

L

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: November 16, 2022
PLACE: Library Meeting Room

TIME: 7:00 p.m.

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA*
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of October 19, 2022
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2022
8. NEW BUSINESS
 - 8.1 Recommendation, Re: Approval of Annual Library Calendar 2023 Library Closings and Board Meetings
 - 8.2 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream
 - 8.3 Recommendation, Re: Approval of Amazon Prime Business Account
 - 8.4 Recommendation, Re: Approval of Cancellation of December 21, 2022 Library Board of Trustees Meeting
 - 8.4 Discussion: 2023 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*
9. DISBURSEMENTS
 - 9.1 Approval of Disbursements of October 1-31, 2022 plus the Addendum for the Meeting of November 16, 2022
10. REPORT OF THE LIBRARY DIRECTOR
11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #298

Mansi Patel, Secretary
Board of Library Trustees

**A consent agenda allows Board members to vote on a group of items en bloc (as a group) not requiring discussion. This practice can save meeting time by allowing the Board to approve the group of items together in one motion. Items they wish to discuss are declared "off" by a Board member during the establishment of the consent agenda.*

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

DATE: October 19, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:13 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: Trustee Larimer

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske, Circulation Manager Jeri Cain and Sikich representative Dan Berg

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Olson moved and Trustee Hudspeath seconded the establishment of a Consent Agenda for the Regular Meeting of October 19, 2022. Motion approved.

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

Nays 0

Absent..... Trustee Larimer

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

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

Nays 0

Absent..... Trustee Larimer

5.1 Minutes of the Regular Board meeting of September 21, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2022

5.3 Approval of Disbursements of September 1-30, 2022 plus the Addendum for the Meeting of October 19, 2022

5.4 Report of the Library Director

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

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

Nays 0

Absent..... Trustee Larimer

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of September 1-30, 2022 plus the Addendum for the meeting of October 19, 2022 in the amount of \$114,074.45.

REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Director prepares a monthly report highlighting the facility, customer service, outreach, operations and other projects to ensure that the Board members are apprised of relevant Library business.

6. NEW BUSINESS

6.1 Review of Fiscal Year 2022 Audit with Sikich Representative Dan Berg

Background information:

Partner Dan Berg from Sikich LLP, presented the Library’s FY2022 Annual Financial Report and Auditor’s Communication to the Board. The auditor issued a clean, unmodified audit opinion. An unmodified opinion is issued when the financial statements “give a true and fair view” and the organization under audit has practiced in accordance with all requirements. It is the highest opinion that can be given.

6.2 Acceptance of 2022 Audit as Presented

Trustee Lynch moved and Trustee Rogers seconded that the Library Board of Trustees accept the 2022 Audit as presented. Motion approved.

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

Nays 0

Absent..... Trustee Larimer

6.3 Recommendation, Re: Approval of Compensation as Discussed in Executive Session on October 19, 2022

Trustee Patel moved and Trustee Olson seconded that the Library Board of Trustees approve the compensation for specific employees as discussed in the Executive Session of the Human Resources Committee Meeting of October 19, 2022. Motion approved.

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

Nays 0

Absent..... Trustee Larimer

7. MONTHLY STAFF REPORTS

Trustee Lynch commented upon the renewal of the Chilton’s online auto repair database. He was glad to see that use of the database has remained steady as it is an asset for the residents. Youth Services Staffie

Sleepover program looked very cute and was a big hit with the Library's young patrons. Adult Services is partnering with Worknet DuPage to promote their services and to highlight the Library's resources and services that benefit job seekers and provide scholarships and training. Adult Services is also enhancing their services to local small businesses. Trustees encouraged staff to consider returning some of the Library's large scale events for the public now that the pandemic is waning and the majority of the population is vaccinated.

8. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Patel seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:40 p.m.

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

Nays 0

Absent..... Trustee Larimer

November 16, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending October 31, 2022**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 1,804,576.82	\$ 3,814,570.63
Working Cash	51,001.33	387.81	51,389.14
FICA	94,437.66	56,339.07	150,776.73
IMRF	96,867.26	71,769.41	168,636.67
Liability Insurance	12,750.82	(4,615.42)	8,135.40
Audit	6,827.41	(579.62)	6,247.79
Capital Maintenance & Repair	1,593,709.55	(18,332.92)	1,575,376.63
Building Renovation Loan	<u>3,536.59</u>	<u>230,193.09</u>	<u>233,729.68</u>
TOTAL ALL FUNDS	<u><u>\$ 3,869,124.43</u></u>	<u><u>\$ 2,139,738.24</u></u>	<u><u>\$ 6,008,862.67</u></u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 10/31/22

Nancy Olson, Board Treasurer 10/31/22

Susan Westgate, Library Director 10/31/22

**Carol Stream Public Library
Treasurer's Report
Month Ending October 31, 2022**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 1,613,973.59
OLD SECOND BANK	PAYROLL	96,959.12
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,249,720.74
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,046,219.38
PROPAY	ELECTRONIC	1,109.60
ASPEN/PAYPAL	ELECTRONIC	110.24
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 6,008,862.67</u>

8

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
OCTOBER 31, 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 October 31, 2022 and September 30, 2022, and the related combined statements of revenues and expenses - modified cash basis - all funds for the month and year-to-date October 31, 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

November 3, 2022

Carol Stream Public Library

Combined Statements of Assets, Liabilities and Fund Balances

Modified Cash Basis - All Funds

	Oct 31, 22	Sep 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	1,613,973.59	1,738,145.45	-124,171.86
10-1008 · Old Second Payroll Account	96,959.12	96,855.37	103.75
10-1014 · Illinois Funds-Prime	3,046,219.38	3,038,323.47	7,895.91
10-1024 · Old Second Money Market Acct	1,249,720.74	1,396,004.14	-146,283.40
10-1025 · ProPay	1,109.60	626.63	482.97
10-1026 · Cash Bank	770.00	770.00	0.00
10-1027 · Aspen/Paypal	110.24	66.50	43.74
10-1090 · Allocated Cash-General Fund	-2,194,292.04	-2,241,068.68	46,776.64
Total 10-1000 · Library Fund Cash	3,814,570.63	4,029,722.88	-215,152.25
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,389.14	51,282.55	106.59
30-1190 · Allocated Cash-FICA Fund	150,776.73	160,521.95	-9,745.22
40-1090 · Allocated Cash-IMRF Fund	168,636.67	183,431.13	-14,794.46
50-1090 · Allocated Cash-Liability Fund	8,135.40	29,806.16	-21,670.76
60-1090 · Allocated Cash-Audit Fund	6,247.79	8,653.68	-2,405.89
70-1090 · Allocated Cash-Capital R&M Fund	1,575,376.63	1,575,025.98	350.65
80-1090 · Allocated Cash-Debt Service	233,729.68	232,347.23	1,382.45
Total 1190 · Allocated Cash-Fund Balances	2,194,292.04	2,241,068.68	-46,776.64
Total Checking/Savings	6,008,862.67	6,270,791.56	-261,928.89
Total Current Assets	6,008,862.67	6,270,791.56	-261,928.89
TOTAL ASSETS	<u>6,008,862.67</u>	<u>6,270,791.56</u>	<u>-261,928.89</u>
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	2,009,993.81	2,009,993.81	0.00
20-2900 · Fund Balance-Working Cash	51,001.33	51,001.33	0.00
30-2900 · Fund Balance-FICA Fund	94,437.66	94,437.66	0.00
40-2900 · Fund Balance-IMRF Fund	96,867.26	96,867.26	0.00
50-2900 · Fund Balance-Liability	12,750.82	12,750.82	0.00
60-2900 · Fund Balance-Audit	6,827.41	6,827.41	0.00
70-2900 · Fund Balance-Capital R&M	1,593,709.55	1,593,709.55	0.00
80-2900 · Fund Balance-Debt Service	3,536.59	3,536.59	0.00
Total 2900 · Beginning Fund Balances	3,869,124.43	3,869,124.43	0.00
Net Income	2,139,738.24	2,401,667.13	-261,928.89
Total Equity	6,008,862.67	6,270,791.56	-261,928.89
TOTAL LIABILITIES & EQUITY	<u>6,008,862.67</u>	<u>6,270,791.56</u>	<u>-261,928.89</u>

12

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

	Oct 22	May - Oct 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	21,997.02	3,681,884.72	3,744,461.00	98.33%
3002 · Property Taxes Non-Current	0.00	0.00	1,000.00	0.0%
Total 3000 · Property Taxes	21,997.02	3,681,884.72	3,745,461.00	98.3%
3100 · PPR Taxes	0.00	66,168.87	50,000.00	132.34%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	125.46	500.00	25.09%
3202 · Interest Income Investments	8,085.97	29,419.75	8,100.00	363.21%
Total 3200 · Interest Income	8,085.97	29,545.21	8,600.00	343.55%
3300 · Patron Payments				
3301 · Fines & Fees	178.79	2,195.49	6,000.00	36.59%
3302 · Public Copy Payments	1,094.23	4,797.96	6,000.00	79.97%
3303 · Non-Resident Card Fees	902.22	2,799.36	2,000.00	139.97%
3304 · Sale Items	0.00	0.00	500.00	0.0%
Total 3300 · Patron Payments	2,175.24	9,792.81	14,500.00	67.54%
3400 · Donations	1,920.00	1,940.00	5,000.00	38.8%
3500 · Developer Contributions	0.00	0.00	500.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	65.86	500.00	13.17%
3700 · Grants				
3701 · Per Capita Grants	0.00	58,784.65	58,800.00	99.97%
3702 · Other Grants/Awards	0.00	0.00	1,000.00	0.0%
Total 3700 · Grants	0.00	58,784.65	59,800.00	98.3%
3800 · Other Income	111.30	595.66	2,500.00	23.83%
Total Income	34,289.53	3,848,777.78	3,886,861.00	99.02%
Gross Profit	34,289.53	3,848,777.78	3,886,861.00	99.02%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	46,530.42	312,905.40	643,000.00	48.66%
5102 · Non-Exempt Staff Salaries	91,391.47	562,213.43	1,320,000.00	42.59%
5103 · Custodial Salaries	5,828.15	38,987.29	89,000.00	43.81%
5105 · Professional Education	178.00	4,026.54	15,000.00	26.84%
5106 · Membership	386.00	1,792.00	4,000.00	44.8%
5107 · Life Insurance	131.34	982.50	2,000.00	49.13%
5108 · Health Insurance	15,824.79	115,371.87	230,000.00	50.16%
5109 · Benefits, other	161.62	826.57	3,000.00	27.55%
5110 · Trustee Development	0.00	17.55	3,500.00	0.5%
Total 5100 · Salaries	160,431.79	1,037,123.15	2,309,500.00	44.91%
5200 · Plant Maint.				
5201 · Supplies	556.33	5,950.69	15,000.00	39.67%
5202 · Maintenance/Repair	0.00	1,796.86	10,000.00	17.97%
5203 · Maintenance Contracts	5,948.00	26,373.00	52,400.00	50.33%
5204 · Landscape Maintenance/Snow Remo	1,222.56	7,298.57	15,000.00	48.66%

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

	Oct 22	May - Oct 22	Annual Budget	% of Budget
5205 · Furniture/Equipment	19.78	539.01	7,000.00	7.7%
5206 · Electric-Comm Edison	2,754.56	9,613.58	47,000.00	20.45%
5207 · Water/Sewer	851.96	3,840.54	8,000.00	48.01%
5208 · Insurance (Property)	8,895.00	8,895.00	11,000.00	80.86%
5200 · Plant Maint. - Other	31.96	31.96		
Total 5200 · Plant Maint.	20,280.15	64,339.21	165,400.00	38.9%
5300 · Business Exp.				
5301 · Postage	0.00	8.69	3,000.00	0.29%
5302 · Office & Equipment Supplies	357.53	3,739.22	7,000.00	53.42%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	1,197.69	8,750.58	18,000.00	48.61%
5305 · Mileage Reimbursement	61.14	239.78	1,500.00	15.99%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	412.59	2,474.82	6,000.00	41.25%
5309 · Accounting Service	1,150.00	6,800.00	14,500.00	46.9%
5310 · Material Recovery Fees	88.65	620.55	1,000.00	62.06%
5311 · Payroll Service	894.02	3,631.71	7,000.00	51.88%
5312 · Attorney Fees	56.25	660.00	6,000.00	11.0%
5315 · Other Expenditures	31.52	776.26	6,000.00	12.94%
5317 · Bank & Credit Card Fees	1.12	123.07	100.00	123.07%
5319 · Security Service	0.00	1,116.72	20,000.00	5.58%
5320 · Donation Recd Expense	918.12	918.12	5,000.00	18.36%
5321 · Human Resources	1,078.54	9,452.87	14,000.00	67.52%
Total 5300 · Business Exp.	6,247.17	42,262.26	111,700.00	37.84%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	403.96	5,049.94	10,000.00	50.5%
5402 · ISP and Web page hosting	875.00	8,569.32	14,000.00	61.21%
5403 · Computer Software	1,350.00	5,537.27	6,000.00	92.29%
5404 · Tech Support & Repair	820.00	17,760.39	20,000.00	88.8%
5405 · Technical Services Supplies	74.30	1,680.64	4,000.00	42.02%
5406 · Circulation Supplies	37.91	1,176.85	4,000.00	29.42%
5408 · Tech Serv Online Resources	0.00	0.00	15,000.00	0.0%
5409 · RBP/ILL Expenses	0.00	429.20	500.00	85.84%
5410 · SWAN Consortium	11,635.75	23,271.50	47,000.00	49.51%
5411 · Village IT Services	8,176.13	49,056.78	102,000.00	48.1%
Total 5400 · Automat. & Dept. Oper.	23,373.05	112,531.89	222,500.00	50.58%
5500 · Services				
5501 · Youth Services Programs	1,246.71	20,212.34	32,000.00	63.16%
5503 · Adult/Teen Programs	1,755.67	10,777.82	25,000.00	43.11%
5505 · Library Newsletter	0.00	7,929.05	38,400.00	20.65%
5509 · Library Publicity and Promotion	1,158.46	10,344.57	20,000.00	51.72%
5500 · Services - Other	13.41	13.41		
Total 5500 · Services	4,174.25	49,277.19	115,400.00	42.7%
5600 · Collection				

14

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

	Oct 22	May - Oct 22	Annual Budget	% of Budget
5601 · Youth Services Books	3,525.08	14,462.67	55,000.00	26.3%
5606 · Youth Services Media	2,793.41	7,236.96	20,000.00	36.19%
5630 · Adult Books	7,454.43	31,701.58	72,000.00	44.03%
5634 · Online Resources	0.00	0.00	30,000.00	0.0%
5635 · Magazines & Newspapers	0.00	10,003.34	12,000.00	83.36%
5637 · Adult Media	1,344.37	10,696.82	40,000.00	26.74%
5651 · Digital Media	6,085.36	47,201.24	110,000.00	42.91%
5652 · Grant/Award Expense	6,519.00	46,104.01	58,800.00	78.41%
Total 5600 · Collection	27,721.65	167,406.62	397,800.00	42.08%
6600 · Payroll Expenses				
6610 · FICA Expense	10,680.14	67,836.34	160,000.00	42.4%
6620 · Illinois Municipal Retirement F	16,026.23	101,264.14	230,000.00	44.03%
Total 6600 · Payroll Expenses	26,706.37	169,100.48	390,000.00	43.36%
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	0.00	100.00	0.0%
7101 · Liability Insurance	21,524.00	21,524.00	20,000.00	107.62%
7102 · Risk Management expense	0.00	2,892.80	3,000.00	96.43%
7103 · Unemployment Compensation Insur	294.99	645.88	5,000.00	12.92%
7201 · Audit Expense	2,485.00	11,485.00	13,000.00	88.35%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	10,000.00	0.0%
7402 · Parking Lot Repair	0.00	10,816.87	12,000.00	90.14%
7403 · Building Repair	0.00	940.00	50,000.00	1.88%
7404 · Landscape	0.00	1,480.00	50,000.00	2.96%
7405 · Memorials	0.00	0.00	1,000.00	0.0%
7406 · Other Capital Expenditures	0.00	14,234.19	50,000.00	28.47%
Total 7400 · Capital Expenditures	0.00	27,471.06	173,000.00	15.88%
7500 · Special Capital Projects				
7503 · Front Entrance Outdoor Renovati	0.00	0.00	250,000.00	0.0%
7504 · Capital Replacement Study	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Automation Equipment	2,980.00	2,980.00	30,000.00	9.93%
7509 · Security Upgrades	0.00	0.00	4,000.00	0.0%
Total 7500 · Special Capital Projects	2,980.00	2,980.00	309,000.00	0.96%
Total Expense	296,218.42	1,709,039.54	4,235,400.00	40.35%
Net Ordinary Income	-261,928.89	2,139,738.24	-348,539.00	-613.92%
Other Income/Expense				
Other Expense				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
Total Other Expense	0.00	0.00	234,461.00	0.0%
Net Other Income	0.00	0.00	-234,461.00	0.0%
Net Income	-261,928.89	2,139,738.24	-583,000.00	-367.02%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Oct 22	May - Oct 22	Oct 22	May - Oct 22	Oct 22	May - Oct 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	18,668.65	3,124,779.39	0.00	0.00	737.56	123,453.13
3100 · PPR Taxes	0.00	66,168.87	0.00	0.00	0.00	0.00
3200 · Interest Income	4,200.62	15,389.90	106.59	387.81	197.36	722.28
3300 · Patron Payments	2,175.24	9,792.81	0.00	0.00	0.00	0.00
3400 · Donations	1,920.00	1,940.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	65.86	0.00	0.00	0.00	0.00
3700 · Grants	0.00	58,784.65	0.00	0.00	0.00	0.00
3800 · Other Income	111.30	595.66	0.00	0.00	0.00	0.00
Total Income	27,075.81	3,277,517.14	106.59	387.81	934.92	124,175.41
Gross Profit	27,075.81	3,277,517.14	106.59	387.81	934.92	124,175.41
Expense						
5100 · Salaries	160,431.79	1,037,123.15	0.00	0.00	0.00	0.00
5200 · Plant Maint.	20,280.15	64,339.21	0.00	0.00	0.00	0.00
5300 · Business Exp.	6,247.17	42,262.26	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	23,373.05	112,531.89	0.00	0.00	0.00	0.00
5500 · Services	4,174.25	49,277.19	0.00	0.00	0.00	0.00
5600 · Collection	27,721.65	167,406.62	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	10,680.14	67,836.34
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	242,228.06	1,472,940.32	0.00	0.00	10,680.14	67,836.34
Net Ordinary Income	-215,152.25	1,804,576.82	106.59	387.81	-9,745.22	56,339.07
Net Income	-215,152.25	1,804,576.82	106.59	387.81	-9,745.22	56,339.07

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Oct 22	May - Oct 22	Oct 22	May - Oct 22	Oct 22	May - Oct 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	1,029.33	172,291.13	121.58	20,349.60	64.84	10,853.11
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	202.44	742.42	26.65	97.66	14.27	52.27
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	1,231.77	173,033.55	148.23	20,447.26	79.11	10,905.38
Gross Profit	1,231.77	173,033.55	148.23	20,447.26	79.11	10,905.38
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	16,026.23	101,264.14	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	21,524.00	21,524.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	2,892.80	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	294.99	645.88	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	2,485.00	11,485.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
7500 · Special Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	16,026.23	101,264.14	21,818.99	25,062.68	2,485.00	11,485.00
Net Ordinary Income	-14,794.46	71,769.41	-21,670.76	-4,615.42	-2,405.89	-579.62
Net Income	-14,794.46	71,769.41	-21,670.76	-4,615.42	-2,405.89	-579.62

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Oct 22	May - Oct 22	Oct 22	May - Oct 22	Oct 22	May - Oct 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	1,375.06	230,158.36	21,997.02	3,681,884.72
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	66,168.87
3200 · Interest Income	3,330.65	12,118.14	7.39	34.73	8,085.97	29,545.21
3300 · Patron Payments	0.00	0.00	0.00	0.00	2,175.24	9,792.81
3400 · Donations	0.00	0.00	0.00	0.00	1,920.00	1,940.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	65.86
3700 · Grants	0.00	0.00	0.00	0.00	0.00	58,784.65
3800 · Other Income	0.00	0.00	0.00	0.00	111.30	595.66
Total Income	3,330.65	12,118.14	1,382.45	230,193.09	34,289.53	3,848,777.78
Gross Profit	3,330.65	12,118.14	1,382.45	230,193.09	34,289.53	3,848,777.78
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	160,431.79	1,037,123.15
5200 · Plant Maint.	0.00	0.00	0.00	0.00	20,280.15	64,339.21
5300 · Business Exp.	0.00	0.00	0.00	0.00	6,247.17	42,262.26
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	23,373.05	112,531.89
5500 · Services	0.00	0.00	0.00	0.00	4,174.25	49,277.19
5600 · Collection	0.00	0.00	0.00	0.00	27,721.65	167,406.62
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	26,706.37	169,100.48
7101 · Liability Insurance	0.00	0.00	0.00	0.00	21,524.00	21,524.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	2,892.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	294.99	645.88
7201 · Audit Expense	0.00	0.00	0.00	0.00	2,485.00	11,485.00
7400 · Capital Expenditures	0.00	27,471.06	0.00	0.00	0.00	27,471.06
7500 · Special Capital Projects	2,980.00	2,980.00	0.00	0.00	2,980.00	2,980.00
Total Expense	2,980.00	30,451.06	0.00	0.00	296,218.42	1,709,039.54
Net Ordinary Income	350.65	-18,332.92	1,382.45	230,193.09	-261,928.89	2,139,738.24
Net Income	350.65	-18,332.92	1,382.45	230,193.09	-261,928.89	2,139,738.24

18

ANNUAL LIBRARY CALENDAR 2023 LIBRARY CLOSINGS AND BOARD MEETINGS

Library Closings

Sunday, January 1 (New Year's Day)
Monday, January 2
Sunday, April 9 (Easter)
Sunday, May 14 (Mother's Day)
Sunday, May 28
Monday, May 29 (Memorial Day)
Sunday, June 18 (Father's Day)
Saturday, July 1 (Independence Day Parade)
Tuesday, July 4 (Independence Day)
Sunday, September 3
Monday, September 4 (Labor Day)
Wednesday, November 22 (Thanksgiving Day Eve) close at 5:00 p.m.
Thursday, November 23 (Thanksgiving Day)
Sunday, December 24 (Christmas Eve)
Monday, December 25 (Christmas Day)
Sunday, December 31
Monday, January 1, 2024 (New Year's Day)

Library Board Meetings

January 18
February 15
March 15
April 19
May 17
June 21
July 19
August 16
September 20
October 18
November 15
December 20

Library Board meetings will be held in the Library's Meeting Room at 7:00 p.m.

Susan Westgate, Library Director
For the Board of Library Trustees of the Village of Carol Stream

2023 Per Capita Grant

Summary

The 2023 Per Capita grant has one question and that is for the Library Director and Board of Trustees to review the entire publication of the Serving Our Public 4.0 Standards for Illinois Public Libraries and the checklist at the conclusion of each chapter. Our Library is in good condition. *(This is the same question as the 2021 and 2022 Per Capita Grant.)*

Each of the chapter checklists is listed in this document. The items with a check mark are items we are good with. **The items with a right arrow and highlighted in yellow are items the management team will review and determine if we need to do better in that area.** Some items include a **bolded comment** regarding our Library’s current practice. The Per Capita grant is due to the Illinois State Library by **January 30, 2023.**

Chapter 1 (Core Standards) – CSPL follows/meets all Core Standards

Illinois Public Library Core Standards

Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.

Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.

Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.

Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)

Core 5 The library adopts and adheres to the principles set forth in the American Library Association’s (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.

Core 7 The board of trustees adopts written bylaws that outline the board’s purpose and operational procedures and address conflict-of-interest issues.

Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master’s degree.)

Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.

Core 10 The board of trustees has exclusive control of the expenditure of all monies collected,

donated, or appropriated for the library fund and all property owned by the library.

Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.

Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

Core 15 The board of trustees annually reviews the performance of the library administrator.

Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

Core 18 The library utilizes a variety of methods to communicate with its community.

Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

Core 22 The library board and staff promote the collections and services available to its community.

Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 - Governance and Administration Checklist

- ✓ Library has an elected or appointed board of trustees.
- ✓ Library has a qualified library administrator.
- ✓ Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.

- ✓ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ✓ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ✓ Library has a mission statement and a long-range/strategic plan.
- ✓ Library maintains an understanding of the community by surveys, hearings, and other means.
- ✓ Library board reviews library policies on a regular basis.
- ✓ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ✓ Library develops an orientation program for new board members.
- ✓ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ✓ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ✓ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ✓ Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ✓ Library maintains insurance covering property and liability, including volunteer liability.

- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

The library continues to develop and write up practices and procedures for each department and position as appropriate. The majority are part of the departments Intranet page documents. They are edited and updated as needed. Staff are provided opportunities to develop their skills and share their talents as members of ad hoc and other committees (ex.-Collection HQ, DEI, Emergency Preparedness, staff development, Summer Reading, etc.). Staff are also encouraged to participate in outreach and partnership opportunities with community organizations. The Library provides tuition reimbursement for both FT and PT staff.

Chapter 3 - Personnel Checklist

- ✓ Library has a board-approved personnel policy.
- ✓ Library has staffing levels that are sufficient to carry out the library's mission.
- ✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ✓ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget. **Currently 67.3% of our budget.**
- ✓ Library gives each new employee a thorough orientation.
- ✓ Library evaluates staff annually.
- ✓ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ✓ Library provides staff access to library literature and other professional development materials.
- ✓ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ✓ The library complies with state and federal laws that affect library operations.

Chapter 4 - Access Checklist

- ✓ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ✓ At least once every five years, the board directs a review of the library's long-term space needs.
- ✓ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ✓ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

- ✓ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ✓ The library has the minimum required number of parking spaces.
- ✓ The library's entrance is easily identified, clearly visible, and well lighted.
- ✓ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ✓ The library has adequate internal signage.
- ✓ The library's lighting levels comply with lighting standards.
- ✓ All signage is in compliance with applicable federal, state, and local regulations.
- ✓ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ✓ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ✓ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ✓ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

Chapter 5 – Building Infrastructure and Maintenance

Unless noted as **NOT APPLICABLE** the items in Chapter 5 are being checked/maintained/or done on a regular basis. Some items include a **bolded comment** regarding our Library's practice. Our recent Renovation project also addressed items that were in need of repair and or replacement.

Ongoing Building Maintenance Checklist

- ✓ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety. **NOT APPLICABLE**
- ✓ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- ✓ The building facade should be inspected once a year.
- ✓ Parking lot resealing and restriping should be performed every one to three years. **Performed annually.**
- ✓ HVAC systems should be inspected and maintained at least twice a year (before summer and winter). **We have a Monthly HVAC Maintenance Contract.**
- ✓ Alarm system should be checked for proper operation at least once a year.
- ✓ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights. **The majority of our lights are LED and do not require replacement as often as previously. They are inspected on a regular basis by building staff.**
- ✓ Emergency lighting should be checked once a month.
- ✓ Sprinkler systems should be inspected as required by code, but at least once per year.
- ✓ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- ✓ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- ✓ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- ✓ Landscaping sprinklers should be checked and maintained twice a year.
- ✓ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- ✓ Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- ✓ Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits. **NOT APPLICABLE**
- ✓ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer. **NOT APPLICABLE**
- ✓ Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- ✓ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ✓ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ✓ Tuck pointing of masonry: On an as-needed basis.
- ✓ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five-year interval.
- ✓ Interior painting and wall coverings: On an as-needed basis.
- ✓ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ✓ Wood and trim components: On an as-needed basis.
- ✓ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ✓ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ✓ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ✓ Landscaping: Inspect trees and sod replacement every one to two years. **Done annually.**
- ✓ Graffiti removal: Perform on an as-needed basis.
- ✓ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years. **Fence replaced 2020**
- ✓ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

- ✓ *Warranties and professional consultation should determine capital project items.
- ✓ Parking lot reconstruction (not routine sealing) **Parking lot redone 2016.**
- ✓ Re-roofing **Roof replaced in 2010.**
- ✓ Window replacement-**New windows and replacement windows installed 2019-2020**
- ✓ HVAC equipment replacement
- ✓ Lighting replacements and upgrades-**All lighting upgraded in the 2020 Renovation**
- ✓ Building additions
- ✓ Interior remodeling (carpeting, walls, furnishings, etc.) **Completed 2020**
- ✓ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades L Major facade repairs
- ✓ Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

Building structure

1. Site elements such as parking lots, paving, site furnishings and signs
2. HVAC systems
3. Plumbing
4. Elevators **NOT APPLICABLE**
5. Building envelope including facade, windows, and roofs L Furnishings
6. Environmentally Friendly Components
7. *The best time to upgrade for energy code conformance is when a library does replacement of library systems.
8. Roof

9. Mechanical systems
10. Windows
11. Library façade repair or replacement
12. Lighting/LED
13. Low-flow/water saving

Chapter 6 - Safety Checklist

- ✓ The library provides a list of emergency call numbers at all staff phones in the library.
- ✓ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- ✓ The library has an emergency manual and disaster plan. **Updated 2022.**
- ✓ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, **NARCAN® kit**, and an automated external defibrillator.
- ✓ The library provides a call list and contact information that is reviewed biannually.
- ✓ Emergency medical supplies are stored in a designated location and are accessible to staff.
- ✓ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance. **Will be updated.**
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. **In development.**
- ✓ A procedure exists for letting staff know when it is unsafe to enter the building.
- ✓ The library has a designated tornado shelter.
- ✓ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- ✓ The library provides adequate security for staff, users, and collections.
- ✓ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- ✓ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- ✓ Copies of the emergency manual and disaster plan are provided to community safety personnel. **Need to follow up with Village and Fire District to verify they have a copy.**

Chapter 7 - Collection Management Checklist

- ✓ The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
- ✓ The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. **The Library's current budget for the Collection is 12%.**
- ✓ Library budgets should put priority on purchasing materials that best serve their community.
- ✓ The library has a written collection development policy approved by the board.
- ✓ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ✓ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ✓ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- ✓ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ✓ The library publicizes and promotes interlibrary loan to its patrons.
- ✓ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 – System Member Responsibilities and Resource Sharing Checklist

- ✓ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- ✓ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- ✓ The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
- ✓ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- ✓ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance. **NOT APPLICABLE**

Chapter 9 Reference Service Checklist

- ✓ All basic services are available when the library is open.
- ✓ The library has a reference service policy.
- ✓ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ✓ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ✓ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ✓ The library provides easy access to accurate and up-to-date community information.
- ✓ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ✓ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ✓ The library provides access to local and state maps. **Available online.**
- ✓ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings. **Available online.**
- ✓ The library provides voter information, including precinct boundaries and location of polling places. **Available online.**
- ✓ The library provides information about local history and events. **Available online.**
- ✓ The library has at least one current reference resource for each subject area.
- ✓ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ✓ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ✓ The library evaluates its reference service on an annual basis. **Ongoing process.**

Reader's Advisory Service Checklist

- ✓ All basic services are available when the library is open.
- ✓ The library has competently trained staff that has thorough knowledge of popular authors and titles.
- ✓ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- ✓ The library maintains a basic collection of reader's advisory reference materials.

- 26
- ✓ All staff members attend at least one relevant continuing education event each year.
 - ✓ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
 - ✓ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
 - ✓ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 - Programming Checklist

- ✓ Library programs are provided free of charge, or on a cost recovery basis.
- ✓ Library programs are located in a physically accessible location.
- ✓ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ✓ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ✓ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ✓ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ✓ The library provides outreach programs to specific populations who cannot visit the library.
- ✓ The library has programming that seeks to serve children and their caregivers.
- ✓ The library has programming that seeks to serve young adults.
- ✓ The library has programming that seeks to serve adults and senior citizens.
- ✓ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ✓ The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services Checklist

- ✓ All basic youth services are available when the library is open.
- ✓ The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ✓ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ✓ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources. **Will work with WDSRA in the future to identify equipment and train staff.**
- ✓ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ✓ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ✓ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ✓ The library's programming is designed to reflect the needs and interests of youth in the community.
- ✓ Library programs are provided free of charge or on a cost-recovery basis.
- ✓ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

- ✓ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ✓ The library strives to partner with youth-facing organizations in the community.
- ✓ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ✓ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ✓ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ✓ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
- ✓ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ✓ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- ✓ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ✓ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ✓ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ✓ The library provides a space specifically for use by children and families.
 - ✓ The shelving used for housing children's materials is appropriately sized to allow for easier access.
 - ✓ The library provides early literacy programming, including regular story time, for children and families.
 - ✓ The library provides programming which facilitates play and fun for children and families.
 - ✓ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
 - ✓ The library provides a summer reading opportunity to encourage reading and learning during the summer.
 - ✓ The library provides a welcoming environment for young adults both individually and in groups.
 - ✓ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
 - ✓ The library provides materials both physical and digital for young adults that are intended for them.
 - ✓ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 - Technology Checklist

Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.

The library has:

- ✓ a telephone, with a listing in the phone book;
- ✓ a telephone voice mail and/or answering machine;
- ✓ a fax and/or scanner;
- ✓ a photocopier;
- ✓ effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
- ✓ library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
- ✓ an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
- ✓ up-to-date computers for staff and public access with sufficient capacity to meet needs;
- ✓ up-to-date printers for staff and public access with sufficient capacity to meet needs;
- ✓ up-to-date antivirus and Internet security software protection installed on every library computer;
- ✓ up-to-date Internet browsers, web applications, and plug-ins;
- ✓ a valid email address, accessible via the library's website, for the library administrator; and

- ✓ a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- ✓ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ✓ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ✓ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

The library provides 24/7 remote access to library services and resources through:

- ✓ a web-accessible library catalog;
- ✓ an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
- ✓ appropriate regional, state, national, and international bibliographic databases;
- ✓ other authenticated electronic resources that are available for direct patron use; and
- ✓ virtual reference service, and/or text messaging services, and/or a library email account.

The library staff must be:

- ✓ computer literate;
- ✓ trained to use and assist patrons in the use of electronic resources and materials; and
- ✓ accessible via email and/or through messaging services.

The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

The library provides web links and access to regional and/or statewide initiatives including:

- ✓ regional library system consortial web-based catalogs;
- the CARLI academic library catalog (I-Share) **NOT APPLICABLE-For Academic Libraries ONLY**
- ✓ Illinois State Library-sponsored databases/e-resources; • other electronic collections as available; and virtual reference service.

- ✓ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- ✓ The library has a board-adopted Internet acceptable use policy.
- ✓ The Internet acceptable use policy is reviewed annually.
- ✓ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- ✓ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- ✓ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- ✓ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - ✓ wireless access (Wi-Fi);
 - ✓ Internet connectivity upgrades sufficient for patron and staff use;
 - ✓ networking (local area vs. wide area);
 - ✓ library Intranet;
 - ✓ an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - ✓ patron self-checkout functionality;
 - ✓ new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - ✓ current and functional meeting room technology;
 - ✓ adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning
- ✓ ongoing staff continuing education/training related to all aspects of technological services.
- ✓ The library protects the integrity, safety, and security of its technological environment.

- ✓ The library's automated catalog and its components comply with current state, national, and international standards.
- ✓ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 Marketing, Promotion, and Collaboration Checklist

- ✓ The library has a communications plan that supports the library's long-range/strategic plan.
- ✓ The library staff and trustees participate in two or more cooperative activities with other community organizations.
- ✓ The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - ✓ flyers
 - ✓ brochures
 - ✓ website
 - ✓ newsletter
 - ✓ posters
 - ✓ banners
 - ✓ displays
 - podcasting
 - ✓ presentations
 - speeches
 - billboards
 - ✓ Other
- ✓ The library maintains at least one social media account. **Facebook, Twitter, Instagram, YouTube**
- ✓ The library invites local, state, and federal officials to visit the library.
- ✓ The library's website is updated at least monthly.
- ✓ The board, administration, and staff conduct an annual library walk-through.
- ✓ The board, administration, and appropriate staff visit other libraries.
- ✓ The budget includes funds for public relations and marketing activities.
- ✓ The library's promotional methods and services are ADA compliant.
- ✓ A designated staff member coordinates the library's marketing efforts.
- ✓ The library's staff receives customer service and marketing training.
- ✓ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- ✓ The library surveys patrons and the community to judge awareness of the library's programs and services.

30

Carol Stream Public Library
Expenses by Vendor Detail
October 2022

4:49 PM

11/07/2022

Accrual Basis

Date	Num	Memo	Account	Amount
10/12/2022	Inv. #587563387577		5501 · Youth Services Programs	-163.41
10/12/2022	Inv. #499353457856		5501 · Youth Services Programs	-34.25
10/12/2022	Inv. #457836897543		5302 · Office & Equipment Supplies	-9.31
10/12/2022	Inv. #457836897543		5205 · Furniture/Equipment	-19.78
10/12/2022	Inv. #457836897543		5406 · Circulation Supplies	-37.91
10/12/2022	Inv. #434665577789		5503 · Adult/Teen Programs	-231.90
10/12/2022	Inv. #755965949837		5509 · Library Publicity and Promotion	-151.64
10/12/2022	Inv. #755458649633		5503 · Adult/Teen Programs	-9.99
10/12/2022	Inv. #685766573665		5503 · Adult/Teen Programs	-33.50
10/12/2022	Inv. #895996683866		5501 · Youth Services Programs	-124.99
10/12/2022	Inv. #447665878657		5501 · Youth Services Programs	-4.99
10/12/2022	Inv. #896977894975		5630 · Adult Books	-26.96
10/12/2022	Inv. #754798457485		5503 · Adult/Teen Programs	-29.98
10/12/2022	Inv. #779456879759		5500 · Services	-13.41
10/12/2022	Inv. #684897749757		5200 · Plant Maint.	-31.96
10/12/2022	Inv. #989987447549		5201 · Supplies	-45.94
10/12/2022	Inv. #465888895534		5501 · Youth Services Programs	-37.24
10/12/2022	Inv. #635475938994		5503 · Adult/Teen Programs	-21.97
10/12/2022	Inv. #443887496499		5503 · Adult/Teen Programs	-88.35
10/12/2022	Inv. 3535366867754		5501 · Youth Services Programs	-55.56
10/12/2022	Inv. #538468539663		5501 · Youth Services Programs	-55.26
10/12/2022	Inv. #847437946873		5503 · Adult/Teen Programs	-31.97
10/12/2022	Inv. #847437946873		5630 · Adult Books	-17.87
10/12/2022	Inv. #867348985947		5503 · Adult/Teen Programs	-4.96
10/12/2022	Inv. #456879884745		5503 · Adult/Teen Programs	-107.16
10/12/2022	Inv. #583678954654		5630 · Adult Books	-30.48
10/12/2022	Inv. #646759644579		5637 · Adult Media	-12.72
10/12/2022	Inv. #456934675579		5630 · Adult Books	-29.95
10/12/2022	Inv. #568337735763		5630 · Adult Books	-28.99
10/12/2022	Inv. #775947838663		5630 · Adult Books	-18.99

AMAZON/SYNCEB

Date	Num	Memo	Account	Amount
10/12/2022	Inv. #536696875387		5401 · Automation Hardware	-167.04
10/12/2022	Inv. #547973776757		5509 · Library Publicity and Promotion	-44.99
10/12/2022	Inv. #775769647548		5401 · Automation Hardware	-236.92
10/12/2022	Inv. #587333997747		5630 · Adult Books	-234.53
10/12/2022	Inv. #933967843598		5503 · Adult/Teen Programs	-143.98
10/12/2022	Inv. #458894376974		5637 · Adult Media	-58.96
10/12/2022	Inv. #465854348977		5509 · Library Publicity and Promotion	-107.31
10/12/2022	Inv. #669868584848		5503 · Adult/Teen Programs	-65.75
10/12/2022	Inv. #473465683863		5630 · Adult Books	-28.08
10/12/2022	Inv. #676599686799		5637 · Adult Media	-39.99
10/12/2022	CR Inv. #569384756763		5503 · Adult/Teen Programs	26.98
10/21/2022	AS workspace desk organizer		5302 · Office & Equipment Supplies	-47.18
Total AMAZON/SYNCB				-2,659.14
American Library Association				
10/21/2022	ALA/PLA renewal - L. Hays		5106 · Membership	-236.00
10/21/2022	Signage online course - M. Frigo		5105 · Professional Education	-79.00
Total American Library Association				-315.00
Ancel Glink, P.C.				
10/14/2022	Statement #92237		5312 · Attorney Fees	-56.25
Total Ancel Glink, P.C.				-56.25
Andertoons, LLC				
10/10/2022	YS Drawing Pgm. - 10/24/2022		5501 · Youth Services Programs	-300.00
Total Andertoons, LLC				-300.00
ATA Group, LLP (Assoc McClure Interra CPA				
10/10/2022	Inv. #10906		5309 · Accounting Service	-1,150.00
Total ATA Group, LLP (Assoc McClure Interra CPA				-1,150.00
Baker & Taylor				
10/18/2022	Several invoices		5601 · Youth Services Books	-3,454.00
10/18/2022	Several invoices		5606 · Youth Services Media	-15.19
10/18/2022	Several invoices		5630 · Adult Books	-6,893.56
Total Baker & Taylor				-10,362.75
Brookfield Zoo				
10/21/2022	Zoo Tree		5509 · Library Publicity and Promotion	-195.00
Total Brookfield Zoo				-195.00

32

	Date	Num	Memo	Account	Amount
Center Point for Large Print Books					
Total Center Point for Large Print Books	10/10/2022	Inv. #1960364		5630 · Adult Books	-145.02
Chess.com					
Total Chess.com	10/21/2022	Sept. Subscription		5501 · Youth Services Programs	-5.00
Comcast (Biz phone)					
Total Comcast (Biz phone)	10/13/2022	Inv. #156782987		5308 · Business Phone	-412.59
Comcast (Fiber & Internet)					
Total Comcast (Fiber & Internet)	10/17/2022	Inv. #156821924		5402 · ISP and Web page hosting	-875.00
ComEd					
Total ComEd	10/31/2022	Heat Mtr. Service 9/16 - 10/17/2022		5206 · Electric-Comm Edison	-2,754.56
Complete Cleaning Co., Inc.					
Total Complete Cleaning Co., Inc.	10/10/2022	Inv. #C22081		5203 · Maintenance Contracts	-2,700.00
Evans, Claire					
Total Evans, Claire	10/10/2022	Great British Baking Tour Pgm. (zoom) - 11/7/20		5503 · Adult/Teen Programs	-275.00
Findaway World, LLC					
Total Findaway World, LLC	10/10/2022	Inv. #405378		5606 · Youth Services Media	-2,231.75
	10/10/2022	Inv. #406777		5637 · Adult Media	-189.66
	10/10/2022	Inv. #406777		5606 · Youth Services Media	-246.85
	10/10/2022	Inv. #401258		5405 · Technical Services Supplies	-74.30
	10/10/2022	Inv. #407770		5637 · Adult Media	-54.47
Forest Preserve District of DuPage Co.					
Total Forest Preserve District of DuPage Co.	10/25/2022	Inv. #1001690.090 (Homeschool Hangout Pgm. 5501 · Youth Services Programs			-100.00
Fun Express, LLC					
Total Fun Express, LLC	10/21/2022	Inv. #719312063-01		5501 · Youth Services Programs	-326.74

	Date	Num	Memo	Account	Amount
Garvey's Office Products					
	10/10/2022		Inv. #PINV2317881	5302 · Office & Equipment Supplies	-56.52
	10/10/2022		Inv. #PINV2317881	5201 · Supplies	-38.35
	10/10/2022		Inv. #PINV2324240	5302 · Office & Equipment Supplies	-115.98
	10/10/2022		Inv. #PINV2327117	5302 · Office & Equipment Supplies	-37.92
					<u>-248.77</u>
Total Garvey's Office Products					
GreatAmerica Financial Services					
	10/28/2022		Inv. #32669273	5304 · Equipment Leasing	-1,197.69
					<u>-1,197.69</u>
Total GreatAmerica Financial Services					
Hena Khan/Creative Development Group					
	10/10/2022		Inv. #221107 - Joint pgm w/ OPPL, GBPL, STCI 5501 · Youth Services Programs		-1,000.00
					<u>-1,000.00</u>
Total Hena Khan/Creative Development Group					
Hirease, LLC dba Accurate Now					
	10/21/2022		Inv. #2209180278 - P. Mucha, A. Pustian)	5321 · Human Resources	-119.90
	10/21/2022		Inv. #2209250271 - P. McDonald	5321 · Human Resources	-59.95
	10/21/2022		Inv. #209250271 - C. Rosado	5321 · Human Resources	-59.95
	10/21/2022		Inv. #2210170254 - L. Camera	5321 · Human Resources	-62.05
					<u>-301.85</u>
Total Hirease, LLC dba Accurate Now					
Hometowns to Hollywood, LLC					
	10/10/2022		Polish in Hollywood Pgm. - 10/24/2022	5503 · Adult/Teen Programs	-250.00
					<u>-250.00</u>
Total Hometowns to Hollywood, LLC					
Illinois Library Association					
	10/21/2022		Inv. #227632 - L. Hays	5106 · Membership	-150.00
					<u>-150.00</u>
Total Illinois Library Association					
IncredibleBats, Inc.					
	10/12/2022	11578	Inv. #1082022 - Balance remaining	5501 · Youth Services Programs	-150.00
					<u>-150.00</u>
Total IncredibleBats, Inc.					
JoAnn Stores, LLC - dba creativebug					
	10/28/2022		Inv. #DMARVA23-1042	5652 · Grant/Award Expense	-825.00
					<u>-825.00</u>
Total JoAnn Stores, LLC - dba creativebug					
LIMRiCC Unemployment Compensation Group					
	10/11/2022		Third Qtr ending 9/30/2022	7103 · Unemployment Compensation Insur	-294.99
					<u>-294.99</u>
Total LIMRiCC Unemployment Compensation Group					
MailChimp					

34

	Date	Num	Memo	Account	Amount
Total MailChimp	10/21/2022		10k contacts	5509 · Library Publicity and Promotion	-115.00
Midwest Tape LLC					-115.00
Total Midwest Tape LLC					-299.62
Murphy Security Solutions, LLC	10/17/2022		Several invoices	5606 · Youth Services Media	-299.62
	10/17/2022		Several invoices	5637 · Adult Media	-988.57
	10/17/2022		Several invoices	5651 · Digital Media	-5,226.18
Total Midwest Tape LLC					-6,514.37
Murphy Security Solutions, LLC	10/19/2022		Inv. #13916	5403 · Computer Software	-1,350.00
					-1,350.00
Total Murphy Security Solutions, LLC					-1,350.00
Novelist	10/21/2022		EDI online course - M. Frigo	5105 · Professional Education	-99.00
					-99.00
Total Novelist					-99.00
OverDrive, Inc.	10/11/2022		Inv. #CD0110722334066	5651 · Digital Media	-411.80
	10/11/2022		Inv. #01107MA22361674	5651 · Digital Media	-447.38
Total OverDrive, Inc.					-859.18
Paylocity	10/10/2022		Inv. #110926124	5311 · Payroll Service	-333.82
	10/10/2022		Inv. #110926124	5321 · Human Resources	-325.35
Total Paylocity	10/10/2022		Inv. #110989738	5311 · Payroll Service	-208.49
	10/18/2022		Inv. #111047206	5311 · Payroll Service	-351.71
PermaBound Books	10/18/2022		Inv. #111047206	5321 · Human Resources	-347.04
					-1,566.41
Total PermaBound Books					-71.08
Precision Control Systems of Chicago, Inc	10/10/2022		Inv. #1932730-00	5601 · Youth Services Books	-71.08
					-71.08
Total Precision Control Systems of Chicago, Inc	10/10/2022		Inv. #45090	5203 · Maintenance Contracts	-1,319.00
					-1,319.00
Total R&M Printing and Promotions Inc.					-506.25
Record Information Services, Inc.	10/13/2022		Inv. #156335	5509 · Library Publicity and Promotion	-506.25
					-506.25

	Date	Num	Memo	Account	Amount
Total Record Information Services, Inc.	10/28/2022		Inv. #52429	5652 · Grant/Award Expense	-719.00
Riddiford Roofing Company					-719.00
Total Riddiford Roofing Company	10/11/2022		Inv. #0020423-IN	5203 · Maintenance Contracts	-1,929.00
Robertson, John					-1,929.00
Total Robertson, John	10/10/2022		Qigong Basics - 10/27/2022	5503 · Adult/Teen Programs	-200.00
Rosati's Pizza					-200.00
Total Rosati's Pizza	10/21/2022		Staff Luncheon for HR (Lena Saltiel) first day	5321 · Human Resources	-67.33
Sebert Landscaping, Inc.					-67.33
Total Sebert Landscaping, Inc.	10/10/2022		Inv. #S548302	5204 · Landscape Maintenance/Snow Remo	-480.00
Sikich, LLP					-480.00
Total Sikich, LLP	10/10/2022		Inv. #246665	5204 · Landscape Maintenance/Snow Remo	-742.56
Sir Speedy Printing					-1,222.56
Total Sir Speedy Printing	10/10/2022		Inv. #3907	7201 · Audit Expense	-2,485.00
Staples					-2,485.00
Total Staples	10/10/2022		Inv. #84544	5509 · Library Publicity and Promotion	-38.27
Swan (System Wide Automated Network)					-38.27
Total Swan (System Wide Automated Network)	10/18/2022		Inv. #3518180048	5201 · Supplies	-212.21
Target Stores					-212.21
Total Target Stores	10/18/2022		Inv. #3519637981	5315 · Other Expenditures	-31.52
	10/18/2022		Inv. #3519637981 (\$97.42) Cr: Inv. #352015503	5302 · Office & Equipment Supplies	-90.62
	10/18/2022		Inv. #3519637982	5503 · Adult/Teen Programs	-47.49
	10/18/2022		Inv. #3520155036	5201 · Supplies	-200.65
					-582.49
Swan (System Wide Automated Network)					-582.49
Total Swan (System Wide Automated Network)	10/14/2022		Inv. #9838	5410 · SWAN Consortium	-11,635.75
Target Stores					-11,635.75
Total Target Stores	10/21/2022		Items for Teen Recharge	5503 · Adult/Teen Programs	-62.91
	10/21/2022		Items for Teen Recharge	5503 · Adult/Teen Programs	-77.74

36

	Date	Num	Memo	Account	Amount
Total Target Stores					-140.65
Teachers Pay Teachers					
	10/21/2022		Family Mexican Bingo	5501 · Youth Services Programs	-8.50
Total Teachers Pay Teachers					-8.50
Today's Business Solutions, Inc.					
	10/10/2022		Inv. #13893	5404 · Tech Support & Repair	-820.00
	10/10/2022		Inv. #13893	7507 · Automation Equipment	-2,980.00
Total Today's Business Solutions, Inc.					-3,800.00
Travelers					
	10/10/2022		Policy #XXXXXXXX7068	7101 · Liability Insurance	-2,754.00
Total Travelers					-2,754.00
Unique Management Services, Inc.					
	10/10/2022		Inv #6105639	5310 · Material Recovery Fees	-88.65
Total Unique Management Services, Inc.					-88.65
Utica National Insurance Group					
	10/31/2022		10/8/22-10/8/23	5208 · Insurance (Property)	-8,895.00
	10/31/2022		10/8/22-10/8/23	7101 · Liability Insurance	-18,770.00
Total Utica National Insurance Group					-27,665.00
Value Line Publishing LLC					
	10/13/2022		Inv. #KF-225983-2211	5652 · Grant/Award Expense	-4,975.00
Total Value Line Publishing LLC					-4,975.00
Village of Carol Stream					
	10/10/2022		Inv. #6987 (IT - Nov 2022)	5411 · Village IT Services	-8,176.13
Total Village of Carol Stream					-8,176.13
Village of Carol Stream - Benefits					
	10/11/2022		Inv. #6973	5107 · Life Insurance	-131.34
	10/11/2022		Inv. #6973	5108 · Health Insurance	-20,563.31
	10/11/2022		Inv. #6973	5109 · Benefits, other	-104.03
Total Village of Carol Stream - Benefits					-20,798.68
Village of Carol Stream - IMRF					
	10/18/2022		From: 10/7 - 10/21/2022	6620 · Illinois Municipal Retirement F	-16,026.23
Total Village of Carol Stream - IMRF					-16,026.23
Village of Carol Stream - Water Dept.					
	10/10/2022		Bill #01923984	5207 · Water/Sewer	-851.96

Date	Num	Memo	Account	Amount
Total Village of Carol Stream - Water Dept.				
Walmart				
10/21/2022		VIPoo Spray	5201 · Supplies	-59.18
Total Walmart				-59.18
Wheaton Park District				
10/10/2022		DuPage in WW2 - 11/15/2022	5503 · Adult/Teen Programs	-100.00
Total Wheaton Park District				-100.00
TOTAL				-146,571.05

Total Disbursements for October 1, 2022 through October 31, 2022

Approved by the Library Board of Trustees November 16, 2022

President Date

Secretary Date

38

Carol Stream Public Library
Account QuickReport
October 2022

4:56 PM
11/07/2022
Accrual Basis

	Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries							
5109 · Benefits, other							
	General Journal	10/31/2022	ATA1006		Reclassify Expense Reimb	-SPLIT-	57.59
Total 5109 · Benefits, other							57.59
Total 5100 · Salaries							57.59
5300 · Business Exp.							
5305 · Mileage Reimbursement							
	General Journal	10/31/2022	ATA1006		Reclassify Expense Reimb	5109 · Benefits, other	61.14
Total 5305 · Mileage Reimbursement							61.14
5321 · Human Resources							
	General Journal	10/31/2022	ATA1006		Reclassify Expense Reimb	5109 · Benefits, other	36.97
Total 5321 · Human Resources							36.97
Total 5300 · Business Exp.							98.11
5500 · Services							
5501 · Youth Services Programs							
	General Journal	10/31/2022	ATA1006		Reclassify Expense Reimb	5109 · Benefits, other	48.89
Total 5501 · Youth Services Programs							48.89
Total 5500 · Services							48.89
TOTAL							204.59

Deduction Listing

Check Dates: 10/07/2022 to 10/21/2022

Page 1 of 1

39

Carol Stream Public Library (9366)

Processes: 2022100701 - 2022102101

Pay Periods: 09/18/2022 to 10/15/2022

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-68.27
Anderson, Ronald	1068		15	-5.62
Garcia, Crystal	1191		11	-21.38
Mohedano, Julie	1222		12	-4.06
Moreno, Athens M.	1216		02	-57.59
Saltiel, Lena M.	1225		01	-39.53
Wilson, Leigh Anne	1188		12	-8.14

Totals for REIMB -- REIMBURSEMENT**7 Employees****-204.59****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-204.59
Totals			7	-204.59


 Paylocity Corporation
 (888) 873-8205

User: lhays

Run on 10/17/2022 at 4:32 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
November 16, 2022

Library Calendar of Closings and Meetings

I have prepared the 2023 Calendar of Library Closings and Board meetings. Once approved, the calendar is sent to the Village and local press publications and posted in the lobby. Traditionally we are closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. We are also closed on Easter Sunday, Mother's Day and Father's Day. These Sunday closings are unpaid. When a Library holiday falls on a Sunday, the following Monday, will be considered the paid holiday. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose.

Village Loan Payment

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

Amazon Business Prime Account

Amazon will be discontinuing their Amazon line of credit effective January 10, 2023. I am recommending that the Board approve an Amazon Business Prime account for the Library. The annual fee for the Business Prime account is \$499 and provides the Library with free expedited shipping as well as reduced business pricing on applicable purchases. Over the past two years the Library has averaged over \$1,000 in shipping fees/year for our Amazon purchases. The prime account would result in shipping cost savings for the Library.

December Board Meeting

Cancellation of the December Board meeting is on the agenda for your consideration. If it is decided to cancel the meeting, the December financials will be included with the January Board packet information. Also, in January the Board will be reviewing the Market Benchmarking & Compensation Structure Development Project that was completed by HRSource. HR Committee Chair Trustee Patel will be meeting with the HR Manager and myself in early December to review the job descriptions that were used in the project.

2023 Per Capita Review

The 2023 Per Capita Grant requirement is the same as last year. The Library Board and Director are to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries* and report on any changes or progress. Included in your packet for your review is the review document done by staff showing where the Library meets the standards and what areas that may need to be developed. The final grant application will be included with the December or January Board packet for Board final approval. Deadline for submitting the Per Capita Grant is January 30, 2023.

Facility Update

The Library experienced a pipe back-up on November 1st that caused water to come up through some of the floor drains. Roto-Rooter was called and they came out the next morning and were able to clear the blockage. A large number of brown paper towels caused the majority of the blockage that was experienced. The staff and Family restrooms had to be closed during this period.

The Server Room has been painted and new moveable shelving installed.

Two large monitors have been purchased and received to install in the Discovery Room (75") and the Create & Learn Center (86"). Maintenance staff are in the process of installing the wall brackets. The monitor installation is expected to be completed in the next week.

Christmas Sharing

The Library is a drop off location for unwrapped toys for the Village's Christmas Sharing Project as well as personnel care items, paper and cleaning products.

Brookfield Zoo Tree

The Library is sponsoring a holiday tree at Brookfield Zoo this year. Our participation is to thank the zoo for being an active participant in the Museum Adventure Pass program over the past years (our most popular pass request). Staff members will be at the zoo on Nov. 12 and 13 to decorate our tree. The Library's tree is #737, located on the West Mall, and will be on display through mid-January.

Library Visitors

On Saturday, November 12th Trustees and members of the Administrative staff from the Algonquin Public library District are coming to the Library to tour our facility. I will also be answering their questions regarding the renovation process and our experience with the Library's architectural firm.

Trustee Orientation

I met with Trustee Leszczewicz on Nov. 3 and we reviewed the Trustee Manual and went on an in depth tour of the Library.

November Employee Anniversaries

Joyce Farrell-11/04/08- Administration

Leigh Ann Wilson -11/06/17-Youth Services (5 Year Anniversary)

Michael Lorenzetti – 11/29/18-Maintenance

Aneesa Iqbal – 11/18/19-Youth Services

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2022-2023

		October	
	FY 21-22	FY 22-23	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	13,647	15,336	89,582
Total Teen	798	769	5,194
Total Youth	15,476	16,490	105,249
Physical material use by format			
Books	21,621	22,573	143,685
Videos	5,535	6,295	35,908
Audiobooks and Music CDs	1,488	2,298	11,002
Periodicals and Magazines	270	230	1,571
Other	1,007	1,199	7,859
Total Physical Item Circulation	29,921	32,595	200,025
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	2,941	3,028	17,381
ILL - Borrowed from Non-SWAN	28	44	232
ILL - Loaned to SWAN	820	667	3,904
ILL - Loaned to Non-SWAN	97	90	476
RBP Loans - SWAN (incl. above)	312	332	2,616
RBP Loans (non-SWAN) - (incl. above)	552	451	3,279
Digital media use			
Bingepasses (hoopla)	NA	2	35
E-books	2,835	2,871	18,795
E-Audio	2,438	2,501	14,725
E-Video	453	490	2,563
Museum Adventure Pass / Explore More Illinois	13 / 0	21 / 0	149 / 9
Total use of Electronic Materials	5,739	5,885	36,276
Total Circulation (physical materials and digital media)	35,660	38,480	236,301
Digital magazine retrievals	879	879	4,646
Total Electronic Retrievals (e-mags and databases)	6,950	5,818	33,940
Other circulation activities			
Items checked out in the Library	14,379	14,725	96,308
Self Check - # of Items Checked out	6,523	9,172	60,187
Self Check - % of items checked out in the Library	46.36%	62.28%	62.49%
Programs - # of Programs/Attendance**			
Adult - Number/Attendance	31 / 271	11 / 160	50 / 577
Teen Number/Attendance	8 / 33	6 / 156	29 / 324
Youth - Number/Attendance	112 / 1,558	45 / 1,389	219 / 4,801
General Interest - Number/Attendance	NA	0 / 0	1 / 23
Total - Number/Attendance	151 / 1,862	62 / 1,705	299 / 5,725
Library Events - Number / Attendance	NA	0 / 0	2 / 283
Outreach - Number / Attendance	4 / 513	20 / 1,136	45 / 1,374
Facility Usage			
Library Visits (Door Count)	9,937	12,848	72,550
Curbside Pickup Transactions	298	119	664
Meeting Rooms - # of Public Bookings*	NA	2	4
Study Rooms - # of Users*	277	379	1,707

Electronic Usage			
# of Internet Sessions/Total Time	500 / 293	956 / 592	5,405 / 3,303
#iMac Sessions/Total Time	8 / 5	5 / 4	78 / 52
# of Library Website Visits	13,539	13,860	84,418
# Mobile App Views	3,342	4,061	24,228
# of Wireless Users	1,460	2,155	11,255
Aspen catalog sessions / unique searches	NA	32,644 / 10,138	284,424 / 67,890

Reference Transactions			
Adult	815	1,420	7,922
Youth	446	454	5,078
Circulation	197	412	2,109
Chat	35	31	280
Total Reference Transactions	1,493	2,317	15,389

Total One-on-One Tutorials			
Adult	5	30	201
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,549	18,393	
# of Non-Resident Cards***	10	43	
Total Registered Users	18,558	18,436	

Resources Owned/Licensed			
Books	62,722	65,136	
Newspapers (Print only)	24	118	
Periodicals (Print only)	127	24	
Total Print Materials	62,873	65,278	
Current Subscriptions (Print Only)	151	142	
Current E-Subscriptions	3,938	4,312	
E-Books: Downloadable	6,411	76,853	
Audio Recordings	6,677	6,635	
Audio Recordings (Downloadable)	24,488	30,814	
Videos	11,243	9,879	
Other: Video Games, Puzzles, Devices	716	783	
Databases	67	73	
Total Resources Owned/Licensed	174,413	194,627	

Professional Development Hours	37.5	42.25	241.00
---------------------------------------	-------------	--------------	---------------

*The meeting rooms are not available for public reservations.

* Seating resumed in Library 5/17/21.

*Resumed Sunday hours 6/6/21.

*Study rooms & express computer stations available effective 6/14/21.

*Create and Learn Center booked for Chamber of Commerce

**Program statistics updated for FY22 per changes in IPLAR reporting:

Homebound deliveries now counted as One-on-One Tutorials;

program recordings are only counted during the first two months;

Family and multi-age group programs are now reported as General Interest.

***Non-residents cards were counted as families in FY2021, now individuals are counted.

**Assistant Director's Report
October 2022**

Administration and Business Office

- Payroll processing weeks of 10/3, 10/17, and 10/31.
- Trained Lena Saltiel on running payroll and getting payroll reports.
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Staff Honor Books and Memorial/Honor Donation spreadsheets updated and letters sent
- Final Audit presented and approved by the Board of Library Trustees on 10/19.
- Amazon is ending their Corporate Line of Credit so Laura researched options. Recommending setting up Amazon business credit card through American Express and also starting Amazon Business Prime. While we do what we can to reduce shipping costs, our average annual shipping costs are higher than the annual costs of Prime for small businesses.
- MissionSquare, our 457 account vendor, updated their website and their bank. While there were initially issues with the website, by the time we processed our payroll contribution the website was functional. The Library is also updated our contacts and added access for Lena.
- Youth Services Lightbox table power switch is broken. Laura contacted LFI for replacement.
- 2023 staff calendars ordered.

Tech Services

- Items ordered – 803 and Items put into Circulation – 840
- Items catalogued – imported bib records & original cataloging - 107
- Item record edits/database clean-up – 705
- Bib record merge requests submitted to SWAN support – 13
- Repair items (includes disc cleaning) - 39
- Serial record edits – 28 and Claimed Issues – 7
- Pending orders in Workflows, not received as of November 1, 2022 (Youth, 253; Adult, 501)
- Sustainable Shelves – 652 titles were submitted with 161 approved for submission resale for a credit value of \$98.62.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Juvenile Hispanic Heritage Month, and new KNF Thanksgivings and Diwali displays
- Baker & Taylor TitleSource360 – 2 user accounts were re-assigned.
- SWAN BlueCloud Analytics – Some of our subscribed reports were revised to come as excel files rather than PDF and were moved from individual accounts to the Library's account.

Tech Services - Conversion Projects

- Total items processed – 14
- Beginning Chapter Books genre sticker project completed - Marie
- Peek-a-Book Project is 75% done. – Barb
- Award winners spine labels and medallion seals – Silbert awards were completed and Seuss Geisel only has 2 titles pending - Susan

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- Monthly CollectionHQ Team and Board meeting – Laura
- 10/18 - Allstaff meeting
- 10/18 - IT project update – Laura
- 10/26 - eMediaLibrary Consortium meeting – Laura
- 10/27 - PlanSource demo for IPBC benefit administration - Laura
- 10/28 - Assistant Director quarterly meeting – Laura
- 10/28 - SWAN chat recording from 10/25 viewed - Laura

Information technology

- There were 32 support tickets in October.
- New ScanEZ station and dual-sided scanner installed 10/5.
- Monitors ordered for Discovery and Create and Learn Rooms. One Mersive Soltice device was ordered to test whether this will work for presentations to cast their displays to the monitor.
- New training laptops were ordered.
- New iMac station ordered for Adult computer lab.
- Zoom expansion purchased for one month for the Youth Services author program on 11/7.
- Public copier needed part replaced.

Laura Hays

Assistant Library Director

Adult Services Department Monthly Report

October 2022

Department News:

- Our reference inquiries went up for month of October, as expected with back to school in full swing for students of all ages and levels
- Had a wonderful turnout at our co-op program with Worknet DuPage on Job Resources, which enabled us to mention to attendees about our new Grow with Google Series launching 2023
- Updated our website with new Business/Career resource links and webpage
- Have coordinated with People's Resource Center plans for Citizenship classes in 2023
- Omar with many of our recent community initiatives will have a featured section in the Chamber's weekly email promoting library resources
- Welcomed two new staff members as Kaitlyn Frye started as a Full-Time librarian as well as Paul McDonald, a new part time librarian
- Will be hosting more reoccurring programs for Teens/Middle school, as our Teen Recharge will continue each week going forward, as well as a new monthly Anime Club. It's been a great partnership between some of the YS/AS staff to offer these joint programs.
- Nate Wagner and his wife welcomed their son William, as we were able to have a shower just in time, as William was born a few weeks early. Everyone is doing well, and Nate will be out on leave during Nov/Dec.
- Held our first program series with Glenbard Transitions Group
- Working on new study room guidelines, policy, as well as signage. Continue demand for more than 1 hour of use has helped us explore different solutions

Outreach Activities:

- Homebound delivery – 41 registered, delivered to 27 patrons, Items delivered 165
- Omar attended chamber meetings, and will be attending more ribbon cutting events as part of our Outreach Business initiatives
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team
- Staff helped at the YS Jubilee event and Trails of Treats outreach event
- Held two Teen Volunteer Club Meetings
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Working with the Chamber and its sub groups on future promotion of resources for community
- Staff continue efforts in helping manage after school crowd noise/groups

EDI Activities (EDI Committee & Dept):

- Will be ordering new signs to help promote our Foreign Language sections
- Curated our catalog to feature new "lists" such as Hispanic and Native American Heritage titles

Athens Moreno Adult Services Manager

Programs & Displays:

- Binge Box packages for both adults and teens with Optional Spooky theme, (50+ requests)
- Slightly Spooky Movie Night Binge Boxes (11 requests, 81 checkouts)
- Online Quiz for patrons October themed
- Our Take N Make Breast Cancer Awareness Tumbler kit sold out (77 kits taken)
- For Teens & Middle Schoolers, held a Tiny Art Show Contest
- Online Program How to Prepare for Rising College Costs
- Gaslight by Chicago In Person Program about the Chicago Fire anniversary
- Over 100 kids for our Oct Recharge Series that was held weekly for Oct
- ESL Classes 2x a week, with two offerings, beginner's group and intermediate
- Hocus Pocus Wine Bottle Craft Program
- DuPage Garden Club Program, Bats of Illinois
- Android Basics Phone in Person Program
- Teen Volunteer Group Meeting
- Make N Take in Person Sewing Program (in person craft program)
- Around the World Book club, this month's location was Spain
- Launched our new Monthly Teen Anime Club in person
- The Polish in Hollywood online program
- In Partnership with Worknet DuPage held a Job Seekers info program on resources and programs
- Qigong In person program
- Held displays for Hispanic Heritage Month Sept 15-Oct 15, as well as Halloween dvd displays
- Offered craft project at Teen Recharge featuring a Halloween Mason Jar

Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meeting
- All Staff Oct Meeting
- CHQ Meeting
- 1on1 meetings within dept FT staff monthly x 6
- ELSUM database networking Mtg

Resources and Collection News:

- Exploring promotional avenues to highlight databases such as integrations within our catalog, creating business card size informative printouts, utilizing our digital signage to feature more
- Renewal of our Chilton Auto Repair database, as use has been steady
- Developing an online learning site that would feature recordings, tutorials, as well as local informative videos
- Melanie continues participation in a RAILS cohort DEI program

Athens Moreno Adult Services Manager

Continued Education & Training:

- Library Journal Day of Dialog Online Conference
- Collection HQ Diversity Meeting
- SWAN Fireside Meetings
- Various webinars on RA, and Collection Development
- ARRT Genre study meeting

Pictures:



Tiny Art Contest for Teens



Athens Moreno Adult Services Manager



Omar Kushad presenting at our Worknet Job Seeker's program



Creating new handouts about resources including specialized program offerings

Youth Services Report October 2022

Program Highlights

- Teen Recharge continued in October as a place to have the middle schoolers after school play games and have a spot to hang out. They mostly enjoy the snacks but also enjoy the crafts that Crystal Garcia in Adult Services provides once a month. CS Police Social Services helps staff the program and are making connections while there.
- Dan and Sharon Peterson of Incredible Bats presented 2 Hall-O-Ween programs on 10/8. The Petersons brought live bats, snakes, rats, and spiders to talk about these fascinating creatures. We had so many people sign up for the first one that we added a second show so total attendance was 114.
- Adriana Albers presented October's Hands on Learning: Pumpkin Play on 10/25 with 33 in attendance.
- Youth Services hosted a Halloween extravaganza titled Monster Jubilee on 10/30 with a total of 205 people in attendance. Participants enjoyed a craft, stories, games and showing off their costumes before the big day.
- 400 CSPL Kits were distributed in September including 100 each of the following activities: Counting Pumpkins, Paper Plate Spider, Create and Decorate a CD Spinner, and a Stick Spider Web.

Outreach Events

- It was a busy Halloween weekend with two outreach events on Saturday in addition to the Monster Jubilee on Sunday and Trick-or-Treat table on Monday at the library!
- On 10/29 from 10-12, Amy Teske represented the Library at CCSD93's Let's Play Fall Fest! This was held at Heritage Lakes Elementary School but was hosted by the Early Childhood Center and the Birth to 5 Community Coalition. It was a beautiful fall day and an estimated 180 people visited the Library table.
- Also on 10/29 from 12-3:30, Julie Mohedano, Crystal Garcia and Marie Costuna represented the Library at the Carol Stream Park District's Trick or Treat Trail at Red Hawk Park.
- Amy Teske and Samantha Wright represented the Library at the ribbon cutting for Cloverdale Elementary School's renovated Innovation Center on 10/27.

Patron Service and Reference

- 93 Binge Box requests were filled during October
- Youth Staff had 454 interactions with the public during October.

Meeting Attendance

- 10/13 – Management Team Meeting – Amy Teske
- 10/5 – Meeting with Susan – Amy Teske
- 10/17 – Birth to 5 Planning Meeting – Amy Teske
- 10/18 – CollectionHQ Team – Amy Teske, Adriana Albers
- 10/19 – Board Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



Hall-O-Ween Animal Program



Hands on Learning



Let's Play!



October 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 12,848 greetings, welcoming visitors to the Library
- 5,046 Checkouts and renewals
- 119 Curbside deliveries
- 99 new resident account registrations
- 1 new Special account registration
- 20 new digital accounts checked for duplication
- 16,216 Check ins
- 16,500 items shelved
- 3,846 hold requests made available

Patron Purge update:

- 77 accounts that have not been used after 9.30.2013 **AND** had status of BADADDRESS have been removed from the database. This is in accordance with SWAN's 9-year Last Activity Date (LAD) purge rule.
- 34 accounts with good addresses and status of OK were modified and renewed to avoid removal.

Self Check-out activity:

- 3,240 checkouts at Youth Services machine
- 5,932 checkouts at Lobby machines

Jeri participated in:

- Management Team on October 13th
- ALLSTAFF meeting on October 18th
- SWAN Circulation User's Group meeting on October 19th
- SWAN Membership fireside chat meeting October 25th

In addition:

- Lena, Melanie and Jeri conducted interviews on October 4th and 6th
- Jeri represented the Library at Family Literacy Night for Early Childhood Center of District 93 on the evening of October 6th
- Melanie attended her first virtual meeting of the RAILSE.D.I. learning cohort. The purpose of the cohort is to "gain a solid understanding of EDI and assist in ensuring our library's work is rooted in equitable outcomes and experiences for all"
- We welcomed Lulu Camara and Alex Little to the Circulation Department during the week of October 24th!
- Lulu dressed up for Halloween and helped distribute candy to trick or treaters on October 31st

Submitted by Jeri L. Cain
11/09/2022

5.2

Human Resources

Monthly Report

October 2022

Administration

- Navigated positive COVID test from employee referencing HR Source guidelines
- Created PSLF supporting document letter for employee to qualify
- Conducted I-9 audit to ensure compliance (2 were missing- obtained and added to records)
- Updated Paylocity email templates to sound more personable/ less like an email template
- Added a series of email templates catered specifically to departments
- Processed my first payroll (with Laura Hay's guidance)

Benefits

- Benefit explanation to staff member Kaitlyn Frye who went from PT Circ to FT AS Librarian
- Processed FMLA paperwork and informed on employee rights for an employee

Staffing & Onboarding

- Read through every job position description
- Reviewed and updated in-person interview questions with Circulation hiring team (Jeri Cain and Melanie Johnson)
- Sent offer letter/ completed onboarding for Adult Services Librarian Paul McDonald (10/19 start)
- Conducted phone interviews for 2 Circulation Clerk position openings, 1 Youth Services Librarian opening, and 1 Youth Services Bilingual Associate opening
- Conducted in-person interviews and offered/ onboarded to two candidates for Circulation Clerk: Lulu Camara and Alexander Little
- Processed background checks and reference checks for new hires
- Touched base with Youth Services Manager Amy Teske to begin recruitment for two openings in her department; reviewed and updated in-person interview questions with Youth Services
- Posted Youth Services Librarian and Youth Services Bilingual Associate position via Paylocity, Indeed, College of DuPage, Village of Carol Stream, and RAILS

Training

- Paylocity meeting regarding Onboarding and Recruiting features with Paylocity Rep Glen Rico (1 hour)
- Paylocity training videos (2.5 hours), plus self-training and navigation (~1 hour)

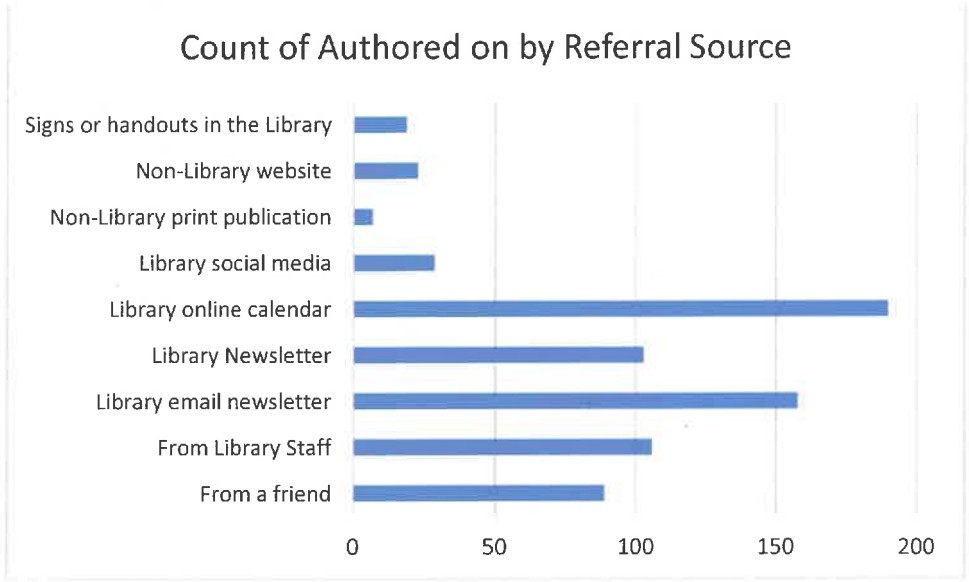
- Additional Paylocity trainings on Diversity, Equity, and Inclusion and on understanding implicit biases (1 hour 10 minutes)
- Benefit Solver Trainingsolver Videos (~2 hours)
- BusinessSolver training webinar (1 hour)
- BusinessSolver to PlanSource proposal/ benefits demo (2.5 hours)
- Payroll training with Laura Hays (2 hours)
- Paylocity led interactive training on payroll (2.5 hours)
- Self-trained on U.S. Employment Laws and their acronyms (1 hour)

Compensation

- Processed two merit increases in Paylocity
- Updated retroactive pay process to utilize the services provided in Paylocity

Marketing Report: Mikayla Frigo

October 2022



- **Promotions resulted in 724 event registrations**
- The Lock and Key Raffle concluded on October 15th with a total of 78 participants.
- November-December print newsletter was distributed to the Carol Stream Community.
- Attended Novelist Accessibility and EDI in Marketing webinar.
- Created pamphlet handout for business programs partnering with Grow with Google.
- Helped to organize promotional information and supplies to represent the Library at Carol Stream’s community events such as: Trick or Treat Trail, Trick or Treating at the Library, and Brookfield Zoo's 2022 Community Tree Trim Decorating
- Produced graphics for TV displays to promote the library’s resources, upcoming events, and reading challenges.
- Attended a meeting with the Friends of the Carol Stream Public Library.
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.

Statistics:

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page.

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

Facebook

Followers: 2,880

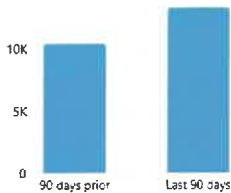
Reach from the last 90 days: 13.3K

Reach

Post reach ⓘ

13.3K ↑ 28%

Total from last 90 days vs 90 days prior



Median post reach per media type ⓘ

For posts created in the last 90 days



Median post reach per content format ⓘ

For posts created in the last 90 days



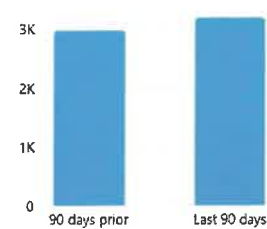
Engagement from the last 90 days: 3.2K

Engagement

Post reactions, comments and shares ⓘ

3.2K ↑ 7.1%

Total from last 90 days vs 90 days prior



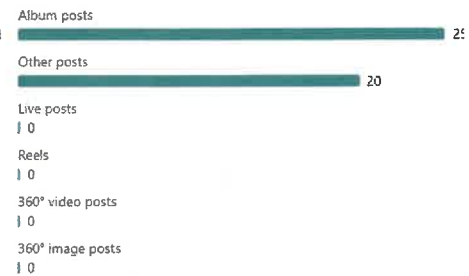
Median post reactions, comments and shares per media type ⓘ

For posts created in the last 90 days



Median post reactions, comments and shares per content format ⓘ

For posts created in the last 90 days



Top three posts from October



People Reached: 917
Engagements: 86



People Reached: 1,516
Engagements: 72



People Reached: 804
Engagements: 72

56

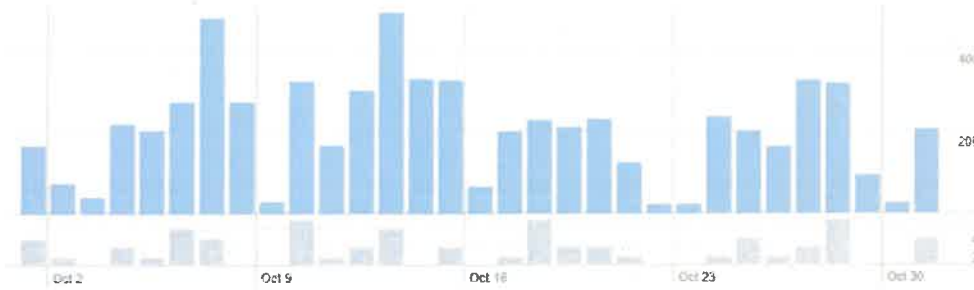
Twitter

Followers: 1,593

Total Impressions: 6.4k

Impressions from October

Your Tweets earned 6.4K impressions over this 31 day period



YOUR TWEETS
During this 31 day period, you earned 205 impressions per day.

Total Engagements: 247

Engagements for October

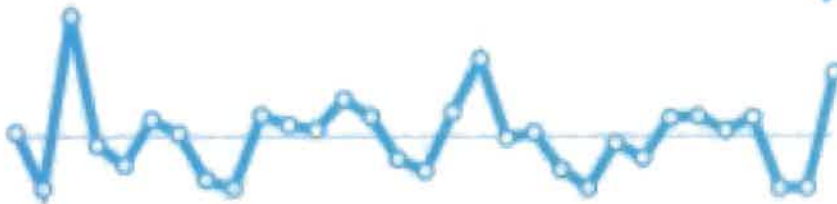
Engagements

Showing 31 days with daily frequency




Engagement rate

4.4%

Oct 31
9.8% engagement rate



Top 3 tweets from October:

	Carol Stream Public Library @CarolStreamPL Oct 13 At the library, we try not to judge our patrons. And yet... pic.twitter.com/9ws2imrern View Tweet activity	695	60	8.6%
	Carol Stream Public Library @CarolStreamPL Oct 26 You can't spell Wednesday without NES. Short for the Nintendo Entertainment System. While we don't have an NES or any NES games here, we do have Switch, WiiU, and even some Wii games! So non sequitur aside, we're here for your Nintendo needs. #Nintendo #NintendoSwitch pic.twitter.com/teRtgvuLSq View Tweet activity	505	42	8.3%
	Carol Stream Public Library @CarolStreamPL Oct 7 We can't see the retweets, so we'll just go ahead and say it since it doesn't appear to be in the replies: There's something fishy about this. pic.twitter.com/X4WsWUspGY View Tweet activity	423	10	2.4%

Promotional Emails

October 6th	Love the Library?	Open rate: 33.6%	Click rate: 1.4%
October 13th	Library Fun at Home!	Open rate: 34.5%	Click rate: 2.0%
October 20 th	Lock and Key Raffle Winners!	Open rate: 34.1%	Click rate: 1.1%
October	Get Creative with Library!	Open rate: 33.3%	Click rate: 1.7%



Monthly Report of IT Service

Support Tickets **32**

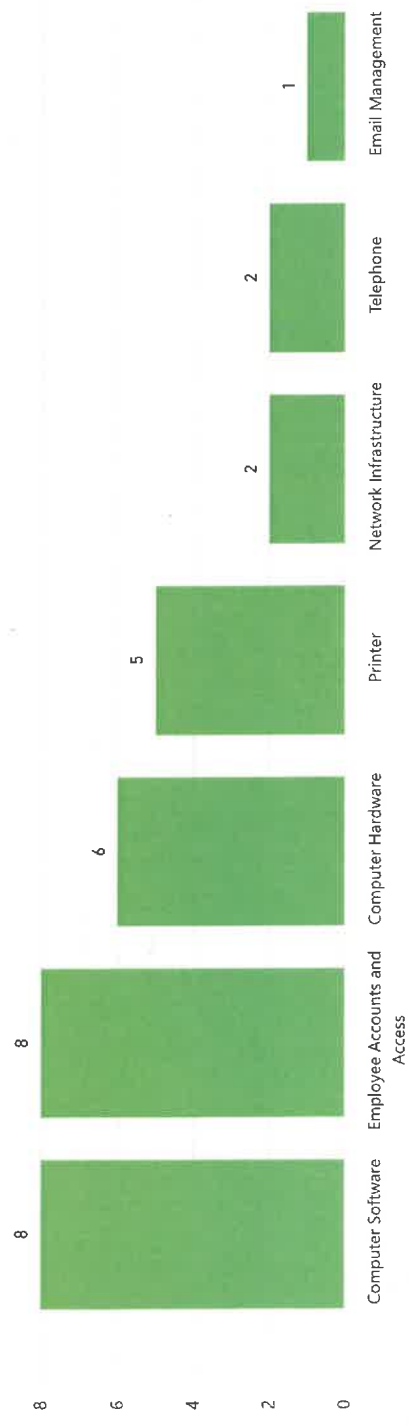
Report Range

10/1/2022

10/31/2022

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.



CategoryName	Count
Computer Hardware	6
Computer Software	8
Email Management	1
Employee Accounts and Access	8
Network Infrastructure	2
Printer	5
Telephone	2
Total	32

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.