENEFITS-MED/LIFE/DENTAL		
5105	Professional Education	5,685	
5106	Memberships	3,647	
5107	Benefits -- Life insurance	1,778	
5108	Benefits -- Health Insurance	208,506	
5109	Benefits -- Other	1,427	
5110	Trustee Development	2,146	
	<b>TOTAL</b>	<b>1,986,292</b>	
<b>5200</b>	<b>PLANT MAINTENANCE</b>		
5201	SUPPLIES	17,888	
5202	MAINTENANCE/REPAIR	6,227	
5203	MAINTENANCE CONTRACTS	39,785	
5204	LANDSCAPE MAINTENANCE	11,227	
5205	FURNITURE/EQUIPMENT	10,496	
5206	ELECTRIC - COMM EDISON	44,300	
5207	WATER/SEWER	3,924	
5208	INSURANCE (PROPERTY)	9,929	
	<b>TOTAL</b>	<b>143,776</b>	
<b>5300</b>	<b>BUSINESS EXPENSE</b>		
5301	POSTAGE	1,599	
5302	OFFICE&EQUIPMENT SUPPLIES	3,123	
5303	PRINTER SUPPLIES	219	
5304	EQUIPMENT LEASING	19,106	
5305	MILEAGE REIMBURSEMENT	171	
5306	LEGAL NOTICES	504	
5308	BUSINESS PHONE	10,822	
5309	ACCOUNTING SERVICE	13,426	
5310	MATERIAL RECOVERY FEES	0	
5311	PAYROLL SERVICE	6,963	
5312	ATTORNEY FEES	2,640	
5314	OTHER CONSULTANTS	0	
5315	OTHER EXPENDITURES	17,912	
5317	BANK FEES	40	
5319	SECURITY SERVICE	338	

<b>EXHIBIT 2 - FY 21 EXPENSES (subject to audit)</b>		
<b>ACCT #</b>	<b>Account Name</b>	
5320	Donation Received Expense	450
5321	Human Resources	6,660
	<b>TOTAL</b>	<b>83,973</b>
<b>5400</b>	<b>CIRCULATION &amp; MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES</b>	
5401	Automation Hardware	15,578
5402	ISP and Web Page Hosting	5,534
5403	Computer Software	8,139
5404	LAN and Hardware Maintenance	14,526
5405	Technical Services Supplies	2,722
5406	Circulation Supplies	5,133
5408	Tech Services Online Resources	14,824
5409	RBP/ILL Expenses	471
5410	SWAN Consortium	46,861
5411	Village IT Services	93,248
	<b>TOTAL</b>	<b>207,036</b>
<b>5500</b>	<b>SERVICES</b>	
5501	Youth Services Programs	31,052
5503	Adult Programs	15,700
5505	Library Newsletter	13,878
5509	Library Publicity and Promotion	7,169
	<b>TOTAL</b>	<b>67,799</b>
<b>5600</b>	<b>COLLECTION DEVELOPMENT</b>	
5601	Youth Services Books	42,733
5606	Youth Services Media	14,274
5630	Adult Books	62,254
5634	Online Resources	35,044
5635	Magazines & Newspapers	11,594
5637	Adult Media	29,853
5651	Digital Media	101,417
5652	Grant/Award Expense (Databases)	49,639
	<b>TOTAL</b>	<b>346,808</b>
	<b>GENERAL FUND EXPENDITURES</b>	
5100	SALARIES	1,986,292
5200	PLANT MAINTENANCE	143,776
5300	BUSINESS EXPENSE	83,973
5400	CIRCULATION & MATERIAL Proc....	207,036
5500	SERVICES	67,799

<b>EXHIBIT 2 - FY 21 EXPENSES (subject to audit)</b>			
<b>ACCT #</b>	<b>Account Name</b>		
5600	COLLECTION DEVELOPMENT	346,808	
	TOTAL	2,835,684	
<b>SPECIAL FUND EXPENDITURES</b>			
	<b>Account Name</b>		
	LIABILITY INSURANCE FUND	23,649	
	FICA FUND	128,636	
	IMRF FUND	198,464	
	AUDIT FUND	12,065	
	Capital Maintenance & Repair Fund	71,416	
	Special Capital Projects in CM&R Fund	558,593	
	Debt Service Fund	234,461	
	TOTAL	1,227,284	
	General Fund Expenditures	2,835,864	
	Special Fund Expenditures	1,227,284	
	Total Expenditures	\$ 4,063,148	

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# PRECISION

CONTROL SYSTEMS OF CHICAGO INC.

## PROPOSAL

1980 UNIVERSITY LANE, LISLE, IL 60532 | PHONE: (630) 521-0234 | fax: (630) 521-0556 | WEBSITE: WWW.PCSOC.COM

Date: April 20, 2021

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

Re: **iWave C Bi-Polar Ionization & BAS Alarming**

Precision Control Systems of Chicago, Inc. proposes to furnish and install **iWave C Bi-Polar Ionization air purifiers** for air handling units AHU-1 and AHU-2. These will also be monitored by the existing building automation system for alarming.

We have specifically included the following:

- Furnish and install four (4) purifiers in AHU-1 and three (3) purifiers in AHU-2.
- These BPI Purifiers need to be installed in the supply duct or housing evenly spaced across the air stream for best performance. We have included hangers, installation materials and any modifications required.
- Provide transformers and power wiring to each device.
- Integrate the seven (7) devices into the existing building automation control panels for alarming at the graphical user interface.
- Required labor and installation materials for a turnkey project.
- Engineering, programming, revised graphics, and programming.

Notes:

1. All work to be performed during normal working hours.

**For the sum of ..... \$14,945**

Please contact me should you have any questions, require any additional information, or would like to discuss or modify the scope of work presented above.

Best regards,

Rick Brand  
Sr. Account Executive  
Precision Control Systems of Chicago, Inc.  
Cell: 847-514-5059  
Office 630-521-0234 x321

[Aerosol Products](#)

[Coil Cleaners & Sprayers](#)

[ClenAir](#)

[Closed System Products](#)

[EasySeal](#)

[EcoPure Refrigerants](#)

[Everpure](#)

[Gallo Gun](#)

[Gas Leak Detectors](#)

[Glycols](#)

[Ice Machine Maintenance](#)

[Indoor Air Quality](#)

[ViroBlaster](#)

[Complete Care Mini-Split Kit](#)

[Clean Guard](#)

[Gallo Gun and Mag Cartridges](#)

[PurCool Green Strips](#)

[Gel Tabs](#)

[Evap-Fresh No Rinse Aerosol](#)

[Evap-Fresh No Rinse](#)

[PanPads](#)

[Bio-Fresh cd](#)

[Pan-Treat](#)

[PurCool Strips](#)

## iWave-C Air Purifier



- Needlepoint ionization actively treats air in homes and buildings
- Duct-mount install for systems up to 12 tons (4800 CFM)
- Includes waterproof housing for installation indoors or outdoors
- Universal voltage input -24VAC-240VAC
- Kills mold, bacteria and viruses
- Reduces allergens, odors, smoke, static electricity and other airborne particles
- Keeps coil cleaner
- OEM Approved

<a href="#">Description</a>	<a href="#">Directions</a>	<a href="#">Product Information</a>	<a href="#">SDS/RTK</a>
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### Description:

- [HVAC Odor Block](#)
- [ClenAir Liquid Formula](#)
- [ClenAir MiniFresh](#)
- [PurCool Tablets](#)
- [iWave-C Air Purifier](#)
- [iWave-R Air Purifier](#)
- [iWave-M Air Purifier](#)
- [iWave-V Air Purifier](#)
- [iWave-F Air Purifier](#)
- [ClenAir Original Odor Neutralizer](#)
- [OrangeAir Odor Neutralizer](#)
- [CherryAir Odor Neutralizer](#)
- [HVAC Carbon Block](#)
- [Bio-Fresh Fogger](#)
- [PanPads \(1\)](#)
- [Insulation Products](#)
- [iWave Air Purifiers](#)
- [Plumbing Products](#)
- [Refrigeration & VP Oils](#)
- [Rx11-flush](#)
- [Specialty Products](#)
- [Total System Protection](#)
- [Water Filtration](#)
- [Water Treatment](#)
- [Green Select](#)

iWave-C is a self-cleaning, bi-polar ionization generator for actively treating a building’s air quality that does not require replacement parts in a year or two like competing UV lights or other ionizer technologies. In addition, the iWave-C produces and maintains unparalleled ionization output and capabilities. As the air flows past the iWave-C, the device emits positive and negative ions, creating a plasma region that actively purifies the supply air, killing mold, bacteria and viruses in the coil and living space. The ionization process also reduces allergens, smoke and static electricity, as well as controlling odors (cooking, pet, VOCs) and other particles (no more sunbeams) in the air without creating ozone or any harmful byproducts.

Although suitable for residential applications, the original iWave-C is specially designed for light commercial systems up to 12 tons (4800 CFM) with no maintenance or replacement parts needed. iWave-C can be easily duct-mounted indoors or outdoors, depending on the application. iWave-C always works at peak performance, producing over 200 million ions/cc per polarity (400 million total ions/cc), making it superior to other market approaches. Special features include a programmable self-cleaning cycle, waterproof housing, digital display (for on-site visual monitoring) and integral alarm contact (for remote monitoring). In the event the ion emitters become damaged or wear out (after years of service), they can be replaced on the iWave-C model.

**Three Year Limited Warranty** Nu-Calgon offers a three year limited warranty on iWave products. For a valid warranty claim within three years, proof of purchase and proof of installation by a licensed HVAC or Electrical contractor must be provided. See full warranty at [iwaveair.com](http://iwaveair.com) for complete details.

**DISCLAIMER:** The use of this technology is not intended to take the place of reasonable precautions to prevent the transmission of pathogens. It is important to comply with all applicable public health laws and guidelines issued by federal, state, and local governments and health authorities as well as [official guidance](#) published by the Centers for Disease Control and Prevention (CDC), including but not limited to social distancing, hand hygiene, cough etiquette, and the use of face masks.

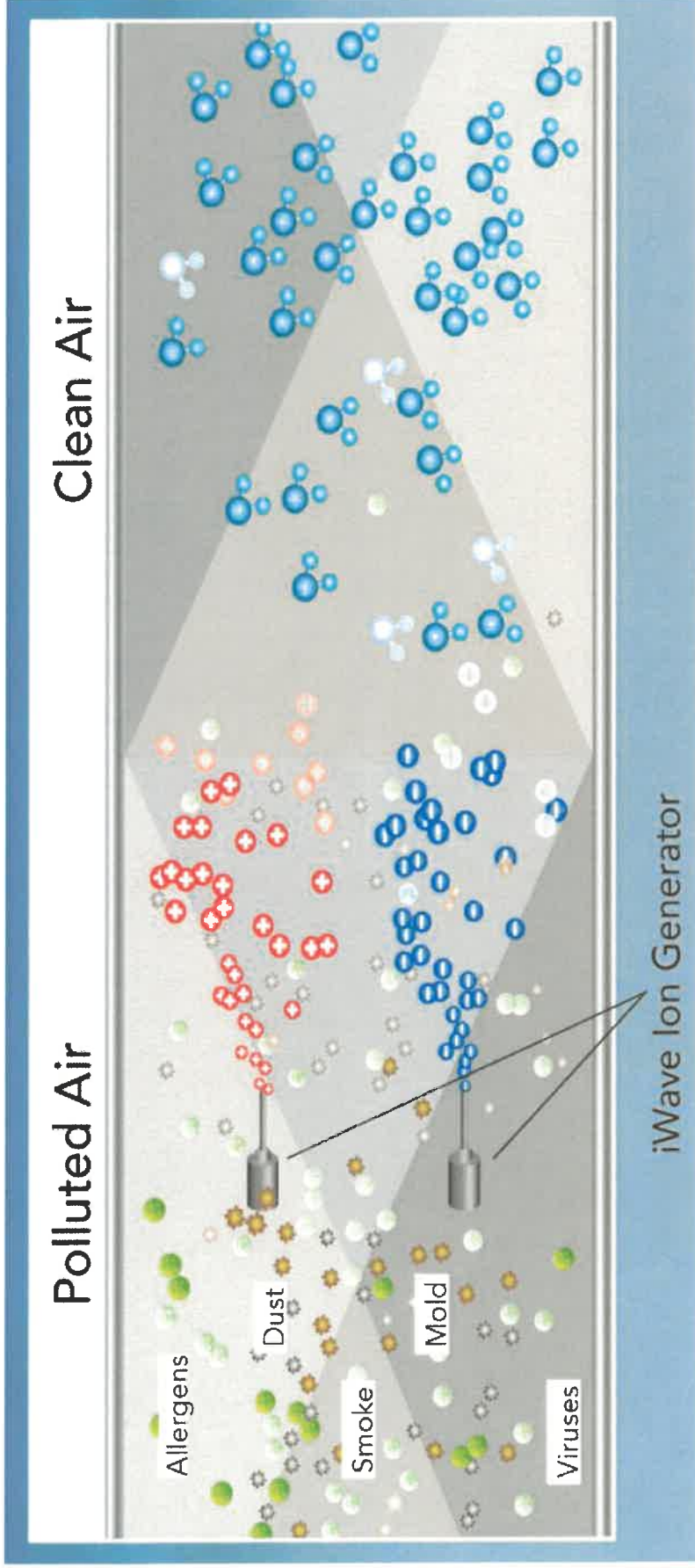
Packaging Size	Part Number	Additional Info
iWave-C	4900-10	

**Directions:**

This product must be used in accordance to the following directions by HVACR professionals only.

1. Turn power off to the unit.





When the ions come in contact with viruses, bacteria or mold, they remove the hydrogen molecules – without them, the pathogens have no source of energy and will die. The ions also attach to allergens like pollen and other particles, causing them to band together until they are large enough to be caught by your ventilation system's air filter. This process is proven by independent laboratory testing to be both safe and effective.

iWave's technology generates the same ions that nature creates with lightening, waterfalls, ocean waves, etc. Nature uses energy and shear to break apart molecules, naturally cleaning the air and producing a healthy environment. The only difference between the iWave's technology and nature is that the iWave does it without developing harmful ozone.

[WATCH MOLD & SMOKE DEMOS \(VEF/LOAD/BFAE7D9ED53AB8CF1100A0F4526E8FD?WIDTH=640&HEIGHT=365\)](https://www.iwaveair.com/#how)



Contact Us



## FAQs

### QUESTIONS ABOUT OUR TECHNOLOGY

#### **What is iWave's Needlepoint Bipolar Ionization technology?**

NBPI is an artificial generation of both positive and negative ions through needle points, without the production of ozone or harmful byproducts.

#### **How does iWave's NPBI kill pathogens?**

iWave technology produces ions that kill pathogens by robbing them of life-sustaining hydrogen. The ions also breakdown harmful VOCs into harmless compounds like O<sub>2</sub>, CO<sub>2</sub>, N<sub>2</sub>, and H<sub>2</sub>O.

#### **Do iWave air purifiers kill COVID-19?**

iWave air purifiers will kill SARS-CoV-2, the virus that causes the COVID-19 disease. Through independent lab tests, iWave has been proven to kill 99.4% of the SARS-CoV-2 virus within 30 minutes. When talking about pathogens, it's important to avoid confusion and inaccuracies -- use the correct terminology and call the virus SARS-CoV-2, not COVID-19.

#### **Does iWave produce harmful byproducts?**

No. Passing through an ionization field causes harmful compounds to break into harmless compounds already present in the air.

**Is NPBI safe for people and animals?**

NPBI products are completely safe for humans and animals. This technology only produces elements and compounds that are naturally found in air.

**Do air filters need to be changed more frequently when used with iWave?**

Filter change intervals may be increased in some applications based on run time and how the space is utilized. Most applications can maintain their existing filter change schedule.

**Does ionization degrade filters, insulation, wire coatings, and plastic like UV lights?**

No. Ionization leaves other equipment unaffected.

**How long does the product last?**

On average the product lasts the life of a new system, or 10-15 years.

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## **Addendum to Library Policy Governing Patron Behavior Adopted 6/17/2020**

### **Face Covering/Face Mask Requirement**

The following policy shall be enforced while the Restore Illinois Plan requires face masks and social distancing in public and is for the health and safety of Library staff and patrons.

All persons entering the Library must wear a face covering and maintain social distancing (a minimum six-foot distance from all other persons) when practicable. Children under the age of two are exempt from wearing a face covering, but must be closely monitored at all times by their parent or guardian. A disposable face mask will be provided free of charge to individuals who do not have a face mask.

Reasonable accommodations such as Curbside Services and online resources are available to those who are medically prevented from or decline to wear a face covering. Those refusing to wear a face covering and/or to maintain six-foot distance when practicable are required to leave the Library. If a person refuses to leave the Library for not following this policy, Police may be contacted and could result in a ban from the Library for a specified period of time.

This policy shall not be enforced when the Illinois Department of Public Health declares that the state has reached Phase 5 of the Restore Illinois plan.

## Carol Stream Public Library Expenses by Vendor Detail

April 2021

	Date	Num	Memo	Account	Amount
<b>Access One, Inc.</b>					
Total Access One, Inc.					
<b>AMAZON/SYNCB</b>					
	04/13/2021		Inv. #4905880	5308 · Business Phone	-883.57
					<u>-883.57</u>
	04/13/2021		Inv. #495993939835	5501 · Youth Services Programs	-71.94
	04/13/2021		Inv. #434635767697	5501 · Youth Services Programs	-32.84
	04/13/2021		Inv. #743693949854	5630 · Adult Books	-77.90
	04/13/2021		Inv. #454797697333	5201 · Supplies	-159.80
	04/13/2021		Inv. #754655476735	5503 · Adult/Teen Programs	-26.53
	04/13/2021		Inv. #88869877675	5501 · Youth Services Programs	-27.60
	04/13/2021		Inv. #437579359966	5501 · Youth Services Programs	-172.26
	04/13/2021		Inv. #577878595336	5201 · Supplies	-17.98
	04/13/2021		Inv. #796497686849	5503 · Adult/Teen Programs	-41.70
	04/13/2021		Inv. #775545855674	5501 · Youth Services Programs	-239.25
	04/13/2021		Inv. #773498739593	5501 · Youth Services Programs	-37.98
	04/13/2021		Inv. #558933749533	5202 · Maintenance/Repair	-9.63
	04/13/2021		Inv. #433333653975	5501 · Youth Services Programs	-129.09
	04/13/2021		Inv. #457774976978	5201 · Supplies	-523.04
	04/13/2021		Inv. #453953345475	5630 · Adult Books	-48.97
	04/13/2021		Inv. #453953345475	5503 · Adult/Teen Programs	-74.65
	04/13/2021		Inv. #465843358484	5503 · Adult/Teen Programs	-10.00
	04/13/2021		Inv. #947647763367	5501 · Youth Services Programs	-32.99
	04/13/2021		Inv. #764686469765	5405 · Technical Services Supplies	-8.99
					<u>-1,743.14</u>
Total AMAZON/SYNCB					
<b>American Library Association - Bookstore</b>					
Total American Library Association - Bookstore					
<b>Ancel Glink, P.C.</b>					
Total Ancel Glink, P.C.					
<b>Baker &amp; Taylor</b>					
Total Baker & Taylor					
	04/20/2021		6 pkg. Award Medallion Seals	5405 · Technical Services Supplies	-101.33
					<u>-101.33</u>
	04/13/2021		Statement #81270	5312 · Attorney Fees	-275.00
					<u>-275.00</u>
	04/19/2021		Several invoices	5105 · Professional Education	-5.61
	04/19/2021		Several invoices	5110 · Trustee Development	-37.73

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# Carol Stream Public Library Expenses by Vendor Detail

April 2021

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05/13/21  
Accrual Basis

Date	Num	Memo	Account	Amount
04/19/2021		Several invoices	5501 · Youth Services Programs	-257.38
04/19/2021		Several invoices	5601 · Youth Services Books	-6,473.38
04/19/2021		Several invoices	5630 · Adult Books	-7,527.35
04/30/2021		Inv. #NS21040401	5651 · Digital Media	-8,090.00
04/30/2021		Several invoices	5601 · Youth Services Books	-3,462.22
04/30/2021		Several invoices	5630 · Adult Books	-3,541.92
Total Baker & Taylor BookPage				-29,395.59
04/13/2021		Inv. #S52976	5635 · Magazines & Newspapers	-588.00
Total BookPage				-588.00
04/13/2021		Inv. #383486-1	5202 · Maintenance/Repair	-198.00
Total Bracing Systems - North				-198.00
04/13/2021		Inv. #1837039	5630 · Adult Books	-137.82
Total Center Point for Large Print Books				-137.82
04/13/2021		4/2/21-5/1/21	5402 · ISP and Web page hosting	-157.85
Total Comcast				-157.85
04/28/2021		3/19-4/19/2021	5206 · Electric-Comm Edison	-3,753.47
Total ComEd				-3,753.47
04/13/2021		Inv. #C17068	5203 · Maintenance Contracts	-1,810.00
Total Complete Cleaning Co., Inc.				-1,810.00
04/16/2021		Inv. #6936165	5405 · Technical Services Supplies	-158.80
04/16/2021		Inv. #6936165	5406 · Circulation Supplies	-100.08
Total Demco				-258.88
04/20/2021		NLW Day Staff treat	5321 · Human Resources	-151.94
Total Fannie May				-151.94
Total Fannie May				-151.94
Findaway World, LLC				

## Carol Stream Public Library Expenses by Vendor Detail

April 2021

Date	Num	Memo	Account	Amount
04/13/2021		Inv. #344050	5637 · Adult Media	-255.38
04/13/2021		Inv. #344050	5606 · Youth Services Media	-155.91
04/13/2021		Inv. #346005	5606 · Youth Services Media	-1,688.94
04/13/2021		Inv. #346654	5405 · Technical Services Supplies	-66.91
04/26/2021		Inv. #347850	5606 · Youth Services Media	-305.07
04/26/2021		Inv. #347850	5637 · Adult Media	-240.38
04/26/2021		Inv. #348312	5606 · Youth Services Media	-388.11
				<u>-3,100.70</u>
Total Findaway World, LLC				
<b>Fox Valley Fire &amp; Safety Company, Inc.</b>				
04/13/2021		Inv. #IN00423809	7102 · Risk Management expense	-489.85
04/13/2021		Inv. #IN00427383	7102 · Risk Management expense	-93.00
04/19/2021		Inv. #IN00427383	7102 · Risk Management expense	0.00
				<u>-582.85</u>
Total Fox Valley Fire & Safety Company, Inc.				
<b>Fresh Air Experts, LLC</b>				
04/15/2021		Inv. #1372	5201 · Supplies	-800.00
				<u>-800.00</u>
Total Fresh Air Experts, LLC				
<b>Gale/Cengage Learning Inc.</b>				
04/13/2021		Inv. #73979187	5630 · Adult Books	-27.74
04/13/2021		Inv. #73979538	5630 · Adult Books	-55.48
04/13/2021		Inv. #74022370	5630 · Adult Books	-55.48
04/13/2021		Inv. #74022014	5630 · Adult Books	-28.49
04/16/2021		Inv. #74117721	5630 · Adult Books	-82.47
04/16/2021		Inv. #74118285	5630 · Adult Books	-110.21
04/16/2021		Inv. #74118359	5630 · Adult Books	-28.49
04/26/2021		Inv. #74173487	5630 · Adult Books	-28.49
				<u>-416.85</u>
Total Gale/Cengage Learning Inc.				
<b>Garvey's Office Products</b>				
04/13/2021		Inv. #PINV2058863	5302 · Office & Equipment Supplies	-5.38
04/13/2021		Inv. #PINV2056851	5405 · Technical Services Supplies	-31.92
04/13/2021		Inv. #PINV2056851	5302 · Office & Equipment Supplies	-39.13
04/13/2021		Inv. #PINV2056851	5501 · Youth Services Programs	-377.78
04/13/2021		Inv. #PINV2060022	5302 · Office & Equipment Supplies	-62.02
04/13/2021		Inv. #PINV2062256	5302 · Office & Equipment Supplies	-103.61

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# Carol Stream Public Library Expenses by Vendor Detail

April 2021

Date	Num	Memo	Account	Amount
04/13/2021		Inv. #PINV2062256	5405 · Technical Services Supplies	-28.99
04/28/2021		Inv. #PINV2072711	5501 · Youth Services Programs	-179.98
04/28/2021		Inv. #PINV2069544	5405 · Technical Services Supplies	-10.40
04/28/2021		Inv. #PINV2069544	5503 · Adult/Teen Programs	-179.98
				<u>-1,019.19</u>
Total Garvey's Office Products				
<b>GreatAmerica Financial Services</b>				
04/30/2021		Inv. #29170621	5304 · Equipment Leasing	-1,756.63
				<u>-1,756.63</u>
Total GreatAmerica Financial Services				
<b>Hirease, LLC dba Accurate Now</b>				
04/20/2021		Inv. #2103280348	5321 · Human Resources	-59.95
				<u>-59.95</u>
Total Hirease, LLC dba Accurate Now				
<b>Illinois Library Association</b>				
04/20/2021		Reaching Forward 2021 - Cain	5105 · Professional Education	-50.00
04/20/2021		2021 ILA Mkt. Forum Mini-Conf. - Porch	5105 · Professional Education	-10.00
				<u>-60.00</u>
Total Illinois Library Association				
<b>Illinois Tree Service Inc.</b>				
04/19/2021		Inv. #26626	7404 · Landscape	-1,600.00
				<u>-1,600.00</u>
Total Illinois Tree Service Inc.				
<b>Impressions in Stone</b>				
04/26/2021		Inv. #11449	7405 · Memorials	-104.95
				<u>-104.95</u>
Total Impressions in Stone				
<b>India For Everyone</b>				
04/14/2021		Inv. #2A-2577	5630 · Adult Books	-1,043.56
				<u>-1,043.56</u>
Total India For Everyone				
<b>Ingram Library Services</b>				
04/13/2021		Inv. #67292792	5637 · Adult Media	-214.86
04/13/2021		Inv. #67292728	5637 · Adult Media	-298.54
04/13/2021		Inv. #67292495	5637 · Adult Media	-213.66
04/13/2021		Inv. #67292496	5637 · Adult Media	-162.62
04/13/2021		Inv. #67290845	5637 · Adult Media	-74.18
04/13/2021		Inv. #67287267	5637 · Adult Media	-120.73
04/13/2021		Inv. #67287338	5637 · Adult Media	-120.73
04/13/2021		Inv. #67283482	5637 · Adult Media	-253.16



## Carol Stream Public Library Expenses by Vendor Detail

April 2021

Date	Num	Memo	Account	Amount
04/13/2021		Inv. #67285578	5637 · Adult Media	-163.52
04/13/2021		Inv. #67285686	5637 · Adult Media	-60.84
04/13/2021		Inv. #67285579	5637 · Adult Media	-181.62
04/13/2021		Inv. #67285573	5637 · Adult Media	-302.00
04/13/2021		Inv. #67285815	5637 · Adult Media	-60.84
04/13/2021		Inv. #67285127	5637 · Adult Media	-41.54
04/13/2021		Inv. #67294974	5637 · Adult Media	-180.92
				<u>-2,449.76</u>
Total Ingram Library Services				
<b>Interior Investments, LLC</b>				
04/15/2021		Prop. #174105	7401 · Furniture	0.00
04/16/2021		Deposit for Proposal #174105	7401 · Furniture	-500.00
				<u>-500.00</u>
Total Interior Investments, LLC				
<b>Land's End Business Outfitters</b>				
04/20/2021		YS New Hire - Yvestrenko	5321 · Human Resources	-52.85
				<u>-52.85</u>
Total Land's End Business Outfitters				
<b>LibraryWorks, Inc.</b>				
04/20/2021		Dig. Exp - People w/ Disabilities - Hays	5105 · Professional Education	-25.00
04/20/2021		Webinar - Westgate	5105 · Professional Education	-25.00
				<u>-50.00</u>
Total LibraryWorks, Inc.				
<b>LIMRiCC Unemployment Compensation Group</b>				
04/16/2021		First Qtr. ending 3/31/21	7103 · Unemployment Compensation Insur	-1,707.29
				<u>-1,707.29</u>
Total LIMRiCC Unemployment Compensation Group				
<b>MailChimp</b>				
04/20/2021		Subscription	5509 · Library Publicity and Promotion	-87.99
				<u>-87.99</u>
Total MailChimp				
<b>McClure, Inerra &amp; Company Chartered</b>				
04/15/2021		Inv. #11957	5309 · Accounting Service	-1,075.00
				<u>-1,075.00</u>
Total McClure, Inerra & Company Chartered				
<b>Midwest Tape</b>				
04/19/2021		Several invoices	5606 · Youth Services Media	-625.70
04/19/2021		Several invoices	5637 · Adult Media	-3,391.85
04/19/2021		Several invoices	5651 · Digital Media	-5,452.41
04/30/2021		Several invoices	5637 · Adult Media	-197.04
				<u>-197.04</u>

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05/13/21  
Accrual Basis

# Carol Stream Public Library Expenses by Vendor Detail April 2021

	Date	Num	Memo	Account	Amount
Total Midwest Tape					-9,667.00
<b>MNI</b>					
Total MNI					-162.90
<b>MNJ Technologies Direct, INC.</b>					
Total MNJ Technologies Direct, INC.					-162.90
<b>OverDrive, Inc.</b>					
Total OverDrive, Inc.					-1,377.68
<b>Paylocity</b>					
Total Paylocity					-1,377.68
<b>PermaBound Books</b>					
Total PermaBound Books					-5,380.96
<b>Pitney Bowes Global Financial Services LL</b>					
Total Pitney Bowes Global Financial Services LL					-2,574.01
<b>Precision Control Systems of Chicago, Inc</b>					
Total Precision Control Systems of Chicago, Inc					-7,954.97
<b>Princess &amp; Me Parties</b>					
Total Princess & Me Parties					-332.76
					-303.45
					-185.93
					-336.11
					-303.45
					-1,461.70
					-58.84
					-40.80
					-14.44
					-114.08
					-366.75
					-366.75
					-1,319.00
					-1,319.00
					-67.50
					-81.00
					-148.50

## Carol Stream Public Library Expenses by Vendor Detail

April 2021

	Date	Num	Memo	Account	Amount
<b>RAILS</b>					
Total RAILS					
<b>Sebert Landscaping, Inc.</b>					
	04/16/2021		Inv. #7815	5403 · Computer Software	-795.00
	04/30/2021		Inv. #7839	5503 · Adult/Teen Programs	-49.80
					<u>-844.80</u>
	04/14/2021		Inv. #217632	5204 · Landscape Maintenance/Snow Remo	-1,024.00
	04/23/2021		Inv. #S528057	5204 · Landscape Maintenance/Snow Remo	-163.00
	04/26/2021		Inv. #219488	5204 · Landscape Maintenance/Snow Remo	-646.00
Total Sebert Landscaping, Inc.					<u>-1,833.00</u>
<b>Staples</b>					
Total Staples	04/14/2021		Inv. #3473085079	5201 · Supplies	-284.95
					<u>-284.95</u>
<b>StickItSolutions</b>					
Total StickItSolutions	04/20/2021		Reusable sign frames	5509 · Library Publicity and Promotion	-41.45
					<u>-41.45</u>
<b>Successories</b>					
Total Successories	04/20/2021		Trustee Appreciation clocks	5315 · Other Expenditures	-592.13
					<u>-592.13</u>
<b>Swan (System Wide Automated Network)</b>					
	04/14/2021		Inv. #8680	5410 · SWAN Consortium	-11,715.00
	04/14/2021		Inv. #8560	5634 · Online Resources	-1,996.00
	04/14/2021		Inv. #8560	5403 · Computer Software	-110.00
	04/19/2021		Inv. #8756	5409 · RBP/ILL Expenses	-209.04
Total Swan (System Wide Automated Network)					<u>-14,030.04</u>
<b>Swope Sr., David</b>					
Total Swope Sr., David	04/08/2021		Reissue of check for 10/26/20 Diversity Pgm	5503 · Adult/Teen Programs	-200.00
					<u>-200.00</u>
<b>Techsoup</b>					
Total Techsoup	04/20/2021		Zoom 50% disc. admin. fee	5403 · Computer Software	-57.00
					<u>-57.00</u>
<b>Tracfone</b>					
Total Tracfone	04/20/2021		Mthly. Serv.	5308 · Business Phone	-22.51
					<u>-22.51</u>

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

April 2021

	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Village of Carol Stream</b>					
Total Village of Carol Stream	04/14/2021		Inv. #5329	5411 · Village IT Services	-7,800.00
<b>Village of Carol Stream - Benefits</b>					
Total Village of Carol Stream - Benefits	04/23/2021		Inv. #5348	5107 · Life Insurance	-149.28
	04/23/2021		Inv. #5348	5108 · Health Insurance	-22,499.93
	04/23/2021		Inv. #5348	5109 · Benefits, other	-20.00
					<u>-22,669.21</u>
<b>Village of Carol Stream - IMRF</b>					
Total Village of Carol Stream - IMRF	04/23/2021		4/9-4/23/21	6620 · Illinois Municipal Retirement F	-15,566.48
					<u>-15,566.48</u>
<b>Village of Carol Stream - Water Dept.</b>					
Total Village of Carol Stream - Water Dept.	04/14/2021		Bill #01722669	5207 · Water/Sewer	-60.38
	04/30/2021		Bill #01733892	5207 · Water/Sewer	-74.85
					<u>-135.23</u>
<b>Walgreen Co.</b>					
Total Walgreen Co.	04/20/2021		Refreshments - New Employees	5321 · Human Resources	-5.05
					<u>-5.05</u>
<b>Western First Aid &amp; Safety</b>					
Total Western First Aid & Safety	04/23/2021		Inv. #ORD4-006944	5201 · Supplies	-87.55
					<u>-87.55</u>
<b>Zoom Video Communications</b>					
Total Zoom Video Communications	04/20/2021		Inv. #78139639	5403 · Computer Software	-224.85
					<u>-224.85</u>
<b>TOTAL</b>					<u><u>-142,888.99</u></u>

Total Disbursements for April 1, 2021 through April 30, 2021

Approved by the Library Board of Trustees May 19, 2021

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Secretary Date

**Carol Stream Public Library**  
**Check Detail**  
May 1 - 17, 2021

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Num	Date	Name	Memo	Account	Class	Paid Amount
10696	05/03/2021	Comcast	8771 20 180 0134870	10-1006 · WSB General Checking		
	05/03/2021		5/2-6/1/2021	5402 · ISP and Web page hosting	10-General Fund	-157.85
TOTAL						-157.85
10697	05/04/2021	Fearless Gardening	May Garden Club Mtg	10-1006 · WSB General Checking		
			May Garden Club Mtg.	5503 · Adult/Teen Programs		-150.00
TOTAL						-150.00
10698	05/13/2021	Access One, Inc.	2005373525	10-1006 · WSB General Checking		
	05/04/2021		Inv. #4938880	5308 · Business Phone	10-General Fund	-886.00
TOTAL						-886.00
10699	05/13/2021	Anceal Glink, P.C.	3049959	10-1006 · WSB General Checking		
	05/04/2021		Statement #81804	5312 · Attorney Fees	10-General Fund	-495.00
TOTAL						-495.00
10700	05/13/2021	Chicago Sun-Times	0300012697	10-1006 · WSB General Checking		
	05/04/2021		52 wks. sub.	5635 · Magazines & Newspapers	10-General Fund	-421.20
TOTAL						-421.20
10701	05/13/2021	Chicago Tribune	60387406	10-1006 · WSB General Checking		
	05/12/2021		Inv. 1 yr. 2 papers - 5/31/21-5/30/22	5635 · Magazines & Newspapers	10-General Fund	-1,716.00
TOTAL						-1,716.00
10702	05/13/2021	Cole Information	35-2721841	10-1006 · WSB General Checking		
	05/12/2021		Inv. #4008373	5630 · Adult Books	10-General Fund	-466.95
TOTAL						-466.95
10703	05/13/2021	Complete Cleaning Co., Inc.	CAR010	10-1006 · WSB General Checking		
	05/04/2021		Inv. #C17355	5203 · Maintenance Contracts	10-General Fund	-1,900.00
TOTAL						-1,900.00
10704	05/13/2021	Ebsco Information Services	CG-S-15474-06	10-1006 · WSB General Checking		
	05/12/2021		Inv. #1624795	5635 · Magazines & Newspapers	10-General Fund	-6,216.78
	05/12/2021		Inv. #1624799	5635 · Magazines & Newspapers	10-General Fund	-586.84
TOTAL						-6,803.62

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**Carol Stream Public Library**  
**Check Detail**  
 May 1 - 17, 2021

3:03 PM  
 05/17/21

Num	Date	Name	Memo	Account	Class	Paid Amount
10705	05/13/2021	Findaway World, LLC		10-1006 · WSB General Checking		
	05/12/2021		Inv. #348875	5637 · Adult Media	10-General Fund	-232.88
			Inv. #348875	5606 · Youth Services Media	10-General Fund	-469.95
						-702.83
TOTAL						
10706	05/13/2021	Garvey's Office Products		10-1006 · WSB General Checking		
	05/04/2021		Inv. #PINV2076285	5302 · Office & Equipment Supplies	10-General Fund	-164.04
						-164.04
TOTAL						
10707	05/13/2021	Graphic 5, Inc.		10-1006 · WSB General Checking		
	05/04/2021		Inv. #154808	5302 · Office & Equipment Supplies	10-General Fund	-248.00
						-248.00
TOTAL						
10708	05/13/2021	GreatAmerica Financial Services		10-1006 · WSB General Checking		
	05/12/2021		Inv. #29170621	5304 · Equipment Leasing	10-General Fund	-1,756.63
						-1,756.63
TOTAL						
10709	05/13/2021	Home Depot Credit Services		10-1006 · WSB General Checking		
	05/12/2021		Inv. #8022710 \$34.85 less credit	5202 · Maintenance/Repair	10-General Fund	-13.94
			Inv. #8022710	5205 · Furniture/Equipment	10-General Fund	-12.48
						-26.42
TOTAL						
10710	05/13/2021	HR Source		10-1006 · WSB General Checking		
	05/11/2021		Inv. #FY22-58471	5321 · Human Resources	10-General Fund	-1,070.00
						-1,070.00
TOTAL						
10711	05/13/2021	Library Market		10-1006 · WSB General Checking		
	05/12/2021		Inv. #1799	5403 · Computer Software	10-General Fund	-2,000.00
						-2,000.00
TOTAL						
10712	05/13/2021	McClure, Inseerra & Company Chartered		10-1006 · WSB General Checking		
	05/04/2021		Inv. #12031	5309 · Accounting Service	10-General Fund	-1,075.00
						-1,075.00
TOTAL						
10713	05/13/2021	OverDrive, Inc.		10-1006 · WSB General Checking		
	05/12/2021		Inv. #21210120	5651 · Digital Media	10-General Fund	-1,746.87
						-1,746.87
TOTAL						

Carol Stream Public Library  
Check Detail  
May 1 - 17, 2021

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Num	Date	Name	Memo	Account	Class	Paid Amount
TOTAL			Inv. #H-0075489	5651 - Digital Media	10-General Fund	-5,000.00 -6,746.87
10714	05/13/2021	Paylocity	9366	10-1006 - WSB General Checking	10-General Fund	
TOTAL			Inv. #108193723	5311 - Payroll Service	10-General Fund	-197.19 -197.19
10715	05/13/2021	Perspectives, Ltd.		10-1006 - WSB General Checking	10-General Fund	
TOTAL			Inv. #98596	5314 - Other Consultants	10-General Fund	-7,200.00 -7,200.00
10716	05/13/2021	Precision Control Systems of Chicago, Inc	M04003 Carol Stream Library MC	10-1006 - WSB General Checking	10-General Fund	
TOTAL			Inv. #41498	5203 - Maintenance Contracts	10-General Fund	-1,319.00 -1,319.00
10717	05/13/2021	Sebert Landscaping, Inc.	41711	10-1006 - WSB General Checking	70-Capital Maint. & Repair Fund	
TOTAL			Inv. #S530953 Inv. #S531283	7404 - Landscape 7404 - Landscape	70-Capital Maint. & Repair Fund	-2,823.00 -3,897.00 -6,720.00
10718	05/13/2021	Suburban Life Media	43001	10-1006 - WSB General Checking	10-General Fund	
TOTAL			Inv. 1 Yr. R - Acct. #203541	5635 - Magazines & Newspapers	10-General Fund	-65.00 -65.00
10719	05/13/2021	Today's Business Solutions, Inc.		10-1006 - WSB General Checking	10-General Fund	
TOTAL			Inv. #11781 Inv. #11809	5404 - Tech Support & Repair 5404 - Tech Support & Repair	10-General Fund 10-General Fund	-55.00 -5,173.00 -5,228.00
10720	05/13/2021	University of Illinois Extension - DuPage		10-1006 - WSB General Checking	10-General Fund	
TOTAL			June Garden Club Mtg - 6/3/21	5503 - Adult/Teen Programs	10-General Fund	-125.00 -125.00
10721	05/13/2021	Village of Carol Stream		10-1006 - WSB General Checking	10-General Fund	
TOTAL			Inv. #5429	5411 - Village IT Services	10-General Fund	-8,229.00 -8,229.00
10722	05/13/2021	Sebert Landscaping, Inc.	41711	10-1006 - WSB General Checking	10-General Fund	

Carol Stream Public Library  
Check Detail  
May 1 - 17, 2021

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Num	Date	Name	Memo	Account	Class	Paid Amount
	05/12/2021		Inv. #5530878	5204 · Landscape Maintenance/Snow Rem	10-General Fund	-280.00
TOTAL						-280.00
10723	05/13/2021	Village of Carol Stream - Benefits	Dept. 9366	10-1006 · WSB General Checking		
	05/11/2021		Inv. #5432	5107 · Life Insurance	10-General Fund	-149.28
			Inv. #5432	5108 · Health Insurance	10-General Fund	-22,499.93
			Inv. #5432	5109 · Benefits, other	10-General Fund	-20.00
TOTAL						-22,669.21
10724	05/13/2021	Case Lots, Inc.		10-1006 · WSB General Checking		
	05/13/2021		Inv. #4596	5201 · Supplies	10-General Fund	-334.10
TOTAL						-334.10
10725	05/13/2021	Midwest Tape		10-1006 · WSB General Checking		
	05/13/2021		Several invoices	5606 · Youth Services Media	10-General Fund	-32.79
			Several invoices	5637 · Adult Media	10-General Fund	-196.46
			Several invoices	5651 · Digital Media	10-General Fund	-5,032.32
TOTAL						-5,261.57
10726	05/17/2021	AMAZON/SYNCB	6045787810318366	10-1006 · WSB General Checking		
			Several invoices	2060 · Amazon	10-General Fund	-3,996.48
TOTAL						-3,996.48
						\$88,410.96
						\$88,410.96
						\$142,888.99
						(\$77,557.77)
						\$153,742.18
Attest				TOTAL DISBURSEMENTS		
		Secretary				
		President				





**Carol Stream Public Library  
Account QuickReport**

April 2021

Type	Date	Num	Memo	Split	Amount
<b>5300 · Business Exp.</b>					
<b>5305 · Mileage Reimbursement</b>					
Total 5305 · Mileage Reimbursement	04/30/2021	MI0403	Record April 2021 Expense Reimbursements	-SPLIT-	10.44
<b>5315 · Other Expenditures</b>					
Total 5315 · Other Expenditures					10.44
<b>5321 · Human Resources</b>					
Total 5321 · Human Resources	04/30/2021	MI0403	Record April 2021 Expense Reimbursements	5305 · Mileage Reimbursement	63.53
Total 5300 · Business Exp.					63.53
<b>5500 · Services</b>					
<b>5501 · Youth Services Programs</b>					
Total 5501 · Youth Services Programs	04/30/2021	MI0403	Record April 2021 Expense Reimbursements	5305 · Mileage Reimbursement	22.31
<b>5503 · Adult/Teen Programs</b>					
Total 5503 · Adult/Teen Programs	04/30/2021	MI0403	Record April 2021 Expense Reimbursements	5305 · Mileage Reimbursement	22.31
Total 5500 · Services					96.28
<b>TOTAL</b>					<b>202.52</b>
<b>5500 · Services</b>					
<b>5501 · Youth Services Programs</b>					
Total 5501 · Youth Services Programs	04/30/2021	MI0403	Record April 2021 Expense Reimbursements	5305 · Mileage Reimbursement	202.52
<b>5503 · Adult/Teen Programs</b>					
Total 5503 · Adult/Teen Programs	04/30/2021	MI0403	Record April 2021 Expense Reimbursements	5305 · Mileage Reimbursement	90.71
Total 5500 · Services					90.71
<b>TOTAL</b>					<b>293.23</b>
<b>TOTAL</b>					<b>389.51</b>

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**Deduction Listing**

Check Dates: 04/09/2021 to 04/23/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021040901 - 2021042301

Pay Periods: 03/21/2021 to 04/17/2021

**REIMB -- REIMBURSEMENT**

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-2.24
Clemens, Mary	5		01	-5.26
Danusiar, Amy	1181		12	-202.52
Elder, Jessica	1176		11	-13.84
Farrell, Joyce C.	1103		10	-8.20
Garcia, Crystal	1191		11	-15.35
Kovac, Sarah	1101		11	-15.58
Kushad, Omar M.	1124		11	-3.14
McDonald, Rebecca	1209		11	-2.10
Olekanma, Vera	1161		11	-52.23
Pellico, Mary	1170		01	-22.31
Stanton, Katherine	1177		11	-2.21
Wagner, Nathaniel	1173		11	-38.48
Westgate, Susan	1139		01	-6.05

**Totals for REIMB -- REIMBURSEMENT**

**14 Employees**

**-389.51**

**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	14	-389.51
<b>Totals</b>			<b>14</b>	<b>-389.51</b>



Paylocity Corporation  
(888) 873-8205

User: mclemens

Run on 4/19/2021 at 5:28 PM

## LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

May 19, 2021

### **Canvass of Votes**

Included in your packet is the Canvass of Votes for the Village of Carol Stream's consolidated General Election. These are the official results. Congratulations to Bonnie, Nadia, Mansi and Ed for their reelection to the Library Board.

### **Additional Principal payment on Village Renovation Loan**

A transfer of \$100,000 of FY 21 surplus funds to the Building Renovation Loan Fund was approved at the April Board meeting. We will be making an additional payment to the Village of \$100,000 towards the principal of our loan this month. This will reduce the amount of interest that the Library will be paying on the loan.

### **Annual Report to the Village**

I prepared the Annual Report (FY20/21) for the Village as required by state law. It includes an overview of our past years' finances and services. The figures in the report are subject to audit.

### **Non-Resident Card Fee**

The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant's property – the same as the calculation for a resident which is currently .2743%. The fee for renters is equal to 15% of the average monthly rent. Public Law 92-0166 requires annual Board action and notification to the Library's regional library system, RAILS.

### **Library Landscaping Project**

Following the removal of the Library's temporary construction road, we will be re-landscaping the eastern portion of the property along the fence from the street to the patio. Our landscaping company has provided a landscaping plan for that area. I have included it with your package. It has not been finalized at this time as we are making a few tweaks to the size, type and quantity of some of the plants. I have included an agenda item to approve the project, not to exceed \$20,000. The current proposed plan includes the beds and plants for \$17,590. The adjustments to be made to the plan should bring this amount to under \$15,000. Mulch for the beds is estimated at \$3,523. The Park District has generously offered us some very large stone pieces to add to our design that are located in their yard at Armstrong Park. To relocate these stones will cost \$680. This project should begin prior to the June Board meeting, so I am requesting the Board to approve the project, not to exceed \$20,000.

### **HVAC Bi-Polar Ionization Purifiers**

Included in your packet is information regarding the installation of i-Wave C Bi-Polar Ionization devices to be installed into the Library's existing HVAC system. The i-Wave creates positive and negative ions that are injected into the airstream that break down pollutants and gases into harmless compounds. It reduces pathogens and other airborne particles creating a healthy

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environment without any harmful by products. When they come in contact with viruses, bacteria and mold, they remove their hydrogen molecules and then they die. This addition to our existing system will create a healthier air environment for staff and patrons. Our current UV light system will remain in place. One of the UV light is currently burnt out and will not be replaced. I am recommending this new purifying system as replacement upgrade.

### **Library Re-opening Plan**

The Library opened the outdoor patio to socially distanced seating on Monday, May 3. Indoor seating opened to the public on Monday, May 19. Disinfecting wipe stands were purchased and placed around the building for patrons to use if they would like to wipe down their seating areas. Starting June 1 we will be removing the restriction for youth under the age of fifteen needing to be accompanied by an adult. We will no longer be quarantining materials beginning, June 1. The majority of SWAN libraries are no longer quarantining materials. RAILS stopped quarantining delivery materials several weeks ago. Over the next few months we will be transitioning the Technical Services staff back into their workroom. This will free up the Discovery Room for staff to do virtual programming. Once the quarantine materials are removed from the Horizon Room, it will be set-up for staff breaks. Once we are able to complete these two steps, we will return the Study Rooms and Quiet Reading Room to public use. We look forward to further opening of the building and services to our patrons. The CDC has announced that individuals that are vaccinated, no longer are required to wear masks or socially distant. This will have an impact on our current patron mask practices. I would like for us to discuss patron mask requirements at the Board meeting. I have included a copy of the current mask policy that can be revised at the meeting based upon Board input.

### **Library DEI Assessment Project**

The consultants will complete the final survey focus group on May 18. Data from the public policies and Employee Handbook review and SFGs will be compiled and presented to the Management Team in mid-June. The assessment is done with an asset approach with the view point of what can be improved upon and is in alignment with the Library's values, Mission and Vision. Clear deliverables will be identified and recommended following the assessment.

### **Bat House Donations**

Carol Stream Girl Scout Troop 55209 donated two Bat Houses as part of the girls Girl Scout Bronze Award. Photos of their donation will be featured in a future Facebook posting. A bat expert from the Department of Natural Resources is being contacted to come to our property to determine the best and safest location for the Bat Houses on the Library grounds.

### **Library Journal Program**

I was contacted by *Library Journal* in late April and asked to be a speaker as part of their three week course "Designing for a Flexible Future". They contacted me because Carol Stream Library had been recommended by a colleague who was aware of our new patio. Mary Clemens and I presented together on Wednesday, May 12 as part of the course. Our presentation topic was "Boundless Libraries: Maximizing Outdoor Spaces." We provided an overview of the Carol Stream community and Library, how we have used the Library grounds, parking lot and local

parks for programming, the planning process and outcome of our renovation and patio installation, our future plans for using the patio and north lot, and our indoor flexible spaces. The program was very well received by the attendees. The Library will be receiving an honorarium for our participation.

<https://www.libraryjournal.com/?event=designing-for-the-flexible-future>

## Week 2: Wednesday, May 12, 2021, 2-4 pm ET

### Session 1 | 2:00-2:45 pm ET

#### **Boundless Libraries: Maximizing Outdoor Spaces**

As libraries have responded to the Covid-19 pandemic, creative temporary space takeovers have been instrumental in helping ensure continuity of service. In this session, you'll learn how libraries can continue to capitalize on their existing outdoor spaces, whether they are parking lots, gardens or plazas, and expand their offerings to meet the immediate needs of their communities.

**Speaker: Susan Westgate**, Library Director, Carol Stream Public Library

**Mary Clemens**, Assistant Library Director, Carol Stream Public Library

#### **May Employee Anniversaries**

Sarah Grippando-5/08/18-Youth Services

Susan Westgate, Library Director

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

	April FY 19-20	April FY 20-21	Current YTD
<b>Use of Library Resources/Services</b>			
<b>Circulation Activity</b>			
Books	0	5,914	62,589
Videos	0	1,501	14,560
Audio	0	568	4,269
Periodicals	0	141	1,295
Other	0	159	1,480
E-books	4,019	3,009	40,530
E-Audio	1,973	2,163	25,202
E-Video	722	491	6,087
Digital magazines	705	179	7,015
Museum Passes	0	12	69
ILL - Borrowed from SWAN	0	3,106	29,986
ILL - Borrowed from Non-SWAN	0	30	242
ILL - Loaned to SWAN	0	1,144	9,045
ILL - Loaned to Non-SWAN	0	69	572
<b>Total Circulation</b>	<b>7,419</b>	<b>18,486</b>	<b>202,941</b>
Total Adult	5,564	11,525	127,016
Total Teen	n/a	87	1,236
Total Youth	1,855	6,874	74,689
Reciprocal Borrower Loans (incl. above)	0	450	3,601
Automatic Renewals (not incl. above)	0	12,876	107,071
Self Check - % of Circulation	0	30.90%	22.70%
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	1 / 5	38 / 465	225 / 3,965
Teen Number/Attendance	0 / 0	9 / 41	82 / 407
Youth - Number/Attendance	8 / 40	98 / 837	833 / 10,515
<b>Total - Number/Attendance</b>	<b>9 / 45</b>	<b>145 / 1,343</b>	<b>1,140 / 14,887</b>
<b>Library Events - Number / Attendance</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>
<b>Outreach* - Number / Attendance</b>	<b>0 / 0</b>	<b>1 / 36</b>	<b>13 / 937</b>
<b>Facility Usage</b>			
Library Visits (Door Count)	0	3,926	24,795
Curbside Pickup Transactions	n/a	723	13,403
Meeting Rooms - # of Public Bookings*	0	n/a	n/a
Study Rooms - # of Users/Total Hours*	0	n/a	n/a
<b>Electronic Usage</b>			
# of Database Sessions	2,969	3,644	45,425
# of Internet Sessions/Total Time	0 / 0	n/a	929 / 678
#iMac Sessions/Total Time	0 / 0	n/a	n/a
# of Library Website Visits	7,670	12,150	121,955
# Mobile App Views	628	3,469	36,325
# of Wireless Users	123	628	6,799

Reference Transactions			
Adult (Includes Online Chat)	130	892	8,119
Youth	4	359	3,572
Circulation	7	322	2,712
<b>Total Reference Transactions</b>	<b>141</b>	<b>1,573</b>	<b>14,403</b>

<b>Total One-on-One Tutorials</b>			
Adult	n/a	0	31
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	17,772	18,034	
# of Non-Resident Cards	12	10	
<b>Total Registered Users</b>	<b>17,784</b>	<b>18,044</b>	

Resources Owned/Licensed			
Books	57,423	61,282	
Newspapers (Print only)	22	24	
Periodicals (Print only)	140	132	
Total Print Materials	57,585	61,438	
Current Subscriptions (Print Only)	162	156	
Current E-Subscriptions	3,696	3,397	
E-Books: Downloadable	55,448	70,489	
Audio Recordings	6,236	6,539	
Audio Recordings (Downloadable)	19,550	24,617	
Videos	11,165	11,203	
Other: Video Games, Puzzles, Devices	535	685	
Databases	53	67	
<b>Total Resources Owned/Licensed</b>	<b>154,268</b>	<b>178,435</b>	

<b>Professional Development Hours</b>	<b>377</b>	<b>91.50</b>	<b>1,220.50</b>
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- \* Library closed 3/14/20 - 5/30/20 due to COVID-19.
- \* Curbside pick-up service started 6/1/20.
- \* Library reopened to the public with limited hours on 7/6/20.
- \* Library resumed full hours except on Sundays on 8/3/20.
- \* Library returned to Curbside only service effective 11/17/20
- \* 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.

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**Assistant Director's Report  
April 2021**

**Primary Action Items - Administration**

- Payroll
  - Payroll processing week of 4/5 and 4/19
  - Follow-up with Paylocity on FFCRA updates
- Assist in facilitating scheduling and follow-up related to EDI Survey Focus groups
- Document Management Team discussion on EDI Headline, Business Case and Executive summary
- Prep Local Author policy and updates to Gifts and Donations and Collection Development policies
- Assist with various tasks related to reinstating library services – planning, signage, scripts, response to patron inquiries, etc.
- Assisted at the Village COVID vaccination event on 4/20
- Building
  - Work with Ron on undercabinet lighting for TS workstations
  - Coordinate order for shelving in Youth Services office with Interior Investments
  - Coordinate removal of vending machine from staff kitchen – Joyce
  - Communication with Complete Cleaning re: contract pricing
- Documentation: New hire checklist - Joyce
- Fiscal year end invoice processing and file set-up – Joyce
- Annual collection – Staff Driver License and Insurance - Joyce
- Coordinate welcome table schedule and statistics tracking through closing of table on 4/28
- The Business Office and TS Staff covered the Welcome Table 16 hours per week
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards for new/departing staff as needed

**Primary Action Items – Tech Services**

- Items ordered – 90 (fiscal year end cutoff for ordering was 3/31/21)
- Items put into Circulation – 1,007
- Items catalogued – imported bib records & original cataloging - 119
- Item record edits/database clean-up – 787
- Bib record merges submitted to SWAN support – 10
- Conversion project items – 536
- Repair items (includes disc cleaning) - 54
- Serial record edits - 12
- Serials – Claimed Issues – 3
- We ended the fiscal year with only 85 items not received that rolled over into the new fiscal year. Susan Grude worked closely with Baker & Taylor on monitoring outstanding orders and expediting them for shipment. The Tech Services and Business Office staff received, loaded, invoiced and paid all items received through 4/30.



### Conversion Projects

- J DVD Collection – Front call number labels – complete - Susan
- Romance – Genre sticker replacement – 55% complete - Barb
- Large Type – Genre sticker replacement – 40% complete - Barb
- Youth Award Books – remove duplicates from picture book Award genre, coordinate ordering of ALA medallions - Barb

### Other

- Processing 2022 State Award nominees – Monarch, Bluestem, Caudill and Lincoln and deprocessing of 2021 nominees – Barb and Marie
- Spotlight collections: Ramadan, Asian American Pacific Islander Month
- Follow-up related to discontinued magazines – *Road & Track* and *Arthritis Today* – Barb
- Database clean-up related to open orders from Midwest Tape and Ingram and invoices still showing as unpaid in Workflows prior to fiscal year end rollover - Susan

### Professional Development

- 4/7 – LACONI – Fraud Awareness and Strengthening Internal Controls at Your Library – Mary C. (1.0)
- 4/9 - LACONI: Diversity, Equity, Inclusion in Cataloging and Collection Development – Marie, Mary C. (2.5 x 2)
- 4/12 – RAILS – Passing the Baton: Succession Planning – Mary C. (1.5)
- 4/14 – SWAN – ASPEN Overlay Update – Mary C. (.75)
- 4/27 – SWAN Fireside Chat – Mary C. (1.0)
- 4/27 – RAILS Member Update – Mary C. (1.5)

### Meeting Attendance

- 4/1, 4/8, 4/15, 4/22, 4/29 – Management Team
- 4/1, 4/9, 4/13, 4/16, 4/30 – HR topic and payroll check-in meetings with Mary P.
- 4/6 – collectionHQ Team meeting
- 4/6 – EDI Survey Focus Group planning with Perspectives
- 4/6, 4/28 – Business Office meeting – Joyce, Mary
- 4/13 – All Staff Meeting – Barb, Joyce, Marie, Mary C. Susan
- 4/7, 4/14, 4/21, 4/27 – Check-in meeting with Susan
- 4/15 – Review cataloging of bibliotherapy books for Parent collection with Amy
- 4/21 – Library Board meeting
- 4/22 – Circ Item Type discussion with SWAN staff and Jeri
- 4/27 – Review Peek-a-book Collection with Amy T. – Barb
- 4/29 – EDI Staff Focus Group – Barb, Marie, Susan

Respectfully submitted,  
Mary Clemens

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**Adult Services Department Monthly Report  
April 2021**

**COVID services update**

- Computer Labs remain closed.
- Curbside document services continue. In April we processed:
  - 295 print job
  - 37 copy jobs.
  - And 74 fax jobs

**EDI activities (programs, partnerships, displays, training)**

- Perspectives-led DEI assessment – First staff survey focus group held on April 29
- Training attended included webinars from Lynda.com Diversity, Inclusion, and Belonging Learning Path and talking about Race from ALA
- Programming – In partnership with Pizza and Social Justice, patrons watched and discussed the TEDtalk "The Lie that Invented Racism"
- PressReader a collection of digital newspapers and magazine was added to provide over 7,000 newspapers and magazines in over 60 languages and from over 120 countries. Articles can be translated in up to 18 languages.

**Collection Development**

- April 6 – CollectionHQ Team meeting
- With the April dataset, selectors will review Collection Use reports for guidance on how to manage their collection.

**Outreach Activities**

- Homebound delivery –
  - Registered 36
  - Delivered 27
  - Items delivered 196
- April 14 – CS Chamber Not-for-profit roundtable – Omar
- April 30 – CS Chamber Industrial roundtable - Omar

**Programs & Displays**

- John Sandford event updated – He was interviewed by Carl Hiaasen. 6 patrons registered.

**Meetings**

- Monthly Allstaff meeting,
- Bi-weekly department meetings,
- And Weekly Management Team meetings continue.
- Week of April 11 - One-on-one checkin meetings with Laura
- April 1 - COHS Tea Time Hour – Crystal
- April 14 – SWAN ASPEN update - Laura
- April 14 – Summer Reading Program planning meeting – Jessica, Omar
- April 20 – Director meeting – Laura
- April 22 – SWAN e-resources advisory group – Crystal
- April 26 – Carol Stream Historical Society program partnership - Laura

- April 27 – SWAN chat – Laura
- April 27 – RAILS update - Laura
- April 29 – AVID Spring meeting - Laura

**Information technology**

- Laura Hays
  - Zoom renewal processed using Techsoup discount
  - Impact printer and copier installation on April 1.
  - PressReader (digital magazines) added to website.
  - Hotspot firmware updated – Laura worked with Anjali (Circ) to confirm update on all devices.
- Community IT staff
  - There were 34 support tickets in April.
  - Fortinet package (firewall) renewal.
  - Printer installations and followup tickets.
  - Website and cpanel down – Server did not restart after GoDaddy applied patch.
  - Exploration Station pages “missing” from website. IT and website consultant investigating.
  - Parking lot wifi – patron reported either unable to bring up websites or running slow.

**Laura Hays**  
**Head of Adult Services**

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## Youth Services Report April 2021

### Program Highlights

- Christine Thornton returned via Zoom to teach drawing to kids with Drawin' Dragons on 4/15. Steve Dexheimer hosted the event with 7 in attendance.
- Aneesa Iqbal and Leigh Anne Wilson presented "We're Over the Moon for Ramadan!" a Zoom storytime on 4/26. 25 were in attendance and fun was had by all!
- Amy Danusiar and Leigh Anne Wilson put together Mother's Day kits for kids to take home and create a treasure box for their mothers. 51 kits were distributed in April.
- CSPL Kits continue to be popular with 4 kits distributed each month. For preschooler this month we distributed Play & Learn with Popsicle Sticks and Sculptor's Workshop that encouraged kids to create art with Play-Doh and straws. For school age kids this month we distributed an Egg Rocket Racers STEM activity and 3D Paper Caterpillar crafts.

### Patron Service and Reference

- Youth staff prepared 37 Binge Boxes during April. Whenever possible, we include diverse titles with the items given to the patrons.

### Summer Reading Preparations

- Camp Hiawatha: Explore Your World will begin on June 1. Preparations have been in full swing and we are making it flexible so that families can participate by coming in to the Library or through Curbside Service. The book log is being translated into Spanish so we will have that version available as well as Spanish prize books.

### Collection Development

- Staff built selection carts but is saving them for the new fiscal year.

### Professional Development

- Youth Staff did 10.25 hours of training through online webinars and workshops.

### Meeting Attendance

- 4/1, 8, 15, 22, 29– Management Team Meeting – Amy Teske
- 4/1 – Intellectual Freedom Quarterly Meeting – Leigh Anne Wilson
- 4/6 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 4/7 – Meeting with Susan W. – Amy Teske
- 4/13 – All Staff
- 4/13 – U46 Summer Reading Meeting – Amy Teske and Amy Danusiar
- 4/21 – Board Meeting – Amy Teske
- 4/19 – Birth to 5 Planning Meeting – Amy Teske

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Facebook Post from April 12: Library regulars Tenley and Keegan show off their skills as future librarians by creating a library at home. We think they've nailed it!

Human Resources  
Monthly Report  
April 2021

Administration

- Partook in meeting with Paylocity regarding changes to Performance Management program we utilize as well as information on new products.
- Participated in Kick-off meeting for Diversity, Equity and Inclusion initiative. Shared Employee Handbook with Liz Jansen from Perspectives.
- Researched and discussed scheduled hours procedures with Susan and Mary.
- 100% response rate received from Employee Data Survey. Data will be helpful as we move forward with Diversity, Equity and Inclusion initiative.

Benefits & Compensation

- Ordered benefit material for upcoming benefits open enrollment 5/17/21 -5/28/21
- Coordinated the Library's first benefit open enrollment presentation on May 20 for eligible staff.
- Completed and submitted HR Source's Library Salary Survey.

COVID-19

- Contributed in vaccine and discussions.
- Updated Domestic Travel procedures for upcoming vacation season.

Staffing & Onboarding

- Preparing to post open positions in Circulation.

Training

- Reviewed webinar Brand Touchpoints for potential upcoming staff training. Participated in conversations regarding options for new fiscal year training.

Terminations

- Michael Gray, resigned from Circulation Clerk position effective 4/22/21. Conducted exit interview.

## Marketing Report

April 2021

### March Newsletter

- We recorded 360 views of the newsletter. The digital newsletter and promotional emails drove approximately 101 program registrations this month.

### Activities

- Designed and promoted the National Library Week community survey. We collected 712 responses. (From the valid card holders that responded, the names of five patrons were randomly drawn to receive an Amazon gift card.)
  - A brief overview of the common themes in the survey responses:
    - People think the library is really great. They use words like efficient, organized, smooth, quick, and easy to describe using our services.
    - They have positive impressions of staff, using words like kind, courteous, pleasant, friendly, helpful, and polite.
    - Two patrons described Library service as "life saving"
    - Overall, visitors feel safe coming in and appreciate the safety precautions in place.
    - Many remarked on the cleanliness of our facility. Overall, they like the renovation and are eager to be able to come in and stay awhile and enjoy the space.
    - They really love and rely on curbside and hope it's here to stay.
    - They mentioned books, Hoopla, Libby, Binge Boxes, audiobooks, Take & Makes and video games (specifically Switch).
    - Several mentioned that they like the Spotlight section and like how the displays are by topic.
    - They love the printing and faxing services and are really grateful that it's (basically) free.
- Began preparations for summer reading, including creating patron materials and working out details on some all-ages activities
- Promoted the Equity, Diversity, and Inclusion Community Focus Groups (registration was at 28/30 spots for the first one and 31/30 spots for the second)
- Promoted the Blood Drive (filled all but four spots for regular donation)
- Meetings: Summer reading meeting, staff meeting
- Professional development:
  - Marketing with Infographics (1.5 hours)
  - ILA Marketing Forum Mini-Conference (4 hours)
  - Harnessing your library advocacy powers: Library communicators as influencers (1 hour)

Statistics:

Facebook

2,356 followers	Total impressions: 26,159	Total engagements: 2,711
Last 12 months:	<p>Impressions</p>	<p>Engagement</p>

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 April:

<p>Carol Stream Public Library</p> <p>You may notice some changes next time you come to browse books in the Library. We have simplified the look of the shelves by turning the books around. Don't worry, we are here to help if you need assistance finding anything. Just ask!</p>	<p>Carol Stream Public Library</p> <p>Should we add these to our shelves?</p>	<p>Carol Stream Public Library</p> <p>Looking to have an honest conversation about race? Join our friends from the Pizzas &amp; Social Justice on any of the dates listed. No RSVP registration necessary. Please find the Zoom information below:</p> <p>Join Zoom Meeting  <a href="https://zoom.us/j/654704223">https://zoom.us/j/654704223</a>          Meeting ID: 654 704 223          (on Tap mobile) See More</p>
<p>People reached: 1171 Engagements: 402</p>	<p>People reached: 863 Engagements: 170</p>	<p>People reached: 861 Engagements: 65</p>

Twitter

Followers: 1,347	Total impressions: 33,700	Total engagement: 10,579
Last 12 months:	<p>Impressions:</p>	<p>Engagement:</p>

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### Top tweets from April:

Carol Stream Public Library @CarolStreamPL Apr 5 3,364 47 1.4%  
 Time to hop aboard the #FollowFriday train!

Might we suggest:

- [@gailbrdntlibrary](#)
- [@alachualibrary](#)
- [@OrkneyLibrary](#)
- [@JCLS\\_tweets](#)
- [@librarylagrange](#)
- [@cojeffcolibrary](#)

Plus so many others. Add your own below or start your own follow train! [pic.twitter.com/ZG87DFD4IC](http://pic.twitter.com/ZG87DFD4IC)

Promote

Carol Stream Public Library @CarolStreamPL Apr 28 3,189 795 24.9%  
 With Gary Larson and #thefarside trending, attached is a favorite from one of our staff members.

[pic.twitter.com/RaFhhLRvfd](http://pic.twitter.com/RaFhhLRvfd)

Promote

Carol Stream Public Library @CarolStreamPL Apr 5 1,661 29 1.7%  
 In celebration of National Library Week, we want to hear from YOU! Take our 3 minute survey, enter your library card number, and you could win an Amazon gift card. (One entry per cardholder. Winners must be ages 18+.)

[surveymonkey.com/r/CSLibrary](http://surveymonkey.com/r/CSLibrary)

[pic.twitter.com/18GbcwSaey](http://pic.twitter.com/18GbcwSaey)

Promote

### Promotional Emails

April 1	Do You Have An Hour To Save A Life?	Open rate: 16.5%	Click rate: 1.0%
April 8	Win A \$100 Amazon Gift Card	Open rate: 20.5%	Click rate: 7.0%
April 15	Last Chance To Win \$100	Open rate: 23.6%	Click rate: 3.3%
April 21	Your May Newsletter Has Arrived!	Open rate: 19%	click rate: 4%
April 23	You're Invited To Share Your Thoughts	Open rate: 17.4%	Click rate: 0.7%
April 29	NEW Resource: Get 7,000 Newspapers & Magazines	Open rate: 16.3%	Click rate: 2.2%





# Monthly Report of IT Service

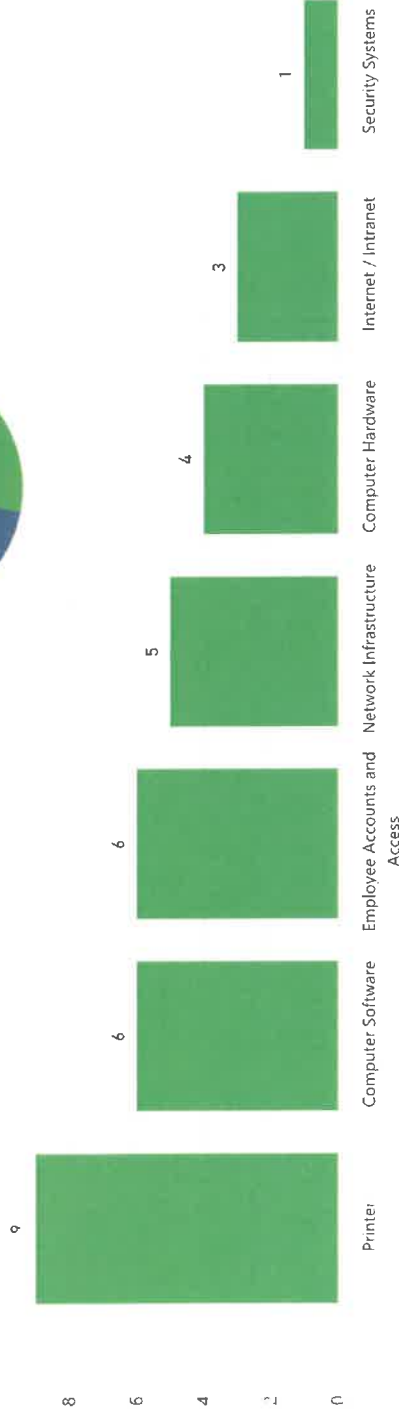
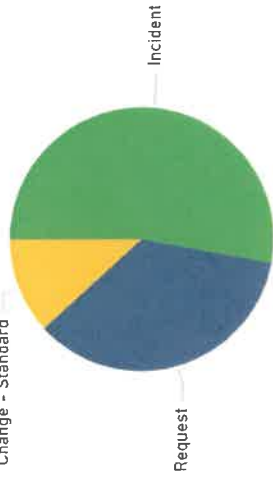
Report Range 4/1/2021 4/30/2021

# Support Tickets 34

## 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	CategoryName	Count
Change - Standard	4	Computer Hardware	4
Incident	18	Computer Software	6
Request	12	Employee Accounts and Access	6
<b>Total</b>	<b>34</b>	Internet / Intranet	3
		Network Infrastructure	5
		Printer	9
		Security Systems	1
		<b>Total</b>	<b>34</b>



## 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.