

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: June 15, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of May 18, 2022
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2022
8. COMMITTEE REPORTS
9. NEW BUSINESS
 - 9.1 Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR) for FY2022
 - 9.2 Discussion: Amendment to Public Library Act 1991, Section 30-25. Vacancies
10. DISBURSEMENTS
 - 10.1 Approval of Disbursements of May 1-31, 2022 plus the Addendum for the Meeting of June 15, 2022
11. REPORT OF THE LIBRARY DIRECTOR
12. MONTHLY STAFF REPORTS
13. UNFINISHED BUSINESS

None

14. BOARD MEMBER REPORTS

15. ADJOURN

Next Resolution: #297

Mansi Patel, Secretary
Board of Library Trustees

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

DATE: May 18, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:02 p.m.

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

3. Roll Call

Director Westgate called the Roll.

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

Absent: Trustee Patel

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno and Youth Services Manager Amy Teske

4. PUBLIC PARTICIPATION – Citizen Hal Bilodeau shared his concerns regarding a special June Storytime program to be presented by Youth Services staff. He recommended that information on the presenter and content of the program be provided to the registrants.

5. CONSENT AGENDA

Trustee Olson moved and **Trustee Hudspeath seconded** the establishment of a Consent Agenda for the Regular Meeting May 18, 2022. Motion approved.

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

Nays 0

Absent..... Trustee Patel

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

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

Nays 0

Absent..... Trustee Patel

5.1 Minutes of the Regular Board meeting of April 20, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2022

5.3 Recommendation, Re: Approval of the Annual Report to the Village for FY2022

5.4 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2022

5.5 Recommendation, Re: Approval of Revision to Marketing Coordinator Job Description

- 5.6 Recommendation, Re: Approval of Custodian Job Description
- 5.7 Recommendation, Re: Approval of ATA Group Accounting Services for FY23
- 5.8 Approval of Disbursements of April 1-30, 2022 plus the Addendum for the Meeting of May 18, 2022

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

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Larimer and Lynch
Nays 0
Absent..... Trustee Patel

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

Recommendation, Re: Approval of the Annual Report to the Village for FY2022

Background information:

The Director prepared the Annual Report (FY21/22) for the Village as required by state law. It includes an overview of the Library’s past fiscal year’s finances and services.

Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2022

Background information:

Public Law 92-0166 requires annual Board action and notification to the Library’s regional library system, RAILS, for how the Library will be calculating non-resident library card fees. The Library uses the tax method. The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant’s property – the same as the calculation for a resident which is currently .2752 % for their 2021 property taxes. This rate tends to change each year and requires annual Board approval. The fee for renters is equal to 15% of the average monthly rent.

Recommendation, Re: Approval of Revision to Marketing Coordinator Job Description

Recommendation, Re: Approval of Custodian Job Description

Background Information:

The HR Committee met on May 18, 2022 and reviewed the Custodian job description and the revision to the Marketing Coordinator job description. Following review, the committee came to a consensus to approve the job descriptions at the Regular Board meeting.

Recommendation, Re: Approval of ATA Group Accounting Services for FY23

Background Information:

The Library’s Accounting Service, ATA Group, LLP’s new monthly accounting service fee is \$1,150, an increase of \$50/month over last fiscal year’s rate, an increase of 4.5%.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1-30, 2022 plus the Addendum for the meeting of May 18, 2022 in the amount of \$345,475.89.

6. REPORT OF THE LIBRARY DIRECTOR

Trustee Lynch asked about the Library’s after school security services being cancelled for the remaining period of this school year. The Director stated that staff are confident that they are able to address any current behavior policy violations that may occur. Security service needs will be reviewed prior to the start of the new school year in August. He asked about the leak that the building experienced in a section of the north end of the building. The flashing in one area experiences leakage into the building when the rain is blown in a specific direction. Maintenance staff are confident that they will be able to either have a contractor come out and address the issue or caulk the area themselves. Trustee Lynch reminded the Board about the parade on July 2 and encouraged Trustee participation. Trustee Leszczewicz will be attending a Trustee Workshop on May 21. Director Westgate shared that Geek Fest!, scheduled on Saturday, May 21, may be rescheduled due to the weather forecast of thunderstorms that day.

7. MONTHLY STAFF REPORTS

The Board commented on the new flyer that was prepared in the Adult Services department for small businesses in the area. They were especially impressed with the Book-A-Librarian Business appointment that is available for small business owners to have a one-on-one experience with the Library’s Business Librarian to learn about library resources that could benefit their business.

8. UNFINISHED BUSINESS – None

9. BOARD MEMBER REPORTS-None

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:13 p.m.

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

Nays 0

Absent..... Trustee Patel

June 15, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 185,747.44	\$ 2,195,741.25
Working Cash	51,001.33	27.15	51,028.48
FICA	94,437.66	5,859.16	100,296.82
IMRF	96,867.26	7,556.39	104,423.65
Liability Insurance	12,750.82	2,684.99	15,435.81
Audit	6,827.41	1,432.00	8,259.41
Capital Maintenance & Repair	1,593,709.55	848.33	1,594,557.88
Building Renovation Loan	<u>3,536.59</u>	<u>30,292.92</u>	<u>33,829.51</u>
TOTAL ALL FUNDS	<u>\$ 3,869,124.43</u>	<u>\$ 234,448.38</u>	<u>\$ 4,103,572.81</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 5/31/22

Nancy Olson, Board Treasurer 5/31/22

Susan Westgate, Library Director 5/31/22

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 764,804.68
OLD SECOND BANK	PAYROLL	154,161.12
OLD SECOND BANK-MONEY MARKET	INVESTMENT	164,038.31
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,019,541.84
PROPAY	ELECTRONIC	287.34
ASPEN/PAYPAL	ELECTRONIC	96.73
CASH BANK	CASH DRAWER	<u>769.99</u>
	TOTAL	<u><u>\$ 4,103,700.01</u></u>

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

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of May 31, 2022 and April 30, 2022, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date May 31, 2022, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

June 6, 2022

In Association With:

MCCLURE INSERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS



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

	May 31, 22	Apr 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	764,804.68	286,812.08	477,992.60
10-1008 · Old Second Payroll Account	154,161.12	76,300.57	77,860.55
10-1014 · Illinois Funds-Prime	3,019,541.84	3,017,495.98	2,045.86
10-1024 · Old Second Money Market Acct	164,038.31	487,290.60	-323,252.29
10-1025 · ProPay	287.34	502.77	-215.43
10-1026 · Cash Bank	769.99	774.70	-4.71
10-1027 · Aspen/Paypal	96.73	74.93	21.80
10-1090 · Allocated Cash-General Fund	-1,907,831.56	-1,859,130.62	-48,700.94
Total 10-1000 · Library Fund Cash	2,195,868.45	2,010,121.01	185,747.44
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,028.48	51,001.33	27.15
30-1190 · Allocated Cash-FICA Fund	100,296.82	94,437.66	5,859.16
40-1090 · Allocated Cash-IMRF Fund	104,423.65	96,867.26	7,556.39
50-1090 · Allocated Cash-Liability Fund	15,435.81	12,750.82	2,684.99
60-1090 · Allocated Cash-Audit Fund	8,259.41	6,827.41	1,432.00
70-1090 · Allocated Cash-Capital R&M Fund	1,594,557.88	1,593,709.55	848.33
80-1090 · Allocated Cash-Debt Service	33,829.51	3,536.59	30,292.92
Total 1190 · Allocated Cash-Fund Balances	1,907,831.56	1,859,130.62	48,700.94
Total Checking/Savings	4,103,700.01	3,869,251.63	234,448.38
Total Current Assets	4,103,700.01	3,869,251.63	234,448.38
TOTAL ASSETS	4,103,700.01	3,869,251.63	234,448.38
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	127.20	127.20	0.00
Total Credit Cards	127.20	127.20	0.00
Total Current Liabilities	127.20	127.20	0.00
Total Liabilities	127.20	127.20	0.00
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	2,009,993.81	1,917,356.41	92,637.40
20-2900 · Fund Balance-Working Cash	51,001.33	50,846.41	154.92
30-2900 · Fund Balance-FICA Fund	94,437.66	106,402.32	-11,964.66
40-2900 · Fund Balance-IMRF Fund	96,867.26	84,847.54	12,019.72
50-2900 · Fund Balance-Liability	12,750.82	11,040.33	1,710.49
60-2900 · Fund Balance-Audit	6,827.41	7,840.24	-1,012.83
70-2900 · Fund Balance-Capital R&M	1,593,709.55	1,627,532.77	-33,823.22
80-2900 · Fund Balance-Debt Service	3,536.59	103,541.42	-100,004.83
Total 2900 · Beginning Fund Balances	3,869,124.43	3,909,407.44	-40,283.01
Net Income	234,448.38	-40,283.01	274,731.39
Total Equity	4,103,572.81	3,869,124.43	234,448.38
TOTAL LIABILITIES & EQUITY	4,103,700.01	3,869,251.63	234,448.38

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

Ordinary Income/Expense	May 22	Annual Budget	% of Budget
Income			
3000 · Property Taxes			
3001 · Property Tax Current	484,571.23	3,744,461.00	12.94%
3002 · Property Taxes Non-Current	0.00	1,000.00	0.0%
Total 3000 · Property Taxes	484,571.23	3,745,461.00	12.94%
3100 · PPR Taxes	0.00	50,000.00	0.0%
3200 · Interest Income			
3201 · Interest Income Taxes	0.00	500.00	0.0%
3202 · Interest Income Investments	2,059.52	8,100.00	25.43%
Total 3200 · Interest Income	2,059.52	8,600.00	23.95%
3300 · Patron Payments			
3301 · Fines & Fees	282.29	6,000.00	4.71%
3302 · Public Copy Payments	531.52	6,000.00	8.86%
3303 · Non-Resident Card Fees	0.00	2,000.00	0.0%
3304 · Sale Items	0.00	500.00	0.0%
Total 3300 · Patron Payments	813.81	14,500.00	5.61%
3400 · Donations	20.00	5,000.00	0.4%
3500 · Developer Contributions	0.00	500.00	0.0%
3600 · RBP/ILL Reimbursements	71.15	500.00	14.23%
3700 · Grants			
3701 · Per Capita Grants	0.00	58,800.00	0.0%
3702 · Other Grants/Awards	0.00	1,000.00	0.0%
Total 3700 · Grants	0.00	59,800.00	0.0%
3800 · Other Income	88.20	2,500.00	3.53%
Total Income	487,623.91	3,886,861.00	12.55%
Gross Profit	487,623.91	3,886,861.00	12.55%
Expense			
5100 · Salaries			
5101 · Exempt Staff Salaries	48,365.88	643,000.00	7.52%
5102 · Non-Exempt Staff Salaries	86,508.04	1,320,000.00	6.55%
5103 · Custodial Salaries	6,107.12	89,000.00	6.86%
5105 · Professional Education	0.00	15,000.00	0.0%
5106 · Membership	100.00	4,000.00	2.5%
5107 · Life Insurance	149.88	2,000.00	7.49%
5108 · Health Insurance	17,053.30	230,000.00	7.41%
5109 · Benefits, other	102.38	3,000.00	3.41%
5110 · Trustee Development	17.55	3,500.00	0.5%
Total 5100 · Salaries	158,404.15	2,309,500.00	6.86%
5200 · Plant Maint.			
5201 · Supplies	403.47	15,000.00	2.69%
5202 · Maintenance/Repair	53.63	10,000.00	0.54%
5203 · Maintenance Contracts	4,124.00	52,400.00	7.87%
5204 · Landscape Maintenance/Snow Remo	1,443.56	15,000.00	9.62%
5205 · Furniture/Equipment	44.99	7,000.00	0.64%

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

	May 22	Annual Budget	% of Budget
5206 · Electric-Comm Edison	0.00	47,000.00	0.0%
5207 · Water/Sewer	141.87	8,000.00	1.77%
5208 · Insurance (Property)	0.00	11,000.00	0.0%
Total 5200 · Plant Maint.	6,211.52	165,400.00	3.76%
5300 · Business Exp.			
5301 · Postage	0.00	3,000.00	0.0%
5302 · Office & Equipment Supplies	904.41	7,000.00	12.92%
5303 · Printing	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	2,395.38	18,000.00	13.31%
5305 · Mileage Reimbursement	47.92	1,500.00	3.2%
5306 · Legal Notices	0.00	600.00	0.0%
5308 · Business Phone	409.35	6,000.00	6.82%
5309 · Accounting Service	1,100.00	14,500.00	7.59%
5310 · Material Recovery Fees	88.65	1,000.00	8.87%
5311 · Payroll Service	569.16	7,000.00	8.13%
5312 · Attorney Fees	435.00	6,000.00	7.25%
5315 · Other Expenditures	245.33	6,000.00	4.09%
5317 · Bank & Credit Card Fees	15.56	100.00	15.56%
5319 · Security Service	0.00	20,000.00	0.0%
5320 · Donation Recd Expense	0.00	5,000.00	0.0%
5321 · Human Resources	1,964.32	14,000.00	14.03%
Total 5300 · Business Exp.	10,569.50	111,700.00	9.46%
5400 · Automat. & Dept. Oper.			
5401 · Automation Hardware	300.66	10,000.00	3.01%
5402 · ISP and Web page hosting	0.00	14,000.00	0.0%
5403 · Computer Software	0.00	6,000.00	0.0%
5404 · Tech Support & Repair	12,379.41	20,000.00	61.9%
5405 · Technical Services Supplies	340.82	4,000.00	8.52%
5406 · Circulation Supplies	0.00	4,000.00	0.0%
5408 · Tech Serv Online Resources	0.00	15,000.00	0.0%
5409 · RBP/ILL Expenses	0.00	500.00	0.0%
5410 · SWAN Consortium	0.00	47,000.00	0.0%
5411 · Village IT Services	8,176.13	102,000.00	8.02%
Total 5400 · Automat. & Dept. Oper.	21,197.02	222,500.00	9.53%
5500 · Services			
5501 · Youth Services Programs	3,374.21	32,000.00	10.54%
5503 · Adult/Teen Programs	1,623.36	25,000.00	6.49%
5505 · Library Newsletter	0.00	38,400.00	0.0%
5509 · Library Publicity and Promotion	2,510.05	20,000.00	12.55%
Total 5500 · Services	7,507.62	115,400.00	6.51%
5600 · Collection			
5601 · Youth Services Books	319.29	55,000.00	0.58%
5606 · Youth Services Media	169.41	20,000.00	0.85%
5630 · Adult Books	1,791.97	72,000.00	2.49%
5634 · Online Resources	1,195.00	30,000.00	3.98%

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

	May 22	Annual Budget	% of Budget
5635 · Magazines & Newspapers	7,825.74	12,000.00	65.22%
5637 · Adult Media	1,750.61	40,000.00	4.38%
5651 · Digital Media	10,610.15	110,000.00	9.65%
5652 · Grant/Award Expense	0.00	58,800.00	0.0%
5600 · Collection - Other	14.50		
Total 5600 · Collection	23,676.67	397,800.00	5.95%
6600 · Payroll Expenses			
6610 · FICA Expense	10,438.72	160,000.00	6.52%
6620 · Illinois Municipal Retirement F	15,170.33	230,000.00	6.6%
Total 6600 · Payroll Expenses	25,609.05	390,000.00	6.57%
6900 · Operating Xfers In (Out)			
6920 · Working Cash Fund	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	20,000.00	0.0%
7102 · Risk Management expense	0.00	3,000.00	0.0%
7103 · Unemployment Compensation Insur	0.00	5,000.00	0.0%
7201 · Audit Expense	0.00	13,000.00	0.0%
7400 · Capital Expenditures			
7401 · Furniture	0.00	10,000.00	0.0%
7402 · Parking Lot Repair	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	50,000.00	0.0%
7404 · Landscape	0.00	50,000.00	0.0%
7405 · Memorials	0.00	1,000.00	0.0%
7406 · Other Capital Expenditures	0.00	50,000.00	0.0%
Total 7400 · Capital Expenditures	0.00	173,000.00	0.0%
7500 · Special Capital Projects			
7503 · Front Entrance Outdoor Renovati	0.00	250,000.00	0.0%
7504 · Capital Replacement Study	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	10,000.00	0.0%
7507 · Automation Equipment	0.00	30,000.00	0.0%
7509 · Security Upgrades	0.00	4,000.00	0.0%
Total 7500 · Special Capital Projects	0.00	309,000.00	0.0%
Total Expense	253,175.53	4,235,400.00	5.98%
Net Ordinary Income	234,448.38	-348,539.00	-67.27%
Other Income/Expense			
Other Expense			
8000 · Debt Repayment Expense	0.00	234,461.00	0.0%
Total Other Expense	0.00	234,461.00	0.0%
Net Other Income	0.00	-234,461.00	0.0%
Net Income	234,448.38	-583,000.00	-40.21%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	May 22	May 22	May 22	May 22	May 22	May 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	411,250.85	411,250.85	0.00	0.00	16,247.61	16,247.61
3200 · Interest Income	1,069.91	1,069.91	27.15	27.15	50.27	50.27
3300 · Patron Payments	813.81	813.81	0.00	0.00	0.00	0.00
3400 · Donations	20.00	20.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	71.15	71.15	0.00	0.00	0.00	0.00
3800 · Other Income	88.20	88.20	0.00	0.00	0.00	0.00
Total Income	413,313.92	413,313.92	27.15	27.15	16,297.88	16,297.88
Gross Profit	413,313.92	413,313.92	27.15	27.15	16,297.88	16,297.88
Expense						
5100 · Salaries	158,404.15	158,404.15	0.00	0.00	0.00	0.00
5200 · Plant Maint.	6,211.52	6,211.52	0.00	0.00	0.00	0.00
5300 · Business Exp.	10,569.50	10,569.50	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	21,197.02	21,197.02	0.00	0.00	0.00	0.00
5500 · Services	7,507.62	7,507.62	0.00	0.00	0.00	0.00
5600 · Collection	23,676.67	23,676.67	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,438.72	10,438.72
Total Expense	227,566.48	227,566.48	0.00	0.00	10,438.72	10,438.72
Net Ordinary Income	185,747.44	185,747.44	27.15	27.15	5,859.16	5,859.16
Net Income	185,747.44	185,747.44	27.15	27.15	5,859.16	5,859.16

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	May 22	May 22	May 22	May 22	May 22	May 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	22,675.16	22,675.16	2,678.20	2,678.20	1,428.37	1,428.37
3200 · Interest Income	51.56	51.56	6.79	6.79	3.63	3.63
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
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	22,726.72	22,726.72	2,684.99	2,684.99	1,432.00	1,432.00
Gross Profit	22,726.72	22,726.72	2,684.99	2,684.99	1,432.00	1,432.00
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	15,170.33	15,170.33	0.00	0.00	0.00	0.00
Total Expense	15,170.33	15,170.33	0.00	0.00	0.00	0.00
Net Ordinary Income	7,556.39	7,556.39	2,684.99	2,684.99	1,432.00	1,432.00
Net Income	7,556.39	7,556.39	2,684.99	2,684.99	1,432.00	1,432.00

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	May 22	May 22	May 22	May 22	May 22	May 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	30,291.04	30,291.04	484,571.23	484,571.23
3200 · Interest Income	848.33	848.33	1.88	1.88	2,059.52	2,059.52
3300 · Patron Payments	0.00	0.00	0.00	0.00	813.81	813.81
3400 · Donations	0.00	0.00	0.00	0.00	20.00	20.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	71.15	71.15
3800 · Other Income	0.00	0.00	0.00	0.00	88.20	88.20
Total Income	848.33	848.33	30,292.92	30,292.92	487,623.91	487,623.91
Gross Profit	848.33	848.33	30,292.92	30,292.92	487,623.91	487,623.91
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	158,404.15	158,404.15
5200 · Plant Maint.	0.00	0.00	0.00	0.00	6,211.52	6,211.52
5300 · Business Exp.	0.00	0.00	0.00	0.00	10,569.50	10,569.50
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	21,197.02	21,197.02
5500 · Services	0.00	0.00	0.00	0.00	7,507.62	7,507.62
5600 · Collection	0.00	0.00	0.00	0.00	23,676.67	23,676.67
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,609.05	25,609.05
Total Expense	0.00	0.00	0.00	0.00	253,175.53	253,175.53
Net Ordinary Income	848.33	848.33	30,292.92	30,292.92	234,448.38	234,448.38
Net Income	848.33	848.33	30,292.92	30,292.92	234,448.38	234,448.38

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2022
CAROL STREAM PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30086
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0078
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Carol Stream Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	616 Hiawatha Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Carol Stream
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60188
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	616 Hiawatha Drive
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Carol Stream
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60188
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	6306530755
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	0
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.cslibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Susan Westgate
1.15 Title	Library Director
1.16 Library Director's E-mail	swestgate@cslibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries: _____

Legal name of library you contract with: _____

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	39,854
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
CAROL STREAM P.L.	CAROL STREAM PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
CAROL STREAM P.L.	30086	3008600

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
CAROL STREAM P.L.	616 HIAWATHA DRIVE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
CAROL STREAM P.L.	CAROL STREAM		60188	

County & Phone

Location	2.9a County	2.9b If the outlet's county has	2.10a Telephone	2.10b If the outlet's phone number
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[PLSC 707] changed, then enter the updated answer here.	[PLSC 708] has changed, then enter the updated answer here.
CAROL STREAM P.L. DuPage	6306530755

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
CAROL STREAM P.L.	28,358		

IDS

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
CAROL STREAM P.L.	13,588	52	113,776	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Susan Westgate
3.5 Telephone Number of Person Preparing Report	630-563-0755
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	swestgate@cslibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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Referendum 1

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Mary Hudspeath
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-653-7923
5.9 E-mail Address	trusteehudspeath@gmail.com
5.10 Home Address	1058 Bedford Drive
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Second member

5.5 Name	Mansi Patel
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	847-791-1439
5.9 E-mail Address	trusteemansi@gmail.com
5.10 Home Address	1034 Idaho Street
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Third member

5.5 Name	Justin Lynch
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-664-5460
5.9 E-mail Address	trusteelynch@yahoo.com
5.10 Home Address	1345 Coldspring
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Fourth member

5.5 Name	David Larimer
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-876-2482
5.9 E-mail Address	trusteelarimer@comcast.net
5.10 Home Address	732 Buffalo Circle
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Fifth member

5.5 Name	Tim Rogers
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-589-2864
5.9 E-mail Address	trusteerogers@gmail.com
5.10 Home Address	1055 Parkview Circle
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Sixth member

5.5 Name	Tara Leszczewicz
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-532-8638
5.9 E-mail Address	trusteeleszczewicz@gmail.com

5.10 Home Address	1368 Yorkshire Lane
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Seventh member

5.5 Name	Nancy Olson
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-200-3944
5.9 E-mail Address	cspl.trustee.nancy@gmail.com
5.10 Home Address	688 Thunderbird Tr.
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2 Total Number of Meeting Rooms	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	2
6.3 Total Number of Study Rooms	5
6.3b Total number of times study room(s) used by the public during the fiscal year	2,442

Capital Needs Assessment**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$6,956,311
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the	IPLAR 7.9 Fiscal Accumulations The Library Board

reason(s) for the fiscal accumulations.

continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$442,637 (subject to audit) remaining to add to the Library's Reserve Funds. The surplus this year was a result of staffing adjustments, staff vacancies, new vendor contracts, and reductions in some of our yearly expenses. The Library had the following outstanding fund balances in the special fund accounts at the end of the fiscal year: Working Cash \$51,001; FICA \$94,438; IMRF \$96,867; Liability Insurance \$12,751; Audit \$6,827; Capital Maintenance & Repair \$1,593,710, (subject to audit).

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$1,092,325

The Library entered into an intergovernmental loan agreement with the Village of Carol Stream for \$2,000,000. These funds are required to pay for the Library's renovation project. The terms of the loan are ten years at 3% with an annual payment to the Village of \$234,461.01 which is due December, 1 2019-2028.

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,710,617
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,710,617

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$58,573
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$84,947
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$143,520

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$16,629
8.14 Other receipts intended to be used for operating expenditures	\$27,579
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$44,208
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,898,345
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	CSPL Certificate of Insurance 2022.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$1,820,572
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$517,306
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,337,878

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$122,296
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$171,547
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$49,481
10.3b Please provide an explanation of the other types of material expenditures. DVDs, videogames, audiobooks, music CDs, Playaway audios, Launch Pads, hotspots and puzzles	
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$343,324

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$591,356
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,272,558

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$2,786
12.5 If Other, please specify	Interest Income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$2,786

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$111,609

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	21	21	\$728.04	644.80
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$75.94	37.50	
Assistant Director	Assistant Library Director	\$53.07	37.50	
Adult Services Manager	Adult Services	\$39.73	37.50	
Youth Services Manager	Children's Services	\$43.42	37.50	
YS Assistant Manager	Children's Services	\$27.95	37.50	
Circulation Manager	Circulation	\$43.43	37.50	
AS Librarian	Adult Services	\$33.10	37.50	
AS Librarian	Adult Services	\$29.31	37.50	
AS Librarian	Adult Services	\$31.42	37.50	
AS Librarian	Adult Services	\$31.32	37.50	
AS Librarian	Adult Services	\$28.46	37.50	
YS Librarian	Children's Services	\$33.90	37.50	

YS Librarian	Children's Services	\$27.50	37.50
YS Librarian	Children's Services	\$27.60	37.50
AS Librarian	Adult Services	\$26.39	14.30
AS Librarian	Adult Services	\$26.65	14.00
AS Librarian	Adult Services	\$33.90	13.00
AS Librarian	Adult Services	\$29.10	16.50
YS Librarian	Children's Services	\$26.35	16.00
YS Librarian	Children's Services	\$33.90	30.00
YS Librarian	Children's Services	\$25.60	16.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] 16.12

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
---------	---------------------	------------------------	----------------------	------------------	------------------------

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)
 13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] 16.12

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	272.75
13.14 Minimum hourly rate actually paid	\$12.33
13.15 Maximum hourly rate actually paid	\$38.90
13.16 Total FTE Group C employees (13.13 / 40)	6.82

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	81.00
13.18 Minimum hourly rate actually paid	\$14.39
13.19 Maximum hourly rate actually paid	\$14.97
13.20 Total FTE Group D employees (13.17 / 40)	2.03

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	65.00
13.22 Minimum hourly rate actually paid	\$17.90
13.23 Maximum hourly rate actually paid	\$25.74
13.24 Total FTE Group E employees (13.21 / 40)	1.63
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	10.47
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	26.59

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active se position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary					
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Rate Minimum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary					
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the bu current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	113,776
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	-1 Unknown	-1 Unknown	526	4,378
Children (6-11)	-1 Unknown	2-1 Unknown	526	4,378
Children's Total	-1 Unknown	-1 Unknown	-1 Unknown	-1 Unknown
Young Adults (12-18)	92	459	17	89
Adults (19 and older)	402	5,319	308	4,061
General Interest	1,377	17,266	-1 Unknown	-1 Unknown
Total	1,871	23,044	1,377	12,906

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	1,871	23,044
Synchronous In-Person Offsite Program Sessions	-1 Unknown	-1 Unknown
Synchronous Virtual Program Sessions	-1 Unknown	-1 Unknown
Total	1,871	23,044

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	-1 Unknown
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	-1 Unknown

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum? No

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	17,681
16.2a Total Number of Unexpired Non-resident Cards	14
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$2,122.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	17,695
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	64,920
17.2 Current Print Serial Subscriptions	149
17.3 Total Print Materials (17.1+17.2)	65,069
17.4 E-books Held at end of the fiscal year [PLSC 451]	66,001
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,914
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	26,019
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	11,441
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0
17.6c Other Circulating Physical Items [PLSC 462]	888
17.6d Total Physical Items in Collection [PLSC 461]	84,163

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally

hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	50
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	66

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	-1 Unknown
18.2 Number of young adult materials loaned	-1 Unknown
18.3 Number of children's materials loaned [PLSC 551] ³	-1 Unknown
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	0

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	108,383
18.6 Videos/DVDs- Physical	21,420
18.7 Audios (Include music)- Physical	6,775
18.8 Magazines/Periodicals- Physical	1,497
18.9 Other Items- Physical [PLSC 561]	2,947
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	141,022
18.11 Use of Electronic Materials [PLSC 552]	81,029
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	222,051
18.13 Successful Retrieval of Electronic Information [PLSC 554]	-1 Unknown
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	81,029
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	222,051
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	9,005
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	36,897

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] **23,725**

19.1a Reference Transactions Reporting Method [PLSC 502a] Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials **33**

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library **112**

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library **39**

20.3 Is your library's catalog automated? **Yes**

20.4 Is your library's catalog accessible via the web? **Yes**

20.5 Does your library have a telecommunications messaging device for the hearing impaired? **No**

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1	Does your library have Internet access?	Yes
21.2a	What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b	If Other, please specify	
21.3	What is the monthly cost of the library's internet access?	\$158
21.4	Number of Internet Computers Available for Public Use [PLSC 650]	13
21.5	Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	6,089
21.5a	Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a	Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7	Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9	Number of website visits or sessions to your library website [PLSC 653]	179,436 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1	Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3	If NO, why did your library NOT participate in the E-rate program?	-1 Not Applicable

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1	How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$4,718
23.2	Does the above amount include travel expenses?	No
23.3	How many hours of training did employees receive this year?	834.00
23.4	Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5	Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Susan Westgate	06/15/2022
President	Justin Lynch	06/15/2022
Secretary	Mansi Patel	06/15/2022

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 2.12 Last year we were closed to the public due to the pandemic and only provided curbside services at some times and had reduced hours sometimes also. (0-2022-06-09)
- 2, 612 We do not keep statistics in Youth on ages of the programs or the attendees. (0-2022-06-10)
- 3, 18.3 Unable to determine this number. (0-2022-06-10)

Section 10. The Public Library District Act of 1991 is amended by changing Sections 30-25 as follows:

(75 ILCS 16/30-25)

Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith.

(Source: P.A. 87-1277.)

CAROL STREAM PUBLIC LIBRARY

Article VII – Library Board Members

Section 2. Vacancies shall be declared in the office of Library Trustee by the Board as described in the Illinois Local Library Act. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy. Vacancies will be filled through the selection of a candidate by a majority vote of the Board until the next

regularly scheduled election, at which time a Trustee shall be elected to fill the vacancy. If the vacancy occurs with less than 28 months left in a term and less than 88 days before the scheduled election, the appointee shall serve the remainder of the unexpired term and no election shall be held. The Board of Library Trustees shall publicize the existence of a vacancy or upcoming election in an effort to secure the most highly qualified applicants and candidates.

Carol Stream Public Library
Expenses by Vendor Detail
May 2022

12:29 PM

06/09/2022

Accrual Basis

Date	Num	Memo	Account	Amount
05/23/2022		PaperMate Ink Joy Pen	5509 · Library Publicity and Promotion	-512.25
				-512.25
05/17/2022		Inv. #998934338794	5630 · Adult Books	-621.16
05/17/2022		Inv. #439767458939	5501 · Youth Services Programs	-78.90
05/17/2022		Inv. #785476555834	5302 · Office & Equipment Supplies	-11.47
05/17/2022		Inv. #953789879689	5302 · Office & Equipment Supplies	-26.49
05/17/2022		Inv. #777797739393	5509 · Library Publicity and Promotion	-256.30
05/17/2022		Inv. #973389757693	5501 · Youth Services Programs	-75.71
05/17/2022		Inv. #736848495983	5201 · Supplies	-109.04
05/17/2022		Inv. #685494456395	5501 · Youth Services Programs	-332.40
05/17/2022		Inv. #677973453685	5501 · Youth Services Programs	-142.18
05/17/2022		Inv. #8435388595483	5509 · Library Publicity and Promotion	-35.99
05/17/2022		Inv. #597658358954	5501 · Youth Services Programs	-59.96
05/17/2022		Inv. #453458793956	5501 · Youth Services Programs	-203.68
05/17/2022		Inv. #578686963589	5501 · Youth Services Programs	-560.45
05/17/2022		Inv. #443558495685	5501 · Youth Services Programs	-48.29
05/17/2022		Inv. #999334538749	5501 · Adult/Teen Programs	-33.46
05/17/2022		Inv. #856747399857	5600 · Collection	-14.50
05/17/2022		Inv. #479383465958	5630 · Adult Books	-8.99
05/17/2022		Inv. #868493859769	5202 · Maintenance/Repair	-53.63
05/17/2022		Inv. #743385777578	5321 · Human Resources	-89.55
05/17/2022		Inv. #433569663535	5501 · Youth Services Programs	-10.90
05/17/2022		Inv. #959483775659	5501 · Youth Services Programs	-47.98
05/17/2022		Inv. #578755877974	5501 · Youth Services Programs	-78.95
05/17/2022		Inv. #454978653894	5501 · Youth Services Programs	-60.32
05/17/2022		Inv. #688688476777	5501 · Youth Services Programs	-80.97
05/17/2022		Inv. #574668569755	5503 · Adult/Teen Programs	-96.29
05/17/2022		Inv. #779373779635	5501 · Youth Services Programs	-8.99
05/17/2022		Inv. #795798473388	5630 · Adult Books	-96.87
05/17/2022		Inv. #576987668835	5205 · Furniture/Equipment	-29.99
05/17/2022		Inv. #979444486735	5503 · Adult/Teen Programs	-187.11
05/17/2022		Inv. #979444486735	5501 · Youth Services Programs	-187.04
05/17/2022		Inv. #6676959597533	5509 · Library Publicity and Promotion	7.99
05/17/2022		Inv. #939746677947	5509 · Library Publicity and Promotion	68.99

4Imprint

Total 4Imprint

AMAZON/SYNCB

Date	Num	Memo	Account	Amount
05/17/2022		Inv. #877497339959	5501 · Youth Services Programs	0.03
05/17/2022		Inv. #799576376778	5501 · Youth Services Programs	0.40
05/17/2022		Inv. #543977379433	5501 · Youth Services Programs	0.65
05/17/2022		Inv. #467795977378	5501 · Youth Services Programs	0.40
05/17/2022		Inv. #746733467753	5501 · Youth Services Programs	0.67
05/17/2022		Inv. #858396387335	5501 · Youth Services Programs	1.23
05/17/2022		Inv. #456834667397	5501 · Youth Services Programs	1.73
05/17/2022		Inv. #664689387439	5501 · Youth Services Programs	0.08
05/23/2022		Snacks for 5/1 Open House	5509 · Library Publicity and Promotion	-204.53
05/23/2022		Water for 5/1 Open House	5509 · Library Publicity and Promotion	-59.19
05/23/2022		Credit for undelivered water for 5/1 Open House	5509 · Library Publicity and Promotion	59.19
05/23/2022		Chapstick for Benefit Fair	5321 · Human Resources	-32.39
				<u>-3,801.31</u>
Total AMAZON/SYNCB				
Ance! Glink, P.C.				
05/12/2022		Statement #89008	5312 · Attorney Fees	-435.00
				<u>-435.00</u>
Total Ance! Glink, P.C.				
Anderson Pest Solutions				
05/16/2022		Inv. #22822975	5203 · Maintenance Contracts	-105.00
				<u>-105.00</u>
Total Anderson Pest Solutions				
ATA Group, LLP (Assoc McClure Inserra CPA				
05/10/2022		Inv. #10730	5309 · Accounting Service	-1,100.00
				<u>-1,100.00</u>
Total ATA Group, LLP (Assoc McClure Inserra CPA				
Baker & Taylor				
05/18/2022		Several invoices	5501 · Youth Services Programs	-375.62
05/18/2022		Several invoices	5601 · Youth Services Books	-319.29
05/18/2022		Several invoices	5630 · Adult Books	-872.55
				<u>-1,567.46</u>
Total Baker & Taylor				
Blackstone Library				
05/23/2022		Order #900070897	5637 · Adult Media	-102.72
				<u>-102.72</u>
Total Blackstone Library				
Camacho, Salvador M.				
05/10/2022		AS Pgm - "Lifeways of the Potawatomi" - 6/4/2022	5503 · Adult/Teen Programs	-500.00
				<u>-500.00</u>
Total Camacho, Salvador M.				
Center Point for Large Print Books				
05/17/2022		Inv. #1927588	5630 · Adult Books	-141.42
				<u>-141.42</u>
Total Center Point for Large Print Books				
Chess.com				
05/23/2022		April subscription	5501 · Youth Services Programs	-5.00
				<u>-5.00</u>
Total Chess.com				

	Date	Num	Memo	Account	Amount
Chicago Tribune					
Total Chicago Tribune	05/10/2022		Acct. #60387406 - 2 copies/52 weeks	5635 · Magazines & Newspapers	-1,560.00
Comcast (phone)					
Total Comcast (phone)	05/10/2022		Inv. #146144892	5308 · Business Phone	-409.35
Complete Cleaning Co., Inc.					
Total Complete Cleaning Co., Inc.	05/10/2022		Inv. #C20716	5203 · Maintenance Contracts	-2,700.00
Demco					
Total Demco	05/10/2022		Inv. #7123336	5405 · Technical Services Supplies	-340.82
Ebsco Information Services					
Total Ebsco Information Services	05/11/2022		Inv. #1657765	5635 · Magazines & Newspapers	-5,718.29
	05/11/2022		CR Memo #2201756	5635 · Magazines & Newspapers	17.60
	05/11/2022		CR Memo #2202202	5635 · Magazines & Newspapers	17.95
	05/11/2022		CR Memo #2204078	5635 · Magazines & Newspapers	31.00
	05/11/2022		Inv. #1657519	5635 · Magazines & Newspapers	-549.00
					-6,200.74
EventBrite					
Total EventBrite	05/23/2022		ATLAS Trustee Day - 5/21-Trustee Leszczewicz	5110 · Trustee Development	-17.55
					-17.55
Findaway World, LLC					
Total Findaway World, LLC	05/17/2022		Inv. #387248	5637 · Adult Media	-221.63
	05/17/2022		Inv. #387248	5606 · Youth Services Media	-155.91
					-377.54
Gale/Cengage Learning Inc.					
Total Gale/Cengage Learning Inc.	05/10/2022		Inv. #77677672	5630 · Adult Books	-25.49
	05/10/2022		Inv. #77678474	5630 · Adult Books	-25.49
					-50.98
Garvey's Office Products					
Total Garvey's Office Products	05/10/2022		Inv. #PINV2255406	5302 · Office & Equipment Supplies	-224.84
	05/10/2022		Inv. #PINV2255655	5302 · Office & Equipment Supplies	-240.21
					-465.05
Graphic 5, Inc.					
Total Graphic 5, Inc.	05/10/2022		Inv. #161059	5302 · Office & Equipment Supplies	-401.40
					-401.40
GreatAmerica Financial Services					
Total GreatAmerica Financial Services	05/10/2022		Inv. #31481903	5304 · Equipment Leasing	-1,197.69

	Date	Num	Memo	Account	Amount
Total GreatAmerica Financial Services	05/31/2022		Inv. #31677689	5304 · Equipment Leasing	-1,197.69
Home Depot Credit Services					-2,395.38
Total Home Depot Credit Services	05/12/2022		Inv. #5010953	5201 · Supplies	-24.65
HR Source					-24.65
Total HR Source	05/11/2022		Inv. #FY23-58471	5321 · Human Resources	-1,135.00
Impact Networking, LLC					-1,135.00
Total Impact Networking, LLC	05/20/2022		Inv. #2509531 (FY22)	5303 · Printing	-2,394.42
Intentional Energy 3 LLC					-2,394.42
Total Intentional Energy 3 LLC	05/10/2022		AS Pgm. - 6/1/2022 - "An Evening of Mindfulness"	5503 · Adult/Teen Programs	-200.00
Jewel / Osco					-200.00
Total Jewel / Osco	05/23/2022		Water bottles for 5/1 Open House	5509 · Library Publicity and Promotion	-16.24
KeurigKcycle					-62.95
Total KeurigKcycle	05/23/2022		Treats for Allison's last day	5315 · Other Expenditures	-62.95
LACONI, Inc.					-285.71
Total LACONI, Inc.	05/23/2022		Greeting card and \$280 Amazon Gift Card for Retir	5321 · Human Resources	-285.71
Lautanen-Raleigh, Marcy					-64.09
Total Lautanen-Raleigh, Marcy	05/23/2022		Retirement Cake - Harwood	5321 · Human Resources	-64.09
Library Market					-428.99
Total Library Market	05/23/2022		2 - Sml. Recovery Bins, 5 - pkg.	5315 · Other Expenditures	-149.90
Lowe's					-149.90
Total Lowe's	05/10/2022		Annual Library Mbshp. (Jan - Dec 2022)	5106 · Membership	-100.00
MailChimp					-100.00
Total MailChimp	05/10/2022		AS Pgm. - 6/2/22 -Crafting Herbal Mocktails	5503 · Adult/Teen Programs	-175.00
Yelp					-175.00
Total Yelp	05/10/2022		Inv. #2184	5404 · Tech Support & Repair	-2,000.00
YS Pgm. Supplies					-2,000.00
Total YS Pgm. Supplies	05/23/2022		Homeschool Hangout pgm supplies	5501 · Youth Services Programs	-43.82
YS Pgm. Supplies					-33.28
Total YS Pgm. Supplies	05/23/2022		Homeschool Hangout Pgm. supplies	5501 · Youth Services Programs	-33.28
YS Pgm. Supplies					-12.96
Total YS Pgm. Supplies	05/23/2022		YS Pgm. Supplies	5501 · Youth Services Programs	-12.96
YS Pgm. Supplies					-90.06
Total YS Pgm. Supplies	05/23/2022				-90.06

	Date	Num	Memo	Account	Amount
Total MailChimp	05/23/2022		Mailchimp Subscription	5509 · Library Publicity and Promotion	-115.00
Midwest Tape					-115.00
	05/18/2022		Several invoices	5606 · Youth Services Media	-13.50
	05/18/2022		Several invoices	5637 · Adult Media	-1,404.79
	05/18/2022		Several invoices	5651 · Digital Media	-5,610.15
Total Midwest Tape					-7,028.44
MNJ Technologies Direct, INC.					
	05/11/2022		Inv. #0003842436	5404 · Tech Support & Repair	-1,551.41
	05/17/2022		Inv. #0003843326	5401 · Automation Hardware	-300.66
Total MNJ Technologies Direct, INC.					-1,852.07
OverDrive, Inc.					
	05/11/2022		Inv. #H-0085381	5651 · Digital Media	-5,000.00
Total OverDrive, Inc.					-5,000.00
Party City					
	05/23/2022		YS shrink wrap rolls	5501 · Youth Services Programs	-42.00
	05/23/2022		AS shrink wrap rolls	5503 · Adult/Teen Programs	-42.00
Total Party City					-84.00
Paylocity					
	05/10/2022		Inv. #110173162	5311 · Payroll Service	-202.25
	05/17/2022		Inv. #110254126	5311 · Payroll Service	-366.91
	05/17/2022		Inv. #110254126	5321 · Human Resources	-332.58
Total Paylocity					-901.74
Peek-A-Book LLC					
	05/10/2022		Inv. #2184	5634 · Online Resources	-1,195.00
Total Peek-A-Book LLC					-1,195.00
Pinot's Palette					
	05/17/2022		AS Pgm. - Chunky Knit - 10/15/2022	5503 · Adult/Teen Programs	-225.00
Total Pinot's Palette					-225.00
Precision Control Systems of Chicago, Inc					
	05/10/2022		Inv. #44049	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc					-1,319.00
Sebert Landscaping, Inc.					
	05/10/2022		Inv. #S547820	5204 · Landscape Maintenance/Snow Remo	-420.00
	05/10/2022		Inv. #S541710	5204 · Landscape Maintenance/Snow Remo	-281.00
	05/10/2022		Inv. #S239465	5204 · Landscape Maintenance/Snow Remo	-742.56
Total Sebert Landscaping, Inc.					-1,443.56
Service Express LLC					
	05/10/2022		Inv. #369364	5404 · Tech Support & Repair	-3,600.00
Total Service Express LLC					-3,600.00

	Date	Num	Memo	Account	Amount
Total Service Express LLC					-3,600.00
Sir Speedy Printing					
Total Sir Speedy Printing	05/12/2022	Inv. #83583		5509 · Library Publicity and Promotion	-161.01
SmartPress.com					-161.01
Total SmartPress.com	05/23/2022	Postcards		5509 · Library Publicity and Promotion	-111.71
Squeegee Brothers					
Total Squeegee Brothers	05/19/2022	Inv. #1819		5509 · Library Publicity and Promotion	-1,175.00
Staples					
Total Staples	05/10/2022	Inv. #3506744186 - \$133.14 - (Credit #3505497204 5201 · Supplies			-130.52
Suburban Life Media					
Total Suburban Life Media	05/10/2022	Acct. #302144 - 1 year Renewal		5635 · Magazines & Newspapers	-65.00
T-Rexplorers, LLC					
Total T-Rexplorers, LLC	05/12/2022	YS Pgm. - 2 shows on 6/13/2022		5501 · Youth Services Programs	-740.00
Today's Business Solutions, Inc.					
Total Today's Business Solutions, Inc.	05/10/2022	Inv. #13127		5404 · Tech Support & Repair	-55.00
Unique Management Services, Inc.					
Total Unique Management Services, Inc.	05/10/2022	Inv. #13204		5404 · Tech Support & Repair	-5,173.00
Village of Carol Stream					
Total Village of Carol Stream	05/10/2022	Inv. #6100791		5310 · Material Recovery Fees	-88.65
Village of Carol Stream - Benefits					
Total Village of Carol Stream	05/10/2022	Inv. #6534		5411 · Village IT Services	0.00
	05/18/2022	Inv. #6534		5411 · Village IT Services	-8,176.13
					-8,176.13
Village of Carol Stream - Benefits					
Total Village of Carol Stream - Benefits	05/13/2022	Inv. #6521		5107 · Life Insurance	-149.88
Village of Carol Stream - IMRF					
Total Village of Carol Stream - IMRF	05/13/2022	Inv. #6521		5108 · Health Insurance	-21,539.98
	05/13/2022	Inv. #6521		5109 · Benefits, other	-102.38
					-21,792.24
Village of Carol Stream - Water Dept.					
Total Village of Carol Stream - Water Dept.	05/17/2022	From: 5/6 - 5/20/2022		6620 · Illinois Municipal Retirement F	-15,170.33
					-15,170.33

	Date	Num	Memo	Account	Amount
Total Village of Carol Stream - Water Dept. Vrablik II, Scott Steven	05/10/2022		Bill #01868091	5207 · Water/Sewer	-141.87 -141.87
Total Vrablik II, Scott Steven Western First Aid & Safety	05/10/2022		Minecraft Mania pgm. - 5/3/2022	5501 · Youth Services Programs	-150.00 -150.00
Total Western First Aid & Safety Wheaton Park District	05/12/2022		Inv. #ORD4-009091	5201 · Supplies	-139.26 -139.26
Total Wheaton Park District TOTAL	05/10/2022		AS Pgm. - 8/16/2022 - "DuPage Ghost (zoom)"	5503 · Adult/Teen Programs	-100.00 -100.00 -106,020.52

Total Disbursements for May 1, 2022 through May 31, 2022

Approved by the Library Board of Trustees June 15, 2022

President Date

Secretary Date

Deduction Listing

Check Dates: 05/06/2022 to 05/20/2022

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2022050601 - 2022052001

Pay Periods: 04/17/2022 to 05/14/2022

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-27.87
Farrell, Joyce C.	1103		10	-38.76
Moreno, Athens M.	1216		02	-54.38
Olekanma, Vera	1161		11	-31.59
Westgate, Susan	1139		01	-32.48
Wilson, Leigh Anne	1188		12	-21.29

Totals for REIMB -- REIMBURSEMENT**6 Employees****-206.37****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	6	-206.37
Totals			6	-206.37

Paylocity Corporation
(888) 873-8205

User: lhays

Run on 5/16/2022 at 1:38 PM

Carol Stream Public Library
Account QuickReport
 May 2022

Type	Date	Num	Name	Memo	Split	Amount
5200 · Plant Maint.						
5205 · Furniture/Equipment						
General Journal	05/31/2022	ATA0507		Reclass May, 202...	-SPLIT-	15.00
Total 5205 · Furniture/Equipment						15.00
Total 5200 · Plant Maint.						15.00
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	05/31/2022	ATA0507		Reclass May, 202...	5205 · Furniture/Eq...	47.92
Total 5305 · Mileage Reimbursement						47.92
5315 · Other Expenditures						
General Journal	05/31/2022	ATA0507		Reclass May, 202...	5205 · Furniture/Eq...	32.48
Total 5315 · Other Expenditures						32.48
5321 · Human Resources						
General Journal	05/31/2022	ATA0507		Reclass May, 202...	5205 · Furniture/Eq...	25.00
Total 5321 · Human Resources						25.00
Total 5300 · Business Exp.						105.40
5500 · Services						
5503 · Adult/Teen Programs						
General Journal	05/31/2022	ATA0507		Reclass May, 202...	5205 · Furniture/Eq...	64.50
Total 5503 · Adult/Teen Programs						64.50
Total 5500 · Services						64.50
5600 · Collection						
5637 · Adult Media						
General Journal	05/31/2022	ATA0507		Reclass May, 202...	5205 · Furniture/Eq...	21.47
Total 5637 · Adult Media						21.47
Total 5600 · Collection						21.47
TOTAL						206.37

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
June 15, 2022

IPLAR-Illinois Public Library Annual Report

Included in the Board packet is the Library's Annual Report that is submitted to the Illinois State Library. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2021-April 30, 2022). This past year's data varies from last year's report due to the closings, limited hours and services that was necessary last year due to the COVID-19 pandemic. The pandemic has had an impact upon the past two years' statistics. The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

Amendment to Public Library Act 1991, Section 30-25. Vacancies

The Governor has signed an amendment to the Public Library Act that gives the Secretary of State the power to appoint a Library Trustee in the instance where there is a Trustee vacancy exceeding 90 days. The verbiage to this change is included in your packet for review and discussion as well as the existing Carol Stream Public Library By-Law, regarding Trustee vacancies. An amendment to the Library's By-Laws may be in order at the July Board meeting.

Audit Update and Trustee Questionnaire

Laura Hays and I prepared all of the required documentation required by the auditors to conduct their preliminary audit and uploaded the documents to their portal. The auditors will be at the Library Wednesday, June 15 to conduct their preliminary audit work and staff fraud interviews. They will be returning to the Library July 27-28 to complete the final audit work. All Trustees will soon be receiving correspondence from the auditor firm (Sikich) regarding fraud and you will need to complete the questionnaire and mail it back to them in order for us to complete the auditing process.

Facility Update

Facility inspections in the past 30 days:
Sprinkler System 5/18/22-passed
Fire Alarm system inspection and test 5/20/22-passed
Fire Department inspection 6/1/22-passed
5 year Obstruction test 6/10/22-passed

A new outdoor Wi-Fi router has been added to the patio area to strengthen the internet signal for our patio guests.

Maintenance staff have caulked all of the area along the flashing that resulted in leakage along the north window during some rain events (it was intermittent depending upon the wind direction). We are going to wait a few months to ensure that the leakage has been resolved and then Maintenance will repair the drywall in that area that was affected by the leak.

The bushes at the southeast end of the parking lot initially responded well to the treatment that was applied this spring and their leaves had been coming in nicely. Unfortunately, this did not last and they are again being eradicated by bugs. I am working with the landscape company on a plan to remove the existing bushes and replant that area with alternative plantings.

The patio planters have been prepped and will be planted later this month.

State Representative Seth Lewis Traveling Office Hours

State representative Seth Lewis will be holding traveling office hours from 10am-noon on Wednesday, June 15 in the Library lobby. Constituents are welcome to bring their questions, concerns and ideas. The Library provides traveling office hours to sitting politicians upon their request and space availability.

Traveling Exhibit on Display in Library ending on June 13.

The "Telling a People's Story" exhibit will be taken down on Monday, June 13 and shipped on Tuesday to their next location. During the exhibit we have had over 100 people fill out the quiz and enter the drawing for art studio supplies. In addition, the Create & Learn Center has had crafts available nearly the entire time of the display with a running video loop of informational pieces about several of the illustrators featured in the exhibit. It has been very well received by the community.

Mobile Museum of Tolerance

The Mobile Museum of Tolerance (MMOT), which is a Simon Wiesenthal Center Museum, is scheduled to be at the Library July 11-15, 2022 and will be located on the west side of the parking lot. It will be a walk up museum with wheel chair access. Here is a link for more information about this important museum and the education they are providing on this important topic <https://mmot.com/>.

Library Blood Drive Tuesday, July 26

The next mobile Blood Drive is scheduled for Tuesday, July 26. Blood Drives are especially important this year as hospitals have been experiencing a shortage. The Carol Stream community has been actively participating in the quarterly Blood Drives that the Library has been hosting.

REMINDER-July 2, Carol Stream Independence Day Parade

Trustees, staff and their family members are welcome to participate. We will have a float and be handing out bookmarks and candy to the parade watchers. The Parade Route is along Lies Road from County Farm Road to the Town Center at Gary and Lies Rds. Kick off time is 10 a.m.

June Employee Anniversaries

John Steadman — 6/14/06 (Circulation)

Joseph Geshkewich — 6/12/14 - (Circulation)

Mary Pellico — 6/19/15-Human Resources Manager

Michael Southwell — 6/24/19 — (Circulation)

Rabecca McDonald — 6/16/20 — (Adult Services)

Susan Westgate, Library Director

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

	May FY 21-22	May FY 22-23	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	6,653	7,247	7,247
Videos	1,787	1,351	1,351
Audio	432	553	553
Periodicals	133	136	136
Other	188	269	269
Bingepasses (hoopla)	n/a	12	12
E-books	2,981	3,371	3,371
E-Audio	2,277	2,307	2,307
E-Video	561	393	393
Digital magazines	1,416	662	662
Museum Passes	11	15	15
ILL - Borrowed from SWAN	2,767	2,664	2,664
ILL - Borrowed from Non-SWAN	24	25	25
ILL - Loaned to SWAN	980	682	682
ILL - Loaned to Non-SWAN	82	69	69
Total Circulation	20,292	20,756	20,756
Total Adult	12,170	11,893	11,893
Total Teen	111	172	172
Total Youth	8,011	8,691	8,691
Reciprocal Borrower Loans (incl. above)	520	707	707
Automatic Renewals (not incl. above)	13,979	15,017	15,017
Self Check - % of In-Library Checkouts	35.00%	55.65%	55.65%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	33 / 344	33 / 469	33 / 469
Teen Number/Attendance	7 / 27	6 / 14	6 / 14
Youth - Number/Attendance	86 / 922	92 / 1,470	92 / 1,470
Total - Number/Attendance	126 / 1,293	131 / 1,953	131 / 1,953
Library Events - Number / Attendance	n/a	1 / 92	1 / 92
Outreach* - Number / Attendance	3 / 54	2 / 50	2 / 50
Facility Usage			
Library Visits (Door Count)	5,415	9,968	9,968
Curbside Pickup Transactions	598	114	114
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users*	n/a	291	291
Electronic Usage			
# of Database Sessions	4,503	4,020	4,020
# of Internet Sessions/Total Time	n/a	684 / 428	684 / 428
#iMac Sessions/Total Time	n/a	44,781	44,781
# of Library Website Visits	13,889	7,514	7,514
# Mobile App Views	3,081	3,441	3,441
# of Wireless Users	879	1,673	1,673
Aspen catalog sessions / unique searches	n/a	53,336 / 8,817	53,336 / 8,817

Reference Transactions			
Adult (Includes Online Chat)	1,111	1,245	1,245
Youth	475	568	568
Circulation	357	335	335
Total Reference Transactions	1,943	2,147	2,147

Total One-on-One Tutorials			
Adult	5	1	1
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,058	18,147	
# of Non-Resident Cards	10	14	
Total Registered Users	18,068	18,161	

Resources Owned/Licensed			
Books	61,121	63,577	
Newspapers (Print only)	24	122	
Periodicals (Print only)	131	24	
Total Print Materials	61,276	63,723	
Current Subscriptions (Print Only)	155	146	
Current E-Subscriptions	3,513	4,048	
E-Books: Downloadable	71,025	68,220	
Audio Recordings	6,488	6,865	
Audio Recordings (Downloadable)	25,059	26,920	
Videos	11,222	11,244	
Other: Video Games, Puzzles, Devices	685	729	
Databases	67	68	
Total Resources Owned/Licensed	179,335	181,817	

Professional Development Hours	51	18.00	18.00
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*Study rooms & express computer stations available effective 6/14/21

*Resumed Sunday hours 6/6/21

* Seating resumed in Library 5/17/21

* Library reopened to the public 2/1/2021

* Library returned to Curbside only service effective 11/17/20

* Library resumed full hours except on Sundays on 8/3/20.

* Library reopened to the public with limited hours on 7/6/20.

* Curbside pick-up service started 6/1/20.

* Library closed 3/14/20 - 5/30/20 due to COVID-19.

*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.

**Assistant Director's Report
May 2022**

Primary Action Items – Administration and Business Office

- Payroll
 - Payroll processing weeks of 5/2, 5/16 and 5/31
 - Merit increases included in first payroll of the new fiscal year.
- Staff offboarding as needed, including Paylocity and proxy cards.
- Coordination of monthly financial and Librarian statistic reports
- FY23 files – Joyce packed up FY22 files and setup FY23 files
- Proof of Auto Insurance and copies of Driver's Licenses – Joyce collected from staff.
- Pitney Bowes – new postage meter machine installed 5/23 and training received.
- With the new Aspen catalog, online payments are now processed using the SWAN Paypal account. Monthly reports will be provided to our accountant. SWAN will detail in their quarterly billing.
- Annual audit fieldwork dates set. Preliminary fieldwork on June 15 and final fieldwork on July 27-28.

Primary Action Items – Tech Services

- Items ordered – 885
- Items put into Circulation – 465
- Items catalogued – imported bib records & original cataloging - 54
- Item record edits/database clean-up – 276
- Bib record merge requests submitted to SWAN support – 2
- Conversion project items – 86
- Repair items (includes disc cleaning) - 57
- Serial record edits - 27
- Serials – Claimed Issues – 21
- Completed the fiscal year end rollover and resumed ordering on 5/5/21.

Conversion Projects

- Juvenile Award Sticker Project - Monarch and Belpre Awards are 70% done – Barb
- Peek-a-Book Project currently 55% done. - Barb

Other Tech Services Projects

- Magazine collection serial records updated with new subscriptions and ceased publications. Routing slips for professional journals updated as needed.
- Storytime Backpacks were added to the Youth Services collection. Themes include Outer Space, Dance, Flowers, and Spring.
- Sustainable Shelves – 450 titles were submitted for review; 54 items were approved for resale to B&T for a credit value of \$103.56.

Adult Services Department Monthly Report

May 2022

Department News:

- Held some wonderful displays that promoted diversity, our collections, as well as encouraging reading for all ages through our Free Comic Book Day, and Star Wars day, and Asian Heritage Displays
- May began the new FY, so our orders for the collection restarted
- Our teen offerings will be expanded this coming fall, as plans to bring back afterschool Recharge had kicked off
- Study room usage continues to be our most popular inquiry at the reference desk
- Several staff members have stepped up to help with Marketing and Promotional efforts in lieu of the Marketing Coordinator
- Vera one of our PT librarians, will be increasing her hours to 24 a week on average, which will lead to several new program initiatives
- Exploring ways to add more craft offerings, as our Take N Makes are always sold out each month
- Will be expanding our Take N Makes to include Teens
- Held a department meeting as well as a programming focused meeting in May. Will be scheduling monthly 1on1's with staff, primarily FT first
- Study room and guest passes continue to be popular among non CSPL cardholders. Exploring opportunities to look at policy and procedures with this data collection

Outreach Activities:

- Homebound delivery – 40 registered, delivered to 32 patrons, Items delivered 207
- Omar continued his correspondence with Chamber and Local business librarian groups
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Held two Teen Volunteer Club Meetings
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Geek Fest of Carol Stream was postponed due to weather, with a make up date in June (11th)
- Working with Worknet of DuPage on a Job Training and Resource workshop for the fall
- Partnered with the Literacy Group of DuPage on sharing resources as well as helping with study room reservations for tutoring sessions

EDI Activities:

- DEI committee created an internal language spoken spreadsheet, which will lead to a quick cheat sheet of who to contact for translation needs
- Vera coordinated a wonderful hand created Asian Heritage Mannequin outfit

Athens Moreno Adult Services Manager

- Collection HQ training sessions
- Diversity and Including in Marketing Webinar
- Some attended an online conference about Spanish Speakers and Public Libraries



Youth Services Report May 2022

Program Highlights

- In May Youth Services increased the number of in person storytime programs offered based on the increase in registrations and number of waitlist programs in the previous months. Parents have been signing up for in person programs instead of virtual Zoom programming, so we have increased the number of in person offerings in response. In April we offered 7 in person storytimes averaging 20 attendees and 6 virtual ones averaging 5 each. In May we offered 14 in person storytimes averaging 16.6 attendees each and 4 virtual ones averaging 4.25 attendees each.
- As a part of increasing in person storytimes, Clare Meehan brought Storytime for Little Ones back to in person for the first time since the pandemic began. Bringing it back in person increased participation from 6 in April to an average of over 14 for the three times in May.
- Maryana Yevstratenko planned and presented World Vyshyvanka Day on 5/19 in celebration of Ukrankian embroidery. There were 13 in attendance. Picture included.
- Leigh Anne Wilson presented a Spread Your Wings butterfly program on 5/23 with 21 in attendance. Picture below.
- Leigh Anne Wilson hosted a program in conjunction with the Telling a People's Story exhibit on 5/23 where 22 participants colored mural panels that were inspired by the illustrations of Christian Robinson. The mural is on display in Youth Services to enjoy.



Summer Reading

- For the first time since the pandemic began, we were welcomed in to some of the schools to do Summer Reading presentations! Samantha Wright went to Carol Stream School and Benjamin Middle School
- Youth Services delivered Summer Reading fliers to all of the District 93, District 25 schools as well as booklogs to Spring Trails School which is part of U46.
- Amy Teske and Samantha Wright, with the help of Aneesa Iqbal, produced a Summer Reading invitational video that was shared with the schools in place of visiting most of them in person. This video was also shared on Facebook to invite residents to participate. The video has been viewed at least 146 times.

Patron Service and Reference

- 66 Binge Box requests were filled during May.
- Youth Staff had 568 interactions with the public during May.
- During May, the Youth Services department began using the Gimlet app that Adult Services and Circulation were already using.

Professional Development

- Youth Staff did 1 hour of training through online webinars.

Meeting Attendance

- 5/19 – Birth to 5 Quarterly Meeting – Amy Teske
- 5/3 – CollectionHQ Team – Amy Teske
- 5/3, 24 – DEI Committee Meeting – Aneesa Iqbal
- 5/9 – Meeting with Bloomingdale Librarian about Summer Reading combined video – Sam Wright
- 5/11 – Meeting with Susan Westgate – Amy Teske
- 5/17 – All Staff
- 5/24 – Team Preschool Meeting – Amy Teske, Clare Meehan, Leigh Anne Wilson, Adriana Albers, Aneesa Iqbal
- 5/26 – Management Team Meeting – Amy Teske
- 5/31 – Birth to 5 Planning Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



May 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 9,668 greetings, welcoming visitors to the Library
- 6,367 Checkouts and renewals
- 114 Curbside deliveries
- 110 new resident account registrations
- 2 new Special account registrations
- 23 new digital accounts checked against the database
- 15,022 Check ins
- 15,000 items shelved
- 3,365 hold requests made available

Self Check-out activity:

- 2,568 checkouts at Youth Services machine
- 4,718 checkouts at Lobby machines

Jeri participated in:

- ALLSTAFF meeting on May 17th.
- Management Team meeting on May 26th.
- SWAN's fireside chat on May 31st.

In addition:

- Several Circulation staff members attended the Benefit Fair on May 17th.
- Joe Geshkewich accepted a promotion from Materials Clerk to Circulation Clerk and began his new position on Sunday, May 15th. Joe, who has been with the Library for more than 5 years, has recently earned a BS degree in Information Science and Technology!
- Rich Karney accepted a promotion from Circulation Clerk to Circulation Coordinator and began his new position on May 31st. Rich has been with the Library for almost 25 years! He earned his LTA in December 2020.
- Bindiya Patel accepted a promotion from Materials Clerk to Circulation Clerk. She will begin her new position on June 13th. We celebrated Bindiya's completion of 10 years with the Library this past January!

Submitted by Jeri L. Cain

6/09/2022

Human Resources
Monthly Report
June 2022

Benefits

The Benefit Fair was a success. BlueCrossBlueShield, Delta Dental, VSP, Perspectives, and Carol Stream Park District all sent representatives. Their representation was appreciated. Approximately 20 staff attended and participated in our Wellness Walk. Three staff members won prizes, gift cards and sun glasses (from VSP)

Staffing & Onboarding

- Participated in a phone interview with two candidates for the YS Bilingual Librarian. One candidate participated in an in-person interview.
- Participated in one phone interview and in-person interview for Marketing Coordinator.
- Nico Ficarella started on June 9 as a part-time custodian. Coordinated new hire and onboarding process.

Training

- Attended Recruiting and Retention Roundtable from HR Source.

Submitted,
Mary Pellico



Monthly Report of IT Service

Report Range 5/1/2022 5/31/2022

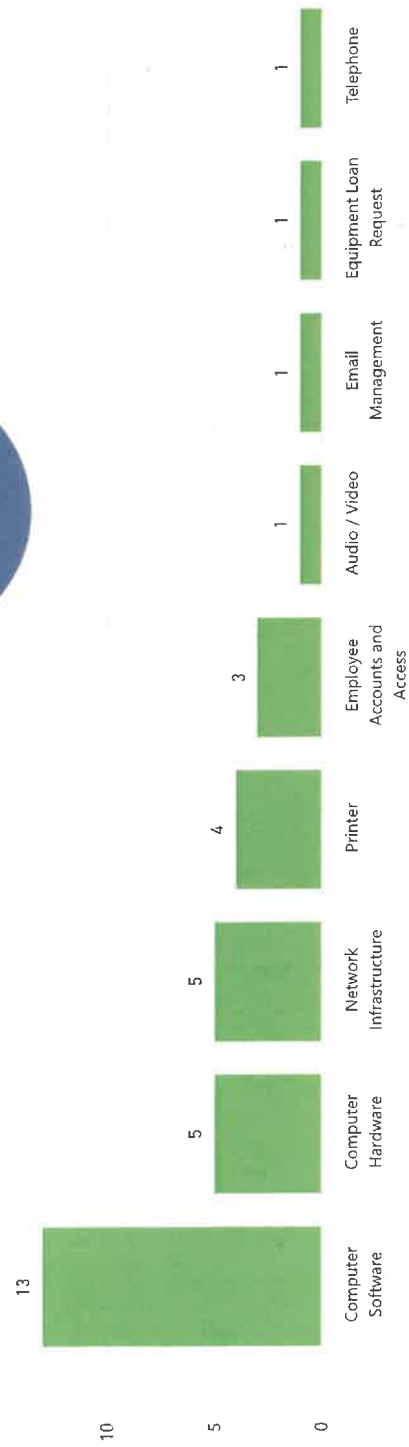
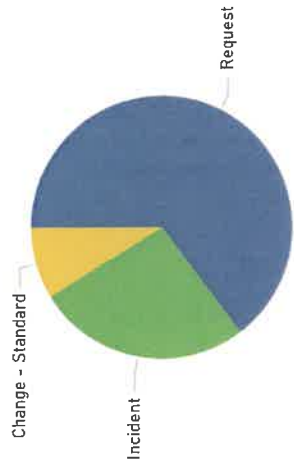
Support Tickets 34

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	3
Incident	9
Request	22
Total	34

CategoryName	Count
Audio / Video	1
Computer Hardware	5
Computer Software	13
Email Management	1
Employee Accounts and Access	3
Equipment Loan Request	1
Network Infrastructure	5
Printer	4
Telephone	1
Total	34



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.