

PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF
LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM

Carol Stream Public library
616 Hiawatha Drive
Carol Stream, IL 60188

DATE: January 18, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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

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

1. WELCOME AND CALL TO ORDER – Board President

2. PLEDGE TO THE FLAG

3. ROLL CALL

4. PUBLIC PARTICIPATION

5. RECOGNITION OF STAFF 2022 EMPLOYMENT ANNIVERSARIES

Marie Costuna	5 years	Technical Services
Leigh Anne Wilson	5 years	Youth Services
Bindiya Patel	10 years	Circulation
Melanie Johnson	10 years	Circulation
Laura Hays	20 Years	Administration
Clare Meehan	25 years	Youth Services

6. ADOPTION OF THE CONSENT AGENDA*

7. APPROVAL OF MINUTES

7.1 Minutes of the Regular Board Meeting of November 16, 2022

7.2 Minutes of the Special Board Meeting of January 4, 2023

8. MONTHLY REPORTS OF THE TREASURER

8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2022 and December 31, 2022

9. NEW BUSINESS

9.1 Recommendation, Re: Approval of 2023 Per Capita Grant Application

9.2 Recommendation, Re: Approval of Complete Cleaning Contract Renewal

9.3 Recommendation, Re: Library Board Resolution #298, Commendation of Library Trustee Mansi Patel for Receiving the 2023 Dr. Martin Luther King Jr. Humanitarian Award for the City of Elgin, IL

10. DISBURSEMENTS

10.1 Approval of Disbursements of November 1-30, 2022 and December 1-31, 2022 plus the Addendum for the Meeting of January 18, 2023

11. REPORT OF THE LIBRARY DIRECTOR

12. MONTHLY STAFF REPORTS

13. UNFINISHED BUSINESS

None

14. BOARD MEMBER REPORTS

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

15.1 Recommendation, Re: Approval of the Executive Session Minutes of July 20, 2022, October 19, 2022 and January 4, 2023

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

16. ADJOURN

Next Resolution: #299

Mansi Patel, Secretary
Board of Library Trustees

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

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

DATE: November 16, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:02 p.m.

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

3. Roll Call

Director Westgate called the Roll.

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

Absent: Trustee Patel

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Larimer seconded the establishment of a Consent Agenda for the Regular Meeting of November 16, 2022. Motion approved.

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

Nays 0

Absent..... Trustee Patel

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

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

Nays 0

Absent..... Trustee Patel

5.1 Minutes of the Regular Board meeting of October 19, 2022

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

5.3 Recommendation, Re: Approval of Annual Library Calendar 2023 Library Closings and Board Meetings

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

5.5 Recommendation, Re: Approval of Amazon Prime Business Account

5.6 Recommendation, Re: Approval of Cancellation of December 21, 2022 Library Board of Trustees Meeting

8. MONTHLY STAFF REPORTS

Assistant Director Laura Hays explained to the Board how the Sustainable Shelves program works, that the Library participates in through Baker & Taylor. The Library earns monetary credit for books that are withdrawn from the collection. YS Manager Amy Teske shared how much fun families had at the Monster Jubilee and trick or treating at the Library in October. The two programs presented by Incredible Bats featuring a variety of live creatures were also well received and attended by local families.

9. 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 7:22 p.m.

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Larimer and Lynch
Nays 0
Absent..... Trustee Patel

January 18, 2023

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM**

Carol Stream Public Library 616 Hiawatha Drive Carol Stream, IL 60188

DATE: January 4, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

I. CALL TO ORDER

President Lynch called the Special Meeting of the Board of Library Trustees to order at 7:00 p.m.

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

II. ROLL CALL

Secretary Patel called the roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays and Human Resources Administrator Lena Saltiel

III. PUBLIC PARTICIPATION

None

IV. Executive Session

Trustee Larimer moved and **Trustee Olson** seconded that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(1) for the discussion of employment and performance for specific employees. Motion approved.

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

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 7:01 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:35 p.m.

Secretary Patel called the roll.

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

Absent: None

V. NEW BUSINESS

- A. Recommendation, Re: Approval of the recommendation(s) for personnel actions discussed in Executive Session on January 4, 2023.

Trustee Lynch moved and **Trustee Olson** seconded that the Board of Library Trustees approve the separation of employment as discussed in Executive Session on January 4, 2023 and give the Library Director the authorization to negotiate the separation on behalf of the Library Board of Trustees. Motion approved.

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

VI. ADJOURNMENT

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

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

Meeting adjourned at 7:36 p.m.

January 18, 2023
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 1,626,503.47	\$ 3,636,497.28
Working Cash	51,001.33	508.53	51,509.86
FICA	94,437.66	46,471.61	140,909.27
IMRF	96,867.26	56,985.32	153,852.58
Liability Insurance	12,750.82	(4,986.07)	7,764.75
Audit	6,827.41	(475.05)	6,352.36
Capital Maintenance & Repair	1,593,709.55	(31,064.45)	1,562,645.10
Building Renovation Loan	<u>3,536.59</u>	<u>(2,384.59)</u>	<u>1,152.00</u>
TOTAL ALL FUNDS	<u>\$ 3,869,124.43</u>	<u>\$ 1,691,558.77</u>	<u>\$ 5,560,683.20</u>

See attached for a schedule of cash and investments.

11/30/22

Justin Lynch, Board President

11/30/22

Nancy Olson, Board Treasurer

11/30/22

Susan Westgate, Library Director

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 1,285,593.60
OLD SECOND BANK	PAYROLL	166,164.60
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,052,494.65
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,055,191.49
PROPAY	ELECTRONIC	420.33
ASPEN/PAYPAL	ELECTRONIC	48.53
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,560,683.20</u>

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

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Accountant's Compilation Report

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

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

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

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

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

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

ATA Group, LLP

December 7, 2022

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

	Nov 30, 22	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	1,285,593.60	1,613,973.59	-328,379.99
10-1008 · Old Second Payroll Account	166,164.60	96,959.12	69,205.48
10-1014 · Illinois Funds-Prime	3,055,191.49	3,046,219.38	8,972.11
10-1024 · Old Second Money Market Acct	1,052,494.65	1,249,720.74	-197,226.09
10-1025 · ProPay	420.33	1,109.60	-689.27
10-1026 · Cash Bank	770.00	770.00	0.00
10-1027 · Aspen/Paypal	48.53	110.24	-61.71
10-1090 · Allocated Cash-General Fund	-1,924,185.92	-2,194,292.04	270,106.12
Total 10-1000 · Library Fund Cash	3,636,497.28	3,814,570.63	-178,073.35
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,509.86	51,389.14	120.72
30-1190 · Allocated Cash-FICA Fund	140,909.27	150,776.73	-9,867.46
40-1090 · Allocated Cash-IMRF Fund	153,852.58	168,636.67	-14,784.09
50-1090 · Allocated Cash-Liability Fund	7,764.75	8,135.40	-370.65
60-1090 · Allocated Cash-Audit Fund	6,352.36	6,247.79	104.57
70-1090 · Allocated Cash-Capital R&M Fund	1,562,645.10	1,575,376.63	-12,731.53
80-1090 · Allocated Cash-Debt Service	1,152.00	233,729.68	-232,577.68
Total 1190 · Allocated Cash-Fund Balances	1,924,185.92	2,194,292.04	-270,106.12
Total Checking/Savings	5,560,683.20	6,008,862.67	-448,179.47
Total Current Assets	5,560,683.20	6,008,862.67	-448,179.47
TOTAL ASSETS	5,560,683.20	6,008,862.67	-448,179.47
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	1,691,558.77	2,139,738.24	-448,179.47
Total Equity	5,560,683.20	6,008,862.67	-448,179.47
TOTAL LIABILITIES & EQUITY	5,560,683.20	6,008,862.67	-448,179.47

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

	Nov 22	May - Nov 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	29,787.26	3,711,671.98	3,744,461.00	99.12%
3002 · Property Taxes Non-Current	0.00	0.00	1,000.00	0.0%
Total 3000 · Property Taxes	29,787.26	3,711,671.98	3,745,461.00	99.1%
3100 · PPR Taxes	25,173.05	91,341.92	50,000.00	182.68%
3200 · Interest Income				
3201 · Interest Income Taxes	206.83	332.29	500.00	66.46%
3202 · Interest Income Investments	9,158.23	38,577.98	8,100.00	476.27%
Total 3200 · Interest Income	9,365.06	38,910.27	8,600.00	452.45%
3300 · Patron Payments				
3301 · Fines & Fees	281.48	2,476.97	6,000.00	41.28%
3302 · Public Copy Payments	933.16	5,731.12	6,000.00	95.52%
3303 · Non-Resident Card Fees	175.50	2,974.86	2,000.00	148.74%
3304 · Sale Items	0.00	0.00	500.00	0.0%
Total 3300 · Patron Payments	1,390.14	11,182.95	14,500.00	77.12%
3400 · Donations	500.00	2,440.00	5,000.00	48.8%
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	92.50	688.16	2,500.00	27.53%
Total Income	66,308.01	3,915,085.79	3,886,861.00	100.73%
Gross Profit	66,308.01	3,915,085.79	3,886,861.00	100.73%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	48,393.20	361,298.60	643,000.00	56.19%
5102 · Non-Exempt Staff Salaries	94,906.05	657,119.48	1,320,000.00	49.78%
5103 · Custodial Salaries	5,892.85	44,880.14	89,000.00	50.43%
5105 · Professional Education	47.40	4,073.94	15,000.00	27.16%
5106 · Membership	150.00	1,942.00	4,000.00	48.55%
5107 · Life Insurance	134.79	1,117.29	2,000.00	55.87%
5108 · Health Insurance	15,879.89	131,251.76	230,000.00	57.07%
5109 · Benefits, other	1,364.42	2,190.99	3,000.00	73.03%
5110 · Trustee Development	30.25	47.80	3,500.00	1.37%
Total 5100 · Salaries	166,798.85	1,203,922.00	2,309,500.00	52.13%
5200 · Plant Maint.				
5201 · Supplies	1,034.71	6,985.40	15,000.00	46.57%
5202 · Maintenance/Repair	858.00	2,654.86	10,000.00	26.55%
5203 · Maintenance Contracts	4,019.00	30,392.00	52,400.00	58.0%
5204 · Landscape Maintenance/Snow Remo	742.56	8,041.13	15,000.00	53.61%

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

	Nov 22	May - Nov 22	Annual Budget	% of Budget
5205 · Furniture/Equipment	319.97	858.98	7,000.00	12.27%
5206 · Electric-Comm Edison	3,284.13	12,897.71	47,000.00	27.44%
5207 · Water/Sewer	727.75	4,568.29	8,000.00	57.1%
5208 · Insurance (Property)	0.00	8,895.00	11,000.00	80.86%
5200 · Plant Maint. - Other	0.00	31.96		
Total 5200 · Plant Maint.	10,986.12	75,325.33	165,400.00	45.54%
5300 · Business Exp.				
5301 · Postage	0.00	8.69	3,000.00	0.29%
5302 · Office & Equipment Supplies	238.95	3,978.17	7,000.00	56.83%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	1,197.69	9,948.27	18,000.00	55.27%
5305 · Mileage Reimbursement	48.35	288.13	1,500.00	19.21%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	412.59	2,887.41	6,000.00	48.12%
5309 · Accounting Service	1,150.00	7,950.00	14,500.00	54.83%
5310 · Material Recovery Fees	128.05	748.60	1,000.00	74.86%
5311 · Payroll Service	583.74	4,215.45	7,000.00	60.22%
5312 · Attorney Fees	0.00	660.00	6,000.00	11.0%
5315 · Other Expenditures	33.15	809.41	6,000.00	13.49%
5317 · Bank & Credit Card Fees	6.39	129.46	100.00	129.46%
5319 · Security Service	0.00	1,116.72	20,000.00	5.58%
5320 · Donation Recd Expense	0.00	918.12	5,000.00	18.36%
5321 · Human Resources	3,270.57	12,723.44	14,000.00	90.88%
Total 5300 · Business Exp.	7,069.48	49,331.74	111,700.00	44.16%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	111.90	5,161.84	10,000.00	51.62%
5402 · ISP and Web page hosting	1,274.98	9,844.30	14,000.00	70.32%
5403 · Computer Software	373.00	5,910.27	6,000.00	98.51%
5404 · Tech Support & Repair	2,457.69	20,218.08	20,000.00	101.09%
5405 · Technical Services Supplies	-24.49	1,656.15	4,000.00	41.4%
5406 · Circulation Supplies	0.00	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	146.49	575.69	500.00	115.14%
5410 · SWAN Consortium	0.00	23,271.50	47,000.00	49.51%
5411 · Village IT Services	8,176.13	57,232.91	102,000.00	56.11%
Total 5400 · Automat. & Dept. Oper.	12,515.70	125,047.59	222,500.00	56.2%
5500 · Services				
5501 · Youth Services Programs	1,278.13	21,490.47	32,000.00	67.16%
5503 · Adult/Teen Programs	3,207.28	13,985.10	25,000.00	55.94%
5505 · Library Newsletter	5,096.85	13,025.90	38,400.00	33.92%
5509 · Library Publicity and Promotion	1,192.14	11,536.71	20,000.00	57.68%
5500 · Services - Other	0.00	13.41		
Total 5500 · Services	10,774.40	60,051.59	115,400.00	52.04%
5600 · Collection				

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

	Nov 22	May - Nov 22	Annual Budget	% of Budget
5601 · Youth Services Books	4,349.98	18,812.65	55,000.00	34.21%
5606 · Youth Services Media	447.92	7,684.88	20,000.00	38.42%
5630 · Adult Books	6,050.06	37,751.64	72,000.00	52.43%
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	3,258.14	13,954.96	40,000.00	34.89%
5651 · Digital Media	5,417.03	52,618.27	110,000.00	47.84%
5652 · Grant/Award Expense	7,774.73	53,878.74	58,800.00	91.63%
Total 5600 · Collection	27,297.86	194,704.48	397,800.00	48.95%
6600 · Payroll Expenses				
6610 · FICA Expense	11,096.68	78,933.02	160,000.00	49.33%
6620 · Illinois Municipal Retirement F	16,416.93	117,681.07	230,000.00	51.17%
Total 6600 · Payroll Expenses	27,513.61	196,614.09	390,000.00	50.41%
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	0.00	21,524.00	20,000.00	107.62%
7102 · Risk Management expense	566.60	3,459.40	3,000.00	115.31%
7103 · Unemployment Compensation Insur	0.00	645.88	5,000.00	12.92%
7201 · Audit Expense	0.00	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	16,503.85	19,483.85	30,000.00	64.95%
7509 · Security Upgrades	0.00	0.00	4,000.00	0.0%
Total 7500 · Special Capital Projects	16,503.85	19,483.85	309,000.00	6.31%
8000 · Debt Repayment Expense	234,461.01	234,461.01	234,461.00	100.0%
Total Expense	514,487.48	2,223,527.02	4,469,861.00	49.75%
Net Ordinary Income	-448,179.47	1,691,558.77	-583,000.00	-290.15%
Net Income	-448,179.47	1,691,558.77	-583,000.00	-290.15%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Nov 22	May - Nov 22	Nov 22	May - Nov 22	Nov 22	May - Nov 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	25,280.17	3,150,059.56	0.00	0.00	998.76	124,451.89
3100 · PPR Taxes	25,173.05	91,341.92	0.00	0.00	0.00	0.00
3200 · Interest Income	4,933.20	20,323.10	120.72	508.53	230.46	952.74
3300 · Patron Payments	1,390.14	11,182.95	0.00	0.00	0.00	0.00
3400 · Donations	500.00	2,440.00	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	92.50	688.16	0.00	0.00	0.00	0.00
Total Income	57,369.06	3,334,886.20	120.72	508.53	1,229.22	125,404.63
Gross Profit	57,369.06	3,334,886.20	120.72	508.53	1,229.22	125,404.63
Expense						
5100 · Salaries	166,798.85	1,203,922.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	10,986.12	75,325.33	0.00	0.00	0.00	0.00
5300 · Business Exp.	7,069.48	49,331.74	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	12,515.70	125,047.59	0.00	0.00	0.00	0.00
5500 · Services	10,774.40	60,051.59	0.00	0.00	0.00	0.00
5600 · Collection	27,297.86	194,704.48	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	11,096.68	78,933.02
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
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	235,442.41	1,708,382.73	0.00	0.00	11,096.68	78,933.02
Net Ordinary Income	-178,073.35	1,626,503.47	120.72	508.53	-9,867.46	46,471.61
Net Income	-178,073.35	1,626,503.47	120.72	508.53	-9,867.46	46,471.61

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Nov 22	May - Nov 22	Nov 22	May - Nov 22	Nov 22	May - Nov 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	1,393.87	173,685.00	164.63	20,514.23	87.80	10,940.91
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	238.97	981.39	31.32	128.98	16.77	69.04
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	1,632.84	174,666.39	195.95	20,643.21	104.57	11,009.95
Gross Profit	1,632.84	174,666.39	195.95	20,643.21	104.57	11,009.95
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	16,416.93	117,681.07	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	21,524.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	566.60	3,459.40	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	645.88	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	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
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	16,416.93	117,681.07	566.60	25,629.28	0.00	11,485.00
Net Ordinary Income	-14,784.09	56,985.32	-370.65	-4,986.07	104.57	-475.05
Net Income	-14,784.09	56,985.32	-370.65	-4,986.07	104.57	-475.05

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Nov 22	May - Nov 22	Nov 22	May - Nov 22	Nov 22	May - Nov 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	1,862.03	232,020.39	29,787.26	3,711,671.98
3100 · PPR Taxes	0.00	0.00	0.00	0.00	25,173.05	91,341.92
3200 · Interest Income	3,772.32	15,890.46	21.30	56.03	9,365.06	38,910.27
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,390.14	11,182.95
3400 · Donations	0.00	0.00	0.00	0.00	500.00	2,440.00
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	92.50	688.16
Total Income	3,772.32	15,890.46	1,883.33	232,076.42	66,308.01	3,915,085.79
Gross Profit	3,772.32	15,890.46	1,883.33	232,076.42	66,308.01	3,915,085.79
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	166,798.85	1,203,922.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	10,986.12	75,325.33
5300 · Business Exp.	0.00	0.00	0.00	0.00	7,069.48	49,331.74
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	12,515.70	125,047.59
5500 · Services	0.00	0.00	0.00	0.00	10,774.40	60,051.59
5600 · Collection	0.00	0.00	0.00	0.00	27,297.86	194,704.48
6000 · Payroll Expenses	0.00	0.00	0.00	0.00	27,513.61	196,614.09
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	21,524.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	566.60	3,459.40
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	645.88
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,485.00
7400 · Capital Expenditures	0.00	27,471.06	0.00	0.00	0.00	27,471.06
7500 · Special Capital Projects	16,503.85	19,483.85	0.00	0.00	16,503.85	19,483.85
8000 · Debt Repayment Expense	0.00	0.00	234,461.01	234,461.01	234,461.01	234,461.01
Total Expense	16,503.85	46,954.91	234,461.01	234,461.01	514,487.48	2,223,527.02
Net Ordinary Income	-12,731.53	-31,064.45	-232,577.68	-2,384.59	-448,179.47	1,691,558.77
Net Income	-12,731.53	-31,064.45	-232,577.68	-2,384.59	-448,179.47	1,691,558.77

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 1,374,784.81	\$ 3,384,778.62
Working Cash	51,001.33	645.20	51,646.53
FICA	94,437.66	31,772.37	126,210.03
IMRF	96,867.26	34,205.98	131,073.24
Liability Insurance	12,750.82	(4,814.63)	7,936.19
Audit	6,827.41	(383.54)	6,443.87
Capital Maintenance & Repair	1,593,709.55	(29,543.66)	1,564,165.89
Building Renovation Loan	<u>3,536.59</u>	<u>(822.60)</u>	<u>2,713.99</u>
TOTAL ALL FUNDS	<u>\$ 3,869,124.43</u>	<u>\$ 1,405,843.93</u>	<u>\$ 5,274,968.36</u>

See attached for a schedule of cash and investments.

12/31/22

Justin Lynch, Board President

12/31/22

Nancy Olson, Board Treasurer

12/31/22

Susan Westgate, Library Director

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 1,221,362.14
OLD SECOND BANK	PAYROLL	83,066.16
OLD SECOND BANK-MONEY MARKET	INVESTMENT	903,706.85
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,065,390.84
PROPAY	ELECTRONIC	541.05
ASPEN/PAYPAL	ELECTRONIC	131.32
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u>\$ 5,274,968.36</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
DEEMBER 31, 2022

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of December 31, 2022 and November 30, 2022, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date December 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

January 9, 2023

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

	Dec 31, 22	Nov 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	1,221,362.14	1,285,593.60	-64,231.46
10-1008 · Old Second Payroll Account	83,066.16	166,164.60	-83,098.44
10-1014 · Illinois Funds-Prime	3,065,390.84	3,055,191.49	10,199.35
10-1024 · Old Second Money Market Acct	903,706.85	1,052,494.65	-148,787.80
10-1025 · ProPay	541.05	420.33	120.72
10-1026 · Cash Bank	770.00	770.00	0.00
10-1027 · Aspen/Paypal	131.32	48.53	82.79
10-1090 · Allocated Cash-General Fund	-1,890,189.74	-1,924,185.92	33,996.18
Total 10-1000 · Library Fund Cash	3,384,778.62	3,636,497.28	-251,718.66
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,646.53	51,509.86	136.67
30-1190 · Allocated Cash-FICA Fund	126,210.03	140,909.27	-14,699.24
40-1090 · Allocated Cash-IMRF Fund	131,073.24	153,852.58	-22,779.34
50-1090 · Allocated Cash-Liability Fund	7,936.19	7,764.75	171.44
60-1090 · Allocated Cash-Audit Fund	6,443.87	6,352.36	91.51
70-1090 · Allocated Cash-Capital R&M Fund	1,564,165.89	1,562,645.10	1,520.79
80-1090 · Allocated Cash-Debt Service	2,713.99	1,152.00	1,561.99
Total 1190 · Allocated Cash-Fund Balances	1,890,189.74	1,924,185.92	-33,996.18
Total Checking/Savings	5,274,968.36	5,560,683.20	-285,714.84
Total Current Assets	5,274,968.36	5,560,683.20	-285,714.84
TOTAL ASSETS	5,274,968.36	5,560,683.20	-285,714.84
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	1,405,843.93	1,691,558.77	-285,714.84
Total Equity	5,274,968.36	5,560,683.20	-285,714.84
TOTAL LIABILITIES & EQUITY	5,274,968.36	5,560,683.20	-285,714.84

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

	Dec 22	May - Dec 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	24,835.84	3,736,507.82	3,744,461.00	99.79%
3002 · Property Taxes Non-Current	0.00	0.00	1,000.00	0.0%
Total 3000 · Property Taxes	24,835.84	3,736,507.82	3,745,461.00	99.76%
3100 · PPR Taxes	0.00	91,341.92	50,000.00	182.68%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	332.29	500.00	66.46%
3202 · Interest Income Investments	10,368.39	48,946.37	8,100.00	604.28%
Total 3200 · Interest Income	10,368.39	49,278.66	8,600.00	573.01%
3300 · Patron Payments				
3301 · Fines & Fees	108.43	2,585.40	6,000.00	43.09%
3302 · Public Copy Payments	483.74	6,214.86	6,000.00	103.58%
3303 · Non-Resident Card Fees	498.77	3,473.63	2,000.00	173.68%
3304 · Sale Items	0.00	0.00	500.00	0.0%
Total 3300 · Patron Payments	1,090.94	12,273.89	14,500.00	84.65%
3400 · Donations	250.00	2,690.00	5,000.00	53.8%
3500 · Developer Contributions	0.00	0.00	500.00	0.0%
3600 · RBP/ILL Reimbursements	31.00	96.86	500.00	19.37%
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	53.00	741.16	2,500.00	29.65%
Total Income	36,629.17	3,951,714.96	3,886,861.00	101.67%
Gross Profit	36,629.17	3,951,714.96	3,886,861.00	101.67%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	70,641.84	431,940.44	643,000.00	67.18%
5102 · Non-Exempt Staff Salaries	144,249.48	801,368.96	1,320,000.00	60.71%
5103 · Custodial Salaries	8,825.20	53,705.34	89,000.00	60.34%
5105 · Professional Education	0.00	4,073.94	15,000.00	27.16%
5106 · Membership	150.00	2,092.00	4,000.00	52.3%
5107 · Life Insurance	140.54	1,257.83	2,000.00	62.89%
5108 · Health Insurance	13,885.52	145,137.28	230,000.00	63.1%
5109 · Benefits, other	108.35	2,299.34	3,000.00	76.65%
5110 · Trustee Development	0.00	47.80	3,500.00	1.37%
Total 5100 · Salaries	238,000.93	1,441,922.93	2,309,500.00	62.43%
5200 · Plant Maint.				
5201 · Supplies	1,039.82	8,025.22	15,000.00	53.5%
5202 · Maintenance/Repair	320.01	2,974.87	10,000.00	29.75%
5203 · Maintenance Contracts	4,398.04	34,790.04	52,400.00	66.39%
5204 · Landscape Maintenance/Snow Remo	1,595.00	9,636.13	15,000.00	64.24%

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

	Dec 22	May - Dec 22	Annual Budget	% of Budget
5205 · Furniture/Equipment	13.99	872.97	7,000.00	12.47%
5206 · Electric-Comm Edison	0.00	12,897.71	47,000.00	27.44%
5207 · Water/Sewer	141.88	4,710.17	8,000.00	58.88%
5208 · Insurance (Property)	0.00	8,895.00	11,000.00	80.86%
5200 · Plant Maint. - Other	0.00	31.96		
Total 5200 · Plant Maint.	7,508.74	82,834.07	165,400.00	50.08%
5300 · Business Exp.				
5301 · Postage	0.00	8.69	3,000.00	0.29%
5302 · Office & Equipment Supplies	1,053.06	5,031.23	7,000.00	71.88%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	277.38	10,225.65	18,000.00	56.81%
5305 · Mileage Reimbursement	67.66	355.79	1,500.00	23.72%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	412.59	3,300.00	6,000.00	55.0%
5309 · Accounting Service	1,150.00	9,100.00	14,500.00	62.76%
5310 · Material Recovery Fees	118.20	866.80	1,000.00	86.68%
5311 · Payroll Service	643.24	4,858.69	7,000.00	69.41%
5312 · Attorney Fees	0.00	660.00	6,000.00	11.0%
5315 · Other Expenditures	93.19	902.60	6,000.00	15.04%
5317 · Bank & Credit Card Fees	0.58	130.04	100.00	130.04%
5319 · Security Service	0.00	1,116.72	20,000.00	5.58%
5320 · Donation Recd Expense	60.00	978.12	5,000.00	19.56%
5321 · Human Resources	0.00	12,723.44	14,000.00	90.88%
Total 5300 · Business Exp.	3,875.90	53,207.64	111,700.00	47.63%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	0.00	5,161.84	10,000.00	51.62%
5402 · ISP and Web page hosting	875.00	10,719.30	14,000.00	76.57%
5403 · Computer Software	120.00	6,030.27	6,000.00	100.51%
5404 · Tech Support & Repair	0.00	20,218.08	20,000.00	101.09%
5405 · Technical Services Supplies	55.95	1,712.10	4,000.00	42.8%
5406 · Circulation Supplies	1,305.00	2,481.85	4,000.00	62.05%
5408 · Tech Serv Online Resources	0.00	0.00	15,000.00	0.0%
5409 · RBP/ILL Expenses	0.00	575.69	500.00	115.14%
5410 · SWAN Consortium	0.00	23,271.50	47,000.00	49.51%
5411 · Village IT Services	8,176.13	65,409.04	102,000.00	64.13%
Total 5400 · Automat. & Dept. Oper.	10,532.08	135,579.67	222,500.00	60.94%
5500 · Services				
5501 · Youth Services Programs	868.08	22,358.55	32,000.00	69.87%
5503 · Adult/Teen Programs	819.09	14,804.19	25,000.00	59.22%
5505 · Library Newsletter	0.00	13,025.90	38,400.00	33.92%
5509 · Library Publicity and Promotion	229.87	11,766.58	20,000.00	58.83%
5500 · Services - Other	0.00	13.41		
Total 5500 · Services	1,917.04	61,968.63	115,400.00	53.7%
5600 · Collection				

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

	Dec 22	May - Dec 22	Annual Budget	% of Budget
5601 · Youth Services Books	2,169.77	20,982.42	55,000.00	38.15%
5606 · Youth Services Media	406.85	8,091.73	20,000.00	40.46%
5630 · Adult Books	1,665.07	39,416.71	72,000.00	54.75%
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	1,834.99	15,789.95	40,000.00	39.48%
5651 · Digital Media	11,696.49	64,314.76	110,000.00	58.47%
5652 · Grant/Award Expense	0.00	53,878.74	58,800.00	91.63%
Total 5600 · Collection	17,773.17	212,477.65	397,800.00	53.41%
6600 · Payroll Expenses				
6610 · FICA Expense	15,785.05	94,718.07	160,000.00	59.2%
6620 · Illinois Municipal Retirement F	24,201.10	141,882.17	230,000.00	61.69%
Total 6600 · Payroll Expenses	39,986.15	236,600.24	390,000.00	60.67%
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	0.00	21,524.00	20,000.00	107.62%
7102 · Risk Management expense	0.00	3,459.40	3,000.00	115.31%
7103 · Unemployment Compensation Insur	0.00	645.88	5,000.00	12.92%
7201 · Audit Expense	0.00	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	2,750.00	4,230.00	50,000.00	8.46%
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	2,750.00	30,221.06	173,000.00	17.47%
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	0.00	19,483.85	30,000.00	64.95%
7509 · Security Upgrades	0.00	0.00	4,000.00	0.0%
Total 7500 · Special Capital Projects	0.00	19,483.85	309,000.00	6.31%
8000 · Debt Repayment Expense	0.00	234,461.01	234,461.00	100.0%
Total Expense	322,344.01	2,545,871.03	4,469,861.00	56.96%
Net Ordinary Income	-285,714.84	1,405,843.93	-583,000.00	-241.14%
Net Income	-285,714.84	1,405,843.93	-583,000.00	-241.14%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Dec 22	May - Dec 22	Dec 22	May - Dec 22	Dec 22	May - Dec 22
	Ordinary Income/Expense					
Income						
3000 · Property Taxes	21,077.93	3,171,137.49	0.00	0.00	832.74	125,284.63
3100 · PPR Taxes	0.00	91,341.92	0.00	0.00	0.00	0.00
3200 · Interest Income	5,386.33	25,709.43	136.67	645.20	253.07	1,205.81
3300 · Patron Payments	1,090.94	12,273.89	0.00	0.00	0.00	0.00
3400 · Donations	250.00	2,690.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	31.00	96.86	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	53.00	741.16	0.00	0.00	0.00	0.00
Total Income	27,889.20	3,362,775.40	136.67	645.20	1,085.81	126,490.44
Gross Profit	27,889.20	3,362,775.40	136.67	645.20	1,085.81	126,490.44
Expense						
5100 · Salaries	238,000.93	1,441,922.93	0.00	0.00	0.00	0.00
5200 · Plant Maint.	7,508.74	82,834.07	0.00	0.00	0.00	0.00
5300 · Business Exp.	3,875.90	53,207.64	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	10,532.08	135,579.67	0.00	0.00	0.00	0.00
5500 · Services	1,917.04	61,968.63	0.00	0.00	0.00	0.00
5600 · Collection	17,773.17	212,477.65	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	15,785.05	94,718.07
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
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	279,607.86	1,987,990.59	0.00	0.00	15,785.05	94,718.07
Net Ordinary Income	-251,718.66	1,374,784.81	136.67	645.20	-14,699.24	31,772.37
Net Income	-251,718.66	1,374,784.81	136.67	645.20	-14,699.24	31,772.37

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Dec 22	May - Dec 22	Dec 22	May - Dec 22	Dec 22	May - Dec 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	1,162.18	174,847.18	137.27	20,651.50	73.21	11,014.12
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	259.58	1,240.97	34.17	163.15	18.30	87.34
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	1,421.76	176,088.15	171.44	20,814.65	91.51	11,101.46
Gross Profit	1,421.76	176,088.15	171.44	20,814.65	91.51	11,101.46
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	24,201.10	141,882.17	0.00	0.00	0.00	0.00
7101 · Liability Insurance	0.00	0.00	0.00	21,524.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	3,459.40	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	645.88	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	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
8000 · Debt Repayment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	24,201.10	141,882.17	0.00	25,629.28	0.00	11,485.00
Net Ordinary Income	-22,779.34	34,205.98	171.44	-4,814.63	91.51	-383.54
Net Income	-22,779.34	34,205.98	171.44	-4,814.63	91.51	-383.54

Exhibit C - See Accountant's Compilation Report

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Dec 22	May - Dec 22	Dec 22	May - Dec 22	Dec 22	May - Dec 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	1,552.51	233,572.90	24,835.84	3,736,507.82
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	91,341.92
3200 · Interest Income	4,270.79	20,161.25	9.48	65.51	10,368.39	49,278.66
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,090.94	12,273.89
3400 · Donations	0.00	0.00	0.00	0.00	250.00	2,690.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	31.00	96.86
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	53.00	741.16
Total Income	4,270.79	20,161.25	1,561.99	233,638.41	36,629.17	3,951,714.96
Gross Profit	4,270.79	20,161.25	1,561.99	233,638.41	36,629.17	3,951,714.96
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	238,000.93	1,441,922.93
5200 · Plant Maint.	0.00	0.00	0.00	0.00	7,508.74	82,834.07
5300 · Business Exp.	0.00	0.00	0.00	0.00	3,875.90	53,207.64
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	10,532.08	135,579.67
5500 · Services	0.00	0.00	0.00	0.00	1,917.04	61,968.63
5600 · Collection	0.00	0.00	0.00	0.00	17,773.17	212,477.65
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	39,986.15	236,600.24
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	21,524.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	3,459.40
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	645.88
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	11,485.00
7400 · Capital Expenditures	2,750.00	30,221.06	0.00	0.00	2,750.00	30,221.06
7500 · Special Capital Projects	0.00	19,483.85	0.00	0.00	0.00	19,483.85
8000 · Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00	234,461.01
Total Expense	2,750.00	49,704.91	0.00	234,461.01	322,344.01	2,545,871.03
Net Ordinary Income	1,520.79	-29,543.66	1,561.99	-822.60	-285,714.84	1,405,843.93
Net Income	1,520.79	-29,543.66	1,561.99	-822.60	-285,714.84	1,405,843.93



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Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796

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Illinois State Library

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

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

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

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

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

Legal Name of Library: Carol Stream Public Library

Library's Control Number: 30086 **Branch Number:** 00 **Today's Date:** 11/07/2022

Contact information of the person completing this grant application:

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

Preparer's Title: Library Director

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

Preparer's Email Address: swestgate@cslibrary.org

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

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

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

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

Service Area Population 39,854

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

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

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

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

Chapter 1: Core Standards

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

The Carol Stream Public Library meets all core standards.

Chapter 2: Governance and Administration

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

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

Chapter 3: Personnel

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

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

Chapter 4: Access

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

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

Chapter 5: Building Infrastructure and Maintenance

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

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

Chapter 6: Safety

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

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

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

An ad hoc committee comprised of library staff members from all departments reviewed and updated the Library's Emergency Preparedness Manual.

Chapter 7: Collection Management

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

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

Chapter 8: System Member Responsibilities and Resource Sharing

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

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

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

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

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

Chapter 10: Programming

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

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

Chapter 11: Youth/Young Adult Services

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

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

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

Chapter 12: Technology

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

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

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

Chapter 13: Marketing, Promotion and Collaboration

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

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

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

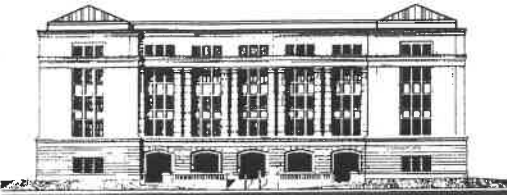
Part II: Planned Use of Grant Funds

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

The Library will be using the FY2023 grant monies for the purchase of on-line databases for our patrons.

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

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



Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30086 City: Carol Stream

Library Name: Carol Stream Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2021: \$ 58,573.73

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

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

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

The Library used the FY2021 grant monies in the amount of \$58,573.73 for the purchase of on-line databases subscriptions for our patrons. Technology Standards 5. The library provides 24/7 remote access to library services through: other authenticated electronic resources that are available for direct patron use.

Marketing, Promotion, and Collaboration — Chapter 13

PROPOSAL FOR CAROL STREAM PUBLIC LIBRARY

November 16, 2022

We are pleased to have the opportunity of submitting our quotation as follows:

- **PRICING FOR 2023**
- **Provide seven (7) days per week service; Monday through Sunday.**
- **Quotation based on the enclosed Cleaning Specifications.
TOTAL MONTHLY QUOTATION: \$2,865.00**

COMPLETE CLEANING COMPANY STAFF

- **Employees wear proper uniforms and a picture identification card at all times.**
- **Employees are instructed to remain in their designated work areas and at no time are they permitted to disturb papers on desks, open drawers or use any telephones.**
- **Employees conduct themselves in a manner that reflects the dignity, security and the best interest of our clients as well as Carol Stream Public Library.**

SERVICE AGREEMENT

This Agreement made between COMPLETE CLEANING COMPANY, INC. hereinafter known as "Complete," and Carol Stream Public Library, hereinafter known as "Client" on January 1, 2023.

Whereas CLIENT wishes to use the services of COMPLETE and COMPLETE wishes to provide service for CLIENT, the parties mutually agree as follows:

1. SERVICE: COMPLETE will furnish all the necessary personnel, supervision, equipment and supplies in sufficient quantity to clean and maintain CLIENT'S facility located at 616 Hiawatha Drive, Carol Stream, IL in accordance with the specification sheet which is attached hereto, and made a part hereof, as listed under "Proposal".

2. INSURANCE: COMPLETE will supply evidence of workers compensation and public liability insurance upon request by CLIENT.

3. PAYMENT: CLIENT shall pay COMPLETE the sum of Two Thousand Eight Hundred Sixty Five and 00/100 Dollars (\$2865) per month for a period of twelve months.

- a. The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation or other unusual occurrences, which increase work load, may require additional charges during such periods to compensate for the additional work required. Such charges will be mutually agreed to by CLIENT and COMPLETE.
- b. Invoices are to be mailed before the first day of each month service is rendered, payable on the first day of each month for the rendition of the immediately preceding month's service during the term hereof. After (30) days, unpaid amounts shall accrue interest at the rate of 1.5 percent per month. If CLIENT is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recoverable by COMPLETE.
- c. Nationally recognized holidays were predetermined and those assessed amounts are given as part of the monthly charge. No credits or adjustments shall be issued for said holidays.
- d. COMPLETE accepts payment of invoices and other amounts due in the form of check, cash, wire and ACH (Automated Clearing House). Payment by accepted credit card will result in an additional fee of 5.00% of the amount charged and will be made at the time of charge.
- e. The base contract price set forth above in this paragraph 3 shall increase automatically by the same percentage amount as the percentage increase in the minimum wage applicable to the location of the Client's facility. This increase shall take effect as of the first pay period during which the increase in the minimum wage becomes effective.

4. COMPLETE WARRANTY: COMPLETE warrants and represents to CLIENT as follows:

- a. COMPLETE shall make reasonable and prompt restitution by cash, replacement, or repairs, subject to the approval of CLIENT, covering any damage for which COMPLETE is responsible.
- b. COMPLETE shall pay all payroll taxes, state taxes, and any other taxes or items that may be levied against its payroll either by city, state or federal agencies.
- c. COMPLETE will furnish all necessary personnel, supervision, equipment and supplies to conform with the specifications detailed in the Proposal.

5. EMPLOYMENT RESTRICTION: CLIENT agrees that during the term of this agreement or for as long as COMPLETE is providing services for CLIENT, whichever is longer, and for period of eighteen (18) months after the termination of this agreement or the last date that COMPLETE provides services to CLIENT, whichever is later, CLIENT will not hire, employ or contract for services, directly or indirectly, any person or entity employed by or contracted by COMPLETE or any entity related to COMPLETE, without the written consent of COMPLETE. Directly or indirectly means acting as an owner, partner, agent, employee, consultant, director or contractor.

6. TERMINATION: This agreement shall continue from year to year unless otherwise terminated by either party giving thirty (30) days notice of cancellation by certified mail.

7. ENFORCEMENT: CLIENT will pay reasonable costs, attorneys fees and expenses incurred by COMPLETE in the enforcement of this agreement.

8. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties.

9. NOTICES: All notices shall be in writing and such notices and any payments required shall be sent to COMPLETE and CLIENT at the addresses detailed below:

Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188

Complete Cleaning Company
615 Wheat Lane
Wood Dale, IL 60191

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #298
RE: COMMENDATION OF LIBRARY TRUSTEE MANSI PATEL FOR RECEIVING THE 2023 DR.
MARTIN LUTHER KING JR. HUMANITARIAN AWARD FOR THE CITY OF ELGIN, IL

WHEREAS, Mansi Patel has served on the Village of Carol Stream Library Board of Trustees with distinction since 2016; and,

WHEREAS, Mansi is a thoughtful and informed voice on issues affecting Human Resources and Equity, Diversity, and Inclusion; and,

WHEREAS, Mansi received the 2023 Dr. Martin Luther King Jr. Humanitarian Award from the City of Elgin on January 14th, 2023, recognizing individuals in Elgin whose work reflects the teachings and life of Dr. King; and,

WHEREAS, Mansi has led Equity, Diversity, and Inclusion efforts for the Elgin Human Service Council; and,

WHEREAS, Receiving an award demonstrates Mansi's hard work and dedication on Equity, Diversity, and Inclusion and reflects favorably on the Village of Carol Stream Library Board as a whole; and

THEREFORE, BE IT RESOLVED that the Board of Library Trustees publicly commends and thanks Mansi Patel on behalf of the citizens of Carol Stream and library users everywhere for her public service and commitment to Equity, Diversity, and Inclusion.

Passed this Eighteenth day of January, 2023 by a vote of
Ayes: __; Nays: __; Absent or not voting: __.

Approved:

Attest:

Justin Lynch, President
Board of Library Trustees

Mansi Patel, Secretary
Board of Library Trustees

Carol Stream Public Library
Expenses by Vendor Detail
 November 2022

3:51 PM

12/07/2022

Accrual Basis

Date	Num	Memo	Account	Amount
11/18/2022	Inv. #487435645683		5637 · Adult Media	-523.90
11/18/2022	Inv. #973467453634		5503 · Adult/Teen Programs	-33.19
11/18/2022	Inv. #464497759869		5637 · Adult Media	-119.98
11/18/2022	Inv. #665594883697		5503 · Adult/Teen Programs	-30.59
11/18/2022	Inv. #476686465333		5503 · Adult/Teen Programs	-33.80
11/18/2022	Inv. #669339357938		5503 · Adult/Teen Programs	-30.12
11/18/2022	Inv. #485574939685		5637 · Adult Media	-35.95
11/18/2022	Inv. #764694559444		5630 · Adult Books	-141.89
11/18/2022	Inv. #969333799449		5630 · Adult Books	-46.14
11/18/2022	Inv. #795638747474		5503 · Adult/Teen Programs	-38.20
11/18/2022	Inv. #793475548766		5509 · Library Publicity and Promotion	-125.00
11/18/2022	Inv. #463867488844		5501 · Youth Services Programs	-8.89
11/18/2022	Inv. #599967576594		5501 · Youth Services Programs	-118.98
11/18/2022	Inv. #456677964699		5401 · Automation Hardware	-111.90
11/18/2022	Inv. #854659467348		5503 · Adult/Teen Programs	-31.82
11/18/2022	Inv. #777449584655		5503 · Adult/Teen Programs	-28.88
11/18/2022	Inv. #659796495548		5501 · Youth Services Programs	-147.52
11/18/2022	Inv. #766436385443		5302 · Office & Equipment Supplies	-10.98
11/18/2022	Inv. #958943367764		5503 · Adult/Teen Programs	-97.24
11/18/2022	Inv. #966375738767		5630 · Adult Books	-17.75
11/18/2022	Inv. #468647933989		5630 · Adult Books	-16.95
11/18/2022	Inv. #935938669787		5630 · Adult Books	-91.92
11/18/2022	Inv. #578757468686		5503 · Adult/Teen Programs	-17.19
11/18/2022	Inv. #465599964333		5503 · Adult/Teen Programs	-16.99
11/18/2022	Inv. #849688773973		5503 · Adult/Teen Programs	-31.96
11/18/2022	Inv. #597944889474		5503 · Adult/Teen Programs	-7.77
11/18/2022	Inv. #884984437973		5503 · Adult/Teen Programs	-317.78
11/18/2022	Inv. #583984489666		5503 · Adult/Teen Programs	-30.98
11/18/2022	Inv. #467788534477		5503 · Adult/Teen Programs	-329.23
11/18/2022	Inv. #463566443487		5630 · Adult Books	-33.55
11/18/2022	Inv. #847455943397		5503 · Adult/Teen Programs	-29.99
11/18/2022	Inv. #439335438366		5205 · Furniture/Equipment	-229.98

AMAZON/SYNCB

	Date	Num	Memo	Account	Amount
	11/18/2022		Inv. #977383639663	5205 · Furniture/Equipment	-119.99
	11/18/2022		Inv. #639355888399	5501 · Youth Services Programs	-49.28
	11/18/2022		Inv. #753849658448	5503 · Adult/Teen Programs	-28.58
	11/18/2022		Inv. #694967938648	5501 · Youth Services Programs	-83.44
	11/18/2022		Inv. #465964997934	5630 · Adult Books	-27.95
	11/18/2022		Inv. #463563749548	5201 · Supplies	-9.49
	11/18/2022		Inv. #463563749548	5405 · Technical Services Supplies	-16.99
	11/18/2022		Inv. #585568696677	5630 · Adult Books	-24.99
	11/18/2022		Inv. #463846499345	5503 · Adult/Teen Programs	-24.99
	11/18/2022		Inv. #539937768836	5630 · Adult Books	-26.99
	11/18/2022		Credit Inv. #465587373833	5637 · Adult Media	3.33
	11/18/2022		Credit Inv. #835538975887	5637 · Adult Media	2.66
	11/18/2022		Inv. #487435645683	5503 · Adult/Teen Programs	-69.99
	11/22/2022		American Standard Batteries	5201 · Supplies	-75.00
Total AMAZON/SYNCB					-3,438.70
American Library Association					
Total American Library Association					-47.40
ATA Group, LLP (Assoc McClure Inserra CPA					
AVI Systems Inc.					
Total ATA Group, LLP (Assoc McClure Inserra CPA					-1,150.00
AVI Systems Inc.					
Total AVI Systems Inc.					-1,150.00
Baker & Taylor					
Total Baker & Taylor					-1,730.00
Case Lots, Inc.					
Total Baker & Taylor					-1,730.00
Case Lots, Inc.					
Total Baker & Taylor					-61.53
Case Lots, Inc.					
Total Case Lots, Inc.					-4,190.61
CBI International LLC					
Total Baker & Taylor					-4,744.42
Case Lots, Inc.					
Total Baker & Taylor					-8,996.56
Case Lots, Inc.					
Total Case Lots, Inc.					-462.35
CBI International LLC					
Total Baker & Taylor					-462.35
CDW Governmental Inc.					
Total CBI International LLC					-4,205.77
CDW Governmental Inc.					
Total CBI International LLC					-4,205.77

	Date	Num	Memo	Account	Amount
Total CDW Governmental Inc.	11/08/2022		Inv. #DP42216	7507 · Automation Equipment	-1,894.98
Center Point for Large Print Books					-1,894.98
Total Center Point for Large Print Books	11/08/2022		Inv. #1965989	5630 · Adult Books	-145.02
Central Technology, Inc.					-145.02
Total Central Technology, Inc.	11/28/2022		Inv. #1846	5509 · Library Publicity and Promotion	-167.76
Comcast (Biz phone)					-167.76
Total Comcast (Biz phone)	11/14/2022		Inv. #158969709	5308 · Business Phone	-412.59
Comcast (Fiber & Internet)					-412.59
Total Comcast (Fiber & Internet)	11/14/2022		Inv. #159008542	5402 · ISP and Web page hosting	-875.00
ComEd					-875.00
Total ComEd	11/22/2022		Heat Mtr. - Service from 10/17-11/15/ 5206 · Electric-Comm Edison		-3,284.13
Complete Cleaning Co., Inc.					-3,284.13
Total Complete Cleaning Co., Inc.	11/08/2022		Inv. #C22346	5203 · Maintenance Contracts	-2,700.00
Costco					-2,700.00
Total Costco	11/22/2022		KS Candy	5501 · Youth Services Programs	-18.63
Currie, Lindsay					-107.56
Total Currie, Lindsay	11/22/2022		KS Candy	5501 · Youth Services Programs	-107.56
ELM USA, Inc.					-244.86
Total ELM USA, Inc.	11/22/2022		KS Candy	5509 · Library Publicity and Promotion	-244.86
Elmhurst Public Library					-371.05
Total Elmhurst Public Library	11/08/2022		Honorium for Pgm. on One More Chap 5501 · Youth Services Programs		-100.00
Examiner Publications, Inc.					-100.00
Total Examiner Publications, Inc.	11/08/2022		Inv. #53430	5405 · Technical Services Supplies	-32.78
ELM USA, Inc.					-32.78
Total ELM USA, Inc.	11/08/2022		Overdue matter for Patron #211319001 5409 · RBP/ILL Expenses		-47.00
Elmhurst Public Library					-47.00
Total Elmhurst Public Library	11/08/2022		Overdue matter for Patron #211319001 5409 · RBP/ILL Expenses		-47.00
Examiner Publications, Inc.					-47.00
Total Examiner Publications, Inc.	11/08/2022		Overdue matter for Patron #211319001 5409 · RBP/ILL Expenses		-47.00

	Date	Num	Memo	Account	Amount
Total Examiner Publications, Inc.					
Findaway World, LLC					
	11/18/2022	Inv. #57144		5509 · Library Publicity and Promotion	-45.00
					-45.00
Total Findaway World, LLC					-270.38
Fox Valley Fire & Safety Company, Inc.					
	11/11/2022	Inv. #408999		5637 · Adult Media	-270.38
	11/11/2022	Inv. #408999		5606 · Youth Services Media	-400.72
	11/11/2022	Credit on account for Inv. #401258		5405 · Technical Services Supplies	74.26
Total Fox Valley Fire & Safety Company, Inc.					-97.80
Fredriksen Fire Equipment Company					
	11/29/2022	Inv. #IN00552124		7102 · Risk Management expense	-97.80
Total Fredriksen Fire Equipment Company					-468.80
Fun Express, LLC					
	11/08/2022	Inv. #219719		7102 · Risk Management expense	-468.80
Total Fun Express, LLC					-104.34
Gale/Cengage Learning Inc.					
	11/22/2022	Inv. #720275064-01		5501 · Youth Services Programs	-104.34
	11/09/2022	Inv. #79444671		5630 · Adult Books	-114.71
	11/09/2022	Inv. #79471460		5630 · Adult Books	-56.23
	11/09/2022	Inv. #79471203		5630 · Adult Books	-55.48
	11/09/2022	Inv. #79536065		5630 · Adult Books	-28.49
	11/09/2022	Inv. #79537515		5630 · Adult Books	-28.49
	11/09/2022	Inv. #79536318		5630 · Adult Books	-57.73
	11/09/2022	Inv. #79608211		5630 · Adult Books	0.00
	11/14/2022	Inv. #79628000		5630 · Adult Books	-168.69
	11/14/2022	Inv. #79633634		5630 · Adult Books	-112.46
	11/14/2022	Inv. #79633336		5630 · Adult Books	-110.21
Total Gale/Cengage Learning Inc.					-732.49
Garvey's Office Products					
	11/09/2022	Inv. #PINV2334702		5501 · Youth Services Programs	-262.40
	11/09/2022	Inv. #PINV2341551(-53.70 CM194772		5302 · Office & Equipment Supplies	-188.18
	11/09/2022	Inv. #PINV2341551		5501 · Youth Services Programs	-42.90
	11/09/2022	Inv. #PINV2342633		5501 · Youth Services Programs	-102.99
	11/09/2022	Inv. #PINV2342633		5503 · Adult/Teen Programs	-102.99
	11/09/2022	Inv. #PINV2342795		5302 · Office & Equipment Supplies	-27.20
Total Garvey's Office Products					-726.66

	Date	Num	Memo	Account	Amount
GoDaddy.com, LLC					
Total GoDaddy.com, LLC	11/22/2022		Managed SSL -2 yr security cert. for w€ 5402 · ISP and Web page hosting		-399.98
GreatAmerica Financial Services					
Total GreatAmerica Financial Services	11/22/2022		Inv. #32885006	5304 · Equipment Leasing	-1,197.69
Head, Belynda					
Total Head, Belynda	11/09/2022		AS Pgm - 11/30/2022	5503 · Adult/Teen Programs	-275.00
Hirease, LLC dba Accurate Now					
Total Hirease, LLC dba Accurate Now	11/22/2022		Inv. #2210310384 - A. Little	5321 · Human Resources	-62.05
Home Depot Credit Services					
Total Home Depot Credit Services	11/11/2022		Inv. #2025941	5201 · Supplies	-94.89
HR Source					
Total HR Source	11/30/2022		Inv. #16733	5321 · Human Resources	-2,795.00
Illinois Library Association					
Total Illinois Library Association	11/22/2022		Inv. #220723 - A. Teske	5106 · Membership	-150.00
MailChimp					
Total MailChimp	11/22/2022		e-newsletters - 10k contacts	5509 · Library Publicity and Promotion	-115.00
Midwest Tape LLC					
Total Midwest Tape LLC	11/14/2022		Several invoices	5606 · Youth Services Media	-47.20
	11/14/2022		Several invoices	5637 · Adult Media	-2,313.92
	11/14/2022		Several invoices	5651 · Digital Media	-5,417.03
					-7,778.15
MJB Design, LLC					
Total MJB Design, LLC	11/21/2022		Inv. #76670	5404 · Tech Support & Repair	-1,260.00
					-1,260.00
MNJ Technologies Direct, INC.					
Total MNJ Technologies Direct, INC.	11/09/2022		Inv. #0003868696	7507 · Automation Equipment	-8,673.10
	11/09/2022		Inv. #0003868857	5404 · Tech Support & Repair	-1,197.69
					-9,870.79

	Date	Num	Memo	Account	Amount
Moffat, Claudia					
	11/09/2022		AS Make and Take - 2/25/23	5503 · Adult/Teen Programs	-200.00
Total Moffat, Claudia	11/16/2022		M & T Sewing 101: Potholders (2nd se:	5503 · Adult/Teen Programs	-200.00
Nowicki, Victoria E.					-400.00
	11/09/2022		DuPage Garden Club Pgm. - 2/2/2023	5503 · Adult/Teen Programs	-175.00
Total Nowicki, Victoria E.					-175.00
Okner, Sarah					
	11/09/2022		AS Pgm - Life in a Japanese American I	5503 · Adult/Teen Programs	-300.00
Total Okner, Sarah					-300.00
Paylocity					
	11/09/2022		Inv. #1111105375	5311 · Payroll Service	-213.43
	11/18/2022		Inv. #1111162888	5311 · Payroll Service	-370.31
	11/18/2022		Inv. #1111162888	5321 · Human Resources	-354.27
Total Paylocity					-938.01
PermaBound Books					
	11/09/2022		Inv. #1935481-00	5601 · Youth Services Books	-147.85
	11/09/2022		Inv. #1935481-01	5601 · Youth Services Books	-11.52
Total PermaBound Books					-159.37
Perspectives, Ltd.					
	11/09/2022		Inv. #103577	5109 · Benefits, other	-1,193.40
Total Perspectives, Ltd.					-1,193.40
Plerus					
	11/09/2022		Inv. #3993	5505 · Library Newsletter	-5,096.85
Total Plerus					-5,096.85
Precision Control Systems of Chicago, Inc					
	11/09/2022		Inv. #45313	5203 · Maintenance Contracts	-1,319.00
Total Precision Control Systems of Chicago, Inc					-1,319.00
Proquest LLC					
	11/09/2022		Inv. #70746595	5652 · Grant/Award Expense	-7,774.73
Total Proquest LLC					-7,774.73
Riddle Technologies AG					
	11/22/2022		Inv. #INV-008859 (Riddle Quiz Creator	5503 · Adult/Teen Programs	-200.00
Total Riddle Technologies AG					-200.00
Roto-Rooter Services Company					
	11/11/2022		Inv. #25-24497859	5202 · Maintenance/Repair	-858.00

	Date	Num	Memo	Account	Amount
Total Roto-Rooter Services Company					-858.00
Sauers Bakery					
Total Sauers Bakery	11/22/2022		Refreshments for 11/16 mtg.	5110 · Trustee Development	-30.25
Schlesinger, Patricia Margaret					
Total Schlesinger, Patricia Margaret	11/09/2022		Fairy Castle Zoom Pgm. - 12/6/2022	5503 · Adult/Teen Programs	-150.00
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	11/09/2022		Inv. #248071	5204 · Landscape Maintenance/Snow I	-742.56
Sidecar Publications, LLC					
Total Sidecar Publications, LLC	11/09/2022		Inv. #INV - 2976	5403 · Computer Software	-348.00
Sir Speedy Printing					
Total Sir Speedy Printing	11/18/2022		Inv. #84851	5509 · Library Publicity and Promotion	-494.52
Slick, Kristyn					
Total Slick, Kristyn	11/09/2022		Not Your Avg. Packed Lunch Pgm. - 1/1	5503 · Adult/Teen Programs	-225.00
Staples					
Total Staples	11/09/2022		Inv. #3521828906	5315 · Other Expenditures	-33.15
	11/09/2022		Inv. #3521828906	5201 · Supplies	-331.72
	11/09/2022		Inv. #3521828910	5201 · Supplies	-30.63
	11/09/2022		Inv. #3521828912	5201 · Supplies	-30.63
	11/09/2022		Inv. #3521828913	5302 · Office & Equipment Supplies	-12.59
					-438.72
Swan (System Wide Automated Network)					
Total Swan (System Wide Automated Network)	11/11/2022		Inv. #9883	5409 · RBP/ILL Expenses	-99.49
Unique Management Services, Inc.					
Total Unique Management Services, Inc.	11/09/2022		Inv. #6106633	5310 · Material Recovery Fees	-128.05
Village of Carol Stream					
Total Village of Carol Stream	11/09/2022		Inv. #6988	8000 · Debt Repayment Expense	-234,461.01
	11/09/2022		Inv. #7082	5411 · Village IT Services	-8,176.13
					-242,637.14

	Date	Num	Memo	Account	Amount
Village of Carol Stream - Benefits					
	11/21/2022	Inv. #7083		5107 · Life Insurance	-134.79
	11/21/2022	Inv. #7083		5108 · Health Insurance	-20,618.41
	11/21/2022	Inv. #7083		5109 · Benefits, other	-104.03
					<u>-20,857.23</u>
Total Village of Carol Stream - Benefits					
Village of Carol Stream - IMRF					
	11/18/2022	From: 11/04 - 11/18/2022		6620 · Illinois Municipal Retirement F	-16,416.93
					<u>-16,416.93</u>
Total Village of Carol Stream - IMRF					
Village of Carol Stream - Water Dept.					
	11/09/2022	Bill #01935173		5207 · Water/Sewer	-727.75
					<u>-727.75</u>
Total Village of Carol Stream - Water Dept.					
Warner, Jennifer A					
	11/09/2022	Genealogy Pgm. - 11/29/2022		5503 · Adult/Teen Programs	-150.00
					<u>-150.00</u>
Total Warner, Jennifer A					
Zoom Video Communications					
	11/22/2022	Inv. #172895146		5403 · Computer Software	-25.00
					<u>-25.00</u>
Total Zoom Video Communications					
TOTAL					<u><u><u>-358,716.57</u></u></u>

Total Disbursements for November 1, 2022 through h November 30, 2022

Approved by the Library Board of Trustees January 19, 2023 2022

President Date

Secretary Date

9:43 AM

12/13/22

Accrual Basis

Carol Stream Public Library

Account QuickReport

November 2022

Type	Date	Num	Name	Memo	Split	Amount
5100 · Salaries						
5109 · Benefits, other						
General Journal	11/30/2022	ATA1106		Reclass Reimbur...	-SPLIT-	66.99
Total 5109 · Benefits, other						66.99
Total 5100 · Salaries						66.99
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	11/30/2022	ATA1106		Reclass Reimbur...	5109 · Benefits, other	48.35
Total 5305 · Mileage Reimbursement						48.35
5321 · Human Resources						
General Journal	11/30/2022	ATA1106		Reclass Reimbur...	5109 · Benefits, other	59.25
Total 5321 · Human Resources						59.25
Total 5300 · Business Exp.						107.60
5500 · Services						
5501 · Youth Services Programs						
General Journal	11/30/2022	ATA1106		Reclass Reimbur...	5109 · Benefits, other	69.67
Total 5501 · Youth Services Programs						69.67
Total 5500 · Services						69.67
TOTAL						244.26

Deduction Listing

Check Dates: 11/04/2022 to 11/18/2022

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2022110401 - 2022111801

Pay Periods: 10/16/2022 to 11/12/2022

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-29.12
Garcia, Crystal	1191		11	-14.75
Mohedano, Julie	1222		12	-66.99
Saltiel, Lena M.	1225		01	-61.81
Wilson, Leigh Anne	1188		12	-31.04
Wright, Sam	1217		03	-40.55
Totals for REIMB -- REIMBURSEMENT			6 Employees	-244.26

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	6	-244.26
Totals			6	-244.26

Paylocity Corporation
(888) 873-8205

User: lhays

Run on 11/14/2022 at 3:28 PM

Carol Stream Public Library
Expenses by Vendor Detail
 December 2022

1:27 PM

01/09/2023

Accrual Basis

Date	Num	Memo	Account	Amount
12/12/2022	Inv. #746644386483		5630 · Adult Books	-13.99
12/12/2022	Inv. #436986987854		5503 · Adult/Teen Programs	-217.41
12/12/2022	Inv. #463984665844		5630 · Adult Books	-56.73
12/12/2022	Inv. #646447334449		5201 · Supplies	-26.97
12/12/2022	Inv. #485638857676		5201 · Supplies	-53.96
12/12/2022	Inv. #455376488635		5503 · Adult/Teen Programs	-8.99
12/12/2022	Inv. #795676347473		5503 · Adult/Teen Programs	-26.98
12/12/2022	Inv. #564784937697		5302 · Office & Equipment Supplies	-13.61
12/13/2022	Inv. #563678598845		5302 · Office & Equipment Supplies	-21.95
12/13/2022	Inv. #869434744676		5302 · Office & Equipment Supplies	-19.99
12/13/2022	Inv. #869131744676		5503 · Adult/Teen Programs	-12.99
12/13/2022	Inv. #633344854963		5302 · Office & Equipment Supplies	-40.83
12/13/2022	Inv. #699749868699		5501 · Youth Services Programs	-15.99
12/13/2022	Inv. #443873759377		5503 · Adult/Teen Programs	-59.98
12/13/2022	Inv. #949447943537		5503 · Adult/Teen Programs	-52.56
12/13/2022	Inv. #855893855985		5205 · Furniture/Equipment	-13.99
12/13/2022	Inv. #466685556439		5302 · Office & Equipment Supplies	-13.99
12/13/2022	Inv. #946679593899		5501 · Youth Services Programs	-92.98
12/13/2022	Inv. #455968685354		5501 · Youth Services Programs	-43.96
12/13/2022	Inv. #468939666656		5501 · Youth Services Programs	-59.47
12/13/2022	Inv. #674875568997		5405 Technical Services Supplies	-55.95
12/13/2022	Inv. #435486439935		5630 · Adult Books	-16.98
12/13/2022	Inv. #488933846875		5503 · Adult/Teen Programs	-59.94
12/13/2022	Inv. #CDBmCuihveqK		5503 · Adult/Teen Programs	-41.39
12/13/2022	Inv. #CiOAYkwyzV		5503 · Adult/Teen Programs	-29.98
12/13/2022	Inv. #CKFYdjxUSNSR		5503 · Adult/Teen Programs	-48.02
12/13/2022	Inv. #BKxZJbKJxBhn		5501 · Youth Services Programs	-43.56
12/13/2022	Inv. #683839944973		5630 · Adult Books	1.34
12/13/2022	Inv. #pXnkixCkOKkf		5503 · Adult/Teen Programs	-23.97

AMAZON/SYNCB

	Date	Num	Memo	Account	Amount
Total AMAZON/SYNCB					-1,185.77
Assa Abloy Entrance Systems US Inc.					
	12/12/2022	Inv. #SCI 70828		5203 · Maintenance Contracts	0.00
	12/14/2022	Inv. #SCI 70828		5203 · Maintenance Contracts	-379.04
Total Assa Abloy Entrance Systems US Inc.					-379.04
ATA Group, LLP (Assoc McClure InSerra CPA					
	12/08/2022	Inv. #10986		5309 · Accounting Service	-1,150.00
Total ATA Group, LLP (Assoc McClure InSerra CPA					-1,150.00
Baker & Taylor					
	12/09/2022	Several invoices		5601 · Youth Services Books	-2,109.77
	12/09/2022	Several invoices		5630 · Adult Books	-1,178.78
Total Baker & Taylor					-3,288.55
Case Lots, Inc.					
	12/08/2022	Inv. #14621		5201 · Supplies	-239.92
Total Case Lots, Inc.					-239.92
Center Point for Large Print Books					
	12/08/2022	Inv. #1972297		5630 · Adult Books	-145.02
Total Center Point for Large Print Books					-145.02
Comcast (Biz phone)					
	12/12/2022	Inv. #161176176		5308 · Business Phone	-412.59
Total Comcast (Biz phone)					-412.59
Comcast (Fiber & Internet)					
	12/12/2022	Inv. #161215326		5402 · ISP and Web page hosting	-875.00
Total Comcast (Fiber & Internet)					-875.00
Complete Cleaning Co., Inc.					
	12/08/2022	Inv. #C22612		5203 · Maintenance Contracts	-2,700.00
Total Complete Cleaning Co., Inc.					-2,700.00
Demco					
	12/08/2022	Inv. #7219933		5509 · Library Publicity and Promotion	-133.85
	12/08/2022	Inv. #7223618		5509 · Library Publicity and Promotion	-96.02
Total Demco					-229.87
DuPage County Historical Society					
	12/14/2022	Copy of DuPage Roots - M. Leaprau donation		5320 · Donation Recd Expense	-60.00

	Date	Num	Memo	Account	Amount
Total DuPage County Historical Society					-60.00
Findaway World, LLC					
	12/08/2022	Inv. #409444		5606 · Youth Services Media	-69.99
	12/08/2022	Inv. #411182		5606 · Youth Services Media	-69.99
	12/08/2022	Inv. #411591		5637 · Adult Media	-255.38
	12/08/2022	Inv. #411591		5606 · Youth Services Media	-133.41
Total Findaway World, LLC					-528.77
Forest Preserve District of DuPage Co.					
	12/08/2022		Balance Due for 1/4/22 Homeschool Hangout Pt	5601 · Youth Services Books	-60.00
Total Forest Preserve District of DuPage Co.					-60.00
Gale/Cengage Learning Inc.					
	12/08/2022	Inv. #79657495		5630 · Adult Books	-29.24
	12/08/2022	Inv. #79657994		5630 · Adult Books	-28.49
	12/08/2022	Inv. #79735831		5630 · Adult Books	-112.46
	12/08/2022	Inv. #79735480		5630 · Adult Books	-28.49
	12/08/2022	Inv. 379736059		5630 · Adult Books	-56.23
Total Gale/Cengage Learning Inc.					-254.91
Garvey's Office Products					
	12/08/2022	Inv. #PINV2349510		5501 · Youth Services Programs	-21.45
	12/08/2022	Inv. #PINV2354309		5501 · Youth Services Programs	-48.98
	12/08/2022	Inv. #PINV2354309		5302 · Office & Equipment Supplies	-54.73
	12/08/2022	Inv. #PINV2349510		5302 · Office & Equipment Supplies	-57.78
Total Garvey's Office Products					-182.94
Graphic 5, Inc.					
	12/12/2022	Inv. #164615		5302 · Office & Equipment Supplies	-830.18
Total Graphic 5, Inc.					-830.18
Illinois Tree Service Inc.					
	12/08/2022	Inv. #27800		7404 · Landscape	-2,750.00
Total Illinois Tree Service Inc.					-2,750.00
LACONi, Inc.					
	12/08/2022		Annual Library Membership (Jan-Dec 2022)	5106 · Membership	-150.00
Total LACONi, Inc.					-150.00
Libraries First					

	Date	Num	Memo	Account	Amount
Total Libraries First	12/14/2022	Inv. #8346		5503 · Adult/Teen Programs	-180.00
	12/14/2022	Inv. #8346		5501 · Youth Services Programs	-180.00
					<u>-360.00</u>
Library Furniture International (LFI)					
Total Library Furniture International (LFI)	12/08/2022	Inv. #8188		5202 · Maintenance/Repair	-320.01
					<u>-320.01</u>
M Dance Center LLC - dba Flourish Dance					
Total M Dance Center LLC - dba Flourish Dance	12/08/2022	Fancy Feet Pgms. - 10/3, 11/14, 12/5/22		5501 · Youth Services Programs	-150.00
					<u>-150.00</u>
Midwest Tape LLC					
Total Midwest Tape LLC	12/09/2022	Several invoices		5606 · Youth Services Media	-133.46
	12/09/2022	Several invoices		5637 · Adult Media	-1,579.61
	12/09/2022	Several invoices		5651 · Digital Media	-5,056.19
					<u>-6,769.26</u>
OverDrive, Inc.					
Total OverDrive, Inc.	12/08/2022	Inv. #01107MA22433445		5651 · Digital Media	-6,640.30
					<u>-6,640.30</u>
Paylocity					
Total Paylocity	12/08/2022	Inv. #11225272		5311 · Payroll Service	-244.63
	12/08/2022	Inv. #11277527		5311 · Payroll Service	-398.61
					<u>-643.24</u>
Pitney Bowes Global Financial Services LL					
Total Pitney Bowes Global Financial Services LL	12/08/2022	Inv. #3105812570		5304 · Equipment Leasing	-277.38
					<u>-277.38</u>
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	12/08/2022	Inv. #45498		5203 · Maintenance Contracts	-1,319.00
					<u>-1,319.00</u>
Rainbow Printing Inc.					
Total Rainbow Printing Inc.	12/08/2022	Inv. #00159607		5406 · Circulation Supplies	-1,305.00
					<u>-1,305.00</u>
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	12/08/2022	Inv. #249315		5204 · Landscape Maintenance/Snow Remo	-1,024.00
	12/12/2022	Inv. #S560038		5204 · Landscape Maintenance/Snow Remo	-571.00
					<u>-1,595.00</u>

	Date	Num	Memo	Account	Amount
Total Sebert Landscaping, Inc.					-1,595.00
Staples					
	12/08/2022	Inv. #3524822072		5315 · Other Expenditures	-93.19
	12/08/2022	Inv. #3524822072		5201 · Supplies	-562.56
	12/12/2022	Inv. #3525301397		5201 · Supplies	-156.41
Total Staples					<u>-812.16</u>
Swan (System Wide Automated Network)					
	12/08/2022	Inv. #9955		5403 · Computer Software	-120.00
Total Swan (System Wide Automated Network)					<u>-120.00</u>
Unique Management Services, Inc.					
	12/12/2022	Inv. #6107619		5310 · Material Recovery Fees	-118.20
Total Unique Management Services, Inc.					<u>-118.20</u>
Village of Carol Stream					
	12/08/2022	Inv. #7181 (IT)		5411 · Village IT Services	-8,176.13
Total Village of Carol Stream					<u>-8,176.13</u>
Village of Carol Stream - Benefits					
	12/08/2022	Inv. #7180		5107 · Life Insurance	-140.54
	12/08/2022	Inv. #7180		5108 · Health Insurance	-20,624.88
	12/08/2022	Inv. #7180		5109 · Benefits, other	-108.35
Total Village of Carol Stream - Benefits					<u>-20,873.77</u>
Village of Carol Stream - IMRF					
	12/29/2022	IMRF ER match 12/2-12/30/2022		6620 · Illinois Municipal Retirement F	-24,201.10
Total Village of Carol Stream - IMRF					<u>-24,201.10</u>
Village of Carol Stream - Water Dept.					
	12/08/2022	Bill #01946350		5207 · Water/Sewer	-141.88
Total Village of Carol Stream - Water Dept.					<u>-141.88</u>
TOTAL					<u><u>-89,244.99</u></u>

Total Disbursements for December 1, 2022 through December 31, 2022
Approved by the Library Board of Trustees January 18, 2023

President Date

Secretary Date

1:34 PM

01/09/23

Accrual Basis

Carol Stream Public Library

Account QuickReport

December 2022

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	12/31/2022	ATA1...		Reclass Rei...	-SPLIT-	67.66
Total 5305 · Mileage Reimbursement						67.66
Total 5300 · Business Exp.						67.66
5500 · Services						
5501 · Youth Services Programs						
General Journal	12/31/2022	ATA1...		Reclass Rei...	5305 · Mileag...	211.69
Total 5501 · Youth Services Programs						211.69
5503 · Adult/Teen Programs						
General Journal	12/31/2022	ATA1...		Reclass Rei...	5305 · Mileag...	56.88
Total 5503 · Adult/Teen Programs						56.88
Total 5500 · Services						268.57
TOTAL						336.23

Deduction Listing

Check Dates: 12/02/2022 to 12/30/2022

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2022120201 - 2022123001

Pay Periods: 11/13/2022 to 12/24/2022

REIMB -- REIMBURSEMENT**Company: (9366)**

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-211.69
Garcia, Crystal	1191		11	-28.50
Moreno, Athens M.	1216		02	-56.88
Wilson, Leigh Anne	1188		12	-39.16
Totals for REIMB -- REIMBURSEMENT			4 Employees	-336.23

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	4	-336.23
Totals			4	-336.23



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 12/27/2022 at 3:53 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
January 18, 2023

2022 Staff Anniversaries Celebrated!

Staff members that have reached five-year work anniversary milestones during the past calendar year (2022) are being celebrated and acknowledged. The following staff members are invited to attend the Board meeting on Wednesday, January 18 to be congratulated and thanked for their years of service by the Board of Trustees (Management acknowledgement will take place at the All Staff meeting on January 17):

Marie Costuna	5 years	Technical Services
Leigh Anne Wilson	5 years	Youth Services
Bindiya Patel	10 years	Circulation
Melanie Johnson	10 years	Circulation
Laura Hays	20 Years	Administration
Clare Meehan	25 years	Youth Services

Per Capita Grant

The completed 2023 Per Capita Grant application is included for your review and approval. Also included is the 2021 Per Capita Grant Expenditure Report that needs to be submitted to the State Library at the same time. The Per Capita funds received by the Library are used towards the purchase of the Library's online database subscriptions.

Complete Cleaning Contract Renewal

The Library's current cleaning company, Complete Cleaning, has increased their fees to cover their increased employment and product costs. I recommend that we renew our contract with Complete Cleaning at their proposed rate of \$2,865 per month. This is an increase of 6.85%. Complete Cleaning provides the Library with service seven days per week, Monday-Sunday. Board approval is required for annual contracts that exceed \$10,000.

Facility Update

The Library had three trees removed from the property in early December. A failing willow tree along the wooden fence line and two large thorn trees located at the south end of the parking lot. In addition, tree branches were trimmed/removed along the sides of the building and along the wooden fence line that were overhanging or touching the building. In the spring, we will pursue replacing the thorn trees with either some type of pine or deciduous trees.

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

The two large monitors have been installed in the Discovery Room (75") and the Create & Learn Center (86").

Village Tax Levy

The Village Board of Trustees approved the Village Tax Levy, which includes the Library's tax levy, for the 2022 tax year at their December 5th meeting. It will be submitted to the County by the Village. The 2022 tax dollars that we receive in 2023 will be used during the 2023-2024 fiscal year.

Change in IMRF Rates for Employers

Starting in January 2023, the Library's employer contribution rate to the IMRF pension plan will be decreasing for the new calendar year. Our 2022 contribution rate was 13.02% and will be decreasing to 10.16%, a decrease of 2.86%. The Library currently pays IMRF contribution for twenty-three full time staff members and any part-time staff members that work more than 20 hours per week. We currently have four part-time employees that are IMRF eligible. Employees pay a contribution of 4.5% of their salary to IMRF.

Donation from Parents and Teens Together (PATT)

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

Community Blood Drives

Three Blood Drives have been scheduled for 2023. The first Blood Drive is taking place on Tuesday, January 17. Versiti will be bringing their mobile unit that day which will be parked along the west side of the parking lot near the shed. The next Blood Drive is scheduled for April 27, followed by July 25. Our past Blood Drives have been very successful. The number of donors at these drives demonstrates the commitment and responsibility that the residents of Carol Stream feel for their community. They are to be commended.

Annual Statement of Real Estate Taxes Collected

The DuPage County provided us with the Annual Statement of the 2021 Real Estate taxes that were collected and distributed to the Library during calendar year 2022. I have included the annual statement for informational purposes and emailed a copy to the Library's auditing firm. The Library may receive some additional 2021 taxes before the end of our current Fiscal Year.

FOIA Requests

12/5/22

I am requesting the following information electronically.

List of all employees at the Carol Stream Public Library and please include the following:

Job classification/title (i.e. Librarian), full time or part time status, date of hire and pay rate/hourly wage rate. This is not a request for commercial purposes.

Request filled-12/6/22

December Employee Anniversaries

Marlys Smith – 12/19/11, Circulation

Kaitlyn Frye – 12/17/19, Adult Services

January Employee Anniversaries

Jessica Elder – 01/18/2016, Adult Services

Susan Westgate – 01/28/2013, Administration (10 Year Anniversary)

Bindiya Patel – 01/04/2012, Circulation

Barbara Boucher – 01/31/2000, Technical Services

Laura Hays – 01/07/2002, Administration

Susan Westgate, Library Director



Annual Statement

of 2021 real estate tax collected for and distributed to:

January 12, 2023

0155600000000 VLG CAROL STREAM LIBRARY
BOARD OF LIBRARY TRUSTEES
CAROL STREAM LIBRARY
616 HIAWATHA DRIVE
CAROL STREAM IL 60188

Distributions

Real Estate Tax Levy	\$3,750,714.98
Back Tax Collected	\$0.00
Omitted Tax	\$0.00
Mobile Home Service Tax	\$0.00
Investment Earnings	\$332.29
Department Of Energy	\$0.00
Additional Tax	\$0.00
Other Adjustments	\$0.00
Open Space Rollback	\$0.00
	<hr/>
	\$3,751,047.27

Partial Settlement	05/27/2022	\$484,571.23
Partial Settlement	06/10/2022	\$1,396,353.12
Partial Settlement	06/30/2022	\$83,852.26
Partial Settlement	07/15/2022	\$14,895.75
Partial Settlement	08/12/2022	\$53,637.13
Partial Settlement	08/26/2022	\$272,391.32
Partial Settlement	09/09/2022	\$1,266,210.21
Partial Settlement	09/23/2022	\$88,102.14
Partial Settlement	10/14/2022	\$21,997.02
Partial Settlement	11/10/2022	\$29,994.09
Partial Settlement	12/02/2022	\$24,835.84
		<hr/>
		\$3,736,840.11

Less:

Court Ordered	\$0.00
Property Tax Appeals	\$7,104.22
Department Of Revenue Exemption	\$0.00
Abatements	\$6,585.81
Real Estate Tax Forfeited	\$71.08
Sale In Error	\$0.00
In Litigation	\$449.14
Rounding Factor	(\$3.09)
Over-Distributed & Payable	\$0.00
	<hr/>
	\$14,207.16
	<hr/>
	\$3,736,840.11
	<hr/> <hr/>

Amount Over-Distributed & Payable to DuPage County Treasurer \$0.00

I do hereby certify that the above statement is true, and correct to the best of my knowledge and belief.

Gwen Henry
DuPage County Treasurer



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

		November	
	FY 21-22	FY 22-23	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	13,417	14,646	104,228
Total Teen	735	659	5,853
Total Youth	15,700	15,672	120,921
Physical material use by format			
Books	21,685	21,316	165,001
Videos	5,338	6,159	42,067
Audiobooks and Music CDs	1,543	2,001	13,003
Periodicals and Magazines	285	241	1,812
Other	1,001	1,260	9,119
Total Physical Item Circulation	29,852	30,977	231,002
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	2,854	3,103	20,484
ILL - Borrowed from Non-SWAN	21	29	261
ILL - Loaned to SWAN	684	540	4,444
ILL - Loaned to Non-SWAN	79	66	542
RBP Loans - SWAN (incl. above)	316	321	2,937
RBP Loans (non-SWAN) - (incl. above)	590	551	3,830
Digital media use			
Bingepasses (hoopla)	na	9	44
E-books	3,060	2,915	21,710
E-Audio	2,333	2,403	17,128
E-Video	487	447	3,010
Museum Adventure Pass / Explore More Illinois	9 / 1	11 / 6	160 / 15
Total use of Electronic Materials	5,890	5,791	42,067
Total Circulation (physical materials and digital media)	35,742	36,768	273,069
Digital magazine retrievals	740	831	5,477
Total Electronic Retrievals (e-mags and databases)	6,429	6,399	40,610
Other circulation activities			
Items checked out in the Library	13,767	14,743	111,051
Self Check - # of Items Checked out	7,088	9,075	69,262
Self Check - % of items checked out in the Library	51.49%	61.55%	62.37%
Programs - # of Programs/Attendance**			
Adult - Number/Attendance	32 / 432	23 / 496	189 / 3,882
Teen Number/Attendance	7 / 23	12 / 221	52 / 782
Youth - Number/Attendance	115 / 1,163	105 / 1,427	740 / 11,592
General Interest - Number/Attendance	na	1 / 19	3 / 392
Total - Number/Attendance	154 / 1,618	140 / 2,144	981 / 16,256
Library Events - Number / Attendance	na	0 / 0	2 / 283
Outreach - Number / Attendance	1 / 40	18 / 596	63 / 2,970
Facility Usage			
Library Visits (Door Count)	9,991	13,810	86,360
Curbside Pickup Transactions	221	137	801
Meeting Rooms - # of Public Bookings*	na	2	6
Study Rooms - # of Users*	275	320	2,027

Electronic Usage			
# of Internet Sessions/Total Time	526 / 330	816 / 523	6,221 / 3,826
#iMac Sessions/Total Time	2 / 1	9 / 6	87 / 58
# of Library Website Visits	8,960	8,813	69692****
# Mobile App Views	3,354	4,033	28,261
# of Wireless Users	1,390	1,902	13,157
Aspen catalog sessions / unique searches	na	37,475 / 9,922	321,899 / 77,812

Reference Transactions			
Adult	455	1,390	9,253
Youth	459	452	5,530
Circulation	204	444	2,553
Chat	78	32	312
Total Reference Transactions	1,196	2,318	17,648

Total One-on-One Tutorials			
Adult	4	40	241
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,201	18,452	
# of Non-Resident Cards***	10	56	
Total Registered Users	18,211	18,508	

Resources Owned/Licensed			
Books	62,993	65,304	
Newspapers (Print only)	24	118	
Periodicals (Print only)	127	24	
Total Print Materials	63,144	65,446	
Current Subscriptions (Print Only)	151	142	
Current E-Subscriptions	4,001	4,364	
E-Books: Downloadable	64,376	77,842	
Audio Recordings	6,734	6,581	
Audio Recordings (Downloadable)	24,623	31,211	
Videos	11,176	9,879	
Other: Video Games, Puzzles, Devices	715	770	
Databases	67	65	
Total Resources Owned/Licensed	174,836	196,158	

Professional Development Hours	42.5		
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*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.

**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.

**** Website visits are now tracked on Google Analytics. FY22 website sessions also updated.

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

	December		
	FY 21-22	FY 22-23	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	13,967	13,347	117,575
Total Teen	669	680	6,533
Total Youth	14,075	13,373	134,294
Physical material use by format			
Books	18,981	19,158	184,159
Videos	6,641	5,527	47,594
Audiobooks and Music CDs	1,855	1,363	14,366
Periodicals and Magazines	241	191	2,003
Other	993	1,161	10,280
Total Physical Item Circulation	28,711	27,400	258,402
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	2,940	2,565	23,049
ILL - Borrowed from Non-SWAN	19	20	281
ILL - Loaned to SWAN	535	452	4,896
ILL - Loaned to Non-SWAN	83	39	581
RBP Loans - SWAN (incl. above)	345	468	3,405
RBP Loans (non-SWAN) - (incl. above)	391	401	4,231
Digital media use			
Bingepasses (hoopla)	11	15	59
E-books	2,969	2,998	24,708
E-Audio	2,386	2,507	19,635
E-Video	479	415	3,425
Museum Adventure Pass / Explore More Illinois	11 / 3	11 / 0	171 / 15
Total use of Electronic Materials	5,859	5,946	48,013
Total Circulation (physical materials and digital media)	34,570	33,346	306,415
Digital magazine retrievals	680	1,617	7,094
Total Electronic Retrievals (e-mags and databases)	5,723	6,498	47,108
Other circulation activities			
Items checked out in the Library	13,740	12,660	123,711
Self Check - # of Items Checked out	5,799	7,793	77,055
Self Check - % of items checked out in the Library	42.21%	61.56%	62.29%
Programs - # of Programs/Attendance**			
Adult - Number/Attendance	33 / 509	16 / 699	205 / 4,581
Teen Number/Attendance	10 / 49	12 / 238	64 / 1,020
Youth - Number/Attendance	115 / 1,199	94 / 1,140	834 / 12,732
General Interest - Number/Attendance		2 / 77	5 / 469
Total - Number/Attendance	158 / 1,757	122 / 2,077	1,103 / 18,333
Library Events - Number / Attendance	0/0	0 / 0	2 / 283
Outreach - Number / Attendance	3 / 264	8 / 352	71 / 3,322
Facility Usage			
Library Visits (Door Count)	9,472	na	86,360
Curbside Pickup Transactions	286	65	866
Meeting Rooms - # of Public Bookings*	2	4	10
Study Rooms - # of Users*	249	272	2,299

Electronic Usage			
# of Internet Sessions/Total Time	640 / 382	858 / 524	7,079 / 4,350
#iMac Sessions/Total Time	4 / 2	7 / 4	94 / 62
# of Library Website Visits	8,715	8,992	78,684
# Mobile App Views	3,737	3,756	32,017
# of Wireless Users	1,464	1,742	14,899
Aspen catalog sessions / unique searches	na	39,862 / 4,796	361,761 / 82,608

Reference Transactions			
Adult	858	1,311	10,564
Youth	325	431	5,961
Circulation	314	381	2,934
Chat	59	24	337
Total Reference Transactions	1,556	2,148	19,796

Total One-on-One Tutorials			
Adult	1	51	292
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,248	18,532	
# of Non-Resident Cards***	11	52	
Total Registered Users	18,259	18,584	

Resources Owned/Licensed			
Books	63,220	64,989	
Newspapers (Print only)	24	24	
Periodicals (Print only)	127	119	
Total Print Materials	63,371	65,132	
Current Subscriptions (Print Only)	151	143	
Current E-Subscriptions	4,054	4,429	
E-Books: Downloadable	64,602	78,063	
Audio Recordings	6,791	6,596	
Audio Recordings (Downloadable)	24,813	31,461	
Videos	11,221	9,740	
Other: Video Games, Puzzles, Devices	716	781	
Databases	67	66	
Total Resources Owned/Licensed	175,635	196,268	

Professional Development Hours	78	30.45	365.70
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*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.

**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.

**** Website visits are now tracked on Google Analytics. FY22 website sessions also updated.

**Assistant Director's Report
November 2022**

Administration and Business Office

- Payroll processing week of 11/14 and 11/28; Lena processed payroll on 11/28.
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Discovery Table in Youth Services lightswitch replacement ordered from LFI
- MissionSquare 457 plan contact and access form update faxed
- Friends of the Library sponsored program setup for March 22, 2023. Chef Susan Maddox will present on St. Patrick's Day side dishes.
- Library Closings and Board meetings added to Library Market and holiday list updated in Paylocity. Also posted PDF on staff intranet.
- Year-end review of W-2 forms started.

Monthly Librarian's Report updates

- The count of databases was updated to reflect that we ended access to Gale Virtual Reference Library in April and EBSCO's Core Collections databases in July.
- The Website traffic statistics have been updated to use Google Analytics. FY22 statistics were also added for month to month comparison.

Tech Services

- Items ordered – 512 and Items put into Circulation – 538
- Items catalogued – imported bib records & original cataloging - 61
- Item record edits/database clean-up – 386
- Bib record merge requests submitted to SWAN support – 8
- Repair items (includes disc cleaning) - 47
- Serial record edits – 54 and Claimed Issues – 7
- Pending orders in Workflows, not received items as of 12/1 (Youth 377; Adult 397)
- Sustainable Shelves – 877 titles were submitted; 199 items were approved for submission resale to B&T for a credit value of \$64.06; Status pending on 313 items due to Baker & Taylor website outage from 11/21 -11/28.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: KNF Halloween, Diwali, and KNF Thanksgiving displays, and new In Remembrance display
 - YS Librarian Steve will now submit requests to SWAN to update home locations for the holiday displays.
- Database clean-up for this month: E Award Item Category 4 Information (94 records), Updated/enhanced bibliographic records, date cataloged never in Workflows (198 records)
- DEI tool in Baker & Taylor's TitleSource260 enabled to provide DEI topics for individual items and cart analysis.

Tech Services - Conversion Projects

- Total items processed– 16
- J Beginning Chapter Books genre sticker project complete - Marie

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- Monthly CollectionHQ Team – Laura
- 11/4 - Warehouse Direct Trade Show - Joyce
- 11/7 - HRSource pay structure benchmarking review – Susan, Laura, and Lena
- 11/15-17 – SirsiDynix Connections Conference - Laura
- 11/30 - Addressing Threats in Public Libraries (PLA Town Hall) - Laura
- 11/30 SWAN Fireside Chat recording - Laura

Information technology

- There were 48 support tickets in November.
- Website
 - Outage on 11/1 for a couple of hours due to a GoDaddy server issue.
 - Setup basic web hosting on Pantheon.io with plan to migrate in December.
 - Outage on 11/23 - 24 when patrons unable to get to public_html files or MySQL database on GoDaddy site. Issue resolved but decision made to move site to Pantheon. Pantheon site went live on Tuesday 11/29.
- TBS
 - New remote printing platform ePRINTit rolled out
 - New e-commerce devices ordered for copier and printing coin ops.
- Faronics Deep Freeze renewal processed.
- New laptops to be used for training and programs were received and setup.
- Impact printer supply monitoring software updated

Laura Hays

Assistant Library Director

**Assistant Director's Report
December 2022**

Administration and Business Office

- Payroll processing week of 12/11 and 12/25
- Updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Discovery Table in Youth Services light switch replaced.
- Village of Carol Stream 2023 Business Registration form submitted.
- Amazon Business American Express account setup to replace Amazon Corporate Line of Credit that is ending in January. The Library also started Amazon Business Prime.

Tech Services

- Items ordered – 775 and Items put into Circulation – 670
- Items catalogued – imported bib records & original cataloging - 79
- Item record edits/database clean-up – 553
- Bib record merge requests submitted to SWAN support – 14
- Repair items (includes disc cleaning) - 39
- Serial record edits – 19 and Claimed Issues – 4
- Pending orders in Workflows, not received items as of January 5th, 2023 (Youth, 385; Adult, 486); No pending cart from MWT and B&T as of January 5th, 2023
- Sustainable Shelves – 916 titles were submitted; 386 items were approved for submission resale to B&T for a credit value of \$119.03.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Asian American Pacific Islander Youth (AAPI), Featured Items, and new Sports display
- Conversion Projects - total items processed – 92
- Withdrew back issues in Adult and Children's magazine collection for year- end cleanout.

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings – Laura
- 12/1 - SWAN Quarterly Meeting – Laura
- 12/13 - Circ IT request discussion with Susan and Jeri - Laura
- 12/14 - Calendar training with Lena – Laura
- 12/14 - Drupal website training with Julie Mohedano – Laura
- 12/15 - ALA Connect Live: Facing Censorship Head On - Laura

Information technology

- Adobe Express licenses claimed through Techsoup
- Website statistics now available through Google Analytics. The previously reported website visits from AWstats were higher than Google Analytics reported sessions. Able to retrieve Google Analytics counts for FY22 so we will be able to compare month to month.
- Webforms including the Contact the Board form stopped emailing submittals. A new outgoing email service was configured,
- Monitors installed in Discovery and the Create and Learn Center.
- New credit card readers installed at public printing stations and added to public copier.

Laura Hays
Assistant Library Director

Adult Services Department Monthly Report

November 2022

Department News:

- Database and eMaterials usage jumped a bit vs October
- November and December, we'll be having our midyear check in meetings with AS staff
- Made updates to our website to help make some of our study room and printing instructions clearer for understanding.
- Created a draft Study Room policy pending approval
- With study rooms being popular and the need for more time, we drafted and plan to implement new procedures and guidelines
- Organized another ESL class offering for the upcoming Jan semester to be held at the library
- Added new signage to our printing areas, as well as Foreign language book sections
- November brought some fantastic ideas for promoting resources through our catalog such as reading lists, database placards (see image)
- Created additional Instagram posts to help gather more of an audience, through creative posts and quizzes online

Outreach Activities:

- Homebound delivery – 41 registered, delivered to 30 patrons, Items delivered 180
- Staff assisted at tree lighting event, and outside library events
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Working with the Chamber on a monthly email contribution promoting resources in the Chamber's networking email to local businesses
- Staff continue efforts in helping manage after school crowd noise/groups

EDI Activities (EDI Committee & Dept):

- Held displays promoting Native American Awareness in library and online
- Held program with Glenbard Transitions Group (disabled teens/adults)

Programs & Displays:

- Binge Box packages for both adults and teens
- Held an online Quiz called November Eats
- Sold out for our two Take N Make offerings
- During Thanksgiving weekend, held drop in Lego Building programming
- For Teens & Middle Schoolers, held a Tiny Art Show Contest that concluded (over 300 combined votes and entries!)
- Online Program How to Organize Keepsakes

Athens Moreno Adult Services Manager

- Online Program about Great British Baking Tour
- FAFSA program for college bound students
- ESL Classes 2x a week, with two offerings, beginner's group and intermediate
- Held a Habitat for Humanity Info Session for local residents
- DuPage Garden Club Program, Saving the Dark Skies
- Our Around the World Book club visited: Japan
- Online program with the DuPage Historical Society about DuPage County during WWII
- Hosted a virtual and in person program for National Novel Writing Month
- Held in person program on Genealogy for Beginners
- In Person Line Dancing Program
- Teen recharge held 3 sessions, with over 100 kids attending
- Held lobby displays featuring a Humor display and Homemade

Meetings:

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

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
- Explored CHQ at department meeting regarding Adult/Teen collections
- For December we will be recategorizing Star Wars and Star Trek books to promote and make easier to find. Will have just call number of Star Wars/Sci Fi
- Ran demo of a possible Training Web Portal titled "Carol Stream Academy"

Continued Education & Training:

- Don't Be Passive about Passive Programs
- Autism in Older Age
- Collection HQ Meetings
- Dept watched yearly Sexual Harassment Training Video

Athens Moreno Adult Services Manager

Pictures:



▪ Fold3 by Ancestry



New catalog database promotions



Lego Drop in Teens

Athens Moreno Adult Services Manager



New signage initiatives



Displays for holiday/New year



Winners from our Tiny Art Show program

Adult Services Department Monthly Report

December 2022

Department News:

- Database usage stayed relatively the same, thanks to a big jump in Pressreader (maybe more devices got bought during holiday time)
- Held midyear check in meetings with staff
- Updated website to reflect changes in study room procedures which give cardholders more flexibility when it comes to study room usage time
- Streamlined our printing procedures for patrons by introducing new signage and procedures
- Implemented new mounted study room guidelines in each study room
- Organized another ESL class offering for the upcoming Jan semester to be held at the library
- Added new signage to our printing areas, study room areas, and nonfiction (see image)
- Updated our remote printing handout and webpage, including a Spanish language handout
- Heading into January, we'll be launching a Job Skills and Small Business series that will mix in Grow with Google Classes.
- Tax forms will be ordered and working with AARP on possible tax assistance here at the library
- Working on finalizing procedures for a new Book A Librarian offering

Outreach Activities:

- Homebound delivery – 41 registered, delivered to 30 patrons, Items delivered 175
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team, including launching a new Instagram initiative where we are enabling "Linktree" as a way to promote offerings with clickable links
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Working with the Chamber on a monthly email contribution promoting resources in the Chamber's networking email to local businesses
- AS staff created a "Best of the Year" video featuring favorite reads from 2022
- Partnered with AARP on offering Senior driving safety classes in March
- Partnered with Glenbard HS district on upcoming programs and field trips for HS students

EDI Activities (EDI Committee & Dept):

- Held program with Glenbard Transitions Group (disabled teens/adults)
- ESL classes ended mid-December, and the students were able to have a small graduation/holiday party
- Our library translator device was updated with about 30 new language/dialects
- Working with Glenbard District HS on a field trip program for their AIMS/PASS students. These are emotionally vulnerable teens, who will get a field trip style experience to learn about jobs in the library world (March)

Athens Moreno Adult Services Manager

Programs & Displays:

- Binge Box packages for both adults and teens with an optional Holiday theme
- Held a lobby display on “Quick Picks” as well as “Celebrate” & “Save Money”
- Held an online reading suggestion Quiz called Best of the Year 2022
- Sold out for our three Take N Make offerings for adults/teens, with over 150 kits featuring a Santa’s Foot Warmer kit, and a Snowflake Bag, and a Layered Ornament
- For our Around the World Bookclub, we held an online party that featured a Escape Room Game (see image)
- Our passive interactive Holiday Memory Wall gathered over 40 entries of recipes and shared family moments from both staff and patrons (see image)
- Family Get together kits for teens, +100 kits were passed out
- During Finals week we staged the C/L room as a Study Zone, offering snacks and resources (see image). About 60 kids utilized the space throughout the final testing days.
- Online Program – Life in a Japanese Internment Camp
- ESL Classes 2x a week continued until Dec 20th
- Online Program featuring Exhibit of Colleen Moore’s Fairy Castle
- DuPage Garden Club Member’s Meeting
- Teen recharge continued 2x a week including the 1x a month craft program featuring a holiday craft

Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meeting
- SW Suburban Programmers Network Meeting
- 1on1 meetings within dept FT staff monthly x 6

Resources and Collection News:

- Continue working on our plans for resource promotion including creating business cards for each database/resource offering
- Developing an online learning site that would feature recordings, tutorials, as well as local informative videos
- Renewed our Chilton Car database
- Ordering materials continues as usual
- The Star Wars and Star Trek cataloging project is complete

Continued Education & Training:

- Website usability training
- Zoom programming training
- CHQ training for recent hires
- Baker and Taylor training for recent hires

Athens Moreno Adult Services Manager

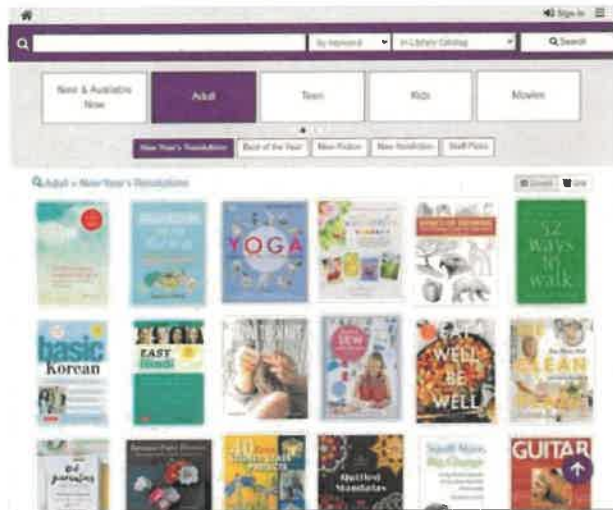
- Team Leader training for recent FT hire
- Training staff on our Carol Stream Academy newest database / Resource

Pictures:



Best of the Year Social Media Quiz

New Year's Resolutions



Catalog lists such as "Resolutions"

Athens Moreno Adult Services Manager



Our create and learn was transformed to a study lounge. Each table had a lamp, whiteboard and supplies, including positive messages. Drinks and snacks were also on hand in a festive decorative room.



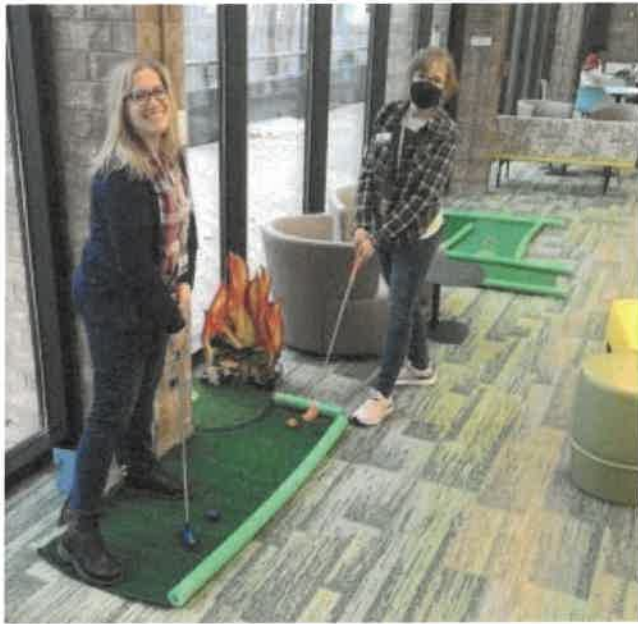
Book club's escape room theme!



holiday memory wall

and Best of the Year Youtube video with over 100 views

Athens Moreno Adult Services Manager



Mini Golf during winter break for teens. Stations were setup around the back-window wall with mini clubs and balls and score cards available.



Introduced more user friendly non fiction signage that breaks down the dewey numbers

Youth Services Report November 2022

Program Highlights

- Julie Mohedano hosted a Family Mexican Bingo/Lotería en Familia on 11/9/22 with 19 in attendance.
- Adriana Albers hosted Homeschool Hangout on 11/4 with 33 in attendance. They did an owl investigation complete with dissecting owl pellets.
- Adriana Albers hosted Itty Bitty Book Club highlighting the work of Christian Robinson on 11/22/22 with 14 in attendance.
- Youth Services hosted 42 in person programs during November with 880 in attendance. In addition, Youth Services had 446 participants serviced through 7 self-directed programs.

Outreach Events

- Of the 42 in-person programs provided by Youth Services during November, 9 were outreach storytimes done by Leigh Anne Wilson at area preschools. 436 children were reached through these offsite storytimes.

Patron Service and Reference

- 41 Binge Box requests were filled during November
- Youth Staff had 452 interactions with the public during November.

Personnel

- Molly Emerson's first day as a part-time Youth Services Librarian was on 11/28/22.

Meeting Attendance

- 11/10 – Management Team Meeting – Amy Teske
- 11/2 – Meeting with Susan – Amy Teske
- 11/21 – Birth to 5 Planning Meeting – Amy Teske
- 11/30 – CollectionHQ Team – Amy Teske, Adriana Albers
- 11/16 – Board Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



Itty Bitty Book Club



Homeschool Hangout: Owls

Family Mexican Bingo



Everbright fun!

Youth Services Report December 2022

Program Highlights

- Adriana Albers hosted Homeschool Hangout Holiday Party on 12/2 with 40 in attendance. They decorated sugar cookies to eat and made a holiday craft.
- Happy Noon Year was held on 12/31 from 11a – 12:15p. Preschool children and their families came to ring in the noon year. Participants created a New Year hat, had a photo opportunity, listened to a story, did a LOT of dancing and parachute play. We rang in the noon year with the dinosaurs and lots of confetti and dancing on bubble wrap. The noise was glorious! Leigh Anne Wilson was responsible for the party plans. Clare Meehan, Aneesa Iqbal, Julie Mohedano and Amy Teske helped during the program.
- Youth Services hosted 28 in person programs during December with 610 in attendance. In addition, Youth Services had 530 participants serviced through self-directed programs.

Outreach Events

- Of the 42 in-person programs provided by Youth Services during December, 4 were outreach storytimes done by Leigh Anne Wilson at area preschools. 274 children were reached through these offsite storytimes.

Patron Service and Reference

- 33 Binge Box requests were filled during December. This is lower than normal because a link notifying us of requests broke and it took a bit of time to find that out. The link has been restored and we are receiving the requests correctly again.
- Youth Staff had 431 interactions with the public during December.

Meeting Attendance

- 12/7 – Meeting with Susan – Amy Teske
- 12/8 – Management Team Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



Happy Noon Year

Homeschool Hangout: Holiday Party



November 2022 Report for Carol Stream Library Board of Trustees

Circulation Department

Staff performed the following:

- 13,810 greetings, welcoming visitors to the Library
 - Tuesday, November 8th Election Day traffic was 1911.
 - Typical Tuesday traffic averages 450.
- 6,077 Checkouts and renewals
- 137 Curbside deliveries
- 120 new resident account registrations
- 3 new Special account registration
- 17 new digital accounts checked for duplication
- 16,172 Check ins
- 16,500 items shelved
- 3,896 hold requests made available

Patron Purge update:

- 99 accounts that have not been used after 10.31.2013 **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.
- 60 accounts with good addresses and status of OK were modified and renewed to avoid removal.

Self Check-out activity:

- 3,208 checkouts at Youth Services machine
- 5,867 checkouts at Lobby machines

Jeri participated in:

- SWAN Circulation Advisory Committee meeting on November 16th
- SWAN Membership fireside chat meeting November 29th

In addition:

- Rich Karney participated in an online Fred Pryor course called "Delegation training to empower employees".
- Jeri attended an online Town Hall hosted by PLA titled "Spotlight on Safety: Addressing Threats in Public Libraries".

Submitted by Jeri L. Cain

12/06/2022

Human Resources

Monthly Report

November 2022 (was out of town from 11/11 to 11/27)

Administration

- Updated unpaid time off policy in handbook (pending approval)
- Implemented annual IL mandatory sexual harassment training as an Event through Paylocity; recording updates on spreadsheet until all are completed
- Updated non-exempt COVID questions when clocking in
- Researched FLSA changes for 2023
- Researched DE&I to formulate a project plan
- Processed my first payroll on my own (checked by Laura Hays for accuracy)
- Provided an employee verification

Benefits

- Sent out open enrollment details to eligible staff members for Flexible Spending and for NCPERS additional life insurance through IMRF
- Enrolled new part-time Adult Services Librarian in Vision insurance
- Researched part-time employee PTO policies that we may implement

Staffing & Onboarding

- Refreshed job postings for Youth Services Librarian and Youth Services Bilingual Associate openings on CSPL, Indeed, and RAILS websites
- Continued to conduct phone screens for the open positions
- Three in-person Youth Services Librarian interviews
- Hired Youth Services Librarian Molly Emerson, start date of 11/28
- Provided new hire orientation for Molly Emerson

Training

- 1-hour 45-minute Onboarding Setup and Customization Paylocity training
- 1-hour independent SHRM training and studying
- 25-minute IL sexual harassment training
- 1-hour SHRM webcast Diversity Without Division
- 1-hour SHRM webcast Honest Conversation about Diversity, Equity, and Inclusion
- 1-hour IMRF information webinar

Compensation

- Met with HR Source representative, Library Director, and Assistant Director to discuss benchmarking project results- will meet with HR Board Member in December

Human Resources

Monthly Report

December 2022

Administration

- Researched 2023 employment law changes for IL
- Volunteered for Christmas Tree Lighting for Carol Stream
- Ordered new 2023 GovDoc employment law posters
- Created DE&I/ Culture 'pulse survey' research and outline to implement
- Assigned EEO classes to all employees in Paylocity
- Conducted check-in meetings and exit interviews
- Updated 2023 Paylocity holidays
- Navigated 3 positive COVID tests
- All employees completed IL Mandatory Sexual Harassment Training

Benefits

- FMLA set up for staff member
- Benefit reconciliation and coding
- Researched 1095C

Staffing & Onboarding

- Created Youth Services job poster to put up in front with QR code
- Re-posted Youth Services Bilingual Associate on RAILS, COD, Dominican
- Posted Circulation Clerk positions
- Conducted 10 Circulation interviews; 1 YS Bilingual Associate interview
- Special Board Meeting to determine next steps for a supervisor's employment

Training

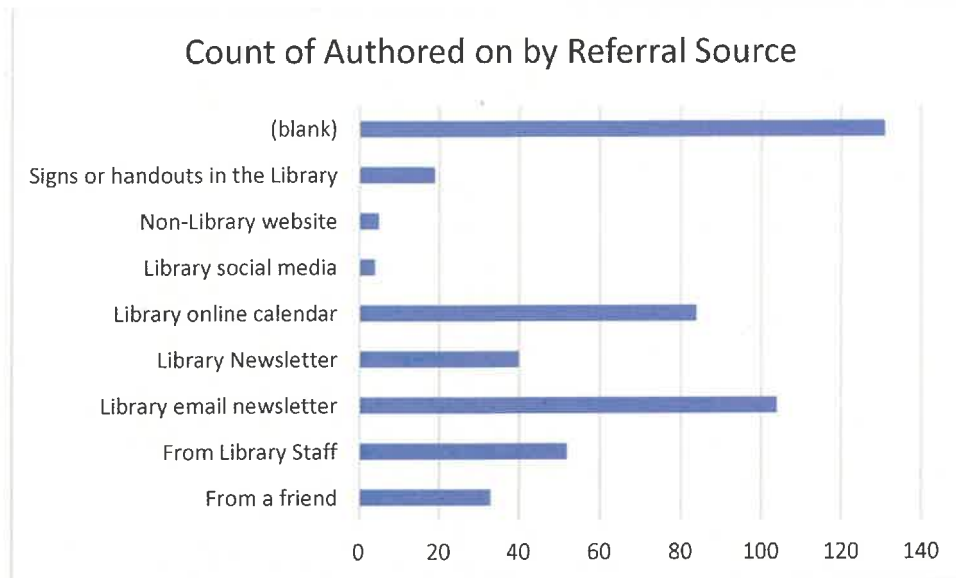
- SHRM Webcast- Creating Culture (1 hour)
- Paylocity- Going Deeper with DE & I/ other trainings added up (3 hours total)
- SHRM Webcast- Mandatory Federal Posting Change and 2023 Labor Law Updates (1 hour)
- SHRM Webcast- Compliance at Year End (1 hour)
- SHRM Webcast- Building a Healthy Organization (1 hour)
- SHRM Webcast- 7 Generations in the Workplace (1 hour)
- GovDoc Meeting (45 minutes)
- Training with Laura Hays on CSPL Calendar (1 hour)
- SHRM Webcast- Evidence Based Ways to Strengthen Your Culture (37 minutes)
- SHRM Webcast- What Employees Want (64 minutes)

Compensation

- Evaluating part-time employee benefits in comparison to competing libraries

Marketing Report: Mikayla Frigo

November 2022



- **Promotions resulted in 345 event registrations**
- Attended ALA Seminar for Signage
- Watched Social Media Strategy Webinar
- Created and ordered 46 new shelf signs
- Streamlined shelf ordering process with Adult and Youth Services
- Created pamphlet handout for printing instructions for patrons.
- Created Signage for "How to Print".
- Edited and published Library Market events.
- 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: 2,904

Reach: 9.6K

Reach

Post reach ⓘ

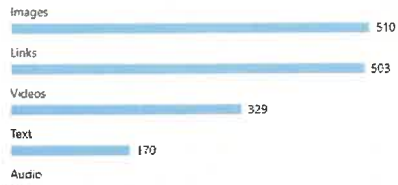
9.6K ↓ 21.8%

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



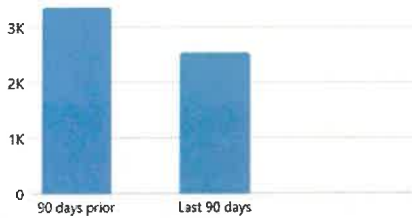
Engagement: 2.5K

Engagement

Post reactions, comments and shares ⓘ

2.5K ↓ 24.4%

Total from last 90 days vs 90 days prior



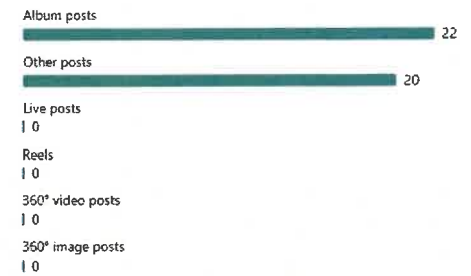
Median post reactions, comments and shares per media type ⓘ

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



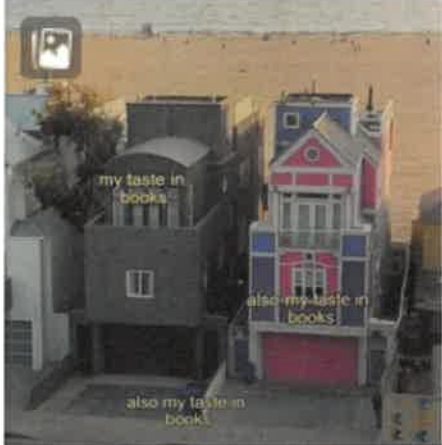


Top 3 Reach Posts in November



People Reached: 2,332 Engagements: 34	People Reached: 958 Engagements: 21	People Reached: 918 Engagements: 20
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Top 3 Engagement Posts in November

		
People Reached: 850 Engagements: 84	People Reached: 683 Engagements: 56	People Reached: 776 Engagements: 42

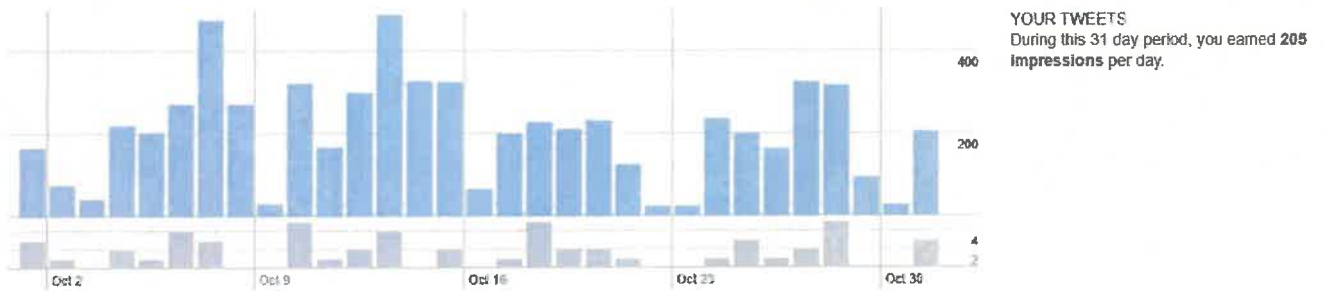
Twitter

Followers: 1,603

Total Impressions: 6.4k

Impressions from November

Your Tweets earned 6.4K impressions over this 31 day period

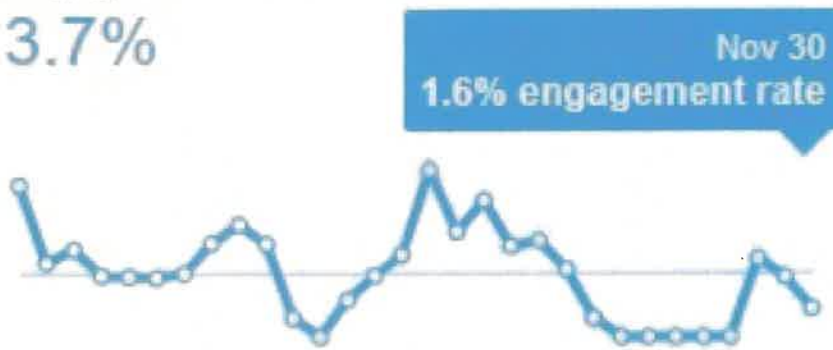


Total Engagements: 240




Engagements for November

Engagement rate

3.7%



Top 3 tweets from November

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<p>Carol Stream Public Library @CarolStreamPL Nov 30 Seems Youtube is currently down, but as a friendly reminder your library is here for your streaming needs.</p> <p>We provide complimentary access to @hooplaDigital with your library card which includes movies, TV shows, music, and more! #YoutubeDown #library pic.twitter.com/AmOkROtm76</p> <p>View Tweet activity</p>			1,068	14	1.3%
	<p>Carol Stream Public Library @CarolStreamPL Nov 20 We thought this was a fun and thoughtful dedication by @MikeStackpole and FASA Corp. found inside Battletech: Lethal Heritage published in 1989. #librarylife #battletech pic.twitter.com/4FRh1hPuoy</p> <p>View Tweet activity</p>			798	90	11.3%
	<p>Carol Stream Public Library @CarolStreamPL Nov 8 If you are interested in a different kind of voting today, consider voting for the Teen's Tiny Art Show. All last month the teens painted artwork on tiny canvases and now we need three winners.</p> <p>So please stop by and drop a vote until November 28th! #CarolStream #Teens #Art pic.twitter.com/vmZcbpSQMs</p> <p>View Tweet activity</p>			353	16	4.5%

Promotional Emails

November 3rd	New Events in November	Open rate: 35.8%	Click rate: 2.5%
November 10th	Library Fun at Home!	Open rate: 35.1%	Click rate: 2.5%
November 17th	Enjoy the Library's Resources!	Open rate: 34.7%	Click rate: 1.9%
November 24	Happy Thanksgiving!	Open rate: 34.8%	Click rate: 0.8%

Marketing Report: Mikayla Frigo

December 2022



Promotions resulted in 345 event registrations

- Edited and translated 1000 Books Booklet to Spanish
- Created signage for study room guidelines
- Created and updated end of aisle signs for adult nonfiction & teens
- Created business resource cards for adult services
- Created handout for business resources
- Created Signage for severe weather closing
- Trained on how to use the outdoor sign
- Helped to organize promotional information and supplies to represent the Library at Carol Stream's community Christmas Tree Lighting event
- Produced January and February Print Newsletter.
- Produced graphics for TV displays to promote the library's resources, upcoming events, and reading challenges.
- Produced 6 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: 2,904

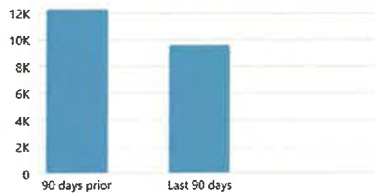
Reach: 9.6 K

Reach

Post reach ⓘ

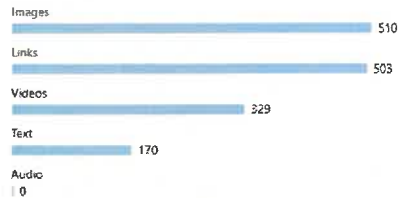
9.6K ↓ 21.8%

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: 2.5K

Engagement

Post reactions, comments and shares ⓘ

2.5K ↓ 24.4%

Total from last 90 days vs 90 days prior



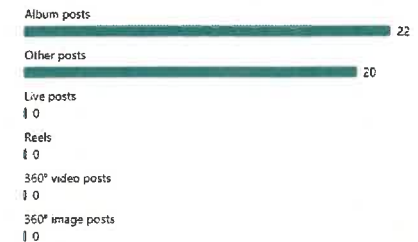
Median post reactions, comments and shares per media type ⓘ

For posts created in the last 90 days

No Activity During Selected Date Range
Please select a different date range and try to load your report again.

Median post reactions, comments and shares per content format ⓘ

For posts created in the last 90 days



Top Three Reach Posts from December



People Reached: 1,704
Engagements: 48



People Reached: 1,320
Engagements: 79



People Reached: 1,115
Engagements: 66

Top Three Engagement Posts from December

		
<p>People Reached: 1,704 Engagements: 48</p>	<p>People Reached: 983 Engagements: 65</p>	<p>People Reached: 1,048 Engagements: 70</p>

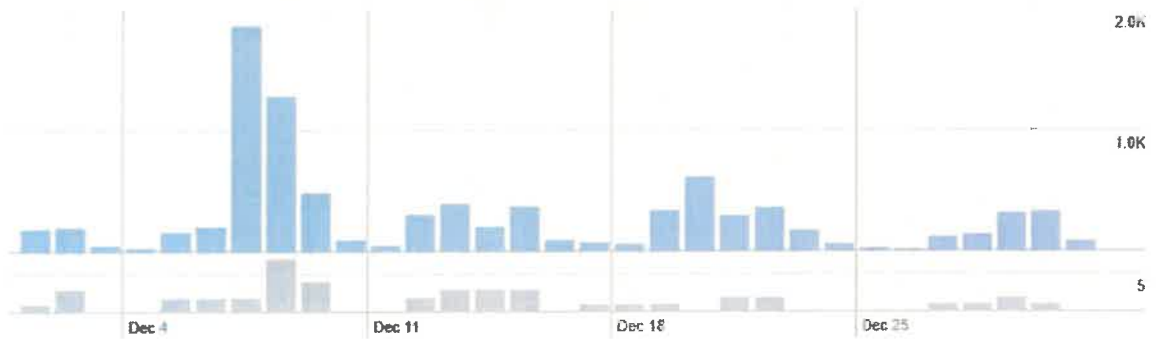
Twitter

Followers: 1,603

Total Impressions: 9.1k

Impressions from December

Your Tweets earned 9.1K impressions over this 31 day period



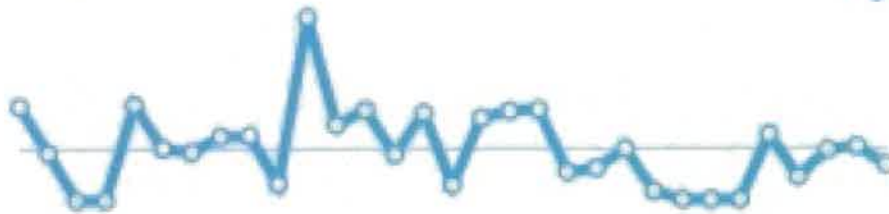
Total Engagements: 287

Engagements for December




Engagement rate

3.2%

Dec 31
2.2% engagement rate



Top 3 tweets from December

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Carol Stream Public Library @CarolStreamPL · Dec 7 #amazondown??? But where can we find the latest books, movies, music, and more!!! #librarylife pic.twitter.com/xDjjG7EezV View Tweet activity			2,898	92	3.2%
	Carol Stream Public Library @CarolStreamPL · Dec 19 Happy 25th Birthday, Titanic the movie. Released in the United States on December 19th, 1997. With a 3 hr. and 15 minute runtime. #TitanicMovie #Titanic25 #Titanic pic.twitter.com/YGgAVbhxQg View Tweet activity			1,077	36	3.3%
	Carol Stream Public Library @CarolStreamPL · Dec 12 This librarian attended the @CandgnyPark Lego Train show this past weekend. In addition to the trains and elaborate scenery, some other custom design Legos were on display as well like this rockin' Arwing! (1/2) #Arwing #StarFox #Lego pic.twitter.com/RqHHWq2tZk View Tweet activity			378	13	3.4%

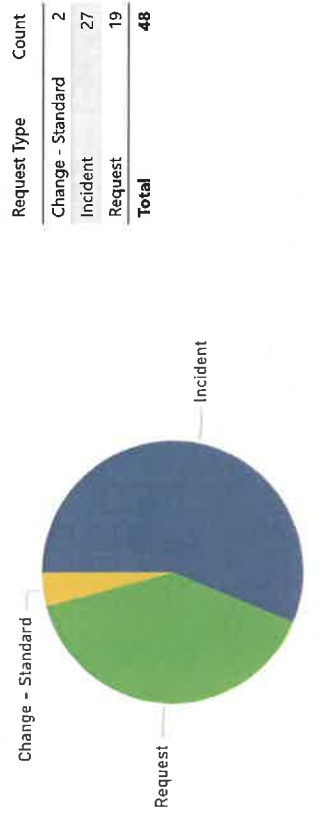
Promotional Emails

December 1 st	Holiday Events, Cozy Reads and More	Open rate: 34.1%	Click rate: 1.7%
December 8 th	End of the Year Fun!	Open rate: 34.5%	Click rate: 2.0%
December 15 th	'Tis the Season for Holiday Fun with the Library!	Open rate: 35.4%	Click rate: 1.9%
December 21 st	Weather Closure	Open rate: 39.8%	Click rate: 0.2%
December 22 nd	Happy Holidays from the Library!	Open rate: 35%	Click rate: 1.1%
December 29 th	Happy New Year from the Library!	Open rate: 35.5%	Click rate: 1.5%

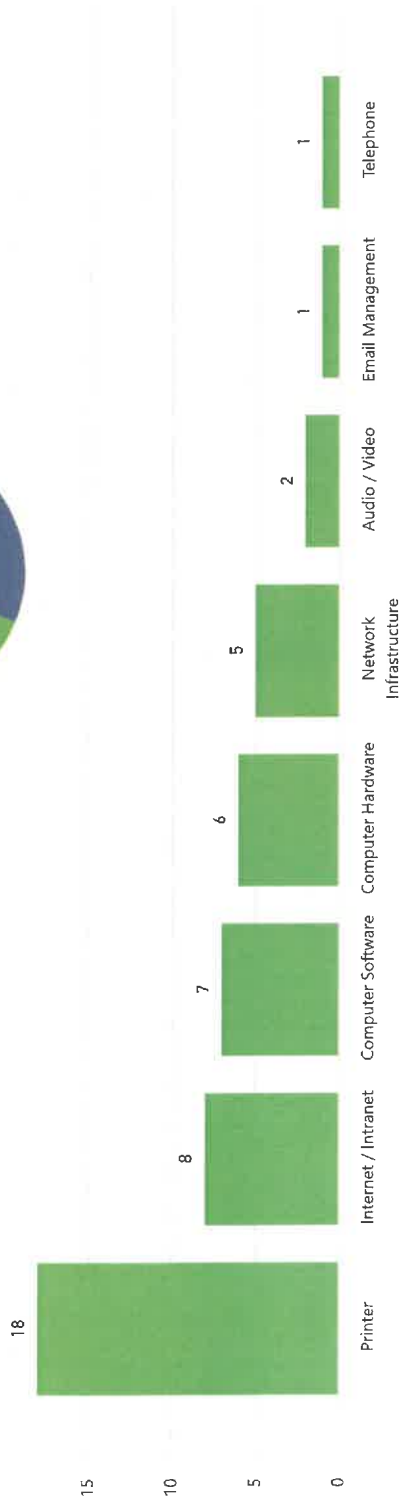
Report Range 11/1/2022 11/30/2022

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
Audio / Video	2
Computer Hardware	6
Computer Software	7
Email Management	1
Internet / Intranet	8
Network Infrastructure	5
Printer	18
Telephone	1
Total	48



Tickets Types

Definitions:

- Requests** - A request is a request for a service. This may include a printer setup, assistance with an application.
- Incident** - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.
- Problem** - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.
- Problem - Known** - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.



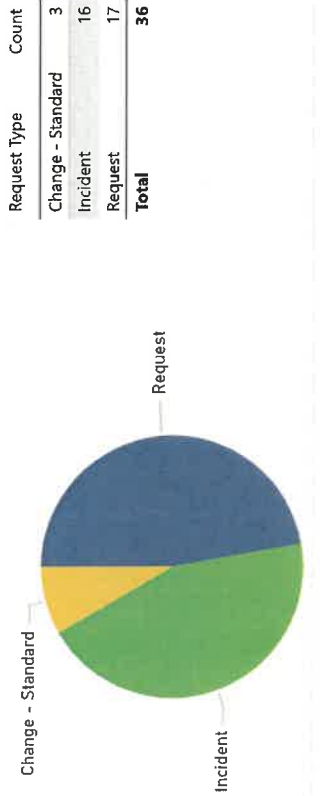
Monthly Report of IT Service

Report Range 12/1/2022 12/31/2022

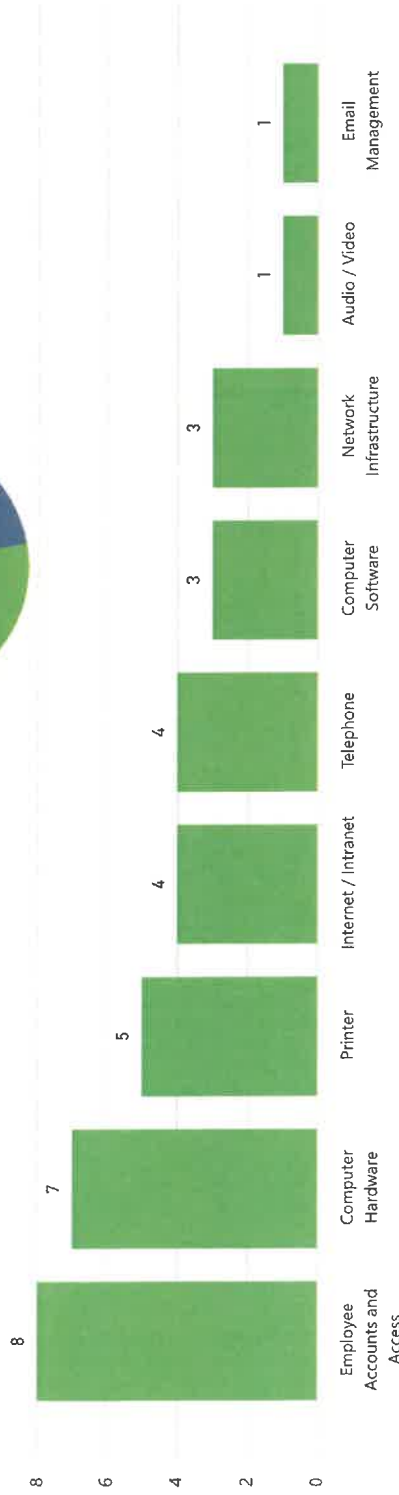
Support Tickets 36

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
Audio / Video	1
Computer Hardware	7
Computer Software	3
Email Management	1
Employee Accounts and Access	8
Internet / Intranet	4
Network Infrastructure	3
Printer	5
Telephone	4
Total	36



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.