

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

DATE: July 19, 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

3. ROLL CALL

4. PUBLIC PARTICIPATION

5. ADOPTION OF THE CONSENT AGENDA*

6. APPROVAL OF MINUTES

6.1 Minutes of the Regular Board Meeting of June 21, 2023

7. MONTHLY REPORTS OF THE TREASURER

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

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of the Change of the Library's Financial Banking Institution

8.2 Recommendation, Re: Approval of FY 24 Quarterly Payments to SWAN Library Consortium

9. DISBURSEMENTS

9.1 Approval of Disbursements of June 1-30, 2023 plus the Addendum for the Meeting of July 19, 2023

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

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

14.1 Recommendation, Re: Approval of the Executive Session Minutes of January 18, 2023

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

15. ADJOURN

Next Resolution: #299

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.*

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

DATE: June 21, 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

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske and Patron Services Manager Melanie Johnson

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

Trustee Olson moved and Trustee Hudspeath seconded the establishment of a Consent Agenda for the Regular Meeting of June 21, 2023. Motion approved.

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

Nays 0

Absent..... None

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

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

Nays 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of May 17, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2023

6.3 Recommendation, Re: Approval of the Illinois Public Library Annual Report for FY2023

6.4 Committee Appointments 2023-2025

6.5 Approval of Disbursements of May 1-31, 2023 plus the Addendum for the Meeting of June 21, 2023

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

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

Nays 0

Absent..... None

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

Recommendation, Re: Approval of the Illinois Public Library Annual Report for FY2023

Background Information:

The Library's Annual Report is submitted to the Illinois State Library. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2022-April 30, 2023). The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

Committee Appointments 2023-2025

STANDING COMMITTEES:

FINANCE

Tim Rogers, Chair

Nancy Olson

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

HUMAN RESOURCES

Mansi Patel, Chair

Mary Hudspeath

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

FACILITIES

David Larimer, Chair

Mary Hudspeath

Tara Leszczewicz

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of May 1-31, 2023 plus the Addendum for the Meeting of June 21, 2023 in the amount of \$96,522.61.

7. NEW BUSINESS

7.1 Discussion: West Library Property Options

Background information:

The Library will be working with the Village to enhance the area along the west side of the Library property following the completion of the Klein Creek Stabilization Project.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Board thanked the Director for her work on securing the FEMA grant to reimburse the Library for the COVID-19 related expenses from March 2020-June 2022. The library was reimbursed in the amount of \$48,648.42.

9. MONTHLY STAFF REPORTS

The Board was impressed with the number of Business Library cards that have been issued due to the promotion of the Library and services that support small businesses. Adult Services Librarian Omar Kushad promotes these services with the Carol Stream Chamber of Commerce.

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:16 p.m.

July 19, 2023

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

| <u>FUND</u> | <u>BEGINNING BALANCE</u> | <u>CHANGE</u> | <u>ENDING BALANCE</u> |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| General | \$ 2,184,698.55 | \$ 1,196,286.87 | \$ 3,380,985.42 |
| Working Cash | 52,436.96 | 175.29 | 52,612.25 |
| FICA | 81,402.80 | 39,352.16 | 120,754.96 |
| IMRF | 61,122.39 | 72,721.73 | 133,844.12 |
| Liability Insurance | 8,715.07 | 11,220.83 | 19,935.90 |
| Audit | 7,347.31 | 4,518.36 | 11,865.67 |
| Capital Maintenance & Repair | 1,653,436.24 | 1,704.45 | 1,655,140.69 |
| Building Renovation Loan | <u>21,247.48</u> | <u>103,997.76</u> | <u>125,245.24</u> |
| TOTAL ALL FUNDS | <u><u>\$ 4,070,406.80</u></u> | <u><u>\$ 1,429,977.45</u></u> | <u><u>\$ 5,500,384.25</u></u> |

See attached for a schedule of cash and investments.

Justin Lynch, Board President 6/30/23

Tim Rogers, Board Treasurer 6/30/23

Susan Westgate, Library Director 6/30/23

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

| | <u>TYPE</u> | <u>CURRENT BALANCE</u> |
|------------------------------|-------------|----------------------------|
| OLD SECOND BANK | CHECKING | \$ 639,277.99 |
| OLD SECOND BANK | PAYROLL | 89,821.38 |
| OLD SECOND BANK-MONEY MARKET | INVESTMENT | 1,634,415.83 |
| ILLINOIS FUNDS-PRIME FUND | INVESTMENT | 3,138,433.31 |
| PROPAY | ELECTRONIC | 626.51 |
| ASPEN/PAYPAL | ELECTRONIC | 147.01 |
| CASH BANK | CASH DRAWER | <u>700.00</u> |
| | TOTAL | <u>\$ 5,503,422.03</u> |

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

TABLE OF CONTENTS

| | |
|---|-----------|
| ACCOUNTANT'S COMPILATION REPORT | PAGE 1 |
| FINANCIAL STATEMENTS | |
| Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds | EXHIBIT A |
| Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds | EXHIBIT B |
| SUPPLEMENTARY INFORMATION | |
| Revenues and Expenses – Modified Cash Basis - By Fund | EXHIBIT C |

Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of June 30, 2023 and May 31, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date June 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

July 6, 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 JUN 30, 2023 | AS OF MAY 31, 2023 (PP) | CHANGE |
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 10-1000 Library Fund Cash | 0.00 | 0.00 | 0.00 |
| 10-1006 Old Second General Checking | 639,277.99 | 503,610.62 | 135,667.37 |
| 10-1008 Old Second Payroll Account | 89,821.38 | 146,672.30 | -56,850.92 |
| 10-1014 Illinois Funds-Prime | 3,138,433.31 | 3,125,118.40 | 13,314.91 |
| 10-1024 Old Second Money Market Acct | 1,634,415.83 | 293,967.72 | 1,340,448.11 |
| 10-1025 ProPay | 626.51 | 260.07 | 366.44 |
| 10-1026 Cash Bank | 700.00 | 770.00 | -70.00 |
| 10-1027 Aspen/Paypal | 147.01 | 7.79 | 139.22 |
| 10-1090 Allocated Cash-General Fund | -2,119,398.83 | -1,885,708.25 | -233,690.58 |
| Total 10-1000 Library Fund Cash | 3,384,023.20 | 2,184,698.65 | 1,199,324.55 |
| 1190 Allocated Cash-Fund Balances | | | |
| 20-1090 Allocated Cash-Working Cash Fd. | 52,612.25 | 52,436.96 | 175.29 |
| 30-1190 Allocated Cash-FICA Fund | 120,754.96 | 81,402.80 | 39,352.16 |
| 40-1090 Allocated Cash-IMRF Fund | 133,844.12 | 61,122.39 | 72,721.73 |
| 50-1090 Allocated Cash-Liability Fund | 19,935.90 | 8,715.07 | 11,220.83 |
| 60-1090 Allocated Cash-Audit Fund | 11,865.67 | 7,347.31 | 4,518.36 |
| 70-1090 Allocated Cash-Capital R&M Fund | 1,655,140.69 | 1,653,436.24 | 1,704.45 |
| 80-1090 Allocated Cash-Debt Service | 125,245.24 | 21,247.48 | 103,997.76 |
| Total 1190 Allocated Cash-Fund Balances | 2,119,398.83 | 1,885,708.25 | 233,690.58 |
| Total Bank Accounts | \$5,503,422.03 | \$4,070,406.90 | \$1,433,015.13 |
| Total Current Assets | \$5,503,422.03 | \$4,070,406.90 | \$1,433,015.13 |
| TOTAL ASSETS | \$5,503,422.03 | \$4,070,406.90 | \$1,433,015.13 |
| LIABILITIES AND EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Credit Cards | | | |
| 2051 American Express Amazon Prime | 3,037.78 | 0.00 | 3,037.78 |
| Total Credit Cards | \$3,037.78 | \$0.00 | \$3,037.78 |
| Total Current Liabilities | \$3,037.78 | \$0.00 | \$3,037.78 |
| Total Liabilities | \$3,037.78 | \$0.00 | \$3,037.78 |

Carol Stream Public Library

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

| | TOTAL | | CHANGE |
|---|-----------------------|-------------------------|-----------------------|
| | AS OF JUN 30, 2023 | AS OF MAY 31, 2023 (PP) | |
| Equity | | | |
| 2900 Beginning Fund Balances | | | |
| 10-2900 Fund Balance-General Fund | 2,093,665.11 | 2,093,665.11 | 0.00 |
| 20-2900 Fund Balance-Working Cash | 52,261.64 | 52,261.64 | 0.00 |
| 30-2900 Fund Balance-FICA Fund | 82,516.19 | 82,516.19 | 0.00 |
| 40-2900 Fund Balance-IMRF Fund | 57,113.71 | 57,113.71 | 0.00 |
| 50-2900 Fund Balance-Liability | 7,028.55 | 7,028.55 | 0.00 |
| 60-2900 Fund Balance-Audit | 6,527.07 | 6,527.07 | 0.00 |
| 70-2900 Fund Balance-Capital R&M | 1,647,908.06 | 1,647,908.06 | 0.00 |
| 80-2900 Fund Balance-Debt Service | 2,775.00 | 2,775.00 | 0.00 |
| Total 2900 Beginning Fund Balances | 3,949,795.33 | 3,949,795.33 | 0.00 |
| 32000 Unrestricted Net Assets | 0.00 | 0.00 | 0.00 |
| Net Income | 1,550,588.92 | 120,611.57 | 1,429,977.35 |
| Total Equity | \$5,500,384.25 | \$4,070,406.90 | \$1,429,977.35 |
| TOTAL LIABILITIES AND EQUITY | \$5,503,422.03 | \$4,070,406.90 | \$1,433,015.13 |

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

| | Jun 23 | May 23-Jun 23 | Annual Budget | % of Budget |
|-------------------------------------|---------------------|---------------------|---------------------|---------------|
| Income | | | | |
| 3000 Property Taxes | | 0.00 | 0.00 | |
| 3001 Property Tax Current | 1,694,965.70 | 1,995,950.89 | 3,804,461.00 | 52.46% |
| 3002 Property Taxes Non-Current | 241.78 | 241.78 | 1,000.00 | 24.18% |
| Total 3000 Property Taxes | 1,695,207.48 | 1,996,192.67 | 3,805,461.00 | 52.46% |
| 3100 PPR Taxes | 23,220.33 | 37,531.93 | 86,500.00 | 43.39% |
| 3200 Interest Income | | 0.00 | 0.00 | |
| 3201 Interest Income Taxes | | 0.00 | 500.00 | 0.00% |
| 3202 Interest Income Investments | 13,503.05 | 27,008.46 | 35,100.00 | 76.95% |
| Total 3200 Interest Income | 13,503.05 | 27,008.46 | 35,600.00 | 75.87% |
| 3300 Patron Payments | | 0.00 | 0.00 | |
| 3301 Fines & Fees | 513.90 | 843.02 | 6,000.00 | 14.05% |
| 3302 Public Copy Payments | 868.74 | 1,741.62 | 7,000.00 | 24.88% |
| 3303 Non-Resident Card Fees | 708.49 | 974.88 | 2,500.00 | 39.00% |
| 3304 Sale Items | | 0.00 | 500.00 | 0.00% |
| Total 3300 Patron Payments | 2,091.13 | 3,559.52 | 16,000.00 | 22.25% |
| 3400 Donations | | 247.46 | 5,000.00 | 4.95% |
| 3500 Developer Contributions | | 0.00 | 500.00 | 0.00% |
| 3600 RBP/ILL Reimbursements | 0.00 | 0.00 | 500.00 | 0.00% |
| 3700 Grants | | 0.00 | 0.00 | |
| 3701 Per Capita Grants | | 0.00 | 58,800.00 | 0.00% |
| 3702 Other Grants/Awards | 48,648.42 | 48,648.42 | 1,000.00 | 4864.84% |
| Total 3700 Grants | 48,648.42 | 48,648.42 | 59,800.00 | 81.35% |
| 3800 Other Income | 151.93 | 242.53 | 3,000.00 | 8.08% |
| Total Income | 1,782,822.34 | 2,113,430.99 | 4,012,361.00 | 52.67% |
| Gross Profit | 1,782,822.34 | 2,113,430.99 | 4,012,361.00 | 52.67% |
| Expenses | | | | |
| 5100 Salaries | | 0.00 | 0.00 | |
| 5101 Exempt Staff Salaries | 71,395.11 | 95,161.43 | 630,000.00 | 15.10% |
| 5102 Non-Exempt Staff Salaries | 144,638.74 | 193,030.34 | 1,385,000.00 | 13.94% |
| 5103 Custodial Salaries | 9,807.01 | 12,970.99 | 92,000.00 | 14.10% |
| 5105 Professional Education | 270.00 | 959.59 | 15,000.00 | 6.40% |
| 5106 Membership | 155.00 | 487.50 | 6,000.00 | 8.13% |
| 5107 Life Insurance | 82.32 | 159.04 | 1,500.00 | 10.60% |
| 5108 Health Insurance | 13,285.31 | 30,892.29 | 250,000.00 | 12.36% |
| 5109 Benefits, other | 85.58 | 195.82 | 2,750.00 | 7.12% |
| 5110 Trustee Development | | 21.01 | 3,500.00 | 0.60% |
| Total 5100 Salaries | 239,719.07 | 333,878.01 | 2,385,750.00 | 13.99% |
| 5200 Plant Maint. | | 0.00 | 0.00 | |
| 5201 Supplies | 2,911.18 | 4,173.74 | 13,500.00 | 30.92% |
| 5202 Maintenance/Repair | | 0.00 | 10,000.00 | 0.00% |

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

| | Jun 23 | May 23-Jun 23 | Annual Budget | % of Budget |
|--|------------------|------------------|-------------------|---------------|
| 5203 Maintenance Contracts | 4,211.00 | 8,587.00 | 54,250.00 | 15.83% |
| 5204 Landscape Maintenance/Snow Remo | 1,227.32 | 2,276.88 | 16,000.00 | 14.23% |
| 5205 Furniture/Equipment | 300.93 | 770.03 | 4,300.00 | 17.91% |
| 5206 Electric-Comm Edison | | 3,549.37 | 52,000.00 | 6.83% |
| 5207 Water/Sewer | 149.35 | 329.29 | 6,000.00 | 5.49% |
| 5208 Insurance (Property) | | 0.00 | 11,000.00 | 0.00% |
| Total 5200 Plant Maint. | 8,799.78 | 19,686.31 | 167,050.00 | 11.78% |
| 5300 Business Exp. | | 0.00 | 0.00 | |
| 5301 Postage | | 0.00 | 2,000.00 | 0.00% |
| 5302 Office & Equipment Supplies | 327.29 | 1,156.01 | 7,500.00 | 15.41% |
| 5303 Printing | 3,862.80 | 3,862.80 | 2,500.00 | 154.51% |
| 5304 Equipment Leasing | 1,475.07 | 3,870.45 | 17,000.00 | 22.77% |
| 5305 Mileage Reimbursement | 96.70 | 150.52 | 1,000.00 | 15.05% |
| 5306 Legal Notices | | 0.00 | 600.00 | 0.00% |
| 5308 Business Phone | 418.66 | 837.32 | 5,500.00 | 15.22% |
| 5309 Accounting Service | 1,150.00 | 2,300.00 | 14,500.00 | 15.86% |
| 5310 Material Recovery Fees | 128.05 | 226.55 | 1,200.00 | 18.88% |
| 5311 Payroll Service | 663.10 | 900.88 | 8,000.00 | 11.26% |
| 5312 Attorney Fees | | 0.00 | 5,000.00 | 0.00% |
| 5314 Other Consultants | | 0.00 | 10,000.00 | 0.00% |
| 5315 Other Expenditures | 188.85 | 1,138.05 | 6,000.00 | 18.97% |
| 5317 Bank & Credit Card Fees | 41.37 | 49.79 | 100.00 | 49.79% |
| 5319 Security Service | | 0.00 | 14,000.00 | 0.00% |
| 5320 Donation Recd Expense | 494.80 | 494.80 | 5,000.00 | 9.90% |
| 5321 Human Resources | 469.93 | 3,257.13 | 14,000.00 | 23.27% |
| Total 5300 Business Exp. | 9,316.62 | 18,244.30 | 113,900.00 | 16.02% |
| 5400 Automat. & Dept. Oper. | | 0.00 | 0.00 | |
| 5401 Automation Hardware | 323.70 | 1,348.70 | 7,000.00 | 19.27% |
| 5402 ISP and Web page hosting | 925.00 | 1,124.99 | 14,500.00 | 7.76% |
| 5403 Computer Software | 1,166.75 | 6,596.40 | 12,500.00 | 52.77% |
| 5404 Tech Support & Repair | 1,260.00 | 11,121.70 | 25,000.00 | 44.49% |
| 5405 Technical Services Supplies | 36.25 | 36.25 | 4,000.00 | 0.91% |
| 5406 Circulation Supplies | 133.49 | 133.49 | 4,000.00 | 3.34% |
| 5408 Tech Serv Online Resources | | 0.00 | 14,500.00 | 0.00% |
| 5409 RBP/ILL Expenses | 88.00 | 88.00 | 500.00 | 17.60% |
| 5410 SWAN Consortium | | 0.00 | 47,000.00 | 0.00% |
| 5411 Village IT Services | 8,584.94 | 25,754.82 | 103,000.00 | 25.00% |
| Total 5400 Automat. & Dept. Oper. | 12,518.13 | 46,204.35 | 232,000.00 | 19.92% |
| 5500 Services | | 0.00 | 0.00 | |
| 5501 Youth Services Programs | 6,963.70 | 10,727.92 | 33,500.00 | 32.02% |
| 5503 Adult/Teen Programs | 3,241.05 | 7,138.28 | 26,500.00 | 26.94% |

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

| | Jun 23 | May 23-Jun 23 | Annual Budget | % of Budget |
|--|-------------------|-------------------|---------------------|---------------|
| 5505 Library Newsletter | 7,992.08 | 7,992.08 | 40,000.00 | 19.98% |
| 5509 Library Publicity and Promotion | 4,171.10 | 8,496.88 | 22,000.00 | 38.62% |
| Total 5500 Services | 22,367.93 | 34,355.16 | 122,000.00 | 28.16% |
| 5600 Collection | | 0.00 | 0.00 | |
| 5601 Youth Services Books | 2,055.17 | 2,055.17 | 55,000.00 | 3.74% |
| 5606 Youth Services Media | 661.84 | 760.14 | 18,300.00 | 4.15% |
| 5630 Adult Books | 1,458.40 | 2,441.56 | 72,000.00 | 3.39% |
| 5634 Online Resources | | 0.00 | 20,000.00 | 0.00% |
| 5635 Magazines & Newspapers | 641.72 | 6,925.01 | 13,000.00 | 53.27% |
| 5637 Adult Media | 2,760.70 | 3,860.21 | 35,000.00 | 11.03% |
| 5651 Digital Media | 10,982.13 | 22,741.15 | 120,000.00 | 18.95% |
| 5652 Grant/Award Expense | 1,800.00 | 7,765.42 | 58,800.00 | 13.21% |
| Total 5600 Collection | 20,359.96 | 46,548.66 | 392,100.00 | 11.87% |
| 6600 Payroll Expenses | | 0.00 | 0.00 | |
| 6610 FICA Expense | 16,810.94 | 28,123.77 | 160,000.00 | 17.58% |
| 6620 Illinois Municipal Retirement F | 18,764.79 | 31,223.74 | 205,000.00 | 15.23% |
| Total 6600 Payroll Expenses | 35575.73 | 59347.51 | 365000.00 | 16.26% |
| 6900 Operating Xfers In (Out) | | 0.00 | 0.00 | |
| 6920 Working Cash Fund | | 0.00 | 100.00 | 0.00% |
| Total 6900 Operating Xfers In (Out) | 0.00 | 0.00 | 100.00 | 0.00% |
| 7101 Liability Insurance | | 0.00 | 22,250.00 | 0.00% |
| 7102 Risk Management expense | 365.00 | 755.00 | 4,750.00 | 15.89% |
| 7103 Unemployment Compensation Insur | | 0.00 | 3,000.00 | 0.00% |
| 7201 Audit Expense | | 0.00 | 13,000.00 | 0.00% |
| 7400 Capital Expenditures | | 0.00 | 0.00 | |
| 7401 Furniture | 3,822.77 | 3,822.77 | 10,000.00 | 38.23% |
| 7402 Parking Lot Repair | | 0.00 | 15,000.00 | 0.00% |
| 7403 Building Repair | | 0.00 | 50,000.00 | 0.00% |
| 7404 Landscape | | 0.00 | 50,000.00 | 0.00% |
| 7405 Memorials | | 0.00 | 1,000.00 | 0.00% |
| 7406 Other Capital Expenditures | | 0.00 | 50,000.00 | 0.00% |
| Total 7400 Capital Expenditures | 3,822.77 | 3,822.77 | 176,000.00 | 2.17% |
| 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 | | 0.00 | 30,000.00 | 0.00% |
| 7509 Security Upgrades | | 0.00 | 8,000.00 | 0.00% |
| Total 7500 Special Capital Projects | 0.00 | 0.00 | 313,000.00 | 0.00% |
| 8000 Debt Repayment Expense | | 0.00 | 234,461.00 | 0.00% |
| Total Expenses | 352,844.99 | 562,842.07 | 4,544,361.00 | 12.39% |

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

| | <u>Jun 23</u> | <u>May 23-Jun 23</u> | <u>Annual Budget</u> | <u>% of Budget</u> |
|----------------------|---------------|----------------------|----------------------|--------------------|
| Net Operating Income | 1,429,977.35 | 1,550,588.92 | -532,000.00 | -291.46% |
| Net Income | 1,429,977.35 | 1,550,588.92 | -532,000.00 | -291.46% |

**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 | | 50-Liability Fund | |
|------------------------------|---------------------|-----------------------|----------------------|-----------------------|------------------|-----------------------|------------------|-----------------------|-------------------|-----------------------|
| | Jun 2023 | May - Jun, 2023 (YTD) | Jun 2023 | May - Jun, 2023 (YTD) | Jun 2023 | May - Jun, 2023 (YTD) | Jun 2023 | May - Jun, 2023 (YTD) | Jun 2023 | May - Jun, 2023 (YTD) |
| Income | | | | | | | | | | |
| 3000 Property Taxes | 1,428,059.55 | 1,681,612.18 | | | 55,886.33 | 65,808.96 | 91,214.42 | 107,409.90 | 11,562.26 | 13,615.20 |
| 3100 PPR Taxes | 23,220.33 | 37,531.93 | | | | | | | | |
| 3200 Interest Income | 7,196.90 | 14,395.06 | 175.29 | 350.61 | 276.77 | 553.58 | 272.10 | 544.25 | 23.57 | 47.15 |
| 3300 Patron Payments | 2,091.13 | 3,559.52 | | | | | | | | |
| 3400 Donations | | 247.46 | | | | | | | | |
| 3700 Grants | 48,648.42 | 48,648.42 | | | | | | | | |
| 3800 Other Income | 151.93 | 242.53 | | | | | | | | |
| Total Income | 1,509,368.26 | 1,786,237.10 | 175.29 | 350.61 | 56,163.10 | 66,362.54 | 91,486.52 | 107,954.15 | 11,585.83 | 13,662.35 |
| Gross Profit | 1,509,368.26 | 1,786,237.10 | 175.29 | 350.61 | 56,163.10 | 66,362.54 | 91,486.52 | 107,954.15 | 11,585.83 | 13,662.35 |
| Expenses | | | | | | | | | | |
| 5100 Salaries | 239,719.07 | 333,878.01 | | | | | | | | |
| 5200 Plant Maint. | 8,799.78 | 19,686.31 | | | | | | | | |
| 5300 Business Exp. | 9,316.62 | 18,244.30 | | | | | | | | |
| 5400 Automat. & Dept. Oper. | 12,518.13 | 46,204.35 | | | | | | | | |
| 5500 Services | 22,367.93 | 34,355.16 | | | | | | | | |
| 5600 Collection | 20,359.96 | 46,548.66 | | | | | | | | |
| 6600 Payroll Expenses | | | | | 16,810.94 | 28,123.77 | 18,764.79 | 31,223.74 | 365.00 | 755.00 |
| 7102 Risk Management expense | | | | | | | | | | |
| 7400 Capital Expenditures | | | | | | | | | | |
| Total Expenses | 313,081.49 | 498,916.79 | 0.00 | 0.00 | 16,810.94 | 28,123.77 | 18,764.79 | 31,223.74 | 365.00 | 755.00 |
| Net Operating Income | 1,196,286.77 | 1,287,320.31 | 175.29 | 350.61 | 39,352.16 | 38,238.77 | 72,721.73 | 76,730.41 | 11,220.83 | 12,907.35 |
| Net Income | 1,196,286.77 | 1,287,320.31 | 175.29 | 350.61 | 39,352.16 | 38,238.77 | 72,721.73 | 76,730.41 | 11,220.83 | 12,907.35 |

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

| | 60-Audit Fund | | 70-Capital Maint. & Repair Fund | | 80-Debt Service | | TOTAL |
|------------------------------|--------------------------|-----------------|---------------------------------|------------------|--------------------------|---------------------|--------------------------|
| | May - Jun, 2023 (YTD) | Jun 2023 | May - Jun, 2023 (YTD) | Jun 2023 | May - Jun, 2023 (YTD) | Jun 2023 | May - Jun, 2023 (YTD) |
| Income | | | | | | | |
| 3000 Property Taxes | 4,496.47 | 5,294.81 | | 103,988.45 | 122,451.62 | 1,695,207.48 | 1,996,192.67 |
| 3100 PPR Taxes | | | | | | 23,220.33 | 37,531.93 |
| 3200 Interest Income | 21.89 | 43.79 | 5,527.22 | 11,055.40 | 18.62 | 13,503.05 | 27,008.46 |
| 3300 Patron Payments | | | | 9.31 | | 2,091.13 | 3,559.52 |
| 3400 Donations | | | | | | 0.00 | 247.46 |
| 3700 Grants | | | | | | 48,648.42 | 48,648.42 |
| 3800 Other Income | | | | | | 151.93 | 242.53 |
| Total Income | 4,518.36 | 5,338.60 | 5,527.22 | 11,055.40 | 122,470.24 | 1,782,822.34 | 2,113,430.99 |
| Gross Profit | 4,518.36 | 5,338.60 | 5,527.22 | 11,055.40 | 122,470.24 | 1,782,822.34 | 2,113,430.99 |
| Expenses | | | | | | | |
| 5100 Salaries | | | | | | 239,719.07 | 333,878.01 |
| 5200 Plant Maint. | | | | | | 8,799.78 | 19,686.31 |
| 5300 Business Exp. | | | | | | 9,316.62 | 18,244.30 |
| 5400 Automat. & Dept. Oper. | | | | | | 12,518.13 | 46,204.35 |
| 5500 Services | | | | | | 22,367.93 | 34,355.16 |
| 5600 Collection | | | | | | 20,359.96 | 46,548.66 |
| 6600 Payroll Expenses | | | | | | 35,575.73 | 59,347.51 |
| 7102 Risk Management expense | | | | | | 365.00 | 755.00 |
| 7400 Capital Expenditures | | | 3,822.77 | | | 3,822.77 | 3,822.77 |
| Total Expenses | 0.00 | 0.00 | 3,822.77 | 3,822.77 | 0.00 | 352,844.99 | 562,842.07 |
| Net Operating Income | 4,518.36 | 5,338.60 | 1,704.45 | 7,232.63 | 122,470.24 | 1,429,977.35 | 1,550,588.92 |
| Net Income | 4,518.36 | 5,338.60 | 1,704.45 | 7,232.63 | 122,470.24 | 1,429,977.35 | 1,550,588.92 |

Carol Stream Public Library
Expenses by Vendor
June 2023

| | Num | Date | Vendor | Amount |
|--|------------|-------------|--|---------------|
| 10-1000 Library Fund Cash | | | | |
| 10-1006 Old Second General Checking | | | | |
| | 11990 | 06/01/2023 | Rawat, Surendra | -115.23 |
| | 11991 | 06/02/2023 | Amazon Business Prime/AMEX | -5,623.26 |
| | 11992 | 06/09/2023 | Impact Networking, LLC | -3,862.80 |
| | 11993 | 06/14/2023 | Zoos Are Us, Inc. | -2,270.00 |
| | 11994 | 06/19/2023 | ATA Group, LLP (Assoc McClure Inserra CPA | -1,150.00 |
| | 11995 | 06/19/2023 | Case Lots, Inc. | -528.10 |
| | 11996 | 06/19/2023 | Comcast (Fiber Optic/Internet) | -875.00 |
| | 11997 | 06/19/2023 | Complete Cleaning Co., Inc. | -2,865.00 |
| | 11998 | 06/19/2023 | Demco | -3,822.77 |
| | 11999 | 06/19/2023 | EBSCO Information Services | -576.72 |
| | 12000 | 06/19/2023 | Elmhurst Public Library | -88.00 |
| | 12001 | 06/19/2023 | Examiner Publications, Inc. | -45.00 |
| | 12002 | 06/19/2023 | Fox Valley Fire & Safety Company, Inc. | -365.00 |
| | 12003 | 06/19/2023 | Gale/Cengage Learning Inc. | -315.64 |
| | 12004 | 06/19/2023 | Garvey's Office Products | -860.14 |
| | 12005 | 06/19/2023 | Green, Scott | -600.00 |
| | 12006 | 06/19/2023 | Home Depot Credit Services | -182.35 |
| | 12007 | 06/19/2023 | Morningstar, Inc. | -1,800.00 |
| | 12008 | 06/19/2023 | Old Town School of Folk Music | -250.00 |
| | 12009 | 06/19/2023 | OverDrive, Inc. | -4,211.93 |
| | 12010 | 06/19/2023 | Paylocity | -1,024.52 |
| | 12011 | 06/19/2023 | PermaBound Books | -21.10 |
| | 12012 | 06/19/2023 | Pitney Bowes Global Financial Services LL | -277.38 |
| | 12013 | 06/19/2023 | Pitney Bowes, Inc. | -91.29 |
| | 12014 | 06/19/2023 | Playaway Products, LLC (Formerly Findaway | -684.64 |
| | 12015 | 06/19/2023 | Plerus | -7,992.08 |
| | 12016 | 06/19/2023 | Precision Control Systems of Chicago, Inc. | -1,346.00 |
| | 12017 | 06/19/2023 | Staples | -356.64 |
| | 12018 | 06/19/2023 | Gifts for Glory Ministries | -200.00 |
| | 12019 | 06/19/2023 | ScribbleBooks Company | -475.00 |
| | 12020 | 06/19/2023 | Sebert Landscaping, Inc. | -1,162.56 |
| | 12021 | 06/19/2023 | Shaw Media/Suburban Life | -65.00 |
| | 12022 | 06/19/2023 | Slick, Kristyn | -225.00 |
| | 12023 | 06/19/2023 | Soapy Roads of Lombard | -375.00 |
| | 12024 | 06/19/2023 | Unique Management Services, Inc. | -128.05 |
| | 12025 | 06/19/2023 | Village of Carol Stream | -8,584.94 |
| | 12026 | 06/19/2023 | Western NRG, Inc. | -318.75 |
| | 12027 | 06/19/2023 | Baker & Taylor | -2,893.62 |
| | 12028 | 06/19/2023 | Midwest Tape LLC | 0.00 |

| | | | |
|-------|------------|---------------------------------------|------------|
| 12029 | 06/19/2023 | Comcast - (Business Phone) | -418.66 |
| 12030 | 06/19/2023 | Soapy Roads of Lombard | -375.00 |
| 12032 | 06/19/2023 | Village of Carol Stream - Water Dept. | -149.35 |
| 12033 | 06/19/2023 | MNJ Technologies Direct, INC. | -848.00 |
| 12034 | 06/19/2023 | Staples | -40.99 |
| 12035 | 06/22/2023 | Midwest Tape LLC | -9,088.16 |
| 12031 | 06/22/2023 | Village of Carol Stream - Benefits | -19,461.69 |
| 12036 | 06/23/2023 | PNC Bank | -4,810.38 |
| 12037 | 06/30/2023 | GreatAmerican Financial Svcs. | -1,197.69 |
| 12038 | 06/30/2023 | Village of Carol Stream - IMRF | -18,764.79 |
| 12039 | 06/30/2023 | MJB Design, LLC | -1,260.00 |
| 12040 | 06/30/2023 | MPLC - Motion Picture Licensing Corp. | -261.65 |

Total for 10-1006 Old Second General Checking

Total for 10-1000 Library Fund Cash

- \$ 113,304.87
- \$ 113,304.87

Thursday, Jul 06, 2023 02:21:58 PM GMT-7

Total Disbursements for June 1 through June 30, 2023 .
Approved by the Library Board of Trustees July 19, 2023

President Date

Secretary Date

Carol Stream Public Library

Reimbursements

June 2023

| DATE | TRANSACTION TYPE | NUM | CLASS | MEMO/DESCRIPTION | SPLIT | AMOUNT | BALANCE |
|---|------------------|---------|-----------------|----------------------------------|---------|-----------------|---------|
| 2400 Payroll Liabilities | | | | | | | |
| 06/30/2023 | Journal Entry | ATA0604 | 10-General Fund | Allocate Employee Reimbursements | -Split- | 207.60 | 207.60 |
| Total for 2400 Payroll Liabilities | | | | | | \$207.60 | |
| 5300 Business Exp. | | | | | | | |
| 5305 Mileage Reimbursement | | | | | | | |
| 06/30/2023 | Journal Entry | ATA0604 | 10-General Fund | Allocate Employee Reimbursements | -Split- | 96.70 | 96.70 |
| Total for 5305 Mileage Reimbursement | | | | | | \$96.70 | |
| 5315 Other Expenditures | | | | | | | |
| 06/30/2023 | Journal Entry | ATA0604 | 10-General Fund | Allocate Employee Reimbursements | -Split- | 21.99 | 21.99 |
| Total for 5315 Other Expenditures | | | | | | \$21.99 | |
| Total for 5300 Business Exp. | | | | | | \$118.69 | |
| 5500 Services | | | | | | | |
| 5501 Youth Services Programs | | | | | | | |
| 06/30/2023 | Journal Entry | ATA0604 | 10-General Fund | Allocate Employee Reimbursements | -Split- | 14.15 | 14.15 |
| Total for 5501 Youth Services Programs | | | | | | \$14.15 | |
| 5503 Adult/Teen Programs | | | | | | | |
| 06/30/2023 | Journal Entry | ATA0604 | 10-General Fund | Allocate Employee Reimbursements | -Split- | 47.41 | 47.41 |
| Total for 5503 Adult/Teen Programs | | | | | | \$47.41 | |
| 5509 Library Publicity and Promotion | | | | | | | |
| 06/30/2023 | Journal Entry | ATA0604 | 10-General Fund | Allocate Employee Reimbursements | -Split- | 27.35 | 27.35 |
| Total for 5509 Library Publicity and Promotion | | | | | | \$27.35 | |
| Total for 5500 Services | | | | | | \$88.91 | |

Deduction Listing

Check Dates: 06/02/2023 to 06/30/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023060201 - 2023063001

Pay Periods: 05/14/2023 to 06/24/2023

REIMB -- REIMBURSEMENT

Company: (9366)

| Employee | ID | SSN | Location | Amount |
|--------------------|------|-----|----------|--------|
| Albers, Adriana | 273 | | 12 | -6.69 |
| Anderson, Ronald | 1068 | | 15 | -4.58 |
| Farrell, Joyce C. | 1103 | | 10 | -24.30 |
| Frigo, Mikayla A. | 1224 | | 10 | -9.24 |
| Garcia, Crystal | 1191 | | 11 | -17.03 |
| Mohedano, Julie | 1222 | | 12 | -14.15 |
| Moreno, Athens M. | 1216 | | 02 | -38.63 |
| Mucha, Pierce | 1226 | | 11 | -30.77 |
| Westgate, Susan | 1139 | | 01 | -27.25 |
| Wilson, Leigh Anne | 1188 | | 12 | -34.96 |

Totals for REIMB -- REIMBURSEMENT**10 Employees****-207.60****Report Totals**

| Code | Description | Type | Employees | Amount |
|---------------|---------------|------|-----------|----------------|
| REIMB | REIMBURSEMENT | Add | 10 | -207.60 |
| Totals | | | 10 | -207.60 |



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 6/27/2023 at 10:56 AM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
July 19, 2023

Library Financial Institution Change

The change in the Board Treasurer provided a good opportunity for the Library to explore other financial institution options. Assistant Director Laura Hays contacted several of the banks located in Carol Stream to see what services and advantages they may offer. Following her analysis, she and I met and reviewed each institutions' services and offers, including the Library's current bank, and are recommending to the Board that the Library change financial institutions to PNC Bank. From the four banks reviewed, they clearly had the most advantages to us as well as demonstrated a strong commitment to customer service. A comparison chart will be provided to the Board at the meeting. The recommendation is an action item on the agenda.

Approval of SWAN Quarterly Payments July 2023-June 2024

I am requesting the Board approve the annual quarterly payments to SWAN. Our quarterly payments will be in the amount of \$11,653.50 for a total annual fee of \$46,614. This is a slight increase of \$71 over last year's fees. Fees are calculated using a base fee for all members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY23 each member library received a reduction of their fees of \$5,551 due to the grant from RAILS. For FY24 each member library received a reduction of \$5,246 to their fees due to the RAILS grant, a difference of \$305. This is a decrease of grant funds of 5.5% from the FY23 RAILS grant amount awarded. Board approval is required for payments exceeding \$10,000.

Executive Session Minutes Review

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

Aging in a Changing Region Project Community Partner

I was asked to participate by the Mayor in a grant project for the Village on aging. The Village of Carol Stream is one of five municipalities selected to participate. This program is in its third year. Carol Stream is the first DuPage County municipality to participate. The group is being facilitated by Mr. Brad Winick, a municipal planner with expertise in "Aging in Place." He is working for the Metropolitan Mayor's Caucus. The project goals are: to complete an assessment of the current services provided to senior residents of Carol Stream; to identify service gaps; to identify ways in which the Village of Carol Stream and our community partners can address some of these service gaps; and to identify ways in which the Village of Carol Stream and community partners can build upon our current partnerships in service delivery. My commitment as a community partner entails: attendance at bi-weekly Wednesday 10am meetings via Zoom (started June 21); assistance in formulating and distributing the surveys for seniors & for stakeholders; attendance at two workshops in the Fall --- one in September & one in October. A finished plan as a result of the findings will be completed by the end of December. Carol

Stream Social Services is leading the project comprised of representatives from the three Townships- Wayne, Milton and Bloomingdale that cover Carol Stream, and Mary Anselmo from Colony Park.

Facility Update

Road reconstruction of Hiawatha from Gary Avenue to Illini has begun. The Library's south entrance is closed and we have half an entrance/exit at the north end of the lot as of July 14. Unfortunately, the cement contractors ruptured the Library's irrigation system piping located near the south end of the lot. The irrigation system had to be completely shut down until it can be repaired. We have requested a service call for repair and hope to have it repaired by midweek (July 19). The contractor will be responsible for paying for the cost of repair. The entire road project should be completed within three to four weeks, dependent upon the weather.

Electricity and the Klein Creek Project

The Library will be closed Sunday, July 23 to allow for the switchover of the electrical lines to the building by ComEd's contractor Intren. There will be no electrical power in the building for that day as they make the switchover. The safe shutdown of the Library's IT network and equipment is being coordinated with the Village IT Manager.

Audit Trustee Questionnaire

All Trustees should have received an email correspondence from the auditor firm (Sikich) regarding fraud that will need to be completed and returned to them in order for them to complete the auditing process.

National Night Out, August 1

The Library will be participating at the National Night Out event hosted by the Carol Stream Police Department and Outreach Community Center on Tuesday, August 1 at the Town Center. We will have a Plinko game for attendees to participate in and books to give away. Trustees are encouraged to attend. The event is from 5-9:00 p.m. It is a great way to interact with our patrons and celebrate the summer.

Other Upcoming Library Outreach Events at Carol Stream Town Center

- July 27-Concert in the Park
- August 3-Movie in the Park
- August 6-VetBros Charity Dog Show

2023 Per Capita Funds Received

The Library received the 2023 Per Capita Grant check from the state in the amount of \$58,784.65. The Library uses the Per Capita Grant funds for the purchase of more than half of the annual cost of the Library's online databases.

ILA Annual Conference

The 2023 ILA Conference: "Connect, Cultivate, Collaborate" will take place October 24-26 at the BOS Center in Springfield. Trustee Day is Thursday, October 26 and includes breakfast and lunch. The Early Bird registration deadline is October 2 and registration deadline is October 12.

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>

2023 Parade!

Thank you to everyone that participated in this year's parade. Two Trustees, fourteen staff, five family members and three Friends of the Library participated. We handed out over 100 pounds of candy and thousands of bookmarks. The Friends of the Library received an award for "Most Patriotic" from the parade committee.

Library Blood Drive Tuesday, July 25

Reminder: The next mobile Blood Drive is scheduled for Tuesday, July 25. The Carol Stream community has been actively participating in the quarterly Blood Drives that the Library has been hosting.

OMA and FOIA Training

I completed the OMA and FOIA annual training that I am required to do each year.

July Employee Anniversaries

Ron Anderson, Maintenance — 7/17/06

Omar Kushad, Adult Services — 7/11/11

Cheryl Walek, Circulation — 7/18/11

Mikayla Frigo, Marketing Coordinator — 7/25/22

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2023-2024

| | June | | |
|---|--------------------|--------------------|--------------------|
| | FY 22-23 | FY 23-24 | Current YTD |
| Circulation Activity | | | |
| Physical material use by audience | | | |
| Total Adult | 15,051 | 15,787 | 30,302 |
| Total Teen | 976 | 867 | 1,587 |
| Total Youth | 20,551 | 20,970 | 34,590 |
| Physical material use by format | | | |
| Books | 27,146 | 28,147 | 48,774 |
| Videos | 5,910 | 5,906 | 11,079 |
| Audiobooks and Music CDs | 1,843 | 1,742 | 3,261 |
| Periodicals and Magazines | 247 | 236 | 478 |
| Other | 1,432 | 1,593 | 2,887 |
| Total Physical Item Circulation | 36,578 | 37,624 | 66,479 |
| Interlibrary loans and Reciprocal borrowers (included above) | | | |
| ILL - Borrowed from SWAN | 2,969 | 3,006 | 5,614 |
| ILL - Borrowed from Non-SWAN | 44 | 26 | 47 |
| ILL - Loaned to SWAN | 687 | 736 | 1,460 |
| ILL - Loaned to Non-SWAN | 81 | 96 | 157 |
| RBP Loans - SWAN (incl. above) | 513 | 708 | 1,190 |
| RBP Loans (non-SWAN) - (incl. above) | 685 | 685 | 1,069 |
| Digital media use | | | |
| Bingepasses (hoopla) | 6 | 18 | 28 |
| E-books | 3,190 | 3,349 | 6,707 |
| E-Audio | 2,322 | 2,999 | 5,872 |
| E-Video | 340 | 487 | 1,051 |
| Museum Adventure Pass / Explore More Illinois | 29 / 0 | 40 / 1 | 77 / 1 |
| Total use of Electronic Materials | 5,887 | 6,894 | 13,726 |
| Total Circulation (physical materials and digital media) | 42,465 | 44,158 | 80,205 |
| Digital magazine retrievals | 819 | 711 | 1,613 |
| Total Electronic Retrievals (e-mags and databases) | 5,450 | 6,533 | 12,036 |
| Other circulation activities | | | |
| Items checked out in the Library | 20,610 | 21,519 | 34,674 |
| Self Check - # of Items Checked out | 12,927 | 14,473 | 22,401 |
| Self Check - % of items checked out in the Library | 62.72% | 67.26% | 64.60% |
| Programs - # of Programs/Attendance** | | | |
| Adult - Number/Attendance | 13 / 530 | 42 / 671 | 74 / 1,347 |
| Teen Number/Attendance | 6 / 26 | 12 / 289 | 24 / 446 |
| Youth - Number/Attendance | 109 / 1,652 | 116 / 3,449 | 240 / 5,551 |
| General Interest - Number/Attendance | 2 / 53 | 3 / 356 | 8 / 656 |
| Total - Number/Attendance | 128 / 2,208 | 173 / 4,765 | 338 / 7,344 |
| Library Events - Number / Attendance | 0 / 0 | 1 / 150 | 2 / 220 |
| Outreach - Number / Attendance | 2 / 480 | 13 / 382 | 45 / 3,029 |
| Facility Usage | | | |
| Library Visits (Door Count) | 13,628 | 96,150 | 174,696 |
| Curbside Pickup Transactions | 118 | 60 | 110 |
| Meeting Rooms - # of Public Bookings* | NA | 3 | 9 |
| Study Rooms - # of Users* | 232 | 317 | 682 |

| Electronic Usage | | | |
|--|-------------|---------------|---------------|
| # of Internet Sessions/Total Time | 1,136 / 713 | 1,363 / 1,025 | 2,510 / 1,819 |
| # of Library Website Visits | 10,723 | 11,067 | 21,608 |
| # Mobile App Views | 4,034 | 4,861 | 9,331 |
| # of Wireless Users | 1,756 | 1,326 | 2,584 |
| Aspen catalog usage # engaged sessions | 11,040 | 6,957 | 13,114 |

| Reference Transactions | | | |
|-------------------------------------|--------------|--------------|--------------|
| Adult | 1,358 | 1,725 | 3,145 |
| Youth | 1,556 | 2,158 | 2,992 |
| Circulation | 453 | 474 | 993 |
| Chat | 43 | 32 | 61 |
| Total Reference Transactions | 3,410 | 4,389 | 7,191 |

| Total One-on-One Tutorials | | | |
|-----------------------------------|----|---|---|
| Adult | 32 | | |
| Youth | 0 | 0 | 0 |

| Patron Statistics | | | |
|-------------------------------|---------------|---------------|--|
| # of Resident Cards | 18,325 | 17,994 | |
| # of Non-Resident Cards*** | 35 | 47 | |
| Total Registered Users | 18,360 | 18,041 | |

| Resources Owned/Licensed | | | |
|---------------------------------------|----------------|----------------|--|
| Books | 64,626 | 66,562 | |
| Newspapers (Print only) | 24 | 25 | |
| Periodicals (Print only) | 123 | 118 | |
| Total Print Materials | 64,773 | 66,705 | |
| Current Subscriptions (Print Only) | 147 | 143 | |
| Current E-Subscriptions | 4,062 | 4,807 | |
| E-Books: Downloadable | 70,847 | 81,943 | |
| Audio Recordings | 6,933 | 6,600 | |
| Audio Recordings (Downloadable) | 28,567 | 34,632 | |
| Videos | 11,456 | 10,147 | |
| Other: Video Games, Puzzles, Devices | 741 | 851 | |
| Databases | 68 | 61 | |
| Total Resources Owned/Licensed | 188,447 | 205,746 | |

| | | | |
|---------------------------------------|--------------|--------------|--------------|
| Professional Development Hours | 56.25 | 33.25 | 85.25 |
|---------------------------------------|--------------|--------------|--------------|

*The meeting rooms are not available for public reservations.
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.

Assistant Director's Report June 2023

Administration and Business Office

- Payroll processing week of 6/12 and 6/26
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Assa Abloy automatic door service – Invoiced for maintenance performed at the same time as March 27, 2023 service call. Received credit for contract invoice.
- Financial Statements and Treasurer's Report beginning fund balances adjusted due to adjusted journal entry from FY22 audit. An IMRF payment classification corrected from the General to the IMRF fund.
- Auditors were at the Library on June 30 for their preliminary fieldwork.
- Banking accounts – Laura contacted several local banks for available checking and savings account options for the Library.
- Patio planters – Joyce assisted with purchase of new plants and planting
- Auto insurance and driver's licenses – Joyce collected images from staff

Tech Services

- Items ordered – 687 and Items put into Circulation – 814
- Items catalogued – imported bib records & original cataloging - 49
- Item record edits/database clean-up – 558
- Bib record merge requests submitted to SWAN support – 4
- Repair items (includes disc cleaning) - 23
- Serial record edits – 1 and Claimed Issues – 0
- Conversion projects - total items processed– 10
- Pending orders in Workflows, not received items as of July 6, 2023 (Youth, 328; Adult, 458)
- Sustainable Shelves – 657 titles were submitted; 172 items were approved for submission resale to B&T for a credit value of \$69.72.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Asian American Pacific Islanders (AAPI) Youth, Polski and new Pride Youth, Science & Technology (S&T), and Movies and Music (M&M) displays
- On-Order item IDs – While we are looking into how to display on-order status in the Aspen catalog with SWAN staff, Tech Services is manually creating On-Orders item IDs for popular titles. Displaying On-Order items in the Aspen Catalog will allow patrons to place holds on the items themselves.

Meeting Attendance

- Weekly Director meeting and bi-weekly Management Team meeting - Laura
- Monthly IT and Board meetings – Laura
- 6/13/23 - IT disc with Marc and Susan – Laura
- 6/14/23 - SWAN Cataloging Office Hours – Susan G.
- 6/27/23 - SWAN fireside chat (recording) - Laura
- 6/30/23 - Auditors – preliminary fieldwork – Laura and Joyce

Information technology

- There were 40 support tickets in June.
- TBS server along with MyPC reservations and PaperCut print management updated on June 8.
- SWAN patron account notifications migrated to new platform on June 27. Notices are available in English, Spanish, and Polish.
- Email archiving – Laura and Susan attended a demo of Barracuda platform on June 13. Quote approved.
- Library market calendar – room setup options added for Middle School Area.

Laura Hays, Assistant Library Director

Youth Services Report June 2023

Program Highlights

- Summer Reading is an extremely busy time of the year for Youth Services. At the end of June, Youth Services had 649 children between the ages of 0 & 12 report reading at least 200 minutes for the Summer Reading Program. Of those, 239 reported finishing 600 minutes and receive the final book prize. Youth Services is running 50-60 participants ahead of the same time last year and roughly 50 behind the same week during 2018 which was pre-pandemic and renovation. In other words, everything appears to be pretty much back to normal.
- Youth Services hosted 62 in person programs during June with 1,481 in attendance. In addition, Youth Services had 886 participants serviced through 10 self-directed programs that were not digital programs.
- Camp Hiawatha Summer Reading Kickoff was a great success on 6/3 with frozen treats, sidewalk chalk and bubbles. Staff from all over the library contributed and worked the event with 150 in attendance.
- Julie Mohedano found a bilingual musician named Renee Nanzer to give a Bilingual Family Music concert on 6/10 with 10 in attendance.
- Chris Fascione came and told Juggling Funny Stories on 6/6 with 63 in attendance.
- Magician Scott Green did a magic show for 77 in attendance on 6/29.
- Adriana Albers organized and hosted a DIY Drive In on 6/20 with 51 in attendance. Participants decorated a box to look like a car to sit in and watch cartoons like at a drive-in. Adriana gave them pretend money to use to “buy” snacks to eat while at the drive in.
- Officer Castro came on 6/9 to do a Celebrity Storytime with 71 in attendance. He told a story, outfitted a young girl in his bulletproof vest, let them explore his police car, and gave everyone a frozen treat from the Blue Scoop!
- T-Rexplorers came back to show fossils and share information on the patio to a crowd of 80 on 6/2. One of the Library dinosaurs made an appearance as well.
- We had three outdoor programs planned for 6/27 and 28 when the air quality was at it’s worst from the Canadian fires. We moved part of the first program inside for the morning of the 27th before the quality got into the unhealthy range. Slime making stayed outside with masks being worn by staff and offered to all participants. For the afternoon program and the yoga program on the 28th, the air quality was too bad to hold the programs. We rescheduled the Outdoor fun for July.
- The following CSPL Kits were distributed during June: Pom Pom Munching Caterpillar, Tissue Paper Popsicle, Rotating Star Wheel, and Make Your Own Comics. 100 of each kit was distributed.

Outreach Events

- Leigh Anne Wilson provided 5 Outreach Storytimes during June reaching 153 children.

Patron Service and Reference

- 146 Youth Binge Box requests were filled during June.
- Youth Staff had 2,158 interactions with the public during June.

Meeting Attendance

- 6/15 – Meeting with Susan – Amy Teske
- 6/8, 22– Management Team Meeting – Amy Teske
- Week of 6/26 – Youth Services Collection Development Meetings

Respectfully Submitted,
Amy Teske, Youth Services Manager



Bilingual Family Music Concert with Renee Nanzer



Juggling Funny Stories with Chris Fascione



T-Rexplorers



Summer Chess



Celebrity Storytime with Officer Castro

Hands on Learning



DIY Drive-In



**Patron Services Monthly Report
June 2023**

Circulation Statistics:

- Total Checkouts and Renewals: 37,624
- Staff-initiated material renewals: 166
- Curbside deliveries: 60
- New resident accounts: 221
- New Digital Accounts: 23
- Check-ins: 18,707
- Items Shelved: 18,900

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 June, 97 accounts were reviewed. Of those accounts, 45 will remain in the database and 52 will be removed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 8,135
- Checkouts at Youth Services machine: 6,338

Melanie participated/completed the following:

- Check-in meeting with Susan (6/6)
- Management team meeting (6/8; 6/22)
- Patron Services Coordinator meeting (6/27)

Other:

- Staff have been incredibly busy this month. Registering a record-high number of new library cards this month, 221; as well as managing the constant flow of materials, holds, and lots of shelving.
- Melanie met with supervisors, Devaki and Rich, to discuss potential procedure changes and ways to streamline the department's processes.
- In person interviews were held for the two open Clerk positions. New hires are set to begin in July.

Submitted by:

Melanie Johnson
7/13/23

Human Resources

Monthly Report

June 2023

Administration

- Conducted Exit Interviews (x2)
- Removed COVID checklist from non-exempt employees clocking in
- Updated Adjusted Seniority Dates for staff
- Conducted new hire check in meetings (x4)
- Completed employment verifications (x2)
- Compiled Exit Interview details for trending responses of areas of improvement
- PowerPoint presentation in management meeting about Community in Paylocity

Benefits

- Reconciliation of VOCS benefit invoice
- Finalized Floating Holidays and PTOpt in Paylocity
- Adjusted all PT employees PTOpt retroactively to first effective PRPD (5/5)

Staffing & Onboarding

- Phone interviews for Adult Service Librarians and Patron Service Clerks (x8)
- In-person interviews for Patron Services Clerk (x6)
- In-person interviews for Adult Services Librarian (x3)
- Offered AS Librarian role to Jeremy Donaldson (7/12 start)
- Offered AS Associate role to Claire Lee (6/26 start)
- Contacted references for new hires (x6)
- HR Orientation (x1)
- Transitioned two PT AS Librarians into FT (Paul McDonald and Pierce Mucha)

Training

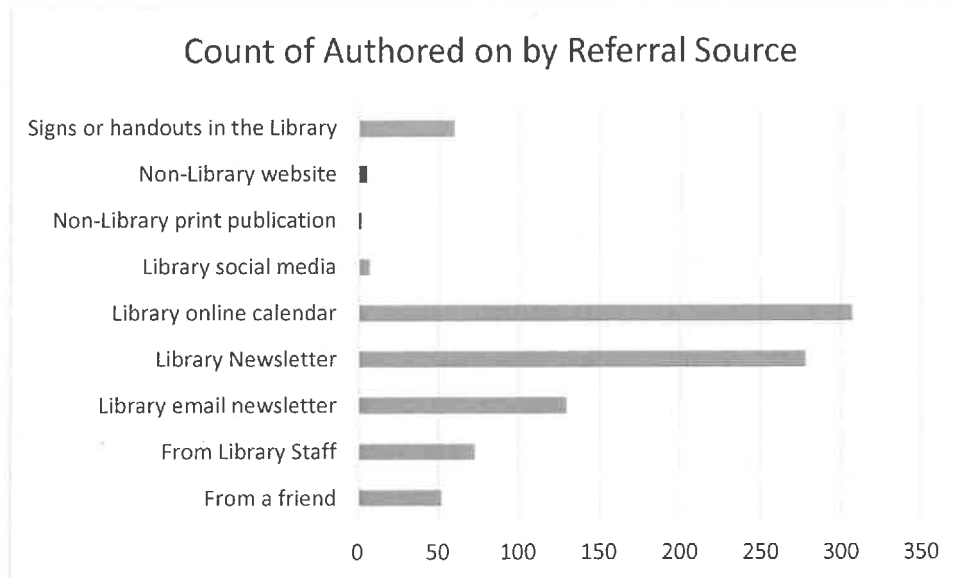
- Studied SHRM
- 6/9 SHRM-CP exam (4 hours)
- PLFAW webinar - HR Source (45 minutes)
- Employee Engagement Strategies for Success webcast – SHRM (1 hour)
- IMRF webinar (1 hour)
- How HR Can Help webcast – SHRM (1 hour)

Compensation

- N/A

Marketing Report: Mikayla Frigo

June 2023



Promotions resulted in 914 event registrations

- Attended meeting to discuss promotions with Jay Stream Middle School Principle, Youth Assistant manager, and girl scouts.
- Assumed the Facebook Team Leader role and updated the Facebook team posting schedule.
- Researched and contacted different printing vendors recommended by Park District. Met with two possible print different vendors.
- Attended meeting for the Friends of the Library on 6/26.
- Created bookmarks with a QR code to direct patrons to our online newsletter due to print newsletter shortage.
- Created bookmarks to promote the resource Explore More Illinois.
- Prepped materials and worked the Library's Summer Reading Kick-Off event.
- Prepped promotional materials for the Concert in the Park.
- Prepped promotional materials and worked at the Geek Fest event.
- Prepped promotional materials and decorations for the Independence Day Parade.
- Edited and published Library Market Programs for the Fall quarterly newsletter.
- Produced graphics for TV displays to promote the Library's resources, upcoming events, and reading challenges.
- Promoted the July Blood Drive on all marketing platforms.
- Updated CSPL Website with new slides for resources, Library Closures, and upcoming events
- Produced 4 weekly e-newsletter blasts.
- Produced 5 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
 - Youth Services May Programs pamphlet
 - Edited Adult and Teen monthly program calendars

- Edited Printing Pamphlets with updates
- Created signs for Library Closings, 4th of July Closures
- Created signs for stanchions around the Library for the S.S.U. Pop-Up Service
- Created hand out flyers for the S.S.U. Pop-Up Service
- 4 -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

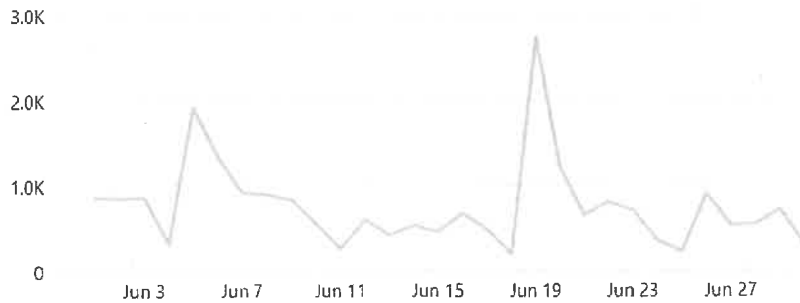
Facebook: June

Followers: 2,925 (16 new followers)

Reach

Facebook reach ⓘ

10,058 ↑ 16.3%



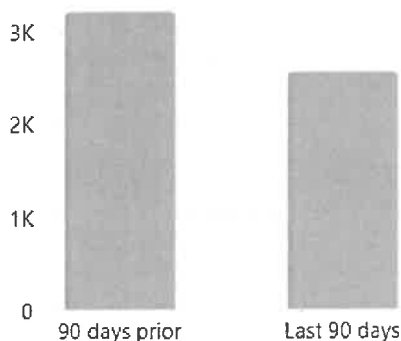
Engagement: 2.7 K

Engagement




Post reactions, comments and shares ⓘ

2.5K ↓ 20.3%




Total from last 90 days vs 90 days prior



Top Three Reach Posts from June

| | | |
|---|--|---|
|  |  |  |
| <p>People Reached: 3,893 Engagements: 133</p> | <p>People Reached: 1,117 Engagements: 60</p> | <p>People Reached: 988 Engagements: 46</p> |

Top Three Engagement Posts from June

| | | |
|---|--|---|
|  |  |  |
| <p>People Reached: 3,893 Engagements: 133</p> | <p>People Reached: 1,117 Engagements: 60</p> | <p>People Reached: 746 Engagements: 48</p> |

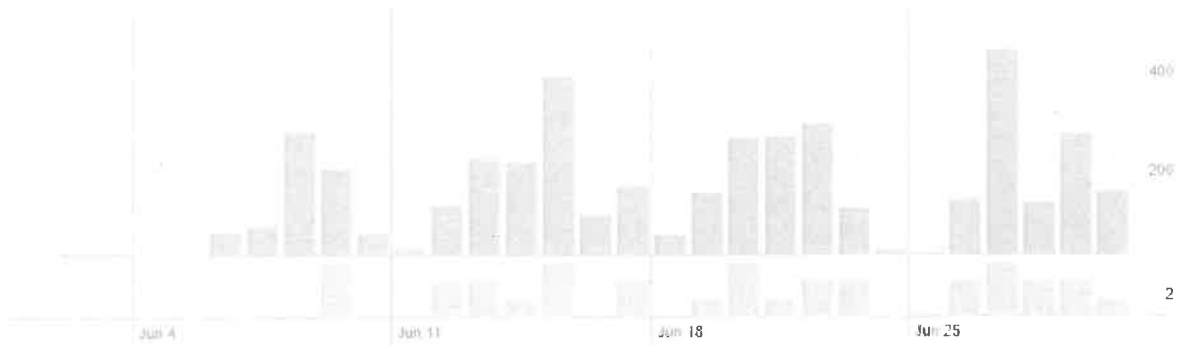
Twitter

Followers: 1,654 (14 new followers)

Total Impressions: 3.8 k

Impressions from June

Your Tweets earned **3.8K impressions** over this **30 day period**

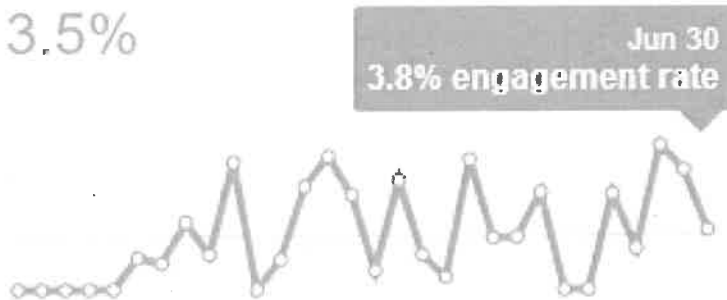


Total Engagements: 107




Engagements for June

Engagement rate

3.5%



Top 3 tweets from June

| Tweets | Top Tweets | Tweets and replies | Promoted | Impressions | Engagements | Engagement rate |
|---|--|---|----------|-------------|-------------|-----------------|
|  | Carol Stream Public Library @CarolStreamFL Jun 8 | Universal Pictures was incorporated on this day in 1912 making it the studio's 111th birthday. | | 352 | 8 | 2.3% |
| | | In today's news, their production of The Super Mario Bros. movie comes out on blu-ray/DVD next week. So maybe get those holds in now. #Mario #UniversalPictures pic.twitter.com/EfDgtXToZI View Tweet activity | | | | |
|  | Carol Stream Public Library @CarolStreamFL Jun 15 | (Not) from @CBS and Donald P. Bellisario comes the latest spinoff in the NCIS series. | | 323 | 15 | 4.6% |
| | | From the people that brought you NCIS, NCIS: Los Angeles, NCIS: New Orleans, and NCIS: Hawai'i comes the latest installment, NCIS: Hawaii! It's like NCIS but in space!!! #NCIS #NotTrueAtAll pic.twitter.com/gYLByFeuYr View Tweet activity | | | | |
|  | Carol Stream Public Library @CarolStreamFL Jun 26 | Looks like Goodreads is down. Below is likely the face of quite a few librarians out there... #Goodreads #Librarylife pic.twitter.com/LGEkrWsMPU View Tweet activity | | 281 | 11 | 3.9% |

Promotional Emails June

| | | | |
|---------|---|------------------|------------------|
| June 1 | Welcome to Camp Hiawatha! | Open Rate: 42.9% | Click Rate: 3.5% |
| June 8 | Sign Up for Fun Summer Events! | Open Rate: 36.5% | Click Rate: 2.1% |
| June 15 | Happy Father's Day! | Open Rate: 35.1% | Click Rate: 1.0% |
| June 22 | Explore More Illinois: Travel Using Your Library Card | Open Rate: 37.5% | Click Rate: 3.1% |
| June 29 | Happy Independence Day Weekend! | Open Rate: 35.1 | Click Rate: 1.9% |



Monthly Report of IT Service

Report Range 6/1/2023 6/30/2023

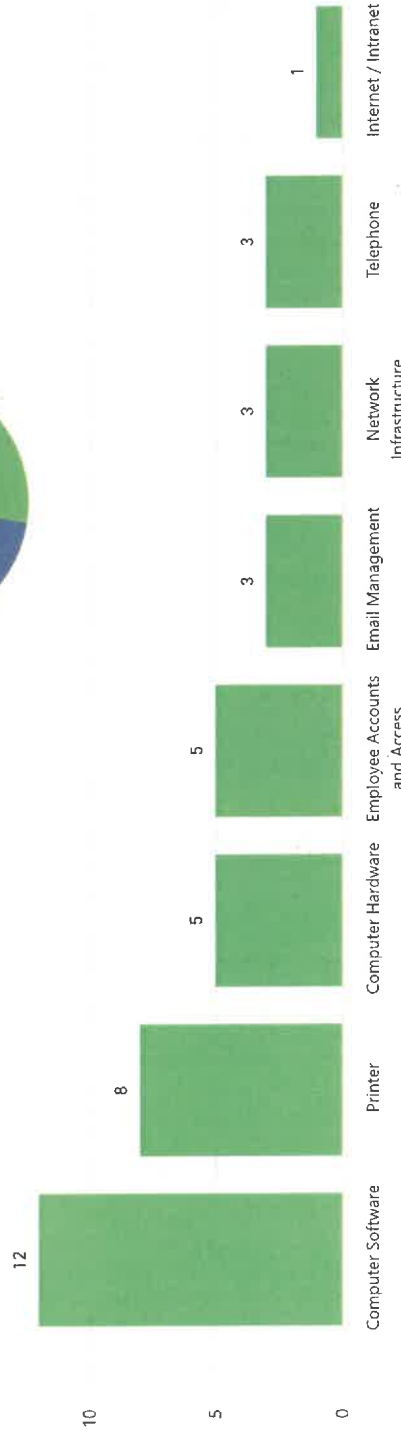
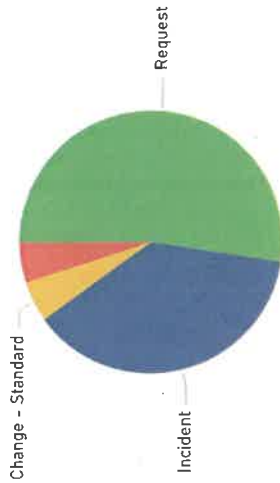
Support Tickets 40

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 - Known | 2 |
| Request | 21 |
| Total | 40 |

| CategoryName | Count |
|------------------------------|-----------|
| Computer Hardware | 5 |
| Computer Software | 12 |
| Email Management | 3 |
| Employee Accounts and Access | 5 |
| Internet / Intranet | 1 |
| Network Infrastructure | 3 |
| Printer | 8 |
| Telephone | 3 |
| Total | 40 |



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 – Known – 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 – Unknown – 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.