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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: June 21, 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 May 17, 2023

7. MONTHLY REPORTS OF THE TREASURER

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

8. NEW BUSINESS

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

8.2 Discussion: West Library Property Options

8.3 Committee Appointments 2023-2025

9. DISBURSEMENTS

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

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. 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: May 17, 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

Notary and Library Director Susan Westgate Administered the Oath of Office to re-elected Trustees David Larimer and Justin Lynch and to elected Trustees Mary Hudspeath, Tara Leszczewicz and Tim Rogers. *Re-elected Trustee Nancy Olson was sworn in to office on Thursday, June 1 as she was out of town and was not be able to attend the meeting in person.*

Election of Officers:

Trustee Lynch was nominated for the office of President and accepted his nomination. Trustee Lynch was re-elected President by unanimous vote.

Trustee Rogers was nominated for the office of Board Treasurer. Trustee Rogers accepted the nomination. Trustee Rogers was elected Treasurer by unanimous vote.

Trustee Patel was nominated for the office of Board Secretary. Trustee Patel accepted her nomination. Trustee Patel was re-elected Secretary by unanimous vote.

As most senior Trustee not holding an officer position, Trustee Larimer accepted the position of Vice-President as outlined in the Library's By-Laws.

3. Roll Call

Secretary Patel called the Roll.

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

Absent: Trustee Olson

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske, Patron Services Manager Melanie Johnson and resident Leanne Reis-ong.

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Larimer seconded the establishment of a Consent Agenda for the Regular Meeting of May 17, 2023. Motion approved.

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

Nays 0

Absent..... Trustee Olson

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

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

Nays 0

Absent..... Trustee Olson

6.1 Minutes of the Regular Board Meeting of April 19, 2023

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

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

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

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

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

Nays 0

Absent..... Trustee Olson

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

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

Background Information:

The Annual Report (FY22/23) for the Village is required by state law, 75 ILCS 5/4-10. It includes an overview of the Library’s past year’s finances and services. The financial figures in the report are subject to audit.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of April 1-30, 2023 plus the Addendum for the Meeting of May 17, 2023 in the amount of \$333,143.05.

7. NEW BUSINESS

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

Trustee Lynch moved and Trustee Patel seconded that the Library Board of Trustees approve the Non-Resident Library card fee effective May 1, 2023. Motion approved.

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

Nays 0

Absent..... Trustee Olson

Background information:

Public Law 92-0166 requires annual Board action and notification to the Library’s regional library system, RAILS, for how the Library will be calculating non-resident card fees. Our Library uses the tax method. The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant’s property – the same as the calculation for a resident for their 2022 property taxes. This rate tends to change each year and requires annual Board approval. The fee for renters is equal to 15% of the average monthly rent.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Board was happy to see that the staff are pleased with the new sit-stand stations that were installed at many of the staff work stations. The Director addressed a large FOIA request in regards to a former vendor of the Library.

9. MONTHLY STAFF REPORTS

The Board was interested in the mobile DMV that was held in the Library’s Meeting Room. AS Manager Athens Moreno had coordinated the program and stated that it was very successful. Following his inquiry, Trustee Larimer and the Board were pleased to hear that the Library has not received any challenges to the collection.

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:21 p.m.

June 21, 2023

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending May 31, 2023**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,145,713.55	\$ 14,972.60	\$ 2,160,686.15
Working Cash	52,261.64	175.32	52,436.96
FICA	82,516.19	(1,113.39)	81,402.80
IMRF	81,126.21	4,008.68	85,134.89
Liability Insurance	7,028.55	1,686.52	8,715.07
Audit	6,527.07	820.24	7,347.31
Capital Maintenance & Repair	1,647,908.06	5,528.18	1,653,436.24
Building Renovation Loan	<u>2,775.00</u>	<u>18,472.48</u>	<u>21,247.48</u>
TOTAL ALL FUNDS	<u>\$ 4,025,856.27</u>	<u>\$ 44,550.63</u>	<u>\$ 4,070,406.90</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President

5/31/23

Nancy Olson, Board Treasurer

5/31/23

Susan Westgate, Library Director

5/31/23

**Carol Stream Public Library
Treasurer's Report
Month Ending May 31, 2023**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 503,610.62
OLD SECOND BANK	PAYROLL	146,672.30
OLD SECOND BANK-MONEY MARKET	INVESTMENT	293,967.72
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,125,118.40
PROPAY	ELECTRONIC	260.07
ASPEN/PAYPAL	ELECTRONIC	7.79
CASH BANK	CASH DRAWER	<u>770.00</u>
TOTAL		<u>\$ 4,070,406.90</u>

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CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
MAY 31, 2023

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Accountant’s Compilation Report

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

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

June 7, 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 MAY 31, 2023	AS OF APR 30, 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	503,610.62	513,034.07	-9,423.45
10-1008 Old Second Payroll Account	146,672.30	76,259.70	70,412.60
10-1014 Illinois Funds-Prime	3,125,118.40	3,111,663.57	13,454.83
10-1024 Old Second Money Market Acct	293,967.72	323,001.54	-29,033.82
10-1025 ProPay	260.07	915.70	-655.63
10-1026 Cash Bank	770.00	770.00	0.00
10-1027 Aspen/Paypal	7.79	211.69	-203.90
10-1090 Allocated Cash-General Fund	-1,909,720.75	-1,880,142.72	-29,578.03
Total 10-1000 Library Fund Cash	2,160,686.15	2,145,713.55	14,972.60
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	52,436.96	52,261.64	175.32
30-1190 Allocated Cash-FICA Fund	81,402.80	82,516.19	-1,113.39
40-1090 Allocated Cash-IMRF Fund	85,134.89	81,126.21	4,008.68
50-1090 Allocated Cash-Liability Fund	8,715.07	7,028.55	1,686.52
60-1090 Allocated Cash-Audit Fund	7,347.31	6,527.07	820.24
70-1090 Allocated Cash-Capital R&M Fund	1,653,436.24	1,647,908.06	5,528.18
80-1090 Allocated Cash-Debt Service	21,247.48	2,775.00	18,472.48
Total 1190 Allocated Cash-Fund Balances	1,909,720.75	1,880,142.72	29,578.03
Total Bank Accounts	\$4,070,406.90	\$4,025,856.27	\$44,550.63
Total Current Assets	\$4,070,406.90	\$4,025,856.27	\$44,550.63
TOTAL ASSETS	\$4,070,406.90	\$4,025,856.27	\$44,550.63
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,145,713.55	2,009,993.81	135,719.74
20-2900 Fund Balance-Working Cash	52,261.64	51,001.33	1,260.31
30-2900 Fund Balance-FICA Fund	82,516.19	94,437.66	-11,921.47
40-2900 Fund Balance-IMRF Fund	81,126.21	96,867.26	-15,741.05
50-2900 Fund Balance-Liability	7,028.55	12,750.82	-5,722.27
60-2900 Fund Balance-Audit	6,527.07	6,827.41	-300.34
70-2900 Fund Balance-Capital R&M	1,647,908.06	1,593,709.55	54,198.51
80-2900 Fund Balance-Debt Service	2,775.00	3,536.59	-761.59
Total 2900 Beginning Fund Balances	4,025,856.27	3,869,124.43	156,731.84
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	44,550.63	156,731.84	-112,181.21

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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 MAY 31, 2023	AS OF APR 30, 2023 (PP)	CHANGE
Total Equity	\$4,070,406.90	\$4,025,856.27	\$44,550.63
TOTAL LIABILITIES AND EQUITY	\$4,070,406.90	\$4,025,856.27	\$44,550.63

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

	May-23	Annual Budget	% of Budget
Income			
3000 Property Taxes			
3001 Property Tax Current	300,985.19	3,804,461.00	7.91%
3002 Property Taxes Non-Current		1,000.00	0.00%
Total 3000 Property Taxes	300,985.19	3,805,461.00	7.91%
3100 PPR Taxes	14,311.60	86,500.00	16.55%
3200 Interest Income			
3201 Interest Income Taxes		500.00	0.00%
3202 Interest Income Investments	13,505.41	35,100.00	38.48%
Total 3200 Interest Income	13,505.41	35,600.00	37.94%
3300 Patron Payments			
3301 Fines & Fees	329.12	6,000.00	5.49%
3302 Public Copy Payments	872.88	7,000.00	12.47%
3303 Non-Resident Card Fees	266.39	2,500.00	10.66%
3304 Sale Items		500.00	0.00%
Total 3300 Patron Payments	1,468.39	16,000.00	9.18%
3400 Donations	247.46	5,000.00	4.95%
3500 Developer Contributions		500.00	0.00%
3600 RBP/ILL Reimbursements	0.00	500.00	0.00%
3700 Grants			
3701 Per Capita Grants		58,800.00	0.00%
3702 Other Grants/Awards		1,000.00	0.00%
Total 3700 Grants	0.00	59,800.00	0.00%
3800 Other Income	90.60	3,000.00	3.02%
Total Income	330,608.65	4,012,361.00	8.24%
Gross Profit	330,608.65	4,012,361.00	8.24%
Expenses			
5100 Salaries			
5101 Exempt Staff Salaries	47,532.64	630,000.00	7.54%
5102 Non-Exempt Staff Salaries	98,481.43	1,385,000.00	7.11%
5103 Custodial Salaries	6,268.77	92,000.00	6.81%
5105 Professional Education	689.59	15,000.00	4.60%
5106 Membership	332.50	6,000.00	5.54%
5107 Life Insurance	76.72	1,500.00	5.11%
5108 Health Insurance	17,606.98	250,000.00	7.04%
5109 Benefits, other	110.24	2,750.00	4.01%
5110 Trustee Development	21.01	3,500.00	0.60%
Total 5100 Salaries	171,119.88	2,385,750.00	7.17%
5200 Plant Maint.			
5201 Supplies	1,262.56	13,500.00	9.35%
5202 Maintenance/Repair		10,000.00	0.00%
5203 Maintenance Contracts	4,376.00	54,250.00	8.07%

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

	May-23	Annual Budget	% of Budget
5204 Landscape Maintenance/Snow Remo	1,049.56	16,000.00	6.56%
5205 Furniture/Equipment	469.10	4,300.00	10.91%
5206 Electric-Comm Edison	3,549.37	52,000.00	6.83%
5207 Water/Sewer	179.94	6,000.00	3.00%
5208 Insurance (Property)		11,000.00	0.00%
Total 5200 Plant Maint.	10,886.53	167,050.00	6.52%
5300 Business Exp.			
5301 Postage		2,000.00	0.00%
5302 Office & Equipment Supplies	828.72	7,500.00	11.05%
5303 Printing		2,500.00	0.00%
5304 Equipment Leasing	2,395.38	17,000.00	14.09%
5305 Mileage Reimbursement	53.82	1,000.00	5.38%
5306 Legal Notices		600.00	0.00%
5308 Business Phone	418.66	5,500.00	7.61%
5309 Accounting Service	1,150.00	14,500.00	7.93%
5310 Material Recovery Fees	98.50	1,200.00	8.21%
5311 Payroll Service	237.78	8,000.00	2.97%
5312 Attorney Fees		5,000.00	0.00%
5314 Other Consultants		10,000.00	0.00%
5315 Other Expenditures	949.20	6,000.00	15.82%
5317 Bank & Credit Card Fees	8.42	100.00	8.42%
5319 Security Service	0.00	14,000.00	0.00%
5320 Donation Recd Expense		5,000.00	0.00%
5321 Human Resources	2,787.20	14,000.00	19.91%
Total 5300 Business Exp.	8,927.68	113,900.00	7.84%
5400 Automat. & Dept. Oper.			
5401 Automation Hardware	1,025.00	7,000.00	14.64%
5402 ISP and Web page hosting	199.99	14,500.00	1.38%
5403 Computer Software	5,429.65	12,500.00	43.44%
5404 Tech Support & Repair	8,961.70	25,000.00	35.85%
5405 Technical Services Supplies		4,000.00	0.00%
5406 Circulation Supplies		4,000.00	0.00%
5408 Tech Serv Online Resources		14,500.00	0.00%
5409 RBP/ILL Expenses		500.00	0.00%
5410 SWAN Consortium		47,000.00	0.00%
5411 Village IT Services	17,169.88	103,000.00	16.67%
Total 5400 Automat. & Dept. Oper.	32,786.22	232,000.00	14.13%
5500 Services			
5501 Youth Services Programs	3,764.22	33,500.00	11.24%
5503 Adult/Teen Programs	3,897.23	26,500.00	14.71%
5505 Library Newsletter		40,000.00	0.00%
5509 Library Publicity and Promotion	4,325.78	22,000.00	19.66%

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

	May-23	Annual Budget	% of Budget
Total 5500 Services	11,987.23	122,000.00	9.83%
5600 Collection			
5601 Youth Services Books		55,000.00	0.00%
5606 Youth Services Media	98.30	18,300.00	0.54%
5630 Adult Books	983.16	72,000.00	1.37%
5634 Online Resources		20,000.00	0.00%
5635 Magazines & Newspapers	6,283.29	13,000.00	48.33%
5637 Adult Media	1,099.51	35,000.00	3.14%
5651 Digital Media	11,759.02	120,000.00	9.80%
5652 Grant/Award Expense	5,965.42	58,800.00	10.15%
Total 5600 Collection	26,188.70	392,100.00	6.68%
6600 Payroll Expenses			
6610 FICA Expense	11,312.83	160,000.00	7.07%
6620 Illinois Municipal Retirement F	12,458.95	205,000.00	6.08%
Total 6600 Payroll Expenses	23,771.78	365,000.00	6.51%
6900 Operating Xfers In (Out)			
6920 Working Cash Fund		100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	100.00	0.00%
7101 Liability Insurance		22,250.00	0.00%
7102 Risk Management expense	390.00	4,750.00	8.21%
7103 Unemployment Compensation Insur		3,000.00	0.00%
7201 Audit Expense		13,000.00	0.00%
7400 Capital Expenditures			
7401 Furniture		10,000.00	0.00%
7402 Parking Lot Repair		15,000.00	0.00%
7403 Building Repair		50,000.00	0.00%
7404 Landscape		50,000.00	0.00%
7405 Memorials		1,000.00	0.00%
7406 Other Capital Expenditures		50,000.00	0.00%
Total 7400 Capital Expenditures	0.00	176,000.00	0.00%
7500 Special Capital Projects			
7503 Front Entrance Outdoor Renovati		250,000.00	0.00%
7504 Capital Replacement Study		15,000.00	0.00%
7506 Office & Staff Room Door Wraps		10,000.00	0.00%
7507 Automation Equipment		30,000.00	0.00%
7509 Security Upgrades		8,000.00	0.00%
Total 7500 Special Capital Projects	0.00	313,000.00	0.00%
8000 Debt Repayment Expense		234,461.00	0.00%
Total Expenses	286,058.02	4,544,361.00	6.29%
Net Operating Income	44,550.63	-532,000.00	-8.37%
Net Income	44,550.63	-532,000.00	-8.37%

**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	
	May 2023	May 2023 (YTD)	May 2023	May 2023 (YTD)	May 2023	May 2023 (YTD)	May 2023	May 2023 (YTD)	May 2023	May 2023 (YTD)
Income										
3000 Property Taxes	253,552.63	253,552.63			9,922.63	9,922.63	16,195.48	16,195.48	2,052.94	2,052.94
3100 PPR Taxes	14,311.60	14,311.60								
3200 Interest Income	7,198.16	7,198.16	175.32	175.32	276.81	276.81	272.15	272.15	23.58	23.58
3300 Patron Payments	1,468.39	1,468.39								
3400 Donations	247.46	247.46								
3800 Other Income	90.60	90.60								
Total Income	276,868.84	276,868.84	175.32	175.32	10,199.44	10,199.44	16,467.63	16,467.63	2,076.52	2,076.52
Gross Profit	276,868.84	276,868.84	175.32	175.32	10,199.44	10,199.44	16,467.63	16,467.63	2,076.52	2,076.52
Expenses										
5100 Salaries	171,119.88	171,119.88								
5200 Plant Maint	10,886.53	10,886.53								
5300 Business Exp.	8,927.68	8,927.68								
5400 Automat. & Dept. Oper.	32,786.22	32,786.22								
5500 Services	11,987.23	11,987.23								
5600 Collection	26,188.70	26,188.70								
6600 Payroll Expenses							11,312.83	11,312.83	12,458.95	12,458.95
7102 Risk Management expense									390.00	390.00
Total Expenses	261,896.24	261,896.24	0.00	0.00	11,312.83	11,312.83	12,458.95	12,458.95	390.00	390.00
Net Operating Income	14,972.60	14,972.60	175.32	175.32	-1,113.39	-1,113.39	4,008.68	4,008.68	1,686.52	1,686.52
Net Income	14,972.60	14,972.60	175.32	175.32	-1,113.39	-1,113.39	4,008.68	4,008.68	1,686.52	1,686.52

**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 2023	May 2023 (YTD)	May 2023	May 2023 (YTD)	May 2023	May 2023 (YTD)	May 2023	May 2023 (YTD)
Income								
3000 Property Taxes	798.34	798.34			18,463.17	18,463.17	300,985.19	300,985.19
3100 PPR Taxes							14,311.60	14,311.60
3200 Interest Income	21.90	21.90	5,528.18	5,528.18	9.31	9.31	13,505.41	13,505.41
3300 Patron Payments							1,468.39	1,468.39
3400 Donations							247.46	247.46
3800 Other Income							90.60	90.60
Total Income	820.24	820.24	5,528.18	5,528.18	18,472.48	18,472.48	330,608.65	330,608.65
Gross Profit	820.24	820.24	5,528.18	5,528.18	18,472.48	18,472.48	330,608.65	330,608.65
Expenses								
5100 Salaries							171,119.88	171,119.88
5200 Plant Maint.							10,886.53	10,886.53
5300 Business Exp.							8,927.68	8,927.68
5400 Automat. & Dept. Oper.							32,786.22	32,786.22
5500 Services							11,987.23	11,987.23
5600 Collection							26,188.70	26,188.70
6600 Payroll Expenses							23,771.78	23,771.78
7102 Risk Management expense							390.00	390.00
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	286,058.02	286,058.02
Net Operating Income	820.24	820.24	5,528.18	5,528.18	18,472.48	18,472.48	44,550.63	44,550.63
Net Income	820.24	820.24	5,528.18	5,528.18	18,472.48	18,472.48	44,550.63	44,550.63

IPLAR

IDENTIFICATION (1.1 - 1.31)

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

1.1 ISL Control # [PLS 151, PLS 701]	30086
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0078
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Carol Stream Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	616 Hiawatha Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Carol Stream
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60188
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	616 Hiawatha Drive
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Carol Stream
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60188
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6306530755
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	0
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.cslibrary.org

Library Director's Information

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

1.1.4 Name	Susan Westgate
1.1.5 Title	Library Director
1.1.6 Library Director's E-mail	swestgate@cslibrary.org

Library Information

Please provide the requested information about the library type.

1.1.7a Type of library	Village
1.1.7b If the library type has changed, then enter the updated answer here.	
1.1.8 Is the main library a combined public and school library?	No
1.1.9 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

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

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

Federal Public Library Criteria

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

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

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

SERVICE OUTLETS (2.1 - 2.16)

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

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

Service Outlet Name

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

ISL Control Number

Location **2.4 ISL Control # [PLS 701]** **2.5 ISL Branch # [PLS 701]**

CAROL STREAM P.L. 30086 3008600

Street Address

Location **2.6a Street Address [PLS 703]** **2.6b If the outlet's street address has changed, then enter the updated answer here.** **2.6c Was this a physical location change?**

CAROL STREAM P.L. 616 HIAWATHA DRIVE

Address

Location **2.7a City [PLS 704]** **2.7b If the outlet's city has changed, then enter the updated answer here.** **2.8a Zip Code [PLS 705]** **2.8b If the outlet's zip code has changed, then enter the updated answer here.**

CAROL STREAM P.L. CAROL STREAM 60188

County & Phone

Location **2.9a County [PLS 707]** **2.9b If the outlet's county has changed, then enter the updated answer here.** **2.10a Telephone [PLS 708]** **2.10b If the outlet's phone number has changed, then enter the updated answer here.**

CAROL STREAM P.L. DuPage 6306530755

Square Feet

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

CAROL STREAM P.L. 28,358

IDS

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
CAROL STREAM P.L.	3,588	52	292,608	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	05/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	04/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Susan Westgate
3.5 Telephone Number of Person Preparing Report	630-653-0755
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	swestgate@cslibrary.org

REFERENDA (4.1 - 4.7)

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

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

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

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

First Member

5.5 Name	Mary Hudspeath
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-653-7923
5.9 E-mail Address	trusteehudspeath@gmail.com
5.10 Home Address	1058 Bedford Drive
5.11 City	Carol Stream
5.12 State	IL
5.13 Zip Code	60188

Second member

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

Third member

5.5 Name	Justin Lynch
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-664-5460
5.9 E-mail Address	trusteelynch@yahoo.com
5.10 Home Address	1345 Coldspring
5.11 City	Carol Stream
5.12 State	IL

5.13 Zip Code 60188

Fourth member

5.5 Name David Larimer
5.6 Trustee Position Vice-President
5.7 Present Term Ends (mm/year) 05/2025
5.8 Telephone Number 630-876-2482
5.9 E-mail Address trusteealarimer@comcast.net
5.10 Home Address 732 Buffalo Circle
5.11 City Carol Stream
5.12 State IL
5.13 Zip Code 60188

Fifth member

5.5 Name Tim Rogers
5.6 Trustee Position Treasurer
5.7 Present Term Ends (mm/year) 05/2027
5.8 Telephone Number 630-589-2864
5.9 E-mail Address trusteeerogers@gmail.com
5.10 Home Address 1055 Parkview Circle
5.11 City Carol Stream
5.12 State IL
5.13 Zip Code 60188

Sixth member

5.5 Name Tara Leszczewicz
5.6 Trustee Position Other
5.7 Present Term Ends (mm/year) 05/2027
5.8 Telephone Number 630-532-8638
5.9 E-mail Address trusteeleszczewicz@gmail.com
5.10 Home Address 1368 Yorkshire Lane
5.11 City Carol Stream
5.12 State IL
5.13 Zip Code 60188

Seventh member

5.5 Name Nancy Olson
5.6 Trustee Position Other
5.7 Present Term Ends (mm/year) 05/2025
5.8 Telephone Number 630-200-3944
5.9 E-mail Address cspl.trustee.nancy@gmail.com
5.10 Home Address 688 Thunderbird Tr.
5.11 City Carol Stream
5.12 State IL

24

5.13 Zip Code 60188

Eighth member

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Ninth member

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2 Total Number of Meeting Rooms	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	21
6.3 Total Number of Study Rooms	5
6.3b Total number of times study room(s) used by the public during the fiscal year	3,609

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

Number of Facilities	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-

populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$10,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$1,800	0	\$0
Heating/ventilation/air conditioning	1	\$17,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$1,500	0	\$0
Egress systems (doors, stairs, etc.)	1	\$1,800	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$8,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$12,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$20,000	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? **\$7,512,816**

No

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

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

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? **Yes**

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$410,719 (subject to audit) remaining to add to the Library's Reserve Funds. The surplus this year was a result of staff vacancies, new vendor contracts, reductions in some of our yearly expenses, and in increase in the PPR taxes and interest income received. The Library had the following outstanding fund balances in the special fund accounts at the end of the fiscal year: Working Cash \$52,262; FICA \$82,516; IMRF \$81,126; Liability Insurance \$7,028; Audit \$6,527; Capital Maintenance & Repair \$1,647,908 (subject to audit).

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Liabilities

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

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

Yes

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

\$687,511

The Library entered into an intergovernmental loan agreement with the Village of Carol Stream for \$2,000,000. These funds are required to pay for the Library's renovation project. The terms of the loan are ten years at 3% with an annual payment to the Village of \$234,461.01 which is due December, 1 2019-2028. The library has been making additional payments with some of the fiscal accumulations funds that have reduced the interest expense and the length of the loan.

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

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating

receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,736,508
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,736,508

State Government

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

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

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

8.2 Per capita grant	\$58,573
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$126,779
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$185,352

Federal Government

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

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

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable

8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302] \$0

Other Income

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

8.13 Monetary Gifts and Donations	\$2,950
8.14 Other receipts intended to be used for operating expenditures	\$118,832
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$121,782
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304] \$4,043,642

Safeguarding of Library Funds

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

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

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

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	CSPL Certificate of Insurance 2023.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,890,356
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$553,127
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,443,483

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353] ¹	\$129,167
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$169,145
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$48,353
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, videogames, audiobooks, music CDs, Playaway audios, Launch Pads, hotspots and puzzles
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$346,665

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$662,512
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$3,452,660

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$39,382
12.5 If Other, please specify	Interest income

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404] **\$39,382**

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405] **\$60,184**

PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	23	23	\$779.35	665.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$77.38	37.50	
Assistant Director	Assistant Library Director	\$56.38	37.50	
YS Manager	Children\`s Services	\$46.00	37.50	
Assistant YS Manager	Children\`s Services	\$29.93	37.50	
As Manager	Adult Services	\$44.57	37.50	
YS Librarian	Children\`s Services	\$24.00	16.00	
YS Librarian	Children\`s Services	\$30.11	37.50	
YS Librarian	Children\`s Services	\$27.29	37.50	
YS Librarian	Children\`s Services	\$27.61	16.00	
YS Librarian	Children\`s Services	\$28.87	37.50	
YS Librarian	Children\`s Services	\$34.63	12.00	
YS Librarian	Children\`s Services	\$34.63	37.50	
YS Librarian	Children\`s Services	\$25.02	16.00	
YS Librarian	Children\`s Services	\$24.00	16.00	
AS Librarian	Adult Services	\$33.93	37.50	
AS Librarian	Adult Services	\$31.36	37.50	
AS Librarian	Adult Services	\$33.24	37.50	
AS Librarian	Adult Services	\$33.51	37.50	
AS Librarian	Adult Services	\$30.45	37.50	

AS Librarian	Adult Services	\$27.92	16.00
AS Librarian	Adult Services	\$28.24	18.00
AS Librarian	Adult Services	\$25.14	16.00
AS Librarian	Adult Services	\$25.14	14.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	16.63
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Group A hidden group hours

Group B

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

Summary 3	3	3	\$82.56	91.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Cataloging and Acquisitions Associate	Cataloging	Master's Degree (non-ALA program)	\$28.20	37.50
YS Bi-Lingual Library Associate	Children's Services	Master's Degree: Not in library science	\$20.00	16.00
Patron Services Manager	Circulation	Less than a Bachelor's degree	\$34.36	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	2.28
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	18.90

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	387.75
13.14 Minimum hourly rate actually paid	\$13.51
13.15 Maximum hourly rate actually paid	\$28.25
13.16 Total FTE Group C employees (13.13 / 40)	9.69

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	12.00
13.18 Minimum hourly rate actually paid	\$15.53
13.19 Maximum hourly rate actually paid	\$15.53

13.20 Total FTE Group D employees (13.17 / 40)	0.30
Group E	

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

13.21 Total hours worked in a typical week by all Group E employees	70.00
13.22 Minimum hourly rate actually paid	\$13.62
13.23 Maximum hourly rate actually paid	\$27.54
13.24 Total FTE Group E employees (13.21 / 40)	1.75
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	11.74
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	30.64

Librarian Vacancies

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

Summary 1	1	37.50	2	\$23.09	\$34.63
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum
AS Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	2	\$23.09
					\$34.63

Newly Created Librarian Positions

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

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

Eliminated Librarian Positions

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

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

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

14.1 Total annual visits/attendance in the library [PLS 501] ²	292,608
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

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

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

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

Self-Directed Activities:

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

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

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

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	355	8,002	735	5,478
Children (6-11)	393	41,492	55	4,009
Young Adults (12-18)	65	928	33	803
Adults (19 and older)	198	2,690	96	5,046
General Interest	4	95	4	527
Total	5715	13,207	923	15,863

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	516	8,533
Synchronous In-Person Offsite Program Sessions	698	73,845
Synchronous Virtual Program Sessions	101	829
Total	715	13,207

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	133
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15.38	Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	933
Special Programming		
15.39a	Did the library provide any special programming for patrons on the autism spectrum?	No
REGISTERED USERS (16.1 - 16.4)		

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

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

16.1	Total Number of Unexpired Resident Cards	17,789
16.2a	Total Number of Unexpired Non-resident Cards	45
16.2a (1)	Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2)	Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b	What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$5,254.00
16.3	Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	17,834
16.4	Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5	Current Overdue Fine Policy [PLS 504]	No

RESOURCES OWNED (17.1 - 17.9)

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

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

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1	Print Materials [PLS 450]	66,308
17.2	Current Print Serial Subscriptions	142
17.3	Total Print Materials (17.1+17.2)	66,450
17.4	E-books Held at end of the fiscal year [PLS 451]	79,614
17.5a	Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	6,626
17.5b	Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	32,931
17.6a	DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	10,051
17.6b	DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	0
17.6c	Other Circulating Physical Items [PLS 462]	834
17.6d	Total Physical Items in Collection [PLS 461]	83,819

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded

by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

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

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

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

17.7 Local/Other Cooperative agreements [PLS 456]	6.1
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	77

USE OF RESOURCES (18.1 - 18.17)

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

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	211,559
18.2 Number of young adult materials loaned	10,972
18.3 Number of children's materials loaned [PLS 551]	232,503
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	455,034

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

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

18.5 Books- Physical	269,303
18.6 Videos/DVDs- Physical	71,168
18.7 Audios (include music)- Physical	21,628
18.8 Magazines/Periodicals- Physical	2,962
18.9 Other Items- Physical [PLS 561]	16,288
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	381,349
18.11 Use of Electronic Materials [PLS 552]	73,685
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	455,034
18.13 Successful Retrieval of Electronic Information [PLS 554]	72,669
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	146,354
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	527,703
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	8,449
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	35,960

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLS 502]	29,525
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
One-on-One Tutorials	

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

19.2 Total Annual One-on-One Tutorials	492
AUTOMATION (20.1 - 20.5)	

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

20.1 Total number of ALL computers in the library	89
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	39
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$875
21.4 Number of Internet Computers Available for Public Use [PLS 650]	33
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	11,722
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	22,313
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	120,550 --Select--

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$8,488
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	570.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Previously, we had not included the renewal of materials in our use of resources numbers. We did this year.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

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

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

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

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
 NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

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

IPLAR CERTIFICATION

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

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

Library Director	Susan Westgate	Electronic Signature	
President	Justin Lynch	Date	2023-06-21
			2023-06-21

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 10.1 As people's usage of the Library changes, we have experienced an increased demand of our digital materials and have put more funds to purchase downloadable content and databases. Our print materials budget has remained about the same as prior years. (0-2023-06-07)

², 14.1 Now that we are fully open for all of our services (study rooms, computer labs, programming) and are post pandemic, our visitor counts are returning to pre-pandemic numbers. (0-2023-06-07)

³, [PLS 602] Last year we did not have specific statistics broken out for youth programs for each age group so had just split them in half. This year we kept specific records that correlated with the IPLAR questions ages. (0-2023-06-07)

⁴, [PLS 612] Last year we did not have specific statistics broken out for youth programs for each age group so had just split them in half. This year we kept specific records that correlated with the IPLAR questions ages. (0-2023-06-07)

⁵, 15.13 Last year we included virtual and offsite program numbers in this section as we did not have separate statistics for them. (0-2023-06-07)

⁶, [PLS 607] Did not keep statistics on this last year. (0-2023-06-07)

⁷, [PLS 617] Did not keep statistics on this last year. (0-2023-06-07)

**BOARD 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

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

Num	Date	Vendor	Amount
10-1000 Library Fund Cash			
10-1006 Old Second General Checking			
11932	05/01/2023	Village of Carol Stream	-776.00
11933	05/08/2023	Aviation Chicago LLC	-130.00
11934	05/08/2023	Maddox, Susan K.	-350.00
11935	05/08/2023	PNC Bank	-3,530.43
11937	05/16/2023	Ashley, Clare T.-dba Balloons & Fantasy	-600.00
11938	05/16/2023	Asma Bohra	-220.00
11939	05/16/2023	ATA Group, LLP (Assoc McClure Inserra CPA	-1,150.00
11940	05/16/2023	BookPage	-720.00
11941	05/16/2023	Case Lots, Inc.	-484.25
11942	05/16/2023	Center Point for Large Print Books	-145.02
11943	05/16/2023	Complete Cleaning Co., Inc.	-3,030.00
11944	05/16/2023	Consumers' Checkbook	-300.00
11945	05/16/2023	Continental Entertainment Group	-150.00
11946	05/16/2023	Comcast	-418.66
11947	05/16/2023	Demco	-327.97
11948	05/16/2023	Dreisilker Electric Motors, Inc.	-469.10
11949	05/16/2023	Duffy, Dawn	-150.00
11950	05/16/2023	EBSCO Information Services	-5,563.29
11951	05/16/2023	Fascione, Chris	-400.00
11952	05/16/2023	Gale/Cengage Learning Inc.	-345.63
11953	05/16/2023	Garvey's Office Products	-625.11
11954	05/16/2023	Got Comics, Inc.	-182.90
11955	05/16/2023	GreatAmerican Financial Svcs.	-1,197.69
11956	05/16/2023	HR Source	-1,195.00
11957	05/16/2023	Library Market	-2,000.00
11958	05/16/2023	Martin, Constance L.	-369.60
11959	05/16/2023	Murphy Security Solutions, LLC	-1,350.00
11960	05/16/2023	OverDrive, Inc.	-5,689.91
11961	05/16/2023	Precision Control Systems of Chicago, Inc.	-1,346.00
11962	05/16/2023	Proquest LLC	-5,665.42
11963	05/16/2023	Sebert Landscaping, Inc.	-1,049.56
11964	05/16/2023	Squeegee Brothers	-1,333.09
11965	05/16/2023	Staples	-674.11
11966	05/16/2023	Sugden, Barbara L.	-200.00
11967	05/16/2023	T-Explorers, LLC	-450.00
11968	05/16/2023	Unique Management Services, Inc.	-98.50
11969	05/16/2023	Very Smart People, LLC	-200.00
11970	05/16/2023	Village of Carol Stream	-8,584.94
11971	05/16/2023	Western NRG, Inc.	-5,645.00
11972	05/16/2023	Zeus Battery Products	-162.03
11973	05/16/2023	Baker & Taylor	-455.53
11974	05/16/2023	Village of Carol Stream	-1,000.00

11975	05/16/2023	Village of Carol Stream	-8,584.94
11977	05/16/2023	Village of Carol Stream - Water Dept.	-179.94
11978	05/16/2023	Midwest Tape LLC	-6,530.33
11979	05/16/2023	Paylocity	-237.78
11976	05/17/2023	Village of Carol Stream - Benefits	-22,142.24
11980	05/17/2023	Village of Carol Stream - IMRF	-12,458.95
11982	05/31/2023	ComEd	-3,549.37
11983	05/31/2023	Fox Valley Fire & Safety Company, Inc.	-390.00
11984	05/31/2023	Graphic 5, Inc.	-504.50
11985	05/31/2023	GreatAmerican Financial Svcs.	-1,197.69
11986	05/31/2023	MNJ Technologies Direct, INC.	-923.31
11987	05/31/2023	Rawat, Surendra	0.00
11988	05/31/2023	Scholastic, Inc.	-474.87
11989	05/31/2023	Today's Business Solutions, Inc.	-3,976.70

Total for 10-1006 Old Second General Checking			-\$ 119,885.36
Total for 10-1000 Library Fund Cash			-\$ 119,885.36

Total Disbursements for May 1 through May 31, 2023
Approved by the Library Board of Trustees June 21, 2023

President Date

Secretary Date

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Carol Stream Public Library

Reimbursements

May 2023

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
05/31/2023	Journal Entry	ATA0504	10-General Fund	Allocate Employee Reimbursements	-Split-	340.03	340.03
Total for 2400 Payroll Liabilities						\$340.03	
5300 Business Exp.							
5305 Mileage Reimbursement							
05/31/2023	Journal Entry	ATA0504	10-General Fund	Allocate Employee Reimbursements	-Split-	53.82	53.82
Total for 5305 Mileage Reimbursement						\$53.82	
5315 Other Expenditures							
05/31/2023	Journal Entry	ATA0504	10-General Fund	Allocate Employee Reimbursements	-Split-	68.44	68.44
Total for 5315 Other Expenditures						\$68.44	
Total for 5300 Business Exp.						\$122.26	
5500 Services							
5501 Youth Services Programs							
05/31/2023	Journal Entry	ATA0504	10-General Fund	Allocate Employee Reimbursements	-Split-	103.37	103.37
Total for 5501 Youth Services Programs						\$103.37	
5503 Adult/Teen Programs							
05/31/2023	Journal Entry	ATA0504	10-General Fund	Allocate Employee Reimbursements	-Split-	61.40	61.40
Total for 5503 Adult/Teen Programs						\$61.40	
5509 Library Publicity and Promotion							
05/31/2023	Journal Entry	ATA0504	10-General Fund	Allocate Employee Reimbursements	-Split-	53.00	53.00
Total for 5509 Library Publicity and Promotion						\$53.00	
Total for 5500 Services						\$217.77	

Deduction Listing

Check Dates: 05/05/2023 to 05/19/2023

Page 1 of 1

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Carol Stream Public Library (9366)

Processes: 2023050501 - 2023051901

Pay Periods: 04/16/2023 to 05/13/2023

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-3.34
Elder, Jessica	1176		11	-18.11
Hays, Laura	1007		01	-22.21
Mohedano, Julie	1222		12	-4.06
Moreno, Athens M.	1216		02	-68.44
Raygoza, Leticia	1233		12	-103.37
Teske, Amy	1151		03	-53.00
Wagner, Nate	1173		11	-43.29
Wilson, Leigh Anne	1188		12	-24.21
Totals for REIMB -- REIMBURSEMENT			9 Employees	-340.03

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	9	-340.03
Totals			9	-340.03



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 5/16/2023 at 1:16 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
June 21, 2023

FEMA-Public Assistance Program Grant

In December 2022, I submitted a FEMA grant request to the Federal Government to be reimbursed for the expenses the Library incurred to make the facility safe for staff and patrons during the COVID-19 pandemic. I am happy to report that the grant amount requested was approved for all of our expenses. This included the installation cost of the iWave system to the HVAC of \$14,945 and the initial sanitization of the building in May 2020 of \$5,800. Other costs included in the grant were the counter and floor shields, individual air cleaners and filters, floor stanchions, directional floor pieces, signs, and all of the PPE (masks, gloves, face shields) as well as the cost of hand sanitizer, disinfecting wipes, wipe stands and disinfecting cleaners. The Library received a grant check in the amount of \$48,648.42 to reimburse our COVID-19 related safety costs from March 2020-June 30, 2022.

IPLAR-Illinois Public Library Annual Report

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

Audit Update and Trustee Questionnaire

Laura Hays and I prepared all of the required documentation required by the auditors to conduct their preliminary audit and uploaded the documents to their portal. The auditors will be at the Library Friday, June 30 to conduct their preliminary audit work and staff fraud interviews. They will be returning to the Library August 17th to complete the final audit work. All Trustees will soon be receiving correspondence from the auditor firm (Sikich) regarding fraud and you will need to complete the questionnaire and mail it back to them in order for us to complete the auditing process.

Facility Update

On Saturday, May 27 Maintenance staff washed and deployed the patio furniture that had been stored in the gazebo over the winter. The patio is now open to the public until late fall. Maintenance staff member Ron Anderson, Business Associate Joyce Farrell and I purchased and planted all of the planters on the patio on Friday, June 9. Please take a look next time you visit the library.

Tests and Inspections:

Backflow Test 3/10/23

Fire Department inspection 4/26/23-passed

Sprinkler System inspection 5/18/23-passed

Fire Alarm system inspection and test 6/2/23-passed

Road reconstruction of Hiawatha from Gary Avenue to Illini has been scheduled by the Village to take place as part of an overall Street Resurfacing Project for 2023. The contractor plans on beginning in mid-June. We have signed up to a Village link that will provide updates of the

project and will share information on the Hiawatha portion of the project with staff and patrons once we receive it.

Electricity and the Klein Creek Project

The Library was recently notified that when they switch over the electric to the new pole on the west side of the Library, the Library would be without power for an entire day. I have discussed this with the Village Engineer running the project and will be having a conference call with the electrical contractor's General Foreman and Project Planner on Monday, June 19 to coordinate the outage in order to lessen the impact on Library services as much as possible.

FOIA Request

The following request was received on June 7 and fulfilled on June 9 for the Better Government Association:

This is a request under the Illinois Freedom of Information Act. Pursuant to that law (5 ILCS 140), I request access to and copies of your government body's full payroll expenditures by individual for the year 2021, including salary and all additional payments. This request for total compensation includes, but is not limited to, the following information: • Last name • First name • Middle name (or initial, if available) • Suffix (e.g. Sr., Jr., III et al. if available) • Title • Department • Annual Base Salary • Overtime, holiday pay, bonus compensation and any other additional payments made to employees excluding costs such as insurance, pension or benefit payments • Start date. Please include annual compensation for any and all elected and/or appointed officials.

Andy Warhol Pop Art Debut, May 25

The debut of the Library's Pop Art Warhol images on the evening of May 25th was a big success. Over 70 people attended the event. The event included an overview of the COD project from the Director of the Mac Art Center and tributes from family and friends of the Carol Stream notable figures. Refreshments were provided as well as "POP" related favors on the tables. The Library was mentioned the next morning on the WGN Morning News show.

REMINDER-Saturday, July 1, Carol Stream Independence Day Parade

Trustees, staff and their family members are welcome to participate in the parade. We will have a float and be handing out bookmarks and candy to the parade watchers. The Parade Route is along Lies Road from County Farm Road to the Town Center at Gary and Lies Rds. Kick off time is 10 a.m. Please let me know if you are interested in participating and I will send you the logistics for the day.

June Employee Anniversaries

- John Steadman — 6/14/06 (Circulation)
- Joseph Geshkewich — 6/12/14 - (Circulation)
- Michael Southwell — 6/24/19 — (Circulation)
- Rabecca McDonald — 6/16/20 — (Adult Services)

Susan Westgate, Library Director

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

		May		
		FY 22-23	FY 23-24	Current YTD
Circulation Activity				
Physical material use by audience				
	Total Adult	13,865	14,515	14,515
	Total Teen	661	720	720
	Total Youth	14,670	13,620	13,620
Physical material use by format				
	Books	21,024	20,627	20,627
	Videos	5,103	5,173	5,173
	Audiobooks and Music CDs	1,626	1,519	1,519
	Periodicals and Magazines	301	242	242
	Other	1,142	1,294	1,294
	Total Physical Item Circulation	29,196	28,855	28,855
Interlibrary loans and Reciprocal borrowers (included above)				
	ILL - Borrowed from SWAN	2,664	2,608	2,608
	ILL - Borrowed from Non-SWAN	25	21	21
	ILL - Loaned to SWAN	682	724	724
	ILL - Loaned to Non-SWAN	69	61	61
	RBP Loans - SWAN (incl. above)	233	486	486
	RBP Loans (non-SWAN) - (incl. above)	474	384	384
Digital media use				
	Bingepasses (hoopla)	12	10	10
	E-books	3,371	3,358	3,358
	E-Audio	2,307	2,873	2,873
	E-Video	393	554	554
	Museum Adventure Pass / Explore More Illinois	14 / 1	37 / 0	37 / 0
	Total use of Electronic Materials	6,098	6,832	6,832
Total Circulation (physical materials and digital media)		35,294	35,687	35,687
	Digital magazine retrievals	662	902	902
Total Electronic Retrievals (e-mags and databases)		5,798	5,503	5,503
Other circulation activities				
	Items checked out in the Library	13,253	13,155	13,155
	Self Check - # of Items Checked out	7,376	7,928	7,928
	Self Check - % of items checked out in the Library	55.66%	60.27%	60.27%
Programs - # of Programs/Attendance**				
	Adult - Number/Attendance	13 / 466	42 / 671	42 / 671
	Teen Number/Attendance	5 / 10	12 / 289	12 / 289
	Youth - Number/Attendance	82 / 1480	116 / 3,449	116 / 3,449
	General Interest - Number/Attendance	0 / 0	3 / 356	3 / 356
Total - Number/Attendance		181 / 3401	173 / 4,765	173 / 4,765
Library Events - Number / Attendance		1 / 94	1 / 70	1 / 70
Outreach - Number / Attendance		2 / 50	32 / 2,647	32 / 2,647
Facility Usage				
	Library Visits (Door Count)	9,968	78,546	78,546
	Curbside Pickup Transactions	114	50	50
	Meeting Rooms - # of Public Bookings*	NA	6	6
	Study Rooms - # of Users*	291	365	365

Electronic Usage			
# of Internet Sessions/Total Time	692 / 436	1,147 / 794	1,147 / 794
# of Library Website Visits	10,249	10,541	10,541
# Mobile App Views	3,441	4,470	4,470
# of Wireless Users	1,673	1,258	1,258
Aspen catalog usage # engaged sessions	8,817	6,157	6,157

Reference Transactions			
Adult	1,185	1,420	1,420
Youth	568	834	834
Circulation	335	519	519
Chat	60	29	29
Total Reference Transactions	2,148	2,802	2,802

Total One-on-One Tutorials			
Adult	31	34	34
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,147	17,821	
# of Non-Resident Cards***	14	44	
Total Registered Users	18,161	17,865	

Resources Owned/Licensed			
Books	63,557	66,126	
Newspapers (Print only)	24	25	
Periodicals (Print only)	122	117	
Total Print Materials	63,703	66,268	
Current Subscriptions (Print Only)	146	142	
Current E-Subscriptions	4,048	4,714	
E-Books: Downloadable	68,220	81,148	
Audio Recordings	6,865	6,552	
Audio Recordings (Downloadable)	26,920	33,715	
Videos	11,244	10,122	
Other: Video Games, Puzzles, Devices	729	851	
Databases	68	61	
Total Resources Owned/Licensed	181,797	203,431	

Professional Development Hours	18	38.00	38.00
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*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
May 2023**

Administration and Business Office

- Payroll processing week of 5/1, 5/15, and 5/30
- Compensation plan for FY23 performance reviews reviewed and implemented with payroll.
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports, updated for new fiscal year.
- Friends of the Library Chef Maddox program on May 9 coordinated by Laura and Mikayla.
- Summer Reading staff t-shirts order assembled by Joyce and Mikayla
- Business Office files – Joyce started updating for new fiscal year
- Furnace filters purchased through Amazon – the wrong size filters were delivered multiple times. Joyce worked with the vendor to replace them with the correct sizes. The vendor didn't want to pay the return shipping, so we posted on RAILS for giveaway.
- Name tags for Patron Services staff – Joyce distributed forms

Monthly Librarian's Report updates

- Computer lab internet sessions and hours are now reported as a combined number rather than reporting PC and iMac stations separately.
- Website sessions now using session_start events from Google Analytics 4.

Tech Services

- Items ordered – 1002 and Items put into Circulation – 205
- Items catalogued – imported bib records & original cataloging - 30
- Item record edits/database clean-up – 152
- Bib record merge requests submitted to SWAN support – 9
- Repair items (includes disc cleaning) - 18
- Pending orders in Workflows, not received items as of June 1st, 2023 (Youth, 413; Adult, 605)
- No pending carts from MWT and B&T as of June 1st, 2023
- Sustainable Shelves – 482 titles were submitted; 185 items were approved for submission resale to B&T for a credit value of \$78.23
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Arab Heritage, Have You Seen These (HYST), Youth Mystery and new LGBT DVDs, Humor DVDs, and Stuff You Should Know displays
- Finalized invoices/orders for FY23 and conducted a successful FY24 Workflows rollover. EDI/Manual ordering resumed May 5.

Tech Services - Conversion Projects

- Total items processed – 50
- J BCB Beginning Chapter Books genre stickers project completed
- Illinois awards processed for 2023 and 2024 Monarch, Caudill, Bluestem, and Lincoln awards

Meeting Attendance

- Weekly Director meeting and bi-weekly Management Team meeting - Laura
- Monthly IT and Board meetings – Laura
- May 10 – Library Administrative Assistant Networking Group meeting (zoom)- Joyce
- May 11 - SWAN Acquisitions and Cataloging Users Group (recording) - Marie and Susan G.
- May 16 – Audit prep meeting with Sikich – Susan W. and Laura
- May 19 – Paylocity zoom meeting to discuss new benefit leave policies – Laura and Lena
- May 25 – Warhol poster open house
- May 30 – SWAN chat (zoom) - Laura
- May 31 – TS discussion with SWAN staff about on-order item records - Laura, Marie, and Susan G.

Information technology

- There were 30 support tickets in May.
- Adult public computers – IT resolved several issues, including auto on and “invalid credentials” error message.
- Public Web Browser registration key updated for OPAC computers
- VPN and firewall equipment updated from Fortinet to SonicWall; Issue with SWAN Workflows dedicated tunnel resolved.
- SSL certificate purchased for new SonicWall server.
- Additional standup desks installed
- Phone line was cut by ComEd crews because the line was not marked by JULIE. IT followed up with Comcast to get fixed.
- Email archiving and record retention - Laura discussed with Susan and Marc (IT)
- MessageBee – SWAN moving to new notice platform in June. Laura attended training. Management Team and Mikayla reviewed notice scripts and templates.
- FOIA and OMA documents updated by Susan W. and Laura posted on the website
- BizHub copier and staff printer – Laura updated address book.

Laura Hays

Assistant Library Director

Adult Services Department Monthly Report

May 2023

Department News:

- As May rounded out we saw an uptick in overall desk transactions, and study room use. Local schools and colleges having exams to end the semester might have contributed to the uptick vs April. Study room continue to be popular and patrons are loving the new procedures.
- Annual reviews were completed and staff appreciated the supportive merit increases from the library.
- Introduced a new way to offer purchase suggestions that enable patrons to have more control and transparency in seeing the most up to date status of the item.
- Our ESL classes for the Summer schedule have been finalized as well as the upcoming fall.
- Our Spring ESL classes with the College of DuPage completed its semester in May, ending a busy and beneficial term of classes here at the library, serving on average 60 students twice a week.
- In staff changes, Nate Wagner who focused on the AV collection and part of the teen offerings left the library to pursue a position at another library. We thanked him for his contribution of almost 8 years here at CSPL.
- Come June we will welcome Paul McDonald and Pierce Mucha to full time positions, after being promoted from part time to fill the internal vacancies. Both Paul and Pierce have been with the library about 7 months and have done great work early on in their librarianship paths for the community.
- Our Pop-up DMV event was a success, serving almost 60 people, and will be something we will look to plan again next year and yearly after that around the same time (May).

Outreach Activities:

- Homebound delivery – 43 registered, delivered to 29 patrons, Items delivered 164
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team (images below)
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Partnered with Literacy DuPage for upcoming fall One Book one community type of program with events being held here at the library and around DuPage
- Offered a Mobile DMV event for patrons of all ages, especially for Seniors with a Driver's Ed refresher course as well
- The AS teen committee will be launching a whole new Teen Volunteer program that will offer teens better flexibility and opportunities for volunteering and building their skills.
- Circulation has shared that Small/Local businesses in the area are signing up for cards which is a testament of the work Omar is doing as we beef up our outreach for SMB and Workforce

EDI Activities (EDI Committee & Dept):

- Held displays promoting Asian Pacific Heritage Month and programs related
- ESL class partnership for the fall to offer a new ESL conversation group program

Athens Moreno Adult Services Manager

- Ongoing partnership with Literacy DuPage of study room space for tutor groups
- New database offering coming for staff to help with DEI collection development and ordering

Programs & Displays:

- Binge Box packages for both adults and teens
- Held a Vocab Vault passive program for students at the AS desk
- Held a passive Notes to Graduates offering to build supportive messages to graduates
- Sold out quickly for our May Mother's Day card take n Make offering (75)
- Teen Take n Make project featured a time capsule to highlight end of the school year
- Held an online trivia contest about Mothers in literary works
- Offered an in-person Yoga class
- For Asian Pacific Heritage Month, offered weekly drop in gaming hours to play international board games
- Donuts and Dice Board Game drop in continued (monthly rotation)
- For teens and adults, held a Make Up tutorial class featuring a popular esthetician
- Last Wednesday Film Club Movie program
- Monthly Program partnership with DuPage Garden Club featuring a Walking Tour of Armstrong Park
- Continued partnership with C.O.D in offering 3 ESL classes (semester ended May 16)
- Offered comics and crafts for Comic Book Day as well as May the Fourth
- Grow with Google program series continued featuring Business Resources/Analytics
- Chicago Airline History Program featuring a Chicagoland Author
- Spice Club continued its popular monthly offering of different spices feat May's "BBQ Rub"
- Held a teen volunteer meeting
- Held a Henna History and Demonstration Hands on program
- Held a in person No Bake cheesecake demo class
- Omar led a Jurassic Park book discussion group online
- Online program about Smoky the War Dog
- Anime Club for teens
- Around the World Book
- During finals week the library offered extended hours for our Study Lounge offering which ran until 11pm during finals week.

Meetings:

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

Resources and Collection News:

Athens Moreno Adult Services Manager

- Expanded our Morningstar Database offering
- Within our PressReader, our program calendar booklet will now be featured
- Improved our internal procedures and added a new feature to the public catalog for submitting and tracking purchase requests
- Added new training videos to both the staff and patron CSPL academy pages
- Resumed ordering materials with the new FY starting
- MessageBee and SWAN messaging changes starting to roll out

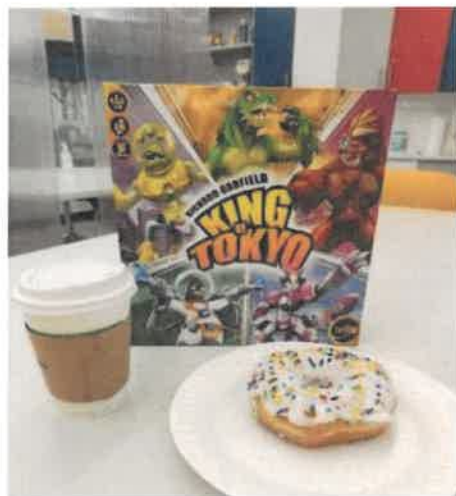
Continued Education & Training:

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

Pictures:



DMV event



Donuts and Dice

Athens Moreno Adult Services Manager



Vocab vault program



Notes to graduates



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Athens Moreno Adult Services Manager



posts



June teen kit

Youth Services Report May 2023

Program Highlights

- Youth Services hosted 49 in person programs during April with 2,908 in attendance. In addition, Youth Services had 485 participants serviced through 10 self-directed programs that were not digital programs.
- We went to the local schools to do presentations and invite the students to participate in Summer Reading. Samanta Wright did 8 presentations and Leigh Anne Wilson did 1 with a total of 2,072 reached through those presentations.
- Julie Mohedano and Leticia Raygoza hosted a Cinco de Mayo Fiesta on May 6 with 37 in attendance. Fun was had by all including crafts, songs, stories and a piñata!
- Adriana Albers presented an Itty Bitty Book Club highlighting Mo Willems on 5/19 with 22 in attendance.
- Amy Teske worked with the YWCA to host a parent workshop about executive function in children followed by an executive function preschool screening. 9 Families were served by these programs.
- Adriana Albers hosted Hands On Learning with a plant and growing theme on 5/23 for 33 participants.
- The following CSPL Kits were distributed during May: Goodnight Moon Bedtime Routine Chart, Make a Buzzy Bee, A Bookmark for Mom, Green Tree Frog Paper Craft. In addition, Julie Mohedano put together a Cinco de Mayo Sombrero Take Home Craft for the kids.
- Lots of getting ready for Summer Reading: ordering prizes, preparing prize baskets, copying logs, stuffing coupon bags

Outreach Events

- Leigh Anne Wilson provided 6 Outreach Storytimes during May reaching 306 children.

Patron Service and Reference

- 76 Youth Binge Box requests were filled during May.
- Youth Staff had 834 interactions with the public during May.

Meeting Attendance

- 5/9 – Meeting with Susan – Amy Teske
- 5/11, 25– Management Team Meeting – Amy Teske
- 5/11 Birth to 5 Quarterly Meeting – Amy Teske
- 5/19 – Youth Services Summer Reading Training Meeting

Respectfully Submitted,
Amy Teske, Youth Services Manager



Hands on Learning



Cinco de Mayo Fiesta

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**Patron Services Monthly Report
May 2023**

Circulation Statistics:

- Total Checkouts and Renewals: 28,855
- Staff-initiated material renewals: 178
- Curbside deliveries: 50
- New resident accounts: 116
- New Special accounts: 2
- New Digital Accounts: 24
- Check-ins: 15,141
- Items Shelved: 16,000

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 May, 173 accounts were reviewed. Of those accounts, 48 will remain in the database and the rest will be removed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 5,204
- Checkouts at Youth Services machine: 2,724

Melanie participated/completed the following:

- Check-in meeting with Susan (5/4)
- Message Bee training (5/11; 1 hour)
- Final RAILS EDI learning cohort meeting (5/11; 2 hours)
- Ryan Dowd training video (5/18; 1 hour)
- Cultural Humility for Libraries (5/23; 2.5 hours)
- Management team meeting (5/25)

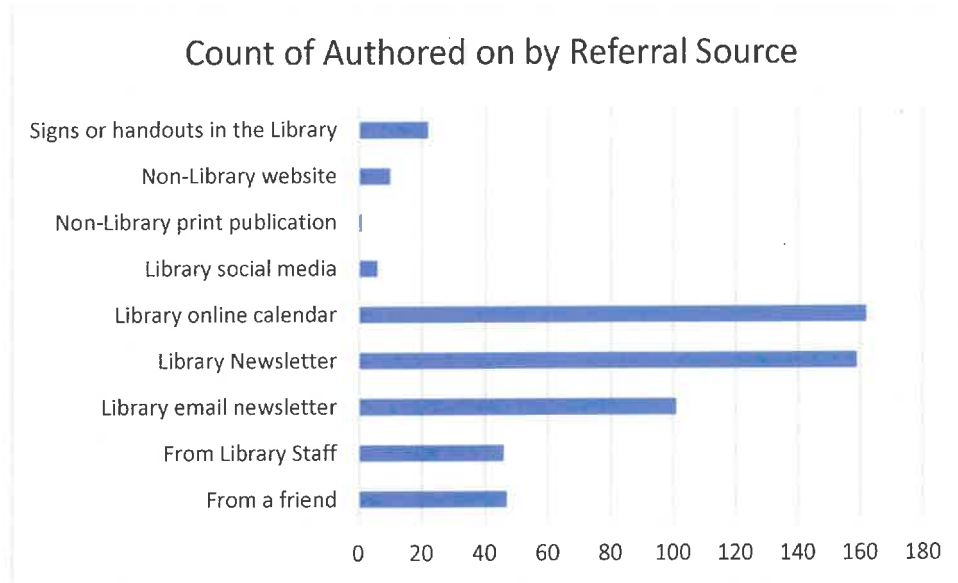
Other:

- Melanie accompanied Crystal from Adult Services to visit Windsor Park Retirement Village to promote Library services. Crystal provided a presentation and answered attendees questions about digital resources and homebound services. Melanie registered 6 new accounts and provided 3 replacement cards.
- Completed RAILS quarterly delivery bin count. We sent out 25 bins with a total of 951 items during the week of tracking.
- Posted for 2 open Patron Services Clerk positions. Interviews to be held in June.
- Worked with management team to review templates for the upcoming MessageBee rollout.
- Virtually attended Cultural Humility training offered through RAILS. I came away with many ideas for short-term goals to work on throughout the upcoming months.
- Summer is officially in full-swing with a constant influx of returns, holds, and check outs!

Melanie Johnson
6/15/23

Marketing Report: Mikayla Frigo

May 2023



Promotions resulted in 554 event registrations

- Summer Newsletter was distributed to the Carol Stream Community and uploaded the pdf to our website.
- Created Spanish Reading Logs for Teen log, teen bookmark, Adult log, Kids log, kids' flier, and kids bonus log.
- Helped organize, promote and work the Friends of the Library sponsored program with Chef Maddox.
- Attended a meeting at the Village Hall with the Director to discuss the Geek Fest outreach event.
- Created evite for Andy Warhol Debut and managed list of RSVPs
- Created landing page for the Andy Warhol information on our website.
- Helped organize the Andy Warhol Debut event.
- Created bookmarks, name tags, program itinerary and slideshow presentation with bios for the selected Carol Stream Honorees.
- Picked up decals from COD and Installed 1 of 4 Andy Warhol images vinyl decals for display. Hired Sign Identity to install the other three decals for display.
- Picked up and distributed summer reading shirts to staff.
- Helped set up the adult summer reading display.
- Attended training messagebee webinar.
- Attended management meeting where we discussed messagebee.
- Coordinated with Zoos are us and Ice Carver for the Open Holiday House.
- Organized and updated staff with paid volunteer opportunities at upcoming outreach events for the remainder of the year.
- Attended the Friends of the Library general meeting and presented the Library's funding requests with youth service assistant manager, Miss Sam.

- Produced graphics for TV displays to promote the Library’s resources, upcoming events, and reading challenges.
- Updated CSPL Website with new slides for resources and upcoming events
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
 - Youth Services May Programs pamphlet
 - Created a Spanish program pamphlet
 - Edited Adult and Teen monthly program calendars
 - Created signs for Library Closings, Memorial Day, and Father’s Day
 - Created Computer Lab, Notice Signs
 - 20 -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: May

Followers: 2,909 (15 new followers)

Reach

Facebook reach ⓘ

8,770 ↑ 78.9%



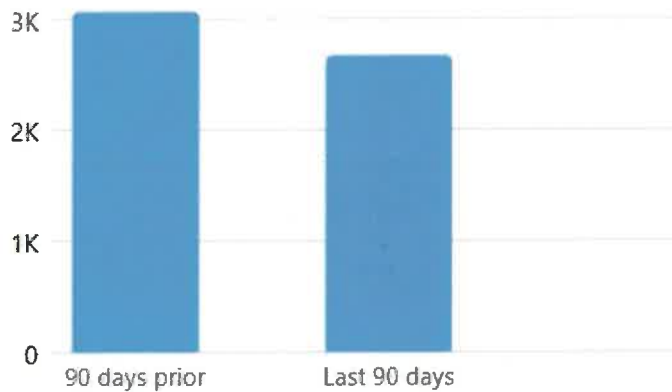
Engagement: 2.7 K

Engagement

Post reactions, comments and shares ⓘ

2.7K ↓ 12.8%

Total from last 90 days vs 90 days prior



Top Three Reach Posts from May



People Reached: 5,309
Engagements: 152



People Reached: 1,098
Engagements: 101



People Reached: 1,054
Engagements: 100

Top Three Engagement Posts from May

		
People Reached: 5,309 Engagements: 152	People Reached: 1,098 Engagements: 101	People Reached: 1,054 Engagements: 100

Twitter

Followers: 1,640 (2 new followers)

Total Impressions: 3.7 k

Impressions from May

Your Tweets earned 3.7K impressions over this 31 day period



Total Engagements: 103

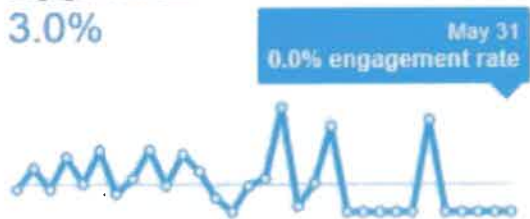
Engagements for May

Engagements




Showing 31 days with daily frequency

Engagement rate

3.0%



Top 3 tweets from May

	Tweets	Top Tweets	Tweets and replies	Promoted	Organic impressions	Tweets	Engagements	Engagement rate
 Carol Stream Public Library @CarolStreamPL · May 2 Lake Superior is trending. Call us biased but we're more partial to Lake Michigan ourselves... #Chicago #LakeMichigan pic.twitter.com/uKDhRABol1 View Tweet activity					457	0	13	2.8%
 Carol Stream Public Library @CarolStreamPL · May 9 Maybe we're setting the little readers expectations too high, but on our "National Pet Month" display we have a book on how to raise a triceratops. 🦖 #Triceratops #Dinosaur #NationalPetMonth pic.twitter.com/VTG4h3VFpaE View Tweet activity					376	0	24	6.4%
 Carol Stream Public Library @CarolStreamPL · May 12 Friday means it's almost the weekend. Which also means time to come to the library to stock up on books, music, movies, and more. #library #CarolStream pic.twitter.com/KrRnLpzD4i View Tweet activity					252	0	10	4.0%

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Promotional Emails May

May 4	May hoopla Bonus Borrows are Here!	Open Rate: 39.5%	Click Rate: 2.0%
May 11	Happy Mother's Day!	Open Rate: 37.7%	Click Rate: 1.4%
May 18	Library Fun at Home!	Open Rate: 35.4%	Click Rate: 2.0%
May 25	Save a Seat for Summer Events!	Open Rate: 35.0%	Click Rate: 2.2%



Monthly Report of IT Service

Report Range 5/1/2023 5/31/2023

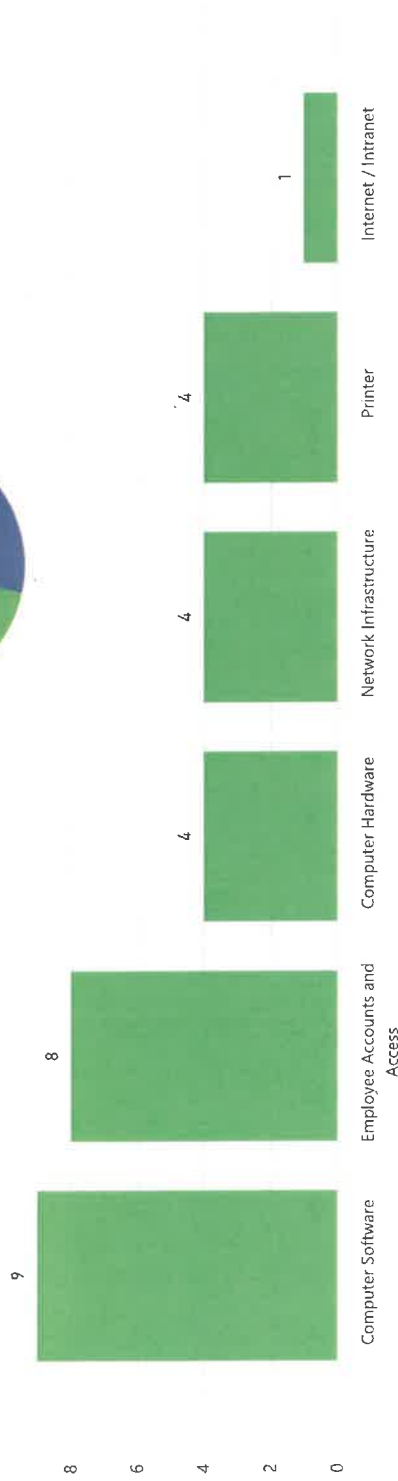
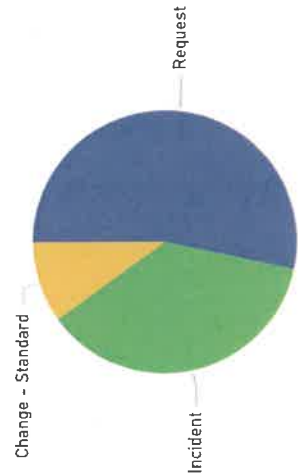
Support Tickets

30

Information Technology Closed Support Tickets by Category

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

Request Type	Count	CategoryName	Count
Change - Standard	3	Computer Hardware	4
Incident	11	Computer Software	9
Request	16	Employee Accounts and Access	8
Total	30	Internet / Intranet	1
		Network Infrastructure	4
		Printer	4
		Total	30



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.