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PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF
LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM
Carol Stream Public library
616 Hiawatha Drive
Carol Stream, IL 60188

DATE: March 16, 2022
PLACE: Library Meeting Room

TIME: 7:00 p.m.

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

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

1. WELCOME AND CALL TO ORDER – Board President

2. PLEDGE TO THE FLAG

Administration of Oath of Office to: Dr. Tara Leszczewicz

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 16, 2022

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

7. MONTHLY REPORTS OF THE TREASURER

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

8. COMMITTEE REPORTS

9. NEW BUSINESS

9.1 Recommendation, Re: Review and Approval of FY2023 Working Budget

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

10. DISBURSEMENTS

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

11. REPORT OF THE LIBRARY DIRECTOR

12. MONTHLY STAFF REPORTS

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13. UNFINISHED BUSINESS

None

14. BOARD MEMBER REPORTS

15. ADJOURN

Next Resolution: #297

Mansi Patel, Secretary
Board of Library Trustees

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM

Carol Stream Public Library
515 Hiawatha Drive Carol Stream, IL 50188

DATE: February 16, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Circulation Manager Jeri Cain, Human Resources Manager Mary Pellico and Youth Services Manager Amy Teske

4. PUBLIC PARTICIPATION – None

5. ANNOUNCEMENT

Trustee Vacancy-Accepting resumes and letters of interest through Sunday, February 20, 2022

6. CONSENT AGENDA

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

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

Nays 0

Absent..... None

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

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

Nays 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of January 19, 2022

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2022

6.3 Recommendation, Re: Approval of Facility Technician Job Description

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6.4 Recommendation, Re: Approval of Change in Pay Grade for Human Resources Manager Position

6.5 Recommendation, Re: Approval of Staff Compensation Awards

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

6.7 Recommended, Re: Approval of Staff Increases for FY 22/23

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

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

Nays 0

Absent..... None

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

Recommendation, Re: Approval of Facility Technician Job Description

Background information:

The existing Maintenance Worker job description does not reflect the current responsibilities and tasks that are undertaken by the Maintenance Worker. A new job description was developed that more accurately reflects the actual duties and responsibilities of the position. The job description was reviewed at the Human Resources Committee meeting of February 16, 2022.

Recommendation, Re: Approval of Staff Compensation Awards

Background information:

Following the discussion of the current and 2021 CPI and the dedication of the staff of working with the public in a pandemic environment, the Board determined that they would like to provide an appreciation award to staff for their work during 2021. The Committee came to a consensus to administer to staff a one-time cash appreciation award of 3% of their gross wages earned in 2021. The award will be administered before the end of the current FY.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1-31, 2022 plus the Addendum for the meeting of February 16, 2022 in the amount of \$120,362.14.

Recommendation, Re: Approval of Staff Increases for FY 22/23

Background information:

The Library awards increases, based upon merit. At the Human Resources Committee meeting of February 16, 2022, the committee came to a consensus to approve a merit increase of 0-4% for FY 22/23 for Library staff based upon their performance.

7. COMMITTEE REPORTS

Human Resources Committee Chair Trustee Patel stated that at the HR Committee meeting of February 16, 2022, the members came to a consensus to recommend approval of the staff increases for FY 22/23, staff

appreciation awards, approval of the Facility Technician job description and a change in pay grade of the Human Resources Manager position.

8. NEW BUSINESS

8.1 Discussion: Library Mask Guidelines

Beginning Monday, February 28, 2002, new Library signage will encourage mask wearing, but it will no longer be required, except during the Library’s “High Risk” hours. High Risk hours are 9-10:00 am, Monday-Friday. For that hour, all patrons and staff are required to wear a mask to protect our vulnerable patrons. Masks will also be required for in-person programs in the meetings rooms and Create & Learn Center as well as for in-person staff meetings.

9. REPORT OF THE LIBRARY DIRECTOR

Trustees Hudspeath and Larimer commented on the increased number of FOIA requests that Director Westgate had to fill over a one week period. They were for 2020 staff compensation, renovation contract documents, building projects and HVAC agreements. Trustee Rogers commented that the Little Free Pantries was an interesting idea and that he supported the Library in pursuing this project.

10. MONTHLY STAFF REPORTS

Trustee Larimer stated that the Library should be aware that Veeam was being targeted for ransom ware. Director Westgate stated that she would discuss this threat with the Village IT staff. Trustee Lynch was pleased to see that the Adult Services Collection HQ report reflected that the Library was on target with the DEI titles in the collection.

11. BOARD MEMBER REPORTS-None

12. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Hudspeath seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:22 p.m.

March 16, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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**MINUTES FOR THE SPECIAL 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: March 7, 2022

TIME: 6:30 p.m.

PLACE: Library Meeting Room

I. CALL TO ORDER

President Lynch called the Special Meeting of the Board of Library Trustees to order at 6:31 p.m.

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch. Trustee Larimer left the meeting at 7:35 p.m.

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. Executive Session

Trustee Olson moved and **Trustee Larimer** seconded that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(3) for the selection of a person to fill a public office and for the review of Executive Session minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion approved.

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

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 6:33 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:12 p.m.

Secretary Patel called the roll.

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

Absent: Trustee Larimer

V. NEW BUSINESS

A. Recommendation, Re: Approval of Appointment of Trustee to Fill Vacancy

Trustee Lynch moved and **Trustee Olson** seconded that The Board of Library Trustees appoint resident Tara Leszczewicz as Library Board Trustee to fill the current vacancy on the Board. Motion approved.

Ayes 5 Trustees Hudspeath, Rogers, Olson, Patel and Lynch
Nays 0
Absent..... Trustee Larimer

B. Recommendation, Re: Approval of the Human Resources Committee Executive Session Minutes of January 19, 2022

Trustee Lynch moved and **Trustee Patel** seconded that the Board of Library Trustees approve the Human Resources Committee Executive Session Minutes of January 19, 2022 and that they remain closed at this time. Motion approved.

Ayes 5 Trustees Hudspeath, Rogers, Olson, Patel and Lynch
Nays 0
Absent..... Trustee Larimer

C. Recommendation, Re: Approval of the Executive Session Minutes of January 19, 2022

Trustee Lynch moved and **Trustee Olson** seconded that the Board of Library Trustees approve the Executive Session Minutes of January 19, 2022 and that they remain closed at this time. Motion approved.

Ayes 4 Trustees Hudspeath, Rogers, Olson and Lynch
Nays 0
Abstain Trustee Patel
Absent..... Trustee Larimer

VI. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Olson** moved and **Trustee Patel** seconded that the meeting be adjourned. Motion approved.

Ayes 5 Trustees Hudspeath, Rogers, Olson, Patel and Lynch
Nays 0
Absent..... Trustee Larimer

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Meeting adjourned at 8:15 p.m.

March 16, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending February 28, 2022**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,133,933.36	\$ (217,400.49)	\$ 2,916,532.87
Working Cash	50,903.74	72.36	50,976.10
FICA	131,312.97	(10,077.20)	121,235.77
IMRF	99,857.69	(14,452.51)	85,405.18
Liability Insurance	9,676.18	0.91	9,677.09
Audit	6,822.88	0.64	6,823.52
Capital Maintenance & Repair	1,532,056.92	(11,731.15)	1,520,325.77
Building Renovation Loan	<u>3,476.73</u>	<u>8.48</u>	<u>3,485.21</u>
TOTAL ALL FUNDS	<u><u>\$ 4,968,040.47</u></u>	<u><u>\$ (253,578.96)</u></u>	<u><u>\$ 4,714,461.51</u></u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 2/28/22

Nancy Olson, Board Treasurer 2/28/22

Susan Westgate, Library Director 2/28/22

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**Carol Stream Public Library
Treasurer's Report
Month Ending February 28, 2022**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 229,723.38
WEST SUBURBAN BANK	PAYROLL	106,951.79
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,360,603.41
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,015,606.65
PROPAY	ELECTRONIC	806.28
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,714,461.51</u>

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CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
FEBRUARY 28, 2022

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Accountant's Compilation Report

To the Board of Trustees
Carol Stream Public Library
Carol Stream, Illinois

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of February 28, 2022 and January 31, 2022, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date February 28, 2022, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

March 2, 2022

In Association With:

MCCLURE INSERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS



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

	Feb 28, 22	Jan 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	229,723.38	227,708.41	2,014.97
10-1008 · WSB Payroll Account	106,951.79	98,980.25	7,971.54
10-1014 · Illinois Funds-Prime	3,015,606.65	3,015,337.45	269.20
10-1024 · WSB Money Market Acct	1,360,603.41	1,624,762.00	-264,158.59
10-1025 · ProPay	806.28	482.36	323.92
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,797,928.64	-1,834,107.11	36,178.47
Total 10-1000 · Library Fund Cash	2,916,532.87	3,133,933.36	-217,400.49
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,976.10	50,903.74	72.36
30-1190 · Allocated Cash-FICA Fund	121,235.77	131,312.97	-10,077.20
40-1090 · Allocated Cash-IMRF Fund	85,405.18	99,857.69	-14,452.51
50-1090 · Allocated Cash-Liability Fund	9,677.09	9,676.18	0.91
60-1090 · Allocated Cash-Audit Fund	6,823.52	6,822.88	0.64
70-1090 · Allocated Cash-Capital R&M Fund	1,520,325.77	1,532,056.92	-11,731.15
80-1090 · Allocated Cash-Debt Service	3,485.21	3,476.73	8.48
Total 1190 · Allocated Cash-Fund Balances	1,797,928.64	1,834,107.11	-36,178.47
Total Checking/Savings	4,714,461.51	4,968,040.47	-253,578.96
Total Current Assets	4,714,461.51	4,968,040.47	-253,578.96
TOTAL ASSETS	<u>4,714,461.51</u>	<u>4,968,040.47</u>	<u>-253,578.96</u>
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,917,356.41	1,917,356.41	0.00
20-2900 · Fund Balance-Working Cash	50,846.41	50,846.41	0.00
30-2900 · Fund Balance-FICA Fund	106,402.32	106,402.32	0.00
40-2900 · Fund Balance-IMRF Fund	84,847.54	84,847.54	0.00
50-2900 · Fund Balance-Liability	11,040.33	11,040.33	0.00
60-2900 · Fund Balance-Audit	7,840.24	7,840.24	0.00
70-2900 · Fund Balance-Capital R&M	1,627,532.77	1,627,532.77	0.00
80-2900 · Fund Balance-Debt Service	103,541.42	103,541.42	0.00
Total 2900 · Beginning Fund Balances	3,909,407.44	3,909,407.44	0.00
Net Income	805,054.07	1,058,633.03	-253,578.96
Total Equity	4,714,461.51	4,968,040.47	-253,578.96
TOTAL LIABILITIES & EQUITY	<u>4,714,461.51</u>	<u>4,968,040.47</u>	<u>-253,578.96</u>

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

	Feb 22	May '21 - Feb 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	0.00	3,710,356.05	3,664,461.00	101.25%
3002 · Property Taxes Non-Current	0.00	261.16	5,000.00	5.22%
3000 · Property Taxes - Other	0.00	0.00	10,000.00	0.0%
Total 3000 · Property Taxes	0.00	3,710,617.21	3,679,461.00	100.85%
3100 · PPR Taxes	3,412.32	56,024.72	44,000.00	127.33%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	326.77	4,822.93	15,100.00	31.94%
Total 3200 · Interest Income	326.77	4,822.93	16,100.00	29.96%
3300 · Patron Payments				
3301 · Fines & Fees	274.72	4,324.26	10,000.00	43.24%
3302 · Public Copy Payments	628.16	4,811.42	12,000.00	40.1%
3303 · Non-Resident Card Fees	776.18	1,405.70	2,000.00	70.29%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,679.06	10,541.38	25,000.00	42.17%
3400 · Donations	39.90	13,869.90	5,000.00	277.4%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	61.18	1,000.00	6.12%
3700 · Grants				
3701 · Per Capita Grants	0.00	58,573.73	49,650.00	117.97%
3702 · Other Grants/Awards	0.00	2,000.00	5,000.00	40.0%
Total 3700 · Grants	0.00	60,573.73	54,650.00	110.84%
3800 · Other Income	1,035.00	2,104.54	5,000.00	42.09%
Total Income	6,493.05	3,858,615.59	3,831,211.00	100.72%
Gross Profit	6,493.05	3,858,615.59	3,831,211.00	100.72%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	44,053.00	479,339.30	603,000.00	79.49%
5102 · Non-Exempt Staff Salaries	85,954.16	921,264.88	1,279,300.00	72.01%
5103 · Custodial Salaries	5,925.86	60,137.45	78,000.00	77.1%
5105 · Professional Education	709.00	4,569.42	15,000.00	30.46%
5106 · Membership	480.00	2,880.00	4,000.00	72.0%
5107 · Life Insurance	160.96	1,454.74	2,000.00	72.74%
5108 · Health Insurance	15,451.47	144,498.49	250,000.00	57.8%
5109 · Benefits, other	116.46	2,144.73	2,000.00	107.24%
5110 · Trustee Development	0.00	412.81	3,000.00	13.76%
Total 5100 · Salaries	152,850.91	1,616,701.82	2,236,300.00	72.29%
5200 · Plant Maint.				
5201 · Supplies	918.50	11,173.49	20,000.00	55.87%
5202 · Maintenance/Repair	0.00	3,326.56	10,000.00	33.27%
5203 · Maintenance Contracts	3,219.00	35,347.77	42,000.00	84.16%

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

	Feb 22	May '21 - Feb 22	Annual Budget	% of Budget
5204 · Landscape Maintenance/Snow Remo	1,024.00	9,093.28	15,000.00	60.62%
5205 · Furniture/Equipment	0.00	3,829.00	10,000.00	38.29%
5206 · Electric-Comm Edison	8,190.20	37,827.46	45,000.00	84.06%
5207 · Water/Sewer	95.19	4,706.78	10,000.00	47.07%
5208 · Insurance (Property)	0.00	10,273.00	11,000.00	93.39%
Total 5200 · Plant Maint.	13,446.89	115,577.34	163,000.00	70.91%
5300 · Business Exp.				
5301 · Postage	265.00	337.21	6,000.00	5.62%
5302 · Office & Equipment Supplies	769.39	4,782.11	7,000.00	68.32%
5303 · Printing	0.00	232.88	4,000.00	5.82%
5304 · Equipment Leasing	1,197.69	14,274.84	17,000.00	83.97%
5305 · Mileage Reimbursement	19.47	326.66	2,000.00	16.33%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	535.45	6,762.98	12,000.00	56.36%
5309 · Accounting Service	1,550.00	9,250.00	15,000.00	61.67%
5310 · Material Recovery Fees	0.00	769.70	1,000.00	76.97%
5311 · Payroll Service	524.31	5,526.98	7,500.00	73.69%
5312 · Attorney Fees	0.00	1,650.00	8,000.00	20.63%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	251.18	3,507.44	7,000.00	50.11%
5317 · Bank & Credit Card Fees	50.88	152.15	100.00	152.15%
5319 · Security Service	1,446.60	7,913.31	21,000.00	37.68%
5320 · Donation Recd Expense	0.00	10,000.00		
5321 · Human Resources	644.71	11,379.91	10,000.00	113.8%
Total 5300 · Business Exp.	7,254.68	84,621.62	126,200.00	67.05%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	45.98	4,925.30	10,000.00	49.25%
5402 · ISP and Web page hosting	264.90	6,219.92	16,500.00	37.7%
5403 · Computer Software	120.00	5,805.59	18,000.00	32.25%
5404 · Tech Support & Repair	1,421.20	14,884.42	15,000.00	99.23%
5405 · Technical Services Supplies	0.00	3,512.17	5,000.00	70.24%
5406 · Circulation Supplies	0.00	1,638.18	6,000.00	27.3%
5408 · Tech Serv Online Resources	0.00	9,929.43	16,500.00	60.18%
5409 · RBP/ILL Expenses	54.06	109.00	500.00	21.8%
5410 · SWAN Consortium	0.00	34,624.50	47,000.00	73.67%
5411 · Village IT Services	8,176.13	81,067.59	98,000.00	82.72%
5400 · Automat. & Dept. Oper. - Other	37.98	37.98		
Total 5400 · Automat. & Dept. Oper.	10,120.25	162,754.08	232,500.00	70.0%
5500 · Services				
5501 · Youth Services Programs	2,187.80	26,685.23	32,000.00	83.39%
5502 · Summer Reading Program – Youth	0.00	196.20		
5503 · Adult/Teen Programs	1,994.26	12,508.43	29,000.00	43.13%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	185.28	10,384.62	20,000.00	51.92%

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

	Feb 22	May '21 - Feb 22	Annual Budget	% of Budget
5510 · Reference Services Expenses	0.00	6.99		
Total 5500 · Services	4,367.34	49,781.47	128,000.00	38.89%
5600 · Collection				
5601 · Youth Services Books	3,761.05	31,514.82	50,000.00	63.03%
5603 · Youth Services Paperbacks	0.00	134.89		
5606 · Youth Services Media	933.73	11,659.88	25,000.00	46.64%
5630 · Adult Books	8,459.61	49,463.44	75,000.00	65.95%
5634 · Online Resources	13,700.00	14,756.83	45,000.00	32.79%
5635 · Magazines & Newspapers	483.60	10,731.10	11,000.00	97.56%
5637 · Adult Media	1,823.92	18,082.46	50,000.00	36.17%
5651 · Digital Media	6,459.65	73,207.03	100,000.00	73.21%
5652 · Grant/Award Expense	0.00	49,892.11	49,650.00	100.49%
Total 5600 · Collection	35,621.56	259,442.56	405,650.00	63.96%
6600 · Payroll Expenses				
6610 · FICA Expense	10,085.92	112,455.74	150,000.00	74.97%
6620 · Illinois Municipal Retirement F	14,459.46	175,067.74	220,000.00	79.58%
Total 6600 · Payroll Expenses	24,545.38	287,523.48	370,000.00	77.71%
7101 · Liability Insurance	0.00	18,609.00	19,000.00	97.94%
7102 · Risk Management expense	0.00	1,594.50	3,000.00	53.15%
7103 · Unemployment Compensation Insur	0.00	1,463.05	5,000.00	29.26%
7201 · Audit Expense	0.00	11,849.00	13,000.00	91.15%
7400 · Capital Expenditures				
7401 · Furniture	0.00	7,500.00	10,000.00	75.0%
7402 · Parking Lot Repair	0.00	6,196.08	12,000.00	51.63%
7403 · Building Repair	0.00	1,875.00	50,000.00	3.75%
7404 · Landscape	3,000.00	35,118.34	125,000.00	28.1%
7405 · Memorials	0.00	264.42	2,000.00	13.22%
7406 · Other Capital Expenditures	0.00	20,631.84	50,000.00	41.26%
Total 7400 · Capital Expenditures	3,000.00	71,585.68	249,000.00	28.75%
7500 · Special Capital Projects				
7505 · Recover Partition Wall	8,865.00	8,865.00	15,000.00	59.1%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	28,731.91	30,000.00	95.77%
Total 7500 · Special Capital Projects	8,865.00	37,596.91	55,000.00	68.36%
Total Expense	260,072.01	2,719,100.51	4,005,650.00	67.88%
Net Ordinary Income	-253,578.96	1,139,515.08	-174,439.00	-653.25%
Other Income/Expense				
Other Income				
8002 · Interfund Transferr Out	0.00	0.00	-100.00	0.0%
Total Other Income	0.00	0.00	-100.00	0.0%
Other Expense				
8000 · Debt Repayment Expense	0.00	334,461.01	234,461.00	142.65%
Total Other Expense	0.00	334,461.01	234,461.00	142.65%
Net Other Income	0.00	-334,461.01	-234,561.00	142.59%

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

Net Income

Feb 22	May '21 - Feb 22	Annual Budget	% of Budget
-253,578.96	805,054.07	-409,000.00	-196.84%

**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 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	3,166,554.36	0.00	0.00	0.00	127,160.53
3100 · PPR Taxes	3,412.32	56,024.72	0.00	0.00	0.00	0.00
3200 · Interest Income	163.05	2,406.53	4.17	61.50	8.72	128.66
3300 · Patron Payments	1,610.87	10,473.19	68.19	68.19	0.00	0.00
3400 · Donations	39.90	13,869.90	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	61.18	0.00	0.00	0.00	0.00
3700 · Grants	0.00	60,573.73	0.00	0.00	0.00	0.00
3800 · Other Income	1,035.00	2,104.54	0.00	0.00	0.00	0.00
Total Income	6,261.14	3,312,068.15	72.36	129.69	8.72	127,289.19
Gross Profit	6,261.14	3,312,068.15	72.36	129.69	8.72	127,289.19
Expense						
5100 · Salaries	152,850.91	1,616,701.82	0.00	0.00	0.00	0.00
5200 · Plant Maint.	13,446.89	115,577.34	0.00	0.00	0.00	0.00
5300 · Business Exp.	7,254.68	84,621.62	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	10,120.25	162,754.08	0.00	0.00	0.00	0.00
5500 · Services	4,367.34	49,781.47	0.00	0.00	0.00	0.00
5600 · Collection	35,621.56	259,442.56	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	24,012.80	0.00	0.00	10,085.92	112,455.74
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	223,661.63	2,312,891.69	0.00	0.00	10,085.92	112,455.74
Net Ordinary Income	-217,400.49	999,176.46	72.36	129.69	-10,077.20	14,833.45

Exhibit C See Accountant's Compilation Report

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-217,400.49	999,176.46	72.36	129.69	-10,077.20	14,833.45

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	151,509.99	0.00	20,289.94	0.00	10,822.79
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	6.95	102.59	0.91	13.37	0.64	9.49
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	6.95	151,612.58	0.91	20,303.31	0.64	10,832.28
Gross Profit	6.95	151,612.58	0.91	20,303.31	0.64	10,832.28
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	14,459.46	151,054.94	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	18,609.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	1,594.50	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	1,463.05	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,849.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	14,459.46	151,054.94	0.00	21,666.55	0.00	11,849.00
Net Ordinary Income	-14,452.51	557.64	0.91	-1,363.24	0.64	-1,016.72

Exhibit C See Accountant's Compilation Report

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-14,452.51	557.64	0.91	-1,363.24	0.64	-1,016.72

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	0.00	234,279.60	0.00	3,710,617.21
3100 · PPR Taxes	0.00	0.00	0.00	0.00	3,412.32	56,024.72
3200 · Interest Income	133.85	1,975.59	8.48	125.20	326.77	4,822.93
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,679.06	10,541.38
3400 · Donations	0.00	0.00	0.00	0.00	39.90	13,869.90
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	61.18
3700 · Grants	0.00	0.00	0.00	0.00	0.00	60,573.73
3800 · Other Income	0.00	0.00	0.00	0.00	1,035.00	2,104.54
Total Income	133.85	1,975.59	8.48	234,404.80	6,493.05	3,858,615.59
Gross Profit	133.85	1,975.59	8.48	234,404.80	6,493.05	3,858,615.59
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	152,850.91	1,616,701.82
5200 · Plant Maint.	0.00	0.00	0.00	0.00	13,446.89	115,577.34
5300 · Business Exp.	0.00	0.00	0.00	0.00	7,254.68	84,621.62
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	10,120.25	162,754.08
5500 · Services	0.00	0.00	0.00	0.00	4,367.34	49,781.47
5600 · Collection	0.00	0.00	0.00	0.00	35,621.56	259,442.56
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	24,545.38	287,523.48
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,609.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	1,594.50
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	1,463.05
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,849.00
7400 · Capital Expenditures	3,000.00	71,585.68	0.00	0.00	3,000.00	71,585.68
7500 · Special Capital Projects	8,865.00	37,596.91	0.00	0.00	8,865.00	37,596.91
Total Expense	11,865.00	109,182.59	0.00	0.00	260,072.01	2,719,100.51
Net Ordinary Income	-11,731.15	-107,207.00	8.48	234,404.80	-253,578.96	1,139,515.08

Exhibit C See Accountant's Compilation Report

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22	Feb 22	May '21 - Feb 22
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	334,461.01	0.00	334,461.01
Total Other Expense	0.00	0.00	0.00	334,461.01	0.00	334,461.01
Net Other Income	0.00	0.00	0.00	-334,461.01	0.00	-334,461.01
Net Income	-11,731.15	-107,207.00	8.48	-100,056.21	-253,578.96	805,054.07

		FY 21/22	FY 22/23
		FY22	FY23
		Working Budget	DRAFT
		Approved 3/17/21	
ACCT #	Account Name		
	GENERAL FUND REVENUES		
3000	Property Taxes		
3001	Property Tax -- Current	3,135,000	3,180,000
3002	Property Tax -- Non-Current	5,000	1,000
3100	PPR Taxes	44,000	50,000
3200	Interest Income		
3201	Interest Income -- Taxes	1,000	500
3202	Interest Income -- Investments	15,000	8,000
3300	Patron Payments		
3301	Fines & Fees	10,000	6,000
3302	Public Copier Payments	12,000	6,000
3303	Non-Resident Card Fees	2,000	2,000
3304	Sale items	1,000	500
3400	Donations	5,000	5,000
3500	Developer Contributions	1,000	500
3600	RBP/ILL Reimbursements	1,000	500
3700	Grants		
3701	Per Capita Grant	49,650	58,800
3702	Other Grants/Awards	5,000	1,000
3800	Other Income	5,000	2,500
	TOTAL REVENUES	3,291,650	3,322,300
	GENERAL FUND EXPENDITURES		
5100	SALARIES		
5101	Exempt Staff Salaries	603,000	643,000
5102	Non-exempt Staff Salaries	1,279,300	1,320,000
5103	Custodial Salaries	78,000	89,000
5104	Benefits-Med/Life/Dental		
5105	Professional Education	15,000	15,000
5106	Memberships	4,000	4,000
5107	Benefits -- Life insurance	2,000	2,000
5108	Benefits -- Health Insurance	250,000	230,000
5109	Benefits -- Other	2,000	3,000
5110	Trustee Development	3,000	3,500
	TOTAL	2,236,300	2,309,500
5200	PLANT MAINTENANCE		
5201	Supplies	20,000	15,000
5202	Maintenance/Repair	10,000	10,000
5203	Maintenance Contracts	42,000	52,400
5204	Landscape Maintenance/Snow Removal	15,000	15,000
5205	Furniture/Equipment	10,000	7,000
5206	Electric-Com Ed	45,000	47,000
5207	Water/Sewer	10,000	8,000
5208	Insurance (Property)	11,000	11,000
	TOTAL	163,000	165,400
5300	BUSINESS EXPENSE		
5301	Postage	6,000	3,000
5302	Office & Equipment Supplies	7,000	7,000
5303	Library Printing	4,000	2,000
5304	Equipment Leasing	17,000	18,000
5305	Mileage Reimbursement	2,000	1,500
5306	Legal Notices	600	600
5308	Business Phone	12,000	6,000
5309	Accounting Service	15,000	14,500

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		FY 21/22	FY 22/23
		FY22	FY23
		Working Budget	DRAFT
		Approved 3/17/21	
ACCT#	Account Name		
5310	Material Recovery Fees	1,000	1,000
5311	Payroll Service	7,500	7,000
5312	Attorney Fees	8,000	6,000
5314	Other Consultants	8,000	0
5315	Other Expenditures	7,000	6,000
5317	Bank & Credit Card Fees	100	100
5319	Security Service	21,000	20,000
5320	Donation Received Expense	0	5,000
5321	Human Resources Expense	10,000	14,000
	TOTAL	126,200	111,700
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES		
5401	Automation Hardware	10,000	10,000
5402	ISP and Web Page Hosting	16,500	14,000
5403	Computer Software	18,000	6,000
5404	Tech Support & Repair	15,000	20,000
5405	Technical Services Supplies	5,000	4,000
5406	Circulation Supplies	6,000	4,000
5408	Tech Serv Online Resources	16,500	15,000
5409	RBP/ILL Expenses	500	500
5410	SWAN Consortium	47,000	47,000
5411	Village IT Services	98,000	102,000
	TOTAL	232,500	222,500
5500	SERVICES		
5501	Youth Services Programs	32,000	32,000
5503	Adult/Teen Programs	29,000	25,000
5505	Library Newsletter	47,000	38,400
5509	Library Publicity and Promotion	20,000	20,000
	TOTAL	128,000	115,400
5600	COLLECTION DEVELOPMENT		
5601	Youth Services Books	50,000	55,000
5606	Youth Services Media	25,000	20,000
5630	Adult Services Books	75,000	72,000
5634	Online Resources	45,000	30,000
5635	Magazines & Newspapers	11,000	12,000
5637	Adult Services Media	50,000	40,000
5651	Digital Media	100,000	110,000
5652	Grant/Award Expense (Databases)	49,650	58,800
	TOTAL	405,650	397,800
	GENERAL FUND EXPENDITURES		
5100	SALARIES	2,236,300	2,309,500
5200	PLANT MAINTENANCE	163,000	165,400
5300	BUSINESS EXPENSE	126,200	111,700
5400	CIRCULATION & MATERIAL PROC...	232,500	222,500
5500	SERVICES	128,000	115,400
5600	COLLECTION DEVELOPMENT	405,650	397,800
	TOTAL EXPENDITURES	3,291,650	3,322,300
	GENERAL FUND REVENUES		
	LIBRARY TAX	3,135,000	3,180,000
	OPERATING REVENUE	156,650	142,300

			FY 21/22		FY 22/23
			FY22		FY23
			Working Budget		DRAFT
			Approved 3/17/21		
ACCT #	Account Name				
	TOTAL REVENUES		3,291,650		3,322,300
	OTHER FINANCING SOURCES/FUNDS				
Class 80	BUILDING RENOVATION LOAN FUND (new Fund line)				
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
	Fund Balance April 30		0		0
	WORKING CASH FUND				
20-3001	Working Cash Levy		0		0
20-3202	Interest on investments		100		100
	TOTAL		100		100
20-6920	Transfer to General Fund		-100		-100
	Fund Balance April 30		48,361		48,361
Class 50	LIABILITY INSURANCE FUND				
50-3001	Liability Insurance Levy		20,000		20,000
50-3202	Interest on Investments		0		0
50-3300	LIMRIC UCGA Dividend		0		0
	TOTAL		20,000		20,000
50-7101	Liability Insurance		19,000		20,000
50-7102	Risk Management expense		3,000		3,000
50-7103	Unemployment Comp. Insurance		5,000		5,000
	TOTAL		27,000		28,000
	Net Difference		-7,000		-8,000
	Fund Balance, May 1	(FY20 audit)	33,279	(FY21 audit)	11,040
	April 2020 Transfer from Gen. Fund				
	Reserve Balance April 30		26,279		3,040
	Reserve in Months		11.68		1.30
Class 30	FICA FUND				
30-3001	FICA Tax Levy		125,000		125,000
30-3202	Interest on Investments		0		0
30-5104	FICA Benefit		150,000		160,000
	Net Difference		-25,000		-35,000
	Fund Balance, May 1	(FY20 audit)	92,814	(FY21 audit)	106,402
	Reserve Balance April 30		67,814		71,402
	Reserve in Months		5.43		5.36

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		FY 21/22		FY 22/23
		FY22		FY23
		Working Budget		DRAFT
		Approved 3/17/21		
ACCT #	Account Name			
Class 40	IMRF FUND			
40-3001	IMRF Tax Levy	150,000		175,000
40-3202	Interest on Investments - IMRF	0		
40-5104	IMRF Benefit	220,000		230,000
	Net Difference	-70,000		-55,000
	Fund Balance, May 1	(FY20 audit) 111,845	(FY21 audit)	84,848
	Reserve Balance April 30	41,845		29,848
	Reserve in Months	2.28		1.56
Class 60	AUDIT FUND			
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	(FY20 audit) 6,619	(FY21 audit)	7,841
	Reserve Balance April 30	3,619		4,841
	Reserve in Months	3.34		4.47
Class 70	CAPITAL MAINTENANCE & REPAIR FUND			
	CAPITAL MAINTENANCE & REPAIR REVENUE			
70-3001	Interest on Investments			
70-3202	Grant Funds			
70-3203	Building Renovation Loan			
70-3702	TOTAL			
	CAPITAL MAINTENANCE & REPAIR EXPENDITURES			
70-7301	MAJOR REPAIRS			
70-7301				
70-7400	OTHER CAPITAL EXPENDITURES			
7401	Furniture	10,000		10,000
7402	Parking Lot Repair/Maintenance	12,000		12,000
7403	Building Repair	50,000		50,000
7404	Landscape	125,000		50,000
7405	Memorials	2,000		1,000
7406	OTHER EXPENDITURES	50,000		50,000
	Subtotal	249,000		173,000
70-7500	Special Projects			
7503	Front Entrance Outdoor Renovation			250,000
7504	Capital Replacement Study			15,000
7505	Recover Partition Wall	15,000		
7506	Office & Staff Room Door Wraps	10,000		10,000
7507	Automation Equipment	30,000		30,000
7509	Security Upgrades			4,000
	Total	304,000		482,000
	FUND BALANCE, MAY 1	(Feb. 2021) 1,506,318	(Feb. 2022)	1,520,326
	April 2021 Transfer from Gen. Fund	150,000	April 2022 transfer	TBD

				FY 21/22		FY 22/23
				FY22		FY23
				Working Budget		DRAFT
				Approved 3/17/21		
ACCT #	Account Name					
	FUND BALANCE, APRIL 30			1,352,318		1,038,326

**FY 22/23 Working Budget Draft
Overview of Notable Changes in Budget Lines
from FY 21/22 to FY 22/23**

GENERAL FUND REVENUES

The Library's General Fund revenues increased by 0.93% (\$30,650) from FY 21/22 revenues. There was an increase in the allocation of the tax levy dollars to the General/Operating Fund of \$45,000, a decrease in interest income of \$7,500, a decrease in Fines & Fees revenues of \$4,000 and a decrease of \$6000 for Public Copier payments. The Library has gone "Fine Free" and people scan and email for than printing/copying as they have done in the past, reducing both of these revenue lines. The Per Capita Grant Award is now fully funded and it is anticipated that the Library will be receiving an additional \$9,000 this year. Other Income decreased by \$2,500 based upon historical data. The total tax levy dollar amount for General and Special funds combined is an increase of \$70,000 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.

GENERAL FUND EXPENDITURES

SALARIES

5101 Exempt Staff Salaries.

5102 Non-Exempt Staff Salaries

5103 Custodial Salaries

Increased to reflect a 4% merit increase and adjustments to salary grade(s) and new/updated job description(s).

PLANT MAINTENANCE

5203 Maintenance Contracts

Increased to reflect the addition of Anderson Pest Control and an increase in our cleaning service contract that was in response to providing their staff competitive wages in the current job market. Comparative quotes were requested and the existing cleaning service contractor had the lowest proposal. Renewal was approved in the fall of 2021.

BUSINESS EXPENSE

5301 Postage

Decreased based upon current postage expenses.

5303 Library Printing

Decreased based upon current and historical expenses.

5308 Business Phone

Decreased as our new contract with Comcast Business phone service has significantly reduced the monthly expense.

5314 Other Consultants

Decreased as there are currently no plans for a consultant at this time.

5321 Human Resources Expense

Increased to reflect new expenses incurred in recruitment and increased costs for more in depth background checks for new employees.

CIRCULATION & MATERAILS PROC., INCLUDING AUTOMATED SERVICES

5403 Computer Software

This budget line has been decreased based on budget recommendation figures from the IT Manager for the Village. We are current with software license costs at this time. In approximately 2-3 years there will be an increase to this line as we renew software licenses.

5404 Tech Support & Repair

Increased in response to current expenses and historical data.

SERVICES

5503 Adult/Teen Programs

Decreased in response to current expenses and historical data.

5505 Library Newsletter

Decreased as we are changing our print newsletter from monthly to bi-monthly.

COLLECTION DEVELOPMENT

5601 Youth Services Books

Increased to provide additional funding for the print collection in the department.

5606 Youth 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.

5606 Online Resources

Decreased to reflect the increase in the Per Capita Grant funds received. Per Capita Grant funds are used to purchase online resources. 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.

CAPITAL MAINTENANCE & REPAIR EXPENDITURES

70-7500 Special Projects

70-7503 Front Entrance Renovation

Outdoor renovation project of the front of the building. Plans will be shared with the Board later this spring. Plans include the removal of the pavers and potted trees.

70-7506 Office/Staff Room Door Wraps

This project was not scheduled in FY22 so is being carried over to the new fiscal year.

70-7509 Security Upgrades

Additional cameras to be added for the Little Free Food Pantry location as well as the addition of cameras to ensure good coverage of the new outdoor renovation.

**Carol Stream Public Library
Expenses by Vendor Detail
February 2022**

10:30 AM

03/04/2022

Accrual Basis

Amount

Date	Num	Memo	Account	Amount
02/24/2022		Order #USA-6331 ("Rolodex" trays for YS)	5302 · Office & Equipment Supplies	-127.14
				-127.14
02/09/2022		Inv. #12276358	5319 · Security Service	-1,446.60
				-1,446.60
02/18/2022		Inv. #896593359855	5201 · Supplies	-94.51
02/18/2022		Inv. #544734856558	5503 · Adult/Teen Programs	-97.93
02/18/2022		Inv. #968499453387	5630 · Adult Books	-28.80
02/18/2022		Inv. #548579395976	5321 · Human Resources	-25.00
02/18/2022		Inv. #883643888867	5503 · Adult/Teen Programs	-5.19
02/18/2022		Inv. #647967739797	5501 · Youth Services Programs	-207.42
02/18/2022		Inv. #673597637745	5501 · Youth Services Programs	-24.98
02/18/2022		Inv. #444889787347	5501 · Youth Services Programs	-236.82
02/18/2022		Inv. #938557473696	5503 · Adult/Teen Programs	-16.95
02/18/2022		Inv. #938557473696	5630 · Adult Books	-72.33
02/18/2022		Inv. #848868698945	5503 · Adult/Teen Programs	-119.29
02/18/2022		Inv. #489347973549	5501 · Youth Services Programs	-16.39
02/18/2022		Inv. #849683466373	5501 · Youth Services Programs	-19.92
02/18/2022		Inv. #434547554875	5630 · Adult Books	-25.51
02/18/2022		Inv. #437956534543	5501 · Youth Services Programs	-147.66
02/18/2022		Inv. #949575987886	5201 · Supplies	-31.60
02/18/2022		Inv. #837886859389	5503 · Adult/Teen Programs	-27.32
02/18/2022		Inv. #689635958796	5630 · Adult Books	-49.35
02/18/2022		Inv. #448539753758	5630 · Adult Books	-46.95
02/18/2022		Inv. #864886584747	5401 · Automation Hardware	-45.98
02/18/2022		Inv. #973478857374	5630 · Adult Books	-12.26
02/18/2022		Inv. #477843479898	5630 · Adult Books	-13.28
02/18/2022		Inv. #795449958374	5630 · Adult Books	-16.67
02/18/2022		Inv. 3695354499687	5630 · Adult Books	-21.11

Acedepot, LLC

Total Acedepot, LLC

Allied Universal Security Services

Total Allied Universal Security Services

AMAZON/SYNCEB

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Date	Num	Memo	Account	Amount
02/18/2022		Inv. #986434777546	5630 · Adult Books	-100.31
02/18/2022		Inv. #878544443464	5501 · Youth Services Programs	-199.60
02/18/2022		Inv. #844865776644	5501 · Youth Services Programs	-17.29
02/18/2022		Inv. #433386838977	5501 · Youth Services Programs	-148.36
02/18/2022		Inv. #734363653966	5400 · Automat. & Dept. Oper.	-37.98
02/18/2022		Inv. #673795498453	5501 · Youth Services Programs	-37.98
02/18/2022		Inv. #465395793869	5503 · Adult/Teen Programs	-33.48
02/18/2022		Inv. #844589399779	5501 · Youth Services Programs	-74.39
02/18/2022		Inv. #654985564849	5501 · Youth Services Programs	-59.99
				<u>-2,112.60</u>
Total AMAZON/SYNCB				
American Library Association				
02/24/2022		ALA Annual Mbshp. - Cain	5106 · Membership	-150.00
02/24/2022		Learning Round Table - Cain	5106 · Membership	-20.00
02/24/2022		Library Support Staff Interests Round Table - Cain	5106 · Membership	-10.00
				<u>-180.00</u>
Total American Library Association				
ATA Group, LLP (Assoc McClure InSerra CPA				
02/09/2022		Inv. #10320	5309 · Accounting Service	-1,550.00
				<u>-1,550.00</u>
Total ATA Group, LLP (Assoc McClure InSerra CPA				
Baker & Taylor				
02/10/2022		Several invoices	5501 · Youth Services Programs	-351.26
02/10/2022		Several invoices	5601 · Youth Services Books	-3,717.60
02/10/2022		Several invoices	5630 · Adult Books	-5,849.78
				<u>-9,918.64</u>
Total Baker & Taylor				
Begalka, Corey				
02/07/2022		Garden Club Mtg. - May 2022	5503 · Adult/Teen Programs	-200.00
				<u>-200.00</u>
Total Begalka, Corey				
CAIRS				
02/09/2022		Inv. #50243	5503 · Adult/Teen Programs	-312.00
02/09/2022		Inv. #50243	5315 · Other Expenditures	-186.00
				<u>-498.00</u>
Total CAIRS				
Carahsoft Technology Corp.				
02/07/2022		Inv. #27177028.00INV	5634 · Online Resources	-7,000.00
				<u>-7,000.00</u>
Total Carahsoft Technology Corp.				
CCH Inc.				

	Date	Num	Memo	Account	Amount
Total CCH Inc.	02/07/2022		Inv. #4805500257	5630 · Adult Books	-211.41
Center Point for Large Print Books					-211.41
Total Center Point for Large Print Books	02/09/2022		Inv. #1908274	5630 · Adult Books	-141.42
Comcast (internet)					-141.42
Total Comcast (internet)	02/07/2022		Service: 2/2-3/1/22	5402 · ISP and Web page hosting	-264.90
Comcast (phone)					-264.90
Total Comcast (phone)	02/14/2022		Inv. #139997267	5308 · Business Phone	-411.62
ComEd					-411.62
Total ComEd	02/28/2022		Service 1/20 - 2/18/2022	5206 · Electric-Comm Edison	-8,190.20
Complete Cleaning Co., Inc.					-8,190.20
Total Complete Cleaning Co., Inc.	02/07/2022		Inv. #C19895	5203 · Maintenance Contracts	-1,900.00
Dollar Tree					-1,900.00
Total Dollar Tree	02/24/2022		March Make & Take items5503 · Adult/Teen Programs		-139.00
EventCombo					-11.25
Total EventCombo	02/24/2022		March Make & Take items5503 · Adult/Teen Programs		-150.25
Findaway World, LLC					-65.00
Total Findaway World, LLC	02/24/2022		Order #T000296431 - Anderson's Bookshop Childre 5105 · Professional Education		-65.00
Folding Partition Services, Inc.					-779.36
Total Folding Partition Services, Inc.	02/07/2022		Inv. #376494	5606 · Youth Services Media	-125.91
Forest Preserve District of DuPage Co.					-270.38
Total Forest Preserve District of DuPage Co.	02/07/2022		Inv. #376494	5637 · Adult Media	-270.38
	02/14/2022		Inv. #378711	5637 · Adult Media	-247.88
	02/14/2022		Inv. #378711	5606 · Youth Services Media	-135.19
					-779.36
Total Folding Partition Services, Inc.	02/07/2022		Inv. #11224	7505 · Recover Partition Wall	-8,865.00
Forest Preserve District of DuPage Co.					-8,865.00

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	Date	Num	Memo	Account	Amount
Total Forest Preserve District of DuPage Co.	02/16/2022		Inv. #1000961.09	5501 · Youth Services Programs	-100.00
Gale/Cengage Learning Inc.					-100.00
	02/07/2022		Inv. #76697664	5630 · Adult Books	-56.23
	02/07/2022		Inv. #76738432	5630 · Adult Books	-83.22
	02/07/2022		Inv. #76696664	5630 · Adult Books	-83.97
	02/07/2022		Inv. #77100185	5630 · Adult Books	-77.22
Total Gale/Cengage Learning Inc.					-300.64
Garvey's Office Products					
	02/07/2022		Inv. #PINV2195314	5501 · Youth Services Programs	-215.80
	02/07/2022		Inv. #PINV2195314	5503 · Adult/Teen Programs	-107.90
	02/07/2022		Inv. #PINV2198135	5302 · Office & Equipment Supplies	-12.50
	02/09/2022		Inv. #PINV2209226	5501 · Youth Services Programs	-177.16
	02/09/2022		Inv. #PINV2209226	5302 · Office & Equipment Supplies	-176.61
	02/09/2022		Inv. #PINV2209226	5201 · Supplies	-16.30
Total Garvey's Office Products					-706.27
Graphic 5, Inc.					
	02/07/2022		Inv. #159324	5302 · Office & Equipment Supplies	-394.92
	02/07/2022		Inv. #159325	5302 · Office & Equipment Supplies	-58.22
Total Graphic 5, Inc.					-453.14
GreatAmerica Financial Services					
	02/25/2022		Inv. #31093484	5304 · Equipment Leasing	-1,197.69
Total GreatAmerica Financial Services					-1,197.69
Hirease, LLC dba Accurate Now					
	02/24/2022		Inv. #2202130293 - Bartl	5321 · Human Resources	-59.95
Total Hirease, LLC dba Accurate Now					-59.95
HR Source					
	02/24/2022		Diversity Equity Roundtable - Pellico	5105 · Professional Education	-95.00
Total HR Source					-95.00
Illinois Library Association					
	02/07/2022		Inv. #208345 - Westgate	5106 · Membership	-300.00
Total Illinois Library Association					-300.00
India For Everyone					
	02/07/2022		Inv. #2A-2608	5630 · Adult Books	-1,569.79

	Date	Num	Memo	Account	Amount
Total India For Everyone					-1,569.79
Job Target					
Total Job Target	02/24/2022		Inv. #24811427	5321 · Human Resources	-204.00
MailChimp					
Total MailChimp	02/24/2022		Subscription upgrade	5509 · Library Publicity and Promotion	-7.67
Maney, John	02/24/2022		Standard plan mthly. fee	5509 · Library Publicity and Promotion	-115.00
Total MailChimp					-122.67
Maney, John					
Total Maney, John	02/07/2022		AS Poetry Wksp. - 2/19 & 2/26	5503 · Adult/Teen Programs	-500.00
Mango Languages					
Total Mango Languages	02/09/2022		Inv. #INV009875	5634 · Online Resources	-500.00
McCully, Nancy					
Total Mango Languages					-6,700.00
McCully, Nancy					
Total McCully, Nancy	02/07/2022		AS Pgm. - Circling Lake MI - 3/7/22	5503 · Adult/Teen Programs	-150.00
Midwest Tape					
Total McCully, Nancy					-150.00
Midwest Tape					
Total Midwest Tape	02/09/2022		Several invoices	5606 · Youth Services Media	-672.63
MPLC - Motion Picture Licensing Corp.	02/09/2022		Several invoices	5637 · Adult Media	-1,305.66
Total MPLC - Motion Picture Licensing Corp.	02/09/2022		Several invoices	5651 · Digital Media	-5,964.41
MPLC - Motion Picture Licensing Corp.					
Total MPLC - Motion Picture Licensing Corp.					-7,942.70
OverDrive, Inc.					
Total MPLC - Motion Picture Licensing Corp.	02/11/2022		Inv. #504391142	5501 · Youth Services Programs	-120.91
OverDrive, Inc.	02/11/2022		Inv. #504391142	5503 · Adult/Teen Programs	-120.91
Total MPLC - Motion Picture Licensing Corp.					-241.82
OverDrive, Inc.					
Total OverDrive, Inc.	02/09/2022		Inv. #22034527	5651 · Digital Media	-495.24
Paddle.net - GeoGuesser					
Total OverDrive, Inc.					-495.24
Paddle.net - GeoGuesser					
Total Paddle.net - GeoGuesser	02/24/2022		Order #32600366-36661647	5501 · Youth Services Programs	-23.88
Paddock Publications, Inc.					
Total Paddock Publications, Inc.	02/22/2022		2 DH Subscriptions - 1/16/2022 - 1/14/2023	5635 · Magazines & Newspapers	-23.88
Paddock Publications, Inc.					
Total Paddock Publications, Inc.					-483.60

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	Date	Num	Memo	Account	Amount
Total Paddock Publications, Inc.					-483.60
Paylocity					
	02/07/2022		Inv. #109615285	5311 · Payroll Service	-338.82
	02/07/2022		Inv. #109615285	5321 · Human Resources	-308.79
	02/09/2022		Inv. #109692636	5311 · Payroll Service	-185.49
Total Paylocity					-833.10
PermaBound Books					
	02/07/2022		Inv. #1913229-00	5601 · Youth Services Books	-43.45
Total PermaBound Books					-43.45
PLA Conference					
	02/24/2022		PLA Virtual Conf. 3/23 - 3/25/22 - Hays	5105 · Professional Education	-264.00
Total PLA Conference					-264.00
PNC Bank					
	02/24/2022		Late Fee charged Feb. 2022 (to be credited in Marcl 5317 · Bank & Credit Card Fees		-39.00
	02/24/2022		Finance charged Feb. 2022 (to be credited in March 5317 · Bank & Credit Card Fees		-11.88
Total PNC Bank					-50.88
Postmaster					
	02/22/2022		Bulk Mailing Permit 64 - (2/2022-2/2023)	5301 · Postage	-265.00
	02/23/2022		March-April Newsletter Bulk Mailing Acct. Deposit	5301 · Postage	0.00
Total Postmaster					-265.00
Precision Control Systems of Chicago, Inc					
	02/07/2022		Inv. #43430	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc					-1,319.00
Rosati's Pizza					
	02/24/2022		New Hire Lunch - Wright	5321 · Human Resources	-46.97
Total Rosati's Pizza					-46.97
Sebert Landscaping, Inc.					
	02/07/2022		Inv. #233055	5204 · Landscape Maintenance/Snow Remo	-1,024.00
Total Sebert Landscaping, Inc.					-1,024.00
Sir Speedy Printing					
	02/25/2022		Inv. #83006	5509 · Library Publicity and Promotion	-55.04
Total Sir Speedy Printing					-55.04
Society for Human Resource Management					
	02/24/2022		E-Learning FMLA - Pellico5105 · Professional Education		-285.00

	Date	Num	Memo	Account	Amount
Total Society for Human Resource Management					-285.00
Staples					
	02/07/2022		Inv. #3497630444	5201 · Supplies	-26.22
	02/07/2022		Inv. #3498061792	5201 · Supplies	-28.49
	02/07/2022		Inv. #3498061792	5315 · Other Expenditures	-36.37
	02/07/2022		Inv. #3499566074	5201 · Supplies	-237.48
	02/07/2022		Inv. #3499566074	5315 · Other Expenditures	-28.81
	02/07/2022		Inv. #3499566076	5201 · Supplies	-99.83
Total Staples					-457.20
Swan (System Wide Automated Network)					
	02/07/2022		Inv. #9240	5409 · RBP/ILL Expenses	-54.06
	02/07/2022		Inv. #9285	5403 · Computer Software	-120.00
Total Swan (System Wide Automated Network)					-174.06
Target Stores					
	02/24/2022		White cardstock	5509 · Library Publicity and Promotion	-7.57
Total Target Stores					-7.57
Telcom Innovations Group, LLC					
	02/07/2022		Inv. #A58059M	5404 · Tech Support & Repair	-1,421.20
Total Telcom Innovations Group, LLC					-1,421.20
Tracfone					
	02/24/2022		Upgrade to annual plan	5308 · Business Phone	-133.75
	02/24/2022		Credit for tax charged on upgrade to annual plan	5308 · Business Phone	9.92
Total Tracfone					-123.83
University of Illinois Extension - DuPage					
	02/07/2022		March Garden Club Mtg. - 3/3/22	5503 · Adult/Teen Programs	-125.00
Total University of Illinois Extension - DuPage					-125.00
Village of Carol Stream					
	02/07/2022		Inv. #6275	5411 · Village IT Services	-8,176.13
Total Village of Carol Stream					-8,176.13
Village of Carol Stream - Benefits					
	02/14/2022		Inv. #6280	5107 · Life Insurance	-160.96
	02/14/2022		Inv. #6280	5108 · Health Insurance	-19,497.45
	02/14/2022		Inv. #6280	5109 · Benefits, other	-116.46
Total Village of Carol Stream - Benefits					-19,774.87

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	Date	Num	Memo	Account	Amount
Village of Carol Stream - IMRF					
Total Village of Carol Stream - IMRF	02/22/2022		2/11 - 2/25/2022	6620 · Illinois Municipal Retirement F	-14,459.46
Village of Carol Stream - Water Dept.					
Total Village of Carol Stream - Water Dept.	02/07/2022		Bill # 01834519	5207 · Water/Sewer	-95.19
webstaurantstore.com					
Total webstaurantstore.com	02/24/2022		Order #72052376	5201 · Supplies	-221.45
Western First Aid & Safety					
Total Western First Aid & Safety	02/07/2022		Inv. #ORD4-008416	5201 · Supplies	-162.62
Wight & Company					
Total Wight & Company	02/07/2022		Inv. #210208-003	7404 · Landscape	-3,000.00
TOTAL					<u>-118,043.55</u>

Total Disbursements for February 1, 2022 through February 28, 2022

Approved by the Library Board of Trustees March 16, 2022

 President Date

 Secretary Date

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Deduction Listing

Check Dates: 02/11/2022 to 02/25/2022

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2022021101 - 2022022501

Pay Periods: 01/23/2022 to 02/19/2022

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Garcia, Crystal	1191		11	-13.50
Olekanma, Vera	1161		11	-28.04
Wilson, Leigh Anne	1188		12	-13.96

Totals for REIMB -- REIMBURSEMENT

3 Employees

-55.50

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	3	-55.50
Totals			3	-55.50



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 2/21/2022 at 3:36 PM

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10:38 AM

03/04/22

Accrual Basis

Carol Stream Public Library
Account QuickReport
 February 2022

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	02/28/2022	ATA0204		Reclass February,...	-SPLIT-	19.47
Total 5305 · Mileage Reimbursement						19.47
Total 5300 · Business Exp.						19.47
5500 · Services						
5501 · Youth Services Programs						
General Journal	02/28/2022	ATA0204		Reclass February,...	5305 · Mileage Rei...	7.99
Total 5501 · Youth Services Programs						7.99
5503 · Adult/Teen Programs						
General Journal	02/28/2022	ATA0204		Reclass February,...	5305 · Mileage Rei...	28.04
Total 5503 · Adult/Teen Programs						28.04
Total 5500 · Services						36.03
TOTAL						55.50

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
March 16, 2022

2022/2023 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. The Library will have excess revenues over expenses for this fiscal year. The Library's expenses were much less this fiscal year based on a number of factors: staff vacancies, no print newsletter, and reduced spending on AV materials and programming as a result of the pandemic. At the April Board meeting, I will be recommending some transfers of the excess revenues from the General Fund to other Library funds. An overview of notable changes to any budget lines from the current year's budget to the FY22/23 budget will be included in the paper Board packet on Monday, as well as the new budget. I will be reviewing the FY22/23 budget with Finance Committee Chair Trustee Rogers prior to Wednesday's meeting.

VEEAM Backup Document

At the February Board meeting, Trustee Larimer inquired about VEEAM (our backup software) and ransom ware concerns. I have included a document from the Village's IT Manager with my Director's report explaining the security measures that are in place to protect the Library's backup data.

Friends Donation

The Friends of the Library donated \$1,500 to purchase books for the Youth Services 1000 Books before Kindergarten program. They also donated \$1,095 to the Adult Services department to purchase an additional scholarship for the Career Online High School program. The Friends are dedicated supporters of the Library. We thank them for their generous donation that will enhance the Library's efforts in serving the community of Carol Stream.

OMA and FOIA Certification

I completed the online Open Meetings Act (OMA) and Freedom of Information Act (FOIA) certification that I am required to complete annually. It had not been available for several years because that section of the State of Illinois website had been hacked. Trustees are required to complete the certification as part of their responsibility as a Board member, but only have to complete it once.

Traveling Exhibit

The "Telling a People's Story: African American Children's Illustrated Literature" traveling exhibit is scheduled to be delivered to our location on April 15. The Library will be having a special Open House on Sunday, April 24 from 1-4 pm to celebrate the exhibit. There are twelve

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panels that will be located throughout the Library for people to browse and peruse through June 12. Information on the exhibit can be found here:

<https://sites.miamioh.edu/tellingapeoplesstory/traveling-panel-exhibition/>

Village Geek Fest!

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

Facility Update

Comcast had their contractors out on Thursday, March 10 to begin laying the fiber optic cable along the creek side for the Library. The entire project should be completed by mid-April.

Bedrock Earthscapes crew was out on Wednesday, March 9 to do the first brush cutting in the north lot. There will be two more cuttings during the summer months.

The leak in the staff restroom toilet was repaired as well as two other toilets. All of the toilets were checked and are all in good working condition. There was no charge for the service call as they were still under warranty.

The three Back Flow preventers were tested on March 7 and passed. The results are required to be filed with the Village. This test is done annually.

Levelers were purchased and painted to remedy a situation with the Youth Services Self Check Machine counter. It was pulling away from the wall due to a variety of factors. The counter is very heavy and parents place their children on the counter when using the machine. The levelers provide the needed support and are unobtrusive. Maintenance staff did a great job finding a solution.

The loose trim on the bottom of the Adult Services and Circulation desks has been reattached.

March Employee Anniversaries

Richard Karney-3/03/98-Circulation

Amy Teske-3/17/14-Youth Services

Susan Westgate, Library Director

Village of Carol Stream
Interdepartmental Memo

TO: Susan Westgate, Library Director
FROM: Marc Talavera, Director of Information Technology
DATE: March 14, 2022
RE: VEEAM Backups

In response to your recent inquiry on how the backup system works, at a high level there are three steps to the back process.

1. Veeam creates the backup in the repository.
2. Once Veeam has created the backup, the Linux system will copy the backup to its backup repository. This hardened Linux installation protects the backup from network attacks by serving as a firewall.
3. The Veeam backup server will then copy the data to the cloud and create a triplicate of the original backup.

While backup applications have traditionally been susceptible to ransomware attacks, Veeam has created a new installation option. This new feature makes the Veeam backup immutable; much like the Linux server does in the above backup process.

For additional information, please see the below Veeam technical document:

V11: Immutable primary backup storage with a hardware-agnostic touch
<https://www.veeam.com/blog/v11-immutable-backup-storage.html>

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

	February FY 20-21	February FY 21-22	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	6,121	7,839	90,145
Videos	1,332	1,621	17,871
Audio	321	540	5,273
Periodicals	203	101	1,184
Other	154	189	2,449
Bingepasses (hoopla)	NA	13	39
E-books	3,070	2,879	30,187
E-Audio	2,111	2,168	23,192
E-Video	516	531	5,001
Digital magazines	160	943	9,262
Museum Passes	0 / 0	2 / 3	157
ILL - Borrowed from SWAN	3,210	2,920	30,027
ILL - Borrowed from Non-SWAN	41	15	254
ILL - Loaned to SWAN	991	616	6,675
ILL - Loaned to Non-SWAN	84	69	840
Total Circulation	18,314	20,444	222,556
Total Adult	11,214	11,852	124,848
Total Teen	126	104	1,571
Total Youth	6,974	8,653	96,718
Reciprocal Borrower Loans (incl. above)	359	833	7,936
Automatic Renewals (not incl. above)	9,347	12,986	145,848
Self Check - % of Circulation	24.00%	47.78%	42.50%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	36 / 392	38 / 352	243 / 3,487
Teen Number/Attendance	6 / 34	6 / 18	15 / 81
Youth - Number/Attendance	91 / 1,069	30 / 531	845 / 7,205
Total - Number/Attendance	125 / 1,495	74 / 901	1,103 / 10 773
Library Events - Number / Attendance	n/a	0/0	0 / 0
Outreach* - Number / Attendance	2 / 106	2 / 141	22 / 1,356
Facility Usage			
Library Visits (Door Count)	2,789	9,007	90,779
Curbside Pickup Transactions	1,096	150	2,485
Meeting Rooms - # of Public Bookings*	n/a	0	2
Study Rooms - # of Users*	n/a	248	1,847
Electronic Usage			
# of Database Sessions	3,143	3,449	10,302
# of Internet Sessions/Total Time	n/a	516 / 310	4,265 / 2,797
#iMac Sessions/Total Time	n/a	6 / 2	69 / 31
# of Library Website Visits	12,612	13,032	152,074
# Mobile App Views	3,625	3,462	35,213
# of Wireless Users	527	1,380	12,564

Reference Transactions			
Adult (Includes Online Chat)	938	1,251	103,202
Youth	357	343	6,159
Circulation	275	323	2,849
Total Reference Transactions	1,570	1,917	19,310

Total One-on-One Tutorials			
Adult	1	1	30
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,900	18,374	
# of Non-Resident Cards	12	12	
Total Registered Users	17,912	18,386	

Resources Owned/Licensed			
Books	60,229	63,788	
Newspapers (Print only)	24	24	
Periodicals (Print only)	133	125	
Total Print Materials	60,386	63,937	
Current Subscriptions (Print Only)	157	149	
Current E-Subscriptions	3,338	3,959	
E-Books: Downloadable	69,110	64,731	
Audio Recordings	6,540	6,857	
Audio Recordings (Downloadable)	22,969	25,165	
Videos	11,055	11,238	
Other: Video Games, Puzzles, Devices	662	730	
Databases	66	67	
Total Resources Owned/Licensed	174,126	176,684	

Professional Development Hours	96.75	74.00	736.50
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- *Study rooms & express computer stations available effective 6/14/21
- *Resumed Sunday hours 6/6/21
- * Seating resumed in Library 5/17/21
- * Library reopened to the public 2/1/2021
- * Library returned to Curbside only service effective 11/17/20
- * Library resumed full hours except on Sundays on 8/3/20.
- * Library reopened to the public with limited hours on 7/6/20.
- * Curbside pick-up service started 6/1/20.
- * Library closed 3/14/20 - 5/30/20 due to COVID-19.

*Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel and remained unavailable due to COVID-19, except for a brief period of study room use, mid-December 2019 - mid-March 2020.

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**Assistant Director's Report
February 2022**

Primary Action Items – Administration and Business Office

- Payroll - Payroll processing week of 2/7, 2/21
- Staff onboarding and offboarding as needed, including Paylocity and proxy cards
- Process donations from Windsor Park residents for the Carol Stream Author Collection.
- Coordination of monthly financial and Librarian statistic reports
- Nametag inventory ordered through Badge Warehouse - Joyce
- Monthly statistics – Confirmed how we define Library events and outreach. Library events are library-led programs that include all ages and multiple departments. Outreach programs can include "events" that are held at the Library, coordinated with an outside group/partner, and are largely run by that group/partner, which include blood drives, vaccine clinics, voter registration drives.
 - Added FY22 Vaccine clinics, blood drives, and voter registration to the calendar as outreach programs, which resulted in an higher year-to-date outreach program count than the previous month.
- USPS Bulk Mailing permit – Working to update our USPS bulk mailing permit and account in order to mail print newsletter. Re-activated our bulk mailing permit and updated some of our admin assignments to be Laura Hays. [Status 3/9/22 - Now working with Pitney Bowes to re-activate our EPS account. Laura Hays is now BSA/admin.]
- Staff locker assignments – confirmed current assignments and updated list.

Primary Action Items – Tech Services

- Items ordered – 865
- Items put into Circulation – 641
- Items catalogued – imported bib records & original cataloging - 110
- Item record edits/database clean-up - 491
- Bib record merge requests submitted to SWAN support – 8
- Conversion project items – 42
- Repair items (includes disc cleaning) - 55
- Serial record edits - 23
- Serials – Claimed Issues – 16
- No pending carts from MWT or B&T as of March 3, 2022; not received items as of March 3rd are 345 Youth and 409 Adult items.

Conversion Projects

- Juvenile Award Sticker Project
 - Monarch and Belpre Awards are 60% done – Barb
 - Caudill Award winners complete - Marie
- Peek-a-Book Project currently 50% done. - Barb

Other

- Spotlight Displays – Valentine's Day, St. Patrick's Day holiday items and How Does that Work processed - Marie
- CSD_REPAIR account review of 50 titles charged between 2017 -2020. Checked shelves but not located. Damaged items were probably discarded without updating Workflows. Records were removed.

- Ramadan Holiday home location – SWAN created new iCat4 category for us and TS staff created spine label sticker. Marie updated the home location for the items.
- Reviewed BCA report “Items Created by Home Location (print)” specially reviewing icat2 (audience) and icat3 (fiction or nonfiction) to clean up database - Marie
- Sustainable Shelves items processed – received credit for 69 items – Marie, Susan
- Serials cross-training continued.
- Launchpad tablets – Home location added for new items

Meeting Attendance

- Weekly Director and Management Team meetings- Laura
- Monthly CollectionHQ Team, IT, and Board meetings – Laura
- February 1 – SWAN Committee of the Whole – Laura
- February 10 – CollectionHQ rep call – DEI tool and PressReader - Laura
- February 10 – SWAN Acquisitions and Cataloging Users Group – Susan, Barb, Marie
- February 10 and 24 – Zoom calls with Juan Mantolnado (USPS) - Laura
- February 22 – Allstaff meeting
- February 22 – Emergency Preparedness Committee – Susan

Information technology

- There were 29 support tickets in February:
 - Employees onboarded and off boarded as needed.
 - IMac Station #2 out of service
 - Printing issues
 - Staff BizHub copier/printer not scanning to staff email.
- Aspen new SWAN catalog roll-out – Library staff are viewing the staff training video series in preparation for the soft launch of the new catalog on March 8 and the CSPL go-live on March 15 when the OPACs and our website will start using the new catalog.
- Overdrive – The legacy Overdrive app retired from the app stores February 23. Patrons can still use the Overdrive apps installed on their devices but new users will use the Libby App.
- BingePass is a new type of hoopla Instant borrow that provides patrons with unlimited access to popular streaming content for 7 days, using only one hoopla Instant borrow! The three available collections are hoopla Magazines, The Great Courses Library Collection, and Curiosity Stream with more to come in 2022. The Library is only charged \$2.99 or \$1.99 per BingePass used regardless of how much content the patron uses during that week. We have added the usage statistics to the Monthly Librarian’s Report. So far our patrons have used 39 BingePasses.
- SWAN mobile app feature survey completed using feature list from CSPL Mobile App Squad project and BCmobile app usage.
- LibraryH3lp chat platform – updated user account to allow chat communication between youth and Circ staff members. It had already been setup for adult staff.

Laura Hays

Assistant Library Director

Adult Services Department Monthly Report

February 2022

Department News:

- Desk traffic continues to keep us busy as well as helping customers online via chat
- Two additional computers for public use were put back into action
- Patrons enjoyed the dedicated table display featuring the staff made African Dress on the mannequin as well as other promotional items for Black History Month
- In diving into stats for databases, we're looking to retire our Virtual Reference resource come end of March, and bring in a Consumer Pricing/Purchase resource that already is very popular
- The new catalog for patrons is being rolled out by SWAN
- Our research databases and online resources saw a decline vs January, but that comparable is often a trend each year.
- Our desk tracking software helped identify a big jump in Teen inquiries, as well as desk interactions that were more involved with patrons, lasting 5 minutes or more. Up 74% for 5-10 minutes and up 69% for 10 minutes or more
- Tax forms requests and questions have slowed down a bit, but our supply of materials continues to be browsed and utilized. Spanish material such as instructions and forms have arrived.
- Held a programming meeting to round out our Summer to Fall offerings, which include some in person programs
- Sewing Machines will be purchased in March, to help beef up our craft supplies so we can begin to offer sewing clubs and fashion club for adults/teens
- A Friends of the Library request was made, to help cover the cost of an additional COHS scholarship; decision will be made in March at the next Friends Meeting
- The department as well as the library adjusted to the Feb mask mandate changes
- Exploring signage to help indicate behavior expectation for the Quiet Reading room

Outreach Activities:

- Homebound delivery – 41 registered, delivered 32, Items delivered 191.
- The library interviewed 3 applicants for our Career Online High School scholarship program, and all three were awarded a full scholarship courtesy of the library. We have a fourth applicant who is a nonresident, however through a RAILS grant, we are able to potentially offer a scholarship at no cost to the library or the patron.
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Held two Teen Volunteer Club Meetings
- Summer Reading club handouts and prizes have been finalized
- Continued partnership programming with DuPage Garden Club
- Connected with both the Historical Society of DuPage and Carol Stream on potential program offerings
- Participated with Glenbard North High School and the chamber in offering mock job interviews

Athens Moreno Adult Services Manager

EDI Activities:

- DEI committee met to discuss training developments for staff, translation services, as well as Pronoun discussion for nametags
- A staff wide sign up sheet of languages spoken will be available soon to help with translation requests
- Worked with CAIRS services to offer ASL translation services to a patron for two Feb programs
- Continued utilizing Collection HQ to monitor EDI within collection
- Consulted with a free translation service resource through DePaul University

Programs & Displays:

- Binge Boxes for Teens and Adults, with themes around Love Stories for Valentine's Day
- Online Quiz for patrons to get recommended book suggestions
- Take N Make African Bracelet kit for Adults (see image)
- Teen Binge Boxes offering books and movies
- Teen Dungeon & Dragons as well as Adult DnD programs
- Online Program with the DuPage Garden Club: Mushrooms at home
- Virtual Program about Job Searching during Covid Times
- Teen Volunteer Group Meeting
- African American Heroes and Sheroes Online Program
- Finding your inner voice, writing workshops (Part 1 and 2 sessions)
- EDI Learning Group Movie Discussion: *Arranged*
- Online Book Club Discussion Group
- For March our spotlight collection will feature Women's History as well as a creative mannequin outfit created by staff member
- Offered Blind date with a movie Binge Boxes (see image)

Meetings:

- Bi Weekly Management Meetings
- All staff Meeting
- Programming for AS Summer/Fall
- EDI Committee Meeting

Resources and Collection News:

- Exploring ways to promote our databases, online as well as in person
- Ordering of material continues with March being the final month before FY ends in April
- Shifting and weeding continues on selection areas as needed
- Staff is demoing a new database, Consumer's Checkbook

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Athens Moreno Adult Services Manager

- A demo of Newsbank was coordinated as well as AtoZ Databases

Continued Education & Training:

- Graphic Novels for All
- Training Session for Collection HQ with vendor
- Training and Intro Session with both our COHS resource, as well as Tutor.Com through respected vendors
- Career Online High School Networking Group
- February of Forge Webinar Series: Topics included Historical Fiction, Murder Mysteries, and debut authors. This was a 4 part series
- February ALMA Book Buzz Webinar
- Building Connections: Assessing the needs of the community
- Community Engagement Presented by Laconi
- Aspen New Catalog training webinars
- Website Drupal Learning Web course via LinkedIn Learning

Our Black History Month take n Make kit featured these African Bracelets



New potential resource for patrons





Youth Services Report February 2022

Program Highlights

- Leigh Anne Wilson did another “It’s a Beautiful Day in the Neighborhood” program on Valentine’s Day that had 25 participants watch a Mr. Rogers program and do related activities. Participants made Valentine’s for homebound patrons. Pictures below.
- Adriana Albers had the Forest Preserve District of DuPage County come to Homeschool Hangout to talk about animals. They brought a bunch of animal exhibits for the participants to look at and touch to learn about animal characteristics. 24 were in attendance on 2/17.
- CSPL Kits for this month for preschoolers were a Conversation Hearts Activity and a Pinecone Birdfeeder. For K-5th grade, it was Valentine’s Day Lava Lamp Experiment and a Paper Snow Globe craft.
- All of a sudden, at the end of February, in person storytimes are full with waiting lists. We added “Encore Preschool Pals” storytimes for March and April and will increase the storytimes to be very close to prepandemic levels starting in May. Parents seem to be very interested in returning to in person storytimes and not many people have been coming to the virtual times. Therefore, starting in May we will cut down the weekday virtual storytimes to one time a month and keep the one evening Twilight Tales virtual as well.
- Between 2/14-28, Youth Services served as the distribution point for the Birth to 5 Community Coalition’s Let’s Play Activity Packs. These included play ideas and supplies from Birth to 5 Coalition partners. 100 packs were distributed for this outreach event.

Patron Service and Reference

- 83 Binge Box requests were filled during February.
- Youth Staff had 343 interactions with the public during February.

Professional Development

- Youth Staff did 17.5 hours of training through online webinars, Aspen training and the Anderson’s Children’s Literature Author Breakfast.

Other

- Amy Teske set up a practicum with a COD student who needs to practice doing American Sign Language for programs. We set up times when she can attend programs and record herself on her own equipment to submit to her advisor for evaluation. She is attending mostly Zoom programs for both adults and youth so that she will have practice with a wide variety of subjects and vocabulary. She needs to do 40 hours of practice before the end of May.

Personnel

- Samantha Wright started as Youth Services Assistant Manager on February 15.

Meeting Attendance

- 2/1 – DEI Committee – Aneesa Iqbal
- 2/3, 10, 24 – Management Team Meeting – Amy Teske
- 2/7 – CollectionHQ Team – Amy Teske, Adriana Albers
- 2/10 – CollectionHQ Review with Success Manager – Amy Teske, Laura Hays, Athens Moreno
- 2/14 – Birth to 5 Planning Meeting – Amy Teske
- 2/16 – Meeting with Practicum Student – Amy Teske
- 2/16 – Board Meeting – Amy Teske
- 2/22 – All Staff
- 2/22 – Emergency Preparedness Meeting – Clare Meehan

Respectfully Submitted,
Amy Teske, Youth Services Manager



Homebound Valentine Cards



Homeschool Hangout

February 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 7,850 Checkouts and renewals
- 150 Curbside deliveries
- 70 new resident account registrations
- 5 new Special account registrations
- 22 Digital accounts checked against the database
- 14,270 Check ins
- 14,000 items shelved
- 3,472 hold requests made available

Jeri participated in:

- Management Team meetings on February 6, 13 and 20.
- SWAN BC Circulation module update on February 11th.
- ALLSTAFF meeting
- SWAN's fireside chat on February 22nd.
- Interviews with potential candidates for the Circulation Clerk position on February 21st and 26th.

In addition:

- We welcomed new Full-Time Circulation Coordinator to the department and library on February 21st.
- All circulation staff completed five modules of training for the new patron catalog, Aspen, during February.

Submitted by Jeri L. Cain

3/13/2022

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Human Resources
Monthly Report
March 2022

Administration

- Met with Kiersten Lera from the Ability Program to discuss the possibility of our cleaning intern becoming an employee.
- Continue to work with Emergency Preparedness Committee as we begin to bring Manual together.
- Arranged for a Perspectives presentation on Self-Care Tips During the Prolonged Pandemic on March 15.

Benefits

- Working with our Benefits Consultant to plan a Benefit Fair for our employees in May.

Performance Management

- Managers have access to their staff reviews and will begin writing reviews. Reviews will be completed by the end of March. Managers will then meet with staff in April to discuss reviews.

Staffing & Onboarding

- Orientation was held for both Sam Wright and Nancy Bartl. Management Team and Allison Porch took an active role in Orientation.
- Met with Sam Wright and Nancy Bartl to discuss the employee handbook.
- Worked with Jeri Cain and Melanie Johnson to fill the two circulation clerk positions. Carrie Liszka will be joining the Library as a Circulation Clerk on March 15. Carrie found out about our opening through the Employee Newsletter.
- As part of the onboarding process met with Athens Moreno.

Continued Education & Training

- FMLA
- 3 Key Takeaways from the Illinois Consumer Coverage Disclosure Act
- Attended Library Roundtable

Submitted,
Mary Pellico

Marketing Report



February 2022

Activities

- Promotions resulted in 200 event registrations
- Produced March-April print newsletter and posted digital version to the website
- Distributed information about the Trustee vacancy (special email, social media posts, in-house signage)
- Updated Friends of the Library page on the website
- Promoted the Circulation positions (special email, in-house signage, etc.)
- Updated information on mask requirements (signs, website, etc.)
- SWAN catalog trainings

Statistics:

Facebook

2,687 followers	Total impressions: 25,885	Total engagements: 2,020
Last 12 months:	<p>Impressions</p> 	<p>Engagement</p> 

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



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

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Top three posts from February:

	<p> Molly Hodgdon @Manglewood</p> <p>I love the reaction of cat lovers upon seeing a cat. Every single time the level of excitement is like they've read about cats for decades but never actually seen one in real life and they're SO EXCITED. Every. Single Time. Even if it's the hundredth cat they've seen that day.</p>	<p>Love the Library? Become a Trustee!</p> 
<p>People reached: 2022 Engagements: 289</p>	<p>People reached: 1855 Engagements: 177</p>	<p>People reached: 1524 Engagements: 51</p>

Twitter

<p>Followers: 1,445</p>	<p>Total impressions: 6,586</p>	<p>Total engagement: 9717</p>
<p>Last 12 months:</p>	<p>Impressions:</p> 	<p>Engagement:</p> 

Top tweets from February:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Carol Stream Public Library @CarolStreamPL Feb 25			188	2	1.1%
<p>#currentlyreading A book making the rounds in the news. Blood, Sweat & Chrome : The Wild and True Story of Mad Max: Fury Road by Kyle Buchanan.</p> <p>The movie seems to have been just as crazy behind the scenes as it was on camera. #MadMax pic.twitter.com/A4XDhuD8Xv</p> <p><small>View Tweet activity</small></p>						
	Carol Stream Public Library @CarolStreamPL Feb 23			177	5	2.8%
<p>Rumor Control:</p> <p>For those who enjoy our eBooks, eAudiobooks, and eMagazines through Overdrive you may hear that Overdrive is going away.</p> <p>Not true. Rather, the E-Media app. is being removed from the app. store for their new app. Libby. Which gives you access to the same material. pic.twitter.com/lxpnBpmGbR</p> <p><small>View Tweet activity</small></p>						
	Carol Stream Public Library @CarolStreamPL Feb 22			294	17	5.8%
<p>Happy Tuesday 2-22-22 everyone! IMG SRC: KTLA.com. pic.twitter.com/fwkuJ1IW9</p> <p><small>View Tweet activity</small></p>						

Promotional Emails

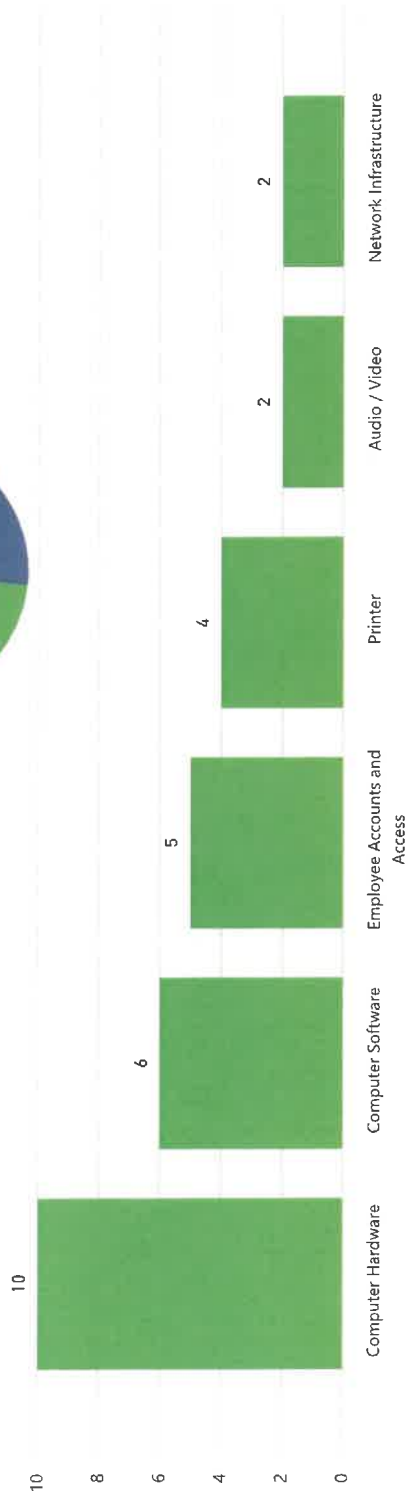
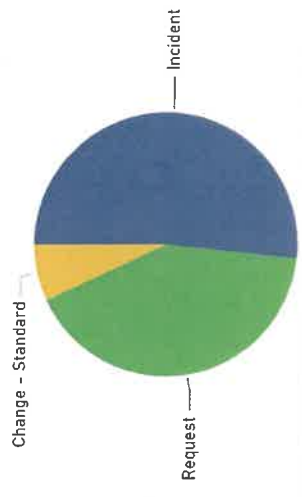
February 2	Hot Off the Presses	Open rate: 33%	Click rate: 2.4%
February 7	Love the Library? Become a Trustee!	Open rate: 36%	Click rate: 2.5%
February 9	Don't forget to save your seat	Open rate: 31.7%	Click rate: 1.3%
February 14	Join our team!	Open rate: 33.5%	Click rate: 1.9%
February 16	7000 Magazines & Newspapers Now Available	Open rate: 33.4%	Click rate: 1.6%
February 23	Get a sneak peak at the March/April newsletter	Open rate: 31.6%%	click rate: 2.4%

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	15
Request	12
Total	29

CategoryName	Count
Audio / Video	2
Computer Hardware	10
Computer Software	6
Employee Accounts and Access	5
Network Infrastructure	2
Printer	4
Total	29



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.