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

**DATE: July 20, 2022**  
**PLACE: Library Meeting Room**

**TIME: 7:00 p.m.**

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

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

1. WELCOME AND CALL TO ORDER – Board President
  2. PLEDGE TO THE FLAG
  3. ROLL CALL
  4. PUBLIC PARTICIPATION
  5. ADOPTION OF THE CONSENT AGENDA
  6. APPROVAL OF MINUTES
    - 6.1 Minutes of the Regular Board Meeting of June 15, 2022
  7. MONTHLY REPORTS OF THE TREASURER
    - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2022
  8. COMMITTEE REPORTS
  9. NEW BUSINESS
    - 9.1 Recommendation, Re: Approval of FY 22 Quarterly Payments to SWAN Library Consortium
    - 9.2 Recommendation, Re; Approval of Amendment to Library By-Law Article VII – Library Board Members, Section 2
  10. DISBURSEMENTS
    - 10.1 Approval of Disbursements of June 1-30, 2022 plus the Addendum for the Meeting of July 20, 2022
  11. REPORT OF THE LIBRARY DIRECTOR
  12. MONTHLY STAFF REPORTS
  13. UNFINISHED BUSINESS
- None

14. BOARD MEMBER REPORTS

15. EXECUTIVE SESSION: For the review of minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21)

15.1 Recommendation, Re: Approval of Minutes of the Executive Session Minutes of March 7 and March 16, 2022

15.2 Recommendation, Re: Semi-Annual Review of the Minutes of Executive Session

16. ADJOURN

Next Resolution: #297

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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: June 15, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:03 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, Patel, Larimer and Lynch

Absent: None

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

**Trustee Hudspeath moved and Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting June 15, 2022. Motion approved.

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

Nays ..... 0

Absent..... None

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

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

Nays ..... 0

Absent..... None

5.1 Minutes of the Regular Board meeting of May 18, 2022

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

5.3 Approval of Disbursements of May 1-31, 2022 plus the Addendum for the Meeting of June 18, 2022

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

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Ayes ..... 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch  
Nays ..... 0  
Absent..... None

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1-31, 2022 plus the Addendum for the meeting of June 15, 2022 in the amount of \$101,317.64.

6. NEW BUSINESS

6.1 Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR) for FY2022

**Trustee Larimer moved and Trustee Olson seconded** that the Carol Stream Library Board of Trustees approve the Illinois Public Library Annual Report. Motion approved.

Ayes ..... 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch  
Nays ..... 0  
Absent..... None

Background information:

The Library's Annual Report, that is submitted to the Illinois State Library, 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.

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

Background information:

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. An amendment to the Library's By-Laws may be in order at the July Board meeting.

7. REPORT OF THE LIBRARY DIRECTOR

Trustees Lynch, Larimer, Leszczewicz and Olson will be participating in the parade on July 2. Trustee Patel will check her calendar, but is planning to participate if available. Trustees will be receiving the fraud inquiry letter from the auditors that will need to be completed as part of the Library's annual audit process.

8. MONTHLY STAFF REPORTS

Trustee Lynch commented that he is no longer receiving the SPAM emails since the captcha feature has been fixed on the Trustee website email account. Trustees congratulated the three employees that had been promoted in the Circulation Department. Several Youth programs are scheduled to take place on the Library's patio, weather permitting. Youth Services Manager Amy Teske shared the new Storytime Backpacks that are now available for circulation. They contain books, games and other activities for parents to present their own storytime at their home. The Summer Reading Program participation is at the same level as pre-pandemic numbers.

9. UNFINISHED BUSINESS – None

10. BOARD MEMBER REPORTS-None

11. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:31 p.m.

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

Nays ..... 0

Absent..... None

July 20, 2022

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees

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

<b><u>FUND</u></b>	<b><u>BEGINNING BALANCE</u></b>	<b><u>CHANGE</u></b>	<b><u>ENDING BALANCE</u></b>
General	\$ 2,009,993.81	\$ 1,244,862.97	\$ 3,254,856.78
Working Cash	51,001.33	64.89	51,066.22
FICA	94,437.66	45,489.07	139,926.73
IMRF	96,867.26	61,983.47	158,850.73
Liability Insurance	12,750.82	8,680.45	21,431.27
Audit	6,827.41	5,800.26	12,627.67
Capital Maintenance & Repair	1,593,709.55	(12,206.58)	1,581,502.97
Building Renovation Loan	<u>3,536.59</u>	<u>122,824.68</u>	<u>126,361.27</u>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 3,869,124.43</u></b>	<b><u>\$ 1,477,499.21</u></b>	<b><u>\$ 5,346,623.64</u></b>

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

\_\_\_\_\_  
Justin Lynch, Board President 6/30/22

\_\_\_\_\_  
Nancy Olson, Board Treasurer 6/30/22

\_\_\_\_\_  
Susan Westgate, Library Director 6/30/22

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 350,283.73
OLD SECOND BANK	PAYROLL	95,291.43
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,810,601.15
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,022,320.16
PROPAY	ELECTRONIC	528.37
ASPEN/PAYPAL	ELECTRONIC	423.65
CASH BANK	CASH DRAWER	<u>769.85</u>
	TOTAL	<u>\$ 5,280,218.34</u>

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**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**JUNE 30, 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 June 30, 2022 and May 31, 2022, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date June 30, 2022, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

*ATA Group, LLP*

July 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

	Jun 30, 22	May 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	350,283.73	764,804.68	-414,520.95
10-1008 · Old Second Payroll Account	95,291.43	154,161.12	-58,869.69
10-1014 · Illinois Funds-Prime	3,022,320.16	3,019,541.84	2,778.32
10-1024 · Old Second Money Market Acct	1,810,601.15	164,038.31	1,646,562.84
10-1025 · ProPay	528.37	287.34	241.03
10-1026 · Cash Bank	769.85	769.99	-0.14
10-1027 · Aspen/Paypal	423.65	96.73	326.92
10-1090 · Allocated Cash-General Fund	-2,091,766.86	-1,907,831.56	-183,935.30
<b>Total 10-1000 · Library Fund Cash</b>	<b>3,188,451.48</b>	<b>2,195,868.45</b>	<b>992,583.03</b>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,066.22	51,028.48	37.74
30-1190 · Allocated Cash-FICA Fund	139,926.73	100,296.82	39,629.91
40-1090 · Allocated Cash-IMRF Fund	158,850.73	104,423.65	54,427.08
50-1090 · Allocated Cash-Liability Fund	21,431.27	15,435.81	5,995.46
60-1090 · Allocated Cash-Audit Fund	12,627.67	8,259.41	4,368.26
70-1090 · Allocated Cash-Capital R&M Fund	1,581,502.97	1,594,557.88	-13,054.91
80-1090 · Allocated Cash-Debt Service	126,361.27	33,829.51	92,531.76
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<b>2,091,766.86</b>	<b>1,907,831.56</b>	<b>183,935.30</b>
<b>Total Checking/Savings</b>	<b>5,280,218.34</b>	<b>4,103,700.01</b>	<b>1,176,518.33</b>
<b>Other Current Assets</b>			
1250 · Deposit with Payroll Service	66,405.30	0.00	66,405.30
<b>Total Other Current Assets</b>	<b>66,405.30</b>	<b>0.00</b>	<b>66,405.30</b>
<b>Total Current Assets</b>	<b>5,346,623.64</b>	<b>4,103,700.01</b>	<b>1,242,923.63</b>
<b>TOTAL ASSETS</b>	<b><u>5,346,623.64</u></b>	<b><u>4,103,700.01</u></b>	<b><u>1,242,923.63</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2050 · PNC Credit Card	0.00	127.20	-127.20
<b>Total Credit Cards</b>	<b>0.00</b>	<b>127.20</b>	<b>-127.20</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>127.20</b>	<b>-127.20</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>127.20</b>	<b>-127.20</b>
<b>Equity</b>			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	2,009,993.81	2,009,993.81	0.00
20-2900 · Fund Balance-Working Cash	51,001.33	51,001.33	0.00
30-2900 · Fund Balance-FICA Fund	94,437.66	94,437.66	0.00
40-2900 · Fund Balance-IMRF Fund	96,867.26	96,867.26	0.00
50-2900 · Fund Balance-Liability	12,750.82	12,750.82	0.00
60-2900 · Fund Balance-Audit	6,827.41	6,827.41	0.00
70-2900 · Fund Balance-Capital R&M	1,593,709.55	1,593,709.55	0.00
80-2900 · Fund Balance-Debt Service	3,536.59	3,536.59	0.00
<b>Total 2900 · Beginning Fund Balances</b>	<b>3,869,124.43</b>	<b>3,869,124.43</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,477,499.21</b>	<b>234,448.38</b>	<b>1,243,050.83</b>
<b>Total Equity</b>	<b>5,346,623.64</b>	<b>4,103,572.81</b>	<b>1,243,050.83</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,346,623.64</u></b>	<b><u>4,103,700.01</u></b>	<b><u>1,242,923.63</u></b>

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

	Jun 22	May - Jun 22	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
3001 · Property Tax Current	1,480,205.38	1,964,776.61	3,744,461.00	52.47%
3002 · Property Taxes Non-Current	0.00	0.00	1,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	1,480,205.38	1,964,776.61	3,745,461.00	52.46%
3100 · PPR Taxes	45,346.06	45,346.06	50,000.00	90.69%
<b>3200 · Interest Income</b>				
3201 · Interest Income Taxes	0.00	0.00	500.00	0.0%
3202 · Interest Income Investments	2,862.99	4,922.51	8,100.00	60.77%
<b>Total 3200 · Interest Income</b>	2,862.99	4,922.51	8,600.00	57.24%
<b>3300 · Patron Payments</b>				
3301 · Fines & Fees	663.25	945.54	6,000.00	15.76%
3302 · Public Copy Payments	685.65	1,217.17	6,000.00	20.29%
3303 · Non-Resident Card Fees	390.36	390.36	2,000.00	19.52%
3304 · Sale Items	0.00	0.00	500.00	0.0%
<b>Total 3300 · Patron Payments</b>	1,739.26	2,553.07	14,500.00	17.61%
3400 · Donations	0.00	20.00	5,000.00	0.4%
3500 · Developer Contributions	0.00	0.00	500.00	0.0%
3600 · RBP/ILL Reimbursements	20.44	91.59	500.00	18.32%
<b>3700 · Grants</b>				
3701 · Per Capita Grants	0.00	0.00	58,800.00	0.0%
3702 · Other Grants/Awards	0.00	0.00	1,000.00	0.0%
<b>Total 3700 · Grants</b>	0.00	0.00	59,800.00	0.0%
3800 · Other Income	79.50	167.70	2,500.00	6.71%
<b>Total Income</b>	1,530,253.63	2,017,877.54	3,886,861.00	51.92%
<b>Gross Profit</b>	1,530,253.63	2,017,877.54	3,886,861.00	51.92%
<b>Expense</b>				
<b>5100 · Salaries</b>				
5101 · Exempt Staff Salaries	48,365.88	96,731.76	643,000.00	15.04%
5102 · Non-Exempt Staff Salaries	81,452.68	167,960.72	1,320,000.00	12.72%
5103 · Custodial Salaries	6,237.67	12,344.79	89,000.00	13.87%
5105 · Professional Education	1,108.10	1,108.10	15,000.00	7.39%
5106 · Membership	528.00	628.00	4,000.00	15.7%
5107 · Life Insurance	299.20	449.08	2,000.00	22.45%
5108 · Health Insurance	37,999.25	55,052.55	230,000.00	23.94%
5109 · Benefits, other	233.32	335.70	3,000.00	11.19%
5110 · Trustee Development	0.00	17.55	3,500.00	0.5%
<b>Total 5100 · Salaries</b>	176,224.10	334,628.25	2,309,500.00	14.49%
<b>5200 · Plant Maint.</b>				
5201 · Supplies	976.70	1,380.17	15,000.00	9.2%
5202 · Maintenance/Repair	0.00	53.63	10,000.00	0.54%
5203 · Maintenance Contracts	4,019.00	8,143.00	52,400.00	15.54%
5204 · Landscape Maintenance/Snow Remo	971.56	2,415.12	15,000.00	16.1%
5205 · Furniture/Equipment	168.95	213.94	7,000.00	3.06%
5206 · Electric-Comm Edison	6,859.02	6,859.02	47,000.00	14.59%

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

	Jun 22	May - Jun 22	Annual Budget	% of Budget
5207 · Water/Sewer	160.09	301.96	8,000.00	3.78%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
<b>Total 5200 · Plant Maint.</b>	<b>13,155.32</b>	<b>19,366.84</b>	<b>165,400.00</b>	<b>11.71%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	0.00	0.00	3,000.00	0.0%
5302 · Office & Equipment Supplies	211.39	1,115.80	7,000.00	15.94%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	1,197.69	3,593.07	18,000.00	19.96%
5305 · Mileage Reimbursement	8.66	56.58	1,500.00	3.77%
5306 · Legal Notices	0.00	0.00	600.00	0.0%
5308 · Business Phone	409.35	818.70	6,000.00	13.65%
5309 · Accounting Service	1,100.00	2,200.00	14,500.00	15.17%
5310 · Material Recovery Fees	78.80	167.45	1,000.00	16.75%
5311 · Payroll Service	554.79	1,123.95	7,000.00	16.06%
5312 · Attorney Fees	0.00	435.00	6,000.00	7.25%
5315 · Other Expenditures	36.39	281.72	6,000.00	4.7%
5317 · Bank & Credit Card Fees	55.71	71.27	100.00	71.27%
5319 · Security Service	0.00	0.00	20,000.00	0.0%
5320 · Donation Recd Expense	0.00	0.00	5,000.00	0.0%
5321 · Human Resources	803.24	2,767.56	14,000.00	19.77%
<b>Total 5300 · Business Exp.</b>	<b>4,456.02</b>	<b>15,025.52</b>	<b>111,700.00</b>	<b>13.45%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	4,187.16	4,487.82	10,000.00	44.88%
5402 · ISP and Web page hosting	1,098.07	1,098.07	14,000.00	7.84%
5403 · Computer Software	1,137.63	1,137.63	6,000.00	18.96%
5404 · Tech Support & Repair	1,570.98	13,950.39	20,000.00	69.75%
5405 · Technical Services Supplies	85.33	426.15	4,000.00	10.65%
5406 · Circulation Supplies	107.45	107.45	4,000.00	2.69%
5408 · Tech Serv Online Resources	0.00	0.00	15,000.00	0.0%
5409 · RBP/ILL Expenses	0.00	0.00	500.00	0.0%
5410 · SW AN Consortium	0.00	0.00	47,000.00	0.0%
5411 · Village IT Services	8,176.13	16,352.26	102,000.00	16.03%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>16,362.75</b>	<b>37,559.77</b>	<b>222,500.00</b>	<b>16.88%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	4,719.52	8,093.73	32,000.00	25.29%
5503 · Adult/Teen Programs	1,225.41	2,848.77	25,000.00	11.4%
5505 · Library Newsletter	3,338.07	3,338.07	38,400.00	8.69%
5509 · Library Publicity and Promotion	1,584.87	4,094.92	20,000.00	20.48%
<b>Total 5500 · Services</b>	<b>10,867.87</b>	<b>18,375.49</b>	<b>115,400.00</b>	<b>15.92%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	2,525.37	2,844.66	55,000.00	5.17%
5606 · Youth Services Media	206.70	376.11	20,000.00	1.88%
5630 · Adult Books	4,441.04	6,247.51	72,000.00	8.68%
5634 · Online Resources	0.00	1,195.00	30,000.00	3.98%
5635 · Magazines & Newspapers	648.00	8,473.74	12,000.00	70.62%
5637 · Adult Media	239.47	1,990.08	40,000.00	4.98%

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

	Jun 22	May - Jun 22	Annual Budget	% of Budget
5651 · Digital Media	8,543.18	19,153.33	110,000.00	17.41%
5652 · Grant/Award Expense	8,122.83	8,122.83	58,800.00	13.81%
<b>Total 5600 · Collection</b>	<b>24,726.59</b>	<b>48,403.26</b>	<b>397,800.00</b>	<b>12.17%</b>
<b>6600 · Payroll Expenses</b>				
6610 · FICA Expense	10,071.07	20,509.79	160,000.00	12.82%
6620 · Illinois Municipal Retirement F	14,909.75	30,080.08	230,000.00	13.08%
<b>Total 6600 · Payroll Expenses</b>	<b>24,980.82</b>	<b>50,589.87</b>	<b>390,000.00</b>	<b>12.97%</b>
66900 · Reconciliation Discrepancies	0.14	0.14		
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
<b>Total 6900 · Operating Xfers In (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.0%</b>
7101 · Liability Insurance	0.00	0.00	20,000.00	0.0%
7102 · Risk Management expense	2,195.00	2,195.00	3,000.00	73.17%
7103 · Unemployment Compensation Insur	0.00	0.00	5,000.00	0.0%
7201 · Audit Expense	0.00	0.00	13,000.00	0.0%
<b>7400 · Capital Expenditures</b>				
7401 · Furniture	0.00	0.00	10,000.00	0.0%
7402 · Parking Lot Repair	0.00	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	0.00	50,000.00	0.0%
7405 · Memorials	0.00	0.00	1,000.00	0.0%
7406 · Other Capital Expenditures	14,234.19	14,234.19	50,000.00	28.47%
<b>Total 7400 · Capital Expenditures</b>	<b>14,234.19</b>	<b>14,234.19</b>	<b>173,000.00</b>	<b>8.23%</b>
<b>7500 · Special Capital Projects</b>				
7503 · Front Entrance Outdoor Renovati	0.00	0.00	250,000.00	0.0%
7504 · Capital Replacement Study	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Automation Equipment	0.00	0.00	30,000.00	0.0%
7509 · Security Upgrades	0.00	0.00	4,000.00	0.0%
<b>Total 7500 · Special Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>309,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>287,202.80</b>	<b>540,378.33</b>	<b>4,235,400.00</b>	<b>12.76%</b>
<b>Net Ordinary Income</b>	<b>1,243,050.83</b>	<b>1,477,499.21</b>	<b>-348,539.00</b>	<b>-423.91%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>234,461.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-234,461.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>1,243,050.83</b>	<b>1,477,499.21</b>	<b>-583,000.00</b>	<b>-253.43%</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jun 22	May - Jun 22	Jun 22	May - Jun 22	Jun 22	May - Jun 22
	<b>Ordinary Income/Expense</b>					
Income						
3000 · Property Taxes	1,256,235.76	1,667,486.61	0.00	0.00	49,631.10	65,878.71
3100 · PPR Taxes	45,346.06	45,346.06	0.00	0.00	0.00	0.00
3200 · Interest Income	1,487.30	2,557.21	37.74	64.89	69.88	120.15
3300 · Patron Payments	1,739.26	2,553.07	0.00	0.00	0.00	0.00
3400 · Donations	0.00	20.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	20.44	91.59	0.00	0.00	0.00	0.00
3800 · Other Income	79.50	167.70	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>1,304,908.32</b>	<b>1,718,222.24</b>	<b>37.74</b>	<b>64.89</b>	<b>49,700.98</b>	<b>65,998.86</b>
<b>Gross Profit</b>	<b>1,304,908.32</b>	<b>1,718,222.24</b>	<b>37.74</b>	<b>64.89</b>	<b>49,700.98</b>	<b>65,998.86</b>
Expense						
5100 · Salaries	176,224.10	334,628.25	0.00	0.00	0.00	0.00
5200 · Plant Maint.	13,155.32	19,366.84	0.00	0.00	0.00	0.00
5300 · Business Exp.	4,456.02	15,025.52	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	16,362.75	37,559.77	0.00	0.00	0.00	0.00
5500 · Services	10,867.87	18,375.49	0.00	0.00	0.00	0.00
5600 · Collection	24,726.59	48,403.26	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,071.07	20,509.79
6690 · Reconciliation Discrepancies	0.14	0.14	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>245,792.79</b>	<b>473,359.27</b>	<b>0.00</b>	<b>0.00</b>	<b>10,071.07</b>	<b>20,509.79</b>
<b>Net Ordinary Income</b>	<b>1,059,115.53</b>	<b>1,244,862.97</b>	<b>37.74</b>	<b>64.89</b>	<b>39,629.91</b>	<b>45,489.07</b>
<b>Net Income</b>	<b>1,059,115.53</b>	<b>1,244,862.97</b>	<b>37.74</b>	<b>64.89</b>	<b>39,629.91</b>	<b>45,489.07</b>

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jun 22	May - Jun 22	Jun 22	May - Jun 22	Jun 22	May - Jun 22
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	69,265.15	91,940.31	8,181.02	10,859.22	4,363.21	5,791.58
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	71.68	123.24	9.44	16.23	5.05	8.68
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
<b>Total Income</b>	<b>69,336.83</b>	<b>92,063.55</b>	<b>8,190.46</b>	<b>10,875.45</b>	<b>4,368.26</b>	<b>5,800.26</b>
<b>Gross Profit</b>	<b>69,336.83</b>	<b>92,063.55</b>	<b>8,190.46</b>	<b>10,875.45</b>	<b>4,368.26</b>	<b>5,800.26</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	14,909.75	30,080.08	0.00	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	2,195.00	2,195.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>14,909.75</b>	<b>30,080.08</b>	<b>2,195.00</b>	<b>2,195.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>54,427.08</b>	<b>61,983.47</b>	<b>5,995.46</b>	<b>8,680.45</b>	<b>4,368.26</b>	<b>5,800.26</b>
<b>Net Income</b>	<b>54,427.08</b>	<b>61,983.47</b>	<b>5,995.46</b>	<b>8,680.45</b>	<b>4,368.26</b>	<b>5,800.26</b>



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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jun 22	May - Jun 22	Jun 22	May - Jun 22	Jun 22	May - Jun 22
<b>Ordinary Income/Expense</b>						
Income						
3000 · Property Taxes	0.00	0.00	92,529.14	122,820.18	1,480,205.38	1,964,776.61
3100 · PPR Taxes	0.00	0.00	0.00	0.00	45,346.06	45,346.06
3200 · Interest Income	1,179.28	2,027.61	2.62	4.50	2,862.99	4,922.51
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,739.26	2,553.07
3400 · Donations	0.00	0.00	0.00	0.00	0.00	20.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	20.44	91.59
3800 · Other Income	0.00	0.00	0.00	0.00	79.50	167.70
<b>Total Income</b>	<b>1,179.28</b>	<b>2,027.61</b>	<b>92,531.76</b>	<b>122,824.68</b>	<b>1,530,253.63</b>	<b>2,017,877.54</b>
<b>Gross Profit</b>	<b>1,179.28</b>	<b>2,027.61</b>	<b>92,531.76</b>	<b>122,824.68</b>	<b>1,530,253.63</b>	<b>2,017,877.54</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	176,224.10	334,628.25
5200 · Plant Maint.	0.00	0.00	0.00	0.00	13,155.32	19,366.84
5300 · Business Exp.	0.00	0.00	0.00	0.00	4,456.02	15,025.52
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	16,362.75	37,559.77
5500 · Services	0.00	0.00	0.00	0.00	10,867.87	18,375.49
5600 · Collection	0.00	0.00	0.00	0.00	24,726.59	48,403.26
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	24,980.82	50,589.87
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.14	0.14
7102 · Risk Management expense	0.00	0.00	0.00	0.00	2,195.00	2,195.00
7400 · Capital Expenditures	14,234.19	14,234.19	0.00	0.00	14,234.19	14,234.19
<b>Total Expense</b>	<b>14,234.19</b>	<b>14,234.19</b>	<b>0.00</b>	<b>0.00</b>	<b>287,202.80</b>	<b>540,378.33</b>
<b>Net Ordinary Income</b>	<b>-13,054.91</b>	<b>-12,206.58</b>	<b>92,531.76</b>	<b>122,824.68</b>	<b>1,243,050.83</b>	<b>1,477,499.21</b>
<b>Net Income</b>	<b>-13,054.91</b>	<b>-12,206.58</b>	<b>92,531.76</b>	<b>122,824.68</b>	<b>1,243,050.83</b>	<b>1,477,499.21</b>

**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. 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 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.  
(Section 2, Article VII, amended 07/20/22, pending approval)

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

9:45 AM

07/07/2022

Accrual Basis

Amount

Date	Memo	Account	Amount
06/08/2022	Inv. #2135	5509 · Library Publicity and Promotion	-540.00
<b>ABC Parade Floats</b>			
Total ABC Parade Floats			
<b>AMAZON/SYNCB</b>			
06/17/2022	Inv. #687867845968	5501 · Youth Services Programs	-181.47
06/17/2022	Inv. #464568856776	5501 · Youth Services Programs	-37.98
06/17/2022	Inv. #689658797599	5501 · Youth Services Programs	-8.99
06/17/2022	Inv. #665996974346	5501 · Youth Services Programs	-8.98
06/17/2022	Inv. #677887977773	5501 · Youth Services Programs	-291.08
06/17/2022	Inv. #765535744787	5606 · Youth Services Media	-15.71
06/17/2022	Inv. #765535744787	5501 · Youth Services Programs	-25.98
06/17/2022	Inv. #937545554595	5205 · Furniture/Equipment	-29.99
06/17/2022	Inv. #459674785586	5503 · Adult/Teen Programs	-106.40
06/17/2022	Inv. #595976646666	5503 · Adult/Teen Programs	-109.56
06/17/2022	Inv. #473469857574	5405 · Technical Services Supplies	-74.95
06/17/2022	Inv. #967495697397	5501 · Youth Services Programs	-31.36
06/17/2022	Inv. #744964859863	5503 · Adult/Teen Programs	-94.28
06/17/2022	Inv. #969336539776	5503 · Adult/Teen Programs	-99.12
06/17/2022	Inv. #745538553659	5501 · Youth Services Programs	-23.12
06/17/2022	Inv. #783888359499	5201 · Supplies	-26.00
06/17/2022	Inv. #467594877436	5201 · Supplies	-66.85
06/17/2022	Inv. #968674445963	5630 · Adult Books	-25.73
06/17/2022	Inv. #467786395468	5205 · Furniture/Equipment	-98.97
06/17/2022	Inv. #467786395468	5501 · Youth Services Programs	-148.02
06/17/2022	Inv. #649974576698	5503 · Adult/Teen Programs	-131.35
06/17/2022	Inv. #644538868634	5501 · Youth Services Programs	-45.85
06/17/2022	Inv. #447797643693	5201 · Supplies	-41.71
06/17/2022	Inv. #467895793856	5201 · Supplies	-9.98
06/17/2022	Inv. #457493754877	5501 · Youth Services Programs	-179.98
06/17/2022	Inv. #486635397884	5501 · Youth Services Programs	-68.92
06/17/2022	Inv. #453738789834	5501 · Youth Services Programs	-17.23
06/17/2022	Inv. #776763847385	5503 · Adult/Teen Programs	-53.29
06/17/2022	Inv. #837559355988	5501 · Youth Services Programs	-7.89
06/17/2022	Inv. #454384963948	5501 · Youth Services Programs	-21.98
06/17/2022	Inv. #467445686863	5501 · Youth Services Programs	-25.99
06/17/2022	Inv. #447485788376	5501 · Youth Services Programs	-111.60
06/17/2022	Inv. #673896635378	5503 · Adult/Teen Programs	-87.13
06/17/2022	Inv. #766666739695	5501 · Youth Services Programs	-235.66

Date	Memo	Account	Amount
06/17/2022	Inv. #693735737989	5401 · Automation Hardware	-16.00
06/17/2022	Credit Inv. #739458648779	5501 · Youth Services Programs	12.99
06/17/2022	Credit Inv. #739464736499	5205 · Furniture/Equipment	32.99
06/17/2022	Credit Inv. #599784343756	5503 · Adult/Teen Programs	40.50
06/17/2022	Credit Inv. #994734943886	5503 · Adult/Teen Programs	40.57
			<u>-2,432.05</u>
Total AMAZONSYNCEB			
06/30/2022	ALA e-series: Intro to Web Accessibility & Usability - Kus 5105 · Professional Education		-1116.10
			<u>-1116.10</u>
American Library Association			
06/08/2022	Inv. #10767	5309 · Accounting Service	-1,100.00
			<u>-1,100.00</u>
ATA Group, LLP (Assoc McClure Interra CPA			
06/13/2022	Several invoices	5501 · Youth Services Programs	-189.55
06/13/2022	Several invoices	5601 · Youth Services Books	-2,525.37
06/13/2022	Several invoices	5606 · Youth Services Media	-15.19
06/13/2022	Several invoices	5630 · Adult Books	-3,736.87
			<u>-6,466.98</u>
Total Baker & Taylor			
06/01/2022	Inv. #S59262	5635 · Magazines & Newspapers	-648.00
			<u>-648.00</u>
BookPage			
06/08/2022	Inv. #11513	5201 · Supplies	-408.50
			<u>-408.50</u>
Total BookPage			
06/08/2022	Inv. #1933903	5630 · Adult Books	-141.42
			<u>-141.42</u>
Case Lots, Inc.			
06/30/2022	May subscription	5501 · Youth Services Programs	-5.00
			<u>-5.00</u>
Center Point for Large Print Books			
06/14/2022	Inv. #148233946	5308 · Business Phone	-409.35
			<u>-409.35</u>
Chess.com			
06/14/2022	Inv. #148272333	5402 · ISP and Web page hosting	-1,098.07
06/14/2022	Inv. #148272333	5404 · Tech Support & Repair	-500.00
			<u>-1,598.07</u>
Total Chess.com			
06/08/2022	Service from: 4/19 - 5/18/2022	5206 · Electric-Comm Edison	-6,859.02
			<u>-6,859.02</u>
ComEd			
Complete Cleaning Co., Inc.			

Date	Memo	Account	Amount
06/08/2022	Inv. #C20982	5203 · Maintenance Contracts	-2,700.00
Total Complete Cleaning Co., Inc.			-2,700.00
<b>Costco</b>			
06/30/2022	5 - 1K plastic bags	5406 · Circulation Supplies	-107.45
06/30/2022	YS Binge Box candy	5501 · Youth Services Programs	-54.91
Total Costco			-162.36
<b>Demco</b>			
06/08/2022	Inv. #7130979	5501 · Youth Services Programs	-185.48
06/08/2022	Inv. #7132351	5509 · Library Publicity and Promotion	-118.97
Total Demco			-304.45
<b>Dollar Tree</b>			
06/30/2022	YS plastic prize baskets	5501 · Youth Services Programs	-17.50
Total Dollar Tree			-17.50
<b>Examiner Publications, Inc.</b>			
06/13/2022	Inv. #56655	5509 · Library Publicity and Promotion	-45.00
Total Examiner Publications, Inc.			-45.00
<b>Fox Valley Fire &amp; Safety Company, Inc.</b>			
06/08/2022	Inv. #IN00522220	7102 · Risk Management expense	-240.00
06/13/2022	Inv. #IN00527726	7102 · Risk Management expense	-365.00
06/14/2022	Inv. #IN00527964	7102 · Risk Management expense	-1,590.00
Total Fox Valley Fire & Safety Company, Inc.			-2,195.00
<b>Fun Express, LLC</b>			
06/30/2022	Inv. #717302164-01	5509 · Library Publicity and Promotion	-240.90
06/30/2022	YS - SRP Prizes	5501 · Youth Services Programs	-329.70
06/30/2022	YS - SRP prizes	5501 · Youth Services Programs	-581.70
Total Fun Express, LLC			-1,152.30
<b>Gale/Cengage Learning Inc.</b>			
06/08/2022	Inv. #77818442	5630 · Adult Books	-111.71
06/08/2022	Inv. #77818973	5630 · Adult Books	-113.96
06/08/2022	Inv. #77818719	5630 · Adult Books	-83.22
06/08/2022	Inv. #77837290	5630 · Adult Books	-28.49
06/08/2022	Inv. #77913340	5630 · Adult Books	-27.74
Total Gale/Cengage Learning Inc.			-365.12
<b>Garvey's Office Products</b>			
06/08/2022	Inv. #PINV2286160	5302 · Office & Equipment Supplies	-155.73
06/08/2022	Inv. #PINV2268569	5302 · Office & Equipment Supplies	-37.44
06/08/2022	Inv. #PINV2269893	5501 · Youth Services Programs	-107.92
Total Garvey's Office Products			-301.09
<b>GreatAmerica Financial Services</b>			
06/24/2022	Inv. #31884676	5304 · Equipment Leasing	-1,197.69
Total GreatAmerica Financial Services			-1,197.69

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	Date	Memo	Account	Amount
<b>Hathaway Miranda LLC</b>				
	06/08/2022	All Staff Webinar Training Pgm. - Pronoun 101	5105 - Professional Education	-375.00
	06/08/2022	AS Pgm- From the Fields to Our Tables: Hidden Work	5503 - Adult/Teen Programs	-250.00
				-625.00
<b>Total Hathaway Miranda LLC</b>				
<b>Hirease, LLC dba Accurate Now</b>				
	06/30/2022	Inv. #2206120305 - Ficarella, Moheida	5321 - Human Resources	-119.90
				-119.90
<b>Total Hirease, LLC dba Accurate Now</b>				
<b>Home Depot Credit Services</b>				
	06/13/2022	Inv. #3263410	5201 - Supplies	-172.93
	06/13/2022	Inv. #3263410	5205 - Furniture/Equipment	-32.98
				-205.91
<b>Total Home Depot Credit Services</b>				
<b>HR Source</b>				
	06/08/2022	Inv. #16037	5321 - Human Resources	-260.00
				-260.00
<b>Total HR Source</b>				
<b>JGF Contractors, Inc.</b>				
	06/08/2022	Inv. #1113	7406 - Other Capital Expenditures	-14,234.19
				-14,234.19
<b>Total JGF Contractors, Inc.</b>				
<b>Land's End Business Outfitters</b>				
	06/30/2022	Inv. #SIN10266668 - Trustee Tara L.	5321 - Human Resources	-48.86
				-48.86
<b>Total Land's End Business Outfitters</b>				
<b>Lee, Saroeun</b>				
	06/24/2022	72 Cookies for Pigeon Parade	5501 - Youth Services Programs	-240.00
				-240.00
<b>Total Lee, Saroeun</b>				
<b>MailChimp</b>				
	06/30/2022	Patron marketing emails	5509 - Library Publicity and Promotion	-115.00
				-115.00
<b>Total MailChimp</b>				
<b>Midwest Tape LLC</b>				
	06/13/2022	Several invoices	5606 - Youth Services Media	-175.80
	06/13/2022	Several invoices	5637 - Adult Media	-239.47
	06/13/2022	Several invoices	5651 - Digital Media	-5,325.53
				-5,740.80
<b>Total Midwest Tape LLC</b>				
<b>MNI</b>				
	06/08/2022	Inv. #850815-01-22	5630 - Adult Books	-171.90
				-171.90
<b>Total MNI</b>				
<b>MNJ Technologies Direct, INC.</b>				
	06/08/2022	Inv. #0003843593	5401 - Automation Hardware	-1,378.01
	06/08/2022	Inv. #0003843594	5401 - Automation Hardware	-559.13
	06/08/2022	Inv. #0003843595	5404 - Tech Support & Repair	-220.98
	06/08/2022	Inv. #0003845534	5403 - Computer Software	-87.63
	06/21/2022	Inv. #0003843327	5401 - Automation Hardware	-235.02
				-2,480.77
<b>Total MNJ Technologies Direct, INC.</b>				

	Date	Memo	Account	Amount
<b>Mobile Room Escape, LLC</b>				
Total Mobile Room Escape, LLC	06/30/2022	YS - Two programs 6/30/2022	5501 · Youth Services Programs	-337.50
<b>Morningstar, Inc.</b>				
Total Morningstar, Inc.	06/08/2022	Subscriber ID #36291558	5652 · Grant/Award Expense	-2,649.00
<b>OverDrive, Inc.</b>				
Total OverDrive, Inc.	06/08/2022	Inv. #22179039	5651 · Digital Media	-3,217.65
<b>Paylocity</b>				
Total Paylocity	06/08/2022	Inv. #110338340	5311 · Payroll Service	-197.36
<b>PDQ.com</b>				
Total PDQ.com	06/14/2022	Inv. #110411390	5311 · Payroll Service	-357.43
<b>Plerus</b>				
Total Plerus	06/14/2022	Inv. #110411390	5321 · Human Resources	-325.35
<b>Precision Control Systems of Chicago, Inc</b>				
Total Precision Control Systems of Chicago, Inc	06/30/2022	PDQ subscription	5403 · Computer Software	-1,050.00
<b>Propay</b>				
Total Propay	06/08/2022	Inv. #3167	5505 · Library Newsletter	-3,338.07
<b>Proquest LLC</b>				
Total Proquest LLC	06/08/2022	Inv. #44259	5203 · Maintenance Contracts	-1,319.00
<b>Rose Franklin's Perennials</b>				
Total Rose Franklin's Perennials	06/30/2022	Acct. Renewal - 6/16/22-6/15/23	5317 · Bank & Credit Card Fees	-39.95
<b>Scholastic, Inc.</b>				
Total Scholastic, Inc.	06/08/2022	Inv. #70731296	5652 · Grant/Award Expense	-5,473.83
<b>Sebert Landscaping, Inc.</b>				
Total Sebert Landscaping, Inc.	06/30/2022	YS - Monarch catapillers	5501 · Youth Services Programs	-34.50
<b>Scholastic, Inc.</b>				
Total Scholastic, Inc.	06/13/2022	Inv. #39602691	5501 · Youth Services Programs	-167.25
<b>Scholastic, Inc.</b>				
Total Scholastic, Inc.	06/13/2022	Inv. #39602692	5501 · Youth Services Programs	-526.50
<b>Scholastic, Inc.</b>				
Total Scholastic, Inc.	06/13/2022	Inv. #39602693	5501 · Youth Services Programs	-449.00
<b>Scholastic, Inc.</b>				
Total Scholastic, Inc.	06/10/2022	Inv. #S545841	5204 · Landscape Maintenance/Snow Remo	-229.00
<b>Scholastic, Inc.</b>				
Total Scholastic, Inc.	06/10/2022	Inv. #240907	5204 · Landscape Maintenance/Snow Remo	-742.56
<b>Scholastic, Inc.</b>				
Total Scholastic, Inc.	06/10/2022	Inv. #240907	5204 · Landscape Maintenance/Snow Remo	-971.56

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	Date	Memo	Account	Amount
<b>Showcases</b>				
Total Showcases	06/10/2022	Inv. #323510	5405 · Technical Services Supplies	-10.38
				-10.38
<b>Society for Human Resource Management</b>				
Total Society for Human Resource Management	06/30/2022	Prof. Mbship - Pellico	5106 · Membership	-229.00
				-229.00
<b>Squeegee Brothers</b>				
Total Squeegee Brothers	06/28/2022	Inv. #2101	5509 · Library Publicity and Promotion	-525.00
				-525.00
<b>St. Charles Public Library</b>				
Total St. Charles Public Library	06/10/2022	Inv. #05032203	5503 · Adult/Teen Programs	-15.63
				-15.63
<b>Staples</b>				
Total Staples	06/10/2022	Inv. #3508406476	5201 · Supplies	-250.73
	06/10/2022	Inv. #3508406476	5302 · Office & Equipment Supplies	-18.22
	06/10/2022	Inv. #3508406476	5315 · Other Expenditures	-38.38
	06/10/2022	Inv. #3509078999	5315 · Other Expenditures	1.99
	06/10/2022	Inv. #3509079001	5106 · Membership	-299.00
				-604.34
<b>Target Stores</b>				
Total Target Stores	06/30/2022	Teen Summer Challenge Prizes - 2022	5503 · Adult/Teen Programs	-261.92
	06/30/2022	YS - Plastic org. bins	5205 · Furniture/Equipment	-40.00
				-301.92
<b>TranslateLive, LLC</b>				
Total TranslateLive, LLC	06/10/2022	Inv. #3100	5401 · Automation Hardware	-1,999.00
				-1,999.00
<b>Unique Management Services, Inc.</b>				
Total Unique Management Services, Inc.	06/13/2022	Inv. #6101746	5310 · Material Recovery Fees	-78.80
				-78.80
<b>Village of Carol Stream</b>				
Total Village of Carol Stream	06/10/2022	Inv. #6617	5411 · Village IT Services	-8,176.13
				-8,176.13
<b>Village of Carol Stream - Benefits</b>				
Total Village of Carol Stream - Benefits	06/13/2022	Inv. #6553	5107 · Life Insurance	-151.56
	06/13/2022	Inv. #6553	5108 · Health Insurance	-21,531.98
	06/13/2022	Inv. #6553	5109 · Benefits, other	-116.66
	06/21/2022	Inv. #6624	5107 · Life Insurance	-147.64
	06/21/2022	Inv. #6624	5108 · Health Insurance	-20,835.09
	06/21/2022	Inv. #6624	5109 · Benefits, other	-116.66
				-42,899.59



Date	Memo	Account	Amount
06/14/2022	From 6/3 - 6/17/2022	6620 · Illinois Municipal Retirement F	-14,909.75
			-14,909.75
06/10/2022	Bill #01879290	5207 · Water/Sewer	-160.09
			-160.09
06/30/2022	Inv. #1135	5404 · Tech Support & Repair	-850.00
			-850.00
06/30/2022	New Hire Snacks - Nico	5321 · Human Resources	-3.80
			-3.80
06/10/2022	Inv. #3	5503 · Adult/Teen Programs	-225.00
			-225.00
			-144,849.71

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

Total Village of Carol Stream - Water Dept.  
vodotech

Total vodotech  
Walmart

Total Walmart  
Wenstrup, Gary

Total Wenstrup, Gary  
**TOTAL**

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

Approved by the Library Board of Trustees July 20, 2022

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

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

26

9:58 AM

07/07/22

Accrual Basis

# Carol Stream Public Library Account QuickReport

June 2022

Type	Date	Num	Name	Memo	Split	Amount
<b>5100 · Salaries</b>						
<b>5105 · Professional Education</b>						
General Journal	06/30/2022	ATA0605		Record June, 202...	-SPLIT-	617.00
Total 5105 · Professional Education						617.00
Total 5100 · Salaries						617.00
<b>5300 · Business Exp.</b>						
<b>5305 · Mileage Reimbursement</b>						
General Journal	06/30/2022	ATA0605		Record June, 202...	5105 · Professional...	8.66
Total 5305 · Mileage Reimbursement						8.66
<b>5321 · Human Resources</b>						
General Journal	06/30/2022	ATA0605		Record June, 202...	5105 · Professional...	45.33
Total 5321 · Human Resources						45.33
Total 5300 · Business Exp.						53.99
<b>5500 · Services</b>						
<b>5501 · Youth Services Programs</b>						
General Journal	06/30/2022	ATA0605		Record June, 202...	5105 · Professional...	33.92
Total 5501 · Youth Services Programs						33.92
Total 5500 · Services						33.92
<b>TOTAL</b>						<b>704.91</b>

<b>Deduction Listing</b>	Check Dates: 06/03/2022 to 06/17/2022	Page 1 of 1
	Processes: 2022060301 - 2022061701	
	Pay Periods: 05/15/2022 to 06/11/2022	

Carol Stream Public Library (9366)

**REIMB -- REIMBURSEMENT**

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-15.00
Anderson, Ronald	1068		15	-4.10
Pellico, Mary	1170		01	-95.33
Wagner, Nathaniel	1173		11	-552.00
Wilson, Leigh Anne	1188		12	-38.48
<b>Totals for REIMB -- REIMBURSEMENT</b>			<b>5 Employees</b>	<b>-704.91</b>

**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-704.91
<b>Totals</b>			<b>5</b>	<b>-704.91</b>



**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY  
July 20, 2022**

**Approval of SWAN Quarterly Payments July 2022-June 2023**

I am requesting the Board approve the annual quarterly payments to SWAN. Our quarterly payments will be in the amount of \$11,635.75 for a total annual fee of \$46,543. This is a slight increase of 0.82% over last year's fees, of \$378. Fees are calculated using a base fee for all members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY22 each member library received a reduction of their fees of \$5,502 due to the grant from RAILS. For FY23 each member library received a reduction of \$5,551 to their fees due to the RAILS grant, a difference of \$49. This is an increase of grant funds of 0.9% from the FY22 RAILS grant amount awarded. Board approval is required for payments exceeding \$10,000.

**Amendment to Library By-Law: Article VII, Section 2**

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 updated text to the Library's By-Law is taken directly from the Act. A unanimous approval by all members of the Board is required to approve the amendment at the July Board meeting. If not approved unanimously by all members, it will be on the agenda at the August Board meeting where a two-thirds vote for approval is required to pass the amendment.

**Executive Session Minutes Review**

It is time for the Board to do the six-month review of past Executive Session Minutes and determine if they will be released or will remain closed. The Executive Session packets will be handed out to the Board that evening for the review of closed minutes and the approval of new Executive Session minutes from March.

**Mobile Museum of Tolerance**

To supplement and enhance the MMOT museum, I created a variety of related self-directed activities in the Create & Learn Center for patrons to participate in: Statement bracelets, Statement buttons, Commitment Wall, Tolerance Pledge, Acrostic Poems, coloring sheets and activity sheets. The activities have been well-received and enjoyed by our patrons. The conversations parents have been having with their children while in the space have been heart-warming and uplifting. We had a great turnout to the mobile museum, 189 visitors total (78 kids, 111 adults). am proud that the Library was able to offer this opportunity and experience to the community.

**Audit Update and Trustee Questionnaire**

Laura Hays and I prepared and submitted all of the required documentation required by the auditors to conduct their preliminary audit on June 15. The auditors will be working in the building with Library staff July 20-21 to complete the final audit work. All Trustees should have received an email correspondence from the auditor firm (Sikich) regarding fraud that will need to be completed and returned to them in order for them to complete the auditing process.

**Facility Update**

The patio planters have been planted and are filling out nicely. Thank you to staff members Ron Anderson, Joyce Farrell and Samantha Wright who helped with the planting process. We had a fun time being part-time gardeners and beautifying the Library's outdoor space.

After discussion with the Village engineer that is coordinating the Klein Creek Stabilization Project, it has been determined that the Library should delay redoing the front area and landscaping of the Library until after the project has been completed on the east side of the building. This is recommended to ensure that equipment and construction will not impact our project. It is anticipated that the Klein Creek project will be completed July 2023.

**National Night Out, July 26**

The Library will be participating at the National Night Out event hosted by the Carol Stream Police Department and Outreach Community Center on Tuesday, July 26 at Community Park. We will have a Plinko game for attendees to participate in. Trustees are encouraged to attend. The event is from 5-8:00 p.m. It is a great way to interact with our patrons and celebrate the summer.

**2022 Per Capita Letter Received**

The Library received the 2022 Per Capita letter notification dated June 29, 2022. I am happy to inform you that the Library will be receiving \$58,784.65 this year. This is an increase of \$210.92 over last year's grant award amount, due to the slight increase to the population of Carol Stream based on the 2020 Census results. The Library uses the Per Capita grant funds for the purchase of more than half of the annual cost of the Library's online databases.

**ILA Annual Conference**

The 2022 ILA Conference: "At the Heart of It" will take place October 18-22 at the Stephens Convention Center in Rosemont. The Illinois Library Association is working closely with the Stephens Convention Center to follow state and local safety measures and provide the safest environment for conference participants. Participants at the Annual Conference – attendees, speakers, exhibitors, and staff – will be required to wear masks. Proof of full vaccination or a negative COVID-19 PCR or Rapid test result within 72 hours of the first day of the event will be required. Please note: At home test results will not be accepted. Only negative test results from a doctor, pharmacy, or testing site will be accepted. Participants will also be required to submit an acknowledgement of personal responsibility after registration. Due to the changing nature of the pandemic, attendance requirements may change prior to the event.

The Early Bird registration deadline is September 26. Please let me know if you are interested in attending and I can get you registered. Information about the Conference can be found here:

<https://www.ila.org/events/annual-conference>

**2022 Parade!**

The return of the 4<sup>th</sup> of July Parade was truly a celebration. The Library's participation was met with thanks and "Love the Library" comments all along the route. Thank you to the staff and Trustees that were able to participate. We gave out over 100 pounds of candy and thousands of bookmarks. The Library received an award for "Best Use of Theme" from the parade committee.

**Movie in the Park**

The Library was fortunate to participate with a vendor table at the recent "Movie in the Park" event on June 30 at the Village Town Center for a viewing of *Encanto*. Staff member Linda Carlson and her family did a great job representing the Library and distributing stickers, bookmarks and library information. Fun was had by all. The Library provided the DVD for the event.

**Library Blood Drive Tuesday, July 26**

Reminder: The next mobile Blood Drive is scheduled for Tuesday, July 26. The recent event at the Highland Park parade emphasizes the importance of having a sufficient blood supply available at all times. The Carol Stream community has been actively participating in the quarterly Blood Drives that the Library has been hosting.

**July Employee Anniversaries**

Ron Anderson, Maintenance — 7/17/06

Omar Kushad, Adult Services — 7/11/11

Cheryl Walek, Circulation — 7/18/11

Susan Westgate, Library Director



★ Carol Stream PD and Outreach Community Center Presents ... ★

# NATIONAL NIGHT OUT

Carol Stream, IL



Tuesday July 26th 5 PM - 8 PM

745 Thornhill Drive, Carol Stream, IL 60188

Join us for Food, Giveaways, Music, and Family Fun!



Sponsored By:



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## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 29, 2022

Susan Westgate, Library Director  
Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, Illinois 60188-1634

Dear Director Westgate:

I am pleased to award the Carol Stream Public Library a FY 2022 Illinois Public Library Per Capita Grant in the amount of \$58,784.65. Over \$18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 39,854. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

Jesse White  
Secretary of State and State Librarian

cc: Edward Jourdan  
Carol Stream Public Library Per Capita File  
JW:isl



*BEST USE OF THEME*

IS AWARDED TO

*Carol Stream Public Library*



2022 CAROL STREAM 4<sup>TH</sup> OF JULY  
PARADE COMMITTEE



*Frank Lawrence SR*

MAYOR - CAROL STREAM

*x Kim Siok*

PRESIDENT - 4<sup>TH</sup> OF JULY PARADE COMMITTEE

*7/2/2022*

DATE

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

	June FY 21-22	June FY 22-23	Current YTD
<b>Circulation Activity</b>			
<b>Physical material use by audience</b>			
Total Adult	14,232	15,051	28,916
Total Teen	955	976	1,637
Total Youth	18,197	20,551	35,221
<b>Physical material use by format</b>			
Books	24,047	27,146	48,170
Videos	6,286	5,910	11,013
Audiobooks and Music CDs	1,618	1,843	3,469
Periodicals and Magazines	261	247	548
Other	1,172	1,432	2,574
<b>Total Physical Item Circulation</b>	<b>33,384</b>	<b>36,578</b>	<b>65,774</b>
<b>Interlibrary loans and Reciprocal borrowers (included above)</b>			
ILL - Borrowed from SWAN	3,116	2,969	5,633
ILL - Borrowed from Non-SWAN	31	44	69
ILL - Loaned to SWAN	675	687	1,369
ILL - Loaned to Non-SWAN	83	81	150
RBP Loans - SWAN (incl. above)	305	513	746
RBP Loans (non-SWAN) - (incl. above)	494	685	1,159
<b>Digital media use</b>			
Bingepasses (hoopla)	n/a	6	18
E-books	3,013	3,190	6,561
E-Audio	2,161	2,322	4,629
E-Video	474	340	733
Museum Adventure Pass / Explore More Illinois	25 / 0	29 / 0	43 / 1
<b>Total use of Electronic Materials</b>	<b>5,673</b>	<b>5,887</b>	<b>11,985</b>
<b>Total Circulation (physical materials and digital media)</b>	<b>39,057</b>	<b>42,465</b>	<b>77,759</b>
Digital magazine retrievals	948	819	1,481
<b>Total Electronic Retrievals (e-mags and databases)</b>	<b>7,750</b>	<b>5,360</b>	<b>11,105</b>
<b>Other circulation activities</b>			
Items checked out in the Library	19,019	20,610	33,863
Self Check - # of Items Checked out	8,031	12,927	20,303
Self Check - % of items checked out in the Library	42.23%	62.72%	59.96%
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	32 / 1,122	35 / 460	68 / 929
Teen Number/Attendance	11 / 62	7 / 28	13 / 42
Youth - Number/Attendance	96 / 1,278	117 / 1,592	209 / 3,092
<b>Total - Number/Attendance</b>	<b>139 / 2,462</b>	<b>159 / 2,080</b>	<b>290 / 4,033</b>
Library Events - Number / Attendance	n/a	0 / 0	1 / 94
Outreach* - Number / Attendance	1 / 36	2 / 480	4 / 530
<b>Facility Usage</b>			
Library Visits (Door Count)	9,691	13,624	23,596
Curbside Pickup Transactions	337**	118	232
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users*	65	232	523

\*\*Curbside chat was down 6/14-26/21.

Electronic Usage			
# of Internet Sessions/Total Time	198 / 82	1,124 / 704	1,808 / 1,132
#iMac Sessions/Total Time	4 / 2	12 / 9	20 / 17
# of Library Website Visits	14,795	14,618	29,054
# Mobile App Views	3,714	4,034	7,475
# of Wireless Users	1,021	1,756	3,429
Aspen catalog sessions / unique searches	n/a	35,060 / 11,040	88,396 / 19,857

Reference Transactions			
Adult	874	1,358	2,543
Youth	1,443	1,556	2,124
Circulation	323	453	788
Chat	85	43	103
<b>Total Reference Transactions</b>	<b>2,725</b>	<b>3,410</b>	<b>5,558</b>

<b>Total One-on-One Tutorials</b>			
Adult	0	1	2
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,197	18,325	
# of Non-Resident Cards***	13	35	
<b>Total Registered Users</b>	<b>18,210</b>	<b>18,360</b>	

Resources Owned/Licensed			
Books	61,456	64,626	
Newspapers (Print only)	24	123	
Periodicals (Print only)	131	24	
<b>Total Print Materials</b>	<b>61,611</b>	<b>64,773</b>	
Current Subscriptions (Print Only)	155	147	
Current E-Subscriptions	3,539	4,062	
E-Books: Downloadable	71,310	71,847	
Audio Recordings	6,529	6,933	
Audio Recordings (Downloadable)	25,227	28,567	
Videos	11,214	11,456	
Other: Video Games, Puzzles, Devices	677	741	
Databases	67	68	
<b>Total Resources Owned/Licensed</b>	<b>180,174</b>	<b>188,447</b>	

<b>Professional Development Hours</b>	<b>61.5</b>	<b>56.25</b>	<b>74.25</b>
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\*The meeting rooms are not available for public reservations.

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

\*Resumed Sunday hours 6/6/21.

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

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

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## Assistant Director's Report June 2022

### Administration and Business Office

- Payroll processing week of 6/13 and 6/27
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Staff Honor Books and Memorial/Honor Donation spreadsheets updated and letters sent
- Preliminary Audit Fieldwork on 6/15.
- Friends of the Library met on 6/15 to organize their records storage.
- Mileage rate will update July 1. Notice posted on staff intranet.

### Monthly Librarian's Report updates

- Due to changes in the Illinois Public Library Annual Report, we are making several changes to the monthly statistics that are reported to the Board of Trustees in the Librarian's Report. We have been able to compile similar statistics for FY22 so we will be able to continue to provide comparisons to the same month of the previous year.
  - Circulation Activity by audience – IPLAR only asks for use of physical material by audience, including interlibrary loans. The by audience and by format counts should be higher because previously we were not including renewals nor ILLs.
  - Circulation Activity of Electronic Materials - Before we were assigning 75% of digital media circulations to adults and 25% to youth but as IPLAR just asks for use of physical material by audience, we will just report the total use of electronic materials by format.
  - Database usage – Previous IPLAR reports had focused on the number of sessions but changed to report on successful retrieval of electronic information including full-text downloads or views. This includes the use of our digital magazines. We will continue to report the digital magazine usage separately along with adding to the database usage. Where statistics on document retrievals or views are not available or practical, we will continue to report the number of sessions.
  - Non-resident cards – Our previous practice was to tally non-resident cards by the family that paid the non-resident fee. IPLAR specifically asks for the number of individuals. The monthly Librarian's Report will compare the previous tally by family to the current count of individuals.
  - Program statistics will be updated in the following months.

### Tech Services

- Items ordered – 771 and Items put into Circulation – 698
- Items catalogued – imported bib records & original cataloging - 98
- Item record edits/database clean-up – 565
- Bib record merge requests submitted to SWAN support – 6
- Repair items (includes disc cleaning) - 152
- Serial record edits – 9 and Claimed Issues – 0
- Baker & Taylor EDI file transmission failures due to change on B&T FTP site between 6/15-29. SWAN staff worked with library staff and B&T to resolve.
- Pending orders in Workflows, not received items as of June 6, 2022 (Youth, 144; Adult, 445)

- Sustainable Shelves – 435 titles were submitted; 48 items were approved for submission resale to B&T for a credit value of \$107.12.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Asian American Pacific Islander Youth (AAPI), Featured Items, and new Sports display

#### **Tech Services - Conversion Projects**

- Total items processed – 40
- Juvenile Award Sticker Project - Monarch Awards are 50% done and Pura Belpre Awards are complete. - Barb
- Peek-a-Book Project is 60% done. - Barb

#### **Meeting Attendance**

- Weekly Director and bi-weekly Management Team meetings - Laura
- Monthly CollectionHQ Team – Laura
- 6/3/22 - Pantheon web hosting sales pitch – Laura
- 6/21/22 - Allstaff meeting – Pronouns 101 presentation – Barb, Joyce, Marie, and Susan
  - Laura watched recording later.
- 6/21/22 - Emergency Preparedness Cmte – Susan
- 6/28/22 - SWAN chat – Laura watched recording.
- 6/29/22 - Librarians Report discussion – Susan W, Laura, Amy, and Jeri
- 6/30/22 - Monthly IT discussion – Laura with Susan W and Marc (IT)

#### **Information technology**

- There were 50 support tickets in June.
- Coin ops – Starting June, Joyce reported a discrepancy between the cash and coin reported by the device and what she counted. She reported the issue to the Director and IT staff. IT reported the issue to the vendor. Per the vendor, IT staff tried resetting the devices but the issue continues. In order to get more details to report to the vendor, Joyce has been counting the cash and coin by device daily.
- Adult public computers issues.
- New postage machine installed by Pitney Bowes
- Public Web Browser license keys renewed.

*Laura Hays*

Assistant Library Director

## Adult Services Department Monthly Report

June 2022

### Department News:

- Held interviews for the current part time librarian role that we anticipate filling before end of early July
- Held discussions about our current curbside printing service, and will be exploring ways we can continue that service while creating fair guidelines vs those who print inside the library
- Full time staff began 1on1 monthly dedicated meetings with manager
- Reference questions continued to climb, **up 18% vs May**, with a significant spike in program related questions which is a great response to so many offerings we have for the summer schedule
- Held a variety of displays for both prints and DVDs to celebrate June occasions
- Exploring procedures and possible policy changes that will benefit our study room users, including signage to indicate usage rules and procedures

### Outreach Activities:

- Homebound delivery – 49 registered, delivered to 30 patrons, Items delivered 173
- 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
- Attended and staffed table for Movie in the Park event 6/30
- Staffed library tables at Carol Stream Geek Fest 6/11
- Working with the College of DuPage on a potential partnership to be a host site for ESL classes
- Continue working with the DuPage Literacy Group on using the library to help have a space to work with CSPL cardholders
- Working with DuPage Worknet office on a “Skill Up” collaboration event, where both the center and library will present workforce resources to job seekers and those looking to improve their situation, tentative date for program is in Sept/Oct

### EDI Activities:

- DEI committee organized an all staff training session focusing on Pronouns
- Promoted Pride themed books and DVD displays
- Developing ways to integrate a DEI component into collection development policy
- DEI committee is continually building up our intranet page with resources for staff access
- Held a successful Native American themed program to launch Summer Reading and promote our EDI programs and club (see images)
- Decorated display mannequin with a Pride dress for Pride Month
- Purchases a translation tablet that will be introduced to staff come July, to help with language barrier interactions

Programs & Displays:

- Binge Box packages for both adults and teens, averaging more than 1 request per day!
- June 1<sup>st</sup> launched our Summer Reading Club for adult and teens
- Online Quiz for patrons to get recommended book suggestions
- Take N Make Kit featuring a Folded Dress
- Teen Dungeon & Dragons as well as Adult DnD programs
- DuPage Garden Club led event on Herbal Mocktails
- Held several pop-up craft and creative offerings
- An Evening of Mindfulness Program held in person (see image)
- Lifeways of the Potawatomi Presentation in Person (see image)
- Be an effective Ally Presentation Online
- Yoga Program, Settle into Sleep Online
- Around the World Book club: Canada themed title
- History Online Program about the 50<sup>th</sup> anniversary of Watergate

Meetings:

- Bi Weekly Management Meetings (AM)
- Diversity, Equity, and Including Meeting (AM, VO,)
- Department Meeting for AS staff
- Chamber of Carol Stream Meeting (OMK)

Resources and Collection News:

- Rotation of displays continued, including promotion of our new Teen Non-Fiction section
- In response to the need for more ESL resources that local businesses are struggling with for their employees, we're exploring ways we can help with language learning
- Activated some trials of various databases to explore, including an online learning platform that could be beneficial for all ages especially ESL patrons.
- Ordering materials continued as normal

Continued Education & Training:

- All staff DEI focused training webinar on Pronouns
- Training through SWAN about potential catalog upgrades for promotion of various reading lists
- Omar has been investigating an Entrepreneur resource that offers learning courses for self-starters



New database coming July 2022 that features military records that will be a great benefit to genealogy researchers



handmade outfit for our Pride Display





Our mindfulness program took advantage of good weather!



# Youth Services Report June 2022

## Summer Reading has begun!

- Summer Reading began officially on June 1, although we always start handing out reading logs when school lets out for the summer which was around May 26<sup>th</sup> this year. We start collecting participant information when we start distribution of prizes. This year that began on June 13. Between June 13 and June 30, we had 582 participants who reported reading at least 200 minutes. 262 of those 582 reported finishing the book log of 600 minutes and also collected the prize book awarded at that level. At this point we are running about 100 more than at the same point in time in 2021 and about 100 behind 2018 which was the last “normal” year before the renovation and COVID.

## Program Highlights

- T-Rexplorers (Dave Howe) presented 2 programs about dinosaurs on June 13. There were 34 and 30 in attendance. As you can see from the pictures, participants were able to see many different types of dinosaur fossils. After the presentation, they were very excited to be able to touch the fossils as well!
- In the early evening on June 13, Maryana Yevstratenko was ready to present the program Reading with Dad when a tornado warning sounded. After about 20 minutes in the hallway, we thought about moving the program to the Youth Services Office space, but the storm passed and she was able to proceed with 9 in attendance who seemed to enjoy themselves!
- Leigh Anne Wilson presented the Rainbow Storytime on June 25 with 31 in attendance. The theme concentrated on how families sometimes look different from one another, but all families share one thing: love!
- June 30 was a very busy day with two programs running concurrently at 10a and 1p. For the younger group, Clare Meehan and Adriana Albers presented “Don’t Let the Pigeon Run the Party” and Steve Dexheimer hosted a Mobile Escape Room for older kids. The Pigeon parties had 48 total attendance and the escape rooms had 15 in attendance.



Mobile Escape Room

## Patron Service and Reference

- 127 Binge Box requests were filled during June.
- Youth Staff had 1,556 interactions with the public during June.

## Professional Development

- Youth Staff did 11.25 hours of training through the All Staff training presentation.

## Meeting Attendance

- 6/7 – CollectionHQ Team – Amy Teske, Adriana Albers
- 6/3 – Meeting with Susan Westgate – Amy Teske
- 6/5 – Team Leader Training for Adriana Albers
- 6/15 – Board Meeting – Amy Teske
- 6/21 – All Staff
- 6/23 – Management Team Meeting – Amy Teske
- 6/29 – Statistics Meeting – Amy Teske



T-Rexplorers

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Human Resources  
Monthly Report  
July, 2022

**Administration**

- Received input from HR Source on our Policy Manual. I'm in process of reviewing and updating policies.
- Researching FMLA information

**Benefits**

- Open enrollment rates were entered in employee records for benefit effective July 1.
- A number of changes were made in HR payroll due to new employees, departures, change of position

**Compensation**

- Advise, coordinate, and work with Managers to update job descriptions. The Library will be partnering with HR Source on Compensation Study.

**Staffing & Onboarding.**

- Julie Mohedano joined the Library as a Bilingual YS Librarian. Julie's first day was Tuesday July 5.
- Karina Marino will be joining the AS Department as a Part-time Librarian on July 19.
- Mikayla Frigo will be joining the Administration Department as a Marketing Coordinator on July 25.
- Facilitated interviews, coordinated onboarding and orientation for three new hires.
- Maryana Yevstratenko, YS Librarian resigned from the Library her last day was July 16. Paperwork was processed and an exit interview was conducted.
- Vera Olekanma, AS Librarian will be leaving the Library on July 22. Paperwork is in process and an exit interview was conducted.
- Few takeaways of Recruiting suggestions and Retention ideas from HR Source Roundtable.
  - Community referral – patron recommends
  - Employee referral
  - Virtual hiring fair
  - Develop relationships with local schools/community colleges
  - Electronic signs
  - Job Fair
  - Adjusting compensation
  - When preparing posting think like a salesperson – what does company offer, culture,
  - Posting – includes flexibility, remote work, time off

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The Carol Stream Public Library

I have decided to resign from the Library at the end of August. I've greatly enjoyed and appreciated the opportunities made available to me at the Library. I've also enjoyed my time spent with staff and management. I feel the Human Resources Department and the Library is in a better place due to the changes and initiatives implemented.

Regards,  
Mary Pellico

June 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 13,624 greetings, welcoming visitors to the Library
- 8,095 Checkouts and renewals
- 118 Curbside deliveries
- 195 new resident account registrations
- 4 new Special account registrations
- 23 new digital accounts checked against the database
- 18,877 Check ins
- 19,000 items shelved
- 3,812 hold requests made available

Self Check-out activity:

- 5,573 checkouts at Youth Services machine
- 7,643 checkouts at Lobby machines

Jeri participated in:

- SWAN Circulation Users Group meeting June 15<sup>th</sup>.
- ALLSTAFF meeting on June 21<sup>st</sup>
- Management Team meeting on June 23<sup>rd</sup>.
- SWAN's fireside chat on June 28<sup>th</sup>.

In addition:

- All Circulation staff viewed the training provided by the DEI committee on pronouns and completed the survey.
- Jeri participated in a full day live online training on being a better Manager, a half day online workshop about inclusion and tolerance and a one-hour webinar discussing anxiety at work.
- Melanie participated in the DEI committee meeting for June on the 28<sup>th</sup>.
- Carol participated in the Emergency Preparedness planning committee meeting on June 28<sup>th</sup>.

Submitted by Jeri L. Cain

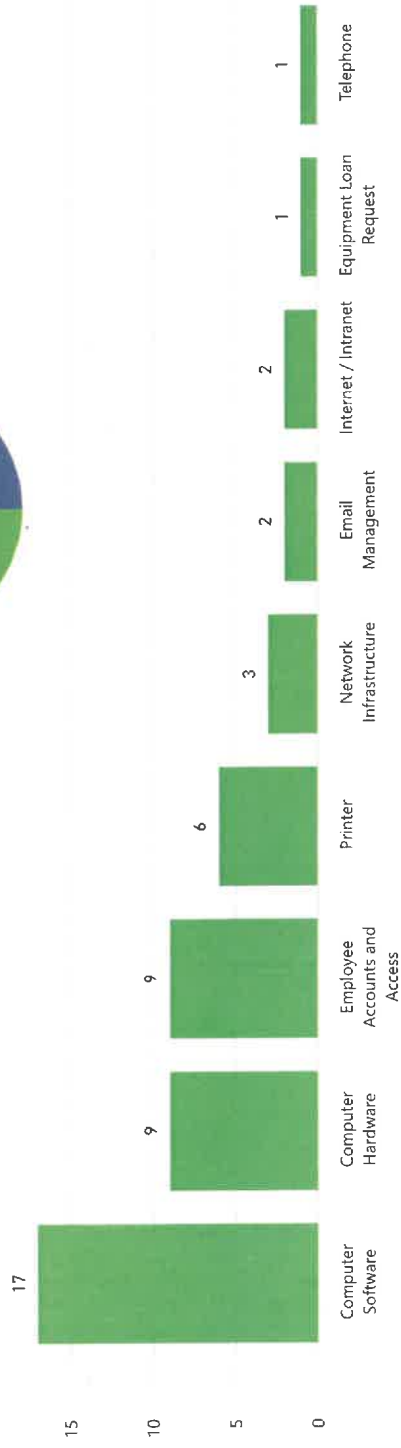
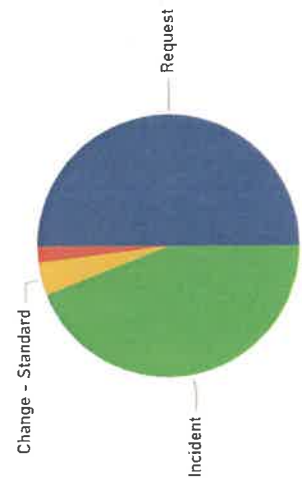
7/14/2022

**Information Technology Closed Support Tickets by Category**

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

Request Type	Count
Change - Standard	2
Incident	22
Problem - Known	1
Request	25
<b>Total</b>	<b>50</b>

CategoryName	Count
Computer Hardware	9
Computer Software	17
Email Management	2
Employee Accounts and Access	9
Equipment Loan Request	1
Internet / Intranet	2
Network Infrastructure	3
Printer	6
Telephone	1
<b>Total</b>	<b>50</b>



**Tickets Types**

**Definitions:**

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

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

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

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