

**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: May 17, 2023**

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

**PLACE: Library Meeting Room**

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

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

1. WELCOME AND CALL TO ORDER – Board President

2. PLEDGE TO THE FLAG

Report, Re: Canvass of Returns of the April 4, 2023 Consolidated Election

Administration of Oath of Office to: Nancy Olson, Mary Hudspeath, Tim Rogers, Tara Leszczewicz, Justin Lynch and David Larimer

Election of President, Secretary and Treasurer of the Board of Library Trustees

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 April 19, 2023

7. MONTHLY REPORTS OF THE TREASURER

7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2023

8. NEW BUSINESS

8.1 Recommendation, Recommendation, Re: Approval of the Annual Report to the Village for FY2023

8.2 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2023

9. DISBURSEMENTS

9.1 Approval of Disbursements of April 1-30, 2023 plus the Addendum for the Meeting of May 17, 2023

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #299

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Mansi Patel, Secretary  
Board of Library Trustees

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

Consolidated Election

4/4/2023

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Run Date: 04/25/2023

**VILLAGE OF CAROL STREAM - FOR VILLAGE TRUSTEE - (Vote for not more than three)**

Precincts		Voters								
Counted	Total	Percent	Ballots	Registered	Percent					
40	40	100.00%	4,649	24,433	19.03%					
Choice	Party	Early Voting	Vote By Mail	Polling	Provisional	Total				
Mary Frusolone		423 35.07%	1,100 36.79%	1,724 35.93%	12 33.33%	3,259 36.09%				
John A. Zalak		401 33.25%	934 31.24%	1,569 32.70%	13 36.11%	2,917 32.30%				
Joe Anselmo		382 31.67%	956 31.97%	1,505 31.37%	11 30.56%	2,854 31.61%				
Cast Votes:		1,206 100.00%	2,990 100.00%	4,798 100.00%	36 100.00%	9,030 100.00%				

**VILLAGE OF CAROL STREAM - FOR LIBRARY TRUSTEE - (Vote for not more than three)**

Precincts		Voters								
Counted	Total	Percent	Ballots	Registered	Percent					
40	40	100.00%	4,649	24,433	19.03%					
Choice	Party	Early Voting	Vote By Mail	Polling	Provisional	Total				
Mary Hudspeath		387 34.71%	988 34.64%	1,468 33.86%	14 35.90%	2,857 34.25%				
Timothy Rogers		370 33.18%	928 32.54%	1,469 33.89%	12 30.77%	2,779 33.32%				
Tara Leszczewicz		358 32.11%	936 32.82%	1,398 32.25%	13 33.33%	2,705 32.43%				
Cast Votes:		1,115 100.00%	2,852 100.00%	4,335 100.00%	39 100.00%	8,341 100.00%				

**VILLAGE OF CAROL STREAM - FOR LIBRARY TRUSTEE TO SERVE AN UNEXPIRED 2 YEAR TERM - (Vote for not more than three)**

Precincts		Voters								
Counted	Total	Percent	Ballots	Registered	Percent					
40	40	100.00%	4,649	24,433	19.03%					
Choice	Party	Early Voting	Vote By Mail	Polling	Provisional	Total				
Nancy Olson		413 38.35%	1,118 39.38%	1,632 38.55%	13 34.21%	3,176 38.79%				
Justin Lynch		344 31.94%	905 31.88%	1,337 31.59%	13 34.21%	2,599 31.75%				
David S. Larimer		320 29.71%	816 28.74%	1,264 29.86%	12 31.58%	2,412 29.46%				
Cast Votes:		1,077 100.00%	2,839 100.00%	4,233 100.00%	38 100.00%	8,187 100.00%				

**VILLAGE OF CLARENDON HILLS - FOR VILLAGE PRESIDENT - (Vote for one)**

Precincts		Voters								
Counted	Total	Percent	Ballots	Registered	Percent					
10	10	100.00%	1,206	5,977	20.18%					
Choice	Party	Early Voting	Vote By Mail	Polling	Provisional	Total				
Eric M. Tech		161 100.00%	355 100.00%	457 100.00%	6 100.00%	979 100.00%				
Cast Votes:		161 100.00%	355 100.00%	457 100.00%	6 100.00%	979 100.00%				

**VILLAGE OF CLARENDON HILLS - FOR VILLAGE CLERK - (Vote for one)**

Precincts		Voters								
Counted	Total	Percent	Ballots	Registered	Percent					
10	10	100.00%	1,206	5,977	20.18%					
Choice	Party	Early Voting	Vote By Mail	Polling	Provisional	Total				
Lynn B. Dragisic		159 100.00%	343 100.00%	440 100.00%	6 100.00%	948 100.00%				
Cast Votes:		159 100.00%	343 100.00%	440 100.00%	6 100.00%	948 100.00%				

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: April 19, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers and Lynch.

Absent: Trustees Olson, Patel and Larimer

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske, Patron Services Manager Melanie Johnson and Human Resources Coordinator Lena Saltiel

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

**Trustee Hudspeath moved and Trustee Leszczewicz seconded** the establishment of a Consent Agenda for the Regular Meeting of April 19, 2023. Motion approved.

Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays ..... 0

Absent..... Trustees Olson, Patel and Larimer

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

Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays ..... 0

Absent..... Trustees Olson, Patel and Larimer

6.1 Minutes of the Regular Board Meeting of February 15, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2023 and March 31, 2023

6.3 Recommendation, Re: Approval of Annual Renewal of IGA for IT Services

- 6.4 Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund
- 6.5 Recommendation, Re: Approval of Funds Transfer of \$200,000 from the General Fund to the Building Renovation Loan Fund
- 6.6 Approval of Additional Principal Payment of \$200,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan
- 6.7 Recommendation, Re: Approval of Addition to Policy No. 304, Floating Holidays
- 6.8 Recommendation, Re: Approval of Technical Services Associate Job Description
- 6.9 Approval of Disbursements of February 1-31, 2023, March 1-31, 2023 plus the Addendum for the Meeting of April 19, 2023

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

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

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

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

Background Information:

To acknowledge the diversity of our staff and their lifestyles, the members of the Library’s DEI Committee recommended that the Library provide floating holidays to accommodate employees that do not celebrate the Federal Holidays that the Library currently is closed for. The updated policy provides two full-day floating holidays for full time employees and two four hour floating holidays for part time employees.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of February 1-28, 2023, March 1-31, 2023 plus the Addendum for the Meeting of April 19, 2023 in the amount of \$245,903.02.

**7. NEW BUSINESS**

7.1 Recommendation, Re: Approval of ATA Group Accounting Services for FY24

**Trustee Lynch moved and Trustee Rogers seconded** that the Library Board of Trustees approve the letter of understanding for ATA Group Accounting Services for FY24. Motion approved.

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

7.2 Recommendation, Re: Review and Approval of FY2024 Working Budget

**Trustee Lynch moved and Trustee Rogers seconded** that the Library Board of Trustees approve the FY2024 Working Budget. Motion approved.

Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays ..... 0

Absent..... Trustees Olson, Patel and Larimer

Background information:

The working budget for the upcoming fiscal year was prepared for Trustee review and approval.

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

**Trustee Lynch moved and Trustee Hudspeath seconded** that the Library Board of Trustees approve the addition to Policy No. 306, PTO. Motion approved.

Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays ..... 0

Absent..... Trustees Olson, Patel and Larimer

Background information:

Effective January 2024, Governor Pritzker has passed an act requiring employers to provide their part-time employees with an accrual of one hour of paid time off for every forty hours worked (PLFAW Paid Leave for All Workers). The Library has been researching and considering providing part-time employees with a paid time off benefit for the past year. The addition to the policy is for part-time employees to begin accruing PTO at the rate of two hours for every sixty hours worked, to go into effect in the new fiscal year, May 1, 2023.

Details of the Governor's Act can be viewed here:

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

7.4 Discussion: After School Security and High Risk Mask Hours

Background information:

The Board discussed the current high risk hours mask requirement. They agreed with the staff recommendation to remove this requirement beginning on May 1. Masks will still be available for staff and patrons who would like one. Starting in April, the Library is hiring Carol Stream Police Officers to work a two-hour shift at the Library on Monday afternoons when Jay Stream School has early dismissal.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Board was happy to see that the Library is resuming the annual Holiday Open House this December.

9. MONTHLY STAFF REPORTS

The Board was glad to see that the door counts are continuing to increase. They commended the Adult services department for resuming the AARP driving classes and the continued success of the COD ESL classes

held here at t he Library. They welcomed and congratulated Melanie Johnson for her promotion to Patron Services Manager.

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Rogers moved and Trustee Hudspeath seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:42 p.m.

May 17, 2023

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees



**Carol Stream Public Library  
Treasurer's Report  
Month Ending April 30, 2023**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 135,719.74	\$ 2,145,713.55
Working Cash	51,001.33	1,260.31	52,261.64
FICA	94,437.66	(11,921.47)	82,516.19
IMRF	96,867.26	(15,741.05)	81,126.21
Liability Insurance	12,750.82	(5,722.27)	7,028.55
Audit	6,827.41	(300.34)	6,527.07
Capital Maintenance & Repair	1,593,709.55	54,198.51	1,647,908.06
Building Renovation Loan	<u>3,536.59</u>	<u>(761.59)</u>	<u>2,775.00</u>
<b>TOTAL ALL FUNDS</b>	<u><u>\$ 3,869,124.43</u></u>	<u><u>\$ 156,731.84</u></u>	<u><u>\$ 4,025,856.27</u></u>

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

\_\_\_\_\_  
Justin Lynch, Board President 4/30/23

\_\_\_\_\_  
Nancy Olson, Board Treasurer 4/30/23

\_\_\_\_\_  
Susan Westgate, Library Director 4/30/23

**Carol Stream Public Library  
Treasurer's Report  
Month Ending April 30, 2023**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 513,034.07
OLD SECOND BANK	PAYROLL	76,259.70
OLD SECOND BANK-MONEY MARKET	INVESTMENT	323,001.54
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,111,663.57
PROPAY	ELECTRONIC	915.70
ASPEN/PAYPAL	ELECTRONIC	211.69
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 4,025,856.27</u>

**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**APRIL 30, 2023**

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of April 30, 2023 and March 31, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date April 30, 2023, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

*ATA Group, LLP*

May 4, 2023

# Carol Stream Public Library

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

	TOTAL		
	AS OF APR 30, 2023	AS OF MAR 31, 2023 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1006 Old Second General Checking	513,034.07	834,543.38	-321,509.31
10-1008 Old Second Payroll Account	76,259.70	79,719.66	-3,459.96
10-1014 Illinois Funds-Prime	3,111,663.57	3,099,257.61	12,405.96
10-1024 Old Second Money Market Acct	323,001.54	462,898.89	-139,897.35
10-1025 ProPay	915.70	473.11	442.59
10-1026 Cash Bank	770.00	770.00	0.00
10-1027 Aspen/Paypal	211.69	49.82	161.87
10-1090 Allocated Cash-General Fund	-1,880,142.72	-1,839,326.54	-40,816.18
<b>Total 10-1000 Library Fund Cash</b>	<b>2,145,713.55</b>	<b>2,638,385.93</b>	<b>-492,672.38</b>
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	52,261.64	52,097.39	164.25
30-1190 Allocated Cash-FICA Fund	82,516.19	93,075.32	-10,559.13
40-1090 Allocated Cash-IMRF Fund	81,126.21	104,893.55	-23,767.34
50-1090 Allocated Cash-Liability Fund	7,028.55	8,267.70	-1,239.15
60-1090 Allocated Cash-Audit Fund	6,527.07	6,505.08	21.99
70-1090 Allocated Cash-Capital R&M Fund	1,647,908.06	1,571,723.89	76,184.17
80-1090 Allocated Cash-Debt Service	2,775.00	2,763.61	11.39
<b>Total 1190 Allocated Cash-Fund Balances</b>	<b>1,880,142.72</b>	<b>1,839,326.54</b>	<b>40,816.18</b>
<b>Total Bank Accounts</b>	<b>\$4,025,856.27</b>	<b>\$4,477,712.47</b>	<b>\$ -451,856.20</b>
<b>Total Current Assets</b>	<b>\$4,025,856.27</b>	<b>\$4,477,712.47</b>	<b>\$ -451,856.20</b>
<b>TOTAL ASSETS</b>	<b>\$4,025,856.27</b>	<b>\$4,477,712.47</b>	<b>\$ -451,856.20</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,009,993.81	2,009,993.81	0.00
20-2900 Fund Balance-Working Cash	51,001.33	51,001.33	0.00
30-2900 Fund Balance-FICA Fund	94,437.66	94,437.66	0.00
40-2900 Fund Balance-IMRF Fund	96,867.26	96,867.26	0.00
50-2900 Fund Balance-Liability	12,750.82	12,750.82	0.00
60-2900 Fund Balance-Audit	6,827.41	6,827.41	0.00
70-2900 Fund Balance-Capital R&M	1,593,709.55	1,593,709.55	0.00
80-2900 Fund Balance-Debt Service	3,536.59	3,536.59	0.00
<b>Total 2900 Beginning Fund Balances</b>	<b>3,869,124.43</b>	<b>3,869,124.43</b>	<b>0.00</b>

# Carol Stream Public Library

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

	TOTAL		
	AS OF APR 30, 2023	AS OF MAR 31, 2023 (PP)	CHANGE
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	156,731.84	608,588.04	-451,856.20
<b>Total Equity</b>	<b>\$4,025,856.27</b>	<b>\$4,477,712.47</b>	<b>\$ -451,856.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,025,856.27</b>	<b>\$4,477,712.47</b>	<b>\$ -451,856.20</b>

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

	23-Apr	May'22-Apr 23	Annual Budget	% of Budget
<b>Income</b>				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current		3,736,507.82	3,744,461.00	99.79%
3002 Property Taxes Non-Current		290.68	1,000.00	29.07%
<b>Total 3000 Property Taxes</b>	<b>0.00</b>	<b>3,736,798.50</b>	<b>3,745,461.00</b>	<b>99.77%</b>
3100 PPR Taxes	9,008.33	126,778.70	50,000.00	253.56%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		332.29	500.00	66.46%
3202 Interest Income Investments	12,460.79	95,610.29	8,100.00	1180.37%
<b>Total 3200 Interest Income</b>	<b>12,460.79</b>	<b>95,942.58</b>	<b>8,600.00</b>	<b>1115.61%</b>
3300 Patron Payments		1,559.98	0.00	
3301 Fines & Fees	306.68	4,295.79	6,000.00	71.60%
3302 Public Copy Payments	700.86	9,821.56	6,000.00	163.69%
3303 Non-Resident Card Fees	808.62	5,253.62	2,000.00	262.68%
3304 Sale Items		0.00	500.00	0.00%
<b>Total 3300 Patron Payments</b>	<b>1,816.16</b>	<b>20,930.95</b>	<b>14,500.00</b>	<b>144.35%</b>
3400 Donations		2,950.00	5,000.00	59.00%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements		96.86	500.00	19.37%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		58,784.65	58,800.00	99.97%
3702 Other Grants/Awards		0.00	1,000.00	0.00%
<b>Total 3700 Grants</b>	<b>0.00</b>	<b>58,784.65</b>	<b>59,800.00</b>	<b>98.30%</b>
3800 Other Income	101.25	1,571.27	2,500.00	62.85%
<b>Total Income</b>	<b>23,386.53</b>	<b>4,043,853.51</b>	<b>3,886,861.00</b>	<b>104.04%</b>
<b>Gross Profit</b>	<b>23,386.53</b>	<b>4,043,853.51</b>	<b>3,886,861.00</b>	<b>104.04%</b>
<b>Expenses</b>				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	45,548.72	633,617.48	643,000.00	98.54%
5102 Non-Exempt Staff Salaries	95,274.12	1,179,317.33	1,320,000.00	89.34%
5103 Custodial Salaries	5,660.87	77,421.05	89,000.00	86.99%
5105 Professional Education		8,488.43	15,000.00	56.59%
5106 Membership	236.00	4,199.00	4,000.00	104.98%
5107 Life Insurance	84.42	1,581.93	2,000.00	79.10%
5108 Health Insurance	18,109.38	212,027.44	230,000.00	92.19%
5109 Benefits, other	152.60	2,748.54	3,000.00	91.62%
5110 Trustee Development		47.80	3,500.00	1.37%
<b>Total 5100 Salaries</b>	<b>165,066.11</b>	<b>2,119,449.00</b>	<b>2,309,500.00</b>	<b>91.77%</b>
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,379.99	13,689.38	15,000.00	91.26%
5202 Maintenance/Repair	1,530.19	7,522.12	10,000.00	75.22%
5203 Maintenance Contracts	4,184.00	51,542.63	52,400.00	98.36%
5204 Landscape Maintenance/Snow Remo	714.00	13,547.13	15,000.00	90.31%
5205 Furniture/Equipment		992.04	7,000.00	14.17%



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

	23-Apr	May'22-Apr 23	Annual Budget	% of Budget
5206 Electric-Comm Edison	4,332.05	45,744.21	47,000.00	97.33%
5207 Water/Sewer	155.47	5,275.23	8,000.00	65.94%
5208 Insurance (Property)		8,895.00	11,000.00	80.86%
<b>Total 5200 Plant Maint.</b>	<b>12,295.70</b>	<b>147,207.74</b>	<b>165,400.00</b>	<b>89.00%</b>
5300 Business Exp.		0.00	0.00	
5301 Postage		2,792.38	3,000.00	93.08%
5302 Office & Equipment Supplies	166.46	6,609.85	7,000.00	94.43%
5303 Printing		2,394.42	2,000.00	119.72%
5304 Equipment Leasing		15,293.79	18,000.00	84.97%
5305 Mileage Reimbursement	231.58	718.31	1,500.00	47.89%
5306 Legal Notices		555.45	600.00	92.58%
5308 Business Phone	418.66	4,977.91	6,000.00	82.97%
5309 Accounting Service	1,150.00	14,226.00	14,500.00	98.11%
5310 Material Recovery Fees	197.00	1,457.80	1,000.00	145.78%
5311 Payroll Service	974.53	7,916.97	7,000.00	113.10%
5312 Attorney Fees		1,777.50	6,000.00	29.63%
5315 Other Expenditures	77.40	1,379.63	6,000.00	22.99%
5317 Bank & Credit Card Fees	0.72	166.81	100.00	166.81%
5319 Security Service	776.00	1,892.72	20,000.00	9.46%
5320 Donation Recd Expense		1,232.48	5,000.00	24.65%
5321 Human Resources	1,020.75	18,056.42	14,000.00	128.97%
<b>Total 5300 Business Exp.</b>	<b>5,013.10</b>	<b>81,448.44</b>	<b>111,700.00</b>	<b>72.92%</b>
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware		5,240.72	10,000.00	52.41%
5402 ISP and Web page hosting	1,750.00	14,894.32	14,000.00	106.39%
5403 Computer Software		8,069.87	6,000.00	134.50%
5404 Tech Support & Repair	4,680.12	27,532.28	20,000.00	137.66%
5405 Technical Services Supplies	145.75	2,696.25	4,000.00	67.41%
5406 Circulation Supplies	61.24	3,713.09	4,000.00	92.83%
5408 Tech Serv Online Resources		14,477.24	15,000.00	96.51%
5409 RBP/ILL Expenses	371.65	947.34	500.00	189.47%
5410 SWAN Consortium	11,635.75	46,543.00	47,000.00	99.03%
5411 Village IT Services		89,937.43	102,000.00	88.17%
<b>Total 5400 Automat. &amp; Dept. Oper.</b>	<b>18,644.51</b>	<b>214,051.54</b>	<b>222,500.00</b>	<b>96.20%</b>
5500 Services		35.93	0.00	
5501 Youth Services Programs	336.98	27,739.42	32,000.00	86.69%
5503 Adult/Teen Programs	930.28	24,058.25	25,000.00	96.23%
5505 Library Newsletter		35,435.85	38,400.00	92.28%
5506 Youth Services Publicity		-408.99	0.00	
5509 Library Publicity and Promotion		12,881.09	20,000.00	64.41%
<b>Total 5500 Services</b>	<b>1267.26</b>	<b>99741.55</b>	<b>115400.00</b>	<b>86.43%</b>
5600 Collection		0.00	0.00	
5601 Youth Services Books	10,263.13	47,970.84	55,000.00	87.22%
5606 Youth Services Media	4,280.41	15,633.75	20,000.00	78.17%

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

	23-Apr	May'22-Apr 23	Annual Budget	% of Budget
5630 Adult Books	10,936.70	68,304.52	72,000.00	94.87%
5634 Online Resources		11,606.32	30,000.00	38.69%
5635 Magazines & Newspapers		12,891.55	12,000.00	107.43%
5636 Newspapers		0.00	0.00	
5637 Adult Media	4,715.34	32,719.06	40,000.00	81.80%
5651 Digital Media	14,390.50	110,360.43	110,000.00	100.33%
5652 Grant/Award Expense		58,784.65	58,800.00	99.97%
<b>Total 5600 Collection</b>	<b>44,586.08</b>	<b>358,271.12</b>	<b>397,800.00</b>	<b>90.06%</b>
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	10,863.27	139,560.84	160,000.00	87.23%
6620 Illinois Municipal Retirement F	12,278.01	193,009.35	230,000.00	83.92%
<b>Total 6600 Payroll Expenses</b>	<b>23,141.28</b>	<b>332,570.19</b>	<b>390,000.00</b>	<b>85.27%</b>
66900 Reconciliation Discrepancies		0.00	0.00	
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
<b>Total 6900 Operating Xfers In (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00%</b>
7101 Liability Insurance		21,941.00	20,000.00	109.71%
7102 Risk Management expense	97.80	4,199.85	3,000.00	140.00%
7103 Unemployment Compensation Insur	1,182.41	2,111.41	5,000.00	42.23%
7201 Audit Expense		11,485.00	13,000.00	88.35%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture	3,948.48	7,918.91	10,000.00	79.19%
7402 Parking Lot Repair		10,816.87	12,000.00	90.14%
7403 Building Repair		940.00	50,000.00	1.88%
7404 Landscape		4,230.00	50,000.00	8.46%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures		14,234.19	50,000.00	28.47%
<b>Total 7400 Capital Expenditures</b>	<b>3,948.48</b>	<b>38,139.97</b>	<b>173,000.00</b>	<b>22.05%</b>
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		0.00	250,000.00	0.00%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	10,000.00	0.00%
7507 Automation Equipment		22,043.85	30,000.00	73.48%
7509 Security Upgrades		0.00	4,000.00	0.00%
<b>Total 7500 Special Capital Projects</b>	<b>0.00</b>	<b>22,043.85</b>	<b>309,000.00</b>	<b>7.13%</b>
8000 Debt Repayment Expense	200,000.00	434,461.01	234,461.00	185.30%
<b>Total Expenses</b>	<b>475,242.73</b>	<b>3,887,121.67</b>	<b>4,469,861.00</b>	<b>86.96%</b>
<b>Net Operating Income</b>	<b>-451,856.20</b>	<b>156,731.84</b>	<b>-583,000.00</b>	<b>-26.88%</b>
<b>Other Income</b>				
8001 Interfund Transfers In	275,000.00	275,000.00	0.00	
8002 Interfund Transfers Out	-275,000.00	-275,000.00	0.00	
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Income</b>	<b>-451,856.20</b>	<b>156,731.84</b>	<b>-583,000.00</b>	<b>-26.88%</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund		40-IMRF Fund	
	Apr 2023	May 2022 - Apr 2023 (YTD)	Apr 2023	May 2022 - Apr 2023 (YTD)	Apr 2023	May 2022 - Apr 2023 (YTD)	Apr 2023	May 2022 - Apr 2023 (YTD)
<b>Income</b>								
3000 Property Taxes		3,171,385.55				125,294.59		174,859.05
3100 PPR Taxes	9,008.33	126,778.70						
3200 Interest Income	6,473.34	49,951.13	164.25	1,260.31	304.14	2,344.78	311.97	2,409.25
3300 Patron Payments	1,816.16	19,370.97						
3400 Donations		2,950.00						
3600 RBP/ILL Reimbursements		96.86						
3700 Grants		58,784.65						
3800 Other Income	101.25	1,571.27						
<b>Total Income</b>	<b>17,399.08</b>	<b>3,430,889.13</b>	<b>164.25</b>	<b>1,260.31</b>	<b>304.14</b>	<b>127,639.37</b>	<b>311.97</b>	<b>177,268.30</b>
<b>Gross Profit</b>	<b>17,399.08</b>	<b>3,430,889.13</b>	<b>164.25</b>	<b>1,260.31</b>	<b>304.14</b>	<b>127,639.37</b>	<b>311.97</b>	<b>177,268.30</b>
<b>Expenses</b>								
5100 Salaries	165,066.11	2,119,449.00						
5200 Plant Maint.	12,295.70	147,207.74						
5300 Business Exp.	5,013.10	81,448.44						
5400 Automat. & Dept. Oper.	18,644.51	214,051.54						
5500 Services	1,267.26	99,741.55						
5600 Collection	44,586.08	358,271.12						
6600 Payroll Expenses	-11,801.30	0.00			10,863.27	139,560.84	24,079.31	193,009.35
7101 Liability Insurance								
7102 Risk Management expense								
7103 Unemployment Compensation Insur								
7201 Audit Expense								
7400 Capital Expenditures								
7500 Special Capital Projects								
8000 Debt Repayment Expense								
<b>Total Expenses</b>	<b>235,071.46</b>	<b>3,020,169.39</b>	<b>0.00</b>	<b>0.00</b>	<b>10,863.27</b>	<b>139,560.84</b>	<b>24,079.31</b>	<b>193,009.35</b>
<b>Net Operating Income</b>	<b>-217,672.38</b>	<b>410,719.74</b>	<b>164.25</b>	<b>1,260.31</b>	<b>-10,559.13</b>	<b>-11,921.47</b>	<b>-23,767.34</b>	<b>-15,741.05</b>
<b>Other Income</b>								
8001 Interfund Transfers In		-275,000.00						
8002 Interfund Transfers Out		-275,000.00						
<b>Total Other Income</b>	<b>-275,000.00</b>	<b>-275,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-275,000.00</b>	<b>-275,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-492,672.38</b>	<b>135,719.74</b>	<b>164.25</b>	<b>1,260.31</b>	<b>-10,559.13</b>	<b>-11,921.47</b>	<b>-23,767.34</b>	<b>-15,741.05</b>

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

	50-Liability Fund		60-Audit Fund		70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	May 2022 - Apr	Apr 2023	May 2022 - Apr	Apr 2023	May 2022 - Apr	Apr 2023	May 2022 - Apr	Apr 2023	May 2022 - Apr	2023 (YTD)
	2023 (YTD)		2023 (YTD)		2023 (YTD)		2023 (YTD)		2023 (YTD)	
<b>Income</b>										
3000 Property Taxes		20,653.09	11,014.97				233,591.25		0.00	3,736,798.50
3100 PPR Taxes									9,008.33	126,778.70
3200 Interest Income	41.06	316.92	21.99	169.69	5,132.65	39,382.33	11.39	108.17	12,460.79	95,942.58
3300 Patron Payments		1,559.98							1,816.16	20,930.95
3400 Donations									0.00	2,950.00
3600 RBP/ILL Reimbursements									0.00	96.86
3700 Grants									0.00	58,784.65
3800 Other Income									101.25	1,571.27
<b>Total Income</b>	<b>41.06</b>	<b>22,529.99</b>	<b>21.99</b>	<b>11,184.66</b>	<b>5,132.65</b>	<b>39,382.33</b>	<b>11.39</b>	<b>233,699.42</b>	<b>23,386.53</b>	<b>4,043,853.51</b>
<b>Gross Profit</b>	<b>41.06</b>	<b>22,529.99</b>	<b>21.99</b>	<b>11,184.66</b>	<b>5,132.65</b>	<b>39,382.33</b>	<b>11.39</b>	<b>233,699.42</b>	<b>23,386.53</b>	<b>4,043,853.51</b>
<b>Expenses</b>										
5100 Salaries									165,066.11	2,119,449.00
5200 Plant Maint.									12,295.70	147,207.74
5300 Business Exp.									5,013.10	81,448.44
5400 Automat. & Dept. Oper.									18,644.51	214,051.54
5500 Services									1,267.26	99,741.55
5600 Collection									44,586.08	368,271.12
6600 Payroll Expenses		21,941.00							23,141.28	332,570.19
7101 Liability Insurance	97.80	4,199.85							0.00	21,941.00
7102 Risk Management expense									97.80	4,199.85
7103 Unemployment Compensation Insur	1,182.41	2,111.41							1,182.41	2,111.41
7201 Audit Expense				11,485.00					0.00	11,485.00
7400 Capital Expenditures					3,948.48	38,139.97			3,948.48	38,139.97
7500 Special Capital Projects						22,043.85			0.00	22,043.85
8000 Debt Repayment Expense							200,000.00	434,461.01	200,000.00	434,461.01
<b>Total Expenses</b>	<b>1,280.21</b>	<b>28,252.26</b>	<b>0.00</b>	<b>11,485.00</b>	<b>3,948.48</b>	<b>60,183.82</b>	<b>200,000.00</b>	<b>434,461.01</b>	<b>475,242.73</b>	<b>3,887,121.67</b>
<b>Net Operating Income</b>	<b>-1,239.15</b>	<b>-5,722.27</b>	<b>21.99</b>	<b>-300.34</b>	<b>1,184.17</b>	<b>-20,801.49</b>	<b>-199,988.61</b>	<b>-200,761.59</b>	<b>-451,856.20</b>	<b>156,731.84</b>
<b>Other Income</b>										
8001 Interfund Transfers In					75,000.00	75,000.00	200,000.00	200,000.00	275,000.00	275,000.00
8002 Interfund Transfers Out									-275,000.00	-275,000.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-1,239.15</b>	<b>-5,722.27</b>	<b>21.99</b>	<b>-300.34</b>	<b>76,184.17</b>	<b>54,198.51</b>	<b>11.39</b>	<b>-761.59</b>	<b>-451,856.20</b>	<b>156,731.84</b>

CAROL STREAM PUBLIC LIBRARY

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616 Hiawatha Drive • Carol Stream, IL 60188  
(630)-653-0755 [www.cslibrary.org](http://www.cslibrary.org)

May 17, 2023

To: The Honorable Mayor Frank Saverino and  
Members of the Board of Trustees of the  
Village of Carol Stream

Cc: Bob Mellor, Village Manager

Re: Board of Library Trustees of the Village of Carol Stream  
Annual Report 2022-2023

Pursuant to the Local Library Act (75 ILCS 5/4-10), the Board of Library Trustees of the Village of Carol Stream submits the following Annual Report for the Fiscal Year ending April 30, 2023 (FY23) on the condition of its trust.

- Part I — Itemized Statement of the various funds received from the library fund and from other sources (subject to annual audit)-Exhibit 1
- Part II — Itemized statement of the objects and purposes for which those sums of money have been expended (subject to annual audit)-Exhibit 2
- Part III — a statement of the number of books and periodicals available for use, and the number and character thereof circulated
- Part IV — A statement of the real and personal property acquired by legacy, purchase, gift or otherwise
- Part V — A statement of the character of any extensions of library service which have been undertaken
- Part VI - Blank (This amendment to 75 ILCS 5/4-10, passed August 22, 2017.)
- Part VII — A statement as to the amount of accumulations and the reasons thereof (subject to annual audit)
- Part VIII — A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgements, settlements, liability insurance, or for amounts due under a certificate of the board
- Part IX — Any other statistics, information and suggestions that may be of interest

Part III

Total number of books (including audiobooks, eBooks and eAudiobooks) is 181,414 (13.6% increase). The Library subscribes to 25 newspapers, 125 print magazines and has 4,654 downloadable eMagazine subscriptions (15% increase). Paper copies of print back issues of six months to one year are available. The Library circulated 455,034 items during FY23 (2.3% increase).

## Part IV

The Library did not acquire any property over the past year.

## Part V

During FY23 the Library has been able to return to our pre-pandemic full service model. Additional services to our pre-pandemic model are the retention of curbside services on a permanent basis as well as the continued inclusion of a variety of Adult Services virtual programs.

- The Youth Services Department offered 458 programs with 9,796 attendees. The Adult Services Department offered 198 programs with 2,690 attendees. 65 Teen programs were offered with 928 attendees. To provide additional options for patrons, the three departments provided a large variety of passive programming. Some popular examples are take-and-make crafts and individually customized Binge Boxes, comprised of books, activities, tchotchkes and a snack. These are available by request for patrons of all ages. Youth Services had 790 passive programs with 9,487 participants, Adult Services had 96 passive programs with 5,046 participants, and Teen Services had 33 passive programs with 803 participants.
- In FY23 the Library was fortunate to have the opportunity to host several cultural and educational events for the community. From April 16-June 22, 2022, we were fortunate to have a traveling exhibit from the Miami University Art Museum, Telling A People's Story: African American Children's Illustrated Literature. In July we hosted the Mobile Museum of Tolerance, a Simon Wiesenthal Center Museum. This spring we hosted an interactive agriculture display by the DuPage Farm Bureau.
- Two new circulating item types were added to the Library in FY23, Storytime Backpacks in Youth Services and a Teen non-fiction collection in Adult Services.
- Four new online databases were added that are easily accessed through the Library's website: Fold3-a historical military records database; Consumers' Checkbook-reviews of local businesses and services; CSPL Tutorials-a tutorial/learning platform, through Niche Academy; US Major Dailies-an enhancement to ProQuest, featuring access to *The New York Times*, *Los Angeles Times*, *Washington Post*, *Wall Street Journal* and *Chicago Tribune* from 1980-present.
- The Library provided monthly Homebound deliveries of Library materials to local senior centers and individual patrons.
- The Library provided curbside pick-up service for the public. Patrons reserve materials online, text the staff when they arrive, and their bag of materials is brought out to their vehicle. There were 1,108 curbside materials pick-ups in FY23.
- The Library often works with and partners with local organizations to provide additional information and services to the community. During FY23 the Library significantly expanded our partnerships: hosted ESL classes with the College of DuPage; Women Infant Child (WIC) clinic with the DuPage Health Department; Metropolitan Family Services programs; Literacy DuPage programs; People's Resource Center Citizenship program; Glenbard Transitions Group monthly programming; DuPage Organic Gardening Club programs; Versiti Blood Drives; Worknet DuPage programs; AARP Senior Driving classes; information tables for the League of Women Voters and Northern Illinois Food Bank; collection location for the Christmas Sharing Program, Rotary Food Drive, and a Foster Care organization; and worked with the Police Department Social Services unit for after school programming for teens. Adult Services staff participated in many Chamber of Commerce

events throughout the year and provided informational workshops on Library resources that can be utilized to enhance and support small businesses.

- The Library provides online virtual Library card registration so that patrons are able to immediately access our online collections and databases 24/7. The virtual card is valid for 90 days. Patrons' are required to come in and register in-person to extend their privileges.
- The Library's Website, [www.cslibrary.org](http://www.cslibrary.org), offers patrons 24/7 service with the opportunity to download eAudiobooks, eBooks, eMagazines, streaming video and music, access to online subscription databases, as well as the ability to register for programs through their home computers and other electronic devices.
- The Library has a mobile application for patrons to access the Library with their smartphones and other devices. The application was accessed 49,779 times during FY23 (16.6% increase).
- Live online chat and texting with librarians is available during regular Library hours to immediately respond to patrons' informational needs. Wi-Fi Hotspots are available for check out for patrons with no internet service or will be in an area that does not provide internet service. Portable chargers are available for check out for patrons who need to charge their electronic devices. Bike locks are available for check out for riders to secure their bicycles.
- A quarterly print newsletter is delivered to Carol Stream residents, focusing on the Library programs and services available to the community.
- The Library offers patrons the opportunity to subscribe to a weekly e-newsletter as well as an additional weekly preschool e-newsletter for parents of young children.

Part VI No longer required.

## Part VII

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of financing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$410,719 (subject to audit) remaining in the General Fund to add to the Library's Reserve. In anticipation of this surplus, \$275,000 of that amount was transferred in April to two of the Library's Special Funds (\$75,000 to CM&R Fund and \$200,000 to the Building Renovation Loan Fund). The surplus this year was a result of staff vacancies and reductions in some of our yearly expenses and in increase in the PPR taxes and interest income received.

## Part VIII

In FY19 the Library Board entered into an Intergovernmental Loan Agreement (ILA) with the Village of Carol Stream for \$2,000,000 for ten years. The annual loan repayment is \$234,461.

## Part IX

- Percentage of population (39,854) registered with Library cards is 44.8% (17,851 cardholders)
- Digital Services: There were 147,757 visits to the Library's Web page. Remote access to the Library's subscription databases via the Web page numbered 61,812 (28% increase). 68,063 eAudiobooks, eBooks, and e-music CDs were downloaded through the Library's subscription services via the Library web page and mobile application. 5408 videos were streamed from the Library's online streaming service hoopla. 10,775 eMagazines were downloaded with the Library's downloadable online magazine services RBdigital and Press Reader. Being able to provide

- expanded patron access to our downloadable/virtual collections is a great benefit to the residents of the community.
- Social Media: The Library’s Facebook page has 2,894 followers (6.3% increase) and received 56,820 Engagements (Likes/Reach). Instagram has 1,182 followers (13% increase) and had 4,406 Engagements (Likes/Reach) of posts. Twitter has 1,637 followers (11% increase) and had 74,541 Engagements (Likes/Views) of posts.
- The number of homebound patrons currently being served is 43. The Library made 350 deliveries and delivered 2,345 items to our homebound patrons during FY 23.
- Adult reference staff answered 16,605 questions, Youth reference staff answered 8,499 questions and Patron Services staff answered 4,421 questions for a total 29,525, including online chat (24.4% increase). There were 492 one-on-one tutorials.
- The Library’s study rooms had 3,609 users. There were 11,722 public computer sessions and 22,313 wireless users. 291,500 patrons visited the Library in-person during the year.

### CERTIFICATION

This Annual Report is filed by the Carol Stream Public Library pursuant to the Local Library Act (75 ILCS 5/4-10) for the fiscal year commencing May 1, 2022 and ending April 30, 2023.

Signed:

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Susan Westgate  
Library Director

Attest:

I, the undersigned President of the Board of Library Trustees of the Village of Carol Stream, hereby state that the foregoing entitled:

BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM ANNUAL REPORT 2022-2023

is a true and accurate report of the activities of the Carol Stream Public Library for the year stated.

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President  
Board of Library Trustees

(Seal)



**EXHIBIT 1 - FY 23 Income Received (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>	
	<b>GENERAL FUND REVENUES</b>	
	<b>Property Taxes</b>	
	Property Tax -- Current	3,171,386
	Property Tax -- Non-Current	0
	PPR Taxes	126,779
	<b>Interest Income</b>	
	Interest Income -- Taxes	
	Interest Income -- Investments	49,951
	<b>Patron Payments</b>	
	Fines & Fees	4,296
	Public Copier Payments	9,822
	Non-Resident Card Fees	5,254
	Sale items	0
	Donations	2,950
	Developer Contributions	0
	RBP/ILL Reimbursements	97
	<b>Grants</b>	
	Per Capita Grant	58,785
	Other Grants/Awards	0
	Other Income	1,571
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>3,430,891</b>
	<b>SPECIAL FUND REVENUES</b>	
	<b>IMRF Fund</b>	
	Property Tax -- Current	174,859
	Property Tax -- Non-Current	
	Interest Income Taxes	0
	Interest Income Investments	2,409
	<b>FICA Fund</b>	
	Property Tax -- Current	125,295
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	2,345
	<b>Liability Fund</b>	
	Property Tax -- Current	20,653
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	317
	LIMRIC UCGA Dividend	1560

**EXHIBIT 1 - FY 23 Income Received (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>		
	<b>Audit Fund</b>		
	Property Tax -- Current	11,015	
	Property Tax -- Non-Current	0	
	Interest Income Taxes	0	
	Interest Income Investments	170	
	<b>Capital Maint. &amp; Repair</b>		
	Interest Income Investments	39,382	
	<b>Working Cash Fund</b>		
	Interest Income Investments	87	
	<b>Debt Service Fund</b>		
	Property Tax -- Current	233,591	
	Property Tax -- Non-Current	0	
	Interet Income Taxes	0	
	interest Income Investments	108	
	<b>TOTAL SPECIAL FUND REVENUES</b>	<b>611,791</b>	
	<b>TOTAL INCOME FY 2023</b>	<b>\$4,042,682</b>	

**EXHIBIT 2 - FY 23 EXPENSES (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>			
	<b>GENERAL FUND EXPENDITURES</b>			
<b>5100</b>	<b>SALARIES</b>			
5101	EXEMPT STAFF SALARIES	633,617		
5102	NON-EXEMPT STAFF SALARIES	1,179,317		
5103	CUSTODIAL SALARIES	77,421		
5104	BENEFITS-MED/LIFE/DENTAL			
5105	Professional Education	8,488		
5106	Memberships	4,199		
5107	Benefits -- Life insurance	1,582		
5108	Benefits -- Health Insurance	212,027		
5109	Benefits -- Other	2,749		
5110	Trustee Development	48		
	<b>TOTAL</b>	<b>2,119,448</b>		
<b>5200</b>	<b>PLANT MAINTENANCE</b>			
5201	SUPPLIES	13,689		
5202	MAINTENANCE/REPAIR	7,522		
5203	MAINTENANCE CONTRACTS	51,543		
5204	LANDSCAPE MAINTENANCE	13,547		
5205	FURNITURE/EQUIPMENT	992		
5206	ELECTRIC - COMM EDISON	45,744		
5207	WATER/SEWER	5,275		
5208	INSURANCE (PROPERTY)	8,895		
	<b>TOTAL</b>	<b>147,207</b>		
<b>5300</b>	<b>BUSINESS EXPENSE</b>			
5301	POSTAGE	2,792		
5302	OFFICE&EQUIPMENT SUPPLIES	6,610		
5303	PRINTER SUPPLIES	2,394		
5304	EQUIPMENT LEASING	15,294		
5305	MILEAGE REIMBURSEMENT	718		
5306	LEGAL NOTICES	555		
5308	BUSINESS PHONE	4,978		
5309	ACCOUNTING SERVICE	14,226		
5310	MATERIAL RECOVERY FEES	1,458		
5311	PAYROLL SERVICE	7,917		
5312	ATTORNEY FEES	1,778		
5314	OTHER CONSULTANTS	0		
5315	OTHER EXPENDITURES	1,380		
5317	BANK FEES	167		
5319	SECURITY SERVICE	1,893		

**EXHIBIT 2 - FY 23 EXPENSES (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>			
5320	DONATION RECEIVED EXPENSE		1,232	
5321	HUMAN RESOURCES		18,056	
	<i>TOTAL</i>		81,448	
<b>5400</b>	<b><i>CIRCULATION &amp; MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES</i></b>			
5401	AUTOMATION HARDWARE		5,241	
5402	ISP and WEB PAGE HOSTING		14,894	
5403	COMPUTER SOFTWARE		8,070	
5404	LAN and HARDWARE MAINTENANCE		27,532	
5405	TECH SERVICES SUPPLIES		2,696	
5406	CIRCULATION SUPPLIES		3,713	
5408	TECH SERVICES ONLINE EXPENSES		14,477	
5409	RBP/ILL EXPENSES		947	
5410	SWAN CONSORTIUM		46,543	
5411	VILLAGE IT SERVICES		89,937	
	<i>TOTAL</i>		214,050	
<b>5500</b>	<b><i>SERVICES</i></b>			
5501	YOUTH SERVICES PROGRAMS		27,739	
5503	ADULT/TEEN SERVICES PROGRAMS		24,058	
5505	LIBRARY NEWSLETTER		35,436	
5509	LIBRARY PUBLICITY & PROMOTION		12,881	
	<i>TOTAL</i>		100,114	
<b>5600</b>	<b><i>COLLECTION DEVELOPMENT</i></b>			
5601	YOUTH SERVICES BOOKS		47,971	
5606	YOUTH SERVICES MEDIA		15,634	
5630	ADULT/TEEN BOOKS		68,305	
5634	ONLINE RESOURCES		11,606	
5635	MAGAZINES & NEWSPAPERS		12,892	
5637	ADULT MEDIA		32,719	
5651	DIGITAL MEDIA		110,360	
5652	GRANT AWARD EXPENSE (databases)		58,785	
	<i>TOTAL</i>		358,272	
	<b><i>GENERAL FUND EXPENDITURES</i></b>			
5100	SALARIES		2,119,448	
5200	PLANT MAINTENANCE		147,207	
5300	BUSINESS EXPENSE		81,448	
5400	CIRCULATION & MATERIAL Proc....		214,050	
5500	SERVICES		100,114	

**EXHIBIT 2 - FY 23 EXPENSES (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>			
5600	COLLECTION DEVELOPMENT		358,272	
	<b>TOTAL</b>		<b>3,020,539</b>	
	<b>SPECIAL FUND EXPENDITURES</b>			
	<b>Account Name</b>			
	LIABILITY INSURANCE FUND		28,252	
	FICA FUND		139,561	
	IMRF FUND		193,009	
	AUDIT FUND		11,485	
	Capital Maintenance & Repair Fund		38,140	
	Special Capital Projects in CM&R Fund		22,044	
	Debt Service Fund		434,461	
	<b>TOTAL</b>		<b>866,952</b>	
	<b>General Fund Expenditures</b>		<b>3,020,539</b>	
	<b>Special Fund Expenditures</b>		<b>866,952</b>	
	<b>Total Expenditures</b>		<b>\$ 3,887,491</b>	

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

Num	Date	Vendor	Amount
<b>10-1000 Library Fund Cash</b>			
<b>10-1006 Old Second General Checking</b>			
11882	04/13/2023	AARP	-515.00
11910	04/13/2023	Accurate Office Supply Co.	-3,948.48
11883	04/13/2023	American Library Association	-236.00
11884	04/13/2023	Assa Abloy Entrance Systems US Inc.	-1,530.19
11885	04/13/2023	ATA Group, LLP (Assoc McClure Inserra CPA	-1,150.00
11886	04/13/2023	Case Lots, Inc.	-437.10
11887	04/13/2023	Center Point for Large Print Books	-145.02
11888	04/13/2023	Comcast (Fiber & Internet)	-1,750.00
11889	04/13/2023	Complete Cleaning Co., Inc.	-2,865.00
11890	04/13/2023	D & Z House of Books	-799.63
11891	04/13/2023	Gale/Cengage Learning Inc.	-227.17
11892	04/13/2023	Garvey's Office Products	-642.39
11893	04/13/2023	HR Source	-285.00
11894	04/13/2023	OverDrive, Inc.	-490.88
11895	04/13/2023	Paylocity	-932.94
11896	04/13/2023	Playaway Products, LLC (Formerly Findaway	-2,537.10
11897	04/13/2023	Precision Control Systems of Chicago, Inc	-1,319.00
11898	04/13/2023	Sebert Landscaping, Inc.	-714.00
11899	04/13/2023	Service Express, LLC	-4,680.12
11900	04/13/2023	Staples	-762.72
11901	04/13/2023	Unique Management Services, Inc.	-197.00
11902	04/13/2023	Village of Carol Stream - Benefits	-22,725.59
11903	04/13/2023	Wheaton Public Library	-17.99
11904	04/13/2023	Wenstrup, Gary	-250.00
11905	04/13/2023	LIMRiCC - UCGA	-1,182.41
11906	04/13/2023	Midwest Tape LLC	-11,432.00
11907	04/13/2023	Swan (System Wide Automated Network)	-11,635.75
11908	04/13/2023	Village of Carol Stream - Water Dept.	-155.47
11909	04/13/2023	Baker & Taylor	-11,989.45
11911	04/18/2023	Village of Carol Stream - IMRF	0.00
11912	04/18/2023	Comcast (Biz phone)	-418.66
11913	04/19/2023	Village of Carol Stream - IMRF	-12,278.01
11914	04/25/2023	Baker & Taylor	-4,433.50
11915	04/25/2023	ComEd	-4,332.05
11916	04/25/2023	Fox Valley Fire & Safety Company, Inc.	-97.80
11917	04/25/2023	Gale/Cengage Learning Inc.	-175.44
11918	04/25/2023	ID Label, Inc.	-145.75
11919	04/25/2023	Midwest Tape LLC	-1,164.15
11920	04/25/2023	OverDrive, Inc.	-7,003.12

11921	04/25/2023	Paylocity	-757.36
11922	04/25/2023	Playaway Products, LLC (Formerly Findaway	-65.72
11923	04/25/2023	Staples	-101.60
11924	04/25/2023	Swan (System Wide Automated Network)	-371.65
11925	04/25/2023	Village of Carol Stream	-200,000.00
11926	04/27/2023	MNI	-171.90
11927	04/28/2023	Baker & Taylor	0.00
11928	04/28/2023	Midwest Tape LLC	-237.97
11929	04/28/2023	Playaway Products, LLC (Formerly Findaway	-455.31
11930	04/28/2023	Baker & Taylor	-3,160.31
11931	04/28/2023	Baker & Taylor	-97.41

**Second General**

**Fund Cash**

**- \$ 321,021.11**  
**- \$ 321,021.11**

Tuesday, May 09, 2023 12:03:48 PM GMT-7

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# Carol Stream Public Library

## Reimbursements

April 2023

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>2400 Payroll Liabilities</b>							
04/30/2023	Journal Entry	ATA0404	10-General Fund	Allocate Employee Reimbursements	-Split-	495.10	495.10
<b>Total for 2400 Payroll Liabilities</b>						<b>\$495.10</b>	
<b>5300 Business Exp.</b>							
5305 Mileage Reimbursement							
04/30/2023	Journal Entry	ATA0404	10-General Fund	Allocate Employee Reimbursements	-Split-	231.58	231.58
<b>Total for 5305 Mileage Reimbursement</b>						<b>\$231.58</b>	
5321 Human Resources							
04/30/2023	Journal Entry	ATA0404	10-General Fund	Allocate Employee Reimbursements	-Split-	19.98	19.98
<b>Total for 5321 Human Resources</b>						<b>\$19.98</b>	
<b>Total for 5300 Business Exp.</b>						<b>\$251.56</b>	
<b>5400 Automat. &amp; Dept. Oper.</b>							
5406 Circulation Supplies							
04/30/2023	Journal Entry	ATA0404	10-General Fund	Allocate Employee Reimbursements	-Split-	61.24	61.24
<b>Total for 5406 Circulation Supplies</b>						<b>\$61.24</b>	
<b>Total for 5400 Automat. &amp; Dept. Oper.</b>						<b>\$61.24</b>	
<b>5500 Services</b>							
5501 Youth Services Programs							
04/30/2023	Journal Entry	ATA0404	10-General Fund	Allocate Employee Reimbursements	-Split-	17.02	17.02
<b>Total for 5501 Youth Services Programs</b>						<b>\$17.02</b>	
5503 Adult/Teen Programs							
04/30/2023	Journal Entry	ATA0404	10-General Fund	Allocate Employee Reimbursements	-Split-	165.28	165.28
<b>Total for 5503 Adult/Teen Programs</b>						<b>\$165.28</b>	
<b>Total for 5500 Services</b>						<b>\$182.30</b>	



**Deduction Listing**

Check Dates: 04/07/2023 to 04/21/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023040701 - 2023042101

Pay Periods: 03/19/2023 to 04/15/2023

**REIMB -- REIMBURSEMENT**

Company: (9366)

Employee	ID	SSN	Location	Amount
Carlson, Linda K.	1204		11	-20.17
Elder, Jessica	1176		11	-18.11
Farrell, Joyce C.	1103		10	-91.86
Garcia, Crystal	1191		11	-23.93
Moreno, Athens M.	1216		02	-52.80
Raygoza, Leticia	1233		12	-17.02
Wagner, Nate	1173		11	-74.20
Wilson, Leigh Anne	1188		12	-197.01
<b>Totals for REIMB -- REIMBURSEMENT</b>			<b>8 Employees</b>	<b>-495.10</b>

**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	8	-495.10
<b>Totals</b>			<b>8</b>	<b>-495.10</b>

Paylocity Corporation  
(888) 873-8205

User: lhays

Run on 4/17/2023 at 12:07 PM

**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**  
**May 17, 2023**

**Annual Report to the Village**

I prepared the Annual Report (FY22/23) for the Village as required by state law. It includes an overview of our past years' finances and services. The financial figures in the report are subject to audit.

**Non-Resident Card Fee**

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 card fees. Our 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 for their 2022 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.

**Andy Warhol POP ART Debut, May 25<sup>th</sup>**

Invites have gone out for the Thursday, May 25<sup>th</sup> Pop Art Debut for the Carol Stream honorees. Maintenance staff will be installing the images at the start of the week. Marketing is creating individual bookmarks for each honoree with their art image and a brief bio. A representative for each honoree will speak briefly on their behalf. Representatives from COD will also be on hand to promote the exhibit at the College. Light refreshments will be served.

**Evaluations**

I wrote up and conducted one-on-one in-person employee evaluations with my nine direct report staff members (Managers, Maintenance, Human Resources and Marketing) in April. HR Coordinator Lena Saltiel and myself review all of the department staff members evaluations that are prepared by their Managers as well as the staff self-evaluations prior to the awarding of merit increases. Annual merit raises were awarded beginning on the first paycheck in May.

**Facility Update**

Work on the Klein Creek Stabilization Project along the west side of the Library has begun. Tree removal is in progress as well as the relocation/replacement of utility poles.

Bedrock Landscape has done their spring maintenance of the north lot. They are eradicating non-native plants to encourage the growth of native plants. This is our third year of service and significant progress has been made in our restoration efforts.

Six additional sit-stand computer stands were purchased and installed for staff work stations. Staff have been very appreciative of having this option.

### **Library Blood Drive April 27**

Here are the results of the April Blood Drive at the Library, the official numbers received on the lab report:

Goal: 27

Scheduled Donors: 14

Registered Donors: 15

Whole Blood: 13

Double Red Cells: 0

Deferrals – 2

First Time Versiti Donors – 6

Total Units: 13

Potential number of patients helped through Carol Stream Library's efforts: 39! The next mobile Blood Drive is scheduled for Tuesday July 25.

### **Rotary Event**

The Library collected sixteen large boxes of food and other items for the Carol Stream Rotary Food Drive in April. I also put together two book donation baskets for their May golf outing event for their silent auction.

### **REMINDER-Village Geek Fest!**

The Library is partnering with the Village, Chamber and Park District to host a community Geek Fest! at the Town Center on June 17 from 11a.m.-3 p.m. The event will encompass gaming, comics, cosplay, food vendors and a variety of related activities. Think everything Geek. Trustees are welcome to attend and volunteer at the event.

### **REMINDER-July 1, 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.

### **FOIA Requests**

Received March 16, 2023: Dear FOIA Officer, Under the Freedom of Information Act, I am requesting the following documents to be delivered to me electronically at this email address. Copies of summary of benefits for all insurance plans. Premium costs paid by the employer for each plan and for each level of coverage (i.e.: employee only, employee + spouse, employee + children and family. I affirm that this request is not for commercial purposes.

Response: Provided the requested information.

Received April 18, 2023: Dear FOIA Officer:

Please produce to me in electronic format the following information for the time period of 2018 to the present.

1. All contracts involving Library Furniture International, Inc. ("LFI"), including but not limited to any contracts for projects involving the installation of shelving and the installation of furniture at the library.
2. All contracts involving any subcontractors of LFI, including but not limited to Wall Tech.
3. All certified payrolls involving Library Furniture International, Inc.
4. All pay requests involving work done by Library Furniture International, Inc. and/or any subcontractors of LFI.
5. Correspondence regarding bids, contracts, payment for services, and/or work done at the library between Library Furniture International, Inc., any architect working for or with the library (including any of their representatives), and/or the library and any consultants used by the library.
6. All bid proposals involving Library Furniture International, Inc., including any revise bids.
7. All Requests for Proposals or other information describing the nature of any work performed by Library Furniture International, Inc. and/or any subcontractors of LFI.
8. Any information or correspondence between the library and anyone regarding whether LFI's work for the library should have been paid prevailing wage, whether prevailing rates were paid, and/or whether the nature of the work fell under the Illinois Prevailing Wage Act.

Response: Provided all available documents that were applicable to the request. Referred requestor to the architect on the project for information not in our possession.

**May Employee Anniversaries**

Sarah Grippando 5-08-18, Youth Services/Circulation

Susan Westgate, Library Director

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

		April	
	FY 21-22	FY 22-23	Current YTD
<b>Circulation Activity</b>			
<b>Physical material use by audience</b>			
Total Adult	14,780	15,085	177,295
Total Teen	646	650	9,204
Total Youth	15,006	15,109	194,850
<b>Physical material use by format</b>			
Books	21,354	20,873	269,303
Videos	5,776	5,758	71,168
Audiobooks and Music CDs	1,976	1,961	21,628
Periodicals and Magazines	296	219	2,962
Other	1,030	2,033	16,288
Total Physical Item Circulation	30,432	30,844	381,349
<b>Interlibrary loans and Reciprocal borrowers (included above)</b>			
ILL - Borrowed from SWAN	3,189	3,163	35,529
ILL - Borrowed from Non-SWAN	41	29	431
ILL - Loaned to SWAN	658	746	7,586
ILL - Loaned to Non-SWAN	89	66	863
RBP Loans - SWAN (incl. above)	340	384	5,543
RBP Loans (non-SWAN) - (incl. above)	586	494	6,561
<b>Digital media use</b>			
Bingepasses (hoopla)	9	7	101
E-books	3,082	3,002	37,463
E-Audio	1,971	2,795	30,499
E-Video	490	471	5,408
Museum Adventure Pass / Explore More Illinois	12 / 1	10 / 0	199 / 15
Total use of Electronic Materials	5,565	6,285	73,685
<b>Total Circulation (physical materials and digital media)</b>	<b>35,997</b>	<b>37,129</b>	<b>455,034</b>
Digital magazine retrievals	739	780	10,775
<b>Total Electronic Retrievals (e-mags and databases)</b>	<b>5,195</b>	<b>5,184</b>	<b>72,669</b>
<b>Other circulation activities</b>			
Items checked out in the Library	14,185	13,733	183,412
Self Check - # of Items Checked out	7,515	8,398	112,216
Self Check - % of items checked out in the Library	52.98%	61.15%	61.18%
<b>Programs - # of Programs/Attendance**</b>			
Adult - Number/Attendance	43 / 381	39 / 1,028	294 / 7,736
Teen Number/Attendance	7 / 27	3 / 9	98 / 1,731
Youth - Number/Attendance	138 / 1493	112 / 2,001	1,248 / 19,283
General Interest - Number/Attendance	na	0 / 0	8 / 622
<b>Total - Number/Attendance</b>	<b>188 / 1901</b>	<b>154 / 3,038</b>	<b>1,640 / 28,750</b>
<b>Library Events - Number / Attendance</b>	<b>0 / 0</b>	<b>1 / 15</b>	<b>4 / 322</b>
<b>Outreach - Number / Attendance</b>	<b>2 / 57</b>	<b>30 / 1,144</b>	<b>164 / 5,926</b>
<b>Facility Usage</b>			
Library Visits (Door Count)	9,564	74,010	291,500
Curbside Pickup Transactions	143	64	1,108
Meeting Rooms - # of Public Bookings*	na	3	21
Study Rooms - # of Users*	284	340	3,609

<b>Electronic Usage</b>			
# of Internet Sessions/Total Time	709 / 469	<b>963 / 699</b>	11,583 / 7,591
#iMac Sessions/Total Time	2 / 1	<b>8 / 9</b>	139 / 86
# of Library Website Visits	9,301	<b>9,949</b>	147,757
# Mobile App Views	3,514	<b>4,140</b>	49,779
# of Wireless Users	1,646	<b>1,718</b>	22,313
Aspen catalog usage # engaged sessions	na	<b>5,986</b>	69,195

<b>Reference Transactions</b>			
Adult	1,197	<b>1,369</b>	16,128
Youth	421	<b>577</b>	8,499
Circulation	333	<b>292</b>	4,421
Chat	72	<b>20</b>	477
<b>Total Reference Transactions</b>	2,023	<b>2,258</b>	29,525

<b>Total One-on-One Tutorials</b>			
Adult	2	<b>50</b>	492
Youth	0	<b>0</b>	0

<b>Patron Statistics</b>			
# of Resident Cards	17,681	<b>17,789</b>	
# of Non-Resident Cards***	14	<b>62</b>	
<b>Total Registered Users</b>	17,695	<b>17,851</b>	

<b>Resources Owned/Licensed</b>			
Books	64,771	<b>66,308</b>	
Newspapers (Print only)	24	<b>25</b>	
Periodicals (Print only)	125	<b>117</b>	
Total Print Materials	64,920	<b>66,450</b>	
Current Subscriptions (Print Only)	149	<b>142</b>	
Current E-Subscriptions	4,046	<b>4,654</b>	
E-Books: Downloadable	66,001	<b>79,614</b>	
Audio Recordings	6,914	<b>6,626</b>	
Audio Recordings (Downloadable)	26,019	<b>32,931</b>	
Videos	11,441	<b>10,051</b>	
Other: Video Games, Puzzles, Devices	888	<b>834</b>	
Databases	66	<b>61</b>	
<b>Total Resources Owned/Licensed</b>	180,295	<b>201,221</b>	

<b>Professional Development Hours</b>	33.75	<b>51.00</b>	561.20
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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.

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

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

program recordings are only counted during the first two months;

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

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

**Assistant Director's Report**  
**April 2023**

**Administration and Business Office**

- Payroll processing week of 4/3 and 4/17
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Performance reviews finalized and compensation plan closed
- Completed End of FY23 checks and deposits – Joyce
- AEC machine options reviewed with Director Westgate and order placed – Joyce
- Survey of Public Employment and Payroll report filed with U.S. Census

**Tech Services**

- Items ordered – 285 and Items put into Circulation – 1043
- Items catalogued – imported bib records & original cataloging - 189
- Item record edits/database clean-up – 764 and Bib record merge requests submitted to SWAN – 8
- Repair items (includes disc cleaning) - 24
- Serial record edits – 1 and Claimed Issues – 7
- Pending orders in Workflows, not received items as of April 28th (Youth, 144; Adult, 72)
- Sustainable Shelves – 435 titles submitted; 147 approved for submission resale for a credit of \$68.54.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: KNF Easter, Women's History Month (WHM) and Have You Seen These (HYST) and Asian American Pacific Islander (AAPI) displays
- Reconciled invoices and orders for FY23 in preparation for the rollover to FY24.
- Conversion Projects - Total items processed – 16
- SWAN scheduled automatic EDI invoice report to run daily.

**Meeting Attendance**

- Weekly Director and bi-weekly Management Team meetings – Laura
- Monthly IT and Board meetings – Laura
- Performance review meetings held with reports to discuss FY23 performance review, merit increases, goals for FY 24, and updated job descriptions.
- April 14 - CSD Book X12 Invoice Reports discussion with SWAN - Laura and Susan Grude
- April 25 – Allstaff meeting

**Information technology**

- There were 36 support tickets in April.
- Webforms submittals are not being received by Library staff. Our web consultant and IT moved the email service from SendGrid to a SMTP server
- Website statistics are switching to Google Analytics 4 next month with the May data.
- Wifi renamed from hotlibrary to CSPL guest
- Circ manager office printer – Impact technician pulled final meter report and IT removed to storage.
- MyPC – IT is investigating intermittent problem of Adult public computers not allowing logins.

Adult Services Department Monthly Report

April 2023

Department News:

- Usage went down a bit within database and study rooms, as did overall desk traffic and interactions
- Annual Reviews meetings for staff were held and end of the year compensation letters were distributed
- Exploring ways to make better use of our catalog and internal procedures for staff and patrons
- Finalized ESL offerings through the end of the year including adding a Saturday class for the summer and fall
- Will be partnering with People's Resource Center to host computer classes here at the library starting in the fall

Outreach Activities:

- Homebound delivery – 41 registered, delivered to 26 patrons, Items delivered 169
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team (images below)
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Partnered with Literacy DuPage for upcoming fall One Book one community type of program with events being held here at the library and around DuPage
- Come May, we'll host a Pop-Up DMV Secretary of State offering open to the public on a Friday
- Working internally on ways to enhance our Teen Volunteer program, offering more partnerships and internship type of opportunities
- Circulation has shared that Small/Local businesses in the area are signing up for cards which is a testament of the work Omar is doing as we beef up our outreach for SMB and Workforce
- Crystal will be presenting at Windsor Park Community highlighting library cards/homebound and digital resources

EDI Activities (EDI Committee & Dept):

- Held a Binge Box theme optional theme "Life on the Spectrum" Autism Awareness Month
- ESL classes continued to be offered and Summer plans are set for a class on Saturday's
- Ongoing partnership with Literacy DuPage of study room space for tutor groups
- Launched several DEI related training videos through our CSPL Staff Academy Page

Programs & Displays:

- Binge Box packages for both adults and teens
- Teen Take n Make project featured Dragon Paper Airplanes
- Held a week-long trivia contest online about Carol Stream/Library for National Library Week
- Held a "Guess the Poet" drop in contest program



## Athens Moreno Adult Services Manager

- Part of Grow with Google Series “Grow Your Brand” program
- Adult Take n Make Festival Wall Lanterns
- Donuts and Dice Board Game drop in continued (monthly rotation)
- Line Dancing Program
- Last Wednesday Film Club Movie program
- Monthly Program partnership with DuPage Garden Club
- Continued partnership with C.O.D in offering 3 ESL classes (semester ends May 16)
- Held sessions of Teen Recharge twice a week up until Spring Break
- Offered 2 craft programs for teens featuring Canvas Paper Art
- Yoga class/program for teens - adults
- Spice Club continued its popular monthly offering of different spices “Ancho Chile”
- Held a teen volunteer meeting
- Online program – Uncovering Ancient Egypt
- Anime Club for teens
- Around the World Book Club featuring Egypt now with Hybrid format (in person & zoom)
- Partnered with Illinois Attorney General offered *Identity Theft and Scams* program

### Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meeting
- SWAN Fireside Meetings
- 1on1 meetings within dept FT staff monthly x 6

### Resources and Collection News:

- Created new DVD and book displays both in library and online through catalog
- Continued adding material to both Staff and Patron Academy websites
- Exploring new patron catalog offerings including a new Patron Purchase Suggestion procedure
- Renewed Pressreader resource
- Budgets for new Fiscal Year finalized and implemented
- MessageBee and SWAN messaging changes starting to roll out

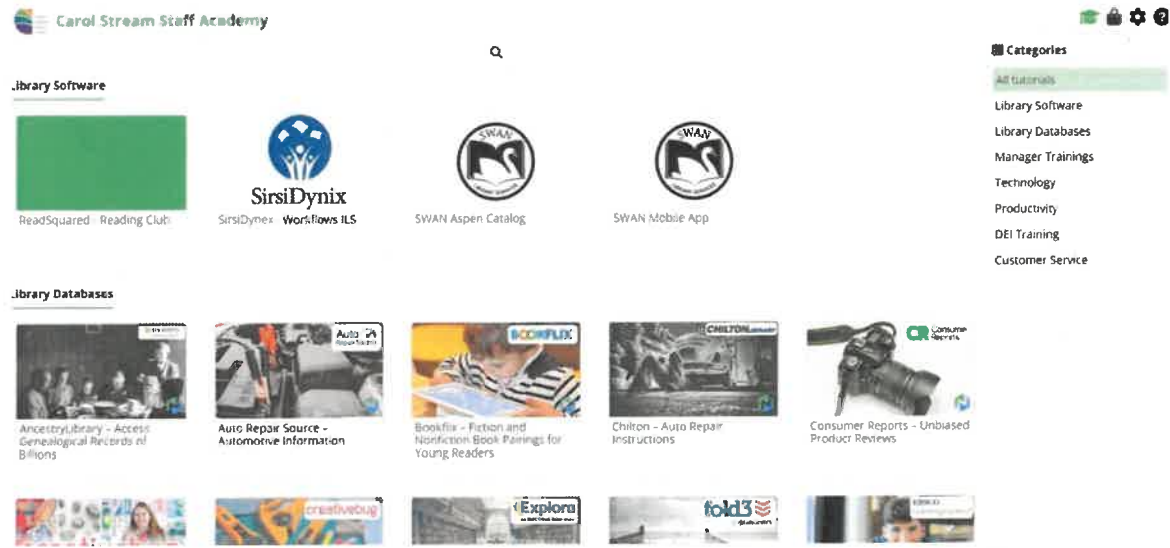
### Continued Education & Training:

- Genealogy Training for Librarians course
- Project Management for Librarians 4-week course
- Preparing training for Summer reading club platform and procedures
- Training for newer staff on organizing programs and working with presenters
- CHQ training for staff continues

# Athens Moreno Adult Services Manager

Pictures:

Working on library wife staff accessible CSPL Academy page for training, onboarding, awareness



Teen Craft program

Athens Moreno Adult Services Manager

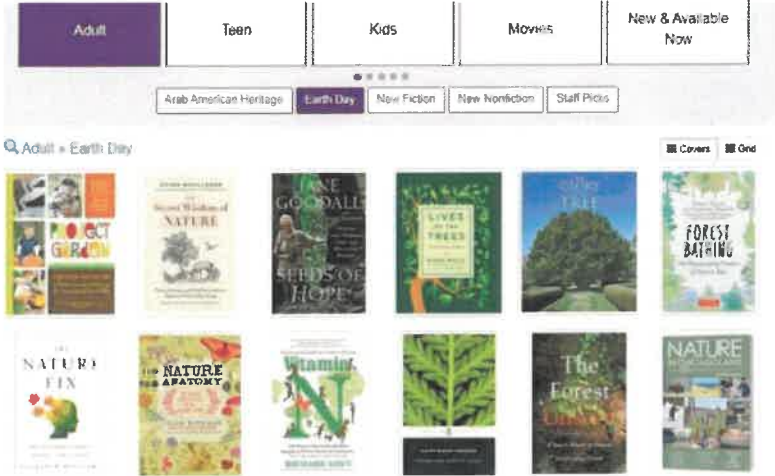


T Various social media posts led by Rabecca on IG



upcoming May teen take n make kit, time capsule

Athens Moreno Adult Services Manager



Promotion on catalog for Earth Day



Library Trivial held during National Library Week



Donuts and Dice promotion



Drop in Guess the Poet contest



Promotional methods for our May make up session

## **Patron Services Monthly Report May 2023**

### **Circulation Statistics:**

- Total Checkouts and Renewals: 30,844
- Staff-initiated material renewals: 234
- Curbside deliveries: 64
- New resident accounts: 143
- New Special accounts: 3
- New Digital Accounts: 15
- Check-ins: 15,062
- Items Shelved: 15,300

### **Patron Purge Update:**

- SWAN provides a monthly report of all accounts with a last activity date of 8+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In April, 173 accounts were reviewed. Of those accounts, 48 will remain in the database and the rest will be removed.

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

- Checkouts at Lobby machines: 5,348
- Checkouts at Youth Services machine: 3,050

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

- Management team meetings (4/13, 4/27)
- Check-in meeting with Susan (4/4)
- Board meeting (4/19)
- Carol Stream Elementary school visit (4/20)
- All-staff meeting (4/25)
- Department meeting (4/28)

### **Other:**

- We welcomed two new employees to the department this month: Devaki Namboodiri and Kels Norris. Patron Services Clerk, Anthony Paustian, resigned this month to pursue his internship.
- Staff evaluation meetings were completed.
- Michael Southwell and Melanie joined Youth Services at 3 school visits. These visits, along with another that Sam (YS) attended, led to a total of 36 library card registrations!
- Our department meeting was held on April 28 and it was a success with all staff members in attendance. We reviewed department FAQs, updated expectations, and worked in small groups to brainstorm strategies for dealing with common scenarios we encounter. The plan is to hold department meetings quarterly moving forward.

**Melanie Johnson**  
**5/11/23**

# Youth Services Report April 2023

## Program Highlights

- Youth Services hosted 41 in person programs during April with 925 in attendance. In addition, Youth Services had 940 participants serviced through 14 self-directed programs.
- Homeschool Hangout had 47 participants on 4/7 while they explored many forms of art.
- April has Unicorn day, so we had unicorn parties for all ages. The younger kids had their party on 4/7 with 37 in attendance. The school age crowd gathered on 4/22 with 37 in attendance on that day as well. It was all so fun!
- The following CSPL Kits were distributed during April: Torn Paper Nests, Rainbow Raindrops, Hand Crank Winch, Cherry Blossom Collage.

## Outreach Events

- Leigh Anne Wilson provided 10 Outreach Storytimes during April reaching 428 children.
- Samantha Wright, Julie Mohedano, and Leticia Raygoza all visited D93 Open Houses or Literacy Nights.

## Patron Service and Reference

- 80 Youth Binge Box requests were filled during April.
- Youth Staff had 577 interactions with the public during April.
- Molly Emerson helped a customer with English practice. She spent time conversing with him as he was talking about how he had no friends to practice his English. She showed him various resources that he can access. He was very thankful and a bit teary with appreciation for the library.

## Meeting Attendance

- 4/10 – Sam Wright met with the D94 school librarians regarding Summer Reading
- 4/11 – Meeting with Susan – Amy Teske
- 4/13, 27– Management Team Meeting – Amy Teske
- 4/25 – All Staff
- 4/26 – Amy Teske, Julie Mohedano and Leticia Raygoza met with Mireya Sanchez from D93 regarding services to ELL families and how we can work together. Planning for next school year and excited for what is to come.

## Personnel

- We had two new part-time Youth Librarians start in April. Rhea McVey started on 4/10 and Jake Bonner-Baker started on 4/17. They each have experience in school libraries that will be valuable for school age programming.

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Unicorn Parties



Itty Bitty Book Club



Homeschool Hangout

Human Resources

Monthly Report

April 2023

### **Administration**

- Conducted check in meeting with new hires
- Final draft and proposal to Board for floating holiday and PLFAW policies
- Submitted changes to Paylocity to implement accruals/holidays into our system
- Obtained signed job descriptions for each existing employee to add to their files
- Attended Board meeting for policy / PTO changes
- Coordinated AllStaff meeting with food and snacks for employees

### **Benefits**

- Benefit reconciliation
- Prepared for open enrollment period of 5/1 to 5/25

### **Staffing & Onboarding**

- Hired 1 Patron Services Clerk (Kelsey Norris 4/5)
- Hired 2 Youth Services Librarians (Rhea McVey 4/10; Jacob Bonner-Baker 4/17)
- Hired 1 Patron Services Coordinator (Devaki Namboodiri 4/11)
- Contacted references for all candidates that were hired
- Onboarded and conducted HR orientations for all
- Anthony Paustian, Patron Services Clerk, voluntarily resigned to participate in a school internship. Conducted exit interview.
- Kaitlyn Frye, FT Adult Services Librarian, voluntarily resigned to pursue position at another Library. Conducted exit interview
- Posted position to recruit for internal full-time Adult Services Librarian (backfill Kaitlyn Frye; last day of 5/3)
- Posted position to fill part-time Adult Services Librarian (will backfill employee who goes to FT)
- Posted Technical Services Associate role (backfill for Barb Boucher's retirement)

### **Training**

- HR Source: It's All in the Documentation webinar (1 hour)
- SHRM preparation classes (2 hours x 4 = 8 hours)

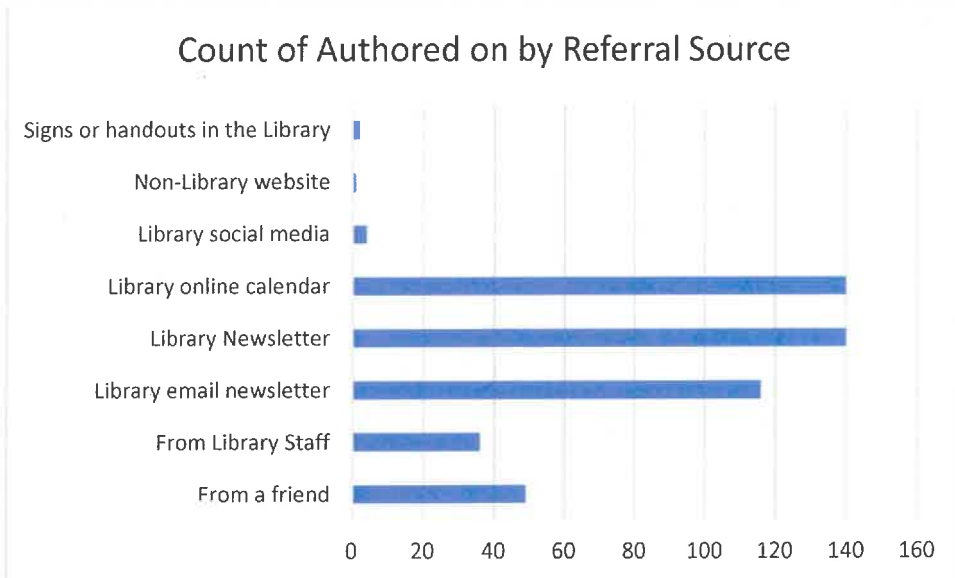
### **Compensation**

- Smooth performance reviews with management that were effective the pay period of 4/16 to 4/29



## Marketing Report: Mikayla Frigo

April 2023



### Promotions resulted in 488 event registrations

- The Bookmark Art Contest had a total of 60 participants. Reproduced three winning bookmarks selected by management staff. Distributed the winning bookmarks at the Library reference desks in celebration of National Library week.
- Created a CSPL website page for Andy Warhol honoree bios.
- Collected staff shirt sizes and ordered summer reading shirts.
- Produced Teen, Adult & Kids Summer Reading Logs, Teen summer reading bookmark, and kids summer reading promotional handout.
- Coordinated with Carol Stream Park District for a survey insert to be added to the summer newsletter.
- Produced June-August Summer Newsletter, which will be distributed to Carol Stream homes around May 19th.
- Coordinated Andy Warhol Pop Art Debut with Director and contact at the College of DuPage.
- Completed 4 weeks of the Modern Marketing 360 course through ALA.
- Produced graphics for TV displays to promote the Library's resources, upcoming events, and reading challenges.
- Updated CSPL Website with new slides for resources and upcoming events
- Produced 6 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
  - Youth Services May Programs pamphlet
  - Edited Adult and Teen monthly program calendars
  - Created 11 x 17 and 8.5 x 11 signs to promote April Blood Drive. Promoted Blood Drive on platforms including: TV displays, outdoor sign, e-newsletter and social media.
  - Created 8.5 x 11 sign for Jurassic Park Book Discussion

- Created signs for proper garbage disposal for public bathrooms
- Created Wi-Fi update 8.5 x 11 signs
- Updated printing pamphlets with new Wi-Fi
- Created signs and social media template for make-up tutorial program. Provided little chotskies (make-up wipes) and created labels promoting event.
- 2 -Youth Services Storytime 8.5 x 11 signs

**Statistics:**

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

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

**Facebook: April**

**Followers:** 2,894 (12 new followers)

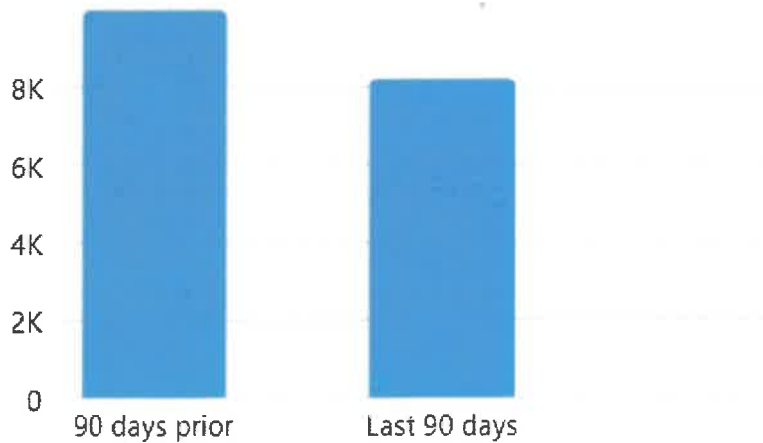
**Reach:** 8.2 K

**Reach**

Post reach ⓘ

8.2K ↓ 17.8%

Total from last 90 days vs 90 days prior



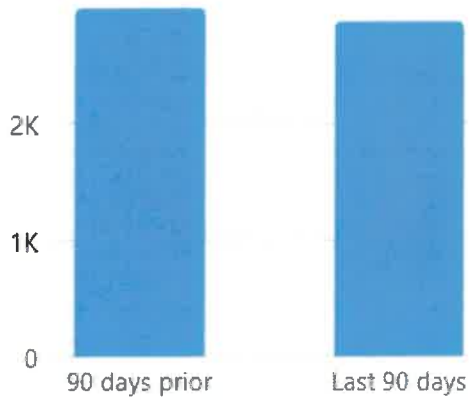
## Engagement: 2.9 K

### Engagement

Post reactions, comments and shares ⓘ

2.9K ↓ 3.9%

Total from last 90 days vs 90 days prior



### Top Three Reach Posts from April

		
People Reached: 1,382 Engagements: 137	People Reached: 910 Engagements: 70	People Reached: 864 Engagements: 81

### Top Three Engagement Posts from April

		
<p>People Reached: 1,382 Engagements: 137</p>	<p>People Reached: 813 Engagements: 77</p>	<p>People Reached: 910 Engagements: 70</p>

### Twitter

**Followers:** 1,638 (14 new followers)

**Total Impressions:** 4.4 k

### Impressions from April

Your Tweets earned **4.4K impressions** over this 30 day period



**Total Engagements: 94**

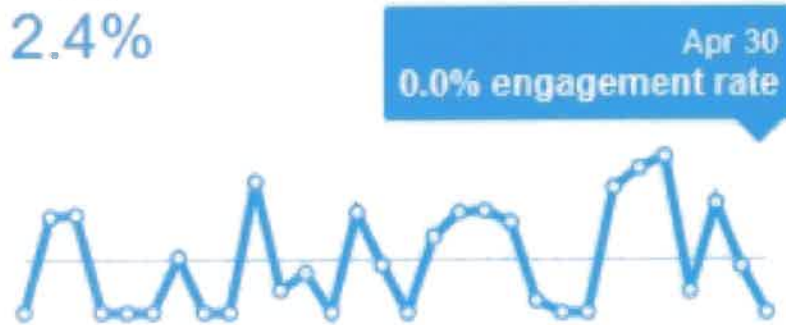
**Engagements for April**

## Engagements




Showing 30 days with daily frequency

Engagement rate

**2.4%**



### Top 3 tweets from April

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<b>Carol Stream Public Library</b> @CarolStreamPL Apr 3 Happy National Poetry Month!			371	13	3.5%
<p>Taylor Swift or Jonathan Swift? Drake or William Blake? See if you can guess the poets and enter for a prize basket in this interactive display celebrating National Poetry Month! #Poet #NationalPoetryMonth pic twitter.com/VQzn2kbMQp <a href="#">View Tweet activity</a></p>						
	<b>Carol Stream Public Library</b> @CarolStreamPL Apr 17 Taxes are due tomorrow, whether submitted electronically or postmarked. At the library we still have select forms and instructions available. We can print forms for free, but instructions are 10 cents/page. #taxes #taxforms #taxday #CarolStream pic twitter.com/y6Kzt6amzg			264	7	2.7%
<p><a href="#">View Tweet activity</a></p>						
	<b>Carol Stream Public Library</b> @CarolStreamPL Apr 18 Fun to see local literacy events promoted in the community like at Western Trails Elementary School. #CarolStream twitter.com/WildcatReader9			246	11	4.5%
<p><a href="#">View Tweet activity</a></p>						

### Promotional Emails April

April 6	Save a Life this April!	Open Rate: 34.7%	Click Rate: 1.4%
April 13	Library Fun at Home	Open Rate: 37%	Click Rate: 2.1%
April 20	Celebrate National Library Week!	Open Rate: 36.5%	Click Rate: 1.5%
April 27	Save your Seats for May Events!	Open Rate: 38.7%	Click Rate: 3.6%



# Monthly Report of IT Service

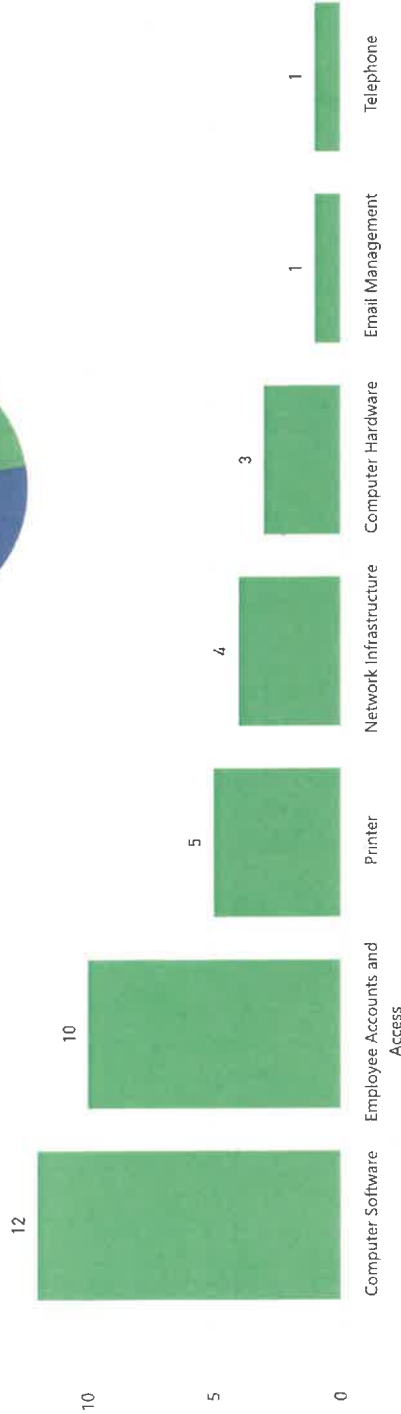
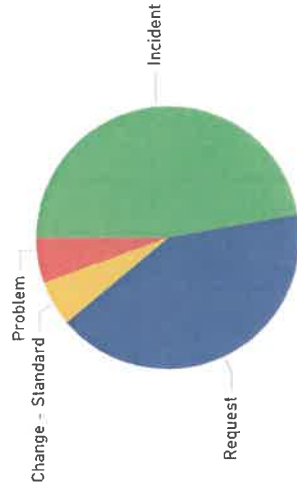
Report Range 4/1/2023 4/30/2023

# Support Tickets 36

## Information Technology Closed Support Tickets by Category

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

Request Type	Count	CategoryName	Count
Change - Standard	2	Computer Hardware	3
Incident	17	Computer Software	12
Problem	2	Email Management	1
Request	15	Employee Accounts and Access	10
<b>Total</b>	<b>36</b>	Network Infrastructure	4
		Printer	5
		Telephone	1
		<b>Total</b>	<b>36</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.

**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.