

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: May 18, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of April 20, 2022
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2022
8. COMMITTEE REPORTS
9. NEW BUSINESS
 - 9.1 Recommendation, Re: Approval of the Annual Report to the Village for FY2022
 - 9.2 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2022
 - 9.3 Recommendation, Re: Approval of Revision to Marketing Coordinator Job Description
 - 9.4 Recommendation, Re: Approval of Custodian Job Description
 - 9.5 Recommendation, Re: Approval of ATA Group Accounting Services for FY23
10. DISBURSEMENTS
 - 10.1 Approval of Disbursements of April 1-30, 2022 plus the Addendum for the Meeting of May 18, 2022
11. REPORT OF THE LIBRARY DIRECTOR

12. MONTHLY STAFF REPORTS

13. UNFINISHED BUSINESS

None

14. BOARD MEMBER REPORTS

15. ADJOURN

Next Resolution: #297

Mansi Patel, Secretary
Board of Library Trustees

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

DATE: April 20, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Absent: Trustees Olson, Patel and Larimer

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Rogers seconded the establishment of a Consent Agenda for the Regular Meeting of April 20, 2022. Motion approved.

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays 0

Absent..... Trustees Olson, Patel and Larimer

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

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays 0

Absent..... Trustees Olson, Patel and Larimer

5.1 Minutes of the Regular Board meeting of March 16, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2022

5.3 Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund

5.4 Recommendation, Re: Approval of Funds Transfer of \$50,000 from the General Fund to the IMRF Fund

5.5 Recommendation, Re: Approval of Funds Transfer of \$5,000 from the General Fund to the Liability Fund

- 5.6 Recommendation, Re: Approval of Funds Transfer of \$220,000 from the General Fund to the Building Renovation Loan Fund
- 5.7 Recommendation, Re: Approval of Additional Principal Payment of \$220,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan
- 5.8 Recommendation, Re: Approval of Library Closing on Saturday, July 2, 2022
- 5.9 Approval of Disbursements of March 1-31, 2022 plus the Addendum for the Meeting of April 20, 2022
- 5.10 Report of the Library Director

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

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays 0

Absent..... Trustees Olson, Patel and Larimer

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

Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund

Recommendation, Re: Approval of Funds Transfer of \$50,000 from the General Fund to the IMRF Fund

Recommendation, Re: Approval of Funds Transfer of \$5,000 from the General Fund to the Liability Fund

Recommendation, Re: Approval of Funds Transfer of \$220,000 from the General Fund to the Building Renovation Loan Fund

Background information:

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects and to maintain adequate Special Fund reserve levels. This past fiscal year the Library Director estimates that the Library will have surplus revenues of \$400,000 (subject to audit) remaining in the General Fund to add to the Library's Reserve. In anticipation of this surplus, \$350,000 of that amount is being transferred to four of the Library's Special Funds (\$75,000 to CM&R Fund, \$50,000 to the IMRF Fund, \$5,000 to the Liability Fund and \$220,000 to the Building Renovation Loan Fund). The surplus this year was a result of staff vacancies and reductions in some of our yearly expenses.

Recommendation, Re: Approval of Additional Principal Payment of \$220,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

Background information:

The Library will be paying an additional \$220,000 towards the principal amount of the Intergovernmental Loan that the Library had received from the Village for their 2019-2020 Renovation project. This additional principal payment will result in reduced interest costs for the Library.

Recommendation, Re: Approval of Library Closing on Saturday, July 2, 2022

Background Information:

This year the Carol Stream Independence Day Parade will take place on Saturday, July 2. The Library is a parade participant with many staff and Trustees participating. It would be difficult to staff the Library this day so a closure was requested. The Library will be closed Saturday, July 2-Monday, July 4 for the Independence Day holiday weekend.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1-31, 2022 plus the Addendum for the meeting of April 20, 2022 in the amount of \$166,069.38.

6. MONTHLY STAFF REPORTS

The Board commented on the Emergency Preparedness Committee work that was being done. They inquired where staff would go during a tornado. Staff and patrons need to be in areas where there is no glass. Designated tornado shelter areas are the Youth Services Workroom, Circulation and Technical Services Workroom, the Administration hallway, the Receiving Room and the public restrooms in the lobby.

7. UNFINISHED BUSINESS – None

8. BOARD MEMBER REPORTS-None

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Rogers moved** and **Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:08 p.m.

May 18, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending April 30, 2022**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,592,083.17	\$ (582,089.36)	\$ 2,009,993.81
Working Cash	50,985.75	15.58	51,001.33
FICA	104,846.00	(10,408.34)	94,437.66
IMRF	61,950.64	34,916.62	96,867.26
Liability Insurance	9,154.34	3,596.48	12,750.82
Audit	6,825.01	2.40	6,827.41
Capital Maintenance & Repair	1,518,208.97	75,500.58	1,593,709.55
Building Renovation Loan	<u>3,504.86</u>	<u>31.73</u>	<u>3,536.59</u>
TOTAL ALL FUNDS	<u>\$ 4,347,558.74</u>	<u>\$ (478,434.31)</u>	<u>\$ 3,869,124.43</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 4/30/22

Nancy Olson, Board Treasurer 4/30/22

Susan Westgate, Library Director 4/30/22

**Carol Stream Public Library
Treasurer's Report
Month Ending April 30, 2022**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 286,812.08
OLD SECOND BANK	PAYROLL	76,300.57
OLD SECOND BANK-MONEY MARKET	INVESTMENT	487,290.60
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,017,495.98
PROPAY	ELECTRONIC	502.77
ASPEN/PAYPAL	ELECTRONIC	74.93
CASH BANK	CASH DRAWER	<u>774.70</u>
	TOTAL	<u><u>\$ 3,869,251.63</u></u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
APRIL 30, 2022

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

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

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

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

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

ATA Group, LLP

May 5, 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

	Apr 30, 22	Mar 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	286,812.08	197,266.17	89,545.91
10-1008 · Old Second Payroll Account	76,300.57	75,273.00	1,027.57
10-1014 · Illinois Funds-Prime	3,017,495.98	3,016,311.55	1,184.43
10-1024 · Old Second Money Market Acct	487,290.60	1,057,349.99	-570,059.39
10-1025 · ProPay	502.77	588.03	-85.26
10-1026 · Cash Bank	774.70	770.00	4.70
10-1027 · Aspen/Paypal	74.93	0.00	74.93
10-1090 · Allocated Cash-General Fund	-1,859,130.62	-1,755,475.57	-103,655.05
Total 10-1000 · Library Fund Cash	2,010,121.01	2,592,083.17	-581,962.16
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,001.33	50,985.75	15.58
30-1190 · Allocated Cash-FICA Fund	94,437.66	104,846.00	-10,408.34
40-1090 · Allocated Cash-IMRF Fund	96,867.26	61,950.64	34,916.62
50-1090 · Allocated Cash-Liability Fund	12,750.82	9,154.34	3,596.48
60-1090 · Allocated Cash-Audit Fund	6,827.41	6,825.01	2.40
70-1090 · Allocated Cash-Capital R&M Fund	1,593,709.55	1,518,208.97	75,500.58
80-1090 · Allocated Cash-Debt Service	3,536.59	3,504.86	31.73
Total 1190 · Allocated Cash-Fund Balances	1,859,130.62	1,755,475.57	103,655.05
Total Checking/Savings	3,869,251.63	4,347,558.74	-478,307.11
Total Current Assets	3,869,251.63	4,347,558.74	-478,307.11
TOTAL ASSETS	3,869,251.63	4,347,558.74	-478,307.11
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · PNC Credit Card	127.20	0.00	127.20
Total Credit Cards	127.20	0.00	127.20
Total Current Liabilities	127.20	0.00	127.20
Total Liabilities	127.20	0.00	127.20
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	-40,283.01	438,151.30	-478,434.31
Total Equity	3,869,124.43	4,347,558.74	-478,434.31
TOTAL LIABILITIES & EQUITY	3,869,251.63	4,347,558.74	-478,307.11

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

	Apr 22	May '21 - Apr 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	0.00	3,710,356.05	3,664,461.00	101.25%
3002 · Property Taxes Non-Current	0.00	261.16	5,000.00	5.22%
3000 · Property Taxes - Other	0.00	0.00	10,000.00	0.0%
Total 3000 · Property Taxes	0.00	3,710,617.21	3,679,461.00	100.85%
3100 · PPR Taxes	16,400.02	84,947.33	44,000.00	193.06%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	0.00	1,000.00	0.0%
3202 · Interest Income Investments	1,222.06	6,801.93	15,100.00	45.05%
Total 3200 · Interest Income	1,222.06	6,801.93	16,100.00	42.25%
3300 · Patron Payments				
3301 · Fines & Fees	401.09	5,116.92	10,000.00	51.17%
3302 · Public Copy Payments	657.56	6,365.26	12,000.00	53.04%
3303 · Non-Resident Card Fees	681.25	2,121.76	2,000.00	106.09%
3304 · Sale Items	0.00	0.00	1,000.00	0.0%
Total 3300 · Patron Payments	1,739.90	13,603.94	25,000.00	54.42%
3400 · Donations	20.00	16,629.90	5,000.00	332.6%
3500 · Developer Contributions	0.00	0.00	1,000.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	61.18	1,000.00	6.12%
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	2,926.78	5,110.13	5,000.00	102.2%
Total Income	22,308.76	3,898,345.35	3,831,211.00	101.75%
Gross Profit	22,308.76	3,898,345.35	3,831,211.00	101.75%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	47,406.80	601,010.80	603,000.00	99.67%
5102 · Non-Exempt Staff Salaries	87,787.04	1,147,516.82	1,279,300.00	89.7%
5103 · Custodial Salaries	5,820.60	72,044.85	78,000.00	92.37%
5105 · Professional Education	149.00	4,718.42	15,000.00	31.46%
5106 · Membership	0.00	3,368.00	4,000.00	84.2%
5107 · Life Insurance	160.96	1,761.66	2,000.00	88.08%
5108 · Health Insurance	17,030.83	176,780.62	250,000.00	70.71%
5109 · Benefits, other	115.94	2,368.97	2,000.00	118.45%
5110 · Trustee Development	0.00	412.81	3,000.00	13.76%
Total 5100 · Salaries	158,471.17	2,009,982.95	2,236,300.00	89.88%
5200 · Plant Maint.				
5201 · Supplies	925.22	13,891.39	20,000.00	69.46%
5202 · Maintenance/Repair	0.00	3,732.25	10,000.00	37.32%
5203 · Maintenance Contracts	1,424.00	43,700.77	42,000.00	104.05%
5204 · Landscape Maintenance/Snow Remo	229.00	11,060.28	15,000.00	73.74%
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

	Apr 22	May'21 - Apr 22	Annual Budget	% of Budget
5206 · Electric-Comm Edison	6,126.05	50,872.24	45,000.00	113.05%
5207 · Water/Sewer	101.45	4,908.77	10,000.00	49.09%
5208 · Insurance (Property)	0.00	10,273.00	11,000.00	93.39%
Total 5200 · Plant Maint.	8,805.72	142,267.70	163,000.00	87.28%
5300 · Business Exp.				
5301 · Postage	0.00	5,398.19	6,000.00	89.97%
5302 · Office & Equipment Supplies	526.05	5,677.19	7,000.00	81.1%
5303 · Printing	0.00	232.88	4,000.00	5.82%
5304 · Equipment Leasing	366.75	15,839.28	17,000.00	93.17%
5305 · Mileage Reimbursement	45.64	411.26	2,000.00	20.56%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	409.35	7,583.51	12,000.00	63.2%
5309 · Accounting Service	1,100.00	11,450.00	15,000.00	76.33%
5310 · Material Recovery Fees	134.25	1,082.95	1,000.00	108.3%
5311 · Payroll Service	539.17	7,538.90	7,500.00	100.52%
5312 · Attorney Fees	0.00	1,931.25	8,000.00	24.14%
5314 · Other Consultants	0.00	7,200.00	8,000.00	90.0%
5315 · Other Expenditures	1,328.77	4,990.09	7,000.00	71.29%
5317 · Bank & Credit Card Fees	-50.72	101.43	100.00	101.43%
5319 · Security Service	406.08	9,740.67	21,000.00	46.38%
5320 · Donation Recd Expense	0.00	12,075.18		
5321 · Human Resources	1,849.02	13,866.47	10,000.00	138.67%
Total 5300 · Business Exp.	6,654.36	105,674.70	126,200.00	83.74%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	1,507.61	6,631.91	10,000.00	66.32%
5402 · ISP and Web page hosting	239.90	6,461.32	16,500.00	39.16%
5403 · Computer Software	281.85	13,085.59	18,000.00	72.7%
5404 · Tech Support & Repair	299.04	15,183.46	15,000.00	101.22%
5405 · Technical Services Supplies	19.80	4,313.43	5,000.00	86.27%
5406 · Circulation Supplies	0.00	2,406.48	6,000.00	40.11%
5408 · Tech Serv Online Resources	0.00	14,159.43	16,500.00	85.82%
5409 · RBP/ILL Expenses	233.21	342.21	500.00	68.44%
5410 · SW AN Consortium	11,541.50	46,166.00	47,000.00	98.23%
5411 · Village IT Services	8,176.13	97,419.85	98,000.00	99.41%
Total 5400 · Automat. & Dept. Oper.	22,299.04	206,169.68	232,500.00	88.68%
5500 · Services				
5501 · Youth Services Programs	4,043.76	33,483.87	32,000.00	104.64%
5503 · Adult/Teen Programs	4,230.82	20,469.76	29,000.00	70.59%
5505 · Library Newsletter	4,059.13	9,656.71	47,000.00	20.55%
5506 · Youth Services Publicity	-137.31	0.00		
5509 · Library Publicity and Promotion	1,742.42	13,127.04	20,000.00	65.64%
Total 5500 · Services	13,938.82	76,737.38	128,000.00	59.95%
5600 · Collection				
5601 · Youth Services Books	8,408.22	43,131.11	50,000.00	86.26%
5606 · Youth Services Media	1,345.29	15,875.41	25,000.00	63.5%
5630 · Adult Books	12,219.09	67,874.27	75,000.00	90.5%

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

	Apr 22	May'21 - Apr 22	Annual Budget	% of Budget
5634 · Online Resources	607.50	17,117.33	45,000.00	38.04%
5635 · Magazines & Newspapers	0.00	11,290.53	11,000.00	102.64%
5637 · Adult Media	11,758.21	33,605.19	50,000.00	67.21%
5651 · Digital Media	9,278.43	95,783.84	100,000.00	95.78%
5652 · Grant/Award Expense	0.00	58,646.11	49,650.00	118.12%
Total 5600 · Collection	43,616.74	343,323.79	405,650.00	84.64%
6600 · Payroll Expenses				
6610 · FICA Expense	10,440.94	139,306.64	150,000.00	92.87%
6620 · Illinois Municipal Retirement F	15,109.38	213,647.76	220,000.00	97.11%
Total 6600 · Payroll Expenses	25,550.32	352,954.40	370,000.00	95.39%
7101 · Liability Insurance	0.00	18,609.00	19,000.00	97.94%
7102 · Risk Management expense	97.80	2,217.15	3,000.00	73.91%
7103 · Unemployment Compensation Insur	1,309.10	2,772.15	5,000.00	55.44%
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	37,545.20	125,000.00	30.04%
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%
Total 7400 · Capital Expenditures	0.00	74,012.54	249,000.00	29.72%
7500 · Special Capital Projects				
7505 · Recover Partition W all	0.00	8,865.00	15,000.00	59.1%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Computer Equipment	0.00	28,731.91	30,000.00	95.77%
Total 7500 · Special Capital Projects	0.00	37,596.91	55,000.00	68.36%
Total Expense	280,743.07	3,384,167.35	4,005,650.00	84.49%
Net Ordinary Income	-258,434.31	514,178.00	-174,439.00	-294.76%
Other Income/Expense				
Other Income				
8001 · Interfund Transfers In	350,000.00	350,000.00		
8002 · Interfund Transfers Out	-350,000.00	-350,000.00	-100.00	350,000.0%
Total Other Income	0.00	0.00	-100.00	0.0%
Other Expense				
8000 · Debt Repayment Expense	220,000.00	554,461.01	234,461.00	236.48%
Total Other Expense	220,000.00	554,461.01	234,461.00	236.48%
Net Other Income	-220,000.00	-554,461.01	-234,561.00	236.38%
Net Income	-478,434.31	-40,283.01	-409,000.00	9.85%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22
	Ordinary Income/Expense					
Income						
3000 · Property Taxes	0.00	3,166,554.36	0.00	0.00	0.00	127,160.53
3100 · PPR Taxes	16,400.02	84,947.33	0.00	0.00	0.00	0.00
3200 · Interest Income	609.79	3,394.02	15.58	86.73	32.60	181.45
3300 · Patron Payments	1,739.90	13,535.75	0.00	68.19	0.00	0.00
3400 · Donations	20.00	16,629.90	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	61.18	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	2,926.78	5,110.13	0.00	0.00	0.00	0.00
Total Income	21,696.49	3,350,806.40	15.58	154.92	32.60	127,341.98
Gross Profit	21,696.49	3,350,806.40	15.58	154.92	32.60	127,341.98
Expense						
5100 · Salaries	158,471.17	2,009,982.95	0.00	0.00	0.00	0.00
5200 · Plant Maint.	8,805.72	142,267.70	0.00	0.00	0.00	0.00
5300 · Business Exp.	6,654.36	105,674.70	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	22,299.04	206,169.68	0.00	0.00	0.00	0.00
5500 · Services	13,938.82	76,737.38	0.00	0.00	0.00	0.00
5600 · Collection	43,616.74	343,323.79	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	24,012.80	0.00	0.00	10,440.94	139,306.64
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	253,785.85	2,908,169.00	0.00	0.00	10,440.94	139,306.64
Net Ordinary Income	-232,089.36	442,637.40	15.58	154.92	-10,408.34	-11,964.66

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22
Other Income/Expense						
Other Income						
8001 · Interfund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
8002 · Interfund Transfers Out	-350,000.00	-350,000.00	0.00	0.00	0.00	0.00
Total Other Income	-350,000.00	-350,000.00	0.00	0.00	0.00	0.00
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	-350,000.00	-350,000.00	0.00	0.00	0.00	0.00
Net Income	-582,089.36	92,637.40	15.58	154.92	-10,408.34	-11,964.66

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	151,509.99	0.00	20,289.94	0.00	10,822.79
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	26.00	144.69	3.38	18.85	2.40	13.38
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	26.00	151,654.68	3.38	20,308.79	2.40	10,836.17
Gross Profit	26.00	151,654.68	3.38	20,308.79	2.40	10,836.17
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	15,109.38	189,634.96	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	18,609.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	97.80	2,217.15	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	1,309.10	2,772.15	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
Total Expense	15,109.38	189,634.96	1,406.90	23,598.30	0.00	11,849.00
Net Ordinary Income	-15,083.38	-37,980.28	-1,403.52	-3,289.51	2.40	-1,012.83

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22
Other Income/Expense						
Other Income						
8001 · Interfund Transfers In	50,000.00	50,000.00	5,000.00	5,000.00	0.00	0.00
8002 · Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	50,000.00	50,000.00	5,000.00	5,000.00	0.00	0.00
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	50,000.00	50,000.00	5,000.00	5,000.00	0.00	0.00
Net Income	34,916.62	12,019.72	3,596.48	1,710.49	2.40	-1,012.83

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	0.00	234,279.60	0.00	3,710,617.21
3100 · PPR Taxes	0.00	0.00	0.00	0.00	16,400.02	84,947.33
3200 · Interest Income	500.58	2,786.23	31.73	176.58	1,222.06	6,801.93
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,739.90	13,603.94
3400 · Donations	0.00	0.00	0.00	0.00	20.00	16,629.90
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	61.18
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	2,926.78	5,110.13
Total Income	500.58	2,786.23	31.73	234,456.18	22,308.76	3,898,345.35
Gross Profit	500.58	2,786.23	31.73	234,456.18	22,308.76	3,898,345.35
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	158,471.17	2,009,982.95
5200 · Plant Maint.	0.00	0.00	0.00	0.00	8,805.72	142,267.70
5300 · Business Exp.	0.00	0.00	0.00	0.00	6,654.36	105,674.70
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	22,299.04	206,169.68
5500 · Services	0.00	0.00	0.00	0.00	13,938.82	76,737.38
5600 · Collection	0.00	0.00	0.00	0.00	43,616.74	343,323.79
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	25,550.32	352,954.40
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	18,609.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	97.80	2,217.15
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	1,309.10	2,772.15
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,849.00
7400 · Capital Expenditures	0.00	74,012.54	0.00	0.00	0.00	74,012.54
7500 · Special Capital Projects	0.00	37,596.91	0.00	0.00	0.00	37,596.91
Total Expense	0.00	111,609.45	0.00	0.00	280,743.07	3,384,167.35
Net Ordinary Income	500.58	-108,823.22	31.73	234,456.18	-258,434.31	514,178.00

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22	Apr 22	May '21 - Apr 22
Other Income/Expense						
Other Income						
8001 · Interfund Transfers In	75,000.00	75,000.00	220,000.00	220,000.00	350,000.00	350,000.00
8002 · Interfund Transfers Out	0.00	0.00	0.00	0.00	-350,000.00	-350,000.00
Total Other Income	75,000.00	75,000.00	220,000.00	220,000.00	0.00	0.00
Other Expense	0.00	0.00	220,000.00	554,461.01	220,000.00	554,461.01
8000 · Debt Repayment Expense	0.00	0.00	220,000.00	554,461.01	220,000.00	554,461.01
Total Other Expense	0.00	0.00	220,000.00	554,461.01	220,000.00	554,461.01
Net Other Income	75,000.00	75,000.00	0.00	-334,461.01	-220,000.00	-554,461.01
Net Income	75,500.58	-33,823.22	31.73	-100,004.83	-478,434.31	-40,283.01

CAROL STREAM PUBLIC LIBRARY

616 Hiawatha Drive • Carol Stream, IL 60188
(630)-653-0755 www.cslibrary.org

May 18, 2022

To: The Honorable Mayor Frank Saverino and
Members of the Board of Trustees of the
Village of Carol Stream

Cc: Bob Mellor, Village Manager

Re: Board of Library Trustees of the Village of Carol Stream
Annual Report 2021-2022

Pursuant to the Local Library Act (75 ILCS 5/4-10), the Board of Library Trustees of the Village of Carol Stream submits the following Annual Report for the Fiscal Year ending April 30, 2022 (FY22) on the condition of its trust.

- Part I — Itemized Statement of the various funds received from the library fund and from other sources (subject to annual audit)-Exhibit 1
- Part II — Itemized statement of the objects and purposes for which those sums of money have been expended (subject to annual audit)-Exhibit 2
- Part III — a statement of the number of books and periodicals available for use, and the number and character thereof circulated
- Part IV — A statement of the real and personal property acquired by legacy, purchase, gift or otherwise
- Part V — A statement of the character of any extensions of library service which have been undertaken
- Part VI - Blank (This amendment to 75 ILCS 5/4-10, passed August 22, 2017.)
- Part VII — A statement as to the amount of accumulations and the reasons thereof (subject to annual audit)
- Part VIII — A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgements, settlements, liability insurance, or for amounts due under a certificate of the board
- Part IX — Any other statistics, information and suggestions that may be of interest

Part III

Total number of books (including audiobooks, eBooks and eAudiobooks) is 159,640. The Library subscribes to 24 newspapers, 125 print magazines and has 4046 downloadable eMagazine subscriptions. Paper copies of print back issues of six months to one year are available. The Library circulated 268,130 items during FY22 (32% increase).

Part IV

The Library did not acquire any property over the past year.

Part V

FY22 has continued to be an interesting and challenging year for the Library in providing public services to the community as the COVID-19 pandemic continues. Staff have responded to these challenges with a positive attitude and creative thinking, finding a variety of ways to continue and develop our Library patron relationships and providing as many services as possible and implementing new ones.

- The Youth Services Department offered 299 programs with 6,838 attendees. The Adult Services Department offered 94 programs with 1,259 attendees. 75 Teen programs were offered with 370 attendees. To provide additional options for patrons, the three departments provided a large variety of passive programming utilizing take and make crafts and individually customized Binge Boxes that were comprised of books, activities, tchotchkes and a snack. These are available by request for patrons of all ages. Youth Services had 1,053 passive programs with 8,582 participants, Adult Services had 308 passive programs with 4,061 participants, and Teen Services had 17 passive programs with 89 participants. In spring 2022 the Library began to offer in-person programming.
- The Library's outdoor patio was opened to the public on May 3, 2021 with comfortable seating and Wi-Fi access.
- The Library's new study rooms were opened for public use on June 14, 2021. Additional public computers were also made available.
- Two new circulating item types were added to the Library in FY22. Xbox Series X and PlayStation 5 titles were added to the Library's video game collection.
- A new online service for children called *LOTE Online for Kids* is now available to library cardholders. *LOTE Online for Kids* is an online database of digital picture books in World Languages, that helps libraries to engage multilingual families in their communities, while allowing kids to enjoy books and learn language through the magic of storytelling. The platform provides unlimited access to over 1200+ book titles in 40+ World Languages together with English translations, and each month they release another 30-50 digital books and 1-2 new languages.
- The Library provided monthly Homebound deliveries of Library materials to local senior centers and individual patrons.
- The Library provided curbside pick-up service for the public. Patrons can reserve materials online, text the staff when they arrive, and their bag of materials is brought out to their vehicle. Patrons are also able to request curbside printing and copying. There were 2,786 curbside materials pick-ups and 2,433 printing/copying pick-ups in FY22.
- The Library often works with local community organizations to provide additional information and services. During the year, the Library hosted three blood drives, and two vaccination clinics. We were a collection location for the Christmas Sharing Program and Rotary Food Drive.
- The Library provides online virtual Library card registration so that patrons are able to immediately access our online collections and databases 24/7. The virtual card is valid for 90 days. Patrons' are required to come in and register in-person to extend their privileges.

- The Library's Website, www.cslibrary.org, offers patrons 24/7 service with the opportunity to download eAudiobooks, eBooks, eMagazines, streaming video and music, access to online subscription databases, as well as the ability to register for programs through their home computers and other electronic devices.
- The Library has a mobile application for patrons to access the Library with their smartphones and other devices. The application was accessed 42,707 times during FY22 (17.6% increase).
- Live online chat and texting with librarians is available during regular Library hours to immediately respond to patrons' informational needs. Wi-Fi Hotspots are available for check out for patrons with no internet service or will be in an area that does not provide internet service. Portable chargers are available for check out for patrons who need to charge their electronic devices. Bike locks are available for check out for riders to secure their bicycles.
- The in-print newsletter was suspended for most of FY22, with the focus on information mailers and the Library's e-newsletter. In spring 2022 bi-monthly print newsletters began.
- The Library offers patrons the opportunity to subscribe to an e-newsletter.

Part VI No longer required.

Part VII

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$442,637 (subject to audit) remaining in the General Fund to add to the Library's Reserve. In anticipation of this surplus, \$350,000 of that amount was transferred in April to four of the Library's Special Funds (\$75,000 to CM&R Fund, \$50,000 to the IMRF Fund, \$5,000 to the Liability Fund and \$220,000 to the Building Renovation Loan Fund). The surplus this year was a result of staff vacancies and reductions in some of our yearly expenses.

Part VIII

In FY19 the Library Board entered into an Intergovernmental Loan Agreement (ILA) with the Village of Carol Stream for \$2,000,000 for ten years. The annual loan repayment is \$234,461.

Part IX

- Percentage of population (39,854) registered with Library cards is 44.4% (17,695 cardholders)
- Digital Services: There were 179,955 visits to the Library's Web page (47% increase) and remote access to the Library's subscription databases via the Web page numbered 48,257 (6.8% increase). 64,107 eAudiobooks, eBooks, and e-music CDs were downloaded through the Library's subscription services via the Library web page and mobile application. 6015 videos were streamed from the Library's online streaming service Hoopla. 10,907 eMagazines were downloaded with the Library's downloadable online magazine services RBdigital and Press Reader (55.5% increase). Being able to provide expanded patron access to our downloadable/virtual collections has been a great benefit to the residents of the community during the pandemic.
- Social Media: The Library's Facebook page has 2,722 followers (15.5% increase) and received 32,702 Engagements (Likes) and had 360,352 Impressions (Views) in FY22. Instagram has 1,045 followers (12.9% increase) and had 1,083 Engagements (Likes) and 23,550 Impressions (Views) of

posts. Twitter has 1,475 followers (9.5% increase) and had 119,003 Engagements (Likes) and 209,416 Impressions (Views) of posts.

- The number of homebound patrons currently being served is 45. The Library made 331 deliveries and delivered 2,302 items to our homebound patrons during FY 22.
- Adult reference staff answered 23,725 questions and Youth reference staff answered 8,662 questions for a total of 23,725, including online chat (64.7% increase). There were 33 one-on-one tutorials.
- The Library's study rooms, which were opened on June 14, 2021, had 2,442 users.

CERTIFICATION

This Annual Report is filed by the Carol Stream Public Library pursuant to the Local Library Act (75 ILCS 5/4-10) for the fiscal year commencing May 1, 2021 and ending April 30, 2022.

Signed:

Susan Westgate
Library Director
Attest:

I, the undersigned President of the Board of Library Trustees of the Village of Carol Stream, hereby state that the foregoing entitled:

BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM ANNUAL REPORT 2021-2022

is a true and accurate report of the activities of the Carol Stream Public Library for the year stated.

Justin Lynch
President
Board of Library Trustees

(Seal)

EXHIBIT 1 - FY 22 Income Received (subject to audit)

ACCT #	Account Name	
	GENERAL FUND REVENUES	
	Property Taxes	
	Property Tax -- Current	3,166,554
	Property Tax -- Non-Current	0
	PPR Taxes	84,947
	Interest Income	
	Interest Income -- Taxes	
	Interest Income -- Investments	3,394
	Patron Payments	
	Fines & Fees	5,185
	Public Copier Payments	6,365
	Non-Resident Card Fees	2,122
	Sale items	0
	Donations	16,630
	Developer Contributions	0
	RBP/ILL Reimbursements	61
	Grants	
	Per Capita Grant	58,574
	Other Grants/Awards	2,000
	Other Income	5,110
	TOTAL GENERAL FUND REVENUE	3,350,942
	SPECIAL FUND REVENUES	
	IMRF Fund	
	Property Tax -- Current	151,510
	Property Tax -- Non-Current	
	Interest Income Taxes	0
	Interest Income Investments	145
	FICA Fund	
	Property Tax -- Current	127,161
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	181
	Liability Fund	
	Property Tax -- Current	20,290
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	19

EXHIBIT 1 - FY 22 Income Received (subject to audit)

ACCT #	Account Name	
	Audit Fund	
	Property Tax -- Current	10,823
	Property Tax -- Non-Current	0
	Interest Income Taxes	0
	Interest Income Investments	13
	Capital Maint. & Repair	
	Interest Income Investments	2,786
	Working Cash Fund	
	Interest Income Investments	87
	Debt Service Fund	
	Property Tax -- Current	234,280
	Property Tax -- Non-Current	0
	Interet Income Taxes	0
	interest Income Investments	177
	TOTAL SPECIAL FUND REVENUES	547,472
	TOTAL INCOME FY 2021	\$3,898,414

EXHIBIT 2 - FY 22 EXPENSES (subject to audit)

ACCT #	Account Name		
	GENERAL FUND EXPENDITURES		
5100	SALARIES		
5101	EXEMPT STAFF SALARIES	601,011	
5102	NON-EXEMPT STAFF SALARIES	1,147,517	
5103	CUSTODIAL SALARIES	72,045	
5104	BENEFITS-MED/LIFE/DENTAL		
5105	Professional Education	4,718	
5106	Memberships	3,368	
5107	Benefits -- Life insurance	1,762	
5108	Benefits -- Health Insurance	176,781	
5109	Benefits -- Other	2,369	
5110	Trustee Development	413	
	TOTAL	2,009,984	
5200	PLANT MAINTENANCE		
5201	SUPPLIES	13,891	
5202	MAINTENANCE/REPAIR	3,732	
5203	MAINTENANCE CONTRACTS	43,701	
5204	LANDSCAPE MAINTENANCE	11,060	
5205	FURNITURE/EQUIPMENT	3,829	
5206	ELECTRIC - COMM EDISON	50,872	
5207	WATER/SEWER	4,909	
5208	INSURANCE (PROPERTY)	10,273	
	TOTAL	142,267	
5300	BUSINESS EXPENSE		
5301	POSTAGE	5,398	
5302	OFFICE&EQUIPMENT SUPPLIES	5,677	
5303	PRINTER SUPPLIES	233	
5304	EQUIPMENT LEASING	15,839	
5305	MILEAGE REIMBURSEMENT	411	
5306	LEGAL NOTICES	555	
5308	BUSINESS PHONE	7,584	
5309	ACCOUNTING SERVICE	11,450	
5310	MATERIAL RECOVERY FEES	1,083	
5311	PAYROLL SERVICE	7,539	
5312	ATTORNEY FEES	1,931	
5314	OTHER CONSULTANTS	7,200	
5315	OTHER EXPENDITURES	4,990	
5317	BANK FEES	101	
5319	SECURITY SERVICE	9,741	

EXHIBIT 2 - FY 22 EXPENSES (subject to audit)

ACCT #	Account Name	
5320	Donation Received Expense	12,075
5321	Human Resources	13,866
	TOTAL	105,673
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES	
5401	Automation Hardware	6,632
5402	ISP and Web Page Hosting	6,461
5403	Computer Software	13,086
5404	LAN and Hardware Maintenance	15,183
5405	Technical Services Supplies	4,313
5406	Circulation Supplies	2,406
5408	Tech Services Online Resources	14,159
5409	RBP/ILL Expenses	342
5410	SWAN Consortium	46,166
5411	Village IT Services	97,420
	TOTAL	206,168
5500	SERVICES	
5501	Youth Services Programs	33,484
5503	Adult Programs	20,470
5505	Library Newsletter	9,657
5509	Library Publicity and Promotion	13,127
	TOTAL	76,738
5600	COLLECTION DEVELOPMENT	
5601	Youth Services Books	43,131
5606	Youth Services Media	15,875
5630	Adult Books	67,874
5634	Online Resources	17,117
5635	Magazines & Newspapers	11,291
5637	Adult Media	33,605
5651	Digital Media	95,784
5652	Grant/Award Expense (Databases)	58,646
	TOTAL	343,323
	GENERAL FUND EXPENDITURES	
5100	SALARIES	2,009,984
5200	PLANT MAINTENANCE	142,267
5300	BUSINESS EXPENSE	105,673
5400	CIRCULATION & MATERIAL Proc....	206,168
5500	SERVICES	76,738

EXHIBIT 2 - FY 22 EXPENSES (subject to audit)

ACCT #	Account Name		
5600	COLLECTION DEVELOPMENT	343,323	
	TOTAL	2,884,153	
SPECIAL FUND EXPENDITURES			
	Account Name		
	LIABILITY INSURANCE FUND	23,598	
	FICA FUND	139,307	
	IMRF FUND	189,635	
	AUDIT FUND	11,849	
	Capital Maintenance & Repair Fund	74,013	
	Special Capital Projects in CM&R Fund	37,597	
	Debt Service Fund	554,461	
	TOTAL	1,030,460	
	General Fund Expenditures	2,884,153	
	Special Fund Expenditures	1,030,460	
	Total Expenditures	\$ 3,914,613	

April 18, 2022

Board of Trustees and
Susan Westgate, Library Director
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, Illinois 60188

Dear Board Members and Ms. Westgate:

We are pleased to confirm our acceptance and understanding of the services we are to provide for Carol Stream Public Library for the year ended April 30, 2023.

You have requested that we perform the following services:

1. We will provide you with the following bookkeeping services:
 - Record accounting entries for cash receipts and payroll
 - Reconcile all bank accounts
 - Update the QuickBooks general ledger
 - Prepare or assist in preparation of various schedules for the board including: Treasurer's Report
2. We will prepare the financial statements of Carol Stream Public Library, which comprise the annual and monthly Combined Statement of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds and the related Combined Statement of Revenues and Expenses - Modified Cash Basis - All Funds for the year ended April 30, 2023 and perform a compilation engagement with respect to those financial statements. Management has elected to omit substantially all of the disclosures required by the modified cash basis of accounting. We are not independent with respect to Carol Stream Public Library. We will disclose that we are not independent in our compilation report.

In addition, supplementary information will be prepared and presented with the financial statements. Such supplementary information is the responsibility of management, but will be subject to our compilation engagement.

Our Responsibilities

The objective of the preparation and compilation portion of our engagement is to –

- prepare financial statements in accordance with the modified cash basis of accounting based on information provided by you, and

In Association With:

MCCLURE INSERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS



- apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis of accounting.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care when performing the bookkeeping services, preparing the financial statements and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Library or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Your Responsibilities

The financial statement preparation and compilation portion of the engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the modified cash basis of accounting and to assist you in the presentation of the financial statements in accordance with the modified cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of accounting principles in accordance with the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with the modified cash basis of accounting and the inclusion of a description of the modified cash basis of accounting.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.

5. To ensure that the Library complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with—
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the compilation engagement.
 - unrestricted access to persons within the organization of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a compilation report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

We are not independent with respect to Carol Stream Public Library. We will disclose that we are not independent in our compilation report.

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

Our report will disclose that 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.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Other Relevant Information

You are responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our bookkeeping services and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Paul V. Inserra is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our charges for these services will be \$1,150 per month. Billings will be made monthly and are due when rendered. Other services not covered by this engagement letter will be billed based on hours worked by various grades of personnel at our rates applicable to each.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this letter and return it to us.

Sincerely,

ATA Group, LLP

ATA Group, LLP

The letter correctly sets forth the understanding of Carol Stream Public Library.

Management Signature

Title

Date

Carol Stream Public Library
Expenses by Vendor Detail
April 2022

9:39 AM

05/06/2022

Accrual Basis

Date	Num	Memo	Account	Amount
04/01/2022		Foldover wallets w/ logo imprint	5509 · Library Publicity and Promotion	-435.85
				-435.85
04/22/2022		4th of July Float	5509 · Library Publicity and Promotion	-565.00
				-565.00
04/15/2022		Replacement fee	5409 · RBP/ILL Expenses	-18.00
				-18.00
04/12/2022		Inv. #12554079	5319 · Security Service	-406.08
				-406.08
04/01/2022		Critcut Supplies - 5 pc. fine point knife blade	5503 · Adult/Teen Programs	-57.85
04/01/2022		Several AS items	5503 · Adult/Teen Programs	-160.02
04/01/2022		Several AS items	5630 · Adult Books	-99.77
04/01/2022		Several PS and Switch items	5503 · Adult/Teen Programs	-319.05
04/15/2022		Inv. #447355938594	5501 · Youth Services Programs	-495.89
04/15/2022		Inv. #433465476798	5501 · Youth Services Programs	-33.46
04/15/2022		Inv. #483739839968	5501 · Youth Services Programs	-85.88
04/15/2022		Inv. #833495333858	5302 · Office & Equipment Supplies	-62.71
04/15/2022		Inv. #459438455894	5501 · Youth Services Programs	-24.54
04/15/2022		Inv. #796633636955	5501 · Youth Services Programs	-12.49
04/15/2022		Inv. #468995985778	5503 · Adult/Teen Programs	-118.32
04/15/2022		Inv. #46545477584	5501 · Youth Services Programs	-43.05
04/15/2022		Inv. #444368653884	5501 · Youth Services Programs	-183.09
04/15/2022		Inv. #998589739799	5302 · Office & Equipment Supplies	-5.13
04/15/2022		Inv. #758586553957	5503 · Adult/Teen Programs	-262.25
04/15/2022		Inv. #593395369575	5501 · Youth Services Programs	-33.87
04/15/2022		Inv. #456399583966	5501 · Youth Services Programs	-174.37
04/15/2022		Inv. #998587546445	5501 · Youth Services Programs	-7.99
04/15/2022		Inv. #564644888649	5503 · Adult/Teen Programs	-236.73
04/15/2022		Inv. #564644888649	5630 · Adult Books	-125.64
04/15/2022		Inv. #564644888649	5637 · Adult Media	-14.39
04/15/2022		Inv. #548658446984	5630 · Adult Books	-29.95
04/15/2022		Inv. #548658446984	5630 · Adult Books	-37.00
04/15/2022		Inv. #699633557697	5503 · Adult/Teen Programs	-39.98
04/15/2022		Inv. #676868577584	5501 · Youth Services Programs	-149.86

	Date	Num	Memo	Account	Amount
	04/15/2022		Inv. #476636353648	5302 · Office & Equipment Supplies	-59.11
	04/22/2022		Mannequin Torso w/ tripod	5503 · Adult/Teen Programs	-64.54
	04/22/2022		Black and Decker iron	5503 · Adult/Teen Programs	-30.16
	04/26/2022		Asst. Fabric Qtrs.	5503 · Adult/Teen Programs	-242.66
	04/26/2022		Male to male USB cable	5503 · Adult/Teen Programs	-8.95
	04/26/2022		Credit for s/h	5503 · Adult/Teen Programs	3.95
	04/26/2022		Credit s/h	5503 · Adult/Teen Programs	14.57
	04/26/2022		Credit s/h	5503 · Adult/Teen Programs	0.40
	04/26/2022		Credit s/h	5503 · Adult/Teen Programs	0.50
	04/26/2022		Credit s/h	5503 · Adult/Teen Programs	0.46
	04/26/2022		Credit s/h	5503 · Adult/Teen Programs	0.43
	04/26/2022		Returned PS games	5503 · Adult/Teen Programs	217.20
	04/26/2022		PS games and controller	5503 · Adult/Teen Programs	-127.20
	04/26/2022		PS5 game	5503 · Adult/Teen Programs	-60.52
	04/27/2022		PS5 game	5503 · Adult/Teen Programs	-25.35
					<u>-3,194.26</u>
Total AMAZON/SYNCB					
Anderson Pest Solutions					
	04/28/2022		Inv. #15060194	5203 · Maintenance Contracts	-105.00
					<u>-105.00</u>
Total Anderson Pest Solutions					
ATA Group, LLP (Assoc McClure Inseira CPA					
	04/11/2022		Inv. #10625	5309 · Accounting Service	-1,100.00
					<u>-1,100.00</u>
Total ATA Group, LLP (Assoc McClure Inseira CPA					
Badge-A-Minit					
	04/01/2022		Inv. #00872 (Geek Fest)	5509 · Library Publicity and Promotion	-327.17
	04/26/2022		Credit for taxes charged on 3/17/22 order for \$327.17	5509 · Library Publicity and Promotion	21.40
					<u>-305.77</u>
Total Badge-A-Minit					
Baker & Taylor					
	04/18/2022		Several invoices	5501 · Youth Services Programs	-487.16
	04/18/2022		Several invoices	5601 · Youth Services Books	-6,952.30
	04/18/2022		Several invoices	5606 · Youth Services Media	-80.48
	04/18/2022		Several invoices	5630 · Adult Books	-9,377.98
	04/28/2022		Several invoices	5601 · Youth Services Books	-1,008.96
	04/28/2022		Several invoices	5606 · Youth Services Media	-17.03
	04/28/2022		Several invoices	5630 · Adult Books	-2,086.93
					<u>-20,010.84</u>
Total Baker & Taylor					
Carol Stream Chamber of Commerce					
	04/22/2022		New Homeowners Mthly. Mailer	5509 · Library Publicity and Promotion	-150.00
					<u>-150.00</u>
Total Carol Stream Chamber of Commerce					
Center Point for Large Print Books					
	04/11/2022		Inv. #1920941	5630 · Adult Books	-141.42
					<u>-141.42</u>
Total Center Point for Large Print Books					

	Date	Num	Memo	Account	Amount
Chess.com	04/26/2022		March subscription	5501 - Youth Services Programs	-5.00
Total Chess.com					-5.00
Chicago Books and Journals	04/26/2022		Bookmarks	5503 - Adult/Teen Programs	-59.60
Total Chicago Books and Journals					-59.60
Comcast (internet)	04/01/2022		Ser. From: 4/2/2022 - 5/1/2022	5402 - ISP and Web page hosting	-239.90
Total Comcast (internet)					-239.90
Comcast (phone)	04/15/2022		Inv. #144077106	5308 - Business Phone	-409.35
Total Comcast (phone)					-409.35
ComEd	04/27/2022		Heat Mtr. - 3/21 - 4/19/2022	5206 - Electric-Comm Edison	-6,126.05
Total ComEd					-6,126.05
Costco	04/01/2022		Choc. Candy for Binge Boxes	5501 - Youth Services Programs	-34.57
	04/26/2022		Ziploc Gallon Bags - YS	5501 - Youth Services Programs	-23.63
Total Costco					-58.20
Circuit	04/01/2022		Annual Subscription	5503 - Adult/Teen Programs	-101.87
Total Circuit					-101.87
D & Z House of Books	04/01/2022		Asst. Polish language books	5601 - Youth Services Books	-446.96
Total D & Z House of Books					-446.96
Demco	04/27/2022		Inv. #7119527	5509 - Library Publicity and Promotion	-55.80
Total Demco					-55.80
DiscTech	04/01/2022		Computer Hardware	5401 - Automation Hardware	-327.61
Total DiscTech					-327.61
Dollar Tree	04/26/2022		Storage baskets	5503 - Adult/Teen Programs	-26.25
Total Dollar Tree					-26.25
Dunkin Donuts	04/26/2022		NLW Workers Day Treat	5315 - Other Expenditures	-55.96
Total Dunkin Donuts					-55.96
Ebsco Information Services	04/11/2022		Inv. #1657765 (\$5,125.02 - (\$66.55 CR) (Credits: #2, 5637 - Adult Media		0.00
	04/11/2022		Inv. #1657765	5635 - Magazines & Newspapers	0.00
Total Ebsco Information Services					0.00

	Date	Num	Memo	Account	Amount
Fat Brain Toys					
Total Fat Brain Toys	04/01/2022		Toys (ST for Little Ones)	5501 · Youth Services Programs	-319.70
Findaway World, LLC					
Total Findaway World, LLC	04/12/2022		Inv. #381571	5606 · Youth Services Media	-10.00
	04/12/2022		Inv. #384113	5606 · Youth Services Media	-825.30
					-835.30
Fox Valley Fire & Safety Company, Inc.					
Total Fox Valley Fire & Safety Company, Inc.	04/12/2022		Inv. #IN00512089	7102 · Risk Management expense	-97.80
					-97.80
Fresh and Silk Flowers					
Total Fresh and Silk Flowers	04/01/2022		Ukrainian flowers for main room	5315 · Other Expenditures	-130.00
					-130.00
Fun Express, LLC					
Total Fun Express, LLC	04/26/2022		Inv. #716058881-01	5501 · Youth Services Programs	-136.23
	04/26/2022		Inv. #716251570-01	5501 · Youth Services Programs	-993.28
					-1,129.51
Gale/Cengage Learning Inc.					
Total Gale/Cengage Learning Inc.	04/27/2022		Inv. #77619713	5630 · Adult Books	-84.72
	04/27/2022		Inv. #77628016	5630 · Adult Books	-84.72
	04/27/2022		Inv. #77628452	5630 · Adult Books	-56.23
	04/27/2022		Inv. #77641707	5630 · Adult Books	-26.24
					-251.91
Garvey's Office Products					
Total Gale/Cengage Learning Inc.	04/12/2022		Inv. #PINV2241431	5503 · Adult/Teen Programs	0.00
	04/12/2022		Inv. #PINV2236517	5302 · Office & Equipment Supplies	0.00
	04/12/2022		Inv. #PINV2236517	5501 · Youth Services Programs	0.00
	04/12/2022		Inv. #PINV2236915	5315 · Other Expenditures	0.00
	04/12/2022		Inv. #PINV2237919	5315 · Other Expenditures	0.00
	04/12/2022		Inv. #PINV2240222	5302 · Office & Equipment Supplies	0.00
	04/12/2022		Inv. #PINV2240222	5501 · Youth Services Programs	0.00
	04/12/2022		Inv. #PINV2242803	5503 · Adult/Teen Programs	0.00
	04/19/2022		Inv. #PINV2241431	5503 · Adult/Teen Programs	-238.16
	04/19/2022		Inv. #PINV2236517	5302 · Office & Equipment Supplies	-15.62
	04/19/2022		Inv. #PINV2236517	5501 · Youth Services Programs	-215.84
	04/19/2022		Inv. #PINV2236915	5315 · Other Expenditures	-66.10
	04/19/2022		Inv. #PINV2237919	5315 · Other Expenditures	-45.94
	04/19/2022		Inv. #PINV2240222	5302 · Office & Equipment Supplies	-260.13
	04/19/2022		Inv. #PINV2240222	5501 · Youth Services Programs	-142.41
	04/19/2022		Inv. #PINV2242803	5503 · Adult/Teen Programs	-63.03
	04/27/2022		Inv. #PINV2246407	5302 · Office & Equipment Supplies	-37.09

	Date	Num	Memo	Account	Amount
Total Garvey's Office Products Got Comics, Inc.	04/27/2022		Inv. #PINV2247409	5302 · Office & Equipment Supplies	-5.52
	04/27/2022		Inv. #PINV2247409	5501 · Youth Services Programs	-43.86
					-1,133.70
Total Got Comics, Inc. Gowing, John Peter	04/13/2022		Free Comic Book Day Comics - 5/7/2022	5503 · Adult/Teen Programs	-70.80
					-70.80
Total Gowing, John Peter Gowing, John Peter	04/12/2022		Dark Nursery Rhymes Pgm. - 4/22/2022	5503 · Adult/Teen Programs	-200.00
					-200.00
Total GreatAmerica Financial Services Head, Belynda	04/27/2022		Inv. #31481903	5304 · Equipment Leasing	0.00
					0.00
Total GreatAmerica Financial Services Head, Belynda	04/12/2022		Line Dancing Pgm. - 5/11/2022	5503 · Adult/Teen Programs	-150.00
					-150.00
Total Head, Belynda Hirease, LLC dba Accurate Now	04/01/2022		Inv. #2203130283 - Houston, Liszka	5321 · Human Resources	-89.90
	04/22/2022		Inv. #2203200258 - Liszka	5321 · Human Resources	-59.95
					-149.85
Total Hirease, LLC dba Accurate Now HR Source	04/01/2022		Inv. #15641	5321 · Human Resources	-260.00
					-260.00
Total HR Source Ingram Library Services	04/12/2022		Inv. #67453097	5637 · Adult Media	0.00
	04/12/2022		Inv. #67453098	5637 · Adult Media	0.00
	04/12/2022		Inv. #67452419	5637 · Adult Media	0.00
	04/12/2022		Inv. #67457645	5637 · Adult Media	0.00
	04/19/2022		Inv. #67453097	5637 · Adult Media	-140.33
	04/19/2022		Inv. #67453098	5637 · Adult Media	-486.37
	04/19/2022		Inv. #67452419	5637 · Adult Media	-51.34
	04/19/2022		Inv. #67457645	5637 · Adult Media	-182.17
	04/27/2022		Inv. #67461240	5637 · Adult Media	-163.17
	04/27/2022		Inv. #67461241	5637 · Adult Media	-121.03
	04/27/2022		Inv. #67461242	5637 · Adult Media	-73.58
	04/27/2022		Inv. #67461249	5637 · Adult Media	-51.34
	04/27/2022		Inv. #67461705	5637 · Adult Media	-41.84
				Inv. #67461704	5637 · Adult Media
					-1,334.01
Total Ingram Library Services Jewel Food Stores / Jewel Osco	04/01/2022		Snacks for New Hires - Liszka, Houston	5321 · Human Resources	-13.20
	04/22/2022		Snacks for Emp. First Day - Liszka, Houston	5321 · Human Resources	-22.84

	Date	Num	Memo	Account	Amount
Total Jewel Food Stores / Jewel Osco Jostens	04/01/2022		GBN 2021/22 School Yearbook	5630 · Adult Books	-36.04
Total Jostens					-68.49
Land's End Business Outfitters					-68.49
	04/26/2022		Polo - Wright	5321 · Human Resources	-44.95
	04/26/2022		Polo - Bartl	5321 · Human Resources	-29.95
	04/26/2022		Polo - Trustee Rogers	5321 · Human Resources	-29.95
	04/26/2022		Shipping and Handling	5321 · Human Resources	-9.95
	04/26/2022		Discounted logos	5321 · Human Resources	-9.00
Total Land's End Business Outfitters LibraryWorks, Inc.					-123.80
	04/26/2022		Webinar - Hays	5105 · Professional Education	-49.00
Total LibraryWorks, Inc.					-49.00
LIMR/CC Unemployment Compensation Group					0.00
	04/27/2022		1st Qtr. ending March 1, 2022	7103 · Unemployment Compensation Insur	0.00
	04/28/2022		1st Qtr. ending March 31, 2022	7103 · Unemployment Compensation Insur	-1,309.10
Total LIMR/CC Unemployment Compensation Group MailChimp					-1,309.10
	04/01/2022		Subscription	5509 · Library Publicity and Promotion	-115.00
	04/27/2022		Mailchimp Sub.	5509 · Library Publicity and Promotion	-115.00
Total MailChimp					-230.00
McDonald's					-15.00
	04/01/2022		Accidental use of CSPL charge by Maryana Yevstrat	5315 · Other Expenditures	-15.00
Total McDonald's Medify Air					-15.00
	04/01/2022		Replacement air filters	5201 · Supplies	-462.95
Total Medify Air Michael's					-462.95
	04/01/2022		Gluedots for General Pgm.	5501 · Youth Services Programs	-16.09
	04/22/2022		Circuit Maker, Deep Cut Blade and Brown Cardstock	5503 · Adult/Teen Programs	-271.98
Total Michael's Midwest Tape					-288.07
	04/15/2022		Several invoices	5606 · Youth Services Media	-269.93
	04/15/2022		Several invoices	5637 · Adult Media	-3,276.67
	04/15/2022		Several invoices	5651 · Digital Media	-6,028.68
	04/28/2022		Several invoices	5606 · Youth Services Media	-5.24
	04/28/2022		Several invoices	5637 · Adult Media	-4,124.59
	04/28/2022		Several invoices	5651 · Digital Media	0.00
Total Midwest Tape Mobile Adventure Co.					-13,705.11

	Date	Num	Memo	Account	Amount
Total Mobile Adventure Co.	04/01/2022		Dep. for Escape Room Pgm. - 6/30/2022	5501 · Youth Services Programs	-337.50
Monarch Watch					-337.50
Total Monarch Watch	04/01/2022		Inv. #450258	5501 · Youth Services Programs	-44.00
OneBookShelf.com					-44.00
Total OneBookShelf.com	04/26/2022		Ehdngohr: RolePlaying Game (book and pdf. downlo	5503 · Adult/Teen Programs	-62.83
Outreach Community Ministries, Inc.					-62.83
Total Outreach Community Ministries, Inc.	04/15/2022		Partner Sponsorship	5315 · Other Expenditures	-1,000.00
OverDrive, Inc.					-1,000.00
Total OverDrive, Inc.	04/13/2022		Inv. #22106723	5651 · Digital Media	-3,249.75
Paylocity					-3,249.75
Total Paylocity	04/12/2022		Inv. #110011516	5311 · Payroll Service	-191.03
PC/Nametag, Inc.					-348.14
Total PC/Nametag, Inc.	04/19/2022		Inv. #110094709	5311 · Payroll Service	-348.14
Pitney Bowes Global Financial Services LL					-315.36
Total Pitney Bowes Global Financial Services LL	04/19/2022		Inv. #110094709	5321 · Human Resources	-315.36
Pitney Bowes, Inc.					-854.53
Total Pitney Bowes, Inc.	04/01/2022		Inv. #16135300 (Restock 100 Name Tags)	5321 · Human Resources	-893.00
Pitney Bowes Global Financial Services LL					-893.00
Total Pitney Bowes Global Financial Services LL	04/12/2022		Inv. #3105446427	5304 · Equipment Leasing	-366.75
Pitney Bowes, Inc.					-366.75
Total Pitney Bowes, Inc.	04/27/2022		Inv. #1020546098 (DM100 Red Ink)	5302 · Office & Equipment Supplies	-80.74
PlayStationDirect.com					-80.74
Total PlayStationDirect.com	04/01/2022		PSS Starlight Blue Game Controller	5503 · Adult/Teen Programs	-79.68
Plerus					-79.68
Total Plerus	04/27/2022		Inv. #3062	5505 · Library Newsletter	-4,059.13
PNC Bank					-4,059.13
Total PNC Bank	04/01/2022		Late fee for Feb. statement waived	5317 · Bank & Credit Card Fees	39.00
Precision Control Systems of Chicago, Inc					11.88
Total Precision Control Systems of Chicago, Inc	04/01/2022		Finance Charge for Feb statement waived	5317 · Bank & Credit Card Fees	50.88
Total Precision Control Systems of Chicago, Inc	04/12/2022		Inv. #43821	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc					-1,319.00

	Date	Num	Memo	Account	Amount
Rosati's Pizza					
Total Rosati's Pizza	04/01/2022		Pizzas for new hire orientation	5321 · Human Resources	-47.23
					-47.23
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	04/27/2022		Inv. #S545840	5204 · Landscape Maintenance/Snow Remo	-229.00
					-229.00
Showcases					
Total Showcases	04/13/2022		Inv. #323216	5405 · Technical Services Supplies	-19.80
					-19.80
Society for Human Resource Management					
Total Society for Human Resource Management	04/01/2022		Inv. #INV-276824-B9S7T4	5105 · Professional Education	-100.00
					-100.00
Staples					
Total Staples	04/12/2022		Inv. #3504998790	5201 · Supplies	-462.27
	04/12/2022		Inv. #3504998790	5315 · Other Expenditures	-30.77
					-493.04
Storytime PODs Pty. Ltd.					
Total Storytime PODs Pty. Ltd.	04/01/2022		Inv. #INV-1560	5634 · Online Resources	-607.50
					-607.50
Swan (System Wide Automated Network)					
Total Swan (System Wide Automated Network)	04/12/2022		Inv. #9386	5410 · SWAN Consortium	-11,541.50
	04/15/2022		Inv. #9429	5409 · RBP/ILL Expenses	-130.29
					-11,671.79
Target Stores					
Total Target Stores	04/26/2022		Asst. Xbox controllers/games and Switch Games	5503 · Adult/Teen Programs	-549.90
	04/26/2022		Xbox X games/controller and snacks	5503 · Adult/Teen Programs	-175.44
	04/26/2022		Xbox X Flight Simulator Game	5503 · Adult/Teen Programs	-101.99
	04/26/2022		PSS, Xbox 1 and Switch games	5637 · Adult Media	-1,074.76
					-1,902.09
Team One Repair, Inc.					
Total Team One Repair, Inc.	04/13/2022		Inv. #1263866	5401 · Automation Hardware	-1,203.23
	04/13/2022		CR #1264093	5401 · Automation Hardware	23.23
					-1,180.00
Techsoup					
Total Techsoup	04/26/2022		Zoom 50% off discount admin fee	5403 · Computer Software	-57.00
					-57.00
Today's Business Solutions, Inc.					
Total Today's Business Solutions, Inc.	04/27/2022		Inv. #041122-24	5404 · Tech Support & Repair	-299.04
			Inv. #6099829	5310 · Material Recovery Fees	-299.04
					-134.25

	Date	Num	Memo	Account	Amount
Total Unique Management Services, Inc.					-134.25
Village of Carol Stream					
	04/12/2022		Inv. #6467	5411 · Village IT Services	-8,176.13
	04/27/2022		Add'l principal payment on CSPL renovation loan will 8000 · Debt Repayment Expense		-220,000.00
Total Village of Carol Stream					-228,176.13
Village of Carol Stream - Benefits					
	04/13/2022		Inv. #6439	5107 · Life Insurance	-160.96
	04/13/2022		Inv. #6439	5108 · Health Insurance	-21,517.51
	04/13/2022		Inv. #6439	5109 · Benefits, other	-115.94
Total Village of Carol Stream - Benefits					-21,794.41
Village of Carol Stream - IMRF					
	04/19/2022		From: 04/08/2022 - 04/22/2022	6620 · Illinois Municipal Retirement F	-15,109.38
Total Village of Carol Stream - IMRF					-15,109.38
Village of Carol Stream - Water Dept.					
	04/01/2022		Bill #01856895	5207 · Water/Sewer	-101.45
Total Village of Carol Stream - Water Dept.					-101.45
Walgreen Co.					
	04/01/2022		Snacks for New Hire - Liszka, Houston	5321 · Human Resources	-9.63
	04/22/2022		Snacks for New Hire Goody Bags - Liszka, Houston	5321 · Human Resources	-14.11
Total Walgreen Co.					-23.74
Walmart					
	04/22/2022		XBox X Video Game Console	5503 · Adult/Teen Programs	-538.92
Total Walmart					-538.92
Wheaton Public Library					
	04/15/2022		Patron Fees - #21319001719722	5409 · RBP/ILL Expenses	-39.94
	04/15/2022		Patron Fees - #21319001826303	5409 · RBP/ILL Expenses	-44.98
Total Wheaton Public Library					-84.92
Zoom Video Communications					
	04/26/2022		Inv. #INV141376921	5403 · Computer Software	-224.85
Total Zoom Video Communications					-224.85
TOTAL					-351,785.48

Total Disbursements for April 1, 2022 through April 30, 2022

Approved by the Library Board of Trustees May 18, 2022

President _____ Date _____

Secretary _____ Date _____

Carol Stream Public Library
Account QuickReport
April 2022

9:50 AM
05/06/2022
Accrual Basis

	Type	Date	Num	Memr	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
	General Journal	04/30/2022	ATA0403	Re -SPLIT-		45.64
Total 5305 · Mileage Reimbursement						45.64
Total 5300 · Business Exp.						45.64
5500 · Services						
5503 · Adult/Teen Programs						
	General Journal	04/30/2022	ATA0403	Re 5305 · Mileage Reimbursement		24.30
Total 5503 · Adult/Teen Programs						24.30
Total 5500 · Services						24.30
5600 · Collection						
5637 · Adult Media						
	General Journal	04/30/2022	ATA0403	Re 5305 · Mileage Reimbursement		1,933.79
Total 5637 · Adult Media						1,933.79
Total 5600 · Collection						1,933.79
TOTAL						2,003.73

Deduction Listing

Check Dates: 04/08/2022 to 04/22/2022

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2022040801 - 2022042201

Pay Periods: 03/20/2022 to 04/16/2022

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Garcia, Crystal	1191		11	-31.77
Moreno, Athens M.	1216		02	-1,933.79
Olekanma, Vera	1161		11	-24.30
Wilson, Leigh Anne	1188		12	-13.87
Totals for REIMB -- REIMBURSEMENT			4 Employees	-2,003.73

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	4	-2,003.73
Totals			4	-2,003.73

Paylocity Corporation
(888) 873-8205

User: lhays

Run on 4/19/2022 at 12:44 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
May 18, 2022

Annual Report to the Village

I prepared the Annual Report (FY21/22) for the Village as required by state law. It includes an overview of our past years' finances and services. The figures in the report are subject to audit.

Non-Resident Card Fee

Public Law 92-0166 requires annual Board action and notification to the Library's regional library system, RAILS for how the Library will be calculating non-resident card fees. Our Library uses the tax method. The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant's property – the same as the calculation for a resident which is currently .2752 % for their 2021 property taxes. This rate tends to change each year and requires annual Board approval. The fee for renters is equal to 15% of the average monthly rent.

Revision to Marketing Coordinator Job Description

The Human Resources Committee will be reviewing a revised job description for the Marketing Coordinator position. We currently have a vacancy for this position and in anticipation of posting the job, we reviewed the current job description and updated it to be more reflective of the current responsibilities and required skills for the position.

Custodian Job Description

The Human Resources Committee will be reviewing a new job description for a Custodian. The Library has been partnering with the Parents Alliance Employment Project to provide work experience for their clients. We have worked with them in the past and currently have a part-time staff member that has been with the Library since 2018. Our current intern has been with us for five months and is doing well with their tasks. They work four hours per week, in two hour shifts. We would like to make this an official Library position. The job description is on the agenda for Board approval.

Accounting Services for FY23

Included in your Board packet is the letter of understanding from the Library's Accounting Service, ATA Group, for the new fiscal year. The new monthly fee is \$1,150, an increase of \$50/month over last year's rate, an increase of 4.5%. Approval of the services for FY23 is on the agenda.

Facility Update

The Broadband Internet services installed by Comcast went into full service on May 10. Our bandwidth is 100 mbpbps Up and Down. The Library is receiving metro e-service – the premier service provided by Comcast- their gold standard.

The Library's outdoor irrigation system was turned on for the season and will require a few minor repairs to perform optimally.

The Library has continued to experience a leak along the north window section, just east of the water wall. Our roofing company confirmed there was no problems with the roof. It has been determined that the flashing above this section needs to be addressed. Maintenance is working with our window company to have them come out and address the flashing issue. Once this has been resolved, Maintenance will repair the drywall in that area that was affected by the leak.

The outdoor lights at the front of the building located on the awning have been replaced. The replacement was done on Mother's Day to avoid impacting our patron's during open hours. This project had been approved last spring, but there was a very long delay in receiving the lights for the project.

Security Services

The after school security services have been cancelled for the remaining period of this school year. Staff are confident that they are able to address any current behavior policy violations that may occur. Security service needs will be reviewed prior to the start of the new school year in August.

Traveling Exhibit on Display in Library

The Library's Open House on Sunday, May 1 from 1-4 pm to celebrate the exhibit "Telling a People's Story: African American Children's Illustrated Literature" traveling exhibit was not very busy, but those that participated were complimentary. The crafts, videos and refreshments will continue to be available for the majority of the time that the exhibit is here.

Library Blood Drive April 28

Here are the results of the April Blood Drive at the Library, the official numbers received on the lab report:

Goal: 27

Scheduled Donors: 26

Registered Donors: 17

Whole Blood: 11

Double Red Cells: 2 donors for 4 units

Deferrals – 4

First Time Versiti Donors – 10

Total Units: 15

Potential number of patients helped through Carol Stream Library's efforts: 45! The next mobile Blood Drive is scheduled for Tuesday July 26.

REMINDER-ATLAS Trustee Day 2022

ATLAS (area training for librarians & staff) is offering a Trustee Day on Saturday, May 21 from 9am-12pm at the Alsip-Merrionette Park Public Library. The workshop will present two sessions. Topics include FOIA, OMA and closed sessions and Director's Evaluations. Please let me know if you are interested and I will get you registered.

REMINDER-Village Geek Fest!

The Library is partnering with the Village and Park District to host a community Geek Fest! at the Town Center on May 21 from 1-4 p.m. The event will encompass gaming, comics, cosplay, and a variety of related activities. Think everything Geek. Trustee are welcome to attend and volunteer at the event.

REMINDER-July 2, Carol Stream Independence Day Parade

Trustees, staff and their family members are welcome to participate. We will have a float and be handing out bookmarks and candy to the parade watchers.

May Employee Anniversaries

Sarah Grippando 5-08-18, Youth Services/Circulation

Susan Westgate, Library Director

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

	April FY 20-21	April FY 21-22	Current YTD
Use of Library Resources/Services			
Circulation Activity			
Books	5,914	8,144	108,383
Videos	1,501	1,708	21,420
Audio	568	750	6,775
Periodicals	141	143	1,497
Other	159	209	2,947
Bingepasses (hoopla)	n/a	9	55
E-books	3,009	3,082	36,402
E-Audio	2,163	1,971	27,650
E-Video	491	490	6,015
Digital magazines	179	739	10,907
Museum Passes	12	13	177
ILL - Borrowed from SWAN	3,106	3,189	36,563
ILL - Borrowed from Non-SWAN	30	41	334
ILL - Loaned to SWAN	1,144	658	7,987
ILL - Loaned to Non-SWAN	69	89	1,018
Total Circulation	18,486	21,235	268,130
Total Adult	11,525	12,606	150,943
Total Teen	87	109	1,818
Total Youth	6,874	8,520	115,945
Reciprocal Borrower Loans (incl. above)	450	926	10,075
Automatic Renewals (not incl. above)	12,876	15,375	176,520
Self Check - % of In-Library Checkouts	30.90%	52.97%	44.35%
Programs - # of Programs/Attendance			
Adult - Number/Attendance	38 / 465	43 / 381	402 / 5,319
Teen Number/Attendance	9 / 41	7 / 27	92 / 459
Youth - Number/Attendance	98 / 837	138 / 1,552	1,207 / 14,967
Total - Number/Attendance	145 / 1,343	188 / 1,960	1,701 / 20,745
Library Events - Number / Attendance	n/a	0/0	0/0
Outreach* - Number / Attendance	1 / 36	2 / 57	25 / 1,453
Facility Usage			
Library Visits (Door Count)	3,926	9,564	110,990
Curbside Pickup Transactions	723	143	2,786
Meeting Rooms - # of Public Bookings*	n/a	n/a	2
Study Rooms - # of Users*	n/a	284	2,442
Electronic Usage			
# of Database Sessions	3,644	4,155	48,262
# of Internet Sessions/Total Time	n/a	709 / 469	6,006 / 3,917
#iMac Sessions/Total Time	n/a	15,008	83 / 42
# of Library Website Visits	12,150	12,497	179,436
# Mobile App Views	3,469	3,514	42,707
# of Wireless Users	628	1,646	15,885

Reference Transactions			
Adult (Includes Online Chat)	892	1,269	12,872
Youth	359	421	7,201
Circulation	322	333	3,652
Total Reference Transactions	1,573	2,023	23,725

Total One-on-One Tutorials			
Adult	0	2	33
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,034	17,681	
# of Non-Resident Cards	10	14	
Total Registered Users	18,044	17,695	

Resources Owned/Licensed			
Books	61,282	64,771	
Newspapers (Print only)	24	24	
Periodicals (Print only)	132	125	
Total Print Materials	61,438	64,920	
Current Subscriptions (Print Only)	156	149	
Current E-Subscriptions	3,397	4,046	
E-Books: Downloadable	70,489	66,001	
Audio Recordings	6,539	6,914	
Audio Recordings (Downloadable)	24,617	26,019	
Videos	11,203	11,441	
Other: Video Games, Puzzles, Devices	685	888	
Databases	67	66	
Total Resources Owned/Licensed	178,435	180,295	

Professional Development Hours	91.5	33.75	836.75
---------------------------------------	-------------	--------------	---------------

*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.

*Meeting Rooms and Study Rooms were not available for use effective 3/17/19 due to Library Remodel and remained unavailable due to COVID-19, except for a brief period of study room use, mid-December 2019 - mid-March 2020.

**Assistant Director's Report
April 2022**

Primary Action Items – Administration and Business Office

- Payroll
 - Payroll processing week of 4/4 and 4/18
 - The compensation plan and the statement template were setup by Laura. Compensation statement letters were distributed to staff April 29.
- Staff onboarding and offboarding as needed, including Paylocity and proxy cards
- Performance evaluations were conducted with the staff this month.
- Coordination of monthly financial and Librarian statistic reports
- Bank conversion from West Suburban bank to Old Second the weekend of April 22.
- Fiscal year end billing completed and started organizing files for FY2023 - Joyce

Primary Action Items – Tech Services

- Items ordered – 99
- Items put into Circulation – 1128
- Items catalogued – imported bib records & original cataloging - 153
- Item record edits/database clean-up – 1070
- Bib record merge requests submitted to SWAN support – 42
- Conversion project items – 7
- Repair items (includes disc cleaning) - 59
- Serial record edits - 11
- Serials – Claimed Issues – 9
- No pending Midwest Tape or Baker & Taylor carts as of the end of the month.
- Workflows, not received items as of May 5, 2022 (Youth, 92; Adult, 108)

Conversion Projects

- Youth Award spine labels and/or medallion seals – work continued.

Other

- Spotlight Displays – Women's History Month and How Does That Work? - Marie
- Storytime Backpack collection item receiving and processing continued
- Sustainable Shelves items processed – received credit for 30 items – Marie, Susan
- Videogame collection - adding Xbox X and PS5 games – Backordered titles cancelled and ordered through Amazon and Target to receive before the end of the discal year.
- Workflows fiscal year rollover preparation included review of on-order records and reconciling outstanding invoices.

Aspen catalog migration complete

Aspen vs. Enterprise User & Session Data

Compare usage of your Aspen and Enterprise catalogs, based on your location. Data is limited to sessions > 0, so that automatic reloading in OPAC catalogs will not count towards user and session data. For an accurate comparison, it isn't possible to limit by library catalog, but you can limit by city to get an idea of users and session in your library service area.

Mar 1, 2022 - Mar 31, 2022

City: Carol Stream



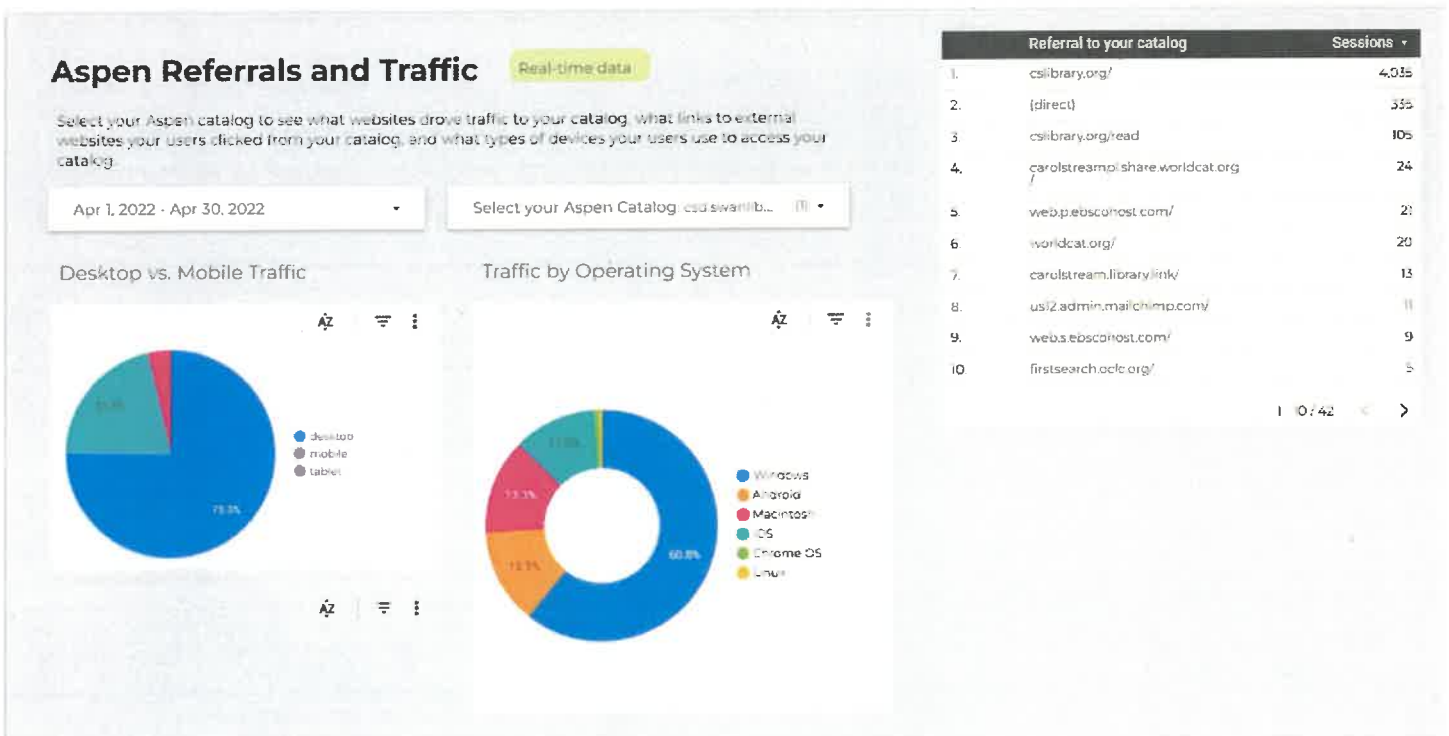
(Source: SWAN Patron Use Report, Google Analytics)

Patron traffic switched from the old Enterprise catalog to the new Aspen catalog on March 15 when we updated the search box and links to the catalog on our website, www.cslibrary.org, and on the catalog computers in the building

You can see by the charts below that most of the traffic to our catalog comes through our website.

The old Enterprise catalog retired completely April 29.

Starting next month we will include the Monthly catalog usage in the Librarian's Report.



Adult Services Department Monthly Report

April 2022

Department News:

- We displayed a table with books, flyers, and photo albums to promote Arab Heritage Month, including dressing our dept mannequin in a Mango Languages outfit to promote the resource
- April held our annual reviews for staff, which concluded with holding 1on1's with dept-staff
- Reference questions continued to climb, including questions related to technology and using our space
- Finalized programs for upcoming print newsletter releases
- Prepping for May's Asian Pacific Islander Heritage month, with book displays, promotional giveaways, including displays and pop-up tables for Comic Book Day, and Star Wars Day May
- Ordering materials to begin the roll out of the soon to be new collection area, Teen Non-Fiction
- Finalized our Summer reading handout for adults (see image)

Outreach Activities:

- Homebound delivery – 40 registered, delivered to 32 patrons, Items delivered 207
- We began rolling out a new flyer/handout for Small Businesses in the area. We are also handing these out to new business events and networking events such as the Chamber meetings (see image)
- Social Media promotion continued including weekly posts on Facebook & Instagram
- Held two Teen Volunteer Club Meetings
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Preparing for Carol Stream's Geek Fest where we'll have two AS staff members in appearance next month May

EDI Activities:

- DEI committee is working on addressing language translation issues, via devices like tablets that can be housed at public desks
- Our April spotlight display will feature material around Autism and Life on the Spectrum
- For our Summer Reading flyer, we added Spanish, Hindi, and Gujrati language text
- Coordinating a staff intranet page that can be used to house DEI information, training, and news from the committee

Programs & Displays:

- Binge Box packages for both adults and teens, a little more than per day

Athens Moreno Adult Services Manager

Home Book-A-Librarian Business Appointment

Book-A-Librarian Business Appointment

Background Information:

If you own or run a business in Carol Stream or are interested in starting your own and want to know about free library resources to assist your organization: fill out this form to request a one-on-one virtual appointment with a librarian to discuss free resources available at your fingertips 24/7.

Start Complete

Your Name *

E-Mail *

Phone Number (Optional)

What is the best way to contact you to schedule an appointment?

- Phone
 Email

Name of your business or organization *

If you are thinking of starting a business or just recently started one, please write "Entrepreneur." If your company has a website, you can include the link to it as well.

Information needs of your organization

Tell us a little about the information needs of your organization. Are you interested in finding lists of competitors or suppliers? Need the latest from trade journals or newspapers? Need legal advice? Or is there anything else you can tell us to help provide a more focused training to fit your needs?

Preferred training session length *

- 30 minutes
 45 minutes
 60 minutes

We can help you find resources for:

- Market Research & Sales Leads
- Starting a business
- Professional development
- Legal Information

Own a business in Carol Stream?
 Apply for a business account for free access to our digital and print resources. Contact the library for more details.

Book-A-Librarian
 Our Business Librarian, Omar Kushad, is available to meet virtually with you to help you locate and use library resources specific to your business needs. Visit bit.ly/CSPL-Book to request an appointment for a one-on-one Zoom call.

Need a place to take a meeting?
 Reserve one of our private study rooms for 2-10 people for an hour at a time. Some rooms include teleconferencing equipment. A library card is required to book in advance. Visit cslibrary.org/attend and click Reserve A Room.

CAROL STREAM PUBLIC LIBRARY
www.cslibrary.org
 616-Hawatha Dr., Carol Stream
 630-653-0755
cstream@cslibrary.org

Youth Services Report April 2022

Program Highlights

- Anesa Iqbal and Leigh Anne Wilson planned and presented Party Under the Ramadan Moon, an in person storytime/party for Ramadan. 50 were in attendance! The families were very appreciative of us doing this program and we will definitely remember to have 2 programs next year to meet the interest.
- For Homeschool Hangout, Adriana Albers led a lesson on gardening and participants decorated flower pots and planted seeds to take home. 20 were in attendance.

Patron Service and Reference

- 70 Binge Box requests were filled during April.
- Youth Staff had 421 interactions with the public during April.

Professional Development

- Youth Staff did 1.25 hours of training through online webinars.

Meeting Attendance

- 4/4, 18 – Birth to 5 Planning Meeting – Amy Teske
- 4/5 - Emergency Preparedness Committee – Clare Meehan
- 4/5 – CollectionHQ Team – Amy Teske
- 4/5 – DEI Committee Meeting – Anesa Iqbal
- 4/8 – Meeting with Susan Westgate – Amy Teske
- 4/7, 14, 28 – Management Team Meeting – Amy Teske
- 4/25 – Meeting with CCSD93 Librarians – Amy Teske, Sam Wright
- 4/26 – Field Trip to Indian Trails Public Library – Steve Dexheimer

Respectfully Submitted,
Amy Teske, Youth Services Manager



Under the Ramadan Moon



Homeschool Hangout



Human Resources
Monthly Report
May 2022

Benefits

The Benefit Fair will take place on Tuesday, 5/17 from 1-3 in the Horizon Room.

- Dan Parker from Arthur J. Gallagher/IPBC will provide information and answer questions on the Library's Health Insurance, Express Scripts, Dental, Vision, and Flex Spending.

The following Representatives will share information regarding their products and/or services

- Chris O'Banner, Mission Square, 457
- Kelly Sorenson, Perspectives, EAP
- Pam Falco, Carol Stream Park District

We will provide giveaways, healthy snacks and a Wellness Walk for staff.

Staffing & Onboarding

- Participated in onboarding meeting with Carrie Liszka, Circulation Clerk.
- Posted YS Bilingual Spanish/English Librarian on 4/19. Have not received any applications.
- Posted Marketing Coordinator on 5/12.
- Received a Letter of Agreement from HR Source regarding their Recruiting Services. Their service options could provide support to our recruiting.
- Met with Allison Porch regarding exit interview and separation items.
- Met with Robin Harwood for separation items and completion of exit interview via email.
- Employee Referral Program has been placed on the intranet and shared with staff. Additional marketing of the program to staff will continue.

Training

- Discussed DEI plans for their upcoming training with Athens and Susan.

Submitted,
Mary Pellico

April 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 9,564 greetings, welcoming visitors to the Library
- 7,102 Checkouts and renewals
- 143 Curbside deliveries
- 76 new resident account registrations
- 2 new Special account registrations
- 13 new digital accounts checked against the database
- 15,913 Check ins
- 15,000 items shelved
- 3,472 hold requests made available

Self Check-out activity:

- 2460 checkouts at Youth Services machine
- 5055 checkouts at Lobby machines

Jeri participated in:

- Management Team meetings on April 14 and 28
- SWAN Circulation Users' Group meeting on April 20
- SWAN's fireside chat on April 26

In addition:

- Jeri met with each Circulation staff member to conduct annual performance reviews during the month of April.
- Melanie participated in Western Trails Family Literacy Night to create library cards for anyone who needed them on April 21.

Submitted by Jeri L. Cain

5/12/2022

Marketing Report

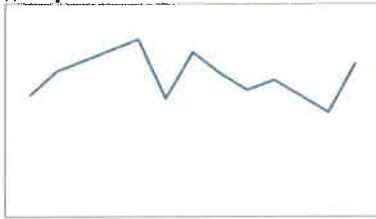

April 2022

Activities

- Promotions resulted in 187 event registrations
- May-June print newsletter arrived in Carol Stream homes around April 20
- Promoted the opening/Open House of the Telling A People's Story exhibit (digital and print promotions, prize basket drawing handout)
- Produced postcard to send to new Carol Stream residents who formerly had library cards at other SWAN libraries
- Produced summer reading collateral and promotions: Youth log, Adult log, Teen bookmark, t-shirt design, digital graphics, and a 4-page summer reading print to be in homes at the end of May
- Produced flier for Employee Benefit Fair
- Promoted the YS Librarian job opening
- Attended Friends Board meeting on April 11

Statistics:



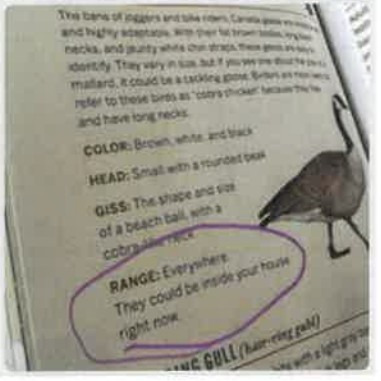
Facebook

2,722 followers	Total impressions: 33,482	Total engagements: 3,840
Last 12 months:	Impressions 	Engagement 


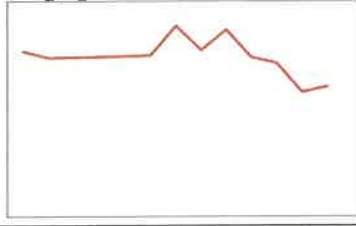
Impressions: the number of times each post was seen by anybody

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

Top three posts from April:

<p>For months, there's been a very large bun hanging out in the woods behind the library. He's often been spotted hopping in hand on the sunny patio. Patrons and nearby residents who have spotted him report that he isn't overly afraid of people, and will even allow them to pet him. He is remarkable for being quite chubby, and his fur, which is brown like wild rabbits, has a soft, fuzzy texture and pattern, leading people to believe he was a domesticated bun. All attempts at catching the bun failed until Good Friday, when two patrons alerted the Wildlife Services desk to his presence on the patio and Rabbit Rescue was called. After a medical checkup, the bun was determined to be in excellent health, and is a lovely, sweet, nestled, and litterbox trained. If you are interested in adopting the Library bun, reach out to DuPage County Animal Services.</p> 	<p>We have wonderful news to report regarding the Library bunny, the domesticated rabbit who was on the loose behind the library all winter long. According to Rabbit Rescue, the bun, whose name is Skunko, will no longer be put up for adoption. Instead, he has accepted a position with DuPage County Animal Services as their Educational Ambassador. His duties involve visiting schools and educating children on animals and animal care. When he is not working, he will live his happy life with a long-term foster parent. Congratulations, Skunko! We love a bunny who has a happy ending!</p> 	 <p>The birds of migratory and lake rivers, Canada geese are well known for their long necks, and jaunty white chin straps, these geese are easy to identify. They vary in size, but if you see one about the size of a mallard, it could be a Cackling goose. Geese are more likely to refer to these birds as "cackles" because they are noisy and have long necks.</p> <p>COLOR: Brown, white, and black</p> <p>HEAD: Small with a rounded beak</p> <p>GLISS: The shape and size of a beach ball, with a cobra-like neck</p> <p>RANGE: Everywhere. They could be inside your house right now.</p> <p>WING GULL (American gull)</p>
<p>People reached: 2022 Engagements: 453</p>	<p>People reached: 1998 Engagements: 313</p>	<p>People reached: 1737 Engagements: 197</p>

Twitter

Followers: 1,475	Total impressions: 7808	Total engagement: 8011
Last 12 months:	<p>Impressions:</p> 	<p>Engagement:</p> 

Top tweets from April:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<p>Carol Stream Public Library @CarolStreamPL Apr 28 Another shameless plug for our sister library @librarylgrange. They got a cool new book bike! #bookbike</p> <p>(Sorry the image is a little grainy, it was originally 228x300). pic.twitter.com/1GVQ2weF9P</p> <p>View Tweet activity</p>	652	44	6.7%		
	<p>Carol Stream Public Library @CarolStreamPL Apr 16 Happy 35th birthday to the Simpsons. The first shorts first began airing on Tracey Ullman Show on this day in 1987. #TheSimpsons pic.twitter.com/TFoUmUMIZ6</p> <p>View Tweet activity</p>	513	15	2.9%		
	<p>Carol Stream Public Library @CarolStreamPL Apr 27 Forgot yesterday was #AlienDay. This librarian will never live it down... pic.twitter.com/MOWtOMHyeC</p> <p>View Tweet activity</p>	481	24	5.0%		

Promotional Emails

April 5	Donate Blood at the Library	Open rate: 33.1%	Click rate: 0.7%
April 7	DIY Library Fun at Home	Open rate: 33.5%	Click rate: 2.1%
April 13	Introducing Hoopla BingePass	Open rate: 36.2%	Click rate: 1.1%
April 20	Help Us Welcome Telling A People's Story	Open rate: 37.2%	Click rate: 0.4%
April 27	Save your seat for May events	Open rate: 3.1%	click rate: 1.1%



Monthly Report of IT Service

Report Range 4/1/2022 4/29/2022

Support Tickets

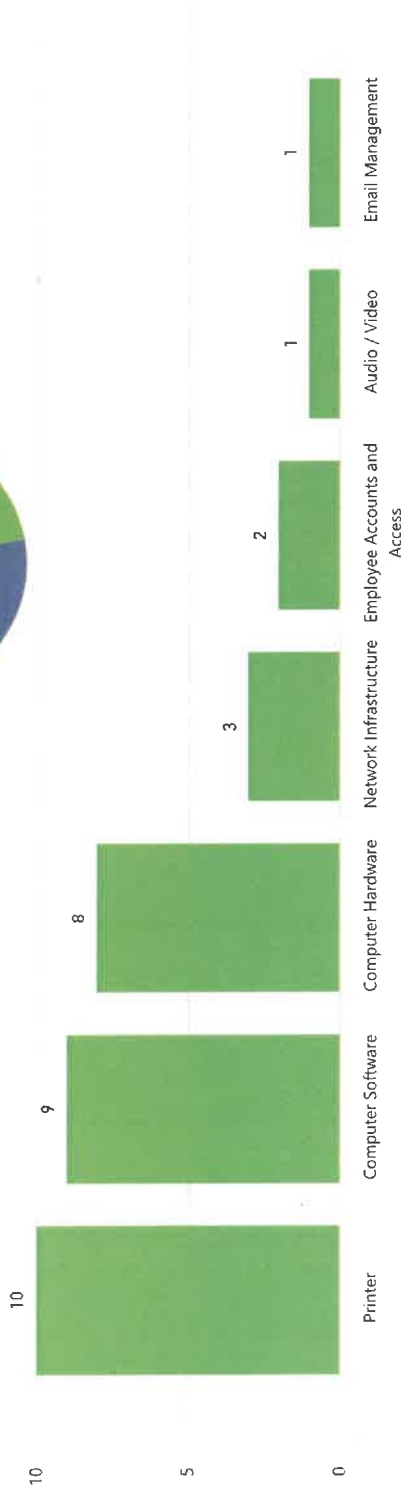
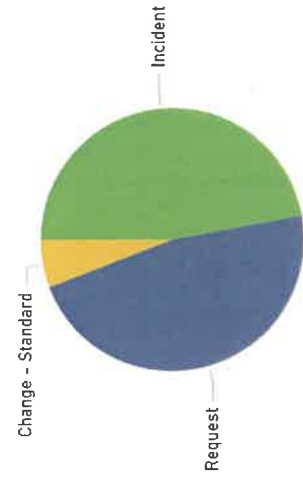
34

Information Technology Closed Support Tickets by Category

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

Request Type	Count
Change - Standard	2
Incident	16
Request	16
Total	34

CategoryName	Count
Audio / Video	1
Computer Hardware	8
Computer Software	9
Email Management	1
Employee Accounts and Access	2
Network Infrastructure	3
Printer	10
Total	34



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.