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PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF
LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM

Carol Stream Public library
616 Hiawatha Drive
Carol Stream, IL 60188

DATE: April 20, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of March 16, 2022
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2022
8. COMMITTEE REPORTS
9. NEW BUSINESS
 - 9.1 Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund
 - 9.2 Recommendation, Re: Approval of Funds Transfer of \$50,000 from the General Fund to the IMRF Fund
 - 9.3 Recommendation, Re: Approval of Funds Transfer of \$5,000 from the General Fund to the Liability Fund
 - 9.4 Recommendation, Re: Approval of Funds Transfer of \$220,000 from the General Fund to the Building Renovation Loan Fund
 - 9.5 Recommendation, Re: Approval of Additional Principal Payment of \$220,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

9.6 Recommendation, Re: Approval of Library Closing on Saturday, July 2, 2022

10. DISBURSEMENTS

10.1 Approval of Disbursements of March 1-31, 2022 plus the Addendum for the Meeting of April 20, 2022

11. REPORT OF THE LIBRARY DIRECTOR

12. MONTHLY STAFF REPORTS

13. UNFINISHED BUSINESS

None

14. BOARD MEMBER REPORTS

15. 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: March 16, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:07p.m.

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

Carol Stream resident Tara Leszczewicz was administered the Oath of Office for Library Trustee

3. Roll Call

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno and Circulation Manager Jeri Cain

4. PUBLIC PARTICIPATION – Resident Ted Lane shared comments regarding service he had received at the Library.

5. CONSENT AGENDA

Trustee Olson moved and Trustee Hudspeath seconded the establishment of a Consent Agenda for the Regular Meeting of March 16, 2022. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

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

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

5.1 Minutes of the Special Board Meeting of March 7, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2022

5.3 Approval of Disbursements of February 1-28, 2022 plus the Addendum for the Meeting of March 16, 2022

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

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

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 February 1-28, 2022 plus the Addendum for the meeting of March 16, 2022 in the amount of \$121,414.08.

6. APPROVAL OF MINUTES

6.1 Minutes of the Regular Board meeting of February 16, 2022

Trustee Lynch moved and Trustee Patel seconded that the minutes of the February 16, 2022 minutes be approved as amended. Motion approved.

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

Nays 0

Abstain 1 Trustee Leszczewicz

Absent..... None

7. COMMITTEE REPORTS

Human Resources Committee Chair Trustee Patel stated that at the HR Committee meeting of March 16, 2022, the members came to a consensus to recommend approval of staff compensation as discussed in Executive Session.

8. NEW BUSINESS

8.1 Recommendation, Re: Review and Approval of FY2023 Working budget

Trustee Lynch moved and Trustee Larimer seconded that the Library Board of Trustees approve the FY2023 working Budget. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

Background information:

Finance Committee Chair Trustee Rogers met with Director Westgate and reviewed the budget. The working budget for the upcoming fiscal year had been prepared for Trustee review and approval. To prepare as accurate a budget as possible, the Director reviews the recent audit which has the final numbers for each budget line from the last fiscal year, the Library’s current budget and compares it to the current outlay from each budget line, reviews all of the current contracts, and assesses the special fund accounts past, current and future costs. In addition, any new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IMRF, health insurance costs, etc.). An overview of notable changes to

any budget lines from the current year’s budget is presented in a document for Trustee review. Trustee Rogers stated that the budget was in good shape and reviewed a few of the notable changes. There was a reduction in printing and the Library’s business phone expenses have also gone down. Capital items included additional security cameras in the location of a future Little Free Pantry.

8.2 Recommendation, Re: Approval of Compensation as Discussed in Executive Session on March 16, 2022.

Trustee Lynch moved and **Trustee Larimer seconded** that the Library Board of Trustees approve the staff compensation discussed in Executive Session on March 16, 2022. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

Background information:

The Board discussed a cash award for the Director and staff for their dedication and work and services during 2021 and came to a consensus that the taxes be paid by the employer so that staff receive the net amount awarded.

9. REPORT OF THE LIBRARY DIRECTOR

Trustee Lynch stated that the Friends of the Library were very generous in their donations of a Career Online High School scholarship and funds to purchase books for the Youth Services 1000 Books before Kindergarten program and thanked them for their support. Trustee Rogers commented that the Geek Fest! in May looked interesting and offered to volunteer at the event. Trustee Larimer thanked IT Manager Marc Talavera for his Veeam report but had some additional questions on the ransomware status. Director Westgate will have the IT Manager contact Trustee Larimer directly to answer his questions. The Trustees are looking forward to the Traveling Exhibit on African American Illustrators that is coming in April.

10. MONTHLY STAFF REPORTS

Trustee Lynch was interested that the Adult Services Desk Tracker software showed an increase in Teen inquiries. Adult Services Manager Moreno stated that data from the desk tracker will be used to guide future service decisions. Trustee Rogers stated that it was promising to see that the Youth Services storytimes were fully booked. It is a sign that things are returning to normal. Trustee Lynch found it interesting that an American Sign Language student from C.O.D. would be doing their practicum in the Youth Services department.

11. BOARD MEMBER REPORTS-Trustee Olson reported that a person interested in moving to Carol Stream, was very impressed by their visit to the Library.

12. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:40 p.m.

April 20, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,916,532.87	\$ (324,449.70)	\$ 2,592,083.17
Working Cash	50,976.10	9.65	50,985.75
FICA	121,235.77	(16,389.77)	104,846.00
IMRF	85,405.18	(23,454.54)	61,950.64
Liability Insurance	9,677.09	(522.75)	9,154.34
Audit	6,823.52	1.49	6,825.01
Capital Maintenance & Repair	1,520,325.77	(2,116.80)	1,518,208.97
Building Renovation Loan	<u>3,485.21</u>	<u>19.65</u>	<u>3,504.86</u>
TOTAL ALL FUNDS	<u>\$ 4,714,461.51</u>	<u>\$ (366,902.77)</u>	<u>\$ 4,347,558.74</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 3/31/22

Nancy Olson, Board Treasurer 3/31/22

Susan Westgate, Library Director 3/31/22

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 197,266.17
WEST SUBURBAN BANK	PAYROLL	75,273.00
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,057,349.99
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,016,311.55
PROPAY	ELECTRONIC	588.03
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,347,558.74</u>

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

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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 March 31, 2022 and February 28, 2022, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date March 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

April 6, 2022

In Association With:

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



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

	Mar 31, 22	Feb 28, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	197,266.17	229,723.38	-32,457.21
10-1008 · WSB Payroll Account	75,273.00	106,951.79	-31,678.79
10-1014 · Illinois Funds-Prime	3,016,311.55	3,015,606.65	704.90
10-1024 · WSB Money Market Acct	1,057,349.99	1,360,603.41	-303,253.42
10-1025 · ProPay	588.03	806.28	-218.25
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,755,475.57	-1,797,928.64	42,453.07
Total 10-1000 · Library Fund Cash	2,592,083.17	2,916,532.87	-324,449.70
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,985.75	50,976.10	9.65
30-1190 · Allocated Cash-FICA Fund	104,846.00	121,235.77	-16,389.77
40-1090 · Allocated Cash-IMRF Fund	61,950.64	85,405.18	-23,454.54
50-1090 · Allocated Cash-Liability Fund	9,154.34	9,677.09	-522.75
60-1090 · Allocated Cash-Audit Fund	6,825.01	6,823.52	1.49
70-1090 · Allocated Cash-Capital R&M Fund	1,518,208.97	1,520,325.77	-2,116.80
80-1090 · Allocated Cash-Debt Service	3,504.86	3,485.21	19.65
Total 1190 · Allocated Cash-Fund Balances	1,755,475.57	1,797,928.64	-42,453.07
Total Checking/Savings	4,347,558.74	4,714,461.51	-366,902.77
Total Current Assets	4,347,558.74	4,714,461.51	-366,902.77
TOTAL ASSETS	4,347,558.74	4,714,461.51	-366,902.77
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	438,151.30	805,054.07	-366,902.77
Total Equity	4,347,558.74	4,714,461.51	-366,902.77
TOTAL LIABILITIES & EQUITY	4,347,558.74	4,714,461.51	-366,902.77

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

	Mar 22	May '21 - Mar 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	12,522.59	68,547.31	44,000.00	155.79%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	756.94	5,579.87	15,100.00	36.95%
Total 3200 · Interest Income	756.94	5,579.87	16,100.00	34.66%
3300 · Patron Payments				
3301 · Fines & Fees	391.57	4,715.83	10,000.00	47.16%
3302 · Public Copy Payments	896.28	5,707.70	12,000.00	47.56%
3303 · Non-Resident Card Fees	34.81	1,440.51	2,000.00	72.03%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,322.66	11,864.04	25,000.00	47.46%
3400 · Donations	2,740.00	16,609.90	5,000.00	332.2%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	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	78.81	2,183.35	5,000.00	43.67%
Total Income	17,421.00	3,876,036.59	3,831,211.00	101.17%
Gross Profit	17,421.00	3,876,036.59	3,831,211.00	101.17%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	74,264.70	553,604.00	603,000.00	91.81%
5102 · Non-Exempt Staff Salaries	138,464.90	1,059,729.78	1,279,300.00	82.84%
5103 · Custodial Salaries	6,086.80	66,224.25	78,000.00	84.9%
5105 · Professional Education	0.00	4,569.42	15,000.00	30.46%
5106 · Membership	488.00	3,368.00	4,000.00	84.2%
5107 · Life Insurance	145.96	1,600.70	2,000.00	80.04%
5108 · Health Insurance	15,251.30	159,749.79	250,000.00	63.9%
5109 · Benefits, other	108.30	2,253.03	2,000.00	112.65%
5110 · Trustee Development	0.00	412.81	3,000.00	13.76%
Total 5100 · Salaries	234,809.96	1,851,511.78	2,236,300.00	82.79%
5200 · Plant Maint.				
5201 · Supplies	1,792.68	12,966.17	20,000.00	64.83%
5202 · Maintenance/Repair	405.69	3,732.25	10,000.00	37.32%
5203 · Maintenance Contracts	6,929.00	42,276.77	42,000.00	100.66%

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

	Mar 22	May '21 - Mar 22	Annual Budget	% of Budget
5204 · Landscape Maintenance/Snow Remo	1,738.00	10,831.28	15,000.00	72.21%
5205 · Furniture/Equipment	0.00	3,829.00	10,000.00	38.29%
5206 · Electric-Comm Edison	6,918.73	44,746.19	45,000.00	99.44%
5207 · Water/Sewer	100.54	4,807.32	10,000.00	48.07%
5208 · Insurance (Property)	0.00	10,273.00	11,000.00	93.39%
Total 5200 · Plant Maint.	17,884.64	133,461.98	163,000.00	81.88%
5300 · Business Exp.				
5301 · Postage	5,060.98	5,398.19	6,000.00	89.97%
5302 · Office & Equipment Supplies	369.03	5,151.14	7,000.00	73.59%
5303 · Printing	0.00	232.88	4,000.00	5.82%
5304 · Equipment Leasing	1,197.69	15,472.53	17,000.00	91.02%
5305 · Mileage Reimbursement	38.96	365.62	2,000.00	18.28%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	411.18	7,174.16	12,000.00	59.79%
5309 · Accounting Service	1,100.00	10,350.00	15,000.00	69.0%
5310 · Material Recovery Fees	179.00	948.70	1,000.00	94.87%
5311 · Payroll Service	1,472.75	6,999.73	7,500.00	93.33%
5312 · Attorney Fees	281.25	1,931.25	8,000.00	24.14%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	153.88	3,661.32	7,000.00	52.31%
5317 · Bank & Credit Card Fees	0.00	152.15	100.00	152.15%
5319 · Security Service	1,421.28	9,334.59	21,000.00	44.45%
5320 · Donation Recd Expense	2,075.18	12,075.18		
5321 · Human Resources	637.54	12,017.45	10,000.00	120.18%
Total 5300 · Business Exp.	14,398.72	99,020.34	126,200.00	78.46%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	199.00	5,124.30	10,000.00	51.24%
5402 · ISP and Web page hosting	1.50	6,221.42	16,500.00	37.71%
5403 · Computer Software	6,998.15	12,803.74	18,000.00	71.13%
5404 · Tech Support & Repair	0.00	14,884.42	15,000.00	99.23%
5405 · Technical Services Supplies	781.46	4,293.63	5,000.00	85.87%
5406 · Circulation Supplies	768.30	2,406.48	6,000.00	40.11%
5408 · Tech Serv Online Resources	4,230.00	14,159.43	16,500.00	85.82%
5409 · RBP/ILL Expenses	0.00	109.00	500.00	21.8%
5410 · SWAN Consortium	0.00	34,624.50	47,000.00	73.67%
5411 · Village IT Services	8,176.13	89,243.72	98,000.00	91.07%
5400 · Automat. & Dept. Oper. - Other	-37.98	0.00		
Total 5400 · Automat. & Dept. Oper.	21,116.56	183,870.64	232,500.00	79.08%
5500 · Services				
5501 · Youth Services Programs	2,754.88	29,440.11	32,000.00	92.0%
5502 · Summer Reading Program -- Youth	-196.20	0.00		
5503 · Adult/Teen Programs	3,730.51	16,238.94	29,000.00	56.0%
5505 · Library Newsletter	5,597.58	5,597.58	47,000.00	11.91%
5506 · Youth Services Publicity	137.31	137.31		

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

	Mar 22	May '21 - Mar 22	Annual Budget	% of Budget
5509 · Library Publicity and Promotion	1,000.00	11,384.62	20,000.00	56.92%
5510 · Reference Services Expenses	-6.99	0.00		
Total 5500 · Services	13,017.09	62,798.56	128,000.00	49.06%
5600 · Collection				
5601 · Youth Services Books	3,208.07	34,722.89	50,000.00	69.45%
5603 · Youth Services Paperbacks	-134.89	0.00		
5606 · Youth Services Media	2,870.24	14,530.12	25,000.00	58.12%
5630 · Adult Books	6,191.74	55,655.18	75,000.00	74.21%
5634 · Online Resources	1,753.00	16,509.83	45,000.00	36.69%
5635 · Magazines & Newspapers	559.43	11,290.53	11,000.00	102.64%
5637 · Adult Media	3,764.52	21,846.98	50,000.00	43.69%
5651 · Digital Media	13,298.38	86,505.41	100,000.00	86.51%
5652 · Grant/Award Expense	8,754.00	58,646.11	49,650.00	118.12%
Total 5600 · Collection	40,264.49	299,707.05	405,650.00	73.88%
6600 · Payroll Expenses				
6610 · FICA Expense	16,409.96	128,865.70	150,000.00	85.91%
6620 · Illinois Municipal Retirement F	23,470.64	198,538.38	220,000.00	90.25%
Total 6600 · Payroll Expenses	39,880.60	327,404.08	370,000.00	88.49%
7101 · Liability Insurance	0.00	18,609.00	19,000.00	97.94%
7102 · Risk Management expense	524.85	2,119.35	3,000.00	70.65%
7103 · Unemployment Compensation Insur	0.00	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	2,426.86	37,545.20	125,000.00	30.04%
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	2,426.86	74,012.54	249,000.00	29.72%
7500 · Special Capital Projects				
7505 · Recover Partition Wall	0.00	8,865.00	15,000.00	59.1%
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	37,596.91	55,000.00	68.36%
Total Expense	384,323.77	3,103,424.28	4,005,650.00	77.48%
Net Ordinary Income	-366,902.77	772,612.31	-174,439.00	-442.91%
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%

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

Net Other Income
Net Income

Mar 22	May '21 - Mar 22	Annual Budget	% of Budget
0.00	-334,461.01	-234,561.00	142.59%
-366,902.77	438,151.30	-409,000.00	-107.13%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 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	12,522.59	68,547.31	0.00	0.00	0.00	0.00
3200 · Interest Income	377.70	2,784.23	9.65	71.15	20.19	148.85
3300 · Patron Payments	1,322.66	11,795.85	0.00	68.19	0.00	0.00
3400 · Donations	2,740.00	16,609.90	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	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	78.81	2,183.35	0.00	0.00	0.00	0.00
Total Income	17,041.76	3,329,109.91	9.65	139.34	20.19	127,309.38
Gross Profit	17,041.76	3,329,109.91	9.65	139.34	20.19	127,309.38
Expense						
5100 · Salaries	234,809.96	1,851,511.78	0.00	0.00	0.00	0.00
5200 · Plant Maint.	17,884.64	133,461.98	0.00	0.00	0.00	0.00
5300 · Business Exp.	14,398.72	99,020.34	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	21,116.56	183,870.64	0.00	0.00	0.00	0.00
5500 · Services	13,017.09	62,798.56	0.00	0.00	0.00	0.00
5600 · Collection	40,264.49	299,707.05	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	24,012.80	0.00	0.00	16,409.96	128,865.70
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	341,491.46	2,654,383.15	0.00	0.00	16,409.96	128,865.70
Net Ordinary Income	-324,449.70	674,726.76	9.65	139.34	-16,389.77	-1,556.32

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 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	-324,449.70	674,726.76	9.65	139.34	-16,389.77	-1,556.32

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 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	16.10	118.69	2.10	15.47	1.49	10.98
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	16.10	151,628.68	2.10	20,305.41	1.49	10,833.77
Gross Profit	16.10	151,628.68	2.10	20,305.41	1.49	10,833.77
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	23,470.64	174,525.58	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	18,609.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	524.85	2,119.35	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	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	23,470.64	174,525.58	524.85	22,191.40	0.00	11,849.00
Net Ordinary Income	-23,454.54	-22,896.90	-522.75	-1,885.99	1.49	-1,015.23

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 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	-23,454.54	-22,896.90	-522.75	-1,885.99	1.49	-1,015.23

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 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	12,522.59	68,547.31
3200 · Interest Income	310.06	2,285.65	19.65	144.85	756.94	5,579.87
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,322.66	11,864.04
3400 · Donations	0.00	0.00	0.00	0.00	2,740.00	16,609.90
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	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	78.81	2,183.35
Total Income	310.06	2,285.65	19.65	234,424.45	17,421.00	3,876,036.59
Gross Profit	310.06	2,285.65	19.65	234,424.45	17,421.00	3,876,036.59
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	234,809.96	1,851,511.78
5200 · Plant Maint.	0.00	0.00	0.00	0.00	17,884.64	133,461.98
5300 · Business Exp.	0.00	0.00	0.00	0.00	14,398.72	99,020.34
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	21,116.56	183,870.64
5500 · Services	0.00	0.00	0.00	0.00	13,017.09	62,798.56
5600 · Collection	0.00	0.00	0.00	0.00	40,264.49	299,707.05
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	39,880.60	327,404.08
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,609.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	524.85	2,119.35
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	1,463.05
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,849.00
7400 · Capital Expenditures	2,426.86	74,012.54	0.00	0.00	2,426.86	74,012.54
7500 · Special Capital Projects	0.00	37,596.91	0.00	0.00	0.00	37,596.91
Total Expense	2,426.86	111,609.45	0.00	0.00	384,323.77	3,103,424.28
Net Ordinary Income	-2,116.80	-109,323.80	19.65	234,424.45	-366,902.77	772,612.31

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 22	Mar 22	May '21 - Mar 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	-2,116.80	-109,323.80	19.65	-100,036.56	-366,902.77	438,151.30

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Carol Stream Public Library Expenses by Vendor Detail March 2022

2:45 PM

04/05/2022

Accrual Basis

Date	Num	Memo	Account	Amount
03/30/2022		Inv. #12483909	5319 · Security Service	-1,421.28
				-1,421.28
03/29/2022		Inv. #486866775567	5401 · Automation Hardware	-199.00
03/29/2022		Inv. #465488785856	5601 · Youth Services Books	-29.20
03/29/2022		Inv. #777479795749	5601 · Youth Services Books	-27.87
03/29/2022		Inv. #4447677577396	5601 · Youth Services Books	-40.89
03/29/2022		Inv. #5688395675849	5601 · Youth Services Books	-20.98
03/29/2022		Inv. #433853395536	5606 · Youth Services Media	-32.58
03/29/2022		Inv. #648767556835	5201 · Supplies	-75.74
03/29/2022		Inv. #843789673683	5501 · Youth Services Programs	-268.64
03/29/2022		Inv. #996737375986	5201 · Supplies	-11.70
03/29/2022		Inv. #958767997677	5201 · Supplies	-54.98
03/29/2022		Inv. #464747463786	5503 · Adult/Teen Programs	-92.02
03/29/2022		Inv. #749896355383	5503 · Adult/Teen Programs	-104.43
03/29/2022		Inv. #749896355383	5630 · Adult Books	-139.88
03/29/2022		Inv. #878456897547	5302 · Office & Equipment Supplies	-163.33
03/29/2022		Inv. #458463664576	5501 · Youth Services Programs	-23.73
03/29/2022		Inv. #743444595654	5501 · Youth Services Programs	-94.76
03/29/2022		Inv. #756947493796	5201 · Supplies	-47.56
03/29/2022		Inv. #44533897953	5201 · Supplies	-16.45
03/29/2022		Inv. #695539643433	5201 · Supplies	-8.99
03/29/2022		Inv. #663496636535	5503 · Adult/Teen Programs	-8.99
03/29/2022		Inv. #439937634447	5201 · Supplies	-202.76
03/29/2022		Inv. #453548664434	5201 · Supplies	-55.32
03/29/2022		Inv. #456735989674	5501 · Youth Services Programs	-181.71
03/29/2022		Inv. #547333544378	5503 · Adult/Teen Programs	-53.97
03/29/2022		Inv. #664694773385	5201 · Supplies	-55.49
03/29/2022		Inv. #664694773385	5202 · Maintenance/Repair	-5.69

Allied Universal Security Services

Total Allied Universal Security Services

AMAZON/SYNCB

Date	Num	Memo	Account	Amount
03/29/2022		Inv. #579463583574	5506 · Youth Services Publicity	-125.88
03/29/2022		Inv. #848863443639	5506 · Youth Services Publicity	-11.43
03/29/2022		Inv. #943769954647	5302 · Office & Equipment Supplies	-27.23
03/29/2022		Inv. #985586678737	5503 · Adult/Teen Programs	-14.20
03/29/2022		Inv. #985586678737	5630 · Adult Books	-42.97
03/29/2022		Inv. #448638999975	5501 · Youth Services Programs	-31.50
03/29/2022		Inv. #878975538347	5503 · Adult/Teen Programs	-375.05
03/29/2022		Inv. #76458359964	5503 · Adult/Teen Programs	-58.75
03/29/2022		Inv. #566495834659	5501 · Youth Services Programs	-202.76
03/29/2022		Inv. #435789364784	5501 · Youth Services Programs	-293.30
03/29/2022		Inv. #457345377445	5501 · Youth Services Programs	-157.96
03/29/2022		Inv. #468987756954	5503 · Adult/Teen Programs	-1,273.59
03/29/2022		Inv. #648683936359	5501 · Youth Services Programs	-22.99
03/29/2022		Inv. #776347873636	5501 · Youth Services Programs	-19.34
				<u>-4,673.61</u>
Total AMAZON/SYNCB				
American Library Association				
03/08/2022		Mbrship Renewal - Moreno	5106 · Membership	-228.00
				<u>-228.00</u>
Total American Library Association				
Ancel Glink, P.C.				
03/09/2022		Statement #87584	5312 · Attorney Fees	-281.25
				<u>-281.25</u>
Total Ancel Glink, P.C.				
Anderson Pest Solutions				
03/08/2022		Inv. #13640827	5203 · Maintenance Contracts	-105.00
03/30/2022		Inv. #14493533	5203 · Maintenance Contracts	-105.00
				<u>-210.00</u>
Total Anderson Pest Solutions				
ATA Group, LLP (Assoc McClure Inserra CPA				
03/08/2022		Inv. #10396	5309 · Accounting Service	-1,100.00
				<u>-1,100.00</u>
Total ATA Group, LLP (Assoc McClure Inserra CPA				
Baker & Taylor				
03/08/2022		Inv. #NS22020088	5408 · Tech Serv Online Resources	-4,230.00
03/08/2022		Inv. #NS22020234	5651 · Digital Media	-8,332.70
03/15/2022		Several invoices	5601 · Youth Services Books	-2,977.80
03/15/2022		Several invoices	5606 · Youth Services Media	-155.94

	Date	Num	Memo	Account	Amount
Total Baker & Taylor Brodart Co.	03/15/2022		Several invoices	5630 · Adult Books	-4,069.01 -19,765.45
Total Brodart Co. CAIRS	03/08/2022		Inv. #597075	5405 · Technical Services Supplies	-124.18 -124.18
Total CAIRS	03/08/2022		Inv. #50387	5315 · Other Expenditures	-124.00
Carol Stream Chamber of Commerce	03/08/2022		Inv. #50387	5503 · Adult/Teen Programs	-194.00 -318.00
Total Carol Stream Chamber of Commerce	03/08/2022		Inv. #8820	5106 · Membership	-260.00 -260.00
Case Lots, Inc.	03/30/2022		Inv. #10410	5201 · Supplies	-437.80 -437.80
Total Case Lots, Inc. CDW Governmental Inc.	03/08/2022		Inv. #S482805	5403 · Computer Software	-6,203.15 -6,203.15
Total CDW Governmental Inc. Center Point for Large Print Books	03/08/2022		Inv. #1914520	5630 · Adult Books	-141.42 -141.42
Total Center Point for Large Print Books Chicago Sun-Times	03/30/2022		52 wks. Renewal - Apr. 2022-23	5635 · Magazines & Newspapers	-421.20 -421.20
Total Chicago Sun-Times Comcast (internet)	03/08/2022		Internet Service: 3/2 - 4/1/2022	5402 · ISP and Web page hosting	-239.90 -239.90
Total Comcast (internet) Comcast (phone)	03/11/2022		Inv. #142027623	5308 · Business Phone	-411.18 -411.18
Total Comcast (phone) ComEd	03/30/2022		Service: 2/18 - 3/21/2022	5206 · Electric-Comm Edison	-6,918.73

	Date	Num	Memo	Account	Amount
Total ComEd					-6,918.73
Complete Cleaning Co., Inc.					
	03/08/2022		Inv. #C20167	5203 · Maintenance Contracts	-1,900.00
	03/30/2022		Inv. #C20422	5203 · Maintenance Contracts	-800.00
	03/30/2022		Inv. #C20440	5203 · Maintenance Contracts	-2,700.00
					<u>-5,400.00</u>
Total Complete Cleaning Co., Inc.					
Consumers' Checkbook					
	03/30/2022		Inv. #CH11234084E2022	5634 · Online Resources	-283.00
					<u>-283.00</u>
Total Consumers' Checkbook					
D & Z House of Books					
	03/08/2022		Inv. #2022/1152797	5630 · Adult Books	-514.24
					<u>-514.24</u>
Total D & Z House of Books					
Demco					
	03/08/2022		Inv. #7081347	5405 · Technical Services Supplies	-288.55
					<u>-288.55</u>
Total Demco					
Direct Paper Supply					
	03/11/2022		Inv. #1589248	5406 · Circulation Supplies	-129.90
					<u>-129.90</u>
Total Direct Paper Supply					
Filament Theatre					
	03/30/2022		YS pgms. 4/15/2022	5501 · Youth Services Programs	-350.00
					<u>-350.00</u>
Total Filament Theatre					
Findaway World, LLC					
	03/08/2022		Inv. #379175	5405 · Technical Services Supplies	-179.94
	03/08/2022		Inv. #381855	5405 · Technical Services Supplies	-51.85
	03/30/2022		Inv. #382082 (Freight - \$25.74 and JM	5606 · Youth Services Media	-2,033.46
	03/30/2022		Inv. #383563	5637 · Adult Media	-232.88
	03/30/2022		Inv. #383563	5606 · Youth Services Media	-183.94
					<u>-2,682.07</u>
Total Findaway World, LLC					
Forest Preserve District of DuPage Co.					
	03/11/2022		Inv. #1001081.090	5501 · Youth Services Programs	-50.00
					<u>-50.00</u>
Total Forest Preserve District of DuPage Co.					
Fox Valley Fire & Safety Company, Inc.					
	03/11/2022		Inv. #IN00506793	7102 · Risk Management expense	-524.85
					<u>-524.85</u>

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Total Fox Valley Fire & Safety Company, Inc.

Gale/Cengage Learning Inc.

Date	Num	Memo	Account	Amount
03/08/2022		Inv. #77321953	5630 · Adult Books	-52.48
03/08/2022		Inv. #77281543	5630 · Adult Books	-111.71
03/08/2022		Inv. #77290139	5630 · Adult Books	-83.22
03/08/2022		Inv. #77290462	5630 · Adult Books	-56.98
03/08/2022		Inv. #77342954	5630 · Adult Books	-28.49
03/08/2022		Inv. #77342663	5630 · Adult Books	-28.49
03/08/2022		Inv. #77393702	5630 · Adult Books	-26.99
03/08/2022		Inv. #77393067	5630 · Adult Books	-25.49
03/08/2022		Inv. #77394054	5630 · Adult Books	-81.72
03/30/2022		Inv. #77507981	5630 · Adult Books	-56.98
03/30/2022		Inv. #77509568	5630 · Adult Books	-28.49
03/30/2022		Inv. #77509277	5630 · Adult Books	-28.49
03/30/2022		Inv. #77404657	5630 · Adult Books	-84.72
03/30/2022		Inv. #77469615	5630 · Adult Books	-77.22
03/30/2022		Inv. #77448730	5630 · Adult Books	-56.98
03/30/2022		Inv. #77448416	5630 · Adult Books	-55.48
				<u>-883.93</u>

Total Gale/Cengage Learning Inc.

Garvey's Office Products

03/08/2022		Inv. #PINV2223706	5302 · Office & Equipment Supplies	-42.46
03/08/2022		Inv. #PINV2223553	5302 · Office & Equipment Supplies	-123.02
03/08/2022		Inv. #PINV2223553	5501 · Youth Services Programs	-171.52
03/08/2022		Inv. #PINV2223553	5405 · Technical Services Supplies	-98.96
03/08/2022		Inv. #PINV2223553	5503 · Adult/Teen Programs	-215.80
03/30/2022		Inv. #PINV2225642	5503 · Adult/Teen Programs	-63.03
03/30/2022		Inv. #PINV2227451	5201 · Supplies	-35.90
03/30/2022		Inv. #PINV2227918	5201 · Supplies	-30.70
				<u>-781.39</u>

Total Garvey's Office Products

Goddard, Leslie

03/08/2022		AS Pgm - 3/22/2022	5503 · Adult/Teen Programs	-300.00
				<u>-300.00</u>

Total Goddard, Leslie

GreatAmerica Financial Services

	Date	Num	Memo	Account	Amount
Total GreatAmerica Financial Services	03/08/2022		Inv. #31093484	5304 · Equipment Leasing	0.00
Home Depot Credit Services	03/30/2022		Inv. #31298007	5304 · Equipment Leasing	-1,197.69
					-1,197.69
Total Home Depot Credit Services	03/09/2022		Inv. #232430	5201 · Supplies	-50.20
					-50.20
Ingram Library Services	03/30/2022		Inv. #67449211	5637 · Adult Media	-166.66
	03/30/2022		Inv. #67448292	5637 · Adult Media	-1,199.19
	03/30/2022		Inv. #67448293	5637 · Adult Media	-60.84
	03/30/2022		Inv. #67447617	5637 · Adult Media	-793.19
	03/30/2022		Inv. #67446544	5637 · Adult Media	-112.18
	03/30/2022		Inv. #67447409	5637 · Adult Media	-60.84
	03/30/2022		Inv. #67447407	5637 · Adult Media	-241.81
					-2,634.71
Total Ingram Library Services	03/09/2022		Fancy Feet Pgms.: 1/10, 2/7, 3/7 and 4/5501 · Youth Services Programs		-200.00
M Dance Center LLC - dba Flourish Dance					-200.00
Total M Dance Center LLC - dba Flourish Dance	03/08/2022		AS Poetry Wksp. - 4/9/2022	5503 · Adult/Teen Programs	-250.00
Maney, John					-250.00
Total Maney, John	03/08/2022		AS Quilt Pgm. - 3/24/2022	5503 · Adult/Teen Programs	-350.00
Martin, Constance L.					-350.00
Total Martin, Constance L.	03/14/2022		Several invoices	5606 · Youth Services Media	-464.32
Midwest Tape	03/14/2022		Several invoices	5637 · Adult Media	-896.93
	03/14/2022		Several invoices	5651 · Digital Media	-5,232.64
					-6,593.89
Total Midwest Tape	03/08/2022		Inv. #850815-00	5630 · Adult Books	-243.90
MNI					-243.90
Total MNI					
New Reader's Press					

	Date	Num	Memo	Account	Amount
Total New Reader's Press NextWaveSTEM, LLC	03/08/2022		Sales Order #15102	5635 · Magazines & Newspapers	-60.23 -60.23
Total NextWaveSTEM, LLC OverDrive, Inc.	03/10/2022		YS Pgm. - 3/31/2022	5501 · Youth Services Programs	-570.00 -570.00
	03/08/2022		Inv. #MA22068384	5651 · Digital Media	-3,487.04
	03/08/2022		Inv. #MG22061974	5651 · Digital Media	-5,000.00 -8,487.04
Total OverDrive, Inc. Paylocity	03/08/2022		Inv. #109773619	5311 · Payroll Service	-771.90
	03/08/2022		Inv. #109773619	5321 · Human Resources	-308.79
	03/08/2022		Inv. #109853449	5311 · Payroll Service	-186.64
	03/30/2022		Inv. #109968996	5311 · Payroll Service	-172.57
	03/30/2022		Inv. #109932391	5311 · Payroll Service	-341.64
	03/30/2022		Inv. #109932391	5321 · Human Resources	-315.36 -2,096.90
Total Paylocity PermaBound Books	03/08/2022		Inv. #1913560-00	5601 · Youth Services Books	-63.06
	03/08/2022		Inv. #1919151-00	5601 · Youth Services Books	-27.29
	03/30/2022		Inv. #1919151-01	5601 · Youth Services Books	-20.98 -111.33
Total PermaBound Books Pitney Bowes - Reserve Account	03/30/2022		Newsletter	5505 · Library Newsletter	-1,300.00
	03/30/2022		Postage	5301 · Postage	-5,000.00 -6,300.00
Total Pitney Bowes - Reserve Account Pitney Bowes, Inc.	03/08/2022		Inv. #1020212015	5301 · Postage	-48.42 -48.42
Total Pitney Bowes, Inc. Plerus	03/11/2022		Inv. #2846	5505 · Library Newsletter	-4,297.58 -4,297.58
Total Plerus Precision Control Systems of Chicago, Inc					

Date	Num	Memo	Account	Amount
03/08/2022		Inv. #43604	5203 · Maintenance Contracts	-1,319.00
03/30/2022		Inv. #43747	5202 · Maintenance/Repair	-400.00
				-1,719.00
Total Precision Control Systems of Chicago, Inc				
RAILS				
03/30/2022		Inv. #9151 (READSquared: 3/1/22 - 2/5403 · Computer Software		-795.00
03/30/2022		Inv. #9154 (Smart Horizons-Career ON 5320 · Donation Recd Expense		-1,095.00
				-1,890.00
Total RAILS				
Scholastic, Inc.				
03/08/2022		Inv. #36313573	5320 · Donation Recd Expense	-490.09
				-490.09
Total Scholastic, Inc.				
Sebert Landscaping, Inc.				
03/08/2022		Inv. #235636	5204 · Landscape Maintenance/Snow F	-1,024.00
03/30/2022		Inv. #238058	5204 · Landscape Maintenance/Snow F	-714.00
				-1,738.00
Total Sebert Landscaping, Inc.				
Staples				
03/08/2022		Inv. #3501240684	5201 · Supplies	-36.69
03/30/2022		Inv. #3502975353	5503 · Adult/Teen Programs	-13.79
03/30/2022		Inv. #3502975354	5302 · Office & Equipment Supplies	-12.99
03/30/2022		Inv. #3502975354	5201 · Supplies	-78.32
03/30/2022		Inv. #3502975355	5201 · Supplies	-18.58
03/30/2022		Inv. #3502495822	5315 · Other Expenditures	-29.88
03/30/2022		Inv. #3502495822	5201 · Supplies	-145.17
03/30/2022		Inv. #3502495823 (\$336.50 - 99.83 (CF 5201 · Supplies		-239.67
03/30/2022		Inv. #3502495824	5503 · Adult/Teen Programs	-13.29
				-588.38
Total Staples				
Suburban Life Media				
03/08/2022		1 yr. Renewal	5635 · Magazines & Newspapers	-78.00
				-78.00
Total Suburban Life Media				
Team One Repair, Inc.				
03/08/2022		Inv. #1245134	5406 · Circulation Supplies	-638.40
				-638.40
Total Team One Repair, Inc.				
Unique Management Services, Inc.				
03/08/2022		Inv. #6097880	5310 · Material Recovery Fees	-125.30

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Date	Num	Memo	Account	Amount
03/11/2022		Inv. #6098862	5310 · Material Recovery Fees	-53.70
				-179.00
Total Unique Management Services, Inc.				
03/08/2022		Apr. 2022 - Garden Club Mtg.	5503 · Adult/Teen Programs	-125.00
				-125.00
Total University of Illinois Extension - DuPage				
03/08/2022		Inv. #6376 - 2022 Concert Series Silver	5509 · Library Publicity and Promotion	-1,000.00
03/08/2022		Inv. #6371 - IT Apr. 2022	5411 · Village IT Services	-8,176.13
				-9,176.13
Total Village of Carol Stream				
03/10/2022		Inv. #6373	5107 · Life Insurance	-145.96
03/10/2022		Inv. #6373	5108 · Health Insurance	-19,513.45
03/10/2022		Inv. #6373	5109 · Benefits, other	-108.30
				-19,767.71
Total Village of Carol Stream - Benefits				
03/21/2022		3/11 - 3/25/2022	6620 · Illinois Municipal Retirement F	-15,236.93
03/30/2022		From: 3/31/22 - 3/31/2022	6620 · Illinois Municipal Retirement F	-8,233.71
				-23,470.64
Total Village of Carol Stream - IMRF				
03/08/2022		Bill #01845700	5207 · Water/Sewer	-100.54
				-100.54
Total Village of Carol Stream - Water Dept.				
03/15/2022		Inv. #ORD4-008764	5201 · Supplies	-190.66
				-190.66
Total Western First Aid & Safety				
03/11/2022		Inv. #210208-004	7404 · Landscape	-1,426.86
03/30/2022		Inv. #210208-001	7404 · Landscape	-1,000.00
				-2,426.86
Total Wight & Company				
03/30/2022		Inv. #0001631701	5634 · Online Resources	-1,470.00
				-1,470.00
Total World Book, Inc.				
				-152,883.38
TOTAL				

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**Carol Stream Public Library
Account QuickReport
March 2022**

3:10 PM

04/05/2022

Accrual Basis

Type	Date	Num	Name	Memo	Amount
5300 · Business Exp.					
5301 · Postage					
Total 5301 · Postage					
5305 · Mileage Reimbursement					
Total 5305 · Mileage Reimbursement					
5320 · Donation Recd Expense					
Total 5320 · Donation Recd Expense					
5321 · Human Resources					
Total 5321 · Human Resources					
5500 · Services					
5501 · Youth Services Programs					
Total 5501 · Youth Services Programs					
5503 · Adult/Teen Programs					
Total 5503 · Adult/Teen Programs					
Total 5500 · Services					
TOTAL					

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
April 20, 2022

Fund Transfers

The average monthly expenses over the past eleven months is \$241,308. Using this figure as a model for estimated April expenses, I anticipate surplus revenues after expenses in the General Fund for FY22 to be around \$433,000. I am recommending that we transfer \$350,000 of these revenues in to four of our existing Special Funds.

Transfer of \$75,000 to the Capital Maintenance & Repair Fund

Transfer of \$50,000 to the IMRF Fund

Transfer of \$5,000 to the Liability Fund

Transfer of \$220,000 to the Building Renovation Loan Fund

Total of \$350,000 to be transferred

Any remaining excess revenues at the end of the fiscal year would remain in the General Fund reserves. The General Fund will maintain its recommended reserve balance of 6-8 months of operational costs following the transfer.

Additional Principal Payment on Village Renovation Loan

A transfer of \$250,000 of FY 22 surplus funds to the Building Renovation Loan Fund is recommended. Once the transfer is approved and completed, the Library will make an additional payment to the Village of Carol Stream in the amount of \$220,000 towards the principal of the renovation loan. This will reduce the amount of interest that the Library will be paying on the loan.

Library Closing on Saturday, July 2, 2022

I am recommending that the Board approve the closing of the Library on Saturday, July 2, 2022. The Village Fourth of July parade will take place that morning. The Library is an active parade participant with a float and several staff members and Library Trustees participating. I anticipate that it would be difficult to staff the Library that day due to it being a holiday weekend and any available staff are encouraged to participate in the parade. This would be an unpaid closing. Staff have the opportunity to make up the hours if they choose. Parade participants are paid for their participation. The Library is currently scheduled for closures on Sunday, July 3 and Monday, July 4.

Update to Committee Members

Trustee Tara Leszczewicz has been added as a member of the Board's Facility Committee.

Statement of Economic Interest-SEI

This is a reminder that if you have not yet submitted your annual Statement of Economic Interest with the DuPage County Clerk's Office, May 2, 2022 is the deadline to file. According to law, the county office cannot accept any filings made after that date without charging a late fee. If you have any questions, please reach out to Chad Pierce at the DuPage County Clerk's office at (630) 407-5572.

Evaluations

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

FOIA Request

Received March 24- Via FOIA, I request access to and/or a copy of data on reconsideration forms or other forms that challenge library books. For this request, please provide what can be shared of the following:

- The book (or other library resource) being challenged
- The action requested in such a challenge, and the outcome of such challenges
- Details on the reason for the challenge
- Whether the book (or other library resource) was a part of a curriculum or official program
- Such data over time, from Jan 2018 up until the most current date at the point of production.
- Such data electronically, ideally in a spreadsheet format.
- Any available information on the challenger
- Any other available aggregated data relevant to such challenges

Response: The Carol Stream Public Library has had no books or other resources challenged for this time period.

ATLAS Trustee Day 2022

ATLAS (area training for librarians & staff) is offering a Trustee Day on Saturday, May 21 from 9am-12pm at the Alsip-Merrionette Park Public Library. The workshop will present two sessions. Topics include FOIA, OMA and closed sessions and Director's Evaluations. Please let me know if you are interested and I will get you registered.

Traveling Exhibit on Display in Library

The "Telling a People's Story: African American Children's Illustrated Literature" traveling exhibit was delivered to our location on April 14. The panels are on display in the lobby, Adult Services and Youth Services. There is a display of Library materials in the lobby that coordinate with the exhibit featuring African American illustrators and authors. The Library will be having a special Open House on Sunday, May 1 from 1-4 pm to celebrate the exhibit. Youth and Adult Services have planned corresponding programs during the exhibit period to enhance the patron experience. The exhibit will be on display through mid-June.

Carol Stream Rotary Annual Food Drive

The Library is a collection location for the Carol Stream Rotary's annual food drive. The collection bin is located in the Library's lobby. Maintenance staff monitor the donations, checking expiration dates and separating and packing the food and personal items. The donations will be picked up on Saturday, April 23.

Library Blood Drive April 28 12-6pm

The Library's second 2022 Blood Drive with Versiti Blood Center of Illinois has 29 donors scheduled as of Friday, April 15. Their goal is 27 products. The Blood Drive will take place in the Library's meeting rooms. Walk-ins are welcome and donors can register through the link located in the Library's event calendar.

League of Women Voters (LWV) Library Event

The Wheaton League of Women Voters will be at the Library on Thursday, May 5 from 3:30-7:00 p.m. in the Library's Create & Learn Center. The League has teamed up with the DuPage County Clerk's office to introduce the new voting system that will be used in the June 28, 2022 Primary Election. To demonstrate the new equipment, the LWV volunteers will hold a vote for "Favorite Ice-Cream Flavor". They will also assist people with voter registration, show interested voters how to check their registration status, request a Vote-By-Mail ballot or sign up to be an Election Judge. This is a drop-in event with no registration.

Outreach Community Center (OCC) May 6th Event

One of our community partners, Outreach Community Center is celebrating the 30 year anniversary of their Carol Stream location on President. The Library is an annual sponsor of their fund-raising event. If you are interested in attending please use this RSVP link below by Thursday, April 21. <https://www.outreachcommunityministries.org/cs-imagineif/>. There are two times available to attend: 3-5pm or 6-8pm. Parking and shuttle services to and from the Outreach Community Center event will be located at the Northwestern Support Services Building - 377 S Schmale Rd, Carol Stream, IL 60188, near Denny's. *(The Center has limited parking for those needing special accommodations.)* Shuttles will run continuously, 2:15 – 9:00 pm between the Parking area and the Center.

REMINDER-Village Geek Fest!

The Library is partnering with the Village and Park District to host a community Geek Fest! at the Town Center on May 21 from 1-4 p.m. The event will encompass gaming, comics, cosplay, and a variety of related activities. Think everything Geek. Trustees are welcome to attend and volunteer at the event.

April Employee Anniversaries

Crystal Garcia-4/24/18-Adult Services

Susan Westgate, Library Director



Trustee Day 2022

Saturday, May 21 from 9 AM - 12 PM

Alsip-Merrionette Park Public Library

11960 S. Pulaski

Alsip, IL 60803

Being a Library Board member is a wonderful way to give back to your community, but it can also be overwhelming! Never fear - ATLAS is here to help! Join us for two dynamic sessions that will benefit new and seasoned trustees alike.

Attorney Anne Skrodzki from Klein, Thorpe & Jenkins will discuss FOIA, OMA and Closed Sessions, followed by a discussion of Director's Evaluations with Prospect Heights Library Director Alex Todd of Deiters & Todd Library Consulting.

Coffee and sweet rolls will be served.

The cost to attend is \$15 per person.

Please register online through [Eventbrite](#) by Friday, May 13.

Registration Questions? Please contact Jennifer Cutshall at jenny@sschlibrary.org.

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

	March FY 20-21	March FY 21-22	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	7,114	10,094	100,239
Videos	1,763	1,841	19,712
Audio	443	752	6,025
Periodicals	191	165	1,349
Other	213	219	2,668
Bingepasses (hoopla)	n/a	7	46
E-books	3,286	3,133	33,320
E-Audio	2,248	2,487	25,679
E-Video	443	524	5,525
Digital magazines	223	906	10,168
Museum Passes	13	7	164
ILL - Borrowed from SWAN	3,838	3,347	33,374
ILL - Borrowed from Non-SWAN	29	39	293
ILL - Loaned to SWAN	1,298	654	7,329
ILL - Loaned to Non-SWAN	96	89	929
Total Circulation	21,198		
Total Adult	12,797	13,489	138,337
Total Teen	114	138	1,709
Total Youth	8,287	10,637	107,355
Reciprocal Borrower Loans (incl. above)	454	398	9,149
Automatic Renewals (not incl. above)	12,779	15,297	161,145
Self Check - % of Circulation	22.00%	53.36%	43.60%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	31 / 394	38 / 355	359 / 4,938
Teen Number/Attendance	8 / 28	7 / 28	85 / 432
Youth - Number/Attendance	100 / 1,132	127 / 1,1278	432 / 13,331
Total - Number/Attendance	139 / 1,1554	172 / 1,661	1,511 / 18,701
Library Events - Number / Attendance	n/a	0/0	0/0
Outreach* - Number / Attendance	1 / 35	1 / 40	23 / 1396
Facility Usage			
Library Visits (Door Count)	3,902	10,647	101,426
Curbside Pickup Transactions	786	158	2,643
Meeting Rooms - # of Public Bookings*	n/a	n/a	2
Study Rooms - # of Users*	n/a	311	2,158
Electronic Usage			
# of Database Sessions	3,962	5,280	44,107
# of Internet Sessions/Total Time	n/a	1,032 / 651	5,297 / 3,448
#iMac Sessions/Total Time	n/a	44,905	81 / 41
# of Library Website Visits	13,453	14,865	166,939
# Mobile App Views	4,257	3,980	39,193
# of Wireless Users	654	1,675	14,239

Reference Transactions			
Adult (Includes Online Chat)	1,084	1,301	11,603
Youth	479	621	6,780
Circulation	422	470	3,319
Total Reference Transactions	1,985	2,392	21,702

Total One-on-One Tutorials			
Adult	3	1	31
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,968	17,983	
# of Non-Resident Cards	10	14	
Total Registered Users	17,978	17,997	

Resources Owned/Licensed			
Books	60,985	64,101	
Newspapers (Print only)	24	24	
Periodicals (Print only)	133	125	
Total Print Materials	61,142	64,250	
Current Subscriptions (Print Only)	157	149	
Current E-Subscriptions	3,338	4,004	
E-Books: Downloadable	69,853	64,580	
Audio Recordings	6,579	6,911	
Audio Recordings (Downloadable)	24,297	25,364	
Videos	11,143	11,195	
Other: Video Games, Puzzles, Devices	684	785	
Databases	67	68	
Total Resources Owned/Licensed	177,103	177,157	

Professional Development Hours	101.75	66.50	803.00
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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
March 2022**

Primary Action Items – Administration and Business Office

- Payroll
 - Payroll processing week of 3/7 and 3/21
 - Bonus payroll processed on 3/28 with a check date of 3/31.
- Staff onboarding and offboarding as needed, including Paylocity and proxy cards
- Performance
 - Staff self-evaluations were due 3/11
 - Manager written staff evaluations were due in Paylocity by 3/28.
- Coordination of monthly financial and Librarian statistic reports
- Staff Honor Books and Memorial/Honor Donation spreadsheets updated and letters sent
- FY23 files – Joyce starting to create and organize files for next fiscal year
- Bank accounts – Old Second completed its merger with West Suburban Bank in December 2021. Our West Suburban Bank accounts will move over to the Old Second business digital banking platform the weekend of April 22-25. Old Second will be providing training and documentation in April to make the transition as seamless as possible.
- Credit cards
 - Updated the email notification for statements, declined cards, and international transactions.
 - Worked with YS manager and PNC to process international transaction.
- Locker assignment list confirmed.
- Pitney Bowes re-established our USPS EPS account. After transaction testing was successful our newsletter was mailed. Additional funds were deposited in our Pitney Bowes reserve account.
- IDES/unemployment overpayment from 2020 – requested refund check for \$2848.

Primary Action Items – Tech Services

- Items ordered – 1557
- Items put into Circulation – 893
- Items catalogued – imported bib records & original cataloging - 140
- Item record edits/database clean-up – 746
- Bib record merge requests submitted to SWAN support – 24
- Conversion project items – 21
- Repair items (includes disc cleaning) - 32
- Serial record edits - 77
- Serials – Claimed Issues – 7
- Catalog pending orders in Workflows, not received items as of April 6, 2022 (Youth, 303; Adult, 841)
- The end of the fiscal year ordering cutoff for most vendors was 3/28 to reduce the number of open orders we will need to roll over to the next fiscal year.

Conversion Projects

- Juvenile Award Sticker Project
 - Monarch and Belpre Awards are 62% done – Barb

- (Robert F) Sibert and (Theodore Seuss) Geisel award titles assigned. Item records in the database are updated to reflect the award.
- Peek-a-Book Project currently 54% done. - Barb

Other

- Youth Storytime Backpack collection - TS Department collaborated with TS and YS managers regarding acquisitions, cataloging, and processing of materials for the new collection.
- Sustainable Shelves – 420 titles were submitted; 42 items were approved for submission resale to B&T for a credit value of \$82.10.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Black History Month (BHM) Adult/Youth, BHM DVD/Blu-ray, Adventures (Youth), St. Patrick's Day KNF, and new displays for Women History Month (WHM) Adult/Youth, WHM DVD/Blu-ray, Crafts and Hobbies, Home and Garden, Ramadan/Easter KNF, Meet Someone New, Just Imagine, and Pride.
- BCA Report for Items Created by Home Location reviewed by Marie
- Sad news – Former Technical Services Manager Ellen Marchessault passed away unexpectedly. The family is planning a local memorial this Spring but the date has not been shared yet.

Meeting Attendance

- Weekly Management Team meeting - Laura
- Monthly CollectionHQ Team and Board meetings – Laura
- 3/3/22 - SWAN Quarterly meeting – Laura
- 3/8/22 - Performance and benefit invoice disc with Mary Pellico – Laura
- 3/9/22 - Storytime backpacks disc with TS staff – Laura, Marie, Susan G, and Barb
- 3/18/22 - Perspectives presentation on self-care tips – Laura, Joyce, Barb, Marie, and Susan
- 3/22/22 - Emergency Preparedness Committee – Susan
- 3/31/22 - Website consultant Micah Boon - Laura

Information technology

- There were 42 support tickets in March.
- Employee account on/off-boarding
- Coin ops and printer issues
- Aspen catalog rolled-out March 15. OPACs were updated by IT. Laura updated the website and several online databases.

Laura Hays
Assistant Library Director

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Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

March 2022

Department News:

- With the end of the year around the corner, selectors worked on final orders as well as some weeding of material to accommodate space needed within their collections
- Will be working on an Arab Heritage Month display table for April
- The rollout of our new ASPEN catalog has gone well, patrons have seemed to find and utilize some of the new offerings
- Our research databases and online resources saw a large jump compared to Feb 2022
- Reference inquiries continued to climb, showing a 5% increase vs Feb
- Computer usage and study room usage showed a high increase, especially public computers doubling vs Feb '22
- Finalized programs for upcoming print newsletter releases
- Prepping for annual reviews next month

Outreach Activities:

- Homebound delivery – 40 registered, delivered to 32 patrons, Items delivered 207
- Our Career Online HS resource was awarded 1 scholarship courtesy of the Friends Group.
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Developing a plan to welcome new businesses, including attending ribbon cutting events including recently attending Tasty House 1 ribbon cutting 3/30/22 (see Omar's pic below)
- With local businesses in mind, we are working on plans to create a CSPL LinkedIn Page to promote job and business resources
- Held two Teen Volunteer Club Meetings
- Finalized our Summer Reading material including the prizes for both Adult & Teens
- Continued partnership programming with DuPage Garden Club
- With 4 students enrolled in our Online HS program, we're working on a graduation ceremony possible event

EDI Activities:

- DEI committee is working on identifying the top 3 barriers and exploring 1-2 solutions for each
- Our April spotlight display will feature material around Autism and Life on the Spectrum
- Will be adding translated text to our summer reading handout to help reach non-English-speaking patrons

Programs & Displays:

Athens Moreno Adult Services Manager

- Binge Box theme centered around Women's History Month
- Online Quiz for patrons to get recommended book suggestions
- Take N Make Pinch Proof Nail Kit
- Teen Binge Boxes offering books and movies
- Teen Dungeon & Dragons as well as Adult DnD programs
- DuPage Garden Club Seed Starting Program
- Virtual Program about Lake Michigan
- Teen Volunteer Group Meeting
- "All Thirteen" Around the World Book Discussion Group
- Clara Barton Civil War Nurse Program
- Pre-Civil War Quilts: Secret to Underground Railroad Program
- Online EDI Learning Group Book Discussion "Enrique's Journey"
- Take N Make Sunflower Lollipop
- Continued themed displays in lobby and on department customer display tables

Meetings:

- Bi Weekly Management Meetings (AM)
- Diversity, Equity, and Including Meeting (AM, VO, NW)
- Department Meeting for AS staff
- Carol Stream Geek Fest Volunteer Meeting (SK, NW)

Resources and Collection News:

- Wrapped up last minute ordering as we head into the final month of FY
- Setting up trials of two resources to explore, one focuses on military ancestry records and the other is more news/research related
- Exploring ways to highlight our databases with better usability and descriptions
- Our Gale Virtual Reference resource will retire at the end of March 22, due to exceptionally low usage we will not renew
- We will be promoting our new Chicago Consumers' Checkbook resource starting in April
- Our video game collection will now be featuring games for the newest platforms (PS5, Xbox X)

Continued Education & Training:

- Global Citizens: Popular and New Books
- Workforce Development: How Public Libraries are Making a Difference
- Genre Studies RAILS networking group

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Athens Moreno Adult Services Manager

Posted fun social media post featuring staff wearing green, as well as a picture of our birthday binge boxes and a picture from a recent ribbon cutting event



Youth Services Report March 2022

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Program Highlights

- Samantha Wright and Steve Dexheimer went to the Carol Stream Park District to share stories and activities with 33 kids from Kindergarten through 8th grade during the Spring Break camp. They shared “The Day the Crayons Quit” and did two crafts involving craft sticks that were different for the different age groups.
- For Homeschool Hangout on 3/17, Adriana Albers ordered 17 STEM kits for the families to explore. These kits and activities will be used for a new set of programs on Sundays when families can drop in to play with these activities. It will be similar to Donuts for Dad that we had before the remodel and pandemic, but with no donuts and with a focus on STEM activities.
- Leigh Anne Wilson coordinated and hosted a Preschool Information Fair on Saturday, 3/5 with 9 parents in attendance. She invited area preschools to have tables to give information for parents regarding their area preschools for next year.
- CSPL Kits for this month for preschoolers were Card Games for Early Learning and a Circle Rainbow Fish. For K-5th grade, it was a Circle Spinner and a Spring Picture Frame craft.

Patron Service and Reference

- 88 Binge Box requests were filled during March.
- Youth Staff had 621 interactions with the public during March.

Professional Development

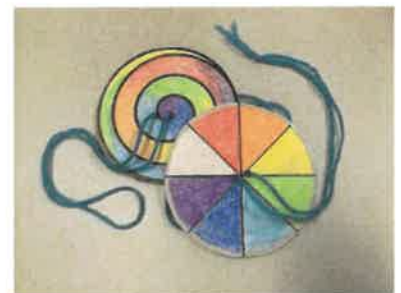
- Youth Staff did 10 hours of training through online webinars.

Meeting Attendance

- 3/2 – Meeting with Susan Westgate – Amy Teske
- 3/3 – Meeting with Allison Porch – Amy Teske
- 3/10, 24 – Management Team Meeting – Amy Teske
- 3/7 – Friends of the Library Meeting – Amy Teske
- 3/8 – CollectionHQ Team – Amy Teske, Adriana Albers
- 3/14 – Birth to 5 Planning Meeting – Amy Teske
- 3/15 – All Staff
- 3/17 – Birth to 5 Quarterly Meeting – Amy Teske
- 3/21 – Meeting with Mary Pellico – Samantha Wright
- 2/22 – Emergency Preparedness Meeting – Clare Mechan



Respectfully Submitted,
Amy Teske, Youth Services Manager



Human Resources
Monthly Report
April 2022

Administration

- Collaborate with Kiersten, Ability Program to provide an opportunity for one of their staff to join the Library.
- Emergency Preparedness Committee makes progress this month as they begin merging their ideas together into a manual.
- Participating in the Library Salary Survey.

Benefits

- Preparation continues for the Benefit Fair on 5/17. Allison Marketed the event. All employees are invited. Employees may bring their partners if they are interested in benefits available to them. Participants include, BlueCross Blue Shield, Delta Dental, VSP, Flexible Spending Accounts, Perspectives EAP, Carol Stream Park District, Mission Square, Wellness Walk in Armstrong Park

Performance Management

- Reviewed employee comments and work together with Managers to complete performance reviews.

Staffing & Onboarding

- Prepared an Employee Referral Program in hopes of attracting additional qualified candidates.
- Two employees voluntarily left the Library this month.
- Met with two Circulation Staff regarding the employee handbook.

Continued Education & Training

- Intentionally Recruiting for Diversity in Librarianship
- Attended Library Roundtable

Submitted,
Mary Pellico

March 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 10,647 greetings, welcoming visitors to the Library
- 7,850 Checkouts and renewals
- 158 Curbside deliveries
- 70 new resident account registrations
- 2 new Special account registrations
- 22 new digital accounts checked against the database
- 14,270 Check ins
- 14,000 items shelved
- 3,472 hold requests made available

Self Check-out activity:

- 3355 checkouts at Youth Services machine
- 5465 checkouts at Lobby machines

NCOA outcomes:

- 490 accounts belonging to former Carol Stream residents who moved out of Illinois were removed from the database.

Jeri participated in:

- Management Team meetings on March 24th
- ALLSTAFF meeting on March 15th
- SWAN Circulation Advisory committee meeting on March 16th
- SWAN's fireside chat on March 29th

In addition:

- The Department welcomed new Circulation Clerk Carrie Liszka on Tuesday March 15th!
- Jeri led Team Leader training for two staff members on March 16th.
- Sneha Josey resigned her position as Circulation Clerk in March. Her last day was March 23rd.

Submitted by Jeri L. Cain

4/12/2022



Monthly Report of IT Service

Report Range: 3/1/2022 - 3/31/2022

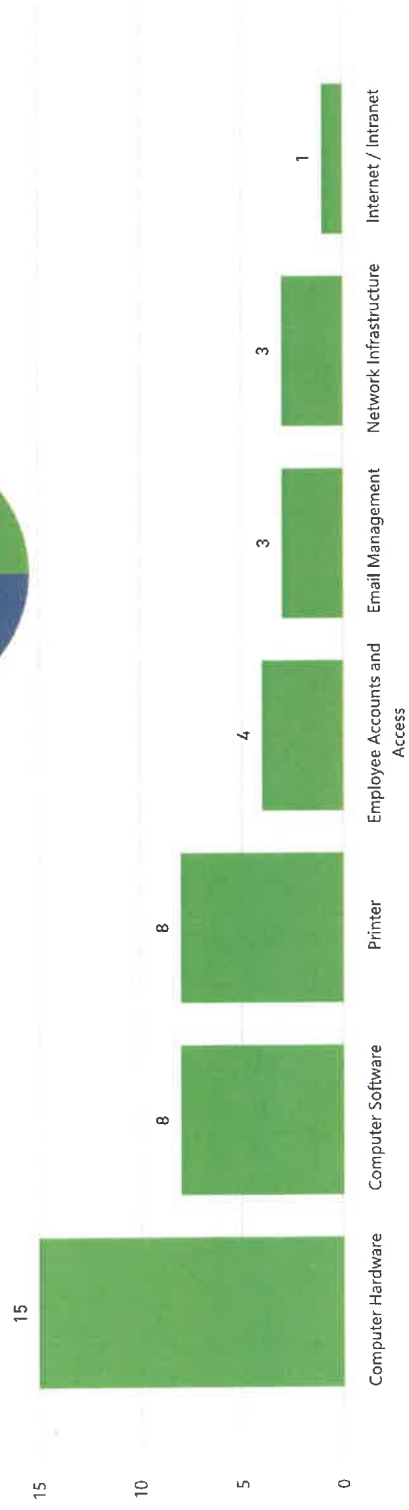
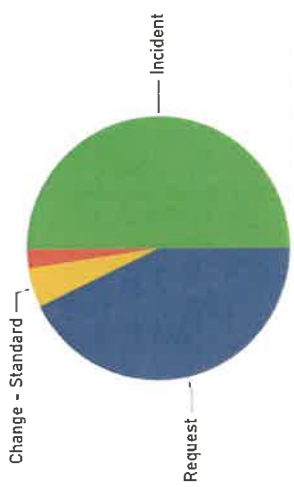
Support Tickets

42

Information Technology Closed Support Tickets by Category

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

Request Type	Count	CategoryName	Count
Change - Standard	2	Computer Hardware	15
Incident	21	Computer Software	8
Problem - Known	1	Email Management	3
Request	18	Employee Accounts and Access	4
Total	42	Internet / Intranet	1
		Network Infrastructure	3
		Printer	8
		Total	42



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 - Known - 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 - Unknown - 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.

Marketing Report



March 2022

Activities

- Promotions resulted in 219 event registrations
- Created a handout about business resources for distribution at Chamber events
- Created a new handout about the Library app
- Advertised catalog changeover
- Attended Friends Board meeting on March 7
- Attended All-Staff meeting on March 15
- Trainings:
 - That's a Good Question: Developing an Effective Community Survey (March 2)
 - Designing Effective Library Signage (March 9)

Statistics:

Facebook

2,703 followers	Total impressions: 21,995	Total engagements: 1,841
Last 12 months:	„Impressions 	Engagement 



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 March:

<p>Just bought a book from IKEA</p> 	<p>ENGLISH IS THE ONLY LANGUAGE WHERE YOU DRIVE IN PARKWAYS AND PARK IN DRIVEWAYS.</p> <p>IT'S ALSO THE ONLY LANGUAGE WHERE YOU RECITE IN A PLAY AND PLAY IN A RECITAL.</p> <p>YOUR FINGERS HAVE FINGERTIPS BUT YOUR TOES DON'T HAVE TOETIPS.</p> <p>YET, YOU CAN TIPTOE BUT NOT TIFINGER.</p> <p>THE WORD QUEQUE IS JUST A Q FOLLOWED BY FOUR SILENT LETTERS.</p> <p>JAIL AND PRISON ARE SYNONYMS. BUT JAILER AND PRISONER ARE ANTONYMS.</p> <p>WHEN YOU TRANSPORT SOMETHING BY CAR, IT'S CALLED A SHIPMENT. BUT WHEN YOU TRANSPORT SOMETHING BY SHIP, IT'S CALLED CARGO.</p>	
<p>People reached: 1852 Engagements: 262</p>	<p>People reached: 1113 Engagements: 129</p>	<p>People reached: 1039 Engagements: 102</p>

Twitter

<p>Followers: 1,457</p>	<p>Total impressions: 10,400</p>	<p>Total engagement: 7,609</p>
<p>Last 12 months:</p>	<p>Impressions:</p> 	<p>Engagement:</p> 

Top tweets from March:

 <p>Carol Stream Public Library @CarolStreamPL Mar 31 Happy birthday, Ewan McGregor. One of his claims to fame is that he is the last person to be on the front cover of Entertainment Weekly which sees its final printed issue in the month of April. #ObiWan #EntertainmentWeekly pic.twitter.com/F6Q1SUJrDn <small>View Tweet activity</small></p>	<p>259</p>	<p>3</p>	<p>1.2%</p>
 <p>Carol Stream Public Library @CarolStreamPL Mar 31 Not quite ultimate frisbee, but if anyone reading this is a disc golf fan the library's Horizon Park located at 2N540 Kuhn Rd, Carol Stream, IL 60188 has its own course! Wonderfully maintained by the Carol Stream Park District. #discgolf twitter.com/NUL_PresCons/s... <small>View Tweet activity</small></p>	<p>233</p>	<p>7</p>	<p>3.0%</p>
 <p>Carol Stream Public Library @CarolStreamPL Mar 29 What's this, a random assortment of odds & ends in a plastic bag?</p> <p>No. It's our upcoming take & make craft: a Sunflower Lollipop Holder! It even comes with a lollipop. Available starting this Saturday. 1 per person, must be picked up at the library, while supplies last. #yum pic.twitter.com/ruM2WdG8uH <small>View Tweet activity</small></p>	<p>230</p>	<p>8</p>	<p>3.5%</p>

Promotional Emails

March 2	Celebrate Spring with a Binge Box	Open rate: 33%	Click rate: 2.5%
March 9	Finding Exactly What You Want Just Got Easier	Open rate: 35.3%	Click rate: 1.7%
March 16	Upgrade your skills with LinkedIn Learning	Open rate: 31%	Click rate: 1.8%
March 23	1000 Books Before Kindergarten? No problem!	Open rate: 34.5%	Click rate: 1.4%
March 30	Get free online tutoring with your library card	Open rate: 30.8%	click rate: 0.4%