

1

**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: January 19, 2022**  
**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. RECOGNITION OF STAFF 2021 EMPLOYMENT ANNIVERSARIES

Jessica Elder	5 years
Omar Kushad	10 years
Cheryl Walek	10 years
Carol Hayes	10 years
Marlys Smith	10 Years
John Steadman	15 years
Ron Anderson	15 years
Renee Walther	25 years

6. ADOPTION OF THE CONSENT AGENDA

7. APPROVAL OF MINUTES

7.1 Minutes of the Regular Board Meeting of December 15, 2021

8. MONTHLY REPORTS OF THE TREASURER

8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2021

9. COMMITTEE REPORTS

9.1 Human Resources Committee-Committee Chair

10. NEW BUSINESS

10.1 Recommendation, Re: Approval of Staff Increases for FY22/23

10.2 Recommendation, Re: Approval of Staff Compensation Adjustments

10.3 Recommendation, Re: Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for 8/19/13, 10/16/13, 12/16/15, 6/15/16, 7/20/16, 5/24/17, 6/21/17, 9/20/17, 12/20/17, 6/20/18, 8/15/18, 12/19/18, 5/15/19, 6/19/19, 10/16/19 and 12/18/19

10.4 Discussion: Discussion of Trustee Vacancy

11. DISBURSEMENTS

11.1 Approval of Disbursements of December 1-31, 2021 plus the Addendum for the Meeting of January 19, 2022

12. REPORT OF THE LIBRARY DIRECTOR

13. MONTHLY STAFF REPORTS

14. UNFINISHED BUSINESS

None

15. BOARD DEVELOPMENT

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

16. BOARD MEMBER REPORTS

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

17.1 Recommendation, Re: Approval of the Executive Session Minutes of July 21, 2021, September 15, 2021 and October 28, 2021

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

18. ADJOURN

Next Resolution: #297

\_\_\_\_\_  
Mansi Patel, Secretary  
Board of Library Trustees



4

2021

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

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

Nays ..... 0

Absent..... None

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

Re: Approval of Carol Stream Public Library Pay Grade Structure Update, effective January 1, 2022

Background information:

It was recommended by HR Source (the Library’s Human Resources consulting firm) to adjust the current paygrade structure by an increase of 1.9%, based upon the library 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 was included for comparison and review in the Board packet as well as an article from HR Source outlining the adjustment recommendation.

Recommendation, Re: Approval of Technology Resources Policy Revisions

Background information:

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.

Recommendation, Re: Approval of Policy on Library Use by Children and Vulnerable Adults

Background information:

This policy replaces 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 reorganized 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 to the policy.

Recommendation, Re: Approval of 2022 Per Capita Grant Application

Background information:

At the November 2021 Board meeting, the Trustees reviewed the requirements of the 2022 Per Capita Grant. The Per Capita Grant funds received by the Library are used towards the purchase of the Library’s online database subscriptions. The deadline for submission to the Illinois State Library is January 15, 2022.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1-30, 2021 plus the Addendum for the meeting of December 15, 2021 in the amount of \$133,113.73.

6. REPORT OF THE LIBRARY DIRECTOR

President Lynch stated that it was nice that the Library provided reindeer for the Village Tree Lighting event on Dec. 2. It was a very nice event for the community and good partnership of the Village organizations. The Library had a nice presence with a craft ornament table and several staff and Trustees in attendance. Trustee Larimer inquired if the Library was experiencing any difficulties with the Library's face mask requirements. Director Westgate stated that patrons were cooperative and compliant. She shared that the Library provides complimentary face masks to those that do not have a mask or their mask is ill-fitting.

7. MONTHLY STAFF REPORTS

Trustee Olson inquired about the Gimlet online product that is being utilized by Adult Services. Adult Services Manager Athens Moreno shared that it is an online statistical portal tool used by the staff when working the service desk. It is utilized to track trends in reference questions and traffic throughout the day. This information can be analyzed to assist with desk staffing, collection development and programming decisions. Other departments are also considering implementing it for their informational and data gathering needs.

8. UNFINISHED BUSINESS-None

9. BOARD DEVELOPMENT-Illinois Library Association Virtual Library Legislative Meet-Up-West Suburban, January 24, 2022

10. BOARD MEMBER REPORTS-None

11. ADJOURN

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

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

Nays ..... 0

Absent..... None

Meeting adjourned at 7:15 p.m.

January 19, 2022

Date approved

\_\_\_\_\_  
Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library  
Treasurer's Report  
Month Ending December 31, 2021**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,659,540.21	\$ (312,954.22)	\$ 3,346,585.99
Working Cash	50,892.04	6.41	50,898.45
FICA	155,598.71	(14,535.31)	141,063.40
IMRF	113,589.20	407.53	113,996.73
Liability Insurance	9,983.42	79.28	10,062.70
Audit	6,778.85	43.21	6,822.06
Capital Maintenance & Repair	1,543,430.24	(8,016.35)	1,535,413.89
Building Renovation Loan	<u>2,541.74</u>	<u>924.22</u>	<u>3,465.96</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 5,542,354.41</u>	<u>\$ (334,045.23)</u>	<u>\$ 5,208,309.18</u>

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

\_\_\_\_\_  
Justin Lynch, Board President 12/31/21

\_\_\_\_\_  
Nancy Olson, Board Treasurer 12/31/21

\_\_\_\_\_  
Susan Westgate, Library Director 12/31/21

**Carol Stream Public Library  
Treasurer's Report  
Month Ending December 31, 2021**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
WEST SUBURBAN BANK	CHECKING	\$ 252,573.24
WEST SUBURBAN BANK	PAYROLL	86,449.85
WEST SUBURBAN BANK-MONEY MARKET	INVESTMENT	1,853,148.73
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,015,142.52
PROPAY	ELECTRONIC	224.84
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,208,309.18</u>

8

**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**DECEMBER 31, 2021**



TABLE OF CONTENTS

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

Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of December 31, 2021 and November 30, 2021, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date December 31, 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*

January 6, 2022

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

	Dec 31, 21	Nov 30, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10-1000 · Library Fund Cash			
10-1006 · WSB General Checking	252,573.24	275,839.71	-23,266.47
10-1008 · WSB Payroll Account	86,449.85	151,684.12	-65,234.27
10-1014 · Illinois Funds-Prime	3,015,142.52	3,014,998.34	144.18
10-1024 · WSB Money Market Acct	1,853,148.73	2,104,240.28	-251,091.55
10-1025 · ProPay	224.84	787.67	-562.83
10-1026 · Cash Bank	770.00	770.00	0.00
10-1090 · Allocated Cash-General Fund	-1,861,723.19	-1,882,814.20	21,091.01
<b>Total 10-1000 · Library Fund Cash</b>	<b>3,346,585.99</b>	<b>3,665,505.92</b>	<b>-318,919.93</b>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	50,898.45	50,892.04	6.41
30-1190 · Allocated Cash-FICA Fund	141,063.40	155,598.71	-14,535.31
40-1090 · Allocated Cash-IMRF Fund	113,996.73	113,589.20	407.53
50-1090 · Allocated Cash-Liability Fund	10,062.70	9,983.42	79.28
60-1090 · Allocated Cash-Audit Fund	6,822.06	6,778.85	43.21
70-1090 · Allocated Cash-Capital R&M Fund	1,535,413.89	1,543,430.24	-8,016.35
80-1090 · Allocated Cash-Debt Service	3,465.96	2,541.74	924.22
<b>Total 1190 · Allocated Cash-Fund Balances</b>	<b>1,861,723.19</b>	<b>1,882,814.20</b>	<b>-21,091.01</b>
<b>Total Checking/Savings</b>	<b>5,208,309.18</b>	<b>5,548,320.12</b>	<b>-340,010.94</b>
<b>Total Current Assets</b>	<b>5,208,309.18</b>	<b>5,548,320.12</b>	<b>-340,010.94</b>
<b>TOTAL ASSETS</b>	<b><u>5,208,309.18</u></b>	<b><u>5,548,320.12</u></b>	<b><u>-340,010.94</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2050 · PNC Credit Card	0.00	3,385.26	-3,385.26
2060 · Amazon	0.00	2,580.45	-2,580.45
<b>Total Credit Cards</b>	<b>0.00</b>	<b>5,965.71</b>	<b>-5,965.71</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>5,965.71</b>	<b>-5,965.71</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>5,965.71</b>	<b>-5,965.71</b>
<b>Equity</b>			
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
<b>Total 2900 · Beginning Fund Balances</b>	<b>3,909,407.44</b>	<b>3,909,407.44</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,298,901.74</b>	<b>1,632,946.97</b>	<b>-334,045.23</b>
<b>Total Equity</b>	<b>5,208,309.18</b>	<b>5,542,354.41</b>	<b>-334,045.23</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,208,309.18</u></b>	<b><u>5,548,320.12</u></b>	<b><u>-340,010.94</u></b>

12

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

	Dec 21	May - Dec 21	Annual Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3000 · Property Taxes</b>				
3001 · Property Tax Current	14,229.91	3,710,356.05	3,664,461.00	101.25%
3002 · Property Taxes Non-Current	199.58	261.16	5,000.00	5.22%
3000 · Property Taxes - Other	0.00	0.00	10,000.00	0.0%
<b>Total 3000 · Property Taxes</b>	<b>14,429.49</b>	<b>3,710,617.21</b>	<b>3,679,461.00</b>	<b>100.85%</b>
<b>3100 · PPR Taxes</b>	16,444.79	52,612.40	44,000.00	119.57%
<b>3200 · Interest Income</b>				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	502.73	4,081.42	15,100.00	27.03%
<b>Total 3200 · Interest Income</b>	<b>502.73</b>	<b>4,081.42</b>	<b>16,100.00</b>	<b>25.35%</b>
<b>3300 · Patron Payments</b>				
3301 · Fines & Fees	178.76	3,684.98	10,000.00	36.85%
3302 · Public Copy Payments	394.14	3,612.88	12,000.00	30.11%
3303 · Non-Resident Card Fees	0.00	629.52	2,000.00	31.48%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
<b>Total 3300 · Patron Payments</b>	<b>572.90</b>	<b>7,927.38</b>	<b>25,000.00</b>	<b>31.71%</b>
<b>3400 · Donations</b>	270.00	3,830.00	5,000.00	76.6%
<b>3500 · Developer Contributions</b>	0.00	0.00	1,000.00	0.0%
<b>3600 · RBP/ILL Reimbursements</b>	0.00	40.18	1,000.00	4.02%
<b>3700 · Grants</b>				
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%
<b>Total 3700 · Grants</b>	<b>0.00</b>	<b>60,573.73</b>	<b>54,650.00</b>	<b>110.84%</b>
<b>3800 · Other Income</b>	43.25	1,033.54	5,000.00	20.67%
<b>Total Income</b>	<b>32,263.16</b>	<b>3,840,715.86</b>	<b>3,831,211.00</b>	<b>100.25%</b>
<b>Gross Profit</b>	<b>32,263.16</b>	<b>3,840,715.86</b>	<b>3,831,211.00</b>	<b>100.25%</b>
<b>Expense</b>				
<b>5100 · Salaries</b>				
5101 · Exempt Staff Salaries	64,821.75	392,071.80	603,000.00	65.02%
5102 · Non-Exempt Staff Salaries	132,259.26	752,530.71	1,279,300.00	58.82%
5103 · Custodial Salaries	8,881.63	48,513.93	78,000.00	62.2%
5105 · Professional Education	1,105.00	3,848.42	15,000.00	25.66%
5106 · Membership	15.00	1,985.00	4,000.00	49.63%
5107 · Life Insurance	342.35	1,293.78	2,000.00	64.69%
5108 · Health Insurance	36,106.47	133,212.01	250,000.00	53.29%
5109 · Benefits, other	243.04	2,028.27	2,000.00	101.41%
5110 · Trustee Development	0.00	133.50	3,000.00	4.45%
<b>Total 5100 · Salaries</b>	<b>243,774.50</b>	<b>1,335,617.42</b>	<b>2,236,300.00</b>	<b>59.72%</b>
<b>5200 · Plant Maint.</b>				
5201 · Supplies	587.82	7,311.83	20,000.00	36.56%
5202 · Maintenance/Repair	166.67	2,720.61	10,000.00	27.21%
5203 · Maintenance Contracts	3,534.00	28,628.94	42,000.00	68.16%
5204 · Landscape Maintenance/Snow Remo	1,798.00	7,045.28	15,000.00	46.97%
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**

	Dec 21	May - Dec 21	Annual Budget	% of Budget
5206 · Electric-Comm Edison	12,723.76	22,008.76	45,000.00	48.91%
5207 · Water/Sewer	751.23	4,499.58	10,000.00	45.0%
5208 · Insurance (Property)	0.00	10,273.00	11,000.00	93.39%
<b>Total 5200 · Plant Maint.</b>	<b>19,561.48</b>	<b>86,317.00</b>	<b>163,000.00</b>	<b>52.96%</b>
<b>5300 · Business Exp.</b>				
5301 · Postage	0.00	72.21	6,000.00	1.2%
5302 · Office & Equipment Supplies	571.20	3,918.20	7,000.00	55.97%
5303 · Printing	164.21	232.88	4,000.00	5.82%
5304 · Equipment Leasing	2,395.38	11,512.71	17,000.00	67.72%
5305 · Mileage Reimbursement	56.06	200.13	2,000.00	10.01%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	414.03	5,770.89	12,000.00	48.09%
5309 · Accounting Service	1,100.00	6,600.00	15,000.00	44.0%
5310 · Material Recovery Fees	0.00	644.40	1,000.00	64.44%
5311 · Payroll Service	927.37	4,630.74	7,500.00	61.74%
5312 · Attorney Fees	330.00	1,650.00	8,000.00	20.63%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	108.03	2,748.87	7,000.00	39.27%
5317 · Bank & Credit Card Fees	0.00	101.27	100.00	101.27%
5319 · Security Service	3,375.40	6,461.48	21,000.00	30.77%
5321 · Human Resources	328.50	6,595.78	10,000.00	65.96%
<b>Total 5300 · Business Exp.</b>	<b>9,770.18</b>	<b>58,895.01</b>	<b>126,200.00</b>	<b>46.67%</b>
<b>5400 · Automat. &amp; Dept. Oper.</b>				
5401 · Automation Hardware	1,985.64	4,862.21	10,000.00	48.62%
5402 · ISP and Web page hosting	238.40	5,476.72	16,500.00	33.19%
5403 · Computer Software	348.00	5,685.59	18,000.00	31.59%
5404 · Tech Support & Repair	0.00	13,463.22	15,000.00	89.76%
5405 · Technical Services Supplies	0.00	2,607.91	5,000.00	52.16%
5406 · Circulation Supplies	224.29	1,638.18	6,000.00	27.3%
5408 · Tech Serv Online Resources	0.00	0.00	16,500.00	0.0%
5409 · RBP/ILL Expenses	0.00	75.94	500.00	15.19%
5410 · SWAN Consortium	0.00	23,083.00	47,000.00	49.11%
5411 · Village IT Services	8,399.33	64,715.33	98,000.00	66.04%
<b>Total 5400 · Automat. &amp; Dept. Oper.</b>	<b>11,195.66</b>	<b>121,608.10</b>	<b>232,500.00</b>	<b>52.31%</b>
<b>5500 · Services</b>				
5501 · Youth Services Programs	922.67	21,002.22	32,000.00	65.63%
5502 · Summer Reading Program -- Youth	0.00	196.20		
5503 · Adult/Teen Programs	707.84	9,029.40	29,000.00	31.14%
5505 · Library Newsletter	0.00	0.00	47,000.00	0.0%
5509 · Library Publicity and Promotion	93.90	9,268.64	20,000.00	46.34%
5510 · Reference Services Expenses	0.00	6.99		
<b>Total 5500 · Services</b>	<b>1,724.41</b>	<b>39,503.45</b>	<b>128,000.00</b>	<b>30.86%</b>
<b>5600 · Collection</b>				
5601 · Youth Services Books	3,773.51	23,457.63	50,000.00	46.92%
5603 · Youth Services Paperbacks	0.00	134.89		
5606 · Youth Services Media	672.35	7,874.60	25,000.00	31.5%

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

	Dec 21	May - Dec 21	Annual Budget	% of Budget
5630 · Adult Books	3,671.75	33,982.07	75,000.00	45.31%
5634 · Online Resources	357.83	357.83	45,000.00	0.8%
5635 · Magazines & Newspapers	-41.65	10,247.50	11,000.00	93.16%
5637 · Adult Media	2,202.30	13,447.84	50,000.00	26.9%
5651 · Digital Media	5,634.20	60,102.68	100,000.00	60.1%
5652 · Grant/Award Expense	16,539.35	49,819.73	49,650.00	100.34%
<b>Total 5600 · Collection</b>	<b>32,809.64</b>	<b>199,424.77</b>	<b>405,650.00</b>	<b>49.16%</b>
6600 · Payroll Expenses				
6610 · FICA Expense	15,044.03	92,608.33	150,000.00	61.74%
6620 · Illinois Municipal Retirement F	24,206.21	146,460.42	220,000.00	66.57%
<b>Total 6600 · Payroll Expenses</b>	<b>39,250.24</b>	<b>239,068.75</b>	<b>370,000.00</b>	<b>64.61%</b>
7101 · Liability Insurance	0.00	18,664.00	19,000.00	98.23%
7102 · Risk Management expense	0.00	1,496.70	3,000.00	49.89%
7103 · Unemployment Compensation Insur	0.00	1,118.18	5,000.00	22.36%
7201 · Audit Expense	0.00	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	0.00	264.42	2,000.00	13.22%
7406 · Other Capital Expenditures	0.00	20,631.84	50,000.00	41.26%
<b>Total 7400 · Capital Expenditures</b>	<b>0.00</b>	<b>65,058.82</b>	<b>249,000.00</b>	<b>26.13%</b>
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	8,222.28	28,731.91	30,000.00	95.77%
<b>Total 7500 · Special Capital Projects</b>	<b>8,222.28</b>	<b>28,731.91</b>	<b>55,000.00</b>	<b>52.24%</b>
<b>Total Expense</b>	<b>366,308.39</b>	<b>2,207,353.11</b>	<b>4,005,650.00</b>	<b>55.11%</b>
<b>Net Ordinary Income</b>	<b>-334,045.23</b>	<b>1,633,362.75</b>	<b>-174,439.00</b>	<b>-936.35%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8002 · Interfund Transfers Out	0.00	0.00	-100.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
8000 · Debt Repayment Expense	0.00	334,461.01	234,461.00	142.65%
<b>Total Other Expense</b>	<b>0.00</b>	<b>334,461.01</b>	<b>234,461.00</b>	<b>142.65%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-334,461.01</b>	<b>-234,561.00</b>	<b>142.59%</b>
<b>Net Income</b>	<b>-334,045.23</b>	<b>1,298,901.74</b>	<b>-409,000.00</b>	<b>-317.58%</b>

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Dec 21	May - Dec 21	Dec 21	May - Dec 21	Dec 21	May - Dec 21
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
3000 · Property Taxes	12,312.65	3,166,554.36	0.00	0.00	495.31	127,160.53
3100 · PPR Taxes	16,444.79	52,612.40	0.00	0.00	0.00	0.00
3200 · Interest Income	250.86	2,036.54	6.41	52.04	13.41	108.88
3300 · Patron Payments	572.90	7,927.38	0.00	0.00	0.00	0.00
3400 · Donations	270.00	3,830.00	0.00	0.00	0.00	0.00
3600 · RBP/LL 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	43.25	1,033.54	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>29,894.45</b>	<b>3,294,608.13</b>	<b>6.41</b>	<b>52.04</b>	<b>508.72</b>	<b>127,269.41</b>
<b>Gross Profit</b>	<b>29,894.45</b>	<b>3,294,608.13</b>	<b>6.41</b>	<b>52.04</b>	<b>508.72</b>	<b>127,269.41</b>
<b>Expense</b>						
5100 · Salaries	243,774.50	1,335,617.42	0.00	0.00	0.00	0.00
5200 · Plant Maint.	19,561.48	86,317.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	9,770.18	58,895.01	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	11,195.66	121,608.10	0.00	0.00	0.00	0.00
5500 · Services	1,724.41	39,503.45	0.00	0.00	0.00	0.00
5600 · Collection	32,809.64	199,424.77	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	24,012.80	24,012.80	0.00	0.00	15,044.03	92,608.33
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
<b>Total Expense</b>	<b>342,848.67</b>	<b>1,665,378.55</b>	<b>0.00</b>	<b>0.00</b>	<b>15,044.03</b>	<b>92,608.33</b>
<b>Net Ordinary Income</b>	<b>-312,954.22</b>	<b>1,429,229.58</b>	<b>6.41</b>	<b>52.04</b>	<b>-14,535.31</b>	<b>34,661.08</b>

Exhibit C See Accountant's Compilation Report

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

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	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Dec 21	May - Dec 21	Dec 21	May - Dec 21	Dec 21	May - Dec 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-312,954.22</b>	<b>1,429,229.58</b>	<b>6.41</b>	<b>52.04</b>	<b>-14,535.31</b>	<b>34,661.08</b>



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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Dec 21	May - Dec 21	Dec 21	May - Dec 21	Dec 21	May - Dec 21
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
3000 · Property Taxes	590.25	151,509.99	77.89	20,289.94	42.22	10,822.79
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	10.69	86.82	1.39	11.31	0.99	8.03
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/LL 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
<b>Total Income</b>	<b>600.94</b>	<b>151,596.81</b>	<b>79.28</b>	<b>20,301.25</b>	<b>43.21</b>	<b>10,830.82</b>
<b>Gross Profit</b>	<b>600.94</b>	<b>151,596.81</b>	<b>79.28</b>	<b>20,301.25</b>	<b>43.21</b>	<b>10,830.82</b>
<b>Expense</b>						
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	193.41	122,447.62	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	0.00	1,496.70	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	1,118.18	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	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
<b>Total Expense</b>	<b>193.41</b>	<b>122,447.62</b>	<b>0.00</b>	<b>21,278.88</b>	<b>0.00</b>	<b>11,849.00</b>
<b>Net Ordinary Income</b>	<b>407.53</b>	<b>29,149.19</b>	<b>79.28</b>	<b>-977.63</b>	<b>43.21</b>	<b>-1,018.18</b>

Exhibit C See Accountant's Compilation Report

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

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	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Dec 21	May - Dec 21	Dec 21	May - Dec 21	Dec 21	May - Dec 21
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
8000 - Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Other Income</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>407.53</b>	<b>29,149.19</b>	<b>79.28</b>	<b>-977.63</b>	<b>43.21</b>	<b>-1,018.18</b>

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Dec 21	May - Dec 21	Dec 21	May - Dec 21	Dec 21	May - Dec 21
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
3000 · Property Taxes	0.00	0.00	911.17	234,279.60	14,429.49	3,710,617.21
3100 · PPR Taxes	0.00	0.00	0.00	0.00	16,444.79	52,612.40
3200 · Interest Income	205.93	1,671.85	13.05	105.95	502.73	4,081.42
3300 · Patron Payments	0.00	0.00	0.00	0.00	572.90	7,927.38
3400 · Donations	0.00	0.00	0.00	0.00	270.00	3,830.00
3600 · RBP/LL 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	43.25	1,033.54
<b>Total Income</b>	<b>205.93</b>	<b>1,671.85</b>	<b>924.22</b>	<b>234,385.55</b>	<b>32,263.16</b>	<b>3,840,715.86</b>
<b>Gross Profit</b>	<b>205.93</b>	<b>1,671.85</b>	<b>924.22</b>	<b>234,385.55</b>	<b>32,263.16</b>	<b>3,840,715.86</b>
<b>Expense</b>						
5100 · Salaries	0.00	0.00	0.00	0.00	243,774.50	1,335,617.42
5200 · Plant Maint.	0.00	0.00	0.00	0.00	19,561.48	86,317.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	9,770.18	58,895.01
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	11,195.66	121,608.10
5500 · Services	0.00	0.00	0.00	0.00	1,724.41	39,503.45
5600 · Collection	0.00	0.00	0.00	0.00	32,809.64	199,424.77
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	39,250.24	239,068.75
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	0.00	1,496.70
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	1,118.18
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,849.00
7400 · Capital Expenditures	0.00	65,058.82	0.00	0.00	0.00	65,058.82
7500 · Special Capital Projects	8,222.28	28,731.91	0.00	0.00	8,222.28	28,731.91
<b>Total Expense</b>	<b>8,222.28</b>	<b>93,790.73</b>	<b>0.00</b>	<b>0.00</b>	<b>366,308.39</b>	<b>2,207,353.11</b>
<b>Net Ordinary Income</b>	<b>-8,016.35</b>	<b>-92,118.88</b>	<b>924.22</b>	<b>234,385.55</b>	<b>-334,045.23</b>	<b>1,633,362.75</b>

Exhibit C See Accountant's Compilation Report

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

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	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Dec 21	May - Dec 21	Dec 21	May - Dec 21	Dec 21	May - Dec 21
Other Income/Expense						
Other Expense						
8000 - Debt Repayment Expense	0.00	0.00	0.00	334,461.01	0.00	334,461.01
Total Other Expense	0.00	0.00	0.00	334,461.01	0.00	334,461.01
Net Other Income	0.00	0.00	0.00	-334,461.01	0.00	-334,461.01
Net Income	<b>-8,016.35</b>	<b>-92,118.88</b>	<b>924.22</b>	<b>-100,075.46</b>	<b>-334,045.23</b>	<b>1,298,901.74</b>

**Carol Stream Public Library  
Expenses by Vendor Detail**

December 2021

Date	Num	Memo	Account	Amount
12/07/2021		Inv. #12038778	5319 · Security Service	-1,735.92
12/13/2021		Inv. #12053098	5319 · Security Service	-1,639.48
				<u>-3,375.40</u>
12/15/2021		Inv. #477448993658	5501 · Youth Services Programs	-105.47
12/15/2021		Inv. #459995496557	5501 · Youth Services Programs	-43.96
12/15/2021		Inv. #437599467396	5501 · Youth Services Programs	-7.98
12/15/2021		Inv. #957835783855	5501 · Youth Services Programs	-32.69
12/15/2021		Inv. #999696448835	5501 · Youth Services Programs	-21.98
12/15/2021		Inv. #949593967547	5503 · Adult/Teen Programs	-51.59
12/15/2021		Inv. #638556943588	5501 · Youth Services Programs	-18.49
12/15/2021		Inv. #543836946863	5501 · Youth Services Programs	-69.00
12/15/2021		Inv. #689898738736	5501 · Youth Services Programs	-22.88
12/15/2021		Inv. #665864374538	5501 · Youth Services Programs	-42.96
12/15/2021		Inv. #654846456787	5501 · Youth Services Programs	-59.96
12/15/2021		Inv. #875735398545	5501 · Youth Services Programs	-88.91
12/15/2021		Inv. #997659393656	5501 · Youth Services Programs	-49.98
12/15/2021		Inv. #436497386568	5630 · Adult Books	-53.79
12/15/2021		Inv. #473555873695	5630 · Adult Books	-68.52
12/15/2021		Inv. #775833583656	5501 · Youth Services Programs	-59.80
12/15/2021		Inv. #458994857973	5501 · Youth Services Programs	-21.12
12/15/2021		Inv. #685863443888	5406 · Circulation Supplies	-224.29
12/15/2021		Inv. #447656988394	5501 · Youth Services Programs	-100.21
12/15/2021		Inv. #444795848789	5630 · Adult Books	-14.91
12/15/2021		Inv. #578349634676	5630 · Adult Books	-26.35
12/15/2021		Inv. #473744693675	5201 · Supplies	-124.48
12/15/2021		Inv. #454494759544	5501 · Youth Services Programs	-13.99
12/15/2021		Inv. #848478338437	5501 · Youth Services Programs	26.50
12/15/2021		Inv. #754363958388	5501 · Youth Services Programs	26.50
12/15/2021		Inv. #875488788858	5501 · Youth Services Programs	30.04
				<u>-1,240.27</u>
12/09/2021		Statement #85975	5312 · Attorney Fees	-330.00
				<u>-330.00</u>
12/01/2021		Inv. #8889292	5203 · Maintenance Contracts	-105.00
12/01/2021		Inv. #9130091	5203 · Maintenance Contracts	-105.00
12/01/2021		Inv. #9354006	5203 · Maintenance Contracts	-105.00
				<u>-315.00</u>
12/07/2021		Inv. #10242	5309 · Accounting Service	-1,100.00
				<u>-1,100.00</u>

Allied Universal Security Services

Total Allied Universal Security Services  
**AMAZON/SYNCB**

Total AMAZON/SYNCB  
**Ancel Glink, P.C.**

Total Ancel Glink, P.C.  
**Anderson Pest Solutions**

Total Anderson Pest Solutions  
**ATA Group, LLP (Assoc McClure Inserra CPA**

Total ATA Group, LLP (Assoc McClure Inserra CPA  
**Baker & Taylor**

22

**Carol Stream Public Library**  
**Expenses by Vendor Detail**  
December 2021

Date	Num	Memo	Account	Amount
12/13/2021		Several invoices	5601 · Youth Services Books	-3,773.51
12/13/2021		Several invoices	5630 · Adult Books	-2,967.91
				-6,741.42
12/08/2021		Inv. #1893998	5630 · Adult Books	-141.42
				-141.42
12/07/2021		Inv. #4813	7507 · Computer Equipment	-8,222.28
				-8,222.28
12/07/2021		12/2/21-1/1/22	5402 · ISP and Web page hosting	-238.40
				-238.40
12/13/2021		Inv. #135967312	5308 · Business Phone	-414.03
				-414.03
12/23/2021		Service 11/15-12/16/2021	5206 · Electric-Comm Edison	-6,771.91
				-6,771.91
12/07/2021		Inv. #C19342	5203 · Maintenance Contracts	-1,900.00
				-1,900.00
12/08/2021		Inv. #368963	5606 · Youth Services Media	-69.99
12/08/2021		Inv. #370020	5637 · Adult Media	-240.38
12/08/2021		Inv. #370020	5606 · Youth Services Media	-479.70
				-790.07
12/08/2021		Inv. #76198894	5630 · Adult Books	-56.98
12/08/2021		Inv. #76188368	5630 · Adult Books	-77.22
12/08/2021		Inv. #76187332	5630 · Adult Books	-28.49
12/08/2021		Inv. #76259368	5630 · Adult Books	-85.47
12/08/2021		Inv. #76258887	5630 · Adult Books	-29.24
12/08/2021		Inv. #76262022	5630 · Adult Books	-27.74
12/09/2021		Inv. #76251441	5652 · Grant/Award Expense	-3,660.40
12/09/2021		Inv. #76251441	5634 · Online Resources	-357.83
12/09/2021		Inv. #76269586	5630 · Adult Books	-55.48
				-4,378.85
12/08/2021		Inv. #PINV2176662	5201 · Supplies	-21.38
12/08/2021		Inv. #PINV2176238	5201 · Supplies	-153.44
12/08/2021		Inv. #PINV2176238	5302 · Office & Equipment Supplies	-12.50
12/08/2021		Inv. #PINV2170066	5302 · Office & Equipment Supplies	-120.66
12/08/2021		Inv. #PINV2178151	5501 · Youth Services Programs	-196.20

Total Baker & Taylor  
Center Point for Large Print Books

Total Center Point for Large Print Books  
Chicago Sign & Light Co.

Total Chicago Sign & Light Co.  
Comcast (internet)

Total Comcast (internet)  
Comcast (phone)

Total Comcast (phone)  
ComEd

Total ComEd  
Complete Cleaning Co., Inc.

Total Complete Cleaning Co., Inc.  
Findaway World, LLC

Total Findaway World, LLC  
Gale/Cengage Learning Inc.

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

**Carol Stream Public Library  
Expenses by Vendor Detail**

December 2021

4:14 PM  
01/10/22  
Accrual Basis

Date	Num	Memo	Account	Amount
12/08/2021		Inv. #PINV2178151	5302 · Office & Equipment Supplies	-54.53
12/08/2021		Inv. #PINV2178206	5501 · Youth Services Programs	-74.04
12/08/2021		Inv. #PINV2177739	5201 · Supplies	-5.09
12/08/2021		Inv. #PINV2177739	5501 · Youth Services Programs	-66.44
12/09/2021		Inv. #PINV2178750	5302 · Office & Equipment Supplies	-9.87
				<u>-714.15</u>
Total Garvey's Office Products				
12/08/2021		MLK Pgm. 1/17/22	5503 · Adult/Teen Programs	-250.00
				<u>-250.00</u>
Total Goodman, Clarence				
12/08/2021		Inv. #158520	5302 · Office & Equipment Supplies	-373.64
				<u>-373.64</u>
Total Graphic 5, Inc.				
12/22/2021		Inv. #30704519	5304 · Equipment Leasing	-1,197.69
				<u>-1,197.69</u>
Total GreatAmerica Financial Services				
12/13/2021		Inv. #2024364	5202 · Maintenance/Repair	-112.67
				<u>-112.67</u>
Total Home Depot Credit Services				
12/13/2021		Inv. #15016	5105 · Professional Education	-1,025.00
				<u>-1,025.00</u>
Total HR Source				
12/08/2021		Inv. #67386830	5637 · Adult Media	-120.73
				<u>-120.73</u>
Total Ingram Library Services				
12/08/2021		Finding Balance Pgm. - 1/18/22	5503 · Adult/Teen Programs	0.00
12/16/2021		Presenter Fee - 1/18/22	5503 · Adult/Teen Programs	-200.00
				<u>-200.00</u>
Total Intentional Energy 3 LLC				
12/08/2021		Stoned Pgm. - 1/10/22	5503 · Adult/Teen Programs	-180.00
				<u>-180.00</u>
Total Jancz-Urban, Velya				
12/08/2021		Inv. #DMARVA22-731	5652 · Grant/Award Expense	-1,000.00
				<u>-1,000.00</u>
Total JoAnn Stores, LLC - dba creativebug				
12/08/2021		60 Happy Noon Year cookies	5501 · Youth Services Programs	-195.00
				<u>-195.00</u>
Total Lee, Saroeun				
12/10/2021		Several invoices	5606 · Youth Services Media	-122.66
12/10/2021		Several invoices	5637 · Adult Media	-1,841.19
12/10/2021		Several invoices	5651 · Digital Media	-5,305.10
				<u>-7,268.95</u>
Total Midwest Tape				
MNJ Technologies Direct, INC.				

**Carol Stream Public Library**  
**Expenses by Vendor Detail**  
December 2021

24

Date	Num	Memo	Account	Amount
12/08/2021		Inv. #0003812618	5401 · Automation Hardware	-1,985.64
				-1,985.64
Total MNJ Technologies Direct, Inc. <b>OverDrive, Inc.</b>				
12/08/2021		Inv. #21475611	5651 · Digital Media	-329.10
				-329.10
Total OverDrive, Inc. <b>Paylocity</b>				
12/08/2021		Inv. #109215966	5311 · Payroll Service	-355.83
12/08/2021		Inv. #109215966	5321 · Human Resources	-328.50
12/08/2021		Inv. #109291213	5311 · Payroll Service	-220.45
12/13/2021		Inv. #109365348	5311 · Payroll Service	-351.09
				-1,255.87
Total Paylocity <b>Precision Control Systems of Chicago, Inc</b>				
12/08/2021		Inv. #42967	5203 · Maintenance Contracts	-1,319.00
12/08/2021		Inv. #43039	5202 · Maintenance/Repair	-54.00
				-1,373.00
Total Precision Control Systems of Chicago, Inc <b>Proquest LLC</b>				
12/08/2021		Inv. #70704438	5652 · Grant/Award Expense	-11,159.95
				-11,159.95
Total Proquest LLC <b>Sebert Landscaping, Inc.</b>				
12/08/2021		Inv. #S541253	5204 · Landscape Maintenance/Snow Remo	-408.00
12/08/2021		Inv. #S543085	5204 · Landscape Maintenance/Snow Remo	-567.00
12/08/2021		Inv. #230162	5204 · Landscape Maintenance/Snow Remo	-1,024.00
12/08/2021		CR Inv. #S531283CM	5204 · Landscape Maintenance/Snow Remo	201.00
				-1,798.00
Total Sebert Landscaping, Inc. <b>Sidecar Publications, LLC</b>				
12/08/2021		Inv. #INV-2639	5403 · Computer Software	-348.00
				-348.00
Total Sidecar Publications, LLC <b>Sir Speedy Printing</b>				
12/08/2021		Inv. #82375	5509 · Library Publicity and Promotion	-93.90
12/08/2021		Inv. #82375	5303 · Printing	-164.21
				-258.11
Total Sir Speedy Printing <b>Staples</b>				
12/08/2021		Inv. #3494528944	5201 · Supplies	-226.71
12/08/2021		Inv. #3494528944	5315 · Other Expenditures	-77.83
12/08/2021		Inv. #3493234236	5315 · Other Expenditures	-30.20
12/08/2021		Inv. #3493234236	5201 · Supplies	-56.72
				-391.46
Total Staples <b>Taste of Home Books</b>				
12/08/2021		Inv. #01018	5630 · Adult Books	-38.23
				-38.23
Total Taste of Home Books <b>Village of Carol Stream</b>				
12/09/2021		Inv. #6113	5411 · Village IT Services	-8,399.33
				-8,399.33
Total Village of Carol Stream				



**Carol Stream Public Library**  
**Expenses by Vendor Detail**  
December 2021

Village of Carol Stream - Benefits		Date	Num	Memo	Account	Amount
Total Village of Carol Stream - Benefits						
<b>Village of Carol Stream - IMRF</b>						
		12/01/2021		Inv. #6063	5107 · Life Insurance	-160.30
		12/01/2021		Inv. #6063	5108 · Health Insurance	-20,828.79
		12/01/2021		Inv. #6063	5109 · Benefits, other	-94.32
		12/23/2021		Inv. #6147	5107 · Life Insurance	-182.05
		12/23/2021		Inv. #6147	5108 · Health Insurance	-21,530.45
		12/23/2021		Inv. #6147	5109 · Benefits, other	-103.72
						<u>-42,899.63</u>
Total Village of Carol Stream - IMRF						0.00
<b>Village of Carol Stream - Water Dept.</b>						
		12/28/2021		IMRF Match Dec2021	6620 · Illinois Municipal Retirement F	-24,012.80
		12/30/2021		From 12/3-12/30/2021	6620 · Illinois Municipal Retirement F	-24,012.80
						<u>-24,012.80</u>
Total Village of Carol Stream - Water Dept.						-751.23
<b>TOTAL</b>						<u><u>-143,597.23</u></u>

Total Disbursements for December 1, 2021 through December 31, 2021

Approved by the Library Board of Trustees January 19, 2022

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Secretary Date

**Deduction Listing**

Check Dates: 12/03/2021 to 12/30/2021

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2021120301 - 2021123001

Pay Periods: 11/14/2021 to 12/25/2021

**REIMB -- REIMBURSEMENT**

Company: (9366)

Employee	ID	SSN	Location	Amount
Dexheimer, Steven	1023		12	-26.54
Farrell, Joyce C.	1103		10	-16.68
Garcia, Crystal	1191		11	-40.14
Meehan, Clare	118		12	-16.00
Moreno, Athens M.	1216		02	-238.41
Pellico, Mary	1170		01	-15.00
Pierre, Livia M.	1208		12	-80.00
Wilson, Leigh Anne	1188		12	-47.60
<b>Totals for REIMB -- REIMBURSEMENT</b>			<b>8 Employees</b>	<b>-480.37</b>

**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	8	-480.37
<b>Totals</b>			<b>8</b>	<b>-480.37</b>



**Carol Stream Public Library  
Account QuickReport  
December 2021**

1:45 PM

01/11/2022

Accrual Basis

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>5100 · Salaries</b>						
<b>5105 · Professional Education</b>						
	General Journal	12/31/2021	ATA1205	Reclass December, 20.-SPLIT-		80.00
Total 5105 · Professional Education						80.00
<b>5106 · Membership</b>						
	General Journal	12/31/2021	ATA1205	Reclass December, 20. 5105 · Professional Educ		15.00
Total 5106 · Membership						15.00
<b>5109 · Benefits, other</b>						
	General Journal	12/31/2021	ATA1205	Reclass December, 20. 5105 · Professional Educ		45.00
Total 5109 · Benefits, other						45.00
Total 5100 · Salaries						140.00
<b>5300 · Business Exp.</b>						
<b>5305 · Mileage Reimbursement</b>						
	General Journal	12/31/2021	ATA1205	Reclass December, 20. 5105 · Professional Educ		56.06
Total 5305 · Mileage Reimbursement						56.06
Total 5300 · Business Exp.						56.06
<b>5500 · Services</b>						
<b>5501 · Youth Services Programs</b>						
	General Journal	12/31/2021	ATA1205	Reclass December, 20. 5105 · Professional Educ		64.65
Total 5501 · Youth Services Programs						64.65
<b>5503 · Adult/Teen Programs</b>						
	General Journal	12/31/2021	ATA1205	Reclass December, 20. 5105 · Professional Educ		26.25
Total 5503 · Adult/Teen Programs						26.25
Total 5500 · Services						90.90
<b>6600 · Payroll Expenses</b>						
<b>6620 · Illinois Municipal Retirement F</b>						
	General Journal	12/31/2021	ATA1205	Reclass December, 20. 5105 · Professional Educ		193.41
Total 6620 · Illinois Municipal Retirement F						193.41
Total 6600 · Payroll Expenses						193.41
<b>TOTAL</b>						<b>480.37</b>

**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**  
**January 19, 2022**

**2021 Staff Anniversaries Celebrated**

Traditionally we have celebrated staff milestone employment anniversaries at our annual staff recognition dinner. Unfortunately, with the current pandemic environment we are once again unable to break bread together, but we still want to acknowledge and thank these staff members for their contributions over the years. Staff members that have reached five-year work anniversary milestones during the past calendar year (2021) will be acknowledged. The following staff members are invited to attend the Board meeting on Wednesday, January 19 to be congratulated and thanked for their years of service by the Board of Trustees (management acknowledgement will take place at the All Staff Meeting on January 18):

- Jessica Elder, Adult Services Librarian - 5 years
- Omar Kushad, Adult Services Librarian - 10 years
- Cheryl Walek, Materials Clerk - 10 years
- Carol Hayes, Materials Clerk - 10 years
- Marlys Smith, Materials Clerk - 10 years
- John Steadman, Circulation Clerk - 15 years
- Ron Anderson, Maintenance Worker - 15 years
- Renee Walther, Inter-Library Loan Clerk - 25 years

**Approval of Staff Increases for FY 22/23**

The Human Resources Committee of January 19, 2022 will discuss staff increase amounts for the new fiscal year. Traditionally the Library has awarded increases, based upon merit, from 0- an approved % amount. For FY22/23, the Board will be discussing the possibility to also include a COLA (cost of living adjustment). The rationale for the recommendation for this year's change is the 2021 CPI (Consumer Price Index) which was at a high of 7% for December 2021. This is the highest the CPI has been since 1981. As a comparison, Social Security has done a COLA adjustment for retirees of 5.9% for 2022. The rationale behind a COLA is to enable people to retain their standard of living and not fall behind. The CPI represents changes in prices of all goods and services purchased for consumption by urban households. I have included some documents on the CPI, including some historical data.

**Adjustment to Compensation**

Following the review of staff compensations and where individual employees fell within their pay grade, the Human Resources Manager and I prepared a spreadsheet with staff compensation adjustment recommendations. The recommendations are based upon a variety of factors: years of services, performance and retention. The spreadsheet is to be reviewed at the Human Resources Committee meeting of January 19, 2021 during Executive Session. The recommendation to approve these pay adjustments is on the agenda.

**Deletion of Meeting Recordings**

With the pandemic and renovation taking up our time, it has been several years since we have deleted our meeting recordings as permitted under Illinois Open Meetings Act 5 ILCS 120/2.06(c):

*The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:*

- (1) The public body approves the destruction of a particular recording; and*
- (2) The public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.*

I recommend that we delete the meeting recordings that are listed on the agenda by date. Going forward, the plan will be to include this on the agenda for applicable recordings in January of even numbered years.

### **Trustee Resignation and Vacancy**

Trustee Samantha Wright has unfortunately resigned from her position as Library Trustee effective January 5, 2022. Samantha had been appointed to the Board in July, 2021. She stated that the past six months had been rewarding and she thanked the Board for providing her the opportunity to serve. She appreciated her time on the board and is confident that Carol Stream is full of residents who are interested in serving their community who would be able to fill the position. Discussion of the Trustee vacancy is on the agenda for the Board to determine how they would like to go forward in filling the vacancy.

### **hoopla Annual Review**

Hoopla is an on-demand online service providing access to e-books, e-comics, e-audio books, music and streaming video content. I have included a copy of the Library's hoopla usage review for 2021. We have had this service since November 2014. 255 new patrons registered with hoopla in 2021. With a new total of 2,778 unique users, 15.2% of our patrons are using hoopla. Titles are available in a variety of languages as well. The Content Diversity Review data shows that during the past 12 months, Carol Stream patrons borrowed titles in 36 different languages, borrowing 368 titles. We are fortunate to be able to provide this additional World Language collection to our patrons. A new feature on hoopla that just recently became available is Binge Passes that provide access to the hoopla magazines collection or the Great Courses Library Video Collection with one borrow.

### **Facility Update**

The meeting room divider wall is scheduled for a facelift to better align with the Library's renovation palette and style. During the week of January 24<sup>th</sup>, local company fps-folding partition services, will be removing the existing coverings on the partitions and replacing them with a combination of white magnetic/marker board and a gray textured vinyl. The application of the marker board to the wall will provide an additional use of the wall space. The vinyl will be 28" from the floor, followed by 4' of markerboard, with the remaining upper panel also covered in the grey vinyl. The five large wall partitions will have the marker board. A large sample of the vinyl will be available to view at Wednesday's meeting. The project will take approximately four days to complete, at a cost of \$8,865.

Assistant Director Laura Hays and I had our second meeting with Wight staff, our outdoor architecture company, to review the design proposal for the front of the building. The design

had been modified to address the changes we had requested at the December meeting. In addition to the layout, we reviewed benching options, bollards, garden lighting, ash urns and plantings. A Facilities Committee meeting will be scheduled in February to review the proposal.

**COVID Vaccine Clinics**

The IDPH (Illinois Department of Public Health) vaccine clinics that we hosted this winter were very successful. The December clinic administered 124 vaccines (mostly boosters) and the January clinic administered 88 vaccines. Patrons were very appreciative that we offered these events for the community at a convenient location for them.

**Community Blood Drives**

The Library is holding the first Blood Drive of 2022 on Tuesday, January 18 in the parking lot. Versiti will be conducting the Blood Drive in the Library meeting room this month. All 43 appointments for the 18<sup>th</sup> have been booked. We have three Drives scheduled for 2022. The next blood drive will be on April 28<sup>th</sup>, followed by July 26<sup>th</sup>. The Library's Blood Drives have been a successful location for Versiti. The number of donors at these Drives demonstrates the commitment and responsibility that the Carol Stream residents feel for their community. They are to be commended.

**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.

**January Employee Anniversaries**

Barbra Boucher-1/31/00-Technical Services

**Laura Hays-1/7/02-Adult Services (20 year Anniversary)**

**Bindiya Patel-1/4/12-Circulation (10 year Anniversary)**

Susan Westgate-1/28/13-Administration

Jessica Elder-1/18/16-Adult Services

Susan Westgate, Library Director



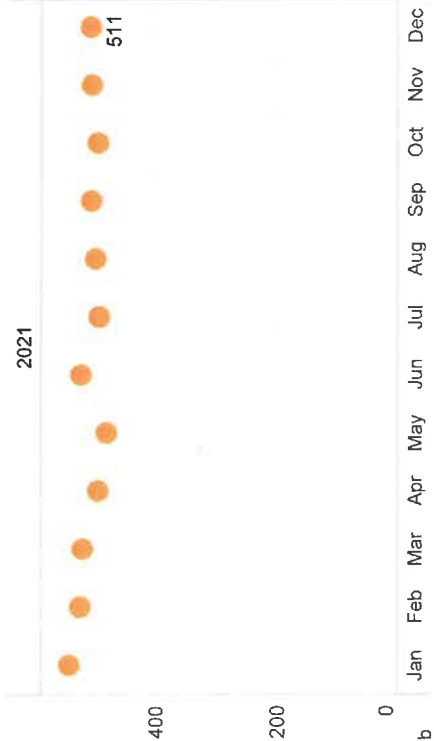
Annual review prepared exclusively for Carol Stream Public Library

**November 2014**  
 Carol Stream Public Library  
 Launched hoopla!

**2,778**  
 Unique Patrons  
 Since Launch

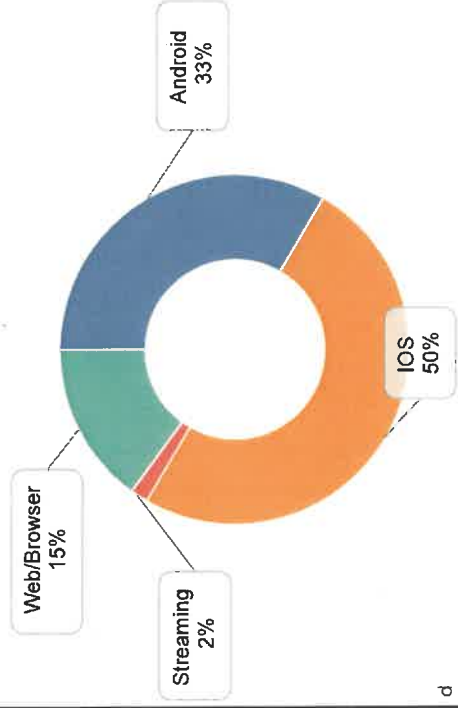
**55,952**  
 Unique Titles Borrowed  
 Since Launch

**Patrons Served (Monthly)**



**83%** of Circulations were on a Mobile Device over the past year

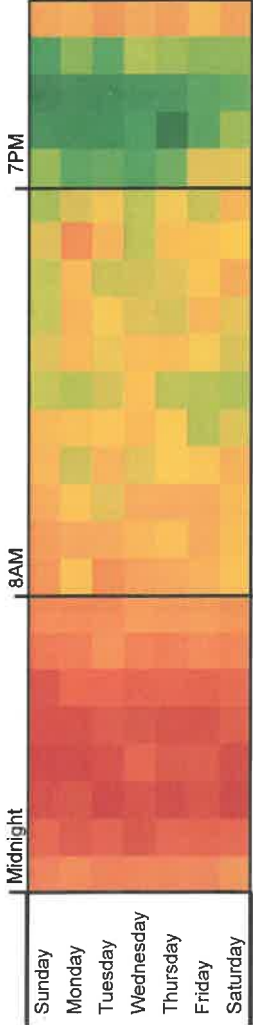
**Circulation Source**  
 Last 12 Months



**Prime Time:** Carol Stream Public Library patrons tend to borrow in the evening

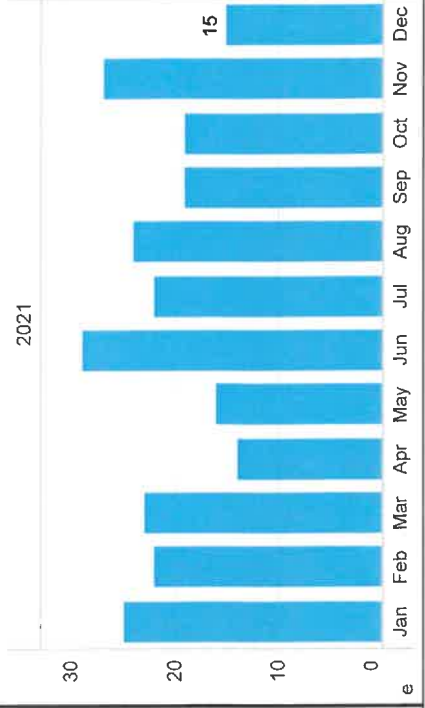
**Most Popular Time: 8 PM on Thursday**

**Circulations by Time of Day**



**255 New Patrons**  
 registered for hoopla by Carol Stream Public Library in the last year!

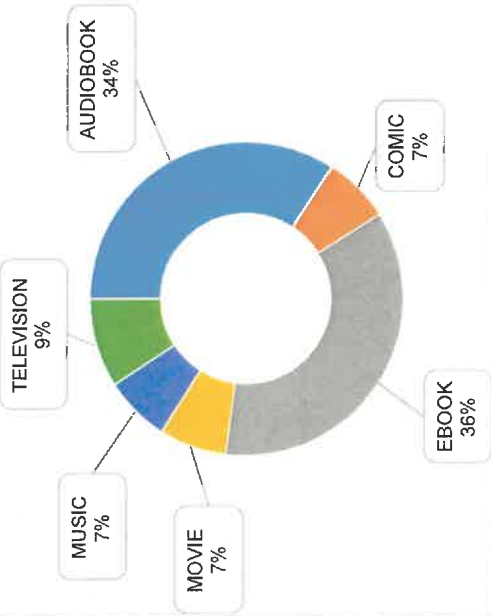
**New Patrons Registered**



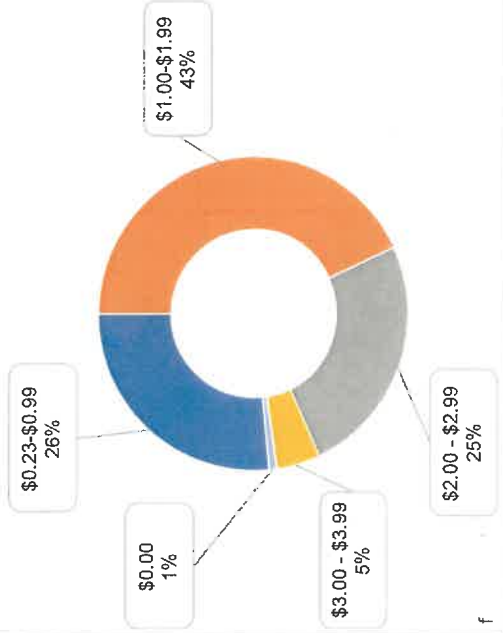


**77%** of titles circulated were eBooks, Audiobooks & Comics

**Unique Titles Circulated by Format**



**Circulations by Price Point**



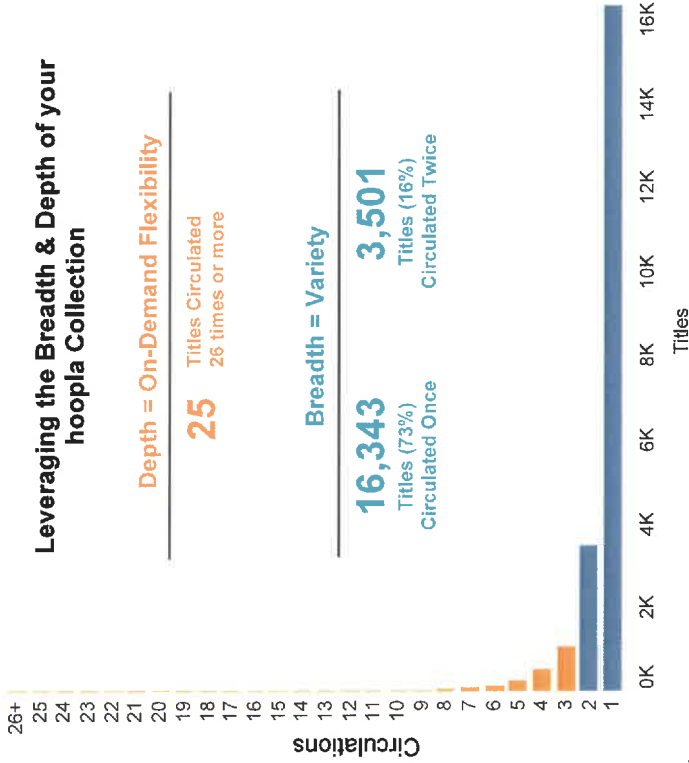
**Leveraging the Breadth & Depth of your hoopla Collection**

**Depth = On-Demand Flexibility**

**25** Titles Circulated 26 times or more

**Breadth = Variety**

**16,343** Titles (73%) Circulated Once  
**3,501** Titles (16%) Circulated Twice



**Last 12 Months**

**22,358** Unique Titles Circulated

**36,427** Total Circulations

**29.5** Average Circulations Per Patron

**\$1.74** Average Cost per Circulation

**Delivering Value to Your Community**

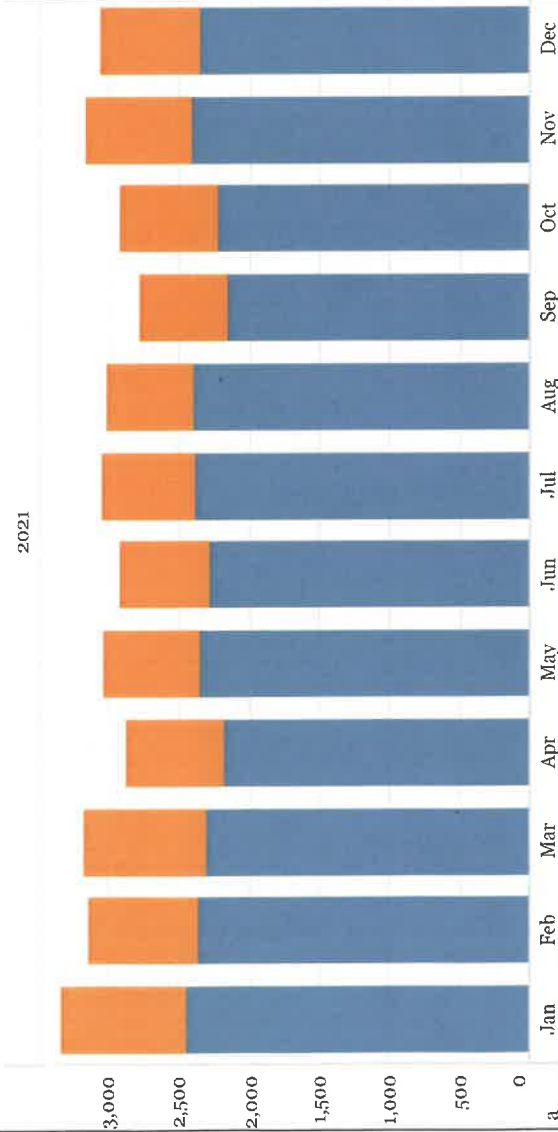
hoopla enabled Carol Stream Public Library patrons to access 22K titles worth \$611K in Content Value for \$63K

**\$547K Saved**

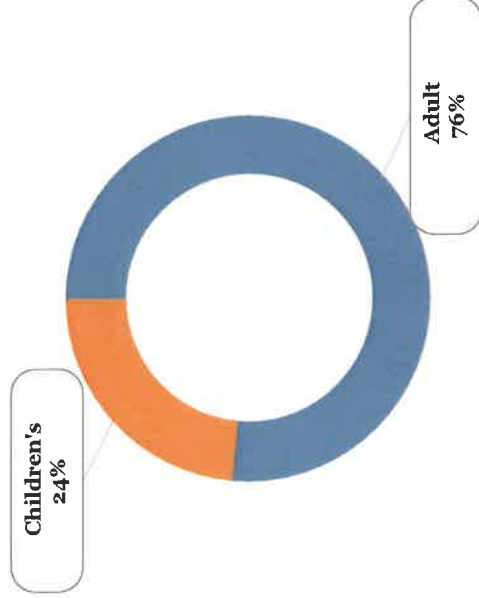
Format	hoopla Total Circes	Unique Titles Circled	hoopla Total Cost	hoopla Cost per Title	Cost to Purchase (per Title)	Total Cost to Purchase Titles Circed
AUDIOBOOK	13,332	7,652	\$29,920	\$3.91	\$43	\$329,036
COMIC	2,455	1,523	\$3,128	\$2.05	\$13	\$19,799
EBOOK	11,860	8,049	\$15,123	\$1.88	\$24	\$193,176
MOVIE	2,928	1,546	\$6,225	\$4.03	\$16	\$24,736
MUSIC	2,905	1,536	\$4,380	\$2.85	\$10	\$15,360
TELEVISION	2,947	2,052	\$4,722	\$2.30	\$14	\$28,728



### Monthly Children's Circulations — Children's/Adult



### Children's Titles Circulated



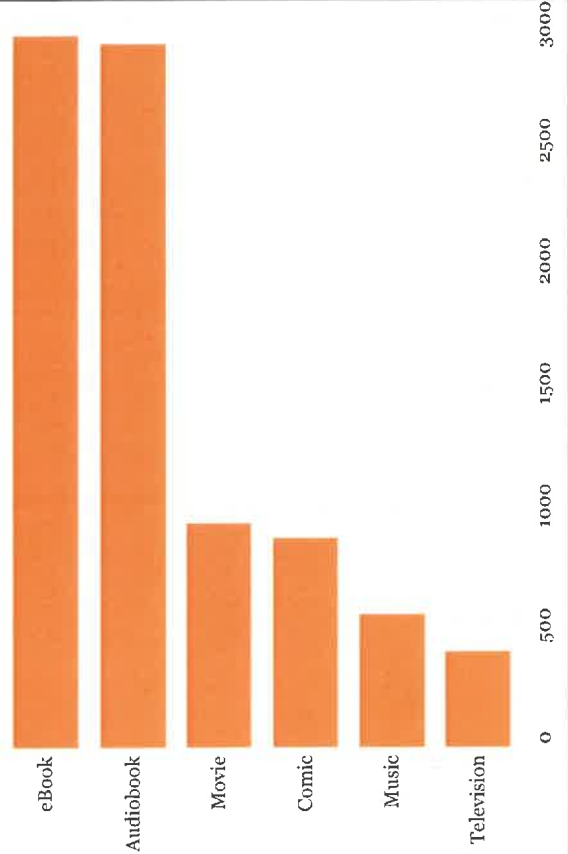
### Top 10 Children's Titles

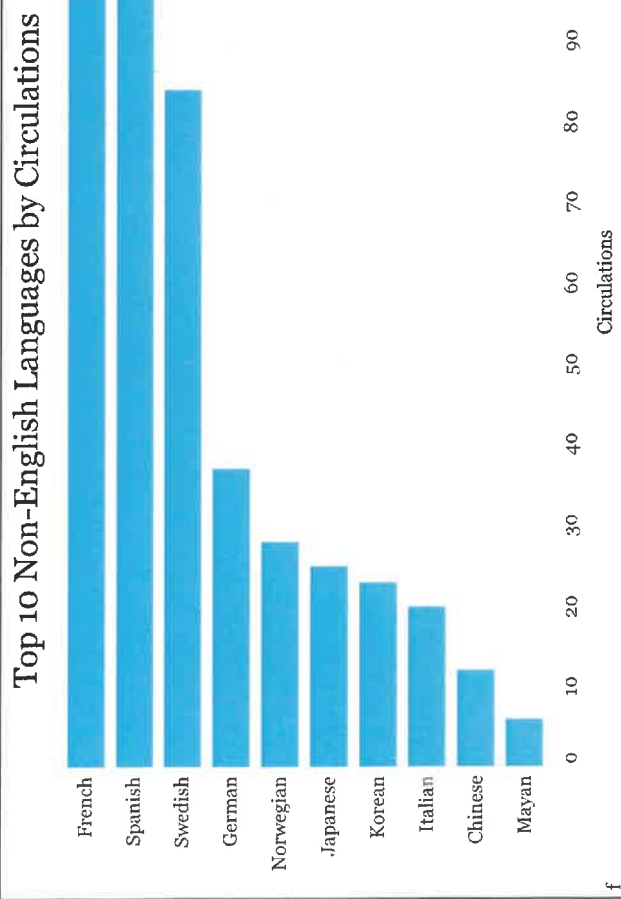
- 1) Harry Potter and the Sorcerer's Stone
- 2) The Pigeon Finds A Hot Dog!
- 3) Harry Potter and the Order of the Phoenix
- 4) Harry Potter and the Goblet of Fire
- 5) Don't Let The Pigeon Stay Up Late
- 6) Harry Potter and the Prisoner of Azkaban
- 7) Harry Potter and the Chamber of Secrets
- 8) Harry Potter and the Deathly Hallows
- 9) Duckling Gets a Cookie!?
- 10) Harry Potter and the Half-Blood Prince

### Top 10 Children's Authors

- 1) Gertrude Chandler Warner
- 2) J. K. Rowling
- 3) Mo Willems
- 4) James Dean
- 5) Jeff Kinney
- 6) Disney Books
- 7) Lincoln Peirce
- 8) KIDZ BOP Kids
- 9) Jory John
- 10) Beverly Cleary

### Children's Circulations by Format





**Last 12 Months Statistics**

**36** Languages Borrowed

**368** Non-English Titles Borrowed

**12,109** Titles Borrowed Belonging to a Series

**2,419** Genres Borrowed

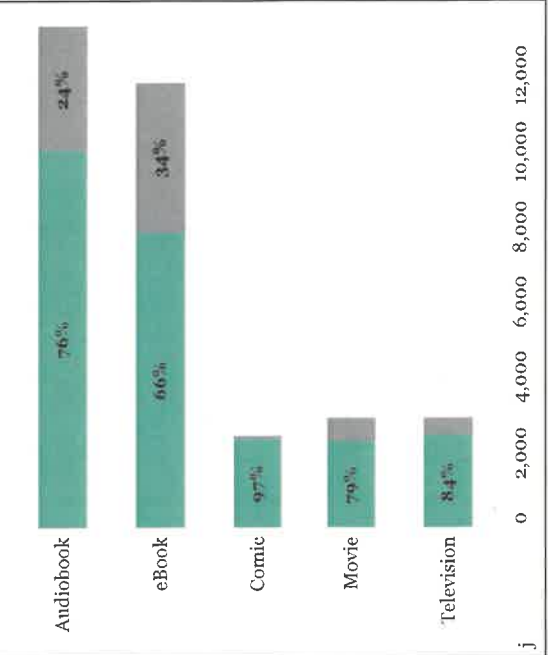
**Titles Currently Available**

Audiobook	155,701
BingePass	2
Comic	24,075
eBook	601,309
Movie	19,635
Music	292,002
Television	34,884
<b>Total</b>	<b>1,127,608</b>

### Top 10 Genres by Format

	Audiobook	BingePass	Comic	eBook	Movie	Music	Television
1	Children's	Educational	Superhero	Romance	Picture Books On V..	Soundtrack	Drama
2	Romance		Media Tie-In	Women	Romantic	Pop	Mystery
3	Mystery		Teen	Mystery & Detective	Animated	Children's	Crime
4	Fiction		Children's	Humorous Stories	Family Relations	Rock	Children's
5	Sci-Fi & Fantasy		Action & Adventure	Christian	Drama	Alternative	Comedy
6	Self Help		Humorous	Animals	Romantic Comedy	Country	Action & Adventure
7	Comedy		Fantasy	Action & Adventure	Holidays	Christian & Gospel	Reality TV
8	Drama		Fiction	Historical	Action & Adventure	Classical	Documenta..
9	Religious		Sci-Fi	Thrillers	Psychologic..	Jazz	Educational
10	Action & Adventure		Crime	Social Themes	Comedy	Holiday	Health & Fitness

### Circulations Fiction / Non-Fiction





# Consumer Price Index

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## CPI Latest Numbers



### CPI-U, US CITY AVERAGE, ALL ITEMS:

+0.3% NSA in Dec 2021

+0.5% SA in Dec 2021

+7.0% NSA since Dec 2020

### CPI-U, US CITY AVERAGE, ALL ITEMS LESS FOOD AND ENERGY:

+0.4% NSA in Dec 2021

+0.6% SA in Dec 2021

+5.5% NSA since Dec 2020

### CPI-U, US CITY AVERAGE, MEDICAL CARE:

+0.2% NSA in Dec 2021

+0.3% SA in Dec 2021

+2.2% NSA since Dec 2020

### CPI-W, US CITY AVERAGE, ALL ITEMS:

+0.3% NSA in Dec 2021

+0.5% SA in Dec 2021

+7.8% NSA since Dec 2020

Historical Data News Release SA - Seasonally Adjusted NSA - Not Seasonally Adjusted

NSA - not seasonally adjusted  
SA - seasonally adjusted

U.S. BUREAU OF LABOR STATISTICS Division of Consumer Prices and Price Indexes Suite 3130 2 Massachusetts Avenue NE  
Washington, DC 20212-0001

Telephone: 1-202-691-7000 [www.bls.gov/CPI](http://www.bls.gov/CPI) [Contact CPI](#)

36



# Databases, Tables & Calculators by Subject

Change Output Options: From: 2020 ▼ To: 2021 ▼ [GO](#)  
 include graphs  include annual averages [More Formatting Options](#) ➔

Data extracted on: January 12, 2022 (4:41:38 PM)

## CPI for All Urban Consumers (CPI-U)

### 12-Month Percent Change

Series Id: CUUR0000SA0

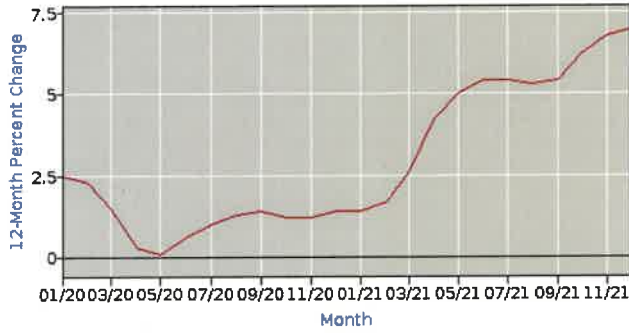
Not Seasonally Adjusted

Series Title: All items in U.S. city average, all urban consumers, not seasonally adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100



Download: [XLSX](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2020	2.5	2.3	1.5	0.3	0.1	0.6	1.0	1.3	1.4	1.2	1.2	1.4	1.2	1.2
2021	1.4	1.7	2.6	4.2	5.0	5.4	5.4	5.3	5.4	6.2	6.8	7.0	3.4	6.0

U.S. BUREAU OF LABOR STATISTICS Postal Square Building 2 Massachusetts Avenue NE Washington, DC 20212-0001

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Illinois Dept. of Revenue  
History of CPI's Used for the PTELL  
01/12/2022

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023

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

	December FY 20-21	December FY 21-22	Current YTD
<b>Use of Library Resources/Services</b>			
<b>Circulation Activity</b>			
Books	2,882	7,641	73,230
Videos	528	2,181	14,622
Audio	192	607	4,159
Periodicals	4	122	951
Other	68	229	2,012
E-books	3,206	2,969	23,990
E-Audio	1,986	2,386	18,468
E-Video	416	479	3,876
Digital magazines	701	680	7,559
Museum Passes	4 / 0	14	148
ILL - Borrowed from SWAN	3,534	2,940	23,676
ILL - Borrowed from Non-SWAN	11	19	217
ILL - Loaned to SWAN	979	535	5,864
ILL - Loaned to Non-SWAN	54	83	684
<b>Total Circulation</b>	<b>14,565</b>	<b>20,885</b>	<b>179,456</b>
Total Adult	9,874	12,300	99,822
Total Teen	92	143	1,340
Total Youth	4,599	8,423	78,275
Reciprocal Borrower Loans (incl. above)	94	736	6,147
Automatic Renewals (not incl. above)	1,184	14,031	117,659
Self Check - % of Circulation	n/a	42.21%	41.68%
<b>Programs - # of Programs/Attendance</b>			
Adult - Number/Attendance	18 / 283	33 / 509	249 / 3,892
Teen Number/Attendance	5 / 44	10 / 49	65 / 349
Youth - Number/Attendance	83 / 910	115 / 1062	787 / 10,344
<b>Total - Number/Attendance</b>	<b>106 / 1,237</b>	<b>158 / 1620</b>	<b>1,101 / 14,585</b>
Library Events - Number / Attendance	n/a	0/0	0 / 0
Outreach* - Number / Attendance	1 / 10	3 / 264	15 / 997
<b>Facility Usage</b>			
Library Visits (Door Count)	n/a	9,472	71,826
Curbside Pickup Transactions	2,394	286	2,113
Meeting Rooms - # of Public Bookings*	n/a	2	2
Study Rooms - # of Users*	n/a	249	1,400
<b>Electronic Usage</b>			
# of Database Sessions	4,607	3,398	30,789
# of Internet Sessions/Total Time	n/a	640 / 382	3,271 / 1,905
#iMac Sessions/Total Time	n/a	4 / 2	45 / 23
# of Library Website Visits	11,566	19,998	118,369
# Mobile App Views	3,695	3,737	27,404
# of Wireless Users	534	1,464	9,898

Reference Transactions			
Adult (Includes Online Chat)	772	917	7,827
Youth	104	325	5,430
Circulation	179	314	2,228
<b>Total Reference Transactions</b>	<b>1,055</b>	<b>1,556</b>	<b>15,485</b>

<b>Total One-on-One Tutorials</b>			
Adult	0	1	29
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,968	18,248	
# of Non-Resident Cards	11	11	
<b>Total Registered Users</b>	<b>17,979</b>	<b>18,259</b>	

Resources Owned/Licensed			
Books	59,555	63,220	
Newspapers (Print only)	24	24	
Periodicals (Print only)	136	127	
<b>Total Print Materials</b>	<b>59,715</b>	<b>63,371</b>	
Current Subscriptions (Print Only)	160	151	
Current E-Subscriptions	3,696	4,054	
E-Books: Downloadable	67,493	64,602	
Audio Recordings	6,469	6,791	
Audio Recordings (Downloadable)	22,715	24,813	
Videos	11,063	11,221	
Other: Video Games, Puzzles, Devices	651	716	
Databases	66	67	
<b>Total Resources Owned/Licensed</b>	<b>171,868</b>	<b>175,635</b>	

<b>Professional Development Hours</b>	<b>82.25</b>	<b>78.00</b>	<b>579.00</b>
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\*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  
December 2021**

**Primary Action Items – Administration and Business Office**

- Payroll
  - Payroll processing week of 12/13 and 12/27
  - Year-end checklists and forms reviewed
- Baker & Taylor Sustainable Shelves credit memo received for \$664.57 from items processed between May – Nov 2021 to be applied to the CollectionHQ renewal invoice in January. Because we selected the software credit compensation versus cash compensation or book credit we will get 20% of the list value versus only 10-15% back in credits.
- Admin wiki page on Quickbooks bill payment updated and Laura trained – Joyce
- Mileage rate updated for 2022 - Joyce
- Coordination of monthly financial and Librarian statistic reports
- Preparation of Management Team agenda
- Update proxy cards for new/departing staff and Alarm codes updated as needed.
- Appliance manuals and warranties gathered in lateral file in AD office.

**Primary Action Items – Tech Services**

- Items ordered – 776
- Items put into Circulation – 800
- Items catalogued – imported bib records & original cataloging - 90
- Item record edits/database clean-up – 639
- Bib record merges submitted to SWAN support – 19
- Conversion project items – 53
- Repair items (includes disc cleaning) - 72
- Serial record edits - 25
- Serials – Claimed Issues – 10
- No pending cart from Midwest Tape and Baker & Taylor as of December 30th, 2021

**Conversion Projects**

- Romance – replacement genre label project completed – Barb
- J Fiction genre stickers – completed – remaining 17 processed – Marie
- Youth Award winner spine labels and/or medallion seals project continues
  - Monarch and Belpre Award project - Barb
  - (Robert F) Sibert and (Theodore Seuss) Geisel award titles assigned. Item records in the database are updated to reflect the award - Susan

**Other**

- Spotlight Displays – Stuff You Should Know - Marie
- Sustainable Shelves items processed – 339 titles submitted. 65 approved for submission resale to B&T. Credit value \$81.41 – Susan



**Meeting Attendance – Administration and Tech Services**

- Weekly Director and Management Team meeting - Laura
- Monthly Allstaff, CollectionHQ Team, IT, and Board meetings – Laura
- 12/2 - ATA accountants visit – Laura and Susan Westgate
- 12/6 - Wight landscape architects – Laura and Susan Westgate
- 12/9 - Charles Dickens program – co-hosted with CS historical Society – Laura
- 12/28 - Emergency Preparedness Committee – Susan Grude

**Diversity and Inclusion**

- RAILS webinar series watched including Cultural Competence, Implicit Bias, and Microaggressions - Laura
- CollectionHQ Diversity tool – CollectionHQ Team decided to focus annual training on this new tool to be scheduled in Jan – Feb.

**Information technology**

- There were 15 support tickets in December.
- Outdoor sign updated. New VM server built for Watchfire software. Training scheduled for January.
- Konica BizHub toner shortage. Needed to re-direct printing and copying until supply re-stocked.
- Added a new laptop for Adult Services
- Patron Use laptop updated.
- Email distribution group created for Emergency Preparedness Committee.

*Laura Hays*  
Assistant Library Director

## Adult Services Department Monthly Report

December 2021

### Department News:

- Members of the team met to plan out the 2022 program and topic areas for our EDI Learning Group. We will be transitioning to giving each topic a minimum of two programs to span out two months at a time to coincide with our printing newsletter also being bimonthly.
- The part time opening will be reposted in January
- Our first month of using Gimlet, our desk tracking software has been very insightful. We are better able to find trends and insight to our customer interactions from our service points within Adult Services. Printing related tasks was a big inquiry, so we created an extremely easy to use and helpful handout explaining some of our copy/print services (see image below). We doubled our transactions vs Nov, primarily due to having an easier method for data collection.
- With an emphasis on diversity and awareness within our displays, we will be featuring our rotational theme collection display to the front of the Spotlight wall, instead of being hidden. We hope this gives themed collections and displays more real estate exposure
- With the success of our printing flyer, we are exploring additional handouts that would be beneficial to our patrons, in bringing awareness and use to our resources
- Programming success continued, highlighted by our Study Break Lounge offering that enabled students to safely utilize our Create & Learn space to study for finals. Snacks were provided and the dedicated space was well received by the high school students in need of study room space.
- We are preparing for the new catalog interface Aspen that will be coming in summer 2022

### Outreach Activities:

- Homebound delivery – 40 registered, delivered 25, Items delivered 160
- We are working with the chamber on organizing a local business networking meeting come early 2022
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Our online trivia was a success, in offering user's readers' advisory recommendations based on answers
- Member of the dept represented the library at the local Tree Lighting Event
- Nate met with Teens in Naperville to interview for the Young Researchers Project
- Continued social media promotional initiatives with engaging posts
- Created a Best of the Year Facebook Video, which we got lot of in person compliments about
- Held two Teen Volunteer Club Meetings

### EDI Activities:

- Our Library's EDI committee met and focused on translation services as well as exploring the foundation for meeting and agenda procedures

## Athens Moreno Adult Services Manager

- Collection HQ offered EDI training webinars to offer training on its new EDI resource that can score library collections on diverse areas
- As mentioned above, we are exploring ways to highlight and promote diversity within our collection (see image)

## Programs & Displays:

- Held a holiday theme Zoom party for the 50 states book club participants
- Holiday themed Adult Binge Boxes including a Movie Night Binge Box
- Holiday themed Adult Take N Make Kids (ex-Snowman Candle & Glitter Ornament)
- Teen Binge Boxes
- Teen Dungeon & Dragons
- Zoom Pearl Harbor Program
- EDI Learning Group Zoom Discussion Program on the book Bedrock Faith
- Our lobby books used for various displays had a tremendous job in circulation

## Meetings:

- Weekly Management Meetings continued outside of holiday breaks (AM)
- Diversity, Equity, and Including Meeting (AM,VO,NW)
- EDI Learning Group 2022 Planning Meeting
- Dept Staff 1on1 Quarterly Check Ins

## Resources and Collection News:

- Hoopla our streaming resource launched Binge Passes, unlimited material within a selection that only counts as 1 toward patron limits
- Our remote access to the Ancestry.com database will no longer be offered by Vendor. It was offered during the pandemic to help libraries during closures. Patrons can still access it via inside the library, or on the Wi-Fi.
- While database usage was down due to the holidays and school closures, we did see big increases in Creative Bug, as we expect patrons were doing more craft projects during Dec.

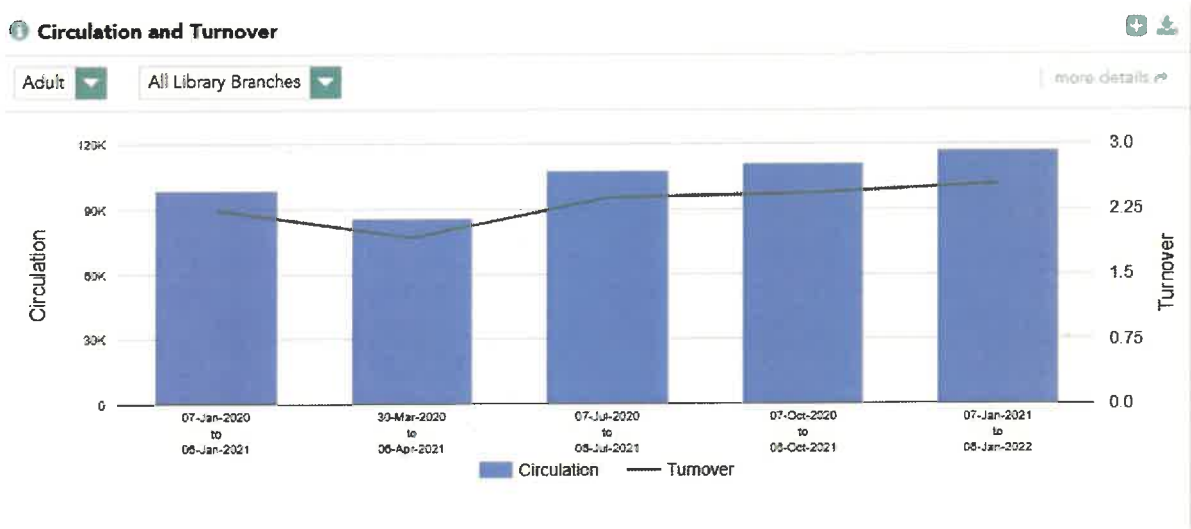
## Continued Education & Training:

- EDI is Important, now what? online seminar
- Confronting Racism
- Chicago's C2E2 convention at McCormick Place
- Authentic Voices in Childrens and Teen Lit
- Critical Conversations: Policing Libraries and the Fog of Implicit Bias
- Collection HQ EDI Analysis Demonstration

### Athens Moreno Adult Services Manager

- Team Leader Training Refresher
- From Theory to Practice: How to Make Open Access Content Work for Libraries
- Cultural Humility in Public Libraries

As circulation increases steadily post library closure periods, we are seeing growth in the amount of turnover in adult material.



Business Area

New Informative Flyer for Printing and

Athens Moreno Adult Services Manager

Utilizing the first row to bring more exposure to themed collections



December 2021 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 8,493 Checkouts and renewals
- 286 Curbside deliveries
- 53 new resident account registrations
- 1 new Special account registrations
- 8 Digital accounts checked against the database
- 15,622 Check ins
- 15,000 items shelved
- 3,783 hold requests made available

Jeri participated in:

- Management Team meetings on December 4 and 9.
- SWAN's fireside chat on December 28<sup>th</sup>.
- Interviews with potential candidates for the Circulation Coordinator position on December 8<sup>th</sup> and December 29<sup>th</sup>.

In addition:

- Jeri conducted Team Leader training on December 16<sup>th</sup>.
- Jeri completed and submitted the first assignment of the SWAN Circulation Advisory Committee on December 31<sup>st</sup>. The assignment was to evaluate certain aspects of Blue Cloud circulation, a Web-based interface of Sirsi/Dynix Workflows.
- Jeri held one to one meetings with each staff member throughout.

Submitted by Jeri L. Cain

1/12/2022

Human Resources  
Monthly Report  
January 2022

Administration

- Coordinated staff benefit changes for 2 payrolls during the month of December.
- Followed up with HR Source regarding the status of handbook. Scheduled for completion end of January.
- Continue to work with Allison to update Career Page with more relevant information.
- Assisted in preparing for Staff Recognition.

Benefits

- Learned how Benefit Solvers works with our internal benefit system and adjusted necessary demographics.
- Updated 2022 Holidays in Paylocity.
- In my absence Laura coordinated with employees who wanted to attend the Mission Square (Retirement Plan) meeting.
- Melanie Johnson updated benefit explanation for potential new hires.

COVID-19

- New quarantine chart provided by HR source posted on the COVID-19. This chart gives direction to Administration and Staff on how to manage COVID cases.
- Four COVID cases managed in the past two months

DEI Committee

- Interviewed members of DEI committee regarding their thoughts on the progress of committee. Summarized these individual interview and prepared report for Susan Westgate and Athens Moreno.

Staffing & Onboarding

- Youth Services Assistant Manager job description was created and graded by our compensation consultant. Samantha Wright will be joining the Library as Youth Services Assistant Manager on February 15.
- Circulation Coordinator position has been reposted as 2 candidates were offered the position and declined. Youth Services will be posting a full-time Bilingual librarian position and a part-time librarian position.

Training

- Guided 2 Managers on the handling of employee communication
- The Emergency Prepared Committee held their first meeting at the end of January and focused on the goals of committee and how we would get there.

Submitted,  
Mary Pellico

## Youth Services Report December 2021

### Program Highlights

- Maryana Yevstratenko and Adriana Albers created and hosted a Christmas Around the World program on 12/6 with 33 participants in attendance. They did a craft, played some games and learned about Christmas traditions from around the world.
- On December 7 and 9, Youth Services hosted Tots Can Cook, Kids Can Cook and Tweens Can Cook which was put on by Kids Table over Zoom. 31 total attending these cooking programs.
- Bilingual Storytime on 12/17 had 10 in attendance.
- With COVID numbers climbing after the holidays, we decided to switch the Happy Noon Year Party from in person to online. Staff was great with getting party bags ready and distributed for the party. We shared a New Years story, did a party hat craft, and had lots of dancing with the New Year song being danced on a bubble wrap dance floor. And, of course, the dinosaurs came as evidenced in the pictures below. There were 17 in attendance and many parents voiced appreciation for switching the party to be online.
- Storytimes continue to be both in person and online to accommodate each family's preference. Leigh Anne Wilson is also making monthly visits to four preschools in Carol Stream.
- CSPL Kits continue to be popular with our community. We release crafts and activities for preschoolers as well as for school age children in Kindergarten and up. This month the preschoolers received a Café Dramatic Play Activity Kit and a Holiday Pasta Necklace Kit. For the school age crowd, they received a Q-Tip Snowflake Craft Kit and a Popsicle Stick Gingerbread House Kit.
- Adriana Albers and Amy Teske helped staff the Library table at the Tree Lighting Event at Carol Stream Town Center on 12/3.

### Patron Service and Reference

- 85 Binge Box requests were filled during December.
- Youth Services filled 53 of the Holiday Movie Binge Box requests that were special for December.
- Youth Staff had 325 interactions with the public during December.

### Professional Development

- Youth Staff did 13 hours of training through online webinars and Team Leader Training.

### Personnel

- Livia Pierre's last day was December 17.

### Meeting Attendance

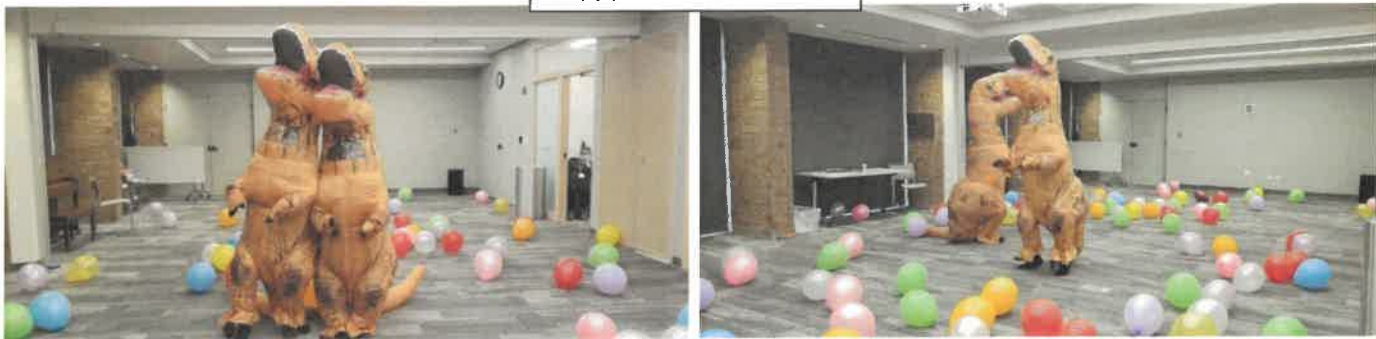
- 12/2, 9, 16 – Management Team Meeting – Amy Teske
- 12/7 – CollectionHQ Team – Amy Teske, Steve Dexheimer
- 12/16 – Birth to 5 Planning Meetings – Amy Teske
- 12/13 – Team Leader Training – Amy, Clare, Leigh Anne, Steve
- 12/15 – Board Meeting – Amy Teske

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Preschool Pals Storytime

Happy Noon Year Party





# Marketing Report


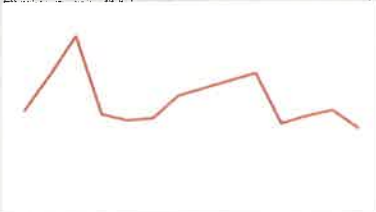
## December 2021

### Activities

- Promotions resulted in 249 event registrations
- Produced a digital newsletter for January events
- Promoted two vaccination clinics (for December 11 and January 8)
- Coordinated with Human Resources Manager to promote job openings
- Promoted Holiday Movie Night Binge Boxes (105 registrations)
- Promoted January Blood Drive (43/48 slots booked as of 1/14/2022)
- 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

2,668 followers	Total impressions: 27,343	Total engagements: 2,400
Last 12 months:	<p>„Impressions</p> 	<p>Engagement</p> 



*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 December:

	<p>A "thingamajig" in different languages:</p> <ol style="list-style-type: none"> <li>10. Zamazingo (Turkish)</li> <li>9. Chingadera (Mexican Spanish)</li> <li>8. Habbijabbi (Bengali)</li> <li>7. Dittelidut (Danish)</li> <li>6. Shismoo (Arabic)</li> <li>5. Haghawagha (Pashto)</li> <li>4. Intazinga (Zulu)</li> <li>3. Naninani (Japanese)</li> <li>2. Dingsbums (German)</li> <li>1. Huppeldepup (Dutch)</li> </ol>	
<p>People reached: 979 Engagements: 120</p>	<p>People reached: 929 Engagements: 66</p>	<p>People reached: 875 Engagements: 59</p>

Twitter

<p>Followers: 1,417</p>	<p>Total impressions: 12,000</p>	<p>Total engagement: 10,136</p>
<p>Last 12 months:</p>	<p>Impressions:</p> 	<p>Engagement:</p> 

Top tweets from December:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
 <p><b>Carol Stream Public Library</b> @CarolStreamPI Dec 31 Just to be on the safe side regarding holiday closures:</p> <p>Friday, 12/31: Closing at 5 p.m. Saturday, 1/1/22: Closed all day. Sunday, 1/2/22: Closed all day.</p> <p>If you can't make it in today, we'll see you in the new year. <a href="#">#CarolStream</a> <a href="#">pic.twitter.com/wlhliQ5TjA</a></p> <p><small>View Tweet</small> <small>#Covify</small></p>				148	4	2.7%
 <p><b>Carol Stream Public Library</b> @CarolStreamPI Dec 31 Sure, we could wish everyone a happy new year. And we will. So Happy New Year!</p> <p>But we would be remiss if we didn't also wish <a href="#">@NicholasSparks</a> happy birthday today. Regardless of how many of his stories brought us to tears. <a href="#">pic.twitter.com/bWMGgP1GU9</a></p> <p><small>View Tweet</small> <small>activity</small></p>				3,696	30	0.8%
 <p><b>Carol Stream Public Library</b> @CarolStreamPI Dec 30 It's the last Thursday of 2021. Make it a good one: come to the library! <a href="#">pic.twitter.com/zeSwArXu5X</a></p> <p><small>View Tweet</small> <small>activity</small></p>				345	11	3.2%

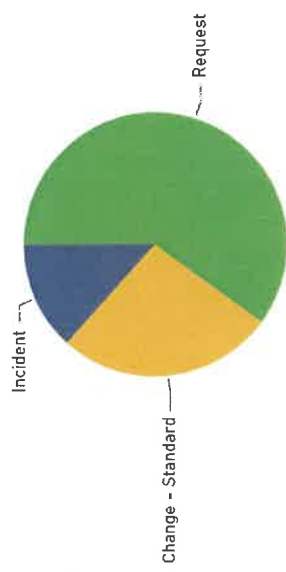
**Promotional Emails**

December 1	Buy Smarter With Consumer Reports	Open rate: 27%	Click rate: 1.2%
December 8	Limited Time Only: Holiday Movie Binge Boxes	Open rate: 29.7%	Click rate: 2.3%
December 10	Vaccination Clinic Tomorrow At The Library	Open rate: 32.3%	Click rate: 1.9%
December 16	Your January Newsletter Is Here!	Open rate: 32%	click rate: 3.6%
December 22	Reader's Choice Awards Of 2021	Open rate: 30%	Click rate: 1.1%
December 28	Donate Blood At The Library	Open rate: 31.3%	Click rate: 0.6%
December 30	Happy New Year From Your Library	Open rate: 30.4%	Click rate: 1.1%

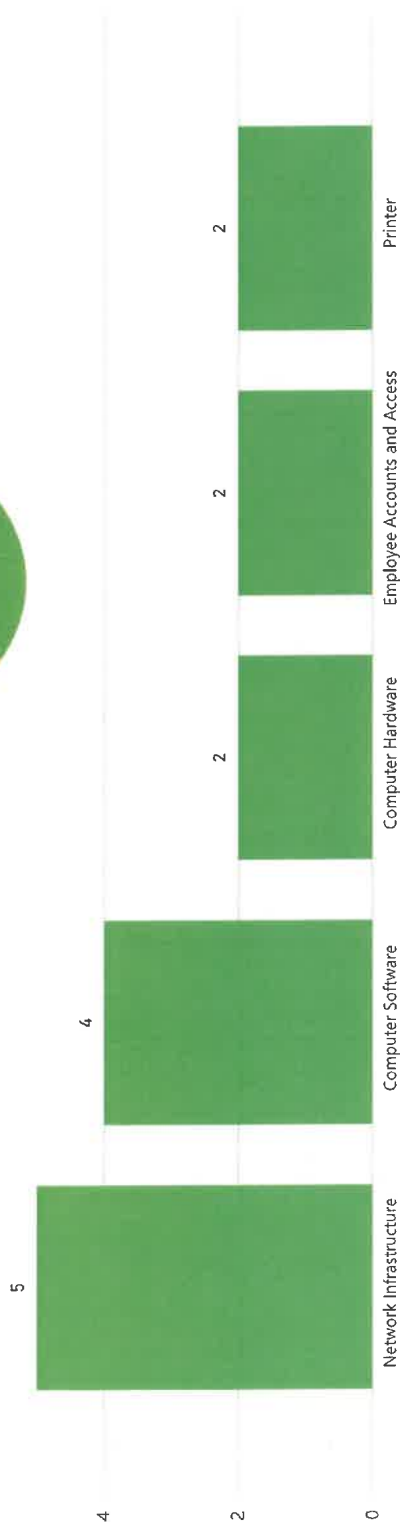
Report Range 12/1/2021 12/31/2021

**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	2
Request	9
<b>Total</b>	<b>15</b>



**Tickets Types**

Definitions:

**Requests** – A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

**Incident** – This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

**Problem** – A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

**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.