

**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: February 16, 2022
PLACE: Library Meeting Room**

TIME: 7:00 p.m.

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ANNOUNCEMENT
 - 5.1 Trustee Vacancy - Accepting resumes and letters of interest through Sunday, February 20th
6. ADOPTION OF THE CONSENT AGENDA
7. APPROVAL OF MINUTES
 - 7.1 Minutes of the Regular Board Meeting of January 19, 2022
8. MONTHLY REPORTS OF THE TREASURER
 - 8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2022
9. COMMITTEE REPORTS
 - 9.1 Human Resources Committee-Committee Chair
10. NEW BUSINESS
 - 10.1 Recommendation, Re: Approval of Facility Technician Job Description
 - 10.2 Recommendation, Re: Approval of Change in Pay Grade for Human Resources Manager Position
 - 10.3 Recommendation, Re: Approval of Staff Compensation Awards
 - 10.4 Discussion: Library Mask Guidelines

2

11. DISBURSEMENTS

11.1 Approval of Disbursements of January 1-31, 2022 plus the Addendum for the Meeting of February 16, 2022 .

12. REPORT OF THE LIBRARY DIRECTOR

13. MONTHLY STAFF REPORTS

14. UNFINISHED BUSINESS

14.1 Recommendation, Re: Approval of Staff Increases for FY22/23

15. BOARD MEMBER REPORTS

16. ADJOURN

Next Resolution: #297

Mansi Patel, Secretary
Board of Library Trustees

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
Carol Stream Public Library
515 Hiawatha Drive Carol Stream, IL 50188

DATE: January 19, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:34 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Circulation Manager Jeri Cain, Human Resources Manager Mary Pellico, Youth Services Manager Amy Teske, Leanne Reis-Ong and ASL interpreter Sarah Cansler.

4. PUBLIC PARTICIPATION – None

5. RECOGNITION OF STAFF 2021 EMPLOYMENT ANNIVERSARIES: Jessica Elder, 5 years; Omar Kushad, 10 years; Cheryl Walek, 10 years; Carol Hayes, 10 years; Marlys Smith, 10 Years; John Steadman, 15 years; Ron Anderson, 15 years; Renee Walther, 25 years.

6. CONSENT AGENDA

Trustee Hudspeath moved and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of January 19, 2022. Motion approved.

Ayes 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

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

Ayes 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of December 15, 2021

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

6.3 Recommendation, Re: Approval of Staff Compensation Adjustments

6.4 Recommendation, Re: Approval of Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for 8/19/13, 10/16/13, 12/16/15, 6/15/16, 7/20/16, 5/24/17, 6/21/17, 9/20/17, 12/20/17, 6/20/18, 8/15/18, 12/19/18, 5/15/19, 6/19/19, 10/16/19 and 12/18/19

6.5 Approval of Disbursements of December 1-31, 2021 plus the Addendum for the Meeting of January 19, 2022

6.6 Monthly Staff Reports

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

Ayes 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

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

Recommendation, Re: Approval of Staff Compensation Adjustments

Background information:

Following the review of current staff compensations and where individual employees fell within their pay grade, the Human Resources Manager and Library Director prepared a spreadsheet with staff compensation adjustment recommendations. The recommendations are based upon a variety of factors: years of services, performance and retention. The spreadsheet was reviewed at the Human Resources Committee meeting of January 19, 2022 during Executive Session. The Committee came to a consensus to recommend approval of the adjustments discussed.

Recommendation, Re: Approval of Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for 8/19/13, 10/16/13, 12/16/15, 6/15/16, 7/20/16, 5/24/17, 6/21/17, 9/20/17, 12/20/17, 6/20/18, 8/15/18, 12/19/18, 5/15/19, 6/19/19, 10/16/19 and 12/18/19

Background information:

As permitted under Illinois Open Meetings Act 5 ILCS 120/2.06(c):

The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- (1) The public body approves the destruction of a particular recording; and*
- (2) The public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.*

Going forward, the plan will be to include this on the agenda for applicable recordings in January of even numbered years.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period December 1-31, 2021 plus the Addendum for the meeting of January 19, 2022 in the amount of \$124,276.66.

7. COMMITTEE REPORTS

Human Resources Committee Chair Trustee Patel stated that at the HR Committee meeting of January 19, 2022, the members came to a consensus to recommend approval of the staff compensation adjustments.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Staff Increases for FY22/23

President Lynch requested that the approval of staff increases be tabled until the February Board meeting to allow further discussion.

8.2 Discussion: Discussion of Trustee Vacancy

The Board discussed the manner in which they would like to fill the current vacancy on the Board. It was determined that the vacancy should be posted in February and a select number of candidates be interviewed for the position. A new candidate will be selected prior to the March Board meeting, where they can then be sworn in to office.

9. REPORT OF THE LIBRARY DIRECTOR

Hoopla is an on-demand online service providing access to e-books, e-comics, e-audio books, music and streaming video content. Trustees commented on the Library’s hoopla usage review for 2021 that was included in their packet. The Library has had this online service since November 2014. 255 new patrons registered with hoopla in 2021. With a new total of 2,778 unique users, 15.2% of Library patrons are using hoopla. Titles are available in a variety of languages as well. The Content Diversity Review data shows that during the past 12 months, Carol Stream patrons borrowed titles in 36 different languages, borrowing 368 titles. The Library is pleased to be able to provide this additional World Language collection to patrons.

10. UNFINISHED BUSINESS-None

11. BOARD DEVELOPMENT-Illinois Library Association Virtual Library Legislative Meet-Up-West Suburban, January 24, 2022

12. BOARD MEMBER REPORTS-None

13. EXECUTIVE SESSION

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

Ayes 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 7:45 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:57 p.m.

6

Director Westgate called the roll.

Present: Trustees Hudspeath, Rogers, Olson, Larimer and Lynch

Absent: Trustee Patel

13.1 Approval of the Executive Session Minutes of July 21, 2021, September 15, 2021 and October 28, 2021
Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees approve the Executive Session minutes of July 21, 2021, September 15, 2021 and October 28, 2021 and that they remain closed at this time. Motion approved.

Ayes 3 Trustees Olson, Larimer and Lynch

Nays 0

Abstain 2 Trustees Hudspeath and Rogers

Absent..... Trustee Patel

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

Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees approve the release of the Executive Session minutes of June 9, 2021 and June 10, 2021 and a partial release of the minutes of September 30, 2020 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 5 Trustees Hudspeath, Rogers, Olson, Larimer and Lynch

Nays 0

Absent..... Trustee Patel

14. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:59 p.m.

February 16, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending January 31, 2022**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,346,585.99	\$ (212,652.63)	\$ 3,133,933.36
Working Cash	50,898.45	5.29	50,903.74
FICA	141,063.40	(9,750.43)	131,312.97
IMRF	113,996.73	(14,139.04)	99,857.69
Liability Insurance	10,062.70	(386.52)	9,676.18
Audit	6,822.06	0.82	6,822.88
Capital Maintenance & Repair	1,535,413.89	(3,356.97)	1,532,056.92
Building Renovation Loan	<u>3,465.96</u>	<u>10.77</u>	<u>3,476.73</u>
TOTAL ALL FUNDS	<u><u>\$ 5,208,309.18</u></u>	<u><u>\$ (240,268.71)</u></u>	<u><u>\$ 4,968,040.47</u></u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 1/31/22

Nancy Olson, Board Treasurer 1/31/22

Susan Westgate, Library Director 1/31/22

8

**Carol Stream Public Library
Treasurer's Report
Month Ending January 31, 2022**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 227,708.41
WEST SUBURBAN BANK	PAYROLL	98,980.25
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,624,762.00
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,015,337.45
PROPAY	ELECTRONIC	482.36
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,968,040.47</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JANUARY 31, 2022

TABLE OF CONTENTS

ACCOUNTANT'S COMPILATION REPORT	PAGE 1
FINANCIAL STATEMENTS	
Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds	EXHIBIT A
Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds	EXHIBIT B
SUPPLEMENTARY INFORMATION	
Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C



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 January 31, 2022 and December 31, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date January 31, 2022, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

February 3, 2022

In Association With:

**MCCLURE INBERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS**



12

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

	Jan 31, 22	Dec 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	227,708.41	252,573.24	-24,864.83
10-1008 · WSB Payroll Account	98,980.25	86,449.85	12,530.40
10-1014 · Illinois Funds-Prime	3,015,337.45	3,015,142.52	194.93
10-1024 · WSB Money Market Acct	1,624,762.00	1,853,148.73	-228,386.73
10-1025 · ProPay	482.36	224.84	257.52
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,834,107.11	-1,861,723.19	27,616.08
Total 10-1000 · Library Fund Cash	3,133,933.36	3,346,585.99	-212,652.63
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,903.74	50,898.45	5.29
30-1190 · Allocated Cash-FICA Fund	131,312.97	141,063.40	-9,750.43
40-1090 · Allocated Cash-IMRF Fund	99,857.69	113,996.73	-14,139.04
50-1090 · Allocated Cash-Liability Fund	9,676.18	10,062.70	-386.52
60-1090 · Allocated Cash-Audit Fund	6,822.88	6,822.06	0.82
70-1090 · Allocated Cash-Capital R&M Fund	1,532,056.92	1,535,413.89	-3,356.97
80-1090 · Allocated Cash-Debt Service	3,476.73	3,465.96	10.77
Total 1190 · Allocated Cash-Fund Balances	1,834,107.11	1,861,723.19	-27,616.08
Total Checking/Savings	4,968,040.47	5,208,309.18	-240,268.71
Total Current Assets	4,968,040.47	5,208,309.18	-240,268.71
TOTAL ASSETS	4,968,040.47	5,208,309.18	-240,268.71
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,917,356.41	1,917,356.41	0.00
20-2900 · Fund Balance-Working Cash	50,846.41	50,846.41	0.00
30-2900 · Fund Balance-FICA Fund	106,402.32	106,402.32	0.00
40-2900 · Fund Balance-IMRF Fund	84,847.54	84,847.54	0.00
50-2900 · Fund Balance-Liability	11,040.33	11,040.33	0.00
60-2900 · Fund Balance-Audit	7,840.24	7,840.24	0.00
70-2900 · Fund Balance-Capital R&M	1,627,532.77	1,627,532.77	0.00
80-2900 · Fund Balance-Debt Service	103,541.42	103,541.42	0.00
Total 2900 · Beginning Fund Balances	3,909,407.44	3,909,407.44	0.00
Net Income	1,058,633.03	1,298,901.74	-240,268.71
Total Equity	4,968,040.47	5,208,309.18	-240,268.71
TOTAL LIABILITIES & EQUITY	4,968,040.47	5,208,309.18	-240,268.71

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

	Jan 22	May '21 - Jan 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	0.00	3,710,356.05	3,664,461.00	101.25%
3002 · Property Taxes Non-Current	0.00	261.16	5,000.00	5.22%
3000 · Property Taxes - Other	0.00	0.00	10,000.00	0.0%
Total 3000 · Property Taxes	0.00	3,710,617.21	3,679,461.00	100.85%
3100 · PPR Taxes	0.00	52,612.40	44,000.00	119.57%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	414.74	4,496.16	15,100.00	29.78%
Total 3200 · Interest Income	414.74	4,496.16	16,100.00	27.93%
3300 · Patron Payments				
3301 · Fines & Fees	364.56	4,049.54	10,000.00	40.5%
3302 · Public Copy Payments	570.38	4,183.26	12,000.00	34.86%
3303 · Non-Resident Card Fees	0.00	629.52	2,000.00	31.48%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	934.94	8,862.32	25,000.00	35.45%
3400 · Donations	10,000.00	13,830.00	5,000.00	276.6%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/ILL Reimbursements	21.00	61.18	1,000.00	6.12%
3700 · Grants				
3701 · Per Capita Grants	0.00	58,573.73	49,650.00	117.97%
3702 · Other Grants/Awards	0.00	2,000.00	5,000.00	40.0%
Total 3700 · Grants	0.00	60,573.73	54,650.00	110.84%
3800 · Other Income	36.00	1,069.54	5,000.00	21.39%
Total Income	11,406.68	3,852,122.54	3,831,211.00	100.55%
Gross Profit	11,406.68	3,852,122.54	3,831,211.00	100.55%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,214.50	435,286.30	603,000.00	72.19%
5102 · Non-Exempt Staff Salaries	82,780.01	835,310.72	1,279,300.00	65.29%
5103 · Custodial Salaries	5,697.66	54,211.59	78,000.00	69.5%
5105 · Professional Education	12.00	3,860.42	15,000.00	25.74%
5106 · Membership	415.00	2,400.00	4,000.00	60.0%
5107 · Life Insurance	0.00	1,293.78	2,000.00	64.69%
5108 · Health Insurance	-4,164.99	129,047.02	250,000.00	51.62%
5109 · Benefits, other	0.00	2,028.27	2,000.00	101.41%
5110 · Trustee Development	279.31	412.81	3,000.00	13.76%
Total 5100 · Salaries	128,233.49	1,463,850.91	2,236,300.00	65.46%
5200 · Plant Maint.				
5201 · Supplies	2,943.16	10,254.99	20,000.00	51.28%
5202 · Maintenance/Repair	605.95	3,326.56	10,000.00	33.27%
5203 · Maintenance Contracts	3,499.83	32,128.77	42,000.00	76.5%

14

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

	Jan 22	May '21 - Jan 22	Annual Budget	% of Budget
5204 · Landscape Maintenance/Snow Remo	1,024.00	8,069.28	15,000.00	53.8%
5205 · Furniture/Equipment	0.00	3,829.00	10,000.00	38.29%
5206 · Electric-Comm Edison	7,628.50	29,637.26	45,000.00	65.86%
5207 · Water/Sewer	112.01	4,611.59	10,000.00	46.12%
5208 · Insurance (Property)	0.00	10,273.00	11,000.00	93.39%
Total 5200 · Plant Maint.	15,813.45	102,130.45	163,000.00	62.66%
5300 · Business Exp.				
5301 · Postage	0.00	72.21	6,000.00	1.2%
5302 · Office & Equipment Supplies	94.52	4,012.72	7,000.00	57.33%
5303 · Printing	0.00	232.88	4,000.00	5.82%
5304 · Equipment Leasing	1,564.44	13,077.15	17,000.00	76.92%
5305 · Mileage Reimbursement	107.06	307.19	2,000.00	15.36%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	456.64	6,227.53	12,000.00	51.9%
5309 · Accounting Service	1,100.00	7,700.00	15,000.00	51.33%
5310 · Material Recovery Fees	125.30	769.70	1,000.00	76.97%
5311 · Payroll Service	371.93	5,002.67	7,500.00	66.7%
5312 · Attorney Fees	0.00	1,650.00	8,000.00	20.63%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	507.39	3,256.26	7,000.00	46.52%
5317 · Bank & Credit Card Fees	0.00	101.27	100.00	101.27%
5319 · Security Service	5.23	6,466.71	21,000.00	30.79%
5320 · Donation Recd Expense	10,000.00	10,000.00		
5321 · Human Resources	4,139.42	10,735.20	10,000.00	107.35%
Total 5300 · Business Exp.	18,471.93	77,366.94	126,200.00	61.31%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	17.11	4,879.32	10,000.00	48.79%
5402 · ISP and Web page hosting	478.30	5,955.02	16,500.00	36.09%
5403 · Computer Software	0.00	5,685.59	18,000.00	31.59%
5404 · Tech Support & Repair	0.00	13,463.22	15,000.00	89.76%
5405 · Technical Services Supplies	904.26	3,512.17	5,000.00	70.24%
5406 · Circulation Supplies	0.00	1,638.18	6,000.00	27.3%
5408 · Tech Serv Online Resources	9,929.43	9,929.43	16,500.00	60.18%
5409 · RBP/ILL Expenses	-21.00	54.94	500.00	10.99%
5410 · SWAN Consortium	11,541.50	34,624.50	47,000.00	73.67%
5411 · Village IT Services	8,176.13	72,891.46	98,000.00	74.38%
Total 5400 · Automat. & Dept. Oper.	31,025.73	152,633.83	232,500.00	65.65%
5500 · Services				
5501 · Youth Services Programs	3,495.21	24,497.43	32,000.00	76.55%
5502 · Summer Reading Program -- Youth	0.00	196.20		
5503 · Adult/Teen Programs	1,484.77	10,514.17	29,000.00	36.26%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	930.70	10,199.34	20,000.00	51.0%
5510 · Reference Services Expenses	0.00	6.99		

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

	Jan 22	May '21 - Jan 22	Annual Budget	% of Budget
Total 5500 · Services	5,910.68	45,414.13	128,000.00	35.48%
5600 · Collection				
5601 · Youth Services Books	4,296.14	27,753.77	50,000.00	55.51%
5603 · Youth Services Paperbacks	0.00	134.89		
5606 · Youth Services Media	2,851.55	10,726.15	25,000.00	42.91%
5630 · Adult Books	7,021.76	41,003.83	75,000.00	54.67%
5634 · Online Resources	699.00	1,056.83	45,000.00	2.35%
5635 · Magazines & Newspapers	0.00	10,247.50	11,000.00	93.16%
5637 · Adult Media	2,810.70	16,258.54	50,000.00	32.52%
5651 · Digital Media	6,644.70	66,747.38	100,000.00	66.75%
5652 · Grant/Award Expense	72.38	49,892.11	49,650.00	100.49%
Total 5600 · Collection	24,396.23	223,821.00	405,650.00	55.18%
6600 · Payroll Expenses				
6610 · FICA Expense	9,761.49	102,369.82	150,000.00	68.25%
6620 · Illinois Municipal Retirement F	14,147.86	160,608.28	220,000.00	73.0%
Total 6600 · Payroll Expenses	23,909.35	262,978.10	370,000.00	71.08%
7101 · Liability Insurance	-55.00	18,609.00	19,000.00	97.94%
7102 · Risk Management expense	97.80	1,594.50	3,000.00	53.15%
7103 · Unemployment Compensation Insur	344.87	1,463.05	5,000.00	29.26%
7201 · Audit Expense	0.00	11,849.00	13,000.00	91.15%
7400 · Capital Expenditures				
7401 · Furniture	0.00	7,500.00	10,000.00	75.0%
7402 · Parking Lot Repair	0.00	6,196.08	12,000.00	51.63%
7403 · Building Repair	0.00	1,875.00	50,000.00	3.75%
7404 · Landscape	3,526.86	32,118.34	125,000.00	25.7%
7405 · Memorials	0.00	264.42	2,000.00	13.22%
7406 · Other Capital Expenditures	0.00	20,631.84	50,000.00	41.26%
Total 7400 · Capital Expenditures	3,526.86	68,585.68	249,000.00	27.54%
7500 · Special Capital Projects				
7505 · Recover Partition Wall	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	28,731.91	30,000.00	95.77%
Total 7500 · Special Capital Projects	0.00	28,731.91	55,000.00	52.24%
Total Expense	251,675.39	2,459,028.50	4,005,650.00	61.39%
Net Ordinary Income	-240,268.71	1,393,094.04	-174,439.00	-798.61%
Other Income/Expense				
Other Income				
8002 · Interfund Transferrs Out	0.00	0.00	-100.00	0.0%
Total Other Income	0.00	0.00	-100.00	0.0%
Other Expense				
8000 · Debt Repayment Expense	0.00	334,461.01	234,461.00	142.65%
Total Other Expense	0.00	334,461.01	234,461.00	142.65%
Net Other Income	0.00	-334,461.01	-234,561.00	142.59%
Net Income	-240,268.71	1,058,633.03	-409,000.00	-258.83%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	3,166,554.36	0.00	0.00	0.00	127,160.53
3100 · PPR Taxes	0.00	52,612.40	0.00	0.00	0.00	0.00
3200 · Interest Income	206.94	2,243.48	5.29	57.33	11.06	119.94
3300 · Patron Payments	934.94	8,862.32	0.00	0.00	0.00	0.00
3400 · Donations	10,000.00	13,830.00	0.00	0.00	0.00	0.00
3600 · RBP/LL Reimbursements	21.00	61.18	0.00	0.00	0.00	0.00
3700 · Grants	0.00	60,573.73	0.00	0.00	0.00	0.00
3800 · Other Income	36.00	1,069.54	0.00	0.00	0.00	0.00
Total Income	11,198.88	3,305,807.01	5.29	57.33	11.06	127,280.47
Gross Profit	11,198.88	3,305,807.01	5.29	57.33	11.06	127,280.47
Expense						
5100 · Salaries	128,233.49	1,463,850.91	0.00	0.00	0.00	0.00
5200 · Plant Maint.	15,813.45	102,130.45	0.00	0.00	0.00	0.00
5300 · Business Exp.	18,471.93	77,366.94	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	31,025.73	152,633.83	0.00	0.00	0.00	0.00
5500 · Services	5,910.68	45,414.13	0.00	0.00	0.00	0.00
5600 · Collection	24,396.23	223,821.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	24,012.80	0.00	0.00	9,761.49	102,369.82
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
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	223,851.51	2,089,230.06	0.00	0.00	9,761.49	102,369.82
Net Ordinary Income	-212,652.63	1,216,576.95	5.29	57.33	-9,750.43	24,910.65

Exhibit C See Accountant's Compilation Report

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-212,652.63	1,216,576.95	6.29	57.33	-9,750.43	24,910.65

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	151,509.99	0.00	20,289.94	0.00	10,822.79
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	8.82	95.64	1.15	12.46	0.82	8.85
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/LL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	8.82	151,605.63	1.15	20,302.40	0.82	10,831.64
Gross Profit	8.82	151,605.63	1.15	20,302.40	0.82	10,831.64
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	14,147.86	136,595.48	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	-55.00	18,609.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	97.80	1,594.50	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	344.87	1,463.05	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,849.00
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	14,147.86	136,595.48	387.67	21,666.55	0.00	11,849.00
Net Ordinary Income	-14,139.04	15,010.15	-386.52	-1,364.15	0.82	-1,017.36

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-14,139.04	15,010.15	-386.52	-1,364.15	0.82	-1,017.36

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	0.00	234,279.60	0.00	3,710,617.21
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	52,612.40
3200 · Interest Income	169.89	1,841.74	10.77	116.72	414.74	4,496.16
3300 · Patron Payments	0.00	0.00	0.00	0.00	934.94	8,862.32
3400 · Donations	0.00	0.00	0.00	0.00	10,000.00	13,830.00
3600 · RBP/LL Reimbursements	0.00	0.00	0.00	0.00	21.00	61.18
3700 · Grants	0.00	0.00	0.00	0.00	0.00	60,573.73
3800 · Other Income	0.00	0.00	0.00	0.00	36.00	1,069.54
Total Income	169.89	1,841.74	10.77	234,396.32	11,406.68	3,852,122.54
Gross Profit	169.89	1,841.74	10.77	234,396.32	11,406.68	3,852,122.54
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	128,233.49	1,463,850.91
5200 · Plant Maint.	0.00	0.00	0.00	0.00	15,813.45	102,130.45
5300 · Business Exp.	0.00	0.00	0.00	0.00	18,471.93	77,366.94
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	31,025.73	152,633.83
5500 · Services	0.00	0.00	0.00	0.00	5,910.68	45,414.13
5600 · Collection	0.00	0.00	0.00	0.00	24,396.23	223,821.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	23,909.35	262,978.10
7101 · Liability Insurance	0.00	0.00	0.00	0.00	-55.00	18,609.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	97.80	1,594.50
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	344.87	1,463.05
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,849.00
7400 · Capital Expenditures	3,526.86	68,565.68	0.00	0.00	3,526.86	68,565.68
7500 · Special Capital Projects	0.00	28,731.91	0.00	-0.00	0.00	28,731.91
Total Expense	3,526.86	97,317.59	0.00	0.00	251,675.39	2,459,028.50
Net Ordinary Income	-3,356.97	-95,475.85	10.77	234,396.32	-240,268.71	1,393,094.04

Exhibit C See Accountant's Compilation Report

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22	Jan 22	May '21 - Jan 22
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	334,461.01	0.00	334,461.01
Total Other Expense	0.00	0.00	0.00	334,461.01	0.00	334,461.01
Net Other Income	0.00	0.00	0.00	-334,461.01	0.00	-334,461.01
Net Income	<u>-3,356.97</u>	<u>-95,475.85</u>	<u>10.77</u>	<u>-100,064.69</u>	<u>-240,268.71</u>	<u>1,058,833.03</u>

22

Carol Stream Public Library
Expenses by Vendor Detail
January 2022

Adult Reading Round Table

Total Adult Reading Round Table
AMAZON/SYNCR

Date	Num	Memo	Account	Amount
01/25/2022		AART Ren. - Kovac	5106 · Membership	-15.00
				-15.00
01/07/2022		NaNoWriMo Library Crow winner gift card	5503 · Adult/Teen Programs	-100.00
01/07/2022		Replacement - NaNoWriMo Library Crow winner gift card as 5503 · Adult/Teen Programs	5503 · Adult/Teen Programs	-100.00
01/25/2022		NaNoWriMo Lib. Crowl Orig. Gift Card not completed or recd	5503 · Adult/Teen Programs	100.00
01/27/2022		Inv. #463554839448	5501 · Youth Services Program	-187.37
01/27/2022		Inv. #469778648489	5501 · Youth Services Program	-21.84
01/27/2022		Inv. #848944639468	5201 · Supplies	-18.91
01/27/2022		Inv. #848944639468	5110 · Trustee Development	-15.98
01/27/2022		Inv. #597339935793	5630 · Adult Books	-139.94
01/27/2022		Inv. #597339935793	5503 · Adult/Teen Programs	-29.00
01/27/2022		Inv. #987484393979	5401 · Automation Hardware	-17.11
01/27/2022		Inv. #898893656644	5503 · Adult/Teen Programs	-91.27
01/27/2022		Inv. #457993738884	5501 · Youth Services Program	-302.99
01/27/2022		Inv. #457993738884	5652 · Grant/Award Expense	-72.38
01/27/2022		Inv. #4848468446796	5503 · Adult/Teen Programs	-19.61
01/27/2022		Inv. #449638889549	5503 · Adult/Teen Programs	-33.30
01/27/2022		Inv. #499748659668	5501 · Youth Services Program	-82.99
01/27/2022		Inv. #453684347673	5201 · Supplies	-37.98
01/27/2022		Inv. #453684347673	5202 · Maintenance/Repair	-15.39
01/27/2022		Inv. #464836634943	5110 · Trustee Development	-59.97
01/27/2022		Inv. #678478963967	5201 · Supplies	-41.98
01/27/2022		Inv. #545879836934	5601 · Youth Services Books	-13.21
01/27/2022		Inv. #659456875985	5501 · Youth Services Program	-82.95
01/27/2022		Inv. #677953564668	5201 · Supplies	-43.99
01/27/2022		Inv. #675994577968	5202 · Maintenance/Repair	-13.99
01/27/2022		Inv. #733384595475	5501 · Youth Services Program	-331.24
01/27/2022		Inv. #643469665765	5501 · Youth Services Program	-12.45
01/27/2022		Inv. #847954566578	5630 · Adult Books	-14.86
01/27/2022		Inv. #985458888593	5503 · Adult/Teen Programs	-28.98
01/27/2022		Inv. #495756578793	5501 · Youth Services Program	-35.65
01/27/2022		Inv. #4358954666688	5630 · Adult Books	-15.42
01/27/2022		Inv. #873499455543	5503 · Adult/Teen Programs	-46.55
01/27/2022		Inv. #443956576999	5630 · Adult Books	-169.69
01/27/2022		Inv. #576384793938	5201 · Supplies	-113.54
01/27/2022		Inv. #468938377757	5201 · Supplies	-1,623.80
01/27/2022		Inv. #885347899675	5630 · Adult Books	-118.63
01/27/2022		Inv. #453875354586	5321 · Human Resources	-75.00
01/27/2022		Inv. #487848967333	5501 · Youth Services Program	-112.36
01/27/2022		Inv. #446569674548	5201 · Supplies	-70.00
01/27/2022		Inv. #899595656379	5501 · Youth Services Program	-56.98
01/27/2022		Inv. #899595656379	5501 · Youth Services Program	-6.89
01/27/2022		Inv. #854596999537	5321 · Human Resources	-225.00
			5630 · Adult Books	-51.27
				-4,620.44

Total AMAZON/SYNCR
American Library Association

Total American Library Association
Anderson Pest Solutions

01/25/2022		ALA Mbr. - Kovac	5106 · Membership	-150.00
				-150.00
01/03/2022		Inv. #12951760	5203 · Maintenance Contracts	-105.00
01/26/2022		Inv. #13251724	5203 · Maintenance Contracts	-105.00

	Date	Num	Memo	Account	Amount
Total Anderson Pest Solutions					-210.00
Andertoons, LLC	01/10/2022		Inv. #3396	5501 · Youth Services Prograrr	-400.00
Total Andertoons, LLC					-400.00
ATA Group, LLP (Assoc McClure In Sierra CPA	01/10/2022		Inv. #10268	5309 · Accounting Service	-1,100.00
Baker & Taylor	01/13/2022		Several invoices	5601 · Youth Services Books	-3,421.77
Total ATA Group, LLP (Assoc McClure In Sierra CPA	01/13/2022		Several invoices	5630 · Adult Books	-6,232.93
Baker & Taylor					-9,654.70
Total Baker & Taylor					-1,100.00
Blackstone Library	01/25/2022		Patron CD requests	5637 · Adult Media	-149.47
Total Blackstone Library					-149.47
Bridgeall Libraries Limited	01/10/2022		Inv. #SIN005491	5408 · Tech Serv Online Resol	-8,475.00
	01/10/2022		Inv. #SIN005490	5408 · Tech Serv Online Resol	-2,119.00
	01/10/2022		Credit Inv. #0003254232	5408 · Tech Serv Online Resol	664.57
Total Bridgeall Libraries Limited					-9,929.43
Case Lots, Inc.	01/10/2022		Inv. #9084	5201 · Supplies	-594.10
Total Case Lots, Inc.					-594.10
Center Point for Large Print Books	01/10/2022		Inv. #1901384	5630 · Adult Books	-141.42
Total Center Point for Large Print Books					-141.42
Central Technology, Inc.	01/10/2022		Inv. #1718	5508 · Library Publicity and Prc	-251.64
Total Central Technology, Inc.					-251.64
Chess.com	01/07/2022		Nov. Sub.	5501 · Youth Services Prograrr	-5.00
	01/07/2022		Dec. Sub.	5501 · Youth Services Prograrr	-5.00
	01/25/2022		Jan. Sub.	5501 · Youth Services Prograrr	-5.00
Total Chess.com					-15.00
Chicago Distribution Center	01/27/2022		Inv. #11141017	5405 · Technical Services Supl	-52.20
Total Chicago Distribution Center					-52.20
Comcast (internet)	01/03/2022		Service Dis. 12/2/21-1/1/2022 (Prior payment stopped as Cr	5402 · ISP and Web page host	-238.40
	01/03/2022		Service Dis. 1/2/22-2/1/2022	5402 · ISP and Web page host	-239.90
	01/11/2022		Inv. #137983420	5308 · Business Phone	0.00
Total Comcast (internet)					-478.30
Comcast (phone)	01/13/2022		Inv. #137983420	5308 · Business Phone	-411.62
Total Comcast (phone)					-411.62
ComEd	01/28/2022		Service: 12/16/2021 - 1/20/2022	5206 · Electric-Comm Edison	-7,628.50
Total ComEd					-7,628.50
Complete Cleaning Co., Inc.	01/10/2022		Inv. #C19613	5203 · Maintenance Contracts	-1,900.00
Total Complete Cleaning Co., Inc.					-1,900.00
Conservation Foundation	01/10/2022		DOG Feb. 2022 Mtg	5503 · Adult/Teen Programs	-125.00
Total Conservation Foundation					-125.00
Demco	01/10/2022		Inv. #7050854	5501 · Youth Services Prograrr	-110.34
	01/10/2022		Inv. #7056794	5405 · Technical Services Supl	-852.06
Total Demco					-962.40

24

	Date	Num	Memo	Account	Amount
Total Demco Dollar Tree					-962.40
	01/07/2022		Jan 2022 Make & Take Pgm.	5503 · Adult/Teen Programs	-92.50
	01/07/2022		Krazy Straws	5501 · Youth Services Program	-105.78
	01/07/2022		Krazy Straws	5501 · Youth Services Program	-5.00
Total Dollar Tree					-203.28
EDC Educational Services					
	01/10/2022		Inv. #DIR0477412	5601 · Youth Services Books	-861.16
Total EDC Educational Services					-861.16
epromos.com					
	01/07/2022		Crayons	5509 · Library Publicity and Prc	-439.58
Total epromos.com					-439.58
Findaway World, LLC					
	01/10/2022		Inv. #373994	5606 · Youth Services Media	-2,425.05
	01/10/2022		Inv. #374049	5637 · Adult Media	-288.38
	01/10/2022		Inv. #374049	5606 · Youth Services Media	-105.19
Total Findaway World, LLC					-2,818.62
Folding Partition Services, Inc.					
	01/10/2022		Inv. #111159	5202 · Maintenance/Repair	-525.00
Total Folding Partition Services, Inc.					-525.00
Fox Valley Fire & Safety Company, Inc.					
	01/11/2022		Inv. #IN00491325	7102 · Risk Management expe	-97.80
Total Fox Valley Fire & Safety Company, Inc.					-97.80
Friends of Carol Stream Public Library					
	01/10/2022		Reimb. of Utchen bequest to FOTL (CSPL rec. funds on FO 5320 - Donation Recd Expense	5320 · Donation Recd Expense	-10,000.00
Total Friends of Carol Stream Public Library					-10,000.00
Fun Express, LLC					
	01/07/2022		Items for Happy Noon Year	5501 · Youth Services Program	-72.84
	01/25/2022		Inv. #714484804-01	5501 · Youth Services Program	-251.30
Total Fun Express, LLC					-324.14
Gale/Cengage Learning Inc.					
	01/10/2022		Inv. #76322868	5630 · Adult Books	-77.22
Total Gale/Cengage Learning Inc.					-77.22
Garvey's Office Products					
	01/10/2022		Inv. #PINV2180212	5201 · Supplies	-106.90
	01/10/2022		Inv. #PINV2182174	5201 · Supplies	-32.07
	01/10/2022		Inv. #PINV2192251	5302 · Office & Equipment Sup	-94.52
	01/10/2022		Inv. #PINV2192251	5501 · Youth Services Program	-69.26
Total Garvey's Office Products					-302.75
Gorham, Linda B					
	01/10/2022		AS Pgm. 2/15/2022	5503 · Adult/Teen Programs	-350.00
Total Gorham, Linda B					-350.00
GreatAmerica Financial Services					
	01/03/2022	021522 bill		5304 · Equipment Leasing	-1,197.69
Total GreatAmerica Financial Services					-1,197.69
Half Price Books					
	01/07/2022		Gift Card for Family Reading Night - Chilton	5501 · Youth Services Program	-50.00
	01/25/2022		AS Prize for Around the World Book Club	5503 · Adult/Teen Programs	-50.00
Total Half Price Books					-100.00
Hirease, LLC dba Accurate Now					
	01/25/2022		Inv. #2201090253 - Wright	5321 · Human Resources	-59.95
Total Hirease, LLC dba Accurate Now					-59.95
HR Source					
	01/03/2022		Inv. #14923 - YS Asst. Mgr. Pos.	5321 · Human Resources	-260.00
	01/28/2022		Inv. #15202	5321 · Human Resources	-2,725.00
Total HR Source					-2,985.00

	Date	Num	Memo	Account	Amount
i Tunes					
	01/07/2022		Song for Happy Noon Year Pgm	5501 · Youth Services Prograrr	-1.29
	01/07/2022		Song for Happy Noon Year Pgm.	5501 · Youth Services Prograrr	-1.29
	01/07/2022		Song for Happy Noon Year Pgm.	5501 · Youth Services Prograrr	-0.69
					<u>-3.27</u>
Total i Tunes					
Illinois Library Association					
	01/07/2022		Inv. #206302 - Cain	5106 · Membership	-150.00
	01/07/2022		Inv. #208023	5110 · Trustee Development	-150.00
	01/25/2022		Inv. #206420 - Kovac	5106 · Membership	-100.00
					<u>-400.00</u>
Total Illinois Library Association					
Jersey Mikes					
	01/25/2022		Staff luncheon	5315 · Other Expenditures	-320.98
					<u>-320.98</u>
Total Jersey Mikes					
Jewel Food Stores / Jewel Osco					
	01/07/2022		Holiday Gift for cleaning staff	5203 · Maintenance Contracts	-70.83
	01/07/2022		Hot Chocolate and Treats for CSPL Staff	5315 · Other Expenditures	-61.36
	01/07/2022		Treats for Trustee Mtg.	5110 · Trustee Development	-24.53
	01/07/2022		Treats for Staff	5315 · Other Expenditures	-52.18
	01/07/2022		Holiday Gift for Security Guard	5319 · Security Service	-5.23
					<u>-214.13</u>
Total Jewel Food Stores / Jewel Osco					
Job Target					
	01/25/2022		Inv. #24637546 - Circ. Co.	5321 · Human Resources	-249.00
					<u>-249.00</u>
Total Job Target					
Kids' Table, LLC					
	01/07/2022		Inv. #CSPL1221 (Final 50% for YS Pgm.)	5501 · Youth Services Prograrr	-225.00
	01/12/2022		Inv. #CSPL0622 (50 % deposit for June 2022 pgms.)	5501 · Youth Services Prograrr	0.00
	01/18/2022		Inv. #CSPL0622 (50% deposit of June 2022 Pgms.)	5501 · Youth Services Prograrr	-225.00
					<u>-450.00</u>
Total Kids' Table, LLC					
Land's End Business Outfitters					
	01/07/2022		Staff Logo Polo - Morano	5321 · Human Resources	-43.90
					<u>-43.90</u>
Total Land's End Business Outfitters					
Libraries First					
	01/10/2022		Inv. #7977	5503 · Adult/Teen Programs	-137.50
	01/10/2022		Inv. #7977	5501 · Youth Services Prograrr	-137.50
					<u>-275.00</u>
Total Libraries First					
LIMRICC Unemployment Compensation Group					
	01/28/2022		Fourth Qtr. Ending - 12/31/2021	7103 · Unemployment Comper	-344.87
					<u>-344.87</u>
Total LIMRICC Unemployment Compensation Group					
MallChimp					
	01/07/2022		Mailchimp Subscription	5509 · Library Publicity and Prc	-87.99
	01/25/2022		Mthy. Sub charge	5509 · Library Publicity and Prc	-87.99
					<u>-175.98</u>
Total MailChimp					
Mauts, Elsa C.					
	01/25/2022		Translation services for printing instructions	5509 · Library Publicity and Prc	-63.50
					<u>-63.50</u>
Total Mauts, Elsa C.					
Michael's					
	01/07/2022		Supplies for CSPL Kit	5501 · Youth Services Prograrr	-99.95
					<u>-99.95</u>
Total Michael's					
Midwest Tape					
	01/12/2022		Several invoices	5606 · Youth Services Media	-321.31
	01/12/2022		Several invoices	5637 · Adult Media	-2,372.85
	01/12/2022		Several invoices	5651 · Digital Media	-5,368.02
					<u>-8,062.18</u>
Total Midwest Tape					
OverDrive, Inc.					
	01/12/2022		Inv. #21510058	5651 · Digital Media	-1,276.68
					<u>-1,276.68</u>
Total OverDrive, Inc.					

26

Party City	Date	Num	Memo	Account	Amount
Total Party City Paylocity	01/07/2022		YS supplies	5501 · Youth Services Program	-49.92
Total Paylocity	01/10/2022		Inv. #109452676	5311 · Payroll Service	-186.09
Paypal *Alexndrmov	01/10/2022		Inv. #109452676	5321 · Human Resources	-315.36
Total Paypal *Alexndrmov	01/10/2022		Inv. #109539202	5311 · Payroll Service	-185.84
Total Pitney Bowes Global Financial Services LL	01/07/2022		Etsy - Digital Template	5501 · Youth Services Program	-3.00
Precision Control Systems of Chicago, Inc	01/10/2022		Inv. #3105259564	5304 · Equipment Leasing	-366.75
Total Precision Control Systems of Chicago, Inc	01/10/2022		Inv. #43191	5203 · Maintenance Contracts	-1,319.00
Reckamp, Erica J.	01/10/2022		AS Pgm. - 2/10/2022	5503 · Adult/Teen Programs	-200.00
Total Reckamp, Erica J.	01/07/2022		Cookies for Dec. Bd. Mtg.	5110 · Trustee Development	-28.83
Sauers Bakery	01/10/2022		Inv. #230597	5204 · Landscape Maintenance	-1,024.00
Total Sauers Bakery	01/11/2022		Inv. #3495927813 \$28.13 less credit Inv. #3495013494 (-21	5201 · Supplies	-6.29
Sebert Landscaping, Inc.	01/11/2022		Inv. #3497116637	5201 · Supplies	-367.14
Total Sebert Landscaping, Inc.	01/11/2022		Inv. #3497116637 \$61.25 less credit Inv. #3495013496 (-1,5	5315 · Other Expenditures	-57.67
Staples	01/25/2022		Bradley Peristaltic Tubes	5202 · Maintenance/Repair	-51.57
Total Staples	01/12/2022		Inv. #9191	5410 · SWAN Consortium	-11,541.50
Sustainable Supply	01/07/2022		Snacks for HS finals after school study room	5503 · Adult/Teen Programs	-57.92
Total Sustainable Supply	01/07/2022		YS Pgm. Supplies	5501 · Youth Services Program	-18.24
Swan (System Wide Automated Network)	01/25/2022		CSPL Preschool Kit Supplies	5501 · Youth Services Program	-35.88
Total Swan (System Wide Automated Network)	01/25/2022		Feb. CSPL Kit supplies	5501 · Youth Services Program	-15.84
Target Stores	01/07/2022		Mithy. Service Plan - Auto Ren.	5308 · Business Phone	-22.52
Tracfone	01/25/2022		Mithy. Ser. Plan Auto Ren.	5308 · Business Phone	-22.50
Total Tracfone	01/12/2022		Inv. #108503	5634 · Online Resources	-45.02
Tumbleweed Press, Inc.	01/10/2022		Inv. #608267	5310 · Material Recovery Fees	-62.65
Total Tumbleweed Press, Inc.	01/10/2022		Inv. #609312	5310 · Material Recovery Fees	-62.65
Unique Management Services, Inc.	01/10/2022		Inv. #6213	5411 · Village IT Services	-125.30
Total Unique Management Services, Inc.	01/10/2022				-8,176.13
Village of Carol Stream					

28

10:06 AM

02/04/22

Accrual Basis

Carol Stream Public Library Account QuickReport January 2022

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5105 · Professional Education						
General Journal	01/31/2022	ATA0105		Reclass January, ...	-SPLIT-	12.00
Total 5105 · Professional Education						12.00
Total 5100 · Salaries						12.00
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	01/31/2022	ATA0105		Reclass January, ...	5105 · Professional...	107.06
Total 5305 · Mileage Reimbursement						107.06
5315 · Other Expenditures						
General Journal	01/31/2022	ATA0105		Reclass January, ...	5105 · Professional...	7.28
Total 5315 · Other Expenditures						7.28
5321 · Human Resources						
General Journal	01/31/2022	ATA0105		Reclass January, ...	5105 · Professional...	36.21
Total 5321 · Human Resources						36.21
Total 5300 · Business Exp.						150.55
5500 · Services						
5501 · Youth Services Programs						
General Journal	01/31/2022	ATA0105		Reclass January, ...	5105 · Professional...	18.38
Total 5501 · Youth Services Programs						18.38
Total 5500 · Services						18.38
TOTAL						180.93

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-3.63
Dexheimer, Steven	1023		12	-22.00
Kovac, Sarah	1101		11	-111.81
Pellico, Mary	1170		01	-36.21
Westgate, Susan	1139		01	-7.28

Totals for REIMB -- REIMBURSEMENT

5 Employees

-180.93

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-180.93
Totals			5	-180.93



**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
February 16, 2022**

Facility Technician Job Description

The existing Maintenance Worker job description does not reflect the current responsibilities and tasks that are undertaken by the Maintenance Worker. I will be creating a new job description for this role within the Library. I have been reviewing facility related job descriptions and pay ranges to assist me in developing a more accurate job description to reflect the actual duties and responsibilities of the position. It is still a work in progress, but a final draft will be available for review at the Human Resources Committee meeting of February 16, 2022.

Change in Pay Grade for HR (Human Resources) Manager Position

I am recommending that the pay grade for the HR Manager position be adjusted from pay grade 8 to 10. Pay grade 10 is the pay grade for all of the other Manager positions. The HR Manager is a member of the Management Team, and though they do not directly manage any individual staff members, they are responsible to ensure that the Library is compliant with all employment laws, staff recruitment, onboarding, staff development, etc. In addition, they provide counsel and guidance to the Managers regarding any staff issues that may arise. In addition to a degree in Human Resources, the Library's Human Resources Manager position also requires SPHR (Senior Professional in Human Resources) Certification (that must be maintained with C.E. credit requirements), and a minimum of five years' experience. In doing research on indeed, HR Manager average salaries in the Chicago area range from \$71,000/yr. with 1 year of experience to \$79,400+ for ten years of experience. The current pay grade 8 salary range is \$49,625-\$74,436. The recommended pay grade 10 salary range is \$65,343-\$98,012. This recommendation will be discussed at the Human Resources Committee meeting of February 16, 2022.

Staff Compensation Awards

The rationale for the recommendation of a staff monetary award/bonus is the CPI (Consumer Price Index) which was at a high of 7% for December 2021. This is the highest the CPI has been since 1981. The current twelve month CPI, January 2021-January 2022, is 7.5%. CPI represents changes in prices of all goods and services purchased for consumption by urban households. As a comparison, Social Security has done a cost of living adjustment for retirees of 5.9% for 2022. The Library is below budget this fiscal year and can easily accommodate this expense. I am recommending a one-time cash award of 3% of employees gross earnings from January 1-December 31, 2021, to be awarded before the end of the current fiscal year. As of 02/14/22 there are 47 active employees that were employed for all or part of 2021. The 2021 gross salaries for these employees is \$1,583,021.48. The cost to provide the employees with a 3% award is \$47,490.64. There are funds available in this year's budget to accommodate these awards. This recommendation will be discussed at the at the Human Resources Committee meeting of February 16, 2022.

Library Mask Guidelines

At his press conference on February 9, Governor Pritzker announced that he will be removing the indoor mask mandate, with a few exceptions, effective Monday, February 28, 2022. With this announcement, I am recommending that the Library follow this new guideline. New Library signage will encourage mask wearing, but it will no longer be required, except during our "High Risk" hours. High Risk hours are 9-10:00 am, Monday-Friday. For that hour, all patrons and staff are required to wear a mask to protect our vulnerable patrons. I am working with our Marketing Coordinator to develop positive signage for this new change.

Old Business: Approval of Staff Increases for FY 22/23

The Human Resources Committee of February 16, 2022 will continue the discussion regarding staff increase amounts for the new fiscal year. Traditionally the Library has awarded increases, based upon merit, from 0-an approved % amount. I am recommending a merit pool of 0-4% for FY 22/23.

FOIA (Freedom of Information Act) Requests

During the past few weeks I have received three FOIA request on a variety of topics. The requested information is not always easily produced, but must be filled within five business days. Here are the recent requests that were filled:

➤ January 31, 2022

Dear Freedom of Information Officer;

Under the Freedom of Information Act I'm requesting information for the new construction, renovation and/or maintenance work planned for any building owned or leased by your district which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s).

- *HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems.*
- *Architectural Metals used for weatherproofing and/or ornamental purposes.*
- *Gutters and /or Downspouts.*
- *New installation and/or replacement of lockers.*
- *New installation and/or replacement of toilet partitions.*
- *Kitchen Renovations.*
- *Current HVAC Maintenance Contracts.*

The information requested can be faxed, emailed, or mailed to the address listed on this request; whichever is more convenient for you.

This FOIA is for private use. If the required 5 Business day turnaround cannot be met, please contact me with your extension request. Thank you for your cooperation and public service,

➤ February 8, 2022

To Whom It May Concern:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), the Better Government Association requests your government body's full payroll expenditures by individual for the year 2020, including salary and all additional payments. This request for total compensation includes, but is not limited to, the following information:

- *Last name*
- *First name*
- *Middle name (or initial, if available)*

- Suffix (e.g. Sr., Jr., III et al. if available)
- Title
- Department
- Annual Base Salary
- Overtime, holiday pay, bonus compensation and any other additional payments made to employees excluding costs such as insurance, pension or benefit payments
- Start date

Please include annual compensation for any and all elected or appointed officials as well. Do not include hourly rates of pay for employees unless it is also accompanied by the total compensation for the year. If you do not have the full year 2020 data, a 2019/2020 fiscal or school year would also be acceptable.

Please provide these records electronically in a spreadsheet or delimited text format (such as an Excel file, xlsx, xls, csv or txt file extensions). Please do not respond with paper, scanned/photocopied or pdf documents if at all avoidable (Section 6(a) of the Illinois Freedom of Information Act states: "When a person requests a copy of a record maintained in an electronic format, the public body shall furnish it in the electronic format specified by the requester, if feasible.").

Finally, please respond by replying directly to this email with the requested files attached.

The Better Government Association is a nonprofit, journalism organization based in Chicago. This is for a possible news story. As such, I ask that any fees be waived as law allows. Thank you, in advance, for your assistance in fulfilling this request as soon as possible. Your help is truly appreciated.

➤ February 9, 2022

Dear FOIA Officer: Please accept this as my request for complete copies of the contracts for the architect and construction management firms that the board of trustees had approved for its library renovation project in 2019-2020. Please also include any later amendments or addendums to these contracts. This request is NOT for commercial purposes. You may simply email to me copies of these requested records to this email address, preferably in PDF. Thank you for your attention to this request.

Facility Update

The meeting room divider wall re-fabrication has been completed and we are very pleased with the result.

I recently watched a webinar on Little Free Pantries. Little Free Pantries are similar to the Little Free Libraries, except they are small walk-up Food Pantries. I would like for the Board to consider the possibility of adding a Little Free Pantry onto the Library property at the front of the west end of the building, near the staff entrance. Lemont Public Library recently installed one <http://mapping.littlefreepantry.org/pantry/2321> and Orland Park Library also has one <https://www.facebook.com/events/orland-park-public-library/teen-little-free-food-pantry-stockers-orientation/426409488789191/>. Careful planning would need to go into this project, but before moving forward, I would like to have the Board's input on this concept.

There is a small leak in the staff restroom toilet. The toilet is still under warranty and the plumber from the renovation project has been contacted and scheduled to come and make the repair.

2022/2023 Budget

I have begun preparation of the working budget for the upcoming fiscal year. To prepare as accurate a budget as possible, I use the recent audit which has the final numbers for each

budget line from the last fiscal year, our current budget and compare it to our current outlay from each budget line, review all of our current contracts, and assess our special fund accounts past, current and future costs. In addition, I include new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, etc.).

February Employee Anniversaries

Susan Grude-2/01/95-Technical Services

Narze Encarnacion-2/12/20-Circulation

Clare Meehan-2/11/97-Youth Services (25 Year Anniversary)

Adriana Albers-2/14/00-Youth Services

Susan Westgate, Library Director

34

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

	January FY 20-21	January FY 21-22	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	2,829	9,076	82,306
Videos	399	1,598	16,200
Audio	210	574	4,733
Periodicals	54	132	1,083
Other	66	248	2,260
E-books	3,550	3,318	27,308
E-Audio	2,249	2,556	21,024
E-Video	552	594	4,470
Digital magazines	734	760	8,319
Museum Passes	0	4	152
ILL - Borrowed from SWAN	4237	3,431	27,107
ILL - Borrowed from Non-SWAN	37	22	239
ILL - Loaned to SWAN	1140	650	6,514
ILL - Loaned to Non-SWAN	80	87	771
Total Circulation	16,137	23,050	202,506
Total Adult	11,156	4,566	104,388
Total Teen	74	127	1,467
Total Youth	4,907	6,935	85,210
Reciprocal Borrower Loans (incl. above)	124	956	7,103
Automatic Renewals (not incl. above)	8,020	15,023	132,862
Self Check - % of Circulation	0.01%	44.23%	41.97%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	23 / 420	34 / 339	283 / 4,231
Teen Number/Attendance	1 / 8	7 / 37	72 / 386
Youth - Number/Attendance	73 / 597	123 / 1,041	930 / 11,522
Total - Number/Attendance	90 / 1,095	164 / 1,417	1,265 / 16,139
Library Events - Number / Attendance	n/a	0 / 0	0 / 0
Outreach* - Number / Attendance	1 / 28	3 / 165	20 / 1,215
Facility Usage			
Library Visits (Door Count)	0	9,946	81,772
Curbside Pickup Transactions	2,459	222	2,335
Meeting Rooms - # of Public Bookings*	n/a	0	2
Study Rooms - # of Users*	n/a	199	1,599
Electronic Usage			
# of Database Sessions	3,750	4,589	35,378
# of Internet Sessions/Total Time	n/a	478 / 582	2,749 / 2,487
#iMac Sessions/Total Time	n/a	18 / 6	63 / 29
# of Library Website Visits	12,896	20,673	139,042
# Mobile App Views	4,257	4,347	31,751
# of Wireless Users	494	1,286	11,184

Reference Transactions			
Adult (Includes Online Chat)	792	1,224	9,051
Youth	204	386	5,816
Circulation	263	298	2,526
Total Reference Transactions	1,259	1,908	17,393

Total One-on-One Tutorials			
Adult	3	0	29
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,900	18,303	
# of Non-Resident Cards	13	11	
Total Registered Users	17,913	18,314	

Resources Owned/Licensed			
Books	59,908	63,577	
Newspapers (Print only)	24	24	
Periodicals (Print only)	135	126	
Total Print Materials	60,067	63,727	
Current Subscriptions (Print Only)	159	150	
Current E-Subscriptions	3,696	3,911	
E-Books: Downloadable	67,853	64,536	
Audio Recordings	6,511	6,865	
Audio Recordings (Downloadable)	22,931	24,988	
Videos	10,996	11,244	
Other: Video Games, Puzzles, Devices	662	729	
Databases	66	67	
Total Resources Owned/Licensed	172,782	176,067	

Professional Development Hours	84	83.50	662.50
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- *Study rooms & express computer stations available effective 6/14/21
- *Resumed Sunday hours 6/6/21
- * Seating resumed in Library 5/17/21
- * Library reopened to the public 2/1/2021
- * Library returned to Curbside only service effective 11/17/20
- * Library resumed full hours except on Sundays on 8/3/20.
- * Library reopened to the public with limited hours on 7/6/20.
- * Curbside pick-up service started 6/1/20.
- * Library closed 3/14/20 - 5/30/20 due to COVID-19.

**Assistant Director's Report
January 2022**

Primary Action Items - Administration

- Payroll
 - Payroll processing week of 1/10, 1/24
 - Final W-2s reviewed and distributed.
 - Staff Compensation Adjustments effective 1/9 and minimum wage increase.
 - Flexible spending contributions updated.
 - IMRF match rate updated to 13.02%.
 - Schedule template assignments updated for 2022.
- Unemployment Contribution Form for 4th quarter 2021 completed and sent.
- Processed honor book donations from the Friends group in honor of Mary Clemens retirement.
- Vendor 1099s prepared by Accountant.
- Staff anniversary recognition – Joyce compiled 2021 Staff Anniversary Certificates and Gift Cards that were presented at the Staff Recognition on 1/18.
- Coordination of monthly financial and Librarian statistic reports
- Updated proxy cards for new and departing staff as needed

Primary Action Items – Tech Services

- Items ordered – 539
- Items put into Circulation – 835
- Items catalogued – imported bib records & original cataloging - 155
- Item record edits/database clean-up – 645
- Bib record merges submitted to SWAN support – 11
- Conversion project items – 23
- Repair items (includes disc cleaning) - 51
- Serial record edits - 35
- Serials – Claimed Issues – 6
- J Award project - Monarch and Belpre Awards - 50% done – Barb
- Spotlight Displays – Processed Spotlight Displays back to original Home Location: Christmas JNF, and Juvenile Mystery, and new displays for Juvenile Adventures, Valentines, St. Patrick's Day NF, Black History Month DVDs and Books - Marie

Other

- Sustainable Shelves items processed - Marie, Susan
 - 1/11/2022 – 282 titles submitted / 38 approved for submission resale to B&T / Credit value \$53.68
 - 1/26/2022- 217 titles submitted / 33 approved for submission resale to B&T / Credit value \$41.15
 - \$664.57 credit applied to Software renewal for CollectionHQ and ESP rankings.
- CSD_REPAIR account review - 30 item holdings were removed; 20 pending. - Susan
- Wiki update – Take books off new procedures added. – Barb.
- Disc Cleaning Machine. Ron and Barb determined that the arm needed to be fixed.

- Monthly Librarian's Report – Year to date program statistics increased by 137 because passive programs were not reported last month. Also starting last month, the Library is counting blood drives, vaccine events, etc. as Outreach programs.

Diversity, Equity and Inclusion

- Researched vendors for True Color Bandages for first aid kit - Joyce
- CollectionHQ Diversity tool – Selectors attending training
- Scheduled ALS interpreters for MLK zoom program and in-person Board meeting.

Meeting Attendance

- Weekly Management Team meeting - Laura
- Monthly Allstaff, CollectionHQ Team - Laura, and Board meetings – Laura
- 1/12 - Wight landscape architects – Laura and Susan
- 1/25 - Emergency Preparedness Committee - Susan
- 1/27 - SWAN DUX meeting – Laura
- 1/27 - Career Online High School discussion with Athens - Laura
- 1/28 - Assistant Director's quarterly meeting - Laura

Information technology

- VOCS IT completed 25 tickets in January.
- Quickbooks software updated on three computers.
- Copier replacement toners are shipping once again.
- Public Web Browser - current license keys good through June 5, 2022. Vendor extended 6 months due to covid closures.
- Website
 - Updated Trustee biographies and Contact the Board webform
 - Started review and update project.
 - Ancestry.com - remote access ended 12/31 so website updated.
- SWAN Aspen admin and staff training started for March 15 launch of new catalog.
- Outdoor sign (Ignite) training – Laura
- Veeam (backup software) renewal – VOCS IT getting price quotes
- Second computer monitor moved from HR Manager to Business Office Assistant.
- Tracfone monthly re-fill updated to annual term.

Laura Hays

Assistant Library Director

Adult Services Department Monthly Report

January 2021

Department News:

- (Athens) Attended a three-day virtual training workshop for managers offered by HR Source, courtesy of the library. I thank the library for the opportunity and look forward to strengthening my people skills utilizing the training provided.
- Our Collection Management resource CollectionHQ offered DEI training to introduce their new collection management tool that focuses on your library's collection and diversity.
- Patrons have been enjoying seeing our Spotlight display restructure where we are highlighting diversity and trending topics at the forefront, including local Carol Stream authors
- Our popular Printing & the Library handout was translated in Spanish and now available for patrons
- Staff are gearing up for the new SWAN catalog rollout coming in April, watching training webinars offered by SWAN
- Our research databases and online resources saw a large jump from Dec to Jan, most likely due to schools restarting after winter break
- Our desk tracking software is also being utilized by circulation, as for AS we saw a big jump in reference transactions for Jan vs Dec 2021. 36% jump in inquiries.
- Tax forms were delivered from the State as well as Federal forms, we are expecting some in Spanish as well this year. These are being well received and often supplies are being replenished every few days.
- Finalized programs for upcoming print newsletter releases

Outreach Activities:

- Homebound delivery – 40 registered, delivered 30, Items delivered 197. More material and more stops this month vs Dec.
- Our Career Online High School resource has seen a jump in applications, we hope to meet and award scholarships to those entering the program come Feb 2022.
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Developing a New Job Toolkit folder for patrons, that would include resources and material to help with job searching/placement
- Created a Best of the Year Facebook Video, which we got lot of in person compliments about
- Held two Teen Volunteer Club Meetings
- Exploring Programming for 20's, 30's age group
- Developing Summer reading club plans for adults and teens, including prizes and themes
- Continued partnership programming with DuPage Garden Club
- Working with RAILS in hopes of being able to offer a non-Carol Stream User a High School scholarship sponsored by RAILS. The patron utilizes CSPL heavily and is very appreciative of us helping her without boundaries

Athens Moreno Adult Services Manager

EDI Activities:

- DEI committee for the library is researching translation services as well as establishing our mission
- Initiated passive table setups to highlight diversity as well as collections (see image for BHM)
- Explored ways to expand Summer Reading Club to include homebound and impaired patrons

Programs & Displays:

- Binge Box theme centered around Healthy Living
- Online Quiz for patrons to get recommended book suggestions
- Take N Make Wine Glasses for end of year theme
- Teen Binge Boxes offering books and movies
- Teen Dungeon & Dragons as well as Adult DnD programs
- Online Program with the DuPage Garden Club: Feeding Birds in Winter
- Virtual Program about Healing and Stress relief with Stones and Crystals
- Teen Volunteer Group Meeting
- Settle into Sleep Online Program
- In the Belly of the Beast MLK Online Program
- Finding Balance Virtual Program
- Online Book Club Discussion Group
- Star Trek: A Journey through the 90's Online Program
- Continued themed displays in lobby and on department customer display tables
- Heritage Month display for BHM

Meetings:

- Weekly Management Meetings (AM)
- DEI Collection HQ training webinar (AS Staff)
- Diversity, Equity, and Including Meeting (AM,VO,NW)
- Summer Reading Department Meeting (AS Staff)
- Department Meeting for AS staff
- 1on1 quarterly check-ins concluded

Resources and Collection News:

- Initial DEI analysis of our collection shows impressive results (see graph below)
- Exploring ways to highlight our databases with an easy-to-read handout guide
- Ordering of material continues

Athens Moreno Adult Services Manager

- Our Mango language resource will be renewed for an additional 2 years, including a added discount of \$400
- Looking to add new materials to our magazine collection (physical)
- Study rooms and computer usage rose vs Dec, including lots of patrons remote printing with the help of our new flyers

Continued Education & Training:

- Virtual Instruction: How to Create Online Classes at your library
- New Year, New Books: A First Look at 2022
- 3 Day HR Source Manager's training seminar
- Booklist YA Webinar series

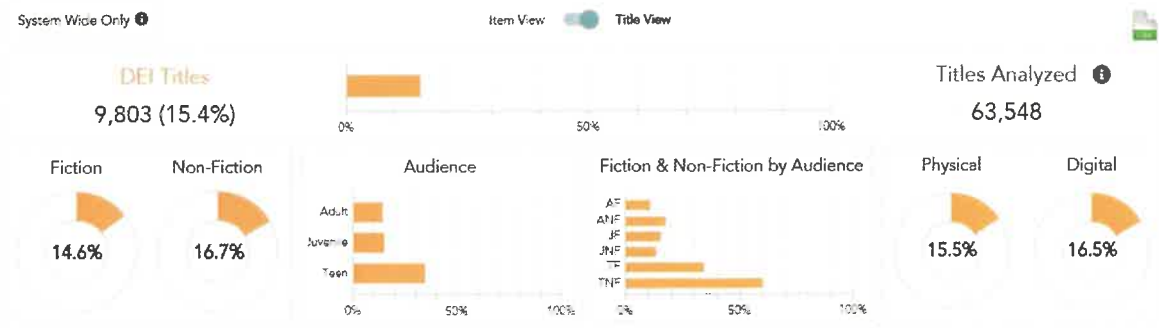
Our Black History Month passive table display, including material suggestions, flyers, and a hand created outfit by our very own Vera.



Our DEI Collection HQ resource is showing outstanding results for our collection's diversity. Library averages are about 9-15 percent and we are at the high end.

Athens Moreno Adult Services Manager

Diversity, Equity and Inclusion (DEI)



42

January 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 8,966 Checkouts and renewals
- 222 Curbside deliveries
- 60 new resident account registrations
- 1 new Special account registrations
- 26 Digital accounts checked against the database
- 16,401 Check ins
- 16,500 items shelved
- 4,274 hold requests made available

Jeri participated in:

- Management Team meetings on January 6, 13 and 20.
- Aspen kickoff meeting January 10th.
- ALLSTAFF meeting January 18th. Recognized 5 staff members for milestone anniversaries.
- SWAN's fireside chat on January 25th.
- Interviews with potential candidates for the Circulation Coordinator position on January 27th and 31st with Melanie, Mary and Susan.

In addition:

- Team member Kaitlyn Frye set up the Circulation Department's question tally software (Gimlet) and prepared staff during our department meeting, held January 30th, on how we would use it and why it is needed.
- Also at the Department meeting, Team member Michael Southwell, worked with staff to mind map the phrase "culturally responsive" and what that means to us. We had a lively discussion which left us with elevated awareness and many ideas.

Submitted by Jeri L. Cain

2/11/2022

Human Resources
Monthly Report
February 2022

Administration

- Susan and I began reviewing suggested changes to policy manual by HR Source and determining which changes the Library will implement.
- Continue to work with Allison for advertising job postings with Library resources.
- Met with Perspectives to discuss presentation options for the March 15 all-staff meeting.
- Prepared and posted OSHA report in Library workroom.

Benefits

- Shared benefit information with two new hires.

Compensation

- Attended executive session to discuss compensation situation at the Library. It was decided to adjust where most needed at the Library. Susan and I shared the adjustments with each individual.

COVID-19

- Three COVID cases managed since last monthly report.

Performance Management

- Met with Management Team to discuss timeline for upcoming Performance Reviews. Self-appraisals will be available for staff to complete in early March. When eligible merit increases will be included in May 6 paycheck.

Staffing & Onboarding

- Nancy Bartl will be joining the Library as a Circulation Coordinator on February 15. Four candidates were interviewed for the position.
- Two circulation staff have left the library Noelle Udaundo, 2/3/22 and
- Anne Layendecker, 1/31/22.
- Two circulation clerk positions have been posted and two phone interviews have taken place.

Training

- Attended Best Practices in Response to Great Resignation
- Attended Identifying Microaggressions

Submitted,
Mary Pellico

Youth Services Report January 2022

Program Highlights

- Steve Dexheimer held the program “Where Are We? A Geographical Journey for Middle Schoolers on 1/20 with 11 students in attendance. They played games with the program GeoGuessr that plops the user into a part of the world and you use clues that you see to guess where you are in the world.
- Adriana Albers and Steve Dexheimer hosted a Homeschool Hangout on 1/20 with 9 in attendance. Participants went over how to play chess and played against others in their family.
- Leigh Anne Wilson and Aneesa Iqbal hosted a Stuffed Animal Hospital on 1/17 with Dr. Mondrian Contreras who is a local veterinarian. Dr. Contreras talked about caring for pets and then did check ups with participant’s stuffed animals. He performed several surgeries to stitch up holes and talked about the special characteristics of the stuffed animal patients he was seeing.
- Andertoons led virtual drawing classes on 1/24 with a solar system theme with 8 total in attendance.
- CSPL Kits for this month for preschoolers were a Krazy Straw Threading Activity and a Puffy Penguin. For K-5th grade, it was Build a Dragon and making a Hawaiian Lei.
- Summer Reading planning has begun.

Patron Service and Reference

- 77 Binge Box requests were filled during January.
- Youth Staff had 386 interactions with the public during January.
- A few months ago, we started repeating the in person storytimes in the virtual format 1 hour after the in person version. Understanding that with high COVID numbers lingering during January, Leigh Anne Wilson began to automatically share the Zoom link with all families that signed up for the in person storytimes. This way if a family was unable or uncomfortable coming to the in person version they were able to join us online very easily.

Professional Development

- Youth Staff did 9.5 hours of training through online webinars.

Meeting Attendance

- 1/6, 13, 20 – Management Team Meeting – Amy Teske
- 1/11 – CollectionHQ Team – Amy Teske, Adriana Albers
- 1/13 – Birth to 5 Quarterly Meeting – Amy Teske
- 1/18 – All Staff
- 1/19 – Board Meeting – Amy Teske
- 1/25 – Emergency Preparedness Meeting – Clare Meehan
- 1/31 – Birth to 5 Planning Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



Marketing Report


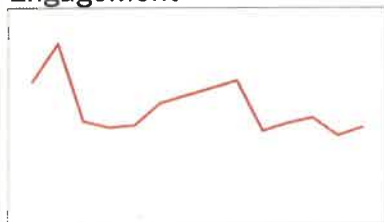
January 2022

Activities

- Promotions resulted in 186 event registrations
- Produced a digital newsletter for February events
- Coordinated with Human Resources Manager to update Jobs page on the website
- Attended outdoor sign software training and began creating and scheduling sign updates
- Blood Drive promotions resulted in 38 scheduled donors, and they collected 37 units
- Submitted a gift certificate to the Chamber of Commerce to include in their welcome to Carol Stream packet that will be distributed to new homeowners
- Hosted/Attended the Friends of the Library general meeting on January 26
 - Made updates to the Friends page on the website

Statistics:




Facebook

2,679 followers	Total impressions: 29,649	Total engagements: 2,646
Last 12 months:	<p>„Impressions</p> 	<p>Engagement</p> 

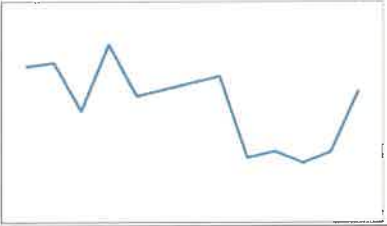

Impressions: the number of times each post was seen by anybody

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

Top three posts from January:

<p> Huge thank to Dr. Mondrian Centenas, owner of the Carol Stream Animal Hospital and children's book author. (Yes! We have his book, Too Big Toke'n, in our collection!) He visited the Library today for our Stuffed Animal Hospital program. Everyone brought their stuffles for medical treatment. He fixed everything from a sprained wrist to "a hole in the head" and told us all about life as an animal doctor.</p> <p>View photo on our multi-image post!</p> 	 <p>comicbook</p> <p>George Jetson From The Jetsons Was Born In 2022</p>	<p>Our community CRUSHED our blood drive goals! We even had 24 new donors this time. Mark your calendars now. Our next blood drive is April 28.</p> <p>CONGRATULATIONS</p> <p>Blood Drive Goal: 21 units Actual Donations: 37 units</p>  <p>We helped 111 patients!</p>
<p>People reached: 2715 Engagements: 370</p>	<p>People reached: 1567 Engagements: 144</p>	<p>People reached: 1366 Engagements: 109</p>

Twitter

Followers: 1,430	Total impressions: 24,200	Total engagement: 10,172
Last 12 months:	<p>Impressions:</p> 	<p>Engagement:</p> 

Top tweets from January:

Tweets	Top Tweets	Tweets and replies	Promoted	impressions	Engagements	Engagement rate
	<p>Carol Stream Public Library @CarolStreamPL Jan 12 Maybe that's a typo. Perhaps they meant to reverse the page number.</p> <p>View Tweet activity</p>	9,570	70	0.7%		
	<p>Carol Stream Public Library @CarolStreamPL Jan 21 The Concorde first began service on this day in 1976. #Concorde pic.twitter.com/3qjai1172l</p> <p>View Tweet activity</p>	2,629	25	1.0%		
	<p>Carol Stream Public Library @CarolStreamPL Jan 13 We are pleased to announce that per this piece of spam email we received that the library has finally achieved its dream of becoming a restaurant.</p> <p>What should we have on the menu? 🍕</p> <p>pic.twitter.com/JWnUKs4NJr</p> <p>View Tweet activity</p>	1,185	67	5.7%		

Promotional Emails

January 5	Save Your Seat For Upcoming Events	Open rate: 33.6%	Click rate: 2%
January 12	Earn A Diploma Online, On Your Own Time	Open rate: 33.3%	Click rate: 1.5%
January 19	Your February Newsletter Is Here	Open rate: 36	Click rate: 4.9%
January 26	Save Your Seat For Upcoming Events	Open rate: 33.6%%	click rate: 1.2%



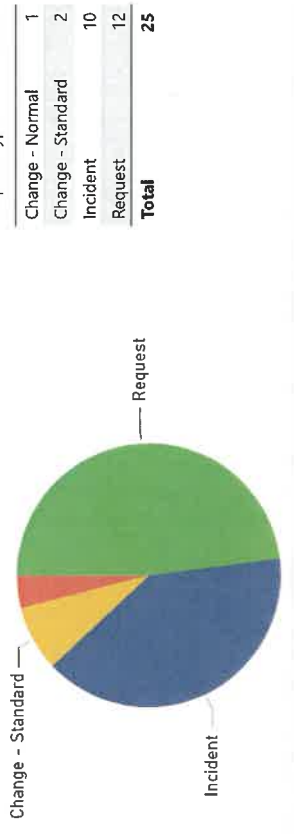
Monthly Report of IT Service

Report Range: 1/11/2022 - 1/31/2022

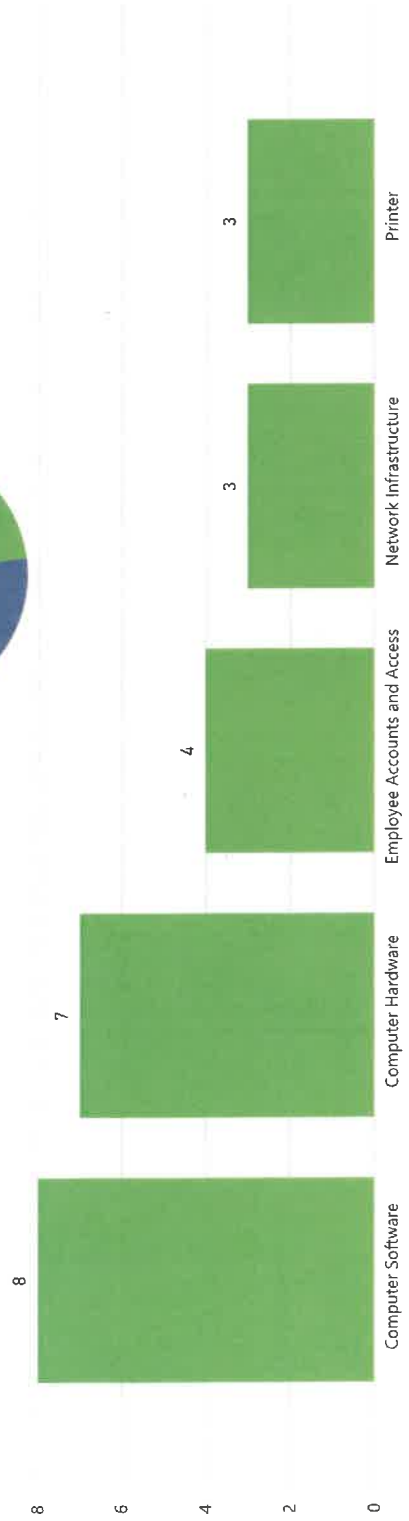
Support Tickets

25

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



CategoryName	Count
Computer Hardware	7
Computer Software	8
Employee Accounts and Access	4
Network Infrastructure	3
Printer	3
Total	25



Tickets Types Definitions:

- Requests** - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.
- Incident** - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.
- Problem** - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.
- Problem - Known** - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.