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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: January 17, 2024
PLACE: Library Meeting Room

TIME: 7:00 p.m.

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA*
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of November 15, 2023
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2023 and December 31, 2023
8. NEW BUSINESS
 - 8.1 Recommendation, Re: Approval of 2024 Per Capita Grant Application
 - 8.2 Recommendation, Re: Approval of Expenses over \$10,000, Complete Cleaning Contract Renewal
 - 8.3 Recommendation, Re: Approval of Library Closing to the Public on February 23, 2024 for Staff In-Service
 - 8.4 Recommendation, Re: Approval of 2024 Pay Grade Structure Adjustments
 - 8.5 Recommendation, Re: Approval of Expenses over \$10,000, Sikich Auditing Proposal for 2024-2026
 - 8.6 Recommendation, Re: Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for the following dates - 7/05/20, 9/06/20, 9/30/20, 6/09/21, 6/10/21, 7/21/21, 9/15/21, 10/28/21, 1/17/22, 1/19/22, 3/07/22 and 3/16/22
9. DISBURSEMENTS

9.1 Approval of Disbursements of November 1-30, 2023 and December 1-31, 2023 plus the Addendum for the Meeting of January 17, 2024

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

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

14.1 Recommendation, Re: Approval of the Executive Session Minutes of the September 20, 2023 HR Committee meeting

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

15. ADJOURN

Mansi Patel, Secretary
Board of Library Trustees

Next Resolution: #301

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

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

DATE: November 15, 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 Hudspeath, Leszczewicz, Olson, Rogers, Patel and Lynch. Trustee Larimer arrived at 7:04 p.m.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays and Patron Services Manager Melanie Johnson.

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Olson seconded the establishment of a Consent Agenda for the Regular Meeting of November 15, 2023. Motion approved.

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

Nays 0

Absent..... Trustee Larimer

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

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

Nays 0

Absent..... Trustee Larimer

5.1 Minutes of the Regular Board Meeting of October 18, 2023

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2023

5.3 Recommendation, Re: Approval of Annual Library Calendar 2024 Library Closings and Board Meetings

5.4 Recommendation, Re: Approval of Cancellation of December 20, 2023 Library Board of Trustees Meeting

5.5 Approval of Disbursements of October 1-31, 2023 plus the Addendum for the Meeting of November 15, 2023

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

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

Nays 0

Absent..... Trustee Larimer

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

Recommendation, Re: Approval of Annual Library Calendar 2024 Library Closings and Board Meetings

Background information:

The 2024 Calendar of Library Closings and Board meetings is sent to the Village and local press publications and posted in the Library lobby. Traditionally the Library is closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. The Library is also closed on Easter Sunday, Mother’s Day and Father’s Day. These Sunday closings are unpaid. When a Library holiday falls on a Sunday, the following Monday, will be considered the paid holiday. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of October 1-31, 2023 plus, the Addendum for the Meeting of November 15, 2023 in the amount of \$187,435.65.

6. NEW BUSINESS

6.1 Discussion: 2024 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*

Background information:

The Library Board and Director are to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries* and report on any changes or progress. The Director provided the Board with a document outlining the Library’s status and progress regarding the standards. The final grant application will be included with the January Board packet for Board final approval. Deadline for submitting the Per Capita Grant is January 30, 2024.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Director and Adult Services Manger Athens Moreno hosted and attended the Nov. 8 Literacy DuPage Board meeting here at the Library. Athens provided them with an overview of our current literacy efforts and the Director took them on a tour of the building. They were very appreciative of the Library’s support of their organization. The ILA (Illinois Library Association) has scheduled a Legislative Meet-up for West Suburban Libraries for Wednesday, December 6 from 12:00-2:00 p.m. in Oak Brook. This annual event provides libraries the opportunity to hear from local legislatures regarding their standings on the importance that public libraries play in our Democracy. President Lynch will be attending on behalf of the Library. Trustee Rogers will be volunteering on behalf of the Library at the Village Tree Lighting event on Dec. 1. Trustees Larimer and Rogers will be volunteering at the Library’s Winter Wonderland event at the Library on Dec. 3.

8. MONTHLY STAFF REPORTS

Background Information:

The Adult Services department will soon be circulating Memory Kits for patrons and patron family members that may be experiencing beginning or advanced memory issues. The different kits contain puzzles and reusable work sheets at different levels (early, mid and late stages of memory loss). The Friends of the Library are providing the funding for the new collection.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:10 p.m.

January 17, 2024

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 4,002,012.00	\$ (190,015.91)	\$ 3,811,996.09
Working Cash	53,420.70	269.50	53,690.20
FICA	135,889.30	(9,899.49)	125,989.81
IMRF	181,561.72	(10,433.36)	171,128.36
Liability Insurance	12,059.04	(169.08)	11,889.96
Audit	7,927.65	(1,916.57)	6,011.08
Capital Maintenance & Repair	1,654,689.92	8,223.09	1,662,913.01
Building Renovation Loan	<u>(1,239.32)</u>	<u>1,165.31</u>	<u>(74.01)</u>
TOTAL ALL FUNDS	<u><u>\$ 6,046,321.01</u></u>	<u><u>\$ (202,776.51)</u></u>	<u><u>\$ 5,843,544.50</u></u>

See attached for a schedule of cash and investments.

11/30/23

Justin Lynch, Board President

11/30/23

Tim Rogers, Board Treasurer

11/30/23

Susan Westgate, Library Director

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 201,413.05
PNC	PAYROLL	75,590.11
PNC	INVESTMENT	2,256,427.93
OLD SECOND BANK	CHECKING	25,000.00
OLD SECOND BANK	PAYROLL	-
OLD SECOND BANK-MONEY MARKET	INVESTMENT	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,210,987.53
PROPAY	ELECTRONIC	410.40
ASPEN/PAYPAL	ELECTRONIC	53.98
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 5,770,583.00</u>

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

December 6, 2023

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 NOV 30, 2023	AS OF OCT 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	201,413.05	116,516.08	84,896.97
10-1002 PNC Payroll Checking	75,590.11	142,715.95	-67,125.84
10-1003 PNC Money Market (savings)	2,256,427.93	414,961.59	1,841,466.34
10-1006 Old Second General Checking	25,000.00	92,259.65	-67,259.65
10-1014 Illinois Funds-Prime	3,210,987.53	3,196,486.72	14,500.81
10-1024 Old Second Money Market Acct	0.00	2,081,888.01	-2,081,888.01
10-1025 ProPay	410.40	793.01	-382.61
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	53.98	0.00	53.98
10-1090 Allocated Cash-General Fund	-2,031,548.41	-2,044,309.01	12,760.60
Total 10-1000 Library Fund Cash	3,739,034.59	4,002,012.00	-262,977.41
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	53,690.20	53,420.70	269.50
30-1190 Allocated Cash-FICA Fund	125,989.81	135,889.30	-9,899.49
40-1090 Allocated Cash-IMRF Fund	171,128.36	181,561.72	-10,433.36
50-1090 Allocated Cash-Liability Fund	11,889.96	12,059.04	-169.08
60-1090 Allocated Cash-Audit Fund	6,011.08	7,927.65	-1,916.57
70-1090 Allocated Cash-Capital R&M Fund	1,662,913.01	1,654,689.92	8,223.09
80-1090 Allocated Cash-Debt Service	-74.01	-1,239.32	1,165.31
Total 1190 Allocated Cash-Fund Balances	2,031,548.41	2,044,309.01	-12,760.60
Total Bank Accounts	\$5,770,583.00	\$6,046,321.01	\$ -275,738.01
Other Current Assets			
1250 Deposit with Payroll Service	72,961.50	0.00	72,961.50
Total Other Current Assets	\$72,961.50	\$0.00	\$72,961.50
Total Current Assets	\$5,843,544.50	\$6,046,321.01	\$ -202,776.51
TOTAL ASSETS	\$5,843,544.50	\$6,046,321.01	\$ -202,776.51

LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,102,590.06	2,102,590.06	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

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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 NOV 30, 2023	AS OF OCT 31, 2023 (PP)	CHANGE
80-2900 Fund Balance-Debt Service	2,775.00	2,775.00	0.00
Total 2900 Beginning Fund Balances	3,958,720.28	3,958,720.28	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,884,824.22	2,087,600.73	-202,776.51
Total Equity	\$5,843,544.50	\$6,046,321.01	\$ -202,776.51
TOTAL LIABILITIES AND EQUITY	\$5,843,544.50	\$6,046,321.01	\$ -202,776.51

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

	Nov-23	May23-Nov23	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	18,763.45	3,774,238.44	3,804,461.00	99.21%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
Total 3000 Property Taxes	18,763.45	3,774,480.22	3,805,461.00	99.19%
3100 PPR Taxes	15,559.88	60,579.46	86,500.00	70.03%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	20,760.25	110,046.23	35,100.00	313.52%
Total 3200 Interest Income	20,760.25	110,046.23	35,600.00	309.12%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	352.81	2,953.11	6,000.00	49.22%
3302 Public Copy Payments	821.24	6,620.85	7,000.00	94.58%
3303 Non-Resident Card Fees	191.70	3,195.55	2,500.00	127.82%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	1,365.75	12,769.51	16,000.00	79.81%
3400 Donations		1,497.46	5,000.00	29.95%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements		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%
Total 3700 Grants	0.00	107,433.07	59,800.00	179.65%
3800 Other Income	120.64	866.44	3,000.00	28.88%
Total Income	56,569.97	4,067,682.58	4,012,361.00	101.38%
Gross Profit	56,569.97	4,067,682.58	4,012,361.00	101.38%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	48,189.24	335,372.78	630,000.00	53.23%
5102 Non-Exempt Staff Salaries	92,468.42	655,496.29	1,385,000.00	47.33%
5103 Custodial Salaries	6,147.33	44,703.10	92,000.00	48.59%
5105 Professional Education	1,201.21	5,820.20	15,000.00	38.80%
5106 Membership	515.00	2,003.50	6,000.00	33.39%
5107 Life Insurance	82.67	572.39	1,500.00	38.16%
5108 Health Insurance	14,206.78	103,342.36	250,000.00	41.34%
5109 Benefits, other	1,301.25	1,952.56	2,750.00	71.00%
5110 Trustee Development		47.51	3,500.00	1.36%
Total 5100 Salaries	164,111.90	1,149,310.69	2,385,750.00	48.17%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	405.25	11,835.61	13,500.00	87.67%
5202 Maintenance/Repair		1,603.00	10,000.00	16.03%
5203 Maintenance Contracts	6,237.00	31,668.00	54,250.00	58.37%

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

	Nov-23	May23-Nov23	Annual Budget	% of Budget
5204 Landscape Maintenance/Snow Remo	1,222.56	6,709.68	16,000.00	41.94%
5205 Furniture/Equipment		1,417.13	4,300.00	32.96%
5206 Electric-Comm Edison	3,970.67	10,590.98	52,000.00	20.37%
5207 Water/Sewer	1,944.32	4,432.93	6,000.00	73.88%
5208 Insurance (Property)		7,206.00	11,000.00	65.51%
Total 5200 Plant Maint.	13,779.80	75,463.33	167,050.00	45.17%
5300 Business Exp.		0.00	0.00	
5301 Postage		9.49	2,000.00	0.47%
5302 Office & Equipment Supplies	369.70	4,047.57	7,500.00	53.97%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,197.69	10,136.28	17,000.00	59.63%
5305 Mileage Reimbursement	37.16	516.49	1,000.00	51.65%
5306 Legal Notices		555.45	600.00	92.58%
5308 Business Phone	427.57	2,959.01	5,500.00	53.80%
5309 Accounting Service	1,200.00	8,300.00	14,500.00	57.24%
5310 Material Recovery Fees	157.60	935.75	1,200.00	77.98%
5311 Payroll Service	673.18	4,746.05	8,000.00	59.33%
5312 Attorney Fees		506.25	5,000.00	10.13%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	447.75	3,049.06	6,000.00	50.82%
5317 Bank & Credit Card Fees	54.34	263.46	100.00	263.46%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense		994.80	5,000.00	19.90%
5321 Human Resources	708.32	8,070.63	14,000.00	57.65%
Total 5300 Business Exp.	5,273.31	48,953.09	113,900.00	42.98%
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	8,389.99	14,500.00	57.86%
5403 Computer Software	639.54	8,831.19	12,500.00	70.65%
5404 Tech Support & Repair	416.25	16,331.18	25,000.00	65.32%
5405 Technical Services Supplies		540.95	4,000.00	13.52%
5406 Circulation Supplies		1,407.75	4,000.00	35.19%
5408 Tech Serv Online Resources		0.00	14,500.00	0.00%
5409 RBP/ILL Expenses	443.58	1,439.93	500.00	287.99%
5410 SWAN Consortium		23,307.00	47,000.00	49.59%
5411 Village IT Services	8,584.94	68,679.52	103,000.00	66.68%
Total 5400 Automat. & Dept. Oper.	11,009.31	130,888.95	232,000.00	56.42%
5500 Services		0.00	0.00	
5501 Youth Services Programs	861.43	27,163.97	33,500.00	81.09%
5502 Summer Reading Program -- Youth		0.00	0.00	
5503 Adult/Teen Programs	938.89	15,670.82	26,500.00	59.14%
5505 Library Newsletter	7,787.74	23,556.29	40,000.00	58.89%

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

	Nov-23	May23-Nov23	Annual Budget	% of Budget
5509 Library Publicity and Promotion	3,404.50	18,447.61	22,000.00	83.85%
Total 5500 Services	12,992.56	84,838.69	122,000.00	69.54%
5600 Collection		0.00	0.00	
5601 Youth Services Books	2,755.75	21,787.99	55,000.00	39.61%
5606 Youth Services Media	2,225.73	6,833.10	18,300.00	37.34%
5630 Adult Books	7,464.72	35,767.79	72,000.00	49.68%
5634 Online Resources	3,847.94	4,442.94	20,000.00	22.21%
5635 Magazines & Newspapers		8,864.01	13,000.00	68.18%
5637 Adult Media	2,013.07	14,674.46	35,000.00	41.93%
5651 Digital Media	8,188.38	69,647.78	120,000.00	58.04%
5652 Grant/Award Expense	271.06	60,587.65	58,800.00	103.04%
Total 5600 Collection	26,766.65	222,605.72	392,100.00	56.77%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	10,943.58	83,216.02	160,000.00	52.01%
6620 Illinois Municipal Retirement F	11,861.34	91,299.33	205,000.00	44.54%
Total 6600 Payroll Expenses	22,804.92	174,515.35	365,000.00	47.81%
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	0.00	100.00	0.00%
7101 Liability Insurance		18,547.00	22,250.00	83.36%
7102 Risk Management expense	333.30	1,786.10	4,750.00	37.60%
7103 Unemployment Compensation Insur		742.04	3,000.00	24.73%
7201 Audit Expense	2,000.00	10,706.00	13,000.00	82.35%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		3,822.77	10,000.00	38.23%
7402 Parking Lot Repair		9,116.37	15,000.00	60.78%
7403 Building Repair		5,390.00	50,000.00	10.78%
7404 Landscape		7,637.92	50,000.00	15.28%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures		1,590.18	50,000.00	3.18%
Total 7400 Capital Expenditures	0.00	27,557.24	176,000.00	15.66%
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		1,894.96	30,000.00	6.32%
7509 Security Upgrades	274.73	588.19	8,000.00	7.35%
Total 7500 Special Capital Projects	274.73	2,483.15	313,000.00	0.79%
8000 Debt Repayment Expense		234,461.01	234,461.00	100.00%
Total Expenses	259,346.48	2,182,858.36	4,544,361.00	48.03%
Net Operating Income	-202,776.51	1,884,824.22	-532,000.00	-354.29%
Net Income	-202,776.51	1,884,824.22	-532,000.00	-354.29%

**Carol Stream Public Library
Supplementary Information**

Statement of 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	
	Nov 2023	May - Nov, 2023 (YTD)	Nov 2023	May - Nov, 2023 (YTD)	Nov 2023	May - Nov, 2023 (YTD)
Income						
3000 Property Taxes	15,806.49	3,179,657.56			618.58	124,434.08
3100 PPR Taxes	15,559.88	60,579.46				
3200 Interest Income	11,064.86	58,652.81	269.50	1,428.56	425.51	2,255.56
3300 Patron Payments	1,365.75	12,769.51				
3400 Donations		1,497.46				
3600 RBP/ILL Reimbursements		10.19				
3700 Grants		107,433.07				
3800 Other Income	120.64	866.44				
Total Income	43,917.62	3,421,466.50	269.50	1,428.56	1,044.09	126,689.64
Gross Profit	43,917.62	3,421,466.50	269.50	1,428.56	1,044.09	126,689.64
Expenses						
5100 Salaries	164,111.90	1,149,310.69				
5200 Plant Maint.	13,779.80	75,463.33				
5300 Business Exp.	5,273.31	48,953.09				
5400 Automat. & Dept. Oper.	11,009.31	130,888.95				
5500 Services	12,992.56	84,838.69				
5600 Collection	26,766.65	222,605.72				
6600 Payroll Expenses					10,943.58	83,216.02
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	233,933.53	1,712,060.47	0.00	0.00	10,943.58	83,216.02
Net Operating Income	-190,015.91	1,709,406.03	269.50	1,428.56	-9,899.49	43,473.62
Net Income	-190,015.91	1,709,406.03	269.50	1,428.56	-9,899.49	43,473.62

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Nov 2023	May - Nov, 2023 (YTD)	Nov 2023	May - Nov, 2023 (YTD)	Nov 2023	May - Nov, 2023 (YTD)
Income						
3000 Property Taxes	1,009.63	203,096.41	127.98	25,744.44	49.77	10,011.59
3100 PPR Taxes						
3200 Interest Income	418.35	2,217.57	36.24	192.11	33.66	178.42
3300 Patron Payments						
3400 Donations						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	1,427.98	205,313.98	164.22	25,936.55	83.43	10,190.01
Gross Profit	1,427.98	205,313.98	164.22	25,936.55	83.43	10,190.01
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	11,861.34	91,299.33				
7101 Liability Insurance				18,547.00		
7102 Risk Management expense			333.30	1,786.10		
7103 Unemployment Compensation Insur				742.04		
7201 Audit Expense					2,000.00	10,706.00
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	11,861.34	91,299.33	333.30	21,075.14	2,000.00	10,706.00
Net Operating Income	-10,433.36	114,014.65	-169.08	4,861.41	-1,916.57	-515.99
Net Income	-10,433.36	114,014.65	-169.08	4,861.41	-1,916.57	-515.99

Carol Stream Public Library
Supplementary Information

Statement of Revenues and Expenses - Modified Cash Basis - By Fund - Exhibit C - See Accountant's Compilation Report

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Nov 2023	May - Nov, 2023 (YTD)	Nov 2023	May - Nov, 2023 (YTD)	Nov 2023	May - Nov, 2023 (YTD)
Income						
3000 Property Taxes			1,151.00	231,536.14	18,763.45	3,774,480.22
3100 PPR Taxes					15,559.88	60,579.46
3200 Interest Income	8,497.82	45,045.34	14.31	75.86	20,760.25	110,046.23
3300 Patron Payments					1,365.75	12,769.51
3400 Donations					0.00	1,497.46
3600 RBP/ILL Reimbursements					0.00	10.19
3700 Grants					0.00	107,433.07
3800 Other Income					120.64	866.44
Total Income	8,497.82	45,045.34	1,165.31	231,612.00	56,569.97	4,067,682.58
Gross Profit	8,497.82	45,045.34	1,165.31	231,612.00	56,569.97	4,067,682.58
Expenses						
5100 Salaries					164,111.90	1,149,310.69
5200 Plant Maint.					13,779.80	75,463.33
5300 Business Exp.					5,273.31	48,953.09
5400 Automat. & Dept. Oper.					11,009.31	130,888.95
5500 Services					12,992.56	84,838.69
5600 Collection					26,766.65	222,605.72
6600 Payroll Expenses					22,804.92	174,515.35
7101 Liability Insurance					0.00	18,547.00
7102 Risk Management expense					333.30	1,786.10
7103 Unemployment Compensation Insur					0.00	742.04
7201 Audit Expense					2,000.00	10,706.00
7400 Capital Expenditures		27,557.24			0.00	27,557.24
7500 Special Capital Projects	274.73	2,483.15			274.73	2,483.15
8000 Debt Repayment Expense				234,461.01	0.00	234,461.01
Total Expenses	274.73	30,040.39	0.00	234,461.01	259,346.48	2,182,858.36
Net Operating Income	8,223.09	15,004.95	1,165.31	-2,849.01	-202,776.51	1,884,824.22
Net Income	8,223.09	15,004.95	1,165.31	-2,849.01	-202,776.51	1,884,824.22

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,811,996.09	\$ (231,393.25)	\$ 3,580,602.84
Working Cash	53,690.20	283.88	53,974.08
FICA	125,989.81	(15,187.20)	110,802.61
IMRF	171,128.36	(15,604.40)	155,523.96
Liability Insurance	11,889.96	300.78	12,190.74
Audit	6,011.08	(1,676.43)	4,334.65
Capital Maintenance & Repair	1,662,913.01	4,981.92	1,667,894.93
Building Renovation Loan	<u>(74.01)</u>	<u>2,376.79</u>	<u>2,302.78</u>
TOTAL ALL FUNDS	<u><u>\$ 5,843,544.50</u></u>	<u><u>\$ (255,917.91)</u></u>	<u><u>\$ 5,587,626.59</u></u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 12/31/23

Tim Rogers, Board Treasurer 12/31/23

Susan Westgate, Library Director 12/31/23

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 167,167.08
PNC	PAYROLL	84,787.98
PNC	INVESTMENT	2,108,661.40
OLD SECOND BANK	CHECKING	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,225,883.63
PROPAY	ELECTRONIC	305.64
ASPEN/PAYPAL	ELECTRONIC	120.86
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 5,587,626.59</u>

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

January 4, 2024

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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 DEC 31, 2023	AS OF NOV 30, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	167,167.08	201,413.05	-34,245.97
10-1002 PNC Payroll Checking	84,787.98	75,590.11	9,197.87
10-1003 PNC Money Market (savings)	2,108,661.40	2,256,427.93	-147,766.53
10-1006 Old Second General Checking	0.00	25,000.00	-25,000.00
10-1014 Illinois Funds-Prime	3,225,883.63	3,210,987.53	14,896.10
10-1025 ProPay	305.64	410.40	-104.76
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	120.86	53.98	66.88
10-1090 Allocated Cash-General Fund	-2,007,023.75	-2,031,548.41	24,524.66
Total 10-1000 Library Fund Cash	3,580,602.84	3,739,034.59	-158,431.75
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	53,974.08	53,690.20	283.88
30-1190 Allocated Cash-FICA Fund	110,802.61	125,989.81	-15,187.20
40-1090 Allocated Cash-IMRF Fund	155,523.96	171,128.36	-15,604.40
50-1090 Allocated Cash-Liability Fund	12,190.74	11,889.96	300.78
60-1090 Allocated Cash-Audit Fund	4,334.65	6,011.08	-1,676.43
70-1090 Allocated Cash-Capital R&M Fund	1,667,894.93	1,662,913.01	4,981.92
80-1090 Allocated Cash-Debt Service	2,302.78	-74.01	2,376.79
Total 1190 Allocated Cash-Fund Balances	2,007,023.75	2,031,548.41	-24,524.66
Total Bank Accounts	\$5,587,626.59	\$5,770,583.00	\$ -182,956.41
Other Current Assets			
1250 Deposit with Payroll Service	0.00	72,961.50	-72,961.50
Total Other Current Assets	\$0.00	\$72,961.50	\$ -72,961.50
Total Current Assets	\$5,587,626.59	\$5,843,544.50	\$ -255,917.91
TOTAL ASSETS	\$5,587,626.59	\$5,843,544.50	\$ -255,917.91
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,102,590.06	2,102,590.06	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

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 DEC 31, 2023	AS OF NOV 30, 2023 (PP)	CHANGE
Total 2900 Beginning Fund Balances	3,958,720.28	3,958,720.28	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,628,906.31	1,884,824.22	-255,917.91
Total Equity	\$5,587,626.59	\$5,843,544.50	\$ -255,917.91
TOTAL LIABILITIES AND EQUITY	\$5,587,626.59	\$5,843,544.50	\$ -255,917.91

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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

	23-Dec	May23-Dec23	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	38,500.55	3,812,738.99	3,804,461.00	100.22%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
Total 3000 Property Taxes	38,500.55	3,812,980.77	3,805,461.00	100.20%
3100 PPR Taxes		60,579.46	86,500.00	70.03%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	21,868.20	131,914.43	35,100.00	375.82%
Total 3200 Interest Income	21,868.20	131,914.43	35,600.00	370.55%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	525.81	3,478.92	6,000.00	57.98%
3302 Public Copy Payments	810.97	7,431.82	7,000.00	106.17%
3303 Non-Resident Card Fees		3,195.55	2,500.00	127.82%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	1,336.78	14,106.29	16,000.00	88.16%
3400 Donations	2,150.00	3,647.46	5,000.00	72.95%
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%
Total 3700 Grants	0.00	107,433.07	59,800.00	179.65%
3800 Other Income	34,563.68	35,430.12	3,000.00	1181.00%
Total Income	98,419.21	4,166,101.79	4,012,361.00	103.83%
Gross Profit	98,419.21	4,166,101.79	4,012,361.00	103.83%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	72,283.86	407,656.64	630,000.00	64.71%
5102 Non-Exempt Staff Salaries	144,072.86	799,569.15	1,385,000.00	57.73%
5103 Custodial Salaries	10,178.38	54,881.48	92,000.00	59.65%
5105 Professional Education		5,820.20	15,000.00	38.80%
5106 Membership	150.00	2,153.50	6,000.00	35.89%
5107 Life Insurance	170.80	743.19	1,500.00	49.55%
5108 Health Insurance	30,761.73	134,104.09	250,000.00	53.64%
5109 Benefits, other	267.80	2,220.36	2,750.00	80.74%
5110 Trustee Development		47.51	3,500.00	1.36%
Total 5100 Salaries	257,885.43	1,407,196.12	2,385,750.00	58.98%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,078.66	12,914.27	13,500.00	95.66%
5202 Maintenance/Repair		1,603.00	10,000.00	16.03%
5203 Maintenance Contracts	4,211.00	35,879.00	54,250.00	66.14%

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

	23-Dec	May23-Dec23	Annual Budget	% of Budget
5204 Landscape Maintenance/Snow Remo	1,517.00	8,226.68	16,000.00	51.42%
5205 Furniture/Equipment		1,417.13	4,300.00	32.96%
5206 Electric-Comm Edison		10,590.98	52,000.00	20.37%
5207 Water/Sewer	642.67	5,075.60	6,000.00	84.59%
5208 Insurance (Property)		7,206.00	11,000.00	65.51%
Total 5200 Plant Maint.	7,449.33	82,912.66	167,050.00	49.63%
5300 Business Exp.		0.00	0.00	
5301 Postage		9.49	2,000.00	0.47%
5302 Office & Equipment Supplies	331.24	4,378.81	7,500.00	58.38%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,475.07	11,611.35	17,000.00	68.30%
5305 Mileage Reimbursement	463.42	979.91	1,000.00	97.99%
5306 Legal Notices		555.45	600.00	92.58%
5308 Business Phone	427.57	3,386.58	5,500.00	61.57%
5309 Accounting Service	1,200.00	9,500.00	14,500.00	65.52%
5310 Material Recovery Fees	128.05	1,063.80	1,200.00	88.65%
5311 Payroll Service	440.58	5,186.63	8,000.00	64.83%
5312 Attorney Fees	225.00	731.25	5,000.00	14.63%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	135.98	3,185.04	6,000.00	53.08%
5317 Bank & Credit Card Fees	86.65	350.11	100.00	350.11%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense	716.30	1,711.10	5,000.00	34.22%
5321 Human Resources		8,070.63	14,000.00	57.65%
Total 5300 Business Exp.	5,629.86	54,582.95	113,900.00	47.92%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	429.43	2,390.87	7,000.00	34.16%
5402 ISP and Web page hosting	875.00	9,264.99	14,500.00	63.90%
5403 Computer Software		8,831.19	12,500.00	70.65%
5404 Tech Support & Repair	310.56	16,641.74	25,000.00	66.57%
5405 Technical Services Supplies		540.95	4,000.00	13.52%
5406 Circulation Supplies		1,407.75	4,000.00	35.19%
5408 Tech Serv Online Resources		0.00	14,500.00	0.00%
5409 RBP/ILL Expenses		1,439.93	500.00	287.99%
5410 SWAN Consortium		23,307.00	47,000.00	49.59%
5411 Village IT Services	8,584.94	77,264.46	103,000.00	75.01%
Total 5400 Automat. & Dept. Oper.	10,199.93	141,088.88	232,000.00	60.81%
5500 Services		0.00	0.00	
5501 Youth Services Programs	1,724.72	28,888.69	33,500.00	86.23%
5502 Summer Reading Program – Youth (deleted)		0.00	0.00	
5503 Adult/Teen Programs	1,633.06	17,303.88	26,500.00	65.30%
5505 Library Newsletter		23,556.29	40,000.00	58.89%

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

	23-Dec	May23-Dec23	Annual Budget	% of Budget
5509 Library Publicity and Promotion	447.20	18,894.81	22,000.00	85.89%
Total 5500 Services	3,804.98	88,643.67	122,000.00	72.66%
5600 Collection		0.00	0.00	
5601 Youth Services Books	5,121.52	26,909.51	55,000.00	48.93%
5606 Youth Services Media	671.59	7,504.69	18,300.00	41.01%
5630 Adult Books	7,324.20	43,091.99	72,000.00	59.85%
5634 Online Resources	1,464.20	5,907.14	20,000.00	29.54%
5635 Magazines & Newspapers		8,864.01	13,000.00	68.18%
5637 Adult Media	1,833.54	16,508.00	35,000.00	47.17%
5651 Digital Media	12,147.74	81,795.52	120,000.00	68.16%
5652 Grant/Award Expense		60,587.65	58,800.00	103.04%
Total 5600 Collection	28,562.79	251,168.51	392,100.00	64.06%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	16,904.67	100,120.69	160,000.00	62.58%
6620 Illinois Municipal Retirement F	18,116.72	109,416.05	205,000.00	53.37%
Total 6600 Payroll Expenses	35,021.39	209,536.74	365,000.00	57.41%
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	0.00	100.00	0.00%
7101 Liability Insurance		18,547.00	22,250.00	83.36%
7102 Risk Management expense		1,786.10	4,750.00	37.60%
7103 Unemployment Compensation Insur		742.04	3,000.00	24.73%
7201 Audit Expense	1,814.00	12,520.00	13,000.00	96.31%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture	2,641.41	6,464.18	10,000.00	64.64%
7402 Parking Lot Repair		9,116.37	15,000.00	60.78%
7403 Building Repair		5,390.00	50,000.00	10.78%
7404 Landscape		7,637.92	50,000.00	15.28%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures		1,590.18	50,000.00	3.18%
Total 7400 Capital Expenditures	2,641.41	30,198.65	176,000.00	17.16%
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	1,328.00	3,222.96	30,000.00	10.74%
7509 Security Upgrades		588.19	8,000.00	7.35%
Total 7500 Special Capital Projects	1,328.00	3,811.15	313,000.00	1.22%
8000 Debt Repayment Expense		234,461.01	234,461.00	100.00%
Total Expenses	354,337.12	2,537,195.48	4,544,361.00	55.83%
Net Operating Income	-255,917.91	1,628,906.31	-532,000.00	-306.19%
Net Income	-255,917.91	1,628,906.31	-532,000.00	-306.19%

**Carol Stream Public Library
Supplementary Information
Statement of 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	
	Dec 2023	May - Dec, 2023 (YTD)	Dec 2023	May - Dec, 2023 (YTD)	Dec 2023	May - Dec, 2023 (YTD)
Income						
3000 Property Taxes	32,433.21	3,212,090.77			1,269.25	125,703.33
3100 PPR Taxes		60,579.46				
3200 Interest Income	11,655.40	70,308.21	283.88	1,712.44	448.22	2,703.78
3300 Patron Payments	1,336.78	14,106.29				
3400 Donations	2,150.00	3,647.46				
3600 RBP/ILL Reimbursements	0.00	10.19				
3700 Grants		107,433.07				
3800 Other Income	34,563.68	35,430.12				
Total Income	82,139.07	3,503,605.57	283.88	1,712.44	1,717.47	128,407.11
Gross Profit	82,139.07	3,503,605.57	283.88	1,712.44	1,717.47	128,407.11
Expenses						
5100 Salaries	257,885.43	1,407,196.12				
5200 Plant Maint.	7,449.33	82,912.66				
5300 Business Exp.	5,629.86	54,582.95				
5400 Automat. & Dept. Oper.	10,199.93	141,088.88				
5500 Services	3,804.98	88,643.67				
5600 Collection	28,562.79	251,168.51				
6600 Payroll Expenses					16,904.67	100,120.69
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	313,532.32	2,025,592.79	0.00	0.00	16,904.67	100,120.69
Net Operating Income	-231,393.25	1,478,012.78	283.88	1,712.44	-15,187.20	28,286.42
Net Income	-231,393.25	1,478,012.78	283.88	1,712.44	-15,187.20	28,286.42

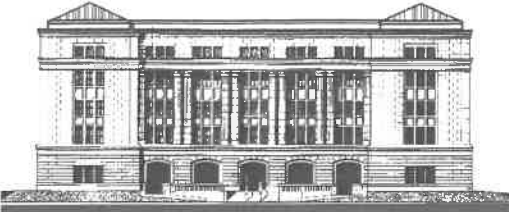
**Carol Stream Public Library
Supplementary Information
Statement of Revenues and Expenses - Modified Cash Basis - By Fund - Exhibit C - See Accountant's Compilation
Report**

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Dec 2023	May - Dec, 2023 (YTD)	Dec 2023	May - Dec, 2023 (YTD)	Dec 2023	May - Dec, 2023 (YTD)
Income						
3000 Property Taxes	2,071.65	205,168.06	262.60	26,007.04	102.12	10,113.71
3100 PPR Taxes						
3200 Interest Income	440.67	2,658.24	38.18	230.29	35.45	213.87
3300 Patron Payments						
3400 Donations						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	2,512.32	207,826.30	300.78	26,237.33	137.57	10,327.58
Gross Profit	2,512.32	207,826.30	300.78	26,237.33	137.57	10,327.58
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	18,116.72	109,416.05				
7101 Liability Insurance				18,547.00		
7102 Risk Management expense				1,786.10		
7103 Unemployment Compensation Insur				742.04		
7201 Audit Expense					1,814.00	12,520.00
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	18,116.72	109,416.05	0.00	21,075.14	1,814.00	12,520.00
Net Operating Income	-15,604.40	98,410.25	300.78	5,162.19	-1,676.43	-2,192.42
Net Income	-15,604.40	98,410.25	300.78	5,162.19	-1,676.43	-2,192.42

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Dec 2023	May - Dec, 2023 (YTD)	Dec 2023	May - Dec, 2023 (YTD)	Dec 2023	May - Dec, 2023 (YTD)
Income						
3000 Property Taxes			2,361.72	233,897.86	38,500.55	3,812,980.77
3100 PPR Taxes					0.00	60,579.46
3200 Interest Income	8,951.33	53,996.67	15.07	90.93	21,868.20	131,914.43
3300 Patron Payments					1,336.78	14,106.29
3400 Donations					2,150.00	3,647.46
3600 RBP/ILL Reimbursements					0.00	10.19
3700 Grants					0.00	107,433.07
3800 Other Income					34,563.68	35,430.12
Total Income	8,951.33	53,996.67	2,376.79	233,988.79	98,419.21	4,166,101.79
Gross Profit	8,951.33	53,996.67	2,376.79	233,988.79	98,419.21	4,166,101.79
Expenses						
5100 Salaries					257,885.43	1,407,196.12
5200 Plant Maint.					7,449.33	82,912.66
5300 Business Exp.					5,629.86	54,582.95
5400 Automat. & Dept. Oper.					10,199.93	141,088.88
5500 Services					3,804.98	88,643.67
5600 Collection					28,562.79	251,168.51
6600 Payroll Expenses					35,021.39	209,536.74
7101 Liability Insurance					0.00	18,547.00
7102 Risk Management expense					0.00	1,786.10
7103 Unemployment Compensation Insur					0.00	742.04
7201 Audit Expense					1,814.00	12,520.00
7400 Capital Expenditures	2,641.41	30,198.65			2,641.41	30,198.65
7500 Special Capital Projects	1,328.00	3,811.15			1,328.00	3,811.15
8000 Debt Repayment Expense				234,461.01	0.00	234,461.01
Total Expenses	3,969.41	34,009.80	0.00	234,461.01	354,337.12	2,537,195.48
Net Operating Income	4,981.92	19,986.87	2,376.79	-472.22	-255,917.91	1,628,906.31
Net Income	4,981.92	19,986.87	2,376.79	-472.22	-255,917.91	1,628,906.31

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ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

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

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

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

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

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

Legal Name of Library: Carol Stream Public Library

Library's Control Number: 30086 **Branch Number:** 00 **Today's Date:** 12/01/2023

Contact information of the person completing this grant application:

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

Preparer's Title: Director

Preparer's Phone Number: (630) 653-0755

Preparer's Email Address: swestgate@cslibrary.org

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

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

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

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

Service Area Population 39,854

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

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

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

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

Chapter 1: Core Standards

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

The Carol Stream Public Library meets all core standards.

Chapter 2: Governance and Administration

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

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

Chapter 3: Personnel

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

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

Chapter 4: Access

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

eam Public Library meets all components of the Access checklist.

Chapter 5: Building Infrastructure and Maintenance

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

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

Chapter 6: Safety

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

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

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

Chapter 7: Collection Management

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

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

Chapter 8: System Member Responsibilities and Resource Sharing

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

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

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

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

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

Chapter 10: Programming

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

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

Chapter 11: Youth/Young Adult Services

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

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

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

Chapter 12: Technology

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

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

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

Chapter 13: Marketing, Promotion and Collaboration

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

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

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

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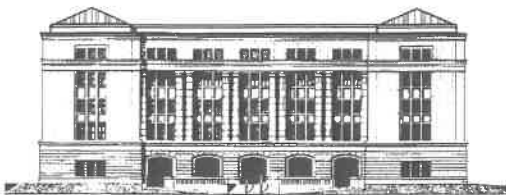
Part II: Planned Use of Grant Funds

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

The Library will be using the FY2024 grant monies for the purchase of on-line databases for our patrons.

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

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



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Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

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Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30086 City: Carol Stream

Library Name: Carol Stream Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2022: \$ 58,784.65

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5



Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

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

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

The Library used the FY2022 grant monies for the purchase of on-line databases subscriptions for our patrons. Technology Standards 5. The library provides 24/7 remote access to library services through: other authenticated electronic resources that are available for direct patron use.

Marketing, Promotion, and Collaboration — Chapter 13

PROPOSAL FOR CAROL STREAM PUBLIC LIBRARY

November 16, ~~2022~~ 2023

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

- **PRICING FOR 2024**
- Provide seven (7) days per week service; Monday through Sunday.
- Quotation based on the enclosed Cleaning Specifications.
TOTAL MONTHLY QUOTATION: \$2,950.00

COMPLETE CLEANING COMPANY STAFF

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

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SERVICE AGREEMENT

This Agreement made between COMPLETE CLEANING COMPANY, INC. hereinafter known as "Complete," and Carol Stream Public Library, hereinafter known as "Client" on January 1, 2024.

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

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

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

3. PAYMENT: CLIENT shall pay COMPLETE the sum of Two Thousand Nine Hundred Fifty and 00/100 Dollars (\$2950) per month for a period of twelve months.

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

Carol Stream Public Library
Service Agreement
January 1, 2024
Page Two

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

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

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

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

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

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

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

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

Complete Cleaning Company
615 Wheat Lane
Wood Dale, IL 60191

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**Carol Stream Public Library
Service Agreement
January 1, 2024
Page Three**

In witness whereof, the parties hereto have set their hands and seals on the first date written above.

CAROL STREAM PUBLIC LIBRARY

BY _____

TITLE _____

DATE _____

COMPLETE CLEANING COMPANY

BY _____
Dana M. Bucaro

TITLE Account Executive

DATE _____



2024 Structure Adjustments

By Kathryn O'Connor (<mailto:koconnor@hrsource.org>), PHR, SHRM-CP, CCP, GRP, Director, Compensation Services
Published November 7, 2023

An essential piece of paying competitively is ensuring that your compensation structure and pay grades are maintained and align with the external labor market, especially in the years between comprehensive market studies.

For organizations that manage their compensation programs on a calendar year, now is the time to collect data and make decisions regarding adjustments for the upcoming year.

HR Source structure adjustment recommendations are compiled using data from employer surveys of compensation practices. As always, HR Source has gathered and analyzed data from both internal and external sources to provide the following **general industry structure** adjustment recommendations for 2024:



- Compensation structures specifically covering production, service, and maintenance positions: 2.3% increase.
- Compensation structures specifically covering non-exempt office and technical positions: 2.5% increase.
- Compensation structures specifically covering exempt professional and managerial positions: 2.5% increase.
- Compensation structures including two or more of the previously identified groups: 2.5% increase.

HR Source also collects, analyzes, and publishes select industry-specific compensation surveys, which enable us to share 2024 structure adjustment recommendations for the following industries:

- Non-Profit Organizations: 2.3% increase.
- ★ **Public Libraries: 2.6% increase.**
- Park and Recreation Agencies: 2.6% increase.

To adjust your pay grade structure, modify all range midpoints using the fixed percentage noted above. Once all range midpoints have been adjusted, expand outwards to recalculate range minimum and maximum values.

As a reminder, structure adjustments are a perfectly acceptable and recommended pay practice, but they should not be a replacement for compensation benchmarking at regular intervals. It is generally recommended that all jobs be formally benchmarked every three to four years. In the off years, it is acceptable to apply structure adjustments.

HR Source's highly qualified compensation analysts can help with your compensation questions and project needs. Contact the Compensation Department at 800-448-4584 or email us at info@hrsource.org (<mailto:info@hrsource.org>).

Share this page:

**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
	NE	Technical Services Associate			
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
Pay Grade Structure
Based on a 37.5 Hour Workweek
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
20	NE	Materials Clerk	\$27,300	\$28,132	\$33,758
	NE	Library Clerk	\$14.00	\$14.43	\$17.31
21	NE	Custodian	\$27,300	\$31,175	\$37,410
			\$14.00	\$15.99	\$19.18
22	NE	Patron Services Clerk	\$27,638	\$34,547	\$41,457
			\$14.17	\$17.72	\$21.26
23	NE	Patron Services Coordinator	\$30,627	\$38,284	\$45,941
	NE	Facilities Monitor	\$15.71	\$19.63	\$23.56
	NE	Inter-Library Loan Clerk			
	NE	Technical Services Assistant			
24	NE	Acquisitions Associate	\$33,940	\$42,425	\$50,910
	NE	Youth Services Associate/Adult Services Associate	\$17.41	\$21.76	\$26.11
25	NE	Cataloging and Acquisitions Associate	\$37,611	\$47,014	\$56,417
	NE	Business Operations Assistant	\$19.29	\$24.11	\$28.93
	NE	Facility Technician			
26		Hold for Future Use	\$41,680	\$52,100	\$62,520
			\$21.37	\$26.72	\$32.06
27	E	Human Resources Administrator	\$46,188	\$57,736	\$69,283
	NE	Bilingual Spanish/English Youth Services Librarian	\$23.69	\$29.61	\$35.53
	NE	Marketing Coordinator			
	NE	Youth Services Librarian/Adult Services Librarian			
28	E	Youth Services Assistant Manager	\$51,185	\$63,981	\$76,778
			\$26.25	\$32.81	\$39.37
29		Hold for Future Use	\$56,722	\$70,903	\$85,083
			\$29.09	\$36.36	\$43.63
30	E	Adult Services Manager	\$62,858	\$78,572	\$94,287
	E	Patron Services Manager	\$32.23	\$40.29	\$48.35
	E	Youth Services Manager			
31		Hold for Future Use	\$69,658	\$87,072	\$104,486
			\$35.72	\$44.65	\$53.58
32	E	Assistant Library Director	\$77,192	\$96,490	\$115,788
			\$39.59	\$49.48	\$59.38
LD	E	Library Director	\$107,398	\$134,248	\$161,098
			\$55.08	\$68.85	\$82.61

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

January 4, 2024

Ms. Susan Westgate
Library Director
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, Illinois 60188

Dear Susan:

Sikich LLP is pleased to be considered for the re-appointment as independent auditors for the Carol Stream Public Library (the Library). We believe that our qualifications, experience and expertise are clearly distinguishable as we have demonstrated to the Library and are evident by:

- The quality of our professional staff, as noted by their advanced degrees and their active participation in numerous civic and professional organizations.
- The expertise that we possess in the state and local government industry, as demonstrated by:
 - Our clients' success in obtaining the coveted Certificate of Achievement for Excellence in Financial Reporting;
 - Our staff's presentations at conferences, seminars and training courses for various state and local government organizations; and
 - Our leadership roles in the state CPA Society and the Illinois Government Finance Officers Association on implementing complex new pronouncements.
- The benefits our clients receive from the audit planning and significant preliminary work we perform so that audit issues may be identified early and resolved on a timely basis.
- The depth of our audit procedures, as depicted in our specific audit approach and as noted by our government clients.
- The quality and timeliness of the information that we have provided to the Library.
- The experience we have providing professional services to more than 600 units of local government in Illinois annually; which assists us in identifying best practices in the industry that we share with our clients.

Our Firm's expertise will enable the Library to correctly and cost effectively implement new statements and interpretations issued by the Governmental Accounting Standards Board. We believe this proposal demonstrates our capabilities to serve not only as independent auditors, but also as valued advisors and consultants to the Library, the Board of Trustees, and management.

Our audit team is tailored to each client's specific needs drawing staff from our state and local government team. We emphasize:

- Consistency and quality of staffing in multi-year engagements, including assigning staff from our state and local government team who focus on providing services to the local government industry year-round and assigning staff who are familiar with the accounting software used by the Library;
- The identification of opportunities for improved financial or procedural performance; and
- A focus on areas that present the greatest audit risk.

We are prepared to continue to commit the resources necessary to provide services of the highest quality to the Library. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of work to be performed and the timing requirements and are committed to performing the specified services within the stipulated timeframe.

The Library has requested a proposal for auditing services for the fiscal years ending April 30, 2024 through 2026 and our fees are as detailed below:

	April 30, 2024	April 30, 2025	April 30, 2026
Library Audit	\$ 11,880	\$ 12,470	\$ 13,095

These fees do not include the cost to implement any new GASB pronouncements during the duration of the proposal. We will separately negotiate additional fees related to any pronouncements that become effective during the duration of the proposal.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for sixty (60) days and look forward to the possibility of continuing to serve the Library.

Sincerely,
Sikich LLP



Brian D. LeFevre, CPA, MBA
Partner

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Carol Stream Public Library
Expenses by Vendor
November 2023

Num	Date	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
12317	11/02/2023	Village of Carol Stream - Water Dept.	-1,187.36
12318	11/14/2023	Ashley, Clare T.-dba Balloons & Fantasy	-1,600.00
12319	11/14/2023	ATA Group, LLP (Assoc McClure Inserra CPA	-1,200.00
12321	11/14/2023	Center Point for Large Print Books	-145.02
12323	11/14/2023	Complete Cleaning Co., Inc.	-2,865.00
12324	11/14/2023	Demco	-75.28
12326	11/14/2023	Flourish Dance Academy	-150.00
12327	11/14/2023	Fox Valley Fire & Safety Company, Inc.	-97.80
12328	11/14/2023	Fredriksen Fire Equipment Co.	-235.50
12330	11/14/2023	Garvey's Office Products	-471.46
12331	11/14/2023	Goddard, Leslie	-300.00
12333	11/14/2023	India For Everyone	-1,944.88
12334	11/14/2023	Library Ideas LLC	-1,527.73
12335	11/14/2023	Literacy DuPage	0.00
12338	11/14/2023	Outsource Solutions Group, Inc.	-416.25
12339	11/14/2023	OverDrive, Inc.	-278.41
12340	11/14/2023	Paylocity	-1,056.94
12341	11/14/2023	Perspectives EAP	-1,193.40
12342	11/14/2023	Precision Control Systems of Chicago, Inc.	-1,346.00
12343	11/14/2023	Record Information Services, Inc.	-719.00
12344	11/14/2023	Riddiford Roofing Company	-2,026.00
12337	11/14/2023	Niche Academy LLC	-3,400.00
12345	11/14/2023	Sebert Landscaping, Inc.	-1,222.56
12346	11/14/2023	Sidecar Publications, LLC	-348.00
12347	11/14/2023	Sikich, LLP	-2,000.00
12348	11/14/2023	Staples	-42.76
12349	11/14/2023	Swan (System Wide Automated Network)	-413.63
12350	11/14/2023	Village of Carol Stream	-18,144.54
12320	11/14/2023	Case Lots, Inc.	-405.25
12322	11/14/2023	Comcast (Fiber Optic/Internet)	-875.00
12325	11/14/2023	Examiner Publications, Inc.	-45.00
12329	11/14/2023	Gale/Cengage Learning Inc.	-407.86
12332	11/14/2023	Heritage Technology Solutions	-274.73
12336	11/14/2023	Midwest Tape LLC	-9,781.49
12351	11/14/2023	Wheaton Public Library	-29.95
12353	11/14/2023	Village of Carol Stream	-8,584.94
12352	11/14/2023	Comcast - (Business Phone)	-427.57
12354	11/14/2023	Village of Carol Stream - Water Dept.	-756.96
12355	11/14/2023	Village of Carol Stream - IMRF	-11,861.34

12356	11/14/2023	Unique Management Services, Inc.	-157.60
12357	11/14/2023	Baker & Taylor	-7,617.30
12358	11/14/2023	Garvey's Office Products	0.00
12359	11/15/2023	Garvey's Office Products	-29.25
12368	11/30/2023	PNC Bank	-3,381.64
12361	11/30/2023	Chef Cherise LLC	-395.00
12362	11/30/2023	ComEd	-3,970.67
12363	11/30/2023	Envision3	-7,787.74
12364	11/30/2023	GreatAmerican Financial Svcs.	-1,197.69
12365	11/30/2023	HR Source	-630.00
12366	11/30/2023	Literacy DuPage	-100.00
12367	11/30/2023	Playaway Products, LLC (Formerly Findaway	-839.55
12370	11/30/2023	Sunshine Farm II	-750.00
12369	11/30/2023	Sir Speedy Printing	-197.52
Total for 10-1001 PNC General Checking			-\$ 104,911.57
Total for 10-1000 Library Fund Cash			-\$ 104,911.57

Monday, Dec 11, 2023 01:25:49 PM GMT-8

Total Disbursements for November 1 through November 30, 2023
Approved by the Library Board of Trustees January 17, 2024.

President Date

Secretary Date

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Carol Stream Public Library

Reimbursements

November 2023

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
11/30/2023	Journal Entry	ATA1104	10-General Fund	Allocate November, 2023 Employee Reimbursements	-Split-	133.27	133.27
Total for 2400 Payroll Liabilities						\$133.27	
5300 Business Exp.							
5305 Mileage Reimbursement							
11/30/2023	Journal Entry	ATA1104	10-General Fund	Allocate November, 2023 Employee Reimbursements	-Split-	37.16	37.16
Total for 5305 Mileage Reimbursement						\$37.16	
5315 Other Expenditures							
11/30/2023	Journal Entry	ATA1104	10-General Fund	Allocate November, 2023 Employee Reimbursements	-Split-	51.16	51.16
Total for 5315 Other Expenditures						\$51.16	
Total for 5300 Business Exp.						\$88.32	
5500 Services							
5501 Youth Services Programs							
11/30/2023	Journal Entry	ATA1104	10-General Fund	Allocate November, 2023 Employee Reimbursements	-Split-	26.66	26.66
Total for 5501 Youth Services Programs						\$26.66	
5503 Adult/Teen Programs							
11/30/2023	Journal Entry	ATA1104	10-General Fund	Allocate November, 2023 Employee Reimbursements	-Split-	18.29	18.29
Total for 5503 Adult/Teen Programs						\$18.29	
Total for 5500 Services						\$44.95	

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Deduction Listing

Check Dates: 11/03/2023 to 11/17/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023110301 - 2023111701

Pay Periods: 10/15/2023 to 11/11/2023

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-9.27
Emerson, Molly	1232		12	-15.49
Moreno, Athens M.	1216		02	-51.16
Mucha, Pierce	1226		11	-18.29
Wilson, Leigh Anne	1188		12	-27.89
Wright, Sam	1217		03	-11.17

Totals for REIMB -- REIMBURSEMENT

6 Employees

-133.27

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	6	-133.27
Totals			6	-133.27



Paylocity Corporation
(888) 873-8205

User: lhays

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Carol Stream Public Library
Expenses by Vendor
December 2023

Num	Date	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
12371	12/01/2023	Sunshine Farm II	-100.00
12372	12/05/2023	Amazon Business Prime/AMEX	-4,683.02
12373	12/14/2023	Village of Carol Stream - Benefits	-18,019.10
12375	12/19/2023	Ancel Glink, P.C.	-225.00
12376	12/19/2023	ATA Group, LLP	-1,200.00
12377	12/19/2023	Case Lots, Inc.	-300.05
12378	12/19/2023	Center Point for Large Print Books	-145.02
12379	12/19/2023	Comcast - (Business Phone)	-427.57
12380	12/19/2023	Complete Cleaning Co., Inc.	-2,865.00
12381	12/19/2023	D & Z House of Books	-20.36
12382	12/19/2023	Dudek, Debra M.	-125.00
12383	12/19/2023	Educational Development Corp.	-300.70
12384	12/19/2023	Gale/Cengage Learning Inc.	-347.88
12385	12/19/2023	Garvey's Office Products	-434.49
12386	12/19/2023	LACONi, Inc.	-150.00
12388	12/19/2023	OverDrive, Inc.	-5,045.12
12389	12/19/2023	Paylocity	-440.58
12390	12/19/2023	PermaBound Books	-44.66
12391	12/19/2023	Pitney Bowes Global Financial Services LL	-277.38
12392	12/19/2023	Playaway Products, LLC	-821.55
12393	12/19/2023	Precision Control Systems of Chicago, Inc.	-1,346.00
12394	12/19/2023	Reaching Across IL Library System (RAILS)	-825.00
12395	12/19/2023	Sebert Landscaping, Inc.	-1,517.00
12396	12/19/2023	Staples	0.00
12374	12/19/2023	Accurate Office Supply Co.	-2,641.41
12387	12/19/2023	Libraries First	-360.00
12397	12/19/2023	Today's Business Solutions, Inc.	-310.56
12398	12/19/2023	Town Square Publications, LLC	-835.00
12399	12/19/2023	Tumbleweed Press, Inc.	-639.20
12400	12/19/2023	Unique Management Services, Inc.	-128.05
12401	12/19/2023	Village of Carol Stream	-8,584.94
12402	12/19/2023	Comcast (Fiber Optic/Internet)	-875.00
12403	12/19/2023	Sikich, LLP	-1,814.00
12404	12/19/2023	Village of Carol Stream - Benefits	-18,730.31
12405	12/19/2023	Village of Carol Stream - Water Dept.	-642.67
12408	12/20/2023	Staples	-914.59
12406	12/20/2023	Baker & Taylor	-11,152.79
12407	12/20/2023	Midwest Tape LLC	-8,552.50
12409	12/20/2023	Village of Carol Stream - Benefits	-11.70

12418	12/22/2023	GreatAmerican Financial Svcs.	-1,197.69
12419	12/27/2023	Village of Carol Stream - IMRF	-18,116.72
Total for 10-1001 PNC General Checking			- \$ 115,167.61
Total for 10-1000 Library Fund Cash			- \$ 115,167.61

Thursday, Jan 04, 2024 12:02:23 PM GMT-8

Total Disbursements for December 1 through December 31, 2023
Approved by the Library Board of Trustees January 17, 2024.

President Date

Secretary Date

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Carol Stream Public Library

Reimbursements

December 2023

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
12/31/2023	Journal Entry	ATA1205	10-General Fund	Allocate December, 2023 Employee Reimbursements	-Split-	853.87	853.87
						\$853.87	
Total for 2400 Payroll Liabilities							
5300 Business Exp.							
5305 Mileage Reimbursement							
12/31/2023	Journal Entry	ATA1205	10-General Fund	Allocate December, 2023 Employee Reimbursements	-Split-	463.42	463.42
						\$463.42	
Total for 5305 Mileage Reimbursement							
5320 Donation Recd Expense							
12/31/2023	Journal Entry	ATA1205	10-General Fund	Allocate December, 2023 Employee Reimbursements	-Split-	16.30	16.30
						\$16.30	
Total for 5320 Donation Recd Expense							
						\$479.72	
Total for 5300 Business Exp.							
5500 Services							
5501 Youth Services Programs							
12/31/2023	Journal Entry	ATA1205	10-General Fund	Allocate December, 2023 Employee Reimbursements	-Split-	192.82	192.82
						\$192.82	
Total for 5501 Youth Services Programs							
5503 Adult/Teen Programs							
12/31/2023	Journal Entry	ATA1205	10-General Fund	Allocate December, 2023 Employee Reimbursements	-Split-	157.49	157.49
						\$157.49	
Total for 5503 Adult/Teen Programs							
5509 Library Publicity and Promotion							
12/31/2023	Journal Entry	ATA1205	10-General Fund	Allocate December, 2023 Employee Reimbursements	-Split-	23.84	23.84
						\$23.84	
Total for 5509 Library Publicity and Promotion							
						\$374.15	
Total for 5500 Services							

Deduction Listing

Check Dates: 12/01/2023 to 12/29/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023120101 - 2023122901

Pay Periods: 11/12/2023 to 12/23/2023

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-309.72
Dexheimer, Steven	1023		12	-11.97
Emerson, Molly	1232		12	-20.09
Farrell, Joyce C.	1103		10	-14.35
Frigo, Mikayla A.	1224		10	-11.87
Hays, Laura	1007		01	-40.74
Johnson, Melanie	1138		04	-48.73
McDonald, Paul	1229		11	-24.90
Moreno, Athens M.	1216		02	-151.69
Mucha, Pierce	1226		11	-35.86
Namboodiri, Devaki	1235		13	-17.69
Raygoza, Leticia	1233		12	-120.50
Westgate, Susan	1139		01	-7.79
Wilson, Leigh Anne	1188		12	-37.97
Totals for REIMB -- REIMBURSEMENT			14 Employees	-853.87

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	14	-853.87
Totals			14	-853.87



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LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

January 17, 2024

Per Capita Grant

The completed 2024 Per Capita Grant application is included for your review and approval. Also included is the 2022 Per Capita Grant Expenditure Report that needs to be submitted to the State Library at the same time. The Per Capita funds received by the Library are used towards the purchase of the Library's online database subscriptions.

Complete Cleaning Contract Renewal

The Library's current cleaning company, Complete Cleaning, has increased their fees to cover their increased employment and product costs. I recommend that we renew our contract with Complete Cleaning at their proposed rate of \$2,950 per month. This is an increase of 2.97%. Complete Cleaning provides the Library with service seven days per week, Monday-Sunday. Board approval is required for annual contracts that exceed \$10,000.

Staff In-Service February 23

The library has not conducted an in-person Staff In-Service event since the pandemic. Management is requesting that the Board approve closing the Library to the public on Friday, February 23 for staff training. The planned instruction includes Active Shooter Training and bomb threat response in the morning, conducted by the Carol Stream Police Department. After lunch a trainer from HRSource will be leading the program "Understanding & Applying DEI in the Workplace." The Library has not had active shooter training in many years and it is important to review this with new and existing staff especially now that the Library has a different layout post-renovation. As you are aware, bomb threats at local libraries was prevalent this past fall. It is necessary for staff to be aware of how to respond if this becomes a possibility at our location. The importance of DEI in the workplace and community is of vital importance to create an environment of acceptance, equality and respect. Additional training and information on this essential subject is beneficial to our staff, patrons and the community.

Update of Library Pay Grade Structure

It is recommended by HR Source (our Human Resources consulting firm) to adjust the current paygrade structure by an increase of 2.6%, based upon our industry, for 2024. The 2023 midpoint salary is increased by 2.6% and the minimum and maximum are 20% below and 20% above the midpoint. The Library has adjusted the minimum hourly rate of Pay Grade 20 and 21 to \$14.00 to reflect the minimum wage that was effective on January 1, 2024. The minimum wage has been increasing each year by \$1.00 per hour each year on January 1 until it reaches a minimum wage of \$15.00 per hour in 2025. A copy of the Library's current and updated pay grade structure is included for comparison and review. The article from HR Resources regarding this recommendation is also included.

Auditor Proposal

I am recommending that the Library accept the proposal of Sikich for auditing services for 2024-2026. Sikich has provided the Library with auditing services for the past ten years. We have been pleased with their services and would like to continue with their firm for an additional three years. The auditing process has gone smoothly and Administrative staff has a good working relationship with the firm regarding document preparation and communication. Sikich also performs the Village's audit, which makes for some efficiency as we are included in the IMRF retirement plan with the Village which requires additional reporting in the audit process. It is a 5% increase over last year's fees and increases 5% each year. The new pricing includes the fee for the Auditor's preparation of the Annual Financial Report (AFR) and its submittal to the State Comptroller's office for the Library, which in the past was a separate charge of \$500-\$600. The proposal is included in the Board packet for your review.

Closed Session Recordings

The Illinois Open Meetings Act 5 ILCS 120/2.06(c) permits the deletion of meeting recordings that are 18 months old or more, as long as written meeting minutes have been prepared and approved. Deletion of a list of recordings that qualify for deletion are included as an action item on the agenda. Previously, the Board approved the deletion of applicable meeting recordings in January of 2022.

Facility Update

Maintenance staff removed the holiday lights along the Library's roof line and removed the light-up figures on the roof. The Brittany tree was also taken down. Maintenance staff has been kept busy clearing and de-icing the sidewalks along Hiawatha and the front entrance of the building this month.

Village Tax Levy

The Village Board of Trustees approved the Village Tax Levy, which includes the Library's tax levy, for the 2023 tax year at their December 4th meeting. It will be submitted to the County by the Village. The 2023 tax dollars that we receive in 2024 will be used during the 2024-2025 fiscal year.

Change in IMRF Rates for Employers

Starting in January 2023, the Library's employer contribution rate to the IMRF pension plan will be decreasing for the new calendar year. Our 2023 contribution rate was 10.16% and will be decreasing to 10.08%, a decrease of 0.08%. The Library currently pays IMRF contribution for twenty-four full time staff members and any part-time staff members that work more than 20 hours per week. We currently have two part-time employees that are IMRF eligible. Eligible employees pay a contribution of 4.5% of their salary to IMRF.

Donation from Parents and Teens Together (PATT)

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

Community Blood Drives

Four Blood Drives have been scheduled for 2024. The first Blood Drive is taking place on Tuesday, January 16. The next Blood Drive is scheduled for April 25, followed by July 23 and October 24. All but the July 23 Blood Drive will take place in the Library’s meeting rooms. Versiti will be bringing their mobile unit in July which will be parked along the west side of the parking lot near the shed. Our past Blood Drives have been very successful. The number of donors at these drives demonstrates the commitment and responsibility that the residents of Carol Stream feel for their community. They are to be commended.

2024/2025 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.).

Staff Appreciation Dinner Returns!

Staff members that have reached five-year work anniversary milestones during the past calendar year (2023) are being celebrated and acknowledged at a special Staff Appreciation Dinner on Friday, February 16 at St. Andrews Golf & Country Club in West Chicago. All staff members and Library Board of Trustees are encouraged to attend. The following staff members celebrated milestone work anniversaries in 2023:

Michael Lorenzetti	5 years	Maintenance
Sarah Grippando	5 years	Youth Services/Patron Services
Crystal Garcia	5 years	Adult Services
Susan Westgate	10 years	Administration
Joyce Farrell	15 Years	Administration
Steve Dexheimer	20 years	Youth Services
Rich Karney	25 years	Patron Services

December Employee Anniversaries

Marlys Smith – 12/19/11, Circulation

January Employee Anniversaries

- Jessica Elder – 01/18/2016, Adult Services
- Susan Westgate – 01/28/2013, Administration
- Bindiya Patel – 01/04/2012, Circulation
- Laura Hays – 01/07/2002, Administration

Susan Westgate, Library Director

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

		November	
	FY 22-23	FY 23-24	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	14,646	13,921	106,895
Total Teen	659	567	5,160
Total Youth	15,672	14,419	117,293
Physical material use by format			
Books	21,316	21,051	166,121
Videos	6,159	4,682	39,204
Audiobooks and Music CDs	2,001	1,856	12,701
Periodicals and Magazines	241	214	1,684
Other	1,260	1,104	9,638
Total Physical Item Circulation	30,977	28,907	229,348
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	3,103	2,890	20,843
ILL - Borrowed from Non-SWAN	29	18	194
ILL - Loaned to SWAN	540	768	5,569
ILL - Loaned to Non-SWAN	66	72	535
RBP Loans - SWAN (incl. above)	321	558	4,251
RBP Loans (non-SWAN) - (incl. above)	551	422	3,448
Digital media use			
Bingepasses (hoopla)	9	26	114
E-books	2,915	3,281	23,087
E-Audio	2,403	3,007	21,048
E-Video	447	483	3,881
Museum Adventure Pass / Explore More Illinois	11 / 6	11 / 0	205 / 3
Total use of Electronic Materials	5,791	6,808	48,368
Total Circulation (physical materials and digital media)	36,768	35,715	277,716
Digital magazine retrievals	831	1,476	7,335
Total Electronic Retrievals (e-mags and databases)	6,399	7,554	46,383
Other circulation activities			
Items checked out in the Library	14,743	13,610	110,884
Self Check - # of Items Checked out	9,075	8,801	72,357
Self Check - % of items checked out in the Library	61.55%	64.67%	62.25%
Programs - # of Programs/Attendance*			
Adult - Number/Attendance	23 / 496	46 / 1,156	275 / 6,338
Teen Number/Attendance	12 / 221	12 / 182	75 / 1,295
Youth - Number/Attendance	105 / 1,427	110 / 1,539	805 / 14,924
General Interest - Number/Attendance	1 / 19	0 / 0	18 / 1,854
Total - Number/Attendance	140 / 2,144	168 / 2,877	1,155 / 22,557
Library Events - Number / Attendance	0 / 0	1 / 8	8 / 296
Outreach - Number / Attendance	18 / 596	40 / 668	187 / 9,424
Facility Usage			
Library Visits (Door Count)**	13,810	14,261	98,333
Curbside Pickup Transactions	137	40	334
Meeting Rooms - # of Public Bookings*	2	5	31
Study Rooms - # of Users	320	391	2,490

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Electronic Usage			
# of Internet Sessions/Total Time	825 / 529	1,101 / 836	9,024 / 6,755
# of Library Website Visits	8,813	9,569	74,370
# Mobile App Views	4,033	na	19,072
# of Wireless Users	1,902	1,670	10,908
Aspen catalog usage # engaged sessions	4,019	6,596	47,410

Reference Transactions			
Adult	1,390	1,525	11,665
Youth	452	700	8,181
Patron Services	444	334	3,023
Chat	32	24	181
Total Reference Transactions	2,318	2,583	23,050

Total One-on-One Tutorials*			
Adult	40	50	307
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,452	18,291	
# of Non-Resident Cards	5+6	42	
Total Registered Users	18,508	18,333	

Resources Owned/Licensed			
Books	65,304	68,299	
Newspapers (Print only)	24	22	
Periodicals (Print only)	118	110	
Total Print Materials	65,446	68,431	
Current Subscriptions (Print Only)	142	132	
Current E-Subscriptions	4,364	5,297	
E-Books: Downloadable	77,842	86,303	
Audio Recordings	6,581	6,727	
Audio Recordings (Downloadable)	31,211	37,884	
Videos	9,879	10,013	
Other: Video Games, Puzzles, Devices	770	858	
Databases	65	62	
Total Resources Owned/Licensed	196,158	215,575	

Professional Development Hours	56.25	75.00	391.25
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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.

***Mobile app usage statistics unavailable starting in September 2023.

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

		December	
	FY 22-23	FY 23-24	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	13,347	15,025	121,920
Total Teen	680	534	5,694
Total Youth	13,373	12,950	130,243
Physical material use by format			
Books	19,158	19,458	185,579
Videos	5,527	5,813	45,017
Audiobooks and Music CDs	1,363	1,881	14,582
Periodicals and Magazines	191	193	1,877
Other	1,161	1,164	10,802
Total Physical Item Circulation	27,400	28,509	257,857
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	2,565	2,553	23,396
ILL - Borrowed from Non-SWAN	20	34	228
ILL - Loaned to SWAN	452	783	6,352
ILL - Loaned to Non-SWAN	39	62	597
RBP Loans - SWAN (incl. above)	468	614	4,865
RBP Loans (non-SWAN) - (incl. above)	401	393	3,841
Digital media use			
Bingepasses (hoopla)	15	31	175
E-books	2,998	3,355	26,442
E-Audio	2,507	3,224	24,272
E-Video	415	492	4,373
Museum Adventure Pass / Explore More Illinois	11 / 0	17 / 2	222 / 5
Total use of Electronic Materials	5,946	7,121	55,489
Total Circulation (physical materials and digital media)	33,346	35,630	313,346
Digital magazine retrievals	1,617	1,405	8,740
Total Electronic Retrievals (e-mags and databases)	6,498	6,118	52,501
Other circulation activities			
Items checked out in the Library	12,660	12,765	123,649
Self Check - # of Items Checked out	7,278	8,155	80,512
Self Check - % of items checked out in the Library	57.49%	63.89%	65.11%
Programs - # of Programs/Attendance*			
Adult - Number/Attendance	16 / 699	23 / 737	298 / 7,705
Teen Number/Attendance	12 / 238	12 / 203	87 / 1,498
Youth - Number/Attendance	94 / 1,140	106 / 1,251	911 / 16,175
General Interest - Number/Attendance	2 / 77	0 / 0	18 / 1,854
Total - Number/Attendance	122 / 2,077	141 / 2,191	1,296 / 24,748
Library Events - Number / Attendance	0 / 0	1 / 570	9 / 866
Outreach - Number / Attendance	8 / 352	21 / 485	218 / 9,909
Facility Usage			
Library Visits (Door Count)**	9,423	12,905	111,238
Curbside Pickup Transactions	65	43	377
Meeting Rooms - # of Public Bookings*	4	3	34
Study Rooms - # of Users	272	339	2,829

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Electronic Usage			
# of Internet Sessions/Total Time	858 / 524	1,039 / 813	10,063 / 7,568
# of Library Website Visits	8,992	10,199	84,569
# Mobile App Views	3,756	na	na
# of Wireless Users	1,742	1,472	12,380
Aspen catalog usage # engaged sessions	4,796	7,551	54,961

Reference Transactions			
Adult	1,311	1,560	13,225
Youth	431	654	8,835
Patron Services	381	269	3,292
Chat	25	21	202
Total Reference Transactions	2,148	2,504	25,554

Total One-on-One Tutorials*			
Adult	51	35	342
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,532	18,306	
# of Non-Resident Cards	52	40	
Total Registered Users	18,584	18,346	

Resources Owned/Licensed			
Books	64,989	68,192	
Newspapers (Print only)	24	22	
Periodicals (Print only)	119	106	
Total Print Materials	65,132	68,320	
Current Subscriptions (Print Only)	143	128	
Current E-Subscriptions	4,429	5,381	
E-Books: Downloadable	78,063	86,805	
Audio Recordings	6,596	6,666	
Audio Recordings (Downloadable)	31,461	38,118	
Videos	9,740	9,990	
Other: Video Games, Puzzles, Devices	781	859	
Databases	65	62	
Total Resources Owned/Licensed	196,267	216,201	

Professional Development Hours	30.45	34.00	425.25
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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.

***Mobile app usage statistics unavailable starting in September 2023.

Assistant Director's Report November – December 2023

Administration and Business Office

- Payroll processing week of 11/13, 11/27, 12/11, and 12/26
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- PNC credit cards upgraded to Visa Signature Business. We will now get 1.5% cash rebate on our purchases.
- Old Second Bank – All accounts were closed.
- In the Cafe, Keurig machine problem with water line resolved.
- College of DuPage LTA Practicum for Anjali Rentfleish – final reports submitted

Monthly Librarian's Report updates

- Mobile app usage statistics still unavailable despite migration to new mobile app.
- New databases added – Explora Library and Teen Health and Wellness

Tech Services

- Items ordered
 - November – 632 and Items put into Circulation – 735
 - December – 661 and Items put into Circulation – 860
- Items catalogued
 - November – imported bib records & original cataloging – 148
 - December – imported bib records & original cataloging - 102
- Item record edits/database clean-up – November 618; December 614
- Bib record merge requests submitted to SWAN support – November 8; December 9
- Repair items (includes disc cleaning) - November 15; December 97
- Serial record edits – November zero; December 13
- Claimed Issues – November 3; December 3
- Pending orders in Workflows, not received items as of January 4th, 2024 - Youth, 229; Adult, 241. No pending cart from B&T and Midwest Tape as January 4th, 2024
- Sustainable Shelves
 - November 1026 titles were submitted; 340 items were approved for submission resale to B&T for a credit value of \$130.98.
 - December 994 titles were submitted; 362 items were approved for submission resale to B&T for a credit value of \$136.60.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location:
 - November - Halloween KNF, Diwali, Ancient World and new displays on Dino-Mite, Back in Time, Librarian Favorites, and Celebrate Music CDs.
 - December - Native American Heritage and Youth Sports displays
- Projects
 - New Adult Services collections to be setup – Adult memory kits, Book Club selections, and portable CD players
 - Vietnamese books from Gail Borden – adding to catalog and updating labels
 - Nintendo Switch – relabeling game cartridges
 - Conversion Projects - Total items processed– November 26; December 59
 - Created a template for making CD covers with CSPL branding.

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- 11/3/23 Assistant Director's Quarterly meeting – Laura
- 11/8/23 Practicum re: administration and business office – Laura and Joyce with Anjali
- 11/9/23 LAANG quarterly meeting – Joyce

- 11/15/23 - SWAN Aspen Office Hours - Anjali
- 11/16/23 - SWAN Discovery and User Experience Advisory Group - Anjali
- 11/17/23 - RAILS Technical Services Networking Group - Anjali
- 11/20/23 SWAN zoom to setup OCLC Connexion Client for MARC Listener export - Laura, Marie, Jackie, and Anjali
- 11/29/23 Tech Services meeting to discuss AS projects
- 12/1/23 - CS Park District tree lighting event - Laura
- 12/3/23 - Winter Wonderland Open House event - Laura, Anjali, Jackie, and Joyce
- 12/14/23 - PlanSource billing discussion - Joyce with Lena
- 12/19/23 - SWAN new mobile app demo - Laura, Joyce, Anjali

Information technology

- There were 29 support tickets in November and 23 tickets in December.
- Mobile App stopped updating over the Thanksgiving weekend. SWAN was unable to work with the vendor to get the app working again. We initially posted that the SWAN Libraries mobile app was not available through marketing including alerts on our website and the catalog. At the 12/7 quarterly meeting, SWAN announced the move to a new mobile app supported by Aspen, the same vendor as our catalog. The SWAN Libraries + mobile app using Aspen L1DA officially launched on 12/27 but was already available in the Apple and Google app stores by 12/11.
- Website reports - The IPLAR annual statistics and Annual Receipts and Disbursements reports were posted.
- E-waste: VOCS IT staff gathered old electronics for recycling.
- Connexion client installed on Tech Services staff workstations to allow for searching the OCLC database for catalog records and importing the records into Workflows via MARC Listener.
- Coin vending device in Youth computer lab missing antennae - vendor replaced.
- Various printer and copier problems resolved
- Adobe Express licenses renewed through TechSoup offer.

Laura Hays
Assistant Library Director

Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

November 2023

Department News:

- Database traffic was down a little given the shorter month, that also included some holiday breaks from students
- Introduced a few new offerings such new Teen Volunteer Kits, where students can get 1 credit hour of volunteering upon completion of a premade kit. These kits will be available each month, with a supply of ten kits for now. Our first month yielded 8 our 10 kits completed.
- Began working on a newly designed webpage dedicated to Senior patrons
- Weeding of the collection began a bit as we near the end of the calendar year
- Partnered with DuPage Senior Council to host some Senior focused programs come April 2024 when we will have our inaugural Senior Week, featuring highlighted programs for that demographic. This week long of events will come on the heels of our first Teen Week in March 2024.

Outreach Activities:

- Homebound delivery – 45 registered, delivered to 32 patrons, Items delivered 200
- Rebecca continues leading our Instagram efforts and Jessica continues creating monthly take home calendar flyers highlight AS events and resources
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Met with local entities this month on collaboration efforts: DuPage Senior Council for senior events, People's Resource Center for computer led classes, and World Relief for a mixture of ESL and Citizenship offerings.
- Met with Goodwill on job and resume classes
- Linda gave tour events to two different Special Ed groups from Glenbard North. Claire also gave demo talk about our library resources for those looking for job help in the future. These GHS groups we'll be looking to work with and do events on a monthly basis

EDI Activities (EDI Committee & Dept):

- Partnership with Glenbard North to offer programming for their Special Ed groups such as their AIMS group
- Working with local agencies to partner on tour visit and programs for our local disabled adults and teens
- 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
- Introduced a new Teen Health database that offers online calm rooms and resources on a variety of mental and physical health issues/topics.

Programs & Displays:

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Athens Moreno Adult Services Manager

- Binge Box packages for both adults and teens
- For Thanksgiving, held online quiz matching foods to book suggestions (see image) 22 entries
- Our Teens Volunteer Kit yielded 8 entries in it's debut
- Doctor Who Trivia Contest Display (50 entries)
- Thankful stones for our Teens Take N Make (see image)
- Take N Make Diwali card kits for Adults
- Partnered with DuPage Garden Club Cleaning with Herbs program
- Unwind and Thrive Stress Relief Program featuring Sacred Heart Nurses
- ESL classes continued 3x a week outside of being off for Thanksgiving
- Computer Fundamentals Class for adults offered weekly with People Resource Center partnership
- Capacity filled Sewing Program featuring two sessions
- Afterschool Art program to help with youth offerings
- Donuts and Dice monthly program
- Two Glenbard North HS tours and talks about study resources and job tools
- Spice of the Month club sold out 50 packets
- Around the World Bookclub highlighting Denmark
- Passive Ornament Contest where people turned in decorated ornaments for contest drawing
- Last Wednesday Film Club
- High School Gamers Program
- Reading display for Native American Heritage Month

Meetings:

- Bi Weekly Management Meetings
- Department Meetings focusing on Teen Week, Senior Week and Summer Reading
- 1on1 meetings within dept FT staff monthly x 6

Resources and Collection News:

- Began creating new handout material for databases, as well as updating the ones we have. Organized them for better staff awareness as well as patron introduction
- Created new displays on the catalog to highlight bestsellers and on the website featuring book carousels
- Created shortcut URLs for databases making them easier to promote ex cslibrary.org/creativebug or cslibrary.org/tutor

Continued Education & Training:

- Working on a how to do programming informative packet for staff
- Uploaded new training material to our CSPL academy featuring content for onboarding new staff who would be using Workflows for the first time as well as guides for ordering material through Baker and Taylor.

Athens Moreno Adult Services Manager

Pictures:

First, what is going to be the main star of your Thanksgiving dinner?



Turkey



Tofurky



Turducken



Lasagna

1/5



Take & Make

TEEN
(High School)

Gratitude Stones

Transform simple stones into heartfelt expressions of appreciation and joy!



Take & Make
December 2023

TEEN
(High School)

Mexican Paper Star Ornament



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Athens Moreno Adult Services Manager

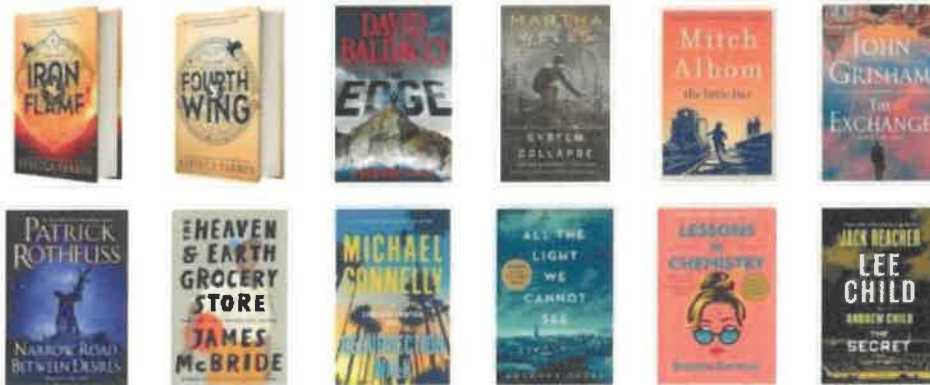


Navigation tabs: New York Times Best Sellers, New & Available Now, Adult, Teen, Kids

Category filters: Print & E-Book Fiction, Print & E-Book Nonfiction, Hardcover Fiction, Hardcover Nonfiction, Paperback Trade Fiction, Paperback Nonfiction, Advice, How-To & Miscellaneous, Middle Grade Hardcover, Children's Picture Books, Children's Series, Young Adult Hardcover

New York Times Best Sellers » Print & E-Book Fiction

Covers Grid



Athens Moreno Adult Services Manager



DOCTOR WHO

T R I V I A

ADULTS & HIGH SCHOOL

- This Doctor Who Companion starred in not just 1 but 2 spinoff series.
 - a. Sarah Jane Smith
 - b. Clara Oswald
 - c. Ace
 - d. Donna Noble
- The Doctor's Robotic Dog is named:
 - a. R3-D2
 - b. B4
 - c. Johnny 5
 - d. R-9
- This enemy of the Doctor was featured in the second episode of the series and continues to menace the Doctor to this day:
 - a. The Cybermen
 - b. The Silurians
 - c. The Daleks
 - d. The Ice Warriors
- The 9th Doctor's First Companion who later travelled with the 10th Doctor. Was also the first companion in the relaunch of the show:
 - a. Rose Tyler
 - b. Donna Noble
 - c. Martha Jones
 - d. Bill Potts

FLIP!

Name: _____ Phone: _____

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Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

December 2023

Department News:

- Database traffic was down while desk traffic increased 3%. Most likely to holiday breaks and vacations
- Introduced a new book a librarian appointment service
- New Senior webpage launched
- Weeding of the collection began a bit as we near the end of the calendar year
- Teen Volunteers decorated holiday cards to pass on to our homebound patrons
- Angel Flores left at the end of the month, we valued their time with us and a new hire search began

Outreach Activities:

- Homebound delivery – 45 registered, delivered to 29 patrons, Items delivered 189
- Rebecca continues leading our Instagram efforts and Jessica continues creating monthly take home calendar flyers highlight AS events and resources
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Met with World Relief on partnership to offer Programs and Space for incoming refugees
- Met with DuPage Senior Council
- Began talks with Village of CS Senior outreach in connection with their quarterly Senior newsletter
- Almost all of the department participated in the Holiday Open House event
- Partnership with People's Resource Center on computer classes

EDI Activities (EDI Committee & Dept):

- Partnership with Glenbard North to offer programming for their Special Ed groups such as their AIMS group
- Working with local agencies to partner on tour visit and programs for our local disabled adults and teens
- ESL classes finished for the semester with a new class offering coming Jan 2024
- Staff have been utilizing our Mango Language database to take the Spanish for Librarians Course
- Created various holiday displays across different cultures

Programs & Displays:

- Binge Box packages for both adults and teens
- Sold out Spice Club
- Sold out Take N Makes for both adult and teens
- Teen Volunteer Kits 6 out of 10 were given out
- Online Quiz for passive Readers Advisory

Athens Moreno Adult Services Manager

- Computer Basics computer class with PRC
- Various book and AV display for holidays across many cultures
- Holiday themes take n makes each Monday of the Dec month
- Baking Christmas Bread with Chef Charise
- For High School finals week, held dedicated Study Lounge
- Pages through the Ages holiday book club event
- English Conversation Group with Literacy DuPage

Meetings:

- Bi Weekly Management Meetings
- Department Meetings and 1on1s

Resources and Collection News:

- Began creating a new Homebound Flyer to promote our homebound service
- Implementing a new resource called Explora that encompasses many databases into one for a better user experience

Youth Services Report November 2023

Program Highlights

- Youth Services hosted 41 in person programs during November with 986 in attendance. In addition, Youth Services had 536 participants serviced through 12 self-directed programs.
- Four CSPL Kits were distributed during November. 75 each of the Preschool kits – Colorful Turkey and Build Your Own Dinosaur. 50 each of School Age kits – Homemade Spectroscope and Turkey Treats. Julie Mohedano prepared a Day of the Dead puppet craft and we distributed 48 of those. YS also received 75 Turkey themed Ag in a Bag kits to distribute from the DuPage Farm Bureau.
- November 1st brought a Day of the Dead celebration where Leticia Raygoza and Julie Mohedano hosted an event where families helped us create a Day of the Dead altar. 12 participants helped create a beautiful altar that we kept up for a bit over a week.
- November 1st was also the start of DINOvember. This started off big with the coming of Norm the T-Rex skull reproduction who visited for two weeks from the Field Museum. Many wonderful pictures and waves and kisses were shared with and in front of Norm. Pictures below show two regulars by Norm and comparing herself to a t-rex footprint. Thank you to the Library Friends group for contributing funds to cover Norm’s visit!
- Many of the programs during the month had dinosaurs as the theme.
 - Most of the 14 storytimes were about dinosaurs.
 - The Sensory Series on 11/6 had 33 participants play with dinosaurs in kinetic sand.
 - Itty Bitty Book Fun was about dinosaurs on 11/10 with 27 in attendance.
 - On 11/20, the Dino Disco had 44 participants dancing with a dinosaur in disco lights and the fog machine.
 - Hands on Learning was about dinosaurs on 11/28 with 52 in attendance.
- Anesa Iqbal and Leigh Anne Wilson hosted a Diwali Party on November 8 that featured a henna artist, crafts and snacks. There were 31 in attendance.

Outreach Events

- Leigh Anne Wilson provided 5 Outreach Storytimes during November reaching 271 children.

Patron Service and Reference

- 71 Youth Binge Box requests were filled during November.
- Youth Staff had 700 interactions with the public during November.



Day of the Dead Altar

Meeting Attendance

- 11/29 – Amy and Sam regular meeting
- 11/8 – Youth Services Department Meetings starting Summer Reading Planning
- 11/9 – Management Team Meeting – Amy Teske
- 11/13 – Birth to 5 Quarterly Meeting – Amy Teske
- 11/14 – Meeting with Susan – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager-



Norm

Itty Bitty Book Fun



Diwali Party



Sensory Series



Youth Services Report December 2023

Program Highlights

- Youth Services hosted 38 in person programs during December with 837 in attendance. In addition, Youth Services had 399 participants serviced through 11 self-directed programs.
- Four CSPL Kits were distributed during December. 75 each of the Preschool kits – Finger paint Holiday Lights Card and Jingle Bell Shakers. 50 each of School Age kits – Hanukkah Star Sun Catcher and Snowman Tea Light Ornament. YS also received 75 Christmas Tree themed Ag in a Bag kits to distribute from the DuPage Farm Bureau.
- Adriana Albers hosted Itty Bitty Book Fun on 12/8 with 20 in attendance.
- Preschool families rung in the Noon Year on 12/30 with 52 in attendance. Much fun was had with crafts, dinosaur dancing, parachute craziness and ringing in the Noon Year with a balloon drop and dancing on bubble wrap! This is always a noisy and amazingly fun time! Staff involved included Leigh Anne, Julie, Ancesa, Robin, Molly and Leticia.
- Kids' Table hosted three online cooking classes at the beginning of December. Tots Can Cook on 12/12 made their own holiday cookies with 15 in attendance. Kids can Cook made chocolate candy cane sandwich cookies on 12/14 with 5 in attendance. Tweens Can Cook made apple cranberry crisp on 12/11 with 4 in attendance.
- Molly Emerson hosted Homeschool Hangout when 37 participants decorated and enjoyed holiday cookies as well as making a foam gingerbread house.
- Youth staff hosted 18 storytimes with 337 preschoolers and their adults in attendance.

Outreach Events

- Leigh Anne Wilson provided 5 Outreach Storytimes during December reaching 288 children.

Patron Service and Reference

- 63 Youth Binge Box requests were filled during December.
- Youth Staff had 654 interactions with the public during December.

Meeting Attendance

- 12/6, 13, – Amy and Sam regular meeting
- 12/12 – Meeting with Susan – Amy Teske
- 12/12 – Youth Services Collection Management Training
- 12/14 – Management Team Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager-

Happy Noon Year



Itty Bitty Book Fun



**Patron Services Monthly Report
November/December 2023**

Circulation Statistics:

	November	December
Total Checkouts and Renewals:	28,907	28,509
Staff-initiated material renewals:	425	310
Curbside deliveries:	40	43
New accounts:	77	72
New Digital Accounts:	26	15
Check-ins:	15,410	15,089
Holds filled:	3,589	3,177

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 November, 84 accounts were reviewed. Of those accounts, 13 will remain in the database and 71 will be removed.
- In December, 92 accounts were reviewed. Of those accounts, 14 will remain in the database and 78 will be removed.

Self-Check-out Activity:

	November	December
Lobby:	5,669	5,230
Youth:	3,132	2,925

Melanie participated in the following:

- Monthly 1:1 with Susan (Nov & Dec)
- Management team meetings (Nov & Dec)
- Library Board meeting (Nov)
- SWAN Circulation Advisory meeting (Nov)
- Brookfield Zoo holiday tree decorating (Nov)
- Carol Stream holiday tree lighting event (Dec)
- Holiday Open House (Dec)
- SWAN Libraries+ app training session (Dec)
- Supervisor meeting with Devaki and Rich (Dec)

Other News:

- In November, we had an after-hours department meeting. The main focus of the night was a refresh on library card procedures. We also worked through some customer service scenarios and covered some general reminders.
- Devaki and Rich attended an all-day training offered through HR Source called Supervisory Fundamentals.
- Navigated SWAN app outage: fielded many calls and emails from patrons regarding the app and their account statuses. The app was not correctly reflecting the items that patrons had returned and/or checked out once the app stopped communicating with the ILS. Mikayla

made a banner that was added to email notices, website, and slides on the TV monitors, which helped with the volume of questions. New app is up and running now; patrons seem satisfied with the replacement that SWAN chose.

- Holiday Open House: 7 staff from the department participated at the event.
- NCOA (National Change of Address) report was run by SWAN at the end of December. This process flags all of the records that have an incorrect address in their account. We had a total of 785 accounts flagged. Starting in January, we'll work through reviewing these accounts. This also gives us a chance to reach out to patrons that have library cards from other SWAN libraries that have since moved to our service area.

Submitted by:
Melanie Johnson
Patron Services Manager
1/11/24

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Human Resources

Monthly Report - November 2023

Administration

- Launched IL Sexual Harassment mandatory annual training (due 12/21/23)
- Modified beginning of handbook (Welcome, Employment at Will, Table of Contents, etc.)
- Finalized handbook 400s with Director
- Edited and updated handbook 500s
- Edited and updated handbook 600s
- Created new Paylocity earning code (PLFAW instead of PTOpt)
- Finalized an 'Animals in the Library' policy for patrons and staff
- Navigated significant challenges with accrual from PTOpt to PLFAW; working with Paylocity

Benefits

- NCPERS open enrollment
- FSA open enrollment
- Utilized PlanSource for benefit changes
- Navigated Medicare changes for retiree and spouse
- Qualifying life event for a staff member; enrolled in CPSL benefits

Staffing & Onboarding

- Conducted 60-day check in with new Tech Services Associate, Jackie Latham
- Posted part-time Adult Services Librarian position on Paylocity and RAILS (to begin in January)
- Conducted 2 phone screens for Adult Services Librarian position

Training

- Revitalizing Morale: Cultivating a Supportive Library Culture (1.5 hours)
- SHRM: Path to Inclusion (1 hour)
- IPBC/ PlanSource training (1 hour)
- NCPERS webinar (1 hour)
- LAANG meeting on record retention (1 hour)
- SHRM: People + Talent + Culture- HR's Vital Role in Creating a Better Workplace (1 hour)
- SHRM: Driving Workplace Culture by Leveraging Recognition (1 hour)
- SHRM: How to Empower Employee Self-Care (1 hour)
- SHRM: Critical Role of Line Managers Making DE&I Reality (1 hour)
- SHRM: Neil deGrasse Tyson on Cognitive Overload (1 hour)
- SHRM: Multigenerational Workforce Today (1 hour)
- Perspectives Cohort on Psychological Safety 2/4 (1.5 hours)

Compensation

- Adjusted compensation for YS Bilingual Associate, Leticia Raygoza, Patron Services Coordinator Devaki Namboodiri, and Patron Services Clerk Kels Norris (6-month reviews)

Human Resources

Monthly Report - December 2023

Administration

- I was an Elf in the Holiday Open House December 3rd
- Troubleshooted Paylocity PLFAW accrual issues (the saga continued)
- Assigned and recorded employee completion of IL Sexual Harassment Training
- Finalized handbook edits/ modifications (General Leave of Absence based on HR Source meeting)
- Coordinated AllStaff lunch
- Updated EEO statement on website and job descriptions
- Researched available in-service trainings for staff and management team
- Re-enrolled in annual SHRM membership

Benefits

- Updated Paylocity days off/ holidays in 2024
- PlanSource new invoice processing and collaboration with the Village
- Signed up for/ implemented COBRA and took training

Staffing & Onboarding

- Part-time Adult Services Librarian Angel Flores voluntarily resigned
- Conducted 3 phone screens and 4 in-person interviews (1 internal) for part-time Adult Services Librarian position
- Patron Services Clerk Lulu Camara terminated; did not return from maternity leave
- Offered part-time Adult Services Librarian position to Vanessa Mckinnie; accepted
- Reached out to her three references

Training

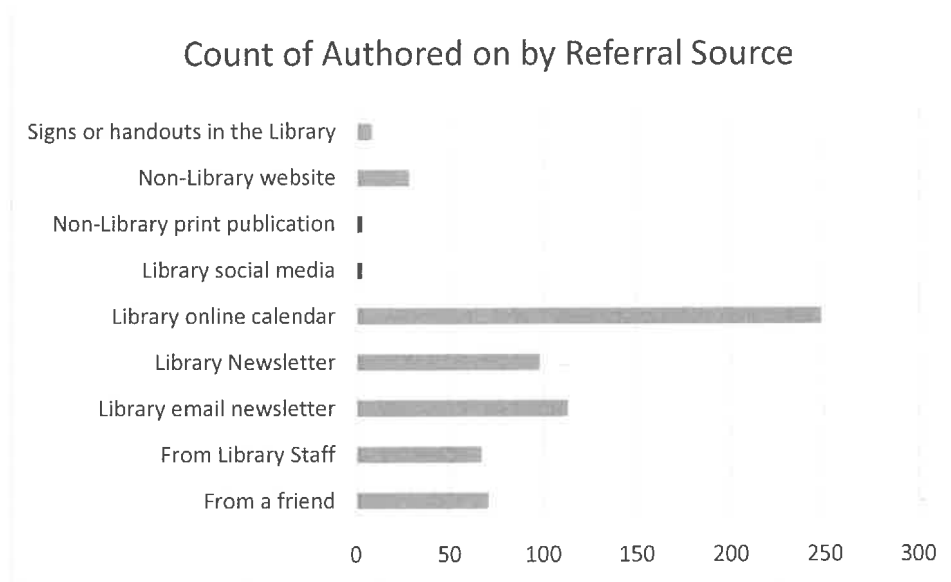
- SHRM: Building a Thriving Multigenerational Workforce (1 hour)
- HR Source Check-up (2 hours)
- SHRM: How to Build Diverse Workplace (1 hour)
- SHRM: 2024 HR Trends (1 hour)
- SHRM: Why Employee Well-being Should Be Your Top Priority (1 hour)
- SHRM: 5 Proven Practices for Leadership to Navigate the Never-Normal (1 hour)

Compensation

- Increased Nico Ficarella and Sarah Grippando pay rate to be compliant with minimum wage

Marketing Report: Mikayla Frigo

November 2023



Promotions resulted in 639 event registrations

- Sent Winter Newsletter to the printer to be distributed to patrons of the Carol Stream Community
- Met with Youth Services and Adult Services to discuss ideas for Summer Reading 2024
- Attended HOI Marketing Group Meeting on Tuesday November 14
- Attended Library Works Webinar, how (and Why) to Do a Simple External Communications Audit on November 16.
- Created and ordered 18 shelf signs from Sir Speedy
- Coordinated and attended the Friends of the Library General Meeting
- Coordinated the Friends of the Library funding requests with the Adult Services and Youth Services Departments
- Coordinated Friends of the Library volunteers for the Winter Wonderland Open House and funding for refreshments.
- Coordinated with the Ice Carver Vendor for the Winter Wonderland Open House
- Coordinated with Sunshine Farms (Reindeer) for the Winter Wonderland Open House
- Coordinated with Brianna, assistant to the Village Manager, prepped promotional materials and giveaways and coordinated volunteers for the Village Tree Lighting
- Created and coordinated schedule for staff volunteers for activities at the Winter Wonderland Open House. Updated and shared activity descriptions and schedule with staff.
- Produced graphics for TV displays to promote the Library's resources, upcoming events, and reading challenges.
- Met with Susan, Library Director, to plan for the Winter Wonderland Open House.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Monitored social media and made weekly scheduled Facebook posts.

- Produced 5 weekly e-newsletter blasts.
- Produced 5 weekly Examiner columns.

Marketing Request Forms/ Marketing Materials Created

- Edited January Youth Services Programs pamphlet
- Created 11x17 exit sign for closing
- Created table topper notices and TV Display Notice about elevated noise levels on 12/3 for the Winter Wonderland Open House
- Promoted Christmas Sharing on TV Displays, Social Media and stanchion signs around the Library.
- Edited December Adult and Teen monthly program calendars
- Created labels to go on bookmarks for the Winter Wonderland Open House
- Created half sheet handouts for English Conversation Group
- Edited Tutor.com trifold
- 4-8.5 x 11 Program signs
- Edited 11x17 Winter Wonderland book display sign
- 11x17 Display sign for Youth Services Fossil, Norm
- Created 11x17 Dinovember program promotional sign for Youth Services
- Edited main lobby display sign, Sweet Reads
- Created 3 banner signs for activities to be placed on decoratively wrapped plexiglass holders.
- Created and designed wayfinding map for all activities at the Winter Wonderland Open House
- Created enlarged wayfinding map to be placed on decoratively wrapped plexiglass holders
- Created and laminated cards for the memory card activity at the Winter Wonderland Open House
- Added Winter Wonderland graphic and noise level notice to tv slides and website slideshow
- Created stanchion signs for the Winter Wonderland Open House:
 - Memory Cards Activity
 - Short Films Activity
 - Craft Room
 - Sana Room
 - Exit Sign for Santa Room

 - Line Closed Sign

84

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: November

Followers: 3,035 (35 new followers)

Reach ⓘ

Compare your reach from this period to the previous one.

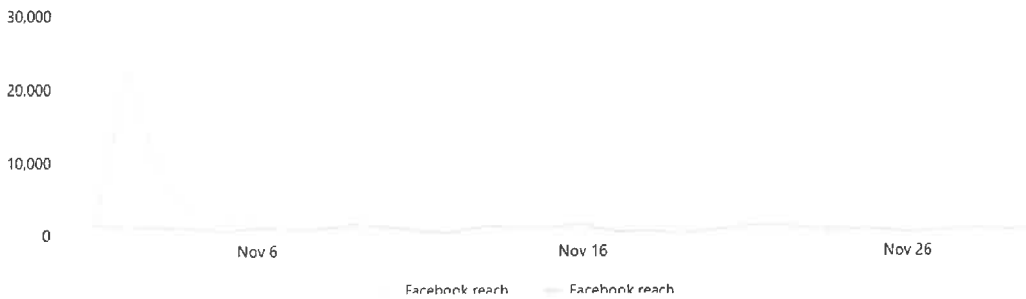
See more about your content performance

Facebook reach ⓘ
9,617 ↓ 75.8%

Instagram reach ⓘ
542 ↑ 5.2%

Paid reach ⓘ
0 0%

Daily Cumulative ⓘ



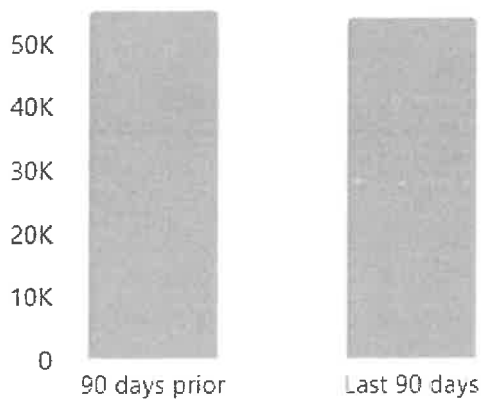
November Post Reach: 53.8 K

Reach

Post reach ⓘ

53.8K ↓ 2%

Total from last 90 days vs 90 days prior



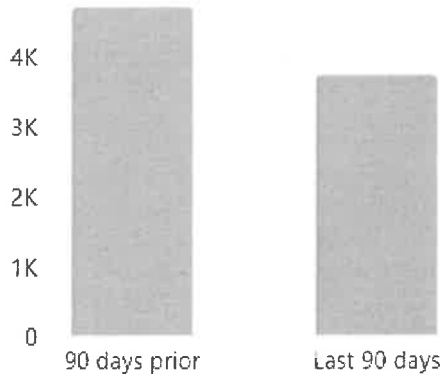
November Engagement: 3.7 K

Engagement



Post reactions, comments and shares ⓘ

3.7K ↓ 20.8%

Total from last 90 days vs 90 days prior



Top Three Reach Posts from November

<p>Carol Stream Public Library November 6 at 10:00 AM</p> <p>It's always nice to see a father and son spending time together reading the classics!</p>  <p>See insights and ads Boost post</p> <p>👍👍 72</p> <p>👍 Like 💬 Comment ➦ Share</p>	<p>Carol Stream Public Library November 9</p> <h3>1 point for everything you've done</h3> <ul style="list-style-type: none"> • Preordered a book • Followed an author on social media • Read a book in one sitting • Cried while reading a book • Laughed out loud while reading a book • Read the same book more than once • Stayed up past 2 am reading a book • Tattooed words from a book on your body • Messaged an author to tell them how much you loved their book • Bought the same book in more than one format • Experienced a book hangover • Bought a new book for a friend because you didn't want to loan out your copy • Read a book for self-care • Read a book at a stoplight • Read a book on the toilet • Read a book while on the clock at work • Recommended a book to a complete stranger • Written notes or highlighted passages in a book • Attended a book signing • Said you had other plans so you could read • Called in sick so you could read 	<p>Carol Stream Public Library November 22 at 1:00 PM</p> <p>Spread the holiday spirit this season and join us for the Library's Winter Wonderland Open House. There will be merriment galore, ranging from a visit with Santa and his reindeer, taking a horse-drawn trolley ride, watching an ice carver at work, carolers spreading joy throughout the Library and fun crafts for kids. We hope to see you there for all of the fun activities!</p>  <p>See insights and ads Boost post</p> <p>👍👍 20</p> <p>👍👍 36 💬 36</p>
<p>People Reached: 2.1 K Engagements: 76</p>	<p>People Reached: 1.4 K Engagements: 52</p>	<p>People Reached: 1.3 K Engagements: 36</p>

Top Three Engagement Posts from November

<p>Carol Stream Public Library November 10</p> <p>It's always nice to see a father and son spending time together reading the classics!</p>  <p>See insights and ads Boost post</p> <p>72</p> <p>Like Comment Share</p>	<p>Carol Stream Public Library November 13</p> <p>Check out the Library's Christmas Tree this Holiday Season at the Brookfield Zoo. 🌲👁️ Our wonderful team of Library Elves have sprinkled their magic dust to adorn it with holiday cheer.</p> 	<p>Carol Stream Public Library November 4</p> <p>Celebrate Dinovember and visit the full-size T-Rex fossil skull reproduction, Norm! This fiberglass reproduction of the Wankel Tyrannosaurus rex's skull will be on display in the Youth Services Department from 11/2 through 11/13. sponsored by the Friends of the Library.</p> 
<p>People Reached: 2.1 K Engagements: 76</p>	<p>People Reached: 1.1 K Engagements: 122</p>	<p>People Reached: 1 K Engagements: 57</p>

Twitter

Followers: 1,688 (22 new followers)

Total Impressions: 3.7 K

Impressions from November

Your Tweets earned **5.6K impressions** over this 31 day period



Total Engagements: 127

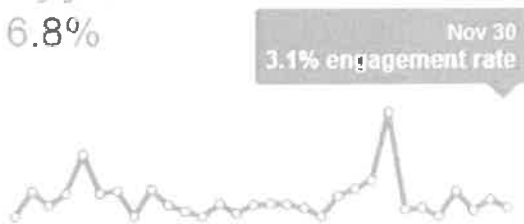
Engagement Rate: 6.8%

Engagements

Showing 30 days with daily frequency

Engagement rate

6.8%



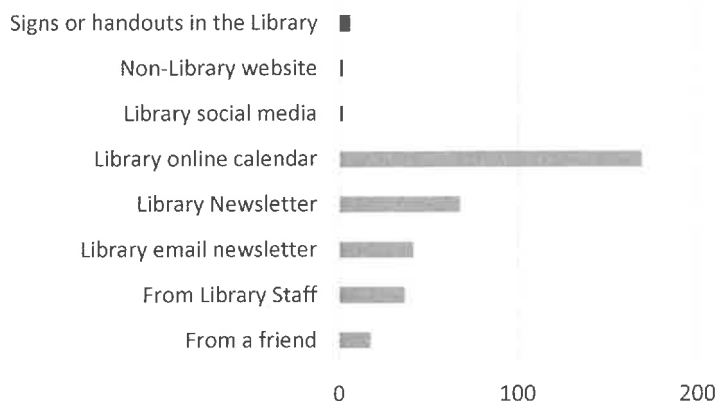
Promotional Emails November

November 2	Roar! Dinovember is Here!	Open Rate: 40.2%	Click Rate: 1.6%
November 9	Discover Tips, Recipes and Inspiration!	Open Rate: 35.9%	Click Rate: 1.2%
November 16	Library Fun at Home!	Open Rate: 36.0%	Click Rate: 1.6%
November 23	Happy Thanksgiving	Open Rate: 41.8%	Click Rate: 1.1%
November 30	Save a Seat for Winter Events!	Open Rate: 40.1%	Click Rate: 1.8%

Marketing Report: Mikayla Frigo

December 2023

Count of Authored on by Referral Source



Promotions resulted in 344 event registrations

- Set up signage, games and decorations for the Winter Wonderland Open House.
- Met with Youth Services, Adult Services & Director to discuss ideas for Summer Reading 2024.
- Helped execute plans for the Winter Wonderland Open House. Floating from the different stations to ensure the schedule and event ran smoothly.
- Met with Adult Services Manager, Athens, to review new resources and highlighted programming for the next newsletter cycle.
- Produced graphics for TV displays to promote the Library’s resources, upcoming events, and reading challenges.
 - Created slides to promote the January Blood Drive, Preschool Information Fair, New Swan App and ESL Classes.
- Created banner for messagebee to notify patrons of new Swan app.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Began editing and publishing spring programs in Library Market.
- Updated EEO statement on the Library’s website
- Monitored social media and made weekly scheduled Facebook posts.
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.

Marketing Request Forms/ Marketing Materials Created

- Edited February Youth Services Programs pamphlet
- Created labels for year of the dragon bookmarks, promoting Zodiac and You program.
- Edited January Adult and Teen monthly program calendars

- Created labels for S'mores binge box treats
- 15- 8.5 x 11 Program signs
- Edited 11x17 Quick Picks book display sign
- Year of the Dragon main lobby display
- Edited Year of the Dragon info. signs for photo op.
- 12- 11x8.5 Shelf signs for the sorted subcategories of youth Spanish Books
- Designed bookmarks for the preschool information fair.
- Graphic for Monday Morning Coworking Commons.
- Edited Legal resource handout
- Designed Homebound trifold.
- 4.25 x 5.25 small acrylic signs for CD players

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

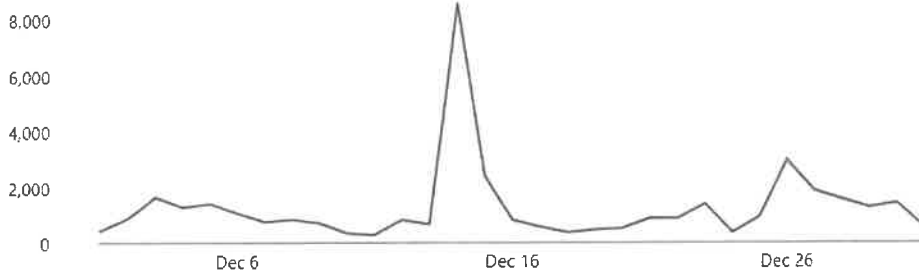
Facebook: December

Followers: 3,050 (15 new followers)

Performance

Daily Cumulative ⓘ

Reach ⓘ 24K ↑ 142.5%	Content interactions ⓘ 1.1K ↓ 12.6%	Followers ⓘ Lifat me 3K	Link clicks ⓘ 20 ↓ 71%	Minutes viewed ⓘ 54 ↑ 143.3%
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Reach breakdown

Total
24,007 ↑ 142.5%

From organic
23,538 ↑ 137.8%

From ads
0 0%

90

December Post Reach: 24 K

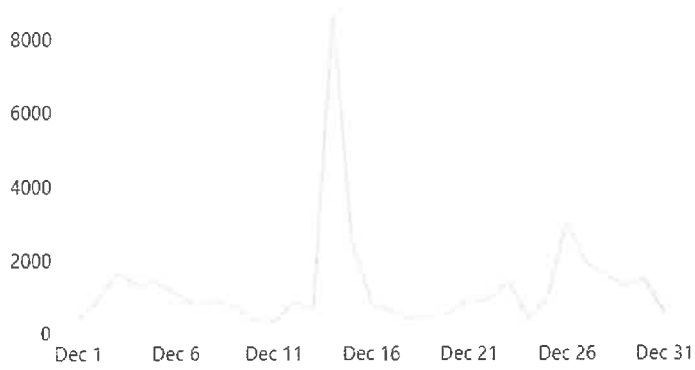
Reach

Facebook reach ⓘ

24.0K ↑ 142.5%

In:

5



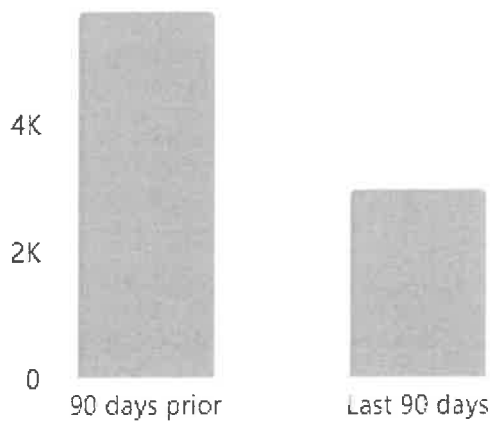
December Engagement: 2.9 K

Engagement

Post reactions, comments and shares ⓘ

2.9K ↓ 48.7%

Total from last 90 days vs 90 days prior



Top Three Reach Posts from December

	<p>Album Ornament Contest 2023 (Adult and teen)</p> <p>Carol Stream Public Library December 26, 2023 at 10:11 AM</p> <p>With nearly 600 votes cast and over 50 entries, we are excited to announce our winners! Thank you to all who took part in the Ornament Contest (you are welcome to come pick up your ornament submissions until the end of January if you took part!).</p> <p>See insights and ads</p>	<p>Feed preview</p> <p>Carol Stream Public Library December 27, 2023 at 7:00 PM</p> <p>The numbers, what do they mean?!!</p> <p>WHEN YOU REALIZE THAT THE LAST DAY OF 2023 WILL BE 123123</p> <p>See insights and ads</p>
<p>People Reached: 8.1 K Engagements: 42</p>	<p>People Reached: 4.1 K Engagements: 52</p>	<p>People Reached: 2.6 K Engagements: 85</p>

Top Three Engagement Posts from December

<p>Carol Stream Public Library December 14, 2023</p> <p>Congratulations to this well-dressed young man for his completion of the 900 and 1,000 levels for 1,000 Books Before Kindergarten.</p>	<p>Feed preview</p> <p>Carol Stream Public Library December 27, 2023 at 7:00 PM</p> <p>The numbers, what do they mean?!!</p> <p>WHEN YOU REALIZE THAT THE LAST DAY OF 2023 WILL BE 123123</p> <p>See insights and ads</p>	<p>Feed preview</p> <p>Carol Stream Public Library December 5, 2023</p> <p>Thank you to everyone for kicking off the holiday season with us at our Winter Wonderland Open House this past Sunday. Here's a glimpse into the enchanting moments we captured. We're grateful to have such a wonderful community around us!</p> <p>See insights and ads</p>
<p>People Reached: 1.9 K Engagements: 180</p>	<p>People Reached: 2.6 K Engagements: 85</p>	<p>People Reached: 1.7 K Engagements: 60</p>

92

Twitter

Followers: 1,710 (22 new followers)

Total Impressions: 3.3 K

Impressions from December

Your posts earned 3.3K impressions over this 31 day period



Total Engagements: 94

Engagement Rate: 5.8%

Engagements

Showing 31 days with daily frequency

Engagement rate

5.8%

Dec 31
7.1% engagement rate



Promotional Emails December:

December 7	End of Year Events and Good Reads!	Open Rate: 34.8%	Click Rate: 1.5%
December 14	End of Year Library Fun!	Open Rate: 35.4%	Click Rate: 2%
December 21	Wishing All a Happy Holidays!	Open Rate: 34.9%	Click Rate: 0.8%
December 28	A Year in Review!	39.1%	Click Rate: 1.2%



Monthly Report of IT Service

Report Range 11/1/2023 11/30/2023

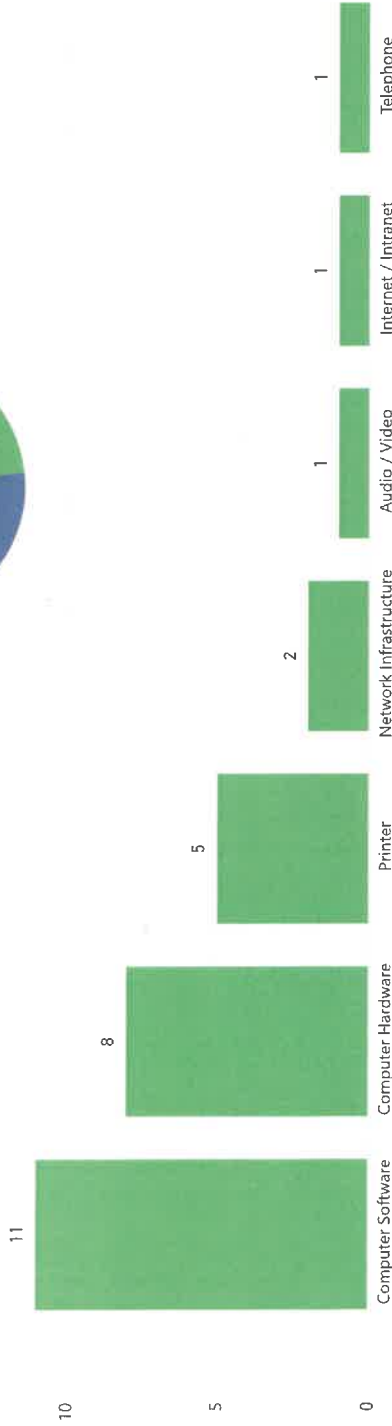
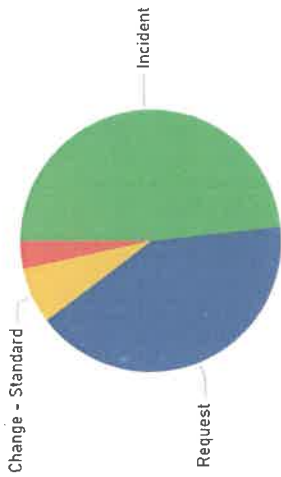
Support Tickets 29

Information Technology Closed Support Tickets by Category

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

Request Type	Count
Change - Standard	2
Incident	14
Problem	1
Request	12
Total	29

CategoryName	Count
Audio / Video	1
Computer Hardware	8
Computer Software	11
Internet / Intranet	1
Network Infrastructure	2
Printer	5
Telephone	1
Total	29



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.

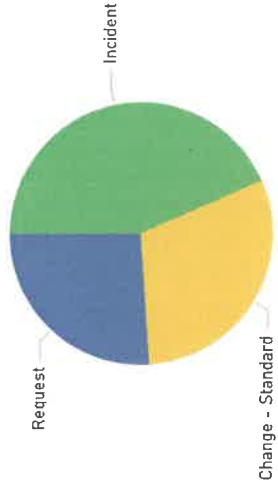
Problem - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

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.

Report Range 12/1/2023 12/31/2023

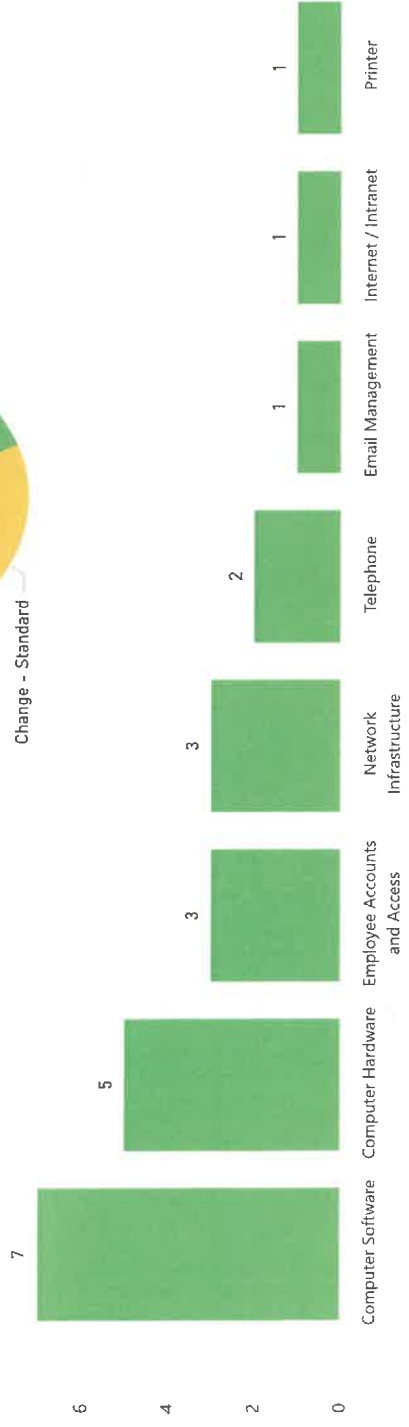
Information Technology Closed Support Tickets by Category

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.



Request Type	Count
Change - Standard	7
Incident	10
Request	6
Total	23

CategoryName	Count
Computer Hardware	5
Computer Software	7
Email Management	1
Employee Accounts and Access	3
Internet / Intranet	1
Network Infrastructure	3
Printer	1
Telephone	2
Total	23



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