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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: August 17, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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

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

1. WELCOME AND CALL TO ORDER – Board President

2. PLEDGE TO THE FLAG

3. ROLL CALL

4. PUBLIC PARTICIPATION

5. ADOPTION OF THE CONSENT AGENDA

6. APPROVAL OF MINUTES

6.1 Minutes of the Regular Board Meeting of July 20, 2022

7. MONTHLY REPORTS OF THE TREASURER

7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2022

8. COMMITTEE REPORTS

9. NEW BUSINESS

9.1 Discussion: Attorney Services Review with Library Attorney Britt Isaly, Partner, Ancel Glink

9.2 Review Statement of Cash Receipts and Disbursements for FY22

9.3 Recommendation, Re: Approval of Parking Lot Maintenance Proposal from A&A Paving

10. DISBURSEMENTS

10.1 Approval of Disbursements of July 1-31, 2022 plus the Addendum for the Meeting of August 17, 2022

11. REPORT OF THE LIBRARY DIRECTOR

12. MONTHLY STAFF REPORTS

13. UNFINISHED BUSINESS

13.1 Recommendation, Re: Approval of Amendment to Library By-Law Article VII – Library Board Members, Section 2

14. BOARD MEMBER REPORTS

15. ADJOURN

Next Resolution: #297

Mansi Patel, Secretary
Board of Library Trustees

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

DATE: July 20, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Leszczewicz, Rogers, Patel and Lynch. Trustee Hudspeath arrived at 7:03 p.m.

Absent: Trustees Larimer and Olson

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Patel moved and Trustee Leszczewicz seconded the establishment of a Consent Agenda for the Regular Meeting July 20, 2022. Motion approved.

Ayes 4 Trustees Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Hudspeath, Larimer and Olson

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

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Larimer and Olson

5.1 Minutes of the Regular Board meeting of June 15, 2022

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

5.3 Recommendation, Re: Approval of FY 22 Quarterly Payments to SWAN Library Consortium

5.4 Approval of Disbursements of June 1-30, 2022 plus the Addendum for the Meeting of July 20, 2022

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

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

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

Recommendation, Re: Approval of FY 22 Quarterly Payments to SWAN Library Consortium

Background information:

The Library is a member of SWAN, an organization of member libraries participating in a library services platform (LSP). Carol Stream Library will have quarterly payments in the amount of \$11,635.75 for a total annual fee of \$46,543 for services for July 1, 2022-June 30, 2023. Board approval is required for payments exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1-30, 2022 plus the Addendum for the meeting of July 20, 2022 in the amount of \$133,603.78.

6. NEW BUSINESS

6.1 Recommendation, Re: Approval of Amendment to Library By-Law Article VII – Library Board Members, Section 2

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. The recommended 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. Two Trustees were absent, so the agenda item will be added to the August Board meeting agenda under “Unfinished Business.”

7. REPORT OF THE LIBRARY DIRECTOR

Trustee Lynch commented on the fact that the Library will be postponing the renovation of the front outdoor space of the library until the Klein Creek stabilization will be completed. Director Westgate stated that it is anticipated that the Village will complete the project in July 2023. Trustee Patel inquired if the Mobile Museum of Tolerance would be scheduled to return to the Library sometime in the future. Director Westgate stated that it may be a possibility. She has been looking into other possible museum/exhibit opportunities for the Library to enhance our patrons’ experiences.

8. MONTHLY STAFF REPORTS

Trustee Rogers commented upon the changes to the more specific break down in some of the Library’s statistics and that it is an improvement, providing more specific data as well as assisting with providing more accurate information for the state Library Report.

9. UNFINISHED BUSINESS – None

10. BOARD MEMBER REPORTS-None

11. EXECUTIVE SESSION

Trustee Hudspeath moved and Trustee Rogers seconded that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) for the review of minutes. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Larimer and Olson

Accordingly, the Meeting was closed to the public at 7:10 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:26 p.m.

Secretary Patel called the roll.

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

Absent: Trustees Larimer and Olson

11.1 Approval of the Executive Session Minutes of March 7 and March 16, 2022

Trustee Lynch moved and Trustee Rogers seconded that the Board of Library Trustees approve the Executive Session minutes of March 7 and March 16, 2022 and that they remain closed at this time. Motion approved.

Ayes 4 Trustees Hudspeath, Rogers, Patel and Lynch

Nays 0

Abstain 1 Trustee Leszczewicz

Absent..... Trustees Larimer and Olson

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

Trustee Lynch moved and Trustee Patel seconded that the Board of Library Trustees approve the release of the Executive Session minutes of July 21, 2021, October 28, 2021 and the January 19, 2022 Executive Session minutes of the Regular Board Meeting and a partial release of the September 15, 2021 Executive Session minutes and the January 19, 2022 Executive Session minutes of the HR Committee Meeting and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Larimer and Olson

12. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Hudspeath moved and Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:29 p.m.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Larimer and Olson

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August 17, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 950,671.92	\$ 2,960,665.73
Working Cash	51,001.33	121.17	51,122.50
FICA	94,437.66	30,521.18	124,958.84
IMRF	96,867.26	39,554.42	136,421.68
Liability Insurance	12,750.82	7,728.16	20,478.98
Audit	6,827.41	5,351.70	12,179.11
Capital Maintenance & Repair	1,593,709.55	(10,448.05)	1,583,261.50
Building Renovation Loan	<u>3,536.59</u>	<u>123,759.73</u>	<u>127,296.32</u>
TOTAL ALL FUNDS	<u>\$ 3,869,124.43</u>	<u>\$ 1,147,260.23</u>	<u>\$ 5,016,384.66</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 7/31/22

Nancy Olson, Board Treasurer 7/31/22

Susan Westgate, Library Director 7/31/22

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 233,524.33
OLD SECOND BANK	PAYROLL	91,901.62
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,662,456.24
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,026,440.92
PROPAY	ELECTRONIC	676.59
ASPEN/PAYPAL	ELECTRONIC	585.41
CASH BANK	CASH DRAWER	<u>799.55</u>
	TOTAL	<u>\$ 5,016,384.66</u>

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

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Accountant's Compilation Report

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

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

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

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

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

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

ATA Group, LLP

August 4, 2022

In Association With:

MCCLURE INSERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS



1a

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

	Jul 31, 22	Jun 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	233,524.33	350,283.73	-116,759.40
10-1008 · Old Second Payroll Account	91,901.62	95,291.43	-3,389.81
10-1014 · Illinois Funds-Prime	3,026,440.92	3,022,320.16	4,120.76
10-1024 · Old Second Money Market Acct	1,662,456.24	1,810,601.15	-148,144.91
10-1025 · ProPay	676.59	528.37	148.22
10-1026 · Cash Bank	799.55	769.85	29.70
10-1027 · Aspen/ Paypal	585.41	423.65	161.76
10-1090 · Allocated Cash-General Fund	-2,055,718.93	-2,091,766.86	36,047.93
Total 10-1000 · Library Fund Cash	2,960,665.73	3,188,451.48	-227,785.75
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,122.50	51,066.22	56.28
30-1190 · Allocated Cash-FICA Fund	124,958.84	139,926.73	-14,967.89
40-1090 · Allocated Cash-IMRF Fund	136,421.68	158,850.73	-22,429.05
50-1090 · Allocated Cash-Liability Fund	20,478.98	21,431.27	-952.29
60-1090 · Allocated Cash-Audit Fund	12,179.11	12,627.67	-448.56
70-1090 · Allocated Cash-Capital R&M Fund	1,583,261.50	1,581,502.97	1,758.53
80-1090 · Allocated Cash-Debt Service	127,296.32	126,361.27	935.05
Total 1190 · Allocated Cash-Fund Balances	2,055,718.93	2,091,766.86	-36,047.93
Total Checking/Savings	5,016,384.66	5,280,218.34	-263,833.68
Other Current Assets			
1250 · Deposit with Payroll Service	0.00	66,405.30	-66,405.30
Total Other Current Assets	0.00	66,405.30	-66,405.30
Total Current Assets	5,016,384.66	5,346,623.64	-330,238.98
TOTAL ASSETS	5,016,384.66	5,346,623.64	-330,238.98
LIABILITIES & EQUITY			
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
Total 2900 · Beginning Fund Balances	3,869,124.43	3,869,124.43	0.00
Net Income	1,147,260.23	1,477,499.21	-330,238.98
Total Equity	5,016,384.66	5,346,623.64	-330,238.98
TOTAL LIABILITIES & EQUITY	5,016,384.66	5,346,623.64	-330,238.98

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

	Jul 22	May - Jul 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	14,895.75	1,979,672.36	3,744,461.00	52.87%
3002 · Property Taxes Non-Current	0.00	0.00	1,000.00	0.0%
Total 3000 · Property Taxes	14,895.75	1,979,672.36	3,745,461.00	52.86%
3100 · PPR Taxes	0.00	45,346.06	50,000.00	90.69%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	500.00	0.0%
3202 · Interest Income Investments	4,269.26	9,191.77	8,100.00	113.48%
Total 3200 · Interest Income	4,269.26	9,191.77	8,600.00	106.88%
3300 · Patron Payments				
3301 · Fines & Fees	587.72	1,533.26	6,000.00	25.55%
3302 · Public Copy Payments	603.49	1,820.66	6,000.00	30.34%
3303 · Non-Resident Card Fees	607.25	997.61	2,000.00	49.88%
3304 · Sale Items	0.00	0.00	500.00	0.0%
Total 3300 · Patron Payments	1,798.46	4,351.53	14,500.00	30.01%
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	350.31	441.90	500.00	88.38%
3700 · Grants				
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%
Total 3700 · Grants	0.00	0.00	59,800.00	0.0%
3800 · Other Income	63.15	230.85	2,500.00	9.23%
Total Income	21,376.93	2,039,254.47	3,886,861.00	52.47%
Gross Profit	21,376.93	2,039,254.47	3,886,861.00	52.47%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	72,548.82	169,280.58	643,000.00	26.33%
5102 · Non-Exempt Staff Salaries	127,830.60	295,791.32	1,320,000.00	22.41%
5103 · Custodial Salaries	9,179.52	21,524.31	89,000.00	24.19%
5105 · Professional Education	1,630.00	2,738.10	15,000.00	18.25%
5106 · Membership	400.00	1,028.00	4,000.00	25.7%
5107 · Life Insurance	135.37	584.45	2,000.00	29.22%
5108 · Health Insurance	15,467.50	70,520.05	230,000.00	30.66%
5109 · Benefits, other	112.61	448.31	3,000.00	14.94%
5110 · Trustee Development	0.00	17.55	3,500.00	0.5%
Total 5100 · Salaries	227,304.42	561,932.67	2,309,500.00	24.33%
5200 · Plant Maint.				
5201 · Supplies	2,006.71	3,386.88	15,000.00	22.58%
5202 · Maintenance/Repair	0.00	53.63	10,000.00	0.54%
5203 · Maintenance Contracts	4,019.00	12,162.00	52,400.00	23.21%
5204 · Landscape Maintenance/Snow Remo	1,875.77	4,290.89	15,000.00	28.61%

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

	Jul 22	May - Jul 22	Annual Budget	% of Budget
5205 · Furniture/Equipment	272.56	486.50	7,000.00	6.95%
5206 · Electric-Comm Edison	0.00	6,859.02	47,000.00	14.59%
5207 · Water/Sewer	673.39	975.35	8,000.00	12.19%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
Total 5200 · Plant Maint.	8,847.43	28,214.27	165,400.00	17.06%
5300 · Business Exp.				
5301 · Postage	0.00	0.00	3,000.00	0.0%
5302 · Office & Equipment Supplies	791.32	1,907.12	7,000.00	27.25%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	1,197.69	4,790.76	18,000.00	26.62%
5305 · Mileage Reimbursement	60.23	116.81	1,500.00	7.79%
5306 · Legal Notices	0.00	0.00	600.00	0.0%
5308 · Business Phone	414.37	1,233.07	6,000.00	20.55%
5309 · Accounting Service	1,150.00	3,350.00	14,500.00	23.1%
5310 · Material Recovery Fees	88.65	256.10	1,000.00	25.61%
5311 · Payroll Service	496.12	1,620.07	7,000.00	23.14%
5312 · Attorney Fees	56.25	491.25	6,000.00	8.19%
5315 · Other Expenditures	191.14	472.86	6,000.00	7.88%
5317 · Bank & Credit Card Fees	0.72	71.99	100.00	71.99%
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	570.77	3,338.33	14,000.00	23.85%
Total 5300 · Business Exp.	5,017.26	20,042.78	111,700.00	17.94%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	11.87	4,499.69	10,000.00	45.0%
5402 · ISP and Web page hosting	1,066.61	2,164.68	14,000.00	15.46%
5403 · Computer Software	0.00	1,137.63	6,000.00	18.96%
5404 · Tech Support & Repair	0.00	13,950.39	20,000.00	69.75%
5405 · Technical Services Supplies	916.68	1,342.83	4,000.00	33.57%
5406 · Circulation Supplies	0.00	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 · SWAN Consortium	11,635.75	11,635.75	47,000.00	24.76%
5411 · Village IT Services	8,176.13	24,528.39	102,000.00	24.05%
Total 5400 · Automat. & Dept. Oper.	21,807.04	59,366.81	222,500.00	26.68%
5500 · Services				
5501 · Youth Services Programs	3,788.97	11,882.70	32,000.00	37.13%
5503 · Adult/Teen Programs	1,874.45	4,723.22	25,000.00	18.89%
5505 · Library Newsletter	0.00	3,338.07	38,400.00	8.69%
5509 · Library Publicity and Promotion	810.19	4,905.11	20,000.00	24.53%
Total 5500 · Services	6,473.61	24,849.10	115,400.00	21.53%
5600 · Collection				
5601 · Youth Services Books	2,035.05	4,879.71	55,000.00	8.87%
5606 · Youth Services Media	646.49	1,022.60	20,000.00	5.11%

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

	Jul 22	May - Jul 22	Annual Budget	% of Budget
5630 · Adult Books	8,390.04	14,637.55	72,000.00	20.33%
5634 · Online Resources	0.00	1,195.00	30,000.00	3.98%
5635 · Magazines & Newspapers	203.50	8,677.24	12,000.00	72.31%
5636 · Newspapers	28.49	28.49		
5637 · Adult Media	2,707.07	4,697.15	40,000.00	11.74%
5651 · Digital Media	7,923.03	27,076.36	110,000.00	24.62%
5652 · Grant/Award Expense	19,879.28	28,002.11	58,800.00	47.62%
Total 5600 · Collection	41,812.95	90,216.21	397,800.00	22.68%
6600 · Payroll Expenses				
6610 · FICA Expense	15,571.54	36,081.33	160,000.00	22.55%
6620 · Illinois Municipal Retirement F	23,232.97	53,313.05	230,000.00	23.18%
Total 6600 · Payroll Expenses	38,804.51	89,394.38	390,000.00	22.92%
66900 · Reconciliation Discrepancies	0.00	0.14		
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	0.00	20,000.00	0.0%
7102 · Risk Management expense	697.80	2,892.80	3,000.00	96.43%
7103 · Unemployment Compensation Insur	350.89	350.89	5,000.00	7.02%
7201 · Audit Expense	500.00	500.00	13,000.00	3.85%
7400 · Capital Expenditures				
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	0.00	14,234.19	50,000.00	28.47%
Total 7400 · Capital Expenditures	0.00	14,234.19	173,000.00	8.23%
7500 · Special Capital Projects				
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%
Total 7500 · Special Capital Projects	0.00	0.00	309,000.00	0.0%
Total Expense	351,615.91	891,994.24	4,235,400.00	21.06%
Net Ordinary Income	-330,238.98	1,147,260.23	-348,539.00	-329.16%
Other Income/Expense				
Other Expense				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
Total Other Expense	0.00	0.00	234,461.00	0.0%
Net Other Income	0.00	0.00	-234,461.00	0.0%
Net Income	-330,238.98	1,147,260.23	-583,000.00	-196.79%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jul 22	May - Jul 22	Jul 22	May - Jul 22	Jul 22	May - Jul 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	12,641.88	1,680,128.49	0.00	0.00	499.45	66,378.16
3100 · PPR Taxes	0.00	45,346.06	0.00	0.00	0.00	0.00
3200 · Interest Income	2,217.86	4,775.07	56.28	121.17	104.20	224.35
3300 · Patron Payments	1,798.46	4,351.53	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	350.31	441.90	0.00	0.00	0.00	0.00
3800 · Other Income	63.15	230.85	0.00	0.00	0.00	0.00
Total Income	17,071.66	1,735,293.90	56.28	121.17	603.65	66,602.51
Gross Profit	17,071.66	1,735,293.90	56.28	121.17	603.65	66,602.51
Expense						
5100 · Salaries	227,304.42	561,932.67	0.00	0.00	0.00	0.00
5200 · Plant Maint.	8,847.43	28,214.27	0.00	0.00	0.00	0.00
5300 · Business Exp.	5,017.26	20,042.78	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	21,807.04	59,366.81	0.00	0.00	0.00	0.00
5500 · Services	6,473.61	24,849.10	0.00	0.00	0.00	0.00
5600 · Collection	41,812.95	90,216.21	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	15,571.54	36,081.33
66900 · Reconciliation Discrepancies	0.00	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
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	311,262.71	784,621.98	0.00	0.00	15,571.54	36,081.33
Net Ordinary Income	-294,191.05	950,671.92	56.28	121.17	-14,967.89	30,521.18
Net Income	-294,191.05	950,671.92	56.28	121.17	-14,967.89	30,521.18

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jul 22	May - Jul 22	Jul 22	May - Jul 22	Jul 22	May - Jul 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	697.03	92,637.34	82.33	10,941.55	43.91	5,835.49
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	106.89	230.13	14.07	30.30	7.53	16.21
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	803.92	92,867.47	96.40	10,971.85	51.44	5,851.70
Gross Profit	803.92	92,867.47	96.40	10,971.85	51.44	5,851.70
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	23,232.97	53,313.05	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	697.80	2,892.80	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	350.89	350.89	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	500.00	500.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	23,232.97	53,313.05	1,048.69	3,243.69	500.00	500.00
Net Ordinary Income	-22,429.05	39,554.42	-952.29	7,728.16	-448.56	5,351.70
Net Income	-22,429.05	39,554.42	-952.29	7,728.16	-448.56	5,351.70

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Jul 22	May - Jul 22	Jul 22	May - Jul 22	Jul 22	May - Jul 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	931.15	123,751.33	14,895.75	1,979,672.36
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	45,346.06
3200 · Interest Income	1,758.53	3,786.14	3.90	8.40	4,269.26	9,191.77
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,798.46	4,351.53
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	350.31	441.90
3800 · Other Income	0.00	0.00	0.00	0.00	63.15	230.85
Total Income	1,758.53	3,786.14	935.05	123,759.73	21,376.93	2,039,254.47
Gross Profit	1,758.53	3,786.14	935.05	123,759.73	21,376.93	2,039,254.47
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	227,304.42	561,932.67
5200 · Plant Maint.	0.00	0.00	0.00	0.00	8,847.43	28,214.27
5300 · Business Exp.	0.00	0.00	0.00	0.00	5,017.26	20,042.78
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	21,807.04	59,366.81
5500 · Services	0.00	0.00	0.00	0.00	6,473.61	24,849.10
5600 · Collection	0.00	0.00	0.00	0.00	41,812.95	90,216.21
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	38,804.51	89,394.38
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.14
7102 · Risk Management expense	0.00	0.00	0.00	0.00	697.80	2,892.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	350.89	350.89
7201 · Audit Expense	0.00	0.00	0.00	0.00	500.00	500.00
7400 · Capital Expenditures	0.00	14,234.19	0.00	0.00	0.00	14,234.19
Total Expense	0.00	14,234.19	0.00	0.00	351,615.91	891,994.24
Net Ordinary Income	1,758.53	-10,448.05	935.05	123,759.73	-330,238.98	1,147,260.23
Net Income	1,758.53	-10,448.05	935.05	123,759.73	-330,238.98	1,147,260.23

CAROL STREAM PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
May 1, 2021 through April 30, 2022

GENERAL FUND

Fund Balance – Beginning \$1,917,355

Revenues

Taxes 3,251,502
Fines and Fees 13,536
Intergovernmental 58,573
Interest 3,394
Miscellaneous 23,801
Total Revenues 3,350,806

Expenditures

Salaries/Benefits 2,009,983
Plant Maintenance 142,268
Business 105,675
Automation & Dept. Operations 206,170
Services 76,737
Collection Development 343,324
Total Expenditures 2,884,157

Transfer (Out) to CM&R Fund (75,000)
Transfer (Out) to IMRF Fund (50,000)
Transfer (Out) to Liability Fund (5,000)
Transfer (Out) to Building Renovation Loan Fund (220,000)

Fund Balance – Ending \$2,034,004

Payments to vendors: A & A Paving \$9,211; Access One, Inc. \$3,7780; Allied Universal Security Services \$9,735; AMAZON/SYNCB \$34,650; ATA Group, LLP \$14,674; Baker & Taylor \$110,902; Bird, Inc. \$5,100; Bridgeall Libraries Limited \$9,929; Carahsoft Technology Corp. \$7,000; Case Lots, Inc. \$2,741; CDW Governmental Inc. \$6,203; Chicago Sign & Light Co. \$16,376; Comcast \$6,337; ComEd \$52,464; Complete Cleaning Co. Inc. \$24,400; Demco, Inc. \$3,024; Ebsco Information Services \$10,167; Findaway World, LLC \$14,997; Folding Partition Services, Inc. \$9,390; Friends of the Carol Stream Public Library \$10,000; Fun Express, LLC \$5,139; Gale/CENGAGE Learning \$8,347; Garvey’s Office Products \$6,961; Great America Financial Services \$13,175; Heritage Technology Solutions \$2,875; HR Source \$6,604; InfoUSA Mkting, Inc. \$7,545; Ingram Library Services \$5,255; Joshua Merrill Photography \$6,240; LIMRICC Unemployment Compensation Group \$2,772; Mango Languages \$6,700; Midwest Tape \$89,889; MNJ Technologies Direct, Inc. \$3,755; Mobile Beacon \$3,240; Morningstar, Inc. \$2,572; Murphy Security Solutions, LLC \$12,356; OverDrive, Inc. \$30,060; Paylocity \$11,415; Perspectives, Ltd. \$8,393; Pitney Bowes-Reserve Account \$6,300; Plerus \$8,356; PNC Bank \$48,021; Precision Control Systems of Chicago, Inc. \$31,502; ProQuest LLC \$19,456; Quest \$2,700; Scholastic Library Publishing \$2,629; Sebert Landscaping, Inc. \$39,889; Sikich LLP \$10,665; Staples \$4,789; SWAN (System Wide Automated Network) \$55,494; Team One Repair, Inc. \$3,112; Today’s Business Solutions, Inc. \$5,670; Travelers \$2,754; Tutor.com \$7,980; Utica National Insurance Group \$26,183; Village of Carol Stream \$652,881; Village of Carol Stream-Benefits \$236,890; Village of Carol Stream-IMRF \$213,454; Village of Carol Stream-Water Dept. \$4,909; Wight & Co. \$8,954.

Payroll: Under \$25,000-Bartl, Nancy; Brown, Hanna; Carlson Linda; Encarnacion, Narze; Fonseca, Antonio; Frye, Kaitlyn; Geshkewich II, Joseph; Gray, Michaela; Grippando, Sarah; Harwood, Robin; Hayes, Carol; Houston, Emma; Iqbal, Aneesa; Joshy, Sneha; Krueger, Heidi; Layendecker, Anne; Liszka, Carrie; Lorenzetti, Michael; McDonald, Rebecca; Olekanma, Vera; Patel, Bindiya; Pierre, Livia; Rentfleish, Anjali; Shaw, Catherine; Smith, Marlys; Southwell, Michael; Stanton, Katherine; Steadman, John; Udaundo, Noelle; Walek, Cheryl; Walther, Renee; Wright, Samantha; Yevstratenko, Maryana; \$25,000 to \$49,999.99-Albers, Adrianna; Boucher, Barb; Danusiar, Amy; Farrell, Joyce; Johnson, Melanie; Karney, Richard; Moreno, Athanasios; \$50,000 to \$74,999.99-

Anderson, Ronald; Clemens, Mary; Costuna, Marie; Dexheimer, Steven; Elder, Jessica; Garcia, Crystal; Grude, Susan; Kovac, Sarah; Kushad, Omar; Meehan, Clare; Porch, Allison; Wagner, Nathaniel; Wilson, Leigh Anne; \$75,000 to 99,999.99-Cain, Jeri; Pellico, Mary; Teske, Amy; \$100,000 to \$124,999.99-Hays, Laura; over \$125,000-Westgate, Susan.

FICA FUND

Fund Balance – Beginning	\$106,402
<u>Revenues</u>	
Taxes	127,161
Interest	181
Total Revenues	127,342
<u>Expenditures</u>	
FICA	139,307
Total Expenditures	139,307
Fund Balance – Ending	\$94,437

Cash Disbursements: Payroll Federal Deposit FICA \$139,307.

IMRF FUND

Fund Balance – Beginning	\$84,848
<u>Revenues</u>	
Taxes	151,510
Interest	146
Transfer (In)	50,000
Total Revenues	201,656
<u>Expenditures</u>	
IMRF	213,454
Total Expenditures	213,454
Fund Balance – Ending	\$73,050

Cash Disbursements: Village of Carol Stream (IMRF) \$213,454.

LIABILITY INSURANCE FUND

Fund Balance – Beginning	\$11,040
<u>Revenues</u>	
Taxes	20,290
Interest	19
Transfer (In)	5,000
Total Revenues	25,309
<u>Expenditures</u>	
Liability Insurance	18,664
Risk Management	2,217
Unemployment Insurance	2,772

Total Expenditures	23,653
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Fund Balance – Ending	\$12,696
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Payments to vendors: Fox Valley Fire & Safety Company Inc. \$2,061; Fredriksen Fire Equipment \$156; LIMRiCC Unemployment Compensation Group \$2,772; Travelers \$2,754; Utica National Insurance Group \$15,910.

AUDIT FUND

Fund Balance – Beginning	\$7,841
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Revenues

Taxes	10,823
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Interest	13
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Total Revenues	10,836
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Expenditures

Audit	11,849
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Fund Balance – Ending	\$6,828
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Payments to vendors: Ancel Glink, P.C. \$110; ATA Group, LLC \$1,074; \$Sikich LLP \$10,665.

BUILDING RENOVATION LOAN FUND

Fund Balance – Beginning	\$103,542
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Revenues

Taxes	235,280
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Interest	177
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Transfer (In)	220,000
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Total Revenues	455,457
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Expenditures

Debt Repayment Expense	554,461
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Fund Balance – Ending	\$4,538
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Payments to vendors: Village of Carol Stream \$554,461.

CAPITAL MAINTENANCE & REPAIR FUND

Fund Balance – Beginning	\$1,627,533
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Revenues

Interest	2,786
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Transfer (In)	75,000
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Total Revenues	77,786
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Expenditures

Major Repairs	-
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Special Capital Projects	37,597
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Other Capital Expenditures	74,013
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Total Expenditures	111,610
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Fund Balance – Ending \$1,593,709

Payments to vendors: A & A Paving \$9,211; ASI Signage Innovations \$1,185; Bedrock Earthscapes \$1,420; Bird, Inc. \$5,100; Chicago Sign & Lighting \$16,376; Folding Partition Services \$9,390; Home Depot \$808; Impressions in Stone \$264; Interior Investments LLC \$760; Joshua Merrill Photography \$6,240; Midwest Tropical \$1,875; Murphy Security Solutions \$12,356; PNC \$1,487; Precision Control Systems of Chicago, Inc. \$14,945; Sebert Landscaping, Inc. \$21,263; Wight & Co. \$8,954.

WORKING CASH FUND

Fund Balance – Beginning \$50,846

Revenues

Interest 87
Transfer (Out) to General Fund 0
Fund Balance – Ending \$50,933



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Date: Friday, August 5, 2022

Proposal # 2022-0751

Submitted To: Susan Westgate
Carol Stream Library
616 Hiawatha Dr.
Carol Stream, IL 60188
Contact Information:
Phone: (630) 653-0755
Mobile: (630) 653-0755
E-mail: swestgate@cslibrary.org

Site Description: # S123508
Carol Stream Library
616 Hiawatha Dr.
Carol Stream, IL 60188
Site Contact:
Site Phone:
Site Email:

Prepared By: Tom Ulrich
Contact Information:
Mobile: 630-514-1275
Office: (630) 529-2500
E-mail: tulrich@aandapaving.com
Project Manager:
Mobile:
Email:

Qty	Proposed Solution	
38,500 LnFt	<u>Weekend Sealcoating</u> The pavement area shall be thoroughly cleaned of all dirt and debris using power cleaning equipment. Excessive oil spots will be cleaned and prepared using Tarloc MPC Primer to help prevent bleeding through the fresh sealer. Apply 2 heavy duty coats of asphalt emulsion sealer, reinforced with 2 pounds of silica sand per gallon and fortified with Tarmax Liquid Rubber Additive	\$10,816.87
1,200 LnFt	<u>Weekday Crack Sealing</u> Cracks will be cleaned of weeds and dirt prior to installing the crack sealant using wire brooms and forced air blowers. Hot rubberized crack sealant will be pumped into the crack through a heated hose and wand system followed by a "V" squeegee to remove any surplus material. Previously sealed cracks that have reopened will be resealed. <u>Cracks will not be sealed in "alligatored" areas.</u>	
	<u>Pavement Striping</u> Layout and stripe all pavement markings the same as the existing layout using Federal Specification Traffic Paint.	

Project Total: \$10,816.87

SERVICE TERMS By signing this proposal, you are hereby authorizing A&A Paving to proceed with the work as identified in this proposal and fully accept the terms and conditions hereto. If contracted amount exceeds \$15,000.00, a deposit of 1/3rd of the project price is required within 10 days of the acceptance of this proposal which will ensure placement on the work schedule.

This proposal may be withdrawn at our option if not accepted within 15 days of Aug 5, 2022

Pavement Consultant Tom Ulrich

Accepted Authorized Signature

Date

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Carol Stream Public Library Expenses by Vendor Detail July 2022

2:33 PM

08/09/2022

Accrual Basis

Date	Num	Memo	Account	Amount
07/27/2022		Newberry and Geisel Medal Seals	5405 · Technical Services Supplies	-24.26
				<u>-24.26</u>
07/13/2022	Inv. #787385344849		5302 · Office & Equipment Supplies	-39.43
07/13/2022	Inv. #754996775373		5509 · Library Publicity and Promotion	-15.99
07/13/2022	Inv. #499567647984		5501 · Youth Services Programs	-312.98
07/13/2022	Inv. #647785546473		5503 · Adult/Teen Programs	-108.65
07/13/2022	Inv. #485336788479		5501 · Youth Services Programs	-332.30
07/13/2022	Inv. #884976573434		5503 · Adult/Teen Programs	-19.97
07/13/2022	Inv. #474946966639		5630 · Adult Books	-18.79
07/13/2022	Inv. #474946966639		5503 · Adult/Teen Programs	-110.08
07/13/2022	Inv. #469558735484		5503 · Adult/Teen Programs	-140.61
07/13/2022	Inv. #587495783678		5630 · Adult Books	-38.12
07/13/2022	Inv. #587495783678		5503 · Adult/Teen Programs	-146.18
07/13/2022	Inv. #457854466489		5509 · Library Publicity and Promotion	-187.92
07/13/2022	Inv. #853543884374		5503 · Adult/Teen Programs	-100.70
07/13/2022	Inv. #747489389946		5205 · Furniture/Equipment	-166.80
07/13/2022	Inv. #563973993466		5509 · Library Publicity and Promotion	-221.34
07/13/2022	Inv. #669695768697		5509 · Library Publicity and Promotion	-147.56
07/13/2022	Inv. #466547598733		5503 · Adult/Teen Programs	-137.97
07/13/2022	Inv. #456539549347		5501 · Youth Services Programs	-6.95
07/13/2022	Inv. #987643846538		5201 · Supplies	-40.47
07/13/2022	Inv. #953847695368		5205 · Furniture/Equipment	-93.98
07/13/2022	Inv. #738458395983		5201 · Supplies	-19.96
07/13/2022	Inv. #874695497346		5501 · Youth Services Programs	-88.20
07/13/2022	Inv. #959485659759		5501 · Youth Services Programs	-30.64
07/13/2022	Inv. #446377454646		5503 · Adult/Teen Programs	-247.58
07/13/2022	Inv. #438797735343		5315 · Other Expenditures	-40.00
07/13/2022	Inv. #835943564979		5630 · Adult Books	-13.46

ALA Store

Total ALA Store

AMAZON/SYNCB

Date	Num	Memo	Account	Amount
07/13/2022	Inv. #835943564979		5637 · Adult Media	-14.98
07/13/2022	Inv. #673354393673		5501 · Youth Services Programs	-37.90
07/13/2022	Inv. #986486389983		5405 · Technical Services Supplies	-15.99
07/13/2022	Inv. #464795368854		5201 · Supplies	-176.70
07/13/2022	Inv. #837877486553		5205 · Furniture/Equipment	-11.78
07/13/2022	Inv. #685377436936		5315 · Other Expenditures	-40.00
07/13/2022	Inv. #483377444357		5501 · Youth Services Programs	-74.13
07/13/2022	Inv. #448794547857		5501 · Youth Services Programs	-30.20
07/13/2022	Inv. #456545677896		5501 · Youth Services Programs	-9.99
07/13/2022	Inv. #437658795455		5405 · Technical Services Supplies	-23.95
07/13/2022	Inv. #465798858386		5501 · Youth Services Programs	-39.19
07/13/2022	Inv. #545585599946		5501 · Youth Services Programs	-59.97
07/13/2022	Inv. #585397499684		5501 · Youth Services Programs	-7.90
07/13/2022	Inv. #854979948693		5501 · Youth Services Programs	-3.99
07/13/2022	Inv. #748398955586		5201 · Supplies	-33.96
07/13/2022	Inv. #449973936599		5201 · Supplies	-59.92
07/27/2022	Word charms		5509 · Library Publicity and Promotion	-42.72
07/27/2022	Wood beads		5509 · Library Publicity and Promotion	-18.17
07/27/2022	DIY Charms		5509 · Library Publicity and Promotion	-36.36
				<u>-3,564.43</u>
Total AMAZON/SYNCR				
American Library Association				
07/27/2022	Reg and Assoc for Library Service to Children R 5106 · Membership			-200.00
				<u>-200.00</u>
Total American Library Association				
Ancel Glink, P.C.				
07/15/2022	Statement #88485		5312 · Attorney Fees	-56.25
				<u>-56.25</u>
Total Ancel Glink, P.C.				
ATA Group, LLP (Assoc McClure InSerra CPA				
07/12/2022	Inv. #10806		5309 · Accounting Service	-1,150.00
07/12/2022	Inv. #10806		7201 · Audit Expense	-500.00
				<u>-1,650.00</u>
Total ATA Group, LLP (Assoc McClure InSerra CPA				
Baker & Taylor				
07/19/2022	Several invoices		5601 · Youth Services Books	-1,997.10
07/19/2022	Several invoices		5630 · Adult Books	-7,354.48
				<u>-9,351.58</u>

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	Date	Num	Memo	Account	Amount
Total Baker & Taylor Belliveau, Steve	07/12/2022		YS Pgm. - Get Science - 7/28/2022	5501 · Youth Services Programs	-9,351.58
Total Belliveau, Steve Blackstone Library	07/27/2022		Inv. #L12507435:1	5637 · Adult Media	-400.00
Total Blackstone Library					-400.00
Total Case Lots, Inc. Case Lots, Inc.	07/12/2022		Inv. #12417	5201 · Supplies	-30.94
Total Case Lots, Inc.					-30.94
Center Point for Large Print Books Center Point for Large Print Books	07/12/2022		Inv. #1941136	5630 · Adult Books	-442.70
Total Center Point for Large Print Books					-442.70
Chess.com Total Chess.com	07/27/2022		June Subscription	5501 · Youth Services Programs	-141.42
Total Chess.com					-141.42
Comcast (Biz phone) Total Comcast (Biz phone)	07/12/2022		Inv. #150341685	5308 · Business Phone	-5.00
Total Comcast (Biz phone)					-5.00
Comcast (Fiber & Internet) Total Comcast (Fiber & Internet)	07/15/2022		Inv. #150380297	5402 · ISP and Web page hosting	-414.37
Total Comcast (Fiber & Internet)					-414.37
Complete Cleaning Co., Inc. Total Complete Cleaning Co., Inc.	07/12/2022		Inv. #C21248	5203 · Maintenance Contracts	-1,066.61
Total Complete Cleaning Co., Inc.					-1,066.61
D & Z House of Books Total D & Z House of Books	07/12/2022		Inv. #2022/154449	5630 · Adult Books	-2,700.00
Total D & Z House of Books					-2,700.00
Demco Total Demco	07/12/2022		Inv. #7151584	5405 · Technical Services Supplies	-319.20
Total Demco					-319.20
	07/12/2022		Inv. #7151668	5405 · Technical Services Supplies	-101.06
	07/12/2022		Inv. #7151691	5405 · Technical Services Supplies	-192.05
	07/12/2022				-284.02
					-577.13

	Date	Num	Memo	Account	Amount
Ebsco Information Services					
	07/12/2022	Inv. #2206384		5635 · Magazines & Newspapers	-4.11
	07/12/2022	Inv. #1671164		5635 · Magazines & Newspapers	-192.54
	07/12/2022	Inv. #2300032		5635 · Magazines & Newspapers	-6.85
					<u>-203.50</u>
Total Ebsco Information Services					
etsy.com					
	07/27/2022	Car Access. Template		5501 · Youth Services Programs	-6.99
Total etsy.com					<u>-6.99</u>
Findaway World, LLC					
	07/12/2022	Inv. #392132		5637 · Adult Media	-251.63
	07/12/2022	Inv. #392132		5606 · Youth Services Media	-97.69
	07/12/2022	Inv. #394796		5637 · Adult Media	-306.10
	07/12/2022	Inv. #394796		5606 · Youth Services Media	-137.16
	07/15/2022	Inv. #394200		5606 · Youth Services Media	-50.72
					<u>-843.30</u>
Total Findaway World, LLC					
Fox Valley Fire & Safety Company, Inc.					
	07/12/2022	Inv. #IN00531858		7102 · Risk Management expense	-600.00
	07/12/2022	Inv. #IN00532938		7102 · Risk Management expense	-97.80
					<u>-697.80</u>
Total Fox Valley Fire & Safety Company, Inc.					
Fun Express, LLC					
	07/27/2022	Inv. #717426804-01 - SRP Store Prizes		5501 · Youth Services Programs	-514.62
	07/27/2022	Inv. #717506518-01 - SRP Store Prizes		5501 · Youth Services Programs	-353.39
	07/27/2022	Inv. #717790274-01		5501 · Youth Services Programs	-98.85
					<u>-966.86</u>
Total Fun Express, LLC					
Gale/Cengage Learning Inc.					
	07/15/2022	Inv. #77988707		5630 · Adult Books	-56.23
	07/15/2022	Inv. #77988252		5630 · Adult Books	-26.99
	07/15/2022	Inv. 377988988		5630 · Adult Books	-28.49
	07/15/2022	Inv. #78029438		5630 · Adult Books	-113.21
	07/15/2022	Inv. #78028941		5630 · Adult Books	-86.22
	07/15/2022	Inv. #78027995		5636 · Newspapers	-28.49
	07/15/2022	Inv. #78029161		5630 · Adult Books	-55.48
	07/18/2022	Inv. #78138186		5630 · Adult Books	-110.21

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	Date	Num	Memo	Account	Amount
Total Gale/Cengage Learning Inc.	07/18/2022		Inv. #78138495	5630 · Adult Books	-27.74
Garvey's Office Products					-533.06
	07/15/2022		Inv. #PINV2274429	5201 · Supplies	-220.06
	07/15/2022		Inv. #PINV2274429	5302 · Office & Equipment Supplies	-28.23
	07/15/2022		Inv. #PINV2277446	5503 · Adult/Teen Programs	-69.60
	07/15/2022		Inv. #PINV2284102	5503 · Adult/Teen Programs	-63.03
	07/15/2022		Inv. #PINV2284499	5302 · Office & Equipment Supplies	-191.93
	07/15/2022		Inv. #PINV2286208	5503 · Adult/Teen Programs	-131.20
	07/15/2022		Inv. #PINV2281262	5501 · Youth Services Programs	-393.60
	07/15/2022		Inv. #PINV2281262	5405 · Technical Services Supplies	-10.40
	07/15/2022		Inv. #PINV2242801	5201 · Supplies	-57.48
	07/15/2022		Inv. #PINV2279539	5315 · Other Expenditures	0.00
Total Garvey's Office Products					-1,165.53
Graphic 5, Inc.					
Total Graphic 5, Inc.	07/15/2022		Inv. #161760	5302 · Office & Equipment Supplies	-531.73
GreatAmerica Financial Services					-531.73
Total GreatAmerica Financial Services	07/25/2022		Inv. #32072091	5304 · Equipment Leasing	-1,197.69
Hirease, LLC dba Accurate Now					-1,197.69
Total Hirease, LLC dba Accurate Now	07/27/2022		Inv. #2207030271 - M. Frigo	5321 · Human Resources	-59.95
Home Depot Credit Services	07/27/2022		Inv. #2207100246 - K. Camarillo	5321 · Human Resources	-59.95
Total Home Depot Credit Services					-119.90
HR Source					
Total Home Depot Credit Services	07/15/2022		Inv. #9290351 (Summer Patio Plantings)	5204 · Landscape Maintenance/Snow Remo	-529.30
HR Source	07/15/2022		Inv. #9290358 (Summer Patio Plantings)	5204 · Landscape Maintenance/Snow Remo	-343.91
Total HR Source					-873.21
Illinois Library Association					
Total HR Source	07/15/2022		Inv. #16180 - Cain	5105 · Professional Education	-900.00
Illinois Library Association	07/15/2022		Inv. #16083 - Cain	5105 · Professional Education	-730.00
Total HR Source					-1,630.00

	Date	Num	Memo	Account	Amount
Total Illinois Library Association					
InfoUSA Mktng, Inc. (sub. Data Axel Inc)	07/27/2022		ILA Mbr. Renewal - O. Kushad	5106 · Membership	-100.00
	07/27/2022		Inv. #220997 - ILA Ren. - LAWilson	5106 · Membership	-100.00
					-200.00
Total InfoUSA Mktng, Inc. (sub. Data Axel Inc)					-7,545.00
Jewel / Osco	07/20/2022		Inv. #10004001744	5652 · Grant/Award Expense	-7,545.00
Total Jewel / Osco					-25.13
Jimmy Johns	07/27/2022		Water & Ice for 4th Parade	5509 · Library Publicity and Promotion	-25.13
Total Jimmy Johns					-29.90
KAPCO	07/27/2022		Mgr. and new staff luncheon - Julie M.	5321 · Human Resources	-29.90
Total KAPCO					-264.95
Kids' Table, LLC	07/15/2022		Inv. #1451028	5405 · Technical Services Supplies	-264.95
Total Kids' Table, LLC					-225.00
Land's End Business Outfitters	07/27/2022		Inv. #CSPL061111 - Final pay't for June 2022 pgr 5501 · Youth Services Programs		-225.00
Total Land's End Business Outfitters					-39.36
LIMRiCC Unemployment Compensation Group	07/27/2022		Order #13260641 - Nico	5321 · Human Resources	-39.36
Total LIMRiCC Unemployment Compensation Group					-350.89
MailChimp	07/15/2022		Second Qtr. ending 6/30/2022	7103 · Unemployment Compensation Insur	-350.89
Total MailChimp					-115.00
Midwest Tape LLC	07/27/2022		Patron marketing emails	5509 · Library Publicity and Promotion	-115.00
Total Midwest Tape LLC					-360.92
Nowicki, Vicki	07/19/2022		Several invoices	5606 · Youth Services Media	-360.92
	07/19/2022		Several invoices	5637 · Adult Media	-2,103.42
	07/19/2022		Several invoices	5651 · Digital Media	-5,402.16
Total Nowicki, Vicki					-7,866.50

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	Date	Num	Memo	Account	Amount
Total Nowicki, Vicki	07/15/2022		Sept. Garden Club Mtg - Amazing Microgreens	5503 · Adult/Teen Programs	-125.00
OverDrive, Inc.					-125.00
Total OverDrive, Inc.	07/15/2022		Inv. #01107MA22210589	5651 · Digital Media	-2,520.87
Paylocity					-2,520.87
	07/15/2022		Inv. #110487938	5311 · Payroll Service	-199.93
	07/15/2022		Inv. #110567149	5311 · Payroll Service	-200.28
	07/15/2022		Inv. #107160524 (FY21)	5311 · Payroll Service	-49.99
	07/15/2022		Inv. #107170490 (FY21)	5311 · Payroll Service	49.99
	07/15/2022		Inv. #107470024 (FY21)	5311 · Payroll Service	-49.99
	07/15/2022		Inv. #107469982 (FY21)	5311 · Payroll Service	-53.67
	07/15/2022		Inv. #107531635 (FY21)	5311 · Payroll Service	-49.99
	07/15/2022		Inv. #107531551 (FY21)	5311 · Payroll Service	-49.99
	07/15/2022		Inv. #107472043 (FY21)	5311 · Payroll Service	75.00
	07/15/2022		Inv. #107571250 (FY21)	5311 · Payroll Service	32.73
Total Paylocity					-496.12
PermaBound Books	07/15/2022		Inv. #1920999-00	5601 · Youth Services Books	-37.95
Total PermaBound Books					-37.95
Precision Control Systems of Chicago, Inc	07/15/2022		Inv. #44478	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc					-1,319.00
Proquest LLC	07/15/2022		Inv. #70743319	5652 · Grant/Award Expense	-1,270.75
Total Proquest LLC	07/15/2022		Inv. #70739006	5652 · Grant/Award Expense	-2,183.53
Rosati's Pizza	07/27/2022		New Hire Pizza Luncheon - Mohedano	5321 · Human Resources	-64.48
Total Rosati's Pizza					-64.48
Scholastic, Inc.	07/15/2022		Inv. #40116413	5503 · Adult/Teen Programs	-449.81
Total Scholastic, Inc.					-449.81

	Date	Num	Memo	Account	Amount
Schulz Systems, Inc.	07/15/2022		YS Pgm. 7/27/2022 - Tammy Town - Safety Villk 5501 - Youth Services Programs		-475.00
Total Schulz Systems, Inc.					-475.00
Sebert Landscaping, Inc.	07/15/2022	Inv. #242355		5204 · Landscape Maintenance/Snow Remo	-742.56
	07/15/2022	Inv. #S550004		5204 · Landscape Maintenance/Snow Remo	-260.00
Total Sebert Landscaping, Inc.					-1,002.56
Staples	07/15/2022	Inv. #3512430764		5201 · Supplies	-418.62
	07/15/2022	Inv. #3512430764		5315 · Other Expenditures	-53.88
	07/15/2022	Inv. #3510203267		5315 · Other Expenditures	-57.26
	07/15/2022	Inv. #3510203267		5201 · Supplies	-118.79
	07/15/2022	Inv. #3510680218		5201 · Supplies	-30.96
	07/15/2022	Inv. #3510680219 (Credit against Inv. #3510203		5201 · Supplies	1.30
Total Staples					-678.21
Swan (System Wide Automated Network)	07/15/2022	Inv. #9541		5410 · SWAN Consortium	-11,635.75
	07/18/2022	Inv. #9593		5652 · Grant/Award Expense	-8,880.00
Total Swan (System Wide Automated Network)					-20,515.75
Target Stores	07/27/2022		Snacks for Teen Pgms.	5503 · Adult/Teen Programs	-24.07
Total Target Stores					-24.07
Teachers Pay Teachers	07/27/2022		Book Report Doodle	5501 · Youth Services Programs	-3.29
Total Teachers Pay Teachers					-3.29
Unique Management Services, Inc.	07/15/2022	Inv. #6102701		5310 · Material Recovery Fees	-88.65
Total Unique Management Services, Inc.					-88.65
Village of Carol Stream	07/15/2022	Inv. #6725		5411 · Village IT Services	-8,176.13
Total Village of Carol Stream					-8,176.13
Village of Carol Stream - Benefits	07/27/2022	Inv. #6708		5107 · Life Insurance	-135.37

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Date	Num	Memo	Account	Amount
07/27/2022	Inv. #6708		5108 · Health Insurance	-21,259.42
07/27/2022	Inv. #6708		5109 · Benefits, other	-112.61
Total Village of Carol Stream - Benefits				-21,507.40
Village of Carol Stream - IMRF				
07/27/2022	From: 7/1 - 7/29/2022		6620 · Illinois Municipal Retirement F	-23,232.97
Total Village of Carol Stream - IMRF				-23,232.97
Village of Carol Stream - Water Dept.				
07/15/2022	Bill #01890466		5207 · Water/Sewer	-673.39
Total Village of Carol Stream - Water Dept.				-673.39
Walgreen Co.				
07/27/2022		Snacks for New Hire goody bags - Camarillo, Fri 5321 · Human Resources		-11.57
Total Walgreen Co.				-11.57
webstauroantstore.com				
07/27/2022		Wipes Plus - 36 ct.	5201 · Supplies	-242.52
Total webstauroantstore.com				-242.52
Western First Aid & Safety				
07/15/2022	Inv. #ORD4-009426		5201 · Supplies	-145.87
Total Western First Aid & Safety				-145.87
Zen Life & Meditation Ctr				
07/15/2022	Inv. #05162022		5501 · Youth Services Programs	-200.00
Total Zen Life & Meditation Ctr				-200.00
TOTAL				-131,820.08

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

Approved by the Library Board of Trustees August 17, 2022

 President Date

 Secretary Date

Carol Stream Public Library
Account QuickReport
 July 2022

2:43 PM
 08/09/2022
 Accrual Basis
 Amount

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5108 · Health Insurance						
General Journal	07/31/2022	ATA0704		Record July, 2022 Employee Reimbursements -SPLIT-		156.74
						<u>156.74</u>
Total 5108 · Health Insurance						156.74
Total 5100 · Salaries						156.74
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	07/31/2022	ATA0704		Record July, 2022 Employee Reimbursements 5108 · Health Insurance		60.23
						<u>60.23</u>
Total 5305 · Mileage Reimbursement						60.23
5321 · Human Resources						
General Journal	07/31/2022	ATA0704		Record July, 2022 Employee Reimbursements 5108 · Health Insurance		305.56
						<u>305.56</u>
Total 5321 · Human Resources						305.56
Total 5300 · Business Exp.						365.79
5400 · Automat. & Dept. Oper.						
5401 · Automation Hardware						
General Journal	07/31/2022	ATA0704		Record July, 2022 Employee Reimbursements 5108 · Health Insurance		11.87
						<u>11.87</u>
Total 5401 · Automation Hardware						11.87
Total 5400 · Automat. & Dept. Oper.						11.87
5500 · Services						
5501 · Youth Services Programs						
General Journal	07/31/2022	ATA0704		Record July, 2022 Employee Reimbursements 5108 · Health Insurance		78.89
						<u>78.89</u>
Total 5501 · Youth Services Programs						78.89
Total 5500 · Services						78.89
TOTAL						<u><u>613.29</u></u>

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Deduction Listing

Check Dates: 07/01/2022 to 07/29/2022

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2022070101 - 2022072901

Pay Periods: 06/12/2022 to 07/23/2022

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-4.10
Elder, Jessica	1176		11	-156.74
Farrell, Joyce C.	1103		10	-16.70
Garcia, Crystal	1191		11	-17.14
Meehan, Clare	118		12	-37.47
Moreno, Athens M.	1216		02	-11.87
Pellico, Mary	1170		01	-305.56
Westgate, Susan	1139		01	-3.51
Wilson, Leigh Anne	1188		12	-60.20

Totals for REIMB -- REIMBURSEMENT

9 Employees

-613.29

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	9	-613.29
Totals			9	-613.29



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 7/25/2022 at 3:07 PM

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

Library Attorney Services Review

The Library's attorney Britt Isaly, partner of Ancel Glink, will be attending the Board meeting on August 17. Britt will be sharing information on what attorney services may be required by a public library and answering any questions that the Trustees may have.

Statement of Cash Receipts and Disbursements

I have included a copy of the Library's Cash Receipts and Disbursements Statement for May 1, 2021-April 30, 2022 for your review. This is not something that needs to be voted upon. It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of our General Fund balances for the year, a list of vendors that we paid \$2,500 or more to and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2022 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

Facility Update

The Library's parking lot will undergo the annual maintenance of crack filling, sealing and re-striping over the Labor Day weekend. The proposal for the maintenance work is included as an agenda item and is in the Board packet for your review. It will be rescheduled if it rains. Board approval is required for expenditures exceeding \$10,000.

A videographer/photographer from the Village was at the Library on August 5 to film and photograph the Library for the Village's upcoming Carol Stream promotional video and photos.

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. It is on the agenda under "Unfinished Business" and a two-thirds vote for approval is required to pass the amendment.

Audit Update and Trustee Questionnaire

The Auditors completed their final in-house audit work on Wednesday, July 20. Staff were available to respond to any document requests or questions they had. If you have not yet done so, please return your Trustee Fraud Letter to the auditors. The Fraud letters must be returned in order for the Auditing Team to complete the Audit. The audit will be reviewed with the Trustees at the October 19, Board meeting with a representative from Sikich in attendance.

Human Resources

The Library's Human Resources Manager moved up their last day of employment to Friday, August 12. Assistant Director Laura Hays and myself will be assuming HR Administration functions in the interim until the vacant position is filled. In anticipation of this necessity, Laura

and I attended a half day program at HR Source, the Library's HR Consulting firm, on August 4 on HR legal issues. We also met with a Village staff member on August 11 for instruction on administering the Library's employee benefits. We have several interviews scheduled over the next few weeks for the position. Two large HR projects were underway and we hope to have them completed soon. A compensation study project with HR Source is nearly complete. All of the Library's job descriptions were reviewed and updated for this project. In addition, an update to the Library's Employee Handbook has also been undertaken. It has been reviewed by HR Source using an EDI lens as well as to ensure legal compliancy. I will be completing the recommended changes and updates this fall and hope to have it for the Trustees to review no later than November. An update to the Library's Emergency Manual is also nearly complete. A committee of four staff members have been working on this project over the past year.

Library Outreach

The Library's participation at National Night Out at Community Park on July 26 was well received and a lot of fun. We gave out lots of books and prizes and enjoyed interacting and sharing information about the Library with the community. Two additional outreach events will take place in September: the VetBros Charity Dog Show on Sunday, September 18 and the Village Fall Fest on September 24. Both events will take place at the community Town Center. Please let me know if you are interested in volunteering at either of these events.

Reminder: 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>

August Employee Anniversaries

Carol Hayes, Circulation – 8/2/11

Catherine Shaw, Circulation – 8/11/14

Marie Costuna, Technical Services – 8/08/17 (5 Year Anniversary)

Susan Westgate, Library Director

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

	July FY 21-22	July FY 22-23	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	14,563	14,667	43,583
Total Teen	938	966	2,603
Total Youth	17,827	20,162	55,383
Physical material use by format			
Books	23,777	26,292	74,462
Videos	6,517	6,324	17,337
Audiobooks and Music CDs	1,618	1,437	4,906
Periodicals and Magazines	242	257	805
Other	1,174	1,485	4,059
Total Physical Item Circulation	33,328	35,795	101,569
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	3,299	2,288	8,221
ILL - Borrowed from Non-SWAN	30	35	104
ILL - Loaned to SWAN	741	546	1,915
ILL - Loaned to Non-SWAN	76	62	212
RBP Loans - SWAN (incl. above)	320	446	1,192
RBP Loans (non-SWAN) - (incl. above)	522	644	1,803
Digital media use			
Bingepasses (hoopla)	NA	3	21
E-books	3,256	3,356	9,917
E-Audio	2,258	2,511	7,140
E-Video	475	414	1,147
Museum Adventure Pass / Explore More Illinois	28 / 0	37 / 1	80 / 2
Total use of Electronic Materials	6,017	6,322	18,307
Total Circulation (physical materials and digital media)	39,345	42,117	119,876
Digital magazine retrievals	973	752	2,233
Total Electronic Retrievals (e-mags and databases)	8,835	5,882	16,987
Other circulation activities			
Items checked out in the Library	16,950	16,798	50,661
Self Check - # of Items Checked out	7,185	11,093	31,396
Self Check - % of items checked out in the Library	42.39%	66.04%	61.97%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	29 / 486	37 / 512	10/5 / 1,441
Teen Number/Attendance	7 / 32	4 / 11	17 / 53
Youth - Number/Attendance	108 / 1,736	113 / 1,502	332 / 4,564
Total - Number/Attendance	144 / 2,254	154 / 2,025	444 / 6,058
Library Events - Number / Attendance	0 / 0	1 / 189	2 / 283
Outreach* - Number / Attendance	3 / 90	2 / 53	6 / 583
Facility Usage			
Library Visits (Door Count)	9,901	11,518	35,114
Curbside Pickup Transactions	263	106	338
Meeting Rooms - # of Public Bookings*	NA	NA	NA
Study Rooms - # of Users*	193	242	765

Electronic Usage			
# of Internet Sessions/Total Time	341 / 188	849 / 519	2,657 / 1,651
#iMac Sessions/Total Time	6 / 4	17 / 9	37 / 26
# of Library Website Visits	13,662	13,640	42,694
# Mobile App Views	3,635	4,508	11,983
# of Wireless Users	1,136	1,749	5,178
Aspen catalog sessions / unique searches	NA	37,566 / 9,529	125,962 / 29,386

Reference Transactions			
Adult	907	1,332	3,875
Youth	999	1,063	3,187
Circulation	349	348	1,136
Chat	114	72	175
Total Reference Transactions	2,369	2,815	8,373

Total One-on-One Tutorials			
Adult	4	1	3
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,283	18,495	
# of Non-Resident Cards***	13	36	
Total Registered Users	18,296	18,531	

Resources Owned/Licensed			
Books	61,605	64,843	
Newspapers (Print only)	24	122	
Periodicals (Print only)	129	24	
Total Print Materials	61,758	64,989	
Current Subscriptions (Print Only)	153	146	
Current E-Subscriptions	3,582	4,085	
E-Books: Downloadable	63,956	72,573	
Audio Recordings	6,568	6,914	
Audio Recordings (Downloadable)	23,898	29,019	
Videos	11,191	11,465	
Other: Video Games, Puzzles, Devices	694	754	
Databases	67	74	
Total Resources Owned/Licensed	171,714	189,873	

Professional Development Hours	63.5	16.00	90.25
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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.

**Assistant Director's Report
July 2022**

Administration and Business Office

- Payroll processing the week of 7/11 and 7/25
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Final Audit Fieldwork on 7/27.
- Paylocity statement listed 2020 invoices we had not received. An investigation located credits that had also not been processed. The balance due was paid.
- Tower Heater purchased from Home Depot recalled. Joyce requested a prorated rebate.

Tech Services

- Items ordered – 565 and Items put into Circulation – 727
- Items catalogued – imported bib records & original cataloging - 111
- Item record edits/database clean-up – 596
- Bib record merge requests submitted to SWAN support – 10
- Repair items (includes disc cleaning) - 82
- Serial record edits – 5 and Claimed Issues – 17
- Pending orders in Workflows, not received items as of August 1 (Youth, 279; Adult, 342)
- Sustainable Shelves - 714 titles were submitted; 248 items were approved for submission resale to B&T for a credit value of \$72.19.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Pride Adult and Youth, and new Have You Seen These and Discover New Authors Displays
- Database cleanup for BLU-RAYS 300 Field (1 blu-ray disc) physical description
- Conversion Projects - items processed – 20

Information technology

- There were 33 support tickets in July.
- Staff onboarding and off-boarding
- Copier and printer vending device discrepancy between the cash and coin resolved.
- Copier vending device override key not turning – TBS tech fixed the lock.
- Mobile Beacon service renewals started. Received an offer to upgrade our remaining Sprint devices. The replacement T-Mobile devices will ship in August.
- TBS provided quotes to upgrade our remote printing platform and our scanning station.
- Tracfone smartphone display broken – decided not to replace and cancelled service plan.

Laura Hays
Assistant Library Director

Adult Services Department Monthly Report

July 2022

Department News:

- Filled our part time position, with a hire of Karina, who joins us two nights a week and weekend rotations. Karina is a school librarian by day, and comes from a wealthy background of customer service and library. Karina also is fluent in Spanish.
- Vera, our beloved mannequin dress maker and leader of many of our craft programs and initiatives left the library, as her family moved to Arizona. Her position will be posted sometime in August.
- Created additional Take N Make kits to match up with the Museum of Tolerance, such as "Kindness Kits" and held a raffle for prizes.
- Started working on new business card database/resource promotional displays. This will help promote resources in easy to take business card size handouts, with a new featured display in our business center.
- Jessica continued leading lobby and reference desk displays featuring summer reads and staff picks. Also, a display was created to supplement the Museum of Tolerance exhibit.
- Restructured our curbside printing service to rebrand it as Grab N Go printing.
- Our summer reading club is inching towards breaking the record for the most signups, we'll find out after August, as we potentially could have the highest signup count ever dating back to 2006.
- We introduced a few new resources, Fold3 for genealogy and military records, U.S Major dailies for newspapers across five major papers. (Wall St, NYT, LA Times, Chicago Trib, Washington Post)
- Working on a resource offering that can be used as a digital hub for tutorials, info videos, and more, called "Carol Stream Academy". Going to connect with various local organizations who also can help create content to promote their resources.
- Nate is organizing the DVDs and blu rays that we're excited about as it will really make user flow go smoother and also will gives us more space to promote and highlight collections
- With the success of our binge boxes, Jessica participated as a panelist for a RAILS webinar presentation about binge boxes

Outreach Activities:

- Homebound delivery – 40 registered, delivered to 32 patrons, Items delivered 207
- Omar networked with local businesses and the chamber about our upcoming ESL classes
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Sarah continued working on the library's *Examiner* newspaper report, weekly highlighting events and news for the local paper.
- Held two Teen Volunteer Club Meetings
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Partnered with the Brookfield Zoo on promotion of summer reading with pass giveaways

Athens Moreno Adult Services Manager

- Partnered with Ravinia, to offer patrons tickets to various Ravinia musical events, nearly sold out of all the options!
- Crystal represented the library at local events this month such as the 4th of July Parade and the Night Out event.
- Finalized our ESL class schedule in collaboration with College of DuPage (see flyer)

EDI Activities (EDI Committee & Dept):

- Organized and held training across the library to demonstrate the new language translator tablet, with positive reviews already post usage with patrons
- Streamlined printing fees across all methods for equal treatment for patrons
- Melanie and I (Athens) applied for a RAILS training series on EDI initiatives and planning within the library
- Held various displays to celebrate different cultures and tolerance promotion to supplement Museum of Tolerance Bus
- Continued partnership with the DuPage Literacy group offering study room space and resources for Carol Stream residents utilize their tutoring services
- Omar will be taking a usability and equality of access course during August to better to learn about how we can better our website pages, offering better usability for various limitations such as language, vision, ADA compliant
- The committee meet to discuss next steps to better our upcoming intranet page as well as starting working on a quick reference guide for who speaks what language around the library
- We will also work with the library on offering options for pronouns to be listed on name tags, starting in Aug

Programs & Displays:

- Binge Box packages for both adults and teens
- Online Quiz for patrons to get recommended book suggestions and promote Nature to coincide with Summer Reading theme
- Held an online DuPage County history quiz
- Ravinia lawn passes for patrons during July/August
- Teen Dungeon & Dragons
- Take N Make featuring creative garden gloves
- Settle into Sleep Yoga Program
- In person sewing program, 1st of a series for Knitting Learners
- Teen Volunteer Group Meeting
- Camping 101 online class taught by our very own Sarah
- Beatles History Online program
- Around the world book club featuring *"The Boy who harnessed the wind"*
- Prepping for countdown until Summer Reading begins June 1st! Prizes for all clubs have been purchased and ready to go for display

Athens Moreno Adult Services Manager

Meetings:

- Bi Weekly Management Meetings (AM)
- Diversity, Equity, and Including Meeting (AM, Melanie)
- Carol Stream Geek Fest Volunteer Meeting (SK, NW)
- CHQ Meeting (AM, SK)

Resources and Collection News:

- Added three new databases
- Developed handouts to promote collections and utilized our Spotlight shelves
- In Person programming was mixed in with some online offerings as well
- Created new digital signage slides to promote new and existing resources/databases

Continued Education & Training:

- Programming Meeting for West Suburbs
- Collection HQ meeting
- Diversity and Including in Marketing Webinar
- RA and Book purchasing webinars through Booklist and ALA



Created kits to help promote

Museum of Tolerance

Athens Moreno Adult Services Manager



Jessica panelist for RAILS webinar



Upcoming ESL classes working with College of DuPage



Sarah led online class about

Camping 101

Athens Moreno Adult Services Manager

Carol Stream Public Library General/Adult Academy



Your academy expires in 21 days. Please contact your administrator.



Categories

eBooks & More



BookFlix - Fiction and Nonfiction Book Pairings for Young Readers



Consumer Reports - Unbiased Product Reviews



hoopla - Audiobooks, eBooks, Music, and Video



Libby - eBooks, Audiobooks, and More



PressReader - Connecting People Through News



TumbleBook Library - Picture Books and Kids Videos

Audiobooks



hoopla - Audiobooks, eBooks, Music, and Video



Libby - eBooks, Audiobooks, and More



TumbleBook Library - Picture Books and Kids Videos

Exploring

an online academy that can promote our youtube recordings, tutorial videos, local resource content, and even a potential staff only training portal.



New resource starts 8/1 offering current and historical newspapers across major publications

Youth Services Report July 2022



Summer Reading Program

- As of the end of July, the Youth Services Summer Reading Program had 879 participants who reported reading at least 200 minutes. Of those participants, 564 (64%) reported reading 600 minutes and received a book for finishing the first book log. This is still running about 100 more than the same time last year and 100 less than 2019 at the beginning of the renovation.

Program Highlights

- During July, Youth Staff presented 11 storytimes in person to 185 participants. That averages out to be just under 17 participants at each storytime.
- Adriana Albers and Aneesa Iqbal planned and hosted a Drive-in Movie for 3-6-year-olds. 49 were in attendance. Participants decorated a box to look like a car and sat in it to enjoy cartoons on the big screen. Families were so happy as they took home their cars and we imagine that many drive-ins happened since then.
- On July 22, we hosted Safety Town with Tammy Town productions. Tammy Schulz, a local community police officer, taught 63 participants about safety and how to get help in many situations. Children acted out how to avoid dangerous situations like strangers giving gifts, or candy or needing help to find a pet in addition to medical emergencies. After this program was done, Office Castro of the Carol Stream Police Department brought the Blue Scoop and distributed frozen treats to everyone who was interested. It was a very hot day and we had many grateful smiles as a result!
- Unexpected Science was presented on 7/28 to 55 participants. Steve Belliveau of Get Science presented interesting science experiments with many audience participants.
- Carol Stream resident, Aime Baker, presented a program on 7/27 from Tinkergarten, a curriculum that introduces nature themes to children. She taught about how pigs stay cool in the summer. 36 participants did activities outside and had fun keeping their "pigs" cool in the dirt.
- 400 CSPL Kits were distributed in July including 100 each of the following activities: Alphabet Kaboom!, Launch-a-fish, 3D Air Balloon, Embroidered Flag Tie.



Patron Service and Reference

- 68 Binge Box requests were filled during July.
- Youth Staff had 1,063 interactions with the public during July.

Professional Development

- Youth Staff did 1 hour of training during July.

Personnel

- Julie Mohedano started on 7/5 as the Youth Services Bilingual Librarian, which is a full-time position. Julie is a recent graduate from Dominican University and comes with experience from Addison Public Library.

Meeting Attendance

- 7/12 – CollectionHQ Team – Amy Teske, Adriana Albers
- 7/20 – Board Meeting – Amy Teske
- 7/7, 21 – Management Team Meeting – Amy Teske



Respectfully Submitted,
Amy Teske, Youth Services Manager



July 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 11,518 greetings, welcoming visitors to the Library
- 6,281 Checkouts and renewals
- 106 Curbside deliveries
- 126 new resident account registrations
- 3 new Special account registrations
- 29 new digital accounts checked against the database
- 18,877 Check ins
- 19,000 items shelved
- 3,292 hold requests made available

Self Check-out activity:

- 4,499 checkouts at Youth Services machine
- 6,594 checkouts at Lobby machines

Jeri participated in:

- SWAN Advisory Users Group meeting July 20th.
- Management Team meetings on July 7th and 21st.
- SWAN's fireside chat on July 26th.

In addition:

- Jeri updated department job descriptions and submitted to Mary Pellico
- The following staff have been promoted to the Circulation Clerk position: Cheryl Walek and Carol Hayes, who have both been with the Library for 11 years, and Catherine Shaw who has been with us for 8 years. They will begin their training the week of August 7th. We look forward to their contributions adding to the success of the department!

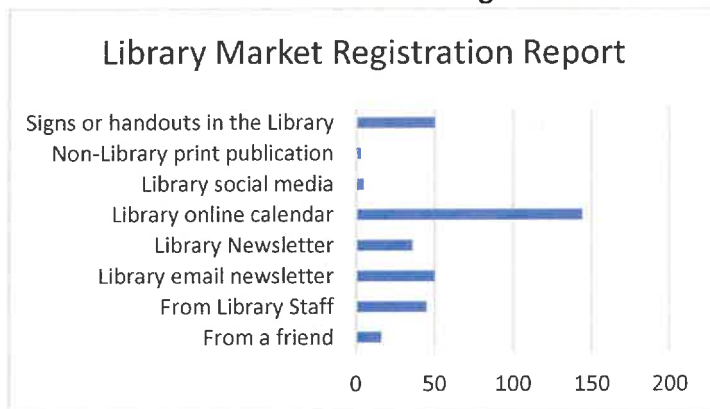
Submitted by Jeri L. Cain

8/11/2022

Marketing Report

July 2022

- Promotions resulted in 285 event registrations



Statistics:

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

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

Followers: 2,783

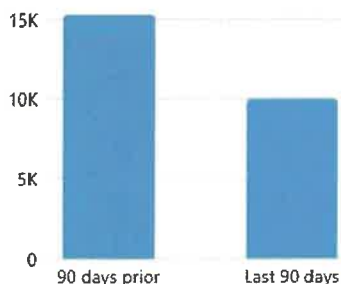
Reach from the last 90 days: 10K

Organic reach

Post reach

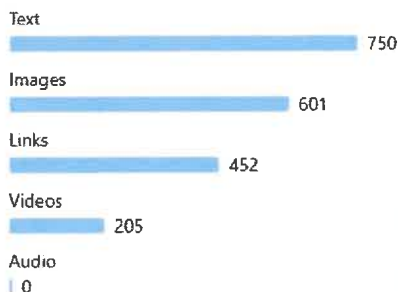
10K ↓ 34.6%

Total from last 90 days vs 90 days prior



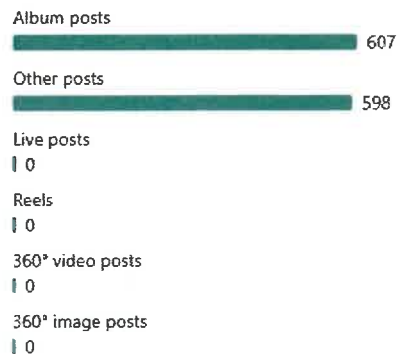
Median post reach per media type

For posts created in the last 90 days



Median post reach per content format

For posts created in the last 90 days



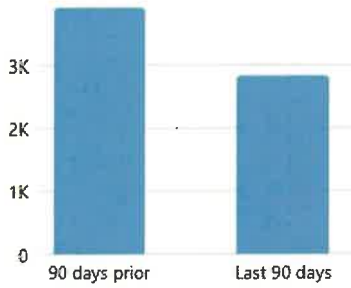
Engagement from the last 90 days: 2.8K

Organic engagement

Post reactions, comments and shares ⓘ

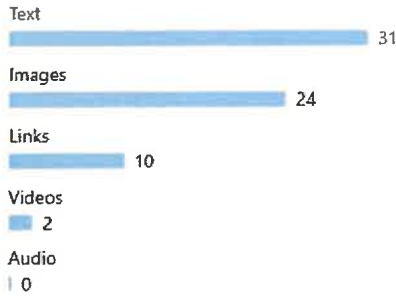
2.8K ↓ 27.7%

Total from last 90 days vs 90 days prior



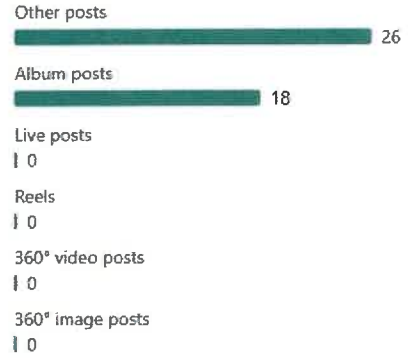
Median post reactions, comments and shares per media type ⓘ

For posts created in the last 90 days



Median post reactions, comments and shares per content format ⓘ

For posts created in the last 90 days



Top three posts from July:

<p>People reached: 3,150 Engagements: 126</p>	<p>People reached: 1,013 Engagements: 65</p>	<p>People reached: 959 Engagements: 52</p>

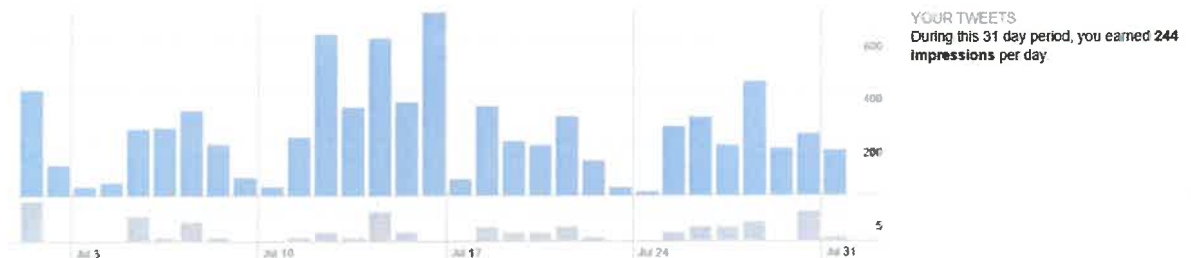
Twitter

Followers: 1,430

Total Impressions: 7.6k

Impressions from July

Your Tweets earned 7.6K impressions over this 31 day period



Total Engagements: 253

Engagements for July

Engagements




Showing 31 days with daily frequency

Engagement rate

4.6%



Top 3 tweets from July:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<p>Carol Stream Public Library @CarolStreamFL · Jul 12 Library Meme of the Day. #sorrynotsorry #librarylife pic.twitter.com/1FThPt2QCH</p> <p>View Tweet activity</p>			963	74	7.7%
	<p>Carol Stream Public Library @CarolStreamFL · Jul 15 With #libraryjobs trending, we do want to mention that the library is currently looking for a Human Resources Administrator. For more information and for how to apply, please see: cslibrary.org/about/jobs</p> <p>#DuPage</p> <p>View Tweet activity</p>			857	36	4.2%
	<p>Carol Stream Public Library @CarolStreamFL · Jul 31 When it comes to using your library card (and with a tip of the hat to the @SpinDoctorsBand):</p> <p>#LittleMiss #LibraryLife pic.twitter.com/65kq0iDoDb</p> <p>View Tweet activity</p>			799	29	3.6%

Promotional Emails

July 12 th	The Mobile Museum of Tolerance is Here	Open rate: 34.7%	Click rate: 1.2%
July 27 th	Seats available for Outdoor Family Yoga	Open rate: 33.3%	Click rate: 0.9%

Support Tickets

33

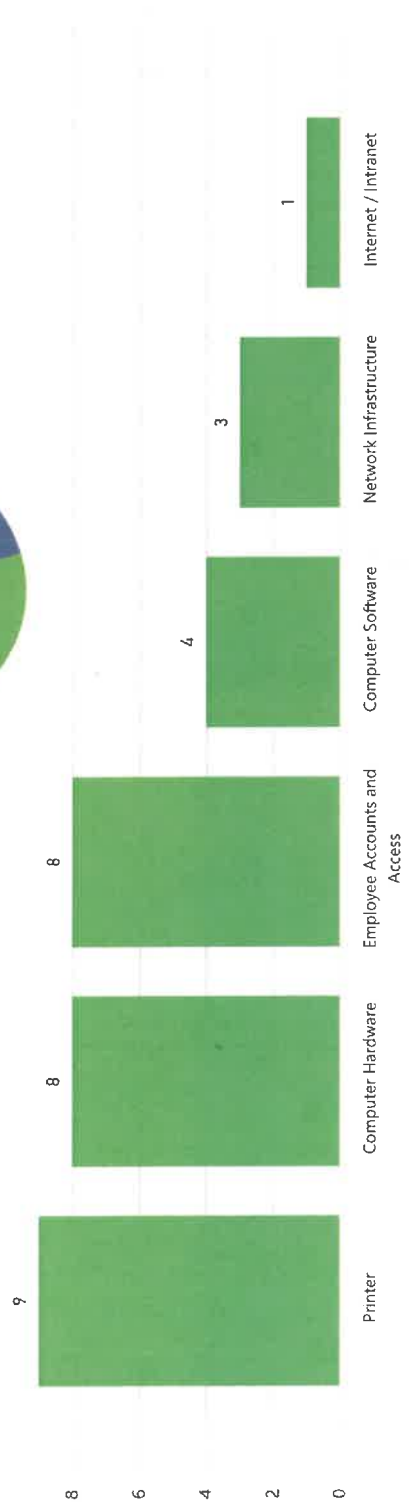
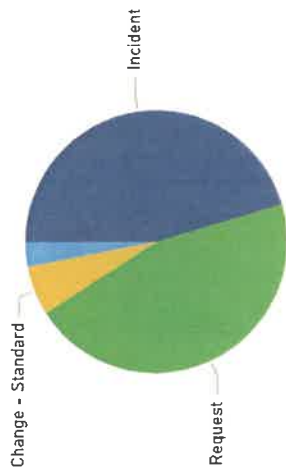
Monthly Report of IT Service
 Report Range: 7/1/2022 - 7/31/2022

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	15
Problem	1
Request	15
Total	33

CategoryName	Count
Computer Hardware	8
Computer Software	4
Employee Accounts and Access	8
Internet / Intranet	1
Network Infrastructure	3
Printer	9
Total	33



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.

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)