

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 16, 2020

TIME: 7:00 p.m.

PLACE: **ATTENTION**

Due to the COVID-19 pandemic, the Library will be conducting an online audio Board Meeting through Zoom to conduct essential business. If you are **interested in listening to the meeting live through the internet, please register online at:**

<https://carolstream.librarycalendar.com/events/library-board-meeting-2>.

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

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

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

- I. CALL TO ORDER
- PLEDGE TO THE FLAG
- II. ROLL CALL
- III. PUBLIC PARTICIPATION
- ADOPTION OF CONSENT AGENDA*
- IV. APPROVAL OF MINUTES
- A. Minutes of Regular meeting of August 19, 2020
- V. MONTHLY REPORTS OF THE TREASURER
- A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2020
- VI. BOARD AND COMMITTEE REPORTS
- VII. NEW BUSINESS
- A. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- B. Review Statement of Cash Receipts and Disbursements May 1, 2019-April 30, 2020
- C. Recommendation, Re: Approval of Expenses over \$10,000 for Fence Replacement

VIII. DISBURSEMENTS

- A. Approval of Disbursements for the Period August 1, 2020 to August 31, 2020, plus the Addendum for the Meeting of September 16, 2020

IX. REPORT OF THE LIBRARY DIRECTOR

(The Library Director submits a report to the Library Board members containing information pertaining to the items on the meeting agenda for their review prior to the meeting.)

X. MONTHLY STAFF REPORTS

XI. COMMUNICATIONS

None

XII. ANNOUNCEMENTS

- A. September is National Library Card Sign-Up Month
B. Banned Books Week, September 27-October 3, 2020

XIII. EXECUTIVE SESSION: For the review of minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) and for the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2(c)(1).

- A. Recommendation, Re: Approval of Minutes of the Executive Session of July 15, 2020
B. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on September 16, 2020

XIV. ADJOURNMENT

Next Resolution: #291

Mansi Patel, Secretary
Board of Library Trustees

**A Consent Agenda allows Board members to vote on a group of items en bloc (as a group) not requiring discussion. This practice can save meeting time by allowing the Board to approve the group of items together in one motion. Items they may wish to discuss are declared "off" by a Board member during the establishment of the consent agenda.*

**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 19, 2020 TIME: 7:00 p.m.

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

I. CALL TO ORDER

President Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:01 p.m.

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

II. ROLL CALL

Director Westgate called the roll.

Present: Trustees Lynch, Olson, Berryman-Gilliam and Sheikh

Absent: Trustees Jourdan, Larimer and Patel

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Lynch seconded the establishment of a consent agenda for the Regular Meeting of August 19, 2020. Motion approved.

Ayes 4 Trustees Lynch, Olson, Berryman-Gilliam and Sheikh

Nays 0

Absent..... Trustees Jourdan, Larimer and Patel

Trustee Lynch moved and Trustee Olson seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 4 Trustees Lynch, Olson, Berryman-Gilliam and Sheikh

Nays 0

Absent..... Trustees Jourdan, Larimer and Patel

- A. Minutes of Regular Meeting of July 15, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31 2020
- C. Approval of Disbursements for the Period July 1, 2020 to July 31, 2020, plus the Addendum for the meeting of August 19, 2020
- D. Thank You Card from Colona Public Library Director
- E. Library Closed for Services September 6-September 7, 2020 for the Labor Day Holiday
- F. September is National Library Card Sign-Up Month

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

Ayes 4 Trustees Lynch, Olson, Berryman-Gilliam and Sheikh
 Nays 0
 Absent..... Trustees Jourdan, Larimer and Patel

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period July 1, 2020 to July 31, 2020, plus the Addendum for the meeting of August 19, 2020 in the amount of \$138,588.18.

Regular Meeting

V. NEW BUSINESS

None

VI. Report of the Library Director

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; Vera Olekanma, Adult Services – 8/11/14; Catherine Shaw, Circulation – 8/11/14 and Marie Costuna, Technical Services – 8/08/17

Trustee Lynch commented that he had looked at Story Walk images online and agreed that it would be a good fit for the path in the Library’s North lot, rather than the installation of a labyrinth which would be harder to maintain and could become a hangout due to the inability to adequately supervise the area. He was happy to see the cooperative mailing piece that the Library coordinated with the Park District to assist them in promoting their online brochure of programs. Youth Services Manager Amy Teske and Director Westgate will work on preparing a letter outlining Library Services to send to CCSD 93 to possibly include in their virtual backpack. The architect’s photographer will be coming to the building to take pictures of the renovated space for possible inclusion in *Library Journal* magazine on August 23.

VII. MONTHLY STAFF REPORTS

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Trustee Olson congratulated Youth Services staff member Steve Dexheimer on his promotion to Youth Services Librarian. She commended him for his dedication and hard work to attain his Master's degree. She also commented upon the Youth Services make & take crafts and how her recent young visitors enjoyed them. She was very pleased by the positive comments from patrons that were shared regarding their enjoyment of the Binge Boxes they have received. The Board enjoys seeing the social media statistics that are being shared in the Marketing Coordinator's monthly report. The Board was pleased to see the continued increase in the Library visitor count and the continued use of the Library's curbside pick-up service.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:33 p.m.

September 16, 2020

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending August 31, 2020**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 1,839,539.10	\$ 1,067,401.22	\$ 2,906,940.32
Working Cash	50,793.75	69.47	50,863.22
FICA	92,814.05	44,024.13	136,838.18
IMRF	111,844.94	40,418.66	152,263.60
Liability Insurance	33,279.24	(931.39)	32,347.85
Audit	6,618.51	4,679.69	11,298.20
Capital Maintenance & Repair	2,108,519.03	(514,756.17)	1,593,762.86
Building Renovation Loan	<u>2,005.71</u>	<u>143,989.19</u>	<u>145,994.90</u>
TOTAL ALL FUNDS	<u><u>\$ 4,245,414.33</u></u>	<u><u>\$ 784,894.80</u></u>	<u><u>\$ 5,030,309.13</u></u>

See attached for a schedule of cash and investments.

Edward Jourdan, Board President

8/31/20

Nancy Olson, Board Treasurer

8/31/20

Susan Westgate, Library Director

8/31/20

**Carol Stream Public Library
Treasurer's Report
Month Ending August 31, 2020**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	205,210.99
WEST SUBURBAN BANK	PAYROLL	78,369.10
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,433,041.52
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,312,713.23
PROPAY	ELECTRONIC	204.29
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,030,309.13</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
AUGUST 31, 2020

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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, 2020 and July 31, 2020, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date August 31, 2020, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

McClure, Inserra & Company, Chartered

September 8, 2020

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

	Aug 31, 20	Jul 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	205,210.99	200,079.94	5,131.05
10-1008 · WSB Payroll Account	78,369.10	112,573.57	-34,204.47
10-1014 · Illinois Funds-Prime	3,312,713.23	3,312,264.51	448.72
10-1024 · WSB Money Market Acct	1,433,041.52	1,372,007.52	61,034.00
10-1025 · ProPay	204.29	222.89	-18.60
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-2,123,368.81	-2,222,203.52	98,834.71
Total 10-1000 · Library Fund Cash	2,906,940.32	2,775,714.91	131,225.41
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,863.22	50,852.51	10.71
30-1190 · Allocated Cash-FICA Fund	136,838.18	133,992.89	2,845.29
40-1090 · Allocated Cash-IMRF Fund	152,263.60	151,559.32	704.28
50-1090 · Allocated Cash-Liability Fund	32,347.85	32,799.55	-451.70
60-1090 · Allocated Cash-Audit Fund	11,298.20	10,146.54	1,151.66
70-1090 · Allocated Cash-Capital R&M Fund	1,593,762.86	1,717,313.91	-123,551.05
80-1090 · Allocated Cash-Debt Service	145,994.90	125,538.80	20,456.10
Total 1190 · Allocated Cash-Fund Balances	2,123,368.81	2,222,203.52	-98,834.71
Total Checking/Savings	5,030,309.13	4,997,918.43	32,390.70
Total Current Assets	5,030,309.13	4,997,918.43	32,390.70
TOTAL ASSETS	5,030,309.13	4,997,918.43	32,390.70
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,839,539.10	1,839,539.10	0.00
20-2900 · Fund Balance-Working Cash	50,793.75	50,793.75	0.00
30-2900 · Fund Balance-FICA Fund	92,814.05	92,814.05	0.00
40-2900 · Fund Balance-IMRF Fund	111,844.94	111,844.94	0.00
50-2900 · Fund Balance-Liability	33,279.24	33,279.24	0.00
60-2900 · Fund Balance-Audit	6,618.51	6,618.51	0.00
70-2900 · Fund Balance-Capital R&M	2,108,519.03	2,108,519.03	0.00
80-2900 · Fund Balance-Debt Service	2,005.71	2,005.71	0.00
Total 2900 · Beginning Fund Balances	4,245,414.33	4,245,414.33	0.00
Net Income	784,894.80	752,504.10	32,390.70
Total Equity	5,030,309.13	4,997,918.43	32,390.70
TOTAL LIABILITIES & EQUITY	5,030,309.13	4,997,918.43	32,390.70

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

	Aug 20	May - Aug 20	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	320,811.74	2,258,177.02	3,674,461.00	61.46%
3002 · Property Taxes Non-Current	0.00	0.00	5,000.00	0.0%
Total 3000 · Property Taxes	320,811.74	2,258,177.02	3,679,461.00	61.37%
3100 · PPR Taxes	5,399.10	19,900.82	40,000.00	49.75%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,500.00	0.0%
3202 · Interest Income Investments	895.29	5,807.19	34,100.00	17.03%
Total 3200 · Interest Income	895.29	5,807.19	35,600.00	16.31%
3300 · Patron Payments				
3301 · Fines & Fees	204.19	622.95	16,000.00	3.89%
3302 · Public Copy Payments	227.75	345.40	15,000.00	2.3%
3303 · Non-Resident Card Fees	0.00	0.00	3,000.00	0.0%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	431.94	968.35	35,000.00	2.77%
3400 · Donations	0.00	0.00	5,000.00	0.0%
3500 · Developer Contributions	0.00	0.00	2,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	12.57	1,000.00	1.26%
3700 · Grants				
3701 · Per Capita Grants	49,638.75	49,638.75	49,600.00	100.08%
Total 3700 · Grants	49,638.75	49,638.75	49,600.00	100.08%
3800 · Other Income	0.00	0.00	9,000.00	0.0%
3900 · Reapprop of FY2019 due to COVID	0.00	0.00	150,000.00	0.0%
Total Income	377,176.82	2,334,504.70	4,006,661.00	58.27%
Gross Profit	377,176.82	2,334,504.70	4,006,661.00	58.27%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,440.90	195,484.05	689,000.00	28.37%
5102 · Non-Exempt Staff Salaries	80,289.05	362,833.04	1,317,000.00	27.55%
5103 · Custodial Salaries	5,564.64	23,616.44	83,000.00	28.45%
5105 · Professional Education	250.00	1,131.50	18,000.00	6.29%
5106 · Membership	1,040.00	1,458.73	4,000.00	36.47%
5107 · Life Insurance	0.00	440.51	2,000.00	22.03%
5108 · Health Insurance	-4,711.92	44,925.54	250,000.00	17.97%
5109 · Benefits, other	0.00	75.00	2,500.00	3.0%
5110 · Trustee Development	13.50	13.50	3,000.00	0.45%
Total 5100 · Salaries	125,886.17	629,978.31	2,368,500.00	26.6%
5200 · Plant Maint.				
5201 · Supplies	2,163.17	6,272.63	21,000.00	29.87%
5202 · Maintenance/Repair	2,000.00	4,990.62	10,000.00	49.91%
5203 · Maintenance Contracts	3,129.00	12,516.00	43,000.00	29.11%
5204 · Landscape Maintenance/Snow Remo	646.00	3,144.00	17,000.00	18.49%
5205 · Furniture/Equipment	488.03	6,714.46	10,000.00	67.15%

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

	Aug 20	May - Aug 20	Annual Budget	% of Budget
5206 · Electric-Comm Edison	2,942.02	10,054.86	38,000.00	26.46%
5207 · Water/Sewer	337.08	458.67	8,000.00	5.73%
5208 · Insurance (Property)	0.00	0.00	12,000.00	0.0%
5200 · Plant Maint. - Other	0.00	-67.20		
Total 5200 · Plant Maint.	11,705.30	44,084.04	159,000.00	27.73%
5300 · Business Exp.				
5301 · Postage	0.00	1,500.00	8,000.00	18.75%
5302 · Office & Equipment Supplies	679.04	1,051.55	7,500.00	14.02%
5303 · Printing	0.00	0.00	5,000.00	0.0%
5304 · Equipment Leasing	1,574.11	6,663.19	22,000.00	30.29%
5305 · Mileage Reimbursement	37.73	115.46	3,000.00	3.85%
5306 · Legal Notices	0.00	0.00	700.00	0.0%
5308 · Business Phone	909.72	3,588.88	17,500.00	20.51%
5309 · Accounting Service	2,338.00	4,438.00	15,000.00	29.59%
5310 · Material Recovery Fees	0.00	0.00	1,000.00	0.0%
5311 · Payroll Service	1,000.45	2,189.98	7,500.00	29.2%
5312 · Attorney Fees	0.00	715.00	10,000.00	7.15%
5315 · Other Expenditures	0.00	15,711.41	23,000.00	68.31%
5317 · Bank & Credit Card Fees	0.00	39.95	100.00	39.95%
5319 · Security Service	0.00	0.00	25,000.00	0.0%
5320 · Donation Recd Expense	450.01	450.01		
5321 · Human Resources	433.10	2,759.25	10,500.00	26.28%
Total 5300 · Business Exp.	7,422.16	39,222.68	155,800.00	25.18%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	0.00	4,000.12	25,000.00	16.0%
5402 · ISP and Web page hosting	2,197.85	2,671.40	15,000.00	17.81%
5403 · Computer Software	1,449.01	5,391.10	35,000.00	15.4%
5404 · Tech Support & Repair	0.00	8,338.34	13,000.00	64.14%
5405 · Technical Services Supplies	154.42	369.94	5,000.00	7.4%
5406 · Circulation Supplies	1,135.81	2,447.23	3,000.00	81.57%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	0.00	700.00	0.0%
5410 · SWAN Consortium	0.00	11,715.50	47,000.00	24.93%
5411 · Village IT Services	7,738.04	30,952.16	96,000.00	32.24%
5400 · Automat. & Dept. Oper. - Other	-39.37	-39.37		
Total 5400 · Automat. & Dept. Oper.	12,635.76	65,846.42	256,200.00	25.7%
5500 · Services				
5501 · Youth Services Programs	1,453.95	15,752.66	28,000.00	56.26%
5503 · Adult/Teen Programs	2,079.02	4,491.89	25,000.00	17.97%
5505 · Library Newsletter	2,187.09	10,125.09	47,000.00	21.54%
5509 · Library Publicity and Promotion	836.23	1,780.28	30,000.00	5.93%
5500 · Services - Other	57.00	57.00		
Total 5500 · Services	6,613.29	32,206.92	130,000.00	24.78%
5600 · Collection				
5601 · Youth Services Books	2,398.33	6,600.19	46,000.00	14.35%

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

	Aug 20	May - Aug 20	Annual Budget	% of Budget
5606 · Youth Services Media	1,887.88	2,348.27	22,000.00	10.67%
5630 · Adult Books	3,135.29	13,819.33	75,000.00	18.43%
5634 · Online Resources	0.00	0.00	35,000.00	0.0%
5635 · Magazines & Newspapers	1,952.10	11,310.59	12,000.00	94.26%
5637 · Adult Media	3,242.98	9,222.18	60,000.00	15.37%
5651 · Digital Media	6,096.32	33,809.53	80,000.00	42.26%
5652 · Grant/Award Expense	13,600.98	31,388.38	49,600.00	63.28%
Total 5600 · Collection	32,313.88	108,498.47	379,600.00	28.58%
6600 · Payroll Expenses				
6610 · FICA Expense	9,482.26	42,738.04	150,000.00	28.49%
6620 · Illinois Municipal Retirement F	14,157.83	64,181.90	200,000.00	32.09%
Total 6600 · Payroll Expenses	23,640.09	106,919.94	350,000.00	30.55%
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	0.00	20,000.00	0.0%
7102 · Risk Management expense	0.00	1,213.00	4,000.00	30.33%
7103 · Unemployment Compensation Insur	573.77	573.77	3,000.00	19.13%
7201 · Audit Expense	0.00	3,426.00	12,000.00	28.55%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	20,000.00	0.0%
7402 · Parking Lot Repair	0.00	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	10,322.00	10,322.00	75,000.00	13.76%
7405 · Memorials	0.00	115.91	1,500.00	7.73%
7406 · Other Capital Expenditures	0.00	12,938.12	35,000.00	36.97%
Total 7400 · Capital Expenditures	10,322.00	23,376.03	193,500.00	12.08%
7500 · Special Capital Projects				
7504 · Light Bright Fixture	0.00	12,092.00		
7505 · Recover Partition Wall	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	0.00	40,000.00	0.0%
7508 · Library Remodel 2019-20	113,673.70	479,572.32		
7509 · Security Camera Upgrades	0.00	2,600.00		
Total 7500 · Special Capital Projects	113,673.70	494,264.32	65,000.00	760.41%
Total Expense	344,786.12	1,549,609.90	4,096,700.00	37.83%
Net Ordinary Income	32,390.70	784,894.80	-90,039.00	-871.73%
Other Income/Expense				
Other Expense				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
Total Other Expense	0.00	0.00	234,461.00	0.0%
Net Other Income	0.00	0.00	-234,461.00	0.0%
Net Income	32,390.70	784,894.80	-324,500.00	-241.88%

**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 20	May - Aug 20	Aug 20	May - Aug 20	Aug 20	May - Aug 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	271,944.25	1,914,201.31	0.00	0.00	12,307.98	86,635.21
3100 · PPR Taxes	5,399.10	19,900.82	0.00	0.00	0.00	0.00
3200 · Interest Income	387.93	2,516.26	10.71	69.47	19.57	126.96
3300 · Patron Payments	431.94	968.35	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	12.57	0.00	0.00	0.00	0.00
3700 · Grants	49,638.75	49,638.75	0.00	0.00	0.00	0.00
Total Income	327,801.97	1,987,238.06	10.71	69.47	12,327.55	86,762.17
Gross Profit	327,801.97	1,987,238.06	10.71	69.47	12,327.55	86,762.17
Expense						
5100 · Salaries	125,886.17	629,978.31	0.00	0.00	0.00	0.00
5200 · Plant Maint.	11,705.30	44,084.04	0.00	0.00	0.00	0.00
5300 · Business Exp.	7,422.16	39,222.68	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	12,635.76	65,846.42	0.00	0.00	0.00	0.00
5500 · Services	6,613.29	32,206.92	0.00	0.00	0.00	0.00
5600 · Collection	32,313.88	108,498.47	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	9,482.26	42,738.04
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	196,576.56	919,836.84	0.00	0.00	9,482.26	42,738.04
Net Ordinary Income	131,225.41	1,067,401.22	10.71	69.47	2,845.29	44,024.13
Net Income	131,225.41	1,067,401.22	10.71	69.47	2,845.29	44,024.13

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Aug 20	May - Aug 20	Aug 20	May - Aug 20	Aug 20	May - Aug 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	14,838.52	104,447.56	115.05	809.85	1,150.26	8,096.63
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	23.59	153.00	7.02	45.53	1.40	9.06
3300 · Patron Payments	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
Total Income	14,862.11	104,600.56	122.07	855.38	1,151.66	8,105.69
Gross Profit	14,862.11	104,600.56	122.07	855.38	1,151.66	8,105.69
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	14,157.83	64,181.90	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	1,213.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	573.77	573.77	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	3,426.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	14,157.83	64,181.90	573.77	1,786.77	0.00	3,426.00
Net Ordinary Income	704.28	40,418.66	-451.70	-931.39	1,151.66	4,679.69
Net Income	704.28	40,418.66	-451.70	-931.39	1,151.66	4,679.69

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Aug 20	May - Aug 20	Aug 20	May - Aug 20	Aug 20	May - Aug 20
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	20,455.68	143,986.46	320,811.74	2,258,177.02
3100 · PPR Taxes	0.00	0.00	0.00	0.00	5,399.10	19,900.82
3200 · Interest Income	444.65	2,884.18	0.42	2.73	895.29	5,807.19
3300 · Patron Payments	0.00	0.00	0.00	0.00	431.94	968.35
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	12.57
3700 · Grants	0.00	0.00	0.00	0.00	49,638.75	49,638.75
Total Income	444.65	2,884.18	20,456.10	143,989.19	377,176.82	2,334,504.70
Gross Profit	444.65	2,884.18	20,456.10	143,989.19	377,176.82	2,334,504.70
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	125,886.17	629,978.31
5200 · Plant Maint.	0.00	0.00	0.00	0.00	11,705.30	44,084.04
5300 · Business Exp.	0.00	0.00	0.00	0.00	7,422.16	39,222.68
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	12,635.76	65,846.42
5500 · Services	0.00	0.00	0.00	0.00	6,613.29	32,206.92
5600 · Collection	0.00	0.00	0.00	0.00	32,313.88	108,498.47
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	23,640.09	106,919.94
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,213.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	573.77	573.77
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	3,426.00
7400 · Capital Expenditures	10,322.00	23,376.03	0.00	0.00	10,322.00	23,376.03
7500 · Special Capital Projects	113,673.70	494,264.32	0.00	0.00	113,673.70	494,264.32
Total Expense	123,995.70	517,640.35	0.00	0.00	344,786.12	1,549,609.90
Net Ordinary Income	-123,551.05	-514,756.17	20,456.10	143,989.19	32,390.70	784,894.80
Net Income	-123,551.05	-514,756.17	20,456.10	143,989.19	32,390.70	784,894.80

Carol Stream Public Library
Summary of Insurance
2020-2021

Type of Coverage	Description of Coverage	Amount of Coverage
General Liability	Bodily Injury & property damage claims	<ul style="list-style-type: none"> • \$1,000,000 Each Occurrence • \$2,000,000 General Aggregate • \$1,000,000 Employee Benefit Liability • \$1,000,000 Cyber Suite • \$1,000,000 Abuse & Molestation
Umbrella Liability	Provides additional coverage to General Liability	<ul style="list-style-type: none"> • \$5,000,000 • Retention: \$10,000
Property Coverage	Loss of property due to fire, theft, etc.	<ul style="list-style-type: none"> • Building - \$6,441,029 • Business Personal Property - \$1,756,147 • Deductible: \$1,000 • EDP-Computers - \$171,683 • Collections - \$5,049,261 • Business income – \$356,127 • Earthquake - \$1,000,000 • Flood - \$100,000 • Water Back up \$250,000 • Fine Arts - \$14,849
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"> • \$1,000,000
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"> • \$1,000,000 D&O • \$1,000,000 Employment Practices • Retention: \$0
Government Crime	Insurance provides coverage for theft of Funds	<ul style="list-style-type: none"> • \$2,000,000 • Deductible - \$10,000
Workers Compensation	Provides coverage for Employees for Accidents or injuries that happen during working hours	<ul style="list-style-type: none"> • \$500,000/\$500,000/\$500,000 • Public Library Prof Emp & Clerical • 8810 Payrolls \$1,797,200 • Public Library Other Than Clerical • 9101 Payrolls \$71,500



Named Insured: Carol Stream Public Library

Coverage	Utica National; The Hartford; Travelers	Utica National; The Hartford; Travelers
	2019-2020	2020-2021
Package	\$13,855	\$14,695
Automobile	\$260	\$260
Umbrella	\$3,163	\$3,442
Workers Comp	\$6,575	\$6,764
Directors & Officers	Included in Package	Included in Package
Crime	\$2,754	\$2,754
TOTAL	\$26,607	\$28,185



CAROL STREAM PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
May 1, 2019 through April 30, 2020

GENERAL FUND

Fund Balance – Beginning	\$1,594,089
<u>Revenues</u>	
Taxes	3,173,013
Fines and Fees	22,512
Intergovernmental	49,639
Interest	27,651
Miscellaneous	3,555
Total Revenues	3,276,370
<u>Expenditures</u>	
Salaries/Benefits	1,972,978
Plant Maintenance	114,014
Business	107,351
Automation & Dept. Operations	254,665
Services	86,104
Collection Development	280,808
Total Expenditures	2,815,920
Transfer (Out) to CM&R Fund	(200,000)
Transfer (Out) to Liability Fund	(15,000)
Fund Balance – Ending	\$1,839,539

Payments to vendors: A & A Paving \$6,325.00; ABT \$4,744.00; Access One, Inc. \$9,350.22; Allied Universal Security Services \$22,668.39; AMAZON/SYNCB \$16,671.26; Ancel, Glink, Diamond, Bush, & Assoc. Corp. \$8,796.38; Baker & Taylor \$74,205.81; Bridgeall Libraries Limited \$11,846.00; Carahsoft Technology Corp. \$7,000.00; Case Lots, Inc. \$6,400.50; CDW Governmental Inc. \$19,154.59; ComEd \$23,344.12; Complete Cleaning Co. Inc. \$32,640.00; Creekside Printing \$29,378.22; Demco, Inc. \$3,348.08; Ebsco Information Services \$21,996.28; Findaway World, LLC \$4,100.76; Fox Valley Fire & Safety Company, Inc. \$8,069.00; Frederick Quinn Corporation (FQC) \$3,665,728.00; Gale/CENGAGE Learning \$7,035.70; Garvey's Office Products \$2,582.45; Hallett & Sons Expert Movers, Inc. \$9,100.00; Hartford \$8,586.00; Heritage Technology Solutions \$21,090.10; Hero Design LLC \$15,000.00; HR Source \$3,780.00; Illinois Tree Service, Inc. \$2,900.00; Impact Networking, LLC \$2,574.61; Infogroup \$8,375.00; Interior Investments, LLC \$202,951.58; Krueger International, Inc. \$96,502.59; Library Furniture International \$168,849.00; Library Market \$5,000.00; LIMRICC Unemployment Compensation Group \$4,999.00; Mango Languages \$6,684.30; McClure, Inserra & Company Chartered \$14,238.00; Midwest Tape \$66,335.14; Midwest Tropical \$17,497.50; MNJ Technologies Direct, Inc. \$23,953.68; Mobile Beacon \$2,879.95; Oriental Trading Company \$3,632.30; OverDrive, Inc. \$21,143.27; Paylocity \$10,661.84; Pitney Bowes-Reserve Account \$24,000.00; PNC Bank \$49,304.34; Precision Control Systems of Chicago, Inc. \$16,632.00; Product Architecture & Design \$69,319.83; ProQuest LLC \$18,708.00; Reaching Across Illinois Library System (RAILS) \$6,750.00; Recorded Books, LLC \$10,000.00; Scholastic Library Publishing \$2,504.00; Scholastic, Inc. \$5,589.14; Sebert Landscaping, Inc. \$18,582.00; Sikich LLP \$10,053.00; Sir Speedy Printing \$3,982.53; Staples \$3,745.88; SWAN (System Wide Automated Network) \$47,306.93; TIAA Commercial Finance \$16,849.44; Today's Business Solutions, Inc. \$6,222.40; Travelers \$2,754.00; Tutor.com \$7,980.00; Utica National Insurance Group \$17,278.00; Value Line Publishing LLC \$4,875.00; Village of Carol Stream \$328,337.49; Village of Carol Stream-Benefits \$290,835.89; Village of Carol Stream-IMRF \$179,865.05; Worthington Direct \$2,562.69.

Payroll: Under \$25,000-Allsup, Melanie; Carlson Linda; Dunbar, Kristen; Encarnacion, Narze; Farrell, Joyce; Fletcher, Amelia; Fonseca, Antonio; Frye, Kaitlyn; Geshkewich II, Joseph; Grippando, Sarah; Harwood, Robin; Hayes, Carol; Iqbal, Aneesa; Krueger, Heidi; Kyle-DiPietropaolo, Maryanne; Lagunas, Thoana; Lorenzetti, Michael; Olekanma, Vera; Pancoe, Ellen; Patel, Bindiya; Petrella, Julia; Pierre, Livia; Rentfleish, Anjali; Rodriguez, Ricardo; Sego, Karen; Shaw, Catherine; Sheppard, Angela; Smith, Marlys; Southwell, Michael; Stanton, Katherine; Steadman, John; Swiatlo, Donna; Walek, Cheryl; Wise, Lise; \$25,000 to \$49,999.99-Albers, Adrianna; Anderson,

Ronald; Boucher, Barb; Costuna, Marie; Danusiar, Amy; Dexheimer, Steve; Elder, Jessica; Garcia, Crystal; Grude, Susan; Johnson, Melanie; Karney, Richard; Magnus, Mary; Menzer, Kathie; Spradlin, Laura; Walther, Renee; Wilson Leigh Anne; \$50,000 to \$74,999.99–Kovac, Sarah; Kushad, Omar; Meehan, Clare; Pellico, Mary; Porch, Allison; Wagner, Nathaniel; \$75,000 to 99,999.99–Cain, Jeri; Hays, Laura; Amy Teske; \$100,000 to \$124,999.99–Clemens, Mary; over \$125,000–Westgate, Susan.

FICA FUND

Fund Balance – Beginning	\$64,697
<u>Revenues</u>	
Taxes	156,384
Interest	1,602
Total Revenues	157,986
<u>Expenditures</u>	
FICA	128,869
Total Expenditures	128,869
Fund Balance – Ending	\$93,814

Cash Disbursements: Payroll Federal Deposit FICA \$128,869.

IMRF FUND

Fund Balance – Beginning	\$122,925
<u>Revenues</u>	
Taxes	166,473
Interest	2,312
Total Revenues	168,785
<u>Expenditures</u>	
IMRF	179,865
Total Expenditures	179,865
Fund Balance – Ending	\$111,845

Cash Disbursements: Village of Carol Stream (IMRF) \$179,865.

LIABILITY INSURANCE FUND

Fund Balance – Beginning	\$42,138
<u>Revenues</u>	
Taxes	1,260
Interest	974
Transfer In from General Fund	15,000
Total Revenues	17,234
<u>Expenditures</u>	
Liability Insurance	18,726
Risk Management	2,367
Unemployment Insurance	4,999

Total Expenditures	26,092
Fund Balance – Ending	\$33,280
Payments to vendors: Fox Valley Fire & Safety Company Inc. \$2,367.40; Hartford \$8,586.00; LIMRiCC Unemployment Compensation Group \$4,999.00; Travelers \$2,754.00; Utica National Insurance Group \$7,386.00.	

AUDIT FUND

Fund Balance – Beginning	\$3,956
<u>Revenues</u>	
Taxes	12,613
Interest	103
Total Revenues	12,716
<u>Expenditures</u>	
Audit	10,053
Fund Balance – Ending	\$6,619
Payments to vendors: Sikich LLP \$10,053.	

BUILDING RENOVATION LOAN FUND

Fund Balance – Beginning	\$0
<u>Revenues</u>	
Taxes	236,360
Interest	109
Total Revenues	236,469
<u>Expenditures</u>	
Debt Payment Expense	234,461
Fund Balance – Ending	\$2,008
Payments to vendors: Village of Carol Stream \$234,461.	

CAPITAL MAINTENANCE & REPAIR FUND

Fund Balance – Beginning	\$4,170,081
<u>Revenues</u>	
Interest	68,659
Loan Proceeds	2,000,000
Transfer In from General Fund	200,000
Total Revenue	2,268,659
<u>Expenditures</u>	
Major Repairs	--
Special Capital Projects	4,294,321
Other Capital Expenditures	35,900
Total Expenditures	4,330,221

Fund Balance – Ending \$2,108,519

Payments to vendors: A & A Paving \$6,325.00; ABT \$4,744.00; Complete Cleaning \$10,655.00; Fox Valley Fire & Safety Company, Inc. \$6,010.00; Frederick Quinn Corporation (FQC) \$3,665,728.00; Hallett & Sons Expert Movers, Inc. \$9,100.00; Heritage Technology Services \$21,090.10; Hero Design LLC \$15,000.00; Illinois Tree Service \$2,900.00; Impressions in Stone \$88.06; Interior Investments LLC \$202,951.58; Kreuger International, Inc. \$96,502.58; Lakeshore Learning Material \$608.34; Library Furniture International \$168,849.00; Midwest Tropical \$17,497.50; Product Architecture & Design \$69,319.83; Sebert Landscaping, Inc. \$6,927.00; Staples \$1,459.97; Village of Carol Stream \$520.00; *prepaid expense Interior Investments LLC-furniture deposit \$23,946.00.*

WORKING CASH FUND

Fund Balance – Beginning \$50,022

Revenues

Interest 772
Transfer (Out) to General Fund 0
Fund Balance – Ending \$50,794



TOWN FENCE, INC • CONTRACT

Customer: Carol Stream Public Library Date: 8-20-20
 Address: 616 Hiawatha Phone #: _____
 Town/City: Carol Stream Zip: _____
 Address: "Same"
 Town/City: _____ Zip: _____
 Contact: Ron Phone #: 630-624-2902

Wood

Ft: _____
 8' solid board
 1" x 6" Cedar dog
 4-2" x 4" Cedar
 2x4 "



post/washer
 steel posts

PVC/Vinyl

Ft: _____
 All posts
 set 3' in
 concrete

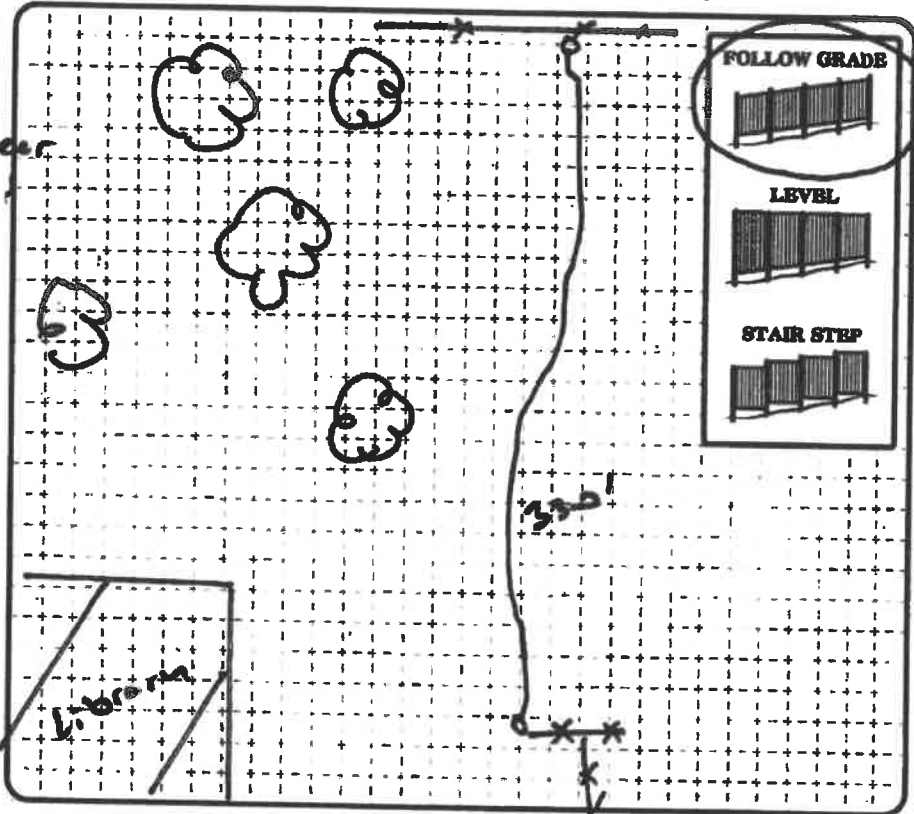


Ft: _____
 Lifetime post
 weave
 warranty

OTHER

Linc. product
 warranty

Removal (Ft): Wood
 Haul/Recycle YIP
 Concrete/Asphalt Breaks: 0
 Core Drills: 0
 Bush Trims: 0
 Old Post Pulls: 0
 Dirt Haul: 0



Additional Notes: All product to be built on site, all rails hung with retention screws

Project Price: \$20,740.00
 Deposit: \$ _____ Balance: \$ _____
 VISA DISCOVER #: _____ Exp.: _____
 Customer Signature: Susan Westgate
 Date: 9-11-2020 TOWN Rep: _____

BALANCE DUE UPON COMPLETION

The construction permits will be obtained and purchased by the purchaser and/or homeowner before the project will begin. TOWN Fence will be responsible for the location of the fence therefore a property survey will be required. TOWN Fence will not be responsible for discrepancies of property lines and will not be liable for discrepancies concerning a property survey, should this survey prove to be inconsistent with other sources or adjoining neighbor's survey. TOWN Fence will only be responsible for installing the materials purchased based off the contract in the location that the property owner's survey provides. In occurrence and/or presence of unstable and unpredictable digging conditions, there may be an additional charge, unless these conditions are or were foreseen and previously stated in the above agreement. TOWN Fence will not be responsible for any damage to any and all non-utility stacked or private lines which include gas lines, sprinkler lines and all private electrical lines.

The obligation to pay in installments as stated in the contract shall make any service and/or warranties agreed upon null and void. All previous payments from purchaser will not be refunded back to the purchaser but will be applied as liquidating damages. This will still permit Town Fence to collect the remainder of monies owed. Purchaser agrees to pay for all reasonable attorney's fees, court, and collection costs accumulated by Town Fence while obtaining any money owed except as provided under Illinois law. All agreements that include a custom ordered material cannot be cancelled by the purchaser and a 20% processing charge will be applied to any and all cancelled orders. The purchaser will provide payment as detailed above with a service charge of 15% per year on any unpaid balance. If the contract is not approved by Town Fence, payment will be refunded to the customer and this proposal becomes null and void. Thank you for your business.

THANK YOU FOR YOUR BUSINESS!

Carol Stream Public Library Expenses by Vendor Detail

August 2020

Date	Num	Memo	Account	Amount
08/21/2020		Replacement Staff Microwave (Also applied \$100.5205 · Furniture/Equipment		-44.00
				-44.00
ABT				
Total ABT				
08/13/2020		Inv. #4616876	5308 · Business Phone	-887.31
				-887.31
Access One, Inc.				
Total Access One, Inc.				
Adobe Creative Cloud				
08/21/2020		3 Creative Cloud Lic.	5403 · Computer Software	-1,259.64
08/21/2020		Adobe stock - 10 img./mth.	5509 · Library Publicity and Promotion	-359.88
08/21/2020		Sales Tax Credit	5400 · Automat. & Dept. Oper.	39.37
08/21/2020		Sales Tax Credit	5509 · Library Publicity and Promotion	39.36
08/21/2020		Tax to be credited	5403 · Computer Software	-39.37
08/21/2020		Tax to be credited	5509 · Library Publicity and Promotion	-39.36
				-1,619.52
Total Adobe Creative Cloud				
AMAZON/SYNCB				
08/25/2020		Inv. #456465563736	5503 · Adult/Teen Programs	-51.94
08/25/2020		Inv. #988873997438	5205 · Furniture/Equipment	-70.48
08/25/2020		Inv. #479984888486	5501 · Youth Services Programs	-126.84
08/25/2020		Inv. #473958996945	5501 · Youth Services Programs	-94.45
08/25/2020		Inv. #583947546499	5503 · Adult/Teen Programs	-124.29
08/25/2020		Inv. #738376438837	5503 · Adult/Teen Programs	-124.29
08/25/2020		Inv. #737986757645	5503 · Adult/Teen Programs	-307.89
08/25/2020		Inv. #784778994449	5501 · Youth Services Programs	-62.07
08/25/2020		Inv. #639966633844	5503 · Adult/Teen Programs	-126.75
08/25/2020		Inv. #434777986833	5637 · Adult Media	-219.86
08/25/2020		Inv. #573683545555	5630 · Adult Books	-39.98
08/25/2020		Inv. #763967349795	5501 · Youth Services Programs	-25.28
08/25/2020		Inv. #663994784773	5501 · Youth Services Programs	-113.71
08/25/2020		Inv. #537379646999	5201 · Supplies	-272.57
08/25/2020		Inv. #566766386555	5201 · Supplies	-53.97
08/25/2020		Inv. #47585955435	5201 · Supplies	-279.80
08/25/2020		Inv. #86975444657	5503 · Adult/Teen Programs	-875.00
				-2,969.17
Total AMAZON/SYNCB				

Carol Stream Public Library Expenses by Vendor Detail

August 2020

	Date	Num	Memo	Account	Amount
American Library Association					
	08/21/2020		ALA Mbr. Ren. - Kushad	5106 · Membership	-148.00
	08/21/2020		ALA Mbr. Ren. - Hays	5106 · Membership	-148.00
	08/21/2020		PLA Mbr. Ren. - Hays	5106 · Membership	-77.00
	08/21/2020		Annual Mbr. Dues - Danusiar	5106 · Membership	-148.00
Total American Library Association					-521.00
American Library Association - Bookstore					
	08/21/2020		Genealogical Resource e-course - Olekanma	5105 · Professional Education	-250.00
Total American Library Association - Bookstore					-250.00
Baker & Taylor					
	08/13/2020		Several invoices	5501 · Youth Services Programs	-168.02
	08/13/2020		Several invoices	5601 · Youth Services Books	-1,974.80
	08/13/2020		Several invoices	5630 · Adult Books	-2,610.47
Total Baker & Taylor					-4,753.29
Case Lots, Inc.					
	08/13/2020		Inv. #7679	5201 · Supplies	-333.80
Total Case Lots, Inc.					-333.80
Center Point for Large Print Books					
	08/13/2020		Inv. #1771481	5630 · Adult Books	-137.82
Total Center Point for Large Print Books					-137.82
Checksforless.com					
	08/21/2020		500 Laser Voucher Cks.	5302 · Office & Equipment Supplies	-79.11
Total Checksforless.com					-79.11
Chess.com					
	08/21/2020		Mbr. for pgms.	5501 · Youth Services Programs	-5.00
Total Chess.com					-5.00
Chicago Tribune					
	08/13/2020		6th mth. Renewal - 12/29/20	5635 · Magazines & Newspapers	-872.05
Total Chicago Tribune					-872.05
Comcast					
	08/13/2020		8/2-9/1/20	5402 · ISP and Web page hosting	-157.85
Total Comcast					-157.85
ComEd					

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

August 2020

	Date	Num	Memo	Account	Amount
Total ComEd	08/13/2020		6/17-7/17/20	5206 · Electric-Comm Edison	-2,942.02
Complete Cleaning Co., Inc.					-2,942.02
Total Complete Cleaning Co., Inc.	08/13/2020		Inv. #C14618	5203 · Maintenance Contracts	-1,810.00
Creekside Printing					-1,810.00
Total Creekside Printing	08/13/2020		Inv. #1831	5505 · Library Newsletter	-2,187.09
Crown Trophy #116					-2,187.09
Total Crown Trophy #116	08/13/2020		Inv. #15889	5110 · Trustee Development	-13.50
Custom Education Solutions, Inc.					-13.50
Total Custom Education Solutions, Inc.	08/13/2020		Inv. #5-21380	5601 · Youth Services Books	-423.53
D & Z House of Books					-423.53
Total D & Z House of Books	08/13/2020		Inv. #2020-1123546	5630 · Adult Books	-234.56
Demco					-234.56
Total Demco	08/13/2020		Inv. #6818910	5405 · Technical Services Supplies	-139.32
Erickson, Lauren					-139.32
Total Erickson, Lauren	08/13/2020		YS Pgm - 9/10/20	5501 · Youth Services Programs	0.00
Facebook Ads Team					0.00
Total Facebook Ads Team	08/14/2020		YS Zoom Pgm. 9/10/20	5501 · Youth Services Programs	0.00
Findaway World, LLC					-300.00
Total Findaway World, LLC	08/14/2020		YS Zoom Pgm. 9/10/20	5501 · Youth Services Programs	-300.00
	08/21/2020		FB ad for newspaper	5509 · Library Publicity and Promotion	-7.36
					-7.36
	08/13/2020		Inv. #323755	5606 · Youth Services Media	-499.00
	08/13/2020		Inv. #323758	5637 · Adult Media	-259.13
	08/13/2020		Inv. #323758	5606 · Youth Services Media	-93.94
					-852.07

Carol Stream Public Library Expenses by Vendor Detail

August 2020

	Date	Num	Memo	Account	Amount
Frederick Quinn Corporation (FQC)					
Total Frederick Quinn Corporation (FQC)	08/27/2020		7/1-7/31/20	7508 · Library Remodel 2019-20	-106,217.00
Fresh Air Experts, LLC					
Total Fresh Air Experts, LLC	08/13/2020		Inv. #1110	5201 · Supplies	-600.00
Gale/Cengage Learning Inc.					
Total Gale/Cengage Learning Inc.	08/13/2020		Inv. #70912189	5630 · Adult Books	-28.49
Garvey's Office Products					
Total Garvey's Office Products	08/13/2020		Inv. #70912644	5630 · Adult Books	-83.97
Good Start Packaging					
Total Good Start Packaging	08/13/2020		Inv. #PINV1942833	5302 · Office & Equipment Supplies	-79.11
Graphic 5, Inc.					
Total Graphic 5, Inc.	08/13/2020		Inv. #PINV1956818	5302 · Office & Equipment Supplies	-76.69
Home Depot Credit Services					
Total Home Depot Credit Services	08/21/2020		Curbside P/U bags	5406 · Circulation Supplies	-497.41
Illinois Library Association					
Total Illinois Library Association	08/13/2020		Inv. #150609	5302 · Office & Equipment Supplies	-335.45
Infogroup					
Total Infogroup	08/14/2020		Inv. #9022721	5201 · Supplies	-52.04
Ingram Library Services					
Total Ingram Library Services	08/14/2020		Inv. #2023899	5201 · Supplies	-33.44
	08/21/2020		Inv. #180499 - Mbr. Renewal - Kushad	5106 · Membership	-100.00
	08/21/2020		Mbrship Ren. - Wilson	5106 · Membership	-100.00
	08/21/2020		Annual Mbr. Dues - Danusiar	5106 · Membership	-100.00
	08/13/2020		Inv. #10003725258	5652 · Grant/Award Expense	-7,545.00
					-7,545.00

Carol Stream Public Library Expenses by Vendor Detail

August 2020

	Date	Num	Memo	Account	Amount
Total Ingram Library Services	08/13/2020		Inv. #67203932	5637 · Adult Media	-21.79
Interior Investments, LLC					-21.79
Total Interior Investments, LLC	08/13/2020		Prop. #171128	7508 · Library Remodel 2019-20	-200.00
Kens, Tom	08/26/2020		Inv. #168489	7508 · Library Remodel 2019-20	-388.00
Total Kens, Tom	08/13/2020		AS Pgm. 9/17/20	5503 · Adult/Teen Programs	-200.00
Kids' Table, LLC					-200.00
Total Kids' Table, LLC	08/21/2020		Refund for Zoom error 8/10 Pgm.	5501 · Youth Services Programs	75.00
Krueger International, Inc. (KI)					75.00
Total Krueger International, Inc. (KI)	08/26/2020		Inv. #14204034	7508 · Library Remodel 2019-20	-5,303.70
Land's End Business Outfitters					-5,303.70
Total Land's End Business Outfitters	08/21/2020		Staff Logo FaceMasks	5201 · Supplies	-468.95
Library Furniture International (LFI)					-468.95
Total Library Furniture International (LFI)	08/26/2020		Inv. #7092	7508 · Library Remodel 2019-20	-1,565.00
LIMRICC Unemployment Compensation Group					-1,565.00
Total LIMRICC Unemployment Compensation Group	08/03/2020		Second Qtr.	7103 · Unemployment Compensation Insur	-573.77
MailChimp					-573.77
Total MailChimp	08/21/2020		Subscription	5509 · Library Publicity and Promotion	-84.99
McClure, Inserra & Company Chartered					-84.99
Total McClure, Inserra & Company Chartered	08/13/2020		Inv. #11482	5309 · Accounting Service	-1,263.00
Midwest Tape	08/13/2020		Inv. #11503	5309 · Accounting Service	-1,075.00
Total Midwest Tape	08/13/2020		Several invoices	5606 · Youth Services Media	-2,338.00
					-1,294.94

Carol Stream Public Library Expenses by Vendor Detail

August 2020

	Date	Num	Memo	Account	Amount
Total Midwest Tape	08/13/2020		Several invoices	5637 · Adult Media	-2,742.20
Mobile Beacon	08/13/2020		Several invoices	5651 · Digital Media	-6,063.07
					<u>-10,100.21</u>
Total Mobile Beacon	08/21/2020		Sprint Pocket WiFi 12mth Service Plan	5402 · ISP and Web page hosting	-120.00
New York Times	08/21/2020		16 Sprint Pkt. WiFi 12 mth. Service Plan	5402 · ISP and Web page hosting	-1,920.00
					<u>-2,040.00</u>
Total New York Times	08/13/2020		7/18/20-7/16/21	5635 · Magazines & Newspapers	-1,041.05
Nub Games, Inc.	08/20/2020		Inv. #9031	5652 · Grant/Award Expense	-445.00
					<u>-445.00</u>
Total Nub Games, Inc.	08/21/2020		Trustee Signature Stamp - Sheikh	5302 · Office & Equipment Supplies	-27.94
Office Depot					<u>-27.94</u>
Total Office Depot	08/21/2020		AS Pgm. Supplies	5503 · Adult/Teen Programs	-143.86
Oriental Trading Company	08/21/2020		Inv. #704323051-01 SRP prizes	5501 · Youth Services Programs	-227.25
					<u>-371.11</u>
Total Oriental Trading Company	08/13/2020		Inv. #20247922	5651 · Digital Media	-33.25
OverDrive, Inc.					<u>-33.25</u>
Total OverDrive, Inc.	08/13/2020		Inv. #106774002	5311 · Payroll Service	-175.73
Paylocity	08/13/2020		Inv. #106832321	5311 · Payroll Service	-322.38
	08/13/2020		Inv. #106832321	5321 · Human Resources	-141.55
	08/13/2020		Inv. #106894367	5311 · Payroll Service	-179.61
	08/25/2020		Inv. #106955706	5311 · Payroll Service	-322.73
	08/25/2020		Inv. #106955706	5321 · Human Resources	-291.55
					<u>-1,433.55</u>
Total Paylocity	08/21/2020		Disinfectant Bkpk. Fogger	5205 · Furniture/Equipment	-359.55
PAYPAL *NIVESHARORA					

Carol Stream Public Library Expenses by Vendor Detail

August 2020
Memo

	Date	Num	Memo	Account	Amount
Total PAYPAL *NIVESHARORA					
Pitney Bowes					
Total Pitney Bowes	08/21/2020		Red Ink for PO Machine	5302 · Office & Equipment Supplies	-80.74
PODS					
Total PODS	08/21/2020		Mithly. Rental 6/15-7/14/20	5304 · Equipment Leasing	-80.74
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	08/13/2020		Inv. #39574	5203 · Maintenance Contracts	-169.99
Proquest LLC					
Total Proquest LLC	08/13/2020		Inv. #70635085	5652 · Grant/Award Expense	-1,319.00
	08/13/2020		Inv. #70634867	5652 · Grant/Award Expense	-1,319.00
Roto-Rooter Services Company					
Total Roto-Rooter Services Company	08/13/2020		Inv. #02522042215	5202 · Maintenance/Repair	-2,119.94
Scholastic Library Publishing					
Total Scholastic Library Publishing	08/14/2020		Inv. #23360802	5652 · Grant/Award Expense	-862.04
Scholastic, Inc.					
Total Scholastic, Inc.	08/13/2020		Inv. #23117838	5320 · Donation Recd Expense	-2,981.98
	08/13/2020		Inv. #23297187	5501 · Youth Services Programs	-1,000.00
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	08/13/2020		Inv. #205296	5204 · Landscape Maintenance/Snow Remo	-2,629.00
	08/13/2020		Inv. #S519634	5202 · Maintenance/Repair	-450.01
	08/25/2020		Inv. #S521644	7404 · Landscape	-283.24
	08/25/2020		Inv. #S521650	7404 · Landscape	-733.25
	08/25/2020		Inv. #S521654	7404 · Landscape	-646.00
	08/25/2020		Inv. #S521651	7404 · Landscape	-1,000.00
	08/25/2020		Inv. #S521658	7404 · Landscape	-5,497.00
				7404 · Landscape	-1,050.00
				7404 · Landscape	-852.00
				7404 · Landscape	-1,256.00
				7404 · Landscape	-1,667.00
				7404 · Landscape	-11,968.00

Carol Stream Public Library Expenses by Vendor Detail

August 2020
Memo

	Date	Num	Memo	Account	Amount
Showcases					
Total Showcases	08/13/2020		Inv. #317162	5405 · Technical Services Supplies	-15.10
					-15.10
Society for Human Resource Management					
Total Society for Human Resource Management	08/25/2020		HR Prof. Mbr. - Pellico	5106 · Membership	-219.00
Suburban Life Media					
Total Suburban Life Media	08/13/2020		1 yr. Ren.	5635 · Magazines & Newspapers	-39.00
Survey Monkey					
Total Survey Monkey	08/21/2020		Annual Subscription	5509 · Library Publicity and Promotion	-384.00
Target Stores					
Total Target Stores	08/21/2020		YS Storage Bins for Play Area	5500 · Services	-57.00
	08/21/2020		SRP Prize	5501 · Youth Services Programs	-35.28
Team One Repair, Inc.					
Total Team One Repair, Inc.	08/13/2020		Inv. #1011147	5406 · Circulation Supplies	-638.40
Techsoup					
Total Techsoup	08/21/2020		10 Mobile Beacon Hotspots	5403 · Computer Software	-150.00
TIAA Commercial Finance					
Total TIAA Commercial Finance	08/25/2020		Inv. #7445443	5304 · Equipment Leasing	-1,404.12
Tracfone					
Total Tracfone	08/21/2020		Monthly Service plan	5308 · Business Phone	-22.41
University of Illinois Extension - DuPage					
Total University of Illinois Extension - DuPage	08/13/2020		Garden Club Pgm. 9/3/20	5503 · Adult/Teen Programs	-125.00
Village of Carol Stream					
Total Village of Carol Stream	08/13/2020		Inv. #4572	5411 · Village IT Services	-7,738.04

Carol Stream Public Library Expenses by Vendor Detail

August 2020
Memo

Date	Num	Memo	Account	Amount
Total Village of Carol Stream				
Village of Carol Stream - IMRF				
08/25/2020	8/14-8/28/20		6620 · Illinois Municipal Retirement F	-14,157.83
				<u>-14,157.83</u>
Total Village of Carol Stream - IMRF				
Village of Carol Stream - Water Dept.				
08/13/2020	Bill #01633245		5207 · Water/Sewer	-337.08
				<u>-337.08</u>
Total Village of Carol Stream - Water Dept.				
Western First Aid & Safety				
08/13/2020	Inv. #ORD4-004907		5201 · Supplies	-68.60
				<u>-68.60</u>
Total Western First Aid & Safety				
TOTAL				
				<u><u>-210,581.65</u></u>

Total Disbursements for August 1, 2020 through August 31, 2020

Approved by the Library Board of Trustees September 16, 2020

President _____ Date _____

Secretary _____ Date _____

3:36 PM
09/11/20

Carol Stream Public Library
Check Detail
September 1 - 11, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
10317	09/10/2020	Andrews, Jeannette	AS Pgm. Dep. 10/20/20	10-1006 · WSB General Checking		
TOTAL			AS Pgm. Dep. 10/20/20	5503 · Adult/Teen Programs		-150.00 -150.00
10318	09/11/2020	Access One, Inc.	2005373525	10-1006 · WSB General Checking		
TOTAL			Inv. #4657881	5308 · Business Phone	10-General Fund	-880.55 -880.55
10319	09/11/2020	Ancel Glink, P.C.	3049959	10-1006 · WSB General Checking		
TOTAL			Statement #77609	5312 · Attorney Fees	10-General Fund	-220.00 -220.00
10320	09/11/2020	Baker & Taylor		10-1006 · WSB General Checking		
TOTAL			Several invoices	5501 · Youth Services Programs	10-General Fund	-44.95
			Several invoices	5601 · Youth Services Books	10-General Fund	-513.49
			Several invoices	5630 · Adult Books	10-General Fund	-2,661.92
						-3,220.36
10321	09/11/2020	Case Lots, Inc.		10-1006 · WSB General Checking		
TOTAL			Inv. #8551	5201 · Supplies	10-General Fund	-363.10 -363.10
10322	09/11/2020	Center Point for Large Print Books		10-1006 · WSB General Checking		
TOTAL			Inv. #1779071	5630 · Adult Books	10-General Fund	-137.82 -137.82
10323	09/11/2020	Comcast	8771 20 180 0134870	10-1006 · WSB General Checking		
TOTAL			9/2-10/1/20	5402 · ISP and Web page hosting	10-General Fund	-157.85 -157.85
10324	09/11/2020	ComEd	2093041066 · Heat Mtr.	10-1006 · WSB General Checking		
TOTAL			7/17-8/17/20	5206 · Electric-Comm Edison	10-General Fund	-2,942.02 -2,942.02

Carol Stream Public Library
Check Detail
September 1 - 11, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
10325	09/11/2020	Complete Cleaning Co., Inc.	CAR01	10-1006 - WSB General Checking		
	09/10/2020		Inv. #C14931	5203 · Maintenance Contracts	10-General Fund	-1,810.00
TOTAL						-1,810.00
10326	09/11/2020	Demco	120231070	10-1006 - WSB General Checking		
	09/10/2020		Inv. #8832728	5405 · Technical Services Supplies	10-General Fund	-985.79
			Inv. #8833471	5501 · Youth Services Programs	10-General Fund	-106.32
TOTAL						-1,092.11
10327	09/11/2020	Findaway World, LLC		10-1006 - WSB General Checking		
	09/10/2020		Inv. #327245	5637 · Adult Media	10-General Fund	-232.88
			Inv. #327245	5606 · Youth Services Media	10-General Fund	-183.94
TOTAL						-416.82
10328	09/11/2020	Gale/Cengage Learning Inc.	156872	10-1006 - WSB General Checking		
	09/10/2020		Inv. #71070471	5630 · Adult Books	10-General Fund	-137.20
			Inv. #71069962	5630 · Adult Books	10-General Fund	-140.20
			Inv. #71070587	5630 · Adult Books	10-General Fund	-84.72
			Inv. #71213352	5630 · Adult Books	10-General Fund	-28.49
TOTAL						-390.61
10329	09/11/2020	Garvey's Office Products		10-1006 - WSB General Checking		
	09/10/2020		Inv. #PINV1970185	5302 · Office & Equipment Supplies	10-General Fund	-189.42
			Inv. #PINV1970185	5501 · Youth Services Programs	10-General Fund	-84.02
TOTAL						-273.44
10330	09/11/2020	Midwest Tape		10-1006 - WSB General Checking		
	09/10/2020		Several Invoices	5606 · Youth Services Media	10-General Fund	-259.55
			Several Invoices	5637 · Adult Media	10-General Fund	-1,347.03
			Several Invoices	5651 · Digital Media	10-General Fund	-5,614.27
TOTAL						-7,220.85
10331	09/11/2020	Outsource Solutions Group, Inc.		10-1006 - WSB General Checking		
	09/10/2020		Inv. #55112	5403 · Computer Software	10-General Fund	-1,476.00
TOTAL						-1,476.00

Carol Stream Public Library
Check Detail
September 1 - 11, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
10332	09/11/2020	OverDrive, Inc.	1107-0018	10-1006 · WSB General Checking		
	09/10/2020		Inv. #20276391	5651 · Digital Media	10-General Fund	-1,417.66
TOTAL						-1,417.66
10333	09/11/2020	Paylocity	9366	10-1006 · WSB General Checking		
	09/10/2020		Inv. #107024199	5311 · Payroll Service	10-General Fund	-179.61
TOTAL						-179.61
10334	09/11/2020	Pinor's Palette		10-1006 · WSB General Checking		
	09/10/2020		AS Pgm. 10/12/20 (2 sessions)	5503 · Adult/Teen Programs	10-General Fund	-600.00
TOTAL						-600.00
10335	09/11/2020	Precision Control Systems of Chicago, Inc	M04003 Carol Stream Library MC	10-1006 · WSB General Checking		
	09/10/2020		Inv. #39790	5203 · Maintenance Contracts	10-General Fund	-1,319.00
TOTAL						-1,319.00
10336	09/11/2020	ResultMAYDAY, Inc.		10-1006 · WSB General Checking		
	09/10/2020		AS Pgm. 10/5/20	5503 · Adult/Teen Programs	10-General Fund	-150.00
TOTAL						-150.00
10337	09/11/2020	Sebert Landscaping, Inc.	41711	10-1006 · WSB General Checking		
	09/11/2020		Inv. #S524355	7404 · Landscape	70-Capital Maint. & Repair Fund	-3,459.00
			Inv. #S524166	7404 · Landscape	70-Capital Maint. & Repair Fund	-206.00
			Inv. #S206600	5204 · Landscape Maintenance/Snow Remo	10-General Fund	-646.00
			Inv. #S522978	5202 · Maintenance/Repair	10-General Fund	-970.00
TOTAL						-5,283.00
10338	09/11/2020	Sikich, LLP	0112940.0	10-1006 · WSB General Checking		
	09/11/2020		Inv. #460669	7201 · Audit Expense	60-Audit Fund	-7,000.00
TOTAL						-7,000.00
10339	09/11/2020	Swan (System Wide Automated Network)		10-1006 · WSB General Checking		
	09/11/2020		Inv. #9132	5409 · RBP/ILL Expenses	10-General Fund	-13.04
TOTAL						-13.04

3:36 PM
09/11/20

Carol Stream Public Library
Check Detail
September 1 - 11, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
10340	09/11/2020	Swope Sr., David		10-1006 · WSB General Checking		
	09/11/2020		AS Pgm. 10/26/20	5503 · Adult/Teen Programs	10-General Fund	-200.00
TOTAL						-200.00
10341	09/11/2020	University of Illinois Extension - DuPage		10-1006 · WSB General Checking		
	09/11/2020		AS Pgm. 10/1/20	5503 · Adult/Teen Programs	10-General Fund	-125.00
TOTAL						-125.00
10342	09/11/2020	Value Line Publishing LLC	225983	10-1006 · WSB General Checking		
	09/11/2020		Inv. #KF-225983-208	5662 · Grant/Award Expense	10-General Fund	-9,850.00
TOTAL						-9,850.00
10343	09/11/2020	Village of Carol Stream		10-1006 · WSB General Checking		
	09/11/2020		Inv. #4662	5411 · Village IT Services	10-General Fund	-7,738.04
TOTAL						-7,738.04
10344	09/11/2020	Western First Aid & Safety	Carol Stream Library	10-1006 · WSB General Checking		
	09/11/2020		Inv. #006123	5201 · Supplies	10-General Fund	-288.90
	09/11/2020		Inv. #ORD4-005333	5201 · Supplies	10-General Fund	-108.54
TOTAL						-397.44
10345	09/11/2020	Village of Carol Stream - Benefits	Dept. 9366	10-1006 · WSB General Checking		
	09/11/2020		Inv. #4618	5107 · Life Insurance	10-General Fund	-145.61
	09/11/2020		Inv. #4618	5108 · Health Insurance	10-General Fund	-23,631.86
	09/11/2020		Inv. #4618	5109 · Benefits, other	10-General Fund	-25.00
TOTAL						-23,802.47
10346	09/11/2020	Village of Carol Stream - Water Dept.	19442	10-1006 · WSB General Checking		
	09/11/2020		Bill #01644408	5207 · Water/Sewer	10-General Fund	-782.93
TOTAL						-782.93
					Total	\$79,609.72
						\$79,609.72
						\$210,581.65
						(\$59,476.19)

September 2020 Addendum
Disbursements Report August 1 - August 31, 2020
Less Addendum August 2020

Carol Stream Public Library
Check Detail
September 1 - 11, 2020

Num	Date	Name	Memo	Account	Class	Paid Amount
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			TOTAL DISBURSEMENTS			\$230,715.18
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Attest: _____ Secretary
_____ President

Deduction Listing

Check Dates: 08/14/2020 to 08/28/2020

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2020081401 - 2020082801

Pay Periods: 07/26/2020 to 08/22/2020

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-23.78
Danusiar, Amy	1181		12	-115.76

Totals for REIMB -- REIMBURSEMENT**2 Employees****-139.54****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	2	-139.54
Totals			2	-139.54

Paylocity Corporation
(888) 873-8205

User: mclemens

Run on 8/25/2020 at 11:32 AM

Carol Stream Public Library
Account QuickReport
August 2020

Type	Date	Num	Name	Memo	Split	Amount
5200 · Plant Maint.						
5205 · Furniture/Equipment						
General Journal	08/31/2020	MI803		Record Augu...	-SPLIT-	14.00
Total 5205 · Furniture/Equipment						14.00
Total 5200 · Plant Maint.						14.00
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	08/31/2020	MI803		Record Augu...	5205 · Furnitur...	37.73
Total 5305 · Mileage Reimbursement						37.73
Total 5300 · Business Exp.						37.73
5500 · Services						
5501 · Youth Services Programs						
General Journal	08/31/2020	MI803		Record Augu...	5205 · Furnitur...	87.81
Total 5501 · Youth Services Programs						87.81
Total 5500 · Services						87.81
TOTAL						139.54

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

September 16, 2020

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 \$1,578 from last year, an increase of 5.9%. This is a result of insurance companies having to pay out large sums from the hurricanes and other weather events several years ago. It takes a year or so for these large insurance losses to be reflected in an increase in premiums across the industry. I will be reviewing and submitting updated figures for the Library's Business Personal Property, EDP-Computers, and Collections that may provide us with a reduction in our Property coverage. Last year our insurance renewals only increased by a negligible \$19. 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.

Statement of Cash Receipts and Disbursements

I have included a copy of the Library's Cash Receipts and Disbursements Statement for May 1, 2019-April 30, 2020 for your review. This is not something that needs to be voted upon. It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of our General Fund balances for the year, a list of vendors that we paid \$2,500 or more to and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2020 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

Fence Update

The Community Development Manager and a Village engineer met with me to review the Library's replacement fence. They stated that the Library could request a variance for an 8' fence to increase the privacy for our neighboring properties. We received three quotes and have selected Town Fence Co. for the replacement fence project. Our selection was based upon reviews and pricing. The cost of the new fence, including teardown and removal of the old fence, is \$20,740. The fence will be cedar with steel posts set in 3' of concrete. It will need to go before the planning commission for approval. I have received three of four documents of support for the project from the adjoining homeowners to include in the variance request. Following the fence installation, we will plant additional pines and/or other trees and bushes in the areas parallel and east of the patio where the invasive species, buckthorn and honeysuckle, were removed. Approval for the fence project is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

Library Traffic

Here are our July and August numbers for patrons in the building. As you can see, they continue to steadily increase. Our busiest time is between 3 and 5 pm. Our least busy times are 9-10 am and 8-9 pm. Starting September 11, we have also extended our access to public computers to include reciprocal patrons. Computer users may also extend their appointment for an additional 45 minutes when there are no pending reservations. The computers have not been as busy as expected, so we decided to make this change to better accommodate our patrons.

Week of	Weekly Count	Hourly Avg.
7/6/2020	326	8.15
7/13/2020	357	8.93
7/20/2020	459	11.48
7/27/2020	533	13.33
8/3/2020	695	10.69
8/10/2020	731	11.25
8/17/2020	856	13.17
8/24/2020	780	12
8/31/2020	859	13.22

FY2020 Per Capita Grant Funds Received

The Library received our check for \$49,638.75 for the 2020 Per Capita Grant. This was a pleasant surprise as we had been informed that the funds could be significantly delayed. We will be using the funds received towards the purchase of the Library’s databases.

Parking Lot

The Village has approved the Library’s request to install two permanent angled parking spots at the east end of the front of the building for our curbside pick-up service, adjacent to the flagpole. They have also approved making the north driveway “EXIT ONLY.” A two-sided sign with “STOP” on the west side and “DO NOT ENTER” on the east side will also be installed on each side of the driveway. In surveying the driveway for our sealing and striping, our parking lot maintenance company observed that the two central catch basins located in the middle of the lot are deteriorating and in need of repair. I sent photos of the catch basins to a Village engineer that I have been working with and he concurred that they needed to be repaired at this time. This repair will need to be performed prior to the sealing and striping of the lot, so we were unable to perform the sealing of the lot over the Labor Day weekend as originally planned. I have submitted the permit request to the Village for the catch basin repair and the sealing and striping. Once we receive the permit, the catch basin repair will be scheduled. The cost of the catch basin repair is \$5,416.92. We will schedule the sealing and striping following the repair on a weekend yet to be determined. We will need to close on the Saturday of the weekend that the sealing/striping is scheduled. We will post the closing as “Parking Lot Maintenance.” The cost of the sealing, striping and new sign installation is \$7,025.65. I have included images of the deteriorating catch basins and a diagram showing the curbside parking spots and EXIT ONLY driveway.

Facility Update

The Library experienced a leak in the Receiving Room (behind the east section of lockers) and the Administration hallway (outside the staff restroom) after several rains over the past few month. There

was a crack in a seal in the roof drain that is incased in an inner wall in the hallway. The crack has been repaired. The leak will necessitate us in having to replace some drywall and carpeting in that area. We are working with FQC to facilitate the repair to those areas.

The air conditioning unit that cools the Server Room is no longer functioning and cannot be repaired. We are having it replaced with a new AC unit that does not use Freon. We are expecting installation the week of the 14th. It will require some adjustments to the Library's existing ductwork in that room. The room is currently being kept cool with floor fans and the door is propped open to increase airflow. It is being maintained at an acceptable temperature of 73-78°F until the new unit is installed. The cost of the new AC unit is \$4,612.00.

The Library will be purchasing and installing two additional security cameras to address some gaps in coverage. One will be located at the far north side of the Youth Services area by the patio door. The other will be mounted on the exterior front of the building by the front entrance. The cost of the additional cameras is \$2,070.60.

The mulch path in the north wooded lot was replaced with a crushed limestone path. The mulch that was there was redeployed along the west side of the library leading up to the creek side limestone path.

League of Women Voters (LWV) Registration Drive-up Events

The Wheaton League of Women Voters will be holding two drive-up voter registration events this month in the Library's Parking lot. They will take place on Saturday, September 19 from 12-2pm and Monday, September 21 from 2-4 p.m. They will provide people with information on the election process and assist them in registering to vote. The Library will have a laptop available in the building for citizens, that do not have a device of their own, to register online. They will receive one-on-one assistance in the process. The Library will be providing the LWV with a tent, table and chairs to be erected in the west side of the parking lot, near the shed.

September Employee Anniversaries

Robin Harwood-9/07/93-Youth Services

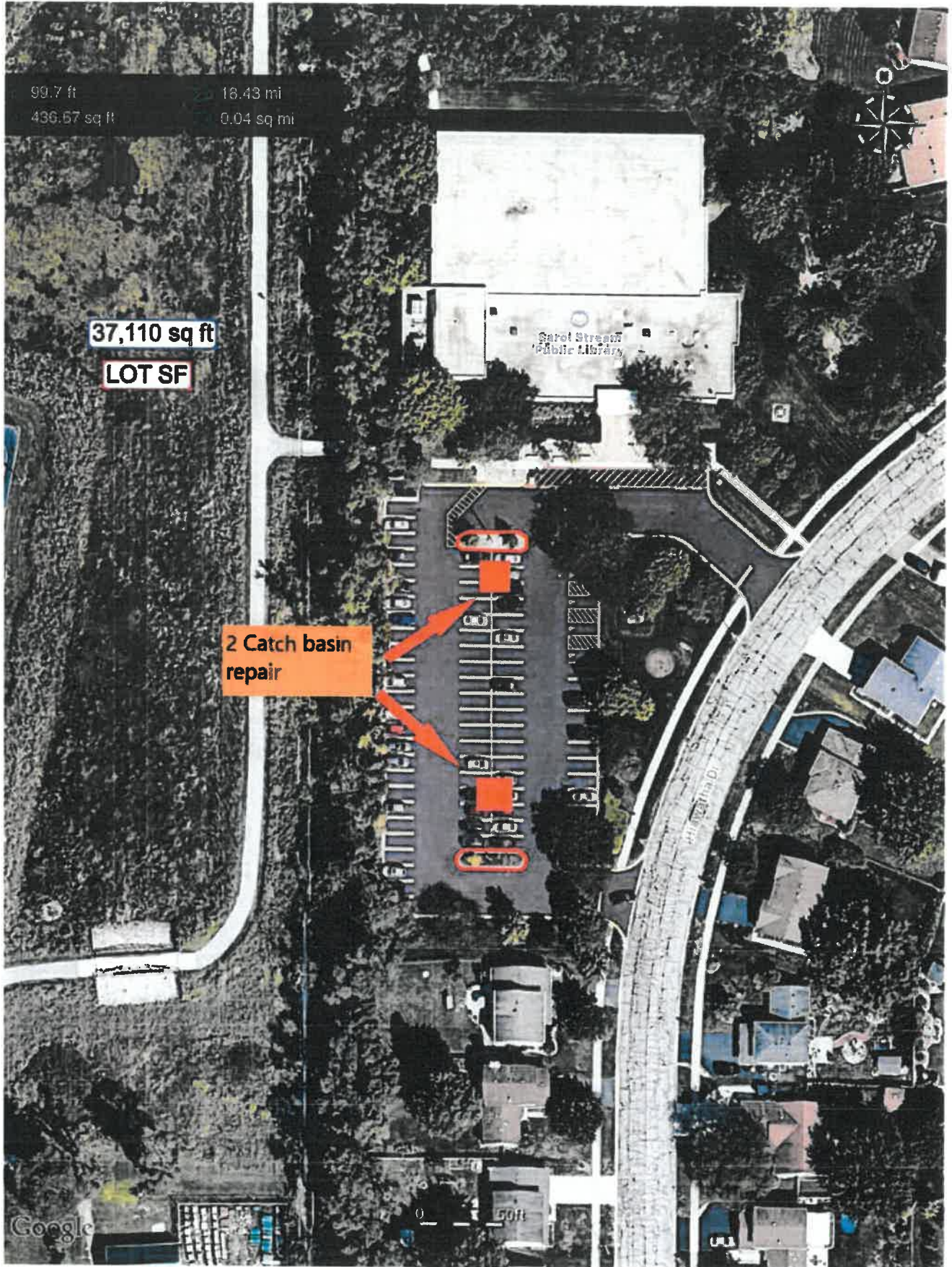
Heidi Krueger-9/07/04-Adult & Teen Services

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

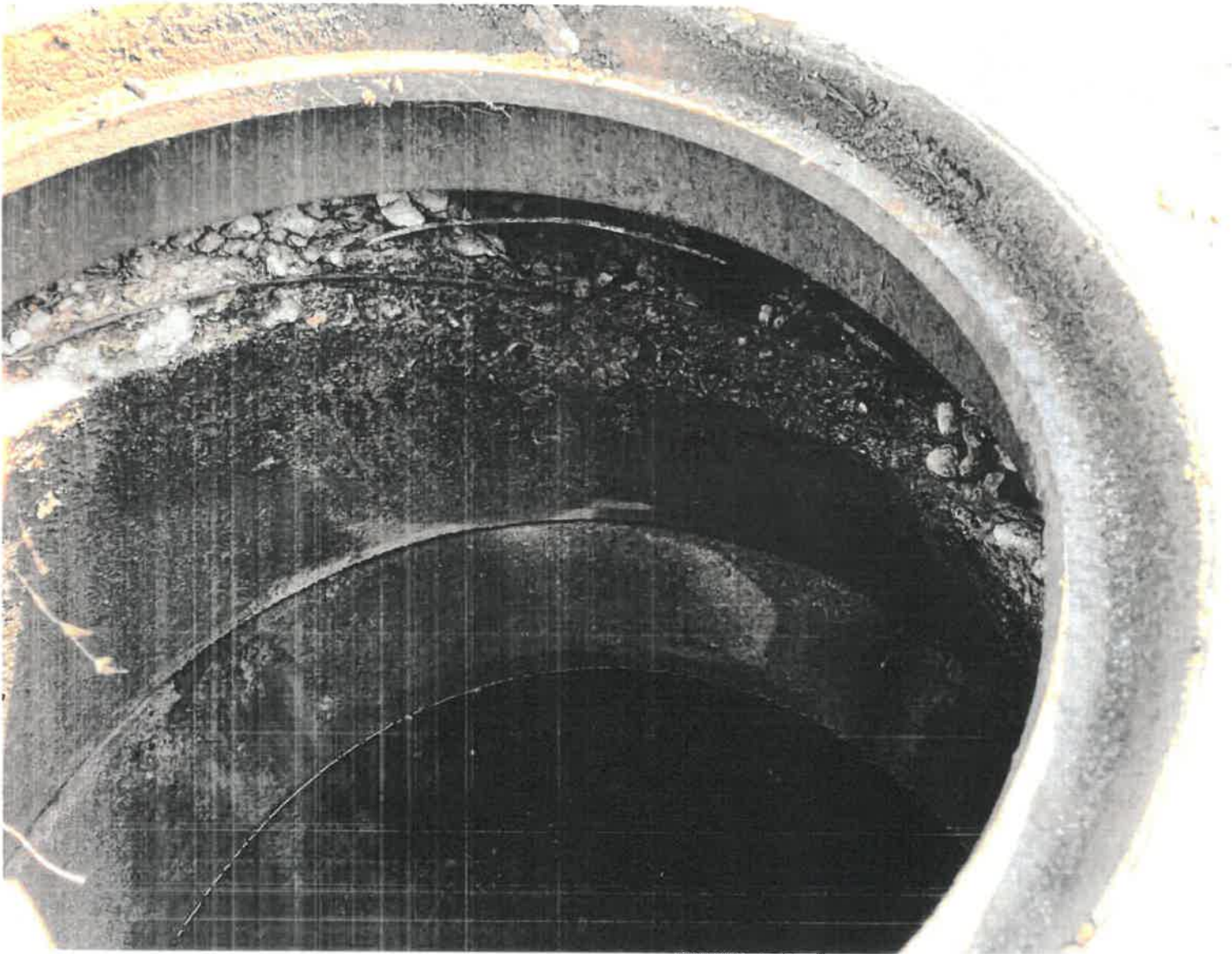
Antonio Fonseca-9/09/14-Maintenance

Nathaniel Wagner-9/21/15-Adult & Teen Services

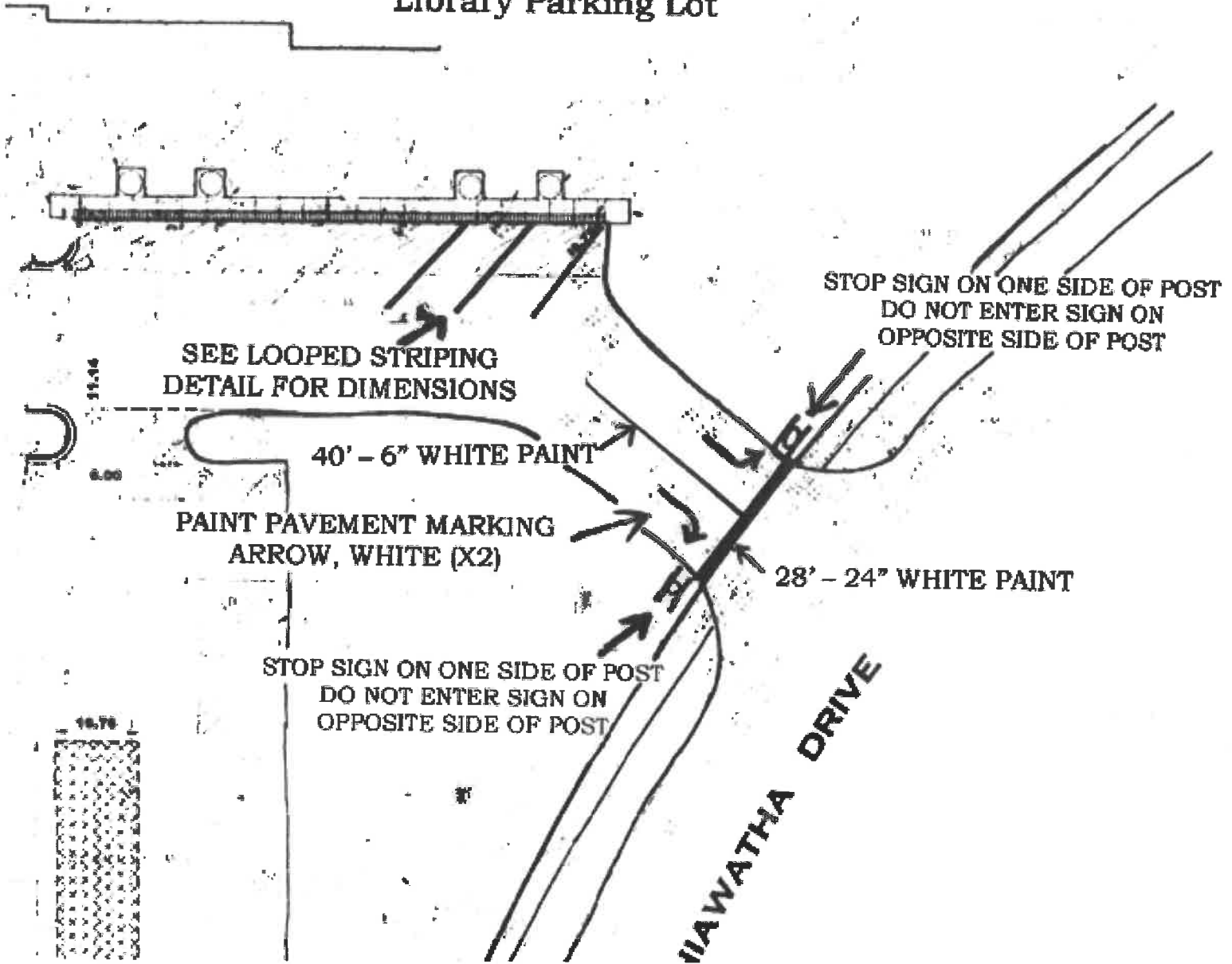
Susan Westgate, Library Director







616 Hiawatha Library Parking Lot



Carol Stream Public Library - Monthly Librarian's Report FY 2020-2021	
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	August FY 19-20	August FY 20-21	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	10,078	7,385	19,768
Videos	4,039	1,888	4,520
Audio	860	394	1,191
Periodicals	293	113	267
Other	252	206	402
E-books	2,103	3,716	15,021
E-Audio	1,357	2,277	8,332
E-Video	152	483	2,406
Digital magazines	495	705	2,822
Museum Passes	30 / 0	16 / 0	19 / 0
ILL - Borrowed from SWAN	3,004	2,751	2,751
ILL - Borrowed from Non-SWAN	124	5	5
ILL - Loaned to SWAN	1,477	780	780
ILL - Loaned to Non-SWAN	35	8	8
Total Circulation	24,299	20,727	58,292
Total Adult	13,684	12,425	35,785
Total Teen	n/a	140	504
Total Youth	10,615	8,162	22,003
Reciprocal Borrower Loans (incl. above)	830	297	526
Automatic Renewals (not incl. above)	17,032	10,598	19,970
Self Check - % of Circulation	40.10%	22.37%	16.27%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	6 / 392	16 / 481	46 / 1,201
Teen Number/Attendance	4 / 161	11 / 82	23 / 153
Youth - Number/Attendance	17 / 1,463	59 / 1,258	167 / 3,303
Total - Number/Attendance	27 / 2,016	86 / 1,821	236 / 4,657*
Library Events - Number / Attendance	0 / 0	n/a	n/a
Outreach* - Number / Attendance	1 / 33	n/a	n/a
Facility Usage			
Library Visits (Door Count)	12,402	3,350	4,951
Curbside Pick-up Transactions	n/a	911	3,224
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users/Total Hours*	n/a	n/a	n/a
Electronic Usage			
# of Database Sessions	3,652	3,544	13,079
# of Internet Sessions/Total Time	2,730 / 2,302	174 / 97	174 / 97
#iMac Sessions/Total Time	35 / 22	n/a	n/a
# of Library Website Visits	10,252	6,613	27,873
# Mobile App Users	438	2,702	8,774
# of Wireless Users	n/a	699	2,102

Reference Transactions			
Adult (Includes Online Chat)	2,360	654	1,494
Youth	1,235	477	762
Circulation	129	197	449
Total Reference Transactions	3,724	1,328	2,705

Total One-on-One Tutorials			
Adult	n/a	4	14
Youth	n/a	0	0

Patron Statistics			
# of Resident Cards	17,917	17,820	
# of Non-Resident Cards	12	12	
Total Registered Users	17,929	17,832	

Resources Owned/Licensed			
Books	59,849	58,971	
Newspapers (Print only)	22	24	
Periodicals (Print only)	150	139	
Total Print Materials	60,021	59,134	
Current Subscriptions (Print Only)	172	163	
Current E-Subscriptions	119	3,686	
E-Books: Downloadable	50,539	57,891	
Audio Recordings	6,589	6,390	
Audio Recordings (Downloadable)	16,661	20,418	
Videos	14,632	11,298	
Other: Video Games, Puzzles, Devices	561	607	
Databases	48	70	
Total Resources Owned/Licensed	149,170	159,494	

Professional Development Hours	304	59.50	528.25
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- * Library closed 3/14/20 - 5/30/20 due to COVID-19.
- * Curbside pick-up service started 6/1/20.
- * Library reopened to the public with limited hours on 7/6/20.
- * Library resumed full hours except on Sundays on 8/3/20.
- * YTD Program numbers adjusted for corrected ReadSquared totals
- * Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel and remained unavailable due to COVID-19, except for a brief period of study room use, mid-December 2019 - mid-March 2020.

**Assistant Director's Report
August 2020**

Primary Action Items - Administration

- The final audit was conducted (remotely) on 8/17-8/19/20. The Fixed Asset and Depreciation schedule was updated and expenditures reviewed for prepaid/postpaid adjustments. All requested documents were scanned and uploaded via a secure link to the auditors. Everything seemed to go smoothly with the process.
- Conducted performance evaluations with my staff and provided documentation for personnel files
- Created the compensation template and statement in Paylocity for merit increase processing
- Monitor Welcome Table scheduling and track statistics – The Business Operations Assistant and Tech Services team assist with staffing the Welcome Table 20 hours/week. I assist as needed.
- Payroll processing week of 8/10 and 8/24. Submitted quarterly 941 report.
- Researched information on the payroll tax deferral
- Worked with VSP to correct a billing error caused by four former employees being re-added to the plan
- Documented procedures for arming/disarming patio doors and gates
- Document Business Office procedures on WIKI - Joyce
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards and locker assignments for new/departing staff as needed

Library Remodel

- 8/14/20 – Interior Investments on-site to attend to a few pending install items
- 8/26/20 – LFI onsite to attend to a few pending install items. KI onsite to install table tops.
- 8/23/20 – Onsite for post-remodel photo shoot
- Coordinated pick-up of POD unit
- Processed FQC invoice
- Continued to review and provide feedback on ASI signage quote
- Worked with ABT on replacing microwave for Staff Room.

Primary Action Items – Tech Services

- Items ordered - 522
- Items put into Circulation - 370
- Items catalogued – imported bib records & original cataloging - 53
- Item record edits/database clean-up – 252
- Bib record merges submitted to SWAN support – 5
- Conversion project items – 1,157
- Repair items (includes disc cleaning) - 39
- Serial record edits - 21
- Serials – Claimed Issues - 28

Conversion Projects

- Holiday books – Complete except for newly returned items - Barb
- Leveling of Beginning Reader collection – Complete except for items awaiting return - Marie
- Mystery collection – Began adding new Genre stickers - Marie
- Front labels – J DVD Collection – Complete through J DVD/FRE

Other

- Shipments from our main book supplier – Baker & Taylor have been delayed because of COVID protocols. They are currently running 4-8 weeks out vs. the 2-3 weeks turnaround time we experienced pre-COVID. Priority is given to new releases/bestsellers.
- Processed 2021 Lincoln Award nominees – Marie
- Completed editing the 245 (title) field for all Large Print titles – Change from upper case to mixed case – Marie
- Reviewed serial records to ensure all current issues could circulate while there is no seating in the Library – Barb
- Processed the disposal of a new title – *Assume Nothing: A Memoir of Intimate Violence* per publisher's notification/recall. Received credit for the item. - Susan
- Changed the format of the tape used on our NEW materials to include the month and updated the colors for the NEW tape. Ordered SPOTLIGHT tape for the Juvenile collection – Barb and Mary
- Researched other cover types to display current issues of magazines – Barb
- Provided input to Youth Services on Launchpad standing order plan – Mary
- Clarified ordering procedures (appropriate field to document call number info) for non-fiction DVDs

Professional Development

- 8/28/20 - SWAN Fireside Chat – Extending materials quarantine - Mary (1.0)

Meeting Attendance

- 8/4/20 – Performance Evaluation with Marie and Joyce
- 8/5/20 – Performance evaluation with Barb and Susan
- 8/6, 8/13, 8/20, 8/27 – Management Team meetings
- 8/19/20 – Library Board meeting

Respectfully submitted,
Mary Clemens

Adult Services Department Monthly Report August 2020

Library expanded hours

- Welcome Desk shifts
- Curbside printing continues - Patrons appreciate the option of just emailing us the document rather than starting an Internet session. They also appreciate the first 20 pages are free.
- Computer Express Stations – Four stations were opened in the Youth Computer Lab area for reserved 45 minutes sessions to allow for scheduled cleaning. Assistance will be provided from a safe distance or from the workrooms using LibraryH3lp chat and screen sharing. The Express Stations are currently just for Carol Stream residents. Usage of the Express Stations has not been as high as expected, probably because we are offering curbside printing so we are considering allowing extensions. Only 174 of the available 226 reservation slots were used in August.

Outreach Activities

- Homebound delivery – We provided Colony Park with information on how we were handling and quarantining our items and they agreed that we could restart deliveries, so we will restart Homebound deliveries to Colony Park and the individual patrons in September. We have not received permission from Windsor Park or Belmont Village to restart deliveries to our patrons at those locations.
- August 13 – COHS Tea time – Crystal
- August 28 – CS Chamber Manufacturers Roundtable – Omar
- COHS – We had an additional two graduates in August – Na Le and Janet Denise. We are working on possible virtual graduation ceremony later this year.
 - “Thank you very much!!! Once again thank you for this opportunity, it meant so much to me and can now can go further with this and continue college.” – Email from Na Le
 - “I wanted to finish school to show my boys that anything is possible with hard work.” – Janet Denise

Programs

- Summer Reading Programs ended August 15
 - Participation was 195 adults and 54 teens.
- Binge Boxes - still getting great reviews from patrons. Here are a few from this month:
 - “Thanks for ALL you are doing to keep us “sane” in these challenging times” – Elizabeth Dickey
 - “Thank you for taking the time to put these together - my family loves them! It's such a fun thing to look forward to in these crazy times - thank you, thank you, thank you!” –Phoebe Lamers (new cardholder)
 - “So excited for my first Binge Box!” –Terri Jones
- 50 State bookclub – titles elected through the end of the year. While some patrons going back to print copies, they selected titles available on Hoopla just in case we are unable to bring in copies or we have to shelter in place again.



Meetings

- Weekly department meetings continue
- Weekly Management Team meetings continue
- Bi-weekly SWAN update chats – Laura
- August 6 – ARRT Book Chat – Sarah
- August 10 – Young Researchers Grant Project meeting - Nate
- August 13 – Business Interest Group – Omar
- August 19 – Board meeting - Laura
- August 20 – SWAN DUX meeting and ASPEN discovery platform training – Sarah
- August 20 – COVID Safety Cmte – Jessica
- August 26 – COVID Safety Cmte – Jessica

Information technology

- Laura Hays
 - Express Stations – MyPC was adjusted to require staff reservations and limit sessions to one 45-minute sessions per day. Express Stations opened August 5.
 - Security cameras – HTS contacted because recordings missing for two cameras and one of the new cameras developed condensation. A replacement was ordered and installed.
 - Manager In/Out board on staff intranet updated to reflect when someone is working remotely.
 - Hotspots – Purchase an additional 10 Mobile Beacon devices for the collection using a TechSoup discount.
 - Printer inventory compiled for meeting with Impact and Susan
 - Building HelpDesk form – An update on Spiceworks, our helpdesk platform, reset the security settings to require a login. Since the form is behind our Intranet login, it disabled this requirement to allow staff access to the building ticket form.
 - ABCMouse access ending on Labor Day – They are working on offering permanent remote access but it is not available yet.
- Community IT staff
 - Express Stations setup to allow for remote staff assistance.
 - Xibo digital display monitors were completed and instructions provided to update and start.
 - Security cameras – IT staff updated the remaining desktop clients to include the new cameras.
 - Staff workstations moved
 - Youthdesk 2 moved to West Youth Service desk.
 - Circ curbside workstation setup in Horizon Room
 - Staff PCs – Hard drive replacements continue. This includes updates to Windows 10 and MS Office 2019.
 - Mondopad Windows updated and Zoom added to use for programming.

Laura Hays

Head of Adult Services

August 2020 Report for Carol Stream Library Board of Trustees

Circulation Department

Open to public with limited service and regular (65) hours except Sunday.

August 1-31, 2020

- 17 **new accounts** registered ONLINE
- 70 **new resident accounts** registered at the library
- 12,748 Checkouts
- 911 Curbside deliveries
- 10,752 Check ins
- 10,800 items shelved
- 5,154 hold requests made available

Jeri participated in all Management Team Meetings for August

We began sharing between libraries on August 3rd. We received 20 (“normal” is 5-7) bins of materials on August 4th.

Jeri participated in a webinar explaining the REALM study and results of 3 tests on different materials, which indicated minimal trace of the virus on materials past 4 days. Findings of test 4 indicated trace amounts of the COVID virus and stacked materials and DVD cases after 6 days. Our delivery system has mandated a 7 day quarantine prior to adding them to a bin for transport to another library.

Jeri held performance review meetings with all Circulation staff members.

Circ staff have been working very hard on collecting requesting materials and packaging them for curbside or inside pickup – and all are doing a spectacular job!

Submitted by Jeri L. Cain

9.9.20

Human Resources
Monthly Report
August 2020

COVID-19

- COVID Committee meets once a week.
- COVID Safety Committee continues to share ideas and address issues related to COVID. This month we have shared with staff information on proper use of Masks, Social Distance, and Know your COVID risk.
- Administration - Implemented Domestic Travel procedures which includes employees entering or returning to work after having travelled to states experiencing a surge in new COVID-19 cases (identified as hot-spots) to quarantine for a 14-day period from the time of last contact (spent more than 24 hours in a state) with any of the identified states. Quarantine requirements can change with the status of a state's hot spot upon departure and return to Illinois.

Performance Management/Compensation

- All reviews are complete with Manager and Employee discussions had and Employee/Manager signatures on Reviews. Review scores were transferred into the Compensation module.
- Discussed increases with Director and agreed upon staff merit increase.

Staffing

- Posted a Circulation Coordinator, part-time position internally.
- Discussed Rebecca McDonald's onboarding experiences at the library with her.

Payroll Matters

- Contacted Paylocity regarding vacation time not being correctly coded on check stub.
- Approved a demographic change in Paylocity

Training

- Researched different vendors and options for this year's Sexual harassment training. The Library has chosen Traliant in online format for Preventing Discrimination & Harassment training this year. Each year the Library is required by law to provide Harassment training for staff.
- Reviewing content for potential mask training

Professional Development

- HR Source, HR Roundtable, 8/25, 1.25
- HR Source, Coronavirus, Employer Q&A, 8/31/20, 1.25
- RAILS – Reducing Implicit Bias in the Library, 9/3 & 9/10, 3 hours

Respectfully
Submitted,
Mary Pellico

Youth Services Report August 2020

Summer Reading

- Summer Reading participation finished strong in our new normal. Youth Services had 281 participants with 225 of those reporting reading 600 minutes and finishing the program. While the number of participants was 25% of what our numbers were in previous years, the percentage who finished went up from 60% from last year to 80% for this year. The awesome part is that the Library distributed 506 paperback book prizes and the same number of toys to the participants. Last year 1,126 participated with 745 finishers.
- Between what we did for Summer Reading and the Binge Boxes, Youth Services met the needs of those that took advantage of our services this summer and we received very positive feedback about both programs. Multiple parents expressed appreciation for doing anything and that adding the toys to the bags was an unexpected and happy surprise. That was exactly what we were trying to do!

Program Highlights

- On August 3, we hosted “What Had Happened Was…” storytelling with Kelly Campos. Kelly is a musician, storyteller (and librarian) who updates diverse folktales with an interactive show. She led the kids through an exercise to write their own story, which was titled “The Princess, the Unicorn, and the Helper Ghost.”
- Youth Services presented 5 Zoom storytimes during August with an additional 2 Zoom storytimes for area preschools. One of the 5 storytimes was Miss Adriana’s yoga storytime that had 12 in attendance!
- Book discussions for the school age participants continued in August with 8 in attendance for Smart Cookies and 4 in attendance for One More Chapter.
- Steve Dexheimer hosted the last Chess Club online on August 5 with 9 participants in attendance.
- The last two Summer Take and Make Crafts were distributed in August. During the school year, we will do one per month.
- 106 requests Binge Box requests were filled during August. We have started to highlight the Super Readers Club through the Binge Box forms and had 37 kids participate with Super Readers through the Binge Boxes.
- Amy Danusiar and Leigh Anne Wilson hosted our annual Kindergarten Kids program on Zoom this year. 2 were in attendance. For this, they created Kindergarten Welcome Kits that were picked up by the participants. Since more than the 2 kits were prepared, we made these available to patrons who visit in person and 23 extra kits were picked up during August.
- On August 10, 11 and 12, we hosted three “Kids Can Cook” programs with an organization called Kids Table. Each day was for a different age group. The tots made cookies, the school-age kids made pizza, and the pre-teens/teens made Chocolate cupcakes. Everything looked very yummy and parents asked us to do similar interactive activities again.
- Leigh Anne Wilson came up with the idea to record a presentation of the picture book “Everybody Says Meow” as a Zoom meeting and received permission from the publisher to do so. Originally the permission was only until August 31, but it has since been extended until December 31. Leigh Anne tagged the author, Constance Lombardo, in the video and Constance retweeted the video! Tweet below.

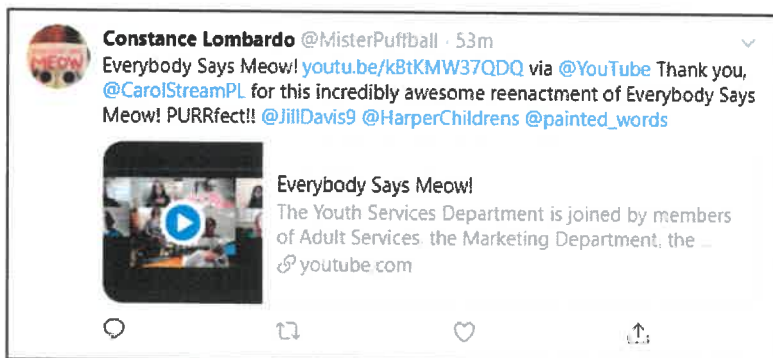
Professional Development

- No Youth Services staff reported professional development activities in August.

Meeting Attendance

- 8/ 13, 20, 27– Management Team Meeting – Amy Teske
- 8/20 – Security Camera Meeting – Susan Westgate, Amy Teske, Laura Hays
- 8/18, 19 – Evaluation Discussions
- 8/28 – Recorded Storytime Team – Leigh Anne, Clare, Adriana, Aneesa

Respectfully Submitted,
Amy Teske, Youth Services Manager



Marketing: August 2020

Reintroduction of in-house digital slides

- The new monitors were installed and configured by the IT team—learned the updated software and re-launched the in-house digital signs.

Promotions for computer lab re-introduction

- Updated website, created digital promotions to advertise the service



September Postcard

- Worked on a plan for next four months of mailed promotions, started work on first month (to be sent in September)

COVID Safety Committee participation

- Attended safety meetings, produced research summary for future presentation, produced new signs demonstrating the proper way to wear masks in the Library

Facebook

2,276 followers, up 14 from June	Total impressions: 52,548	Total engagements: 5,314	Impressions last year 	Engagement last year 
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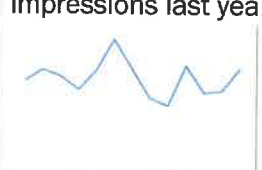

Impressions: the number of times each post was seen by anybody

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




Top three posts from June:

		
People reached: 3,776 Engagements: 605	People reached: 2,044 Engagements: 230	People reached: 1,860 Engagements: 154

Twitter

Followers: 1,260, up 17 from July	Total impressions: 32800	Total engagement: 434	Impressions last year 	Engagement last year 
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Top tweets from June:

 Carol Stream Public Library @CarolStreamPL Aug 29 NASA launched the Viking 1 spacecraft towards Mars back on this day in 1975 Sometime in the 1990s a young kid and his tiger friend would visit the lander at its new home planet and well #CalvinandHobbes pic twitter.com/8ayl7zml66 <small>View Tweet</small>	8,324	416	5.0%	Promote
 Carol Stream Public Library @CarolStreamPL Aug 9 It's National Underwear Day today. One book comes to mind when we think about that topic pic twitter.com/YfJ0DlWiaC <small>View Tweet</small>	1,322	38	2.9%	Promote
 Carol Stream Public Library @CarolStreamPL Aug 8 We're now open for both Curbside Pickup and Grab & Go service Mon-Thur 10am-9pm, Fri 10am-6pm, Sat 9am-5pm, with special hours for seniors/people at high risk Visit cslibrary.org/covid-19 for more information pic twitter.com/3LhQf2tBKt <small>View Tweet</small>	1,231	5	0.4%	Promote

Promotional Emails

Open rate= Percent of email accounts that opened the message

Click rate= Percent of accounts that clicked on any part of the message

August 6	Express Internet Stations now available to reserve	Open rate: 20.3%	Click rate: 1.3%
August 13	New month, New Binge Box	Open rate: 17.7%	Click rate: 2%
August 20	Plan a visit with your kids	Open rate: 17.7%	Click rate: 0.8%
August 27	Do It Yourself Storytimes – Anywhere, Anytime	Open rate: 16.2%	click rate: 1%