

**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: October 19, 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. ADOPTION OF THE CONSENT AGENDA
- 6. APPROVAL OF MINUTES
  - 6.1 Minutes of the Regular Board Meeting of September 21, 2022
- 7. MONTHLY REPORTS OF THE TREASURER
  - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2022
- 8. NEW BUSINESS
  - 8.1 Review of Fiscal Year 2022 Audit with Sikich Representative Dan Berg
  - 8.2 Acceptance of 2022 Audit as Presented
  - 8.3 Recommendation, Re: Approval of Employee Compensation as Discussed in Executive Session on October 19, 2022
- 9. DISBURSEMENTS
  - 9.1 Approval of Disbursements of September 1-30, 2022 plus the Addendum for the Meeting of October 19, 2022
- 10. REPORT OF THE LIBRARY DIRECTOR
- 11. MONTHLY STAFF REPORTS
- 12. UNFINISHED BUSINESS
  - None

2

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #298

---

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: September 21, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:00 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch. Trustee Leszczewicz arrived at 7:03 p.m.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske and Circulation Manager Jeri Cain

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

**Trustee Olson moved and Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of September 21, 2022. Motion approved.

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

Nays ..... 0

Absent..... None

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

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

Nays ..... 0

Absent..... None

5.1 Minutes of the Regular Board meeting of August 17, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2022

5.3 Recommendation, Re: Approval of Resolution #297, 2022 Request for Tax Levy

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

5.5 Approval of Disbursements of August 1-31, 2022 plus the Addendum for the Meeting of September 21, 2022

4

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

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

Nays ..... 0

Absent..... None

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

Recommendation, Re: Approval of Resolution #297, 2022 Request for Tax Levy

Background information:

The 2022 Request for Tax Levy requires approval and to be submitted to the Village. The 2022 Levy amount has an increase of \$60,000 over last year's Levy. \$30,000 of the increase is for the IMRF Fund and an additional \$5,000 to the Liability Fund to ensure that the Library maintains a minimum reserve of four months as outlined in the Library's Financial Policy. At the end of FY23 the Library would have an estimated reserve of 3.12 months in the IMRF Fund and 3.45 months of reserve in the Liability Fund. A \$25,000 increase to the General Fund is needed in response to an increase in operational costs.

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

Background information:

The Library's current insurance policies are up for renewal in October. Total insurance costs increased by \$1,142 from last year, an increase of 3.9%. Board approval for the insurance renewal is required by Library policy for expenditures exceeding \$10,000.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period August 1-31, 2022 plus the Addendum for the meeting of September 21, 2022 in the amount of \$124,969.62.

**6. REPORT OF THE LIBRARY DIRECTOR**

Trustee Lynch commented upon the Library's partnership with the Village's Social Services department to serve teens after school. The Village is applying for a grant to fund the partnership project. The Board is pleased that a new HR Administrator has been hired.

**7. MONTHLY STAFF REPORTS**

Trustee Lynch commented upon the increase in the use of the Library's self-check machines. Following the renovation, the Library added two additional machines for a total of three. Trustee Patel noted that the curbside pick-up statistics have decreased now that the pandemic restrictions have been lifted in the state. Trustees were pleased to see the partnership with the College of DuPage for English classes. The Adult Services department coordinated the partnership and the classes take place two mornings a week in the Library's Create & Learn Center.

**8. BOARD MEMBER REPORTS**

HR Committee Chair Trustee Patel shared with the Board that she would be sending them a Library Director Evaluation form to complete. The Director will complete a self-appraisal that will also be sent to the Board

members. An HR Committee meeting will be scheduled in October to complete the Director Evaluation process.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:15 p.m.

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

Nays ..... 0

Absent..... None

October 19, 2022

Date approved

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

**Carol Stream Public Library  
Treasurer's Report  
Month Ending September 30, 2022**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 2,019,894.00	\$ 4,029,887.81
Working Cash	51,001.33	281.22	51,282.55
FICA	94,437.66	66,084.29	160,521.95
IMRF	96,867.26	86,563.87	183,431.13
Liability Insurance	12,750.82	17,055.34	29,806.16
Audit	6,827.41	1,826.27	8,653.68
Capital Maintenance & Repair	1,593,709.55	(18,683.57)	1,575,025.98
Building Renovation Loan	<u>3,536.59</u>	<u>228,810.64</u>	<u>232,347.23</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 3,869,124.43</u>	<u>\$ 2,401,832.06</u>	<u>\$ 6,270,956.49</u>

See attached for a schedule of cash and investments.

\_\_\_\_\_  
Justin Lynch, Board President 9/30/22

\_\_\_\_\_  
Nancy Olson, Board Treasurer 9/30/22

\_\_\_\_\_  
Susan Westgate, Library Director 9/30/22

**Carol Stream Public Library  
Treasurer's Report  
Month Ending September 30, 2022**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 1,738,310.38
OLD SECOND BANK	PAYROLL	96,855.37
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,396,004.14
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,038,323.47
PROPAY	ELECTRONIC	626.63
ASPEN/PAYPAL	ELECTRONIC	66.50
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u><u>\$ 6,270,956.49</u></u>

8

**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**SEPTEMBER 30, 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 September 30, 2022 and August 31, 2022, and the related combined statements of revenues and expenses - modified cash basis - all funds for the month and year-to-date September 30, 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*

October 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

	<u>Sep 30, 22</u>	<u>Aug 31, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>10-1000 · Library Fund Cash</b>			
10-1006 · Old Second General Checking	1,738,310.38	512,346.09	1,225,964.29
10-1008 · Old Second Payroll Account	96,855.37	85,690.65	11,164.72
10-1014 · Illinois Funds-Prime	3,038,323.47	3,032,054.13	6,269.34
10-1024 · Old Second Money Market Acct	1,396,004.14	1,483,213.16	-87,209.02
10-1025 · ProPay	626.63	684.80	-58.17
10-1026 · Cash Bank	770.00	770.00	0.00
10-1027 · Aspen/Paypal	66.50	76.85	-10.35
10-1090 · Allocated Cash-General Fund	-2,241,068.68	-2,079,946.09	-161,122.59
<b>Total 10-1000 · Library Fund Cash</b>	<u>4,029,887.81</u>	<u>3,034,889.59</u>	<u>994,998.22</u>
<b>1190 · Allocated Cash-Fund Balances</b>			
20-1090 · Allocated Cash-Working Cash Fd.	51,282.55	51,198.25	84.30
30-1190 · Allocated Cash-FICA Fund	160,521.95	124,947.03	35,574.92
40-1090 · Allocated Cash-IMRF Fund	183,431.13	135,040.14	48,390.99
50-1090 · Allocated Cash-Liability Fund	29,806.16	22,299.86	7,506.30
60-1090 · Allocated Cash-Audit Fund	8,653.68	13,150.29	-4,496.61
70-1090 · Allocated Cash-Capital R&M Fund	1,575,025.98	1,585,628.58	-10,602.60
80-1090 · Allocated Cash-Debt Service	232,347.23	147,681.94	84,665.29
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<u>2,241,068.68</u>	<u>2,079,946.09</u>	<u>161,122.59</u>
<b>Total Checking/Savings</b>	<u>6,270,956.49</u>	<u>5,114,835.68</u>	<u>1,156,120.81</u>
<b>Total Current Assets</b>	<u>6,270,956.49</u>	<u>5,114,835.68</u>	<u>1,156,120.81</u>
<b>TOTAL ASSETS</b>	<u><b>6,270,956.49</b></u>	<u><b>5,114,835.68</b></u>	<u><b>1,156,120.81</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
<b>2900 · Beginning Fund Balances</b>			
10-2900 · Fund Balance-General Fund	2,009,993.81	2,009,993.81	0.00
20-2900 · Fund Balance-Working Cash	51,001.33	51,001.33	0.00
30-2900 · Fund Balance-FICA Fund	94,437.66	94,437.66	0.00
40-2900 · Fund Balance-IMRF Fund	96,867.26	96,867.26	0.00
50-2900 · Fund Balance-Liability	12,750.82	12,750.82	0.00
60-2900 · Fund Balance-Audit	6,827.41	6,827.41	0.00
70-2900 · Fund Balance-Capital R&M	1,593,709.55	1,593,709.55	0.00
80-2900 · Fund Balance-Debt Service	3,536.59	3,536.59	0.00
<b>Total 2900 · Beginning Fund Balances</b>	<u>3,869,124.43</u>	<u>3,869,124.43</u>	<u>0.00</u>
<b>Net Income</b>	<u>2,401,832.06</u>	<u>1,245,711.25</u>	<u>1,156,120.81</u>
<b>Total Equity</b>	<u>6,270,956.49</u>	<u>5,114,835.68</u>	<u>1,156,120.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>6,270,956.49</b></u>	<u><b>5,114,835.68</b></u>	<u><b>1,156,120.81</b></u>

12

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

	Sep 22	May - Sep 22	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
3001 · Property Tax Current	1,354,312.35	3,659,887.70	3,744,461.00	97.74%
3002 · Property Taxes Non-Current	0.00	0.00	1,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	<b>1,354,312.35</b>	<b>3,659,887.70</b>	<b>3,745,461.00</b>	<b>97.72%</b>
<b>3100 · PPR Taxes</b>	2,133.73	66,168.87	50,000.00	132.34%
<b>3200 · Interest Income</b>				
3201 · Interest Income Taxes	0.00	125.46	500.00	25.09%
3202 · Interest Income Investments	6,395.34	21,333.78	8,100.00	263.38%
<b>Total 3200 · Interest Income</b>	<b>6,395.34</b>	<b>21,459.24</b>	<b>8,600.00</b>	<b>249.53%</b>
<b>3300 · Patron Payments</b>				
3301 · Fines & Fees	210.86	2,016.70	6,000.00	33.61%
3302 · Public Copy Payments	784.73	3,868.66	6,000.00	64.48%
3303 · Non-Resident Card Fees	502.85	1,897.14	2,000.00	94.86%
3304 · Sale Items	0.00	0.00	500.00	0.0%
<b>Total 3300 · Patron Payments</b>	<b>1,498.44</b>	<b>7,782.50</b>	<b>14,500.00</b>	<b>53.67%</b>
<b>3400 · Donations</b>	0.00	20.00	5,000.00	0.4%
<b>3500 · Developer Contributions</b>	0.00	0.00	500.00	0.0%
<b>3600 · RBP/ILL Reimbursements</b>	15.87	65.86	500.00	13.17%
<b>3700 · Grants</b>				
3701 · Per Capita Grants	58,784.65	58,784.65	58,800.00	99.97%
3702 · Other Grants/Awards	0.00	0.00	1,000.00	0.0%
<b>Total 3700 · Grants</b>	<b>58,784.65</b>	<b>58,784.65</b>	<b>59,800.00</b>	<b>98.3%</b>
<b>3800 · Other Income</b>	94.10	484.36	2,500.00	19.37%
<b>Total Income</b>	<b>1,423,234.48</b>	<b>3,814,653.18</b>	<b>3,886,861.00</b>	<b>98.14%</b>
<b>Gross Profit</b>	<b>1,423,234.48</b>	<b>3,814,653.18</b>	<b>3,886,861.00</b>	<b>98.14%</b>
<b>Expense</b>				
<b>5100 · Salaries</b>				
5101 · Exempt Staff Salaries	42,530.42	266,374.98	643,000.00	41.43%
5102 · Non-Exempt Staff Salaries	86,219.17	470,821.96	1,320,000.00	35.67%
5103 · Custodial Salaries	5,993.40	33,159.14	89,000.00	37.26%
5105 · Professional Education	312.44	3,848.54	15,000.00	25.66%
5106 · Membership	228.00	1,406.00	4,000.00	35.15%
5107 · Life Insurance	131.34	851.16	2,000.00	42.56%
5108 · Health Insurance	15,374.82	99,547.08	230,000.00	43.28%
5109 · Benefits, other	104.03	664.95	3,000.00	22.17%
5110 · Trustee Development	0.00	17.55	3,500.00	0.5%
<b>Total 5100 · Salaries</b>	<b>150,893.62</b>	<b>876,691.36</b>	<b>2,309,500.00</b>	<b>37.96%</b>
<b>5200 · Plant Maint.</b>				
5201 · Supplies	1,747.27	5,394.36	15,000.00	35.96%
5202 · Maintenance/Repair	1,032.98	1,796.86	10,000.00	17.97%
5203 · Maintenance Contracts	4,244.00	20,425.00	52,400.00	38.98%
5204 · Landscape Maintenance/Snow Remo	1,042.56	6,076.01	15,000.00	40.51%

13

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

	Sep 22	May - Sep 22	Annual Budget	% of Budget
5205 · Furniture/Equipment	32.73	519.23	7,000.00	7.42%
5206 · Electric-Comm Edison	0.00	6,859.02	47,000.00	14.59%
5207 · Water/Sewer	912.03	2,988.58	8,000.00	37.36%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
<b>Total 5200 · Plant Maint.</b>	<b>9,011.57</b>	<b>44,059.06</b>	<b>165,400.00</b>	<b>26.64%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	8.69	8.69	3,000.00	0.29%
5302 · Office & Equipment Supplies	239.70	3,381.69	7,000.00	48.31%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	1,564.44	7,552.89	18,000.00	41.96%
5305 · Mileage Reimbursement	22.71	178.64	1,500.00	11.91%
5306 · Legal Notices	555.45	555.45	600.00	92.58%
5308 · Business Phone	414.58	2,062.23	6,000.00	34.37%
5309 · Accounting Service	1,150.00	5,650.00	14,500.00	38.97%
5310 · Material Recovery Fees	147.75	531.90	1,000.00	53.19%
5311 · Payroll Service	545.19	2,737.69	7,000.00	39.11%
5312 · Attorney Fees	112.50	603.75	6,000.00	10.06%
5315 · Other Expenditures	188.05	744.74	6,000.00	12.41%
5317 · Bank & Credit Card Fees	0.24	121.95	100.00	121.95%
5319 · Security Service	0.00	1,116.72	20,000.00	5.58%
5320 · Donation Recd Expense	0.00	0.00	5,000.00	0.0%
5321 · Human Resources	2,857.97	8,374.33	14,000.00	59.82%
<b>Total 5300 · Business Exp.</b>	<b>7,807.27</b>	<b>36,015.09</b>	<b>111,700.00</b>	<b>32.24%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	68.29	4,645.98	10,000.00	46.46%
5402 · ISP and Web page hosting	875.00	7,694.32	14,000.00	54.96%
5403 · Computer Software	1,790.00	4,187.27	6,000.00	69.79%
5404 · Tech Support & Repair	2,990.00	16,940.39	20,000.00	84.7%
5405 · Technical Services Supplies	143.52	1,606.34	4,000.00	40.16%
5406 · Circulation Supplies	355.49	1,138.94	4,000.00	28.47%
5408 · Tech Serv Online Resources	0.00	0.00	15,000.00	0.0%
5409 · RBP/ILL Expenses	0.00	429.20	500.00	85.84%
5410 · SWAN Consortium	0.00	11,635.75	47,000.00	24.76%
5411 · Village IT Services	8,176.13	40,880.65	102,000.00	40.08%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>14,398.43</b>	<b>89,158.84</b>	<b>222,500.00</b>	<b>40.07%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	4,106.16	18,965.63	32,000.00	59.27%
5503 · Adult/Teen Programs	2,607.30	9,022.15	25,000.00	36.09%
5505 · Library Newsletter	4,590.98	7,929.05	38,400.00	20.65%
5509 · Library Publicity and Promotion	1,953.62	9,186.11	20,000.00	45.93%
<b>Total 5500 · Services</b>	<b>13,258.06</b>	<b>45,102.94</b>	<b>115,400.00</b>	<b>39.08%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	2,936.31	10,937.59	55,000.00	19.89%
5606 · Youth Services Media	716.08	4,443.55	20,000.00	22.22%

14

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

	Sep 22	May - Sep 22	Annual Budget	% of Budget
5630 · Adult Books	4,081.10	24,247.15	72,000.00	33.68%
5634 · Online Resources	0.00	0.00	30,000.00	0.0%
5635 · Magazines & Newspapers	0.00	10,003.34	12,000.00	83.36%
5637 · Adult Media	3,473.58	9,352.45	40,000.00	23.38%
5651 · Digital Media	8,556.49	41,115.88	110,000.00	37.38%
5652 · Grant/Award Expense	5,110.00	39,585.01	58,800.00	67.32%
<b>Total 5600 · Collection</b>	<b>24,873.56</b>	<b>139,684.97</b>	<b>397,800.00</b>	<b>35.11%</b>
6600 · Payroll Expenses				
6610 · FICA Expense	9,991.10	57,156.20	160,000.00	35.72%
6620 · Illinois Municipal Retirement F	15,143.19	85,237.91	230,000.00	37.06%
<b>Total 6600 · Payroll Expenses</b>	<b>25,134.29</b>	<b>142,394.11</b>	<b>390,000.00</b>	<b>36.51%</b>
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
<b>Total 6900 · Operating Xfers In (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.0%</b>
7101 · Liability Insurance	0.00	0.00	20,000.00	0.0%
7102 · Risk Management expense	0.00	2,892.80	3,000.00	96.43%
7103 · Unemployment Compensation Insur	0.00	350.89	5,000.00	7.02%
7201 · Audit Expense	8,500.00	9,000.00	13,000.00	69.23%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	10,000.00	0.0%
7402 · Parking Lot Repair	10,816.87	10,816.87	12,000.00	90.14%
7403 · Building Repair	940.00	940.00	50,000.00	1.88%
7404 · Landscape	1,480.00	1,480.00	50,000.00	2.96%
7405 · Memorials	0.00	0.00	1,000.00	0.0%
7406 · Other Capital Expenditures	0.00	14,234.19	50,000.00	28.47%
<b>Total 7400 · Capital Expenditures</b>	<b>13,236.87</b>	<b>27,471.06</b>	<b>173,000.00</b>	<b>15.88%</b>
7500 · Special Capital Projects				
7503 · Front Entrance Outdoor Renovati	0.00	0.00	250,000.00	0.0%
7504 · Capital Replacement Study	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 · Automation Equipment	0.00	0.00	30,000.00	0.0%
7509 · Security Upgrades	0.00	0.00	4,000.00	0.0%
<b>Total 7500 · Special Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>309,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>267,113.67</b>	<b>1,412,821.12</b>	<b>4,235,400.00</b>	<b>33.36%</b>
<b>Net Ordinary Income</b>	<b>1,156,120.81</b>	<b>2,401,832.06</b>	<b>-348,539.00</b>	<b>-689.11%</b>
Other Income/Expense				
Other Expense				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>234,461.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-234,461.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>1,156,120.81</b>	<b>2,401,832.06</b>	<b>-583,000.00</b>	<b>-411.98%</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	May - Sep 22	Sep 22	May - Sep 22	Sep 22	May - Sep 22	Sep 22
	1,149,391.59	2,133.73	3,106,110.74	0.00	0.00	45,409.92
Ordinary Income/Expense						
Income						
3000 · Property Taxes	1,149,391.59	2,133.73	3,106,110.74	0.00	0.00	45,409.92
3100 · PPR Taxes		2,133.73	66,168.87	0.00	0.00	0.00
3200 · Interest Income		3,322.35	11,189.28	84.30	281.22	156.10
3300 · Patron Payments		1,498.44	7,782.50	0.00	0.00	0.00
3400 · Donations		0.00	20.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements		15.87	65.86	0.00	0.00	0.00
3700 · Grants		58,784.65	58,784.65	0.00	0.00	0.00
3800 · Other Income		94.10	484.36	0.00	0.00	0.00
<b>Total Income</b>	<b>1,215,240.73</b>	<b>2,250,606.26</b>	<b>3,250,606.26</b>	<b>84.30</b>	<b>281.22</b>	<b>45,566.02</b>
<b>Gross Profit</b>	<b>1,215,240.73</b>	<b>2,250,606.26</b>	<b>3,250,606.26</b>	<b>84.30</b>	<b>281.22</b>	<b>45,566.02</b>
Expense						
5100 · Salaries	150,893.62		876,691.36	0.00	0.00	0.00
5200 · Plant Maint.	9,011.57		44,059.06	0.00	0.00	0.00
5300 · Business Exp.	7,807.27		36,015.09	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	14,398.43		89,158.84	0.00	0.00	0.00
5500 · Services	13,258.06		45,102.94	0.00	0.00	0.00
5600 · Collection	24,873.56		139,684.97	0.00	0.00	0.00
6600 · Payroll Expenses	0.00		0.00	0.00	0.00	9,991.10
7102 · Risk Management expense	0.00		0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00		0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00		0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00		0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>220,242.51</b>		<b>1,230,712.26</b>	<b>0.00</b>	<b>0.00</b>	<b>9,991.10</b>
<b>Net Ordinary Income</b>	<b>994,998.22</b>		<b>2,019,894.00</b>	<b>84.30</b>	<b>281.22</b>	<b>35,574.92</b>
<b>Net Income</b>	<b>994,998.22</b>		<b>2,019,894.00</b>	<b>84.30</b>	<b>281.22</b>	<b>35,574.92</b>

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Sep 22	May - Sep 22	Sep 22	May - Sep 22	Sep 22	May - Sep 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	63,374.07	171,261.80	7,485.22	20,228.02	3,992.11	10,788.27
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	160.11	539.98	21.08	71.01	11.28	38.00
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>63,534.18</b>	<b>171,801.78</b>	<b>7,506.30</b>	<b>20,299.03</b>	<b>4,003.39</b>	<b>10,826.27</b>
<b>Gross Profit</b>	<b>63,534.18</b>	<b>171,801.78</b>	<b>7,506.30</b>	<b>20,299.03</b>	<b>4,003.39</b>	<b>10,826.27</b>
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	15,143.19	85,237.91	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	2,892.80	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	350.89	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	8,500.00	9,000.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>15,143.19</b>	<b>85,237.91</b>	<b>0.00</b>	<b>3,243.69</b>	<b>8,500.00</b>	<b>9,000.00</b>
<b>Net Ordinary Income</b>	<b>48,390.99</b>	<b>86,563.87</b>	<b>7,506.30</b>	<b>17,055.34</b>	<b>-4,496.61</b>	<b>1,826.27</b>
<b>Net Income</b>	<b>48,390.99</b>	<b>86,563.87</b>	<b>7,506.30</b>	<b>17,055.34</b>	<b>-4,496.61</b>	<b>1,826.27</b>



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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Sep 22	May - Sep 22	Sep 22	May - Sep 22	Sep 22	May - Sep 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	84,659.44	228,783.30	1,354,312.35	3,659,887.70
3100 · PPR Taxes	0.00	0.00	0.00	0.00	2,133.73	66,168.87
3200 · Interest Income	2,634.27	8,787.49	5.85	27.34	6,395.34	21,459.24
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,498.44	7,782.50
3400 · Donations	0.00	0.00	0.00	0.00	0.00	20.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	15.87	65.86
3700 · Grants	0.00	0.00	0.00	0.00	58,784.65	58,784.65
3800 · Other Income	0.00	0.00	0.00	0.00	94.10	484.36
<b>Total Income</b>	<b>2,634.27</b>	<b>8,787.49</b>	<b>84,665.29</b>	<b>228,810.64</b>	<b>1,423,234.48</b>	<b>3,814,653.18</b>
<b>Gross Profit</b>	<b>2,634.27</b>	<b>8,787.49</b>	<b>84,665.29</b>	<b>228,810.64</b>	<b>1,423,234.48</b>	<b>3,814,653.18</b>
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	150,893.62	876,691.36
5200 · Plant Maint.	0.00	0.00	0.00	0.00	9,011.57	44,059.06
5300 · Business Exp.	0.00	0.00	0.00	0.00	7,807.27	36,015.09
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	14,398.43	89,158.84
5500 · Services	0.00	0.00	0.00	0.00	13,258.06	45,102.94
5600 · Collection	0.00	0.00	0.00	0.00	24,873.56	139,684.97
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,134.29	142,394.11
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	2,892.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	350.89
7201 · Audit Expense	0.00	0.00	0.00	0.00	8,500.00	9,000.00
7400 · Capital Expenditures	13,236.87	27,471.06	0.00	0.00	13,236.87	27,471.06
<b>Total Expense</b>	<b>13,236.87</b>	<b>27,471.06</b>	<b>0.00</b>	<b>0.00</b>	<b>267,113.67</b>	<b>1,412,821.12</b>
<b>Net Ordinary Income</b>	<b>-10,602.60</b>	<b>-18,683.57</b>	<b>84,665.29</b>	<b>228,810.64</b>	<b>1,156,120.81</b>	<b>2,401,832.06</b>
<b>Net Income</b>	<b>-10,602.60</b>	<b>-18,683.57</b>	<b>84,665.29</b>	<b>228,810.64</b>	<b>1,156,120.81</b>	<b>2,401,832.06</b>

18

Carol Stream Public Library  
Expenses by Vendor Detail  
September 2022

9:30 AM  
10/07/2022  
Accrual Basis

Date	Num	Memo	Account	Amount
09/21/2022		Inv. #23524903	5509 · Library Publicity and Promotion	-482.84
09/21/2022		Charged twice by 4Imprint - Inv. #2352	5509 · Library Publicity and Promotion	-482.84
09/21/2022		Credit for Inv #23524903 that was char	5509 · Library Publicity and Promotion	482.84
				<u>-482.84</u>
09/09/2022			7402 · Parking Lot Repair	-10,816.87
				<u>-10,816.87</u>
09/14/2022		Inv. #434666365334	5501 · Youth Services Programs	-116.85
09/14/2022		Inv. #434666365334	5606 · Youth Services Media	-188.28
09/14/2022		Inv. #584989565748	5315 · Other Expenditures	-25.99
09/14/2022		Inv. 3493376686699	5503 · Adult/Teen Programs	-77.16
09/14/2022		Inv. #744755345659	5503 · Adult/Teen Programs	-59.16
09/14/2022		Inv. #885395583646	5315 · Other Expenditures	-43.26
09/14/2022		Inv. #639856895946	5501 · Youth Services Programs	-23.38
09/14/2022		Inv. #495636789773	5501 · Youth Services Programs	-212.82
09/14/2022		Inv. #455558576456	5202 · Maintenance/Repair	-32.98
09/14/2022		Inv. #553835674743	5630 · Adult Books	-26.53
09/14/2022		Inv. #985989878947	5503 · Adult/Teen Programs	-167.52
09/14/2022		Inv. #878575495534	5201 · Supplies	-23.96
09/14/2022		Inv. #858389338896	5503 · Adult/Teen Programs	-226.76
09/14/2022		Inv. #469488836595	5201 · Supplies	-133.83
09/14/2022		Inv. #636946533579	5630 · Adult Books	-86.54
09/14/2022		Inv. #453668893398	5401 · Automation Hardware	-30.49
09/14/2022		Inv. #948688896786	5630 · Adult Books	-24.98
09/14/2022		Inv. #669648984364	5637 · Adult Media	-32.82
09/14/2022		Inv. #465339966655	5503 · Adult/Teen Programs	-33.98
09/14/2022		Inv. #465339966655	5501 · Youth Services Programs	-33.98
09/14/2022		Inv. #883783469785	5501 · Youth Services Programs	-84.95
09/14/2022		Inv. #468956384688	5503 · Adult/Teen Programs	-37.45
09/14/2022		Inv. #456547934454	5315 · Other Expenditures	-50.00
09/14/2022		Inv. #487683675946	5501 · Youth Services Programs	-65.46
09/14/2022		Inv. #487683675946	5503 · Adult/Teen Programs	-65.46
09/14/2022		Inv. #475649369758	5501 · Youth Services Programs	-23.88
09/14/2022		Inv. #475649369758	5503 · Adult/Teen Programs	-23.88
09/14/2022		Inv. #983849667348	5630 · Adult Books	-64.61
09/14/2022		Inv. #447566574776	5503 · Adult/Teen Programs	-54.96

4Imprint

Total 4Imprint

A & A Paving Contractors, Inc.

Total A & A Paving Contractors, Inc.  
AMAZON/SYNCB

Date	Num	Memo	Account	Amount
09/14/2022	Inv. #4888988686939		5503 · Adult/Teen Programs	-370.97
09/14/2022	Inv. #694964464346		5503 · Adult/Teen Programs	-14.99
09/14/2022	Inv. #699875945545		5501 · Youth Services Programs	-99.83
09/14/2022	Inv. #989955489633		5503 · Adult/Teen Programs	-39.95
09/14/2022	Inv. #943746655573		5503 · Adult/Teen Programs	-119.98
09/14/2022	Inv. #455375868354		5501 · Youth Services Programs	-309.56
09/14/2022	Inv. #443749779377		5501 · Youth Services Programs	-15.96
09/14/2022	Inv. #453469374596		5501 · Youth Services Programs	-22.38
09/14/2022	Inv. #545933743568		5401 · Automation Hardware	-37.80
09/14/2022	Inv. #497789784895		5501 · Youth Services Programs	-7.99
09/14/2022	Inv. #434778454547		5205 · Furniture/Equipment	-32.73
09/14/2022	Inv. #434778454547		5501 · Youth Services Programs	-56.25
09/14/2022	Inv. #764968944765		5501 · Youth Services Programs	-23.99
09/14/2022	Inv. #488976395865		5501 · Youth Services Programs	-28.00
09/14/2022	Inv. #757686497686		5501 · Youth Services Programs	-19.96
09/14/2022	Inv. #767976769956		5501 · Youth Services Programs	-40.11
09/14/2022	Inv. #974457567444		5509 · Library Publicity and Promotion	-65.42
09/14/2022	Inv. #695537966789		5405 · Technical Services Supplies	-32.97
09/14/2022	Inv. #648378765358		5509 · Library Publicity and Promotion	-6.99
09/14/2022	Inv. #954656863898		5501 · Youth Services Programs	-233.11
09/14/2022	Inv. #753645973449		5501 · Youth Services Programs	-40.64
09/14/2022	Inv. #653439333444		5501 · Youth Services Programs	-12.88
09/14/2022	Inv. #446444549758		5501 · Youth Services Programs	-45.89
09/14/2022	Inv. #736444645638		5501 · Youth Services Programs	-316.28
09/14/2022	Inv. #576796965969		5501 · Youth Services Programs	-307.76
09/14/2022	Inv. #466859955856		5501 · Youth Services Programs	-17.98
09/14/2022	Inv. #738688557347		5501 · Youth Services Programs	-9.78
09/14/2022	Inv. #988978976643		5501 · Youth Services Programs	-22.88
09/14/2022	Inv. #545433676749		5630 · Adult Books	-84.12
09/14/2022	Inv. #473456855974		5501 · Youth Services Programs	-67.55
09/14/2022	Inv. #443789847994		5503 · Adult/Teen Programs	-14.69
09/14/2022	Inv. #543343548349		5630 · Adult Books	-41.98
09/14/2022	Inv. #893488476369		5630 · Adult Books	-14.99
09/14/2022	Inv. #875387636357		5503 · Adult/Teen Programs	-25.00
09/14/2022	Inv. #468478359638		5503 · Adult/Teen Programs	-8.95
09/14/2022	Inv. #455899376737		5503 · Adult/Teen Programs	-8.99
09/14/2022	Inv. #598737637956		5503 · Adult/Teen Programs	-77.14
09/14/2022	Credit Inv. #455439983435		5501 · Youth Services Programs	23.38
09/14/2022	Credit Inv. #963685786888		5501 · Youth Services Programs	99.99
09/14/2022	Credit Inv. #469674393334		5501 · Youth Services Programs	21.99
<b>Total AMAZON/SYNCR</b>				<b>-4,623.00</b>

	Date	Num	Memo	Account	Amount
<b>American Library Association</b>					
Total American Library Association	09/09/2022		Mbrshp. Renewal - S. Westgate (#025: 5106 · Membership		-228.00
<b>American Library Association - Bookstore</b>					
Total American Library Association - Bookstore	09/21/2022		Inv. #11531630	5509 · Library Publicity and Promotion	-273.11
<b>Ancel Glink, P.C.</b>					
Total Ancel Glink, P.C.	09/15/2022		Statement #91479	5312 · Attorney Fees	-112.50
<b>ATA Group, LLP (Assoc McClure Inserra CPA</b>					
Total ATA Group, LLP (Assoc McClure Inserra CPA	09/09/2022		Inv. #10873	5309 · Accounting Service	-1,150.00
<b>Baker &amp; Taylor</b>					
Total Baker & Taylor	09/20/2022		Several invoices	5501 · Youth Services Programs	-107.80
<b>Bedrock Earthscapes, LLC</b>					
Total Bedrock Earthscapes, LLC	09/20/2022		Several invoices	5601 · Youth Services Books	-2,936.31
<b>Bugs Anonymous, Inc.</b>					
Total Bugs Anonymous, Inc.	09/20/2022		Several invoices	5606 · Youth Services Media	-132.80
<b>Case Lots, Inc.</b>					
Total Case Lots, Inc.	09/20/2022		Several invoices	5630 · Adult Books	-2,916.07
<b>Center Point for Large Print Books</b>					
Total Center Point for Large Print Books	09/09/2022		Inv. #2025	7404 · Landscape	-1,480.00
<b>Chess.com</b>					
Total Chess.com	09/12/2022		Inv. #24611	5203 · Maintenance Contracts	-225.00
<b>Comcast (Biz phone)</b>					
Total Comcast (Biz phone)	09/09/2022		Inv. #13295	5201 · Supplies	-651.25
<b>Complete Cleaning Co., Inc.</b>					
Total Complete Cleaning Co., Inc.	09/19/2022		Inv. #13686	5201 · Supplies	-229.45
<b>Comcast (Fiber &amp; Internet)</b>					
Total Comcast (Fiber & Internet)	09/09/2022		Inv. #1953306	5630 · Adult Books	-145.02
<b>Complete Cleaning Co., Inc.</b>					
Total Complete Cleaning Co., Inc.	09/21/2022		August subscription	5501 · Youth Services Programs	-5.00
<b>Comcast (Fiber &amp; Internet)</b>					
Total Comcast (Fiber & Internet)	09/15/2022		Inv. #154615616	5308 · Business Phone	-414.58
<b>Complete Cleaning Co., Inc.</b>					
Total Complete Cleaning Co., Inc.	09/15/2022		Inv. #154654535	5402 · ISP and Web page hosting	-875.00

	Date	Num	Memo	Account	Amount
Total Complete Cleaning Co., Inc.	09/09/2022		Inv. #C21792	5203 · Maintenance Contracts	-2,700.00
Costco					-2,700.00
Total Costco					
Direct Paper Supply	09/21/2022		3 Boxes of Plastic Bags	5406 · Circulation Supplies	-67.69
	09/21/2022		Candy for CSPL Kits	5501 · Youth Services Programs	-55.89
Total Direct Paper Supply					-123.58
Displays2Go	09/09/2022		Inv. #1626653	5406 · Circulation Supplies	-287.80
Total Displays2Go					-287.80
Ebsco Information Services	09/21/2022		Return 40 Shelf Talkers (Item #SHELF 5302	· Office & Equipment Supplies	210.80
	09/21/2022		Return 60 Shelf Talkers (Item #SHELF 5302	· Office & Equipment Supplies	351.20
Total Ebsco Information Services					562.00
Findaway World, LLC	09/09/2022		Inv. #1000190846-1	5652 · Grant/Award Expense	-2,428.00
Total Findaway World, LLC					-2,428.00
Gale/Cengage Learning Inc.	09/09/2022		Inv. #401258	5405 · Technical Services Supplies	-74.30
	09/09/2022		Inv. #402854	5637 · Adult Media	-221.63
	09/09/2022		Inv. #402854	5606 · Youth Services Media	-148.41
Total Gale/Cengage Learning Inc.					-444.34
Garvey's Office Products	09/09/2022		Inv. #78281378	5630 · Adult Books	-196.43
	09/09/2022		Inv. #78281643	5630 · Adult Books	-56.23
	09/09/2022		Inv. #78274825	5630 · Adult Books	-84.72
	09/09/2022		Inv. #78945784	5630 · Adult Books	-56.98
	09/09/2022		Inv. #78990352	5630 · Adult Books	-170.94
	09/09/2022		Inv. #78945381	5630 · Adult Books	-110.96
Total Garvey's Office Products					-676.26
Graphic 5, Inc.	09/09/2022		Inv. #PINV23151575501 · Youth Services Programs		-131.20
	09/09/2022		Inv. #PINV23151575503 · Adult/Teen Programs		-131.20
	09/09/2022		Inv. #PINV23134595501 · Youth Services Programs		-274.41
	09/09/2022		Inv. #PINV23134595302 · Office & Equipment Supplies		-101.74
	09/09/2022		Inv. #PINV23134595405 · Technical Services Supplies		-36.25
	09/09/2022		Inv. #PINV23164295302 · Office & Equipment Supplies		-58.11
	09/09/2022		Inv. #PINV23142645302 · Office & Equipment Supplies		0.00
Total Graphic 5, Inc.					-732.91
Total Garvey's Office Products					
Graphic 5, Inc.	09/09/2022		Inv. #163065	5302 · Office & Equipment Supplies	-641.85
Total Graphic 5, Inc.					-641.85

22

	Date	Num	Memo	Account	Amount
<b>GreatAmerica Financial Services</b>					
Total GreatAmerica Financial Services <b>Hazelgrove, William</b>	09/20/2022		Inv. #32467554	5304 · Equipment Leasing	-1,197.69 -1,197.69
Total Hazelgrove, William <b>Heritage Technology Solutions</b>	09/09/2022		Titanic pgm. - 9/22/22	5503 · Adult/Teen Programs	-250.00 -250.00
Total Heritage Technology Solutions <b>Hirease, LLC dba Accurate Now</b>	09/15/2022		Inv. #231075	5404 · Tech Support & Repair	-2,990.00 -2,990.00
Total Hirease, LLC dba Accurate Now <b>HR Source</b>	09/21/2022		Inv. #2209040287 - Saltiel	5321 · Human Resources	-59.95 -59.95
Total HR Source <b>IncredibleBats, Inc.</b>	09/09/2022		Inv. #16567	5321 · Human Resources	-2,300.00 -2,300.00
Total IncredibleBats, Inc. <b>Jaworski, Thomas (Quest)</b>	09/09/2022		Inv. #1082022	5501 · Youth Services Programs	-350.00 -350.00
Total Jaworski, Thomas (Quest) <b>Joe Organizer, LLC (Randall, Beth)</b>	09/09/2022		AS - How to Prepare for the Rising Co: 5503	5503 · Adult/Teen Programs	-175.00 -175.00
Total Joe Organizer, LLC (Randall, Beth) <b>Land's End Business Outfitters</b>	09/09/2022		Inv. #254	5503 · Adult/Teen Programs	-200.00 -200.00
Total Land's End Business Outfitters <b>Lee, Saroeun</b>	09/21/2022		New Hire Polo Shirts - Mohamedano and	5321 · Human Resources	-87.90 -87.90
Total Lee, Saroeun <b>Lindberg, Richard</b>	09/16/2022		Inv. #100	5501 · Youth Services Programs	-122.00 -122.00
Total Lindberg, Richard <b>M Dance Center LLC - dba Flourish Dance</b>	09/09/2022		Chicago by Gaslight Pgm. - 10/4/22	5503 · Adult/Teen Programs	-150.00 -150.00
Total M Dance Center LLC - dba Flourish Dance <b>MailChimp</b>	09/09/2022		Fancy Feet Pgms. - 5/9, 6/6, 7/11, 8/8, 5501	5501 · Youth Services Programs	-250.00 -250.00
Total MailChimp <b>Mary T. Pellico</b>	09/21/2022		10,000 contacts (8/29 - 9/28/2022)	5509 · Library Publicity and Promotion	-115.00 -115.00
	09/01/2022		Refreshments for New Hire - J. Mohed	5321 · Human Resources	-4.58

	Date	Num	Memo	Account	Amount
Total Mary T. Pellico Midwest Tape LLC					-4.58
	09/20/2022		Several invoices	5606 · Youth Services Media	-246.59
	09/20/2022		Several invoices	5637 · Adult Media	-1,734.42
	09/20/2022		Several invoices	5651 · Digital Media	-5,507.65
					<u>-7,488.66</u>
Total Midwest Tape LLC Outsource Solutions Group, Inc.					-1,550.00
	09/28/2022		Inv. #71339	5403 · Computer Software	-1,550.00
					<u>-1,550.00</u>
Total Outsource Solutions Group, Inc. OverDrive, Inc.					-3,048.84
	09/09/2022		Inv. #01107MA22324206	5651 · Digital Media	-3,048.84
					<u>-3,048.84</u>
Total OverDrive, Inc. Paddock Publications, Inc.					-555.45
	09/09/2022		Inv. #226838	5306 · Legal Notices	-555.45
					<u>-555.45</u>
Total Paddock Publications, Inc. Paylocity					-345.16
	09/09/2022		Inv. #110790865	5311 · Payroll Service	-345.16
	09/09/2022		Inv. #110790865	5321 · Human Resources	-332.58
	09/09/2022		Inv. #110859714	5311 · Payroll Service	-200.03
	09/21/2022		Virtual Conference and Payroll Bootcal	5105 · Professional Education	-307.97
					<u>-1,185.74</u>
Total Paylocity Pitney Bowes Global Financial Services LL					-366.75
	09/01/2022		Inv. #3105590067	5304 · Equipment Leasing	-366.75
					<u>-366.75</u>
Total Pitney Bowes Global Financial Services LL Plerus					-4,590.98
	09/16/2022		Inv. #3732	5505 · Library Newsletter	-4,590.98
					<u>-4,590.98</u>
Total Plerus Precision Control Systems of Chicago, Inc					-1,319.00
	09/09/2022		Inv. #44896	5203 · Maintenance Contracts	-1,319.00
					<u>-1,319.00</u>
Total Precision Control Systems of Chicago, Inc Riddiford Roofing Company					-940.00
	09/15/2022		Inv. #0020316-IN	7403 · Building Repair	-940.00
					<u>-940.00</u>
Total Riddiford Roofing Company Roto-Rooter Services Company					-1,000.00
	09/19/2022		Inv. #25-24356502	5202 · Maintenance/Repair	-1,000.00
					<u>-1,000.00</u>
Total Roto-Rooter Services Company Scholastic Library Publishing					-2,682.00
	09/16/2022		Inv. #40899236	5652 · Grant/Award Expense	-2,682.00
					<u>-2,682.00</u>
Total Scholastic Library Publishing Scholastic, Inc.					-918.12
	09/12/2022		Inv. #40780202	5501 · Youth Services Programs	-918.12
					<u>-918.12</u>

	Date	Num	Memo	Account	Amount
Total Scholastic, Inc.					-918.12
<b>Sebert Landscaping, Inc.</b>					
	09/09/2022		Inv. #S548304	5204 · Landscape Maintenance/Snow	-300.00
	09/09/2022		Inv. #S245253	5204 · Landscape Maintenance/Snow	-742.56
Total Sebert Landscaping, Inc.					-1,042.56
<b>Sikich, LLP</b>					
	09/12/2022		Inv. #3478	7201 · Audit Expense	-8,500.00
Total Sikich, LLP					-8,500.00
<b>Sir Speedy Printing</b>					
	09/12/2022		Inv. #84284	5509 · Library Publicity and Promotion	-175.26
Total Sir Speedy Printing					-175.26
<b>Staples</b>					
	09/09/2022		Inv. #3516494006	5201 · Supplies	-468.70
	09/09/2022		Inv. #3517273398 - \$73.79 {-2.69 - CR 5315 · Other Expenditures	5315 · Other Expenditures	-68.80
Total Staples					-537.50
<b>Swan (System Wide Automated Network)</b>					
	09/12/2022		Inv. #9745	5403 · Computer Software	-120.00
	09/12/2022		Inv. #9755	5403 · Computer Software	-120.00
Total Swan (System Wide Automated Network)					-240.00
<b>Target Stores</b>					
	09/21/2022		Prog. items	5503 · Adult/Teen Programs	-44.98
	09/21/2022		Gaming items	5637 · Adult Media	-1,484.71
Total Target Stores					-1,529.69
<b>Town Square Publications, LLC</b>					
	09/28/2022		Print Ad for CS Chamber of Commerce	5509 · Library Publicity and Promotion	-835.00
Total Town Square Publications, LLC					-835.00
<b>Unique Management Services, Inc.</b>					
	09/12/2022		Inv. #6104652	5310 · Material Recovery Fees	-147.75
Total Unique Management Services, Inc.					-147.75
<b>Very Smart People</b>					
	09/12/2022		Andriod Basic Class - 10/11/2022	5503 · Adult/Teen Programs	-200.00
Total Very Smart People					-200.00
<b>Village of Carol Stream</b>					
	09/12/2022		Inv. #6905	5411 · Village IT Services	-8,176.13
Total Village of Carol Stream					-8,176.13
<b>Village of Carol Stream - Benefits</b>					
	09/15/2022		Inv. #6874	5107 · Life Insurance	-131.34
	09/15/2022		Inv. #6874	5108 · Health Insurance	-21,407.12
	09/15/2022		Inv. #6874	5109 · Benefits, other	-104.03
Total Village of Carol Stream - Benefits					-21,642.49



Date	Num	Memo	Account	Amount
09/21/2022		From: 9/9 - 9/23/2022	6620 · Illinois Municipal Retirement F	-15,143.19
				-15,143.19
09/12/2022		Bill #01912810	5207 · Water/Sewer	-912.03
				-912.03
09/21/2022		YS pgm. supplies	5501 · Youth Services Programs	-27.00
				-27.00
09/28/2022		Inv. #ORD4-009778	5201 · Supplies	-210.08
				-210.08
09/15/2022		Inv. #00259727	5201 · Supplies	-30.00
				-30.00
				<b>-128,523.68</b>

Total Village of Carol Stream - IMRF  
**Village of Carol Stream - Water Dept.**

Total Village of Carol Stream - Water Dept.  
**Walmart**

Total Walmart  
**Western First Aid & Safety**

Total Western First Aid & Safety  
**Zeus Battery Products**

Total Zeus Battery Products  
**TOTAL**

Total Disbursements for September 1, 2022 through September 30, 2022

Approved by the Library Board of Trustees October 19, 2022

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

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

26

9:42 AM

10/07/22

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount
<b>5300 · Business Exp.</b>						
<b>5301 · Postage</b>						
General Journal	09/30/2022	ATA0904		Allocate Septem...	-SPLIT-	8.69
Total 5301 · Postage						8.69
<b>5305 · Mileage Reimbursement</b>						
General Journal	09/30/2022	ATA0904		Allocate Septem...	5301 · Postage	22.71
Total 5305 · Mileage Reimbursement						22.71
<b>5321 · Human Resources</b>						
General Journal	09/30/2022	ATA0904		Allocate Septem...	5301 · Postage	72.96
Total 5321 · Human Resources						72.96
Total 5300 · Business Exp.						104.36
<b>5500 · Services</b>						
<b>5503 · Adult/Teen Programs</b>						
General Journal	09/30/2022	ATA0904		Allocate Septem...	5301 · Postage	29.13
Total 5503 · Adult/Teen Programs						29.13
Total 5500 · Services						29.13
<b>TOTAL</b>						<b>133.49</b>

**REIMB -- REIMBURSEMENT**

Company: (9366)

Employee	ID	SSN	Location	Amount
Elder, Jessica	1176		11	-29.13
Farrell, Joyce C.	1103		10	-93.05
Garcia, Crystal	1191		11	-11.31

**Totals for REIMB -- REIMBURSEMENT**

<b>3 Employees</b>	<b>-133.49</b>
--------------------	----------------

**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	3	-133.49
<b>Totals</b>			<b>3</b>	<b>-133.49</b>



**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**  
**September 21, 2022**

**Audit Report**

Partner Dan Berg from Sikich LLP, will be presenting a review of the Library's 2022 Annual Financial Report. I prepared the Management Discussion and Analysis that is included in the report. A pdf of the Audit has been emailed to each Board member. Please review and bring any questions you may have to the meeting. The hard copies will be available in your Monday Board packets.

**Facility Update**

The fall maintenance of the library's irrigation system has been completed. The lines have been flushed and the system shut down for the season.

Maintenance staff have removed a large counter piece from the Server Room and are in the process of repairing and repainting the north wall. Movable shelving will be purchased to accommodate storage of IT equipment in that space.

IT completed crucial updates to the Library's Firewall and system network this month. These updates were done before public hours so there was no disruption to Library services. We are coordinating with IT staff to schedule a set time to administer these updates on a regular basis to ensure that the library's systems are fully updated and have maximized system security.

**Social Services Partnership Grant Update**

The Village will be awarded \$50,000 for their grant request through the Bloomingdale Mental Health Board. It is not the full amount that was requested, so not sure how this will be impacting the plans for the grant project that they had proposed. I will keep you informed regarding this community project once plans have been finalized.

**Human Resources**

Lena Saltiel, the Library's new HR Administrator, has been very busy the past four weeks. Laura and I have been providing her with employee orientation and training for her position. In addition, she has attended and viewed a large number of online webinars and training courses for her position. She has hit the ground running, interviewing and hiring two new candidates for the Circulation department.

**Flu Shots**

The Library is offering to reimburse staff for the cost of this year's annual flu shot if it is not covered by their insurance. During a pandemic environment it is important for the Library to support good health and health practices. Staff would need to turn in their paid receipt to be reimbursed.

October Employee Anniversaries

Renee Walther – 10/02/96-Circulation

Steve Dexheimer – 10/07/03-Youth Services

**Jeri Cain – 10/01/12-Circulation (Ten Year Anniversary)**

**Melanie Johnson – 10/11/12-Circulation (Ten Year Anniversary)**

Susan Westgate, Library Director

## Carol Stream Public Library - Monthly Librarian's Report FY 2022-2023

		September	
	FY 21-22	FY 22-23	Current YTD
<b>Circulation Activity</b>			
<b>Physical material use by audience</b>			
Total Adult	13,196	14,717	74,246
Total Teen	769	830	4,425
Total Youth	13,664	15,190	88,759
<b>Physical material use by format</b>			
Books	19,857	21,443	121,112
Videos	5,153	5,817	29,613
Audiobooks and Music CDs	1,475	2,002	8,704
Periodicals and Magazines	264	248	1,341
Other	880	1,227	6,660
Total Physical Item Circulation	27,629	30,737	167,430
<b>Interlibrary loans and Reciprocal borrowers (included above)</b>			
ILL - Borrowed from SWAN	2,929	3,035	14,353
ILL - Borrowed from Non-SWAN	33	41	188
ILL - Loaned to SWAN	729	683	3,237
ILL - Loaned to Non-SWAN	102	77	386
RBP Loans - SWAN (incl. above)	222	429	2,284
RBP Loans (non-SWAN) - (incl. above)	451	414	2,828
<b>Digital media use</b>			
Bingepasses (hoopla)	NA	4	33
E-books	2,741	2,899	15,924
E-Audio	2,230	2,492	12,224
E-Video	464	512	2,073
Museum Adventure Pass / Explore More Illinois	19 / 0	22 / 0	128 / 9
Total use of Electronic Materials	5,454	5,929	30,391
<b>Total Circulation (physical materials and digital media)</b>	<b>33,083</b>	<b>42,618</b>	<b>197,821</b>
Digital magazine retrievals	880	668	3,767
<b>Total Electronic Retrievals (e-mags and databases)</b>	<b>6,398</b>	<b>5,952</b>	<b>28,122</b>
<b>Other circulation activities</b>			
Items checked out in the Library	12,792	13,977	81,583
Self Check - # of Items Checked out	4,822	9,125	51,015
Self Check - % of items checked out in the Library	37.70%	65.28%	62.53%
<b>Programs - # of Programs/Attendance**</b>			
Adult - Number/Attendance	30 / 292	22 / 647	141 / 2,777
Teen Number/Attendance	8 / 21	7 / 118	30 / 312
Youth - Number/Attendance	103 / 816	102 / 1,177	523 / 7,952
General Interest - Number/Attendance	NA	0 / 0	1 / 23
<b>Total - Number/Attendance</b>	<b>141 / 1,129</b>	<b>131 / 1,942</b>	<b>694 / 11,041</b>
<b>Library Events - Number / Attendance</b>	<b>NA</b>	<b>0 / 0</b>	<b>2 / 283</b>
<b>Outreach - Number / Attendance</b>	<b>1 / 24</b>	<b>15 / 549</b>	<b>25 / 1,238</b>
<b>Facility Usage</b>			
Library Visits (Door Count)	8,205	11,429	59,702
Curbside Pickup Transactions	198	96	545
Meeting Rooms - # of Public Bookings*	NA	2	2
Study Rooms - # of Users*	187	336	1,328

Electronic Usage			
# of Internet Sessions/Total Time	515 / 314	938 / 461	4,449 / 2,711
#iMac Sessions/Total Time	18 / 8	19 / 11	73 / 48
# of Library Website Visits	12,224	14,362	70,558
# Mobile App Views	2,943	3,955	20,167
# of Wireless Users	1,277	2,030	9,100
Aspen catalog sessions / unique searches	NA	79,928 / 17,416	251,780 / 57,752

Reference Transactions			
Adult	943	1,304	6,502
Youth	448	501	4,624
Circulation	189	275	1,697
Chat	68	34	249
<b>Total Reference Transactions</b>	<b>1,648</b>	<b>2,114</b>	<b>13,072</b>

Total One-on-One Tutorials			
Adult	5	35	171
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,842	18,332	
# of Non-Resident Cards***	10	40	
<b>Total Registered Users</b>	<b>18,492</b>	<b>18,372</b>	

Resources Owned/Licensed			
Books	62,477	64,911	
Newspapers (Print only)	24	24	
Periodicals (Print only)	128	119	
Total Print Materials	62,629	65,054	
Current Subscriptions (Print Only)	152	143	
Current E-Subscriptions	3,839	4,312	
E-Books: Downloadable	64,277	76,704	
Audio Recordings	6,649	6,745	
Audio Recordings (Downloadable)	24,288	30,485	
Videos	11,306	10,017	
Other: Video Games, Puzzles, Devices	693	774	
Databases	67	72	
<b>Total Resources Owned/Licensed</b>	<b>173,748</b>	<b>194,163</b>	

<b>Professional Development Hours</b>	<b>149</b>	<b>58.00</b>	<b>188.75</b>
---------------------------------------	------------	--------------	---------------

\*The meeting rooms are not available for public reservations. Recording Chamber of Commerce Networking meetings held in Create and Learn Center effective 9/22.

\* Seating resumed in Library 5/17/21.

\*Resumed Sunday hours 6/6/21.

\*Study rooms & express computer stations available effective 6/14/21.

\*\*Program statistics updated for FY22 per changes in IPLAR reporting:

Homebound deliveries now counted as One-on-One Tutorials;

program recordings are only counted during the first two months;

Family and multi-age group programs are now reported as General Interest.

\*\*\*Non-residents cards were counted as families in FY2021, now individuals are counted.

**Assistant Director's Report  
September 2022**

**Administration and Business Office**

- Payroll processing week of 9/6 and 9/19
- Onboarding, offboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Friends of the Library liaison responsibilities transferring to Marketing Coordinator.
- Researching first aid supply vendors and replacement AED machine for Director – Joyce

**Human Resources**

- Background checks and onboarding for new hires
- Training with new HR Administrator, Lena Saltiel

**Tech Services**

- Items ordered – 813 and Items put into Circulation – 622
- Items catalogued – imported bib records & original cataloging - 127
- Item record edits/database clean-up – 430
- Bib record merge requests submitted to SWAN support – 26
- Repair items (includes disc cleaning) - 49
- Serial record edits – 18 and Claimed Issues – 5
- Baker & Taylor server outage resolved 9/9.
- Pending orders in Workflows, items not received as of October 6, 2022 (Youth, 293; Adult, 442)
- Sustainable Shelves – 853 titles were submitted; 263 items were approved for submission resale to B&T for a credit value of \$132.74.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Back in Time, School Stories, and new Juvenile Hispanic Heritage Month and JNF Halloween displays
- Deleted two ceased magazine titles from collection: Sci-Fi and Clean Eating

**Tech Services - Conversion Projects**

- Total items processed – 19
- Peek-a-Book Project is 95% done. - Barb
- Beginning Chapter Books genre sticker project completed - Marie

**Meeting Attendance**

- Weekly Director and bi-weekly Management Team meetings - Laura



- 9/6/22 - Program statistics discussion with Amy Teske – Laura
- 9/8/22 - SWAN Acquisitions & Cataloging Users (ACUG) - Barb, Susan G, and Marie
- 9/12/22 - Insurance renewal review – Laura and Susan Westgate
- 9/15/22 - Friends Board meeting – Laura
- 9/16/22 - HR Source salary structure benchmarking – Laura and Susan Westgate
- 9/18/22 - CS Dog Fest - Laura
- 9/20-22/22 – Paylocity Payroll Bootcamp and Elevate Conference – Laura
- 9/22/22 - SWANtech quarterly meeting – Laura
- 9/27/22 - SWAN monthly chat – Laura
- 9/29/22 - RAILS member update - Laura
- 9/29/22 - CollectionHQ DEI tool forum - Laura

### **Information technology**

- There were 31 support tickets in September.
- New employee accounts setup.
- Firewall and Server updates installed the week of 9/26 before the Library opened.
- Remote printing upgrade postponed.
- Public copier had multiple issues. IT contacting Impact to discuss.
- Zoom expansion needed for one program in November. We will upgrade to a larger audience capacity for one month.

*Laura Hays*

Assistant Library Director

## Adult Services Department Monthly Report

September 2022

### Department News:

- After an expected usually slower month for August, study room usage rocketed back up, as well gradual increases in reference and database transactions.
- With the success of our summer reading, we offered a smaller reading club for the fall, and will explore another offering come winter. We'll continue offer additional seasonal reading clubs outside of our main Summer club. These other clubs will have more isolated themes and tie ins to books, movies, trends.
- In preparation for printing software upgrades for our patrons, creating a more informative and streamlined how to print at library website. This will make it easier for patrons to navigate to as well as learn the offerings from the library beyond just printing when it comes to technology resources.
- Began planning our Citizenship class offerings in partnership with Peoples Resource Center. Hoping to have classes start in Feb '23.
- In having conversations with business leaders and at chamber meetings, exploring avenues to aid local businesses, through training workshops, awareness of our resources. Developing a curriculum of Career/Small Biz workshops that will start in 2023. It will feature material from the Grow with Google series that we've partnered with as an organization.
- Program attendance continues to be strong, which includes participation in various passive offerings such as online quizzes, Take N Makes, and binge boxes requests.
- In efforts to do more within the community along with working more with local agencies, our Teen Recharge series restarted in partnership with the Carol Stream Social Services. The agency will partner for 6 sessions, but we'll continue the program on a weekly basis in 2023.
- We filled the two part time vacancies, as well as the full-time position. For September we welcomed Pierce Mucha as our newest PT librarian.

### Outreach Activities:

- Homebound delivery – 40 registered, delivered to 33 patrons, Items delivered 162
- Developing a Job/Career Folder Kit, which will feature resource info and small supplies
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team
- Staff attended Fall Fest
- Held two Teen Volunteer Club Meetings
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Our program on improving job skills with WorkNet Dupage and the Village is set for Oct
- Building an ongoing program offering for the Glenbard Transitions Group
- Jessica has been active in welcoming our after school crowd to build relationships, and to help with behavior monitoring

Athens Moreno Adult Services Manager

EDI Activities (EDI Committee & Dept):

- Finalized our in-house languages spoken by staff go to sheet that's at the public desks.
- Held programs and displays to highlight Hispanic Heritage Month, both online and in person
- Continued partnership with the DuPage Literacy group offering study room space and resources for Carol Stream residents utilize their tutoring services
- Offering more handouts in both Spanish and English

Programs & Displays:

- Binge Box packages for both adults and teens with Banned Books Month theme
- Walking Reading Club Challenge for adults/teens
- Online Quiz for patrons to get recommended books featuring a *I survived! Theme*
- Created and handed out 40 Study Kits for adults/teen students for back to school theme
- Online quiz titled "I Survived" featuring world disaster events
- Our popular take n Make kits featured making a tote bag
- Amazing Greens Program with Garden Club of DuPage
- Book Discussion group to coincide with Glenbard Parent Series
- iPhone/Apple Basics Class
- Medicare 101 class
- Around the World Bookclub, with a focus on Poland
- In person craft program featuring Wine Bottle Toppers (see image)
- Teen Volunteer Group Meeting
- 160 Minutes, Race to Save the Titanic Program
- For Hispanic Heritage Month, held program From the Farm to our Tables: Hidden Lives of Farm Workers
- Teen Recharge series began weekly sessions in collaboration with Carol Stream Social Services
- Naturalization 101 Class
- Held a 90's movie display in lobby as well as Banned Books display with mannequin design and literature about Banned Books
- Prepping for Oct 1<sup>st</sup> release, our Take N Make Breast cancer awareness tumbler projects will be launched

Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meeting
- Programming Meeting, Department
- CHQ Meeting
- 1on1 meetings within dept
- Collection Dev networking group

Athens Moreno Adult Services Manager

Resources and Collection News:

- Exploring promotional avenues to highlight databases such as integrations within our catalog, creating business card size informative printouts, utilizing our digital signage to feature more
- Renewal of our Chilton Auto Repair database, as use has been steady
- Developing an online learning site that would feature recordings, tutorials, as well as local informative videos

Continued Education & Training:

- Tell me More Diverse Voices
- Collection HQ Diversity Meeting
- SWAN Fireside Meetings

Pictures:

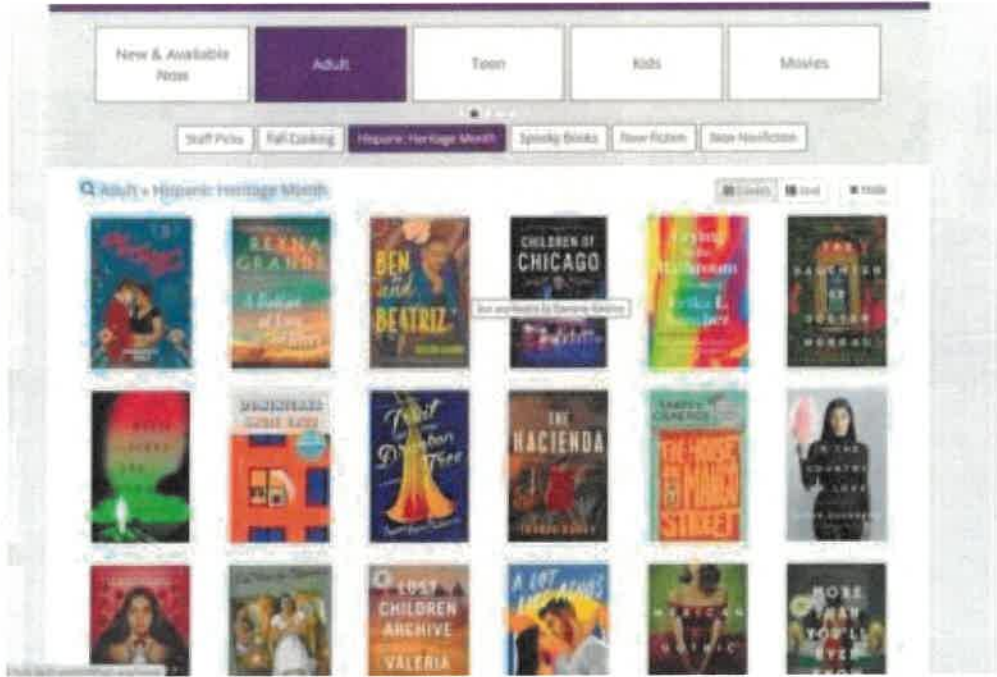
Our Walk a thon Reading Challenge



Athens Moreno Adult Services Manager



Craft event featuring decorative wine bottle toppers



Enhancing our library catalog to include more lists, reading suggestions, and improve browsability

## September 2022 Report for Carol Stream Library Board of Trustees

## Circulation Department

Staff performed the following:

- 11,429 greetings, welcoming visitors to the Library
- 5,510 Checkouts and renewals
- 96 Curbside deliveries
- 109 new resident account registrations
- 5 new Special account registration
- 28 new digital accounts checked for duplication
- 16,640 Check ins
- 17,000 items shelved
- 3,756 hold requests made available

Patron Purge update:

- 115 accounts that have not been used after 8.30.2013 **AND** had status of BADADDRESS have been removed from the database. This is in accordance with SWAN's 9-year Last Activity Date (LAD) purge rule.
- 254 accounts with good addresses and status of OK were modified and renewed to avoid removal.

Self Check-out activity:

- 3,292 checkouts at Youth Services machine
- 5,833 checkouts at Lobby machines

Jeri participated in:

- Management Team meetings on September 1<sup>st</sup> and 15<sup>th</sup>
- SWAN's fireside chat on September 27<sup>th</sup>.

In addition:

- Melanie, Jeri and Susan conducted interviews of potential candidates for the part-time Circulation Clerk position on September 6<sup>th</sup>, 8<sup>th</sup> and 13<sup>th</sup>.
- Jeri represented the Library at the Vet Bros Charity Dog Show event on Sunday, September 18<sup>th</sup>.
- The Circulation team welcomed Anthony Paustain on September 23<sup>rd</sup> and Colin Rosado on September 29<sup>th</sup>! They have accepted positions as part-time Circulation Clerks.
- Melanie Johnson Represented the Library at Franklin Middle School Family Literacy Night on September 29<sup>th</sup> to issue cards and promote the library's services. She registered 6 residents for Library accounts!
- Kaitlyn Frye resigned her position as part-time Circulation Clerk and accepted a position as full-time Adult Services Librarian. Her last day in Circulation was September 29<sup>th</sup>. She began her new position in Adult Services the following Monday on October 3<sup>rd</sup>.

Submitted by Jeri L. Cain  
10/10/2022



# Youth Services Report September 2022

## Program Highlights

- Julie Mohedano and Leigh Anne Wilson presented a Bilingual Storytime on 9/9 with an attendance of 8.
- Adriana Albers hosted the first Homeschool Hangout of this school year on 9/2 with 38 in attendance. Families participated in a scavenger hunt and learned a lot about Library resources in the process. They also made a craft and completed a parent survey regarding program ideas for this school year.
- Steve Dexheimer and Nate Wagner hosted the first Arcade Tournament of the year on 9/21 with 6 in attendance.
- Leigh Anne Wilson and Adriana Albers hosted a Stuffie Sleepover on 9/24 with 29 in attendance. The children left their stuffies to sleep over at the Library. When they came to pick them up the next day, the kids got a notebook with pictures of the stuffie adventures overnight. Those stuffies did not sleep well!
- Adriana Albers brought back a great program called Hands on Learning on 9/27 with 22 in attendance. Participants did preschool STEM activities involving apples.
- 400 CSPL Kits were distributed in September including 100 each of the following activities: Science with Skittles, Make your own Petey from Dogman, Spoon Flowers, Jolly Roger Flag for Speak Like a Pirate Day.

## Patron Service and Reference

- 72 Binge Box requests were filled during September
- Youth Staff had 501 interactions with the public during September.

## Professional Development

- Youth Staff did 13 hours of training during September.

## Meeting Attendance

- 9/1, 15 – Management Team Meeting – Amy Teske
- 9/6 – Statistics Meeting – Amy Teske, Sam Wright, Leigh Anne Wilson
- 9/14 – Meeting with Susan – Amy Teske
- 9/19 – Birth to 5 Planning Meeting – Amy Teske
- 9/20 – CollectionHQ Team – Amy Teske, Adriana Albers
- 9/21 – Board Meeting – Amy Teske

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Stuffie Sleepover



Bilingual Storytime



40

Human Resources – position filled by Lena Saltiel

Monthly Report

September 19<sup>th</sup> 2022 to September 30<sup>th</sup>

### **Administration**

- Read the full handbook and policies/ procedures
- Explored the CSPL intranet and file systems
- Navigated Paylocity platform and enabled text communication with candidates
- Organized paperwork and files; settled into office
- Training with Susan Westgate and Laura Hays
- Submitted Expense Reimbursement Form

### **Benefits**

- Connected with Perspectives representative and explored EAP
- Benefit Solver training with Village of Carol Stream HR Janice Van Dyke
- Benefit Solver training videos through Training Solver
- Sent out Medicare reminders to Staff, Retirees, and COBRA participants

### **Staffing & Onboarding**

- Created recruiting tracker to stay organized with new hire status and open positions
- Touched base with hiring manager to learn management styles and ideal candidates for opening
- Sat in on orientation for Pierce Mucha (1<sup>st</sup> orientation was to observe how it was done)
- Onboarded, conducted reference checks, and created accounts for 2 Circulation Clerk new hires
- Conducted orientations: Anthony Paustian and Colin Rosado (Circ Clerks); Robin Harwood (YS Librarian)

### **Training**

- Paylocity HR Bootcamp webinar (5 hours)
- Paylocity Elevate conference (9am to 4pm/ two-day virtual conference = 14 hours)
- Training with Susan Westgate and Laura Hays (~2 hours)
- Training with Janice Van Dyke from the Village of Carol Stream (1.5 hours)

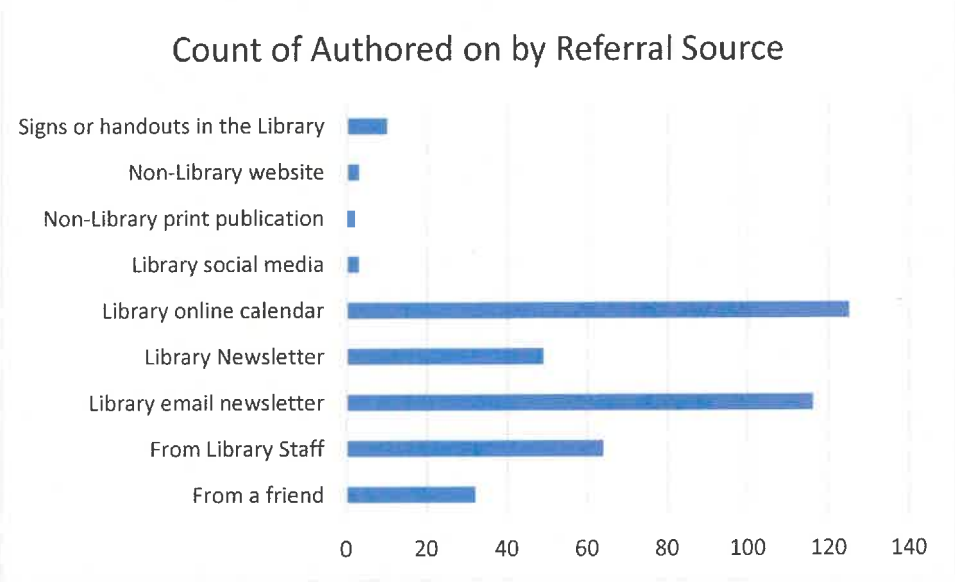
### **Compensation**

- Reviewed CSPL Final Market Benchmarking Project Document from HR Source



# Marketing Report

## September 2022



- **Promotions resulted in 408 event registrations**
- Promoted Library Card Month by organizing the Lock and Key Raffle
  - Designed cards in which patrons could place their polaroid picture, and describe how they use their library card, including how it benefits them.
  - Created display for cards for patrons viewing.
  - Promoted Raffle with graphics displayed on our TV slides, e-newsletter, social media and website.
- Worked with Youth Services to streamline the process of entering programs into Library Market creating consistency.
- Edited and published all programs for November and December.
- Created signage for study room reservations.
- Organized promotional table to represent the Library at Carol Stream’s community events such as: The VetBros Charity Dog Show and the Villages 2022 Fall Fest. The promotional table included informational fliers, prizes, and fun games for the community to enjoy.
- Produced graphics for TV displays to promote the library’s resources, upcoming events, and reading challenges.
- Started the process of creating the print newsletter for November and December programming/events.
- Attended a meeting with the Friends of the Carol Stream Public Library.
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.

Statistics:

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page.

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

Facebook

Followers: 2,864

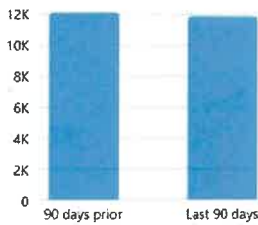
Reach from the last 90 days: 11.8K

Reach

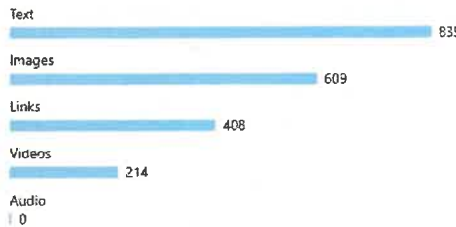
Post reach ⓘ

11.8K ↓ 2.2%

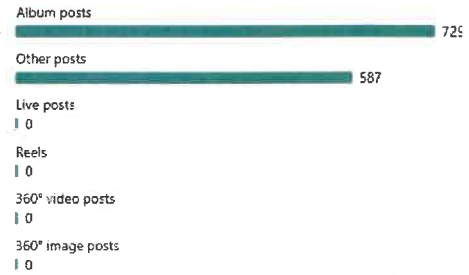
Total from last 90 days vs 90 days prior



Median post reach per media type ⓘ  
For posts created in the last 90 days



Median post reach per content format ⓘ  
For posts created in the last 90 days



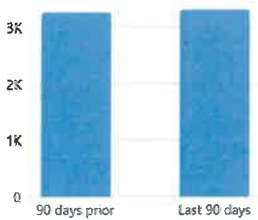
Engagement from the last 90 days: 3.3K

Engagement

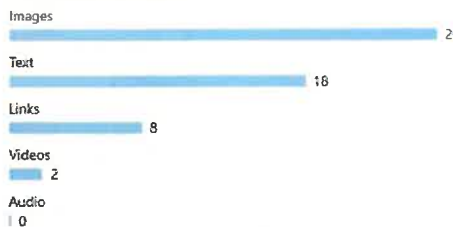
Post reactions, comments and shares ⓘ

3.3K ↑ 1.5%

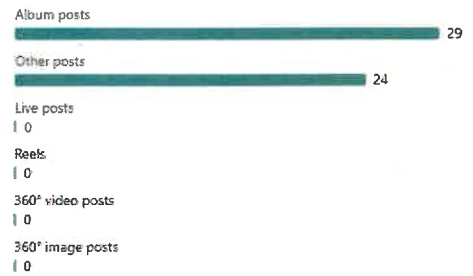
Total from last 90 days vs 90 days prior



Median post reactions, comments and shares per media type ⓘ  
For posts created in the last 90 days



Median post reactions, comments and shares per content format ⓘ  
For posts created in the last 90 days



Top three posts from September

		
<p>People reached: 1,610 Engagements: 317</p>	<p>People reached: 1,495 Engagements: 83</p>	<p>People reached: 1,006 Engagements: 74</p>

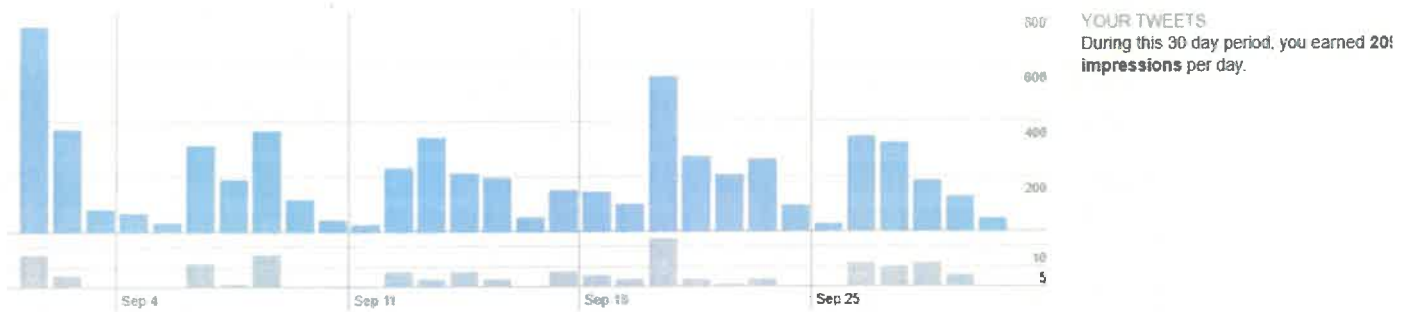
Twitter

Followers: 1,586

Total Impressions: 6.3k

Impressions from September

Your Tweets earned 6.3K impressions over this 30 day period



44

Total Engagements: 248

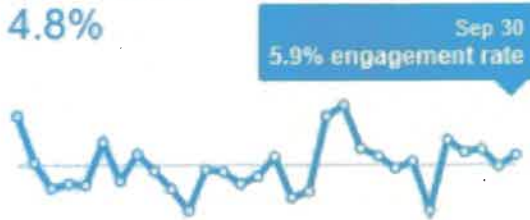
### Engagements for September

#### Engagements

Showing 30 days with daily frequency

Engagement rate

4.8%



### Top 3 tweets from August:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<b>Carol Stream Public Library</b> @CarolStreamPL Sep 1 Even libraries aren't immune from employees misusing their office equipment. #librarianproblems #jobadvice #dontdoit pic.twitter.com/qRhKu2AuiR <small>View Tweet activity</small>			635	67	10.6%
	<b>Carol Stream Public Library</b> @CarolStreamPL Sep 20 #BannedBooksWeek pic.twitter.com/Q04QpkpIFc <small>View Tweet activity</small>			427	42	9.8%
	<b>Carol Stream Public Library</b> @CarolStreamPL Sep 13 We'd totally school @CSParkDistrict, @WheatonPL, @GlenEllynPL or anyone else at Goldeneye!!! Yes, even with slappers only. And also if we were the only ones allowed to use Oddjob. <a href="https://twitter.com/RareLx/status...">twitter.com/RareLx/status...</a> <small>View Tweet activity</small>			409	8	2.0%

### Promotional Emails

September 8th	Celebrating Library Card Month!	Open rate: 36.3%	Click rate: 1.8%
September 15th	Celebrate Hispanic Heritage Month	Open rate: 28.1%	Click rate: 0.4%
September 22 <sup>nd</sup>	Enter the Lock and Key Raffle Today!	Open rate: 31.9%	Click rate: 1.0%
September 29th	Upcoming Fall Events and Crafts	Open rate: 33.1%	Click rate: 2.9%



## Monthly Report of IT Service

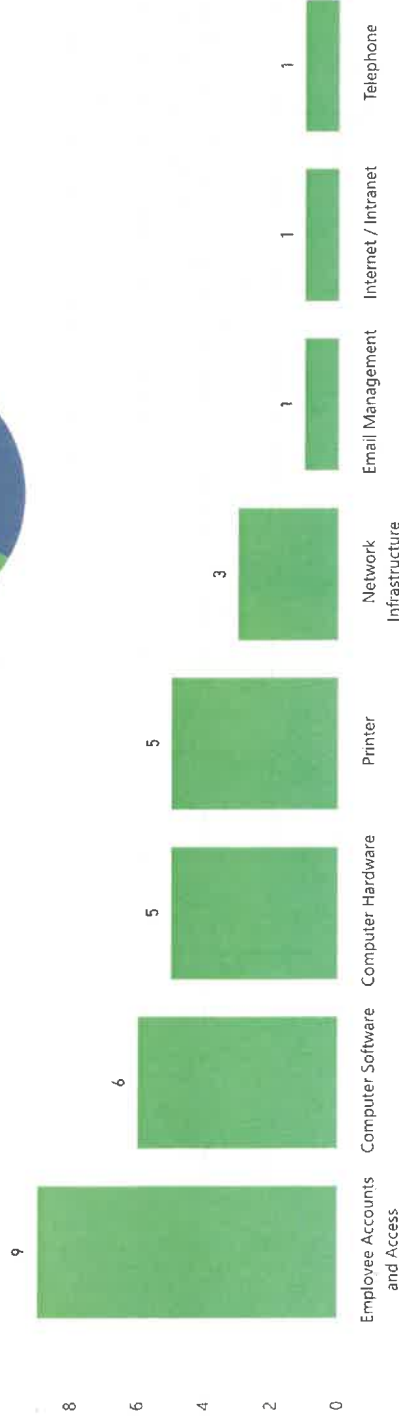
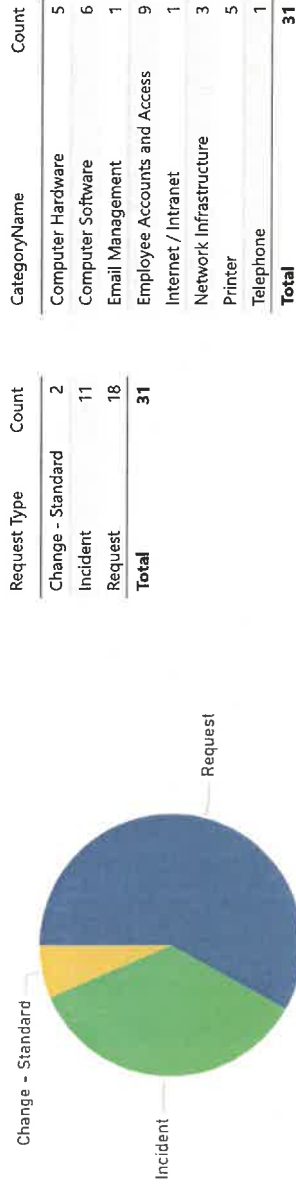
Report Range 9/1/2022 9/30/2022

## Support Tickets

31

### 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.



### Tickets Types

Definitions:

**Requests** - A request is a request for a service. This may include a printer 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.