

PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF
LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM

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

DATE: January 15, 2025
PLACE: Library Meeting Room

TIME: 7:00 p.m.

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA*
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of November 20, 2024
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2024 and December 31, 2024
8. NEW BUSINESS
 - 8.1 Recommendation, Re: Approval of 2025 Per Capita Grant Application
 - 8.2 Recommendation, Re: Approval of 2025 Pay Grade Structure Adjustments
 - 8.3 Recommendation, Re: Adoption of the American Library Association’s Library Bill of Rights
9. DISBURSEMENTS
 - 9.1 Approval of Disbursements of November 1-30, 2024 and December 1-31, 2024 plus the Addendum for the Meeting of January 17, 2024
10. REPORT OF THE LIBRARY DIRECTOR
11. MONTHLY STAFF REPORTS
12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

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

14.1 Recommendation, Re: Approval of the Executive Session Minutes of the October 16, 2024 HR Committee meeting

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

15. ADJOURN

Next Resolution: #302

Mansi Patel, Secretary
Board of Library Trustees

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

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

DATE: November 20, 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, Olson, Rogers, Patel and Lynch. Trustee Larimer arrived at 7:19 p.m.

Absent: Trustee Leszczewicz

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Olson moved and Trustee Hudspeath seconded the establishment of a Consent Agenda for the Regular Meeting of November 20, 2024. Motion approved.

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

Nays 0

Absent..... Trustees Leszczewicz and Larimer

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

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

Nays 0

Absent..... Trustees Leszczewicz and Larimer

5.1 Minutes of the Regular Board Meeting of October 16,2024

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2024

5.3 Acceptance of 2024 Audit as Presented

5.4 Recommendation, Re: Approval of Annual Library Calendar 2025 Library Closings and Board Meetings

5.5 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream

5.6 Recommendation, Re: Approval of Renewal of Complete Cleaning Contract for Cleaning Services

5.7 Recommendation, Re: Approval of Cancellation of December 18, 2024 Library Board of Trustees Meeting
5.8 Approval of Disbursements of October 1-31, 2024 plus the Addendum for the Meeting of November 20, 2024

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

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

Nays 0

Absent..... Trustees Leszczewicz and Larimer

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

Recommendation, Re: Approval of Annual Library Calendar 2025 Library Closings and Board Meetings

Background information:

The 2025 Calendar of Library Closings and Board meetings is sent to the Village and local press publications and posted in the Library lobby. Traditionally the Library is closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. The Library is also closed on Easter Sunday, Mother's Day and Father's Day. These Sunday closings are unpaid. When a Library holiday falls on a Sunday, the following Monday, will be considered the paid holiday. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose.

Approval of Disbursements

The Library Board of Trustees approved the Disbursements for the period of October 1-31, 2024 plus, the Addendum for the Meeting of November 20, 2024 in the amount of \$346,726.86.

6. NEW BUSINESS

6.1 Review of Fiscal Year 2024 Audit with Sikich Representative Brian LeFevre

Background information:

Partner Brian LeFevre from Sikich LLP, presented the Library's FY2024 Annual Financial Report and Auditor's Communication to the Board. The auditor issued a clean, unmodified audit opinion. An unmodified opinion is issued when the financial statements "give a true and fair view" and the organization under audit has practiced in accordance with all requirements. It is the highest opinion that can be given.

6.2 Discussion: 2025 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*

Background information:

The Library Board and Director are to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries* and report on any changes or progress. The Director provided the Board with a document outlining the Library's status and progress regarding the standards. The Library updated the Library's Emergency Manual this year. The final grant application will be included with the January Board packet for Board final approval. Deadline for submitting the Per Capita Grant is January 30, 2025.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees commented on the success of the recent Staff In-service Day and the creation of a Library "Green Team" of interested staff members to devise practical and affordable ways that the Library can decrease its impact on the environment. They are also pleased with the new website that launched on November 12 admiring the clean look and its easy navigation and accessibility features. Director Westgate described the activities that are planned for the Tree Lighting extravaganza at the Town Center that is a collaborative event with the Library, Village and Park District.

8. MONTHLY STAFF REPORTS

Background Information:

The Adult Services department has been successful in analyzing data and reducing the hold ratio on popular books and DVDs. The Youth Services recent Monster Jubilee program in October was very well attended holding two program sessions with a total of 186 attendees.

9. UNFINISHED BUSINESS

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

Trustee Lynch moved and Trustee Hudspeath seconded that the Library Board of Trustees approve to enter into an intergovernmental agreement with the Village of Carol Stream for the cost-sharing of an educational space between the Library and Klein Creek, otherwise known as the Klein Creek Section III Overlook. We also authorize the Director to approve any minor revisions from the Village or Library counsel to the agreement, to be consistent with the construction documents, but said agreement shall be in the substantial conformance with the version provided for Board consideration and approval. Motion approved.

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

Nays 0

Absent..... Trustees Leszczewicz

10. 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 7:40 p.m.

January 15, 2025

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending ~~October 31~~, 2024
November 30**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,995,550.63	(300,059.32)	\$ 3,695,491.31
Working Cash	56,573.88	260.52	56,834.40
FICA	127,636.70	(17,194.89)	110,441.81
IMRF	284,215.33	(17,774.57)	266,440.76
Liability Insurance	19,541.53	84.87	19,626.40
Audit	7,481.24	(3,259.52)	4,221.72
Capital Maintenance & Repair	1,866,532.83	(46,234.83)	1,820,298.00
Building Renovation Loan	<u>233,545.14</u>	<u>(232,868.44)</u>	<u>676.70</u>
TOTAL ALL FUNDS	<u>\$ 6,591,077.28</u>	<u>\$ (617,046.18)</u>	<u>\$ 5,974,031.10</u>

See attached for a schedule of cash and investments.

11/30/24

Justin Lynch, Board President

11/30/24

Tim Rogers, Board Treasurer

11/30/24

Susan Westgate, Library Director

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 180,254.21
PNC	PAYROLL	111,363.28
PNC	INVESTMENT	2,294,317.98
OLD SECOND BANK	CHECKING	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,386,942.47
PROPAY	ELECTRONIC	229.47
ASPEN/PAYPAL	ELECTRONIC	223.69
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u><u>\$ 5,974,031.10</u></u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
NOVEMBER 30, 2024

TABLE OF CONTENTS

ACCOUNTANT'S COMPILATION REPORT	PAGE 1
FINANCIAL STATEMENTS	
Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds	EXHIBIT A
Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds	EXHIBIT B
SUPPLEMENTARY INFORMATION	
Statement of Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C

Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of November 30, 2024 and October 31, 2024, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date November 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

December 4, 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 NOV 30, 2024	AS OF OCT 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	180,254.21	170,222.73	10,031.48
10-1002 PNC Payroll Checking	111,363.28	118,237.80	-6,874.52
10-1003 PNC Money Market (savings)	2,294,317.98	2,844,768.08	-550,450.10
10-1014 Illinois Funds-Prime	3,386,942.47	3,372,764.83	14,177.64
10-1025 ProPay	229.47	1,011.11	-781.64
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	223.69	137.30	86.39
10-1090 Allocated Cash-General Fund	-2,278,539.79	-2,595,526.65	316,986.86
Total 10-1000 Library Fund Cash	3,695,491.31	3,912,315.20	-216,823.89
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	56,834.40	56,573.88	260.52
30-1190 Allocated Cash-FICA Fund	110,441.81	127,636.70	-17,194.89
40-1090 Allocated Cash-IMRF Fund	266,440.76	284,215.33	-17,774.57
50-1090 Allocated Cash-Liability Fund	19,626.40	19,541.53	84.87
60-1090 Allocated Cash-Audit Fund	4,221.72	7,481.24	-3,259.52
70-1090 Allocated Cash-Capital R&M Fund	1,820,298.00	1,866,532.83	-46,234.83
80-1090 Allocated Cash-Debt Service	676.70	233,545.14	-232,868.44
Total 1190 Allocated Cash-Fund Balances	2,278,539.79	2,595,526.65	-316,986.86
Total Bank Accounts	\$5,974,031.10	\$6,507,841.85	\$ -533,810.75
Other Current Assets			
1250 Deposit with Payroll Service	0.00	83,235.43	-83,235.43
Total Other Current Assets	\$0.00	\$83,235.43	\$ -83,235.43
Total Current Assets	\$5,974,031.10	\$6,591,077.28	\$ -617,046.18
TOTAL ASSETS	\$5,974,031.10	\$6,591,077.28	\$ -617,046.18
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,172,606.47	2,172,606.47	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	4,359,300.85	4,359,300.85	0.00

Carol Stream Public Library

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

	TOTAL		
	AS OF NOV 30, 2024	AS OF OCT 31, 2024 (PP)	CHANGE
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,614,730.25	2,231,776.43	-617,046.18
Total Equity	\$5,974,031.10	\$6,591,077.28	\$ -617,046.18
TOTAL LIABILITIES AND EQUITY	\$5,974,031.10	\$6,591,077.28	\$ -617,046.18

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

	24-Nov	May24-Nov24	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	21,754.27	3,826,305.60	3,846,461.00	99.48%
Total 3000 Property Taxes	21,754.27	3,826,305.60	3,846,461.00	99.48%
3100 PPR Taxes		29,711.57	63,000.00	47.16%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes	4,277.70	4,277.70	0.00	
3202 Interest Income Investments	21,070.18	148,547.66	75,100.00	197.80%
Total 3200 Interest Income	25,347.88	152,825.36	75,100.00	203.50%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	354.43	4,147.11	5,000.00	82.94%
3302 Public Copy Payments	934.82	7,967.12	11,000.00	72.43%
3303 Non-Resident Card Fees		4,895.19	6,000.00	81.59%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	1,289.25	17,009.42	22,500.00	75.60%
3400 Donations		1,855.00	5,000.00	37.10%
3500 Developer Contributions	246.88	246.88	0.00	
3600 RBP/ILL Reimbursements		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	71.56	1,253.22	3,000.00	41.77%
Total Income	48,709.84	4,088,505.86	4,074,361.00	100.35%
Gross Profit	48,709.84	4,088,505.86	4,074,361.00	100.35%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	80,862.43	378,342.84	665,000.00	56.89%
5102 Non-Exempt Staff Salaries	154,966.72	746,488.22	1,365,000.00	54.69%
5103 Custodial Salaries	11,252.83	53,107.54	96,000.00	55.32%
5105 Professional Education	49.95	8,130.93	15,000.00	54.21%
5106 Membership		1,238.00	5,000.00	24.76%
5107 Life Insurance	86.36	688.96	1,200.00	57.41%
5108 Health Insurance	13,349.47	121,627.97	220,000.00	55.29%
5109 Benefits, other	153.94	1,167.17	3,500.00	33.35%
5110 Trustee Development	55.00	90.00	3,000.00	3.00%
Total 5100 Salaries	260,776.70	1,310,881.63	2,373,700.00	55.23%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,093.33	8,057.41	22,000.00	36.62%
5202 Maintenance/Repair		7,137.50	10,000.00	71.38%
5203 Maintenance Contracts	4,296.00	31,428.89	57,000.00	55.14%
5204 Landscape Maintenance/Snow Remo	1,194.00	5,876.72	16,000.00	36.73%
5205 Furniture/Equipment	98.88	557.55	4,000.00	13.94%

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

5206 Electric-Comm Edison	3,268.78	3,268.78	50,000.00	6.54%
5207 Water/Sewer	1,427.68	5,938.22	7,000.00	84.83%
5208 Insurance (Property)		8,307.00	10,000.00	83.07%
Total 5200 Plant Maint.	11,378.67	70,572.07	176,000.00	40.10%
5300 Business Exp.		0.00	0.00	
5301 Postage	18.55	90.62	2,500.00	3.62%
5302 Office & Equipment Supplies	624.02	4,102.40	7,900.00	51.93%
5303 Printing		3,111.00	8,500.00	36.60%
5304 Equipment Leasing	1,475.07	10,413.66	17,000.00	61.26%
5305 Mileage Reimbursement	356.49	938.28	2,000.00	46.91%
5306 Legal Notices		489.90	600.00	81.65%
5308 Business Phone	497.22	3,128.12	6,000.00	52.14%
5309 Accounting Service	1,250.00	8,700.00	16,000.00	54.38%
5310 Material Recovery Fees	39.40	866.80	1,600.00	54.18%
5311 Payroll Service	558.23	5,135.29	8,900.00	57.70%
5312 Attorney Fees		2,017.50	5,000.00	40.35%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	310.40	2,947.89	6,000.00	49.13%
5317 Bank & Credit Card Fees	94.72	222.53	500.00	44.51%
5320 Donation Recd Expense		2,100.00	5,000.00	42.00%
5321 Human Resources	232.90	4,912.80	15,000.00	32.75%
Total 5300 Business Exp.	5,457.00	49,176.79	112,500.00	43.71%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	1,144.39	3,544.40	10,000.00	35.44%
5402 ISP and Web page hosting	1,380.00	9,130.00	15,000.00	60.87%
5403 Computer Software	348.00	16,672.99	24,000.00	69.47%
5404 Tech Support & Repair	764.96	17,918.58	27,000.00	66.37%
5405 Technical Services Supplies		811.55	3,500.00	23.19%
5406 Circulation Supplies	1,170.00	1,666.30	3,500.00	47.61%
5408 Tech Serv Online Resources		0.00	15,000.00	0.00%
5409 RBP/ILL Expenses	56.94	268.77	1,300.00	20.67%
5410 SWAN Consortium	10,510.25	21,115.00	43,000.00	49.10%
5411 Village IT Services	9,014.19	72,113.52	108,500.00	66.46%
Total 5400 Automat. & Dept. Oper.	24,388.73	143,241.11	250,800.00	57.11%
5500 Services		0.00	0.00	
5501 Youth Services Programs	1,558.35	27,065.06	40,000.00	67.66%
5503 Adult/Teen Programs	962.71	13,252.16	30,000.00	44.17%
5505 Library Newsletter		15,620.76	41,000.00	38.10%
5509 Library Publicity and Promotion	1,162.43	9,185.35	30,000.00	30.62%
Total 5500 Services	3,683.49	65,123.33	141,000.00	46.19%
5600 Collection		0.00	0.00	
5601 Youth Services Books	3,876.11	28,591.60	58,500.00	48.87%
5606 Youth Services Media	354.38	5,595.31	15,000.00	37.30%
5630 Adult Books	8,162.39	34,865.59	75,500.00	46.18%
5634 Online Resources		6,464.92	20,000.00	32.32%

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

5635 Magazines & Newspapers		8,310.51	11,000.00	75.55%
5637 Adult Media	3,002.63	12,639.86	25,000.00	50.56%
5651 Digital Media	9,010.28	85,228.21	140,000.00	60.88%
5652 Grant/Award Expense	4,119.00	55,929.08	58,800.00	95.12%
Total 5600 Collection	28,524.79	237,625.08	403,800.00	58.85%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	18,434.21	94,801.53	165,000.00	57.46%
6620 Illinois Municipal Retirement F	19,919.81	102,749.93	205,000.00	50.12%
Total 6600 Payroll Expenses	38,354.02	197,551.46	370,000.00	53.39%
7101 Liability Insurance		20,380.00	22,000.00	92.64%
7102 Risk Management expense	182.10	2,070.50	5,000.00	41.41%
7103 Unemployment Compensation Insur		604.16	3,000.00	20.14%
7201 Audit Expense	3,365.00	12,800.00	13,000.00	98.46%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		5,907.50	10,000.00	59.08%
7402 Parking Lot Repair		9,906.18	15,000.00	66.04%
7403 Building Repair	2,281.81	5,886.58	50,000.00	11.77%
7404 Landscape	35,896.00	43,752.82	50,000.00	87.51%
7406 Other Capital Expenditures	12,450.00	32,968.00	50,000.00	65.94%
Total 7400 Capital Expenditures	50,627.81	98,421.08	175,000.00	56.24%
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	4,556.70	17,187.39	50,000.00	34.37%
7509 Security Upgrades		0.00	10,000.00	0.00%
Total 7500 Special Capital Projects	4,556.70	30,867.39	390,000.00	7.91%
8000 Debt Repayment Expense	234,461.01	234,461.01	234,461.00	100.00%
Total Expenses	665,756.02	2,473,775.61	4,670,261.00	52.97%
Net Operating Income	-617,046.18	1,614,730.25	-595,900.00	-270.97%
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	-617,046.18	1,614,730.25	-596,000.00	-270.93%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Nov 2024	May - Nov, 2024 (YTD)	Nov 2024	May - Nov, 2024 (YTD)	Nov 2024	May - Nov, 2024 (YTD)
Income						
3000 Property Taxes	18,256.74	3,211,134.00			766.44	134,808.04
3100 PPR Taxes		29,711.57				
3200 Interest Income	14,285.63	78,995.95	260.52	1,836.68	472.88	2,422.05
3300 Patron Payments	1,289.25	17,009.42				
3400 Donations		1,855.00				
3500 Developer Contributions	246.88	246.88				
3600 RBP/ILL Reimbursements		115.62				
3700 Grants		59,183.19				
3800 Other Income	71.56	1,253.22				
Total Income	34,150.06	3,399,504.85	260.52	1,836.68	1,239.32	137,230.09
Gross Profit	34,150.06	3,399,504.85	260.52	1,836.68	1,239.32	137,230.09
Expenses						
5100 Salaries	260,776.70	1,310,881.63				
5200 Plant Maint.	11,378.67	70,572.07				
5300 Business Exp.	5,457.00	49,176.79				
5400 Automat. & Dept. Oper.	24,388.73	143,241.11				
5500 Services	3,683.49	65,123.33				
5600 Collection	28,524.79	237,625.08				
6600 Payroll Expenses					18,434.21	94,801.53
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	334,209.38	1,876,620.01	0.00	0.00	18,434.21	94,801.53
Net Operating Income	-300,059.32	1,522,884.84	260.52	1,836.68	-17,194.89	42,428.56
Net Income	-300,059.32	1,522,884.84	260.52	1,836.68	-17,194.89	42,428.56

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Nov 2024	May - Nov, 2024 (YTD)	Nov 2024	May - Nov, 2024 (YTD)	Nov 2024	May - Nov, 2024 (YTD)
Income						
3000 Property Taxes	1,162.88	204,535.41	176.19	30,989.82	70.48	12,396.33
3100 PPR Taxes						
3200 Interest Income	982.36	5,542.32	90.78	430.42	35.00	162.90
3300 Patron Payments						
3400 Donations						
3500 Developer Contributions						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	2,145.24	210,077.73	266.97	31,420.24	105.48	12,559.23
Gross Profit	2,145.24	210,077.73	266.97	31,420.24	105.48	12,559.23
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	19,919.81	102,749.93				
7101 Liability Insurance				20,380.00		
7102 Risk Management expense			182.10	2,070.50		
7103 Unemployment Compensation Insur				604.16		
7201 Audit Expense					3,365.00	12,800.00
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	19,919.81	102,749.93	182.10	23,054.66	3,365.00	12,800.00
Net Operating Income	-17,774.57	107,327.80	84.87	8,365.58	-3,259.52	-240.77
Net Income	-17,774.57	107,327.80	84.87	8,365.58	-3,259.52	-240.77

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Nov 2024	May - Nov, 2024 (YTD)	Nov 2024	May - Nov, 2024 (YTD)	Nov 2024	May - Nov, 2024 (YTD)
Income						
3000 Property Taxes			1,321.54	232,442.00	21,754.27	3,826,305.60
3100 PPR Taxes					0.00	29,711.57
3200 Interest Income	8,949.68	63,096.46	271.03	338.58	25,347.88	152,825.36
3300 Patron Payments					1,289.25	17,009.42
3400 Donations					0.00	1,855.00
3500 Developer Contributions					246.88	246.88
3600 RBP/ILL Reimbursements					0.00	115.62
3700 Grants					0.00	59,183.19
3800 Other Income					71.56	1,253.22
Total Income	8,949.68	63,096.46	1,592.57	232,780.58	48,709.84	4,088,505.86
Gross Profit	8,949.68	63,096.46	1,592.57	232,780.58	48,709.84	4,088,505.86
Expenses						
5100 Salaries					260,776.70	1,310,881.63
5200 Plant Maint.					11,378.67	70,572.07
5300 Business Exp.					5,457.00	49,176.79
5400 Automat. & Dept. Oper.					24,388.73	143,241.11
5500 Services					3,683.49	65,123.33
5600 Collection					28,524.79	237,625.08
6600 Payroll Expenses					38,354.02	197,551.46
7101 Liability Insurance					0.00	20,380.00
7102 Risk Management expense					182.10	2,070.50
7103 Unemployment Compensation Insur					0.00	604.16
7201 Audit Expense					3,365.00	12,800.00
7400 Capital Expenditures	50,627.81	98,421.08			50,627.81	98,421.08
7500 Special Capital Projects	4,556.70	30,867.39			4,556.70	30,867.39
8000 Debt Repayment Expense			234,461.01	234,461.01	234,461.01	234,461.01
Total Expenses	55,184.51	129,288.47	234,461.01	234,461.01	665,756.02	2,473,775.61
Net Operating Income	-46,234.83	-66,192.01	-232,868.44	-1,680.43	-617,046.18	1,614,730.25
Net Income	-46,234.83	-66,192.01	-232,868.44	-1,680.43	-617,046.18	1,614,730.25

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,695,491.31	(204,097.05)	\$ 3,491,394.26
Working Cash	56,834.40	228.46	57,062.86
FICA	110,441.81	(10,684.34)	99,757.47
IMRF	266,440.76	(10,973.27)	255,467.49
Liability Insurance	19,626.40	214.25	19,840.65
Audit	4,221.72	84.55	4,306.27
Capital Maintenance & Repair	1,820,298.00	(4,471.49)	1,815,826.51
Building Renovation Loan	<u>676.70</u>	<u>1,247.51</u>	<u>1,924.21</u>
TOTAL ALL FUNDS	<u>\$ 5,974,031.10</u>	<u>\$ (228,451.38)</u>	<u>\$ 5,745,579.72</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 12/31/24

Tim Rogers, Board Treasurer 12/31/24

Susan Westgate, Library Director 12/31/24

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 207,138.68
PNC	PAYROLL	116,738.51
PNC	INVESTMENT	2,021,162.85
OLD SECOND BANK	CHECKING	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,399,543.56
PROPAY	ELECTRONIC	148.45
ASPEN/PAYPAL	ELECTRONIC	147.67
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 5,745,579.72</u>

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

TABLE OF CONTENTS

ACCOUNTANT'S COMPILATION REPORT	PAGE 1
FINANCIAL STATEMENTS	
Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds	EXHIBIT A
Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds	EXHIBIT B
SUPPLEMENTARY INFORMATION	
Statement of Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C



Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of December 31, 2024 and November 30, 2024, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date December 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

January 7, 2025

Carol Stream Public Library

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

	TOTAL		CHANGE
	AS OF DEC 31, 2024	AS OF NOV 30, 2024 (PP)	
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	207,138.68	180,254.21	26,884.47
10-1002 PNC Payroll Checking	116,738.51	111,363.28	5,375.23
10-1003 PNC Money Market (savings)	2,021,162.85	2,294,317.98	-273,155.13
10-1014 Illinois Funds-Prime	3,399,543.56	3,386,942.47	12,601.09
10-1025 ProPay	148.45	229.47	-81.02
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	147.67	223.69	-76.02
10-1090 Allocated Cash-General Fund	-2,254,185.46	-2,278,539.79	24,354.33
Total 10-1000 Library Fund Cash	3,491,394.26	3,695,491.31	-204,097.05
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	57,062.86	56,834.40	228.46
30-1190 Allocated Cash-FICA Fund	99,757.47	110,441.81	-10,684.34
40-1090 Allocated Cash-IMRF Fund	255,467.49	266,440.76	-10,973.27
50-1090 Allocated Cash-Liability Fund	19,840.65	19,626.40	214.25
60-1090 Allocated Cash-Audit Fund	4,306.27	4,221.72	84.55
70-1090 Allocated Cash-Capital R&M Fund	1,815,826.51	1,820,298.00	-4,471.49
80-1090 Allocated Cash-Debt Service	1,924.21	676.70	1,247.51
Total 1190 Allocated Cash-Fund Balances	2,254,185.46	2,278,539.79	-24,354.33
Total Bank Accounts	\$5,745,579.72	\$5,974,031.10	\$ -228,451.38
Total Current Assets	\$5,745,579.72	\$5,974,031.10	\$ -228,451.38
TOTAL ASSETS	\$5,745,579.72	\$5,974,031.10	\$ -228,451.38
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,172,606.47	2,172,606.47	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	4,359,300.85	4,359,300.85	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,386,278.87	1,614,730.25	-228,451.38
Total Equity	\$5,745,579.72	\$5,974,031.10	\$ -228,451.38

Carol Stream Public Library

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

	TOTAL		
	AS OF DEC 31, 2024	AS OF NOV 30, 2024 (PP)	CHANGE
TOTAL LIABILITIES AND EQUITY	\$5,745,579.72	\$5,974,031.10	\$ -228,451.38

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

	24-Dec	May24-Dec24	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	20,374.49	3,846,680.09	3,846,461.00	100.01%
Total 3000 Property Taxes	20,374.49	3,846,680.09	3,846,461.00	100.01%
3100 PPR Taxes	9,265.46	38,977.03	63,000.00	61.87%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		4,277.70	0.00	
3202 Interest Income Investments	18,477.71	167,025.37	75,100.00	222.40%
Total 3200 Interest Income	18,477.71	171,303.07	75,100.00	228.10%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	206.42	4,353.53	5,000.00	87.07%
3302 Public Copy Payments	961.33	8,928.45	11,000.00	81.17%
3303 Non-Resident Card Fees		4,895.19	6,000.00	81.59%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	1,167.75	18,177.17	22,500.00	80.79%
3400 Donations		1,855.00	5,000.00	37.10%
3500 Developer Contributions	493.76	740.64	0.00	
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	65.29	1,318.51	3,000.00	43.95%
Total Income	49,844.46	4,138,350.32	4,074,361.00	101.57%
Gross Profit	49,844.46	4,138,350.32	4,074,361.00	101.57%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	50,510.18	428,853.02	665,000.00	64.49%
5102 Non-Exempt Staff Salaries	99,475.24	845,963.46	1,365,000.00	61.98%
5103 Custodial Salaries	6,863.81	59,971.35	96,000.00	62.47%
5105 Professional Education	844.01	8,974.94	15,000.00	59.83%
5106 Membership	360.00	1,598.00	5,000.00	31.96%
5107 Life Insurance	86.36	775.32	1,200.00	64.61%
5108 Health Insurance	15,368.08	136,996.05	220,000.00	62.27%
5109 Benefits, other	153.94	1,321.11	3,500.00	37.75%
5110 Trustee Development		90.00	3,000.00	3.00%
Total 5100 Salaries	173,661.62	1,484,543.25	2,373,700.00	62.54%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,627.82	9,685.23	22,000.00	44.02%
5202 Maintenance/Repair	184.00	7,321.50	10,000.00	73.22%
5203 Maintenance Contracts	4,296.00	35,724.89	57,000.00	62.68%
5204 Landscape Maintenance/Snow Remo	1,024.00	6,900.72	16,000.00	43.13%
5205 Furniture/Equipment	395.97	953.52	4,000.00	23.84%
5206 Electric-Comm Edison	2,707.65	5,976.43	50,000.00	11.95%
5207 Water/Sewer	1,762.88	7,701.10	7,000.00	110.02%

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

	24-Dec	May24-Dec24	Annual Budget	% of Budget
5208 Insurance (Property)		8,307.00	10,000.00	83.07%
Total 5200 Plant Maint.	11,998.32	82,570.39	176,000.00	46.91%
5300 Business Exp.		0.00	0.00	
5301 Postage	16.25	106.87	2,500.00	4.27%
5302 Office & Equipment Supplies	388.21	4,490.61	7,900.00	56.84%
5303 Printing		3,111.00	8,500.00	36.60%
5304 Equipment Leasing		10,413.66	17,000.00	61.26%
5305 Mileage Reimbursement	28.68	966.96	2,000.00	48.35%
5306 Legal Notices		489.90	600.00	81.65%
5308 Business Phone	497.22	3,625.34	6,000.00	60.42%
5309 Accounting Service		8,700.00	16,000.00	54.38%
5310 Material Recovery Fees	206.85	1,073.65	1,600.00	67.10%
5311 Payroll Service	711.21	5,846.50	8,900.00	65.69%
5312 Attorney Fees		2,017.50	5,000.00	40.35%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	157.55	3,105.44	6,000.00	51.76%
5317 Bank & Credit Card Fees	62.41	284.94	500.00	56.99%
5320 Donation Recd Expense	300.00	2,400.00	5,000.00	48.00%
5321 Human Resources	423.40	5,336.20	15,000.00	35.57%
Total 5300 Business Exp.	2,791.78	51,968.57	112,500.00	46.19%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	644.19	4,188.59	10,000.00	41.89%
5402 ISP and Web page hosting	935.00	10,065.00	15,000.00	67.10%
5403 Computer Software		16,672.99	24,000.00	69.47%
5404 Tech Support & Repair	367.17	18,285.75	27,000.00	67.73%
5405 Technical Services Supplies		811.55	3,500.00	23.19%
5406 Circulation Supplies		1,666.30	3,500.00	47.61%
5408 Tech Serv Online Resources		0.00	15,000.00	0.00%
5409 RBP/ILL Expenses		268.77	1,300.00	20.67%
5410 SWAN Consortium		21,115.00	43,000.00	49.10%
5411 Village IT Services	9,014.19	81,127.71	108,500.00	74.77%
Total 5400 Automat. & Dept. Oper.	10,960.55	154,201.66	250,800.00	61.48%
5500 Services		0.00	0.00	
5501 Youth Services Programs	1,454.95	28,520.01	40,000.00	71.30%
5503 Adult/Teen Programs	2,752.56	16,004.72	30,000.00	53.35%
5505 Library Newsletter	7,939.82	23,560.58	41,000.00	57.46%
5509 Library Publicity and Promotion	1,834.80	11,020.15	30,000.00	36.73%
Total 5500 Services	13,982.13	79,105.46	141,000.00	56.10%
5600 Collection		0.00	0.00	
5601 Youth Services Books	3,048.29	31,639.89	58,500.00	54.09%
5606 Youth Services Media	761.43	6,356.74	15,000.00	42.38%
5630 Adult Books	4,259.59	39,125.18	75,500.00	51.82%
5634 Online Resources	3,720.89	10,185.81	20,000.00	50.93%
5635 Magazines & Newspapers		8,310.51	11,000.00	75.55%

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

	24-Dec	May24-Dec24	Annual Budget	% of Budget
5637 Adult Media	1,043.46	13,683.32	25,000.00	54.73%
5651 Digital Media	12,085.62	97,313.83	140,000.00	69.51%
5652 Grant/Award Expense	3,254.11	59,183.19	58,800.00	100.65%
Total 5600 Collection	28,173.39	265,798.47	403,800.00	65.82%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,684.70	106,486.23	165,000.00	64.54%
6620 Illinois Municipal Retirement F	12,723.35	115,473.28	205,000.00	56.33%
Total 6600 Payroll Expenses	24,408.05	221,959.51	370,000.00	59.99%
7101 Liability Insurance		20,380.00	22,000.00	92.64%
7102 Risk Management expense		2,070.50	5,000.00	41.41%
7103 Unemployment Compensation Insur		604.16	3,000.00	20.14%
7201 Audit Expense		12,800.00	13,000.00	98.46%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		5,907.50	10,000.00	59.08%
7402 Parking Lot Repair		9,906.18	15,000.00	66.04%
7403 Building Repair		5,886.58	50,000.00	11.77%
7404 Landscape		43,752.82	50,000.00	87.51%
7406 Other Capital Expenditures	12,320.00	45,288.00	50,000.00	90.58%
Total 7400 Capital Expenditures	12,320.00	110,741.08	175,000.00	63.28%
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		17,187.39	50,000.00	34.37%
7509 Security Upgrades		0.00	10,000.00	0.00%
Total 7500 Special Capital Projects	0.00	30,867.39	390,000.00	7.91%
8000 Debt Repayment Expense		234,461.01	234,461.00	100.00%
Total Expenses	278,295.84	2,752,071.45	4,670,261.00	58.93%
Net Operating Income	-228,451.38	1,386,278.87	-595,900.00	-232.64%
Other Income				
8002 Interfund Transferrs 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	-228,451.38	1,386,278.87	-596,000.00	-232.60%

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

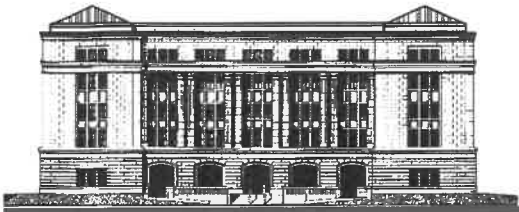
	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Dec 2024	May - Dec, 2024 (YTD)	Dec 2024	May - Dec, 2024 (YTD)	Dec 2024	May - Dec, 2024 (YTD)
Income						
3000 Property Taxes	17,098.79	3,228,232.79			717.83	135,525.87
3100 PPR Taxes	9,265.46	38,977.03				
3200 Interest Income	9,379.69	88,375.64	228.46	2,065.14	282.53	2,704.58
3300 Patron Payments	1,167.75	18,177.17				
3400 Donations		1,855.00				
3500 Developer Contributions	493.76	740.64				
3600 RBP/ILL Reimbursements	0.00	115.62				
3700 Grants		59,183.19				
3800 Other Income	65.29	1,318.51				
Total Income	37,470.74	3,436,975.59	228.46	2,065.14	1,000.36	138,230.45
Gross Profit	37,470.74	3,436,975.59	228.46	2,065.14	1,000.36	138,230.45
Expenses						
5100 Salaries	173,661.62	1,484,543.25				
5200 Plant Maint.	11,998.32	82,570.39				
5300 Business Exp.	2,791.78	51,968.57				
5400 Automat. & Dept. Oper.	10,960.55	154,201.66				
5500 Services	13,982.13	79,105.46				
5600 Collection	28,173.39	265,798.47				
6600 Payroll Expenses					11,684.70	106,486.23
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	241,567.79	2,118,187.80	0.00	0.00	11,684.70	106,486.23
Net Operating Income	-204,097.05	1,318,787.79	228.46	2,065.14	-10,684.34	31,744.22
Net Income	-204,097.05	1,318,787.79	228.46	2,065.14	-10,684.34	31,744.22

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Dec 2024	May - Dec, 2024 (YTD)	Dec 2024	May - Dec, 2024 (YTD)	Dec 2024	May - Dec, 2024 (YTD)
Income						
3000 Property Taxes	1,089.12	205,624.53	165.02	31,154.84	66.01	12,462.34
3100 PPR Taxes						
3200 Interest Income	660.96	6,203.28	49.23	479.65	18.54	181.44
3300 Patron Payments						
3400 Donations						
3500 Developer Contributions						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	1,750.08	211,827.81	214.25	31,634.49	84.55	12,643.78
Gross Profit	1,750.08	211,827.81	214.25	31,634.49	84.55	12,643.78
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	12,723.35	115,473.28				
7101 Liability Insurance				20,380.00		
7102 Risk Management expense				2,070.50		
7103 Unemployment Compensation Insur				604.16		
7201 Audit Expense						12,800.00
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	12,723.35	115,473.28	0.00	23,054.66	0.00	12,800.00
Net Operating Income	-10,973.27	96,354.53	214.25	8,579.83	84.55	-156.22
Net Income	-10,973.27	96,354.53	214.25	8,579.83	84.55	-156.22

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	
	Dec 2024	May - Dec, 2024 (YTD)	Dec 2024	May - Dec, 2024 (YTD)	Dec 2024	May - Dec, 2024 (YTD)
Income						
3000 Property Taxes			1,237.72	233,679.72	20,374.49	3,846,680.09
3100 PPR Taxes					9,265.46	38,977.03
3200 Interest Income	7,848.51	70,944.97	9.79	348.37	18,477.71	171,303.07
3300 Patron Payments					1,167.75	18,177.17
3400 Donations					0.00	1,855.00
3500 Developer Contributions					493.76	740.64
3600 RBP/ILL Reimbursements					0.00	115.62
3700 Grants					0.00	59,183.19
3800 Other Income					65.29	1,318.51
Total Income	7,848.51	70,944.97	1,247.51	234,028.09	49,844.46	4,138,350.32
Gross Profit	7,848.51	70,944.97	1,247.51	234,028.09	49,844.46	4,138,350.32
Expenses						
5100 Salaries					173,661.62	1,484,543.25
5200 Plant Maint.					11,998.32	82,570.39
5300 Business Exp.					2,791.78	51,968.57
5400 Automat. & Dept. Oper.					10,960.55	154,201.66
5500 Services					13,982.13	79,105.46
5600 Collection					28,173.39	265,798.47
6600 Payroll Expenses					24,408.05	221,959.51
7101 Liability Insurance					0.00	20,380.00
7102 Risk Management expense					0.00	2,070.50
7103 Unemployment Compensation Insur					0.00	604.16
7201 Audit Expense					0.00	12,800.00
7400 Capital Expenditures	12,320.00	110,741.08			12,320.00	110,741.08
7500 Special Capital Projects		30,867.39			0.00	30,867.39
8000 Debt Repayment Expense				234,461.01	0.00	234,461.01
Total Expenses	12,320.00	141,608.47	0.00	234,461.01	278,295.84	2,752,071.45
Net Operating Income	-4,471.49	-70,663.50	1,247.51	-432.92	-228,451.38	1,386,278.87
Net Income	-4,471.49	-70,663.50	1,247.51	-432.92	-228,451.38	1,386,278.87



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

ilsos.gov

Illinois State Library

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

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

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

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

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

Legal Name of Library: Carol Stream Public Library

Library's Control Number: 30086 **Branch Number:** 00 **Today's Date:** 01/15/2025

Contact information of the person completing this grant application:

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

Preparer's Title: LibraryDirector

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

Preparer's Email Address: swestgate@cslibrary.org

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

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

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

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

Service Area Population 39,854

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

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

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

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

Chapter 1: Core Standards

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

The Carol Stream Public Library meets all core standards.

Chapter 2: Governance and Administration

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

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

Chapter 3: Personnel

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

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

Chapter 4: Access

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

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

Chapter 5: Building Infrastructure and Maintenance

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

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

Chapter 6: Safety

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

The Library meets all of the components on the checklist except for a list identifying what should be salvaged in order of importance. This will be done when the Library revises their existing Disaster Manual. The Library's Emergency Manual was fully updated this year including photo images to provide users with helpful visuals.

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

Chapter 7: Collection Management

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

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

Chapter 8: System Member Responsibilities and Resource Sharing

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

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

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

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

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

Chapter 10: Programming

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

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

Chapter 11: Youth/Young Adult Services

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

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

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

Chapter 12: Technology

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

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

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

The library launched a new website in November 2024 that meet current and proposed accessibility requirements.

Chapter 13: Marketing, Promotion and Collaboration

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

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

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

The Social Media plan and guidelines were updated in 2024.

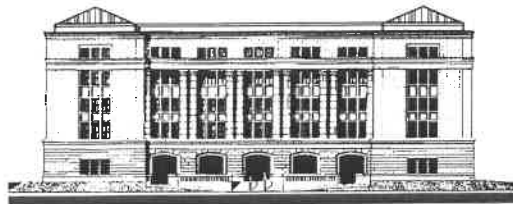
Part II: Planned Use of Grant Funds

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

The Library will be using the FY2025 grant monies for the purchase of on-line databases for our patrons.

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

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



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300 S. Second St., Springfield, IL 62701-1796

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Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30086 **City:** Carol Stream

Library Name: Carol stream Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2023: \$ 58,784.65

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

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

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12


The Library used the FY2023 grant monies for the purchase of on-line databases subscriptions for our patrons. Technology Standards 5. The library provides 24/7 remote access to library services through: other authenticated electronic resources that are available for direct patron use.

Marketing, Promotion, and Collaboration — Chapter 13



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Stay Competitive: Update Your Compensation Structure for 2025

By *Kathryn O'Connor (mailto:koconnor@hrsource.org)*, PHR, SHRM-CP, CCP, GRP, Director, Compensation Services

Published November 12, 2024

Annual structure adjustments are essential for keeping your compensation system competitive and aligned with market trends.



This annual process involves modifying your organization's pay ranges to reflect changes in the external market. These adjustments typically focus on increasing the midpoint of each pay range by a predetermined percentage. After each midpoint is recalibrated, you can recalculate the minimum and maximum value of each pay range.

For organizations who manage compensation on a calendar-year basis, now is the ideal time to make informed decisions about plan maintenance for the upcoming year. As always, HR Source is here to help. Our team of compensation analysts have been busy tracking compensation trends and pay increase predictions for 2025. Association members who currently utilize a compensation structure developed by HR Source's compensation team are eligible to receive complimentary structure adjustment recommendations. To receive personalized guidance, contact Kathryn O'Connor (mailto:koconnor@hrsource.org), Joy Lynn Hyer (mailto:jhyer@hrsource.org), or email our HR Hotline (mailto:hotline@hrsource.org).

HR Source's experienced compensation analysts are also available to answer additional questions and assist with compensation-related projects. We look forward to hearing from you!

Share this page:

**Carol Stream Public Library
Pay Grade Structure
Based on a 37.5 Hour Workweek
Effective: January 1, 2025**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
20	NE	Materials Clerk	\$29,250	\$29,250	\$35,100
	NE	Library Clerk	\$15.00	\$15.00	\$18.00
21	NE	Custodian	\$29,250	\$31,954	\$38,345
			\$15.00	\$16.39	\$19.66
22	NE	Patron Services Clerk	\$29,250	\$35,411	\$42,493
			\$15.00	\$18.16	\$21.79
23	NE	Patron Services Coordinator	\$31,393	\$39,241	\$47,089
	NE	Facilities Monitor	\$16.10	\$20.12	\$24.15
	NE	Inter-Library Loan Clerk			
	NE	Technical Services Assistant			
24	NE	Acquisitions Associate	\$34,789	\$43,486	\$52,183
	NE	Youth Services Associate/Adult Services Associate	\$17.84	\$22.30	\$26.76
25	NE	Cataloging and Acquisitions Associate	\$38,551	\$48,189	\$57,827
	NE	Business Operations Assistant	\$19.77	\$24.71	\$29.65
	NE	Facility Technician			
26		Hold for Future Use	\$42,722	\$53,403	\$64,084
			\$21.91	\$27.39	\$32.86
27	E	Human Resources Administrator	\$47,343	\$59,179	\$71,015
	NE	Bilingual Spanish/English Youth Services Librarian	\$24.28	\$30.35	\$36.42
	NE	Marketing Coordinator			
	NE	Youth Services Librarian/Adult Services Librarian			
28	E	Youth Services Assistant Manager	\$52,465	\$65,581	\$78,697
			\$26.91	\$33.63	\$40.36
29		Hold for Future Use	\$58,141	\$72,676	\$87,211
			\$29.82	\$37.27	\$44.72
30	E	Adult Services Manager	\$64,429	\$80,536	\$96,643
	E	Patron Services Manager	\$33.04	\$41.30	\$49.56
	E	Youth Services Manager			
31		Hold for Future Use	\$71,399	\$89,249	\$107,099
			\$36.61	\$45.77	\$54.92
32	E	Assistant Library Director	\$79,122	\$98,902	\$118,682
			\$40.58	\$50.72	\$60.86
LD	E	Library Director	\$110,083	\$137,604	\$165,125
			\$56.45	\$70.57	\$84.68

**Carol Stream Public Library
Pay Grade Structure
Based on a 37.5 Hour Workweek
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
20	NE	Materials Clerk	\$27,300	\$28,132	\$33,758
	NE	Library Clerk	\$14.00	\$14.43	\$17.31
21	NE	Custodian	\$27,300	\$31,175	\$37,410
			\$14.00	\$15.99	\$19.18
22	NE	Patron Services Clerk	\$27,638	\$34,547	\$41,456
			\$14.17	\$17.72	\$21.26
23	NE	Patron Services Coordinator	\$30,627	\$38,284	\$45,941
	NE	Facilities Monitor	\$15.71	\$19.63	\$23.56
	NE	Inter-Library Loan Clerk			
	NE	Technical Services Assistant			
24	NE	Acquisitions Associate	\$33,940	\$42,425	\$50,910
	NE	Youth Services Associate/Adult Services Associate	\$17.41	\$21.76	\$26.11
25	NE	Cataloging and Acquisitions Associate	\$37,611	\$47,014	\$56,417
	NE	Business Operations Assistant	\$19.29	\$24.11	\$28.93
	NE	Facility Technician			
26		Hold for Future Use	\$41,680	\$52,100	\$62,520
			\$21.37	\$26.72	\$32.06
27	E	Human Resources Administrator	\$46,188	\$57,736	\$69,283
	NE	Bilingual Spanish/English Youth Services Librarian	\$23.69	\$29.61	\$35.53
	NE	Marketing Coordinator			
	NE	Youth Services Librarian/Adult Services Librarian			
28	E	Youth Services Assistant Manager	\$51,185	\$63,981	\$76,777
			\$26.25	\$32.81	\$39.37
29		Hold for Future Use	\$56,722	\$70,903	\$85,084
			\$29.09	\$36.36	\$43.63
30	E	Adult Services Manager	\$62,858	\$78,572	\$94,286
	E	Patron Services Manager	\$32.23	\$40.29	\$48.35
	E	Youth Services Manager			
31		Hold for Future Use	\$69,658	\$87,072	\$104,486
			\$35.72	\$44.65	\$53.58
32	E	Assistant Library Director	\$77,192	\$96,490	\$115,788
			\$39.59	\$49.48	\$59.38
LD	E	Library Director	\$107,398	\$134,248	\$161,098
			\$55.08	\$68.85	\$82.61



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

**Carol Stream Public Library
Disbursements, Expenses by
November 2024**

Date	Num	Vendor	Amount
10-1001 PNC General Checking			
11/04/2024	12951	Forest Preserve District of DuPage Co.	-200.00
11/11/2024	12952	Amazon Business Prime/AMEX	-4,663.96
11/12/2024	12954	ATA Group, LLP	-1,250.00
11/12/2024	12955	Case Lots, Inc.	-568.55
11/12/2024	12956	Cengage Learning	-266.16
11/12/2024	12957	Center Point for Large Print Books	-148.62
11/12/2024	12959	ComEd	-3,268.78
11/12/2024	12960	Complete Cleaning Co., Inc.	-2,950.00
11/12/2024	12961	Demco	-137.48
11/12/2024	12962	Fredriksen Fire Equipment Co.	-182.10
11/13/2024	12958	Comcast (Fiber Optic/Internet)	-880.00
11/13/2024	12963	Garvey's Office Products	-313.79
11/13/2024	12964	GovConnection, Inc.	-4,556.70
11/13/2024	12967	MacKay, Vanessa	-65.00
11/13/2024	12968	Memory Lane Stables	-935.00
11/13/2024	12969	Niche Academy LLC	-3,400.00
11/13/2024	12970	OverDrive, Inc.	-978.95
11/13/2024	12990	Comcast - (Business Phone)	-497.22
11/15/2024	12953	Assa Abloy Entrance Systems US Inc.	-2,281.81
11/15/2024	12965	India For Everyone	-1,612.01
11/15/2024	12966	Library Market	-13,450.00
11/15/2024	12971	Paylocity	-558.23
11/15/2024	12972	Pitney Bowes Global Financial Services LL	-277.38
11/15/2024	12973	Pitney Bowes, Inc.	-58.08
11/15/2024	12974	Playaway Products, LLC	-65.72
11/15/2024	12975	Playaway Products, LLC	-262.88
11/15/2024	12976	Precision Control Systems of Chicago, Inc.	-1,346.00
11/15/2024	12977	Reaching Across IL Library System (RAILS)	-20.00
11/15/2024	12978	Record Information Services, Inc.	-719.00
11/15/2024	12979	Sebert Landscaping, Inc.	-37,090.00
11/15/2024	12980	Secretary of State of Illinois	-15.00
11/15/2024	12981	Sidecar Publications, LLC	-348.00
11/15/2024	12982	Sikich, LLP	-3,365.00
11/15/2024	12983	Staples	-803.68
11/15/2024	12984	Swan (System Wide Automated Network)	-10,567.19
11/15/2024	12985	Team One Repair, Inc.	-1,170.00
11/15/2024	12986	Today's Business Solutions, Inc.	-264.96

11/15/2024	12987 Twietmeyer, Michael	-180.00
11/15/2024	12988 Unique Management Services, Inc.	-39.40
11/15/2024	12989 Village of Carol Stream	-234,461.01
11/15/2024	12991 Village of Carol Stream	-9,014.19
11/15/2024	12992 Village of Carol Stream - Water Dept.	-1,427.68
11/19/2024	12993 Baker & Taylor	-9,965.22
11/19/2024	12994 Illinois Library Association	-55.00
11/19/2024	12995 Midwest Tape LLC	-9,829.21
11/20/2024	12996 St. Andrews Golf & Country Club	-217.90
11/25/2024	12997 Rene Parks, Kankakee Tea Co.	-150.00
11/25/2024	13000 Village of Carol Stream - IMRF	-19,919.81
11/27/2024	12998 GreatAmerica Financial Svcs.	-1,197.69
11/27/2024	12999 Village of Carol Stream - Benefits	-19,612.58
Total for 10-1001 PNC General Checking		-405,606.94

Accrual Basis Thursday, December 05, 2024 07:28 PM GMTZ

Total Disbursements for November 1 through November 30, 2024
Approved by the Library Board of Trustees on January 15, 2025.

President Date

Secretary Date

Deduction Listing

Check Dates: 11/01/2024 to 11/29/2024

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2024110101 - 2024112901

Pay Periods: 10/13/2024 to 11/23/2024

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-43.64
Bobysud, Lauren	1250		12	-4.70
Farrell, Joyce C.	1103		10	-32.01
Johnson, Melanie	1138		04	-215.74
Mucha, Pierce	1226		11	-50.48
Teske, Amy	1151		03	-19.99
Wilson, Leigh Anne	1188		12	-194.42

Totals for REIMB -- REIMBURSEMENT

7 Employees

-560.98**Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-560.98
Totals			7	-560.98

Paylocity Corporation
(888) 873-8205

User: lhays

Run on 11/25/2024 at 11:57 AM

Carol Stream Public Library

Reimbursements

November 2024

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
11/30/2024	Journal Entry	ATA1105	10-General Fund	Allocate Employee Reimbursements November, 2024	-Split-	560.98	560.98
						\$560.98	
Total for 2400 Payroll Liabilities							
5300 Business Exp.							
5301 Postage							
11/30/2024	Journal Entry	ATA1105	10-General Fund	Allocate Employee Reimbursements November, 2024	-Split-	18.55	18.55
						\$18.55	
Total for 5301 Postage							
5305 Mileage Reimbursement							
11/30/2024	Journal Entry	ATA1105	10-General Fund	Allocate Employee Reimbursements November, 2024	-Split-	356.49	356.49
						\$356.49	
Total for 5305 Mileage Reimbursement							
						\$375.04	
Total for 5300 Business Exp.							
5500 Services							
5501 Youth Services Programs							
11/30/2024	Journal Entry	ATA1105	10-General Fund	Allocate Employee Reimbursements November, 2024	-Split-	165.95	165.95
						\$165.95	
Total for 5501 Youth Services Programs							
5509 Library Publicity and Promotion							
11/30/2024	Journal Entry	ATA1105	10-General Fund	Allocate Employee Reimbursements November, 2024	-Split-	19.99	19.99
						\$19.99	
Total for 5509 Library Publicity and Promotion							
						\$185.94	
Total for 5500 Services							

Carol Stream Public Library
Disbursements, Expenses by Vendor
December 2024

Date	Num	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
12/03/2024	13001	PNC Bank	-3,720.64
12/04/2024	13002	Asma Bohra	-260.00
12/04/2024	13004	Kenneth R. Benson	-250.00
12/04/2024	13003	ComEd	0.00
12/04/2024	13005	ComEd	-2,707.65
12/06/2024	13008	Case Lots, Inc.	-696.60
12/06/2024	13009	Cengage Learning	-2,077.64
12/06/2024	13010	Center Point for Large Print Books	-148.62
12/06/2024	13011	Complete Cleaning Co., Inc.	-2,950.00
12/06/2024	13012	De La Rosa-Sabina, Luis A.	-125.00
12/06/2024	13013	De La Rosa-Sabina, Luis A.	-125.00
12/06/2024	13014	Dudek, Debra M.	-125.00
12/06/2024	13015	Envision3, LLC	-7,939.82
12/06/2024	13006	Amazon Business Prime/AMEX	-3,112.60
12/09/2024	13007	Precision Control Systems of Chicago, Inc.	-1,346.00
12/09/2024	13016	GovConnection, Inc.	-712.22
12/09/2024	13018	Latitude Signage + Design	-12,320.00
12/09/2024	13019	OverDrive, Inc.	-1,206.44
12/09/2024	13021	Pitney Bowes, Inc.	-91.29
12/09/2024	13020	Paylocity	-1,089.98
12/09/2024	13022	Playaway Products, LLC	-206.63
12/09/2024	13023	Precision Control Systems of Chicago, Inc.	-1,346.00
12/09/2024	13025	Rosen Publishing	-400.00
12/09/2024	13024	Reaching Across IL Library System (RAILS)	-825.00
12/09/2024	13031	Suburban Family Plumbing, Inc.	-184.00
12/09/2024	13027	Sebert Landscaping, Inc.	-1,024.00
12/09/2024	13028	Sir Speedy Printing	-164.47
12/09/2024	13030	Staples	-46.32
12/09/2024	13029	Sound Design, Inc.	-352.50
12/09/2024	13026	Scholastic, Inc.	-503.94
12/09/2024	13033	Village of Carol Stream - Water Dept.	-1,762.88
12/09/2024	13032	Unique Management Services, Inc.	-206.85
12/10/2024	13017	Home Depot Credit Services	-108.22
12/10/2024	13034	MacKay, Vanessa	-65.00
12/19/2024	13035	Animal Rescue Foundation	-150.00
12/19/2024	13036	Baker & Taylor	-6,146.40

12/19/2024	13037	Comcast (Fiber Optic/Internet)	-880.00
12/19/2024	13038	Comcast - (Business Phone)	-497.22
12/19/2024	13039	D & Z House of Books	-438.52
12/19/2024	13040	Garvey's Office Products	-387.36
12/19/2024	13041	Midwest Tape LLC	-9,145.15
12/19/2024	13042	OverDrive, Inc.	-2,987.06
12/19/2024	13043	Reaching Across IL Library System (RAILS)	-4,000.00
12/19/2024	13044	Staples	-765.64
12/19/2024	13045	Village of Carol Stream	-9,014.19
12/19/2024	13046	Village of Carol Stream - Benefits	-19,657.05
12/26/2024	13047	Village of Carol Stream - IMRF	-12,723.35
Total for 10-1001 PNC General Checking			-114,992.25
Total for 10-1000 Library Fund Cash with sub-accounts			-114,992.25
			-114,992.25

Accrual Basis Wednesday, January 08, 2025 05:29 PM GMTZ

Total Disbursements for December 1 through December 31, 2024
Approved by the Library Board of Trustees on January 15, 2025.

President

Date

Secretary

Date

Carol Stream Public Library

Reimbursements

December 2024

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
12/31/2024	Journal Entry	ATA1204	10-General Fund	Allocate December, 2024 Reimbursements	-Split-	116.92	116.92
Total for 2400 Payroll Liabilities						\$116.92	
5300 Business Exp.							
5301 Postage							
12/31/2024	Journal Entry	ATA1204	10-General Fund	Allocate December, 2024 Reimbursements	-Split-	16.25	16.25
Total for 5301 Postage						\$16.25	
5305 Mileage Reimbursement							
12/31/2024	Journal Entry	ATA1204	10-General Fund	Allocate December, 2024 Reimbursements	-Split-	28.68	28.68
Total for 5305 Mileage Reimbursement						\$28.68	
Total for 5300 Business Exp.						\$44.93	
5500 Services							
5503 Adult/Teen Programs							
12/31/2024	Journal Entry	ATA1204	10-General Fund	Allocate December, 2024 Reimbursements	-Split-	71.99	71.99
Total for 5503 Adult/Teen Programs						\$71.99	
Total for 5500 Services						\$71.99	

Deduction Listing

Check Dates: 12/13/2024 to 12/27/2024

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2024121301 - 2024122701

Pay Periods: 11/24/2024 to 12/21/2024

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Carlson, Linda K.	1204		11	-15.24
Moreno, Athens M.	1216		02	-73.00
Mucha, Pierce	1226		11	-5.36
Saltiel, Lena M.	1225		01	-18.09
Wilson, Leigh Anne	1188		12	-5.23
Totals for REIMB -- REIMBURSEMENT			5 Employees	-116.92

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-116.92
Totals			5	-116.92

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User: lhays

Run on 12/23/2024 at 1:52 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY

January 15, 2025

Per Capita Grant

The completed 2025 Per Capita Grant application is included for your review and approval. Also included is the 2023 Per Capita Grant Expenditure Report that needs to be submitted to the State Library at the same time. The Per Capita funds received by the Library are used towards the purchase of the Library's online database subscriptions.

Update of Library Pay Grade Structure

It is recommended by HR Source (our Human Resources consulting firm) to adjust the current paygrade structure by an increase of 2.5%, based upon our industry, for 2025. The 2024 midpoint salary is increased by 2.5% 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, 21 and 22 to \$15.00 to reflect the minimum wage that was effective on January 1, 2025. The minimum wage has been increasing each year by \$1.00 per hour each year on January 1 until it reached the minimum wage of \$15.00 per hour in 2025. A copy of the Library's current and updated pay grade structure is included for comparison and review. An article from HR Resources regarding updating your compensation structure is also included.

Library Bill of Rights

The Library follows the ALA Library Bill of Rights and it is included as part of the verbiage of the Library's Board approved Collection Development Policy. The document is also included in the Trustee Manual. To substantiate these policies and practices, I have included the adoption of these Rights on the agenda for Board approval.

Facility Update

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

Village Tax Levy

The Village Board of Trustees approved the Village Tax Levy, which includes the Library's tax levy, for the 2024 tax year at their November 18th meeting. It will be submitted to the County by the Village. The 2024 tax dollars that we receive in 2025 will be used during the 2025-2026 fiscal year.

Change in IMRF Rates for Employers

Starting in January 2025, the Library's employer contribution rate to the IMRF pension plan will be increasing for the new calendar year. Our 2024 contribution rate was 10.16% and will be increasing to 10.89%, an increase of 0.73%. The Library currently pays IMRF contribution for twenty-four full time staff members and any part-time staff members that work more than 20 hours per week. We currently have two part-time employees that are IMRF eligible. Eligible employees pay a contribution of 4.5% of their salary to IMRF.

Donation from Parents and Teens Together (PATT)

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

Estate Donation

The Library received a donation of appreciation in the amount of \$2,000 from the estate of Jeffrey Sherr. Jeffrey was an active participant in the Homebound Delivery service while a resident at Belmont Village. His family stated that he had a deep love of books, especially about World War II. He also enjoyed watching the movie DVDS that were sent. These activities brought meaning to his days and he looked forward to his monthly deliveries. Adult Services will be using these funds to add additional items to the collection.

Community Blood Drives

Three Blood Drives have been scheduled for 2025. The first Blood Drive is taking place on Thursday, January 23. The next Blood Drive is scheduled for July 24, followed by October 23. The Blood Drives will take place in the Library's meeting rooms. Our past year's Blood Drives have been moderately successful. The donors at these drives demonstrates the commitment and responsibility that the residents of Carol Stream feel for their community. They are to be commended.

2025/2026 Budget

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

Passing of an Employee

I am sad to report that Patron Services staff member Marlys Smith passed away unexpectedly on December 12th. She was a dedicated employee at the Library for 13 years. Her dream was to work in a bookstore, but always felt the library was a good second option. She had a love for books, her family, and her beloved cats. She always kept busy in the summer, as she spent her days working as a lifeguard at her condo's pool. She had an infectious personality and was always eager to talk about her latest read or TV series she was watching. We will greatly miss her presence in the Library.

Staff Appreciation Dinner

Staff members that have reached five-year work anniversary milestones during the past calendar year (2024) are being celebrated and acknowledged at a special Staff Appreciation Dinner on Friday, January 31 at St. Andrews Golf & Country Club in West Chicago. All staff members and Library Board of Trustees are encouraged to attend. The following staff members celebrated milestone work anniversaries in 2024:

Linda Carlson	5 years	Adult Services
Amy Teske	10 years	Youth Services
Joe Geshkewich	10 years	Patron Services
Catherine Shaw	10 years	Patron Services
Tony Fonseca	10 Years	Maintenance

January Employee Anniversaries

Vanessa Mckinnie – 01/02/2024, Adult Services

Jessica Elder – 01/18/2016, Adult Services

Susan Westgate – 01/28/2013, Administration

Bindiya Patel – 01/04/2012, Circulation

Laura Hays – 01/07/2002, Administration

Susan Westgate, Library Director

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

		November		
		FY 23-24	FY 24-25	Current YTD
Circulation Activity				
Physical material use by audience				
	Total Adult	13,921	14,292	107,441
	Total Teen	567	530	4,769
	Total Youth	14,419	14,124	113,078
Physical material use by format				
	Books	21,051	19,983	159,094
	Videos	4,682	5,567	40,771
	Audiobooks and Music CDs	1,856	1,828	14
	Periodicals and Magazines	214	225	1,762
	Other	1,104	1,345	10,045
	Total Physical Item Circulation	28,907	28,946	225,288
Interlibrary loans and Reciprocal borrowers (included above)				
	ILL - Borrowed from SWAN	2,890	2,675	20,493
	ILL - Borrowed from Non-SWAN	18	27	288
	ILL - Loaned to SWAN	768	916	7,348
	ILL - Loaned to Non-SWAN	72	59	426
	RBP Loans - SWAN (incl. above)	558	809	5,101
	RBP Loans (non-SWAN) - (incl. above)	422	520	3,736
Digital media use				
	Bingepasses (hoopla)	26	30	190
	E-books	3,281	3,349	24,259
	E-Audio	3,007	3,741	26,029
	E-Video	483	420	2,842
	Museum Adventure Pass / Explore More Illinois	11 / 0	14 / 3	217 / 28
	Total use of Electronic Materials	6,808	7,557	53,565
	Total Circulation (physical materials and digital media)	35,715	36,503	278,853
	Digital magazine retrievals	1,476	840	6,050
	Total Electronic Retrievals (e-mags and databases)	7,521	6,120	46,891
Other circulation activities				
	Items checked out in the Library	13,610	13,259	106,962
	Self Check - # of Items Checked out	8,801	9,098	75,115
	Self Check - % of items checked out in the Library	64.67%	68.62%	70.23%
Programs - # of Programs/Attendance*				
	Adult - Number/Attendance	46 / 1,156	26 / 454	257 / 5,100
	Teen Number/Attendance	12 / 182	11 / 178	67 / 1,382
	Youth - Number/Attendance	110 / 1,539	56 / 1,511	742 / 16,485
	General Interest - Number/Attendance	0 / 0	0 / 0	11 / 1,864
	Total - Number/Attendance	168 / 2,877	93 / 2,143	1 066 / 22,967
	Library Events - Number / Attendance	1 / 8	0 / 0	4 / 232
	Outreach - Number / Attendance	40 / 668	17 / 539	134 / 7,604
Facility Usage				
	Library Visits (Door Count)	14,261	13,289	9,960
	Curbside Pickup Transactions	40	50	311
	Meeting Rooms - # of Partner Bookings*	5	2	16
	Study Rooms - # of Users	391	359	2,746

Electronic Usage			
# of Internet Sessions/Total Time	1,101 / 836	1,120 / 873	10,161 / 8,281
# of Library Website Visits	9,569	12,787	77,663
# Mobile App Views**	na	375	3,267
# of Wireless Users	1,670	1,744	12,410
Aspen catalog usage # engaged sessions	6,596	6,719	50,260

Reference Transactions			
Adult	1,525	1,400	13,165
Youth	700	702	8,619
Patron Services	334	482	2,775
Chat	24	46	243
Total Reference Transactions	2,583	2,630	24,802

Total One-on-One Tutorials			
Adult	50	55	340
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,291	18,853	
# of Non-Resident Cards	42	55	
Total Registered Users	18,333	18,908	

Resources Owned/Licensed			
Books	68,299	67,873	
Newspapers (Print only)	22	20	
Periodicals (Print only)	110	94	
Total Print Materials	68,431	67,987	
Current Subscriptions (Print Only)	132	114	
Current E-Subscriptions	5,297	5,726	
E-Books: Downloadable	86,303	88,195	
Audio Recordings	6,727	6,696	
Audio Recordings (Downloadable)	37,884	43,575	
Videos	10,013	9,716	
Other: Video Games, Puzzles, Devices	858	904	
Databases	62	100	
Total Resources Owned/Licensed	215,575	222,899	

Professional Development Hours	75	376.25	755.75
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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.

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

		December		
		FY 23-24	FY 24-25	Current YTD
Circulation Activity				
Physical material use by audience				
Total Adult		15,025	15,330	122,771
Total Teen		534	571	5,640
Total Youth		12,950	13,548	126,626
Physical material use by format				
Books		19,458	19,925	179,019
Videos		5,813	5,968	46,739
Audiobooks and Music CDs		1,881	1,968	15,584
Periodicals and Magazines		193	225	1,987
Other		1,164	1,363	11,408
Total Physical Item Circulation		28,509	29,449	254,737
Interlibrary loans and Reciprocal borrowers (included above)				
ILL - Borrowed from SWAN		2,553	2,870	23,363
ILL - Borrowed from Non-SWAN		34	35	323
ILL - Loaned to SWAN		783	803	8,151
ILL - Loaned to Non-SWAN		62	53	479
RBP Loans - SWAN (incl. above)		614	671	5,772
RBP Loans (non-SWAN) - (incl. above)		393	556	4,292
Digital media use				
Bingepasses (hoopla)		31	38	228
E-books		3,355	3,430	27,689
E-Audio		3,224	3,761	29,790
E-Video		492	377	3,219
Museum Adventure Pass / Explore More Illinois		17 / 2	13 / 7	230 / 35
Total use of Electronic Materials		7,121	7,626	61,191
Total Circulation (physical materials and digital media)		35,630	37,075	315,928
Digital magazine retrievals		1,405	828	6,878
Total Electronic Retrievals (e-mags and databases)		6,239	5,361	52,252
Other circulation activities				
Items checked out in the Library		12,765	12,706	119,668
Self Check - # of Items Checked out		8,155	8,619	83,734
Self Check - % of items checked out in the Library		63.89%	67.83%	69.97%
Programs - # of Programs/Attendance*				
Adult - Number/Attendance		23 / 737	21 / 485	278 / 5,585
Teen Number/Attendance		12 / 203	14 / 213	81 / 1m595
Youth - Number/Attendance		106 / 1,251	54 / 1,276	796 / 17,761
General Interest - Number/Attendance		0 / 0	0 / 0	11 / 1,864
Total - Number/Attendance		141 / 2,191	89 / 1,974	1,115 / 24,941
Library Events - Number / Attendance		1 / 570	1 / 600	5 / 832
Outreach - Number / Attendance		21 / 485	13 / 266	147 / 7,870
Facility Usage				
Library Visits (Door Count)		12,905	10,292	110,252
Curbside Pickup Transactions		43	36	347
Meeting Rooms - # of Partner Bookings*		3	2	18
Study Rooms - # of Users		339	321	3,067

Electronic Usage			
# of Internet Sessions/Total Time	1,039 / 813	1,007 / 760	11.168 / 9.041
# of Library Website Visits	10,199	12,731	90,394
# Mobile App Views**	378	347	3,614
# of Wireless Users	1,472	1,612	14,022
Aspen catalog usage # engaged sessions	7,551	6,645	56,905

Reference Transactions			
Adult	1,560	1,581	14,746
Youth	654	677	9,296
Patron Services	269	428	3,203
Chat	21	31	274
Total Reference Transactions	2,504	2,717	27,519

Total One-on-One Tutorials			
Adult	35	56	396
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,306	18,852	
# of Non-Resident Cards	40	52	
Total Registered Users	18,346	18,904	

Resources Owned/Licensed			
Books	68,192	66,999	
Newspapers (Print only)	22	20	
Periodicals (Print only)	106	92	
Total Print Materials	68,320	67,111	
Current Subscriptions (Print Only)	128	112	
Current E-Subscriptions	5,381	63,729	
E-Books: Downloadable	86,805	87,733	
Audio Recordings	6,666	6,446	
Audio Recordings (Downloadable)	38,118	44,074	
Videos	9,990	9,503	
Other: Video Games, Puzzles, Devices	859	904	
Databases	65	100	
Total Resources Owned/Licensed	216,201	221,600	

Professional Development Hours	47	37.25	793.00
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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
November – December 2024**

Administration and Business Office

- Payroll processing week of November 11 and 26 and December 9 and 23.
- Updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Invoices processed for payment
- Staff anniversary list for 2025 compiled.
- W-2s preview reviewed as of November 15 check date, especially for new and former employees
- Amazon Business Prime – ILA now offers free medium level business prime as part of our institutional membership, saving the Library \$499.

Tech Services

	November	December
Items ordered	536	585
Items put into circulation	556	515
Items catalogued, including imported bib records and original cataloging	117	90
Item record edits and database cleanup	361	336
Merged records (Workflows and Aspen catalog)	9	8
Repair items	23	39
Serial record edits	0	2
Claimed missing and damaged issues	2	1
Conversion projects - items processed	55	22

- Sustainable Shelves – In November and December 2450 titles were submitted; 271 items were approved for submission resale to B&T for a credit value of \$488.31.
- Spotlight Displays - Processed back to original Home Location: Hispanic Heritage Month (HHM), new Sports Youth display, Native American History, Way Around You (WAY), Dino, Have You Seen These (HYST), new Award Winners, Just Imagine (JUST), and Stuff You Should Know (STUFF) displays
- Database clean-up in November and December 2024:
 - Date Cataloged as “Never” in Workflows – reviewed 149 records
 - BCA Report for Items Created by Home Location – reviewed 1043
- Catalog pending orders in Workflows, Not received items as of January 3 (Youth, 374; Adult, 435). No pending cart from B&T and MWT as of January 3
- Conversion project to bring together books (in all formats) that are official continuations of series where the original has died will be grouped by the original author. Tech Services staff completed Tom Clancy, Clive Cussler, and Vince Flynn.
- CollectionHQ datasets– Laura is continuing to monitor for any unassigned records.

- Baker & Taylor backordered items – We were informed that the status on a number of ordered items are not current so Technical Services reviewed the list of on order items from the vendor and indicated which items we have already received. Adult Services staff then reviewed the list of items that we have not received to decide whether we want to cancel the order or wait for the item.
- Magazines control records for current weekly serial subscriptions transferred.

Meeting Attendance

- Weekly meetings with the Director – Laura
- November 6 – Library Administrative Assistant Networking Group meeting – Joyce
- November 7 – Website – how to upload Board documents – Laura with Anjali and Omar
- November 7 – Management team meeting – Laura
- November 8 – Staff In-Service meeting
- November 18 – League of Women Voters presentation setup and host - Laura
- November 19 – monthly IT meeting – Laura with Rocky and Susan
- November 20 – Board meeting – Laura
- November 21 - Management team meeting – Laura
- November 26 – SWAN monthly chat – Laura
- December 5 – SWAN Quarterly meeting – Laura
- December 12 – Management Team – Laura
- December 17 – monthly IT meeting – Laura with Rocky and Susan
- December 18 – Front entry landscape concept review with Upland – Laura and Susan

Information technology

- There were 24 support tickets in November and 27 in December.
- The new library website was successfully launched by Library Market on November 12.
- Aspen catalog and app were down for several days.
- HTS maintenance and updates on CCTV system and camera cleaning.
- Proxy card system WinPak SSA renewal approved
- Phone problems from end of October into November – posted alerts on website and catalog for patrons to contact the Library via email. Village IT staff worked with Comcast to resolve.
- Sound Design came and checked the sound system in the meeting rooms. The projector lamp is nearing the end of the expected working hours so a replacement will be ordered.
- TBS came out to repair coin ops attached to the public copier and one of the printers in the Adult Computer Lab.

Laura Hays
Assistant Library Director

Adult Services Department Monthly Report

November 2024

Department News:

- From the success of our food delivery service for Seniors, we'll be working with Colony Park in connection with our Teen volunteers in offering Carol Stream Residents a small gift basket put together by our teen volunteers
- We continue to host programs with local community groups, including school visits with WSDRA, People's Resource Center and College of DuPage.
- The usage for LinkedIn Learning has been marginal, so we will not renew come March 2025, which allows us to add the Udemy online learning platform instead that is active now

Outreach Activities:

- Homebound delivery – 53 registered, delivered to 33 patrons, Items delivered 209 items
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Partnered with Goodwill Workforce to offer monthly workforce related programs such as resume tips and online applicant tracking system tips that led to 3 programs this winter
- Our homebound has gained some trickle of new participants and come January we'll be looking to leave flyers behind at the senior communities, broadcasting the Homebound services

Programs & Displays:

- Monthly Bookclubs, Pages through the ages and Cookbook Club Series
- 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
- Teen Volunteer Kits for teens to passively work on and get credit hours
- Over 100 Adult Take n Make's went out for November that featured a Compact Mirror with a theme of Giving Thanks
- Over 75 Lapel Pin craft kits went out for our Teen Take N Make
- Our interactive Winter Reading Club display has been greatly received with dozens of notes being left on the board of patron favorite winter reads (see image)
- Workspace Monday nights continues to help with overflow study room demand
- Garden Club Program presentation
- Dungeon and Dragons has been very popular and loved by the attendees
- ESL classes continue on Saturday mornings
- Zumba monthly class
- Line Dancing monthly class
- Christmas on the Front Lines presentation with live music
- Godzilla's 70 anniversary presentation
- Cookbook club

Athens Moreno Adult Services Manager

- Sold out spice club kits(50)
- In person craft program decorating a Giving plate, 3 filled sessions
- Last senior Wednesday movie presentation: Boys in the Boat
- Tea Time with the Kankakee presentation
- In service teen event, decorating gift baskets for Homebound/Senior residents of Carol Stream

Meetings:

- Bi Weekly Management Meetings
- Staff in service Day, full day

Resources and Collection News:

- Study rooms stayed consistent and continue to be a popular demand
- Database usage remained constant, marginal change
- Our spotlight area continues to do well circulation wise, post remodel of the section
- We'll be introducing more grab and go kits/book collections to make it easier for people to get material fitting the winter/holiday theme

Athens Moreno Adult Services Manager



Delivered gift baskets to

Carol Stream senior residents

Special presents
udemy

UP YOUR CAREER GAME

Self-paced courses taught by industry leaders.

[START LEARNING NOW](#)



New online resource offering courses and online lessons. 45,000 videos, and includes 12,000 in over 12 native non English languages

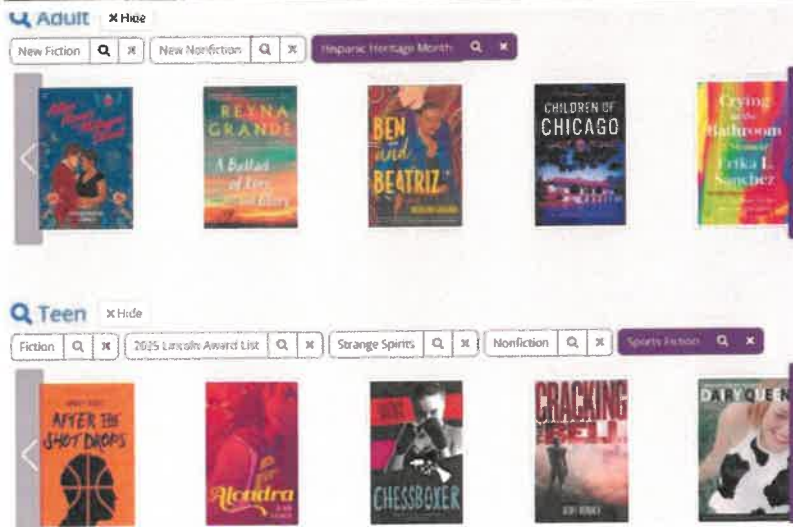


Created grab and go boxes for the holiday rush, and will be making winter grab and go bags come December

Athens Moreno Adult Services Manager



Lobby display



online catalog displays

Athens Moreno Adult Services Manager



Adult Services Department Monthly Report

December 2024

Department News:

- Our Adopt a Senior program was a huge success, and it offered staff and out teen volunteers an opportunity to make a lasting impact. 20 homebound seniors were recipients of a gift basket put together from our Teen Volunteers for the holiday season
- December, we welcome back Jessica who was on leave for the birth of her daughter in September
- During December, mid-year review check-ins were held for staff
- Database usage was a little low compared to November, most likely given the holiday time with school closings as well. We did see a uptick in PressReader which could be from patrons traveling, checking out more magazines, or patrons getting new devices/tablets for the holiday

Outreach Activities:

- Homebound delivery – 55 registered, delivered to 31 patrons, Items delivered 189 items
- Linda welcomed in some class visits from WSDRA, which included decorating ornaments and having a gift bag for each teen attending the workshops
- Our Spring ESL class held on Saturdays ended, we will offer winter one coming in Jan. In partnership again with the College of DuPage. This will be our 3rd-year working together. We hope to offer classes on Monday, Wednesday and Saturdays

Programs & Displays:

- Monthly Bookclubs, Pages through the ages and Cookbook Club
- Sold out spice club kits(50)
- Take N Makes for Adults featured 3 different kits that each one sold out for the month, over 100 each kit
- Take n Makes for teens featured an ornament
- In connection to the holiday's we featured prepackaged bags of material that was very popular
- Board game and puzzle drop in on alternating Saturdays
- Zumba in person
- Mug design craft programs
- Canva 101 class
- During the finals week for High School, we offered a dedicated Study Zone all weeklong

Meetings:

- Bi Weekly Management Meetings
- Staff 1on1's

Athens Moreno Adult Services Manager

Resources and Collection News:

- Study Rooms were steady considering the holiday stretch
- Our grab and go preassembled bags were a big hit
- Our Memory kits continue to circulate well and we saw good checkouts especially for December
- We worked on weeding in preparation for shifting around collections
- Staff have been utilizing hold reports, discard/lost reports, as well as backordered reports to help manage their collection areas and purchasing decisions
- Udemy launched, our newest resource that will replace LinkedIn Learning. Patrons that had registered with LinkedIn Learning were notified about the upcoming exit from offering LinkedIn Learning – March 2025

Pictures:



Bookclub holiday picture

Athens Moreno Adult Services Manager



Take & Make
January 2025

TEEN
(High School)

GLASS GEM MAGNETS



Take & Make
December 2024

TEEN
(High School)

Paper Ornaments



HS study lounge

Athens Moreno Adult Services Manager



social media posts



Grab and Go bags

Youth Services Report November 2024

Program Highlights

- During November, Youth Services serviced 1,511 participants through 56 in person and passive programs onsite as well as offsite. Of those, Youth Services hosted 35 in person programs during November with 1,120 in attendance with 2 of those programs being Spanish or bilingual serving 10 in attendance. In addition, Youth Services had 380 participants serviced through 10 self-directed programs.
- Four CSPL Kits were distributed during November. 75 each of the Preschool kits – Make an Apple Pie and Stain Glass Turkey and 50 each of School Age kits – Flying Turkey and Paper Roll Penguins. In addition, Robin Harwood prepared 10 Take and Make for the middle schoolers with supplies and instructions to make an ear of corn out of pipe cleaners and pony beads.
- Leticia Raygoza presented the Bilingual Mingle on 11/9 with 8 in attendance.
- Adriana Albers presented Yoga Storytime on 11/15 with 31 in attendance.
- Leigh Anne Wilson hosted a Sensory Series when the children played with kinetic sand on 11/11/24 with 40 in attendance.
- Adriana Albers hosted a Dinosaur themed Hands on Learning on 11/26 with 75 in attendance.
- Samantha Wright and Robin Harwood hosted Family Fort Night on 11/21 with 11 in attendance.
- Adriana Albers, Leigh Anne Wilson and Molly Emerson helped 57 kids and parents have so much fun at the Dino Disco on 11/18. The kids danced with two t-rexes with disco lights.
- Molly Emerson hosted Homeschool Hangout for 40 participants on 11/1 when they heard a Wildlife detective program by the DuPage Forest Preserve and dissected owl pellets.

Outreach Events

- Leigh Anne Wilson provided 9 Outreach Storytimes during November reaching 445 children.

Patron Service and Reference

- 57 Youth Binge Box requests were filled during November.
- Youth Staff had 702 interactions with the public during November.

Meeting Attendance

- 11/7, 21 – Management – Amy Teske
- 11/6, 13, 20 – Amy and Sam regular meeting
- 11/8 – In-Service Day – All staff
- 11/12 – Meeting with Susan – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager

Yoga Storytime



Bilingual Mingle



Sensory Series – Kinetic Sand



Hands on Learning – Dinosaurs



Youth Services Report December 2024



Program Highlights

- During December, Youth Services serviced 1,317 participants through 55 in person and passive programs onsite as well as offsite. Of those, Youth Services hosted 44 in person programs during December with 840 in attendance with 6 of those programs being Spanish or bilingual serving 31 in attendance. In addition, Youth Services had 477 participants serviced through 11 self-directed programs.
- Four CSPL Kits were distributed during December. 75 each of the Preschool kits – Jumping Jingle Bell Process Art and Washi Tape Christmas Tree and 50 each of School Age kits – Holiday Star Decorations and Pine Cone Christmas Trees. In addition, Leticia Raygoza prepared 10 Take and Makes for the middle schoolers with supplies and instructions to make a 3D paper snowman.
- There were 6 Spanish programs reaching 31 people this month. These included programs highlighting the Colombian tradition of the Day of Velitas, a STEM activities related to snow, making a craft of a snowman out of socks, and storytimes.
- Steve Dexheimer hosted Chess Club on 12/3 with 6 in attendance.
- Michael Twietmeyer taught two Music and Me classes to teach children fundamentals of music on December 12 with 18 total in attendance.
- Happy Noon Year is always a great way for preschoolers to celebrate the new year without needing to stay up until midnight! 43 were in attendance to count down to noon and dance on bubble wrap to bring in the new year in style!
- Steve Dexheimer gave a tour of the Library to a Boy Scout group on 12/9 with 5 in attendance.

Outreach Events

- Leigh Anne Wilson provided 5 Outreach Storytimes during December reaching 204 children.

Patron Service and Reference

- 54 Youth Binge Box requests were filled during December.
- Youth Staff had 677 interactions with the public during December.

Meeting Attendance

- 12/12 – Management – Amy Teske
- 12/18 – Amy and Sam regular meeting
- 12/13 – Meet with Leigh Anne regarding magazines

Respectfully Submitted,
Amy Teske, Youth Services Manager



Happy Noon Year



Family Sing-along



Itty Bitty Book Fun



**Patron Services Monthly Report
November/December 2024**

Circulation Statistics:

	November 2024	December 2024
Total Checkouts and Renewals:	28,946	29,449
Staff-initiated material renewals:	389	549
Curbside deliveries:	50	36
New accounts:	134	99
Online registrations:	53	41
Check-ins:	14,441	16,315
Holds placed by staff:	765	1,085
Holds Filled:	3,426	3,798

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 November and December, 96 accounts were reviewed.

Self-Check-out Activity:

	November 2024	December 2024
Lobby:	5,391	4,376
Youth:	3,707	4,243

Melanie participated in the following:

- Monthly 1:1 with Susan
- Management team meetings
- SWAN Circulation Advisory meeting (Nov.)
- In-service day (Nov.)
- ILA webinar: Fatness and Libraries: Amplifying the Voices of Fat Librarians in DEIA Work

Other news:

- November 8 staff in-service day (All but 1 staff member from the department attended)
- RAILS quarterly count of items in transit completed (Nov.)
- Marlys Smith, a member of the department for 13 years, passed away in December

Submitted by:
Melanie Johnson, Patron Services Manager
1/9/25

Human Resources

Monthly Report – November 2024

Administration

- Launched Paylocity Event for Illinois Mandatory Sexual Harassment Training to all employees for completion by 12/21/24
- Managed the Staff Room dry erase board every two weeks with new polls, questions, and other ways to learn more about each other
- Planned and led our Staff In-Service day on November 8th:
 - Welcome, new hire intros, and icebreaker break-out groups (We Connect Cards featured on TedX)
 - Library Quest scavenger hunt in teams (Mikayla created this)
 - CSPL focused questions breakout groups
 - CSPL Trivia (using program Mentimeter)
 - Housekeeping items and emergency procedures (Laura discussed website, Susan gave recycling demo and covered some housekeeping)
 - Emergency tour of the library in groups with managers at stations (Ron helped greatly and took my place in the tour)
 - Inclusion training and breakout groups
 - Department meetings
 - Breakfast and lunch were organized (Joyce and Athens helped so much)
- Launched and compiled survey for in-service feedback to all staff
- Started to plan Staff Appreciation Dinner for January 31st
- Planned Claire's idea of "Caffe Sospeso" with Claire, Mikayla, Susan, and Melanie

Benefits

- Open enrollment period for FSA and NCPERS
- Our EAP Perspectives will be known as AllOne Health moving forward

Staffing & Onboarding

- Conducted in-person 60-day check-in with new hire in YS

Training

- Honest HR Podcast (SHRM) – The Department of Labor on FMLA (30 min)
- Honest HR Podcast – Bad Bosses (20 min)
- SHRM Webcast – Zen and the Art of Intermittent Leave (1 hour)
- Honest HR Podcast – The Department of Labor on FMLA part 2 (30 min)
- Honest HR Podcast – Domestic Violence and Abuse in the Workplace (30 min)
- Honest HR Podcast – Talking about Race is Not Taboo (30 min)
- Honest HR Podcast – How Effective Leaders Harness Diversity (30 min)
- Honest HR Podcast – When Good Hires Become Bad Employees (45 min)
- Honest HR Podcast – Hosts on SHRM Inclusion 2024 (25 min)
- Honest HR Podcast – Marijuana in the Workplace (20 min)

Compensation

- Minimum wage will be increasing January 2025 to \$15/ hour

Human Resources

Monthly Report – December 2024

Administration

- Launched “caffé sospeso” at Patron Services desk for Patrons
- All employees acknowledged completing mandatory IL sexual harassment training
- Completed employment verification for past employee
- Planned a holiday snack challenge with employees
- Updated holidays in Paylocity for 2025
- Enrolled in IL Notary course and completed exam with 100%
- Connected employees with EAP and resources regarding grief and loss
- Navigated employee interpersonal relationships and conducted interviews to find resolutions

Benefits

- Qualifying event for employee to join dental insurance
- Completed open enrollment for FSA and NCPERS

Staffing & Onboarding

- Patron Services Clerk, Marlys Smith, passed away

Training

- HR Source in-person Manager’s Sexual Harassment Training (2.5 hours)
- SHRM webinar- After the Election: Bringing Your Team Back Together (1 hour)
- Honest HR SHRM podcast- Navigating Microaggressions with Grace (35 min)
- Honest HR SHRM podcast- Gen Z’s Impact on the Workplace (30 min)
- ILA webinar- Fatness and Libraries: Amplifying the Voices of Fat Librarians in DEIA Work (1 hour)
- RAILS webinar- Post-Staff Engagement Survey: Analyzing Data and Action Planning (1 hour)
- Honest HR SHRM podcast- Advocate for Change with the Tools of a Trial Attorney (30 min)
- Notary Training (3 hours and 45 min)

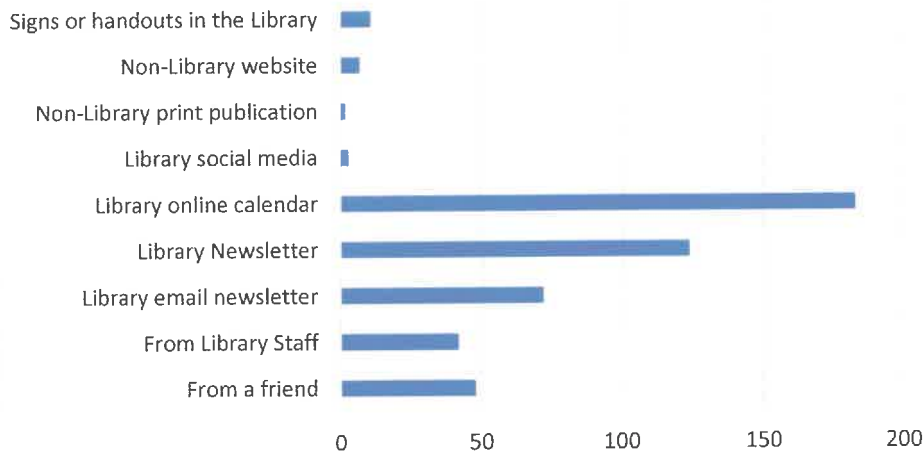
Compensation

- Processed two merit increases to meet the new IL minimum wage

Marketing Report: Mikayla Frigo

November 2024

Count of Authored on by Referral Source



Promotions resulted in 492 event registrations

- Submitted Winter Print Newsletter to the printer and approved to print.
- Created and submitted 13 shelf signs to Sir Speedy.
- Produced graphics for TV displays to promote the Library's resources & upcoming events.
 - Highlighted the Carol Stream Tree Lighting Extravaganza and TV Displays.
- Created a new strategy for Social Media pages and began implementation of bi-monthly Social Media Team meetings.
- Created a catalog of bookface pictures with the Social Media Team for our new bookface Friday post on Facebook.
- Created a staff Summer Reading Survey.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced four weekly eNewsletter blasts.
- Produced four weekly Examiner columns.

Meetings

- Attended the Friends General Meeting and presented to the Friends on 11/6.
- Social Media Team Meeting on 11/12.
- Meeting with YS Manager Amy & YS Librarian Adriana to discuss YS Program Surveys.
- Meeting with YS Manager Amy & YS Librarian Julie to discuss YS Spanish Program Surveys.

Marketing Request Forms/ Marketing Materials Created

- Created December Adult monthly program calendar.
- Created December MS monthly program calendar.
- Edited January Youth Services Program pamphlet.
- Edited December Youth Services Outreach pamphlet.
- Created 11 x 8.5 Main Lobby Display for December (Frosty Fiction & Facts)
- Created 11 x 17 AS table display for December (Short Stories for Short Days).
- Created 7- 8.5 x 11 stanchion signs for November Programs.
- For December, created 22 - 8.5 x 11 Adult Program Signs, 10 - Teen Program Signs & 28 - Kids Program Signs.
- Updated Patio Door Closed signs 2 - 11 x 17
- Created an 8.5 x 11 sign for the Memory Kits.
- Created a Spanish version of the Carol Stream Tree Lighting Extravaganza Flyer.
- Created 2 - 4 x 6 CD player holiday promotions.
- Updated Lobby coffee sign with 4 x 6 sign.
- Created AS and YS Program Surveys
- Updated the Spanish and English printing pamphlets.
- Edited Tutor.com trifold for adult learners.

Adult Services Promotional Signage

- **11 x 17 signs**
 - Promotion for “YouTube Recordings.”
 - Promotion for “Winter Reading Challenge” program.
 - (Stanchion Sign) - Promotion for “High School Volunteers” program.
 - Promotion for “Creativebug” program.
- **17 x 11 signs**
 - Promotion for the service, “Career Online High School.”
 - Promotion for the service, “Book Match.”

Statistics:

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page.

Engagement: the number of times each post was clicked on, liked, and/or commented on

Facebook

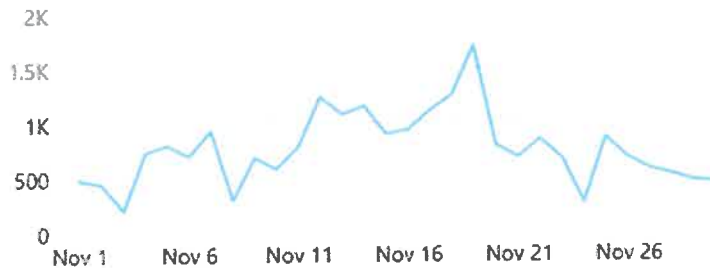
Followers: 3,306

11 new followers

November Post Reach: 11.9K

Reach ●

11.9K ↑ 50.1%



Top Three Reach Posts from November

<p>Carol Stream Public Library November 9 · 📍</p> <p>This year the Carol Stream Public Library is partnering with the The Village of Carol Stream and the Carol Stream Park District to throw a Tree Lighting Extravaganza! Where we will enjoy carols around the tree, meet Santa, a petting zoo with our animal friends, watch a cheerful dance routine, dive into festive cookie-decorating & indulge in delicious s'more treats! We hope to see you there for all of the fun activities.</p> 	<p>I can't say cheese any louder. CHEESE!! Celebrating his first 100 books before kindergarten! Congratulations!</p> <p>@1kbooksbeforekindergarten #registeryourchildtoday #linkincomments</p> 	<p>know all of the patrons and helping children and families to find exactly what they need. Lauren's favorite bo... See more</p> 
<p>People Reached: 3.8 K Engagements: 83</p>	<p>People Reached: 1.8 K Engagements: 57</p>	<p>People Reached: 1.6 K Engagements: 72</p>

Top Three Engagement Posts from November

<p>Carol Stream Public Library November 9 · 🌐</p> <p>This year the Carol Stream Public Library is partnering with the The Village of Carol Stream and the Carol Stream Park District to throw a Tree Lighting Extravaganza! Where we will enjoy carols around the tree, meet Santa, a petting zoo with our animal friends, watch a cheerful dance routine, dive into festive cookie-decorating & indulge in delicious s'more treats! We hope to see you there for all of the fun activities.</p> 	<p>know all of the patrons and helping children and families to find exactly what they need. Lauren's favorite bo... See more</p> 	<p>I can't say cheese any louder. CHEESE!! Celebrating his first 100 books before kindergarten! Congratulations!</p> <p>#1kbooksbeforekindergarten #registeryourchildtoday #linkncomments</p> 
<p>People Reached: 3.8 K Engagements: 83</p>	<p>People Reached: 1.6 K Engagements: 72</p>	<p>People Reached: 1.8 K Engagements: 57</p>

Instagram: November

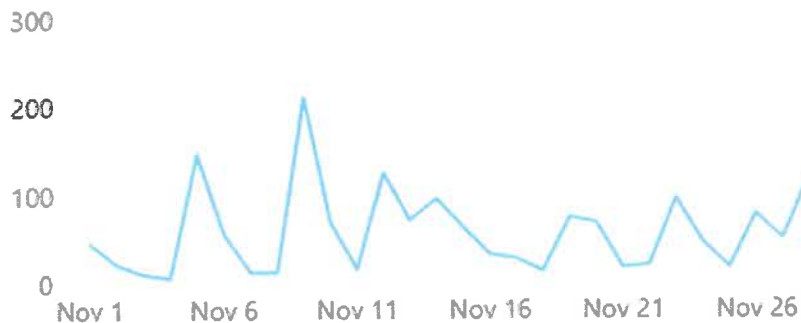
Followers: 1,443

8 new followers




November Post Reach: 576

Reach ●




576 ↑ 22.6%



Top Three Reach Posts from November

 <p>carolstreampl Starting November 15th, Join our Winter Reading Challenge! Log just one book to earn a... more</p>	 <p>carolstreampl Our Library Elves had a blast decorating the Library's tree at the Brookfield Zoo this past... more</p>	 <p>carolstreampl Don't miss our Black Friday sale tomorrow where everything is 100% off for an unlimited ti... more</p>
<p>People Reached: 310 Engagements: 25</p>	<p>People Reached: 235 Engagements: 33</p>	<p>People Reached: 234 Engagements: 18</p>

Top Three Engagement Posts from November

 <p>carolstreampl This month grab one of our Thanksgiving Binge Boxes, filled with a variety of books, a C... more</p>	 <p>carolstreampl Our Library Elves had a blast decorating the Library's tree at the Brookfield Zoo this past... more</p>	 <p>carolstreampl The Library will close early at 5 p.m. on Wednesday, November 27 and be closed all day... more</p>
<p>People Reached: 200 Engagements: 38</p>	<p>People Reached: 235 Engagements: 33</p>	<p>People Reached: 164 Engagements: 29</p>

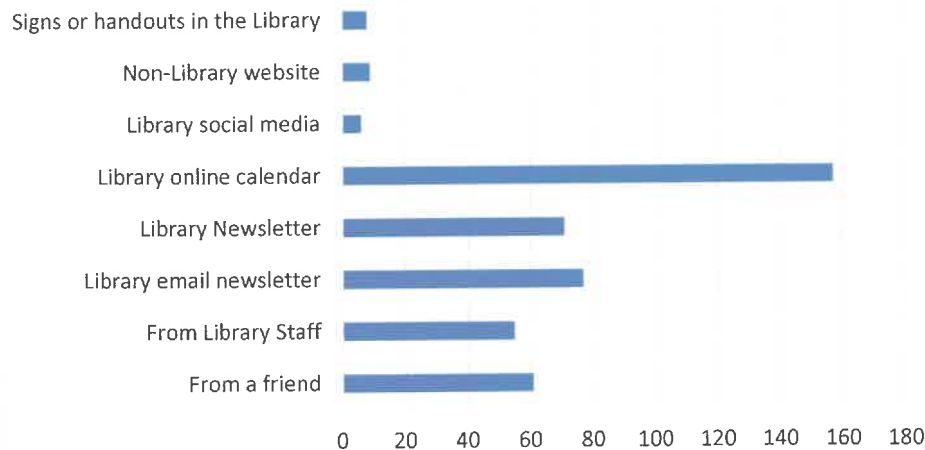
Promotional Emails November:

November 7	Leaf Through November: Exciting Programs!	Open Rate: 35.1%	Click Rate: 2.3%
November 14	Holiday Magic Awaits: Library Programs and Tree Lighting!	Open Rate: 36%	Click Rate: 2.1%
November 21	Searching for a Fun Activity?	Open Rate: 40%	Click Rate: 2.5%
November 28	Happy Thanksgiving	Open Rate: 39.5%	Click Rate: 1.0%

Marketing Report: Mikayla Frigo

December 2024

Count of Authored on by Referral Source



Promotions resulted in 444 event registrations.

- The Winter Newsletter was distributed to the Carol Stream Community and Library.
- Attended a Friends of the Library Webinar on 12/3.
- Coordinated volunteers & petting zoo, prepped Marketing materials and attended the Carol Stream Tree Lighting Extravaganza on 12/6.
- Pooled and shared all Spring Events for Director Susan Westgate to review.
- Adjusted and updated the Marketing Request form and process.
- Updated graphics for TV displays to promote the Library's resources & upcoming events for the Winter quarter.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced four weekly eNewsletter blasts.
- Produced four weekly Examiner columns.

Meetings

- Carol Stream Tree Lighting Extravaganza meeting on 12/3 and wrap-up meeting on 12/18.
- Social Media Team Meeting on 12/11.

Marketing Request Forms/ Marketing Materials Created

- Created January Adult monthly program calendar.
- Created January MS monthly program calendar.
- Edited February Youth Services Program pamphlet.
- Edited January Youth Services Outreach pamphlet.
- Edited 11 x 8.5 Main Lobby Display for January (Wickedly Good).
- Edited 11 x 17 AS table display for January (Positive Mindset).

- For December, created 31 - 8.5 x 11 Adult Program Signs, 5 - Teen Program Signs & 19 - Kids Program Signs.
- Created 8.5 x 11 sign for the discontinuation of the Examiner.
- Created 5 x 5 YS Display instructional sheet.
- Created an 8.5 X 11 Book Giveaway prize cart sign for the Winter Reading Challenge.
- Edited 8.5 x 11 Udemmy Flyer.
- Created 7.5 x 1.5 laminated instructional sign for the printers.
- Created 4 x 4 No Pennies laminated sign for the printers.
- Created 3 x 2 No Pennies laminated sign for the printers.
- Created 7.5 x 1.5 laminated sign to identify the copier.
- Created 7.5 x 1.5 laminated sign to identify the printer.

Statistics:

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page.

Engagement: the number of times each post was clicked on, liked, and/or commented on

Facebook

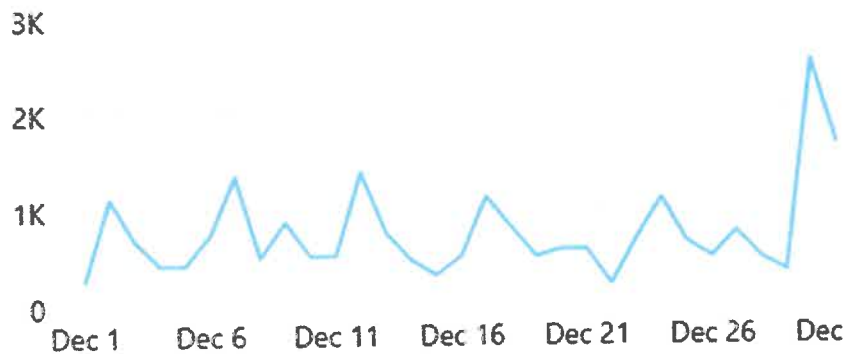
Followers: 3,321

15 new followers




December Post Reach: 11.8K

Reach ●




11.8K ↓ 2.2%



Top Three Reach Posts from December

		
<p>People Reached: 4.5 K Engagements: 97</p>	<p>People Reached: 1.7 K Engagements: 64</p>	<p>People Reached: 1.6 K Engagements: 39</p>

Top Three Engagement Posts from December

		
<p>People Reached: 4.5 K Engagements: 97</p>	<p>People Reached: 1.5 K Engagements: 67</p>	<p>People Reached: 1.7 K Engagements: 64</p>

Instagram: December

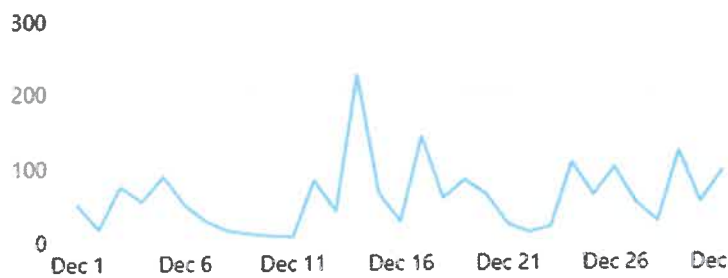
Followers: 1,453

10 new followers

December Post Reach: 550

Reach ●




550 ↓ 7.6%



Top Three Reach Posts from December

<p>Instagram carolstreampl</p> <p>CAROL STREAM PUBLIC LIBRARY December 1st - 3rd & 15th - 17th 2024 - 2025</p>	<p>Instagram carolstreampl</p> <p>carolstreampl Drop by after school on the first and third Thursdays of the month for After School Art! It's... more</p>	<p>Instagram carolstreampl</p> <p>carolstreampl Three Kings Day 2025 is fast approaching! People are still talking about last year's fun. ... more</p>
<p>People Reached: 284 Engagements: 25</p>	<p>People Reached: 244 Engagements: 26</p>	<p>People Reached: 202 Engagements: 16</p>

Top Three Engagement Posts from December

 <p>carolstreamp1 Drop by after school on the first and third Thursdays of the month for After School Art! It's... more</p>	 <p>CAROL STREAM PUBLIC LIBRARY Bridges, Paths & Places 2019-2021</p>	 <p>carolstreamp1 Throwback to the time Mrs. Claus lead</p>
<p>People Reached: 244 Engagements: 26</p>	<p>People Reached: 284 Engagements: 25</p>	<p>People Reached: 173 Engagements: 24</p>

Promotional Emails December:

December 5	Upcoming Winter Fun!	Open Rate: 39.9%	Click Rate: 2.2%
December 12	Library Fun at Home!	Open Rate: 34.6%	Click Rate: 1.9%
December 19	Coming Soon...	Open Rate: 43.6%	Click Rate: 2.3%
December 26	Tis the Season for Giving	Open Rate: 40.6%	Click Rate: 2.2%



Monthly Report of IT Service

Report Range 11/1/2024 11/30/2024

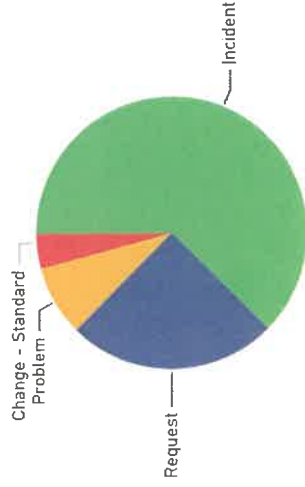
Support Tickets

24

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	1	Computer Hardware	13
Incident	15	Computer Software	4
Problem	2	Email Management	2
Request	6	Network Infrastructure	3
Total	24	Telephone	2
		Total	24



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.



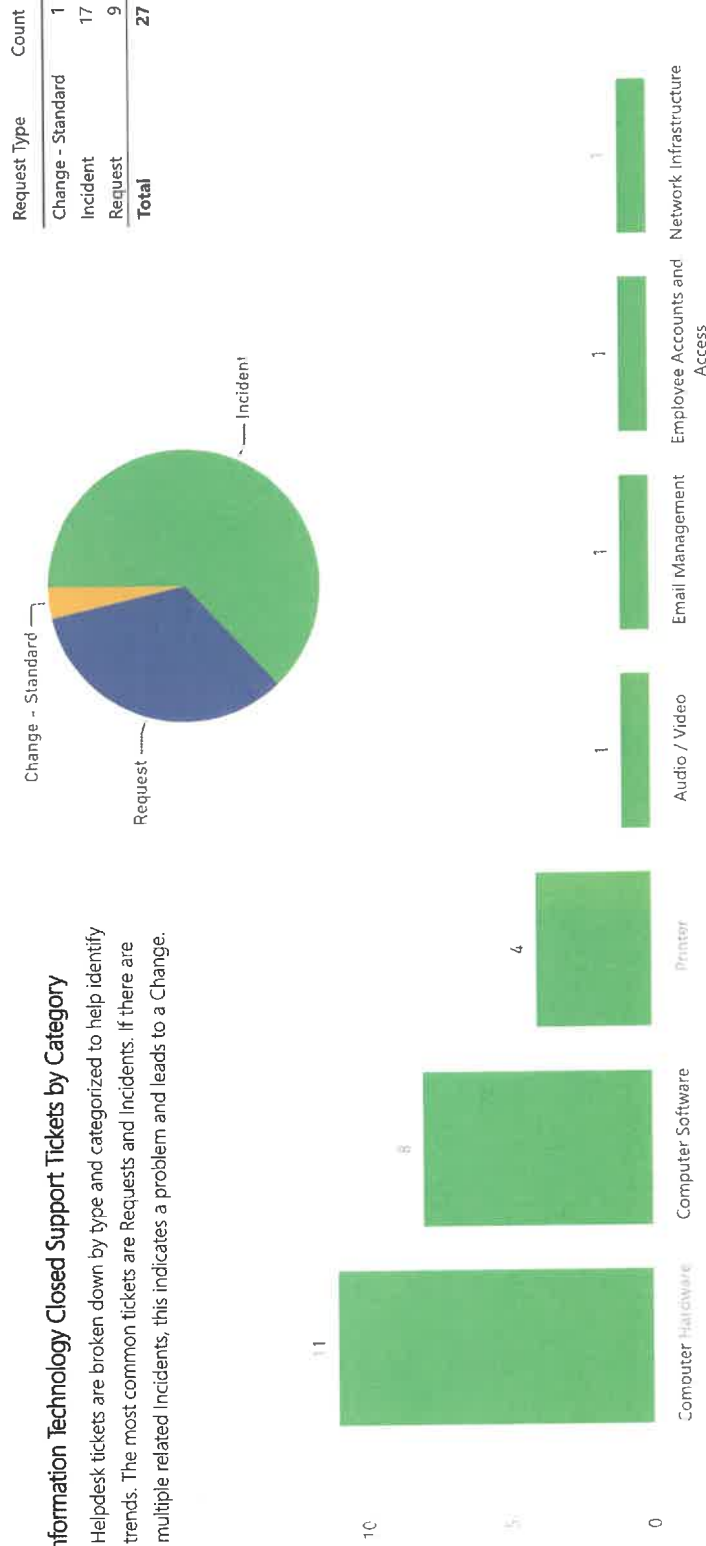
Monthly Report of IT Service

Report Range 12/1/2024 12/31/2024

Support Tickets 27

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