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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: June 16, 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-7>**. For individuals interested in Public Participation please email your full name and questions or comments to cstream@cslibrary.org. They will be read aloud during the Public Participation portion of the meeting. *The recording of the meeting will be posted on the Library's website.*

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

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

1. WELCOME AND CALL TO ORDER – Justin Lynch, President
2. PLEDGE TO THE FLAG
3. ROLL CALL –Secretary
4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – President Lynch
 - 4.1 June is LGBTQ+ Pride Month
5. PUBLIC PARTICIPATION – President Lynch
6. ADOPTION OF THE CONSENT AGENDA – President Lynch
7. APPROVAL OF MINUTES
 - 7.1 Minutes of the Regular Board Meeting of May 19, 2021
 - 7.2 Minutes of the Special Board Meeting of June 9, 2021
 - 7.3 Minutes of the Special Board meeting of June 10, 2021
8. MONTHLY REPORTS OF THE TREASURER – Treasurer
 - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2021
9. BOARD AND COMMITTEE REPORTS
 - 9.1 Report from the President Lynch
 - 9.2 Report from the Vice President Dr. Bonita Berryman-Gilliam
 - 9.3 Board Committee Reports-Committee Chairs
 - 9.3.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam
 - 9.3.2 Facilities Committee - David Larimer

9.3.3 Finance Committee – Justin Lynch

9.3.4 EDI Committee – Dr. Bonita Berryman-Gilliam

10. NEW BUSINESS

10.1 Recommendation, Re: Approval of Resolution # 293 Commendation of Service of Trustee Nadia Sheikh

10.2 Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR) for FY2021

10.3 Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to Covid-19

10.4 Recommendation, Re: Approval of Appointment of Trustee to Fill Vacancy

10.5 Discussion: Memorial Room Designation

11. DISBURSEMENTS

11.1 Approval of Disbursements of May 1-31, 2021 plus the Addendum for the Meeting of June 16, 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 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: #294

Mansi Patel, Secretary
Board of Library Trustees

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

DATE: May 19, 2021

TIME: 7:00 p.m.

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

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:00 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Human Resources Manager Mary Pellico, Attorney Britt Islay (left meeting at 7:10 p.m.), American Sign Language (ASL) Interpreters Barbra Williams-Finley and Donna Brandwein, resident Leanne Reis-Ong

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

Trustee Patel nominated Trustee Lynch for President, seconded by Trustee Larimer. Trustee Lynch accepted the nomination.

Trustee Berryman-Gilliam nominated Trustee Sheikh for President. Trustee Sheikh accepted the nomination.

Trustee Olson moved to elect Trustee Lynch as President of the Board, **seconded by Trustee Larimer**. Motion approved.

- Ayes 5 Trustees Jourdan, Larimer, Lynch, Olson and Patel
- Nays 0
- Abstain 2 Trustees Berryman-Gilliam and Sheikh
- Absent..... None

Trustee Lynch nominated Trustee Patel for the position of Secretary. Trustee Patel accepted the nomination.

H

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

Trustee Lynch nominated Trustee Olson for the position of Treasurer, seconded by Trustee Patel.
Trustee Olson accepted the nomination.

Trustee Patel moved to elect Trustee Olson as Treasurer of the Board, seconded by Trustee Berryman-Gilliam. Motion approved.

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

Trustee Berryman-Gilliam accepted the appointment as Vice-President to the Library Board of Trustees.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

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 – None

6. CONSENT AGENDA

Trustee Olson moved and Trustee Larimer seconded the establishment of a Consent Agenda for the Regular Meeting of May 19, 2021. Motion approved.

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

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

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

6.1 Minutes of the Regular Meeting of April 21, 2021

6.2 Minutes of the Special Meeting of April 28, 2021

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

6.4 Report from the President, Justin Lynch-None

6.5 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None

6.6 Human Resources Committee Report-Bonita Berryman Gilliam-None

6.7 Facilities Committee Report - David Larimer-None

6.8 Finance Committee – Justin Lynch - None

- 6.9 Recommendation, Re: Approval of the Annual Report to the Village for FY2021
- 6.10 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2021
- 6.11 Recommendation, Re: Approval of Revision to Addendum to Library Policy Governing Patron Behavior-Face Covering/Face Mask Requirement
- 6.12 Approval of Disbursements of April 1-30, 2021 plus the Addendum for the Meeting of May 19, 2021
- 6.13 Report of the Library Director, Susan Westgate
- 6.14 Assistant Director’s Report, Mary Clemens
- 6.15 Adult Services Report, Laura Hays
- 6.16 Youth Services Report, Amy Teske
- 6.17 Circulation Department Report, Jeri Cain
- 6.18 Human Resources Report, Mary Pellico
- 6.19 Marketing Report, Allison Porch

Trustee Berryman-Gilliam moved and Trustee Sheikh 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 the Annual Report to the Village for FY2021

Background information:

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

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

Background information:

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.

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

Background information:

No changes have been made to the Library’s Face Covering/Face Mask requirement.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1-30, 2021 plus the Addendum for the meeting of May 19, 2021 in the amount of \$153,742.18.

7. BOARD AND COMMITTEE REPORTS

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7.1 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Sheikh included a report in the Board packet listing the DEI programs and readings that she had recently participated in. Trustee Berryman-Gilliam shared information on the informative program she attended at the Elmhurst Art Museum, "In Focus: The Chicago Freedom Movement & the Fight for Fair Housing." Trustee Lynch shared that the Village of Glen Ellyn's Diversity Project used consultants.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Additional Principal Payment of \$100,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

Trustee Larimer moved and **Trustee Olson** seconded that the Library Board of Trustees approve the additional Principal payment of \$100,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan. Motion approved.

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

Background information:

The Library experienced surplus funds at the end of FY21. \$100,000 of the surplus funds were transferred to the Loan Fund to make an additional payment on the principal, which will result in a reduction of the interest expense on the loan.

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

Trustee Olson moved and **Trustee Larimer** seconded that the Library Board of Trustees approve the Landscape Plan and installation on the East Library property by Sebert Landscaping, not to exceed \$20,000. Motion approved.

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

Background information:

The Library will be re-landscaping the eastern portion of the property along the fence from the street to the patio. It will include: trees, bushes, perennials, landscape stones, mulch and seed and blanket where the temporary construction road had been located.

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

Trustee Larimer moved and **Trustee Jourdan** seconded that the Library Board of Trustees approve the HVAC Bi-Polar Ionization Purifiers Installation by Precision Control Systems. Motion approved.

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

Background information:

The i-Wave Bi-Polar Ionization Purifiers create 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 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 the Library’s existing system will create a healthier air environment for staff and patrons.

8.4 Discussion: Library Re-Opening Plan

Background information:

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, the Library will be removing the restriction for youth under the age of fifteen needing to accompanied by an adult. Materials will no longer be quarantined beginning, June 1. The Library 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 these steps are complete, the Study Rooms and Quiet Reading Room will be available to the public. The Library looks forward to further opening of the building and services to our patrons.

8.5 Information Technology Report

Trustee Larimer inquired about the age of the public computers. They were purchased in 2017 and received new hard drives in 2020 and were updated to Windows 10 and Microsoft 2016.

8.6 Board Member Reports

Trustee Olson shared that she had attended a virtual program at the Peoria Public Library on Women’s Suffrage that was very well done and informative. She stated that the ability to attend programs virtually that are at distant locations is one good thing to come out of the pandemic.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Jourdan 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 7:54 p.m.

June 16, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

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

DATE: June 9, 2021

TIME: 6:00 p.m.

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

I. CALL TO ORDER

President Lynch called the Special Meeting of the Board of Library Trustees to order at 6:03 p.m.

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

II. ROLL CALL

Secretary Patel called the roll.

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

Absent: None

Also Present: Director Susan Westgate and Adult Services Manager Laura Hays

III. PUBLIC PARTICIPATION

None

IV. Executive Session

Trustee Berryman-Gilliam Moved and **Trustee Larimer** seconded that The Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(3) for the selection of a person to fill a public office. Motion approved.

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

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 6:04 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:22 p.m.

Secretary Patel called the roll.

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

Absent: None

V. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:24 p.m.

June 16, 2021
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

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

DATE: June 10, 2021

TIME: 6:00 p.m.

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

I. CALL TO ORDER

President Lynch called the Special Meeting of the Board of Library Trustees to order at 6:01 p.m.

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

II. ROLL CALL

Secretary Patel called the roll.

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

Absent: None

Also Present: Director Susan Westgate and Adult Services Manager Laura Hays

III. PUBLIC PARTICIPATION

None

IV. Executive Session

Trustee Larimer Moved and **Trustee Olson** seconded that The Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(3) for the selection of a person to fill a public office. Motion approved.

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

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 6:02 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:57 p.m.

Secretary Patel called the roll.

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

Absent: None

V. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:58 p.m.

June 16, 2021
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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**Carol Stream Public Library
Treasurer's Report
Month Ending May 31, 2021**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 1,990,185.28	\$ (49,058.94)	\$ 1,941,126.34
Working Cash	50,846.41	2.26	50,848.67
FICA	106,402.32	(3,537.56)	102,864.76
IMRF	84,847.54	(7,786.31)	77,061.23
Liability Insurance	11,040.33	1,038.98	12,079.31
Audit	7,840.24	554.24	8,394.48
Capital Maintenance & Repair	1,633,752.77	(6,647.51)	1,627,105.26
Building Renovation Loan	<u>103,541.42</u>	<u>11,994.77</u>	<u>115,536.19</u>
TOTAL ALL FUNDS	<u>\$ 3,988,456.31</u>	<u>\$ (53,440.07)</u>	<u>\$ 3,935,016.24</u>

See attached for a schedule of cash and investments.

5/31/21

 [REDACTED], Board President
Justin Lynch

5/31/21

 Nancy Olson, Board Treasurer

5/31/21

 Susan Westgate, Library Director

**Carol Stream Public Library
Treasurer's Report
Month Ending May 31, 2021**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 405,909.18
WEST SUBURBAN BANK	PAYROLL	105,176.99
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	408,092.64
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,014,653.02
PROPAY	ELECTRONIC	414.41
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 3,935,016.24</u>

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CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
MAY 31, 2021

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

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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 May 31, 2021 and April 30, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date May 31, 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

June 7, 2021

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

	May 31, 21	Apr 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	405,909.18	175,790.49	230,118.69
10-1008 · WSB Payroll Account	105,176.99	107,082.47	-1,905.48
10-1014 · Illinois Funds-Prime	3,014,653.02	3,014,562.86	90.16
10-1024 · WSB Money Market Acct	408,092.64	689,843.61	-281,750.97
10-1025 · ProPay	414.41	406.88	7.53
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,993,889.90	-1,998,271.03	4,381.13
Total 10-1000 · Library Fund Cash	1,941,126.34	1,990,185.28	-49,058.94
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,848.67	50,846.41	2.26
30-1190 · Allocated Cash-FICA Fund	102,864.76	106,402.32	-3,537.56
40-1090 · Allocated Cash-IMRF Fund	77,061.23	84,847.54	-7,786.31
50-1090 · Allocated Cash-Liability Fund	12,079.31	11,040.33	1,038.98
60-1090 · Allocated Cash-Audit Fund	8,394.48	7,840.24	554.24
70-1090 · Allocated Cash-Capital R&M Fund	1,627,105.26	1,633,752.77	-6,647.51
80-1090 · Allocated Cash-Debt Service	115,536.19	103,541.42	11,994.77
Total 1190 · Allocated Cash-Fund Balances	1,993,889.90	1,998,271.03	-4,381.13
Total Checking/Savings	3,935,016.24	3,988,456.31	-53,440.07
Total Current Assets	3,935,016.24	3,988,456.31	-53,440.07
TOTAL ASSETS	3,935,016.24	3,988,456.31	-53,440.07
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,990,185.28	1,839,539.10	150,646.18
20-2900 · Fund Balance-Working Cash	50,846.41	50,793.75	52.66
30-2900 · Fund Balance-FICA Fund	106,402.32	92,814.05	13,588.27
40-2900 · Fund Balance-IMRF Fund	84,847.54	111,844.94	-26,997.40
50-2900 · Fund Balance-Liability	11,040.33	33,279.24	-22,238.91
60-2900 · Fund Balance-Audit	7,840.24	6,618.51	1,221.73
70-2900 · Fund Balance-Capital R&M	1,633,752.77	2,108,519.03	-474,766.26
80-2900 · Fund Balance-Debt Service	103,541.42	2,005.71	101,535.71
Total 2900 · Beginning Fund Balances	3,988,456.31	4,245,414.33	-256,958.02
Net Income	-53,440.07	-256,958.02	203,517.95
Total Equity	3,935,016.24	3,988,456.31	-53,440.07
TOTAL LIABILITIES & EQUITY	3,935,016.24	3,988,456.31	-53,440.07

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

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	May 21	Annual Budget	% of Budget
Ordinary Income/Expense			
Income			
3000 · Property Taxes			
3001 · Property Tax Current	189,905.63	3,664,461.00	5.18%
3002 · Property Taxes Non-Current	0.00	5,000.00	0.0%
3000 · Property Taxes - Other	0.00	10,000.00	0.0%
Total 3000 · Property Taxes	189,905.63	3,679,461.00	5.16%
3100 · PPR Taxes	11,497.53	44,000.00	26.13%
3200 · Interest Income			
3201 · Interest Income Taxes	0.00	1,000.00	0.0%
3202 · Interest Income Investments	176.96	15,100.00	1.17%
Total 3200 · Interest Income	176.96	16,100.00	1.1%
3300 · Patron Payments			
3301 · Fines & Fees	471.86	10,000.00	4.72%
3302 · Public Copy Payments	0.00	12,000.00	0.0%
3303 · Non-Resident Card Fees	0.00	2,000.00	0.0%
3304 · Sale Items	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	471.86	25,000.00	1.89%
3400 · Donations	0.00	5,000.00	0.0%
3500 · Developer Contributions	0.00	1,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	1,000.00	0.0%
3700 · Grants			
3701 · Per Capita Grants	0.00	49,650.00	0.0%
3702 · Other Grants/Awards	0.00	5,000.00	0.0%
Total 3700 · Grants	0.00	54,650.00	0.0%
3800 · Other Income	0.00	5,000.00	0.0%
Total Income	202,051.98	3,831,211.00	5.27%
Gross Profit	202,051.98	3,831,211.00	5.27%
Expense			
5100 · Salaries			
5101 · Exempt Staff Salaries	44,775.20	603,000.00	7.43%
5102 · Non-Exempt Staff Salaries	86,083.26	1,279,300.00	6.73%
5103 · Custodial Salaries	5,630.46	78,000.00	7.22%
5105 · Professional Education	163.00	15,000.00	1.09%
5106 · Membership	0.00	4,000.00	0.0%
5107 · Life Insurance	149.28	2,000.00	7.46%
5108 · Health Insurance	17,788.01	250,000.00	7.12%
5109 · Benefits, other	20.00	2,000.00	1.0%
5110 · Trustee Development	0.00	3,000.00	0.0%
Total 5100 · Salaries	154,609.21	2,236,300.00	6.91%
5200 · Plant Maint.			
5201 · Supplies	1,044.83	20,000.00	5.22%
5202 · Maintenance/Repair	13.94	10,000.00	0.14%
5203 · Maintenance Contracts	3,219.00	42,000.00	7.66%
5204 · Landscape Maintenance/Snow Remo	926.00	15,000.00	6.17%

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

	May 21	Annual Budget	% of Budget
5205 · Furniture/Equipment	1,514.77	10,000.00	15.15%
5206 · Electric-Comm Edison	3,847.80	45,000.00	8.55%
5207 · Water/Sewer	0.00	10,000.00	0.0%
5208 · Insurance (Property)	0.00	11,000.00	0.0%
Total 5200 · Plant Maint.	10,566.34	163,000.00	6.48%
5300 · Business Exp.			
5301 · Postage	9.11	6,000.00	0.15%
5302 · Office & Equipment Supplies	412.04	7,000.00	5.89%
5303 · Printing	0.00	4,000.00	0.0%
5304 · Equipment Leasing	2,954.32	17,000.00	17.38%
5305 · Mileage Reimbursement	3.92	2,000.00	0.2%
5306 · Legal Notices	0.00	600.00	0.0%
5308 · Business Phone	908.51	12,000.00	7.57%
5309 · Accounting Service	1,075.00	15,000.00	7.17%
5310 · Material Recovery Fees	0.00	1,000.00	0.0%
5311 · Payroll Service	197.19	7,500.00	2.63%
5312 · Attorney Fees	495.00	8,000.00	6.19%
5314 · Other Consultants	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	141.37	7,000.00	2.02%
5317 · Bank & Credit Card Fees	57.45	100.00	57.45%
5319 · Security Service	0.00	21,000.00	0.0%
5321 · Human Resources	1,564.45	10,000.00	15.65%
Total 5300 · Business Exp.	15,018.36	126,200.00	11.9%
5400 · Automat. & Dept. Oper.			
5401 · Automation Hardware	636.01	10,000.00	6.36%
5402 · ISP and Web page hosting	157.85	16,500.00	0.96%
5403 · Computer Software	2,000.00	18,000.00	11.11%
5404 · Tech Support & Repair	5,228.00	15,000.00	34.85%
5405 · Technical Services Supplies	0.00	5,000.00	0.0%
5406 · Circulation Supplies	0.00	6,000.00	0.0%
5408 · Tech Serv Online Resources	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	500.00	0.0%
5410 · SWAN Consortium	0.00	47,000.00	0.0%
5411 · Village IT Services	8,229.00	98,000.00	8.4%
Total 5400 · Automat. & Dept. Oper.	16,250.86	232,500.00	6.99%
5500 · Services			
5501 · Youth Services Programs	2,437.69	32,000.00	7.62%
5503 · Adult/Teen Programs	1,314.43	29,000.00	4.53%
5505 · Library Newsletter	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	587.99	20,000.00	2.94%
Total 5500 · Services	4,340.11	128,000.00	3.39%
5600 · Collection			
5601 · Youth Services Books	0.00	50,000.00	0.0%
5606 · Youth Services Media	502.74	25,000.00	2.01%
5630 · Adult Books	639.84	75,000.00	0.85%

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

	May 21	Annual Budget	% of Budget
5634 · Online Resources	0.00	45,000.00	0.0%
5635 · Magazines & Newspapers	9,005.82	11,000.00	81.87%
5637 · Adult Media	465.28	50,000.00	0.93%
5651 · Digital Media	11,779.19	100,000.00	11.78%
5652 · Grant/Award Expense	0.00	49,650.00	0.0%
Total 5600 · Collection	22,392.87	405,650.00	5.52%
6600 · Payroll Expenses			
6610 · FICA Expense	10,050.17	150,000.00	6.7%
6620 · Illinois Municipal Retirement F	15,544.13	220,000.00	7.07%
Total 6600 · Payroll Expenses	25,594.30	370,000.00	6.92%
7101 · Liability Insurance	0.00	19,000.00	0.0%
7102 · Risk Management expense	0.00	3,000.00	0.0%
7103 · Unemployment Compensation Insur	0.00	5,000.00	0.0%
7201 · Audit Expense	0.00	13,000.00	0.0%
7400 · Capital Expenditures			
7401 · Furniture	0.00	10,000.00	0.0%
7402 · Parking Lot Repair	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	50,000.00	0.0%
7404 · Landscape	6,720.00	125,000.00	5.38%
7405 · Memorials	0.00	2,000.00	0.0%
7406 · Other Capital Expenditures	0.00	50,000.00	0.0%
Total 7400 · Capital Expenditures	6,720.00	249,000.00	2.7%
7500 · Special Capital Projects			
7505 · Recover Partition Wall	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	30,000.00	0.0%
Total 7500 · Special Capital Projects	0.00	55,000.00	0.0%
Total Expense	255,492.05	4,005,650.00	6.38%
Net Ordinary Income	-53,440.07	-174,439.00	30.64%
Other Income/Expense			
Other Income			
8002 · Interfund Transferrs Out	0.00	-100.00	0.0%
Total Other Income	0.00	-100.00	0.0%
Other Expense			
8000 · Debt Repayment Expense	0.00	234,461.00	0.0%
Total Other Expense	0.00	234,461.00	0.0%
Net Other Income	0.00	-234,561.00	0.0%
Net Income	-53,440.07	-409,000.00	13.07%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	May 21	May 21	May 21	May 21	May 21	May 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	162,061.12	162,061.12	0.00	0.00	6,507.89	6,507.89
3100 · PPR Taxes	11,497.53	11,497.53	0.00	0.00	0.00	0.00
3200 · Interest Income	88.30	88.30	2.26	2.26	4.72	4.72
3300 · Patron Payments	471.86	471.86	0.00	0.00	0.00	0.00
Total Income	174,118.81	174,118.81	2.26	2.26	6,512.61	6,512.61
Gross Profit	174,118.81	174,118.81	2.26	2.26	6,512.61	6,512.61
Expense						
5100 · Salaries	154,609.21	154,609.21	0.00	0.00	0.00	0.00
5200 · Plant Maint.	10,566.34	10,566.34	0.00	0.00	0.00	0.00
5300 · Business Exp.	15,018.36	15,018.36	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	16,250.86	16,250.86	0.00	0.00	0.00	0.00
5500 · Services	4,340.11	4,340.11	0.00	0.00	0.00	0.00
5600 · Collection	22,392.87	22,392.87	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,050.17	10,050.17
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	223,177.75	223,177.75	0.00	0.00	10,050.17	10,050.17
Net Ordinary Income	-49,058.94	-49,058.94	2.26	2.26	-3,537.56	-3,537.56
Net Income	-49,058.94	-49,058.94	2.26	2.26	-3,537.56	-3,537.56

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	May 21	May 21	May 21	May 21	May 21	May 21
Ordinary Income/Expense						
Income						
3000 - Property Taxes	7,754.06	7,754.06	1,038.49	1,038.49	553.89	553.89
3100 - PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 - Interest Income	3.76	3.76	0.49	0.49	0.35	0.35
3300 - Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	7,757.82	7,757.82	1,038.98	1,038.98	554.24	554.24
Gross Profit	7,757.82	7,757.82	1,038.98	1,038.98	554.24	554.24
Expense						
5100 - Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 - Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 - Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 - Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 - Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 - Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 - Payroll Expenses	15,544.13	15,544.13	0.00	0.00	0.00	0.00
7400 - Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	15,544.13	15,544.13	0.00	0.00	0.00	0.00
Net Ordinary Income	-7,786.31	-7,786.31	1,038.98	1,038.98	554.24	554.24
Net Income	-7,786.31	-7,786.31	1,038.98	1,038.98	554.24	554.24

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	May 21	May 21	May 21	May 21	May 21	May 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	11,990.18	11,990.18	189,905.63	189,905.63
3100 · PPR Taxes	0.00	0.00	0.00	0.00	11,497.53	11,497.53
3200 · Interest Income	72.49	72.49	4.59	4.59	176.96	176.96
3300 · Patron Payments	0.00	0.00	0.00	0.00	471.86	471.86
Total Income	72.49	72.49	11,994.77	11,994.77	202,051.98	202,051.98
Gross Profit	72.49	72.49	11,994.77	11,994.77	202,051.98	202,051.98
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	154,609.21	154,609.21
5200 · Plant Maint.	0.00	0.00	0.00	0.00	10,566.34	10,566.34
5300 · Business Exp.	0.00	0.00	0.00	0.00	15,018.36	15,018.36
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	16,250.86	16,250.86
5500 · Services	0.00	0.00	0.00	0.00	4,340.11	4,340.11
5600 · Collection	0.00	0.00	0.00	0.00	22,392.87	22,392.87
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,594.30	25,594.30
7400 · Capital Expenditures	6,720.00	6,720.00	0.00	0.00	6,720.00	6,720.00
Total Expense	6,720.00	6,720.00	0.00	0.00	255,492.05	255,492.05
Net Ordinary Income	-6,647.51	-6,647.51	11,994.77	11,994.77	-53,440.07	-53,440.07
Net Income	-6,647.51	-6,647.51	11,994.77	11,994.77	-53,440.07	-53,440.07

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VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #293
RE: COMMENDATION OF NADIA SHEIKH FOR HER SERVICE AS A
CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Nadia Sheikh was elected as Library Trustee in April 2013 to a four-year term; and,

WHEREAS, she was re-elected to office in April 2017 and April 2021; and

WHEREAS, during her term of office she served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during her tenure on the Board she served on the By-Laws Committee, Facilities Committee, Human Resources Committee, and Equity, Diversity and Inclusion Committee; and,

WHEREAS, during her tenure on the Board she served as Secretary from 2013 to 2017, Vice-President from 2017 to 2020, and as President from 2020 to 2021, giving wise advice and guidance to the Board and the Library; and,

WHEREAS, during her tenure she served two terms on the Reaching Across Illinois Library System Board of Trustees, participated in the Elevate Illinois Library Leadership Initiative, and is an Illinois Library Association Conference Committee member; and,

WHEREAS, she represented the Library at the annual Holiday Open House and other Library special events; and,

WHEREAS, during her term the Library under went a complete building renovation; and

WHEREAS, during her time on the Board the Library increased service to the people of Carol Stream with improved collection development, expanded technology, enhanced public programming, virtual library services and curbside services; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Nadia Sheikh on behalf of the citizens of Carol Stream and library users everywhere for her public service.

Passed this Sixteenth day of June 2021 by a vote of
Ayes: ___; Nays: ___; Absent or not voting: ___.

Approved:

Attest:

Justin Lynch, President
Board of Library Trustees

Mansi Patel, Secretary
Board of Library Trustees

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2021
CAROL STREAM PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30086
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0078
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Carol Stream Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	616 Hiawatha Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Carol Stream
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60188
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	616 Hiawatha Drive
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Carol Stream
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60188
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	6306530755
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	0
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.cslibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Susan Westgate
1.15 Title	Library Director
1.16 Library Director's E-mail	swestgate@cslibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

	DuPage
1.21a County in which the administrative entity is located [PLSC 161]	
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	39,711
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
CAROL STREAM P.L.	CAROL STREAM PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
CAROL STREAM P.L.	30086	3008600

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
CAROL STREAM P.L.	616 HIAWATHA DRIVE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
CAROL STREAM P.L.	CAROL STREAM		60188	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
CAROL STREAM P.L.	DuPage		6306530755	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
CAROL STREAM P.L.	28,358		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Susan Westgate
3.5 Telephone Number of Person Preparing Report	630-563-0755
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	swestgate@cslibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	1
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Bonita Berryman-Gilliam
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-668-4495
5.9 E-mail Address	trusteebbgilliam@gmail.com
5.10 Home Address	899 Shenandoah Dr.
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Second member

5.5 Name	Mansi Patel
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	847-791-1439
5.9 E-mail Address	trusteemansi@gmail.com
5.10 Home Address	1034 Idaho Street

5.11 City Carol Stream
 5.12 State IL
 5.13 Zip Code 60188

Third member

5.5 Name Justin Lynch
 5.6 Trustee Position President
 5.7 Present Term Ends (mm/year) 05/2023
 5.8 Telephone Number 630-664-5460
 5.9 E-mail Address trustee Lynch@yahoo.com
 5.10 Home Address 568 Canterbury Drive
 5.11 City Carol Stream
 5.12 State IL
 5.13 Zip Code 60188

Fourth member

5.5 Name David Larimer
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 05/2023
 5.8 Telephone Number 630-876-2482
 5.9 E-mail Address trustee Larimer@comcast.net
 5.10 Home Address 732 Buffalo Circle
 5.11 City Carol Stream
 5.12 State IL
 5.13 Zip Code 60188

Fifth member

5.5 Name
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year)
 5.8 Telephone Number
 5.9 E-mail Address
 5.10 Home Address
 5.11 City
 5.12 State
 5.13 Zip Code

Sixth member

5.5 Name Edward Jourdan
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 05/2025
 5.8 Telephone Number 630-776-5636
 5.9 E-mail Address ejcslib@gmail.com
 5.10 Home Address 526 Eagleview Drive

5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Seventh member

5.5 Name	Nancy Olson
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-200-3944
5.9 E-mail Address	cspl.trustee.nancy@gmail.com
5.10 Home Address	688 Thunderbird Tr.
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

3a

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	28,358
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	0
6.4a Total Number of Study Rooms	5
6.4b Total number of times study room(s) used by the public during the fiscal year	0

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
			1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning	1		0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas	1		0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0

Building additions (adding square feet to existing facility)

0

\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning		\$15,000	0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas		\$8,000	0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$6,441,029
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. ¹

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? Yes

\$1,584,044

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. ²

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) \$3,701,120

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? No

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) \$3,701,120

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue

(even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$49,639
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$38,733
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$88,372

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$760
8.14 Other receipts intended to be used for operating expenditures	\$15,902
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$16,662
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,806,154
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received

by the district in the last previous fiscal year..., " or the insurance policy or other insurance instrument's coverage " ... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a	The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b	Proof of Certificate of Insurance for Library Funds	CSPL Certificate of Insurance 2020.pdf
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLSC 350]	\$1,763,103
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$550,448
9.2b	If this library answered question 9.2a as zero, please select an explanation from the dropdown box.	
9.3	Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,313,551

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1	Printed Materials (books, newspapers, etc.) [PLSC 353]	\$116,581
10.2	Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$186,100
10.3a	Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$44,127
10.3b	Please provide an explanation of the other types of material expenditures.	DVDs, videogames, audiobooks, music CDs, Playaway audios, Launch Pads and puzzles

10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356] **\$346,808**

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$538,281
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,198,640

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$10,557
12.5 If Other, please specify	Interest income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$10,557

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$630,009

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

25	26	708.50	13.3 Hourly Rate	13.4 Total Hours/Week
13.1 Position Title	13.2 Primary Work Area			
Library Director	Library Director	\$74.67		37.50
Assistant Director	Assistant Library Director	\$56.72		37.50
Adult Services Manager	Adult Services	\$47.79		37.50
Youth Services Manager	Children's Services	\$40.14		37.50
Circulation Manager	Circulation	\$42.47		37.50
Marketing Coordinator	Other Type of Librarian	\$27.64		37.50
Adult Services Librarian	Adult Services	\$31.05		37.50
Adult Services Librarian	Adult Services	\$26.52		37.50
Adult Services Librarian	Adult Services	\$29.40		37.50
Adult Services Librarian	Adult Services	\$29.17		37.50
Adult Services Librarian	Adult Services	\$25.82		37.50
Adult Services Librarian	Adult Services	\$23.43		14.00
Adult Services Librarian	Adult Services	\$25.00		14.00
Adult Services Librarian	Adult Services	\$32.70		13.00
Adult Services Librarian	Adult Services	\$25.05		16.50
Adult Services Librarian	Adult Services	\$22.65		12.50
Youth Services Librarian	Children's Services	\$32.70		37.50
Adult Services Librarian	Children's Services	\$23.91		37.50
Adult Services Librarian	Children's Services	\$24.65		37.50
Adult Services Librarian	Children's Services	\$23.73		37.50
Adult Services Librarian	Children's Services	\$23.26		16.00
Adult Services Librarian	Children's Services	\$32.70		12.00
Adult Services Librarian	Children's Services	\$31.69		16.00
Adult Services Librarian	Children's Services	\$22.50		16.00
Adult Services Librarian	Children's Services	\$23.00		16.00

Other Type of Librarian

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] **17.71**

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary: 1	1			\$25.07	37.50
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
Cataloging/Acquisitions Associate	Cataloging	Master's Degree (non-ALA program)	\$25.07	37.50	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40) **0.94**

13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] **18.65**

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	358.00
13.14 Minimum hourly rate actually paid	\$12.80
13.15 Maximum hourly rate actually paid	\$36.71
13.16 Total FTE Group C employees (13.13 / 40)	8.95

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	93.00
13.18 Minimum hourly rate actually paid	\$11.00
13.19 Maximum hourly rate actually paid	\$12.44
13.20 Total FTE Group D employees (13.17 / 40)	2.33

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	65.00
13.22 Minimum hourly rate actually paid	\$16.25
13.23 Maximum hourly rate actually paid	\$24.00
13.24 Total FTE Group E employees (13.21 / 40)	1.63
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC	

252]	12.90
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	31.55

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,877
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	2,877
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	48
14.3 Total annual visits/attendance in the library [PLSC 501]	38,198
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	197	2,984	60	4,503
Young Adult	70	327	12	80
Other	81	1,129	52	1,947
Total	348	4,440	124	6,530
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Unknown			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	18,034
16.2a Total Number of Unexpired Non-resident Cards	10
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	-1 Unknown
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	-1 Unknown
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$399.58
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	18,044
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1	Print Materials [PLSC 450]	61,282
17.2	Current Print Serial Subscriptions [PLSC 460]	156
17.3	Total Print Materials (17.1 + 17.2)	61,438
17.4	E-books Held at end of the fiscal year [PLSC 451]	70,489
17.5a	Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,539
17.5b	Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	24,617
17.6a	DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	11,203
17.6b	DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7	Local/Other Cooperative agreements [PLSC 456]	51
17.8	State (state government or state library) [PLSC 457]	16
17.9	Total Electronic Collections (17.7 + 17.8) [PLSC 458]	67

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	127,016
18.2 Number of young adult materials loaned	1,236
18.3 Number of children's materials loaned [PLSC 551]	74,689
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	202,941

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	62,589
18.6 Videos/DVDs- Physical	14,560
18.7 Audios (include music)- Physical	4,269
18.8 Magazines/Periodicals- Physical	1,295
18.9 Other Items- Physical	1,480
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	84,193
18.11 Use of Electronic Materials [PLSC 552]	71,819
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	156,012
18.13 Successful Retrieval of Electronic Information [PLSC 554]	107,071
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	178,890
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	263,083
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	9,617
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	30,228

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	14,403
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials 31

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library 112

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library 39

20.3 Is your library's catalog automated? Yes

20.4 Is your library's catalog accessible via the web? Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired? No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access? Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one) 45 Mbps or more

21.2b If Other, please specify

21.3 What is the monthly cost of the library's internet access? \$158

21.4 Number of Internet Computers Available for Public Use [PLSC 650] 4

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] 929

21.6 Wireless Sessions Per Year [PLSC 652] 6,799

21.7 Does your library utilize Internet filters on some or all of the public access computers? Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? Yes

21.9 Number of website visits or sessions to your library website [PLSC 653] 121,955 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year? No

22.2a If YES, did your library apply for Category 1, Category 2 or both?

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

22.3 If NO, why did your library NOT participate in the E-rate program? -1 Not Applicable

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$5,685
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,220.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Due to building closure and limited services this past year, there is a larger than normal discrepancy in some of the Library's statistics from the previous year.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Susan Westgate	06/16/2021
President	Justin Lynch	06/16/2021
Secretary	Mansi Patel	06/16/2021

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 7.9 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 to add to the Library's Reserve Funds. The surplus this year was a result of staffing adjustments, staff vacancies, new vendor contracts, and reductions in some of our yearly expenses. The Library had the following outstanding fund balances in the special fund accounts at the end of the fiscal year: Working Cash \$50,846; FICA \$106,402; IMRF \$84,848; Liability Insurance \$11,040; Audit \$7,840; Capital Maintenance & Repair \$1,633,753, (subject to audit). (0-2021-06-07)
- 2, 7.12 The Library entered into an intergovernmental loan agreement with the Village of Carol Stream for \$2,000,000. These funds are required to pay for the Library's renovation project. The terms of the loan are ten years at 3% with an annual payment to the Village of \$234,461.01 which is due December, 1 2019-2028. (0-2021-06-07)

Carol Stream Public Library Expenses by Vendor Detail

May 2021

Date	Num	Memo	Account	Amount
05/24/2021		Overdrive's DigiPalooza - Kushad	5105 · Professional Education	-39.00
				-39.00
05/04/2021		Inv. #4938880	5308 · Business Phone	-886.00
				-886.00
05/17/2021		Inv. #453464487575	5401 · Automation Hardware	-636.01
05/17/2021		Inv. #445677674889	5201 · Supplies	-139.98
05/17/2021		Inv. #433589959968	5503 · Adult/Teen Programs	-45.98
05/17/2021		Inv. #449866345363	5501 · Youth Services Programs	-13.41
05/17/2021		Inv. #565377349648	5503 · Adult/Teen Programs	-9.99
05/17/2021		Inv. #436596889968	5501 · Youth Services Programs	-126.91
05/17/2021		Inv. #673653346587	5205 · Furniture/Equipment	-79.99
05/17/2021		Inv. #895488499539	5503 · Adult/Teen Programs	-205.87
05/17/2021		Inv. #469865335343	5503 · Adult/Teen Programs	-21.00
05/17/2021		Inv. #453793999583	5503 · Adult/Teen Programs	-145.13
05/17/2021		Inv. #896673739598	5201 · Supplies	-381.45
05/17/2021		Inv. #534394759833	5201 · Supplies	-116.69
05/17/2021		Inv. #466999638956	5501 · Youth Services Programs	-211.33
05/17/2021		Inv. #467699393858	5501 · Youth Services Programs	-324.33
05/17/2021		Inv. #469788876834	5501 · Youth Services Programs	-336.28
05/17/2021		Inv. #865788657964	5501 · Youth Services Programs	-13.20
05/17/2021		Inv. #936937476967	5503 · Adult/Teen Programs	-42.81
05/17/2021		Inv. #936937476967	5630 · Adult Books	-11.15
05/17/2021		Inv. #454646346657	5630 · Adult Books	-17.74
05/17/2021		Inv. #493863554556	5503 · Adult/Teen Programs	-27.77
05/17/2021		Inv. #493863554556	5630 · Adult Books	-144.00
05/17/2021		Inv. #579555447549	5501 · Youth Services Programs	-59.96
05/17/2021		Inv. #463654873399	5503 · Adult/Teen Programs	-540.88
05/17/2021		Inv. #858834575368	5501 · Youth Services Programs	-40.58
05/17/2021		Inv. #548877467486	5501 · Youth Services Programs	-49.93
05/17/2021		Inv. #634945653794	5501 · Youth Services Programs	-161.48

Accelevents, Inc.

Total Accelevents, Inc.

Access One, Inc.

Total Access One, Inc.

AMAZON/SYNCB

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

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May 2021

Date	Num	Memo	Account	Amount
05/17/2021		Inv. #966964838657	5501 · Youth Services Programs	-31.96
05/17/2021		Inv. #473337657478	5501 · Youth Services Programs	-12.00
05/17/2021		Inv. #956674584663	5501 · Youth Services Programs	11.99
05/17/2021		Inv. #585945669865	5501 · Youth Services Programs	-60.66
05/24/2021		10 - \$10 e-gift cards for EDI Community Focus	5315 · Other Expenditures	-100.00
				-4,096.48
Total AMAZON/SYNCB				
American Library Association				
05/24/2021		Transferring Sr. Services & Outreach - Garcia	5105 · Professional Education	-79.00
				-79.00
Total American Library Association				
Ancel Glink, P.C.				
05/04/2021		Statement #81804	5312 · Attorney Fees	-495.00
				-495.00
Total Ancel Glink, P.C.				
Blackstone Library				
05/24/2021		Inv. #1221514	5637 · Adult Media	-35.94
				-35.94
Total Blackstone Library				
Case Lots, Inc.				
05/13/2021		Inv. #4596	5201 · Supplies	-334.10
				-334.10
Total Case Lots, Inc.				
Chess.com				
05/24/2021		Mthly. mbrship	5501 · Youth Services Programs	-5.00
05/24/2021		Mthly. mbrship	5501 · Youth Services Programs	-5.00
				-10.00
Total Chess.com				
Chicago Sun-Times				
05/04/2021		52 wks. sub.	5635 · Magazines & Newspapers	-421.20
				-421.20
Total Chicago Sun-Times				
Chicago Tribune				
05/12/2021		Inv. 1 yr. 2 papers - 5/31/21-5/30/22	5635 · Magazines & Newspapers	-1,716.00
				-1,716.00
Total Chicago Tribune				
Cole Information				
05/12/2021		Inv. #4008373	5630 · Adult Books	-466.95
				-466.95
Total Cole Information				
Comcast				
05/03/2021		5/2-6/1/2021	5402 · ISP and Web page hosting	-157.85
				-157.85
Total Comcast				

Carol Stream Public Library Expenses by Vendor Detail

May 2021

Date	Num	Memo	Account	Amount
Total Comcast				
ComEd				
05/25/2021		4/19-5/18/2021	5206 · Electric-Comm Edison	0.00
05/25/2021	10728	VOID: 2093041066 - Heat Mtr. GJE, RGJE crea	5206 · Electric-Comm Edison	0.00
05/25/2021	MI0405	For CHK 10728 voided on 05/25/2021	5206 · Electric-Comm Edison	-3,847.80
05/25/2021	MI0405R	Reverse of GJE MI0405 -- For CHK 10728 void	5206 · Electric-Comm Edison	3,847.80
05/25/2021		4/19-5/18/2021	5206 · Electric-Comm Edison	-3,847.80
Total ComEd				
Complete Cleaning Co., Inc.				
05/04/2021		Inv. #C17355	5203 · Maintenance Contracts	-1,900.00
Total Complete Cleaning Co., Inc.				
Dollar Tree				
05/24/2021		Tissue paper	5315 · Other Expenditures	-9.68
Total Dollar Tree				
Ebsco Information Services				
05/12/2021		Inv. #1624795	5635 · Magazines & Newspapers	-6,216.78
05/12/2021		Inv. #1624799	5635 · Magazines & Newspapers	-586.84
Total Ebsco Information Services				
Fearless Gardening				
05/04/2021	10697	May Garden Club Mtg.	5503 · Adult/Teen Programs	-150.00
Total Fearless Gardening				
Findaway World, LLC				
05/12/2021		Inv. #348875	5637 · Adult Media	-232.88
05/12/2021		Inv. #348875	5606 · Youth Services Media	-469.95
Total Findaway World, LLC				
Fun Express				
05/24/2021		SRP store prizes (70 dz.)	5501 · Youth Services Programs	-945.00
Total Fun Express				
Garvey's Office Products				
05/04/2021		Inv. #PINV2076285	5302 · Office & Equipment Supplies	-164.04
Total Garvey's Office Products				
Graphic 5, Inc.				
05/04/2021		Inv. #154808	5302 · Office & Equipment Supplies	-248.00
Total Graphic 5, Inc.				

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

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Date	Num	Memo	Account	Amount
Total Graphic 5, Inc.				
GreatAmerica Financial Services				
05/12/2021		Inv. #29170621	5304 · Equipment Leasing	-1,756.63
05/24/2021		Inv. #29361373	5304 · Equipment Leasing	0.00
05/25/2021	10729	VOID: GJE, RGJE created on 05/25/2021	5304 · Equipment Leasing	0.00
05/25/2021	M10406	For CHK 10729 voided on 05/25/2021	5304 · Equipment Leasing	-1,197.69
05/25/2021	M10406R	Reverse of GJE M10406 -- For CHK 10729 void	5304 · Equipment Leasing	1,197.69
05/25/2021		Inv. #29361373	5304 · Equipment Leasing	-1,197.69
Total GreatAmerica Financial Services				
Home Depot Credit Services				
05/12/2021		Inv. #8022710 \$34.85 less credit Inv. 4203176	5202 · Maintenance/Repair	-13.94
05/12/2021		Inv. #8022710	5205 · Furniture/Equipment	-12.48
Total Home Depot Credit Services				
HR Source				
05/11/2021		Inv. #FY22-58471	5321 · Human Resources	-1,070.00
Total HR Source				
Insect Lore				
05/24/2021		Catpillars	5501 · Youth Services Programs	-7.95
Total Insect Lore				
Jewel Food Stores / Jewel Osco				
05/24/2021		5 - \$100 gc for NLW drawing	5509 · Library Publicity and Promotion	-500.00
Total Jewel Food Stores / Jewel Osco				
Library Market				
05/12/2021		Inv. #1799	5403 · Computer Software	-2,000.00
Total Library Market				
Library Marketing & Comm. Conf.org				
05/24/2021		Inv. #01632 - Harnessing Advocacy Powers Wk 5105 · Professional Education		-45.00
Total Library Marketing & Comm. Conf.org				
MailChimp				
05/24/2021		Order #MC10436901	5509 · Library Publicity and Promotion	-87.99
Total MailChimp				
McClure, Inserra & Company Chartered				
05/04/2021		Inv. #12031	5309 · Accounting Service	-1,075.00

Carol Stream Public Library Expenses by Vendor Detail

May 2021

	Date	Num	Memo	Account	Amount
Total McClure, Inerra & Company Chartered					
Modify Air					
	05/24/2021		Staff room and study rooms	5205 · Furniture/Equipment	-1,075.00
Total Modify Air					-755.09
Midwest Tape					
	05/13/2021		Several invoices	5606 · Youth Services Media	-32.79
	05/13/2021		Several invoices	5637 · Adult Media	-196.46
	05/13/2021		Several invoices	5651 · Digital Media	-5,032.32
Total Midwest Tape					-5,261.57
OverDrive, Inc.					
	05/12/2021		Inv. #21210120	5651 · Digital Media	-1,746.87
	05/12/2021		Inv. #H-0075489	5651 · Digital Media	-5,000.00
Total OverDrive, Inc.					-6,746.87
Paylocity					
	05/04/2021		Inv. #108193723	5311 · Payroll Service	-197.19
Total Paylocity					-197.19
Perspectives, Ltd.					
	05/04/2021		Inv. #98596	5314 · Other Consultants	-7,200.00
Total Perspectives, Ltd.					-7,200.00
Precision Control Systems of Chicago, Inc					
	05/04/2021		Inv. #41498	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc					-1,319.00
Sebert Landscaping, Inc.					
	05/04/2021		Inv. #S530953	7404 · Landscape	-2,823.00
	05/04/2021		Inv. #S531283	7404 · Landscape	-3,897.00
	05/12/2021		Inv. #S530878	5204 · Landscape Maintenance/Snow Remo	-280.00
	05/17/2021		Inv. #220859	5204 · Landscape Maintenance/Snow Remo	-646.00
	05/25/2021	10730	VOID: 41711 GJE, RGJE created on 05/25/202	5204 · Landscape Maintenance/Snow Remo	0.00
	05/25/2021	MI0407	For CHK 10730 voided on 05/25/2021	5204 · Landscape Maintenance/Snow Remo	-646.00
	05/25/2021	MI0407R	Reverse of GJE MI0407 -- For CHK 10730 void	5204 · Landscape Maintenance/Snow Remo	646.00
Total Sebert Landscaping, Inc.					-7,646.00
Suburban Life Media					
	05/12/2021		Inv. 1 Yr. R - Acct. #203541	5635 · Magazines & Newspapers	-65.00

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10:26 AM
06/13/21
Accrual Basis

Carol Stream Public Library Expenses by Vendor Detail

May 2021

	Date	Num	Memo	Account	Amount
Total Suburban Life Media					-65.00
Successories					
Total Successories					-494.45
Teachers Pay Teachers					
Total Teachers Pay Teachers					-2.00
Today's Business Solutions, Inc.					
Total Today's Business Solutions, Inc.					-5,173.00
Tracfone					
Total Tracfone					-22.51
U.S. Postal Service					
Total U.S. Postal Service					-9.11
University of Illinois Extension - DuPage					
Total University of Illinois Extension - DuPage					-125.00
Village of Carol Stream					
Total Village of Carol Stream					-8,229.00
Village of Carol Stream - Benefits					
Total Village of Carol Stream - Benefits					-22,499.93
Village of Carol Stream - IMRF					
Total Village of Carol Stream - IMRF					-22,669.21

Carol Stream Public Library Expenses by Vendor Detail

May 2021

Date	Num	Memo	Account	Amount
Total Village of Carol Stream - IMRF webstaurantstore.com				
05/24/2021		Order #65387776 - Sanitizing wipe stands	5205 · Furniture/Equipment	-288.71
05/24/2021		Tax Exempt credit for tax charged on Order #65 5205 · Furniture/Equipment	5205 · Furniture/Equipment	21.39
05/24/2021		3 - Wipe stands	5205 · Furniture/Equipment	-399.89
05/24/2021		12 - Dis. Wipes	5201 · Supplies	-72.61
Total webstaurantstore.com				-739.82
TOTAL				-113,529.12

Total Disbursements for May 1, 2021 through May 31, 2021

Approved by the Library Board of Trustees June 16, 2021

President

Date

Secretary

Date

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3:40 PM
06/14/21

Carol Stream Public Library Check Detail

June 1 - 14, 2021

Num	Date	Name	Memo	Account	Class	Paid Amount
10737	06/10/2021	A & A Paving Contractors, Inc.		10-1006 · WSB General Checking		
	06/09/2021		Inv. #21-0219	7402 · Parking Lot Repair	70-Capital Maint. & Re	-6,196.08
TOTAL						-6,196.08
10738	06/10/2021	Access One, Inc.		10-1006 · WSB General Checking		
	06/09/2021		Inv. #4971880	5308 · Business Phone	10-General Fund	-883.77
TOTAL						-883.77
10739	06/10/2021	Ancel Glink, P.C.		10-1006 · WSB General Checking		
	06/09/2021		Statement #82353	5312 · Attorney Fees	10-General Fund	-440.00
TOTAL						-440.00
10740	06/10/2021	Baker & Taylor		10-1006 · WSB General Checking		
	06/10/2021		Several invoices	5501 · Youth Services Programs	10-General Fund	-253.66
			Several invoices	5601 · Youth Services Books	10-General Fund	-63.52
			Several invoices	5630 · Adult Books	10-General Fund	-289.06
TOTAL						-606.24
10741	06/10/2021	CAIRS		10-1006 · WSB General Checking		
	06/09/2021		Inv. #49175	5315 · Other Expenditures	10-General Fund	-452.00
TOTAL						-452.00
10742	06/10/2021	Case Lots, Inc.		10-1006 · WSB General Checking		
	06/09/2021		Inv. #4605	5201 · Supplies	10-General Fund	-42.90
			Inv. #4985	5201 · Supplies	10-General Fund	-227.85
TOTAL						-270.75

Carol Stream Public Library Check Detail

June 1 - 14, 2021

Num	Date	Name	Memo	Account	Class	Paid Amount
10743	06/10/2021	Center Point for Large Print Books		10-1006 · WSB General Checking		
	06/09/2021		Inv. #1844406	5630 · Adult Books	10-General Fund	-137.82
			Inv. #1851782	5630 · Adult Books	10-General Fund	-137.82
TOTAL						-275.64
10744	06/10/2021	Comcast	8771 20 180 0134870	10-1006 · WSB General Checking		
	06/09/2021		6/2 - 7/1/21	5402 · ISP and Web page hosting	10-General Fund	-157.85
TOTAL						-157.85
10745	06/10/2021	Complete Cleaning Co., Inc.	CARO10	10-1006 · WSB General Checking		
	06/09/2021		Inv. #C17648	5203 · Maintenance Contracts	10-General Fund	-1,900.00
TOTAL						-1,900.00
10746	06/10/2021	Demco	120231070	10-1006 · WSB General Checking		
	06/10/2021		Inv. #6958358	5501 · Youth Services Programs	10-General Fund	-109.32
			Inv. #6958358	5509 · Library Publicity and Promotion	10-General Fund	-66.96
TOTAL						-176.28
10747	06/10/2021	Examiner Publications, Inc.		10-1006 · WSB General Checking		
	06/09/2021		Inv. #55614	5509 · Library Publicity and Promotion	10-General Fund	-45.00
TOTAL						-45.00
10748	06/10/2021	Filament Theatre		10-1006 · WSB General Checking		
	06/09/2021		Inv. #1773	5501 · Youth Services Programs	10-General Fund	-405.00
TOTAL						-405.00

Carol Stream Public Library Check Detail

June 1 - 14, 2021

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Num	Date	Name	Memo	Account	Class	Paid Amount
10749	06/10/2021	Gale/Cengage Learning Inc.	156872	10-1006 · WSB General Checking		
	06/09/2021		Inv. #74234437	5630 · Adult Books	10-General Fund	-169.44
			Inv. #74234004	5630 · Adult Books	10-General Fund	-83.22
			Inv. #74239140	5630 · Adult Books	10-General Fund	-113.21
			Inv. #74258718	5630 · Adult Books	10-General Fund	-28.49
TOTAL						-394.36
10750	06/10/2021	Garvey's Office Products		10-1006 · WSB General Checking		
	06/09/2021		Inv. #PINV2082933	5302 · Office & Equipment Supplies	10-General Fund	-85.87
			Inv. #PINV2086884	5302 · Office & Equipment Supplies	10-General Fund	-19.79
			Inv. #PINV2088438	5302 · Office & Equipment Supplies	10-General Fund	-397.06
TOTAL						-502.72
10751	06/10/2021	Ingram Library Services	2047044	10-1006 · WSB General Checking		
	06/09/2021		Inv. #67311826	5637 · Adult Media	10-General Fund	-60.84
			Inv. #67316182	5637 · Adult Media	10-General Fund	-60.54
TOTAL						-121.38
10752	06/10/2021	Midwest Tape		10-1006 · WSB General Checking		
	06/10/2021		Several invoices	5606 · Youth Services Media	10-General Fund	-42.13
			Several invoices	5637 · Adult Media	10-General Fund	-1,003.42
			Several invoices	5651 · Digital Media	10-General Fund	-5,230.96
TOTAL						-6,276.51
10753	06/10/2021	OverDrive, Inc.	1107-0018	10-1006 · WSB General Checking		
	06/09/2021		Inv. #21245850	5651 · Digital Media	10-General Fund	-79.99
TOTAL						-79.99

Carol Stream Public Library Check Detail

June 1 - 14, 2021

Num	Date	Name	Memo	Account	Class	Paid Amount
10754	06/10/2021	Paylocity	9366	10-1006 · WSB General Checking		
	06/09/2021		Inv. #108263646	5311 · Payroll Service	10-General Fund	-356.51
			Inv. #108263646	5321 · Human Resources	10-General Fund	-321.93
			Inv. #108342874	5311 · Payroll Service	10-General Fund	-192.45
						<u>-870.89</u>
10755	06/10/2021	Precision Control Systems of Ct	M04003 Carol Stream Libra	10-1006 · WSB General Checking		
	06/09/2021		Inv. #41706	5203 · Maintenance Contracts	10-General Fund	-1,319.00
						<u>-1,319.00</u>
10756	06/10/2021	Proquest LLC	153419	10-1006 · WSB General Checking		
	06/09/2021		Inv. #70679095	5652 · Grant/Award Expense	10-General Fund	-5,314.40
						<u>-5,314.40</u>
10757	06/10/2021	RAILS		10-1006 · WSB General Checking		
	06/09/2021		Inv. #8051	5503 · Adult/Teen Programs	10-General Fund	-192.00
						<u>-192.00</u>
10758	06/10/2021	Scholastic, Inc.	9623487700	10-1006 · WSB General Checking		
	06/10/2021		Inv. #30097100	5501 · Youth Services Programs	10-General Fund	-841.58
						<u>-841.58</u>
10759	06/10/2021	Sebert Landscaping, Inc.	41711	10-1006 · WSB General Checking		
	06/09/2021		Inv. #S533314	7404 · Landscape	70-Capital Maint. & Re	-426.00
						<u>-426.00</u>

**Carol Stream Public Library
Check Detail**

June 1 - 14, 2021

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Nurm	Date	Name	Memo	Account	Class	Paid Amount
10760	06/10/2021	Sir Speedy Printing	1203	10-1006 · WSB General Checking	10-General Fund	
	06/09/2021		Inv. #81283	5303 · Printing		-68.67
TOTAL						-68.67
10761	06/10/2021	Staples	DET 1677412	10-1006 · WSB General Checking		
	06/09/2021		Inv. #3478434776	5106 · Membership	10-General Fund	-299.00
TOTAL						-299.00
10762	06/10/2021	Suburban Life Media	43001	10-1006 · WSB General Checking		
	06/09/2021		Acct. #302144 - 1 yr. Renew	5635 · Magazines & Newspapers	10-General Fund	-52.00
TOTAL						-52.00
10763	06/10/2021	Team One Repair, Inc.	Carol Stream Public Lib	10-1006 · WSB General Checking		
	06/09/2021		Inv. #1137695	5406 · Circulation Supplies	10-General Fund	-638.40
TOTAL						-638.40
10764	06/10/2021	Village of Carol Stream		10-1006 · WSB General Checking		
	06/09/2021		Inv. #5511	5411 · Village IT Services	10-General Fund	-8,014.50
TOTAL						-8,014.50
10765	06/10/2021	Village of Carol Stream - Water I 19442		10-1006 · WSB General Checking		
	06/09/2021		Bill #01745032	5207 · Water/Sewer	10-General Fund	-80.33
TOTAL						-80.33

Carol Stream Public Library Check Detail

June 1 - 14, 2021

Num	Date	Name	Memo	Account	Class	Paid Amount
10766	06/10/2021	Demco	120231070	10-1006 · WSB General Checking		
	06/10/2021		Inv. #6954394	5405 · Technical Services Supplies	10-General Fund	-109.99
TOTAL						-109.99
10767	06/14/2021	ATA Group, LLP (Assoc McClure Inserra CPA		10-1006 · WSB General Checking		
	06/14/2021		Inv. #10006	5309 · Accounting Service	10-General Fund	-1,075.00
TOTAL						-1,075.00
10768	06/14/2021	Bird, Inc.		10-1006 · WSB General Checking		
	06/14/2021		Inv. #1820	7404 · Landscape	70-Capital Maint. & Re	-5,100.00
TOTAL						-5,100.00
10769	06/14/2021	Garvey's Office Products		10-1006 · WSB General Checking		
	06/14/2021		Inv. #PINV2092701	5501 · Youth Services Programs	10-General Fund	-363.07
TOTAL						-363.07
10770	06/14/2021	Lakeshore Learning Material	67799	10-1006 · WSB General Checking		
	06/14/2021		Inv. #2548230621	5501 · Youth Services Programs	10-General Fund	-159.94
TOTAL						-159.94
10771	06/14/2021	Village of Carol Stream - Benefit Dept. 9366		10-1006 · WSB General Checking		
	06/14/2021		Inv. #5509	5107 · Life Insurance	10-General Fund	-149.28
			Inv. #5509	5108 · Health Insurance	10-General Fund	-22,499.93
			Inv. #5509	5109 · Benefits, other	10-General Fund	-20.00
TOTAL						-22,669.21

Carol Stream Public Library
Check Detail

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June 1 - 14, 2021

Num	Date	Name	Memo	Account	Class	Paid Amount
10772	06/14/2021	Sebert Landscaping, Inc.	41711	10-1006 · WSB General Checking		
	06/14/2021		Inv. #222253	5204 · Landscape Maintenance/Snow Rem	10-General Fund	-646.00
TOTAL						-646.00
10773	06/14/2021	Village of Carol Stream		10-1006 · WSB General Checking		
	06/14/2021		Addl. Principal Payment	8000 · Debt Repayment Expense	80-Debt Service	-100,000.00
TOTAL						-100,000.00
					Total	\$167,423.55
					June 2021 Addendum	\$167,423.55
					Disbursements Report May 1 - May 31, 2021	\$113,529.12
					Less Addendum May 2021	(\$88,410.96)
					TOTAL DISBURSEMENTS	\$192,541.71

Attest: _____
Secretary

President

10:35 AM

06/13/21

Accrual Basis

Carol Stream Public Library Account QuickReport May 2021

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	05/31/2021	MI0503		Record May ...	-SPLIT-	3.92
Total 5305 · Mileage Reimbursement						3.92
5315 · Other Expenditures						
General Journal	05/31/2021	MI0503		Record May ...	5305 · Mileag...	31.69
Total 5315 · Other Expenditures						31.69
Total 5300 · Business Exp.						35.61
5500 · Services						
5501 · Youth Services Programs						
General Journal	05/31/2021	MI0503		Record May ...	5305 · Mileag...	42.70
Total 5501 · Youth Services Programs						42.70
Total 5500 · Services						42.70
TOTAL						78.31

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Deduction Listing

Check Dates: 05/07/2021 to 05/21/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021050701 - 2021052101

Pay Periods: 04/18/2021 to 05/15/2021

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-3.92
Danusiar, Amy	1181		12	-42.70
Elder, Jessica	1176		11	-8.36
Pellico, Mary	1170		01	-22.28
Stanton, Katherine	1177		11	-1.05
Totals for REIMB - REIMBURSEMENT			5 Employees	-78.31

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-78.31
Totals			5	-78.31



Paylocity Corporation
(888) 873-8205

User: mclemens

Run on 5/17/2021 at 5:23 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

June 16, 2021

Resolution #293

In appreciation of former Trustee Sheikh's years on the Library Board of Trustees, a Resolution commending her years of service and highlighting her contributions and achievements has been prepared. President Lynch will be reading it aloud at the June Board meeting. The Resolution will be printed, framed and awarded to her at a future date.

IPLAR-Illinois Public Library Annual Report

Included in the Board packet is the Library's Annual Report that is submitted to the Illinois State Library. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2020-April 30, 2021). This past year's data varies from past reports due to the closings, limited hours and services that we experienced this past year due to the COVID-19 pandemic. It had an impact upon our statistics. The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

Revision of Personnel Policy

In December 2020 the Library Board of Trustees approved the FFCRA sick time extension to June 30, 2021. Based on the current vaccination rate in the state, I am recommending that we extend this sick pay through September 30, 2021. The recommended change is shown below.

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

Memorial Room Designation

Lynn O'Dell was the first Library Director at Carol Stream and held that role for 41 years. She passed away on January 18, 2021 at the age of 82. Lynn was instrumental in building the current Library facility back in 1978 and setting the groundwork for what the Library is today. Similar to what the Village, Park District and other local entities have done, I would like to discuss the possibility of naming the Quiet Reading Room in her honor.

Library Re-opening Plan

The Library opened the Study Rooms and Quiet Reading Room to the public on Monday, June 14. The Adult Services Computer Lab opened with a limited number of computers. Four Express PC stations and one Apple Computer station are now available to the public. Also starting June

14, patrons that are fully vaccinated are not required to wear a mask, but it is encouraged. All patrons must wear a mask during the High Risk hours of 9-10 am, Monday through Friday as well as in the Youth Services department for the safety of our young patrons. The Library resumed Sunday hours on June 6.

Butterfly Houses

Autumn from local Girl Scout Troop 55209 made and donated two beautiful Butterfly Houses for the Library's north lot. The houses provide a safe haven for butterflies from predators and the elements. Autumn built these houses to complete her Citizen Science Take Action project. The houses have been mounted to two trees that can be viewed from the patio.

Outdoor Sign

The Library's Outdoor sign message panel is no longer functioning and is beyond repair. I have met with a vendor to explore the possibility of replacing just the hardware components that are not functioning. There is a strong possibility that that is all we will need to do, rather than having to replace the entire sign. The vendor also has a software product that can be used to manage the messaging as well as for managing the monitors inside the building. Laura Hays is working with me on the project. Once we have identified the best solution, I will share more information with the Board.

Facility Update

The temporary construction road and silt fence on the east side of the property has been removed and top soil brought in and graded. The seed and blanket for the grass areas and the planting of the east bed will take place over the next several weeks. The large stones that the Park District kindly donated to us have been transported from Armstrong Park to our property. Bedrock Landscaping was out last week and used an herbicide on the non-native plants in the north lot. They should be dying off in the next few weeks. They will be back in July and August to repeat the process. At this time, they do not anticipate the need to do a controlled burn in the lot. Staff will be purchasing plants and top soil in the next few weeks to plant the patio planters now that we have opened up that area to the public. Several Trustees have demonstrated interest in the automatic window washer that we purchased last summer. Maintenance have only used it a few times and need to get more practice with it to begin using it more regularly. Any trustees that are interested in seeing it in action, can contact me to schedule a time.

June Employee Anniversaries

- Mary Clemens — 6/6/94 – Assistant Director
- John Steadman — 6/14/06 (Circulation)
- Joseph Geshkewich – 6/12/14 - (Circulation)
- Mary Pellico — 6/19/15-Human Resources Manager
- Michael Sothwell — 6/24/19 — (Circulation)

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2021-2022

	May FY 20-21	May FY 21-22	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	59	6,653	6,653
Videos	29	1,787	1,787
Audio	8	432	432
Periodicals	0	133	133
Other	1	188	188
E-books	3,848	2,981	2,981
E-Audio	1,923	2,277	2,277
E-Video	718	561	561
Digital magazines	748	166	166
Museum Passes	n/a	11	11
ILL - Borrowed from SWAN	n/a	2,767	2,767
ILL - Borrowed from Non-SWAN	n/a	24	24
ILL - Loaned to SWAN	n/a	980	980
ILL - Loaned to Non-SWAN	n/a	82	82
Total Circulation	7,334	19,042	19,042
Total Adult	5,495	11,234	11,234
Total Teen	0	111	111
Total Youth	1,839	7,697	7,697
Reciprocal Borrower Loans (incl. above)	n/a	520	520
Automatic Renewals (not incl. above)	n/a	13,979	13,979
Self Check - % of Circulation	n/a	35.00%	35.00%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	6 / 55	33 / 344	33 / 344
Teen Number/Attendance	0 / 0	7 / 27	44,404
Youth - Number/Attendance	16 / 265	85 / 922	85 / 922
Total - Number/Attendance	22 / 320	125 / 1,293	125 / 1,293
Library Events - Number / Attendance	n/a	n/a	n/a
Outreach* - Number / Attendance	n/a	3 / 54	3 / 54
Facility Usage			
Library Visits (Door Count)	n/a	5,415	5,415
Curbside Pickup Transactions	n/a	598	598
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users/Total Hours*	n/a	n/a	n/a
Electronic Usage			
# of Database Sessions	2,662	4,503	4,503
# of Internet Sessions/Total Time	n/a	n/a	n/a
#iMac Sessions/Total Time	n/a	n/a	n/a
# of Library Website Visits	5,850	13,889	13,889
# Mobile App Views	768	3,081	3,081
# of Wireless Users	230	879	879

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Reference Transactions			
Adult (Includes Online Chat)	112	885	885
Youth	3	475	475
Circulation	20	357	357
Total Reference Transactions	135	1,717	1,717

Total One-on-One Tutorials			
Adult	3	3	3
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	17,704	18,058	
# of Non-Resident Cards	12	10	
Total Registered Users	17,716	18,068	

Resources Owned/Licensed			
Books	57,600	61,121	
Newspapers (Print only)	24	24	
Periodicals (Print only)	140	131	
Total Print Materials	57,764	61,276	
Current Subscriptions (Print Only)	164	155	
Current E-Subscriptions	3,696	3,513	
E-Books: Downloadable	56,329	71,025	
Audio Recordings	6,240	6,488	
Audio Recordings (Downloadable)	19,840	25,059	
Videos	11,214	11,222	
Other: Video Games, Puzzles, Devices	543	685	
Databases	53	67	
Total Resources Owned/Licensed	155,679	179,335	

Professional Development Hours	163.75	50.00	50.00
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- * Seating resumed in Library 5/17/21
- * Library reopened to the public 2/1/2021
- * Library returned to Curbside only service effective 11/17/20
- * Library resumed full hours except on Sundays on 8/3/20.
- * Library reopened to the public with limited hours on 7/6/20.
- * Curbside pick-up service started 6/1/20.
- * Library closed 3/14/20 - 5/30/20 due to COVID-19.
- * Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel and remained unavailable due to COVID-19, except for a brief period of study room use, mid-December 2019 - mid-March 2020.

**Assistant Director's Report
May 2021**

Primary Action Items - Administration

- Payroll
 - Payroll processing week of 5/3 and 5/17
 - Follow-up with Paylocity on IMRF deduction reports
- Presenter, along with Director Westgate, at Library Journal online workshop – *Designing for a Flexible Future: Adapt Your Library Space for Safety and Flexibility* – Susan and I presented on how the Library has used outdoor space in the past and future plans for using our new patio and gazebo. It was gratifying to review the renovation project in this context and show it off, albeit virtually, to other Libraries contemplating changes to their space.
- Submitted photos of and information sheet about our renovation to American Libraries for possible inclusion in the Library Design Showcase 2021 issue
- Assist in facilitating scheduling and follow-up related to EDI Survey Focus groups
- Assist with various tasks related to reinstating library services – planning, signage, scripts, response to patron inquiries, staff survey, etc.
- Facilitate a variety of memorial donations – Joyce, Mary
- Completed set-up of FY 22 and storage of FY 21 Business Office files - Joyce
- 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 – 641 (632 pending as of 6/11)
- Items put into Circulation – 190
- Items catalogued – imported bib records & original cataloging - 49
- Item record edits/database clean-up – 132
- Bib record merges submitted to SWAN support – 1
- Conversion project items – 2,352
- Repair items (includes disc cleaning) - 34
- Serial record edits - 20
- Serials – Claimed Issues – 9
- Completed the fiscal year end rollover and resumed ordering on 5/7/21.
- Our primary book supplier, Baker & Taylor is still experiencing delays in processing and shipping items. It appears they are working at a minimum of a six-week turnaround time where pre-COVID, a two-week turnaround time was typical.

Conversion Projects

- Review records of J Fiction titles for genre sticker assignment – project completed – 1,660 items – Marie
- Large Print – genre sticker replacement – complete through LP/Rice, L. – Susan
- Romance genre label replacement – 65% complete – Barb
- Juvenile Award Books – Caldecott Awards – 90% complete - Barb

Other

- Sustainable Shelves shipment – May 2021 – 224 books submitted for review, 74 assigned a green value - Marie and Susan
- Spotlight Displays – Have You Seen These?
- Contacted B & T for replacements of two damaged/defective books – Susan
- Created in-house replacement for Beginning Reader – Level 3 books as these were no longer available from the supplier – Barb
- Update serial records to Pressreader and Overdrive/Libby
- Resumed non-circ status of newest issue of periodicals and replaced covers - Barb

Professional Development

Tornado Preparedness review and report – Barb, Susan, Marie (.5 x 3)

5/7/21 – SWAN – Patron Purge (1.0)

5/28/21 – SWAN class - Demystifying Serials – Barb (2.0)

Meeting Attendance

5/4/21 – collectionHQ Team Meeting

5/5, 17, 18, 26/21 – Review various HR/COVID topics with Mary P.

5/5/21 – Review SWAN's plans for streamlining the patron purge process with Susan and Jeri

5/6, 13, 17, 27 – Management Team

5/10/21 – DEI Survey Focus Group - Joyce

5/11/21 – All Staff Meeting – Barb, Joyce, Marie, Mary C., 5/18/21 – Susan

5/11/21 – Review meeting with collection HQ Rep

5/11/21 – Garvey's webinar – Breakroom Post Pandemic – Joyce

5/13/21 – DEI Survey Focus Group – Management Team

5/18, 25/21 – Admin review meeting

5/20/21 – Benefits review meeting – Marie

5/20/21 – Met with Mary P. to review New Hire onboarding packet and procedures – Joyce

5/25/21 – Business Office Meeting – Mary C. and Joyce

Respectfully submitted,
Mary Clemens

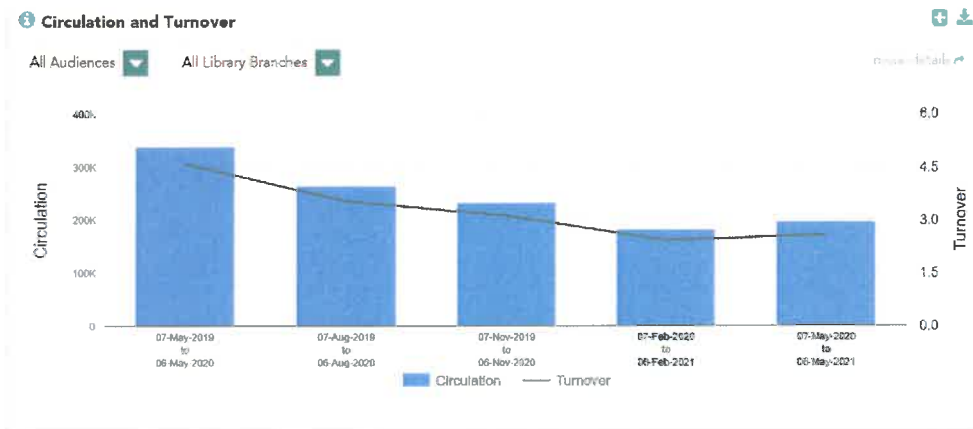
Adult Services Department Monthly Report May 2021

EDI activities (programs, partnerships, displays, training)

- Staff Survey Focus Groups were held by Perspectives.
- “Black Men in White Coats” virtual documentary screening (May 24-26) partnership with 6 other libraries.
- Using the LinkedIn Learning Diversity, Inclusion, and Belonging learning path for discussion series this summer.
- Heritage month displays moved to SPOTLIGHT shelving unit just before the arch because patrons were not checking books out from the display on the Business Counter. Patrons may have thought that it was an exhibit rather than a display of items that could be checked out.
- ASL sign language interpreter requested for Board meeting. We will arrange for the July Board meeting.

Collection Development

- Budgets set for collection areas
- Meeting with CollectionHQ representative
 - Our collection check rates and numbers are still very low. This is when an item has not gone out in the last 3 years or more.
 - Dead on arrival is below peer average even when compared to pre-covid era. This report looks at the circulation rate when an item is newer and counts items that went out one or zero times.
 - Circ and turn starting to increase. Last quarter saw increase in 15,000 circs. Our CHQ rep said that we were her first customers that she got to say that to.
 - The Circulation and Turnover chart shows a quarterly picture of the previous 12-months.



Outreach Activities

- Homebound delivery – Registered patron 34, delivered to 28 with 175 Items delivered.
 - Crystal trained Linda and Rabecca and assigned them homebound patrons.
- May 2 and 21 meeting about the Career Online High School migration from Gale to Smart Horizons - Laura and Crystal with Smart Horizons representative
- May 2 – CS Historical Society partnership planning meeting for December program – Laura

- 20
- May 12 – World Language Network Group - Omar

Programs & Displays

- Sumer Reading Program for Adults and Teens – Explore Your World
 - Omar demoed READsquared platform in department meeting and recorded tutorial
 - Activity pack supplies for June purchased
 - “Exploring Carol Stream” videos of local businesses recorded by Jessica and Rabecca
 - Patron Cynthia Green came in and complimented the video and for staying involved in the community in new ways during the pandemic.
 - The chef of the first video was very grateful for the partnership and will do in-person demonstrations when we reopen.
 - Trivia quiz for July developed by Rabecca with input from from CS Historical Society and Jean Moore’s book.
- Binge boxes – A patron sent a Thank you note in appreciation for their Movie Binge Box
- 50 States Book Club held its final meeting, Lots of good memories were shared plus our last book discussion
- Omar recorded LinkedIn Learning video tutorial for upcoming Diversity series.

Meetings

- Monthly Allstaff meeting
- Bi-weekly department meetings
- Weekly Management Team meetings
- May 4 – CollectionHQ Team meeting – Laura and Sarah
- May 11 – CollectionHQ rep meeting - Laura
- May 13 - Business Interest Group librarian’s meeting – Omar
- May 13 - E-Media Library Consortium meeting – Omar
- May 18 – Director meeting – Laura
- May 25 – SWAN chat - Laura
- May 27 - SWAN Advisory: DUX - Sarah

Information technology

- Laura Hays
 - Password practices – May 24 discussion with Susan and Marc (IT)
 - Lynda.com migration to LinkedIn Learning May 31
 - Morningstar migration to new platform – updated patron authentication link with SWAN
 - DEI survey focus group laptop deployment
 - Computer Labs - while the Adult Lab computers were purchased before 2017 and the Youth Lab PCs in 2013, all of the PCs were rebuilt with solid state hard drives installed in 2019-2020. These PCs were also updated to Windows 10 and Office 2016.
- Community IT staff
 - There were 30 support tickets in May.
 - Internet outages. Comcast repaired/replaced old wiring coming into the building
 - Outdoor sign. he will remove/disconnect computer and disable the panels.
 - Parking lot wifi access troubleshooting

Laura Hays, Head of Adult Services

Nelson, Janet

05/24/24

What a wonderful idea!
We really enjoyed our movie
box and look forward to future
choices!! The treats & decorated
box helped make it even better!
The selection we received was
a great sampling of enjoyable,
yet varied genres.

- "Won't You Be My Neighbor" gave
us new information on this
very caring man!
- "Murder on the Orient Express" was
a good remake of a past favorite!
- "Little Women" brought back great
memories of a favorite book!

Thank you to all the staff for all
you do for Carl Strom.
Janet Nelson

A RECENT
NON-FICTION
BIOGRAPHY ABOUT
FRED ROGERS
GREAT DOCUMENTARY!

A MYSTERY
WITHOUT A LOT
OF BAD LANGUAGE
OR VIOLENCE. HOPE
YOU ENJOY!

A NEW RELEASE
DRAMA THAT IS
APPROPRIATE FOR
ALL AGES. A
CLASSIC STORY!

Youth Services Report May 2021

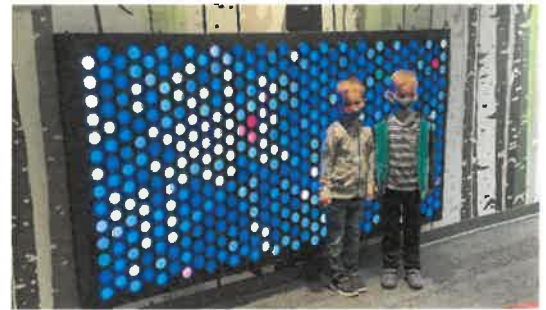
Program Highlights

- For the first time since COVID shut us down, we had two in person programs for Youth Services. One was a last-minute gathering that happened to set the butterflies we watched change from caterpillars to butterflies free. Leigh Anne Wilson contacted storytime families and invited them to join us on 5/21. Amy Teske read the story “The Very Impatient Caterpillar” and everyone walked out on the front lawn and watched the butterflies fly away. The dinosaurs were in attendance and a video was loaded on YouTube and Facebook so more people could see what happened to the butterflies. 13 were in attendance. Picture included.
- The second in person storytime happened on 5/26 when Leigh Anne Wilson presented an Outdoor Storytime at Armstrong Park with 32 in attendance. Lots of smiles were shared since they were outside! Picture below.
- Adult Services and Youth Services went together to produce Movie Night Binge Boxes in May. Youth Services produced 49 of those Binge Boxes which translated into 147 DVDs that were circulated through them. Each box also included microwave popcorn and candy.



Patron Service and Reference

- Youth staff prepared 51 Binge Boxes during May. Whenever possible, we include diverse titles with the items given to the patrons.



Summer Reading

- Amy Teske (with lots of help from Aneesa Iqbal) produced a video to invite kids to participate in Summer Reading. We sent this to all of the schools so that they could share it with the students and encourage participation. In addition to that, Amy Danusiar had 9 Zoom meetings with school classrooms who wanted a little more interactive of a presentation about what Summer Reading is like for this year.
- Since school ended in District 93 on May 26, we started handing out Summer Reading logs so they kids could start reading. Families are returning and excited to see the new space. We don't track participation numbers until they start collecting prizes on June 14, but Youth Services has definitely been busier for the start of this summer! It is so nice to see families staying and using the space! Pictures below.

Collection Development

- Ordering has resumed.

Professional Development

- Youth Staff did 6.5 hours of training through online webinars and workshops.



Meeting Attendance

- 5/4 – CollectionHQ Team – Amy Teske
- 5/4 – U46 Summer Reading Meeting – Amy Teske
- 5/6, 13, 17, 20, 27 – Management Team Meeting – Amy Teske
- 5/11 – All Staff
- 5/11 – Meeting with CollectionHQ Rep – Amy Teske with Mary Clemens and Laura Hays
- 5/19 – Board Meeting – Amy Teske
- 5/20, 26 – Birth to 5 Planning Meeting – Amy Teske
- 5/24 – 4th Quarter ILA Intellectual Freedom Committee Meeting – Leigh Anne Wilson

Respectfully Submitted,
Amy Teske, Youth Services Manager



May 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

- 11,946 Checkouts
- 598 Curbside deliveries
- 55 New resident accounts registered
- 13 Digital accounts registered
- 12,458 Check ins
- 13,000 items shelved
- 3,523 hold requests made available

Jeri participated in:

- all Management Team meetings held in May
- ALLSTAFF Meeting
- SWAN monthly chat meeting
- Discussion with Administration regarding SWAN's annual patron account purge plan and NCOA address match.
- SWAN discussion regarding annual patron account purge plan

In addition:

- About 50% of Circulation staff participated in the EDI focus group in May
- Jeri met with each Circulation staff member for one-to-one check in sessions
- Rich Karney is participating in ILL Bootcamp, a 4 part SWAN training on using OCLC to loan to and borrow from libraries outside the SWAN consortium.

Submitted by Jeri L. Cain

06/07/2021

24

Human Resources
Monthly Report
May 2021

Administration

- Participated in Administrative survey meeting for Diversity, Equity and Inclusion initiative.
- Revised staff self-appraisal form and discussed with Management Team for upcoming Performance Evaluation meetings.
- Discussions with YS & AS Managers and Susan regarding potential revisions to Librarian job descriptions.

Benefits & Compensation

- Four staff members attended the open enrollment benefit presentation.
- Open enrollment benefit presentation was placed on intranet for employees viewing.
- Three employees made changes to their benefits during the open enrollment process.

COVID-19

- Worked together with Management team on COVID issues related to Library reinstating Library services.
- Collaborated with Susan and Mary regarding Shared Attestation form and Employee Mask Protocol.

Staffing & Onboarding

- Posted Circulation Clerk position. Participated in 8 phone interviews and 3 in person interviews. Sneha Joshy joined the Library on 6/11.
- Held meetings with Jeri and Circulation Coordinators regarding Hiring process.
- Met with Maryana Yevstratenko and Anne Layendecker for an onboarding check-in meeting.

Training

- All employees completed and returned short report on Tornado Preparedness training.
- Attended Monthly HR Source Roundtable.
- Reviewing potential training opportunities for Library staff.

Terminations

- Completed paperwork for Hanna Brown's resignation from Circulation Clerk position as 04/30/21



Monthly Report of IT Service

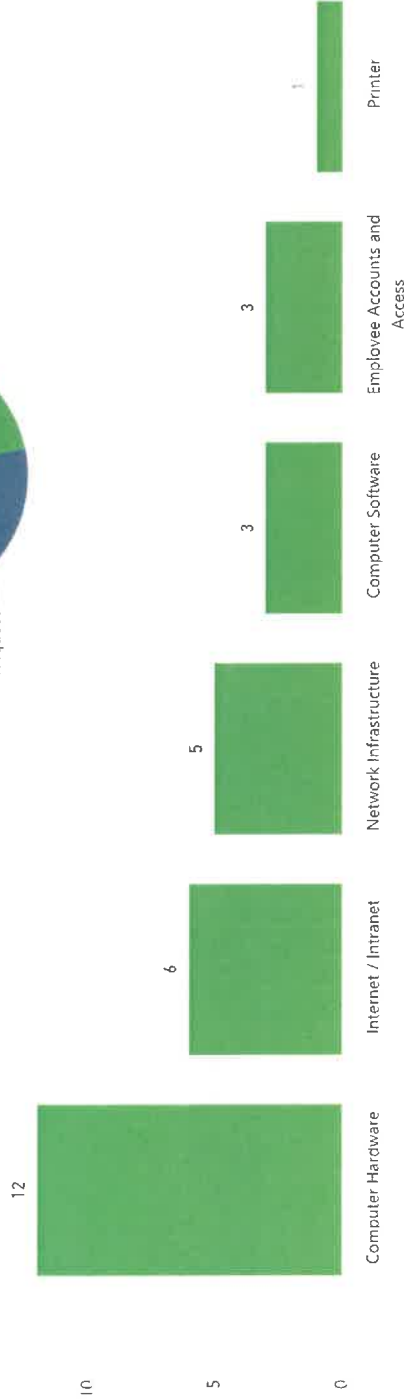
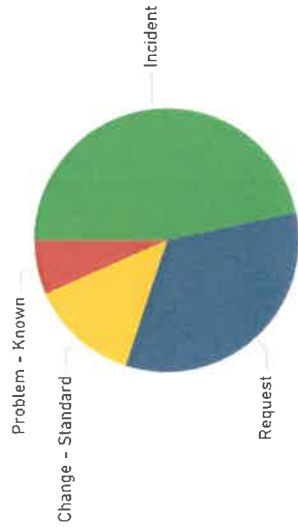
Report Range 5/1/2021 5/31/2021

Support Tickets 30

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	12
Incident	14	Computer Software	3
Problem - Known	2	Employee Accounts and Access	3
Request	10	Internet / Intranet	6
Total	30	Network Infrastructure	5
		Printer	1
		Total	30



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.