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**PUBLIC NOTICE**  
**AGENDA FOR THE REGULAR MEETING OF THE BOARD OF**  
**LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM**  
**Carol Stream Public library**  
**616 Hiawatha Drive**  
**Carol Stream, IL 60188**

**DATE: February 21, 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 January 17, 2024
7. MONTHLY REPORTS OF THE TREASURER
  - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2024
8. COMMITTEE REPORTS
  - 8.1 Human Resources Committee
9. NEW BUSINESS
  - 9.1 Recommendation, Re: Approval of Updates and Revisions of Employee Handbook
  - 9.2 Recommendation, Re: Approval of Merit Increases for FY25
  - 9.3 Recommendation, Re: Approval of LFI Proposal for Youth Services Shelving
10. DISBURSEMENTS
  - 10.1 Approval of Disbursements of January 1-31, 2024 plus the Addendum for the Meeting of February 21, 2024
11. REPORT OF THE LIBRARY DIRECTOR

12. MONTHLY STAFF REPORTS

13. UNFINISHED BUSINESS

None

14. BOARD MEMBER REPORTS

15. ADJOURN

Next Resolution: #301

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Mansi Patel, Secretary  
Board of Library Trustees

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

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF CAROL STREAM  
Carol Stream Public Library  
515 Hiawatha Drive Carol Stream, IL 60188

DATE: January 17, 2024

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, Larimer and Lynch

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske and Human Resources Coordinator Lena Saltiel

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 January 17, 2024. Motion approved.

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

Nays ..... 0

Absent..... None

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

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

Nays ..... 0

Absent..... None

5.1 Minutes of the Regular Board Meeting of November 15, 2023

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2023 and December 31, 2023

5.3 Recommendation, Re: Approval of 2024 Per Capita Grant Application

5.4 Recommendation, Re: Approval of Expenses over \$10,000, Complete Cleaning Contract Renewal

5.5 Recommendation, Re: Approval of Library Closing to the Public on February 23, 2024 for Staff In-Service

5.6 Recommendation, Re: Approval of 2024 Pay Grade Structure Adjustments

- 5.7 Recommendation, Re: Approval of Expenses over \$10,000, Sikich Auditing Proposal for 2024-2026
- 5.8 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 - 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
- 5.9 Approval of Disbursements of November 1-30, 2023 and December 1-31, 2023 plus the Addendum for the Meeting of January 17, 2024
- 5.10 Monthly Staff Reports

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

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

Nays ..... 0

Absent..... None

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

**Approval of Approval of 2024 Per Capita Grant Application**

Background information:

The completed 2024 Per Capita Grant application is ready for submission. The 2022 Per Capita Grant Expenditure Report will 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.

**Approval of Library Closing to the Public on February 23, 2024 for Staff In-Service**

Background information:

This will be the first in-person Staff In-Service event since 2019. The planned instruction includes Active Shooter Training and bomb threat response in the morning, conducted by the Carol Stream Police Department. In the afternoon a trainer from HRSource will be leading the program “Understanding & Applying DEI in the Workplace.” This will prepare staff for facility emergencies and re-emphasize the importance of DEI in the workplace and community and its importance to create an environment of acceptance, equality and respect. Additional training and information on these essential subjects are beneficial to our staff, patrons and the community.

**Approval of 2024 Pay Grade Structure Adjustments**

Background information:

It is recommended by HR Source (Library’s Human Resources consulting firm) to adjust the Library’s current paygrade structure by an increase of 2.6%, based upon our industry, for 2024. The 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.

**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 - 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**

Background information

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.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of November 1-30, 2023 and December 1-31, 2023 plus the Addendum for the Meeting of January 17, 2024 in the amount of \$142,818.73.

6. NEW BUSINESS

6. 1 REPORT OF THE LIBRARY DIRECTOR

Background Information:

President Lynch stated that it was good to see that the Library was able to schedule a Staff In-service day for the employees. He was also glad to see that the Employee Recognition Dinner is also returning after a hiatus for both of these events due to the pandemic. Trustee Leszczewicz suggested contacting West Chicago High School and Benjamin School District to see if the Library is able to share information regarding Library programming and services that would be beneficial to their students. Director Westgate will work with Marketing and the school liaison to accomplish this. Trustee Rogers inquired if the Director had any information on the current cost of living rate. She will be doing research on the cost of living and consumer price index prior to next month's meeting, when she will be making a merit increase recommendation for FY25, which is impacted by these factors.

7. EXECUTIVE SESSION

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

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

Nays ..... 0

Absent..... None

Accordingly, the Meeting was closed to the public at 7:20 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:27 p.m.

Secretary Patel called the roll.

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

Absent: None

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

**Trustee Lynch moved** and **Trustee Larimer seconded** that the Carol Stream Library Board of Trustees approve the Executive Session minutes of the September 20, 2023 HR Committee meeting and that they remain closed at this time. Motion approved.

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Ayes ..... 6 Trustees Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch  
Nays ..... 0  
Abstain ..... 1 Trustee Hudspeath  
Absent..... None

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

**Trustee Lynch moved and Trustee Leszczewicz seconded** that the Carol Stream Library Board of Trustees approve the release of the Executive Session minutes of January 18, 2023 and July 19, 2023 and that all other Executive Session minutes remain closed at this time. Motion approved.

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

8. ADJOURN

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

February 21, 2024  
Approved (date)

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

**Carol Stream Public Library  
Treasurer's Report  
Month Ending January 31, 2024**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,580,602.84	\$ (233,734.62)	\$ 3,346,868.22
Working Cash	53,974.08	283.37	54,257.45
FICA	110,802.61	(10,556.03)	100,246.58
IMRF	155,523.96	(11,489.33)	144,034.63
Liability Insurance	12,190.74	(306.42)	11,884.32
Audit	4,334.65	35.39	4,370.04
Capital Maintenance & Repair	1,667,894.93	7,767.14	1,675,662.07
Building Renovation Loan	<u>2,302.78</u>	<u>15.05</u>	<u>2,317.83</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 5,587,626.59</u>	<u>\$ (247,985.45)</u>	<u>\$ 5,339,641.14</u>

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

\_\_\_\_\_  
Justin Lynch, Board President 1/31/24

\_\_\_\_\_  
Tim Rogers, Board Treasurer 1/31/24

\_\_\_\_\_  
Susan Westgate, Library Director 1/31/24

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**Carol Stream Public Library  
Treasurer's Report  
Month Ending January 31, 2024**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 170,197.00
PNC	PAYROLL	89,726.85
PNC	INVESTMENT	1,836,950.78
OLD SECOND BANK	CHECKING	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,240,660.99
PROPAY	ELECTRONIC	1,286.42
ASPEN/PAYPAL	ELECTRONIC	119.10
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 5,339,641.14</u>



**CAROL STREAM PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**JANUARY 31, 2024**

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of January 31, 2024 and December 31, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date January 31, 2024, 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. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

*ATA Group, LLP*

February 5, 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 JAN 31, 2024	AS OF DEC 31, 2023 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	170,197.00	167,167.08	3,029.92
10-1002 PNC Payroll Checking	89,726.85	84,787.98	4,938.87
10-1003 PNC Money Market (savings)	1,836,950.78	2,108,661.40	-271,710.62
10-1014 Illinois Funds-Prime	3,240,660.99	3,225,883.63	14,777.36
10-1025 ProPay	1,286.42	305.64	980.78
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	119.10	120.86	-1.76
10-1090 Allocated Cash-General Fund	-1,992,772.92	-2,007,023.75	14,250.83
<b>Total 10-1000 Library Fund Cash</b>	<b>3,346,868.22</b>	<b>3,580,602.84</b>	<b>-233,734.62</b>
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	54,257.45	53,974.08	283.37
30-1190 Allocated Cash-FICA Fund	100,246.58	110,802.61	-10,556.03
40-1090 Allocated Cash-IMRF Fund	144,034.63	155,523.96	-11,489.33
50-1090 Allocated Cash-Liability Fund	11,884.32	12,190.74	-306.42
60-1090 Allocated Cash-Audit Fund	4,370.04	4,334.65	35.39
70-1090 Allocated Cash-Capital R&M Fund	1,675,662.07	1,667,894.93	7,767.14
80-1090 Allocated Cash-Debt Service	2,317.83	2,302.78	15.05
<b>Total 1190 Allocated Cash-Fund Balances</b>	<b>1,992,772.92</b>	<b>2,007,023.75</b>	<b>-14,250.83</b>
<b>Total Bank Accounts</b>	<b>\$5,339,641.14</b>	<b>\$5,587,626.59</b>	<b>\$ -247,985.45</b>
<b>Total Current Assets</b>	<b>\$5,339,641.14</b>	<b>\$5,587,626.59</b>	<b>\$ -247,985.45</b>
<b>TOTAL ASSETS</b>	<b>\$5,339,641.14</b>	<b>\$5,587,626.59</b>	<b>\$ -247,985.45</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,102,590.06	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
<b>Total 2900 Beginning Fund Balances</b>	<b>3,958,720.28</b>	<b>3,958,720.28</b>	<b>0.00</b>
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,380,920.86	1,628,906.31	-247,985.45
<b>Total Equity</b>	<b>\$5,339,641.14</b>	<b>\$5,587,626.59</b>	<b>\$ -247,985.45</b>

# Carol Stream Public Library

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

	TOTAL		
	AS OF JAN 31, 2024	AS OF DEC 31, 2023 (PP)	CHANGE
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,339,641.14</b>	<b>\$5,587,626.59</b>	<b>\$ -247,985.45</b>

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

	Jan 2024	May23-Jan 24	Annual Budget	% of Budget
<b>Income</b>				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current		3,812,738.99	3,804,461.00	100.22%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
<b>Total 3000 Property Taxes</b>	<b>0.00</b>	<b>3,812,980.77</b>	<b>3,805,461.00</b>	<b>100.20%</b>
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	21,828.44	153,742.87	35,100.00	438.01%
<b>Total 3200 Interest Income</b>	<b>21,828.44</b>	<b>153,742.87</b>	<b>35,600.00</b>	<b>431.86%</b>
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	363.00	3,841.92	6,000.00	64.03%
3302 Public Copy Payments	817.78	8,249.60	7,000.00	117.85%
3303 Non-Resident Card Fees	1,100.94	4,296.49	2,500.00	171.86%
3304 Sale Items		0.00	500.00	0.00%
<b>Total 3300 Patron Payments</b>	<b>2,281.72</b>	<b>16,388.01</b>	<b>16,000.00</b>	<b>102.43%</b>
3400 Donations		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%
<b>Total 3700 Grants</b>	<b>0.00</b>	<b>107,433.07</b>	<b>59,800.00</b>	<b>179.65%</b>
3800 Other Income	302.75	35,732.87	3,000.00	1191.10%
<b>Total Income</b>	<b>24,412.91</b>	<b>4,190,514.70</b>	<b>4,012,361.00</b>	<b>104.44%</b>
<b>Gross Profit</b>	<b>24,412.91</b>	<b>4,190,514.70</b>	<b>4,012,361.00</b>	<b>104.44%</b>
<b>Expenses</b>				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	48,189.24	455,845.88	630,000.00	72.36%
5102 Non-Exempt Staff Salaries	92,708.15	892,277.30	1,385,000.00	64.42%
5103 Custodial Salaries	6,871.32	61,752.80	92,000.00	67.12%
5105 Professional Education	609.44	6,429.64	15,000.00	42.86%
5106 Membership	593.58	2,747.08	6,000.00	45.78%
5107 Life Insurance	85.40	828.59	1,500.00	55.24%
5108 Health Insurance	15,105.46	149,209.55	250,000.00	59.68%
5109 Benefits, other	146.38	2,366.74	2,750.00	86.06%
5110 Trustee Development	55.00	102.51	3,500.00	2.93%
<b>Total 5100 Salaries</b>	<b>164,363.97</b>	<b>1,571,560.09</b>	<b>2,385,750.00</b>	<b>65.87%</b>
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,458.27	14,372.54	13,500.00	106.46%
5202 Maintenance/Repair	1,779.38	3,382.38	10,000.00	33.82%
5203 Maintenance Contracts	7,295.52	43,174.52	54,250.00	79.58%
5204 Landscape Maintenance/Snow Remo	1,024.00	9,250.68	16,000.00	57.82%
5205 Furniture/Equipment		1,417.13	4,300.00	32.96%

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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**

	Jan 2024	May23-Jan 24	Annual Budget	% of Budget
5206 Electric-Comm Edison	4,812.06	15,403.04	52,000.00	29.62%
5207 Water/Sewer	470.08	5,545.68	6,000.00	92.43%
5208 Insurance (Property)		7,206.00	11,000.00	65.51%
<b>Total 5200 Plant Maint.</b>	<b>16,839.31</b>	<b>99,751.97</b>	<b>167,050.00</b>	<b>59.71%</b>
5300 Business Exp.		0.00	0.00	
5301 Postage	325.17	334.66	2,000.00	16.73%
5302 Office & Equipment Supplies	1,069.56	5,448.37	7,500.00	72.64%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,197.69	12,809.04	17,000.00	75.35%
5305 Mileage Reimbursement	38.59	1,018.50	1,000.00	101.85%
5306 Legal Notices		555.45	600.00	92.58%
5308 Business Phone	427.10	3,813.68	5,500.00	69.34%
5309 Accounting Service	1,200.00	10,700.00	14,500.00	73.79%
5310 Material Recovery Fees	197.00	1,260.80	1,200.00	105.07%
5311 Payroll Service	676.40	5,863.03	8,000.00	73.29%
5312 Attorney Fees		731.25	5,000.00	14.63%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	343.56	3,528.60	6,000.00	58.81%
5317 Bank & Credit Card Fees	62.49	412.60	100.00	412.60%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense	1,523.80	3,234.90	5,000.00	64.70%
5321 Human Resources	1,045.75	9,116.38	14,000.00	65.12%
<b>Total 5300 Business Exp.</b>	<b>8,107.11</b>	<b>62,690.06</b>	<b>113,900.00</b>	<b>55.04%</b>
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	-37.18	2,353.69	7,000.00	33.62%
5402 ISP and Web page hosting	975.00	10,239.99	14,500.00	70.62%
5403 Computer Software	481.95	9,313.14	12,500.00	74.51%
5404 Tech Support & Repair	1,564.36	18,206.10	25,000.00	72.82%
5405 Technical Services Supplies	491.58	1,032.53	4,000.00	25.81%
5406 Circulation Supplies	89.71	1,497.46	4,000.00	37.44%
5408 Tech Serv Online Resources	10,340.92	10,340.92	14,500.00	71.32%
5409 RBP/ILL Expenses		1,439.93	500.00	287.99%
5410 SWAN Consortium	11,653.50	34,960.50	47,000.00	74.38%
5411 Village IT Services	8,584.94	85,849.40	103,000.00	83.35%
<b>Total 5400 Automat. &amp; Dept. Oper.</b>	<b>34,144.78</b>	<b>175,233.66</b>	<b>232,000.00</b>	<b>75.53%</b>
5500 Services		0.00	0.00	
5501 Youth Services Programs	1,716.93	30,605.62	33,500.00	91.36%
5502 Summer Reading Program – Youth (deleted)		0.00	0.00	
5503 Adult/Teen Programs	3,151.19	20,455.07	26,500.00	77.19%
5505 Library Newsletter		23,556.29	40,000.00	58.89%
5509 Library Publicity and Promotion	744.28	19,639.09	22,000.00	89.27%
<b>Total 5500 Services</b>	<b>5,612.40</b>	<b>94,256.07</b>	<b>122,000.00</b>	<b>77.26%</b>
5600 Collection		0.00	0.00	
5601 Youth Services Books	6,343.59	33,253.10	55,000.00	60.46%

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

	Jan 2024	May23-Jan 24	Annual Budget	% of Budget
5606 Youth Services Media	296.80	7,801.49	18,300.00	42.63%
5630 Adult Books	3,637.97	46,729.96	72,000.00	64.90%
5634 Online Resources	1,800.00	7,707.14	20,000.00	38.54%
5635 Magazines & Newspapers		8,864.01	13,000.00	68.18%
5637 Adult Media	648.87	17,156.87	35,000.00	49.02%
5651 Digital Media	7,958.47	89,753.99	120,000.00	74.79%
5652 Grant/Award Expense	-1,800.00	58,787.65	58,800.00	99.98%
<b>Total 5600 Collection</b>	<b>18,885.70</b>	<b>270,054.21</b>	<b>392,100.00</b>	<b>68.87%</b>
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,003.44	111,124.13	160,000.00	69.45%
6620 Illinois Municipal Retirement F	11,929.20	121,345.25	205,000.00	59.19%
<b>Total 6600 Payroll Expenses</b>	<b>22,932.64</b>	<b>232,469.38</b>	<b>365,000.00</b>	<b>63.69%</b>
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
<b>Total 6900 Operating Xfers In (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00%</b>
7101 Liability Insurance		18,547.00	22,250.00	83.36%
7102 Risk Management expense	97.80	1,883.90	4,750.00	39.66%
7103 Unemployment Compensation Insur	246.73	988.77	3,000.00	32.96%
7201 Audit Expense		12,520.00	13,000.00	96.31%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		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%
<b>Total 7400 Capital Expenditures</b>	<b>0.00</b>	<b>30,198.65</b>	<b>176,000.00</b>	<b>17.16%</b>
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		0.00	250,000.00	0.00%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	10,000.00	0.00%
7507 Automation Equipment	1,167.92	4,390.88	30,000.00	14.64%
7509 Security Upgrades		588.19	8,000.00	7.35%
<b>Total 7500 Special Capital Projects</b>	<b>1,167.92</b>	<b>4,979.07</b>	<b>313,000.00</b>	<b>1.59%</b>
8000 Debt Repayment Expense		234,461.01	234,461.00	100.00%
<b>Total Expenses</b>	<b>272,398.36</b>	<b>2,809,593.84</b>	<b>4,544,361.00</b>	<b>61.83%</b>
<b>Net Operating Income</b>	<b>-247,985.45</b>	<b>1,380,920.86</b>	<b>-532,000.00</b>	<b>-259.57%</b>



**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	
	May 2023 - Jan 2024 (YTD)		May 2023 - Jan 2024 (YTD)		May 2023 - Jan 2024 (YTD)	
	Jan 2024	2024 (YTD)	Jan 2024	2024 (YTD)	Jan 2024	2024 (YTD)
<b>Income</b>						
3000 Property Taxes		3,212,090.77				125,703.33
3100 PPR Taxes		60,579.46				
3200 Interest Income	11,634.18	81,942.39	283.37	1,995.81	447.41	3,151.19
3300 Patron Payments	2,281.72	16,388.01				
3400 Donations		3,647.46				
3600 RBP/ILL Reimbursements	0.00	10.19				
3700 Grants		107,433.07				
3800 Other Income	195.01	35,625.13				
<b>Total Income</b>	<b>14,110.91</b>	<b>3,517,716.48</b>	<b>283.37</b>	<b>1,995.81</b>	<b>447.41</b>	<b>128,854.52</b>
<b>Gross Profit</b>	<b>14,110.91</b>	<b>3,517,716.48</b>	<b>283.37</b>	<b>1,995.81</b>	<b>447.41</b>	<b>128,854.52</b>
<b>Expenses</b>						
5100 Salaries	164,363.97	1,571,560.09				
5200 Plant Maint.	16,839.31	99,751.97				
5300 Business Exp.	8,107.11	62,690.06				
5400 Automat. & Dept. Oper.	34,144.78	175,233.66				
5500 Services	5,612.40	94,256.07				
5600 Collection	18,885.70	270,054.21			11,003.44	111,124.13
6600 Payroll Expenses						
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						
<b>Total Expenses</b>	<b>247,953.27</b>	<b>2,273,546.06</b>	<b>0.00</b>	<b>0.00</b>	<b>11,003.44</b>	<b>111,124.13</b>
<b>Net Operating Income</b>	<b>-233,842.36</b>	<b>1,244,170.42</b>	<b>283.37</b>	<b>1,995.81</b>	<b>-10,556.03</b>	<b>17,730.39</b>
<b>Other Expenses</b>						
Reconciliation Discrepancies-1	-107.74	-107.74				
<b>Total Other Expenses</b>	<b>-107.74</b>	<b>-107.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>107.74</b>	<b>107.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-233,734.62</b>	<b>1,244,278.16</b>	<b>283.37</b>	<b>1,995.81</b>	<b>-10,556.03</b>	<b>17,730.39</b>

**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	
	Jan 2024	May 2023 - Jan 2024 (YTD)	Jan 2024	May 2023 - Jan 2024 (YTD)	Jan 2024	May 2023 - Jan 2024 (YTD)
<b>Income</b>						
3000 Property Taxes		205,168.06		26,007.04		10,113.71
3100 PPR Taxes						
3200 Interest Income	439.87	3,098.11	38.11	268.40	35.39	249.26
3300 Patron Payments						
3400 Donations						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
<b>Total Income</b>	<b>439.87</b>	<b>208,266.17</b>	<b>38.11</b>	<b>26,275.44</b>	<b>35.39</b>	<b>10,362.97</b>
<b>Gross Profit</b>	<b>439.87</b>	<b>208,266.17</b>	<b>38.11</b>	<b>26,275.44</b>	<b>35.39</b>	<b>10,362.97</b>
<b>Expenses</b>						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection	11,929.20	121,345.25				
6600 Payroll Expenses				18,547.00		
7101 Liability Insurance			97.80	1,883.90		
7102 Risk Management expense			246.73	988.77		
7103 Unemployment Compensation Insur						12,520.00
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
<b>Total Expenses</b>	<b>11,929.20</b>	<b>121,345.25</b>	<b>344.53</b>	<b>21,419.67</b>	<b>0.00</b>	<b>12,520.00</b>
<b>Net Operating Income</b>	<b>-11,489.33</b>	<b>86,920.92</b>	<b>-306.42</b>	<b>4,855.77</b>	<b>35.39</b>	<b>-2,157.03</b>
<b>Other Expenses</b>						
<b>Reconciliation Discrepancies-1</b>						
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-11,489.33</b>	<b>86,920.92</b>	<b>-306.42</b>	<b>4,855.77</b>	<b>35.39</b>	<b>-2,157.03</b>

**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	
	Jan 2024	May 2023 - Jan 2024 (YTD)	Jan 2024	May 2023 - Jan 2024 (YTD)	Jan 2024	May 2023 - Jan 2024 (YTD)
Income						
3000 Property Taxes				233,897.86	0.00	3,812,980.77
3100 PPR Taxes					0.00	60,579.46
3200 Interest Income	8,935.06	62,931.73	15.05	105.98	21,828.44	153,742.87
3300 Patron Payments					2,281.72	16,388.01
3400 Donations					0.00	3,647.46
3600 RBP/ILL Reimbursements					0.00	10.19
3700 Grants					0.00	107,433.07
3800 Other Income				195.01		35,625.13
<b>Total Income</b>	<b>8,935.06</b>	<b>62,931.73</b>	<b>15.05</b>	<b>234,003.84</b>	<b>24,305.17</b>	<b>4,190,406.96</b>
Gross Profit	8,935.06	62,931.73	15.05	234,003.84	24,305.17	4,190,406.96
Expenses						
5100 Salaries					164,363.97	1,571,560.09
5200 Plant Maint.					16,839.31	99,751.97
5300 Business Exp.					8,107.11	62,690.06
5400 Automat. & Dept. Oper.					34,144.78	175,233.66
5500 Services					5,612.40	94,256.07
5600 Collection					18,885.70	270,054.21
6600 Payroll Expenses					22,932.64	232,469.38
7101 Liability Insurance					0.00	18,547.00
7102 Risk Management expense					97.80	1,883.90
7103 Unemployment Compensation Insur					246.73	988.77
7201 Audit Expense					0.00	12,520.00
7400 Capital Expenditures		30,198.65			0.00	30,198.65
7500 Special Capital Projects	1,167.92	4,979.07			1,167.92	4,979.07
8000 Debt Repayment Expense				234,461.01	0.00	234,461.01
<b>Total Expenses</b>	<b>1,167.92</b>	<b>35,177.72</b>	<b>0.00</b>	<b>234,461.01</b>	<b>272,398.36</b>	<b>2,809,593.84</b>
Net Operating Income	7,767.14	27,754.01	15.05	-457.17	-248,093.19	1,380,813.12
Other Expenses						
Reconciliation Discrepancies-1					-107.74	-107.74
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-107.74</b>	<b>-107.74</b>
Net Other Income	0.00	0.00	0.00	0.00	107.74	107.74
Net Income	7,767.14	27,754.01	15.05	-457.17	-247,985.45	1,380,920.86

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2/14/2024

Factory: Estey, 3branch

Lead Time: 8-12 weeks

LFI QT-3504 rev.1 Proposal For:

Carol Stream Library

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
SH-1	2	Estey	A-Frame	<b>Double Face Shelving</b> DF 42"H x 36"W x 9"/9"D 3 rows high base row 2 row 3 9"D flat shelf - sloped on Aframe Zig Zag shelf with lip 2.5"D display shelf with lip	\$ 1,629.87	\$ 3,259.75
			STEEL COLOR:	Oyster		
			SIGNAGE:	6" high		
			CASTERS:	YES		
			BACK PANELS:	Nevamar S5059T Aqua Lagoon		
			END PANELS	Yes, EP-1		
			CANOPY TOPS	N/A		
			1	STARTER		
			1	ADDER		
			4	Laminate Back Panel		
EP-1	2			<b>End Panel</b>	\$ 414.29	\$ 828.57
	2			45-1/2"H x 11-3/4"W at top, 22-3/16"W at base x 1" Nevamar S5059T Aqua Lagoon with Silver PVC edge		
Cast-1	6			<b>Casters for SH-1</b> * 4 casters for starter unit + 2 casters for adder unit	\$ 25.00	\$ 150.00
SH-2	2	Estey	Designer Series	<b>Single Face Shelving</b> SF 30"H x 36"/24"W x 14"D 2 rows high base row 2 14" flat shelf (actual) w/ intg back & sliding book support 12" flat shelf (actual) w/ intg back & sliding book support	\$ 736.25	\$ 1,472.51
			STEEL COLOR:	Oyster		
			SIGNAGE:	6" high		
			CASTERS:	N/A		
			END PANELS	Yes, EP-1		
			CANOPY TOPS	N/A		
			1	36" STARTER-REUSING EXISTING SHELVES		
			1	36" ADDER-REUSING EXISTING SHELVES		
			1	24" ADDER		
EP-2	2			<b>End Panel</b>	\$ 557.14	\$ 1,114.29
	2			30-1/2"H x 17-3/4"W x 1-3/16" thick Maple veneer with maple hardwood edgeband Clear finish **if custom stain match is needed there will be an upcharge**		

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2/14/2024

LFI QT-3504 rev.1 Proposal For:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Estey, 3branch

Carol Stream Library

Lead Time: 8-12 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
SH-3	2	Estey	Designer Series	Additional 14"D Book Browsers	\$ 242.62	\$ 485.24
SH-4	4	Estey	Designer Series	Additional 12"D Book Browsers	\$ 209.53	\$ 838.12
Misc-	6	3branch		Acrylic Inserts	\$ 75.00	\$ 450.00
	6		4530-01	acrylic insert for floating storage bin 8.37w 14.5d 9h		

TOTAL FOB FACTORY	\$ 8,598.46
INSTALLATION + FREIGHT <i>**prevailing wage**</i>	\$ 3,216.54
<b>TOTAL</b>	<b>\$ 11,815.00</b>

<b>50% DEPOSIT</b>	<b>\$ 5,907.50</b>
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**QUOTATION TERMS**  
**\* quotes are valid for 30 days from date at top of this page**  
 \* quotes are based on stated quantities; any change in quantity may require re-quoting  
 \* prices include standard materials/finishes unless otherwise noted  
 \* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote  
 \* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.  
 \* Storage Costs—if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

**PAYMENT TERMS**  
 50% deposit; balance due upon completion

**TO ACCEPT THIS QUOTE:**  
 \* sign and date below as formal acknowledgement of the quote terms  
 \* please forward a deposit if one is required per the quote terms  
 \* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact  
 \* LFI will coordinate and schedule in-bound freight of your order.  
 \* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.  
 \* Factories and freight carriers will require digital photography of any damage related issues.

Signature	Date
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<b>TOTAL</b>	<b>\$ 11,815.00</b>
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**Carol Stream Public Library  
Expenses by Vendor  
January 2024**

Num	Date	Vendor	Amount
<b>10-1000 Library Fund Cash</b>			
<b>10-1001 PNC General Checking</b>			
12411	01/03/2024	PNC Bank	-2,389.38
12415	01/16/2024	Case Lots, Inc.	-465.35
12416	01/16/2024	Center Point for Large Print Books	-145.02
12417	01/16/2024	Chinese Intercultural, LLC	-215.00
12420	01/16/2024	ComEd	-4,812.06
12421	01/16/2024	Complete Cleaning Co., Inc.	-2,865.00
12422	01/16/2024	Demco	-472.59
12430	01/16/2024	Garvey's Office Products	-658.39
12431	01/16/2024	Head, Belynda	-175.00
12436	01/16/2024	OverDrive, Inc.	-512.39
12437	01/16/2024	Paylocity	-1,052.78
12438	01/16/2024	Postmaster	-310.00
12439	01/16/2024	Precision Control Systems of Chicago, Inc.	-1,346.00
12441	01/16/2024	Riddiford Roofing Company	-1,279.38
12442	01/16/2024	Sebert Landscaping, Inc.	-1,024.00
12443	01/16/2024	Staples	-873.38
12445	01/16/2024	Telcom Innovations Group, LLC	-1,564.36
12446	01/16/2024	Unique Management Services, Inc.	-197.00
12447	01/16/2024	Very Smart People, LLC	-200.00
12448	01/16/2024	Village of Carol Stream - Water Dept.	-470.08
12449	01/16/2024	Wenstrup, Gary	-250.00
12433	01/16/2024	Lakeshore Learning Material	-320.85
12434	01/16/2024	LIMRiCC - UCGA	-246.73
12440	01/16/2024	Reaching Across IL Library System (RAILS)	-546.00
12426	01/16/2024	Bridgeall Libraries Ltd. (Collection HQ)	-10,340.92
12427	01/16/2024	Comcast (Fiber Optic/Internet)	-875.00
12428	01/16/2024	Folding Partition Services, Inc.	-500.00
12429	01/16/2024	Fox Valley Fire & Safety Company, Inc.	-97.80
12432	01/16/2024	Illinois Library Association	-300.00
12435	01/16/2024	Lindenmeyr Munroe	-591.00
12444	01/16/2024	Swan (System Wide Automated Network)	-11,653.50
12424	01/16/2024	ATA Group, LLP	-1,200.00
12425	01/16/2024	Ayodele Drum and Dance, NFP	-550.00
12452	01/16/2024	Village of Carol Stream	-8,584.94
12450	01/16/2024	Comcast - (Business Phone)	-427.10
12451	01/16/2024	Sustain DuPage	-50.00
12453	01/16/2024	Village of Carol Stream - Benefits	-308.87
12454	01/16/2024	Midwest Tape LLC	-8,103.53
12455	01/17/2024	Baker & Taylor	-9,537.56

12456	01/17/2024	St. Andrews Golf & Country Club	-250.00
12459	01/29/2024	Complete Cleaning Co., Inc.	-2,950.00
12460	01/29/2024	Dudek, Debra M.	-125.00
12461	01/29/2024	GreatAmerican Financial Svcs.	-1,197.69
12462	01/29/2024	Village of Carol Stream - Benefits	-156.31
12463	01/29/2024	Zeus Battery Products	-119.10
12464	01/29/2024	Village of Carol Stream - Benefits	-18,736.16
12465	01/29/2024	Village of Carol Stream - IMRF	-11,929.20
<b>Total for 10-1001 PNC General Checking</b>			<b>- \$ 110,974.42</b>
<b>Total for 10-1000 Library Fund Cash</b>			<b>- \$ 110,974.42</b>

Monday, Feb 05, 2024 12:54:06 PM GMT-8

Total Disbursements for January 1 through January 31, 2024  
Approved by the Library Board of Trustees February 21, 2024.

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

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

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# Carol Stream Public Library

## Reimbursements

January 2024

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
01/31/2024	Journal Entry	ATA0106	10-General Fund	Allocate January, 2024 Reimbursement Expenses	-Split-	122.61	122.61
<b>Total for 2400 Payroll Liabilities</b>						<b>\$122.61</b>	
5300 Business Exp.							
01/31/2024	Journal Entry	ATA0106	10-General Fund	Allocate January, 2024 Reimbursement Expenses	-Split-	38.59	38.59
<b>Total for 5305 Mileage Reimbursement</b>						<b>\$38.59</b>	
<b>Total for 5300 Business Exp.</b>						<b>\$38.59</b>	
5500 Services							
01/31/2024	Journal Entry	ATA0106	10-General Fund	Allocate January, 2024 Reimbursement Expenses	-Split-	29.61	29.61
<b>Total for 5501 Youth Services Programs</b>						<b>\$29.61</b>	
01/31/2024	Journal Entry	ATA0106	10-General Fund	Allocate January, 2024 Reimbursement Expenses	-Split-	54.41	54.41
<b>Total for 5503 Adult/Teen Programs</b>						<b>\$54.41</b>	
<b>Total for 5500 Services</b>						<b>\$84.02</b>	



**Deduction Listing**

Check Dates: 01/12/2024 to 01/26/2024

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2024011201 - 2024012601

Pay Periods: 12/24/2023 to 01/20/2024

**REIMB -- REIMBURSEMENT**

Company: (9366)

Employee	ID	SSN	Location	Amount
Moreno, Athens M.	1216		02	-54.41
Mucha, Pierce	1226		11	-14.07
Raygoza, Leticia	1233		12	-29.61
Saltiel, Lena M.	1225		01	-7.77
Westgate, Susan	1139		01	-4.02
Wilson, Leigh Anne	1188		12	-12.73

**Totals for REIMB -- REIMBURSEMENT**

**6 Employees**

**-122.61**

**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	6	-122.61
<b>Totals</b>			<b>6</b>	<b>-122.61</b>



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## **LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**

### **February 21, 2024**

#### **Employee Handbook**

The Employee Handbook, which includes all of the personnel policies, has been completely reviewed, revised and updated. It will be reviewed by the Board at the HR Committee meeting on February 21 prior to approval at the Regular Board meeting.

#### **FY2025 Employee Merit Increases**

The twelve month annual CPI (Consumer Price Index) for January 2023-December 2023, was 4.1%. CPI represents changes in prices of all goods and services purchased for consumption by urban households. As a comparison, Social Security has done a cost of living adjustment for retirees of 3.2% for 2024. I am recommending a merit increase budget of 0-6% for FY25 (May 2024-April 2025). This provides employees with the ability to maintain a current cost of living wage, with the potential of an additional increase based upon their performance.

#### **LFI Furniture Proposal**

Youth Services is adding an additional A-Frame shelving unit for display and highlighting collections as well as low shelving below a window in the department for housing in-house use games and puzzles. Once approved, there is about a three to four month lead time, so we can expect installation in May or June. The proposal is included in the Board packet for your review. Board approval is required for expenses exceeding \$10,000.

#### **Employee Evaluations**

The first steps to the employee evaluation process has begun. Employees' are completing their self-appraisal and turning them into their Managers this month so that they can begin preparing the employee written evaluations in March. In-person, one-on-one meetings with each staff member and their Manager will take place in April. Any awarded merit increase will be in effect with the first paycheck of FY25.

#### **Library Certification**

I completed the annual Library Certification through RAILS. In compliance with Illinois statutes and administrative rules 23 Ill. Adm. Code 3030.200], annual certification is required of all library system members to retain system membership and eligibility for grants administered by the Illinois State Library. Examples of Illinois State Library grants include public and school library per capita grants, and public library construction grants. Completing the ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey is a prerequisite for certification. This Survey was completed by Assistant Director Laura Hays.

#### **Facility Update**

An additional four computer desk sit-stand stations for interested staff members have been installed. In addition, we have purchased and installed larger monitors at the service desks and staff work stations. The sit-stand stations will provide the employees with the opportunity to stand during part of their work day, as well as sit, to provide and promote improved wellness.

The larger monitors will help to reduce eye fatigue and provide staff with a better option for split screen viewing.

It was necessary for us to update the server and software of the Library’s Proxy Card system this month. The Proxy card system is used to provide staff with access to the building and other “employee only” work areas without the use of a key. The system was installed in 2014.

The latest update on the Klein Creek Stabilization Project was recently shared by the Village. The contractor is ready to begin construction on Section III that runs along the western border of the Library. The bypass pumping system is scheduled to be installed this week followed by tree clearing, weather permitting. The current plan is to work from north to south. The west side of the Library parking lot may be impacted intermittently during the project. The Village will keep me updated on this.

Construction is expected to take several months, while the required substantial completion date is July 3, 2024. Here is the link to the project’s website on the Village website: <https://www.carolstream.org/departments/engineering/village-projects/klein-creek-stream-bank-stabilization/klein-creek-stream-bank-stabilization-section-iii> and a link to a map of the path closures in Armstrong Park and the walking bridge adjacent to the Library <https://www.carolstream.org/home/showpublisheddocument/7895/638428315482288259>. The Village is waiting on a detailed schedule from the contractor. Once received, they will add more major milestones to the website.

**Annual Statement of Real Estate Taxes Collected**

The DuPage County provided us with the Annual Statement of the 2022 Real Estate taxes that were collected and distributed to the Library during calendar year 2023. I have included the annual statement for informational purposes and emailed a copy to the Library’s auditing firm. The Library may receive some additional 2022 taxes before the end of our current Fiscal Year.

**FOIA Requests**

Request date-01/15/24

Dear FOIA Officer,

*I am writing to request information under the Freedom of Information Act (5 U.S.C. § 552). I am seeking electronic copies of all documents and materials related to grants written, applied for, or received by the agency within the last five years. Specifically, I am requesting:*

- 1. All grant applications submitted by your agency, including supporting documents and correspondence.*
- 2. All grant agreements, contracts, and award letters received by your agency.*
- 3. Reports, evaluations, or assessments of these grants.*
- 4. Financial statements or budgets pertaining to these grants.*

*If there are any fees for searching or copying these records, please inform me. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public’s understanding of government activities and potentially government allocation of funds. This information is not being sought for commercial purposes. Thank you for considering my request.*

Request filed – 01/17/24

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### **Community Partnerships**

I prepared a donation basket for the Sandburg PTA fundraising event in March. The Library donated a box of recently withdrawn Large Print titles to the Veterans Library located in Quincy, IL that had experienced extensive water damage and had lost the majority of their fiction collection. The donation was delivered through RAILS. The League of Women Voters (LWV) had an informational table at the Library on Saturday, January 27. They registered several residents during their visit.

### **Trustee Workshops**

There are several ILA Trustee Workshops available this spring. The first Workshop takes place on March 2. Please let me know if you are interested in attending any of them

### **January 16 Blood Drive Results**

Here are the official numbers for the January Blood Drive that was held in the meeting room.

Registered Donors: 10

Whole Blood: 9

Double Red Cell: 1 donor for 2 units

First Time Versiti Donors – 2

Total Units: 11

Potential number of patients helped through the CS Library's efforts: 33!

### **2024/2025 Budget**

I am in the process of preparing 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.).

### **February Employee Anniversaries**

Leticia Raygoza-2/08/23-Youth Services

Samantha Wright-2/15/22-Youth Services

Adriana Albers-2/14/00-Youth Services

Susan Westgate, Library Director



# Annual Statement

of 2022 real estate tax collected for distributed to:

M09600-000  
February 1, 2024

VLG CAROL STREAM LIBRARY  
616 HIAWATHA DRIVE  
CAROL STREAM IL 60188

Real Estate Tax Levy:	3,822,162.88	
Back Tax Collected:	532.46	
Omitted Tax:	0.00	
Mobile Home Service Tax:	0.00	
Investment Earnings:	0.00	
Department of Energy:	0.00	
Additional Tax:	0.00	
Open Space Rollback:	0.00	
Other Adjustments:	0.00	
		3,822,695.34
LESS:		
Court Ordered:	0.00	
Property Tax Appeals:	(925.03)	
Dept of Revenue Exemption:	0.00	
Certificate of Error:	(8,077.41)	
Commercial Abatement:	0.00	
Other Deductions:	0.00	
Real Estate Tax Forfeited:	(448.26)	
Sale In Error:	0.00	
In Litigation:	0.00	
Rounding Factor:	26.81	
		(9,423.89)
Amount Over-Distributed & Payable to DuPage County Treasurer	0.00	
Total:		3,813,271.45

Partial Settlement	01/10/2023	290.68
Partial Settlement	03/31/2023	241.78
Partial Settlement	05/16/2023	300,985.19
Partial Settlement	05/31/2023	1,378,129.15
Partial Settlement	06/23/2023	316,836.55
Partial Settlement	07/28/2023	47,098.67
Partial Settlement	08/25/2023	252,508.66
Partial Settlement	09/08/2023	1,233,704.36
Partial Settlement	09/25/2023	210,465.97
Partial Settlement	10/04/2023	15,746.44
Partial Settlement	10/19/2023	18,763.45
Partial Settlement	12/06/2023	38,500.55
Total Distribution:		3,813,271.45

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



Gwen Henry, Du Page County Treasurer

## Library Trustee Forum Spring Workshops

### Library Trustee Forum Spring Workshops

**March 2, April 6, May 4**

The Trustee Forum is continuing its virtual Spring Workshop for 2024. Participants can attend one, two, or all three sessions. The recordings will be available to participants after each session.



**STOP!** Are you a director or admin registering your trustees? Are you registering a group? Or have you never registered for the LTF Spring Workshops before? If so, then take a moment to read through these [registration instructions](#). If you have any trouble with registering, please email [ila@ila.org](mailto:ila@ila.org).

#### Register

**The deadline to register is Tuesday, April 30.**

#### Registration Fees

	All three webinars	Individual webinars
ILA Institutional or Personal Member	\$40	\$15
Non-Member	\$50	\$20

**Questions?** Email [ila@ila.org](mailto:ila@ila.org)

**Statement of Appropriate Conduct** - All participants are expected to observe the rules and behaviors described in the [Statement of Appropriate Conduct](#) in all conference venues.

#### Cancellation Policy:

*If registered for all 3 events, cancellation must be received in writing by **Monday, February 26**. If registered for only 1 or 2 events, cancellation must be made 5 business days prior to the start of the event you wish to cancel. Please e-mail your cancellation request to [ila@ila.org](mailto:ila@ila.org). Cancellations received in time will get a refund and are subject to \$15 processing fee.*

*Please note that these events will be recorded and recordings will be shared only with those registered for the event.*

## EVENTS

### Calendar

### Events Registration Process

### Statement of Appropriate Conduct

### ILA Noon Network

### Directors University 2.0

### Library Trustee Forum Spring Workshops

- [Registration Instructions](#)

### Reaching Forward North Conference

### Reaching Forward South Conference

### Annual Conference

### Webinar Archive

Forums allow members to connect with one another on various specialized topics and interests.

*Due to a rise in paid, duplicate registrations, these will now be considered a cancellation/refund request and therefore subject to a processing fee.*

**Bill me later and payment policy:**

Payment is expected before attending the event. If payment needs to be made after an event, advance notice by emailing [ila@ila.org](mailto:ila@ila.org) is required. If notice is not given to ILA and no payment is received, registration will be rescinded and the privilege of utilizing the "Bill me later" option is forfeit for future events. All invoices must be paid before confirmed registration on future events. Failure to attend an event **without canceling before the deadline** does not eliminate the outstanding balance. **Payment is still required.**

**Workshop Information**

**Inclusive Placemaking: Understanding the Power of an Accessible Library for All**

As libraries continue to consider how they will remain effective third places over the coming decades, they will also need to react to the shifting demographics within their communities. Each decision a library makes influences their ability to engage a more diverse audience. This session will provide a dynamic discussion around the concept of inclusive placemaking, ranging from ADA regulations to behavioral economics, in order to promote the importance of an accessible library for all.

Date: Saturday, March 2, 10:00 am - Noon  
Speaker: Zachary Benedict, [MKM architecture + design](#)  
Moderator: Jennifer Lucas

**Illinois Library Trustees: What's the Job and What I Wish I had Known?**

This session sets the foundation for what Illinois library Trustees should do (and not do!) to efficiently and effectively serve the library. Topics covered include the duties, roles, and responsibilities of Trustees, along with a panel of experienced trustees for discussion and Q+A.

Date: Saturday, April 6, 10:00 am - Noon  
Speaker: Amanda Standerfer, [Fast Forward Libraries](#)  
Moderator: Laurie Metanchuk

**Director Searches & Evaluations: Tips & Tricks from Two Veterans**

Join us as long-time library leaders Jim Deiters and Alex Todd share insights from their years of experiences on the front lines. For the past few years - in addition to their "day jobs" as public library administrators - Jim and Alex have been assisting libraries across the state with director searches, budget workshops, and trustee orientations. Join them for an hour and a half as they pass along what they have gleaned from life in the stacks. There will be time set aside for Q&A at the end of their presentation.

Saturday, May 4, 10:00 am - Noon  
Speakers: Jim Deiters and Alex Todd, [Deiters & Todd Library Consulting](#)  
Moderator: Tom Stagg

Informally structured, forum members work with one another to develop and present conference programs and informational literature, among other activities. The opportunity to serve as a forum leader is a benefit of ILA membership; forum managers and board members are required to maintain personal membership in the association during their term of service.

**Fill out the form below if you're interested in joining an ILA Forum.**

ILA Forum Interest Form

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

	FY 22-23	January FY 23-24	Current YTD
<b>Circulation Activity</b>			
<b>Physical material use by audience</b>			
Total Adult	15,010	15,277	137,197
Total Teen	676	573	6,267
Total Youth	15,065	14,206	144,499
<b>Physical material use by format</b>			
Books	21,388	21,273	206,852
Videos	6,227	5,887	50,904
Audiobooks and Music CDs	1,660	1,525	16,107
Periodicals and Magazines	207	184	2,061
Other	1,269	1,187	11,989
Total Physical Item Circulation	30,751	30,056	287,913
<b>Interlibrary loans and Reciprocal borrowers (included above)</b>			
ILL - Borrowed from SWAN	3,094	3,082	26,478
ILL - Borrowed from Non-SWAN	35	33	261
ILL - Loaned to SWAN	555	817	7,169
ILL - Loaned to Non-SWAN	82	70	667
RBP Loans - SWAN (incl. above)	553	707	5,572
RBP Loans (non-SWAN) - (incl. above)	558	586	4,427
<b>Digital media use</b>			
Bingepasses (hoopla)	10	28	203
E-books	3,350	3,611	30,053
E-Audio	2,767	3,382	27,654
E-Video	546	455	4,828
Museum Adventure Pass / Explore More Illinois	2 / 0	1 / 1	223 / 6
Total use of Electronic Materials	6,675	7,478	62,967
<b>Total Circulation (physical materials and digital media)</b>	<b>37,426</b>	<b>37,534</b>	<b>350,880</b>
Digital magazine retrievals	984	1,582	10,322
<b>Total Electronic Retrievals (e-mags and databases)</b>	<b>7,064</b>	<b>7,492</b>	<b>59,835</b>
<b>Other circulation activities</b>			
Items checked out in the Library	15,195	14,874	138,523
Self Check - # of Items Checked out	8,915	10,115	90,624
Self Check - % of items checked out in the Library	58.67%	67.98%	65.42%
<b>Programs - # of Programs/Attendance*</b>			
Adult - Number/Attendance	26 / 693	33 / 920	331 / 7,995
Teen Number/Attendance	10 / 226	8 / 144	95 / 1,642
Youth - Number/Attendance	111 / 1,622	101 / 1,151	1,012 / 17,326
General Interest - Number/Attendance	0 / 0	0 / 0	18 / 1,854
<b>Total - Number/Attendance</b>	<b>147 / 2,541</b>	<b>142 / 2,215</b>	<b>1,438 / 36,963</b>
<b>Library Events - Number / Attendance</b>	<b>1 / 24</b>	<b>1 / 11</b>	<b>10 / 977</b>
<b>Outreach - Number / Attendance</b>	<b>16 / 451</b>	<b>18 / 429</b>	<b>236 / 10,338</b>
<b>Facility Usage</b>			
Library Visits (Door Count)**	11,416	12,833	124,071
Curbside Pickup Transactions	70	42	419
Meeting Rooms - # of Public Bookings*	3	2	36
Study Rooms - # of Users	262	314	3,143



Electronic Usage			
# of Internet Sessions/Total Time	833 / 617	1,011 / 845	11,074 / 8,413
# of Library Website Visits	10,781	11,523	96,092
# Mobile App Views***	4,523	666	20,116
# of Wireless Users	1,801	1,374	13,754
Aspen catalog usage # engaged sessions	7,096	8,374	63,335

Reference Transactions			
Adult	1,260	1,650	14,876
Youth	579	764	9,599
Patron Services	479	348	3,640
Chat	33	32	234
<b>Total Reference Transactions</b>	<b>2,351</b>	<b>2,794</b>	<b>28,348</b>

Total One-on-One Tutorials*			
Adult	55	48	390
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,595	18,366	
# of Non-Resident Cards	52	43	
<b>Total Registered Users</b>	<b>18,647</b>	<b>18,409</b>	

Resources Owned/Licensed			
Books	65,227	68,203	
Newspapers (Print only)	24	21	
Periodicals (Print only)	119	106	
Total Print Materials	65,370	68,330	
Current Subscriptions (Print Only)	143	127	
Current E-Subscriptions	4,517	5,089	
E-Books: Downloadable	78,053	87,863	
Audio Recordings	6,556	6,676	
Audio Recordings (Downloadable)	31,745	38,702	
Videos	9,743	10,018	
Other: Video Games, Puzzles, Devices	796	870	
Databases	66	62	
<b>Total Resources Owned/Licensed</b>	<b>196,846</b>	<b>217,610</b>	

<b>Professional Development Hours</b>	<b>30</b>	<b>47.50</b>	<b>487.75</b>
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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 September - December 2023. New mobile catalog app launched December 2023.

**Assistant Director's Report  
January 2024**

**Administration and Business Office**

- Payroll processing week of 1/8 and 1/22
- Interlibrary Loan and Reciprocal Borrowing Survey (Illinet Survey) submitted for FY23
- Technical Services Associate part-time position posted.
- Quarterly check meetings with staff held.
- Forced Closing of the Library due to snow event on 1/12.
- Post Office – annual fee for bulk mailing permit paid
- W-2 and 1099 forms posted before the end of the month
- Mileage reimbursement rate has been updated to 67¢
- IMRF match rate updated to 10.08%.
- Independent contractor new hire reporting requirement starting 1/1 applies to program presenters. Procedures updated
- Election Commission – confirmed room use and contacts for 3/19.

**Tech Services**

- Items ordered – 852 and Items put into Circulation – 781
- Items catalogued – imported bib records & original cataloging - 179
- Item record edits/database clean-up – 556
- Bib record merge requests submitted to SWAN support – 10
- Repair items (includes disc cleaning) - 44
- Serial record edits – 5 and Claimed Issues – 0
- Pending orders in Workflows, as of February 2nd, 2024 (Youth, 242; Adult, 397)
- Sustainable Shelves – 291 titles were submitted; 99 items were approved for submission resale to B&T for a credit value of \$28.39
- New Spotlight Display added for Crafts and Hobbies
- Ordering date cutoff for end of fiscal year posted on This Just In

**Tech Services - Conversion Projects - Total items processed– 69**

- Vietnamese books from Gail Borden Library added to the Adult World Language.
- 2 CD players added to the Adult Collection.
- Memory kits are being added to the Adult Collection as received.

**Meeting Attendance**

- Weekly Director and bi-weekly Management Team meetings – Laura
- January 11 – SWAN cataloging advisory group meeting – Anjali and Marie (recording)
- January 16 – Allstaff meeting
- January 16 – IT meeting – Laura
- January 17 – Board meeting – Laura
- January 25 – SWAN DUX advisory group meeting - Anjali
- January 30 – SWAN chat - Laura

**Information technology**

- There were 25 support tickets in January.
- Domain registry renewed for website.
- Broadband Equity, Access, and Deployment (BEAD) Program speed test completed and submitted.
- Mobile app usage statistics are now available and are being reported.

*Laura Hays*  
Assistant Library Director

Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

January 2024

Department News:

- Database traffic went up considerably, and I'm happy to connect that with the focus of the department in creating more handouts, informative videos on our academy, as well as finding ways to feature databases within our catalog (see image)
- Our desk traffic also increased 7% as the post holidays expectation that people would utilize the library more come January
- Introduced a new book a librarian appointment service that will launch Feb where patrons can go online and book a request to meeting with librarian
- New Senor webpage launched promoting services but also providing resource info
- New Job Seekers and Careers page will launch come February as well to streamline and better the user experience in finding and learning about relevant resources. This is in conjunction with our new "Thrive" handout (see below)
- Teen Volunteers continue to roll in as our new program has yielded 15 participants since Summer 23
- The department welcomed Vanessa McKinnie to the team who will be with us in a part time role
- Omar continues to connect with the chamber on initiatives including being present at ribbon cutting events (January he visited a new orthodontist office)

Outreach Activities:

- Homebound delivery – 45 registered, delivered to 27 patrons, Items delivered 164
- Linda held tours and crafting events for two Glenbard North HS special ed classes
- 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 the Village in regards to collaborating on their Carol Stream Senior Newsletter, and the library will be involved in the future, either having a dedicated section or contributing when needed
- Coordinated library visits with Western DuPage Special Recreation Association to occur in Feb
- Another semester of our College of DuPage ESL classes will begin, offering ESL classes here at the library 3x a week, serving about 60 students
- Partnership with People's Resource Center continues in offering a weekly computer class

EDI Activities (EDI Committee & Dept):

- Celebrated Lunar New Year with displays and programming
- As listed above, building partnerships with several outside organizations
- ESL classes have restarted for the Jan semester
- Looking to hold several Black History Month programs come Feb 2024
- Introduced more handouts for our resources including more in Spanish text

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## Athens Moreno Adult Services Manager

### Programs & Displays:

- Binge Box packages for both adults and teens with 100 kits passed out to adults
- Sold out Spice Club continued with January being an Orange slices flavored ingredient
- Teen Volunteer Kits continue to be utilized with 3 being turned in
- Teen Volunteers helped at 3 department events this month
- Online Quiz for passive Readers Advisory
- Computer Basics computer class with PRC
- Various book and AV display for holidays across many cultures
- Line Dancing program that warranted several patron compliments afterwards on wanting more
- For High School finals week, held dedicated Study Lounge
- Pages through the Ages book club
- Genealogy 101 online program (which helped increase our Genealogy database usage)
- Paul led an informative program about the Dangers of Online Video gaming
- For January we held a giant interactive puzzle offering (see image)
- Held a Puzzle Race program
- Omar led a Library resources for Job Seekers program
- DIY in person craft programs making Earrings
- Craft program for teens/afterschool
- Full house for our DIY Hot Cocoa Bombs program that held two sessions, sold out for each
- Donuts and Dice program had a great turnout (9)
- For the New Year we held a Vision Board program for both teens/adults
- Tours and program events for the Glenbard HS transition groups
- Monthly Last Wednesday Movie club
- Chef Program

### Meetings:

- Bi Weekly Management Meetings
- Department Meetings and 1on1s

### Resources and Collection News:

- Our new handouts were launched including some coming in Feb. For January we created a new Homebound Flyer as well as organized the homebound webpage
- Organized several webpages including creating a new Jobs/Careers page and a new Book A librarian online form request
- Book ordering and weeding continues
- In February we'll introduce Blind Date with a Book displays
- In January we'll be launching our newest circulating items, a portable cd player as well as a boombox cd player for patrons to checkout and use at home
- Come February, our memory kits will be ready for circulation as well!

Athens Moreno Adult Services Manager





# MEMORY KIT

Early Stage Kit #1



- In this kit:
- Musical Bingo 63-Piece Lakeside Puzzle
  - Category Match Card Game
  - 35-Piece Road Trip Puzzle
  - Animal Album Game
  - 35-Piece Steam Train Puzzle

## WHAT IS A MEMORY KIT?

FUNDED BY THE FRIENDS OF THE CAROL STREAM PUBLIC LIBRARY

A memory kit is a specially curated collection of games and activities designed to stimulate cognitive functions, evoke memories, and promote engagement for individuals living with dementia and cognitive impairment. These kits help foster a sense of connection and well-being at all stages of memory loss.

Athens Moreno Adult Services Manager



Chef Program



ESL Class



Linda class tour





## Youth Services Report January 2024

### Program Highlights

- During January, Youth Services serviced 1,116 participants through 44 in person and passive programs. Youth Services hosted 36 in person programs during January with 752 in attendance. In addition, Youth Services had 364 participants serviced through 8 self-directed programs.
- Four CSPL Kits were distributed during January. 75 each of the Preschool kits – Measure the Snow Stick and Popsicle Stick Snowman. 50 each of School Age kits – 3D Winter Home and Q-Tip Snowflakes.
- Julie Mohedano and Leticia Raygoza hosted a Three Kings Day Celebration on January 6 with 27 in attendance. Adult Services staff members Jeremy and Paul were very helpful and played the part of two of the kings for the parade and for pictures.
- Adriana Albers hosted Hands on Learning – Snow Much Fun on 1/23 with 45 in attendance.
- Adriana Albers and Leigh Anne Wilson hosted a Bluey Bash on 1/29 with 57 very happy participants.
- Leticia presented a Spanish Family Storytime on 1/29 in the evening with 8 in attendance.
- Molly Emerson hosted Homeschool Hangout with 21 participants who listened to the West Suburban Homeschool Band and had the opportunity to try different instruments
- Youth staff hosted 17 storytimes with 268 preschoolers and their adults in attendance.

### Outreach Events

- Leigh Anne Wilson provided 4 Outreach Storytimes during January reaching 153 children. One of those schools was a Metropolitan Family Services Head Start program that serves apartments in Carol Stream that are South of North Avenue. This is an area that is hard for us to reach and we are thrilled to have started this service with them.
- Leigh Anne Wilson hosted a Preschool Information Fair on Saturday, 1/27 to offer an opportunity for parents to easily explore preschool options in our community. 44 participants attended and received information from 3 schools.

### Collection Management

- Adriana Albers and Amy Teske adjusted the height of the Picture Book Bins for the author section to allow easier access to the lower bins. The remainder of the collection will be done when we can find a day.

### Patron Service and Reference

- 85 Youth Binge Box requests were filled during January.
- Youth Staff had 764 interactions with the public during January.

### Meeting Attendance

- 1/3, 10, 17, 24, 31 – Amy and Sam regular meeting
- 1/9 – Meeting with Susan – Amy Teske
- 1/9, 10 – Youth Services Team Program Meetings
- 1/11, 25 – Management Team Meeting – Amy Teske
- 1/16 – All Staff

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Hands on Learning – Snow

Three Kings Day



## Human Resources

Monthly Report – January 2024

### Administration

- Met with St. Andrew's Golf Club planner to discuss Staff Appreciation dinner
- Created 2024 calendar of pay dates, holidays, and Board meetings
- Planned and coordinated all aspects of the Staff Appreciation dinner
- Navigated new IDES / New Hire Reporting law
- Minor handbook edits for final draft

### Benefits

- Met with employee to assist with breakdown of time-off available/ policies
- Met with a different employee to discuss benefit policies available
- Explored new EAP platform Perspectives/All One
- Navigated new invoicing system through PlanSource/ with the Village of Carol Stream

### Staffing & Onboarding

- Conducted HR Orientation for Adult Services Librarian, Vanessa Mckinnie
- Contacted two references
- Conducted 60-day check-in meeting for Acquisitions Associate, Anjali Rentfleish
- Resignation of Tech Services Associate, Jaclyn Latham
- Conducted 3 phone interviews for Technical Services Associate position
- Conducted 2 in-person interviews for Tech Services Associate position
- Offered Tech Services Associate position to candidate

### Training

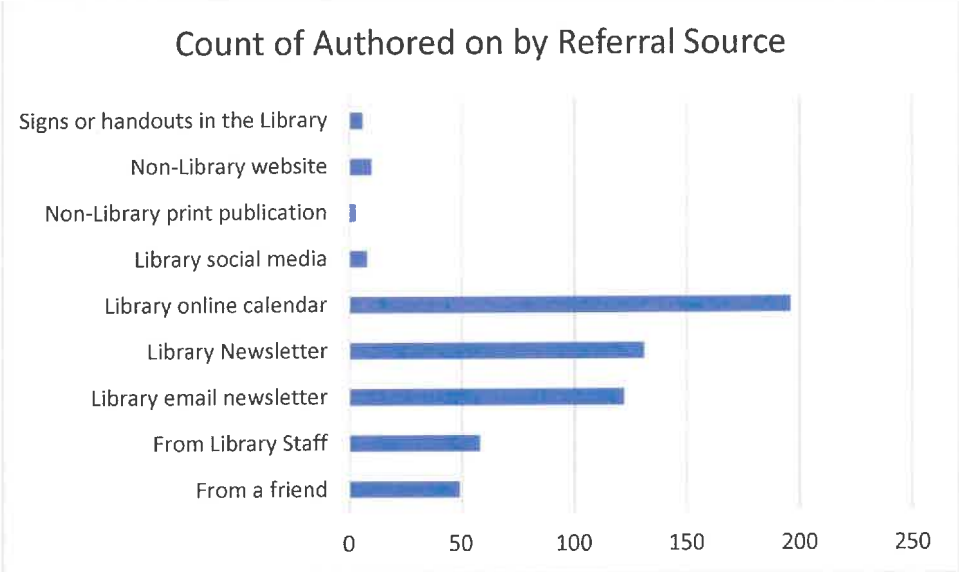
- Met with HR Source to discuss trainings for in-service days (1 hour)
- ALA RAILS webcast on Microaggressions (1 hour)
- ALA RAILS webcast on Understanding and Addressing the Factors that Negatively Impact Recruitment, Hiring, and Retention of BIPOC Librarians (1 hour)
- Paylocity DEI Tools training (1 hour)
- Niche Academy trainings on Microaggressions, DEI, and Implicit Bias (1.5 hours)
- SHRM webcast Building a Sense of Belonging (1 hour)
- Library Safety and Security webinar (1 hour)

### Compensation

- Prepared timeline for performance reviews

**Marketing Report: Mikayla Frigo**

**January 2024**



**Promotions resulted in 583 event registrations**

- Finished editing and publishing all Spring programs in Library Market.
- Designed, edited and reviewed (March, April & May) Spring Print Newsletter.
- Submitted Spring Newsletter to printer and approved final artwork.
- Met with Youth Services, Adult Services & Director to discuss ideas for Summer Reading 2024 and details for the Summer Reading Kickoff.
- Met with Adult Services Manager, Athens, to discuss signage and Summer Reading Marketing Materials.
- Produced graphics for TV displays to promote the Library’s resources, upcoming events, and reading challenges.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Updated phrasing on the Websites Jobs at CSPL Page.
- Produced graphics and signage for TV displays and stanchions to promote the January Blood Drive.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced 4 weekly e-newsletter blasts and special e-newsletter blast for weather closure.
- Produced 4 weekly Examiner columns.

**Marketing Request Forms/ Marketing Materials Created**

- Edited March Youth Services Programs pamphlet
- Edited February Adult and Teen monthly program calendars
- 16- 8.5 x 11 Program signs
- 8.5 x 11 Senior Week Sign
- Edited main lobby display sign (James Patterson)

- Edited 11x17 (Romantasy Epic Adventures Meet Love Stories) book display sign
- Created 8.5 x11 signs, social media posts, and e-news blast for Weather Closure
- Created Logo for Monday Morning Coworking Commons.
- Designed Thrive trifold.

**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: January**

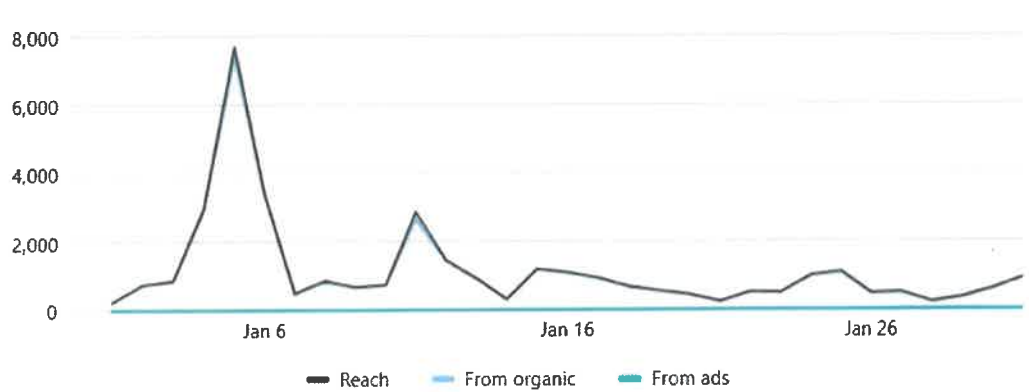
**Followers:** 3,071 (21 new followers)

**January Post Reach: 21.1 K**

**Performance**

Daily Cumulative ⓘ

<b>Reach</b> ⓘ 21.1K ↓ 12.2%	<b>Content interactions</b> ⓘ 910 ↓ 15.3%	<b>Followers</b> ⓘ Lifetime 3.1K	<b>Link clicks</b> ⓘ 80 ↑ 300%	<b>Minutes viewed</b> ⓘ 2 ↓ 95%
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**Reach breakdown**

**Total**  
21,086 ↓ 12.2%

**From organic**  
20,755 ↓ 11.8%

**From ads**  
0 0%

**Messaging**

See more about your messaging performance

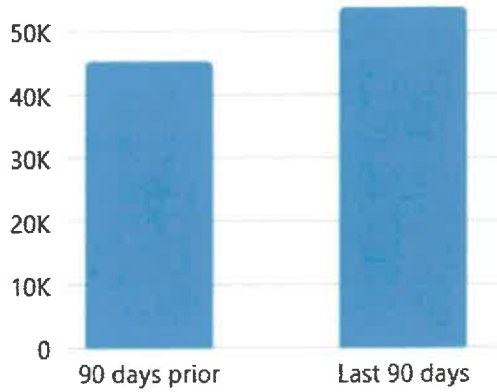
### Post Reach Last 90 Days: 53.7 K

#### Reach

Post reach ⓘ

53.7K ↑ 18.8%

Total from last 90 days vs 90 days prior



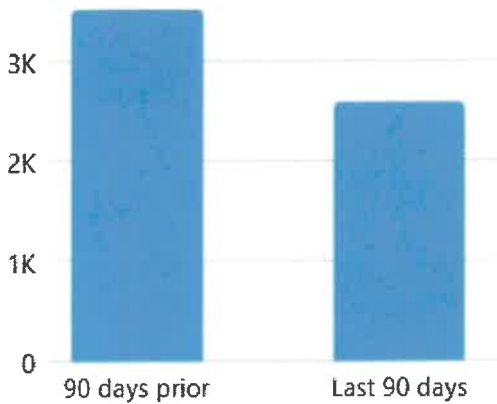
### Post Engagement Last 90 Days: 2.6 K

#### Engagement




Post reactions, comments and shares ⓘ

2.6K ↓ 26.5%




Total from last 90 days vs 90 days prior



**Top Three Reach Posts from January**

 <p>“Winter may be beautiful, but bed is much better.”</p> <p>See insights and ads</p> <p>184</p> <p>7 20</p>	 <p>Carol Stream Public Library January 11</p> <p>Due to severe weather forecasts and for the safety of our Patrons, the Library will be closed Friday, January 12. The Library will reopen on Saturday, January 13 at 9 a.m.</p> <p><b>Weather Closure</b></p> <p>Due to severe weather forecasts and for the safety of our Patrons, the Library will be closed Friday, January 12. The Library will reopen on Saturday, January 13 at 9 a.m.</p>	 <p>Carol Stream Public Library January 5</p> <p>In today's Behind the Scenes photo we catch an employee trying to put the library's entire operating budget into cat food and children's books featuring a particular guitar-playing blue feline.</p> <p>Shame...</p> <p>See insights and ads</p> <p>29</p> <p>Like Comment Share</p>
<p>People Reached: 11 K Engagements: 235</p>	<p>People Reached: 3 K Engagements: 71</p>	<p>People Reached: 2.3 K Engagements: 31</p>

**Top Three Engagement Posts from January**

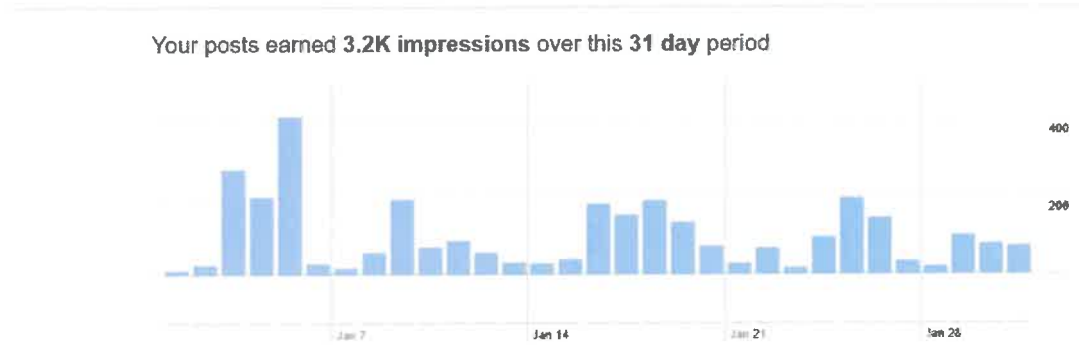
 <p>“Winter may be beautiful, but bed is much better.”</p> <p>See insights and ads</p> <p>194</p> <p>7 20</p>	 <p>Carol Stream Public Library January 11</p> <p>Due to severe weather forecasts and for the safety of our Patrons, the Library will be closed Friday, January 12. The Library will reopen on Saturday, January 13 at 9 a.m.</p> <p><b>Weather Closure</b></p> <p>Due to severe weather forecasts and for the safety of our Patrons, the Library will be closed Friday, January 12. The Library will reopen on Saturday, January 13 at 9 a.m.</p>	 <p>Carol Stream Public Library January 5</p> <p>The new library guessing game called: What is That Thing?</p> <p>+2</p>
<p>People Reached: 11 K Engagements: 235</p>	<p>People Reached: 3 K Engagements: 71</p>	<p>People Reached: 1.2 K Engagements: 57</p>

**Twitter**

**Followers:** 1,713 (3 new followers)

**Total Impressions:** 3.2 k

**Impressions from January**



**Total Engagements for January:** 120

**Engagement Rate for January:** 6.2%

**Engagements**

Showing 31 days with daily frequency

Engagement rate

6.2%



**Promotional Emails January:**

January 4	Upcoming Programs in the New Year!	Open Rate: 41.3%	Click Rate: 3.3%
January 11	Save a Seat for Winter Events!	Open Rate: 34.9%	Click Rate: 1.3%
January 11	Weather Closure	Open Rate: 42.8%	Click Rate: 0%
January 18	Upcoming Winter Fun!	Open Rate: 36.5%	Click Rate: 2.3%
January 25	Must-See February Programs!	Open Rate: 35.9%	Click Rate: 2.9%



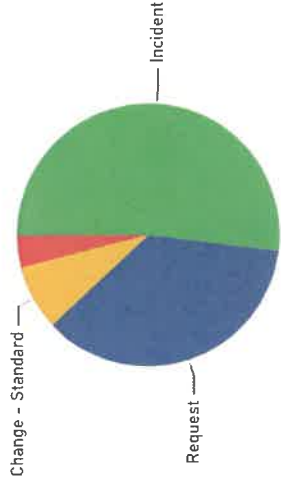
# Monthly Report of IT Service

Report Range 1/1/2024 1/31/2024

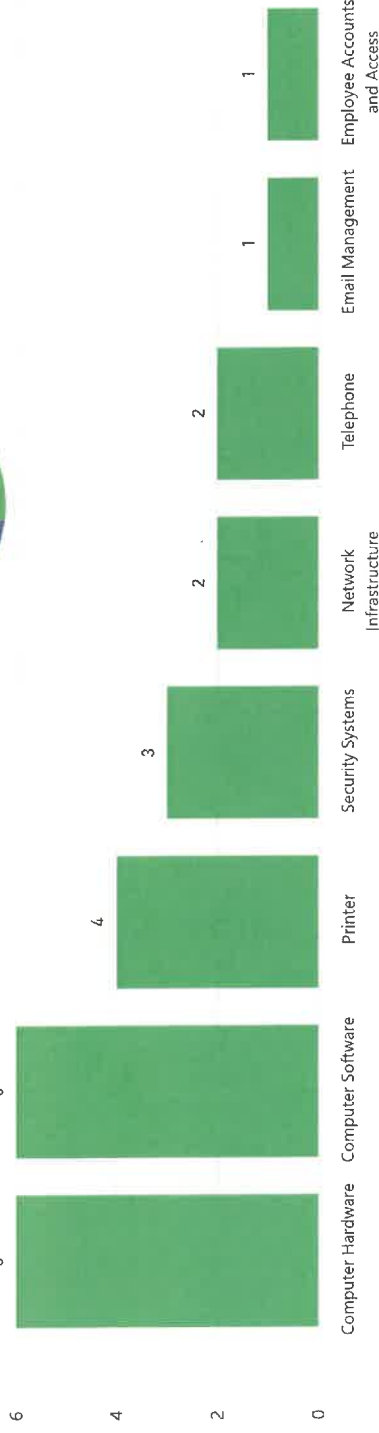
# Support Tickets 25

## 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	CategoryName	Count
Change - Standard	2	Computer Hardware	6
Incident	13	Computer Software	6
Problem	1	Email Management	1
Request	9	Employee Accounts and Access	1
<b>Total</b>	<b>25</b>	Network Infrastructure	2
		Printer	4
		Security Systems	3
		Telephone	2
		<b>Total</b>	<b>25</b>



### Tickets Types

#### Definitions:

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

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

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

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