

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: September 20, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

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

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

1. WELCOME AND CALL TO ORDER – Board President

2. PLEDGE TO THE FLAG

3. ROLL CALL

4. PUBLIC PARTICIPATION

5. ADOPTION OF THE CONSENT AGENDA*

6. APPROVAL OF MINUTES

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

7. MONTHLY REPORTS OF THE TREASURER

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

8. NEW BUSINESS

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

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

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

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

8.5 Review of FY23 Statement of Cash Receipts and Disbursements

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

8.7 Recommendation, Re: Approval of Staff Compensation as Discussed in Executive Session of the HR Committee Meeting of September 20, 2023

9. DISBURSEMENTS

9.1 Approval of Disbursements of July 1-31, 2023, August 1-31, 2023 plus the Addendum for the Meeting of September 20, 2023

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #300

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: July 19, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

Vice President Larimer called the meeting to order at 7:00 p.m.

2. Vice President Larimer led those in attendance in the Pledge of Allegiance to the Flag

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer and Lynch (Trustee Lynch attended remotely for business reasons, left meeting at 7:20 p.m.)

Absent: Trustee Patel

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

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Olson seconded the establishment of a Consent Agenda for the Regular Meeting of July 19, 2023. Motion approved.

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

Nays 0

Absent..... Trustee Patel

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

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

Nays 0

Absent..... Trustee Patel

6.1 Minutes of the Regular Board Meeting of June 21, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2023

6.3 Recommendation, Re: Approval of FY 24 Quarterly Payments to SWAN Library Consortium

6.4 Approval of Disbursements of June 1-30, 2023 plus the Addendum for the Meeting of July 19, 2023

6.5 Monthly Staff Reports

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

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

Nays 0

Absent..... Trustee Patel

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

Recommendation, Re: Approval of FY 24 Quarterly Payments to SWAN Library Consortium

Background Information:

The annual quarterly payments will be in the amount of \$11,653.50 for a total annual fee of \$46,614. This is a slight increase of \$71 over last year's fees. Fees are calculated using a base fee for all SWAN members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY23 each member library received a reduction of their fees of \$5,551 due to the grant from RAILS. For FY24 each member library received a reduction of \$5,246 to their fees due to the RAILS grant, a difference of \$305. This is a decrease of grant funds of 5.5% from the FY23 RAILS grant amount awarded. Board approval is required for payments exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of June 1-30, 2023 plus the Addendum for the Meeting of July 19, 2023 in the amount of \$112,900.66.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of the Change of the Library's Financial Banking Institution

Trustee Olson moved and Trustee Hudspeath seconded that the Carol Stream Public Library Board of Trustees approve the change of the Library's Financial Banking Institution to PNC Bank. Motion approved.

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

Nays 0

Absent..... Trustee Patel

Background information:

The change in the Board Treasurer in May provided a good opportunity for the Library to explore other financial institution options. Assistant Director Laura Hays contacted several of the banks located in Carol Stream to see what services and advantages they may offer. Following her analysis, she and the Director reviewed each institutions' services and offers, including the Library's current bank. Following the review, they recommended to the Board that the Library change financial institutions to PNC Bank. From the four banks reviewed, they had the most advantages to the Library as well as demonstrated a strong commitment to customer service. A comparison chart was provided to the Board to review at the meeting. It was decided that

Trustee Justin Lynch, who is the current Board President, will be responsible for establishing the new banking relationship.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees stated that they had not yet received an email with the Fraud Inquiry letter from the Library's auditor. The Director will follow up with the auditor to ensure they are promptly sent out. The contractor doing the curb work on Hiawatha Drive broke several portions of the Library's irrigation system. The system has been repaired and the contractor will be billed for the repair cost. Director Westgate is participating in a project with the Village called "Aging in a Changing Region." The group is being facilitated by Mr. Brad Winick, a municipal planner with expertise in "Aging in Place." He is working for the Metropolitan Mayor's Caucus. The project goals are: to complete an assessment of the current services provided to senior residents of Carol Stream; to identify service gaps; to identify ways in which the Village of Carol Stream and our community partners can address some of these service gaps; and to identify ways in which the Village of Carol Stream and community partners can build upon our current partnerships in service delivery. There will be surveys for seniors and for stakeholders and two workshops in the Fall --- one in September & one in October. A result of the findings will be a finished plan completed by the end of December. Carol Stream Social Services is leading the project comprised of representatives from the three Townships that cover Carol Stream-Wayne, Milton and Bloomingdale, and Mary Anselmo from Colony Park.

9. EXECUTIVE SESSION

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

Ayes 5 Trustees Hudspeath, Leszczewicz, Olson, Rogers and Larimer

Nays 0

Absent..... Trustee Patel and Lynch

Accordingly, the Meeting was closed to the public at 7:26 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:44 p.m.

Director Westgate called the roll.

Present: Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer

Absent: Trustees Patel and Lynch

9.1 Recommendation, Re: Approval of the Executive Session Minutes of January 18, 2023

Trustee Olson moved and Trustee Leszczewicz seconded that the Carol Stream Library Board of Trustees approve the Executive Session minutes of January 18, 2023 and that they remain closed at this time. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer

Nays 0

Absent..... Trustees Patel and Lynch

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

Trustee Rogers moved and Trustee Leszczewicz seconded that the Carol Stream Library Board of Trustees approve the release of the Executive Session minutes of July 20, 2022 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer

Nays 0

Absent..... Trustees Patel and Lynch

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Hudspeath moved and Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:46 p.m.

September 20, 2023

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,380,985.42	\$ (136,959.62)	\$ 3,244,025.80
Working Cash	52,612.25	186.96	52,799.21
FICA	120,754.96	(8,971.68)	111,783.28
IMRF	133,844.12	(9,120.28)	124,723.84
Liability Insurance	19,935.90	(806.94)	19,128.96
Audit	11,865.67	(3,557.72)	8,307.95
Capital Maintenance & Repair	1,655,140.69	(262.75)	1,654,877.94
Building Renovation Loan	<u>125,245.24</u>	<u>2,899.08</u>	<u>128,144.32</u>
TOTAL ALL FUNDS	<u>\$ 5,500,384.25</u>	<u>\$ (156,592.95)</u>	<u>\$ 5,343,791.30</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 7/31/23

Tim Rogers, Board Treasurer 7/31/23

Susan Westgate, Library Director 7/31/23

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 616,479.25
OLD SECOND BANK	PAYROLL	97,387.91
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,475,289.87
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,152,587.75
PROPAY	ELECTRONIC	1,297.29
ASPEN/PAYPAL	ELECTRONIC	49.23
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 5,343,791.30</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JULY 31, 2023

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	
Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C

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	
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 July 31, 2023 and June 30, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date July 31, 2023, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

August 7, 2023

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 JUL 31, 2023	AS OF JUN 30, 2023 (PP)	
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1006 Old Second General Checking	616,479.25	639,277.99	-22,798.74
10-1008 Old Second Payroll Account	97,387.91	89,821.38	7,566.53
10-1014 Illinois Funds-Prime	3,152,587.75	3,138,433.31	14,154.44
10-1024 Old Second Money Market Acct	1,475,289.87	1,634,415.83	-159,125.96
10-1025 ProPay	1,297.29	626.51	670.78
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	49.23	147.01	-97.78
10-1090 Allocated Cash-General Fund	-2,099,765.50	-2,119,398.53	19,633.03
Total 10-1000 Library Fund Cash	3,244,025.80	3,384,023.50	-139,997.70
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	52,799.21	52,612.25	186.96
30-1190 Allocated Cash-FICA Fund	111,783.28	120,754.96	-8,971.68
40-1090 Allocated Cash-IMRF Fund	124,723.84	133,843.82	-9,119.98
50-1090 Allocated Cash-Liability Fund	19,128.96	19,935.90	-806.94
60-1090 Allocated Cash-Audit Fund	8,307.95	11,865.67	-3,557.72
70-1090 Allocated Cash-Capital R&M Fund	1,654,877.94	1,655,140.69	-262.75
80-1090 Allocated Cash-Debt Service	128,144.32	125,245.24	2,899.08
Total 1190 Allocated Cash-Fund Balances	2,099,765.50	2,119,398.53	-19,633.03
Total Bank Accounts	\$5,343,791.30	\$5,503,422.03	\$ -159,630.73
Total Current Assets	\$5,343,791.30	\$5,503,422.03	\$ -159,630.73
TOTAL ASSETS	\$5,343,791.30	\$5,503,422.03	\$ -159,630.73
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2051 American Express Amazon Prime	0.00	3,037.78	-3,037.78
Total Credit Cards	\$0.00	\$3,037.78	\$ -3,037.78
Total Current Liabilities	\$0.00	\$3,037.78	\$ -3,037.78
Total Liabilities	\$0.00	\$3,037.78	\$ -3,037.78

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 JUL 31, 2023	AS OF JUN 30, 2023 (PP)	
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,093,665.11	2,093,665.11	0.00
20-2900 Fund Balance-Working Cash	52,261.64	52,261.64	0.00
30-2900 Fund Balance-FICA Fund	82,516.19	82,516.19	0.00
40-2900 Fund Balance-IMRF Fund	57,113.71	57,113.71	0.00
50-2900 Fund Balance-Liability	7,028.55	7,028.55	0.00
60-2900 Fund Balance-Audit	6,527.07	6,527.07	0.00
70-2900 Fund Balance-Capital R&M	1,647,908.06	1,647,908.06	0.00
80-2900 Fund Balance-Debt Service	2,775.00	2,775.00	0.00
Total 2900 Beginning Fund Balances	3,949,795.33	3,949,795.33	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,393,995.97	1,550,588.92	-156,592.95
Total Equity	\$5,343,791.30	\$5,500,384.25	\$ -156,592.95
TOTAL LIABILITIES AND EQUITY	\$5,343,791.30	\$5,503,422.03	\$ -159,630.73

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

	Jul 2023	May 23-Jul 23	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	47,098.67	2,043,049.56	3,804,461.00	53.70%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
Total 3000 Property Taxes	47,098.67	2,043,291.34	3,805,461.00	53.69%
3100 PPR Taxes		37,531.93	86,500.00	43.39%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	14,401.97	41,410.43	35,100.00	117.98%
Total 3200 Interest Income	14,401.97	41,410.43	35,600.00	116.32%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	617.80	1,460.82	6,000.00	24.35%
3302 Public Copy Payments	863.90	2,605.52	7,000.00	37.22%
3303 Non-Resident Card Fees	944.60	1,919.48	2,500.00	76.78%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	2,426.30	5,985.82	16,000.00	37.41%
3400 Donations	1,250.00	1,497.46	5,000.00	29.95%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements	10.19	10.19	500.00	2.04%
3700 Grants		0.00	0.00	
3701 Per Capita Grants	58,784.65	58,784.65	58,800.00	99.97%
3702 Other Grants/Awards		48,648.42	1,000.00	4864.84%
Total 3700 Grants	58,784.65	107,433.07	59,800.00	179.65%
3800 Other Income	91.21	333.74	3,000.00	11.12%
Total Income	124,062.99	2,237,493.98	4,012,361.00	55.77%
Gross Profit	124,062.99	2,237,493.98	4,012,361.00	55.77%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	47,724.94	142,886.37	630,000.00	22.68%
5102 Non-Exempt Staff Salaries	90,613.34	283,643.68	1,385,000.00	20.48%
5103 Custodial Salaries	6,786.97	19,757.96	92,000.00	21.48%
5105 Professional Education	116.10	1,075.69	15,000.00	7.17%
5106 Membership		487.50	6,000.00	8.13%
5107 Life Insurance	76.37	235.41	1,500.00	15.69%
5108 Health Insurance	12,186.55	43,078.84	250,000.00	17.23%
5109 Benefits, other	115.88	311.70	2,750.00	11.33%
5110 Trustee Development	26.50	47.51	3,500.00	1.36%
Total 5100 Salaries	157,646.65	491,524.66	2,385,750.00	20.60%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,459.79	5,633.53	13,500.00	41.73%
5202 Maintenance/Repair	603.00	603.00	10,000.00	6.03%
5203 Maintenance Contracts	4,211.00	12,798.00	54,250.00	23.59%

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

	Jul 2023	May 23-Jul 23	Annual Budget	% of Budget
5204 Landscape Maintenance/Snow Remo	982.56	3,259.44	16,000.00	20.37%
5205 Furniture/Equipment		770.03	4,300.00	17.91%
5206 Electric-Comm Edison		3,549.37	52,000.00	6.83%
5207 Water/Sewer	519.14	848.43	6,000.00	14.14%
5208 Insurance (Property)		0.00	11,000.00	0.00%
Total 5200 Plant Maint.	7,775.49	27,461.80	167,050.00	16.44%
5300 Business Exp.		0.00	0.00	
5301 Postage		0.00	2,000.00	0.00%
5302 Office & Equipment Supplies	191.86	1,347.87	7,500.00	17.97%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,197.69	5,068.14	17,000.00	29.81%
5305 Mileage Reimbursement	9.83	160.35	1,000.00	16.04%
5306 Legal Notices		0.00	600.00	0.00%
5308 Business Phone	418.51	1,255.83	5,500.00	22.83%
5309 Accounting Service	1,200.00	3,500.00	14,500.00	24.14%
5310 Material Recovery Fees	118.20	344.75	1,200.00	28.73%
5311 Payroll Service	196.87	1,097.75	8,000.00	13.72%
5312 Attorney Fees	337.50	337.50	5,000.00	6.75%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	60.08	1,198.13	6,000.00	19.97%
5317 Bank & Credit Card Fees	6.28	56.07	100.00	56.07%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense		494.80	5,000.00	9.90%
5321 Human Resources	1,243.07	4,500.20	14,000.00	32.14%
Total 5300 Business Exp.	4,979.89	23,224.19	113,900.00	20.39%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware		1,348.70	7,000.00	19.27%
5402 ISP and Web page hosting	3,565.00	4,689.99	14,500.00	32.34%
5403 Computer Software	62.99	6,659.39	12,500.00	53.28%
5404 Tech Support & Repair	1,003.80	12,125.50	25,000.00	48.50%
5405 Technical Services Supplies	17.90	54.15	4,000.00	1.35%
5406 Circulation Supplies		133.49	4,000.00	3.34%
5408 Tech Serv Online Resources		0.00	14,500.00	0.00%
5409 RBP/ILL Expenses	24.99	112.99	500.00	22.60%
5410 SWAN Consortium	11,653.50	11,653.50	47,000.00	24.79%
5411 Village IT Services	8,584.94	34,339.76	103,000.00	33.34%
Total 5400 Automat. & Dept. Oper.	24,913.12	71,117.47	232,000.00	30.65%
5500 Services		0.00	0.00	
5501 Youth Services Programs	4,095.25	14,823.17	33,500.00	44.25%
5503 Adult/Teen Programs	1,183.47	8,321.75	26,500.00	31.40%
5505 Library Newsletter		7,992.08	40,000.00	19.98%
5509 Library Publicity and Promotion	1,593.09	10,089.97	22,000.00	45.86%

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

	Jul 2023	May 23-Jul 23	Annual Budget	% of Budget
Total 5500 Services	6,871.81	41,226.97	122,000.00	33.79%
5600 Collection		0.00	0.00	
5601 Youth Services Books	4,099.96	6,155.13	55,000.00	11.19%
5606 Youth Services Media	490.41	1,250.55	18,300.00	6.83%
5630 Adult Books	8,715.96	11,157.52	72,000.00	15.50%
5634 Online Resources		0.00	20,000.00	0.00%
5635 Magazines & Newspapers		6,925.01	13,000.00	53.27%
5637 Adult Media	2,191.78	6,051.99	35,000.00	17.29%
5651 Digital Media	7,173.01	29,914.16	120,000.00	24.93%
5652 Grant/Award Expense	22,016.23	29,781.65	58,800.00	50.65%
Total 5600 Collection	44,687.35	91,236.01	392,100.00	23.27%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	10,819.58	38,943.35	160,000.00	24.34%
6620 Illinois Municipal Retirement F	11,944.80	43,168.54	205,000.00	21.06%
Total 6600 Payroll Expenses	22,764.38	82,111.89	365,000.00	22.50%
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	0.00	100.00	0.00%
7101 Liability Insurance		0.00	22,250.00	0.00%
7102 Risk Management expense	697.80	1,452.80	4,750.00	30.59%
7103 Unemployment Compensation Insur	455.53	455.53	3,000.00	15.18%
7201 Audit Expense	3,706.00	3,706.00	13,000.00	28.51%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		3,822.77	10,000.00	38.23%
7402 Parking Lot Repair		0.00	15,000.00	0.00%
7403 Building Repair		0.00	50,000.00	0.00%
7404 Landscape	6,157.92	6,157.92	50,000.00	12.32%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures		0.00	50,000.00	0.00%
Total 7400 Capital Expenditures	6,157.92	9,980.69	176,000.00	5.67%
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		0.00	250,000.00	0.00%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	10,000.00	0.00%
7507 Automation Equipment		0.00	30,000.00	0.00%
7509 Security Upgrades		0.00	8,000.00	0.00%
Total 7500 Special Capital Projects	0.00	0.00	313,000.00	0.00%
8000 Debt Repayment Expense		0.00	234,461.00	0.00%
Total Expenses	280,655.94	843,498.01	4,544,361.00	18.56%
Net Operating Income	-156,592.95	1,393,995.97	-532,000.00	-262.03%
Net Income	-156,592.95	1,393,995.97	-532,000.00	-262.03%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund		40-IMRF Fund		50-Liability Fund	
	May - Jul, 2023 (YTD)	Jul 2023	May - Jul, 2023 (YTD)	Jul 2023	May - Jul, 2023 (YTD)	Jul 2023	May - Jul, 2023 (YTD)	Jul 2023	May - Jul, 2023 (YTD)	Jul 2023
Income										
3000 Property Taxes	39,676.33	1,721,288.51			1,552.71	67,361.67	2,534.30	109,944.20	321.25	13,936.45
3100 PPR Taxes		37,531.93								
3200 Interest Income	7,676.01	22,071.07	186.96	537.57	295.19	848.77	290.22	834.47	25.14	72.29
3300 Patron Payments	2,426.30	5,985.82								
3400 Donations	1,250.00	1,497.46								
3600 RBP/ILL Reimbursements	10.19	10.19								
3700 Grants	58,784.65	107,433.07								
3800 Other Income	91.21	333.74								
Total Income	109,914.69	1,896,151.79	186.96	537.57	1,847.90	68,210.44	2,824.52	110,778.67	346.39	14,008.74
Gross Profit	109,914.69	1,896,151.79	186.96	537.57	1,847.90	68,210.44	2,824.52	110,778.67	346.39	14,008.74
Expenses										
5100 Salaries	157,646.65	491,524.66								
5200 Plant Maint.	7,775.49	27,461.80								
5300 Business Exp.	4,979.89	23,224.19								
5400 Automat. & Dept. Oper.	24,913.12	71,117.47								
5500 Services	6,871.81	41,226.97								
5600 Collection	44,687.35	91,236.01								
6600 Payroll Expenses					10,819.58	38,943.35	11,944.80	43,168.54	697.80	1,452.80
7102 Risk Management expense									455.53	455.53
7103 Unemployment Compensation Insur										
7201 Audit Expense										
7400 Capital Expenditures										
Total Expenses	246,874.31	745,791.10	0.00	0.00	10,819.58	38,943.35	11,944.80	43,168.54	1,153.33	1,908.33
Net Operating Income	-136,959.62	1,150,360.69	186.96	537.57	-8,971.68	29,267.09	-9,120.28	67,610.13	-806.94	12,100.41
Net Income	-136,959.62	1,150,360.69	186.96	537.57	-8,971.68	29,267.09	-9,120.28	67,610.13	-806.94	12,100.41

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

	60-Audit Fund		70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	May - Jul, 2023		May - Jul, 2023		May - Jul, 2023		May - Jul, 2023	
	Jul 2023	(YTD)	Jul 2023	(YTD)	Jul 2023	(YTD)	Jul 2023	(YTD)
Income								
3000 Property Taxes	124.93	5,419.74			2,889.15	125,340.77	47,098.67	2,043,291.34
3100 PPR Taxes							0.00	37,531.93
3200 Interest Income	23.35	67.14	5,895.17	16,950.57	9.93	28.55	14,401.97	41,410.43
3300 Patron Payments							2,426.30	5,985.82
3400 Donations							1,250.00	1,497.46
3600 RBP/ILL Reimbursements							10.19	10.19
3700 Grants							58,784.65	107,433.07
3800 Other Income							91.21	333.74
Total Income	148.28	5,486.88	5,895.17	16,950.57	2,899.08	125,369.32	124,062.99	2,237,493.98
Gross Profit	148.28	5,486.88	5,895.17	16,950.57	2,899.08	125,369.32	124,062.99	2,237,493.98
Expenses								
5100 Salaries							157,646.65	491,524.66
5200 Plant Maint.							7,775.49	27,461.80
5300 Business Exp.							4,979.89	23,224.19
5400 Automat. & Dept. Oper.							24,913.12	71,117.47
5500 Services							6,871.81	41,226.97
5600 Collection							44,687.35	91,236.01
6600 Payroll Expenses							22,764.38	82,111.89
7102 Risk Management expense							697.80	1,452.80
7103 Unemployment Compensation Insur							455.53	455.53
7201 Audit Expense	3,706.00	3,706.00					3,706.00	3,706.00
7400 Capital Expenditures			6,157.92	9,980.69			6,157.92	9,980.69
Total Expenses	3,706.00	3,706.00	6,157.92	9,980.69	0.00	0.00	280,655.94	843,498.01
Net Operating Income	-3,557.72	1,780.88	-262.75	6,969.88	2,899.08	125,369.32	-156,592.95	1,393,995.97
Net Income	-3,557.72	1,780.88	-262.75	6,969.88	2,899.08	125,369.32	-156,592.95	1,393,995.97

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,244,025.80	\$ (10,787.21)	\$ 3,233,238.59
Working Cash	52,799.21	192.66	52,991.87
FICA	111,783.28	(2,473.61)	109,309.67
IMRF	124,723.84	1,842.57	126,566.41
Liability Insurance	19,128.96	1,748.21	20,877.17
Audit	8,307.95	693.82	9,001.77
Capital Maintenance & Repair	1,654,877.94	4,027.20	1,658,905.14
Building Renovation Loan	<u>128,144.32</u>	<u>15,499.73</u>	<u>143,644.05</u>
TOTAL ALL FUNDS	<u><u>\$ 5,343,791.30</u></u>	<u><u>\$ 10,743.37</u></u>	<u><u>\$ 5,354,534.67</u></u>

See attached for a schedule of cash and investments.

8/31/23

Justin Lynch, Board President

8/31/23

Tim Rogers, Board Treasurer

8/31/23

Susan Westgate, Library Director

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 769,108.68
OLD SECOND BANK	PAYROLL	100,366.48
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,316,822.96
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,167,193.25
PROPAY	ELECTRONIC	234.15
ASPEN/PAYPAL	ELECTRONIC	109.15
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 5,354,534.67</u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
AUGUST 31, 2023

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	
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 August 31, 2023 and July 31, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date August 31, 2023, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

September 7, 2023

Carol Stream Public Library

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

	TOTAL		
	AS OF AUG 31, 2023	AS OF JUL 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1006 Old Second General Checking	769,108.68	616,479.25	152,629.43
10-1008 Old Second Payroll Account	100,366.48	97,387.91	2,978.57
10-1014 Illinois Funds-Prime	3,167,193.25	3,152,587.75	14,605.50
10-1024 Old Second Money Market Acct	1,316,822.96	1,475,289.87	-158,466.91
10-1025 ProPay	234.15	1,297.29	-1,063.14
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	109.15	49.23	59.92
10-1090 Allocated Cash-General Fund	-2,121,296.08	-2,099,765.50	-21,530.58
Total 10-1000 Library Fund Cash	3,233,238.59	3,244,025.80	-10,787.21
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	52,991.87	52,799.21	192.66
30-1190 Allocated Cash-FICA Fund	109,309.67	111,783.28	-2,473.61
40-1090 Allocated Cash-IMRF Fund	126,566.41	124,723.84	1,842.57
50-1090 Allocated Cash-Liability Fund	20,877.17	19,128.96	1,748.21
60-1090 Allocated Cash-Audit Fund	9,001.77	8,307.95	693.82
70-1090 Allocated Cash-Capital R&M Fund	1,658,905.14	1,654,877.94	4,027.20
80-1090 Allocated Cash-Debt Service	143,644.05	128,144.32	15,499.73
Total 1190 Allocated Cash-Fund Balances	2,121,296.08	2,099,765.50	21,530.58
Total Bank Accounts	\$5,354,534.67	\$5,343,791.30	\$10,743.37
Total Current Assets	\$5,354,534.67	\$5,343,791.30	\$10,743.37
TOTAL ASSETS	\$5,354,534.67	\$5,343,791.30	\$10,743.37
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,093,665.11	2,093,665.11	0.00
20-2900 Fund Balance-Working Cash	52,261.64	52,261.64	0.00
30-2900 Fund Balance-FICA Fund	82,516.19	82,516.19	0.00
40-2900 Fund Balance-IMRF Fund	57,113.71	57,113.71	0.00
50-2900 Fund Balance-Liability	7,028.55	7,028.55	0.00
60-2900 Fund Balance-Audit	6,527.07	6,527.07	0.00
70-2900 Fund Balance-Capital R&M	1,647,908.06	1,647,908.06	0.00
80-2900 Fund Balance-Debt Service	2,775.00	2,775.00	0.00
Total 2900 Beginning Fund Balances	3,949,795.33	3,949,795.33	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00

Carol Stream Public Library

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

	TOTAL		
	AS OF AUG 31, 2023	AS OF JUL 31, 2023 (PP)	CHANGE
Net Income	1,404,739.34	1,393,995.97	10,743.37
Total Equity	\$5,354,534.67	\$5,343,791.30	\$10,743.37
TOTAL LIABILITIES AND EQUITY	\$5,354,534.67	\$5,343,791.30	\$10,743.37

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

	Aug 2023	May 23-Aug 23	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	252,508.66	2,295,558.22	3,804,461.00	60.34%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
Total 3000 Property Taxes	252,508.66	2,295,800.00	3,805,461.00	60.33%
3100 PPR Taxes	18,772.61	56,304.54	86,500.00	65.09%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	14,841.40	56,251.83	35,100.00	160.26%
Total 3200 Interest Income	14,841.40	56,251.83	35,600.00	158.01%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	384.00	1,844.82	6,000.00	30.75%
3302 Public Copy Payments	1,123.99	3,729.51	7,000.00	53.28%
3303 Non-Resident Card Fees		1,919.48	2,500.00	76.78%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	1,507.99	7,493.81	16,000.00	46.84%
3400 Donations		1,497.46	5,000.00	29.95%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements	0.00	10.19	500.00	2.04%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		58,784.65	58,800.00	99.97%
3702 Other Grants/Awards		48,648.42	1,000.00	4864.84%
Total 3700 Grants	0.00	107,433.07	59,800.00	179.65%
3800 Other Income	121.11	454.85	3,000.00	15.16%
Total Income	287,751.77	2,525,245.75	4,012,361.00	62.94%
Gross Profit	287,751.77	2,525,245.75	4,012,361.00	62.94%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	47,724.94	190,611.31	630,000.00	30.26%
5102 Non-Exempt Staff Salaries	95,185.68	378,829.36	1,385,000.00	27.35%
5103 Custodial Salaries	6,437.62	26,195.58	92,000.00	28.47%
5105 Professional Education	1,073.10	2,148.79	15,000.00	14.33%
5106 Membership	422.00	909.50	6,000.00	15.16%
5107 Life Insurance	82.67	318.08	1,500.00	21.21%
5108 Health Insurance	17,254.58	60,333.42	250,000.00	24.13%
5109 Benefits, other	115.88	427.58	2,750.00	15.55%
5110 Trustee Development		47.51	3,500.00	1.36%
Total 5100 Salaries	168,296.47	659,821.13	2,385,750.00	27.66%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	2,974.17	8,607.70	13,500.00	63.76%
5202 Maintenance/Repair		603.00	10,000.00	6.03%
5203 Maintenance Contracts	4,211.00	17,009.00	54,250.00	31.35%

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

	Aug 2023	May 23-Aug 23	Annual Budget	% of Budget
5204 Landscape Maintenance/Snow Remo	742.56	4,002.00	16,000.00	25.01%
5205 Furniture/Equipment	93.65	863.68	4,300.00	20.09%
5206 Electric-Comm Edison		3,549.37	52,000.00	6.83%
5207 Water/Sewer	1,017.48	1,865.91	6,000.00	31.10%
5208 Insurance (Property)		0.00	11,000.00	0.00%
Total 5200 Plant Maint.	9,038.86	36,500.66	167,050.00	21.85%
5300 Business Exp.		0.00	0.00	
5301 Postage		0.00	2,000.00	0.00%
5302 Office & Equipment Supplies	1,029.50	2,377.37	7,500.00	31.70%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,197.69	6,265.83	17,000.00	36.86%
5305 Mileage Reimbursement	239.18	399.53	1,000.00	39.95%
5306 Legal Notices		0.00	600.00	0.00%
5308 Business Phone	424.02	1,679.85	5,500.00	30.54%
5309 Accounting Service	1,200.00	4,700.00	14,500.00	32.41%
5310 Material Recovery Fees	177.30	522.05	1,200.00	43.50%
5311 Payroll Service	1,071.28	2,169.03	8,000.00	27.11%
5312 Attorney Fees		337.50	5,000.00	6.75%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	210.43	1,408.56	6,000.00	23.48%
5317 Bank & Credit Card Fees	2.73	58.80	100.00	58.80%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense	500.00	994.80	5,000.00	19.90%
5321 Human Resources	992.18	5,492.38	14,000.00	39.23%
Total 5300 Business Exp.	7,044.31	30,268.50	113,900.00	26.57%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	612.74	1,961.44	7,000.00	28.02%
5402 ISP and Web page hosting	925.00	5,614.99	14,500.00	38.72%
5403 Computer Software	1,274.76	7,934.15	12,500.00	63.47%
5404 Tech Support & Repair	220.00	12,345.50	25,000.00	49.38%
5405 Technical Services Supplies		54.15	4,000.00	1.35%
5406 Circulation Supplies		133.49	4,000.00	3.34%
5408 Tech Serv Online Resources		0.00	14,500.00	0.00%
5409 RBP/ILL Expenses	883.36	996.35	500.00	199.27%
5410 SWAN Consortium		11,653.50	47,000.00	24.79%
5411 Village IT Services	8,584.94	42,924.70	103,000.00	41.67%
Total 5400 Automat. & Dept. Oper.	12,500.80	83,618.27	232,000.00	36.04%
5500 Services		0.00	0.00	
5501 Youth Services Programs	5,033.86	19,857.03	33,500.00	59.27%
5503 Adult/Teen Programs	4,093.70	12,415.45	26,500.00	46.85%
5505 Library Newsletter	7,776.47	15,768.55	40,000.00	39.42%
5509 Library Publicity and Promotion	1,354.97	11,444.94	22,000.00	52.02%

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

	Aug 2023	May 23-Aug 23	Annual Budget	% of Budget
Total 5500 Services	18,259.00	59,485.97	122,000.00	48.76%
5600 Collection		0.00	0.00	
5601 Youth Services Books	3,588.09	9,743.22	55,000.00	17.71%
5606 Youth Services Media	450.70	1,701.25	18,300.00	9.30%
5630 Adult Books	5,425.64	16,583.16	72,000.00	23.03%
5634 Online Resources		0.00	20,000.00	0.00%
5635 Magazines & Newspapers	1,939.00	8,864.01	13,000.00	68.18%
5637 Adult Media	2,699.41	8,751.40	35,000.00	25.00%
5651 Digital Media	7,496.48	37,410.64	120,000.00	31.18%
5652 Grant/Award Expense	15,075.94	44,857.59	58,800.00	76.29%
Total 5600 Collection	36,675.26	127,911.27	392,100.00	32.62%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,102.31	50,045.66	160,000.00	31.28%
6620 Illinois Municipal Retirement F	12,043.54	55,212.08	205,000.00	26.93%
Total 6600 Payroll Expenses	23,145.85	105,257.74	365,000.00	28.84%
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	0.00	100.00	0.00%
7101 Liability Insurance		0.00	22,250.00	0.00%
7102 Risk Management expense		1,452.80	4,750.00	30.59%
7103 Unemployment Compensation Insur		455.53	3,000.00	15.18%
7201 Audit Expense		3,706.00	13,000.00	28.51%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		3,822.77	10,000.00	38.23%
7402 Parking Lot Repair		0.00	15,000.00	0.00%
7403 Building Repair		0.00	50,000.00	0.00%
7404 Landscape		6,157.92	50,000.00	12.32%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures	1,475.18	1,475.18	50,000.00	2.95%
Total 7400 Capital Expenditures	1,475.18	11,455.87	176,000.00	6.51%
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		0.00	250,000.00	0.00%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	10,000.00	0.00%
7507 Automation Equipment	572.67	572.67	30,000.00	1.91%
7509 Security Upgrades		0.00	8,000.00	0.00%
Total 7500 Special Capital Projects	572.67	572.67	313,000.00	0.18%
8000 Debt Repayment Expense		0.00	234,461.00	0.00%
Total Expenses	277,008.40	1,120,506.41	4,544,361.00	24.66%
Net Operating Income	10,743.37	1,404,739.34	-532,000.00	-264.05%
Net Income	10,743.37	1,404,739.34	-532,000.00	-264.05%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund		40-IMRF Fund		50-Liability Fund	
	May - Aug, 2023 (YTD)	Aug 2023	May - Aug, 2023 (YTD)	Aug 2023	May - Aug, 2023 (YTD)	Aug 2023	May - Aug, 2023 (YTD)	Aug 2023	May - Aug, 2023 (YTD)	
Income										
3000 Property Taxes	212,715.56	1,934,004.07			8,324.50	75,686.17	13,587.04	123,531.24	1,722.30	15,658.75
3100 PPR Taxes	18,772.61	56,304.54								
3200 Interest Income	7,910.22	29,981.29	192.66	730.23	304.20	1,152.97	299.07	1,133.54	25.91	98.20
3300 Patron Payments	1,507.99	7,493.81								
3400 Donations		1,497.46								
3600 RBP/ILL Reimbursements	0.00	10.19								
3700 Grants		107,433.07								
3800 Other Income	121.11	454.85								
Total Income	241,027.49	2,137,179.28	192.66	730.23	8,628.70	76,839.14	13,886.11	124,664.78	1,748.21	15,756.95
Gross Profit	241,027.49	2,137,179.28	192.66	730.23	8,628.70	76,839.14	13,886.11	124,664.78	1,748.21	15,756.95
Expenses										
5100 Salaries	168,296.47	659,821.13								
5200 Plant Maint.	9,038.86	36,500.66								
5300 Business Exp.	7,044.31	30,268.50								
5400 Automat. & Dept. Oper.	12,500.80	83,618.27								
5500 Services	18,259.00	59,485.97								
5600 Collection	36,675.26	127,911.27								
6600 Payroll Expenses					11,102.31	50,045.66	12,043.54	55,212.08		1,452.80
7102 Risk Management expense										
7103 Unemployment Compensation Insur										455.53
7201 Audit Expense										
7400 Capital Expenditures										
7500 Special Capital Projects										
Total Expenses	251,814.70	997,605.80	0.00	0.00	11,102.31	50,045.66	12,043.54	55,212.08	0.00	1,908.33
Net Operating Income	-10,787.21	1,139,573.48	192.66	730.23	-2,473.61	26,793.48	1,842.57	69,452.70	1,748.21	13,848.62
Net Income	-10,787.21	1,139,573.48	192.66	730.23	-2,473.61	26,793.48	1,842.57	69,452.70	1,748.21	13,848.62

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

	60-Audit Fund		70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	May - Aug, 2023 (YTD)	Aug 2023 (YTD)	May - Aug, 2023 (YTD)	Aug 2023 (YTD)	May - Aug, 2023 (YTD)	Aug 2023 (YTD)	May - Aug, 2023 (YTD)	Aug 2023 (YTD)
Income								
3000 Property Taxes	669.76	6,089.50			15,489.50	140,830.27	252,508.66	2,295,800.00
3100 PPR Taxes							18,772.61	56,304.54
3200 Interest Income	24.06	91.20	6,075.05	23,025.62	10.23	38.78	14,841.40	56,251.83
3300 Patron Payments							1,507.99	7,493.81
3400 Donations							0.00	1,497.46
3600 RBP/ILL Reimbursements							0.00	10.19
3700 Grants							0.00	107,433.07
3800 Other Income							121.11	454.85
Total Income	693.82	6,180.70	6,075.05	23,025.62	15,499.73	140,869.05	287,751.77	2,525,245.75
Gross Profit	693.82	6,180.70	6,075.05	23,025.62	15,499.73	140,869.05	287,751.77	2,525,245.75
Expenses								
5100 Salaries							168,296.47	659,821.13
5200 Plant Maint.							9,038.86	36,500.66
5300 Business Exp.							7,044.31	30,268.50
5400 Automat. & Dept. Oper.							12,500.80	83,618.27
5500 Services							18,259.00	59,485.97
5600 Collection							36,675.26	127,911.27
6600 Payroll Expenses							23,145.85	105,257.74
7102 Risk Management expense							0.00	1,452.80
7103 Unemployment Compensation Insur							0.00	455.53
7201 Audit Expense		3,706.00					0.00	3,706.00
7400 Capital Expenditures			1,475.18	11,455.87			1,475.18	11,455.87
7500 Special Capital Projects			572.67	572.67			572.67	572.67
Total Expenses	0.00	3,706.00	2,047.85	12,028.54	0.00	0.00	277,008.40	1,120,506.41
Net Operating Income	693.82	2,474.70	4,027.20	10,997.08	15,499.73	140,869.05	10,743.37	1,404,739.34
Net Income	693.82	2,474.70	4,027.20	10,997.08	15,499.73	140,869.05	10,743.37	1,404,739.34

BOARD OF LIBRARY TRUSTEES of the
VILLAGE OF CAROL STREAM, ILLINOIS
RESOLUTION # 299

RE: 2023 REQUEST FOR TAX LEVY

WHEREAS, the Board of Library Trustees passed its Fiscal 2024 Budget / Appropriation, on April 19, 2023 as attached hereto and included in Exhibit A; and

WHEREAS, Exhibit A, which also describes the FY 2024 appropriation, and describes anticipated expenditures in the amount of \$4,544,261; and

WHEREAS, funds derived as income from sources other than tax receipts are anticipated to total \$182,800 for the fiscal year 2024.

WHEREAS, a total amount of \$3,846,461 is needed from tax receipts in addition to the amount received from other sources to satisfy the anticipated financial needs of the Library for fiscal year 2024.

RESOLVED that:

Section 1: The President and Board of Trustees of the Village of Carol Stream, Illinois are hereby requested to include in their appropriation ordinance for the fiscal year commencing on the first day of May 2023 and ending on the thirtieth day of April 2024 the following:

- A. Taxes to be levied to maintain the Public Library pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 3-4 shall be: \$3,230,000 or as much thereof as may be authorized by law, but in no event shall such tax levy for maintenance and operation of the Carol Stream Public Library exceed 0.60 percent of the value of all such taxable property as equalized or assessed by the Department of Revenue pursuant to the anticipated expenditures and financial requirements detailed in Exhibit A.
- B. Taxes to be levied for participation in the Illinois Municipal Retirement Fund, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$205,000.
- C. Taxes to be levied for participation in the FICA, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$135,000.
- D. Taxes to be levied for the Liability Insurance Fund, as provided in Illinois Compiled Statutes Chapter 745, Act 10, Section 9-107, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$30,000.
- E. Taxes to be levied for the Annual Audit as provided in Illinois Compiled Statutes, Chapter 50, Act 310, Section 9, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$12,000.
- F. Taxes to be levied for debt service pursuant to an Intergovernmental Loan Agreement between the Village of Carol Stream and the Board of Library Trustees of the Carol Stream Library as approved by the Library Board of Trustees, dated October 17, 2018, in the sum of \$234,461.

Section 2: That pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 5-8, the Board of Library Trustees shall accumulate and set apart as a Capital Improvement and Repair Fund for the

purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits and pursuant to plans to be developed by the Board of Library Trustees.

Section 3: That the funds derived from sources other than the Tax Levy may be allotted by the Board of Library Trustees to such budgeted items and in such amounts as said Board may determine within the limits of said budget.

Section 4: That the unexpended balance of any item or items of said Budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general Budget made by this Resolution.

Section 5: That the President and Board of Trustees of the Village of Carol Stream are further requested to include in their levy ordinance the following statement:

All ordinances and parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby modified and repealed, and if any item or portion thereof of this levy is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

Section 6: That the President and the Board of Trustees of the Village of Carol Stream be aware that the Illinois Statutes require that the levy ordinance be duly passed and a certified copy be recorded with the DuPage County Clerk on or before the last Tuesday in December 2023.

Resolution passed this 20th day of September, 2023 by a vote of:

Ayes: _____, Nays: _____, Absent or not voting: _____.

Approved:

Justin Lynch, President
Board of Library Trustees

Attest:

I, the undersigned Secretary of the Board of Library Trustees of the Village of Carol Stream, hereby state that the foregoing Resolution entitled:

2023 REQUEST FOR TAX LEVY

was duly adopted by said Board of Trustees at a valid meeting on September 20, 2023.

Seal:

Mansi Patel, Secretary
Board of Library Trustees

				FY 23/24
				Appropriation
				Approved 04/19/23
ACCT #	Account Name			
GENERAL FUND REVENUES				
3000	Property Taxes			
3001	Property Tax -- Current			3,230,000
3002	Property Tax -- Non-Current			1,000
3100	PPR Taxes			71,500
3200	Interest Income			
3201	Interest Income -- Taxes			500
3202	Interest Income -- Investments			25,000
3300	Patron Payments			
3301	Fines & Fees			6,000
3302	Public Copier Payments			7,000
3303	Non-Resident Card Fees			2,500
3304	Sale items			500
3400	Donations			5,000
3500	Developer Contributions			500
3600	RBP/ILL Reimbursements			500
3700	Grants			
3701	Per Capita Grant			58,800
3702	Other Grants/Awards			1,000
3800	Other Income			3,000
	TOTAL REVENUES			3,412,800
GENERAL FUND EXPENDITURES				
5100	SALARIES			
5101	Exempt Staff Salaries			630,000
5102	Non-exempt Staff Salaries			1,385,000
5103	Custodial Salaries			92,000
5104	Benefits-Med/Life/Dental			
5105	Professional Education			15,000
5106	Memberships			6,000
5107	Benefits -- Life insurance			1,500
5108	Benefits -- Health Insurance			250,000
5109	Benefits -- Other			2,750
5110	Trustee Development			3,500
	TOTAL			2,385,750
5200	PLANT MAINTENANCE			
5201	Supplies			13,500
5202	Maintenance/Repair			10,000
5203	Maintenance Contracts			54,250
5204	Landscape Maintenance/Snow Removal			16,000
5205	Furniture/Equipment			4,300
5206	Electric-Com Ed			52,000
5207	Water/Sewer			6,000
5208	Insurance (Property)			11,000
	TOTAL			167,050

				FY 23/24
				Appropriation
				Approved 04/19/23
ACCT #	Account Name			
5300	BUSINESS EXPENSE			
5301	Postage			2,000
5302	Office & Equipment Supplies			7,500
5303	Library Printing			2,500
5304	Equipment Leasing			17,000
5305	Mileage Reimbursement			1,000
5306	Legal Notices			600
5308	Business Phone			5,500
5309	Accounting Service			14,500
5310	Material Recovery Fees			1,200
5311	Payroll Service			8,000
5312	Attorney Fees			5,000
5314	Other Consultants			10,000
5315	Other Expenditures			6,000
5317	Bank & Credit Card Fees			100
5319	Security Service			14,000
5320	Donation Received Expense			5,000
5321	Human Resources Expense			14,000
	TOTAL			113,900
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES			
5401	Automation Hardware			7,000
5402	ISP and Web Page Hosting			14,500
5403	Computer Software			12,500
5404	Tech Support & Repair			25,000
5405	Technical Services Supplies			4,000
5406	Circulation Supplies			4,000
5408	Tech Serv Online Resources			14,500
5409	RBP/ILL Expenses			500
5410	SWAN Consortium			47,000
5411	Village IT Services			103,000
	TOTAL			232,000
5500	SERVICES			
5501	Youth Services Programs			33,500
5503	Adult/Teen Programs			26,500
5505	Library Newsletter			40,000
5509	Library Publicity and Promotion			22,000
	TOTAL			122,000
5600	COLLECTION DEVELOPMENT			
5601	Youth Services Books			55,000
5606	Youth Services Media			18,300
5630	Adult Services Books			72,000
5634	Online Resources			20,000

				FY 23/24 Appropriation Approved 04/19/23
ACCT #	Account Name			
5635	Magazines & Newspapers			13,000
5637	Adult Services Media			35,000
5651	Digital Media			120,000
5652	Grant/Award Expense (Databases)			58,800
	TOTAL			392,100
GENERAL FUND EXPENDITURES				
5100	SALARIES			2,385,750
5200	PLANT MAINTENANCE			167,050
5300	BUSINESS EXPENSE			113,900
5400	CIRCULATION & MATERIAL PROC...			232,000
5500	SERVICES			122,000
5600	COLLECTION DEVELOPMENT			392,100
	TOTAL EXPENDITURES			3,412,800
GENERAL FUND REVENUES				
	LIBRARY TAX			3,230,000
	OPERATING REVENUE			182,800
	TOTAL REVENUES			3,412,800
OTHER FINANCING SOURCES/FUNDS				
Class 80	BUILDING RENOVATION LOAN FUND (new Fund line)			
80-3001	Special Debt Service Tax Levy			234,461
80-3002	Interest income			
80-8000	Loan payment expense			234,461
	Net Difference			0
	Fund Balance April 30			0
WORKING CASH FUND				
20-3001	Working Cash Levy			0
20-3202	Interest on investments			100
	TOTAL			100
20-6920	Transfer to General Fund			-100
	Fund Balance April 30			48,361
Class 50	LIABILITY INSURANCE FUND			
50-3001	Liability Insurance Levy			30,000

				FY 23/24 Appropriation Approved 04/19/23
ACCT #	Account Name			
50-3202	Interest on Investments			0
50-3300	LIMRIC UCGA Dividend			0
	TOTAL			30,000
50-7101	Liability Insurance			22,250
50-7102	Risk Management expense			4,750
50-7103	Unemployment Comp. Insurance			3,000
	TOTAL			30,000
	Net Difference			0
	Fund Balance, May 1		22 Audit	12,751
	Reserve Balance April 30			12,751
	Reserve in Months			5.10
Class 30	FICA FUND			
30-3001	FICA Tax Levy			135,000
30-3202	Interest on Investments			0
30-5104	FICA Benefit			160,000
	Net Difference			-25,000
	Fund Balance, May 1		22 Audit	94,438
	Reserve Balance April 30			69,438
	Reserve in Months			5.21
Class 40	IMRF FUND			
40-3001	IMRF Tax Levy			205,000
40-3202	Interest on Investments - IMRF			
40-5104	IMRF Benefit			205,000
	Net Difference			0
	Fund Balance, May 1		22 Audit	72,854
	Reserve Balance April 30			72,854
	Reserve in Months			4.26
Class 60	AUDIT FUND			
60-3001	Audit Levy			12,000
60-3202	Interest on Investments			

				FY 23/24 Appropriation Approved 04/19/23
ACCT #	Account Name			
60-7201	Audit Expense			13,000
	Net Difference			-1,000
	Fund Balance, May 1		22 Audit	6,827
	Reserve Balance April 30			5,827
	Reserve in Months			5.38
Class 70	CAPITAL MAINTENANCE & REPAIR FUND			
	CAPITAL MAINTENANCE & REPAIR REVENUE			
70-3001	Interest on Investments			
70-3202	Grant Funds			
70-3203	Building Renovation Loan			
70-3702	<i>TOTAL</i>			
	CAPITAL MAINTENANCE & REPAIR EXPENDITURES			
70-7301	MAJOR REPAIRS			
70-7301				
70-7400	OTHER CAPITAL EXPENDITURES			
7401	Furniture			10,000
7402	Parking Lot Repair/Maintenance			15,000
7403	Building Repair			50,000
7404	Landscape			50,000
7405	Memorials			1,000
7406	OTHER EXPENDITURES			50,000
	Subtotal			176,000
70-7500	Special Projects			
7503	Front Entrance Outdoor Renovation			250,000
7504	Capital Replacement Study			15,000
7506	Office & Staff Room Door Wraps			10,000
7507	Automation Equipment			30,000
7509	Security Upgrades			8,000
	Total			489,000
	FUND BALANCE, MAY 1		22 Audit	1,593,710
	April 2022 Transfer from Gen. Fund			TBD
	FUND BALANCE, APRIL 30			1,104,710

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR ADMINISTRATIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose administrative changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (B) of the Agreement (**Definitions- Article I**) shall be amended by deleting the definition of “The Previous Agreement.”

SECTION 4: It is proposed that Article I (C)(8) of the Agreement (**Agreements of Members**) shall be amended to add the words “or its designee” after “LIMRiCC.”

SECTION 5: It is proposed that Article I (D)(6) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended to read in full as follows:

“6. To assist in filing for a refund with the IDES.”

SECTION 6: It is proposed that Article I (D)(8) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended replace the words “LIMRiCC staff” with “The LIMRiCC Board of Directors”

SECTION 7: It is proposed that Article I (F) of the Agreement (**Prior Coverage- The Previous Agreement.**) shall be deleted in its entirety.

SECTION 8: It is proposed that Article II (A) of the Agreement (**Purpose**) shall be amended to delete the words “joint self-insurance.”

SECTION 9: It is proposed that Article II (C)(1) of the Agreement (**Definitions (Article II)**) shall be amended to delete the words “for joint self-Insurance”

SECTION 10: It is proposed that Article II (C)(7) of the Agreement (**Definitions (Article II)**) shall be deleted in its entirety.

SECTION 11: It is proposed that Article II (F) of the Agreement (**Payments by Members --Assessments**) shall be deleted in its entirety.

SECTION 12: It is proposed that Article II (G)(7) of the Agreement (**Powers and Duties of LIMRiCC**) shall be deleted in its entirety.

SECTION 13: It is proposed that Article II (H)(10) of the Agreement (**Authorization Clause and Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 14: It is proposed that Article II (H)(11) of the Agreement (**Acceptance**) shall be amended to delete the words “relating to joint self-insurance.”

SECTION 15: It is proposed that Article II (I) of the Agreement (**Cancellation**) shall be amended to delete the word “mailing” and replacing it with the word “delivering” and by replacing the word “effected” with “affected.”

SECTION 16: It is proposed that Article II (M) of the Agreement (**Prior Coverage**) shall be deleted in its entirety.

SECTION 17: It is proposed that Article III (D) of the Agreement (**Administration Fee**) shall be amended to delete the words “the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs” and replace them with “all administrative costs of LIMRiCC”; and to delete the words “The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee.”

SECTION 18: It is proposed that Article III (D)(1) of the Agreement (**Base Administration Fee**) shall be deleted in its entirety.

SECTION 19: It is proposed that Article III (F) of the Agreement (**SHIP Benefit Fee**) shall be amended to delete the words “For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting” and to delete the words “For all subsequent SHIP plan years” and to replace the words “shall consult with the Executive Director to” with the word “will”.

SECTION 20: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety.

SECTION 21: It is proposed that Article III (G)(1) of the Agreement (**Initial SHIP Account Balance**) shall be deleted in its entirety.

SECTION 22: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to add a hyphen to the word “re-enroll.”

SECTION 23: It is proposed that Article III (O)(1) of the Agreement (**Rights and Obligations of Members**) shall be amended to delete the words “Executive Director”.

SECTION 24: It is proposed that Article III (S) of the Agreement (**Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 25: It is proposed that Article V of the Agreement (**LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**) shall be amended to delete the words “and the officers and employees” and further amended to delete the word “The” at the beginning of the second sentence and replace it with “They”

SECTION 26: It is proposed that Article VII of the Agreement (**NOTICES**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 27: It is proposed that Article X of the Agreement (**POWERS OF BOARD OF DIRECTORS**) shall be amended to delete the word “staff”.

SECTION 28: It is proposed that the Resolution Providing for the Execution of An Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”) be amended to capitalize the word “Combination” in Section 2(A) (Findings).

SECTION 29: The proposed effective date of the amendments is November 15, 2023.

SECTION 29: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 30: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 31: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 32: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination the 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

By - Board Pres
Attest - Secretary

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (C)(3) be amended by adding the words, “The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.”

SECTION 4: It is proposed that Article III (A)(2) of the Agreement (**Self-Insured Health Insurance Plan (“SHIP”)**) shall be amended by adding the words “and dental insurance for Insured Participants” after “prescription drug coverage.”

SECTION 5: It is proposed that Article III (D)(1) of the Agreement (**Participant Administration Fee**) shall be amended to add, after the word “shall”, the words “be announced at the Annual Fall Meeting for the new benefit year.”

SECTION 6: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety. In addition, Article III (G)(2.) “Initial SHIP Account Balance” will be deleted in its entirety.

SECTION 7: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to delete the second paragraph and replace it in its entirety with the following: “Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member’s Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the first of the month.”

SECTION 8: It is proposed that Article III (K) of the Agreement (**Mandatory Member Meetings**) shall be modified by deleting the fourth and fifth paragraphs in their entirety and replacing it with the following: Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

SECTION 9: It is proposed that a new Article III (N) of the Agreement (**New Membership**) be added to the Agreement which reads as follows:

“In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and.
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC’s reserves. The premium will be based on the new member’s enrollment and will apply to PHIP and SHIP.”

SECTION 10: It is proposed that Article III (N) of the Agreement (**Late Payments**) be deleted in its entirety and replaced with the following:

“If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the PHIP Account. If a Member fails to make Membership Contribution for a period of three (3)

months, the Board may vote to terminate the Member in accordance with Section Q, Term of the Program.”

In addition this subsection will now be identified as subsection Article III (O) after addition of Article III (N) above.

SECTION 11: It is proposed that a new Article III (P) of the Agreement (**Refund Adjustment Policy**) be added to the Agreement which reads as follows:

In the event that an adjustment is necessary to a member’s invoice, a member can obtain a refund of up to 90 days.

SECTION 12: It is proposed that Article III (Q)(5) of the Agreement (**Obligations of Terminated Members**) shall be amended by deleting it in its entirety and replacing it with the following:

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member’s voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120 day notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run out period for SHIP and PHIP will be charged based on the current invoice.

SECTION 13: It is proposed that Article VIII of the Agreement (**FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)**) shall be deleted in its entirety.

SECTION 14: The proposed effective date of the amendments is November 15, 2023.

SECTION 15: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90

days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 16: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 17: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 18: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination this 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

Named Insured: Carol Stream Public Library

Coverage	Renewal Dates	Utica National; Travelers	Utica National; Travelers	Hanover; Travelers
		2022-2023	2023-2024	2023-2024
Package	10/8/2023 – 10/8/2024	\$15,539	\$17,062	\$9,439 (includes Flood)
Automobile	10/8/2023 – 10/8/2024	\$260	\$303	Included in Package
Umbrella	10/8/2023 – 10/8/2024	\$4,698	\$3,748	\$4,700
Workers Comp	10/8/2023 – 10/8/2024	\$6,951	\$6,938	\$4,019
Directors & Officers	10/8/2023 – 10/8/2024	Included in Package	Included in Package	\$4,822
Crime	10/20/2023 – 10/20/2024	\$2,754	\$2,754	\$2,754
TOTAL		\$30,202	\$30,805	\$25,734

Hanover is offering the \$100,000 Flood included in this quote. Hanover's Deductible is \$2,500 and the wind/hail deductible is \$50,000

Utica is fully excluding flood now.

BLDG limit last year was \$7,512,816 at renewal it is \$8,113,841.

BPP last year was \$1,916,659 at renewal it is \$2,050,825.

Collection last year was \$2,100,000 at renewal it is \$2,585,575.



Carol Stream Public Library

Summary of Insurance

2023-2024

Type of Coverage	Description of Coverage	Amount of Coverage
General Liability	Bodily Injury & property damage claims	<ul style="list-style-type: none"> • \$1,000,000 Each Occurrence • \$2,000,000 General Aggregate • \$1,000,000 Employee Benefit Liability • \$1,000,000 Cyber Suite • \$50,000 1st party named malware • \$500,000 Forensic IT review • \$500,000 Legal Review • \$5,000 Data Compromise public relations • \$500,000 PCI Industry standards • \$500,000 Loss of Business • \$5,000 Computer attack & Cyber Extortion PR • \$10,000 Cyber extortion • \$1,000,000 Abuse & Molestation
Umbrella Liability	Provides additional coverage to General Liability	<ul style="list-style-type: none"> • \$5,000,000 • Retention: \$10,000
Property Coverage	Loss of property due to fire, theft, etc.	<ul style="list-style-type: none"> • Building - \$8,113,841 • Business Personal Property - \$2,050,825 • Deductible: \$1,000 • EDP-Computers - \$200,251 • Collections - \$2,585,575 • Business income – \$377,925 • Earthquake - \$1,000,000 • Water Back up - \$250,000 • Fine Arts - \$14,849
Automobile Liability	Liability Insurance protects your business in the event of an injury to an employee traveling in an owned, rented or personal automobile on company business.	<ul style="list-style-type: none"> • \$1,000,000
Directors & Officers	Provides protection for “decisions’ made by Directors, Officers, Volunteers, Trustees, Committee Members & The Entity also includes Employment Practices Liability	<ul style="list-style-type: none"> • \$1,000,000 D&O • \$1,000,000 Employment Practices • Retention: \$0
Government Crime	Insurance provides coverage for theft of Funds	<ul style="list-style-type: none"> • \$2,000,000 • Deductible - \$10,000
Workers Compensation	Provides coverage for Employees for Accidents or injuries that happen during working hours	<ul style="list-style-type: none"> • \$500,000/\$500,000/\$500,000 • Public Library Prof Emp & Clerical • 8810 Payrolls \$1,965,568 • Public Library Other Than Clerical • 9101 Payrolls \$78,165



CAROL STREAM PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
May 1, 2022 through April 30, 2023

GENERAL FUND

Fund Balance – Beginning	\$1,959,617
 <u>Revenues</u>	
Taxes	3,298,164
Fines and Fees	19,371
Intergovernmental	58,785
Interest	49,951
Miscellaneous	4,618
Total Revenues	3,430,889
 <u>Expenditures</u>	
Salaries/Benefits	2,119,449
Plant Maintenance	147,208
Business	81,448
Automation & Dept. Operations	214,052
Services	99,742
Collection Development	358,271
Total Expenditures	3,020,170
 Transfer (Out) to CM&R Fund	 (75,000)
Transfer (Out) to Building Renovation Loan Fund	(200,000)
 Fund Balance – Ending	 \$2,095,336

Payments to vendors: A&A Paving \$10,817; Accurate Office Supply Co. \$7,918; Amazon Business Prime/AMEX \$5,720; AMAZON/SYNCRB \$26,979; ATA Group, LLP \$13,576; Baker & Taylor \$94,822; Bridgeall Libraries Limited \$9,824; Carahsoft Technology Corp. \$7,000; Case Lots, Inc. \$3,603; CBI International LLC \$4,206; Chicago Tribune \$3,332; Comcast \$12,929; ComEd \$35,848; Complete Cleaning Co. Inc. \$29,865; Ebsco Information Services \$8,832; Fox Valley Fire & Safety Company, Inc. \$3,731; Fun Express, LLC \$3,831; Gale/CENGAGE Learning \$7,415; Garvey's Office Products \$6,110; Graphics 5, Inc. \$2,910; Great America Financial Services \$13,175; Heritage Technology Solutions \$2,990; HR Source \$10,020; Illinois Tree Service, Inc. \$2,750; InfoUSA Mktng, Inc. \$7,545; JGF Contractors, Inc. \$14,234; Midwest Tape \$80,755; MNJ Technologies Direct, Inc. \$14,204; Mobile Beacon \$3,120; Morningstar, Inc. \$2,649; Niche Academy LLC \$3,000; OverDrive, Inc. \$27,316; Paylocity \$10,816; Payroll Federal Deposit FICA \$139,561; Pitney Bowes-Reserve Account \$9,000; Playaway Products, LLC \$11,544; Plerus \$28,527; PNC Bank \$38,849; Precision Control Systems of Chicago, Inc. \$15,824; ProQuest LLC \$17,591; Riddiford Roofing Co \$2,869; Scholastic Library Publishing \$2,682; Scholastic, Inc. \$2,696; Sebert Landscaping, Inc. \$11,960; Service Express LLC \$3,600; Sikich LLP \$10,985; Staples \$5,580; SWAN (System Wide Automated Network) \$44,796; Today's Business Solutions, Inc. \$11,834; Travelers \$2,754; Tutor.com \$3,975; Utica National Insurance Group \$28,082; Village of Carol Stream-Benefits \$250,622; Village of Carol Stream-IMRF \$193,009; Village of Carol Stream-Loan \$434,461; Village of Carol Stream-Water Dept. \$5,120.

Payroll: Under \$25,000-Camara, Lady; Camarillo, Karina; Carlson, Linda; Encarnacion, Narze; Ficarella, Nicola; Fonseca, Antonio; Geshkewich II, Joseph; Grippando, Sarah; Harwood, Robin; Hayes, Carol; Iqbal, Aneesa; Krueger, Heidi; Liszka, Carrie; Little, Alexander; Lorenzetti, Michael; McDonald, Paul; McDonald, Rebecca; McVey, Merlene; Mucha, Pierce; Namboodiri, Devaki; Norris, Kelséy; Olekanma, Vera; Patel, Bindiya; Paustian, Anthony; Porch, Allison; Raygoza, Leticia; Rosado, Colin; Shaw, Catherine; Smith, Marlys; Southwell, Michael; Steadman, John; Walek, Cheryl; Walther, Renee; Yevstratenko, Maryana; \$25,000 to \$49,999.99-Albers, Adrianna; Boucher, Barb; Farrell, Joyce; Frigo, Mikayla; Johnson, Melanie; Karney, Richard; Mohedano, Julie; Pellico, Mary; Saltiel, Lena \$50,000 to \$74,999.99-Anderson, Ronald; Costuna, Marie; Dexheimer, Steven; Elder, Jessica; Garcia, Crystal; Grude, Susan; Kovac, Sarah; Kushad, Omar; Wagner, Nathaniel; Wilson, Leigh Anne; Wright, Samantha \$75,000 to 99,999.99-Cain, Jeri; Meehan, Clare; Moreno, Athanasios; Teske, Amy; \$100,000 to \$124,999.99-Hays, Laura; over \$125,000-Westgate, Susan.

FICA FUND

Fund Balance – Beginning	\$ 94,438
<u>Revenues</u>	
Taxes	125,295
Interest	2,345
Total Revenues	127,640
<u>Expenditures</u>	
FICA	139,561
Total Expenditures	139,561
Fund Balance – Ending	\$82,517
Cash Disbursements: Payroll Federal Deposit FICA \$139,561.	

IMRF FUND

Fund Balance – Beginning	\$72,854
<u>Revenues</u>	
Taxes	174,859
Interest	2,409
Total Revenues	177,268
<u>Expenditures</u>	
IMRF	193,009
Total Expenditures	193,009
Fund Balance – Ending	\$57,113
Cash Disbursements: Village of Carol Stream (IMRF) \$193,009.	

LIABILITY INSURANCE FUND

Fund Balance – Beginning	\$12,751
<u>Revenues</u>	
Taxes	20,653
Interest	317
Other income	1,560
Total Revenues	22,530
<u>Expenditures</u>	
Liability Insurance	21,941
Risk Management	4,200
Unemployment Insurance	2,111
Total Expenditures	28,252
Fund Balance – Ending	\$ 7,029

Payments to vendors: Fox Valley Fire & Safety Company Inc. \$3,731; Fredriksen Fire Equipment \$469; LIMRICC Unemployment Compensation Group \$2,111; Travelers \$2,754; Utica National Insurance Group \$19,187.

AUDIT FUND

Fund Balance – Beginning	\$6,827
<u>Revenues</u>	
Taxes	11,015
Interest	170
Total Revenues	11,185
<u>Expenditures</u>	
Audit	11,485
Fund Balance – Ending	\$6,527

Payments to vendors: ATA Group, LLC \$500; \$Sikich LLP \$10,985.

BUILDING RENOVATION LOAN FUND

Fund Balance – Beginning	\$3,537
<u>Revenues</u>	
Taxes	233,591
Interest	108
Transfer (In)	200,000
Total Revenues	433,699
<u>Expenditures</u>	
Debt Repayment Expense	434,461
Fund Balance – Ending	\$2,775

Payments to vendors: Village of Carol Stream \$434,461.

CAPITAL MAINTENANCE & REPAIR FUND

Fund Balance – Beginning	\$1,593,710
<u>Revenues</u>	
Interest	39,382
Transfer (In)	75,000
Total Revenues	114,382
<u>Expenditures</u>	
Major Repairs	-
Special Capital Projects	22,044
Other Capital Expenditures	38,140
Total Expenditures	60,184
Fund Balance – Ending	\$1,647,908

Payments to vendors: A & A Paving \$10,817; Accurate Office Supplies \$7,918; AVI Systems \$1,730; Bedrock Earthscapes \$1,480; CBI International LLC \$4,206; CDW Governmental Inc. \$1,895; Illinois Tree Services \$2,750; JGF Contractors, Inc. \$14,234; MNJ Technologies \$8,673; Riddiford Roofing \$940; Today's Business Solutions \$5,540.

WORKING CASH FUND

Fund Balance – Beginning	\$51,001
<u>Revenues</u>	
Interest	1,260
Transfer (Out) to General Fund	0
Fund Balance – Ending	\$52,261

Carol Stream Public Library
Expenses by Vendor
 July 2023

Num	Date	Vendor	Amount
10-1000 Library Fund Cash			
10-1006 Old Second General Checking			
12042	07/10/2023	Head, Belynda	-175.00
12044	07/12/2023	Case Lots, Inc.	0.00
12043	07/17/2023	Ancel Glink, P.C.	-337.50
12045	07/17/2023	ATA Group, LLP (Assoc McClure Inserra CPA	-2,406.00
12046	07/17/2023	Animal Quest Entertainment, INC	-200.00
12047	07/17/2023	Case Lots, Inc.	-532.80
12048	07/17/2023	Center Point for Large Print Books	-290.04
12049	07/17/2023	Comcast (Fiber Optic/Internet)	-875.00
12050	07/17/2023	Complete Cleaning Co., Inc.	-2,865.00
12051	07/17/2023	Crown Trophy #116	-26.50
12052	07/17/2023	Fox Valley Fire & Safety Company, Inc.	-697.80
12053	07/17/2023	Gale/Cengage Learning Inc.	-203.18
12054	07/17/2023	Garvey's Office Products	-441.06
12055	07/17/2023	Home Depot Credit Services	-993.92
12056	07/17/2023	Kantor, Gary	-600.00
12057	07/17/2023	Mount Prospect Public Library	-24.99
12058	07/17/2023	Nagy MD PLCGS, Kimberly	-150.00
12059	07/17/2023	OverDrive, Inc.	-238.99
12060	07/17/2023	Paylocity	-558.49
12061	07/17/2023	PermaBound Books	-78.53
12062	07/17/2023	Playaway Products, LLC (Formerly Findaway	-417.01
12063	07/17/2023	Precision Control Systems of Chicago, Inc.	-1,346.00
12064	07/17/2023	Proquest LLC	-1,315.23
12065	07/17/2023	Scholastic, Inc.	-1,609.37
12066	07/17/2023	Sebert Landscaping, Inc.	-6,146.56
12067	07/17/2023	Sikich, LLP	-2,500.00
12068	07/17/2023	Staples	-995.84
12069	07/17/2023	Swan (System Wide Automated Network)	-11,653.50
12070	07/17/2023	Today's Business Solutions, Inc.	-288.80
12071	07/17/2023	University of Illinois Extension - DuPage	-125.00
12072	07/17/2023	Village of Carol Stream - Benefits	-16,067.37
12073	07/17/2023	Unique Management Services, Inc.	-118.20
12074	07/17/2023	Zen Life & Meditation Ctr	-200.00
12075	07/13/2023	Village of Carol Stream - Water Dept.	-519.14
12076	07/13/2023	Comcast - (Business Phone)	-418.51
12077	07/13/2023	Goddard, Leslie	-300.00
12078	07/13/2023	Sir Speedy Printing	-232.26
12079	07/17/2023	Village of Carol Stream	-8,584.94
12080	07/19/2023	LIMRiCC - UCGA	-455.53
12081	07/19/2023	Baker & Taylor	-12,353.79
12082	07/19/2023	MacKay, Vanessa	-65.00
12083	07/19/2023	Midwest Tape LLC	-9,199.20

12085	07/31/2023	GreatAmerican Financial Svcs.	-1,197.69
12086	07/31/2023	InfoUSA Mkting, Inc. (sub. Data Axel Inc)	-7,545.00
12087	07/31/2023	MAC Systems LTD.	-715.00
12088	07/31/2023	Sebert Landscaping, Inc.	-603.00
12089	07/31/2023	Swan (System Wide Automated Network)	-9,181.00
12090	07/31/2023	Tutor.com, Inc.	-3,975.00
12091	07/31/2023	Village of Carol Stream - IMRF	-11,944.80

Total for 10-1006 Old Second General Checking	- \$ 121,767.54
Total for 10-1000 Library Fund Cash	- \$ 121,767.54

Tuesday, Aug 08, 2023 07:39:23 AM GMT-7

Total Disbursements for July 1 through July 31, 2023
Approved by the Library Board of Trustees August 16, 2023

President Date

Secretary Date

Deduction Listing

Check Dates: 07/14/2023 to 07/28/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023071401 - 2023072801

Pay Periods: 06/25/2023 to 07/22/2023

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-1.97
Elder, Jessica	1176		11	-11.58
Moreno, Athens M.	1216		02	-30.96
Raygoza, Leticia	1233		12	-29.52
Saltiel, Lena M.	1225		01	-95.32
Wilson, Leigh Anne	1188		12	-7.86

Totals for REIMB -- REIMBURSEMENT**6 Employees****-177.21****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	6	-177.21
Totals			6	-177.21

Paylocity Corporation
(888) 873-8205

User: lhays

Run on 7/24/2023 at 3:35 PM

Carol Stream Public Library

Reimbursements

July 2023

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
07/31/2023	Journal Entry	ATA0703	10-General Fund	Allocate Employee Reimbursements	-Split-	177.21	177.21
						\$177.21	
Total for 2400 Payroll Liabilities							
5300 Business Exp.							
5305 Mileage Reimbursement							
07/31/2023	Journal Entry	ATA0703	10-General Fund	Allocate Employee Reimbursements	-Split-	9.83	9.83
						\$9.83	
Total for 5305 Mileage Reimbursement							
5321 Human Resources							
07/31/2023	Journal Entry	ATA0703	10-General Fund	Allocate Employee Reimbursements	-Split-	95.32	95.32
						\$95.32	
Total for 5321 Human Resources							
						\$105.15	
Total for 5300 Business Exp.							
5500 Services							
5501 Youth Services Programs							
07/31/2023	Journal Entry	ATA0703	10-General Fund	Allocate Employee Reimbursements	-Split-	29.52	29.52
						\$29.52	
Total for 5501 Youth Services Programs							
5503 Adult/Teen Programs							
07/31/2023	Journal Entry	ATA0703	10-General Fund	Allocate Employee Reimbursements	-Split-	42.54	42.54
						\$42.54	
Total for 5503 Adult/Teen Programs							
						\$72.06	
Total for 5500 Services							

Carol Stream Public Library

Expenses by Vendor

August 2023

	Num	Date	Vendor	Amount
10-1000 Library Fund Cash				
10-1006 Old Second General Checking				
	12093	08/11/2023	McCully, Nancy	-150.00
	12094	08/15/2023	Andertoons, LLC	-350.00
	12095	08/15/2023	Apps, Michele	-1,495.00
	12096	08/15/2023	Armstrong, Patricia	-218.00
	12097	08/15/2023	ATA Group, LLP (Assoc McClure Inserra CPA	-1,200.00
	12098	08/15/2023	Bloomington Public Library	-64.99
	12099	08/15/2023	Center Point for Large Print Books	-145.02
	12100	08/15/2023	Comcast (Fiber Optic/Internet)	-875.00
	12101	08/15/2023	Complete Cleaning Co., Inc.	-2,865.00
	12102	08/15/2023	Paddock Publications, Inc.	-422.20
	12103	08/15/2023	Gale/Cengage Learning Inc.	-404.11
	12104	08/15/2023	Garvey's Office Products	-477.05
	12105	08/15/2023	Lindenmeyr Munroe	-616.25
	12106	08/15/2023	Literacy DuPage	-100.00
	12107	08/15/2023	M Dance Center LLC - dba Flourish Dance	-200.00
	12108	08/15/2023	Naperville Public Library	-82.50
	12109	08/15/2023	New York Times	-1,516.80
	12110	08/15/2023	Nub Games, Inc.	-435.00
	12111	08/15/2023	OverDrive, Inc.	-10.00
	12112	08/15/2023	Paylocity	-1,048.06
	12113	08/15/2023	Playaway Products, LLC (Formerly Findaway	-407.54
	12114	08/15/2023	Precision Control Systems of Chicago, Inc.	-1,346.00
	12115	08/15/2023	Proquest LLC	-15,075.94
	12116	08/15/2023	Scholastic, Inc.	-1,915.40
	12117	08/15/2023	Sebert Landscaping, Inc.	-742.56
	12118	08/15/2023	Staples	-1,697.90
	12119	08/15/2023	Swan (System Wide Automated Network)	-883.36
	12120	08/15/2023	Telcom Innovations Group, LLC	-220.00
	12121	08/15/2023	Tigerlily Music Inc.	-650.00
	12122	08/15/2023	Unique Management Services, Inc.	-177.30
	12123	08/15/2023	Village of Carol Stream	-8,584.94
	12124	08/15/2023	Case Lots, Inc.	-790.11
	12125	08/15/2023	Home Depot Credit Services	-116.72
	12126	08/15/2023	Comcast - (Business Phone)	-424.02
	12127	08/15/2023	Village of Carol Stream - Benefits	-21,668.82
	12128	08/15/2023	Village of Carol Stream - Water Dept.	-1,017.48
	12129	08/16/2023	AED Brands	-1,475.18
	12130	08/16/2023	Baker & Taylor	-7,616.81
	12131	08/16/2023	Midwest Tape LLC	-9,396.38

12132	08/23/2023	Paylocity	-783.36
12133	08/23/2023	Village of Carol Stream - IMRF	-12,043.54
12134	08/23/2023	GreatAmerican Financial Svcs.	-1,197.69
12135	08/23/2023	PNC Bank	-4,477.00
12136	08/24/2023	Envision3	-7,776.47
12137	08/29/2023	Amazon Business Prime/AMEX	-3,460.59
12138	08/30/2023	Head, Belynda	-175.00

-\$ 116,795.09

Total for 10-1006 Old Second General Checking

Total for 10-1000 Library Fund Cash

-\$ 116,795.09

Thursday, Sep 07, 2023 08:34:02 AM GMT-7

Total Disbursements for August 1 through August 31, 2023
Approved by the Library Board of Trustees September 20, 2023

President Date

Secretary Date

Deduction Listing

Check Dates: 08/11/2023 to 08/25/2023

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2023081101 - 2023082501

Pay Periods: 07/23/2023 to 08/19/2023

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Emerson, Molly	1232		12	-171.02
Farrell, Joyce C.	1103		10	-17.20
Geshkewich II, Joseph	1159		13	-500.00
Kushad, Omar M.	1124		11	-12.71
McVey, Rhea R.	1236		12	-56.21
Mucha, Pierce	1226		11	-13.10
Raygoza, Leticia	1233		12	-9.48
Saltiel, Lena M.	1225		01	87.77
Wilson, Leigh Anne	1188		12	-94.62

Totals for REIMB -- REIMBURSEMENT**9 Employees****-786.57****Report Totals**

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	9	-786.57
Totals			9	-786.57

Paylocity Corporation
(888) 873-8205

User: lsaltiel

Run on 8/21/2023 at 2:55 PM

Carol Stream Public Library

Reimbursements

August 2023

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
08/31/2023	Journal Entry	ATA0803	10-General Fund	Allocate Employee Reimbursements - August, 2023	-Split-	786.57	786.57
Total for 2400 Payroll Liabilities						\$786.57	
5100 Salaries							
5105 Professional Education							
08/31/2023	Journal Entry	ATA0803	10-General Fund	Allocate Employee Reimbursements - August, 2023	-Split-	500.00	500.00
Total for 5105 Professional Education						\$500.00	
Total for 5100 Salaries						\$500.00	
5300 Business Exp.							
5305 Mileage Reimbursement							
08/31/2023	Journal Entry	ATA0803	10-General Fund	Allocate Employee Reimbursements - August, 2023	-Split-	239.18	239.18
Total for 5305 Mileage Reimbursement						\$239.18	
5321 Human Resources							
08/31/2023	Journal Entry	ATA0803	10-General Fund	Allocate Employee Reimbursements - August, 2023	-Split-	-87.77	-87.77
Total for 5321 Human Resources						\$-87.77	
Total for 5300 Business Exp.						\$151.41	
5500 Services							
5501 Youth Services Programs							
08/31/2023	Journal Entry	ATA0803	10-General Fund	Allocate Employee Reimbursements - August, 2023	-Split-	135.16	135.16
Total for 5501 Youth Services Programs						\$135.16	
Total for 5500 Services						\$135.16	

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
September 20, 2023

Tax Levy Prepared

The 2023 Request for Tax Levy needs to be approved and submitted to the Village for their approval. The 2023 Levy amount has an increase of \$40,000 over last year. \$10,000 of the increase over last year's Levy is for the FICA Fund and an additional \$5,000 to the Liability Fund to ensure that we maintain a minimum reserve of four months as outlined in the Library's Financial Policy. At the end of the FY we would have an estimated reserve of 5.21 months in the FICA Fund and 5.10 months of reserve in the Liability Fund. A \$25,000 increase to the General Fund is needed in response to added operational costs. *If we experience excess revenues at the end of the current FY, I will recommend transfer of funds to any of the Special Funds that may be below the recommended minimum of four months of reserves.* A copy of the levy is included in your Board packets which also includes an Exhibit A showing the FY23 budget. Included below is a list of the tax levies from the past ten years and the difference/change from year to year for comparison.

History of the past ten years WORKING AND APPROPRIATION BUDGETS/REQUEST FOR TAX LEVY:

FY2014	\$3,431,500	no increase/decrease
FY2015	\$3,440,000	+\$8,500
FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease
2018 Levy	\$3,674,461	+234,461 (Building Renovation Loan)
2019 Levy	\$3,674,461	no increase/decrease
2020 Levy	\$3,674,461	no increase/decrease
2021 Levy	\$3,744,461	+\$70,000
2022 Levy	\$3,804,461	+\$60,000
2023 Levy	\$3,846,461	+\$40,000

LIMRICC Resolutions #300 and #301

LIMRICC is a library cooperative insurance group. CSPL does not participate in the health insurance portion of the group, but we do use LIMRICC for our unemployment insurance. They are making some language updates and minor changes to their current IGA with participating libraries. The last IGA update with LIMRICC was in 2015. The recommended updates are in the form of two Resolutions. Plan participants are required to approve and pass the two Resolutions for the changes and updates that were approved by the LIMRICC Board of Directors in July 2023. Once approved, LIMRICC will make these changes and present an Amended IGA to its members for final approval. The Resolutions are included for your review.

Here is an overview of the changes to the IGA:

- 1)Administrative Resolution: includes address updates, reference to JSIPJoint Self Insurance program that has been obsolete for many years, references to "Previous Agreement" and "Executive Director" shall be removed. Additional changes are noted with the Resolution.
- 2)Substantive Resolution: includes new membership requirements, late fees for PHIP payments, refund policy for PHIP adjustments, obligations of a terminating member, mandatory member meetings. Additional changes are noted with the Resolution. One major change will include the removal and

distinction of PHIP – Purchase of Health Insurance Plan and SHIP – Self Insured Health Insurance Plan. The 2 acronyms will be combined as “HIP” referring to Health Insurance Plan.

Insurance Renewal

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

Statement of Cash Receipts and Disbursements

I have included a copy of the Library’s Cash Receipts and Disbursements Statement for May 1, 2022-April 30, 2023 for your review. This is not something that needs to be voted upon. It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of our General Fund balances for the year, a list of vendors that we paid \$2,500 or more to and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2023 is also included. This will be published in a local newspaper and then submitted to the Village and the County Clerk with a signed letter from the Library Treasurer.

Facility Update

The annual maintenance of the parking lot for crack filling, sealing and re-striping was completed over the Labor Day weekend. Roto-Rooter came this month and rodded all of the building’s lines. We have this done annually to prevent buildup and back-up of the Library’s drainage systems. The Library also had the annual roof inspection completed this month with minor repairs to small areas of the roof to ensure we are water tight for the upcoming year.

Aging in a Changing Region Project Community Partner

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

Upcoming Library Events and Outreach

- September 23-Fall Fest- Village Town Center
- October 11-Career Online High School (COHS) Graduation Event-Library Meeting Room 6:30 p.m.
- October 16-Friends of the Library Recognition-Library Board Meeting 7:00 p.m.
- October 28- Trick or Treat Trail-Red Hawk Park
- October 31-Trick or Treat at the Library
- December 1-Village Tree Lighting-Village Town Center and Fountain View
- December 3-Library Holiday Open House

ILA Annual Conference

The 2023 ILA Conference: “Connect, Cultivate, Collaborate” will take place October 24-26 at the BOS Center in Springfield. Trustee Day is Thursday, October 26 and includes breakfast and

lunch. The Early Bird registration deadline is October 2 and registration deadline is October 12. Please let me know if you are interested in attending and I can get you registered. Information about the Conference can be found here: <https://www.ila.org/events/annual-conference>

August Employee Anniversaries

Carol Hayes, Circulation – 8/2/11

Catherine Shaw, Circulation – 8/11/14

Marie Costuna, Technical Services – 8/08/17

September Employee Anniversaries

Antonio Fonseca-9/09/14-Maintenance

Lena Saltiel-9/19/22-Administration-HR

Pierce Mucha-9/20/22-Adult & Teen Services

Robin Harwood-9/27/22-Youth Services

Susan Westgate, Library Director

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

		July		
		FY 22-23	FY 23-24	Current YTD
Circulation Activity				
Physical material use by audience				
Total Adult		14,667	16,666	46,968
Total Teen		966	846	2,433
Total Youth		20,162	19,475	54,065
Physical material use by format				
Books		26,292	26,977	75,752
Videos		6,324	6,167	17,246
Audiobooks and Music CDs		1,437	1,899	5,160
Periodicals and Magazines		257	276	754
Other		1,485	1,668	4,554
Total Physical Item Circulation		35,795	36,987	103,466
Interlibrary loans and Reciprocal borrowers (included above)				
ILL - Borrowed from SWAN		2,588	3,001	8,615
ILL - Borrowed from Non-SWAN		35	26	73
ILL - Loaned to SWAN		546	756	2,216
ILL - Loaned to Non-SWAN		62	77	234
RBP Loans - SWAN (incl. above)		446	619	1,809
RBP Loans (non-SWAN) - (incl. above)		644	597	1,666
Digital media use				
Bingepasses (hoopla)		3	14	42
E-books		3,356	3,811	10,518
E-Audio		2,511	3,090	8,962
E-Video		414	683	1,724
Museum Adventure Pass / Explore More Illinois		37 / 1	39 / 1	116
Total use of Electronic Materials		6,322	7,638	2
Total Circulation (physical materials and digital media)		42,117	44,625	124,830
Digital magazine retrievals		752	775	2,388
Total Electronic Retrievals (e-mags and databases)		5,893	6,125	18,161
Other circulation activities				
Items checked out in the Library		16,798	17,978	52,652
Self Check - # of Items Checked out		11,093	11,655	34,056
Self Check - % of items checked out in the Library		66.04%	64.53%	64.86%
Programs - # of Programs/Attendance*				
Adult - Number/Attendance		15 / 495	29 / 564	103 / 1,911
Teen Number/Attendance		4 / 68	13 / 128	37 / 574
Youth - Number/Attendance		102 / 1,494	117 / 1,637	357 / 7,188
General Interest - Number/Attendance		1 / 100	2 / 29	10 / 685
Total - Number/Attendance		121 / 2,057	161 / 2,358	497 / 9,673
Library Events - Number / Attendance		1 / 189	1 / 17	3 / 237
Outreach - Number / Attendance		2 / 53	16 / 377	61 / 3,406
Facility Usage				
Library Visits (Door Count)		11,518	14,637	43,429**
Curbside Pickup Transactions		106	49	159
Meeting Rooms - # of Public Bookings*		NA	3	12
Study Rooms - # of Users		242	274	956

Electronic Usage			
# of Internet Sessions/Total Time	866 / 528	1,298 / 944	3,808 / 2,763
# of Library Website Visits	9,978	11,084	32,692
# Mobile App Views	4,508	4,680	14,191
# of Wireless Users	1,749	1,446	4,030
Aspen catalog usage # engaged sessions	2,350	7,271	20,385

Reference Transactions			
Adult	1,332	1,675	4,820
Youth	1,063	1,570	4,562
Circulation	348	470	1,463
Chat	72	18	79
Total Reference Transactions	2,815	3,733	10,924

Total One-on-One Tutorials*			
Adult	42	45	102
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,495	18,137	
# of Non-Resident Cards	36	47	
Total Registered Users	18,531	18,184	

Resources Owned/Licensed			
Books	64,843	66,870	
Newspapers (Print only)	24	25	
Periodicals (Print only)	122	118	
Total Print Materials	64,989	67,013	
Current Subscriptions (Print Only)	146	143	
Current E-Subscriptions	4,085	4,958	
E-Books: Downloadable	72,573	82,802	
Audio Recordings	6,914	6,625	
Audio Recordings (Downloadable)	29,019	34,974	
Videos	11,465	10,162	
Other: Video Games, Puzzles, Devices	754	839	
Databases	74	61	
Total Resources Owned/Licensed	189,873	207,434	

Professional Development Hours	24	39.00	126.25
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*The meeting rooms are not available for public reservations.

Homebound deliveries now counted as One-on-One Tutorials;

Program recordings are only counted during the first two months;

Family and multi-age group programs are now reported as General Interest.

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

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

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

		August		
		FY 22-23	FY 23-24	Current YTD
Circulation Activity				
Physical material use by audience				
	Total Adult	15,946	16,177	63,145
	Total Teen	992	803	3,236
	Total Youth	18,186	17,956	72,021
Physical material use by format				
	Books	25,207	24,922	100,674
	Videos	6,459	6,621	23,867
	Audiobooks and Music CDs	1,796	1,682	6,842
	Periodicals and Magazines	288	221	975
	Other	1,374	1,490	6,044
	Total Physical Item Circulation	35,124	34,936	138,402
Interlibrary loans and Reciprocal borrowers (included above)				
	ILL - Borrowed from SWAN	3,097	3,130	11,745
	ILL - Borrowed from Non-SWAN	43	19	92
	ILL - Loaned to SWAN	639	927	3,143
	ILL - Loaned to Non-SWAN	97	74	308
	RBP Loans - SWAN (incl. above)	663	531	2,340
	RBP Loans (non-SWAN) - (incl. above)	611	553	2,219
Digital media use				
	Bingepasses (hoopla)	8	18	60
	E-books	3,108	3,405	13,923
	E-Audio	2,592	3,141	12,103
	E-Video	414	511	2,235
	Museum Adventure Pass / Explore More Illinois	26 / 7	30 / 1	146 / 3
	Total use of Electronic Materials	6,155	7,106	28,470
Total Circulation (physical materials and digital media)		41,279	42,042	166,872
	Digital magazine retrievals	866	904	3,292
Total Electronic Retrievals (e-mags and databases)		5,258	6,380	24,541
Other circulation activities				
	Items checked out in the Library	16,945	16,008	68,660
	Self Check - # of Items Checked out	10,494	10,611	44,667
	Self Check - % of items checked out in the Library	61.93%	66.29%	65.06%
Programs - # of Programs/Attendance*				
	Adult - Number/Attendance	14 / 689	30 / 1,311	133 / 3,222
	Teen Number/Attendance	6 / 141	9 / 249	46 / 823
	Youth - Number/Attendance	99 / 2,211	115 / 2,800	472 / 9,988
	General Interest - Number/Attendance	1 / 23	0 / 0	10 / 685
Total - Number/Attendance		119 / 3,064	154 / 4,360	651 / 14,033
Library Events - Number / Attendance		0 / 0	4 / 51	7 / 288
Outreach - Number / Attendance		4 / 106	22 / 2,639	83 / 6,045
Facility Usage				
	Library Visits (Door Count)**	13,159	14,375	57,255
	Curbside Pickup Transactions	111	57	216
	Meeting Rooms - # of Public Bookings*	NA	4	16
	Study Rooms - # of Users	227	373	1,329

Electronic Usage			
# of Internet Sessions/Total Time	980 / 610	1,496 / 1,174	5,304 / 3,937
# of Library Website Visits	10,343	11,524	44,216
# Mobile App Views	4,229	4,881	19,072
# of Wireless Users	1,892	1,670	5,700
Aspen catalog usage # engaged sessions	3,631	6,944	27,239

Reference Transactions			
Adult	1,323	2,015	6,835
Youth	936	1,263	5,825
Patron Services	286	495	1,958
Chat	40	24	103
Total Reference Transactions	2,585	3,797	14,721

Total One-on-One Tutorials*			
Adult	31	50	152
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,285	18,231	
# of Non-Resident Cards	37	50	
Total Registered Users	18,322	18,281	

Resources Owned/Licensed			
Books	64,905	68,462	
Newspapers (Print only)	24	25	
Periodicals (Print only)	121	118	
Total Print Materials	65,050	68,605	
Current Subscriptions (Print Only)	145	143	
Current E-Subscriptions	4,302	5,043	
E-Books: Downloadable	72,728	82,473	
Audio Recordings	6,974	6,592	
Audio Recordings (Downloadable)	29,418	35,363	
Videos	11,390	10,202	
Other: Video Games, Puzzles, Devices	743	843	
Databases	72	61	
Total Resources Owned/Licensed	190,677	209,182	

Professional Development Hours	51.5	31.25	157.50
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*The meeting rooms are not available for public reservations.

Homebound deliveries now counted as One-on-One Tutorials;

Program recordings are only counted during the first two months;

Family and multi-age group programs are now reported as General Interest.

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

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

Assistant Director's Report July 2023

Administration and Business Office

- Payroll processing week of 7/10 and 7/24
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Quickbooks Online documentation on credit card account reconciliation and invoice processing updated on Intranet by Joyce.
- Quarterly Check-in meetings held with staff
- PNC bank accounts – Once approved by the Board of Trustees, Laura worked with banker Troy H. to begin setup of checking and money market accounts.
- Paylocity has new tool (Payroll Readiness Dashboard) for closing pay periods and importing time data for payroll. Laura updated procedures.
- Audit final fieldwork scheduled for August 17. Joyce and Laura worked on reports.

Tech Services

- Items ordered – 556 and Items put into Circulation – 685
- Items catalogued – imported bib records & original cataloging - 83
- Item record edits/database clean-up – 560
- Bib record merge requests submitted to SWAN support – 3
- Repair items (includes disc cleaning) - 38
- Serial record edits – 0 and Claimed Issues – 14
- Pending orders in Workflows, not received items as of August 2, 2023 (Youth, 338; Adult, 400). No pending carts from MWT and B&T as of August 3, 2023
- Sustainable Shelves – 436 titles were submitted; 139 items were approved for submission resale to B&T for a credit value of \$45.57.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Stuff You Should Know, Pride (Youth), and new Sports (Youth) and World Around You displays

Tech Services Projects

- Conversion Projects - total items processed – 24
- Switch games – adding label with CSPL ownership/barcode and accession number.
- On-Order copies now display in Aspen catalog.
- Youth services department requests
 - Boardbooks – update hold limits to Carol Stream cardholders only
 - Spanish books – update the call numbers to group together by reading level
 - Nonfiction DVDs – interfile with nonfiction books
 - Readalong books – add a collection of picture books that include an attached audio player.

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings – Laura
- Monthly IT and Board meetings – Laura
- 7/1/23 Fourth of July Parade
- 7/7/23 Tech Services dept meeting on creating on-order records
- 7/18/23 Allstaff meeting
- 7/20/23 Tech Services project discussion with Youth Services Manager – Laura
 - (Followup meetings with TS department)
- 7/25/23 SWAN chat – Laura
- 7/27/23 CollectionHQ customer success manager call – Laura and Amy

- 7/28/23 Assistant Directors listserv quarterly meeting - Laura

Information technology

- There were 25 support tickets in April.
- Printer kiosks trouble reading cards
- Door counter monthly counts elevated since door repair work done in March 2023. HTS technician re-aligned camera and reset counter. The Librarian's Report visit count for July and the year-to-date tally are estimates based on average daily count.
- Employee network and O365 accounts added and disabled as needed.
- MobileBeacon – annual service for hotspots renewed – Laura
- Power outage
 - Proxy card reader for kitchenette over-heated and needed to be replaced.
 - Security cameras – switch needed to be replaced.
 - TBS server had problems coming back online which impacted reservations and printing.

Laura Hays
Assistant Library Director

Assistant Director's Report August 2023

Administration and Business Office

- Payroll processing week of 8/7 and 8/21
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Audit final fieldwork completed on August 17.
- AED machine replaced and old machine with be recycled.
- Service and repair contact list updated.

Tech Services

- Technical Services Association position recruited, interviews held, and hired. Jackie Latham to start September 1.
- COD Student Anjali Rentfleish started her practicum.
- Items ordered - 787 and Items put into Circulation - 627
- Items catalogued - imported bib records & original cataloging - 77
- Item record edits/database clean-up - 526
- Bib record merge requests submitted to SWAN support - 7
- Repair items (includes disc cleaning) - 41
- Pending orders in Workflows, as of September 5, 2023 (Youth, 348; Adult, 516)
- No pending cart from MWT and B&T as of September 5, 2023
- Sustainable Shelves - 479 titles were submitted; 179 items were approved for submission resale to B&T for a credit value of \$52.29.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Sports (Youth), World Around You, Outer Space, Dino-Mite and new displays on Hispanic Heritage Month, Romance, and School Stories
- Conversion Projects - Processed 112 items for JWL-SPA project to add reading levels.
- Aspen catalog - SWAN working on enabling the display of public notes. TS staff are reviewing and editing current notes. Display to go live after Labor Day.
- New Readalong collection added in Youth Services. These books from VOX include an attached audiobook.

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- 8/3/23 CollectionHQ Team meeting - Laura
- 8/9/23 Library Admin Assistants Network Group - Joyce
- 8/14/23 Team Leader training - Laura, Joyce, Susan G.,
- 8/14/23 monthly IT meeting - Laura
- 8/15/23 Team Leader training - Laura

Information technology

- There were 28 support tickets in April.
- Email archiving setup using Barracuda
- Website alerts about Hiawatha Drive roadwork and parking lot work added.
- Meraki Cloud license renewed
- TBS server - new server built and software updated for Computer Lab reservations, printing and scanning.

Laura Hays, Assistant Director

Adult Services Department Monthly Report

July 2023

Department News:

- July slowed down a bit compared to June as we saw less traffic and usage of our resources which was expected given June started summer reading
- Our latest database CSPL Academy almost doubled its usage and will continue to explore and create more tutorials
- Summer reading is going well with almost 500 participants across the Adult and Teen
- The soft roll out of our new Teen Volunteer Program already has yielded 4 participants with two of them looking to volunteer throughout the school year, beyond the summer. Most of the volunteers are Spanish speaking able which is going to be a great help
- July welcomed in 2 new part timers as well as 1 PT transitioning to FT
- Preparing for post summer reading as we look into booking fall and winter programs
- Working on a catch all database that would act very similar to a general Google Search through Ebsco's either Explora offering or Discovery. Would give us 1 link to search through vs many
- Our Summer ESL is nearing the end of the semester as we prep for fall classes and test dates in late August

Outreach Activities:

- Homebound delivery – 40 registered, delivered to 27 patrons, Items delivered 161
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team (images below)
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Will be attending a College of DuPage business expo about their new Small Business offering in connection with Choose DuPage initiative
- Will be attending a ribbon cutting for a new small business here in CS, a Tae Kwon Do shop
- Some of the dept staff attended the Fourth of July Parade
- Working with Glenbard Schools about partnering with their Parent Teacher Series

EDI Activities (EDI Committee & Dept):

- Held displays promoting Pride Month and related programming
- Ongoing partnership with College of DuPage for our ESL summer class starting June, which yielded 75 students come test day here at the library
- Ongoing partnership with Literacy DuPage of study room space for tutor groups
- New database offering coming for staff to help with DEI collection development and ordering

Programs & Displays:

- Binge Box packages for both adults and teens
- Summer Reading Club continued with some great feedback about the prizes especially teens

Athens Moreno Adult Services Manager

- Teen Take N Makes featured a self-reflection project
- Adult Take N Make featured a Patriotic Flag project
- July launched our Movies & Pizza summer program for teens that rotates a classic movie each Friday with pizza and discussion afterwards
- Our ESL classes continued (Summer semester) with Saturday classes averaging 30 people each Saturday
- In connection with Andy Warhol theme around DuPage, held an online program about Andy Warhol
- Offered during month of July each Tuesday, a High School Hangout Zone with games and crafts which has been awesome to see kids each week doing different activities
- Line Dancing Class (see image)
- Held Teen Volunteer Meeting, last of its kind before launch of new program
- Taco Twist Cooking Program
- Donuts & Dice Program
- Spice of the Month continues to be popular and sells out each month
- Anime Club
- Soap Making class in person with local store owners
- Drop in Teen Craft program
- Medical Terminology Online Program

Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meeting
- Onboarding meetings and training with new staff
- Held a RAILS Instructor's Networking Meeting for staff at various libraries who create and teach classes to adults

Resources and Collection News:

- Renewing our Tutor.com resource, and a few ProQuest Newspaper and Genealogy resources in July/August
- Exploring additional content to create for our Staff Academy and Patron Academy learning pages
- Creating and exploring various database promotional flyers, handouts, and other avenues to promote our resources. July launched new Museum Pass program flyers

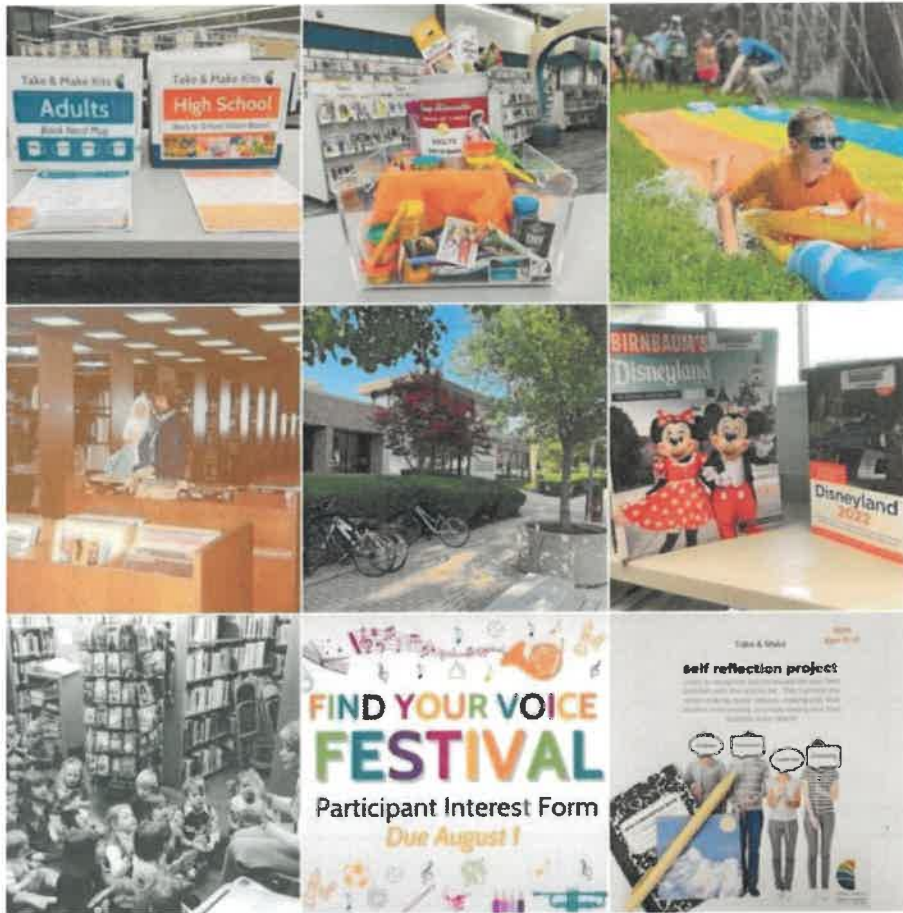
Continued Education & Training:

- Updated training material and created new onboarding procedures
- Several staff attended a RAILS A.I webinar on the use of artificial intelligence

Pictures:

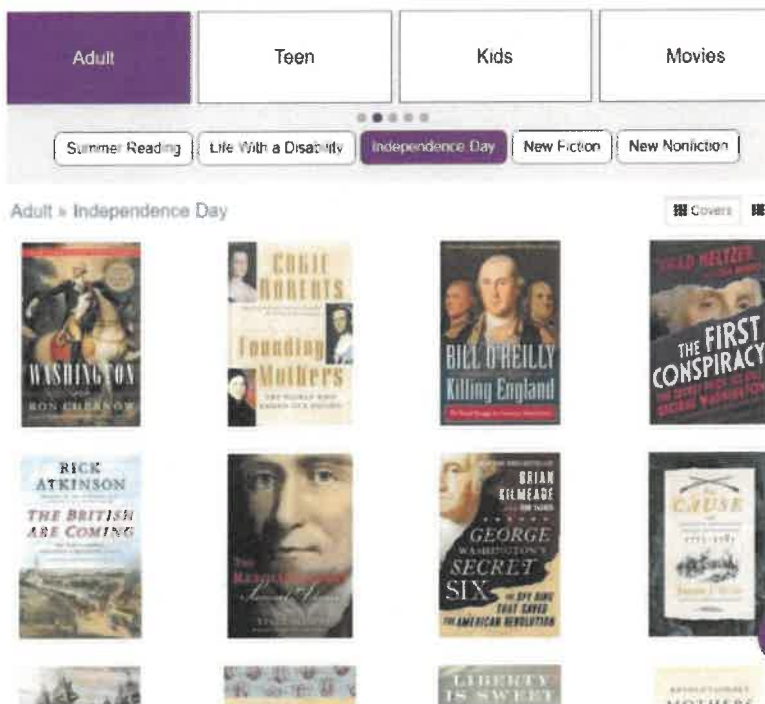


Athens Moreno Adult Services Manager



Collage of various

Instagram posts this month



Athens Moreno Adult Services Manager

Catalog changes for July featuring related book list suggestions



Teen vision board take n make

Adult Services Department Monthly Report

August 2023

Department News:

- August picked back up in terms of desk traffic and database traffic, as the summer ended and patrons got back into the swing of school. Our desk transactions jumped 20% !
- Our new and improved Volunteer Program kicked off and applications have been steadily coming in, with our roster now up to 7.
- Summer reading closed mid-August and went great, with almost 500 participants across the Adult and Teen. We got good feedback regarding the prizes, especially teens.
- Revamped the Teens website page, to offer more direct paths to resources, local info, and programs, as well as promote the teen volunteer program
- Collaborated with Glenbard Parent Series, so that we can do more in helping the promotion of this great local resource/initiative. We have a new GPS book display within the teen isle, as well as passively sharing their monthly programming Zoom links.
- Testing a new layout for the Database page as we aim to continue bettering the library's website in terms of aesthetics and usability.
- Received 500 pairs of solar viewing glasses to use for Solar Eclipse related programming in 2024

Outreach Activities:

- Homebound delivery – 40 registered, delivered to 27 patrons, Items delivered 161
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team (images below)
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Attended a Small Business Expo held at College of DuPage, for DuPage Small Businesses
- Attended a ribbon cutting for a new Carol Stream business
- Connected with local organizations on potential projects (DuPage Seniors, Nomi DuPage)
- Coordinated Winter ESL classes with College of DuPage to be held here once again
- In partnership with Literacy DuPage, we collaborated on ESL Conversation Groups starting Sept and the Neighbors Together Book/Film discussion series
- Partnered with local area libraries to offer Financial Literacy programs with relevant guest speakers
- Worked with D93 Teachers Union to have a place to hold meetings/planning workshops

EDI Activities (EDI Committee & Dept):

- Held displays promoting Making a Difference
- Ongoing partnership with College of DuPage for our ESL summer that ended Mid Aug, and starts the Fall Semester late Aug
- Ongoing partnership with Literacy DuPage of study room space for tutor groups
- Explored Training videos on a variety of topics for our Staff Academy

Athens Moreno Adult Services Manager

Programs & Displays:

- Binge Box packages for both adults and teens
- Summer Reading concluded with almost 360 adults and record-breaking Teens participants 114.
- Teen Take N Makes featured a self-reflection project
- Adult Take N Make featured a Patriotic Flag project
- Klein Creek Stream Project Presentation Program
- Our ESL classes continued (Summer semester) with Saturday classes averaging 30 people each Saturday
- Pizza and Movies Teen Movie discussion program
- Zumba Dance Program
- Weekly High School Hangout Zone in Create/Learn
- Launched NEW Teen Volunteer Program
- Spice of the Month: Chipotle Steak (sold out)
- Donuts & Dice Program
- Autumn in the Smoky Mountains program
- Excel Basics Class
- Drop In Teen Craft Program
- Around the World Book Club on Patio
- Energy Efficient Gardening Program
- Computer Class Organizing Files
- History of Barbie Program
- Ravinia Lawn Passes

Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meeting
- World Relief webinar
- Met with Glenbard Parent Series Coordinator

Resources and Collection News:

- Set a trial for a new Teen Health awareness resource
- Added to our Patron Academy new videos including Glenbard Parent Series
- Implementing new shelf talkers to promote collection and databases

Continued Education & Training:

- Updated training material and created new onboarding procedures
- Attended a Solar Eclipse planning webinar for upcoming Solar Programs

Pictures:

Athens Moreno Adult Services Manager



Offered a photo op display promoting Barbie Program/Movie along with display of pink cover books



Omar at Ribbon Cutting



Social Posts



Teen Take/Make

Athens Moreno Adult Services Manager



Summer Reading prize winners

Athens Moreno Adult Services Manager



outdoor patio book club



Squeegee program

Youth Services Report July 2023

Program Highlights

- July is the heart of Summer Reading busyness for Youth Services. At the end of July, Youth Services had 974 children between the ages of 0 & 12 report reading at least 200 minutes for the Summer Reading Program. Of those, 412 reported finishing 600 minutes and receive the final book prize.
- Youth Services hosted 53 in person programs during July with 979 in attendance. In addition, Youth Services had 578 participants serviced through 9 self-directed programs that were not digital programs.
- Firefighter Joe Malone shared stories with 58 attendees on July 7 with time afterward for the kids to explore a fire truck and ambulance. So many smiles!
- July 9, Leticia Raygoza led 23 school age kids through Explore STEM program where they made S'mores in a solar powered oven.
- On July 21, 110 attendees took part in Splish Splash Water Bash! It was a nice hot day when they could play with water beads, water balloons, a pool, sprinklers and slip and slide. So much fun was had by all!
- Steve Dexheimer took a team of 10 to the interlibrary chess tournament on July 29 at the Bloomingdale Public Library. The tournament took most of the day, but the team won first place! It was so nice to have this program reinstated as an in-person program for the first time since 2020 shut it down.
- Outdoor Fun that we rescheduled from the end of June for the end of July due to Canadian wildfire smoke ended up needing to be cancelled again due to extreme heat on July 28. We offered each registrant a craft bag with the fixings to make slime at home. Several took advantage of the opportunity and picked up the to go kit.
- The following CSPL Kits were distributed during July: We're Going on a Bear Hunt Map & Binoculars, Cupcake Liner Octopus, Fun with Minions, and Paper Roll Firefly. 100 of each kit was distributed.



S'more solar ovens

Outreach Events

- Leigh Anne Wilson provided 5 Outreach Storytimes during July reaching 169 children.
- Amy Teske attended a Breakfast with Baby outreach event at Our Savior Lutheran Church on July 15 from 7-9am with 275 people served in 99 families. We distributed paperback books and information about 1000 Books Before Kindergarten.

Patron Service and Reference

- 108 Youth Binge Box requests were filled during July.
- Youth Staff had 1,570 interactions with the public during July.

Meeting Attendance

- 7/11 – Meeting with Susan – Amy Teske
- 7/13 – Management Team Meeting – Amy Teske
- 7/18 – All Staff
- 7/19 – Board Meeting
- 7/27 – CollectionHQ Rep meeting – Amy Teske with Laura Hays

Respectfully Submitted,
Amy Teske, Youth Services Manager



Celebrity Fire Fighter Storytime



Splish Splash Water Bash



Summer Chess Tournament

Youth Services Report August 2023

Camp Hiawatha Youth Services Summer Reading Wrap Up

- Youth Services Summer Reading program had a record breaking 1,287 participants 12 and under report reading at least 200 minutes. Of those, 823 read 600 minutes and earned a book to take home and keep.
- In all, the 1,287 participants reported reading 756,800 minutes which equals 12,613.33hours or 525.55 days or 75 weeks or 1.44 years of great non-stop reading.
- Comparing this year's statistics with 2022, we are definitely back to normal. We had virtually the same number of in-house participants as last year's participation of 1057 to this year's 1066. We had an additional 220 participants from area preschools that Leigh Anne Wilson serviced through outreach storytimes which pushed us over the record participation number. We already have ideas about how to adapt Summer Reading for these class settings that will be great for next year.
- Eight Prize Baskets were awarded after Summer Reading finished. We distributed 2 Imaginative Play Prize Baskets, 2 Outdoor Game Baskets, 2 Taco Prize Baskets and 2 Art Prize Baskets. Each participant earned one entry in the drawing for each 200 minutes read. Entries were made electronically through the ReadSquared program that is used to track participation.
- In addition to the Prize Baskets, 15 lucky participants won 2 child movie passes to Classic Cinema at the Charlestowne 18, and 8 lucky participants won 4 general admission tickets to the Brookfield Zoo.

Program Highlights

- Youth Services hosted 44 in person programs during August with 841 in attendance. In addition, Youth Services had 1904 participants serviced through 14 self-directed programs including Summer Reading that were not digital programs.
- The following CSPL Kits were distributed during August: Make a Slice of Watermelon, Paper Plate Beach Ball, 2D/3D Bubble Wands, and Pet Rocks. 100 of each kit was distributed.
- Flood Brothers rounded out the Celebrity Storytimes on 8/4 with 47 in attendance.
- Gary Kantor did two balloon animal workshops for different age groups on 8/2 with 51 total in attendance.
- Exploring STEM had kids build bridges with Dots candy on 8/13 with 22 participants.
- Outdoor Giant Games was able to be held outdoors on 8/1 with 11 in attendance.



Balloon Animal Workshop

Outreach Events

- Leigh Anne Wilson provided 5 Outreach Storytimes during August reaching 167 children.

Patron Service and Reference

- 94 Youth Binge Box requests were filled during August.
- Youth Staff had 1,263 interactions with the public during August.

Meeting Attendance

- 8/8 – Meeting with Susan – Amy Teske
- 8/10, 24 – Management Team Meeting – Amy Teske
- 8/14, 15 – Back to school meetings
- 8/18 – Youth Services Department Meeting
- 8/31 – Birth to 5 Quarterly Meeting – Amy Teske



Exploring STEM

Respectfully Submitted,
Amy Teske, Youth Services Manager



Celebrity Storytime Flood Brothers

Patron Services Monthly Report July 2023

Circulation Statistics:

- Total Checkouts and Renewals: 36,987
- Staff-initiated material renewals: 175
- Curbside deliveries: 49
- New resident accounts: 168
- New Digital Accounts: 30
- Check-ins: 19,675
- Items Shelved: 19,900

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 8+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In July, 99 accounts were reviewed. Of those accounts, 26 will remain in the database and 73 will be removed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 7,074
- Checkouts at Youth Services machine: 4,581

Melanie participated/completed the following:

- Monthly 1:1 with Susan
- Zoom interview with Sam Ruff
- Management team meeting (7/13)
- AllStaff Zoom meeting (7/18)

Other:

- The department welcomed two new Patron Services Clerks in July: Autumn Temesvary and Sam Ruff. Sam submitted his resignation shortly after starting due to finding a full-time position elsewhere.
- Michael Southwell, Patron Services Clerk, assisted Youth Services with their Splish Splash Water Bash program.
- Several staff found time this month to complete training opportunities that align with their annual goals.
- A high volume of returns for the month has kept the entire department busy with a constant flow of materials to check in and get back on the shelf.

Submitted by:

Melanie Johnson
8/10/23

Patron Services Monthly Report August 2023

Circulation Statistics:

- Total Checkouts and Renewals: 34,936
- Staff-initiated material renewals: 297
- Curbside deliveries: 57
- New resident accounts: 160
- New Digital Accounts: 31
- Check-ins: 17,972
- Items Shelved: ~18,000

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 8+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In August, 196 accounts were reviewed. Of those accounts, 25 will remain in the database and 171 will be removed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 6,328
- Checkouts at Youth Services machine: 4,283

Melanie participated in the following:

- Monthly 1:1 with Susan
- Bi-weekly management team meetings
- Bystander Intervention training presented by Right To Be
- SWAN Expo
 - I attended the annual SWAN Expo at Moraine Valley Community College. Topics covered in the sessions I attended include:
 - Patron privacy in regards to frontline staff
 - MessageBee (our notification platform)
 - Hiring and retention roundtable
 - Presentation discussing book bans, protests, and first amendment audits
- Taste of Cloverdale event with Sam from Youth Services
- Planning for upcoming supervisor meeting (updating procedures and staff assignments)

Submitted by:
Melanie Johnson
9/14/23

Human Resources

Monthly Report

July 2023

Administration

- Participated in Independence Day parade and the concert in the park event
- Ordered new labor law posters for effective changes
- New I-9 document implemented
- Coordinated AllStaff luncheon

Benefits

- New hire open enrollments
- Qualifying event from individual to family coverage
- Prepared for transition from Benefitsolvers to PlanSource
- Helped retiree receive IMRF info to prepare for pension death benefits

Staffing & Onboarding

- In-person interview with Angel Flores
- Hired Angel Flores as Adult Services Librarian (part-time)
- Conducted Zoom interview with Sam Ruff
- Hired Sam Ruff as Patron Services Clerk (part-time)
- HR Orientations Jeremy Donaldson, Autumn Temesvary, Angel Flores, and Sam Ruff
- Terminated Sam Ruff three days in (found full-time role)
- Contacted references (7)
- Created Paylocity accounts and submitted background checks (4)
- Currently only have ONE open position Library-wide (Tech Services- posted opening)

Training

- SHRM webinar - Shifting Needs: The Vital Role of Wellbeing and Recognition in Retaining and Engaging Employees (1 hour)
- SHRM webinar - DE&I: Moving Beyond Concept to Drive Real Business Impact (1 hour)
- SHRM webinar - Manage Compliance in HR: Best Practices for Wage & Hour, Performance Management and Avoiding Litigation (1 hour)
- SHRM webinar - Praise vs Profit: Driving Engagement and Productivity with Social and Monetary Recognition (1 hour)
- SHRM webinar - Managing Culture Through Times of Change (1 hour)
- SHRM webinar – Addressing the Impact of Today’s Financial Stressors on Mental and Physical Health (1 hour)
- SHRM webinar - Mastering the Art of Meaningful Feedback Conversations (1 hour)

Compensation

- N/A

Human Resources

Monthly Report

August 2023

Administration

- Participated in the VetBros Community Charity event
- Launched Library-wide Stay Interview for feedback and areas of improvement

Benefits

- Meetings and transition from Benefitsolvers to PlanSource benefit platforms

Staffing & Onboarding

- Created phone and in-person interview questions for Tech Services position and reviewed with hiring manager and Tech Services team member
- Three phone screens for open Technical Services Associate position
- Two in-person interviews for Tech Services Associate position
- Hired Jackie Latham for Tech Services Associate position
- Contacted references
- Acquisitions Associate Susan Grude announced retirement
- Conducted 60-day check-in with new hire Claire Lee
- Launched 30-day survey to new hires Jeremy Donaldson and Autumn Temesvary

Training

- SHRM Authenticity at Work with Robin Roberts (1 hour)
- SHRM The Science & ROI of Why ERGs are Necessary Now (1 hour)
- SHRM From Diversity to Inclusivity (1 hour)
- LAANG Library Meeting (1 hour)
- Student Behavior Meeting (30 minutes)
- IPBC/ Village of Carol Stream meeting (1 hour 15 minutes)
- SHRM Employee Engagement: Strategies for Success (1 hour)
- SHRM Benefit Seminar (5 hours)
- SHRM Future Proofing Employee Benefits (1 hour)
- SHRM Earning Leadership Support for Employee Wellbeing (1 hour)

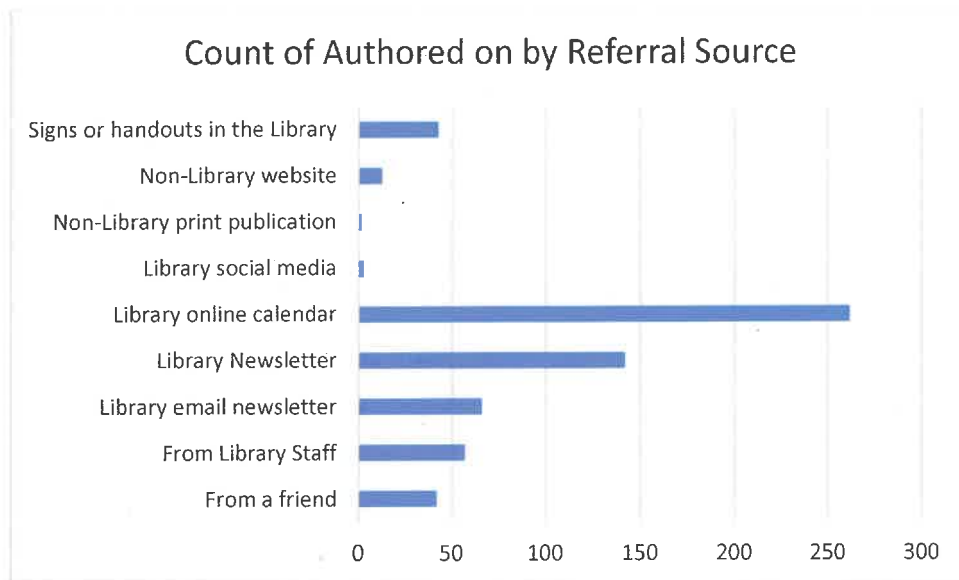
= 13 hours 45 minutes total

Compensation

- N/A

Marketing Report: Mikayla Frigo

July and August 2023



Promotions resulted in 630 event registrations

- Attended meeting at the Village of Carol Stream boardroom to discuss details for National Night Out.
- Created and ordered 23 shelf signs.
- Selected new printer for the Print Newsletter, Envision3.
- Prepared materials and participated in the Independence Day Parade.
- Prepped promotional materials for the Concert in the Park.
- Prepped promotional materials for National Night Out
- Edited and completed the fall (September, October & November) print newsletter to be distributed to Carol Stream homes mid-August.
- Started working on campaign idea for the Library Card Sign-Up month, “Oh, The Places We Will Go”
- Created labels for bookmarks.
- Created banner on messagebee for closure on July, 23.
- Coordinated October program, Chef Maddox, “Cozy, Comfort Cuisine”, sponsored by the Friends of the Library and promotional tables in the Lobby to celebrate their 40th anniversary.
- Produced graphics for TV displays to promote the Library’s resources, upcoming events, and reading challenges.
- Promoted the July Blood Drive on all marketing platforms.
- Updated CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.

- **Marketing Request Forms/ Marketing Materials Created**

- Youth Services August Programs pamphlet
- Edited Adult and Teen monthly program calendars
- Explore More Illinois Pamphlets
- Created signs for closure on July, 23.
- 9 - 8.5 x 11 Program signs

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: July

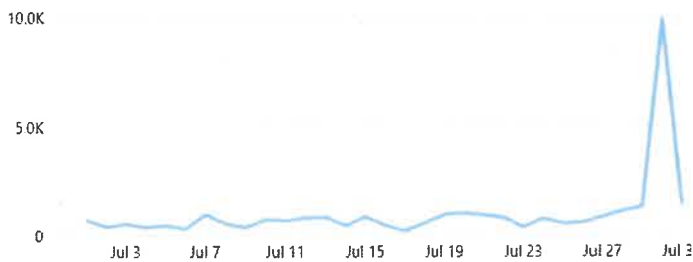
Followers: 2,941 (16 new followers)

Reach

Reach

Facebook reach ⓘ

16,442 ↑ 57.9%



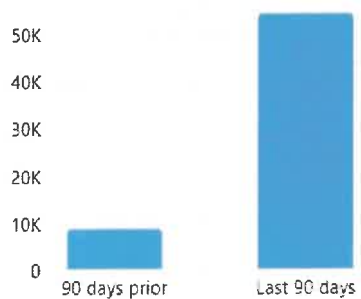
July Post Reach: 54.5 K

Reach

Post reach ⓘ

54.5K ↑ 537.6%

Total from last 90 days vs 90 days prior



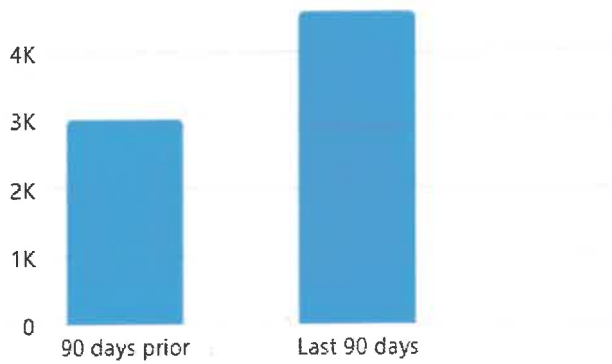
July Engagement: 4.6 K

Engagement

Post reactions, comments and shares ⓘ

4.6K ↑ 52.6%

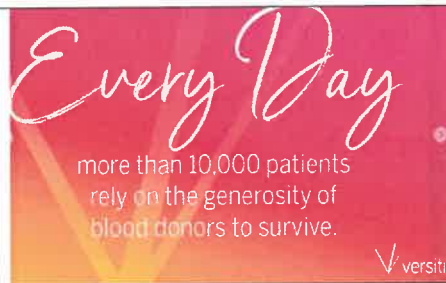
Total from last 90 days vs 90 days prior



Top Three Reach Posts from July



People Reached: 44,244
Engagements: 2,293



People Reached: 1,489
Engagements: 44



People Reached: 1,093
Engagements: 71

Top Three Engagement Posts from July



People Reached: 44,244
Engagements: 2,293



People Reached: 943
Engagements: 96



People Reached: 1,093
Engagements: 71

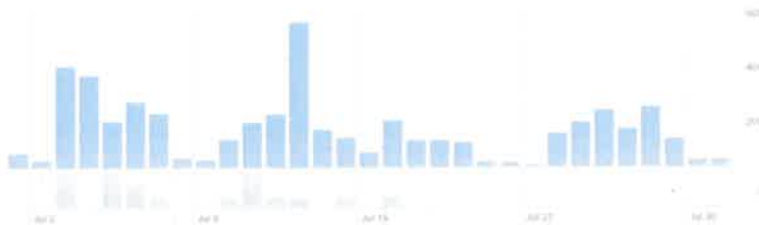
Twitter

Followers: 1,658 (4 new followers)

Total Impressions: 4.4 k

Impressions from July

Your Tweets earned 4.4K impressions over this 31 day period



Total Engagements: 99

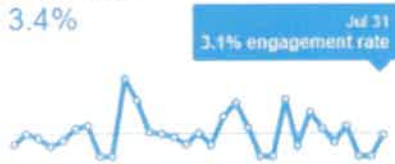
Engagements for July

Engagements




Showing 31 days with daily frequency

Engagement rate

3.4%



Top 3 tweets from July

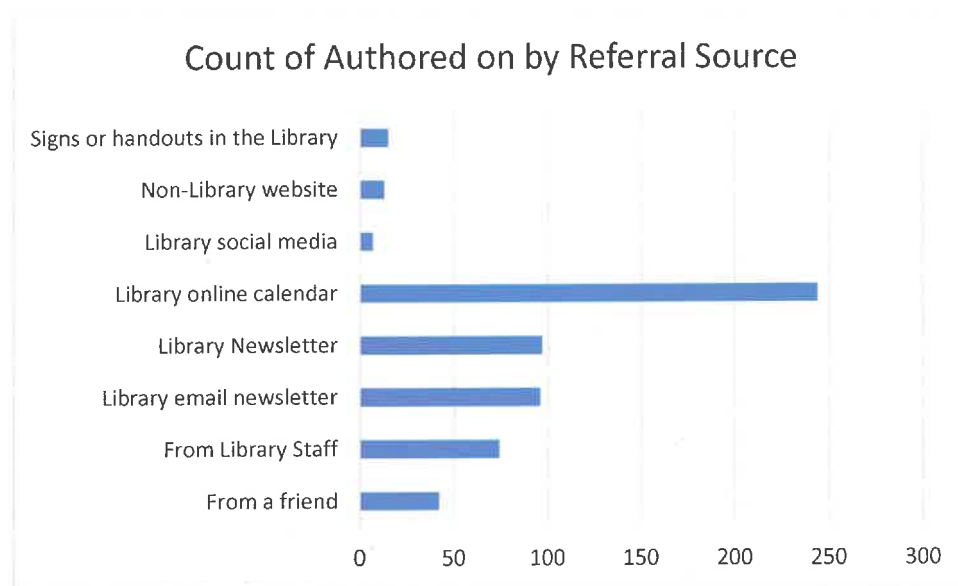
Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Carol Stream Public Library @CarolStreamFL Jul 3	Then crazy mad photo editing skills, away! pic.twitter.com/XixXvJwsmq		450	10	2.2%
	Carol Stream Public Library @CarolStreamFL Jul 12	#WaybackWednesday to our unicorn sticker poster from a few years back. pic.twitter.com/d18h2gTXRT		395	14	3.5%
	Carol Stream Public Library @CarolStreamFL Jul 5	On National Bikini day, did you know the Bikini was named for the Bikini Atoll. The Castle Bravo H-Bomb was tested there in 1954. The resulting 15 megaton explosion and nuclear fallout helped inspire the first Godzilla movie. #Godzilla pic.twitter.com/Bgbc8GzQWl		367	10	2.7%

Promotional Emails July

July 6	Special Summer Reads and Events	Open Rate: 35.8%	Click Rate: 1.9%
July 13	Upcoming Summer Fun!	Open Rate: 37.3%	Click Rate: 2.7%
July 20	Library Fun at Home!	Open Rate: 36.6%	Click Rate: 2.1%
July 27	Summer Reading Prizes	Open Rate: 36.5%	Click Rate: 1.5%

Marketing Report: Mikayla Frigo

August 2023



Promotions resulted in 588 event registrations

- Prepped promotional materials for Annual Dog Charity Show
- Prepped promotional materials and attended National Night Out
- Prepped promotional materials and attended the Movie in the Park
- The Fall (September, October & November) print newsletter was distributed to Carol Stream homes mid-August.
- Watched the ILA webinar, Grow Your Library with 360 virtual tour to discover how we can increase the Library's accessibility and options for a social story.
- Created marketing materials for the Library Card Sign-Up month, "Oh, The Places We Will Go!" such as: promotional signs, instructional guide, passports, raffle tickets, a photo op, and ordered props and prizes for the campaign.
- Produced graphics for TV displays to promote the Library's resources, upcoming events, and reading challenges.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Produced 5 weekly e-newsletter blasts.
- Produced 5 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
 - October Youth Services August Programs pamphlet
 - Edited September Adult and Teen monthly program calendars
 - 13 - 8.5 x 11 Program signs
 - 11x17 Spanish printing signs
 - Updated 8.5 x 11 printer and copier signs with addition of Spanish
 - 11x17 Neighbors together book display sign

- Travel book display sign
- Spotlight programs sign in relation to travel book display
- Sign for an adult and high school take and make kits
- Grow with Google Series sign and additional handouts
- Financial Fitness Series sign and additional handouts
- Created bookmarks and signs to promote Wendy & DB concert

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: August

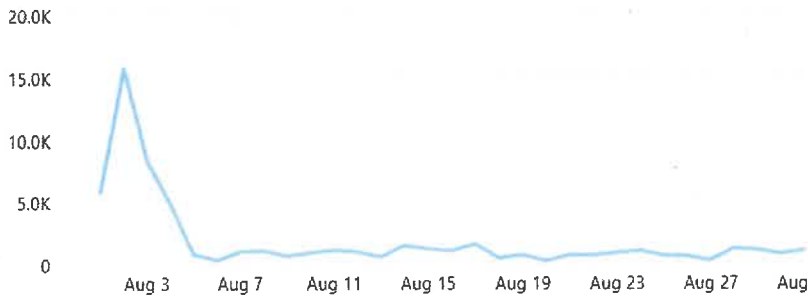
Followers: 2,960 (19 new followers)

Reach 42,492

Reach

Facebook reach ⓘ

42,492 ↑ 152.4%



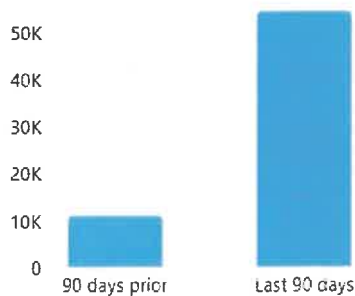
August Post Reach: 54.4 K

Reach

Post reach ⓘ

54.4K ↑ 402.7%

Total from last 90 days vs 90 days prior



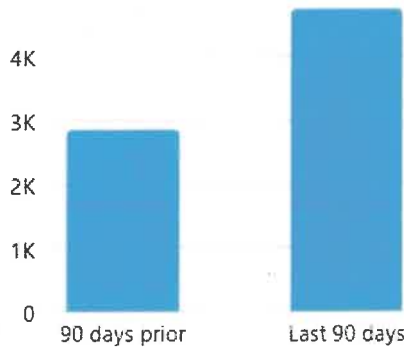
August Engagement: 4.7 K

Engagement

Post reactions, comments and shares ⓘ

4.7K ↑ 66.3%




Total from last 90 days vs 90 days prior



Top Three Reach Posts from August

<p>Carol Stream Public Library August 28 at 5:00 PM</p> <p>The Library will be closed Sunday, September 3, and Monday, September 4 in celebration of Labor Day. Please note the parking lot will be closed starting Saturday evening, September 2, for maintenance and will reopen Tuesday, September 5.</p> <p>LIBRARY CLOSURES</p> <ul style="list-style-type: none"> • Sunday, September 3 • Monday, September 4 • Please note the parking lot will be closed starting Saturday evening, September 2 <p>See insights and ads</p> <p>11</p>	<p>Carol Stream Public Library August 17 at 11:55 PM</p> <p>Congratulations to the winners of our SRP Prize Baskets!</p> <p>See insights and ads</p> <p>78</p>	<p>Carol Stream Public Library August 12</p> <p>Summer Reading comes to a close this Sunday, August 13. Make sure to turn in your reading logs to earn prizes and for a chance to win the Family Prize Basket!</p> <p>The winner of the Camp Hiawatha Family Prize Basket will be chosen Monday, August 14! 🎉 Featuring a Brookfield Zoo Pass, giant stuffed polar bear, mini mermaid garden, snacks, stickers, books, and more. Read on and good luck!</p> <p>See insights and ads</p> <p>64</p>
<p>People Reached: 1,845 Engagements: 21</p>	<p>People Reached: 1,813 Engagements: 126</p>	<p>People Reached: 1,355 Engagements: 64</p>

Top Three Engagement Posts from August

 <p>Carol Stream Public Library August 17 at 12:00 PM</p> <p>Congratulations to the winners of our SRP Prize Baskets!</p> <p>See insights and ads</p> <p>7 2</p>	 <p>They faced stiff competition from the Bloomingdale and Bartlett Public Library teams, but pulled ahead in the final round. Thanks to Bloomingdale Public Library for hosting the tournament, and to the all of the supportive parents!</p> <p>See insights and ads</p> <p>2 3</p>	 <p>See insights and ads</p> <p>8 1</p>
<p>People Reached: 1,813 Engagements: 126</p>	<p>People Reached: 1,182 Engagements: 90</p>	<p>People Reached: 1,279 Engagements: 64</p>

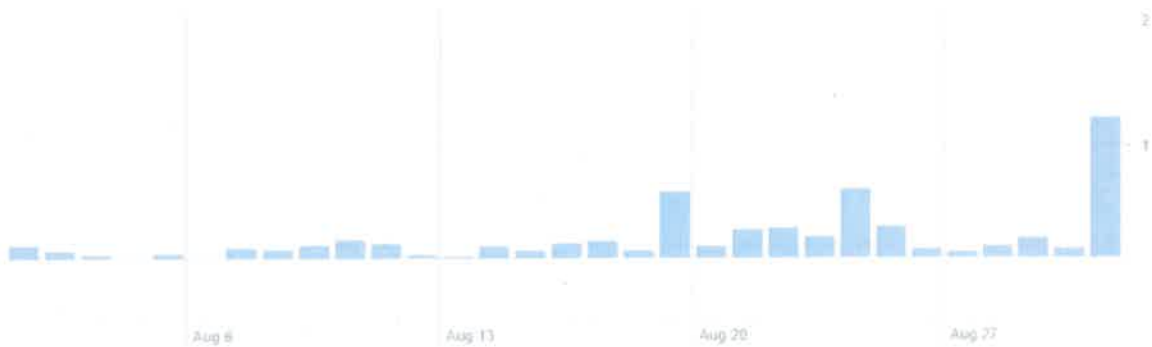
Twitter

Followers: 1,659 (1 new followers)

Total Impressions: 5.1 k

Impressions from August

Your Tweets earned 5.1K impressions over this 31 day period



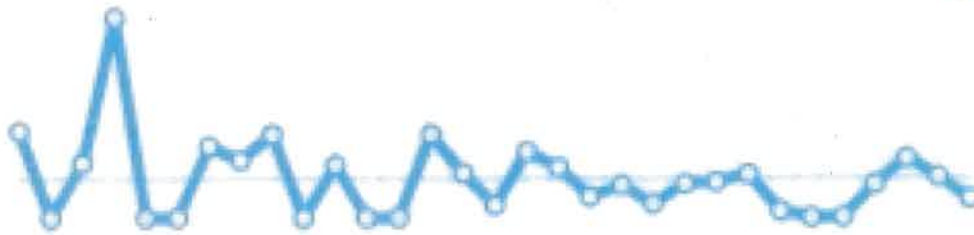
Total Engagements: 70

Engagements for August



Engagement rate

2.4%

Aug 31
1.2% engagement rate



Top 3 tweets from August

Tweet Content	Retweets	Replies	Engagement Rate
 Carol Stream Public Library @CarolStreamPL Aug 31 So our #AskALibrarian question is: An upcoming children's book club has our Youth Department wondering: Are there any recommendations for a chapter book about leap year? Thanks! pic twitter.com/K6T61RTS58 View Tweet activity	1,522	13	0.9%
 Carol Stream Public Library @CarolStreamPL Aug 31 #AskALibrarian starts at 11 a.m. later today. Use the hashtag to ask librarians around the country and around the world for book recommendations. We may even have a question of our own... #tease pic twitter.com/6d2v6TY7S9 View Tweet activity	142	7	4.9%
 Carol Stream Public Library @CarolStreamPL Aug 29 The library will be closed on Sunday, September 3rd and Monday September 4th for the Labor Day Holiday. But don't fret! The library's collection of E-Books, E-Audiobooks and more are available via @LibbyApp and @hooplaDigital 24/7 with an Internet connection. #ebooks pic twitter.com/T2wZkQ3TtE View Tweet activity	174	4	2.3%

Promotional Emails August

August 3	August hoopla Bonus Borrows are Here!	Open Rate: 37 %	Click Rate: 2%
August 10	Summer Reading is Coming to an End	Open Rate: 35.4%	Click Rate: 1.3%
August 17	August Library Fun at Home!	Open Rate: 35.4%	Click Rate: 2.0%
August 24	Oh, The Places We Will Go!	Open Rate: 36.6%	Click Rate: 1.6%
August 31	Happy Labor Day Weekend!	39.6%	Click Rate: 1.0%



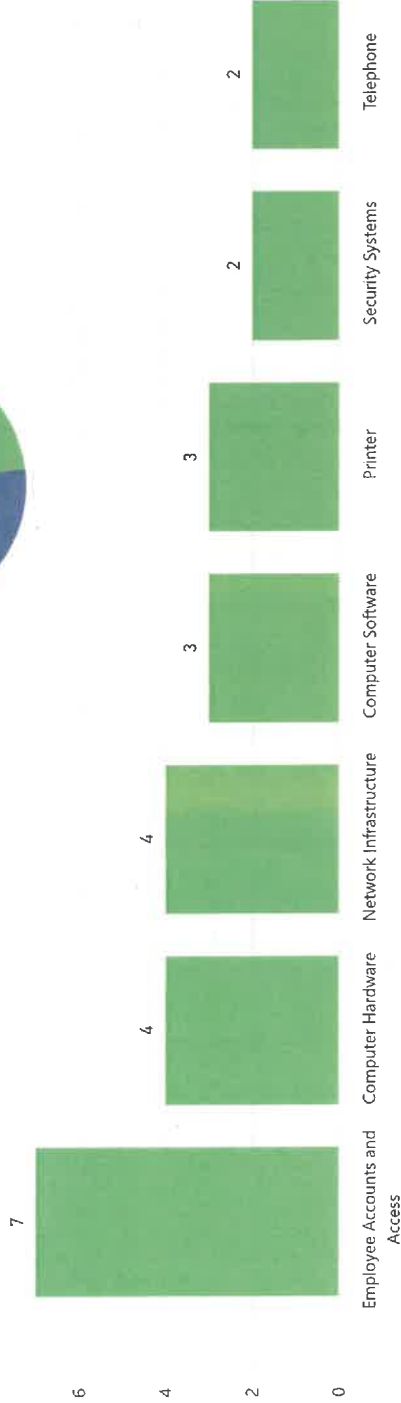
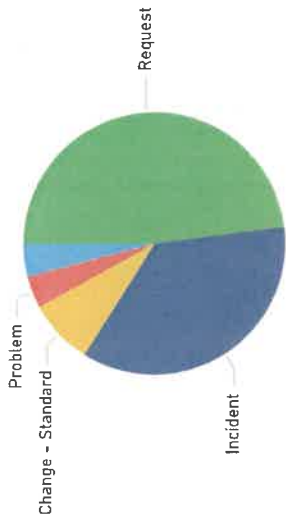
Monthly Report of IT Service

Report Range 7/1/2023 7/31/2023

Support Tickets 25

Information Technology Closed Support Tickets by Category

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



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.



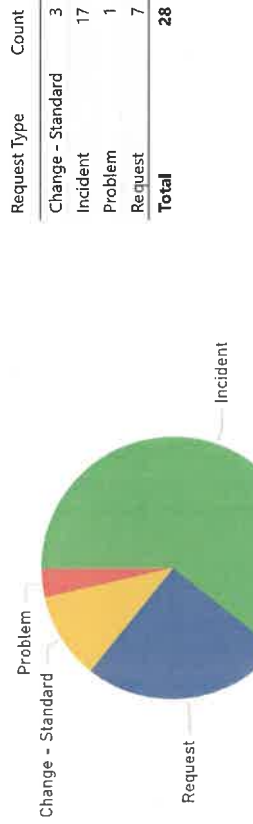
Monthly Report of IT Service

Report Range 8/1/2023 8/31/2023

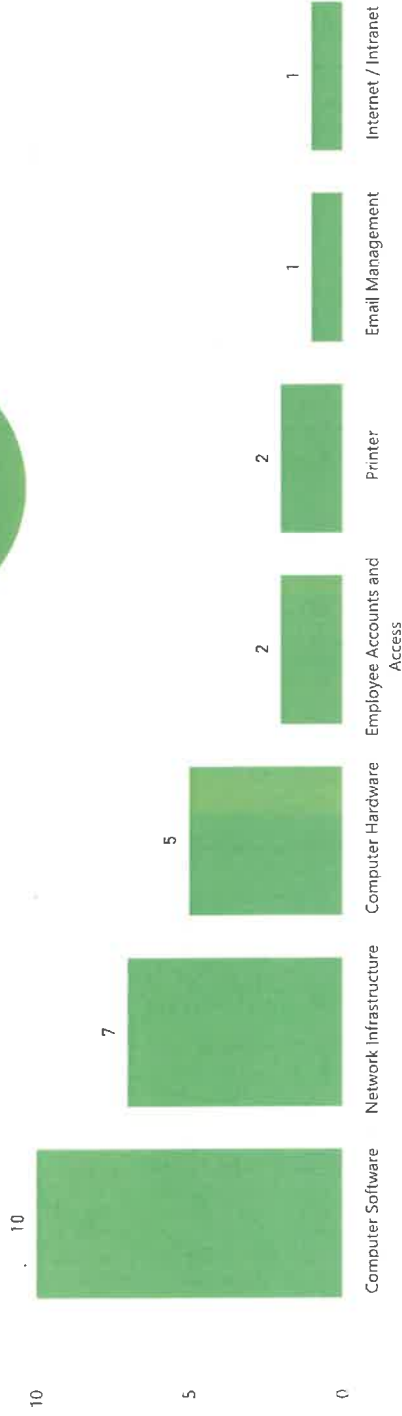
Support Tickets 28

Information Technology Closed Support Tickets by Category

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



CategoryName	Count
Computer Hardware	5
Computer Software	10
Email Management	1
Employee Accounts and Access	2
Internet / Intranet	1
Network Infrastructure	7
Printer	2
Total	28



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