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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: October 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. ADOPTION OF THE CONSENT AGENDA\*

6. APPROVAL OF MINUTES

6.1 Minutes of the Regular Board Meeting of September 20, 2023

7. MONTHLY REPORTS OF THE TREASURER

7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2023

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Resolution #300, Commendation of Friends of the Carol Stream Public Library In Celebration of Forty Years of Service and Commitment

8.2 Review of Fiscal Year 2023 Audit with Sikich Representative Brian LeFevre

8.3 Acceptance of 2023 Audit as Presented

9. DISBURSEMENTS

9.1 Approval of Disbursements of September 30, 2023 plus the Addendum for the Meeting of October 18, 2023

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #301

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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: September 20, 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 Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch. Trustee Hudspeath arrived at 7:10 p.m.

Absent: None

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

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

**Trustee Rogers moved and Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of September 20, 2023. Motion approved.

Ayes ..... 6 Trustees Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch

Nays ..... 0

Absent..... Trustee Hudspeath

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

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

Nays ..... 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of July 19, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2023 and August 31, 2023

6.3 Recommendation, Re: Approval of Resolution #299, 2023 Request for Tax Levy

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- 6.4 Recommendation, Re: Approval of Resolution of LIMRICC Administration Amendments to the IGA
- 6.5 Recommendation, Re: Approval of Resolution of LIMRICC Substantive Amendments to the IGA
- 6.6 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- 6.7 Review of FY23 Statement of Cash Receipts and Disbursements
- 6.8 Recommendation, Re: Approval of Staff Compensation as Discussed in Executive Session of the HR Committee Meeting of September 20, 2023
- 6.9 Approval of Disbursements of July 1-31, 2023, August 1-31, 2023 plus the Addendum for the Meeting of September 20, 2023

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

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

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

Recommendation, Re: Approval of Resolution #299, 2023 Request for Tax Levy

Background Information:

The 2023 Request for Tax Levy requires approval and to be submitted to the Village. The 2023 Levy amount has an increase of \$40,000 over last year's Levy. \$10,000 of the increase is for the FICA Fund and an additional \$5,000 to the Liability Fund to ensure that the Library maintains a minimum reserve of four months as outlined in the Library's Financial Policy. A \$25,000 increase to the General Fund is needed in response to an increase in operational costs.

Recommendation, Re: Approval of Resolution of LIMRICC Administration Amendments to the IGA

Recommendation, Re: Approval of Resolution of LIMRICC Substantive Amendments to the IGA

Background Information:

LIMRICC is a library cooperative insurance group. The Library is a part of LIMRICC for our unemployment insurance. They are making some language updates and minor changes to their current IGA with participating libraries. Once approved, LIMRICC will make these changes and present an Amended IGA to its members for final approval.

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background Information:

The Library's current insurance policies are up for renewal in October. The Library's total insurance costs decreased by \$4,468 from last year, a decrease of 14.8%. This is a result of the change of the Library's Insurer from Utica to Hanover. Approval for the insurance renewal is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

Review of FY23 Statement of Cash Receipts and Disbursements

Background Information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2023 is also included. This will be published in a local newspaper and then submitted to the Village and the County Clerk with a signed letter from the Library Treasurer.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of July 1-31, 2023, August 1-31, 2023 plus, the Addendum for the Meeting of September 20, 2023 in the amount of \$265,501.94.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of Executive Session Minutes of July 19, 2023, reviewed in Executive Session of the HR Committee meeting of Sept. 20, 2023

**Trustee Larimer moved and Trustee Olson seconded** that the Carol Stream Public Library Board of Trustees approve the Executive Session Minutes of July 19, 2023, reviewed in the Executive Session of the HR Committee meeting of Sept. 20, 2023 and that they remain closed at this time.

- Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer and Lynch
- Nays ..... 0
- Abstain ..... Trustees Hudspeath, Patel and Lynch
- Absent..... None

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustee Lynch commented on how it was nice to see that the Library's insurance renewals costs were down. This is unusual in these times of increased costs. Trustee Rogers inquired how the Tax Levy was determined. It is based on the current year's budget and any anticipated increases for the next fiscal year, as that is when the tax revenues will be received and are intended for.

9. MONTHLY STAFF REPORTS

Background Information:

President Lynch commented on how much fun patrons had at the Youth Services Splash Party. He was also happy to see the increased number of participants in the Library's summer reading programs this year. They exceeded expectations. He congratulated YS Librarian Steve Dexheimer for leading the Library's Chess Club to a first place victory in the inter-library Chess Tournament. Trustee Larimer inquired about the Library's computer replacement schedule. It is every three to five years, dependent upon their use.

10. BOARD MEMBER REPORTS

Background Information:

President Lynch informed the Board about the special graduation celebration for the recent graduates of the Career Online High School (COHS) program that will take place on Wednesday, Oct. 11 at 6:30 p.m. in the

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meeting room. He encouraged Board members to attend if they were available. He also stated that this year the Friends of the Carol Stream Library are celebrating their 40<sup>th</sup> Anniversary. A special Resolution is being prepared by the Library Director to honor this occasion and will be read at the regular meeting of the Library Board on October 18<sup>th</sup>. Refreshments will be provided for both events.

11. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:30 p.m.

October 18, 2023

Approved (date)

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

**Carol Stream Public Library  
Treasurer's Report  
Month Ending September 30, 2023**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,233,238.59	\$ 991,465.47	\$ 4,224,704.06
Working Cash	52,991.87	205.16	53,197.03
FICA	109,309.67	36,776.28	146,085.95
IMRF	126,566.41	65,710.44	192,276.85
Liability Insurance	20,877.17	9,877.90	30,755.07
Audit	9,001.77	(1,143.83)	7,857.94
Capital Maintenance & Repair	1,658,905.14	(5,878.11)	1,653,027.03
Building Renovation Loan	<u>143,644.05</u>	<u>88,599.83</u>	<u>232,243.88</u>
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 5,354,534.67</u></b>	<b><u>\$ 1,185,613.14</u></b>	<b><u>\$ 6,540,147.81</u></b>

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

\_\_\_\_\_  
Justin Lynch, Board President 9/30/23

\_\_\_\_\_  
Tim Rogers, Board Treasurer 9/30/23

\_\_\_\_\_  
Susan Westgate, Library Director 9/30/23

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**Carol Stream Public Library  
Treasurer's Report  
Month Ending September 30, 2023**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 389,986.59
PNC	PAYROLL	138,717.42
PNC	INVESTMENT	655,499.87
OLD SECOND BANK	CHECKING	1,691,153.65
OLD SECOND BANK	PAYROLL	124,488.08
OLD SECOND BANK-MONEY MARKET	INVESTMENT	357,144.94
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,181,541.00
PROPAY	ELECTRONIC	816.06
ASPEN/PAYPAL	ELECTRONIC	100.20
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 6,540,147.81</u>



**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**SEPTEMBER 30, 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 September 30, 2023 and August 31, 2023, and the related combined statements of revenues and expenses - modified cash basis - all funds for the month and year-to-date September 30, 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*

October 4, 2023

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# Carol Stream Public Library

## Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A See Compilation Report

	TOTAL		
	AS OF SEP 30, 2023	AS OF AUG 31, 2023 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	389,986.59		389,986.59
10-1002 PNC Payroll Checking	138,717.42		138,717.42
10-1003 PNC Money Market (savings)	655,499.87		655,499.87
10-1006 Old Second General Checking	1,691,153.65	769,108.68	922,044.97
10-1008 Old Second Payroll Account	124,488.08	100,366.48	24,121.60
10-1014 Illinois Funds-Prime	3,181,541.00	3,167,193.25	14,347.75
10-1024 Old Second Money Market Acct	357,144.94	1,316,822.96	-959,678.02
10-1025 ProPay	816.06	234.15	581.91
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	100.20	109.15	-8.95
10-1090 Allocated Cash-General Fund	-2,315,443.75	-2,121,296.08	-194,147.67
<b>Total 10-1000 Library Fund Cash</b>	<b>4,224,704.06</b>	<b>3,233,238.59</b>	<b>991,465.47</b>
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	53,197.03	52,991.87	205.16
30-1190 Allocated Cash-FICA Fund	146,085.95	109,309.67	36,776.28
40-1090 Allocated Cash-IMRF Fund	192,276.85	126,566.41	65,710.44
50-1090 Allocated Cash-Liability Fund	30,755.07	20,877.17	9,877.90
60-1090 Allocated Cash-Audit Fund	7,857.94	9,001.77	-1,143.83
70-1090 Allocated Cash-Capital R&M Fund	1,653,027.03	1,658,905.14	-5,878.11
80-1090 Allocated Cash-Debt Service	232,243.88	143,644.05	88,599.83
<b>Total 1190 Allocated Cash-Fund Balances</b>	<b>2,315,443.75</b>	<b>2,121,296.08</b>	<b>194,147.67</b>
<b>Total Bank Accounts</b>	<b>\$6,540,147.81</b>	<b>\$5,354,534.67</b>	<b>\$1,185,613.14</b>
<b>Total Current Assets</b>	<b>\$6,540,147.81</b>	<b>\$5,354,534.67</b>	<b>\$1,185,613.14</b>
<b>TOTAL ASSETS</b>	<b>\$6,540,147.81</b>	<b>\$5,354,534.67</b>	<b>\$1,185,613.14</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,093,665.11	2,093,665.11	0.00
20-2900 Fund Balance-Working Cash	52,261.64	52,261.64	0.00
30-2900 Fund Balance-FICA Fund	82,516.19	82,516.19	0.00
40-2900 Fund Balance-IMRF Fund	57,113.71	57,113.71	0.00
50-2900 Fund Balance-Liability	7,028.55	7,028.55	0.00
60-2900 Fund Balance-Audit	6,527.07	6,527.07	0.00
70-2900 Fund Balance-Capital R&M	1,647,908.06	1,647,908.06	0.00
80-2900 Fund Balance-Debt Service	2,775.00	2,775.00	0.00
<b>Total 2900 Beginning Fund Balances</b>	<b>3,949,795.33</b>	<b>3,949,795.33</b>	<b>0.00</b>

# Carol Stream Public Library

## Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A See Compilation Report

	TOTAL		
	AS OF SEP 30, 2023	AS OF AUG 31, 2023 (PP)	CHANGE
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	2,590,352.48	1,404,739.34	1,185,613.14
<b>Total Equity</b>	<b>\$6,540,147.81</b>	<b>\$5,354,534.67</b>	<b>\$1,185,613.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,540,147.81</b>	<b>\$5,354,534.67</b>	<b>\$1,185,613.14</b>

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**Carol Stream Public Library**  
**Combined Statements of Revenues and Expenses**  
**Modified Cash Basis - All Funds**  
**Exhibit B - See Accountant's Compilation Report**

	Sep-23	May23-Sep23	Annual Budget	% of Budget
<b>Income</b>				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	1,444,170.33	3,739,728.55	3,804,461.00	98.30%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
<b>Total 3000 Property Taxes</b>	<b>1,444,170.33</b>	<b>3,739,970.33</b>	<b>3,805,461.00</b>	<b>98.28%</b>
3100 PPR Taxes	3,026.64	59,331.18	86,500.00	68.59%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	15,803.86	72,055.69	35,100.00	205.29%
<b>Total 3200 Interest Income</b>	<b>15,803.86</b>	<b>72,055.69</b>	<b>35,600.00</b>	<b>202.40%</b>
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	274.68	2,119.50	6,000.00	35.33%
3302 Public Copy Payments	1,154.18	4,883.69	7,000.00	69.77%
3303 Non-Resident Card Fees	659.33	2,578.81	2,500.00	103.15%
3304 Sale Items		0.00	500.00	0.00%
<b>Total 3300 Patron Payments</b>	<b>2,088.19</b>	<b>9,582.00</b>	<b>16,000.00</b>	<b>59.89%</b>
3400 Donations		1,497.46	5,000.00	29.95%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements	0.00	10.19	500.00	2.04%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		58,784.65	58,800.00	99.97%
3702 Other Grants/Awards		48,648.42	1,000.00	4864.84%
<b>Total 3700 Grants</b>	<b>0.00</b>	<b>107,433.07</b>	<b>59,800.00</b>	<b>179.65%</b>
3800 Other Income	98.90	553.75	3,000.00	18.46%
<b>Total Income</b>	<b>1,465,187.92</b>	<b>3,990,433.67</b>	<b>4,012,361.00</b>	<b>99.45%</b>
<b>Gross Profit</b>	<b>1,465,187.92</b>	<b>3,990,433.67</b>	<b>4,012,361.00</b>	<b>99.45%</b>
<b>Expenses</b>				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	47,724.94	238,336.25	630,000.00	37.83%
5102 Non-Exempt Staff Salaries	96,027.14	474,856.50	1,385,000.00	34.29%
5103 Custodial Salaries	6,322.15	32,517.73	92,000.00	35.35%
5105 Professional Education	2,370.20	4,518.99	15,000.00	30.13%
5106 Membership	402.00	1,311.50	6,000.00	21.86%
5107 Life Insurance	88.97	407.05	1,500.00	27.14%
5108 Health Insurance	14,595.38	74,928.80	250,000.00	29.97%
5109 Benefits, other	115.88	543.46	2,750.00	19.76%
5110 Trustee Development		47.51	3,500.00	1.36%
<b>Total 5100 Salaries</b>	<b>167,646.66</b>	<b>827,467.79</b>	<b>2,385,750.00</b>	<b>34.68%</b>
5200 Plant Maint.		0.00	0.00	
5201 Supplies	91.74	8,699.44	13,500.00	64.44%
5202 Maintenance/Repair	1,000.00	1,603.00	10,000.00	16.03%
5203 Maintenance Contracts	4,211.00	21,220.00	54,250.00	39.12%

**Carol Stream Public Library**  
**Combined Statements of Revenues and Expenses**  
**Modified Cash Basis - All Funds**  
**Exhibit B - See Accountant's Compilation Report**

	Sep-23	May23-Sep23	Annual Budget	% of Budget
5204 Landscape Maintenance/Snow Remo	742.56	4,744.56	16,000.00	29.65%
5205 Furniture/Equipment	553.45	1,417.13	4,300.00	32.96%
5206 Electric-Comm Edison		3,549.37	52,000.00	6.83%
5207 Water/Sewer	622.70	2,488.61	6,000.00	41.48%
5208 Insurance (Property)		0.00	11,000.00	0.00%
<b>Total 5200 Plant Maint.</b>	<b>7,221.45</b>	<b>43,722.11</b>	<b>167,050.00</b>	<b>26.17%</b>
5300 Business Exp.		0.00	0.00	
5301 Postage		0.00	2,000.00	0.00%
5302 Office & Equipment Supplies	285.50	2,662.87	7,500.00	35.50%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,475.07	7,740.90	17,000.00	45.53%
5305 Mileage Reimbursement	56.99	456.52	1,000.00	45.65%
5306 Legal Notices		0.00	600.00	0.00%
5308 Business Phone	424.02	2,103.87	5,500.00	38.25%
5309 Accounting Service	1,200.00	5,900.00	14,500.00	40.69%
5310 Material Recovery Fees	98.50	620.55	1,200.00	51.71%
5311 Payroll Service		2,169.03	8,000.00	27.11%
5312 Attorney Fees	168.75	506.25	5,000.00	10.13%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	147.88	1,556.44	6,000.00	25.94%
5317 Bank & Credit Card Fees	76.12	134.92	100.00	134.92%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense		994.80	5,000.00	19.90%
5321 Human Resources	485.66	5,978.04	14,000.00	42.70%
<b>Total 5300 Business Exp.</b>	<b>4,418.49</b>	<b>34,686.99</b>	<b>113,900.00</b>	<b>30.45%</b>
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware		1,961.44	7,000.00	28.02%
5402 ISP and Web page hosting	925.00	6,539.99	14,500.00	45.10%
5403 Computer Software		7,934.15	12,500.00	63.47%
5404 Tech Support & Repair	3,569.43	15,914.93	25,000.00	63.66%
5405 Technical Services Supplies	359.55	413.70	4,000.00	10.34%
5406 Circulation Supplies	1,187.95	1,321.44	4,000.00	33.04%
5408 Tech Serv Online Resources		0.00	14,500.00	0.00%
5409 RBP/ILL Expenses		996.35	500.00	199.27%
5410 SWAN Consortium		11,653.50	47,000.00	24.79%
5411 Village IT Services	8,584.94	51,509.64	103,000.00	50.01%
<b>Total 5400 Automat. &amp; Dept. Oper.</b>	<b>14,626.87</b>	<b>98,245.14</b>	<b>232,000.00</b>	<b>42.35%</b>
5500 Services		0.00	0.00	
5501 Youth Services Programs	3,191.68	23,048.71	33,500.00	68.80%
5502 Summer Reading Program -- Youth	49.89	49.89	0.00	
5503 Adult/Teen Programs	1,045.52	13,460.97	26,500.00	50.80%
5505 Library Newsletter		15,768.55	40,000.00	39.42%

**Carol Stream Public Library**  
**Combined Statements of Revenues and Expenses**  
**Modified Cash Basis - All Funds**  
**Exhibit B - See Accountant's Compilation Report**

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	Sep-23	May23-Sep23	Annual Budget	% of Budget
5509 Library Publicity and Promotion	2,008.41	13,453.35	22,000.00	61.15%
<b>Total 5500 Services</b>	<b>6,295.50</b>	<b>65,781.47</b>	<b>122,000.00</b>	<b>53.92%</b>
5600 Collection		0.00	0.00	
5601 Youth Services Books	5,773.94	15,517.16	55,000.00	28.21%
5606 Youth Services Media	871.51	2,572.76	18,300.00	14.06%
5630 Adult Books	7,954.23	24,537.39	72,000.00	34.08%
5634 Online Resources		0.00	20,000.00	0.00%
5635 Magazines & Newspapers		8,864.01	13,000.00	68.18%
5637 Adult Media	2,437.79	11,189.19	35,000.00	31.97%
5651 Digital Media	16,343.09	53,753.73	120,000.00	44.79%
5652 Grant/Award Expense	5,164.00	50,021.59	58,800.00	85.07%
<b>Total 5600 Collection</b>	<b>38,544.56</b>	<b>166,455.83</b>	<b>392,100.00</b>	<b>42.45%</b>
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,157.85	61,203.51	160,000.00	38.25%
6620 Illinois Municipal Retirement F	12,316.28	67,528.36	205,000.00	32.94%
<b>Total 6600 Payroll Expenses</b>	<b>23,474.13</b>	<b>128,731.87</b>	<b>365,000.00</b>	<b>35.27%</b>
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
<b>Total 6900 Operating Xfers In (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00%</b>
7101 Liability Insurance		0.00	22,250.00	0.00%
7102 Risk Management expense		1,452.80	4,750.00	30.59%
7103 Unemployment Compensation Insur		455.53	3,000.00	15.18%
7201 Audit Expense	5,000.00	8,706.00	13,000.00	66.97%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		3,822.77	10,000.00	38.23%
7402 Parking Lot Repair	9,116.37	9,116.37	15,000.00	60.78%
7403 Building Repair		0.00	50,000.00	0.00%
7404 Landscape	1,480.00	7,637.92	50,000.00	15.28%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures	115.00	1,590.18	50,000.00	3.18%
<b>Total 7400 Capital Expenditures</b>	<b>10,711.37</b>	<b>22,167.24</b>	<b>176,000.00</b>	<b>12.60%</b>
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		0.00	250,000.00	0.00%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	10,000.00	0.00%
7507 Automation Equipment	1,322.29	1,894.96	30,000.00	6.32%
7509 Security Upgrades	313.46	313.46	8,000.00	3.92%
<b>Total 7500 Special Capital Projects</b>	<b>1,635.75</b>	<b>2,208.42</b>	<b>313,000.00</b>	<b>0.71%</b>
8000 Debt Repayment Expense		0.00	234,461.00	0.00%
<b>Total Expenses</b>	<b>279,574.78</b>	<b>1,400,081.19</b>	<b>4,544,361.00</b>	<b>30.81%</b>
<b>Net Operating Income</b>	<b>1,185,613.14</b>	<b>2,590,352.48</b>	<b>-532,000.00</b>	<b>-486.91%</b>
<b>Net Income</b>	<b>1,185,613.14</b>	<b>2,590,352.48</b>	<b>-532,000.00</b>	<b>-486.91%</b>



**Carol Stream Public Library**  
**Supplementary Information**  
**Revenues and Expenses - Modified Cash Basis - By Fund**  
**Exhibit C - See Accountant's Compilation Report**

	10-General Fund		20-Working Cash Fund		30-FICA Fund		40-IMRF Fund		50-Liability Fund	
	Sep 2023	May - Sep, 2023 (YTD)	Sep 2023	May - Sep, 2023 (YTD)	Sep 2023	May - Sep, 2023 (YTD)	Sep 2023	May - Sep, 2023 (YTD)	Sep 2023	May - Sep, 2023 (YTD)
<b>Income</b>										
3000 Property Taxes	1,216,582.07	3,150,586.14		47,610.21	123,296.38		77,708.25	201,239.49	9,850.31	25,509.06
3100 PPR Taxes	3,026.64	59,331.18								
3200 Interest Income	8,423.20	38,404.49	205.16	935.39	1,476.89		318.47	1,452.01	27.59	125.79
3300 Patron Payments	2,088.19	9,582.00								
3400 Donations		1,497.46								
3600 RBF/ILL Reimbursements	0.00	10.19								
3700 Grants		107,433.07								
3800 Other Income	98.90	553.75								
<b>Total Income</b>	<b>1,230,219.00</b>	<b>3,367,398.28</b>	<b>205.16</b>	<b>935.39</b>	<b>124,773.27</b>	<b>47,934.13</b>	<b>78,026.72</b>	<b>202,691.50</b>	<b>9,877.90</b>	<b>25,634.85</b>
<b>Gross Profit</b>	<b>1,230,219.00</b>	<b>3,367,398.28</b>	<b>205.16</b>	<b>935.39</b>	<b>124,773.27</b>	<b>47,934.13</b>	<b>78,026.72</b>	<b>202,691.50</b>	<b>9,877.90</b>	<b>25,634.85</b>
<b>Expenses</b>										
5100 Salaries	167,646.66	827,467.79								
5200 Plant Maint.	7,221.45	43,722.11								
5300 Business Exp.	4,418.49	34,686.99								
5400 Automat. & Dept. Oper.	14,626.87	98,245.14								
5500 Services	6,295.50	65,781.47								
5600 Collection	38,544.56	166,455.83								
6600 Payroll Expenses						11,157.85	61,203.51	12,316.28	67,528.36	1,452.80
7102 Risk Management expense										455.53
7103 Unemployment Compensation Insur										
7201 Audit Expense										
7400 Capital Expenditures										
7500 Special Capital Projects										
<b>Total Expenses</b>	<b>238,753.53</b>	<b>1,236,359.33</b>	<b>0.00</b>	<b>0.00</b>	<b>61,203.51</b>	<b>11,157.85</b>	<b>12,316.28</b>	<b>67,528.36</b>	<b>0.00</b>	<b>1,908.33</b>
<b>Net Operating Income</b>	<b>991,465.47</b>	<b>2,131,038.95</b>	<b>205.16</b>	<b>935.39</b>	<b>63,569.76</b>	<b>36,776.28</b>	<b>65,710.44</b>	<b>135,163.14</b>	<b>9,877.90</b>	<b>23,726.52</b>
<b>Net Income</b>	<b>991,465.47</b>	<b>2,131,038.95</b>	<b>205.16</b>	<b>935.39</b>	<b>63,569.76</b>	<b>36,776.28</b>	<b>65,710.44</b>	<b>135,163.14</b>	<b>9,877.90</b>	<b>23,726.52</b>

**Carol Stream Public Library  
Supplementary Information  
Revenues and Expenses - Modified Cash Basis - By Fund  
Exhibit C - See Accountant's Compilation Report**

	60-Audit Fund		70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Sep 2023	May - Sep, 2023 (YTD)	Sep 2023	May - Sep, 2023 (YTD)	Sep 2023	May - Sep, 2023 (YTD)	Sep 2023	May - Sep, 2023 (YTD)
Income								
3000 Property Taxes	3,830.55	9,920.05			88,588.94	229,419.21	1,444,170.33	3,739,970.33
3100 PPR Taxes							3,026.64	59,331.18
3200 Interest Income	25.62	116.82	6,469.01	29,494.63	10.89	49.67	15,803.86	72,055.69
3300 Patron Payments							2,088.19	9,582.00
3400 Donations							0.00	1,497.46
3600 RBP/LL Reimbursements							0.00	10.19
3700 Grants							0.00	107,433.07
3800 Other Income							98.90	553.75
<b>Total Income</b>	<b>3,856.17</b>	<b>10,036.87</b>	<b>6,469.01</b>	<b>29,494.63</b>	<b>88,599.83</b>	<b>229,468.88</b>	<b>1,465,187.92</b>	<b>3,990,433.67</b>
<b>Gross Profit</b>	<b>3,856.17</b>	<b>10,036.87</b>	<b>6,469.01</b>	<b>29,494.63</b>	<b>88,599.83</b>	<b>229,468.88</b>	<b>1,465,187.92</b>	<b>3,990,433.67</b>
Expenses								
5100 Salaries							167,646.66	827,467.79
5200 Plant Maint.							7,221.45	43,722.11
5300 Business Exp.							4,418.49	34,686.99
5400 Automat. & Dept. Oper.							14,626.87	98,245.14
5500 Services							6,295.50	65,781.47
5600 Collection							38,544.56	166,455.83
6600 Payroll Expenses							23,474.13	128,731.87
7102 Risk Management expense							0.00	1,452.80
7103 Unemployment Compensation Insur							0.00	455.53
7201 Audit Expense	5,000.00	8,706.00					5,000.00	8,706.00
7400 Capital Expenditures			10,711.37	22,167.24			10,711.37	22,167.24
7500 Special Capital Projects			1,635.75	2,208.42			1,635.75	2,208.42
<b>Total Expenses</b>	<b>5,000.00</b>	<b>8,706.00</b>	<b>12,347.12</b>	<b>24,375.66</b>	<b>0.00</b>	<b>0.00</b>	<b>279,574.78</b>	<b>1,400,081.19</b>
<b>Net Operating Income</b>	<b>-1,143.83</b>	<b>1,330.87</b>	<b>-5,878.11</b>	<b>5,118.97</b>	<b>88,599.83</b>	<b>229,468.88</b>	<b>1,185,613.14</b>	<b>2,590,352.48</b>
<b>Net Income</b>	<b>-1,143.83</b>	<b>1,330.87</b>	<b>-5,878.11</b>	<b>5,118.97</b>	<b>88,599.83</b>	<b>229,468.88</b>	<b>1,185,613.14</b>	<b>2,590,352.48</b>

**VILLAGE OF CAROL STREAM, ILLINOIS**  
**LIBRARY BOARD RESOLUTION #300**  
**RE: COMMENDATION OF FRIENDS OF THE**  
**CAROL STREAM PUBLIC LIBRARY**

**IN CELEBRATION OF FORTY YEARS OF SERVICE AND COMMITMENT**

**WHEREAS**, the Friends of the Carol Stream Public Library were formed forty years ago in 1983 to support the Carol Stream Public Library and their services to the community; and

**WHEREAS**, the work of the Friends highlights, on an on-going basis, that our Library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

**WHEREAS**, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our Library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services; and

**WHEREAS**, the Friends raise money that enables our Library to fulfill our Mission – providing the resources for additional programming, equipment, support for summer reading programs, scholarships for Career Online High School, and special events throughout the year; and

**WHEREAS**, the Friends volunteer at special Library events throughout the year demonstrating their dedication to the Library with their gracious and welcoming nature; and

**WHEREAS**, the Friends’ gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; and

**Now, therefore, be it resolved that the** Board of Library Trustees publicly commends and thanks the Friends of the Carol Stream Public Library on behalf of the citizens of Carol Stream for their continued contributions and support to make our Library and the community so much better.

Passed this 18<sup>th</sup> day of October, 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

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**Carol Stream Public Library**  
**Expenses by Vendor**  
September 2023

<b>Num</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
<b>10-1000 Library Fund Cash</b>			
<b>10-1006 Old Second General Checking</b>			
12140	09/08/2023	Armstrong, Patricia	-8.00
12141	09/11/2023	Baker & Taylor	-384.16
12142	09/15/2023	Silva, Efrain	-500.00
12143	09/19/2023	A & A Paving Contractors, Inc.	-9,116.37
12144	09/19/2023	AED Brands	-115.00
12145	09/19/2023	American Library Association	-155.00
12146	09/19/2023	Ancel Glink, P.C.	-168.75
12147	09/19/2023	ATA Group, LLP (Assoc McClure Inserra CPA	-1,200.00
12148	09/19/2023	Bedrock Earthscapes, LLC	-1,480.00
12149	09/19/2023	Center Point for Large Print Books	-145.02
12150	09/19/2023	Comcast (Fiber Optic/Internet)	-875.00
12151	09/19/2023	Complete Cleaning Co., Inc.	-2,865.00
12152	09/19/2023	D & Z House of Books	-626.28
12153	09/19/2023	Demco	-415.35
12154	09/19/2023	EBSCO Information Services	-2,428.00
12155	09/19/2023	Gale/Cengage Learning Inc.	-407.86
12156	09/19/2023	Garvey's Office Products	-478.46
12157	09/19/2023	Heritage Technology Solutions	-3,150.00
12158	09/19/2023	Homeless Training Institute, LLC	-1,049.00
12159	09/19/2023	Kothrade, Kevin	-250.00
12160	09/19/2023	Literacy DuPage	-100.00
12161	09/19/2023	Lynn, John F.	-162.50
12162	09/19/2023	Maddox, Susan K.	-350.00
12163	09/19/2023	MNJ Technologies Direct, INC.	-1,042.88
12164	09/19/2023	OverDrive, Inc.	-6,277.27
12165	09/19/2023	PermaBound Books	-84.61
12166	09/19/2023	Pitney Bowes Global Financial Services LL	-277.38
12167	09/19/2023	Playaway Products, LLC (Formerly Findaway	-820.33
12168	09/19/2023	Precision Control Systems of Chicago, Inc.	-1,346.00
12169	09/19/2023	Roto-Rooter Services Company	-1,000.00
12170	09/19/2023	Scholastic, Inc.	-2,736.00
12171	09/19/2023	Sebert Landscaping, Inc.	-742.56
12172	09/19/2023	Sikich, LLP	-5,000.00
12173	09/19/2023	Sunshine Farm II	-750.00
12174	09/19/2023	Swan (System Wide Automated Network)	-35.00
12175	09/19/2023	Team One Repair, Inc.	-1,170.00
12176	09/19/2023	Today's Business Solutions, Inc.	-299.84
12177	09/19/2023	Unique Management Services, Inc.	-98.50
12178	09/19/2023	Village of Carol Stream	-8,584.94
12179	09/19/2023	Comcast - (Business Phone)	-424.02
12180	09/19/2023	Village of Carol Stream - Benefits	-19,015.92
12181	09/19/2023	Village of Carol Stream - Water Dept.	-622.70
12182	09/20/2023	ANIMAL QUEST ENTERTAINMENT, INC.	-406.00
12183	09/20/2023	Baker & Taylor	-11,890.49

12184	09/20/2023	Midwest Tape LLC	-9,674.89
12185	09/20/2023	OverDrive, Inc.	-2,500.00
12186	09/20/2023	Village of Carol Stream - IMRF	-12,316.28
<b>Total for 10-1006 Old Second General Checking</b>			<b>-\$ 113,545.36</b>

<b>10-1001 PNC General Checking</b>			
12250	09/27/2023	Amazon Business Prime/AMEX	-3,887.69
12251	09/27/2023	GreatAmerican Financial Svcs.	-1,197.69
12252	09/27/2023	HR Source	-1,025.00
12253	09/27/2023	PNC Bank	-3,311.48
12255	09/27/2023	Natasha Lehrer Lewis Art	-290.00
12254	09/27/2023	Natasha Lehrer Lewis Art	-290.00
12256	09/28/2023	Heritage Technology Solutions	-313.46
<b>Total for 10-1001 PNC General Checking</b>			<b>-\$ 10,315.32</b>

**Total for 10-1000 Library Fund Cash** **-\$ 123,860.68**

Thursday, Oct 05, 2023 08:27:54 AM GMT-7

Total Disbursements for September 1 through September 30, 2023  
 Approved by the Library Board of Trustees October 18, 2023

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

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

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# Carol Stream Public Library

## Reimbursements

September 2023

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
09/30/2023	Journal Entry	ATA0906	10-General Fund	Reclass September, 2023 Reimbursements	-Split-	116.59	116.59
<b>Total for 2400 Payroll Liabilities</b>						<b>\$116.59</b>	
5300 Business Exp.							
5305 Mileage Reimbursement							
09/30/2023	Journal Entry	ATA0906	10-General Fund	Reclass September, 2023 Reimbursements	-Split-	56.99	56.99
<b>Total for 5305 Mileage Reimbursement</b>						<b>\$56.99</b>	
<b>Total for 5300 Business Exp.</b>						<b>\$56.99</b>	
5500 Services							
5501 Youth Services Programs							
09/30/2023	Journal Entry	ATA0906	10-General Fund	Reclass September, 2023 Reimbursements	-Split-	33.59	33.59
<b>Total for 5501 Youth Services Programs</b>						<b>\$33.59</b>	
5503 Adult/Teen Programs							
09/30/2023	Journal Entry	ATA0906	10-General Fund	Reclass September, 2023 Reimbursements	-Split-	26.01	26.01
<b>Total for 5503 Adult/Teen Programs</b>						<b>\$26.01</b>	
<b>Total for 5500 Services</b>						<b>\$59.60</b>	

# Deduction Listing

Check Dates: 09/08/2023 to 09/22/2023

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Carol Stream Public Library (9366)

Processes: 2023090801 - 2023092201

Pay Periods: 08/20/2023 to 09/16/2023

## REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Johnson, Melanie	1138		04	-44.54
Mucha, Pierce	1226		11	-22.35
Raygoza, Leticia	1233		12	-33.59
Wilson, Leigh Anne	1188		12	-16.11
<b>Totals for REIMB -- REIMBURSEMENT</b>			<b>4 Employees</b>	<b>-116.59</b>

## Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	4	-116.59
<b>Totals</b>			<b>4</b>	<b>-116.59</b>



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**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**  
**October 18, 2023**

**Friends 40<sup>th</sup> Anniversary Resolution**

The Friends of the Carol Stream Public Library are celebrating their fortieth anniversary. In honor of this momentous occasion, a Resolution commending their numerous contributions to the success of the Library over the years will be shared at the meeting by the Board President. Light refreshments will be provided.

**Audit Report**

Brian LeFevre, a partner from Sikich LLP, will be presenting a review of the Library's 2023 Annual Financial Report. I prepared the Management Discussion and Analysis that is included in the report. A pdf of the Audit has been emailed to each Board member. Please review and bring any questions you may have to the meeting. The hard copies should be available for your Monday Board packets.

**Facility Update**

Maintenance identified leakage from the water wall system. Service staff had been out and replaced the leaking pump, but the part was faulty. The wall was drained and a new pump and replacement lights have been ordered and once received, the new parts will be installed and the water wall will be able to be turned back on.

A slight water stain was detected in a ceiling panel in the Youth Services department. We are not sure how long it has been there before it was noticed. It did not change after our recent rains. Our annual roof maintenance was completed on September 14<sup>th</sup> which may have addressed the issue, but as a precaution we are scheduling them to come to check for any cause for the stain.

**Aging in a Changing Region Project Community Partner**

There will be a focus group for the Aging In a Changing Region Project at the Library on Thursday, October 26 at 9:00 am in the Library meeting room. Data from the resident and stakeholder surveys will be shared as well as an opportunity to discuss the results and share any additional feedback. Trustees are encouraged to attend if they are available.

**Local Bomb Threat Update**

Skokie Police have arrested a young man in connection with local bomb threats in the area. The Aurora Police are also pressing charges against the individual. Here are links to local online articles regarding the arrest:

<https://www.fox32chicago.com/news/skokie-man-charged-with-calling-in-bomb-threats>

<https://news.wttw.com/2023/10/11/skokie-man-charged-connection-several-suburban-bomb-threats>

<https://www.msn.com/en-us/news/crime/skokie-man-charged-in-september-bomb-threats-at-aurora-libraries-apd/ar-AA1iaphA>



**Flu Shots**

The Library is offering to reimburse staff for the cost of this year's annual flu shot if it is not covered by their insurance. Working with the public, it is important for the Library to support good health and health practices. Staff are required to turn in their paid receipt to be reimbursed.

**Upcoming Library Events and Outreach**

- October 18-Friends of the Library Recognition-Library Board Meeting 7:00 p.m.
- October 28- Trick or Treat Trail-Red Hawk Park
- October 31-Trick or Treat at the Library
- December 1-Village Tree Lighting-Village Town Center and Fountain View
- December 3-Library Holiday Open House

October Employee Anniversaries

Renee Walther – 10/02/96-Circulation

Steve Dexheimer – 10/07/03-Youth Services

Melanie Johnson – 10/11/12-Patron Services

Athens Moreno – 10/11/21-Adult Services

Lulu Camara – 10/24/22-Patron Services

Susan Westgate, Library Director

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**Carol Stream Public Library - Monthly Librarian's Report FY 2023-2024**

		September		
		FY 22-23	FY 23-24	Current YTD
<b>Circulation Activity</b>				
<b>Physical material use by audience</b>				
	Total Adult	14,717	15,126	78,271
	Total Teen	830	708	3,944
	Total Youth	15,190	15,527	87,548
<b>Physical material use by format</b>				
	Books	21,443	22,316	122,990
	Videos	5,817	5,560	29,427
	Audiobooks and Music CDs	2,002	1,958	8,800
	Periodicals and Magazines	248	204	1,179
	Other	1,227	1,323	7,367
	<b>Total Physical Item Circulation</b>	<b>30,737</b>	<b>31,361</b>	<b>169,763</b>
<b>Interlibrary loans and Reciprocal borrowers (included above)</b>				
	ILL - Borrowed from SWAN	3,035	3,085	14,830
	ILL - Borrowed from Non-SWAN	41	52	144
	ILL - Loaned to SWAN	683	790	3,933
	ILL - Loaned to Non-SWAN	77	89	397
	RBP Loans - SWAN (incl. above)	429	693	3,033
	RBP Loans (non-SWAN) - (incl. above)	414	434	2,653
<b>Digital media use</b>				
	Bingepasses (hoopla)	4	27	87
	E-books	2,899	3,427	17,350
	E-Audio	2,492	2,902	15,005
	E-Video	512	545	2,780
	Museum Adventure Pass / Explore More Illinois	22 / 0	30 / 0	176 / 3
	<b>Total use of Electronic Materials</b>	<b>5,929</b>	<b>6,931</b>	<b>35,401</b>
<b>Total Circulation (physical materials and digital media)</b>		<b>41,279</b>	<b>38,292</b>	<b>205,164</b>
	Digital magazine retrievals	668	989	4,281
<b>Total Electronic Retrievals (e-mags and databases)</b>		<b>5,928</b>	<b>6,591</b>	<b>31,132</b>
<b>Other circulation activities</b>				
	Items checked out in the Library	13,977	14,432	83,092
	Self Check - # of Items Checked out	9,215	9,387	54,054
	Self Check - % of items checked out in the Library	65.29%	65.04%	65.05%
<b>Programs - # of Programs/Attendance*</b>				
	Adult - Number/Attendance	22 / 647	45 / 847	178 / 4,069
	Teen Number/Attendance	7 / 118	9 / 145	55 / 968
	Youth - Number/Attendance	102 / 1,177	105 / 1,402	577 / 11,390
	General Interest - Number/Attendance	0 / 0	3 / 310	13 / 998
<b>Total - Number/Attendance</b>		<b>131 / 1,942</b>	<b>162 / 2,704</b>	<b>810 / 16,427</b>
<b>Library Events - Number / Attendance</b>		<b>0 / 0</b>	<b>0 / 0</b>	<b>7 / 288</b>
<b>Outreach - Number / Attendance</b>		<b>15 / 549</b>	<b>34 / 828</b>	<b>117 / 6,873</b>
<b>Facility Usage</b>				
	Library Visits (Door Count)**	11,429	12,754	70,009
	Curbside Pickup Transactions	96	40	256
	Meeting Rooms - # of Public Bookings*	2	7	23
	Study Rooms - # of Users	336	369	1,698

Electronic Usage			
# of Internet Sessions/Total Time	957 / 472	1,317 / 1,1014	6,621 / 4,951
# of Library Website Visits	10,019	10,344	54,560
# Mobile App Views	3,955	na	na
# of Wireless Users	2,030	1,735	7,435
Aspen catalog usage # engaged sessions	4,186	6,694	34,023

Reference Transactions			
Adult	1,304	1,600	8,435
Youth	501	781	6,606
Patron Services	275	421	2,379
Chat	34	21	124
<b>Total Reference Transactions</b>	<b>2,114</b>	<b>2,823</b>	<b>17,544</b>

Total One-on-One Tutorials*			
Adult	35	60	212
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,332	18,268	
# of Non-Resident Cards	40	49	
<b>Total Registered Users</b>	<b>18,372</b>	<b>18,317</b>	

Resources Owned/Licensed			
Books	64,911	67,164	
Newspapers (Print only)	24	22	
Periodicals (Print only)	119	118	
Total Print Materials	65,054	67,304	
Current Subscriptions (Print Only)	143	140	
Current E-Subscriptions	4,312	5,130	
E-Books: Downloadable	76,704	82,828	
Audio Recordings	6,745	6,626	
Audio Recordings (Downloadable)	30,485	35,825	
Videos	10,017	10,172	
Other: Video Games, Puzzles, Devices	774	853	
Databases	72	61	
<b>Total Resources Owned/Licensed</b>	<b>194,163</b>	<b>208,799</b>	

<b>Professional Development Hours</b>	76	63.50	223.00
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\*The meeting rooms are not available for public reservations.

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.

\*\*Door counts from March through mid-July 2023 were elevated in error by the system.

The year-to-date number is an estimate based on the daily average after the counter was re-set.

Assistant Director's Report  
September 2023

#### Administration and Business Office

- Payroll processing week of 9/5 and 9/18
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Staff Honor Books and Memorial/Honor Donation processed.
- Switching bank accounts from Old Second to PNC Bank
  - New checks, deposit slips, and endorsement stamp ordered
  - Signatory forms and bank routing information updated with various vendors for fund transfers and direct deposit.
  - Illinois Funds form needed a signature guarantee stamp. PNC Branch manager was able to do that for us.

#### Tech Services

- Technical Services Associate Jackie Latham started in the department on 9/1.
- Acquisitions Associate Susan Grude retired on 9/15 after 28 ½ years at the Library.
- College of DuPage LTA student Anjali Rentfleish started her practicum. She will spend time in each department and at Outreach events for a total of 75 hours.
- Items ordered – 522 and Items put into Circulation – 751
- Items catalogued – imported bib records & original cataloging - 101
- Item record edits/database clean-up – 579
- Bib record merge requests submitted to SWAN support – 5
- Repair items (includes disc cleaning) - 21
- Pending orders in Workflows - not received items as of 10/4 are 448 Youth items and 452 Adult items. No pending carts from MWT and B&T waiting to be ordered.
- Sustainable Shelves – 198 titles were submitted; 71 items were approved for submission resale to B&T for a credit value of \$19.74.
- Spotlight Displays processed back to original Home Location: School Stories and new display on Health and Wellness
- Conversion Projects total items processed – 513
  - Nintendo Switch games relabeled because metallic marker would wear off.
  - Juvenile Spanish language project to add reading levels completed.

#### Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- 9/19/23 Monthly IT meeting – Laura
- 9/20/23 Board meeting - Laura
- 9/21/23 SLUI (SirsiDynix Library Users of Illinois) meeting – Laura
- 9/27/23 CollectionHQ update – Laura
- 9/28/23 SWAN technology Users Group meeting – Laura

#### Information technology

- There were 28 support tickets in September.
- Security cameras – Adult Desk camera and mount were replaced by HTS.
- Electronics recycling processed by VOCS IT staff including the old hotspots.
- New devices setup by VOCS IT, including a new laptop to be used in-house only primarily for staff and presenters and an iPad for Patron Services.
- LibraryH3lp chat platform GeolP restrictions enabled.
- Website down for a short time on 9/14 due to infrastructure failure with Pantheon our web host.

Laura Hays  
Assistant Library Director

Adult Services Department Monthly Report

September 2023

Department News:

- Database traffic dipped down a little bit, which can happen during the back to school months
- Overdrive Magazine usage saw a nice uptick, out handouts at the desk have been helpful in both the patrons learning about resources but also staff showing instruction and offering awareness
- Our Teen Services page continues to be updated, offering more indexable resources locally and nationally on various High School, College Prep, and Career offerings
- Organized our patron handouts at the desk and have started working on Spanish language material for handouts, both library resources but also local resources and group info
- Programs for September ballooned to 45 offerings for the month!! That's more than 1x per day that there was something Teens or Adults could interact with
- September debut our ESL Conversation class in partnership with Literacy DuPage
- Reinstated our Proctoring Services, with a more streamlined process for both staff and patrons
- Began working with DuPage Senior Council on collaborative efforts to help connect and network with seniors in the community
- Finished programming initiatives and plans for the upcoming Winter newsletter
- Finalized a plan to start offering Teen Volunteer Kits come Nov for passive outreach for those in need
- Our ESL classes and resources continue to be in big demand, as Spanish language/translation is a growing trend for desk interactions, well over a year now
- Our Goat Yoga program unfortunately didn't happen due to weather issues twice, but the interest was strong and we're excited to offer it at some point in Summer 2024

Outreach Activities:

- Homebound delivery – 42 registered, delivered to 39 patrons, Items delivered 180
- Rabbecca continues doing some great reader's advisory games through online platforms and our social media including contests
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Omar worked with the Chamber on an Illinois Benefits presentation
- Created more Spanish language resource handouts about our databases
- Partnered with AARP on offering another Driver's Safety Class come April 2024
- Partnered with Glenbard HS district in working with their Special Ed program/groups to offer a library visit tour and movie day

EDI Activities (EDI Committee & Dept):

- Held various programs and display promotions for Spanish Heritage Month that began Sept 15
- ESL classes continue with offerings 3x per week serving over 50 students
- Staff have been utilizing our Mango Language database to take the Spanish for Librarians Course

Athens Moreno Adult Services Manager

- Omar was able to get a donation of Vietnamese titles to add to our foreign language collection
- Working with local agencies to offer a specialized Teen Week and Senior week come 2024

Programs & Displays:

- Binge Box packages for both adults and teens
- Back to School online Quiz “Are you Smarter than a Grade Schooler?”
- Sold out Take N Make Bee stick Flag for Adults
- Take N Make Teen UV Flashlight Kit
- Infusible Ink Craft Program creating custom Mugs
- Partnered with DuPage Garden Club offering a Singing Shrubs program
- Omar continued his Grow with Google Job Series program
- Our Afterschool offerings continued including a Art program and passive arts and crafts for Spanish Heritage Month
- In Person program on Tips to Sell your Home
- Our Donuts and Dice Program had it’s largest crowd in September
- ESL Classes 3x a week
- In partnership with Literacy DuPage, offered the first of our ESL Conversation Groups
- District 93 Teachers Meeting was held using one of the program rooms
- Our Spice of the Month continues to sell out and waitlists are building
- Last Wednesday Movie program for Seniors was held
- Neighbors Together partnership with DuPage Literacy on a county wide reading club, which also held a movie screening here at the library
- Illinois Mainstreet online program
- High School Gamers Lounge program
- Unclaimed property day in connection with Senator Lewis was held and well attended
- Our Medicare 101 program was very successful with over 60 attendees

Meetings:

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

Resources and Collection News:

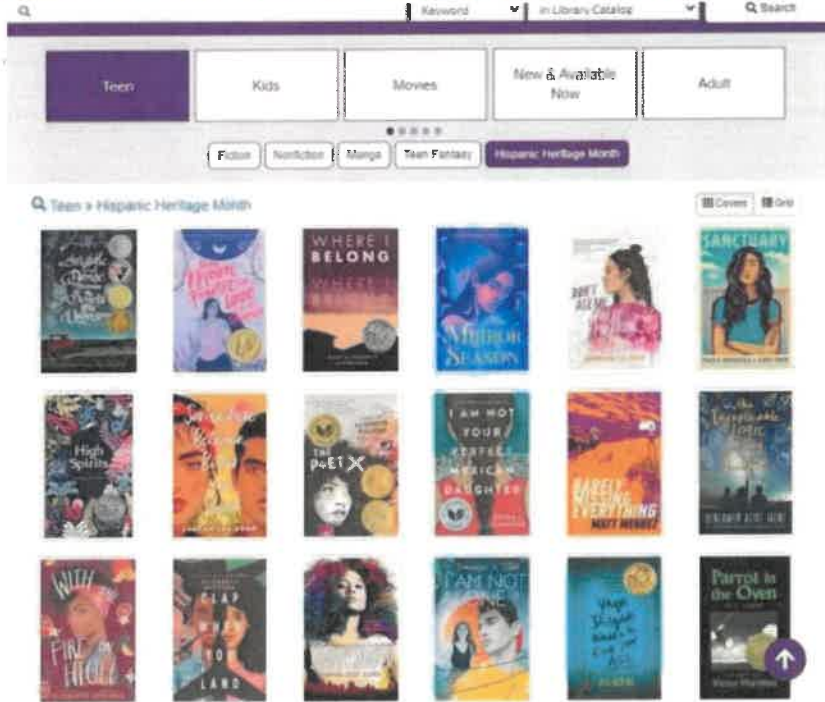
- New handouts were created for resources that were missing them including having some in Spanish
- Our Staff Academy was populated with several training tutorials including several videos on customer and patron interactions that can be difficult, and how to handle them safely
- Working on database renewals for Sept and October
- Banned Books display was created, which also featured our dressed-up mannequin in a book on fire dress

Continued Education & Training:

- Working on a how to do programming informative packet for staff
- Collection HQ tutorials and training was uploaded to our staff academy
- Team Leader training for new staff



Spanish Heritage Month

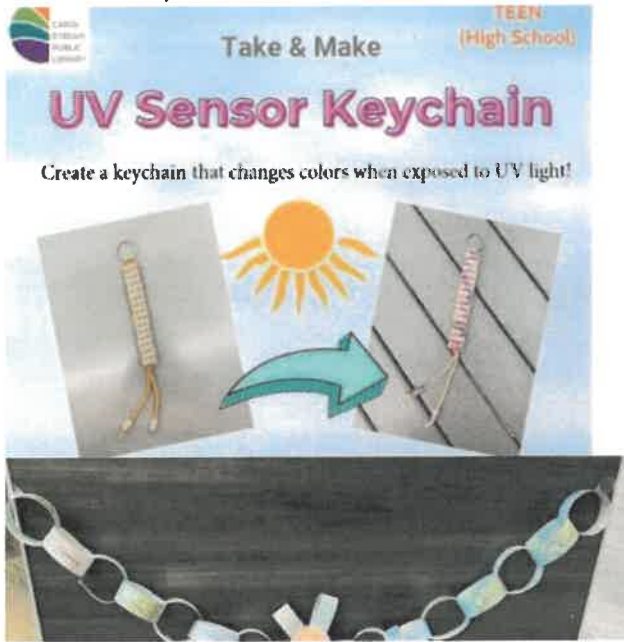


Spanish Heritage Month



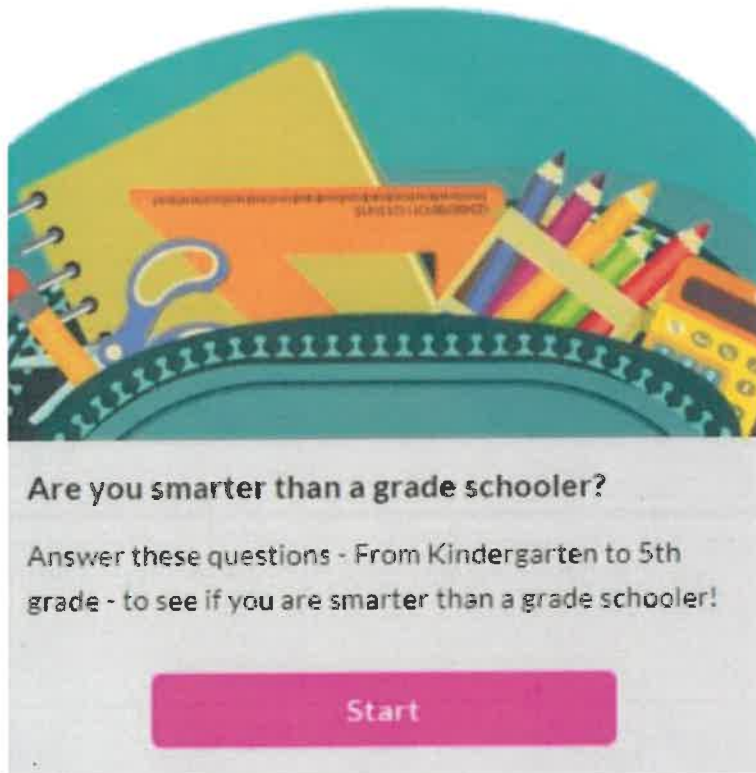


- Social media posts



Teen Craft Take N Make





Online quiz/game



in library book displayCatalog lists such as

# Youth Services Report September 2023

## Program Highlights

- Youth Services hosted 79 in person programs during September with 1,553 in attendance. In addition, Youth Services had 581 participants serviced through 16 self-directed programs.
- Molly Emerson and Samantha Wright hosted Ice Cream Socials for Homeschool Hangout and for the after school crowd on 9/1. 32 were in attendance for the Homeschool Hangout and 39 attended after school.
- Adriana Albers hosted the Wendy and DB Concert on 9/2 with 47 in attendance.
- Thursday storytimes were not getting as many participants with the age specific storytimes, so Adriana decided to do one storytime for a wider age group and that is working out well. The first one on September 7 had 50 people in attendance with the other two on 9/14 and 21 having 37 and 28 respectively. Wednesday storytimes remain age specific with a 2 & 3 year-old program at 9:30 and 3-5 year-old program at 10:30.
- Julie Mohedano and Leticia Raygoza hosted Bilingual Mingle on 9/9 with 10 in attendance.
- Leigh Anne Wilson hosted a Sensory Series: Playdoh Playdate on 9/11 with 39 in attendance.
- Leigh Anne Wilson and Aneesa Iqbal hosted an Autumn Apple Adventure on 9/16 with 13 in attendance.
- Leticia Raygoza and Julie Mohedano put on a Hispanic Heritage Celebration complete with treats, crafts and a Mariachi band on 9/17 with 54 in attendance.
- Adriana Albers hosted an apple edition of Hands on Learning on 9/26 with 41 in attendance.



Playdoh Playdate



Bilingual Mingle

## Outreach Events

- Leigh Anne Wilson provided 2 Outreach Storytimes during September reaching 108 children.

## Patron Service and Reference

- 60 Youth Binge Box requests were filled during September.
- Youth Staff had 781 interactions with the public during September.

## Meeting Attendance

- 9/13 – Meeting with Susan – Amy Teske
- 9/14 – Management Team Meeting – Amy Teske
- 9/26&27 – Youth Services Collection Management Meetings

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Hispanic Heritage Celebration



Wendy & DB



Ice Cream Social



Storytime Jamboree

Patron Services Monthly Report  
September 2023

Circulation Statistics:

- Total Checkouts and Renewals: 31,361
- Staff-initiated material renewals: 257
- Curbside deliveries: 40
- New resident accounts: 109
- New Digital Accounts: 29
- Check-ins: 16,254
- Items Shelved: ~16,500

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 8+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In September, 264 accounts were reviewed. Of those accounts, 49 will remain in the database and 215 will be removed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 5,726
- Checkouts at Youth Services machine: 3,661

Melanie participated in the following:

- Monthly 1:1 with Susan
- Bi-weekly management team meetings
- Supervisor meeting with Devaki and Rich (9/7)
- Carol Stream Fall Fest (9/23): We passed out fall crafts, coloring books, pumpkins, and promoted library services and upcoming programs.
- Perspectives Coaching Program- Psychological Safety (9/27): This was the first session in a series of 4 offered by our EAP Perspectives. This session focused on the importance of creating an environment that allows employees to take risks and learn from their mistakes without fear.

Submitted by:  
Melanie Johnson  
Patron Services Manager  
10/8/23

Human Resources

Monthly Report

September 2023

**Administration**

- Began employee handbook revisions with Director Westgate
- Processed payroll September 18<sup>th</sup>
- Compiled Stay Interview survey results
- Had follow-up meetings with staff members regarding Stay Interview
- Edited new Bullying Policy and Director Westgate presented it to management
- Paylocity issues with display screens, management access to journals, floating holidays, etc (all issues were resolved)

**Benefits**

- Continued the IPBC PlanSource transition while collaborating with the Village of Carol Stream
- Mailed Certificate of Credible Coverage to retirees/ sent to eligible staff

**Staffing & Onboarding**

- Conducted HR orientation with new Tech Services Associate, Jackie Latham
- Posted full-time position Acquisitions Associate opening on CSPL website and RAILS
- Phone interviewed 5 people for Acquisitions Associate position
- Previous Acquisitions Associate, Susan Grude, retired- conducted exit interview
- Conducted 60-day check in meetings with new hires Jeremy Donaldson, Angel Flores, and Autumn Temesvary
- In-person interview for Acquisitions Associate

**Training**

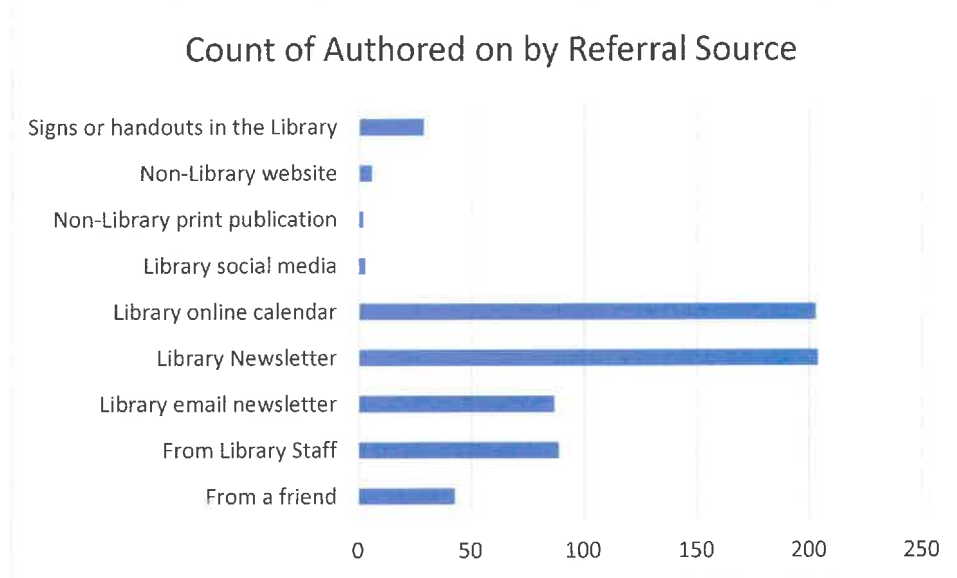
- IPBC/PlanSource meeting (1 hour)
- IPBC/PlanSource meeting #2 (1 hour)
- SHRM webinar HR Myth Busting (1 hour)
- EAP Perspectives Leadership workshop (1.5 hours)

**Compensation**

- N/A

## Marketing Report: Mikayla Frigo

September 2023



### Promotions resulted in 666 event registrations

- Prepped promotional materials for and attended Fall Fest.
- Edited and published all programs and events for the quarterly Winter newsletter.
- Edited and prepped materials for the Winter Newsletter.
- Attended Friends of the Library board meeting on 9/12.
- A total of 221 patrons participated in the Passport Campaign, “Oh, the Places We Will GO!” for library card sign up month and 29 patrons completed their passports.
- Produced graphics for TV displays to promote the Library’s resources, upcoming events, and reading challenges.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
  - Edited November Youth Services Programs pamphlet
  - Edited October Adult and Teen monthly program calendars
  - Created logo for new Adult Services Book Club, “Pages through the Ages”
  - Created bookmarks for the High School Volunteer Program
  - Created bookmarks for the Aging in the Community Program
  - 17 - 8.5 x 11 Program signs
  - 11x17 Banned Books Week book display sign
  - Classics and Retellings book display sign



- Added logo to
  - English and Spanish Learning Express Handouts
  - Learning Express shelf talker
  - Job/Career Accelerator handout
- Created Illinois Secure Choice handout and promotional sign.
- Created and laminated sign for the reference desk's plastic bag holders.

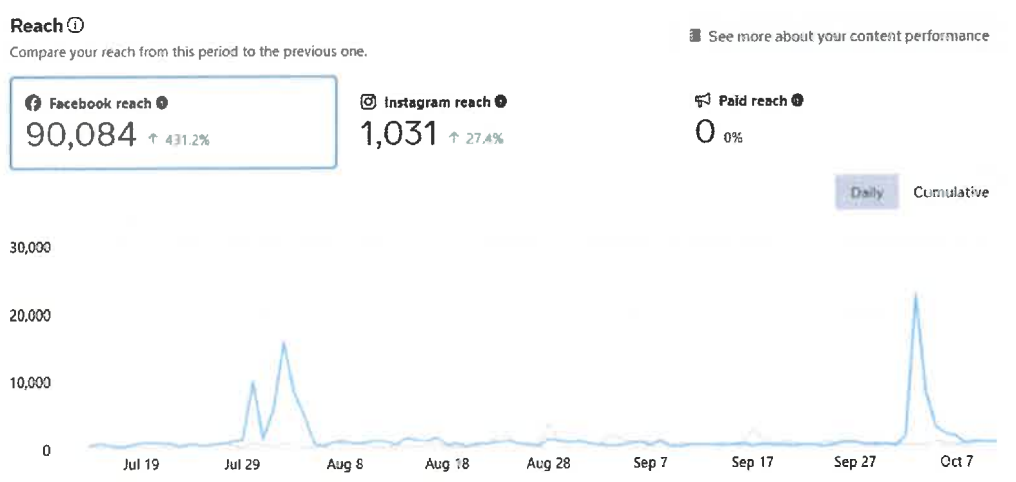
**Statistics:**

*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: September**

**Followers:** 2,979 (19 new followers)



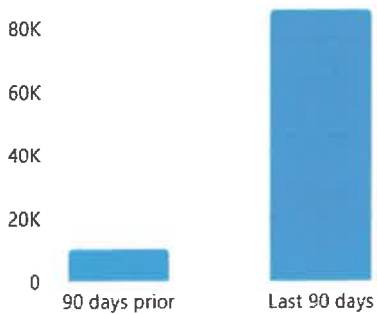
**September Post Reach: 85.3 K**

**Reach**

**Post reach** ⓘ

**85.3K** ↑ 753.2%

Total from last 90 days vs 90 days prior



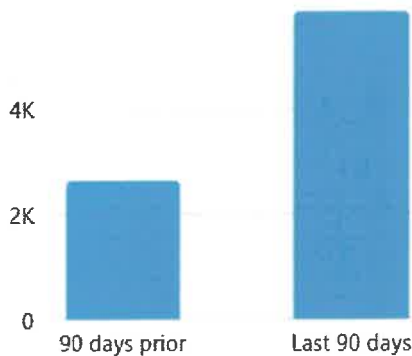
## September Engagement: 5.8 K

### Engagement




Post reactions, comments and shares ⓘ

5.8K ↑ 122%




Total from last 90 days vs 90 days prior



## Top Three Reach Posts from September

<p><b>Carol Stream Public Library</b> September 8</p> <p>When it's 100 degrees outside but freezing inside, Librarians have been known to borrow the blankets used in Miss Aneesa's Storytime for Little Ones program.</p> 	<p><b>Carol Stream Public Library</b> September 26 at 2:25 PM</p> <p>Whoa! Just saw we have 16 books by our Library's top author, Colleen Hoover, on the shelf and ready to borrow. 📖 According to USA Today, Hoover went from self publishing a few titles while working as a social worker and WIC counselor, to taking over half of the Top 10 Bestseller list in 2022 after going viral on TikTok! Her books are high-drama, fast-paced, sometimes steamy and sometimes heartwrenching. Have you read her books before, and if so which would you recommend??</p> <p style="text-align: center;"><b>Romance</b></p> 	<p><b>Carol Stream Public Library</b> September 5</p> <p>Are you ready for an extraordinary and one-of-a-kind photo opportunity at your beloved Library? Brace yourselves because our incredible librarians, Miss Sam and Miss Claire, are preparing to take off on their next exciting adventure!</p> 
<p>People Reached: 1,223 Engagements: 26</p>	<p>People Reached: 980 Engagements: 28</p>	<p>People Reached: 843 Engagements: 38</p>

### Top Three Engagement Posts from September

<p><b>Carol Stream Public Library</b> September 22 at 1:00 PM · 🌐</p> <p>The Library is the perfect place to take your first steps in early literacy. On special occasions, however, it's also the perfect place to take your very first actual steps.</p> 	<p><b>Carol Stream Public Library</b> September 5 · 🌐</p> <p>Are you ready for an extraordinary and one-of-a-kind photo opportunity at your beloved Library? Brace yourselves because our incredible librarians, Miss Sam and Miss Claire, are preparing to take off on their next exciting adventure!</p> 	<p><b>Carol Stream Public Library</b> September 30 at 12:00 PM · 🌐</p> <p>In celebration of the last day of Library Card Sign-Up Month, just a friendly reminder that you are never too old to get a library card 📖</p>  <p>See insights and ads <a href="#">View post</a></p> <p>👍👍 30      1 🗨️ 1 📌</p> <p>👍 Like      💬 Comment      ➦ Share</p>
<p>People Reached: 569 Engagements: 65</p>	<p>People Reached: 843 Engagements: 38</p>	<p>People Reached: 617 Engagements: 35</p>

### Twitter

**Followers:** 1,665 (6 new followers)

**Total Impressions:** 4.6 k

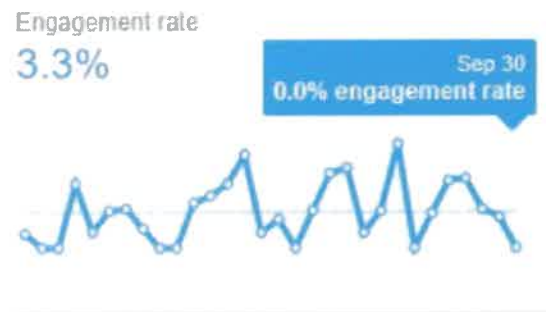
### Impressions from September

Your Tweets earned 4.6K impressions over this 30 day period



**Total Engagements:** 119



**Engagement Rate: 3.3%****Promotional Emails September**

September 7	Special September Events	Open Rate: 38.2 %	Click Rate: 2.8%
September 14	Save your Seat for Upcoming Events	Open Rate: 36.6%	Click Rate: 1.5%
September 21	Library Fun at Home	Open Rate: 35.3%	Click Rate: 1.8%
September 28	Meet the Friends of the Library	Open Rate: 37.1%	Click Rate: 2.1%

42



## Monthly Report of IT Service

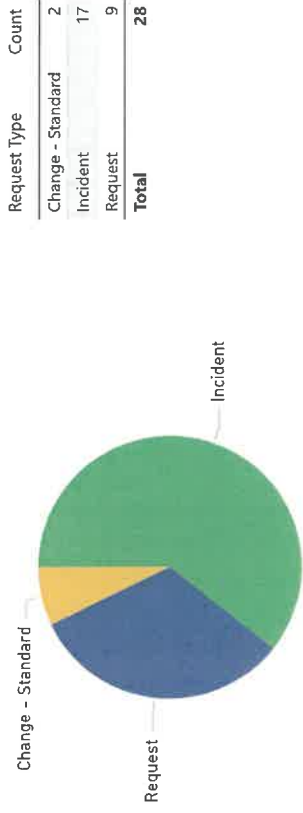
# Support Tickets

## 28

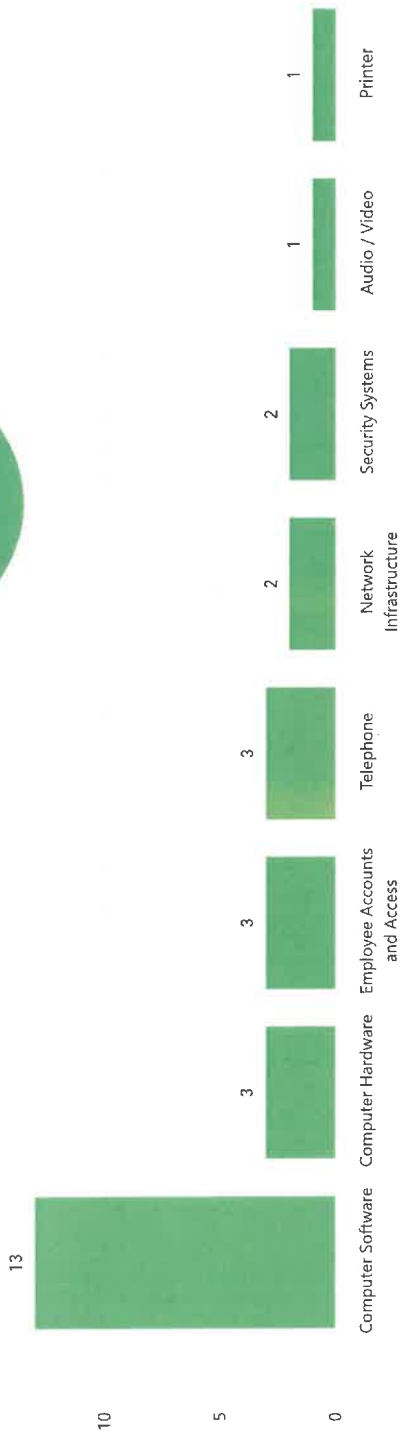
Report Range    9/1/2023    9/30/2023

### 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	3
Computer Software	13
Employee Accounts and Access	3
Network Infrastructure	2
Printer	1
Security Systems	2
Telephone	3
<b>Total</b>	<b>28</b>



### Tickets Types

Definitions:

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

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

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

**Problem - Known** - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.