

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: July 21, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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

Administration of Oath of Office to: Samantha Wright

3. ROLL CALL –Secretary
4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – President Lynch
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 June 16, 2021

8. MONTHLY REPORTS OF THE TREASURER – Treasurer

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

9. BOARD AND COMMITTEE REPORTS

9.1 Report from the President-Justin Lynch

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

9.3 Board Committee Reports

9.3.1 Human Resources Committee – Committee Chair

9.3.2 Facilities Committee - Committee Chair

9.3.3 Finance Committee – Committee Chair

9.3.4 EDI Committee – Committee Chair

10. NEW BUSINESS

10.1 Recommendation, Re: Approval of Board President Committee Appointments

10.2 Recommendation, Re: Approval of New Job Description for Youth Services Bi-Lingual Librarian

10.3 Recommendation, Re: Approval of Job Description Revisions for Assistant Director and Youth and Adult Services Librarians

10.4 Recommendation, Re: Approval of FY 22 Quarterly Payments to SWAN Library Consortium

10.5 Recommendation, Re: Approval of Self-Check Machines Payment

10.6 Discussion: Klein Creek Streambank Stabilization and Wetland Creation

11. DISBURSEMENTS

11.1 Approval of Disbursements of June 1-30, 2021 plus the Addendum for the Meeting of July 21, 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

15.1 Illinois Library Association Virtual Conference: October 12-14, 2021

16. BOARD MEMBER REPORTS

17. EXECUTIVE SESSION: For the review of minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21)

17.1 Recommendation, Re: Approval of Minutes of the Executive Session Minutes of September 30, 2020

17.2 Recommendation, Re: Approval of Minutes of the Executive Session Minutes of June 9 and June 10, 2021

17.2 Recommendation, Re: Semi-Annual Review of the Minutes of Executive Session

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: June 16, 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 Lynch called the meeting to order at 7:02 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: Trustee Jourdan

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, residents Nadia Sheikh and Samantha Wright

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

4.1 June is LGBTQ+ Pride Month

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Olson moved and Trustee Berryman-Gilliam seconded the establishment of a Consent Agenda for the Regular Meeting of June 16, 2021. Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

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

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

6.1 Minutes of the Regular Board Meeting of May 19, 2021

6.2 Minutes of the Special Board Meeting of June 9, 2021

- 6.3 Minutes of the Special Board Meeting of June 10, 2021
- 6.4 Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2021
- 6.5 Report from the President, Justin Lynch-None
- 6.6 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.7 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.8 Facilities Committee Report - David Larimer-None
- 6.9 Finance Committee – Justin Lynch - None
- 6.10 Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19
- 6.11 Approval of Disbursements of May 1-31, 2021 plus the Addendum for the Meeting of June 16, 2021
- 6.12 Assistant Director’s Report, Mary Clemens
- 6.13 Youth Services Report, Amy Teske
- 6.14 Circulation Department Report, Jeri Cain
- 6.15 Human Resources Report, Mary Pellico
- 6.16 Information Technology Report
- 6.17 Board Member Reports-None

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

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

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

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

Background information:

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, the Library Director recommended extending this sick time extension through September 30, 2021.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1-31, 2021 plus the Addendum for the meeting of June 16, 2021 in the amount of \$192,541.71.

7. BOARD AND COMMITTEE REPORTS

7.1 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Berryman-Gilliam shared information on a recent article in the American Library Association, June 2021 publication titled “Chronicling the Black Experience.” She also shared information on a video series available on YouTube that was produced by the Elgin Historical Society on the role Elgin played in the Civil War and after. Director Westgate will send out the article and links to the video series to the Board.

Project 2-3-1 - ACT 1: Two Boxcars. The Story of Elgin's African American Heritage

<https://www.youtube.com/watch?v=7k-F7Im9Tpg>

Project 2-3-1 - ACT 2: Three Blocks. The Story of Elgin's African American Heritage

<https://www.youtube.com/watch?v=pkOwVCX704Y>

Project 2-3-1 - ACT 3: One City. The Story of Elgin's African American Heritage

<https://www.youtube.com/watch?v=-JduYeaJAwY>

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Resolution # 293 Commendation of Service of Trustee Nadia Sheikh
Trustee Lynch moved and Trustee Olson seconded that the Library Board of Trustees approve Resolution #293 Commendation of Service of Trustee Nadia Sheikh. Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Background information:

President Lynch read the Resolution aloud and thanked former Trustee Sheikh for her service.

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 underwent 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.

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

Trustee Lynch moved and Trustee Larimer seconded that the Library Board of Trustees approve the Illinois Public Library Annual Report (IPLAR) for FY2021.

Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Background information:

The Library's Annual Report is submitted each year 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 the Library experienced over the past year due to

the COVID-19 pandemic, had an impact upon the Library's annual statistics. The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

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

Trustee Larimer moved and **Trustee Jourdan** seconded that the Library Board of Trustees approve the appointment of Samantha Wright to fill the vacant Trustee position. Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Background information:

Over the course of two evenings, the Board of Trustees interviewed ten local residents that had submitted their resumes and letters of interest for the vacant Trustee position. All of the candidates were well qualified and expressed great interest in the Library and serving the community. Following the interviews, the Board discussed the candidates and came to a consensus to appointment Ms. Wright. Ms. Wright will be sworn into office at the July 21 Library Board meeting to be held in the Library's meeting room.

8.4 Discussion: Memorial Room Designation

Background information:

Director Westgate proposed to the Board the possibility of naming the new Quiet Reading Room the "Lynn O'Dell Quiet Reading Room" to honor the memory of the past Library Director who served in that position for forty-one years. The Board wholeheartedly supported the idea.

8.5 Report of the Library Director, Susan Westgate

Director Westgate shared information about the Library's outdoor sign that is no longer functioning and is beyond repair. She has 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 be required, rather than having to replace the entire sign.

8.6 Adult Services Report, Laura Hays

Trustee Lynch mentioned that he was happy to see that the Collection HQ program identified an increase in the Library materials turnover rate. Carol Stream is their first client to demonstrate this during the pandemic. The 50 States Book Club is currently on their last state. A new Book Club will be starting up in its place, "Around the World in 80 Books." The first book title will be set in Mexico.

9. ADJOURN

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

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Meeting adjourned at 7:41 p.m.

July 21, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 1,941,126.34	\$ 1,241,399.44	\$ 3,182,525.78
Working Cash	50,848.67	4.18	50,852.85
FICA	102,864.76	47,194.31	150,059.07
IMRF	77,061.23	52,379.81	129,441.04
Liability Insurance	12,079.31	9,098.29	21,177.60
Audit	8,394.48	4,852.86	13,247.34
Capital Maintenance & Repair	1,627,105.26	(11,587.68)	1,615,517.58
Building Renovation Loan	<u>115,536.19</u>	<u>5,045.24</u>	<u>120,581.43</u>
TOTAL ALL FUNDS	<u>\$ 3,935,016.24</u>	<u>\$ 1,348,386.45</u>	<u>\$ 5,283,402.69</u>

See attached for a schedule of cash and investments.

Nadia Sheikh, Board President 6/30/21

Nancy Olson, Board Treasurer 6/30/21

Susan Westgate, Library Director 6/30/21

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 216,082.08
WEST SUBURBAN BANK	PAYROLL	176,476.28
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,874,702.10
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,014,711.16
PROPAY	ELECTRONIC	661.07
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,283,402.69</u>

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

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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 June 30, 2021 and May 31, 2021, and the related combined statements of revenues and expenses - modified cash basis - all funds for the month and year-to-date June 30, 2021, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

July 9, 2021

In Association With:

MCCLURE INSERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS



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

	Jun 30, 21	May 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	216,082.08	405,909.18	-189,827.10
10-1008 · WSB Payroll Account	176,476.28	105,176.99	71,299.29
10-1014 · Illinois Funds-Prime	3,014,711.16	3,014,653.02	58.14
10-1024 · WSB Money Market Acct	1,874,702.10	408,092.64	1,466,609.46
10-1025 · ProPay	661.07	414.41	246.66
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,100,876.91	-1,993,889.90	-106,987.01
Total 10-1000 · Library Fund Cash	3,182,525.78	1,941,126.34	1,241,399.44
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,852.85	50,848.67	4.18
30-1190 · Allocated Cash-FICA Fund	150,059.07	102,864.76	47,194.31
40-1090 · Allocated Cash-IMRF Fund	129,441.04	77,061.23	52,379.81
50-1090 · Allocated Cash-Liability Fund	21,177.60	12,079.31	9,098.29
60-1090 · Allocated Cash-Audit Fund	13,247.34	8,394.48	4,852.86
70-1090 · Allocated Cash-Capital R&M Fund	1,615,517.58	1,627,105.26	-11,587.68
80-1090 · Allocated Cash-Debt Service	120,581.43	115,536.19	5,045.24
Total 1190 · Allocated Cash-Fund Balances	2,100,876.91	1,993,889.90	106,987.01
Total Checking/Savings	5,283,402.69	3,935,016.24	1,348,386.45
Total Current Assets	5,283,402.69	3,935,016.24	1,348,386.45
TOTAL ASSETS	<u>5,283,402.69</u>	<u>3,935,016.24</u>	<u>1,348,386.45</u>
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,990,185.28	1,990,185.28	0.00
20-2900 · Fund Balance-Working Cash	50,846.41	50,846.41	0.00
30-2900 · Fund Balance-FICA Fund	106,402.32	106,402.32	0.00
40-2900 · Fund Balance-IMRF Fund	84,847.54	84,847.54	0.00
50-2900 · Fund Balance-Liability	11,040.33	11,040.33	0.00
60-2900 · Fund Balance-Audit	7,840.24	7,840.24	0.00
70-2900 · Fund Balance-Capital R&M	1,633,752.77	1,633,752.77	0.00
80-2900 · Fund Balance-Debt Service	103,541.42	103,541.42	0.00
Total 2900 · Beginning Fund Balances	3,988,456.31	3,988,456.31	0.00
Net Income	1,294,946.38	-53,440.07	1,348,386.45
Total Equity	5,283,402.69	3,935,016.24	1,348,386.45
TOTAL LIABILITIES & EQUITY	<u>5,283,402.69</u>	<u>3,935,016.24</u>	<u>1,348,386.45</u>

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

	Jun 21	May - Jun 21	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	1,663,616.28	1,853,521.91	3,664,461.00	50.58%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
3000 · Property Taxes - Other	0.00	0.00	10,000.00	0.0%
Total 3000 · Property Taxes	1,663,616.28	1,853,521.91	3,679,461.00	50.38%
3100 · PPR Taxes	13,544.90	25,042.43	44,000.00	56.92%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	328.12	505.08	15,100.00	3.35%
Total 3200 · Interest Income	328.12	505.08	16,100.00	3.14%
3300 · Patron Payments				
3301 · Fines & Fees	678.32	1,150.18	10,000.00	11.5%
3302 · Public Copy Payments	225.70	225.70	12,000.00	1.88%
3303 · Non-Resident Card Fees	0.00	0.00	2,000.00	0.0%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	904.02	1,375.88	25,000.00	5.5%
3400 · Donations	200.00	200.00	5,000.00	4.0%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	0.00	1,000.00	0.0%
3700 · Grants				
3701 · Per Capita Grants	0.00	0.00	49,650.00	0.0%
3702 · Other Grants/Awards	0.00	0.00	5,000.00	0.0%
Total 3700 · Grants	0.00	0.00	54,650.00	0.0%
3800 · Other Income	813.30	813.30	5,000.00	16.27%
Total Income	1,679,406.62	1,881,458.60	3,831,211.00	49.11%
Gross Profit	1,679,406.62	1,881,458.60	3,831,211.00	49.11%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	44,775.20	89,550.40	603,000.00	14.85%
5102 · Non-Exempt Staff Salaries	83,226.82	169,310.08	1,279,300.00	13.24%
5103 · Custodial Salaries	5,543.97	11,174.43	78,000.00	14.33%
5105 · Professional Education	50.00	213.00	15,000.00	1.42%
5106 · Membership	299.00	299.00	4,000.00	7.48%
5107 · Life Insurance	149.28	298.56	2,000.00	14.93%
5108 · Health Insurance	17,788.01	35,576.02	250,000.00	14.23%
5109 · Benefits, other	20.00	40.00	2,000.00	2.0%
5110 · Trustee Development	50.00	50.00	3,000.00	1.67%
Total 5100 · Salaries	151,902.28	306,511.49	2,236,300.00	13.71%
5200 · Plant Maint.				
5201 · Supplies	794.82	1,839.65	20,000.00	9.2%
5202 · Maintenance/Repair	0.00	13.94	10,000.00	0.14%
5203 · Maintenance Contracts	3,219.00	6,438.00	42,000.00	15.33%
5204 · Landscape Maintenance/Snow Remo	646.00	1,572.00	15,000.00	10.48%

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

	Jun 21	May - Jun 21	Annual Budget	% of Budget
5205 · Furniture/Equipment	249.76	1,764.53	10,000.00	17.65%
5206 · Electric-Comm Edison	0.00	3,847.80	45,000.00	8.55%
5207 · Water/Sewer	80.33	80.33	10,000.00	0.8%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
Total 5200 · Plant Maint.	4,989.91	15,556.25	163,000.00	9.54%
5300 · Business Exp.				
5301 · Postage	0.00	9.11	6,000.00	0.15%
5302 · Office & Equipment Supplies	735.80	1,147.84	7,000.00	16.4%
5303 · Printing	68.67	68.67	4,000.00	1.72%
5304 · Equipment Leasing	0.00	2,954.32	17,000.00	17.38%
5305 · Mileage Reimbursement	10.02	13.94	2,000.00	0.7%
5306 · Legal Notices	0.00	0.00	600.00	0.0%
5308 · Business Phone	906.33	1,814.84	12,000.00	15.12%
5309 · Accounting Service	1,075.00	2,150.00	15,000.00	14.33%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	548.96	746.15	7,500.00	9.95%
5312 · Attorney Fees	440.00	935.00	8,000.00	11.69%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	553.58	694.95	7,000.00	9.93%
5317 · Bank & Credit Card Fees	0.00	57.45	100.00	57.45%
5319 · Security Service	0.00	0.00	21,000.00	0.0%
5321 · Human Resources	692.15	2,256.60	10,000.00	22.57%
Total 5300 · Business Exp.	5,030.51	20,048.87	126,200.00	15.89%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	229.75	865.76	10,000.00	8.66%
5402 · ISP and Web page hosting	157.85	315.70	16,500.00	1.91%
5403 · Computer Software	0.00	2,000.00	18,000.00	11.11%
5404 · Tech Support & Repair	900.00	6,128.00	15,000.00	40.85%
5405 · Technical Services Supplies	488.99	488.99	5,000.00	9.78%
5406 · Circulation Supplies	655.49	655.49	6,000.00	10.93%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	0.00	500.00	0.0%
5410 · SWAN Consortium	0.00	0.00	47,000.00	0.0%
5411 · Village IT Services	8,014.50	16,243.50	98,000.00	16.58%
Total 5400 · Automat. & Dept. Oper.	10,446.58	26,697.44	232,500.00	11.48%
5500 · Services				
5501 · Youth Services Programs	5,096.51	7,534.20	32,000.00	23.54%
5503 · Adult/Teen Programs	553.92	1,868.35	29,000.00	6.44%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	384.03	972.02	20,000.00	4.86%
Total 5500 · Services	6,034.46	10,374.57	128,000.00	8.11%
5600 · Collection				
5601 · Youth Services Books	83.51	83.51	50,000.00	0.17%
5606 · Youth Services Media	42.13	544.87	25,000.00	2.18%
5630 · Adult Books	1,015.07	1,654.91	75,000.00	2.21%

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

	Jun 21	May - Jun 21	Annual Budget	% of Budget
5634 · Online Resources	0.00	0.00	45,000.00	0.0%
5635 · Magazines & Newspapers	52.00	9,057.82	11,000.00	82.34%
5637 · Adult Media	1,124.80	1,590.08	50,000.00	3.18%
5651 · Digital Media	5,310.95	17,090.14	100,000.00	17.09%
5652 · Grant/Award Expense	7,886.40	7,886.40	49,650.00	15.88%
Total 5600 · Collection	15,514.86	37,907.73	405,650.00	9.35%
6600 · Payroll Expenses				
6610 · FICA Expense	9,825.04	19,875.21	150,000.00	13.25%
6620 · Illinois Municipal Retirement F	15,554.45	31,098.58	220,000.00	14.14%
Total 6600 · Payroll Expenses	25,379.49	50,973.79	370,000.00	13.78%
7101 · Liability Insurance	0.00	0.00	19,000.00	0.0%
7102 · Risk Management expense	0.00	0.00	3,000.00	0.0%
7103 · Unemployment Compensation Insur	0.00	0.00	5,000.00	0.0%
7201 · Audit Expense	0.00	0.00	13,000.00	0.0%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	10,000.00	0.0%
7402 · Parking Lot Repair	6,196.08	6,196.08	12,000.00	51.63%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	5,526.00	12,246.00	125,000.00	9.8%
7405 · Memorials	0.00	0.00	2,000.00	0.0%
7406 · Other Capital Expenditures	0.00	0.00	50,000.00	0.0%
Total 7400 · Capital Expenditures	11,722.08	18,442.08	249,000.00	7.41%
7500 · Special Capital Projects				
7505 · Recover Partition Wall	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	0.00	30,000.00	0.0%
Total 7500 · Special Capital Projects	0.00	0.00	55,000.00	0.0%
Total Expense	231,020.17	486,512.22	4,005,650.00	12.15%
Net Ordinary Income	1,448,386.45	1,394,946.38	-174,439.00	-799.68%
Other Income/Expense				
Other Income				
8002 · Interfund Transfers Out	0.00	0.00	-100.00	0.0%
Total Other Income	0.00	0.00	-100.00	0.0%
Other Expense				
8000 · Debt Repayment Expense	100,000.00	100,000.00	234,461.00	42.65%
Total Other Expense	100,000.00	100,000.00	234,461.00	42.65%
Net Other Income	-100,000.00	-100,000.00	-234,561.00	42.63%
Net Income	1,348,386.45	1,294,946.38	-409,000.00	-316.61%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jun 21	May - Jun 21	Jun 21	May - Jun 21	Jun 21	May - Jun 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	1,419,692.09	1,581,753.21	0.00	0.00	57,010.60	63,518.49
3100 · PPR Taxes	13,544.90	25,042.43	0.00	0.00	0.00	0.00
3200 · Interest Income	163.73	252.03	4.18	6.44	8.75	13.47
3300 · Patron Payments	904.02	1,375.88	0.00	0.00	0.00	0.00
3400 · Donations	200.00	200.00	0.00	0.00	0.00	0.00
3800 · Other Income	813.30	813.30	0.00	0.00	0.00	0.00
Total Income	1,435,318.04	1,609,436.85	4.18	6.44	57,019.35	63,531.96
Gross Profit	1,435,318.04	1,609,436.85	4.18	6.44	57,019.35	63,531.96
Expense						
5100 · Salaries	151,902.28	306,511.49	0.00	0.00	0.00	0.00
5200 · Plant Maint.	4,989.91	15,556.25	0.00	0.00	0.00	0.00
5300 · Business Exp.	5,030.51	20,048.87	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	10,446.58	26,697.44	0.00	0.00	0.00	0.00
5500 · Services	6,034.46	10,374.57	0.00	0.00	0.00	0.00
5600 · Collection	15,514.86	37,907.73	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,825.04	19,875.21
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	193,918.60	417,096.35	0.00	0.00	9,825.04	19,875.21
Net Ordinary Income	1,241,399.44	1,192,340.50	4.18	6.44	47,194.31	43,656.75
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	1,241,399.44	1,192,340.50	4.18	6.44	47,194.31	43,656.75

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jun 21	May - Jun 21	Jun 21	May - Jun 21	Jun 21	May - Jun 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	67,927.28	75,681.34	9,097.38	10,135.87	4,852.21	5,406.10
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	6.98	10.74	0.91	1.40	0.65	1.00
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	67,934.26	75,692.08	9,098.29	10,137.27	4,852.86	5,407.10
Gross Profit	67,934.26	75,692.08	9,098.29	10,137.27	4,852.86	5,407.10
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	15,554.45	31,098.58	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	15,554.45	31,098.58	0.00	0.00	0.00	0.00
Net Ordinary Income	52,379.81	44,593.50	9,098.29	10,137.27	4,852.86	5,407.10
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	52,379.81	44,593.50	9,098.29	10,137.27	4,852.86	5,407.10

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jun 21	May - Jun 21	Jun 21	May - Jun 21	Jun 21	May - Jun 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	105,036.72	117,026.90	1,663,616.28	1,853,521.91
3100 · PPR Taxes	0.00	0.00	0.00	0.00	13,544.90	25,042.43
3200 · Interest Income	134.40	206.89	8.52	13.11	328.12	505.08
3300 · Patron Payments	0.00	0.00	0.00	0.00	904.02	1,375.88
3400 · Donations	0.00	0.00	0.00	0.00	200.00	200.00
3800 · Other Income	0.00	0.00	0.00	0.00	813.30	813.30
Total Income	134.40	206.89	105,045.24	117,040.01	1,679,406.62	1,881,458.60
Gross Profit	134.40	206.89	105,045.24	117,040.01	1,679,406.62	1,881,458.60
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	151,902.28	306,511.49
5200 · Plant Maint.	0.00	0.00	0.00	0.00	4,989.91	15,556.25
5300 · Business Exp.	0.00	0.00	0.00	0.00	5,030.51	20,048.87
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	10,446.58	26,697.44
5500 · Services	0.00	0.00	0.00	0.00	6,034.46	10,374.57
5600 · Collection	0.00	0.00	0.00	0.00	15,514.86	37,907.73
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,379.49	50,973.79
7400 · Capital Expenditures	11,722.08	18,442.08	0.00	0.00	11,722.08	18,442.08
Total Expense	11,722.08	18,442.08	0.00	0.00	231,020.17	486,512.22
Net Ordinary Income	-11,587.68	-18,235.19	105,045.24	117,040.01	1,448,386.45	1,394,946.38
Other Income/Expense						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	100,000.00	100,000.00	100,000.00	100,000.00
Total Other Expense	0.00	0.00	100,000.00	100,000.00	100,000.00	100,000.00
Net Other Income	0.00	0.00	-100,000.00	-100,000.00	-100,000.00	-100,000.00
Net Income	-11,587.68	-18,235.19	5,045.24	17,040.01	1,348,386.45	1,294,946.38

**BOARD COMMITTEE APPOINTMENTS
2021- 2023**

STANDING COMMITTEES:

FINANCE

Dr. Bonita Berryman-Gilliam, Chair
Nancy Olson
Justin Lynch, Ex-Officio
Library Director, Ex-Officio

HUMAN RESOURCES

Mansi Patel, Chair
Samantha Wright
Nancy Olson
Justin Lynch, Ex-Officio
Library Director, Ex-Officio

FACILITIES

David Larimer, Chair
Ed Jourdan
Samantha Wright
Justin Lynch, Ex-Officio
Library Director, Ex-Officio

SPECIAL COMMITTEES:

Appointed As Needed

EQUITY, DIVERSITY, INCLUSION (EDI)

Dr. Bonita Berryman-Gilliam, Chair
Samantha Wright
Justin Lynch, Ex-Officio
Library Director, Ex-Officio

Carol Stream Public Library

Job Description

06/2021

Job Title: Bilingual Spanish/English Youth Service Librarian **Description Type:** New Revised

Department: Youth Services

Reporting Relationship:

Reports to: Youth Services Manager

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

Position Summary:

Provide services and programs for the knowledge and enjoyment of the Library's customers focusing on the Spanish speaking community.

Essential Job Duties and Responsibilities

- Provide reference and reader's advisory services by assisting customers in the location and use of Library materials and equipment
- Develop, plan and conduct Library and outreach programs in Spanish and in English
- Work with and promote services and/or develop partnerships with local schools, community organizations, and special interest groups focusing on the Spanish Community
- Develop, maintain, and promote a collection of materials in Spanish and in English
- Develop material and displays for the services and collections of the Youth Services Department in Spanish and English
- Serves as Team Leader or supports Team Leader when needed which includes handling patron concerns, dealing with emergencies and assisting with the opening or closing of the facility
- When needed translates Library informational materials (i.e. program flyers) for various departments
- When needed interprets for Spanish-speaking patrons throughout the Library working directly with staff and patron
- Assist Library customers with the use of Library equipment and software applications by explaining and demonstrating their operation
- Prepare reports, statistics, and other administrative documents
- If necessary train new employees in their duties as directed by Department Manager
- Performs other duties as assigned

Qualifications:

Education:

- MLIS or equivalent from an ALA accredited school

Experience:

- One to three years working with children or teens in an educational setting
- One-year Librarian experience
- One-year customer service experience

Carol Stream Public Library

Job Description

Knowledge, Skills, and Abilities:

- Ability to read, write and speak Spanish and English proficiently
- Knowledge of Library practices and procedures
- Knowledge of books, literature, periodicals, and audiovisual material for children up to grade eight.
- Knowledge of reference, reader's advisory, use of online public access catalogs, Internet resources, on-line databases, and emerging information technology and tools
- Knowledge of the principles, practice, and theory of collection development including selection, deselection, and evaluations tools and methods
- Ability to manage a budget
- Works collaboratively as a member of a team and independently with minimal direction
- Uses verbal, written and electronic communication effectively
- Proficient in using a personal computer, Microsoft Office Suite and standard office equipment and effectively operates in a web-based environment
- Applies creative problem-solving to a variety of situations

Physical Requirements:

- Ability to lift and carry up to 20 pounds occasionally.

Carol Stream Public Library

Job Description

07/2021

Job Title: Assistant Library Director

Description Type:

New

Revised

Department: Administration

Reporting Relationship:

Reports to: Library Director

List of direct reports: Applicable Not Applicable

Cataloging & Acquisitions Associate, Acquisitions Associate, Technical Services Assistant, Business Operations Assistant

Position Summary:

Assists in the development and administration of Library Policies and Services. Manage library operations in the absence of the Director. Manage the operation and employees of the Technical Services Department and Business Office. Manage and administer all Library payroll functions. Coordinate the Library's IT (information technology) requirements with the Village of Carol Stream IT staff.

Essential Job Duties and Responsibilities

- Develop and implement practices and procedures to aid in the efficiency and operation of the Technical Services and Business Office operations
- Process bi-weekly payroll and identify and resolve any related problems with payroll provider
- Collaborate with Library Director in creating an environment that anticipates and responds to patron needs and provides services and programs that attract people to the Library
- Participate in the development of Library policies and procedures
- Participate in the strategic planning and development of goals and objectives for the Library
- Serve as a resource and provides feedback to Director on a variety of Library issues and assist in implementation of management decisions
- Assist in the development and implementation of Administrative operations
- Serve as a contributing member of the Management team, attend Management Team meetings and prepare agenda
- Oversee and coordinate bookkeeping activities with accounting service
- Supervise annual audit which includes the preparation and maintenance of required documents and coordinate process with auditors
- Coordinate web-page development and maintenance, including content management
- Manage digital media resources and platforms
- Coordinate ILS (integrated library system) updates, upgrades and enhancements
- Select, schedule, train, develop, discipline, and evaluate direct reports
- Compile statistics, prepare reports and other administrative documents including Board Meeting documents
- Sustain and build community relationships
- Liaison for the Friend of the Carol Stream Public Library organization

Carol Stream Public Library

Job Description

- Administer records retention and prepare records disposal certificate for the Library
- Pursues opportunities for professional growth
- Performs other duties as assigned

Qualifications:

Education: MLIS (or equivalent) from an ALA accredited school

Experience:

5 years' experience as a Department Manager in a public library

Background in computers and related technology

Knowledge, Skills, and Abilities:

- Ability to lead and engage employees
- Professional knowledge of library practices and procedures
- Knowledge of QuickBooks accounting software
- **Knowledge of online payroll systems**
- Ability to interpret financial documents
- Ability to manage a budget and work within the constraints of the budget
- **Skilled in vendor relations, contract review and negotiation**
- Knowledge of Technical Services processes
- Ability to diffuse and respond effectively to situations involving customer concerns
- Ability to exercise sound judgment in making Director level decisions
- Works collaboratively as a member of a team and independently with minimal direction
- Uses verbal, written and electronic communication effectively
- **Demonstrates strong attention to detail**
- Proficient in using a personal computer, Microsoft Office Suite and effectively operates in a web-based environment (Internet and Intranet)
- Applies creative problem solving to a variety of situations

Physical Requirements:

Ability to lift and carry up to 20 pounds on occasion

Carol Stream Public Library

Job Description

05/2021

Job Title: Youth Services Librarian

Description Type: New Revised

Department: Youth Services

Reporting Relationship:

Reports to: Youth Services Manager

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

Position Summary:

Provide services and programs for the knowledge and enjoyment of the Library's customers

Essential Job Duties and Responsibilities

- Provide reference and reader's advisory services by assisting customers in the location and use of Library materials and equipment
- Develop, plan and conduct Library and outreach programs
- Assist Library customers with the use of Library equipment and software applications by explaining and demonstrating their operation
- Work with and promote services and/or develop partnerships with local schools, community organizations, and special interest groups
- Develop, maintain, and promote a collection of materials
- Develop material and displays for the services and collections of the Youth Services Department
- Serves as Team Leader or supports Team Leader when needed which includes handling patron concerns, dealing with emergencies and assisting with the opening or closing of the facility
- Prepare reports, statistics, and other administrative documents
- If necessary train new employees in their duties as directed by Department Manager
- Contribute to maintenance of social media, webpage, or Intranet for Department
- Performs other duties as assigned

Qualifications:

Education:

- MLIS or equivalent from an ALA accredited school

Experience:

- One to three years working with children or teens in an educational setting
- One-year Librarian experience
- One-year customer service experience

Knowledge, Skills, and Abilities:

- Knowledge of Library practices and procedures

Carol Stream Public Library

Job Description

- Knowledge of books, literature, periodicals, and audiovisual material for children up to grade eight.
- Knowledge of reference, reader's advisory, use of online public access catalogs, Internet resources, on-line databases, and emerging information technology and tools
- Knowledge of the principles, practice, and theory of collection development including selection, deselection, and evaluations tools and methods
- Ability to manage a budget
- Works collaboratively as a member of a team and independently with minimal direction
- Uses verbal, written and electronic communication effectively
- Proficient in using a personal computer, Microsoft Office Suite and standard office equipment and effectively operates in a web-based environment
- Applies creative problem-solving to a variety of situations

Physical Requirements:

- Ability to lift and carry up to 20 pounds occasionally.

Carol Stream Public Library

Job Description

05/2021

Job Title: Adult Services Librarian

Description Type: New Revised

Department: Adult Services

Reporting Relationship:

Reports to: Adult Services Manager

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

Position Summary:

Provides Library customers with reference services and programs for their knowledge and enjoyment

Essential Job Duties and Responsibilities

- Provides reference and reader's advisory services by assisting customers in the location and use of various library materials
- Develops, maintains, and promotes a collection of materials, including organizing and providing access to these materials. Selects and withdraws materials utilizing the Library selection and collection development policies and guidelines
- Develops and provides services and programs for various population groups, including publicity and promotion
- Handle customer concerns, deal with emergencies and assisting with the opening or closing of the facility. When needed serve as a Team Leader or support Team Leader.
- Assists customers with use of Library equipment and software applications by explaining and demonstrating their operation
- Develops partnerships or works with other libraries, schools, community organizations, and special interest groups
- Contribute to social media, webpage, or Intranet for Department
- Prepares reports and other administrative documents in support of the Department
- Performs other duties as assigned

Qualifications:

Education: MLIS (or equivalent) from an ALA accredited school

Experience:

- One-year Librarian experience
- One-year customer service experience

Knowledge, Skills, and Abilities:

- Knowledge of library practices and procedures
- Knowledge of books, literature, periodicals and audiovisual materials for adults and teens
- General knowledge of reference, reader's advisory, use of online public access catalogs, Internet resources, on-line databases, and emerging information technology and tools

Carol Stream Public Library

Job Description

- Knowledge of the principles, practice, and theory of collection development including selection, deselection, and evaluations tools and methods
- Ability to manage a budget and work within the constraints of that budget
- Ability to diffuse and respond effectively to situations involving customer concerns
- Ability to exercise sound judgment in making decisions
- Works collaboratively as a member of a team and independently with minimal direction
- Uses verbal, written and electronic communication effectively
- Proficient in using a personal computer, Microsoft Office Suite and standard office equipment and effectively operates in a web-based environment (Internet and Intranet)
- Applies creative problem-solving to a variety of situations

Physical Requirements:

- Ability to lift and carry up to 20 pounds on occasion

Murphy Security Solutions L.L.C.
1217 Robinhood Lane
La Grange Park, IL 60526

Invoice	
Date	Invoice #
2/8/2020	11804

Bill To
Carol Stream Public Library 616 Hiawatha Drive Carol Stream, IL 60188 Attn: Susan Westgate

Ship To
Carol Stream Public Library 616 Hiawatha Drive Carol Stream, IL 60188 Attn: Jeri Cain

P.O. No.	Terms	Due Date	Account Rep	Account #	Ship Date	Shipper
Susan Westgate 02/0...	Net 30	7/21/2020	TM		6/22/2020	UPS

Item	Description	Qty	Unit Price	Amount
D-Tech S-pire 22"	D-Tech S-pire 22" Tablet Self Check	3	3,595.00	10,785.00
Discount	Discount (For Printers)		-600.00	-600.00
Shipping	Shipping (FOB Shipping - Shipping To Be Determined At the Time Of Shipping)	1	375.63	375.63
Murphy D-Tech SelfCheck...	Murphy D-Tech Self Check Install (Includes Set Up Of Self Checks On-Site With Technicians, All SIP2 Remote Testing, and Self Check Training) ***Yearly Maintenance Agreement and Software License For The S-pire Desktop Self Check Hardware/Software - \$450.00 Per Unit Annually*** Install Date Of 06/22/20	1	1,795.00	1,795.00

APPROVED: _____
 EXTENSIONS CHECKED: _____
 ACCOUNT # _____
 DATE: _____

RECEIVED
 JUL 12 2021

BY:

15% Late Fee Added To Past Due Invoices/Payments Remit Payment To: Murphy Security Solutions 1217 Robinhood Lane La Grange Park, IL 60526	Subtotal	\$12,355.63
	Sales Tax (0.0%)	\$0.00
	Total	\$12,355.63
	Payments/Credits	\$0.00
	Balance Due	\$12,355.63

Phone #
708-482-4682

E-mail
tom.murphy@murphysecuritysolutions....

Klein Creek Streambank Stabilization Project

I was contacted by an engineer from the Village of Carol Stream regarding the necessity to stabilize the banks of Klein Creek between Illini and Mitchell Lake. This will have an impact on the Library's north lot and east side of the building next to the creek. I met with the engineer on Friday afternoon to look at the possibilities for our property. It would require the removal of a la substantial number of the trees in our north lot and building up some areas, such as the path, and digging out other areas to create the wetland. The path from the apartments would be extended to the bridge. I will be hiring our own designer to provide the Village with sketches and designs for how we can optimize these changes to the creek area and continue to provide a walkway and beautiful outdoor space for our patrons without compromising our wants, needs and aesthetics. I received a recommendation from the Park District for an outside designer that they have used that specializes in landscape architecture and parks & recreation. I will keep the Board updated with the process and the progress as this project unfolds. The Village needs to submit their plans for the area to the IEPA by the end of the calendar year.

The content of the email is below:

We are currently in the process of creating construction plans for stabilizing the streambanks of Klein Creek between Thunderbird Trail and Kuhn Road. At their upcoming June 30th meeting, the DuPage River Salt Creek Workgroup (DRSCW) will announce its intent to give \$1.1 Million in funding for constructing the stabilization from Carol Stream's Wastewater Treatment Plant's outfall to the Kuhn Road bridge (i.e. Section I-A). That funding comes with the condition that the grant funding the Village received from the Illinois Environmental Protection Agency (IEPA) for that section (approx. 50% of the \$1 Million) will be used elsewhere on Klein Creek. The stretch between Mitchell Lakes and Illini Drive (i.e. Section III) now seems to be the most practical section for the Village to relocate the IEPA funds. Therefore, staff will be seeking approval at the upcoming June 21st Village Board meeting to create construction plans for stabilizing Section III.



As we get set to kick-off that design (which must be submitted to the IEPA by the end of this calendar year!) we will need your input. **Our IEPA grant requires creating 1.4 acres of wetland and the only**

locations for that to occur are at the Armstrong Park maintenance facility and the open-space north of the library. Together these areas could account for more than what we need and since we can get a little more within Section I-B, I'm hopeful that there is enough flexibility to design something that will work for everyone.



Carol Stream Public Library Expenses by Vendor Detail

June 2021

Date	Num	Memo	Account	Amount
06/09/2021		Inv. #21-0219	7402 · Parking Lot Repair	-6,196.08
				<u>-6,196.08</u>
06/09/2021		Inv. #4971880	5308 · Business Phone	-883.77
				<u>-883.77</u>
06/22/2021		Inv. #696654647798	5501 · Youth Services Programs	-99.40
06/22/2021		Inv. #434977368373	5401 · Automation Hardware	-229.75
06/22/2021		Inv. #895548789578	5503 · Adult/Teen Programs	-5.51
06/22/2021		Inv. #4344458988837	5501 · Youth Services Programs	-27.92
06/22/2021		Inv. #694446997977	5503 · Adult/Teen Programs	-43.30
06/22/2021		Inv. #464374347996	5501 · Youth Services Programs	-103.52
06/22/2021		Inv. #689353564746	5630 · Adult Books	-28.67
06/22/2021		Inv. #795769769449	5201 · Supplies	-198.99
06/22/2021		Inv. #936985783377	5201 · Supplies	-143.35
06/22/2021		Inv. #646453798936	5503 · Adult/Teen Programs	-152.57
06/22/2021		Inv. #573349454788	5201 · Supplies	-98.99
06/22/2021		Inv. #573349454788	5501 · Youth Services Programs	-140.32
06/22/2021		Inv. #573349454788	5601 · Youth Services Books	-19.99
06/22/2021		Inv. #8744982587557	5501 · Youth Services Programs	-27.99
06/22/2021		Inv. #593555776983	5302 · Office & Equipment Supplies	-50.98
06/22/2021		Inv. #974535888857	5503 · Adult/Teen Programs	-293.68
06/22/2021		Inv. #974535888857	5630 · Adult Books	-27.34
06/22/2021		Inv. #437595489633	5201 · Supplies	-82.74
06/22/2021		Inv. #933954889763	5501 · Youth Services Programs	-212.45
06/22/2021		Inv. #447834776554	5503 · Adult/Teen Programs	-10.58
06/22/2021		Inv. #464498458448	5501 · Youth Services Programs	-375.00
06/22/2021		Inv. #635794434686	5501 · Youth Services Programs	-6.49
06/22/2021		Inv. #855533937754	5501 · Youth Services Programs	-72.34
06/22/2021		Inv. #539948474898	5501 · Youth Services Programs	-19.99
06/22/2021		Inv. #436766537469	5501 · Youth Services Programs	-36.99
06/22/2021		Inv. #846544777946	5501 · Youth Services Programs	-18.43

A & A Paving Contractors, Inc.

Total A & A Paving Contractors, Inc.

Access One, Inc.

Total Access One, Inc.

AMAZON/SYNCEB

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

June 2021

Date	Num	Memo	Account	Amount
06/22/2021		Inv. #586399988753	5205 · Furniture/Equipment	-109.98
06/22/2021		Inv. #635336994969	5501 · Youth Services Programs	-116.89
06/22/2021		Inv. #464975745386	5501 · Youth Services Programs	-34.99
06/22/2021		Inv. #755537544989	5501 · Youth Services Programs	-42.00
06/22/2021		Inv. #458758365353	5501 · Youth Services Programs	-52.99
06/22/2021		Inv. #453563835346	5501 · Youth Services Programs	-37.66
06/22/2021		Inv. #563483657893	5205 · Furniture/Equipment	-52.29
06/22/2021		Inv. #563483657893	5205 · Furniture/Equipment	-87.49
06/22/2021		Credit Inv. #553986985568	5501 · Youth Services Programs	80.74
06/22/2021		Credit Inv. #846338848554	5501 · Youth Services Programs	2.40
06/22/2021		Credit Inv. #588979379936	5501 · Youth Services Programs	16.33
06/23/2021		7 - \$10 Gift Cards	5315 · Other Expenditures	-70.00
				<u>-3,032.10</u>
06/09/2021		Statement #82353	5312 · Attorney Fees	-440.00
				<u>-440.00</u>
06/14/2021		Inv. #10006	5309 · Accounting Service	-1,075.00
				<u>-1,075.00</u>
06/10/2021		Several invoices	5501 · Youth Services Programs	-253.66
06/10/2021		Several invoices	5601 · Youth Services Books	-63.52
06/10/2021		Several invoices	5630 · Adult Books	-289.06
				<u>-606.24</u>
06/14/2021		Inv. #1820	7404 · Landscape	-5,100.00
				<u>-5,100.00</u>
06/09/2021		Inv. #49175	5315 · Other Expenditures	-452.00
				<u>-452.00</u>
06/09/2021		Inv. #4605	5201 · Supplies	-42.90
06/09/2021		Inv. #4985	5201 · Supplies	-227.85
				<u>-227.85</u>

Total AMAZON/SYNCB

Ancel Glink, P.C.

Total Ancel Glink, P.C.

ATA Group, LLP (Assoc McClure InSerra CPA

Total ATA Group, LLP (Assoc McClure InSerra CPA

Baker & Taylor

Total Baker & Taylor

Bird, Inc.

Total Bird, Inc.

CAIRS

Total CAIRS

Case Lots, Inc.

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

June 2021

	Date	Num	Memo	Account	Amount
Total Case Lots, Inc.					-270.75
Center Point for Large Print Books					
	06/09/2021		Inv. #1844406	5630 · Adult Books	-137.82
	06/09/2021		Inv. #1851782	5630 · Adult Books	-137.82
					-275.64
Total Center Point for Large Print Books					
Comcast	06/09/2021		6/2 - 7/1/21	5402 · ISP and Web page hosting	-157.85
					-157.85
Total Comcast					
Complete Cleaning Co., Inc.	06/09/2021		Inv. #C17648	5203 · Maintenance Contracts	-1,900.00
					-1,900.00
Total Complete Cleaning Co., Inc.					
Demco	06/10/2021		Inv. #6958358	5501 · Youth Services Programs	-109.32
	06/10/2021		Inv. #6958358	5509 · Library Publicity and Promotion	-66.96
	06/10/2021		Inv. #6954394	5405 · Technical Services Supplies	-109.99
					-286.27
Total Demco					
Displays2Go	06/23/2021		Asst. acrylic signs for Kiosk	5302 · Office & Equipment Supplies	-182.10
					-182.10
Total Displays2Go					
Examiner Publications, Inc.	06/09/2021		Inv. #555614	5509 · Library Publicity and Promotion	-45.00
					-45.00
Total Examiner Publications, Inc.					
Filament Theatre	06/09/2021		Inv. #1773	5501 · Youth Services Programs	-405.00
					-405.00
Total Filament Theatre					
Fun Express	06/23/2021		Inv. #710125619-01	5501 · Youth Services Programs	-482.24
	06/23/2021		Inv. #710348184-01	5501 · Youth Services Programs	-93.52
	06/23/2021		SRP prizes	5501 · Youth Services Programs	-697.88
					-1,273.64
Total Fun Express					
Gale/Cengage Learning Inc.	06/09/2021		Inv. #74234437	5630 · Adult Books	-169.44
	06/09/2021		Inv. #74234004	5630 · Adult Books	-83.22

Carol Stream Public Library Expenses by Vendor Detail

June 2021

Date	Num	Memo	Account	Amount
06/09/2021		Inv. #74239140	5630 · Adult Books	-113.21
06/09/2021		Inv. #74258718	5630 · Adult Books	-28.49
				<u>-394.36</u>
06/09/2021		Inv. #PINV2082933	5302 · Office & Equipment Supplies	-85.87
06/09/2021		Inv. #PINV2086884	5302 · Office & Equipment Supplies	-19.79
06/09/2021		Inv. #PINV2089357	5302 · Office & Equipment Supplies	0.00
06/09/2021		Inv. #PINV2088438	5302 · Office & Equipment Supplies	-397.06
06/14/2021		Inv. #PINV2092701	5501 · Youth Services Programs	-363.07
				<u>-865.79</u>
06/23/2021		Background check - Joshy	5321 · Human Resources	-59.95
				<u>-59.95</u>
06/23/2021		Vaccine & Masking Wksp - 6/29 - Westgate	5105 · Professional Education	-25.00
06/23/2021		Vaccination & Masking Wksp - 6/29 - Clemens	5105 · Professional Education	-25.00
				<u>-50.00</u>
06/29/2021		Inv. #195566 - Sheikh	5110 · Trustee Development	-50.00
				<u>-50.00</u>
06/09/2021		Inv. #67311826	5637 · Adult Media	-60.84
06/09/2021		Inv. #67316182	5637 · Adult Media	-60.54
				<u>-121.38</u>
06/23/2021		CSPL kit supplies	5501 · Youth Services Programs	-10.44
				<u>-10.44</u>
06/23/2021		Circ Post Ad	5321 · Human Resources	-298.00
				<u>-298.00</u>
06/23/2021		Balance for Inv. #CSPL31121	5501 · Youth Services Programs	-225.00
				<u>-225.00</u>

Total Gale/Cengage Learning Inc.

Garvey's Office Products

Total Garvey's Office Products

Hirease, LLC dba Accurate Now

Total Hirease, LLC dba Accurate Now

HR Source

Total HR Source

Illinois Library Association

Total Illinois Library Association

Ingram Library Services

Total Ingram Library Services

Jewel Food Stores / Jewel Osco

Total Jewel Food Stores / Jewel Osco

Job Target

Total Job Target

Kids' Table, LLC

Total Kids' Table, LLC

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

June 2021

	Date	Num	Memo	Account	Amount
Lakeshore Learning Material					
Total Lakeshore Learning Material	06/14/2021		Inv. #2548230621	5501 · Youth Services Programs	-159.94
MailChimp					
Total MailChimp	06/23/2021		Monthly plan	5509 · Library Publicity and Promotion	-87.99
Midwest Tape					
Total Midwest Tape	06/10/2021		Several invoices	5606 · Youth Services Media	-42.13
	06/10/2021		Several invoices	5637 · Adult Media	-1,003.42
	06/10/2021		Several invoices	5651 · Digital Media	-5,230.96
					-6,276.51
Morningstar, Inc.					
Total Morningstar, Inc.	06/29/2021		Sub. Renew = 7/2/21 -7/2/22	5652 · Grant/Award Expense	-2,572.00
					-2,572.00
OverDrive, Inc.					
Total OverDrive, Inc.	06/09/2021		Inv. #21245850	5651 · Digital Media	-79.99
					-79.99
Paylocity					
Total Paylocity	06/09/2021		Inv. #108263646	5311 · Payroll Service	-356.51
	06/09/2021		Inv. #108263646	5321 · Human Resources	-321.93
	06/09/2021		Inv. #108342874	5311 · Payroll Service	-192.45
					-870.89
PDQ.com					
Total Paylocity	06/23/2021		Enterprise 1 yr. Renewal	5404 · Tech Support & Repair	-972.02
	06/23/2021		Enterprise 1yr Reneal State Tax Refund	5404 · Tech Support & Repair	72.02
					-900.00
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	06/09/2021		Inv. #41706	5203 · Maintenance Contracts	-1,319.00
					-1,319.00
Proquest LLC					
Total Proquest LLC	06/09/2021		Inv. #70679095	5652 · Grant/Award Expense	-5,314.40
					-5,314.40
RAILS					

Carol Stream Public Library Expenses by Vendor Detail

June 2021

	Date	Num	Memo	Account	Amount
Total RAILS	06/09/2021		Inv. #8051	5503 · Adult/Teen Programs	-192.00
Scholastic, Inc.					-192.00
Total Scholastic, Inc.	06/10/2021		Inv. #30097100	5501 · Youth Services Programs	-841.58
Sebert Landscaping, Inc.					-841.58
Total Sebert Landscaping, Inc.	06/09/2021		Inv. #S533314	7404 · Landscape	-426.00
Sir Speedy Printing	06/14/2021		Inv. #2222253	5204 · Landscape Maintenance/Snow Remo	-646.00
Total Sir Speedy Printing	06/09/2021		Inv. #81283	5303 · Printing	-1,072.00
SmartPress.com					-68.67
Total SmartPress.com	06/23/2021		Logo stickers	5509 · Library Publicity and Promotion	-68.67
Staples					-184.08
Total Staples	06/09/2021		Inv. #3478434776	5106 · Membership	-184.08
Suburban Life Media					-299.00
Total Suburban Life Media	06/09/2021		Acct. #302144 - 1 yr. Renewal	5635 · Magazines & Newspapers	-299.00
Target Stores					-52.00
Total Target Stores	06/23/2021		Organizational Bins for SRP & CSPL kits	5501 · Youth Services Programs	-52.00
Team One Repair, Inc.					-128.96
Total Team One Repair, Inc.	06/09/2021		Inv. #1137695	5406 · Circulation Supplies	-128.96
The Library Store	06/23/2021		Cleaning pens	5406 · Circulation Supplies	-638.40
Total The Library Store	06/18/2021		Inv. #504463	5405 · Technical Services Supplies	-17.09
Tracfone					-655.49
Total Tracfone	06/23/2021		Mthly. service	5308 · Business Phone	-379.00
					-379.00
					-22.56

Carol Stream Public Library Expenses by Vendor Detail

June 2021

Total Tracfone	Date	Num	Memo	Account	Amount
Village of Carol Stream					
Total Village of Carol Stream	06/09/2021		Inv. #5511	5411 · Village IT Services	-8,014.50
Village of Carol Stream - Benefits					
Total Village of Carol Stream	06/14/2021		Additional Principal Payment on Village Intergov	8000 · Debt Repayment Expense	-100,000.00
					-108,014.50
Village of Carol Stream - IMRF					
Total Village of Carol Stream - Benefits	06/14/2021		Inv. #5509	5107 · Life Insurance	-149.28
	06/14/2021		Inv. #5509	5108 · Health Insurance	-22,499.93
	06/14/2021		Inv. #5509	5109 · Benefits, other	-20.00
					-22,669.21
Village of Carol Stream - Water Dept.					
Total Village of Carol Stream - IMRF	06/29/2021		6/4-6/18/21	6620 · Illinois Municipal Retirement F	-15,554.45
					-15,554.45
Waigreen Co.					
Total Village of Carol Stream - Water Dept.	06/09/2021		Bill #01745032	5207 · Water/Sewer	-80.33
					-80.33
Total Waigreen Co.					
	06/23/2021		New employee H2O	5321 · Human Resources	-3.04
	06/23/2021		Snacks - Joshy	5321 · Human Resources	-9.23
					-12.27
TOTAL					-192,463.18

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

Approved by the Library Board of Trustees July 21, 2021

President Date

Secretary Date

4:15 PM
07/16/21
Accrual Basis

Carol Stream Public Library
Account QuickReport
June 2021

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	06/30/2021	MI0603		Record June ...	-SPLIT-	10.02
Total 5305 · Mileage Reimbursement						10.02
5315 · Other Expenditures						
General Journal	06/30/2021	MI0603		Record June ...	5305 · Mileag...	31.58
Total 5315 · Other Expenditures						31.58
Total 5300 · Business Exp.						41.60
TOTAL						41.60

Deduction Listing

Check Dates: 06/04/2021 to 06/18/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021060401 - 2021061801

Pay Periods: 05/16/2021 to 06/12/2021

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Garcia, Crystal	1191		11	-10.02
Kovac, Sarah	1101		11	-5.12
Pellico, Mary	1170		01	-19.80
Westgate, Susan	1139		01	-6.66
Totals for REIMB -- REIMBURSEMENT			4 Employees	-41.60

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	4	-41.60
Totals			4	-41.60



Paylocity Corporation
 (888) 873-8205

User: mclemens

Run on 7/2/2021 at 11:44 AM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

July 21, 2021

New Job Description and Revisions

A new job description has been created for a bilingual Spanish/English Youth Services Librarian. We have also updated the Adult And Youth Services Librarian descriptions to cover both full and part-time librarian positions, instead of having separate descriptions for full time and part time. The Assistant Director job description has been updated to include payroll, IT coordination and Webpage duties. Copies of the job descriptions are included in your Board packets for your review.

Approval of SWAN Quarterly Payments July 2021-June 2022

I am requesting the Board approve the annual quarterly payments to SWAN. Our quarterly payments will be in the amount of \$11,541.50 for a total annual fee of \$46,166. This is a decrease of 1.5% less than last year's fees, a savings of \$697. Fees are calculated using a base fee for all members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY21 each member library received a reduction of their fees of \$6,109 due to the grant from RAILS. For FY22 each member library received a reduction of \$5,502 to their fees due to the RAILS grant, a difference of \$607. This is a decrease of grant funds of 9.9% from the FY21 RAILS grant amount awarded. Board approval is required for payments exceeding \$10,000.

Self-Check Machines Payment

We received the invoice for the payment of the Library's three new Self-Check machines that were installed last June. The invoice is in the amount of \$12,355.63. Board approval is required of payments exceeding \$10,000.

ILA Virtual Conference

The 2021 Virtual ILA Conference: Breaking Down Barriers, Building Up Communities will take place October 12-14 and will include virtual networking, virtual marketplace and relevant keynote speakers and virtual sessions. All of the live sessions will be recorded and available for viewing later. The Early Bird registration deadline is September 13. Please let me know if you are interested in attending and I can get you registered. Information about the Conference can be found here: <https://www.ila.org/events/annual-conference>

Executive Session Minutes Review

It is time for the Board to review past Executive Minutes and determine if they will be released or will remain closed. The Executive Session packets will be handed out to the Board that evening for the review of closed minutes and the approval of Executive Session minutes from the past year.

Audit Update and Trustee Questionnaire

Mary Clemens and I prepared all of the required documentation required by the auditors to conduct their preliminary audit. The auditors did a Zoom meeting with Assistant Director Clemens and myself on June 25 for the preliminary audit work and will be working in the building with Library staff July 29-30 to complete the final audit work. All Trustees will soon be receiving correspondence from the auditor firm (Sikich) regarding fraud and you will need to complete the questionnaire and mail it back to them in order for us to complete the auditing process.

2021 Per Capita Letter Received

The Library received the 2021 Per Capita letter notification dated June 24, 2021. I am happy to inform you that the Library will be receiving \$58,573.73 this year. This is an increase of \$8,934.98 over last year's grant award amount. The Library uses the Per Capita grant funds for the purchase of more than half of the annual cost of the Library's online databases.

Honorarium Received from *Library Journal*

The Library received an honorarium in the amount of \$800 from *Library Journal*. The honorarium was in acknowledgment and thanks of the online program that Mary Clemens and I presented on May 12 as part of a *Library Journal* online class series. Our program was titled "Boundless Libraries: Maximizing Your Outdoor Space."

Traveling Exhibition

The Library will be hosting a traveling exhibition from January 3-March 3, 2022 through the University of Miami (Ohio) Art Museum. The exhibition is titled "Telling a People's Story: African-American Children's Illustrated Literature." It is comprised of twelve museum quality panels that will be displayed in different locations in the library. A reception is tentatively planned for Sunday, January 9, 2022. A variety of programs and book displays will also be planned around this two-month event. Additional information can be found on their website: https://blogs.miamioh.edu/tellingapeoplesstory/traveling-panel-exhibition/?_ga=2.54542379.1685375686.1625859501-509950050.1625859501.

Purge of Records

SWAN has created a schedule of patron record purges to take place beginning in September 2021. These will be for patron records that have a last activity date of 1/1/2011 (82 Carol Stream records) and records flagged in the 2018 NCOA (address verification service) as invalid (three Carol Stream records). This may have an impact on our library account statistics as they begin going through this process. I will keep the Board informed when any additional record purges are scheduled.

Blood Drive, Vaccination Clinic and YWCA-July 20

In addition to working with Versiti for our fourth Blood Drive over the past year, the DuPage County Health Department will also be on site to conduct a Vaccination and Informational Clinic from 12-1:30 p.m. The YWCA will also be at the Library that afternoon providing information to the patrons about the wide variety of services that they offer. No appointments are necessary

to receive a vaccine. Appointments are encouraged to donate blood, but walk-ins are also accepted.

Facility Update

The air purification system of the i-Wave ionizers, that was approved in June, was installed in the library's two HVAC systems on Friday, July 2. In addition to the ionizers, the Library has installed a higher grade of filters that are MERV 13, replacing the MERV 8s. The MERV 13s will need to be replaced more regularly as they filter more particles than the MERV 8s. The purchasing agent for Sebert is experiencing some difficulty obtaining all of the plantings for our east property landscaping project. It is anticipated to be installed the last week of July. Some of the plants identified in the original plan may need to be substituted due to unavailability. The grass seed will be installed following the garden bed installation. A small railing has been installed at the east end of the gazebo stairs to assist people coming on and off of the platform. The railing serves a double purpose of helping block off a large gap so that people are deterred from entering the patio through the opening. Several Library staff planted the patio planters with the plants purchased by Maintenance and Administration at Home Depot. They turned out very well. Maintenance staff monitors their watering and other designated staff members monitor their overall condition twice a week. The Café Keurig machine has been partially installed. The technician needs to come back out and flush the water through the lines and test for leaks before we can open it to the public. We have purchased all of the products for the Keurig (K-cups, cups, creamer, etc.). Our K-cup vending machine will offer sixteen choices of coffees and teas. We will be participating in a K-Cup recycling program called "Grounds to Grow on". I have included a flyer about this program in the packet. The beverage vending machine will be installed on Friday, July 23 and offer a large variety of energy drinks, Pepsi & Coke products, waters and a few misc. beverages for a total of thirty-five selections.

Outdoor Concert 7/15

The Library had an informational table at the Village's first Outdoor Concert since 2019. It took place on July 15 with a performance by The Breakfast Club. The Library staff received many complimentary comments about the Library and our services from the residents in attendance.

July Employee Anniversaries

Ron Anderson, Maintenance — 7/17/06 (Fifteen Year Anniversary)

Omar Kushad, Adult Services — 7/11/11 (Ten Year Anniversary)

Cheryl Walek, Circulation — 7/18/11 (Ten Year Anniversary)

Susan Westgate, Library Director



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 24, 2021

Ms. Susan Westgate, Library Director
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, Illinois 60188-1634

Dear Ms. Westgate:

I am pleased to award the Carol Stream Public Library a FY2021 Illinois Public Library Per Capita Grant in the amount of \$58,573.73. Over \$7.9 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses such as purchasing materials, supporting programming and improving technology.

Libraries have until December 31, 2022 to expend these grant funds. The FY2021 expenditures report must be submitted with the FY2023 application, due January 15, 2023.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

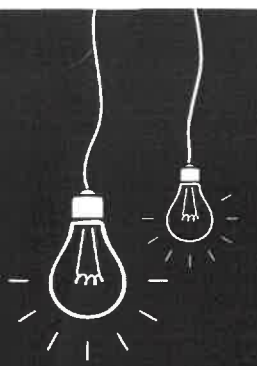
Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc: Edward Jourdan
Carol Stream Public Library Per Capita File

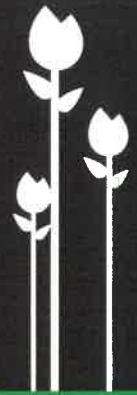
JW:isl



KEURIG

Grounds to Grow On™

Creating positive change from the grounds up.™



The Grounds to Grow On™ program converts Keurig Brewed® K-Cup® pods into useable alternatives.

Our approach to disposal

The recovered K-Cup® pods are sent to our disposal partner where they are separated into two components: the grounds and everything else. The grounds are turned into compost and what remains is sent to an energy-from-waste facility and converted into energy.



Grounds

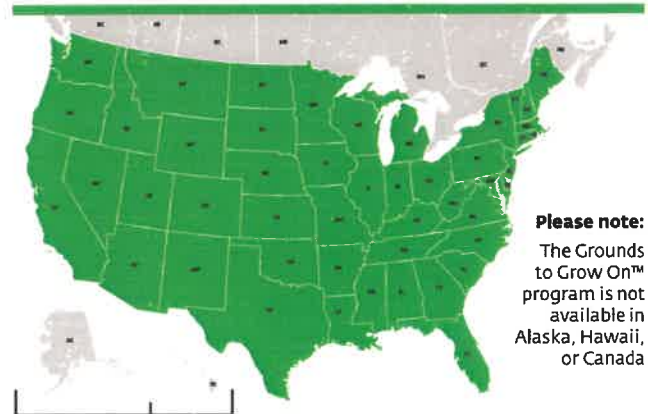
75%
of the pod by weight is converted to compost



Other Components

25%
of the pod by weight is converted to energy

The Grounds to Grow On™ program is currently available in the 48 contiguous states



Please note:
The Grounds to Grow On™ program is not available in Alaska, Hawaii, or Canada

Getting started is easy!

www.GroundstoGrowOn.com

- 1 Go to **GroundstoGrowOn.com** to place your order of recovery bins.
- 2 Choose the recovery bin size that works best for your station (sizing information at right). Each recovery bin includes:
 - Pre-affixed UPS return label
 - Pre-affixed bag and zip tie seal for brewed K-Cup® pod collection
 - 2-way shipping (from us to you and back again).

*Due to the presence of organic waste, each bin should be replaced every 2-3 weeks.

Large Bin
Holds up to 450 K-Cup® Pods
\$99.75 / PER 5-PACK

The Small Bin
Holds up to 175 K-Cup® Pods
\$49.75 / PER 5-PACK



In an effort to reduce our overall impacts, the Grounds to Grow On™ program recovery bins are made of a minimum 33% recycled content, are 100% recycled after use, are bundled in packs of five (5) and shipped via UPS' Carbon Neutral Program.

- 3 Use the included pre-paid UPS return label to ship your brewed K-Cup® pods and give them a second life as usable alternatives.

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

	June FY 20-21	June FY 21-22	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	5,147	12,799	19,452
Videos	1,100	2,139	3,926
Audio	289	529	961
Periodicals	13	77	210
Other	45	328	516
E-books	3,768	3,013	5,994
E-Audio	1,906	2,161	4,438
E-Video	610	474	1,035
Digital magazines	654	165	331
Museum Passes	n/a	25	36
ILL - Borrowed from SWAN	n/a	3,116	5,883
ILL - Borrowed from Non-SWAN	n/a	31	55
ILL - Loaned to SWAN	n/a	675	1,655
ILL - Loaned to Non-SWAN	n/a	83	165
Total Circulation	13,532	25,615	44,657
Total Adult	8,354	12,576	23,810
Total Teen	155	273	384
Total Youth	5,178	12,766	20,463
Reciprocal Borrower Loans (incl. above)	n/a	799	1,319
Automatic Renewals (not incl. above)	n/a	13,989	27,968
Self Check - % of Circulation	n/a	42.23%	39.47%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	10 / 171	32 / 1,122	65 / 1,466
Teen Number/Attendance	4 / 21	11 / 62	18 / 89
Youth - Number/Attendance	36 / 811	96 / 1,278	181 / 2,200
Total - Number/Attendance	50 / 1,003	139 / 2,462	264 / 3,755
Library Events - Number / Attendance	0 / 0	n/a	n/a
Outreach* - Number / Attendance	0 / 0	1 / 36	4 / 90
Facility Usage			
Library Visits (Door Count)	n/a	9,691	15,106
Curbside Pickup Transactions	1,180	337*	598
Meeting Rooms - # of Public Bookings*	n/a	n/a	0
Study Rooms - # of Users*	n/a	65	65
Electronic Usage			
# of Database Sessions	3,245	4,002	8,505
# of Internet Sessions/Total Time	n/a	198 / 82	198 / 82
#iMac Sessions/Total Time	n/a	4 / 2	4 / 2
# of Library Website Visits	8,786	14,795	28,684
# Mobile App Views	2,835	3,714	6,795
# of Wireless Users	556	1,021	1,900

* curbside chat not working June 14-26.

Reference Transactions

Adult (Includes Online Chat)	236	959	2,070
Youth	5	1,443	1,918
Circulation	57	323	680
Total Reference Transactions	298	2,725	4,668

Total One-on-One Tutorials			
Adult	3	0	5
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,707	18,197	
# of Non-Resident Cards	12	13	
Total Registered Users	17,719	18,210	

Resources Owned/Licensed			
Books	58,173	61,456	
Newspapers (Print only)	24	24	
Periodicals (Print only)	139	131	
Total Print Materials	58,336	61,611	
Current Subscriptions (Print Only)	163	155	
Current E-Subscriptions	3,686	3,539	
E-Books: Downloadable	56,977	71,310	
Audio Recordings	6,275	6,529	
Audio Recordings (Downloadable)	20,146	25,227	
Videos	11,263	11,214	
Other: Video Games, Puzzles, Devices	603	677	
Databases	53	67	
Total Resources Owned/Licensed	157,339	180,174	

Professional Development Hours	166.25	61.50	111.50
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*Curbside Communicator out of service
6/14-6/26

*Study rooms & express computer stations
available effective 6/14/21

*Resumed Sunday hours 6/6/21

* 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
June 2021

Primary Action Items - Administration

- Payroll
 - Payroll processing week of 6/14 and 6/28
 - Follow-up on IMRF EE Deductions report and FMLA pay types/earning codes
- Assist in planning and communication related to COVID and reinstating library services
- Transition planning and documentation
- Preliminary audit fieldwork completed 6/25/21
- The Library received an \$800.00 honorarium from *Library Journal* for the presentation Susan and I gave on *Designing for a Flexible Future: Adapt Your Library Space for Safety and Flexibility*
- Paylocity and banking signatory updates
- Coordinate install of shelving in YS offices and placement of hallway sound panel
- Coordinate coffee brewer program and supply orders with Staples
- Review reestablishing cash bank with Patron Services Manager and Business Operations Assistant
- Update Business Office and Technical Services department entries for Trustee Manual
- Process memorial donations
- 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 – 907
- Items put into Circulation – 723
- Items catalogued – imported bib records & original cataloging - 59
- Item record edits/database clean-up – 654
- Bib record merges submitted to SWAN support – 21
- Conversion project items – 677
- Repair items (includes disc cleaning) - 49
- Serial record edits - 199
- Serials – Claimed Issues – 32

Conversion Projects

- Romance – Replace genre stickers – approximately 70% complete – Barb
- Large Print – Replace genre stickers – project complete through LP/Tyler A - Susan
- J Fiction genre stickers complete (358 items) – Marie

Other

- Tech Services staff relocated from the Discovery Room back to the Circ/Tech workroom the week of 6/7. Thank you to Barb, Marie and Susan for their flexibility in working out of temporary quarters to assist in our COVID prevention protocols.
- Baker & Taylor delays – After discussing the situation with our sales rep, the decision was made to receive any pending items as non-processed and complete processing in-house and

order high demand titles as non-processed. Baker & Taylor hopes processing will return to a normal state by early fall. Items ordered/not received as of 7/7/21 - Adult 417, Youth 203)

- Sustainable Shelves list submitted for June - Marie, Susan
- Documentation - Cataloging checklist, cataloging procedures in Workflows, Cutter local practices and examples, J GN call numbers - Marie, Acquisitions Budget procedures - Mary
- Follow-up with vendors regarding a number of items received in damaged condition - Susan
- Spotlight Displays - Processed materials for Staff Picks, Holiday, Home & Garden. Clarified procedures for consistent dates being used when placing items on/off display.
- Serial records updated to indicate Pressreader or Libby instead of RB Digital.
- A big thanks to our patio garden team of Barb, Joyce and Susan (assisted by Ron) who planted and are maintaining the patio planters.

Professional Development

- 6/3/21 - SWAN Quarterly meeting (2.0)
- 6/3/21 - SWAN Cataloging/Serials Users Group meeting - Marie, Barb (2 x 1.75)
- 6/10/21 - SWAN Acquisitions users Group meeting - Marie, Susan (2 x 1.0)
- 6/29/21 - HR Source Webinar - Latest Guidance on Vaccination and Masking (1.0)

Meeting Attendance

- 6/2/21 - Review stickering project for magazines to reflect digital apps -Barb, Mary
- 6/2, 6/15/21 - Met with Friends of the Library to discuss annual meeting and gift from trust
- 6/2, 6/8, 6/24, 6/30 - Business office staff meeting - Joyce, Mary
- 6/3, 6/10, 6/17, 6/24 - Management Team
- 6/8, 6/9/21 - All Staff meeting - Barb, Joyce, Marie, Susan, Mary
- 6/8, 6/10, 6/11, 6/14, 6/15, 6/16, 6/28, 6/30 - Meet with Director and/or HR Manager to review Vaccination Attestation & other HR topics
- 6/8/21 - collectionHQ team meeting
- 6/9 - Admin meeting with Library Director
- 6/11, 6/29/21 - Orientations with new Circulation Clerks - Sneha Joshy and Noelle Udaundo
- 6/14/21 - EDI Assessment review meeting with Perspectives
- 6/16/21 - Review Lobby display and other display topics with Director and AS & YS Managers
- 6/16/21 - Library Board meeting
- 6/24/21 - Met with rep from Canteen Services regarding lobby vending machine - Joyce, Mary
- 6/24/21 - Met with HR Manager to review new hire tasks - Joyce

Respectfully submitted,
Mary Clemens

**Adult Services Department Monthly Report
June 2021**

COVID update

- Seating on the main floor opened June 1.
- Both desk shifts are now worked at the service desk.
- Express Computer Stations in the Adult Lab available June 15
- Study rooms available June 15.
- Curbside document services continue. In June we processed 258 print and 33 copy jobs.

EDI activities (programs, partnerships, displays, training)

- New CollectionHQ Diversity Analysis tool launching in July. It will provide an analysis of our print and ebook collections based on assigned BISAC subject headings and Kirkus and Baker & Taylor curated lists.
- LinkedIn Learning Diversity Inclusion and Belonging for All Learning Path discussions scheduled for June, July, and August. Patrons will view the assigned LinkedIn Learning (fka Lynda.com) videos prior to the program and then we will discuss via Zoom.
 - We offered a door prize to attendees of a tote bag and mask created by Vera. The thank you note from the recipient is also in the packet.

Reference statistics

- May reference statistics report failed so the data reported last month was an estimate. The report was available this month so the year to date statistics include the full count for May.

Outreach Activities

- Homebound delivery –
 - Registered 36
 - Delivered 31
 - Items delivered 194
- Career Online High School is no longer hosted by Gale. The vendor of the school Smart Horizons launched a new website. Laura updated the links on the Library's website and Laura and Crystal attended training on the procedure changes. Smart Horizons will send out new marketing material.
- June 25 – CS Chamber Industrial Roundtable - Omar

Programs & Displays

- Summer reading programs started June 1
- Exploring Carol Stream Videos posted to YouTube - In June posted videos from Manny's Café on How to make eggs benedict, M's Hair Salon on how to thread eyebrows, Horizon Park on how to play disc game, and Dick Pond on How to choose your shows. Thank you to Rabecca and Jessica for filming.
 - The Manny's Café chef was very grateful for the partnership and will do in-person demonstrations when we reopen. One the first day the video is up to 90 YouTube views and 86 one-minute views on Facebook.

Meetings

- Bi-weekly department meetings continue

- Weekly Management Team meetings continue
- June 3 – ARRT Genre Study – Sarah
- June 8 – CollectionHQ Team – Laura and Sarah
- June 9 – AS Managers Roundtable – Laura
- June 15 – EDI video discussion series planning meeting – Jessica, Vera, and Laura
- June 15 – IT and Director meeting – Laura
- June 16 – SWAN discussion on IT purchasing – Laura
- June 16 – Board meeting – Laura
- June 29 – SWAN chat - Laura

Information technology

- Laura Hays
 - Parking lot wifi access – worked with patron to try and resolve her trouble with parking lot signal strength.
 - Morningstar database moved to a new server. Laura updated Library’s website.
 - Study Rooms
 - Laura shared the reserve a room training video with staff.
 - She also updated room settings and on June 15 added the Reserve a Room option to the website and the calendar menus.
 - Website alerts updated to reflect current open services.
 - Enterprise Covid alert removed by SWAN
- Community IT staff
 - There were 50 support tickets in June.
 - Adult Computer Lab – IT staff checked that the workstations were up to date and setup guest pass printing at the desk computers.
 - Some of the battery backups failed so IT replaced.
 - Xibo slide displays – IT staff helped update slides and fixed monitor error messages
 - Laura will work with IT to get more staff setup with Xibo accounts and schedule training.
 - Topaz signature pads installed at Circulation workstations.
 - Password guidelines finalized and Laura posted to staff

Laura Hays

Head of Adult Services



Dear Vera,
Thank you so much for the gift of
your creativity for crafting the
beautiful tote bag given away
at the end of Tuesday's Diversity,
Inclusion and Belonging for All Workplace
Training.

I truly appreciate Carol Stream
Public Library's staff effort in
raising DIB awareness in
our community.

Thank you for all that you
do!!

Debbie Jefferies

Youth Services Report June 2021

Summer Reading

- Summer Reading participation began in earnest on June 14 when participants came in to get the prizes that had been earned. During 2020 COVID Summer, we had 254 total participants for the Summer Reading Program. This year, we surpassed that number in the first week of participation with 288 participants recorded. As of June 30, we have 529 participants of which 137 have already reached level 3 of 600 minutes earning 2 prizes and a book. This level of participation is tracking closely with 2019 when we were under construction and only about 100 behind the same time period during 2018 which was our last normal summer.

Program Highlights

- Kids Table did three programs over Zoom for us again during June. Tots Can Cook made Mac and Trees with 35 in attendance on 6/10. Kids Can Cook made Tik Tok Hack Quesadillas on 6/8 with 16 in attendance. Tweens Can Cook made Veggie Fried Rice on 6/9 with 3 in attendance.
- Filament Theatre presented three programs in June for different ages groups as well.
 - 6/22 was Page to Stage for 1st to 3rd graders who explored how a story is turned into a script with the story *The Uncorker of Ocean Bottles* by Michelle Cuevas
 - 6/24 was Stories Come Alive! For 3-6-year-olds. Participants worked together to act out the book *Who Wet My Pants?* By Bob Shea
 - 6/24 was also "It's All Greek to Me! Fantasy Makeup" for 4th to 8th graders. They practiced putting on makeup for theatre. Two participants came in to show off their handiwork and a picture is included.

Patron Service and Reference

- June requests for Binge Boxes blew all previous numbers out of the water. Youth Services staff completed 164 Binge Boxes in June. The previous high had been 142 Youth Binge Boxes prepared in July 2020.
- Visitors in the Youth Services section have increased exponentially. Between January and May 2021, Youth staff has provided patron assistance in numbers ranging from 300s to 475 in a month. This month, June 2021, we interacted with 1,443 patrons! In addition to Summer Reading bringing people in, a part of this is that toys have returned to the Enchanted Forest preschool area. Families are coming and staying. We have noise of kids playing and it is wonderful! Except for wearing masks, things are definitely feeling more normal than they have in a long time!

Professional Development

- Youth Staff did 2 hours of training through online webinars.

Meeting Attendance

- 6/3, 10, 17, 24 – Management Team Meeting – Amy Teske
- 6/4 – Meeting with Susan Westgate – Amy Teske
- 6/8 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 6/8 – All Staff
- 6/16 – Board Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



June 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

- 19,019 Checkouts
- 337 Curbside deliveries. Communicator out of order 6/14-6/26. Vendor reported trouble with their phone lines. Patrons were asked to call the Library's phone number for service.
- 124 New resident accounts registered
- 24 Digital accounts registered
- 17,990 Check ins
- 18,000 items shelved
- 3,980 hold requests made available

Jeri participated in:

- all Management Team meetings held in June
- ALLSTAFF Meeting
- SWAN ILL Users group meeting
- Management team meeting with Perspectives to discuss responses from focus groups
- Interviews for potential Circulation Clerks

In addition:

- Melanie Johnson, Circulation Coordinator, participated in interviews with potential Circulation Clerks
- Sneha Joshy joined the Circulation team on Tuesday, June 15th as a Circulation Clerk
- Noelle Udaundo joined the Circulation team on Tuesday, June 29th as a Circulation Clerk

Submitted by Jeri L. Cain

07/08/2021

Human Resources
Monthly Report
June 2021

Administration

- Participated in final meeting with Perspectives for Diversity, Equity and Inclusion initiative. Results of the Human Resources Report and Survey Focus Groups were discussed.
- Completed Bilingual Spanish/English Youth Services Librarian, Youth Services Librarian and Adult Services Librarian. There is no longer a distinction between Part-time and Full-time Librarian job descriptions.

COVID-19

- Distributed and collected COVID attestation forms.

Staffing & Onboarding

- Posted Bilingual Spanish/English Youth Services Librarian internally. Worked with Amy Teske on Job Description and posting.
- Welcomed Noelle Udaondo to the Library as a Circulation Clerk on 6/29/21. Coordinated the process with Paylocity to have Noelle entered into the HR system. Coordinated the Background Check process. Organized and coordinated New Hire Orientation for Noelle.
- Met with Sneha Joshy, Circulation Clerk to review Employee Handbook.

Training

- Attended Monthly HR Source Roundtable.
- Attend Webinar - The Latest Guidance on Vaccination and Masking – HR Source
- Participated in a meeting with Rebecca Litz from Perspective for Library Diversity Training which potentially could be presented in person and virtually.



Monthly Report of IT Service

Report Range 6/1/2021 6/30/2021

Support Tickets

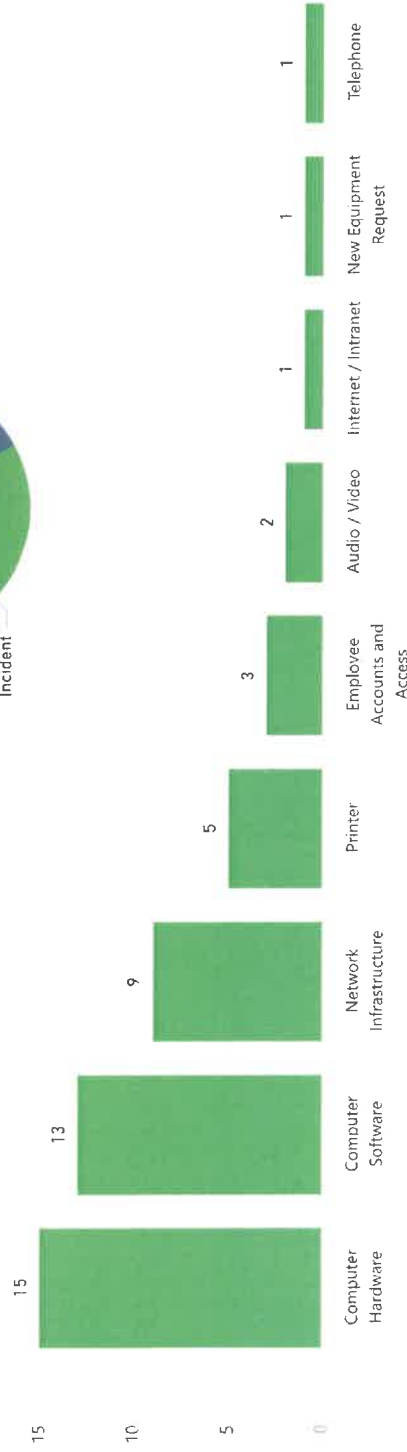
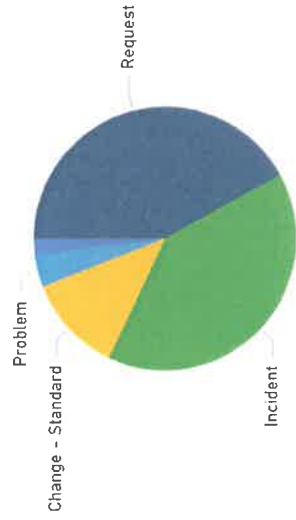
50

Information Technology Closed Support Tickets by Category

Helpdesk tickets are broken down by type and categorized to help identify trends. The most common tickets are Requests and Incidents. If there are multiple related Incidents, this indicates a problem and leads to a Change.

Request Type	Count
Change - Normal	1
Change - Standard	6
Incident	20
Problem	2
Request	21
Total	50

CategoryName	Count
Audio / Video	2
Computer Hardware	15
Computer Software	13
Employee Accounts and Access	3
Internet / Intranet	1
Network Infrastructure	9
New Equipment Request	1
Printer	5
Telephone	1
Total	50



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.