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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: February 15, 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. ADOPTION OF THE CONSENT AGENDA*

6. APPROVAL OF MINUTES

6.1 Minutes of the Regular Board Meeting of January 18, 2023

7. MONTHLY REPORTS OF THE TREASURER

7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2023

8. COMMITTEE REPORTS

8.1 Human Resources Committee

9. NEW BUSINESS

9.1 Recommendation, Re: Approval of the Library Job Descriptions Revisions

9.2 Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure, effective January 1, 2023

9.3 Recommendation, Re: Approval of Staff Merit Increases for FY23/24

10. DISBURSEMENTS

10.1 Approval of Disbursements of January 1-31, 2023 plus the Addendum for the Meeting of February 15, 2023

11. REPORT OF THE LIBRARY DIRECTOR

12. MONTHLY STAFF REPORTS

13. UNFINISHED BUSINESS

None

14. BOARD MEMBER REPORTS

15. 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: January 18, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: Trustees Hudspeath and Leszczewicz

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

4. PUBLIC PARTICIPATION – None

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. CONSENT AGENDA

Trustee Larimer moved and Trustee Olson seconded the establishment of a Consent Agenda for the Regular Meeting of January 18, 2023. Motion approved.

Ayes 5 Trustees Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

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

Ayes 5 Trustees Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

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

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

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

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

6.5 Recommendation, Re: Approval of Complete Cleaning Contract Renewal

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

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

Ayes 5 Trustees Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

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

Recommendation, Re: Approval of 2023 Per Capita Grant Application

Background Information:

The Per Capita funds received by the Library are used towards the purchase of the Library’s online database subscriptions.

Recommendation, Re: Approval of Complete Cleaning Contract Renewal

Background Information:

The Library’s cleaning service company, Complete Cleaning, increased their fees to cover their increased employment and product costs. The Library renewed the 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.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of November 1-30, 2022 and December 1-31, 2022 plus the Addendum for the Meeting of January 18, 2023 in the amount of \$253,043.89.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of 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

Trustee Lynch moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve 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. Motion approved.

Ayes 5 Trustees Rogers, Olson, Patel, Larimer and Lynch
Nays 0
Absent..... Trustees Hudspeath and Leszczewicz

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.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustee Rogers asked about the new IMRF rate for the pension plan. The plans rate for employer contribution is adjusted each January. The change in rate is based upon the plans financial performance. For 2023 the rate was decreased by 2.86%. The Trustees congratulated the employees that reached milestone anniversaries in 2022.

9. MONTHLY STAFF REPORTS

Assistant Director Laura Hays shared that Chef Maddox would be presenting a program this spring sponsored by the Friends of the Library. Adult Services department staff has been working with the Glenbard Transition students and the AIMS and PASS students, hosting monthly visits and activities. A small mini-golf course was set-up for teens to enjoy during the winter break. Human Resources is researching part-time benefits to see how Carol Stream compares to other libraries part-time benefits.

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10. EXECUTIVE SESSION

Trustee Olson moved and Trustee Larimer seconded that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) for the review of minutes. Motion approved.

Ayes 5 Trustees Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

Accordingly, the Meeting was closed to the public at 7:16 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:29 p.m.

Secretary Patel called the roll.

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

Absent: Trustees Hudspeath and Leszczewicz

10.1 Approval of the Executive Session Minutes of July 20, 2022

Trustee Lynch moved and Trustee Patel seconded that the Board of Library Trustees approve the Executive Session minutes of July 20, 2022 and that they remain closed at this time. Motion approved.

Ayes 3 Trustees Rogers, Patel and Lynch

Nays 0

Abstain 2 Trustees Larimer and Olson

Absent..... Trustees Hudspeath and Leszczewicz

10.2 Approval of the Executive Session Minutes of October 19, 2022

Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees approve the Executive Session minutes of October 19, 2022 and that they remain closed at this time. Motion approved.

Ayes 4 Trustees Rogers, Olson, Patel and Lynch

Nays 0

Abstain 1 Trustee Larimer

Absent..... Trustees Hudspeath and Leszczewicz

10.3 Approval of the Executive Session Minutes of January 4, 2023

Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees approve the Executive Session minutes of January 4, 2023 and that they remain closed at this time. Motion approved.

Ayes 5 Trustees Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

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

Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees approve the release of the Executive Session minutes of March 7, 2022 and a partial release of the March 16, 2022 Executive Session minutes of the HR Committee Meeting and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 5 Trustees Rogers, Olson, Patel, Larimer and Lynch

Nays 0
Absent..... Trustees Hudspeath and Leszczewicz

11. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:33 p.m.

February 15, 2023
Date approved

Mansi Patel, Secretary for the Board of Library Trustees

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**Carol Stream Public Library
Treasurer's Report
Month Ending January 31, 2023**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 1,098,377.75	\$ 3,108,371.56
Working Cash	51,001.33	791.81	51,793.14
FICA	94,437.66	19,311.78	113,749.44
IMRF	96,867.26	19,459.17	116,326.43
Liability Insurance	12,750.82	(3,598.92)	9,151.90
Audit	6,827.41	(363.91)	6,463.50
Capital Maintenance & Repair	1,593,709.55	(27,522.31)	1,566,187.24
Building Renovation Loan	<u>3,536.59</u>	<u>(812.43)</u>	<u>2,724.16</u>
TOTAL ALL FUNDS	<u>\$ 3,869,124.43</u>	<u>\$ 1,105,642.94</u>	<u>\$ 4,974,767.37</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 1/31/23

Nancy Olson, Board Treasurer 1/31/23

Susan Westgate, Library Director 1/31/23

**Carol Stream Public Library
Treasurer's Report
Month Ending January 31, 2023**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 1,076,836.09
OLD SECOND BANK	PAYROLL	79,299.91
OLD SECOND BANK-MONEY MARKET	INVESTMENT	740,656.66
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,076,372.53
PROPAY	ELECTRONIC	518.71
ASPEN/PAYPAL	ELECTRONIC	313.47
CASH BANK	CASH DRAWER	<u>770.00</u>
TOTAL		<u>\$ 4,974,767.37</u>

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CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JANUARY 31, 2023

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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 January 31, 2023 and December 31, 2022, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date January 31, 2023, 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

February 2, 2023

Carol Stream Public Library

Combined Statements of Assets, Liabilities and Fund Balances

Modified Cash Basis - All Funds

	<u>Jan 31, 23</u>	<u>Dec 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	1,076,836.09	1,221,362.14	-144,526.05
10-1008 · Old Second Payroll Account	79,299.91	83,066.16	-3,766.25
10-1014 · Illinois Funds-Prime	3,076,372.53	3,065,390.84	10,981.69
10-1024 · Old Second Money Market Acct	740,656.66	903,706.85	-163,050.19
10-1025 · ProPay	518.71	541.05	-22.34
10-1026 · Cash Bank	770.00	770.00	0.00
10-1027 · Aspen/Paypal	313.47	131.32	182.15
10-1090 · Allocated Cash-General Fund	-1,866,395.81	-1,890,189.74	23,793.93
Total 10-1000 · Library Fund Cash	<u>3,108,371.56</u>	<u>3,384,778.62</u>	<u>-276,407.06</u>
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,793.14	51,646.53	146.61
30-1190 · Allocated Cash-FICA Fund	113,749.44	126,210.03	-12,460.59
40-1090 · Allocated Cash-IMRF Fund	116,326.43	131,073.24	-14,746.81
50-1090 · Allocated Cash-Liability Fund	9,151.90	7,936.19	1,215.71
60-1090 · Allocated Cash-Audit Fund	6,463.50	6,443.87	19.63
70-1090 · Allocated Cash-Capital R&M Fund	1,566,187.24	1,564,165.89	2,021.35
80-1090 · Allocated Cash-Debt Service	2,724.16	2,713.99	10.17
Total 1190 · Allocated Cash-Fund Balances	<u>1,866,395.81</u>	<u>1,890,189.74</u>	<u>-23,793.93</u>
Total Checking/Savings	<u>4,974,767.37</u>	<u>5,274,968.36</u>	<u>-300,200.99</u>
Total Current Assets	<u>4,974,767.37</u>	<u>5,274,968.36</u>	<u>-300,200.99</u>
TOTAL ASSETS	<u><u>4,974,767.37</u></u>	<u><u>5,274,968.36</u></u>	<u><u>-300,200.99</u></u>
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	2,009,993.81	2,009,993.81	0.00
20-2900 · Fund Balance-Working Cash	51,001.33	51,001.33	0.00
30-2900 · Fund Balance-FICA Fund	94,437.66	94,437.66	0.00
40-2900 · Fund Balance-IMRF Fund	96,867.26	96,867.26	0.00
50-2900 · Fund Balance-Liability	12,750.82	12,750.82	0.00
60-2900 · Fund Balance-Audit	6,827.41	6,827.41	0.00
70-2900 · Fund Balance-Capital R&M	1,593,709.55	1,593,709.55	0.00
80-2900 · Fund Balance-Debt Service	3,536.59	3,536.59	0.00
Total 2900 · Beginning Fund Balances	<u>3,869,124.43</u>	<u>3,869,124.43</u>	<u>0.00</u>
Net Income	<u>1,105,642.94</u>	<u>1,405,843.93</u>	<u>-300,200.99</u>
Total Equity	<u>4,974,767.37</u>	<u>5,274,968.36</u>	<u>-300,200.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,974,767.37</u></u>	<u><u>5,274,968.36</u></u>	<u><u>-300,200.99</u></u>

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

	Jan 23	May'22 - Jan 23	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	0.00	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	0.00	3,736,507.82	3,745,461.00	99.76%
3100 · PPR Taxes	8,243.66	99,585.58	50,000.00	199.17%
3200 · Interest Income				
3201 · Interest Income Taxes	0.00	332.29	500.00	66.46%
3202 · Interest Income Investments	11,122.36	60,068.73	8,100.00	741.59%
Total 3200 · Interest Income	11,122.36	60,401.02	8,600.00	702.34%
3300 · Patron Payments				
3301 · Fines & Fees	850.19	3,435.59	6,000.00	57.26%
3302 · Public Copy Payments	929.68	7,144.54	6,000.00	119.08%
3303 · Non-Resident Card Fees	306.49	3,780.12	2,000.00	189.01%
3304 · Sale Items	0.00	0.00	500.00	0.0%
3300 · Patron Payments - Other	1,559.98	1,559.98		
Total 3300 · Patron Payments	3,646.34	15,920.23	14,500.00	109.8%
3400 · Donations	20.00	2,710.00	5,000.00	54.2%
3500 · Developer Contributions	0.00	0.00	500.00	0.0%
3600 · RBP/ILL Reimbursements	0.00	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	185.73	926.89	2,500.00	37.08%
Total Income	23,218.09	3,974,933.05	3,886,861.00	102.27%
Gross Profit	23,218.09	3,974,933.05	3,886,861.00	102.27%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	69,433.42	501,373.86	643,000.00	77.97%
5102 · Non-Exempt Staff Salaries	94,948.84	896,317.80	1,320,000.00	67.9%
5103 · Custodial Salaries	6,185.42	59,890.76	89,000.00	67.29%
5105 · Professional Education	2,903.00	6,976.94	15,000.00	46.51%
5106 · Membership	677.00	2,769.00	4,000.00	69.23%
5107 · Life Insurance	84.84	1,342.67	2,000.00	67.13%
5108 · Health Insurance	16,551.20	161,688.48	230,000.00	70.3%
5109 · Benefits, other	108.35	2,407.69	3,000.00	80.26%
5110 · Trustee Development	0.00	47.80	3,500.00	1.37%
Total 5100 · Salaries	190,892.07	1,632,815.00	2,309,500.00	70.7%
5200 · Plant Maint.				
5201 · Supplies	1,864.79	9,890.01	15,000.00	65.93%
5202 · Maintenance/Repair	290.00	3,264.87	10,000.00	32.65%
5203 · Maintenance Contracts	4,140.59	38,930.63	52,400.00	74.3%
5204 · Landscape Maintenance/Snow Remo	1,149.00	10,785.13	15,000.00	71.9%
5205 · Furniture/Equipment	0.00	872.97	7,000.00	12.47%

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

	Jan 23	May'22 - Jan 23	Annual Budget	% of Budget
5206 · Electric-Comm Edison	18,753.68	31,651.39	47,000.00	67.34%
5207 · Water/Sewer	133.99	4,844.16	8,000.00	60.55%
5208 · Insurance (Property)	0.00	8,895.00	11,000.00	80.86%
5200 · Plant Maint. - Other	-31.96	0.00		
Total 5200 · Plant Maint.	26,300.09	109,134.16	165,400.00	65.98%
5300 · Business Exp.				
5301 · Postage	275.00	283.69	3,000.00	9.46%
5302 · Office & Equipment Supplies	192.38	5,223.61	7,000.00	74.62%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	2,395.38	12,621.03	18,000.00	70.12%
5305 · Mileage Reimbursement	51.75	407.54	1,500.00	27.17%
5306 · Legal Notices	0.00	555.45	600.00	92.58%
5308 · Business Phone	419.75	3,719.75	6,000.00	62.0%
5309 · Accounting Service	1,150.00	10,250.00	14,500.00	70.69%
5310 · Material Recovery Fees	167.45	1,034.25	1,000.00	103.43%
5311 · Payroll Service	373.51	5,232.20	7,000.00	74.75%
5312 · Attorney Fees	281.25	941.25	6,000.00	15.69%
5315 · Other Expenditures	109.53	1,012.13	6,000.00	16.87%
5317 · Bank & Credit Card Fees	3.43	133.47	100.00	133.47%
5319 · Security Service	0.00	1,116.72	20,000.00	5.58%
5320 · Donation Recd Expense	0.00	978.12	5,000.00	19.56%
5321 · Human Resources	2,160.08	14,883.52	14,000.00	106.31%
Total 5300 · Business Exp.	7,579.51	60,787.15	111,700.00	54.42%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	54.99	5,216.83	10,000.00	52.17%
5402 · ISP and Web page hosting	975.00	11,694.30	14,000.00	83.53%
5403 · Computer Software	697.60	6,727.87	6,000.00	112.13%
5404 · Tech Support & Repair	1,491.86	21,709.94	20,000.00	108.55%
5405 · Technical Services Supplies	838.40	2,550.50	4,000.00	63.76%
5406 · Circulation Supplies	0.00	2,481.85	4,000.00	62.05%
5408 · Tech Serv Online Resources	2,119.00	2,119.00	15,000.00	14.13%
5409 · RBP/ILL Expenses	0.00	575.69	500.00	115.14%
5410 · SW AN Consortium	11,635.75	34,907.25	47,000.00	74.27%
5411 · Village IT Services	8,176.13	73,585.17	102,000.00	72.14%
Total 5400 · Automat. & Dept. Oper.	25,988.73	161,568.40	222,500.00	72.62%
5500 · Services				
5501 · Youth Services Programs	1,403.88	23,762.43	32,000.00	74.26%
5503 · Adult/Teen Programs	2,612.88	17,417.07	25,000.00	69.67%
5505 · Library Newsletter	7,590.00	20,615.90	38,400.00	53.69%
5509 · Library Publicity and Promotion	992.71	12,759.29	20,000.00	63.8%
5500 · Services - Other	-13.41	0.00		
Total 5500 · Services	12,586.06	74,554.69	115,400.00	64.61%
5600 · Collection				
5601 · Youth Services Books	5,143.91	26,126.33	55,000.00	47.5%
5606 · Youth Services Media	1,915.09	10,006.82	20,000.00	50.03%
5630 · Adult Books	7,295.66	46,712.37	72,000.00	64.88%

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

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	Jan 23	May'22 - Jan 23	Annual Budget	% of Budget
5634 · Online Resources	0.00	0.00	30,000.00	0.0%
5635 · Magazines & Newspapers	610.51	10,613.85	12,000.00	88.45%
5637 · Adult Media	2,120.68	17,910.63	40,000.00	44.78%
5651 · Digital Media	5,270.29	69,585.05	110,000.00	63.26%
5652 · Grant/Award Expense	7,018.23	60,896.97	58,800.00	103.57%
Total 5600 · Collection	29,374.37	241,852.02	397,800.00	60.8%
6600 · Payroll Expenses				
6610 · FICA Expense	12,732.06	107,450.13	160,000.00	67.16%
6620 · Illinois Municipal Retirement F	15,025.27	156,907.44	230,000.00	68.22%
Total 6600 · Payroll Expenses	27,757.33	264,357.57	390,000.00	67.78%
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	97.80	3,557.20	3,000.00	118.57%
7103 · Unemployment Compensation Insur	283.12	929.00	5,000.00	18.58%
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	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	0.00	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	2,560.00	22,043.85	30,000.00	73.48%
7509 · Security Upgrades	0.00	0.00	4,000.00	0.0%
Total 7500 · Special Capital Projects	2,560.00	22,043.85	309,000.00	7.13%
8000 · Debt Repayment Expense	0.00	234,461.01	234,461.00	100.0%
Total Expense	323,419.08	2,869,290.11	4,469,861.00	64.19%
Net Ordinary Income	-300,200.99	1,105,642.94	-583,000.00	-189.65%
Net Income	-300,200.99	1,105,642.94	-583,000.00	-189.65%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jan 23	May '22 - Jan 23	Jan 23	May '22 - Jan 23	Jan 23	May '22 - Jan 23
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	3,171,137.49	0.00	0.00	0.00	125,284.63
3100 · PPR Taxes	8,243.66	99,585.58	0.00	0.00	0.00	0.00
3200 · Interest Income	5,778.02	31,487.45	146.61	791.81	271.47	1,477.28
3300 · Patron Payments	2,086.36	14,360.25	0.00	0.00	0.00	0.00
3400 · Donations	20.00	2,710.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	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	185.73	926.89	0.00	0.00	0.00	0.00
Total Income	16,313.77	3,379,089.17	146.61	791.81	271.47	126,761.91
Gross Profit	16,313.77	3,379,089.17	146.61	791.81	271.47	126,761.91
Expense						
5100 · Salaries	190,892.07	1,632,815.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	26,300.09	109,134.16	0.00	0.00	0.00	0.00
5300 · Business Exp.	7,579.51	60,787.15	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	25,988.73	161,568.40	0.00	0.00	0.00	0.00
5500 · Services	12,586.06	74,554.69	0.00	0.00	0.00	0.00
5600 · Collection	29,374.37	241,852.02	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	12,732.06	107,450.13
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	292,720.83	2,280,711.42	0.00	0.00	12,732.06	107,450.13
Net Ordinary Income	-276,407.06	1,098,377.75	146.61	791.81	-12,460.59	19,311.78
Net Income	-276,407.06	1,098,377.75	146.61	791.81	-12,460.59	19,311.78

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Jan 23	May '22 - Jan 23	Jan 23	May '22 - Jan 23	Jan 23	May '22 - Jan 23
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	174,847.18	0.00	20,651.50	0.00	11,014.12
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	278.46	1,519.43	36.65	199.80	19.63	106.97
3300 · Patron Payments	0.00	0.00	1,559.98	1,559.98	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	278.46	176,366.61	1,596.63	22,411.28	19.63	11,121.09
Gross Profit	278.46	176,366.61	1,596.63	22,411.28	19.63	11,121.09
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	15,025.27	156,907.44	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	97.80	3,557.20	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	283.12	929.00	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	15,025.27	156,907.44	380.92	26,010.20	0.00	11,485.00
Net Ordinary Income	-14,746.81	19,459.17	1,215.71	-3,598.92	19.63	-363.91
Net Income	-14,746.81	19,459.17	1,215.71	-3,598.92	19.63	-363.91

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL
	Jan 23	May '22 - Jan 23	Jan 23	May '22 - Jan 23	
Ordinary Income/Expense					
Income					
3000 · Property Taxes	0.00	0.00	0.00	233,572.90	0.00
3100 · PPR Taxes	0.00	0.00	0.00	0.00	8,243.66
3200 · Interest Income	4,581.35	24,742.60	10.17	75.68	11,122.36
3300 · Patron Payments	0.00	0.00	0.00	0.00	3,646.34
3400 · Donations	0.00	0.00	0.00	0.00	20.00
3600 · RBP/LL Reimbursements	0.00	0.00	0.00	0.00	0.00
3700 · Grants	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	185.73
Total Income	4,581.35	24,742.60	10.17	233,648.58	23,218.09
Gross Profit	4,581.35	24,742.60	10.17	233,648.58	23,218.09
Expense					
5100 · Salaries	0.00	0.00	0.00	0.00	190,892.07
5200 · Plant Maint.	0.00	0.00	0.00	0.00	26,300.09
5300 · Business Exp.	0.00	0.00	0.00	0.00	7,579.51
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	25,988.73
5500 · Services	0.00	0.00	0.00	0.00	12,586.06
5600 · Collection	0.00	0.00	0.00	0.00	29,374.37
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	27,757.33
7101 · Liability Insurance	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	97.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	283.12
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	30,221.06	0.00	0.00	0.00
7500 · Special Capital Projects	2,560.00	22,043.85	0.00	0.00	2,560.00
8000 · Debt Repayment Expense	0.00	0.00	0.00	234,461.01	0.00
Total Expense	2,560.00	52,264.91	0.00	234,461.01	323,419.08
Net Ordinary Income	2,021.35	-27,522.31	10.17	-812.43	-300,200.99
Net Income	2,021.35	-27,522.31	10.17	-812.43	-300,200.99

**Carol Stream Public Library
Pay Grade Structure
Based on a 37.5 Hour Workweek
Effective: January 1, 2023**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
20	NE	Materials Clerk	\$25,350	\$27,419	\$32,903
	NE	Library Clerk	\$13.00	\$14.06	\$16.87
21	NE	Custodian	\$25,350	\$30,385	\$36,462
			\$13.00	\$15.58	\$18.70
22	NE	Patron Services Clerk	\$26,937	\$33,672	\$40,406
			\$13.81	\$17.27	\$20.72
23	NE	Patron Services Coordinator	\$29,851	\$37,314	\$44,777
	NE	Facilities Monitor	\$15.31	\$19.14	\$22.96
	NE	Inter-Library Loan Clerk			
	NE	Technical Services Assistant			
24	NE	Acquisitions Associate	\$33,080	\$41,350	\$49,620
	NE	Youth Services Associate/Adult Services Associate	\$16.96	\$21.21	\$25.45
25	NE	Cataloging and Acquisitions Associate	\$36,659	\$45,823	\$54,988
	NE	Business Operations Assistant	\$18.80	\$23.50	\$28.20
	NE	Facility Technician			
26		Hold for Future Use	\$40,624	\$50,780	\$60,936
			\$20.83	\$26.04	\$31.25
27	E	Human Resources Administrator	\$45,018	\$56,273	\$67,528
	NE	Bilingual Spanish/English Youth Services Librarian	\$23.09	\$28.86	\$34.63
	NE	Marketing Coordinator			
	NE	Youth Services Librarian/Adult Services Librarian			
28	E	Youth Services Assistant Manager	\$49,888	\$62,360	\$74,832
			\$25.58	\$31.98	\$38.38
29		Hold for Future Use	\$55,285	\$69,106	\$82,927
			\$28.35	\$35.44	\$42.53
30	E	Adult Services Manager	\$61,265	\$76,581	\$91,897
	E	Patron Services Manager	\$31.42	\$39.27	\$47.13
	E	Youth Services Manager			
31		Hold for Future Use	\$67,892	\$84,865	\$101,838
			\$34.82	\$43.52	\$52.22
32	E	Assistant Library Director	\$75,236	\$94,045	\$112,854
			\$38.58	\$48.23	\$57.87
LD	E	Library Director	\$104,677	\$130,846	\$157,016
			\$53.68	\$67.10	\$80.52

Carol Stream Public Library
Expenses by Vendor Detail
 January 2023

9:49 AM

02/06/2023

Accrual Basis

Amount

ABC Parade Floats

Total ABC Parade Floats

Adult Reading Round Table

Total Adult Reading Round Table

AMAZON/SYNCB

Date	Num	Memo	Account	Amount
01/25/2023		Inv. #2408 - Independence Day Parade Float	5509 · Library Publicity and Promotion	-672.00
01/25/2023		Mbrship. Renewal - S. Kovac	5106 · Membership	-15.00
01/03/2023		LEGO Arch. NYC	5503 · Adult/Teen Programs	-52.25
01/03/2023		Study Room Supplies	5302 · Office & Equipment Supplies	-47.13
01/03/2023		NaNoWriMo Library Crawl Amazon GC	5503 · Adult/Teen Programs	-100.00
01/12/2023		Inv. #958333777837	5630 · Adult Books	-23.97
01/12/2023		Inv. #BriPlcwlJQQ	5630 · Adult Books	-93.19
01/12/2023		Inv. #CdbjfkZjVvoh	5501 · Youth Services Programs	-12.99
01/12/2023		Inv. #CHVyeOsMysve	5501 · Youth Services Programs	-25.98
01/12/2023		Inv. #TmKAFegEWjnO	5201 · Supplies	-64.91
01/12/2023		Inv. #BruHyxnljEgY	5201 · Supplies	-47.97
01/12/2023		Inv. #mgUVPMkHgiqp	5401 · Automation Hardware	-54.99
01/12/2023		Inv. #BeGkaMjSDXkl	5503 · Adult/Teen Programs	-38.98
01/12/2023		Inv. #CtqWhYnFAGXP	5503 · Adult/Teen Programs	-110.43
01/12/2023		Inv., #bQXZvTmjBJnk	5637 · Adult Media	-54.50
01/12/2023		Inv. #ByCxBMcrglpO	5501 · Youth Services Programs	-29.87
01/12/2023		Inv. #ByjNkuBzheAi	5637 · Adult Media	-54.66
01/12/2023		Inv. #CimNBX-HfwdWR	5501 · Youth Services Programs	-98.35
01/12/2023		Inv. #REIEmlGIDkLi	5637 · Adult Media	-114.43
01/12/2023		Inv. #YUUJPFdYBNQ	5637 · Adult Media	-84.10
01/12/2023		Inv. #CMhqeUvPUYkt	5637 · Adult Media	-179.96
01/12/2023		Inv. #CxnKZMjVvYbW	5630 · Adult Books	-47.62
01/12/2023		Inv. #WkwvzIFnKsml	5637 · Adult Media	-119.97
01/12/2023		Inv. #BUjBDNqcCtYp	5637 · Adult Media	54.66
01/12/2023		Inv. #BbPyMqDjwPYE	5630 · Adult Books	-55.98
01/12/2023		Inv. #B1qxdWVaohEWB	5630 · Adult Books	-27.98

Date	Num	Memo	Account	Amount
01/12/2023		Inv. #BszDjyrdAWLx	5637 · Adult Media	-54.76
01/25/2023		e-Gift Card for winner of the book club Holiday F 5503 · Adult/Teen Programs		-50.00
				<u>-1,590.31</u>
Total AMAZON/SYNCB				
American Library Association				
01/03/2023		ALA Renewal - L. Wilson	5106 · Membership	-155.00
01/25/2023		Dues Renewal - K. Frye	5106 · Membership	-78.00
				<u>-233.00</u>
Total American Library Association				
American Library Association - Bookstore				
01/25/2023		e-Course: 360* Mktg.- A New Approach for Mod 5105 · Professional Education		-500.00
				<u>-500.00</u>
Total American Library Association - Bookstore				
Ancel Glink, P.C.				
01/16/2023		Statement #94099	5312 · Attorney Fees	-281.25
				<u>-281.25</u>
Total Ancel Glink, P.C.				
ARC1 Electric				
01/16/2023		Inv. #11326	5202 · Maintenance/Repair	-290.00
				<u>-290.00</u>
Total ARC1 Electric				
ATA Group, LLP (Assoc McClure Inserra CPA				
01/16/2023		Inv. #11012	5309 · Accounting Service	-1,150.00
				<u>-1,150.00</u>
Total ATA Group, LLP (Assoc McClure Inserra CPA				
Baker & Taylor				
01/18/2023		Several invoices	5601 · Youth Services Books	-5,143.91
01/18/2023		Several invoices	5630 · Adult Books	-5,789.71
				<u>-10,933.62</u>
Total Baker & Taylor				
Blackstone Library				
01/03/2023		Conan: Blood of the Serpent	5637 · Adult Media	-32.51
				<u>-32.51</u>
Total Blackstone Library				
Bridgeall Libraries Ltd. (Collection HQ)				
01/27/2023		Inv. #SIN006043	5408 · Tech Serv Online Resources	-2,119.00
				<u>-2,119.00</u>
Total Bridgeall Libraries Ltd. (Collection HQ)				
Case Lots, Inc.				
01/16/2023		Inv. #15416	5201 · Supplies	-693.75
				<u>-693.75</u>
Total Case Lots, Inc.				
Cashstar Starbucks Gift				
01/03/2023		NaNoWriMo Write-in Prize	5503 · Adult/Teen Programs	-10.00

Date	Num	Memo	Account	Amount
01/03/2023		NaNoWriMo write-in prize	5503 · Adult/Teen Programs	-10.00
01/03/2023		NaNoWriMo Write-in prize	5503 · Adult/Teen Programs	-10.00
01/03/2023		NaNoWriMo Write-in Prize	5503 · Adult/Teen Programs	-10.00
				<u>-40.00</u>
Total Cashstar Starbucks Gift				
Center Point for Large Print Books				
01/16/2023		Inv. #1980506	5630 · Adult Books	-145.02
				<u>-145.02</u>
Total Center Point for Large Print Books				
Chavez, Monica G.				
01/16/2023		Zero Waste Pgm - 2/8/2023	5503 · Adult/Teen Programs	-250.00
				<u>-250.00</u>
Total Chavez, Monica G.				
Chicago Books and Journals				
01/03/2023		Inv. #BO11684857	5405 · Technical Services Supplies	-13.05
				<u>-13.05</u>
Total Chicago Books and Journals				
Comcast (Biz phone)				
01/16/2023		Inv. #163400634	5308 · Business Phone	-419.75
				<u>-419.75</u>
Total Comcast (Biz phone)				
Comcast (Fiber & Internet)				
01/16/2023		Inv. #163440029	5402 · ISP and Web page hosting	-875.00
				<u>-875.00</u>
Total Comcast (Fiber & Internet)				
ComEd				
01/04/2023	11726	Service From 11/15-12/16/2022	5206 · Electric-Comm Edison	-5,711.81
01/27/2023		Heat Meter Service - 12/16/22 - 1/19/2023	5206 · Electric-Comm Edison	-13,041.87
				<u>-18,753.68</u>
Total ComEd				
Complete Cleaning Co., Inc.				
01/16/2023		Inv. #C22874	5203 · Maintenance Contracts	-2,700.00
				<u>-2,700.00</u>
Total Complete Cleaning Co., Inc.				
Costco				
01/25/2023		Snacks for Binge Boxes	5501 · Youth Services Programs	-88.27
				<u>-88.27</u>
Total Costco				
Dark Sky Association				
01/16/2023		Donation made of behalf of Adam Kreuzer in lieu of 5503 · Adult/Teen Programs		0.00
01/16/2023		Donation made on behalf of Adam Kreuzer for p 5503 · Adult/Teen Programs		-125.00
				<u>-125.00</u>
Total Dark Sky Association				
Demco				

Date	Num	Memo	Account	Amount
01/17/2023		Inv. #7243220	5405 · Technical Services Supplies	-357.38
				-357.38
Total Demco				
Dollar Tree				
01/25/2023		March Make n Take	5503 · Adult/Teen Programs	-90.00
01/25/2023		Wrapping items for staff gifts	5315 · Other Expenditures	-33.75
				-123.75
Total Dollar Tree				
DuPage County Animal Services				
01/16/2023		Inv. #CSPLP2022	5501 · Youth Services Programs	-25.00
				-25.00
Total DuPage County Animal Services				
Faronics				
01/03/2023		Inv. #26654734	5403 · Computer Software	-556.95
01/03/2023		Inv. #26654754	5403 · Computer Software	-25.00
01/25/2023		Tax Refund - Deep Freeze - 49 licenses for Winc	5403 · Computer Software	42.45
01/25/2023		Tax refund - Deep Freeze - 2 Mac licenses	5403 · Computer Software	1.90
				-537.60
Total Faronics				
Findaway World, LLC				
01/16/2023		Inv. #417265	5405 · Technical Services Supplies	-108.67
01/16/2023		Inv. #415546	5606 · Youth Services Media	-203.63
01/16/2023		Inv. #415546	5637 · Adult Media	-262.88
01/16/2023		Inv. #416269	5606 · Youth Services Media	-1,297.91
01/16/2023		Inv. #416611	5405 · Technical Services Supplies	-81.90
				-1,954.99
Total Findaway World, LLC				
Flynn, Eugene				
01/03/2023		Legendary London Pgm. 1/17/23	5503 · Adult/Teen Programs	-200.00
				-200.00
Total Flynn, Eugene				
Fox Valley Fire & Safety Company, Inc.				
01/16/2023		Inv. #IN00572340	7102 · Risk Management expense	-97.80
				-97.80
Total Fox Valley Fire & Safety Company, Inc.				
Fun Express, LLC				
01/03/2023		Feb 2023 Make and Take	5503 · Adult/Teen Programs	-122.22
01/03/2023		Inv. #721165135-01	5501 · Youth Services Programs	-161.82
				-284.04
Total Fun Express, LLC				
Gale/Cengage Learning Inc.				
01/03/2023		Inv. #79767833	5630 · Adult Books	-84.72

Date	Num	Memo	Account	Amount
01/16/2023		Inv. #79721262	5652 · Grant/Award Expense	-4,018.23
				-4,102.95
Total Gale/Cengage Learning Inc. Gamestop.com				
01/25/2023		Xbox 1 video games	5503 · Adult/Teen Programs	-29.73
				-29.73
Total Gamestop.com				
Garvey's Office Products				
01/16/2023		Inv. #PINV2355570	5501 · Youth Services Programs	-205.98
01/16/2023		Inv. #PINV2361391	5501 · Youth Services Programs	-72.88
01/16/2023		Inv. #PINV2361391	5302 · Office & Equipment Supplies	-1.52
01/16/2023		Inv. #PINV2363803	5503 · Adult/Teen Programs	-205.98
01/16/2023		Inv. #PINV2363803	5501 · Youth Services Programs	-102.99
01/16/2023		Inv. #PINV2368125	5405 · Technical Services Supplies	-41.20
01/16/2023		Inv. #PINV2368125	5302 · Office & Equipment Supplies	-100.89
01/16/2023		Inv. #PINV2369223	5302 · Office & Equipment Supplies	-17.35
				-748.79
Total Garvey's Office Products				
Gibbons, Jim				
01/16/2023		Lady Diana Spencer Pgm - 1/23/2023	5503 · Adult/Teen Programs	-275.00
				-275.00
Total Gibbons, Jim				
Global Display Solution				
01/03/2023		Reusable Frames	5509 · Library Publicity and Promotion	-90.71
				-90.71
Total Global Display Solution				
Gov Docs				
01/25/2023		Labor Law Posters (Fed/ST of IL - 2023)	5321 · Human Resources	-32.56
				-32.56
Total Gov Docs				
GreatAmerica Financial Services				
01/03/2023		Inv. #33071626	5304 · Equipment Leasing	-1,197.69
01/27/2023		Inv. #33275555	5304 · Equipment Leasing	-1,197.69
				-2,395.38
Total GreatAmerica Financial Services				
Guico, Karen				
01/16/2023		Make & Take Flower Wreath - AS Pgm 3/11/20; 5503 · Adult/Teen Programs		-275.00
				-275.00
Total Guico, Karen				
HaveFunBookFolding (Etsy.com)				
01/25/2023		April AS Pgm.	5503 · Adult/Teen Programs	-4.99
				-4.99
Total HaveFunBookFolding (Etsy.com)				

	Date	Num	Memo	Account	Amount
Hirease, LLC dba Accurate Now					
Total Hirease, LLC dba Accurate Now	01/03/2023		Inv. #2211200243	5321 · Human Resources	-62.05
HRTrainOnline					
Total HRTrainOnline	01/03/2023		Inv. #C113951	5105 · Professional Education	-199.00
Illinois Library Association					
Total Illinois Library Association	01/25/2023		Inv. #227684 - ILA Mbrship. - S. Kovac	5106 · Membership	-100.00
India For Everyone					
Total India For Everyone	01/25/2023		Inv. #235551	5106 · Membership	-100.00
Jazzy Beauty LLC					
Total Jazzy Beauty LLC	01/25/2023		Inv. #235573 (2023 IL YS Inst. Conf. - L. Wilson	5105 · Professional Education	-225.00
Jenno's Homestead Shop					
Total Jenno's Homestead Shop	01/03/2023		Inv. #2A-2710	5630 · Adult Books	-1,027.47
Jewel / Osco					
Total Jewel / Osco	01/25/2023		Downpayment for Teen Pgm to be held (Still ow	5503 · Adult/Teen Programs	-80.00
Kids' Table, LLC					
Total Kids' Table, LLC	01/25/2023		Spice of the Month Kit for March 2023	5503 · Adult/Teen Programs	-138.67
	01/25/2023		F/C Transaction Fee charged - Toronto, CA	5503 · Adult/Teen Programs	-4.16
	01/25/2023		treats for Village Admin Mtg and Staff Hof Choce	5315 · Other Expenditures	-52.84
	01/25/2023		Candy for staff mugs	5315 · Other Expenditures	-119.75
	01/25/2023		Candy for cleaning crew	5203 · Maintenance Contracts	-21.59
	01/25/2023		Giftcards for cleaning crew	5203 · Maintenance Contracts	-100.00
	01/25/2023		Noon Year party supplies	5501 · Youth Services Programs	-29.55
	01/27/2023		Cookies for Noon Year Pgm.	5501 · Youth Services Programs	-14.97
					-338.70
Jimmy Johns					
Total Jimmy Johns	01/25/2023		Staff Holiday Luncheon	5321 · Human Resources	-268.84
	01/25/2023		Staff Appreciation Luncheon - 1/17/2022	5321 · Human Resources	-292.70
					-561.54

Date	Num	Memo	Account	Amount
01/25/2023	Inv. #000050		5501 · Youth Services Programs	-225.00
				-225.00
Land's End Business Outfitters				
01/03/2023		Staff Polo Shirts	5321 · Human Resources	-100.43
01/03/2023		Staff Polo Shirt	5321 · Human Resources	-30.16
01/03/2023		Staff Polo Shirts	5321 · Human Resources	-60.99
01/03/2023		Staff Polo Shirts	5321 · Human Resources	-35.47
01/25/2023		Staff Polo shirt - M. Emerson	5321 · Human Resources	-41.66
				-268.71
Total Land's End Business Outfitters				
LibraryWorks, Inc.				
01/25/2023		Design for Libraries: tools and principles for Out 5105	Professional Education	-49.00
				-49.00
LIMRICC Unemployment Compensation Group				
01/30/2023		4th Qtr. ending 12/31/2022	7103 · Unemployment Compensation Insur	-283.12
				-283.12
Total LIMRICC Unemployment Compensation Group				
MailChimp				
01/03/2023		eNewsletters	5509 · Library Publicity and Promotion	-115.00
01/25/2023		Billing est. for 1/29-12/28/2022 - 10k contacts	5509 · Library Publicity and Promotion	-115.00
				-230.00
Total MailChimp				
Meijer's				
01/25/2023		Sides and Dessert for Staff Appreciation luncheo	5321 · Human Resources	-57.95
01/25/2023		Sides for Staff Appreciation Luncheon - 1/17/20	5321 · Human Resources	-38.85
				-96.80
Total Meijer's				
Midwest Tape LLC				
01/18/2023		Several invoices	5606 · Youth Services Media	-413.55
01/18/2023		Several invoices	5637 · Adult Media	-877.65
01/18/2023		Several invoices	5651 · Digital Media	-5,270.29
				-6,561.49
Total Midwest Tape LLC				
New Reader's Press				
01/16/2023		Inv. #QU5460	5635 · Magazines & Newspapers	-63.51
				-63.51
Total New Reader's Press				
Niche Academy LLC				
01/16/2023		Inv. #7679	5652 · Grant/Award Expense	-3,000.00
				-3,000.00
Total Niche Academy LLC				

	Date	Num	Memo	Account	Amount
Paddock Publications, Inc.					
Total Paddock Publications, Inc.	01/16/2023		Service from 1/14/23 - 1/13/2024 (Daily Herald - 5635 · Magazines & Newspapers		-547.00
Pantheon Systems, Inc.					
Total Pantheon Systems, Inc.	01/03/2023		Inv. #INV00296469	5402 · ISP and Web page hosting	-50.00
Paylocity					
Total Paylocity	01/25/2023		Inv. #INV00307418	5402 · ISP and Web page hosting	-50.00
					-100.00
Pitney Bowes, Inc.					
Total Pitney Bowes, Inc.	01/16/2023		Inv. #111349166 (Note: This amount includes t	5311 · Payroll Service	-157.81
	01/16/2023		Inv. #111349166	5321 · Human Resources	-354.27
	01/16/2023		Inv. #111415318	5311 · Payroll Service	-215.70
					-727.78
Plerus					
Total Plerus	01/16/2023		Inv. #1022172993	5302 · Office & Equipment Supplies	-25.49
					-25.49
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	01/16/2023		Inv. #4127	5505 · Library Newsletter	-7,590.00
					-7,590.00
RAILS					
Total RAILS	01/16/2023		Inv. #45710	5203 · Maintenance Contracts	-1,319.00
					-1,319.00
Scholastic, Inc.					
Total Scholastic, Inc.	01/27/2023		Inv. #10397 - SWANK Renewal	5503 · Adult/Teen Programs	-261.00
	01/27/2023		Inv. #10397 - SWANK Renewal	5501 · Youth Services Programs	-261.00
					-522.00
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	01/16/2023		Inv. #45627748	5501 · Youth Services Programs	-22.65
					-22.65
Society for Human Resource Management					
Total Society for Human Resource Management	01/16/2023		Inv. #250829	5204 · Landscape Maintenance/Snow Remo	-125.00
	01/16/2023		Inv. #250229	5204 · Landscape Maintenance/Snow Remo	-1,024.00
					-1,149.00
	01/25/2023		SHRM Mbrshp. - L. Saltiel	5106 · Membership	-229.00

	Date	Num	Memo	Account	Amount
Total Society for Human Resource Management	01/25/2023		SHRM Certification Prep/Books, Exam and Proc 5105 · Professional Education		-1,930.00
Staples					-2,159.00
	01/16/2023		Inv. #3527938349	5201 · Supplies	-65.45
Total Staples	01/16/2023		Inv. #3527938349	5315 · Other Expenditures	-33.68
					-99.13
Swan (System Wide Automated Network)					
	01/16/2023		Inv. #9981	5410 · SWAN Consortium	-11,635.75
Total Swan (System Wide Automated Network)	01/16/2023		Inv. #10066	5403 · Computer Software	-120.00
					-11,755.75
Target Stores					
	01/25/2023		Assorted video games - A23TRGT1227	5637 · Adult Media	-254.94
	01/25/2023		PS4 game	5637 · Adult Media	-42.49
	01/25/2023		Switch game - A23TRGT1228	5637 · Adult Media	-65.24
	01/25/2023		Tax refund for Order #1080915061122	5637 · Adult Media	17.50
	01/25/2023		tax refund for Order #1080935263233	5637 · Adult Media	5.25
	01/25/2023		Snacks for Teen Recharge	5503 · Adult/Teen Programs	-79.15
Total Target Stores					-419.07
Teachers Pay Teachers					
	01/03/2023		Homeschool Hangout Pgm - Riddle Holiday Bing 5501 · Youth Services Programs		-4.50
Total Teachers Pay Teachers					-4.50
Telcom Innovations Group, LLC					
	01/16/2023		Inv. #A59356M	5404 · Tech Support & Repair	-1,491.86
Total Telcom innovations Group, LLC					-1,491.86
Today's Business Solutions, Inc.					
	01/16/2023		Inv. #14217	7507 · Automation Equipment	-2,560.00
Total Today's Business Solutions, Inc.					-2,560.00
U.S. Flag Factory					
	01/03/2023		Inv. #6522	5201 · Supplies	-135.05
Total U.S. Flag Factory					-135.05
U.S. Postal Service					
	01/16/2023		USPS Mktg. Mail - Permit Type Pl - Permit #64 5301 · Postage		-275.00
Total U.S. Postal Service					-275.00
Uline					

	Date	Num	Memo	Account	Amount
Total Uline	01/16/2023		Inv. #158408385	5405 · Technical Services Supplies	-236.20
Unique Management Services, Inc.					
	01/16/2023		Inv. #6108608	5310 · Material Recovery Fees	-167.45
	01/16/2023		Inv. #610989	5403 · Computer Software	-40.00
Total Unique Management Services, Inc.					-207.45
US Flag Factory					
	01/03/2023		Inv. #6529	5201 · Supplies	-523.85
Total US Flag Factory					-523.85
Village of Carol Stream					
	01/16/2023		Inv. #7270	5411 · Village IT Services	-8,176.13
Total Village of Carol Stream					-8,176.13
Village of Carol Stream - Benefits					
	01/16/2023		Inv. #7271	5107 · Life Insurance	-84.84
	01/16/2023		Inv. #7271	5108 · Health Insurance	-21,232.85
	01/16/2023		Inv. #7271	5109 · Benefits, other	-108.35
Total Village of Carol Stream - Benefits					-21,426.04
Village of Carol Stream - IMRF					
	01/27/2023		From: 1/13 - 1/27/2023	6620 · Illinois Municipal Retirement F	-15,025.27
Total Village of Carol Stream - IMRF					-15,025.27
Village of Carol Stream - Water Dept.					
	01/16/2023		Bill #01957547	5207 · Water/Sewer	-133.99
Total Village of Carol Stream - Water Dept.					-133.99
Walgreen Co.					
	01/25/2023		Staff Anniversary Gift Cards for 2022 (5-25 Year 5321 · Human Resources		-750.00
Total Walgreen Co.					-750.00
Walmart					
	01/03/2023		Study Lounge Week Pgm.	5503 · Adult/Teen Programs	-18.06
	01/25/2023		Marshmellow Const.	5501 · Youth Services Programs	-8.67
Total Walmart					-26.73
webstaurantstore.com					
	01/03/2023		Wipes	5201 · Supplies	-235.85
Total webstaurantstore.com					-235.85
Zeus Battery Products					

Date	Num	Memo	Account	Amount
01/16/2023	Inv. #00261049		5201 - Supplies	-66.00
				-66.00
				-144,779.89

Total Zeus Battery Products
TOTAL

Total Disbursements for January 1, 2023 through January 31, 2023
Approved by the Library Board of Trustees February 15, 2023

President Date

Secretary Date

32

10:02 AM

02/06/23

Accrual Basis

**Carol Stream Public Library
Account QuickReport
January 2023**

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	01/31/2023	ATA0...		Reclass Rei...	-SPLIT-	51.75
Total 5305 · Mileage Reimbursement						51.75
5321 · Human Resources						
General Journal	01/31/2023	ATA0...		Reclass Rei...	5305 · Mileag...	34.15
Total 5321 · Human Resources						34.15
Total 5300 · Business Exp.						85.90
5500 · Services						
5503 · Adult/Teen Programs						
General Journal	01/31/2023	ATA0...		Reclass Rei...	5305 · Mileag...	62.26
Total 5503 · Adult/Teen Programs						62.26
Total 5500 · Services						62.26
TOTAL						148.16

Deduction Listing

Check Dates: 01/13/2023 to 01/27/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023011301 - 2023012701

Pay Periods: 12/25/2022 to 01/21/2023

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-10.00
Farrell, Joyce C.	1103		10	-47.80
Garcia, Crystal	1191		11	-28.10
Wagner, Nate	1173		11	-62.26

Totals for REIMB -- REIMBURSEMENT

4 Employees

-148.16

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	4	-148.16
Totals			4	-148.16



**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
February 15, 2023**

COD-WARHOL Art Project Status

We have submitted the four photos of the people of note representing Carol Stream for the College of DuPage Warhol Art Project:
Officer Pablo Castro-Jay Stream School resource officer and Dist. 93 and U46 Dare Officer Mike Toomey-WGN News
Brittany Valene-Brittany's Trees
Margaret Leabru-community volunteer
Their images will be displayed on the Library's Meeting Room windows during the Andy Warhol Exhibit at COD, approximately from May-September.

2023/2024 Budget

I have begun preparation of the working budget for the upcoming fiscal year. To prepare as accurate a budget as possible, I use the recent audit which has the final numbers for each budget line from the last fiscal year, our current budget and compare it to our current outlay from each budget line, review all of our current contracts, and assess our special fund accounts past, current and future costs. In addition, I include new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, etc.).

Facility Update

The chain on one of the window shades in the Youth Services department broke. It was repaired last week by the original installer.

There is a bad water union connector/inside gasket seal on the water line that is leaking at the base of the water heater in the Mechanical Room. A new part has been ordered and the plumber will be in on Wednesday morning to install it. In the meantime, the drip is being monitored by the Maintenance staff.

We have ordered six computer desk sit-stand stations for some of the library staff work stations. The sit-stand stations will provide the employees with the opportunity to stand during part of their work day, as well as sit, to provide and promote improved wellness. Due to their configuration, some of the Library's work stations are unable to accommodate the sit-stand option.

Community Partnerships

Girl Scout Troop 1132 is holding a drive in the Library lobby from February 1-18 to benefit the IL Foster Closet, an organization that supports Foster Parents. This is for their Silver Award project. On March 4 the League of Women Voters will have an informational table in the lobby from 1-4:30 p.m. with information on voter registration and voting.

Community Blood Drive Success

The January Blood Drive was a big success.
Here are the official numbers received on the lab report:

Goal: 27

Scheduled Donors: 19

Registered Donors: 24

Whole Blood: 20

Double Red Cells: 4 donors for 8 units

Deferrals – 0

First Time Versiti Donors – 14

Total Units: 28

Potential number of patients helped through Carol Stream Library's efforts: 84! The next Blood Drive is scheduled for April 27.

ILA's Advocacy Webinars and Local Possibility

In place of Legislative Meet-Ups, the ILA's Public Policy Committee is offering two webinars to provide attendees with tips on advocating with your local legislators. An information flyer on the webinars is included with my report. I was contacted by the Director at the Wheaton Library to see if we would be interested in hosting our local legislators that serve our area for a 7-9:30am meet and greet one morning for Trustees. It would be either here, Wheaton, Naperville or Bloomingdale. Please let me know if you are interested in having me pursue this further.

LACONI Trustee Banquet

The annual LACONI Trustee Banquet is scheduled for Friday, May 19 from 6-11pm in Oak Park, IL. It is an evening of networking with other library trustees. Featured speaker is Cyndi Robinson, the Executive Director of the Illinois Library Association (ILA) and Joseph Filapek, ILA 2022 Trustee of the year. Each Trustee and a guest are welcome to attend. Registration is required.

February Employee Anniversaries

Susan Grude-2/01/95-Technical Services

Clare Meehan-2/11/97-Youth Services

Samantha Wright-2/15/22-Youth Services

Adriana Albers-2/14/00-Youth Services

Susan Westgate, Library Director

From ILA's Public Policy Committee

Meet-up in Your District in Three Steps

This year's legislative events will look a little different. While our virtual meet-ups the past two years have been successful, the Advocacy Committee decided it was time for something new.



Our 2023 events will focus on making our legislative endeavors hyperlocal. In place of regional events, we encourage library advocates to meet with elected officials in your districts. This could be a visit to your legislators' offices, a tour of the library, or even a joint event with neighboring libraries.

We will help you prepare for these local events by offering two statewide webinars and additional advocacy resources. Advocates are encouraged to attend Get Ready to Advocate on February 22, followed by Library 101 for Legislators on February 27th. By attending both of these webinars, you will be ready to schedule, plan, and attend a meeting, tour, or event with your legislator. Don't forget to share any photos and recaps from your meeting with ILA.

Step 1: Get Ready to Advocate

Wednesday, February 22, 10:00 - 11:00 a.m.

This virtual event will prepare library advocates to meet with their legislators. The presentation will include highlights from the Ready, Set, Advocate program. You will leave with resources and be ready to advocate with confidence. **This session will be recorded for later viewing.**

Step 2: Library 101 for Legislators

Monday, February 27, 10:00 - 11:00 a.m.

This statewide, virtual event will focus on bringing together newly elected legislators and library advocates rather than being geographically centered. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. The event will be similar to the 2021 and 2022 meetups and there will still be opportunities for Q&A. What won't change is our commitment to advocating for Illinois libraries! **This session will not be recorded, primarily due to the rapid pace of legislative developments and content may change.**

Committed to serving as an advocate for Illinois libraries

ILA monitors all bills in the Illinois General Assembly that affect libraries. ILA's Public Policy Committee (PPC) carefully reviews issues and recommends action: support, oppose, or monitor. We seek to indicate "monitor" status only as we are gathering

information about a bill; the goal is to ultimately support or oppose laws that will affect libraries. In rare cases, the impact on libraries remains unclear, or there is not a consensus among librarians whether to support or oppose, but in general, we try to avoid not taking a position. [ILA's Quick Response Team](#) addresses legislative issues that arise in between PPC meetings. Contact the PPC Chair, or read PPC meeting minutes, agendas, and reports to the ILA Executive Board [here](#).

In addition to monitoring bills, ILA proactively proposes and advocates for legislation favorable to libraries; drafting changes to existing law or new law, finding sponsors for bills we wish to bring forward, and then garnering support and following the process through the passage in both the House and Senate, through signature into law by the Governor.

103rd Illinois General Assembly

- [View the Illinois Senate calendar.](#)
- [View the Illinois House calendar.](#)

ILA's Legislative Agenda

ILA's Public Policy Committee worked hard in the summer and fall of 2022, collecting, researching, and deliberating about possible legislative priorities for the association to pursue in the upcoming 2023 session. PPC made recommendations to the ILA Executive Board, which approved the following legislative priorities following its September 22, 2022 meeting:

- **Statewide Access to Online Resources**

Under this proposal, selected resources will be available without charge to the 12 million Illinois residents currently served by public libraries and to the more than one million residents who currently do not receive public library service. The best practices established through years of successful experience by other states will help guide our efforts. Once the appropriation is approved, a committee, representative of Illinois library system members from all types and sizes of libraries, will work together to evaluate and select the online resources.

- **Amend the Local Records Act to Streamline Disposal of Records**

This proposal is an amendment to the Local Records Act that would allow the Records Management Section of the Illinois State Archives to set a general schedule for public libraries that would allow for automatic permanent destruction of some records after a set period of time. Retention is set through an approved period of time by record type as defined by the Records Management Section. This change would result in significant time and money savings on behalf of public libraries, as

well as a clearer understanding of record management standards from the state of Illinois.

- **Flexibility in Use of Funds for Public Library Districts**

This proposal would increase flexibility in the tax levied for the establishment, maintenance, and support of a district library. Libraries need to compensate staff fairly and in keeping with the mandated minimum wage increase. At the same time, costs have increased dramatically across the board, including for building maintenance. Flexibility in how district library boards may apply the funds from the levy will enable libraries to maintain programs, services, hours, and collections without asking for any additional support from taxpayers or the state.

While these are the main pillars of ILA's legislative focus, we always seek to continue to tweak state law in keeping with our Public Policy Principle to "Increase Effectiveness in Illinois Libraries." We thank the PPC and at-large association members who bring suggestions forward for consideration.

May 19

LACONI Trustee Banquet

Join us for the Annual LACONI Trustee Banquet for an evening of networking and conversation with fellow Illinois Library Trustees.

By LACONI Managers & Administrators

When and where

Date and time

Fri, May 19, 2023, 6:00 PM – 11:00 PM CDT

Location

The Nineteenth Century Charitable Association 178 Forest Avenue #1 Oak Park, IL 60301

Refund Policy

Contact the organizer to request a refund.
Eventbrite's fee is nonrefundable.

About this event

- **5 hours**
 - **Mobile eTicket**
- The LACONI Trustee Banquet is an evening of networking with other Illinois Library Trustees at the Nineteenth Century Club in Oak Park. Featuring a conversation between Cyndi Robinson, the Executive Director of the Illinois Library Association and Joseph Filapek, ILA Trustee of the Year 2022 about the latest issues facing libraries. A plated dinner will be served with a cash bar available. Meal options include:
- Panko Herb Crusted Salmon
 - Pasta Pomodoro with Oven Dried Tomatoes
 - Seared Pork Chop with Cherry Compote
- Please note your meal selection by purchasing the ticket for the meal you would like. Tickets must be purchased by Sunday May 14, 2023. Refunds are available up to 7 days in advance of the event.
Questions? Contact Suzy Wulf, swulf@phpl.info.

Assistant Director's Report
January 2023

Administration and Business Office

- Payroll processing week of Jan. 9 and Jan. 23
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Staff Anniversary list updated.
- ComEd – Joyce setup paperless invoices
- Mileage rate increased to .655 eff 1/1/23; Purchase Authorization form updated.
- IMRF Match rate custom calc updated in Paylocity to 2023 rate
- 1099 NEC forms prepared by Accountant and mailed to vendors.
- Illinois Interlibrary Loan Statistical Survey (Illinet) submitted for FY2022
- EBSCO magazine subscription renewal lists sent to Adult and Youth Services Managers.

Tech Services

- Items ordered – 746 and Items put into Circulation – 864
- Items catalogued – imported bib records & original cataloging - 105
- Item record edits/database clean-up – 695
- Bib record merge requests submitted to SWAN support – 12
- Repair items (includes disc cleaning) - 72
- Serial record edits – 17 and Claimed Issues – 13
- Pending orders in Workflows, not received items as of February 1 (Youth, 335; Adult, 341)
- No pending cart from MWT and B&T as of February 1st, 2023
- Sustainable Shelves – 797 titles were submitted; 348 items were approved for submission resale to B&T for a credit value of \$142.17. \$769.24 software credit claimed on CollectionHQ renewal invoice.
- Spotlight Displays - Processed Spotlight Displays Health & Wellness (H&W), True Crime (TC), KNF Valentine’s Day, and Black History Month (BHM) Youth
- Conversion Projects, total items processed– 24

Meeting Attendance

- Weekly Director meeting and bi-weekly Management Team meeting - Laura
- Monthly IT and Board meetings – Laura
- 1/13/23 - RAILS Assistant Director listserv quarterly meeting – Laura
- 1/17/23 - Allstaff meeting
- 1/17/23 - Staff Anniversary luncheon
- 1/17/23 - Circulation statistic reports discussion with Melanie - Laura
- 1/24/23 - SWAN chat video from 12/27/22 - Laura
- 1/26-27 – Quarterly checkin meetings
- 1/31/23 - Barb Boucher Retirement Luncheon

Information technology

- There were 22 support tickets in January.
- Webform emails were getting caught in the quarantine for cslibrary.org email accounts. IT worked with Microsoft to add website’s new IP address to the spoof rule.
- Remote printing updated and curbside printing service sunset.
- Door counter access setup for Laura
- Mersive Soltice casting device in Create and Learn Center demo for staff; VOCS IT staff also adjusting display and sound.

Laura Hays
Assistant Library Director

Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

January 2023

Department News:

- Database usage seemed to jump back up a bit post the Holiday month.
- Introduced a new Database/Resource called Niche Academy which we branded as CSPL Tutorials. Implementation and promotion has been rolled out slowly and we populate the product.
- After the success of our January ESL testing sessions, we added a 3rd class to our current Winter/Spring semester.
- Updated the website with our new Study Room rules, where cardholders can get up to 2 hours now instead of just 1-hour max. So far, there's lots of good responses to the change, people are very appreciated.
- Continued work on our handouts for the patrons and at the desk, including working on Spanish translated handouts.
- Added a new Donuts and Dice board game series with lots of positive feedback and patrons asking about potential circulating board games.
- Omar started his Small Business training series which offers monthly programs here at the library for our patrons as well as Chamber presentations at networking events.
- Tax forms were all received and so far, supplies should hold up for the year, it does seem there is less demand for the paper forms this year.
- Kaitlyn will begin taking a Genealogy training course so that we can start to explore Genealogy services to our patrons such as drop in workshops and 1on1 Book A librarian appointments

Outreach Activities:

- Homebound delivery – 41 registered, delivered to 26 patrons, Items delivered 165
- 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
- Omar worked with the Chamber to offer email newsletter editorials and resource presentations
- Working with Illinois Food Bank on a Snap program for Spring 2023

EDI Activities (EDI Committee & Dept):

- Continued program series (2x) of organized crafts and games for Glenbard Transitions Group
- ESL classes for 2023 began
- Added DEI training videos to new academy learning webpage for staff
- Partnered with People's Resource Center on a citizenship class info session for patrons interested in a class at the library, or setting up tutoring sessions for 1on1.

Programs & Displays:

- Binge Box packages for both adults and teens with an optional MLK Jr theme prepping for MLK Day as well as Black History Month
- Held a lobby display on 1st in a Series to help promote various series for teens/adults
- Held online trivia quiz for best books of 2022 (141 completions)
- 100 Better Sleep Routine kits for Teens all sold out!
- Take N Make Lunar New Year kits sold out
- DuPage Garden Club Movie Screening event
- Creative Vision Board Program to highlight New Year for Teens and Adults
- Getting Started with eBooks class
- Tax Free Investing Program with local Edward Jones rep
- ESL Classes offered 2x a week, total of 3 classes each week!
- Teen Volunteer Program
- Anime Club for Teens
- Teen recharge continued 2x a week including the 1x a month craft event
- Glenbard Transitions Group 2x a month craft program
- Introduced a new series of drop in board game fun "Donuts & Dice" (see image)
- Around the World Bookclub: This Month focus on England
- Omar did a training series for the chamber networking group about library resources that can help small businesses, titled "On the Menu"
- Legendary London Presentation Online
- Citizenship Informational Session
- Not Your Average Packed Lunch Online Program
- Lady Diana Historical Online Presentation
- Library Resources for Small Business class open to public as well as recording tutorial
- Held a drop in Puzzle Lounge with over 40 attendees

Meetings:

- Bi Weekly Management Meetings
- Chamber Networking Meeting
- Swan Fireside Chat
- ELSUM Database networking 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

Athens Moreno Adult Services Manager

- Ordering materials continues as usual
- The Star Wars and Star Trek cataloging project is complete

Continued Education & Training:

- Genealogy Training series
- Zoom programming training
- CHQ training at Dept Meeting
- Baker and Taylor update training

Pictures:



Great turnout for our new Donuts & Donuts

Board Game program series held by Pierce

CSPL Tutorials

Categories

Switching to Libby from the Overdrive App

BookFix - Fiction and Nonfiction Book Pairings for Young Readers.

Pinterest - The World's Catalog of Ideas

Tech Talk: Microsoft Word Tips & Tricks

Value Line - Tools for Investors

EBSCO - Academic Search Premier

Google Photos - Save and Share Your Favorite Memories

Mobiles Apps and Privacy

PressReader - Conectando Personas a Través de Noticias

FamilySearch - Free Genealogical Records and Family Trees

RAILS Explore More Illinois

Internet Basics

EBSCO

EBSCO

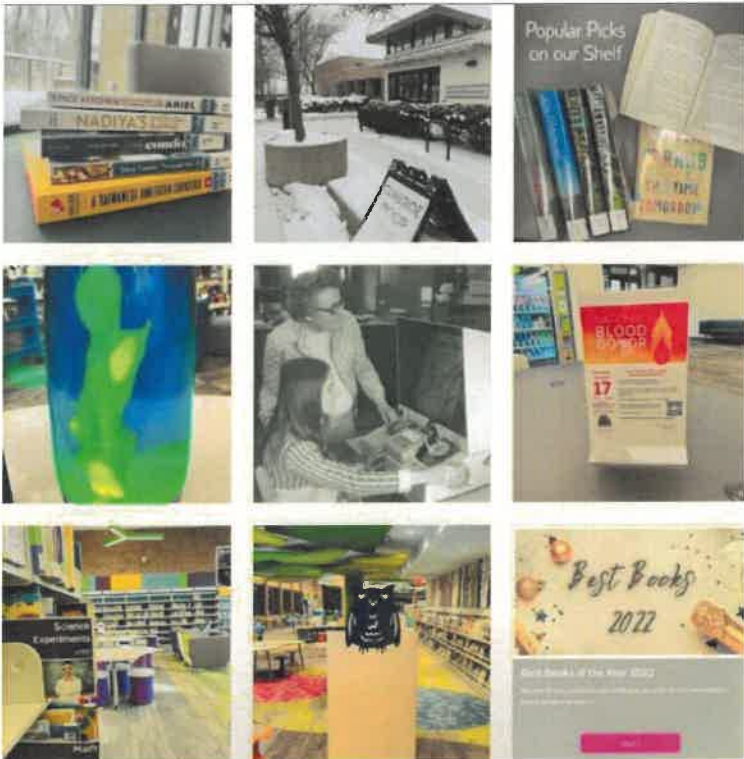
EBSCO

EBSCO

EBSCO

EBSCO

Our Newest Recourse features 24/7 available online video tutorials across a variety of local, technology, and resource topics.



Sample of some of Rabecca's Instagram pictures, focusing on creative promotion of the library





New catalog title displays featuring the popular Tik Tok Romance series

Youth Services Report January 2023

Program Highlights

- Leigh Anne Wilson hosted a Preschool Information Fair on Saturday, January 28, with area preschools manning tables to distribute information about their preschool to interested parents. Thanks to Mikayla Frigo for the great marketing that brought in 43 participants seeking out information.
- Last year, DuPage Animal Services came and rescued an abandoned bunny that had been living by the library over the winter. They named him Lewis Carroll Stream and he served as a bunny ambassador for their organization and came to do a program for our preschool crowd on 1/25 with 41 attendees. He was shy about coming out of his carrier but did get lots of treats from the kid’s hands.
- Steve Dexheimer hosted in person Chess Club on 1/10 with 10 kids in attendance. It was very nice to be back in person for this program and we are looking forward to having in person Chess over the summer.
- Julie Mohedano hosted Bilingual Mingle on 1/21 with 19 happy kids and parents in attendance.
- LEGO Club also returned on 1/21 with 19 in attendance. Creations were on display for a time. Picture included.
- Youth Services hosted 44 in person programs during January with 871 in attendance. In addition, Youth Services had 430 participants serviced through 9 self-directed programs.
- Summer Reading planning has started in earnest. Several meetings happened this month. The theme will be “Find Your Voice.”

Outreach Events

- Of the 44 in-person programs provided by Youth Services during January, 6 were outreach storytimes done by Leigh Anne Wilson at area preschools. 288 children were reached through these offsite storytimes.

Patron Service and Reference

- 107 Youth Binge Box requests were filled during January.
- Youth Staff had 579 interactions with the public during January.

Meeting Attendance

- 1/10 – Summer Reading Meeting – Amy Teske, Samantha Wright
- 1/11 – Meeting with YWCA Rep – Amy Teske
- 1/11 – Meeting with 2 Girl Scouts – Amy Teske, Samantha Wright
- 1/11 – All Staff Meeting
- 1/17 – Summer Reading Meeting with Mikayla – Amy and Sam
- 1/19 – Meeting with Susan – Amy Teske
- 1/12, 26– Management Team Meeting – Amy Teske
- 1/31 – Youth Summer Reading Meeting – All Youth Staff

Respectfully Submitted,
Amy Teske, Youth Services Manager



Bilingual Mingle



Chess Club



Lewis Carroll Stream



LEGO Club

Human Resources

Monthly Report

January 2023

Administration

- Navigated COVID positive employee and quarantining procedures
- Attended Executive Board Meeting to address employee concerns in department
- Switched background check process from AccurateNow to Checkr (in Paylocity in the Recruiting dashboard), saving approximately \$10 per background check plus more convenience
- Created a Survey for the Circulation Department to gauge their knowledge on tasks; successfully launched and received excellent feedback from employees
- Compiled Survey results into a spreadsheet to easily navigate training opportunities
- W2 announcement to Staff
- Created/ updated performance review timeline for management team

Benefits

- Navigated FMLA benefits for two employees on paternity leave
- Created PSLF letter for employee to qualify for forgiveness
- Contacted Benefitsolvers and IMRF regularly to navigate COBRA and Severance info
- Researched PLFAW (Paid Leave for All Workers) Act that goes into effect 1/2024

Staffing & Onboarding

- Researched Predictive Index and Care Profiler personality assessments for recruiting purposes
- Posted the Youth Services Bilingual Associate position fresh on all available posting places
- Conducted phone interviews for the Youth Services Bilingual Associate position
- Placed Circulation Clerk hiring on hold pending new management of department
- Hand delivered letter of termination and severance agreement
- Signed up for COD recruiting/ career fair (March 8th)
- Conducted two exit interviews
- In-person interview resulting in a hire for Youth Services Bilingual Associate position (Leticia Raygoza)

Training

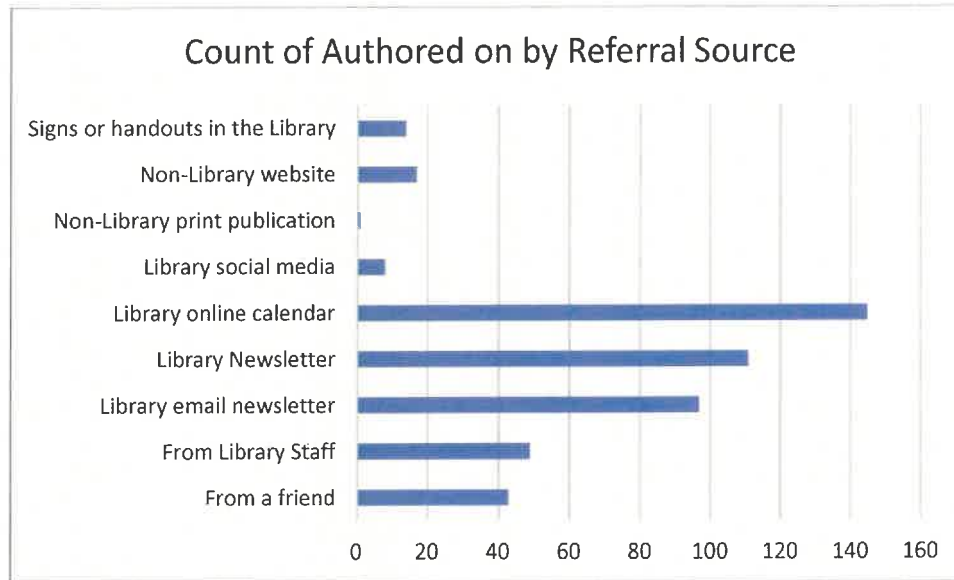
- Met with Dan Parker from RPA/Gallagher – 1.5 hours
- SHRM Webinar: The Changing Benefit Landscape for 2023 – 1 hour
- SHRM Webinar: Human Centered Offboarding – 1 hour
- SHRM Webinar: How to Help Managers Empower & Support Employee's Career Development – 1 hour
- SHRM Webinar: Fixing Your Broken Employee Engagement Strategy – 1 hour

Compensation

- Talked to Director regarding pay increases for 6-month review of assistant manager

Marketing Report: Mikayla Frigo

January 2023



Promotions resulted in 485 event registrations

- Chose Summer Reading theme
- Coordinating Andy Warhol Display
- Created Marketing Request form through Microsoft forms to streamline and organize requests from staff.
- Met with Youth Services and Adult Services to discuss summer reading materials, marketing, and deadlines.
- Transitioned from a bi-monthly print newsletter to a quarterly print newsletter (more cost-efficient)
- Created the first quarterly 16-page newsletter for Spring (March, April, & May)
- Created label for a copier in Adult Services
- Promoted Blood Drive on all platforms resulting in 28 units donated to help 84 patients exceeding our Blood Drive goal of 27 units donated.
- Promoted Preschool Fair on all platforms resulting in 5 times the number of people attending than last year. Youth Services gave two department tours for new patrons. Circulation reported that during the Preschool Fair they issued 15 new library cards.

Attended webinar Design for Libraries: Tools and Principles for Outstanding Library Promotions.

Attend HOI Marketing Group Meeting.

- 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: 2,850

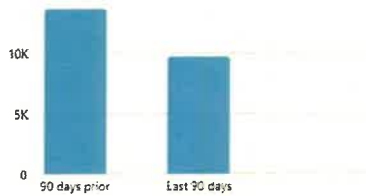
Reach: 9.7 K

Reach

Post reach ⓘ

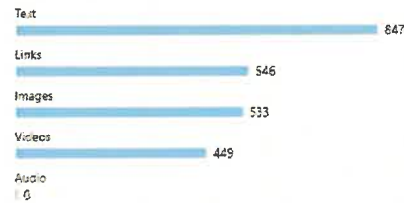
9.7K ↓ 29%

Total from last 90 days vs 90 days prior



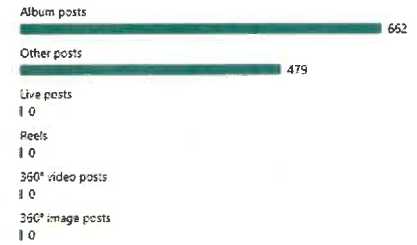
Median post reach per media type ⓘ

For posts created in the last 90 days



Median post reach per content format ⓘ

For posts created in the last 90 days



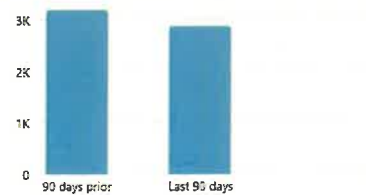
Engagement: 2.9 K

Engagement

Post reactions, comments and shares ⓘ

2.9K ↓ 10%

Total from last 90 days vs 90 days prior



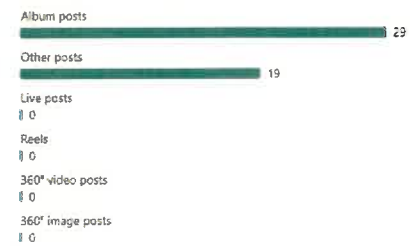
Median post reactions, comments and shares per media type ⓘ

For posts created in the last 90 days



Median post reactions, comments and shares per content format ⓘ

For posts created in the last 90 days



Top Three Reach Posts from January

		
<p>People Reached: 2,222 Engagements: 123</p>	<p>People Reached: 1,639 Engagements: 120</p>	<p>People Reached: 1,418 Engagements: 29</p>

Top Three Engagement Posts from January

		
<p>People Reached: 1,639 Engagements: 120</p>	<p>People Reached: 1,639 Engagements: 120</p>	<p>People Reached: 1,349 Engagements: 113</p>

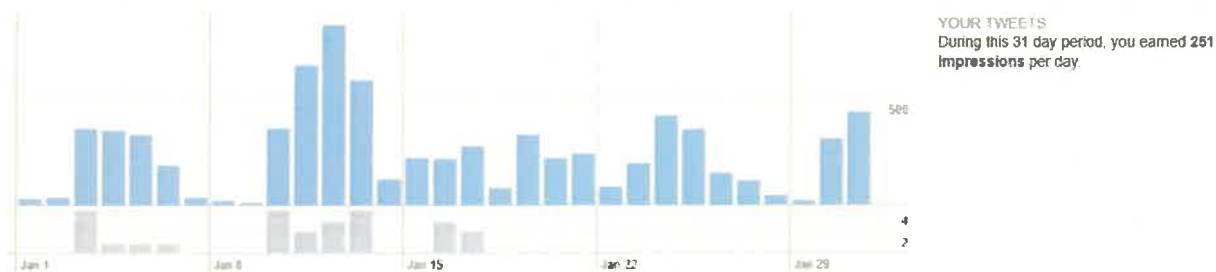
Twitter

Followers: 1,612

Total Impressions: 7,789 k

Impressions from January

Your Tweets earned 7.8K impressions over this 31 day period



Total Engagements: 252

Engagements for January

Engagements

Showing 31 days with daily frequency

Engagement rate

3.6%

Jan 31
3.2% engagement rate



52

Top 3 tweets from January

	<p>Carol Stream Public Library @CarolStreamPL · Jan 11</p> <p>Ooh, @SpCoLibraryDist what sort of lies have you been spreading with Zendaya that made it to trending for our library? 🤔 pic.twitter.com/jocFMp3X13</p> <p>View Tweet activity</p>	761	23	3.0%
	<p>Carol Stream Public Library @CarolStreamPL · Jan 12</p> <p>Does the Newberry still update and add new cards? Just curious.</p> <p>View Tweet activity</p>	622	13	2.1%
	<p>Carol Stream Public Library @CarolStreamPL · Jan 10</p> <p>Tuesday, January 17, Versiti Blood Center of Illinois and the Carol Stream Public Library are teaming up to save lives with a Blood Drive, and we need your help!</p> <p>Registration is available online at: carolstream.librarycalendar.com/event/blood-dr... However, walk-ins are welcome!</p>	478	19	4.0%

Promotional Emails

January 5 th	Upcoming Winter Events & Crafts!	Open rate: 37.4%	Click rate: 2.8%
January 12 th	Library Events & Fun Crafts to Take Home!	Open rate: 40.9%	Click rate: 3.0%
January 19 th	Upcoming Events, Resources & More!	Open rate: 36.5%	Click rate: 2.0%
January 26 th	Fun Library Events & Crafts	Open rate: 36.1%	Click rate: 1.7%



Monthly Report of IT Service

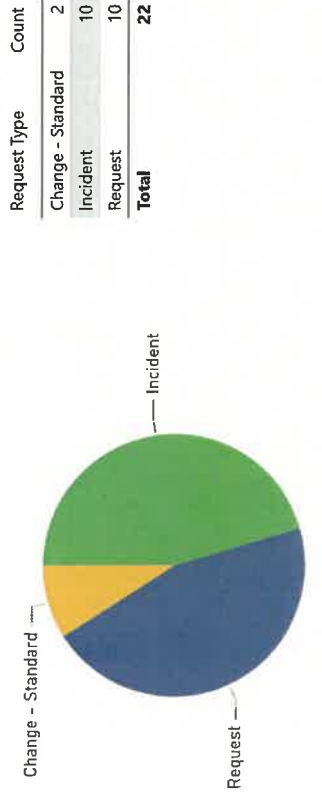
Report Range 1/1/2023 1/31/2023

Support Tickets

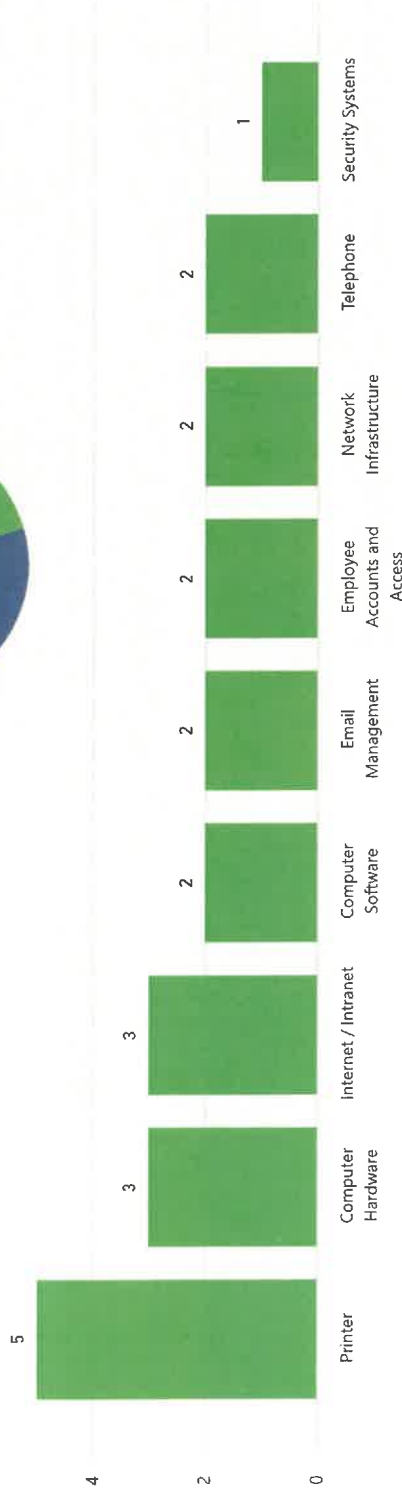
22

Information Technology Closed Support Tickets by Category

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



CategoryName	Count
Computer Hardware	3
Computer Software	2
Email Management	2
Employee Accounts and Access	2
Internet / Intranet	3
Network Infrastructure	2
Printer	5
Security Systems	1
Telephone	2
Total	22



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.