

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: December 15, 2021
PLACE: Library Meeting Room

TIME: 7:00 p.m.

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of November 17, 2021
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2021
8. NEW BUSINESS
 - 8.1 Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure Update, effective January 1, 2022
 - 8.2 Recommendation, Re: Approval of Technology Resources Policy Revisions
 - 8.3 Recommendation, Re: Approval of Policy on Library Use by Children and Vulnerable Adults
 - 8.4 Recommendation, Re: Approval of 2022 Per Capita Grant Application
9. DISBURSEMENTS
 - 9.1 Approval of Disbursements of November 1-30, 2021 plus the Addendum for the Meeting of December 15, 2021
10. REPORT OF THE LIBRARY DIRECTOR, Susan Westgate
11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD DEVELOPMENT

13.1 Illinois Library Association Virtual Library Legislative Meet-Up-West Suburban, January 24, 2022

14. BOARD MEMBER REPORTS

15. ADJOURN

Next Resolution: #297

Mansi Patel, Secretary
Board of Library Trustees

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
Carol Stream Public Library
616 Hiawatha Drive Carol Stream, IL 60188

DATE: November 17, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:01 p.m.

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

Carol Stream residents Mary Hudspeath and Tim Rogers were administered the Oath of Office for Library Trustee

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Rogers, Wright, Olson, Patel and Lynch. Trustee Larimer attended remotely.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske, Circulation Manager Jeri Cain, Human Resources Manager Mary Pellico, Examiner Reporter Sarah Stocking, residents Rick Geiser and Ed Jourdan

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Olson moved and Trustee Wright seconded the establishment of a Consent Agenda for the Regular Meeting of November 17, 2021. Motion approved.

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

Nays 0

Absent..... None

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

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

Nays 0

Absent..... None

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- 6.1 Minutes of the Regular Board Meeting of October 20, 2021
- 6.2 Minutes of the Special Board Meeting of October 28, 2021
- 6.3 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2021
- 6.4 Report from the President, Justin Lynch-None
- 6.5 Report from the Vice President, David Larimer-None
- 6.6 Facilities Committee Report - None
- 6.7 Finance Committee Report–None
- 6.8 Recommendation, Re: Approval of Annual Library Calendar 2022 Library Closings and Board Meetings
- 6.9 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream
- 6.10 Recommendation, Re: Approval of Expenses over \$10,000- Renewal of Contract with Complete Cleaning
- 6.11 Recommendation, Re: Approval of Youth Services Assistant Manager Job Description
- 6.12 Recommendation, Re: Approval of Trustee Committee Appointments
- 6.13 Approval of Disbursements of October 1-31, 2021 plus the Addendum for the Meeting of November 17, 2021
- 6.14 Assistant Director’s Report, Laura Hays
- 6.15 Adult Services Report, Athens Moreno
- 6.16 Youth Services Report, Amy Teske
- 6.17 Circulation Department Report, Jeri Cain
- 6.18 Human Resources Report, Mary Pellico
- 6.19 Marketing Report, Allison Porch
- 6.20 Information Technology Report
- 6.21 Board Member Reports-None

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

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

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

Recommendation, Re: Approval of Loan Payment to Village of Carol Stream

Background information:

The Library’s renovation loan payment to the Village of Carol Stream is due Dec. 1. The payment is in the amount of \$234,461.01. Board approval is required for expenses exceeding \$10,000.

Recommendation, Re: Approval of Expenses over \$10,000- Renewal of Contract with Complete Cleaning

Background information:

The Library’s current cleaning company, Complete Cleaning, has had to increase their fees to cover their employment costs. The Library received quotes from several other companies. It was recommended that the Library renew the contract with Complete Cleaning at their proposed rate of \$2,700 per month. Board approval is required for expenses/contracts exceeding \$10,000.

Recommendation, Re: Approval of Trustee Committee Appointments

Background information:

FINANCE

- Tim Rogers, Chair
- Nancy Olson
- Justin Lynch, Ex-Officio
- Library Director, Ex-Officio

HUMAN RESOURCES

- Mansi Patel, Chair
- Samantha Wright
- Mary Hudspeath
- Justin Lynch, Ex-Officio
- Library Director, Ex-Officio

FACILITIES

- David Larimer, Chair
- Mary Hudspeath
- Samantha Wright
- Justin Lynch, Ex-Officio
- Library Director, Ex-Officio

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period October 1-31, 2021 plus the Addendum for the meeting of November 17, 2021 in the amount of \$358,811.47.

7. BOARD COMMITTEE REPORTS

7.1 Human Resources Committee- Mansi Patel, Committee Chair

Background information:

The Human Resources Committee met on November 17, 2021 and reviewed the Youth Services Assistant Manager job description. They came to a consensus to recommend approval of the job description.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Resolution # 296 Commendation of Service of Trustee Dr. Bonita Berryman-Gilliam

Trustee Wright moved and Trustee Olson seconded that the Board of Library Trustees approve Resolution #296 Commendation of Service of Trustee Dr. Bonita Berryman-Gilliam. Motion approved.

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

Nays 0

Absent..... None

Background information:

In appreciation of Trustee Berryman-Gilliam’s years on the Library Board of Trustees, a Resolution commending her years of service and highlighting her contributions and achievements was prepared. President Lynch read the Resolution aloud:

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VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #296
RE: COMMENDATION OF DR. BONITA BERRYMAN-GILLIAM
FOR HER SERVICE AS A
CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Dr. Bonita Berryman-Gilliam was elected as Library Trustee in April 2013 to a four-year term; and, WHEREAS, she was re-elected to office in April 2017 and April 2021; and

WHEREAS, during her term of office she served the Library whenever called upon and in a variety of ways; and, WHEREAS, during her tenure on the Board she served on the By-Laws Committee, Finance Committee; Human Resources Committee and, was Committee Chair of the Special Committee-Equity, Diversity and Inclusion Committee; and

WHEREAS, during her tenure on the Board she served as Vice-President from 2015 to 2017 and 2020 to 2021 giving wise advice and guidance to the Board and the Library; and,

WHEREAS, during her tenure she participated in a variety of Trustee Development workshops to increase her knowledge and better serve in her role as a Library Trustee; and

WHEREAS, she represented the Library at the annual Holiday Open House and other Library special events; and,

WHEREAS, during her tenure the Library underwent the development of a strategic plan and a complete building renovation; and

WHEREAS, during her time on the Board the Library increased service to the people of Carol Stream with improved collection development, expanded technology, enhanced public programming, virtual library services and curbside services; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Dr. Bonita Berryman-Gilliam on behalf of the citizens of Carol Stream and library users everywhere for her public service.

8.2 Discussion: 2022 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*

Background Information:

As part of the grant requirements, the Library Board and Director are to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries* and report on any changes or progress. A review document was prepared by staff showing where the Library meets the standards and what areas that may need to be developed. The final grant application will be included with the December Board packet for Board final approval. Deadline for submitting the Per Capita Grant is January 15, 2021.

8.3 REPORT OF THE LIBRARY DIRECTOR

The Library is fortunate to have the opportunity to book the Mobile Museum of Tolerance (MMOT), which is a Simon Wiesenthal Center Museum. The Mobile Museum will be at the Library July 18-22, 2022 and will be located on the west side of the parking lot. It will be a walk up museum with wheel chair access. Trustees were impressed that there were 585 new resident library cards issued in October. Library staff had visited local schools to promote registration.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Hudspeath moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved.

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

Nays 0

Absent..... None
Meeting adjourned at 7:25 p.m.

December 15, 2021
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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**Carol Stream Public Library
Treasurer's Report
Month Ending November 30, 2021**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,826,123.69	\$ (166,583.48)	\$ 3,659,540.21
Working Cash	50,883.26	8.78	50,892.04
FICA	165,411.73	(9,813.02)	155,598.71
IMRF	129,753.24	(16,164.04)	113,589.20
Liability Insurance	10,487.38	(503.96)	9,983.42
Audit	12,141.91	(5,363.06)	6,778.85
Capital Maintenance & Repair	1,545,173.64	(1,743.40)	1,543,430.24
Building Renovation Loan	<u>235,889.78</u>	<u>(233,348.04)</u>	<u>2,541.74</u>
TOTAL ALL FUNDS	<u>\$ 5,975,864.63</u>	<u>\$ (433,510.22)</u>	<u>\$ 5,542,354.41</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 11/30/21

Nancy Olson, Board Treasurer 11/30/21

Susan Westgate, Library Director 11/30/21

**Carol Stream Public Library
Treasurer's Report
Month Ending November 30, 2021**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 275,839.71
WEST SUBURBAN BANK	PAYROLL	151,684.12
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	2,104,240.28
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,014,998.34
PROPAY	ELECTRONIC	787.67
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,548,320.12</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
NOVEMBER 30, 2021

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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 November 30, 2021 and October 31, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date November 30, 2021, 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

December 6, 2021

In Association With:

MCCLURE INSERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS



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

	Nov 30, 21	Oct 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	275,839.71	193,842.93	81,996.78
10-1008 · WSB Payroll Account	151,684.12	73,876.49	77,807.63
10-1014 · Illinois Funds-Prime	3,014,998.34	3,014,929.24	69.10
10-1024 · WSB Money Market Acct	2,104,240.28	2,691,893.54	-587,653.26
10-1025 · ProPay	787.67	552.43	235.24
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,882,814.20	-2,149,740.94	266,926.74
Total 10-1000 · Library Fund Cash	3,665,505.92	3,826,123.69	-160,617.77
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,892.04	50,883.26	8.78
30-1190 · Allocated Cash-FICA Fund	155,598.71	165,411.73	-9,813.02
40-1090 · Allocated Cash-IMRF Fund	113,589.20	129,753.24	-16,164.04
50-1090 · Allocated Cash-Liability Fund	9,983.42	10,487.38	-503.96
60-1090 · Allocated Cash-Audit Fund	6,778.85	12,141.91	-5,363.06
70-1090 · Allocated Cash-Capital R&M Fund	1,543,430.24	1,545,173.64	-1,743.40
80-1090 · Allocated Cash-Debt Service	2,541.74	235,889.78	-233,348.04
Total 1190 · Allocated Cash-Fund Balances	1,882,814.20	2,149,740.94	-266,926.74
Total Checking/Savings	5,548,320.12	5,975,864.63	-427,544.51
Total Current Assets	5,548,320.12	5,975,864.63	-427,544.51
TOTAL ASSETS	5,548,320.12	5,975,864.63	-427,544.51
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	3,385.26	0.00	3,385.26
2060 · Amazon	2,580.45	0.00	2,580.45
Total Credit Cards	5,965.71	0.00	5,965.71
Total Current Liabilities	5,965.71	0.00	5,965.71
Total Liabilities	5,965.71	0.00	5,965.71
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	1,917,356.41	1,917,356.41	0.00
20-2900 · Fund Balance-Working Cash	50,846.41	50,846.41	0.00
30-2900 · Fund Balance-FICA Fund	106,402.32	106,402.32	0.00
40-2900 · Fund Balance-IMRF Fund	84,847.54	84,847.54	0.00
50-2900 · Fund Balance-Liability	11,040.33	11,040.33	0.00
60-2900 · Fund Balance-Audit	7,840.24	7,840.24	0.00
70-2900 · Fund Balance-Capital R&M	1,627,532.77	1,627,532.77	0.00
80-2900 · Fund Balance-Debt Service	103,541.42	103,541.42	0.00
Total 2900 · Beginning Fund Balances	3,909,407.44	3,909,407.44	0.00
Net Income	1,632,946.97	2,066,457.19	-433,510.22
Total Equity	5,542,354.41	5,975,864.63	-433,510.22
TOTAL LIABILITIES & EQUITY	5,548,320.12	5,975,864.63	-427,544.51

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

	Nov 21	May - Nov 21	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	17,344.70	3,696,126.14	3,664,461.00	100.86%
3002 · Property Taxes Non-Current	0.00	61.58	5,000.00	1.23%
3000 · Property Taxes - Other	0.00	0.00	10,000.00	0.0%
Total 3000 · Property Taxes	17,344.70	3,696,187.72	3,679,461.00	100.46%
3100 · PPR Taxes	0.00	36,167.61	44,000.00	82.2%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	688.48	3,578.69	15,100.00	23.7%
Total 3200 · Interest Income	688.48	3,578.69	16,100.00	22.23%
3300 · Patron Payments				
3301 · Fines & Fees	414.32	3,506.22	10,000.00	35.06%
3302 · Public Copy Payments	504.87	3,218.74	12,000.00	26.82%
3303 · Non-Resident Card Fees	465.30	629.52	2,000.00	31.48%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,384.49	7,354.48	25,000.00	29.42%
3400 · Donations	0.00	3,560.00	5,000.00	71.2%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	40.18	1,000.00	4.02%
3700 · Grants				
3701 · Per Capita Grants	0.00	58,573.73	49,650.00	117.97%
3702 · Other Grants/Awards	0.00	2,000.00	5,000.00	40.0%
Total 3700 · Grants	0.00	60,573.73	54,650.00	110.84%
3800 · Other Income	92.69	990.29	5,000.00	19.81%
Total Income	19,510.36	3,808,452.70	3,831,211.00	99.41%
Gross Profit	19,510.36	3,808,452.70	3,831,211.00	99.41%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	43,214.50	327,250.05	603,000.00	54.27%
5102 · Non-Exempt Staff Salaries	92,192.82	620,271.45	1,279,300.00	48.49%
5103 · Custodial Salaries	5,638.29	39,632.30	78,000.00	50.81%
5105 · Professional Education	446.68	2,743.42	15,000.00	18.29%
5106 · Membership	300.00	1,970.00	4,000.00	49.25%
5107 · Life Insurance	0.00	951.43	2,000.00	47.57%
5108 · Health Insurance	-4,433.17	97,105.54	250,000.00	38.84%
5109 · Benefits, other	1,210.01	1,785.23	2,000.00	89.26%
5110 · Trustee Development	30.00	133.50	3,000.00	4.45%
Total 5100 · Salaries	138,599.13	1,091,842.92	2,236,300.00	48.82%
5200 · Plant Maint.				
5201 · Supplies	1,194.14	6,724.01	20,000.00	33.62%
5202 · Maintenance/Repair	275.00	2,553.94	10,000.00	25.54%
5203 · Maintenance Contracts	3,617.94	25,094.94	42,000.00	59.75%
5204 · Landscape Maintenance/Snow Remo	0.00	5,247.28	15,000.00	34.98%
5205 · Furniture/Equipment	0.00	3,829.00	10,000.00	38.29%

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

	Nov 21	May- Nov 21	Annual Budget	% of Budget
5206 · Electric-Comm Edison	0.00	9,285.00	45,000.00	20.63%
5207 · Water/Sewer	935.36	3,748.35	10,000.00	37.48%
5208 · Insurance (Property)	0.00	10,273.00	11,000.00	93.39%
Total 5200 · Plant Maint.	6,022.44	66,755.52	163,000.00	40.95%
5300 · Business Exp.				
5301 · Postage	0.00	72.21	6,000.00	1.2%
5302 · Office & Equipment Supplies	281.63	3,347.00	7,000.00	47.81%
5303 · Printing	0.00	68.67	4,000.00	1.72%
5304 · Equipment Leasing	0.00	9,117.33	17,000.00	53.63%
5305 · Mileage Reimbursement	13.94	144.07	2,000.00	7.2%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	436.55	5,356.86	12,000.00	44.64%
5309 · Accounting Service	1,100.00	5,500.00	15,000.00	36.67%
5310 · Material Recovery Fees	80.55	644.40	1,000.00	64.44%
5311 · Payroll Service	548.88	3,703.37	7,500.00	49.38%
5312 · Attorney Fees	0.00	1,320.00	8,000.00	16.5%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	395.86	2,640.84	7,000.00	37.73%
5317 · Bank & Credit Card Fees	0.00	101.27	100.00	101.27%
5319 · Security Service	0.00	3,086.08	21,000.00	14.7%
5321 · Human Resources	340.32	6,267.28	10,000.00	62.67%
Total 5300 · Business Exp.	3,197.73	49,124.83	126,200.00	38.93%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	0.00	2,876.57	10,000.00	28.77%
5402 · ISP and Web page hosting	238.40	5,238.32	16,500.00	31.75%
5403 · Computer Software	601.95	5,337.59	18,000.00	29.65%
5404 · Tech Support & Repair	0.00	13,463.22	15,000.00	89.76%
5405 · Technical Services Supplies	641.35	2,607.91	5,000.00	52.16%
5406 · Circulation Supplies	0.00	1,413.89	6,000.00	23.57%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	-6.51	75.94	500.00	15.19%
5410 · SW AN Consortium	0.00	23,083.00	47,000.00	49.11%
5411 · Village IT Services	8,014.50	56,316.00	98,000.00	57.47%
Total 5400 · Automat. & Dept. Oper.	9,489.69	110,412.44	232,500.00	47.49%
5500 · Services				
5501 · Youth Services Programs	1,605.19	20,079.55	32,000.00	62.75%
5502 · Summer Reading Program -- Youth	196.20	196.20		
5503 · Adult/Teen Programs	1,715.64	8,321.56	29,000.00	28.7%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	1,557.32	9,174.74	20,000.00	45.87%
5510 · Reference Services Expenses	0.00	6.99		
Total 5500 · Services	5,074.35	37,779.04	128,000.00	29.52%
5600 · Collection				
5601 · Youth Services Books	3,542.88	19,684.12	50,000.00	39.37%
5603 · Youth Services Paperbacks	134.89	134.89		
5606 · Youth Services Media	502.89	7,202.25	25,000.00	28.81%

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

	Nov 21	May - Nov 21	Annual Budget	% of Budget
5630 · Adult Books	4,540.08	30,310.32	75,000.00	40.41%
5634 · Online Resources	0.00	0.00	45,000.00	0.0%
5635 · Magazines & Newspapers	0.00	10,289.15	11,000.00	93.54%
5637 · Adult Media	2,073.55	11,245.54	50,000.00	22.49%
5651 · Digital Media	10,028.13	54,468.48	100,000.00	54.47%
5652 · Grant/Award Expense	0.00	33,280.38	49,650.00	67.03%
Total 5600 · Collection	20,822.42	166,615.13	405,650.00	41.07%
6600 · Payroll Expenses				
6610 · FICA Expense	10,425.78	77,564.30	150,000.00	51.71%
6620 · Illinois Municipal Retirement F	16,886.89	122,254.21	220,000.00	55.57%
Total 6600 · Payroll Expenses	27,312.67	199,818.51	370,000.00	54.01%
7101 · Liability Insurance	0.00	18,664.00	19,000.00	98.23%
7102 · Risk Management expense	156.10	1,496.70	3,000.00	49.89%
7103 · Unemployment Compensation Insur	444.62	1,118.18	5,000.00	22.36%
7201 · Audit Expense	5,415.00	11,849.00	13,000.00	91.15%
7400 · Capital Expenditures				
7401 · Furniture	0.00	7,500.00	10,000.00	75.0%
7402 · Parking Lot Repair	0.00	6,196.08	12,000.00	51.63%
7403 · Building Repair	0.00	1,875.00	50,000.00	3.75%
7404 · Landscape	0.00	28,591.48	125,000.00	22.87%
7405 · Memorials	264.42	264.42	2,000.00	13.22%
7406 · Other Capital Expenditures	1,761.00	20,631.84	50,000.00	41.26%
Total 7400 · Capital Expenditures	2,025.42	65,058.82	249,000.00	26.13%
7500 · Special Capital Projects				
7505 · Recover Partition Wall	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	20,509.63	30,000.00	68.37%
Total 7500 · Special Capital Projects	0.00	20,509.63	55,000.00	37.29%
Total Expense	218,559.57	1,841,044.72	4,005,650.00	45.96%
Net Ordinary Income	-199,049.21	1,967,407.98	-174,439.00	-1,127.85%
Other Income/Expense				
Other Income				
8002 · Interfund Transfers Out	0.00	0.00	-100.00	0.0%
Total Other Income	0.00	0.00	-100.00	0.0%
Other Expense				
8000 · Debt Repayment Expense	234,461.01	334,461.01	234,461.00	142.65%
Total Other Expense	234,461.01	334,461.01	234,461.00	142.65%
Net Other Income	-234,461.01	-334,461.01	-234,561.00	142.59%
Net Income	-433,510.22	1,632,946.97	-409,000.00	-399.25%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Nov 21	May - Nov 21	Nov 21	May - Nov 21	Nov 21	May - Nov 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	14,801.57	3,154,241.71	0.00	0.00	594.39	126,665.22
3100 · PPR Taxes	0.00	36,167.61	0.00	0.00	0.00	0.00
3200 · Interest Income	343.53	1,785.68	8.78	45.63	18.37	95.47
3300 · Patron Payments	1,384.49	7,354.48	0.00	0.00	0.00	0.00
3400 · Donations	0.00	3,560.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	40.18	0.00	0.00	0.00	0.00
3700 · Grants	0.00	60,573.73	0.00	0.00	0.00	0.00
3800 · Other Income	92.69	990.29	0.00	0.00	0.00	0.00
Total Income	16,622.28	3,264,713.68	8.78	45.63	612.76	126,760.69
Gross Profit	16,622.28	3,264,713.68	8.78	45.63	612.76	126,760.69
Expense						
5100 · Salaries	138,599.13	1,091,842.92	0.00	0.00	0.00	0.00
5200 · Plant Maint.	6,022.44	66,755.52	0.00	0.00	0.00	0.00
5300 · Business Exp.	3,197.73	49,124.83	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	9,489.69	110,412.44	0.00	0.00	0.00	0.00
5500 · Services	5,074.35	37,779.04	0.00	0.00	0.00	0.00
5600 · Collection	20,822.42	166,615.13	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,425.78	77,564.30
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	183,205.76	1,522,529.88	0.00	0.00	10,425.78	77,564.30
Net Ordinary Income	-166,583.48	1,742,183.80	8.78	45.63	-9,813.02	49,196.39

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Nov 21	May - Nov 21	Nov 21	May - Nov 21	Nov 21	May - Nov 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-166,583.48	1,742,183.80	8.78	45.63	-9,813.02	49,196.39

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Nov 21	May - Nov 21	Nov 21	May - Nov 21	Nov 21	May - Nov 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	708.20	150,919.74	94.85	20,212.05	50.59	10,780.57
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	14.65	76.13	1.91	9.92	1.35	7.04
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	722.85	150,995.87	96.76	20,221.97	51.94	10,787.61
Gross Profit	722.85	150,995.87	96.76	20,221.97	51.94	10,787.61
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	16,886.89	122,254.21	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	18,664.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	156.10	1,496.70	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	444.62	1,118.18	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	5,415.00	11,849.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	16,886.89	122,254.21	600.72	21,278.88	5,415.00	11,849.00
Net Ordinary Income	-16,164.04	28,741.66	-503.96	-1,056.91	-5,363.06	-1,061.39

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Nov 21	May - Nov 21	Nov 21	May - Nov 21	Nov 21	May - Nov 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-16,164.04	28,741.66	-503.96	-1,056.91	-5,363.06	-1,061.39

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Nov 21	May - Nov 21	Nov 21	May - Nov 21	Nov 21	May - Nov 21
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	1,095.10	233,368.43	17,344.70	3,696,187.72
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	36,167.61
3200 · Interest Income	282.02	1,465.92	17.87	92.90	688.48	3,578.69
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,384.49	7,354.48
3400 · Donations	0.00	0.00	0.00	0.00	0.00	3,560.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	40.18
3700 · Grants	0.00	0.00	0.00	0.00	0.00	60,573.73
3800 · Other Income	0.00	0.00	0.00	0.00	92.69	990.29
Total Income	282.02	1,465.92	1,112.97	233,461.33	19,510.36	3,808,452.70
Gross Profit	282.02	1,465.92	1,112.97	233,461.33	19,510.36	3,808,452.70
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	138,599.13	1,091,842.92
5200 · Plant Maint.	0.00	0.00	0.00	0.00	6,022.44	66,755.52
5300 · Business Exp.	0.00	0.00	0.00	0.00	3,197.73	49,124.83
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	9,489.69	110,412.44
5500 · Services	0.00	0.00	0.00	0.00	5,074.35	37,779.04
5600 · Collection	0.00	0.00	0.00	0.00	20,822.42	166,615.13
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	27,312.67	199,818.51
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,664.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	156.10	1,496.70
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	444.62	1,118.18
7201 · Audit Expense	0.00	0.00	0.00	0.00	5,415.00	11,849.00
7400 · Capital Expenditures	2,025.42	65,058.82	0.00	0.00	2,025.42	65,058.82
7500 · Special Capital Projects	0.00	20,509.63	0.00	0.00	0.00	20,509.63
Total Expense	2,025.42	85,568.45	0.00	0.00	218,559.57	1,841,044.72
Net Ordinary Income	-1,743.40	-84,102.53	1,112.97	233,461.33	-199,049.21	1,967,407.98

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Nov 21	May - Nov 21	Nov 21	May - Nov 21	Nov 21	May - Nov 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	234,461.01	334,461.01	234,461.01	334,461.01
Total Other Expense	0.00	0.00	234,461.01	334,461.01	234,461.01	334,461.01
Net Other Income	0.00	0.00	-234,461.01	-334,461.01	-234,461.01	-334,461.01
Net Income	-1,743.40	-84,102.53	-233,348.04	-100,999.68	-433,510.22	1,632,946.97

Pay Grade Structure 2022

This year HR Source recommended an increase to our paygrade structure of 1.9% based upon our industry as a Library. Following is the schedule the Library will follow to ensure we are compliant with minimum wage through 2025. This year Pay Grade 1 and 2 were adjusted to \$12.00 which is the minimum wage for 2022.

Minimum wage

July 1, 2020	\$10
January 1, 2021	\$11
January 1, 2022	\$12
January 1, 2023	\$13
January 1, 2024	\$14
January 1, 2025	\$15

The Library added a new position to our pay grade, Youth Services, Assistant Manager, grade 8. The Assistant Director was also benchmarked to incorporate changes in duties and responsibilities.

As organizations resume operations after the pandemic they will be addressing the issues of retaining and hiring workers as many employees are quitting their workplaces. Compensation along with other factors will play an important part in creating a positive work environment.

Mary Pellico
Human Resources Manager

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Final

Carol Stream Public Library
 Pay Grade Structure
 FT Annual and Hourly Rate
 Effective 1.1.21

current structure

Pay Grade		Job Title	New Range Minimum	New Range Midpoint	New Range Maximum
1	NE	Materials Clerk	\$21,450	\$23,673	\$28,412
		Library Clerk	\$11.00	\$12.14	\$14.57
2	NE	Hold for Restructing	\$21,743	\$27,164	\$32,604
			\$11.15	\$13.93	\$16.72
3	NE	Facilities Monitor	\$24,941	\$31,181	\$37,421
	NE	Circulation Clerk	\$12.79	\$15.99	\$19.19
4	NE	Technical Services Assistant	\$28,626	\$35,783	\$42,939
	NE	Inter-Library Loan Clerk	\$14.68	\$18.35	\$22.02
	NE	Circulation Coordinator			
5	NE	Business Operations Assistant	\$32,838	\$41,048	\$49,257
	NE	Maintenance Worker	\$16.84	\$21.05	\$25.26
	NE	Assistant Circulation Services Manager			
	NE	Acquisitions Associate			
	NE	Youth Services Associate (FT&PT)			
	NE	Adult Services Associate (FT & PT)			
6	NE	Cataloging & Acquisitions Associate	\$37,674	\$47,093	\$56,511
			\$19.32	\$24.15	\$28.98
7	NE	Marketing Coordinator	\$43,251	\$54,054	\$64,877
	NE	Youth Services Librarian (FT&PT)	\$22.18	\$27.72	\$33.27
	NE	Adult Services Librarian (FT&PT)			
8	E	Human Resources Manager	\$49,625	\$62,030	\$74,436
9	E	Hold for Future Restructuring	\$56,943	\$71,180	\$85,415
10	E	Adult Services Manager	\$65,343	\$81,677	\$98,012
	E	Youth Services Manager			
	E	Circulation Manager			
11	E	Assistant Library Director	\$74,980	\$93,725	\$112,470
12		Hold for Future Restructuring	\$86,038	\$107,549	\$129,058
13	E	Library Director	\$98,729	\$123,412	\$148,095

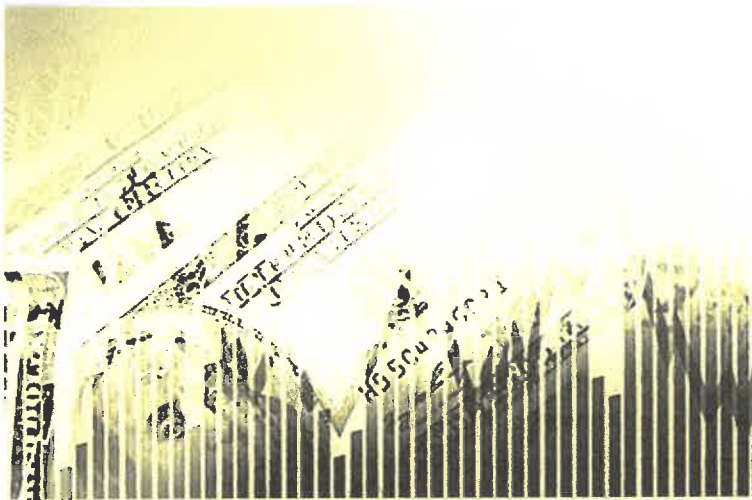
Carol Stream Public Library
Pay Grade Structure
FT Annual and Hourly Rate

Effective 1.1.22 (pending approval)

Pay Grade		Job Title	2022 Range Minimum	2022 Range Midpoint	2022 Range Maximum
1	NE	Materials Clerk	\$23,400	\$26,176	\$28,952
		Library Clerk	\$12.00	\$13.42	\$14.85
2	NE	Hold for Restructuring	\$23,400	\$28,312	\$33,223
			\$12.00	\$14.52	\$17.04
3	NE	Facilities Monitor	\$25,415	\$31,773	\$38,132
	NE	Circulation Clerk	\$13.03	\$16.29	\$19.55
4	NE	Technical Services Assistant	\$29,170	\$36,462	\$43,755
	NE	Inter-Library Loan Clerk	\$14.96	\$18.70	\$22.44
	NE	Circulation Coordinator			
5	NE	Business Operations Assistant	\$33,462	\$41,827	\$50,193
	NE	Maintenance Worker	\$17.16	\$21.45	\$25.74
	NE	Assistant Circulation Services Manager			
	NE	Acquisitions Associate			
	NE	Youth Services Associate (FT&PT)			
	NE	Adult Services Associate (FT& PT)			
6	NE	Cataloging & Acquisitions Associate	\$38,390	\$47,987	\$57,585
			\$19.69	\$24.61	\$29.53
7	NE	Marketing Coordinator	\$44,073	\$55,091	\$66,110
	NE	Youth Services Librarian (FT&PT)	\$22.60	\$28.25	\$33.90
	NE	Adult Services Librarian (FT&PT)			
8	E	Human Resources Manager	\$50,567	\$63,209	\$75,851
	E	Youth Services Assistant Manager			
9		Hold for Future Restructuring	\$58,025	\$72,531	\$87,038
10	E	Adult Services Manager	\$66,585	\$83,230	\$99,875
	E	Youth Services Manager			
	E	Circulation Manager			
11	E	Assistant Library Director	\$76,405	\$95,506	\$114,607
12		Hold for Future Restructuring	\$87,673	\$109,592	\$131,510
13	E	Library Director	\$100,605	\$125,757	\$150,908

2022 Structure Adjustments

By *Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP, Director, Compensation Services*
Published November 16, 2021



Maintaining and administering a current compensation structure is imperative for every organization, especially during a tight labor market. If your organization manages its compensation system on a calendar year, it's time to make compensation structure adjustments for 2022.

As we reported earlier this month, budgeted pay increases are much higher than last year at this time. While structure adjustment numbers are fundamentally different than employee pay increase data, we do see the numbers trend similarly on an annual basis. As such, it is no surprise that our general 2022 structure adjustment recommendations are higher than we have seen in many years.

HR Source structure adjustment recommendations are compiled using data from employer surveys of compensation practices. As always, HR Source has gathered and analyzed data from both internal and external sources to provide the following **general industry** structure adjustment recommendations:

- Compensation structures specifically covering production, service, and maintenance positions: 2.1% increase.
- Compensation structures specifically covering non-exempt office and technical positions: 2.2% increase.

- Compensation structures specifically covering exempt professional and managerial positions: 2.2% increase.
- Compensation structures including two or more of the previously identified groups: 2.2% increase.

Because HR Source collects, analyzes, and publishes select industry-specific compensation surveys, we are also able to share structure adjustment recommendations for the following industries:

- Non-Profit Organizations: 1.7%
- Public Libraries: 1.9%
- Park and Recreation Agencies: 1.9%

Structure adjustments are a perfectly acceptable and recommended pay practice, but they have a critical flaw; structure adjustments assume that all jobs on a given structure are increasing at the same rate in the market. More now than ever, we are seeing new “hot jobs” appear, compression from minimum wage increases, and untraditional pay practices emerge as employers compete for talent.

As such, employers should be aware that formal benchmarking may now need to be performed more frequently. If you are concerned about your pay structure being aligned with the current market, please contact the Compensation Department at 800-448-4584 to speak with one of our professionals or email us at info@hrsourcem.org.



December 2, 2021

Carol Stream Public Library Technology Resources Policy

Approved November 2008
Amended April 2010, July 2015, August 19, 2015 and
December 15, 2021 (pending approval)

The Carol Stream Public Library provides access to the Internet and other technology to be used to: learn about the technology; obtain information; create content; communicate with others; and carry out other appropriate tasks. All library equipment is the property and responsibility of the Carol Stream Public Library.

The purpose of this policy is to define appropriate use of the technology resources at the Carol Stream Public Library by library technology users and includes technology and resources accessed with equipment in the Library, loaned by the Library and/or via the Library's wireless internet connection.

Wireless Internet access is available throughout the Library building, to users who have the necessary devices and software, via an open, unsecured network.

Staff will provide a limited amount of basic guidance to computer users. If a patron requires further assistance or instruction, one on one computer appointments can be arranged at the Adult Services Desk. However, staff cannot provide in depth instruction to patrons. One on one computer instruction is dependent on staff availability and service desk time constraints. Classes may be available for patrons who have little or no experience using computers or who are interested in improving their computer skills.

Use of the Library's computer and Internet access constitutes acceptance and agreement of this Policy by a User.

Responsible Use

Library technology users must use the Library's technology resources responsibly. Reliable and safe access to the Library's technology resources requires that users accept their responsibilities to behave in ways that protect the community, and by so doing they also preserve their own access.

- **Use of the Library's Internet connection technology resources shall be guided by the following principles:**
 - Patrons may not use the library's facilities, including but not limited to its computers and Internet connections, for any activity prohibited by federal, state or local law, or any activity which violates copyright laws or license agreements.
 - Users must be sensitive to others when accessing potentially controversial information and images including but not limited to pornography, first person

shooter games, R rated movies, etc. Some Internet sites are inappropriate for viewing in a public setting.

- Users shall not develop or utilize programs that compromise the security and functioning of the Library and any other computer networks, systems or hardware; or harass, libel, or slander others.
- Users shall not invade the privacy of an individual or interfere with the work of others;
- Users may not represent themselves as other persons;

While using Library computers, patrons are expected to abide by policies regarding food, drink, and behavior as outlined in the Carol Stream Public Library's Code of Conduct and Policy Governing Public Behavior.

Use of the internet workstations requires one of the following:

- A valid CSPL library account according to the Policy on Library Accounts,
- A valid library account at another public library that has been registered at CSPL, or
- A guest pass from the Computer Help a Library Service Desk.

Access by Minors

Parents or legal guardians, not Library staff, are solely responsible for monitoring which Internet or other technology resources are appropriate for their own children. It is the responsibility of parents to warn their children of the inherent dangers of disclosing or disseminating personally identifiable information.

Minors, 7-8 years of age and under, must be under the direct supervision (within eyesight) of their parent or legal guardian when using any Library computers.

Use of the Internet computers is limited to the workstations in the Youth Services Department for minors between the ages of 8-9 – 13 years, unless accompanied by a parent or legal guardian. *As space and availability permits, adults who have young children with them may use Youth Computers to remain in the Youth area with their children.*

Filtering:

As required by the Children's Internet Protection Act ("CIPA"), the Library has implemented content filtering on the public Internet station(s) in the Youth Services Department in an effort to minimize access to visual depictions of obscenity, child pornography, and, ~~in the case of persons under the age of 17 years,~~ other materials that are "harmful to minors." Use of this software is not a guarantee that all sites considered objectionable have been filtered.

Access by Minors:

Parents or legal guardians, not Library staff, are solely responsible for monitoring which Internet resources are appropriate for their own children. It is the responsibility of parents to warn their children of the inherent dangers of disclosing or disseminating personally identifiable information.

Who may use the Internet Workstations:

Patrons 8 years of age and older may use the Library computers if you have one of the following:

- A valid CSPL library account according to the Policy on Library Accounts,
 - A valid library account at another public library that has been registered at CSPL,
- or
- A guest pass from the Computer Help Desk.

Users must also accept a responsibility statement that states that s/he agrees to comply with the Policy. **Use of the Library's Internet connection constitutes acceptance of this Policy by a User.** A parent or legal guardian must accept the Policy for anyone under the age of 18. Any minor without parent or guardian permission on file will be automatically blocked from using the Internet.

Users should be aware:

The Library does not monitor, nor have control over, the information available through the Internet, and the Library cannot be held responsible for the content of, or information accessed through, the Internet.

- No person shall use an Internet station or the Library's **wifi** internet connection in such a manner that any pictures, graphics, documents, or images which are patently offensive by current community standards can be viewed by any other person. The Library has the right to end an Internet session when such material is displayed or printed.

Sanctions:

Unacceptable use of the Library's Internet connection will result in the suspension or revocation of Internet privileges and may result in the loss of other Library privileges as well. Illegal acts involving Library computer stations and Internet use may also be subject to prosecution by local, state, or federal authorities. Use of the Library's Internet connection can be traced to individual users, subject to the Library Records Confidentiality Act. (75 ILCS 70/1 et. Seq.).

Downloading:

Patrons wishing to save their work must provide their own removable data storage device. If the patron does not have a data storage device, the Library may have

provide data storage devices **when** available. ~~to purchase.~~ No work may be saved to the hard drive.

Grievance Procedures:

Any redress for grievance regarding any actions taken by Library staff to enforce the Policy must be submitted in writing to the Director. The Director shall respond in writing to this grievance. If the patron does not accept the Director's response to the written grievance, the patron may submit a written redress for grievance to the Board of Library Trustees. The Board of Library Trustees shall review this grievance and provide a written response. The Board's decision shall be final.

Indemnification by Users

All users agree to defend, indemnify, and hold the Library harmless from any liability or expense, including attorney fees, resulting from use of the Internet station the Library's technology resources by the user or caused by the user. **Limitation of Liability**

IN NO EVENT SHALL THE LIBRARY BE RESPONSIBLE OR LIABLE FOR ANY INJURY, LOSS OR DAMAGE TO USERS OF LIBRARY INTERNET WORKSTATIONS TECHNOLOGY RESOURCES, WHETHER SUCH DAMAGES ARE DIRECT OR INDIRECT, INCLUDING WITHOUT LIMITATION DAMAGE TO A USER'S PERSONAL EQUIPMENT, SOFTWARE, OR DATA, OR LOSS OR INVASION OF THE USER'S PRIVACY IN THE USER'S COMPUTER ACCOUNTS, PROGRAMS, OR FILES, AND REGARDLESS OF WHETHER SUCH DAMAGE OR INJURY RESULTS FROM AN ACT OR OMISSION OF THE LIBRARY OR ITS PERSONNEL ARISING FROM USE OF THE LIBRARY COMPUTER STATION OR INTERNET CONNECTION.

The Library reserves the right to revise these policies and procedures at any time. All revisions will be posted in the Library. The user is responsible for staying informed of any and all revisions. Any grievances will be addressed according to the procedures policies identified herein.

Policy on Library Use by Children and Vulnerable Adults (pending 12/15/21 approval)

(replaces current policy 5.1.a Policy on Library Use by Children, approved 8/19/13)

Library Use by Children

The Carol Stream Library work diligently to create a welcoming and safe environment for all our patrons, and especially for children and their families.

The Library staff is committed to assisting children and adults with informational needs and providing a space where people can create, search, play and learn.

The Carol Stream Public Library's *Policy Governing Patron Behavior* and its companion *Code of Conduct* apply to all patrons regardless of age.

Children--Safety

Parents and caregivers must be aware that the Library is a public building, open to all, and as such it is unsafe to leave a child unattended or under-attended.

Parents and caregivers are solely responsible for their children while they are on Library property regardless of whether the parent or caregiver is in the library. Libraries are not designed or licensed to provide childcare, nor does the library act in loco parentis (in place of parents).

When the safety of an unattended or under-attended child is in doubt, or if the library is closing, library staff will attempt to contact the caregiver before calling 911. In the case of an immediate safety concern, staff will contact 911 immediately and then attempt to contact the caregiver.

Children, Age 8* and Under

Children, age eight (8) and younger, must be accompanied by a parent or caregiver (age fourteen (14) or older) who has been designated by the legal guardian to care for the child. Children under age eight (8) must be in sight of the parent/caregiver at all times. Library staff are happy to retrieve resources from other areas of the Library required by parents/caregivers.

**Age eight (8) and under is the age designated for Early Childhood Education Certification.*

Children, Age 8 and Under – Programs

Some Library programs require that the parent/caregiver accompany the child. For all other Library programs, parent/caregivers of children eight (8) years of age and younger must remain in the Library and be readily available, returning to the program area by the end of the session.

Children, Age 9 and Up

Children, age nine (9) and up, are welcome to use the Library, unsupervised, if their behavior is in accordance with the Library's *Policy Governing Patron Behavior* and its companion *Code of Conduct*.

For safety's sake, parents/caregivers should make sure their children are sufficiently mature enough to observe proper conduct when visiting the Library by themselves. Parents/Caregivers are further advised that if children cannot follow the Code of Conduct, they may be asked to leave the Library. The Library shall notify the parent in writing, whenever possible, of incidents involving an unattended child.

Library Use by Vulnerable Adults*

The Library seeks to provide a welcoming and safe environment for all community members, and is concerned for the safety and well-being of vulnerable adults using the Library. A parent, guardian or caregiver over the age of 18 must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

If a vulnerable adult is able to understand and follow the Code of Conduct and can care for their own needs, they are welcome to be in the Library unattended. They should have contact information to reach their parent or caregiver for transportation home or in case of emergency

During library hours, when the safety of a vulnerable adult is in doubt, library staff will attempt to contact the caregiver before calling 911. In the case of an immediate safety concern, staff will contact 911 immediately and then attempt to contact the caregiver.

**A vulnerable adult is functionally, mentally or physically unable to care for themselves beyond normal assistance with Library services. For their safety, it is recommended they be accompanied by a caregiver when visiting the Library.*

5.I.a. Policy on Library Use by Children

(Approved 8/19/13)

General Statement

Parents/caregivers are responsible for the behavior of their children while on Library property. The Carol Stream Public Library's *Policy Governing Patron Behavior* and its companion *Code of Conduct* apply to all patrons regardless of age.

Great effort is taken to make the Library a warm, pleasant and inviting place. The Library staff is committed to the well-being and safety of children; however parents/caregivers must be aware that the Library is a public building, open to all, and as such it is unsafe to leave a child unattended/under-attended. Libraries are not designed or licensed to provide childcare.

When the safety of an unattended or under-attended child is in doubt and the parent/caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and will stay with the child until the police arrive.

Violations of the policy on *Library Use by Children* may be subject to follow-up action as outlined in the Library's *Policy Governing Patron Behavior*.

Children, Age 7 and Under

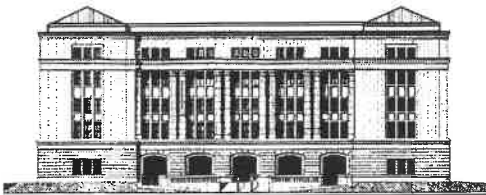
Children age seven (7) and younger must be accompanied by a parent/caregiver and be at all times in the immediate presence of a responsible parent/caregiver (age fourteen (14) or older) who has been designated by the legal guardian to care for the child.

Children, Age 7 and Under - Programs

Some Library programs require that the parent/caregiver accompany the child. For all other Library programs, parents/caregivers of children seven (7) years of age and younger must remain in the Library and be readily available, returning to the program area by the end of the session.

Children, Age 8 and Up

Children, age eight (8) and up, are welcome to use the Library, unsupervised, if their behavior is in accordance with the Library's *Policy Governing Patron Behavior*. For safety's sake, parents/caregivers should make sure their children are sufficiently mature enough to observe proper conduct when visiting the Library by themselves. Parents/Caregivers are further advised that if children misbehave, they may be asked to leave the Library. The Library shall notify the parent in writing, whenever possible, of incidents involving an unattended child.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Carol Stream Public Library

Library's Control Number: 30086 Branch Number: 00 Today's Date: 12/10/2021

Contact information of the person completing this grant application:

Preparer's Name: Susan Westgate
(First Name) *(Last Name)*

Preparer's Title: Library Director

Preparer's Phone Number: (630) 344-6101

Preparer's Email Address: swestgate@cslibrary.org

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

3b

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 39,711

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Carol Stream Public Library meets all core standards.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the Governance and Administration checklist.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the Personnel checklist.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the Access checklist.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the Building Infrastructure and Maintenance checklist.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The Library meets all of the components on the checklist except for a list identifying what should be salvaged in order of importance. This will be done when the Library revises their existing Disaster Manual.

The Library is fortunate to have one full time and two part-time Maintenance staff that daily check the property and building for safety issues. A formal written check list is not currently in place. Maintenance staff has been tasked with developing an updated daily safety check list form.

An ad hoc committee comprised of library staff members from all departments are reviewing and updating the Library's current Emergency Preparedness Manual.

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the Collection Management checklist.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the System Membership Responsibilities and Resource Sharing checklist.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the Reader's Advisory Checklist checklist.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

The Carol Stream Public Library meets all components of the Programming checklist.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The Library meets all of the components on the checklist except for having staff specifically trained in assisting youth with disabilities in the use of adaptive equipment and software.

We are continuing to explore adaptive equipment, software and staff training that are applicable to the Library environment.

The Library has updated our Technology Resources policy to include language regarding youth. The Library Use by Children Policy has been reviewed and updated.

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Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The Library meets all of the components on the checklist except for having specific adaptive technologies for patrons with disabilities.

We are continuing to explore adaptive equipment, software and staff training that are applicable to the Library environment.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The Library meets all of the components on the checklist except for having a communication plan that supports the Library's long range plan.

Administration will be working with the Library's Marketing Coordinator to develop an applicable Communication Plan.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The Library will be using the FY2022 grant monies for the purchase of on-line databases for our patrons.

This meets a standard identified in Chapter 12 Technology - The library provides 24/7 remote access to library services and resources through: other authenticated electronic resources that are available for direct patron use

Our patrons have access to our on-line databases 24/7 from home with their library card number, and during all hours of operation in-house. Thus providing a virtual library of information 24/7 for our patrons to access remotely as well as in-house on our public access computers.

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Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Library Name: Carol Stream Public Library **City:** Carol Stream
Control Number: 30086 **Branch Number:** 00
Fiscal Year 2020 **Exact amount of Per Capita Grant received:** \$ 49,638.75

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVDs, CDs, etc.)

Programs (summer reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

The Library used the FY2020 grant monies in the amount of \$49,638.75 for the purchase of on-line databases subscriptions for our patrons.

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.) Must be specific.

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Carol Stream Public Library
Expenses by Vendor Detail
November 2021

Date	Memo	Account	Amount
11/23/2021	Whirlpool 30" Refrigerator for Kitchenette	7406 - Other Capital Expenditures	-1,169.00
			-1,169.00
11/19/2021	Inv. #837744997778	5405 - Technical Services Supplies	-22.87
11/19/2021	Inv. #869973545593	5501 - Youth Services Programs	-14.89
11/19/2021	Inv. #534583378378	5601 - Youth Services Books	-57.00
11/19/2021	Inv. #5544456677876	5501 - Youth Services Programs	-36.87
11/19/2021	Inv. #435366937738	5409 - RBP/ILL Expenses	-64.55
11/19/2021	Inv. #456347666964	5503 - Adult/Teen Programs	-125.32
11/19/2021	Inv. #577388858958	5501 - Youth Services Programs	-28.79
11/19/2021	Inv. #844469437334	5501 - Youth Services Programs	-60.08
11/19/2021	Inv. #845694836597	5501 - Youth Services Programs	-14.68
11/19/2021	Inv. #537366994563	5501 - Youth Services Programs	-9.98
11/19/2021	Inv. #447579776968	5501 - Youth Services Programs	-43.96
11/19/2021	Inv. #536783596777	5501 - Youth Services Programs	-53.27
11/19/2021	Inv. #479543676477	5302 - Office & Equipment Supplies	-49.98
11/19/2021	Inv. #479543676477	5201 - Supplies	-26.05
11/19/2021	Inv. #465945495973	5201 - Supplies	-69.79
11/19/2021	Inv. #455467546786	5503 - Adult/Teen Programs	-278.23
11/19/2021	Inv. #455467546786	5603 - Youth Services Paperbacks	-134.89
11/19/2021	Inv. #46896586856	5201 - Supplies	-50.32
11/19/2021	Inv. #449978938397	5201 - Supplies	-44.54
11/19/2021	Inv. #659489774589	5302 - Office & Equipment Supplies	-32.99
11/19/2021	Inv. #466775584739	5509 - Library Publicity and Promotio	-66.95
11/19/2021	Inv. #487739677453	5302 - Office & Equipment Supplies	-25.58
11/19/2021	Inv. #7683386944895	5503 - Adult/Teen Programs	-61.18
11/19/2021	Inv. #886347535693	5503 - Adult/Teen Programs	-29.89
11/19/2021	Inv. #737347694377	5501 - Youth Services Programs	-163.40
11/19/2021	Inv. #756949696974	5501 - Youth Services Programs	-25.98
11/19/2021	Inv. #445868933353	5503 - Adult/Teen Programs	-172.45
11/19/2021	Inv. #445868933353	5630 - Adult Books	-55.68
11/19/2021	Inv. #843378333886	5501 - Youth Services Programs	-199.75
11/19/2021	Inv. #445696338597	5501 - Youth Services Programs	-263.87
11/19/2021	Inv. #443468879765	5501 - Youth Services Programs	-53.00
11/19/2021	Inv. #463833338778	5503 - Adult/Teen Programs	-125.00
11/19/2021	Inv. #868859678755	5501 - Youth Services Programs	-48.54
11/19/2021	Inv. #495733387437	5501 - Youth Services Programs	-5.89
11/19/2021	Inv. #567355967953	5503 - Adult/Teen Programs	-97.82
11/19/2021	Inv. #464577949555	5501 - Youth Services Programs	9.59
11/19/2021	Inv. #943869449958	5501 - Youth Services Programs	23.99
			-2,580.45
11/23/2021	Mbrship Renewal - Wilson	5106 - Membership	-150.00
			-150.00
11/23/2021	Inv. #111163591	5105 - Professional Education	-54.97
11/23/2021	Disaster Planning Book	5105 - Professional Education	-65.56
			-120.53

ABT Electronics

Total ABT Electronics
AMAZON/SYNCEB

Total AMAZON/SYNCEB
American Library Association

Total American Library Association
American Library Association - Bookstore

Total American Library Association - Bookstore

Carol Stream Public Library
Expenses by Vendor Detail
November 2021

	Date	Memo	Account	Amount
ASI Signage Innovations				
Total ASI Signage Innovations	11/09/2021	Inv. #CHIC 221034	7406 - Other Capital Expenditures	-592.00
ATA Group, LLP (Assoc McClure Insetra CPA Baker & Taylor)				
Total ATA Group, LLP (Assoc McClure Insetra CPA Baker & Taylor)	11/04/2021	Inv. #10205	5309 - Accounting Service	-1,100.00
	11/12/2021	Several invoices	5105 - Professional Education	-15.15
	11/12/2021	Several invoices	5501 - Youth Services Programs	-33.53
	11/12/2021	Several invoices	5601 - Youth Services Books	-3,485.88
	11/12/2021	Several invoices	5630 - Adult Books	-3,612.00
Total Baker & Taylor				-7,146.56
Binny's Beverage Depot				
Total Binny's Beverage Depot	11/23/2021	Return items not used from Open House	5509 - Library Publicity and Promotio	51.94
CAIRS				
Total CAIRS	11/09/2021	Inv. #49821	5315 - Other Expenditures	-310.00
Case Lots, Inc.				
Total Case Lots, Inc.	11/15/2021	Inv. #8073	5201 - Supplies	-429.40
Center Point for Large Print Books				
Total Center Point for Large Print Books	11/05/2021	Inv. #1887402	5630 - Adult Books	-141.42
Comcast (internet)				
Total Comcast (internet)	11/04/2021	11/2/21 - 12/1/21	5402 - ISP and Web page hosting	-238.40
Comcast (phone)				
Total Comcast (phone)	11/09/2021	Inv. #133967898	5308 - Business Phone	-414.03
ComEd				
Total ComEd	11/30/2021	10/15-11/15/2021-31 days	5206 - Electric-Comm Edison	-5,951.85
Complete Cleaning Co., Inc.				
Total Complete Cleaning Co., Inc.	11/04/2021	Inv. #C19058	5203 - Maintenance Contracts	-1,900.00
Crown Trophy #116				
Total Crown Trophy #116	11/16/2021	Inv. #16640	5110 - Trustee Development	-30.00
Demco				
Total Demco	11/09/2021	Inv. #7026669	5405 - Technical Services Supplies	-199.05
Dollar Tree				
Total Dollar Tree	11/09/2021	Inv. #6995331	5405 - Technical Services Supplies	-0.30
DuPage Birding Club				
Total DuPage Birding Club	11/23/2021	Dec. 2021 Craft	5503 - Adult/Teen Programs	-76.00
	11/23/2021	Monster Jubilee pgm. supplies	5501 - Youth Services Programs	-10.00
				-86.00

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Carol Stream Public Library
Expenses by Vendor Detail
November 2021

Date	Memo	Account	Amount
11/04/2021	Garden Club Mtg. - Jan. 2022	5503 · Adult/Teen Programs	-125.00
11/16/2021	Inv. #56086	5509 · Library Publicity and Promotio	-45.00
11/23/2021	Inv. #INUS0210097	5403 · Computer Software	-481.95
11/04/2021	Inv. #366970	5637 · Adult Media	-240.38
11/04/2021	Inv. #366970	5606 · Youth Services Media	-146.63
11/05/2021	Inv. #367101	5606 · Youth Services Media	-43.22
11/09/2021	Inv. #365655	5405 · Technical Services Supplies	-84.87
11/04/2021	Inv. #211562	7102 · Risk Management expense	-156.10
11/23/2021	Inv. #712981573-01	5501 · Youth Services Programs	-8.36
11/23/2021	Inv. #712981573-01	5509 · Library Publicity and Promotio	-126.82
11/23/2021	Inv. #713168916-01	5501 · Youth Services Programs	-75.56
11/04/2021	Inv. #76061138	5630 · Adult Books	-76.47
11/04/2021	Inv. #76044808	5630 · Adult Books	-84.72
11/04/2021	Inv. #76035937	5630 · Adult Books	-54.73
11/04/2021	Inv. #76036303	5630 · Adult Books	-167.94
11/04/2021	Inv. #76005964	5630 · Adult Books	-29.24
11/05/2021	Inv. #76132526	5630 · Adult Books	-139.45
11/05/2021	Inv. #76132907	5630 · Adult Books	-55.48
11/08/2021	Inv. #76138440	5630 · Adult Books	-56.23
11/12/2021	Inv. #76163233	5630 · Adult Books	-28.49
11/04/2021	Inv. #PINV2153219	5501 · Youth Services Programs	-19.90
11/05/2021	Inv. #PINV2162247	5201 · Supplies	-196.20
11/05/2021	Inv. #PINV2162247	5302 · Office & Equipment Supplies	-91.09
11/09/2021	Inv. #PINV2151273	5302 · Office & Equipment Supplies	-25.90
11/09/2021	Inv. #PINV2151273	5501 · Youth Services Programs	-302.24
11/10/2021	Inv. #PINV2164002	5302 · Office & Equipment Supplies	-56.09
11/12/2021	Inv. #PINV2165830	5502 · Summer Reading Program -- Y	-196.20
11/04/2021	AS Pearl Harbor Pgm · 12/8/21	5503 · Adult/Teen Programs	-275.00
11/30/2021	Inv. #30511784	5304 · Equipment Leasing	-1,197.69

Total DuPage Birding Club

Examiner Publications, Inc.

Total Examiner Publications, Inc.
Faronics

Total Faronics
Findaway World, LLC

Total Findaway World, LLC
Fredriksen Fire Equipment Company

Total Fredriksen Fire Equipment Company
Fun Express, LLC

Total Fun Express, LLC
Gale/Cengage Learning Inc.

Total Gale/Cengage Learning Inc.
Garvey's Office Products

Total Garvey's Office Products
Gibbons, Jim

Total Gibbons, Jim
GreatAmerica Financial Services

Total GreatAmerica Financial Services
HR Source

Carol Stream Public Library
Expenses by Vendor Detail
November 2021

Date	Memo	Account	Amount
11/23/2021	Harassment Prevention Training - Pellico	5105 - Professional Education	49.00
11/23/2021	Emergency Preparedness - 11/11/21 - Meehan	5105 - Professional Education	-150.00
			-101.00
Total HR Source			
Illinois Library Association			
11/23/2021	Inv. #206345 - Hays	5106 - Membership	-150.00
			-150.00
Total Illinois Library Association			
Impressions in Stone			
11/04/2021	Inv. #11759	7405 - Memorials	-264.42
			-264.42
Total Impressions in Stone			
Ingram Library Services			
11/04/2021	Inv. #67366732	5637 - Adult Media	-83.68
11/04/2021	Inv. #67370929	5637 - Adult Media	-101.73
11/09/2021	Inv. #67377864	5637 - Adult Media	-82.73
11/09/2021	Inv. #67377859	5637 - Adult Media	-102.68
11/09/2021	Inv. #67377855	5637 - Adult Media	-102.68
			-473.50
Total Ingram Library Services			
KAPCO			
11/09/2021	Inv. #1435537	5405 - Technical Services Supplies	-111.45
11/09/2021	Inv. #1434800	5405 - Technical Services Supplies	-95.38
			-206.83
Total KAPCO			
Library Marketing & Comm. Conf.org			
11/23/2021	Inv. #022224 - Porch	5105 - Professional Education	-130.00
			-130.00
Total Library Marketing & Comm. Conf.org			
LIMRiCC Unemployment Compensation Group			
11/01/2021	3rd Qtr. ending 9/30	7103 - Unemployment Compensation	-444.62
			-444.62
Total LIMRiCC Unemployment Compensation Group			
Lynch, Terrence & Laura			
11/04/2021	AS Pgm. - Dickens 12/9	5503 - Adult/Teen Programs	-100.00
			-100.00
Total Lynch, Terrence & Laura			
M Dance Center LLC - dba Flourish Dance			
11/04/2021	2 - Fancy Feet Pgms. - 11/1 - 12/6	5501 - Youth Services Programs	-100.00
			-100.00
Total M Dance Center LLC - dba Flourish Dance			
MailChimp			
11/23/2021	Mnthly. Sub.	5509 - Library Publicity and Promotio	-87.99
			-87.99
Total MailChimp			
Midwest Tape			
11/11/2021	Several invoices	5606 - Youth Services Media	-313.04
11/11/2021	Several invoices	5637 - Adult Media	-1,359.67
11/11/2021	Several invoices	5651 - Digital Media	-5,266.81
			-6,939.52
Total Midwest Tape			
OverDrive, Inc.			
11/09/2021	Inv. #21437765	5651 - Digital Media	-4,545.52
11/09/2021	Inv. #21440743	5651 - Digital Media	-133.30
			-4,678.82
Total OverDrive, Inc.			
Palos Heights Public Library			
11/04/2021	Pgm. Fee - Author Bohjalian	5503 - Adult/Teen Programs	-29.75
			-29.75
Total Palos Heights Public Library			
Party City			

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Carol Stream Public Library
Expenses by Vendor Detail
November 2021

	Date	Memo	Account	Amount
Total Party City Paylocity	11/23/2021	Shrink wrap	5501 · Youth Services Programs	-7.47
				-7.47
Total Paylocity Perspectives, Ltd.	11/04/2021	Inv. #109067112	5311 · Payroll Service	-355.93
	11/04/2021	Inv. #109067112	5321 · Human Resources	-328.50
	11/04/2021	Inv. #109138900	5311 · Payroll Service	-192.95
				-877.38
Total Perspectives, Ltd.	11/04/2021	Inv. #100185	5109 · Benefits, other	-1,193.40
Precision Control Systems of Chicago, Inc	11/04/2021	Inv. #42753	5203 · Maintenance Contracts	-1,319.00
	11/08/2021	Inv. #42840	5202 · Maintenance/Repair	-275.00
				-1,594.00
Total Precision Control Systems of Chicago, Inc QZZR Inc.	11/23/2021	Inv. #2489AD33-0003	5503 · Adult/Teen Programs	-200.00
				-200.00
Total QZZR Inc. RAILS	11/04/2021	Inv. #8717	5651 · Digital Media	-82.50
				-82.50
Total RAILS record automatic doors, inc.	11/04/2021	Inv. #100933	5203 · Maintenance Contracts	-398.94
				-398.94
Total record automatic doors, inc. Record Information Services, Inc.	11/30/2021	Inv. #50892	5652 · Grant/Award Expense	-719.00
				-719.00
Total Record Information Services, Inc. Santa's Village, LLC	11/05/2021	Reindeer 12/3/2021	5509 · Library Publicity and Promotio	-782.50
				-782.50
Total Santa's Village, LLC Sikich, LLP	11/04/2021	Inv. #535669	7201 · Audit Expense	-5,415.00
				-5,415.00
Total Sikich, LLP Staples	11/05/2021	Inv. #3490679268 (\$175.08 - 2.80 (Credit #34	5201 · Supplies	-172.28
	11/05/2021	Inv. #3490679268 (\$56.86 -1.40 (Credit #349	5315 · Other Expenditures	-55.46
	11/05/2021	Inv. #3491426256	5501 · Youth Services Programs	-26.98
	11/09/2021	Inv. #3492232422	5315 · Other Expenditures	-30.40
	11/09/2021	Inv. #3492232422	5201 · Supplies	-29.69
				-314.81
Total Staples Starbuck's	11/23/2021	E-gift card for NaNoWriMo prizes (4)	5503 · Adult/Teen Programs	-20.00
				-20.00
Total Starbuck's Swan (System Wide Automated Network)	11/04/2021	Inv. #9111	5403 · Computer Software	-120.00
				-120.00
Total Swan (System Wide Automated Network) Taste of Home Books	11/16/2021	Inv. #01018	5630 · Adult Books	-38.23
				-38.23
Total Taste of Home Books				

Carol Stream Public Library
Expenses by Vendor Detail
November 2021

Date	Memo	Account	Amount
11/23/2021	Mthly. Service Plan - auto-renewal	5308 - Business Phone	-22.52
			<u>-22.52</u>
11/09/2021	Inv. #139826374	5405 - Technical Services Supplies	-127.43
			<u>-127.43</u>
11/12/2021	Inv. #607236	5310 - Material Recovery Fees	-80.55
			<u>-80.55</u>
11/23/2021	Charity Dog Show ONL sponsorship - CSPL	5509 - Library Publicity and Promotio	-500.00
11/23/2021	Charity Dog Show ONL Sponsorship - Stephanie	'5509 - Library Publicity and Promotio	-500.00
11/23/2021	Charity Dog Show ONL Sponsorship - Stephanie	'5509 - Library Publicity and Promotio	500.00
			<u>-500.00</u>
Total Vet Bros Pet Education Charitable Fund			
Village of Carol Stream			
11/04/2021	Inv. #5992	8000 - Debt Repayment Expense	-234,461.01
11/09/2021	Inv. #6029	5411 - Village IT Services	-8,014.50
			<u>-242,475.51</u>
11/18/2021	From: 11/5-11/19/21	6620 - Illinois Municipal Retirement F	-16,886.89
			<u>-16,886.89</u>
11/04/2021	Bill #01800975	5207 - Water/Sewer	-935.36
			<u>-935.36</u>
11/16/2021	Inv. #ORD4-008186	5201 - Supplies	-175.87
			<u>-175.87</u>
			<u><u>-313,767.81</u></u>

Total Disbursements for November 1, 2021 through November 30, 2021

Approved by the Library Board of Trustees December 15, 2021

Date

Date

President

Secretary

TOTAL

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Deduction Listing

Check Dates: 11/05/2021 to 11/19/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021110501 - 2021111901

Pay Periods: 10/17/2021 to 11/13/2021

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-3.92
Danusiar, Amy	1181		12	-31.78
Garcia, Crystal	1191		11	-10.02
Pellico, Mary	1170		01	-11.82
Pierre, Livia M.	1208		12	-80.00
Westgate, Susan	1139		01	-16.61

Totals for REIMB -- REIMBURSEMENT

6 Employees

-154.15

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	6	-154.15
Totals			6	-154.15



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 11/16/2021 at 1:13 PM

5:14 PM

12/06/21

Accrual Basis

Carol Stream Public Library
Account QuickReport
November 2021

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5105 · Professional Education						
General Journal	11/30/2021	MI01103		Record Novembe...	-SPLIT-	80.00
Total 5105 · Professional Education						80.00
5109 · Benefits, other						
General Journal	11/30/2021	MI01103		Record Novembe...	5105 · Professional...	16.61
Total 5109 · Benefits, other						16.61
Total 5100 · Salaries						96.61
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	11/30/2021	MI01103		Record Novembe...	5105 · Professional...	13.94
Total 5305 · Mileage Reimbursement						13.94
5321 · Human Resources						
General Journal	11/30/2021	MI01103		Record Novembe...	5105 · Professional...	11.82
Total 5321 · Human Resources						11.82
Total 5300 · Business Exp.						25.76
5500 · Services						
5501 · Youth Services Programs						
General Journal	11/30/2021	MI01103		Record Novembe...	5105 · Professional...	31.78
Total 5501 · Youth Services Programs						31.78
Total 5500 · Services						31.78
TOTAL						154.15

**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
December 15, 2021**

Update of Library Pay Grade Structure

It is recommended by HR Source (our Human resources consulting firm) to adjust the current paygrade structure by an increase of 1.9%, based upon our industry, for 2022. The Library has adjusted the minimum hourly rate of Pay Grades 1 and 2 to \$12.00 to reflect the minimum wage increase to \$12.00 per hour that will be effective on January 1, 2022. The minimum wage will be increasing each year by \$1.00 per hour on January 1 through 2025 until it reaches a minimum wage of \$15.00 per hour. A copy of the Library's current and updated pay grade structure is included for comparison and review. Human Resources Manager Mary Pellico prepared an explanation page to the changes that is included in your Board packet. The article from HR Resources regarding this recommendation is also included.

Technology Resources Policy Revisions

Revisions to the Technology Resources Policy reflect a change in the minimum age for computer use from eight years to nine years (to reflect the change in the Policy on Library Use by Children and Vulnerable Adults) and a description of staff computer guidance and a few other minor word edits. The additions are highlighted in yellow and any deleted text is lined out.

Policy on Library Use by Children and Vulnerable Adults

This policy will replace the current policy 5.1.a Policy on Library Use by Children that was approved on August 19, 2013. The new policy contains much of the old policy, but has been rearranged and has increased the age that children must be accompanied by a caregiver by one year from seven years of age to eight years of age. The age of eight is still considered early childhood as designated for Early Childhood Education Certification. In addition to this change, a paragraph regarding vulnerable adults has been added. A copy of both the old and new policies are included for your review.

Per Capita Grant

The completed 2022 Per Capita Grant application is included for your review and approval. Also included is the 2020 Per Capita Grant Expenditure Report that needs to be submitted to the State Library at the same time. The Per Capita funds received by the Library are used towards the purchase of the Library's online database subscriptions.

Legislative Meet-up

The ILA (Illinois Library Association) has scheduled a virtual Legislative Meet-up for West Suburban Libraries for Monday, January 24 from 10:00-11:00 a.m. Library staff and Trustees are encouraged to register and attend this annual event that provides libraries the opportunity to hear from local legislatures their standings on the importance that public libraries play in our Democracy. The Library has an institutional membership so registration is free. Trustees and staff can register on the ILA website.

Facility Update

The patio is now closed to the public for the winter months and the furniture is stacked and stored in the gazebo. The digital outdoor sign replacement has been completed. Staff will be receiving some training on the software to operate the sign. The fiber optic project is in progress and the contractor has been out to visit our site. Installation should take place in late January/early February.

Maintenance staff has installed the Library's holiday lights along the Library's roof line and installed our light-up figures on the roof. The Brittany tree arrived on Thanksgiving weekend and was installed east of the front entrance, in front of the meeting rooms. The front entrance planters are now displaying winter greenery and accents that were installed by our landscaping service.

Assistant Director Laura Hays and I met with Wight staff, our outdoor architecture company, to view two initial concepts for re-landscaping the front of the building. As previously reported, the large tree planters are splitting and tree roots are buckling the pavers creating a safety hazard for our patrons and the area needs to be addressed. After make some of our recommended adjustments I will bring some initial drawings to the Board to review.

Village Tax Levy

The Village Board of Trustees approved the Village Tax Levy, which includes the Library's tax levy, for the 2021 tax year at their December 6th meeting. It will be submitted to the County later this month. The 2021 tax dollars that we receive in 2022 will be used during the 2022-2023 fiscal year.

Change in IMRF Rates for Employers

Starting in January 2022, the Library's employer contribution rate to the IMRF pension plan will be decreasing for the new calendar year. Our 2021 contribution rate was 14.25% and will be decreasing to 13.02%, a decrease of .86%. The Library currently pays IMRF contribution for twenty full time staff members and any part-time staff members that work more than 20 hours per week. We currently have three part-time employees that are IMRF eligible. Employees pay a contribution of 4.5% of their salary to IMRF.

Donation from Parents and Teens Together (PATT)

Local residents Yvonne and Doug Petit have donated \$250 to the Library. These funds will be used to support Teen programs and/or materials. The Petit family has generously donated to the Library annually in memory of their son Johnathan to support our efforts in providing valuable services to local teens.

December Employee Anniversaries

Marlys Smith – 12/19/11, Circulation (Ten Year Anniversary)

Kaitlyn Frye – 12/17/19, Circulation

Susan Westgate, Library Director

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Carol Stream Public Library - Monthly Librarian's Report FY 2021-2022

	November FY 20-21	November FY 21-22	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	4,753	9,440	65,589
Videos	1,022	1,605	12,441
Audio	365	484	3,552
Periodicals	99	122	829
Other	125	239	1,783
E-books	2,987	3,060	21,021
E-Audio	2,018	2,333	16,082
E-Video	447	487	3,397
Digital magazines	665	740	6,879
Museum Passes	5 / 0	9 / 1	133 / 1
ILL - Borrowed from SWAN	3,104	2,854	20,736
ILL - Borrowed from Non-SWAN	32	21	198
ILL - Loaned to SWAN	654	684	5,329
ILL - Loaned to Non-SWAN	63	79	601
Total Circulation	16,339	22,158	158,571
Total Adult	10,334	12,129	87,522
Total Teen	80	133	1,197
Total Youth	5,925	9,896	69,852
Reciprocal Borrower Loans (incl. above)	452	906	5,411
Automatic Renewals (not incl. above)	13,361	14,109	103,628
Self Check - % of Circulation	21.28%	51.49%	41.61%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	17 / 212	32 / 432	216 / 3383
Teen Number/Attendance	5 / 28	7 / 23	55 / 300
Youth - Number/Attendance	74 / 930	115 / 1253	672 / 9282
Total - Number/Attendance	96 / 1,170	154 / 1708	943 / 12965
Library Events - Number / Attendance	n/a	n/a	n/a
Outreach* - Number / Attendance	0 / 0	1 / 40	12 / 733
Facility Usage			
Library Visits (Door Count)	1,803	9,991	62,354
Curbside Pickup Transactions	1,334	221	1,827
Meeting Rooms - # of Public Bookings*	n/a	n/a	n/a
Study Rooms - # of Users*	n/a	275	1,151
Electronic Usage			
# of Database Sessions	5,169	3,958	27,391
# of Internet Sessions/Total Time	141 / 102	526 / 330	2,631 / 1,523
#iMac Sessions/Total Time	n/a	2 / 1	41 / 21
# of Library Website Visits	11,573	16,356	98,371
# Mobile App Views	3,062	3,354	23,667
# of Wireless Users	552	1,390	8,434

Reference Transactions

Adult (Includes Online Chat)	646	533	6,910
Youth	246	459	5,105
Circulation	298	204	1,914
Total Reference Transactions	1,190	1,196	13,929

Total One-on-One Tutorials			
Adult	2	4	28
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,012	18,201	
# of Non-Resident Cards	5	10	
Total Registered Users	18,017	18,211	

Resources Owned/Licensed			
Books	58,906	62,993	
Newspapers (Print only)	24	24	
Periodicals (Print only)	136	127	
Total Print Materials	59,066	63,144	
Current Subscriptions (Print Only)	160	151	
Current E-Subscriptions	3,696	4,001	
E-Books: Downloadable	59,370	64,376	
Audio Recordings	6,492	6,734	
Audio Recordings (Downloadable)	22,328	24,623	
Videos	11,151	11,176	
Other: Video Games, Puzzles, Devices	663	715	
Databases	66	67	
Total Resources Owned/Licensed	162,832	174,836	

Professional Development Hours	95.25	42.50	501.00
---------------------------------------	--------------	--------------	---------------

- *Study rooms & express computer stations available effective 6/14/21
- *Resumed Sunday hours 6/6/21
- * Seating resumed in Library 5/17/21

- * Library reopened to the public 2/1/2021
- * Library returned to Curbside only service effective 11/17/20
- * Library resumed full hours except on Sundays on 8/3/20.
- * Library reopened to the public with limited hours on 7/6/20.

- * Curbside pick-up service started 6/1/20.
- * Library closed 3/14/20 - 5/30/20 due to COVID-19.

Assistant Director's Report
November 2021

Primary Action Items - Administration

- Payroll
 - Payroll processing week of 11/1, 11/15, 11/29
 - COVID sick leave option available again and balances accurate. Available through 12/31.
- Started One on One meetings with Business Office and Technical Services staff
- Refrigerator for the Meeting Room Kitchenette delivered on 11/22.
- Carol Stream Business Registration application submitted for 2022.
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards for new/departing staff as needed.
- Update alarm codes for new/departing Team Leaders as needed.

Primary Action Items - Tech Services

- Items ordered - 619
- Items put into Circulation - 697
- Items catalogued - imported bib records & original cataloging - 76
- Item record edits/database clean-up - 539
- Bib record merges submitted to SWAN support - 20
- Conversion project items - 61
- Repair items (includes disc cleaning) - 26
- Serial record edits - 93
- Serials - Claimed Issues - 1
- No pending carts for Baker & Taylor and Midwest Tape as of 12/2.

Conversion Projects

- Romance - replacement genre label - 90% complete - Barb
- J Fiction genre stickers - complete- 54 processed - Marie
- Award winners - Barb working on Monarch and Belpre Awards.
- Peek-a-book project 50% done - Barb

Other

- Spotlight Displays - Crafts and Hobbies, Dystopia Fiction, and Youth Holidays - Marie
- Sustainable Shelves items processed - received credit for 84 items - Marie, Susan
- CollectionHQ Team - Monthly report schedule updated for 2022.

Meeting Attendance

- Weekly Director and Management Team meetings - Laura
- Monthly Allstaff, CollectionHQ Team, VOCS IT, and Board meetings - Laura
- 11/4 - Adult Services and Database statistics training with Athens - Laura
- 11/9 - DEI Cmte - Laura
- 11/30 - SWAN chat - Laura

Information technology

- There were 25 support tickets in November.
- Outdoor sign replacement parts were installed 11/29. Watchfire Ignite platform training to be scheduled.
- Comcast fiber project meeting call on 11/17 with Comcast and VOCS IT staff. Site survey complete.
- GoDaddy SSL renewal processed. We are on year 2 of 2.
- Xibo digital sign issues resolved.

Laura Hays
Assistant Library Director

Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

November 2021

Department News:

- As a group, we held our first programming meeting to explore ideas, but also to schedule out the rest of the year
- A part time AS Librarian position was posted online
- Our trial use of Gimlet a desk tracking software will be implemented next month
- Programs continue to thrive, as our binge boxes, take n makes are often sold out as soon as email announcements go out!
- Omar spent some time creating and updating the manual and training documents for our security camera system, including creating a video tutorial
- Began working on some ideas for engagement opportunities for our afterschool teens, exploring pop up style programming concepts

Outreach Activities:

- Homebound delivery – 40 registered, delivered 34, Items delivered 192
- Our current COHS student has an expected graduation date of 1/11/2022
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Our online trivia contest for December is in the works
- Teen Volunteer Club Monthly Meeting
- Monthly “Let’s talk” Facebook series continued, with a focus on the Beatles for Nov.
- Co Hosted an event with DuPage Garden Club

EDI Activities:

- Our Library’s EDI committee met and began focusing on barriers for patrons in using our services/building
- In a recent demo with Collection HQ our software we use for managing our print collection, we have become aware that our diversity score is on the higher average for libraries. Our teen collection is through the roof with a 70% score
- I (Athens) will be transitioning as the library’s manager liaison for the EDI committee

Programs & Displays:

- Our CSPL’s EDI Learning Group held a program discussing a graphic novel title “They Called Us Enemy” 11/29

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Athens Moreno Adult Services Manager

- Teen Binge Boxes
- Teen Dungeon & Dragons (11/9, 11/30)
- Meeting with National Writers Month group for Library Crawl
- Nate led online and in person Dungeon and Dragon Programs
- 150th anniversary program about the Chicago Fire
- Binge Boxes and Craft Take N Makes
- All things British Online Program
- A Grateful Veteran Online Program
- Held a write in contest for National Writers Month
- Rotating book club themes continued including Around the World with Nov focus on Korea

Meetings:

- Weekly Management Meetings continued (AM)
- Diversity, Equity and Including Meeting 11/30 (AM,VO,NW)
- Young Researchers Project (NW)
- Library All Staff Meeting 11/16
- Meeting with Belmont Village regarding digital materials (CG)
- Business Interest Group Librarians Meeting (OMK)

Resources and Collection News:

- Exploring a new African American database that focuses on the history of Black Freedom
- Discussed some planning to help shift display collections to better highlight our diversity efforts
- New Gimlet desk tracking resource was used as a trial for November
- Our Career Online High School resource nearly double it's web traffic this month vs Oct

Continued Education & Training:

- Transgender 101 Presentation
- Booklist Webinar: Debut Authors, Debut Titles
- Building African American, African, and Caribbean Collections
- Library YA Romance webinar
- R.J. Palacio author conversation webinar
- Driving Change and Antiracism
- Inclusive Leadership
- The Color of Law & Reversing Segregation
- Best Practices to Transform Your Overdrive Consortium

Youth Services Report November 2021

Program Highlights

- Leigh Anne Wilson hosted the program “It’s a Beautiful Day in the Neighborhood” during which she showed a Mr. Roger’s Neighborhood video and did related activities. As you can see from the pictures, the 13 family members that attended had a great time!
- Adriana Albers hosted a Homeschool Hangout with Livia Pierre on November 18 with 14 in attendance. They did activities around being grateful and finding out where food comes from.
- Adriana Albers proposed a Family Reading Night drawing for November 18. This is an event coordinated by the Secretary of State on November 18. We accepted pictures of families reading together, did a drawing, and sent the winner a gift card to Half Price Books. Some of the adorable pictures are included and a Facebook post made.

Patron Service and Reference

- 67 Binge Box requests were filled during November.
- Youth Staff had 459 interactions with the public during November.
- The Youth Policy Committee completed its work and proposed policy changes submitted.

Professional Development

- Youth Staff did 6.5 hours of training through online webinars.

Personnel

- Amy Danusiar’s last day was November 15.

Meeting Attendance

- 11/4 – Youth Policy Project Meetings – Amy Teske, Amy Danusiar, Adriana Albers
- 11/7, 11 – Birth to 5 Planning Meetings – Amy Teske
- 11/4, 11, 18 – Management Team Meeting – Amy Teske
- 11/2 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 11/9 – DEI Committee – Livia Pierre, Aneesa Iqbal
- 11/16 – All Staff
- 11/17 – Board Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



It's a Beautiful Day in the Neighborhood



Family Reading Night Pictures



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November 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 7,267 Checkouts and renewals
- 221 Curbside deliveries
- 66 new resident account registrations
- 1 new Special account registrations
- 20 Digital accounts checked against the database
- 15,522 Check ins
- 14,500 items shelved
- 3,552 hold requests made available

Patron Purge

- 356 CSPL accounts purged from the database. Includes accounts with:
 - last activity date of 10/2011 and 11/2011
 - bad addresses from the 2018 NCOA data match

Jeri participated in:

- Management Team meetings on November 4,11,18
- SWAN Circulation Advisory Committee meeting
- SWAN Fireside Chat held November 30th

In addition:

- Jeri was elected to a second term on the SWAN Circulation Advisory Committee.
- Jeri worked with Susan and the Management Team to update documents and the Intranet page for Team Leaders. Training on the changes is scheduled for December.

Submitted by Jeri L. Cain

12/12/2021

Human Resources
Monthly Report
Dec 2021

Administration

- Coordinated staff benefit changes for 3 payrolls during the month of November.
- Prepared 1-2022 Pay Grade Structure which provides a salary minimum midpoint and maximum for Library positions. This structure assists with setting salaries for new hires and providing suitable merit increases.
- Working with Allison to update Career Page with more relevant information.

Benefits

- Coordinated NCPERS life insurance and Flexible Spending open enrollment for January 1. Three staff re-enrolled in flex spending and no new members for NCPERS life insurance.
- Attended a meeting with the Village to discuss the Library's role in using Benefitsolvers.

COVID-19

- Shared guidance for employees who are vaccinated and have been exposed to COVID.
- Administration decided to not renew Emergency Paid Sick Leave policy for the new year.

Staffing & Onboarding

- Nicola Ficarella from the Ability program is participating in an internship providing cleaning assistance on the Library floor.
- Created posting with input from Managers for Youth Services Assistant Manager, Circulation Coordinator, Adult Services Librarian part-time and posted on our Career Page, RAILS, Social Media and Facebook, Village of Carol Stream.
- Prepared questions and started phone interviews with candidates for various positions.
- Conducted exit interview and processed separation paperwork for Anjali Rentfleish, Circulation whose last day was November 27.
- Conducted exit interview and processed separation paperwork for Livia Pierre whose last day is December 17.

Training

- Attended Monthly HR Source Roundtable.
- Members of the Emergency Prepared Committee have attended Webinars and done research on the topic.

Regards,
Mary Pellico

Marketing Report

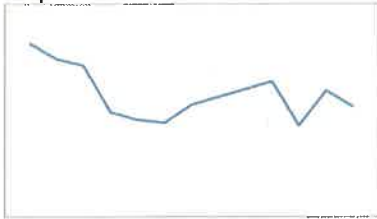

November 2021

Activities

- Promotions resulted in 204 event registrations
- Produced a digital newsletter for November events
- Coordinated staff outreach at Village Tree Lighting event
- Published social media content for Native American Heritage Month
- Trained four staff members on using the digital display software
- Coordinated with Adult Services to purchase new Spotlight signs
- Coordinated with Human Resources Manager to update Jobs page on website
- Coordinated with Circulation Manager to write letters to cardholders
- Coordinated with Youth Services on a gift card drawing to celebrate Family Reading Night
- Worked with Adult and Youth Managers to coordinate dates to restart publishing the print newsletter (on hiatus due to pandemic)
- Professional development:
 - Telling Your Library’s Story: 6 hours
 - Harm and Healing in the Library: 1 hour
 - Disability Justice in Libraries: 1 hour
 - Living the Live - Livestreaming: 1 hour

Statistics:

Facebook

2,660 followers	Total impressions: 31,257	Total engagements: 2,391
Last 12 months:	Impressions 	Engagement 

Impressions: the number of times each post was seen by anybody

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

Top three posts from November:

	<p>We think this particular charm would actually work:</p>	
<p>People reached: 1086 Engagements: 168</p>	<p>People reached: 1037 Engagements: 149</p>	<p>People reached: 947 Engagements: 194</p>

Twitter

<p>Followers: 1,410</p>	<p>Total impressions: 9,765</p>	<p>Total engagement: 10,645</p>
<p>Last 12 months:</p>	<p>Impressions:</p>	<p>Engagement:</p>

Top tweets from November:

- Carol Stream Public Library** @CarolStreamPL · Nov 16

For #hiSalibrarian there are too many to choose. But we will high 5 some of our neighboring area libraries. @GlenEilynPL @gailbrdnlibrary @hlslelibrary @WheatonPL @WCPLD @oswegopld @schaumlib @NUL_PresCons

And two far away: @library_dallas @cojeffcolibrary pic.twitter.com/JqHcCSPqzh

735 58 7.9%
- Carol Stream Public Library** @CarolStreamPL · Nov 29

Thank you @alachualibrary. We are thankful for many things here at the library, but one of them is definitely our fellow libraries.

We highly encourage anyone travelling domestically or internationally to consider visiting any area libraries as part of your trip. #thankful twitter.com/alachualibrary...

547 8 1.5%
- Carol Stream Public Library** @CarolStreamPL · Nov 11

Friendly reminder for Kenobi fans that both us and any library we follow on Twitter would give Obi-Wan a better library experience than Jocasta Nu at the Jedi Archives. 😊 #ObiWanKenobi #StarWars pic.twitter.com/qUjXTdiXQU

505 22 4.4%

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Promotional Emails

November 3	Hot And Fresh: Binge BAKES Boxes Are Here!	Open rate: 25.8%	Click rate: 2.6%
November 10	Read Together & Win A Gift Card	Open rate: 25.1%	Click rate: 0.6%
November 17	Your December Newsletter Is Here	Open rate: 25.4%	Click rate: 3.6%
November 23	We're Hiring: Join Our Team!	Open rate: 29%	click rate: 4.4%



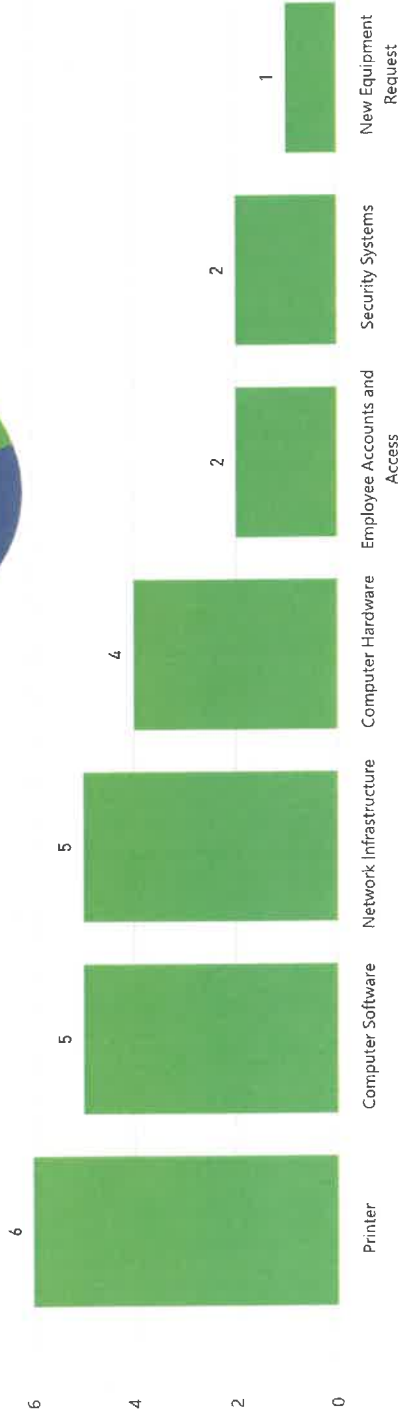
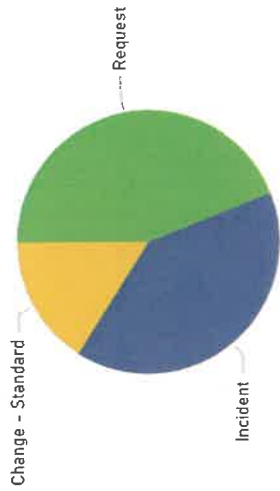
Monthly Report of IT Service

Report Range 11/1/2021 11/30/2021

Support Tickets 25

Information Technology Closed Support Tickets by Category

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



Request Type	Count
Change - Standard	4
Incident	10
Request	11
Total	25

CategoryName	Count
Computer Hardware	4
Computer Software	5
Employee Accounts and Access	2
Network Infrastructure	5
New Equipment Request	1
Printer	6
Security Systems	2
Total	25

Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer 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.

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ILLINOIS LIBRARY ASSOCIATION Because Libraries Matter
Legislative Meet-ups



2022 Legislative Meet-Ups

This series of six legislative events provides an opportunity to meet with your legislators and hear their thoughts firsthand about issues affecting libraries in your area. All elected officials on the state and federal level are invited. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Our legislative events will look a little different this year as they will all be held virtually through Zoom. We'll miss the interactive give-and-take that gathering over a meal allows in this webinar format, but there will still be opportunities for Q&A. What won't change is our commitment to advocating for Illinois libraries!

Advance registration is required, and **events will not be recorded** (primarily due to the rapid pace of legislative developments and content may change), so don't wait! If you have questions regarding registration or you're not sure which Meet-up covers your library and legislative district, contact the ILA office at ila@ila.org.

This year's Virtual Meet-ups will be free for ILA members, including staff and trustees from ILA institutional member libraries. For non-members who wish to attend, registration will be \$15.

Legislative Issues

Monday, January 24, 2022
West Suburban & Chicago
Library Legislative Zoom
Meet-up
10:00-11:00 a.m.
[Register for this event](#)

Friday, January 28, 2022
Central Illinois Library Legislative
Zoom Meet-up
8:00 a.m.-9:00 a.m.
[Register for this event](#)
Central Illinois Legislators

EVENTS

[Calendar](#)

[Statement of
Appropriate
Conduct](#)

[ILA Noon Network](#)

**Legislative Meet-
ups**

[Annual Conference](#)

[Spark: Open
Pathways -
Exploring the
Intersections of
Diversity Equity and
Inclusion and Open
Educational
Resources](#)

[Illinois Youth
Services Institute](#)

[Webinar Archive](#)