

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

DATE: October 16, 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 September 18, 2024
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2024
8. NEW BUSINESS
 - 8.1 Recommendation, Re: Approval of Upland Design, Ltd Proposal and Agreement
 - 8.2 Recommendation, Re: Approval of Executive Session Minutes of July 17, 2024, reviewed in Executive Session of the HR Committee meeting of October 16, 2024
 - 8.3 Recommendation, Re: Approval of Staff Compensation as Discussed in Executive Session of the HR Committee Meeting of October 16, 2024
 - 8.4 Discussion: Review of New Website
9. DISBURSEMENTS
 - 9.1 Approval of Disbursements of September 30, 2024 plus the Addendum for the Meeting of October 16, 2024
10. REPORT OF THE LIBRARY DIRECTOR
11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

12.1 Recommendation, Re: Approval of Intergovernmental Agreement with the Village of Carol Stream for the Klein Creek Overlook Project

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #302

Mansi Patel, Secretary
Board of Library Trustees

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

DATE: September 18, 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, Rogers, Patel, and Lynch

Absent: Trustees Olson and Larimer

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

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Leszczewicz seconded the establishment of a Consent Agenda for the Regular Meeting of September 18, 2024. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Larimer

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

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Larimer

6.1 Minutes of the Regular Board Meeting of July 17, 2024

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2024 and August 31, 2024

6.3 Recommendation, Re: Approval of Resolution #301, 2024 Request for Tax Levy

- 6.4 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- 6.5 Recommendation, Re: Approval of Expenses over \$10,000 for Outdoor Path Repair and Extension
- 6.6 Approval of Disbursements of July 1-31, 2024, August 1-31, 2024 plus the Addendum for the Meeting of September 18, 2024

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

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Larimer

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

Recommendation, Re: Approval of Resolution #301, 2024 Request for Tax Levy

Background Information:

The 2024 Request for Tax Levy requires Board approval and to be submitted to the Village of Carol Stream. The Library was able to decrease the 2024 Levy from the prior year by \$128,109. Over the past several years the Library has made additional loan payments to the Village with available excess revenues at the end of the fiscal year. This has reduced the timeline of the loan resulting in a reduced payment for 2025, and the ability to reduce our 2024 Levy Request amount.

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

Background Information:

The Library's current insurance policies are up for renewal in October. The Library's insurance costs increased by \$1,203 from last year, an increase of 4.7%. In addition, the Library has added a robust Cyber Insurance policy in the amount of \$1,618 to protect the institution from a variety of malicious cyber risks that exist. Approval for the insurance renewal is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

Recommendation, Re: Approval of Expenses over \$10,000 for Outdoor Path Repair and Extension

Background information:

The Library will be extending the limestone path from the west end of the north woods to the new Klein Creek Overlook located at the west side of the Library. The Proposal includes addressing the steepness of the grade from the woods up to the patio area to make it safer and more accessible for pedestrians. Approval for the proposal is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of July 1-31, 2024, August 1-31, 2024 plus, the Addendum for the Meeting of September 18, 2024 in the amount of \$338,474.88.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of Intergovernmental Agreement with the Village of Carol Stream for the Klein Creek Overlook Project

Background Information:

After several discussions with the Village Engineer regarding the Overlook Project, it was determined that the best approach for the two organizations was to formalize an IGA (Intergovernmental Agreement) for the project. This will ensure that an understanding of responsibility and project oversight is clearly outlined. The IGA is still in draft form so is not yet ready for approval. The finalized IGA will be presented for approval at a future Board meeting.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees commented on the following report items: The Director will be pursuing a proposal from Upland Design Ltd. for a project to renovate the front outdoor areas in front of the Library. A more robust Cyber Insurance policy has been added to the Library's Liability coverage. With the accelerated payments that the Library was able to submit over the past several years towards the Village loan, the Library was able to decrease the 2024 Levy from the prior year to reflect the reduced final loan payment that will be due on December 1, 2025.

9. MONTHLY STAFF REPORTS

Background Information:

Trustees commented on the high number of check-ins in June. They were a result of the large number of Summer Reading Program participants and the reorganization of the Adult Services Spotlight area that greatly increased circulation. Staff did a great job with processing and shelving such a large volume of materials. Wonderful to see so many patrons visiting the Library this summer.

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Hudspeath moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:15 p.m.

October 16, 2024

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending September 30, 2024**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,999,441.43	\$ 1,206,229.09	\$ 4,205,670.52
Working Cash	56,004.87	286.39	56,291.26
FICA	89,086.27	49,057.96	138,144.23
IMRF	215,332.59	79,509.06	294,841.65
Liability Insurance	26,383.28	649.30	27,032.58
Audit	7,487.25	(106.54)	7,380.71
Capital Maintenance & Repair	1,873,686.35	(8,278.12)	1,865,408.23
Building Renovation Loan	<u>128,275.53</u>	<u>103,802.41</u>	<u>232,077.94</u>
TOTAL ALL FUNDS	<u>\$ 5,395,697.57</u>	<u>\$ 1,431,149.55</u>	<u>\$ 6,826,847.12</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 9/30/24

Tim Rogers, Board Treasurer 9/30/24

Susan Westgate, Library Director 9/30/24

**Carol Stream Public Library
Treasurer's Report
Month Ending September 30, 2024**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 182,790.03
PNC	PAYROLL	111,626.84
PNC	INVESTMENT	3,171,488.76
OLD SECOND BANK	CHECKING	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,358,631.26
PROPAY	ELECTRONIC	1,581.52
ASPEN/PAYPAL	ELECTRONIC	28.71
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 6,826,847.12</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
SEPTEMBER 30, 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 September 30, 2024 and August 31, 2024, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date September 30, 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

October 2, 2024

Carol Stream Public Library

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

	TOTAL		
	AS OF SEP 30, 2024	AS OF AUG 31, 2024 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	182,790.03	200,826.55	-18,036.52
10-1002 PNC Payroll Checking	111,626.84	103,758.59	7,868.25
10-1003 PNC Money Market (savings)	3,171,488.76	1,745,619.43	1,425,869.33
10-1014 Illinois Funds-Prime	3,358,631.26	3,344,260.86	14,370.40
10-1025 ProPay	1,581.52	484.11	1,097.41
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	28.71	48.03	-19.32
10-1090 Allocated Cash-General Fund	-2,621,176.60	-2,396,256.14	-224,920.46
Total 10-1000 Library Fund Cash	4,205,670.52	2,999,441.43	1,206,229.09
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	56,291.26	56,004.87	286.39
30-1190 Allocated Cash-FICA Fund	138,144.23	89,086.27	49,057.96
40-1090 Allocated Cash-IMRF Fund	294,841.65	215,332.59	79,509.06
50-1090 Allocated Cash-Liability Fund	27,032.58	26,383.28	649.30
60-1090 Allocated Cash-Audit Fund	7,380.71	7,487.25	-106.54
70-1090 Allocated Cash-Capital R&M Fund	1,865,408.23	1,873,686.35	-8,278.12
80-1090 Allocated Cash-Debt Service	232,077.94	128,275.53	103,802.41
Total 1190 Allocated Cash-Fund Balances	2,621,176.60	2,396,256.14	224,920.46
Total Bank Accounts	\$6,826,847.12	\$5,395,697.57	\$1,431,149.55
Total Current Assets	\$6,826,847.12	\$5,395,697.57	\$1,431,149.55
TOTAL ASSETS	\$6,826,847.12	\$5,395,697.57	\$1,431,149.55
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,166,989.88	2,166,989.88	0.00
20-2900 Fund Balance-Working Cash	54,997.72	54,997.72	0.00
30-2900 Fund Balance-FICA Fund	68,013.25	68,013.25	0.00
40-2900 Fund Balance-IMRF Fund	159,112.96	159,112.96	0.00
50-2900 Fund Balance-Liability	11,260.82	11,260.82	0.00
60-2900 Fund Balance-Audit	4,462.49	4,462.49	0.00
70-2900 Fund Balance-Capital R&M	1,886,490.01	1,886,490.01	0.00
80-2900 Fund Balance-Debt Service	2,357.13	2,357.13	0.00
Total 2900 Beginning Fund Balances	4,353,684.26	4,353,684.26	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	2,473,162.86	1,042,013.31	1,431,149.55
Total Equity	\$6,826,847.12	\$5,395,697.57	\$1,431,149.55

Carol Stream Public Library

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

	TOTAL		
	AS OF SEP 30, 2024	AS OF AUG 31, 2024 (PP)	CHANGE
TOTAL LIABILITIES AND EQUITY	\$6,826,847.12	\$5,395,697.57	\$1,431,149.55

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

	Sep 2024	May24-Sep24	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	1,708,524.28	3,780,598.54	3,846,461.00	98.29%
Total 3000 Property Taxes	1,708,524.28	3,780,598.54	3,846,461.00	98.29%
3100 PPR Taxes	2,266.15	35,328.16	63,000.00	56.08%
3200 Interest Income		0.00	0.00	
3202 Interest Income Investments	23,162.74	104,619.99	75,100.00	139.31%
Total 3200 Interest Income	23,162.74	104,619.99	75,100.00	139.31%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	630.82	2,885.69	5,000.00	57.71%
3302 Public Copy Payments	1,200.34	5,717.35	11,000.00	51.98%
3303 Non-Resident Card Fees	1,052.96	4,481.40	6,000.00	74.69%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	2,884.12	13,084.44	22,500.00	58.15%
3400 Donations		1,855.00	5,000.00	37.10%
3600 RBP/ILL Reimbursements	0.00	115.62	500.00	23.12%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		59,183.19	58,800.00	100.65%
Total 3700 Grants	0.00	59,183.19	58,800.00	100.65%
3800 Other Income	117.30	1,071.76	3,000.00	35.73%
Total Income	1,736,954.59	3,995,856.70	4,074,361.00	98.07%
Gross Profit	1,736,954.59	3,995,856.70	4,074,361.00	98.07%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	50,190.04	247,290.37	665,000.00	37.19%
5102 Non-Exempt Staff Salaries	96,978.57	491,284.96	1,365,000.00	35.99%
5103 Custodial Salaries	7,144.92	35,220.67	96,000.00	36.69%
5105 Professional Education	1,224.00	5,721.52	15,000.00	38.14%
5106 Membership	429.00	908.00	5,000.00	18.16%
5107 Life Insurance	86.36	516.24	1,200.00	43.02%
5108 Health Insurance	15,332.88	92,950.12	220,000.00	42.25%
5109 Benefits, other	184.27	859.29	3,500.00	24.55%
5110 Trustee Development		35.00	3,000.00	1.17%
Total 5100 Salaries	171,570.04	874,786.17	2,373,700.00	36.85%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	734.61	5,942.39	22,000.00	27.01%
5202 Maintenance/Repair	1,304.00	6,228.50	10,000.00	62.29%
5203 Maintenance Contracts	4,296.00	22,122.89	57,000.00	38.81%
5204 Landscape Maintenance/Snow Remo	714.00	4,682.72	16,000.00	29.27%
5205 Furniture/Equipment		407.22	4,000.00	10.18%
5206 Electric-Comm Edison		0.00	50,000.00	0.00%
5207 Water/Sewer	1,041.42	3,264.31	7,000.00	46.63%
5208 Insurance (Property)	8,307.00	8,307.00	10,000.00	83.07%

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

	Sep 2024	May24-Sep24	Annual Budget	% of Budget
Total 5200 Plant Maint.	16,397.03	50,955.03	176,000.00	28.95%
5300 Business Exp.		0.00	0.00	
5301 Postage		47.72	2,500.00	1.91%
5302 Office & Equipment Supplies	434.35	2,651.76	7,900.00	33.57%
5303 Printing		3,111.00	8,500.00	36.60%
5304 Equipment Leasing	1,197.69	7,740.90	17,000.00	45.53%
5305 Mileage Reimbursement	106.26	556.47	2,000.00	27.82%
5306 Legal Notices		489.90	600.00	81.65%
5308 Business Phone	428.21	2,133.68	6,000.00	35.56%
5309 Accounting Service	1,250.00	6,200.00	16,000.00	38.75%
5310 Material Recovery Fees		394.00	1,600.00	24.63%
5311 Payroll Service	682.11	3,792.79	8,900.00	42.62%
5312 Attorney Fees	120.00	1,511.25	5,000.00	30.23%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	270.68	2,515.17	6,000.00	41.92%
5317 Bank & Credit Card Fees	98.64	561.52	500.00	112.30%
5320 Donation Recd Expense	927.61	1,600.00	5,000.00	32.00%
5321 Human Resources	582.36	3,987.38	15,000.00	26.58%
Total 5300 Business Exp.	6,097.91	37,293.54	112,500.00	33.15%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	65.97	2,377.02	10,000.00	23.77%
5402 ISP and Web page hosting	935.00	4,600.00	15,000.00	30.67%
5403 Computer Software	1,259.64	14,976.49	24,000.00	62.40%
5404 Tech Support & Repair	3,190.00	17,147.54	27,000.00	63.51%
5405 Technical Services Supplies	428.17	751.89	3,500.00	21.48%
5406 Circulation Supplies		58.52	3,500.00	1.67%
5408 Tech Serv Online Resources		0.00	15,000.00	0.00%
5409 RBP/ILL Expenses		211.83	1,300.00	16.29%
5410 SWAN Consortium		10,604.75	43,000.00	24.66%
5411 Village IT Services	9,014.19	54,085.14	108,500.00	49.85%
Total 5400 Automat. & Dept. Oper.	14,892.97	104,813.18	250,800.00	41.79%
5500 Services		0.00	0.00	
5501 Youth Services Programs	5,427.59	22,170.23	40,000.00	55.43%
5503 Adult/Teen Programs	2,104.16	10,113.98	30,000.00	33.71%
5505 Library Newsletter	7,759.00	15,620.76	41,000.00	38.10%
5509 Library Publicity and Promotion	1,259.99	7,514.88	30,000.00	25.05%
Total 5500 Services	16,550.74	55,419.85	141,000.00	39.30%
5600 Collection		0.00	0.00	
5601 Youth Services Books	4,015.77	19,501.16	58,500.00	33.34%
5606 Youth Services Media	717.43	3,227.37	15,000.00	21.52%
5630 Adult Books	4,676.67	22,172.58	75,500.00	29.37%
5634 Online Resources		6,464.92	20,000.00	32.32%
5635 Magazines & Newspapers		8,310.51	11,000.00	75.55%
5637 Adult Media	1,281.04	8,062.75	25,000.00	32.25%

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

	Sep 2024	May24-Sep24	Annual Budget	% of Budget
5651 Digital Media	8,434.29	62,814.22	140,000.00	44.87%
5652 Grant/Award Expense		44,019.08	58,800.00	74.86%
Total 5600 Collection	19,125.20	174,572.59	403,800.00	43.23%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,490.77	64,666.39	165,000.00	39.19%
6620 Illinois Municipal Retirement F	12,648.76	70,105.77	205,000.00	34.20%
Total 6600 Payroll Expenses	24,139.53	134,772.16	370,000.00	36.42%
7101 Liability Insurance	12,929.00	12,929.00	22,000.00	58.77%
7102 Risk Management expense	321.00	1,790.60	5,000.00	35.81%
7103 Unemployment Compensation Insur		407.01	3,000.00	13.57%
7201 Audit Expense	5,665.00	9,435.00	13,000.00	72.58%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		5,907.50	10,000.00	59.08%
7402 Parking Lot Repair	9,906.18	9,906.18	15,000.00	66.04%
7403 Building Repair	2,664.00	3,604.77	50,000.00	7.21%
7404 Landscape	1,500.00	7,856.82	50,000.00	15.71%
7406 Other Capital Expenditures		20,518.00	50,000.00	41.04%
Total 7400 Capital Expenditures	14,070.18	47,793.27	175,000.00	27.31%
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		13,680.00	300,000.00	4.56%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	15,000.00	0.00%
7507 Automation Equipment	4,046.44	4,046.44	50,000.00	8.09%
7509 Security Upgrades		0.00	10,000.00	0.00%
Total 7500 Special Capital Projects	4,046.44	17,726.44	390,000.00	4.55%
8000 Debt Repayment Expense		0.00	234,461.00	0.00%
Total Expenses	305,805.04	1,522,693.84	4,670,261.00	32.60%
Net Operating Income	1,431,149.55	2,473,162.86	-595,900.00	-415.03%
Other Income				
8002 Interfund Transfers Out		0.00	-100.00	0.00%
Total Other Income	0.00	0.00	-100.00	0.00%
Net Other Income	0.00	0.00	-100.00	0.00%
Net Income	1,431,149.55	2,473,162.86	-596,000.00	-414.96%

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	
	Sep 2024	May - Sep, 2024 (YTD)	Sep 2024	May - Sep, 2024 (YTD)	Sep 2024	May - Sep, 2024 (YTD)
Income						
3000 Property Taxes	1,433,837.49	3,172,775.46			60,194.57	133,197.70
3100 PPR Taxes	2,266.15	35,328.16				
3200 Interest Income	11,757.92	53,107.37	286.39	1,293.54	354.16	1,599.67
3300 Patron Payments	2,884.12	13,084.44				
3400 Donations		1,855.00				
3600 RBP/ILL Reimbursements	0.00	115.62				
3700 Grants		59,183.19				
3800 Other Income	117.30	1,071.76				
Total Income	1,450,862.98	3,336,521.00	286.39	1,293.54	60,548.73	134,797.37
Gross Profit	1,450,862.98	3,336,521.00	286.39	1,293.54	60,548.73	134,797.37
Expenses						
5100 Salaries	171,570.04	874,786.17				
5200 Plant Maint.	16,397.03	50,955.03				
5300 Business Exp.	6,097.91	37,293.54				
5400 Automat. & Dept. Oper.	14,892.97	104,813.18				
5500 Services	16,550.74	55,419.85				
5600 Collection	19,125.20	174,572.59				
6600 Payroll Expenses					11,490.77	64,666.39
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	244,633.89	1,297,840.36	0.00	0.00	11,490.77	64,666.39
Net Operating Income	1,206,229.09	2,038,680.64	286.39	1,293.54	49,057.96	70,130.98
Net Income	1,206,229.09	2,038,680.64	286.39	1,293.54	49,057.96	70,130.98

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	
	Sep 2024	May - Sep, 2024 (YTD)	Sep 2024	May - Sep, 2024 (YTD)	Sep 2024	May - Sep, 2024 (YTD)
Income						
3000 Property Taxes	91,329.27	202,092.13	13,837.59	30,619.63	5,535.22	12,248.25
3100 PPR Taxes						
3200 Interest Income	828.55	3,742.33	61.71	278.74	23.24	104.97
3300 Patron Payments						
3400 Donations						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	92,157.82	205,834.46	13,899.30	30,898.37	5,558.46	12,353.22
Gross Profit	92,157.82	205,834.46	13,899.30	30,898.37	5,558.46	12,353.22
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	12,648.76	70,105.77				
7101 Liability Insurance			12,929.00	12,929.00		
7102 Risk Management expense			321.00	1,790.60		
7103 Unemployment Compensation Insur				407.01		
7201 Audit Expense					5,665.00	9,435.00
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	12,648.76	70,105.77	13,250.00	15,126.61	5,665.00	9,435.00
Net Operating Income	79,509.06	135,728.69	649.30	15,771.76	-106.54	2,918.22
Net Income	79,509.06	135,728.69	649.30	15,771.76	-106.54	2,918.22

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	
	Sep 2024	May - Sep, 2024 (YTD)	Sep 2024	May - Sep, 2024 (YTD)	Sep 2024	May - Sep, 2024 (YTD)
Income						
3000 Property Taxes			103,790.14	229,665.37	1,708,524.28	3,780,598.54
3100 PPR Taxes					2,266.15	35,328.16
3200 Interest Income	9,838.50	44,437.93	12.27	55.44	23,162.74	104,619.99
3300 Patron Payments					2,884.12	13,084.44
3400 Donations				0.00	0.00	1,855.00
3600 RBP/ILL Reimbursements				0.00	0.00	115.62
3700 Grants				0.00	0.00	59,183.19
3800 Other Income					117.30	1,071.76
Total Income	9,838.50	44,437.93	103,802.41	229,720.81	1,736,954.59	3,995,856.70
Gross Profit	9,838.50	44,437.93	103,802.41	229,720.81	1,736,954.59	3,995,856.70
Expenses						
5100 Salaries					171,570.04	874,786.17
5200 Plant Maint.					16,397.03	50,955.03
5300 Business Exp.					6,097.91	37,293.54
5400 Automat. & Dept. Oper.					14,892.97	104,813.18
5500 Services					16,550.74	55,419.85
5600 Collection					19,125.20	174,572.59
6600 Payroll Expenses					24,139.53	134,772.16
7101 Liability Insurance					12,929.00	12,929.00
7102 Risk Management expense					321.00	1,790.60
7103 Unemployment Compensation Insur					0.00	407.01
7201 Audit Expense					5,665.00	9,435.00
7400 Capital Expenditures	14,070.18	47,793.27			14,070.18	47,793.27
7500 Special Capital Projects	4,046.44	17,726.44			4,046.44	17,726.44
Total Expenses	18,116.62	65,519.71	0.00	0.00	305,805.04	1,522,693.84
Net Operating Income	-8,278.12	-21,081.78	103,802.41	229,720.81	1,431,149.55	2,473,162.86
Net Income	-8,278.12	-21,081.78	103,802.41	229,720.81	1,431,149.55	2,473,162.86



September 20, 2024

Susan Westgate
Library Director
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188

RE: Front Entry Design

Dear Susan,

Thank you for speaking with me about the proposed front entry improvement project for the Carol Stream Public Library. It is an exciting opportunity to be able to assist the Library with enhancements to create a welcoming entrance for the community.

Based on our discussion, we have put together a proposal for professional services to assist with the concept design along with development of construction documents for permitting, bidding and construction by a general contractor. We have included a topographic survey to be prepared by an Illinois registered surveyor. Please see the detailed scope of services attached.

If you wish to see any additional information, or have any questions, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Kelly".

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect

CAROL STREAM PUBLIC LIBRARY

Front Entry Renovation

Project Overview: Carol Stream Public Library outdoor spaces would like to renovate the Library's front entry to create a cohesive look between indoor spaces, the future Klien Creek overlook and nature focused park spaces adjacent to the Library.

Scope: To assist the Library, Upland Design will first develop two concept plans with cost estimates. The Library will share input, and we will work together to move to one new front entry design. Once the concept is approved, construction documents will be developed, and permits sought from the Village of Carol Stream. Finally, the project will be publicly bid and constructed by a general contractor. FQC Construction Management will assist the Library with the project, and Upland will work closely with their team as needed. The project is to be bid in January-February of 2025 and constructed in the spring of 2025 is planned. Project goals include:

- Location: Approximately 10,000-11,000 square feet from the staff entry walk on the west to the southeast corner of the front façade. The front entry design shall not protrude into the existing entry drive or drop off area.
- Design: Create a new entry design in keeping with the updated interior Library spaces as well as the future Klein Creek Overlook area. Entry should be welcoming and include curvilinear design elements.
- Install new paving, site furniture, lighting (keep existing or provide new poles), landscape, and drainage
- Include two to three benches
- Save and protect existing in-ground trees
- Remove existing concrete tree planters and benches
- Incorporate memorial bricks in new design as a feature
- Relocate existing Corten steel planters as part of the design either at front entry or another location on the site
- Relocate smaller perennials and grasses on the Library site where possible
- Meet current Federal and State of Illinois ADA standards

Irrigation: The existing irrigation system will be capped by the Library's current landscape maintenance contractor, Seibert Landscape, prior to construction beginning. Seibert will design/build the new irrigation elements for the front entry to connect to the existing system once most construction is complete. One coordination virtual meeting will take place.

Phase I – Concept Planning

Survey Base Data: JLH Land Surveying Inc, Illinois Registered Land Surveyors, will prepare a topographic survey of the front entry area. This will include location of paving, entry doors, trees, furniture, visible drainage and landscape bed.

Kick-Off Meeting: A kick-off meeting and discussion will take place with Library representatives at the site. The team will tour the Library spaces both inside and out. The existing trees, bricks and Corten planters will be reviewed and measured for future planning. Upland will bring ideas of potential landscape "looks" to the meeting for discussion. The Upland team will also take photos for in-office reference. (1 in-person meeting)

Preliminary Concept Design: Upland Design will create two concept design options. The plan will include labels and color idea images will be included to give context to the proposed improvements. The plan will be completed to scale in AutoCAD. The team will prepare a detailed cost estimate for each concept.

Review Meeting: Library staff and Upland will meet in a virtual setting to review the concept design plans, idea images and cost estimates. A discussion of how the plans meet the original goals as well as any changes that might improve the plans will be had. Based on the input from this meeting, Upland will create one final front entry plan with images and update the cost estimate. These will be submitted via email for review and approval. (1 virtual meeting)

Phase II – Construction Document Preparation

Once the concept plan is approved, Upland Design will prepare details, specifications and scaled plans for the entry improvements as one construction/bid package. Plans will address:

- Existing Conditions and Removals
- Tree Preservation Plan
- Layout and Dimensioning
- Soil Erosion Control
- Site Furniture List
- Landscape Planting Plan and Lawn Restoration
- Grading and Erosion Control
- Lighting/Electrical Plan
- Construction Details

Technical specifications will be prepared to cover each area of construction and a detailed bid proposal form will be developed. A review meeting with Carol Stream Public Library will take place at 85% document completion. The cost estimate will be updated and reviewed for this meeting. Comments from the review meeting will be incorporated into the documents and the plans, specifications and bid form will be completed for public bidding. (1 in-person meeting)

Permits: A Village of Carol Stream building permit expected to be required. Upland Design will prepare the permit submittals and the Library will sign permit application and pay for any permit fees. Upland Design will reply to any permit comments and update plans as necessary.

The site has no wetlands nor floodplain/floodway that will be impacted, so no State or National permits are planned. Since the disturbed area is less than one acre, an IEPA NOI permit is not required.

Phase III- Bidding Assistance

The bid documents will be delivered to FQC Construction Management for bidding distribution. The Library will place the legal ad in a local paper and perform any other procedure as required

by local purchasing policies. Upland Design will be available to answer questions during bidding, prepare addenda if needed, and will review the bids with FQC and the Library staff.

Phase IV- Construction Observation

Upon award of a contract, Upland Design staff will make five site visits during construction. Upland Design will be available by phone to answer questions and review submittals. FQC Construction Management will make additional site visits, communicate with the contractor and review pay applications. Certified payroll prepared by the Contractor will be submitted to the online State of Illinois System.

(5 site visits)

The Firm shall have the authority to act on behalf of the Owner only to the extent provided in this proposal and subsequent agreement. The Firm shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the construction work, nor shall the Firm be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the plans and specifications.

Professional Service Fees

In accordance with the described services above, the following lump sum fees would be paid to Upland Design Ltd. which includes the amount for survey by JLH Land Surveying. Invoices will be structured to reflect completed work.

Phase I Concept Design and Topographic Survey	\$ 5,000
Phase II Construction Documents & Permitting	\$17,500
Phase III Bidding Assistance	\$ 800
Phase VI Construction Admin	\$ 4,200
Total Professional Design Services:	\$27,500

Reimbursable Items: Reimbursable items include the cost of printing plans, delivery, tolls, and mileage at current IRS rates. Permit fees will be paid for by the Library.

Optional Services: Additional meetings can be requested by the Library at the costs below:

Staff Meetings	\$ 700
Site Visits	\$ 850
Public Meetings	\$ 900

**AGREEMENT BETWEEN CLIENT and FIRM
FOR PROFESSIONAL SERVICES**

Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188
Phone: 630.653.0755.....The Client

And

Upland Design Ltd
24042 Lockport Street, Suite 200
Plainfield, IL 60544
Phone:
815.254.0091.....The Firm

Client and Firm agree as set forth below:

1. Firm's Basic Services

The Firm agrees to provide its professional services in accordance with generally accepted standards of its profession. The Firm agrees to put forth reasonable efforts to comply with codes, laws and regulations in effect as of the date of this contract. **See Page 1-4 of proposal for description of Landscape Architectural Services.**

2. Excluded Services

Scope of services set forth on page 1-4 is included in this agreement. Excluded services include but are not limited the following: Hydrologic/hydraulic modeling the floodplain/floodway, wetland mitigation, archeological services, environmental testing, subsurface conditions and material testing, boundary survey, soil borings, construction layout; construction scheduling; construction work; work-site safety, labor negotiations, permit fees, , irrigation plans or court appearances as part of these services.

Hazardous Materials: The scope of the Firm's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

3. Firm's Insurance

Firm carries a minimum of the following insurance:

General Liability: \$1,000,000 each occurrence	\$2,000,000 general aggregate
Automobile Liability: \$1,000,000	Umbrella Liability: \$2,000,000
Worker's Compensation: \$500,000	Professional Liability: \$2,000,000.

4. Client Responsibilities

The Client has designated Susan Westgate, Library Director as the contact person(s) for this project. The Firm will direct correspondence and information to the contact person. The Client will provide pertinent information to the Firm in a timely manner so as not to hinder or delay the Firm performing their work in a timely and cost-effective manner throughout the project.

The Client agrees to provide Firm with existing base information for the site and will assist the Firm with obtaining other information as requested. The Firm will rely on this information, without liability, on the accuracy and completeness of information provided by the Client. The Client agrees to advise Firm of any known or suspected contaminants at the Project Site and the Client shall be solely responsible for all subsurface soil conditions.

Right of Entry: When entry to property is required for the Firm and/or sub-consultant to perform its services, the Client agrees to obtain legal right-of-entry on the property.

5. Project Schedule

The Firm shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule. The Firm will attempt to make the Client aware of events that will impact the Project schedule.

6. Compensation and Payments

The Client shall pay to the firm the following lump sum of \$27,500 for the work described herein.

Reimbursable Expenses: Firm will bill direct non-payroll expenses at cost plus 0%. Examples of expenses include printing, boards, plans and handouts, toll, postage and delivery. Mileage will be billed at current IRS rates.

2024 Rate Sheet Hourly Billing Rates:

Principal Landscape Architect	\$246.00
Project Manager/Sr. LA	\$189.00
Landscape Architect	\$163.00
Landscape Designer II	\$152.00
Landscape Designer	\$145.00
Construction Administrator	\$145.00
Office Administrator	\$ 97.00
Intern	\$ 77.00

Firm shall submit request(s) for payment to the Client. Payment requests shall be made monthly for that portion of the project that has been completed. The Client agrees to make the requested payment within 30 days of submission of each payment request.

Additional Information:

- a) At the request of the Client, additional meetings or work may be added at the professional service rates listed herein.
- b) No additional work shall be added to the contract without authorization from the Client.

7. Suspension or Termination of Services

If the Client in good faith determines that the Firm prosecutes or fails to prosecute its work in such manner as to hinder or delay the completion of the project, the Client may serve written notice to the Firm setting forth any complaint about Firm's performance of its work. The Firm shall have seven (7) days from receipt of such written notice in which to take corrective action.

If the Firm fails to take appropriate corrective action within said seven (7) day period, the Client may exercise the following remedies:

- a. Terminate the Firm's services by a written notice effective on the date such written notice is served on the Firm; and,
- b. Order the remaining necessary work be done by another Firm, if desired.
- c. If the Client in good faith exercises the above remedies, Client shall be responsible to pay the Firm only for the work performed prior to termination of the contract. The above remedies shall be Client's sole and exclusive remedies in the event the Client terminates the Firm's services under this provision.
- d. The Firm may terminate this Contract upon seven (7) days' written notice. If terminated, Client agrees to pay the Firm for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination. Upon not less than seven (7) days' written notice, Landscape Architect may suspend the performance of its services if Client fails to pay the Firm in full for services rendered or expenses incurred. The Firm shall have no liability because of such suspension of service or termination due to nonpayment.

8. Indemnification

The Firm agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client from loss and expense, including reasonable attorneys' fees, to the extent caused by Firm's negligent acts, errors or omissions in the performance of the work under this Contract. Firm shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reason of the work done under this Contract.

9. Limitation of Liability

In any event, in recognition of the relative risks and benefits of the project, the Client and the Firm have allocated the risks such that the Client agrees that to the fullest extent permitted by law, the Firm's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Contract from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Firm's fee for the work rendered on this project.

10. Dispute Resolution

Client and Firm agree to mediate claims or disputes arising out of or relating to this Agreement as a condition precedent to litigation. The mediation shall be conducted by an agreed upon mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises and the parties agree to participate in mediation in good faith. Mediation fees shall be shared equally. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

11. Ownership of Documents

Copies of the final documents may be retained by the Client at the completion of the project for their records in both print and digital PDF versions. All instruments of professional service prepared by the Firm, including, but not limited to, drawings and specifications, are the property of the Firm, and these documents shall not be reused on other projects without Firm's written permission. Any reuse or distribution to third parties without such express

written permission or project-specific adaptation by the Firm will be at the Client's sole risk and without liability to the Firm or its employees, and subcontractors.

The Firm reserves the right to include representations of the Project in its promotional and professional materials.

12. Governing Law

This Agreement is governed by the laws of the State of Illinois.

13. Entire Agreement and Severability

This Agreement is the entire and integrated agreement between Client and the Firm and supersedes all prior negotiations, statements or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Firm. In the event that any term or provision of this agreement is found to be void, invalid or unenforceable for any reason, that term or provision shall be deemed to be stricken from this agreement, and the balance of this agreement shall survive and remain enforceable.

14. No Assignment

Neither party can assign this Agreement without the other party's written permission.

15. Expiration of Proposal


If this agreement is not accepted within 120 days, the offer to perform the described services is withdrawn and shall be null and void.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this ____ day of ___, 2024.

Carol Stream Public Library

Upland Design Ltd

Sign: _____

Sign: 

By: _____

By: Michelle A. Kelly, President
Upland Design Ltd

Title: _____

Carol Stream Public Library
Expenses by Vendor
September 2024

Date	Num	Name	Amount
09/05/2024	12842	Amazon Business Prime/AMEX	-\$ 3,537.94
09/09/2024	12843	PNC Bank	-\$ 4,612.58
09/10/2024	12847	Bedrock Earthscapes, LLC	-\$ 1,500.00
09/10/2024	12849	Cebula, John J.	-\$ 75.00
09/10/2024	12853	Complete Cleaning Co., Inc.	-\$ 2,950.00
09/10/2024	12851	Center Point for Large Print Books	-\$ 148.62
09/10/2024	12854	De La Rosa-Sabina, Luis A.	-\$ 100.00
09/10/2024	12879	De La Rosa-Sabina, Luis A.	-\$ 100.00
09/10/2024	12855	Empathy Studios, LLC	-\$ 1,049.00
09/10/2024	12856	Envision3, LLC	-\$ 7,759.00
09/10/2024	12858	Fox Valley Fire & Safety Company, Inc.	-\$ 321.00
09/10/2024	12857	Flourish Dance Academy	-\$ 200.00
09/10/2024	12850	Cengage Learning	-\$ 269.16
09/10/2024	12859	Garvey's Office Products	-\$ 251.81
09/10/2024	12877	T-Rexplorers, LLC	-\$ 450.00
09/10/2024	12852	Lewis, Chad	-\$ 375.00
09/10/2024	12861	Language Labs	-\$ 180.00
09/10/2024	12863	Maddox, Susan K.	-\$ 350.00
09/10/2024	12862	MacKay, Vanessa	-\$ 65.00
09/10/2024	12866	OverDrive, Inc.	-\$ 374.58
09/10/2024	12870	Playaway Products, LLC	-\$ 178.15
09/10/2024	12868	Paylocity	-\$ 238.87
09/10/2024	12871	Precision Control Systems of Chicago, Inc.	-\$ 1,346.00
09/10/2024	12872	Scholastic, Inc.	-\$ 1,529.16
09/10/2024	12874	Sebert Landscaping, Inc.	-\$ 3,378.00
09/10/2024	12875	Suburban Family Plumbing, Inc.	-\$ 304.00
09/10/2024	12880	Village of Carol Stream - Water Dept.	-\$ 1,041.42
09/10/2024	12878	Village of Carol Stream	-\$ 9,014.19
09/11/2024	12846	ATA Group, LLP	-\$ 1,250.00
09/12/2024	12867	OverDrive, Inc.	-\$ 60.00
09/13/2024	12845	Ancel Glink, P.C.	-\$ 120.00
09/13/2024	12848	Case Lots, Inc.	-\$ 583.80
09/13/2024	12860	Heritage Technology Solutions	-\$ 3,190.00
09/13/2024	12865	OverDrive, Inc.	-\$ 9.95
09/13/2024	12869	Playaway Products, LLC	-\$ 368.06
09/13/2024	12876	Swan (System Wide Automated Network)	-\$ 175.00
09/16/2024	12864	OverDrive, Inc.	-\$ 69.99
09/16/2024	12873	Scholastic, Inc.	-\$ 151.24

09/16/2024	12844	A and A Contractors, Inc.	-\$	9,906.18
09/17/2024	12889	Comcast - (Business Phone)	-\$	428.21
09/17/2024	12882	Comcast (Fiber Optic/Internet)	-\$	880.00
09/17/2024	12883	GovConnection, Inc.	-\$	3,494.84
09/17/2024	12887	Staples	-\$	215.57
09/17/2024	12888	Village of Carol Stream - IMRF	-\$	12,648.76
09/17/2024	12884	Midwest Tape LLC	-\$	9,406.86
09/17/2024	12881	Baker & Taylor	-\$	8,767.77
09/17/2024	12886	Sikich, LLP	-\$	5,665.00
09/17/2024	12885	Paylocity	-\$	829.74
09/18/2024	12890	Village of Carol Stream - Benefits	-\$	19,647.86
09/25/2024	12891	Cook and Kocher Insurance Group	-\$	1,618.00
09/25/2024	12892	Hanover Insurance Co.	-\$	19,618.00
09/30/2024	12895	GovConnection, Inc.	-\$	551.60
09/30/2024	12896	Examiner Publications, Inc.	-\$	45.00
09/30/2024	12894	GreatAmerican Financial Svcs.	-\$	1,197.69
09/30/2024	12893	Roto-Rooter Services Company	-\$	1,000.00
			-\$	<u>143,597.60</u>

Accrual Basis Wednesday, October 02, 2024 09:21 PM GMTZ

Total Disbursements for September 1 through September 30, 2024
Approved by the Library Board of Trustees on October 16, 2024.

_____ President	_____ Date
_____ Secretary	_____ Date

Carol Stream Public Library

Reimbursements

September 2024

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
09/30/2024	Journal Entry	ATA0904	10-General Fund	Reclass Employee Reimbursements	-Split-	348.85	348.85
Total for 2400 Payroll Liabilities						\$348.85	
5300 Business Exp.							
5305 Mileage Reimbursement							
09/30/2024	Journal Entry	ATA0904	10-General Fund	Reclass Employee Reimbursements	-Split-	106.26	106.26
Total for 5305 Mileage Reimbursement						\$106.26	
Total for 5300 Business Exp.						\$106.26	
5500 Services							
5503 Adult/Teen Programs							
09/30/2024	Journal Entry	ATA0904	10-General Fund	Reclass Employee Reimbursements	-Split-	242.59	242.59
Total for 5503 Adult/Teen Programs						\$242.59	
Total for 5500 Services						\$242.59	

Deduction Listing

Check Dates: 09/06/2024 to 09/20/2024

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2024090601 - 2024092001

Pay Periods: 08/18/2024 to 09/14/2024

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Carlson, Linda K.	1204		11	-42.23
Donaldson, Jeremy	1238		11	-8.06
Enerson, Michelle S.	1246		13	-42.61
Garcia, Crystal	1191		11	-9.93
Lee, Claire	1239		11	-182.37
Mucha, Pierce	1226		11	-14.07
Namboodiri, Devaki	1235		13	-45.16
Wilson, Leigh Anne	1188		12	-4.42
Totals for REIMB -- REIMBURSEMENT			8 Employees	-348.85

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	8	-348.85
Totals			8	-348.85



LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
October 16, 2024

Upland Design Proposal

Included in the packet is the proposal and agreement from Upland Design for the redesign of the front outside area of the Library. The total cost for their services for the project is \$27,500 which includes everything for the project from concept design, to construction documents, bidding assistance and construction administration. We will also be working with staff from FQC (as a consultant) to review documents and to oversee and communicate with Upland as needed on our behalf. Approval for the agreement is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

Website

Assistant Director Laura Hays will be sharing with the Board at the October meeting some of the features of the newly designed website. As you may recall, it was necessary for the Library to create a new website as Drupal 7 was no longer going to be supported in 2025. The new website is Drupal 10 and also meets accessibility guidelines. It is mobile friendly and is not overdesigned, enabling users to easily navigate the pages.

IGA w/Village for Klein Creek Overlook Project

The final form of the IGA is not yet completed. There has been a delay of the Village Engineer reviewing it with the Village's attorney to address the recommended changes from the Library's attorney. I have been assured that it should be ready for the November Board meeting. It is listed under "Unfinished Business" on the October agenda. It will not be able to be put on the consent agenda and will once again be listed under "Unfinished Business" at the November Board meeting for the Trustees to review and approve.

Bank Collateralization

It came to the Library's attention during the Audit process that the Library's accounts at PNC were not fully collateralized above the FDIC insured amounts. That situation has been remedied and the Library is now fully collateralized through a third party. Assistant Director Laura Hays has included additional information in her report.

Audit Report

Brian LeFevre, a partner from Sikich LLP, will be presenting a review of the Library's 2024 Annual Financial Report at the November Board meeting. You will receive full copies of the audit and reports prior to the Meeting. I have prepared the Management Discussion and Analysis (MD&A) that is included in the Audit Report. The MD&A provides readers of the report an easily readable interpretation of information found within the audit. It includes a comparison with the prior year's audit figures as well as an overview of changes.

Facility Update

Three new evergreens were planted at the south end of the parking lot. The limestone path extension project from the north woods lot to the overlook is in progress. It should be completed by the date of the October Board meeting.

Roto-rooter came and did their annual rodding of the Library's lines. The toilet in the staff restroom had a small crack in the bowl. We received a free replacement as it was still under warranty. The faulty toilet has been replaced. A toilet in the Women's restroom was also resealed as it had a slight drip.

Flu Shots

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

Upcoming Library Events and Outreach

- October 1-31 – "Wonder About Your Water" Exhibit – provided by SCARCE
- October 24 – Blood Drive in the meeting room, 12:30-5pm
- October 26 -- Trick or Treat Trail-Red Hawk Park
- October 31 --Trick or Treat at the Library
- November 5 – Election Day Polling Location – Meeting Room
- December 6 -- Carol Stream Tree Lighting-Village Town Center, 6-8 p.m. (outdoor event)

October Employee Anniversaries

Renee Walther – 10/02/96-Circulation

Steve Dexheimer – 10/07/03-Youth Services

Melanie Johnson – 10/11/12-Patron Services

Athens Moreno – 10/11/21-Adult Services

Paul McDonald – 10/19/22-Adult Services

Anjali Rentfleish – 10/30/23-Technical Services

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2024-2025

		September		
		FY 23-24	FY 24-25	Current YTD
Circulation Activity				
Physical material use by audience				
	Total Adult	15,126	15,024	78,619
	Total Teen	708	680	3,616
	Total Youth	15,527	14,182	84,499
Physical material use by format				
	Books	22,316	20,866	118,514
	Videos	5,560	5,385	29,575
	Audiobooks and Music CDs	1,958	1,838	1,000
	Periodicals and Magazines	204	386	1,255
	Other	1,323	1,411	7,390
	Total Physical Item Circulation	31,361	29,886	166,734
Interlibrary loans and Reciprocal borrowers (included above)				
	ILL - Borrowed from SWAN	3,085	2,974	14,972
	ILL - Borrowed from Non-SWAN	52	48	219
	ILL - Loaned to SWAN	790	1,006	5,335
	ILL - Loaned to Non-SWAN	89	78	314
	RBP Loans - SWAN (incl. above)	693	551	3,587
	RBP Loans (non-SWAN) - (incl. above)	434	521	2,618
Digital media use				
	Bingepasses (hoopla)	27	24	135
	E-books	3,427	3,282	17,511
	E-Audio	2,902	3,695	18,490
	E-Video	545	412	2,066
	Museum Adventure Pass / Explore More Illinois	30 / 0	29 / 8	175 / 25
	Total use of Electronic Materials	6,931	7,450	38,402
Total Circulation (physical materials and digital media)		38,292	37,336	205,136
	Digital magazine retrievals	989	828	4,291
Total Electronic Retrievals (e-mags and databases)		6,227	6,127	34,415
Other circulation activities				
	Items checked out in the Library	14,432	13,421	80,360
	Self Check - # of Items Checked out	9,387	9,191	56,562
	Self Check - % of items checked out in the Library	65.04%	68.48%	70.39%
Programs - # of Programs/Attendance*				
	Adult - Number/Attendance	45 / 847	39 / 691	196 / 3,989
	Teen Number/Attendance	9 / 145	9 / 177	46 / 1,051
	Youth - Number/Attendance	105 / 1,402	103 / 1,402	574 / 13,356
	General Interest - Number/Attendance	6 / 433	3 / 86	6 / 301
Total - Number/Attendance		165 / 2,827	154 / 2,356	816 / 18,396
Library Events - Number / Attendance		0 / 0	0 / 0	3 / 221
Outreach - Number / Attendance		35 / 951	15 / 273	93 / 5,453
Facility Usage				
	Library Visits (Door Count)	12,754	12,474	71,880
	Curbside Pickup Transactions	40	41	220
	Meeting Rooms - # of Partner Bookings*	7	1	13
	Study Rooms - # of Users	369	393	1,936

Electronic Usage			
# of Internet Sessions/Total Time	1,317 / 1,014	1,249 / 976	7,581 / 6,215
# of Library Website Visits	10,344	10,082	54,745
# Mobile App Views**	na	475	2,369
# of Wireless Users	1,735	1,758	8,751
Aspen catalog usage # engaged sessions	6,694	6,967	36,965

Reference Transactions			
Adult	1,600	1,920	9,765
Youth	781	700	7,038
Patron Services	421	339	1,796
Chat	21	27	165
Total Reference Transactions	2,823	2,986	18,764

Total One-on-One Tutorials			
Adult	60	55	225
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,268	18,877	
# of Non-Resident Cards	49	56	
Total Registered Users	18,317	18,933	

Resources Owned/Licensed			
Books	67,164	68,773	
Newspapers (Print only)	22	20	
Periodicals (Print only)	118	94	
Total Print Materials	67,304	68,887	
Current Subscriptions (Print Only)	140	114	
Current E-Subscriptions	5,130	5,554	
E-Books: Downloadable	82,828	88,239	
Audio Recordings	6,626	6,737	
Audio Recordings (Downloadable)	35,825	42,778	
Videos	10,172	9,698	
Other: Video Games, Puzzles, Devices	853	887	
Databases	61	84	
Total Resources Owned/Licensed	208,799	222,864	

Professional Development Hours	63.5	67.00	271.50
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*The meeting rooms are not available for public reservations.

**Mobile app usage statistics unavailable September - December 2023. New mobile catalog app launched December 2023.

Assistant Director's Report September 2024

Administration and Business Office

- Payroll processed on September 3, 16, and 30.
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- PNC bank account collateralization - When we were requesting reports for our annual audit, we were notified by PNC that our bank accounts were not collateralized as they should have been above the FDIC insured amounts. Once we became aware of the situation, we began working with our PNC banker to correct the situation. Ultimately, we are signing a Pledge Agreement with the Federal Reserve for a Joint Custody account, where we will receive monthly reports in order to monitor the market value of the collateralization. Director Westgate will not be an authorized individual in order to serve as the notary.
- Post audit, Joyce completed the post-audit filing of records pulled and had the Fy23 records moved to the Archives in Penthouse.

Tech Services

- Items ordered – 731 and Items put into Circulation – 690
- Items catalogued – imported bib records & original cataloging - 120
- Item record edits/database clean-up – 535
- Merged records – 7 This count includes both Workflows requests submitted to SWAN support and Aspen catalog records merged in-house.
- Repair items – 14
- Serials - claimed issues – 2
- Pending orders in Workflows, not received items as of September 30 (Youth, 385; Adult, 472). No pending carts from B&T and MWT as of October 1.
- Sustainable Shelves – 733 titles were submitted; 100 items were approved for submission resale to B&T for a credit value of \$178.15.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Asian Pacific American (APA), WL Polski and new Here Be Monsters (HBM), Romance displays
- Conversion Projects - total items processed– 59 including front call ID labels added to VOX readalong books.
- !WEPA! Libros – information gathered on new youth services world language vendor

Meeting Attendance

- Weekly Director meetings – Laura
- September 3 – Website discussion – Laura with Athens and Mikayla
- September 5 – Website project meeting – Content 6 – Laura, Mikayla, and Athens
- September 12 - SWAN Acquisitions & Cataloging Uses – Anjali and Marie
- September 12 - Website project meeting – Content 7 – Laura, Mikayla, and Athens
- September 17 – IT projects update meeting – Laura with Susan and Marc
- September 19 - Website project meeting – Content 8 – Laura and Athens
- September 20 - RAILS Tech Serv Networking Group – Anjali
- September 24 – Website project – graphics discussion – Laura and Mikayla
- September 25 - !WEPA! Libros new vendor discussion with Tech Services
- September 26 – Website project meeting - Content deadline – Laura, Mikayla, and Athens
- September 26 - SWAN DUX Advisory – Anjali
- September 30 – CollectionHQ Customer Success Manager Anna Curtis – Laura and Amy

- Meeting recordings watched
 - SWAN Chat from September 24 – Laura
 - SWAN Technology users group meeting from September 26 - Laura

Information technology

- There were 26 support tickets in September.
- DeepFreeze from Faronics was renewed for three years.
- KnowBe4 training for all staff including:
 - Security Awareness Foundations
 - Cybersecurity Essentials: Secure Passwords
 - Using the Phish Alert Button - Report Suspicious Emails
- Laptops replaced for some staff when they could not be repaired.
- Proxy cards not opening doors – Turns out that the wrong time zone was listed in the console. Central America time zone and not Central Standard so thought it was outside of Library hours.
- Power outages/fluctuations cause several of the power supplies to fail. Laura ordered replacements.
- Library Market Website project – All content for new website due September 26 and design prototypes were approved. We are on schedule for staff training the week of October 21 and launch on November 12. Laura will walk through either the design prototype or the beta site at the October Board meeting and at the November Staff In-Service.

Laura Hays
Assistant Library Director

Adult Services Department Monthly Report

September 2024

Department News:

- September concluded our Butterfly Monarch passive reading/walking program with some great success as people relayed messages appreciating the unique program initiative
- We continue to host programs with local community groups, including school and class visits working with Glenbard North, and WRDSRA young adult groups
- September I Athens and Omar delivered shelf stable boxes of food to local Carol Stream residents, partnering the DuPage Senior Citizen Council organization. We delivered the boxes along with library materials to 17 homes.
- Our ESL class partnership with the College of DuPage continued as we started the Saturday fall semester
- September started our quarter efforts in collecting feedback regarding programs from attendees and we're seeing a lot of great feedback ideas as well as compliments regarding the current programming offerings. People really love the active/fitness programs and demand more, plus anything with craft and hobbies continue to be very much in demand
- Offered some great new programs that diversified our offerings for sure such as Spanish for Beginners and a new Workspace Evening drop in event that will occur each Monday.
- Launched a Bookmatch offering, giving users curated reading suggestions based on their interests and preferences. This is a email list sent to patrons, different than binge boxes.
- Our book a librarian continues to be appreciated especially by older adults who always are appreciative that it's a free offering to them!
- Text messaging continues to be popular with Library Market

Outreach Activities:

- Homebound delivery – 51 registered, delivered to 33 patrons, Items delivered 179 items
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- WRDSRA class visits where we held crafts events
- The IL iPass program held a drop in event here at the library as patrons were able to get the new sticker transponder and recycle their old devices
- Delivering food boxes to residents in partnership with DuPage County
- ESL classes still offered on Saturdays for the current semester
- Met with staff from H.O.M.E DuPage to host future financial literacy programs

Programs & Displays:

- Binge Box packages for both adults and teens with 100 kits passed out to adults and over 50 items for Teens

Athens Moreno Adult Services Manager

- Binge Boxes continue to have better numbers now that they are offered Quarterly, we're seeing new people sign up vs the stagnant core power users
- Held a month long Monarch Reading and Walking Challenge, with 35 participants
- Monthly Bookclubs, Pages through the ages and Cookbook Club Series
- Two teens have been volunteering once a week earning National Honors Society hours
- Zumba class
- Line Dancing class
- 4 craft programs including a new Diamond Painting class held on Saturday
- Our drop in Monday night workspace has done really well, serving as overflow for study rooms especially
- Homebuying 1o1 program with a local realtor
- Partnered with Goodwill Workforce to offer two career focused programs such as Applicant Tracking System presentation
- Held a senior Bingo program as part of our last Wednesday of the month Senior club recurring events
- Our Dungeons and Dragons was very successful and we will be expanded it to have 14 users
- This month we launched a new program Spanish for Beginners which was filled quickly and users are loving the class and excited that we offered this as a way to learn some intro Spanish. We contacted an instructor that was here at the library teaching ESL classes, and he was excited to develop a class for Spanish learners. It's a 7 week course that will be offered again in January. There's future plans for a Level 2 class as well.
- Take a Pass on Plastic program offered by one of the Garden Club leaders
- Detecting A.I Program
- Learn with a Lawyer program offered by Prairie State Legal services, that focused on Wills and Trusts
- Weekly computer basic classes in partnership with People's Resource Center

Meetings:

- Bi Weekly Management Meetings
- Department Meetings and 1on1s
- Weekly website meetings

Resources and Collection News:

- The catalog we continue to add reading lists and categories so that we offer readers' advisory direct to people as they visit the catalog potentially looking for recommendations
- We also continue to use the catalog to promote databases matching keywords patrons will enter

Athens Moreno Adult Services Manager



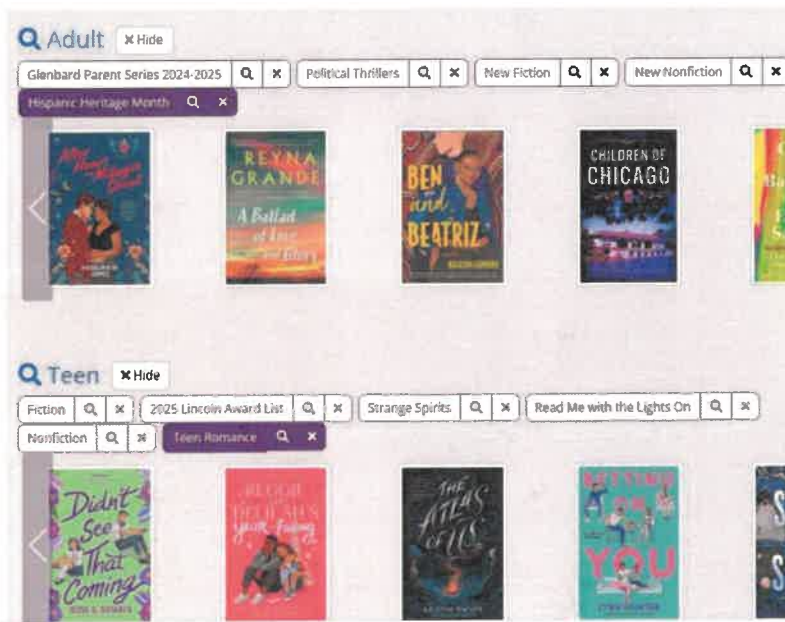
School/class visits



Monarch

Reading/Walking winner

Athens Moreno Adult Services Manager



new Catalog lists promotions



Take & Make
September 2024

TEEN
(High School)

Balloon Fidget Toy



A banner for a 'Book Match Request' program for High School & Adults. The banner features a central graphic of a stack of colorful books. Surrounding the stack are several book covers: 'The Hate U Give' by Angie Thomas, 'The Bad One' by Melissa Albert, 'A Short History of Almost Everything' by John Green, 'Attached at the Hip' by Christine Piccolo, 'Briefly, Perfectly Human' by Alga Botzok, and 'Deadly Medusa' by Lisa Klein. The text 'Book Match Request' is written in large white letters, and 'High School & Adults' is written in smaller white letters below it. The Carol Stream Public Library logo is in the bottom right corner.

Athens Moreno Adult Services Manager



Spanish for Beginners class

Athens Moreno Adult Services Manager



Delivering boxes of food to Carol Stream Seniors

Youth Services Report September 2024

Program Highlights

- During September, Youth Services serviced 1,388 participants through 49 in person and passive programs onsite as well as offsite. Of those, Youth Services hosted 34 in person programs during September with 941 in attendance with 4 of those programs being Spanish or bilingual serving 80 in attendance. In addition, Youth Services had 385 participants serviced through 10 self-directed programs.
- Four CSPL Kits were distributed during September. 75 each of the Preschool kits – Apple Counting and a Popsicle Stick Scarecrow craft and 50 each of School Age kits – Talk Like a Pirate Treasure Chest and a Wrist Parrot Craft. In addition, staff has started to create Take and Makes for the middle schoolers on the second Monday of each month when the students have early release.
- Did you know that September 9 is the most common birthday in the world? In honor of that, Samantha Wright hosted a Universal Birthday Party complete with trivia, games and cupcakes on 9/9 with 47 in attendance.
- Adriana Albers planned and hosted Itty Bitty Book Fun on 9/13 with 16 in attendance.
- Julie Mohedano presented the Bilingual Mingle on 9/14 with 8 in attendance.
- Adriana Albers planned and hosted an apple version of Hands on Learning on 9/24 with 48 in attendance.
- Leigh Anne Wilson hosted a Language Labs Arabic Storytime on 9/28 with 27 in attendance. We had such a good response to this test storytime, that we plan on making it into a monthly program during the spring.
- Leticia Raygoza and Julie Mohedano planned and hosted a Hispanic Heritage Month Celebration that was bilingual on 9/29 with 56 in attendance. They had treats from Hispanic countries, a craft and, of course, a Piñata!

Hands on Learning



Itty Bitty Book Fun

Outreach Events

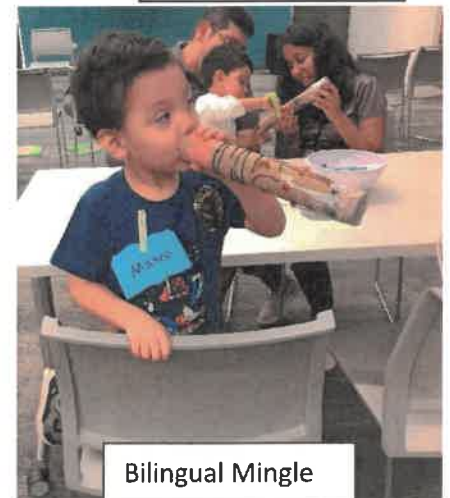
- Leigh Anne Wilson provided 4 Outreach Storytimes during September reaching 133 children.
- Julie Mohedano represented the Library at an EL Resource Fair at Jay Stream Middle School on the evening of 9/16. She had conversations with 15 people and distributed information about programs and getting a library card.

Patron Service and Reference

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

Meeting Attendance

- 9/3 – Adriana and Amy met regarding 1000 Books Before Kindergarten
- 9/11, 18, 25 – Amy and Sam regular meeting
- 9/10 – Meeting with Susan – Amy Teske
- 9/25, 26, 27 – Collection Management training – Youth Department
- Amy met with each staff member for quarterly check-ins



Bilingual Mingle

Respectfully Submitted,
Amy Teske, Youth Services Manager



Hispanic Heritage Month Celebration



Arabic Storytime

Patron Services Monthly Report September 2024

Circulation Statistics:

- Total Checkouts and Renewals: 29,886
- Staff-initiated material renewals: 251
- Curbside deliveries: 41
- New accounts: 123
- Online registrations: 40
- Check-ins: 15,444
- Holds placed by staff: 917
- Holds Filled: 3,907

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 7+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In September, 200 accounts were reviewed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 4,940
- Checkouts at Youth Services machine: 4,251

Melanie participated in the following:

- Monthly 1:1 with Susan
- Management team meetings
- KnowBe4 training videos
- Accompanied Crystal Garcia from Adult Services to visit Belmont Village. We were able to set up residents with library cards and help them navigate setting up accounts on Libby and Hoopla.
- Zoom meeting with mentee from Broadview PL. Covered topics from the mentor checklist provided by SWAN.
- Compiled list of training resources for staff. Also, created a document outlining my expectations for supervisors and a breakdown of their tasks.

Submitted by:

Melanie Johnson

Patron Services Manager

10/10/2024

Human Resources

Monthly Report – September 2024

Administration

- Processed Payroll 2x
- Added new hire contractors to IDES
- Met 1-on-1 with 6 team members regarding Stay Interview follow-up
- Implemented Stay Interview feedback (bathroom hooks, toilet seat covers, remote work requests, fun baking challenges planned, dual monitors for an employee, etc.), including meeting 1-on-1 with management to address feedback with department
- Worked on staff in-service day
- Navigated PSLF for employee

Benefits

- Navigated and resolved PlanSource billing issues
- Tracking FMLA for employee
- Reconciled PlanSource invoice for October

Staffing & Onboarding

- Offered to Youth Services Librarian, Lauren Bobysud (DOH 9/16)
- Launched background check for Lauren Bobysud; created Paylocity account
- Called three references for new hire
- Conducted HR Orientation
- 60-day in-person check-in meeting with Patron Services Clerk, Jessica Buttell

Training

- KnowBe4 Training (1 hour, 5 minutes)
- Honest HR podcast: The Imperative of Addressing Workplace Incivility (47 minutes)
- Honest HR podcast: Lessons from Ted Lasso on creating positive workplace cultures (30 min)
- Honest HR podcast: How AI will transform HR's work with Jim Link (45 minutes)
- Honest HR podcast: Dr Perkins on the power of HR people analytics (1 hour)
- Compiled a list of leadership/ supervisory training with another manager for staff member

Compensation

- N/A



Monthly Report of IT Service

Report Range 9/1/2024 9/30/2024

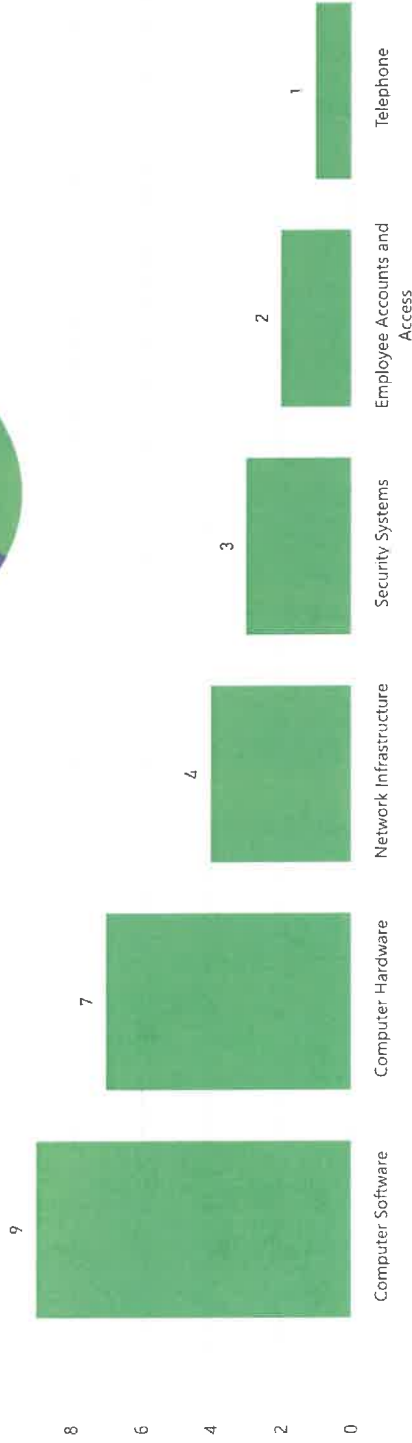
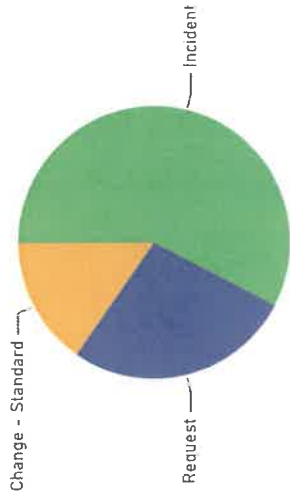
Support Tickets 26

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	4
Incident	15
Request	7
Total	26

CategoryName	Count
Computer Hardware	7
Computer Software	9
Employee Accounts and Access	2
Network Infrastructure	4
Security Systems	3
Telephone	1
Total	26



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.