

**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 19, 2023**

**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 February 15, 2023
7. MONTHLY REPORTS OF THE TREASURER
  - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2023 and March 31, 2023
8. NEW BUSINESS
  - 8.1 Recommendation, Re: Approval of Annual Renewal of IGA for IT Services
  - 8.2 Recommendation, Re: Approval of ATA Group Accounting Services for FY24
  - 8.3 Recommendation, Re: Review and Approval of FY2024 Working Budget
  - 8.4 Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund
  - 8.5 Recommendation, Re: Approval of Funds Transfer of \$200,000 from the General Fund to the Building Renovation Loan Fund
  - 8.6 Recommendation, Re: Approval of Additional Principal Payment of \$200,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

8.7 Recommendation, Re: Approval of Addition to Policy No. 304, Floating Holidays

8.8 Recommendation, Re: Approval of Addition to Policy No. 306, PTO

8.9 Recommendation, Re: Approval of Technical Services Associate Job Description

8.10 Discussion: After School Security and High Risk Mask Hours

9. DISBURSEMENTS

9.1 Approval of Disbursements of February 1-28, 2023, March 1-31, 2023 plus the Addendum for the Meeting of April 19, 2023

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #299

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Mansi Patel, Secretary  
Board of Library Trustees

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

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

DATE: February 15, 2023

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, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske and Human Resources Coordinator Lena Saltiel

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS

Human Resources Chair Trustee Patel reported on the discussion at the February 15 Human Resources Committee Meeting. The Committee reviewed and discussed the revised job descriptions, updated pay grade structure and the recommendation for FY 24 staff merit increases. They came to a consensus to approve all three action items at the Regular Board meeting of February 15, 2023.

6. CONSENT AGENDA

**Trustee Hudspeath moved and Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of February 15, 2023. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Olson moved and Trustee Hudspeath 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

6.1 Minutes of the Regular Board Meeting of January 18, 2023

- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2023
- 6.3 Recommendation, Re: Approval of the Library Job Descriptions Revisions
- 6.4 Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure, effective January 1, 2023
- 6.5 Recommendation, Re: Approval of Staff Merit Increases for FY23/24
- 6.6 Approval of Disbursements of January 1-31, 2023 plus the Addendum for the Meeting of February 15, 2023
- 6.7 Monthly Staff Reports

**Trustee Olson 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, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

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

Recommendation, Re: Approval of the Library Job Descriptions Revisions

Background Information:

All of the job descriptions were reviewed and revised as part of a market benchmarking and compensation structure project.

Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure, effective January 1, 2023

Background Information:

The Library hired outside consultants HRSsource to conduct a full Market Benchmarking & Compensation Structure project. The final product is an upgraded pay grade structure for the Library, effective January 1, 2023.

Recommendation, Re: Approval of Staff Merit Increases for FY23/24

Background Information:

The Board approved a merit increase pool of 0-7% based upon performance and to accommodate any warranted pay adjustments. Staff evaluations will take place before the end of the current fiscal year.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of January 1-31, 2023 plus the Addendum for the Meeting of February 15, 2023 in the amount of \$122,396.58.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees asked about the coordination of participating in a local legislative meet-up with neighboring libraries. The proposed start time of 7:00 a.m. was not doable for most. Director Westgate would report back to the Board any additional input she receives from the other libraries and recommend a start time of no earlier than 8:30 a.m.

#### 8. 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 7:09 p.m.

March 15, 2023

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library  
Treasurer's Report  
Month Ending February 28, 2023**

| <u>FUND</u>                  | <u>BEGINNING<br/>BALANCE</u>  | <u>CHANGE</u>               | <u>ENDING<br/>BALANCE</u>     |
|------------------------------|-------------------------------|-----------------------------|-------------------------------|
| General                      | \$ 2,009,993.81               | \$ 893,097.58               | \$ 2,903,091.39               |
| Working Cash                 | 51,001.33                     | 932.54                      | 51,933.87                     |
| FICA                         | 94,437.66                     | 8,872.40                    | 103,310.06                    |
| IMRF                         | 96,867.26                     | 7,703.85                    | 104,571.11                    |
| Liability Insurance          | 12,750.82                     | (3,980.74)                  | 8,770.08                      |
| Audit                        | 6,827.41                      | (345.07)                    | 6,482.34                      |
| Capital Maintenance & Repair | 1,593,709.55                  | (23,124.83)                 | 1,570,584.72                  |
| Building Renovation Loan     | <u>3,536.59</u>               | <u>(802.67)</u>             | <u>2,733.92</u>               |
| <b>TOTAL ALL FUNDS</b>       | <u><u>\$ 3,869,124.43</u></u> | <u><u>\$ 882,353.06</u></u> | <u><u>\$ 4,751,477.49</u></u> |

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

\_\_\_\_\_  
Justin Lynch, Board President 2/28/23

\_\_\_\_\_  
Nancy Olson, Board Treasurer 2/28/23

\_\_\_\_\_  
Susan Westgate, Library Director 2/28/23

**Carol Stream Public Library  
Treasurer's Report  
Month Ending February 28, 2023**

|                              | <u>TYPE</u> | <u>CURRENT<br/>BALANCE</u> |
|------------------------------|-------------|----------------------------|
| OLD SECOND BANK              | CHECKING    | \$ 974,052.91              |
| OLD SECOND BANK              | PAYROLL     | 78,395.87                  |
| OLD SECOND BANK-MONEY MARKET | INVESTMENT  | 610,736.93                 |
| ILLINOIS FUNDS-PRIME FUND    | INVESTMENT  | 3,086,946.95               |
| PROPAY                       | ELECTRONIC  | 564.83                     |
| ASPEN/PAYPAL                 | ELECTRONIC  | 10.00                      |
| CASH BANK                    | CASH DRAWER | <u>770.00</u>              |
|                              | TOTAL       | <u>\$ 4,751,477.49</u>     |

**Carol Stream Public Library  
Treasurer's Report  
Month Ending March 31, 2023**

| <u>FUND</u>                  | <u>BEGINNING<br/>BALANCE</u>  | <u>CHANGE</u>               | <u>ENDING<br/>BALANCE</u>     |
|------------------------------|-------------------------------|-----------------------------|-------------------------------|
| General                      | \$ 2,009,993.81               | \$ 628,392.12               | \$ 2,638,385.93               |
| Working Cash                 | 51,001.33                     | 1,096.06                    | 52,097.39                     |
| FICA                         | 94,437.66                     | (1,362.34)                  | 93,075.32                     |
| IMRF                         | 96,867.26                     | 8,026.29                    | 104,893.55                    |
| Liability Insurance          | 12,750.82                     | (4,483.12)                  | 8,267.70                      |
| Audit                        | 6,827.41                      | (322.33)                    | 6,505.08                      |
| Capital Maintenance & Repair | 1,593,709.55                  | (21,985.66)                 | 1,571,723.89                  |
| Building Renovation Loan     | <u>3,536.59</u>               | <u>(772.98)</u>             | <u>2,763.61</u>               |
| <b>TOTAL ALL FUNDS</b>       | <u><u>\$ 3,869,124.43</u></u> | <u><u>\$ 608,588.04</u></u> | <u><u>\$ 4,477,712.47</u></u> |

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

3/31/23

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Justin Lynch, Board President

3/31/23

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Nancy Olson, Board Treasurer

3/31/23

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Susan Westgate, Library Director



**Carol Stream Public Library  
Treasurer's Report  
Month Ending March 31, 2023**

|                              | <u>TYPE</u> | <u>CURRENT<br/>BALANCE</u> |
|------------------------------|-------------|----------------------------|
| OLD SECOND BANK              | CHECKING    | \$ 834,543.38              |
| OLD SECOND BANK              | PAYROLL     | 79,719.66                  |
| OLD SECOND BANK-MONEY MARKET | INVESTMENT  | 462,898.89                 |
| ILLINOIS FUNDS-PRIME FUND    | INVESTMENT  | 3,099,257.61               |
| PROPAY                       | ELECTRONIC  | 473.11                     |
| ASPEN/PAYPAL                 | ELECTRONIC  | 49.82                      |
| CASH BANK                    | CASH DRAWER | <u>770.00</u>              |
|                              | TOTAL       | <u>\$ 4,477,712.47</u>     |

**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**FEBRUARY 28, 2023**

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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 February 28, 2023 and January 31, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date February 28, 2023, 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*

March 2, 2023

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

|  | Feb 28, 23          | Jan 31, 23          | \$ Change          |
|--|---------------------|---------------------|--------------------|
| <b>ASSETS</b>                                    |                     |                     |                    |
| <b>Current Assets</b>                            |                     |                     |                    |
| <b>Checking/Savings</b>                          |                     |                     |                    |
| 10-1000 · Library Fund Cash                      |                     |                     |                    |
| 10-1006 · Old Second General Checking            | 974,052.91          | 1,076,836.09        | -102,783.18        |
| 10-1008 · Old Second Payroll Account             | 78,395.87           | 79,299.91           | -904.04            |
| 10-1014 · Illinois Funds-Prime                   | 3,086,946.95        | 3,076,372.53        | 10,574.42          |
| 10-1024 · Old Second Money Market Acct           | 610,736.93          | 740,656.66          | -129,919.73        |
| 10-1025 · ProPay                                 | 564.83              | 518.71              | 46.12              |
| 10-1026 · Cash Bank                              | 770.00              | 770.00              | 0.00               |
| 10-1027 · Aspen/Paypal                           | 10.00               | 313.47              | -303.47            |
| 10-1090 · Allocated Cash-General Fund            | -1,848,386.10       | -1,866,395.81       | 18,009.71          |
| <b>Total 10-1000 · Library Fund Cash</b>         | <b>2,903,091.39</b> | <b>3,108,371.56</b> | <b>-205,280.17</b> |
| 1190 · Allocated Cash-Fund Balances              |                     |                     |                    |
| 20-1090 · Allocated Cash-Working Cash Fd.        | 51,933.87           | 51,793.14           | 140.73             |
| 30-1190 · Allocated Cash-FICA Fund               | 103,310.06          | 113,749.44          | -10,439.38         |
| 40-1090 · Allocated Cash-IMRF Fund               | 104,571.11          | 116,326.43          | -11,755.32         |
| 50-1090 · Allocated Cash-Liability Fund          | 8,770.08            | 9,151.90            | -381.82            |
| 60-1090 · Allocated Cash-Audit Fund              | 6,482.34            | 6,463.50            | 18.84              |
| 70-1090 · Allocated Cash-Capital R&M Fund        | 1,570,584.72        | 1,566,187.24        | 4,397.48           |
| 80-1090 · Allocated Cash-Debt Service            | 2,733.92            | 2,724.16            | 9.76               |
| <b>Total 1190 · Allocated Cash-Fund Balances</b> | <b>1,848,386.10</b> | <b>1,866,395.81</b> | <b>-18,009.71</b>  |
| <b>Total Checking/Savings</b>                    | <b>4,751,477.49</b> | <b>4,974,767.37</b> | <b>-223,289.88</b> |
| <b>Total Current Assets</b>                      | <b>4,751,477.49</b> | <b>4,974,767.37</b> | <b>-223,289.88</b> |
| <b>TOTAL ASSETS</b>                              | <b>4,751,477.49</b> | <b>4,974,767.37</b> | <b>-223,289.88</b> |
| <b>LIABILITIES &amp; EQUITY</b>                  |                     |                     |                    |
| <b>Equity</b>                                    |                     |                     |                    |
| 2900 · Beginning Fund Balances                   |                     |                     |                    |
| 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>      | <b>3,869,124.43</b> | <b>3,869,124.43</b> | <b>0.00</b>        |
| <b>Net Income</b>                                | <b>882,353.06</b>   | <b>1,105,642.94</b> | <b>-223,289.88</b> |
| <b>Total Equity</b>                              | <b>4,751,477.49</b> | <b>4,974,767.37</b> | <b>-223,289.88</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>            | <b>4,751,477.49</b> | <b>4,974,767.37</b> | <b>-223,289.88</b> |

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

|                                     | Feb 23     | May '22 - Feb 23 | Annual Budget | % of Budget |
|-------------------------------------|------------|------------------|---------------|-------------|
| <b>Ordinary Income/Expense</b>      |            |                  |               |             |
| <b>Income</b>                       |            |                  |               |             |
| <b>3000 · Property Taxes</b>        |            |                  |               |             |
| 3001 · Property Tax Current         | 0.00       | 3,736,507.82     | 3,744,461.00  | 99.79%      |
| 3002 · Property Taxes Non-Current   | 0.00       | 0.00             | 1,000.00      | 0.0%        |
| <b>Total 3000 · Property Taxes</b>  | 0.00       | 3,736,507.82     | 3,745,461.00  | 99.76%      |
| 3100 · PPR Taxes                    | 18,184.79  | 117,770.37       | 50,000.00     | 235.54%     |
| <b>3200 · Interest Income</b>       |            |                  |               |             |
| 3201 · Interest Income Taxes        | 0.00       | 332.29           | 500.00        | 66.46%      |
| 3202 · Interest Income Investments  | 10,675.96  | 70,744.69        | 8,100.00      | 873.39%     |
| <b>Total 3200 · Interest Income</b> | 10,675.96  | 71,076.98        | 8,600.00      | 826.48%     |
| <b>3300 · Patron Payments</b>       |            |                  |               |             |
| 3301 · Fines & Fees                 | 306.88     | 3,742.47         | 6,000.00      | 62.38%      |
| 3302 · Public Copy Payments         | 785.37     | 7,929.91         | 6,000.00      | 132.17%     |
| 3303 · Non-Resident Card Fees       | 347.19     | 4,127.31         | 2,000.00      | 206.37%     |
| 3304 · Sale Items                   | 0.00       | 0.00             | 500.00        | 0.0%        |
| 3300 · Patron Payments - Other      | 0.00       | 1,559.98         |               |             |
| <b>Total 3300 · Patron Payments</b> | 1,439.44   | 17,359.67        | 14,500.00     | 119.72%     |
| 3400 · Donations                    | 0.00       | 2,710.00         | 5,000.00      | 54.2%       |
| 3500 · Developer Contributions      | 0.00       | 0.00             | 500.00        | 0.0%        |
| 3600 · RBP/ILL Reimbursements       | 0.00       | 96.86            | 500.00        | 19.37%      |
| <b>3700 · Grants</b>                |            |                  |               |             |
| 3701 · Per Capita Grants            | 0.00       | 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>          | 0.00       | 58,784.65        | 59,800.00     | 98.3%       |
| 3800 · Other Income                 | 407.93     | 1,334.82         | 2,500.00      | 53.39%      |
| <b>Total Income</b>                 | 30,708.12  | 4,005,641.17     | 3,886,861.00  | 103.06%     |
| <b>Gross Profit</b>                 | 30,708.12  | 4,005,641.17     | 3,886,861.00  | 103.06%     |
| <b>Expense</b>                      |            |                  |               |             |
| <b>5100 · Salaries</b>              |            |                  |               |             |
| 5101 · Exempt Staff Salaries        | 41,146.18  | 542,520.04       | 643,000.00    | 84.37%      |
| 5102 · Non-Exempt Staff Salaries    | 96,840.68  | 993,158.48       | 1,320,000.00  | 75.24%      |
| 5103 · Custodial Salaries           | 5,976.77   | 65,867.53        | 89,000.00     | 74.01%      |
| 5105 · Professional Education       | 673.20     | 7,650.14         | 15,000.00     | 51.0%       |
| 5106 · Membership                   | 455.00     | 3,224.00         | 4,000.00      | 80.6%       |
| 5107 · Life Insurance               | 77.42      | 1,420.09         | 2,000.00      | 71.01%      |
| 5108 · Health Insurance             | 15,353.70  | 177,042.18       | 230,000.00    | 76.98%      |
| 5109 · Benefits, other              | 104.03     | 2,511.72         | 3,000.00      | 83.72%      |
| 5110 · Trustee Development          | 0.00       | 47.80            | 3,500.00      | 1.37%       |
| <b>Total 5100 · Salaries</b>        | 160,626.98 | 1,793,441.98     | 2,309,500.00  | 77.66%      |
| <b>5200 · Plant Maint.</b>          |            |                  |               |             |
| 5201 · Supplies                     | 1,141.73   | 11,031.74        | 15,000.00     | 73.55%      |
| 5202 · Maintenance/Repair           | 146.54     | 3,411.41         | 10,000.00     | 34.11%      |
| 5203 · Maintenance Contracts        | 6,884.00   | 45,814.63        | 52,400.00     | 87.43%      |

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

|  | <b>Feb 23</b>    | <b>May '22 - Feb 23</b> | <b>Annual Budget</b> | <b>% of Budget</b> |
|--|------------------|-------------------------|----------------------|--------------------|
| <b>5204 · Landscape Maintenance/Snow Remo</b>  | 1,024.00         | 11,809.13               | 15,000.00            | 78.73%             |
| <b>5205 · Furniture/Equipment</b>              | 0.00             | 872.97                  | 7,000.00             | 12.47%             |
| <b>5206 · Electric-Comm Edison</b>             | 4,196.81         | 35,848.20               | 47,000.00            | 76.27%             |
| <b>5207 · Water/Sewer</b>                      | 118.37           | 4,962.53                | 8,000.00             | 62.03%             |
| <b>5208 · Insurance (Property)</b>             | 0.00             | 8,895.00                | 11,000.00            | 80.86%             |
| <b>Total 5200 · Plant Maint.</b>               | <b>13,511.45</b> | <b>122,645.61</b>       | <b>165,400.00</b>    | <b>74.15%</b>      |
| <b>5300 · Business Exp.</b>                    |                  |                         |                      |                    |
| <b>5301 · Postage</b>                          | 8.69             | 292.38                  | 3,000.00             | 9.75%              |
| <b>5302 · Office &amp; Equipment Supplies</b>  | 334.13           | 5,557.74                | 7,000.00             | 79.4%              |
| <b>5303 · Printing</b>                         | 0.00             | 2,394.42                | 2,000.00             | 119.72%            |
| <b>5304 · Equipment Leasing</b>                | 1,197.69         | 13,818.72               | 18,000.00            | 76.77%             |
| <b>5305 · Mileage Reimbursement</b>            | 39.12            | 446.66                  | 1,500.00             | 29.78%             |
| <b>5306 · Legal Notices</b>                    | 0.00             | 555.45                  | 600.00               | 92.58%             |
| <b>5308 · Business Phone</b>                   | 419.75           | 4,139.50                | 6,000.00             | 68.99%             |
| <b>5309 · Accounting Service</b>               | 1,676.00         | 11,926.00               | 14,500.00            | 82.25%             |
| <b>5310 · Material Recovery Fees</b>           | 88.65            | 1,122.90                | 1,000.00             | 112.29%            |
| <b>5311 · Payroll Service</b>                  | 1,125.87         | 6,358.07                | 7,000.00             | 90.83%             |
| <b>5312 · Attorney Fees</b>                    | 675.00           | 1,616.25                | 6,000.00             | 26.94%             |
| <b>5315 · Other Expenditures</b>               | 89.93            | 1,102.06                | 6,000.00             | 18.37%             |
| <b>5317 · Bank &amp; Credit Card Fees</b>      | 15.68            | 149.15                  | 100.00               | 149.15%            |
| <b>5319 · Security Service</b>                 | 0.00             | 1,116.72                | 20,000.00            | 5.58%              |
| <b>5320 · Donation Recd Expense</b>            | 0.00             | 978.12                  | 5,000.00             | 19.56%             |
| <b>5321 · Human Resources</b>                  | 847.15           | 15,730.67               | 14,000.00            | 112.36%            |
| <b>Total 5300 · Business Exp.</b>              | <b>6,517.66</b>  | <b>67,304.81</b>        | <b>111,700.00</b>    | <b>60.26%</b>      |
| <b>5400 · Automat. &amp; Dept. Oper.</b>       |                  |                         |                      |                    |
| <b>5401 · Automation Hardware</b>              | 0.00             | 5,216.83                | 10,000.00            | 52.17%             |
| <b>5402 · ISP and Web page hosting</b>         | 525.02           | 12,219.32               | 14,000.00            | 87.28%             |
| <b>5403 · Computer Software</b>                | 835.00           | 7,562.87                | 6,000.00             | 126.05%            |
| <b>5404 · Tech Support &amp; Repair</b>        | 608.90           | 22,318.84               | 20,000.00            | 111.59%            |
| <b>5405 · Technical Services Supplies</b>      | 0.00             | 2,550.50                | 4,000.00             | 63.76%             |
| <b>5406 · Circulation Supplies</b>             | 1,170.00         | 3,651.85                | 4,000.00             | 91.3%              |
| <b>5408 · Tech Serv Online Resources</b>       | 7,705.24         | 9,824.24                | 15,000.00            | 65.5%              |
| <b>5409 · RBP/ILL Expenses</b>                 | 0.00             | 575.69                  | 500.00               | 115.14%            |
| <b>5410 · SWAN Consortium</b>                  | 0.00             | 34,907.25               | 47,000.00            | 74.27%             |
| <b>5411 · Village IT Services</b>              | 8,176.13         | 81,761.30               | 102,000.00           | 80.16%             |
| <b>Total 5400 · Automat. &amp; Dept. Oper.</b> | <b>19,020.29</b> | <b>180,588.69</b>       | <b>222,500.00</b>    | <b>81.16%</b>      |
| <b>5500 · Services</b>                         |                  |                         |                      |                    |
| <b>5501 · Youth Services Programs</b>          | 1,056.52         | 24,818.95               | 32,000.00            | 77.56%             |
| <b>5503 · Adult/Teen Programs</b>              | 2,568.06         | 19,985.13               | 25,000.00            | 79.94%             |
| <b>5505 · Library Newsletter</b>               | 0.00             | 20,615.90               | 38,400.00            | 53.69%             |
| <b>5509 · Library Publicity and Promotion</b>  | -700.00          | 12,059.29               | 20,000.00            | 60.3%              |
| <b>Total 5500 · Services</b>                   | <b>2,924.58</b>  | <b>77,479.27</b>        | <b>115,400.00</b>    | <b>67.14%</b>      |
| <b>5600 · Collection</b>                       |                  |                         |                      |                    |
| <b>5601 · Youth Services Books</b>             | 4,445.78         | 30,572.11               | 55,000.00            | 55.59%             |

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

|  | Feb 23             | May '22 - Feb 23    | Annual Budget       | % of Budget     |
|--|--------------------|---------------------|---------------------|-----------------|
| 5606 · Youth Services Media                  | 873.85             | 10,880.67           | 20,000.00           | 54.4%           |
| 5630 · Adult Books                           | 4,862.12           | 51,574.49           | 72,000.00           | 71.63%          |
| 5634 · Online Resources                      | 9,112.32           | 9,112.32            | 30,000.00           | 30.37%          |
| 5635 · Magazines & Newspapers                | 1,771.50           | 12,385.35           | 12,000.00           | 103.21%         |
| 5637 · Adult Media                           | 2,394.41           | 20,305.04           | 40,000.00           | 50.76%          |
| 5651 · Digital Media                         | 6,909.82           | 76,494.87           | 110,000.00          | 69.54%          |
| 5652 · Grant/Award Expense                   | -2,112.32          | 58,784.65           | 58,800.00           | 99.97%          |
| <b>Total 5600 · Collection</b>               | <b>28,257.48</b>   | <b>270,109.50</b>   | <b>397,800.00</b>   | <b>67.9%</b>    |
| <b>6600 · Payroll Expenses</b>               |                    |                     |                     |                 |
| 6610 · FICA Expense                          | 10,699.96          | 118,150.09          | 160,000.00          | 73.84%          |
| 6620 · Illinois Municipal Retirement F       | 12,022.60          | 168,930.04          | 230,000.00          | 73.45%          |
| <b>Total 6600 · Payroll Expenses</b>         | <b>22,722.56</b>   | <b>287,080.13</b>   | <b>390,000.00</b>   | <b>73.61%</b>   |
| <b>6900 · Operating Xfers In (Out)</b>       |                    |                     |                     |                 |
| 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                   | 417.00             | 21,941.00           | 20,000.00           | 109.71%         |
| 7102 · Risk Management expense               | 0.00               | 3,557.20            | 3,000.00            | 118.57%         |
| 7103 · Unemployment Compensation Insur       | 0.00               | 929.00              | 5,000.00            | 18.58%          |
| 7201 · Audit Expense                         | 0.00               | 11,485.00           | 13,000.00           | 88.35%          |
| <b>7400 · Capital Expenditures</b>           |                    |                     |                     |                 |
| 7401 · Furniture                             | 0.00               | 0.00                | 10,000.00           | 0.0%            |
| 7402 · Parking Lot Repair                    | 0.00               | 10,816.87           | 12,000.00           | 90.14%          |
| 7403 · Building Repair                       | 0.00               | 940.00              | 50,000.00           | 1.88%           |
| 7404 · Landscape                             | 0.00               | 4,230.00            | 50,000.00           | 8.46%           |
| 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>0.00</b>        | <b>30,221.06</b>    | <b>173,000.00</b>   | <b>17.47%</b>   |
| <b>7500 · Special Capital Projects</b>       |                    |                     |                     |                 |
| 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               | 22,043.85           | 30,000.00           | 73.48%          |
| 7509 · Security Upgrades                     | 0.00               | 0.00                | 4,000.00            | 0.0%            |
| <b>Total 7500 · Special Capital Projects</b> | <b>0.00</b>        | <b>22,043.85</b>    | <b>309,000.00</b>   | <b>7.13%</b>    |
| <b>8000 · Debt Repayment Expense</b>         | <b>0.00</b>        | <b>234,461.01</b>   | <b>234,461.00</b>   | <b>100.0%</b>   |
| <b>Total Expense</b>                         | <b>253,998.00</b>  | <b>3,123,288.11</b> | <b>4,469,861.00</b> | <b>69.87%</b>   |
| <b>Net Ordinary Income</b>                   | <b>-223,289.88</b> | <b>882,353.06</b>   | <b>-583,000.00</b>  | <b>-151.35%</b> |
| <b>Net Income</b>                            | <b>-223,289.88</b> | <b>882,353.06</b>   | <b>-583,000.00</b>  | <b>-151.35%</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 |                  |  |
|--|--------------------|---------------------|---------------|----------------------|-------------------|-------------------|--------------|------------------|--|
|  | Feb 23             | May '22 - Feb 23    | Feb 23        | May '22 - Feb 23     | Feb 23            | May '22 - Feb 23  | Feb 23       | May '22 - Feb 23 |  |
|  |                    |                     |               |                      |                   |                   |              |                  |  |
| <b>Ordinary Income/Expense</b>         |                    |                     |               |                      |                   |                   |              |                  |  |
| <b>Income</b>                          |                    |                     |               |                      |                   |                   |              |                  |  |
| 3000 · Property Taxes                  | 0.00               | 3,171,137.49        | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 125,284.63       |  |
| 3100 · PPR Taxes                       | 18,184.79          | 117,770.37          | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 3200 · Interest Income                 | 5,546.11           | 37,033.56           | 140.73        | 932.54               | 260.58            | 1,737.86          |              |                  |  |
| 3300 · Patron Payments                 | 1,439.44           | 15,799.69           | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 3400 · Donations                       | 0.00               | 2,710.00            | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 3600 · RBP/ILL Reimbursements          | 0.00               | 96.86               | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 3700 · Grants                          | 0.00               | 58,784.65           | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 3800 · Other Income                    | 407.93             | 1,334.82            | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| <b>Total Income</b>                    | <b>25,578.27</b>   | <b>3,404,667.44</b> | <b>140.73</b> | <b>932.54</b>        | <b>260.58</b>     | <b>127,022.49</b> |              |                  |  |
| <b>Gross Profit</b>                    | <b>25,578.27</b>   | <b>3,404,667.44</b> | <b>140.73</b> | <b>932.54</b>        | <b>260.58</b>     | <b>127,022.49</b> |              |                  |  |
| <b>Expense</b>                         |                    |                     |               |                      |                   |                   |              |                  |  |
| 5100 · Salaries                        | 160,626.98         | 1,793,441.98        | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 5200 · Plant Maint.                    | 13,511.45          | 122,645.61          | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 5300 · Business Exp.                   | 6,517.66           | 67,304.81           | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 5400 · Automat. & Dept. Oper.          | 19,020.29          | 180,588.69          | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 5500 · Services                        | 2,924.58           | 77,479.27           | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 5600 · Collection                      | 28,257.48          | 270,109.50          | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| 6600 · Payroll Expenses                | 0.00               | 0.00                | 0.00          | 0.00                 | 10,699.96         | 118,150.09        |              |                  |  |
| 7101 · Liability Insurance             | 0.00               | 0.00                | 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              | 0.00         | 0.00             |  |
| 7103 · Unemployment Compensation Insur | 0.00               | 0.00                | 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              | 0.00         | 0.00             |  |
| 7400 · Capital Expenditures            | 0.00               | 0.00                | 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              | 0.00         | 0.00             |  |
| 8000 · Debt Repayment Expense          | 0.00               | 0.00                | 0.00          | 0.00                 | 0.00              | 0.00              | 0.00         | 0.00             |  |
| <b>Total Expense</b>                   | <b>230,858.44</b>  | <b>2,511,569.86</b> | <b>0.00</b>   | <b>0.00</b>          | <b>10,699.96</b>  | <b>118,150.09</b> |              |                  |  |
| <b>Net Ordinary Income</b>             | <b>-205,280.17</b> | <b>893,097.58</b>   | <b>140.73</b> | <b>932.54</b>        | <b>-10,439.38</b> | <b>8,872.40</b>   |              |                  |  |
| <b>Net Income</b>                      | <b>-205,280.17</b> | <b>893,097.58</b>   | <b>140.73</b> | <b>932.54</b>        | <b>-10,439.38</b> | <b>8,872.40</b>   |              |                  |  |

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

|  | 40-IMRF Fund                   |                   | 50-Liability Fund |                  | 60-Audit Fund |                  |
|--|--------------------------------|-------------------|-------------------|------------------|---------------|------------------|
|  | Feb 23                         | May '22 - Feb 23  | Feb 23            | May '22 - Feb 23 | Feb 23        | May '22 - Feb 23 |
|  | <b>Ordinary Income/Expense</b> |                   |                   |                  |               |                  |
| Income                                 |                                |                   |                   |                  |               |                  |
| 3000 · Property Taxes                  | 0.00                           | 174,847.18        | 0.00              | 20,651.50        | 0.00          | 11,014.12        |
| 3100 · PPR Taxes                       | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| 3200 · Interest Income                 | 267.28                         | 1,786.71          | 35.18             | 234.98           | 18.84         | 125.81           |
| 3300 · Patron Payments                 | 0.00                           | 0.00              | 0.00              | 1,559.98         | 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>267.28</b>                  | <b>176,633.89</b> | <b>35.18</b>      | <b>22,446.46</b> | <b>18.84</b>  | <b>11,139.93</b> |
| <b>Gross Profit</b>                    | <b>267.28</b>                  | <b>176,633.89</b> | <b>35.18</b>      | <b>22,446.46</b> | <b>18.84</b>  | <b>11,139.93</b> |
| <b>Expense</b>                         |                                |                   |                   |                  |               |                  |
| 5100 · Salaries                        | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| 5200 · Plant Maint.                    | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| 5300 · Business Exp.                   | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| 5400 · Automat. & Dept. Oper.          | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| 5500 · Services                        | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| 5600 · Collection                      | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| 6600 · Payroll Expenses                | 12,022.60                      | 168,930.04        | 0.00              | 0.00             | 0.00          | 0.00             |
| 7101 · Liability Insurance             | 0.00                           | 0.00              | 417.00            | 21,941.00        | 0.00          | 0.00             |
| 7102 · Risk Management expense         | 0.00                           | 0.00              | 0.00              | 3,557.20         | 0.00          | 0.00             |
| 7103 · Unemployment Compensation Insur | 0.00                           | 0.00              | 0.00              | 929.00           | 0.00          | 0.00             |
| 7201 · Audit Expense                   | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 11,485.00        |
| 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             |
| 8000 · Debt Repayment Expense          | 0.00                           | 0.00              | 0.00              | 0.00             | 0.00          | 0.00             |
| <b>Total Expense</b>                   | <b>12,022.60</b>               | <b>168,930.04</b> | <b>417.00</b>     | <b>26,427.20</b> | <b>0.00</b>   | <b>11,485.00</b> |
| <b>Net Ordinary Income</b>             | <b>-11,755.32</b>              | <b>7,703.85</b>   | <b>-381.82</b>    | <b>-3,980.74</b> | <b>18.84</b>  | <b>-345.07</b>   |
| <b>Net Income</b>                      | <b>-11,755.32</b>              | <b>7,703.85</b>   | <b>-381.82</b>    | <b>-3,980.74</b> | <b>18.84</b>  | <b>-345.07</b>   |

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

|  | 70-Capital Maint. & Repair Fund |                   | 80-Debt Service |                   | TOTAL              |                     |
|--|---------------------------------|-------------------|-----------------|-------------------|--------------------|---------------------|
|  | Feb 23                          | May '22 - Feb 23  | Feb 23          | May '22 - Feb 23  | Feb 23             | May '22 - Feb 23    |
| Ordinary Income/Expense                |                                 |                   |                 |                   |                    |                     |
| Income                                 |                                 |                   |                 |                   |                    |                     |
| 3000 · Property Taxes                  | 0.00                            | 0.00              | 0.00            | 233,572.90        | 0.00               | 3,736,507.82        |
| 3100 · PPR Taxes                       | 0.00                            | 0.00              | 0.00            | 0.00              | 18,184.79          | 117,770.37          |
| 3200 · Interest Income                 | 4,397.48                        | 29,140.08         | 9.76            | 85.44             | 10,675.96          | 71,076.98           |
| 3300 · Patron Payments                 | 0.00                            | 0.00              | 0.00            | 0.00              | 1,439.44           | 17,359.67           |
| 3400 · Donations                       | 0.00                            | 0.00              | 0.00            | 0.00              | 0.00               | 2,710.00            |
| 3600 · RBP/ILL Reimbursements          | 0.00                            | 0.00              | 0.00            | 0.00              | 0.00               | 96.86               |
| 3700 · Grants                          | 0.00                            | 0.00              | 0.00            | 0.00              | 0.00               | 58,784.65           |
| 3800 · Other Income                    | 0.00                            | 0.00              | 0.00            | 0.00              | 407.93             | 1,334.82            |
| <b>Total Income</b>                    | <b>4,397.48</b>                 | <b>29,140.08</b>  | <b>9.76</b>     | <b>233,658.34</b> | <b>30,708.12</b>   | <b>4,005,641.17</b> |
| <b>Gross Profit</b>                    | <b>4,397.48</b>                 | <b>29,140.08</b>  | <b>9.76</b>     | <b>233,658.34</b> | <b>30,708.12</b>   | <b>4,005,641.17</b> |
| Expense                                |                                 |                   |                 |                   |                    |                     |
| 5100 · Salaries                        | 0.00                            | 0.00              | 0.00            | 0.00              | 160,626.98         | 1,793,441.98        |
| 5200 · Plant Maint.                    | 0.00                            | 0.00              | 0.00            | 0.00              | 13,511.45          | 122,645.61          |
| 5300 · Business Exp.                   | 0.00                            | 0.00              | 0.00            | 0.00              | 6,517.66           | 67,304.81           |
| 5400 · Automat. & Dept. Oper.          | 0.00                            | 0.00              | 0.00            | 0.00              | 19,020.29          | 180,588.69          |
| 5500 · Services                        | 0.00                            | 0.00              | 0.00            | 0.00              | 2,924.58           | 77,479.27           |
| 5600 · Collection                      | 0.00                            | 0.00              | 0.00            | 0.00              | 28,257.48          | 270,109.50          |
| 6600 · Payroll Expenses                | 0.00                            | 0.00              | 0.00            | 0.00              | 22,722.56          | 287,080.13          |
| 7101 · Liability Insurance             | 0.00                            | 0.00              | 0.00            | 0.00              | 417.00             | 21,941.00           |
| 7102 · Risk Management expense         | 0.00                            | 0.00              | 0.00            | 0.00              | 0.00               | 3,557.20            |
| 7103 · Unemployment Compensation Insur | 0.00                            | 0.00              | 0.00            | 0.00              | 0.00               | 929.00              |
| 7201 · Audit Expense                   | 0.00                            | 0.00              | 0.00            | 0.00              | 0.00               | 11,485.00           |
| 7400 · Capital Expenditures            | 0.00                            | 30,221.06         | 0.00            | 0.00              | 0.00               | 30,221.06           |
| 7500 · Special Capital Projects        | 0.00                            | 22,043.85         | 0.00            | 0.00              | 0.00               | 22,043.85           |
| 8000 · Debt Repayment Expense          | 0.00                            | 0.00              | 0.00            | 234,461.01        | 0.00               | 234,461.01          |
| <b>Total Expense</b>                   | <b>0.00</b>                     | <b>52,264.91</b>  | <b>0.00</b>     | <b>234,461.01</b> | <b>253,998.00</b>  | <b>3,123,288.11</b> |
| <b>Net Ordinary Income</b>             | <b>4,397.48</b>                 | <b>-23,124.83</b> | <b>9.76</b>     | <b>-802.67</b>    | <b>-223,289.88</b> | <b>882,353.06</b>   |
| <b>Net Income</b>                      | <b>4,397.48</b>                 | <b>-23,124.83</b> | <b>9.76</b>     | <b>-802.67</b>    | <b>-223,289.88</b> | <b>882,353.06</b>   |

**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**MARCH 31, 2023**

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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, 2023 and February 28, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date March 31, 2023, 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 5, 2023

# Carol Stream Public Library

## Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A See Compilation Report

|  | TOTAL                 |                         |                       |
|--|-----------------------|-------------------------|-----------------------|
|  | AS OF MAR 31, 2023    | AS OF FEB 28, 2023 (PP) | CHANGE                |
| <b>ASSETS</b>                                  |                       |                         |                       |
| Current Assets                                 |                       |                         |                       |
| Bank Accounts                                  |                       |                         |                       |
| 10-1000 Library Fund Cash                      | 0.00                  | 0.00                    | 0.00                  |
| 10-1006 Old Second General Checking            | 834,543.38            | 974,052.91              | -139,509.53           |
| 10-1008 Old Second Payroll Account             | 79,719.66             | 78,395.87               | 1,323.79              |
| 10-1014 Illinois Funds-Prime                   | 3,099,257.61          | 3,086,946.95            | 12,310.66             |
| 10-1024 Old Second Money Market Acct           | 462,898.89            | 610,736.93              | -147,838.04           |
| 10-1025 ProPay                                 | 473.11                | 564.83                  | -91.72                |
| 10-1026 Cash Bank                              | 770.00                | 770.00                  | 0.00                  |
| 10-1027 Aspen/Paypal                           | 49.82                 | 10.00                   | 39.82                 |
| 10-1090 Allocated Cash-General Fund            | -1,839,326.54         | -1,848,386.10           | 9,059.56              |
| <b>Total 10-1000 Library Fund Cash</b>         | <b>2,638,385.93</b>   | <b>2,903,091.39</b>     | <b>-264,705.46</b>    |
| 1190 Allocated Cash-Fund Balances              |                       |                         |                       |
| 20-1090 Allocated Cash-Working Cash Fd.        | 52,097.39             | 51,933.87               | 163.52                |
| 30-1190 Allocated Cash-FICA Fund               | 93,075.32             | 103,310.06              | -10,234.74            |
| 40-1090 Allocated Cash-IMRF Fund               | 104,893.55            | 104,571.11              | 322.44                |
| 50-1090 Allocated Cash-Liability Fund          | 8,267.70              | 8,770.08                | -502.38               |
| 60-1090 Allocated Cash-Audit Fund              | 6,505.08              | 6,482.34                | 22.74                 |
| 70-1090 Allocated Cash-Capital R&M Fund        | 1,571,723.89          | 1,570,584.72            | 1,139.17              |
| 80-1090 Allocated Cash-Debt Service            | 2,763.61              | 2,733.92                | 29.69                 |
| <b>Total 1190 Allocated Cash-Fund Balances</b> | <b>1,839,326.54</b>   | <b>1,848,386.10</b>     | <b>-9,059.56</b>      |
| <b>Total Bank Accounts</b>                     | <b>\$4,477,712.47</b> | <b>\$4,751,477.49</b>   | <b>\$ -273,765.02</b> |
| <b>Total Current Assets</b>                    | <b>\$4,477,712.47</b> | <b>\$4,751,477.49</b>   | <b>\$ -273,765.02</b> |
| <b>TOTAL ASSETS</b>                            | <b>\$4,477,712.47</b> | <b>\$4,751,477.49</b>   | <b>\$ -273,765.02</b> |
| <b>LIABILITIES AND EQUITY</b>                  |                       |                         |                       |
| Liabilities                                    |                       |                         |                       |
| <b>Total Liabilities</b>                       |                       |                         | <b>\$0.00</b>         |
| Equity   |                       |                         |                       |
| 2900 Beginning Fund Balances                   |                       |                         |                       |
| 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>      | <b>3,869,124.43</b>   | <b>3,869,124.43</b>     | <b>0.00</b>           |

# Carol Stream Public Library

## Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A See Compilation Report

|                                     | TOTAL                 |                         |                       |
|-------------------------------------|-----------------------|-------------------------|-----------------------|
|                                     | AS OF MAR 31, 2023    | AS OF FEB 28, 2023 (PP) | CHANGE                |
| 32000 Unrestricted Net Assets       | 0.00                  | 0.00                    | 0.00                  |
| Net Income                          | 608,588.04            | 882,353.06              | -273,765.02           |
| <b>Total Equity</b>                 | <b>\$4,477,712.47</b> | <b>\$4,751,477.49</b>   | <b>\$ -273,765.02</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$4,477,712.47</b> | <b>\$4,751,477.49</b>   | <b>\$ -273,765.02</b> |



**Carol Stream Public Library**  
**Combined Statements of Revenues and Expenses**  
**Modified Cash Basis - All Funds**  
**Exhibit B See Accountant's Compilation Report**

|                                      | 23-Mar            | May'22-Mar 23       | Annual Budget       | % of Budget    |
|--------------------------------------|-------------------|---------------------|---------------------|----------------|
| <b>Income</b>                        |                   |                     |                     |                |
| 3000 Property Taxes                  |                   | 0.00                | 0.00                |                |
| 3001 Property Tax Current            |                   | 3,736,507.82        | 3,744,461.00        | 99.79%         |
| 3002 Property Taxes Non-Current      | 290.68            | 290.68              | 1,000.00            | 29.07%         |
| <b>Total 3000 Property Taxes</b>     | <b>290.68</b>     | <b>3,736,798.50</b> | <b>3,745,461.00</b> | <b>99.77%</b>  |
| 3100 PPR Taxes                       |                   | 117,770.37          | 50,000.00           | 235.54%        |
| 3200 Interest Income                 |                   | 0.00                | 0.00                |                |
| 3201 Interest Income Taxes           |                   | 332.29              | 500.00              | 66.46%         |
| 3202 Interest Income Investments     | 12,404.81         | 83,149.50           | 8,100.00            | 1026.54%       |
| <b>Total 3200 Interest Income</b>    | <b>12,404.81</b>  | <b>83,481.79</b>    | <b>8,600.00</b>     | <b>970.72%</b> |
| 3300 Patron Payments                 |                   | 1,559.98            | 0.00                |                |
| 3301 Fines & Fees                    | 246.64            | 3,989.11            | 6,000.00            | 66.49%         |
| 3302 Public Copy Payments            | 1,190.79          | 9,120.70            | 6,000.00            | 152.01%        |
| 3303 Non-Resident Card Fees          | 317.69            | 4,445.00            | 2,000.00            | 222.25%        |
| 3304 Sale Items                      |                   | 0.00                | 500.00              | 0.00%          |
| <b>Total 3300 Patron Payments</b>    | <b>1,755.12</b>   | <b>19,114.79</b>    | <b>14,500.00</b>    | <b>131.83%</b> |
| 3400 Donations                       | 240.00            | 2,950.00            | 5,000.00            | 59.00%         |
| 3500 Developer Contributions         |                   | 0.00                | 500.00              | 0.00%          |
| 3600 RBP/ILL Reimbursements          | 0.00              | 96.86               | 500.00              | 19.37%         |
| 3700 Grants                          |                   | 0.00                | 0.00                |                |
| 3701 Per Capita Grants               |                   | 58,784.65           | 58,800.00           | 99.97%         |
| 3702 Other Grants/Awards             |                   | 0.00                | 1,000.00            | 0.00%          |
| <b>Total 3700 Grants</b>             | <b>0.00</b>       | <b>58,784.65</b>    | <b>59,800.00</b>    | <b>98.30%</b>  |
| 3800 Other Income                    | 135.20            | 1,470.02            | 2,500.00            | 58.80%         |
| <b>Total Income</b>                  | <b>14,825.81</b>  | <b>4,020,466.98</b> | <b>3,886,861.00</b> | <b>103.44%</b> |
| <b>Gross Profit</b>                  | <b>14,825.81</b>  | <b>4,020,466.98</b> | <b>3,886,861.00</b> | <b>103.44%</b> |
| <b>Expenses</b>                      |                   |                     |                     |                |
| 5100 Salaries                        |                   | 0.00                | 0.00                |                |
| 5101 Exempt Staff Salaries           | 45,548.72         | 588,068.76          | 643,000.00          | 91.46%         |
| 5102 Non-Exempt Staff Salaries       | 90,884.73         | 1,084,043.21        | 1,320,000.00        | 82.12%         |
| 5103 Custodial Salaries              | 5,892.65          | 71,760.18           | 89,000.00           | 80.63%         |
| 5105 Professional Education          | 838.29            | 8,488.43            | 15,000.00           | 56.59%         |
| 5106 Membership                      | 739.00            | 3,963.00            | 4,000.00            | 99.08%         |
| 5107 Life Insurance                  | 77.42             | 1,497.51            | 2,000.00            | 74.88%         |
| 5108 Health Insurance                | 16,875.88         | 193,918.06          | 230,000.00          | 84.31%         |
| 5109 Benefits, other                 | 84.22             | 2,595.94            | 3,000.00            | 86.53%         |
| 5110 Trustee Development             |                   | 47.80               | 3,500.00            | 1.37%          |
| <b>Total 5100 Salaries</b>           | <b>160,940.91</b> | <b>1,954,382.89</b> | <b>2,309,500.00</b> | <b>84.62%</b>  |
| 5200 Plant Maint.                    |                   | 0.00                | 0.00                |                |
| 5201 Supplies                        | 1,277.65          | 12,309.39           | 15,000.00           | 82.06%         |
| 5202 Maintenance/Repair              | 2,580.52          | 5,991.93            | 10,000.00           | 59.92%         |
| 5203 Maintenance Contracts           | 1,544.00          | 47,358.63           | 52,400.00           | 90.38%         |
| 5204 Landscape Maintenance/Snow Remo | 1,024.00          | 12,833.13           | 15,000.00           | 85.55%         |

**Carol Stream Public Library**  
**Combined Statements of Revenues and Expenses**  
**Modified Cash Basis - All Funds**  
**Exhibit B See Accountant's Compilation Report**

|  | 23-Mar           | May'22-Mar 23     | Annual Budget     | % of Budget   |
|--|------------------|-------------------|-------------------|---------------|
| 5205 Furniture/Equipment                     | 119.07           | 992.04            | 7,000.00          | 14.17%        |
| 5206 Electric-Comm Edison                    | 5,563.96         | 41,412.16         | 47,000.00         | 88.11%        |
| 5207 Water/Sewer                             | 157.23           | 5,119.76          | 8,000.00          | 64.00%        |
| 5208 Insurance (Property)                    |                  | 8,895.00          | 11,000.00         | 80.86%        |
| <b>Total 5200 Plant Maint.</b>               | <b>12,266.43</b> | <b>134,912.04</b> | <b>165,400.00</b> | <b>81.57%</b> |
| 5300 Business Exp.                           |                  | 0.00              | 0.00              |               |
| 5301 Postage                                 | 2,500.00         | 2,792.38          | 3,000.00          | 93.08%        |
| 5302 Office & Equipment Supplies             | 885.65           | 6,443.39          | 7,000.00          | 92.05%        |
| 5303 Printing                                |                  | 2,394.42          | 2,000.00          | 119.72%       |
| 5304 Equipment Leasing                       | 1,475.07         | 15,293.79         | 18,000.00         | 84.97%        |
| 5305 Mileage Reimbursement                   | 40.07            | 486.73            | 1,500.00          | 32.45%        |
| 5306 Legal Notices                           |                  | 555.45            | 600.00            | 92.58%        |
| 5308 Business Phone                          | 419.75           | 4,559.25          | 6,000.00          | 75.99%        |
| 5309 Accounting Service                      | 1,150.00         | 13,076.00         | 14,500.00         | 90.18%        |
| 5310 Material Recovery Fees                  | 137.90           | 1,260.80          | 1,000.00          | 126.08%       |
| 5311 Payroll Service                         | 584.37           | 6,942.44          | 7,000.00          | 99.18%        |
| 5312 Attorney Fees                           | 161.25           | 1,777.50          | 6,000.00          | 29.63%        |
| 5315 Other Expenditures                      | 200.17           | 1,302.23          | 6,000.00          | 21.70%        |
| 5317 Bank & Credit Card Fees                 | 16.94            | 166.09            | 100.00            | 166.09%       |
| 5319 Security Service                        |                  | 1,116.72          | 20,000.00         | 5.58%         |
| 5320 Donation Recd Expense                   | 254.36           | 1,232.48          | 5,000.00          | 24.65%        |
| 5321 Human Resources                         | 1,305.00         | 17,035.67         | 14,000.00         | 121.68%       |
| <b>Total 5300 Business Exp.</b>              | <b>9,130.53</b>  | <b>76,435.34</b>  | <b>111,700.00</b> | <b>68.43%</b> |
| 5400 Automat. & Dept. Oper.                  |                  | 0.00              | 0.00              |               |
| 5401 Automation Hardware                     | 23.89            | 5,240.72          | 10,000.00         | 52.41%        |
| 5402 ISP and Web page hosting                | 925.00           | 13,144.32         | 14,000.00         | 93.89%        |
| 5403 Computer Software                       | 507.00           | 8,069.87          | 6,000.00          | 134.50%       |
| 5404 Tech Support & Repair                   | 533.32           | 22,852.16         | 20,000.00         | 114.26%       |
| 5405 Technical Services Supplies             |                  | 2,550.50          | 4,000.00          | 63.76%        |
| 5406 Circulation Supplies                    |                  | 3,651.85          | 4,000.00          | 91.30%        |
| 5408 Tech Serv Online Resources              | 4,653.00         | 14,477.24         | 15,000.00         | 96.51%        |
| 5409 RBP/ILL Expenses                        |                  | 575.69            | 500.00            | 115.14%       |
| 5410 SWAN Consortium                         |                  | 34,907.25         | 47,000.00         | 74.27%        |
| 5411 Village IT Services                     | 8,176.13         | 89,937.43         | 102,000.00        | 88.17%        |
| <b>Total 5400 Automat. &amp; Dept. Oper.</b> | <b>14,818.34</b> | <b>195,407.03</b> | <b>222,500.00</b> | <b>87.82%</b> |
| 5500 Services                                | 35.93            | 35.93             | 0.00              |               |
| 5501 Youth Services Programs                 | 2,846.46         | 27,665.41         | 32,000.00         | 86.45%        |
| 5503 Adult/Teen Programs                     | 2,879.87         | 22,865.00         | 25,000.00         | 91.46%        |
| 5505 Library Newsletter                      | 14,819.95        | 35,435.85         | 38,400.00         | 92.28%        |
| 5506 Youth Services Publicity                | -408.99          | -408.99           | 0.00              |               |
| 5509 Library Publicity and Promotion         | 821.80           | 12,881.09         | 20,000.00         | 64.41%        |
| <b>Total 5500 Services</b>                   | <b>20,995.02</b> | <b>98,474.29</b>  | <b>115,400.00</b> | <b>85.33%</b> |
| 5600 Collection                              |                  | 0.00              | 0.00              |               |
| 5601 Youth Services Books                    | 7,135.60         | 37,707.71         | 55,000.00         | 68.56%        |

**Carol Stream Public Library**  
**Combined Statements of Revenues and Expenses**  
**Modified Cash Basis - All Funds**  
**Exhibit B See Accountant's Compilation Report**

|  | 23-Mar             | May'22-Mar 23       | Annual Budget       | % of Budget     |
|--|--------------------|---------------------|---------------------|-----------------|
| 5606 Youth Services Media                  | 472.67             | 11,353.34           | 20,000.00           | 56.77%          |
| 5630 Adult Books                           | 5,793.33           | 57,367.82           | 72,000.00           | 79.68%          |
| 5634 Online Resources                      | 2,494.00           | 11,606.32           | 30,000.00           | 38.69%          |
| 5635 Magazines & Newspapers                | 506.20             | 12,891.55           | 12,000.00           | 107.43%         |
| 5636 Newspapers                            |                    | 0.00                | 0.00                |                 |
| 5637 Adult Media                           | 7,698.68           | 28,003.72           | 40,000.00           | 70.01%          |
| 5651 Digital Media                         | 19,475.06          | 95,969.93           | 110,000.00          | 87.25%          |
| 5652 Grant/Award Expense                   |                    | 58,784.65           | 58,800.00           | 99.97%          |
| <b>Total 5600 Collection</b>               | <b>43,575.54</b>   | <b>313,685.04</b>   | <b>397,800.00</b>   | <b>78.85%</b>   |
| 6600 Payroll Expenses                      |                    | 0.00                | 0.00                |                 |
| 6610 FICA Expense                          | 10,547.48          | 128,697.57          | 160,000.00          | 80.44%          |
| 6620 Illinois Municipal Retirement F       | 11,801.30          | 180,731.34          | 230,000.00          | 78.58%          |
| <b>Total 6600 Payroll Expenses</b>         | <b>22,348.78</b>   | <b>309,428.91</b>   | <b>390,000.00</b>   | <b>79.34%</b>   |
| 66900 Reconciliation Discrepancies         |                    | 0.00                | 0.00                |                 |
| 6900 Operating Xfers In (Out)              |                    | 0.00                | 0.00                |                 |
| 6920 Working Cash Fund                     |                    | 0.00                | 100.00              | 0.00%           |
| <b>Total 6900 Operating Xfers In (Out)</b> | <b>0.00</b>        | <b>0.00</b>         | <b>100.00</b>       | <b>0.00%</b>    |
| 7101 Liability Insurance                   |                    | 21,941.00           | 20,000.00           | 109.71%         |
| 7102 Risk Management expense               | 544.85             | 4,102.05            | 3,000.00            | 136.74%         |
| 7103 Unemployment Compensation Insur       |                    | 929.00              | 5,000.00            | 18.58%          |
| 7201 Audit Expense                         |                    | 11,485.00           | 13,000.00           | 88.35%          |
| 7400 Capital Expenditures                  |                    | 0.00                | 0.00                |                 |
| 7401 Furniture                             | 3,970.43           | 3,970.43            | 10,000.00           | 39.70%          |
| 7402 Parking Lot Repair                    |                    | 10,816.87           | 12,000.00           | 90.14%          |
| 7403 Building Repair                       |                    | 940.00              | 50,000.00           | 1.88%           |
| 7404 Landscape                             |                    | 4,230.00            | 50,000.00           | 8.46%           |
| 7405 Memorials                             |                    | 0.00                | 1,000.00            | 0.00%           |
| 7406 Other Capital Expenditures            |                    | 14,234.19           | 50,000.00           | 28.47%          |
| <b>Total 7400 Capital Expenditures</b>     | <b>3,970.43</b>    | <b>34,191.49</b>    | <b>173,000.00</b>   | <b>19.76%</b>   |
| 7500 Special Capital Projects              |                    | 0.00                | 0.00                |                 |
| 7503 Front Entrance Outdoor Renovati       |                    | 0.00                | 250,000.00          | 0.00%           |
| 7504 Capital Replacement Study             |                    | 0.00                | 15,000.00           | 0.00%           |
| 7506 Office & Staff Room Door Wraps        |                    | 0.00                | 10,000.00           | 0.00%           |
| 7507 Automation Equipment                  |                    | 22,043.85           | 30,000.00           | 73.48%          |
| 7509 Security Upgrades                     |                    | 0.00                | 4,000.00            | 0.00%           |
| <b>Total 7500 Special Capital Projects</b> | <b>0.00</b>        | <b>22,043.85</b>    | <b>309,000.00</b>   | <b>7.13%</b>    |
| 8000 Debt Repayment Expense                |                    | 234,461.01          | 234,461.00          | 100.00%         |
| <b>Total Expenses</b>                      | <b>288,590.83</b>  | <b>3,411,878.94</b> | <b>4,469,861.00</b> | <b>76.33%</b>   |
| <b>Net Operating Income</b>                | <b>-273,765.02</b> | <b>608,588.04</b>   | <b>-583,000.00</b>  | <b>-104.39%</b> |
| <b>Net Income</b>                          | <b>-273,765.02</b> | <b>608,588.04</b>   | <b>-583,000.00</b>  | <b>-104.39%</b> |

**Carol Stream Public Library**  
**Supplementary Information**  
**Revenues and Expenses - Modified Cash Basis - By Fund**  
**Exhibit C - See Accountant's Compilation Report**

|                                      | 10-General Fund    |                           | 20-Working Cash Fund |                           | 30-FICA Fund      |                           | 40-IMRF Fund  |                           |
|--------------------------------------|--------------------|---------------------------|----------------------|---------------------------|-------------------|---------------------------|---------------|---------------------------|
|                                      | Mar 2023           | May 2022 - Mar 2023 (YTD) | Mar 2023             | May 2022 - Mar 2023 (YTD) | Mar 2023          | May 2022 - Mar 2023 (YTD) | Mar 2023      | May 2022 - Mar 2023 (YTD) |
| <b>Income</b>                        |                    |                           |                      |                           |                   |                           |               |                           |
| 3000 Property Taxes                  | 248.06             | 3,171,385.55              |                      |                           | 9.96              | 125,294.59                | 11.87         | 174,859.05                |
| 3100 PPR Taxes                       |                    | 117,770.37                |                      |                           |                   |                           |               |                           |
| 3200 Interest Income                 | 6,444.23           | 43,477.79                 | 163.52               | 1,096.06                  | 302.78            | 2,040.64                  | 310.57        | 2,097.28                  |
| 3300 Patron Payments                 | 1,755.12           | 17,554.81                 |                      |                           |                   |                           |               |                           |
| 3400 Donations                       | 240.00             | 2,950.00                  |                      |                           |                   |                           |               |                           |
| 3600 RBP/ILL Reimbursements          | 0.00               | 96.86                     |                      |                           |                   |                           |               |                           |
| 3700 Grants                          |                    | 58,784.65                 |                      |                           |                   |                           |               |                           |
| 3800 Other Income                    | 135.20             | 1,470.02                  |                      |                           |                   |                           |               |                           |
| <b>Total Income</b>                  | <b>8,822.61</b>    | <b>3,413,490.05</b>       | <b>163.52</b>        | <b>1,096.06</b>           | <b>312.74</b>     | <b>127,335.23</b>         | <b>322.44</b> | <b>176,956.33</b>         |
| <b>Gross Profit</b>                  | <b>8,822.61</b>    | <b>3,413,490.05</b>       | <b>163.52</b>        | <b>1,096.06</b>           | <b>312.74</b>     | <b>127,335.23</b>         | <b>322.44</b> | <b>176,956.33</b>         |
| <b>Expenses</b>                      |                    |                           |                      |                           |                   |                           |               |                           |
| 5100 Salaries                        | 160,940.91         | 1,954,382.89              |                      |                           |                   |                           |               |                           |
| 5200 Plant Maint.                    | 12,266.43          | 134,912.04                |                      |                           |                   |                           |               |                           |
| 5300 Business Exp.                   | 9,130.53           | 76,435.34                 |                      |                           |                   |                           |               |                           |
| 5400 Automat. & Dept. Oper.          | 14,818.34          | 195,407.03                |                      |                           |                   |                           |               |                           |
| 5500 Services                        | 20,995.02          | 98,474.29                 |                      |                           |                   |                           |               |                           |
| 5600 Collection                      | 43,575.54          | 313,685.04                |                      |                           |                   |                           |               |                           |
| 6600 Payroll Expenses                | 11,801.30          | 11,801.30                 |                      |                           | 10,547.48         | 128,697.57                |               | 168,930.04                |
| 7101 Liability Insurance             |                    |                           |                      |                           |                   |                           |               |                           |
| 7102 Risk Management expense         |                    |                           |                      |                           |                   |                           |               |                           |
| 7103 Unemployment Compensation Insur |                    |                           |                      |                           |                   |                           |               |                           |
| 7201 Audit Expense                   |                    |                           |                      |                           |                   |                           |               |                           |
| 7400 Capital Expenditures            |                    |                           |                      |                           |                   |                           |               |                           |
| 7500 Special Capital Projects        |                    |                           |                      |                           |                   |                           |               |                           |
| 8000 Debt Repayment Expense          |                    |                           |                      |                           |                   |                           |               |                           |
| <b>Total Expenses</b>                | <b>273,528.07</b>  | <b>2,785,097.93</b>       | <b>0.00</b>          | <b>0.00</b>               | <b>10,547.48</b>  | <b>128,697.57</b>         | <b>0.00</b>   | <b>168,930.04</b>         |
| <b>Net Operating Income</b>          | <b>-264,705.46</b> | <b>628,392.12</b>         | <b>163.52</b>        | <b>1,096.06</b>           | <b>-10,234.74</b> | <b>-1,362.34</b>          | <b>322.44</b> | <b>8,026.29</b>           |
| <b>Net Income</b>                    | <b>-264,705.46</b> | <b>628,392.12</b>         | <b>163.52</b>        | <b>1,096.06</b>           | <b>-10,234.74</b> | <b>-1,362.34</b>          | <b>322.44</b> | <b>8,026.29</b>           |

**Carol Stream Public Library**  
**Supplementary Information**  
**Revenues and Expenses - Modified Cash Basis - By Fund**  
**Exhibit C - See Accountant's Compilation Report**

|                                      | 50-Liability Fund         |                  |              | 60-Audit Fund             |                 |                           | 70-Capital Maint. & Repair Fund |                           |                    | 80-Debt Service           |                    |                           | TOTAL                     |            |
|--------------------------------------|---------------------------|------------------|--------------|---------------------------|-----------------|---------------------------|---------------------------------|---------------------------|--------------------|---------------------------|--------------------|---------------------------|---------------------------|------------|
|                                      | May 2022 - Mar 2023 (YTD) |                  | Mar 2023     | May 2022 - Mar 2023 (YTD) |                 | Mar 2023                  | May 2022 - Mar 2023 (YTD)       |                           | Mar 2023           | May 2022 - Mar 2023 (YTD) |                    | Mar 2023                  | May 2022 - Mar 2023 (YTD) | 2023 (YTD) |
|                                      | Mar 2023                  | 2023 (YTD)       | Mar 2023     | May 2022 - Mar 2023 (YTD) | Mar 2023        | May 2022 - Mar 2023 (YTD) | Mar 2023                        | May 2022 - Mar 2023 (YTD) | Mar 2023           | May 2022 - Mar 2023 (YTD) | Mar 2023           | May 2022 - Mar 2023 (YTD) | 2023 (YTD)                | 2023 (YTD) |
| <b>Income</b>                        |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           |                    |                           |                           |            |
| 3000 Property Taxes                  | 1.59                      | 20,653.09        | 0.85         | 11,014.97                 |                 |                           | 18.35                           | 233,591.25                |                    |                           | 290.68             | 3,736,798.50              |                           |            |
| 3100 PPR Taxes                       |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 0.00               | 117,770.37                |                           |            |
| 3200 Interest Income                 | 40.88                     | 275.86           | 21.89        | 147.70                    | 5,109.60        | 34,249.68                 | 11.34                           | 96.78                     | 12,404.81          |                           |                    | 83,481.79                 |                           |            |
| 3300 Patron Payments                 |                           | 1,559.98         |              |                           |                 |                           |                                 |                           | 1,755.12           |                           |                    | 19,114.79                 |                           |            |
| 3400 Donations                       |                           |                  |              |                           |                 |                           |                                 |                           | 240.00             |                           |                    | 2,950.00                  |                           |            |
| 3600 RBP/ILL Reimbursements          |                           |                  |              |                           |                 |                           |                                 |                           | 0.00               |                           |                    | 96.86                     |                           |            |
| 3700 Grants                          |                           |                  |              |                           |                 |                           |                                 |                           | 0.00               |                           |                    | 58,784.65                 |                           |            |
| 3800 Other Income                    |                           |                  |              |                           |                 |                           |                                 |                           | 135.20             |                           |                    | 1,470.02                  |                           |            |
| <b>Total Income</b>                  | <b>42.47</b>              | <b>22,488.93</b> | <b>22.74</b> | <b>11,162.67</b>          | <b>5,109.60</b> | <b>34,249.68</b>          | <b>29.69</b>                    | <b>233,688.03</b>         | <b>14,825.81</b>   | <b>4,020,466.98</b>       | <b>14,825.81</b>   | <b>4,020,466.98</b>       |                           |            |
| <b>Gross Profit</b>                  | <b>42.47</b>              | <b>22,488.93</b> | <b>22.74</b> | <b>11,162.67</b>          | <b>5,109.60</b> | <b>34,249.68</b>          | <b>29.69</b>                    | <b>233,688.03</b>         | <b>14,825.81</b>   | <b>4,020,466.98</b>       | <b>14,825.81</b>   | <b>4,020,466.98</b>       |                           |            |
| <b>Expenses</b>                      |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           |                    |                           |                           |            |
| 5100 Salaries                        |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 160,940.91         | 1,954,382.89              |                           |            |
| 5200 Plant Maint.                    |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 12,266.43          | 134,912.04                |                           |            |
| 5300 Business Exp.                   |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 9,130.53           | 76,435.34                 |                           |            |
| 5400 Automat. & Dept. Oper.          |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 14,818.34          | 195,407.03                |                           |            |
| 5500 Services                        |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 20,995.02          | 98,474.29                 |                           |            |
| 5600 Collection                      |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 43,575.54          | 313,685.04                |                           |            |
| 6600 Payroll Expenses                |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 22,348.78          | 309,428.91                |                           |            |
| 7101 Liability Insurance             |                           | 21,941.00        |              |                           |                 |                           |                                 |                           |                    |                           | 0.00               | 21,941.00                 |                           |            |
| 7102 Risk Management expense         |                           | 4,102.05         |              |                           |                 |                           |                                 |                           |                    |                           | 544.85             | 4,102.05                  |                           |            |
| 7103 Unemployment Compensation Insur |                           | 929.00           |              |                           |                 |                           |                                 |                           |                    |                           | 0.00               | 929.00                    |                           |            |
| 7201 Audit Expense                   |                           |                  |              | 11,485.00                 |                 |                           |                                 |                           |                    |                           | 0.00               | 11,485.00                 |                           |            |
| 7400 Capital Expenditures            |                           |                  |              |                           | 3,970.43        |                           |                                 |                           |                    |                           | 3,970.43           | 34,191.49                 |                           |            |
| 7500 Special Capital Projects        |                           |                  |              |                           |                 | 22,043.85                 |                                 |                           |                    |                           | 0.00               | 22,043.85                 |                           |            |
| 8000 Debt Repayment Expense          |                           |                  |              |                           |                 |                           |                                 |                           |                    |                           | 234,461.01         | 234,461.01                |                           |            |
| <b>Total Expenses</b>                | <b>544.85</b>             | <b>26,972.05</b> | <b>0.00</b>  | <b>11,485.00</b>          | <b>3,970.43</b> | <b>56,235.34</b>          | <b>0.00</b>                     | <b>234,461.01</b>         | <b>288,590.83</b>  | <b>3,411,878.94</b>       | <b>288,590.83</b>  | <b>3,411,878.94</b>       |                           |            |
| <b>Net Operating Income</b>          | <b>-502.38</b>            | <b>-4,483.12</b> | <b>22.74</b> | <b>-322.33</b>            | <b>1,139.17</b> | <b>-21,985.66</b>         | <b>29.69</b>                    | <b>-772.98</b>            | <b>-273,765.02</b> | <b>608,588.04</b>         | <b>-273,765.02</b> | <b>608,588.04</b>         |                           |            |
| <b>Net Income</b>                    | <b>-502.38</b>            | <b>-4,483.12</b> | <b>22.74</b> | <b>-322.33</b>            | <b>1,139.17</b> | <b>-21,985.66</b>         | <b>29.69</b>                    | <b>-772.98</b>            | <b>-273,765.02</b> | <b>608,588.04</b>         | <b>-273,765.02</b> | <b>608,588.04</b>         |                           |            |

April 1, 2023

Board of Trustees and  
Susan Westgate, Library Director  
Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, Illinois 60188

Dear Board Members and Ms. Westgate:

We are pleased to confirm our acceptance and understanding of the services we are to provide for Carol Stream Public Library for the year ended April 30, 2024.

You have requested that we perform the following services:

1. We will provide you with the following bookkeeping services:
  - Record accounting entries for cash receipts and payroll
  - Reconcile all bank accounts
  - Update the QuickBooks general ledger
  - Prepare or assist in preparation of various schedules for the board including: Treasurer's Report
  
2. We will prepare the financial statements of Carol Stream Public Library, which comprise the annual and monthly Combined Statement of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds and the related Combined Statement of Revenues and Expenses - Modified Cash Basis - All Funds for the year ended April 30, 2024 and perform a compilation engagement with respect to those financial statements. Management has elected to omit substantially all of the disclosures required by the modified cash basis of accounting. We are not independent with respect to Carol Stream Public Library. We will disclose that we are not independent in our compilation report.

In addition, supplementary information will be prepared and presented with the financial statements. Such supplementary information is the responsibility of management, but will be subject to our compilation engagement.

### **Our Responsibilities**

The objective of the preparation and compilation portion of our engagement is to –

- prepare financial statements in accordance with the modified cash basis of accounting based on information provided by you, and

- apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis of accounting.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care when performing the bookkeeping services, preparing the financial statements and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Library or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Your Responsibilities**

The financial statement preparation and compilation portion of the engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the modified cash basis of accounting and to assist you in the presentation of the financial statements in accordance with the modified cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of accounting principles in accordance with the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with the modified cash basis of accounting and the inclusion of a description of the modified cash basis of accounting.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.

5. To ensure that the Library complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with—
  - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - additional information that we may request from you for the purpose of the compilation engagement.
  - unrestricted access to persons within the organization of whom we determine it necessary to make inquiries.

## **Our Report**

As part of our engagement, we will issue a compilation report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

We are not independent with respect to Carol Stream Public Library. We will disclose that we are not independent in our compilation report.

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

Our report will disclose that 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.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.



**Other Relevant Information**

You are responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our bookkeeping services and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Paul V. Inserra is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our charges for these services will be \$1,200 per month. Billings will be made monthly and are due when rendered. Other services not covered by this engagement letter will be billed based on hours worked by various grades of personnel at our rates applicable to each.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this letter and return it to us.

Sincerely,

ATA Group, LLP

ATA Group, LLP

The letter correctly sets forth the understanding of Carol Stream Public Library.

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**FY 23/24 Working Budget Draft**  
**Overview of Notable Changes in Budget Lines**  
**from FY 22/23 to FY 23/24**

**GENERAL FUND REVENUES**

The Library's General Fund revenues increased by 2.7% (\$90,500) from FY 22/23 revenues. There was an increase in the allocation of the tax levy dollars to the General/Operating Fund of \$25,000, a \$36,500 increase in the PPR taxes (Personal Property Replacement Tax) and an increase in interest income of \$27,000\*. The total tax levy dollar amount for General and Special funds combined is an increase of \$60,000 (1.6%) over last year. The General Fund Revenues does not include the portion of the corporate levy that is allocated for the loan repayment in the amount of \$234,461. It has its own Fund Line (80-3001) in the overall budget.

*\*The Library has seen a significant increase in the PPR Taxes we receive. So far this FY we have received over \$117,000 in PPR taxes. Due to improved interest rates the library is experiencing a significant increase in interest income over what we have been budgeting for in the past few years. So far this FY we have received over \$43,000 in interest income for the General Fund budget.*

**GENERAL FUND EXPENDITURES**

**SALARIES**

**5101 Exempt Staff Salaries**

Decreased to reflect a change in salary for newly filled positions with less tenure.

**5102 Non-Exempt Staff Salaries**

**5103 Custodial Salaries**

Increased to reflect a 7% merit increase and adjustments to salary grade(s) and new/updated job description(s).

**5108 Health Benefits**

Increased as more benefit eligible employees are opting in for benefits or changing from single to family coverage. Additional funds in this line are always budgeted to cover any changes in an employee's benefit options that may occur during the course of the year.

**BUSINESS EXPENSE**

**5314 Other Consultants**

Included a modest amount in this budget line to accommodate limited strategic planning services.

**5319 Security Services**

Decreased to reflect limited after school security services of two hours a day, two days per week. There are 176 school days.

## **CIRCULATION & MATERAILS PROC., INCLUDING AUTOMATED SERVICES**

### **5404 Tech Support & Repair**

Increased in response to current and future expenses and historical data.

## **COLLECTION DEVELOPMENT**

### **5606 Online Resources**

Decreased to reflect current expenses. Price negotiations have reduced or maintained current online resource costs. Underused online resources are not being renewed.

### **5606 Adult Services Media**

Decreased to reflect the reduction in DVD purchases. Not as many titles are being released. Use of this collection appears to be on the decline.

### **5651 Digital Media**

Increased to accommodate for the increase in monthly Hoopla expenses and Overdrive title requests/demands.

## **IMRF FUND**

### **40-5104 IMRF Benefit**

Decreased to reflect reduction in the employer contribution rate.

## **CAPITAL MAINTENANCE & REPAIR EXPENDITURES**

### **70-7500 Special Projects**

#### **70-7503 Front Entrance Renovation**

Outdoor renovation project of the front of the building. Plans include the removal of the pavers and potted trees. Project to take place following the completion of the Klein Creek Stabilization Project on the west side of the Library's property.

#### **70-7504 Capital Replacement Study**

Hire an engineer/consultant to assess the facility for future capital needs to ensure that the library has the resources to address the facility needs and can plan for future capital expenses going forward. Usually is a ten-year outlook.

#### **70-7506 Office/Staff Room Door Wraps**

This project was not scheduled in FY23 so is being carried over to the new fiscal year.

#### **70-7509 Security Upgrades**

The addition of cameras to ensure good coverage of the new outdoor renovation area.

|             |                                    | FY 22/23         | FY 23/24         |
|-------------|------------------------------------|------------------|------------------|
|             |                                    | FY23             | FY 24            |
|             |                                    | Approved 3/16/22 | DRAFT            |
| ACCT #      | Account Name                       |                  |                  |
|             | <b>GENERAL FUND REVENUES</b>       |                  |                  |
| <b>3000</b> | <b>Property Taxes</b>              |                  |                  |
| 3001        | Property Tax -- Current            | 3,180,000        | 3,205,000        |
| 3002        | Property Tax -- Non-Current        | 1,000            | 1,000            |
| <b>3100</b> | <b>PPR Taxes</b>                   | <b>50,000</b>    | <b>86,500</b>    |
| <b>3200</b> | <b>Interest Income</b>             |                  |                  |
| 3201        | Interest Income -- Taxes           | 500              | 500              |
| 3202        | Interest Income -- Investments     | 8,000            | 35,000           |
| <b>3300</b> | <b>Patron Payments</b>             |                  |                  |
| 3301        | Fines & Fees                       | 6,000            | 6,000            |
| 3302        | Public Copier Payments             | 6,000            | 7,000            |
| 3303        | Non-Resident Card Fees             | 2,000            | 2,500            |
| 3304        | Sale items                         | 500              | 500              |
| <b>3400</b> | <b>Donations</b>                   | <b>5,000</b>     | <b>5,000</b>     |
| <b>3500</b> | <b>Developer Contributions</b>     | <b>500</b>       | <b>500</b>       |
| <b>3600</b> | <b>RBP/ILL Reimbursements</b>      | <b>500</b>       | <b>500</b>       |
| <b>3700</b> | <b>Grants</b>                      |                  |                  |
| 3701        | Per Capita Grant                   | 58,800           | 58,800           |
| 3702        | Other Grants/Awards                | 1,000            | 1,000            |
| 3800        | Other Income                       | 2,500            | 3,000            |
|             | <b>TOTAL REVENUES</b>              | <b>3,322,300</b> | <b>3,412,800</b> |
|             | <b>GENERAL FUND EXPENDITURES</b>   |                  |                  |
| <b>5100</b> | <b>SALARIES</b>                    |                  |                  |
| 5101        | Exempt Staff Salaries              | 643,000          | 630,000          |
| 5102        | Non-exempt Staff Salaries          | 1,320,000        | 1,385,000        |
| 5103        | Custodial Salaries                 | 89,000           | 92,000           |
| <b>5104</b> | <b>Benefits-Med/Life/Dental</b>    |                  |                  |
| 5105        | Professional Education             | 15,000           | 15,000           |
| 5106        | Memberships                        | 4,000            | 6,000            |
| 5107        | Benefits -- Life insurance         | 2,000            | 1,500            |
| 5108        | Benefits -- Health Insurance       | 230,000          | 250,000          |
| 5109        | Benefits -- Other                  | 3,000            | 2,750            |
| 5110        | Trustee Development                | 3,500            | 3,500            |
|             | <b>TOTAL</b>                       | <b>2,309,500</b> | <b>2,385,750</b> |
| <b>5200</b> | <b>PLANT MAINTENANCE</b>           |                  |                  |
| 5201        | Supplies                           | 15,000           | 13,500           |
| 5202        | Maintenance/Repair                 | 10,000           | 10,000           |
| 5203        | Maintenance Contracts              | 52,400           | 54,250           |
| 5204        | Landscape Maintenance/Snow Removal | 15,000           | 16,000           |
| 5205        | Furniture/Equipment                | 7,000            | 4,300            |
| 5206        | Electric-Com Ed                    | 47,000           | 52,000           |
| 5207        | Water/Sewer                        | 8,000            | 6,000            |
| 5208        | Insurance (Property)               | 11,000           | 11,000           |
|             | <b>TOTAL</b>                       | <b>165,400</b>   | <b>167,050</b>   |
| <b>5300</b> | <b>BUSINESS EXPENSE</b>            |                  |                  |
| 5301        | Postage                            | 3,000            | 2,000            |
| 5302        | Office & Equipment Supplies        | 7,000            | 7,500            |
| 5303        | Library Printing                   | 2,000            | 2,500            |
| 5304        | Equipment Leasing                  | 18,000           | 17,000           |
| 5305        | Mileage Reimbursement              | 1,500            | 1,000            |
| 5306        | Legal Notices                      | 600              | 600              |
| 5308        | Business Phone                     | 6,000            | 5,500            |

|             |   | FY 22/23         | FY 23/24         |
|-------------|---|------------------|------------------|
|             |   | FY23             | FY 24            |
|             |   | Approved 3/16/22 | DRAFT            |
| ACCT #      | Account Name  |                  |                  |
| 5309        | Accounting Service  | 14,500           | 14,500           |
| 5310        | Material Recovery Fees  | 1,000            | 1,200            |
| 5311        | Payroll Service   | 7,000            | 8,000            |
| 5312        | Attorney Fees   | 6,000            | 5,000            |
| 5314        | Other Consultants   | 0                | 10,000           |
| 5315        | Other Expenditures  | 6,000            | 6,000            |
| 5317        | Bank & Credit Card Fees   | 100              | 100              |
| 5319        | Security Service  | 20,000           | 14,000           |
| 5320        | Donation Received Expense   | 5,000            | 5,000            |
| 5321        | Human Resources Expense   | 14,000           | 14,000           |
|             | <b>TOTAL</b>  | <b>111,700</b>   | <b>113,900</b>   |
| <b>5400</b> | <b>CIRCULATION &amp; MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES</b> |                  |                  |
| 5401        | Automation Hardware   | 10,000           | 7,000            |
| 5402        | ISP and Web Page Hosting  | 14,000           | 14,500           |
| 5403        | Computer Software   | 6,000            | 12,500           |
| 5404        | Tech Support & Repair   | 20,000           | 25,000           |
| 5405        | Technical Services Supplies   | 4,000            | 4,000            |
| 5406        | Circulation Supplies  | 4,000            | 4,000            |
| 5408        | Tech Serv Online Resources  | 15,000           | 14,500           |
| 5409        | RBP/ILL Expenses  | 500              | 500              |
| 5410        | SWAN Consortium   | 47,000           | 47,000           |
| 5411        | Village IT Services   | 102,000          | 103,000          |
|             | <b>TOTAL</b>  | <b>222,500</b>   | <b>232,000</b>   |
| <b>5500</b> | <b>SERVICES</b>   |                  |                  |
| 5501        | Youth Services Programs   | 32,000           | 33,500           |
| 5503        | Adult/Teen Programs   | 25,000           | 26,500           |
| 5505        | Library Newsletter  | 38,400           | 40,000           |
| 5509        | Library Publicity and Promotion   | 20,000           | 22,000           |
|             | <b>TOTAL</b>  | <b>115,400</b>   | <b>122,000</b>   |
| <b>5600</b> | <b>COLLECTION DEVELOPMENT</b>   |                  |                  |
| 5601        | Youth Services Books  | 55,000           | 55,000           |
| 5606        | Youth Services Media  | 20,000           | 18,300           |
| 5630        | Adult Services Books  | 72,000           | 72,000           |
| 5634        | Online Resources  | 30,000           | 20,000           |
| 5635        | Magazines & Newspapers  | 12,000           | 13,000           |
| 5637        | Adult Services Media  | 40,000           | 35,000           |
| 5651        | Digital Media   | 110,000          | 120,000          |
| 5652        | Grant/Award Expense (Databases)   | 58,800           | 58,800           |
|             | <b>TOTAL</b>  | <b>397,800</b>   | <b>392,100</b>   |
|             | <b>GENERAL FUND EXPENDITURES</b>  |                  |                  |
| 5100        | SALARIES  | 2,309,500        | 2,385,750        |
| 5200        | PLANT MAINTENANCE   | 165,400          | 167,050          |
| 5300        | BUSINESS EXPENSE  | 111,700          | 113,900          |
| 5400        | CIRCULATION & MATERIAL PROC...  | 222,500          | 232,000          |
| 5500        | SERVICES  | 115,400          | 122,000          |
| 5600        | COLLECTION DEVELOPMENT  | 397,800          | 392,100          |
|             | <b>TOTAL EXPENDITURES</b>   | <b>3,322,300</b> | <b>3,412,800</b> |
|             | <b>GENERAL FUND REVENUES</b>  |                  |                  |

|                 |  | FY 22/23         |          | FY 23/24         |
|-----------------|--|------------------|----------|------------------|
|                 |  | FY23             |          | FY 24            |
|                 |  | Approved 3/16/22 |          | DRAFT            |
| ACCT #          | Account Name   |                  |          |                  |
|                 | LIBRARY TAX  | 3,180,000        |          | 3,205,000        |
|                 | OPERATING REVENUE                                    | 142,300          |          | 207,800          |
|                 | <b>TOTAL REVENUES</b>                                | <b>3,322,300</b> |          | <b>3,412,800</b> |
|                 | <b>OTHER FINANCING SOURCES/FUNDS</b>                 |                  |          |                  |
| <b>Class 80</b> | <b>BUILDING RENOVATION LOAN FUND (new Fund line)</b> |                  |          |                  |
| 80-3001         | Special Debt Service Tax Levy                        | 234,461          |          | 234,461          |
| 80-3002         | Interest income                                      |                  |          |                  |
| 80-8000         | Loan payment expense                                 | 234,461          |          | 234,461          |
|                 | Net Difference                                       | 0                |          | 0                |
|                 | <b>Fund Balance April 30</b>                         | <b>0</b>         |          | <b>0</b>         |
|                 | <b>WORKING CASH FUND</b>                             |                  |          |                  |
| 20-3001         | Working Cash Levy                                    | 0                |          | 0                |
| 20-3202         | Interest on investments                              | 100              |          | 100              |
|                 | <b>TOTAL</b>   | <b>100</b>       |          | <b>100</b>       |
| 20-6920         | Transfer to General Fund                             | -100             |          | -100             |
|                 | <b>Fund Balance April 30</b>                         | <b>48,361</b>    |          | <b>48,361</b>    |
| <b>Class 50</b> | <b>LIABILITY INSURANCE FUND</b>                      |                  |          |                  |
| 50-3001         | Liability Insurance Levy                             | 20,000           |          | 25,000           |
| 50-3202         | Interest on Investments                              | 0                |          | 0                |
| 50-3300         | LIMRIC UCGA Dividend                                 | 0                |          | 0                |
|                 | <b>TOTAL</b>   | <b>20,000</b>    |          | <b>25,000</b>    |
| 50-7101         | Liability Insurance                                  | 20,000           |          | 22,250           |
| 50-7102         | Risk Management expense                              | 3,000            |          | 4,750            |
| 50-7103         | Unemployment Comp. Insurance                         | 5,000            |          | 3,000            |
|                 | <b>TOTAL</b>   | <b>28,000</b>    |          | <b>30,000</b>    |
|                 | Net Difference                                       | -8,000           |          | -5,000           |
|                 | Fund Balance, May 1                                  | 11,040           | 22 Audit | 12,751           |
|                 | <b>Reserve Balance April 30</b>                      | <b>3,040</b>     |          | <b>7,751</b>     |
|                 | <b>Reserve in Months</b>                             | <b>1.30</b>      |          | <b>3.10</b>      |
| <b>Class 30</b> | <b>FICA FUND</b>                                     |                  |          |                  |
| 30-3001         | FICA Tax Levy  | 125,000          |          | 125,000          |
| 30-3202         | Interest on Investments                              | 0                |          | 0                |
| 30-5104         | FICA Benefit   | 160,000          |          | 160,000          |
|                 | Net Difference                                       | -35,000          |          | -35,000          |
|                 | Fund Balance, May 1                                  | 106,402          | 22 Audit | 94,438           |
|                 | <b>Reserve Balance April 30</b>                      | <b>71,402</b>    |          | <b>59,438</b>    |
|                 | <b>Reserve in Months</b>                             | <b>5.36</b>      |          | <b>4.46</b>      |

|                 |  | FY 22/23         | FY 23/24 |
|-----------------|--|------------------|----------|
|                 |  | FY23             | FY 24    |
|                 |  | Approved 3/16/22 | DRAFT    |
| ACCT #          | Account Name   |                  |          |
| <b>Class 40</b> | <b>IMRF FUND</b>                                     |                  |          |
| 40-3001         | IMRF Tax Levy  | 175,000          | 205,000  |
| 40-3202         | Interest on Investments - IMRF                       |                  |          |
| 40-5104         | IMRF Benefit   | 230,000          | 205,000  |
|                 | Net Difference                                       | -55,000          | 0        |
|                 | Fund Balance, May 1                                  | 84,848           | 72,854   |
|                 | Reserve Balance April 30                             | 29,848           | 72,854   |
|                 | Reserve in Months                                    | 1.56             | 4.26     |
| <b>Class 60</b> | <b>AUDIT FUND</b>                                    |                  |          |
| 60-3001         | Audit Levy   | 10,000           | 10,000   |
| 60-3202         | Interest on Investments                              |                  |          |
| 60-7201         | Audit Expense  | 13,000           | 13,000   |
|                 | Net Difference                                       | -3,000           | -3,000   |
|                 | Fund Balance, May 1                                  | 7,841            | 6,827    |
|                 | Reserve Balance April 30                             | 4,841            | 3,827    |
|                 | Reserve in Months                                    | 4.47             | 3.53     |
| <b>Class 70</b> | <b>CAPITAL MAINTENANCE &amp; REPAIR FUND</b>         |                  |          |
|                 | <b>CAPITAL MAINTENANCE &amp; REPAIR REVENUE</b>      |                  |          |
| 70-3001         | Interest on Investments                              |                  |          |
| 70-3202         | Grant Funds  |                  |          |
| 70-3203         | Building Renovation Loan                             |                  |          |
| 70-3702         | TOTAL  |                  |          |
|                 | <b>CAPITAL MAINTENANCE &amp; REPAIR EXPENDITURES</b> |                  |          |
| 70-7301         | MAJOR REPAIRS  |                  |          |
| 70-7301         |  |                  |          |
| 70-7400         | <b>OTHER CAPITAL EXPENDITURES</b>                    |                  |          |
| 7401            | Furniture  | 10,000           | 10,000   |
| 7402            | Parking Lot Repair/Maintenance                       | 12,000           | 15,000   |
| 7403            | Building Repair                                      | 50,000           | 50,000   |
| 7404            | Landscape  | 50,000           | 50,000   |
| 7405            | Memorials  | 1,000            | 1,000    |
| 7406            | OTHER EXPENDITURES                                   | 50,000           | 50,000   |
|                 | Subtotal   | 173,000          | 176,000  |
| <b>70-7500</b>  | <b>Special Projects</b>                              |                  |          |
| 7503            | Front Entrance Outdoor Renovation                    | 250,000          | 250,000  |
| 7504            | Capital Replacement Study                            | 15,000           | 15,000   |
| 7506            | Office & Staff Room Door Wraps                       | 10,000           | 10,000   |
| 7507            | Automation Equipment                                 | 30,000           | 30,000   |
| 7509            | Security Upgrades                                    | 4,000            | 8,000    |
|                 | Total  | 482,000          | 489,000  |

|        |                                    | FY 22/23         |           | FY 23/24 |           |
|--------|------------------------------------|------------------|-----------|----------|-----------|
|        |                                    | FY23             |           | FY 24    |           |
|        |                                    | Approved 3/16/22 |           | DRAFT    |           |
| ACCT # | Account Name                       |                  |           |          |           |
|        | FUND BALANCE, MAY 1                |                  | 1,520,326 | 22 Audit | 1,593,710 |
|        | April 2022 Transfer from Gen. Fund |                  | TBD       |          | TBD       |
|        | FUND BALANCE, APRIL 30             |                  | 1,038,326 |          | 1,104,710 |



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*Addition to Policy No. 304*

### **Floating Holidays**

All full-time and part-time employees receive two floating holidays per year in addition to the Carol Stream Public Library's regular paid holidays. Full-time will receive two, 7.5-hour days. Part-time will receive two, 4-hour days. Examples of how the two floating holidays may be used include religious or cultural holidays, employee birthdays, or other state or federal holidays during which the Library remains open.

Floating holidays are available at the beginning of each fiscal year for all current employees. A new employee hired before the end of the first half of the Library's fiscal year will receive two floating holidays upon hire; a new employee hired during the second half of the fiscal year will receive one floating holiday upon hire.

Employees request for a floating holiday must be scheduled and approved in advance by the employee's immediate supervisor. Floating holidays must be taken in full days.

Floating holidays will not be carried over to the next fiscal year, nor may they be cashed out or paid upon termination of employment if they are not taken.

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*Addition to Policy No. 306*

**Paid Time Off (PTO) for Part-Time Employees\***

Part-time employees shall earn paid time off, effective to begin accruing from the first day of employment, at the rate of 2 hours of paid time off for every 60 hours worked. Employees shall be entitled to begin using paid leave 90 days following commencement of their employment.

Part-time PTO is a benefit that can be used with Manager's approval for any reason, and that reason does not need to be specified. If the need for leave is foreseeable, an employee will need to provide at least seven (7) calendar days' notice before the date of leave is to begin. If paid leave is not foreseeable, the employee shall provide such notice as soon as it is practicable after the employee is aware of the necessity of the leave.

Employees will not receive compensation for granted but unused PTO time upon separation or termination. However, if there is a separation from employment and the employee is rehired at the Library within 12 months of separation, previously accrued PTO that had not been used by the employee shall be reinstated.

*\*This policy is compliant with Paid Leave for All Workers (PLFAW) Act SB0208, effective January 2024.*

*<https://www.ilga.gov/legislation/fulltext.asp?DocName=10200SB0208ham004&GA=102&LegID=129513&SessionId=110&SpecSess=0&DocTypeId=SB&DocNum=0208&GAID=16&Session=>*

# Carol Stream Public Library

## Job Description

04/2023

**Job Title:** Technical Services Associate

**Description Type:**

New

Revised

**Department:** Technical Services

### **Reporting Relationship:**

Reports to: Assistant Library Director

**List of direct reports (by Title):**

Applicable  Not Applicable

### **Position Summary:**

Supports collection services through processing and maintenance of materials and item records and by copy cataloging and classifying all types of new library materials so they are easily retrievable by patrons and Library staff.

### **Essential Job Duties and Responsibilities**

- Receives collection materials including unpacking, reconciling to packing list, receiving items in ILS, reviewing status of bibliographic record, and routing materials for further processing, as applicable
- Completes physical processing of library materials
- Coordinates and organizes periodical subscriptions, which may include confirming receipt, predictions, claims, processing, additions and withdrawals
- Performs copy cataloging and basic classification of collection materials
- Verifies item record accuracy in database and performs data entry tasks such as basic item record maintenance and changing item locations
- Evaluates and repairs damaged materials and maintains quality of AV materials by utilizing the disc cleaning machine
- Communicates with vendors to negotiate resolution for returns, incorrect orders, and items not received
- Monitors inventory control of Department supplies and places orders as needed
- Maintains statistics on Technical Services activity as assigned
- Contributes documentation of Technical Services processes to the department WIKI
- Provides back-up support for the Acquisition Associate and Business Operations Assistant as needed
- Performs other duties as assigned

### **Qualifications:**

- **Education:** LTA Degree or Certificate required
- **Experience:** One-year technical services experience with emphasis on copy cataloging print and audio-visual materials and serials preferred.
- **Knowledge, Skills and Abilities**
  - Ability to use the Technical Services modules (cataloging, acquisitions, serials) of an ILS

# Carol Stream Public Library

## Job Description

- Knowledge of current cataloging systems, standards and practices including OCLC Connexion, Web Dewey, Dewey Decimal, Library of Congress, MARC, RDA, etc.
- Skill in providing descriptive cataloging and classification appropriate to the content
- Ability to apply the appropriate procedures for the processing and repair of library materials to maintain accuracy, consistency and appearance
- Ability in identifying discrepancies and correcting errors in bibliographic records
- Ability to establish priorities and maintain accuracy and attention to detail when completing multiple assignments
- Works collaboratively as a member of a team and independently with minimal direction
- Uses verbal, written and electronic communication effectively
- Proficient in using productivity software and operating in a PC, web-based environment
- Applies basic problem-solving to a variety of situations

### **Physical Requirements:**

- Ability to lift and carry up to 20 pounds on occasion

CSPL is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances.

**Carol Stream Public Library  
Expenses by Vendor Detail  
February 2023**

1:57 PM

03/02/2023

Accrual Basis

| Date       | Num | Memo  | Account                            | Amount  |
|------------|-----|---|------------------------------------|---------|
| 02/23/2023 |     | Inv. #9017481957 - HVAC/Electrical parts for Bu 5202 - Maintenance/Repair |                                    | -146.54 |
|            |     |   |                                    | -146.54 |
| 02/09/2023 |     | Passive Pgm. Supplies   | 5501 · Youth Services Programs     | -90.59  |
| 02/09/2023 |     | Capri Sun pouches   | 5503 · Adult/Teen Programs         | -32.89  |
| 02/09/2023 |     | Straws  | 5503 · Adult/Teen Programs         | -6.92   |
| 02/09/2023 |     | Washi Tape & Food Storage Bags  | 5503 · Adult/Teen Programs         | -40.85  |
| 02/09/2023 |     | Black History Mth. items  | 5503 · Adult/Teen Programs         | -90.93  |
| 02/09/2023 |     | Black History Mth. Items  | 5503 · Adult/Teen Programs         | -95.79  |
| 02/09/2023 |     | Light clips   | 5201 · Supplies                    | -19.99  |
| 02/09/2023 |     | Staff Anniversary Items   | 5302 · Office & Equipment Supplies | -13.48  |
| 02/09/2023 |     | Staff Anniversary items   | 5302 · Office & Equipment Supplies | -55.91  |
| 02/09/2023 |     | March 2023 Craft items  | 5503 · Adult/Teen Programs         | -86.40  |
| 02/09/2023 |     | Requested book purchase   | 5630 · Adult Books                 | -17.08  |
| 02/09/2023 |     | Patron book request   | 5630 · Adult Books                 | -12.99  |
| 02/09/2023 |     | Patron book request   | 5630 · Adult Books                 | -14.99  |
| 02/09/2023 |     | CSPL Feb. Kit supplies  | 5501 · Youth Services Programs     | -41.83  |
| 02/09/2023 |     | Teen Craft Kit - March 2023   | 5503 · Adult/Teen Programs         | -10.99  |
| 02/09/2023 |     | Wire letter tray  | 5302 · Office & Equipment Supplies | -6.79   |
| 02/09/2023 |     | Binge Box items   | 5501 · Youth Services Programs     | -101.80 |
| 02/09/2023 |     | Binge box items   | 5503 · Adult/Teen Programs         | -6.39   |
| 02/09/2023 |     | Passive pgm. supplies   | 5503 · Adult/Teen Programs         | -119.95 |
| 02/09/2023 |     | Binge box items   | 5503 · Adult/Teen Programs         | -48.96  |
| 02/09/2023 |     | Binge box items   | 5501 · Youth Services Programs     | -7.99   |
| 02/09/2023 |     | Passive pgm. items  | 5503 · Adult/Teen Programs         | -34.87  |
| 02/09/2023 |     | Passive pgm. item   | 5503 · Adult/Teen Programs         | -23.93  |
| 02/09/2023 |     | Binge box items   | 5501 · Youth Services Programs     | -59.82  |
| 02/09/2023 |     | First aid item  | 5201 · Supplies                    | -14.00  |
| 02/09/2023 |     | ELA-Adult Pgm. White Board  | 5503 · Adult/Teen Programs         | -138.90 |

Allied Electronics

Total Allied Electronics

Amazon Business Prime/AMEX

| Date       | Num | Memo   | Account                            | Amount    |
|------------|-----|--|------------------------------------|-----------|
| 02/09/2023 |     | Binge box items                                  | 5503 · Adult/Teen Programs         | -43.96    |
| 02/09/2023 |     | Outreach supplies                                | 5302 · Office & Equipment Supplies | -11.22    |
| 02/09/2023 |     | Hands-on learning supplies                       | 5501 · Youth Services Programs     | -9.98     |
| 02/09/2023 |     | Hands-on Learning supplies                       | 5501 · Youth Services Programs     | -81.08    |
| 02/09/2023 |     | Purell disinfectant refill bottles               | 5201 · Supplies                    | -52.68    |
| 02/09/2023 |     | Masks  | 5201 · Supplies                    | -175.90   |
|            |     | Total Amazon Business Prime/AMEX                 |                                    | -1,569.85 |
|            |     | <b>American Library Association</b>              |                                    |           |
| 02/23/2023 |     | Adv. Geneology Research e-course - K. Frye       | 5105 · Professional Education      | -260.10   |
| 02/23/2023 |     | ALA Mbrship - S. Kovac                           | 5106 · Membership                  | -155.00   |
| 02/23/2023 |     | Using Knowledge Mgmt. to Build a Smarter Libr    | 5105 · Professional Education      | -188.10   |
|            |     | Total American Library Association               |                                    | -603.20   |
|            |     | <b>Ancel Glink, P.C.</b>                         |                                    |           |
| 02/09/2023 |     | Statement #94396                                 | 5312 · Attorney Fees               | -675.00   |
|            |     | Total Ancel Glink, P.C.                          |                                    | -675.00   |
|            |     | <b>ATA Group, LLP (Assoc McClure Inserra CPA</b> |                                    |           |
| 02/09/2023 |     | Inv. #11059                                      | 5309 · Accounting Service          | -1,676.00 |
|            |     | Total ATA Group, LLP (Assoc McClure Inserra CPA  |                                    | -1,676.00 |
|            |     | <b>Baker &amp; Taylor</b>                        |                                    |           |
| 02/14/2023 |     | Several invoices                                 | 5601 · Youth Services Books        | -4,353.86 |
| 02/14/2023 |     | Several invoices                                 | 5630 · Adult Books                 | -3,612.32 |
|            |     | Total Baker & Taylor                             |                                    | -7,966.18 |
|            |     | <b>Blackstone Library</b>                        |                                    |           |
| 02/23/2023 |     | Patron book request                              | 5637 · Adult Media                 | -30.94    |
|            |     | Total Blackstone Library                         |                                    | -30.94    |
|            |     | <b>Bridgeall Libraries Ltd. (Collection HQ)</b>  |                                    |           |
| 02/09/2023 |     | Inv. #SIN006101                                  | 5408 · Tech Serv Online Resources  | -7,705.24 |
|            |     | Total Bridgeall Libraries Ltd. (Collection HQ)   |                                    | -7,705.24 |
|            |     | <b>Carahsoft Technology Corp.</b>                |                                    |           |
| 02/10/2023 |     | Quote #32977362                                  | 5634 · Online Resources            | -7,000.00 |
|            |     | Total Carahsoft Technology Corp.                 |                                    | -7,000.00 |
|            |     | <b>Case Lots, Inc.</b>                           |                                    |           |
| 02/13/2023 |     | Inv. #16289                                      | 5201 · Supplies                    | -474.60   |

|   | <b>Date</b> | <b>Num</b> | <b>Memo</b>                                | <b>Account</b>                  | <b>Amount</b> |
|---|-------------|------------|--|---------------------------------|---------------|
| Total Case Lots, Inc.                     |             |            |  |                                 | -474.60       |
| <b>CCH Inc.</b>                           |             |            |  |                                 |               |
| Total CCH Inc.                            | 02/09/2023  |            | Inv. #4805822354                           | 5630 · Adult Books              | -227.41       |
| <b>Center Point for Large Print Books</b> |             |            |  |                                 |               |
| Total Center Point for Large Print Books  | 02/09/2023  |            | Inv. #1987065                              | 5630 · Adult Books              | -145.02       |
| <b>Checkr Inc.</b>                        |             |            |  |                                 |               |
| Total Checkr Inc.                         | 02/23/2023  |            | Inv. #712768 - Background Ck. - L. Raygoza | 5321 · Human Resources          | -54.99        |
| <b>Chicago Tribune</b>                    |             |            |  |                                 |               |
| Total Chicago Tribune                     | 02/09/2023  |            | Two copies through 2/23/2024               | 5635 · Magazines & Newspapers   | -1,771.50     |
| <b>Comcast (Biz phone)</b>                |             |            |  |                                 |               |
| Total Comcast (Biz phone)                 | 02/13/2023  |            | Inv. #165636567                            | 5308 · Business Phone           | -419.75       |
| <b>Comcast (Fiber &amp; Internet)</b>     |             |            |  |                                 |               |
| Total Comcast (Fiber & Internet)          | 02/13/2023  |            | Inv. #165675807                            | 5402 · ISP and Web page hosting | -875.00       |
| <b>ComEd</b>                              |             |            |  |                                 |               |
| Total ComEd                               | 02/28/2023  |            | Service from 1/19 - 2/17/23 - Heat Mtr.    | 5206 · Electric-Comm Edison     | -4,196.81     |
| <b>Complete Cleaning Co., Inc.</b>        |             |            |  |                                 |               |
| Total Complete Cleaning Co., Inc.         | 02/09/2023  |            | Inv. #C23139                               | 5203 · Maintenance Contracts    | -2,700.00     |
| <b>Costco</b>                             |             |            |  |                                 |               |
| Total Costco                              | 02/28/2023  |            | Inv. #C23403                               | 5203 · Maintenance Contracts    | -2,865.00     |
| <b>Findaway World, LLC</b>                |             |            |  |                                 |               |
| Total Findaway World, LLC                 | 02/23/2023  |            | Snacks for Bilingual Mingle & Anime Clubs  | 5501 · Youth Services Programs  | -19.42        |
|   |             |            |  |                                 | -19.42        |
|   | 02/09/2023  |            | Inv. #417541                               | 5606 · Youth Services Media     | -190.41       |
|   | 02/09/2023  |            | Inv. #417541                               | 5637 · Adult Media              | -221.63       |
|   | 02/09/2023  |            | Inv. #418184                               | 5606 · Youth Services Media     | -74.99        |

| Date       | Num | Memo  | Account                            | Amount    |
|------------|-----|---|------------------------------------|-----------|
| 02/23/2023 |     | Order #722444029                              | 5501 · Youth Services Programs     | -487.03   |
| 02/09/2023 |     | Inv. #79959824                                | 5630 · Adult Books                 | -56.23    |
| 02/09/2023 |     | Inv. #79960291                                | 5630 · Adult Books                 | -83.97    |
| 02/09/2023 |     | Inv. #79960444                                | 5630 · Adult Books                 | -28.49    |
| 02/09/2023 |     | Inv. #80612238                                | 5630 · Adult Books                 | -83.22    |
| 02/09/2023 |     | Inv. #80612646                                | 5630 · Adult Books                 | -138.70   |
| 02/09/2023 |     | Inv. #80630933                                | 5630 · Adult Books                 | -57.73    |
|            |     |   |                                    | -448.34   |
| 02/09/2023 |     | Inv. #PINV2380319                             | 5302 · Office & Equipment Supplies | 0.00      |
| 02/09/2023 |     | Inv. #PINV2381436                             | 5201 · Supplies                    | 0.00      |
| 02/09/2023 |     | Inv. #PINV2382042                             | 5201 · Supplies                    | 0.00      |
| 02/14/2023 |     | Inv. #PINV2380319                             | 5302 · Office & Equipment Supplies | -186.77   |
| 02/14/2023 |     | Inv. #PINV2381436                             | 5201 · Supplies                    | -39.87    |
| 02/14/2023 |     | Inv. #PINV2382042                             | 5201 · Supplies                    | -29.80    |
|            |     |   |                                    | -256.44   |
| 02/23/2023 |     | Mged. SSL - 2 yr. Renewal                     | 5402 · ISP and Web page hosting    | 399.98    |
|            |     |   |                                    | 399.98    |
| 02/09/2023 |     | Emancipation to Inauguration Pgm. - 2/27/2023 | 5503 · Adult/Teen Programs         | -250.00   |
|            |     |   |                                    | -250.00   |
| 02/28/2023 |     | Inv. #33477892                                | 5304 · Equipment Leasing           | -1,197.69 |
|            |     |   |                                    | -1,197.69 |
| 02/09/2023 |     | AS Pgm - Make and Take Paper Wreath - Marct   | 5503 · Adult/Teen Programs         | 0.00      |
| 02/15/2023 |     | Make & Take: Paper Flower Wreath - 3/11/2023  | 5503 · Adult/Teen Programs         | -275.00   |
| 02/15/2023 |     | Make & Take Flower Wreath - March 4, 2023     | 5503 · Adult/Teen Programs         | -275.00   |

Total Findaway World, LLC  
**Fun Express, LLC**

Total Fun Express, LLC  
**Gale/Cengage Learning Inc.**

Total Gale/Cengage Learning Inc.  
**Garvey's Office Products**

Total Garvey's Office Products  
**GoDaddy.com, LLC**

Total GoDaddy.com, LLC  
**Goodman, Clarence**

Total Goodman, Clarence  
**GreatAmerica Financial Services**

Total GreatAmerica Financial Services  
**Guico, Karina**



| Date                                      | Num     | Memo  | Account                        | Amount    |
|---|---------|---|--------------------------------|-----------|
| 02/28/2023                                | ATA0204 | Void Ck #11745 per client                   | 5503 · Adult/Teen Programs     | 275.00    |
|   |         |   |                                | -275.00   |
| <b>Illinois Library Association</b>       |         |   |                                |           |
| 02/10/2023                                |         | Inv. #233566 - S. Westgate                  | 5106 · Membership              | -300.00   |
| 02/23/2023                                |         | 2023 IL YS Inst - Full Conf - A, Iqbal      | 5105 · Professional Education  | -225.00   |
|   |         |   |                                | -525.00   |
| <b>Total Illinois Library Association</b> |         |   |                                |           |
| <b>Illinois Tree Service Inc.</b>         |         |   |                                |           |
| 02/10/2023                                |         | Re-issue of lost Check #11697 - Inv. #27800 | 7404 · Landscape               | -2,750.00 |
| 02/28/2023                                | ATA0204 | Void Ck #11697 per client                   | 7404 · Landscape               | 2,750.00  |
|   |         |   |                                | 0.00      |
| <b>Total Illinois Tree Service Inc.</b>   |         |   |                                |           |
| <b>India For Everyone</b>                 |         |   |                                |           |
| 02/10/2023                                |         | Inv. #2A-2726                               | 5630 · Adult Books             | -140.07   |
|   |         |   |                                | -140.07   |
| <b>Total India For Everyone</b>           |         |   |                                |           |
| <b>Jazzy Beauty LLC</b>                   |         |   |                                |           |
| 02/23/2023                                |         | Teen Make-up Pgm.                           | 5503 · Adult/Teen Programs     | -320.00   |
|   |         |   |                                | -320.00   |
| <b>Total Jazzy Beauty LLC</b>             |         |   |                                |           |
| <b>Jenno's Homestead Shop</b>             |         |   |                                |           |
| 02/23/2023                                |         | 50 Spice Samples                            | 5503 · Adult/Teen Programs     | -141.37   |
| 02/23/2023                                |         | Canadian Fee Charge for Spice order         | 5503 · Adult/Teen Programs     | -4.24     |
|   |         |   |                                | -145.61   |
| <b>Total Jenno's Homestead Shop</b>       |         |   |                                |           |
| <b>Jewel / Osco</b>                       |         |   |                                |           |
| 02/23/2023                                |         | Home Depot GC - B. Boucher Retirement       | 5321 · Human Resources         | -230.00   |
| 02/23/2023                                |         | Sight word containers                       | 5501 · Youth Services Programs | -70.15    |
|   |         |   |                                | -300.15   |
| <b>Total Jewel / Osco</b>                 |         |   |                                |           |
| <b>Lakeshore Learning Material</b>        |         |   |                                |           |
| 02/23/2023                                |         | Hands-on Learning Pgm. Supplies - 1/31/23   | 5501 · Youth Services Programs | -56.96    |
|   |         |   |                                | -56.96    |
| <b>Total Lakeshore Learning Material</b>  |         |   |                                |           |
| <b>Layman, Jez</b>                        |         |   |                                |           |
| 02/10/2023                                |         | DIY Self Care Spa Pgm. - 3/7/23             | 5503 · Adult/Teen Programs     | -385.00   |
|   |         |   |                                | -385.00   |
| <b>Total Layman, Jez</b>                  |         |   |                                |           |
| <b>Luster, Kim</b>                        |         |   |                                |           |
| 02/10/2023                                |         | Disney on a Dime Pgm. - 2/21/2023           | 5503 · Adult/Teen Programs     | 0.00      |
|   |         |   |                                | 0.00      |
| <b>Total Luster, Kim</b>                  |         |   |                                |           |

|  | Date       | Num     | Memo  | Account                                | Amount    |
|--|------------|---------|---|--|-----------|
| <b>Luster, Ms. Karen</b>                       |            |         |   |  |           |
| Total Luster, Ms. Karen                        | 02/15/2023 |         | Zoom Pgm. - "Disney on a Dime" - 2/21/23        | 5503 · Adult/Teen Programs             | -250.00   |
|  |            |         |   |  | -250.00   |
| <b>M Dance Center LLC - dba Flourish Dance</b> |            |         |   |  |           |
| Total M Dance Center LLC - dba Flourish Dance  | 02/09/2023 |         | 2 - Fancy Feet Pgms. - 1/9 and 2/6/2023         | 5501 · Youth Services Programs         | -100.00   |
|  |            |         |   |  | -100.00   |
| <b>MailChimp</b>                               |            |         |   |  |           |
| Total MailChimp                                | 02/23/2023 |         | Std. plan - 10k contacts - 12/29/2022-1/28/2023 | 5509 · Library Publicity and Promotion | -135.00   |
|  |            |         |   |  | -135.00   |
| <b>Michael's</b>                               |            |         |   |  |           |
| Total Michael's                                | 02/23/2023 |         | Homeschool Hangout supplies - 2/2/23            | 5501 · Youth Services Programs         | -37.88    |
|  |            |         |   |  | -37.88    |
| <b>Midwest Tape LLC</b>                        |            |         |   |  |           |
| Total Midwest Tape LLC                         | 02/14/2023 |         | Several invoices                                | 5606 · Youth Services Media            | -608.45   |
|  | 02/14/2023 |         | Several invoices                                | 5637 · Adult Media                     | -2,141.84 |
|  | 02/14/2023 |         | Several invoices                                | 5651 · Digital Media                   | -6,379.57 |
|  |            |         |   |  | -9,129.86 |
| <b>MNI</b>                                     |            |         |   |  |           |
| Total MNI                                      | 02/10/2023 |         | Inv. #850815-00                                 | 5630 · Adult Books                     | -243.90   |
|  |            |         |   |  | -243.90   |
| <b>Niche Academy LLC</b>                       |            |         |   |  |           |
| Total Niche Academy LLC                        | 02/28/2023 | ATA0204 | Reclass disbursement per client                 | 5634 · Online Resources                | -2,112.32 |
|  | 02/28/2023 | ATA0204 | Reclass disbursement per client                 | 5652 · Grant/Award Expense             | 2,112.32  |
|  |            |         |   |  | 0.00      |
| <b>Old Town School of Folk Music</b>           |            |         |   |  |           |
| Total Old Town School of Folk Music            | 02/10/2023 |         | Deposit for Bilingual Concert 6/10/23 featuring | 5501 · Youth Services Programs         | -250.00   |
|  |            |         |   |  | -250.00   |
| <b>OverDrive, Inc.</b>                         |            |         |   |  |           |
| Total OverDrive, Inc.                          | 02/10/2023 |         | Inv. #01107MA23034373                           | 5651 · Digital Media                   | -530.25   |
|  |            |         |   |  | -530.25   |
| <b>Pantheon Systems, Inc.</b>                  |            |         |   |  |           |
| Total Pantheon Systems, Inc.                   | 02/23/2023 |         | Inv. #INV00318346                               | 5402 · ISP and Web page hosting        | -50.00    |
|  |            |         |   |  | -50.00    |

|  | Date       | Num | Memo   | Account                                | Amount    |
|--|------------|-----|--|--|-----------|
| <b>Party City</b>                                |            |     |  |  |           |
| Total Party City                                 | 02/23/2023 |     | Deco. for Retirement Parties                   | 5321 · Human Resources                 | -30.78    |
| <b>Paylocity</b>                                 |            |     |  |  |           |
| Total Paylocity                                  | 02/10/2023 |     | Inv. #111465029                                | 5311 · Payroll Service                 | -59.14    |
|  | 02/10/2023 |     | Inv. #111463204                                | 5311 · Payroll Service                 | -367.74   |
|  | 02/10/2023 |     | Inv. #111463204                                | 5321 · Human Resources                 | -347.04   |
|  | 02/10/2023 |     | Inv. #111520253                                | 5311 · Payroll Service                 | -698.99   |
|  |            |     |  |  | -1,472.91 |
| <b>PermaBound Books</b>                          |            |     |  |  |           |
| Total PermaBound Books                           | 02/13/2023 |     | Inv. #1948623-00                               | 5601 · Youth Services Books            | -91.92    |
|  |            |     |  |  | -91.92    |
| <b>PlayStation.com</b>                           |            |     |  |  |           |
| Total PlayStation.com                            | 02/23/2023 |     | Hogwarts PS5 game                              | 5503 · Adult/Teen Programs             | -75.75    |
|  |            |     |  |  | -75.75    |
| <b>Precision Control Systems of Chicago, Inc</b> |            |     |  |  |           |
| Total Precision Control Systems of Chicago, Inc  | 02/10/2023 |     | Inv. #45938                                    | 5203 · Maintenance Contracts           | -1,319.00 |
|  |            |     |  |  | -1,319.00 |
| <b>RAILS</b>                                     |            |     |  |  |           |
| Total RAILS                                      | 02/28/2023 |     | Inv. #10492                                    | 5403 · Computer Software               | -795.00   |
|  |            |     |  |  | -795.00   |
| <b>Reynolds, Dr. Ann</b>                         |            |     |  |  |           |
| Total Reynolds, Dr. Ann                          | 02/15/2023 |     | Zoom Pgm. - Stress Mgmt. for Students - 2/23/2 | 5503 · Adult/Teen Programs             | 0.00      |
|  |            |     |  |  | 0.00      |
| <b>Rosati's Pizza</b>                            |            |     |  |  |           |
| Total Rosati's Pizza                             | 02/23/2023 |     | Pizza - B. Boucher Retirement luncheon         | 5321 · Human Resources                 | -133.98   |
|  |            |     |  |  | -133.98   |
| <b>Sebert Landscaping, Inc.</b>                  |            |     |  |  |           |
| Total Sebert Landscaping, Inc.                   | 02/10/2023 |     | Inv. #251938                                   | 5204 · Landscape Maintenance/Snow Remo | -1,024.00 |
|  |            |     |  |  | -1,024.00 |
| <b>Staples</b>                                   |            |     |  |  |           |
| Total Staples                                    | 02/10/2023 |     | Inv. #3528433396                               | 5302 · Office & Equipment Supplies     | -44.98    |
|  | 02/10/2023 |     | Inv. #3528433396                               | 5315 · Other Expenditures              | -26.98    |

| Date                                      | Num  | Memo                               | Account                                | Amount            |
|---|--|------------------------------------|--|-------------------|
| 02/10/2023                                | Inv. #3529961292                             | 5201 · Supplies                    |  | -289.32           |
| 02/10/2023                                | Inv. #3529961292 {Inv. #3529961292 - \$19.79 | 5302 · Office & Equipment Supplies |  | -14.98            |
| 02/10/2023                                | Inv. #3529961292 {Inv. #3529961292 - \$64.95 | 5315 · Other Expenditures          |  | -62.95            |
| 02/10/2023                                | Inv. #3530453335                             | 5201 · Supplies                    |  | -45.57            |
|   |  |                                    |  | <u>-484.78</u>    |
| Total Staples                             |  |                                    |  |                   |
| <b>Team One Repair, Inc.</b>              |  |                                    |  |                   |
| 02/10/2023                                | Inv. #1377560                                | 5406 · Circulation Supplies        |  | -1,170.00         |
|   |  |                                    |  | <u>-1,170.00</u>  |
| Total Team One Repair, Inc.               |  |                                    |  |                   |
| <b>Telcom Innovations Group, LLC</b>      |  |                                    |  |                   |
| 02/28/2023                                | Inv. #A59319                                 | 5404 · Tech Support & Repair       |  | -362.50           |
|   |  |                                    |  | <u>-362.50</u>    |
| Total Telcom Innovations Group, LLC       |  |                                    |  |                   |
| <b>Today's Business Solutions, Inc.</b>   |  |                                    |  |                   |
| 02/10/2023                                | Inv. #011623-6                               | 5404 · Tech Support & Repair       |  | -246.40           |
|   |  |                                    |  | <u>-246.40</u>    |
| Total Today's Business Solutions, Inc.    |  |                                    |  |                   |
| <b>Town Square Publications, LLC</b>      |  |                                    |  |                   |
| 02/28/2023                                | ATA0204                                      | Void Ck #11576 per client          | 5509 · Library Publicity and Promotion | 835.00            |
|   |  |                                    |  | <u>835.00</u>     |
| Total Town Square Publications, LLC       |  |                                    |  |                   |
| <b>Unique Management Services, Inc.</b>   |  |                                    |  |                   |
| 02/10/2023                                | Inv. #6109596                                | 5310 · Material Recovery Fees      |  | -88.65            |
| 02/10/2023                                | Inv. #611022                                 | 5403 · Computer Software           |  | -40.00            |
|   |  |                                    |  | <u>-128.65</u>    |
| Total Unique Management Services, Inc.    |  |                                    |  |                   |
| <b>Utica National Insurance Group</b>     |  |                                    |  |                   |
| 02/28/2023                                | Policy #5476573                              | 7101 · Liability Insurance         |  | -417.00           |
|   |  |                                    |  | <u>-417.00</u>    |
| Total Utica National Insurance Group      |  |                                    |  |                   |
| <b>Village of Carol Stream</b>            |  |                                    |  |                   |
| 02/10/2023                                | Inv. #7344                                   | 5411 · Village IT Services         |  | -8,176.13         |
|   |  |                                    |  | <u>-8,176.13</u>  |
| Total Village of Carol Stream             |  |                                    |  |                   |
| <b>Village of Carol Stream - Benefits</b> |  |                                    |  |                   |
| 02/10/2023                                | Inv. #7338                                   | 5107 · Life Insurance              |  | -77.42            |
| 02/10/2023                                | Inv. #7338                                   | 5108 · Health Insurance            |  | -19,305.36        |
| 02/10/2023                                | Inv. #7338                                   | 5109 · Benefits, other             |  | -104.03           |
|   |  |                                    |  | <u>-19,486.81</u> |
| Total Village of Carol Stream - Benefits  |  |                                    |  |                   |
| <b>Village of Carol Stream - IMRF</b>     |  |                                    |  |                   |

| Date       | Num | Memo                                 | Account                                | Amount             |
|------------|-----|--------------------------------------|--|--------------------|
| 02/28/2023 |     | From: 2/10/23 - 2/24/23              | 6620 - Illinois Municipal Retirement F | -12,022.60         |
|            |     |                                      |  | -12,022.60         |
| 02/10/2023 |     | Bill #01968731                       | 5207 - Water/Sewer                     | -118.37            |
|            |     |                                      |  | -118.37            |
| 02/23/2023 |     | Homeschool Hangout Supplies - 2/2/23 | 5501 - Youth Services Programs         | -41.10             |
|            |     |                                      |  | -41.10             |
|            |     |                                      |  | <b>-103,078.28</b> |

Total Disbursements for February 1 through February 28, 2023  
Approved by the Library Board of Trustees March 15, 2023

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

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

# Carol Stream Public Library

## Reimbursements

February 2023

| DATE  | TRANSACTION TYPE | NUM     | CLASS           | MEMO/DESCRIPTION                               | SPLIT   | AMOUNT          | BALANCE |
|---|------------------|---------|-----------------|--|---------|-----------------|---------|
| 2400 Payroll Liabilities                      |                  |         |                 |  |         |                 |         |
| 02/28/2023                                    | Journal Entry    | ATA0208 | 10-General Fund | Reclass February, 2023 Employee Reimbursements | -Split- | 192.11          | 192.11  |
| <b>Total for 2400 Payroll Liabilities</b>     |                  |         |                 |  |         | <b>\$192.11</b> |         |
| 5300 Business Exp.                            |                  |         |                 |  |         |                 |         |
| 5301 Postage                                  |                  |         |                 |  |         |                 |         |
| 02/28/2023                                    | Journal Entry    | ATA0208 | 10-General Fund | Reclass February, 2023 Employee Reimbursements | -Split- | 8.69            | 8.69    |
| <b>Total for 5301 Postage</b>                 |                  |         |                 |  |         | <b>\$8.69</b>   |         |
| 5305 Mileage Reimbursement                    |                  |         |                 |  |         |                 |         |
| 02/28/2023                                    | Journal Entry    | ATA0208 | 10-General Fund | Reclass February, 2023 Employee Reimbursements | -Split- | 39.12           | 39.12   |
| <b>Total for 5305 Mileage Reimbursement</b>   |                  |         |                 |  |         | <b>\$39.12</b>  |         |
| 5321 Human Resources                          |                  |         |                 |  |         |                 |         |
| 02/28/2023                                    | Journal Entry    | ATA0208 | 10-General Fund | Reclass February, 2023 Employee Reimbursements | -Split- | 50.36           | 50.36   |
| <b>Total for 5321 Human Resources</b>         |                  |         |                 |  |         | <b>\$50.36</b>  |         |
| <b>Total for 5300 Business Exp.</b>           |                  |         |                 |  |         | <b>\$98.17</b>  |         |
| 5500 Services                                 |                  |         |                 |  |         |                 |         |
| 5501 Youth Services Programs                  |                  |         |                 |  |         |                 |         |
| 02/28/2023                                    | Journal Entry    | ATA0208 | 10-General Fund | Reclass February, 2023 Employee Reimbursements | -Split- | 8.97            | 8.97    |
| <b>Total for 5501 Youth Services Programs</b> |                  |         |                 |  |         | <b>\$8.97</b>   |         |
| 5503 Adult/Teen Programs                      |                  |         |                 |  |         |                 |         |
| 02/28/2023                                    | Journal Entry    | ATA0208 | 10-General Fund | Reclass February, 2023 Employee Reimbursements | -Split- | 84.97           | 84.97   |
| <b>Total for 5503 Adult/Teen Programs</b>     |                  |         |                 |  |         | <b>\$84.97</b>  |         |
| <b>Total for 5500 Services</b>                |                  |         |                 |  |         | <b>\$93.94</b>  |         |

**Deduction Listing**

Check Dates: 02/10/2023 to 02/24/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023021001 - 2023022401

Pay Periods: 01/22/2023 to 02/18/2023

**REIMB -- REIMBURSEMENT**

Company: (9366)

| Employee           | ID   | SSN | Location | Amount |
|--------------------|------|-----|----------|--------|
| Albers, Adriana    | 273  |     | 12       | -4.19  |
| Elder, Jessica     | 1176 |     | 11       | -41.84 |
| Farrell, Joyce C.  | 1103 |     | 10       | -67.13 |
| Moreno, Athens M.  | 1216 |     | 02       | -43.13 |
| Wilson, Leigh Anne | 1188 |     | 12       | -35.82 |

**Totals for REIMB -- REIMBURSEMENT****5 Employees****-192.11****Report Totals**

| Code          | Description   | Type | Employees | Amount         |
|---------------|---------------|------|-----------|----------------|
| REIMB         | REIMBURSEMENT | Add  | 5         | -192.11        |
| <b>Totals</b> |               |      | <b>5</b>  | <b>-192.11</b> |

Paylocity Corporation  
(888) 873-8205

User: lhays

Run on 2/20/2023 at 1:36 PM

**Carol Stream Public Library**  
**Expenses by Vendor**  
**March 2023**

|  | <b>Num</b> | <b>Date</b> | <b>Vendor</b>                             | <b>Amount</b> |
|--|------------|-------------|---|---------------|
| <b>10-1000 Library Fund Cash</b>           |            |             |   |               |
| <b>10-1006 Old Second General Checking</b> |            |             |   |               |
|  | 11828      | 03/13/2023  | AAA Mittman & Sons, Inc.                  | -369.52       |
|  | 11829      | 03/13/2023  | Accurate Office Supply Co.                | -3,970.43     |
|  | 11830      | 03/13/2023  | Ancel Glink, P.C.                         | -161.25       |
|  | 11831      | 03/13/2023  | ATA Group, LLP (Assoc McClure Inserra CPA | -1,150.00     |
|  | 11832      | 03/13/2023  | Carol Stream Chamber of Commerce          | -240.00       |
|  | 11833      | 03/13/2023  | Center Point for Large Print Books        | -145.02       |
|  | 11834      | 03/13/2023  | Chicago Sun-Times Media, Inc.             | -421.20       |
|  | 11835      | 03/13/2023  | D & Z House of Books                      | -508.88       |
|  | 11836      | 03/13/2023  | Gale/Cengage Learning Inc.                | -167.19       |
|  | 11837      | 03/13/2023  | Garvey's Office Products                  | -805.65       |
|  | 11838      | 03/13/2023  | Goddard, Leslie                           | -300.00       |
|  | 11839      | 03/13/2023  | Graphic 5, Inc.                           | -504.50       |
|  | 11840      | 03/13/2023  | Head, Belynda                             | -175.00       |
|  | 11841      | 03/13/2023  | Lynn, John F.                             | -125.00       |
|  | 11842      | 03/13/2023  | M Dance Center LLC - dba Flourish Dance   | -100.00       |
|  | 11843      | 03/13/2023  | McCully, Nancy                            | -150.00       |
|  | 11844      | 03/13/2023  | OverDrive, Inc.                           | -5,498.64     |
|  | 11845      | 03/13/2023  | Paylocity                                 | -931.41       |
|  | 11846      | 03/13/2023  | Peek-A-Book LLC                           | -1,195.00     |
|  | 11847      | 03/13/2023  | Pitney Bowes - Reserve Account            | -9,000.00     |
|  | 11848      | 03/13/2023  | Playaway Products, LLC (Formerly Findaway | -505.03       |
|  | 11849      | 03/13/2023  | Plerus                                    | -7,910.96     |
|  | 11850      | 03/13/2023  | Precision Control Systems of Chicago, Inc | -2,634.00     |
|  | 11851      | 03/13/2023  | Sebert Landscaping, Inc.                  | -1,024.00     |
|  | 11852      | 03/13/2023  | Shadeology                                | -165.00       |
|  | 11853      | 03/13/2023  | Shaw Media/Suburban Life                  | -91.00        |
|  | 11854      | 03/13/2023  | Staples                                   | -984.73       |
|  | 11855      | 03/13/2023  | Tumbleweed Press, Inc.                    | -699.00       |
|  | 11856      | 03/13/2023  | Unique Management Services, Inc.          | -137.90       |
|  | 11857      | 03/13/2023  | Village of Carol Stream                   | -8,176.13     |
|  | 11858      | 03/13/2023  | Pitney Bowes Global Financial Services LL | 0.00          |
|  | 11859      | 03/13/2023  | Village of Carol Stream - Benefits        | -21,346.88    |
|  | 11860      | 03/13/2023  | Village of Carol Stream - Water Dept.     | -157.23       |
|  | 11861      | 03/14/2023  | Baker & Taylor                            | -23,023.87    |
|  | 11862      | 03/14/2023  | Midwest Tape LLC                          | -9,734.77     |
|  | 11863      | 03/14/2023  | Outreach                                  | -500.00       |
|  | 11864      | 03/14/2023  | Unique Management Services, Inc.          | -432.00       |
|  | 11867      | 03/30/2023  | D & Z House of Books                      | -21.16        |
|  | 11868      | 03/30/2023  | Bugs Anonymous, Inc.                      | -225.00       |



|       |            |  |            |
|-------|------------|--|------------|
| 11869 | 03/30/2023 | Comcast (Biz phone)                        | -419.75    |
| 11870 | 03/30/2023 | ComEd                                      | -5,563.96  |
| 11871 | 03/30/2023 | Educational Development Corporation        | -501.53    |
| 11872 | 03/30/2023 | Fox Valley Fire & Safety Company, Inc.     | -544.85    |
| 11873 | 03/30/2023 | GreatAmerica Financial Services            | -1,197.69  |
| 11874 | 03/30/2023 | Multi-Cultural Books & Video               | -850.00    |
| 11875 | 03/30/2023 | Playaway Products, LLC (Formerly Findaway) | -336.07    |
| 11876 | 03/30/2023 | Reaching Across IL Library System (RAILS)  | -600.00    |
| 11877 | 03/30/2023 | Roto-Rooter Services Company               | -731.00    |
| 11878 | 03/30/2023 | Scholastic, Inc.                           | -472.26    |
| 11879 | 03/30/2023 | Today's Business Solutions, Inc.           | -188.32    |
| 11880 | 03/30/2023 | Village of Carol Stream - IMRF             | -11,801.30 |
| 11881 | 03/30/2023 | Comcast (Fiber & Internet)                 | -875.00    |

|  |                       |
|--|-----------------------|
| <b>Total for 10-1006 Old Second General Checking</b> | <b>-\$ 127,769.08</b> |
| <b>Total for 10-1000 Library Fund Cash</b>           | <b>-\$ 127,769.08</b> |

Thursday, Apr 13, 2023 02:33:13 PM GMT-7

Total Disbursements for March 1 through March 31, 2023  
Approved by the Library Board of Trustees April 19, 2023

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

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

# Carol Stream Public Library

## Reimbursements

March 2023

| DATE  | TRANSACTION TYPE | NUM     | CLASS           | MEMO/DESCRIPTION                | SPLIT   | AMOUNT          | BALANCE |
|---|------------------|---------|-----------------|---------------------------------|---------|-----------------|---------|
| <b>2400 Payroll Liabilities</b>             |                  |         |                 |                                 |         |                 |         |
| 03/31/2023                                  | Journal Entry    | ATA0305 | 10-General Fund | Allocate Expense Reimbursements | -Split- | 111.99          | 111.99  |
| <b>Total for 2400 Payroll Liabilities</b>   |                  |         |                 |                                 |         | <b>\$111.99</b> |         |
| <b>5300 Business Exp.</b>                   |                  |         |                 |                                 |         |                 |         |
| 5305 Mileage Reimbursement                  |                  |         |                 |                                 |         |                 |         |
| 03/31/2023                                  | Journal Entry    | ATA0305 | 10-General Fund | Allocate Expense Reimbursements | -Split- | 40.07           | 40.07   |
| <b>Total for 5305 Mileage Reimbursement</b> |                  |         |                 |                                 |         | <b>\$40.07</b>  |         |
| <b>Total for 5300 Business Exp.</b>         |                  |         |                 |                                 |         | <b>\$40.07</b>  |         |
| <b>5500 Services</b>                        |                  |         |                 |                                 |         |                 |         |
| 5503 Adult/Teen Programs                    |                  |         |                 |                                 |         |                 |         |
| 03/31/2023                                  | Journal Entry    | ATA0305 | 10-General Fund | Allocate Expense Reimbursements | -Split- | 71.92           | 71.92   |
| <b>Total for 5503 Adult/Teen Programs</b>   |                  |         |                 |                                 |         | <b>\$71.92</b>  |         |
| <b>Total for 5500 Services</b>              |                  |         |                 |                                 |         | <b>\$71.92</b>  |         |

**Deduction Listing**

Check Dates: 03/10/2023 to 03/24/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023031001 - 2023032401

Pay Periods: 02/19/2023 to 03/18/2023

**REIMB -- REIMBURSEMENT**

Company: (9366)

| Employee           | ID   | SSN | Location | Amount |
|--------------------|------|-----|----------|--------|
| Carlson, Linda K.  | 1204 |     | 11       | -18.80 |
| Elder, Jessica     | 1176 |     | 11       | -25.90 |
| Garcia, Crystal    | 1191 |     | 11       | -15.59 |
| Moreno, Athens M.  | 1216 |     | 02       | -27.22 |
| Saltiel, Lena M.   | 1225 |     | 01       | -11.00 |
| Wilson, Leigh Anne | 1188 |     | 12       | -13.48 |

**Totals for REIMB -- REIMBURSEMENT**

6 Employees

**-111.99****Report Totals**

| Code          | Description   | Type | Employees | Amount         |
|---------------|---------------|------|-----------|----------------|
| REIMB         | REIMBURSEMENT | Add  | 6         | -111.99        |
| <b>Totals</b> |               |      | <b>6</b>  | <b>-111.99</b> |



**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**  
**April 19, 2023**

**Accounting Services for FY24**

Included in your Board packet is the letter of understanding from the Library's Accounting Service, ATA Group, for the new fiscal year. The new monthly fee is \$1,200, an increase of \$50/month over last year's rate, an increase of 4.3%. Approval of the services for FY24 is on the agenda.

**2023/2024 Working Budget**

The working budget for the upcoming fiscal year has been prepared for Trustee review and approval. To prepare as accurate a budget as possible, I use the past two years' audits, which have the final numbers for each budget line for that fiscal year, our current budget and compare it to our current expenses from each budget line. I review all of our current contracts, and assess our special fund accounts past, current and future costs. In addition, I include 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 to the FY23/24 budget are included. I am planning to review the FY23/24 budget with Finance Committee Chair Trustee Rogers prior to Wednesday's meeting.

**Fund Transfers**

The average monthly expenses over the past eleven months is \$253,191. Using this figure as a model for estimated April expenses, I anticipate surplus revenues after expenses in the General Fund for FY23 to be around \$375,000. I am recommending that we transfer \$275,000 of these revenues in to two of our existing Special Funds.

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

Transfer of \$200,000 to the Building Renovation Loan Fund

Total of \$275,000 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 \$200,000 of FY 23 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 \$200,000 towards the principal of the renovation loan. This will reduce the amount of interest that the Library will be paying on the loan as well as the length of the loan.

**Floating Holidays**

As a way to acknowledge the diversity of our staff and their lifestyles, the members of the Library's DEI Committee recommend that the Library provide floating holidays to accommodate employees that do not celebrate the Federal Holidays that the Library currently is closed for.

The recommended addition of two floating holidays for staff members is being brought before the Board for consideration. The policy would provide two full-day floating holidays for full time employees and two four hour floating holidays for our part time employees. If approved, the floating holidays would go into effect in the new fiscal year, May 1, 2023.

### **PTO for Part Time Employees**

Effective January 2024, Governor Pritzker has passed an act requiring employers to provide their part-time employees with an accrual of one hour of paid time off for every forty hours worked (PLFAW Paid Leave for All Workers). The Library has been researching and considering providing part-time employees with a paid time off benefit for the past year. We are proposing that our part-time employees begin accruing PTO at the rate of two hours for every sixty hours worked. This rate of accrual exceeds the Governor's Act requirements. The details of the Library's PTO proposal are included in your packet for review. This would go into effect in the new fiscal year, May 1, 2023. Details of the Governor's Act can be viewed here: <https://www.ilga.gov/legislation/fulltext.asp?DocName=10200SB0208ham004&GA=102&LegID=129513&SessionId=110&SpecSess=0&DocTypeId=SB&DocNum=0208&GAID=16&Session=>

### **Technical Services Associate Job Description**

With the retirement of the Technical Services Assistant, the needs of the Technical Services Department were reviewed. The new Technical Services Associate position includes the additional skill of copy cataloging that will be a great benefit to the department. Included for your review is the new job description for the TS Associate. The hours for this position have also been reduced from the Assistant position from 30 hours per week, to fifteen. The new job description is in the packet for your review.

### **Holiday Open House - December 3, 2023**

The Marketing Coordinator and myself have begun planning the return of the Library's Holiday Open House. It will take place on Sunday, Dec. 3 from 1-4 p.m. The carolers have been booked and we are in the process of finalizing our other outside vendors. Mark your calendar!

### **Community Blood Drive**

The next Blood Drive is scheduled for Thursday, April 27. Our past Blood Drives have been very successful. The number of donors at these drives demonstrates the commitment and responsibility that the residents of Carol Stream feel for their community. Versiti will be bringing their mobile unit that day which will be parked along the west side of the parking lot near the shed.

### **ATLAS Trustee Day 2023**

The annual ATLAS Trustee Day is scheduled for Saturday, May 20 from 10am-noon at the Alsip-Merrionette Public Library District, located in Alsip, IL. I have included a copy in your packet of the registration information form. The program features information on FOIA, OMA closed sessions and voting presented through a mock Board meeting. Please let me know if you are interested in attending.

**LACONI Trustee Banquet**

The annual LACONI Trustee Banquet is scheduled for Friday, May 19 from 6-11pm in Oak Park, IL. It is an evening of networking with other library trustees. Featured speaker is Cyndi Robinson, the Executive Director of the Illinois Library Association (ILA) and Joseph Filapek, ILA 2022 Trustee of the year. Each Trustee and a guest are welcome to attend. Registration is required.

**Statement of Economic Interest-SEI**

You should have received an email from the County to complete and submit your annual Statement of Economic Interest with the DuPage County Clerk's Office. May 2, 2023 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.

**April Employee Anniversaries**

Crystal Garcia-4/24/18-Adult Services

Susan Westgate, Library Director



## Trustee Day 2023

**Saturday, May 20 from 10am - noon**

Alsip-Merrionette Park Public Library District  
11960 S Pulaski Rd  
Alsip, IL 60803

Being a Library Board member is a wonderful way to give back to your community and to your library, but it can also be very overwhelming!

Whether you are a veteran trustee or new to the position, this workshop will leave you feeling more confident in your ability to run an effective meeting and engage with your Director and community.

Jim Deiters, Assistant Director of the Joliet Public Library, and Alex Todd, Director of the Prospect Heights Library District, will be presenting a mock board meeting to review the do's and don'ts of running a public meeting. Topics include FOIA, OMA, closed sessions and voting, and there will be an opportunity for questions.

Coffee and light refreshments will be served. Register online [here](#) or mail this form along with a check to:

ATLAS c/o Jennifer Cutshall  
SSCH Public Library  
54 East 31st Street  
Steger, IL 60475

Name \_\_\_\_\_

Library \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Amount Enclosed \_\_\_\_\_ (\$15/person) Trustee Workshop 2023

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

|   |                    | March              |                       |
|---|--------------------|--------------------|-----------------------|
|   | FY 21-22           | FY 22-23           | Current YTD           |
| <b>Circulation Activity</b>   |                    |                    |                       |
| <b>Physical material use by audience</b>                            |                    |                    |                       |
| Total Adult   | 15,056             | 16,073             | 162,210               |
| Total Teen  | 606                | 724                | 8,554                 |
| Total Youth   | 17,004             | 16,883             | 179,741               |
| <b>Physical material use by format</b>                              |                    |                    |                       |
| Books   | 22,926             | 23,519             | 248,430               |
| Videos  | 6,163              | 6,252              | 65,410                |
| Audiobooks and Music CDs  | 2,069              | 2,064              | 19,667                |
| Periodicals and Magazines   | 361                | 290                | 2,743                 |
| Other   | 1,147              | 1,555              | 14,255                |
| Total Physical Item Circulation                                     | 32,666             | 33,680             | 350,505               |
| <b>Interlibrary loans and Reciprocal borrowers (included above)</b> |                    |                    |                       |
| ILL - Borrowed from SWAN  | 3,347              | 3,392              | 32,366                |
| ILL - Borrowed from Non-SWAN  | 39                 | 42                 | 402                   |
| ILL - Loaned to SWAN  | 654                | 692                | 6,840                 |
| ILL - Loaned to Non-SWAN  | 89                 | 65                 | 797                   |
| RBP Loans - SWAN (incl. above)                                      | 398                | 495                | 5,159                 |
| RBP Loans (non-SWAN) - (incl. above)                                | 815                | 707                | 6,067                 |
| <b>Digital media use</b>  |                    |                    |                       |
| Bingepasses (hoopla)  | 7                  | 13                 | 94                    |
| E-books   | 3,133              | 3,435              | 34,461                |
| E-Audio   | 2,487              | 2,816              | 27,704                |
| E-Video   | 524                | 588                | 4,937                 |
| Museum Adventure Pass / Explore More Illinois                       | 7 / 0              | 13 / 0             | 189 / 15              |
| Total use of Electronic Materials                                   | 6,158              | 6,865              | 67,400                |
| <b>Total Circulation (physical materials and digital media)</b>     | <b>38,824</b>      | <b>40,545</b>      | <b>417,905</b>        |
| Digital magazine retrievals   | 906                | 900                | 9,995                 |
| <b>Total Electronic Retrievals (e-mags and databases)</b>           | <b>7,877</b>       | <b>6,546</b>       | <b>67,403</b>         |
| <b>Other circulation activities</b>                                 |                    |                    |                       |
| Items checked out in the Library                                    | 16,528             | 16,923             | 169,679               |
| Self Check - # of Items Checked out                                 | 8,820              | 10,459             | 103,818               |
| Self Check - % of items checked out in the Library                  | 53.36%             | 61.80%             | 61.18%                |
| <b>Programs - # of Programs/Attendance**</b>                        |                    |                    |                       |
| Adult - Number/Attendance   | 38 / 355           | 44 / 666           | 255 / 6,708           |
| Teen Number/Attendance  | 7 / 28             | 13 / 264           | 95 / 1,772            |
| Youth - Number/Attendance   | 129 / 1,247        | 108 / 1,403        | 1,136 / 17,282        |
| General Interest - Number/Attendance                                | 0 / 0              | 0 / 0              | 8 / 622               |
| <b>Total - Number/Attendance</b>                                    | <b>174 / 1,630</b> | <b>165 / 2,334</b> | <b>1,486 / 25,712</b> |
| <b>Library Events - Number / Attendance</b>                         | <b>0 / 0</b>       | <b>0 / 0</b>       | <b>3 / 307</b>        |
| <b>Outreach - Number / Attendance</b>                               | <b>1 / 40</b>      | <b>20 / 374</b>    | <b>134 / 4,782</b>    |
| <b>Facility Usage</b>   |                    |                    |                       |
| Library Visits (Door Count)   | 10,647             | 84,853             | 217,540               |
| Curbside Pickup Transactions  | 158                | 58                 | 1,044                 |
| Meeting Rooms - # of Public Bookings*                               | na                 | 0                  | 16                    |
| Study Rooms - # of Users*   | 311                | 375                | 3,269                 |



| <b>Electronic Usage</b>                |             |               |                |
|--|-------------|---------------|----------------|
| # of Internet Sessions/Total Time      | 1,032 / 651 | 1,547 / 1,192 | 10,620 / 6,892 |
| #iMac Sessions/Total Time              | 12 / 10     | 9 / 4         | 131 / 77       |
| # of Library Website Visits            | 10,559      | 11,032        | 137,808        |
| # Mobile App Views                     | 3,980       | 4,742         | 45,639         |
| # of Wireless Users                    | 1,675       | 2,033         | 20,595         |
| Aspen catalog usage # engaged sessions | na          | 7,251         | 63,209         |

| <b>Reference Transactions</b>       |              |              |               |
|-------------------------------------|--------------|--------------|---------------|
| Adult                               | 1,228        | 1,625        | 14,759        |
| Youth                               | 621          | 868          | 7,922         |
| Circulation                         | 470          | 384          | 4,129         |
| Chat                                | 73           | 35           | 457           |
| <b>Total Reference Transactions</b> | <b>2,392</b> | <b>2,912</b> | <b>27,267</b> |

| <b>Total One-on-One Tutorials</b> |   |    |     |
|-----------------------------------|---|----|-----|
| Adult                             | 1 | 18 | 412 |
| Youth                             | 0 | 0  | 0   |

| <b>Patron Statistics</b>      |               |               |  |
|-------------------------------|---------------|---------------|--|
| # of Resident Cards           | 17,983        | 17,725        |  |
| # of Non-Resident Cards***    | 14            | 58            |  |
| <b>Total Registered Users</b> | <b>17,997</b> | <b>17,783</b> |  |

| <b>Resources Owned/Licensed</b>       |                |                |  |
|---------------------------------------|----------------|----------------|--|
| Books                                 | 64,101         | 65,838         |  |
| Newspapers (Print only)               | 24             | 25             |  |
| Periodicals (Print only)              | 125            | 118            |  |
| Total Print Materials                 | 64,250         | 65,981         |  |
| Current Subscriptions (Print Only)    | 149            | 143            |  |
| Current E-Subscriptions               | 4,004          | 4,570          |  |
| E-Books: Downloadable                 | 64,580         | 79,207         |  |
| Audio Recordings                      | 6,911          | 6,567          |  |
| Audio Recordings (Downloadable)       | 25,364         | 32,399         |  |
| Videos                                | 11,195         | 9,998          |  |
| Other: Video Games, Puzzles, Devices  | 785            | 852            |  |
| Databases                             | 68             | 61             |  |
| <b>Total Resources Owned/Licensed</b> | <b>177,157</b> | <b>199,635</b> |  |

|                                       |             |              |               |
|---------------------------------------|-------------|--------------|---------------|
| <b>Professional Development Hours</b> | <b>66.5</b> | <b>33.00</b> | <b>471.00</b> |
|---------------------------------------|-------------|--------------|---------------|

\*The meeting rooms are not available for public reservations.

\* 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.

**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**  
**March 15, 2023**

**IGA for Village IT Services**

The Library has an IGA with the Village to provide IT Services to the Library. This agreement was approved in May 2018. The initial term for the agreement is for a period of five years. The agreement provides the library with the services of six IT staff members from the Village. The Library provides the IT staff with an office in the Administrative area of the library. In addition to having an in-person staff member at the library each day for a minimum of three to four hours, library staff use an online ticketing system for IT issues and projects. The agreement has been a very beneficial for the Library as well as the Village, providing 24/7 IT service. An assigned IT staff member is available on call at all times. The agreement states that at the conclusion of the initial term, this agreement shall renew annually thereafter on May 1, unless terminated earlier by either party. I have included approval for the renewal as an action item on the agenda.

**2023/2024 Budget Progress**

The working budget for the upcoming fiscal year is still a work in progress. It will be ready for approval at the April Board meeting. To prepare as accurate a budget as possible, I use the recent audit which has the final numbers for each budget line from the last fiscal year, our current budget and compare it to our current outlay from each budget line, review all of our current contracts, and assess our special fund accounts past, current and future costs. In addition, I include new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, etc.).

**Facility Update**

A circuit breaker for the HVAC system that services the front/east end of the building was replaced. It was the original breaker and it kept tripping and closing down the heat to that end of the building. Two contacts for the HVAC system in the ceiling in the Administrative offices was also replaced this month.

The three Back Flow preventers were tested on March 10 and passed. The results are required to be filed with the Village by the vendor completing the test. This test is done annually.

The first stand-up sit computer station has been installed. After seeing it in practice, several other staff are now interested in getting one for their work station. Once the initial six are fully installed, I will place an additional order for the staff members that would also like to have one.

**Community Partnerships, Outreach and Support**

The Library is frequently contacted by a variety of organizations to either partner with, support, or donate to. We were recently contacted to meet with a Task Force from a local church to look at the needs of the community. In preparation for the meeting, I prepared a list of all of the ways the Library is participating with outside organizations in the community. I have included

the list in the packet. Though I knew we did a lot, I was impressed by the extensive list as well as the variety of ways we are supporting the community and our local organizations.

#### **COD-WARHOL Art Project Status**

The four photos of the people of note representing Carol Stream for the College of DuPage Warhol Art Project have been prepared by the artists and a proof provided to the Library. Here is a recap of our community members

Officer Pablo Castro-Jay Stream School resource officer and Dist. 93 and U46 Dare Officer

Mike Toomey-WGN News

Brittany Valene-Brittany's Trees

Margaret Leabru-community volunteer

I have included a copy of the proof in your packet.

#### **Legislative Meet-up Local Possibility**

I have not heard anything back from our neighboring libraries regarding the possibility of a local legislative meet-up at one of our locations. I will let you know if there is any further development.

#### **LACONI Trustee Banquet**

The annual LACONI Trustee Banquet is scheduled for Friday, May 19 from 6-11pm in Oak Park, IL. It is an evening of networking with other library trustees. Featured speaker is Cyndi Robinson, the Executive Director of the Illinois Library Association (ILA) and Joseph Filapek, ILA 2022 Trustee of the year. Each Trustee and a guest are welcome to attend. Registration is required.

#### **Statement of Economic Interest-SEI**

You should have received an email from the County to complete and submit your annual Statement of Economic Interest with the DuPage County Clerk's Office. May 2, 2023 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.

#### **March Employee Anniversaries**

##### **Richard Karney-3/03/98-Circulation (25 Year Anniversary)**

Amy Teske-3/17/14-Youth Services

Carrie Liszka-3/15/22-Patron Services

Susan Westgate, Library Director



# CAROL STREAM PUBLIC LIBRARY



*Coming Soon...*

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

|   |                    | February           |                       |
|---|--------------------|--------------------|-----------------------|
|   | FY 21-22           | FY 22-23           | Current YTD           |
| <b>Circulation Activity</b>   |                    |                    |                       |
| <b>Physical material use by audience</b>                            |                    |                    |                       |
| Total Adult   | 12,999             | 13,552             | 146,137               |
| Total Teen  | 572                | 621                | 7,830                 |
| Total Youth   | 13,522             | 13,499             | 162,858               |
| <b>Physical material use by format</b>                              |                    |                    |                       |
| Books   | 18,976             | 19,364             | 224,911               |
| Videos  | 5,307              | 54                 | 59,158                |
| Audiobooks and Music CDs  | 1,609              | 1,577              | 17,603                |
| Periodicals and Magazines   | 232                | 243                | 2,453                 |
| Other   | 969                | 1,151              | 12,700                |
| Total Physical Item Circulation                                     | 27,093             | 27,672             | 316,825               |
| <b>Interlibrary loans and Reciprocal borrowers (included above)</b> |                    |                    |                       |
| ILL - Borrowed from SWAN  | 2,920              | 2,831              | 28,974                |
| ILL - Borrowed from Non-SWAN  | 15                 | 44                 | 360                   |
| ILL - Loaned to SWAN  | 161                | 697                | 6,148                 |
| ILL - Loaned to Non-SWAN  | 69                 | 69                 | 732                   |
| RBP Loans - SWAN (incl. above)                                      | 330                | 706                | 4,664                 |
| RBP Loans (non-SWAN) - (incl. above)                                | 503                | 571                | 5,360                 |
| <b>Digital media use</b>  |                    |                    |                       |
| Bingepasses (hoopla)  | 13                 | 12                 | 81                    |
| E-books   | 2,879              | 2,968              | 31,026                |
| E-Audio   | 2,168              | 2,486              | 24,888                |
| E-Video   | 531                | 378                | 4,349                 |
| Museum Adventure Pass / Explore More Illinois                       | 2 / 3              | 3 / 0              | 176 / 15              |
| Total use of Electronic Materials                                   | 5,596              | 5,847              | 60,535                |
| <b>Total Circulation (physical materials and digital media)</b>     | <b>32,689</b>      | <b>33,519</b>      | <b>377,360</b>        |
| Digital magazine retrievals   | 943                | 1,017              | 9,095                 |
| <b>Total Electronic Retrievals (e-mags and databases)</b>           | <b>5,596</b>       | <b>6,685</b>       | <b>60,857</b>         |
| <b>Other circulation activities</b>                                 |                    |                    |                       |
| Items checked out in the Library                                    | 13,266             | 13,850             | 152,756               |
| Self Check - # of Items Checked out                                 | 6,338              | 7,904              |                       |
| Self Check - % of items checked out in the Library                  | 48.78%             | 57.07%             |                       |
| <b>Programs - # of Programs/Attendance**</b>                        |                    |                    |                       |
| Adult - Number/Attendance   | 38 / 352           | 44 / 718           | 211/6,042             |
| Teen Number/Attendance  | 6 / 18             | 10 / 160           | 82 / 1,457            |
| Youth - Number/Attendance   | 128 / 1179         | 112 / 1,463        | 1,028 / 15,879        |
| General Interest - Number/Attendance                                | na                 | 0 / 0              | 8 / 622               |
| <b>Total - Number/Attendance</b>                                    | <b>172 / 1,549</b> | <b>166 / 2,341</b> | <b>1,321 / 23,378</b> |
| <b>Library Events - Number / Attendance</b>                         | <b>0 / 0</b>       | <b>0 / 0</b>       | <b>3 / 307</b>        |
| <b>Outreach - Number / Attendance</b>                               | <b>2 / 141</b>     | <b>27 / 635</b>    | <b>114 / 4,408</b>    |
| <b>Facility Usage</b>   |                    |                    |                       |
| Library Visits (Door Count)   | 9,007              | 25,448             | 132,687               |
| Curbside Pickup Transactions  | 150                | 50                 | 986                   |
| Meeting Rooms - # of Public Bookings*                               | 0                  | 3                  | 16                    |
| Study Rooms - # of Users*   | 248                | 333                | 2,894                 |

| <b>Electronic Usage</b>                |           |             |               |
|--|-----------|-------------|---------------|
| # of Internet Sessions/Total Time      | 516 / 310 | 1,015 / 736 | 9,073 / 5,700 |
| #iMac Sessions/Total Time              | 6 / 2     | 15 / 8      | 122 / 73      |
| # of Library Website Visits            | 8,724     | 10,104      | 126,776       |
| # Mobile App Views                     | 3,462     | 4,357       | 40,897        |
| # of Wireless Users                    | 1,380     | 1,862       | 18,562        |
| Aspen catalog usage # engaged sessions | na        | 5,997       | 55,958        |

| <b>Reference Transactions</b>       |              |              |               |
|-------------------------------------|--------------|--------------|---------------|
| Adult                               | 1,167        | 1,310        | 13,134        |
| Youth                               | 343          | 514          | 7,054         |
| Circulation                         | 323          | 332          | 3,745         |
| Chat                                | 84           | 52           | 422           |
| <b>Total Reference Transactions</b> | <b>1,917</b> | <b>2,208</b> | <b>24,355</b> |

| <b>Total One-on-One Tutorials</b> |   |    |     |
|-----------------------------------|---|----|-----|
| Adult                             | 1 | 47 | 394 |
| Youth                             | 0 | 0  | 0   |

| <b>Patron Statistics</b>      |               |               |  |
|-------------------------------|---------------|---------------|--|
| # of Resident Cards           | 18,374        | 18,657        |  |
| # of Non-Resident Cards***    | 12            | 58            |  |
| <b>Total Registered Users</b> | <b>18,386</b> | <b>18,715</b> |  |

| <b>Resources Owned/Licensed</b>       |                |                |  |
|---------------------------------------|----------------|----------------|--|
| Books                                 | 63,788         | 65,384         |  |
| Newspapers (Print only)               | 24             | 24             |  |
| Periodicals (Print only)              | 125            | 119            |  |
| Total Print Materials                 | 63,937         | 65,527         |  |
| Current Subscriptions (Print Only)    | 149            | 143            |  |
| Current E-Subscriptions               | 3,959          | 4,511          |  |
| E-Books: Downloadable                 | 64,731         | 78,511         |  |
| Audio Recordings                      | 6,857          | 6,620          |  |
| Audio Recordings (Downloadable)       | 25,165         | 32,005         |  |
| Videos                                | 11,238         | 9,836          |  |
| Other: Video Games, Puzzles, Devices  | 730            | 823            |  |
| Databases                             | 67             | 66             |  |
| <b>Total Resources Owned/Licensed</b> | <b>176,684</b> | <b>197,899</b> |  |

|                                       |           |              |               |
|---------------------------------------|-----------|--------------|---------------|
| <b>Professional Development Hours</b> | <b>74</b> | <b>28.50</b> | <b>424.20</b> |
|---------------------------------------|-----------|--------------|---------------|

\*The meeting rooms are not available for public reservations.

\* 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 - February 2023

### Administration and Business Office

- Payroll processing week of 2/6 and 2/20
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Staff Honor Books and Memorial/Honor Donation procedures reviewed – Joyce and Laura
- Monthly Librarian's Report – reviewed and updated documentation for Circ statistics
- Annual Performance Reviews – staff self-appraisals were due to managers
- Voter registrar list updated and submitted to DuPage Election Commission
- MissionSquare 457 (optional retirement) plan – Setting up a Roth option

### Tech Services

- Items ordered – 824 and Items put into Circulation – 741
- Items catalogued – imported bib records & original cataloging - 92
- Item record edits/database clean-up – 570 and Bib record merge requests submitted – 10
- Discs cleaned - 28
- Sustainable Shelves – 601 titles submitted for review. 200 titles accepted by B&T for submission resale with a software credit value of \$88.26
- Spotlight Displays processed back to original Home Location: KNF Valentine's Day, and Black History Month (BHM) Youth and new Myths and Legends (M&L) display
- Catalog pending orders in Workflows, not received items as of March 2nd, 2023 (Youth, 265; Adult, 382) No pending carts from MWT and B&T as of March 2nd, 2023
- Conversion Projects - Total items processed– 40
- J BCB Beginning Chapter Books genre stickers project completed – Marie

### Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- Recording - SWAN fireside chat from 1/31/23 - Laura
- 2/2/23 Tech Services meeting - Laura, Marie, and Susan G.
- 2/3/23 - OCLC Cataloging community meeting – Marie and Susan G.
- 2/7/23 CollectionHQ Team - Laura
- 2/22/23 - RAILS Administrative Assistant networking group (LAANG) - Joyce
- 2/28/23 SWAN fireside chat (live) - Laura

### Information technology

- Software and support contracts – Laura provided cost estimates and renewal list to Susan
- Curbside Communicator from Unique Management – able to get a 10% discount by switching to annual payment
- GoDaddy SSL certificate – GoDaddy deleted and issued refund. Our subscription with Pantheon includes the SSL certificate for cslibrary.org.
- Overdrive zinio e-magazine renewal notice received but since we joined the eMediaLibrary group purchase, our subscription doesn't actually renew until September 2023.

Laura Hays - Assistant Library Director

**Assistant Director's Report  
March 2023**

**Administration and Business Office**

- Payroll processing week of 3/6 and 3/20 - Lena processed and Laura reviewed
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Payroll dates list for FY24 was created and posted on Intranet.
- Coordination of monthly financial and Librarian statistic reports
- Nametags with pronoun line option added to our queue - Joyce
- Quickbooks Online license acquired through TechSoup and the company file was migrated after the March Board meeting.
- Performance reviews were written for my reports, and review meetings scheduled
- Pitney Bowes (postage) reserve account was replenished. The funds for the postage meter and our newspaper mailings are paid out of this account.
- Voter registrars – certification updated with the DuPage Election Commission through November 2024.

**Monthly Librarian's Report updates**

- Statistic sources and who does what documentation updated
- Reviewed Circulation statistics with Melanie
- Website statistics - Google Analytics migration from the GA Universal platform to Google Analytics 4 has begun. We will start reporting website traffic using GA4 with the May data in the June reports.

**Tech Services**

- Barcode labels ordered from IDLabel Inc.
- Items ordered – 1352 and Items put into Circulation – 1212
- Items catalogued – imported bib records & original cataloging - 220
- Item record edits/database clean-up – 951
- Bib record merge requests submitted to SWAN support – 16
- Repair items (includes disc cleaning) - 10
- Serial record edits – 5 and Claimed Issues – 6
- Pending orders in Workflows, not received items as of April 13th (Youth, 478; Adult, 267)
- No pending cart from MWT and B&T as of April 13<sup>th</sup>
- Spotlight Displays processed back to original Home Location: KNF St. Patrick's Day, and new Women History Month Youth and KNF Easter displays
- Sustainable Shelves – 580 titles submitted for review. 164 titles accepted by B&T for submission resale with a software credit value of \$56.91
- Conversion Projects - Total items processed– 8
- EBSCO magazine renewals have been submitted.
- Collection ordering deadline was March 31 in order to receive, invoice, and pay for items before the end of the fiscal year.



## Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- March 2 – SWAN quarterly meeting – Laura
- March 22 – Pantheon (web host) checkin - Laura
- March 23 – SWANtech meeting – Laura
- March 28 – SWANchat - Laura
- March 29 – Circulation statistics for Monthly Librarians Report training– Laura and Melanie

## Information technology

- There were 28 support tickets in March.
- CCTV – Heritage Technology replaced Main3 camera above the YS desk.
- Digital media will now be managed by Athens Moreno.
- Stand-up desks were installed for 6 staff.
- Webform submittals are not being received by library emails again because they are getting quarantined. Our web consultant and IT staff will investigate
- Wifi signal's name will change from Hotlibrary to CSPL guest effective April 10.

*Laura Hays*

Assistant Library Director

Adult Services Department Monthly Report

February 2023

Department News:

- Study Room usage saw a nice spike as the new rules are certainly being well received. Questions about study rooms also spiked about 72%
- Our new Database "CSPL Tutorials" is getting some great initial traction with two straight months of 100+ sessions, and albeit with limited marking since promotion started in late Feb.
- With continued interest and demand for ESL classes, we will offer a stand alone summer session on Saturday's.
- Our readers' advisory team of Sarah/Rabecca continue monthly updates to our catalog with reading list and social media promotion
- Our rolling out of new tri fold instruction/promotion handouts for databases and resources are taking form. We also will begin our library resource business card initiative come March
- Staff review time has started so February will begin the self-review period for staff as well as managers.
- Omar continues to be a presence at local ribbon cutting events (see image)
- As we near the end of FY2023, ordering will begin to slow down after March
- We'll be bringing back some morning senior movie events starting in March
- Our outreach efforts in the department continue to shine as we're working with our homebound communities to offer organized visits to the library
- We've expanded homebound services to now offer DVD's which has helped gain a couple of new users

Outreach Activities:

- Homebound delivery – 43 registered, delivered to 28 patrons, Items delivered 151
- Social Media promotion continued with some exciting new Online Quiz initiatives and revamping our library's Instagram page to be more user friendly.
- Continued partnerships with ongoing offerings from DuPage Garden Club and Literacy DuPage
- Omar continues work with the chamber on monthly email blurbs and creating handouts about our resources for Small Businesses, including attending ribbon cuttings.
- Signed up to host a table at the March local Veterans Resource Fair here in Carol Stream
- Create more Spanish language handouts

EDI Activities (EDI Committee & Dept):

- Continued program series (2x) of organized crafts and games for Glenbard Transitions Group
- ESL class offering finalized for Summer 2023
- Continued updating our Staff Learning Academy with training video material
- DEI committee and HR worked on presenting staff an option now for name tag pronoun representation.

## Athens Moreno Adult Services Manager

- Was asked by the RAILS BIPOC (Black, Indigenous, People of Color) Library group to serve as a mentor, and very humble to be the other mentor that had multiple requests. This will be a 6 month program starting March 1<sup>st</sup>.
- Sarah created a new form for staff to help us update DEI related material otherwise not flagged by our software so that we can make sure topic areas and items are accounted for.

## Programs & Displays:

- Binge Box packages for both adults and teens: optional theme for the adults of “love stories” for February
- Held a lobby display featuring love stories, acts of kindness
- Held online trivia quiz that gathered 60 entries for RA about love story novels
- Sold out of our Black History Month teen take n make kits that featured History Puzzles
- Take N Make Valentine Mailbox craft
- DuPage Garden Club partnership presentation about Preserving your Garden
- Teen Recharge continued 2x week, with 1 session offering a craft project: Tshirt Tote Bag
- Relieving stress online program for students/adults
- ESL classes continued 2x a week, with 3 classes held
- Teen Volunteer Program with a focus on putting together Teen Kits for Take n Make
- Anime Club for Teens
- Zero Waste Mindset in person program about sustainability
- Glenbard Transitions Group 2x a month craft program
- Donuts & Dice program continued with its monthly schedule
- Omar led a Library Resources for Job Seekers in person class
- Created on the library’s catalog reading display lists about the Oscars, Female Empowerment, and Black History Month. TikTok romance was another one that was extremely popular.
- In Person Chess and Chocolate program on Valentine’s Day
- Around the World Bookclub with a focus on: Trinidad and Tobago
- Omar led a Facebook for beginners’ class as part of his series this year for Job Seekers and SMB
- Our Two sewing programs filled up with waiting lists, where we made Potholders (see image)
- Online program for travelers, Walt Disney 101
- Held a silent reading party, where patrons got to relax in the C/L room
- Online Program for BHM: Emancipation to Inauguration, Chicago’s Black Experience

## Meetings:

- Bi Weekly Management Meetings
- Chamber Networking Meeting
- In Person Department Meeting (Full Timers)
- Online Department Meeting
- 1on1 meetings within dept FT staff monthly x 6
- BIPOC Library Workers Mentor Orientation

## Athens Moreno Adult Services Manager

### Resources and Collection News:

- Added new custom URL's for some of our databases to make promotion and navigation easier for everyone ex. [Cslibrary.org/creativebug](https://cslibrary.org/creativebug) or [cslibrary.org/linkedinlearning](https://cslibrary.org/linkedinlearning)
- Exploring our Genealogy resources to include Family Search
- Held successful online, in library displays and programs promoting Black History Month
- Exploring a way to promote NEW foreign language books

### Continued Education & Training:

- Genealogy Training course that Kaitlyn is enrolled in
- Zoom and Library Market training for newer staff
- CHQ training at Dept Meeting
- Baker and Taylor training

### Pictures:



Our newest offering, a Make n Take series with in person craft programs to compliment the take n Make passive offerings.

Athens Moreno Adult Services Manager



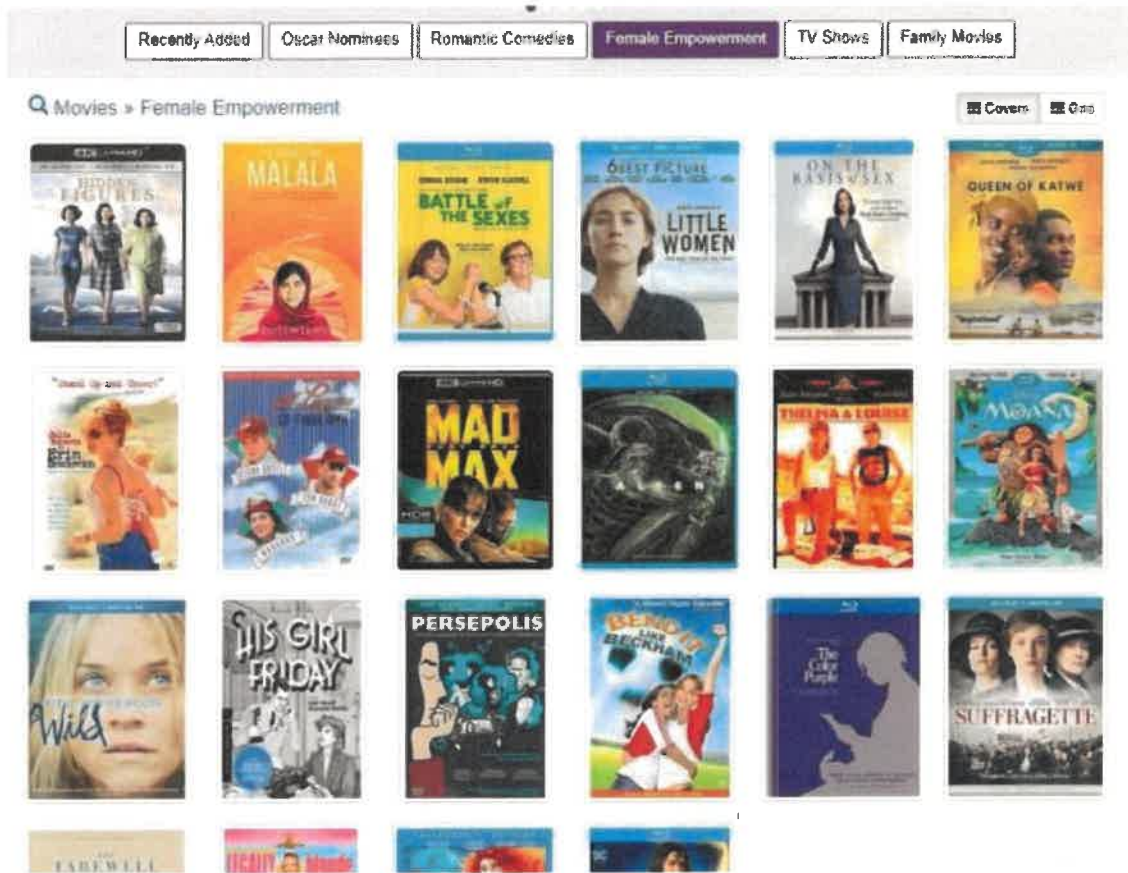
Potholders from recent sewing/Take n Make program



BHM promotion/display



BHM teen kits



updates with new category lists

Catalog

Athens Moreno Adult Services Manager



Omar attending a ribbon cutting for new pet

shop/clinic



I Athens, excited to be selected by multiple library workers as their BIPOC Mentor, as part of the RAILS BIPOC mentorship program over the next 6 months.

Adult Services Department Monthly Report

March 2023

Department News:

- Database usage stayed relatively the same, with some noticeable jumps with our Consumer Reports and Ancestry resources
- Our desk traffic had a big jump in March with a 25% increase in transactions vs Feb 2023
- Annual Reviews for staff were completed with review meetings to be held in April. Self-Reviews were also completed by staff
- Investigated new Patron facing and staff features within Aspen our online Catalog, with some changes to come in April potentially that will provide patrons with more transparency of their purchase suggestions
- Business card promotional handouts continue to be utilized as well our desk handouts including handouts at the “resources” section (at the end of the public printing counter)
- Working with College of DuPage on summer ESL classes and conversational group for English learners

Outreach Activities:

- Homebound delivery – 44 registered, delivered to 33 patrons, Items delivered 181
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team (images below)
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Working with the Chamber on a monthly email contribution promoting resources in the Chamber’s networking email to local businesses
- Partnered with the College of DuPage to host an Art program this summer in connection with the Andy Warhol around town exhibit
- Held AARP driving safety classes in March
- Organized with the Secretary of State a Mobile DMV unit day here at the library come May
- Planned a partnership series with Neighbors Together for a one book one community project

EDI Activities (EDI Committee & Dept):

- Held program with Glenbard Transitions Group (disabled teens/adults)
- Working on a new offering of English Conversational groups
- Exploring new ways to promote our ESL book collection and resources
- Restarted our Senior Wednesday Film Club
- Continued partnership in working with Literacy of DuPage to offer tutors of CS residents’ study space.

Programs & Displays:

- Binge Box packages for both adults and teens



## Athens Moreno Adult Services Manager

- Held a Women's History Display for National Women's History Month
- Held a lobby display on "Quick Picks" as well as "Green Covers" for March
- Held an online quizzes and riddles through social media
- Sold out for our Take N Make offerings which included a St Patrick's Lucky Me stein
- Represented the library and held a table at a local Veterans Fair featuring community organizations
- Around the World Bookclub with a focus on Ireland
- Donuts and Dice program featuring Codenames
- Held a week long "Staycation" passive program for teens to hang out and play games in the Create and Learn during Spring break
- Last Wednesday Film Club is back each month on the last Weds of a month
- Held a two day AARP driving safety class for Seniors
- Held a DIY Self Care Spa program
- Monthly Program partnership with DuPage Garden Club
- Continued partnership with C.O.D in offering 3 ESL classes
- Held sessions of Teen Recharge twice a week up until Spring Break
- Offered 2 craft programs for teens including a Paper Flower Wreath program
- Held a in person Adult Paper Wreath program
- Launched our brand new Spice of the Month club which sold out all 50 kits
- Offered Juicebox Rocket kit for Take n Make High School
- Held a teen volunteer meeting
- Offered a SAT trivia team battle
- Offered a Homebuying 101 class/presentation from local realtor
- Online Program Freewheeling in Ireland
- Online Program Flying High Betty the Pan M Stewardess

### Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meeting
- SW Suburban Programmers Network Meeting
- 1on1 meetings within dept FT staff monthly x 6

### Resources and Collection News:

- Launched business card database flyers
- Continued adding material to both Staff and Patron Academy websites
- Renewed Press reader resource
- Ordering materials for the current FY coming to an end
- With Sarah's help, we'll be deep diving analysis of the collection this coming year

### Continued Education & Training:

- Active shooter training held at C.O.D

## Athens Moreno Adult Services Manager

- Genealogy Training for Librarians course
- Defending Intellectual Freedom training session
- Using ChatGPT to Engage Library Instruction
- Training for newer staff on organizing programs and working with presenters
- CHQ training for staff continues
- Baker and Taylor training continues for all

Pictures:



AARP Class for Seniors



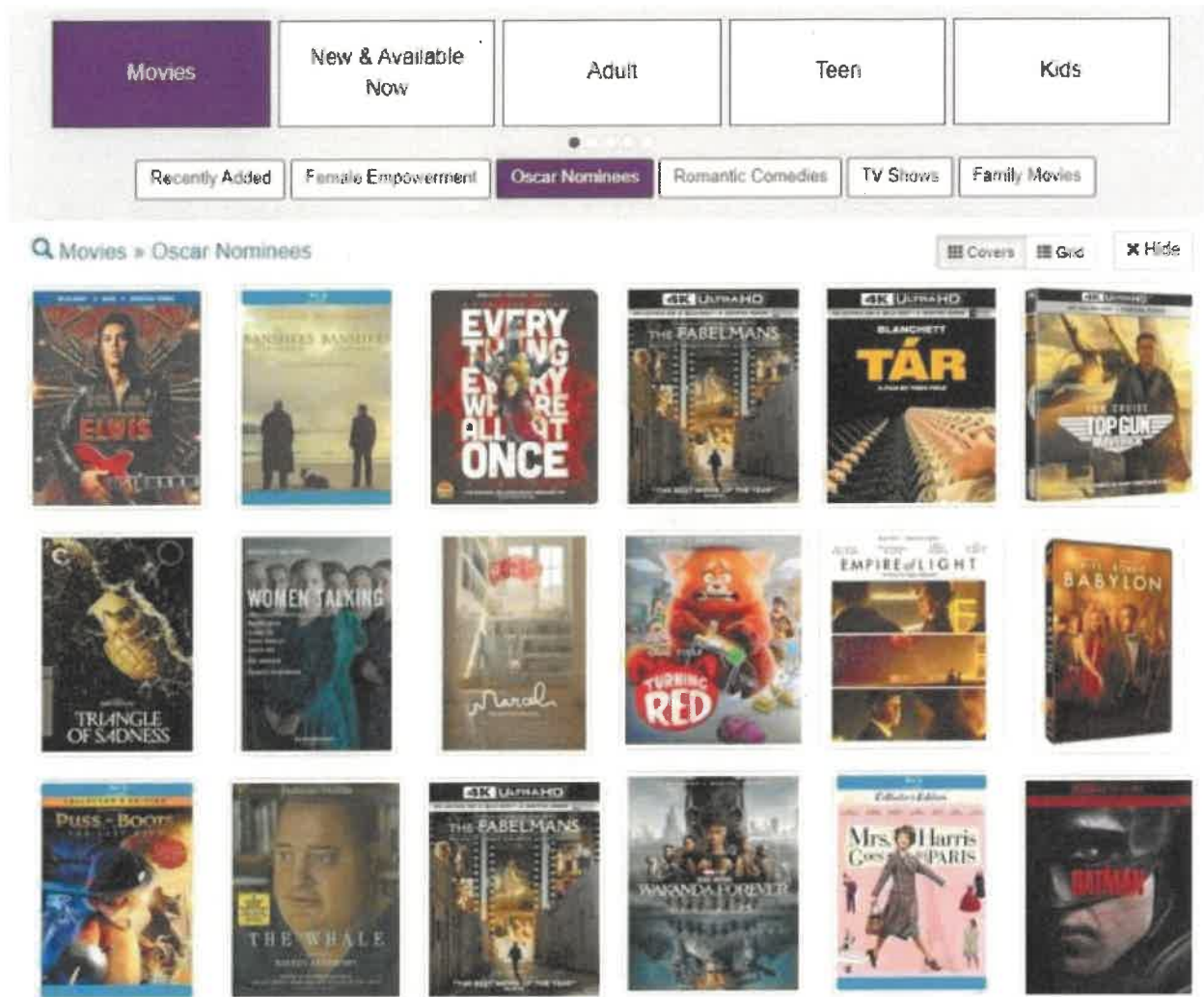
Athens Moreno Adult Services Manager

Active Shooter training held at College of DuPage attended by Crystal



Presence at local Veterans Fair





Online catalog display for Oscar Winners



## Youth Services Report February 2023

### Program Highlights

- Adriana Albers hosted Itty Bitty Book Club that focused on the works of Donald Crews on 2/17 with 10 in attendance.
- Leigh Anne Wilson hosted It's a Beautiful Day in the Neighborhood on 2/20 with 25 in attendance to enjoy a Mister Rogers' Neighborhood video and do activities related to the subjects covered.
- Steve Dexheimer hosted in person Chess Club on 2/7 with 17 kids in attendance. This was a healthy jump from 10 in the first month and we are hoping that momentum is growing.
- Leigh Anne Wilson hosted A Mad Hatter's Tea Party on 2/25 with 19 in attendance. Several participants came in Alice in Wonderland costumes and everybody had lots of fun!
- Samantha Wright hosted a No Sew Kente Cloth program for 2<sup>nd</sup> to 5<sup>th</sup> graders on 2/23 with 7 in attendance.
- Samantha Wright and Julie Mohedano hosted a Fun with Pete the Cat Party for Kindergarten to second grade students on 2/26 with 20 in attendance.
- Samantha Wright did a presentation titled Black History: Sharing What We Remember on 2/19 with 4 in attendance.
- Youth Services hosted 45 in person programs during February with 918 in attendance. In addition, Youth Services had 388 participants serviced through 9 self-directed programs.

### Outreach Events

- Of the 45 in-person programs provided by Youth Services during February, 9 were outreach storytimes done by Leigh Anne Wilson at area preschools. 332 children were reached through these offsite storytimes.

### Patron Service and Reference

- 74 Youth Binge Box requests were filled during February.
- Youth Staff had 514 interactions with the public during February.

### Meeting Attendance

- 2/7 – CollectionHQ – Amy Teske, Adriana Albers
- 2/13 – Birth to 5 Planning Meeting – Amy Teske
- 2/16 – Meeting with Susan – Amy Teske
- 2/9, 23– Management Team Meeting – Amy Teske
- 2/23 – Meeting with Michelle Rojo from DuPage Health Department – Amy Teske & Susan Westgate
- 2/27 – Meeting with Susan Westgate and representatives from Heritage Presbyterian Church – Amy Teske

### Personnel

- Leticia Raygoza started as Youth Services Bilingual Associate on February 8. She comes to us with a strong teacher background and has already learned a lot about the library world.

Respectfully Submitted,  
Amy Teske, Youth Services Manager

Mad Hatter's Tea Party



Itty Bitty Book Club



LEGO Club



Miss Molly and Miss Leticia enjoy food and Spanish conversation in Youth Services.



## Youth Services Report March 2023

### Program Highlights

- Youth Services hosted 40 in person programs during March with 810 in attendance. In addition, Youth Services had 407 participants serviced through 11 self-directed programs.
- Adriana Albers hosted Itty Bitty Book Club that focused on the works of Eric Carle on 3/17 with 12 in attendance.
- Leigh Anne Wilson and Aneesa Iqbal hosted a Holi Party on 3/7 with 32 in attendance. The families enjoyed throwing the confetti for the color celebration as well as the water bead sensory bins!
- Julie Mohedano and Leticia Raygoza hosted a Bilingual Mingle on 3/25 with 19 in attendance. The enjoyed learning about llamas and making a llama craft.
- 250 CSPL Kits were distributed during March including a Very Hungry Caterpillar Hole Punching Kit and Phases of the Moon Mobile for preschool children and an I Spy with My Little Eye bottle and a Paper Ladybug Craft for school age children.
- Several staff were involved with Just Dance Tournaments for school age and middle school students on 3/20 with 16 in attendance.
- Happy Pi Day focusing on math and pie on 3/14 with 16 in attendance.
- LEGO Club returned on 3/18 with 31 in attendance.

### Outreach Events

- Leigh Anne Wilson provided 4 Outreach Storytimes during March reaching 138 children.

### Patron Service and Reference

- 73 Youth Binge Box requests were filled during March.
- Youth Staff had 868 interactions with the public during March.

### Meeting Attendance

- 3/14 – Meeting with Susan – Amy Teske
- 3/9, 23– Management Team Meeting – Amy Teske

### Personnel

- Clare Meehan retired after 26 years of service on March 31. She had done a lot of great storytimes over that time!

Respectfully Submitted,  
Amy Teske, Youth Services Manager

Itty Bitty Book Club



Holi Party



Bilingual Mingle



**Patron Services Monthly Report  
February 2023**

**Staff performed the following:**

- Staff-initiated material renewals: 175
- Curbside deliveries: 50
- New resident accounts: 99
- New Special accounts: 2
- New Digital Accounts: 20
- Check-ins: 14,291
- Items Shelved: 14,500

**Patron Purge Update:**

- Beginning January 2023, SWAN changed the purge criteria to include all accounts with a last activity date of 8+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- For January and February, a total of 1,221 accounts were reviewed. Of which, 977 will be purged and 244 will stay in the database.

**Self-Check-out Activity:**

- Checkouts at Lobby machines: 5,256
- Checkouts at Youth Services machine: 2,648

**Melanie participated/completed the following:**

- Monthly RAILS EDI learning cohort training (2/9 – 2 hours)
- Management team meeting (2/23)
- SWAN Circulation User Group meeting (recording – 1.5 hours)
- SWAN Quarterly billing training (recording – 30 minutes)

**Other:**

- Melanie's first official day as Patron Services Manager was February 19.
- With data collected by Lena, I have started working on updating training plans and scheduling needs for the department. Job postings should be up in early March.
- Received all of the department's self-appraisals and began work on staff written evaluations.
- Every quarter, RAILS requests a count of all outgoing materials to help them provide delivery statistics to the Illinois State Library. We successfully tallied from February 13-17, with a total of 887 items in 23 bins.

**Melanie Johnson**  
**3/9/23**



## **Patron Services Monthly Report March 2023**

### **Circulation Statistics:**

- Total Checkouts and Renewals: 33,680
- Staff-initiated material renewals: 337
- Curbside deliveries: 58
- New resident accounts: 105
- New Special accounts: 1
- New Digital Accounts: 26
- Check-ins: 16,654
- Items Shelved: 17,000

### **Patron Purge Update:**

- Beginning January 2023, SWAN changed the purge criteria to include all accounts with a last activity date of 8+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In March, there was a total of 932 inactive accounts removed from the database.

### **Self-Check-out Activity:**

- Checkouts at Lobby machines: 6,604
- Checkouts at Youth Services machine: 3,855

### **Melanie participated/completed the following:**

- Monthly RAILS EDI learning cohort (3/9 – 2 hours)
- Management team meetings (3/9 and 3/23)
- Check-in meeting with Susan (3/7)
- Statistics Training with Laura (3/31 – 1.5 hours)

### **Other:**

- Met with HR to review interview questions for the Patron Services Coordinator position.
- Conducted 4 in-person interviews for the open Patron Services Clerk position. Hired Kelsey Norris, who started on April 5.
- Conducted 2 in-person interviews for the full-time Patron Services Coordinator position. Hired Devaki Namboodiri, who started on April 11.
- Completed 13 written evaluations for department staff. In-person meetings will be completed in April.
- Met with Laura to review monthly circulation statistic procedures.

**Melanie Johnson**  
**4/13/23**

## Human Resources

### Monthly Report

February 2023

#### **Administration**

- Created a New Hire Orientation Checklist
- Re-evaluated the HR Onboarding process
- Worked with Marketing to implement DEI statement in New Hire folder
- Board approved of job description edits; added signature lines for employees to sign off and also added an EEO statement at the bottom of each description
- Conducted check-in meeting with new hire in Youth Services, Molly Emerson
- Compiled Circulation survey results
- Added pronoun specification to nametags as a DEI effort
- Created and implemented timeline for performance reviews
- Attended Board meeting for job description approvals

#### **Benefits**

- Added Roth option for Mission Square retirement investment funds- pending implementation
- Initiated COBRA event for retired employee
- Navigated qualifying event for current employee
- Created policy framework for Floating Holidays
- Created a PTO policy for part time employees (will draft handbook policy in March)
- Sent in IMRF forms for multiple employees

#### **Staffing & Onboarding**

- Leticia Raygoza started as a Youth Services Bilingual Associate – HR Orientation
- Contacted references
- Posted Patron Services Manager internally and promoted from within
- Researched and created internal job interview questions
- Edited job descriptions to reflect which qualities were ‘preferred’ v ‘required’
- Posted full-time Youth Services Librarian position internally
- Drafted two offer letters

#### **Training**

- SHRM: Walk the Walk and Talk the Talk- Q&A with DEI Experts (1 hour)
- SHRM: Getting Buy-In as an HR Leader (1 hour)
- SHRM: Qualifying FMLA Reasons and FAQs (1 hour)
- Predictive Index: Perspectives- Raising the Bar (1 hour)
- Paylocity: Compensation module training (20 minutes)
- DEI Lecture (1 hour)
- Paylocity: Creating Community in the Workplace (1 hour)
- SHRM-CP Preparation Course (2 hours)

## **Compensation**

- Benchmarking study led to Board approved merit increases between 0-7%

Human Resources

Monthly Report

March 2023

### **Administration**

- Attended Managers meeting to discuss Performance Review process
- Navigated ODRISA clarifications
- Processed payroll twice in March

### **Benefits**

- Rolled out 457 Roth Mission Square plan
- Enrolled 4 employees
- Met with employee who had qualifying event for insurance
- Benefit reconciliations
- Navigated one employee retirement/ IMRF
- Navigated an end to terminated employee COBRA benefits funded by the Library
- Added VSP as an option for retiree benefit continuance

### **Staffing & Onboarding**

- Internal interview for Patron Services Coordinator
- Drafted offer letter for internal YS Librarian Adriana Albers
- Attended job fair at the College of DuPage
- Conducted phone screens for Patron Services Clerk position
- Conducted external phone screens for Patron Services Coordinator position
- One in-person interview for external Patron Services Coordinator position- offered to Devaki Namboodiri
- Four in-person interviews for Patron Services Clerk position- offered to Kelsey Norris
- Conducted phone screens for Youth Services Librarian position- offered to Rhea McVey
- Contacted references

### **Training**

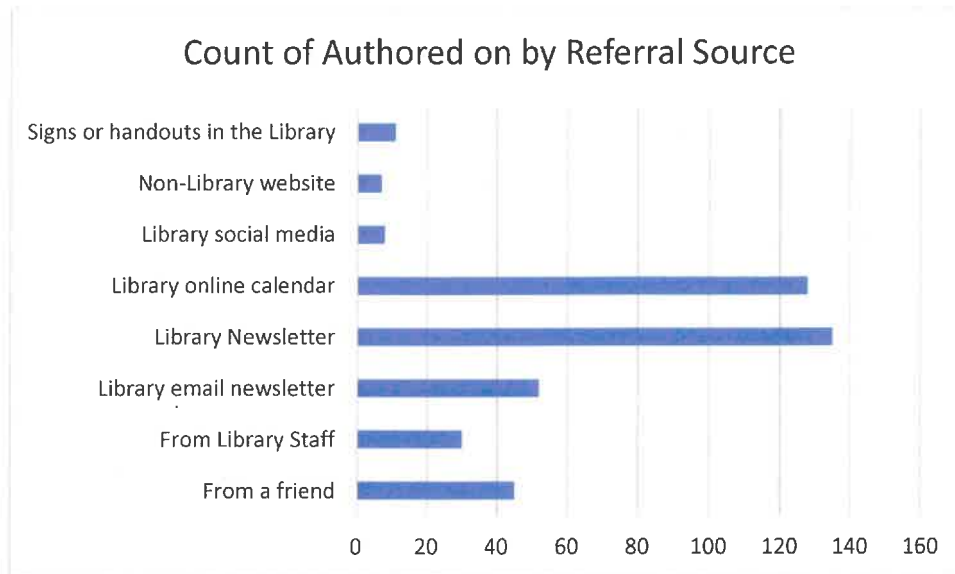
- SHRM-CP Preparation Course 2 hours and 10 minutes x 4 weeks = (8 hours 40 minutes)
- Augusta Baker Diversity Lecture (1 hour)
- SHRM: Why Employee Development Should Be HR's Top Priority (1 hour)

### **Compensation**

- Reviewed performance reviews submitted by management
- Drafted policies for Paid Leave For All Workers Act and Floating Holidays

## Marketing Report: Mikayla Frigo

February 2023



### Promotions resulted in 416 event registrations

- Created marketing materials and bookmarks for the CSPL Bookmark Art Contest in celebration of National Library Week.
- Created CSPL Tutorial marketing materials and updated the logo.
- Created CSPL bookmarks.
- Completed and submitted short bios, long bios and pictures of notable people for the Andy Warhol display.
- Met with community partners at the Carol Stream Park District.
- Completed 4 weeks of the Modern Marketing 360 course through ALA.
- Attended a 2-part Consistent Content Marketing Webinar.
- Worked on Social Media Digital Strategy.
- Produced graphics for TV displays to promote the library's resources, upcoming events, and reading challenges.
- Updated CSPL Website with new slides for resources and upcoming events
- Produced 6 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
  - LinkedIn pamphlet
  - Youth Services March Programs pamphlet
  - Resource Business Cards
  - DEI Statement Form 8.5 x 11 sign
  - 10 -Youth Services Storytime 8.5 x 11 signs

## 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: 2,869**

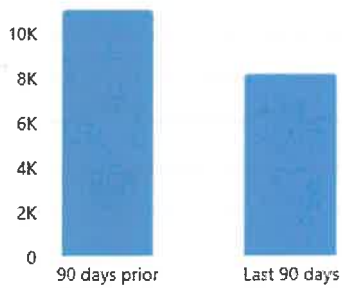
**Reach: 8.2 K**

### Reach

Post reach ⓘ

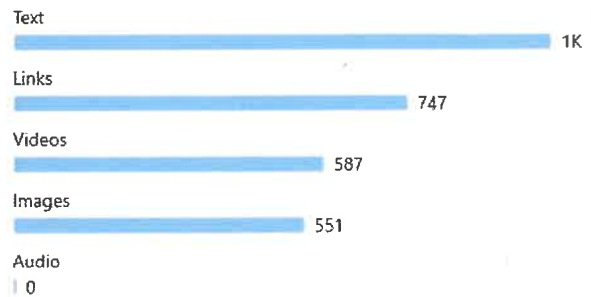
**8.2K** ↓ 26.2%

Total from last 90 days vs 90 days prior



### Median post reach per media type ⓘ

For posts created in the last 90 days



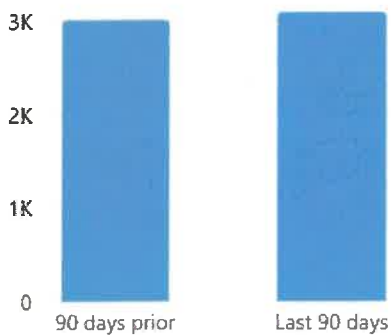
**Engagement: 3.1 K**

### Engagement

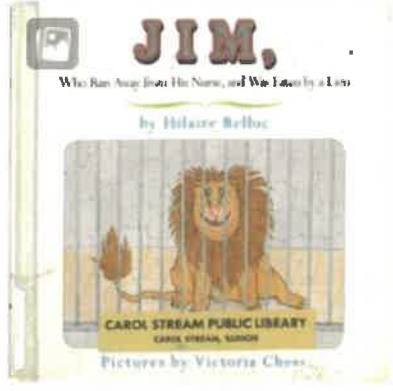


Post reactions, comments and shares ⓘ

**3.1K** ↑ 2.8%

Total from last 90 days vs 90 days prior



**Top Three Reach Posts from February**

|   |  |   |
|---|--|---|
|  |  |  |
| <p>People Reached: 1,520<br/>Engagements: 53</p>                                  | <p>People Reached: 1,312<br/>Engagements: 46</p>                                   | <p>People Reached: 1,134<br/>Engagements: 120</p>                                   |

**Top Three Engagement Posts from February**

|   |  |   |
|---|--|---|
|  |  |  |
| <p>People Reached: 1,134<br/>Engagements: 120</p>                                   | <p>People Reached: 759<br/>Engagements: 58</p>                                       | <p>People Reached: 617<br/>Engagements: 58</p>  |

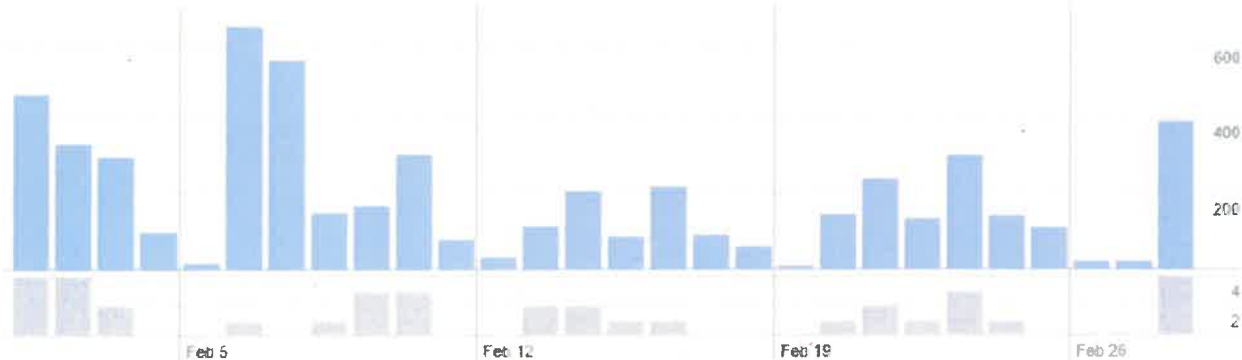
**Twitter**

**Followers:** 1,617

**Total Impressions:** 5.5 k

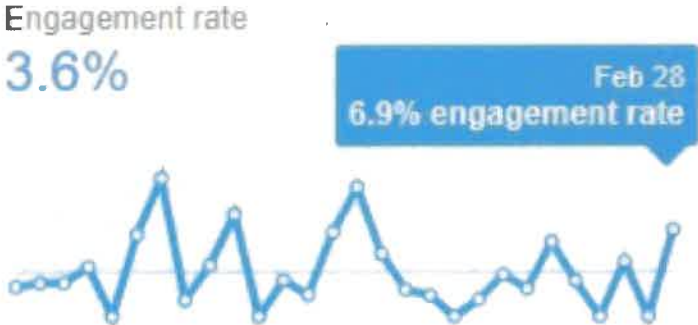
**Impressions from February**

Your Tweets earned 5.5K impressions over this 28 day period






**Total Engagements:** 252

**Engagements for February**





### Top 3 tweets from February

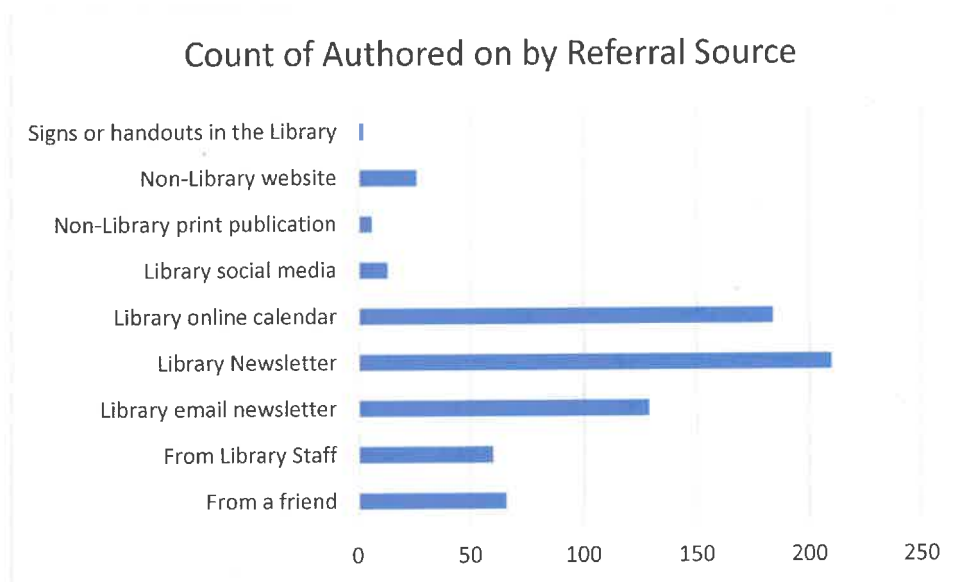
| Tweets  | Top Tweets   | Tweets and replies  | Promoted | Impressions | Engagements | Engagement rate |
|---|--|---|----------|-------------|-------------|-----------------|
|  | <b>Carol Stream Public Library</b> @CarolStreamPL Feb 6  | The library is planning on conducting a social experiment which involves putting some Tim Hortons K-Cups on the windowsill. Just to see if we attract some Canadian Librarians from up north like those at @BtfdLibrary @VPL @LibrarianshipCA and @libraryologist. #coffee #Canada ☺ pic.twitter.com/hpLiHC694j |          | 1,102       | 119         | 10.8%           |
|  | <b>Carol Stream Public Library</b> @CarolStreamPL Feb 28 | Happy birthday to Jane Austen's perennial classic: Pride & Prejudice. Celebrating its 210th birthday today having been first published on this day in 1813. #PrideandPrejudice #OTD #bookhumor pic.twitter.com/GaL4NOoLSd   |          | 646         | 28          | 4.3%            |
|  | <b>Carol Stream Public Library</b> @CarolStreamPL Feb 3  | Celebrating Black History Month at the library. Come check out our displays of books and dvds. #BlackHistoryMonth pic.twitter.com/Yr2V7LPnCi  |          | 317         | 12          | 3.8%            |

### Promotional Emails

|             |                                       |                  |                  |
|-------------|---------------------------------------|------------------|------------------|
| February 2  | Celebrate Black History Month!        | Open Rate: 34.4% | Click Rate: 0.8% |
| February 9  | Upcoming Events for Everyone!         | Open Rate: 37.5% | Click Rate: 2.8% |
| February 16 | February Fun at Home and the Library! | Open Rate: 35.8% | Click Rate: 2.5% |
| February 23 | Looking for Something Fun to Do?      | Open Rate: 35.6% | Click Rate: 2.2% |

## Marketing Report: Mikayla Frigo

March 2023



### Promotions resulted in 696 event registrations

- Promoted the Bookmark Art Contest in celebration of National Library week which began on March 15<sup>th</sup> and will conclude April 15<sup>th</sup>.
- Prepped marketing materials and attended the College of DuPage Career Fair.
- Completed graphics for summer reading T-shirt
- Edited and Published Library Market events for the June-August newsletter
- Held meeting with the Friends of the Library.
  - Collected and communicated requests for funding to the Friends of the Library
- Completed 4 weeks of the Modern Marketing 360 course through ALA.
- Produced graphics for TV displays to promote the Library's resources, upcoming events, and reading challenges.
- Updated CSPL Website with new slides for resources and upcoming events
- Produced 6 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
  - Youth Services April Programs pamphlet
  - Edited Adult and Teen monthly program calendars
  - Edited DMV 8.5 x 11 sign
  - Created graphic for Grow with Google series labels
  - Created coloring sheets for staff and patrons to color and write on for Youth Service Librarian, Clare's retirement.
  - 16 -Youth Services Storytime 8.5 x 11 signs

## 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: March

**Followers:** 2,882 (14 new followers)

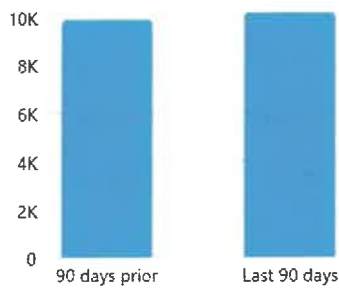
**Reach:** 10.2 K

### Reach

Post reach ⓘ

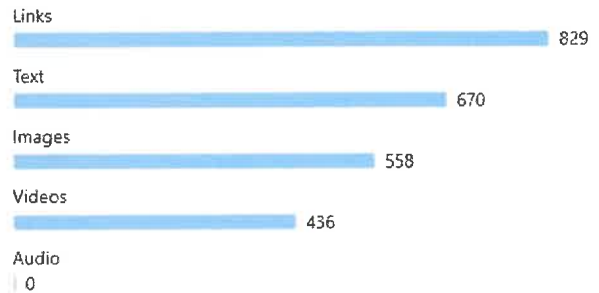
10.2K ↑ 3.1%

Total from last 90 days vs 90 days prior



### Median post reach per media type ⓘ

For posts created in the last 90 days



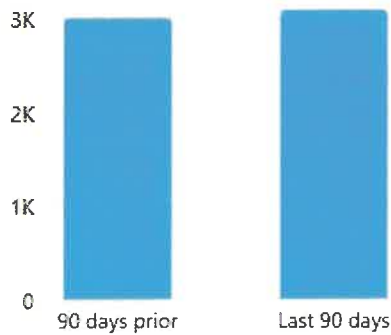
**Engagement:** 3.1 K

### Engagement




Post reactions, comments and shares ⓘ

3.1K ↑ 2.8%

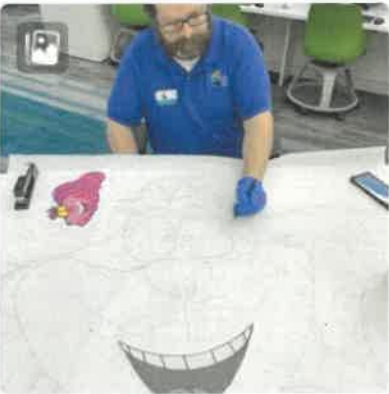


Total from last 90 days vs 90 days prior



**Top Three Reach Posts from March**

|   |   |   |
|---|---|---|
|  <p><b>kmark Contest</b><br/>to April 15</p> <p>agination to create a illustration of your favorite ie or character.</p> <p><i>I be selected for each dults, teens and children.</i></p> | <p>Teenagers in real life</p> <hr/> <p>Teenagers in movie adaptations of books</p>  |  |
| <p>People Reached: 4,514<br/>Engagements: 85</p>  | <p>People Reached: 1,112<br/>Engagements: 84</p>  | <p>People Reached: 982<br/>Engagements: 53</p>                                      |

**Top Three Engagement Posts from March**

|   |  |   |
|---|--|---|
|  |  <p><b>kmark Contest</b><br/>to April 15</p> <p>agination to create a illustration of your favorite ie or character.</p> <p><i>I be selected for each dults, teens and children.</i></p> | <p>Teenagers in real life</p> <hr/> <p>Teenagers in movie adaptations of books</p>  |
| <p>People Reached: 886<br/>Engagements: 102</p>                                     | <p>People Reached: 4,514<br/>Engagements: 85</p>   | <p>People Reached: 1,112<br/>Engagements: 84</p>  |

## Twitter

**Followers:** 1,625 (4 new followers)

**Total Impressions:** 3.8k

### Impressions from March

Your Tweets earned 3.8K impressions over this 31 day period



**Total Engagements:** 133

### Engagements for March

## Engagements

Showing 31 days with daily frequency

Engagement rate

**3.2%**





# Monthly Report of IT Service

Report Range 2/1/2023 2/28/2023

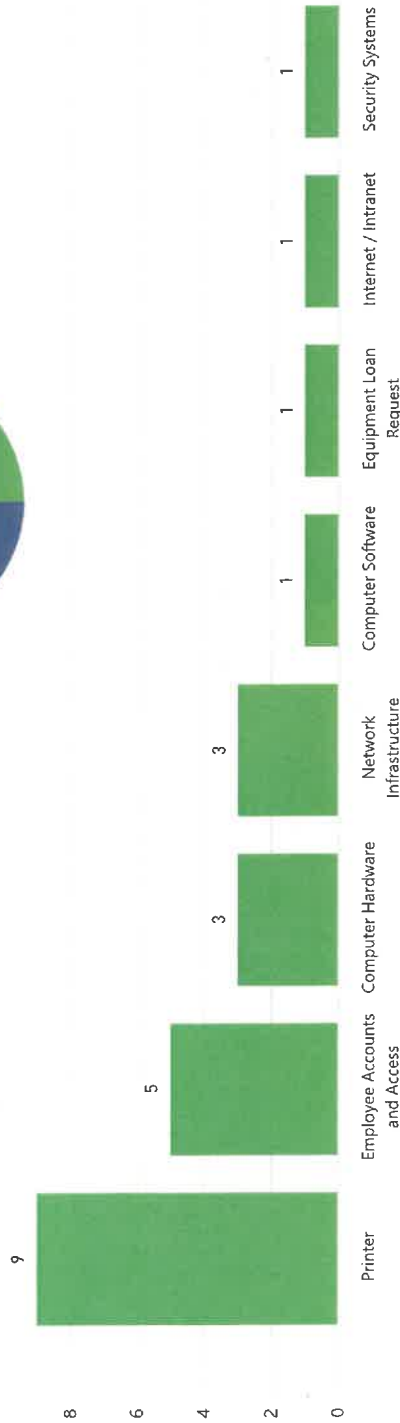
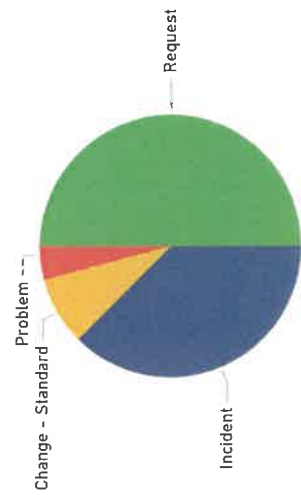
# Support Tickets 24

## Information Technology Closed Support Tickets by Category

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

| Request Type      | Count     |
|-------------------|-----------|
| Change - Standard | 2         |
| Incident          | 9         |
| Problem           | 1         |
| Request           | 12        |
| <b>Total</b>      | <b>24</b> |

| CategoryName                 | Count     |
|------------------------------|-----------|
| Computer Hardware            | 3         |
| Computer Software            | 1         |
| Employee Accounts and Access | 5         |
| Equipment Loan Request       | 1         |
| Internet / Intranet          | 1         |
| Network Infrastructure       | 3         |
| Printer                      | 9         |
| Security Systems             | 1         |
| <b>Total</b>                 | <b>24</b> |



## Tickets Types

### Definitions:

**Requests** - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

**Incident** - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

**Problem** - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

**Problem - Known** - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.



# Monthly Report of IT Service

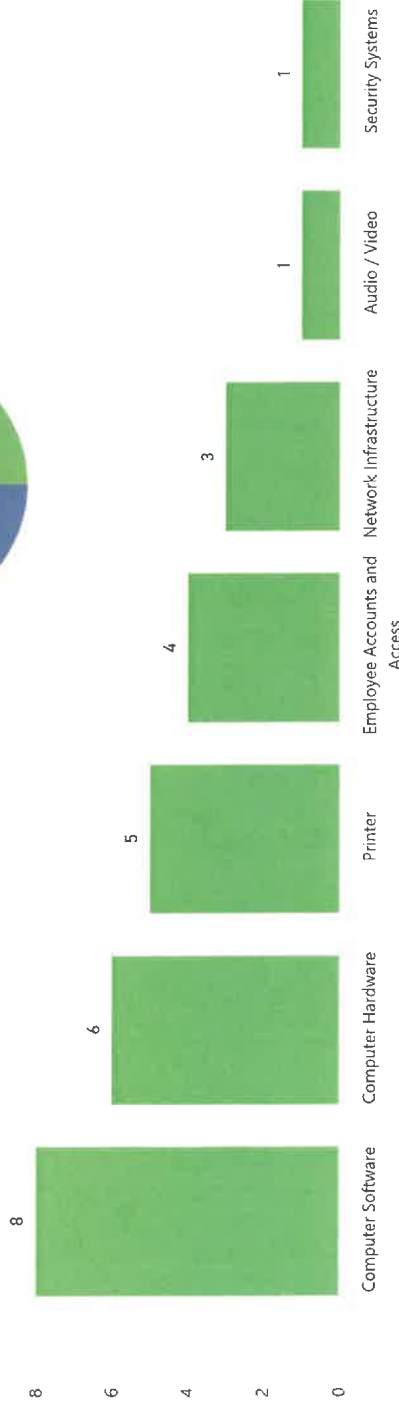
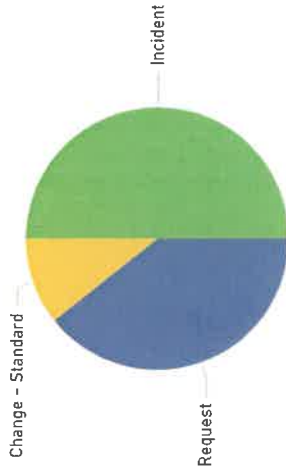
Report Range 3/1/2023 3/31/2023

# Support Tickets 28

## 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 | 3         | Audio / Video                | 1         |
| Incident          | 14        | Computer Hardware            | 6         |
| Request           | 11        | Computer Software            | 8         |
| <b>Total</b>      | <b>28</b> | Employee Accounts and Access | 4         |
|                   |           | Network Infrastructure       | 3         |
|                   |           | Printer                      | 5         |
|                   |           | Security Systems             | 1         |
|                   |           | <b>Total</b>                 | <b>28</b> |



## Tickets Types

### Definitions:

**Requests** - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

**Incident** - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

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