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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: September 15, 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
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 August 20, 2021
8. MONTHLY REPORTS OF THE TREASURER – Treasurer
  - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 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
10. NEW BUSINESS
  - 10.1 Recommendation, Re: Approval of Resolution #294 Commendation of Service of Trustee Edward Jourdan
  - 10.2 Recommendation, Re: Approval of Expenses over \$10,000-Outdoor Message Center Proposal
  - 10.3 Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19
  - 10.4 Recommendation, Re: Approval of Revision of Library Accounts Policy

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10.5 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

10.6 Recommendation, Re: Approval of Employee Compensation as Discussed in Executive Session on September 15, 2021

10.7 Recommendation, Re: Approval of Late Opening on Friday September 24, 2021 for Staff Development

11. DISBURSEMENTS

11.1 Approval of Disbursements of August 1-31, 2021 plus the Addendum for the Meeting of September 15, 2021

12. REPORT OF THE LIBRARY DIRECTOR, Susan Westgate

13. MONTHLY STAFF REPORTS

13.1 Assistant Director's Report, Mary Clemens

13.2 Adult Services Report, Laura Hays

13.3 Youth Services Report, Amy Teske

13.4 Circulation Department Report, Jeri Cain

13.5 Human Resources Report, Mary Pellico

13.6 Marketing Report, Allison Porch

13.7 Information Technology Report

14. UNFINISHED BUSINESS

None

15. BOARD DEVELOPMENT

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

16. BOARD MEMBER REPORTS

17. ADJOURN

Next Resolution: #295

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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: August 18, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:00 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 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, Youth Services Manager Amy Teske, Examiner reporter Sarah Stocking and Bronwyn Schlaefer ASL interpreter.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

**Trustee Olson moved and Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of August 18, 2021. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Berryman-Gilliam moved and Trustee Larimer 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 July 21, 2021

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2021

6.3 Report from the President, Justin Lynch-None

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

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- 6.5 Human Resources Committee Report -None
- 6.6 Facilities Committee Report - None
- 6.7 Finance Committee –None
- 6.8 Review Statement of Cash Receipts and Disbursements for FY21
- 6.9 Approval of Disbursements of July 1-31, 2021 plus the Addendum for the Meeting of August 18, 2021
- 6.10 Assistant Director’s Report, Mary Clemens
- 6.11 Adult Services Report, Laura Hays
- 6.12 Circulation Department Report, Jeri Cain
- 6.13 Human Resources Report, Mary Pellico
- 6.14 Information Technology Report
- 6.15 Illinois Library Association Virtual Conference: October 12-14, 2021
- 6.16 Board Member Reports-None

**Trustee Wright moved** and **Trustee Olson 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:***

Review Statement of Cash Receipts and Disbursements for FY21

Background information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of the Library’s General Fund balances for the year, a list of vendors that were paid \$2,500 or more 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. It will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

**7. BOARD AND COMMITTEE REPORTS**

7.1 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Committee Chair Berryman-Gilliam stated that this would be her last report as Chair. She proposed that the Board change the Special Committee designation for the Board’s DEI Committee to a standing committee because of its importance, rather than it being a temporary committee. The Trustees concurred with her recommendation. The Library’s By-Laws will need to be amended to make this change. This change will be done at a future meeting. Trustees will work on developing a description of the committee’s charge to align with the other standing committee descriptions in the Library’s By-Laws

**8. NEW BUSINESS**

8.1 Recommendation, Re: Approval of Revision to Borrowing Policy to Remove Overdue Fines

**Trustee Lynch moved** and **Trustee Wright seconded** that the Library Board of Trustees approve the revision to the Library’s Borrowing Policy to remove overdue fines. Motion approved.

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

Nays ..... 0  
Absent..... None

Background information:

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 (the Library’s consortium) 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). Though “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.

8.2 Discussion: Open House

Background information:

The delayed Open House for the Library’s 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.

8.3 Discussion: Renovation Plaque

Background information:

The Board reviewed several examples of plaques recognizing the Library’s renovation project. They selected an aluminum plaque to be purchased and displayed in the lobby.

8.4 Discussion: Trustee Vacancy

Background information:

Trustee Jourdan has submitted his resignation from the Board effective October 1, 2021. The remaining Trustees will be required to appoint a new Trustee to fill the vacancy.

8.5 REPORT OF THE LIBRARY DIRECTOR

He inquired about the FOIA request the Library received from Eagle 3 Analytics about tax rates and email communications with the County Clerk. Director Westgate stated that the tax levy 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. She communicated with the Village’s Finance Officer to get the required information needed to fulfill this request. Trustee Larimer was pleased to see the continued increase in Library account holders.

9. MONTHLY STAFF REPORTS

9.1 Youth Services Report, Amy Teske

Trustee Olson commented on the information included in Amy’s presentation to the Carol Stream Rotary that included the impact and importance for parents to read aloud to their children daily. Only 46% of children in the U.S. are read to daily.

10. ADJOURN

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There being no further business to come before the Board of Library Trustees, **Trustee Olson 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 7:55 p.m.

September 15, 2021

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,974,062.85	\$ 202,498.47	\$ 3,176,561.32
Working Cash	50,859.38	6.03	50,865.41
FICA	138,389.05	4,586.40	142,975.45
IMRF	110,342.88	1,772.13	112,115.01
Liability Insurance	19,818.28	2,316.82	22,135.10
Audit	10,220.91	(1,764.06)	8,456.85
Capital Maintenance & Repair	1,597,338.88	(19,835.88)	1,577,503.00
Building Renovation Loan	<u>127,013.51</u>	<u>26,746.85</u>	<u>153,760.36</u>
<b>TOTAL ALL FUNDS</b>	<u><u>\$ 5,028,045.74</u></u>	<u><u>\$ 216,326.76</u></u>	<u><u>\$ 5,244,372.50</u></u>

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

\_\_\_\_\_  
Justin Lynch, Board President 8/31/21

\_\_\_\_\_  
Nancy Olson, Board Treasurer 8/31/21

\_\_\_\_\_  
Susan Westgate, Library Director 8/31/21

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

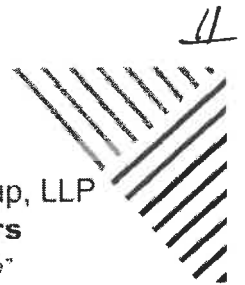
	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 510,143.93
WEST SUBURBAN BANK	PAYROLL	101,602.45
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,616,538.72
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,014,814.12
PROPAY	ELECTRONIC	503.28
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,244,372.50</u>



**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**AUGUST 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 August 31, 2021 and July 31, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date August 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*

September 2, 2021

In Association With:

MCCLURE INSERRA  
& COMPANY CHARTERED  
ACCOUNTANTS AND CONSULTANTS



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

	Aug 31, 21	Jul 31, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	510,143.93	215,540.17	294,603.76
10-1008 · WSB Payroll Account	101,602.45	102,012.64	-410.19
10-1014 · Illinois Funds-Prime	3,014,814.12	3,014,762.71	51.41
10-1024 · WSB Money Market Acct	1,616,538.72	1,694,350.71	-77,811.99
10-1025 · ProPay	503.28	609.51	-106.23
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,067,811.18	-2,053,982.89	-13,828.29
<b>Total 10-1000 · Library Fund Cash</b>	<b>3,176,561.32</b>	<b>2,974,062.85</b>	<b>202,498.47</b>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,865.41	50,859.38	6.03
30-1190 · Allocated Cash-FICA Fund	142,975.45	138,389.05	4,586.40
40-1090 · Allocated Cash-IMRF Fund	112,115.01	110,342.88	1,772.13
50-1090 · Allocated Cash-Liability Fund	22,135.10	19,818.28	2,316.82
60-1090 · Allocated Cash-Audit Fund	8,456.85	10,220.91	-1,764.06
70-1090 · Allocated Cash-Capital R&M Fund	1,577,503.00	1,597,338.88	-19,835.88
80-1090 · Allocated Cash-Debt Service	153,760.36	127,013.51	26,746.85
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<b>2,067,811.18</b>	<b>2,053,982.89</b>	<b>13,828.29</b>
<b>Total Checking/Savings</b>	<b>5,244,372.50</b>	<b>5,028,045.74</b>	<b>216,326.76</b>
<b>Total Current Assets</b>	<b>5,244,372.50</b>	<b>5,028,045.74</b>	<b>216,326.76</b>
<b>TOTAL ASSETS</b>	<b>5,244,372.50</b>	<b>5,028,045.74</b>	<b>216,326.76</b>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
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>1,334,965.06</b>	<b>1,118,638.30</b>	<b>216,326.76</b>
<b>Total Equity</b>	<b>5,244,372.50</b>	<b>5,028,045.74</b>	<b>216,326.76</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,244,372.50</b>	<b>5,028,045.74</b>	<b>216,326.76</b>

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

	Aug 21	May - Aug 21	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
3001 · Property Tax Current	423,433.25	2,378,556.22	3,664,461.00	64.91%
3002 · Property Taxes Non-Current	0.00	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>423,433.25</b>	<b>2,378,617.80</b>	<b>3,679,461.00</b>	<b>64.65%</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	473.28	1,490.49	15,100.00	9.87%
<b>Total 3200 · Interest Income</b>	<b>473.28</b>	<b>1,490.49</b>	<b>16,100.00</b>	<b>9.26%</b>
<b>3300 · Patron Payments</b>				
3301 · Fines & Fees	397.09	2,197.90	10,000.00	21.98%
3302 · Public Copy Payments	710.14	1,719.10	12,000.00	14.33%
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>1,107.23</b>	<b>3,917.00</b>	<b>25,000.00</b>	<b>15.67%</b>
3400 · Donations	100.00	1,490.00	5,000.00	29.8%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/LL Reimbursements	0.00	29.99	1,000.00	3.0%
<b>3700 · Grants</b>				
3701 · Per Capita Grants	58,573.73	58,573.73	49,650.00	117.97%
3702 · Other Grants/Awards	2,000.00	2,000.00	5,000.00	40.0%
<b>Total 3700 · Grants</b>	<b>60,573.73</b>	<b>60,573.73</b>	<b>54,650.00</b>	<b>110.84%</b>
3800 · Other Income	0.00	813.85	5,000.00	16.28%
<b>Total Income</b>	<b>485,687.49</b>	<b>2,471,975.29</b>	<b>3,831,211.00</b>	<b>64.52%</b>
<b>Gross Profit</b>	<b>485,687.49</b>	<b>2,471,975.29</b>	<b>3,831,211.00</b>	<b>64.52%</b>
<b>Expense</b>				
<b>5100 · Salaries</b>				
5101 · Exempt Staff Salaries	44,775.20	180,699.92	603,000.00	29.97%
5102 · Non-Exempt Staff Salaries	84,390.31	343,958.34	1,279,300.00	26.89%
5103 · Custodial Salaries	5,512.81	22,283.72	78,000.00	28.57%
5105 · Professional Education	499.00	1,465.98	15,000.00	9.77%
5106 · Membership	567.00	866.00	4,000.00	21.65%
5107 · Life Insurance	163.18	620.75	2,000.00	31.04%
5108 · Health Insurance	17,032.36	67,405.68	250,000.00	26.96%
5109 · Benefits, other	135.88	311.76	2,000.00	15.59%
5110 · Trustee Development	0.00	103.50	3,000.00	3.45%
<b>Total 5100 · Salaries</b>	<b>153,075.74</b>	<b>617,715.65</b>	<b>2,236,300.00</b>	<b>27.62%</b>
<b>5200 · Plant Maint.</b>				
5201 · Supplies	1,495.61	3,946.76	20,000.00	19.73%
5202 · Maintenance/Repair	790.00	803.94	10,000.00	8.04%
5203 · Maintenance Contracts	3,219.00	12,876.00	42,000.00	30.66%

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

	Aug 21	May - Aug 21	Annual Budget	% of Budget
5204 · Landscape Maintenance/Snow Remo	1,286.00	2,858.00	15,000.00	19.05%
5205 · Furniture/Equipment	129.05	2,420.35	10,000.00	24.2%
5206 · Electric-Comm Edison	0.00	2,255.61	45,000.00	5.01%
5207 · Water/Sewer	850.34	1,537.16	10,000.00	15.37%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
<b>Total 5200 · Plant Maint.</b>	<b>7,770.00</b>	<b>26,697.82</b>	<b>163,000.00</b>	<b>16.38%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	63.10	72.21	6,000.00	1.2%
5302 · Office & Equipment Supplies	603.84	2,341.79	7,000.00	33.45%
5303 · Printing	0.00	68.67	4,000.00	1.72%
5304 · Equipment Leasing	1,197.69	6,355.20	17,000.00	37.38%
5305 · Mileage Reimbursement	26.60	76.16	2,000.00	3.81%
5306 · Legal Notices	0.00	0.00	600.00	0.0%
5308 · Business Phone	909.01	3,631.20	12,000.00	30.26%
5309 · Accounting Service	1,100.00	2,200.00	15,000.00	14.67%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	388.52	2,043.57	7,500.00	27.25%
5312 · Attorney Fees	385.00	1,320.00	8,000.00	16.5%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	482.74	1,457.59	7,000.00	20.82%
5317 · Bank & Credit Card Fees	0.10	57.55	100.00	57.55%
5319 · Security Service	0.00	0.00	21,000.00	0.0%
5321 · Human Resources	458.56	3,302.16	10,000.00	33.02%
<b>Total 5300 · Business Exp.</b>	<b>5,615.16</b>	<b>30,126.10</b>	<b>126,200.00</b>	<b>23.87%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	559.75	789.50	10,000.00	7.9%
5402 · ISP and Web page hosting	3,997.61	4,471.16	16,500.00	27.1%
5403 · Computer Software	2,735.64	4,735.64	18,000.00	26.31%
5404 · Tech Support & Repair	1,402.72	7,530.72	15,000.00	50.21%
5405 · Technical Services Supplies	320.96	1,032.68	5,000.00	20.65%
5406 · Circulation Supplies	120.00	775.49	6,000.00	12.93%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	82.45	82.45	500.00	16.49%
5410 · SWAN Consortium	0.00	11,541.50	47,000.00	24.56%
5411 · Village IT Services	8,014.50	32,272.50	98,000.00	32.93%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>17,233.63</b>	<b>63,231.64</b>	<b>232,500.00</b>	<b>27.2%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	2,172.99	12,803.46	32,000.00	40.01%
5503 · Adult/Teen Programs	1,636.03	4,523.32	29,000.00	15.6%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	904.77	2,987.28	20,000.00	14.94%
<b>Total 5500 · Services</b>	<b>4,713.79</b>	<b>20,314.06</b>	<b>128,000.00</b>	<b>15.87%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	1,746.90	6,397.09	50,000.00	12.79%

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

	<b>Aug 21</b>	<b>May - Aug 21</b>	<b>Annual Budget</b>	<b>% of Budget</b>
5606 · Youth Services Media	332.59	3,273.62	25,000.00	13.09%
5630 · Adult Books	5,483.36	15,499.65	75,000.00	20.67%
5634 · Online Resources	0.00	0.00	45,000.00	0.0%
5635 · Magazines & Newspapers	1,181.34	10,289.15	11,000.00	93.54%
5637 · Adult Media	1,815.18	5,569.14	50,000.00	11.14%
5651 · Digital Media	7,848.22	34,232.18	100,000.00	34.23%
5652 · Grant/Award Expense	14,050.98	29,917.38	49,650.00	60.26%
<b>Total 5600 · Collection</b>	<b>32,458.57</b>	<b>105,178.21</b>	<b>405,650.00</b>	<b>25.93%</b>
<b>6600 · Payroll Expenses</b>				
6610 · FICA Expense	9,936.90	44,979.93	150,000.00	29.99%
6620 · Illinois Municipal Retirement F	15,527.19	69,886.15	220,000.00	31.77%
<b>Total 6600 · Payroll Expenses</b>	<b>25,464.09</b>	<b>114,866.08</b>	<b>370,000.00</b>	<b>31.05%</b>
7101 · Liability Insurance	0.00	0.00	19,000.00	0.0%
7102 · Risk Management expense	0.00	1,242.80	3,000.00	41.43%
7103 · Unemployment Compensation Insur	0.00	673.56	5,000.00	13.47%
7201 · Audit Expense	3,000.00	6,324.00	13,000.00	48.65%
<b>7400 · Capital Expenditures</b>				
7401 · Furniture	0.00	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	0.00	1,875.00	50,000.00	3.75%
7404 · Landscape	19,107.00	25,441.48	125,000.00	20.35%
7405 · Memorials	0.00	0.00	2,000.00	0.0%
7406 · Other Capital Expenditures	922.75	15,867.75	50,000.00	31.74%
<b>Total 7400 · Capital Expenditures</b>	<b>20,029.75</b>	<b>50,640.31</b>	<b>249,000.00</b>	<b>20.34%</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>269,360.73</b>	<b>1,037,010.23</b>	<b>4,005,650.00</b>	<b>25.89%</b>
<b>Net Ordinary Income</b>	<b>216,326.76</b>	<b>1,434,965.06</b>	<b>-174,439.00</b>	<b>-822.62%</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>216,326.76</b>	<b>1,334,965.06</b>	<b>-409,000.00</b>	<b>-326.4%</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	
	Aug 21	May - Aug 21	Aug 21	May - Aug 21	Aug 21	May - Aug 21
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	361,348.25	2,029,857.67	0.00	0.00	14,510.67	81,513.30
3100 · PPR Taxes	0.00	25,042.43	0.00	0.00	0.00	0.00
3200 · Interest Income	236.15	743.72	6.03	19.00	12.63	39.76
3300 · Patron Payments	1,107.23	3,917.00	0.00	0.00	0.00	0.00
3400 · Donations	100.00	1,490.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	29.99	0.00	0.00	0.00	0.00
3700 · Grants	60,573.73	60,573.73	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	813.85	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>423,365.36</b>	<b>2,122,468.39</b>	<b>6.03</b>	<b>19.00</b>	<b>14,523.30</b>	<b>81,553.06</b>
<b>Gross Profit</b>	<b>423,365.36</b>	<b>2,122,468.39</b>	<b>6.03</b>	<b>19.00</b>	<b>14,523.30</b>	<b>81,553.06</b>
<b>Expense</b>						
5100 · Salaries	153,075.74	617,715.65	0.00	0.00	0.00	0.00
5200 · Plant Maint.	7,770.00	26,697.82	0.00	0.00	0.00	0.00
5300 · Business Exp.	5,615.16	30,126.10	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	17,233.63	63,231.64	0.00	0.00	0.00	0.00
5500 · Services	4,713.79	20,314.06	0.00	0.00	0.00	0.00
5600 · Collection	32,458.57	105,178.21	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,936.90	44,979.93
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>220,866.89</b>	<b>863,263.48</b>	<b>0.00</b>	<b>0.00</b>	<b>9,936.90</b>	<b>44,979.93</b>
<b>Net Ordinary Income</b>	<b>202,498.47</b>	<b>1,259,204.91</b>	<b>6.03</b>	<b>19.00</b>	<b>4,586.40</b>	<b>36,573.13</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	
	Aug 21	May - Aug 21	Aug 21	May - Aug 21	Aug 21	May - Aug 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<b>202,498.47</b>	<b>1,259,204.91</b>	<b>6.03</b>	<b>19.00</b>	<b>4,586.40</b>	<b>36,573.13</b>

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Aug 21	May - Aug 21	Aug 21	May - Aug 21	Aug 21	May - Aug 21
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	17,289.25	97,121.92	2,315.51	13,007.00	1,235.01	6,937.67
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	10.07	31.70	1.31	4.13	0.93	2.94
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>17,299.32</b>	<b>97,153.62</b>	<b>2,316.82</b>	<b>13,011.13</b>	<b>1,235.94</b>	<b>6,940.61</b>
<b>Gross Profit</b>	<b>17,299.32</b>	<b>97,153.62</b>	<b>2,316.82</b>	<b>13,011.13</b>	<b>1,235.94</b>	<b>6,940.61</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	15,527.19	69,886.15	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	1,242.80	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	673.56	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	3,000.00	6,324.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>15,527.19</b>	<b>69,886.15</b>	<b>0.00</b>	<b>1,916.36</b>	<b>3,000.00</b>	<b>6,324.00</b>
<b>Net Ordinary Income</b>	<b>1,772.13</b>	<b>27,267.47</b>	<b>2,316.82</b>	<b>11,094.77</b>	<b>-1,764.06</b>	<b>616.61</b>

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Aug 21	May - Aug 21	Aug 21	May - Aug 21	Aug 21	May - Aug 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<u>1,772.13</u>	<u>27,267.47</u>	<u>2,316.82</u>	<u>11,094.77</u>	<u>-1,764.06</u>	<u>616.61</u>

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Aug 21	May - Aug 21	Aug 21	May - Aug 21	Aug 21	May - Aug 21
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	0.00	0.00	26,734.56	150,180.24	423,433.25	2,378,617.80
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	25,042.43
3200 · Interest Income	193.87	610.54	12.29	38.70	473.28	1,490.49
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,107.23	3,917.00
3400 · Donations	0.00	0.00	0.00	0.00	100.00	1,490.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	29.99
3700 · Grants	0.00	0.00	0.00	0.00	60,573.73	60,573.73
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	813.85
<b>Total Income</b>	<b>193.87</b>	<b>610.54</b>	<b>26,746.85</b>	<b>150,218.94</b>	<b>485,687.49</b>	<b>2,471,975.29</b>
<b>Gross Profit</b>	<b>193.87</b>	<b>610.54</b>	<b>26,746.85</b>	<b>150,218.94</b>	<b>485,687.49</b>	<b>2,471,975.29</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	153,075.74	617,715.65
5200 · Plant Maint.	0.00	0.00	0.00	0.00	7,770.00	26,697.82
5300 · Business Exp.	0.00	0.00	0.00	0.00	5,615.16	30,126.10
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	17,233.63	63,231.64
5500 · Services	0.00	0.00	0.00	0.00	4,713.79	20,314.06
5600 · Collection	0.00	0.00	0.00	0.00	32,458.57	105,178.21
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,464.09	114,866.08
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,242.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	673.56
7201 · Audit Expense	0.00	0.00	0.00	0.00	3,000.00	6,324.00
7400 · Capital Expenditures	20,029.75	50,640.31	0.00	0.00	20,029.75	50,640.31
<b>Total Expense</b>	<b>20,029.75</b>	<b>50,640.31</b>	<b>0.00</b>	<b>0.00</b>	<b>269,360.73</b>	<b>1,037,010.23</b>
<b>Net Ordinary Income</b>	<b>-19,835.88</b>	<b>-50,029.77</b>	<b>26,746.85</b>	<b>150,218.94</b>	<b>216,326.76</b>	<b>1,434,965.06</b>

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Aug 21	May - Aug 21	Aug 21	May - Aug 21	Aug 21	May - Aug 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	100,000.00	0.00	100,000.00
Total Other Expense	0.00	0.00	0.00	100,000.00	0.00	100,000.00
Net Other Income	0.00	0.00	0.00	-100,000.00	0.00	-100,000.00
Net Income	-19,835.88	-50,029.77	26,746.85	50,218.94	216,326.76	1,334,965.06

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**VILLAGE OF CAROL STREAM, ILLINOIS**  
**LIBRARY BOARD RESOLUTION #294**  
**RE: COMMENDATION OF EDWARD JOURDAN FOR HIS SERVICE AS A**  
**CAROL STREAM PUBLIC LIBRARY TRUSTEE**

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

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

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

WHEREAS, during his tenure on the Board he served on the By-Laws Committee, Facilities Committee, and Finance Committee; and,

WHEREAS, during his tenure on the Board he served as President from 2015 to 2020, giving wise advice and guidance to the Board and the Library; and,

WHEREAS, during his tenure he participated in a variety of Trustee Development workshops to increase his knowledge and better serve in his role as a Library Trustee; and

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

WHEREAS, during his tenure the Library underwent the development of a strategic plan and a complete building renovation; and

WHEREAS, during his 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,

WHEREAS, during his time as a resident of Carol Stream he served as an on-call volunteer with the Carol Stream Fire District and as a volunteer at Western DuPage Special Recreation Association; and,

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

Passed this Fifteenth day of September 2021 by a vote of  
Ayes: \_\_\_; Nays: \_\_\_; Absent or not voting: \_\_\_.

Approved:

Attest:

\_\_\_\_\_  
Justin Lynch, President  
Board of Library Trustees

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

# CHICAGO SIGN®

Chicago Sign® and Light Company  
26w 535 St Charles Road  
Carol Stream, IL 60188  
630-407-0802 ChicagoSigns@aol.com

09.08.2021  
Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, IL 60188



1' Scale

### Proposal:

1) Remove and scrap existing electronic message center.

Furnish one twinpak Watchfire 10mm (4,500 pixels / screen) electronic message center 17.75" x 68.25" with "life of sign" broadband control included.

Price: \$12,004.00

Installation: \$2,300.00

1A) Alternate: 8mm EMC (6,480 pixels / screen)

Price: \$13,444.00

Installation: \$2,300.00 **1A Recommended-crisper and more detailed images and text.**

2) Furnish two replacement polycarbonate faces with vinyl applied, and LED speedlamps to replace fluorescent lamps.

Price: \$1,398.00

Installation: \$472.00

Painting of EMC cabinet to match cabinet above: add \$564.00.

Watchfire Warranty: 5 year parts only.

Chicago Sign and Light Company Warranty: 1 year labor and craftsmanship.

50% deposit with order, balance due upon completion.

Submitted for approval: John Doyle, President

**1A Total cost with installation: \$18,174**

## WATCHFIRE WIRELESS PLAN

The Watchfire Wireless Plan is a convenient way to get reliable wireless internet service for Watchfire signs up to 80,000 pixels. Watchfire's plan provides dependable service across Verizon's network coverage area with all the benefits of a cloud-based sign management system.

An internet-connected Watchfire sign can be updated, monitored and diagnosed remotely, making it compatible with our Ignite OP mobile application and OPx content management solution. The Watchfire Wireless Plan also makes it easier to network and control several signs from a single computer, which can simplify sign management for businesses with multiple locations.

**Fast, secure internet connection.** The Watchfire Wireless Plan provides a secure internet connection through a cellular modem. 98%\* of the US is covered by the plan, so you can update your sign anytime, from almost anywhere. Sign updates are quick and easy.

**Simplified setup and sign management.** Watchfire takes the guesswork out of account setup and management by providing a turnkey solution complete with service support.

**Easy installation.** The modem and plan are fully configured and ready to work when a Watchfire sign is installed. The Watchfire Wireless Plan does not require fiber or networking cable installation.

**Mobile updates.** Manage sign playlists and view diagnostic reports from your mobile devices with the Ignite OP mobile application. There is nothing to install, and all of your changes are synced to your PC automatically.

**Automated Diagnostics.** Watchfire can schedule automated sign diagnostics that alert the sign dealer or end user whenever there is an issue.

**Security.** Having a wireless plan allows you to isolate your sign network from your corporate networks thereby preventing any attacks on your corporate network through the sign network. The wireless network is also configured to keep entry points to a minimum.

### Smart Sign Communication

#### CONVENIENCE

- **Update and access diagnostics** from your mobile device with the Ignite OP mobile application.
- **Simplify administration** with package billing and contract renewal.
- **Watchfire is your single source** for sign and data plan service and support.

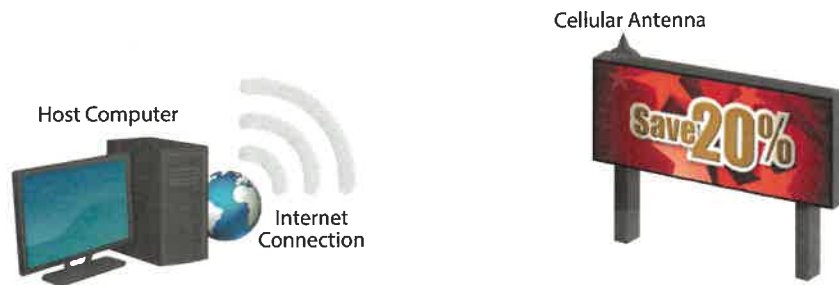
#### COVERAGE

- **98% of the US\*** is covered by the Watchfire Wireless Plan, so you can update your sign anytime, anywhere.
- **Sign updates** are quick and easy.

#### DATA PLAN OPTIONS

- **5-year plan** matching Watchfire's 5-year warranty.
- **Life-of-sign plan** so you never pay data fees again as long as you own the sign.

Contact your Watchfire representative for more information.



Connection

4G Wireless

Speed



Network Ready



Security

Password-based Authentication;  
SSL Encryption

\*Based on 9/15/2018 US Census population data, Verizon's service is available to more than 326 million people in the US.



# MANUFACTURER WARRANTY

Watchfire warrants its manufactured displays against defects in material and workmanship for 5 years from the date of shipment when installed according to published guidelines and operated in typical environmental conditions. During the warranty period, Watchfire will repair or replace those parts of the display system which prove to be defective. Repaired or replaced parts provided under warranty will be covered for the balance of the original warranty period. Parts replaced or repaired outside of any warranty period shall have a warranty of replacement for 1 year from date of shipment.\*



\*Any parts not manufactured by Watchfire, but which are added to the System manufactured by Watchfire, are covered only by their original manufacturer's warranty. Watchfire is not responsible for availability of telecommunications or Internet or for limitations caused by environmental conditions or incompatibilities with other systems.



**5-YEAR**  
**MANUFACTURER**  
**WARRANTY**

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**CHICAGO SIGN®**

Chicago Sign® and Light Company  
26w 535 St Charles Road  
Carol Stream, IL 60188  
630-407-0802 ChicagoSigns@aol.com

09.08.2021 MISC  
Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, IL 60188

Watchfire Electronic Message Center signs in your area:

- Carol Stream Park District Fountainview
- Carol Stream Park District Simkus Center
- Carol Stream Village Hall
- Carol Stream Lutheran Church of the Master
- Wheaton Park District Arrowhead Golf Club
- Naperville Park District HQ
- Naperville Park District Friedrich Park
- Winfield Park District
- Winfield Village train station

# Carol Stream Public Library Library Accounts Policy

(approved 8/19/15, revised 9/15/21, pending approval)

## 1. General Information –

Illinois Compiled Statutes states, “Every library ... shall be forever for the use of the residents and taxpayers of the village...subject to such reasonable rules and regulations as the library board may adopt in order to render the use of the library of the greatest benefit to the greatest number of such residents and taxpayers.” (75 ILCS 5/1-3)

Current government-issued photo identification and residency verification are required to open a library account and to obtain a new or replacement library card. Resident accounts ~~are automatically renewed after a period of three (3) years or until a minor’s 18th birthday~~ do not expire until you move from your current residence. Applicants Residents under the age of 18 require a parent/legal guardian’s signature to open a library account.

The Accountholder agrees to comply with all Library rules and policies and accepts responsibility for all use of card(s) issued under his/her signature.

A valid library account is required to check out, renew, and reserve library materials. A valid account is defined as:

- Account that has not expired.
- Patron address information on file is correct.
- Patron does not have ~~finer or~~ overdue materials or fees in excess of the current threshold.

Through a Reciprocal Borrowing Agreement with the Reaching Across Illinois Library System (RAILS), residents with valid Carol Stream Public Library accounts may borrow materials directly from any library participating in the Reciprocal Borrowing Program in the State of Illinois.

## 2. Confidentiality

Carol Stream Public Library complies with the Library Records Confidentiality Act (75ILCS 70/1). The registration and circulation records of the Library are confidential information. No person shall publish or make available to the public any information contained in those records, unless:

1. the information is requested pursuant to court order, or
2. the information is requested by a law enforcement officer as part of an investigation concerning a matter of public safety, the law enforcement officer represents either orally or in writing that immediate law enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until a court order could be obtained, and the information sought is limited to assisting in identifying a suspect, witness, or victim of a crime.

## 3. Lost or Stolen Library Cards

~~Lost or stolen~~ library cards should be reported to the Library immediately to prevent unauthorized use. The accountholder is responsible for all items ~~checked out~~ borrowed on their ~~lost or stolen~~ card along with any fees for damages incurred prior to the date the library is notified.

## 4. Suspension of Privileges

Borrowing privileges may be suspended. Reasons for suspension include but are not limited to:

- Unpaid ~~finer/fees~~ or overdue materials exceeding the Library’s threshold on one or more associated accounts.
- Returned mail from the address on one or more associated accounts.

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- Loss of borrowing privileges at another Illinois library due to outstanding fines/fees.
- Violation of the Carol Stream Public Library Policy Governing Patron Behavior and/or Code of Conduct.

The Library reserves the right to enforce its policies through use of collection agencies, civil actions and/or criminal prosecution.

#### 5. Temporary Residents

A person temporarily residing in the Village of Carol Stream for a minimum of thirty (30) consecutive days may be issued a temporary virtual library account with an applicable expiration date set to ninety (90) days upon approval of application. This account allows 24/7 access to the Library's online resources. Photo ID and verification of the temporary Carol Stream and permanent addresses is are required.

#### 6. Non-Residents Who Own Property in Carol Stream

Persons who reside outside the Village of Carol Stream and pay taxes to the Carol Stream Public Library are eligible for a library account. One account will be issued per tax parcel and expire one (1) year from date of issue. Photo identification and verification of ownership are required. 75 ILCS 5/4-7 (12).

#### 7. Non-Resident Accounts

The Board of Trustees is empowered to extend the privileges and use of the library to persons who are not served by another a public library and to impose a non-resident fee for such services comparable to the cost paid by residents of the Village of Carol Stream. (Eligibility as defined in 23 ILAC 3050 and 75 ILCS 5/4-7 (12)).

- a) Non-Resident Homeowner – Family and individual non-resident homeowners' annual fee for library privileges will be determined upon presentation of the most recent property tax bill by applying the Library's current tax rate to the applicant's most recent equalized assessed valuation.
- b) Non-Resident Renter – Family and individual nonresident annual fee for library privileges will be equal to 15% of the average monthly rent verified by current lease or rent receipt. ~~or cancelled check for rent paid.~~

#### 8. Institution Special Borrowing Accounts

Accounts may be issued annually to institutions such as Schools, Government Agencies or Non-Profit Organizations located within the Village of Carol Stream for use of Carol Stream Public Library resources and services that directly benefit the mission of the organization. The institution agrees to be responsible for all fines and fees incurred and must provide a list of authorized users limited to classroom instructors or research staff. Photo ID and verification of institution's and applicants' permanent addresses are required.

#### 9. Business Special Borrowing Accounts

Accounts may be issued annually to Businesses located within the Village of Carol Steam for use of Carol Stream Public Library resources and services that directly benefit the mission of the organization Business. The Business Owner agrees to be responsible for all fines and fees incurred and may ~~must~~ provide a list of up to five (5) authorized users. Photo ID and verification of institution's the business and applicants' permanent addresses are required.

#### 10. Reciprocal Borrower Accounts

Reciprocal borrowing privileges are extended to a holder of a library card that is issued from an Illinois library that participates in the Reciprocal Borrowing Program. Reciprocal borrowers must present a library card issued by their local

public library and current government-issued photo identification. Library privileges will be granted for one year or less dependent upon verification of eligibility and expiration date of card at home library. Some restrictions may apply.

Named Insured: Carol Stream Public Library

Coverage	Utica National; The Hartford; Travelers	Utica National; The Hartford; Travelers	Utica National; Travelers
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>
Package	\$14,695	\$15,109	\$15,109
Automobile	\$260	\$260	\$260
Umbrella	\$3,442	\$4,114	\$4,114
Workers Comp	\$6,764	\$8,089	\$6,819
Directors & Officers	Included in Package	Included in Package	Included in Package
Crime	\$2,754	\$2,754	\$2,754
<b>TOTAL</b>	<b>\$27,915</b>	<b>\$30,326</b>	<b>\$29,056*</b>

\*-Recommended



**Carol Stream Public Library**  
**Summary of Insurance**  
**2021-2022**

<b>Type of Coverage</b>	<b>Description of Coverage</b>	<b>Amount of Coverage</b>
General Liability	Bodily Injury & property damage claims	<ul style="list-style-type: none"> <li>• \$1,000,000 Each Occurrence</li> <li>• \$2,000,000 General Aggregate</li> <li>• \$1,000,000 Employee Benefit Liability</li> <li>• \$1,000,000 Cyber Suite</li> <li>• \$50,000 1<sup>st</sup> party named malware</li> <li>• \$500,000 Forensic IT review</li> <li>• \$500,000 Legal Review</li> <li>• \$5,000 Data Compromise public relations</li> <li>• \$500,000 PCI Industry standards</li> <li>• \$500,000 Loss of Business</li> <li>• \$5,000 Computer attack &amp; Cyber Extortion PR</li> <li>• \$10,000 Cyber extortion</li> <li>• \$1,000,000 Abuse &amp; Molestation</li> </ul>
Umbrella Liability	Provides additional coverage to General Liability	<ul style="list-style-type: none"> <li>• \$5,000,000</li> <li>• Retention: \$10,000</li> </ul>
Property Coverage	Loss of property due to fire, theft, etc.	<ul style="list-style-type: none"> <li>• Building - \$6,956,311</li> <li>• Business Personal Property - \$1,791,270</li> <li>• Deductible: \$1,000</li> <li>• EDP-Computers - \$171,683</li> <li>• Collections - \$5,049,261</li> <li>• Business income – \$363,250</li> <li>• Earthquake - \$1,000,000</li> <li>• Flood - \$100,000</li> <li>• Water Back up \$250,000</li> <li>• Fine Arts - \$14,849</li> </ul>
Automobile Liability	Liability Insurance protects your business in the event of an injury to an employee traveling in an owned, rented or personal automobile on company business.	<ul style="list-style-type: none"> <li>• \$1,000,000</li> </ul>
Directors & Officers	Provides protection for “decisions’ made by Directors, Officers, Volunteers, Trustees, Committee Members & The Entity also includes Employment Practices Liability	<ul style="list-style-type: none"> <li>• \$1,000,000 D&amp;O</li> <li>• \$1,000,000 Employment Practices</li> <li>• Retention: \$0</li> </ul>
Government Crime	Insurance provides coverage for theft of Funds	<ul style="list-style-type: none"> <li>• \$2,000,000</li> <li>• Deductible - \$10,000</li> </ul>
Workers Compensation	Provides coverage for Employees for Accidents or injuries that happen during working hours	<ul style="list-style-type: none"> <li>• \$500,000/\$500,000/\$500,000</li> <li>• Public Library Prof Emp &amp; Clerical</li> <li>• 8810 Payrolls \$1,870,900</li> <li>• Public Library Other Than Clerical</li> <li>• 9101 Payrolls \$74,400</li> </ul>

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# Carol Stream Public Library Expenses by Vendor Detail

4:15 PM  
09/08/21  
Accrual Basis

August 2021

Date	Num	Memo	Account	Amount
08/31/2021		Kitchette Refrigerator deposit	7406 · Other Capital Expenditures	-130.00
				-130.00
08/03/2021		Inv. #5057899	5308 · Business Phone	-886.45
				-886.45
08/31/2021		1 - Creative Cloud licenses	5403 · Computer Software	-1,259.64
08/31/2021		1 - Adobe stock images	5509 · Library Publicity and Promotion	-359.88
				-1,619.52
08/16/2021		Inv. #844839544957	5201 · Supplies	-39.96
08/16/2021		Inv. #974683464754	5501 · Youth Services Programs	-123.07
08/16/2021		Inv. #435979738559	5205 · Furniture/Equipment	-19.19
08/16/2021		Inv. #638494487774	5409 · RBP/ILL Expenses	-52.99
08/16/2021		Inv. #694883996397	5630 · Adult Books	-29.08
08/16/2021		Inv. #579838964649	5501 · Youth Services Programs	-6.99
08/16/2021		Inv. #733484984343	5503 · Adult/Teen Programs	-214.50
08/16/2021		Inv. #733484984343	5630 · Adult Books	-22.36
08/16/2021		Inv. #493395345435	5401 · Automation Hardware	-45.95
08/16/2021		Inv. #493395345435	5501 · Youth Services Programs	-9.99
08/16/2021		Inv. #773467884544	5301 · Postage	-58.95
08/16/2021		Inv. #458977669357	5201 · Supplies	-93.53
08/16/2021		Inv. #458977669357	5205 · Furniture/Equipment	-19.99
08/16/2021		Inv. #458977669357	5401 · Automation Hardware	-173.82
08/16/2021		Inv. #684573776377	5201 · Supplies	-39.80
08/16/2021		Inv. #475745467549	5201 · Supplies	-214.20
08/16/2021		Inv. #449368676957	5401 · Automation Hardware	-339.98
08/16/2021		Inv. #774936697886	5630 · Adult Books	-59.95
08/16/2021		Inv. #864887434669	5503 · Adult/Teen Programs	-6.99
08/16/2021		Inv. #459833833975	5501 · Youth Services Programs	-87.89
08/16/2021		Inv. #639693789365	5205 · Furniture/Equipment	-23.92
08/16/2021		Inv. #478593673688	5501 · Youth Services Programs	-105.01

ABT

Total ABT

Access One, Inc.

Total Access One, Inc.

Adobe Creative Cloud

Total Adobe Creative Cloud

AMAZON/SYNCB



## Carol Stream Public Library Expenses by Vendor Detail

August 2021

	Date	Num	Memo	Account	Amount
<b>Total AMAZON/SYNCEB</b>					
<b>American Library Association</b>					
Total American Library Association	08/31/2021		Mbrship Ren. - Kushad	5106 · Membership	-148.00
<b>Ancel Glink, P.C.</b>					
Total Ancel Glink, P.C.	08/11/2021		Statement #83473	5312 · Attorney Fees	-385.00
<b>ARC1 Electric</b>					
Total ARC1 Electric	08/31/2021		Inv. #10566	5202 · Maintenance/Repair	-270.00
<b>ASI Signage Innovations</b>					
Total ASI Signage Innovations	08/24/2021		Quote #CHIC 92767 - Dep. LO Quiet Readin	7406 · Other Capital Expenditures	-593.00
<b>ATA Group, LLP (Assoc McClure Interra CPA</b>					
Total ATA Group, LLP (Assoc McClure Interra CPA	08/03/2021		Inv. #10109	5309 · Accounting Service	-1,100.00
<b>Baker &amp; Taylor</b>					
Total Baker & Taylor	08/11/2021		Several invoices	5601 · Youth Services Books	-1,668.81
<b>Blackstone Library</b>					
Total Blackstone Library	08/11/2021		Several invoices	5630 · Adult Books	-4,651.25
<b>Blackstone Library</b>					
Total Blackstone Library	08/31/2021		Inv. #1237557	5637 · Adult Media	-111.38
<b>Brodart Co.</b>					
Total Brodart Co.	08/31/2021		Inv. #584370	5205 · Furniture/Equipment	-65.95
<b>CAIRS</b>					
Total CAIRS	08/03/2021		Inv. #49388	5315 · Other Expenditures	-372.00
<b>Calderon, Carlos</b>					
Total Calderon, Carlos	08/11/2021		Sugar Skulls Xlotl - AS Pgm.	5503 · Adult/Teen Programs	-450.00
<b>Case Lots, Inc.</b>					
Total Case Lots, Inc.					-450.00

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

August 2021

	Date	Num	Memo	Account	Amount
Total Case Lots, Inc.	08/03/2021		Inv. #5779	5201 · Supplies	-384.75
Cash					-384.75
Total Cash	08/31/2021		Sugar Skulls Xiloti delivery fee	5503 · Adult/Teen Programs	-30.00
Center Point for Large Print Books					-30.00
Total Center Point for Large Print Books	08/11/2021		Inv. #1865820	5630 · Adult Books	-137.82
Chess.com					-137.82
Total Chess.com	08/31/2021		Aug. sub.	5501 · Youth Services Programs	-5.00
Comcast					-5.00
Total Comcast	08/03/2021	10830	8771 20 180 0134870	5402 · ISP and Web page hosting	-157.85
Complete Cleaning Co., Inc.					-157.85
Total Complete Cleaning Co., Inc.	08/03/2021		Inv. #C:18219	5203 · Maintenance Contracts	-1,900.00
D & Z House of Books					-1,900.00
Total D & Z House of Books	08/03/2021		Inv. #2021/1146938	5630 · Adult Books	-277.75
Demco					-277.75
Total Demco	08/03/2021		Inv. #6979756	5405 · Technical Services Supplies	-224.39
Dini's Ice Cream Shoppe, LLC					-224.39
Total Dini's Ice Cream Shoppe, LLC	08/31/2021		SRP prize	5501 · Youth Services Programs	-50.00
Findaway World, LLC					-50.00
Total Findaway World, LLC	08/31/2021		SRP prize	5501 · Youth Services Programs	-50.00
Fun Express					-100.00
Total Fun Express	08/11/2021		Inv. #357123	5606 · Youth Services Media	-156.66
	08/11/2021		Inv. #357123	5637 · Adult Media	-232.88
Total Findaway World, LLC	08/31/2021		Inv. #711148845-01	5501 · Youth Services Programs	-389.54
Fun Express					-82.39

# Carol Stream Public Library Expenses by Vendor Detail

August 2021

	Date	Num	Memo	Account	Amount
Total Fun Express					-82.39
<b>Gale/Cengage Learning Inc.</b>					
	08/03/2021		Inv. #74695399	5630 · Adult Books	-80.23
	08/11/2021		Inv. #74788295	5630 · Adult Books	-113.96
	08/11/2021		Inv. #74782843	5630 · Adult Books	-110.96
Total Gale/Cengage Learning Inc.					-305.15
<b>Garvey's Office Products</b>					
	08/03/2021		Inv. #PINV2115911	5302 · Office & Equipment Supplies	-122.30
	08/11/2021		Inv. #PINV2118287	5302 · Office & Equipment Supplies	-31.77
	08/11/2021		Inv. #PINV2118287	5501 · Youth Services Programs	-196.20
	08/11/2021		Inv. #PINV2117690	5405 · Technical Services Supplies	-6.65
Total Garvey's Office Products					-356.92
<b>GoDaddy.com</b>					
	08/31/2021		1 yr. Renewal - Linux	5402 · ISP and Web page hosting	-599.76
Total GoDaddy.com					-599.76
<b>Graphic 5, Inc.</b>					
	08/03/2021		Inv. #156269	5302 · Office & Equipment Supplies	-265.41
Total Graphic 5, Inc.					-265.41
<b>GreatAmerica Financial Services</b>					
	08/31/2021		Inv. #29934592	5304 · Equipment Leasing	-1,197.69
Total GreatAmerica Financial Services					-1,197.69
<b>Home Depot Credit Services</b>					
	08/12/2021		Inv. #3293704	5201 · Supplies	-24.32
	08/12/2021		Inv. #6026591	5201 · Supplies	-29.52
Total Home Depot Credit Services					-53.84
<b>HR Source</b>					
	08/31/2021		RT - Pellico	5105 · Professional Education	-150.00
	08/31/2021		RT - Pellico	5105 · Professional Education	-150.00
Total HR Source					-300.00
<b>Illinois Library Association</b>					
	08/31/2021		Inv. #202438	5106 · Membership	-100.00
	08/31/2021		Inv. #202346 - Wilson	5106 · Membership	-100.00
Total Illinois Library Association					-200.00

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# Carol Stream Public Library Expenses by Vendor Detail

August 2021

4:15 PM  
09/08/21  
Accrual Basis

	Date	Num	Memo	Account	Amount
<b>InfoUSA Mktg, Inc. (sub. Data Axel Inc)</b>					
Total InfoUSA Mktg, Inc. (sub. Data Axel Inc)	08/03/2021		Inv. #10003872187	5652 · Grant/Award Expense	-7,545.00
<b>Jet Foods</b>					
Total Jet Foods	08/31/2021		Lemonade Mix	5201 · Supplies	-3.55
<b>Jewel Food Stores / Jewel Osco</b>					
Total Jewel Food Stores / Jewel Osco	08/31/2021		Staff Leave Welcome Back - Porch	5321 · Human Resources	-8.62
<b>Job Target</b>					
Total Job Target	08/31/2021		AS Mgr. Postings	5321 · Human Resources	-10.00
<b>KAPCO</b>					
Total KAPCO	08/31/2021		Inv. #1428833	5405 · Technical Services Supplies	-45.17
<b>KeurigKcycle</b>					
Total KeurigKcycle	08/31/2021		Inv. #1428924	5405 · Technical Services Supplies	-44.75
<b>Total KeurigKcycle</b>	08/31/2021		Grounds to Grow K-cup recycling	5315 · Other Expenditures	-89.92
<b>Kids' Table, LLC</b>					
Total Kids' Table, LLC	08/18/2021		INV. CSPL1221	5501 · Youth Services Programs	-74.95
<b>Land's End Business Outfitters</b>					
Total Land's End Business Outfitters	08/31/2021		Inv. #SIN9351444	5321 · Human Resources	-225.00
<b>MailChimp</b>					
Total MailChimp	08/31/2021		Mailchimp Subscription	5509 · Library Publicity and Promotion	-225.00
<b>Midwest Tape</b>					
Total Midwest Tape	08/11/2021		Several invoices	5606 · Youth Services Media	-61.90
	08/11/2021		Several invoices	5637 · Adult Media	-61.90
	08/12/2021		Inv. #500789388	5651 · Digital Media	-87.99
					-175.93
					-1,470.92
					-5,362.06
					-7,008.91

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

August 2021

	Date	Num	Memo	Account	Amount
<b>MJB Design, LLC</b>					
Total MJB Design, LLC	08/31/2021		Inv. #76557	5404 · Tech Support & Repair	-1,260.00
<b>Mobile Beacon</b>					
Total Mobile Beacon	08/31/2021		15 - 12 mth. Service Plans	5402 · ISP and Web page hosting	-1,800.00
<b>New York Times</b>					
Total New York Times	08/31/2021		12 - 1 yr. service plans for Franklin T9 devic	5402 · ISP and Web page hosting	-1,440.00
<b>Nub Games, Inc.</b>					
Total Nub Games, Inc.	08/03/2021		7/17/21-7/15/22	5635 · Magazines & Newspapers	-1,181.34
<b>Outsource Solutions Group, Inc.</b>					
Total Outsource Solutions Group, Inc.	08/17/2021		Inv. #9970	5652 · Grant/Award Expense	-895.00
<b>OverDrive, Inc.</b>					
Total OverDrive, Inc.	08/31/2021		Inv. #61294	5403 · Computer Software	-1,476.00
<b>Paylocity</b>					
Total Paylocity	08/12/2021		Inv. #21309122	5651 · Digital Media	-2,486.16
<b>PermaBound Books</b>					
Total PermaBound Books	08/03/2021		Inv. #108619231	5311 · Payroll Service	-193.20
<b>Pinot's Palette</b>					
Total Pinot's Palette	08/03/2021		Inv. #108619231	5321 · Human Resources	-335.07
<b>Pitney Bowes, Inc.</b>					
Total Pitney Bowes, Inc.	08/11/2021		Inv. #108693504	5311 · Payroll Service	-195.32
					-723.59
<b>PermaBound Books</b>					
Total PermaBound Books	08/03/2021		Inv. #1898196-00	5601 · Youth Services Books	-78.09
<b>Pinot's Palette</b>					
Total Pinot's Palette	08/16/2021		AS Pgm - 2 Canvas Painting - 8/30/21	5503 · Adult/Teen Programs	-720.00
<b>Pitney Bowes, Inc.</b>					
Total Pitney Bowes, Inc.	08/03/2021		Inv. #1018672131	5302 · Office & Equipment Supplies	-80.74

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

4:15 PM  
09/08/21  
Accrual Basis

August 2021

Date	Num	Memo	Account	Amount
08/03/2021		Inv. #42118	5203 · Maintenance Contracts	-1,319.00
				<u>-1,319.00</u>
08/11/2021		Inv. #70688310	5652 · Grant/Award Expense	-862.04
08/12/2021		Inv. #70688009	5652 · Grant/Award Expense	-2,119.94
				<u>-2,981.98</u>
08/16/2021		Inv. #5723133 - Cain	5105 · Professional Education	-199.00
				<u>-199.00</u>
08/31/2021		Team Leader Mtg. refreshments	5321 · Human Resources	-42.97
08/31/2021		SRP prize	5501 · Youth Services Programs	-50.00
08/31/2021		SRP prize	5501 · Youth Services Programs	-50.00
				<u>-142.97</u>
08/31/2021		Kitchette microwave (note tax charged will be	7406 · Other Capital Expenditures	-199.75
				<u>-199.75</u>
08/31/2021		Bd. Mtg. Refreshments	5315 · Other Expenditures	-28.83
				<u>-28.83</u>
08/03/2021		Inv. #30863259	5652 · Grant/Award Expense	-2,629.00
				<u>-2,629.00</u>
08/03/2021		Inv. #30935904	5501 · Youth Services Programs	-79.60
				<u>-79.60</u>
08/03/2021		Inv. #S533497	5204 · Landscape Maintenance/Snow Remo	-110.00
08/03/2021		Inv. #S535641	5204 · Landscape Maintenance/Snow Remo	-280.00
08/09/2021		Inv. #225012	5204 · Landscape Maintenance/Snow Remo	-646.00
08/16/2021		Inv. #S536119	7404 · Landscape	-13,004.00
08/16/2021		Inv. #S536470	7404 · Landscape	-2,017.00

Precision Control Systems of Chicago, Inc

Total Precision Control Systems of Chicago, Inc

Proquest LLC

Total Proquest LLC

Pryor Learning Systems

Total Pryor Learning Systems

Rosati's Pizza

Total Rosati's Pizza

Samsung

Total Samsung

Sauers Bakery

Total Sauers Bakery

Scholastic Library Publishing

Total Scholastic Library Publishing

Scholastic, Inc.

Total Scholastic, Inc.

Sebert Landscaping, Inc.

# Carol Stream Public Library Expenses by Vendor Detail

August 2021

Date	Num	Memo	Account	Amount
08/16/2021		Inv. #S536912	7404 · Landscape	-1,938.00
08/16/2021		Inv. #S536935	7404 · Landscape	-398.00
08/16/2021		Inv. #S538338	7404 · Landscape	-1,750.00
08/18/2021		Inv. #S539536	5202 · Maintenance/Repair	-520.00
08/18/2021		Inv. #S533496	5204 · Landscape Maintenance/Snow Remo	-250.00
Total Sebert Landscaping, Inc.				
08/03/2021		Inv. #524128	7201 · Audit Expense	-3,000.00
Sikich, LLP				
Total Sikich, LLP				
08/31/2021		Membership - Pellico	5106 · Membership	-219.00
Society for Human Resource Management				
Total Society for Human Resource Management				
08/03/2021		Inv. #3482718721 \$55.33 less credit Inv. #348344	5302 · Office & Equipment Supplies	0.00
08/03/2021		Inv. #3482718721	5201 · Supplies	0.00
08/11/2021		Inv. #3484181390	5201 · Supplies	-73.83
08/11/2021		Inv. #3482718721 (\$55.33 less Cr. #348344)	5302 · Office & Equipment Supplies	-54.26
08/11/2021		Inv. #3482718721	5201 · Supplies	-390.48
08/11/2021		Inv. #3482718722	5302 · Office & Equipment Supplies	-49.36
08/16/2021		Inv. #3484633263	5201 · Supplies	-58.53
Total Staples				
08/31/2021		Reusable frames	5509 · Library Publicity and Promotion	-72.90
StickItSolutions				
Total StickItSolutions				
08/31/2021		Inv. #41169183	5509 · Library Publicity and Promotion	-384.00
Survey Monkey				
Total Survey Monkey				
08/03/2021		Inv. #8859	5409 · RBP/ILL Expenses	-29.46
08/03/2021		Inv. #8925	5406 · Circulation Supplies	-120.00
Swan (System Wide Automated Network)				
Total Swan (System Wide Automated Network)				
08/31/2021		2 - SRP Grand Prize g.c.	5501 · Youth Services Programs	-100.00
Taco Real				

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

August 2021

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	Date	Num	Memo	Account	Amount
Total Taco Real					-100.00
<b>Thornton, Christine (dba-Hello Art Studio</b>					
Total Thornton, Christine (dba-Hello Art Studio	08/03/2021		2 YS Pgm. 9/16/21	5501 · Youth Services Programs	-600.00
<b>Today's Business Solutions, Inc.</b>					
Total Today's Business Solutions, Inc.	08/03/2021		Inv. #071921-8	5404 · Tech Support & Repair	-600.00
<b>Tracfone</b>					
Total Tracfone	08/31/2021		Mthly. Service	5308 · Business Phone	-142.72
<b>United States Postal Service</b>					
Total United States Postal Service	08/31/2021		Certified letter	5301 · Postage	-22.56
<b>Universal Yums</b>					
Total Universal Yums	08/31/2021		SRP Fam. Prize Basket		-4.15
<b>University of Illinois Extension - DuPage</b>					
Total University of Illinois Extension - DuPage	08/31/2021		SRP Fam. Prize Basket	5503 · Adult/Teen Programs	-89.54
<b>Village of Carol Stream</b>					
Total Village of Carol Stream	08/03/2021		DOGC - Sept. Mtg.	5501 · Youth Services Programs	-89.54
<b>Village of Carol Stream - Benefits</b>					
Total Village of Carol Stream - Benefits	08/03/2021		Inv. #5736	5503 · Adult/Teen Programs	-179.08
<b>Village of Carol Stream - IMRF</b>					
Total Village of Carol Stream - IMRF	08/27/2021		Inv. #5773	5411 · Village IT Services	-125.00
<b>Village of Carol Stream - Water Dept.</b>					
Total Village of Carol Stream - Water Dept.	08/27/2021		Inv. #5773	5107 · Life Insurance	-8,014.50
	08/27/2021		Inv. #5773	5108 · Health Insurance	-163.18
	08/27/2021		Inv. #5773	5109 · Benefits, other	-21,533.26
					-135.88
					-21,832.32
<b>Village of Carol Stream - IMRF</b>					
Total Village of Carol Stream - IMRF	08/27/2021		8/13 -8/27/2021	6620 · Illinois Municipal Retirement F	-15,527.19
<b>Village of Carol Stream - Water Dept.</b>					
Total Village of Carol Stream - Water Dept.	08/03/2021		Bill #01767419	5207 · Water/Sewer	-15,527.19
					-850.34



# Carol Stream Public Library Expenses by Vendor Detail

August 2021

Date	Num	Memo	Account	Amount
08/16/2021		Inv. #ORD4-007717	5201 - Supplies	-850.34
				-143.14
				-143.14
				<b>-128,950.44</b>

Total Village of Carol Stream - Water Dept.

Western First Aid & Safety

Total Western First Aid & Safety

TOTAL

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

Approved by the Library Board of Trustees September 15, 2021

\_\_\_\_\_  
President

Date

\_\_\_\_\_  
Secretary

Date

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## LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

September 15, 2021

### Outdoor Message Center

The outdoor message center has not been functioning for several months. The Village It Staff pursued various options for repair. It was determined that the technology was outdated and unable to be repaired. Included in the packet is a proposal for replacing the existing sign message center with new hardware, lights and software. The new sign will be full color and able to include images as well as text. The sign cabinet will be painted to match the upper portion of the sign. The proposal includes a five year warranty. The proposal, warranty, references and other information on the product is included in your packet. Approval for the message center is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

### Resolution #294

In appreciation of Trustee Jourdan's years on the Library Board of Trustees, a Resolution commending his years of service and highlighting his contributions and achievements has been prepared. President Lynch will be reading it aloud at the September Board meeting.

### Revision of Personnel Policy 314A

In June 2021 the Library Board of Trustees approved the FFCRA sick time extension to September 30, 2021. Based on the current vaccination and positivity rates in the state, I am recommending that we extend this sick pay through December 31, 2021. The recommended change is shown below.

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

### Revision to Library Account Policy to Reflect Being "Fine Free"

The Board approval of "Fine Free" requires revisions to the Library Account Policy. The policy and the recommended revisions are included in the Board packet for your review.

### Insurance Renewal

The Library's current insurance policies are up for renewal in October. A brief summary of the coverage is included in the Board packet. Our total insurance costs increased by \$1,141 from last year, an increase of 4.1%. This is a result of insurance companies having to pay out large

sums from weather related events and wild fires. The Library has switched from Hartford to Travelers for our Workers Comp insurance, providing a savings of \$1,270. Approval for the insurance renewal is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

### **Late Opening Friday September 24**

The Library has scheduled staff development for the morning of Friday, September 24 from 9:30am-12:30pm. A representative from Perspectives, the Library's EAP service, will be presenting a virtual program on DEI for staff. In addition to this training, staff will be viewing an online webinar on Sexual Harassment available through RAILS. This training is now required by the state of Illinois and must be completed annually by all staff members.

### **9/11 Memorial**

An educational exhibition provided by the 9/11 Memorial & Museum recounts the events of September 11, 2001, through the personal stories of those who witnessed and survived the attacks. Told across 14 slides, this exhibition includes archival photographs and images of artifacts from the Museum's permanent collection. Adult Services staff member Omar Kushad took the images provided by the museum and adapted them into a PowerPoint presentation that is being displayed on the Mondopad. Patrons may view the exhibit during regular business hours in the Library's Create & Learn Center from September 10-16th. Adult and Youth staff members pulled titles on the subject and they are being displayed in the room as well and are available for patron check-out.

### **October 15 Open House**

Plans are under way for the October Open House. The Marketing Coordinator is planning the event to make it as possible for our guests and staff. Adult Services Librarian Nate Wagner will be providing background music using the Library's piano. Tentative plans for the evening have guests sent on a scavenger style quest to the different areas of the building, receiving a gift at each location. Individual beverages and individually wrapped food items will be provided for refreshments. The renovation project plaque should arrive in time for it to be mounted in the lobby. Invitations will be mailed and email reminders sent out to the guests.

### **Quiet Reading Room Art Work**

The Library has ordered large nature photo prints for the Quiet Reading Room and Study Room C from a local photographer. The photos depict scenes of nature located in Illinois or representative of Illinois nature. The photos are a fine art dye infused metal print that will not fade from sun or light. They are a frameless float mount. They will be installed prior to the Open House. I have included pictures of the prints in your Board packet.

### **Friends Book Sale**

The Friends Book Sale in the Lobby is now open for business! All items are 50 cents and a cash box has been installed for patrons to make their payments. Instead of Book Sale the signage now says "Friends of the Library Fundraiser Sale," to emphasize the importance of the funds received. The opening of the sale was announced to patrons in the Library's email marketing.

**Facility Update**

The Library's additional irrigation piping and sprinkler heads have been installed and are fully functional along the east part of the property to water our newly planted beds. The newly planted trees, shrubs and bushes will be receiving a root feeding that injects nutrients directly into the root zone of the plants to relieve stress. Maintenance has identified an insect infestation of some type that is damaging the large group of bushes located at the south east end of the Library's property. We are looking into identifying the pests and how to eradicate them and hope to be able to save these bushes. The Library will be purchasing mums for the patio planters in the upcoming weeks. We will be replacing two public sidewalk squares that were damaged by the heavy equipment used during the renovation project. I should be receiving a quote for the work next week.

**Examiner Article**

The August 25, 2021 *Examiner* publication included an article about the Library Board's approval to go "Fine Free" at the August Board meeting. I have included a copy of the article in the packet.

**Evaluations**

Staff evaluations are complete and staff were awarded merit raises ranging from 0-4% based upon their performance. In 2022 the Library will be returning to our former annual evaluation schedule which aligns with the Library's fiscal year of May-April.

**Self-Check Machines Changes**

The Library's current android self-check machines will be replaced by PC versions by our current vendor. Our requests for changes to the screen text should be accomplished in the next month or so. We will monitor the progress with the vendor's software in the upcoming months. If they continue to be troublesome, we will investigate a different self-check software company that's product better serves our needs.

**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. 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>

**September Employee Anniversaries**

Robin Harwood-9/07/93-Youth Services

Heidi Krueger-9/07/04-Adult & Teen Services

Sarah Kovac-9/03/08-Adult & Teen Services

Antonio Fonseca-9/09/14-Maintenance  
Nathaniel Wagner-9/21/15-Adult & Teen Services

Susan Westgate, Library Director

Q.R.R.

30" x 40"

West wall

H6

Smoky Mountains



Morton Arboretum



Matthiessen State  
Park, Utica IL



Q.R.R.

South wall

Lincoln Park  
South Pond  
Chicago IL



16 x 24"

egret



16 x 24"

Cartigny  
Gardens,  
Whewater IL



20" x 30"

mt. Ranier  
National  
Park, Washington



16" x 24"

Chicago  
Botanic  
Garden



16" x 24"

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"30x40" West Wall of Study Room C



# Library Board formalizes its late return fee policy

By Sarah Stocking

On Wednesday, Aug. 18 the Carol Stream Library Board of Trustees unanimously approved an adjustment to the library's fee policy.

Patrons who now return library materials late, even if their account says they have accrued fines, will not have to pay those fines as long as the library materials are returned without significant damage.

"We've been fine free this whole pandemic," Susan Westgate reminded the board as they discussed the amendment.

While the library's policy changed unofficially near the beginning of the pandemic to reduce fees, the change is now officially reflected in the policy.

Also, some previous changes included the temporary increase in number of automatic renewals — increased to five

if no other patrons had placed a hold on the item. The library will begin to charge patrons 14 days after the free renewals run out or 14 days after the item is due provided someone else has placed a hold on the item. According to librarians, the additional renewals change was a pandemic measure and once it is over the number of renewals will revert to its previous number.

There will still be Food for Fines events for patrons who have misplaced their checked out items but after late items are returned the fees applied to the library patron's account will be deleted

"So when you bring it back in 42 years..." Trustee David Larimer quipped, "[though 42 years is the blink of an eye compared to the 221 years George Washington kept The Laws of Nations from the New York Society Library.]"

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

	August FY 20-21	August FY 21-22	Current YTD
<b>Use of Library Resources/Services</b>			
<b>Circulation Activity</b>			
Books	7,385	9,639	39,609
Videos	1,888	1,752	7,800
Audio	394	573	2,026
Periodicals	113	130	467
Other	206	248	1,094
E-books	3,716	3,135	12,385
E-Audio	2,277	2,385	9,081
E-Video	483	483	1,993
Digital magazines	705	140	586
Museum Passes	16 / 0	28 / 0	92 / 0
ILL - Borrowed from SWAN	2751	2,830	12,012
ILL - Borrowed from Non-SWAN	5	31	116
ILL - Loaned to SWAN	780	700	3,096
ILL - Loaned to Non-SWAN	8	82	323
<b>Total Circulation</b>	<b>20,727</b>	<b>22,156</b>	<b>90,680</b>
Total Adult	12,425	12,192	48,591
Total Teen	140	177	770
Total Youth	8,162	9,787	41,319
Reciprocal Borrower Loans (incl. above)	297	807	2,968
Automatic Renewals (not incl. above)	10,598	16,656	60,588
Self Check - % of Circulation	22.37%	35.90%	39.40%
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	16 / 481	29 / 436	123 / 2,388
Teen Number/Attendance	11 / 82	7 / 102	32 / 223
Youth - Number/Attendance	59 / 1,258	99 / 1,788	388 / 5,724
<b>Total - Number/Attendance</b>	<b>86 / 1,821</b>	<b>135 / 2,326</b>	<b>543 / 8,335</b>
Library Events - Number / Attendance	n/a	0 / 0	0 / 0
Outreach* - Number / Attendance	n/a	1 / 29	6 / 156
<b>Facility Usage</b>			
Library Visits (Door Count)	3,350	9,214	34,221
Curbside Pickup Transactions	911	249	1,110
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users*	n/a	154	412
<b>Electronic Usage</b>			
# of Database Sessions	3,544	3,635	16,260
# of Internet Sessions/Total Time	174 / 97	551 / 316	1,090 / 586
#iMac Sessions/Total Time	n/a	3 / 1	13 / 7
# of Library Website Visits	6,613	13,906	56,252
# Mobile App Views	2,702	3,598	14,028
# of Wireless Users	699	1,271	4,307

**Reference Transactions**

Adult (Includes Online Chat)	654	1,425	4,516
Youth	477	835	3,752
Circulation	197	295	1,324
<b>Total Reference Transactions</b>	<b>1,328</b>	<b>2,555</b>	<b>9,592</b>

<b>Total One-on-One Tutorials</b>			
Adult	4	5	14
Youth	0	0	0

<b>Patron Statistics</b>			
# of Resident Cards	17,820	18,391	
# of Non-Resident Cards	12	13	
<b>Total Registered Users</b>	<b>17,832</b>	<b>18,404</b>	

<b>Resources Owned/Licensed</b>			
Books	58,971	62,241	
Newspapers (Print only)	24	24	
Periodicals (Print only)	139	129	
<b>Total Print Materials</b>	<b>59,134</b>	<b>62,394</b>	
Current Subscriptions (Print Only)	163	153	
Current E-Subscriptions	3,686	3,648	
E-Books: Downloadable	57,891	64,096	
Audio Recordings	6,390	6,632	
Audio Recordings (Downloadable)	20,418	24,071	
Videos	11,298	11,273	
Other: Video Games, Puzzles, Devices	607	695	
Databases	70	67	
<b>Total Resources Owned/Licensed</b>	<b>159,494</b>	<b>172,876</b>	

<b>Professional Development Hours</b>	<b>59.50</b>	<b>96.00</b>	<b>272.00</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.

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**Assistant Director's Report  
August/September 2021**

**Primary Action Items - Administration**

- Payroll
  - Payroll processing week of 8/9, 8/23, 9/6, 9/20
  - Set up the compensation module for merit increases and distributed compensation notices to the staff
- Transition planning and documentation
  - Laura and I have been meeting regularly to review transition tasks. Primary areas of concentration have been: Payroll Submittal and reports, Monthly File Upload to the Accountant, Monthly Financial Reports from the Accountant, Monthly Statistics, and Invoice Processing. We've also reviewed Business Office and Technical Services workflow and budgets.
  - Work on creating/updating documentation related to my job responsibilities to help ensure a smooth transition
- Performance evaluations were conducted with the staff the week of 8/23
- Worked with Pitney Bowes and the USPS to confirm the CAPS to EPS conversion was completed
- Reinstated the Friends of the Library Fundraiser sale
- Represented the Library at Lynn O'Dell's memorial service
- Coordinated order for artwork for the Quiet Reading Room with Joshua Merrill Photography
- Coordinated order for Building Renovation Plaque
- Appliances ordered for the Meeting Room Kitchenette
- Invoice follow-up - Joyce
  - Samsung - Sales tax refund
  - Commonwealth Edison - Corrected billing
- 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 - 939
- Items put into Circulation - 808
- Items catalogued - imported bib records & original cataloging - 106
- Item record edits/database clean-up - 730
- Bib record merges submitted to SWAN support - 30
- Conversion project items - 54
- Repair items (includes disc cleaning) - 76
- Serial record edits - 17
- Serials - Claimed Issues - 1
- Items on order as of 9/2 - 812 (497 - Youth, 315 - Adult) - Average turnaround time for processed items is running approximately 2-3 weeks now.

**Conversion Projects**

- Romance – replacement genre label – 75% complete - Barb
- J Fiction genre stickers – complete except for stragglers – 22 processed - Marie

**Other**

- Spotlight Displays – JWL and Spanish Heritage Month - Marie
- New JWL books will now be featured in the Spotlight collection – 21 items recently received moved into this collection area – Marie
- 2022 Lincoln Award Nominees processed - Barb
- Sustainable Shelves items processed – received credit for 97 items – Marie, Susan
- 245 field for graphic novels were updated per SWAN's documentation – Complete – Marie
- Staff have begun additional cross-training on serials, a goal identified during performance evaluations – Barb, Susan, Marie

**Professional Development**

- 8/6 – Team Leader training – Mary (1.75)

**Meeting Attendance**

- 8/3 – Friends of the Library Annual meeting
- 8/4 – Circ billing rules and patron purge discussion with Library Director & Circulation Manager
- 8/5, 8/12, 8/18, 8/26 – Management Team
- 8/9 – Review Fine Free parameters with SWAN staff
- 8/24 – Business Office review meeting – Joyce, Mary
- 8/10 – All Staff Meeting – Barb, Joyce, Marie, Susan, Mary C.
- 8/10 – collectionHQ Team meeting
- 8/18 – Library Board meeting

As I submit my final monthly report, I would like to thank the Library Board and Staff for the abundant opportunities I have been provided the past twenty-seven years and for the support I have received along the way.

It has truly been my privilege to serve the residents of Carol Stream in a variety of capacities over the years and I wish the Library continued success in accomplishing our mission of providing our community with exceptional services, enrichment opportunities and diverse resources in a welcoming environment.

Respectfully submitted,  
Mary Clemens

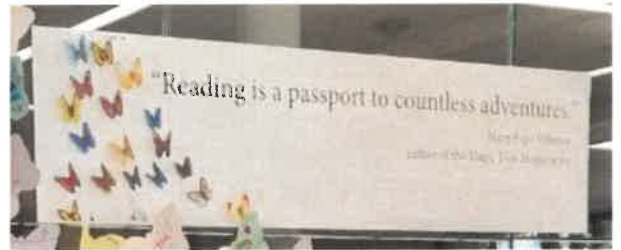
## Adult Services Department Monthly Report August 2021

### COVID services update

- Curbside document services continue. In August we processed 457 print and 46 copy jobs.
- Youth Service Express Computer Stations opened with limited seating on August 2.

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

- LinkedIn Learning Diversity Inclusion and Belonging for All Learning Path discussions wrap up in August. Six people attended.
- Sign Language interpreter scheduled for August Board meeting



### Outreach Activities

- Homebound delivery –
  - 35 Registered
  - 29 received deliveries
  - 198 Items delivered
- August 30 – CS Chamber CEO Marion Jones met with Omar

### Programs & Displays

- Summer Reading ended August 15
  - 241 Adult participants logged books and submitted book reviews and 86 teens recorded minutes read
  - Exploring Carol Stream Videos - over 500 views on YouTube
    - Manny's Café, How to Make Eggs Benedict
    - M's Beauty Salon, How to Thread Eyebrows
    - Horizon Park, How to Get Started with Disc Golf
    - Dick Pond, How to Choose Your Shoes
  - Butterfly summer art project: 337 butterflies! Patrons greatly enjoyed and it gave little hands something to do at the Reference Desk while we helped their parents with printing and finding information.



### **Adult Services Meetings**

- Bi-weekly department meetings continue
- Weekly Management Team meetings continue
- Performance evaluation review meeting held with staff individually
- August 3 – Friends of the Library annual meeting – Laura
- August 3-5 – Overdrive Digipalooza – Omar
- August 5 - West Suburban Adult Programmers Meeting - Jessica
- August 6 – Back to School training for Team Leaders and Librarians
- August 10 – Allstaff meeting
- August 10 – Collection HQ Team meeting – Laura and Sarah
- August 12 – Business Interest Group – Omar
- August 12 - RAILS BIPOC Library Workers meeting- Vera
- August 18 – Board meeting - Laura
- August 19 – Marketing for October Programs – Jessica with Allison P

### **Information technology**

- Laura Hays
  - Youth Express Stations re-opened August 2.
  - Mobile Beacon hotspots – activated service plans for 12 new devices.
- Community IT staff
  - There were 52 support tickets in August.
  - SWAN Symphony Workflows update pushed out to remaining staff computers and completion survey submitted.
  - Phone cutover project – VOCS IT staff worked with Comcast, Sound Inc, and AccessOne to move our phone service to Comcast.

**Laura Hays**

**Head of Adult Services**

## Youth Services Report August 2021

### Summer Reading Wrap Up

- The Summer Reading theme was Camp Hiawatha: Explore Your World. We wanted to encourage residents to explore the parks and businesses that are close to home.
- For the Youth Services Summer Reading program, 869 participants 12 and under reported reading at least 200 minutes. Of those, 561 (64%) read 600 minutes and earned a book to take home and keep.
- In all, the 869 participants reported reading 572,200 minutes which equals 9,537 hours or 397 days or 56.7 weeks or 1.09 years of great non-stop reading.
- Comparing this year's statistics with 2019 when we were still pretty normal even though we were under construction, we had 1,126 participants and 745 finishers. This year's number was roughly 77% of the 2019 numbers and a big win after such a crazy year.
- Six Prize Baskets were awarded after Summer Reading finished. Pictures below. We distributed 2 Pizza Prize Baskets, 2 Taco Prize Baskets and 2 Ice Cream Prize Baskets. Each participant earned one entry in the drawing for each 200 minutes read. Entries were made electronically through the ReadSquared program that is used to track participation.
- In addition to the Prize Baskets, 30 lucky participants won child movie passes to Classic Cinema at the Charlestowne 18.

### Start of School Preparation

- There was no rest for the weary this year since District 93 started the school year on August 16<sup>th</sup>, the day after Summer Reading ended. Steve Dexheimer prepared some activities for the middle school students to keep them busy when they hang out after school. The numbers of kids hanging out are significantly lower than they were before renovation and they have been having fun with the activities that are available.

### Program Highlights

- Leigh Anne Wilson and Amy Danusiar presented storytimes offsite at programs run by Outreach Community Ministries, Primrose Academy, and Goddard. A total of 102 children were read to through these visits.

### Patron Service and Reference

- 83 Binge Box requests were filled during August.
- Youth Staff had 835 interactions with the public during August.

### Professional Development

- Youth Staff did 3 hours of training through online webinars.

### Personnel

- Livia Pierre accepted the full-time position of Bilingual Spanish English Librarian and began on August 9.
- 

### Meeting Attendance

- 8/5, 12, 18, 26 – Management Team Meeting – Amy Teske
- 8/6 – Team Leader Training – Amy Teske, Amy Danusiar Steve Dexheimer, Robin Harwood, Clare Meehan, Leigh Anne Wilson
- 8/10 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 8/10 – All Staff
- 8/18 – Board Meeting – Amy Teske
- 8/24 – Meeting with Marketing – Amy Teske

Respectfully Submitted,  
Amy Teske, Youth Services Manager



# Summer Reading 2021 Prize Basket Winners



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August 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

- 15,183 Checkouts
- 249 Curbside deliveries
- 105 New resident accounts registered
- 18 Digital accounts registered
- 17,360 Check ins
- 17,500 items shelved
- 3,657 hold requests made available
- 115 accounts with Last Activity Date on or before 12/31/2011 to be purged in mid-September

Jeri participated in:

- all Management Team meetings held in August
- ALLSTAFF Meeting
- SWAN Fireside Chat for August
- Continued training of new Circulation Clerks
- SWAN fine free consultation with Assistant Director Clemens, Director Westgate and Michael from SWAN

In addition:

- Jeri coordinated reports for SWAN's new monthly patron purge
- Jeri wrote 17 Annual Reviews for Circulation Staff and met with each on individually
- Jeri worked with staff to prepare for going Fine Free on September 1<sup>st</sup>
- Jeri met via Zoom with Michael Kuhr from Unique Management to discuss their product, MessegeBee, an email notification system.

Submitted by Jeri L. Cain

09/07/2021

Human Resources  
Monthly Report  
Aug-Sept 2021

Administration

- Prepared information on Flexible Work Arrangements and shared information with Management Team.
- Requested proposal for updating Employee Handbook including Diversity input from Consultant. Forwarded to Susan W.

COVID-19

- Worked with two staff members regarding COVID related situations.

Performance Management

- Performance review process for this year has been completed. Performance Reviews have been reviewed and Managers have completed staff Meetings.

Staffing & Onboarding

- Participated in check-in meetings with three staff members.
- Advertised posting and reviewed applications for Adult Services Manager position. Conducted five phone interviews and five in-person interviews. Facilitated Meet the Team for final candidates.
- Processing retirement paperwork for Mary Clemens.

Training

- Attended Monthly HR Source Roundtable.
- Attend Training – ADA Disability Compliance & Mental Health
- Preparing for half-day of staff development on Friday, September 24. Topics include Diversity and Harassment Training.

Regards,  
Mary Pellico

## Marketing Report

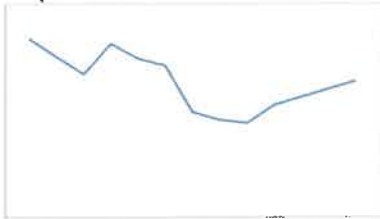

### August 2021

#### Activities

- Changed language on the Using the Library FAQ to describe how the Library's change to fine-free works
- I have been catching up on routine tasks since my return to work.

#### Statistics:

##### Facebook

2,638 followers	Total impressions: 39,263	Total engagements: 4,094
Last 12 months:		

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

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

#### Top three posts from August:




		
People reached: 5173 Engagements: 555	People reached: 2175 Engagements: 335	People reached: 1980 Engagements: 321

##### Twitter

Followers: 1,381	Total impressions: 27,300	Total engagement: 10,229
Last 12 months:	Impressions:	Engagement:



Top tweets from August:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<b>Carol Stream Public Library</b> @CarolStreamPL Aug 3			1,159	18	1.6%
	Per Wikipedia, Harvard University wins the first Boat Race between Yale University and Harvard. The race is also known as the first ever American intercollegiate athletic event.					
	Meanwhile, we dream of the day when we can again participate in the inter-library chess tournament! <a href="pic.twitter.com/rfA31htec5">pic.twitter.com/rfA31htec5</a>					
	<a href="#">View Tweet activity</a>					
	<b>Carol Stream Public Library</b> @CarolStreamPL Aug 12			1,053	3	0.3%
	#ThursdayThoughts courtesy of Dr. Seuss. <a href="pic.twitter.com/DF0XE6K4LJ">pic.twitter.com/DF0XE6K4LJ</a>					
	<a href="#">View Tweet activity</a>					
	<b>Carol Stream Public Library</b> @CarolStreamPL Aug 7			958	17	1.8%
	If you're attitude towards Mondays is like Garfield's then you haven't been coming to the library. It's a beautiful day out, the collection is wide open for browsing, and the patio welcomes you to sit, read, and relax! <a href="pic.twitter.com/wAiaqmjRWz">pic.twitter.com/wAiaqmjRWz</a>					
	<a href="#">View Tweet activity</a>					

Promotional Emails

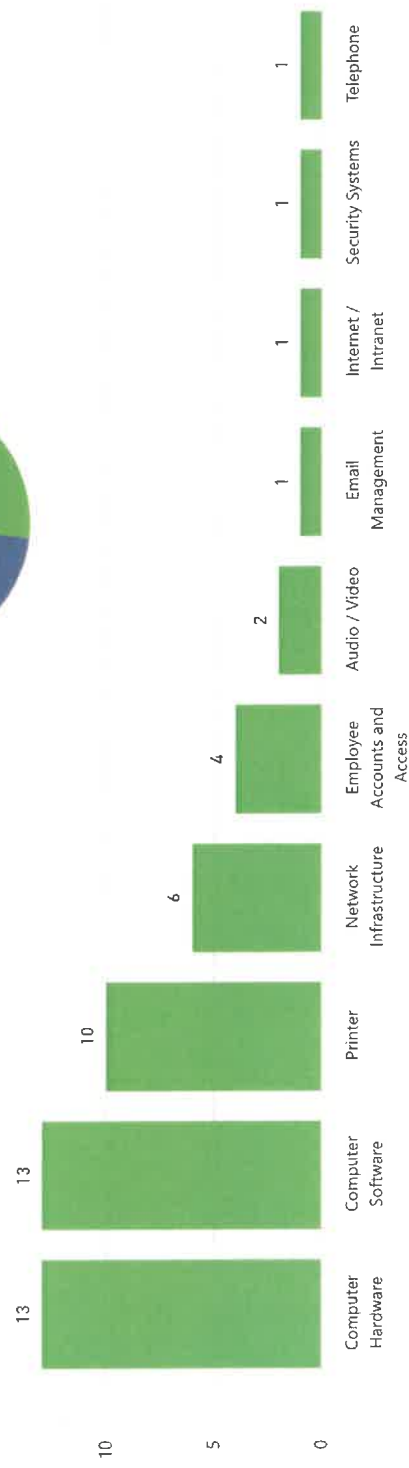
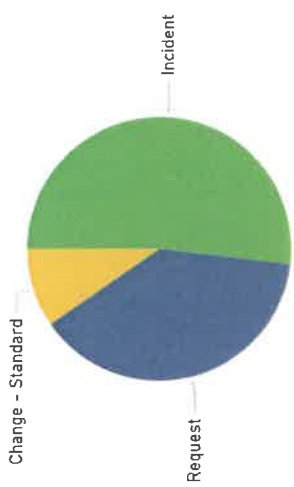
August 19	News From Your Library	Open rate: 37.1%	Click rate: 3.4%
August 26	Get Today's Hottest Bestsellers	Open rate: 17.2%	Click rate: 1.2%

**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	5
Incident	27
Request	20
<b>Total</b>	<b>52</b>

CategoryName	Count
Audio / Video	2
Computer Hardware	13
Computer Software	13
Email Management	1
Employee Accounts and Access	4
Internet / Intranet	1
Network Infrastructure	6
Printer	10
Security Systems	1
Telephone	1
<b>Total</b>	<b>52</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.