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**PUBLIC NOTICE**  
**AGENDA FOR THE REGULAR MEETING OF THE BOARD OF**  
**LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM**  
**Carol Stream Public library**  
**616 Hiawatha Drive**  
**Carol Stream, IL 60188**

**DATE: August 18, 2021**  
**PLACE: Library Meeting Room**

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

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

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

1. WELCOME AND CALL TO ORDER – Justin Lynch, President
2. PLEDGE TO THE FLAG
3. ROLL CALL –Secretary
4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – President Lynch
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 July 21, 2021
8. MONTHLY REPORTS OF THE TREASURER – Treasurer
  - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 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 – Mansi Patel, Committee Chair
    - 9.3.2 Facilities Committee – David Larimer, Committee Chair
    - 9.3.3 Finance Committee – Dr. Bonita Berryman-Gilliam, Committee Chair
    - 9.3.4 EDI Committee – Dr. Bonita Berryman-Gilliam, Committee Chair
10. NEW BUSINESS
  - 10.1 Review Statement of Cash Receipts and Disbursements for FY21
  - 10.2 Recommendation, Re: Approval of Revision to Borrowing Policy to Remove Overdue Fines
  - 10.3 Discussion: Open House

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10.4 Discussion: Renovation Plaque

10.5 Discussion: Trustee Vacancy

11. DISBURSEMENTS

11.1 Approval of Disbursements of July 1-31, 2021 plus the Addendum for the Meeting of August 18, 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. ADJOURN

Next Resolution: #294

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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: July 21, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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.

Carol Stream resident Samantha Wright was administered the Oath of Office for Library Trustee

3. Roll Call

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Human Resources Manager Mary Pellico, residents Ronald Wright and LeeAnne Reis-Ong, Sarah Stocking from Examiner Publications, Madison Blumbl ASL interpreter.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

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 July 21, 2021. Motion approved.

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

Nays ..... 0

Absent..... None

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

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

Nays ..... 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of June 16, 2021

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

- 6.3 Report from the President, Justin Lynch-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Human Resources Committee Report -None
- 6.6 Facilities Committee Report - None
- 6.7 Finance Committee –None
- 6.8 EDI Committee-None
- 6.9 Recommendation, Re: Approval of New Job Description for Youth Services Bi-Lingual Librarian
- 6.10 Recommendation, Re: Approval of Job Description Revisions for Assistant Director and Youth and Adult Services Librarians
- 6.11 Recommendation, Re: Approval of FY 22 Quarterly Payments to SWAN Library Consortium
- 6.12 Recommendation, Re: Approval of Self-Check Machines Payment
- 6.13 Approval of Disbursements of June 1-30, 2021 plus the Addendum for the Meeting of July 21, 2021
- 6.14 Assistant Director’s Report, Mary Clemens
- 6.15 Adult Services Report, Laura Hays
- 6.16 Circulation Department Report, Jeri Cain
- 6.17 Human Resources Report, Mary Pellico
- 6.18 Information Technology Report
- 6.19 Illinois Library Association Virtual Conference: October 12-14, 2021
- 6.20 Board Member Reports-None

**Trustee Berryman-Gilliam moved and Trustee Wright seconded** that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

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

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

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

Background information:

To better serve the community, the Youth Services department will be adding a bi-lingual Spanish/English Librarian to their department in the near future. A job description was created to outline the responsibilities.

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

Background information:

Revisions were made to these job descriptions to reflect their current responsibilities. The Librarian job descriptions will be used for both full and part-time employees.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1-30, 2021 plus the Addendum for the meeting of July 21, 2021 in the amount of \$144,680.39.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of Board President Committee Appointments

Trustee Olson moved and Trustee Berryman-Gilliam seconded that the Library Board of Trustees approve the Board President Committee Appointments. Motion approved.

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

Nays ..... 0

Absent..... None

Background information:

*STANDING COMMITTEES:*

FINANCE

Dr. Bonita Berryman-Gilliam, Chair

Nancy Olson

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

HUMAN RESOURCES

Mansi Patel, Chair

Nancy Olson

Samantha Wright

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

EDI COMMITTEE

Dr. Bonita Berryman-Gilliam, Chair

Samantha Wright

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

7.2 Discussion: Klein Creek Streambank Stabilization and Wetland Creation

Background information:

The Library 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 project will have an impact on the Library's north lot and east side of the building adjacent to the creek. The Library will be hiring a designer to provide the Village with sketches and designs for how the Library can optimize these changes to the creek area and continue to provide a walkway and beautiful outdoor space for Library patrons without compromising the Library's wants, needs and aesthetics. Director Westgate received a recommendation from the Park District for an outside designer that they have used that specializes in landscape architecture and parks & recreation. She will keep the Board updated with the process and the progress as

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this project unfolds. The Village needs to submit their plans for the area to the IEPA by the end of the calendar year.

7.3. REPORT OF THE LIBRARY DIRECTOR

Trustees Larimer and Lynch were excited to hear that 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 variety of programs and book displays will also be planned around this two-month event. Trustee Larimer recommended that the Library purchase a years' supply of the upgraded HVAC filters since they are in high demand right now. Director Westgate stated that she would look into it.

7.4. MONTHLY STAFF REPORTS

7.4.1 Youth Services Report, Amy Teske

Trustee Lynch was pleased to see that the demand for the Youth Services Binge Boxes is at their highest level yet. He inquired about the TIK Tok quesadillas that were part of an online cooking program for kids. YS Manager Teske stated they were regular quesadillas with a catchy name.

8. EXECUTIVE SESSION

**Trustee Berryman-Gilliam** Moved and **Trustee Olson** seconded that The Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) for the review of minutes. Motion approved.

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

Nays ..... 0

Absent..... None

Accordingly, the Meeting was closed to the public at 7:34 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:06 p.m.

Secretary Patel called the roll.

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

Absent: None

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

**Trustee Lynch** Moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the Executive Session minutes of September 30, 2020 and that they remain closed at this time. Motion approved.

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

Nays ..... 0

Abstain ..... 1 Trustee Wright

Absent..... None

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

**Trustee Patel** Moved and **Trustee Larimer** seconded that the Board of Library Trustees approve the Executive Session minutes of June 9 and June 10, 2020 and that they remain closed at this time. Motion approved.

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

Nays ..... 0  
Abstain ..... 1 Trustee Wright  
Absent..... None

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

**Trustee Lynch** Moved and **Trustee Patel** seconded that the Board of Library Trustees approve the release of the Executive Session minutes of December 18, 2019 and July 15, 2020 and that all other Executive Session minutes remain closed at this time. Motion approved.

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

9. ADJOURN

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

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

Meeting adjourned at 8:10 p.m.

August 18, 2021

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,182,525.78	\$ (208,462.93)	\$ 2,974,062.85
Working Cash	50,852.85	6.53	50,859.38
FICA	150,059.07	(11,670.02)	138,389.05
IMRF	129,441.04	(19,098.16)	110,342.88
Liability Insurance	21,177.60	(1,359.32)	19,818.28
Audit	13,247.34	(3,026.43)	10,220.91
Capital Maintenance & Repair	1,615,517.58	(18,178.70)	1,597,338.88
Building Renovation Loan	<u>120,581.43</u>	<u>6,432.08</u>	<u>127,013.51</u>
<b>TOTAL ALL FUNDS</b>	<u><u>\$ 5,283,402.69</u></u>	<u><u>\$ (255,356.95)</u></u>	<u><u>\$ 5,028,045.74</u></u>

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

\_\_\_\_\_  
Justin Lynch, Board President 7/31/21

\_\_\_\_\_  
Nancy Olson, Board Treasurer 7/31/21

\_\_\_\_\_  
Susan Westgate, Library Director 7/31/21



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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 215,540.17
WEST SUBURBAN BANK	PAYROLL	102,012.64
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,694,350.71
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,014,762.71
PROPAY	ELECTRONIC	609.51
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,028,045.74</u>

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

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

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

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

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

*ATA Group, LLP*

Aug 4, 2021

In Association With:

MCC LURE I N S E R R A  
& C O M P A N Y C H A R T E R E D  
A C C O U N T A N T S A N D C O N S U L T A N T S



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

	Jul 31, 21	Jun 30, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	215,540.17	216,082.08	-541.91
10-1008 · WSB Payroll Account	102,012.64	176,476.28	-74,463.64
10-1014 · Illinois Funds-Prime	3,014,762.71	3,014,711.16	51.55
10-1024 · WSB Money Market Acct	1,694,350.71	1,874,702.10	-180,351.39
10-1025 · ProPay	609.51	661.07	-51.56
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,053,982.89	-2,100,876.91	46,894.02
<b>Total 10-1000 · Library Fund Cash</b>	<b>2,974,062.85</b>	<b>3,182,525.78</b>	<b>-208,462.93</b>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,859.38	50,852.85	6.53
30-1190 · Allocated Cash-FICA Fund	138,389.05	150,059.07	-11,670.02
40-1090 · Allocated Cash-IMRF Fund	110,342.88	129,441.04	-19,098.16
50-1090 · Allocated Cash-Liability Fund	19,818.28	21,177.60	-1,359.32
60-1090 · Allocated Cash-Audit Fund	10,220.91	13,247.34	-3,026.43
70-1090 · Allocated Cash-Capital R&M Fund	1,597,338.88	1,615,517.58	-18,178.70
80-1090 · Allocated Cash-Debt Service	127,013.51	120,581.43	6,432.08
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<b>2,053,982.89</b>	<b>2,100,876.91</b>	<b>-46,894.02</b>
<b>Total Checking/Savings</b>	<b>5,028,045.74</b>	<b>5,283,402.69</b>	<b>-255,356.95</b>
<b>Total Current Assets</b>	<b>5,028,045.74</b>	<b>5,283,402.69</b>	<b>-255,356.95</b>
<b>TOTAL ASSETS</b>	<b>5,028,045.74</b>	<b>5,283,402.69</b>	<b>-255,356.95</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,917,356.41	1,917,356.41	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	1,627,532.77	1,627,532.77	0.00
80-2900 · Fund Balance-Debt Service	103,541.42	103,541.42	0.00
<b>Total 2900 · Beginning Fund Balances</b>	<b>3,909,407.44</b>	<b>3,909,407.44</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,118,638.30</b>	<b>1,373,995.25</b>	<b>-255,356.95</b>
<b>Total Equity</b>	<b>5,028,045.74</b>	<b>5,283,402.69</b>	<b>-255,356.95</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,028,045.74</b>	<b>5,283,402.69</b>	<b>-255,356.95</b>

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

	Jul 21	May - Jul 21	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
3001 · Property Tax Current	101,601.06	1,955,122.97	3,664,461.00	53.35%
3002 · Property Taxes Non-Current	61.58	61.58	5,000.00	1.23%
3000 · Property Taxes - Other	0.00	0.00	10,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	<b>101,662.64</b>	<b>1,955,184.55</b>	<b>3,679,461.00</b>	<b>53.14%</b>
3100 · PPR Taxes	0.00	25,042.43	44,000.00	56.92%
<b>3200 · Interest Income</b>				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	512.13	1,017.21	15,100.00	6.74%
<b>Total 3200 · Interest Income</b>	<b>512.13</b>	<b>1,017.21</b>	<b>16,100.00</b>	<b>6.32%</b>
<b>3300 · Patron Payments</b>				
3301 · Fines & Fees	650.63	1,800.81	10,000.00	18.01%
3302 · Public Copy Payments	783.26	1,008.96	12,000.00	8.41%
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%
<b>Total 3300 · Patron Payments</b>	<b>1,433.89</b>	<b>2,809.77</b>	<b>25,000.00</b>	<b>11.24%</b>
3400 · Donations	1,190.00	1,390.00	5,000.00	27.8%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/LL Reimbursements	29.99	29.99	1,000.00	3.0%
<b>3700 · Grants</b>				
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%
<b>Total 3700 · Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>54,650.00</b>	<b>0.0%</b>
3800 · Other Income	0.55	813.85	5,000.00	16.28%
<b>Total Income</b>	<b>104,829.20</b>	<b>1,986,287.80</b>	<b>3,831,211.00</b>	<b>51.85%</b>
<b>Gross Profit</b>	<b>104,829.20</b>	<b>1,986,287.80</b>	<b>3,831,211.00</b>	<b>51.85%</b>
<b>Expense</b>				
<b>5100 · Salaries</b>				
5101 · Exempt Staff Salaries	67,162.80	135,924.72	603,000.00	22.54%
5102 · Non-Exempt Staff Salaries	130,143.05	259,568.03	1,279,300.00	20.29%
5103 · Custodial Salaries	8,239.57	16,770.91	78,000.00	21.5%
5105 · Professional Education	753.98	966.98	15,000.00	6.45%
5106 · Membership	0.00	299.00	4,000.00	7.48%
5107 · Life Insurance	159.01	457.57	2,000.00	22.88%
5108 · Health Insurance	14,797.30	50,373.32	250,000.00	20.15%
5109 · Benefits, other	135.88	175.88	2,000.00	8.79%
5110 · Trustee Development	53.50	103.50	3,000.00	3.45%
<b>Total 5100 · Salaries</b>	<b>221,445.09</b>	<b>464,639.91</b>	<b>2,236,300.00</b>	<b>20.78%</b>
<b>5200 · Plant Maint.</b>				
5201 · Supplies	611.50	2,451.15	20,000.00	12.26%
5202 · Maintenance/Repair	0.00	13.94	10,000.00	0.14%
5203 · Maintenance Contracts	3,219.00	9,657.00	42,000.00	22.99%
5204 · Landscape Maintenance/Snow Remo	0.00	1,572.00	15,000.00	10.48%
5205 · Furniture/Equipment	526.77	2,291.30	10,000.00	22.91%

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

	Jul 21	May - Jul 21	Annual Budget	% of Budget
5206 · Electric-Comm Edison	0.00	2,255.61	45,000.00	5.01%
5207 · Water/Sewer	606.49	686.82	10,000.00	6.87%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
<b>Total 5200 · Plant Maint.</b>	<b>4,963.76</b>	<b>18,927.82</b>	<b>163,000.00</b>	<b>11.61%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	0.00	9.11	6,000.00	0.15%
5302 · Office & Equipment Supplies	590.11	1,737.95	7,000.00	24.83%
5303 · Printing	0.00	68.67	4,000.00	1.72%
5304 · Equipment Leasing	1,005.50	5,157.51	17,000.00	30.34%
5305 · Mileage Reimbursement	35.62	49.56	2,000.00	2.48%
5306 · Legal Notices	0.00	0.00	600.00	0.0%
5308 · Business Phone	907.35	2,722.19	12,000.00	22.69%
5309 · Accounting Service	1,100.00	1,100.00	15,000.00	7.33%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	908.90	1,655.05	7,500.00	22.07%
5312 · Attorney Fees	0.00	935.00	8,000.00	11.69%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	279.90	974.85	7,000.00	13.93%
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	587.00	2,843.60	10,000.00	28.44%
<b>Total 5300 · Business Exp.</b>	<b>5,414.38</b>	<b>24,510.94</b>	<b>126,200.00</b>	<b>19.42%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	0.00	229.75	10,000.00	2.3%
5402 · ISP and Web page hosting	157.85	473.55	16,500.00	2.87%
5403 · Computer Software	0.00	2,000.00	18,000.00	11.11%
5404 · Tech Support & Repair	0.00	6,128.00	15,000.00	40.85%
5405 · Technical Services Supplies	222.73	711.72	5,000.00	14.23%
5406 · Circulation Supplies	0.00	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	11,541.50	11,541.50	47,000.00	24.56%
5411 · Village IT Services	8,014.50	24,258.00	98,000.00	24.75%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>19,936.58</b>	<b>45,998.01</b>	<b>232,500.00</b>	<b>19.78%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	3,096.27	10,630.47	32,000.00	33.22%
5503 · Adult/Teen Programs	1,018.94	2,887.29	29,000.00	9.96%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	662.99	2,082.51	20,000.00	10.41%
<b>Total 5500 · Services</b>	<b>4,778.20</b>	<b>15,600.27</b>	<b>128,000.00</b>	<b>12.19%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	4,566.68	4,650.19	50,000.00	9.3%
5606 · Youth Services Media	2,396.16	2,941.03	25,000.00	11.76%
5630 · Adult Books	8,361.38	10,016.29	75,000.00	13.36%
5634 · Online Resources	0.00	0.00	45,000.00	0.0%
5635 · Magazines & Newspapers	49.99	9,107.81	11,000.00	82.8%

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

	Jul 21	May - Jul 21	Annual Budget	% of Budget
5637 · Adult Media	2,163.88	3,753.96	50,000.00	7.51%
5651 · Digital Media	16,073.01	26,383.96	100,000.00	26.38%
5652 · Grant/Award Expense	7,980.00	15,866.40	49,650.00	31.96%
<b>Total 5600 · Collection</b>	<b>41,591.10</b>	<b>72,719.64</b>	<b>405,650.00</b>	<b>17.93%</b>
<b>6600 · Payroll Expenses</b>				
6610 · FICA Expense	15,167.82	35,043.03	150,000.00	23.36%
6620 · Illinois Municipal Retirement F	23,260.38	54,358.96	220,000.00	24.71%
<b>Total 6600 · Payroll Expenses</b>	<b>38,428.20</b>	<b>89,401.99</b>	<b>370,000.00</b>	<b>24.16%</b>
7101 · Liability Insurance	0.00	0.00	19,000.00	0.0%
7102 · Risk Management expense	1,242.80	1,242.80	3,000.00	41.43%
7103 · Unemployment Compensation Insur	673.56	673.56	5,000.00	13.47%
7201 · Audit Expense	3,324.00	3,324.00	13,000.00	25.57%
<b>7400 · Capital Expenditures</b>				
7401 · Furniture	760.00	1,260.00	10,000.00	12.6%
7402 · Parking Lot Repair	0.00	6,196.08	12,000.00	51.63%
7403 · Building Repair	1,875.00	1,875.00	50,000.00	3.75%
7404 · Landscape	808.48	6,334.48	125,000.00	5.07%
7405 · Memorials	0.00	0.00	2,000.00	0.0%
7406 · Other Capital Expenditures	14,945.00	14,945.00	50,000.00	29.89%
<b>Total 7400 · Capital Expenditures</b>	<b>18,388.48</b>	<b>30,610.56</b>	<b>249,000.00</b>	<b>12.29%</b>
<b>7500 · Special Capital Projects</b>				
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%
<b>Total 7500 · Special Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>55,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>360,186.15</b>	<b>767,649.50</b>	<b>4,005,650.00</b>	<b>19.16%</b>
<b>Net Ordinary Income</b>	<b>-255,356.95</b>	<b>1,218,638.30</b>	<b>-174,439.00</b>	<b>-698.6%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8002 · Interfund Transfers Out	0.00	0.00	-100.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
8000 · Debt Repayment Expense	0.00	100,000.00	234,461.00	42.65%
<b>Total Other Expense</b>	<b>0.00</b>	<b>100,000.00</b>	<b>234,461.00</b>	<b>42.65%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-100,000.00</b>	<b>-234,561.00</b>	<b>42.63%</b>
<b>Net Income</b>	<b>-255,356.95</b>	<b>1,118,638.30</b>	<b>-409,000.00</b>	<b>-273.51%</b>



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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jul 21	May - Jul 21	Jul 21	May - Jul 21	Jul 21	May - Jul 21
<b>Ordinary Income/Expense</b>						
Income						
3000 - Property Taxes	86,756.21	1,668,509.42	0.00	0.00	3,484.14	67,002.63
3100 - PPR Taxes	0.00	25,042.43	0.00	0.00	0.00	0.00
3200 - Interest Income	255.54	507.57	6.53	12.97	13.66	27.13
3300 - Patron Payments	1,433.89	2,809.77	0.00	0.00	0.00	0.00
3400 - Donations	1,190.00	1,390.00	0.00	0.00	0.00	0.00
3600 - RBP/ILL Reimbursements	29.99	29.99	0.00	0.00	0.00	0.00
3800 - Other Income	0.55	813.85	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>89,666.18</b>	<b>1,699,103.03</b>	<b>6.53</b>	<b>12.97</b>	<b>3,497.80</b>	<b>67,029.76</b>
<b>Gross Profit</b>	<b>89,666.18</b>	<b>1,699,103.03</b>	<b>6.53</b>	<b>12.97</b>	<b>3,497.80</b>	<b>67,029.76</b>
<b>Expense</b>						
5100 - Salaries	221,445.09	464,639.91	0.00	0.00	0.00	0.00
5200 - Plant Maint.	4,963.76	18,927.82	0.00	0.00	0.00	0.00
5300 - Business Exp.	5,414.38	24,510.94	0.00	0.00	0.00	0.00
5400 - Automat. & Dept. Oper.	19,936.58	45,998.01	0.00	0.00	0.00	0.00
5500 - Services	4,778.20	15,600.27	0.00	0.00	0.00	0.00
5600 - Collection	41,591.10	72,719.64	0.00	0.00	0.00	0.00
6600 - Payroll Expenses	0.00	0.00	0.00	0.00	15,167.82	35,043.03
7102 - Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 - Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 - Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 - Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>298,129.11</b>	<b>642,396.59</b>	<b>0.00</b>	<b>0.00</b>	<b>15,167.82</b>	<b>35,043.03</b>
<b>Net Ordinary Income</b>	<b>-208,462.93</b>	<b>1,056,706.44</b>	<b>6.53</b>	<b>12.97</b>	<b>-11,670.02</b>	<b>31,986.73</b>
<b>Other Income/Expense</b>						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-208,462.93</b>	<b>1,056,706.44</b>	<b>6.53</b>	<b>12.97</b>	<b>-11,670.02</b>	<b>31,986.73</b>

Exhibit C See Accountant's Compilation Report

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jul 21	May - Jul 21	Jul 21	May - Jul 21	Jul 21	May - Jul 21
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	4,151.33	79,832.67	555.62	10,691.49	296.56	5,702.66
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	10.89	21.63	1.42	2.82	1.01	2.01
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>4,162.22</b>	<b>79,854.30</b>	<b>557.04</b>	<b>10,694.31</b>	<b>297.57</b>	<b>5,704.67</b>
<b>Gross Profit</b>	<b>4,162.22</b>	<b>79,854.30</b>	<b>557.04</b>	<b>10,694.31</b>	<b>297.57</b>	<b>5,704.67</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	23,260.38	54,358.96	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	1,242.80	1,242.80	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	673.56	673.56	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	3,324.00	3,324.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>23,260.38</b>	<b>54,358.96</b>	<b>1,916.36</b>	<b>1,916.36</b>	<b>3,324.00</b>	<b>3,324.00</b>
<b>Net Ordinary Income</b>	<b>-19,098.16</b>	<b>25,495.34</b>	<b>-1,359.32</b>	<b>8,777.95</b>	<b>-3,026.43</b>	<b>2,380.67</b>
<b>Other Income/Expense</b>						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-19,098.16</b>	<b>25,495.34</b>	<b>-1,359.32</b>	<b>8,777.95</b>	<b>-3,026.43</b>	<b>2,380.67</b>

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jul 21	May - Jul 21	Jul 21	May - Jul 21	Jul 21	May - Jul 21
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	0.00	0.00	6,418.78	123,445.68	101,662.64	1,955,184.55
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	25,042.43
3200 · Interest Income	209.78	416.67	13.30	26.41	512.13	1,017.21
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,433.89	2,809.77
3400 · Donations	0.00	0.00	0.00	0.00	1,190.00	1,390.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	29.99	29.99
3800 · Other Income	0.00	0.00	0.00	0.00	0.55	813.85
<b>Total Income</b>	<b>209.78</b>	<b>416.67</b>	<b>6,432.08</b>	<b>123,472.09</b>	<b>104,829.20</b>	<b>1,986,287.80</b>
<b>Gross Profit</b>	<b>209.78</b>	<b>416.67</b>	<b>6,432.08</b>	<b>123,472.09</b>	<b>104,829.20</b>	<b>1,986,287.80</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	221,445.09	464,639.91
5200 · Plant Maint.	0.00	0.00	0.00	0.00	4,963.76	18,927.82
5300 · Business Exp.	0.00	0.00	0.00	0.00	5,414.38	24,510.94
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	19,936.58	45,998.01
5500 · Services	0.00	0.00	0.00	0.00	4,778.20	15,600.27
5600 · Collection	0.00	0.00	0.00	0.00	41,591.10	72,719.64
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	38,428.20	89,401.99
7102 · Risk Management expense	0.00	0.00	0.00	0.00	1,242.80	1,242.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	673.56	673.56
7201 · Audit Expense	0.00	0.00	0.00	0.00	3,324.00	3,324.00
7400 · Capital Expenditures	18,388.48	30,610.56	0.00	0.00	18,388.48	30,610.56
<b>Total Expense</b>	<b>18,388.48</b>	<b>30,610.56</b>	<b>0.00</b>	<b>0.00</b>	<b>360,186.15</b>	<b>767,649.50</b>
<b>Net Ordinary Income</b>	<b>-18,178.70</b>	<b>-30,193.89</b>	<b>6,432.08</b>	<b>123,472.09</b>	<b>-255,356.95</b>	<b>1,218,638.30</b>
<b>Other Income/Expense</b>						
Other Expense						
8000 · Debt Repayment Expense	0.00	0.00	0.00	100,000.00	0.00	100,000.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100,000.00</b>	<b>0.00</b>	<b>-100,000.00</b>
<b>Net Income</b>	<b>-18,178.70</b>	<b>-30,193.89</b>	<b>6,432.08</b>	<b>23,472.09</b>	<b>-255,356.95</b>	<b>1,118,638.30</b>

Exhibit C See Accountant's Compilation Report

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CAROL STREAM PUBLIC LIBRARY  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
May 1, 2020 through April 30, 2021

GENERAL FUND

Fund Balance – Beginning	\$1,781,823
 <u>Revenues</u>	
Taxes	3,176,081
Fines and Fees	4,952
Intergovernmental	49,639
Interest	4,574
Miscellaneous	1,153
Total Revenues	3,236,399
 <u>Expenditures</u>	
Salaries/Benefits	1,986,291
Plant Maintenance	143,775
Business	84,117
Automation & Dept. Operations	207,036
Services	67,725
Collection Development	346,808
Total Expenditures	2,835,752
Transfer (Out) to CM&R Fund	(150,000)
Transfer (Out) to Building Renovation Loan Fund	(100,000)
 Fund Balance – Ending	 \$1,932,470

Payments to vendors: A & A Paving \$6,246.49; Access One, Inc. \$10,577.84; AMAZON/SYNCB \$27,831.34; Ancel Glink, P.C. \$2,640.00; ARC1 Electric \$4,166.32; ASI Signage Innovations \$4,594.35; ATA Group, LLP \$15,136.00; Baker & Taylor \$104,999.78; Bridgeall Libraries Limited \$10,594.00; Carahsoft Technology Corp. \$7,000.00; Case Lots, Inc. \$4,840.05; Chicago Tribune \$2,588.05; ComEd \$44,299.67; Commercial Specialties, Inc. \$2,970.00; Complete Cleaning Co. Inc. \$21,720.00; Creekside Printing \$7,877.73; Demco, Inc. \$2,495.50; Ebsco Information Services \$16,246.19; Findaway World, LLC \$12,031.30; Fox Valley Fire & Safety Company, Inc. \$2,836.85; Frederick Quinn Corporation (FQC) \$399,925.00; Fresh Air Experts, LLC \$8,449.90; Gale/CENGAGE Learning \$10,283.00; Garvey’s Office Products \$4,393.38; Gateway Glazing \$7,940.00; Hartford \$7,049.00; Heritage Technology Solutions \$7,876.14; Hero Design LLC \$12,092.00; Hoopla by Midwest Tape \$5,348.49; India For Everyone \$2,692.40; InfoUSA Mkting, Inc. \$7,545.00; Ingram Library Services \$6,845.88; Karnes Law Chartered Client Trust Account \$15,000.00; Krueger International, Inc. \$5,303.70; Library Furniture International \$94,077.92; LIMRICC Unemployment Compensation Group \$2,940.95; Medify Air \$3,739.28; Midwest Tape \$83,459.18; MNJ Technologies Direct, Inc. \$29,812.96; Mobile Beacon \$3,330.00; Oriental Trading Company \$3,064.73; OverDrive, Inc. \$29,324.27; Packlane \$7,668.30; Paylocity \$10,346.82; Pitney Bowes-Reserve Account \$7,500.00; PNC Bank \$51,965.59; Precision Control Systems of Chicago, Inc. \$21,376.00; ProQuest LLC \$19,456.33; Roto-Rooter Services Company \$2,605.00; Scholastic Library Publishing \$2,629.00; Scholastic, Inc. \$7,080.66; Sebert Landscaping, Inc. \$36,747.00; Shadeology \$7,200.00; Sikich LLP \$10,355.00; SWAN (System Wide Automated Network) \$55,239.68; TIAA Commercial Finance \$12,637.08; Today’s Business Solutions, Inc. \$5,828.80; Town Fence Co. \$20,740.00; Travelers \$2,754.00; Tutor.com \$7,980.00; Upstaging, Inc. \$6,160.00; Utica National Insurance Group \$18,397.00; Value Line Publishing LLC \$9,850.00; Village of Carol Stream \$327,817.91; Village of Carol Stream–Benefits \$271,248.09; Village of Carol Stream–IMRF \$198,463.56; Village of Carol Stream–Water Dept. \$3,923.80.

Payroll: Under \$25,000–Brown, Hanna; Carlson Linda; Encarnacion, Narze; Fonseca, Antonio; Frye, Kaitlyn; Geshkewich II, Joseph; Gray, Michaela; Grippando, Sarah; Harwood, Robin; Hayes, Carol; Iqbal, Aneesa; Krueger, Heidi; Lagunas, Thoana; Layendecker, Anne; Lorenzetti, Michael; Magnus, Mary; McDonald, Rebecca; Olekanma, Vera; Patel, Bindiya; Pierre, Livia; Rentfleish, Anjali; Shaw, Catherine; Sheppard, Angela; Smith, Marlys; Southwell, Michael; Stanton, Katherine; Steadman, John; Walek, Cheryl; Walther, Renee; Wise, Lise; Yevstratenko, Maryana; \$25,000 to \$49,999.99–Albers, Adrianna; Anderson, Ronald; Boucher, Barb; Costuna,

Marie; Danusiar, Amy; Dexheimer, Steven; Farrell, Joyce; Grude, Susan; Johnson, Melanie; Karney, Richard; Wilson Leigh Anne; \$50,000 to \$74,999.99–Elder, Jessica; Garcia, Crystal; Kovac, Sarah; Kushad, Omar; Meehan, Clare; Pellico, Mary; Porch, Allison; Wagner, Nathaniel; \$75,000 to 99,999.99–Cain, Jeri; Hays, Laura; Amy Teske; \$100,000 to \$124,999.99–Clemens, Mary; over \$125,000–Westgate, Susan.

#### FICA FUND

Fund Balance – Beginning	\$92,814
<u>Revenues</u>	
Taxes	141,994
Interest	231
Total Revenues	142,225
<u>Expenditures</u>	
FICA	128,636
Total Expenditures	128,636
Fund Balance – Ending	\$106,403

Cash Disbursements: Payroll Federal Deposit FICA \$128,636.

#### IMRF FUND

Fund Balance – Beginning	\$111,845
<u>Revenues</u>	
Taxes	171,188
Interest	278
Total Revenues	171,466
<u>Expenditures</u>	
IMRF	198,464
Total Expenditures	198,464
Fund Balance – Ending	\$84,847

Cash Disbursements: Village of Carol Stream (IMRF) \$198,464.

#### LIABILITY INSURANCE FUND

Fund Balance – Beginning	\$33,279
<u>Revenues</u>	
Taxes	1,327
Interest	83
Total Revenues	1,410
<u>Expenditures</u>	
Liability Insurance	18,271
Risk Management	2,437
Unemployment Insurance	2,941
Total Expenditures	23,649

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Fund Balance – Ending \$11,040

Payments to vendors: Fox Valley Fire & Safety Company Inc. \$1,981.85; Fredriksen Fire Equipment \$455.20; Hartford \$7,049.00; LIMRiCC Unemployment Compensation Group \$2,940.95; Travelers \$2,754.00; Utica National Insurance Group \$8,468.00.

AUDIT FUND

Fund Balance – Beginning \$6,619

Revenues

Taxes 13,270  
Interest 16  
Total Revenues 13,286

Expenditures

Audit 12,065

Fund Balance – Ending \$7,840

Payments to vendors: ATA Group, LLC \$1,522.00; \$Sikich LLP \$10,543.

BUILDING RENOVATION LOAN FUND

Fund Balance – Beginning \$2,006

Revenues

Taxes 235,992  
Interest 5  
Transfer In from General Fund 100,000  
Total Revenues 335,997

Expenditures

Debt Payment Expense 234,461

Fund Balance – Ending \$101,542

Payments to vendors: Village of Carol Stream \$234,461.

CAPITAL MAINTENANCE & REPAIR FUND

Fund Balance – Beginning \$1,888,915

Revenues

Interest 5,243  
Transfer In from General Fund 150,000  
Total Revenues 155,243

Expenditures

Major Repairs -  
Special Capital Projects 558,593  
Other Capital Expenditures 71,416  
Total Expenditures 630,009

Fund Balance – Ending \$1,414,149

Payments to vendors: A & A Paving \$6,246.49; ARC1 Electric \$4,166.32; ASI Signage Innovations \$4,594.35; Commercial Specialties \$2,970.00; Frederick Quinn Corporation (FQC) \$399,925.00; Fresh Aire Experts, LLC \$5,800.00; Gateway Glazing \$7,940.00; Heritage Technology Services \$2,600; Hero Design LLC \$12,092.00; Illinois Tree Service \$1,600.00; Impressions in Stone \$220.86; Interior Investments LLC \$2,054.12; Kreuger International, Inc. \$5,303.70; Library Furniture International \$94,077.92; MNJ Technologies \$20,336.01; PNC \$4,481.79; Precision Control Systems of Chicago, Inc. \$4,610.44; Sebert Landscaping, Inc. \$23,050; Shadeology \$7,200.00; Town Fence Co. \$20,740.00.

WORKING CASH FUND

Fund Balance – Beginning	\$50,794
<u>Revenues</u>	
Interest	126
Transfer (Out) to General Fund	0
Fund Balance – Ending	\$50,920

# Carol Stream Public Library Borrowing Policy

(Approved 8/19/15, Revised 10/21/20, Revised 8/18/21 (pending approval))

## General Information

All members of the community may share equally in the use and enjoyment of library materials. People of all ages may use materials from most Carol Stream Public Library collections. The Library respects the right and responsibility of a parent/legal guardian to determine which library materials are appropriate for their children.

General guidelines for use of library materials include:

- A valid library account, as defined in the Library Accounts Policy: General Information, is required to check out, renew or reserve library materials.
- As a public library member of SWAN (System Wide Automated Network), the Carol Stream Public Library will abide by the SWAN Governing Board's established standards for their public library members regarding borrowing and circulation rules. These standards have been established to improve the patron experience for the public library members.
- Loan periods, renewals, and reserve limits vary based upon material type and are posted on the Library's website.

## Fines and Fees Replacement Costs

Carol Stream Public Library reserves the right to set charges to bill an account for the replacement cost of unreturned, lost or damaged material. Fines and fees are posted on the Library's website.

Notices will be sent reminding patrons to return overdue materials. and to alert them of current fines and fees. Failure to receive notices does not absolve responsibility or liability for replacement cost of unreturned materials. for fines or fees incurred.

Borrowing privileges are suspended due to overdue materials or bills exceeding our current threshold. Current thresholds are posted on our website.

Library accounts with charges in excess of \$25 for lost, damaged or unreturned items materials are transferred to Unique Management Services for collection recovery and an additional referral fee is charged to the account. Please be advised that charges incurred on a juvenile account are payable by the parent/legal guardian.

Service charges, in the amount equal to the bank's current fees, will be billed to patron accounts for checks returned to the Library for insufficient funds.

## Theft, Damage, or Failure to Return Library Materials

Taking materials from the Library, including but not limited to books, media, and equipment without proper checkout is a crime. Theft, damage, or failure to return Library materials in the amount of \$50.00 or more is subject to the provisions of the Criminal Code of the Illinois Compiled Statutes. (720 ILCS 5/16-3 (c))

## Resource Sharing Services

Carol Stream Public Library maintains membership in Reaching Across Illinois Library System (RAILS) and cooperates in reciprocal borrowing and interlibrary loan. The Library reserves the right to limit the number of items or restrict reciprocal borrowing access to specific collections.



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

July 2021

Date	Num	Memo	Account	Amount
07/08/2021		Inv. #5011899	5308 · Business Phone	-884.79
				<u>-884.79</u>
07/08/2021		Inv. #466496973859	5501 · Youth Services Programs	-172.88
07/08/2021		Inv. #546363945877	5501 · Youth Services Programs	-6.99
07/08/2021		Inv. #856564973396	5630 · Adult Books	-46.21
07/08/2021		Inv. #856564973396	5503 · Adult/Teen Programs	-130.19
07/08/2021		Inv. #433573385394	5501 · Youth Services Programs	-27.04
07/08/2021		Inv. #455983466696	5630 · Adult Books	-11.77
07/08/2021		Inv. #455983466696	5503 · Adult/Teen Programs	-49.95
07/08/2021		Inv. #438953563347	5501 · Youth Services Programs	-26.98
07/08/2021		Inv. #748777337478	5205 · Furniture/Equipment	-156.87
07/08/2021		Inv. #748777337478	5405 · Technical Services Supplies	-17.00
07/08/2021		Inv. #444859947544	5501 · Youth Services Programs	-28.99
07/08/2021		Inv. #968654837335	5201 · Supplies	-286.32
07/08/2021		Inv. #968654837335	5205 · Furniture/Equipment	-35.53
07/08/2021		Inv. #434784964775	5501 · Youth Services Programs	-7.55
07/08/2021		Inv. #437995878868	5501 · Youth Services Programs	-12.98
07/08/2021		Inv. #573659438969	5501 · Youth Services Programs	-360.03
07/08/2021		Inv. #435499993784	5630 · Adult Books	-34.99
07/08/2021		Inv. #968365838988	5105 · Professional Education	-7.99
07/08/2021		Inv. #968365838988	5205 · Furniture/Equipment	-12.71
07/08/2021		Inv. #899479844899	5503 · Adult/Teen Programs	-237.55
07/08/2021		Inv. #899479844899	5630 · Adult Books	-77.40
07/08/2021		Inv. #444546485776	5205 · Furniture/Equipment	-33.24
07/08/2021		Inv. #937973968487	5201 · Supplies	-15.99
07/08/2021		Credit Inv. #76555773446	5205 · Furniture/Equipment	87.49
07/26/2021		MA-40 Cleaner	5205 · Furniture/Equipment	-204.59
				<u>-1,914.25</u>
Total AMAZON/SYNCB				
07/08/2021		Inv. #10041	5309 · Accounting Service	-1,100.00
07/08/2021		Inv. #10041	7201 · Audit Expense	-1,074.00

ATA Group, LLP (Assoc McClure InSerra CPA)

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

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July 2021

	Date	Num	Memo	Account	Amount
Total ATA Group, LLP (Assoc McClure Inserra CPA Baker & Taylor					-2,174.00
Total Baker & Taylor					
Brown, Cheryl					
Total Brown, Cheryl					
Center Point for Large Print Books					
Total Center Point for Large Print Books					
Checksforless.com					
Total Checksforless.com					
Chess.com					
Total Chess.com					
Comcast					
Total Comcast					
Complete Cleaning Co., Inc.					
Total Complete Cleaning Co., Inc.					
Crown Trophy #116					
Total Crown Trophy #116					
Daily Herald Business Ledger (Paddock)					
Total Daily Herald Business Ledger (Paddock)					
Demco					
Total Demco					
	07/14/2021		Several invoices	5501 · Youth Services Programs	-72.65
	07/14/2021		Several invoices	5601 · Youth Services Books	-4,566.68
	07/14/2021		Several invoices	5630 · Adult Books	-7,491.64
					-12,130.97
	07/08/2021		Kiddleland - 7/26/21	5503 · Adult/Teen Programs	-250.00
					-250.00
	07/14/2021		Inv. #1859635	5630 · Adult Books	-137.82
					-137.82
	07/26/2021		Voucher Checks (1000) Teal Marble Sky Item # 5302 · Office & Equipment Supplies		-107.95
					-107.95
	07/26/2021		June Sub.	5501 · Youth Services Programs	-5.00
	07/26/2021		July Sub.	5501 · Youth Services Programs	-5.00
					-10.00
	07/08/2021		Services 7/2-8/1/21	5402 · ISP and Web page hosting	-157.85
					-157.85
	07/08/2021		Inv. #C17936	5203 · Maintenance Contracts	-1,900.00
					-1,900.00
	07/08/2021		Inv. #16318 - Lynch, Wright	5110 · Trustee Development	-23.50
					-23.50
	07/14/2021		1 yr. Renewal	5635 · Magazines & Newspapers	-49.99
					-49.99
	07/08/2021		Inv. #6967015	5405 · Technical Services Supplies	-116.49
					-116.49

# Carol Stream Public Library Expenses by Vendor Detail

July 2021

Date	Num	Memo	Account	Amount
<b>Total Demco</b>				
<b>Findaway World, LLC</b>				
07/08/2021		Inv. #354872	5606 · Youth Services Media	-2,324.72
07/14/2021		Inv. #352793	5637 · Adult Media	-236.63
07/14/2021		Inv. #352793	5606 · Youth Services Media	-71.44
<b>Total Findaway World, LLC</b>				
<b>Fox Valley Fire &amp; Safety Company, Inc.</b>				
07/08/2021		Inv. #IN00445588	7102 · Risk Management expense	-220.00
07/08/2021		Inv. #IN00448337	7102 · Risk Management expense	-600.00
07/08/2021		Inv. #IN00449192	7102 · Risk Management expense	-97.80
07/19/2021		Inv. #IN00451073	7102 · Risk Management expense	-325.00
<b>Total Fox Valley Fire &amp; Safety Company, Inc.</b>				
<b>Fresh Thyme Market</b>				
07/26/2021		Refreshments - New Hire	5321 · Human Resources	-5.70
<b>Total Fresh Thyme Market</b>				
<b>Fun Express</b>				
07/26/2021		YSP SRP Prizes	5501 · Youth Services Programs	-411.81
07/26/2021		Inv. #710687105-01 (YS SRP & Binge Box Priz	5501 · Youth Services Programs	-206.76
07/26/2021		Inv. #710736718-01	5501 · Youth Services Programs	-157.36
<b>Total Fun Express</b>				
<b>Gale/Cengage Learning Inc.</b>				
07/08/2021		Inv. #74455332	5630 · Adult Books	-169.44
07/08/2021		Inv. #74480482	5630 · Adult Books	0.00
07/08/2021		Inv. #74507155	5630 · Adult Books	-84.72
07/08/2021		Inv. #74506808	5630 · Adult Books	-110.96
07/14/2021		Inv. #74655258	5630 · Adult Books	-56.23
07/14/2021		Inv. #74655009	5630 · Adult Books	-28.49
07/14/2021		Inv. #74646310	5630 · Adult Books	-83.22
07/14/2021		Inv. #74646724	5630 · Adult Books	-28.49
<b>Total Gale/Cengage Learning Inc.</b>				
<b>Garvey's Office Products</b>				
07/08/2021		Inv. #PINV2103029	5501 · Youth Services Programs	-196.20
07/08/2021		Inv. #PINV2103029	5302 · Office & Equipment Supplies	-78.77

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

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July 2021

Date	Num	Memo	Account	Amount
07/08/2021		Inv. #PINV2099288	5201 · Supplies	-20.05
07/08/2021		Inv. #PINV2099288	5302 · Office & Equipment Supplies	-75.90
				<u>-370.92</u>
Total Garvey's Office Products Graphic 5, Inc.				
07/08/2021		Inv. #155775	5302 · Office & Equipment Supplies	-209.34
				<u>-209.34</u>
Total Graphic 5, Inc.				
<b>GreatAmerica Financial Services</b>				
07/28/2021		Inv. #29743438	5304 · Equipment Leasing-638.75	-638.75
				<u>-638.75</u>
Total GreatAmerica Financial Services				
<b>Hirease, LLC dba Accurate Now</b>				
07/26/2021		Inv. #2106270337 (Udaundo)	5321 · Human Resources	-59.95
				<u>-59.95</u>
Total Hirease, LLC dba Accurate Now				
<b>Home Depot Credit Services</b>				
07/08/2021		Inv. #6016104	5201 · Supplies	-51.78
07/08/2021		Inv. #6281150	7404 · Landscape	-808.48
07/08/2021		Inv. #5290029	5201 · Supplies	-69.70
07/08/2021		Inv. #2021862	5205 · Furniture/Equipment	-10.97
				<u>-940.93</u>
Total Home Depot Credit Services				
<b>HR Source</b>				
07/19/2021		Inv. #13921	5321 · Human Resources	-150.00
07/26/2021		Guidance on Vaccination & Masking	5105 · Professional Education	-25.00
				<u>-175.00</u>
Total HR Source				
<b>Illinois Library Association</b>				
07/26/2021		Inv. #202637	5110 · Trustee Development	-30.00
				<u>-30.00</u>
Total Illinois Library Association				
<b>Interior Investments, LLC</b>				
07/14/2021		Inv. #172862	7401 · Furniture	-760.00
				<u>-760.00</u>
Total Interior Investments, LLC				
<b>Land's End Business Outfitters</b>				
07/26/2021		Logo Polo Shirt - Joshy	5321 · Human Resources	-42.85
				<u>-42.85</u>
Total Land's End Business Outfitters				
<b>LeClair, Kim</b>				
07/27/2021		Musical Improv Show -7/29/2021	5503 · Adult/Teen Programs	-150.00
				<u>-150.00</u>

# Carol Stream Public Library Expenses by Vendor Detail

July 2021

	Date	Num	Memo	Account	Amount
Total LeClair, Kim					-150.00
<b>LIMRiCC Unemployment Compensation Group</b>					
Total LIMRiCC Unemployment Compensation Group	07/19/2021		Second Qtr ending 6/30/21	7103 · Unemployment Compensation Insur	-673.56
<b>MailChimp</b>					
Total MailChimp	07/26/2021		Mtnly. Sub.	5509 · Library Publicity and Promotion	-87.99
<b>McCully, Nancy</b>					
Total McCully, Nancy	07/08/2021		Door Co. 8/13/21	5503 · Adult/Teen Programs	-150.00
<b>Miami University</b>					
Total Miami University	07/08/2021		Traveling Art Exhibit	5509 · Library Publicity and Promotion	-575.00
<b>Midwest Tape</b>					
Total Midwest Tape	07/14/2021		Several invoices	5606 · Youth Services Media	0.00
<b>Midwest Tropical Inc.</b>					
Total Midwest Tropical Inc.	07/14/2021		Several invoices	5637 · Adult Media	-1,927.25
<b>NextWaveSTEM, LLC</b>					
Total NextWaveSTEM, LLC	07/14/2021		Several invoices	5651 · Digital Media	-5,088.20
<b>Oriental Trading Company</b>					
Total Oriental Trading Company	07/08/2021	10780	Inv. #0312746-IN	7403 · Building Repair	-1,875.00
<b>OverDrive, Inc.</b>					
Total OverDrive, Inc.	07/08/2021			5501 · Youth Services Programs	-570.00
<b>Paylocity</b>					
Total Paylocity	07/26/2021		Binge Box and Linked in Learning Items	5503 · Adult/Teen Programs	-24.99
	07/26/2021		Binge Box and Linked in Learning Items	5503 · Adult/Teen Programs	-26.26
	07/14/2021		Inv. #21280881	5651 · Digital Media	-51.25
	07/08/2021		Inv. #108405771	5311 · Payroll Service	-352.38
					-2,230.81
					-2,230.81

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

July 2021

Date	Num	Memo	Account	Amount
07/08/2021		Inv. #108405771	5321 · Human Resources	-328.50
07/08/2021		Inv. #108478387	5311 · Payroll Service	-194.82
07/19/2021		Inv. #108565614	5311 · Payroll Service	-361.70
				<u>-1,237.40</u>
07/08/2021		Inv. #3104840639	5304 · Equipment Leasing-366.75	-366.75
07/08/2021		Inv. #41909	5203 · Maintenance Contracts	-1,319.00
07/14/2021		Inv. #42045	7406 · Other Capital Expenditures	-14,945.00
				<u>-16,264.00</u>
07/26/2021		Bal. Due - Snow Sister 7/6	5501 · Youth Services Programs	-67.50
				<u>-67.50</u>
07/08/2021		Inv. #30867108	5501 · Youth Services Programs	-160.55
				<u>-160.55</u>
07/26/2021		HRC Virtual Training - Pellico	5105 · Professional Education	-299.00
				<u>-299.00</u>
07/08/2021		Inv. #320435	5405 · Technical Services Supplies	-20.40
				<u>-20.40</u>
07/08/2021		Inv. #517712	7201 · Audit Expense	-2,250.00
				<u>-2,250.00</u>
07/08/2021		Big Balloon Show - 7/28/21	5501 · Youth Services Programs	-350.00
				<u>-350.00</u>
07/14/2021		Inv. #3481779269	5201 · Supplies	-94.02
07/14/2021		Inv. #3481779269	5302 · Office & Equipment Supplies	-36.15
07/15/2021		Inv. #3481363464	5315 · Other Expenditures	-249.63

# Carol Stream Public Library Expenses by Vendor Detail

July 2021

	Date	Num	Memo	Account	Amount
Total Staples					-379.80
<b>Swan (System Wide Automated Network)</b>					
	07/08/2021	Inv. #8682		5410 · SWAN Consortium	-11,541.50
	07/14/2021	Inv. #8769		5651 · Digital Media	-8,754.00
<b>Total Swan (System Wide Automated Network)</b>					-20,295.50
<b>Target Stores</b>					
	07/26/2021	Med & Lg Bins		5302 · Office & Equipment Supplies	-82.00
<b>Total Target Stores</b>					-82.00
<b>Tracfone</b>					
	07/26/2021	Tracfone Mthly. Service		5308 · Business Phone	-22.56
<b>Total Tracfone</b>					-22.56
<b>Traveling World of Reptiles</b>					
	07/08/2021	Reptile Show - 7/20/21		5501 · Youth Services Programs	-250.00
<b>Total Traveling World of Reptiles</b>					-250.00
<b>Tutor.com, Inc.</b>					
	07/14/2021	Inv. #INV-000013714		5652 · Grant/Award Expense	-7,980.00
<b>Total Tutor.com, Inc.</b>					-7,980.00
<b>Uline</b>					
	07/08/2021	Inv. #134971666		5405 · Technical Services Supplies	-68.84
<b>Total Uline</b>					-68.84
<b>Village of Carol Stream</b>					
	07/08/2021	Inv. #5623		5411 · Village IT Services	-8,014.50
<b>Total Village of Carol Stream</b>					-8,014.50
<b>Village of Carol Stream - Benefits</b>					
	07/19/2021	Inv. #5625		5107 · Life Insurance	-159.01
	07/19/2021	Inv. #5625		5108 · Health Insurance	-21,526.79
	07/19/2021	Inv. #5625		5109 · Benefits, other	-135.88
<b>Total Village of Carol Stream - Benefits</b>					-21,821.68
<b>Village of Carol Stream - IMRF</b>					
	07/27/2021	7/2-7/30/21		6620 · Illinois Municipal Retirement F	-23,260.38
<b>Total Village of Carol Stream - IMRF</b>					-23,260.38
<b>Village of Carol Stream - Water Dept.</b>					
	07/08/2021	Bill #01756227		5207 · Water/Sewer	-606.49

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4:31 PM  
08/05/21  
Accrual Basis

# Carol Stream Public Library Expenses by Vendor Detail

July 2021

Date	Num	Memo	Account	Amount
Total Village of Carol Stream - Water Dept.				
		<b>Walmart</b>		
07/26/2021		3 Stools for YS Dept.	5205 · Furniture/Equipment	-606.49
Total Walmart				
		<b>Western First Aid &amp; Safety</b>		
07/08/2021		Inv. #ORD4-007339	5201 · Supplies	-160.35
Total Western First Aid & Safety				
<b>TOTAL</b>				
				<b>-73.64</b>
				<b>-73.64</b>
				<b>-145,714.52</b>

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

Approved by the Library Board of Trustees August 18, 2021

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

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



# Carol Stream Public Library Account QuickReport

July 2021

Type	Date	Num	Name	Memo	Split	Amount
<b>5100 · Salaries</b>						
<b>5105 · Professional Education</b>						
Total 5105 · Professional Education						
Total 5100 · Salaries						
<b>5300 · Business Exp.</b>						
<b>5305 · Mileage Reimbursement</b>						
Total 5305 · Mileage Reimbursement						
<b>5315 · Other Expenditures</b>						
Total 5315 · Other Expenditures						
Total 5300 · Business Exp.						
<b>TOTAL</b>						
General Journal	07/31/2021	MI0703		Record July Expense Reimbursements	-SPLIT-	414.00
						<u>414.00</u>
						<u>414.00</u>
General Journal	07/31/2021	MI0703		Record July Expense Reimbursements	5105 · Professional Education	35.62
						<u>35.62</u>
General Journal	07/31/2021	MI0703		Record July Expense Reimbursements	5105 · Professional Education	30.27
						<u>30.27</u>
						65.89
						<u><u>479.89</u></u>

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# Deduction Listing

Check Dates: 07/02/2021 to 07/30/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021070201 - 2021073001

Pay Periods: 06/13/2021 to 07/24/2021

## REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-15.68
Dexheimer, Steven	1023		12	-12.66
Elder, Jessica	1176		11	-13.18
Kovac, Sarah	1101		11	-13.07
McDonald, Rabecca	1209		11	-0.88
Rentfleish, Anjali	1190		13	-414.00
Westgate, Susan	1139		01	-6.72
Wilson, Leigh Anne	1188		12	-3.70
<b>Totals for REIMB -- REIMBURSEMENT</b>			<b>8 Employees</b>	<b>-479.89</b>

## Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	8	-479.89
<b>Totals</b>			<b>8</b>	<b>-479.89</b>



Paylocity Corporation  
(888) 873-8205

User: mclemens

Run on 7/27/2021 at 10:18 AM

## LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

August 18, 2021

### **Statement of Cash Receipts and Disbursements**

I have included a copy of the Library's Cash Receipts and Disbursements Statement for May 1, 2020-April 30, 2021 for your review. This is not something that needs to be voted upon. It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of our General Fund balances for the year, a list of vendors that we paid \$2,500 or more to and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2021 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

### **Revision to Borrowing Policy to Reflect Being "Fine Free"**

A trend in libraries over the past several years is to become "Fine Free" and not charge patrons a daily overdue fine on library materials. Nearly 50% of all SWAN public libraries have gone Fine Free. Carol Stream's neighboring libraries are all fine free (Glenside, Bloomingdale, Poplar Creek, Wheaton, Warrenville, Glen Ellyn, Bartlett and Geneva). If we go Fine Free, patrons' accounts will be blocked if they have an overdue item of 14 days or more. At forty-two days overdue, they are billed for the item. They receive several notices, starting at seven days, to alert them of having overdue items on their account. When a customer returns overdue items that they have been billed for, the bill is removed from their record. The Library has been "Fine Free for Now" since March 2020 due to the pandemic environment. I am recommending that "Fine Free" goes into effect on September 1, 2021. As part of the process to go Fine Free, SWAN will be forgiving all past overdue fines that exist on patron accounts from 2011-2020. There are nine years' worth of overdue fines to be forgiven that range from 25 cents to \$42.00 on 2562 accounts (174 have bad addresses). Some of the older accounts would eventually be removed during SWANs monthly record purge process. The total amount to be forgiven is \$30,870, which averages to \$3,403 for each of the nine years. In practice, about 49% of overdue fines are forgiven each year. With automatic renewals, the amount of fees received each year has been reduced significantly. The Library does not rely upon overdue fines to finance our budget. The reasoning for overdue fines, was to encourage the return of materials. The revision to the Library's revised Borrowing Policy, to reflect no overdue fines, is included in the Board packet for your review.

### **Audit Update and Audit Trustee Questionnaire**

The Auditors came to the Library to work on their final audit work Thursday, July 29. Staff were available to respond to any document requests or questions they had. Thank you for returning your Fraud letters to the Auditors. The Fraud letters must be returned in order for the Auditing Team to complete the Audit. The audit will be reviewed with the Trustees at the October 20, Board meeting with a representative from Sikich in attendance.

**Self-Check Machines Changes**

The current self-check machines were installed in June 2020. We had ordered the new android tablet version in January 2020 that they were offering at that time. Unknown to us, this version was in more of a Beta state than a fully-functioning version and they have decided to no longer support or update it. This had not been communicated to us. They offered to provide us with a PC version in place of the androids last August, but once one was installed, it did not meet our expectations. I am currently working on dissolving this agreement and negotiating a partial payment with the vendor for the past year's use of the machines. Once this has been finalized, the Library will be pursuing an agreement with another vendor that will be able to provide us with reliable self-check machines that have the features that we require to provide intuitive self-check service for our patrons. No payments have been made to the vendor at this time.

**Comcast Phone and Internet Service**

The Library was notified in July that their existing phone service on copper lines with Access One would be discontinued in August. The Village's IT Manager pursued various options for the Library and reviewed them with Laura Hays and myself. The Library had been planning to move to fiber at some point for improved internet service for our patrons and staff. Fiber installation requires a 2-3 month lead time. We will be using Comcast for our existing phone and internet service as a bridge until we are able to have Comcast install fiber for both services. Fiber is more stable, faster and has guaranteed speeds. Fiber service also has an SLA (service level agreement) that is not available with the COAX voice line and Business internet. A contract for fiber services will be brought before the Board in October or November.

**Government Partners Open House Scheduled for October 15**

The delayed Open House for our local government partners is scheduled to take place on Friday, October 15 from 6:15pm-8p.m. This will be an after-hours event, invitation only. The Library's Marketing Coordinator will coordinate the food and entertainment as well as send out invitations.

**Klein Creek Stabilization and the North Lot**

I was pleased to see the email from the Village engineer regarding the lessening of the impact on the Library's north lot for creating additional wetland along the creek are then we were originally expecting. I met with a representative from Wight, Inc., a landscape design firm, regarding providing us with some sketches for design concepts along the western border of the property to share with the Village. I also requested design concepts for the front of the building. The pavers are buckling, the tree planters are splitting and it has created an unsafe surface for our patrons. I requested they provide the Library with two separate quotes for their services for the two projects.

**Facility Update**

The Library is contracting with Anderson Pest Control to alleviate a carpenter ant infestation that was identified in the Discovery Room's south closet. They will be doing pest control around the perimeter of the building and shed as well as addressing any presence of stinging insects in

the patio area. The landscaping and grass seed and blanket have been installed on the eastern section of the Library's property. Three additional hemlocks were planted later in the area. The irrigation system was updated to include additional sprinkler heads that will water these beds. The Library's Café is now fully functional. The K-cup vending machine offers sixteen choices of coffees and teas.

**Annual Team Leader Training**

With the start of the new school year upon us, the Management Staff conducted their annual Team Leader Training on Friday, August 6 virtually. The Team Leaders discussed how to encourage compliance with the Library's behavior expectations using positive approaches and language. The focus is "Respect Others, Respect the Space, Respect Yourself" and what that looks like for our after school patrons. The Library's goal is to create an environment of belonging and one that is welcoming to our patrons of all ages and service needs.

**Accounting Firm Merger**

You may have noticed a new look to the cover letter to the Library's financials last month. McClure Inserra, the Library's long time accounting service provider, has merged with ATA Group. The former McClure Inserra staff will continue to do the government accounting.

**Trustee Orientation and Manual**

I updated all of the documents of the Trustee Manual in anticipation of Trustee Wright's orientation. If any other Trustee's would like to have their Manuals updated, Please bring them in and I will update them for you.

**FOIA Request**

I received a non-commercial FOIA request from Eagle 3 Analytics for:

- 1) County Clerk's extension worksheets depicting the 2020 Tentative Tax Rates and Tax Extensions.
- 2) Records containing the 2020 equalized billing value as well as the new construction, annexed and disconnected values by property class. These values were used by the Clerk to calculate the Limiting Rate.
- 3) Tax Year 2020 Limiting Rate formula sheet, and
- 4) Tax Year 2020 Rate Re-Allocation Form.

These documents are filed with the DuPage County Clerk by the Village of Carol Stream with the Tax Levy request from the Village, which includes the Library's levy. I communicated with the Village's Finance Officer to get the required information needed to fulfill this request.

**Evaluations**

I will be conducting one-on-one employee evaluations with my nine direct report staff members (Managers, Maintenance and Marketing) by the end of the month. HR Manager Mary Pellico and myself review all of the department staff members evaluations that are prepared by their managers as well as the staff self-evaluations prior to the awarding of merit increases. Annual merit raises will be awarded in September.

**Reminder-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>

August Employee Anniversaries

**Carol Hayes, Circulation – 8/2/11 (Ten Year Anniversary)**

Vera Olekanma, Adult Services – 8/11/14

Catherine Shaw, Circulation – 8/11/14

Marie Costuna, Technical Services – 8/08/17

Susan Westgate, Library Director

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

	July FY 20-21	July FY 21-22	Current YTD
<b>Use of Library Resources/Services</b>			
<b>Circulation Activity</b>			
Books	7,177	10,518	29,970
Videos	1,503	2,122	6,048
Audio	500	492	1,453
Periodicals	141	127	337
Other	150	330	846
E-books	3,689	3,256	9,250
E-Audio	2,226	2,258	6,696
E-Video	595	475	1,510
Digital magazines	715	115	446
Museum Passes	3	28	64
ILL - Borrowed from SWAN	n/a	3,299	9,182
ILL - Borrowed from Non-SWAN	n/a	30	85
ILL - Loaned to SWAN	n/a	741	2,396
ILL - Loaned to Non-SWAN	n/a	76	241
<b>Total Circulation</b>	<b>16,699</b>	<b>23,867</b>	<b>68,524</b>
Total Adult	9,666	12,589	36,399
Total Teen	209	209	593
Total Youth	6,824	11,069	31,532
Reciprocal Borrower Loans (incl. above)	229	842	2,161
Automatic Renewals (not incl. above)	9,372	15,964	43,932
Self Check - % of Circulation	8.00%	42.39%	40.50%
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	14 / 494	29 / 486	94 / 1,952
Teen Number/Attendance	8 / 50	7 / 32	25 / 121
Youth - Number/Attendance	56 / 952	109 / 1,736	290 / 3,936
<b>Total - Number/Attendance</b>	<b>78 / 1,496</b>	<b>145 / 2,254</b>	<b>409 / 6,009</b>
Library Events - Number / Attendance	n/a	n/a	n/a
Outreach* - Number / Attendance	n/a	1 / 37	5 / 127
<b>Facility Usage</b>			
Library Visits (Door Count)	1,601	9,901	25,007
Curbside Pickup Transactions	1,133	263	861
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users*	n/a	193	258
<b>Electronic Usage</b>			
# of Database Sessions	3,628	4,120	12,625
# of Internet Sessions/Total Time	n/a	341 / 188	539 / 270
#iMac Sessions/Total Time	n/a	6 / 4	10 / 6
# of Library Website Visits	6,624	13,662	42,346
# Mobile App Views	2,569	3,635	10,430
# of Wireless Users	617	1,136	3,036

Reference Transactions			
Adult (Includes Online Chat)	492	1,021	3,091
Youth	277	999	2,917
Circulation	175	349	1,029
<b>Total Reference Transactions</b>	<b>944</b>	<b>2,369</b>	<b>7,037</b>

Total One-on-One Tutorials			
Adult	4	4	9
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,810	18,283	
# of Non-Resident Cards	12	13	
<b>Total Registered Users</b>	<b>17,822</b>	<b>18,296</b>	

Resources Owned/Licensed			
Books	58,777	61,605	
Newspapers (Print only)	24	24	
Periodicals (Print only)	139	129	
<b>Total Print Materials</b>	<b>58,940</b>	<b>61,758</b>	
Current Subscriptions (Print Only)	163	153	
Current E-Subscriptions	3,686	2,582	
E-Books: Downloadable	57,463	63,956	
Audio Recordings	6,323	6,568	
Audio Recordings (Downloadable)	20,413	23,898	
Videos	11,253	11,191	
Other: Video Games, Puzzles, Devices	611	694	
Databases	53	67	
<b>Total Resources Owned/Licensed</b>	<b>158,742</b>	<b>170,714</b>	

<b>Professional Development Hours</b>	<b>42.00</b>	<b>63.50</b>	<b>175.00</b>
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- \*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  
July 2021**

**Primary Action Items - Administration**

- Payroll
  - Payroll processing week of 7/12 and 7/29
- Assist in planning and communication related to COVID and reinstating library services
  - Visited some area libraries with HR Manager, Mary Pellico on 7/23 to review their COVID PPE protocols
- Transition planning and documentation
- Completed updates to banking signatory forms
- Cold beverage machine installed in café area and hot beverage area set up – Joyce, Mary
- Develop Café supply ordering and maintenance procedures
- Audit – prepped final fieldwork items for audit, which was completed onsite on 7/29/21
- Process memorial/honor 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 – 559
- Items put into Circulation – 484
- Items catalogued – imported bib records & original cataloging - 57
- Item record edits/database clean-up – 260
- Bib record merges submitted to SWAN support – 15
- Conversion project items – 192
- Repair items (includes disc cleaning) - 32
- Serial record edits - 17
- Serials – Claimed Issues – 1

**Conversion Projects**

- Large Print – replacement genre label – complete – Susan
- Romance – replacement genre label – in progress – 70% complete – Barb
- J Fiction genre stickers – complete except for stragglers – 24 processed - Marie

**Other**

- Due to the ongoing backlog with Baker & Taylor, Tech Services staff continued to receive and process items that we had shipped unprocessed so we could get them into circulation sooner.
- Processed 12 replacement hotspots for the collection – Susan
- Graphic novel bib records being updated per SWAN documentation - Marie
- Created labels for print periodicals to promote Libby/PressReader digital collection – Barb
- Staff all completed their self-appraisals for the performance review process
- Spotlight Displays – Materials processed for Adult Spotlight Displays Celebrate and LGBT

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**Professional Development**

- None to report this month

**Meeting Attendance**

- 7/1, 7/15, 7/22, 7/29 – Management Team
- 7/1 – Business Office review meeting – Joyce, Mary
- 7/13 – All Staff Meeting – Barb, Joyce, Marie, Susan, Mary C.
- 7/13 – collectionHQ Team meeting
- 7/14, 7/21 – Admin review meeting with Susan
- 7/21 – Library Board meeting

Respectfully submitted,  
Mary Clemens

**Adult Services Department Monthly Report  
July 2021**

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

- CollectionHQ Diversity Analysis tool launched 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 view the assigned LinkedIn Learning (fka Lynda.com) videos prior to the program and then we will discuss via Zoom. In July we discussed “Skills for Inclusive Conversations” and “Communicating about Culturally Sensitive Issues”.
- Study Room reservations are available for literacy tutors. COD and Literacy DuPage can request a recurring weekly appointment for a study room to meet with their clients through Librarian Crystal Garcia.
- SWAN offered a panel discussion on diversity audits on July 28.

**Programs, Services & Displays**

- Curbside document services continue. In July we processed 194 print and 17 copy jobs.
- Teen Researchers Project made possible through a grant from University of Illinois to both provide experience to teens on how research projects work and to provide feedback on how teens learn.
  - Nate Wagner and Steve Dexheimer (YS) met with the University of Illinois grant people. They will write up letter of intent with a project description which will go before a review board. Currently they are planning on a movie project but they might have to change the project to something that could be as virtual programs due to covid guidance.
  - The first meeting with the teen volunteers is planned for August 4 to discuss what the teens would like to focus on.

**Outreach Activities**

- Homebound delivery -
  - Registered 37
  - Delivered 32
  - Items delivered 214
- 7/13/21 - Career Online high School networking - Crystal
- 7/15/21 - CS Summer Concert vendor table staff by Sarah and Crystal.

**Marketing**

- Articles sent to CS Examiner by Sarah Kovac
- Slides posted to website and digital monitors for the vaccine clinic and blood drive.
- A handout with the department program calendar was created by Jessica elder and is available on the display tables and is taped to curbside document envelopes.

## Databases and Digital Media

- SWAN EBSCO package renewed – We added the Small Engine Repair Reference Center and remove Newspaper Source Plus because the Library also has PressReader.
- Paperless ILL recordkeeping – Librarians are testing adding patron information to the online OCLC request form with goal of going paperless for ILL requests starting Sept 1.
- Kanopy – Laura Hays discussed with Susan and we decided to focus marketing and funding on Hoopla for now. Kanopy was recently purchased by Overdrive but no word yet on bringing content into the Libby App.
- ASPEN catalog – SWAN is starting to roll-out the replacement of the current public catalog platform Enterprise with ASPEN. ASPEN will improve search results bring together different format of a title into one display. We decided to sign-up for March 2022 roll-out.

## Meetings

- Bi-weekly department meetings continue
- Weekly Management Team meetings continue
- 7/13/21 - Allstaff meeting
- 7/13/21 - Collection HQ Team meeting – Laura and Sarah
- 7/20/21 - Director and IT meeting - Laura
- 7/22/21 - SWAN DUX meeting – Laura
- 7/29/21 - SWAN chat - Laura

## Information technology

- There were 41 support tickets in July.
- Mobile hotspots – Many of our older devices are failing or work intermittently. Laura was able to upgrade all of the PocketWifi devices free of charge to a newer model, Franklin T9.
- Xibo slide management platform for digital monitors
  - Training with Marc 7/14/21- Laura
  - Looking into iCal feed for room schedule
  - Laura will organize staff into monitor groups and schedule training.
- Symphony Workflows upgrade July 28. Laura coordinated with Village IT staff to get all the staff workstations updated.
- Staff Bizhub copier/printer scan to folders in the Address Book were updated.
- Phones – We received a notice from that copper phone lines to be decommissioned.
  - 7/19/21 Sound Inc meeting to discuss options
  - 7/30/21 discussion with Director Westgate and Marc Talavera (IT)

**Laura Hays**

**Adult Services Manager**

## Youth Services Report July 2021

### Summer Reading

- Summer Reading participation As of July 31, Youth Services Summer Reading had 785 participants of which 468 have already reached level 3 of 600 minutes earning 2 prizes and a book. That means 59% of participants have received a paperback book to keep!

### Program Highlights

- Leigh Anne Wilson set up a life size Candy Trail game in the North wooded lot for the month of July. A total of 387 participants played the Candy Trail and received a bag of, what else but, CANDY as a reward.
- Steve Dexheimer hosted Summer Chess Club online and averaged 7 participants for each of the four weeks in July.
- Leigh Anne Wilson hosted a special online Frozen princess program titled “Do You Wanna Build a Snowman?” on 7/6. 13 participants worked on letting go and having fun visiting with Elsa and Anna.
- 21 participants participated in an online version of Dave DiNaso’s Traveling World of Reptiles on 7/20.
- 27 participants participated in an online version of The Smarty Pants Big Balloon Show on 7/28.
- Working collaboratively with Outreach Community Center, Amy Danusiar visited apartment buildings South of North Avenue to provide programming and access to Summer Reading for four weeks during July. She alternated visiting Village Brook Apartments and the OCC. 82 children were reached through these visits.
- Bilingual Storytime had 14 participants on July 16.
- Youth staff is planning for September when we will have some programming in person. Some storytimes and book discussions and two art classes are planned to be in person.



### Patron Service and Reference

- 70 Binge Box requests were filled during July.
- Youth Staff had 999 interactions with the public during July

### Professional Development

- Youth Staff did 1 hour of training through online webinars.

### Meeting Attendance

- 7/1, 29 – Management Team Meeting – Amy Teske
- 7/13 – CollectionHQ Team – Steve Dexheimer
- 7/13 – All Staff
- 7/21 – Board Meeting – Amy Teske



### Presentation to Rotary

On August 3, Amy Teske gave a presentation to the Carol Stream Rotary Club about 1000 Books Before Kindergarten. Around 12 members were in attendance. The Power Point presentation is attached.

Respectfully Submitted,

Amy Teske, Youth Services Manager





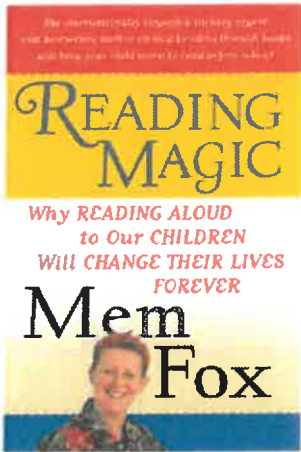
# Carol Stream Public Library

## 1000 Books Before Kindergarten

Amy Teske, Youth Services Manager

### What is 1000 Books Before Kindergarten?

- ▶ A grassroots reading readiness/early literacy skills development initiative.
- ▶ The inspiration: *Reading Magic* by Mem Fox
- ▶ The first: Bremen Public Library in Indiana



But if every parent understood the huge educational benefits and intense happiness brought about by reading aloud to their children, and if every parent - and every adult caring for a child - read aloud a minimum of three stories a day to the children in their lives, we could probably wipe out illiteracy within one generation.

What's to stop us? Let's give it a go!

By age two, a child's brain is already 80% fully grown.

Many pre-reading skills are taught while reading each day!



### Literacy Statistics - What makes this so important?

- In high-income families, 60% of young children are read to daily, so 40% of those children are not being read to daily.
- In lower income families, only 36% are read to daily, so over 60% are not read to daily
- 48% of young children in the U.S. are read to daily
- Meaning that over half of all young children are not read to daily

Children's Literacy Foundation  
[clifonline.org/resources/research](http://clifonline.org/resources/research)

### Literacy Statistics - What makes this so important?

- In order to be read to, age appropriate books need to be in the home.
- Middle-income homes average 13 books per child
- Low-income homes average 1 book per 300 children

Children's Literacy Foundation  
[clifonline.org/resources/research](http://clifonline.org/resources/research)



## Kids who can't read become adults who can't read!

The concerns:

- ▶ Reading proficiency
- ▶ Dropouts
- ▶ Impact on employers

CSPL chose to offer 1000 Books Before Kindergarten as a way to make a difference in the lives of Carol Stream children. Our goal is to encourage and equip parents to read aloud frequently with their children.

## Who can participate in 1000 Books?

- ▶ Children birth to 1<sup>st</sup> day of Kindergarten
- ▶ Carol Stream cardholders - parents and grandparent



## How do families get started?



## It's easy to read 1,000 books!

- ▶ 1 book per day for 3 years or
- ▶ 3 books a day for 1 year equals 1,095 books!



## Outputs vs. Outcomes

- ▶ An outcome story
- ▶ Some outputs from CSPL
  - ▶ Touched over 800 children's lives
  - ▶ 352 currently enrolled
  - ▶ Spreading the word all of the time
- ▶ Please help us spread the word!

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## July 2021 Report for Carol Stream Library Board of Trustees

### Circulation Department

- 16,950 Checkouts
- 263 Curbside deliveries
- 97 New resident accounts registered
- 12 Digital accounts registered
- 17,989 Check ins
- 18,000 items shelved
- 4,042 hold requests made available

Jeri participated in:

- all Management Team meetings held in July
- ALLSTAFF Meeting
- SWAN Circulation Advisory group meeting
- SWAN Fireside Chat for July
- Training of new Circulation Clerks

In addition:

- Jeri coordinated reports for SWAN's September 1<sup>st</sup> patron purge
- Circulation Staff submitted self-evaluations
- Jeri met individually with each Circulation staff member

Submitted by Jeri L. Cain

08/14/2021

Human Resources  
Monthly Report  
July 2021

Administration

- Facilitated the benchmarking of Assistant Director position.

COVID-19

- Met with staff of Adult Services to discuss any COVID concerns.

Performance Management

- Employees have completed Self-Appraisals.
- Managers are completing Performance Reviews for staff.
- Performance Review evaluations with Staff and Managers begin the end of August.

Staffing & Onboarding

- The Bilingual Librarian was posted internally and Livia Pierre was hired 8/9/21 as the Library's first Bilingual Librarian. Met with Livia to discuss new hire paperwork and Employee Handbook
- Adriana Albers took on additional hours as a Youth Services Librarian. Met with Adriana and processed paperwork.
- Met with Noelle Udaundo, Circulation Clerk to discuss Employee Handbook.
- Conducted 2 phone interviews for Circulation Clerk, although the opening has now been put on hold.
- Posted Adult Services Manager position and have begun receiving applications.

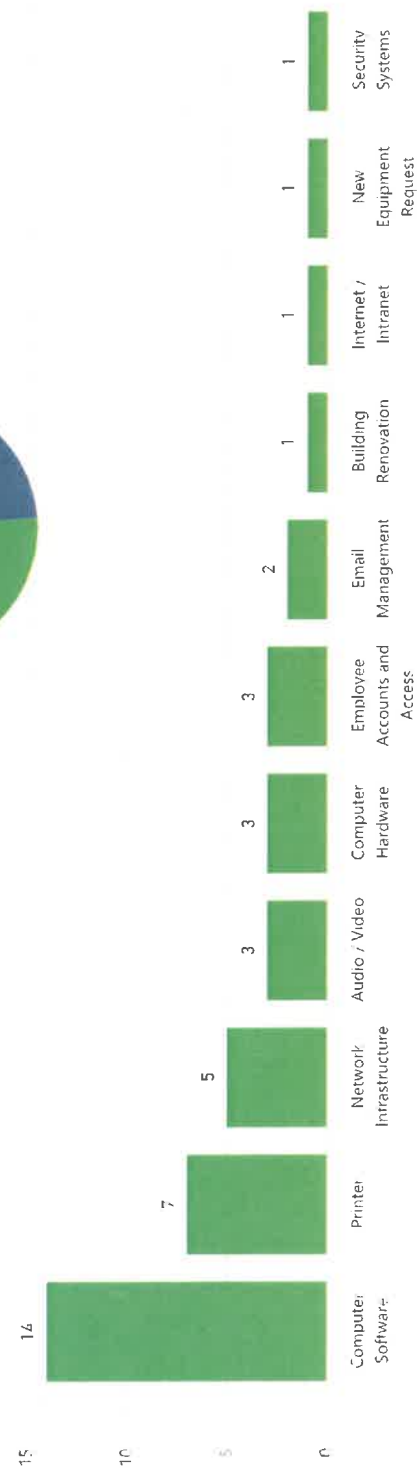
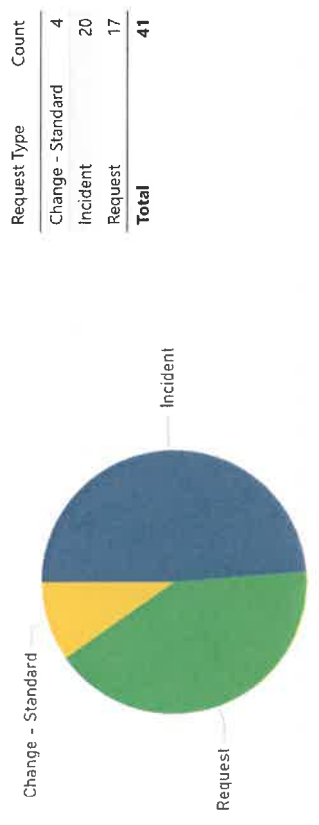
Training

- The Library will use the ILDHR training this year for Discrimination & Sexual Harassment Training this fall.

### Information Technology Closed Support Tickets by Category

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

Request Type	Count
Change - Standard	4
Incident	20
Request	17
<b>Total</b>	<b>41</b>



### Tickets Types

Definitions:

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

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

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

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

CategoryName	Count
Audio / Video	3
Building Renovation	1
Computer Hardware	3
Computer Software	14
Email Management	2
Employee Accounts and Access	3
Internet / Intranet	1
Network Infrastructure	5
New Equipment Request	1
Printer	7
Security Systems	1
<b>Total</b>	<b>41</b>